

## Management Structure Review Study Completed

The consultants who have been studying our organizational structure have completed their work. In general, they determined we were well structured to accomplish our educational mission and to meet our visitors' and guests' high expectations.

All organizational changes as a result of the study have been made. "I am gratified that through attrition and internal realignment, these changes were made with only minimal impact on the employment status of our employees," said president Longworth.

"The Management Structure Review process has introduced an important organizational discipline," added Mr. Longworth. "We must continue to examine opportunities to increase spans of supervisory control while decreasing the number of levels within the organization. Our goal is to flatten the organization and to have a structure that enables management to stay in close contact with our employees and customers."

## Sickle Cell Anemia...it's not just a "black persons disease"

Were your ancestors originally from the Mediterranean countries of Greece, Sicily, Turkey, Iran or Spain or the Asian countries of Indonesia, Vietnam or the Philippines, India or Africa?

In the United States, most cases of sickle cell anemia occur among blacks and hispanics of Caribbean ancestry. About one in every 400 to 600 blacks and one in every 1000 to 1500 hispanics inherit the disease.

If you fall under any of these categories, you are invited to participate in the free sickle cell screening on **Tuesday, November 8** at the Lodge in Room B from 5:30 to 8 p.m. This free screening will be provided to CW employees, retirees, and family members. The procedure is very fast and simple. Blood is drawn from the arm and processed. The Sickle Cell Anemia Association of the Peninsula, a United Way Agency, provides the screening, notifies anyone who tests positive, and handles the counseling and referral process. All information is confidential!

If you have questions or concerns, call Sue Houser at ext. 7029.

## VITA is calling all volunteers!

VITA stands for Volunteer Income Tax Assistance Program--a free in-house service provided by CW and we need volunteers!

All volunteers are trained to prepare simple federal and state tax

returns. You will learn basic changes in the tax law. You will meet employees from all over the organization. You will be challenged to help employees complete their tax returns to their best advantage and still meet governmental obligations.

Approximately 16 hours of Federal Income Tax training will be scheduled. One complete session is planned for early December and a second separate session is planned for early January. You can attend either or both sessions. Approximately three hours of State Income Tax training will be scheduled for mid-January. The Internal Revenue Service and Department of State Taxation are providing the training.

We ask for a minimum of twenty hours of preparation time from each volunteer from the beginning of February through mid-April. We saved fellow employees over \$10,000 in tax preparation fees alone last year.

Questions? Concerns? Call Sue Houser at ext. 7029 for more information.

## Report ALL wages to the VEC

If you receive unemployment compensation benefits, the Virginia Employment Commission (VEC) **requires** that you report **all wages** on a weekly basis.

These wages include cash tips, service charges, banquet income, regular wages, commissions, bonuses, back pay, severance pay and any other payments made by an employer. When your initial claim is filed with the VEC, they will explain how to report these wages.

If you need more information, contact Iris Diggs, ext. 7047 or Ed Joyner at ext. 7043.

## "Cry Witch"

A special employee showing of "Cry Witch" is scheduled for November 1 at the Capitol Building General Court. This program dramatizes the inquiry of the charges of witchcraft brought against Grace Sherwood in 1706. It allows the audience to question the witnesses, weigh the evidence, and determine the guilt or innocence of the woman that was known as the "Virginia Witch."

Showings are at 7 and 8:30 p.m. and seating is limited. Call Donna Whalen at ext. 7118 for tickets and information.

Sponsored by the Hospitality and Courtesy Committee.



### How our messenger service works...

Office Services has two chauffeur/messengers on staff to provide messenger service as required by the Foundation's executive branches. Other offices may request a messenger on a first-come, first-served basis to take a special item anywhere in the Foundation providing that the mail service cannot handle the request in their daily runs.

Mail is delivered throughout the Foundation twice daily; therefore, anything picked up in the morning's mail is delivered the afternoon of that same day. Messengers pick up and deliver all completed work at Multilith at 10:30 a.m. and 3 p.m. **daily**.

Items addressed to locations on the campus of the College of William and Mary should be placed in standard envelopes and addressed for delivery by the U.S. Postal Service.

Heavy parcels--over 30 pounds--or equipment are not normally picked up by the messenger service. Special arrangements should be made for pick up of these items through the Main Warehouse, ext. 2051, or by submitting a Request for Work Order, Form 70, to the support section of Building Maintenance.

Office Services also provides chauffeur service for business trips to/from airports in Newport News, Norfolk, Richmond or Washington, DC. If overtime will be required, please provide the proper charge number from your department.

### Help! We need interoffice envelopes!!

Do you have a stack of interoffice envelopes cluttering your office? Send them to Amanda Drew, Travel Marketing, Boundary Street. She needs these envelopes to keep our interoffice mail moving!

### Sale! Sale! Sale!

The Lodge Gift Shop is having a sale on Wedgewood Queensware (creamware)!! It started on October 10 and will run through November 26. The savings are 30% **plus** your employee discount! Hurry, as supplies are limited!

On October 22, Carol Yupp of Southern Art Works, will be at the Lodge Gift Shop demonstrating decoy painting from 8 a.m. to 5 p.m.

### Products Division Photography Contest

The second annual Products Division Photography Contest is open to employees and dependents. The winners will have their photos published in the 1990 CW wall calendar and get 10 free copies.

Please submit color slides of CW in all seasons. The slides must be horizontal in format and no more than four slides per season can be submitted. Mark your name and address on each slide so that they may be returned.

Send your slides to Gail Burger, Product Manger, Travis House.

Winners will be announced in November!

### Gun Club wants to make a bang!

An organizational meeting of the CW Gun Club will be held Thursday, October 27 at 6:30 p.m. in the Personnel Training Building, Room A.

Employees, retirees, and spouses interested in marksmanship and forming a skeet/trap/target--rifle/shotgun/pistol, black powder or modern shooting range are invited to this meeting!

Questions? Concerns? Call Sue Houser at ext. 7029!

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**The "Extra" is published twice monthly by Human Resources Development. Deadlines are 5 p.m. the first and third Thursdays of each month. Our next deadline is October 20, 1988. Call Heidi Moore at ext. 7121 for assistance. Send announcements to "CW News Extra", Room 245, FSO. We do not take listings by phone.**