



# TRACKS

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Volume 30, Number 20157

Anniston, Alabama

February 25, 2016

## Timekeeping training underway for LMP Increment 2

by Kenneth Henderson Jr. and  
Jeremiah Willingham

ANAD LMP Office

Training is currently ongoing for the Logistics Modernization Program Increment 2 and the Complex Assembly Manufacturing Solution, better known as CAMS.

One of the courses, Human Capital Management 300, or HCM 300, is currently offered to employees who need to learn new timekeeping and attendance procedures for CAMS.

"This will course was helpful to me by giving me an overview of functionality and processes that I will need to complete timekeeping processes," said Phillip Swain, a bridging leader.

There are differences between the current Cross Application Time Sheet, otherwise known as CATS, and ZCATS2, the new software being implemented in LMP Increment 2.

These differences can be seen in the overall look of each transaction and the ability to extract the time from CAMS.

Users will have the ability to switch data entry profiles within the time sheet in ZCATS2, unlike in CATS where a user has to close the transaction and go back in to switch profiles.

A calendar will also be visible in the time sheet, enabling users to choose or change dates without having to exit the time sheet.

"Learning to use the shortcuts built into the ZCATS2 program is very helpful for time en-



Photo by Jennifer Bacchus

**Jeremiah Willingham showcases the tools which will be used by employees to complete timekeeping processes in LMP Increment 2.**

try," said Kenny Brown, a leader for the M1 Assembly line.

Over 200 individuals, who will be inputting time and attendance for their respective areas, will take HCM 300 under the tutelage of the LMP Cadre; specifically Stephanie Boyd, Steven Bright and Jeremiah Willingham.

Through this course, employees will learn the correct process for inputting direct, indirect, base operations and leave time into the time sheets in ZCATS2.

Following the course, Artie Champion, a machine shop leader, said it helped him feel confident showing other em-

ployees how to input time and labor.

Instructor-led end-user training of this course is currently being provided and includes hands-on training by the instructors.

A knowledge assessment will be completed by the user at the completion of the course.

For the time and dates of courses please contact your training coordinator or supervisor.

Prerequisite courses for HCM 300 are:

- LMP AMC EDU 100 – LMP Fundamentals
- LMP AMC EDU 102 – LMP ECC Navigation

## Workplace should fit worker

Did you know your body is designed to endure considerable amounts of discomfort and stress and can perform many awkward and unnatural movements, but only for a limited period of time?

When unnatural movements continue for long periods of time, your body and your performance suffers.

Ergonomics, or human factors, is the scientific discipline concerned with the understanding of interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance.

In short, ergonomics is all about fitting the workplace to the worker, not the other way around. Doing that will improve employee health and increase productivity.

The DA PAM 385-10, 14-7 lists risk factors contributing to ergonomic disorders which should be considered in identifying problems or hazards.

Following are those risk hazards:

1. Repetitive motions
2. Sustained or awkward postures
3. Excessive bending or twisting of the wrist
4. Continued elbow or shoulder elevation (for example, overhead work)
5. Forceful exertions (especially in an awkward posture)
6. Excessive use of small muscle groups (for example, pinch grip)
7. Acceleration and velocity of dynamic motions



8. Vibration
9. Mechanical compression
10. Restrictive work station (for example, inadequate clearances)
11. Improper seating or support
12. Inappropriate hand tools
13. Machine-pacing and production based incentives
14. Extreme temperatures (especially cold)
15. Extended exposure to noise

Complacency, whether in an industrial or office setting, is one of the biggest hazards.

Too often, workers and their supervisors become accustomed to doing things a certain way and fail to take comfort and safety seriously.

The ANAD Safety Office site now has an icon leading to the "ANAD Ergonomics" Intranet site.

This new site provides links and information to assist you with industrial or office ergonomic issues.

There, you can request an ergonomics assessment of your work space.

You may also call Ext. 6865 to schedule the installation ergonomics officer to give a brief six-minute huddle for your cost center. You know your body better than anyone else. If you need assistance, ask for it.

# Aerosol safety tips

from Staff Reports

ANAD DRK

Used aerosol spray containers, as well as their contents, are hazardous waste. Follow the guidelines in ANAD Redbook, Part I, Section 7.0 for proper handling and disposal.

- Waste receptacles for used aerosol spray containers are red in color.
- Containers to be used for collection of discarded aerosol cans are available from the K-Yard.
- Containers used to collect aerosol cans must be 55 gallons or less.
- Aerosol collection containers must bear a proper Satellite Accumulation Container label, available from the Hazardous Waste Storage Facility at Ext. 7409.
- Do not put anything other than aerosol cans in a used aerosol can container.
- Do not place aerosol cans in dumpster or ordinary trash receptacles.
- Aerosol can collection containers must have lids. The lids must remain closed unless you are adding or removing waste.
- Aerosol can collection containers must be emptied immediately when full.
- Aerosol cans are to be bagged and taken to the HWSF. Bagged aerosol cans turned into the HWSF must be accompanied by an ANAD Form 200-11 available from the Safety Tool Crib.
- If the label on the aerosol can collection container becomes illegible, contact the HWSF for a new label.

Contact the Directorate of Risk Management at Ext. 6624 for additional information.



Courtesy photo

**Use proper disposal techniques when handling empty aerosol containers.**

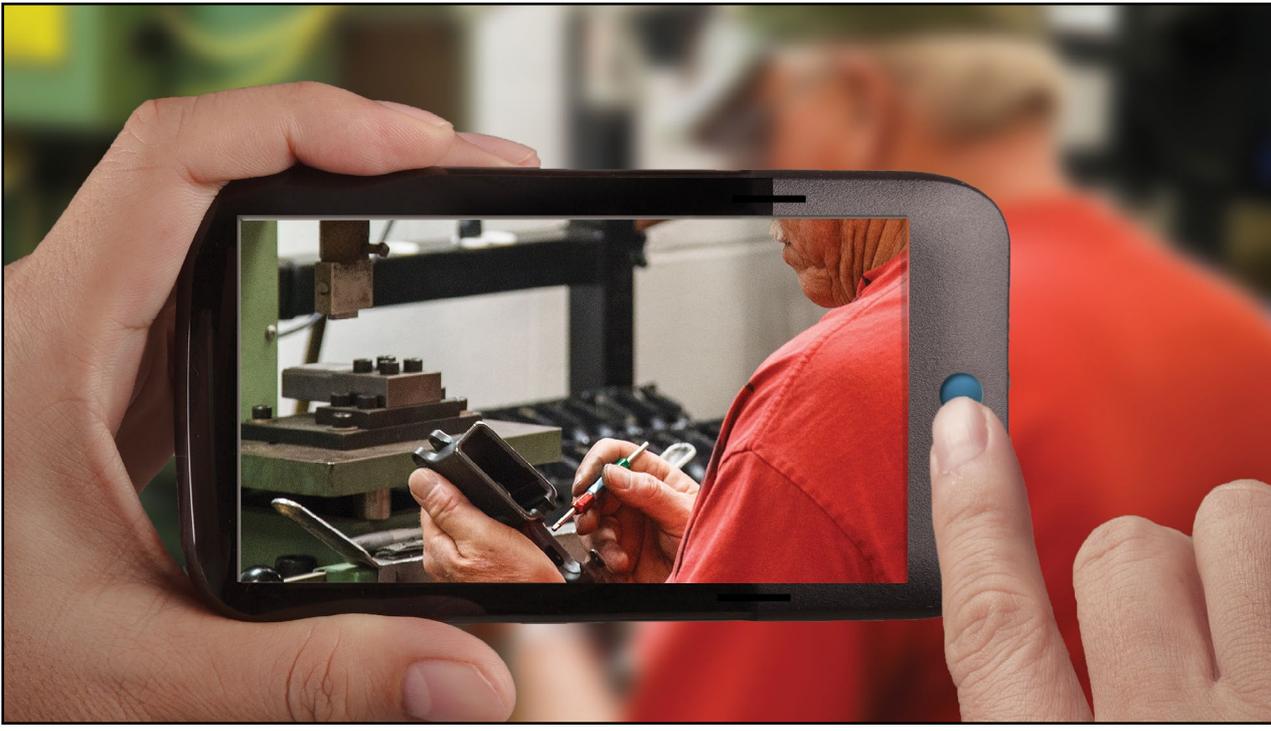


Photo illustration by Mark Cleghorn

**Only equipment owned by the government or a government contractor may be used to take photographs on the installation. Use of a cell phone or other personal electronic device is prohibited.**

## Cell phone photography prohibited on ANAD

by David Farmer

ANAD Operations Office

The use of any camera or video camera on Anniston Army Depot is prohibited unless approved in advance by the commander or a designated official.

All photography must be for official use only and requires a permit from the Depot Operations Office.

Requests for permits for federal employees must come from the employee's director or staff office chief. For contractors or visitors, the request must come from the contractor's manager or the visitor's depot point of contact.

Permits are limited to the use specified in the letter from the requesting official.

Only equipment owned by the government or contractor company

may be used. The use of personal electronic devices, such as cell phones, is strictly prohibited.

As per ANAD Regulation 190-5, 19 June 2015, paragraph 1-11(a), photographing, drawing, sketching, or mapping a defense military installation without the permission of the Commanding Officer is a federal crime, punishable under 18 U.S.C. Section 795. Permission of the Commander will be accomplished through the issuance of a camera permit. Cellular telephones that contain a camera function are allowed on post but the camera function must not be used to take a photograph or video while on post.

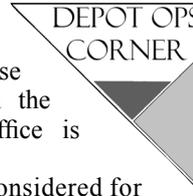
In addition, as per ANAD Regulation 190-5, 19 June 2015, paragraph 1-11(b), releasing any photograph or video footage made on ANAD into the public domain without first obtaining a favorable Operations Security, or OP-

SEC, review by DOO and a public domain release authorization from the Public Affairs Office is prohibited.

Photographs considered for transmission outside official US Government channels are subjected to an OPSEC Review, utilizing the OPSEC Review Certification Form STA 7114-E.

Use of a personal camera or cell phone to take unauthorized pictures or video can lead to disciplinary action as can posting those unauthorized pictures or video on social media. Depending on the circumstances, the penalties can range from counseling to removal.

For any questions concerning this subject matter or other OPSEC-related issues, contact the DOO at Ext. 3577.



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ment of the Army, or Anniston Army Depot.

TRACKS is published biweekly using desktop publishing on recycled paper and on the Internet by the Commander, Anniston Army Depot.

The editorial office is located in the Abrams Building, Room 358, telephone 256-235-6281 (DSN prefix 571) or FAX 256-235-4695. TRACKS invites

comments and contributions from its readers. Address e-mail to: [usarmy.anad.tacom.list.publicaffairs@mail.mil](mailto:usarmy.anad.tacom.list.publicaffairs@mail.mil) and mail to: Editor, TRACKS, TAAN-SCO, 7 Frankford Avenue, Anniston, AL 36201-4199. DEADLINE days are Thursdays preceding date of publication. Circulation: 5,900. Postmaster: Send address changes to TRACKS,

PO Box 2285, Anniston, AL 36202.

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# Job hazard analysis essential to workplace safety

by Rachael Long

ANAD Safety Office

Every year, millions of American workers are injured, get sick or die as a result of workplace hazards.

But, what exactly is a hazard?

The Occupational Safety and Health Administration defines a hazard as something with the potential for harm.

The Army defines a hazard as a condition with the potential to cause injury, illness or death of personnel; damage to or loss of equipment or property; or mission degradation.

Any way you put it, here at Anniston Army Depot, we are surrounded by potential hazards every day.

ANAD workplaces, especially in the Nichols Industrial Complex, are full of hazards, such as mobile equipment operating alongside pedestrians, large machinery with moving parts, toxic or flammable chemicals and more.

How do we control employee exposure to hazards?

It's simple: through a Job Hazard Analysis.

A JHA is a process where hazards are identified before they have the opportunity to cause harm.

Through the JHA process, we examine the relationship between the worker, the job the worker performs, tools used to perform the job and the work environment itself.

If hazards are identified during the JHA process, it is important to find a way to remove or reduce the hazard.

In a perfect world, a JHA would be performed for all jobs, no matter how big or small. However, we all must do more with less.

That means it's best to do JHAs for jobs that:

- Have high rates of injury or illness
- Can cause serious or fatal injuries even if it's never happened before
- Can lead to serious or fatal injuries if only one simple mistake is made
- Are new to the depot
- Have recently changed
- Are complex enough that they required written instructions, but not complex enough for a Standard Operating Procedure or Depot Process Control Pamphlet.

To begin the JHA, break the job down into the different steps or tasks.



Photo by Jennifer Bacchus

**Jason Wood, a machine tool operator in Anniston Army Depot's Directorate of Production, reviews the job hazard analysis for operating a computer numerical control grinder.**

To make sure all the steps are correct, it is best to involve employees who perform the process on a regular basis. The employees who perform the job are the subject matter experts and have a better understanding of the hazards of the job.

For example, a press operator's job can be broken down into these steps:

1. Pick up a sheet of metal from source bin
2. Place and align metal in press
3. Press cycle buttons
4. Remove pressed metal and place in product bin

Once the different steps of the job are identified, the next phase of the JHA is to identify the hazards involved in each step.

Looking for the hidden hazards is a little like being a detective.

One must use a mixture of knowledge, experience, common sense and creativity

to anticipate the hazards.

When looking for the hazards in each step, ask yourself the following questions:

- What can go wrong?
- If something does go wrong, what are the possible consequences?

Once the job has been broken down into steps and the anticipated hazards have been identified, the next step is to develop controls.

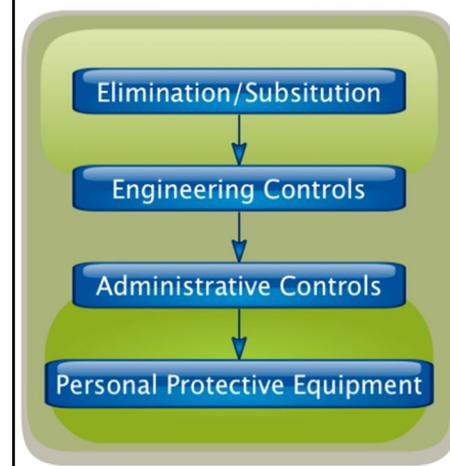
In the safety world, we have a hierarchy of controls. The first, and most preferred, control is elimination/substitution.

If we can get rid of the hazard all together, that's always best.

The second best is engineering controls, such as machine guards, which enclose the hazard to help prevent harm to employees.

If elimination or engineering controls are not feasible, then we move to apply-

## The Hierarchy of Control



ing administrative controls to address the hazard.

Some examples of administrative controls are: safe work practices, written safety policies, rules and supervision, signs, alarms and training.

When exposure to hazards cannot be engineered completely out of normal operations or when safe work practices do not provide adequate protection, we must use personal protective equipment. PPE is the last line of defense.

Once the job has been broken down into its steps, the hazards in each step have been identified, and controls have been considered, the information can be captured on a job hazard analysis form.

Here at ANAD, our local safety regulation, ANADR 385-1, addresses our JHA policy in chapter three.

In accordance with the regulation, JHAs must be reviewed annually.

During this review, you should take time to look at your cost center's history of accidents as well as any near misses, events in which an accident or loss did not occur, but could have. These misses are a sign existing controls, if any, may not adequately address the hazard.

JHA forms can be found on the ANAD Safety Intranet page, under forms. Once completed, they should be filed in Tab 1 of the Go-To-Resource.

### References:

DA PAM 385-30 – Safety – Risk Management

OSHA Publication 3071, 2002 – Job Hazard Analysis

ANNISTON ARMY DEPOT'S 75TH ANNIVERSARY: 1941-2016

# Smoking, women in the workforce some of the biggest changes through the years

by Jennifer Bacchus

ANAD PAO

*Editor's note: In honor of Anniston Army Depot's 75th anniversary, TRACKS is looking back at the installation's changes through the eyes of those who were present.*

Mike Word and Lynne Kemp are both looking forward to retirement – him this spring, Kemp at the end of the year.

At the time, Word will have served Anniston Army Depot for 39 years and Kemp for more than 38.

Both began their careers in the installation's industrial area, though Kemp worked in the office areas.

Much has changed in their decades on the installation.

"The technology has changed, big time,

over the years," said Word, reminiscing about the days of handwritten notes

which were transferred to keypunch cards to be input into large computers.

In the late 1970s and early '80s, the few, large computers on the installation were fed information from keypunch cards.

"We had a remote site in Bldg. 411," said Kemp, who started her career in program management. "We would take an 80-column card to the operator and then have to wait to get our results."

Typing was done via a steno pool because there were no typewriters in the offices for the shops.

Because production management needed to be centrally located to the shops during that time, as information was shared through paperwork, Kemp was in one building, Bldg. 411, for 23 years.

"Now, since the work is performed on computers, it doesn't matter where on depot we are located," she said.

One of the biggest changes Word and Kemp have noticed is with smoking in the workplace. In the '70s and '80s, it was commonplace for everyone who smoked to have an ashtray on their desk and a cigarette in their hand.

The duo have also seen an uptick in the number of women in the industrial area during their time on depot.

"There were no women in the wage grade fields when we started working here," said Kemp. "Even in the General Schedule fields, most women were in general clerical positions."

Word agreed, adding, "Some of the first women I saw in the industrial shops were in the electronic shops."

And, Kemp said, there were no sexual harassment classes or training of any kind along those lines.

"It's not that things were not said or done, it's just that most people accepted it as it was the culture and took it as a

joke," she said. "Mandatory training at the time was field-related."

For both of them, though, coworkers here have been like family.

"The people who work here are like your second family because you spend more time here," said Word.

Word started as a warehouseman in general supply, which is now part of DLA Distribution.

Throughout his depot career, he has worked in more than 10 buildings on the installation, some more than once.

He transitioned from supply to a job as a tool and parts attendant and began an apprenticeship as an electronic integrated systems mechanic for missile guidance. After completing the apprenticeship, he had a permanent job in missile guidance until that mission ended for ANAD in 1994.

As 300 missile guidance employees



Photo by Jennifer Bacchus

Lynne Kemp, left, and Keith Word review data in the Logistics Modernization Program. Each has been employed at Anniston Army Depot more than 38 years.

were placed in different jobs throughout the depot, following the transition, Word was assigned to parts supply, working with the M60 70-ton bridge and other vehicle programs.

He was selected as a production controller in 2003, a job he held until 2009, when preparations for the Logistics Modernization Program began at ANAD and he was reassigned to the LMP Office.

During his career, he has traveled extensively with his job – visiting 40 states and three or four countries in his career, each area for three or four months at a time.

He and Kemp each recall a time when cash was issued to those traveling for the depot, so they could then purchase traveler's checks because government credit cards didn't exist.

Kemp, who now serves as a management analyst for data quality for the Logistics Modernization Program Office began her career when she was a junior in high school in 1978.

"I came in as a student trainee," she said, adding that, as a trainee, she went to school half the day then worked the other half. "It was a little overwhelming coming out here at 17 years old."

At the time, being a student trainee meant earning a wage of \$2.90 per hour, but a job on the depot was *the* job to have.

"If you got on here, you were blessed," said Kemp. "When you took that oath of office, you were honored and you knew, if you could stay for a career, you would. I've never even considered leaving to go anywhere else."

## 75 YEARS AGO...

**Feb. 17, 1941:** The federal government broke ground on 10,040 acres of land in Calhoun County, which would become the Anniston Ordnance Depot. By March 1941, the total acreage was 14,000.

“There were no women in the wage grade fields when we started working here.”

Lynne Kemp  
LMP Management Analyst for Data Quality

## Alabama 2016 Severe Weather Preparedness Sales Tax Holiday this weekend

Beginning at 12:01 a.m. Friday, Feb. 26, and ending at midnight Sunday, Feb. 28, Alabama will hold its fifth annual sales tax holiday, giving shoppers the opportunity to purchase certain severe weather preparedness supplies free of state sales or use tax.

Local sales and use tax may apply.

See the list of participating cities and counties as well as a list of items covered by this sales tax holiday at the Alabama Department of Revenue's website: <http://www.revenue.alabama.gov/salestax/WPSalesTaxHol.cfm>.

**READY** ✓  
**ALABAMA**



Photo by Jennifer Bacchus

## Is your workplace ready?

The Directorate of Resource Management held an active shooter exercise Feb. 23 to test the organization's readiness in the event an incident took place at Anniston Army Depot. Together, the group practiced the principles of Run, Hide, Fight and individuals learned how they would respond. The Depot Operations Office encourages every work area throughout the installation to discuss and develop plans for any emergency or incident which can arise, including severe weather events.

**In case of an emergency or inclement weather,  
view ANAD's Facebook page for updates  
[www.facebook.com/AnnistonArmyDepot](http://www.facebook.com/AnnistonArmyDepot)**

# Do you have severe weather plans in place for work, home?

from Staff Reports

ANAD Operations Office

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds.

Know what to do if a tornado occurs while you are at work.

A TORNADO WATCH is issued by the National Weather Service when tornadoes are possible in your area. Remain alert for approaching storms. This is time to remind family members or co-workers about the safest places to go and listen to the radio or television for further developments.

A TORNADO WARNING means a tornado has been spotted, or Doppler radar indicates a thunderstorm circulation, which can spawn a tornado. When a tornado warning is issued for your town or county, take immediate safety precautions. Local NWS offices issue tornado warnings.

### Severe weather storm shelters

All ANAD buildings are government property and are the direct responsibility of the ANAD Commander. During an emergency situation, each building designated as severe weather storm shelter areas will be open for shelter.

When a tornado warning (tornado alert siren) is issued, select buildings will be opened to provide storm shelter areas. The building owner/coordinator will develop storm shelter plans to accommodate people who seek shelter.

Do not shelter in areas with chemical vats, large roof spans or overhead cranes, hoists and other loose equipment. Go to interior rooms or areas with the shortest possible roof span overhead.

The following buildings are designated as depot storm shelter areas:

East Side: 100, 106, 107, 111, 113, 115, 117, 128, 129, 130, 133,

136 (Conference Room), 143, 144, 145, 162, 410, 411, 412, 414, 428, 433, 474, 475, 501 and 502.

West Side: 1, 2, 7, 31, 35, 360, 361, 362 and 363.

Restricted Area/Ammunition Limited Area: 78, 600, 654, 669, Magazine B409 and Service Magazine 389.

NOTE: Buildings 1 and 2 have basements.

Non-duty hours: East Industrial Area, if time does not permit relocation to a designated shelter, employees should remain in the building they are in at the time of the warning. The safest place to be is under something sturdy. Seek shelter in a small interior room in the middle of the building (e.g. closet, bathroom) Stay away from outside doors and windows.

### Inclement weather status

Inclement weather conditions could warrant a change in the depot's operational status. In the event of hazardous weather conditions, tune in to local area media for changes.

Radio Stations: WCKA – AM 810, 94.3 and 97.1 FM; WDNG – AM 1450; WGRW – 90.7 FM; WTDR – 92.7; and WVOK – 97.9 FM.

TV Stations: WBMA – ABC 33-40, WBRC – Fox 6, WVTM – NBC 13 and WIAT – CBS 42.

Newspapers: The Anniston Star will also post information on their website at [www.annistonstar.com](http://www.annistonstar.com).

For additional winter weather information, visit the Winter/Severe Weather Awareness page on the ANAD homepage, check the ANAD Facebook page or call the SNOW line at 256-235-SNOW (7669).

To sign up for the Emergency Management Modernization Program mass warning and notification system, otherwise known as AtHoc, instructions are located on the Intranet. The AtHoc link is on the right side of the main page.

# TACOM chaplain speaks at depot prayer breakfast

by Jennifer Bacchus

ANAD PAO

Using the example of an inflated balloon, Lt. Col. David Snyder, the chaplain for TACOM Life Cycle Management Command, gave a lesson on stress management to those gathered for Anniston Army Depot's Prayer Breakfast Feb. 23.

Some people take on stress - from jobs, family and other areas of life - until they explode, he said, as he pricked a balloon with a pen.

Snyder inflated the next balloon and let it go, allowing it to float across the stage.

"Some people fly off the handle," he said.

The third balloon, once inflated was deflated slowly as Snyder pinched it, making it squeal as air escaped.

He used this to demonstrate that some individuals handle stress by whining to others.

Then, Snyder inflated a fourth balloon. As he detailed each stressor, he inflated the balloon slightly, then quickly let the air back out.

"These people trust God with the things they can't affect," he said, adding those who handle stress well have the same types of concerns, but they are able to pray and trust things will work out according to God's plan.

"They manage the stress of life instead of letting the stress manage them," said Snyder.

More than 150 people attended the installation's Prayer Breakfast, which featured musical performances by The New Sunrise Gospelairens and the Chaplain Care Team Worship Group.



Photo by Jennifer Bacchus

Lt. Col. David Snyder, chaplain for the TACOM Life Cycle Management Command, inflates a balloon to demonstrate the stress people often face.

# Calhoun County hosts Worlds of Work expo

by Jennifer Bacchus

ANAD PAO

The Calhoun County Chamber of Commerce held an exposition for nearly 2,000 eighth graders Feb. 24 and 25 at the Oxford Civic Center.

Sponsored by Honda, the Eastman Worlds of Work gives students from Calhoun and Cleburne counties and Munford Middle School an opportunity to look at the opportunities which may be available to them in the future.

"The desired outcome of this event is to improve high school graduation rates and develop career interests among students to move their communities forward with workforce-ready graduates," said Carol Kirk, the Worlds of Work event chairperson.

Anniston Army Depot's Training Office and Logistics and Business Development Office were on hand to speak with students interested in the wide variety of career fields which

can be found at the installation.

ANAD, which is often compared to a small city, has a wide variety of job skills - from mechanics and plumbers to accountants, human resources specialists and audio visual technicians.

"Events like this kindle future applicants for ANAD's Pathways Program and workforce," said Marilyn Futrell, program specialist for the Pathways Program. "Pathways is a vital sustainment program for the depot's future workforce needs."

The Chamber of Commerce has stated one of its primary goals is workforce development through partnerships between businesses and educating students about potential career choices throughout the area.

Though the event was geared toward eighth grade students, the afternoon of Feb. 25 was set aside for junior and seniors from throughout the area to explore the career fields presented.



Photo by Jennifer Bacchus

Kelly Waide from the Logistics and Business Development Office greets students at the Eastman Worlds of Work Expo Feb. 24. Joining Waide in Anniston Army Depot's booth at the event are, from left, Marilyn Futrell, Larry Simmons and Jason Crook.

# notes from around the TRACK

## Recycle Saturday sales



Starting in March, Recycle Sales will be held once a month on the last Saturday after a work Friday from 8-11 a.m. The March sale will be held on the 26th.

Everyone, including depot employees, who come to the sale, must go to the Badge Office, get a yard pass (even though depot employees have a badge), then park in the parking lot by the badge office. A Recycling employee will escort everyone in and out of the installation.

Recycling sale participants must stay in their vehicle until the last vehicle is parked and everyone is instructed to exit their vehicles.

For additional information, call Cynthia Boyette at Ext. 6838.



## Watch The Morning Show

The Morning Show airs live every other Wednesday at 7:05 a.m. on Local Area Network channel 21.

If you have a topic or content you would like to see on The Morning Show, contact the Public Affairs Office at Ext. 6281.

If you are unable to catch the live broadcast, there are two ways you can tune in.

Computer users may view the show on IPTV. It may also be seen on LAN channel 21 dur-

ing these rebroadcast times:

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

Thursday/Friday: noon and 10 p.m.

**Watch these upcoming shows:**

March 2 – Brian Freeman will outline the installation's upcoming solar partnership, which is set to break ground in the coming months.

March 16 – Isaac Chappell from the Alabama Cooperative Extension Service will share information on financial planning.

March 30 – April is National Child Abuse Prevention Month and Sexual Assault Awareness Month. Our guests will discuss these two important topics.

**This year, Anniston Army Depot celebrates its 75th anniversary.**

**In honor of this auspicious event, here is a look back at depot history:**

*Jan. 30, 1941, the federal government bought the first parcel of land, 480 acres, for the site of the Anniston Ammunition Depot.*

**What are your memories of the depot? Call Public Affairs at 256-235-6281.**



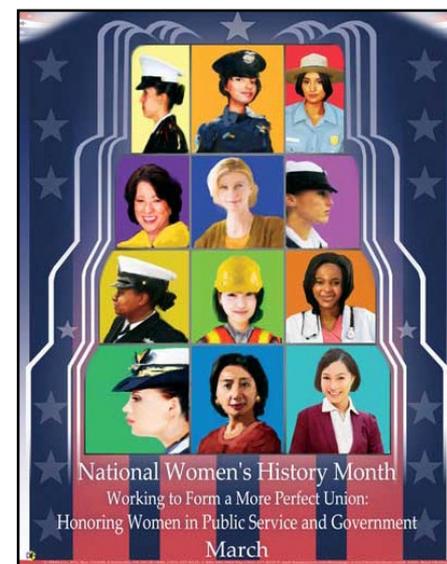
## Women's History Lunch and Learn planned

The Equal Employment Opportunity Office has scheduled a Lunch and Learn event in honor of Women's History Month March 16 beginning at noon in the auditorium of Bldg. 123.

The theme for the event is **Working to Form a More Perfect Union: Honoring Women in Public Service and the Government.**

Employees are encouraged to bring their lunch to the event and participate in discussions regarding the past and future of women in the workplace.

Susan Bennett from the depot's Legal Office will be the keynote speaker for the event, which will also be broadcast live on LAN channel 21.



**Do you have information or a story idea for TRACKS or The Morning Show?**

**Call Public Affairs at Ext. 6281!**

## Military Saves Week

Military Saves Week is Feb. 22-27, 2016. Military Saves is part of a larger, nation-wide campaign called America Saves and is also part of the Department of Defense's Financial Readiness Campaign.

Military Saves seeks to motivate, support and encourage military families to save money, reduce debt and build wealth.

For more information on Military Saves, visit [www.militarysaves.org](http://www.militarysaves.org).

**Report Suspicious Activity or Behavior**



**See Something**

**Say Something**

## AFTB Workshops

Army Family Team Building is a program that offers a variety of free classes for civilian and military personnel.

The classes will be held in the Army Community Service Building

For more information and/or to register, please call Amanda Mullinax at Ext. 7445 or e-mail [amanda.c.mullinax.civ@mail.mil](mailto:amanda.c.mullinax.civ@mail.mil).

**AFTB is offering the following free workshop:**

*Growing Through Change/Overcoming Stress*

- Date: March 7
- Time: 5-8 p.m.
- Register by: March 2

**If you see something, say something**

**Report suspicious activity to ANAD Security Forces**

**256-235-6222**

# Army SHARP program encourages respect

by Tim Rolfe

ANAD SHARP Coordinator

The primary goal of the Sexual Harassment Assault Response and Prevention program is to create an environment where all Soldiers, Family members and civilian employees are treated with dignity and respect.

SHARP aims to eliminate sexual harassment and assault from within the ranks and reinforces the Army's core values of loyalty, duty, respect, selfless service, honor, integrity and personal courage.

All reports of sexual harassment and assault will be taken seriously, victims' privacy will be protected, offenders will be held accountable and bystanders are encouraged to intervene to prevent these behaviors before they occur.

There are several different forms of sexual harassment, including verbal, nonverbal and physical contact.

This type of harassment is considered to be a form of gender discrimination.

Reporting sexual harassment behaviors at the lowest level is critical in preventing future occurrences and these reports may resolve a situation which could escalate to the level of a sexual assault.

Early reporting reduces the impacts and devastating effects on the individuals involved, units and work sections, the community at large and even the overall mission.

Sexual assault is defined as rape, sodomy or attempts to commit these acts.

Sexual assault typically involves some level of physical force, verbal and physical threats, and, in some cases, an abuse of authority.

The victim of sexual assault does not, or cannot, consent.

Sexual assault occurs without respect to gender, spousal relation or age.

If you have been the victim

of a sexual assault, it is critical to remember to seek medical treatment immediately and to preserve evidence.

When a sexual harassment or assault case is reported, su-

perisors must utilize the Internal Report Form and Supervisor Checklist to ensure proper reporting procedures are followed.

These forms can be found on the Intranet under Regulations

& Policies/Commander's Policies. Scroll down until you see Policy #16. Review these forms and follow all required reporting procedures accordingly.

For more information re-

garding sexual harassment/assault prevention and response or to report an incident, contact the SHARP Sexual Assault Response Coordinator at 256-624-8510.



**For more information regarding sexual harassment/assault prevention and response or to report an incident, contact the SHARP Sexual Assault Response Coordinator at 256-624-8510.**

**IT'S TIME TO DO MORE THAN JUST LISTEN**

**Speak Up!**