

Civilian Guidepost

Compiled and Edited by

CIVILIAN PERSONNEL DIVISION, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA

The Secretary of the Navy has determined that this publication is necessary in the transaction of business required by law of the Department of the Navy. Funds for printing of this publication have been approved by the Navy Publications and Printing Policy Committee.

VOLUME 31 NO. 16

8 August 1986

LIFE INSURANCE PREMIUM REDUCTION

The Office of Personnel Management has announced a reduction in rates for the Federal Employees' Group Life Insurance (FEGLI) Program. The new FEGLI rates shown below will become effective with the first pay period beginning on or after 1 August 1986.

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM TABLE OF NON-POSTAL EMPLOYEE WITHHOLDING (EFFECTIVE FIRST PAY PERIOD ON OR AFTER 8/1/86)

	<u>Biweekly Employee Contribution</u>
Basic (Premium Per \$1,000)	
All Ages	\$.185
Option A (Premium Per \$10,000) - Standard	
Under 35	\$.40
35 - 39	.50
40 - 44	.80
45 - 49	1.30
50 - 54	2.20
55 - 59	4.50
60 and over	7.00
Option B (Premium Per \$1,000) - Additional	
Under 35 (No change)	\$.04
35 - 39 (No change)	.05
40 - 44 (No change)	.08
45 - 49	.13
50 - 54	.22
55 - 59	.45
60 and over	.85
Option C (Premium Per Contract) - Family	
Under 35 (No change)	\$.30
35 - 39 (No change)	.31
40 - 44 (No change)	.52
45 - 49	.70
50 - 54 (No change)	1.10
55 - 59	1.75
60 and over	2.80

BLOODMOBILE RESULTS

During the 11 July 1986 visit of the Tidewater Regional Bloodmobile, 142 units of blood were collected. Even though this was 18 units short of the 160 units needed to meet the assigned quota, civilian employees of the Camp Lejeune and Air Station complex are to be commended for their overall favorable support of the program.

EXCELLENT INSTALLATIONS -- THE FOUNDATION OF DEFENSE

A sincere "Thank you" is extended to each civilian employee who voluntarily donated blood in support of our total coverage program. There were six first-time donors at this visit. Civil Service employees deserving of special recognition for their continued support of the program are individually recognized as they reach a "new gallon plateau." Those deserving of special recognition for the 11 July visit are as follows:

Five-Gallon Donors

Myrval O. Pelletier, Base Maintenance Division
James H. Waters, Logistics Department

Three-Gallon Donors

Paul G. Burch, Logistics Department
Theresa L. Helliksen, Regional Automated Services Center
Ronald O. Racine, East Coast Commissary Complex

Two-Gallon Donors

George W. Huddleston, Jr., Logistics Department
Jimmy G. Sholar, Base Maintenance Division
James Wilson, Jr., Base Maintenance Division
Jerry T. Wooten, Logistics Department

One-Gallon Donors

Linda J. Bender, Logistics Department
Regina M. Bergan, Comptroller Department
Donald R. Gurganus, Base Maintenance Division
Paul R. Harrell, Base Maintenance Division
Gary B. Morton, Base Maintenance Division

CONSIDERING APPLICANTS FOR EMPLOYMENT

Q. When is it permissible for a selecting official (or duly appointed selecting panel) to contact the present employer of a job applicant to obtain pertinent information regarding the applicant's qualifications, character and record of employment?

A. The question is PRESENT employer as distinguished from former employers.

Standard Form 171, Application for Federal Employment, contains the following under Item 23: "May we ask your present employer about your character, qualifications and work record? A "NO" will not affect our review of your qualifications. If you
(Continued on p. 4 -- JOB APPLICANTS)

INTERNAL STAFFING ANNOUNCEMENTS

(For Civil Service Employees)

Open Continuously Until 31 December 1986

- Clerk-Stenographer, GS-3 and Clerk-Typist GS-3, Ann. No. 7-86
- Clerk-Stenographer, GS-4, Ann. No. 8-86
- Clerk, GS-2 and Clerk, GS-3, Ann. No. 9-86
- Practical Nurse (Vocational), GS-3 (TARGET GS-4), Practical Nurse (Vocational), GS-3, Ann. No. 10-86
- Food Service Worker, WG-2, WG-3 and WG-4, Ann. No. 11-86
- Laborer, WG-2 and WG-3, Custodial Worker, WG-2, Ann. No. 12-86
- Helper, (All Options), WG-5, Ann. No. 13-86

Open for Specified Period

- Supervisory Forester, GS-9, Supervisory Forester, GS-7 (TARGET GS-9), Forester, GS-5 (TARGET GS-9), (One Position), Ann. No. 110-86, closes 26 August 1986
- Practical Nurse, GS-3 (TARGET GS-4), and Practical Nurse, GS-3, Ann. No. 112-86, closes 13 August 1986
- Store Worker Foreman, WS-4, Ann. No. 113-86, closes 13 August 1986
- Medical Records Technician, GS-5, Ann. No. 114-86, closes 15 August 1986

* * * * *



IT'S VACATION TIME! ! !

Is Your Home Ready?

- Stop mail and newspaper deliveries or have someone pick it up for you.
- Arrange for someone to mow your lawn regularly.
- Invest in a timer to switch lights on and off at pre-set times.
- Don't advertise that you're going to be away from home for an extended period of time!
- Store valuables in a safe deposit box.

Is Your Car Ready?

- Check cooling system, brakes, belts, and tires. Make necessary repairs well in advance of departure date.

--Don't leave home without:

- Driver's license
- Duplicate car keys
- Vehicle registration
- Hospital insurance card
- Motor club card
- Names and addresses of next of kin
- Map -- know where you're going

Drive Time:

- Everyone should have safety belts fastened at all times with child restraint devices used for smaller children. (Continued on p. 4 -- VACATION)

* * * * *

HEALTH BENEFITS COVERAGE -- DISABLED CHILD

The law provides that an employee's self and family enrollment includes unmarried children over age 22 who are incapable of self-support because of physical or mental incapacity which existed before they reach age 22. Financial dependency is not a factor -- a determination of incapacity for self-support is based entirely on medical considerations.

Medical certification and a request for coverage may be submitted to the Civilian Personnel Division at the time of initial enrollment or at any later time; however, for a child who has been covered in a self and family enrollment, certification should be submitted at least 30 days before the child attains age 22. Depending on the nature of the handicap, coverage may be extended for a limited time or permanently. If the extension is for a limited period, and incapacity continues beyond that period, further extension of coverage may be approved upon presentation of medical certification.

If you have self and family coverage and have a child whom you believe falls in this category, you should contact the Employee Relations Branch, extension 1579, for further information.

First Aid For Choking Victim

TAKE ACTION: FOR CONSCIOUS VICTIM

If victim cannot cough speak breathe



4 QUICK BACK BLOWS



5 MANUAL THRUSTS

Repeat steps until effective or until victim becomes unconscious.

FOR UNCONSCIOUS VICTIM:



TRY TO VENTILATE



4 BACK BLOWS



5 MANUAL THRUSTS



FINGER PROBE

Repeat steps until effective.

* * * * *

IMPORTANT DATES TO REMEMBER

AFGE MEETING: 7:30 p. m., 21 August 1986, AFGE Office Building, Gum Branch Road

There will be no FMA MEETING during the month of August. The next FMA MEETING will be 7:30 p. m., 25 September 1986, Carolina Barbecue, Highway 17 South. All supervisors are invited to attend.

WHAT IS CATCH 62?

A retired military person will have his annuity adjusted DOWNWARD at the age of 62 UNLESS he deposits into the Civil Service Retirement System an amount equal to 7% of his basic pay received for all military time he has after 1 January 1957 (if he is combining his military and civil service time). The Employee Relations Branch, Civilian Personnel Division, has the necessary forms to make this post-1956 payback. Payments are made through the Payroll Office once your branch of service has informed you of what you earned. If you plan to pay back this military time, no interest will be charged as long as this payback is completed prior to 1 October 1986. If you do plan to retire and pay this post-1956 time back, it must be paid in full before retirement papers are submitted if you retire after 1 October 1986. Be certain to notify the Employee Relations Branch (ext. 1579) if you plan to combine your retired military time with your civil service time so that the paperwork can be properly executed. This should be done 3 months prior to your retirement.

Remember . . . appointments are necessary at the Employee Relations Branch. We'll be happy to help you with these payback forms, or answer any other questions about this matter, if you'll just call extension 1579 for an appointment.

* * * * *

. . . LOOK AT YOUR JOB AND ASK YOURSELF . . .

DIFFICULTIES: Which parts of the job seem most difficult -- and what new methods, procedures, or tools would make them easier?



TIME CONSUMING: What seems to take the longest time -- and how can the present method of doing things be changed or combined to save time?

COMPLICATIONS: What is the most complicated thing you do now -- and how would you go about making it simpler?

COSTS: Which tools, materials, or equipment are most expensive -- and what could you use to produce the same results at a lower cost?

IMPROVEMENTS: What is it about the work you perform that could be improved -- and how would it make our operations better?

WASTE: What seems to you to be a waste of materials, space, or money -- and how would you go about reducing or eliminating it?

Concern is doing something about what worry won't solve. Express your concern on a Beneficial Suggestion form. If your idea results in a first year savings to the Government of only \$1,000, you will earn a cash award of \$100; and if your idea saves more, you will earn more. For information about the Suggestion Program, call extension 1579.

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There are plenty of rules for attaining success, but none of them will work unless you do.

HEALTH INSURANCE REPRESENTATIVES

Employees who need assistance or who have questions concerning their health benefits claims should call the Civilian Personnel Division, extension 1579 or 1458. If it is determined that you need to discuss your particular situation with a representative, you will be so advised.

A Blue Cross-Blue Shield representative visits the Base on the first Tuesday of each month. A Mail Handlers Benefit Plan representative makes quarterly visits to the Base to answer questions and provide information. The representatives will contact you on the day of their visit if sometime prior to their visit you leave your telephone extension and request to be contacted with the Civilian Personnel Division.

No other representatives visit the Base on a regular basis. Questions may be directed to Aetna Life and Casualty, 3805 Cutshaw Avenue, Richmond, Virginia 23239; or call (804) 281-7495. Questions regarding all other plans may be directed to the various claims offices listed in your health benefits plan brochure.

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GUIDES LISTED FOR CAREER GROWTH

Here are 11 basic guides to career growth and development to help you qualify for the right job at the right time:

(1) Train yourself to the hilt in the kind of work you're now in, or intend to enter.

(2) Associate yourself with growth -- if possible with a growing kind of work, like automatic data processing or other work with a promising future.

(3) Select the kind of work and work environment in which you reasonably expect to find satisfaction day by day.

(4) Work hard. A smart employee who works hard will beat a brilliant employee who does not.

(5) Earn responsibility. This not only takes brains but intellectual and moral courage and the ability to work well with people.

(6) If you are young -- or young in heart -- seek experience above money.

(7) Protect and nourish your health.

(8) Believe that merit and the successful assumption of increased responsibility will be rewarded, and help this basic principle to work for you if things get stalled. If you feel merit is not being rewarded, don't be emotional or disappointed. Figure out why. Is your merit real? What can you do to improve? Remember, first comes performance -- then recognition.

(9) Develop a positive attitude -- toward your work, your organization, your associates.

(10) Work to improve your communication skills -- oral and written.

(Continued on p. 4 -- GROWTH)

(VACATION)

- NO ALCOHOL!!
- Drive according to the weather -- decrease speed for fog or wet conditions.
- Drive the speed limit.
- Don't run out of gas.
- Don't drive too far at one time -- stop when you get tired.
- Be alert to local traffic laws.

Guard Against Fire:

- If staying in a motel, know the escape routes and locations of fire exits. Read posted precautions.
- If staying in a vacation hideaway, be sure there is a smoke detector and fire extinguisher available. Take one along.

Water Safety:

- Don't overestimate your swimming ability and get too far from shore.
- If there is no lifeguard, swim with a buddy.
- NEVER leave children unattended.

Sun Time:

- Take the sun in small doses. The most dangerous time of the day is between 10 A.M. and 2 P.M. when the heaviest concentration of ultraviolet rays reach the earth.
- Use sun tan oil, lotion, or cream containing sun screens.
- Remember to reapply after showering or swimming and after every few hours to exposure.
- Pay special attention to nose, eye contour, throat, chest, and the back of hands, feet, and knees.

Lightning:

- If your hair stands on end, a charge is forming around you and you're about to be struck. Drop to your knees and crouch into a ball.



The Third Annual
CIVILIAN EMPLOYEE'S
FAMILY DAY
13 Sep 86

(GROWTH)

(11) Be a team player. This does not mean that you shouldn't try to be a star performer, that you need be a blind conformer, or that you should stifle your individuality. It simply suggests recognition of the fact that as you move to positions of greater responsibility, you need to depend more and more on others to accomplish the many tasks and solve the myriad problems each day generally presents. The unstinting help of others, subordinates as well as employees of other offices, will be yours only if you are truly a team player.

(JOB APPLICANTS)

answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first". If the question has been answered "NO" the applicant must be contacted and permission requested (telephone contact is permitted). If permission is refused at this point, the applicant's name may be removed from consideration. In other words, the Certificate of Eligibles may be treated as though the applicant's name did not appear on the Certificate. However, the refusal must be documented and returned with the application to the Employment Superintendent. A "NO" answer on the application form should not be interpreted of itself as derogatory. There may be employers who are opposed to their employees applying for other employment.

If the applicant has answered "YES" the only requirement before contacting the employer is that the applicant be within reach on a Certificate of Eligibles and tentatively selected for employment.

If the applicant is a Federal employee, much information can be obtained from existing official records such as performance appraisals, leave record, whether or not there are any disciplinary actions, etc.

Selecting officials are serving as agents of the Federal Government and have an obligation to avail themselves of all relevant, necessary information in selecting applicants for Federal employment, including promotions. This may include contacting supervisors aboard the Base as well as previous supervisors in private industry.



Your Federal Government
 is an Equal Opportunity Employer

QUESTION BOX

Q. How is deposit service credited upon retirement?

A. Service credit is given for the total amount of deposit service. However, if deposit to the retirement fund is not made, the annuity is reduced by 10 percent, on an annual basis, of the amount due as deposit. Here is an illustration based upon an unpaid deposit of \$500. You are retiring at age 61 with 27 years of service and a high-three average salary of \$20,000. Your gross annuity, before reduction for unpaid deposit would be \$10,050. If you fail to make the deposit, 10 percent of the \$500, or \$50, would be subtracted from your annual annuity, leaving an annuity of \$10,000.

Q. How is the amount of redeposit due computed?

A. The redeposit due is equal to the exact amount refunded, plus interest at the rate of 4 percent up to 1 January 1948 and 3 percent thereafter, compounded annually.

Call 451-3928 (the CLNC HOTLINE) to report incidents of WASTE, FRAUD, ABUSE, CORRUPTION

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VOLUME 31 NO. 9

2 May 1986

RED CROSS RECOGNIZES

RECREATION AND WELFARE ASSOCIATION

We are pleased to reproduce the Certificate recently awarded to the Employees' Recreation and Welfare Association by the Tidewater Chapter and Tidewater Regional Blood Services of the American Red Cross. This Certificate is in appreciation of the support given by the civilian employees to the Blood Donor Program. We extend our warmest congratulations and sincerest thank you to all who made this recognition possible.



**American
Red Cross**

This certificate of recognition is presented to

EMPLOYEES WELFARE AND RECREATION, CAMP LEJEUNE

**for outstanding performance
in the achievement of blood collections**

JULY 1, 1984 - JUNE 30, 1985

**Presented in grateful appreciation by
Tidewater Chapter and Tidewater Regional Blood Services**

ASIAN/PACIFIC AMERICAN HERITAGE WEEK
3 - 10 MAY 1986

The week of 3-10 May 1986 has been declared as Asian-Pacific American Heritage Week. The theme for the observance this year is "Ascending Forces of the 80's." Over four million Americans trace their ancestry in Asian and the Pacific Islands. Their history is one of proud accomplishments and contributions. In spite of adversity and violence, marines and civilians of Asian-Pacific heritage have

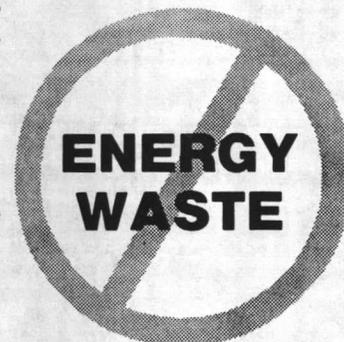
shared in the struggle for American Independence and the quest of freedom and opportunity.

Asian-Pacific American Heritage Week provides an opportunity to acknowledge the outstanding contributions of Asian-Pacific Americans to the development, progress and defense of our nation.

The Base Central Library will observe the week with a book display featuring novels and bibliographies specifically pertaining to Asian-Pacific Americans.

ARE YOU DOING YOUR PART TO ELIMINATE --

The Utilities Monitoring and Control System (UMAC) Section, Base Maintenance Division, reminds civil service employees that as the temperature outside continues to rise, summer heat and the air conditioning season is just around the corner. Now is the time to ready your home and work place in order to conserve energy and prevent high air conditioning bills during the peak season. Following are some simple yet inexpensive ideas that can save on energy costs:



1. Keep storm windows and doors in place during the summer months if you use air conditioning.
2. Weatherstrip windows and doors. Use caulking to seal cracks and holes.
3. Replace faulty windows; they are robbing your budget. The investment you make will be repaid in energy savings and increased value of your house.
4. Check the oven door gasket on your range for a snug fit by closing the door on a dollar bill. If the dollar bill slips out easily at any place, you are literally letting dollars of energy escape from the oven. You may be able to correct the problem by adjusting the latch. If this doesn't do it, buy a new gasket and install it yourself.
5. Use the same "dollar bill test" to check the gaskets on your refrigerator and freezer doors.

(Continued on p. 4 -- ENERGY WASTE)

EXCELLENT INSTALLATIONS -- THE FOUNDATION OF DEFENSE

INTERNAL STAFFING ANNOUNCEMENTS
(For Civil Service Employees)

MIP IT TO SAVE TIME!

Open Continuously Until 31 December 1986

Clerk-Stenographer, GS-3 and Clerk-Typist GS-3, Ann. No. 7-86
Clerk-Stenographer, GS-4, Ann. No. 8-86
Clerk, GS-2 and Clerk, GS-3, Ann. No. 9-86
Practical Nurse (Vocational), GS-3 (TARGET GS-4),
Practical Nurse (Vocational), GS-3, Ann. No. 10-86
Food Service Worker, WG-2, WG-3 and WG-4, Ann. No. 11-86
Laborer, WG-2 and WG-3, Custodial Worker, WG-2, Ann. No. 12-86
Helper, (All Options), WG-5, Ann. No. 13-86

Open for Specified Period

Maintenance Manager, GM-13; GS-12 TARGET GM-13 (One Position), Ann. No. 45-86, closes 6 May 1986
Electronics Mechanic, WG-11, Ann. No. 49-86, closes 16 May 1986
Warehouse Worker, WG-5, Ann. No. 51-86, closes 2 May 1986
Physical Science Technician, GS-5; GS-4 TARGET GS-5; GS-3 TARGET GS-5, Ann. No. 52-86, closes 7 May 1986
Secretary (Typing), GS-4 and GS-5; Secretary (Stenography), GS-4 and GS-5, Ann. No. 53-86, closes 7 May 1986

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HERE WE GO AGAIN -- 2087 RETURNS ONCE MORE

In a recent message received from the Navy Accounting Finance Center, Washington, D. C., agencies are advised they are to return to the 2087 divisor for computing hourly rates of pay for General Schedule employees. This is required by the recently signed Budget Reconciliation Act which made the higher figure, up from 2080, a permanent feature of the payroll process. Revision of the hourly divisor will result in a slight decrease in the hourly rate of basic pay for employees, as well as other types of pay and deductions based on hourly rate.

As of the date the Guidepost went to printing, an additional message received from Headquarters Marine Corps indicates the original retroactive date for the change (the first pay period after 1 March 1986 (2 March 1986)) will probably be waived and the rate divisor will be changed to 2087 effective with the pay period beginning 13 April 1986. Accordingly, retroactive adjustment of pay for this change in divisor is not to be effected until receipt of subsequent guidance. We will advise you regarding any definite decision on retroactive salary adjustment in a future Guidepost.

A change generated by Camp Lejeune's Model Installation Program was put into effect a short while ago, and while probably going unnoticed by many employees it quickly drew the attention of supervisors and employees responsible for the tens of thousands of time cards submitted each year.

The change? The elimination of the requirement to submit interim time cards at the end of each month. And while this idea might not seem a big deal to many, it nonetheless reduces the number of time cards submitted each year from over 93,000 to slightly over 68,000, which in turn reduces processing requirements by over 900 man-hours per year. Total annual savings have been estimated at a little over \$9,560.

Still doesn't sound like a big deal? Well, this one idea netted Hazel Foster, who submitted the proposal through the Model Installation Program, an award of \$956.

Ms. Foster, employed with the Facilities Department at the time, recognized the difference in Camp Lejeune's processing of time cards vice the methods used by the Navy, Army, and Air Force. Using the guidelines set forth for the Model Installation Program, she submitted a proposal to waive the requirements as established by BO 7420.2D. On 6 January 1986 the Base issued a change to that Order which eliminated the end-of-month time card submission.

The Model Installation Program was established by the Department of Defense as a method to increase efficiency, productivity and innovation. Camp Lejeune was selected to participate in the program in January 1985.

MIP's, as the proposals are commonly known, can cover almost any area of installation management, and detailed guidelines for the Model Installation Program can be found in BO 11800. Forms for submitting MIP proposals can be obtained from supervisors or from Base Operational Support Management Assistance, Building 13, extension 2574/2584.

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NOTICE

The Blue Cross/Blue Shield representative will visit the Base on Thursday, 8 May 1986, instead of Tuesday, 6 May 1986. If you have any questions regarding your Blue Cross/Blue Shield Insurance, please call the Civilian Personnel Division, extension 1458 or 1579 to leave a message.

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REMEMBER YOUR MOTHER

on

MOTHER'S DAY

11 May 1986

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Call 451-3928 - The CLNC HOTLINE to report incidents of WASTE, FRAUD, ABUSE, CORRUPTION

(ENERGY WASTE)

6. Electrical outlets are a common source of outside air entering the home. There is an inexpensive product on the market that can eliminate this problem. It is a foam gasket that fits behind the outlet's cover. When the cover is replaced, it holds the gasket and prevents air infiltration. Reminder: Insure electrical power is turned off to the outlet before attempting to install the gasket.

By following the above energy saving tips, as well as those we'll be printing from time to time in the near future, you can help conserve energy over the summer months.

FACT...

The highest incidence of problem drinking is no longer among middle-aged men. Today the highest-risk group is males in their early twenties.

... IDEAS ARE INVESTIGATED ...

When you submit a Beneficial Suggestion, regardless of supervisory and personal professional opinion, the facts you set forth are investigated. In the past, investigation has revealed -- and time has proven -- that even expert opinions are not always correct. Such was the case when the following ideas first came to light; therefore, when you submit your suggestion, state all known necessary facts to support your idea.

The first successful cast-iron plow, invented in the United States in 1797, was rejected by New Jersey farmers under the theory that cast iron poisoned the land and stimulated the growth of weeds.

When Buffington took out patents for the steel-frame skyscraper in 1888, the Architectural News predicted that the expansion and contraction of iron would crack all the plaster, eventually leaving only the shell.

In Germany, experts claimed to prove that if trains went at the frightful speed of 15 miles an hour, blood would spurt from the travelers' noses and that the passengers would suffocate going through tunnels.

A suggestion is the upshot of an idea produced by someone's imagination. Everybody has imagination -- and the more it is used, the better it becomes. Share your imagination by participating in your Beneficial Suggestion Program. Progress always begins with a single idea -- that idea can be YOURS! For information about the Beneficial Suggestion Program, ask your supervisor or call extension 1579.

One of the hardest secrets for a person to keep is his opinion of himself.

SPRING CLEANING

When was the last time you took a close look at your medicine chest and threw away old medications?

Here are some guidelines by the National Safety Council on what should be thrown out:

*Any medicine that has changed color, formed residue at the bottom of the bottle, or is more than two years old.

*Aspirins that are crumbly or smell like vinegar.

*Hydrogen peroxide that no longer bubbles vigorously when applied.

*Antiseptic solutions that are cloudy (unless the label says this is okay) or have a solid residue at the bottom.

*Caked milk of magnesia.

*Ointments or salves that have separated, developed spots, or become discolored.

*Nose drops that are cloudy or have developed a sediment.

*Eyewash or drops left over from treating any eye disorder; fungus could develop in these containers.

DAA QUARTERLY FINANCIAL REPORT

This report represents a record of financial transactions made by the Dependents' Aid Association for the period 1 January 1986 through 31 March 1986:

Cash on hand 1 January 1986 \$ 4,513.10

INCOME:

Assessments	\$ 0.00	
Membership Fees	10.00	
Interest Earned	60.90	
Total Income		70.90

EXPENSES:

Payments to Beneficiaries	\$ 0.00	
Other (Performance Bond)	50.00	
Total Expenses		50.00

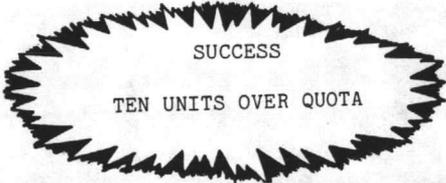
Cash on hand 31 March 1986 \$ 4,534.00



IMPORTANT DATES TO REMEMBER

AFGE MEETING: 7:30 p. m., 17 April 1986, AFGE Office Building, Gum Branch Road
FMA MEETING: 7:30 p. m., 24 April 1986, Carolina Barbecue, Highway 17 South.

Interested in self-improvement? Give the Civilian Training Division, extension 1539, a call. Free correspondence courses are available from a variety of sources that cover a wide range of subjects.



What is SUCCESS? If you were to ask Mr. Clifford L. Cunningham, Chairman of the Blood Program sponsored by the

Civilian Employees' Recreation and Welfare Association, he'd tell you "TEN UNITS OVER QUOTA!"

When the Tidewater Regional Bloodmobile visited on 4 April 1986, a total of 170 units of blood was collected. Civilian employees of the Camp Lejeune and Air Station complex are to be commended for exceeding the quota by 10 units. There were 12 first-time donors at this visit.

A sincere "Thank you" is extended to each donor who voluntarily gave blood in support of our total coverage program. Civil Service employees deserving of special recognition for their continued support of the program are individually recognized as they reach a "new gallon plateau." Those deserving of special recognition for the 4 April visit are as follows:

Four-Gallon Donors

Debra K. Mobley, Logistics Department
David R. Schwendenmann, Base Maintenance Division

Three-Gallon Donor

Nola M. Cottle, Civilian Personnel Division

Two-Gallon Donors

Timothy C. Butler, Base Maintenance Division
Randall C. Hatcher, Base Maintenance Division
James G. Sutton, Camp Lejeune Dependents' Schools
Jerry L. Swain, Family Housing Division
Charles S. Wooten, Family Housing Division

One-Gallon Donors

Thomas R. Elliott, Base Maintenance Division
Roger A. James, Base Maintenance Division
Rose M. Mullen, Logistics Department
Roger A. Norris, Naval Hospital
Major L. Parker, Base Maintenance Division

DO YOU KNOW HOW TO STUDY?

A student completes a home study course, but does not learn the work. Why does this happen? How does this happen? Such a student blocks himself from effective learning either because he thinks he knows more than he does; because he does not do a thorough job; or because he misses the total concept of his course by his study habits.

For instance: This student plows right into his first chapter without knowing what it is about. He takes it doggedly, paragraph by paragraph, concentrating on every comma. He cannot see the forest for the trees.

The Right Way: Give each chapter a fast first reading. This prepares you for a thorough study of the course. It gives you an overall view, and shows you how subjects fit together. This is important.

The student who does not know how to study gives his course the once-over and he believes once is enough. Either he considers himself to be an intellectual

giant who does not need a second look at the material, or he is lazy. Maybe he just hates the printed word:

The Right Way: Use all the study aids provided. Read all the information on the course. Use any reference guides provided or suggested to relate topic areas and to self-test your recall ability. When there are chapter tests, write out your own answer, then look in the material for the correct answer.

This student cannot be bothered with looking up unfamiliar words in the dictionary. To him, the dictionary is a good doorstop. Now that he is his own man, he knows all the words he needs.

The Right Way: Use your dictionary. There are over a million words in the American language. Even if you have been speaking it for years, there will still be words you need to look up. Furthermore, the "shop talk" for any profession or trade is a language in itself.

It may seem easier to sail through a course at the time, but it is more difficult in the long run. Make your learning a rewarding experience.

SUPERVISOR'S EEO RESPONSIBILITIES

The following information is provided for the benefit of supervisors, to insure that they are aware of the specific provisions of regulations as they relate to the Equal Employment Opportunity Program.

Minorities and women should be represented in training programs, including skills training and supervisory and management training programs, in no less proportion than that of their representation among the segment of the work force that is eligible for consideration.

Representation of minorities and women coming within the selection range for promotion should be at least equivalent to that of their representation at the next lower level in qualifying occupations.

Managers and supervisors at all levels must be sensitive to organizational situations where minorities and women are obviously underrepresented and take proper action to achieve improvement through hiring and promotion efforts. (A selecting official may choose any candidate within the selection range. Where there is clearly a best candidate within the selection range for appointment or promotion, that person should be selected. When minorities and women are among the best of the competing candidates within the selection range, each manager and supervisor has the obligation to insure that they are given full consideration and to choose the person who he/she believes will best fulfill management needs in terms of productivity and total objectives of the organization, including affirmative action for equal opportunity.)

Questions concerning these supervisory Equal Employment Opportunity (EEO) responsibilities should be referred to Mr. Adam Mattocks, Deputy EEO Officer, telephone extension 3653.

Everybody grows old, except in their imagination.

Civilian Guidepost

Compiled and Edited by

CIVILIAN PERSONNEL DIVISION, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA

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VOLUME 31 NO. 7

4 April 1986



SPECIAL EMPHASIS PROGRAMS (SEP) WEEK
5-9 May 1986

The annual Special Emphasis Programs Week training seminars will be held 5-9 May 1986 at the Marston Pavilion, Building 730. Sessions will be held daily from 0900-1100. Planned topics for the seminars include: Understanding Cultural Differences; Effective Speaking and Human Relations; and Making the Pieces Fit for Handicapped and Disabled Veteran Employees and Others. Each two-hour session will be complete in itself and any or all of the sessions may be attended. One-hour training credit will be given for each hour attended and employees attending the training will be considered in a duty status. This training will be beneficial to all employees and supervisors -- male and female.

A detailed schedule may be found in Base Bulletin 12713 and will be published in the 18 April issue of the Civilian Guidepost.

* * * * *

Who's WHO with IDEAS

The Beneficial Suggestion Program provides you, the Federal employee, an avenue of assurance that the Federal government is getting the most out of your tax dollars. Only the most unapprised, uninformed, unwise individual remains apathetic toward the spending of his tax dollars . . . particularly when he has ideas in mind but is too disinterested to make an effort to put them in action. Make evident your concern. Activate your ideas by submitting them in the form of a beneficial suggestion. You will be rewarded -- possibly, in more ways than one. The following suggestions resulted in rewards of self-satisfaction as well as cash awards.

Pictured above, Lieutenant Colonel W. M. Rice, Base Maintenance Officer, presented a cash award of \$517 to Mr. William R. Tyndall, Base Maintenance Division. Mr. Tyndall suggested that the fin tubing on the outside of steam tunnels and pits be replaced. Instead of cooling off the water from the trap as originally thought it would do, the tubing acted as a reservoir for the hot water, causing the water to freeze in the winter and the tubing to burst or split. The tubing was replaced with pipe the same size of the trap line to prevent storage of water. The award was based on first year tangible savings of \$4,702.50 and intangible benefits.

Ms. Patricia A. Butch, East Coast Commissary Complex, was given a cash award of \$50 for her
(Continued on p. 4 -- WHO'S WHO)

Freedom is just a word



April is Savings Bond Month and the 1986 Annual Savings Bond Campaign is underway. During the Campaign, each civilian employee will be contacted and given the opportunity to enroll in the Payroll Savings Bond Program, to increase a current allotment, or to sign up for an additional Savings Bond allotment.

When Campaign representatives contact employees, they will present a "case" for Savings Bonds . . . and that "case" will be based on the Bond's own merits. The decision "to buy" or "not to buy" will be up to the individual. An employee who chooses "not to buy" need not offer an explanation for the decision -- participation in the Savings Bond Program is not mandatory.

Nevertheless, we would all do well to remember that when we invest in United States Savings Bonds, we are investing in our future . . . our freedom. All too often, we think of "freedom" as "just a word." Perhaps it is . . . until we lose it. Once lost, it instantly becomes "the most precious of all our possessions!"

Invest in your future . . . your freedom . . . by signing up for a United States Savings Bond today.

* * * * *

EXCELLENT INSTALLATIONS -- THE FOUNDATION OF DEFENSE

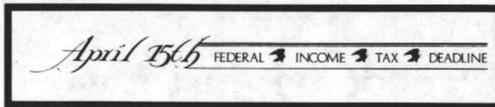
INTERNAL STAFFING ANNOUNCEMENTS
(For Civil Service Employees)

Open Continuously Until 31 December 1986

Clerk-Stenographer, GS-3 and Clerk-Typist GS-3, Ann. No. 7-86
Clerk-Stenographer, GS-4, Ann. No. 8-86
Clerk, GS-2 and Clerk, GS-3, Ann. No. 9-86
Practical Nurse (Vocational), GS-3 (TARGET GS-4),
Practical Nurse (Vocational), GS-3, Ann. No. 10-86
Food Service Worker, WG-2, WG-3 and WG-4, Ann. No. 11-86
Laborer, WG-2 and WG-3, Custodial Worker, WG-2, Ann. No. 12-86
Helper, (All Options), WG-5, Ann. No. 13-86

Open for Specified Period

Supervisory Contract Specialist, GS-12; Supervisory Contract Specialist, GS-11 TARGET GS-12 (One Position), Ann. No. 36-86, closes 10 April 1986
Industrial Hygienist, GS-11, Ann. No. 38-86, closes 17 April 1986
Firefighter (Structural), GS-7, Ann. No. 41-86, closes 7 April 1986
Glazier, WG-9, Ann. No. 42-86, closes 7 April 1986
Computer Assistant, GS-9; Computer Assistant, GS-7 TARGET GS-9 (One Position), Ann. No. 43-86, closes 14 April 1986
Motor Vehicle Operator, WG-5, Ann. No. 44-86, closes 14 April 1986



TOOL LOAN PROGRAM

The Marine Corps Base Employees' Recreation and Welfare Association sponsors a Tool Loan Program. The Association makes a variety of tools available, on a loan basis, to eligible employees. All civil service and nonappropriated fund employees of the Camp Lejeune complex, and uniformed Red Cross personnel employed on the complex in a full-time with-pay status are eligible to participate in this program.

Among others, the following tools are available: chain saws; skill saws; roto tillers; edgers; fertilizer spreaders; post hole diggers; lawn mowers; hedge trimmers; pruners and a manual log splitter.

Items are available seven days a week, may be checked out for a three-day period, and must be returned promptly in a clean condition. Four days must elapse before the same or similar tool may be checked out. Tools are kept at the Midway Park Fire Station, telephone extension 2383.

AFGE MEETING: 7:30 p. m., 17 April 1986, AFGE Office Building, Gum Branch Road
FMA MEETING: 7:30 p. m., 24 April 1986, Carolina Barbecue, Highway 17 South.

DON'T FORGET -- GIVE BLOOD

The Tidewater Regional Bloodmobile will be at Marston Pavilion (Building 730) on Friday, 4 April 1986, from 1100 to 1500, to accept blood from civilian employees who volunteer to donate. Check with your supervisor for full information about excusal from duty to donate. Your blood donation is needed.

CONGRATULATIONS--TOP-QUALITY PERFORMANCE REWARDED

Performance Awards approved during the period 1 January 1986 through 31 March 1986 are as follows:

Sustained Superior Performance Award Recipients

MARINE CORPS AIR STATION

S-1 Office: Marsha R. Bennett, James Collier, Catherine L. Younger

Quality Step Increase Recipients

JOINT PUBLIC AFFAIRS OFFICE

Reinhild D. Huneycutt

FACILITIES DEPARTMENT

Fire Protection Division: David E. Jenkins, Sr.

MARINE CORPS AIR STATION

Headquarters and Headquarters Squadron: Walter L. Vaughn

NAVY RECRUITING DISTRICT, RALEIGH

John C. Fowler

RETIREMENT: COMPENSATION SERVICE CREDIT?

Q. I have recently returned to Federal employment immediately after a period of separation during which time I received Federal employees' compensation payments due to an injury incurred on the job. Will the period of separation be credited for retirement purposes?

A. Yes. You are entitled to retirement credit for the entire period during which you received compensation payments.

Q. Since I did not contribute to the retirement fund during the time I received compensation payments, will my annuity be reduced if deposit is not made for this period?

A. No. You are entitled to full service credit for the period without deposit to the retirement funds.

INITIAL YOUR LEAVE

Time cards are being turned in to the Payroll Office with leave not initialed. This requires the payroll clerk to have to call the supervisor and/or employee to come to the Payroll Office to either initial the time card or submit a leave slip (SF-71) wasting time for all concerned. Base Orders 7420.2D and 12630.1G provide guidelines for maintaining time cards. Personnel who maintain or certify time cards are asked to review the Base Orders to ensure that when leave is taken the proper annotation is made on the time card or a SF-71 is submitted.

INTERVIEWING WOMEN CANDIDATES

Interviewing women candidates or potential applicants is one situation for which the norms have changed. Here are some rules to go by. They are not intended to establish that any specific behavior is legal or illegal, contrary to Federal regulations or not. The perspective is one of common sense, common courtesy, and a professional approach.

As a supervisor filling a vacant position, or as a representative of your agency interviewing potential applicants, you want to do things right, to make a favorable impression for your organization and to avoid embarrassment for yourself and the people you interview.

Don't inquire into certain areas that are none of your business:

- *Her marital status (or nonmarital arrangements) or plans.
- *What her husband does, how much he makes, whether he's subject to transfer, how he feels about her working, traveling, or anything else.
- *Whether she has any children (or plans to) and how many, what ages or sex they are.
- *Her views on birth control, abortion, women's lib.

Don't bring up prejudices. You're entitled to them, of course, but you aren't entitled to do anything about them on company time.

- *Women shouldn't travel alone, shouldn't travel with men, shouldn't stay overnight in another city.
- *Women aren't aggressive enough.
- *They are too emotional.
- *They never stick with a job.
- *They won't accept travel assignments.
- *Women want to work only until marriage, or that they all want to marry.
- *That women are absent from work more than men.
- *Women don't want responsibility.
- *Women can't supervise men.
- *Women can't supervise women.
- *They aren't interested in certain fields.
- *They aren't mobile.

Don't flirt; don't be patronizing ("You'll find lots of boyfriends"). Don't presume: Interviewers sometimes take advantage of an interviewee's friendliness to act as if there is a degree of friendship.

Don't joke. Some men find it embarrassing to behave toward women in a completely business way. It can bring on the same kind of feelings you had as a child when you were trying to lie and thought the smirk you were suppressing must be obvious to everyone. The fact is that when women are treated as adult human beings, they don't notice anything strange about it -- or you.

Incidentally, in making a selection or recommendation, it is improper to give consideration to such factors as the following:

- *That supervisors or managers might prefer men.
- *Customers/clients wouldn't want to deal with women.
- *Coworkers might object.
- *Women's work lacks credibility.

*The job involves travel, or travel with the opposite sex.

*It involves unusual working conditions.

It is improper to place undue emphasis on conditions of employment in the hope of discouraging the candidate, i. e., to solicit a declination. It is for the applicant, not the employer, to decide whether or not she wants the job; based, of course, on a clear explanation of what the conditions are.

There are a lot of don'ts. Where, you may ask, are the do's? What can you talk about? Simple: There's the job and its duties and responsibilities. The organization and its missions, programs, and achievements. Career possibilities and opportunities for growth, development, and advancement. Where the job is located, travel, mobility, equipment, and facilities available. The individual's qualifications: Abilities, experience, education, interests. The wonder is that one can cover all the ground that needs to be covered, let alone have any time left for irrelevancies. --Excerpts from Civil Service Pamphlet "Interviewing Women Candidates"

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SPRING CLEANUP WEEK
7-11 April 1986



It's "spring cleanup time" at Camp Lejeune. Annually, with the coming of milder weather, the need arises for a concentrated cleanup effort in all areas. Base Bulletin 11017 was, therefore, published to provide instructions and a checklist for the week of 7-11 April, which has been designated as Spring Cleanup Week.

If you haven't done so already, take a look around your work area and corridors for any accumulation of trash, excess or unnecessary equipment or material, or evidence of poor housekeeping. Poor housekeeping, whether in the office, shop, or home, not only is unsightly but is a hindrance to safe working and living conditions and is often a potential fire hazard, too! Take pride in the appearance of your area and become an active member of this year's Spring Cleanup Program.

* * * * *

ALLOTMENTS TO SAVINGS ACCOUNTS

Financial organizations are required to accept as their expense the service charge for employees' remittances to savings accounts. Employees' savings accounts should be credited with the gross amount of their allotments. No service charge should be passed on to the employee.

If a financial organization is unwilling to accept service charges as required, allotments to that organization should be cancelled. In such cases, employees will be advised to authorize allotments to another financial organization of their choice.

If a service charge is being deducted from your savings account by a financial organization, please notify the Civilian Personnel Division, extension 1579 or 1458.

* * * * *

The shortest distance between two points depends on who is giving directions.

MANY ARE HURRYING ALONG TOWARD TRAGEDY --

On the Green, Green Grass of Home



Boy, can you fly through that lawn once you've got the old power mower chugging away! Besides, you've got to finish in time for the ballgame, picnic or whatever the family has planned.

Or, maybe your youngster is mowing the lawn now. It's good training in doing their share, and it's good exercise.

Nobody has catalogued what was in the minds of those adults and children injured in recent years by power mowers, but emergency room records where they were treated contain a grisly list of serious, sometimes permanently maiming wounds.

Among the most common incidents that cut short someone's lawn mowing session -- or somebody's day who was walking past an operating mower -- were (1) Hands coming into contact with a rotating blade, (2) Getting hit by objects propelled by the mower, (3) Overturning mowers (especially the riding kind) and (4) Getting run over by a moving mower.

When spring greenery needs trimming, do it right by doing it safely. Here are some common sense rules for operating power mowers from the U. S. Consumer Products Safety Commission:

--Never allow young children to operate power lawn mowers, and keep them away from the area when you are mowing.

--Wear sturdy, roughsoled work shoes and close-fitting slacks and shirts. Never operate the mower in bare feet, sandals, or sneakers.

--Rake away wires, cans, rocks and twigs before you start mowing.

--Never mow a wet lawn, because you could slip and come in contact with the rotating blade. Also, the wet grass could clog the blades and tempt you to try to clear the machine without first turning it off.

--Always turn off the mower and wait for the mowing parts to stop before you leave it.

--Always turn off the machine and disconnect the spark plug wire or the electric plug when you need to unclog or adjust the machine. If you don't, a slight touch of the blade could trigger it to complete a full rotation, with deadly effect.

--Mow across the slope when using a hand (walk-behind) mower. With a riding mower, however, drive up and down the slope for stability.

--Never go into reverse without looking behind you -- some of the most serious mower accidents involve backing into children.

--When using an electric mower, be careful not to run over the cord or entangle it in the blades. Start mowing the grass nearest to the electrical outlet and gradually move out.

--Wait for at least one-half minute after shutting

off the engine to be certain the blades have stopped.

--Push -- don't pull -- a hand mower.

--Never remove the safety shield or any other safety device on a lawn mower.

--Never refuel a mower while it is running or while the engine is hot.

--Never refuel a mower indoors; unseen vapors may be ignited by a spark.

--Start the mower outdoors, not in a garage or basement where carbon monoxide gas can collect.

--Don't smoke around the mower or gasoline storage can; gasoline fumes can easily ignite.

--Keep children away from the machines and the gasoline.

--Read the owner's manual and pay attention to its recommendations before each use of the mower.

* * * * *

(WHO'S WHO)

suggestion that unnecessary call numbers on summary invoices be deleted thereby accelerating the processing of the invoices. The award was based on intangible benefits.

Mr. Danny L. Koonce and Mr. Carlton B. Garris, Base Maintenance Division, shared a cash award of \$80 for their suggestion that safety cables be installed on I Beams in hangars at Marine Corps Air Station, New River. This would prevent someone from slipping and falling when repairs are being made to obstruction lights located on the beams. The award was based on intangible benefits of safety.

Mr. William R. Powell, Jr., Logistics Department, received a cash award of \$100 for his suggestion that an orientation class for new supply personnel authorized to shop at Self-Service Center be developed in order to indoctrinate personnel with regard to shopping and ordering procedures as well as proper completion of Self-Service Shopping Sheets. The course would save customers time since they would learn proper ordering procedures and Self-Service Center personnel time by having fewer errors to correct on shopping sheets. The award was based on intangible benefits.

Ms. Brenda F. Waddoups, Natural Resources Division, was given a cash award of \$25 for her suggestion that a fish-eye mirror be installed outside the door to the water laboratory. The mirror would enable personnel exiting the laboratory carrying glassware or other items to see anyone approaching the laboratory from the adjacent hallway, thereby avoiding possible accidents. The award was based on intangible benefits.

Ms. Carole H. Wilbur, Naval Hospital, received recognition for her suggestion that a cart used for transporting gas cylinders by the Anesthesiology Department be modified by attaching a handle to the cart for easier transporting of the cylinders, thereby preventing possible accident or injury. The suggestion was not eligible for a cash award.