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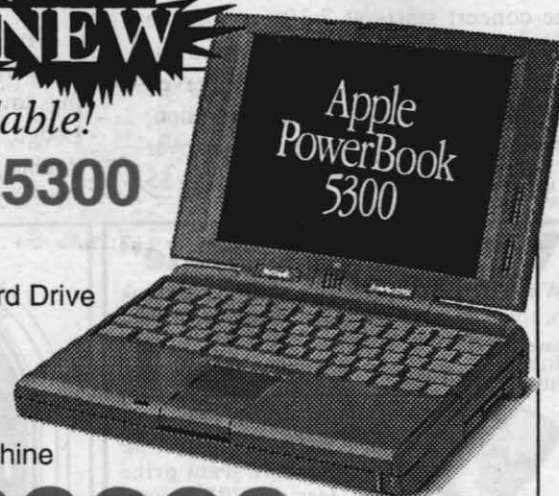
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THE ROCKETEER

THURSDAY, NOVEMBER 30, 1995

NAVAL AIR WEAPONS STATION, CHINA LAKE

Vol. 51, No. 23

Renewable Energy Workshop attendees see ribbon cutting of world's largest stand-alone photovoltaic power system

By Chuck Combs
Energy Program Office

As part of a Department of Defense Renewable Energy Workshop held at China Lake on Nov. 14-15, a ribbon cutting was held for the Photovoltaic (PV)/Diesel Hybrid Power System at the Superior Valley Bombing Range. The Energy Program Office and Geothermal Program Office co-sponsored the workshop, which focused on solar, wind and geothermal technologies. There were about 100 workshop attendees in spite of the government shutdown the day before the workshop started.

With a 350 kWp PV array, the Superior Valley PV/Diesel system is the largest stand-alone PV system in the world. It is the cornerstone of the DoD PV program and represents demonstration and technology transfer for a large application class within DoD and the federal government.

The system represents not only a

technology breakthrough, that of using a high power (300 kW) stand-alone power processing system made up of multiple isolated gate bipolar transistor (IGBT) machines operating in parallel, but a contracting milestone as well. Due to the usual Washington programmatic, the money, which expired Sept. 30, 1994, was not received at China Lake until May 15, 1994. A concerted coordinated effort by the Weapons/Targets Research and Engineering Contracts Division and the Energy Program Office led to a \$3.6 million contract award on Sept. 16, 1994 — 70 days after the stub was submitted on July 8, 1994. The nominal time of award for a contract of this scope is 265 days.

DoD is the largest single energy user in the world. In 1992, DoD accounted for 87 percent of all federal government energy consumption, and for 72 percent of all federal government building/facility energy usage. Several defense authorization acts and presidential executive

Please see **POWER SYSTEM**, Page 13



Photo by Kathi Ramont

PHOTOVOLTAIC modules served as a backdrop for speakers, including Capt. Charles A. Stevenson, at the ribbon cutting ceremony for the new power system at the Superior Valley Bombing Range. There are 1,400 modules in the system.

Point Mugu's Tomahawk Test Team marks milestone test

Bird launched from Atlantic flies across Florida to target in Gulf of Mexico

5

Weapons pioneers earn Superior Civilian Service Awards

Navy's second highest award presented to Joe Mosko and Richard Hughes

6

Shaping Your Future

Business Recovery Team's who's who, Talent Sharing data bases and more open dialog

8-10

S&TD employees honored by technical communication group

Mark Pahuta, Tom Boyd and Cliff Lawson receive awards for video and brochure

14



WET GOODBYE—AD3 Ruman Prasad stifles a laugh following wetting down of Capt. Roger Hull after the former NAWCWPNS vice commander's final flight at China Lake. New Vice Commander Capt. Jack Dodd is profiled on Page 3.

Farewell, Capt. Hull...

Captain Roger Hull said he would miss the scores of Quick Mail messages daily, the routine of shuttle flights to or from China Lake and the opportunities to go hot air ballooning over the desert. These comments came at a farewell party for the former Naval Air Warfare Center Weapons Division vice commander held Nov. 21.

In addition to the usual plaques from the competency leaders, Hull received a balloon sculpture and a poem in his honor from the Ridgecrest Chamber of Commerce and a key to the City of Ridgecrest. In presenting the key, Mayor Curt Bryan said it didn't open a single locked door anywhere in the city.

About 100 people, including RAdm. Dana McKinney, NAWCWPNS

commander, attended the farewell event. McKinney said he would miss Hull's loyalty and dedication to the command. He praised the departing vice commander for his untiring efforts in communicating with the employees and the communities outside the fence at the two major sites.

Other presenters included Sterling Haaland, who served as master of ceremonies, Capt. Doug Henry, Dillard Bullard, Matt Anderson, Cdr. Randy Sweeney and Cdr. Gregg Howard.

Hull noted that with the Space and Naval Warfare Systems Command, his new duty station, scheduled to move to San Diego in 1997, China Lake and Point Mugu hadn't seen the last of him. His wife, Allison, joined him at the party and said she too would miss California and the people of NAWCWPNS.

Weather



November 15 - 21					
	High	Low	Gusts	Humidity	
Wed	86	38	08	59-19%	
Thurs	81	40	10	52-18%	
Fri	82	38	06	—	
Sat	82	38	07	—	
Sun	80	36	06	—	
Mon	78	36	07	54-20%	
Tues	80	36	16	53-13%	
November 22 - 28					
Wed	79	37	08	41-16%	
Thurs	80	35	08	—	
Fri	71	38	07	—	
Sat	76	36	18	—	
Sun	75	47	34	—	
Mon	65	36	17	41-17%	
Tues	69	30	06	39-17%	

China Lake Calendar

Call the PAO Info Line at 939-0050 for current information on base events

Thursday, November 30

• Health Benefits Fair, 8 a.m. to 4 p.m., Training Center Room 114

Friday, December 1

• Festival of Lights, NAWS Headquarters lawn from 2 to 9 p.m. Tree lighting and music at 5 p.m., Santa arrives at 6 p.m.

Wednesday, December 6

• Special RAB meeting with a groundwater presentation, 6:30 to 9:30 p.m., IWW Water District Office

Monday, December 25

• Christmas dinner at Wreck Center free for single military and geographical singles. 3 to 6 p.m. Call 939-8660

THE ROCKETEER

RAAdm. Dana B. McKinney
NAWCWPS Commander

Capt. Charles A. Stevenson
NAWSCL Commanding Officer

Steven F. Boster
Public Affairs Officer

Barry McDonald
Editor

Kathi Ramont
Staff Writer

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Editorial deadline: 4 p.m., Wednesday of non-flex weeks. This deadline also applies to submittals for the NAWCWPS Announcements contained herein; the PAO Info Line, and cable Channel 17, KNID Reader Ads.

Correspondence and material for THE ROCKETEER should be addressed to: Editor, THE ROCKETEER, Commander, Code 750000D, NAWCWPS, 1 Administration Circle, China Lake, CA 93555-6001; or they may be transmitted by QuickMail to Barry McDonald. (If unable to find this name: under the QuickMail menu select Directory Services, then select CL_HQ zone, NAWSTAFF_MC mailcenter.) Fax information to 939-2796, or call 939-3354.

Information intended for use in PAO Info Line and KNID Reader Ads should be sent to Linda Lou Crosby at Code 750000D or to her QuickMail address, or she may be reached at 927-3095.

Advertising is the sole responsibility of High Desert Newspapers, Inc., 224 East Ridgecrest Blvd., Ridgecrest, CA 93555, (619) 375-4481.

Advertising deadline is noon, the Friday before publication.



Low cost winter firewood available at China Lake's Recycling Facility

Whether needing wood for burning or building a dog house to keep the pet warm at night, the Naval Air Weapons Station China Lake Recycling Facility has a stockpile of scrap wood to choose from. Cost is only \$3 a pickup load.

Sam Treece, the recycling center's manager, noted that customers have a nice choice of wood this year – from pallets to demolition and construction debris.

The wood is stored at the corner of Kimball Road and Decatur Street (on the south side of the Public Works compound). Before picking up the wood, however, customers need to purchase a \$3 "wood permit" from Treece at the NAWS China Lake Recycling Facility. The facility is located at Building 1032 on Cobra Street, which is next to Michelson Lab's west parking lot. People should call first though, as he is often away from the facility. Treece can be reached at 939-2522.

Special free counseling offered to employees during the holiday season

The holiday season is normally a very special and happy time for all of us. Sometimes we forget that some of us have personal problems that cause us to experience the "holiday blues" during this joyous season.

Special counseling is being offered, free of charge, for anyone who may feel the need talk to someone. The counseling is available now and will continue through Jan. 11. No appointment is necessary – all a person has to do is to drop by between 8 and 11 a.m. on Tuesdays or Thursdays, when our door will be open. The assistance offered is strictly on a confidential basis – no one else need know. The office is located in the Human Resources Building No. 2335, 505 Blandy, Room 117.

Please drop by if you feel you need to talk to someone. We are there to help in any way we can. Please call 939-2480 for further information.

Check your facts – don't let HRD's December 22 deadline pass you by

Don't procrastinate: Return your "validation of employee information" sheet to the Human Resources Department, Code 731000D, or 731000E, no later than Dec. 22. Or drop it off at Building 02335, Room 100 at China Lake, or Building 211 at Point Mugu. Please make sure your SF-171, OF-612, or resume is updated and correct.

Return to Service Store has supplies

Remember the good ol' days—the days when you didn't have to worry about cost and could just run over to Telmart to get whatever supplies you wanted? You didn't even have to really need the item, it might have been just something that would make your work a little easier or help you get more organized.

Those days are gone. With budgets getting tighter each year, it has become imperative to pinch pennies and to make sure whatever you buy is something that is really needed. Even then, you might not be able to buy it because of cost.

There is one way, however, you can get what you want and still save money—by using the Naval Air Weapons Station China Lake Return to Service Store, located at Building 1032, Cobra Street (next to Michelson Lab's west parking lot).

The NAWS China Lake Return to Service Store has a variety of office supplies that can be picked up at no cost. Items available include 3-ring binders, hanging folders, colored side-tab folders, regular folders, 3-hole punches, rolexed files, scissors, tape dispensers, file drawers, clip boards, disk holders, staples, paper clips (all sizes and shapes), IBM wheel writers, and even paper (11" x 17").

Sam Treece, manager of the store and the NAWS China Lake Recycling Facility, encourages people to call him to see if he has what's needed before spending those dwindling dollars on office supplies. Treece can be reached at 939-2522.

Press '9' for latest BRT Updates

A new category, "Business Recovery Team Updates," is up and operating on the Public Affairs Office INFO Line. It can be accessed by dialing 939-0050, and pressing "9."

Pages From The Past

Nov. 29 & Dec. 6, 1985

PW personnel Dick Malone, Cdr. J. L. Bullock and Bill Bonner honored for ideas on cutting red tape. . . Department of Fish and Game moved 167 Tule Elk to three ranches in San Luis Obispo and one in San Benito. . . New Weapons Power System laboratory opens. . . Paper by Dr. Melvin Miles published in *Journal of Electroanalytical Chemistry and Interfacial Electrochemistry*. . . CFC fund drive topped the \$200,000 mark. . . June Claunch was Employee in the Spotlight. . . Theresa Thomason, Trisha Chan, Nancy Finton and Gemma Ivanivsky were featured in explanation of Center's financial data analysts' work.

Nov 28 & Dec. 5, 1975

IWW's new TV system nearly complete. . . Ron Clodt, Jerry Morrison and Robert Douglas received Beneficial Suggestions awards from Public Works Officer. . . Fifty NAF and VX-5 volunteers complete renovation of four 3-bedroom apartments into furnished temporary quarters. . . Dr. Richard S. Hughes receives Patent Award. . . Eva Bien was promoted to head of Personnel Department at NWC. . . Police Chief Steve Kaupp invited to attend three month course at FBI National Academy. . . Crill Maples, Frank Bufum and Gerald Miller received Michelson Laboratories Awards

Nov 26 & Dec. 3, 1965

Astro-Aquanaut Cdr. Scott Carpenter to speak at American Ordnance Association banquet. . . VX-5 lofts Mk 4 Pod, evaluates speedy gun. . . Royal Winnipeg Ballet comes to Station Theater. . . NOTS personnel attend 23rd Navy Symposium on Underwater Acoustics in Washington, D.C.

Nov. 25 & Dec. 2, 1955

New curtains and movie screen installed in Burroughs High cafeteria. . . Tom Fahy receives Superior Accomplishment Award and \$200. . . Eleven Engineering Department employees receive Beneficial Suggestion Awards. . . 1955 Burroughs High School yearbook, the *El Burro*, receives first place rating.

COMMUNITY EVENTS

A money raising special concert, not covered by the regular season ticket, will be held tonight, Thursday, Nov. 30, by the Indian Wells Valley Concert Association. Featured will be the Dallas Brass. The concert starts at 7:30 p.m. in the NAWS Auditorium. Ticket prices for current season subscribers (unreserved seating) is \$20 each general admission. Active-duty military, under 21, or over 65 price is \$15. General public pays \$5

more in each category.

####

Studio Eight will be showing some of the work of Mary Miears and her students on Dec. 1-3 at the gallery at 995 North Norma. The hours of the show are 6 to 9 p.m. on Dec. 1, and 11 a.m. to 5 p.m. on the 2nd and 3rd. A reception for the artists will be held at the gallery on Friday, Dec. 1 from 6 to 9 p.m. Call 446-7977 for information.

####

The Indian Wells Valley Dart Association will conduct its fifth annual Christmas toy dart shoot on Dec. 2 at the Elks Lodge, 201 E. Church St., Ridgecrest. A double elimination blind doubles draw

will be held. Entry fee is \$5, plus a new toy and a canned food item. Proceeds will benefit local children in the Indian Wells Valley. There will be drawings and door prizes and food will be available.

####

The Cerro Coso Community College Choir will present their "Winter Choir Concert" on Dec. 2, at 7:30 p.m., in the College Lecture Center. Admission is free, but donations to the Fire Mountain Foundation will be gratefully accepted. For more information, please call the college at 375-5001.

####

The Knights of Columbus are selling Christmas trees shipped fresh from Ore-

gon. Order forms may be picked up at the All Faith Chapel on the base, St. Ann's School, the St. Anne's Christmas Bazaar, or the Knight's Hall on Ridgecrest Blvd. The deadline for orders is Dec. 3. You may pick up your tree at the Knight's Hall on Dec. 9 or 10, 8 a.m. to 8 p.m. Or, for a small charge, your tree will be delivered to your home.

####

Mary Lee Thomas, soprano, and Richard Mansfield, pianist, will present a recital of Arias and Carols on Dec. 10 at 3 p.m. at Cerro Coso Community College Lecture Center. Tickets will be available at the door at \$8 for adults; and \$6 for students and seniors.

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25 REAL ESTATE

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West Coast Sailor, Capt. Jack Dodd, tackles vice commander assignment

By Barry McDonald
Editor

Capt. Jack Dodd comes to the position of vice commander of the Naval Air Warfare Center Weapons Division well prepared. He's served in varying capacities with five different squadrons; he's had multiple deployments aboard three different aircraft carriers; he's been a test pilot; he's served in a number of shore-based RDT&E roles; he was once the AMRAAM project officer and later served as the AMRAAM "Class Desk" at NAVAIR; he has a master's degree in aeronautics; and his last assignment was as commander, Test Wing Pacific.

"I think I have a good blend between shore duties and sea duties," Capt. Dodd said. "The person in this position needs to know what the fleet needs, and I think having served in the fleet gives me that knowledge. Being a test pilot and project officer gives me another perspective in weapons development and serving in the class desk, yet another."

After receiving his wings and fleet replacement training, Dodd's first assignment was flying F-4B/Ns with VF-51 at NAS Miramar, and his career includes three tours at Point Mugu. So a good portion of his duty has been on the West Coast.

"The Navy tends to make you either an East Coast or West Coast Sailor," he said. "The obvious reason is that they don't have to pay to move you back and forth across the country. My wife's from Oxnard and has family here — we were married during my first tour at Point Mugu — so it's always been attractive to return to this area for that reason. But Susan's traveled everywhere with me. We were married in December 1978, and then we were on our way to Japan."

As far as the new job is concerned, he said, RADm. Dana McKinney, commander, NAWCWPNS, isn't expecting any changes in duties from those that prede-

cessor Capt. Roger Hull performed. His primary areas of responsibility will be working with the various management boards to contribute to command decision-making, investments, security, safety and communications with the outside world and with personnel.

And that last responsibility, open communication with employees, is a major focus, according to Dodd. Hull's dialog with individuals through electronic mail (and in command newspapers) has been very popular and useful, and such two-way communication will continue in some form.

"I'm not as knowledgeable as Capt. Hull is on all aspects of the business plan," Dodd explained. "I'm going to have to come up to speed on that. So, many questions will be referred to those experts who have the answers — Human Resources, the comptroller, payroll, or perhaps the employee's first level supervisor. But we will keep the lines of communication open."

He added that he has already received some questions that he has responded to directly or referred to others, and that there is still a backlog of Capt. Hull's Qs & As that will be sent out over Quick-Mail and run in base newspapers.

"There is a communications subgroup of the Business Recovery Team that is tasked with getting the truth about the business plan out to the work force," he said. "That committee, and the BRT, will look at ways to continue the open communication, and in the meantime questions will continue to be answered as the process evolves. The message that we have to get across is that we are living in times of great uncertainty, and that we know and understand that this is stressful for everyone. But we will address issues. The answers we give may not necessarily be what people want to hear, but we want to get the truth out about what is happening and what it means to the individual employee."

Dodd still flies F-4s — when he gets

MILITARY NEWS



Capt. Jack Dodd

the chance. He said he tries to get a hundred hours of flight time a year, but didn't reach that goal last year, and he doubts that he will this year. "Although flying is fun, it isn't the focus of this job; there are more important things to keep me busy," he said.

Dodd says he likes to spend his off time, which he says he seems to be finding little of, outdoors with his family — exercising, running and roller blading.

"I also coach youth sports," said the vice commander. "I enjoy coaching and youth activities. It gives me a chance to be involved in my kids' lives while they're kids. That only lasts a little

while, and it's important for me to experience that." He's coached fifth-grader Nathan's Little League team and high school sophomore Ashlee's softball team, as well as soccer teams, and now, he says, Nathan has volunteered him to coach basketball. And this has been going on for some time. He did the same for stepson Paul, who now attends Cal Poly, San Luis Obispo.

About his new job Dodd said, "I'm honored that the admiral selected me, humbled by the total responsibility and in awe of the job that Capt. Hull has done. I hope I can satisfy the expectations of the admiral and the employees."

White Sands bachelor quarters win first in Zumwalt Award competition

The work at the Navy Bachelor Quarters was recently recognized as the best BQ in the small category as it won first place in the coveted Zumwalt Award competition. This award compares all Navy BQ's of like size to determine which BQs provide the best quality of life for their respective residents. Capt. Steve Beal, officer in charge of NAWCWPNS-WS Detachment, stated upon being considered for this award, "Winning the Zumwalt Award was not the original intent when work started

several years ago, however, the military and civilian team had a good plan and it all came together this year."

The Navy bachelors quarters at White Sands has been the site for a lot of attention over the past few years in an attempt to provide the highest possible quality of life for Sailors serving a shore tour after life on board ship.

The activity started five years ago, when a long range plan to upgrade the BQ was developed and funding was sought. As complete funding for a com-

plete tear-it-down-and-rebuild-it remodel was not available, the Navy sought excess funds as they were available and did the remodeling in small bites versus one big project. Finally the end of the long road is nearing with the majority of the work completed.

The BQ has received a facelift both inside and out. Highlights include a new outdoor recreation area with jacuzzi, volleyball and enclosed patio area, and a new exterior with energy efficient windows. On the interior just about every-

thing has been remodeled, from the lounges and individual rooms to the kitchen areas.

Throughout this process the emphasis has been on quality and pleasing home atmosphere. This is immediately apparent upon entry into the BQ, from the oak trim on the display cases to the Southwest motif on the walls in the hallways. This was accomplished with a mixed crew of civil service personnel, Sailors, Navy reservists and contractors all working together as a team.

WTS staff shares early Thanksgiving meal with Sailors and co-workers

By Jean Winkler
Weapons Test Squadron

For seven years, now, the Naval Weapons Test Squadron Support Staff have held a special Thanksgiving luncheon for Sailors who might not get home for the holiday and might otherwise not get a home-cooked turkey meal. And for the seventh year, the feast has turned out to feed a lot more than single Sailors.

Civilian and contractor personnel joined Sailors in enjoying the meal Nov. 16 in Hangar 3. While it was billed from 11 a.m. to 1 p.m., by closing time all of the 17 turkeys, with all the trimmings, were gone.

In all, more than 400 people were served the holiday fare, which included 370 pounds of gobbler, mashed potatoes, candied yams, stuffing, vegetables, cranberries, rolls and pumpkin pies. Working the steam tables were the WTS officers and managers.

Preparation and cooking of the meal were handled by the squadron's Jean Winkler, Ruth Taylor, Donna Tolkmitt, Sharon Finkly, Lorraine Savoy, Laura Kadri, Tina Evans, Sherri Flaharty, Kim

Hu, Sue Benson, Mary Seles and Laura Schuman. Basic preparation began around 6 p.m., Wednesday, Nov. 15, in the kitchen of the American Legion in Ridgecrest.

The cooks were up early and back at the Legion Hall at 5:30 a.m. Thursday to get the birds in the ovens for cooking.

The luncheon wouldn't have been as much of a success without the donations of local businesses. Heart-felt thanks go to the managers of the Naval Weapons Test Squadron, Golden Dragon, Rice Bowl, China Garden, Mei Wai, Albertson's, American Legion Post 684 (especially Cdr. Rollin Swanson and manager Fred Exzabe), and the Women's Auxiliary Unit 684.

Also praised for their personal support were Joetta Merrow, Marla Sweeney, Bill Overby, Robin Adamson, Steve Goad, Jon McQuiston, Ron Savoy, AEI Mark Smith, AMH1 Reid Paronto, AEI Gordon Zurn, Nick Kleinschmidt and Ed Stokely.

While serving didn't begin until 11, the crowd started lining up half an hour early. Everyone seemed to be very pleased with the quality of the food.



Photo by Jean Winkler

BIG FEED—Enjoying an early Thanksgiving meal at Hangar 3, Sailors, civilian and contractor personnel consumed 370 pounds of turkey and all the holiday fixings.

NEX hosts special holiday shopping events

Upcoming special holiday shopping days at the Navy Exchange include Ladies' Night on Friday, Dec. 1, Kids' Night on Friday, Dec. 8, and Men's Night on Friday, Dec. 15.

All three special shopping events run from 6 to 9 p.m. Holiday hours at the NEX retail store are Monday through Saturday, 9 a.m. to 8 p.m.; and Sunday, 9:30 a.m. to 5 p.m.

Eielson AFB helps Santa answer his mail

Young children want to receive an answer from Santa when they send off that wish list to the North Pole, and for the 19th straight year, Alaska's Eielson Air Force Base is helping Santa Claus answer his Christmas mail.

The base's operations support squadron will answer children's letters addressed to Santa Claus. Last year, the squadron handled more than 6,000 letters.

For a letter from Santa to reach the

child before Christmas, the squadron must receive it before Dec. 10. Be sure to include a stamped envelope and that the child's address is legible.

To receive a letter from Santa Claus post-marked from the North Pole, send the child's letter and a reply from Santa, along with a stamped envelope addressed to the child to: Santa's Mailbag, 354th Operations Support Squadron-OSW, 1215 Flightline Ave., Suite 100B, Eielson AFB, AK 99702-1520.



Festival of lights Tomorrow!

Don't miss our exceptional holiday program, December 1 from 2:00 to 9:00 p.m. on the NAWS Administration lawn. Food, arts and crafts, Mr. and Mrs. Santa, fire truck, Cerro Coso College band, caroling, games, vendor booths, balloons and more... Tree lighting begins at 5:00 p.m. and Santa arrives by sleigh at 6:00 p.m. For details, call Debra Poindexter at 939-2602.

Comedy Call

Add laughter to your holiday season! Celebrate and have fun! Wreck Center is your port of call for comedy on December 28 at 8:00 p.m. Admission is \$5.00 at the door. Reservations recommended. Call 939-8660 for endless fun, laughs and good times.

Christmas Dinner

Come join the Wreck Center Staff as they provide a festive culinary celebration on Christmas evening from 3:00 p.m. to 6:00 p.m. Roast Duck, Prime Rib, Smoked Ham and other delicacies are available. The staff even does the dishes! Single military and geographical bachelors are free. Sign-up with your Command Master Chief. For more information, call 939-8660.

New bowling league forms

If you are military or a family member, love to bowl and have fun, join this new bowling league. Begins January 8 and is held every Monday for 18 weeks at 6:00 p.m. at Hall Lanes. Fee is \$8.00 per person/per week (18 years and up). For more information or to sign-up call 939-3471.

One day fitness contest

This one-of-a-kind contest challenges patrons on Saturday, December 9, 7:30 a.m. at Schoeffel Field. To participate, you must sign-up by December 6. You may enter as an individual or a six person team. Free event for military, \$10.00 for DoD and \$15.00 for community patrons. Awards are trophies and t-shirts. For details, call the Gym at 939-2841.

New Hours for the Golf Course!

Monday-Thursday 7:00 a.m. to 5:00 p.m.
Friday, Saturday, Sunday and holidays 6:00 a.m. to 5:00 p.m.
Golf Course and Snack Bar are open on Christmas Day.
Tee Times are taken for weekends and holidays on Thursday mornings at 7:30 a.m. Call 939-2990.

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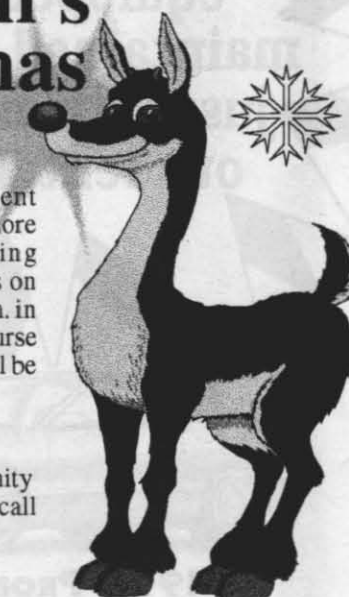
"I Believe"-Holiday '95

MWR Management Team, NAWS, China Lake, CA

Don't miss our Children's Christmas Party

Crafts, music, ornament decorating, food and more round out this exciting Christmas party for kids on December 16 at 2:00 p.m. in the Youth Center. Of course Santa and Mrs. Santa will be there too!

Fees: \$2.00-Military
\$3.00-DoD
\$4.00-Community
For more information, call 939-2909.



Young artists needed

Hey kids! Enter the MWR holiday coloring contest. Get your entry form at any MWR facility. Return entries to the Youth Activities building prior to December 14. Use all arts and craft tools (glitter, paints, macaroni, etc.). Do it your way and be creative! Prizes awarded for 1st, 2nd and 3rd place in each age group. For more information, call the Youth Center at 939-2909.

Holiday teen trip

"The Vault", NAWS Teen Center, is offering a trip to Magic Mountain on Thursday, December 28. You will leave the teen center parking lot area at 7:00 a.m. and arrive back at approximately 8:30 p.m. Cost is \$20.00 for military and \$25.00 for DoD. Fees include admission and transportation. Sign-up by December 23 at "The Vault." For more information, call 927-Teen (8336).

Well animal clinic

Don't forget to immunize your pets this holiday season. Give them the gift of life and protect them from dangerous and often senseless deadly disease. Shots are given to well animals of active duty military personnel the second Tuesday of each month at Craftech from 10:30 a.m. to 12:30 p.m. Next clinic date is December 12. Shots, basic health checks, health certificates, etc., are all available for a minimal fee. Call Craftech at 939-3252 for information or reservations.

China Lake Aquatics Masters

(CLAM)

Like to swim? You'll love being a member of CLAM. As a member, you participate in workouts tailored to your level with a coach on deck, build your technique, endurance and join fun events such as relays, time trials and many more social events. We have a wide variety of members including all levels of fitness; from beginner to advanced and all types of swimmers from competitive to fun. Workout times are Mondays & Wednesdays from 11:30 a.m.-12:30 p.m., Tuesdays & Thursdays from 5:30 p.m. - 6:30 p.m. and Saturdays from 9:00 a.m.-10:00 a.m.

Monthly fee:
\$18.00 -Military
\$21.00 -DoD
\$25.00 -Community.
Sign-up at the Gym front desk. For information, call Jenny Slater at 939-0756.



Bench press & power lift contest

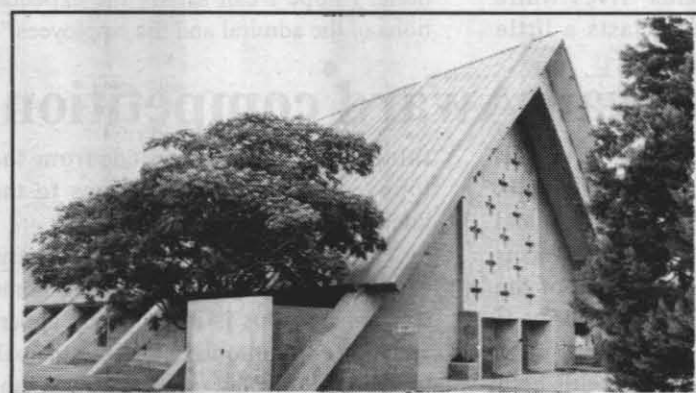
Don't talk about it. Prove it on Saturday, January 20! Now is your chance to show to others what you have worked towards. Pre-weigh in is at 7:00 p.m. on January 19 and general weigh-in is at 8:00 a.m. on January 20. Event is held in the Gymnasium main weight room. Military pay \$8.00, DoD pay \$12.00 and \$15.00 for our community customers. USDFPF lifting rules apply. Awards are presented to the top three finishers in each event and overall competition. T-shirts given to all participants. Special prizes for first place! For more information call 939-2334.

New Year's fitness resolution

Workout on cardiorespiratory & circuit weight training equipment in the new year ahead. Class includes quality instruction by personal trainers! Participants have the opportunity to complete a cardiorespiratory assessment and body fat composition too. Program is held on Mondays, Wednesdays and Fridays from 5:30 p.m. to 6:30 p.m. Program runs from January 8 to February 16, 1996. Sign-up no later than January 5, 1996. Fees are: Military-\$25.00, DoD-\$38.50 and Community patrons pay \$50.00.



VETERAN THANK-YOU—During the Protestant Worship service on Nov. 12, chapel members, above, gave a "heartfelt thank you" to all the veterans who have helped to protect our nation. Represented were veterans who served during WWII through to the Persian Gulf War. Chapel members continued to give thanks to our military families during the month of November. Thanksgiving is a time of giving thanks and a time of helping others. Chaplain Ford said he would like to express his thanks to all who helped with the chapel's food basket program, including Von's manager Tony Labara and CWO4 Mike Edmiston (Ret.). Others who helped were personnel from the Wreck Center, members of the Chief Petty Officers Association, the 44 cadets of Burroughs High School NJROTC program and military science instructors LCdr. Selle (Ret.) and StgCM Anderson (Ret.).



Chaplain Patrick J. McCormick, LCdr., CHC, USNR
Chaplain C. Allan Ford, Lt., CHC, USNR
Chaplain Steve Leppman, Lt., CHC, USNR
Peter Levi, student rabbi

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Protestant

Sunday Worship Service, Main Chapel 10:30 a.m.
Sunday School, Sept. - May, 1008-10 Blandy & 1903-05 Mitscher 9:00 a.m.
Bible Study (East Wing), Sept. - June, Wednesday 11:30 a.m.
Men's Prayer Breakfast, East Wing, Thursday 6:00 a.m.
Adult Bible Study, East Wing, Thursday 7:00 p.m.
Jewish (446-3613 Messages)
Weekly Services, Friday, East Wing 7:30 p.m.
Adult Education, Oct. - June, Saturday, 1902 Dibb 10 a.m. - noon
Hebrew Classes, Oct. - June, Saturday, 1902 Dibb 2-5 p.m.
Religious School, Sept. - June, Sunday, 1902 Dibb 9 - 11 a.m.
Jewish Classes (when Rabbi is here)
Four years and up: Friday, 1902 Dibb 5 - 7 p.m.
Sunday, 1902 Dibb 9 - 11 a.m.

Roman Catholic

Sunday Mass, Main Chapel 9:00 a.m.
Daily Mass, Blessed Sacrament Chapel 11:35 a.m.
Confessions, Sundays 8:15 - 8:45 a.m.
Confessions, Weekdays By appointment
Religious Education Classes, Sept. - May, Sunday, 1002 Blandy, 1008-10 Blandy & 1903-05 Mitscher 10:30 a.m.
RCIA, St. Ann's School Library 8:15 - 9:45 p.m.

Islamic

Jumaa Prayer, Friday (1002 Blandy) 12 p.m.

Second quarter employee incentive award nominations due Dec. 22

The call is out for nominations for employee incentive awards for the second quarter of Fiscal Year 1996. All nominations should be submitted to the Incentive Awards Administrator, Code 731000E, by close of business Dec. 22. Late submissions will not be accepted. Nomination forms (NAWCWPN Form 5305/1) were attached to the instruction recently sent out to managers and are also available for Macintosh users on the CL Admin Zone, Admin Support file server. Please limit description of the contribution to the space provided. The signature of a Level One director signature is required on the nomination form.

Questions may be directed to Liz Culver, incentive awards administrator, at DSN 351-3224.

The following is a list of the awards up for nomination.

Annual awards
Los Angeles Federal Executive Board (LAFEB) awards recognize federal employees and active duty military who, because of their dedication to excellence and public service, have far exceeded the normal requirements of their job. Categories include:

The Contribution to Effective Coordination Award is presented to individuals or organizations who best exemplify the true spirit of cooperation between organizations and who have demonstrated outstanding

coordination skills.

The Outstanding Supervisor/Manager Award is presented to those supervisors and managers that have made the greatest contributions to the overall concept of public service.

The Outstanding Professional Employee Award is presented to those who have received specialized, intensive training in their field or who have acquired experience to justify designation as a professional employee.

The Outstanding Para-Professional Employee Award is presented to individuals who have achieved an exceptional competence in a chosen craft, trade or in what is recognized as a para-professional field.

The Outstanding Clerical Employee Award is presented to clerical personnel who, through specialized training or extensive experience, have demonstrated qualities that are deserving of special recognition.

The Outstanding Scientific and Technical Award is presented to individuals or organizations for outstanding research or technical, medical, legal, engineering and scientific advancements.

The National Performance Review Award is given to teams, departments or organizations who have made extraordinary progress in reinventing government.

The Chairman's Special Award is presented to individuals who distinguished

themselves through an act of public service or benefit which is so outstanding as to attract special attention of the public and whose beneficial effects are so obvious to be apparent.

The Warner Stockberger Achievement Award recognizes and honors a person in public or private life who has made an outstanding contribution toward the improvement of public personnel management of any level of government.

The Dr. William B. McLean Award recognizes civilian or military personnel for outstanding creativity through significant inventions.

The Michelson Laboratory Award recognizes individuals for technical excellence based on outstanding performance of individual duties through the areas of management and leadership or through specific technical problems in which an individual overcomes technical difficulties in ordnance development, test and evaluation. This award is complimentary to the L.T.E. Thompson Award.

The Dr. L.T.E. Thompson Award recognizes outstanding individual achievement in the advancement of ordnance. It may be given for a single outstanding achievement or for continued excellence of performance.

Quarterly awards
(These awards may be submitted for review and approval only at the quarterly

awards meetings. It is paramount, therefore, to plan ahead in order to avoid approval and presentation delays.)

The Award of Merit for Group Achievement is an honorary award that recognizes groups of civilians or military personnel for group efforts (suggestions or special achievements) that have high value or benefits.

The Navy Meritorious Civilian Service Award is the third highest Navy honorary award and recognizes meritorious civilian service or contributions that have resulted in high value or benefits to the Navy.

The Navy Superior Civilian Service Award is the second highest Navy honorary award and recognizes employee contributions that rate exceptionally high in value. (Must have received the Navy Meritorious.)

The Navy Distinguished Civilian Service Award is the highest Navy honorary award and recognizes employees who have distinguished themselves by extraordinary service or contributions of major significance to the Navy. (Must have received the Navy Meritorious and Navy Superior.)

Navy Award for Distinguished Achievement in Science recognizes employees for pioneering scientific achievements that are extraordinary and significant in nature and that contain a potential of far-reaching consequence.

Team launches Tomahawk across Florida to Eglin AFB

Millions of dollars to be saved as platforms no longer have to sail around key of Florida to launch

By Vance Vasquez
Missile Staff Writer

The Tomahawk Test Team of the Naval Air Warfare Center Weapons Division Point Mugu achieved a significant milestone on Aug. 16 when a Tomahawk cruise missile was launched from *USS San Jacinto*, a Ticonderoga class cruiser, stationed in the Atlantic Ocean off the coast of Florida. The missile flew across Florida, into the Gulf of Mexico to a target-and-recovery impact on the range at Eglin Air Force Base, Fla.

"This Tomahawk operation was the result of a great deal of hard work and detailed planning by the Tomahawk Test Team," said Craig Leiding, Tomahawk lead test engineer.

Prior to this test, east coast tests were launched from the Gulf of Mexico. Navy ships and submarines would have to transit around the key of Florida. This would normally add two to three days of steaming time for the ship or submarine. By eliminating the need for Navy ships to transit to the Gulf of Mexico to launch Tomahawk cruise missiles, millions of dol-

lars are saved. Cdr. Chuck Bueker, Point Mugu chief test pilot, said the smoothness and seemingly routine nature of this operation was a tribute to the hundreds of hours of detailed planning and coordination performed by the test team.

"The communication and coordination, which included the FAA, Florida Department of Emergency Management, Eglin AFB, Tyndall AFB, Fort Rucker, Ala., Naval Air Station Pensacola and NAS Jacksonville, was superb," said Leiding.

"The team effort of Navy, Air Force and Army aircraft and aircrews was excellent during the cross-Florida operation," said Lt. Wesley Smith, Tomahawk project officer. "Planning such a complex operation took the efforts of many people," he added.

The use of tri-service aircraft and helicopters helped to make this cross-Florida Tomahawk operation a big success. Army UH-60 Blackhawk and CH-47 Chinook helicopters were employed from Fort Rucker, Ala. Air Force aircraft included the 46th Test Wing based at Eglin, which provided three F-15B Eagles and two F-16B Fighting Falcons, one E-9, one UH-1 Huey and two Air National Guard KC-135 Stratotankers. The Naval Weapons Test Squadron Point Mugu sent one NP-3D Orion.

Leiding, head of the test team, said the satisfaction of watching the operation go as planned provided a great amount of satisfaction for everyone on the team.

"Real hard work by the test team pays off when an operation that looks simple and routine is successful as the result of much training and detailed planning," said Bueker.

As the Tomahawk Test Team wrapped up another successful cruise missile operation, it adds one more to a long series of notable accomplishments. Another recent Tomahawk operation included a launch from the Sea Range to an impact location at NAS Fallon, Nev.

TOMAHAWK missile launches from *USS San Jacinto*.



Photo by Vance Vasquez

X-FLA Tomahawk Test Team members (front row, left to right) Nancy Thoben, Jim Hipskind, Craig Leiding, Jeff Lipscomb, Ron Iseri, Brandon Border, Scott Dortch (back row left to right) Dora Tom, Carolyn Brown, Earl Okamura, Hal Chilson, Ray Patterson, Yosup Choi, Lt. Wes Smith, Tom Kopsinski, Dave Barba, Milt Lawson. Not pictured: Gene Federer and Floyd Lutz.

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Mosko and Hughes honored with Superior Civilian Service Awards

Two U.S. weapon systems pioneers, Joe A. Mosko and Richard S. Hughes, both members of the Air-to-Ground Guidance and Control Branch, received the Navy Superior Civilian Service Award at a ceremony in the office of NAWCWPNS Commander RADM. Dana B. McKinney on Oct. 12. Both are nationally and internationally recognized experts in their fields. Their lists of awards are nearly identical, and both have worked on the development of some of the same weapon systems — systems that without their expertise might never have been fielded.

The Superior Civilian Service Award is a step up from the Meritorious Civilian Service Award, which both men received this past March. Where as the latter is the highest award that can be approved by an activity commander (McKinney), the Superior Award requires approval from outside NAWCWPNS. In these cases, the approval came from then Naval Air Warfare Center Commander RADM. William E. Newman.

Mosko

Mosko, who retired Jan. 3, 1995, after 35 years as a civil servant, returned to China Lake for the award ceremony. In his last position he served as head of the Microwave Component Design Office and consultant for the Guidance and

Control Systems Division.

"I just came to China Lake to help a little and not get in anybody's way," Mosko said. "Now here I am retired, having achieved about the most anybody could dream of."

Mosko came to the United States when he was 15 years old, as, he says, part of a refugee family. Originally from Czechoslovakia, after his mother died, he and his two brothers and a sister were separated from their father by the Nazis during World War II. The siblings moved from place to place in Europe and were surprisingly reunited with their father in Germany after the war. They waited for six years hoping to return to Czechoslovakia, but decided it would be safer to emigrate to America.

"I was just glad to be an engineer working anywhere," he said. "Instead of picking fruit or milking cows or working in a cement plant like I did during high school and college to help support the family. Then I had to worry about where I was going to find the next job after the current one ended. Next thing I know

I'm a professional, working for the government, where I get to decide which job to take next. And I looked forward to going to work, because I was blessed with outstanding people to work with."

After receiving his bachelor of science degree in electrical engineering from then San Jose State College in 1959, he began junior professional (JP)



Joe A. Mosko

tours that included working for the program offices of Sidewinder, Sarah and Walleye. He then went to work designing and testing the Shrike antenna and serving as contract liaison. In 1963 he earned his master's degree with honors in electromagnetics from UCLA. He then worked for the Electromagnetic Radiation Source Elimination (ERASE) Program until 1968, when he began an NWC Fellowship at UC Berkeley. He completed the course work in 1971, and from then until joining his last branch in 1994, he served as Microwave Systems Division consultant for the Electronic Warfare Department.

According to the nomination written by branch head Tex Hoppus, in his final

position Mosko performed exploratory, advanced and engineering development of detection, surveillance, identification, homing and weapon control systems for a variety of applications for passive, semi-active and active radio-frequency systems. He also served as a consultant to the U.S. government, industry and other countries.

"With his ingenuity in both theoretical and applied electromagnetics design work, his contributions to this country's defense are remarkable in their depth and diversity," Hoppus wrote.

The nomination credited Mosko as "literally" pioneering the development of broadband microwave components and anti-radiation guided missiles. "In so doing he has become...an unparalleled expert in microwave missile guidance," the nomination states. "His creative genius has become the basis for microwave components and missile guidance technology in every anti-radar guided missile the military forces of the United States have developed over the last quarter of a century."

Other major programs that "bear his mark," the nominations says, include Shrike, Standard ARM, HARM and HARM Low Cost Seeker (LCS), Anti-Radiation Projectile (ARP), Sidearm and Gimbal ARM Seeker.

Mosko has published 36 technical

efforts on the brochure "Living in Harmony," earned them the award from STC this year.

The brochure had to complement a previously produced video on China Lake's environmental programs. This project was requested by then NAWCWPNS Commander RADM. William E. Newman, who had seen environmental brochures from other sites and wanted one for China Lake and Point Mugu.

Coming up with a brochure about two places that are so environmentally diverse was not an easy task. "Environmentally, China Lake and Point Mugu are like apples and oranges," says Lawson. "One is on the edge of the Mojave Desert and the other is next to the Pacific Ocean."

The brochure won an award of merit at the STC competition in the informational brochure category. These competitions are not limited to government agencies, so large companies and many other entrants create some tough competition.

One of the problems Boyd and Lawson have encountered is not learning about the competitions in time. There is a one year "window" in which to find a competition and enter their work. Also, they must make sure that any entry is publicly releasable. They feel these competitions are good publicity, not only for TID, but for China Lake.

The purpose of the brochure was to give a balanced view of the environmental issues at NAWCWPNS, such as air quality, water quality, hazardous waste disposal and the treatment of natural and

cultural resources. The brochure was produced to keep the public informed. Fifty years ago the Navy was not as sensitive to these issues, but today they are working to find newer, more efficient techniques to minimize these hazards.

Of course, the brochure was printed on recycled paper. Boyd said, "We thought it would be hypocritical to have an environmental brochure that wasn't printed on recycled paper." Using recycled paper costs about 10 to 15 percent more but it is "putting your money where your mouth is." Used in conjunction with the video, the brochure helps to reinforce the ideas presented on the screen.

The pair agrees that the writing and the designing go hand in hand. The text would not be as interesting without the pictures, and the pictures cannot tell the story on their own. Sometimes the ideas of the writer and the designer are vastly different. This is when the "give and take" comes into play. Both men are excited about their work and hope to submit another entry this year.

This competition was strictly for technical communicators, but many other people were involved in the production of this brochure. These included Debbie Smith, Environmental Public Involvement Office; RADM. Newman; the staff of the Environmental Program Office at China Lake; the Environmental Program Office at Point Mugu; Barbara Tungit, EPO; Tim Tyson, China Lake photographer; Patti Wright, print coordinator; and James Bean, Point Mugu photographer.

Video Listings

KNID

December 2-5

Note: KNID is featuring at 5:55 p.m. following the Navy News, "Sailors in Green, a History of the Seabees," "Wendover: The Super Secret Atomic Base," and "Pearl Harbor Survivors Dedicate Pearl Harbor Way at the NAWC."

5:30 p.m.: Navy News
5:55 p.m.: Sailors in Green: The History of the Seabees
6:15 p.m.: Wendover: The Super Secret Atomic Base
7:05 p.m.: Pearl Harbor Survivors Dedicate Pearl Harbor Way at the Naval Air

Weapon Station at China Lake

December 9-12

Note: Special programming this week includes "East of Eaton: The Story of the China Lake Propulsion Laboratories" at 6:15 p.m., followed by "One More Chance to Serve" about QF-4 Aerial Targets

5:30 p.m.: Navy News
5:55 p.m.: Can do - The Story of the Seabees
6:15 p.m.: East of Eaton: The Story of China Lake Propulsion Laboratories
6:55 p.m.: One More Chance To Serve - QF-4 Full Scale Aerial Target

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**Pahuta, Lawson and Boyd win
international competition awards**

By Ryann Smith
Student Volunteer, Burroughs High School

Mark Pahuta, Cliff Lawson and Tom Boyd are all recent recipients of awards from an international competition hosted by the Society for Technical Communication (STC). Pahuta won a first place award for producing the video, "Secret City: A History of the Navy at China Lake." Lawson and Boyd received third place awards for their brochure, "Living in Harmony: Environmental Diversity at the Naval Air Warfare Center Weapons Division."

Pahuta is a video production specialist for the Scientific and Technical Documentation Division (S&TDD, formerly the Technical Information Department (TID)) and has been at China Lake since 1976. He graduated from the University of Southern California with a master's degree in cinema and an bachelor's degree from Humboldt State University in history.

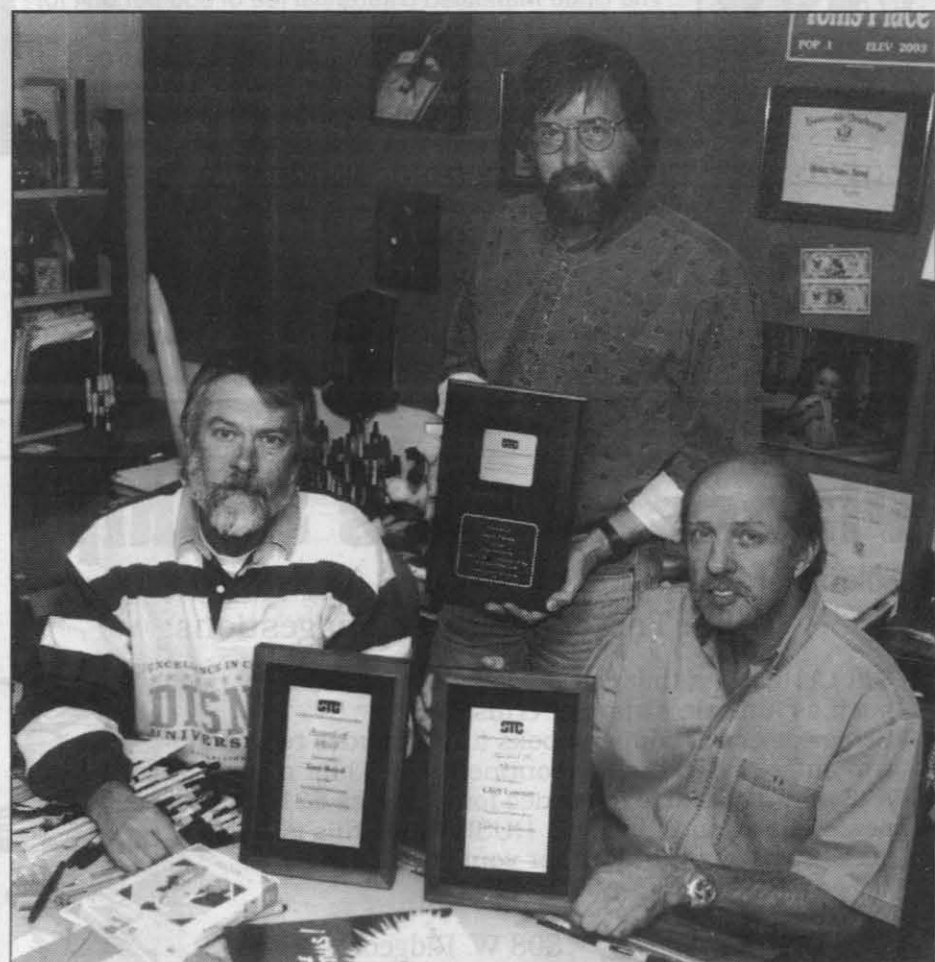
"Secret City" was produced for the 50th anniversary of China Lake in November of 1993. The video, which is nearly three hours long, took several years to complete. This kind of comprehensive historical video had never before been attempted at China Lake. Pahuta says that the video is probably the only place where so much diverse historical source material of China Lake can be found: interviews, archival footage, still photographs, newspaper and magazine articles, and official documents.

One instrumental person involved with the video was Leroy Doig III, Station his-

torian. Doig supplied much of the historical information, contributed significantly to the script and narrated the video as well. Pahuta feels a key factor that helped make the video possible was the commitment by China Lakers to preserve the artifacts, such as historical film, photographs and documents. More than 50 people were interviewed on video for this project, and Pahuta says he was thrilled to be able to meet many of the "pioneers" of China Lake.

Pahuta, a past member of STC, has himself been a judge in the audiovisual competitions for the last 15 years. Pahuta's video was entered in the STC 1995 International Technical Video Competition, where it won first place in the informational category. Pahuta is pleased with the end result of his work and is planning to submit other entries in upcoming competitions. Copies of the video are available to the public through the China Lake Museum Foundation, P.O. Box 217, Ridgecrest, CA 93556-0217. The cost is \$25 and an additional \$3 for shipping and handling.

Lawson, a senior writer at S&TDD, came to China Lake in 1979 and has been working for S&TDD/TID since 1980. In 1984 he won an award from STC for a brochure on Naval Air Station North Island. His partner on this project, Tom Boyd, came to China Lake in 1968. A senior designer, Boyd has been at S&TDD/TID since 1972. Boyd also won an award from STC in 1979 for an Illustrated Parts Breakdown (IPB) of the 3-D cutaway rendering high altitude chamber at Michelson Laboratory. Their combined



Tom Boyd, Mark Pahuta and Cliff Lawson

papers and is holder of eight patents with seven more still pending. He also served on various committees of the Institute of Electrical and Electronics Engineers (IEEE) and is a member of the Applied Computational Electromagnetics Society.

Besides the Superior and Meritorious Civilian Service awards, Mosko has received numerous achievement and special act awards, two each of the Technical Director's Award and the William B. McLean Award, the H.G. Wilson Invention Award, other patent and invention awards, and he was elected as a Distinguished Fellow of the Naval Weapons Center. Outside government awards he has received the Crozier Prize from the American Defense Preparedness Association, the Outstanding Educational Self-Development Award from the College Federal Council for Southern California, the WEPSCO Award and the IEEE Engineer of the Year Award for 1968.

Hughes

Richard S. Hughes is now head of the Analog Circuits Design Office and is currently working in foreign military exploitation, examining a variety of foreign anti-radiation missile systems.

At the award ceremony, Hughes specifically thanked Phil Sprinkle, who he views as a managerial mentor. He later explained that he singled out Sprinkle because it was he who nominated Hughes for the Crozier Prize,

which he subsequently won.

"That award is a major award from outside the government," Hughes said. "It says, 'these accomplishments are for real,' and I think it helped bring the additional recognition that led to the Superior Civilian Service Award."

Hughes went on to say that after 35 years at China Lake he wouldn't change a thing if given the opportunity to do it all again.

"My only disappointment," he said, "is that we have a lot of very talented young engineers who may not get the opportunity I had to make these kinds of accomplishments. We currently don't have the 'big programs' like we had during the course of my career, but we have young engineers who have the capability to make similar, and even greater, technological advances. I'm just afraid they may not get that opportunity."

A 1960 graduate of the University of Nevada at Reno, Hughes served his JP tours in the Shrike Program Office. From there he moved to complete responsibility for linear and logarithmic circuit design for Shrike. He also designed circuitry for the Shrike

Improved Display System. He next designed circuitry for various components in the Selectable Seeker Simulator (SSS) and the Time-of-Arrival Missile programs, and then designed two foreign radar simulators for ECHO Range. More foreign radar exploitation and simulator design followed in the Grit-Sand Project, and during the same period he served as a consultant on various HARM, Harpoon, SSS and Shrike design problems.

He then became design project engineer for the ARP seeker, followed by AGC loop thresholding design for Sidarm and as analog circuit design specialist for HARM LCS. He then moved into his current position.

According to the citation by Hoppus, Hughes is a leading authority in electronic design of guided missile seekers. "He has repeatedly shown a highly creative, innovative and unique ability to develop simple methods of performing complicated functions with electronic circuitry," Hoppus wrote. "His creative talent has become the basis for analog circuitry and missile guidance technology...in a wide variety of major programs." Besides those programs already men-

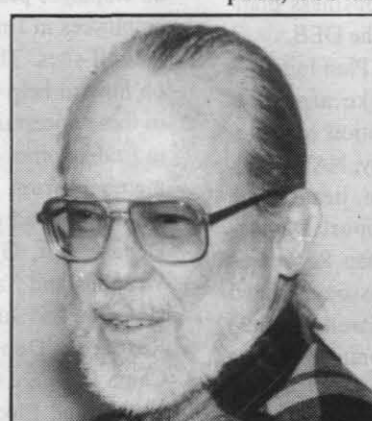
tioned, Hughes' designs have also been incorporated in technology and research in such areas as medical electronics, laser radars and ultrasonics.

"He provided state-of-the-art logarithmic amplifier designs to both the Albert Einstein College of Medicine and the Mayo Clinic that were instrumental in the successful testing and design formulation for the first ultrasound/ultrasonic C-scan equipment, which are now in common use," the nomination states.

Hughes has published four books that have become industry standards and have been widely printed abroad. He has published 23 open literature papers and more than 50 technical publications at China Lake, and he is holder of 21 patents.

Hughes has also focused his efforts on promoting technical and professional excellence. He helped establish the personnel demonstration project, established and chaired a departmental technician review panel and was primarily responsible for establishment of the Fellows Program.

Besides previously mentioned awards, he is also a recipient of the McLean Award, the Technical Director's Award, the H.G. Wilson Award, the L.T.E. Thompson Award, a Presidential Citation for HARM LCS design, designation as a Distinguished Fellow, and numerous invention, achievement and special act awards.



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Shaping Your Future

By Kathi Ramont
Staff Writer

In answer to the questions — What is the Business Recovery Team? Who are the people on it, and what are they doing? — here is a brief overview of the team and where each team member is physically sited.

The BRT's goal is to implement, monitor and modify the NAWCWPNS Business Plan toward fiscal recovery by the end of FY97 and maintain business viability in the future. Gerry Schiefer, China Lake, is the team leader.

It is broken into four task components: business plan initiatives, work force rebalance, employee placement and assistance and communications.

Business plan initiative members are tasked with serving as an on-going study and advisory group for the Division Executive Board (DEB) regarding the business operations of NAWCWPNS. It functions as an ad hoc, long-range, planning body for the corporation with a specific emphasis on the evolving technical mission. It will develop an overall strategy to maintain the technical viability of the organization in an environment of continuing downsiz-

BRT who's who and what's what questions answered

ing and so on. And it provides oversight for the implementation of business planning initiatives endorsed by the DEB.

Members of the Business Plan Initiative Subgroup from China Lake are Scott O'Neil, head of the Information Management Department; Jerry Macy, NAWCWPNS comptroller; Mike Chan, head of the Strategic Management Support Department; Dee Quashnock, Human Resources Department; Don Shibley, associate head of Human Resources; and Karen Higgins, head of the Guidance and Control Systems Division. Members from Point Mugu include Paul McQuaide, head of the Integration Branch Number Two; Terry Clark, head of Cruise Missiles, UAVS and Target Systems Division; and Bob Mason, Total Force Management Division.

The mission of the Work Force Rebalancing Team is to plan and implement internal actions associated with executing the NAWCWPNS downsizing, restructuring and rebalancing. This includes VSIP/VERA, RIF planning and processing, Priority Placement Program administration, training for managers and employ-

ees on downsizing processes and coordination with other sub-groups, especially the Employee Placement and Assistance Team. Members of the team are Don Shibley, Dee Quashnock and Richard Cracraft of the Human Resources Department at China Lake; and Rosalie Sommer of Human Resources at Point Mugu.

The third subgroup, Employee Placement and Assistance, was formed to create an employee placement system that assists employees in finding job opportunities on- and off-sites. They will train supervisors on how to help employees get counseling in these uncertain times and get assistance in finding other career opportunities. Team members from Point Mugu include Jess Sandoval, head of the Support Equipment Department; Grace Tatum, head of the Weapons and Targets Support Equipment Division; and Julie Streets, of the Human Resources Department. Members from China Lake are George Teate, of the Integration and Electronics Section, and Kim Noh of the Human Resources Department.

The mission of the Communications Subgroup is to facilitate the flow of information concerning command activities associated with implementing, monitoring progress and modifying the NAWCWPNS Business Plan by keeping our work force, external management and our local communities informed about what NAWCWPNS is doing to achieve the goals of the business plan.

Ken Jutzi, head of the Platform Integra-

tion Facilities Engineering Division, Point Mugu, is the lead of this group. He is joined by Ed Romero, head of the Targets and Mechanical Engineering Branch, Point Mugu; DEB members; and China Lake members Mitzi Fortune, head of the Guidance and Control Evaluation and Integration Section; Linda Lou Crosby, video specialist in the Public Affairs Department; Kathi Ramont, Public Affairs Department and Rocketeer staff writer; Fran Rugg, Public Affairs Department community relations expert, China Lake; Elena Vitale, command presentations; and Gerry Schiefer, head of the BRT.

In addition, special advisors to the team from China Lake are Terry Mitchell and Beth Perrine, of the Organization Change Division; Sandy Rogers, Program Management competency leader; Patty Self, of the Strategic Management Support Department; Jean Simoneau, of the Human Resources Department; Russ Spindler, head of the General Law Division; and Dennis Turbett, of the Construction/Project Support Division. Lou Rogers, of the Transportation Division, Point Mugu, also serves as a special advisor.

Division Executive Board members are RAdm. Dana B. McKinney, commander, NAWCWPNS; Capt. Jack Dodd, vice commander, NAWCWPNS; Sterling Haaland, head of the Research and Engineering Group; Gerald Wrout, Test and Evaluation competency leader; and Milt Burford, Corporate Operations competency leader.

Wrapping materials may also be a health hazard, said consumer experts. For example, ribbons, strings and other items could choke or strangle children or pets. Some wrapping paper inks contain lead and other toxic materials.

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- Don't plug more than three sets of lights into an extension cord.
- Make sure all electric lights are certified by either the Underwriters Laboratory or Factory Mutual. Consumer labels are usually marked "UL" or "FM."
- Don't use indoor electrical decorations outdoors — they aren't weatherproofed.
- Don't leave a fire unattended.
- Turn off all tree lights and other electrical decorations when going to bed or leaving the house.

POWER SYSTEM from Page 1

orders have mandated that energy consumption be reduced 30 percent over the FY85 baseline by 2005 and that renewable energy technology be used whenever cost effective.

Photovoltaic technology is cost effective for many applications today, especially in remote applications that rely on diesel generators for electrical generation. The potential photovoltaic application base within DoD is estimated to be as large as 3800 MW. Widespread installation of PV systems will reduce emissions to comply with regulations, make progress toward installing 100 MW of renewable energy projects in DoD as indicated by the National Defense Authorization Act, help reduce fossil fuel emissions and maintain energy security by reducing dependence on fossil fuels, thereby conserving the strategic petroleum reserve.

With the application base and the funding available now and in the out years, there is a potential for several hundred million dollars worth of projects.

DoD has an active renewable energy program. The DoD Tri-Service Renewable Energy Committee, composed of a chairman, and a member each from the Army, Navy, Air Force, Marines and other DoD agencies, serves as an Executive Steering Group for the promotion of renewable energy in DoD. TREC is comprised of several subcommittees covering various technology areas. The DoD Tri-Service Photovoltaic Review Committee, is composed of a chairman, and a member from the Army, Navy, and Air Force, with the Marines as an ad hoc member and with technical assistance from Sandia National Labs, provides oversight of the DoD PV program.

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The end of the 1995 Combined Federal Campaign is drawing near. . .

- Remaining pledge cards can still be turned in to your department's keyworker or directly into the lock box located in the lobby of the Michelson Laboratory.
- Keyworker envelopes are still being received at the same lock box.
- Thank you all for sharing your brochures during this year's drive. There are plenty of extra brochures. If you would like one to keep, feel free to pick one up at the table in the Michelson Laboratory lobby or call 375-1920.

Thank you for your commitment to making the world a better place for us all.
Results of this year's campaign will be published shortly.

Thank you volunteers and contributors!

Happiest, Healthiest, and Safest Holidays to All!

Checking decorations and ornaments will prevent holiday accidents

By Master Sgt. Stephen Barrett, USA
American Forces Information Service

How many holiday decorations are too many? Some people stick to decorating a tree and some windows. Others like showing their Christmas spirit Las Vegas-style, with hundreds of lights flashing around every door, window, gable and garage.

It doesn't matter how little or how much people decorate. What does matter is they check decorations before using them on trees, doors and balconies. Nothing can ruin the holiday season faster than an accident or fire.

According to the National Fire Safety Association, Christmas trees cause almost 500 home fires annually at a cost of more than 20 lives and \$9 million in damage. The Consumer Product Safety Commission said more than 5,000 people are hurt every year by Christmas ornaments.

A common misconception is that last year's decorations will work this year. Not always true, said consumer officials. Light strings and electric cords fray and bulbs break, they said.

The condition of outdoor decorations demands special attention. Whipping winds, snow and rain can break bulbs and sockets, and frayed wires and electrical cords, causing short circuits. Make sure all outdoor electrical decorations work properly. If there is any question about safety, don't use them.

For those getting a real tree, buy the freshest one possible. Find one that has a strong scent of pine or spruce, is deep green in color and has needles that don't fall off at the touch. Cut about two inches off the bottom of the tree, at an angle if the tree stand will allow it. Fill the stand with water, check it daily, and keep it filled.

Before buying an artificial tree, check it for flammability.

Follow all safety instructions that come with the tree. Don't use electric lights or candles on an artificial metal tree; fire safety experts recommend using colored spotlights instead.

Always set a Christmas tree away from radiators, fireplaces and heaters. Keep it away from doorways and the room's traffic pattern. Place breakable ornaments and anything looking like food or candy on higher branches, out of reach of children or pets playing around the tree.

Fire prevention also includes checking smoke detectors and keeping a fire extinguisher readily available. It might be a good time to run through the family's fire evacuation plan, added fire association officials.

Holiday wrapping paper might be pretty, but it quickly ignites and can cause a flash fire. After opening your presents, quickly remove all the gift wrap from the tree area.

Please see next page

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Available Talent Sharing database helps managers fill workload needs

By Mitzi Fortune
Guidance and Control Evaluation
and Integration Section

Looking for talent? Are you looking for the right person to fill your vacancy? Do you just need a person short term to fill your needs? Or...

Are you looking for productive work? Does your current task end in two months and you have no new prospects lined up?

Have you exhausted all potential sources and don't know where else to look?

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is just right for you.

Talent Sharing consists of two data bases — the PTP Talent Pool and Work Available.

The PTP Talent Pool is a listing of NAWCWPNS employees who are available to meet the needs of NAWCWPNS functions. Members of the pool have a wide variety of expertise and experience and diverse talents and skills.

The Work Available data base is a list of current NAWCWPNS vacancies — short- and long-term, temporary and permanent. You can view the available work and determine if you might fill any needs.

Captain Hull's 'open dialog' continues with explanations, Q's and A's

In a recent Q&A response, I made the following statement: "If you are actually separated involuntarily on July 1, you will receive severance pay equal to about one year's salary, paid over the next year, unless you reenter government service. So, worst case, you will have income through June of 1997."

Based on the questions I have received since making that statement, it is obvious that I need to clarify the information about severance pay. Thanks to HR for providing me with the details.

One year is the maximum amount of severance pay that an employee can receive. The actual amount you get is determined by your salary, length of service and age. The formula is: one week of severance pay for each year of service up to 10 years; two weeks of severance pay for each year of service above 10 years. In addition, ten percent of that amount is added for each year you are over age 40.

For example, if you have 14 years of service and are age 47, you will receive

a base severance pay of 18 weeks (10 weeks for the first 10 years of service plus two weeks for each of the four years of service above 10 years) plus 70 percent (10 percent for each year you are above age 40). That totals 30.6 weeks of severance pay.

Employees eligible for an immediate annuity are not eligible for severance pay. This includes those eligible for optional retirement, early retirement, or those who are retired military.

Severance pay would stop if you re-

enter federal service. It is not affected if you are employed by a non-federal organization.

Your PMA team can compute the exact amount of your severance pay entitlement, if you are eligible.

Severance pay is available to cushion the blow of involuntary separation for employees who have no entitlement to an annuity. And, if you are separated, you may also be eligible for unemployment compensation during the time you

Please see **DIALOG**, next page

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DIALOG from previous page

draw severance pay. Remember, there are numerous assistance programs to help you remain employed if you choose to do so.

The Command is committed to helping all employees avoid separation through RIF in any way we can. If we do receive approval for our RIF and you are affected, we will help you explore all the options available to you. I'm sorry if my earlier statement caused any confusion. Hopefully, this gives enough detail to understand the process.

I recently answered a question on the continuation of health benefits in the event employees are furloughed during budget impasses. Based on the number of questions I have received on this subject alone indicates that it is one area of very high interest.

I'll quote HR's answer to my request for detailed information on medical benefits: "Capt. Hull's info is correct. Health benefits continue for up to a year for furloughed employees. Here is an extract from the regulations on furlough and health benefits: For health benefits, enrollment continues for no more than 365 days in a nonpay status. The nonpay status may be continuous or broken by periods of less than four consecutive months in a pay status (5 CFR 890.303 (e)). The government contribution continues while employees are in a nonpay status. The employee can choose between paying the agency directly on a current basis or having the premiums accumulate and be withheld from the employee's pay upon returning to

duty. If you need any other information, feel free to contact your PMA team." I hope this is a source of relief for many of you.

The following input came from an employee, and is right on the mark. I pass it on as added emphasis to a point which is important to everyone.

"I've noticed the everyone, when talking about the RIF and associated actions, uses active verbs, i.e. "bump" and "retreat." This seems to give people the perception that they have some say in which position that they will be able to move to. I think we need to make it quite clear that the actions that take place during the process are entirely done by HRD, utilizing the information available in each person's personnel folder as to qualifications and skills. And that the [affected] personnel will be offered [only] one position that they are entitled to fill.

Our employees need to be aware that the only impact that they will have on the process is by making sure that all the data in their official personnel folder is both accurate and current." Well said. (Editor's Note: The Rocketeer will run an article starting Dec. 14 which will explain "What is a RIF?" and the process involved.)

Question:

I just received the following message: "The Human Resources Office at PAX River is recruiting to fill approximately 400 engineering positions at Patuxent River during FY96. Their job hotline is 1-800-787-9804. The point of contact for this profes-

sional recruiting effort is Nancy Lambert, who can be reached via the 1-800 number or at 301-342-3734, ext. 141." Can this be accurate? Are they talking about HQ-type positions associated with Crystal City moving to Patuxent River or actual engineering positions? If true, how can the Aircraft Division's business situation be so different than ours?

Hull:

Yes, the information is accurate. The difference in the business situations is that the vast majority of the people being asked to move with their functions from Warminster, Trenton, and NAVAIR HQ to Patuxent River are not planning to move. The work is moving to the new facilities there, but most of the people are not. This will open a large number of billets, engineering and others, to new hires, and this is the start of what will be an intensive recruiting effort so that customer work does not go undone.

Before you ask the question, let me tell you that we have made it clear that we have the capacity and facilities to do some of this work. There is considerable high-level interest in redistributing workload to the Weapons Division where it makes sense. We haven't seen much of that materialize yet, but we are likely to if their recruiting efforts aren't as successful as they need to be.

Question:

It is not clear why NAVAIR will not give permission at this time for a RIF. The only

reason that makes good sense to me is that they feel we do not need a RIF. Do they know something that we don't know?

Hull:

It isn't NAVAIR that will make the decision on our RIF request. The Assistant Secretary of the Navy for Manpower and Reserve Affairs makes the final determination. NAVAIR has already approved our business plan, and agreed to allow us to request a RIF, along with most of the other NAVAIR activities. The request that went to ASN(M&RA) was a compilation of all Navy RIF requests, not just NAVAIR.

We have no idea when we will get a decision, and we do not know which way the decision will go, so it is probably premature to speculate on reasons why they might not approve it. We don't even know what the criteria are for making the decision. Our best course of action is to prepare for either contingency, and to continue with our efforts to increase revenue and cut costs wherever possible. Remember that the RIF is only a tool. We will use it if we have to (and if we have permission), but we are not obligated to use it. Our goal is to reduce the size of the work force by other means so that a RIF isn't necessary. We know that we need to be able to use a RIF when the time comes if we are to achieve our directed goal of balancing the budget by the end of FY97. In the meantime, we have no choice but to be patient, which is a challenge for all of us, me included.

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guidance. **Quality-Ranking Factors:** Knowledge of ordnance and explosives including weapons assembly procedures and components; knowledge of safety practices and ordnance handling procedures; and ability to interpret technical instructions and documents. Must be able to obtain and maintain an explosives driver's license and a Secret clearance.

Note 1 applies.

NATIONWIDE/ALL DOD APPOINTABLE ELIGIBLES

No. 82-061-DWE5, Librarian, DA-1410-2, Morale, Welfare and Recreation Department, Code 826400D—Area of Consideration: DOD nationwide, all appointable eligibles. **Opening Date:** 11-30-95. **Closing Date:** 12-30-95. **Selecting Official:** Alonzie Scott, (619) 939-2010. **HRD Contact:** Shirley Hauser, (619) 939-2883. **Permanent Change of Duty Station Authorized:** Yes. **Summary of Duties:** Incumbent is responsible for planning, developing, organizing, implementing, and evaluating the base-wide library program. Responsible for the organization and administration of the community library. Collects, organizes, preserves, and retrieves recorded knowledge in printed, written, magnetic tape, computer, or other media. Functions include the selection, acquisition, cataloging, and classification of materials; bibliographic and readers' advisory services; reference and literature searching services; library management and systems planning; and the development and strengthening of library services. Writes standard operating procedures. Maintains a comprehensive inventory of supplies and equipment necessary to support the library. Resolves complaints from patrons and solicits feedback to improve quality of service provided. **Quality-Ranking Factors (QRFs):** **Technical QRF:** Must have a bachelor's degree or equivalent training and experience in the library sciences technical field. Knowledge of policies, goals, regulations, and procedures for the administration of a library, programs, and procedures; knowledge of the principles of appropriated personnel management and budget administration; ability to communicate effectively with patrons and staff; and skill in planning and leadership. Must possess managerial administrative skills to accomplish the program mission. Functions include supervising others, budgeting, programming and fiscal processes, and monitoring equipment needs and facilities. **Supervisory QRF:** Ability to apply affirmative action principles, implement EEO practices, motivate and influence others, and communicate orally and in writing.

NATIONWIDE ALL APPOINTABLE ELIGIBLES

No. 82-058-DWE5, Family Child Care Director, DA-1701-2, Morale, Welfare and Recreation Department, Child Development Center, Code 826500D—Area of Consideration: Nationwide, all appointable

eligibles. **Opening Date:** 11-16-95. **Closing Date:** 12-16-95. **Selecting Official:** A. Scott/D. Oliver, (619) 939-2010. **HRD Contact:** Shirley Hauser, (619) 939-2883. **Permanent Change of Duty Station Authorized:** Yes. **Summary of Duties:** Plans, organizes, develops, implements, and monitors a FCC Program to reduce the risk to children in FCC homes. The FCC Director ensures the health and safety of children and enforces DON FCC policies and regulations. Enforces Federal and State regulations pertaining to the FCC Program. Analyzes, evaluates, and documents program violations. Recruits, screens, trains, certifies, monitors, develops, and evaluates FCC providers. Performs administrative duties including management of resources, preparation of reports, and monitoring suitability of providers. Must complete additional training requirements including CPR, first aid, and rescue breathing. Must maintain a valid driver's license to drive to assigned locations. Works an uncommon tour of duty to include weekends and evenings. **Quality-Ranking Factors:** A 4-year degree from an accredited college or university with a course of study in the field of early childhood development, elementary education, social work, counseling, nursing, or other closely related field, or specialized experience plus a minimum of 24 semester hours of course work mentioned above. Professional knowledge of the principles, concepts, and methodology of child and youth development to manage a child care program. Knowledge of Federal, State, Department of Defense, and DON policies and regulations governing the operation of FCC homes (e.g., fire, health, safety, housing requirements, food service regulations). Knowledge of the non-appropriated and appropriated budget processes. Ability to prepare written reports and compile statistical data. Ability to communicate effectively, both verbally and in writing.

Note 2 applies.

NATIONWIDE/CURRENT APPOINTABLE DOD EMPLOYEES

No. NSC-026-BB5, (1) Interdisciplinary, Electrical/Electronics/Aerospace Engineer, Mathematician, GS-850/855/861/1520-12, Naval Satellite Operations Center (NAVSOC), Detachment DELTA, Colorado Springs, Colorado, Code DET DELTA—Area of Consideration: Current appointable DOD employees nationwide. **Opening Date:** 11-30-95. **Closing Date:** 12-29-95. **Selecting Official:** LCDR Blake, (619) 989-4221. **HRD Contact:** Belinda Bayerque, (805) 989-3260. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** The incumbent is responsible for performing specific tasks and assignments including formal class work and orientation training; maintains a wide spectrum of knowledge and skills in FLTSAT and UHF follow-on programs managed/operated by NAVOC; schedules, coordinates, and directs detailed operations of FLTSAT and UHF follow-on programs; solicits sponsor support for major proposals addressing electronics, orbital mechanics, program

management, telemetry analysis, ground station and development issues; develops policy and corresponding administrative procedures to handle unique and unprecedented problems of major impact on communications satellite operation and programs; duties require substantial interfacing, directing, coordinating, planning, and scheduling among various service and government agencies as well as private industry; serves as a team member responsible for conducting tests, collecting and analyzing data, designing, and making significant improvements to satellite control, computer operations, telemetry analysis, and satellite functions and capabilities; uses ingenuity to isolate and define and solve problems related to satellite anomalies, satellite operations, and ground station operations; coordinates, monitors, and technically supervises the work of others in the day-to-day satellite and ground station operations; prepares data packages and documentation for new or improved systems and equipment using standard documentation instructions and guidelines. **Quality-Ranking Factor:** Ability to perform duties associated with satellite management in the specialty areas of satellite command and control, computer operations, computer programming, communication systems, and satellite operating characteristics.

Note 5 applies.

No. NSC-31-BB5, (1) Interdisciplinary, Electrical, Electronics, Aerospace Engineer, GS-850/855/861-12, Naval Satellite Operations Center (NAVSOC), Detachment ALFA, Code NSCALFA, Prospect Harbor, Maine—Area of Consideration: Current appointable DOD employees nationwide. **Opening Date:** 11-30-95. **Closing Date:** 12-29-95. **Selecting Official:** LT LaRock, (805) 989-4231. **HRD Contact:** Belinda Bayerque, (805) 989-3260. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** Incumbent is responsible for performing specific tasks and assignments including formal class work and orientation training. The incumbent must maintain knowledge and skills satellite and ground systems managed/operated by NAVSOC. The incumbent may be required to perform tasks in the areas of preventive maintenance, system modification, training, and emergency corrective maintenance. Incumbent schedules, coordinates, and directs detailed operations of FLTSAT, FEP, TRANSIT, GFO, and UFO programs. Incumbent develops and guides efforts concerning problems recognized as critical obstacles to the progress of electronics, orbital mechanics, program management, and telemetry analysis. Develops policy and corresponding administrative procedures to handle unique and unprecedented problems of major impact on communication satellite operation and programs. Incumbent assists in preparing project plans, schedules, and detailed phases of technical work concerning satellite command and control, computer operations, telemetry analysis and satellite power, thermal, attitude, timing, communication systems, and ground support systems. The incumbent serves as an expert consultant for the TRANSIT, FLTSAT, GFO, FEP and UFO

programs. Represents NAVSOC at various symposia, meetings, and conferences. **Quality-Ranking Factors:** Ability to perform duties associated with satellite management in the specialty areas of satellite command and control, orbital mechanics, satellite power and attitude, command and telemetry systems, computer operations, computer programming, communication systems including cryptographic equipment, antenna systems, time and frequency systems, and satellite operations characteristics.

Note 5 applies.

WORLDWIDE/ALL APPOINTABLE ELIGIBLES

No. 82-059-DWE5, Supervisory Recreation Specialist, DA-0188-1/2, Morale, Welfare and Recreation Department, Code 826000D—Area of Consideration: Worldwide, all appointable eligibles. **Opening Date:** 11-16-95. **Closing Date:** 12-16-95. **Selecting Official:** Alonzie Scott, (619) 939-2010. **HRD Contact:** Shirley Hauser, (619) 939-2883. **Permanent Change of Duty Station Authorized:** Yes. **Summary of Duties:** Incumbent is responsible for planning, developing, organizing, implementing, and evaluating base-wide community recreation programs for adults and youth. Community activities encompass a comprehensive program of social, cultural, entertainment, educational, and recreation activities that promote a happy, healthy lifestyle and positive use of leisure time. Incumbent supervises, directly and through subordinate supervisors, a staff of professional, technical, and skilled employees and is responsible for ITT Operation, Crafttech, young adult programs, youth programs, and Single Sailor Program. Incumbent reviews/analyzes monthly financial operations to ensure integrity of financial transactions and management; prepares a nonappropriated and appropriated fund operating budget request; directs the proper accounting and disbursements of nonappropriated funds; and resolves complaints from patrons and solicits feedback to improve quality of service provided. **Quality-Ranking Factors:** **Technical QRF:** Knowledge of policies, goals, regulations, and procedures for the administration of adult and youth recreation programs and procedures, and the ability to communicate effectively with patrons and staff; knowledge of the principles of non-appropriated and appropriated personnel management and budget administration; skill in planning and leadership; knowledge of technical areas such as safety regulations, specialized equipment, arts and crafts, facility and grounds. Incumbent must possess managerial administrative skills to accomplish the mission of the program. Functions include supervising others, budgeting, programming and fiscal processes, monitoring of equipment needs and facilities. **Supervisory QRF:** Ability to apply affirmative action principles, implement EEO practices, motivate and influence others, and communicate orally and in writing.

Notes 1 and 2 apply.

November 30, 1995

November 30, 1995



NAVAL AIR WARFARE CENTER WEAPONS DIVISION

ANNOUNCEMENTS



ALL NAWCWPNS SITES GENERAL ANNOUNCEMENTS

TSP OPEN SEASON IS HERE

The Thrift Savings Plan (TSP) open season started on 15 November and will continue until 31 January. During the open season, employees have the opportunity to change their current enrollment or make an initial application to start participation in TSP.

FERS Employees: TSP is the third part of a FERS employee's retirement plan. Personal contributions to TSP by FERS employees are a very important part of future financial security. FERS employees receive an automatic government contribution of 1% of their basic pay to the TSP. In addition, the government will match contributions that FERS employees make to TSP. Matching contributions apply to the first 5% of pay each pay period that you contribute. Contributions are matched dollar for dollar for the first 3% of pay contributed and 50 cents on the dollar for the next 2% of pay. FERS employees may contribute as little as 1% of basic pay per pay period, or even a smaller fixed-dollar amount, such as \$5 per pay period, and still get a government matching contribution. FERS employees contributing 5% of basic pay receive government contributions of 5%, making a total of 10% of basic pay going into their TSP account. FERS employees can contribute as much as 10% of basic pay, and with the government contributions, have a total of 15% of their basic pay going into their TSP account. All contributions to TSP and interest are tax deferred.

CSRS Employees. CSRS employees may contribute up to 5% of basic pay. CSRS employees do not receive any matching government funds, but all of the contributions to TSP, and interest, are tax deferred.

CSRS and FERS employees can invest their contributions in any of the three investment options (C, F, or G Funds).

Enrollments or changes will be effective the beginning of the first pay period in January (7 January) if received

before that date. Elections should be submitted to your PMA Team before 31 December to allow time for processing. **Rates of Return:** The following rates of return for the three investment funds are provided to assist in making investment decisions:

	C Fund	F Fund	G Fund
1994			
November	(3.62%)	(0.23%)	0.64%
December	1.49	0.69	0.68
1995			
January	2.58	1.98	0.67
February	3.87	2.38	0.59
March	2.94	0.60	0.62
April	2.94	1.38	0.60
May	3.98	3.84	0.61
June	2.31	0.71	0.53
July	3.30	(0.23)	0.55
August	0.26	1.21	0.56

CHINA LAKE GENERAL ANNOUNCEMENTS

PLAQUES AND AWARD REQUESTS

The TID Exhibits and Awards Group is anticipating an influx of certificates (Dust Devil, Purple Sage, etc.), NWC plaques, NAWC plaques, and others for the VISP/VERA retirements slated for 3 January. To guarantee our meeting your presentation deadlines, we suggest that you make your plaque and award request as soon as possible. Address your request through Quick Mail to Lori St. Clair @ TID_MC, or Plaques and Awards @ TID_MC. You can also FAX your requests to 939-5824 or contact Lori St. Clair at 939-2725.

TUITION SUPPORT POLICY FOR CERRO COSO

Civil service employees at China Lake taking courses at Cerro Coso Community College and expecting to obtain tuition support must submit via department channels to Code 733000D prior to registration a DD Form 1556 (Off-Center Training Request) with a job order number supplied by their competency and an "objective" statement explaining how the course is mission related. Employees MUST SIGN the appropriate statements on the back of copy 1 of the DD Form 1556, including the one whereby they promise to reimburse the Government if a satisfactory grade (i.e., "C" or better) is not obtained.

Code 733000D will return a copy of the approved DD Form 1556 to you. You must turn it in to Cerro Coso when you register in order for NAWCWPNS to pay your tuition. If you register in person, turn in the approved form to the

registrar. If you register by telephone, mail the copy of the approved form back with the bill you will receive.

Requests for tuition support (DD Form 1556) must be received by Code 733000D at least 2 weeks prior to the employee's registration at Cerro Coso. This will allow the request to be processed and returned to you in time for registration. **The approved DD Form 1556 must be turned in to Cerro Coso when registering or when returning the bill received in order for NAWCWPNS to pay the tuition. EMPLOYEES WHO PAY TUITION WILL NOT BE REIMBURSED.** To obtain further information or ask questions, call Cecil Webb at 939-0878 (Code 733000D).

WE ARE LOOKING FOR A FEW GOOD VOICES

Video Presentations, Code 474620D, produces China Lake's technical and nontechnical video reports. Many of these reports require a voice-over narration to help explain the visuals. Whether you are an experienced technician, orator, rhetorician, actor, spinner of tales, or not—if you have a good voice, can read a script, and take direction, then we want to hear from you. Call Fran at 939-3697 to set up an appointment for an audition. If you are selected to narrate a production, a J.O. will be provided.

GENIGRAPHICS VISUALS BEING PHASED OUT

The Video/Presentations Section is in the process of phasing out the last remaining Genigraphics workstation console. Once this process is complete, we will no longer

UNIVERSITY OF TENNESSEE SPACE INSTITUTE MASTER'S DEGREE PROGRAM

The University of Tennessee Space Institute (UTSI) master's program spring term begins on 10 January. UTSI offers a master's degree in aviation systems for those who possess a bachelor's degree in engineering or science. TPS courses receive credit.

For more information, stop by the UTSI office (office "K" in the Family Service Center complex on Blandly) on Tuesday or Wednesday from 1030 to 1330. You may also contact the UTSI representative at 446-2814 or 927-UTSI.

have the ability to read or write Genigraphics files. It is possible, however, to transfer these "Geni" files to the Macintosh or PC format. Almost all computer-generated slides and viewgraphs created prior to 1990 were done on this system. Creating original artwork on the computer is labor intensive and costly, so consider getting your Geni files transferred to the Macintosh or PC format. To identify Genigraphics files, look for a reference number and menu with color bars printed across the top of the visual. Geni files are also printed on extra-thick film stock. If you are interested in having your old Genigraphics files transferred to the Macintosh or PC format, contact us as soon as possible at 939-3391.

The NAWCWPNS Announcements and Human Resources Department Information are published by the PAO on the Thursday before payday. Copies of the insert are provided to the Albuquerque and White Sands sites. Personnel at China Lake, Albuquerque, and White Sands may send items for the Announcements section to Code 750000D, Attn: Barry McDonald, FAX 939-2796 (DSN 437-2796) or via QuickMail (CL NAWC WIDE NS name server in the CL MAINSITE zone). Personnel at Point Mugu may send items for the Announcements Section to Code 750000E, Attn: Pat Hollenbaugh, FAX 989-1785 (DSN 351-1785). Items included in the Human Resources Department Information Section are provided by the Civilian Personnel Division, Employee Development Division of the Human Resources Department. The deadline for all submissions is Wednesday at 1700, 8 working days prior to the alternate Thursday publication date. **Note:** All inputs MUST include the sponsor's code and phone number. Any questions or issues pertaining to this insert may be addressed to Ron Rogers at 989-3997 (DSN 351-3997), FAX 989-9846 (DSN 351-9846).

RETIREMENTS AND FAREWELLS

EARLE JOHNSON

Earle Johnson, Target Recognition Section, is retiring after 36-1/2 years of service, 11-1/2 years at Corona and 25 years at China Lake. A retirement dinner will be held in his honor at Texas Cattle Company on 2 December at 1800. To obtain more information, contact Maria Sproul at 939-3531.

RUTHANN DEADMOND
SUSAN BRUNSON
BILL HILL

Ruthann Deadmond, Information Security Branch, Foreign Disclosure Officer, is resigning after 13 years of service.

Susan Brunson, Information Security Branch, Division Secretary, is leaving after 10 years of service.

Bill Hill, Personnel Security Branch, is retiring after 22 years of federal service.

A farewell luncheon will be held in their honor at Farris' at the Heritage on 7 December at 1130. A buffet lunch will be

served at \$8.50 per person. To obtain more information and purchase tickets, contact Carol Baker at 939-3521 or Patty Andreasen at 939-3279. Tickets must be purchased by 4 December.

JIM NEU/SPECIFICATION BRANCH REUNION

Jim Neu is retiring after 14 years of federal service. A combination retirement and Specification Branch Reunion will be held in his honor at the Great Outdoors Company on 13 December at 1630. Members of the old Specification Branch and their guests are invited. For more information or reservations, contact Linda Maxwell at 939-8485 by 11 December.

MIKE DILLE

Mike Dille, Code 824D00D, is retiring after 28 years of service at China Lake. A retirement luncheon will be held in his honor at Texas Cattle Company on 14 December at 1130. For reservations or presentations, call Donna Pettit at 939-2550 by 8 December.

ROY KARTZMARK

Roy Kartzmark, Advanced Technology Applications Office (Code 472G10D), is retiring after 35 years of federal service. A retirement luncheon will be held in his honor at the Wreck Center on 22 December at 1130. The cost is \$10, which includes lunch and a gift donation. For tickets, contact Fred Shanholtz or the office receptionist at 939-1086/1524.

MIKE ALEY

Mike Aley, Engineering Weapons/Targets Department, is retiring after over 38 years of federal service, 35 of which were served at China Lake. A retirement dinner will be held in his honor at the Wreck Center (formerly Seafarer Club) on 4 January. Social hour begins at 1800, with dinner and presentations at 1900. Dinner will consist of a two-meat buffet at \$15 per person. To obtain further information or purchase tickets, contact Lucy at 939-8590, Sirell at 939-3518, or Paulette at 939-7237 by 21 December.

LABOR REPRESENTATIVE FOR
BARGAINING UNIT EMPLOYEES

The exclusive labor representative for the bargaining unit employees of NAWCWPNS Point Mugu is the National Association of Government Employees (NAGE). The local R12-33 President is Louis W. Rogers, located in Trailer 10097; he can be reached at 989-1374.

HUMAN RESOURCES DEPARTMENT INFORMATION

The Human Resources Department (HRD) Information Section is intended to provide timely HRD information to NAWCWPNS personnel. Any questions or issues pertaining to this section may be addressed to Ron Rogers, Code 733000E, (805) 989-3997 (DSN 351-3997), FAX 989-9846 (DSN 351-9846).

LEAVE DONORS NEEDED

The employees listed below have been approved as leave recipients under the Leave Transfer Program. These employees have exhausted annual and sick leave because of personal or medical emergencies and anticipate being in a leave-without-pay status for at least 24 hours. Employees who wish to help a leave recipient may donate annual leave to the employee by submitting a completed OP Form 630-A (Request to Donate Annual Leave to Recipient) and a copy of current Leave and Earnings Statement. OP-Form 630-A is available at Administration Offices at Point Mugu and Telmart at China Lake. Completed forms for Point Mugu may be mailed to Estela Padilla, Code 731000E (P621); forms for China Lake may be mailed to Pat Miller, Code 731000D (C621). For additional information, call Estela Padilla at (805) 989-3222, or Pat Miller at (619) 939-2018.

CHINA LAKE

Arthur Owens, Code 471250D
Arthur is recovering from major orthopedic surgery to his left leg and knee.

Virginia Collins, Code 332300D
Virginia is recovering from reconstructive ankle surgery.

Leslie Folden, Code 826400D
Leslie is currently hospitalized.

Kimberly Kelly, Code 455140D
Kim has medical complications.

Victoria Wintjen, Code 823220D
Victoria is recovering from surgery and is being treated for a brain tumor.

Patricia Hoeffcker, Code 471350D
Patty is have surgery on both feet, which will require 6 weeks of recuperation.

Kathleen Bangs, Code 475100D
Kathleen is recovering from an ankle injury.

Jerry Chisholm, Code 823600D
Jerry is recovering from surgery.

Jan Leverett, Code 455120D
Jan is recuperating from open rotator cuff repair to her shoulder.

Nadine Foley, Code 732000D
Nadine is suffering from vision problems.

Barbara Snyder, Code 250000D
Barbara suffers from complications after child-birth.

Abelina Shanholtz, Code 725200D
Abbey has a medical problem.

Richard Smith, Code 47D000D
Richard needs shoulder surgery.

Tracy Plunk, Code 832350D
Tracy is recovering from surgery.

Barbara Anderson, Code 763200D
Barbra has a medical problem.

Jeanie Salyer, Code 734000D
Jeanie is undergoing peritoneal dialysis while awaiting a kidney transplant.

POINT MUGU

Francis Amaro, Code 454930E
Francis is on maternity leave.

Lynn Pham, Code 330000E
Lynn is on maternity leave.

Roletta Vasquez, Code 32100E
Roletta is suffering from chronic fatigue and immune disfunction syndrome.

Richard Holt, Code 532220E
Richard is under a doctor's care.

Patricia Pratt, Code NAVAIREs
Patricia is receiving cancer treatments.

Donita McCoy, Code 763100E
Donita's newborn baby is recovering from surgery.

Melody Dates, Code 454000E
Melody is recovering from surgery and will be unable to work for 6 weeks.

Mikki Edsall, Code 454930E
Mikki is recuperating from major surgery and will continue under a doctor's care for a minimum of 6 months.

Robert Schuller, Code 486300E
Robert is recovering from major surgery.

Alberto Santana, Code NAVSOC
Alberto is caring for his newborn son, who has a severe bacterial infection.

Sandra Powell, Code 4KLDOOE
Sandra is recovering from surgery.

Tracy Markley, Code 835410E
Tracy is under a doctor's care.

Veronica Vasquez, Code 731000E
Veronica is on maternity leave.

Tonya Thompson, Code 731000E
Tonya is on maternity leave.

Candace Allen, Code 834200E
Candace is on maternity leave.

Brenda Davis, Code 731000E
Brenda has lupus erphematosus.

Sierra Linda Burdette, Code 210000E
Sierra's 12-year old son is undergoing surgery for a total hip replacement.

Silas Carney, Code 562E20E
Silas underwent emergency abdominal surgery.

Carla Allen, Code 48D000E
Carla is recovering from surgery.

WINDOWS, INTRODUCTION (16 hrs.)
5-6 February; Monday-Tuesday, 0800-1600; Bldg. 351, Room 2115, Point Mugu.
Prerequisite: None.
This class is designed for people who have little or no experience using the Windows environment on the PC.
To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Jim Derrich, Code 733000E. For further information, call 989-3994 (DSN 351-3994).

BENCHMARKING (16 hrs.)
7-8 February; Wednesday-Thursday, 0800-1600; Bldg 323, Room 159, Point Mugu. By: American Management Association
This is an introductory seminar to the benchmarking process. Topics to be covered include how to demonstrate why benchmarking should not be a one-time thing; using benchmarking to think "out of the box" and develop new ways of doing things; strategies for focusing on which critical process to benchmark; product, performance, process—differences and similarities when considering what to benchmark; quality improvement tools to use in analyzing your own process; building internal support among management and employees for benchmarking; how to locate a "best in class" partner you can learn from; strategies for ensuring a positive response from potential benchmarking partners; pros and cons of various information-gathering methods; visualizing the quality gap and the forces that are keeping you from reaching your quality goals; and benchmarking hazards to avoid.
To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Marcy Acosta, Code 733000E. For further information, call 989-3992 (DSN 351-3992).

WEAPON SYSTEMS COST ANALYSIS (8 hrs.)
7 February; Wednesday, 0800-1630; Training Center, China Lake.
14 February, Wednesday, 0800-1630; Location TBD, Point Mugu.
By: NAWCWPNS Instructor
Prerequisite: Navy Systems Acquisition desirable.
Note: This is a SEDP required course.
Topics to be discussed include definition of weapon systems cost analysis; life cycle cost estimating—the concept, applications, cost, analysis techniques; design, cost, and schedule; and the system life-cycle RDT&E, production, and operations, and support.
To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call 939-2359 (DSN 437-2359).
To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Marcy Acosta, Code 733000E. For further information, call 989-3992 (DSN 351-3992).

BASIC SUPERVISION (40 hrs.)
12-16 February; Monday-Friday, 0800-1600; Training Center, Room 107, China Lake. By: Teri Mahaney
Learn the basics of effective supervision and how to accomplish more with and through people. Learn your own leadership, motivation, and communication styles and how they affect your supervisory style. Practice delegating, drafting performance appraisals, and giving feedback, both positive and negative.
To enroll or ask questions, call Lori Ryser at 939-2686 (DSN 437-2686).

UPDATING YOUR SF-171/OF-612 AND RESUME (2 hrs.)
15 February; Thursday, 0900-1100; Trailer 10076, Point Mugu. By: Staff
Preparation of an exceptional SF-171, new OF-612, and resume will be discussed. These documents will be viewed as part of a personal marketing strategy. The focus will be on organizing your career in writing, selecting, and presenting career events clearly and concisely, and cataloging your skills and accomplishments. Resume tips and formats will also be discussed.
To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Mary Glasmann, Code 733000E. For further information, call 989-3982 (DSN 351-3982).

CAREER TRANSITION WORKSHOP (16 hrs.)
28-29 February; Wednesday-Thursday; 0800-1600; Training Center, Room 205, China Lake.
The Career Transition Workshop introduces the participants to job change strategies used by successful people. Participants will identify their personality type, values, skills, interests, and accomplishments and will analyze their current jobs and career aspirations. With this information, the participants will develop a career action plan, study the latest job search strategies and techniques, and become more skilled at networking, resume/SF-171 preparation, personal marketing, and interviewing.
To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2), to Sue Murray, Code 733000D (C622). For further information, call 939-2349 (DSN 437-2349).

CIVILIAN PERSONNEL DIVISION NEWS

APPLICATION PROCEDURES

Applications must be received at the Human Resources Department (HRD) Reception Desk, at any site, no later than 5:00 p.m. on the closing date of the announcement. Applications must be submitted for each vacancy. LATE APPLICATIONS WILL NOT BE ACCEPTED UNLESS ON APPROVED LEAVE, TDY, ETC., THE ENTIRE TIME THE ANNOUNCEMENT IS OPEN. Please make a copy of your application for your own retention before you submit it. (Only applications with original signature and date will be accepted.)
Submit a copy of your latest narrative performance assessment/appraisal of record with any application filed against a vacancy announcement. If the assessment/appraisal does not clearly state the tasks/duties performed, attach a copy of your performance plan.
A supplemental narrative addressing your qualifications to each quality-ranking factor (QRF) is highly recommended. This information will be used to identify highly qualified candidates to be referred for selection. Additional information will not be accepted after the closing date of the announcement.
When multiple-grade levels are advertised, applicants will only be rated for the lowest grade level indicated on their application that will be acceptable and higher grade levels for which they qualify.
Applicants may review the X-118 Qualification Standards at the China Lake Technical Library; at the Point Mugu Directorate/Department Resources Offices; or at any NAWCWPNS Human Resources Department Office.

AREA OF CONSIDERATION INFORMATION

Applications will be accepted from current appointable employees at NAWCWPNS and, unless otherwise noted in the specific announcement, the tenant commands with approved cross-service agreements. These include employees with career or career-conditional appointments; temporary employees with Veterans Readjustment Act (VRA) eligibility or reinstatement eligibility; handicapped employees serving on an excepted Schedule (A) appointment, VRA employees, and temporary employees within reach on an OPM certificate (or equivalent). If a tentative selection is made from tenant, VRA, or temporary applicants, the selection process cannot be completed until a waiver to the hiring freeze is approved by COMNAVAIR. Appointable persons include those with reinstatement eligibility, those within reach on an OPM certificate, and those eligible for noncompetitive permanent appointment (e.g., VRA, handicapped).

NOTES

- If selection is made below the full-performance level, the selectee may be promoted to the next higher level(s) without further competition provided the following conditions are met: (1) OPM requirements are met, (2) management determines the incumbent is performing at the higher grade level, and (3) there is work at the higher grade level to justify the promotion. **PROMOTION IS NOT GUARANTEED.**
- First-time supervisors and managers are required to serve a probationary period of 12 months. Those who do not satisfactorily complete the probationary period will be returned to positions of no lower grade and pay than their former position.
- Drug Testing Designated Position.** An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to a final selection. (Exception: If the position change is for 30 days or less or the applicant currently occupies a DOD testing designated position (TDP), no applicant test is authorized.) The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all DON employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or unsafe practice. All individuals will have the opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test result will be provided to the selecting official and servicing Human Resources Office before a final selection is made. A verified positive drug test result of a current DON employee will also be provided to the employing activity/command.
- This is a DAWIA (Defense Acquisition Workforce Improvement Act) Designated Position. P.L. 101-510 requires that all applications for DAWIA designated positions which are advertised be evaluated utilizing a quality ranking factor (QRF) to determine the best qualified candidates. A supplemental narrative addressing the DAWIA QRF is highly recommended. Applicants wishing more information on the DAWIA mandatory requirements and/or definitions of DAWIA career fields may contact the DAWIA representative within their Competency.
NOTE: Applicants selected for Critical Acquisition Positions will be required to sign a Tenure Agreement to remain in that position for at least a three-year period.
- Merit Promotion Positions for Point Mugu Site Vacancies.** Applicants must meet all eligibility requirements (including, when applicable, time-in-grade and qualification requirements) within 30 calendar days of the closing date of the announcement.x

GENERAL INFORMATION

The Naval Air Warfare Center Weapons Division is an equal opportunity employer. Selection will be made on a fully equal basis without discrimination. Selection will not be made on non-merit reasons such as race, color, religion, sex, national origin, age, politics, marital status, physical handicap, or membership or non-membership in an employee organization.

All vacancies are subject to restrictions imposed by the DOD Priority Placement Program (PPP).
Incumbent must hold or be able to obtain the appropriate security clearance.

As of 1 August 1992, mandatory direct deposit/electronic funds transfer (DD/EFT) became the standard payment within DOD for pay of certain civilian personnel. Newly hired civilian personnel and employees (not currently enrolled) who are selected for competitive promotion, reassignment, transfer, etc., will be required to enroll in DD/EFT within 60 days. An asterisk (*) preceding an announcement number indicates a modification has been made to the vacancy advertisement; please note indicated changes.

LEADERSHIP SKILLS FOR NON-SUPERVISORS (16 hrs.)
28-29 February; Wednesday-Thursday, 0800-1600; CECOS, Room 290, Point Mugu. By: TBD
This 2-day, in-depth workshop provides practical strategies to assist non-supervisors in identifying and developing leadership capabilities in a changing work environment.
To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Marcy Acosta, Code 733000E. For further information, call 989-3992 (DSN 351-3992).

RESPONSIBLE EMPOWERMENT (16 hrs.)
6-7 March; Wednesday-Thursday, 0800-1600; Location TBD, Point Mugu. By: Roger Kirkham
Empowering employees, by itself, does not ensure productive thinking. Employee involvement should not be a goal in itself. A supervisor/team leader as "coach" has much more influence than a supervisor as "boss." This course provides supervisors/team leaders with coaching skills and techniques to ensure that empowerment includes accountability; employee involvement focuses on improvement; everyone is pulling in the same direction; control of quality and service is verifiable; malicious compliance is prevented; and problems are prevented.
To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Marcy Acosta, Code 733000E. For further information, call 989-3992 (DSN 351-3992).

MERIT PROMOTIONS

ALL NAWCWPNS SITES

No. 472-021-GB5, Office Manager/Assistant, DG-303-1/2, Guidance and Control Systems Division, Code 472440D—Area of Consideration: NAWCWPNS. Opening Date: 11-16-95. Closing Date: 12-14-95. Selecting Official: Joe McKenzie, (619) 939-8901. HRD Contact: Kay Behrmann, (619) 939-2736. Permanent Change of Duty Station Authorized: No. Summary of Duties: Provides secretarial support to the Section Head and section personnel within the Fuze and Proximity Sensors Branch. Incumbent will perform a full range of secretarial and administrative support duties including answering phones, distributing mail, making travel arrangements, and completing timesheets. **Quality-Ranking Factors:** Ability to compose correspondence and/or prepare nontechnical reports, plan and coordinate travel arrangements, communicate orally and in writing, maintain and coordinate supervisor's calendar, and arrange conferences. Must be skilled in using the Macintosh computer. The incumbent must be able to obtain and maintain a Secret clearance. Promotion potential to a DG-2. **Note 1 applies.**

No. 82-060-JJ5, (2) Equipment Specialist (Ordnance), DS-1670-2/3, Weapons Department, Weapons Assembly Division, Code 828300D—Area of Consideration: NAWCWPNS. Opening Date: 11-30-95. Closing Date: 12-14-95. HRD Contact: Shirley Hauser, (619) 939-2883. Permanent Change of Duty Station Authorized: No. Summary of Duties: Performs duties involving the assembly and disassembly of weapons in support of the airfield and NAWC operations. The major duties include planning and coordinating weapons assembly operations; performing weapons assembly, disassembly, functional testing, and modification; and providing technical advice and

Topics will include mechanics of the delivery, effective openings and closings, use of humor in winning your audience, evaluating visual aids, and relaxation techniques.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

WRITING STATEMENTS OF WORK (SOWs) (8 hrs.)

24 January; Wednesday, 0800-1600; Location TBD, Point Mugu.

The SOW is written using clear and concise language. Preparation of an effective SOW requires both an understanding of the requirement and an ability to define what is required in specific quantitative terms. The course will provide information, samples, exercises, and helpful hints for preparing a SOW.

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

WORD FOR WINDOWS, INTRODUCTION (16 hrs.)

24-25 January; Wednesday-Thursday, 0800-1600; Bldg. 351, Room 2115, Point Mugu.

Prerequisite: Windows, Introduction, or ability to use Windows.

This class is designed for people who have little or no experience using the Word for Windows program.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Jim Diderich, Code 733000E. For further information, call 989-3994 (DSN 351-3994).

TELEMETRY (40 hrs.)

29 January-2 February; Monday-Friday, 0800-1600; Training Center, China Lake. By: Quintech Corporation

This course will cover the principles, techniques, and applications of modern range telemetry systems. The theory of information transfer and its application to electronic communication, including a comprehensive and comparative study of the various techniques used, will be discussed. Topics include, but are not limited to, information, information transmission, noise, and communication systems; telemetry principles and technology; data sampling and pulse encoding; modulation principles, types, spectra, and bandwidths; multiplexing; FM/FM telemetry data structures and signals; PAM/FM telemetry data structures and signals; PCM telemetry data structures and signals; telemetry link analysis, telemetry transmitters and transmitting antennas, telemetry receiving antennas and receivers, telemetry diversity schemes, tape recorders, and more.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call 939-2359 (DSN 437-2359).

BASIC NAVAL WRITING AND OFFICIAL NAVAL CORRESPONDENCE (24 hrs.)

29-31 January; Monday-Wednesday, 0800-1600; Trailer 10076, Point Mugu By: LaNelle Thompson

SECNAVINST 5216.5C sets new writing standards and encourages the adoption of the standards by all people employed by the Department of the Navy. The class instructor will review those standards, i.e., the use of active versus passive verbs, personal pronouns, short sentences, etc.

This course is for all Center personnel who type, write, or approve naval correspondence. It is a detailed overview of SECNAVINST 5216.5C and NAVWPNCENINST 5216.8, which review standards for correspondence preparation, formatting, and paperwork management.

Note: Bring your copy of SECNAVINST 5216.5C (Correspondence Manual) to this class. If you do not have a manual available, you will be provided one in class.

Deadline: 19 January

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Mary Glasmann, Code 733000E. For further information, call 989-3982 (DSN 351-3982).

EMPLOYEE ASSISTANCE RESOURCES		
Employee Assistance Resources Worried about your job future? Do you want to take charge of your career in these uncertain times? Many resources are currently available to employees at China Lake and Point Mugu. Check the chart below and call the number listed for more information and assistance.		
What Are You Looking For?	Where Can You Find It?	Who Do You Call?
Career Counseling Interests Values Personality Type Knowledge, Skills, Abilities	NAWCWPNS Employee Development Division	939-2359 (CL); 989-3984 (PM)
	Community Colleges Career Centers	
Job Information Job Bulletin Boards Government and Private Industry Jobs	Career Transition and Resource Centers (CTRC)	939-2359 (CL); 989-3982 (PM)
	Transition Assistance Management	927-1555 (CL); 989-1022 (PM)
	California Employment Development Division (EDD)	446-2593 (CL); 988-2243 (PM)
Job Search Techniques Networking Applications: SF-171/OF-612/ Resumes Interviewing Skills Job Market Information Defense Outplacement Referral System (DORS)	Career Transition and Resource Centers (CTRC)	939-2359 (CL); 989-3982 (PM)
	Transition Assistance Management Program (TAMP)	927-1555 (CL); 989-1022 (PM)
	California Employment Development Division (EDD)	446-2593 (CL); 988-2243 (PM)
Retirement Counseling Benefits	DORS Program Manager	939-2265
	Personnel Management Advisors and Assistants	939-2264/2265 (CL) 939-3311 (PM)
	Employee Relations Retirement Experts	939-2574 (CL); 989-3323 (PM)
Financial Counseling	Transition Assistance Management Program (TAMP)	927-1555 (CL); 989-1022 (PM)
	Consumer Credit Counseling	
Stress and Personal Counseling Training	Civilian Employee Assistance Programs (CEAP)	939-2574 (CL); 989-7708 (PM)
	NAWCWPNS Employee Development Divisions	939-2359 (CL); 989-3982 (PM)
	Job Training Policy Council (JTPC)	446-2593 (CL); 981-8764 (PM)

NAVAL AVIATION EXECUTIVE INSTITUTE (NAEI) FY96 SEMINARS		
NAEI courses are designed for GM-13/Lieutenant Commanders (or equivalent) and above assigned to the Naval Air Systems Command. All Senior Executive Management Development Program (SEMDP) participants are required to attend certain classes. These participants have priority for available billets. Program costs are funded by NAEI. Travel and per-diem expenses of nominees are funded by their respective organizations. If the course is residential, lodging and meal costs are provided by NAEI. Nominations must be submitted on an NAEI form, which may be obtained from Lori Ryser, Program Coordinator, Code 733000D, China Lake, (619) 939-2686 (DSN 437-2686).		
Note: A DD-1556 is NOT required. Nominations from all sites must be submitted to the Employee Development Division, China Lake, by the deadline dates listed below.		
COURSE TITLE	COURSE DATES	DEADLINE DATE TO 733000D
Capitol Hill Workshop	4-7 Mar 96	22 Dec 95
Contemporary Management Issues and Practices	12-23 Aug 96	20 May 96
The Washington Arena	16-20 Sept 96	5 Jul 96
Managing Individual and Organizational Change	6-9 Aug 96	20 May 96
The Politics of National Security	26-31 Aug 96	7 Jun 96
NEW - Creating the High Performance Workplace	26-30 Aug 96	7 Jun 96
Issues in DOD/Public Policy Series:		
The Information Highway		1 May 96 16 Feb 96
NEW - Managing Critical Resources		5 days-TBD based on demand

TEAM SKILLS (16 hrs.)

30-31 January; Tuesday-Wednesday, 0800-1600; CECOS, Room 290, Point Mugu. By: Luisa Deal

This workshop will present a framework for understanding the basic underlying concepts of building and maintaining teamwork and what it takes to be an effective team member. It focuses on practical strategies and techniques that bring more cohesive focus to a team's mission and how its members work together to accomplish the mission.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Marcy Acosta, Code 733000E. For further information, call 989-3992 (DSN 351-3992).

EFFECTIVE PRESENTATIONS (16 hrs.)

31 January-1 February; Wednesday-Thursday, 0800-1600; Training Center, Room 115, China Lake. By: Marian Lapan

This course will present specific concepts and techniques to assist employees in strengthening their personal performance during organization presentations. Participants will learn methods to conquer and calm fears of public speaking and enjoy the opportunity of sharing ideas through effective presentations. Topics will include mechanics of the delivery, effective openings and closings, use of humor in winning your audience, evaluating visual aids, and relaxation techniques.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Pat Nogle, Code 733000D. For further information, call 939-3159 (DSN 437-3159).

LEADERSHIP SKILLS FOR NON-SUPERVISORS (16 hrs.)

5-6 February; Monday-Tuesday, 0800-1600; Training Center, China Lake. By: TBD

This 2-day, in-depth workshop provides practical strategies to assist non-supervisors in identifying and developing leadership capabilities in a changing work environment.

To enroll or ask questions, call Lori Ryser at 939-2686 (DSN 437-2686).

EMPLOYEE DEVELOPMENT DIVISION NEWS

ON-BOARD TRAINING COURSE SCHEDULE

Enrollments are accepted via On-Board Training Requests (NAWCWPNS 12410/2), call-ins, and QuickMail; however, check individual announcements for enrollment procedures.

RADAR TECHNOLOGY (32 hrs.)

4-7 December; Monday-Thursday, 0800-1600; Training Center, China Lake. By: Quintech Corporation (Byron Edde)

This course presents the theory and applications of radar, emphasizing modern radar systems. Radar fundamentals and applications are studied in detail, helping participants understand radars and their uses in weapon systems, air traffic control, and test instrumentation. Major units of the course are principles of radar, radar systems (coherence and stability), target information recovery, targets and interfering signals, tracking, radar antennas, radar transmitters and receivers, signal processing introduction, and advanced topics (pulse compression, synthetic aperture radar introduction, semi-active radar homing, and IFF).

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call 939-2359 (DSN 437-2359).

ADA PROGRAMMING, ADVANCED (40 hrs.)

4-8 December; Monday-Friday, 0800-1600; Technical Research Associates Building, Suite 4-A, Camarillo. By: Technical Research Associates

This course will review the major capabilities of Ada. The lecture/lab will emphasize advanced data structures and programming concepts in Ada. Topics will include, but not be limited to, access types, linked lists, records, discriminated data types, private types, limited private types, generic program units, function parameters, packages, separate compilations, recursion, direct I/O, sequential I/O, air-handling techniques, conditional and timed entries, time-outs, task priorities, concurrent programming, and low-level programming.

Presentation Method: Hands-On Workshop
To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Mary Glasmann, Code 733000E. For further information, call 989-3982 (DSN 351-3982).

INTRODUCTION TO FEDERAL BUDGETING (28 hrs.)

5-7 December; Tuesday-Thursday, 0800-1600; Training Center, Room 205, China Lake. By: Edward Dapper

This course provides participants with an overall understanding of the federal budget process as we know it. This course covers budget terms, roles, accounting concepts, appropriations, etc. It is the appropriate class for those who want an introduction to the field of budgeting or want to better understand how the entire budgeting system interacts. This course emphasizes the practical knowledge needed in the field offices and covers the necessary background for the other courses offered in the budgeting services.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Pat Nogle, Code 733000D. For further information, call 939-3159 (DSN 437-3159).

TECHNICAL WRITING FOR ENGINEERS (28 hrs.)

5-8 December; Tuesday-Friday, 0800-1500; BOQ Conference Room, Point Mugu. By: Communications Skills Company, Inc.

Note: This is a SEDP required course.
This seminar is a 24-hour course, with a 1-hour study period at the end of each day so the total time each student spends in class is 28 hours. Engineers will be provided with the skills and confidence to tackle any technical writing assignment, introducing them to the style and standards of technical writing in general and of NAWC in particular. Through examples and exercises taken from actual writing situations that Navy engineers face every day, participants learn techniques for analyzing, interpreting, and

translating technical data to produce clear, readable letters and reports.

Presentation Method: Hands-On Workshop
To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Marcy Acosta, Code 733000E. For further information, call 989-3992 (DSN 351-3992).

UPDATING YOUR SF-171/OF-612 (2 hrs.)

7 December; Thursday, 0900-1100; Training Center, Room 114, China Lake.

8 December; Friday, 0900-1100, Trailer 10076, Point Mugu.

By: Staff
Preparation of an exceptional SF-171 and new OF-612 will be discussed. Both documents will be viewed as part of a personal marketing strategy. The focus will be on organizing your career in writing, selecting and presenting career events clearly and concisely, and cataloging your skills and accomplishments.

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2), to Sue Murray, Code 733000D. For further information call (619)939-2349 (DSN 437-2349).

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Mary Glasmann, Code 733000E. For further information, call 989-3982 (DSN 351-3982).

FINANCIAL PLANNING FOR CAREER TRANSITION (8 hrs.)

11 December; Monday, 0800-1600; Trailer 10076, Point Mugu.

13 December; Wednesday, 0800-1600; Training Center, Room 107, China Lake.

By: Charla Green, CFP

This workshop provides financial planning information for those employees leaving federal service before retiring. Course participants will learn about deferred retirement benefits, calculate potential reductions, estimate an annuity amount, and recognize the advantages and disadvantages of taking a refund. They will learn about the continuation of life and health insurance, how to make appropriate decisions regarding Thrift Savings Plan contributions, and determine eligibility for severance pay and unemployment benefits. Participants will learn how to take immediate steps to reduce debt and avoid financial problems and find out about community resources and support services.

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Mary Glasmann, Code 733000E. For further information, call 989-3982 (DSN 351-3982).

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2), to Sue Murray, Code 733000D. For further information, call (619)939-2349 (DSN 437-2349).

TECHNICAL WRITING FOR ENGINEERS (28 hrs.)

11-14 December; Monday-Thursday, 0800-1500; Training Center, China Lake. By: Communications Skills Company, Inc.

Note: This is a SEDP required course.
This seminar is a 24-hour course, with a 1-hour study period at the end of each day so the total time each student spends in class is 28 hours. Engineers will be provided with the skills and confidence to tackle any technical writing assignment, introducing them to the style and standards of technical writing in general and of NAWC in particular. Through examples and exercises taken from actual writing situations that Navy engineers face every day, participants learn techniques for analyzing, interpreting, and translating technical data to produce clear, readable letters and reports.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call 939-2359 (DSN 437-2359).

CSUC COMPUTER SCIENCE ADVISING

Dr. Orlando Madrigal of Cal-State University, Chico will be at China Lake on **5 January** to advise current and prospective students in the external degree programs offered by the school in computer science. The programs lead to bachelor's and master's degrees. To schedule an appointment with Dr. Madrigal, call Denise at 939-2648.

CSUC SPRING COURSES

Following are courses being offered this spring for the California State University, Chico (CSUC) Computer Science Program (bachelor's and master's degrees). To obtain course descriptions or book order forms for these courses, come to Room 105 of the Training Center, 0830-1130 and 1230-1500, Monday through Thursday. Classes for the semester begin **30 January** and end **23 May**, except for CSCI152, which begins **3 January** and ends **24 April**. With the exception of CSCI152, the courses are held Tuesday and Thursday at the Training Center and are received via satellite. CSCI152 is held at the Training Center on Mondays and Wednesdays and is on videotape, with a lab on Tuesdays. Registration for CSCI152 will be held the first class meeting. **Note:** Registration for all other CSUC courses listed below will be held at the week of **8-11 January** in Room 105, 0830-1130 and 1230-1600. Employees taking one of the courses below must sign a statement at the time of registration, promising to reimburse the Government if a satisfactory grade (i.e., "C" or better) is not obtained. All courses are three semester units.

CSCI152	Operating Systems Programming	1130-1245; Lab 1700-1800
CSCI397C-22	Advanced Topics In Computer Network	0800-0915
CSCI397C-21	Multimedia Programming and Design	0930-1045
CSCI227	Discrete Simulation Systems	1100-1215
CSCI351	Language Theory	1230-1345
CSCI323	Theory of Artificial Intelligence	1400-1515
CSCI397C-23	Object-Oriented Programming and Implementations	1530-1645

To obtain more information, contact Cecil Webb at 939-0878. Also, note Cerro Coso Community College spring schedule for Linear Algebra.

CSUN SPRING REGISTRATION AT CHINA LAKE

California State University, Northridge (CSUN) offers master's degree programs in electrical engineering and mechanical engineering via its Continuing Education Television Network (CETN) (microwave link). Registration for the fall semester will be held on Thursday, **10 January**, 1000-1400, at the Training Center. CSUN advisers will be available to counsel current and prospective students in electrical and mechanical engineering. The schedule of the courses being offered in the spring, along with course descriptions, may be obtained in Room 105 of the Training Center, 0830-1130 and 1230-1600, Monday through Thursday.

Note: Classes for the semester begin 30 January and end 26 May. Book order forms will be available at registration. Employees taking one of the courses must sign a statement at the time of registration, promising to reimburse the Government if a satisfactory grade (i.e., "C" or better) is not obtained.

To obtain more information or ask questions, contact Cecil Webb at 939-0878.

CSUB WINTER COURSES

The following courses are being offered at China Lake this winter for the California State University, Bakersfield (CSUB) bachelor's degree program in business administration and master's degree program in administration. To obtain course descriptions, tuition support/cost information, and registration forms for these courses, come to Room 105 of the Training Center, 0830-1130 and 1230-1500. **Note:** CSUB has set **5 December** as the deadline date to preregister. DOD civil service employees should state the following on the top of their registration form: "DOD civil service." Employees taking a course for which the Government pays the tuition must sign a statement at the time of registration promising to reimburse the Government if a satisfactory grade (i.e., "C or better") is not obtained. Each course is five quarter units.

Core Courses		
MGMT301	Quantitative Methods for Business Decisions	2 January-12 March; Tuesdays, 1610-2110
ADM600	Seminar In Management	10 January-13 March; Wednesdays, 1610-2110
Elective Courses		
MIS477	Special Topics in MIS	10 January-13 March, Wednesdays, 1610-2110

To obtain more information, contact Cecil Webb at 939-0878.

AIR-TO-AIR MISSILE SYSTEM (32 hrs.)

11-14 December; Monday-Thursday, 0800-1600; CECOS, Room 268, Port Hueneme. By: McLaughlin Research Corporation

The air-to-air missile function and operation is explained starting with the basic components—airframe, control, propulsion, seeker, guidance, fuse, warhead—working up to the fully integrated system in the tactical environment. Major units of the course are airframe, laplace transform, aerodynamics and stability, inertial sensors, flight control, propulsion, missile guidance, missile launch, fuse, definition and performance evaluation matrix, warhead, weapon system integration, launcher, and missile test.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Mary Glasmann, Code 733000E. For further information, call 989-3982 (DSN 351-3982).

INVESTING IN THRIFT SAVINGS PLAN AND ON YOUR OWN (8 hrs.)

12 December; Tuesday, 0800-1600; Bldg. 36, MIC; Point Mugu.

14 December; Thursday, 0800-1600; Training Center; China Lake.

By: Charla Green, CFP

The instructor will explain the operation and advantages of the Thrift Savings Plan, concentrating on how the three plan funds can fit into a personal investment portfolio. Historical data on risks and rates of return will be presented to help federal employees choose an allocation strategy. Debt reduction, insurance, taxes, and several additional investment opportunities will be discussed. Participants will learn ways to reduce investment risk and how to choose and purchase a mutual fund.

To enroll or ask questions, call Pat Oliver at 939-2468 (DSN 437-2468).

DEVELOPING COACHING SKILLS (8 hrs.)

12 December; Tuesday, 0800-1600; Trailer 10076, Point Mugu.

13 December; Wednesday, 0800-1600; Training Center, China Lake.

By: Suzanne Hard

The goals of any coaching conversation are to achieve or maintain a positive work relationship between the manager and the employee and a new or renewed commitment to the job. Successful coaching also results in one or more positive changes in performance. What these changes are depends on the particular coaching function. There are typical outcomes of each of the four coaching functions of counseling, mentoring, tutoring, and confronting. The training program will integrate and reinforce the major objective throughout the session. The focus will be on interactive, experimental learning with time for analysis, feedback, and development of action plans.

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Marcy Acosta, Code 733000E. For further information, call 989-3992 (DSN 351-3992).

To enroll at China Lake or ask questions, call Lori Ryser at 939-2686 (DSN 437-2686).

DEMO REFRESHER WORKSHOP (3 hrs.)

12 December; Tuesday, 0830-1130; Bldg. 3015, Room 339, Point Mugu.

13 December; Wednesday, 0830-1130; Training Center, Room 205, China Lake.

By: Don Shibley

This workshop will provide an overview of the Demo performance and pay system, addressing some of the myths and misconceptions regarding the system and answering some of the frequently asked questions regarding "what's in it for me?" and "how does the system affect me?" It will also address concepts and features of the pay system including increments and bonuses, performance evaluations and ratings.

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Pat Nogle, Code 733000D. For further information, call 939-3159 (DSN 437-3159).

EFFECTIVE PRESENTATIONS (16 hrs.)

13-14 December; Wednesday-Thursday, 0800-1600. Location TBD, Point Mugu. By: Marion Lapan

This course will present specific concepts and techniques to assist employees in strengthening their personal performance during organization presentations. Participants will learn methods to conquer and calm fears of public speaking and enjoy the opportunity of sharing ideas through effective presentations. Topics will include mechanics of the delivery, effective openings and closings, use of humor in winning your audience, evaluating visual aides, and relaxation techniques.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

WORD FOR WINDOWS, INTRODUCTION (16 hrs.)

13-14 December; Wednesday-Thursday, 0800-1600; Bldg. 351, Room 2115, Point Mugu.

Prerequisite: Windows, Introduction, or ability to use Windows.

This class is designed for people who have little or no experience using the Word for Windows program.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Jim Diderich, Code 733000E. For further information, call 989-3994 (DSN 351-3994).

WINDOWS, INTRODUCTION (16 hrs.)

8-9 January; Monday-Tuesday, 0800-1600; Bldg. 351, Room 2115, Point Mugu.

Prerequisite: None.

This class is designed for people who have little or no experience using the Windows environment on the PC.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Jim Diderich, Code 733000E. For further information, call 989-3994 (DSN 351-3994).

UNDERSTANDING AND APPLYING MIL-STD-641D (16 hrs.) (UPDATED CONTENT)

8-9 January; Monday-Tuesday, 0800-1600; Bldg. 6, BQ Conference Room, Point Mugu.

10-11 January; Wednesday-Thursday, 0800-1600; Training Center, China Lake.

By: R & B Enterprises

This seminar provides a summary of Navy Instructions, and details the application of MIL-HDBK-235 and MIL-STD-HDBK-237. Course content will include pertinent definitions to facilitate the understanding of EMC technology and specific definitions pertaining to MIL-STD-461D. This seminar will provide a practical discussion of the differences between MIL-STD-461C and MIL-STD-461D.

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Mary Glasmann, Code 733000E. For further information, call 989-3982 (DSN 351-3982).

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call 939-2359 (DSN 437-2359).

ENTREPRENEUR'S WORKSHOP: SO YOU WANT TO START A BUSINESS (4 hrs.)

8-11 January; Monday-Thursday, 1130-1230; Training Center, Room 211, China Lake.

8-11 January; Monday-Thursday; 1130-1230; Location TBD, Point Mugu.

If you have always wanted to run your own business and be your own boss, this workshop will provide you with the practical "how to's." The basics of writing a business plan, marketing your product or services, and meeting legal requirements for small business will be discussed. Participants will examine whether they are personally suited for self-employment.

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Sue Murray, Code 733000D. For further information, call 939-2349 (DSN 437-2349).

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Mary Glasmann, Code 733000E. For further information, call 989-3982 (DSN 351-3982).

CERRO COSO COMMUNITY COLLEGE WILL OFFER LINEAR ALGEBRA COURSE DURING SPRING SEMESTER

MATH 5: LINEAR ALGEBRA (4 units)

17 January-22 May; Mondays and Wednesdays, 1810-2000; Cerro Coso Community College, Room EW 207. By: Dr. Stephen Lee (375-2994)

Prerequisite: Math 6C (Calculus III) or consent of instructor.

Scope: This course will cover the following topics: matrices, n-dimensional real vector spaces, general vector spaces, linear transformations, eigenvalues and eigenvectors, and applications of the above topics.

Note: This course, previously offered through California State University, Bakersfield, satisfies a core requirement for the bachelor's degree program in Computer Science through California State University, Chico (CSUC). It also satisfies a foundation course requirement for the master's degree in Computer Science through CSUC.

Enrollment Procedures: See Cerro Coso Community College spring catalog.

GOVERNMENT CONTRACT ACCOUNTING COURSE OFFERED AT CHINA LAKE

X408.2: GOVERNMENT CONTRACT ACCOUNTING (36 hrs.)

10 January-27 March; Wednesdays, 1700-2000; Training Center. By: Carol Schwartz, 939-0845, UCSB

Prerequisite: X408.1: Elements of Government Contract Administration or consent of instructor.

Intended Audience: Participants in the certificate program in Government Contract Management.

Course Objectives: For contract administrators, price analysts, program managers, financial managers, legal advisors, accountants, and others who interface with government contract managers. Overview of industrial cost accounting practices including various types of direct and indirect costs for different forms of organizations and operations. Overhead forecasting, billing, and final settlement. Contract cost principles of allowability, advanced agreements, and disallowance of costs. Cost accounting standards, rules, regulations, and contract provisions, including administration of accounting changes and noncompliance actions. Accounting for government property. Prior knowledge of accounting is not a prerequisite for this course.

Text: Accounting Guide For Government Contracts, Paul A. Trueger, Commerce Clearing House Inc., 1991, latest edition.

Deadline: 3 January

Enrollments are on a call-in basis. To enroll, call Denise at 939-2648. Employees taking this course must sign a statement at the time of registration, promising to reimburse the Government if a satisfactory grade (i.e., "C" or better) is not obtained.

OFFICE OF CIVILIAN PERSONNEL MANAGEMENT WESTERN REGION

The following courses are available to all NAWCWPNs employees. For more information, call the San Diego OCPM staff at (619) 532-3880, ext. 430 (DSN 522-3880, ext. 430) or FAX (619) 532-3886.

San Diego, CA		
22-25 Jan		Civilian Personnel Management Field Institute (CPMFI)
29 Jan-2 Feb		DCPDS Users Course
31 Jan		Preventing and Resolving EEO Complaints
6-7 Feb		Employee Development for Supervisors
6-7 Feb		Research Methods and Applications
26 Feb-1 Mar		Introduction to EEO Counseling
6-7 Mar		Pay Setting Workshop
18-21 Mar		Civilian Personnel Management Field Institute (CPMFI)
18-21 Mar		Downsizing/Reduction in Force Workshop
25-29 Mar		Basic Instructor Training
Oxnard, CA		
9-11 Jan		Labor Relations for Line Managers
13 Feb		Preventing and Resolving EEO Complaints
Long Beach, CA		
18-19 Jan		Pay Setting Workshop
Washington Area		
21 Feb		Preventing and Resolving EEO Complaints
22 Feb		Preventing and Resolving EEO Complaints
Bremerton, WA		
25-27 Mar		Labor Relations for Line Managers

INFLUENCING WITHOUT AUTHORITY (16 hrs.)

9-10 January; Tuesday-Wednesday, 0800-1600; Location TBD, Point Mugu. By: Roger Kirkham

This 2-day course teaches empowered employees what to do with their empowerment to ensure that it concentrates on continuous improvement; empowerment includes

accountability; the cost of continuous changes are minimized; everyone pulls in the same direction; problems are defined in verifiable terms; and improvement ideas are understood and implemented.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

TEAM SKILLS (16 hrs.)

9-10 January; Tuesday-Wednesday, 0800-1600; Training Center, China Lake. By: Luisa Deal

This workshop presents a framework for understanding the basic underlying concepts of building and maintaining teamwork and what it takes to be an effective team member. It focuses on practical strategies and techniques that bring more cohesive focus to a team's mission and how its members work together to accomplish the mission.

To enroll or ask questions, call Lori Ryser at 939-2686 (DSN 437-2686).

BUDGET FORMULATION (24 hrs.)

9-11 January, Tuesday-Thursday, 0800-1600; Trailer 10076, Point Mugu. By: Edward Dappen

This course will provide basic how-to-instruction to develop a budget for a typical government organization. Emphasis is on administrative requirements for budget formulation, basic elements in preparing budget estimates, and basic steps required to assemble a budget. Workshops are used extensively throughout the course to illustrate concepts of data collection, estimating techniques, and calculations required in the compilation of an operating budget.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

ADMINISTRATIVE POLICIES AND PROCEDURES FOR NEW SUPERVISORS (32 hrs.)

16, 17, 23, 24 January; Tuesdays-Wednesdays, 0800-1600; Training Center, China Lake. By: Center Staff

Intended Audience: New supervisors during the first-year probation period.

This mandatory 4-day course provides probationary supervisors with basic information about important NAWC/NAWS administrative policies and procedures.

Topics covered include the organizational structure of DOD and subordinate commands, safety, security, CEAP, ethics, workers compensation, plant account, Drug Free Workplace Program, leave transfer program, labor and employee relations, employee development, employee awards (and other aspects about the Demo system), affirmative action, staffing, DOD priority placement, and other topics of interest to supervisors.

Note: Completing this course within the first 120 days of your supervisory probation period satisfies the mandatory safety training requirement for the probationary year.

To enroll or ask questions, call Lori Ryser at 939-2686 (DSN 437-2686).

WRITING STATEMENTS OF WORK (SOWs) (8 hrs.)

17 January; Wednesday, 0800-1600; Training Center, China Lake.

The SOW is written using clear and concise language. Preparation of an effective SOW requires both an understanding of the requirement and an ability to define what is required in specific quantitative terms. The course will provide information, samples, exercises, and helpful hints for preparing a SOW.

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Pat Nogle, Code 733000D. For further information, call 939-3159 (DSN 437-3159).

WORD FOR WINDOWS, INTRODUCTION (16 hrs.)

17-18 January; Wednesday-Thursday, 0800-1600; Bldg. 351, Room 2115, Point Mugu.

Prerequisite: Windows, Introduction, or ability to use Windows.

This class is designed for people who have little or no experience using the Word for Windows program.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Jim Diderich, Code 733000E. For further information, call 989-3994 (DSN 351-3994).

SEXUAL HARASSMENT (POSH) TRAINING OFFERED AT POINT MUGU

This year, a 29-minute video entitled "Management's New Responsibilities" will be used to meet the prevention of sexual harassment (POSH) training requirement.

Except where noted, the video will be shown 0830-0900; 1000-1030; 1300-1330; and 1415-1445. The video will be scheduled at the following sites on the dates noted.

To obtain more information or ask questions, contact Veronica Vasquez at 989-3254.

Date	Location	Date	Location
4 Dec	Bldg. 7020 (large conference room) NAVRES auditorium (morning sessions only)	11 Dec	Bldg. 7020 (large conference room) Bldg. 3015 (Do not sign-in in lobby; proceed to auditorium.) NAVRES auditorium (morning sessions only)
5 Dec	Bldg. 3015 (Do not sign-in in lobby; proceed to auditorium.) NAVRES auditorium (morning sessions only)	12 Dec	NAVRES auditorium (morning sessions only)
6 Dec	NAVRES auditorium (morning sessions only)	13 Dec	NAVRES auditorium (morning sessions only)
7 Dec	Bldg. 7020 (large conference room)	14 Dec	Bldg. 7020 (morning sessions only)
8 Dec	Bldg. 7020 (large conference room)		

CAREER TRANSITION AND RESOURCE CENTERS

The Career Transition and Resource Center (CTRC) at Point Mugu has recently reopened, and business is brisk. The center is located in Building 20, adjacent to the Employee Development Division offices and is open from 0700 to 1700. Besides learning resources such as software tutorials, video/audio tapes, and books, the CTRC houses the latest in job search and career transition information including SF-171/OF-612/Federal Resume software and a state-of-the-art federal job information bulletin boards. Visit the center soon and take advantage of the many career planning tools it has to offer.

A similar Career Transition and Resource Center will open soon at the China Lake site. The CTRC will be located in the Training Center and will be a duplicate of the Point Mugu Center. For the latest information on the projected completion date or additional information on career transition resources, call Dorothy Wiederhold at 939-2359 (DSN 437-2359) or Julie Streets at 989-3984 (DSN 351-3984).

TAMP WORKSHOPS OPENED TO POINT MUGU CIVILIAN EMPLOYEES

The Family Services Transition Assistance Management Program (TAMP) Workshop series is now available to NAWCWPNs civilian employees. To reserve a space for any of the following workshops, call 989-8146.

Getting Started on Career Transition	4, 11, 18 December	Mondays	1400-1600
Interviewing Skills	5, 12, 19 December	Tuesdays	1300-1500
Resume Writing	6, 13, 20 December	Wednesdays	1300-1500
Federal Job Applications	6, 13, 20 December	Wednesdays	1500-1700
Job Search	7, 14, 21 December	Thursdays	1500-1700
Anger Management	Mondays (Every)		0900-1100

RETIREMENT FOR YOUNGER EMPLOYEES (8 hrs.)

17 January; Wednesday, 0800-1630; Bldg. 323, Room 159, Point Mugu. By: Labor/Employee Relations

This course will discuss health insurance, life insurance, Social Security, income tax, financial planning, estates, trusts, and wills. This course includes pertinent topics from the Pre-Retirement Seminar, with emphasis on what to look for in planning for retirement. This class is recommended for employees beyond 2 years of employment and those within more than 5 years of retirement.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Mary Glasmann, Code 733000E. For further information, call 989-3982 (DSN 351-3982).

CUSTOMER SERVICE WORKSHOP (8 hrs.)

19 January; Tuesday, 0800-1600; Training Center, China Lake. By: V. Renee Mack

This course is presented through a combination of brief lectures and experiential exercises and simulations. After presenting basic concepts and introducing participants to a common vocabulary, they learn application in a non-threatening, non-accusatory simulation game, as well as a role-play and group problem-solving exercises. Objectives are to review sending a positive attitude to customers; learn how to provide for the needs of the customers; provide practice on handling difficult customers; and motivate participants to do the best job possible.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Pat Nogle, Code 733000D. For further information, call 939-3159 (DSN 437-3159).

FILEMAKER PRO FOR WINDOWS, INTRODUCTION (16 hrs.)

22-23 January; Monday-Tuesday, 0800-1600; Bldg. 351, Room 2115, Point Mugu.

Prerequisite: Introduction to Windows or ability to use Windows.

This class is designed for people who have little or no experience using the Filemaker Pro for Windows program.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Jim Diderich, Code 733000E. For further information, call 989-3994 (DSN 351-3994).

INTERVIEWING WITH POWER AND CONFIDENCE (2 hrs.)

23 January; Tuesday, 0900-1100; Location TBD, Point Mugu.

25 January; Thursday, 1000-1200; Training Center, Room 205, China Lake.

By: Staff

The interview is one of the most important steps in the job search process, and for many, it is often the most intimidating. Attend this workshop and learn how to improve your performance during a job interview. Key interviewing skills such as anticipating questions, comprehending types of interviews, preparing your answers, and the importance of practice will be discussed.

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Mary Glasmann, Code 733000E. For further information, call 989-3982 (DSN 351-3982).

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Sue Murray, Code 733000D. For further information, call 939-2349 (DSN 437-2349).

NEW EMPLOYEE ORIENTATION (8 hrs.)

23 January; Tuesday, 0800-1700; Mich Lab, Room 1000D, China Lake. By: NAWCWPNs/NAWS Staff

This program starts with a Welcome Aboard and NAWCWPNs Overview and a NAWS Overview by Captain Stephenson. Other topics included in the program are Employee Assistance Program; Safety; HAZCOM; Security; Fraud, Waste and Abuse; Environmental Awareness; Prevention of Sexual Harassment; HIV/AIDS; and CAO Overview.

Enrollment is accomplished via your Competency Level 2 Administrative Offices. Each new employee will be contacted and approved by their Level 2 Competency Administrative Offices.

NOTE: If as a new employee you have a question regarding attendance of the program, call your Competency Level 2 Administrative Offices.

Note: The New Employee Orientation is mandatory for all new employees; ask your Competency to add you to their list.

Deadline: 16 January

To enroll or ask questions, call Sue Murray at 939-2349 (DSN 437-2349).

EFFECTIVE PRESENTATIONS (16 hrs.)

23-24 January; Tuesday-Wednesday, 0800-1600; Port Country Inn, Port Hueneme. By: Mark Haage, OCPM

This course will present specific concepts and techniques to assist employees in strengthening their personal performance during organization presentations. Participants will learn methods to conquer and calm fears of public speaking and enjoy the opportunity of sharing ideas through effective presentations.