

Ohio Army National Guard
Army Aviation Support Facility #2
7750 South Access Road, Building 918
Columbus, Ohio 43217-5918

25 April 2012

PARTNERSHIP MEETING MINUTES

MEETING began at 0830 on 25 April 2012; attendees were Mike Smith, Bobby Lykins, Josh Bell, Pat Harris, Gavin Reynolds, Joel Blandford and Dave McDarmont (via telephone)

The committee welcomed new member Gaven Reynolds who replaced Ed Jenkins.

1. OLD BUSINESS:

a. Facilities Management (painting on ramp) – OPEN

Mike Smith will contact FM to see when Nutter Contracting can do it when they redo the numbers on the ramp (that they are under contract to do).

b. New Appraisals (work in progress) – OPEN

All but two individuals are in the new system acts outside our control for Denner and Woodyard, HR is currently working on correcting.

c. Wear of civilian clothes on Fridays – OPEN

Mike Smith will run the most recent version of the “Policy Letter” through COL Driesbach for approval (copy attached). Lykins looking for a reference for wear of the civilian clothing as a technician.

The MWR Committee consists of the following members and an additional duty order will be forthcoming for all:

MWR Representative	Raychad Vannatta
Union Representative	Gavin Reynolds
Shops Representative	Scott Reed
Ops Representative	Dan Hingston
Employee Morale Fund account treasurer	Grant Garnes

d. Engine Mechanic (Danielson’s position) – OPEN

Bobby Lykins had Josh Bell and Joel Blandford try to get dates the GE engine school was available. It is offered one time per month. Mike Smith would like the supervisors to nominate 2 persons in each of their crew’s for this class. It is much more informative than the two week AIT class that is offered. The funding would only need to cover travel and per diem as the class is free. There needs to be justification on how this class would benefit this facility far better than the military class.

2. NEW BUSINESS:

a. Energy Conservation – OPEN

Per Bobby Lykins, ideas are needed for him and Mike Smith to take with them to ARPEC on May 15th for a conservation meeting (military wide). Some possible proposals include:

- 1) If everyone worked a 4-10 schedule, the facility would not be open 3 days every week. (all concurred)
- 2) Comp Time & AFTPs for workers in the hangar, only one night a week would be best for cutting down on the lighting, etc. (Blandford)
- 3) Limit night flying to two nights per week, as before (Tuesday and Thurs)(Harris)
- 4) Motion sensors on light switches throughout the building (Lykins)
- 5) Dyson hand dryers, will check with Tony DiGiacomo, will also check on flush-less urinals (Smith)
- 6) Refrigerators are over 30 years old, need replaced with energy efficient appliances (Porter)
- 7) Personal electronics should be turned off at the end of the day (Lykins)
- 8) Hot water needs re-routed (Smith)
- 9) Power strips need shut off at night (Blandford)
- 10) Programmable thermostats for the heat/air conditioning (Blandford)
- 11) Windows all need new seals (Porter)
- 12) Heaters in hangar need reduced in the winter months (Blandford)

b. Timekeeper responsibilities (McDarmont) – OPEN

Recommends one in the front office and one in the back for the maintenance area. Lykins thinks that should be a responsibility of the “New Maintenance Foreman”. Per Mike Smith the only issue here is that the timekeeper cannot do timecards and sign them. Ed Sells and Gabe Denner will be asked to be the timekeeper in the back. Mike Smith would divide the workload between 1 in the front and 1 in the back (Brad Anspaugh will be Porter’s backup even after her replacement is hired).

c. Two new mechanic jobs open (Harris) – OPEN

Lost three positions (George, Danielson and Jenkins), only two will be positions that will be posted. Both WG 10-12.

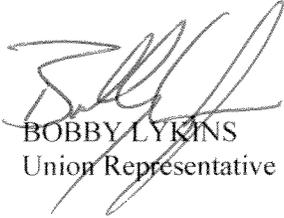
d. TI Training (Blandford, Harris) – OPEN

There has been no direction for the WG-12s to become TIs. QA is supposed to be in charge of training objectives, there aren’t any available at this time. QA Supervisor is to develop a program.

e. Night Technicians (Harris) – OPEN

Structure won’t permit a flexible schedule (Smith and Lykins). Fulltime FIs were suppose to train the crew chiefs in changing lights, etc. and will be responsible for stocking drawers in operations (Harris, Smith)

- f. Flight Instructors are supposed to be training the WG-10s, for a level 12. Hasn't happened.
3. The next meeting will date will be determined at a later date.



BOBBY LYKINS
Union Representative



MICHAEL W. SMITH
LTC, AV, OHARNG
Facility Commander

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ARMY AVIATION SUPPORT FACILITY #2
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MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #X- Business Casual Fridays

1. Reference. Public Law 104-105 dated 10 February 1996.

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2. Purpose. This memorandum will provide guidance on the uniform standard and wear of civilian clothes during civilian dress-down days, otherwise known as Business Casual Fridays (BCF).

3. Applicability. This policy applies to all personnel assigned to or under the operational control of AASF2 and will take effect immediately. This policy statement will be posted on all official bulletin boards, official websites, and made available upon request.

4. Policy.

a. General. Participation in BCF is 100% voluntary. Wearing civilian attire during BCF is a matter of personal pride and constitutes a privilege. Liability for any accidental or other damage caused to personal clothing will be the responsibility of and risk assumed by the participant and will not be reimbursable by this command or the OHARNG. The intent is to wear civilian clothing that presents a conservative, clean, inoffensive, and neat appearance. Although no order or policy can address all unacceptable civilian clothing, the following restrictions apply:

- i. No athletic apparel such as running shorts, sweat suits, and/or PT uniforms.
- ii. No beach wear such as shorts, muscle shirts, tank/tube tops, or flip flops.
- iii. No offensive or controversial language or logos.
- iv. No jeans with tears, holes, or frays.

b. Wear. Facility personnel conducting official business during the scheduled BCF must wear their prescribed duty uniform. Personnel working in areas that require personal protective equipment (PPE) must wear the proper PPE required to do their job. All participating personnel will have a serviceable military duty uniform readily available at all times should an un-forecast requirement occur (eg. APU run-up, maintenance test flight, or short notice support mission).

c. Cost. Participating personnel will pay a \$2.00 donation to their immediate supervisor who will consolidate and submit this money each Friday to the AASF2 MWR account treasurer. These funds will be used for AASF2 MWR events as well as donations to charitable

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organizations and events as approved by the facility commander and decided upon by the AASF2 MWR committee consisting of:

- i. MWR representative
- ii. Union representative
- iii. Shops representative
- iv. Operations representative
- v. Employee Morale Fund account treasurer

5. POC for this memorandum is the undersigned at (614) 336-6401 or michael.smith@us.army.mil.

DRAFT


MICHAEL W. SMITH
LTC, AV, OHARNG
Commander