



TRACKS

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November 17, 2016

ANAD honors its servicemembers

by Jennifer Bacchus

ANAD Public Affairs

Anniston Army Depot honored its more than 700 veterans in a ceremony Nov. 3, showcasing their stories and photos.

“Veterans Day belongs to our veterans,” said ANAD Commander Col. Martine Kidd as she addressed the crowd gathered. “Whether Army, Navy, Air Force, Marines or Coast Guard - this day belongs to all of them and the vast generations of patriots who came before us.”

Daniel Lavinson, a security guard who has served the Army as a civilian on the depot for more than 12 years, spent four years in the Navy during Vietnam on assignments which took him to Scotland, Spain, Guam and the Caribbean.

“It is his belief that everyone should have the experience of serving our country,” said Kidd.

Carolyn Boyer, who now works at ANAD’s Dear Occupational Health Clinic, began her service to the Army at 18 years old.

A magazine article featuring women in the various branches of service inspired her to join the Women’s Army Corps.

Boyer trained at Fort McClellan to be a stenographer and clerk-typist. Her husband was also in the military and, while she served in uniform for only a few years, Boyer has 43 years of combined military and civilian service to the Army.

Marlon Morris, a sandblaster for the depot, credits the Army with helping him and his fellow soldiers learn to work together to accomplish goals.

Morris joined when he finished high school.



Photo by Mark Cleghorn

A large crowd gathered for the Nov. 3 Veterans Day Ceremony, held in Anniston Army Depot’s Physical Fitness Center.

“Although an injury shortened his enlistment period, he still credits his service as one that made him proud and his parents prouder,” said Kidd.

Earl Hutto enlisted in the Navy at the age of 19, following a family tradition of

serving in the Armed Forces.

“Right now, here at the depot and all around the country, veterans are serving as attorneys, computer specialists, policemen, contract specialists, machinists, doctors, engineers, community lead-

ers, first responders and even elected officials,” said Kidd. “They continue to serve this country, and this community, by making positive impacts, building a stronger society and inspiring future generations.”

PHOTOS FROM THE VETERANS DAY CEREMONY MAY BE VIEWED ONLINE AT WWW.FLICKR.COM/PHOTOS/101336510@N02

SEE PHOTOS FROM THE VETERANS DAY CEREMONY AND VETERANS DAY PARADES ON PAGES 4 AND 5

Be thankful, safe this season

by Col. Martine Kidd

ANAD Commander

As we approach the Thanksgiving holiday, it is a reminder for us to be thankful for the many blessings in our lives.

As Americans, we truly have so much for which to be thankful.

Often, it is easier to focus on those things in our lives we wish were different, rather than the many wonderful things we have been given.

The start of the holiday season is also a time for reflection – a time for us to look back at 2016 and consider all we have done, both personally and professionally.

For ANAD, our metrics speak for themselves. While there is always more we can achieve and room for improvement, our FY16 GAP award this year is one indicator of how we performed as an organization.

Momentously, this year we also celebrated our diamond anniversary – 75 years of service to our Army and to our nation!

With 2016, as with any year, there are personal and professional challenges and a few setbacks as well.

However, we have remained strong – leaning on one another and our communities for friendship and support.

ANAD is unique in so many ways and our performance this year is once again proof of how we band together to perform our mission and stay focused on why we exist – to provide superior quality combat-ready vehicles, weapons and secondary items that are built to win, assuring readiness for our nation's warfighters, wherever and whenever they are called to serve.

Next week, most of you will take advantage of some well-deserved time off, while only a small percentage of our workforce will continue supporting the depot's production-related operations.

Of note, during this period our Directorate of Public Works personnel will also provide inspection and maintenance

on equipment and machinery.

This scheduled pause in our operations is critical to our long-term organizational performance, whereas regular and unscheduled maintenance is something we do daily to respond to routine repair requirements.

So, as the majority of us will gather on Thanksgiving Day, joining hands around our dinner tables, let us not forget our own workforce who remain on duty, both at the depot and in distant lands, and also the Soldiers, Sailors, Airmen, Marines, Coast Guardsmen and civilian volunteers who are deployed around the globe and are unable to celebrate with their loved ones.

It is because of the selfless sacrifices of these patriots that our country is strong, safe and prosperous.

Their willingness to do what our nation has asked of them makes it possible for us to pause not only on Thanksgiving, but on any day of the year, to give thanks for the liberties and freedoms which are cherished by all Americans.

As always, I ask that we fight off complacency and do not be distracted by the many holiday activities you may have planned.

Instead, I ask you to redouble your efforts on workplace safety and I encourage you to take that same mindset with you while away from the job.

If your plans include travel, be sure to get adequate rest before taking to the road. While driving, buckle up, obey the speed limit, don't drink and drive, and refrain from using handheld electronic devices.

During this busy travel season, plan ahead and avoid the rush – this will ensure you arrive at your destination safely, on time and with minimal stress.

Your safety is what matters most and we need each member of this great team back so we can continue to do what we best – equipping our nation's warfighters!

Have a wonderful holiday season. Thank you for all you do each day! From Justin and me - have a safe, joyous and bountiful Thanksgiving.

Safety first shopping tips

from Staff Reports

NCPC.org

Arlington, VA –The National Crime Prevention Council reminds holiday shoppers to keep safety in mind as they hunt for those last-minute bargains. The organization, best known for McGruff the Crime Dog, has tips to help you shop safely.

Shopping in Stores

- Do not buy more than you can carry. Plan ahead by taking a friend with you or ask a store employee to help you carry your packages to the car.

- Save all receipts. Print and save all confirmations from your online purchases. Start a file folder to keep all receipts together and to help you verify credit card or bank statements as they come in.

- Consider alternate options to pay for your merchandise, such as one-time or multi-use disposable credit cards or money orders, at online stores and auction sites.

- Wait until asked before taking out your credit card or checkbook. An enterprising thief would love to shoulder surf to get your account information.

- Tell a security guard or store employee if you see an unattended bag or package. The same applies if you are using mass transit.

Walking to and From Your Car

- Deter pickpockets. Carry your purse close to your body or your wallet inside a coat or front trouser pocket.

- Have your keys in hand when approaching your vehicle. Check the back seat



and around the car before getting in.

- Do not leave packages visible in your car windows. Lock them in the trunk or, if possible, take them directly home.

Shopping with Children

If you are shopping with children, make a plan in case you are separated from each other. Select a central meeting place.

Teach them to know they can ask mall personnel or store security employees if they need help.

Shopping Online

- Before surfing the Internet, secure your personal computers by updating your security software. Everyone's computer should have anti-virus, anti-spyware, and anti-spam software, as well as a good firewall installed. Visit www.bytecrime.org for free software downloads.

- Keep your personal information private and your password secure. Do not respond to requests to "verify" your password or credit card information unless you initiated the contact. Legitimate businesses will not contact you in this manner.

- Beware of "bargains" from companies with whom you are unfamiliar – if it sounds too good to be true, it probably is!

- Use secure websites for purchases. Look for the icon of a locked padlock at the bottom of the screen or "https" in the URL address.

- Shop with companies you know and trust. Check for background information if you plan to buy from a new or unfamiliar company. To find more useful shopping tips and personal safety information, visit the National Crime Prevention Council's website at www.ncpc.org.

Report Suspicious Activity or Behavior



See Something

Say Something

If you see something,
say something

Report suspicious
activity to
ANAD Security Forces

256-235-6222



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Machine guards necessary for safe machine work

by Rob Cunningham

ANAD Safety Office

We've all had the experience of doing what we thought was a favor for someone, only to have it rejected or unappreciated.

If machine guards were human, I believe they would experience this type of frustration frequently.

The basic purpose for guards is employee protection. The guards in industrial environments are used to protect employees against direct contact with moving parts. However, guards are often looked upon as obstacles.

While guards may appear to be a hindrance, overall they have proven to be otherwise.

Guards are engineered to give as much protection as possible, even for machine operators who deliberately take chances or who are distracted.

They make large contributions to both security and production. Greater machine speeds are possible through proper guarding and conscientious employees work with greater confidence knowing a machine offers maximum protection.

Two types of guards are used to protect machine operators and many of you have worked with one or the other. These are fixed guards and interlocking and gate guards.

Fixed guards are most commonly used and are preferred over others, the obvious reason being that the fixed guards protect you from dangerous parts of machines at all times. Fixed guards may only be adjusted by authorized personnel.

Interlocking guards are used if a fixed guard is not practical. This type will not allow the machine to operate until dangerous parts are guarded. The interlocking guard is designed to disconnect the source of power from the machine.

Safety devices, such as pullbacks, sweeps and electronic devices, are used where neither a fixed nor interlocking guard can be used satisfactorily.

There are guards designed to protect against flying chips, kickbacks and splashes of metal or harmful liquids.

Other guards protect against human failures. This demands a lot from any



Photo by Mark Cleghorn

Bob Watters, a machine tool operator, prepares to machine a front Bradley plate for the turret of an Assault Breacher Vehicle turret in the depot's industrial area. Machine guards, such as the one seen here, are in place to prevent injuries by blocking debris which may be caused by a machine's operation.

type of guard, as the scope of human failure is much broader than the protection of a guarding device.

As pointed out earlier, no guard can do the job without the cooperation of the person operating the machine.

When a new employee begins work in the industrial area, the depot trains them on all aspects of their job. This indoctrination includes instruction on the proper use of guards.

On the job, all questions concerning guards or any other work process or equipment, should be answered by the supervisor for that work area.

It should be noted that the employee's attitude toward safety is important.

Everyone working with or around machinery should understand the generally accepted safe procedures for this type of work.

No guard shall be adjusted or removed unless permission is given by the

supervisor or the adjustment is made by an employee specifically trained to do so.

In addition, no machine should be started without guards in place. If guards are missing or defective in your work area, report concerns to your supervisor immediately.

When guards or safety devices are removed for repair or adjustment, the power for the machine should be turned off and the main switch locked and tagged.

A final point concerns safe dress. Loose clothing, neckties, watches, rings or other jewelry should not be worn around mechanical equipment. In fact, as most of you already know, these items of apparel are considered dangerous on many jobs.

Everyone wants to work in a safe environment. To do this, you must have a true respect for machinery and guards. This equipment will do its job for you, if you let it.

Open season reminder

The 2016 Federal Benefits Open Season for Appropriated Fund employees runs until Dec. 12. During this time, employees will be able to enroll in a new plan, change their current plan or cancel their plan without evidence of insurability or a qualifying life event for the Federal Employees Health Benefits, Flexible Spending Accounts and Federal Employees Dental and Vision Insurance Program.

Below are website links to various resources for the upcoming 2016 Federal Benefits Open Season:

- Flexible Spending Accounts <https://www.fsafeds.com/enroll/open-season>

- Federal Employees Dental and Vision Insurance Program <https://www.benefeds.com>

Changes made to employee benefits during this open season will take effect Jan. 8, 2017.

If you have questions, contact Kelly Smith-O'Hara at Ext. 5219 or 7860.

Christmas Cheer

Anniston Army Depot's Christmas Cheer program is underway for 2016. The installation is sponsoring 210 children in protective custody of the Department of Human Resources.

If you or your work area would like to sponsor a child, call Jeannette Baxter at Ext. 7616.

Additionally, there are three families which can be sponsored. If you would like to donate to these families in need, contact Boyd Scoggins at Ext. 3182.



 ADDITIONAL PHOTOS FROM ANNISTON ARMY DEPOT'S VETERANS DAY CEREMONY



Photos by Mark Cleghorn

The Color Guard from Jacksonville State University participated in Anniston Army Depot's Veterans Day Ceremony Nov. 3 at the Physical Fitness Center.



Anniston Army Depot Commander Col. Martine Kidd shared stories of depot veterans during her speech to the crowd.

 SERVICE CREEDS

Photos by Mark Cleghorn

Anniston Army Depot invited current and former members of the various services to recite their creed during the Nov. 3 Veterans Day Ceremony. Pictured are:

TOP RIGHT: Galen Owens from the depot's Directorate of Emergency Services, recites the Airman's Creed.

TOP LEFT: Chris Hayes, principal of Wellborn Elementary School, recites the Creed of The United States Coast Guardsman.

BOTTOM RIGHT: Staff Sgt. Jerome Norman from DLA Distribution Anniston recites the Soldiers Creed for the Army.

BOTTOM LEFT: Chief Petty Officer Jeffrey Shaver from DLA Distribution Anniston recites the The Sailors' Creed for the Navy.



ANAD participates in local parades for Veterans Day



Photos by Jennifer Bacchus

Anniston Army Depot Commander Col. Martine Kidd rides in a Stryker through the Anniston Veterans Day Parade Nov. 11.



Chief Warrant Officer 3 Adrian Pubill waves to the crowds gathered for the Gadsden Patriots Day Parade, Nov. 9. Riding in the Stryker behind Pubill is DLA Distribution Anniston Commander Lt. Col. Michael Lindley, who represented the depot in the parade. DLA Distribution's Staff Sgt. Jerome Norman also walked the parade route with Pubill.

Reducing our Tracks: Notes from Risk Management

Did you know?

Storing Flammables in personal lockers or tool boxes will result in a violation and/or fine?

Avoid a violation:

Flammables must be returned to flammable lockers when not in immediate use.

Storing these containers in your personal lockers or tool boxes violates the Red Book regulation in Section II, Part 6.0, which states they must be stored in special lockers "specifically designed to prevent risks to personnel or the facility in which they are stored."

If the container is not in immediate use, it must be returned to a flammable locker.

Please return these flammable containers to the appropriate lockers when not in use. If you see an unattended flammable item, please alert the supervisor for that area so the issue can be corrected.

See something, say something!

If you notice something out of place or an operation doesn't go as planned, it can lead to an environmental or safety-related event.

We all want to go home to our families and make sure we are good stewards of the environment. So, if you observe something out of place or notice an abnormal event, say something to your supervisor.

This is the best way the depot can recognize and react to potential events before they happen.

Every employee should be diligent in knowing their surroundings and acting to ensure the situation is corrected before we have an event.

Protect yourselves and protect others by "See something, say something!"

Spill protocol reminder

Remember, if a spill occurs that is too large for you to clean up, consists of a substance too dangerous for you to deal with or poses an environmental or safety threat, you must call 9-1-1 immediately.

Do not call environmental, the Hazardous Waste Storage Facility, the Directorate of Emergency Services or even the fire department.

All spills **MUST** be reported to 9-1-1 where an operator will inform the necessary parties for response. Make sure to practice R-A-C-E whenever a spill occurs – Report (call 9-1-1), Assist

victims if it is safe for you to do so, Contain the spill if it is safe for you to do so and finally, Evacuate if needed.



If a spill occurs that is too large or too dangerous for you to clean up, ALWAYS

CALL

9-1-1

to report, for medical assistance, & for clean up.



It's never too early to plan for retirement

from Staff Reports

Anniston CPAC Office

Retirement Planning Tips:

1. *Confirm your retirement eligibility date.*

You can do this by reviewing your Personal Statement of Benefits. Your Personal Statement of Benefits can be located by accessing the Employee Benefits Information System, via the Army Benefits Center – Civilian website.

The direct website address for EBIS is: <https://www.ebis.army.mil/>.

If you believe the reflected retirement eligibility date is not correct, please contact an ABC-C Benefits Specialist at 877-276-9287.

2. *Obtain a retirement estimate.*

It's recommended that you obtain a retirement estimate when you are 1-5 years from your planned retirement date.

Instructions for obtaining a retirement estimate can be found at: <https://www.abc.army.mil/HowDoI/RequestaRetirementEstimate.htm>.

3. *Review your electronic Official Personnel Folder.*

This review will ensure your entire civilian federal work history is reflected accurately. Notify your servicing Civilian Personnel Advisory Center human resources specialist if you find any discrepancies within your eOPF.

4. *Confirm which periods of your federal service, if any, can be bought back.*

Employees who served on

temporary appointments in the federal government, had a break in federal service during their civilian careers or who have served in the military should contact ABC-C for assistance to determine whether it would be advantageous to buy the time back. This may impact your retirement eligibility date and/or the amount of your annuity.

5. *Watch an on-line ABC-C retirement briefing.*

Check the ABC-C website at, <https://www.abc.army.mil/retirements/RetDCS.html>, for updates on the fiscal year 2017 Retirement Briefing Schedule.

Participants will become familiar with the requirements for retirement eligibility, consequences of not making a deposit/redeposit, survivor annuity elections, eligibility for continuing federal health and life insurance coverage and the process for submitting a retirement application.

The briefing lasts approximately four hours.

Be sure to get your supervisor's approval to watch.

6. *The Thrift Savings Plan website offers great resources and tools.*

The Retirement Income Calculator, which can assist you with achieving your retirement financial goals, and other tools and resources are located at: <https://www.tsp.gov/PlanningTools/index.html>.

More information on retirement planning can be found on the ABC-C website at <https://www.abc.army.mil/retirements/PlanningForRetirement.htm>.

Online verification of employment

The Employment Verification Tool is available for verification of employment and/or salary information.

All appropriated fund and non-appropriated fund employees can use the Employment Verification Tool via their MyBiz+ account.

Employees are responsible for providing proof of their employment and/or salary information to organizations or persons making the request.

MyBiz+ may be accessed through the Civilian Personnel Online website at <http://cpol.army.mil/>

If this is your first time accessing your MyBiz+ account, you may have to register your Common Access Card before being able to log in to MyBiz+.

For additional information or assistance with accessing MyBiz+, please contact the CPAC office at Ext. 7860.

Updating of personal forms important

Beneficiary designation

It is important for employees to periodically review their electronic Official Personnel Folder to confirm whether or not the appropriate designation of beneficiary form is on file and to determine whether or not the designation should be canceled or changed.

Anytime your personal situation changes, it is strongly recommended you review your beneficiary designations.

Marriage, divorce or even death of a beneficiary might necessitate a beneficiary change.

Otherwise, in the event of your death, the money in your accumulated retirement funds, Thrift Savings Plan account, life insurance and final earning and wages may not be distributed according to your wishes.

If a designation of beneficiary is not on file, by law, any due benefits will automatically be paid in the following order of precedence:

- First: to the widow or widower
- Second: if none, to a child or children in equal shares, with the share of any deceased child distributed among that child's descendants
- Third: if none, to the employee's parents in equal shares or the entire amount to the surviving parent
- Fourth: if none, to the executor or administrator of the estate
- Fifth: if none, to the next of kin under the laws of the state where the employee lived at the

time of death

If this order of precedence is acceptable, you do not have to fill out any designations of beneficiary forms.

Emergency contact information

Everyone, at some point in time, is touched by a tragic event.

In that situation, emergency contact information is crucial in order for the depot to check on your safety and well being.

An employee may update their emergency contact data by accessing their MyBiz+ account.

Once at the MyBiz+ homepage, select Update Contact Information located on the left-side menu bar titled "Key Services". Then select Emergency Contacts and Update.

You will then be prompted to the MyBiz Emergency Contact page where you will be able to view your current emergency contact information to ensure it is still accurate. You will also have the option to list a primary and alternate emergency contact.

All employees should enter their emergency contact information into this database and provide a hard copy to their supervisor.

Make it a priority. It only takes a few minutes to complete and will help ensure your loved ones are notified in case of an emergency.

CPAC team can review retirement applications

Effective Nov. 1, the Civilian Personnel Advisory Center's Labor Management/Employee Relations Team is the point of contact for reviewing employees' completed CSRS and FERS retirement applications.

This service is only provided when requested by the employee or when an employee submits an application for CSRS/FERS disability retirement.

Requests for retirement application reviews should be

submitted to your servicing Labor Management/Employee Relations specialist directly or the CPAC at Ext. 7860.

For general questions regarding federal employee benefits, employees may contact Kelly O'Hara-Smith, at Ext. 5219.

notes from around the TRACK



CLARK

With sadness, we report ANAD has lost a member of the team.

Skyler J. Clark died Nov. 5.

An electro-optic mechanic with the Directorate of Production, he had more than 10 years of civilian service at Anniston Army Depot.



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 during 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 this next show:

Dec. 7: Workman's compensation will be the topic as John Sorley, the installation's point of contact for compensation joins Jeff Porter from AFGE to share information.

Boyd Scoggins and Kelvin Burruss will provide reminders regarding Drugged and Drunk Driving Awareness Month and Shynta Gray will update us on the progress of the Combined Federal Campaign.

Dec. 21: Gerald Wiggins from the Directorate of Information Management will share information on personally identifiable information and how to avoid spillage.

Army's SHARP program encourages respect

by Tim Rolfe

ANAD ACS

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.



SHARP™

SEXUAL HARASSMENT/ASSAULT RESPONSE & PREVENTION

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 re-

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

ANAD recycling changes

Anniston Army Depot has trailers, which are located in the parking lot of the Fitness Center and in the handicap parking lot on the East side of the depot, available for employees to bring their recyclable items from home.

These trailers will no longer be available beginning Nov. 18. After that date, those who bring recyclable items from home may bring them to the Recycling Cen-

ter, located on the west side of the depot.

Recycling only accepts clean cardboard, clean plastic bottles, aluminum cans and paper for shredding (to include magazines and newspaper). Collection boxes will be available at Building 1109 for these items. If you have questions regarding this or other recycling topics, contact the Recycling Center at Ext. 6838.

Report Suspicious Activity or Behavior



See Something

Say Something

If you see something,
say something

Report suspicious
activity to
ANAD Security Forces

256-235-6222



\$175,000 goal set for CFC

Anniston Army Depot's annual Combined Federal Campaign has begun. The depot's goal for is \$175,000.

These funds assist non-profit organizations in our local community as well as throughout the nation and globally.

This year, CFC is asking federal employees to "Show Some Love" as they donate to their favorite charitable organizations locally, nationally and internationally.

So far, the campaign has raised \$104,715.40, or approximately 60 percent of the goal.

If you are unsure who your work area's key person is or would like additional information about the Combined Federal Campaign, contact Shynta Gray at Ext. 5493 or Karena Goedde at Ext. 7283.

If you suspect it, report it...



Cars, trucks or vans parked in no-parking zones in front of important buildings

People drawing, measuring or photographing buildings



Strangers asking questions about security forces, security procedures or details of the depot's mission and workload outside the scope of natural curiosity



A briefcase, package or backpack left behind

If you see or hear something that could be terrorist-related, trust your instincts and call Ext. 6222!

Or...

Use the iWatch app



The iWatch Army smartphone app, now available for download, makes reporting suspicious activity easy.

The application does not replace 911, nor is it intended to be used for emergency situations.

Users can submit a text, voice, photo or video message to report potential threats or concerns.

Tipsters may choose to remain anonymous or disclose their identity.

The app also allows users to choose to receive messages, such as emergency notifications and Amber alerts.