

A VIEW FROM FEW

An organization for opportunity and equality for women in Government



April 2008

Space Coast Chapter, P.O. Box 21201, Kennedy Space Center, FL 32815
<http://www.ksc.nasa.gov/groups/few/>

President's Message

Submitted by Sandy Eliason

Let's face it. Lately, with all the news about Kennedy Space Center losing so many people at the end of the Shuttle program, it's easy to feel less passionate about our jobs! When the Apollo program ended most of us were not around the area, but in the back of our minds we all remember some of the stories of those days.

If you work in Shuttle Processing or maybe even Constellation, it's time to try to think of our jobs differently. The quickest fix I know is a new way of thinking about our work. Some things we might not have control over in our jobs, but we can keep our passion and keep a great attitude. Whether you are male or female, a mom or a dad, some of the rumors and choices are especially difficult and we are feeling the responsibilities all the more. So what can we do to help with our situation?

Monday: Think Like a Job Seeker

Think about the first time you applied for your position. What responsibilities and opportunities excited you? Recall how you felt when you received the job offer. Tap into this pride to rekindle your enthusiasm.

Tuesday: Keep a Job Journal

Just do this for a week. It doesn't need to be fancy, the point is to record successes and failures-what was accomplished and/or what didn't work and why.

This is a great resource for yearly reviews! It allows you to have both achievements and ideas for improvement at your fingertips. It also allows you to see things clearly.

Wednesday: Find a Mentor

FEW provides a sisterhood and strengthens your connections. Take note of those around you; observe communication and work styles, demeanor, likeability, and attitude. Ask your FEW sisters' advice and share your thoughts candidly. Grow!

Thursday: Learn Something New

Not only will learning something new make your job more fulfilling; a new class or practice will also provide valuable contacts and a respite from your daily routine.

Friday: Challenge Yourself to Change

Sometimes you need to take things into your own hands, or in this case, head. Many people approach work from a negative perspective, fueling a self-fulfilling prophecy. Sometimes changing your thinking is the hardest yet most powerful change of all.

I hope this helps a bit.

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FEW's Mission Statement

Federally Employed Women (FEW) is a membership organization working for the elimination of sexual harassment and the advancement of women in government. This will be accomplished by:

- Encouraging diversity and equity in the workplace
- Enhancing career opportunities for women
- Establishing and maintaining relationships with organizations to advocate the fair application of EEO and personnel laws, policies, procedures, and practices
- Improving the quality of life for women by influencing Congressional and Administration actions
- Committing to achieve and maintain a unified and diverse membership; and
- Providing opportunities for professional growth through leadership development, education, mentoring, and networking.

The FEW mission and purpose statement was revised to recognize that the mission of an organization is its driving force, and that FEW's mission needed to be consistent with the needs of federal women today on into the 21st century.

4/3/08 - From the page a day calendar:

*Submitted by Clara Anderson,
Treasurer*

How easy it would be to check out our assumptions before acting on them! A simple phone call, a visit, or even a fax or e-mail might work wonders. (How many personal wars are started by assumptions?)

LEGISLATIVE

Arden Belt, Legislative Chair

It was such a pleasure to have our National President, Rhonda Trent, speak to us at our 2008 South East Regional Training Program in March 2008. Cecilia Davis, FEW VP for Congressional Relations, was not able to attend the RTP but following is the information she provides on the web site and which was given to us by Rhonda Trent.



FEW has developed and maintained a dynamic Legislative program at the national, state, and local levels which works in concert with the organizational mission and goal of representing federally employed women's concerns and interests before legislative and judicial bodies. FEW's Legislative Program seeks to both pro actively and defensively monitor urgent legislative proposals in order to assess the effect on federally employed women and establish close communication with Members of Congress and the Administration to promote the needs and concerns of women in the federal service. FEW has developed a strong network at the national, regional, and chapter levels of the organization to encourage active participation in the legislative process. Finally, FEW joins forces with other organizations within the women's civil rights, labor, and professional communities with similar goals and objectives to strengthen its lobbying efforts.

FEW's Board of Directors adopts a national legislative agenda to coincide with each two-year Congressional session. Designed to be the guiding force behind the organization's public policy activities, the agenda is basically divided into a three-tier structure.

Tier I issues are considered of utmost importance to female federal workers

today and include downsizing of civilian and military personnel, equal employment opportunity, family member care, retirement, and issues affecting women in the military.

Tier II issues have an impact on all federal employees, regardless of gender and include compensation, employee benefits, Hatch Act reform, the National Performance Review, and safety and health.

Tier III issues affect women as a class and include economic empowerment, health care, and violence against women. The Equal Rights Amendment and voter education and registration activities are given Overall Priority status as they permeate each and every issue above.

For detailed legislative information see: [Current Legislative Information.](#)

Compliance Guidance

**Submitted by Becky Fasulo,
Compliance Chair**

On occasion, individuals who are considering submitting EEO or other discrimination complaint may contact FEW Compliance Chairs, who can guide them through the process.

There are two types of complaints and four ways in which complaints can be processed. The two types of complaints are:

- Individual
- Class action

The four ways a complaint can be processed are through:

- Administrative procedures
- Negotiated Grievance
- Merit System Protection Board (MPSB)
- Inspector General

Only one of these processes can be used for a single complaint, i.e., a complaint can't be submitted both as a negotiated grievance and an issue for MSPB resolution. In addition, instead of using any one of these processes, an employee can choose to instead negotiate a settlement of a complaint via the Alternate Dispute Resolution (ADR) process

DIVERSITY

**Submitted by Charlotte Becker,
Diversity Chair**

This is another story about someone who, because of diversity, made a difference in women's lives. Ethel Percy Andrus was an outstanding educator who struggled to survive on meager pensions; she was founder of the National Retired Teachers Association and used group strength to provide low-cost insurance programs for people over 65. Ms. Andrus also founded AARP in the 50s and has helped many people by creating an array of programs to help mature Americans with the many aspects of their lives, including second careers, health insurance, travel and more. Ms. Andrus was very diverse and she made a difference. – *This article was taken from the National Women's Hall of Fame*

Update of the Equal Opportunity and Diversity road mapping for NASA-KSC -

The monthly discussion covered many aspects of the road mapping. This is a large undertaking with the XA, EEO and HR personnel who will combine all their information into collative issues of the diversity road mapping. The road mapping is to improve the recruitment of individuals with disabilities, and will be working on how to make the reasonable accommodations needed. In addition, they will develop an approach to monitor contractor compliance with equal opportunity laws and commitment to diversity as well as with NASA-KSC. Other items the team will be working on are the demonstration of a "One NASA" to develop an Agency Diversity Program framework

Sunshine Committee

Submitted by Eva Coffman



Space Coast Chapter sent their sympathy to Karin Biega on the passing of her mother with a dish garden. Flowers were sent to

Teresa Parham and Aneta Ott on their recent hospitalizations.

Please notify me (639-4881) or Becky Fasulo (636-8525 or bekyjf@yahoo.com) of any members that have extended illnesses, hospital stays, or noteworthy news that we want to extend congratulations.

Happy Birthday to:

Aneta Ott	April 5
Karin Biega	April 8
Teresa Parham	April 27
Janet Burke	May 1
Connie Dobrin	May 5
Lisa Singleton	May 5
Sue Gaines	May 9
Dawn Partlow	May 16
Maxi Johnson	May 27
Barbara Powell	May 27

If we have missed your birthday, please send it me, so that we can celebrate with you – beckyjf@yahoo.com

Membership

Charmel Jones, VP for Membership

Thanks to all of those who assisted me in bringing together the Space Coast Chapter 2008 Annual Membership Meeting on March 25, 2008. The Clarion Hotel and restaurant, the Rodeo, were wonderful hosts and everyone enjoyed the facility and the food. The program was outstanding. Our sincere appreciation goes to Nick Hopkins and his lovely wife, Linda. We all enjoyed his presentation on How to interpret our dreams and we enjoyed meeting Linda. The comments from some of our Space Coast Chapter members of how FEW has affected their lives gave us food for thought and determination to encourage others to join this great organization.

Many nice door prizes were awarded to those attending the membership meeting including three free memberships. These memberships were awarded to Jane Schmitt, Angela Solorio and Nancy Shuler. Other new members are: Paula Anderson Allen, Benita Rogers, Kathy Wyant, and Marjorie Dixon.

Welcome back to Ann Piepenbrink and Debra Dukes. Welcome all!

If I can be of assistance or should you have any questions or concerns regarding membership or if you would wish to volunteer for the upcoming membership drive, please contact Charmel L. Jones, VP for Space Coast Chapter Membership by e-mail at Charmel.L.Jones@nasa.gov or by phone at 867-2938.

NOMINATIONS

Submitted by Jean Grenville, Nom. Comm. Chair

The following was presented to the members present at the March 25, 2008 Membership Meeting

FEW SPACE COAST CHAPTER 2008 – 2010 SLATE OF OFFICERS

President	Marlene Satterthwaite Barbara Powell
VP for Programs	Teresa J. Piastuch
VP for Membership	Becky Fasulo
Secretary	Sandra Getter
Treasurer	Johanna Velasquez
Nominations Comm.	Vickie Hall Teresa Parham Joylene Ware Aneta Ott
Past President	Sandra Eliason

Nominations are open until the April 29, 2008 monthly meeting. Please contact the Nominations Committee, Jean Grenville, Clara Anderson or Charmel Jones if you have questions or additional nominations.

Chapter Bylaws Revision

Submitted by Karin Biega, Bylaws Chair

Per the current version of Space Coast's bylaws, this notice is provided to all members that a bylaws revision/vote will be forthcoming. The actual wording in Article XIV – Amendments is:

Section 2. At a business meeting, provided notice of such proposed amendments is sent to each member at least thirty (30) days in advance of the opening of the meeting.

I am suggesting this vote be handled at an upcoming meeting as there are extensive changes being proposed that will be much to discuss in a face-to-face meeting as opposed to sending out a table of current and proposed revisions with the rationale and endorsements by the Chapter Board.

The thirty-day (30) notice has commenced with the mailing of this newsletter.

For those of you who attended our March Membership Meeting From Woman's Day Magazine April 1, 2007

How to Interpret Your Dreams

According to Kelly Sullivan Walden, author of I Had the Strangest Dream....understanding dreams can give you confidence in making decisions. Read on for her interpretations of some of the most common dreams.

Baring it all in public

Hidden meaning Nudity dreams usually occur when you feel insecure or embarrassed. You could be hiding something
Wakeup call Ask yourself, "What is it that I am most afraid people will find out about me?" When you can finally love that part of yourself, you'll be much more comfortable in your own skin.

You're stranded on an island

Hidden meaning This dream could mean that you fear isolation or abandonment from your family or friends.

Wakeup call Realize that no woman is an island. If you are feeling alone in your struggles, it may be time to reach outside of your comfort zone and expand your social circle.

Your teeth fall out

Hidden meaning Losing your teeth in a dream can signify feelings of inadequacy, powerlessness or financial stress.

Wakeup call Your subconscious mind is pushing you to release your biggest insecurity. It's time to officially let go of

whatever fears are holding you back and replace that energy with confidence.

Crystal Tate

FEW PROGRAM MEETING:

Submitted by Marlene Satterthwaite, VP for Programs

WHEN: APRIL 29, 2008 (after work) Speakers start time is 5:15pm

WHERE: CIAO - Central Industry Assistance Office
7110 North Courtenay Parkway
Merritt Island, FL 32953

PROGRAM: Raymond James Financial Services on finances, investing & retirement

RSVP: TO mbsatt44@aol.com

Please RSVP (only) if you plan to attend. Recently, we've received RSVPs and they were "no-shows." The CIAO conference room holds approximately 30 people. Due to the subject of this program, we expect a good turnout and may have to restrict the attendance numbers. First-come, first served. Sign up early!

Community Outreach

Submitted by Sandra Getter, Community Outreach Chair

Just a note to remind you that Friday, April 18th, will be delivery day for Baxley Manor. Remember these folks are on food stamps and any help that you can give monetarily or otherwise will be greatly appreciated. The monetary contributions that you make are used to buy food and personal items for these residents. My mail code is NE-E8. Thanks so much for making a difference!!

Although Aneta continues to coordinate from off center and is present at each delivery, I am coordinating the contribution for Baxley Manor here on Center with the help of some other very kind ladies. Valarie Franklin in O&C 1020, Sandy Eliason in LCC 4P23, Jan Hall in the Logistics Building 2610A, Carol

Moore HQ 3490, Ana Contreras HQ 3531F and Charmel Jones O&C 1073M2 can take your contributions and items. I am in EDL 203 and can coordinate a pick up from you if you call or email me.

Here is the list...suggestions

Needed Items

Food Items

Small cans of vegetables & fruits

Jell-O & pudding snacks

Graham crackers, Saltine crackers

Any meat or meal in a can with the flip top lid...

Lunch meats, tuna, Spam, chicken, **Vienna** sausage, ham, deviled ham, Sardines, beef stew

Personal Items

Paper products: Q-tips, facial tissue & toilet tissue (packages of 4 rolls)

Toothbrush, toothpaste, mouthwash

Hand lotion, hair spray, mousse or gel, comb/brush

Razor, Nail files, clippers, Socks, stockings, earrings

Reading material such as books or magazines

Thanks again for your support of this worthy cause.

4th Annual Space Coast Chapter Retreat

Submitted by Clara Anderson, Treasurer

We will be having our annual retreat in Orlando beginning the evening of June 12 and leaving by 10:00 a.m. on Father's Day, June 15. We have rented a large home w/pool that can accommodate 16 people. We have found that having a big planning meeting prior to the new year has helped tremendously with the business of our chapter. We have a draft agenda already in work to discuss changes in chapter bylaws, our annual training seminar and what the future may hold, new officer orientation and other matters of importance to the chapter. We are asking that active participants in our chapter come over and participate and help direct the activities of our chapter or

even if you would like to become active in our chapter - are all welcome. Meals will be provided. Information will be sent by e-mail in early May so that you can sign up.

Tax Day

From Wikipedia, the free encyclopedia

Tax Day is the common American slang term for the day that income taxes are due from most employed residents, usually April 15th. Although income tax was collected once during the civil war, it was not collected yearly until 1913 when the 16th amendment was added to the constitution giving the United States Congress the legal authority to tax people's incomes. The filing deadline in 1913 was March 1. It was changed to March 15 in 1918, and to April 15 in 1955. The filing deadline remains April 15, but in the event that it falls on a weekend or holiday it moves to the next business day.

Tax Day occasionally falls on Patriots' Day, a civic holiday in the Commonwealth of Massachusetts and state of Maine, or the preceding weekend. When this occurs the tax deadline is extended by a day for the residents of Maine, Maryland, Massachusetts, New Hampshire, New York, Vermont, and the District of Columbia. This is because the IRS processing center for these areas is located in Andover, Massachusetts.

In 2007, Tax Day was on Tuesday, April 17, 2007, because April 15 fell on a Sunday and Monday April 16 was Emancipation Day, a legal holiday in the District of Columbia. In addition to these extensions, in 2007 due to a Nor'easter that hit, certain states were granted an additional 2 days for taxes bringing the deadline to April 19th. Those who filed under this extension had to write "April 16 Storm" on the return. For 2008, Tax Day will be on Tuesday, April 15, 2008.

FAMOUS FIRSTS FOR AMERICAN WOMEN

Submitted by Vickie Hall, SE Region Compliance Chair

1587 Virginia Dare is the first person born in America to English parents (Roanoke Island, Virginia).

1650 Anne Bradstreet's book of poems, *The Tenth Muse Lately Sprung Up in America*, is published in England, making her the first published American woman writer.

1707 Henrietta Johnston begins to work as a portrait artist in Charles Town (now Charleston), South Carolina, making her the first known professional woman artist in America.

1767 Anne Catherine Hoof Green takes over her late husband's printing and newspaper business, becoming the first American woman to run a print shop. The following year she is named the official printer for the colony of Maryland.

1790 Mother Bernardina Matthews establishes a Carmelite convent near Port Tobacco, Maryland, the first community of Roman Catholic nuns in the Thirteen Colonies. (The Ursuline convent established in New Orleans in 1727 was still in French territory.)

1792 Suzanne Vaillande appears in *The Bird Catcher*, in New York, the first ballet presented in the U.S. She was also probably the first woman to work as a choreographer and set designer in the United States.

1795 Anne Parrish establishes, in Philadelphia, the House of Industry, the first charitable organization for women in America.

FOR YOUR HEALTH

Submitted by Vickie Hall, SE Region Compliance Chair

MOST COMMON SLEEP PROBLEMS IN WOMEN

Nearly 40 million American men and women suffer from sleep disorders. However, sleep problems affect more women than men. New research exploring women's sleep experiences may lead to specially tailored treatments.

Insomnia

Insomnia is the most common sleep problem. Women are more likely than

men to report insomnia. In fact, according to the 2002 NSF Sleep in America poll, more women than men experience symptoms of insomnia at least a few nights a week (63% vs. 54%) and they are more likely to have daytime sleepiness. Sometimes, women begin to have sleepless nights associated with menstruation, pregnancy or menopause and find it difficult to break poor sleep habits. Fortunately, there are a number of approaches to improving sleep, including those you can do yourself such as exercise, establishing regular bed and wake times, dietary changes (less or no caffeine and alcohol) and improving your sleep environment. One recent study found that overweight, post-menopausal women who exercise in the morning experience less difficulty falling asleep and better quality sleep than evening exercisers.

If insomnia persists, and lifestyle, behavioral or diet changes do not help, a doctor may prescribe a sleep-promoting medication (hypnotic). In some instances, there may be an underlying and treatable cause, such as depression (women are twice as likely to report depression as men), stress, anxiety, reflux, bladder problems or pain. Doctors may prescribe antidepressants (for depression), anxiolytics (anti-anxiety drugs), medications for heartburn, incontinence or pain and/or hypnotic medications to improve sleep.

Sleep Apnea



Sleep apnea is a serious sleep disorder that is characterized by snoring, interrupted breathing during sleep and excessive daytime sleepiness. An estimated 18 million Americans have sleep apnea including one in four women over 65. While apnea is more common in men, it increases in women after age 50. Because being overweight is a risk factor for sleep apnea, the increase in abdominal fat during menopause may be one reason menopausal women are 3.5 times as likely to get this sleep disorder. Some attribute the prevalence to hormonal changes such

as the decrease in progesterone. Studies have also found that sleep apnea is associated with increased blood pressure, a risk for cardiovascular disease and stroke. If any of these symptoms appear, it is important to address them with your doctor. A number of effective treatment approaches are available.

Restless Legs Syndrome (RLS) and Periodic Limb Movement Disorder (PLMD)

RLS is a neurological movement disorder that affects as many as 12 million Americans. Its symptoms are outlined above. Because the unpleasant feelings occur at rest and are relieved by movement, RLS sufferers have difficulty sleeping. In the NSF 2002 *Sleep in America* poll, 18% of the female adult population reported RLS symptoms a few nights a week or more. Due to difficulties sleeping, RLS can lead to daytime sleepiness, mood swings, anxiety and depression. One study found that 42% of those with RLS stated that it affected their relationship with their partner.

Although we do not know the exact cause of RLS, recent research indicates that iron or folate deficiency may be a risk factor. Treatment may include iron or vitamin supplements, lifestyle changes and medications.

About 80% of those with RLS also have PLMD or involuntary leg twitching or jerking movements during sleep that can occur every 20-30 seconds. These symptoms can be bothersome to a bed partner, but are also treatable.

Narcolepsy

Feeling sleepy during the day or at times you expect to be awake may indicate a need for more sleep, the presence of a serious but treatable disorder such as those already mentioned, or narcolepsy, a chronic neurological disorder that affects approximately one in 2000 people. Narcolepsy symptoms frequently appear in teen years. In addition to excessive daytime sleepiness, people with narcolepsy have sudden "sleep attacks" (an over-whelming urge to sleep), suddenly lose muscle tone or strength

(cataplexy) and may have disturbed nighttime sleep. Women who are pregnant or considering having a child should discuss medications with their doctor. Recent scientific break-throughs have led to new understanding of the cause of this condition and new treatments have given doctors more ways to help manage its symptoms.

Nocturnal Sleep-Related Eating Disorder

Persons with nocturnal sleep-related eating disorder (NS-RED), an uncommon condition, eat food during the night while they appear asleep. Since parts of the brain that control memory are asleep, people with NS-RED cannot remember nighttime eating. One study indicates that over 66 percent of sufferers are women. NS-RED can occur during sleepwalking. It can be caused by medications (e.g. some drugs prescribed for depression or insomnia) or by sleep disorders (e.g. sleep apnea, restless legs syndrome) that cause awakenings and trigger sleep eating.

Fact of the Day

Soap was considered a frivolous luxury of the British aristocracy from the early 1700s until 1862, and there was a tax on those who used it in England.

Quote of the Day

"We don't seem to be able to check crime, so why don't we legalize it and then tax it out of business."

- *Will Rogers*

Word of the Day

imbue

Pronunciation: /IM-BOO/ v: inspire

"His speech imbued the audience with patriotism."

NASA News & Updates

*Submitted by Vickie Hall, SE
Region Compliance Chair*



Three Mars spacecraft are adjusting their orbits to be over the right place at the right time to listen to NASA's Phoenix Mars Lander as it enters the Martian atmosphere on

May

25.

Every landing on Mars is difficult. Having three orbiters track Phoenix as it streaks through Mars' atmosphere will set a new standard for coverage of critical events during a robotic landing. The data stream from Phoenix will be relayed to Earth throughout the spacecraft's entry, descent and landing events. If all goes well, the flow of information will continue for one minute after touchdown.

"We will have diagnostic information from the top of the atmosphere to the ground that will give us insight into the landing sequence," said David Spencer of NASA's Jet Propulsion Laboratory, Pasadena, Calif., deputy project manager for the Phoenix Mars Lander project. This information would be valuable in the event of a problem with the landing and has the potential to benefit the design of future landers.

Bob Mase, mission manager at JPL for NASA's Mars Odyssey orbiter, said, "We have been precisely managing the trajectory to position Odyssey overhead when Phoenix arrives, to ensure we are ready for communications. Without those adjustments, we would be almost exactly on the opposite side of the planet when Phoenix arrives."

NASA's Mars Reconnaissance Orbiter is making adjustments in bigger increments, with one firing of thrusters on Feb. 6 and at least one more planned in April. The European Space Agency's Mars Express orbiter has also maneuvered to be in place to record transmissions from Phoenix during the landing. Even the NASA rovers Spirit and Opportunity have been aiding preparations, simulating transmissions from Phoenix for tests with the orbiters.

to slow to about 2.4 meters per second (5.4 mph) before landing on three legs. Launched on Aug. 4, 2007, Phoenix will land farther north than any previous mission to Mars, at a site expected to have frozen water mixed with soil just below the surface. The lander will use a robotic arm to put samples of soil and ice into laboratory instruments. One goal is to study whether the site has ever had conditions favorable for supporting microbial life.

Phoenix will hit the top of the Martian atmosphere at 5.7 kilometers per second (12,750 miles per hour). In the next seven minutes, it will use heat-shield friction, a parachute, then descent rockets. Odyssey will tilt from its normally downward-looking orientation to turn its ultrahigh-frequency (UHF) antenna toward the descending Phoenix. As Odyssey receives a stream of information from Phoenix, it will immediately relay the stream to Earth with a more capable high-gain antenna. The other two orbiters, Mars Reconnaissance Orbiter and Mars Express, will record transmissions from Phoenix during the descent, as backup to ensure that all data is captured, then transmit the whole files to Earth after the landing. "We will begin recording about 10 minutes before the landing," said JPL's Ben Jai, mission manager for Mars Reconnaissance Orbiter.

The orbiters' advance support for the Phoenix mission also includes examination of potential landing sites, which is continuing. After landing, the support will include relaying communication between Phoenix and Earth during the three months that Phoenix is scheduled to operate on the surface. Additionally, NASA and European Space Agency ground stations are performing measurements to determine the trajectory of Phoenix with high precision.

With about 160 million kilometers (100 million miles) still to fly as of late February, Phoenix continues to carry out testing and other preparations of its instruments. The pressure and temperature sensors of the meteorological station provided by the Canadian Space Agency were calibrated Feb. 27 for the final time before landing. "The spacecraft has been behaving so well that we have been able to focus much of the team's attention on preparations for landing and

surface operations," Spencer said.

The Phoenix mission is led by Peter Smith of the University of Arizona, Tucson, with project management at JPL and development partnership at Lockheed Martin, Denver. International contributions are provided by the Canadian Space Agency; the University of Neuchatel, Switzerland; the universities of Copenhagen and Aarhus, Denmark; the Max Planck Institute, Germany; and the Finnish Meteorological Institute. Additional information on Phoenix is online at <http://www.nasa.gov/phoenix> and <http://phoenix.jpl.arizona.edu>. JPL, a division of the California Institute of Technology in Pasadena, manages Mars Odyssey and Mars Reconnaissance Orbiter for the NASA Science Mission Directorate, Washington. Additional information on NASA's Mars program is online at <http://www.nasa.gov/mars>

TOWARD BETTER BUSINESS WRITING

Submitted by Clara Anderson,
Treasurer

A monthly electronic reminder
from *Jonathan Clark's Business Writing*"

ELIMINATE HALF THE WORDS YOU WRITE!

Habits from days gone by still affect our writing. Teachers assigned papers and essays to us in school, and required a specific number of words or pages. We groaned, sat down and wrote everything we could on the topic. Then we did the dreaded "word count." Inevitably, we ended up dozens (or hundreds) of words short of our goal.

I'll not stir up any more unpleasant memories here! But remember, we eventually succeeded at reaching the word totals the teacher wanted. One way or another, we accomplished the task. And the tricks we used then continue to drive our writing style today.

William Zinsser (**On Writing Well**, Harper & Row) tells us we write twice as many words as we need: **"Most people's first drafts can be cut by 50 percent..."** In the fast paced, "tell-me-now" world in which we live, we can't afford to burden our message, or our readers, with the needless 50 percent of those words.

Why do these extra words occur? Consider these causes, and look for them in your writing:

Passive voice. Start here, because you'll eliminate most of your extra words right away. **"Changes in policy are resented by employees."** That seven-word sentence slims down to four in active voice:

"Employees resent policy changes."

"Smothered" verbs. **"We performed an evaluation of the system."** In plain

English, **"We evaluated the system."** One strong active verb (*evaluated*) takes the place of four words.

Forms of "to be." **"I am writing this letter..."** Instead, **"I write this letter..."**

Needless phrases. We addressed this last month. **"I just learned that..."** Whatever follows this phrase begins your sentence. Leave the phrase off.

Overusing adjectives and adverbs. They're often redundant. "The blast **completely** destroyed the building." Doesn't "destroyed" imply it was "complete"? "I **really** enjoyed meeting you." Take out "really," and your message is still strong.

These may seem minor. Put together, they double the length of our documents. Don't write 100 words if you can say it in 50. Don't write two pages when you could write one. Your writing has a purpose, and you have a message to communicate. Learn to do it as briefly as you can, and you'll achieve your goals much more often. In my seminar, I tell people to *"search out and annihilate"* their unnecessary words.

A comment from Jonathan: I bravely tackled this topic, knowing readers will analyze my words to see if I followed my own advice. I'm relieved it's over!

THE PLURAL PRONOUN "THEY"

I see and hear this a lot these days: people using the pronoun *they* (and sometimes *them*) in place of a singular noun. *"If your employee has a problem, help **them** understand what **they** are doing."*

What's that all about? The word *employee* is singular, and we learned our grammar rules back in school: "Use a singular pronoun in place of a singular noun."

The problem, of course, comes from our need to write constructively and gender-free. Once upon a time, the word *him* would have gone in both places in the example sentence. But half the world, and half the workforce, are not *him* but *her*.

This gave rise to the awkward *him/her*, *her/him*, *he/she*, *she/he*, and the ugliest one of all, *s/he*.

Listen to your own conversation, and that of others. (Umm, I sometimes even do it when I'm teaching my class.) Speakers frequently use *them* in referring to a singular subject. You can always rewrite a sentence to avoid the problem, something I recommend in my classes. "If your **employees have a problem, help them...**" But there may be another way, and we might not have to wait. Pay attention to what is happening here. Did you ever notice the word that often accompanies **grammar**? It's **usage**. How people *use* their language eventually determines the rules...not the other way around. Some grammarians suggest this is not a problem, only a phase in the evolution of a language.

English has a precedent for this. **You**. At one time this pronoun was only plural. Over time, it drove out the singular **thou**. I'm not quite ready to abandon "proper" usage in my choice of the pronouns **they** and **them**. But it may happen, and watch for these things. They happen much more frequently (and quickly) with the speed of communication and travel in the 21st century.

MEMBER SPOTLIGHT



Johanna Marie Velasquez

How long have you been a member of FEW? Since 2003; Was Treasurer for 1 year and running for the same office for the upcoming two years; Finance Chair for 3 years.

Where were you born? San Diego, CA

Educational background, i.e. degrees, name or school/college, etc. Bachelor of Science degree in Business Administration with an emphasis in Accounting from Florida Institute of Technology, now called Florida Tech, in Melbourne, FL (1987); Masters Certificate in Government Contracting from The George Washington University (2007).

Where and when did you begin your professional career? After graduating from College, I started out as an Assistant Manager of a restaurant and stayed there for about a year and a half. Then I went to work for a manufacturing company in Cocoa. We manufactured and refurbished extrusion and injection molding screws and barrels for the plastics industry. I gained experience in all areas of business operations including accounting, finance, purchasing, human resources, sales, importing and exporting into and out of the Foreign Trade Zone we had established, etc. I worked there for 10 years.

Present employer: I have been with InDyne, Inc. on the JBOSC contract since January 1999. Our contract ends this year, so I will be moving on to another company soon.

Brief description of current job and title: Business Operations Supervisor. My primary job entails Contracts Administration as well as supervision of our Business Operations office.

Marital status: Divorced over 10 years ago. I had been married for almost 14 years.

Children/Grandchildren: 2 wonderful children of whom I am very proud. My daughter, Natasha, earned her Bachelor of Science Degree in Nursing from the University of Central Florida and has been working as a nurse at Jess Parrish Hospital for the past 1 ½ years. My son, Patrick, is a junior at Space Coast Jr/Sr High School. He does very well in school, is active in our church youth group and plays guitar in a band. No grandchildren.

Hobbies: Most of my free time has been surrounded around my children, but now

my daughter is out of the house and my son soon will be, so I will need to find some new hobbies. I enjoy walking and spending time outdoors when the weather is not too hot....not too many months like that in Florida. I taught Sunday school for 10 years and have taken the past two years off. I think I will go back to teaching again as it is very rewarding. I taught both 1st & 8th grades. I have been thinking of taking dance classes, like Ballroom Dancing or Latin Dancing. It seems like it would be a lot of fun.

Aspirations: I hope to find another job in the Contracts or Financial/Budgeting area at the Kennedy Space Center before or once the current contract I am working on ends.

Other activities that you are involved in, i.e. church, other outside organizations, etc. I have been a member of the National Management Association since 2002 and was Treasurer for that organization for 2 ½ years. As mentioned above, I taught Sunday school for 10 years. I sing in the Family Choir at the church also.

Newsletter

Jean Grenville & Karin Biega

This monthly publication is a means of sharing information and ideas with members and friends. Please send your news articles or items of interest for this Newsletter to Jean Grenville at jeangrenville@aol.com and Karin Biega at kbiega@bellsouth.net by the last Monday of each month. If you are interested in joining this vital organization, a Membership Application is attached. Thank you, Johanna, for that great bio and also thank you to Teresa Jean Piastuch for your great bio last month. Let's keep them coming.....We may even have a quiz on them someday.

Calendar of Events

April

- 18** Delivery of items to Baxley Manor
- 25** A View from FEW News Articles Due
- 29** Space Coast Chapter Program on Finance followed by short business meeting to close 2008 - 2010 nominations - CIAO/SR 3

May

- 16** Delivery of items to Baxley Manor
- TBD** Space Coast Chapter May Business Meeting
- 23** A View from FEW News Articles Due

June

- 12-14** FEW Retreat
- TBD** Space Coast Chapter Installation & Awards Banquet

July

- 14-18** 2008 FEW National Training Program - Anaheim, CA

**SPACE COAST CHAPTER, FEW
2006- 2008
Officers and Committees**

Chapter

President	Sandy Eliason
VP for Programs	Marlene Satterthwaite
VP for Membership	Charmel Jones
Treasurer	Clara Anderson
Secretary	Barbara Powell
Nominations Officer	Jean Grenville
Immediate. Past President	Dawn Partlow
Compliance	Becky Fasulo
Diversity	Charlotte Becker
Legislative	Arden Belt
Annual Training Program	Marlene Satterthwaite
Finance	Johanna Velasquez
Scholarships	Aneta Ott
Newsletter Editor	J. Grenville/K. Biega
Parliamentarian	Carolyn Burnham
Environmental	Martha Carroll
Community Outreach	Sandra Getter
Sunshine	Eva Coffman
Historian	Ana Contreras
Webmaster	Debbie Ward

Regional

Nominations	Jean Grenville
Compliance	Vickie Hall

National

VP for Mbrship & Chapters	Becky Fasulo
Bylaws & Resolutions	Karin Biega
2008 NTP Finance Chair	Clara Anderson

FEDERALLY EMPLOYED WOMEN
P.O. BOX 75551
BALTIMORE, MD 21275

Membership ID

Month/Year joined [] [] / [] [] [] []

LAST NAME: FIRST NAME I

ADDRESS 1:

ADDRESS 2:

CITY STATE ZIP CODE + 4

OFFICE PHONE HOME PHONE

FAX EMAIL

- GRADE (check) FWP/EEO (check) DEMOGRAPHICS
[] GS 1-4 [] SES [] FWP Full-Time SEX (M/F)
[] GS 5-8 [] WG [] FWP Part-Time RACE
[] GS 9-12 [] Military [] EEO YEARS OF SERVICE:
[] GS 13-15 [] Other(specify) [] Other FWP/EEO RETIRED (Y/N)
[] GS 16+ [] Not Applicable

ABOUT THE ORGANIZATION

FEW is comprised of chapters throughout the world. Membership is open to all federal and DC government employees and to any other person supporting the goals and objectives of FEW. More information about the organization is posted on the FEW web site: http://www.few.org

Annual national membership dues are \$25.00 for chapter members, and \$35.00 for members-at-large (no chapter affiliation) but are prorated according to the joining month. Use the table below. Chapter dues are established by each chapter and payable in addition to national dues. Eligibility for chapter membership is contingent upon national membership. National lifetime membership is a one-time fee of \$300.00 Only members that have been members for the previous five (5) consecutive years are eligible to join at this level. Chapters may set their own lifetime fee.

Membership Dues are prorated. Month chosen must match "month/year joined" above.

Table with columns for month, amount, and total for National, Chapter, and Region. Includes a total for Check Amount.

Select one:

- [] I wish to join the Space Coast 009 Chapter as a regular member (enclose prorated amount above)
[] I wish to join as a Member-at-large (enclose prorated amount + \$10.00)
[] Payment (\$300.00) is enclosed for a Lifetime Membership

Referred/Recruited By (one name only):

Recruitment Event (If applicable):

Contributions or gifts to FEW are not deductible as charitable contributions for Federal income tax purposes.

Chapter Info Only Mail Code Date of Birth