



Volume 1, Issue 1

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The Faces of the Division of Materiel Admin Support

Just in case you are wondering these are the faces of your administration support team. Customer service is their number one priority. These dedicated individuals are here to provide assistance, guidance, and advice to Division supervisors and the 512 Division employees on issues related to pay, personnel actions promotions, retirements, Worker's Compensation, hiring, personnel evaluations, and other administrative matters. To date the team has processed approximately 1,344 actions. On a daily basis this team works together with one common goal, supporting our workforce.

Location: Bldg 89010 Room 306
Hours of Operation: 0730-1630
Phone: 287-7324

"Helping people is a job motivator"



Maintenance Processes Over 20,000 Work Orders for FY10

The hot sun pounds into the concrete at the Division of Materiel Maintenance Facility. Mechanics are conducting maintenance operations throughout the facility drinking fluids to stay hydrated. Clerks are busy ordering parts and closing work orders. Supervisors and Work Leaders are monitoring, advising, and planning daily and future operations. All the maintenance and production operations for the 2010 fiscal year resulted in completing over 20,000 work or-



On the Job Injury

First things first, let your supervisor know. Your supervisor will then provide you with form CA-16 (Authorization for Examination and/or Treatment) that must be taken to the initial physician/hospital visit. Once the supervisor is notified of the accident or upon the employees return to duty from receiving medical treatment form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim) must be filled out and signed. The supervisor will then complete the receipt of notice and return it back to you. Working together with your supervisor and providing him/her with the necessary documentation will ensure that you get assistance quicker.

ders. The work orders consisted of RESET, LBE, PDTE, EVAC, and National Maintenance component repair. This is an astonishing accomplishment to process this many jobs in a one year time period. This accomplishment is a major contributor to the bigger picture, which is the support of the



Neither a wise nor a brave man lies down on the tracks of history to wait for the train of the future to run over him.

Dwight D. Eisenhower