



SOLE SOURCE



Newsletter of the Garden State Chapter
of the
International Society of Logistics
District 10 Chapter 7

June 2007

Edited by Michael E. Harris, C.P.L.

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Heart and SOLE

By Rich O'Donnell - Chapter Chair

Our symposium was a huge success – fascinating and learned speakers covered a myriad of interesting logistical topics. MG Jerome Johnson got the day off with a bang, a very patriotic and moving presentation. He reminded us all as to why (many of us) come to work everyday, to support our many male and female Warfighters.

We had about 306 attendees at the year's 29th Annual Garden State Symposium with a primary theme of "Successful Logistics Strategies for Increasing Readiness". I'd like to thank all of the committee members, honchoed by Ken East, whose hard work and dedication made the symposium such a big success. Also, I'd like to thank each and every presenter/speaker for his or her time, effort, and shared expertise.

Lastly, I'd sincerely like to thank each and every attendee because without you, your interest, and your continued following, we'd have no reason to exist. We exist to serve and to educate, and I hope that the symposium attendance figures were indeed indicative of some level of success in this regard.

Education

**By William Hogelin - Vice-Chair
Education**

The Professional Logicians course is being developed by Ron DaPonte, Al Viola, and Ken East using the recommendations from SOLE HQ and their experience from teaching similar courses in the past. The course will be 10 days over 12 weeks, from 24 September to 10 December. The purpose of the course is to provide logisticians in the C-E LCMC Community with the terminology, techniques, and procedures used in military and commercial logistics and serve as an initial course in preparation for the SOLE, The International Society of Logistics, Certified Professional Logistician (CPL) examination. The course will cover the areas of Systems Management, System Design and Development, Acquisition and Production Support and Distribution and Customer Support with emphasis on application to the C4ISR community.

Topics to be covered:

1. ILS definitions, ILS support/sustainment, supply chain management
2. Quantitative methods
3. Logistics in equipment design
4. Reliability, availability, and maintainability
5. Life cycle principles, acquisition phases, management tools
6. Contracting
7. Production planning, quality control, lean, six sigma
8. Configuration management, transportation, and customer support

9. Performance based logistics

The target audience is Government and industry logisticians who are seriously interested in attaining the CPL certification. The course will be held off-site at CSC, 15 Christopher Way, Eatontown, NJ.

The classes shall be conducted on consecutive Monday mornings from 0900-1200, commencing on 24 Sept 07, and running through 10 December. The two weeks that have federal Holidays on Mondays, 8 Oct and 12 Nov, shall not have classes conducted those weeks. Interested students must realize that they are signing up for a ten-week set of classes and that they should attend all ten weeks of the classes. Industry partners who are interested in taking the course should contact the below SOLE POC to express their interest in taking the class, have any questions addressed, etc. Mr. Al Viola of Enlogex can be contacted at (732) 460-2138 or viola@enlogex.com, once you are notified that you shall be an accepted student in the class (as class size is limited), to discuss how to effect payment for the \$675 tuition and textbook. The SOLE POC for this course is William Hogelin at (732) 427-6321.

“If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest.”

- Benjamin Franklin

Management Committee Information

By Maureen Boyette - Vice Chair, Administration

Prior Chapter Management Committee meeting minutes are on the Chapter website <http://www.gardenstatesole.org/>.

Financial Update

By Bob Featheringham - Vice Chair Finance

Monthly Summary Financial Report – June 2007

Income for the month was \$45,560.00, and expenses were \$20,797.00. Our books in Quicken were reconciled to the bank statement. The chapter's planned reserves remain intact. A detailed report was provided to the Chair and remanded for annual audit and subsequent approval.

Member Information

By Bill McLean - Vice Chair, Member Services

All members are reminded to submit their renewal membership forms, with the applicable yearly renewal fee (\$35 in almost all cases) **to me**, versus mailing it into SOLE National Headquarters. The \$95 per person subsidy is a local chapter nuance, and it only applies if you follow these guidelines. Applications and remittances sent to National Headquarters directly do not get the \$95.00 subsidy applied.

Once again, I can be reached at:

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Ft. Monmouth, NJ 07703
Phone: (732) 532-4569
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Thank you all for steering potential applicants my way.

Notice: If you change jobs, retire, etc. and have a new email address and still want to be listed on the SOLE email distribution list, please notify Janet Steinberg at janet.steinberg@lmco.com and Maureen Boyette at Maureen.Boyette@mail1.monmouth.army.mil

of your NEW email address. Thus ensuring you do not miss any upcoming SOLE Chapter notices, etc.

Members

Next, I would like to welcome the New and Renewing members of our Chapter, as indicated below.

New members

Jack Karolewicz – J.B. Management Inc

Renewing members

Karen Englander – LRC

Jose L. Mercado – Lockheed Martin

J. Michael Ryskamp – US Army PM UA

Nathaniel O. Simmons – PEO IEW & S

Alexander G. Viola – Enlogex Inc.

Thank you all for joining or rejoining, SOLE.

Upcoming Events

By Gloria Richardson – Chair, Governmental Affairs Committee

Defense Executive Leadership Development Program (DELDP)

04 September 2007-07 June 2008. The Army has opened the window of opportunity for submission of applications for the Defense Executive Leadership Development Program (DELDP). The program is open to GS-12-14s. Erika Valerio may be contacted for additional information. See <http://cpol.army.mil/library/train/catalog/ch04deldp.html>.

Logistics Education Foundation



**J. MICHAEL RYSKAMP C.P.L. –
LEF Liaison**

Do you want to further your logistics education to advance your career? Do you have a family member who is interested in a logistics education? If so, contact any member of SOLE's Garden State Chapter Management Committee – <http://www.gardenstatesole.org/>.

LOGISTICS EDUCATION FOUNDATION

SOLE founded the Logistics Education Foundation (LEF) – a non-profit foundation – to collect funds for and provide financial support to the educational activities and programs of SOLE. This includes providing the funding for SOLE's annual scholarship and doctoral dissertation awards programs; grants; publication of technical/educational material (e.g., monographs); and other assistance to individuals and organizations furthering logistics education, as determined by the LEF's Board of Trustees.

Programs and initiatives undertaken by the LEF in support of SOLE's educational agenda include scholarships and doctoral dissertation grants for eligible students (members and non-members) working toward undergraduate, graduate, and post-graduate degrees in logistics and logistics-related subjects.

ANNUAL LOGISTICS SCHOLARSHIP COMPETITION

Deadline is May 15 each year for the following academic year.

Are you pursuing a bachelors or masters degree in logistics or a logistics-related major?

Are you enrolled at an accredited educational institution, carrying a full-time course load?

Then you are eligible to apply for a \$1,000 scholarship award from LEF.

Each year, the LEF awards a number of scholarships supporting logistics study at undergraduate and graduate levels. Applicants are evaluated based on their intention to pursue a career related to logistics, scholastic achievements, as well as indications of current and future contributions to the logistics profession, as evidenced by course work, special

projects, research, and/or on-the-job logistics experience.

All scholarship award winners are required to submit a student paper to SOLE's professional journal, the **Logistics Spectrum**. Scholarships apply to the next academic year.

You will need to submit a Complete Application Package:

- Completed Application Form
- Official Transcripts for all University/College coursework completed
- Two letters of recommendation from faculty or employers

Please contact Mike Ryskamp, C.P.L. at 732-427-4260 or cell 732-822-0009 j.michael.ryskamp@us.army.mil.

Download Application Form:
<http://www.sole.org/downloads/lef-02.zip>.

The Editor's Corner

By Dr. Michael E. Harris, C.P.L. - Editor-in-Chief



Chapter Awards

I have written several times about the difference in the Chapter year and the Awards year, but I have not written much about why we have awards.

First, but not the most important, is that a little friendly competition is fun. Second, competition sometimes brings out the best in people and organizations. We tend to do things a little better, harder, faster, etc. when there is something to be gained by doing so.

Now that I have the easy stuff out of the way, I can look at why I think our founders and leaders structured the awards program as they did.

The points are highest for those things that matter to the Society as a whole and to the members individually. We weigh the communications very heavily in the Chapter awards. The other items that have weight include those that involve the membership in activities that foster professional growth. This pushes the chapters to do the things that matter most to the individual members. These things also support the goals and objectives of SOLE as an independent professional society. This is an aside: We are a professional organization of individuals, not corporations so we focus on what is best for the profession and its practitioners. Back to the thought – the award points are high for professional achievement such as publishing papers and for group activities such as luncheon meetings with great speakers.

Since my position in the local Chapter involves communication, I will spend a little time addressing that. We get a few points for a professional publication – volume and issue number, editor's contact information, masthead, etc. We get credit for providing contact information on everyone on the Chapter Management Committee (CMC); we have elected and appointed members. I am an appointed member and can be replaced at the will of the Chapter Chair or the CMC. I think I am safe until someone wants the job.

Some of the things that we can get points for are important, but we have been unable to do them enough. Okay, so injecting humor helps (that is why my picture is in the issue). The things that are important, but not done often enough involve you, the readers – the members. We have a list of new and renewed members (our Membership Vice-Chair does a great job in keeping me informed), but we do not have a list of birthdays (no, we do not want the year – that only embarrasses us) or bios on the members. I am going to nag the CMC into providing me with bios – look for that in the fall. The checklist I use from SOLE headquarters even provides points for promotions and personal information

like births and marriages. These might work better in a smaller chapter, but they are available. If you need or want some recognition, please let me know. Just send me an email (HarrisM100@comcast.net).

I am going to shock you with a short column. Goodbye until next month.

SOLE Notices

By Janet Steinberg, Industrial Affairs Committee Chair

My SOLE Notices email database list is growing every day. If you have a coworker or business associate who would like to receive emails regarding upcoming SOLE Garden State Chapter luncheons and the annual Garden State Symposium announcements, etc., they can contact me at janet.steinberg@lmco.com. I will be happy to input their email address to our database. Or just leave their business card with me at the monthly luncheons and I take care of it for them. Remember you do not have to be a chapter member to receive these email announcements.

Editor's Note: The Chapter Management Committee agreed to continue having the monthly luncheons at the Sheraton-Eatontown if possible. Please confirm the location of the luncheon each month.

PEOPLE, PROJECTS, & COMPANIES

By the Publications Committee

The Editor needs some input. Brag about yourself, your project, or your employer.

This item is an article from the Fort Dix, *The Post* newspaper June 8 & 15, 2007 that might be of interest to our members. Our thanks to the lovely and wonderful Maureen Boyette for finding this one.

STATE TO OFFER ARMY RETIREE LICENSE PLATES

The Fort Dix Retiree Council would like to solicit your help in supporting the New Jersey Retired Army Retiree License Plate Initiative.

In order to apply to the New Jersey Retired Army plates, 150 applicants are required. There is a fee of \$15 for each set of license plates per car.

To apply, call retired Command Sgt. Maj. Walker at [609] 351-5020, retired 1st Sgt. Tamayo at [609] 670-3586, or the RSO at [609] 562-2666. Information needed is name rank, address, and current license plate number.

Checks and money orders should be made payable to the Fort Dix Retiree Council. Only NJ residents can apply.

TECHNICAL ARTICLES & OTHER ITEMS OF INTEREST

As usual, we have two articles for your amusement. The first article is about a “lean” success story. I actually got to meet Womack about ten years ago. Only his first book is worth reading. Our author is Kim C. Russell, the Public Affairs Officer at Letterkenny Army Depot, Pennsylvania, where she has been employed for 29 years. She has a B.A. degree in business and economics from Wilson College in Pennsylvania and is currently working on a master’s degree in journalism/communication. She recently won the David Goodman Award at Letterkenny.

I found the second article in *Army Logistician* – Volume 37, Issue 9 Nov-Dec 2005. Chief Warrant Officer (W-3) Khuntae RaeGail Burke is the Property Book Officer for Headquarters, Corps Distribution Command, 1st Corps Support Command, Fort Bragg, North Carolina, which is currently deployed to Iraq. She has a bachelor’s degree in social science from the University of Maryland University College and a master’s degree in human relations from the University of Oklahoma (Norman campus). She is a 16-year Army veteran.

LETTERKENNY GETS LEAN FOR WAR

By Kim C. Russell

With the onset of Operations Enduring Freedom and Iraqi Freedom, the Army’s depots were called on to answer the immediate needs of the Warfighter. The depots, described in some circles as being as agile as a three-legged turtle, had to transform to meet the increasing demands of an Army at war. The management challenge was simple: How do you change a three-legged turtle into a thoroughbred?

Letterkenny Army Depot, Pennsylvania, has used Lean techniques successfully to meet the wartime challenge. Lean is based on the Toyota Production System, which Toyota Motor Corporation developed and implemented from 1949 to 1975. The success of that system inspired the concept of Lean manufacturing, which was first presented by James Womack in his 1990 book, *The Machine That Changed the World*. The application of Lean manufacturing (in the form of the Toyota Production System) is often credited for Toyota’s progress in becoming the world’s leading automobile manufacturer.

The Lean process exemplifies what can be done using “the art of the possible,” when both management and workers are focused on making changes in a business model. The key to making Lean work is to have the workers, including union leaders, believe in it. It is important to understand that Lean is not an acronym, an event, or a program. It is a philosophy for deciding what products and services an organization should provide and how the organization can provide them in a rapid, efficient manner.

Early Success Supporting Special Forces

Letterkenny Army Depot started its Lean journey in 2002, when the depot commander, Colonel William Guinn, introduced the Lean concept. The original intent was to improve depot maintenance processes to attract new customers. As the depot transformed into a “capabilities-based depot,” it was imperative that the depot provide its customers the “biggest bang for their buck.”

Early in fiscal year 2003, Letterkenny experienced its first opportunity to apply Lean concepts in support of the Global War on Terrorism. The U.S. Army Special Operations Command (USASOC) had designed a specially modified high-mobility, multipurpose wheeled vehicle (humvee) known as the ground mobility vehicle (GMV) to provide a fighting platform

for the anticipated invasion of Iraq. As war approached, USASOC turned to Letterkenny to accelerate production of GMVs.

Letterkenny had established a special relationship with USASOC in 1998 with the production of GMV kits for the specially modified HMMWVs. When USASOC made its urgent request known to the depot, depot managers decided to employ their newly formed Lean team to make improvements in the GMV process. The first task was to transform the depot's existing GMV maintenance and rebuild production line. The initial goal was to turn new humvees into GMVs within a 10-week turnaround time, measuring from when a vehicle came in the door to when it went out the door. Before the project could be completed, the requirement quickly changed to a turnaround time of 3 weeks.

As USASOC's requirements changed, Letterkenny successfully ramped up production to 24 vehicles a week. Turnaround time was reduced from 10 weeks to 3 weeks and then to just 8.8 days, and the floorspace required for the operation was reduced by 50 percent. Not only was the depot able to supply the Warfighter with vehicles in a greatly reduced time, it also provided the customer with savings of \$990,000. The depot used the savings generated to produce 18 more GMVs and thus provide USASOC with an additional fighting capability that previously had been unfunded.

Transforming Patriot Recap

The Patriot missile recapitalization (recap) program is designed to bring the ground support system to a condition of near-zero hours or miles of operation. Letterkenny is responsible for the recap of one battalion a year. In fiscal year 2003, the depot transformed its Patriot launcher rebuild program into a true Lean operation. The depot was able to generate savings of \$1.2 million for the customer. Based on these savings, the Patriot Lower Tier Project Office asked the depot to overhaul four additional Patriot launchers that had not been funded.

Resetting Patriot and Avenger

By this time, Operation Iraqi Freedom was in full swing and Baghdad had fallen. The threat of Scud missile and air attacks had been eliminated, and the depot's attention turned to resetting both Patriot and Avenger missile systems returning from the war. The depot decided to incorporate Lean concepts in the initial planning sessions for the reset missions. This meant a shift in traditional thinking. The concept required a virtual look at a reset line and the implementation of Lean before the reception of assets. A member of the Lean team was dispatched to Fort Bliss, Texas, to establish the reset "line."

Team Letterkenny successfully reset three Patriot battalions 2 1/2 months ahead of schedule. The turnaround time was critical to the redeployment schedule of air defense artillery units. Letterkenny not only completed these missions ahead of schedule but also saved the customer \$1.5 million. The result was revitalized Patriot air defense systems that Soldiers could trust to accomplish their missions.

Avenger missile systems also had seen considerable action during the march to Baghdad. Avenger systems were sandblasted by windstorms, and many suffered battle and transportation damage. The depot conducted a series of Lean events, and substantial changes were made in the assembly and disassembly processes. The Lean concept eliminated unnecessary steps in the refurbishment process and created a "parts supermarket" close to the depot's work cells. The Avenger reset program saved the Army another \$1 million.

Letterkenny's implementation of Lean returned Patriot and Avenger missile systems to the field faster than expected and provided \$2.5 million to the customers to support other unfunded requirements associated with the Global War on Terrorism.

Armoring Vehicles for Iraq

As a result of the depot's Lean initiative, Letterkenny was able to add several missions, including work on chemical-biological defense equipment, Army humvee recap, generator rebuilds, Force Provider, and several armor programs.

One of the initiatives implemented under Lean during the armor processes was the use of a "pull system." Under this system, workers do not walk back and forth to obtain parts and tools; everything they need for their work is located beside their work areas in carefully marked bins.

Lean cuts waste, consolidates operations, and, as a result, frees floorspace. The additional floorspace was critical as the depot worked to bring in new missions to support Soldier needs. Letterkenny quickly put this additional floorspace to use to meet an urgent call for armor boxes that were needed in the battle for Fallujah. The armor plating arrived on a Friday night, was cut over the weekend, and was delivered for ballistic testing at Aberdeen Proving Ground, Maryland, in less than 72 hours. The depot implemented a true Lean pull system to produce 36 of these boxes in less than 14 days.

The next call was for humvee armor door kits. Lean concepts were incorporated into the production system, and weekly output increased by 200 percent. The one-piece flow system allowed changes in configurations to be implemented immediately in the production run. Letterkenny was asked to increase its production to 860 humvee armor door kits, and the last of the kits was produced 2 weeks ahead of schedule.

Armor kits for the M969 5,000-gallon tanker provided a new challenge because the tanker had undergone a variety of design changes. However, the depot produced 150 armor kits, each containing 82 pieces, and weighing over 2,400 pounds. The letter of intent to build the kits was received on 19 November 2004, and the last kit was completed on 21 January 2005.

The M969 kits were completed 4 weeks ahead of schedule and \$1 million under budget.

The depot also was asked to produce armor cabs for the M939 5-ton truck. Letterkenny began with a modest production rate of 5 kits a week in January 2005. Each kit included 382 pieces and weighed a total of 5,870 pounds. By using Lean processes, production was steadily increased to 25 kits a week without increasing the amount of floorspace needed. Based on the accelerated production rate, the depot was asked to produce 70-percent more kits than called for in the original program. The 400th cab was completed in early July 2005.

In October 2005, Letterkenny's success in implementing Lean was recognized when the depot became the Army's first winner of the Shingo Prize for Excellence in Manufacturing. The Shingo Prize was established in 1988 to promote excellence in manufacturing, but a Shingo Public Sector Prize was not established until 2005 to recognize government entities in the United States that have demonstrated outstanding achievements in "manufacturing, industrial, or 'maintenance, repair and overhaul' (MRO) type activities of the public sector." The depot had won the coveted prize referred to by Business Week as "the Nobel prize of manufacturing . . ." Letterkenny also won a second Shingo Prize in 2006, the Silver Award for the depot's humvee recapitalization program using Lean processes.

Today, Letterkenny continues to use Lean to provide greater value and responsiveness in support of the Nation's Warfighters. Guided by Lean principles, the depot continues to return savings to its customers, increase throughput, and respond to customer needs. The Warfighters deserve no less.

Obtaining Visibility of Stay-Behind Equipment

By Chief Warrant Officer (W-3) Khuntae RaeGail Burke

Establishing visibility of stay-behind equipment is time consuming and can even pose a danger to the Soldiers involved.

Property managers are the cornerstone of property accountability discipline throughout the theater of operations. They are a vital link in the supply chain on which the Multinational Coalition-Iraq (MNC-I), the Combined Forces Land Component Command (CFLCC), major support commands (MSCs), and the Department of the Army (DA) depend to get an accurate picture of equipment that is on the ground. Efforts to attain total asset visibility in the theater of operations began yesterday; today, we must “lean forward” to maintain and improve total asset visibility in current and future operations.

Before I deployed to Iraq as part of Operation Iraqi Freedom (OIF) III, I knew that it was difficult to gain visibility of stay-behind equipment (SBE) that had been deployed during OIF I. However, I did not realize the severity of the problem until I had served as the property book officer for Headquarters, Corps Distribution Command, 1st Corps Support Command, for 30 days or so.

My predecessor had used the Standard Property Book System-Redesign (SPBS-R), a system that has been around for over a decade. With SPBS-R, equipment is tracked by property book unit identification code (UIC) or installation code. Unfortunately, SPBS-R was of little help in resolving the ongoing SBE visibility problem because it could be manipulated easily by substituting inaccurate line numbers for primary line numbers in order to maintain a high unit status report rating for equipment on hand.

PBUSE

To establish visibility of SBE in theater, we had to conduct extensive research to obtain data on equipment deployed during OIF I and enter the

data into the newly fielded Property Book and Unit Supply-Enhanced (PBUSE) system.

Although PBUSE did not completely solve our visibility problems, it has some distinct advantages over SPBS-R. A significant advantage of PBUSE is that equipment transfers can be made before units arrive in country. If a deploying unit’s property book officer does not deploy, there is no need for supply sergeants to hand-carry unit transfer request disks and a copy of the primary hand receipt to the forward property book officer as was done in the past. Instead, the rear property book officer can process the transfer with only the UIC of the forward property book. This process takes a matter of minutes and allows the forward property book officer to review the hand receipt before the unit arrives. When the unit arrives in country, the hand receipt is ready for the primary hand receipt holder (usually the unit commander) to sign.

In the stand-alone mode, PBUSE can be linked to tactical networks using satellite communications, which allows units to use the system to synchronize data while in transit. However, bandwidth problems sometimes make it difficult to connect to the NIPRNet (Unclassified but Sensitive Internet Protocol Router Network) in the stand-alone mode because PBUSE often times out before NIPRNet connectivity is made. Having a Very Small Aperture Terminal (VSAT) would be a big help to units that are deployed in areas where NIPRNet or SIPRNet (Secret Internet Protocol Router Network) connectivity is sporadic.

Processing Military Standard Requisitioning and Issue Procedures (MILSTRIP) transactions in the supply support activity (SSA) is challenging because it is difficult to maintain file transfer protocol (FTP) connectivity. To make file transfer more efficient, all PBUSE systems should have static Internet protocol (IP) addresses (permanent numeric identifications that are assigned by the network administrator to a node in an IP network) and operators in the

SSA must be fully trained on the processes involved in migrating SPBS-R data to PBUSE.

Some equipment visibility problems are personnel driven. For example, when I arrived in theater, property book UICs and type authorization codes were not being thoroughly validated or were often inaccurate. More than 90 of the 400 hand receipt accounts at Camp Victory and approximately 70 of the 300 accounts at Logistics Support Area Anaconda were delinquent. Some unit commanders had not conducted monthly inventories or signed their initial installation property book hand receipts.

Total asset visibility in a theater of operations remains a problem. Headquarters, DA, can see only the assets that have automatically migrated or been entered manually into PBUSE. The accountability process will not work unless commanders take an active role and ensure that all property is on the appropriate property book and keep the property book officer abreast of transactions that must be processed if a discrepancy exists. Property managers must ensure that the correct property book identification codes and type authorization codes are entered when using PBUSE.

Meeting Notices

Luncheon Meetings: Third Tuesday of the month.

Date	Time	Location
TBD	1130-1300	Sheraton Eatontown

Chapter Management Committee Meetings: Last Thursday of the month.

Date	Time	Location

Other Functions:

Date	Time	Location

"Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information on it."

Samuel Johnson (1709-1784), quoted in Boswells' Life of Johnson

"Learning is not attained by chance; it must be sought for with ardor and attended to with diligence."

Abigail Adams (1744-1818), 1780

"Logistic considerations belong not only in the highest echelons of military planning during the process of preparation for war and for specific wartime operations, but may well become the controlling element with relation to timing and successful operation."

Vice Admiral Oscar C. Badger, USN

Think of this as a guiding principle behind Performance-Based Logistics (PBL). "Not everything that can be counted counts, and not everything that counts can be counted."

Albert Einstein (1879-1955)

Here are two from great warriors.

"Age wrinkles the body. Quitting wrinkles the soul."

General Douglas MacArthur

"A military operation involves deception. Even though you are competent, appear to be incompetent. Though effective, appear to be ineffective."

Sun-Tzu (~400 BC), The Art of War

2006-2007 Chapter Management Committee Members

Please contact Janet Steinberg at 732-389-0390 with any corrections.

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