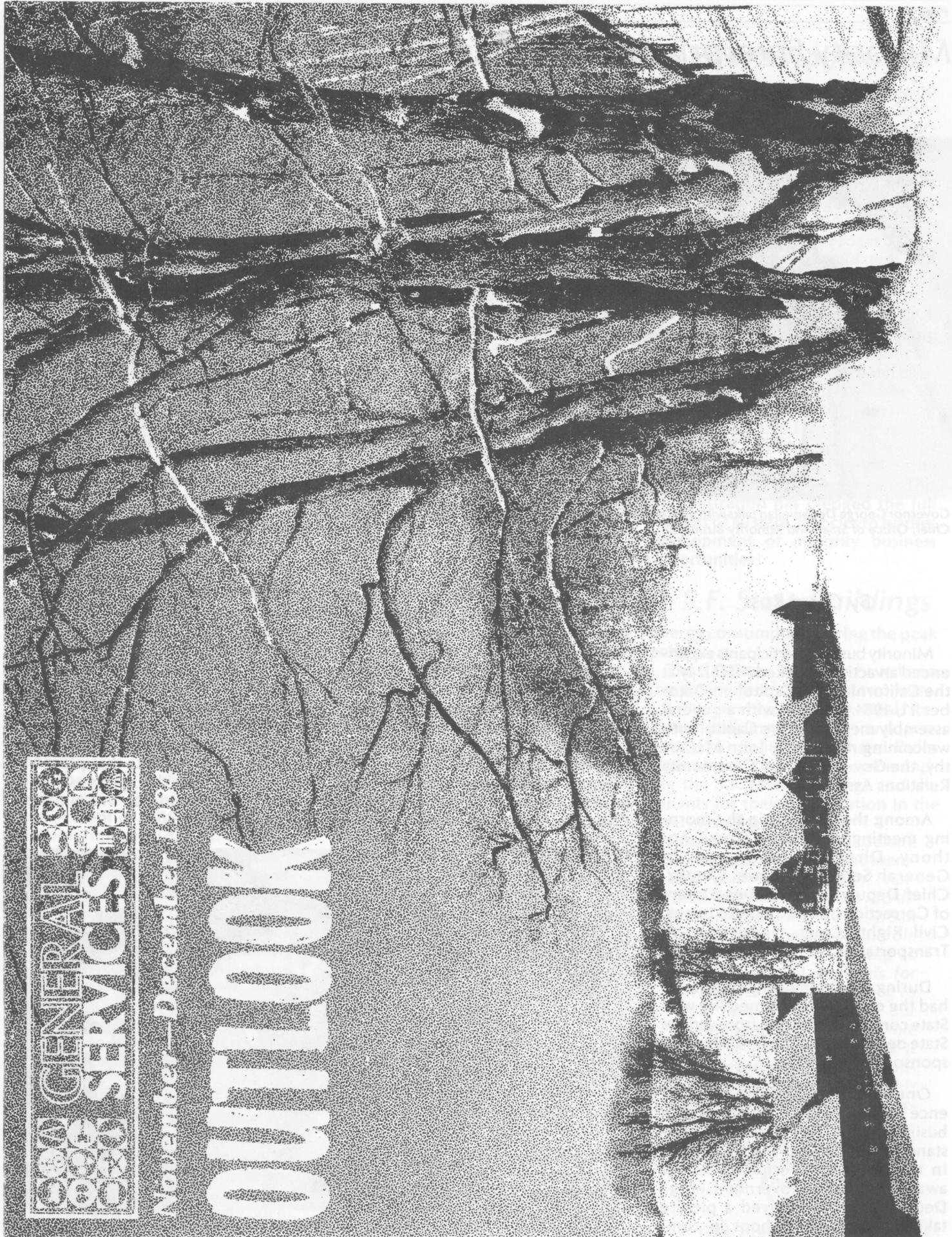




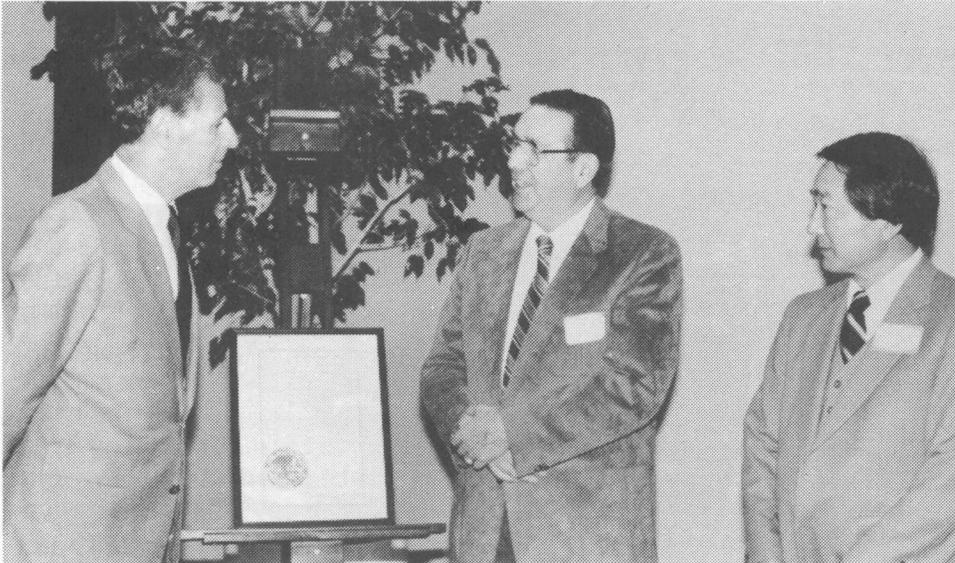
November—December 1984

OUTLOOK



Minority Enterprise Development (MED) Day at the Capitol

A Recap of the Day's Activities



Governor George Deukmejian talks with awardee Sal Ladesma of Oxnard Produce and Stim Suzuki, Chief, Office of Small and Minority Business.



Shirley Chilton, Governor's Cabinet Member and Agency Secretary, State and Consumer Services Agency, talks with Director Tony Anthony and awardee Sal Ladesma before giving the keynote address.

By Carol Ross

Minority business participants experienced an activity-packed MED Day at the California State Capitol on October 11, 1984. It began with a general assembly meeting in the Capitol with welcoming remarks by John McCarthy, the Governor's new Community Relations Assistant.

Among the speakers in the morning meeting were W. J. (Tony) Anthony, Director, Department of General Services; James Gomez, Chief Deputy Director, Department of Corrections, and Edmundo Lopez, Civil Rights Chief, Department of Transportation.

During lunch, minority businesses had the opportunity of meeting with State contracting officials from various State departments. The luncheon was sponsored by AT&T.

One of the purposes of the Conference was to honor minorities in business who had made an outstanding contribution in their field. In the afternoon, recipients of the awards met with Governor George Deukmejian and enjoyed a picture taking session. Workshops in com-

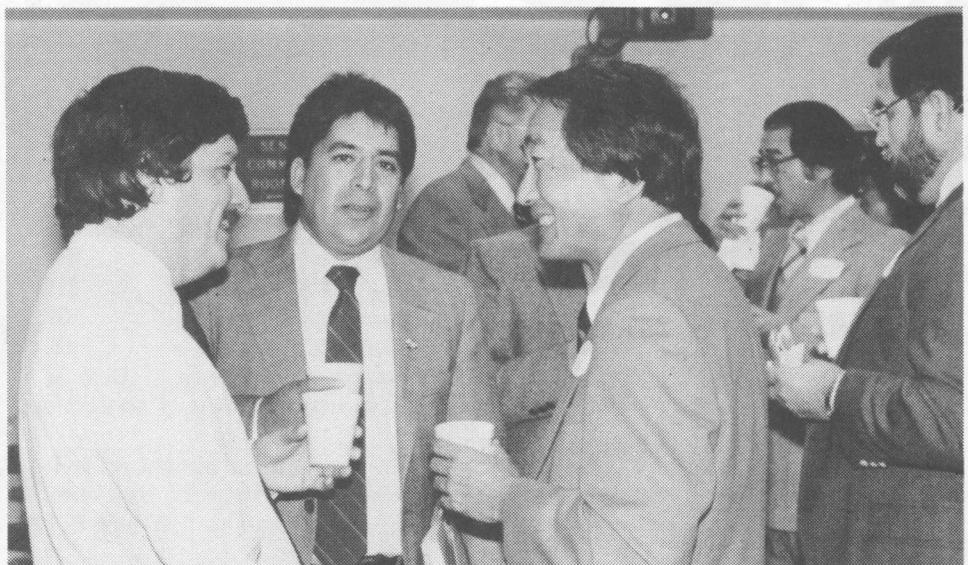
modities, construction and service contracting were also conducted by state contracting officers during the afternoon.

The day ended with a gala Awards Banquet where minority business persons received awards and acknowledgment from the Department of General Services, Department of Transportation, Minority Business Development Agency, McClellan Air Force Base, Small Business Administration, AT&T Communication, Southland Corpora-

tion (7-11 Stores) and Anheuser Busch.

Shirley Chilton, Governor's Cabinet Member and Agency Secretary of the State and Consumer Services Agency, gave the keynote address.

Oscar Wright, Director of the Office of Small Business, Department of Commerce, summed up the day's activities with remarks that placed a perspective on the progress and contributions made by the minority business community.



Stim Suzuki, Chief, Office of Small and Minority Business, talks with other participants at MED Day.

DGS Advisory Council on On the Road to Better Communication

The first three meetings of the newly-reactivated General Services Advisory Council have set the pace for what is to be an active and well-received forum for communication between DGS and its user departments.

Composed of representatives of 12 of DGS's largest user departments and four ex officio members, the Council meets bimonthly as an opportunity for state departments to give input and suggestions on how the Department might improve its delivery of services. Reestablishment of the Council in July 1984 was spurred by the results of the User's Survey conducted by DGS in Summer 1983, where the majority of the respondents expressed support in the formation of the Council.

One goal of the Council is to inform other departments of DGS programs. Topics discussed at the first three meetings include, impact of deregulation on statewide telecommunications systems, EDP procurement, space management, state printing, and statewide facilities planning. Council members may submit topics for discussion in advance of each meeting. All suggestions are addressed, either at the meetings, or in direct correspondence from the Director.

Another goal of the Council is to involve other departments in the development of DGS programs with statewide impact. The first program to receive this attention is the State ployee Travel Program. A subcommittee has been created with representatives from the departments of Transportation, Industrial Relations, Justice, and Consumer Affairs, the State Personnel Board, and the California Highway Patrol. The subcommittee will advise the Department in the administration of the travel contract. In addition, it will provide suggestions during the development of next year's travel contract.

All departments are invited to attend the Advisory Council meetings, and so far the meetings have been very well-attended. The communication and ideas which occur at the sessions are invaluable for DGS to effectively and efficiently carry out its business.

Small & Minority Business Efforts Applauded

On Friday, November 2, 1984, Governor George Deukmejian was presented an award from the National Minority Contractors Association (a private organization) in conjunction with the Minority Business Development Agency. The award was presented to the Governor for his leadership in making California an exemplary state in the area of promoting minority business. He was the only Governor chosen to receive such an award.

Director Tony Anthony and Stim Suzuki, Chief, Office of Small and Minority Business attended the award presentation ceremony. The Governor was being honored for the Administration's efforts in a number of areas related to small and minority businesses. Those areas directly related to the efforts and accomplishments of DGS include: 1) 10.8% of all state contract awards are going to minority firms. This amounts to \$150-\$200 million annually, 2) California is

one of the first states to develop training manuals that assist contracting officials in setting up minority business programs. We are also among the first to make special efforts to encourage minority businesses to take advantage of procurement opportunities. 3) As part of the Prison Construction Program this Administration has mandated that minorities get their fair share of the \$7 billion for construction on penal institutions. The Office of Small & Minority Business has been assisting the Department of Corrections in developing minority and women business subcontracting procedures for the prison construction program. 4) DGS was involved with the recent signing of the Memorandum of Understanding with the Minority Enterprise Development Agency. This Administration has pledged the full support of all state agencies to further development of minority business opportunities.

Senate Resolution for the S.F. State Buildings

As another means to conserve energy the two San Francisco State Buildings, managed by the Office of Buildings & Grounds, participate in the PG&E Group Load Curtailment Program. During peak load periods, the energy consumption in the buildings is voluntarily reduced. Non-essential lights are turned off, certain elevators or escalators are put on standby, less air conditioning is used and/or other cutbacks are made so that power is available for vital needs without causing brownouts or blackouts.

The program runs from May through September. This summer's long spell of hot, humid weather continually tested the limits of PG&E's generating capacity. Once again, the two state office buildings involved in the program rallied to the call for electrical demand and reduction during the critical peak periods. The program operated 7 times from May through September for 35 hours total curtailment time.

By participating in the program, the State saved \$10,088 in energy costs during 1984. \$4,594 was credited to our account for being a participant and \$5,476.08 was saved by reducing

energy consumption during the peak periods.

The S.F. State Buildings have been top performers for the past two years.

In November 1984, **Ron Neal**, Regional Building Manager, was presented a California Senate Rules Committee Resolution, commending the S.F. State Buildings and the tenants for their participation in the energy-saving program.

"Be it resolved by the Senate Rules Committee, that the members commend the San Francisco State Buildings at 350 McAllister and 525 Golden Gate in San Francisco for the important role they are playing in helping to meet the crucial demands for energy and thereby helping to foster the well-being of our communities and the economic health of our State; and be it further resolved, that the members recognize and honor this additional example of their leadership and commitment to making our community a better place in which to live."

Resolution No. 3401
November 13, 1984

(See a related story on page 4.)

San Francisco State Building Launches Into The Space Age

The San Francisco State Office Building (350 McAllister), managed by the Office of Buildings and Grounds, was selected as one of the test sites for testing and evaluating a device identical to the one used by American astronauts to produce electricity in space.

This unit will provide electricity for PG&E as well as hot water for the San Francisco State Building.

This 40-kilowatt package plant is called a "fuel cell" generator, producing enough electricity for 40 typical homes. Through modern technology, electricity is produced in a series of fuel cells by combining hydrogen and oxygen, thus resulting in cogeneration of electricity, heat and steam.

The heat from the electrochemical process is captured and used for heating water in the State Building. The electricity is transferred to the PG&E grid, while the steam is piped to another part of the plant where it converts natural gas to hydrogen-rich

gas needed to sustain a reaction in the fuel cells.

The fuel cell plant operates quietly, emits no pollutants and is 80% efficient in extracting usable energy from fuel; while conventional plants are only about 35% efficient.

By the end of the one-year test period, the industry will benefit from the on-site evaluation of the "fuel cell" generator, and the State will benefit by using the waste heat from the plant to heat the State Building's domestic water, since the waste heat is provided to us without charge in exchange for the use of the test site.

The San Francisco State Building is one of 45 field sites throughout the United States, Mexico, and Japan where the fuel cell plant is being tested. Our participation in this program is in line with the departmental energy conservation policy. It is just one of the many different energy conservation measures used, not only in the San Francisco State Building, but throughout all DGS owned and managed buildings.

Office of Telecommunications Is Now a Division

Effective November 2, 1984, the Office of Telecommunications has been elevated to the status of division and its Chief, Allan G. Tolman, has been promoted to Deputy Director.

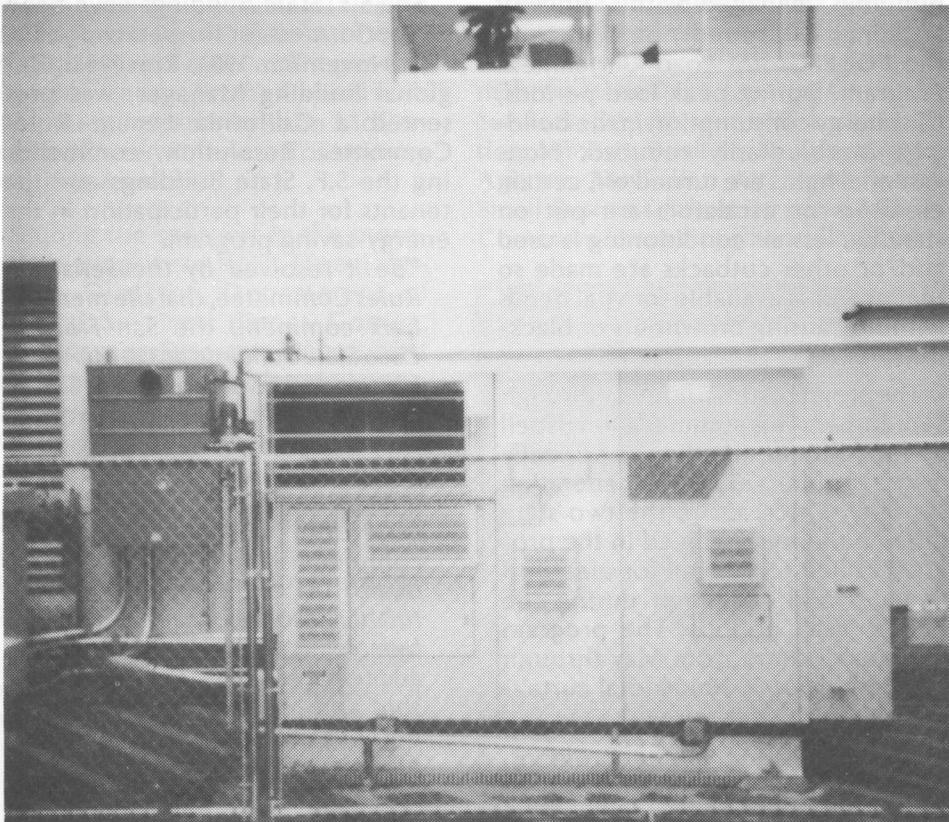
"Telecommunications is a complex issue in the State right now and this move demonstrates the Administration's commitment to respond to the demands presented by telephone deregulation and divestiture, as well as a rapidly changing technology," commented Director Anthony. "As a division, the telecommunications function will be closer to the decision-making authority in state government."

As a result of this change, Al Tolman will report directly to the Director. The department, under his direction, is designated the lead agency for the overall management of telecommunications and telecommunications planning within state government. The Telecommunications Division develops standards for telecommunication systems and provides telecommunication services for all state agencies, including radio, telephone, teletype, microwave, closed-circuit TV, emergency (9-1-1) telephone, data transmission and any special telecommunications facilities.

Before joining the State in July 1983, Al Tolman was City Manager of West Jordan, Utah, for two years. He also spent 20 years with the Los Angeles County Sheriff's Office, the last three years as Commander of the Communications and Systems Bureau. He received a Bachelor's Degree in Police Science from California State University, Los Angeles and a degree in law from La Salle University, in Chicago. He also has a Master's in Public Administration from the University of Southern California.

Happy Holidays

Department of General Services' Testing Unit is now located on the 2nd floor of 915 Capitol Mall in Room 233.



The fuel cell generator, located in the San Francisco State Building is identical to the device used by American astronauts to produce electricity in space.

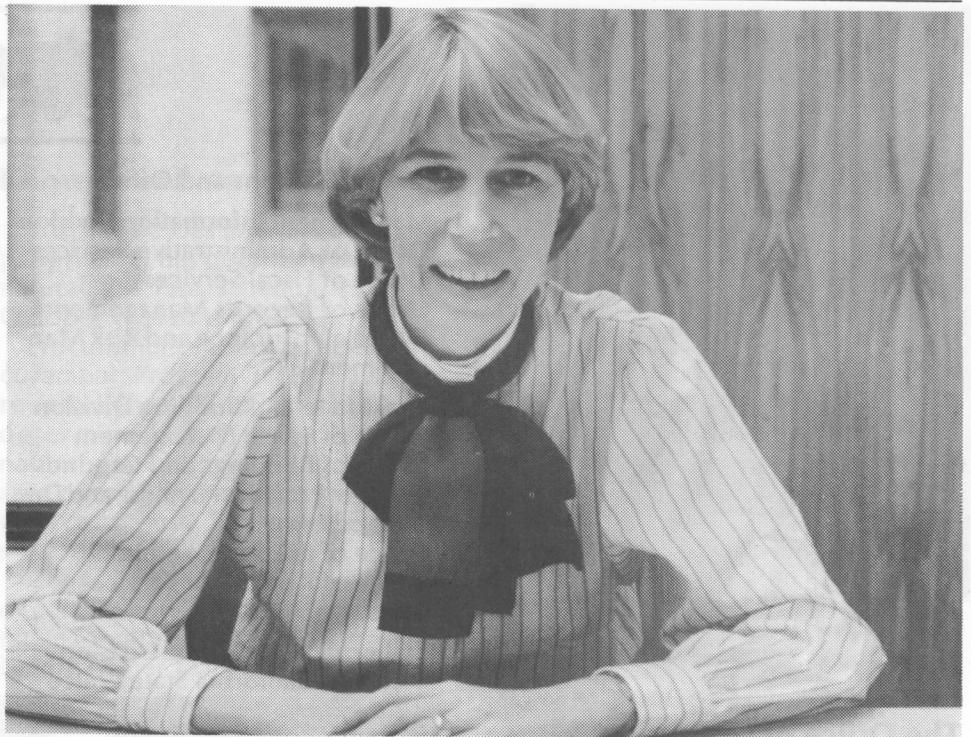
E.A.P.

The Employee Assistance Program (E.A.P.) is designed to save human resources as well as dollar resources by helping employees with personal problems. Private industry track records demonstrate that money can be saved and that it is profitable to help an employee overcome a personal problem that is affecting his/her ability to perform at work. Nearly everyone faces personal problems at some time in his/her life that seem complex enough to require some help in solving. The EAP is here to assist in getting that help.

All DGS employees are eligible to contact the EAP Coordinator and seek assistance. It is an employee benefit. The help of the Coordinator is free. The only cost to the employee is from the professional he/she agrees to see. In most cases, these costs will be covered by health insurance.

It is the policy of the department that using the EAP will not affect chances for advancement, or result in the loss of seniority or status. Management is committed to the program and it is viewed as a tool for helping people to stay healthy on the job. The purpose of the program is to make people well.

An employee who is experiencing a personal problem should contact the DGS Coordinator Darryl Jones. He is a licensed therapist who will



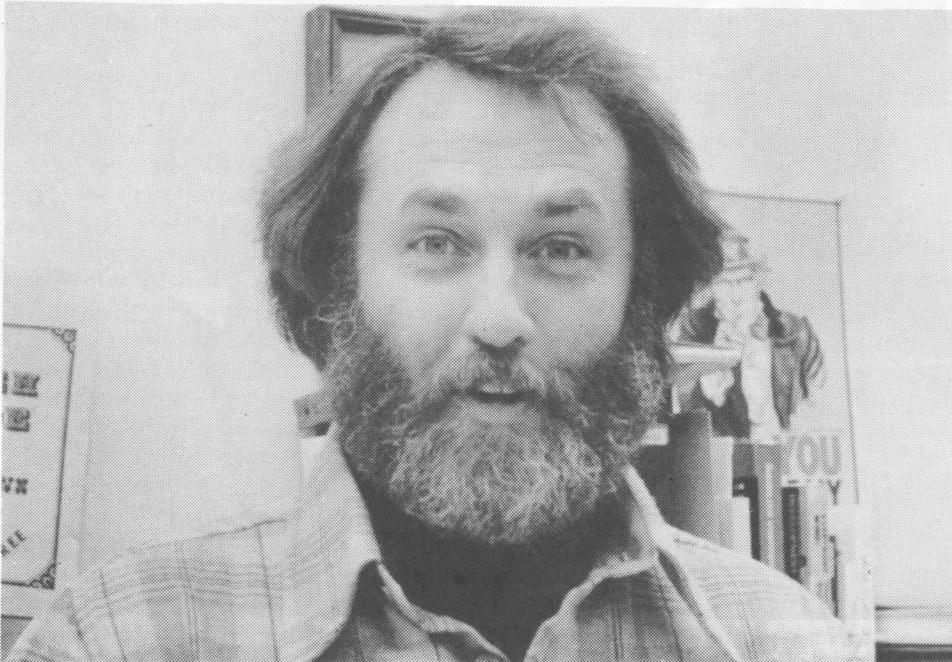
Joyce Gibson, Personnel Analyst, OAS

spend time with the employee to determine the depth and intensity of the problem and then assist him/her in finding the correct professional help. It is up to the employee to make the first appointment with the professional unless a life and death circumstance requires the direct intervention of the EAP Coordinator, i.e., suicidal victims. There are numerous community services available to help people in need and Darryl will see that the employee finds the right resource.

According to Darryl, who, in addition to being EAP Coordinator, carries a full training load, he has had 150 referrals within the past several months. The people who contact him for assistance reflect the national averages. Approximately 10 percent are chemically dependent. However, the vast majority of referrals fall into the category of decent, hard working people who are experiencing a typical family problem that has intensified and begins to affect the employee's performance on the job. Problems range from a teenager not going to school, to an in-law moving in, to financial problems.

Just recently, Joyce Gibson, Office of Administrative Services, has joined the EAP program to assist Darryl. She will handle all referrals from the 21 Boards and Commissions that have contracted with this department for assistance. Darryl will continue to be the Coordinator for all DGS employees except for the Office of State Police which has contracted with a private organization, Occupational Health Services.

DGS employees seeking assistance from the EAP program should contact Darryl Jones at 445-3962 or 322-6058 or TDD number (916) 324-0940. All Boards and Commissions personnel should contact Joyce Gibson at 324-9660. State Police employees should contact Occupational Health Services directly at (800) 772-3972.



Darryl Jones, EAP Coordinator, OAS

GENERAL SERVICES



Judy Balmain, Office of Legislation

The Office of Legislation Has a New Staff Member

The Office of Legislation has a new employee, Judy Balmain. She comes to us from the Department of Forestry where she was that department's Legislative Coordinator. Prior to her state service career, she was coowner of the Doug Balmain Trucking Co. and was active in the Women in Timber organization.

Judy will handle all legislative matters related to the following Divisions and Offices.

1. **Interagency Support Division**
Office of State Printing
Office of Fleet Administration
Office of Administrative Hearings
Office of Local Assistance
Office of Support Services
2. **Procurement Division**
Office of Procurement
Office of Small and Minority Business
3. **Chief Deputy Director**
Office of Management Technology and Planning
Office of Legal Services
Office of Legislation
Board of Control
4. **Division of Telecommunications**
Office of Telecommunications

According to Walt Jones, Assistant Director, Office of Legislation, Peter Anderson, another staff member in the Office of Legislation, will handle all legislative matters related to the

following Divisions and Offices:

1. **Management Information Division**
Office of Administrative Services
Office of Fiscal Services
Office of Records Management
Office of Insurance and Risk Management
2. **Real Estate and Building Division**
Office of Space Management
Office of Buildings and Grounds
Office of Facilities Planning and Development
Office of the State Architect
Office of Real Estate Services
Office of Energy Assessments
3. **California State Police Division**
Office of California State Police

Rain Nor Sleet Nor Snow.....

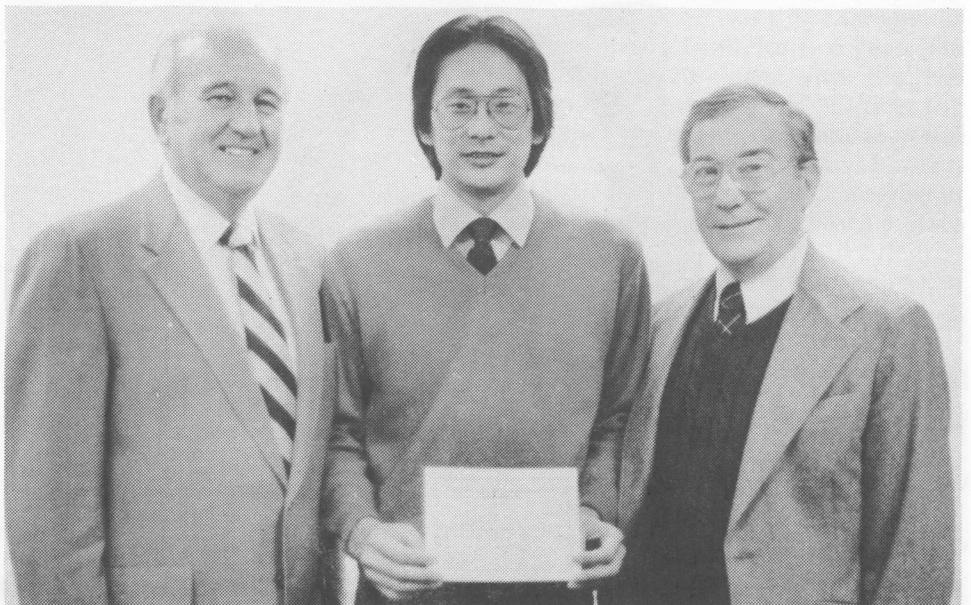
Who's faster than the U.S. Postal Service? Able to deliver 2.5 tons of freight a day? More powerful than 100,000 pieces of mail? Is it UPS? Federal Express? Bekins? No, it's General Services own Interagency Mail Service (IMS). This Support Services unit provides delivery service from mailroom to mailroom in 24 hours or less for contracted customers throughout the Sacramento area.

Robin Bledsoe, Ruben Dominguez, Paula Escalante, Ken Hearst, Gary



Ken Lane, Painter, Office of Buildings and Grounds, is congratulated by Rosamond Bolden, Chief, Office of Buildings and Grounds, on the receipt of a Certificate of Commendation from the State Police for his heroic capture of an assailant in the State Capitol Building.

Meng, Jesse Simental, Okon Ukoh, Jose Velasco and their supervisor **Ron Lewis** are the muscle behind the IMS motto: "Everything All the Time." They delivered over 110,000 lbs. of freight during October. This in addition to sorting, routing, and delivering over 105,000 total pieces of Interagency mail. Truly, neither rain, nor sleet, nor snow, nor visits by the President will stay the IMS messengers from their appointed rounds.



Gregory Lai, (center) Specification Analyst, Office of Procurement is congratulated by Director Tony Anthony and Deputy Director, John Babich, on the receipt of his merit Award Certificate of Commendation.

VICES PEOPLE

Two Time Awardee

For the past eight years, the employee organization Black Advocates in State Service (BASS) has sponsored a training conference. For the past seven of those eight years, Rosamond Bolden, Chief, Office of Buildings and Grounds, has participated. This year, she served as panel moderator for the workshop entitled "Managing Your Career." As a result of her continued dedication and participation in the organization, she was this year's recipient of the President's Award. The awardee, chosen by the President, represents the person who has done the most to enhance and assist the organization throughout the year. Mel Guillard, Los Angeles Chapter President, presented Ms. Bolden with the award at the General Session Meeting, November 2, 1984.

It was her week for awards. On that same Friday evening, she was granted a Lifetime Membership in the NAACP. Congratulations Rosamond, for your continued dedication and service to others.



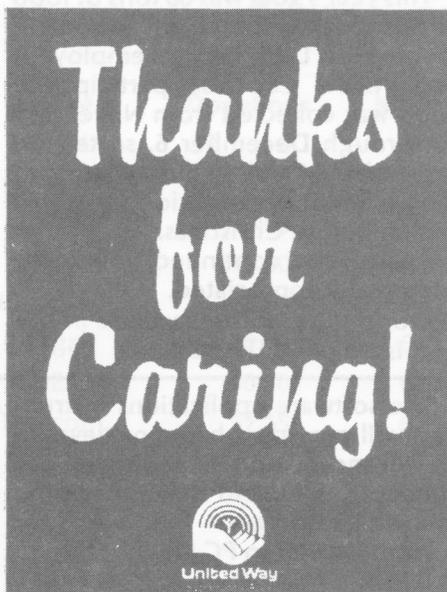
Samuel Foster, (center) Office of Buildings and Grounds, receives his 25-year award from Bob Drago, Building Manager, Oakland State Building. William A. Smith, B&G (left) retired after 28 years of service. On October 26, 1984 both men were honored at a luncheon given by their fellow employees at the Oakland State Building.

Know Your Rate

The Pacific Gas and Electric Company (PG&E) has published their new natural gas rate schedule covering October 1984 through 1986.

Procurement's Energy Efficient Procurement Program (EPPP) staff has reviewed the new rate schedules, and determined that agencies firing natural gas with oil backup fuel can save over 15 percent of their natural gas costs just by changing rate schedules.

Contact EPPP staff at ATSS 473-7666 or contact your local PG&E representative for more information. Act now before winter really arrives.



Sharon Williams, Labor Relations Analyst, OAS

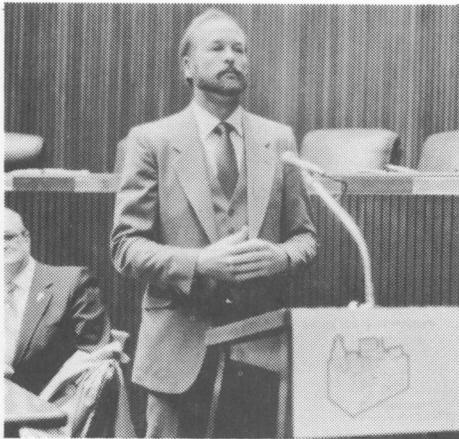
Labor Relations Staff

Meet the newest member of the Labor Relations Staff. Her name is Sharon Williams and she comes to this department with three years of labor relations experience at the Department of Consumer Affairs. Prior to working at Consumer Affairs she was a Personnel Technician at the State Personnel Board. She will be handling negotiations with bargaining units 1 - Staff Services/Administration, 7 - State Police, 10 - Profession/Scientific and 11,- Engineering/Scientific.

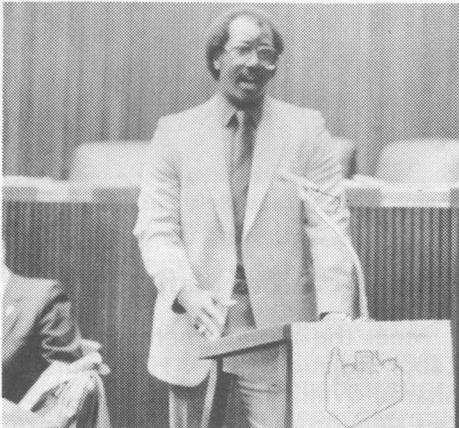


Roy Helton, Printing Plant Machinist, (center left) is congratulated by Director Tony Anthony, Deputy Director Fred Gustin and State Printer, Don Male, on the receipt of his Merit Award Certificate of Commendation.

Happy Holidays



Arthur Scotland, Cabinet Secretary, Governor's Office



Michael A. Kelley, Deputy Secretary, State and Consumer Services Agency

Ninth Annual Food Drive

The official kick-off for the ninth annual State Employees Holiday Food Drive was held in the State Capitol on Friday, November 2, 1984. Arthur G. Scotland, Cabinet Secretary, Governor's Office; Michael A. Kelley, Deputy Secretary, Fiscal Operations, State and Consumer Services Agency and Elizabeth Yost, Chief Deputy Director, Department of General Services were on hand to add their support to the drive and to encourage employees to give generously to this worthy cause.

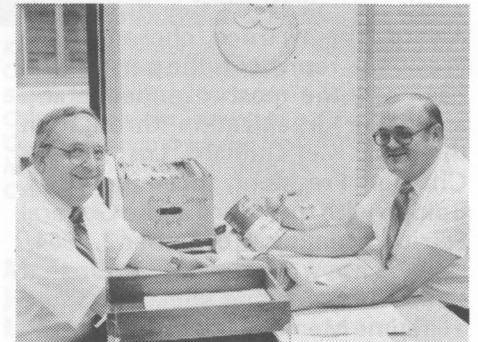
Myron Curtis volunteered for the eighth time to chair the drive. He was assisted by Earl Ericson, OMTP and Fred Haynes served as DGS coordinator.

This year's goal was 60 tons of food or 3 lbs. per employee in the Sacramento area. Local Federal employees and Yellow Cab also participated. Food was collected from November 19 through December 6, sorted on December 14 and then distributed to the recipient organization for distribution before Christmas.

Again your continued generosity was greatly appreciated. (Editor's Note: Results will be in the next issue of OUTLOOK.)



Elizabeth Yost, Chief Deputy Director, Department of General Services



Myron Curtis (r), Office of Telecommunications, served as Chairman of the Food Drive for the eighth time. He was assisted by Earl Erickson (l), OMTP.

SEEP's Move to Micros

By the end of the decade the personal computer will be a common office tool. State EDP Education Program (SEEP) will join the "Move to Micros" by offering seminars appropriate to microcomputer technology via hands-on experience.

The Computer Literacy Starters, meant to be an introduction to the terminology, components, and typical microcomputer applications, will include:

Introduction to Microcomputers Seminars for:

- Managers and Supervisors
- Clericals
- EDP Professionals
- Non-EDP Professionals

Selecting Microcomputers for End Users

These seminars will provide a broad understanding of the capabilities of micros and a knowledge of a few specific applications that are typically performed on a micro-computer.

The software applications instruction will provide a basic, or develop an advanced, understanding of the concepts, uses, and structure of the following packages:

- Introduction to PC DOS
- BASIC
- dBASE II and III (Beginning & Advanced)
- Lotus 1-2-3 (Beginning & Advanced)
- Multiplan
- WordStar

If the third floor of 400 Capitol Mall looks like a high tech center, be assured it is only the birth of a Microcomputer Lab that will accommodate the microcomputer learning experience scheduled to begin in January 1985. For further information call (916) 445-0397 or merely contact your training coordinator to register.





Help Someone Special

**BE SPECIAL — HELP SOMEONE SPECIAL
— DGS Participants**

On Saturday, September 22, 1984, nineteen DGS employees participated in the Help Someone Special run sponsored by Public Employees. In the past five years this fun run has raised money to expand the recreational opportunities of the physically and mentally disabled in the Sacramento area. The following DGS employees participated:

Name	Office	Donations	Miles
John Brownfield	ORM	\$ 0	3
Karol Brownfield	ORM	0	3
Melodie Cato	ORM	3.00	3
Lewis Dean	OSM	240.00	6
Dale Garrett	Executive	126.00	6
Jeanette Gerigk	Legal	70.00	6
Doug Grandy	OEA	30.50	6
Christine Hignight	Telecom.	32.15	6
Henry Kusaba	ORES	0	3
Conrad Lara	ORM	0	3
Arthur H. May	ORM	0	3
Mary L. Messenger	ORM	5.00	6
Daniel A. Perez	OAS	65.00	6
Casey Randall	OAS	51.00	6
Pat Randall	OAS	28.00	6
Theresa Robinson	ORM	0	3
Carmen Rodriguez	OB&G	0	3
Steven L. SoRelle	ORM	30.00	6
Sally A. Verdin	ORES	0	3
Totals	19.....	\$681.15	87

Savings With Krypton

John Babich, Deputy Director, Office of Procurement, recently announced the award of the annual Large Lamp Contract (1-84-62-31). Life cycle costing and specifications developed by the Energy Efficient Procurement Program (EPPP) staff will result in an estimated \$15 million dollars in electricity purchases saved over the expected life of the lamps on this contract.

A portion of the lamp contract is for incandescent lamps. A major adjustment to this year's contract is the inclusion of the "Krypton" incandescent lamp. Krypton lamps save on operating costs and can significantly reduce maintenance and purchase costs. Krypton lamps can be identified on the contract with a "SSXL (Krypton 90%)" code.

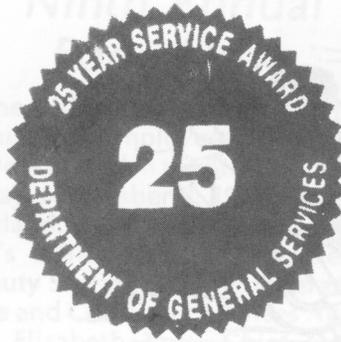
The effected lamps are the standard 40, 60, 75, and 100 watt incandescent lamps. These lamps have been deleted from the standard contract and placed on a restrictive list. Krypton lamps are the replacement. Energy savings prompted the EPPP staff to restrict the standard lamps; six to ten watts are saved per lamp. The EPPP staff estimated that user agencies will save over \$400,000 dollars in electric charges alone over the life of these krypton lamps. In addition to energy savings, user agencies may save maintenance funds because krypton filled lamps last over *three times* as long as the standard lamp. The long life is a "boon" to maintenance staff with those hard to reach lamps.

For additional potential savings on your lighting system contact the Energy Efficient Procurement Program staff at ATSS 492-1928.

What this country needs is more people who can write "How-to-assemble manuals" in simple, clear English — especially around Christmas time.



Service Awards



Congratulations are in order for the following employees of the Department of General Services who have completed 25 years of service with the State. Best wishes to you and thank you for your contribution to our Department and the State of California.

NOVEMBER

- Lyle W. Hershberger..... Office of Buildings and Grounds
- James K. Knibb..... Office of Small & Minority Business

DECEMBER

- Robert B. Rogers..... Office of Buildings and Grounds

RETIREMENTS

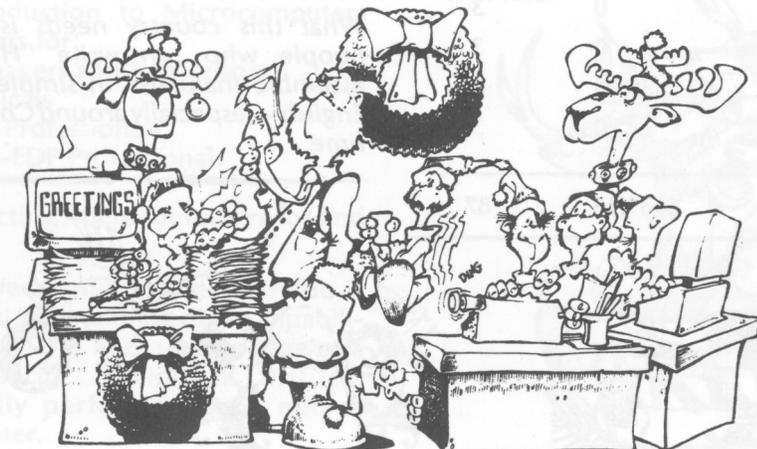
The following people have recently retired . . .

OCTOBER

- Ray Inman..... Office of Fiscal Services
- Bill Easton..... Office of State Printing
- Donald Jephcoat..... Office of State Architect
- Betty Nelson..... Office of Real Estate Services
- Andrew Zolnay..... Office of Real Estate Services
- Gerald E. Stanley..... Office of State Architect
- Willis Mevis..... Office of Administrative Hearings
- Ira Fleming..... Office of Buildings and Grounds

NOVEMBER

- William Smith..... Office of Buildings and Grounds
- Don F. Stanley..... Office of Buildings and Grounds
- George R. Tkach..... Office of State Architect
- Arthur Scarrone..... Office of State Architect



What is Affirmative Action?

Affirmative action is the means to achieving equal employment opportunity. Such a program of action might emphasize employment system changes or support programs to increase and enhance the employment of underrepresented groups.

Equal Employment Opportunity

Equal employment opportunity is the goal of the affirmative action program. Individuals should have equal opportunity and access to employment. One should not be excluded from participation in any employment process, advancement, or benefits of employment because of their race, color, religion, sex, national origin, age, disability, sexual orientation, or other factor which cannot lawfully be supported as the basis for employment actions.

Employees enter into an organization through an employer's employment or personnel system. They are also paid and promoted through this same system. It is this system, then, that is the target of efforts to achieve equal employment opportunity. While employment practices are designed to be fair and accurate, these practices do not consistently rest on job-related criteria and, in effect, may serve to deny certain groups access to employment.

Affirmative Action

Affirmative action refers to those specific steps that are taken to achieve equal employment opportunity and to eliminate the present effects of past discrimination. One

A company is known by the people it employs. We at the Department of General Services (DGS), because we are a service agency, are "employed" by other state agencies. Our individual contacts may be the only interaction a person has with this department and is the basis for that person's impression of the department as a whole. The following letters received during the past month demonstrate that several DGS employees realize their responsibility in creating a good departmental image by providing excellent service and assistance:

William Ihle, Department of Developmental Services, wrote to **John Babich** thanking him and **Dennis Wehels** for their help in purchasing Sony Broadcasting equipment for the department..." "In part, through you and your office's quick work, we were able to save the taxpayers of California nearly \$30,000. Not too bad for one's day's work..."

Stim Suzuki, Chief, Office of Small & Minority Business, received a letter of congratulations from Senator David Roberti. "...Congratulations on what I understand was a very successful Minority Enterprise Development Day at the Capitol." (Oct. 11, 1984)

"From reports I have received, it is clear you achieved your goal of acquainting minority entrepreneurs with their opportunity for state contracts and other forms of business development in California." (See story on page 2.)

The EDP Acquisition Unit, Office of Procurement, (**Bob Hoover, Gary**

such effect is often the underrepresentation of minorities, women or disabled persons in the total labor force and/or in certain classifications or job categories. Affirmative actions include changing the employment system as well as taking additional efforts to encourage and support the employment and advancement of underrepresented group members.

Excerpts from the State of California, Affirmative Action Manual.

If you have any questions contact: O.J. Findleton, Equal Employment Opportunity Officer, (916) 324-7108, ATSS: 454-7108, TDD: 324-0940.

FEEDBACK

Hutchens, Gaylord Moulds, Beverly Nouy and Ron Rabun) received a letter of thanks from the Deputy Director of the California Coastal Commission on their expeditious and timely procurement of necessary EDP equipment.

Marsha Pentz, Office of Management Technology and Planning, received a letter from the Executive Officer of the Board of Optometry. "...I would like to add my personal thanks for a job very well done. Your assistance was invaluable and I very much appreciate your extensive time and efforts in preparing the examination material and programs for the recently administered Board examination."

DGS Director, Tony Anthony, received a letter from the Chief of the Southern Division, California Highway Patrol on behalf of **Joe Morita**, Warehouse Manager, Office of Procurement. "...During the 1984 Los Angeles Olympic Games, our department was involved with obtaining needed supplies from your Material Services Warehouse in Lawndale."

"I am certain that there is no need to emphasize the many burdens that were placed of all the agencies during this period of time. The entire operation was a success and Mr. Joe Morita, the Warehouse Manager, made our job much easier. All my personnel that came in contact with Mr. Morita praised his attitude and cooperative assistance which he so willingly provided."

Equal Opportunity Officer, Port of Oakland, wrote **Jeff Ramos**, Office of Procurement "...Thank you for joining the Port and other cosponsors at the October 8 Trade Fair.

It appears that \$50,000-\$60,000 was generated in sales to minority businesses. This could not have been achieved without you."

R. G. Adams, Deputy Director, Department of Transportation, expres-

sed his appreciation to the staff of the Office of Procurement for their well coordinated and executed procurement of toll bridge tickets from IBM.

Martin Bussio, owner, The Copy Tree, wrote to thank **Stim Suzuki** for his assistance at a recent seminar. "...As you know, small businesses need all the help they can get. We feel that your program enables us to understand how to bid and see that work is done as specified."

John Puisha, Supervising Architect, OSA was commended by George J. Gomes, Chief Deputy Director of the Department of Food and Agriculture for his outstanding job in coordinating and supervising the capitol improvement program completed at Cal Expo this year. Additionally a motion was passed by the State Race Track Leasing Commission recognizing John's "impressive, professional work" and unanimously commending him and OSA for outstanding performance.

Life Cycle Cost Procurement

The Office of Procurement is saving the State over 20 million dollars a year on energy cost by applying Life Cycle Costing (LCC) methods to 54 different commodities. By applying these LCC methods as opposed to purchasing the lowest initial cost, the total cost of ownership is considered in the selection and purchase of equipment.

In the near future, the Office of Procurement, Energy Conservation Section will be conducting seminars explaining the principles of the LCC methods. These seminars will be available to all agencies interested in learning how LCC can be used to reduce maintenance and utility costs. For more information on the time and location of the Life Cycle Costing Seminars, please write or call this office at the following address:

State Office of Procurement
Energy Conservation Section
P.O. Box 1612
Sacramento, CA 95807
Attn: Elmer C. Wrye
(916) 322-1928

Fog Driving Tips

1. Drive with lights on low beam. **Never** drive with just your parking or fog lights.
2. Reduce your speed,
3. Avoid crossing traffic unless absolutely necessary.
4. Listen for traffic you cannot see.
5. Use wipers and defroster as necessary for maximum vision.
6. Be patient! Don't pass lines of traffic.
7. Unless absolutely necessary don't stop on any freeway, or other heavily travelled road.
8. If your car stalls or is disabled, move away from the vehicle to avoid personal injury.
9. Consider postponing your trip until the fog clears.

Deck the Halls



State of California
GEORGE DEUKMEJIAN, Governor
 State and Consumer Services Agency
SHIRLEY R. CHILTON, Secretary
DEPARTMENT OF GENERAL SERVICES
William J. "Tony" Anthony, Director

OUTLOOK

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Safe Driving Tips

Rain Driving Tips

1. Get the "feel" of the road and adjust your speed accordingly.
2. Be sure tires have plenty of tread and are properly inflated.
3. Wiper blades and defrosters need to be in good working condition.
4. When slowing or stopping, gently apply the brakes.
5. Drive with headlights on.
6. To prevent carbon monoxide poisoning or drowsiness leave your window open slightly.
7. Wet brakes may pull or stop slower than usual.
8. Constantly be alert for signs of hydroplaning.

When Driving in Bad Weather Carry:

1. Warm clothing and blankets.
2. Flares and flashlight.
3. Paper towels to wipe condensation from windows.



Hydroplaning

When your car hydroplanes it is actually riding on a thin layer of water between the tires and the road.

Steering and braking are lost as contact with the pavement decreases.

Warning Signs

1. Reflections visible in water accumulated on pavement.
2. "Loose" feeling in steering wheel.
3. Rain drop dimples appearing in road.

Do

1. Reduce your speed.
2. Steer smoothly without jerking.
3. Inflate tires to maximum recommended pressure.
4. Drive in the tireprints of the vehicle ahead, where the water has already been displaced.
5. Leave extra space between you and the traffic ahead.

TRAINING COURSE SCHEDULE January—February 1985

January

- | | |
|-------|---------------------------------------|
| 3 & 4 | Managing Communication Thru Assertion |
| 7 & 8 | Affirmative Action |
| 14-18 | Introduction to Supervision |
| 16-17 | Conflict Management |
| 23 | New Employee Orientation (a.m.) |

February

- | | |
|------------|--|
| 4-8 | Basics of Supervision (San Diego) |
| 7-8 | Managing Communication Thru Assertion |
| 20 | New Employee Orientation (a.m.) |
| 20 | New Employee Orientation (p.m.) |
| 20 & 21 | Managing and Surviving Organizational Stress |
| 25-March 1 | Introduction to Supervision |

For course descriptions and objectives, please review individual announcements and for further information contact the Training Office at 322-6058 or ATSS 492-6058 or your individual training coordinator.