



# USU E-News

Uniformed Services University, December 2001

## Sept. 11, 2001

### Flexibility Kept University Moving Following Attacks



2nd Lt. Ken Marriott, USAF, with stethoscope, and Ensign Christopher Ennen treat a casualty during the September Bushmaster. (Photo by MSgt. Raul Navas, USAF)

**by MSgt. Gary Carpenter**

Just days before dozens of fourth-year medical students and faculty were to fly to San Antonio for the September Bushmaster exercise, terrorists attacked the United States.

The chaos that followed in the airways forced university officials to make the unprecedented decision to hold Bushmaster here. But despite having only days to pull off the logistical challenge of holding the exercise on the softball field behind campus instead of the Camp Bullis site in Texas, Bushmaster went off as scheduled.

Members of the exercise advance team - Sgt. 1<sup>st</sup> Class Kevin Tillman, TSgt. Darryl Conney, Sgt. Monique Baker, Sgt. J.T. Thomas and Spc. Nagita Sykes - were already in San Antonio setting up on Sept. 11.

**See Response, Pages 2-5**

## Travel Restrictions Forced Officials to Hold Bushmaster on Campus

After days of uncertainty about whether there was even going to be an exercise, they quickly regrouped, ensuring equipment, not to mention themselves, made it back to Bethesda so Bushmaster could be held. All earned the Joint Service Achievement Medal for their efforts.

“It was absolutely amazing what the civilian and service support personnel, medical students and

supporting faculty and staff did to make Operation Bushmaster a success,” said Maj. Gordon Mays, USA, exercise officer in charge. “I’ve not seen a bonding of assets, resourcing and personal commitment to mission success in such a short period of time since (Operation) Desert Shield/Storm.”

Relocating an exercise halfway across the country in a matter of days was one example of how the university had to adapt to a world suddenly changed.

Like military installations worldwide, Bethesda Naval Base immediately went to threat condition Delta after the attacks, requiring closure of almost all access gates. Had it not been for the university’s enlisted corps, the gate closest to campus would have remained closed because base security could not provide the additional manning.

Pulled away from their regular duty sections, Headquarters Company members eased the manning crunch for nearly three weeks. Pulling three-hour shifts starting at 5 a.m., they checked IDs, randomly inspected vehicles and ensured traffic flowed smoothly even though two other gates remained closed. Eventually, reservists were activated to replace them.

Several USU people had a direct role in recovery efforts at the sites where the hijacked airliners crashed.

George Holborow, curator of the Anatomical Teaching Laboratory, responded as a member of the Disaster Mortuary Operational Response Team to the Pennsylvania crash site. DMORT is part of the National Disaster Medical System, a federal team operating under the auspices of the Office of Emergency Preparedness in the Department of Health and Human Services.

Mr. Holborow served as the mortuary officer and anatomical specialist at the temporary morgue that was established at the Army National Guard post in Somerset. He helped collect evidence and identify the



***Sgt. J.T. Thomas, Department of Military and Emergency Medicine, inspects a vehicle shortly after the terrorist attacks. Enlisted members manned the university gate off Jones Bridge Road for nearly three weeks, checking IDs and providing traffic control in addition to the vehicle inspections. (Photo by MSgt. Raul Navas, USAF)***

## Several People Deployed to Crash Sites to Assist in Recovery Efforts

remains of the passengers and crew.

MSgt. Roberto Rolon and SSgt. Victoria Candelora were part of an Air Force Bioenvironmental Engineering Contingency Support Team that performed environmental and personal air sampling at the Pentagon in the days following the attack there. They are assigned to USU's Environmental Health and Occupational Safety Office.

The team, which comes under the direction of the U.S. Army Center for Health Promotion and Preventive Medicine, took more than 1,060 direct environmental air quality measurements, 290 personal air samples and 369 wipe samples from Sept. 12-20.

"These samples ensured air quality levels were within acceptable limits and aided in decisions for work rest cycles of recovery operation teams," said Sergeant Rolon.

Specifically, Sergeant Rolon said they monitored members of the U.S. Army's Old Guard to evaluate and document potential health risks from burning jet fuel and the building itself during search and recovery efforts.

Also at the Pentagon, Lt. Cmdr. Philip Smith, along with HMC Jeff Sanford and HM1 Angela Viers of the Department of Preventive Medicine and Biometrics set up a command unit for real-time chemical detection for the Army and the Environmental Protection Agency.

For several days beginning Sept. 15, they conducted 24-hour operations that resulted in more than 120 immediately analyzed collections of volatile organic compounds, primarily from the jet fuel. Initially, they also checked for asbestos.

Assisting them were Lt. Cmdr. Gary Hook, Maj. Greg Kimm and Capt. Tara Hall, all graduate students in PMB.

Using special equipment that could analyze samples quickly, they were able to pass along the results to the EPA and other organizations in less than an hour, helping them determine when it was safe for

***MSgt. Roberto Rolon and SSgt. Victoria Candelora of Environmental Health and Occupational Safety display the equipment they used to take environmental and personal air samples at the Pentagon. Taking more than 1,500 samples in just over a week, they helped recovery teams determine potential health risks from burning jet fuel and the building itself.***

*(Photo by Tom Balfour)*



recovery teams to go into offices that were damaged by the crash.

While they put in long hours at the site, Chief Sanford said nearby communities did all they could to make things easier by providing necessities such as food. The Army and Air Force Exchange Service even set up a truck where recovery teams could obtain everything from socks to towels free of charge, he said.

Several USU organizations provided their

## University Contributes More Than \$11,000 to Relief Agencies

While several organizations provided immediate recovery support following the Sept. 11 terrorist attacks, the university as a whole did its part as well. Students, staff and faculty members raised more than \$11,300 for relief agencies:

### **Army Emergency Relief Fund, \$3,794.**

Navy and Marine Corps Relief Society, \$2,627.40.

### **Air Force Aid, \$1,866.20.**

Federal Employee Education and Assistance Fund, \$3,053.70.

## USU Provided Expertise to Media, Government Agencies After Sept. 11

expertise to the media, area law enforcement agencies and government organizations after the attacks.

The Department of Psychiatry's Dr. Robert Ursano and Col. Ann Norwood, MC, USA, answered numerous queries from media such as *The Washington Post*, *The New York Times*, *ABC News*, *Newsweek* and *National Public Radio* on post-traumatic stress.

The department operates the Center for the Study of Traumatic Stress.

Doctor Ursano appeared on an ABC webcast on post-traumatic stress, and the department scanned in disaster literature that was

used not only by media but mental health providers and physicians. *The Washington Post* also interviewed Doctor Ursano for a story on how the military prepares soldiers going into battle to face death.

Immediately after the attacks, the Center for the Study of

Traumatic Stress met with the staff of Arlington (Va.) Hospital, consulted with the National Naval Medical Center's SPRINT team that deployed to the Pentagon, and provided the crew of the USS Comfort, which was sent to New York, with resources on how to handle stress related to body handling, and how to interact with family members, firefighters and

and the Food and Drug Administration.

CCRC training focuses on chemical, biological, and radiological hazards, including information about detection, decontamination, effects and medical treatment.

Officials at the Armed Forces Radiobiology Research Institute briefed the White House Office of

Homeland Security and members of the House Science Committee on irradiation of mail. They also traveled to the Lima, Ohio, plant irradiating anthrax-contaminated mail to evaluate how the process was being done.

**Officials at the Armed Forces Radiobiology Research Institute briefed the White House Office of Homeland Security and members of the House Science Committee on irradiation of mail. Other AFRI faculty members instructed the White House Medical Unit on treatment and management of radiation injuries and answered media questions on how to treat anthrax.**

police.

As it has always done, the Casualty Care Research Center provided counterterrorism training and education on weapons of mass destruction to law enforcement and government organizations, including the U.S. Park Police, the Baltimore County Police Academy

Other AFRI faculty members instructed the White House Medical Unit on treatment and management of radiation injuries, answered questions from *The Wall Street Journal* on how to treat anthrax, and traveled to the Centers for Disease Control in Atlanta to help process anthrax samples from Florida.

# Nursing Students Respond to Pentagon Attack

## Army Captains Were Nearby When Plane Hit, Then Rushed to Provide Medical Support

Several students in the Graduate School of Nursing's Family Nurse Practitioner Program saw the carnage caused by American Airlines Flight 77 unfold in front of them on Sept. 11, but after reacting with the disbelief that so many felt on that day, they quickly jumped in to provide treatment at the Pentagon and a nearby clinic.

Capt. Joseph Candelario, a first-year Army student had already been seeing patients at the hospital at nearby Fort McNair in northern Virginia since 6:30 a.m. when news came of the attacks on the World Trade Center. Having stepped outside for a few minutes, he saw the plane streaking toward the White House before it made a sharp turn to slam into the Pentagon.

"I returned to the clinic to hear our radio contact from the clinic in the Pentagon calling for more help and supplies," Captain Candelario said. "We made immediate preparations to leave one doctor, nurse practitioner and a medic at the clinic, while I, along with three medics took supplies to the Pentagon."

After distributing the supplies, the team stayed on to help treat some of the casualties and later joined a search and rescue team at the impact site. The captain said they helped

free a few people still trapped by debris but also found many body parts and about a half-dozen bodies.

Unable to go on because of the fire, Captain Candelario said rescue workers waited until the fire could be put out.

What they didn't know, he said, was that it would be more than a day before that would happen. With the fire out of control, the response teams pulled back to the Pentagon's center courtyard to set up a morgue. They stayed until 7:30 p.m., then returned to Fort McNair, where Captain Candelario briefed the hospital's officer in charge on the Pentagon response.

Meanwhile, Capt. Ilse Alumbaugh was beginning her first day of clinicals at the clinic at the Navy Annex in Arlington, Va., just up the hill from the Pentagon, when she heard Flight 77 roar overhead. "It sounded like a flyby, only with a bigger sound and too close for comfort," she said. "Then we heard a boom."

Racing outside, Captain Alumbaugh, a member of the Class of 2003, and other medical staffers looked down the hill and saw the Pentagon in flames. However, instead of heading to the Pentagon, they stayed at the clinic to await patients there.

Along with fellow GSN student Capt.

Lisa Ford, Captain Alumbaugh helped treat several patients, including one who suffered burns on his back, legs and arms, and another who fell through two floors which had collapsed under him.

Captain Alumbaugh said she remembers the rest of the day being filled with rumors of other attacks, trying to grab a bite to eat and waiting for more patients, although very few arrived. In fact, she said there was talk of turning the treatment area into a morgue. Relieved when the decision was made not to do that, Captain Alumbaugh recalls, "I was thinking that not having a morgue meant not having any reason to have a morgue. Unrealistic of course, but a thought just the same."

Other GSN students also responded on Sept. 11. Army Capt. Michelle Williams went directly to the Pentagon from her clinical teaching site, while six students – Capt. Alan Meekins, USA; Capt. Maria Stoner, USAF; Capt. Martin Ockert, USAF; Lt. Victor Auld, USN; Lt. Victor Diaz, USN; and Capt. Penny Horrigan, USAF – reported to the National Naval Medical Center to assist in collecting blood.

- MSgt. Gary Carpenter

## USU Professor: Be Straight with Kids Following Traumatic Events

ARLINGTON, Va. – An assistant professor at USU says there are a number of things parents can do to help children cope with tragedies like the recent terrorist attacks, including encouraging them to talk about what happened at their own pace.

Child clinical psychiatrist Lt. Cmdr. Lisa J. McCurry, MC, USN, said it's important to provide "age appropriate information" and answer questions honestly without giving too much information for the child to understand.

"Try to maintain a routine as much as possible and get life back to normal in the home," Doctor McCurry said. "Depending on the age of the child, spending extra time with them, especially at bedtime, can be reassuring."

She said that includes reading to children, playing a game or watching a video with them. "Just increasing the amount of time you're there, especially for children who have lost a parent, they need that other parent right there with them," Doctor McCurry said.

When explaining that a person is dead to a 4- or 5-year-old, it's important to point out that the person is not going to

eat, sleep, walk around or play games anymore, Doctor McCurry said.

Children in their early teens also need support, but may be less likely to ask for it, she said. "They may feel like, 'I'm old enough and I don't need any extra help,'" Doctor McCurry said. "So it's still really important for the parent to be attuned and available to talk with them."

The way parents talk to children in their late teens depends on the maturity level of the young adult, she said.

"They can understand all the adult information about death, but they may behave a little younger, regress a little bit," Doctor McCurry said. "They may want to do things they haven't done in years, and that's normal for kids of any age. Keeping a tight leash on them and encouraging them to talk about their feelings is very important. Just let them get it out."

- Rudi Williams  
American Forces Press Service

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University Affairs reserves the right to edit or decline the use of material, which should be authentic, timely, in good taste, have appeal or interest to the newsletter's audience, and be related to its activities.

### USU Has Lowest Cardholder Delinquency Rate in DoD

The university has been recognized by the Department of Defense for maintaining a government travel card delinquency rate that is consistently the lowest in DoD.

Christopher Slack, Bank of America's senior vice president for government services, praised the university for a program that "... is a benchmark and showcase of best practices."

"To put in perspective how effective the university's program is, the average delinquency rate in corporate America is 2.5 percent, the DoD rate is 4.32 percent, and the university's is 0.5 percent," said Jim Wolff, the agency component manager for the government travel card. "This means that 50 cents of every \$100 charged becomes delinquent (60 days past due). For the months of August and September, USU achieved a zero delinquency rate."

More than 1,200 USU employees have government travel cards, and approximately 200 travel each month, spending an average of \$170,000, said Mr. Wolff.

"The main reason for our outstanding record is that the university's senior leadership has made it clear to cardholders that delinquency will not be tolerated," Mr. Wolff said.

He said USU President James Zimble, M.D., has mandated that as long as the cardholders act prudently and responsibly (filing their claims within five days of returning and requesting split disbursement payment) he expects the support areas to ensure the cardholders are protected by having the funds to pay their bills.

There are other reasons for USU's low delinquency rate. Approving officials must sign travel claims promptly and submit them to Financial Management, which must review and forward all properly completed vouchers to the Defense Finance and Accounting Service in Columbus, Ohio, within two days or immediately notify travelers of discrepancies, Mr. Wolff said. Also, students performing long-term temporary duty are able to file partial claims each 30 days, ensuring they have the funds to pay their bills when due, he said.

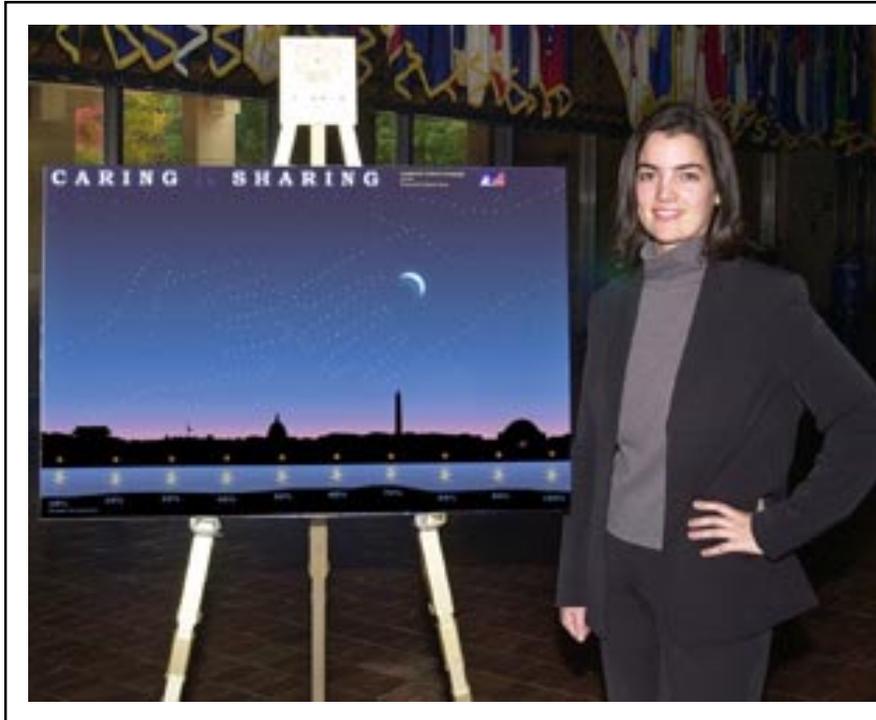
"And, most important, DFAS has been paying our claims on average within four days of receipt, well ahead of the DoD requirement of 15 days," Mr. Wolff said.

### Operational Medicine Endowment Established

Soon after U.S. Medicine named USU President James Zimble the 2001 recipient of the Frank Brown Berry Prize in Federal Healthcare, Doctor Zimble requested that the \$10,000 prize that goes with the award be used to start a new endowment with the Henry M. Jackson Foundation for

the Advancement of Military Medicine. The foundation approved the request, clearing the way for the establishment of the Endowment for Military Operational Medicine.

The endowment will provide a permanent fund to support USU efforts in research, teaching and



Audiovisual's Sofia del Castillo stands next to the poster she designed for the 2001 Combined Federal Campaign. Sofia's poster will go up against other DoD agencies in the CFC communications contest. If it wins at that level, the poster will be entered in the overall National Capital Area competition, which USU has won three out of the last five years. The university's 2001 campaign goal is \$167,000. As of press time, USU and AFRRRI people had contributed more than \$144,000, 86 percent of the goal. The campaign is scheduled to end Dec. 31. Several people received prizes at the Oct. 10 CFC kickoff, which featured bingo games. For a list of winners, see Page 13. (Photo by Albert Dalmau)

other activities related to military operational medicine as determined by the Endowment Fund Liaison Committee.

The Berry prize, named for the first assistant secretary of defense for health affairs, honors an individual who is part of "a segment of medical professionals who labor hard but reap little personal financial gain from their achievements," according to U.S. Medicine.

Doctor Zimble "led USU to significant growth, academic excellence and increased recognition from the civilian academic medical community," according to U.S. Medicine. "He led the transformation of the university from a 'mere' medical school to a center for academic military health that is utilized by the armed forces."

### **Undergraduates to Observe USU Medical Programs**

The F. Edward Hébert School of Medicine and Franklin & Marshall College have signed an agreement that will allow pre-med students attending the Pennsylvania school to participate in a shadowing program here and at the university's local teaching hospitals.

Under the agreement, the university will give F&M students access to USU faculty members and facilities, and medical student training and instruction. They also will observe clinical operations at the National Naval Medical Center, Walter Reed Army Medical Center and Malcolm Grow USAF Medical Center at Andrews AFB.

Lt. Col. Carolyn Miller, USAF, vice president for Recruitment and Diversity Affairs, said the agreement will allow the university to more effectively market the school of medicine to prospective applicants and increase awareness about USU. It should also increase familiarity and appreciation for military medicine, while exposing the university to a broader population of medical school applicants, she said.

Doctor Miller said if the program is successful, the university would look at broadening the program to other schools, allowing more prospective applicants to gain experience and see the uniqueness of a career in military medicine.

## **Upgrades Continue on Heating, Air-Conditioning Systems**

The project to replace the heating, ventilation and air-conditioning system throughout the university has moved into Building C, while work continues on the upper floors in Building B.

While work in Building B labs and offices is generally complete, ceilings in lobbies and some corridors still must be replaced.

The project's coordinator, Lou Balodemas, said all Building B floors are now receiving air supply from the new system; however, the return-air portion is still being installed, causing some labs and especially autoclave rooms to be hot. Mr. Balodemas said the air return on all floors was scheduled for completion by the end of November.

Meanwhile, corridor work has started on the second floor of Building C. Renovations in labs and offices were scheduled to start after Thanksgiving and run through April 2002, Mr. Balodemas said. Work on the first floor of Building C is under contract and will begin in April 2002, he added.

The second-floor bridge between Buildings B and C will remain closed until significant overhead ductwork is completed. However, Mr. Balodemas

said once that work is finished, the walkway will be opened for limited pedestrian traffic.

The final two phases of work, in Buildings A and D, have not yet been contracted, Mr. Balodemas said.

The HVAC replacement project became necessary after poor air quality levels were discovered throughout the university, raising environmental and health concerns. Additionally, replacement parts for the original system could not be found. Work began in Building B first because it had the poorest circulation of air in USU's four buildings, USU officials said.

While original contract work continues, the university added several new items to the HVAC project, including new domestic water booster pumps to ensure adequate pressure in the upper floors of Building B.

This fall, contractors placed new volume dampers on two exhaust risers to reduce noise on fume hoods caused by the higher speed of the new roof fans and renovated a lab in the Department of Biochemistry. Later, they will install new drains for the sprinkler system and insulate exposed steam piping in the autoclave rooms.



**Barry Cohen, field superintendent for Tuckman-Barbee, shows his patriotism in the days following the Sept. 11 attacks. The company has the contract for the project that calls for installation of a new drainage system, complete with improved expansion joints that can more readily expand or contract, to handle water runoff on the USU plaza. Previous design problems with the drainage system caused water to leak into ground floor offices. Mr. Cohen said construction is scheduled to be completed Jan. 15. (Photo by MSgt. Raul Navas, USAF)**

## Military Medicine Chair Moves to New Position

Craig Llewellyn, M.D., stepped down Sept. 24 as chair of the Department of Military and Emergency Medicine to become the



Doctor Llewellyn

director of the department's Center for Disaster and Humanitarian Assistance Medicine, Applied Human Biology Division.

Col. Clifford Cloonan, MC, USA, a 1983 USU graduate, is military and emergency medicine's new chair. He also is the consultant to the surgeon general for emergency medicine.

Doctor Llewellyn had been the MIM chair since 1987 when he retired from the Army Medical Corps with the rank of colonel. He has been at USU since 1982, serving as commandant of students from 1982-87. He also holds

appointments as professor of surgery, and professor of preventive medicine and biometrics.

Including medical school, Doctor Cloonan is in his third assignment at the university. From 1990-93, he was an instructor in the department he now chairs. He also was the course director for both the combat medical skills course and the introduction to combat casualty care course.

The CDHAM's mission is to advance the understanding and delivery of disaster medical care and humanitarian assistance worldwide. It provides training in the areas of disaster administration, field medical care, operational logistics, assessment and surveillance.



Doctor Cloonan

## Workers Have More Access to Pay Information

The Defense Finance and Accounting Service has created Employee Member Self Service, a system that gives Department of Defense employees more control over their pay account. Currently, employees may view current or prior Leave and Earning Statements, and update Direct Deposit and federal tax exemption information. Additional information will be available in the future.

For more information on E/MSS, go to the DFAS website at [www.dfas.mil](http://www.dfas.mil) or stop by the military or civilian personnel offices.

## Employees Obtaining Common Access Cards

The Department of Defense has mandated that all DoD civilians, military members and eligible contractors be issued Common Access Cards by 2002.

USU employees may obtain the card at the mobile unit located in front of Building 11 at the National Naval Medical Center through Dec. 29. Appointments must be made at <https://es/cac.navy.mil/cgi-bin/signup.pl>

The CAC will be the standard identification card for active duty military members, selected reservists, DoD civilian employees and eligible contract employees. It also will be the principal card used to access buildings and controlled spaces.

The card contains a linear barcode, two-dimensional barcode, magnetic stripe, color digital photograph and printed text. Because it is a common access card without any uniquely identifying characteristics, it will not replace the USU identification card, security officials said.

## MDL Revises Room Reservation Requirements

Because of heightened security around the university, officials in the Multidiscipline Laboratories have implemented changes regarding sponsor responsibilities when rooms are reserved:

- The sponsor of an event at USU must be a faculty or staff member, or student;
- The sponsor must be physically present at the meeting or event;
- The sponsor serves as the point of contact and must coordinate all support for the event;
- The sponsor must submit a memorandum to the USU Security Division at least 24 hours before the event.

The memorandum must have the title, date and location of the event; the sponsor's name and telephone number, preferably a cell phone number so the sponsor can be reached at all times; an alphabetical listing of the names of all known and potential attendees. The list must include the social security number or the driver's license number of each person on the list.

For more information, call the MDL office at 295-3301.

## *Quarterly Award Winners April-June 2001*

### **Senior Employee of the Quarter**

Elizabeth White, a biology laboratory research technician in the Department of Pathology for 19 years, is the university's Senior Employee of the Quarter for the second quarter of 2001.

Ms. White, who provides administrative support to pathology's graduate programs and second-year medical pathology course, was recognized for her work in several areas. She updated and cataloged the department's extensive glass and kodachrome slide archive into a digital format for CD production, saving thousands of dollars. She also prepared labs and specimen examples, including new teaching material, with innovative ideas for using digital files,



**Elizabeth White**

CDs and Power Point presentations.

Considered the single source of information for archival storage of all gross specimens, and glass and kodachrome slides, Ms. White devised and executed a plan to convert all kodachrome slides into a database that is used to create CDs for faculty and students, saving the department more than \$6,000 every year.

### **Junior Employee of the Quarter**

Lenora Few, a program support assistant in the Civilian Human Resources Directorate, is the Junior Employee of the Quarter for the period April-June 2001. She was recognized for her 18 years of support to the Department of Surgery, specifically in the faculty appointment/reappointment process and the university's visa program.

Ms. Few helped negotiate with department chairs, and the Committee on Appointments, Promotions and Tenure when questions concerning faculty appointments and reappointments had to be resolved. She also helped educate new appointees, including high school and college summer hire students.



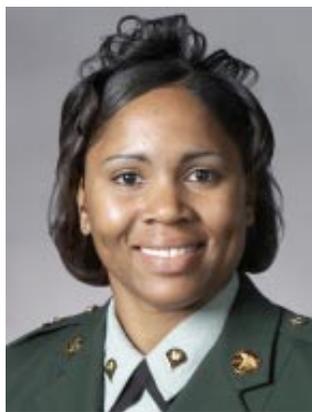
**Lenora Few**

Ms. Few, while working closely with officials from the State Department and Immigration and Naturalization Service, assisted department workers, specifically Henry M. Jackson Foundation employees, through the maze of regulatory requirements regarding acquisition of temporary professional worker and exchange visitor visas.

### **Servicemember of the Quarter**

Latresia Lightfoot, an Army sergeant assigned to the Environmental Health and Occupational Safety office, is the university's Servicemember of the Quarter for the second quarter of 2001.

The assistant noncommissioned officer in charge of the radioanalytical laboratory, Sergeant Lightfoot is responsible for analyzing samples to determine the presence of radioactive contamination. During the



**Sgt. Latresia Lightfoot**

quarter she performed 72 monthly radiation compliance surveys, 45 percent over the normal workload. She also evaluated working conditions, correcting deficiencies with on-the-spot training.

Sergeant Lightfoot, who assists in the overall training of 400 radiation workers on the fundamentals of radiation safety, helped develop new training criteria for initial and annual radiation safety briefings. She also served as the alternate for consolidating and disposing of approximately 3,000 cubic feet of radioactive waste and in-processed 17 radioisotope sources crucial for USU research.

The Headquarters Company's education representative, Sergeant Lightfoot volunteers for the Wheaton Boys and Girls Club Pee-Wee Baseball League, as well as the American Red Cross.

## *Quarterly Award Winners July-September 2001*

### **Senior Employee of the Quarter**

Dolores Harron, an 11-year employee in the Office of the Vice President for Resource Management, is USU's Senior Employee of the Quarter for the third quarter of 2001.

Ms. Harron manages the IMPAC card program for the Office of the President, two vice presidents and the post restaurant fund. She also serves as timekeeper for the Office of the President; Office of the Dean, school of medicine; Vice President for Resource Management, Vice President for Administration and Management, the Office of Review and Evaluation, Office of the General Counsel, and Informatics in Medicine.

Ms. Harron is the Combined Federal Campaign key worker in the Office of the President, Vice President for



**Dolores Harron**

Resource Management, Vice President for Administration and Management, and Resource Management Information Office. She also plays a key role in the running of the USU cafeteria, dealing with vendors, maintenance repairs, maintaining a budget, and accounts receivable and payable.

For the past 10 years, Ms. Harron has been on the university's special events committee, helping to bring about successful Christmas parties and picnics.

### **Junior Employee of the Quarter**

The Junior Employee of the Quarter is Michaela Nevin, an education technician in the Department of Psychiatry.

As a coordinator of the third-year psychiatry clerkship, she is responsible for meeting the required deadlines of the five teaching hospitals in the program. She also handled clerical duties for fourth-year student electives during the quarter.

In just over a year in the department, Ms. Nevin has become the special project expert in the research section, handling tasks such as VTC and phone conferences, providing educational charts and mass mailings.

Following the Sept. 11 terrorist attacks, Ms. Nevin played a key role in psychiatry response efforts. She hand-carried a packet of mental health fact sheets to



**Michaela Nevin**

the Pentagon's family assistance center shortly after the attack, and she prepared information packets for mental health providers who deployed to New York aboard the USNS Comfort. Ms. Nevin also scanned in disaster literature on the department's website for use by mental health providers, physicians and the media. And she was instrumental in making CD-ROMs of an ABC News webcast on post traumatic stress, which the department chair participated in.

### **Servicemember of the Quarter**

TSgt. Darryl Conney, Brigade Operations, is the Servicemember of the Quarter for the third quarter of 2001.

As the university's resident expert on nuclear, biological and chemical weapons of mass destruction, he briefed leaders on current threat topics, recommended appropriate threat postures and revised USU emergency contingency plans. Sergeant Conney also provided NBC training to more than 350 medical students during several combat training exercises.



**TSgt. Darryl Conney**

Responsible for much of the university's field training and road march activities, he handled more than \$100,000 worth of tactical field communication equipment, and provided logistical, operational, training and planning support. As a Department of Military and Emergency Medicine faculty member, he coordinated training in both field and classroom settings for more than 650 medical students.

A squad leader within the Air Force flight, Sergeant Conney single-handedly revamped the Air Force flight training program, improving individual documentation of training records and scheduling required technical training. He also runs the Air Force's cycle ergometry program, which involves annual testing of more than 350 students, faculty and staff members.

# Internet Sites Provide Information on Health Programs

Following are several websites that give details on a wide range of health care issues. (U.S. Army Medical Command Public Affairs).

## Gateways and publications

**Healthfinder.gov**  
[www.healthfinder.gov/](http://www.healthfinder.gov/)

This comprehensive site is the federal government's gateway to consumer health and human services information.

**Reports of the Surgeon General**  
[www.surgeongeneral.gov/library/reports.htm](http://www.surgeongeneral.gov/library/reports.htm)

Reports on smoking, suicide, nutrition, physical activity and health, and HIV/AIDS.

**National Institutes of Health**  
[www.nih.gov](http://www.nih.gov)

Easy access to the National Institutes of Health's 25 institutions and research trials.

**Health Topics A to Z**  
[www.cdc.gov/health/diseases.htm](http://www.cdc.gov/health/diseases.htm)

Health Topics A to Z from the Centers for Disease Control and Prevention provides a listing of disease and health topics found on the agency's web site.

**Government and consumer publications on health**  
[www.pueblo.gsa.gov/health.htm](http://www.pueblo.gsa.gov/health.htm)  
General health information from the Federal Consumer Information Center in Pueblo, Colo.

## Food and nutrition

**Interactive Healthy Eating Index**  
[www.usda.gov/cnpp](http://www.usda.gov/cnpp)

Provides a quick assessment of the quality of your diet, including nutrition information targeted to our specific score.

**Center for Food Safety & Applied Nutrition**  
[vm.cfsan.fda.gov/list.html](http://vm.cfsan.fda.gov/list.html)

Food and nutrition information from the U.S. Food and Drug Administration.

## Specific topics or concerns

**Healthfinder Hot Topics**  
[www.healthfinder.gov/hottopics.htm](http://www.healthfinder.gov/hottopics.htm)

Monthly top search topics and perennial favorites are highlighted for quick and easy searches. Topics include AIDS,

diabetes, allergies, depression and pregnancy.

**Help with stress and anxiety**  
[www.mentalhealth.org/](http://www.mentalhealth.org/)

Review the publications or use the search function to find information on dealing with stress and anxiety, and other issues.

**Diet, health and fitness**  
[www.ftc.gov/bcp/menu-health.htm](http://www.ftc.gov/bcp/menu-health.htm)

Consumer education publications in English and Spanish on topics such as dieting, indoor tanning, vision correction procedures and infertility services.

**Travelers' health**  
[www.cdc.gov/travel/](http://www.cdc.gov/travel/)

How to protect yourself from disease when traveling outside the United States and alerts about disease outbreaks.

**CancerNet**  
[cancer.net.nci.nih.gov/](http://cancer.net.nci.nih.gov/)

Gateway to the most recent and accurate information from the National Cancer Institute.

**National Center for Complementary and Alternative Medicine**  
[nccam.nih.gov/](http://nccam.nih.gov/)

Sponsored by the National Institutes of Health, NCCAM conducts and supports basic and applied research and training, and disseminates information on complementary and alternative medicine.

**Choosing and using a health plan**  
[www.ahcpr.gov/consumer/hlthpln1.htm](http://www.ahcpr.gov/consumer/hlthpln1.htm)

Booklet to help you make sense of your choices for getting health care insurance.

**Oncology tools**  
[www.fda.gov/cder/cancer](http://www.fda.gov/cder/cancer)

A variety of information related to cancer and approved cancer drug therapies from the Food and Drug Administration.

**For your heart**  
[www.4woman.gov](http://www.4woman.gov)

Information for women about cardiovascular disease, including exercise, nutrition, smoking, diabetes, cholesterol and high blood pressure.

**What about men's health?**  
[www.4woman.org/mens/index.cfm](http://www.4woman.org/mens/index.cfm)

Information to help women learn more

about the leading health concerns of the men in their lives; also includes a quiz for men to test their knowledge of women's health.

**Diabetes frequently asked questions**  
[www.cdc.gov/diabetes/faqs.htm](http://www.cdc.gov/diabetes/faqs.htm)

Learn about diabetes, its symptoms, types and major risk factors.

**Prostate cancer fact sheet**  
[cancer.net.nci.nih.gov/Cancer\\_Types/Prostate\\_Cancer.shtml](http://cancer.net.nci.nih.gov/Cancer_Types/Prostate_Cancer.shtml)

Learn about prostate cancer, its symptoms and major risk factors.

**Screening mammograms fact sheet**  
[cancer.net.nci.nih.gov/clinpdq/detection/Screening\\_Mammograms.html](http://cancer.net.nci.nih.gov/clinpdq/detection/Screening_Mammograms.html)

Learn the difference between screening and diagnostic mammograms, and the factors that place a woman at risk for breast cancer.

**HIV/AIDS**  
[www.cdc.gov/hiv/pubs/faqs.htm](http://www.cdc.gov/hiv/pubs/faqs.htm)

Frequently asked questions on HIV/AIDS from the Centers for Disease Control and Prevention.

## Health sites for kids

**Girl Power**  
[www.health.org/gpower](http://www.health.org/gpower)

Seeks to reinforce and sustain positive values about health among girls ages 9-14.

**Kids' Home at the National Cancer Institute**  
[cancer.net.nci.nih.gov/ocdocs/KidsHome.html](http://cancer.net.nci.nih.gov/ocdocs/KidsHome.html)

Site for young people being treated for cancer, HIV and other illnesses.

**Snack Smart for Healthy Teeth**  
[www.hhs.gov/kids](http://www.hhs.gov/kids)

Site for kids' dental care.

**Food safety at home, school and when eating out**  
[www.foodsafety.gov/~dms.cbook.html](http://www.foodsafety.gov/~dms.cbook.html)  
Activity book for kids to color.

**Smoke-Free Kids**  
[www.smokefree.gov](http://www.smokefree.gov)

Encourages adolescent girls to participate in soccer to maintain physical fitness and resist pressures to smoke.

## Enlisted Members Earn German Military Proficiency Badge

Three USU staff members have become the first enlisted people to earn the German Armed Forces Command's Troop Duty Proficiency Badge.

To earn the badge, MSgt. Michael Wild; HM2 Lissett Santiago; and Sgt. Darryl Bogan participated in six events – a 100-meter sprint (75 meters for women), 3,000m run (2,000 for women), 200m swim, long jump, shot put and shooting competitions - which qualified them to go on a final road march.

Earning the badge is a requirement of the German military's annual physical readiness training. Initially opened to U.S. Army forces stationed in Germany as a gesture of good will between the two countries, stateside soldiers, including units from the Military District of Washington, now compete for the badge.

In November 2000, USU, after making arrangements through the German Armed Forces Command, sent approximately 150 first- and second-year medical students on an initial quest for the badge. In April, more than 50 students completed all six events and qualified for the road march within 30 days, a timetable that normally takes at least three months, Sergeant Wild said.

Wild, Santiago and Bogan are the groundbreakers for the enlisted corps.

In addition to the physical challenge, HM2 Santiago said earning the badge presented a unique opportunity to compete in events such as the long jump and shot put for the first time. Despite her Navy background, she said the biggest challenge was the timed swimming event.

HM2 Santiago, a surgical technologist in Environmental Health and Occupational Safety, said earning the badge was clear-cut proof of what she alone could accomplish.

"Several times in my career I felt my achievements should have earned me recognition, but so much of giving recognition involves subjective measures usually involving others," she said. "I feel that I earned the Germany Troop Proficiency Badge on my own two feet, and no one can take it away from me."

"I hope to see more enlisted members come out and compete for this badge during future rotations," said Sergeant Wild, senior enlisted adviser for USU's Air Force medical students. "These events definitely test an individual's physical fitness."

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**Col. George Tsokos, MC, USA**, is the Department of Medicine's new vice chair for research programs. He is responsible for optimizing the overall research performance of the department, as measured by peer-reviewed publications, funding and scientific distinctions that support the core missions of USU and his department.

Doctor Tsokos, who will continue to serve as director for the university's Division of Rheumatology/ Immunology and chief of the Department of Cell Injury at the Walter Reed Army Institute of Research, also will provide grant writing advice and assistance, and make recommendations on department research policies.

**Thomas Darling, M.D., Ph.D.**, Department of Dermatology, is a 2001 recipient of the Doris Duke Clinical Scientist Development Award for his research, "Tumorigenesis in Multiple Endocrine Neoplasia Type I." He was one of nine faculty-level awardees to receive research funding for up to five years.

The Doris Duke Charitable Foundation seeks to improve the quality of people's lives by nurturing the arts, protecting and restoring the environment, seeking cures for diseases, and helping to protect children from abuse and neglect.

**Lt. Col. John Jacocks, USA**, and **Lt. Col. Charles Salter, USA**, of the Armed Forces Radiobiology Research

Several Department of Medicine faculty members have been recognized.

**Robert E. Goldstein, M.D.**, has been inducted as "Master" in the American College of Physicians - Society of General Internal Medicine.

**Lt. Col. Paul Hemmer, MC, USA**, received the Educational Research Award from the Clerkship Directors in Internal Medicine.

**Barbara Alving**, has been named deputy director of the Heart, Lung and Blood Institute, National Institutes of Health.

**Solomon Levy** and **Joyce Hoopengardner** both made presentations at the October meeting of the Administrators of Internal Medicine.

Institute briefed the White House Medical Unit Oct. 29 on treatment and management of radiation injuries.

They addressed two scenarios: what type of initial care should casualties receive

before they are evacuated to a level one trauma center, and what the staff needs in order to stay in place for prolonged periods of time when level one trauma centers may not be available.

## people



Security's Joseph Ford, left, says farewell to Paul Stavrou at Mr. Stavrou's retirement ceremony. (Photo by Tom Balfour)

### USU Security Director Retires

Paul Stavrou, director of Security for 10 years and a university employee since 1986, retired Sept. 28 after a 40-year career in federal service.

Mr. Stavrou, who was the director of building services and material acquisition for the first five years of his USU career, took on the job in 1991 of organizing and managing a central security division from the ground up after the university went through a realignment. During the next decade, he developed a staff of specialists and expanded all security operations.

An Army veteran, Mr. Stavrou also worked at the Department of Veterans Affairs and the U.S. Civil Service Commission (Office of Personnel Management).

Robert Winston is USU's new security director.

### Students Named to Honor Society

Twenty-three medical students in the Class of 2002 have been elected to the university's Gamma chapter of the Alpha Omega Alpha Medical Honor Society.

Criteria for their selection included academic performance, their resume, research, community and volunteer service, and leadership activities.

The only national honor medical society in the world, the AOA promotes scholarship and research in medical schools, encourages a high standard of character and conduct among medical students and graduates, and recognizes high attainment in medical science, practice and related fields.

#### AOA Selectees

##### Army

Jared Andrews  
Robert Hutton  
Jeffrey Kunz  
Benjamin Lacy  
Keith Myers  
Sara Thompson  
Ramey Wilson

##### Navy

David Brett-Major  
Eric Buenviaje  
Rupa Dainer  
Joseph Gondusky  
Timothy Quast  
Camille Tabor  
John Trask

##### Air Force

Luke Arnholt  
Yovanni Casablanca  
Alan Guhlke  
David Hoopes  
Daniel LaMothe  
Wayne Latack  
Kenneth Marriott  
Gilbert Patino  
Ian Riddock

### Lieutenant Meets with Conference Attendees

2<sup>nd</sup> Lt. Leah Strobel, USA, a first-year USU student, was one of three medical students who briefed minority college undergraduates about their respective medical schools during the Association of American Medical College's 112<sup>th</sup> conference, held Nov. 3 in Washington, D.C.



Leah Strobel

Lieutenant Strobel, an alumna of the Minority Medical Education Program, has previously briefed participants in the University of Washington's MMEP about USU, and expressed interest in talking to other groups about the benefits of a USU education. The AAMC invited Lieutenant Strobel to speak to students at its convention after she requested information about how to meet with students interested in medical school.

### Graduate Students Launch Own Webpage

A new website designed to help organize social, educational and career-oriented activities for USU graduate students can be viewed at [www.usuhs.mil/geo/gsa](http://www.usuhs.mil/geo/gsa). The page includes upcoming class registration periods, seminar and workshop dates, travel information, and links to research and career development information.

Points of contact are Alisa Schaefer <[aschaefer@usuhs.mil](mailto:aschaefer@usuhs.mil)> or Kim Byrnes <[kbyrnes@usuhs.mil](mailto:kbyrnes@usuhs.mil)>.

## Promotions

### Army

**Diana Tuten**, specialist.

### Navy

**Dwayne Thompson**, Military and Emergency Medicine, chief petty officer.

### Air Force

**TerryLynn Ross**, Military Training Network, senior master sergeant.

**Ricky Cover**, AFRRI, technical sergeant.

**Keira Jones**, Psychiatry, technical sergeant.

**Michael Williams**, AFRRI, technical sergeant.

## Awards/Decorations

### Army

**Lt. Col. Geoffrey Ling**, Anesthesiology, Defense Meritorious Service Medal.

**Sgt. 1st Class Kevin Tillman**, Military and Emergency Medicine, Joint Service Achievement Medal.

**Sgt. Monique Baker**, Laboratory Animal Medicine, Joint Service

Achievement Medal.

**Sgt. Sean Brooks**, Logistics, Joint Service Achievement Medal.

**Sgt. Andrea Ebanks**, Military Personnel, Army Commendation Medal.

**Sgt. Aaron Mead**, Laboratory Animal Medicine, USUHS Achievement Medal.

**Sgt. Deborah Runkles**, Logistics, Army Achievement Medal.

**Sgt. J.T. Thomas**, Military and Emergency Medicine, Joint Service Achievement Medal.

**Spc. Nagita Sykes**, Preventive Medicine, Joint Service Achievement Medal.

### Navy

**Capt. Jane Mead**, Continuing Education, Meritorious Service Medal.

**Cmdr. J. Steven Evans**, Chaplain, Navy Certificate of Achievement.

**Cmdr. Stephen Holman**, Anesthesiology, Joint Service Achievement Medal.

**Cmdr. Barry Wayne**, Military and Emergency Medicine, Military Outstanding Volunteer Service Medal.

**Lt. Cmdr. Michael Zyzak**, Preventive Medicine, Meritorious Service Medal.

**HM1 Levita Ferrer**, Laboratory

Animal Medicine, Joint Service Achievement Medal

**HM2 Willie Green**, Laboratory Animal Medicine, Joint Service Achievement Medal.

**HM2 Richard Moyer**, Multidiscipline Laboratories, Joint Service Achievement Medal.

**HM2 Madeline Perez**, LAM, Joint Service Achievement Medal.

**IT3 Tristan Green**, University Information Systems, Joint Service Achievement Medal.

### Air Force

**Col. Karl Moe**, Family Practice, Meritorious Service Medal.

**TSgt. Darryl Conney**, Military and Emergency Medicine, Joint Service Achievement Medal.

**MSgt. Mark Hilton**, Graduate School of Nursing, Meritorious Service Medal.

**MSgt. Roberto Rolon**, Environmental Health, USUHS Outstanding Service Medal.

**SSgt. Ray Ferguson**, Logistics, Air Force Achievement Medal.

**SSgt. Stacy Thompson**, Commandant's Office, Air Force Commendation Medal.

## Professor Lends Assistance After Tornado

Lt. Col. Richard Ricciardi, USA, an assistant professor in the Graduate School of Nursing, was an eyewitness to the damage caused by the Sept. 24 tornado that ripped through the University of Maryland in College Park.

"It literally passed 20-30 feet from me," Colonel Ricciardi said. "It was a frightful experience. After the tornado hit, I regrouped and began to reroute traffic

on Route 1, as electric poles were down and hot wires were covering the street and sidewalks."

Colonel Ricciardi said he helped people out of their cars, including one person who was trapped after a tree fell directly on the car. He also said his triage, deployment and nursing experience came in handy as he helped provide medical assistance to a few people who suffered minor injuries.

## CFC Kickoff Prize Winners

**Tina Hilton, DVD player.**

Marein Gierdalski, boombox.

**Sam Wilson, Trent Barnes and Joshua**

**Tomchesson, William III coffee mugs.**

Heidi Friedman and Fermin Martinez, cameras.

**Jenae Wolz, walkman.**

Angela Viers, radio.

**Jose Bermardo, "Spy Kids" movie.**

Cheryl King, Leah Strobel, Paul Chung and Keith Van Nostrand, Blockbuster gift certificates.

**Linsheng Zhang, Amanda Harris, Steve Bernick, Donna Tatham and Evan Thorley, California Tortilla gift certificates.**

Camil Kim, Outback gift certificate.



## Tis the season - for delayed reporting and early departure

With winter fast approaching, delayed reporting or early departure of USU workers because of snowy or icy conditions is always a possibility.

The following guidelines apply when bad weather may prevent employees and students from reporting for work or class on time, or require the university to close all or part of its activities. The procedures apply to all USU and AFRRRI members.

The president of the university or his designee will decide on closure, dismissal or special leave. If the emergency occurs before normal working hours, the president will try to make a decision by 5 a.m. on what level of reporting will occur. The announcement will be posted on the USU home page, the inclement weather line, 295-3039, and local radio and television stations. (University Affairs notifies the media.)

If the emergency occurs during working hours, the president will notify the director, Civilian Human Resources

Directorate, of any dismissal decision. CHR will inform each department and activity via e-mail or telephone.

When delayed opening or unscheduled leave policies are announced, USU employees will be considered either emergency, non-emergency or essential personnel.

**Emergency personnel:** Those entrusted with patient or animal care, specified facilities personnel, people designated to protect perishable research, or others designated by deans, activity heads or chairpersons.

**Essential personnel:** All military and civilian students, faculty, and teaching support staff with teaching or clinical responsibilities for that day.

If the university is open but employees are unavoidably delayed in arriving for work, supervisors may grant a reasonable amount of excused absence. They should consider such factors as distance, availability and mode of transportation, and the success of other employees in similar situations

have in making it to work.

If the university president announces an adjusted work dismissal policy, non-emergency employees should be dismissed relative to their normal departure times from work. (For example, if a three-hour early dismissal is announced, employees who normally leave work at 5 p.m. would be allowed to leave at 2 p.m.) Supervisors should exempt employees from authorized dismissal times under this policy only to avoid hardships, such as when children are released early from school and no alternative forms of child care are available. When employees are exempted from authorized dismissal times, no leave should be charged to the employee.

Whether an employee is charged leave or is granted an excused absence when a weather emergency occurs during normal work hours depends on if the employee is on duty, scheduled to report for work, or on leave at the time of dismissal.

Supervisors should not charge leave but grant an excused absence for employees on duty at the time an adjusted work dismissal policy is

officially announced. An excused absence is appropriate for the remainder of the workday following the employee's authorized time of dismissal, even if the employee is scheduled to take leave later in the day.

When an employee leaves before official word of the adjusted work dismissal policy is received, the supervisor should charge leave or absence without leave, as appropriate, for the remainder of the workday.

When an employee leaves after receiving official word of a pending dismissal, but before the time set for his/her authorized dismissal, the supervisor may charge leave for the period remaining before the employee's authorized time of dismissal. The supervisor should also grant excused absence for the remainder of the workday following the employee's authorized time of dismissal, even if the employee is scheduled to take leave later in the day.

When an employee is scheduled to return from leave after the president's announcement of an adjusted work dismissal policy, but before his/her authorized departure time, the supervisor may grant appropriate leave, or require the employee to return to work. The supervisor should also grant excused absence for the period following the employee's authorized time of dismissal, even if the employee is scheduled to take leave later in the day.

When an employee is absent on previously approved annual leave, sick leave or leave without pay for the entire workday, the supervisor should continue to charge the employee leave for the entire workday.

Normally, when an employee is scheduled to report for work before the dismissal but fails to do so, the supervisor should charge the employee with being absent without leave or permit the employee to request appropriate leave for the entire workday. Exceptions to this policy should be made only in unusual circumstances.

Supervisors may grant excused absence to employees who are scheduled to report for work after an adjusted work dismissal policy is officially announced. An excused absence is appropriate for the remainder of the workday, even if an employee is scheduled to take leave later in the day.

At least annually supervisors should identify emergency personnel and notify them in writing that they are designated as emergency employees. The notice should include the requirement that emergency personnel report for or remain at work in emergency situations, and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise. If a supervisor determines that a situation requires non-emergency employees to report to or remain at

work, the supervisor should establish a procedure for notifying them individually.

Supervisors are responsible for determining closure, dismissal and leave policies for employees on shift work and informing them of those decisions.

Occasionally in emergency situations individual employees may face special family situations. In those instances, supervisors should inform employees that they are to notify their supervisors as soon as possible if these circumstances occur. Supervisors should be flexible and as understanding as possible in approving leave in these situations.

For more information about USU's emergency dismissal or closure procedures, call Carla Adams at 295-9425 or Darryl Brown at 295-9427 in the Employee Relations Division.

One of the following announcements will be made to media when a weather emergency occurs before the workday begins:

**USU is open.** The Uniformed Services University and Armed Forces Radiobiology Research Institute will open on time, and all employees, faculty and students are expected to report to work on time.

**USU is operating under an unscheduled leave policy.** USU/AFRRI will open on time, but non-emergency employees may take annual leave, accrued compensatory time, or leave without pay without the prior approval of their supervisors. Employees must inform their supervisors if they plan to take leave. Faculty, students and employees designated as essential personnel are expected to report to work and class on time, within the bounds of safety and common sense. Employees designated as emergency personnel are expected to report to work on time.

**USU is operating under a delayed opening policy.** USU/AFRRI will be delayed in opening by the number of hours designated in the president's announcement. Non-emergency employees and essential personnel will be excused without loss of pay or leave consistent with the number of hours designated in the announcement. Classes scheduled prior to the delayed opening time will be rescheduled. Employees designated as emergency personnel are expected to report to work on time.

**USU is closed.** Non-emergency employees and essential personnel are not expected to report to work or class. Employees designated as emergency personnel are expected to report to work on time.

## USU Holiday Ethics Reminders

With the holiday season upon us it's important to remember the rules that apply to all federal employees.

### Gifts

A gift is anything of monetary value.

### Gifts between employees

**Rule:** You may not accept a gift from an employee who earns less than you do, unless you have a personal relationship with the employee, and you are not in the chain of command.

**Rule:** You may not give, make a donation toward, or solicit a gift for someone who is superior to you in the chain of command.

### Exceptions to the rules

On an occasional basis, such as holidays or birthdays, you may give to a superior or receive from a subordinate:

- Non-monetary gifts of up to \$10;
- Personal hospitality provided at a residence, or an appropriate host/hostess gift;
- Food or refreshments shared in the office.

On special, infrequent occasions of personal significance such as marriage, illness, or birth or adoption of a child, or on special, infrequent occasions that terminate the chain of command such as retirement, resignation or transfer, you may:

- Solicit voluntary contributions up to \$10 per person for a group gift;
- Give an appropriate gift to a superior;
- Accept appropriate gifts and group gifts that do not exceed \$300 from subordinates. (See your ethics counselor for exceptions.)

### Gifts from outside sources

Remember, there are specific rules regarding gifts from outside sources other than friends and relatives. As a general rule, you may accept gifts valued at \$20 or less, as long as it

## Need Extra Money for the Holidays?

**Rule of thumb:** If you are engaged in an activity in which you will be compensated or will use your professional skills you need to obtain prior approval per the President's Policy Memorandum (PPM-002-2000) dated July 27, 2000. Examples:

■ If you are playing the organ at church on Sundays you don't need prior approval to engage in this activity.

■ If you are paid for playing the organ at church on Sundays you do need prior approval to engage in this activity.

■ If you are playing the organ at church on Sundays, and your government position involves playing the organ, you do need prior approval to engage in this activity.

**USUHS Form 1004 – Request for Approval of Outside Activity** – is available on the general counsel ethics web site and should be used to seek approval. This form may be filled out online, printed, then forwarded through the approval process.

is not cash or an investment interest. The total from a single source may not exceed \$50 in a calendar year. For additional information, see the USU General Counsel's ethics website at <http://www.usuhs.mil/ogc/ethics2.htm>.

### Additional rule for students

For active duty students assigned to the university, this rule also extends to quarter- and semester-length courses taken at another institution outside the university.

Questions on these and other federal ethics issues should be addressed to the designated agency ethics official or one of USU's ethics counselors:

- DAEO: Brad Beall, 295-3028.
- Deputy DAEO: Bobby Anderson, 295-3116.
- General counsel: Col. John Baker, USA, 295-3028.
- Brigade legal officer: Maj. Jason Kaar, USAF, 295-9699.

## USU Holiday Gathering, Dec. 14, 2001, 12-4 p.m., Cafeteria

### Menu

Veggie tray and cheese display  
**Swedish meatballs**  
Bake ziti with marinara sauce  
**Chicken drummies**  
Fresh fruit tray  
**Humus with pita bread**  
Spinach and artichoke bake  
**Top round of beef, turkey breast**  
Fruit punch and cash bar  
**Dessert**

Spouses club will host Santa.  
DJ will be playing all of your favorites.  
Drawing for door prizes, 1:30-2:30 (must be present to win).

Toys for Tots (A Marine Corps representative will accept donations. Bring in a toy and get an extra free ticket.)

**Tickets: Adults, \$1; children 13 and under, free (through Dec. 13). Adults, \$2, children 13 and under, free (Dec. 14).**