

# KENNY LETTER



UNITED STATES ARMY  
LETTERKENNY ARMY DEPOT

VOL. 49 ISSUE 2 , APRIL 2011

## INSIDE THIS ISSUE:

Safety Hawk lands at LEAD 3

TRMD establishes new assembly facility 5

Electronic Support Division recognized for GTA completion 7

How to Purchase Directorate Software 8

Town Hall Questions Answered 10

101 Critical Days of Summer 11

LEAD joins Facebook 14

Army Motorcycle Policy 15

Hershey Park Photo Roundup 19

## Letterkenny Recycles!

by Environmental Management , Directorate of Public Works



One of the four Recycling Trailers available for disposal of personal recyclables Depot employees can bring from home.

LEAD has been operating a very successful recycling program since the early 1980's and has made great strides in the last seven years to modernize and grow the program.

From the basic commodities of cardboard, scrap metal, and paper, we have expanded to include aluminum cans, steel cans, #1 and #2 plastic bottles, used oil, plastic and steel drums, scrap wooden pallets and non-hazardous waste antifreeze.

In the past, many of these items would have been sent to a landfill or disposed through the Defense Reutilization and Marketing Service (DRMS) - all at a cost to Letterkenny. By recycling, we are able to

avoid hundreds of thousands of dollars in disposal costs and more importantly to you, by selling these items we generate revenue for the Depot.

Recycling revenue is first used to cover the cost of running our recycling program such as personnel, supplies, equipment and facilities. After that, these funds can be used for projects for Energy Conservation, Pollution Prevention, or Safety. The remaining balance of funds can then be used for the Commander's approved Morale, Welfare and Recreation (MWR) programs.

**See *Recycles*, pg 18**



## From the Commander's Desk

A little update on our workload. It appears that we have averted a government shutdown with the latest budget appropriations. With any luck we will start to see the funding flow our way so we can get some of our workload underway.

As we sit half way through the fiscal year, indications are that we are shy of the number of direct labor hours needed to meet our annual goals. We are seeing commitments and funding from the National Guard for five ton trucks, the USMC for route clearance vehicle integration work, PATRIOT reset and some MRAP conversions. All of which will shorten our gap. We continue to work this hard.

As a closing reminder, I would like to reiterate safety. With spring comes new safety challenges on top of the ones we face daily. We are still seeing accidents related to cutting corners — not putting on PPE, not securing our footing or the things we are standing on, etc. Complacency kills or significantly injures (as it did this last week). Don't be this example for everyone else to learn from. I want you to go home in the same condition, or better, than you came to work in each and every day.

Keep an eye out for our Safety Hawk — he should be here any day now. As always, stay safe Letterkenny.

Go Ordnance!!!

~ COL Cheri A. Provancha

Hello Letterkenny and happy spring! Spring is finally here and with it a whole new focus on the outdoors. Although a little chilly, we had a good showing at Hershey Park for military/DOD civilian appreciation day. Softball season is starting to kick off. And, I see the golf course is now alive with more than just the deer. I am so looking forward to this.

## ARMY CORE VALUE FOR MARCH/APRIL:

# LOYALTY

**BEAR TRUE FAITH AND ALLEGIANCE TO THE U.S. CONSTITUTION,  
THE ARMY, YOUR UNIT AND OTHER SOLDIERS.**

“ Unless you can find some sort of loyalty,  
you cannot find unity and peace in your active living. ”

- Josian Royce, American Philosopher, 1855-1916

# Message from New Safety Hawk: "Hawkeye"

by The VPP Advisory Board

Hello Letterkenny! It was a long trip, but I finally made it here. I know that many of you followed my trip with the pictures that I sent back. As you could see, most of the branches of the military helped at some point along my journey. What makes that so important is that Letterkenny supports many of them by building or repairing a lot of the equipment that they use. Everyone that I spoke to had heard of Letterkenny and they all told me that if it was repaired at LEAD, it was done right!

After I made it to the States, I had a few stops that I wanted to make to understand just why Letterkenny is so important to the military men and women. I stopped in Washington D.C. and visited several of the memorials to see the historical importance of the men and women at Letterkenny. Letterkenny has supported the military in several conflicts and you have always come through for the Soldiers whenever and where ever they needed you.

When I went to Philadelphia to see the Liberty Bell, I was reminded that with freedom comes the responsibility to safeguard it for the next generation. You are helping to do that by completing all of your missions SAFELY and securing the Depot for the next generation to complete their missions.



I was able to squeeze in a little sightseeing and went to Penn State to meet with Joe Pa. I had heard a lot about him and his legacy there. He was able to explain that safety plays an important part in sports. Without the stretching exercise and the proper PPE, many of the players would be hurt and not able to play in the big game.

**See Hawk on page 17**

## Get to know the DPA Test Track by the Directorate of Product Assurance

The Directorate of Product Assurance test track facility was built in October 1965, by the Army Corp of Engineers, and the entire area consists of several acres. Within that acreage is a one-mile test track oval on the outer perimeter of the facility where we conduct our equipment

road tests – 180,000 to 190,000 miles are put on the test track per year.

In the center of the track we have a 75-foot area that we use to perform brake test on our equipment. At the east end of the brake test area we have our helipad that is used for military or government officials that visit Letterkenny.

Some of the other features of the facility include final inspection building, and a maintenance inspection building that houses a vehicle inspection pit. We

have made improvements to the test track facility over the years to include the entire one-mile test track oval being resurfaced with new asphalt in 2009.

Our purpose at the test track facility is to perform a variety of road test quality inspections on all types of military vehicles and equipment. Our guidelines to perform those inspections are determined by something we call a Scope of Work, which is nothing more than the agreement between ourselves and our customer to adhere to a set standard or criteria that is outlined therein.

From January 2005 through January 2008, our Quality Control

**See DPA on page 13**



# Great Expectations: Armed Forces Day Celebration

By ISG Gregory Stevens, Depot Sergeant Major

Spring is upon us and as the grass turns greener, LEAD will become assiduous with various events associated with the season. The PFI program, in recent years, has become an integral part of Letterkenny's events and as we "spring" forward to upcoming events, great things are expected, especially from PFI members.

Many Soldiers and Airmen, along with DA civilians, have worked diligently in planning the Armed Forces Day Celebration (AFD), which has been a tremendous event for the community. AFD provides an opportunity for our families, neighbors, and local businesses to become socially involved on the multifarious aspects of Letterkenny and the vital services we provide the Warfighter.

AFD is also an opportunity for participants to enjoy the fishing rodeo, which is always popular with children and adults; tour our extraordinary buildings; ride our HMMWVs and see a variety of different vendors and businesses in our community. For the first time, kayaks and paddleboats will be available in the recreation area, safety equipment will also be available. As always, the



SSG Belinda Bandy guiding a young boy through the children's obstacle course at the Armed Forces Day Celebration 2010.

participants can expect to have a great day with families and friends and parents can anxiously watch their children complete the obstacle course. In the past three years AFD activities and participants have risen steadily, both in quality and quantity. This year, Soldiers and Airmen are sure to plan yet another stellar event, fulfilling all of our Great Expectations. So remember May 21, and come join us for all the fun!

## CPAC Announces FLTCIP Open Season

by Jennifer Stairs, Human Resources Specialist, Civilian Personnel Advisory Center

The Federal Long Term Care Insurance Program (FLTCIP) has announced an open season which began on April 4, 2011 and runs through June 24, 2011.

This is the first abbreviated underwriting opportunity (applicants will answer fewer

health questions) for non-enrolled applicants since 2002.

Please see the eligibility criteria on the Long Term Care website at <http://www.ltcfeds.com> to see if you can apply with an abbreviated application during this open season.

The Long Term Care Insurance Program partners/counselors can be reached at their toll free number of 1-800-582-3337 or (TTY 1-800-843-3557).

## New Assembly Facility Established at Lighter Missile Complex

by David Pine, Chief Production Planning Control Branch, Directorate of Theater Readiness Monitoring

Letterkenny's Theater Readiness Monitoring Directorate (TRMD) has established a new Certified Round Assembly Facility (CRAF) Division at the Lighter Missile Complex, in partnership with Raytheon.

The new division will provide the final assembly of the Guidance Enhanced Missile (GEM-T) from the various sub-contractors and consists of 14 Government employees and two contractor employees. The CRAF Division will begin the production assembly of New GEM-T Patriot Missiles beginning October of 2011.

The first production line will be for 219 Missiles for UAE that will be completed in August of 2013. The CRAF Division has received a new workload proposal, request for proposal (RFP) for additional Patriot Missile Assemblies.

The (RFP) is to build an additional 159 New Patriot Missiles for another FMS Customer. This will be a follow up to the original RFP for 50, for a total of 209 New Certified Patriot Missiles. This program will commence after the completion of the 219 New Patriot Missiles.



The additional workload is scheduled to begin December 2013 and end in August 2015. Training began on 28 March 2011 for the new CRAF supply personnel and technicians and will be ongoing up to the start up of production.

## DS&T SPONSORS DLA DISPOSITION SERVICES TRAINING

By Janis West, Traffic Management Specialist, Directorate of Supply & Transportation

Robert VanHorn and Ray James of DLA Disposition Services Letterkenny, recently provided training for members of the Directorate of Supply and Transportation (DS&T).

Also attending were employees from the Directorate of Public Works (DPW) as well as a visiting representative from TACOM. Two sessions of the class were conducted to accommodate over forty attendees.

DLA Disposition Services Letterkenny, known to most LEAD employees as DRMO, is now exclusively a transfer station. They accept rolling stock only, which according to VanHorn includes "planes, trains and automobiles" and no longer accept any "small stuff."

All smaller items are now sent to DRMO Mechanicsburg for disposal. Appointments must be scheduled in order to turn-in rolling stock as well as small assets destined

for disposal.

James told the group that numerous complaints have been received in regards to missing codes on the paperwork accompanying assets being shipped out for disposal. Government regulations state that required codes, along with any necessary certification, must be provided to the DRMO facility.

Four copies of the 1348 must accompany each piece that is turned in for disposal. A 50-page print-out was given to all attendees. It contains DRMO contact information as well as examples and instructions on how to complete all necessary paperwork.

The handout also lists Disposal Authority Codes, definitions, acronyms, sample letters, forms and other information necessary to properly complete the required paperwork.

FEDLOG and WEBFLIS were

offered as helpful sites to find information. WEBFLIS was recommended by the instructors because it is updated more frequently. Attendees of the class were provided with a website address, to access in order to obtain additional information and instructions as well as delivery confirmation.

James and VanHorn reminded the group that all money that is recouped from turn-ins goes back into our Government funds so we should all try to be diligent in this area.

Also, the instructors warned that federal agents are constantly scanning eBay, Craigslist and other such sites looking for stolen items that thieves are attempting to resell.

If other Directorates are interested in scheduling a training course, please contact DLA Disposition Services of Letterkenny.

# TAKING THE HIGHER ROAD

## The Pennsylvania Lemon Law by Kevin Phillips, Legal Office

Occasionally, the worst nightmare happens when you purchase a car. It just doesn't work right, it doesn't live up to the manufacturer's warranty. When this happens, most reputable auto dealers will work with the new car owner to make it right. But when they don't, military members often seek military legal assistance or civilians consult with a local attorney about using legal recourse.

On a practical side, if you have a recurring problem with your new vehicle, you should place your complaints in writing and ensure you notify the manufacturer and the dealer where you bought the car of the nonconformity to the warranty.

Be sure to document all of the problems with the vehicle and explain that you want the nonconformity repaired or corrected. Keep all receipts of service to your vehicle and the number of attempts the dealer has had to correct the problem. Also, keep a log of how many days your vehicle is in the shop. If you continue to have the same problems, be sure to send copies of all your documentation, along with a demand for satisfaction under the State Lemon Law, to the manufacturer.

If you don't get a satisfactory result, contact your attorney for help in the matter.

In particular, Pennsylvania has a Lemon law. But before you threaten the seller or manufacturer of the car with legal action, you should understand the law. The Pennsylvania Automobile Lemon Law covers most new vehicles purchased or leased in or out-of-state and registered with the Pennsylvania Department of Transportation. Motorcycles, motor homes and off-road vehicles

are not covered by this law.

The law states that the manufacturer must correct any flaw, at no cost to you, that occurs under any of the following conditions: within one year of the vehicle being sold, before the vehicle's odometer reaches 12,000 miles and while the express warranty is still valid. By definition, the flaw must be something so substantial that the value of the car is substantially less or makes the car unsafe.

If the flaw in your car has not been fixed after three repair visits, or your vehicle is out of commission for 30 days or more, you may be eligible for a replacement vehicle of the same value or a full refund. To accomplish this task, you need to alert the manufacturer of your intentions. If the manufacturer does not respond, then you can file a lawsuit. Be sure that you maintain all documentation to assist your lawyer in a lawsuit, such as sale or lease documents, maintenance records, repair statements, all documents pertaining to the flaw, and rental car receipts while the Lemon was not working.

If you have particular questions about this law, contract the Pennsylvania Office of Attorney General at (800) 441-2555.



## Planning to Retire Soon? by Jennifer Stairs, Human Resources Specialist, Civilian Personnel Advisory Center

If you are preparing to retire, please note that the Army Benefits Center-Civilian (ABC-C) strongly recommends that you submit your retirement application package to them within 120 days of your intended retirement date.

Your early submission will help to ensure a timely receipt of your first annuity payment from the Office of Personnel Management. If you submit your retirement package to the ABC-C with less than 60 days notice, you should be financially prepared for a delay in the receipt of your first annuity payment.

Although there are circumstances that may cause a delay in an employee's application submission, the ABC-C strives to complete all packages expeditiously. Employees are encouraged to follow the ABC-C's 120-day recommendation whenever possible to help achieve a smooth financial transition into retirement.

The ABC-C offers Retirement Forms Preparation Briefings to help employees complete retirement applications. The presentations, along with more information on retirement, can be found by visiting the ABC-C web site at [www.abc.army.mil](http://www.abc.army.mil).

## Partnership Milestone Recognized by Wayne Eichenlaub, Directorate of Maintenance

LEAD has been recognized by one of our industry partners, Raytheon, for completing LEAD's program to support the Grow the Army (GTA) effort.

LEAD partnered with Raytheon to fabricate cables that are part of the upgrade kits for the PATRIOT System. It was in support of the Department of Army effort to Pure Fleet and grow the PATRIOT air defense fleet and was the final delivery to Raytheon for this program.

Tim Zeier, Raytheon Director of Patriot Ground Programs, visited LEAD to recognize employees in the Electronic Support Division, Cable and Harness Branch, who completed this mission. Zeier presented certificates to 11 employees and a plaque to commemorate the event to Letterkenny Commander, COL



LEAD COL Cheri Provancha accepts a plaque from Tim Zeier, Raytheon's Patriot Ground Systems Director, (right) as Wayne Eschenlaub (center), DOM's Major Item Division Chief, looks on.

Cheri Provancha.

Zeier addressed the workforce and used the words pride, dedication, work ethic, quality, knowledge and know-how to describe the LEAD workforce.

Zeier also conveyed the good name that LEAD has developed with the leadership at Raytheon. He described how this initial partner-

ship has expanded into other partnerships such as building Patriot Launchers for several Foreign Military Sales Programs for United Arab Emirates and Taiwan. In addition, LEAD is working with Raytheon to recertify missiles for FMS customers like Kuwait.

LEAD's partnership with Raytheon has come a long way in a very short time and it all started with this cable fabricating program in the

Electronic Support Division.

The employees recognized were: Elma Crank, Connie Shawanese, Craig Bittinger, Ronald Worley, Nelson Myers, Jeffery Swisher, Jeffery Chilcote, Michael Manning, Kimberly Helman, Jason Reed and Phillip J. Smith.

## Safety's Team Award Update

By Dan Kuhn, the Safety Office

Now that we are six months into the year, how are we doing with our safety part of the new "Team Award" for Government employees? Since this could put as much as \$250 in our pockets, it has created some interest.

First, what goes into the Safety "Team Award?" There are two parts; a \$200.00 for supervisors or employees reporting one-thousand hazards and a \$50 bonus for going VPP. We define a hazard report as any of these four sources:

- Near-misses reported to the Safety Office
- AMSAM-LE 4106, Safety Suggestion Form submitted
- AMSAM-LE 4109, Safety or Health Hazards Report Form submitted,
- Findings reported on the quarterly cost center safety inspection or periodic safety committee walk-throughs by supervisors and/or employees.

So where do we stand? With a strong number of inputs from the Safety Committee walkthroughs and quarterly cost center inspections, the count is at 741. The number of suggestions and reports of hazards have surpassed last year's totals. Keep them coming!

As a result of the outstanding efforts by Mike Kirkpatrick, the VPP steering committee, and VPP sub-committees, we have completed 87% of the VPP elements. We are on target for a DOD Center for Excellence visit in early June and submission of our application this summer, which is required prior to the OSHA VPP certification assessment.

## Steps for Purchasing Directorate Software

by Nicole Sarcinelli, Integration Division Chief, Directorate of Information Management

Are you thinking of purchasing software for your directorate? If so, there are several steps you will need to consider.

The first step in purchasing software for your directorate is to contact your Directorate Trusted Agent (TA). If you do not know who this is, contact the DOIM. The TA will ensure that the software purchase goes smoothly by following the approved Acquisition Capability Request Work Order (CAPR) process.

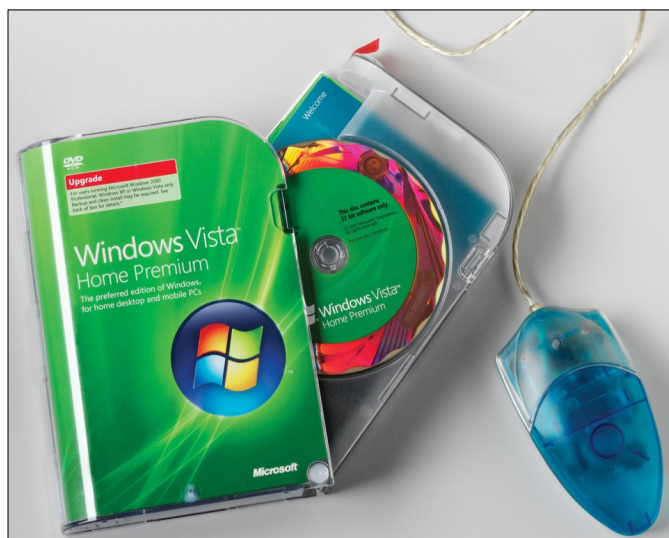
You will then need to see if the software is listed on the Computer Hardware Enterprise Software and Solutions (Chess) site (<https://chess.army.mil/>). It is the Army's designated "primary source" for commercial IT products. The site lists software for which the Army has enterprise licenses. If the software is not on this site, you must submit a request for a waiver to purchase the software from another source.

But wait! Don't jump just yet, there is one more step. Before you buy the software you must ensure it has a Certificate of Networthiness (CON). You can find this information by going to the Army Networthiness Program page on AKO. If you buy the software without a CON it will not be authorized for use on an Army network until it gets one.

The software you purchase must be on the approved product list, which is maintained by the Army Networthiness Program on AKO (<https://www.us.army.mil/suite/page/137030>). Once on the page look to the left side of the page for the section titled "Issued Certificates of Networthiness List." You can enter this URL into your web browser (<https://www.us.army.mil/suite/doc/24744485>) to get the file or you can access the list by signing into AKO and clicking the files icon on the top right of the page and enter the document ID [24744485](https://www.us.army.mil/suite/doc/24744485) into the Quick View search field.

Once a purchase is made, please keep in mind that only DOIM personnel are authorized to install software.

If the software you purchased is considered Mission Essential, then the



installation medium or Internet Source and license and maintenance information must be provided to and maintained by the DOIM. This is to support business continuity or the DOIM will not be able to guarantee its availability in the event of failure.



# Summer Car (and Driver) Care by LEAD Safety Office

It happens every year. Shortly after Memorial Day, give or take a couple of weeks, drivers start to lose their cool. The windows go up, the air conditioner goes on, and the light breezes of spring turn into the heat blast of summer.

For drivers, a scoop of chocolate-chip ice cream usually improves their attitude in a hurry. Your car, on the other hand, would probably enjoy a little more attention to potential maintenance problems.

**Radiator Review...** One of the main hazards of summer driving is overheating. It's easy to recognize when a breakdown may be brewing. Check the radiator hoses regularly for bulges, small cuts, and cracks, especially after the rubber-hardening winter. In hot weather, pressure from the radiator can quickly turn a crack into a hole.

Belts can also take a beating over the winter. Loose belts can slip. Belts that are too tight can wear down quickly and snap. Also be sure that you have the right mixture of coolant and water in the radiator.

**Keep a clear view.** As long as you're under the hood, make sure the windshield wiper solvent reservoir is full. Dust and insects can block your vision on even the sunniest summer days. Also, check that your wiper blades don't streak. They can deteriorate over the winter. Going from extreme heat to heavy summer rains also wears them down quickly.

**Tire Troubles...** Extreme heat takes a toll on your tires too. Under-

inflated tires will flex more in hot weather and build up pressure, increasing the chance of a blowout. For an accurate tire pressure reading, check your tires after they have been cool for several hours. You should also take the time to check the tire walls and the tread surface as often as possible. Have a mechanic check for objects that may be stuck inside the tread and for proper wear and rotation.

### **Other Pre- and Post-Trip Vehicle Inspections:**

- Brake lights and turn signals
- Steering mechanism
- Oil, brake, transmission and battery fluids
- Rearview and side view mirrors
- Safety belts
- Horn
- Spare tire

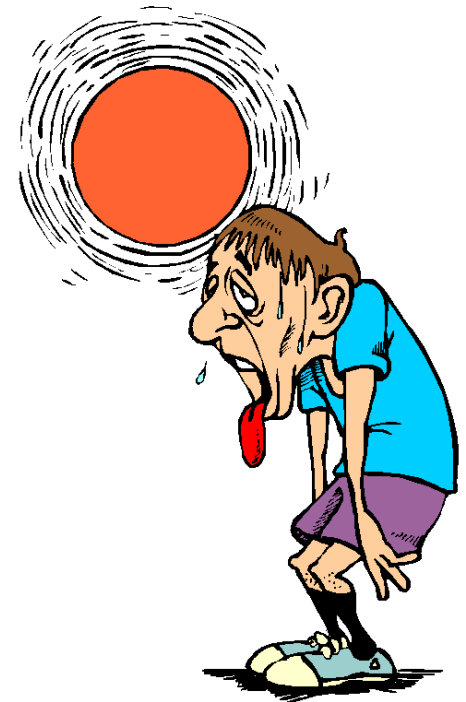
One thing to point out is Murphy's Law -- that anything that can go wrong will go wrong!

Hot Heads Aren't Cool. The strain of hot weather is as tough on



you as it is on your car. As you head into the hottest part of the year, here are a few tips to help keep you cool.

**Drink plenty of liquids...** Automotive fluids evaporate faster when



it's warm. So do the liquids that cool your body. In peak heat, try to stop often for non-alcoholic cold drinks. Or keep a thermos of water with you on the road.

### **Open the window periodically...**

Today's cars are so airtight that over a period of time, the amount of oxygen inside the car can decrease. Let in some fresh air every so often -- even hot air from outside -- to help build up the oxygen level.

**Think light...** After a big meal, you tend to feel groggy and less alert. Lighter meals will help you keep your defenses up -- and your weight down.

**Keep your composure...** As the temperature rises, your attention span and tolerance toward

other drivers gets shorter. Just try to relax. Getting steamed just makes it harder to think clearly and drive safely.

## Your TOWN HALL QUESTIONS Answered

Due to time constraints and other concerns, some questions submitted to the Town Hall on March 15th were not included.

In an effort to ensure every employee's voice is heard, additional questions are answered here in the Kenny Letter.

**Q. There is a water filter in our break area in building 370 that needs to be changed and we were told a filter was unavailable. Several employees have also warned me about drinking the water from the taps. I am running under the assumption that it is not safe. Where are we suppose to be getting our water from now? What was the point of installing [filters] in the first place if they aren't going to be checked and maintained regularly?**

**A.** The water provided to the Letterkenny Army Depot and the Cumberland Valley Business Park is potable and meets all EPA drinking water standards. The local water company, operated by the Franklyn County General Authority, as required by law, publishes an annual water quality report that is normally available around July of each year. These reports are posted on the Letterkenny Portal page when they become available. Since the water provided on the Depot is potable, we are not authorized to purchase bottled water for the majority of the Depot. Likewise, we are also not authorized to conduct any additional treatment of the water including filtration. If filters are currently installed and have reached their normal life cycle, they will be removed. If you are aware of a filter that is in need of removal. Please contact the DPW Service Desk at 267-9010, or submit a DPW Service Order on the Portal page. *(Answer provided by Directorate of Public Works.)*

**Q. What about our drinking water? There are no drinking fountains in most of the building on Depot, and if there was I am not sure I would drink from them and I speak for a lot of employees on Depot.**

**A.** Drinking fountains have been installed at every possible location that have been requested by the various Directorates with the exception of the TRMF (Building 5800) where installation of three fountains is on-going. It must be understood however, that water points can only be installed where there is currently water available. To run water lines and install water points at every location desired would be cost prohibitive. *(Answer provided by Directorate of Public Works.)*

**Q: Request a projected timeframe for when the Depot will allow computer-able travelers to do their own DTS.**

**A:** There is no plan or timeframe to decentralize DTS (Defense Travel System). It was determined, through a Lean event, that the most efficient method of working TDY was with a Central Travel Office. The office that Letterkenny employs allows the Depot to maintain a

greater control over the total expenses that are charged on each trip, and it ensures Letterkenny reimburses only the expenses that are permitted. As a government entity, Letterkenny must follow the rules and regulations that are dictated within the Joint Travel Regulation (JTR) and the Joint Federal Travel Regulation (JFTR). The individuals who review each TDY request and settlement voucher maintain a strong understanding of these regulations, and, as stated earlier, ensures that the Depot only reimburses for items that are permitted. Finally, during the Fall of 2010, the Army Audit Agency (AAA) audited Letterkenny's travel procedures, and their findings actually stated that we had good internal controls and had an effective business process. *(Answer provided by Directorate of Resource Management.)*

**Q: Why do we have such a large travel section in DRM?**

**A:** Currently, our travel system consists of 3 full time personnel, and one individual who splits their time between payroll and travel. In the very near future, the Travel Office will be reduced to 2 full time personnel. *(Answer provided by Directorate of Resource Management.)*

**Q: When travelers are on OCONUS travel, what is the reach back procedure as RM does not currently have a 24/7 POC for travel?**

**A:** The issue is currently under investigation, and RM and DOM are working together to try and resolve the issue. A procedure will be forthcoming. *(Answer provided by Directorate of Resource Management.)*

**Q. It is and always has been regulation not to bring cameras and camera phones into building 370. What is the proper way to handle the situation when you see individuals with their cell phones that have camera capability?**

**A.** The correct way to handle the situation is to have a supervisor request the employee secure his/her camera phone in the lock boxes provided at the guard entry point or secure the phone in their vehicle. *(Answer provided by Directorate of Risk Management.)*

**Q. What is the difference between management and workers? You sometimes see management with phones with cameras on their phones. Considering we are not supposed to be making personal phone calls with shop**

**floor phones, what is the proper procedure for people that need to make a phone call?**

- A. None. AR380-5, AR 25-2, and Letterkenny Army Depot Blackberry, PED, Cell Phone Acceptable Use Agreement prohibits the use of PEDs within restricted areas. An approved waiver must be granted to allow usage. AR 25-1, addresses the proper procedure for DOD employees that need to make a phone call. *(Answer provided by Directorate of Risk Management.)*

**Q. There has been a question raised by a lot of employees here at Letterkenny about people that retire from the Depot and then go right back to work for a contractor the very next week. This seems like a conflict of interest and it takes jobs from people who could use them.**

- A. LEAD does not hire contractors. LEAD buys hours from various contractors and each contractor has their own Human Resources practices. *(Answer provided by Command Staff.)*

**Q. Why we don't have a policy in effect regarding cell phone use while driving on Depot?**

- A. LEAD adheres to DOD guidance and Army Regulations prohibiting the use of cell phone usage while operating a motor vehicle unless utilizing a hand free device. LEAD has experience a dramatic shift of new employees within the last five years providing us this opportunity to increase employee awareness concerning the Depot's cell phone guidance. LEAD Regulation 190-1, reflecting the latest AR 190-5 guidance, is being staffed out to Directors, Special Staff, and Union Officials for final review prior to Commander's signature. The updated LEAD Regulation in addition to cell phone prohibition signs posted at the Main Gate will provide definitive guidance concerning the Depot's cell phone policy. *(Answer provided by the Directorate of Risk Management.)*

**Q. There is a rumor that there are problems with the accounting department (DRM), whether it is MIPR being processed or other issues, down to the morale of the individuals who work in the office. Is upper management aware of these issues associated with DRM?**

- A. To date, there has been nothing brought to the attention of supervision at any level. The work is being completed up to the standards assigned, and no indications have been provided to indicate otherwise. As far as the morale, any situations will be handled within RM, but nothing has been brought to the attention of the supervisors within the Directorate. *(Answer provided by the Directorate of Resource Management.)*

## 101 Critical Days of Summer

by Dan Kuhn, Safety Manager, the Office of Safety

Summer is just around the corner, and many of us are daydreaming about our favorite warm weather activities -- vacation, picnics, campouts, boating, swimming, fishing, baseball. All of our summer plans can be great fun if we keep safety in mind. The summer, unfortunately, is also a time when there is increased risk; and more mishaps occur in three short months than do during the rest of the year. For this reason, the time from Memorial Day weekend through the Labor Day weekend are known as the "101 Critical Days."

There are several factors that attribute to this increase. Jumping into outdoor activities with enthusiasm at the level we were at last year can mean we don't stop to assess the hazards. We may over-extend our physical capabilities and fail to give our bodies' time to rest. At times, we are thinking about our weekend or vacation plans while we should be focusing on our work. Fatigue and inattention are factors in many mishaps. Alcohol abuse is another factor.

The number one cause of serious injuries and fatalities during the 101 Critical Days is motor vehicle mishaps. Many factors are involved in these mishaps: driving when fatigued or under the influence of alcohol or drugs, speeding, not using seat belts, and failing to recognize and react to road hazards. People head out of town for recreation and vacations without proper planning and preparation. They often travel on unfamiliar roads. They drive too fast, without planning stopping points, and often don't take time to prepare their vehicles for the trip.

The second leading cause of summer fatalities is from drowning. Boating, swimming, scuba diving and river rafting have cost many lives in the past. About half drown after "unintentional entries" -- when people fall, get pushed or knocked into the water. Most water safety tips involve simple common sense: wear Coast Guard approved life preservers on boats and on docks. Learn to swim. Know your limits and don't swim beyond your capabilities. Never swim alone. Never dive into shallow water or water of unknown depth. Supervise children at all times around water, including backyard wading and swimming pools.

Supervisors should make every possible effort to communicate the need to increase awareness of the hazards involved during this time of year. Encourage people to make responsible decisions in their activities and to have a safe and enjoyable summer.

# The Two-Piece Summary Process

by the Office of Continuous Improvement (Lean)

A stipulation for receiving the full Net Operating Result (NOR) award is that Letterkenny Army Depot (LEAD) achieve a goal of \$25 Million hard savings in the fiscal year. For Fiscal Year 2011, we are off to a slow start. If we pick up the pace over the next six months, we have an opportunity to reach the \$25 Million mark. So far this year, LEAD employees submitted over 70 two-piece summaries, LEAD's tool to record improvement processes.

The two-piece summary records improvement processes that result not only in cost savings but also

create efficiency throughout the Depot. These improvements can be financial, ergonomic, safety and cycle time, to mention a few.

The two-piece summaries also demonstrate that LEAD is continually striving to perfect the process of the programs that we are responsible to execute. Too often we improve our cost, quality, or delivery without reporting or taking credit for the great idea. By submitting a two-piece summary to the Office of Continuous Improvement (OCI), the final step of the improvement process is complete.

Employees should discuss improvement ideas with their leadership prior to implementation of any improvement. Once an idea is implemented, complete a two-piece summary using the instructions posted on SharePoint. Examples of validated two-piece summaries, instructions for creating a two-piece summary, the two-piece summary validation process map, and the tracking sheet can be found on the SharePoint. The OCI, Lean POCs, and Lean facilitators are available to assist with completing the summary.

The completed summary is sent

**See 2-piece on page 17**



## Rambin Receives Length of Service Award for 25 years

Robert L. Rambin, Quality Assurance Ammo Surveillance (QASAS) for TRMD Red River Army Depot Activity, receives a Length of Service Award from David Hunt, Deputy Director of TRMD Red River Army Depot Activity. For his 25 years of service, Rambin received a certificate, a pin and a pewter plate. Rambin is a native of Shreveport, La. and prior to becoming a QASAS, he completed a career in the United States Navy as a Fire Controlman. While serving as a specialist in Air Warfare, he operated the Navy's latest weapons system the AEGIS Fire Control System and deployed to the Persian Gulf. Upon completion of his stay at TRMD, PMF-1R, he will be transferring to McAlester Army Ammunition Plant, Okla.

## When to Log-off and Restart Computers

by Nicole Sarcinelli, Integration Division Chief,

Most computer updates are installed using remote installation software. When computer updates/patches are installed, new program files are installed or old files are replaced with newer versions. Files cannot be replaced as long as they are in use.

When you are logged-on to your computer, many program files are in use and cannot be updated. Some up-

dates/patches require that the computer be restarted after the installation is complete.

Log-off daily (don't just pull your CAC) and restart your computer once a week, this will help keep your computer running at peak performance.



## Workplace Violence... What happens next?

by LTC Robert Leasure,  
Directorate of Risk Management

What is workplace violence? It is primarily acts of violence against fellow co-workers that can range from verbal assaults to physical assaults. Workplace violence is one of the leading causes of job related deaths in the U.S.

What happens if you're the one that does the violent act? The bottom line is that a threat alone is enough to get you a possible conviction in the court systems. This can impact your job!!! It doesn't seem like much but if you have a security clearance or you are in a position of trust, you stand a really good chance of losing it. The Commander has zero tolerance for violence in the workplace.

How do you protect yourself? Often the best measure of protection is to avoid any conflict that causes distress. As a worker, safeguard yourself and learn how to recognize and diffuse difficult situations. Avoid any horseplay or practical jokes on your fellow co-workers because it can cause hard feelings and a heated reaction.

How do you report it? For any threats or acts of violence, report to your immediate supervisor right away! If you can't get to your supervisor, then call it in yourself. The biggest thing is that you report it promptly. If you witness an event, report it and encourage your co-worker to report it.

If you have any questions or concerns please contact Mr. Charles Jenkins, LTC Leasure or the security police desk at 264-8800.



from *DPA*, pg 3

Inspectors conducted road test inspections of HMMWVs over this three-year period without a reportable accident. During this period 13,863 HMMWVs were run with a minimum of 25 miles driven on each one, totaling 346,575 miles.

On all equipment road-tested, we first do a variety of safety checks that have to pass inspection before the road test. On our MARSOC (Marine Special Operations Command) armored M1113 GMV (Ground Mobility Vehicle) as shown in the photo we: 1) make sure all of the tires are properly inflated and free from damage; 2) make sure there are no brake system or fuel system leaks; 3) check all fluid levels, such as oil, power steering, and coolant; 4) make sure the electrical system is working - things like lights, horn, turn signals, brake lights, and windshield wipers.

Once that is complete, the vehicle gets a 25-mile road test. As we are doing our road test we are checking to make sure that the vehicle is functioning properly. Things like proper braking, steering not binding, proper alignment of the vehicle and smooth shifting in and out of gear. Any discrepancy that is found on that vehicle is documented and returned to the maintenance mechanic for corrective action. Once those deficiencies are corrected, the vehicle is returned to us for our quality inspection to be rerun.

The Directorate of Product Assurance test track is a full capabilities based facility. Currently we are looking to partner with other private industries to make our facility available to them for new missions and future workload.

# Letterkenny gets social with Facebook

by LEAD PAO

Who do you “like”? Have you “defriended” anyone lately? What’s your status? No, this isn’t high school speak for *Mean Girls*, it’s the terminology for Facebook, the social networking site that allows individuals to reconnect with old friends, keep tabs on their current friends and connect with companies they care about.

But Facebook is also a tool for showing a more human face for organizations, keeping communities informed about current events, and even, in the case of President Obama, an opportunity to connect with constituents in a way not previously possible. For LEAD, Facebook is a way for the employee population to keep in touch, stay informed and share information.

“As technology continues to gain speed, so does the pace at which we need to communicate.

Facebook is a great way to keep in touch with Depot employees and the community quickly and easily,” said COL Cheri Provanca, Depot Commander.

Inclement weather messages, announcements regarding Depot events such as an Open House or Armed Forces Day, will be available on Facebook. Additionally, pictures from events such as the Hershey Park Military Appreciation event will also be available for viewing.



Individuals can “Like” Letterkenny’s Facebook page and receive updates on their personal Facebook pages from Letterkenny’s page as well as make comments on Letterkenny’s page.

It is also a fast and easy method for others to communicate with the Depot. Recently, Aviation and Missile Command (AMCOM) posted a YouTube video on Letterkenny’s Facebook page that explains LEAD’s Modernized

**See Facebook, pg 17**

# DRM, DOM, TET, CYSS see SharePoint changes

by the Directorate of Information Management

## TDA & BOXI merge for DRM

DRM requested an application or other solution to merge two staffing documents consisting of an Organization Roster, which is generated out of the BOXI system and the TDA, which is a local Excel file.

The solution was to use matching fields of data between the two

documents to merge the data into one file and output the results in the form of reports.

Because of the data contained in the reports, display of the reports are on the DRM Staff site, which only DRM staff members can view. These reports consist of:

- Living TDA
- Percentage of Positions Filled

- Employees Not in Valid TDA Spaces
- Position Vacancies

## Reports for Directorate of Maintenance

In creating the Commander’s Directorate of Maintenance Reports, the SharePoint team was able to assist DOM in providing an easy to navigate an “all in one

dashboard.” With this new functionality the project managers of DOM can easily report to the Commander at their bi-weekly briefing.

These functions also saved the Management & Program office personnel countless hours each week; they would have to contact each manager directly and hand com-

**See SharePoint, pg 16**

# Army Installation Motorcycle Requirements

by Jeff Graham, Safety Office

As gas prices and outside temperatures continue to climb, more and more Depot employees will be riding their motorcycles. There are requirements that are above and beyond Pennsylvania State Law to which a motorcyclist must adhere when riding on an Army installation.

The Army Safety Program, AR 385-10, states that anyone who operates a motorcycle on an Army installation shall successfully complete a Motorcycle Safety Foundation (MSF)-based rider safety course, or present documentation of previous attendance.

Rider safety courses are conducted locally by the Pennsylvania Motorcycle Safety Program. They offer two courses based on level of riding experience, the Basic Rider Course (BRC) and the Basic Rider Course (BRC2).

The BRC is a 15-hour course designed for beginners. Course curriculum consists of five hours of classroom and approximately 10 hours on-cycle instruction with an end-of-course evaluation (motorcycles and helmets are provided). The BRC2 is a six-hour course for the more advanced rider. Both courses are free for Pennsylvania residents; cost for out-of-state residents is \$250 for the BRC and \$150 for BRC2. Visit [www.pamsp.com](http://www.pamsp.com) for course locations, registration and more course information.

The Army Safety Program requirements for motorcycle personal protective equipment (PPE) while operating or riding as a passenger on an Army installation are as follows:

- Helmets, certified to meet DOT standards, must be properly fastened under the chin.
- Impact or shatter resistant goggles, wraparound glasses, or fullface shield properly attached to the helmet must meet or exceed ANSI Safety Code Z87.1, for impact and shatter resistance. A windshield alone is not proper eye protection.



- Sturdy footwear, leather boots or over the ankle shoes must be worn.
- A long sleeved shirt or jacket, long trousers, and full fingered gloves or mittens designed for use on a motorcycle must be worn.
- For on-road operations, a brightly colored, outer garment during the day and a reflective upper garment during the night.

Motorcycles can easily become uncontrollable with changes in the road surface. Riders are reminded to always be alert and to keep a look out for potholes, loose sewer lids, and loose gravel. The long hard winter took its toll on the roads and many of these problems have yet to be fixed.

from *SharePoint*, pg 14



### **Dickens receives Army certified Black Belt**

Johnny Dickens III, an Industrial Engineer of the Directorate of Resource Management, received the Army Black Belt Certification at LEAD from LEAD Commander, COL Cheri A. Provancha. Black Belts (BBs) are trained and certified cost-efficiency experts that help improve the way LEAD does business to save money. According to Lean Six Sigma, “elimination of waste and reduction of variation are at the very core of what it means to be a BB. Black Belts like Dickens are “the driving force behind positive process change.”

## **The “Fifth of May” celebrates Mexico’s win over France**

by the Equal Employment Opportunity Office

Many people assume that Cinco de Mayo celebrates Mexico's Independence. However, people do not realize that while the U.S. was occupied in civil war, the French were establishing a foothold in Mexico with the intention of having an empire on the American continent.

After the Mexican-American War (1846-1848), the Mexican government was bankrupt and in debt. In 1861, President Benito Juarez suspended payments to all foreign creditors for two years, with a promise that payment would resume after this period. France used this as an excuse to send troops to conquer Mexico. The battle took place in the town of Puebla on May 5, 1862 and the Mexican army was victorious. President Juarez declared May 5th a national holiday in honor of the Battle of Puebla after the French were overthrown.

pile all the necessary information in preparation of the bi-weekly meeting.

### **Telecom Equipment Tracking (TET)**

The Telecom Equipment Tracking (TET) application unifies all the DOIM Telecommunication Program equipment into a single system. All data is validated across the database and when new records are added. By using this new Application, the program managers are able to quickly search for equipment, users, directorate, carrier of cell phones, serial numbers of equipment and even phone numbers of the hand received equipment.

This database was designed to prevent duplicate data and to ensure the integrity of information stored in it. This data is also secured in a protected environment, roles are enforced and only individuals that are explicitly given permissions are allowed to view and/or modify the data in the database.

Web pages are provided to allow trusted users easy access to information in the TET application and for them to enter new information in a system that is designed to limit mistakes. Reports are provided to reduce or eliminate the need for program managers to perform research from multiple sources.

### **Child, Youth and School Services (CYSS) Portal**

The SharePoint team has created the Child, Youth and School Services portal page, which can be viewed off the main page of the Letterkenny Portal.

The site contains information about the Letterkenny Army Child Development Center (CDC) and the Carlisle Barracks Child, Youth & School Services (CYSS). The site holds information not only about what the CDC and the CYSS are, but also contains all the information you need to register a child, the fee chart and all the health information and forms.

The CYSS page has all of the information you need to learn about what MWR has to offer as well as the links to family programs, recreation and fitness, events, travel and lodging which are all assessable through the Carlisle Barracks (link is on the CYSS page).



## DoD Visitor Accounts offer Temporary Access

by Nicole Sarcinelli, Integration Division Chief, Directorate of Information Management

DoD Visitor Accounts give temporary network access to visitors with valid CACs at any military installation. A DoD Visitor Account allows any user with a CAC containing valid credentials temporary access to NIPRNET when they are away from their home domain.

Instructions for login:

1. Insert CAC
2. Enter PIN
3. DoD Visitor Banner displays

DOD Visitor accounts are restricted to using basic Microsoft applications (Internet Explorer, Word, PowerPoint, and Excel), Adobe Acrobat Reader, and currently installed local printers.

Files can be stored temporarily on the desktop and My Documents folder, but the user's DOD Visitor ac-

count and all of the user's files on the end-user device will be immediately removed on logout. In addition, the user's DOD Visitor account will be automatically deleted from the domain controller after 12 hours. DOD Visitors, however, may obtain a new account at any time by logging in again.

**WARNING - NEW LEAD/LEMC EMPLOYEES SHOULD NOT ATTEMPT TO PUT CAC INTO ANY PC UNTIL DOIM SECURITY GRANTS THEIR REGULAR NETWORK ACCESS!**

Here is what happens when they do. They get the DoD Visitor account and their regular account cannot be activated. The Visitor account must be deleted. The user will have profile problems. Please tell your new employee NOT to log in!

### from *2-piece*, pg 12

to the OCI where it is assigned a tracking number and entered into the two-piece summary tracking sheet. The OCI reviews each summary and conducts checks of key areas before the summary is submitted for validation.

When the two-piece summaries are ready for validation, OCI validates the summaries involving operational, safety and ergonomic improvements. Summaries claiming a financial benefit are sent to the Industrial Business Office and Resource Management to:

- 1) Classify the financial benefit as hard savings or cost avoidance;
- 2) Validate the savings and ensure the savings are auditable;
- and 3) Record the distribution of the savings.

OCI enters the final validated data into the tracking sheet that is posted to SharePoint. Validated two-piece summaries are briefed every month at Lean Council and reported to higher headquarters within AMCOM.

### from *Hawk*, pg 3

Next I spent a couple of weeks at a farm somewhere near Lancaster. That was a lot of hard work, but I never really understood all of the safety precautions required when working with all of the equipment used on a farm. I was shown the proper way to wear my hearing and eye protection while I was there.

When I finally arrived at Letterkenny, I was overjoyed to find out that not only do I have new home, but I also have a new name. There were several good suggestions, but I finally selected Hawkeye. I liked that because I always have my eye on safety. Thanks everybody! I will be visiting all of the buildings soon. Until then, look out for yourself and others. BE SAFE!!

Hope that you like our new slogan, "VPP STARTs with me"!

### from *Facebook*, pg 14

Day Assembly Sensor (M-DAS). Questions, such as whether or not we are accepting active duty military personnel, can be answered quickly and efficiently as well.

Letterkenny's Child Development Center is also finding Facebook useful with their own page. The CDC has provided pictures of events taking place at the center, promoted their own events and offered information about the Center to the surrounding community.

"Facebook is a great way to connect with the families of Letterkenny Army Depot and it will be beneficial to families seeking childcare as well as those families transitioning to the community," said Melody Irwin, Child Youth & School Services Coordinator.

You can find LEAD at [www.Facebook.com](http://www.Facebook.com) and searching for "LEAD" and you can find the CDC by searching for "Letterkenny CYSS."

## Eyes & Ears of the Contracting Office

by Cicely D. Simmons, Acting Division Chief, Policy & Systems, ACC-Redstone-LEAD

There have been a quite a few changes regarding Contracting Officer's Representatives (COR) in the last year to 18 months.

A COR is an individual designated and authorized in writing by the Contracting Officer (KO) to perform specific technical or administrative functions for a contract as required by DFARS PGI 201.602-2. CORs are designated to a particular contract before award and assist in the writing of the Statement of Work (SOW) and Quality Assurance Surveillance Plan (QASP). CORs are generally used for service contracts over the Simplified Acquisition Threshold, but can be used for supply contracts as well as service contracts below the threshold.

There are now three different designation of CORs: Type A, B and C. The risk level, contract complexity, and identified COR duties and responsibilities will determine the COR type and the level of training required. At a minimum, all CORs must complete the DAU CLC 106- COR with a Mission Focus. They must also complete Ethics training for the AT&L Workforce and Wide Area Workflow training. This is necessary if acceptance is being done electronically. ACC will also be conducting Comprehensive COR training in addition to the classes list above beginning late spring/early summer.

As of 1 April, 2011 we are now required to use the ACC VCE-COR Management Tool. The COR Management Tool will be used to nominate, appoint, track, and revoke an individual as a COR against an Army contract.

This module allows a perspective COR to create a profile and process a nomination package for one or multiple contracts and/or orders as well as provide contracting personnel a web based portal for all relevant COR actions.

This system will also be used for the COR to submit required monthly status reports, as well as correspondence and other Miscellaneous Documents related to the Contract. The Contracting Officer/Specialist will also use the Tool to load their yearly review of the CORs file.

## ...from *Recycles*, page 1

For example, those \$2 coupons for the Post Restaurant in February were paid for by Recycling as part of the MWR program. In fact, the Employee Appreciation Day picnic; our Depot softball, basketball, and football programs; and the Depot Wellness Committee activities are all part of the MWR program and are funded through recycling.

Recently, three new recycling collection trailers were placed at strategic locations around the depot where you may now drop off your recyclables from home. Each trailer has one slot for cardboard, two bins for mixed plastics (#1 and #2), and two bins for mixed steel and aluminum cans. You can find these trailers just inside the main gate; in front of Building 370 (near the east parking lot); and in front of Building 3 (on the west side of the parking lot).

The President's Executive Order 13514 has set a goal of recycling 50% of the solid waste generated by Fiscal Year 2015. We have consistently exceeded that goal for the past several years and for FY10 have recycled 65% of our solid waste.

How can you help? First, begin by putting the recyclable material that you generate at work into the proper collection container and not into a trash can or dumpster.

Secondly, you can bring in your recyclables from home and place them in one of the new collection trailers. And, if you have any suggestions for recycling opportunities, please pass them on to either the Recycling Center, or to the Environmental Management Division.

The more we pitch in and recycle, the better it is for the environment and more revenue will be available for MWR programs and activities for all employees. And, it's the right thing to do!

IN 2011  
Coming to Chambersburg  
**Civil War Road Show**

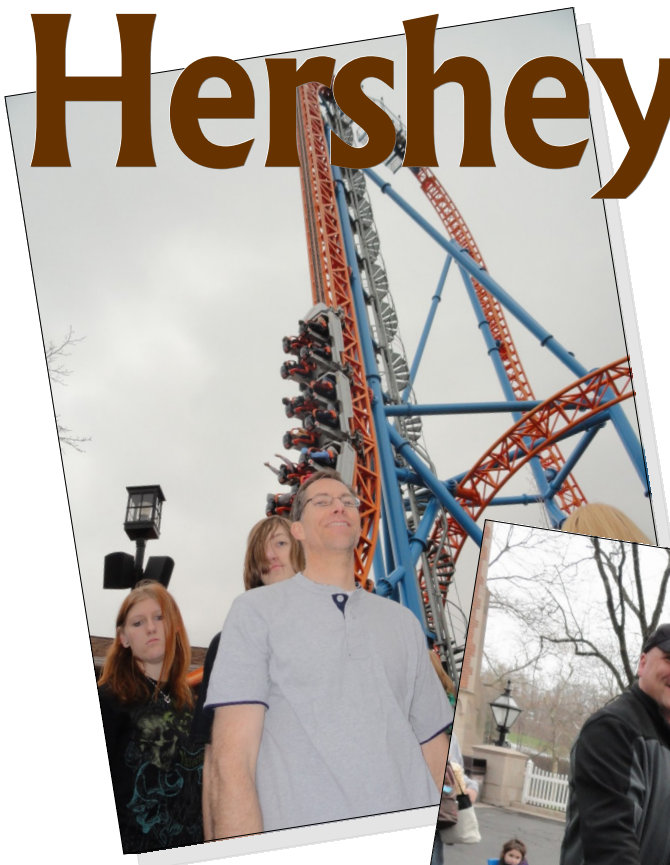
What is The Pennsylvania  
Civil War Road Show?  
Through images, sound, words, objects  
and interactive multimedia, Civil  
War Road Show conveys the stories of  
Pennsylvania's communities and the  
experiences of men, women, and children  
on the battlefield and the home front.

July 16, 2011

150  
PENNSYLVANIA  
CIVIL WAR  
PACIVILWAR150.COM

For more information on Civil War 150 and  
Civil War Road Show, visit:  
[www.ExploreFranklinCountyPA.com](http://www.ExploreFranklinCountyPA.com)  
<http://pafch.tripod.com>  
[www.pacivilwar150.com](http://www.pacivilwar150.com)

# Hershey Park 2011



Hershey Park hosted a semi-private event for Military and Government employees on Sunday, April 10, 2011. Military, DoD and civilian personnel with Military ID were able to enjoy park activities at a discounted rate on a day that was closed to the general public. More than 8,000 individuals attended the event. *Find more pictures on LEAD's Facebook page.*



## Wellness Group Sponsors Events

by LEAD PAO

The Letterkenny Wellness Group, LEAD Well, is sponsoring a series of Resource and Information Days on Depot.

LEAD Well will be setting up an informational table at a new location each month at which Depot employees can stop to talk to the wellness group.

The Wellness Group will give away t-shirts, provide information regarding health wellness, child safety tips, and nutritional snacks.

Shughart also notes that this is a good time to voice concerns, opinions and offer any wellness ideas employees may have.

The next event will be Wednesday, May 4th from 11:00AM to 12:30PM in the snack bar at Building 350.





DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

March 15, 2011

Colonel Cheri A. Provancha  
Commander, Letterkenny Army Depot  
1 Overcash Avenue  
Chambersburg, Pennsylvania 17201-4150

  
Dear Colonel Provancha,

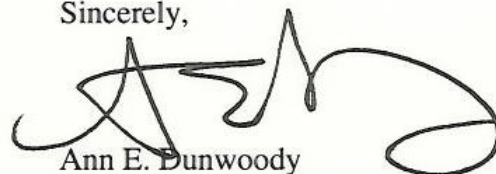
Thank you for the great job done by you and your team during my recent visit to Letterkenny Army Depot. As the Army's Center for Industrial and Technical Excellence for Air Defense and Tactical Missile Systems, Letterkenny has a direct impact on the readiness and combat effectiveness of our Army. Team Letterkenny is making a difference each and every day on the battlefield.

Throughout my visit I was impressed with the passion and dedication of the Letterkenny team members. The Soldiers and civilians are committed to providing the best possible support to our men and women in uniform. The products of Letterkenny Army Depot are world-class and a true reflection of the workforce.

Thank you for all that you do for our Soldiers, Civilians and Families!

*Great visit  
proud of you!*

Sincerely,



Ann E. Dunwoody  
General, U.S. Army  
Commanding

# Mark Your Calendars!

May 5th Cinco de Mayo

May 7th Kentucky Derby

May 8th Mother's Day

May 21st Armed Forces Day  
(LEAD AFD Celebration 8 am-2 pm)

May 26th LEAD Employee Memorial Service  
(2:30 pm at the Letterkenny Chapel)

May 30th Memorial Day

June 8th-9th LEAD Business Opportunity  
Showcase

June 14th Flag Day

June 19th Father's Day

## Depot Blood Drive a Success

The American Red Cross held their quarterly blood drive for LEAD employees on April 12th-13th. Approximately 240 DoD, Contractor and Military personnel donated blood to support ongoing efforts to maintain steady blood supplies in the Greater Allegheny Region of the American Red Cross. **The next blood drive will be held June 21-22 and all employees are encouraged to donate.**

## UPCOMING FEW TRIP

The Molly Corbin Chapter of FEW is sponsoring a bus trip to New York City on **Saturday, May 14, 2011:**

Seats available for a day on your own, cost is \$60 each. There are 10 seats available.

Taking names for a waiting list to see Broadway Show "Wonderland," a new musical about a modern-day Alice who goes on a life-changing adventure below the streets of New York city. Cost is \$140.

Please contact Kim Raley for details and reservations.



## U.S. Army

1 Overcash Avenue  
Chambersburg, Pa. 17201

Phone: 717-267-9356  
Website: [www.letterkenny.army.mil](http://www.letterkenny.army.mil)  
E-mail: [LEADPAO@conus.army.mil](mailto:LEADPAO@conus.army.mil)  
Facebook:  
[www.facebook.com/usarmy.letterkenny.army.depot](http://www.facebook.com/usarmy.letterkenny.army.depot)

**\*If you no longer wish to receive the Kenny Letter please contact the PAO office at [LEADPAO@conus.army.mil](mailto:LEADPAO@conus.army.mil) or 267-9741.**

**\*\*If you would like your family to receive the Kenny Letter via e-mail please contact the PAO office to be added to the e-mail list.**

Photos courtesy of LEAD photographers Don Bitner and Trent Shields. Images are from Google.

## ATTENTION:

### Off-Depot Kenny Letter Readers

Army Regulation 25-51 requires LEAD to update the Kenny Letter mailing list "annually to eliminate improper addresses, duplicate addresses, and the names of those addressees no longer desiring to receive materials." If you would like to continue receiving your Kenny Letter bimonthly, please fill-out and return the form below to:

1 Overcash Avenue, Chambersburg, Pa. 17201  
OR  
[LEADPAO@CONUS.army.mil](mailto:LEADPAO@CONUS.army.mil)

NAME: \_\_\_\_\_

POST/EMAIL ADDRESS: \_\_\_\_\_

I would like to receive the Kenny Letter by  
 EMAIL  POST

**Information must be received by June, 20 2011.**