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Huntsville Center

Bulletin

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On the inside ...

Center completes Army's largest solar array installation

Courtesy photo .

Huntsville Center awarded and managed the Energy Saving Performance Contract used to build the 4.465 megawatt solar photo voltaic system at Sands Missile Range, N.M.

By James Campbell
Public Affairs Office

The largest solar power system in the U.S. Army is coming online at White Sands Missile Range, N.M., and officials gathered Jan. 16 to mark the occasion with a ribbon cutting ceremony.

The Energy Savings Performance Contract project, awarded and managed by the U.S. Army Engineering and Support Center, Huntsville, provides the sprawling desert base with a new 4.465 megawatt solar photovoltaic system, guarantees energy savings of 35,358M British thermal units per year, and reduces their energy consumption by 10 percent, said Wesley Malone, Huntsville Center project manager.

"To date this is the largest solar project in the Army, "said Michael Norton, Huntsville Center Energy Division Energy Implementation Branch chief.

"Projects like this are important because the impact of rising energy prices on installations has resulted in an adverse increase of utility budgets spent on existing, often inefficient or outdated equipment."

"ESPC projects provide

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Commander's thoughts

Col. Robert Ruch

Team,

I just returned from the Winter Leaders Conference conducted the last week in January in Washington, D.C. It was an informative week where we discussed the final draft version of the USACE Campaign Plan and the Chief's mandatory actions, among other things.

The Campaign Plan is being organized around the Chief's mandatory actions: Integrate USACE capabilities into combatant commanders/Army Service Component Command objectives; Continue integration of Energy and Basing initiatives; Achieve federal sustainability and energy goals and targets; Expand career opportunities and credentialing for Soldiers; Implement planning modernization process; Implement a watershed-based budget development process; Improve methods of delivery; Implement the USACE infrastructure strategy; Maintain and improve readiness with contingency capabilities; Engage/integrate USACE into interagency strategic objectives; Improve knowledge creation/sharing and technology transfer; Improve integrated strategic engagement and communication; Improve USACE governance processes and systems and Shape the work force of the future.

Achieving the Chief's mandatory actions will fall under the framework of the four Campaign Plan goals: 1) Deliver innovative, resilient and sustainable solutions to the Defense Department and the nation, 2) Deliver enduring and essential water resource solutions using effective transformation strategies, 3) Deliver support that responds to, recovers from, and mitigates disaster impacts to the nation, and 4) Build great people, teams, systems and processes to sustain a diverse culture of collaboration, innovation and participation to shape and deliver strategic solutions.

Huntsville Center will not have actions in all the goals. In the past, Huntsville Center has not been too involved with civil works.

However, we are branching out into the civil works arena with a Facilities Reduction Program project to remove structures along the Salt Creek and with Energy Savings Performance Contracting opportunities.

When we finalize our Implementation Plan, we will look more closely at civil works. Once the Campaign Plan is finalized, I will provide more information on what that means to Huntsville Center's Implementation Plan.

Also in January, I attended a ribbon cutting ceremony at White Sands Missile Range, N.M., for an ESPC project to install the largest solar photovoltaic system in the Army. It was exciting to stand with the Honorable Katherine Hammack, the assistant secretary of the Army for Installations, Energy and the Environment; Brig. Gen. Gwen Bingham, WSMR commander, and representatives from the contractor's company.

This project, while not one that was completed under the $7 billion renewable energy multiple award task order contract that is anticipated, sets the stage for future ESPC projects that will use the MATOC.

In February, we'll celebrate African American/Black History Month with a program in our cafeteria Feb. 27 from 10-11 a.m. The featured speaker is Mr. William E. Brown Sr., P.E., executive vice president, PageSoutherlandPage,

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Hail & Farewell

Hail: Justin Colar, Bryan McClure, Warren Morgan, Engineering Directorate; **Sten Hessmer, Linden Torchia**, Chemical Demilitarization Directorate; **Alden Neva**, Business Management Office.
Farewell: Roger Brosemer, Joseph Cubbage, Stephen Lewis, Installation Support and Programs Management Directorate; **Aaron Randall Scott**, **Braden Preston**, ED; **Jeffery Burgess, Chaquandra Wilson**, Center Contracting; **Kristina Locker**, Public Affairs Office; **Randy Harris**, Ordnance and Explosives Directorate.

US Army Corps of Engineers®

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BULLETIN

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

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The Bulletin asks:

What new, exciting project are you working on now?

"I am involved with several hazardous, toxic and radioactive waste projects located in Puerto Rico. It's been a great opportunity to experience the Technical Project Planning process firsthand. I've really learned a lot and had the chance to work with other professionals from Jacksonville District."

Sarah Dyer
Engineering Directorate

"I am working on the Meter Data Management System. MDMS is a secure accredited enterprise energy information system for the collection, analysis, and display of energy data to provide the energy manager with a comprehensive installation energy footprint using a website portal. MDMS will help energy managers track energy use and reduction activities to meet the Army's energy reduction goals."

John Trudell
Installation Support and Programs Management Directorate

"I recently rotated to a different program in the Center. I am now a member of the furniture team. Joining this team is a great career move for me. What I am doing in my new assignments has a direct impact on the war fighter and their families. I'm purchasing furniture and other items that will be placed in administrative and housing facilities worldwide. I'm very excited about this opportunity!"

Curtis Wilson
Center Contracting

Center active shooter policy

To read Hutsville Center's active shooter policy, go to *https://kme.usace.army.mil/CE/QMS/Centers/HNCenQMS/Site%20Documentation/Forms/HNC%20Pubs%20and%20Records.aspx* and expand HNC Pubs and Records: Policy Memos. The active shooter policy is Policy Memo 12-29.

Team Spotlight

Medical Design Template Project

By Jo Anita Miley
Public Affairs Office

Huntsville Center Engineering Directorate's Medical Facilities Center of Expertise and Standardization Medical Design Plate team recently emerged as winners in the U.S. Army Corps of Engineers 2012 Building Information Modeling Awards Visualization Category.

Architect Jelani Ingram, intern architect Ross Allen and interior designer Stephanie Woods make up the team that collaborated on the Medical Design Template project.

Building information modeling is a process involving the generation and management of digital representations of physical and functional characteristics of a facility. The resulting building information models become shared knowledge resources to support decision-making about a facility from earliest conceptual stages, through design and construction, through its operational life and eventual demolition.

There were four categories in the competition: BIM in Preliminary Design Charrette, BIM Supporting Energy Analysis, Innovative use of Civil 3-D and Visualization category.

The Medical Facilities Center of Expertise and Standardization Medical Design Plate Project was initiated in 2010.

Jelani Ingram, Stephanie Woods and Ross Allen took first in a category of USACE's 2012 Building Information Modeling award.

Ingram, who is the team lead, was responsible for the write-up and overall direction of the final submission and Allen and Woods handled production of the submitted templates. The design work was handled in "real time" BIM charrettes with the customer and the Huntsville team.

Ingram said he is excited about how the technology can be used. Their team showed USACE judges how BIM technology is used in the preliminary design charrette process to support the Military Health System's Medical Space Template project. They were also able to explain how they utilize BIM to translate existing 2D drawings into 3D data-rich visualization models which are used to propose improvements to future medical facilities.

Ingram said BIM is the latest technology to offer significant improvement in the speed, cost and quality of facility planning, design and construction, and the operations and maintenance.

In a typical BIM-enabled process the data model serves as the principal means for communication and coordination between construction activities and the design and construction professionals.

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.**

WHITE SANDS

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Courtesy photo .

Officials cut a ribbon during a ceremony to mark the completion of construction of a 42 acre solar photovoltaic system at White Sands Missile Range, N.M., Jan 16. From left to right are Judy Marks, president and CEO of Siemens Government Technologies Inc., The Honorable Katherine Hammack, assistant secretary of the Army for Installations Energy and Environment, Brig. Gen. Gwen Bingham, White Sands Missile Range commanding general, Col. Robert Ruch, Huntsville Center commander, and Command Sgt. Major Felipe Paul, White Sands Missile Range command sergeant major.

energy efficient equipment resulting in a lower utility consumption," Norton said. "Lower utility consumption reduces the DoD utility bills and assists in meeting federal mandates."

ESPC brings in private party financing for energy conservation measures at Defense Department garrisons. An Energy Savings Contractor (ESCO) provides capital and expertise to make infrastructure improvements on government facilities to significantly reduce Army energy, in exchange for a portion of the generated savings.

In the case of the White Sands solar photovoltaic system, Siemens Government Technologies, Inc., of Arlington, Va. was selected as the ESCO. Along with being the largest solar project, there's another first in how the system at White Sands Missile Range was funded.

"We used an Energy Services Agreement for the photovoltaic equipment along with the ESPC concept which was a first for the Army," said Will Irby, Huntsville Center ESPC program manager.

An ESA is an arrangement whereby a third party owns, operates and maintains the power generation system and provides electricity to the customer. This third-party ownership mechanism allowed for a significant tax grant that reduced the project cost by $6.1 million, Irby said.

Construction of the $16.5 million system started in July and was completed in December. Siemens was the solar photovoltaic system designer, integrator and is the operator.

Their industry team included project construction by Texas Solar Power Company of Austin, Texas with solar modules and tracking systems by Solaria Corporation of Fremont, Calif., and inverter manufacturer SatCon Technology Corporation of Boston.

The project is owned, through the ESA, by Bostonia Group, also of Boston.

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and a former Army Corps of Engineers deputy director for Military Programs. More information will come out by e-mail from our Equal Employment Opportunity Office.

I know everyone is concerned with the ongoing budgeting negotiations and the impact on the Defense Department budget and sequestration concerns. As I put out last month, I will keep you posted on any new developments that will directly impact Huntsville Center. Right now, much of what you hear or read in the news media is political posturing.

That said, we need to do everything we can to reduce costs and be ready should the worst happen. Most of the actions being taken are being driven down from above so as we receive guidance I will share as appropriate.

We had a taste of winter weather in January, and more could come in February. Because of the way we receive our funding, I do not take closing the Center lightly when there is inclement weather unless I consider travel absolutely unsafe. Any time the weather in your area is so bad that you do not feel you can get to work safely, please contact your supervisor and request liberal leave or that you work from home.

You're very important to the Center's success. Please drive safely.

After four decades at Huntsville Center ...

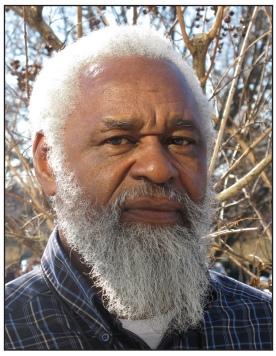
Engineer still focused on mentoring, promoting diversity

By Jo Anita Miley
Public Affairs Office

For Huntsville, Ala., native William Strong, 1972 was a tumultuous year, as it was for many African Americans living in Alabama.

However, there was a silver lining to the dark cloud of racial tension still evident in the Deep South. It was the year he began working at what was then Huntsville Division.

"I really didn't know what I was getting into when I joined the Corps," Strong said. "I'd heard something about a group of engineers from Mobile District opening up a Huntsville office in 1967 to support a Ballistic Defense program, but I really didn't know much about the organization," he said.



William Strong

Strong said what he didn't know is that accepting the job would change his entire life.

He always had an interest in building things. Somehow he always knew that when he grew up he wanted to become an engineer. As a student at the Mount Lebanon Junior High School in Toney, Ala., and the William Council Training High School in Normal, Ala., he always participated in science fairs, submitting radios, telegraphs and other electronic devices he built. After he graduated high school in 1966, Strong said he held tightly to this dream.

However, his plans were put on hold when he was drafted into the Army the same year. After basic training and advanced technical training Strong served a 12-month tour in Vietnam.

Serving in the military wasn't a big setback for Strong. Assigned to an artillery unit there, he worked with munitions. Strong found his ability to put things together helped him excel in his job. His experience in Vietnam left him disabled and by 1969, he was out of the service and seeking resources to help him get his college education.

"I was sure about what I wanted to do after I came back from Vietnam – I wanted to become an engineer," Strong said. "So I immediately enrolled in the engineering program at the Alabama Agriculture and Mechanical University in Normal, Ala. I was finally on my way towards an engineering career," he said.

Strong soon found things were hard for the engineering students at the school.

Courtesy photo .

Strong (center) serving in Vietnam.

"It wasn't always easy for African Americans in Alabama," Strong said. "It becomes even harder when you're trying to become an engineer."

We had limited opportunities to get into training programs to gain some experience because we were in a program at a Historically Black College or University. There were others who felt that we just weren't smart enough to do engineering work."

Nevertheless, things changed for Strong when he entered his junior year at the school. His professor told him about a part-time job in engineering with the federal government that was a paid cooperative education position.

Although reluctant because he wanted to open up his own electronics shop, he decided to interview for the job. "I saw the job as an opportunity to work in the engineering field."

His first position at Huntsville Division was as a cooperative education student in the Electrical Section of the Engineering Directorate. He worked in this student position from 1972-1974. After completing his undergraduate study, he began performing engineering work, being utilized as an electrical engineer, working with power, instrumentation and controls engineer, respectively.

Strong said he still recalls his early years as a young engineering professional. His taking the job at Huntsville Division was a great move for him because he's worked on some of the most difficult design programs at the organization, ranging from Ordnance and Explosive facilities, Chemical Demilitarization, Medical Facilities, and Range and Land Training Program for more than 40 years.

Strong said in the early days of his employment, there were limited opportunities for training. He soon found someone to mentor him and fill that gap. William Dewitt,

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Photo by Jo Anita Miley

Strong, seated, discusses components on a model of a Stationary Infantry Target Emplacement with engineers, Clark Ramsey, Jason Page and Eldrich Jefferson. Strong and Chris Neve, not pictured, constructed the model, a standard for all military training ranges.

an electrical engineer at Huntsville Division, became Strong's first mentor and even more, a great friend. The two worked together on projects from 1975-1987. Dewitt taught Strong engineering principles and designs that he still uses today.

Remarkably, the mentorship didn't end when Dewitt left Huntsville Division to teach in the Engineering Department at Purdue University. Dewitt taught at the school for more than three decades, all the while continuing to advise Strong. That's why Strong believes finding a good mentor is very important for success at Huntsville Center.

"I am forever grateful to Bill for taking the time to mentor me," Strong said. "Although he and I were from different races, he was my friend and like a brother to me," he said. "Having him on my side was especially important for me because during that time I had to challenge the system to even be classified as an engineer."

The first African American engineer hired at Huntsville Division, Fred Dorsey, also became a close confidante of Strong's. Strong said he admired Dorsey, but said it was very difficult for Dorsey to mentor him because he didn't have a lot of time due to the heavy workload. However, the two formed a great working relationship in spite of this limitation.

"Fred and I could relate to one another because we were the only two African American employees in the engineering group at the time," Strong said.

"It was good that I could go to him when I needed someone to talk to, especially when conflict arose within our organization," he said.

"I've seen a number of African American engineers come to this organization and leave after a short time because they thought it was difficult to work here and obtain upward mobility. I chose to stay to help others."

Strong was also eager to pass along the training that was given him early in his career. During the late 70's, his supervisor asked him to work with new cooperative education and engineering students teaching them electrical engineering principles and design.

"I liked to mentor, and it was very rewarding for me," Strong said.

Strong said the mentoring process never ends and there is always something left for an individual to do that makes a difference in the future work force. He said he knows this is why he ended up at Huntsville Division more than 42 years ago. Getting the opportunity to mentor and train new engineers is the one thing that touched him most during his career.

Eldric Jefferson, one of eight African Americans working as Center engineers, said upon arriving at the Center as a cooperative education student, he was mentored by Strong in 1995.

New to the federal government employment system, Jefferson was grateful Strong took him under his wing. Jefferson said, amazingly, Strong has trained a majority of the engineers working at the Center.

"William Strong is a great role model and mentor," Jefferson said.

"He worked at the Center when things were very difficult for minorities. I can't imagine how much of a struggle it was for him during that time. Because of his efforts, engineers like me who have worked in the Center within the past 20 years have had a very positive experience working here."

Although Strong retired from the federal government in 2008, he's returned to the Center as a rehired annuitant to help out in Engineering Directorate.

"I enjoyed myself when I retired, spending time with my wife and two sons," Strong said. "But I have to admit, I missed being involved in some type of engineering work, mentoring college students and promoting diversity" he said. "These are my passions."

Understanding the difference between contract consolidation, bundling

By Emeterio V. Hernandez
Center Contracting

Over the last year, a number of policy issues have risen to the forefront at the Corps of Engineers Headquarters thatultimately impact contracting practices at Huntsville Center.

One of those areas of interest is contract consolidation and bundling. The following is a question and answer format of what each term means and how they must be considered and documented.

What is contract consolidation?

According to DFARS 207.170-2, "Consolidation of contract requirements" means the use of a solicitation to obtain offers for a single contract or a multiple award contract to satisfy two or more requirements of a department, agency or activity for supplies or services that previously have been provided to, or performed for, that department, agency or activity under two or more separate contracts."

What is the policy for contract consolidation?

As outlined in AFARS 5107.170-3, agencies shall not consolidate contract requirements with an estimated total value exceeding $6 million unless the acquisition strategy includes: (1) The result of market research; (2) Identification of any alternative contracting approaches that would involve a lesser degree of consolidation; and (3) A determination by the senior procurement executive that the consolidation is necessary and justified.

What to do if contract consolidation is necessary and justifiable?

If circumstances dictate consolidation, AFARS 5119.202-1 requires that written justification supporting this action be provided to the contracting officer by the program manager or requiring activity. The determination that a consolidated requirement cannot be placed under one of the preference programs must be approved by the Head of the Contract Activity (HCA) prior to release of the solicitation.

What is bundling?

In FAR 2.101, "bundling" means consolidating two or more requirements for supplies or services previously provided or performed under separate smaller contracts into a solicitation for a single contract that is likely to be unsuitable for award to a small business concern.

(Note: This "bundling" definition does not apply to a contract that will be awarded and performed entirely outside of the U.S.)

What is the procedure for bundling?

Bundling may provide substantial benefits to the government. However, because of the potential impact on small business participation, the HCA must conduct market research to determine whether bundling is necessary and justified, according to FAR 7.107 (a) and (b).

What to do if bundling is necessary and justifiable?

FAR 7.107(e) and (f) explains that when the proposed acquisition strategy involves substantial bundling ,the contracting officer must justify bundling in the acquisition strategy and planning documentation.

This documentation must: (1) Identify the specific benefits; (2) Include an assessment of the specific impediments to participation by small business concerns; (3) Specify actions designed to maximize small business participation as contractors; (4) Specify actions designed to maximize small business; (5) Include a specific determination that the anticipated benefits of the proposed bundled contract or order justifies its use; and (6) Identify alternative strategies that would reduce or minimize the scope of the bundling, and the rationale for not choosing those alternatives.

What is the relationship between consolidation and bundling?

A solicitation that consolidates requirements does not always bundle them, but a solicitation that bundles requirements always consolidates them. This distinction is important because the rules that apply to bundling are more restrictive.

How should consolidation and/or Bundling be documented?

Consolidation requires a separate determination and findings document and is subject to the approvals as discussed above, but bundling may be documented in the acquisition planning documents.

Any questions regarding this article may be directed to the Huntsville Center's Contracting Directorate, Emmett Hernandez, 256-895-1843.

Facilities Reduction Program branches out into civil works

By Debra Valine
Public Affairs Office

The Corps of Engineers' Fort Worth District and the U.S. Army Engineering and Support Center, Huntsville, are teaming up to complete a civil works project along the Salt Creek in Graham, Texas.

This is a first for Huntsville Center's Facilities Reduction Program.

"I believe this project is the beginning of many civil works projects for the Facilities Reduction Program," said Dennis Bacon, Huntsville's FRP program manager.

"This expands the services that we offer to the Army as well the USACE Civil Works mission."

Fort Worth District's Bob Smalley approached Bacon in early first quarter FY12.

"We are very excited about supporting Fort Worth District on this project," Bacon said. FRP plans to remove about 33 nonstructural flood damaged facilities as part of a flood reclamation project. Work is expected to start in late June so that the entire project can be complete by the fall. It should take about a month for the facilities to be removed.

"We are teaming up with the Fort Worth District to help with the demolition of structures that are within the flood reclamation area," Bacon said. "Graham, Texas, officials have a long-term plan to develop the area into green space, with a park and walking trails, a pavilion and other features."

This area is in a 10-year flood plain according to Smalley, Fort Worth District's project manager. Graham is about two hours northwest of Fort Worth, Texas, in an area that regularly floods.

The Fort Worth District acquired the properties, and together with Huntsville Center will demolish or clean up the properties, then turn the properties over to the Brazos River Authority which will in turn hand the properties over to the city of Graham.

Photo by Blaine Guidry.

One of the 33 flood damaged facilities to be removed to make way for new public green space with walking trails in Graham, Texas.

The initial site visit Jan. 15-16 set the stage for the project. Huntsville Center will award the task order for the project under an existing FRP Multiple Award Task Order Contract and provide project management during execution. Fort Worth District will assist in scope development and perform Contracting Officer Representative and Quality Assurance during execution.

"This isn't a typical project for us," said Blaine Guidry, the lead engineer for FRP. "Most of the work we do is on military installations or with NASA, behind a guarded gate with a well defined scope that tells us what to do."

The general timeline for the project is proposals for the project are expected to be in by the end of March, the work plan completed in the May time frame, and field work starting the end of June.

The City of Graham, Texas, director of Public Works will begin their project in the fall of this year," Bacon said.

"The project includes the demolition of houses and commercial buildings and fences and other ancillary structures."

FRP eliminates excess facilities and structures to reduce fixed installation costs and achieve energy savings. Using the Department of Defense Facilities Pricing Guide (UFC 3-701-09) as the cost reference, FRP achieves a simple return on investment in four to eight years from energy savings.

When all cost factors are included, the simple return on investment is in the range of two years for the majority of facility removal projects.

Historically, FRP has achieved a programmatic landfill diversion rate of approximately 72 percent, significantly exceeding the Department of Defense diversion policy of 50 percent by weight where economically feasible.

In FY11, FRP had regional Multiple Award Task Order Contracts with $240 million in capacity and a $30 million budget.

The average cost for Army facility removal in FY12 was $8.16 per square foot, more than a 50 percent reduction from FY04.

Security Office applying active shooter policy

By William S. Farrow
Public Affairs Office

Most people think it will never happen to them. They feel just as safe at work, school, shopping or attending a movie as they do at home.

Unfortunately, that feeling of safety can end faster than the flash from the barrel of a gun.

According to security and law enforcement professionals, waiting until the shooting starts to think about what you should do is too late.

That's why Huntsville Center is adding active shooter training to its security team's tasks.

"While it is still in the early stages, the Center's Security Office has implemented an active shooter program," Lori Byrd, Huntsville Center security chief, said.

Byrd said leadership has tasked the Security Office and Law Enforcement Office to devise and execute an active shooter drill. However, the drill will not occur right away because we have a lot of preparations to do for it to be effective for the workforce.

"The commander is dedicated to doing everything possible to avoid an active shooter situation from happening here so the work force can expect to see additional information throughout this year as the program continues to mature and expand."

Byrd said most active shooter occurrences are over in about 10-15 minutes. She said an effective program will focus on the time period before first responders arrive.

Byrd notes that although security personnel receive training, in active shooter situations, it's always good for Center employees to talk with each other about what they would do in an active shooter situation. Headquarters USACE recently released an informational graphic, right, to educate employees on active shooter response. To read the Center's active shooter policy, go to https://kme.usace.army.mil/CE/QMS/Centers/HNCenQMS/Site%20Documentation/Form s/HNC%20Pubs%20and%20Records.aspx and expand *HNC Pubs and Records: Policy Memos.* The active shooter policy is Policy Memo 12-29.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VACINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. REMEMBER VISITORS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

EVACUATE	HIDE OUT	TAKE ACTION
HAVE AN ESCAPE ROUTE AND PLAN IN MIND.	HIDE IN AN AREA OUT OF THE ACTIVE SHOOTER'S VIEW.	AS A LAST RESORT AND ONLY WHEN YOUR LIFE IS IN IMMINENT DANGER.
LEAVE YOUR BELONGINGS BEHIND.	BLOCK ENTRY TO YOUR HIDING PLACE AND LOCK THE DOORS.	ATTEMPT TO INCAPACITATE THE ACTIVE SHOOTER.
KEEP YOUR HANDS VISIBLE.	KEEP QUIET.	ACT WITH PHYSICAL AGGRESSION AND THROW ITEMS AT THE ACTIVE SHOOTER.

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES?

Remain calm and follow officers' instructions.	Avoid pointing, screaming and/or yelling.
Immediately raise hands and spread fingers	Keep hands visible at all times.
Avoid making quick movements toward officers such as attempting to hold onto them for safety.	Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATORS.

Location and number of the active shooter(s).	Number of potential victims at the location.
Have heard explosions separate from gunshots?	Number and type of weapons held by the shooter – including if they had a backpack.
Physical description – gender, race, height, weight, facial hair, glasses, clothing color and style.	Do you recognize the shooter(s)? If so, what are their name(s)?

RECOGNIZNG SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR SUPERVISOR AND SECURITY OFFICE IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

Increased use of alcohol and/or illegal drugs

Unexplained increase in absenteeism, and/or vague physical complaints

Depression/Withdrawal

Increased sever mood swings, and noticeably unstable or emotional responses.

Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

Photo by Jo Anita Miley

The Pitch

Tonju Butler, Center Contracting Pre-award Branch chief, and Joaquin Tucker, Center Contracting contract specialist, speak with Future Business Leaders of America students from Madison County High School Jan. 10 during an education event at the school. Center Contracting is set to visit five Madison County School District high schools within the school year to educate students about careers in business.

In observance

Photo by Skip Vaughn

Photo by Jo Anita Miley

Dr. Alveda King speaks during the Redstone Arsenal Jan. 24 observance program in honor of her late uncle Dr. Martin Luther King, Jr. More than a dozen Huntsville Center employees attended the event. A Huntsville Center team won first place for the their entry in the Martin Luther King, Jr., Day observance display. The display cases in the Center lobby were filled with memorabilia related to Dr. King. The team, from the left, is Terry Patton, Engineering Directorate, Michael Jackson, Engineering Directorate, Andora Dothard, Center Contracting and Arthur Martin, Installation Support and Programs Management Directorate. Not in the photo are Sharon Gresham and Anthony Gibson, Installation Support and Programs Management. February is African American/Black History Month, and the Center Equal Employment Opportunity Office is presenting a program featuring the Alabama A&M University Chorale Feb. 27 at 10 a.m. Keynote speaker is retired USACE employee Bill Brown, who was the deputy director of military programs.

Ethics Corner: Time to file those OGE 450s

By Clay Weisenberger
Office of Counsel

As you celebrate Valentine's Day, keep in mind that the following day marks another important event: the deadline for covered employees to file Confidential Financial Disclosure Reports (OGE Form 450) is Feb. 15.

To ensure public confidence in the integrity of the federal government, people in certain executive branch positions are required by the Ethics in Government Act to file an OGE Form 450 because of the responsibilities associated with the position.

Personnel whose duties involve the exercise of discretion in sensitive areas such as contracting, procurement, administration of grants and licenses, and regulating or auditing non-Federal entities are required to file.

The OGE 450 lists the assets, liabilities and outside positions of government employees. These forms can then be utilized to analyze and prevent financial conflicts of interest.

New Entrant Reports must be filed within 30 days of beginning duty in a new position which requires financial disclosure.

In addition, Annual Reports must be prepared by employees in covered positions. The deadline for filing Annual Reports is always Feb. 15 (unless it falls on a weekend or holiday, then it's the next business day).

Your supervisor determines whether or not you are a covered employee. Supervisors should review positions within their immediate supervision annually to determine if the duties and responsibilities of a position require the filing of an Annual Report.

Reports are filed on the Financial Disclosure Management system located at https://www.fdm.army.mil.

The FDM is an Armywide restricted access program for electronic filing, reviewing and storing required financial disclosure reports. Only a filer and his/her review chain can see the report.

The FDM is much like any consumer tax filing software, the system guides users through questions about financial information and flags missing or incorrect entries. After an employee prepares a reports, it's reviewed and signed by immediate supervisors and submitted to the Office of Counsel.

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

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ADDRESS CORRECTION REQUESTED