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# TRACKS

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Address Service  
Requested:  
P.O. Box 2285  
Anniston, AL 36202

Volume 27, Number 20095

Anniston, Alabama

August 1, 2013



Photo by Jennifer Bacchus

All employees at Anniston Army Depot are subject to the 11-day Department of Defense furlough schedule. Most employees are off each Friday during the furlough period.

## DoD furloughs begin ANAD workforce feels financial strain

by Jennifer Bacchus

ANAD PAO

For employees of Anniston Army Depot and its tenants, this summer is not a time of vacations, movies and leisure activities, but, rather a time of slim budgets and monetary woes.

Toward the beginning of the year, when potential furloughs were announced for all Department of Defense organizations, many individuals throughout the depot, including Edith Hysell, a lead budget analyst for the Directorate of Resource Management, began making adjustments.

Hysell calculated what the furlough would cost her in-

come and began to strategically set aside that amount in savings.

"At the beginning of the year, when word came out about the potential furlough, I started setting aside small amounts until I had enough to cover what I would lose."

Some, however, didn't have enough flexibility in their budgets to save the same way.

Judy Alexander, a transportation assistant for the Anniston Munitions Center said between the rising cost of fuel, utilities and other necessities and the lack of a cost of living raise for several years, she was already having a difficult time making ends meet before the furlough reduced

her hours and, as a result, her paycheck.

"The only thing I have to fall back on is my faith. I keep paying my tithe and trust the Lord will take care of me," she said.

Faith and family have become a common source of strength for employees as they struggle to provide for loved ones.

Janice Rickson, a freight rate specialist for the Anniston Munitions Center, and her husband are both employed by the Department of Defense and, therefore, are subject to the same 11-day furlough.

• See FURLOUGHs, page 4

## Sirens provide vital emergency information

by Jennifer Bacchus

ANAD PAO

Every Wednesday afternoon at 1 p.m., the sirens on Anniston Army Depot wail. This test, held whenever inclement weather is not in the area, is a reminder to the employees of the installation to be prepared for emergency situations.

In addition to the test each Wednesday, there are six siren tones that may be heard here: active shooter, severe weather, tornado warning, security alert, seek shelter and an all-clear tone.

Yesterday, Kenny Steppe of the Depot Operations Office spoke to the workforce on The Morning Show to explain how to identify each tone. Steppe's presentation, complete with sound files can be found on the depot Intranet's main page on the right side. Click the ANAD emergency warning system tones link.

"We want to be sure everyone is trained and everyone knows what to do in the case of an incident," said Steppe.

Before and after each siren tone, instructions and additional information are broadcast through the "giant voice" system to assist employees in deciding whether to seek shelter where they are or move to a different building.

"Basically, the siren is to get their attention," said Steppe. "If you hear the siren, you need to listen for the message that follows it."

And employees should be aware of their building's policies and procedures for emergencies.

According to Don Evans, emergency manager for the depot, there are four methods through which employees should receive information in the event of an incident or emergency.

The sirens will sound throughout the installation, but are not able to be heard in all areas. Since noise in some shops often drowns out the sirens, red lights have been positioned in five buildings on the installation, including the Combat Vehicle Repair Facility. These

• See SIRENS, page 5

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# OPSEC and social media networking

from Staff Reports

IOSS.gov

Social networking sites, such as Facebook and Twitter, are software applications that connect people and information in spontaneous, interactive ways.

While these sites can be useful and fun, they can provide adversaries, such as terrorists, spies and criminals, with critical information needed to harm you or disrupt your mission.

Practicing Operations Security, or OPSEC, will help you to recognize your critical information and protect it from an adversary. Here are a few safety tips to get you started.

## Personal Information

- Keep sensitive, work-related information off your profile
- Keep your plans, schedules and location data to yourself
- Protect the names and information of coworkers, friends and family members
- Tell friends to be careful when posting photos and information about you and your family

## Posted Data

- Check all photos for indicators in the background or reflective surfaces
  - Check filenames and file tags for sensitive data, such as your name, organization or other details
- ## Passwords
- Unique from your other online passwords
  - Sufficiently hard to guess



- Adequately protected (not shared or given away)
- Carefully look for and set all your privacy and security options

• Determine both your profile and search visibility

- Sort “friends” into groups and networks, and set access permissions accordingly

• Verify through other channels that a “friend” request was actually from your friend

- Add “untrusted” people to the group with the lowest permissions and accesses

## Security

Remember to:

- Keep your anti-virus software updated.
- Beware of links, downloads and attachments just as you would in e-mails.
- Beware of “apps” or plug-ins, which are often written by unknown third parties who might use them to access your data and friends.
- Look for HTTPS and the lock icon that indicate active transmission security before logging in or entering sensitive data (especially when using wi-fi hotspots).

Think before you post. Remember, your information could become public at any time due to hacking, configuration errors, social engineering or the business practice of selling or sharing user data. For more information, visit the Interagency OPSEC Support Staff’s website at [www.ioiss.gov](http://www.ioiss.gov).

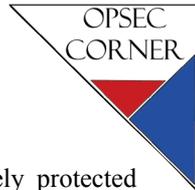


Photo by Jennifer Bacchus

Joseph Westbrook uses proper fall protection, including a harness and tether, when working on a M1 Abrams tank in the final paint area of the depot’s Nichols Industrial Complex.

# Proper fall protection saves lives

by Alicia Hodge

ANAD Safety Office

Falls are among the most common causes of serious work related injuries and deaths.

According to the Occupational Safety and Health Administration, in 2011, falls to a lower level accounted for 553 fatal work injuries in the United States.

Of those cases where the height of the fall was known, 57 percent involved falls of 20 feet or less. Anniston Army Depot has had significant injuries from falls off tactical vehicles that could have been prevented by using the appropriate fall protection.

Anytime employees work or walk higher than four feet above a surface, fall protection is required.

We must take measures in the workplace to prevent falls from overhead platforms, elevated work stations or into holes in floors or walls.

How to inspect your Personal Fall Arrest System:

- Harness webbing – check for frayed edges, broken fibers, pulled stitches, cuts, burns and chemical damage.
- Harness D-rings – check for cracks, breaks, and rough or sharp edges.
- Harness buckles – check for excessive wear, frayed or cut fibers, broken stitching.
- Anchorages and anchorage connectors –

check for damaged threads, cuts, cracks, or frayed and broken stitching, excessive kinks or damaged steel fibers.

Please follow the below guidance from OSHA to help prevent injuries from falls:

- Guard every floor hole into which a worker can accidentally walk by use of a railing and toeboard or a floor hole cover.
- Provide a guardrail and toeboard around every open-sided platform, floor or runway that is 4 feet or higher off the ground or next level.
- Regardless of height, if a worker can fall into or onto dangerous machines or equipment (such as a vat of acid or a conveyor belt), employers must provide guardrails and toeboards to prevent workers from falling and getting injured.
- Other means of fall protection that may be required on certain jobs include safety harness and line, safety nets, stair railings and handrails.

If you have a Personal Fall Arrest System that needs to be replaced, turn it in at the Tool Crib or contact Ext. 6738. The staff there will issue a new piece of equipment.

If you have any additional questions or concerns please call the Safety Office at Ext 7541. Let’s all make an effort to watch out for one another and keep safety as our core value.



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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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# Directorate of Risk Management houses Safety Office

by Jennifer Bacchus

ANAD PAO

Major changes are in progress for the depot's Safety Office, beginning with its recent incorporation by the Directorate of Risk Management.

"The Safety Office has been integrated into the DRK. This will free up resources, allowing us to focus on installation safety," said Bruce Williams, the director of risk management.

Ron Levy has been named the acting safety manager, assuming the role until Scott Miller returns from leave.

Saying he is enjoying the challenge of heading the Safety Office, Levy outlined some of the more imminent changes to the organization, beginning with the use of a satellite office in the depot's industrial area.

Building 528 will soon house three safety personnel and the office plans to add another safety specialist as their staffing numbers increase.

"The move into the industrial area makes sense because it positions the Safety Office where it can best impact our safety posture," said Williams.

## Shop audits to be conducted

Part of the focus of the industrial safety office will be to conduct shop audits, one step to achieving the commander's "Target Zero" safety compliance program.

Each Wednesday, a shop in the industrial area will be chosen and inspected by safety and fire personnel to determine what hazards exist and discuss how they can be mitigated. Those findings will then be prioritized and the solutions tracked through implementation.

## To report accidents

Supervisors now have a new tool in tracking accidents as well.

DRK added a red button to the main page of the depot's Intranet, giving supervisors a one-touch method to report an accident.

By filling out the form that populates when the button is clicked, accidents and near misses can be reported in a quick and easy format, which can then be tracked by the Safety Office and command.

"This tool gives our leadership visibility," said Levy.

Williams said he anticipates the tool will be a powerful asset in combating safety issues.

## Solutions for common hazards

A safety bulletin is also giving shops a tool to combat issues.

The weekly newsletter, which will be sent out by the Safety Office, highlights solutions to common safety hazards.

The first bulletin, concerning eye wash stations, was created in response to an inspection finding. During an ISO audit, it was determined the eye wash stations were not cleaned or maintained properly and could cause a safety hazard if used.

Each newsletter will be sent to applicable shops who have the type of equipment highlighted or which use the



Photo by Jennifer Bacchus

Susie Vernon of the Safety Office holds a shop-based training session in one of the break rooms of the Combat Vehicle Repair Facility July 30.

procedures detailed in the newsletter.

Levy said some bulletins may be sent to all depot users, while others will go to select personnel.

## Safety regulation to be distributed

The depot's draft safety regulation will soon be made into a manual available to employees.

Similar to the environmental Red Book, the guide will give employees a hands-on source for safety questions or concerns.

## Employee involvement

"It comes down to employees looking out for each other," said Levy. "Safety needs to be employee to employee."

Williams and Levy believe it is unacceptable to employees for a coworker, even one who does not work for their cost center, or a visitor to enter the shop without the proper personal protective equipment.

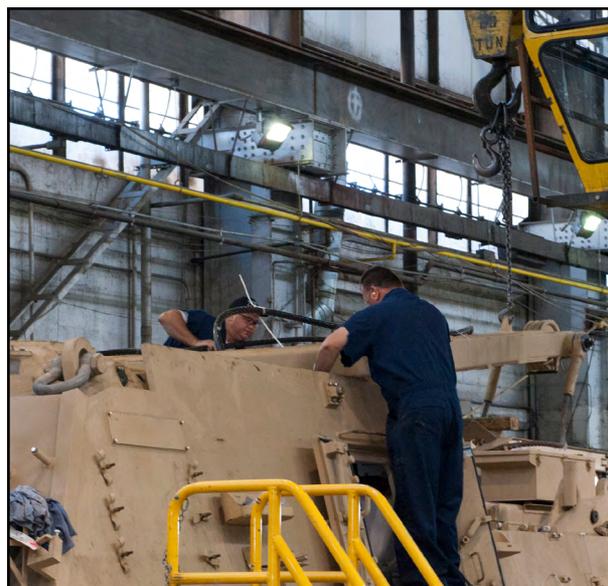
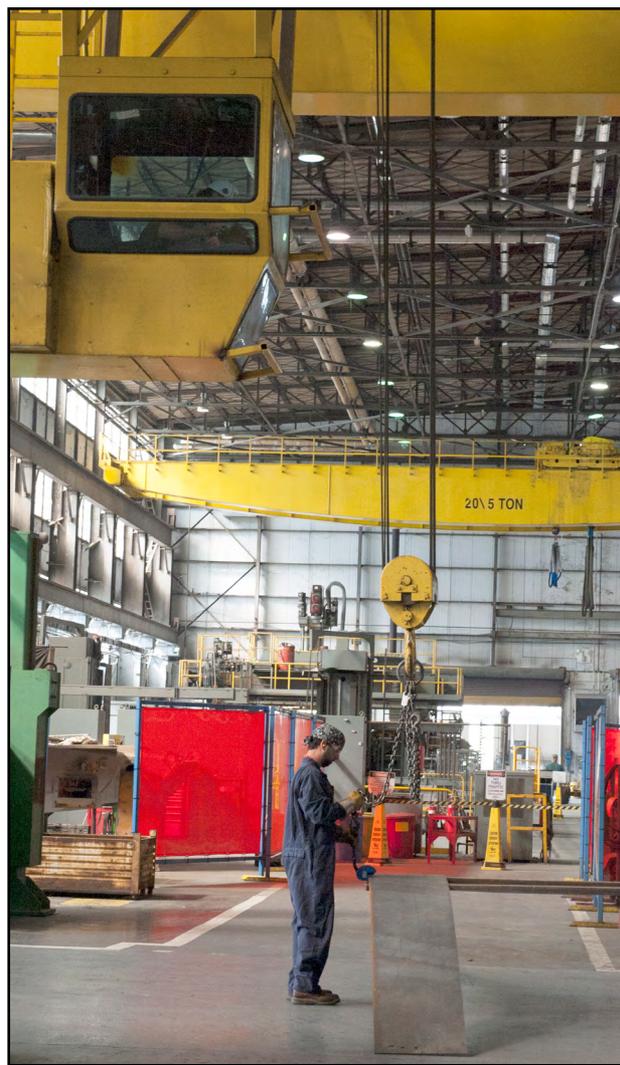
"We have to watch out for each other and protect each other," he added.

For questions regarding installation safety, contact Ext. 7541.

**SAFETY  
FIRST**

**If you see  
safety issues,  
report them.  
Call Ext. 7541!**

From FURLOUGHS, page 1



Photos by Jennifer Bacchus

**LEFT and ABOVE: Employees in the depot's Combat Vehicle Repair Facility work to keep production moving on a reduced work schedule. Many members of the installation's workforce has adjusted their budget and lifestyle to handle the financial effects of the furlough.**

"So, what I'm doing is working seven days a week," she said. But, as the furlough approached and she knew her hours at the depot would be cut, she asked to be placed on call.

"I used to work only on my days off. Now, I'm working whenever I can," said Little.

She misses seeing her kids because of the two jobs. Three of her children are still at home and she is thankful they are old enough to understand why she is away so much.

"In my spare time, I am a mother," said Little.

Little and many other depot employees expressed their concern for young families who work on the installation and have more responsibilities.

Gail Hughes, a supply technician for DLA Distribution Anniston, Ala., has always made a habit of saving, so when furlough approached, she wasn't concerned about her own financial stability, but she began to worry about those she saw around her who were just starting families.

"I'm more concerned about younger employees here who don't have savings to fall back on," said Hughes.

Heather Howard, a maintenance management specialist for the Directorate of Production Management, took a long look at what could be cut from her family's expenses. Since she, like many individuals in the workforce, has

a spouse employed by the Department of Defense, the cut to her family is twice as bad.

"My husband and I both work here, so we're losing double," she said. "We have cut back on everything we can."

Each small saving helps. She has even gone as far as changing cell phone companies to get a less expensive plan.

Frank Mitchell Jr., a machinist for the Directorate of Production, is looking at savings from a gas mileage point of view. He rides his motorcycle to work, even on rainy days and hopes the savings will be enough to help feed his family.

"I am a single parent having a hard time putting food on the table," said Mitchell. "We don't cook big meals anymore."

Tony Dickinson, a blocker and bracer for DLA Distribution Anniston, Ala., is also the sole bread winner in his family.

His family has cut back on trips and cable television. Currently, he is assessing whether or not he will be able to take a trip to see the birth of his grandchild.

"We have looked into taking money out of my retirement savings and, if it comes to that, we will do that."

Milton Bostick, a heavy mobile equipment mechanic for the Directorate of Production, is worried about not being able to pay all his bills, namely his house and car payments.

"Furlough has put me in a position where I could potentially lose my house or my car and if I lose my house or car, I could potentially lose custody of my son," he said.

To ease his financial situation, Bostick is looking for part time employment and doing odd jobs.

Ultimately, though, he hopes to change careers and is considering returning to college.

**"In my spare time, I am a mother."**

~Sharon Little

**"The only thing I have to fall back on is my faith."**

~Judy Alexander

"Everyone is feeling this punch, no matter if they have another job or another source of income," said Paul Andrews, transportation assistant for the Anniston Munitions Center. "We are having to watch every penny."

Jeannie Maye, travel assistant for the Anniston Munitions Center, also cut back her expenditures in expectation of the furlough.

"The first thing I did was reduce my Thrift Savings Plan. I had been saving the maximum amount, but I have gone to three percent," she said.

She also began to use coupons, going so far as to purchase Sunday papers from Birmingham and Georgia.

But her biggest change has been in the afternoons – finding things to do that don't cost money to occupy her time.

"I spend my extra time exercising," said Maye. "If I don't do that, I might spend money."

## Severe weather storm shelter areas for the installation

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

When a tornado warning (tornado sirens) is issued, the following listed buildings will be opened to provide storm shelter areas.

The building owner/coordinator will develop storm shelter plans to accommodate those who come seeking 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, 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, 15, 16, 31, 35, 48, 360, 361, 362 and 363.

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

*NOTE: Buildings 1, 2, 15, 16 and 48 have basements.*

During non-duty hours in the 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. closest, bathroom) Stay away from the outside doors and windows.

The ANAD Severe Weather Operation Plan can be found on the Intranet on the Depot Operations page under EMA Resources.



## Anniston Army Depot Siren Tones

**TEST MESSAGE WAIL** – “This is a test of the Anniston Army Depot emergency warning system. This is a test and only a test.” Followed by the wailing tone. Conducted every Wednesday at 1 p.m.

**TORNADO ALERT** – “A tornado has been sighted in the area – Take cover immediately.” Followed by the alert tone.

**SEVERE WEATHER** – “Attention! Severe weather warning. Take cover immediately.” This message will be repeated twice, followed by the alert tone.

**SEEK SHELTER** – “Attention! Seek shelter immediately. Close doors and windows. Shut off heating, ventilation and air conditioning. Seek shelter immediately.” Followed by the whooping tone.

**SECURITY** – “This is a Security Alert. All gates to the installation will be closed.” This message will be repeated twice, followed by the alert tone.

**ACTIVE SHOOTER** – This verbal message will be through live public address: “Attention - active shooter alert. Attention active shooter alert. An active shooter incident at building \_\_ or in the \_\_ area. Implement your active shooter protocols. Active shooter alert.” This is followed by the alert tone.

**ALL CLEAR** – “All clear - resume normal operations,” followed by Westminster Chimes.

### From SIRENS, page 1

lights continuously flash whenever a tornado siren is sounded.

Additionally, at approximately the same time the siren sounds, employees with e-mail capability should receive a message from the Operations Center providing details of the incident or emergency and further instructions. Supervisors are encouraged to share the contents of these e-mails with those in their area who do not have computer access or who may be away from their computer at the

time.

For employees with disabilities, the Depot Operations Office has coordinated with the Equal Employment Opportunity Office to ensure someone is available in their area who can assist them.

“Every directorate on depot has a plan supporting the depot’s emergency response plan,” said Evans. “They are required to rehearse their plan.

Rehearsal can take place during an actual event, as has

happened on numerous occasions in the past year when tornado warnings were issued for the surrounding area.

The depot’s Emergency Response Plan is located on the Intranet under Regulations and Policies and each directorate should have their organization-specific plan on site.

“The most critical thing is for people to know there is a plan and, if they don’t know what the plan is, they need to ask their supervisor,” said Evans.

### E-mail electronic Official Personnel Folder notifications

An Official Personnel Folder is created when an employee begins federal service and is maintained throughout an employee’s career in accordance with the United States Office of Personnel Management regulations. The folder contains human resource records and documents related to you, as a federal civilian employee.

The electronic Official Personnel Folder simplifies an employee’s access to their own Official Personnel Folder.

The e-OPF system provides secure, web-enabled access for employees and HR staff members to view e-OPF documents. Employees are able to view only their own OPF through this secure system.

For those employees who have installation e-mail, the e-OPF system provides a notification each time a document is electronically uploaded into your folder.

The employee will receive an e-mail from: eopf\_hd@telesishq.com. Take note that the e-mail address ends with “.com” rather than “.gov” or “.mil.” At first glance employees may think it is not a legitimate e-mail sender, though, in this case, it is from a legitimate sender.

### Report Suspicious Activity or Behavior



See Something

Say Something

# notes from around the TRACKS

## AMC Band in concert

As part of the city of Anniston's 130th Anniversary City Celebration, the U.S. Army Materiel Command Band will be in concert at Monteith Amphitheatre on McClellan Aug. 3 at 6 p.m.

For more information about this concert, contact Carol Cleghorn at 256-237-6766 Ext. 118 or [marketing@anniston.al.gov](mailto:marketing@anniston.al.gov).

## New gun law

On May 21, 2013, Alabama Governor Robert Bentley signed Senate Bill 286 into law. Among other things, this law allows those who possess a valid Alabama Pistol Permit to keep firearms stored in their vehicle while at work, as well as allowing those who possess a valid Alabama Hunting License to store an unloaded rifle or shotgun in their vehicle while at work.

All depot employees are reminded this state law does not apply to workers or visitors on Anniston Army Depot. The depot is exclusively federal jurisdiction and state laws, such as this, do NOT apply within the boundaries of ANAD.

The depot remains a weapons-free zone. Failure to adhere to depot policies and regulations can result in disciplinary action.

## LMP Sustainment Training Schedule

Logistics Modernization Program users who are interested in the following courses may find additional information about the following courses and register for applicable classes in the Total Employee Development system.

These courses are open to all LMP users who meet the individual course prerequisites, which can be found in the Total Employee Development system.

Interested employees may learn more about these classes and receive additional information in TED. Additionally, in TED, there is a 90-day schedule of all courses offered. All courses for Anniston Army Depot begin with ANAD LMP

08/19/2013	LMP 101
08/19/2013	LMP Expeditor
08/19/2013	LMP Navigation
09/04/2013	STO Closeout
09/17/2013	Local Purchasing
09/23/2013	LMP 101
09/23/2013	LMP Navigation
09/24/2013	LMP Timekeeping



Photo by Mark Cleghorn

## Brooks retires

Dennis Brooks came to Anniston Army Depot July 21, 1975 as a GS1, step 1, general clerk for ammunition storage. He moved to the Comptroller Directorate in the Program and Budget Division in 1977 and slowly began his ascent to the head of the directorate, which would become the Directorate of Resource Management.

On Aug. 2, Brooks retires from the depot, having served more than 38 years.

Because of his longevity on the installation, he was presented a shrub in the depot's Walker Arbor during a ceremony July 25.

Brooks looks forward to retirement, saying he will spend more time on music, fishing, in his church work and he plans to expand his tax business.

He is most looking forward to having the time to visit his grandson and family who live out of state.

"It has been a great career at the depot. I have been very blessed to have 38 years and I thank God for what he has done for me," said Brooks.

## Attention off-depot readers of TRACKS!

Army Regulation 25-51 requires an annual, written request to be on file for each individual receiving a mailed copy of *TRACKS*. To continue receiving the paper, please complete the information below and do one of the following:

- 1.) **Mail** this form to: 2.) **Fax** this form to 256-235-4695

Anniston Army Depot  
Public Affairs Office  
Attn: TAAN-SCO  
7 Frankford Ave, Bldg. 7  
Anniston, AL 36201-4199

- or -

3.) **E-mail** your request to  
[usarmy.anad.tacom.list.publicaffairs@mail.mil](mailto:usarmy.anad.tacom.list.publicaffairs@mail.mil)

I would like to remain on the TRACKS mailing list:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Information MUST be received by September 27, 2013.**



**Need a recycling bin for your work area?**

**Call Ext. 6838!**

# fmwr happenings

from DCFA

## Budget planning

Throughout the furlough, the Employee Assistance Program (EAP) is available to help employees develop a personal strategy to ease the financial burden of unpaid time off.

The EAP can assist with developing a personal budget for employees.

If you would like to talk to someone in the employee assistance program, call Ext. 3617 or 3182.

## DeSoto Pastime Center

**Lunch:** DeSoto Pastime's kitchen is open for lunch from 11 a.m. to 1:30 p.m. Monday through Friday. For to-go orders, call 256-235-7160.

**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 midnight.

**Big Bingo:** Bingo with \$1,000 and \$5,000 progressive jackpots is played each Thursday at 6 p.m.

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

**Six Flags tickets are on sale now.**

One day tickets: \$37.50

Season passes: \$62

White Water one day tickets: \$31

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

## Depot dining specials

The depot's Family and Morale, Welfare and Recreation Division is pleased to offer the following specials at their facilities:

### Java Café:

*Breakfast specials:* \$4:

Ham or sausage, egg and cheese bagel with juice or milk

Ham or sausage, egg and cheese wrap with juice or milk

*Lunch special:* \$5

Egg salad sandwich, chips, cookie and drink

Cheese Pizza \$4

Pepperoni Pizza \$4.50

These specials are slated to begin Aug. 5.

## Java Café East

Starbucks coffee, sandwiches, salads and much more are served Monday through Thursday from 7 a.m. to 1 p.m. For more information or to place an order for pickup, call 256-240-3526.

## Blood drive

The depot's next quarterly blood drive is scheduled for Aug. 29 at the Physical Fitness Center.

## West Station Diner

The West Station Diner is open for breakfast from 8-9:30 a.m. and lunch from 11 a.m.-12:30 p.m.

The diner offers burgers, hot dogs, salads and sandwiches.

For more information, contact 256-235-6586.

To find out the daily special, please call the menu line at 256-235-6368.

## Nichols Dining Facility

Breakfast is served from 8-9:30 a.m. and lunch from 11 a.m.-12:30 p.m. at the Nichols Dining Facility.

The dining facility offers a salad bar, chicken wings, chicken tenders, chicken sandwiches, hamburgers and fries. To find out the daily special, call the menu line at 256-235-6368.

For more information, call 256-235-7127.

### Nichols Dining Facility and

**West Station Diner:**

*Breakfast special:* \$3:

Sausage patty, biscuit, two eggs and bottled juice

*Lunch specials:* \$3:

Corn dog or hot dog with chips and bottled soda

**All locations:** 20 ounce sodas are \$1 from 11 a.m. to 12:30 p.m. daily



# Be aware of geotagging

from Interagency OPSEC Support Staff

## What is geotagging?

A new function of many electronic devices—including smart phones, some digital cameras and even certain portable game systems—is the ability to track your location to near-GPS precision.

While this feature is for “location services,” which can be fun or useful, they also present a risk.

In particular, many devices add location data to photos by default. Called “geotagging,” the data becomes part of the image file and goes wherever the image goes. By uploading or sending such images to the Internet, you may have provided an adversary with critical information.

## Consider:

1. Public sharing sites, like Flickr or Google maps, are public. An adversary can search by location to see who takes photos there and research the users who took the photos.

2. Even profiles set to “private” could compromise photos if the privacy controls are not set or used properly. The hosting service itself could sell or lose your data as well.

3. Pictures taken at sensitive locations can lead adversaries directly to supply depots, command centers or our troops. Pictures taken from home, which are often found in the same user's profile, can also paint a target on our friends and family.

4. If many photos are available from the same user or a collection of related users, such as several people in the same military unit, for example, the adversary may be able to determine patterns of your activities.

## What to do:

1. Be aware. Now that you know about this capability, think twice before taking and sending photos. You can test to see if you have geotagging capability by taking a photo and checking properties in Windows Vista or higher. Some photo editors and several custom programs allow for the viewing and manipulation of location data as well.

2. Evaluate the need. Do you have a specific point or purpose for tagging photos? If not, it's far simpler to disable the feature instead of trying to remember to clean the photos later. Instructions for doing so can be found by searching for the model of your device with the keywords “disable” or “geotag.”

## The Bottom Line:

Even if posted briefly, photos can enable the adversary to capture vital information and record exact grid coordinates. Rather than risking “forget-then-regret,” consider disabling the feature; avoiding the risk entirely.

Think before you upload.



**Have information for TRACKS?  
Call Public Affairs at Ext. 6281!**

# reducing our tracks

from DRK

## Catch your environmental training

Currently, the production support team is conducting the annual Resource Conservation and Restoration Act; Spill Prevention, Control, and Countermeasure; and Environmental Management System refresher training.

This is required training for all shop employees per our Alabama Department of Environmental Management RCRA permit.

Right now, attendance stands at approximately 75 percent for those training sessions.

This is a mandatory refresher course all shop employees on the east side of the depot, and many on the west, must take.

If your shop has an environmental training class scheduled, be sure to attend and sign the training documentation. If your signature is not on the sheet, you will not receive credit and will have to take the makeup course scheduled later this year.

Anyone identified as needing this mandatory training who misses their shop training course will have to attend one of the makeup sessions. Not attending a training session for this or any other year is not an option as it could lead to a violation and/or hefty fine.

## Reducing Our Tracks Competition

Don't miss out on this chance to have your voice heard in the Reducing Our Tracks Competition.

Get your great idea in before the deadline!

All conservation ideas must be submitted before Aug. 20 in order to be eligible for prizes.

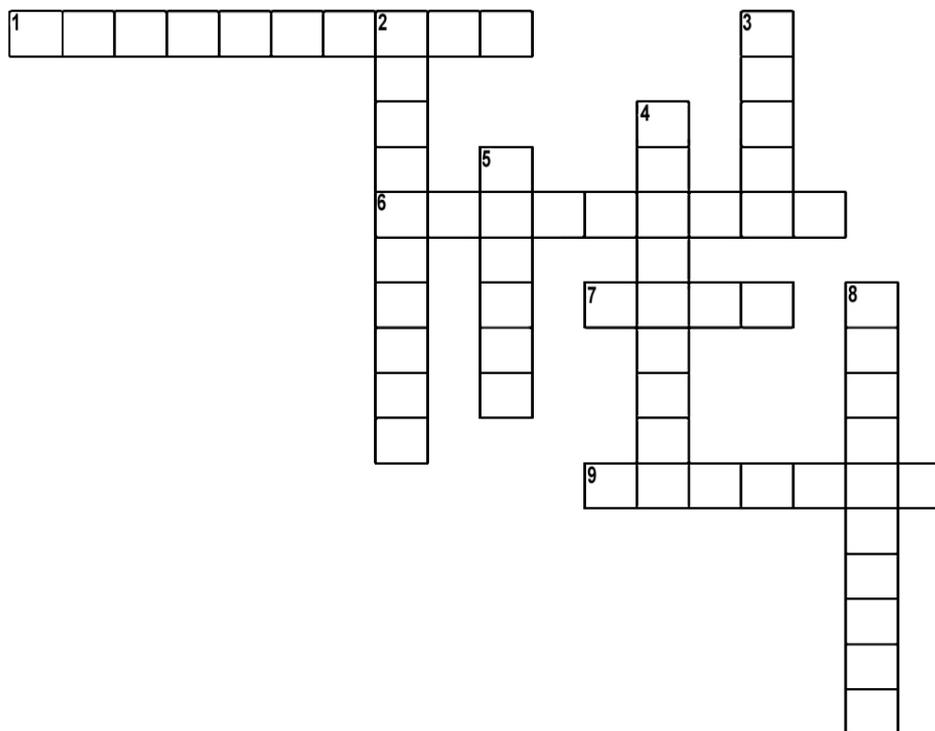
There are four categories: Energy, Water, Waste and Recycling. Choose one, or place an entry in all four.

Winners will be announced on The Morning Show in late September, just before the end of the fiscal year. For more information, visit the Environmental Awareness Page linked to DRK's SharePoint portal and look for the section labeled "Reducing Our Tracks Competition."

## Do you have environmental questions or concerns?

If you have a question or concern, or just need some general information, contact environmental at Ext. 7746 or check out the Environmental Awareness Page on the SharePoint portal. There, you will find information on upcoming audits, shop resources and audit prep information as well as a slew of other environmental information, links and resources.

## Environmental Awareness Puzzle



### Across

- How your hazardous waste drums should be when you are not adding or removing waste
- The only thing that is allowed down a storm drain
- All chemicals should have this kind of label
- This type of hazardous waste drum results in the most write-ups on depot.

### Down

- The person you would go to if you have environmental questions
- How many times during your shift should you sweep blast media
- No combustibles or corrosives can be stored on top of or inside this type of locker
- Battery containers need a new label every \_\_\_ days
- Whom you call in the case of a spill

## Depot Wide Recycle Drive heating up

Cost center 53000 is really hitting the recycling drive hard this year with 570 pounds of recyclables already donated to the drive. That is a total of 142.5 pounds per person!

Don't get discouraged though, there is still plenty of time for your cost center to get involved and have a chance to win the prize.

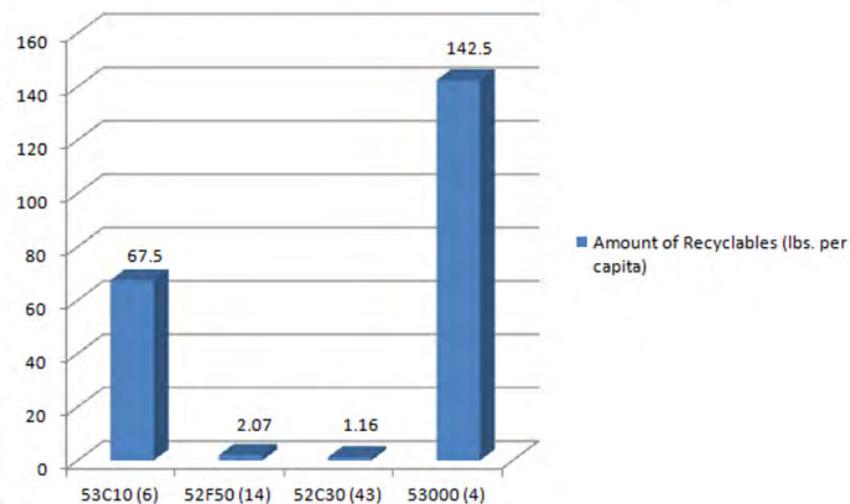
The latest stats are shown above. Check them out to see where your cost center stands and how much you need to bring in to take the lead.

To participate, bring recyclables from home in separate bags to the recycle yard. Make sure you clearly label your bags with your cost center, building number and a contact for that cost center.

Some donations have been made this year with no contact information, so those could not be credited to any cost center.

Make sure someone from Recycling receives your donation, so the correct

## Amount of Recyclables (lbs. per capita)



cost center gets credit.

Winners will be announced on The Morning Show toward the end of September.

For more information about ANAD's Recycle Drive, visit the Environmental Awareness Program site on DRK's SharePoint page or call Ext. 5432.