

Civilian Guidepost

Compiled and Edited by

INDUSTRIAL RELATIONS DEPARTMENT, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA

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ANOTHER FIRST AT IRO'S TRAINING DIVISION

It was "graduation day" recently for the 18 employees completing the first Basic Adult Education training course. Two members of the group, George H. West and Herbert H. Thompson, have raised their educational level so that they are now eligible to attend regular high school courses at Onslow Technical Institute.

An indication of the interest and commitment of these students to this program is the fact that approximately 80 per cent of the group elected to continue training and are presently enrolled in a new training session.

Mrs. Hatcher, the teacher provided by Onslow Technical Institute, commented in the report of the first month's progress: "I wish I were able to put my enthusiasm for this class on paper. This is the most responsive and enthusiastic group of people I have ever taught and the response increases with each class period. I feel that this class has been well worth my time and effort."

The following employees completed the class and are pictured above: Ruben C. Ellis, Celia J. Gray, Charlie Gwynn, Luther T. Hardison, Abraham L. Hewitt, McKinley Hunter, Robbie N. Jarman, Claude Jones, Jr., Marvin C. Latham, James R. Littleton, Frank Marshall, Ralph H. Marshbanks, Willie C. Mathews, Johnnie T. Morton, James H. Pickett, William E. Shepard, Herbert H. Thompson, and George H. West.

CIVILIAN GUIDEPOST

MAJOR GENERAL J. O. BUTCHER, COMMANDING

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Why Civil Service Tests?

(Part 3 of a Series)

Previous articles in this series have ranged from lower level jobs that require no testing to the Federal Service Entrance Exam which is given to thousands of college graduates annually.

This article poses the question: How does an employer make sure a written test is relevant to the jobs to be filled, and at the same time relevant to the backgrounds and training of all those to be tested? One proven way is to insure that the applicants who are studied in the development of a test include as many groups as possible.

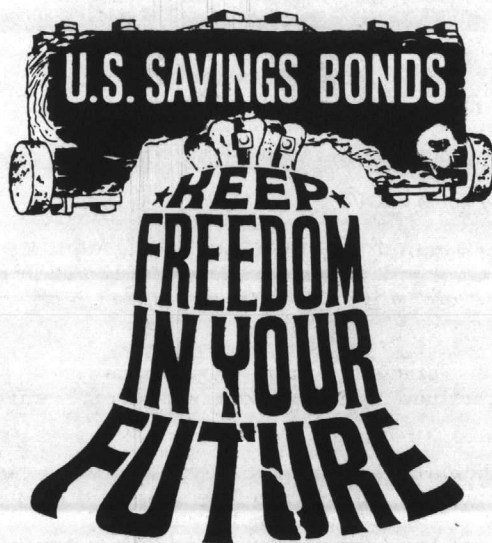
When the current Office Assistant tests were being prepared, the actual test material was checked out as to difficulty and relevance with applicants in the Washington, D.C. examination rooms under normal test conditions. This provided a wide cross section of applicants, including representation from minority groups.

After research teams had spent many hours trying out a variety of questions under different conditions of test administration, every question was studied separately to see whether a question was sufficiently difficult, whether it was clearly understood, and whether the time allowed for the test was sufficient for most applicants.

Then, only those questions which were clearly suitable for all applicants were used in the final test forms.

Research data obtained in the effort were also used as a basis for preparing a number of different forms that are equal in difficulty.

The new tests that emerged as final products have been put into nationwide use and have been found to be appropriate for testing the abilities of steno, typist, and clerk applicants throughout the country, despite differences in the backgrounds of applicants at different examining points.



On the Safe Side

THE DIGEST
July 5, 1968

One-Car Accidents

A driver loses control of his car while rounding a curve on a rural highway. The car strikes a roadside shelter for schoolchildren, rolls down an embankment, and lands on its roof. The car is not equipped with seat belts; its driver is severely injured and permanently disabled. A passenger, also injured, is disabled for 6 weeks.

One-car accidents like this one account for one out of four traffic injuries reported. They cause more than 20,000 fatalities - a third of all traffic deaths.

These accidents most often occur on rural highways, during the hours of darkness, at high speeds, and after drinking. Inadequate signs, unmarked curves and hazards, poor visibility, and faulty highway construction and maintenance are also involved.

One-car accidents can be avoided by taking these simple precautions:

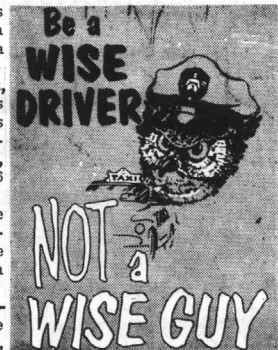
* **ADJUST SPEED TO CONDITIONS.** Rain, fog, snow, and ice are signals for the good driver to adjust his speed to road conditions. Even in good weather, the posted speed limit may be too fast for safety, especially at night, if the road or highway is unfamiliar and poorly marked.

* **DO NOT OVERDRIVE HEADLIGHTS.** Driving too fast for headlight-visibility distance causes many after-dark accidents. At 50 m.p.h. it takes under average conditions, 243 feet to stop. A driver who can see only 200 feet ahead may get into serious trouble if he is driving 50 m.p.h. or faster on an unfamiliar road with inadequate signs or unmarked curves. Keep headlights and windshield clean to assure maximum visibility.

* **DRIVE DEFENSIVELY - DON'T GET FORCED OFF THE ROAD.** When passing another car, be sure there is enough passing room. Slow down before reaching a curve - not in the curve. Be alert for approaching drivers who may be out of their lane or on the wrong side of the road. Check far ahead for obstacles or difficult traffic situations.

* **WEAR SEAT BELTS AT ALL TIMES.** A seat belt can be your "ace in the hole." If you should suffer an accident, a seat belt can prevent or minimize injury and may save your life. The National Safety Council estimates that 8,000 to 10,000 lives could be saved each year if all passenger car occupants used seat belts all the time.

* **ALWAYS REMEMBER.** Drinking and driving adds up to DISASTER.



PROMOTIONAL EXAMINATIONS

The following examinations will be open until further notice:

Clerk (All Options), GS-301-3
Clerk-Typist, GS-322-3
Clerk-Stenographer, GS-312-4

Supervisory Training Luncheons

Group A - 7 August 1968
Group B - 14 August 1968
Group C - 21 August 1968
Group D - 28 August 1968

Mr. Samuel Schulman, Head of Civilian Personnel, will speak at the Luncheon on 7 August 1968.

AFGE Meeting

Time: 7:30 p.m. Date: 15 August 1968

Place: American Legion Building
17 Old Bridge Street
Jacksonville, North Carolina 28542

INDUSTRIAL RELATIONS DEPARTMENT EARNS INCENTIVE AWARDS PLAQUE

Hats off to the employees of the Industrial Relations Department!!!! For the second consecutive year their participation in the Beneficial Suggestion Program has earned their department the Incentive Awards plaque. During the Fiscal Year 1968, a total of 25 suggestions were received and 7 were adopted from the department's average of 26 employees. The result was a participation rate of 150%; the highest ever achieved at this activity. All employees are commended for their effort in achieving this goal--a special "Thank You" is extended to the supervisors for their cooperation and encouragement in support of the program.

Gerry Gorst of the Employee Relations Division earned first place among her fellow employees by submitting the largest number of suggestions for the fiscal year. She submitted 13 and received cash awards for 2 that were adopted.

The plaque, which was donated by the Recreation and Welfare Association to promote the Beneficial Suggestion Program, is awarded annually to the department which had the greatest number of suggestions submitted and adopted in the fiscal year, as related to the average number of civilian employees who are aboard during that period. Those departments having fewer than twenty employees are grouped together for computation purposes. In determining the percentage of participation, 1 point is given for each suggestion submitted and 2 additional points are given for each adopted suggestion. Therefore, each suggestion counts even though it is not given favorable consideration, but suggestions adopted earn 3 times as many points toward the percentage rate.

Tables for Beneficial Suggestion Participation Rates in Fiscal Years 1967 and 1968

Beneficial Suggestion Participation Rate July 1, 1967 - June 30, 1968					Beneficial Suggestion Participation Rate July 1, 1966 - June 30, 1967				
Dept.	Avg. No. Emp.	No. Rec'd	No. Adopted	%	Dept.	Avg. No. Emp.	No. Rec'd	No. Adopted	%
IRO	26	25	7	150.0	IRO	25	11	3	68.0
PubWorks	27	19	2	85.2	MCAF	188	36	11	30.8
MCAF	190	27	6	20.5	PubWorks	26	5	0	19.3
Motor Transp.	154	13	7	17.6	Motor Transp.	197	16	7	15.2
BaseMatBn.	520	38	20	15.0	Maintenance	900	81	20	13.4
AC/S, SupServ.	245	15	9	13.5	NMFRL	46	2	2	13.0
AC/S, Comptr.	128	13	2	13.3	BaseMatBn.	499	48	7	12.4
Housing	60	4	2	13.3	Misc.	128	10	0	7.8
Maintenance	855	33	24	9.5	AC/S, Comptr.	117	4	1	5.1
Misc.	127	6	1	6.3	Housing	59	3	0	5.0
USNH	294	14	1	5.5	AC/S, SupServ.	263	7	2	4.2
Prov: Marshal	132	4	1	4.5	Prov: Marshal	125	4	0	3.2
Dep. Schools	202	6	1	3.9	Dep. Schools	202	2	1	1.9
NMFRL	51	1	0	1.9	USNH	298	3	1	1.7
MCSSS	36	0	0	0.0					

As noted in the Participation Rate Tables above, in all but three instances department participation has increased during the past fiscal year. This is an encouraging note--let's keep the ball rolling by surpassing your 1968 participation rate during Fiscal Year 1969. This is an ideal time to make a resolution to start submitting beneficial suggestions so your department can be the winner of the plaque next year.

WHAT'S YOUR "PAIN IN THE NECK?"



- RED TAPE?
- DUPLICATION?
- DELAYS?
- POOR PLANNING?
- WASTE OF MATERIAL AND TIME?
- INFERIOR PROCEDURES & METHODS?

SUGGEST A BETTER WAY!

● SEND YOUR SUGGESTIONS TO YOUR LOCAL AWARDS COMMITTEE

Bud Miller, Director, Maintenance and Repair Division, presented awards to employees in that Division



10-YEAR LENGTH OF SERVICE AWARDS

From left to right are George W. Hanchey, Joseph E. Soles, Vernon H. Taylor, and Bud Miller. Paul E. Lanier, Clarence Henderson, and Jacob W. Killian also received awards but were not present for the picture.



BENEFICIAL SUGGESTION AWARDS

Pictured from left to right: Mr. Lonza B. Evans, Head of Emergency Service Branch of M&R Div., was present for the ceremony when James C. Robson and Guy C. Griffin received awards from Bud Miller.



SUSTAINED SUPERIOR PERFORMANCE AWARD

Andrew Velez (center) received a sustained Superior Performance Award from Bud Miller. Mr. Lonza B. Evans was present for the ceremony.

BONDS

The present rate of participation in the bond program is 67% for Civil Service employees at MCB.



20-YEAR LENGTH OF SERVICE AWARDS

Seated from left to right are Cecil Rhodes, Olai A. Understeth, JoAnne Boehm (present for ceremony-- Secretary, M&R Div.), Lloyd Riggs, and Miles E. Powell. Standing from left to right are Bud Miller, Vernon Taylor, CWO T.B. Perrone (Asst. Director M&R Div.), and Lewis M. Brown. Emil U. Bils-kemper also received an award but is not pictured.

EMPLOYEE-MANAGEMENT RELATIONS (Standards of Conduct)

The following general rules of conduct which are expected of Navy employees is a continuation of the list began in the 5 July 1968 issue of the Civilian Guidepost:

9. Care of documents. It is unlawful for employees to remove or conceal, alter, mutilate, obliterate, or destroy records or documents or to remove or attempt to remove from official custody records or documents with the intent of performing any of the above actions.

10. Protection of information. Employees may not disclose official information without appropriate authority to do so.