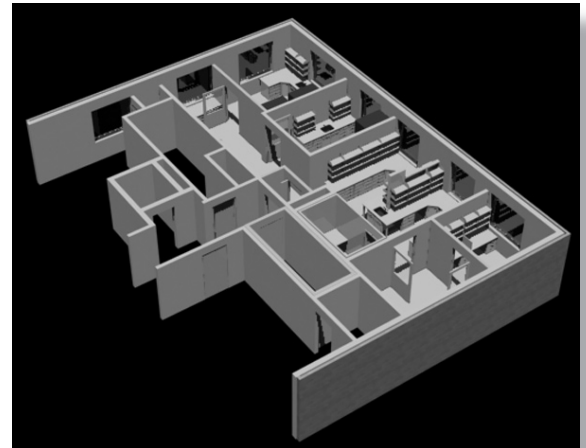


FME Moves Ahead on VPP, Completes NanoTech Lab

Construction on the new Vaccine Pilot Plant is well underway and on schedule. The building shell is now watertight, and renovations have begun in earnest. Major pieces of equipment have been arriving, and validation of structures, systems, and equipment is proceeding aggressively. A major milestone was the successful completion of the Installation Qualification of the biowaste piping for the facility, a key component for keeping the renovation on schedule. Completion of the facility is still scheduled for the end of August 2005.

The new Nanotechnology Characterization Laboratory was completed in July 2004. In this project, one of the most out-of-date labs on the NCI campus was successfully converted to a state-of-the-art lab. Of particular note were the building and installation of phenolic countertops, which are ideal for laboratory work because they are specially designed to resist water and chemical stains or damage. This project was the first time the shops fabricated this type of coun-



Model of Nanotechnology Characterization Laboratory

tertop, and the resulting product was very professional and cost-competitive. The shops were also

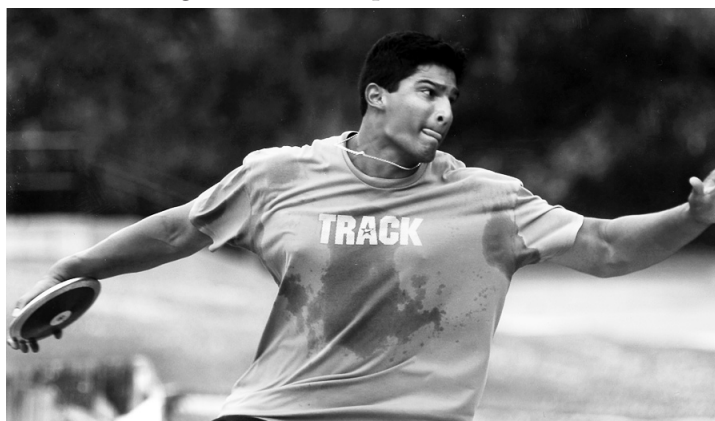
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Son of GEL Research Technician Participates in 2004 Olympics

The word "Olympics" brings a smile to many people at NCI-Frederick, and not just because they like to watch the Olympic games on TV. In December 2001, Robert Imming, a senior research associate in the AIDS Vaccine Program, ran as one of the torch-bearers for the Winter Olympics, held in Utah in February 2002. This past summer, Shive and Vijaya Gowda's son, Vikas, participated in the 2004 Olympics in Athens, Greece.

Ms. Gowda is a senior research technician in the Research Technology Program's Gene Expression

Laboratory, headed by Dr. Narayan Bhat. Her husband is a bank manager at the Potomac Valley Bank in



Vikas Gowda practices the discus throw prior to the Olympics.

Rockville, MD. Naturally, the proud parents attended the Olympics. "It was a great experience," Ms. Gowda said.

At 6' 9", 270 pounds, the 21-year-old Vikas Gowda threw the discus more than 211 feet (that's more than two-thirds of a football field) to qualify for Olympic competition.

(continued on page 3)

Arthur's Corner

Keep Mentally and Physically Fit through OHS's Wellness Programs

At SAIC-Frederick, Inc., for reasons both altruistic and pragmatic, we feel it is important that you are physically and mentally fit. Thus, Occupational Health Services offers you a number of different "wellness" activities, ranging from one-time events to multipart seminars or programs.

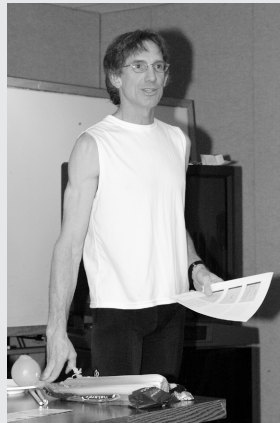
One of the most exciting things done by OHS this year was to implement a pilot program concentrating on fitness and nutrition. Herb Spicer, a professional personal trainer and Ironman competitor, was selected to assist in the endeavor. The intention was to encourage employees to begin a



routine of regular exercise and to provide a personal trainer to help in the motivation. Perhaps more important was to have the trainer devise a "personalized" workout schedule and ensure that each exercise pattern is done properly to enhance the effectiveness of the exercise and to reduce the potential for injury. SAIC-Frederick, Inc., subsidized a portion of this pilot program with the personal trainer, and each employee paid a part of the training fee. According to

OHS manager Ms. Carol Tobias, the "trainer-inspired" group lost more body fat overall in six weeks than did the controls.

Four of the six original participants still work regularly with Mr. Spicer, and nearly 40 NCI-Frederick employees have begun their own programs with him. All pay their own fees and work out on their own time, alone or in small groups.



In addition to holding several fitness and nutrition seminars and training sessions, Mr. Spicer observed and interviewed employees in some "at-risk" Environment, Health, and Safety (EHS) work areas, where heavy lifting is one of the essential functions. He then lectured and demonstrated exercises they could do to prevent injuries. He will also work with other directorates on request.

With at least 20% of our work force overweight, according to OHS's database, one of the program's goals is to make good health a lifelong activity for everyone. While not all can lose as quickly as those in the pilot program, everyone who works at it can come close.

In addition to assistance in diet and exercise, OHS offers a number of services to improve the health and safety of persons working at NCI-Frederick.

OHS provides numerous publications regarding health issues. Visit the **Center for Health Information (CHI)**, the Scientific Library's joint project with OHS. You can gather health information from books, AV materials, and pamphlets. At the

CHI computer terminal, you can access health-related search engines such as InfoTrac Health Reference Center, PubMed, or MEDLINEplus. To access this information from your own computer, click on <<http://www-library.ncifcrf.gov/health3.asp>>.

Relief from family-, community-, and work-related pressure is a part of the OHS. The **Employee Assistance Program (EAP)** provides employee counseling for professional or personal problems. Whether you or a family member contacts the EAP counselor, it is confidential and cannot be shared without your permission, except in extreme legal situations. If your supervisor has a concern about any problem that may be adversely affecting your job performance, he or she also may refer you to EAP. Please note that "your job security and promotional opportunities will not be endangered because you seek assistance," as the OHS Web site points out. Meeting with the EAP counselor is free. If you need additional help, the counselor will refer you to community resources, but there, fees are your responsibility. Call Selden Cooper at 301-846-1308 for an appointment.

You can learn and practice healthy behaviors in all aspects of your work life. Through the **Health Promotion and Wellness Program**, OHS professionals counsel you on topics such as nutrition, weight management, cancer screenings and smoking cessation. OHS will soon kick off a substantial Smoking



Cessation Program. For use in this campaign, the clinic has received

samples of products that are normally not covered by insurance companies. In addition, OHS offers a free, annual influenza vaccine clinic in the fall. Also, you may participate in various fitness and exercise activities that Fort Detrick offers. OHS and Safety perform **ergonomic work-site** evaluations and consultations to help employees and supervisors in purchasing and using ergonomically correct equipment. For information, call Safety at 301-846-1451.

Training to deal with hazards in the workplace is central to OHS activities.

Your job may be such that you have contact with certain chemical, biological, radiological, or physical hazards. If so, you should participate in the **Occupational Health Surveillance** program. Working with EHS, OHS employees test and train you in areas such as respiratory protection, hearing conservation, biologics, and other regulated hazards. Your records are confidential, and you can request a copy of your file. Based on your potential occupational exposure, periodic blood and urine tests are

offered as well, followed by a short consultation to discuss the results.



To assist with research conducted at NCI-Frederick, OHS has a Research Donor Program (RDP). The RDP serves as a central repository for collecting whole blood samples from healthy volunteers and distributing them to NCI-Frederick investigators for in vitro research use. Contact Lee Jenkins or Kitty Nalewaik, CRNP, 301-846-1096, for more information.

OHS provides travel assistance through its Travel Medicine Program. If you're planning to travel on work-related business, OHS can supply immunizations, medications, Travel Aid kits, and updated information on foreign destinations. Even if you are planning personal international

travel, you should check in with OHS for a list of potential hazards and recommended prescriptions, and a Travel Kit. Contact OHS at 301-846-1096 for information.

In "The Heart of the Matter," an article in *Incentive*, author Nora Wood says that many employers annually spend at least "\$5,000 per employee for direct health care costs. Factor in productivity-related expenses such as turnover and absenteeism, the figure jumps to \$10,000." Ms. Wood also notes that a company may save \$3.00 to \$6.00 for every dollar it invests in wellness programs.

Helping you maintain good fitness levels helps us, too, because studies show that employees who are more fit are more productive workers. However, we believe that your health is important, not just for the company bottom line, but more importantly, for your own better quality of life.

Larry O. Arthur

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FME Moves Ahead

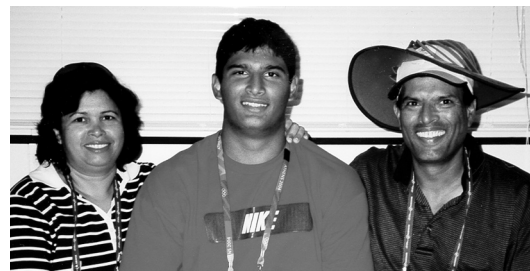


FME fabricated high-quality, phenolic countertops and special shelving for the new Nanotechnology Lab.

called in when the shelving supplier was struggling with late or incomplete shipments. FME had the shops fabricate key components that the supplier was unable to deliver, and the project was still on budget. 🌀

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2004 Olympics



Left to right – Vijaya, Vikas, and Shive Gowda at the Olympics in Athens, Greece.

Competing for his native India, Vikas placed 13th, not enough to medal but enough to give him confidence to try again: Using the experience he gained competing with top athletes, he will "shoot for the gold" in 2008 in Beijing.

Vikas attends the University of North Carolina, where he is on the

dean's list and majors in statistics. A Maryland high school record holder in the discus throw, Adidas National Scholastic Champion, ACC Champion, and the top collegiate discus thrower in the United States, he easily gained a sports scholarship to UNC. 🌀

New ALS Director a Natural Fit for His Job

John Trifone has made a career out of procurement and contracting. Which makes him



a natural fit for his job as Director of Acquisitions and Logistical Services

*John Trifone,
Director of Acquisitions and
Logistical Services*

of Acquisitions and Logistical Services (ALS). His group handles purchasing, research subcontracts, construction subcontracts, logistics and warehousing, transportation, fleet management, and property management.

A graduate of Central Connecticut State University, Mr. Trifone began his career in Connecticut, working in procurement for defense contractors who manufactured weapons systems and other military hardware. In the mid-80s, he moved to this area to do contract administration work for a number of organizations, including the McLean office of SAIC. He also held contract management positions at Tracor, Inc., a defense contractor, and, most recently, ACS Government Services in Rockville.

He joined SAIC-Frederick, Inc., in September 2003, and finds the technical side of his job, or the regulatory and compliance side, much the same as with previous organizations. What challenges—and fascinates—him is the science that

takes place here. He believes his biggest challenge is understanding the complexities of the scientific programs, commenting that “a lot of my focus has been that, just trying to understand what all the directorates are doing, what their focuses are, what their science is about. That’ll help me direct the staff in what they need to do to structure their agreements.”

One of the major efforts of his group is developing the subcontracts for outsourcing scientific research. He notes that “if we have a better understanding of what the program is doing, what they’re trying to achieve, and what some of the background is, we can help write the terms into the subcontracts that will ensure that they’re getting what [they want]...that their intellectual property is protected.”

The same is true for construction agreements. With a renovation project, for example, Mr. Trifone indicates that “if we really know what they want to achieve, we can write a better agreement.”

When asked about the positive aspects of his job, Mr. Trifone’s immediate response was that the pressure of his commute is gone. His commute was reduced from an average of an hour and a half to approximately 10 minutes, a change that has made a huge difference in his life. He also speaks very highly of his staff, many of whom have been here for a number of years, so they know “all the nooks and crannies” and have been extremely helpful to him. “I had a lot of people to lean on when I first got here,” he commented, and he’s very appreciative of all of them.

“It’s been a lot of fun,” he adds. “It makes the day fun.”

One of the things he appreciates most is his staff’s willingness to go far beyond their job descriptions to help people. He recognizes that they truly want to support the efforts of the NCI and SAIC communities, and they are willing to answer any question or do whatever it takes to get the job done.

Mr. Trifone encourages people to take advantage of the expertise of his group. He and his staff have been working diligently on outreach efforts to better understand, first, what people are doing and what their issues are, and second, how to provide better service.

His most important advice: don’t make assumptions about procurement issues. Talk to his group about major projects that are coming up. A common mistake is to try to do the procurement yourself. “Some groups go off and get their own quotes and do quasi-purchasing activity. Then they come to us with a very limited set of data, only to find out there are 25 more questions that probably should have been asked during that process.” In short, his staff know what questions to ask and can provide valuable assistance in negotiating the best deal.

In comparing his work here with other organizations he has worked for, Mr. Trifone speaks with a bit of awe about the efficiency of the ALS group. “The procurement organization here probably does five times the volume that we were doing [with the previous employer], and they probably only have twice the staff. To me it was like night and day...We’re really doing tremendous things with the amount of

folks that are here.” As an example, he cites the government property group, which handles more than 30,000 pieces of property annually, valued in excess of \$170 million, with a staff of only 4 people. He attributes these efficiencies to the way the OTS contract is structured, because it allows his group to provide a single focus on NCI.

He recognizes that people who have been here a long time may not see the work flow the same way he does. What they see is that every year there’s a new form to use, or something else changes. Or it seems like it takes a long time to get things accomplished. But, Mr. Trifone observes, “I come from a business side of the world, where it would take twice as long to get some of these things done.”

From all appearances, the ALS group is happy with their new director—and it’s safe to say that he’s also happy with them.

To find out more about the services offered by ALS, you may contact Mr. Trifone at 301-846-1122, or e-mail jtrifone@ncifcrf.gov.

FIRE SAFETY ON THE JOB

Preventing fires, preparing for a fire emergency, and knowing what to do if a fire occurs are essential elements in an effective Fire Safety Program. You can do your part by following these simple fire safety tips:

Prevent Fires

Give heat-producing equipment room to breathe. For example, don’t stack paper or other combustible materials on computer monitors.

Keep combustibles away from portable space heaters.

Don’t place electrical cords under carpet or area rugs or in walkways. Be careful not to pinch electrical cords under furniture.

Frequently inspect the plug and equipment ends of cords for wear. Remove damaged or frayed electrical cords from service, or contact the Trouble Desk at 301-846-1068 for repair of equipment cords.

Unplug or turn off coffee makers and portable space heaters before you leave the office. Whenever possible, de-energize scientific equipment before leaving the laboratory at the end of the day.

Smoke only in designated areas, and use the disposal receptacles provided.



Be Prepared

Keep stairways and exits clear.

Know the location of, and how to use, a portable fire extinguisher. Contact Safety at 301-846-1451 for training in the use of portable fire extinguishers.

Know at least two ways out of your building, and participate in fire drills. Ask your supervisor or contact Safety if you do not know where the assembly area is for your building.

In case of a power failure, know the number of doors between your work area and the nearest exit.

Know where the fire alarms are located. Follow the instructions on the pull stations to activate the alarm system in an emergency.

Post the fire emergency phone number (911) on or near your phone.

If you have a physical disability, discuss with your supervisor or contact Safety to be sure your special needs are met in an emergency.

Report any blocked exits or problems with fire alarms, sprinkler systems, and emergency lighting to your building manager or Safety.

If a Fire Starts

- Notify others in the area by shouting “**FIRE!**”
- Leave the area, and close doors behind you.
- Activate the fire alarm system at the nearest pull station.
- Report to the designated assembly area.
- Dial 911.

On Your Way Out

If you encounter smoke on your way out of the building, try an alternate escape route.

If you must escape through smoke, stay low to the floor by crawling on your hands and knees. Since smoke and toxic gases tend to fill a space from the top downward, the air closest to the floor will be the cleanest.

When you come to a door, feel for heat at the doorknob and around the door frame with the back of your hand. If it feels warm, try another

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Fire Safety

escape route. If it's cool, open slowly but be prepared to close quickly if smoke comes through.

Always use the stairs—not an elevator—to exit a building. Elevators must be used only under the direction of the Fire Department.

Once you're out of the building, tell the Fire Department if anyone is trapped inside.

DO NOT GO BACK INSIDE THE BUILDING until cleared by the Fire Department or other authority.

We hope that you'll never be faced with such an emergency, but keeping these tips in mind will help you, should you ever have to deal with a fire. ↻

Keeping Fit: Your Sports Team

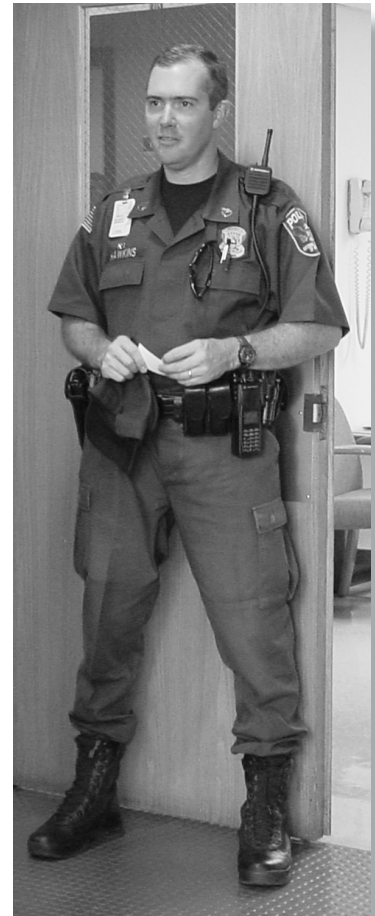
SAIC-Frederick, Inc., is proud of the employee individual and team sports it sponsors. These sports are just another of the many ways you are encouraged to keep physically fit. Many studies, too, have shown that in keeping physically fit we help ourselves keep mentally alert. In the past, employees have participated in special events such as the Susan G. Komen Breast Cancer Foundation Race for the Cure, marathons, and played everything from softball and golf to volleyball and basketball. Many teams have won trophies and other awards.

Do you participate in a sport that SAIC-Frederick, Inc., sponsors? Let us know how your team is doing. Send SPGM your pictures, naming the participants; we'll scan them in and return them to you. Contact Maritta Grau, grau@ncifcrf.gov, 301-846-5248. ↻

NIH Police: Serving the NCI-Frederick Campus

For over 18 months, NIH Police has provided security support to the NCI-Frederick campus. While Protective Services patrols the NCI-Frederick campus 24/7, if an emergency occurs during working hours, Protective Services will immediately notify the NIH officer.

From 7:00 a.m. to 9:00 p.m., Monday–Friday, NIH officers perform a variety of duties, including enforcing motor vehicle regulations, conducting criminal investigations, and responding to suspicious packages. If necessary, the NIH Police can provide police dogs to search for explosive devices and illegal drugs. In addition, an NIH officer, working in conjunction with the Protective Services Manager, addresses new employees during new employee orientation, held twice a month.



NIH police officer on duty.



The NIH Police use dogs to search for explosives or illegal drugs. Shown here are officers and their dog in a recent demonstration.

Protective Services should always be the first contact in the event of an emergency. Call 301-846-1091 and describe the nature of your emergency. The Protective Services

dispatch officer will notify the NIH officer in a timely manner. Phone messages for the NIH officer can be left at 301-846-6200. ↻

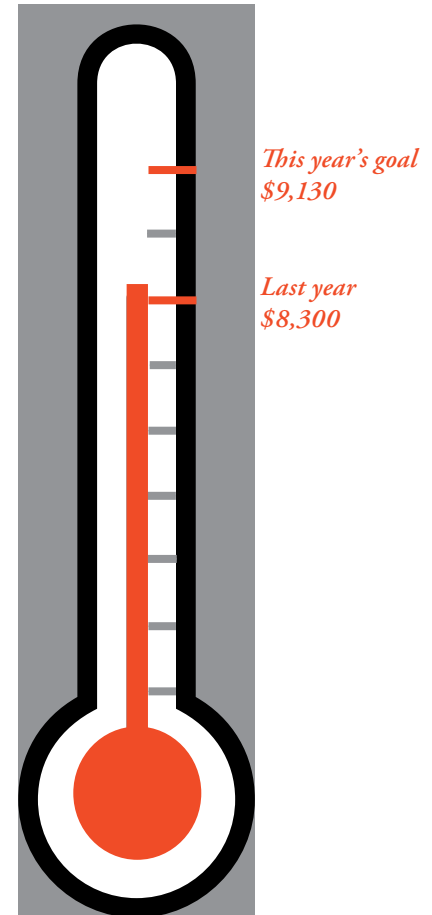
Holiday Food Drive Set to Kick Off

Please join Facilities Maintenance and Engineering and SAIC-Frederick, Inc., in a partnership with the Frederick Rescue Mission in the fight against hunger, homelessness, and hopelessness by participating in the 13th Annual Holiday Food Drive. Donations will help the Frederick Rescue Mission meet the increasing needs of the hungry and homeless men, women, and children of Frederick County through their operations at Faith House and Beacon House of Frederick County.

Last year, through the generosity of the employees of SAIC-Frederick, Inc., the food drive raised over \$8,300. This year's goal is to achieve a 10% increase. Again, we are asking for cash donations

to establish a credit line for the Mission at the Frederick Produce Company. Our cash donations will enable the Mission to purchase fresh goods, exactly what they need and when they need it. Cash donations are requested rather than canned foods, to avoid problems with food storage and product expirations. Cash donations are also tax-deductible, and receipts will be provided upon request.

The Food Drive will kick off on November 24, as we prepare to give thanks for our own blessings and good fortune. By mid-October, the FME Web site <<http://home.ncifcrf.gov/fme/>> will be updated with a list of volunteers and more information about the Frederick Rescue Mission. If you have any questions, please contact this year's chairperson, Debbie Dobbe, at 301-846-5968 or ddobbe@ncifcrf.gov. ☺



Benefits Corner

Health & Welfare Open Enrollment

It's that season once again—Open Enrollment season, that is. This is the time you are allowed to add dependents, change coverage, and enroll in new plans for the 2005 calendar year.

We anticipate that health and dental premiums will increase again this year. National average increases are predicted to be in the double digits. As this newsletter goes to print (October), we are working with consultants, negotiating rates, and considering year-round

feedback from our employees. We are committed to offering the best value and benefits possible to our employees.



Open Enrollment packets will be mailed to the home addresses of all eligible employees by the first week of November. Please review the packets carefully for changes and important information about


the plans. Anyone who wishes to take advantage of the Flexible Spending Health or Dependent Care plans MUST RE-ENROLL for 2005. Your 2004 election WILL NOT carry over into 2005. Open Enrollment meetings for employee questions and presentations from plan representatives will be held in the Conference Center Auditorium, Building 549, at Fort Detrick during November. Dates and times will be in your packet. Videotapes of the presentation will be made available to Bethesda campus employees. Deadline for 2005 changes is December 3, 2004.

This year, a prize coupon will be hidden in 50 of the information packets—stay tuned for details! ☺

Mark Your Calendar Now for the Eighth Winter Staff Meeting

Terrific, well-deserved awards, great food and entertainment, and the delightful company of your peers. What more could you ask for? The eighth annual SAIC-Frederick, Inc., Winter Staff Meeting will be held this year on Thursday, December 16th.

Traditionally, significant employee achievements, both science and administrative, are recognized at this annual meeting of all SAIC-Frederick, Inc., employees. Last year, the Presidential Customer Relations Award was added. Reserve this date on your calendar and

watch for further announcements about the time and place, as they become available. 

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

SAIC Stock

As we go to press, the price for SAIC Class A Common stock was re-established by the SAIC Board of Directors on July 16, 2004, at \$37.31.

Stock Price Set	Trade Date*
October 8, 2004	October 15, 2004

**Date subject to change.*

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