



# Guidon

Thursday, January 11, 2024

Fort Leonard Wood, Missouri



## MSCoE CG and CSM Send: MLK Day is a chance to serve your community safely

On Jan. 15, we will honor the life, legacy and achievements of Martin Luther King Jr., who was at the forefront of the American Civil Rights movement. Under King's inspiring leadership, Americans nonviolently fought for the ideal that all men are created equal and that everyone, regardless of race, should be treated with dignity and respect.



## A look back at Fort Leonard Wood in 2023

2023 at Fort Leonard Wood was a year of changes, successes and improvements. Here are 23 of the top stories from 2023.



## High School students experience Soldier life for a day

Students from Summersville High School visit Fort Leonard Wood to catch a glimpse of what their future Army careers could be like.



## SNAIR helps Fort Leonard Wood drivers deal with winter weather

With winter weather always a concern in Missouri from November through March, travelers and commuters need to know the latest conditions before hitting the roads. The installation's snow and ice removal program — referred to as SNAIR — has various methods in place to keep people informed of treacherous travel and weather-related information.

Read these stories and more at <https://www.army.mil/paowood>.



## OPSEC Awareness Month: Preventing and Reporting Unauthorized Disclosures

Good Operations Security practices help us avoid UD or leaks of non-public information, which is crucial to maintaining our nation's security, personnel safety and public trust.



## New year, new financial front: Army bolsters financial readiness for Soldiers and families

The U.S. Army is reinforcing its commitment to the financial well-being of its Soldiers and their families through enhanced resources and educational programs.



## Stay Safe and Healthy in Winter

Winter storms and cold temperatures can be dangerous. Stay safe and healthy by planning ahead. Prepare your home and vehicles. Prepare for power outages and outdoor activity. Check on young children, older adults, and the chronically ill.



## Trainees on post spend the holidays with their newly acquired Army family

Not all the service members attending training on Fort Leonard Wood made it home for Holiday Block Leave, but that doesn't mean they didn't have a merry time. From movie nights to aquarium visits, the service members in training were kept busy by their hold-over company.

### NEWS BRIEFS

#### DEERS ID card office closure

The Defense Enrollment Eligibility Reporting System ID card office in Bldg. 470 will be closed Jan. 11 to 16, and under limited operations Jan. 17 to 19. Normal office hours will begin Jan. 22.

#### FMMP January discussion

Fort Leonard Wood's Female Mentorship and Morale Program will host a discussion from 11:30 a.m. to 1 p.m. Jan. 16 in Thurman Hall, Room 1522 regarding financial goal setting. All genders, ranks, branches and civilian employees are invited to bring a lunch

and attend. Click [here](#) for details on the FMMP.

#### Veteran of the Year nominations

Nominations are now being accepted for the 2024 Fort Leonard Wood Veteran of the Year, to be honored during Retiree Appreciations Days later in the year. Nominees must be retired at least 10 years, currently living in the Fort Leonard Wood community, and have distinguished military service and continued distinguished service in the community after retirement. Nominations are due by Feb. 1, and

may be emailed to [camilah.l.jefferson.civ@army.mil](mailto:camilah.l.jefferson.civ@army.mil) or physically mailed to Retirement Services, P.O. Box 614, Fort Leonard Wood MO, 65473. Call 573.596.0413 for details.

#### National Prayer Breakfast

Fort Leonard Wood leaders will host the National Prayer Breakfast event from 7 to 8:30 a.m. Feb. 13 in Nutter Field House. The guest speaker is Chaplain (Brig. Gen.) William Green, deputy chief of Army Chaplains. Call Chaplain (Capt.) Shakeer McNair at 573.528.6028 for details.

Past issues of the eGuidon are available [here](#).



# DIGITAL GARRISON

– keeping military communities connected!

The Army's Digital Garrison mobile app is a one-stop source of information for military communities.

It's free and available at the [Google Play](#) and [Apple](#) stores.

## Spouse Resource Center set to open Jan. 30



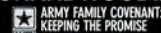
Photo by Melissa Buckley, Fort Leonard Wood Public Affairs Office

A grand-opening ceremony for Fort Leonard Wood's new Spouse Resource Center is scheduled for 10 a.m. Jan. 30 on the second floor of Bldg. 470, in Room 2222. The center – which will be operated by a team made up of experts from the Transition Assistance Program and the Truman Army Education and Personnel Testing Center – will be open 8 a.m. to 4 p.m. Monday through Thursday (closed Fridays and federal holidays and observances) to provide Fort Leonard Wood military spouses opportunities to network, acquire new skills and learn more about area resources, on and off the installation. More information on the center is available by calling 573.596.8804, or by [email](#).



## MWR Events & Specials. Just For You.

ONLINE AT [LEONARDWOOD.ARMYMWR.COM](http://LEONARDWOOD.ARMYMWR.COM)



# Winter BOUNCE

JAN 20

11AM-3PM

Davidson Fitness Center



Jump into the new year with Outdoor Adventure Center!  
\$5 per child, age 1-13.  
Preregister online til Jan 20.

# HAPPY FIT YEARS

JAN 20, 9AM

Join us for a fun fitness party and sample a variety of the classes we provide!

\$7 advanced registration at Davidson Fitness Center  
\$10 registration day-of event.

Davidson Fitness Center, 1300 S. Dakota Ave.

573-596-4359

## CHILD & YOUTH SERVICES IS NOW HIRING!



JAN 31  
SCHOOL AGE CENTER  
BDG 616

SCAN THE CODE TO APPLY!





Joyce Stevens, Freedom of Information Act officer



Benjamin Richardson, ASD chief

**How would you explain what this office does for the Fort Leonard Wood population?**

We help the community wherever they need it. We are all about customer service — Army records, publications, forms and regulations, official mail and FOIA requests. We are a small group that provides a big service for the installation.

— Earlene Bennett, management assistant (not pictured)

We control all the mail that goes to the Soldiers, units and commanders — that is incoming and outgoing official and personal.

— Anita Williams

**What do you like most about your Army civilian career?**

My mom was a Soldier. I always think about how I can best assist Soldiers, because that was my mom. From inprocessing to retiring, that has always been my kind of motivation, to take care of Soldiers, their families and the other civilians who serve Soldiers. I am a tech person at heart, but I feel a strong desire to take care of others.

— Benjamin Richardson

We are all helpful. People often come to us for things outside our office's scope, and we make sure they know where they need to go for the help they are seeking.

— Anita Williams

Q & A

**DIRECTORATE OF HUMAN RESOURCES**

**ADMINISTRATIVE SERVICES DIVISION**

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*Administrative Services Division employees provide oversight, training and guidance for the Document Management Program in record-keeping, Army addresses, correspondence preparation, office symbols, official mail and distribution, forms, and Freedom of Information Act and Privacy Act requests.*



Anita Williams, official mail manager

**How many customers do you serve each year?**

Thousands. We have people coming in, calling and emailing us for help. We have more than 150 agencies we serve on post. We also teach classes on the Army Records Information System and official mail. We do official mail training once a month, coordinated with the Drill Sergeant Orientation Course. There are a lot of dos and don'ts for mail clerks handling official mail. They have to take an exam and become certified to touch the mail.

— Benjamin Richardson

**When customers call with a FOIA request, what are they looking for?**

Records. We provide records. We are an open government, nothing is hidden. We can provide it as long as it doesn't have personal identifiable information on it — if it does, we have to redact it. We don't have the records, but we process the request and send it to the correct agency. The agency provides the record, then we work with headquarters to determine if we are able to release it.

— Joyce Stevens

**Is there anything else you would like to add?**

I have been contacted several times by Soldiers after they leave Fort Leonard Wood. They know we will try our best to find them an answer.

— Earlene Bennett

Click [here](#) to nominate a Fort Leonard Wood civilian employee or organization for recognition.