

SPECIAL POINTS OF INTEREST

INCOMING

- **Ms. Tara Bailey**
Incoming Admin.
Asst., arrived: Feb 13
- **Mr. Shannon Pope**
Incoming COR
arrived: Feb 27
- **Mr. Chris Mount**
Incoming Network
Branch Manager
arrived: Feb 27
- **Ms. Danielle Young**
Incoming
IT INFOSEC,
COMSEC arrived:
Mar 12
- **Ms. Wanda Leslie**
Incoming Budget
Analyst, arrived:
Mar 26
- **Mr. Wesley McNutt**
Incoming Telecom
Spec, arrived: Mar 26
- **Mr. Tom Baker**
Incoming IT Spec.
SUPV, arrived: Mar
26
- **Ms. Tiffany Slavin**
Incoming Help Desk,
arrived: April 2
- **Mr. David Beard**
Incoming Help Desk,
arrived: April 9
- **Mr. Kevin Colovos**
Incoming Help Desk,
arrived: April 9



NEC News



2ND QUARTER

Your Newsletter

The intent of this newsletter is to publish articles of interest to all NEC employees. Everyone is invited to submit articles for publication. E-mail your articles to Ms. Tara Bailey. Entries need to be received by the 15th of the month for inclusion in the following month's newsletter.



2nd Quarter Employee of the Month Ms. Tomicha Lovely

Ms. Lovely was nominated as the Civilian of the Quarter for NEC. Ms. Lovely was instrumental in supporting the 162nd Brigade by helping setup a temporary imaging station in support of Windows 7 migration and trained the 162nd S6 staff on the new stand along migration work station. By doing so 162nd Brigade is now 75% complete with Windows 7 migration suspense.

Ms. Lovely was also instrumental in migrating CPAC to Windows 7 by providing on-site dedicated support. The Deputy Directory of NEC received email from the Director of CPAC that confirmed Ms. Tomicha Lovely of her extraordinary customer support that was provided by a member of the NEC staff. "Tomicha came to the CPAC and personally addressed all of our automation challenges. Not only did she work tirelessly for three days to get it done, she also followed-up to ensure that all of our systems were working and working well. In our view, she modeled customer service at its best. That is, she was responsive to our request, attentive to our needs, timely in the delivery of support, courteous in her dealings and always autographed her work with quality. This kind of exceptional customer service is not only worthy of recognition, but it is also worthy of emulation. She is an excellent ambassador of the professionalism of the NEC. Way to go Tomicha".



WHAT DOES YOUR SNAPSHOT LOOK LIKE?

CUSTOMER SERVICE
CORNER

Your initial greeting to a customer or co-worker will make a lasting impression. The customer immediately forms a first impression of us in the first six seconds. This first impression is based on a head-to-toe snapshot in their mind's eye of who we are and how we're going to treat them. It's based on dozens of clues. *And that snapshot is hard to erase.*



Ms. Michelle Saucedo received the Achievement Metal For Civilian Service from COL Haigh on March 5, 2012. Ms. Michelle Saucedo is cited for exceptional service while serving as one of the NEC's IT Specialists within Desktop Support for the period of August 2010 through March 2012. Ms. Saucedo is a dedicated individual who achieved a reputation for consistently going beyond that which is required to resolve customer issues and always provided excellent customer service to each individual with proper respect. Her presence and professionalism will be missed.

2012 2QTR MANDATORY CIVILIAN TRAINING

EO/EEO Training, January, Classroom

Combating Trafficking in Person (CTIP) Program, February, Online

OPSEC, March, Online

Supervisory Development Course

Desktop & Systems

Support Division

New Employees this Quarter

Thomas Baker – Branch Chief Customer Management Branch

Background

From 2009 to March 2012 Mr. Baker served as the principle adviser to the Hospital Commander, Chief of Clinical Services and to department chiefs for all issues related to clinical informatics.

From 2007 to Oct 2009 Mr. Baker served as the Chief of Information Management. Served as the command's subject matter expert pertaining to all IT systems, IT infrastructure issues and IT security.

From 2005 to Jan 2007 Mr. Baker served as the Information Assurance Manager and HIPAA Security Officer for Bayne- Jones Army Community Hospital and satellite clinics.

From 2003 to 2005 served as the Chief Information Management Officer, Bayne-Jones Army Community Hospital Fort Polk LA.

Desktop Support and Systems Support Division

The NEC Help Desk has been going through many changes the way the Help Desk looks and operates. The NEC Help Desk has changed from a 24 X 7 limited support to a Monday – Friday 0730 to 1200 and 1300 to 1630 shift and only emergency support for after hours and weekends.

We have rearranged the Help Desk and moved the NEC imaging station to the data center and added a counter top to the front of the Help Desk area and also added partitions to cut down on the distractions of customer walk-ins so the NEC desktop Support technicians can provide second level support to our customers more effectively.

Windows 7 Migration

The Desktop and Systems Division has been working diligently on migrating Fort Polk customers to Windows 7. At 52% at the end of the 2Qtr, we are on track to reach the 106th SIG BDE milestone of 75% completion by July 2012. In the photo below Henry Newton works with Soldiers from 1MEB during the migration process.



8 Rules for Good Customer Service

- 1) **Answer your phone.** Make sure that someone is picking up the phone when someone calls your business. (Notice I say "someone". People who call want to talk to a live person, not a fake "recorded robot".)
- 2) **Don't make promises unless you will keep them.** Not plan to keep them. Will keep them. Reliability is one of the keys to any good relationship, and good customer service is no exception. If you say, "Your new bedroom furniture will be delivered on Tuesday", make sure it is delivered on Tuesday. Otherwise, don't say it. The same rule applies to client appointments, deadlines, etc.. Think before you give any promise - because nothing annoys customers more than a broken one.
- 3) **Listen to your customers.** Is there anything more exasperating than telling someone what you want or what your problem is and then discovering that that person hasn't been paying attention and needs to have it explained again? From a customer's point of view, I doubt it. Can the sales pitches and the product babble. Let your customer talk and show him that you are listening by making the appropriate responses, such as suggesting how to solve the problem.
- 4) **Deal with complaints.** No one likes hearing complaints, and many of us have developed a reflex shrug, saying, "You can't please all the people all the time". Maybe not, but if you give the complaint your attention, you may be able to please this one person this one time - and position your department to reap the benefits of good customer service.
- 5) **Be helpful - even if there's no immediate profit in it.** The other day I popped into a local Iphone repair shop because I had broken my screen. When I explained the problem, the owner said that he thought he might have one lying around. He found it, attached it to my phone- in and out in 15 minutes! Where do you think I'll go when I need a new phone device or repair. And how many people do you think I've told this story to?
- 6) **Train your staff (if you have any) to be always helpful, courteous, and knowledgeable.** Do it yourself or hire someone to train them. Talk to them about good customer service and what it is (and isn't) regularly. Most importantly, give every member of your staff enough information and power to make those small customer-pleasing decisions, so he never has to say, "I don't know, but so-and-so will be back at..."
- 7) **Take the extra step.** For instance, if someone walks into your department and asks you to help them find something, don't just say, "It's down the hall". Lead the customer to their destination. Whatever the extra step may be, if you want to provide good customer service, take it. They may not say so to you, but people notice when people make an extra effort and will tell other people.
- 8) **Throw in something extra.** Whether it's a tip on how to fix a problem without contacting the helpdesk, additional information, or a genuine smile, people love to get more than they thought they were getting. And don't think that a gesture has to be large to be effective.

If you apply these eight simple rules consistently, you will become known for having good customer service.

Information Assurance Division

Personnel Announcements

The IA NEC Team is pleased to announce some recent changes in personnel status in the IA Division. We have the promotions of Mr. David Stewart and Mrs. Kristie Thibodeaux, and the transition of Scott Nelson to a permanent IA possession. The COMSEC Office is proud to announce our new addition Ms. Danielle Young. She is already proving to be a wonderful asset to the COSMEC Team. All of these are much deserved and we expect to continue to see many more great things from each in the future.

Inspection Ready

Having a COMSEC account that exceeds the standards is always plus. With their wisdom and expertise the NEC COMSEC team was recently asked to assist other COMSEC account managers in preparation for their CSLA (Communication Security Logistics Activity) COMSEC Inspections. Ms. Misty Mullins lead coordinator for the pre-inspections says “We worked with other COMSEC teams to improve their COMSEC posture; the results in our opinion greatly enhanced their chances of success during CSLA inspections.” The COMSEC office provided knowledge, shared processes and procedures and built some good COMSEC peer connections throughout the installation.

Teamwork for Success

It took a quarter of a year to get here, but team NEC COMSEC is now hosting a quarterly COMSEC Account Managers Meeting for all of the accounts on Fort Polk. This will be a great forum for collaborating with 1st MEB, 4/10 MTN DIV and Ops Group to resolve any COMSEC related issues, offer support, and assisting each other in providing the best service to Fort Polk.

Training Cyber Warriors

Let the training begin. Enemies are met online and on the battlefield, IMO's are our first line of defense in ensuring end users are in compliance with IA standards.

In the upcoming months the NEC will start a training course for existing and newly appointed IMO's. The NEC IA Division has been working hard to accumulate the training that highlights specific topics including but not limited to: IAVA Management, IA workforce training & certifications, how to get an ASCL token, and the duties and responsibilities that comes with being an IMO. The IMO, IASO, and IANO positions are an integral part of NEC's ability to assist the end user and maintain a high security posture at the installation. Training and education are fundamental and essential ingredients for IA success. We must do our part by providing them the necessary information and training in order to perform those duties and responsibilities.

IA SharePoint

Tired of looking through your old contact list to reach the IA team? Checkout the NEC IA one- stop share point site. The NEC IA Division has redesigned its SharePoint site to include point of contact information, announcements, frequently asked questions, and external information assurance links. The IA Division worked together to make the site more user friendly, we decided to include a policy & compliance page that highlights: current vulnerability information, IASO/IANO information, policies & procedures, regulations, and IA training links. The NEC IA Division's new Information Assurance SharePoint site was published the week of March 19th. Any suggestions that will make the site more user-friendly can be sent to the NEC IA email. I challenge everyone to follow IA's lead and checkout your own SharePoint site from a customer's stand point and see what you can improve.

Don't forget to check it out!!!

Penetration Test

You cannot fix what you do not know is broken, and it is impossible to ensure the security of the network without a clear picture of its strengths and its weaknesses. In our efforts to maintain the integrity of the Fort Polk Network Penetration test where conducted. From 27 Feb - 2 Mar 2012, the Fort Polk NEC had the opportunity host to a Penetration Test Team from Fort Belvoir, VA. Their goal was to assess our network vulnerability.

We invited them to come here in order to discover where we needed to do more to secure our network and protect our data and in turn, our soldiers. The team of three came to Fort Polk with two computers each. On one computer, they were allowed admin privileges on the network. With these computers they performed an assessment of our network security. The others were regular computers that they used to try to take advantage of any vulnerabilities that they discovered. The team put us to the test and found some areas where we could use improvement. The good news is, compared to most penetration tests that this team has done, Fort Polk's results were outstanding. Fort Polk's is one of the most secure networks that they have tested in the Army. Our deficiencies have been corrected and we are extremely proud of the teamwork of the IA Division and the Desktop and System Support Division. We look forward to hosting this team again to make Fort Polk even more secure from cyber-threats. Go Team NEC!



Physical Security

How Secure are we? Suppose a disgruntled citizen breaks into the NEC building, intending to contaminate the offices and network. Physical Security and building access control is a joint effort in the NEC. Everyone must remain vigilant and maintain physical security standards. Recent security inspections have been greatly improved – but we have not yet provided the level of safety and security we desire for our work place. Here's a few area we can work together to improve our environment.

Please remember to keep the gates shut during non-duty hours and all exterior doors locked, with the exception of the help desk main entrance, closed and locked at all times. The SF 701 (activity security checklist) should be completed at the end of each day the building is occupied. If you are in the building on the weekend, you must complete the form for the door you entered and your respective work area. SF 701s are located at each of the exterior doors. Each section has a SF 701 that they are responsible for. The last person to leave is the one responsible for completing the form. Please ensure this is being completed daily.

Summer time is approaching and we are all looking forward to a vacation. Remember if you possess a security clearance a travel brief is a requirement. If you are going to be traveling outside of the US, government personnel will need to see Ms. Thibodeaux or Mr. Green and contract personnel will need to see Ms. Wright to obtain the appropriate briefing. A 45-day notice is recommended in the event you require additional training or approvals for the area you will be traveling to.

Off Post Community Events

01-08 May Contraband Festival (Lake Charles)

04-05 May Mayfest, Arts & Crafts Festival (Leesville, 337-238-0783)

04-06 May Breax Bridge Crawfish Festival www.bbcrawfest.com/

10 May Summer Splash (Alexandria Mall, Center Court, a showcase of educational, recreational and youth programs for 2012)

17-19 May Starks Mayhaw Festival (Highway 109 and 12, Starks LA 70634)

19-20 May SWLA All Veterans Reunion and Festival (Downtown Deridder)

24 May Last day of School (Beauregard Parish)

25 May Last day of School (Vernon Parish)

26 May "Fleur De Lis Memorial Day Craft Show" (Natchitoches Events Center)

31 May "Arts & Parade Concert Series" (Wooten Theatre, Deridder La)

18 May-08 June Downtown at Sundown, Friday Concert

Lagniappe Page

What is a “Lagniappe”? In Cajun Country , it means “a little something extra” and that’s what we will try to give you on this page.

Cajun Dictionary:

Beignet: (bin-yey)
Square French doughnut, deep fried & dusted with powdered sugar.

Boudin: (boo-dan)
A nicely seasoned Cajun sausage traditionally made of pork and rice and spices.

Fais do do: (fay-do -do)
A traditional South Louisiana dance party with Cajun and Zydeco music.

Laissez les Bon Temps Rouler: (lez-ay lay bon tom rule-air)
You often hear this popular Cajun phrase during mardi Gras. It means :Let the good times roll!”

Pecan: (peh-kawn, not pee-kan)
Pecan trees flourish in orchards throughout Louisiana, And pecan nuts from these trees are a major ingredient in Louisiana Pecan Pies!

Chicken Enchiladas
Submitted by Shawn Phillips

Ingredients

- 10 soft taco shells
- 2 cups cooked, shredded chicken
- 2 cups shredded Monterey Jack cheese
- 3 Tbsp. butter
- 2 Tbsp. Corn Starch
- 2 cups chicken broth
- 1 Clove of Minced Garlic
- 1/2 Teaspoon of Salt and Pepper
- 1 cup sour cream
- 1 teaspoon Onion Powder
- 1 teaspoon Garlic Powder
- 1 teaspoon Cumin
- 1 Teaspoon of lime juice
- 1 Finely Chopped Jalapenos Seeded (use more jalapenos if you want it spicier)

Process

Preheat oven to 350 degrees. Grease a 9x13 pan.
In a medium size bowl mix – chicken, 1 cup of cheese, garlic – roll mixture into tortillas and place into pan.
In a sauce pan – melt the butter and stir in corn starch and cook for one minute. Add broth and whisk until smooth. Keep over heat until it bubbles and becomes thick. Stir in sour cream, chopped Jalapenos, cumin, onion powder, garlic powder, lime, salt and pepper.
Do not let it boil.
Pour mixture over enchiladas and top with the last cup of cheese.
Bake for 25 min – You will want to make sure the cheese has browned.

Bailey’s Irish Cream Balls
Submitted by Ferdinand Shaw

Ingredients

Servings: 5 (reduced everything reduced down by half to make a smaller serving)

- * 3 cups vanilla wafers, finely crushed
- * 1 cup pecans , chopped
- * 3/4 cup powdered sugar
- * 1/2 cup Baileys Irish Cream
- * 3 tablespoons light corn syrup
- * 1 1/2 teaspoons unsweetened cocoa

Directions:

Combine all ingredients in a bowl and mix with a wooden spoon until well blended. Allow to stand 5 minutes. Shape mixture into 1-inch balls. Roll balls in powdered sugar. Allow to dry on wire rack 1 hour. Roll in powdered sugar again if desired. Store in airtight container between layers of wax paper.

The Amazing Cucumber (13 tips)

1. Just one cucumber contains most of the vitamins you need every day.
2. Feeling tired in the afternoon, put down the caffeinated soda and pick up a cucumber (they can proved a quick pick-me-up).
3. Tired of you bathroom mirror fogging up? Rub a cucumber along the mirror!
4. Tired of grubs and slugs ruining your planting beds? Place a few slices in a small pie tin and your garden will be free of pests all season.
5. Looking for a fast way to remove cellulite before going to the pool? Try rubbing a slice or two along your problem area!
6. Want to avoid a hangover or terrible headache? Eat a few cucumber slices before going to bed and wake up refreshed and headache free.
7. Looking to fight off that afternoon or evening snaking binge? Cucumbers have been used for centuries and often used by European trappers, traders and explores for quick meals to thwart off starvation.
8. Have an important meeting or job interview and you realize that you don't have enough time to polish your shoes? Rub a freshly cut cucumber over the shoe, its chemicals will provide a quick and durable shine that not only looks great but also repels water.
9. Out of WD 40 and need to fix a squeaky hinge? Take a cucumber sliced rub it along the problematic hinge, and voila, the squeak is gone!
10. Stressed out and don't have time for massage, facial or visit to the spa? Cut up an entire cucumber and place it in a boiling pot of water, the chemicals and nutrients from the cucumber with react with the boiling water and be released in the steam, creating a soothing, relaxing aroma that has been shown the reduce stress in new mothers and college students during final exams.
11. Just finish a business lunch and realize you don't have gum or mints? Take a slice of cucumber and press it to the roof of your mouth with your tongue for 30 seconds to eliminate bad breath.
12. Looking for a 'green' way to clean your faucets, sinks or stainless steel? Take a slice of cucumber and rub it on the surface you want to clean.
13. Using a pen and made a mistake? Take the outside of the cucumber and slowly use it to erase the pen writing, also works great on crayons and markers that the kids have used to decorate the walls!!

Cooking Tip submitted by Terry Green: “Put Tony’s on it!”(for those who don't know, he means Tony Sacheries seasoning)

NEC 2nd Quarter Birthdays

This quarter the NEC celebrated 22 birthdays from the months of January - March. Each month the NEC Family gathered together, contributed delicious homemade delights and cut a cake in honor of each employee for their birthday.

Here's a bit of Birthday History...

Birthdays are original, personal, noteworthy traditions. Some people like to forget them. Others prefer smaller celebrations. But for some, the day must be a flag-waving, band-playing joyous merrymaking occasion. We are so used to celebrating our birthday every year that it seems like it's been a tradition almost forever!! But there too is a birthday history, and a place and time it all began...

When early people had no way of keeping track and marking time little attention was paid to the anniversary of a person's birth. Everyone realized, of course, that people grew older as time passed; but they didn't mark any special milestone for it. Only when ancient peoples began taking notice of the moon's cycles, did they pay attention to the changing seasons and the pattern that repeated itself over and over and so they began to mark and note time changes. That's the start of birthday history. Eventually, the first calendars were formulated in order to mark time changes and other special days. From this tracking system came the ability to celebrate birthdays and other significant anniversaries the same day each year.

It is also said that Birthday celebrations began as a form of protection. It was a common belief that evil spirits were more dangerous to a person when he or she experienced a change in their daily life, such as turning a year older. To protect them from harm, friends and family would gather around the birthday person and bring good cheers, thoughts and wishes. Giving gifts brought even more good cheer to ward off the evil spirits. Noisemakers are thought to be used at parties as a way of scaring away the evil spirits. The birthday history custom of lighting candles originated with people believing that the gods lived in the sky and by lighting candles and torches they were sending a signal or prayer to the gods so they could be answered. When you blow out the candles and make a wish this is

another way of sending a signal and a message. The song "Happy Birthday to You" was composed by two sisters, Mildred and Patty Hill, in 1893, but nobody really paid much attention to it until the original words "Good Morning to You" were changed to "Happy Birthday to You", words that are sung in virtually every home across the world at least once during the year.

The tradition of celebrating a person's Birthday is a special event that the NEC Family honors each month. We appreciate everyone who contributes and graciously prepares and coordinates each

occasion. Happy Birthday to each of you and may you all have a very special day filled with everything your heart desires, and may all your birthday wishes come true!



Networking & Switch Division

Transmission Branch

The Networking and Switch Division's Transmission Branch has been engaged in a much need fiber cable upgrade. Recent requirements to support the Automatic Installation Entry (AIE) System project to upgrade all the Access Control Points (ACPs) revealed that the recent I3MP fiber cable installation upgrades did not include installation of additional fiber between buildings 330 and 1830. The AIE project requirements left the NEC with no vacant fiber pairs between these two buildings.

The Transmission Branch devised a plan to immediately address the issue. Strategic Resources Incorporated's (SRI) project manager, Ronald Matthews was assigned the lead on this effort. Mr. Matthews conducted a site survey, formulated a list of required materials, obtain a quote and approval to purchase enough materials to support the installation of a120 fiber optic cable. This project was manpower intensive and would take two days to complete and was over the President's Day weekend.



SRI Team Member who worked on this project include: Brandon Cruthirds, Collin B. Moss, Van Martin, Bruce Lambert, James Ronald Harvey, Brian Codrey, Jeremy Cryer, Robert Guy, Corey Lambert, Craig A. Lee, Ronald Matthews, and government representative, Mr Anthony Richard NEC QA\QC.



SRI's Ron Harvey on the new pulling machine, Collin Moss (taking out the slack of mule tape, and Van Martin, SRI's main fiber splicer, (wearing the 10 gal safety hat), all worked diligently to complete the project. The NEC QA\QC was Anthony Richard.

The Networking and Switch Division's Networking Branch has been engaged in numerous projects during the last quarter. Here are few highlights from several projects:

4/10 HQ new building: The Networking department was tasked with the responsibility of providing NIPR connectivity to the new 4-10 headquarters building. Our technicians and senior staff worked diligently with contractor and Core of Engineers to accommodate the expanded network requirements of the new building. This included two new SX1600 switches to provide support for over 300 planned users plus allow easy adaptability for future expansions. As a result we are now ready to provide NIPR connection to the building when 4-10 takes it over.

Enterprise Email support: We have replaced core switches and routers in our main core nodes to enable the smooth transition to enterprise email. This involved consistent and ongoing support with CTNOSC for this upgrade.

Rotation Support: We consistently support operation group's rotations in a timely and efficient manner. There have been additional requirements consistently added for the rotations. The NEC has still done everything possible to ensure our soldiers are trained for battle.

Business & Plans Division

At the end of January Lisa Hickman and Jennifer Perkins with LifeShare Blood Centers Conducted a Blood/Bone Marrow Drive. Marguerite Allen was the Coordinator for the Bone Marrow drive. With the Bone Marrow collection, the 1st screening is to see if you match with anyone. If so, there will be a more in-depth screening to see if there is still a match. If so, the actual donation will be scheduled.

Blood donations are used immediately. Blood only has a six week shelf life which is why it is so important to donate regularly if possible. Our blood donations give the gift of life...literally. The rarest blood type is the one not on the shelf when it's needed by a patient.



(Above: Shannon Pope and LifeShare Blood worker)

New Employees this Quarter

Wanda Leslie has joined our team as the Budget Analyst for NEC-Polk. She came from the 106th SC BDE in San Antonio, and is looking forward to Boiled Crawfish and Alligator tails.

Wesley McNutt joined the Spectrum Team, Wes moved here from Idaho, he is looking forward to Mudfest and MardiGras.

Shannon Pope Joined our team as the Contracting Officer Representative. Shannon came from the Fort Polk MICC. Shannon is just glad to be here.

The Business Team welcomes these three new employees and we are looking forward to working together to improve the NEC-Polk business and operations functions.

Safety

It is Spring now and we need to ensure boating, ATV, outside grilling are done with safety in mind. Remember to check your boats, ATV's and other summer fun items for safety equipment and ensure boats and ATV's are properly serviced and tested. When pulling the grill out for the first time watch for wasps and Black Widow spiders, that is what I usually find in my grill after it has been put up for a while. Also while grilling be sure you are not close to your house or other flammables, remember safety, safety, safety.

EEO

Jeff Clark, the EEO representative has volunteered to help with handicapped accessibility in the work place. National Disability Employment Awareness Month is October. He is putting together a comprehensive seminar and flyer of technical advancements for the handicapped employee.



DIRECTOR'S CORNER

Wow! What a great 2nd Quarter for the Fort Polk NEC. I am continually impressed at the commitment, great customer support and ingenuity that each of our employee provide daily. We've tackled internal and external operational challenges and as a NEC team and IT community here on the installation we have managed to bring expedient resolutions to them all while maintaining great morale and excellent customer service. This speaks directly to the type of professional IT personnel that we have within our organization. My hat's off to you all!!

This next quarter will bring challenges along with it as well...EE and WIN7 migrations, but I am confident that these to will be success stories. I will leave you with this: **“Coming together is a beginning, Keeping together is progress. Working together is success”...Henry Ford** Let's conquer success!!

Safety Corner

Spring Cleaning Safety

The season has changed, it's Spring Time again. It's more than likely that in this Louisiana weather the lawn already needs cutting, it's time to start the garden and the house could use a fresh coat of paint.

To save on cash, using last season's tools is a good idea, in the event they're in good condition and can be used safely. No one wants to take a trip to the emergency room. Believe it or not, more than 350,000 people end up there every year, thanks to injuries from improperly used power garden tools, ladders, and lawn mowers. So, before you begin take a few precautions:

Inspect last season's lawn and garden power tools for frayed power cords and cracked or broken casings. If the item is damaged, have it repaired by a qualified technician or replace it.

Never carry a power tool by the cord or yank a power cord from a receptacle. When disconnecting the cord, always grasp the plug, not the wire. Keep cords away from heat, oil and sharp edges.

Refresh your memory by reading the owner's manual of your power tools. Be sure you know how to stop the machine in case of an emergency.



If you have a gasoline-powered mower, store the gas in a UL Classified safety can.

Always start your mower outdoors. Never operate it where carbon monoxide can collect, such as in a closed garage, storage shed, or basement.

Don't operate an electric or gas-powered lawn mower on wet grass.

When you're through with power tools and garden appliances, store them away from water sources to avoid electric shock. Never use them in the rain.

Whether your ladder is brand new or it has seen a few spring cleanings, read the instructions and warning labels before using it.

Remember the 4-to-1 rule. For every four feet of ladder height, the bottom of the ladder should be one foot away from the wall or object it is leaning against.

Use a fiberglass ladder if you're working near electricity or overhead power lines.

SPECIAL POINTS OF INTEREST

OUTGOING

- Ms. Lois Fuller
Outgoing Help Desk,
Jan 13
- Ms. Cheri Maines
Outgoing IA, Jan 27
- Mr. Kevin Maines
Outgoing Business &
Plans, Feb 17
- Mr. Christopher
Mount Outgoing
Network, Feb 24
- Mr. Benjamin Pride
Outgoing, Feb 22
- Ms. Elaine Squyres
Outgoing Business &
Plans, Feb 27
- Mr. Roger Williams
Outgoing Help Desk,
Mar 23rd
- Mr. John Billiot Out-
going Sr. Network
Tech, Mar 23rd
- Mr. Joey Harrington
Outgoing Business &
Plans, April 18

PROMOTIONS

- Ms. Jamie North's
promotion
celebration: **Business
and Plans Division,**
Mar 12th
- Mr. David Stewart's
promotion
celebration: **IA Divi-
sion,** Mar 19th