

# The

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Sierra Army Depot, Herlong, Calif.

October 2016

Vol. 72 No. 4

## Brief Notes

### GAP Award

Employees should begin seeing the payout for the GAP Award in their paychecks this month.

### Domestic Violence Awareness Month

October is National Domestic Violence Awareness Month. Lt. Col. Brian Kuhn signed a proclamation endorsing this campaign and is asking everyone to speak up and be part of the solution. Take a stand to stop domestic violence.

### Honoring Veterans

To help The Challenge honor all past and present veterans, the November edition will feature a center spread of these individuals. If you have a loved one, or you are a veteran, and want to be honored, please submit an appropriate photo (preferably in uniform) to the Public Affairs Officer no later than Oct. 10, 2016. The following information is needed: Name of individual, rank is optional, and which service they served or are serving now. Just a reminder, the Coast Guard is considered one of the services.

### Morning Entry on Depot

We all recognize the recent morning delays with entry through the main gate and the frustration that comes with it. Long traffic wait times are a common occurrence at many military installations/larger metropolitan areas and our initial analysis, on the cause, shows an increase in private owned vehicles (POV) coming onto the Depot. This recent trend may be an anomaly with the end of summer and start of school year or it may be our introduction to the new timelines to get on the Depot.

The Garrison is researching alternatives to possibly alleviate some of the delays but there are limited options available (number of guards/LE, number of gates).

Please be aware that it is the employee's responsibility to be at work at the 6:30 start time which may require moving the departure time from your residence to an earlier time.

## MRAP program manager has great appreciation for Sierra

By Lori K. McDonald  
Public Affairs Officer

"Everything I have heard about Sierra is good, so Sierra is the least of my problems when it comes to MRAPs."

Program Managers have a responsibility for a variety of Army assets that need to be managed properly and prudently.

Col. Jason T. Craft, program manager for Mine Resistant Ambush Protective (MRAP) vehicles with the Program Executive Office

for Combat Support & Combat Service Support, arrived at Sierra Army Depot on Sept. 29, to ensure assets being received were being brought to record for visibility purposes. He wanted to make sure the Army wasn't going out and buying parts that might already be available and ready to ship to production lines or units in the field.

Lt. Col. Brian Kuhn, depot commander, provided Craft with a command overview prior to walking the processing lines for MRAP materiel. Before the group departed on the tour, Craft said,

**"Great appreciation  
for Sierra Army Depot!"  
Col. Jason T. Craft**

As Craft and members of his staff viewed retrograde materiel associated with MRAPs, they were impressed with the processes Sierra has set up to ensure these assets were quickly brought to record and sent to the desired location where or if it was needed.

Another area that impressed Craft during his visit was the End of First Life Center. Driving through and seeing the number of MRAPs was astounding. He praised Kuhn and his team for the way the vehicles were stored and steps the depot performs from the time they arrive on depot until they are placed in a selected location.

After touring the remaining operations around the depot and seeing the diverse missions, Craft said, "I appreciate the challenge you have here

**See MRAP on Page 2**



Stacey Raffelson (right) shows Col. Jason Craft, PEO CS&CSS, MRAP program manager, a list of items the depot looks for when retrograde assets are returned to Sierra Army Depot for processing.





# Commander's View

As I write my comments for this month, I cannot go on, without first discussing the new budget for FY17.

We ended the last fiscal year on a very positive note and I would like to recognize everyone for their efforts. Making production goals reflects on our reputation to the commitment we have given to our customers and the Soldiers in the field, and plays an important role to our current and future workload.

With that said, in FY16, major milestones were achieved with the highest execution of direct labor hours (1,645,154 hours) ever reached at SIAD. The depot ended the year with \$210.5 million in revenue. Whether you are in a direct or indirect position, your efforts and dedication were instrumental in this major success.

I would like to congratulate every employee for their support in meeting and exceeding all four metrics that make up the GAP award. Employees should be aware of all the rules that could affect an employee not receiving the full amount for the award. Talk to your supervisor if you are unsure what those factors are that could adversely affect the full payout. All awards related to the GAP will be processed by the end of October, so watch your leave and earnings statement.

In order to help strengthen strategic communication around the depot, there are several initiatives that I have re-engaged or will engage in the near future. The first is The Challenge newspaper. This will go back to being printed and delivered on a monthly basis and will focus on topics that are important to employees, such as health benefits, veterans issues, safety, etc. Another initiative is the Commander's Brown



LTC Brian D. Kuhn

Bag luncheon where employees are randomly selected to bring their lunch up to the headquarters building and have open discussions with the commander. I have scheduled the first luncheon to take place on Oct. 12. You and your supervisor will receive notification from the public affairs officer if you are selected.

Are you a social media enthusiast? Did you know the depot has both a Facebook and Twitter page? Go online and check it out. We will be using this avenue to post things that are happening around the depot and as a means to notify employees if there is a change to depot operations, i.e., delays, closures, early release, etc.

The depot continues to move forward with  
**See COMMANDER on Page 2**

## MRAP (From Page 1)

with the amount of containers processed on a daily basis, this is not easy work."

Before departing the depot, Craft said, "The depot has been completely 100 percent supportive of the MRAP program."

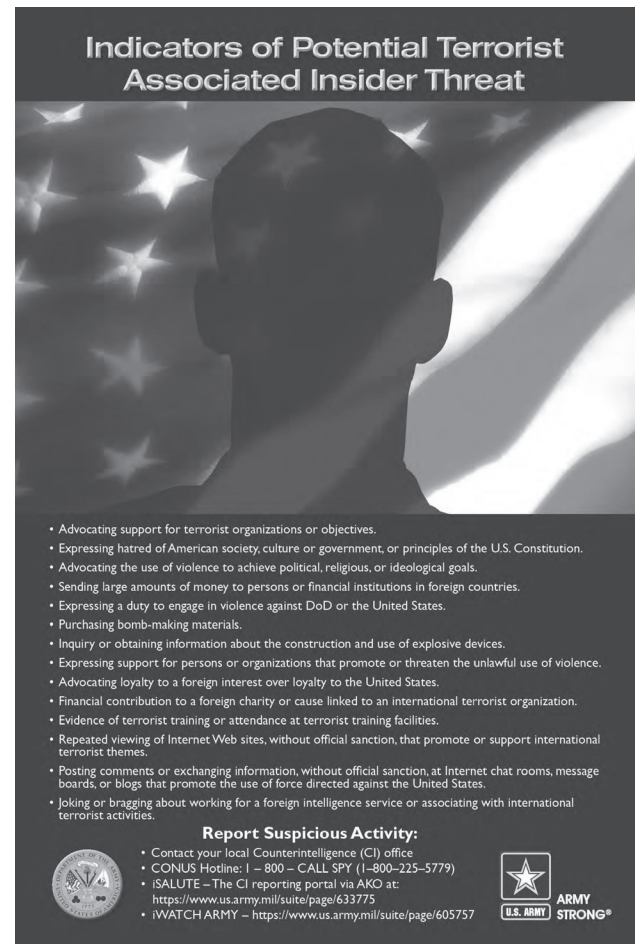
## What is Domestic Violence?

Domestic violence is an epidemic affecting individuals in every community, regardless of age, economic status, sexual orientation, gender, race, religion, or nationality. It could involve your current or former spouse, a person with whom the abuser shares a child in common, or a current or former intimate partner with whom the abuser shares or has shared a common domicile. It is often accompanied by emotionally abusive and controlling behavior that is only a fraction of a systematic pattern of dominance and control. Domestic violence can result in physical injury, psychological trauma, and in severe cases, even death. Without help the abuse is very likely to continue. The devastating physical, emotional, can psychological consequences of domestic violence can cross generations and last a lifetime.

Some examples of abusive tendencies include but are not limited to:

- ✓ Telling the victim that they can never do anything right

**See AWARENESS on Page 7**



## Your Local CPAC Corner - Resources, Tools, and Helpful Tips



### Planning to Retire Soon?

If you are preparing to retire, please note that the Army Benefits Center-Civilian (ABC-C) strongly recommends that you submit your retirement application package to them within 90-120 days of your intended retirement date.

Your early submission will help to ensure a timely receipt of your first annuity payment from the Office of Personnel Management. If you submit your retirement package to the ABC-C with less than 60 days notice, you should be financially prepared for a delay in the receipt of your first annuity payment.

Although there are circumstances that may cause a delay in an employee's application submission, the ABC-C strives to complete all packages expeditiously. However, employees are encouraged to follow the ABC-C's 90-120 day recommendation whenever possible to help achieve a smooth financial transition into retirement.

For more information on retirement, visit the ABC-C web site at <https://www.abc.army.mil> and check out the Guide to Retirement at <https://www.abc.army.mil/Information/ABC-Retirement/Information/RetirementGuide.doc>.

## Myths and Truths about Veterans' Preference

The Civilian Personnel Advisory Center (CPAC) receives questions regarding veterans' preference at least once a week. The one question we receive on a constant basis is; I am a vet, why wasn't I referred for the job I applied for? The answer to this question is convoluted and other variables factor into this question.

This article should help you understand how and when veterans' preference is given and used when applying for federal employment.

**1. Myth - I served in the military and I should have veterans' preference.**

**Truth** – Veterans' preference is given when certain criteria has been met. There are different types of veterans' preference a veteran may have.

► 5-Point Preference (TP) – 5 Point Preference is awarded when a veteran served:

- ✓ During a war; or
- ✓ During the period of April 28, 1952 through July 1, 1955; or
- ✓ For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or

► 10-Point 30 Percent Compensable Disability Preference (CPS) – A veteran who served at any time and who has a compensable service-connected disability rating of 30 percent or more.

► 10-Point Disability Preference (XP) – 10 Point Disability Preference is awarded when;

- ✓ A veteran who served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs but does not qualify as a CP or CPS; or
- ✓ A veteran who received a Purple Heart.

► 10-Point Derived Preference (XP) – This type of preference is usually referred to as "derived preference" because it is based on service of a veteran who is not able to use the preference. Both a mother and a spouse (including widow or widower) may be entitled to preference on the basis of the same veteran's service if they both meet the requirements. However, neither may receive preference if the veteran is living and is qualified for Federal employment.

**2. Myth - I'm receiving disability pay from the VA. Don't I automatically have veterans' preference?**

**See PREFERENCE on Page 8**

## THE UNION'S POSITION- AFGE LOCAL 1808

To all bargaining unit employees within Mission, Garrison, Fire & Police services, NAF, and all tenants under our contract, we need your input. In Sept. 2016, AFGE Local 1808 opened up the contract negotiations for the bargaining unit agreement. The existing contract is nearly 30 years in the making and needs updating. Please show your support and participation by attending the meetings and providing us with your suggestions as to how we can best serve your needs.

AFGE Local 1808 intends to transfer all dental

coverage from Assurant Dental over to Delta and Humana Dental in the near future. If you are a current member of the union dental program with Assurant, please contact Mr. Phillip Gonzales at extension 5375, at your earliest convenience.

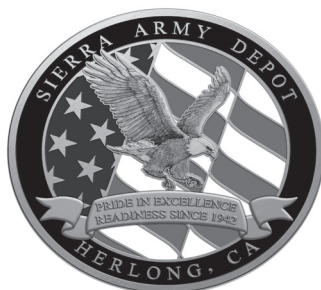
Beginning Oct. 1, 2016, tickets for the Annual Holiday Banquet will go on sale for members and non-members alike. Those who plan on attending this event are welcome to contact the AFGE Local 1808 President, Mr. Phillip Gonzales at extension 5375, or AFGE Local 1808 Treasurer,  
**See UNION on Page 3**



**The Challenge**

Depot Commander/Publisher  
Public Affairs Officer/Editor  
Photographer

Lt. Col. Brian D. Kuhn  
Lori K. McDonald  
Eric Shadowens



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## UNION (From Page 2)

Ms. Puamana Ahonima at extension 4380 for further information and details.

All AFGE Local 1808 members are welcome to attend the local membership meetings held every first Tuesday of the month, here at Sierra Army Depot bldg. 169 at 5:15 p.m.. If you are a current member of our Local, please feel free to join us. Light refreshments provided.

## New Hires at SIAD

As you go about your day to day operations, in some type of fashion you have probably come in contact with one or several new employees. Take a few minutes to welcome these individuals to the Depot. Below is a list of employees who joined our team since the last edition of The Challenge was printed:

Becco, Anthony  
Hunter, Kimberly

## COMMANDER (From Page 2)

many projects to improve the quality work environment for employees. This fiscal year, contractors will be busy replacing siding, upgrading electrical, heating, insulation and lighting within the warehouses, and laying new flooring in warehouses that pose major safety concerns. While I would love to conquer the entire list of QWE initiatives at once, we simply do not have the monetary means to accomplish that. We have a priority based system that is allowing us to systematically target and upgrade the worst buildings first.

Winter is just around the corner again and with that comes hazards such as slippery roads/surfaces, strong winds, and extreme cold temperatures. Saying that, did you know that slips, trips, and falls can happen in any part of the workplace, indoors and outdoors? Slips, trips, and falls was the #1 accident type during FY16. For outdoors safety, your organization needs to take the necessary steps to ensure snow and ice are removed from outside walking surfaces and authorized deicer is spread to limit the hazards. With 36,000 acres of property, DPW simply cannot reach all areas, so it is





## What is happening around the Depot



Donald Cook  
20 years federal service



Members of the Civilian Welfare Fund committee were recognized for their efforts during the 2016 Employee Appreciation Day activities. From left to right Steven Balmer, April Mendoza, John Wooten, Heather Cowley, Christina Cuevas, Angelica Humphrey, Amber Jones, Melissa Kaarbo, Cher Tinson-Gore, Terry White, Eric Pietrylo, and Lt. Col. Brian Kuhn. Members not pictured are Jessica Azzano, Elizabeth Barton, John Eberhart, Colin Goldsmith, Richard Vigil, and Richard Williams.



David Huhtala  
30 years federal service



Lt. Col Brian Kuhn signed two proclamations for the month of October. Above he reads the one for Fire Prevention week and below he recognized Domestic Violence Awareness Month by signing a proclamation as well.



In the photo at left, Lt. Col. Brian Kuhn presented Sue Getty with a TACOM LCMC 2-Star note along with a Commander's Award for Civilian Service and her retirement certificate during a luncheon given by her peers. Below, Sue Getty was transformed into Dorothy from the Wizard of Oz and followed the yellow brick road on her way to retirement land. Congratulations Sue!



Ben Lindblom  
30 years federal service



Kitty Halstead  
30 years federal service



Sierra Army Depot employees were recognized from the Army Materiel Center and the Depot for their support in LMP Increment 2 implementation. Pictured above left to right, Steven Pernot, Michael Mohr, Kathleen Imberi, Nancy Hemphill, Phyllis DeMartini, Jeff Orosco, Norma Toledo-Duarte, Vanessa Aragon, Danielle Wynn, and Andrew McLarty



Contracting 101 - What is an end user?

Those of us in the Contracting Office take it for granted that everyone knows who an “end user” is. Do you know if you are an end user or not?

An end user is basically the person that needs something in order to perform their job. The end user can also be referred to as the “requiring activity”.

Let’s see how the end user becomes important to the contracting process. When a need is identified to perform a job, normally the end user provides a description of the item/service to the individual in the requiring activity that is designated to initiate a purchase request. (Note: Sometimes the end user is also the person that generates a purchase request.) These purchase requests eventually get to a purchase cardholder, the Supply Office or the Contracting Office who will actually make the purchase.

If the end user doesn’t provide an adequate and complete description of the item/service needed, the person placing the order may not purchase what the end user wanted. Or, the person placing the order may have to make several attempts to get additional information from the end user which can result in a delay in getting the item/service, wasting precious time.

End user’s that provide detailed information when the purchase request is initiated save a lot of time in the long run and they usually get what they want. That’s why an end user is important to the contracting process.



# Autumn is Here!

## Our deadliest enemies...

Know your critical information and protect it!  
For help, contact your OPSEC Officer.

Think. Protect. OPSEC.  
www.IOSS.gov

### CHECK YOUR SMOKE ALARM KNOWLEDGE

1. A smoke alarm should be replaced 10 years from:

A. Activation  
B. Installation  
C. Manufacture  
D. Purchase

2. The smoke alarm date of manufacture can be found on the:

A. Back of the alarm  
B. Inside the alarm  
C. Front of the alarm  
D. Test button

3. A closed door will slow the spread of:

A. Smoke  
B. Heat  
C. Fire  
D. All of the above

4. Interconnected smoke alarms are best because:

A. If one sounds, they all sound  
B. Only one will sound  
C. Sound travels  
D. They are installed in every room

5. A smoke alarm should be installed: \_\_\_\_\_ and tested at least: \_\_\_\_\_.

A. In children's bedrooms; once a week  
B. In the master bedroom; once a day  
C. In the guest bedroom; once a year  
D. In every sleeping room; once a month

6. If the smoke alarm sounds,

A. Check to see if there is a fire  
B. Get outside and stay outside  
C. Look for smoke  
D. Open windows and stay inside

7. Half of home fire deaths happen between:

A. 7 a.m. and 11 a.m.  
B. 11 a.m. and 7 p.m.  
C. 7 p.m. and 11 p.m.  
D. 11 p.m. and 7 a.m.

8. About 60% of home fire deaths happen in home fires with:

A. Working smoke alarms  
B. No working smoke alarms  
C. No smoke alarms  
D. No working smoke alarms or no smoke alarms

9. When smoke alarms are present but do not operate, it is usually because they:

A. Are defective  
B. Have dead batteries  
C. Have missing or disconnected batteries  
D. Are improperly installed

10. When a smoke alarm sounds, you may have less than:

A. 1-2 minutes to escape  
B. 2-3 minutes to escape  
C. 3-4 minutes to escape  
D. 4-5 minutes to escape

ANSWERS: 1. B 2. B 3. D 4. A 5. D 6. A 7. B 8. D 9. B 10. B

NFPA is aware of research indicating that sleeping children don't always awake when a smoke alarm activates. While this research is worrisome, we shouldn't allow them to obscure the fact that smoke alarms are highly effective at reducing fire deaths and injuries.

NFPA reaffirms the value of the smoke alarms already available to protect people from home fire deaths and voice its concern about the number of U.S. households without these early warning devices. While 96% of American homes have at least one smoke alarm, no smoke alarms were present or none operated in two out of five (41%) of the reported home fires between 2003-2006. Almost two-thirds of home fire deaths resulted from fires in homes with no smoke alarms or no working smoke alarms.

NFPA emphasizes the need to continue planning and practicing home fire escape plans and to make sure everyone in a home can be awakened by the sound of the smoke alarm. NFPA suggests practicing the escape plan during which the smoke alarm is activated so all family members know its sound.

Every home fire escape plan is different, and every family should know who will - and who won't - awaken at the sound of the smoke alarm. If someone doesn't wake up when the alarm sounds during a drill, the family should design an escape plan that assigns a grown-up who is easily awakened by the alarm to wake the sleepers, perhaps by yelling "FIRE," pounding on the wall or door, or blowing a whistle.

Don't Wait CHECK the date!

REPLACE SMOKE ALARMS EVERY 10 YEARS THE PREVENTION WEEK OCTOBER 9-15, 2016 [preventionweek.org](http://preventionweek.org)

Get your equipment load tested

Earlier this year, an ISO audit was conducted in the Load Test Office and there are still a few things, as a team, we could work on to enhance the process for everyone.

It’s been brought to our attention that some of the processes and procedures might not be as well known to everyone as they should. For example - the turn in or disposal process of rigging material (slings, chains, wire rope, hooks and shackles). All of these items must go through the load testing office for disposal as a recorded must be kept of what items are on base and tested annually.

As a team we need your help finding and turning in old rigging material as well as checking your areas for other lifting devices that may be out of date and get them recertified. In addition, we need to make sure the devices you are currently using have the proper tags and data plates on them to stay in compliance with OSHA and ANSI standards. All lifting devices should have a manufacture tag as well as a Sierra tag attached to them. If you

come across an item that is missing a tag or needs to be red tagged and turned in, contact the Load Test Office to get this corrected.

To help keep track of equipment being dropped off for testing, employees need to utilize the sign-in sheet. If the items being dropped off are smaller items such as rigging, hoists and pallet jacks, a completed DA Form 2404 must be emailed to the lifting device inspectors (Dan Reid and Brandon Freeman) in advance. The DA FORM 2404 should include name/type of all items coming up to be tested, a point of contact, and the location where the item is from. Most items have a bar code and/or local ID number - include these on the form to better identify the items coming in need of testing.

Thank you for your time and if you have any questions regarding load testing, contact Dan Reid, extension 6481, email [dan.c.reid.civ@mail.mil](mailto:dan.c.reid.civ@mail.mil) or Brandon Freeman, extension 4790, email [brandon.p.freeman4.civ@mail.mil](mailto:brandon.p.freeman4.civ@mail.mil).

Energy awareness month

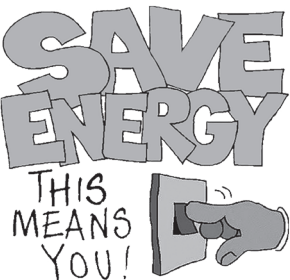
By Heather M. Cowley  
Directorate of Base Support

Since 1991, October has been designated as Energy Awareness Month to encourage government and organizations to raise awareness of the importance of managing the nation’s energy resources.

What can you do to save energy? I’m glad you asked. Some simple things you can do to save energy, both at home and at work, are to switch off all unnecessary lights.

If it’s not being used, why is it on? Turn off the lights when everybody leaves your area. It’s okay to leave nobody in the dark. Use natural lighting when feasible. No one has found a way to bill you for sunlight yet. Turn off your monitors at the end of the

Energy Awareness



workday and when you leave for extended periods. If there’s no one to see it, it doesn’t need to be shown.

Keep air vents clear of paper, files, and office supplies. It either blows or pulls when things get in the way of clear airflow. Keep exterior man and bay doors closed as much as possible. We realize the outside temperature is not always optimum, but our heaters and air conditioners will not make it any better.

Carpool or use mass transit when commuting to work. This can also help with the 6:15 a.m. traffic jam in the morning. For any stop lasting for more than one minute, shut off the engine. This of course is assuming you’re in a car. If you’re walking feel free to keep your engine going.

The GSA scare of FY14

By John B. Dwyer  
Property Book Officer

Headquarters Department of the Army (HQDA) came down with a task to justify keeping our underutilized GSA vehicles or to turn them in.

To help prevent this in the future, the Property Book Office (PBO), needs every ones help in providing current, accurate, and timely data.

- We need all trip tickets turned in by the given suspense date. Without them we can’t record the miles driven, then it’s reported underutilized.

- We need accurate ending miles from the odometer, (not the trip meter). Please check daily what it is set to.

- Correct data on the bottom of the trip ticket, days used, days not used, days unavailable (if it’s down, you can’t operate it, or in for services, it’s unavailable).

- Fuel usage, when you add fuel put in the quantity that was added (this is important data for our annual Department of Energy report, called FAST).

HQDA is looking to cut back the GSA fleet again, so we need to keep our data current and accurate.

Understanding SIAD’s safety culture

By Donny Lafferty  
Safety and Health Specialist



“What is safety culture and how does it affect safety within my department?” This is a common question that I have been asked throughout my career. As a new Safety Department intern working here at SIAD, I have found that the term “safety culture” is often a mystery with managers, supervisors, and employees. We have slight exposure to what the vision of safety culture is during our New Employee Orientation (NEO), but following our week long indoctrination to life at SIAD, we often find ourselves referring to safety as an “OSHA requirement” or “safety police”. Why is that? The bottom line is that the essence of safety in any work place setting is developing, maintaining, and cultivating the safety culture within that work environment.

Safety culture is a combination of an organization’s belief structure, practices, values, and attitudes that are mainstream throughout all levels of the workforce. Culture is the atmosphere created by those beliefs, attitudes, etc., that ultimately shape our behavior. The safety culture can socialize newcomers, define influence, and determine values. An organization is said to have a positive safety culture if it displays:

- Positive workplace attitudes – from the president to the newest hire
- Involvement and buy-in of all members of the workforce
- Mutual, meaningful, and measurable safety and health improvement goals
- Policies and procedures that

- ✓ Intimidating the victim with guns, knives, or other weapons
- ✓ Pressuring the victim to have sex when they don’t want to or to do things sexually they are not comfortable with doing
- ✓ Forcing sex with others
- ✓ Refusing to use protection when having sex or sabotaging birth control

serve as reference tools, rather than obscure rules

- Personnel training at all levels within the organization
- Responsibility and accountability throughout the organization

In a strong safety culture, everyone should be responsible for safety and pursue it on a daily basis. Employees would desire to go beyond "the call of duty" to identify unsafe conditions and behaviors, and intervene to correct them. For instance, in a strong safety culture, any worker would feel comfortable walking up to their Supervisor, Director, or even the Commander and remind him / her to wear safety glasses. This type of behavior would not be viewed as forward or over-zealous but would be valued by the organization and rewarded. Likewise, coworkers would routinely look out for one another and point out unsafe behaviors to each other without condescending remarks or harassment.

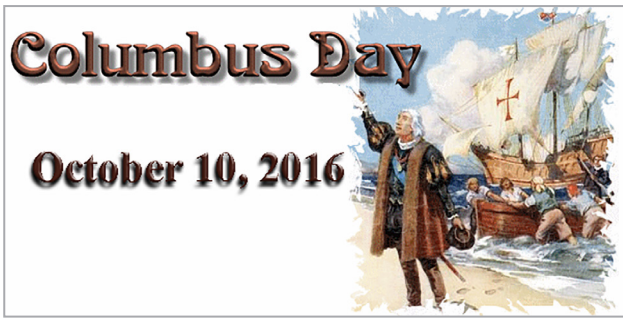
The foundation of the safety culture at SIAD is built upon two practices: (1) behavior based safety and (2) people based safety - or what many in the safety field call A.C.T.S.: Actions and Coaching (behavior-based) and Thinking and Seeing (people-based). By understanding what safety culture is, we can proactively generate a process of safety within each work environment.

The key challenge pertaining to safety is to inspire people to be self-accountable. We need to transition from programs that promote other-directed accountability to those that promote self-directed accountability. In order for any system or program to be successful, the corporate culture must be taken into consideration. What works for one warehouse on SIAD is not going to work for another building with a different culture. Safety isn’t primarily a technical problem or a behavioral problem, it’s a cultural problem. If the culture’s wrong, nothing else works.

- ✓ Pressuring or forcing the victim to use drugs or alcohol
- ✓ Destroying the victim’s property







## PREFERENCE (From Page 3)

**Truth** – Veterans’ preference is not granted automatically unless supporting documentation was submitted by you when you applied for your position. If supporting documentation was not submitted and/or you received a new rating from the VA, a VA letter (with just the rating; no medical or payment information) and SF 15, Application for 10-Point Veteran Preference, must be submitted to the CPAC. Once these two forms have been submitted to the CPAC, an SF 50, Notification of Personnel Action, will be generated with your veterans’ preference noted.

When applying for federal positions, please ensure you submit all your military documentation; DD214 member 4 copy, VA letter with rating only, and SF 15. This will ensure that you will be credited your military time correctly and that the correct veterans’ preference is granted.

As you can see, veterans’ preference is not an easy task to define and grant. Not all periods of military service will qualify an applicant for veterans’ preference, regardless of awards received.

More myths and truths about veterans’ preference to come, in the meantime, you can research veterans’ preference at <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/>.

If you have questions about your veterans’ preference, call Steve Brittain at extension 5178.

Sierra Army Depot  
Public Affairs Office  
74 Currant Street  
Herlong, CA 96113



## THE HATCH ACT

### Permitted and Prohibited Activities for Most Federal Employees

Generally, federal employees, unless further restricted\*, may actively participate in political management and political campaigns. Accordingly, these employees may engage in “political activity” on behalf of a political party or partisan political group (collectively referred to as “partisan groups”) or candidate in a partisan election as long as it is not on duty or in the workplace. Political activity refers to any activity directed at the success or failure of a partisan group or candidate in a partisan election.

For more information, contact the U.S. Office of Special Counsel at (202) 254-3650 or [hatchact@osc.gov](mailto:hatchact@osc.gov).

- **May** be candidates in non-partisan elections.
- **May** register and vote as they choose.
- **May** assist in voter registration drives.
- **May** contribute money to partisan groups and candidates in partisan elections.
- **May** attend political fundraisers.
- **May** attend and be active at political rallies and meetings.
- **May** join, be active, and hold office in partisan groups.
- **May** sign and circulate nominating petitions.
- **May** campaign for or against candidates in partisan elections.
- **May** make campaign speeches for candidates in partisan elections.
- **May** distribute campaign literature in partisan elections.
- **May** campaign for or against referendum questions, constitutional amendments, or municipal ordinances.
- **May** express opinions about political issues.
- **May** express opinions about partisan groups and candidates in partisan elections while not at work or using official authority.
- **May not** be candidates in partisan elections.
- **May not** use official authority to interfere with an election or while engaged in political activity.
- **May not** invite subordinate employees to political events or otherwise suggest that they engage in political activity.
- **May not** knowingly solicit or discourage the political activity of any person with business before the agency.
- **May not** solicit, accept, or receive political contributions (including hosting or inviting others to political fundraisers) unless both persons are members of the same federal labor or employee organization, the person solicited is not a subordinate employee, the solicitation is for a contribution to the organization’s political action committee, and the solicitation does not occur while on duty or in the workplace.
- **May not** engage in political activity while on duty, in the workplace, wearing a uniform or official insignia, or in a government vehicle. For example:
  - **May not** wear, display, or distribute partisan materials or items.
  - **May not** perform campaign-related chores.
  - **May not** make political contributions.
  - **May not** use email or social media to engage in political activity.

\*All career SES employees, ALJs, and employees identified at 5 U.S.C. § 7323(b)(2)(B)-(3) are further restricted.

Rev. Feb. 2016



Have a safe &  
Happy Halloween

## October is Awareness Month



Energy Awareness Month



NATIONAL  
DISABILITY  
EMPLOYMENT  
AWARENESS  
MONTH