

Historical clearinghouse receives macro artifacts

by Jennifer Bacchus

ANAD PAO

More than 100 large pieces of American military history began arriving at Anniston Army Depot Nov. 5. These items are part of a collection being transferred from Aberdeen Proving Grounds in Maryland.

“The Center of Military History is relocating its macro artifacts from Aberdeen to various other locations,” said Leslie Rankin, curator for the Center of Military History’s clearinghouse here on the installation.

The move was dictated by a Base Realignment and Closure action, which required the consolidation of artifacts for the Army. Anniston’s clearinghouse is receiving a number of them for storage and, perhaps, refurbishing.

The depot is one of many places where these macro artifacts – tanks, artillery, motorcycles and a variety of other vehicles – will go. Fort Sill, Okla., and Fort Benning, Ga., are among the other installations slated to receive a number of pieces – items that are in line with their missions.

“At Anniston, we will serve as a repository for items that are not ready, in terms of their physical condition, to be sent to locations that fit their mission,” said Rankin, adding that the clearinghouse will also receive a small number of items the museums



Photo by Jennifer Bacchus

Riggers from A&A Transfer guide a tank as a crane lifts it and places it into position. More than 100 large historical artifacts are being relocated from Aberdeen Proving Grounds to the Center for Military History’s clearinghouse, a tenant of Anniston Army Depot.

• See HISTORY, page 3

‘Fan the flame’

ANAD, ANMC employees inspire coworkers through life stories

by Jennifer Bacchus

ANAD PAO

Three Anniston Army Depot employees opened their past to coworkers Oct. 25 to teach them about diversity and inspire them to help others.

“Most people have disabilities of one kind or another,” said Amanda Walker as she welcomed the crowd to the depot’s Disability Awareness Month luncheon. “The differences lie in the degree and whether or not the disabilities are hidden.”

Walker, who is hearing impaired, works in the Strategic Communications Office. She spoke to the audience through a sign language interpreter.

The interpreter also served

as the voice for one of the three keynote speakers, Barbara Chess.

Chess, an employee of the Anniston Munitions Center, shared the story of her life as a hearing impaired individual.

She and some of her siblings were born deaf. Through the support of her family and the faculty and students of the Alabama Institute for the Deaf and Blind, she learned to use her disability as a teaching tool for others.

Her parents learned sign language to communicate with the children and she teaches sign language to her coworkers.

• See LUNCHEON, page 3



Photo by Jennifer Bacchus

Mark Cleghorn of the Strategic Communications Office talks about his hearing impairment diagnosis when he was a child and how, through the dedication of his mother and his teacher, he was able to remain in the public school system.

2 Local QASAS earns national recognition

by Jennifer Bacchus
ANAD PAO

Sean McDowell, a quality assurance specialist in ammunition surveillance, was recently named QASAS of the Year.

McDowell has served in the QASAS program more than 10 years, the last three of which have been spent with the Anniston Munitions Center.

He said participation in the QASAS program is a family affair, since his father was one for 20 years.

"I have been around the QASAS program since I was about 10 or 12 years old," said McDowell.

McDowell serves ANMC as an area inspector, making sure procedures are properly performed by munitions personnel.

"My job is to be nosy," he said.

"The QASAS program ensures the reliability of the Army stockpile by making sure everything is inspected in the proper interval," said Randall Branaugh, director of ANMC's Logistics Support Division.

McDowell's award was presented to him by Thomas Enrico, who has known him through-out his QASAS career.

"This is the best moment of being a career program manager," said Enrico. "It's good to see someone be recognized for all the good work they do."

The QASAS of the Year is chosen by grade level by a committee of other specialists. According to Enrico, the process begins with each committee member reviewing the files of all ammunition quality specialists at a lower grade level. The highest ranked employee by the committee is given the title QASAS of the Year.

"The entire Anniston Munitions Center team is proud of Mr. McDowell's accomplishment," said Lt. Col. David Schmitt, commander of ANMC. "This award is well-deserved and is based on his hard work and professionalism."

Aside from a plaque honoring the achievement, the employee is given \$1,000 and is eligible for promotion, should an applicable position open.



Photo by Jennifer Bacchus

Thomas Enrico, QASAS career program manager, left, presents the QASAS of the Year award to Sean McDowell, who currently serves as a Quality Associate Specialist in the Ammunition Surveillance Branch at the Anniston Munitions Center.

CO: Remember to thank Veterans for selfless service to the nation

by Col. Brent Bolander
ANAD CO

Though a few days away, Nov. 11 will mark our nation's 59th annual Veterans Day observance. On this day, many Americans across the country will pay tribute to the heroic servicemembers in our Armed Forces.

More than 50 million men and women have served our nation in times of peace and war in the Army, Navy, Air Force, Marines, Coast Guard, Reserves and National Guard.

These noble Americans are our sons and daughters. They are our fathers and mothers. They are our family and our friends. And, within that group, more than 1,200 of them are employed right here at Anniston Army Depot.

On Veterans Day, let us thank them for their courage, sacrifice and for standing up when our nation needed them most.

When the cannons of World War I were

silenced, we thought we had fought the "war to end all wars," but, as history proved, we still needed our military forces.

We celebrate the strength, courage and dedication of our Veterans who not only exert the hammer of conflict but also shape the world for lasting peace.

The brave actions of our Veterans endure in the pages of history. Let us not only remember their gallantry on the battlefield, but let us look at the lasting legacy of strength and service they brought with them when they returned home.

We will never be able to repay them for dedicating their lives to service, but we can honor and respect the service they have provided.

These gallant war fighters are Veterans for life. During their careers and their lives, and you can see this throughout history, they continue to improve their skills, ensuring they remain strong for their families, their communities and their nation.

As you look around the installation and within your respective communities, remember that our war fighters deserve our highest regard.

So, on this holiday, let's thank our Veterans for all they have done for all of us and our country.



BOLANDER

Veterans Day Events:

- Nov. 09 – ANAD Veterans Day Ceremony
Physical Fitness Center – 10 a.m.
- Nov. 10 – Cpt. Kyle Comfort Mem. Foundation 5K
McClellan Medical Park – 8 a.m.
- Nov. 10 – Talladega Veterans Day Parade
Battle Street – 11 a.m.
- Nov. 11 – Anniston Veterans Day Parade
Noble Street – 2 p.m.
- Nov. 11 – 65th Anniversary Commemoration
Birmingham's Linn Park – 5 p.m.
- Nov. 12 – National Veterans Day Parade
downtown Birmingham – 1:30 p.m.
- Nov. 12 – The Mobile Pops Veterans Concert
USS Alabama Battleship Park – 7 p.m.

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Photo by Jennifer Bacchus

Historical artifacts in the form of tanks and artillery arrive at Anniston Army Depot Nov. 5 for storage with the Center of Military History's clearinghouse.

don't have space for yet.

"We have a depot and they have limited square footage," she said.

Many of the artifacts being shipped to the depot were selected based upon the depot's mission – not for display at the installation, but for restoration.

The Center of Military History plans to contract with Anniston to restore each of the worn artifacts to archival condition – using paint and materials in keeping with that of the time. The vehicles will not be brought to working condition, but their appearance, down to the upholstery, will be in keeping with each artifact's time period.

"We will only restore a certain number of items each year and we don't know those numbers yet," said Ray Lindsey, logistics management officer for the clear-

inghouse, adding that the exact number processed each year by the depot's production area will depend upon the center's need as well as the needs of the various museums.

In order to store all these large items, Anniston's clearinghouse is expanding, at least temporarily.

They are incorporating part of the Ammunition Limited Area. A portion of one building and much of a parking lot formerly used by the Anniston Chemical Disposal Facility will now house artifacts. The center will take over 39,000 square feet of parking space and, as the items are restored and have a need to be stored out of the weather, they will be taken into the building.

As the pieces are restored and sent to museums for display, the amount of space needed for storage is expected to decrease.

From LUNCHEON, page 1

Chess has also learned to use her gifts to help others.

"I enjoy helping the blind go to church and assisting them at Sunday service," she said.



Photo by Jennifer Bacchus

Barbara Chess of Anniston Munitions Center spoke to the audience through a sign language interpreter and shared her life story at the depot's luncheon.

Like Chess, Michael Romero is thankful for those who taught him early on that nothing was impossible.

"My mother and father always taught me that anything I put my mind to, I could do," said Romero, a Directorate of Material Management employee at the depot.

Romero, who is wheelchair bound due to palsy, learned early to develop his mind and overcome his physical limitations.

He began his depot career in 2005 in the eye clinic. He told the luncheon crowd that, as he approached his first day of work, he didn't know what to expect or what he would be doing.

Romero has since transitioned into a permanent job in the installation's shoe store.

"I'm very thankful for the depot and everyone, from the top down, who is responsible for the daily operations of this depot," said Romero, adding that the installation's leadership has always assisted him with the things he needs to be able to perform his duties.

"The depot has proven to me what I've always said - that people with a disability only want an opportunity to be productive members of society," he said.

Mark Cleghorn, the depot's multimedia/visual information manager,



Photo by Jennifer Bacchus

The Directorate of Material Management's Michael Romero expresses his thanks to the depot for giving him an opportunity.

capped off the event with "a story about two women who turned adversities into advantages."

Though the story he told was his own tale of how, at three years of age he was diagnosed as having no hearing in one ear and little in the other, Cleghorn told it through the actions of his mother and first grade teacher.

Referring to the women as trail blazers throughout his speech, Cleghorn told how the women ensured he was able to stay with his family and attend the local public school, rather than going away to a school for the deaf.

"We cannot become what we need to be by remaining where we are," said Cleghorn. "If the teacher had not shown up that day, I would have remained where I was - unable to move forward in the public school system. The teacher led the charge by opening the door for other children like me. She blazed trails by lighting a fire within me."

Cleghorn challenged those attending the ceremony to be trail blazers themselves - to light fires of inspiration and hope in those around them and to make inclusiveness a part of their daily life.

As he lit a flame, literally, in a fire proof box he stationed at the podium, he asked the crowd if they would prefer to make things better for those around them or if they would prefer to leave everything as it is.

"If you want to remain where you are, then stay where you are," said Cleghorn. "If you want to blaze trails, the first step begins by lighting the flame from within. Fan the flame. Be the one to blaze trails toward inclusiveness."



Photos by Stan Bobo

Fire and Emergency Services Division receives Lifesaver training

Several firefighters and paramedics from Anniston Army Depot's Fire and Emergency Services Division learned Oct. 25 what to do in case an ill or injured employee must be airlifted from the installation. A visiting Life Saver crew gave the depot's first responders an overview of patient requirements, restrictions, what kind of weather they are approved to fly in and the safety areas around the helicopter. After the overview, DES employees were able to get a close look at the helicopter and see how patients are loaded and transported.



Governor's Committee names ANAD Employer of the Year



Photo by Jennifer Bacchus

Marty Gwin of the Greater Calhoun County Area Governor's Committee on Employment of People with Disabilities, center, presents the large business award to Anniston Army Depot during an awards luncheon Oct. 24 at Jacksonville State University. Gwin presented the award to ANAD commander Col. Brent Bolander and Yvonne Land, chief of the Anniston Contracting Office's Contracts Division.

Installation wins large business award for diverse workforce at celebration for Disabilities Awareness Month

by T. Morey Gaddy

Anniston Contracting Office

The Greater Calhoun County Area Governor's Committee on Employment of People with Disabilities held their annual luncheon Oct. 24, celebrating Disabilities Awareness Month.

During the luncheon, Anniston Army Depot was named this year's Employer of the Year in the Large Business category.

The depot has long been a proponent of employing persons with disabilities in an attempt to both diversify the workforce and provide essential goods and services to the American warfighter.

As the largest employer in Calhoun County, the depot is foundational to the success of the local economy and is often the standard by which other businesses are measured with respect to hiring within the community.

In 2001, the Anniston Army Depot Contracting Office first awarded an Ability One contract to the Opportunity Center – Easter Seal for janitorial support services.

Since that time, the Opportunity Center has provided valuable support to depot facilities through the use of various contractual instruments, which include

janitorial support services, administrative support services, cemetery maintenance support services, and laundry Services.

The purpose of the Committee on Employment of People with Disabilities is to improve the quality of life for people with disabilities throughout society.

During the month of October, the committee recognizes and honors employers, employees and other community professionals who demonstrate exceptional devotion to promoting and improving the quality of life and employment for individuals with disabilities.

"Employees with Disabilities are no different than other individuals. They are simply good-hearted and extremely hard working folks who seek an opportunity to demonstrate their talents and abilities when given a chance," said David J. Bunt, Director of the Contracting Office. "They do not necessarily want special treatment or recognition, but only wish to be treated with dignity and respect, as do we all."

Bunt and several representatives from the depot, including the depot commander, sergeant major and associates from the Anniston Contracting Office, attended the luncheon on the campus of Jacksonville State University.

Nine issues raised during AFAP conference

by Amanda Mullinax

ANAD ACS

Anniston Army Depot's annual Army Family Action Plan Conference was held Oct. 25 at the Army Community Service Building.

AFAP, a grass roots process, is used by the Army to identify and elevate the most significant quality of life issues impacting each community to senior leaders.

"I'm pretty excited about the issues that are being discussed," said Jason Thompson, transcriber for the depot's conference. "I feel like they are going to make real changes happen in the community."

Change is part of what the AFAP Conference is about, along with letting your voice be heard.

During the past few months, the depot community had the opportunity to submit issues of concern in drop boxes around the installation. The boxes were located in various areas, such as the front desk of ACS and in Family and MWR facilities.

The submitted issues were then presented in the AFAP Conference.

Delegates at the conference looked at each problem and tried to find a solution. The issues and solutions were then briefed to leadership for consideration and, possibly, implementation for a better depot community.

"I liked the encouragement we were given, that we can make changes," said Brandy Bamberg, who helped organize the conference. "I think it's a great thing

we do every year. There are always new ideas and new perspectives on how the Army can improve. I'm glad to be able to participate."

There were nine issues discussed at this year's conference and two remain open from last year's conference.

Nine Conference Issues:

- Supervisory training
- Hiring practices
- Alternate work schedule
- Supervisor discrimination
- Parking at the Nichols Dining Facility
- New racquetball court at the Physical Fitness Center
- High food prices and lack of employees at food establishments
- Accessibility to the Physical Fitness Center
- Restroom at White Oak walking trail

Two open issues from 2011 Conference

- CPAC customer service – The CPAC Staff has been making site visits to serviced organizations for more than a year. Additionally, they receive feedback from various organizations through Interactive Customer Evaluation surveys. Those comments are addressed with the CPAC staff in general or to a specific employee if necessary.

- Economic size-portioned sandwiches at Java Café – a menu update is in progress.

Three closed issues from 2011 Conference

- Incorrect directional signs – All work orders have been completed by DPW.



Photo by Mark Cleghorn

AFAP Conference participants read through the issues submitted for this year's event. Employees throughout the installation are encouraged to submit quality of life issues they would like to see addressed each year.

- Voting for AFGE union officers – AFGE advertised law guidelines through lunch and learns, fliers and monthly meetings to help employees understand the importance of joining the union in order to be eligible to vote for union officers.

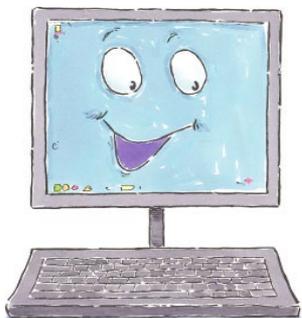
- Timers in the ladies sauna – Work orders have been completed by putting

timers in both the male and female saunas.

As the AFAP Program Manager, I will track the progress of each topic and provide responses in future issues of TRACKS.

If you have an issue, don't miss out on your opportunity to let your voice be heard.

Hard Drive Café



A computer lab is available 24/7 for all depot employees on the west end of Bldg. 100 in the Nichols Industrial Complex.

An access card must be used to enter the lab. Access cards are available through directorate training coordinators or secretaries.

Directorate of Information Management assistance is available Wednesdays from 1-4 p.m. for those employees needing help with the computers and related training requirements.

Need a recycling bin for your work area?

Call 6838!



Pearson family's 'little pumpkin'

Blane Lee Pearson was born May 8 weighing 7.1 pounds and stretching 19-and-a-half inches long.

His parents are LaVarrett and Shamika Smith Pearson, big brother is Braylon Jared Pearson and grandparents are Flossie Pearson (DMM), Billy Pearson (depot retiree) and Michelle Smith of Georgia.

Great grandparents are Paul and Dorothy Dawson of Georgia and his uncles are Everett Pearson (DP) and Chadrett Pearson (DP).

His aunts are Shermel, Tomika, Breanna and Deanna Smith of Georgia.

German/Italian POW ceremony

The annual German/Italian POW Memorial Service is scheduled for the POW cemetery at McClellan Nov. 18 at noon.

There will be a reception following the ceremony at Monteith Amphitheatre on McClellan. For more information, contact Klaus Duncan at 256-782-2991.



Morning Show Rebroadcasts

Watch The Morning Show! It airs live each Wednesday at 7:05 a.m. on Local Area Network channel 21.

If you are unable to catch the live broadcast, there are two ways you can tune in. Computer users can view it on IPTV or it can be seen on LAN channel 21 during these rebroadcast times:

Wednesday: 10:30 a.m., noon, 2 p.m., 4:30 p.m., 8 p.m., 10 p.m. and midnight (Wed. night/Thurs. morning)

Thursday/Friday/Monday: noon and 11 p.m.

Watch for this upcoming show:

- Nov. 14: The Tool Crib will be highlighted with an on-location video showing their operations.

Property damage reminder

Immediately contact your supervisor when a loss or damage to government property is discovered.

Be cautious and aware of your surroundings when operating a government vehicle.

For more information, call the Directorate of Public Works at Ext. 7804.

ANAD Leadership and Management Program

The next Depot Leadership and Management Program class is scheduled for Jan. 14-Feb. 7, 2013.

Nomination packages, which include a nomination memo with the employee's service computation date, are due by Dec. 18, 2012, and must be approved by the nominee's director.

Selection process is based upon SCD with the final decision made by the depot commander.

Who is eligible?

- GS-07 through GS-11
- WG-10 and above
- WL-08 and above
- All WS grades

The only course prerequisites are to have a Common Access Card with depot access and the CES Foundation Course, if applicable.

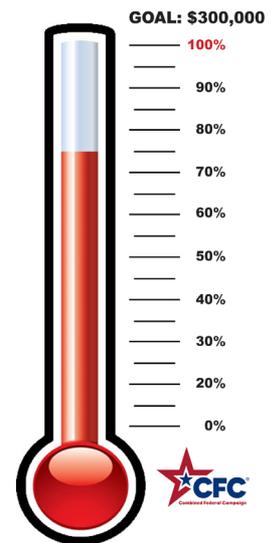
CFC update

The depot's 2012 Combined Federal Campaign goal is \$300,000 and the installation's CFC committee hopes to achieve the goal by the end of October.

As of press time, employees have pledged \$223,798.

The last day to turn in forms is Dec. 15, but early return of the forms ensures timely distribution of funds to the various CFC-approved agencies.

Call Kim Smoot at Ext. 7785 if you are unsure which keyperson is assigned to your shop.



Think before you reach for your cell on Anniston Army Depot



3

Missed calls

10

Texts awaiting an answer

\$50

Fine for using your cell while driving on the depot

Report Suspicious Activity or Behavior



See Something

Say Something

**Do you have an article idea or information for TRACKS?
Call the Public Affairs Office at Ext. 6281!**

Ribbon cutting planned for Anniston Gifts &

Anniston Gift Shop & will hold a ribbon cutting Nov. 20 at 8:30 a.m. in Bldg. 7.

The gift shop has jewelry, gifts, candy, sandwiches, soup, cheesecake, coffee, bottled drinks, depot logo items and much more.

For more information about the Anniston Gift Shop &, visit the store in Bldg. 7 open each work day from 7 a.m. to 1 p.m. or call Ext. 4944.



Photo by Mark Cleghorn



**American
Red Cross**

Blood drive scheduled for Nov. 15

The depot's next quarterly blood drive is scheduled for Thursday and Friday, Nov. 15-16.

First shift donors will give between the hours of 7 a.m. and noon Thursday and second shift employees are encouraged to give from 12:30-3 a.m. Friday.

Each unit of blood donated has the ability to help as many as three people.

Between the recent storm in the Northeast and the upcoming holiday season, blood is at a high demand right now.

Remember, if you are deferred from giving while in the health history booth, you must return to your cost center or call your supervisor to request leave.

ADHD symptoms can persist to adulthood

By Tim Rolfe, ACS

Attention Deficit Hyperactivity Disorder, or ADHD, is one of the most recognized childhood developmental issues.

This condition is characterized by inattention, hyperactivity and impulsiveness. Symptoms continue into adulthood for about 60 percent of children with ADHD. That translates into 4 percent of the U.S. adult population, or eight million adults.

Though few adults are recognized or treated for adult ADHD, it remains the second most common mental health disorder in adults after depressive disorders.

If you were diagnosed with childhood ADHD, the probability is that some of the symptoms may have continued into adulthood. Symptoms consist of difficulty staying focused and paying attention, trouble controlling behavior and hyperactivity.

Adults with ADHD may struggle with following directions, remembering information, concentrating, organizing tasks or completing work within time limits.

If a child in the family has ADHD, there is a 30-40 percent chance one of the child's parents will have ADHD.

Even if you were never diagnosed with ADHD as a child, it doesn't mean you can't be affected by it as an adult.

Life can be a balancing act for any adult, but, if you find you are constantly late and disorganized, too distracted and forgetful, and overwhelmed by

your responsibilities, you may have adult ADHD. This disorder affects many adults and its wide variety of frustrating symptoms can get in the way of everything from your relationships to your career.

If you suspect you or your child have ADHD, speak with your doctor.

It is important to take medications as prescribed and follow your doctor's advice closely.

A mental health professional can refer you and your family to resources that will fit your individual needs. With an effective combination of medicine, new skills and emotional support, people with Attention Deficit Disorder can develop ways to control their focus and attention and minimize their upsetting behaviors.

Even though most people don't outgrow ADHD, they do learn to adjust. Early identification and treatment can prevent many of the problems associated with ADHD.

Children who receive behavioral treatment and medication often do best if the difficulties associated with ADHD are handled appropriately throughout their lives.

Adults with ADHD can learn to develop personal strengths and become productive and successful.

For information about ADHD and other special needs please contact the Exceptional Family Member Program Manager at 256-235-7971.

Some information contained in this article came from ADHD -- Perspectives from Child to Adult by John J. Spollen III, MD.

DeSoto Pastime Center

Lunch: DeSoto Pastime Kitchen invites you to come out for lunch from 11 a.m. to 1:30 p.m. Monday through Friday.

There is something different for the special each Wednesday. For to-go orders, call 256-235-7160.

Breakfast: DPC serves breakfast each morning from 6:30-9:30.

Food truck: DPC's food truck serves the West area. Call Ext. 6586 or Ext. 7160.

Socialize: Monday and Tuesday evenings from 3:30-8 p.m., Wednesday and Thursday from 3:30-10:30 p.m. and Friday from 3:30 p.m. to 12:30 a.m.

Karaoke: Every Friday night from 8-11:30.

Spaghetti Night: Join the DPC for Spaghetti Night every off-Friday from 6:30-8.

Big Bynum Bingo: Bingo with a \$5,000 progressive jackpot is played every Thursday at 6 p.m.

Electronic Bingo: Bingo is played daily starting at 3:30 p.m.

For more information on events please contact the DeSoto Pastime Center at 256-235-7160.

Yoga

Yoga classes are held each Tuesday and Thursday from 5-6:30 p.m. at the Physical Fitness Center.

Cost is \$6.25 per class. For more information, call 256-235-6385.

Nichols Dining Facility

Breakfast served from 8-9:30 a.m. and lunch from 11 a.m.-12:30 p.m. at the Nichols Dining Facility on the east side of ANAD.

The dining facility offers a salad bar, chicken wings, chicken tenders, chicken sandwiches, hamburgers and French fries

daily in addition to a daily special.

To find out the daily special, please call the menu line at Ext. 6368

The Nichols Dining Facility will be closed on off-Fridays until further notice.

For more information, call Ext. 7127.

AFTB workshops

The Army Family Team Building Program is offering the following workshop at no cost:

Stress Management

Date: Dec. 13

Time: 5-8 p.m.

Deadline to register: COB Dec. 7

All AFTB classes are held in the Army Community Service Building.

For more information or to register for a class, call Ext. 7231 or send e-mail to amanda.c.mullinax.civ@mail.mil.

Army Volunteer Corps

Volunteers don't get paid for their work; not because it's worthless, but because it's priceless.

Anniston Army Depot is a great place to become part of a dynamic volunteer corps.

Volunteers give their time to improve and enhance the quality of life. The benefits of volunteering are many.

If you volunteered for the AER Golf Tournament, 5K Run or other events, you are already part of the Army Volunteer Corps.

ANAD has many events and opportunities just waiting for you. Join a winning team!

Contact Amanda Mullinax at 256-235-7231 or stop by the ACS Center (Bldg. 221) to find out how you can become part of the ACS/Army Volunteer Corps.

ISO surveillance audit is next week

Next week, Nov. 13-15, there will be another ISO surveillance audit conducted at Anniston Army Depot.

As always, visits to the shops during the audit will be unannounced.

Everyone must be well prepared for any questions the auditor may ask them.

The auditors will be very thorough – not only reading through the depot's environmental documentation and operational procedures, but digging through trash cans, flammable lockers, Depot Process Control Pamphlets and operational logs to make sure all ANAD employees are following proper environmental procedures.

Areas of focus will include, but not be limited to:

- The current Red Book
- Employee familiarity with the Environmental Policy and where it is located
- Proper storage of flammables
- Hazardous Material Management System sticker usage
- Material Safety Data Sheets
- Resource Conservation and Recovery Act-closure of containers

There are six shops identified as places the auditors will visit. These are: 474, 475, 31, 21, 162 and 400.

In addition, the auditor will choose at least two shops for an unannounced, surprise inspection.

All employees on depot are susceptible to being questioned by the auditors and, therefore, every employee has the responsibility to be prepared.

Typically, shop employees, not supervisors, are targeted by the auditors for questioning.

Employees may expect questions regarding the EMS policy and where to find it, the Red Book, your DPCPs, any training that you may have had and environmental impacts in your shops.

In the past, auditors have asked employees questions about their operations and checked their answers against their Standard Operating Procedures, DPCPs or other operational guidance.

Every employee has the responsibility to be aware of the EMS Policy.

Employees in the industrial area receive yearly EMS training, which includes RCRA, stormwater and spill prevention, control and countermeasure.

If you feel you have not received EMS training, have any questions or would like your shop to receive refresher training before the November audit, call the Directorate of Risk Management at Ext. 6350.

Make sure you show the same courtesy and cooperation to the auditors you would any other important visitor.

It is very important every person here on depot works together to ensure that this audit is a success.

In order to prepare yourself for the audit, familiarize yourself with the literature below and use the Audit Checklist to prepare your shop.

For more information including shop literature, audit tips and EMS/RCRA information, visit the Environmental Awareness Site linked to DRK's SharePoint portal or contact Ron Levy at Ext. 4804.

How to survive an audit:

• The auditor will try to get you talking in order to acquire as much information as possible. Answer him/her with short "yes" or "no" answers. Don't elaborate unless asked to.

• Refer to your operational procedures (Red Book, DPCP's, SOP's, etc.) if asked about them. Don't try to discuss them from memory.

• If you don't know, say you don't and direct the auditor to your supervisor. Do not make anything up or give an answer you are unsure of.

• When asked about EMS or environmental training, say "yes." You should have had it and, if you think you haven't, call DRK at Ext. 6350.

• When asked if you are aware of the EMS policy or what it entails, take him or her to the nearest EMS poster or refer them to the Intranet.

• Be familiar with the environmental policy (found on EMS posters and the Intranet).

• Know where you can get environmental information or assistance (your supervisor, an environmental inspector, call DRK).

• Know what building you should go to if you are told to relocate in the event of severe weather or other emergency. Designated inclement weather buildings are: *East Side:* 100, 106, 107, 111, 113, 115, 128, 129, 130, 133, 143, 144, 145, 410, 411, 414, 412, 428, 433, 501 and 502 *West Side:* 1, 2, 7, 16, 35, 362, and 363.

• Remember to practice R-A-C-E in the event of a spill. *Report* – call 911 / *Assist* – help victims if safe to do so / *Contain* – if safe to do so / *Evacuate* – if needed

• Know the depot's OVERALL biggest environmental issues are air pollution, wastewater quality and hazardous waste.

• Know what the biggest environmental issues are with YOUR job (this can range from producing abrasive blast to generating waste paper in an office).

• Know what you are supposed to do handle the environmental issues in YOUR job (whether it is closing a vat lid or recycling used paper).

• Be courteous to the auditors and, most importantly, RELAX. Answer everything honestly and to the best of your ability.

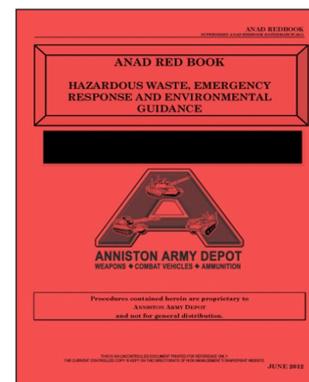
Red Book

Make sure you have your new Red Book in hand for the ISO audit!

Auditors will be checking for this newest edition, dated June 2012, in the upcoming audit. Be sure you have yours when they come by.

Older versions will not count.

You must have the newest, revised version available in your shop. To get your copy, dated June 2012, go the depot's library in Bldg. 128. You must swap out your old Red Book for the new one.



Checklist to prepare your shop for the upcoming audit:

• Make sure you have the most current copy of the Red Book and/or DPCPs on hand. The auditor WILL ask about this.

• Make sure you have an EMS poster in your shop or break room. If you don't, call Ext. 6520.

• Be sure your area is clean. Good housekeeping will keep an auditor walking. Bad housekeeping will make him stop and ask questions.

• Ensure everyone you work with is aware of the depot's EMS policy and knows they can find it on posters and on the Intranet.

• If you work on the east side, check that everyone in your work area has received the required yearly environmental training, which included EMS, RCRA, SPCC and stormwater training. If you feel you have not had environmental training or if you would like some refresher training for your shop, call DRK at Ext. 6350.

• Place recyclables in their appropriate containers. Do not put them in the trash or place trash in recyclable bins.

• Place waste in the appropriate bins and do not place trash or recyclables in waste bins – either hazardous or nonhazardous.

• Know to call 911 for an emergency or spill.

• Never put anything down outdoor storm drains except rainwater. If you see something other than rainwater going down the storm drains, call DRK immediately.

• Fill out all operational logs (painting, abrasive blast, etc.) as directed by the Red Book and DPCPs.

• Check that your fire extinguishers are full, have a good expiration date and are not blocked.

• Label chemicals transferred to other containers with a permanent marker.

• Only use a fire extinguisher to assist in exiting a building in the event of a fire, not to put out the fire.

• Make sure only flammables are stored in flammable lockers. No combustibles (paper, cardboard, etc.) should be stored in or on top of the locker. No flammables can be stored in personal lockers or tool boxes.

• Make sure every chemical in your workspace has an HMMS label and a future expiration date. Expired chemicals need to be properly disposed of or have the Chemical Lab extend its shelf life.