

Facilities, Maintenance, and Engineering Focuses on Employee Safety



The Facilities, Maintenance, and Engineering (FME) directorate's focus on improving employee safety during the past year is paying off. During 2002, five out of 10 shop operations achieved an outstanding record of zero recordable injuries, and overall, FME achieved a significant reduction in OSHA recordable injuries during 2002, with only 13 injuries, compared to 31 in 2001.

The focus on employee safety continues, with zero injuries for the first quarter of 2003 and, as we go to press, more than 114 days without an OSHA recordable injury. This first-quarter record moves the organization closer to its goal of completing the calendar year without an OSHA recordable injury.

This improvement results from a four-pronged effort: increased focus on safety implemented by the director, William Lonergan; creation of the FME Safety Committee; issuance of an FME Safety Manual; and the efforts of all FME employees. ↻

Athur's Corner

"Workplace Excellence" Seal of Approval

It is with great pride that SAIC-Frederick, Inc. recently accepted the 2002 Maryland "Workplace Excellence" Seal of Approval from the Maryland Work-Life Alliance, a coalition of public, private and nonprofit groups that encourages Maryland's employers to make their environments "excellent places to work." Employers must meet stringent standards and are reviewed by a panel of professors from County

iversity of Maryland, Johns Hopkins University, and The George Washington University, as well as graduate students in business organization and human resources. SAIC-Frederick, Inc., received this award based on the number of employee-related programs it offers, such as flexible work schedules, competitive benefit programs, alternative work schedules, and by providing a variety of professional development and employee assistance programs and occupational health services.

"When employees feel supported by their employer, morale and productivity increase and the bottom line is positively affected. Employers find that incorporating work-life initiatives into their organizations is a valuable talent recruitment and retention tool and overall quality-of-life benefit," according to Lindsay Conn, Executive Director of the Maryland Work-Life Alliance.

The Maryland Work-Life Alliance, which grew out of the Montgomery

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Ethics in Action

Test Your Conscience

Most of us would agree that being dishonest about the results of a laboratory experiment is being unethical. But to paraphrase a familiar quotation, "ethics are in the details." Sometimes, we don't think about whether the small, everyday things we do follow a moral code or company policy—written or unwritten. Turn to page 3 and check your conscience against our examples of unethical behavior? and see if your opinion agrees with that of our resident expert in Human Resources.

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County Work-Life Alliance, was founded to support Maryland's goal of becoming a "state of choice for quality of life and work by creating excellent places to work." This is the first year the alliance has offered the program statewide; only 52 of the thousands of Maryland employers have been selected for the honor. Further information can be obtained at the National Work-Life Alliance Web site:

www.worklifealliance.org.

Community Outreach

Perhaps another component that makes SAIC-Frederick, Inc., such a great place to work is our belief in community outreach. You not only work here, but many of you live and send your children to school in this area.

On behalf of SAIC-Frederick, Inc., I recently presented a \$20,000 donation to the Earth and Space Science Laboratory (ESSL) now in its 40th year. The funds will be used to sponsor and upgrade the classroom technology, displays, and equipment. More than 15,000 students in grades 1-5 study all earth sciences, including astronomy (grades 2 and 4), geology (grade 5), oceanography (grade 3), and meteorology (grade 1) in an extension of classroom curriculum.



Left to right: Phil Brohawn, Curriculum Specialist for Elementary Science, Frederick County Public Schools; Mark Bowman and Jeff Grills, Co-directors, Earth and Space Science Laboratory, FCPS; Dr. Larry Arthur, President, SAIC-Frederick, Inc.; David Bufter, Director, Contracts

If you want to personally support this worthwhile science program for children, make a tax deductible contribution to the "Spaceship Earth" fund. Simply make your donation to:

The Community Foundation of Frederick County, Inc., 312 East Church Street, Frederick, MD 21701

For more information, visit the ESSL Web site at www.fwp.net/FCPSESSL/ or call 240-236-2694.

Because SAIC-Frederick, Inc., is a part of the greater Frederick community, we like to support the community in fundraising efforts for worthy causes as well as volunteering our time and talents.

SAIC has made donations to a number of groups, including the YMCA, Tech Council Maryland, MD Bio Lab, Bernetta R. Brown Young and Gifted Black Dance Troop, National Association for the Deaf, and the PA Association for the Blind.

Individual SAIC-Frederick, Inc., employees also are involved in community and church activities, such as fire departments and emergency medical technicians, a community Emergency Preparedness Committee, training/instruction in firearm safety and hunter education, the Weinberg Center, the Animal Welfare League, the Eastern Europe Aid Organization, Big Brothers-Big Sisters, and the Carroll Valley, PA, Board of Health.

Our employees also volunteer with youth activities, including scouts, 4-H clubs, elementary school classrooms, PTAs,

Career Days, Little League and school sports, NCI-Frederick Elementary Outreach Program, and various Frederick County Public Schools committees and band boosters.

Our volunteer work ranges widely from reading stories at school book fairs to diving at the National Aquarium in Baltimore to clean tanks and care for sick marine creatures.

In its announcement about the SAIC-Frederick, Inc., award for "Workplace Excellence," the Work-Life Alliance pointed out that working together, employers and employees create healthy work environments that support workers in achieving their goals in the workplace and at home, thus having a positive impact on their communities. Yes, NCI-Frederick is a great place to work, and your commitment to your work and your community helps keep it that way.

New Faces

In February 2003, Tom Gannon-Miller joined the Environment, Health, and Safety directorate as manager, Protective Services, which provides security services to all facilities on the NCI-Frederick campus. Tom



supervises a 24/7 dispatch center and guard force utilizing computerized and electromechanical alarm systems, mobile patrols, and controlled-access procedures for the surveillance of buildings, equipment, environmental conditions and personnel. He is a graduate of the University of Maryland and has a background in security services at research facilities such as

the American Red Cross and Jerome Holland Laboratories. Protective Services is located in Building 426, and you can reach Tom at 301-846-1380 or by e-mail at tmiller@ncifcrf.gov.

NCI-Frederick Recycling

Why add to the problem when you could be part of the solution? Many materials we use at NCI-Frederick can be recycled, including paper, aluminum,



cardboard, printer cartridges, batteries, glass, photopaper and much more!

EHS's Waste Management has provided a Web page to answer your questions about what, where, and how your items can be recycled; information on items that can and cannot be recycled; how to prepare your products for recycling; a listing of where and when the Army staff picks up paper and other recyclables; and a map to the nearest outside bin or dumpster.

We'll soon have a new Web page at <http://web.ncifcrf.gov/campus/safety/recycling>. For questions about items not listed on the page or for special delivery of very large amounts of recyclables, please contact Mark Dressler at 301-619-2323.

Remember that recycling doesn't stop here. When you go home, you need to continue recycling to protect the environment. Sometimes, people say, "Why bother? I live alone. I don't generate much trash." That may be true, but four individuals, each living alone, together generate as much trash as a family. Every little bit you do helps preserve the environment.

Your county probably has its own recycling program. If you're not aware of it, check the county's Web site for information.

Check the Frederick County Web site (<http://www.co.frederick.md.us/WastePlan/>) to get detailed information on what can or cannot be accepted at the Frederick County landfill, where to go to recycle materials such as yard trimmings (no grass!), and what to do with dead batteries and old paint.

William Lonergan, Director of Facilities, Maintenance, and Engineering

In the past couple of years, SAIC-Frederick, Inc., has instituted a number of changes to continue to provide the best quality of service to our

customer, NCI-Frederick. Among those changes, Facilities, Maintenance, and Engineering (FME) has evolved from a department to a directorate. William Lonergan was appointed director of FME more than a year ago.

In a recent interview, Bill explained that the new focus makes FME much more than a maintenance organization. Bill does a lot of oversight as he works with construction and architecture/engineering teams.

Calling FME the "spokes of the scientific wheel," he explained that FME's major role is to support NCI-Frederick's science mission by: managing and maintaining the facilities; providing engineering, design, and construction management; planning and executing projects; and maintaining/replacing

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Which of the following are examples of unethical behavior?

- *Using or taking company resources for personal purposes.*
- *Calling in sick when you're not really sick.*
- *Engaging in negative gossip or spreading rumors about someone.*
- *Bad-mouthing the company or department to people outside the company.*
- *Passing along personal information shared in confidence.*
- *Ignoring a department rule or procedure.*
- *Accepting credit for something that someone else did.*

Did you answer "all of the above"? If you didn't, then you might want to think more carefully about why each of these is an example of unethical behavior. Ask yourself how that behavior can reflect badly on you or on the company. Still not sure? Call HR for an explanation.

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laboratory equipment.

“Managing our projects, I have a ‘three-legs-of-a-stool’ philosophy: one leg is the project scope. Here we are focused on getting an accurate reflection of the job scope in the beginning and maintaining it up to date throughout the project. [A] second [leg focuses] on maintaining the budget and schedule baseline in line with the project scope. Making sure we have an estimate that is accurate and is reasonable, based on the scope of project, and ensuring the project schedule is resourced, loaded and maintained throughout the project life cycle. The third leg of the stool is maintaining the quality of work we do by following our procedures and self-assessing...to ensure we are meeting our customer’s expectations. [By including a] charge control process, we ensure that the stool’s three legs are balanced through the project life cycle.”

Bill observed that he has highly qualified people to work with at NCI-Frederick, which has perhaps made it easier to institute the changes. One of Bill’s major accomplishments this past year was reorganizing FME’s operational focus. He emphasized fostering improved customer relationships; developed FME protocols, or guidelines, for doing specific jobs. In all, he developed protocols for 60 operating procedures, 9 guidance specifications, 250 design standard specifications, a quality systems manual, and an FME safety manual. Bill said the new protocols enable his staff to consistently perform work to high standards.

As evidence of the value of the reorganization and the new protocols, Bill noted that in the past year, his staff has completed 309 work orders worth \$19.9 million; taken in 165 new work orders; and closed out 144 more work orders than received. The latter is important because it indicates a significant reduction in the backlog of work orders, which in turn will improve response and execution time. The staff

has also completed approximately 9,000 trouble calls, 3,900 special assists, and 2,800 planned and preventative maintenance tasks. Finally, as we go to press, FME staff has gone 114 days without an OSHA-recordable injury.

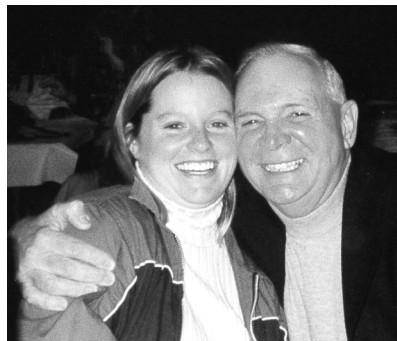
Bill’s background suited him well for this job, having served as a nuclear plant manager, a chief of test engineering; and as a director of several different programs, including site operations, independent oversight and trending analysis, and Test Area North.

Originally from the New York area, Bill and his family have spent a number of years in various parts of the country and are glad to be back on the East Coast.



Sonny Blank

Sonny Blank, a former SAIC-Frederick, Inc., employee, died recently after a long battle with cancer. Despite numerous setbacks, he continued to do his job as long as he possibly could. According to one of his co-workers, “He acted as if there was nothing wrong with him up to the last minute; he was one of a kind.”



Sonny worked in Transportation and was responsible for handcarries to and from NIH, answering the telephone, and dealing with other employees on the NCI-Frederick campus about Transportation-related matters.

In addition to his duties at SAIC-Frederick, Inc., Sonny was for many years involved in local baseball and basketball. A member of the American

Legion, at various times he was a manager for the FSK Post 11 American Legion baseball team, chairman of the Western Maryland District, and refereed many high school basketball games. His friends said that he loved the University of Maryland “Terps” (Terrapins) and New York Yankees teams.

Sonny’s co-workers said that among the things people liked best about him were his knowledge of sports, the way he could “tell people exactly how he felt, and a soft side” that he only showed people with whom he was close. A colleague noted, “He was greatly loved and will be missed” by his friends and coworkers in Transportation, SAIC-Frederick, Inc., NCI-Frederick, and the Frederick community.

NCI-Frederick Reaches Out to the Community

If you live in Frederick or Montgomery Counties, you may have noticed something new in several supplements to the *Frederick News-Post* during recent months: community commitment ads from the NCI-Frederick. The ads have emphasized various ways in which NCI-Frederick participates in the greater Frederick community. Soon, you’ll also see one of these ads on the back of the Fort Detrick Guide/Telephone Book.

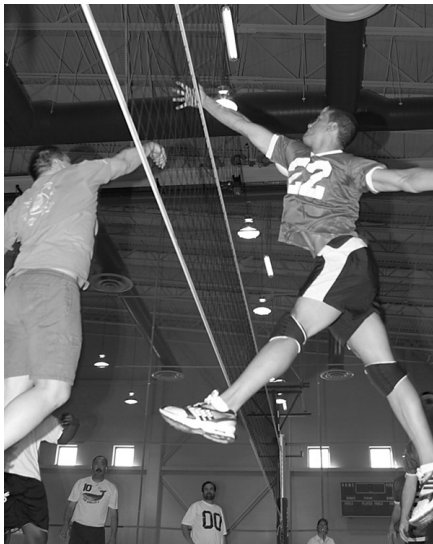
It’s all part of the effort to make our community aware of the beneficial presence of NCI-Frederick. SAIC-Frederick, Inc.’s Scientific Publications, Graphics & Media (SPGM) department has written and designed the ads in consultation with Dr. Larry Arthur, President, and David Bufter, Director of Contracts and Administration, both, SAIC-Frederick, Inc.; and Cheryl Parrott, Director of Public Relations, NCI-Frederick.

Correction

In our last issue, we inadvertently assigned Ralph “Butch” Hopkins to a new job. We should have said that Butch works in Fermentation, as part of the Protein Expression Laboratory. We’re sorry, for the error, Butch! 🙏

NCI-Frederick Volleyball Team Ranked Number One

The Whalers, NCI-Frederick volleyball team, finished in first place recently in the Fort Detrick Competitive Intramural Volleyball League. The team faced tough competition in the five-team league, according to Joey Romagnoli, team captain (in his other life, he’s an Environmental Officer for the Environment, Health, and Safety Program).



Standing: Joey Romagnoli, Eleazar Vegavella, Bruce Tobias, John Cardellina and Cornel Phillip. Kneeling: Angela Shughart and Rhone Akee

Team standings were as follows:

Team	Won	Lost
The Whalers	18	6
USAMRIID	18	6
The Avalanche	18	6
Aim High	6	18
V-Dawgs	0	24



Important Telephone Numbers

Ethics Hotline 1-800-435-4234
Human Resources Department (301) 846-1146
Benefits Questions, HR Department (301) 846-1146
SAIC Stock Programs 1-800-785-7764
SAIC Stock Price 1-888-245-0104

Important Dates

Take Your Child to Work Day Wednesday, July 23, 2003
Winter Staff Meeting Wednesday, December 17, 2003

SAIC Stock

The price for SAIC stock was re-established by the SAIC Board of Directors on April 11, 2003. The new price is \$29.02 per share, up \$0.42 from \$28.60.

Stock Price Set	Future Trade Dates*
July 11, 2003	July 18, 2003
October 10, 2003	October 17, 2003

**Dates are subject to change.*

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