

INSIDE PEO STRI

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IN THIS ISSUE

A message from the new Program Executive Officer, Maj. Gen. Jon Maddux... Page 2

PM ITTS mom receives a "miracle" for her Mother's Day Gift... Page 4

Employee Procedures Guide provides timely tips on an array of subjects... Page 5-9

Lean Six Sigma improves PEO STRI business processes and reduces waste... Page 10

WORTH REPEATING

“ There is an old saying: ‘The best time to plant a tree was 20 years ago, and the second best time is today.’ As we draw down forces from Afghanistan, today is the best time to plant seeds for the Army of the future.”

– The Honorable Heidi Shyu, Army Acquisition Executive, discusses the “Five Tenets For The Future” in the April – June issue of the Army AL&T magazine.

PEO STRI Welcomes New Leader, Maj. Gen. Jon Maddux

By Rick Gregory, PEO STRI Strategic Communications Support Staff

Maj. Gen. Jon Maddux assumed leadership of PEO STRI from Dr. James T. Blake in a May 13 Change of Charter ceremony held at The Venue at the University of Central Florida.

Officiated by the Hon. Heidi Shyu, assistant secretary

of the Army for Acquisitions, Logistics and Technology ASA(ALT), the ceremony also included the retirement of Blake who had been the Program Executive Officer since June 2005.

Maddux joins PEO STRI after serving as the assistant to

the principal military deputy, ASA(ALT). He entered the Army as an enlisted Soldier in 1976 and served with the 82nd Airborne Division before being commissioned a second lieutenant. Among many other assignments during his distinguished career, he has also served as the deputy commanding general for support, Combined Security Transition Command – Afghanistan during Operation Enduring Freedom and as the Program Executive Officer Ammunition.

In his comments at the ceremony, the new PEO said he was humbled and honored to accept the opportunity to lead PEO STRI into the future.

“It’s a distinct honor and privilege to have been welcomed with such open arms into the PEO STRI family,” he said. “Today, and every day, let’s remind ourselves that we’re part of something greater, a bigger family, the United States Army. Let’s stay focused on supporting the strength of our nation, which is our Army.”

During Shyu’s presentation, she outlined the responsibilities and skill set needed for PEOs in today’s Army.

“A PEO plays a critical part in key investment decisions made by the Army in developing Warfighting and – in the case of PEO STRI – training capabilities,” she said. “The job requires strong leadership, sound business judgment, strong communication skills, integrity and technical expertise. Jon possesses all of these attributes. He has my full support.”



U.S. Army Photo

Maj. Gen. Jon Maddux accepts the PEO STRI flag from Hon. Heidi Shyu, assistant secretary of the army for Acquisition, Logistics and Technology, to signify the change of the PEO STRI charter.



MAJ. GEN. JON MADDUX

A MESSAGE FROM THE

PROGRAM EXECUTIVE OFFICER

To The PEO STRI Workforce,

As I said at the Change of Charter ceremony, I am both humbled and honored to have the opportunity to lead this great organization into the future.

Your accomplishments over the years have had a tremendously positive impact on the readiness of our Soldiers as well as those of our partner and allied nations. Thank you for the exceptional job you have done.

Moving forward, we will work as a team to meet the evolving training needs of an Army in transition. After 13 years in sustained conflict, the Army is evolving. We are transitioning from an Army of execution to an Army of preparation while migrating toward the future.

PEO STRI will help achieve this goal of a leaner, more agile, more expeditionary force – while maintaining combat overmatch – in a heightened fiscally responsible manner.

How does the Army expect to get there from here? Together our organization is part, and in some respect at the heart, of the solution.

We'll be laser focused on Army training, test instrumentation and cyber red teaming, while fulfilling our international obligations to strengthen the combat effectiveness of our partner and allied nations.

Inherent with achieving that mission is ensuring it is accomplished in a fiscally responsible manner. I have no doubt we are up to that challenge. Being good stewards of taxpayer money is, and always has been, the cornerstone of our responsibilities.

It seems like we carry the weight of Soldier readiness on our shoulders, and in some respect, we do. It's our responsibility to support America's sons and daughters who make tremendous sacrifices to proudly wear this uniform.

If anyone's up to the challenge, I know it's us.

I look forward to leading this talented workforce in helping to achieve that goal.

Maj. Gen. Jon Maddux

Program Executive Officer



The official party (from left) Maj. Gen. Jon Maddux, Hon. Heidi Shyu, Dr. Jim Blake and Sgt. Maj. Alan Higgs, await the opening of the Change of Charter ceremony.

PEO STRI
CHANGE *of*
CHARTER

CEREMONY

MAY 13, 2014



Dr. Jim Blake speaks to the audience at the Change of Charter ceremony.



Maj. Gen. Jon Maddux leads the official party to the stage at the beginning of the ceremony.



Dr. Jim Blake passes the PEO STRI flag to Hon. Heidi Shyu, assistant secretary of the Army for Acquisition, Logistics and Technology, to signify the Change of the PEO STRI Charter.



Maj. Gen. Jon Maddux addresses the audience at the Change of Charter ceremony.



Hon. Heidi Shyu, assistant secretary of the Army for Acquisition, Logistics and Technology, presents one of several awards to Dr. Jim Blake.



Hon. Heidi Shyu, assistant secretary of the Army for Acquisition, Logistics and Technology speaks to the audience at the Change of Charter ceremony.



Dr. Jim Blake joins his family members who attended the Change of Charter ceremony.



The official party departs the stage at the end of the Change of Charter ceremony.

Miracle makes Mother's Day special for PEO STRI family

By Rene Gilliland, PEO STRI Targets Management Office

Kelvin Colbert had no idea what to get his wife for Mother's Day this year. After all, what can you give a woman who just received a miracle?

Colbert, a budget analyst in PM ITTS' Targets Management Office, has had a front row seat to many of the challenges and triumphs his wife, Rita, has faced.

The two Army vets met in 1994 in Korea while on active duty. He learned that she had competed in the 1976 Summer Olympics, the first woman to run track for the U.S. Virgin Islands. "She's famous there," says Colbert. "When we're out walking, people call out her nickname, 'Flash'."

She heard the love in his voice as he talked about his two daughters back in the States, and soon introduced him to her 11-year-old son, Edward.

That was when Colbert learned of Rita's most challenging competition – being the single



Photo courtesy of Brenda Jones, PM ITTS

The Colbert family, from left, Kelvin, Edward and Rita, celebrate a joyous Mother's Day.

mother of a child with multiple disabilities. Rita had contracted measles during her pregnancy, and Edward was born in 1981 with "rubella syndrome." He has a congenital heart defect, which would require 16 surgeries over the next

20-odd years. He is blind in one eye. And he was completely deaf.

Rita was stationed in Germany at the time. In 1983, doctors there wanted to try a new operation called a cochlear implant, but the procedure was not yet approved in the U.S. and insurance would not cover it. So Rita learned sign language. She sought out programs for hearing impaired children. A specialist in graphic design, she shared her love of computers with her young son.

Rita thought about a cochlear implant several times after the operation was approved, but Edward's other health problems took precedence. He was always recovering from heart surgery, or facing another one. At one point, he developed cancer and was too weak from three years of chemotherapy. She continued to teach, to love and to pray.

One of those prayers was answered with Colbert who had no problem relating to Edward.

continued on page 11

Latest 'Virtual Battle Space' Release Adds Realism to Scenarios, Avatars

By C. Todd Lopez

The most recent version of the Army's 3D virtual training game allows players to personalize their avatar within the simulation, and the scenes and scenarios look more realistic.

Using new human-dimensioning modeling within Virtual Battle Space 3, known as VBS3, Soldiers using the training will put in personal characteristics, including their own height, weight, Army Physical Fitness Test (APFT) scores and even their weapons qualifications scores, "so then the avatar will only be as capable as the individual Soldier," said Robert Munsey, an analyst with U.S. Army Training and Doctrine Command's Capability Manager for Virtual and Gaming.

Soldiers who are not qualified on a weapons system will not be able to use it in the simulation. Unlike in some video games where every player is represented on the screen with a hulking, ripped avatar, with



U.S. Army Image/VBS3

The most recent version of the Army's 3D virtual training game, Virtual Battle Space 3, allows players to personalize their avatar within the simulation.

VBS3, an overweight Soldier will also be overweight on the screen. With the system's fatigue modeling, his character will get tired faster too, Munsey said.

Munsey said within the game, a fatigue bar at the top left hand side of the screen will "go

down a lot quicker" for somebody that scored a 160 on the APFT versus the person who has an average score of 220, or the "APFT stud or student at 300-plus [points]."

"If the Soldier is one of those 270-300 physical training performers, the fatigue model

continued on page 11



EMPLOYEE PROCEDURES GUIDE



HOW TO RENEW YOUR COMMON ACCESS CARD (CAC)

With the passage of time since you last updated your CAC, it's easy to forget what steps you need to take to ensure you don't lose access to signing onto your computer to start your work day. The following questions and answers provide some easy guidelines to follow:

PEO STRI employees can renew their Common Access Card at the Pass and I.D. building located at the Science Drive entrance.



U.S. Army PEO STRI photo/Doug Schaub

Q: HOW FAR IN ADVANCE CAN I RENEW MY CAC?

A: Up to 30 days before the expiration date on the card.

Q: DO I NEED AN APPOINTMENT?

A: It is highly recommended! Customers with scheduled appointments take priority over walk-in customers. Customers with appointments are normally serviced within five minutes of their appointment time. However, please be aware that if you are more than five minutes late for your scheduled time, you may have to reschedule or be seen as a walk-in customer.

Q: HOW DO I MAKE AN APPOINTMENT?

A: Visit the following website to schedule your appointment:
<http://tinyurl.com/rapids-scheduler>

Q: WHERE IS THE CLOSEST PASS AND ID OFFICE FOR PEO STRI ORLANDO EMPLOYEES?

A: PASS & ID OFFICE at Naval Support Activity, 12227 Science Drive, Orlando, FL 32826

Q: CAN I JUST WALK IN WITHOUT AN APPOINTMENT?

A: Yes, however it is not recommended because of the sometimes heavy volume of customers with appointments, your wait time can be as much as two hours.

Q: WHAT DO I NEED TO BRING TO THE APPOINTMENT TO RENEW MY CAC?

A: All customers 21 and older must provide two forms of ID. Please visit the following website for a complete list of acceptable identification to present:

<http://cac.mil/docs/i-9.pdf>

Q: WHAT DO I DO IF I LOSE MY CAC?

A: If you lose your card, you will be required to present documentation from the local security office or CAC sponsor confirming that the CAC has been reported lost or stolen. This documentation must be scanned and stored in the Defense Enrollment Eligibility Reporting System (DEERS).

| Schedule your CAC Appointment: <http://tinyurl.com/rapids-scheduler> |



WORKFORCE DEVELOPMENT OFFICE OUTLINES MANDATORY ANNUAL TRAINING REQUIREMENTS

Following are the annual mandatory training requirements for government employees, which equates to one Continuous Learning Point (CLP) for each class (for a max of 10 CLPs for mandatory training). SETA contractors will be notified by their company supervisors when they are required to undergo mandatory training.

ANTITERRORISM FORCE PROTECTION LEVEL 1 TRAINING PER AR 525-13
<https://atlevel1.dtic.mil/at/>

ARMY SUBSTANCE ABUSE PROGRAM PER AR 600-85
Part of Stand Down Day – JUN 25, 2014

ARMY SUICIDE PREVENTION PROGRAM PER AR 600-63
Part of Stand Down Day – JUN 25, 2014

COMBATING TRAFFICKING IN PERSONS PER AR 350-1
<http://tinyurl.com/combat-trafficking>

CONSTITUTION DAY TRAINING PER PUBLIC LAW 108-447, DIV J, SEC 111
<http://constitutionday.cpms.osd.mil/>
EQUAL OPPORTUNITY PROGRAM PER AR 600-20
Part of Stand Down Day – JUN 25, 2014

THREAT ASSESSMENT REPORTING PROGRAM PER AR 381-12
INFORMATION ASSURANCE PER AR 25-2
<https://ia.signal.army.mil/DoDIAA/default.asp>

ETHICS PER DOD 5500 7-R
Legal council provides training.

FOR A LIST OF MANDATORY TRAINING:

<http://tinyurl.com/civilian-training>

To track mandatory training, go to CAPPMS/IDP/Planning/Non-DAU Training; enter as "Completed" and "1" or "0" CLPs as appropriate; add in IDP then "submit to supervisor."

If you have any training questions, please email the WDO!
USARMY.ORLANDO.PEO-STRI.LIST.WDO@MAIL.MIL

EMPLOYEE PROCEDURES GUIDE



TIMECARD TIPS TO ENSURE GOVERNMENT EMPLOYEES GET PAID ON TIME

The Automated Time Attendance and Production System (ATAAPS) provides a single source for reporting and collecting time and attendance and labor data. That input is relayed to the Department of Defense's interfacing payroll, Defense Civilian Pay System (DCPS) and the General Fund Enterprise Business System (GFEBS).

EMPLOYEES MUST SUBMIT THEIR LEAVE REQUESTS IN ATAAPS.

Once it's approved by the supervisor, employees receive a notification email.

EMPLOYEES ARE REQUIRED TO INPUT ONLY THEIR EXCEPTION HOURS

(leave, credit hours, compensatory time, overtime, compensatory time for travel, etc.) and the corresponding type hour code (such as LA, LS, CD, CE, CB, etc) in ATAAPS when their leave request has been approved. When no exception hours exist for the pay period, eight Regular Grade hours will be automatically reported.

EMPLOYEES MUST REVIEW AND CONCUR WITH THEIR TIMECARD BEFORE TIMECARD CERTIFICATION.

You can only concur if you have 80 hours reported. Choose Labor/Leave Review in ATAAPS to concur.

EMPLOYEES MUST NOTIFY THEIR TIMEKEEPER WHEN A CORRECTION TO A TIMECARD FOR A PRIOR PAY PERIOD IS NEEDED.

Only timekeepers can correct timecards for previous pay periods.

THE ATAAPS LINK

<http://tinyurl.com/ATAAPS-Link>

THE ATAAPS DESK GUIDE

is available on the Civilian Personnel tab of the Knowledge Center in the Pay section, "ATAAPS Web Version—Employees' Desk Guide." Also see the ATAAPS Leave Request and Approval FAQs for additional information.

<http://tinyurl.com/deskguide>

PEO STRI

INTRANET

PROGRAM EXECUTIVE OFFICE
FOR SIMULATION, TRAINING
AND INSTRUMENTATION

YOUR SOURCE FOR EMPLOYEE
NEWS AND INFORMATION

The PEO STRI Intranet, often referred to as the STRI Knowledge Center, is an excellent source of information. All PEO STRI employees and military personnel are encouraged to explore the Intranet for answers to their questions on a myriad of subjects.



EMPLOYEE PROCEDURES GUIDE



TIMELY TIPS TO FOLLOW WHEN TRAVELING ON GOVERNMENT BUSINESS

To ensure members of the PEO STRI team remain aware of areas that could possibly raise alarms when filing a travel expense report, the following tips are provided.



JUST BECAUSE A PROHIBITION IS NOT STATED DOES NOT MEAN THAT AN ALLOWANCE EXISTS.

Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

WITH AUTHORIZING

OFFICIALS' PRIOR APPROVAL

and in accordance with the "PEO STRI Policy Regarding Economy Class Upgrade Seating Reimbursement," dated Oct. 12, 2012, and the Joint Travel Regulations, C3515B, paragraph 7420G, travelers may be reimbursed up to \$30 within the continental United States, and \$75 outside the continental United States, for aisle and/or window seat charges for authorized City-Pair Program coach fares when flight duration segments exceed 90 minutes CONUS and eight hours OCONUS. These are not premium seats such as first class and business class, but are economy class seats, often referred to as Economy Plus.

OTHER IMPORTANT TRAVEL GUIDELINES

- › Travelers must use their government issued charge card for airfare, lodging and rental cars.
- › Travelers should use their government issued charge card to pay for official travel expenses such as taxi fares, meals, rental car fuel, parking, public transit and ATM cash advances.
- › All travel orders must contain and be able to support the justification: "Alternate communications means, such as Secure Video Teleconference (SVTC) or other web-based communication have been considered and deemed insufficiently able to accomplish the travel objectives." This statement must be placed in the "Other Auths" section in DTS to appear on the DD-1610.

IF TRAVELING OUTSIDE THE CONTINENTAL UNITED STATES,

a security office briefing is required to be scheduled no later than five working days before start of travel.

USE OF THE GOVERNMENT CREDIT CARD/GOVERNMENT TRAVEL CREDIT CARD

for personal expenses is considered a misuse of government property and subject to administrative and disciplinary action.

MILITARY PERSONNEL ARE REQUIRED TO BOOK GOVERNMENT QUARTERS

when available or provide non-availability documentation. Civilian personnel must not be directed to stay in government quarters, but are urged to use them when available.

TRAVELERS AUTHORIZED A RENTAL CAR FOR OFFICIAL TRAVEL

must return the rental car or make arrangements with the rental car company to pay for the personal days outside of official duty. Travelers must not request reimbursement of rental car gasoline consumed while traveling on non-duty days.

PRUDENT TIPS FOR A TRANSPORTATION SERVICE, SUCH AS A TAXI, ARE AUTHORIZED.

For civilians only, baggage handling fees are not reimbursable unless a traveler is transporting government equipment that is required by the mission; military personnel can receive reimbursement for baggage handling fees regardless of type.

THE TDY LOCATION IS THE ACTUAL

where the mission will be completed (i.e., Fort Hood versus Austin, Texas). Per diem is based upon the actual TDY mission location, not where the overnight accommodations are located.

ALL TRAVEL REQUESTS FOR REIMBURSEMENT MUST BE SUBMITTED

within five working days after returning from TDY.

FOR MORE INFORMATION, refer to PEO STRI Standard Operating Procedure 600-2B, dated April 5, 2013, located under "Reference" on the PEO STRI intranet.

- › Travelers must arrange all transportation through the Commercial Travel Office (CTO). All airline and rental car arrangements must be made through the contracted CTO. Except for government quarters and/or government lodging programs, traveler should use DTS or the CTO to book lodging accommodations.
- › Travelers are allowed a maximum of two paid/checked bags while traveling on official business. Each bag should weigh 50 pounds or less to meet current airline baggage allowances. The traveler is responsible to check the airline's policy prior to departure. PEO STRI will not reimburse additional baggage fees unless authorized prior to departure.
- › Travelers may be directed to transport government equipment to complete the TDY mission. This expense is authorized in DTS as "Excess Baggage" and must be approved prior to travel.



EMPLOYEE PROCEDURES GUIDE



THINKING OF RETIRING? FOLLOW THESE TIPS FOR A SMOOTH TRANSITION

Retirement is an important milestone. According to recent statistics presented by the U.S. Census Bureau, the average length of retirement in the United States is 18 years. Once you are ready for retirement there is lots of paperwork to complete.

Traci Jones, PEO STRI G-7, congratulates Ms. Rose Phillips on her retirement from government service.



U.S. Army PEO STRI photo/Doug Schaub

WHERE DO I FIND INFORMATION ABOUT APPLYING FOR RETIREMENT?

Retirement processing for PEO STRI Department of the Army civilian employees is managed by the Army Benefits Center-Civilian (ABC-C). The ABC-C website, <https://www.abc.army.mil/retirements/retire.htm>, has information and the required forms for both the Civil Service Retirement System (CSRS) and Federal Employee Retirement System (FERS).

HOW CAN I FIND OUT HOW MUCH MY RETIREMENT WILL BE?

One of the most important steps in planning for your retirement will be to request an estimate of your retirement benefits. If you are within five years of retirement eligibility, you may request an estimate from the ABC-C. You can request an estimate every three years. This estimate will serve as a valuable tool in your retirement planning process.

HOW DO I APPLY FOR RETIREMENT?

All the required retirement forms for both CSRS and FERS are on the ABC-C website. The site also has briefings on how to complete the paperwork for each retirement system.

OUT PROCESSING TIPS

PEO STRI civilian employees must out process when they are permanently departing PEO STRI because they are resigning, taking another federal job outside of PEO STRI, or retiring. Once your departure date has been finalized, go to the STRI Knowledge Center, Civilian Personnel tab, Forms & Documentation section to print the PEO STRI Separation Clearance form.

<http://tinyurl.com/out-process>

WHEN SHOULD I SUBMIT MY RETIREMENT PAPERWORK?

You may submit your paperwork to ABC-C at any time before your retirement. However, the sooner you submit your paperwork, the sooner it will get to the Office of Personnel Management (OPM) for final processing. As of August 2013, the average processing time is 102 days from the date OPM receives your final paperwork from ABC-C.

WHEN WILL MY ANNUITY BEGIN?

Civil Service Retirement System (CSRS)
If you retire voluntarily, you may select the first, second, third or the last date of the month as your retirement date. With these dates your annuity begins to accrue the following day, to be paid six to eight weeks after your retirement date. If you retire voluntarily on any other date, you will not begin to accrue an annuity until the following month.

Federal Employees Retirement System (FERS)
If you retire voluntarily on the last day of a month, your annuity will begin to accrue the first day of the following month, to be paid six to eight weeks after your retirement date. If you retire voluntarily on any other date, your annuity will not begin to accrue until the following month.

I'VE DECIDED ON MY RETIREMENT DATE AND SUBMITTED MY RETIREMENT PAPERWORK TO ABC-C. WHAT ELSE DO I HAVE TO DO?

You should notify the Management Analyst for your organization or your PM's secretary of your retirement date. You will also have to complete the PEO STRI Separation Clearance

Form before your last day of work. The clearance form is available on the STRI Knowledge Center under the Civilian Personnel tab in the Forms & Documentation section.

WHERE ELSE CAN I FIND INFORMATION ABOUT RETIREMENT?

The Office of Personnel Management's (OPM) retirement web site at <https://www.opm.gov/retirement-services/> has information for employees and annuitants. Here you can find pamphlets and publications about CSRS, FERS, health and life insurance for retirees, as well as a wealth of valuable information on other topics related to retirement.

Employee Benefits Information System (EBIS), <https://www.ebis.army.mil/home.aspx>, has retirement calculators and eRetirement. eRetirement is a retirement application tool that you can use to fill out, sign and submit your retirement application. You must be within 360 days of your first date of eligibility for voluntary retirement to use eRetirement. The tool walks you through each step of the retirement application.

You can also request a retirement estimate via the HRLink of EBIS.

WHERE DO I GET INFORMATION ABOUT DISABILITY RETIREMENT?

Questions concerning disability retirement should be directed to the Human Resource Specialist who services your group. Please visit <https://striintranet.peostri.army.mil/SitePages/Civilian%20Personnel.aspx> for the name of your representative.



EMPLOYEE PROCEDURES GUIDE



GUIDELINES FOR WRITING AWARD NOMINATIONS

Lt. Col. Mark Bliss presents Mike Younce the Superior Civilian Service Award.



U.S. Army PEO STRI photo/Doug Schaub

All incentive award nominations require a fully executed Department of the Army Form 1256. It is important to know and understand the hierarchy and approval level in order to expedite the approval process. Nomination packets must also include a short narrative of accomplishments along with first line supervisor concurrence, period of recognition and a proposed citation.

For all award data calls, adhere to the suspense indicated and submit prior to the deadline. Negative replies are helpful to ensure all responses have been received. All award nominations and accompanying documents must be completed in Arial 12 font.

This Incentive Awards guidance furnishes detailed information on the nomination and approval process for both honorary and monetary awards authorized by Army Regulation 672-20. Particular attention is focused on clear directions for submitting complete nominations and on clarifying and expediting the approval process.

The Incentive Awards Program proponent for the Program Executive

Office Simulation, Training and Instrumentation (PEO STRI) is Ms. Lisa L. Taylor, Personnel Resources Manager, G-1.

TYPES OF AWARDS

Honorary Awards

Honorary awards should follow a progressive sequence of recognition, except under circumstances where the contribution is so extraordinary that recognition with a lesser award would be insufficient.

Special Act

Supervisors will determine the monetary amount using the criteria for tangible or intangible benefits, but will be at least \$500.

On-the-Spot Cash Awards (OTS)

Supervisors should nominate employees for this award as expeditiously as possible following completion of the deserving act.

Time-Off Awards

A Time-Off Award is given by a supervisor for achievements or performance contributing to the Army mission. Time-off awards must be scheduled and used within one year of the approval date.

NOTE: All monetary awards must be fund certified. Final approving authority is the Program Executive Officer regardless of the amount.

Monetary Awards Approval Authority

CIVILIAN AWARD	VALUE	APPROVAL LEVEL
On-the-Spot	Up to \$500	PEO
Special Act	Up to \$5000	PEO
Special Act	\$5001 to \$10,000	AAE
Special Act	Over \$10,000	Administrative Assistant to the Secretary of the Army ASA (ALT)
Time-Off Award	8 hours	First Line Supervisor
Time-Off Award	Exceeding one work day, but not more than 40 hours	PEO/DPEO, PARC/PMs

HELPFUL TIPS FOR EXPEDITING REVIEW AND APPROVAL OF AWARDS

- › Spell-check. Some words won't be caught by spell-check, such as "were" instead of "where." Using the grammar function of Microsoft Word can help, but do not assume it will make the right corrections. "Manger" is a common misspelling of "manager." "Lead" is often mistaken for "led," as in, "He lead the program."
- › Spacing. Are there two spaces between each complete sentence? Common mistakes can slow down the approval process. All award nominations will undergo review and editing before forwarding to final approving official.
- › Acronyms. Always spell-out all acronyms the first time they are used. Example: Program Executive Office Simulation, Training and Instrumentation (PEO STRI). Note there is no comma before the word Simulation.
- › Period of Recognition. What are the specific achievements within the functional area during the period? Given that many achievements result from one's efforts and contributions cumulatively over a period of time, achievements over more than the 12-month window may be reported, but the culmination of the work must be within the window. Quantifiable descriptions of achievements are particularly desired.
- › Be concise. Please be as brief as possible, which will assist in meeting the space requirements. If you can say it with five words instead of ten, use five. Use simple tenses, and most often that will be the simple past tense. "Led" rather than "has led." "Did," rather than "has done." In addition to using fewer words overall, using the simple past tense is more direct and has more impact. It is best to use simple declarative sentences when possible. He did this. She did that.
- › Finally, substantiate all claims. If you say a program is "the best," or "one of the best," or faster, stronger, then make sure the language in the nomination backs that with facts that can be documented.

References

- › AR 672-20 › PEO STRI Incentive Awards SOP 672-20A
- › Lisa L. Taylor, 407-384-5108; lisa.taylor2@us.army.mil › Jacqueline "Jacquie" Hauck, 407-208-3103; Jacqueline.Hauck.civ@mail.mil

PEO STRI Embraces Lean Six Sigma To Improve Business Processes, Reduce Waste

By Chris Rozycki, PEO STRI Master Black Belt

By applying the tenets of Lean Six Sigma over the past three years, PEO STRI employees have helped the U.S. Army save in excess of \$28.6 million, \$146.7 million of cost avoidance and increased revenue generation capability of \$79.8 million across the life cycle of various programs.

PEO STRI's Lean Six Sigma efforts were also recognized by being awarded the 2013 Lean Six Sigma Project of the Year Award by the Assistant Secretary of the Army (Acquisition, Logistics and Technology) and the National Training and Simulation Association's 2013 Modeling and Simulation Award for Outstanding Team Cross Function.

PEO STRI currently has 87 trained Lean Six Sigma employees – 55 Green Belts and 32 Black Belts.

So, what exactly is Lean Six Sigma?

During the past 20 years, Lean and Six Sigma have become the most prominent process improvement programs that have been adopted by government worldwide, global manufacturing firms and more recently by global service firms. Both Lean and Six Sigma are built on the driving principle that an organization is improved by relentlessly solving problems that affect the customer and the organization's capability to meet the customer's requirements. But what is the difference between the two?

LEAN

Lean, which has its origins in the Toyota Production System, is focused on improving process flows in a system for the benefit of the ultimate end user or customer. The idea is to eliminate the key sources of loss from the process – waste, variability and inflexibility – in a continuous search for ways to increase efficiency. All activities that do not add value to a process are considered waste, the primary source of which includes waiting, rework and the handing off of tasks from one person to another. Variability is any deviation that creates unnecessary costs, and may be caused by a lack of control of the process or unplanned changes in demand. Inflexibility refers to the inability to meet customer requirements without incurring unnecessary costs. Backlogs and lead times contribute heavily to inflexibility.



U.S. Army Photo

The most recent Lean Six Sigma Black Belt Class include (left to right) Chris Rozycki (instructor), Lt. Col. Brett Lord, Phil Davis, Andrew Echols, Maj. Kris Haley, Ted Lujan and Rob Wolf.

SIX SIGMA

Six Sigma was pioneered by Motorola. Like Lean, its ultimate goal is continuous improvement and seeks to reduce variability. Six Sigma however, is much more rooted in statistics and tends to be favored by engineers and people with scientific backgrounds who are drawn to the mathematical precision and logic of the Six Sigma approach. Three key elements of Six Sigma are the statistical tools, the DMAIC approach (Define, Measure, Analyze, Improve, Control) and the certification of staff with Green Belt, Black Belt or Master Black Belt which is derived from the martial arts tradition.

POWERFUL TOOLS

Both Lean and Six Sigma provide PEO STRI with powerful tools to help transform the organization to focus on those activities that provide value and sustain the PEO's strategic goals. But, understanding the tools is not enough. For any improvement efforts to deliver real impact, these tools must be in the hands of people throughout the organization who continually ask the question "Why are

we doing this? What value does it deliver?" Reaching this point is really one of the hardest aspects of any improvement effort. The whole process can feel like trying to change the wheels of a bike while you're riding it. Not surprising, most organizations find this difficult.

To get the most out of operational improvements, we look beyond the technical aspect of Lean and Sigma and embrace the softer side. Complementing the development of technical skills with a focus on the organizational capabilities that make efficiency benefits real will help PEO STRI achieve more sustainable, substantial and scalable results and to more effectively meet the challenges ahead. Lean-Six Sigma transformation is a long-term commitment – a marathon not a sprint. To be sure, there are always opportunities for quick wins, but lasting improvement does not come after a few weeks of training or a few months identifying waste. Lasting improvement is achieved by the active participation of all PEO STRI employees in fostering teamwork, discipline and enthusiasm for improving your workplace.

"In the Army, I participated in service projects for kids with disabilities, so I was prepared," the former paratrooper said. He also learned sign language, with Edward sometimes taking his fingers and bending them into the right positions to make letters and words.

"Kelvin took some of the burden off me," Rita said softly. "It was great to have a man around to teach Eddie how to be a man. He learned to lean on both of us."

The family made their way to Huntsville in 1996. Edward attended high school at the Alabama Institute for the Deaf and Blind in Talladega. Mom and "KC" visited him there every Friday. He then attended technical school.

After graduation, Edward got a job at Sam's Club. Reading lips was hard, but the bigger problem was not being able to hear the forklifts' beeping. After he was injured on the job, Sam's had to let him go.

Revisiting the cochlear implant was Edward's idea. "I want to work," he signed. "I want to hear."

They found the operation had improved over the years and was now less invasive. On Feb. 15, Edward underwent surgery at St. Vincent's Hospital in Birmingham.

Two months later, Rita got her miracle, when at age 32, Edward heard her voice for the very first time. This magical moment was captured on video and can be seen at www.youtube.com/TeamRedstone.

That was on Good Friday, a date that seems divinely appropriate to this Christian family. On Sunday, they celebrated Easter at church and Edward clapped his hands when he heard the music.

As for the Mother's Day gift, Edward had that covered. On May 1, he started a new job at the Exchange just in time for Mom's big day.

**THIS MAGICAL
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www.youtube.com/TeamRedstone

Editor's note: Rene Gilliland is an administrative assistant at PEO STRI's Project Manager Instrumentation, Targets and Threat Simulators' Targets Management Office at Redstone Arsenal, Ala.

LATEST 'VIRTUAL BATTLE SPACE' RELEASE ADDS REALISM TO SCENARIOS, AVATARS *continued from page 4*

will model that in the game," he said. "Then the small unit leaders have the capability to understand the performance of their squad."

Soldiers who have used the system have noticed the difference, Munsey said.

"When they tested [the game] last year, one of the Soldiers said 'I look fat,'" Munsey said. "And the other Soldier sitting right next to him said 'that's because you are fat.'"

The Army's VBS3 system is a multi-user "realistic semi-immersive environment" that allows units, usually company and below, to

train at home station on more than 150 battle drills, platoon-level collective tasks, combined maneuver tasks and other collective tasks.

In a budget-constrained environment, company commanders can put each of their Soldiers in front of a networked computer running the system and train inexpensively before going out to the field where things get more expensive.

"It's a cost-saver in the fact that it gives us a chance to do the crawl/walk phases of training before going out to training areas and execute,"

said Capt. Chuck A. Williams of the field operations branch at the Training and Doctrine Command's Capability Manager for Virtual and Gaming. "You get a chance to work out bugs and kinks and rehearse before you go out [to conduct live training]. And you don't get out there and waste fuel and ammo messing things up."

Also new in VBS3 are ambience-related plugins. For instance, crowds of simulated

people can be inserted into a scenario.

"Soldiers maneuvering through an environment, whether an urban environment or a fringing and rural environment, are going to see the normal pattern of life so it's not vacated of civilians," Munsey said.

Something called "insurgent ambience" allows the computer to simulate the activities of an insurgent cell "so the insurgent cell can initiate the attacks," Munsey said.

With fewer training staff now available, computer-controlled red team inputs allow the trainer to have the computer play some of the portions of the [opposing force] to meet the training objectives of the commander."

Munsey said commanders at Fort Hood, Texas, Joint Base Lewis-McChord, Wash., Fort Campbell, Ky., Fort Stewart, Ga., and Fort Riley, Kan., have in the past mandated the use of VBS2 as a simulation prior to execution in the live environment. Stryker units, he said, have no virtual simulator of their own, but were able to train on Strykers inside the VBS2 system.

"The Stryker community has been using VBS2 a lot longer before the [larger] Army did, about a year or two before the Army," Munsey said. "They have a lot of experience and this is one of their preferred simulations."

The Army's VBS3 was made available March 31. Units can get access to the latest version of the trainer at <https://milgaming.army.mil/VBS3>.



U.S. Army Image/VBS3

The Army's newest serious-gaming system, Virtual Battle Space 3, offers trainees a more realistic training experience by providing an enhanced visual environment.

TEAM ORLANDO IN PHOTOS



U.S. Army photo

Maj. Gen. Gary Cheek (left) presents Col. Pat Connors the Legion of Merit award at Connor's retirement ceremony at The Abbey in downtown Orlando on April 18.



U.S. Army photo

Col. Mark Evans' wife and children pin his new rank to his uniform during his promotion ceremony in Partnership 3 on May 2.



U.S. Army photo

Col. Federica King has her new rank pinned on her by her husband and sister during her promotion ceremony in Partnership 3 on March 14.



U.S. Army photo

Maj. Gen. Bill Bond (retired) presents Col. Mike Zarbo the Legion of Merit award at his retirement ceremony in Partnership 3 on March 21.



U.S. Army photo

The PEO STRI basketball team poses for a picture prior to losing in the tournament against the Navy team at the University of Central Florida College of Education gym on March 7.



U.S. Army photo

Escorts from PEO STRI and visitors from the Army War College International Fellows take time out of their tour of Team Orlando on March 21 to pose for a group photo.



U.S. Army photo

Brig. Gen. Ted Harrison, commanding general, Army Contracting Command, briefs employees of PEO STRI's Contracting Center during his visit in March.



U.S. Army photo

Tara Wagner, deputy for the Office of Small Business Programs, briefs attendees at the Small Business Forum held in Partnership 3 on May 15.