



KENNY LETTER



A publication for the greater Letterkenny Army Depot community

VOL. 56, NO. 1

Chambersburg, Pennsylvania, U.S.A.

May 2017

Depot expansion continues

by Scott Yeager, DPW

The northeast corner of Building 350 looks a lot different as you drive along PA Rt. 997 in the Air Hill area. That is because of a Military Construction (MILCON) project to expand Building 350 by the Corps of Engineers, Baltimore. The project continues to progress well, and the building component is scheduled to be completed by late October 2017.

The building will house a number of production processes to include shelter repair, sanding, blast, and metal treatment tanks. Once the building is finished and turned over to LEAD by the Corps of Engineers, the movement of existing production equipment and associated operations from inside Building 350 will begin, and it is anticipated the facility will be operational during the first few months of the new calendar year.

The initial phases of the work included the installation of concrete piers and foundations, along with installation of underground utilities including water supply, wastewater and storm water collection, and electrical services.

Since the start of 2017, the contractor, Odyssey International,



The Building 350 expansion project is expected to be completed by October 2017 with depot operations to begin early in 2018.

completed the concrete slab, erection of the structural steel and building envelope (walls, roof, and overhead doors) and placed concrete for circulation around the building. Odyssey is currently installing interior mechanical systems including heating/ventilating ductwork, compressed air piping, and natural gas distribution systems.

Major mechanical equipment items are set in place. The installation of the electrical distribution and lighting systems is also in progress. Concurrently, walls for restrooms, break areas, and other spaces are being constructed as the interior of the building begins to take shape.

Over the next several weeks, the contractor will continue with interior construction and finish work, installa-

tion of fire protection systems, and painting of the structural steel. In mid-June, the new metal treatment tanks, the first major items of new process equipment to be installed in the facility, will be delivered to the site and set in place.

The process tanks, along with a new blast booth, were funded through LEAD's Capital Investment Program (CIP) in support of the MILCON effort.



WHAT'S INSIDE...

10th Shingo Medallion.....	2
Team Avenger.....	3
Travel Office News.....	3
Phishing and Scams.....	4
VE Awards Ceremony.....	4
ISO Audit 2017.....	5
Bobwhite Quail Focus Area.....	6
Workforce Recognition.....	7-9
How to submit information into the Kennyletter.....	9

LOOKING AHEAD...

Flag Day.....	14 June
Father's Day.....	18 June
First day of Summer.....	21 June
Shingo Presentation Ceremony.....	26 June
Independence Day.....	4 July
LEAD's 75th Anniversary/Employee Appreciation Day Celebration.....	17 July
Change of Command.....	11 August

FROM THE COMMAND

We just celebrated Memorial Day, one of the most revered holidays in our Army. We remember those who have fallen before us, and during this era of persistent conflict, honor the memory of those now absent from our formations. Major General Gabram discussed during the town hall on May 24, 2017, Memorial Day also kicks off the traditional "101 Days of Summer" Safety campaign. We often get so busy having fun that we have momentary lapses in safety. Remember, it only takes one second to change a life forever. Please review these safety tips to ensure a safe and fun summer:

While Driving In Your Car

- Be sure to buckle up
- Be well rested before you leave on a trip
- Drive at safe speeds. Leave enough time to avoid the urge to speed
- Pay attention, more vehicles will be on the road, especially motorcycles
- Make sure your children are buckled up or in an approved child safety seat

Stay Cool! Don't Overheat!

- Drink plenty of fluids, water and non-alcoholic drinks
- Wear a hat and light colored loose fitting clothes
- Avoid being out in the sun during the hottest hours of the sun's rays
- Use sunscreen, SPF 30 at the least, focusing on the face, nose and ears

Water Safety

- Learn to swim. The best thing anyone can do to stay safe in and around the water is to learn to swim
- Always swim with a buddy, never swim alone
- Swim in supervised areas only, obeying all rules and posted signs
- Do not mix alcohol and swimming
- Children and inexperienced swimmers should use a US Coast Guard approved flotation device
- Leave the water and get to a safe area at the first indication of bad weather

Colonel Maddox and I ask that you remember these tips and have a safe and enjoyable summer.

SGM Rich Huff

10th Shingo Medallion awarded for Letterkenny

Letterkenny Army Depot (LEAD), the first Army depot to win the prestigious Shingo medallion in 2005, earned its 10th Shingo medallion for operational excellence with its Phased Array Tracking Radar to Intercept on Target (Patriot) launcher new build program. LEAD's Commander, Col. Deacon Maddox, made the announcement to the workforce during a town hall at the depot on March 8, 2017.

"This is a great achievement for Letterkenny as it is also the first time that an Army depot built a new Patriot air and missile defense system major end item," said Maddox. He credited LEAD's lean culture for providing the natural transition for the workforce as it began to stand up the new build program utilizing lean tools, systems and principles.

The program for the Patriot launcher new build began in 2009 with private industry managing the majority of the supply logistics while LEAD provided

highly skilled artisans with over 20 years of Patriot experience and infrastructure necessary to integrate, test, paint, package, and ship missile launchers.

Letterkenny Army Depot continues to make strides along the path that led to its renowned reputation as a lean and efficient industrial operation with an unwavering customer focus.

Through the utilization of lean tools, systems, and principles, as well as an empowered workforce, the Patriot launcher new build team exceeded the customer requirements and completed additional program workload with existing space and the same number of people while maintaining a one hundred percent on time delivery record.

Letterkenny's efforts continue to evolve as the launcher

new build program is executed, benefitting from experience and lessons learned. The operational excellence demonstrated by the Patriot launcher new build team continues to ensure future workload growth at Letterkenny.



...AROUND THE DEPOT

Team Avenger answers the call of the Army!

By John Ardans, DOPS

The Department of the Army asked LEAD to assist in the European Readiness Initiative by overhauling 72 Avengers by the middle of 2018. Many visits from the Cruise Missile Defense System's Program Office helped Team Avenger prep to undergo the grueling task of overhauling 72 Avengers that were previously slated for reclamation or demilitarization.

On one such visit, AMCOM's Commander Major

General Douglas Gabram was given a personal tour of all Avengers' back shops and the Major End Item facility. Gabram expressed concerns for LEAD's ability to supply the Army with Short Range Air Defense with such a short suspense.

The Avenger team knew this was a crucial 'no fail' mission, and LEAD assured the General they would not let him or the Army down. Shortly after Gabram's visit, LEAD received funding and a 'green' light to start overhauling the 72 Avengers.

Utilizing Avenger's serge capacity, the depot increased its Avenger footprint and its artisans in preparation for the sizable workload. This program increased Avengers direct labor hours by approximately 144 thousand hours.

Another testament that LEAD's employees are ready at a moment's notice and will rise to any challenge that is thrust their way!

**News from the Letterkenny Travel Office**

by Courtney McKinney, DRM

Effective for all travel commencing on or after Feb. 29, 2016, under the provisions of MAP/CAP 26-15(E), all lodging reservations for TDY travel must be made through the Defense Travel System (DTS), or the Commercial Travel Office (CTO) when DTS is not available.

Travelers must reference the address of the TDY location and record their choice of primary and secondary lodging requests in the remarks section of the AMLD-4050, TDY Worksheet.

The lodging choices for any Integrated Lodging Program Pilot (ILPP) site should be taken from the DOD preferred list available on the Defense Travel Management Office (DTMO) website. ILPP was launched by the Department of Defense to provide access to preferred commercial lodging providers and integrate the ability

to book government and privatized (Public-Private Venture) lodging properties through the Defense Travel System (DTS). For any locations that have ILPP lodging and those lodging facilities are available in DTS this lodging choice must be selected. ILPP locations are available in Huntsville/Redstone Arsenal.

To see the list of available hotels for all ILPP to include the Huntsville area access:

<http://www.defensetravel.dod.mil/site/lodging.cfm> (2017 DoD Preferred Commercial Properties List)

While working with ILPP and striving to give DTS a stronger presence, DTMO is also in the process of revising the Joint Travel Regulations (JTR) using standardized terminology and simplified language aimed at making travel policy easier to understand. DTMO expects to be finished with the revision by October 2017. As of May 2017, Chapters 1-4 have been revised. Further information on the JTR revision can be found at the DTMO website:

<http://www.defensetravel.dod.mil/>

[index.cfm](#))

Not to be outdone by DTMO, the LEAD Travel office has also been making changes. Due to increased travel safety measures, the designated travel parking has been moved to the back of the side parking lot of Building (BLDG.) 10. There is a map available on the Travel SharePoint Site.

The link is:

https://lead.aep.army.mil/sites/drm/Travel/TDY_Pub_Doc/LEAD%20Shuttle%20Pickup%20Updated%2020170403.pdf.



AROUND THE DEPOT...

Phishing and Scams
by Dawn Hamsher, DOIM

The Directorate of Information Management (DOIM) Cyber Security Office hears of and receives reports of phishing attempts/scams almost daily (Google Docs, banks, DTS, etc.) through Letterkenny network users and from Army enterprise incident response teams.

Phishing attempts trick millions of people each year into giving out credentials, social security number, personal financial information, and other confidential information or personally identifiable information (PII).

Not only do phishing attempts target individuals for personal information, it's also the easiest and most common method used by hackers to gain access to Department of Defense (DoD) networks.

Be suspicious of unsolicited phone calls, visits, pop-ups, or emails from individuals asking about employees, internal work information, or tell you to do something on the network.

For example, LEAD employees have received calls from "Microsoft" telling them that their system needs updating. Microsoft will never proactively reach out to an individual about a LEAD or personal system to provide unsolicited technical support.

If you are suspicious of something, please contact our DOIM Cyber Security Office at 267-5800. Keep yourself and our network safe!

**Set your Digital Signature in Outlook: File > Options > Trust Center > Trust Center Settings > Email Security > Check Box next to "Add digital Signature to outgoing messages".*



Legitimate e-mail should contain the following:

- Digital signature (red ribbon)* next to the sender's email.
- Source address of "mail.mil".

Possible Phishing / Scam E-mail indicators:

- Has DISA warning about active links at the top (don't click on suspicious links or attachments).
- Has [Non-DoD Source] warning in the subject line.
- Generic-looking message (not personalized, example "Dear Sir/Madam").
- Misspellings or bogus information or links (company or programs that don't exist or from a bank that is not your own).
- Ask for personal information (to include financial).
- Threatening or urgent message trying to panic you into clicking on a link and/or giving out information.
- Directs the user to a non .mil address link.



LEAD Recognized at Redstone VE Awards Ceremony submitted by DOPS

AMCOM's AMRDEC Value Engineering (VE) and Life Cycle Cost Reduction (LCCR) Office hosted their annual AMCOM Value Engineering ceremony to recognize goal achievements in Value Engineering (VE) and Life Cycle Cost Reduction (LCCR) projects.

On Nov. 30, 2016, Letterkenny employees Lawrence Strobel and Wesley Elmore attended the ceremony in Huntsville, AL to receive an AMCOM VE recognition plaque on behalf of Letterkenny Army Depot from Maj. Gen. Douglas Gabram. Letterkenny was the only Army depot to receive this recognition for FY16.

Letterkenny's VE savings for FY16 totaled \$11.5 million from two projects: excess energy savings from ESPC Program and Avenger spare parts cost reduc-

tion. The LEAD FY16 VE goal was \$2.25 million, and LEAD contributed 9.5 percent of the AMCOM FY16 VE overall goal of \$121.3 million (7 percent of \$163.4 million actual). Value Engineering projects capture an unclaimed savings over the duration of three years, typically related to material improvement projects.

Savings from the VE program contribute to overall fiscal year depot goals for savings and are combined with the LEAD Lean office savings. A collaboration across multiple departments and individuals contributes to the success of this program for documenting monetary savings for improvement projects.



Thank you LEAD for consistent teamwork in action!

Larry Strobel, Director of Operations Planning and Support accepts the VE award for Letterkenny from Maj. Gen Gabram at a ceremony in Huntsville.

ISO Surveillance Audit 2017

By Product Assurance

Letterkenny Army Depot (LEAD) will host NSF, International Strategic Registrations, LTD to perform an external Surveillance Audit during May 22-25 2017. NSF provides a set of uniform requirements for multiple management systems including Quality Management System (QMS) and Environmental Management System (EMS). NSF examines the Depot's QMS, EMS and Safety Management Systems (SMS) then analyzes those systems in relation to the International Standards. These standards are based on a number of quality, environmental and safety management principles including a strong customer focus, support of top management, the process approach and continual improvement.

During the audit, NSF examines the principals and processes related to the System Manuals QSM, EMS-A and the Occupational Health & Safety Management System (OH&SMS) Procedure Manual), internal audits, and related documentation for conformance to ISO 9001:2008, ISO 14001:2004 and OSHA 18001:2007 standards. LEAD's goal is to maintain all certifications.

The International Organization Standard (ISO) founded in 1947, is based in Geneva, Switzerland. ISO is the first organization to create standards for manufacturing trade and communications. The ISO 9001 family was designed to assist organizations to ensure they meet the needs of customers while also meeting statutory and regulatory requirements related to the product. The ISO 9001-2008 standard applies to processes that create and control products and services that an organization supplies. It prescribes systemic control of activities to ensure the needs and expectations of customers are met. It is designed and intended to apply to virtually any product or service made by any process anywhere in the world.

A focus on quality management is essential in sustaining business success. With over a million ISO 9001 certificates issued around the world, certification is no longer "a nice to have," but an essential business tool.

For both service and manufacturing organizations, the numerous benefits of a certified ISO 9001 manage-

ment system include: ability to work in industry segments that require or expect certification; improved product, process and service quality; less waste and improved productivity; a focus on customer satisfaction as performance objectives aligned to customer expectations; a competitive advantage in LOOKING TO THE FUTURE.

It is imperative all LEAD employees be aware of and possess knowledge of LEADs QMS, EMS and SMS. Annual mandatory ISO 9001-2008 training for employees (operators) and management is available through TED for all employees. This training provides an overview of LEADs QMS, examples of typical questions asked by an ISO 9001-2008 auditor and tips for your responses.

The Audit will include: interviews with employees and top management; inspection of operations; inspection of documented information and records; and an overall evaluation of the QMS, EMS and SMS by examining internal audits, management reviews, corrective and preventive actions, customer feedback, training assessment and communication.

BENEFITS OF CERTIFICATION

For both service and manufacturing organizations, the numerous benefits of a certified ISO 9001 management system include:

Ability to work in industry segments that require or expect certification

Improved product, process and service quality

Less Waste and improved productivity

A focus on customer satisfaction as performance objectives must be aligned to customer expectations

A competitive advantage in the market

**CELEBRATING
75 YEARS OF
EXCELLENCE!**



AROUND THE DEPOT...

Sign, Secure, Succeed!

Docks are inherently dangerous places for forklift operations. In fact, according to National Institute of Standards and Technology (NIST) seven percent of all forklift accidents occur when a forklift is driven off of the dock.

While lack of attention is a contributing factor in some of these accidents, Trailer Creep and Premature Drive Off contribute heavily to these numbers. Trailer creep occurs when a trailer is not properly secured to the dock. Every time the forklift enters the trailer “creeps” forward until ultimately full separation, and likely an accident occurs.

Premature drive off is a result of truck driver inattention. They simply get in and drive off while the loading/unloading process is taking place.

Trucks at the dock must have a chain or an engaged dock lock securing them to the dock. All trailers must be chocked so as not to allow forward movement. In order to prevent drive off a sign must be placed on the windshield that is able to be read from the driver’s seat of tractor.

Safety First!



LEAD Bobwhite Quail Focus Area by Craig Kindlin, DPW

For those of you that are old enough to remember, Bobwhite quail were once a very common species seen and heard throughout Franklin County and surrounding areas. Their decline in Pennsylvania over the past 30 years was the result of a combination of issues including habitat loss and changes in the agricultural industry. Their designated status today by the PGC is considered extirpated, or no known existing wild populations in Pennsylvania.

In a partnership with the Pennsylvania Game Commission (PGC), a Bobwhite Quail Focus Area (BQFA) has been developed within the boundaries of LEAD to restore this once keystone species. In the past, there have been several great “comebacks” in the wildlife world including several Pennsylvania species. The Bald Eagle, Wild Turkey, Osprey, Beaver, Fisher, and Elk were all species that were for the most part eliminated from the land-

scape in Pennsylvania but through conservation efforts and management each of those species have returned to healthy populations. The goal of the BQFA is to eventually have the same result, a robust Bobwhite quail population not only at LEAD but throughout Pennsylvania where habitat exists.

A Memorandum of Understanding (MOU) between LEAD and the PGC establishes the BQFA as an important component of the overall natural resources management program. A 3,600 acre parcel in LEMC has been established as the BQFA where LEAD natural resources staff and PGC personnel will work to develop 1500 acres of year-round quail habitat. A management plan has been developed in coordination with the National Bobwhite Conservation Initiative, a 26 state-agency group that works to develop and restore quail habitat.

Bobwhite quail prefer a combination of native grasslands, weedy meadows, brushy areas, and some agricultural/food plot areas. Creating this habitat will be accomplished

through the use of prescribed fire, timber harvests and mechanical methods to remove trees and large areas of non-native brush. These habitat changes will not only benefit Bobwhites, but a wide variety of native wildlife including deer, turkeys, woodcock, songbirds and pollinating insects.

The plan is to capture and transfer wild Bobwhite quail from another state and release the birds on site in approximately three years once the habitat is established. Some of the birds will be outfitted with transmitters so that they can be tracked and monitored. The trap and transfer will continue for three years with the goal of establishing a sustainable wild population that can then be spread to other areas of the state.

This is the first time a state wildlife agency has attempted to bring back quail from an extirpated status. LEAD and the PGC will hopefully be setting the course to re-establish the Bobwhite to its home in Pennsylvania.

...EMPLOYEE RECOGNITION

NEW EMPLOYEES



Letterkenny welcomed two new employees on April 17, 2017.

Standing with Mr. Michael Gossard are Alexis Karlick and Michael Modica.

Alexis and Michael are electronic workers in the Directorate of Industrial Operations.



On May 14, 2017, four employees attended new employee orientation. Standing with their supervisors and depot commander Deacon Maddox are: Aaron Culbertson, Thomas Linschoten, David Haynie and Taha Shamshudin



RECENT RETIREMENTS

Jim Pilgrim DPW



Bolivar Leon EEO Office



ZW Curtis TRMD



Eric Riley TRMD



SOLDIER RECOGNITION AT THE DEPOT

Attorney advisor promoted

In front of his family, friends and co-workers, 1st Lt. Michael J. Ball was promoted to the rank of Captain by Depot Commander Col. Deacon Maddox on Friday, May 5, 2017, in the Great Room, Headquarters Building, Letterkenny Army Depot.

“Moving from a lieutenant to a captain means you performed to a certain level and are being promoted based on your potential. This promotion is not a reward; it is an obligation, and I am pleased and honored to be a part of this today,” said Maddox as he removed the old rank from Ball’s uniform. Ball’s father proudly slapped the rank of Captain on his son’s chest.

Maddox then administered the oath of office to the new captain. After reciting the oath, saluting Maddox and

hugging his dad, Capt. Ball acknowledged the round of applause from the group and said, “It feels like I have been waiting for this forever.”

Ball grew up in Corpus Christi, Texas and graduated college with a Bachelor’s degree in history from Trinity University in San Antonio, Texas. In 2014, he received his Juris Doctorate from Tulane University Law School in New Orleans, La.. He joined the Legal staff of the depot in March, 2017.

He was commissioned into the U.S. Army in September 2015 as a Judge Advocate and prior to his current assignment at Letterkenny, he was a member of the 1st Legal Operations Detachment, Team 6, in Austin, Texas. In addition to Pennsylvania, Ball has worked and lived in Alaska and Japan.

He enjoys reading and hiking, home brewing, outdoor grilling, and spending time with his 95-pound black and tan coonhound mutt named Guinness.



Capt. Ball with members of his family at his recent promotion ceremony. Left to right: sister Allison with her daughter Sydney, dad Joseph, Selina, Ball, Col. Maddox, and brother David.

A SALUTE TO OUR WORKFORCE!

THANK YOU FOR A JOB WELL DONE!



January 2017:
LTG Wyche's Avenger visit



February 2017: TPY2 ribbon cutting



Lean 101



February 2017: 3-43 Unit's visit

Scenes around the depot!



April 2017: MG Crenshaw's visit



May 2017: MG Lemaster's visit



...EMPLOYEE SPOTLIGHT

Depot employee qualifies for Sprint Triathlon and Duathlon World Qualification Race

Larry Lane is a DOIM Information Specialist at Letterkenny Army Depot. Larry shared some of his memories of last year's triathlon.

The Sprint distance triathlon (swim 800m/bike 20km/run 5k):

Race Day #1:

Competitors show up to find 40mph wind gusts causing the water to be too dangerous to swim. Swimming is one of my strengths and to say the least I was not happy, but understood.

The race now is turned into a duathlon (run 5km/bike 20km /run 2.5km) according to regulations. This now plays into the hands of the runners, the normal race day jitters are shaken off, once the race starts. The runners take off easily settling into 5min 30sec (5:30) average per mile. I am gambling on being in the third or fourth group of runners that are holding 6:30 average per mile.

I am lucky and found a group of runners that were keeping this pace. The group of us complete the 5km and head into transition to grab our bicycles. We are in the middle of the field of racers. If any one of us want to make the team we will need to race our hearts out on the bike.

The group knows what is at stake, 10 slots for our perspective age brackets. We work together to pull back all the groups except for the lead group. Our group of riders expanded to a group of 20 coming into the final transition and we are all gunning for a slot in their perspective age bracket.

I know the lead group is comprised of five people in my age ahead of us. I did a quick transition and took off knowing I have a chance of making the team if I can stay in front of five people in my age bracket. I am a weak runner, but 2.5 km is a little less than 10 minutes of pain. It is time to dig deep.

The final stretch, full sprint to cross the finish line. I unofficially made the team with an 8th place finish in my age, now wait for any penalties. A couple hours later, I find out the final result 8th place.

Now, remember, I have a second day, no celebrations, time to get ready to do the exact same race tomorrow (the duathlon).



Race Day #2:

I am sore but knowing I have already made the team I have nothing to lose. This day I was able to repeat nearly the exact same times, but because other are sore from the day before I moved from an 8th place finish to a 3rd. My weakest event and I am getting a bronze medal.

Now that the races are over and I have accepted both Duathlon World Championships in Canada and Triathlon World Championships in Netherlands, it is time to reflect on the season.

This year has been a hard fought battle, but I came out with the victories I desired the most. I get to represent the USA for another year in two separate races and in two different countries.

...COMMUNITY BULLETIN BOARD

WHAT: 2nd Annual Franklin County Veterans Affairs Golf Tournament 4-personal scramble \$90 entry fee per person
WHEN: Friday, June 9, 2017, 9:00 a.m. shotgun start
WHERE: Whitetail Golf Resort
CONTACT: Franklin County Office of Veteran Affairs, 717-263-4326

WHAT: Relay for Life Car Show Pre-registration fee: \$8
WHEN: Saturday, June 17, 2017
WHERE: McConnellsburg High School
CONTACT: Michelle Deshong, 717-816-3419

WHAT: Mongul Church Car Show (also crafts and vendors)
WHEN: Saturday, June 17, 2017, 8:00 a.m.
WHERE: Roxbury Lions Club
CONTACT: visit their web page for all the details on how to register @ www.mongulchurch.com

Promote your event by going to the KennyLetter's sharepoint site and submitting the information about your event!

We'll help get the word out!



SIGN UP FOR THE BIKE/RUN/WALK EVENT TO BE HELD ON MONDAY, 17 JULY!!!

Start time for the 5-mile bike ride, 2-mile run, and 1-mile walk is 0730! The sign in/registration area will open at 0630 at Building 3297 (test track).

Deadline to pre-register is Thursday, 15 June 2017. Pre-register by signing up via Sharepoint's main page. Pre-registration is strongly encouraged and guarantees that you will receive the correct size t-shirt; however, registrations will be accepted the morning of the event.

NOTE: The Run/Walk/Bicycle Wellness event is open to Letterkenny DAC and Letterkenny military personnel only.

We heard you. You want the KennyLetter published again on a regular basis. ***We are committed to honoring that promise.***

We want to feature news about the depot AND about you. What is going on in your life? Recently receive a college degree or professional certification? Let us know. Celebrating a marriage milestone or birth of a child, grandchild, great-grandchild? Tell us.

You catch that three-foot catfish, bag that 10-point buck, down an 800-lb black bear? Tell us about it. Hobbies? Let us know. Own your own business? Tell us about it. Just take the vacation of your dreams? Share it with us. Member of a sports team, band, etc., Tell us. Selling your house, car, boat?

Provide us the info and we will include it in the KennyLetter. Submissions are due to the PAO by 15th of each month. Command reserves the right to edit or refuse inappropriate submissions.

The KennyLetter's sharepoint site is located under the CMD tab, Public Affairs, along the left side of the screen, below the site links box, click on KennyLetter, follow the screen shots!

The screenshots illustrate the process of submitting an article to the KennyLetter. The first screenshot shows a SharePoint list titled 'KennyLetter Submissions' with columns for Title, Submitted By, Category, and Status. The second screenshot shows the 'KennyLetter' article submission form, which includes fields for Title, Submitted By, and Category, and a list of categories such as 'Around the Depot', 'Depot Spotlight', 'Employee News', 'Wellness', 'Community Page', and 'Other'. The third screenshot shows the 'KennyLetter' article page, which features the U.S. Army logo, the title 'KENNY LETTER', and a list of site links.