



US Army Corps  
of Engineers®

Vol. 34 Issue 4

April 2013

[www.hnd.usace.army.mil](http://www.hnd.usace.army.mil)

Huntsville Center

# Bulletin

## ***On the Inside ...***

### **New USACE Campaign Plan released**

■ Page 5

### **Munitions workshop now online**

■ Page 9

### **Volunteers participate in Read Across America Day**

■ Page 11



Courtesy photo

### **On the road again**

Huntsville Center commander Col. Robert Ruch, left foreground, recently visited Center employees assigned to Afghanistan. While there, he also met with senior leaders there to gather feedback regarding the work Huntsville Center is doing in the region. Huntsville Center's International Operations Division manages multiple de-mining and munition reduction efforts, Task Force Power electrical infrastructure upgrade efforts and other specialized missions associated with supporting U.S. Forces – Afghanistan missions and the integrated Afghan National Security/Coalition Forces' counterinsurgency operations aimed at protecting the population and defeating the insurgency forces.

## **New look of Center's Website reflects USACE branding**

**H**untsville Center's public Website has a new look. The Website migrated to the American Forces Public Information Management System, the platform all U.S. Army Corps of Engineers organizations will be using.

With the new look, the Huntsville Center's URL has changed. It is now [www.hnc.usace.army.mil](http://www.hnc.usace.army.mil), removing the last vestiges of Huntsville Division.

The new Website incorporates the USACE branding that provides a uniform look and feel, using a global navigation bar at the top of the page.

Each directorate has a primary content provider who will be responsible for adding or changing information on

directorates pages.

General questions about the Website should be sent to Scott Farrow in the Public Affairs Office.

**Directorate primary AFPIMS representatives are:**

- **Installation Support and Programs Management:** Laura Beth Quick
- **Engineering:** Jay Plucker
- **Chemical Demilitarization:** Steve Light
- **Contracting:** Mike Trull
- **Ordnance and Explosives:** Amber Lee
- **Environmental and Munitions Center of Expertise:** Martha Mitchell

# Commander's thoughts

**T**eam,  
Good news!

The Continuing Resolution was approved, which means the U.S. government will have operating funds for the remainder of the fiscal year and the government will not shut down.

The CR legislation also gives the Department of Defense the authority to redistribute resources, rather than across-the-board 20 percent reductions in all areas. This authority could impact the decision of whether or not to furlough government civilians.

To give the department an opportunity to look at the impact of the CR legislation, DoD decided March 21 to delay the issuance of civilian employee furlough notices for approximately two weeks, until April 5.

At this time, a decision has not been made on whether or not the total number of planned furlough days for fiscal 2013 will change as a result of this delay.

DoD officials said they believe the delay is a responsible step to take in order to assure our civilian employees that we do not take lightly the prospect of furloughs and the resulting decrease in employee pay.

What that means is that we gained a couple of weeks while leaders re-look how funds are being spent, with the possibility that a civilian government employee furlough will be shortened or averted altogether. We'll know more about that around April 5. We're not

out of the woods yet, but at least now there may be options.

If the decision to furlough employees is made, the timeline for implementing a furlough would start again. Employees would still get the 30-day notice of intent to furlough, seven days to review and respond, and a decision letter on the day the furlough would take effect.

I know information about the furlough was slow in coming. We have been doing everything possible to try to minimize the impact of the furlough on Huntsville Center employees.

Passing the CR did not take away the sequestration requirement to cut expenses by 20 percent. We will continue to watch our spending and look for ways to trim our budgets in areas such as office supply purchases, TDY, conferences and training.

Last month Mike Hubbard, director of Ordnance and Explosives Directorate, and I traveled to Afghanistan to visit with our employees who are there and also to talk to our customers about how we are doing. It was a great trip. It is good to see what others think of the work we are doing. I am amazed at the incredible spirit our employees exhibit while accomplishing difficult and often dangerous work, all accomplished in austere conditions.

Besides visiting with employees accomplishing Huntsville Center missions, I got to meet with many of our employees who are deployed in support of Transatlantic Division –



**Col. Robert Ruch**

North, Transatlantic Division – South and Civilian Expeditionary Workforce missions.

Everyone is contributing greatly to the mission. If you know someone who is deployed, I encourage you to drop them a note and let them know we are thinking of them.

We are conducting a 100 percent inventory to regain accountability of all Huntsville Center property. This inventory must be complete by June, and I need your help making this happen. For various reasons over the past years, equipment accountability has been lax. This is the time to get all the equipment you are responsible for on one hand receipt. Our logistics management folks are working with you to input your information into a new system that will help us better track the

**See COMMANDER on page 3**

## Hail & Farewell

**Hail:** Steven Lambert, Engineering Directorate; Kenneth Bryant, Contracting Directorate; David Willett, Installation Support and Programs Management Directorate.

**Farewell:** Braden Preston, ED; Greg Havo, ISPM.



**US Army Corps  
of Engineers**

*The Huntsville Center Bulletin is printed by digital copier as an official publication authorized under the provisions of AR 360-1. Opinions expressed are not necessarily those of the U.S. Army. Inquiries can be addressed to Public Affairs Office, U.S. Army Engineering and Support Center, Huntsville, Attn: CEHNC-PA, P.O. Box 1600, Huntsville, AL 35807-4301. Phone: DSN 760-1693 or commercial 256-895-1693. The Bulletin is also online at [www.hnd.usace.army.mil](http://www.hnd.usace.army.mil). The Huntsville Center Facebook page is located at <http://bit.ly/HNCfbPage>. The Twitter page is located at <http://twitter.com/CEHNC>. Circulation: 500.*

## BULLETIN

Commander.....	Col. Robert Ruch
Chief, Public Affairs.....	Debra Valine
Editor.....	William S. Farrow



**Printed on recycled paper  
30 percent post-consumer**

# The Bulletin asks:

## *How will you be affected if there is a furlough?*



“Personally, since my salary is being decreased by 20 percent, I may not be able to finance my graduate degree. I am currently debating whether I should finish my Master’s of Business Administration degree now or get a weekend job. I’m also concerned that Center employees may no longer be able to work a lot of the overtime hours that is normally done at the fiscal year end. The furlough has definitely made me realize that we (Americans) should become more politically active.”

**Nicholas Aprea**  
Center Contracting Directorate

“I’m fortunate that I’m one of few employees at the Center who won’t be financially impacted by the furlough; due to my senior position here and the conservative financial decision’s that I’ve made. I can easily accept my one furlough day a week without worrying about my finances. However, I do empathize with those employees within the Center who will be impacted. I’m actually looking forward to having some three-day weekends soon and spending more time with my family. I’m happy to contribute my 20 percent pay reduction to help meet the overall reduction goal.”

**Will White**  
Engineering Directorate



“Personally, the furlough will not affect me because I am a Christian and rely heavily on my faith in regards to getting my financial needs met. However, I will have more time off. I’ll make the most of my furlough day by taking care of some things at home. I’ll probably do my spring cleaning, a little gardening, tackle home improvements and volunteer more within my community. Being off one day a week will mean that I will have time to take my dogs on long walks, which will benefit their health and mine.”

**Christina Lamb-Bott**  
Contracting Directorate



For the facts on sequestration, visit:

[http://www.defense.gov/home/features/2013/0213\\_sequestration/](http://www.defense.gov/home/features/2013/0213_sequestration/)

For OPM Guidance on furloughs, visit:

<http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/>

## COMMANDER

continued from page 2

equipment we have.

Also by June, supervisors must have completed the mandatory Supervisory Professional Development course. If you have not done that, please complete

the training and let the folks in the Business Management Office know.

As always, think safety in everything you do. Now that spring is here we need to adjust our safety thinking from cold weather to warmer weather. As

you start getting out and enjoying the weather, please stay safe.

Keep up the great work you are doing for the Center, USACE and our customers.

# Employee Spotlight

## Quintessia Fuller

By Jo Anita Miley  
Public Affairs Office

Ensuring accountability of funds and implementing accounting policy can be challenging for Quintessia Fuller.

However, as demanding implementing accounting policy may seem, this former co-op student said she welcomes the opportunity because she's a problem solver who enjoys bringing the pieces together to help maintain financial integrity and accountability when executing projects at Huntsville Center.

After graduating high school in 2001, Fuller joined the U.S. Army Corps of Engineers and Huntsville Center as a summer-hire student.

While attending Alabama A&M University she continued to fill positions as a cooperative education student. After graduating, she filled positions as a program analyst and accountant before settling into her current position as supervisory accountant and finance and accounting officer.

Fuller also continued her education while working at the Center, obtaining her master's degree and is currently working on her doctorate.

As one of three finance and accounting officers at the Huntsville Center, Fuller said she feels she has certainly found her niche at the Center.

Fuller said her office touches some aspect of every Huntsville Center employee's job, whether it relates to payroll, government travel charge card operations, invoicing, the Corps of Engineers Financial Management



Fuller

System or other financial policy.

Their role is to assist internal customers by providing the necessary resources to meet their financial needs.

Fuller took on the additional role of supervisor in January. She oversees nine employees in Resource Management's Finance and Accounting Division.

She said she has high hopes for her team, and wants to set a higher standard for providing optimal customer service to employees and customers. The important message Fuller wants her team members to take to customers is they are resource management professionals.

Fuller said her team contributes to the Corps' success by making sure they give each customer the right solutions for their financial problem. They also add value to the Corps' success by always doing what is right, no matter the circumstance.

"For me, everything is built around the concept of providing good customer service," Fuller said. "What I love most about my job is the service aspect. 'I love that my job gives me an

opportunity to make a difference.'"

This is the winning attitude Fuller said she wants to instill within her team.

"I want them to see that the job they do each day is important and makes a difference," Fuller said. "I want to challenge them to reach their career goals as well."

Regina Segars, a customer service representative in the directorate said Fuller has already made a positive impact on their team.

"Quintessia is very supportive, making sure we have the necessary tools to do our jobs better," Segars said. "I like that she is hands on, and takes the time to help us whenever when we are having difficulty. She's also a great mentor."

Fuller said she is always looking to improve resource management processes to make things go smoother. She also looks to her team to find innovative ways to meet unique customer needs.

"For me, sharing my knowledge and experiences to help others is very important; whether it is helping with an employee's payroll issue or getting a customer's invoice paid," she said.

"I'm a problem solver. What I love best is when I find a solution to meet a customer's or employee's need."

She has also taken advantage of opportunities to support several contingency operations. She volunteered to work temporary assignments in 2004 and 2005 after Hurricane's Ivan, Rita and Katrina and deployments to Iraq in 2008 and 2010.

"I was able to get some great experience during my deployments."

The **Employee Spotlight** is intended to let Center employees shine for positively impacting the organization through mission achievements. Employees, or teams, are nominated on a monthly basis and are featured monthly on the Huntsville Center website. If you'd like to nominate someone within your office for this recognition, please contact Jo Anita Miley, Public Affairs Office, at 256-895-1585, or e-mail: [JoAnita.Miley@usace.army.mil](mailto:JoAnita.Miley@usace.army.mil).

# FY13 USACE Campaign Plan released; Center developing Implementation Plan

**By Debra Valine**  
**Public Affairs Office**

**T**he FY13-18 U.S. Army Corps of Engineers Campaign Plan, finalized March 1, outlines the way forward for USACE organizations and provides guidance on metrics to be achieved. The Campaign Plan is available on the Headquarters Website [www.usace.army.mil](http://www.usace.army.mil).

The Campaign Plan strategically guides USACE as we continue to increase our public value: as a national

asset, as a Department of Defense asset and as a professional asset during a time of great uncertainty.

Although the Campaign Plan contains many supporting actions, Lt. Gen. Thomas Bostick, commander, U.S. Army Corps of Engineers, has identified 14 Priority Actions for FY13. These 14 Priority Actions are aligned with the priorities specified in the Army Campaign Plan and each Major Subordinate Command is required to address them in their

Implementation Plan. The end state for the USACE Campaign Plan is to drive aligned improvements, at every level of the organization, which will ultimately make USACE the nation's engineer of choice.

"Lt. Gen. Bostick has taken a lot of time to ensure that the Campaign Plan clearly emphasizes the variety of USACE missions that support the Army and the nation," said Rick Suever, chief of the Business Management

**See IPLAN on page 6**

## ***Quality Council re-energizes to streamline Center's Quality Management System***

**By Debra Valine**  
**Public Affairs Office**

**T**he U.S. Army Engineering and Support Center, Huntsville's Quality Council is re-energizing efforts to streamline the Center's Quality Management System in an effort to improve customer service.

In September 2012, Huntsville Center requested de-certification of its ISO 9001 registration. Senior leaders decided to re-look the Center's Quality Management System and decide how the QMS would look before working again on ISO 9001 re-certification.

"The restructuring of our QMS will require a significant effort; however, that effort will allow us to clear out processes and procedures that do not directly benefit our customers," said Rick Suever, chief of the Business Management Office. "We would spend an equivalent effort tweaking the system we had to meet the auditor's expectations but it would not move us forward in terms of what we want out of our system. The restructuring effort focuses the QMS on the true reason we exist--providing quality products and services to customers."

Representatives from each directorate and separate office comprise the Quality Council, chaired by Al Neva, the new Quality Systems Manager in the Business Management Office. The council's goal is to implement a Quality Management System within Huntsville Center, advise leadership on quality issues and ultimately achieve ISO-9001:2008 certification.

"We want to improve the way we operate by improving our processes and procedures," Neva said. "We are setting up a process-focused system as opposed to a

procedure-based system."

Once Key End-to-End processes and enterprise-wide policies are approved, we will re-initiate our QMS Internal Audit program, Neva said. Then, if it is in our best interest, we will have an ISO registrar come in. ISO 9001 provides a framework to be more efficient. Even if you do not get ISO certified your organization is still better off.

"Due to current fiscal constraints, we might be looking at having fewer projects and less money coming in," Neva said. "We need to determine how efficient we are, based on feedback from the customer. We currently do not know if our customers love us or hate us. If we see multiple customers saying the same thing about us, it could be a systemic issue and we need to address it. What we keep in the quality management system has to make sense."

To streamline the QMS, the council first defined key processes. By definition, a key process is vital to meeting external requirements, failure creates an unacceptable risk to meet customer satisfaction, is broad in scope and cross-functional, and starts and ends with the customer.

Using the definition as a guide, the council then identified five key processes for Huntsville Center, based on the types of contracts used: Design (architect-engineer and in-house), Construction (facilities repair and renewal, ranges, MILCON, etc.), Services (e.g., operations and maintenance, consulting and utilities), Supplies (e.g., furniture, medical supplies, meters), and Acquisition (pre-award).

The next step will involve reviewing the Center's 236 QMS documents (including processes, procedures and work instructions) and determine which apply to the five key processes.

continued from page 2

Office.

“He had the HQ champions brief him on every objective and associated actions contained in the Campaign Plan. He wanted to communicate a clear direction for USACE and ensure that future vision is captured in this enduring document.”

The four goals focus on:

• **Goal 1: Support the Warfighter**

Deliver innovative, resilient and sustainable solutions to DoD and the nation.

• **Goal 2: Transform Civil Works**

Deliver enduring and essential water resource solutions, utilizing effective transformation strategies.

• **Goal 3: Reduce Disaster Risks**

Deliver support that responds to, recovers from and mitigates disaster impacts to the nation.

• **Goal 4: Prepare for Tomorrow**

Build resilient people, teams, systems and processes to sustain a diverse culture of collaboration, innovation and participation to shape and deliver strategic solutions.

“Huntsville Center is developing an Implementation Plan that will help the Center work on those actions the leadership determines lie within our mission set,” said Matt Knox, Business Management Office.

Huntsville Center directors are assigned as Goal champions.

“Each of the action items may be assigned an action officer,” Knox said.

“Progress will be reported monthly at the Business Meeting using the Army’s Strategic Management System. Metrics for each action must be the same across USACE because SMS will roll the MSCs’ information up under the Enterprise SMS. You cannot compare apples to oranges; it has to be apples to apples. That’s why the metrics have to be the same.”

## USACE 14 National Priority Actions

### Goal 1: Support the Warfighter

1. Integrate USACE and its capabilities. Support the Combatant Commands’ security activities, and the efforts of other U.S. government agencies around the globe, to advance our nation’s interests.
2. Establish MILCON Lifecycle Management Framework. Partner with Installation Management Communities at all echelons to deliver and maintain enduring installations and contingency basing.
3. Achieve Federal Targets within USACE operations. Support the nation and the Army in achieving our energy security and sustainability goals.
4. Improve USACE partnership and outreach. Support the larger Engineer Regiment to ensure it is designed, equipped, organized, manned, led, trained and enabled by relevant doctrine to meet the needs of the Army and the Joint Force.

### Goal 2: Transform Civil Works

5. Implement planning modernization process. Modernize the Civil Works project planning program and process.
6. Implement a watershed-based budget development process. Enhance and refine the Civil Works budget development process through a systems-oriented watershed approach, priorities and collaboration.
7. Improve methods of delivery. Improve USACE methods of delivery to produce quality engineering solutions and services on schedule.
8. Implement the USACE infrastructure strategy. Deliver reliable, resilient and sustainable infrastructure systems.

### Goal 3: Reduce Disaster Risks

9. Maintain and improve readiness with contingency capabilities. Enhance interagency disaster response, recovery and risk reduction capabilities.
10. Engage to apply USACE capabilities in Interagency strategic objectives. Strengthen Interagency Support.

### Goal 4: Prepare for Tomorrow

11. Improve knowledge creation / sharing and technology transfer. Maintain and advance DoD and Army critical enabling technologies.
12. Improve integrated Strategic Engagement and communication. Enhance trust and understanding with customers, stakeholders, teammates and the public through strategic engagement and communication.
13. Improve USACE governance processes and systems. Streamline USACE business, acquisition and governance processes.
14. Increase STEM and Wounded Warrior initiatives. Build ready and resilient people and teams through innovative talent management and leader development strategies and programs.

# Unified Facilities Criteria training available

The Office of the Assistant Secretary of Defense for Health Affairs, Facilities Division will host a two-day seminar for government stakeholders and the design and construction community April 9-10. The purpose is to review and highlight the recently revised and published DESIGN: MEDICAL MILITARY FACILITIES, Unified Facilities Criteria (UFC) 4-510-01 (1 November 2012). This UFC provides mandatory policies and procedures for programming, planning, design and construction throughout the life cycle of Military Medical Facilities.

The seminar will be located at U.S. Army Corps of Engineers' Medical Facilities Center of Expertise and

Standardization offices, 7701 Telegraph Road, Alexandria Va. The meeting will be in the Kingman Building located on the Humphreys Engineer Center Support Activity. The seminar is open to the federal and private sector design and construction community at no cost (no registration fee), and is available for in-person attendance or online by webinar. The two day seminar will begin at 8 a.m. (ET) April 9 and conclude at 5 p.m. (ET) April 10. The Medical UFC 4-510-01 is available for download in Portable Document Format from the following website: [http://www.wbdg.org/ccb/DOD/UFC/ufc\\_4\\_510\\_01.pdf](http://www.wbdg.org/ccb/DOD/UFC/ufc_4_510_01.pdf)

Whether attending in person or

by webinar, advance registration is required to participate in this seminar. More information and a seminar agenda will be provided to advance registrants attending in person or via webinar. To register for this Medical UFC 4-510-01 Overview Seminar, follow registration instructions provided at the following website: <https://facilities.health.mil/home/training/UFC>

For Army Corps of Engineers employees, this is an approved Corps of Engineers training conference and subject to approved guidelines for submittal of costing data, which will be requested separately following registration.



Photo by Jo Anita Miley

## Women Strong

Huntsville Center celebrated Women's History Month with a display in the main lobby put together by the Women's History Month Committee. Held also were weekly Women's History trivia contests about women in the Corps and a photo essay on the achievements of Huntsville Center women appeared on our Facebook page.

# No longer used safety shelters at McAlester Army Ammunition Plant being removed

By Debra Valine  
Public Affairs Office

**E**xcavator crews at McAlester Army Ammunition Plant in Oklahoma are busily removing 36 underground safety shelters and two small facilities along a line of bomb production facilities.

The \$219,843 project started March 13 and is expected to be finished by the end of April.

The U.S. Army Engineering and Support Center, Huntsville's Facilities Reduction Program is managing the project using fiscal year 2012 funds and working with the Corps of Engineers Tulsa District and McAlester garrison.

The shelters are situated at the corners of the production buildings. Their purpose was to provide a safe location for employees to take shelter in the event it looked like something on the production line was going to blow up. Newer, improved safety measures are now in place, making the shelters obsolete.

"MCAAP was originally constructed as a Navy installation," said Andrew Scherman, the project engineer at McAlester. "At that time, the Navy approached fire fighting with the mindset that everyone is a fire fighter. These dugouts were constructed as a location where the employees could gather for safety during these events. Since MCAAP is now an Army installation and the Army has a fundamentally different approach to fire fighting, these dugouts are considered obsolete structures with no purpose."

Nearly 100 percent of the material from the project, which includes two additional small facilities, will be used to fill in a depressed area to make the surface flat. When finished, both the sites of the safety shelters and the newly level site will be leveled and seeded with grass.

"The dugouts are constructed of reinforced concrete and as such



Photo by Andrew Scherman

**Workers remove an underground safety shelter at McAlester Army Ammunition Plant, Okla. The Center's Facility Reduction Program manages the project.**

were deemed excellent candidates for diversion from typical landfills," Scherman said. "MCAAP has various locations where erosion is problematic, and crushed rock and concrete are deposited in these areas to help fill or stabilize the soils. The approved debris from this demolition contract will prove very helpful in minimizing these problematic areas."

Removing the safety structures is a relatively straight-forward process,

but workers have to be conscientious of underground utilities.

Locations of the underground utility lines are marked with blue to ensure they can be seen by workmen on the site.

"We have been working with the Public Works Director to locate the underground utility lines," said FRP project manager Ricky Stennett. "That's probably the biggest challenge to this project. We don't want to interfere with those lines."

# Annual munitions workshop now online, monthly

By James Campbell  
Public Affairs Office

**M**ilitary munitions experts, regulators, government contractors and various stakeholders are meeting online this year to share lessons learned and best practices in their complex field, rather than traveling to Huntsville for their annual training workshop.

“The webinar series is being developed and executed as a cost effective means of sharing information on technologies, policies and lessons learned across the military munitions support services community,” said Dwayne Ford, a civil engineer with the Environmental and Munitions Center of Expertise.

The topics are determined based on feedback from workshop participants and topics of interest to the broader community, Ford said. The March webinar focused on hazard assessment and more than 240 people attended.

In 2012, the decision was made not to fund the workshop even though a call for abstracts and presentations had been announced. As it became clear that funding would not be available for future workshops, the decision to launch monthly online training began, said Christopher Evans, special assistant for Military Munitions Support Services, headquarters U.S. Army Corps of Engineers.

“This is the next best thing we can do. We have to keep sharing information and knowledge with the munitions community and our stakeholders,” Evans said.

The benefits of the technical training don’t just apply to those charged with the task of remediating



Photo courtesy USACE

**A 5-inch projectile, known as a BDU-33, along with other munitions that show the effects of time, are prepared for destruction during a Military Munitions Response Program site inspection at a Formerly Used Defense Site on Culebra, Puerto Rico's northwest peninsula. The Military Munitions Support Services online workshops allow experts in the field to share best practices on sites like these and others around the U.S.**

sites where military munitions were used.

“I believe it is very beneficial to all parties to hold joint training sessions and work through lessons learned and emerging technologies,” said Doug Maddox, munitions lead from the U.S. Environmental Protection Agency’s Federal Facilities Restoration and Reuse Office. “This allows more resources to be applied directly to site cleanup and avoid unnecessary delays. In the current climate of tighter budgets, we appreciate the Army’s willingness to open the training sessions to stakeholders and regulators,” Maddox said.

The EPA has been a participant in the workshops since 2003.

“One of the things about doing this online is making it available to more people,” said Bill Veith, Unexploded Ordnance Safety Specialist with the EM CX.

“At the physical conference, people had to pick and choose what breakout sessions to attend, but since this is both online and recorded, we’ll reach more people,” Veith said.

Starting in the mid-1990s the military munitions community met in Huntsville, Ala., for an Ordnance and Explosives Safety Stand Down.

That event later grew into the annual Military Munitions Support Services Conference sponsored by the U.S. Army Corps of Engineers Headquarters and expanded to include regulators and stakeholders, policy discussions, and presentations by senior leaders.

The EM CX, who sponsors the workshops and organizes content, has opened registration requests for upcoming workshops on the EPA’s Contaminated Site Cleanup Information website, located at [www.clu-in.org](http://www.clu-in.org).

# Past performance information reporting ensures right contractor selected

By Jordan Miller  
Contracting Directorate

**D**ocumenting Contractor Performance Information is crucial to ensure the selection of the right contractors for future acquisitions.

According to the Federal Acquisition Regulation subpart 42.15, past performance information is relevant information for future source selection purposes regarding a contractor's actions under previously awarded contract vehicles.

The government gains CPI by monitoring, evaluating and documenting contractor performance within the Contractor Performance Assessment Reporting System.

This system is comprised of four modules aiding government and contractor officials in processing performance information relative to terminations and the procurement of services, supplies, information technology, health care, fuels, construction and Architect-Engineering services.

CPARS transmits finalized CPI to the Past Performance Information Retrieval System, which is used to collect past performance information to facilitate sources selections. Below are some points to consider relating to the CPARS process:

- Understand the reporting thresholds and the report types. You can view these in the Performance Evaluation Reporting Cheat Sheet. Contracting officers have the discretion to require evaluations under the reporting thresholds. In addition, the respective thresholds do apply to task orders when reporting at the order level. However, AFARS 5142.15 states that KOs may require an evaluation for orders exceeding \$100,000.
- Focal points must ensure that applicable awards are registered in the appropriate CPARS module within 30 days of award. KOs and project managers should maintain awareness to ensure that applicable awards are registered in a timely manner. If you do not know who your program's focal point is, please contact your KO.
- As a best practice, focal points should grant program managers with assessing official representative access for all evaluations under their area of responsibility to promote programmatic level visibility.
- Personnel acting as the assessing official can designate an AOR to assist in writing the evaluation. After the AOR writes the assessment, the AO must review and if required make edits prior to submitting to the contractor for review.
- According to AFARS 5142.1502-90(h), CPARS narratives are required for all ratings to clearly convey why the rating was assigned. This includes the "Satisfactory" rating; however, developing the narrative should be fast and easy since the rating indicates performance within the contractual requirements with no significant weaknesses identified within the assessment period. An example narrative for the Quality of Product or Service factor is "Contractor's quality satisfied the contractual requirements." The conciseness provided in this example can be applied to all evaluated factors rated as "Satisfactory."
- In CPARS, the reviewing official is only required if the contractor fails to respond to the evaluation within 30 days of AO submittal, does not concur with the assigned rating or formally requests an RO review. The RO role is required for all evaluations in ACASS and CCASS.
- For Indefinite Delivery Indefinite Quantity contracts, Master Blanket Purchase Agreements, and Basic Ordering Agreements, performance evaluations may be completed at the basic contract or agreement level. This evaluation method consolidates all orders or calls within the assessment period into a blanket evaluation. If this type of evaluation is used, all orders or calls covered under the evaluation must be listed within the AO's narrative. This type of reporting should only be used if the orders/calls are similar in nature and scope and administered by the same office. When individual orders/calls are dissimilar in nature, scope, and span across multiple geographic locations, evaluations should be completed at the order level for those that exceed the appropriate threshold.

Remember that evaluations are due to be completed within 120 calendar days after the end of the assessment period.

This seems like a lot of time, but this allotted time factors the 30 days granted to the contractor to review the AO's draft evaluation report. If the evaluation is not completed within 120 days, the evaluation will be deemed overdue.

For more information on CPARS, contact me by e-mail at [jordan.d.miller@usace.army.mil](mailto:jordan.d.miller@usace.army.mil) or phone at (256)-895-1624.

# Center volunteers read books to local elementary school students

By Jo Anita Miley  
Public Affairs Office

**H**untsville Center employees volunteered to participate in Team Redstone's local "Read Across America" reading initiative March 1.

Read Across America is an initiative on reading created by the National Education Association.

One part of the project is National Read Across America Day, an observance in the U.S. held on the school day closest to March 2, the birthday of Dr. Seuss.

Center employees, Betina Johnson and Robert Jackson, Engineering; Lori Cordell-Meikle, Lu Ann Poniatowski, Teresa Peterson-Evans, Internal Review; Stephanie Tucker, Resource Management; Rebecca Vucinaj, Nicole Boone, Small Business; Lydia Tadesse, Andora Dothard, Center Contracting; Barbara Tolliver, Business Management; Raul Alonso, Installation Support and Programs Management; Kay Sommerkamp, Office of Counsel; and Debra Valine, Scott Farrow, Public Affairs read books to students at Montview and Rolling Hills Elementary schools in Huntsville, Ala. They were welcomed to the Title 1 schools by Mindy Thomas and Tameka McGill, reading coaches at the Montview and Rolling Hills, respectively.

Each reader was guided to a class of excited children anxiously waiting to hear books like "The Lorax," "The Cat in the Hat," "Horton Hears a Who," or "The Foot Book."

Once a book was read, students were encouraged to ask the employee about what Huntsville Center accomplishes and the impact reading had on their career.

The outreach team read to more than 1,250 kindergarten through fifth grade students in 50 classrooms during



Left, Barbara Tolliver, Business Management Office, reads to Montview Elementary School kindergarten students. Below, Center volunteers pose for a picture at Rolling Hills Elementary School on Read Across America Day March 1. Volunteers read to more than 1,250 students.



Photos by Jo Anita Miley

the two 90-minute reading sessions at each school.

Thomas said Huntsville Center provided the largest number of volunteers for Montview Elementary.

She invited Center employees to sign up as a volunteer to read to the students during their spare time. She said the school is always in need of volunteers for education outreach opportunities.

School administrators said they were pleased by the number of volunteers at the school and the events success.

"We are very appreciative that you are here to read to our students today," said Towana Carter, Montview Elementary School principal. "We are honored by your volunteerism. We knew we could count on you (Corps of Engineers) to help our school."

# **Ethics Corner: During sequestration, make considerations before seeking outside employment**

**By Clay Weisenberger  
Office of Counsel**

**T**he last few months have been an emotional ride for DoD civilians, as well as those in uniform who have to make the tough decisions and keep us focused on the mission in light of the many distractions.

Many of us have been making preparations for making ends meet in the event that we are furloughed and see “three day weekends” through the end of the fiscal year.

The following questions and answers should clear up much of the confusion surrounding outside employment during the sequestration.

## **I am considering working a part-time job on my furlough day and/or on weekends. What are my restrictions?**

The simplest answer is that the same rules apply whether a furlough is in effect or not. In other words, while on furlough, an individual remains an employee of the federal government. Federal employees are prohibited from accepting any outside employment that conflicts with their government job. They are also prohibited from using their official position to induce employers to offer them a position.

## **What should I do if I want to work a part-time job in the private sector?**

E-mail your supervisor to request approval and copy

Margaret Simmons and Clay Weisenberger in the Center’s Office of Counsel. The e-mail should state the name of the employer, the employer’s type of business or line of work and your proposed duties and hours. If the employer is a government contractor, or you are aware of other potential conflicts, list those as well.

## **What if a conflict arises after I begin seeking outside employment? What about after I accept outside employment?**

Take no official action with regard to the company in question. If a conflict exists, you must disqualify yourself from official participation in any matter that has a direct and predictable effect on the financial interests of the conflicted outside employer.

Notify your supervisor and the Office of Counsel immediately. You may be required to complete a written disqualification statement.

To summarize, when it comes to outside employers, get clearance in advance and act immediately if a conflict arises.

As always, if you have an ethics question, call me at 256-895-1140 or e-mail [clay.weisenberger@usace.army.mil](mailto:clay.weisenberger@usace.army.mil) before you act.

DEPARTMENT OF THE ARMY  
ENGINEERING AND SUPPORT CENTER, HUNTSVILLE  
P.O. BOX 1600  
HUNTSVILLE, AL 35807-4301

---

ADDRESS CORRECTION REQUESTED