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Birthday Celebration for Dr. Martin Luther King, Jr.



The Defense Mapping Agency Consolidated Personnel Services Office, Equal Employment Opportunity Division is preparing activities for the observance of Dr. Martin Luther King, Jr. Birthday celebration. The Martin Luther King, Jr. Federal Holiday Commission has designated the week of 7-15 January 1990 as "King Week 90." The national theme, designated by the MLK Federal Holiday Commission, for this year's observance is "Living the Dream: Let Freedom Ring! Live It! Non-Violence Works!" Scheduled activities will be held during the week of 8-12 January 1990.

There will be observance programs at the Defense Mapping School, Headquarters Defense Mapping Agency, and DMA Combat Support Center; observance for DMA Systems Center and DMA Reston Center will be a combined program. The guest speakers will include Mr. Rick "Doc" Walker, formerly of the Washington Redskins, who will speak at DMA Combat Support Center on 9 January 1990. Mr. Walker will also speak at DMA Systems Center/DMA Reston Center on 11 January 1990. Lieutenant General Andrew P. Chambers, USA (retired) will appear as guest speaker at Headquarters Defense Mapping Agency on 12 January 1990; Major Robert Ewell Green, USA (retired) will be the guest speaker at Defense Mapping School on 10 January 1990. Each of these observances will be held at 1330-1430. The Equal Employment Opportunity Office encourages all DMA managers and employees to attend any of these birthday observance programs.

The Office of the Secretary of Defense, Washington Headquarters Services, will host the Fifth Annual Martin Luther King, Jr. Breakfast which will be held on 12 January 1990 at 0700 in the Pentagon Executive Dining Room (3C1063). For ticket and reservation information, please call (202) 697-9084. The guest speaker will be the Honorable John W. Shannon, Under Secretary of the Army. Questions concerning these observances may be directed to the Equal Employment Opportunity Office on (703) 285-9444.

Guidance Issued on Planning and Preparing a Purchase Request Package

Have you been tasked with obtaining a piece of equipment, services, or supplies for your office? If so, DMA Manual 4245.21, "Planning and Preparing a Purchase Request Package", published in October 1989, should answer any questions you might have.

The manual applies to all requirements processed through Acquisition channels, regardless of dollar value. It does not apply to those items obtained through the Logistics Office using the Standard Base Supply System, or items which are competed under the Office of Management and Budget A-76 procedures.

Written to provide step-by-step guidance for acquisition planning and purchase request preparation, the manual addresses forms, documents, and approvals required from an acquisition standpoint. It also includes guidance on how to prepare documents for automated information systems, personal/nonpersonal services, questionnaires, warranties, liquidated damages, and justifications and approvals.

If you need further assistance, contact the applicable contracting office as listed in the manual.



The CPSO Circuit

Personnel Recruitment and Security Division (PRSD)

The Personnel Recruitment and Security Division (PRSD) of the Consolidated Personnel Services Office has established a toll-free telephone number for applicants and potential applicants to use in obtaining job information in the Washington, D. C. area when that call would involve a toll. The number is 1-800-526-3379. Applicants or potential applicants in the metropolitan area should be encouraged to use the commercial number, (202) 653-0514. PRSD will accept collect calls on the commercial number when the toll-free number is busy.

CPSO is pleased to announce the establishment of its Personnel Recruitment and Security Division (PRSD). The new division began partial operations on 24 September 1989 when seven individuals were reassigned from Headquarters DMA, CPSO, and Washington, D.C. area Component Security Offices. The division now has 14 staff members and expects to be fully operational by 1 January 1990.

PRSD is charged with performing four primary functions in support of Headquarters DMA and all Washington area DMA Components:

- (a) Recruiting to meet the projected external hiring needs of serviced organizations in the Washington D.C. area.
- (b) Accepting and rating employment applications and conducting follow-ups with selectees until they enter on duty.
- (c) Handling all aspects of security investigation processing for applicants for employment in serviced organizations in the Washington D.C. area.
- (d) Providing permanent change of station (PCS) and relocation services and processing for individuals moving to the Washington D.C. area to accept DMA employment.

In addition, PRSD has responsibility for college relations and college recruitment in Eastern U.S. locations to address DMA-wide entry level professional and administrative hiring needs.

PRSD'S Security Branch, headed by Ms. Betty Damker, absorbed the transfer of more than 20 security investigation cases from Headquarters and serviced Components on 1 October. All cases were immediately analyzed for status, and acted upon, as appropriate. The Branch has also developed a limited automated tracking system to ensure appropriate case control and produce critical management information. Current case load is just over 340 cases, with more than 275 investigations having been initiated.

Projected Security Branch activities include plans for the Security Specialists to conduct subject interviews in remote locations where there are clusters of selectees who have not been interviewed.

The four recruiters in the Recruitment Branch attended and/or coordinated more than 20 recruitment events, including visits to college campuses, in October and November. At one recent high-tech job fair, more than 600 applications and resumes were accepted. PRSD staff members are in the process of determining candidate eligibility and management interest in individual candidates. A limited data base has also been developed to track applications and provide necessary management information.

Projected activities for the Recruitment Branch include development and presentation of recruiter training for technical staff who may be called upon to assist in major recruitment events and campus recruitment.

The Applicant Services Branch, headed by Pamela McClure, is charged with applicant processing, candidate follow-up, relocation and PCS processing. The branch expects to be fully operational by 1 January 1990. As this branch is not yet staffed, Recruitment Branch staff members are assisting in these areas until the four remaining positions in Applicant Services are filled. In the meantime, Applicant Services has absorbed the applicant logging and tracking functions, and the Branch Chief is developing products and procedures to facilitate assumption of responsibility for relocation and PCS processing on January 1.

The staff of PRSD are eager to assist serviced organizations in meeting current and projected staffing needs.



Major General Robert F. Durkin,
USAF
Director

We are entering what could be one of the most important decades in the history of mapping and charting. Certainly, the '90s will rank among the most significant time periods in the annals of the Defense Mapping Agency.

From the technological view, this next decade will culminate years of research and development activity as a revolutionary digital production system comes on line within DMA. That change will have major impact upon the human resources of DMA as new skills are learned; as new organizational structures are created; as new procedures are implemented; and as new equipment replaces old.

No organization, in the private or public sector, has accomplished a technological transition of the magnitude that DPS reaches without experiencing difficulties. All of us must recognize that challenges will be forthcoming as DPS becomes fully operational. Meeting and successfully overcoming those challenges will require patience, understanding, cooperation, and productive effort from each of us.

Historically, DMA and its predecessor organizations have met technological change in a professional manner, striving always to be at the forefront of the mapping, charting and geodetic community in knowledge and application. As a community, we have seen mapping requirements expand from those needed for early mapping of the United States to those of a global scale to meet the demands of world wars. The air and missile ages caused technological changes to our production lines and most recently the semi-conductor and computer have provided new requirements and new challenges.

From the early days of military mapping to the present, DMA, by all of its organizational names, decade after decade, has met the nation's needs with timely and tailored products and services. The decade of the '90s will find DMA no less responsive to changing requirements.

We have today, as we did in yesteryear, a work force interested in betterment; dedicated to the important mission before them; and proud to be a part of the foremost mapping organization in the world.

Ultimately, it is you, the men and women of DMA, who will determine our success in the '90s.

Personnel Recruitment and Security Division Established at CPSO

The DMA Consolidated Personnel Services Office (CPSO), has established a Personnel Recruitment and Security Division (PRSD), located in Bldg. 56, U.S. Naval Observatory. The division has a staff of 14, with Deborah Brower as chief.

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- a. Recruiting to meet the projected external hiring needs of serviced organizations in the Washington, D. C. area.
- b. Accepting and rating employment applications and conducting follow-up with selectees until they enter on duty.
- c. Handling all aspects of security investigation processing for applicants for employment in serviced organizations in the Washington D. C. area.
- d. Providing permanent change of station (PCS) and relocation services and processing for individuals moving to the Washington, D. C. area to accept DMA employment.

In addition, PRSD has responsibility for college relations and college recruitment in Eastern U. S. locations to address DMA wide entry level professional and administrative hiring needs.

PRSD is comprised of three Branches: the Recruitment Branch, with Deborah Brower as chief, the Applicant Services Branch, with Pamela McClure as chief, and the Security Branch, with Betty Damker as chief.

The PRSD staff is ready and eager to assist serviced organizations in meeting current and projected staffing needs.

Ask Helen

Helen Sharett-Sullivan
Assistant General Counsel

This is the second in a series of articles dealing with legal questions of common interest to many DMASC employees. As always, the information presented is general in nature. Specific legal problems require specific legal advice.

A number of you have asked me what to do about unsolicited demonstration software. This is the software that you did not buy or request that comes to your office in the mail, usually in response to a request for information about a product.

The short answer is: Do not use the software or load it into your system. Immediately contact your Security Office for the appropriate disposition method for your area.

DMASC does not accept or use unsolicited demonstration software. There are just too many potential problems involved: system security and integrity, computer viruses, possible copyright infringement, and allegations of favoritism, just to name a few. There is also the question of usefulness. Demonstration packages are usually abbreviated versions, which may or may not give an accurate picture of the full package.

In the future, always include in your information request to a vendor a clear statement that DMASC will not accept unsolicited software or other magnetic media. If you want to see specific packages demonstrated, make appropriate arrangements for demonstrations at the developer or distributor's facility. (Check with Counsel and the Acquisitions Office first.) Better yet, attend one of the local trade shows available. DMASC regularly sends staff members to local and national trade shows for this reason. You can view various products, demonstrated by the developers or distributors in a relatively 'neutral' atmosphere.

If, after viewing available literature and seeing a demonstration, DMASC decides that there is a need to test the software in-house, there is a relatively simple way to do so. It involves a no-cost licensing agreement. Contact the Acquisitions Office for details. They will contact the appropriate parties and handle the arrangements for you.

SC Employees Receive Awards

The following DMASC employees have recently received awards:

Gaylord Barker (EG) - Performance Award
Charles R. Cooper (WG) - Outstanding Award
Mary Susan Crouch (WG) - 10 Years of Service
Allan J. Feager (WG) - 25 Years of Service
Thomas C. Golden (WG) - Suggestion Award
Diane L. Gross (WG) - Performance Award
Colby Harmon (EG) - Quality Step Increase
Christine E. Hoelker (WG) - Outstanding Award
Donald Ludington (EG) - Performance Award
Kurt B. Skinner (WG) - 10 Years of Service
Robert F. Stuckstede (WG) - Outstanding Award

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