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NAVAL SUPPLY SYSTEMS COMMAND

FLEET & INDUSTRIAL SUPPLY CENTER SAN DIEGO

Volume 21 No. 3 March 2003

# NAVSUP releases Transformation Communication Survey results

*It is first important to note this was not a random survey; responses are from only those people who chose to take the survey. Consequently the results are reflective only of a subset of the workforce.*

More than 1,100 responses to the first NAVSUP Transformation Communication Survey were received and the responses were generally good. On a 1-5 scale, most responses were in the 3+ area. Responses were received from all NAVSUP activities involved in the transformation effort. Both civilian and military personnel participated. More than 300 of those responding chose to send comments. The percentage of individual activity workforces participating varied from 2 percent to 50 percent, with the mode being about 30 percent.

The majority of employees believe they understand why NAVSUP is transforming. At FISCSD, supervisors are doing a good job as front line communicators and employees feel they are getting the opportunity to express their concerns.

Claimancy wide, the greatest level of concern was the personal impact of transformation. Compared to employees at other activities, the majority of FISCSD respondents agreed strongly that they were getting the answers they need and that the command is interested in the impact transformation may have on them.

Although the effectiveness of the videos varied from command to command, FISCSD employees found the videos helpful and informative.

Another survey will be conducted March 17-24 to measure the progress made toward improving communication and to determine if employees feel current communication efforts are effective.

NAVSUP TRANSFORMATION COMMUNICATIONS SURVEY SUMMARY

Count	Questions	Mean	0	20	40	60	80	100	Wkn	Neu	Str%
1195	I understand why we are transforming NAVSUP.	3.49							19.6	25.9	54.5
1197	My supervisor is keeping me informed about transformation.	3.54							21.7	22.8	55.5
1191	I am getting the answers I need to my transformation questions.	3.02							32.9	31.1	36.0
1101	I have received a thorough explanation of my Separation Incentive Pay and Voluntary Early Retirement Authority (SIPVERA) options. (for civilians only)	3.44							23.3	23.0	53.8
1194	My command is providing me the opportunity to express my concerns regarding transformation.	3.32							25.7	26.5	47.8
1171	I find RADM McCarthy's videos helpful in keeping me informed regarding NAVSUP priorities.	3.03							31.8	31.9	36.4
1185	I feel my command is interested in the impact transformation may have on me personally.	3.06							32.6	29.9	37.6
*****	Grand Mean	3.27							26.8	27.3	45.9

Weaknesses (Wkn) Neutral (Neu) Strengths (Str)

5 FEB 03 - 12 FEB 03

NAVSUP TRANSFORMATION COMMUNICATIONS SURVEY - FISC SAN DIEGO

Count	Questions	Mean	0	20	40	60	80	100	Wkn	Neu	Str%
57	I understand why we are transforming NAVSUP.	3.77							8.8	31.6	59.6
57	My supervisor is keeping me informed about transformation.	4.00							8.8	22.8	68.4
55	I am getting the answers I need to my transformation questions.	3.64							16.4	25.5	58.2
54	I have received a thorough explanation of my Separation Incentive Pay and Voluntary Early Retirement Authority (SIPVERA) options. (for civilians only)	3.43							27.8	20.4	51.9
56	My command is providing me the opportunity to express my concerns regarding transformation.	3.63							14.3	32.1	53.6
56	I find RADM McCarthy's videos helpful in keeping me informed regarding NAVSUP priorities.	3.77							16.1	21.4	62.5
57	I feel my command is interested in the impact transformation may have on me personally.	3.70							15.8	29.8	54.4
56.0	Grand Mean	3.71							15.4	26.2	58.4

Weaknesses (Wkn) Neutral (Neu) Strengths (Str)

5 FEB 03 - 12 FEB 03



## Captain's Call

I would like to thank all of our supervisors for their effective efforts to get the word out about transformation. Supervisors recently attended a one-day training session on risk communication. Risk communication provides strategies to help guide communication between management and the workforce during difficult periods of organizational change, as well as to help improve communications with customers. The principles of risk communication specifically focus on communicating effectively in high concern, sensitive or controversial situations.

The NAVSUP Transformation effort requires continual communication between supervisors and employees in order to keep everyone informed. The transformation impacts many of our key functional processes and directly impacts some of our employees.

From the positive results of a recent NAVSUP communication survey, it is clear to me that our supervisors are using the Transformation Update I send out weekly and discussing transformation specifics with employees on a periodic basis. In the anonymous NAVSUP survey, 68.4 percent of FISC San Diego employees strongly agreed that their supervisor is keeping them informed about transformation. I find this very encouraging. Additionally, 62.5 percent of employees strongly agreed that RADM McCarthy's videos are very helpful. The admiral completed his fourth video and I look forward to presenting this to you during the next round of Captain's Calls.

In the meantime, if you have any questions, concerns or issues related to transformation, please forward them to me via your chain of command, or use the *Employee Comments/Questions*



button in the gray bar area at the bottom of the Employee Extranet Web site at <https://Extranet.sd.fisc.navy.mil>.

*R. E. Berube*

### The Network

The Network is an authorized publication published monthly for the employees of the Fleet and Industrial Supply Center San Diego and its sites.

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*The Navy and Marine Corps Relief Fund Drive runs from March 1-31. CAPT Harry Davis, SIMA's SK2 Horatio Green, SK1 Rod Ridenour, and SK2 Teodora Tapia, and CAPT Ray Berube, met for the kick-off on Feb. 19. See related article, "Taking care of our own," on page 9.*



**Got an idea  
for The  
Network?**

We want to know what you'd like to see in future issues of the Network!

Send in your suggestions, story ideas, and photos to:

[susan\\_a\\_civitillo@sd.fisc.navy.mil](mailto:susan_a_civitillo@sd.fisc.navy.mil)

# FISCSD employees reminded to be vigilant and aware during time of heightened security

**Susan Civitillo**  
FISCSD Public Affairs

**P**amela Watson, Code 123, reported to her supervisor the following phone conversation she had on Jan. 15:

"I'm calling to let you know we have some trucks in the area and wonder if you have anything we can help you with," said the caller.

"Not at this time," replied Watson.

"Got any unit moves coming up?" questioned the caller.

"No, but even if I do, I won't discuss those over the phone," Watson said.

"Why not?" pressed the caller.

"This is not a secure line and we don't discuss unit moves. That would be secure information and this is a security-conscious office," Watson explained.

The caller got annoyed and hung up.

There were several things about the phone call that made Watson uncomfortable. She explains, "Anyone routinely dealing with a military installation should realize that by not discussing sensitive moves on the phone, I'm trying to protect information and possibly lives. No reliable carrier has ever asked me if I have any unit moves coming up. This was not right and gave me a bad feeling."

Watson's vigilance and "trusting her instinct" that something was not right is exactly what all FISCSD employees are being asked to do during this time of heightened security according to Larry Caldwell, FISCSD security manager. "Security has a lot to do with common sense," explains Caldwell. "Be aware of your surroundings."



*Pamela Watson, Code 123, reported a suspicious phone call she received on Jan. 15 to her supervisor, "No reliable carrier has ever asked me if I have any unit moves coming up. This was not right and gave me a bad feeling."*

Caldwell offers these safety tips for FISCSD employees to follow:

\*If you observe something unusual or notice suspicious people around one of the military bases, contact the local installation security office where you work or observe the activity. At Broadway Complex, call 532-1911 or the Region Dispatcher at 524-2030.

\*Leave home earlier on your way to work because traffic might be more congested and prepare to have your vehicle inspected as the threat level increases. If you have anything in your vehicle you think you shouldn't have, remove it.

\*Keep your vehicle decal and employee badge current. If either has expired and you attempt to enter a military installation, you may be denied access.

\*Employees are advised not to wear their employee badge outside the installation. Advertising government status should be minimized.

The Department of Veterans Affairs released a two-page brochure on Personal Emergency Preparedness to assist employees and their families in planning for potential incidents and to enhance their capacity to manage potential risks. It suggests the following items everyone should include in an Emergency Supply Kit:

- \*Battery powered radio, flashlights, and batteries
  - \*Whistle
  - \*First aid kit and manual
  - \*Extra set of keys
  - \*Extra pair of glasses
  - \*Copies of documents (medical cards, passport, bank account numbers, insurance policies, birth and marriage certificates and names, addresses and telephone numbers of doctors)
  - \*Water (1 gallon per person per day)
  - \*Food (canned, no-cook, packaged snacks)
  - \*Vitamins
  - \*Manual can opener
  - \*Cash and credit cards
  - \*Change of clothing, rain gear and sturdy shoes
  - \*Blankets or sleeping bags
  - \*Fire extinguisher
  - \*Large plastic bags for trash, waste, and water protection
  - \*Toilet paper and paper towels
  - \*Personal items
  - \*Cell phone and charger
- Caldwell suggests employees go to the following Web sites to find additional information of value to them and their families: [www.fbi.gov](http://www.fbi.gov); [www.ready.gov](http://www.ready.gov); [www.homelanddefense.org](http://www.homelanddefense.org); [www.citizencorps.gov](http://www.citizencorps.gov); [www.fema.gov](http://www.fema.gov); [www.twotigersonline.com](http://www.twotigersonline.com); [www.usps.com/postalinspectors/](http://www.usps.com/postalinspectors/); [www.terrorismanswers.com](http://www.terrorismanswers.com); [www.consumer.gov/idtheft/](http://www.consumer.gov/idtheft/); and [www.ncis.navy.mil](http://www.ncis.navy.mil).



## Cynthia Schilling



**Occupation:** FISCSD travel coordinator.  
**Birthplace:** Amherst, Ohio (Cleveland area).  
**I graduated from:** US Army Administration Specialist Course.  
**What brought me into civil service:** After my discharge from active duty Army at Ft. Ord in Monterey, Calif., I accepted a position in HRO at Naval Postgraduate School in Monterey.  
**Hobbies:** Critiquing karaoke singers and pool players.  
**Nobody knows I am:** Going to win the super lottery...soon.  
**Pet peeves:** Kids misbehaving in a public establishment and phone hang-ups.  
**If I could, I would change:** The way we provide foreign aid to other countries and concentrate more on the problems in America - charity starts at home!  
**Secret to success:** Don't procrastinate.  
**If I could do it over, I'd:** Focus more on education and personal development.  
**I'd give anything to have met:** Mae West ("Come up and see me sometime").  
**I've never been able to:** Keep up with the ever changing fashions of the world.  
**The last good book I've read:** "Knowing Better Blues" by Julie Agarwal.  
**Favorite quote, motto or phrase:** May the saddest day of your future be no worse than the happiest day of your past.  
**Favorite singer/group:** Sade.  
**I wish I could stop:** Aging.  
**The one thing I like best about myself:** My keen sense of humor and wittiness.  
**I am most proud of:** Surviving the many obstacles along life's journey.  
**One of my most embarrassing moments:** When I won second place in a karaoke contest and there were only two contestants.

## TSP catch-up contributions to start in July

**Brian Friel**

GovExec.com Today

Federal employees age 50 or older will be able to put extra money in their 401K-style Thrift Savings Plan accounts beginning in July, the board that runs the TSP announced recently.

The change will allow employees over the age of 50 to contribute up to \$2,000 more per year than the standard limit on TSP contributions. The standard limit per pay period is 13 percent of pay for Federal Employees Retirement System employees and 8 percent for Civil Service Retirement System employees, up to an annual limit for 2003 of \$12,000. With the so-called "catch-up contributions," employees age 50 or older could contribute as much as \$14,000 this year to their TSP accounts.

TSP contributions are withheld from employees' paychecks before taxes are.

To read the full story go to <http://www.govexec.com/dailyfed/0203/021803b1.htm>.

## Bush signs 4.1 percent pay raise into law

**Tanya N. Ballard**

Despite reservations about its allotment for homeland security first responders, President Bush recently signed into law a \$397.4 billion fiscal 2003 omnibus spending bill that included a 4.1 percent civil service pay raise for 2003.

The long-awaited 4.1 percent raise for white-collar civil servants will be retroactive to the first pay period of 2003, though employees won't immediately see the extra money in their paychecks. The President's Pay Agent—a group consisting of representatives of the Office of Personnel Management, Office of Management and Budget, and Labor Department—must first decide how to divide up the funds and make a recommendation to the president.

The legislation also included language supporting military-civilian pay parity. Congress gave military service members a 4.1 percent average pay raise for this year in the fiscal 2003 Defense Authorization Act approved in November.

## U. S. Savings Bonds minimum holding period now 12 months

The Department of Treasury recently announced that the minimum holding period for Series EE and I bonds has been increased from six to 12 months as of Feb. 1, 2003.

This change means people who purchase EE or I bonds on or after Feb. 1 must wait one year before they may redeem those bonds. People who purchase bonds will receive a notification of this new policy with their bonds until the preprinted bond stock that incorrectly states the previous holding period is used up.

More information is available at <http://www.savingsbonds.gov>.

## Winning the lottery for life

**Journalist 1st Class (SW/AW) Steve Bansbach**

Naval Reserve Readiness Command Northeast

When people think of winning a lottery, dreams of millions of dollars run through their head, but when Command Master Chief (AW/NAC) Earl Galloway, attached to Naval Reserve Center, Fort Dix, N.J., won the lottery, it was a lottery to save a life. With chances of 1 in 300,000, Galloway was the match to be a bone marrow donor for someone with chronic leukemia.

An estimated 30,800 children and adults in the United States are diagnosed each year with leukemia, aplastic anemia or other fatal blood diseases, but the Navy has been at the forefront fighting these diseases.

The Navy has been a pioneer in transplantation for more than 40 years as part of a commitment to develop and deploy improved casualty care. Because of the biomedical expertise in the Department of the Navy, the DoD has played a vital role in the development of this life saving national program.

In 1996, Galloway was assigned to Patrol Squadron (VP) 91, Moffett Federal Airfield, Calif. He decided to donate a test tube of blood thinking nothing would ever come of it. "It was six years ago that I donated. In fact, I forgot about donating the blood until they called me. It was a complete surprise."

The process starts small, but it can reap big dividends. It all begins with a brief and a small sample of blood is drawn. Analyzed samples are then stored in a database for potential matches for organizations around the world.

Initial notification for Galloway came in April of 2002, while assigned to the Helicopter Combat Support Special Squadron 4 "Redwolves" in

### Fred Dini's daughter, Chiara, needs your help

LT Fred Dini, a former Code 200 contract specialist now assigned to SPAWAR, has a six-month-old daughter, Chiara, who needs your help.



the Bone Marrow Registry on a walk-in basis, and testing is free. The actual test takes only about five minutes and involves a very

small amount of blood being drawn. Chiara has been diagnosed with Juvenile Myelomonocytic Leukemia, a rare form of leukemia with no effective treatment yet. The best hope for her survival is a bone marrow transplant.

The number to the San Diego Blood Bank, 440 Upas Street (corner of 5<sup>th</sup> Ave.) in Hillcrest is (619) 296-6393 ext. 295.

Her two-year old sister, Giulia, had a 25 percent chance of matching Chiara's bone marrow type, the best chance of anyone, but she was typed and did not match. Now a match for her has to be found from an unrelated donor, but the chances of finding a match are very small.

Two Web sites with a lot of information about the registry and bone marrow typing are [www.marow.org](http://www.marow.org) and [www.dodmarrow.org](http://www.dodmarrow.org).

The Dini's are asking for your help in finding Chiara a match by being HLA-typed and joining the National Bone Marrow Donor Registry. Even if you've been refused as a blood donor, you may be able to join this registry.

Please consider being tested. Even if you don't match Chiara, your type will be listed in the national registry and may help save someone else's life in the future.

The San Diego Blood Bank (all locations) conducts HLA-testing for

Norfolk, Va. Once identified as a potential match, the program assigns a coordinator who guides the volunteer throughout the entire process.

Following a complete physical at Georgetown University, the transplant date was set for Jan. 6, 2003, at the C. W. Bill Young Marrow Donor Center. The center provides for all of the medical and logistic support for DoD personnel who wish to volunteer for the possibility of donating marrow to help save the life of a stranger. The program will also make accommodations for travel and pay to have a friend or family member accompany the donor during the procedure.

Confidentiality is the utmost concern for the program. All information between the donor and recipient coordinators is done by numbers. The only information given to the donor and recipient is age and gender. Galloway learned his recipient is a 40-year-old woman, however, through a program coordinator, donors do get progress reports on how well the patient is doing. After the surgery, Galloway learned that the recipient is doing well and is on her way to a complete recovery. After a short convalescent period, Galloway returned to full duty.

# Bush administration releases FY 2004 DoD budget

## Special release from the Department of Defense

President George W. Bush recently released details of his fiscal year (FY) 2004 Department of Defense (DoD) budget. The budget requests \$379.9 billion in discretionary budget authority - \$15.3 billion above FY 2003.

The FY 2004 DoD budget is the first to fully reflect the Bush administration's new defense strategy, which calls for a focus on the capabilities needed to counter 21st century threats such as terrorism, rather than on specific regional dangers or requirements.

The central theme of the new budget is "Meeting today's threats while preparing for tomorrow's challenges." The budget establishes a balance between near-term and longer-term demands - in FY 2004 as well as over the 6 years covered by the FY 2004-2009 Future Years Defense Program (FYDP). The budget funds strong support for:

- Winning the global war on terrorism
- Sustaining high quality people and forces
- Transforming the U.S. military and defense establishment

The budget reflects Defense Secretary Donald Rumsfeld's insistence on realistic funding for all DoD programs. By making tough, strategy-driven decisions, the department has established a program that can be executed with the funding projected in the President's budget.

In the FY 2004 budget, the department continues to acquire capabilities critical to the war on terrorism. FY 2004 initiatives for force protection and combating terrorism include intrusion detection systems, blast mitigation measures, chemical and biological detection equipment, personal protection gear, waterside security enhancements, harbor patrol boats, regional command systems, mass notification systems and

initiatives to restrict access to DoD installations.

The FY 2004 budget continues the President's commitment to take good care of military personnel, which is critical to U.S. security - both near-term and long-term. The budget will:

- Fund a range of military pay increases from 2 percent up to 6.25 percent, targeted by rank and years of service.
- Reduce out-of-pocket housing costs from 7.5 percent to 3.5 percent for personnel living in private housing. These costs are scheduled to drop to zero in FY 2005.
- Keep the department on track to eliminate inadequate family housing by 2007 - except for four stateside Air Force installations (complete in 2008) and overseas Air Force installations (complete in 2009).
- Provide \$15.3 billion for the Defense Health Program, \$0.5 billion above FY 2003.

The budget reflects ongoing major changes to the department's combatant commands - aimed at strengthening warfighting preparation and execution. Improvements include:

- Establishing the Northern Command to consolidate homeland defense missions
- Creating a strategic plan for transforming DoD training to meet combatant commander requirements, linking readiness reporting to create a joint national training capability
- Enhancing roles for the Joint Forces Command to improve joint operations and training
- The Merger of Space Command and U.S. Strategic Command

In DoD budgets, military transformation is reflected primarily in investment programs. Through such funding, new military systems are being developed and fielded, achieving a new portfolio of military capabilities to decisively combat the full spectrum of

threats to U.S. security. A key objective for this new portfolio of capabilities is to provide alternative means for meeting near-term needs and encourage competition for fulfilling future missions.

New 21st century threats and realities demand new ways of thinking and operating for the DoD. The department made significant progress doing this the past two years, but problems persist.

Some actions can and will be taken by the Department itself - such as further changes to internal processes and management. But other needed actions require congressional approval.

To that end, the Bush administration is considering DoD proposals to achieve greater flexibility in adapting civilian and military personnel management systems to mission needs, in managing its budget, overhauling acquisition processes and other initiatives.



## Wyndham offering discount coupons

Wyndham hotels, as part of a settlement of a lawsuit in the State of California concerning unauthorized energy surcharges, are offering a \$15 per room per night discount to guests who stayed in Wyndham California Hotels between Nov. 1, 2000 and Dec. 1, 2001. To the extent that the energy surcharge was paid by the government, (i.e., reimbursed as part of a travel claim), the discount coupon / certificate belongs to the government and not to the employee. This discount is not considered a promotional item like frequent flier miles.

## FISC San Diego Training Calendar for April 2003

To enroll in any of the following classes call (619) 532-2038 (DSN 522) or send an e-mail to [fiscsd\\_training@sd.fisc.navy.mil](mailto:fiscsd_training@sd.fisc.navy.mil). Supervisory approval is required.

For more information on training courses and programs, online learning, and your training record, log on to the FISC Employee Extranet at [https://Extranet.sd.fisc.navy.mil/training\\_set.html](https://Extranet.sd.fisc.navy.mil/training_set.html).

### Conflict Resolution for Win-Win Results

April 2, 8 a.m. - 4 p.m.  
FISC Bldg. 1, 3<sup>rd</sup> Fl., Nautical Room

### Power of Persuasion

April 3, 8 a.m. - 4 p.m.  
FISC Bldg. 1, 3<sup>rd</sup> Fl., Nautical Room

### Leadership Skills for Non-Supervisors

April 8-9, 8 a.m. - 4 p.m.  
FISC Bldg. 1, 3<sup>rd</sup> Fl., Pacific Room

### Confident Public Speaking

April 10, 8 a.m. - 4 p.m.  
FISC Bldg. 1, 3<sup>rd</sup> Fl., Eagle Room

### Developing and Delivering Critical Content

April 15, 8 a.m. - 4 p.m.  
FISC Bldg. 1, 3<sup>rd</sup> Fl., Nautical Room

### Time Management

April 16, 8 a.m. - 4 p.m.  
FISC Bldg. 1, 3<sup>rd</sup> Fl., Nautical Room

### Effective Beginnings

April 17, 8 a.m. - 4 p.m.  
FISC Bldg. 1, 3<sup>rd</sup> Fl., Eagle Room

### Gung Ho!

April 23-24, 8 a.m. - 4 p.m.  
FISC Bldg. 1, 3<sup>rd</sup> Fl., Eagle Room

### Writing SOPs

April 30, 8 - 10 a.m.  
FISC Bldg. 1, 3<sup>rd</sup> Fl., Synergy Center



## NMCI computers to be installed soon

The Navy and Marine Corps Intranet (NMCI) is soon to be here at FISC San Diego. The current schedule calls for the first of the new NMCI personal computers to be installed the week of April 7 in Naval Station San Diego building 116 (32<sup>nd</sup> St.).

The implementation of NMCI will standardized the whole Navy and Marine Corps on a single Intranet, centrally managed and supported by Electronic Data Systems, a commercial Information Technology company.

New networking cable, electrical, and other IT infrastructure is currently being put in place. A key benefit of NMCI will be the integration of numerous stand-alone networks, a significant consolidation of applications, and worldwide connectivity to all Navy and Marine Corps activities.

Be sure to check out the Navy <http://www.nmci.navy.mil/> and Marine Corps <http://www.nmciinfo.usmc.mil/> NMCI Web sites and FISCSD's own Extranet Web site for frequently asked question and answers and other information.

## Military and civilian W-2s available now on myPay

### Bryan Hubbard

Defense Finance and Accounting Service  
Public Affairs

American military members and Department of Defense civilians can now view, save and print their W-2s from "myPay" at <https://emss.dfas.mil/mypay.asp>. Military retirees and annuitants can view, save and print their 1099s, as well.

MyPay provides a secure, convenient way for members of America's armed forces, defense civilians, military retirees and annuitants to manage their pay account information. Available around the clock, customers can make changes online that previously needed to be made standing in line.

Customers can also help the Department of Defense save money by volunteering to turn off the print copy of their Leave and Earnings Statements (LES) and checking it online. The Defense Department can save up to 34 cents for each LES that is delivered electronically instead of in hard copy.

The Defense Finance and Accounting Service is the world's largest finance and accounting operation.

In fiscal year 2002, DFAS paid 5.7 million people, processed more than 11 million contractor invoices, made 7.3 million travel payments and disbursed more than \$346 billion while reducing overall costs to customers by \$144 million.



### “Operation Family Adventure” contest celebrates the family

**Robin A. Hillyer Miles**  
Navy Morale, Welfare and Recreation  
Public Affairs

**N**avy Morale, Welfare and Recreation has developed a contest to celebrate Military Family Month. As part of MWR’s Saluting Sailors and Their Families initiative, the “Operation Family Adventure” contest will give Navy families the opportunity to submit a two-minute or less video of their family doing what it does best – being resourceful, using its imagination, working together as a team and having fun.

Twenty-five winning families will then attend the regional portion of the contest at one of five locations in May and June 2003. The regional portion of this contest consists of age specific outdoor activities for all family

members. “Our outdoor recreation professionals are busy creating fun, interesting activities and skill tests for the families,” said David Griffin, MWR outdoor recreation specialist.

The top family from each region then goes on to compete in the ultimate adventure in Hawaii during Thanksgiving week 2003. “Part of the fun is not knowing exactly what to expect – like the reality-based television shows that Americans are glued to on a nightly basis,” said Griffin.

“The first order of the day is to decide what you want to do and say in your video submission,” said Cheryl Anderson, MWR special events coordinator. “Write a script or ‘wing it,’ use props or just yourselves, let an adult narrate or allow a child to do all the talking. Whatever you wish to do as a family can be submitted. It just can’t be longer than two minutes, must be on a

VHS tape, and most importantly, it has to be in the judges’ hands by March 14, 2003!”

More information and entry forms to be sent with your video submission are available on the Web at [www.mwr.navy.mil](http://www.mwr.navy.mil) (Saluting Sailors & Their Families link) or at your local MWR department.

The goal of Navy MWR’s Saluting Sailors and Their Families initiative is to wow Sailors and their families with new and innovative programs and create MWR ambassadors.

Military Family Month is celebrated annually in November and began as the Great American Family program in 1983. Perhaps this year, you and your family will be celebrating Military Family Month in Hawaii - with a few days of roughing it and then a surprise ending. As Anderson said, “You’ll never win if you don’t enter!”

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### Changes made to Navy personal appearance policy

The Chief of Naval Operations approved significant revisions to the Navy Personal Appearance Policy. These changes are effective immediately and will be reflected in the next change to uniform regulations. The revisions include the establishment of a tattoo policy for Navy personnel, and the clarification of the personal appearance policy with regard to intentional mutilation of body parts and dental ornamentation.

Navy grooming and personal appearance policy is intended to ensure that Navy personnel set and maintain the highest standards of professional appearance in uniform. Due to the increasing popularity of body art and ornamentation, Navy policy is being revised to provide clearly defined guidance.

Because it is impossible to provide examples of every appropriate or unacceptable hairstyle or of

conservative” or “eccentric” grooming and personal appearance, the good judgement of leaders at all levels is key to enforcement of the Navy grooming policy. Hair, grooming and personal appearance while in uniform shall be neat and professional.

No tattoos, body art or brands is allowed on the head, face, neck or scalp. Tattoos, body art and brands elsewhere on the body that are prejudicial to good order, discipline and morale or are of a nature to bring discredit upon the Navy are prohibited. For example, tattoos, body art and brands that are excessive, obscene, sexually explicit or advocate or symbolize sex, gender, racial, religious, ethnic or national origin discrimination are prohibited. In addition, tattoos, body art and brands that advocate or symbolize gang affiliation, supremacist or extremist groups, or drug use are prohibited. Tattoos, body art and brands will not be visible through

uniform clothing. Intentional body mutilation, piercing, branding or intentional scarring that are excessive or eccentric are prohibited. Some examples are a split or forked tongue, foreign objects inserted under the skin to create a design or pattern, enlarged or stretched out holes in the ears (other than a normal piercing), and intentional scarring that appears on the neck, face or scalp. The use of gold, platinum or other veneers or caps for purposes of ornamentation are prohibited. Teeth, whether natural, capped or veneer, will not be ornamented with designs, jewels, initials, etc.

Waivers may be requested from the CNO for prior service and existing tattoos, body mutilation, piercing, branding, intentional scarring and dental ornamentation.

The above policy guidance will also be included in the Civilian Clothing Policy, Article 7101.

## Taking care of our own

The date Sept. 11, 2001 has been forever burned into the minds of all Americans. It now holds the same significance that Dec. 7, 1941 does.

Although this is a very different war than our country faced after the attack at Pearl Harbor, the outcome of this war on terrorism will be no different.

Today our military personnel face unique challenges. Training exercises, routine deployments, and contingency operations have taken their toll on them and their families. Our Navy and Marine Corps personnel, together with their families, need your support in order to continue to provide the United States with the best fighting force this nation can offer.

Last year, FISC San Diego military raised more than \$1,500 through the Navy Marine Corps Relief Fund to support less fortunate service members. This year, let's raise the bar and show them that not only do we support the fleet by providing supplies and logistics, we can once again be counted on to help our shipmates in need. Military retirees are also welcome to participate.

The following personnel are the Navy Marine Corps Relief Fund Drive points of contact for each site: SK2 Tapia, x61899 - FISCSD SIMA building 36; SK2 Green, x61905 - FISCSD SIMA building 116 warehouse; SK1 Caro, x24039 - FISCSD building 1, Fuel Farm and NADEP North Island; and BU1 Bartlett, x65941 - FISCSD Codes 112, 122, and 105N.

### New Supply Corps Reserve flag officer

Navy Supply Corps Reserve Capt. Henry B. Tomlin III has been nominated for appointment to the rank of rear admiral (lower half) while serving as assistant chief of staff for plans and policy, Commander Naval Expeditionary Logistics Support Force, Williamsburg, Va.



**LT**  
**Alexandre**  
**Nunez**

**L**T Alexandre Charles Nunez was born in Rio de Janeiro, Brazil on July 2, 1972. He attended the Brazilian Naval Academy from 1990 to 1993 and holds a bachelor's degree in administration.

As an extension of the Naval Academy, Nunez deployed on board the training ship *Brazil* (U27) in 1994 and visited the following countries: Nigeria, Cabo Verde, Senegal, Morocco, Tunisia, Italy, Spain, Portugal, England, France, Denmark, Sweden, Germany, United States, Columbia, Ecuador, Peru, Chile, Argentina and Uruguay.

Also in 1994, Nunez was assigned to the 1<sup>st</sup> Marine Battalion as deputy supply officer in charge of purchasing and food service.

Nunez continued on as deputy supply officer at Marine Base Rio de Janeiro in 1995, a new military station at that time. He also served as food service officer until his tour completed in 1998.

Next, Nunez was assigned to the Admiral Wandenkolk Training Center to attend Supply Officers Course. He graduated second in his class and received the Distinction Award and School Merit Honor Award.

From 1999-2000, Nunez was supply officer in the Navy Material General Directory in charge of all supply services including financial, purchasing and incomes. During this time, he was a member of a team responsible for providing financial support in the purchase of three new patrol ships.

In 2000, he was assigned to the Brazilian Navy Headquarters, Brasilia, as supply officer in charge of financial, purchasing and food service. He was also awarded the Military Bronze Medal.

Nunez reported on board FISCSD in 2001 as an exchange officer. He has received orders from the Brazilian Navy to return to Rio de Janeiro in April 2003.

## Military Uniform Guidance

### Shift to summer uniform

All ships present, activities, and installations within the Navy Region Southwest area of responsibility shift to the summer uniform of the day effective 1 a.m., April 7. There is no transition period.

Uniform of the day will be as follows:

Male/Female	Prescribed	Alternate
Officer/CPO	Summer White	Service Khaki
E-6 and below	Service Dress White	Summer White

## Message from the Secretary of Defense *Global War on Terrorism*

For more than a year, the brave men and women of the U.S. military, together with their civilian counterparts in the Department of Defense — have been working to preserve peace and defend freedom against terrorist forces and those who would harbor and protect them around the world.

To each of you, and your families, we express our profound gratitude and appreciation for the risks you undertake and the sacrifices you make so that all Americans can enjoy the blessings of freedom.

This war, as the President has said, is not one of our making. It was thrust upon us. We act in self-defense - in deliberate response to acts of war directed against the American people, and to prevent future acts from claiming even more innocent life.

We are engaged in a global war, and it is being waged on many fronts using all the instruments of national power.

In recent weeks and months, the President has called the world's attention to Saddam Hussein's regime in Iraq. He has rallied the United Nations to enforce its resolutions calling for the regime's disarmament. To assist this diplomatic offensive and to preserve future options, adjustments to current mobilization, deployment and rotation cycles may be necessary – adjustments that may mean longer tours of duty than you may have expected.

While the times, places, and conditions of deployment cannot now be precisely known, we do recognize the uncertainty these circumstances may create for those in uniform, the civilians who work beside them, and the families and loved ones, without whose support their sacrifices would not be possible.

I know the secretaries and chiefs of the military services are communicating



**Donald Rumsfeld**

with you in greater detail about these matters, but I want you to know that understanding the impacts of these deployments is important to us.

Be assured that the President will not decide to commit forces unless conditions require it, and only as a last resort. Should action be necessary, you will have what you need to carry out the missions assigned. Thank you for all you do for our nation and the world.

## Message from the Acting SECNAV *Safety of our most treasured asset at home and abroad*

On Feb. 7, I assumed the responsibilities of Acting Secretary of the Navy pending selection of a permanent replacement for Secretary Gordon R. England. Secretary England's personal leadership greatly increased the value we place on safety. During my tenure as your acting Secretary, and your new safety chief, we will continue Secretary England's strong safety legacy that impacted every Sailor, Marine and Department of Navy civilian.

Safety is much more than a program; it is leadership in action. Safety should never be viewed as an obstacle, but rather a measure of how successful we are. Our safety culture

reflects the value we place on taking care of ourselves as well as the priority we place on protecting those for whom we are responsible. Safety is not an option, nor is it a check in a box. It must become part of everything we do.

Whether deployed or at home - safety and risk management must be part of every decision made and every action taken. Individual actions influence others. Your decisions affect the overall safety culture and operational readiness of your organization. Please review your work and off duty habits from a risk management standpoint. Be observant; communicate, ask questions and help educate those around you.

You truly are the DON's most treasured asset. Rest assured that safety



**Hansford T. Johnson**

will play a critical part of every decision made by my office. Each of you must take ownership of safety and make risk management a key part of your daily routine as well.

May God bless you and your families.

### *New Arrivals*

**SK3 Jacqueline Bautista**, FISCSD SIMA site, gave birth to a son, Dexter, on Feb. 21.

### *Congratulations*

**Brian O'Donnell**, Code 240, for supporting USS *Pearl Harbor* (LSD 52) by ordering an urgent requirement on short notice.

**Larry King**, Code 123, for assisting USS *Bonhomme Richard* (LHD 6) in obtaining an urgently needed CASREP requirement.

**Thomas Nelms**, Code 100C, for successfully completing the Corporate Management Development Program.

### *Letter of Appreciation*

**BM1 Pam Baughman**, Code 700, for support provided to the Fuel Department in customer service and inspection preparation to ensure fleet readiness.

**Frances Cardozo, Charles Fletcher, Evangeline Rodriguez and Caroline Standish**, Code 240, for efforts providing rapid response to short-notice requirements which enabled USS *Bonhomme Richard* (LHD 6) to deploy "combat ready."



*Tom Nelms, Code 100C, receives a "Bravo Zulu" from CAPT Ray Berube for successfully completing the Corporate Management Development Program.*

**Manny Rosales**, Code 112, for providing support as logistics support representative to USS *Bonhomme Richard* (LHD 6).

**Josephine Escalera**, Code 260, for support provided to Patrol and Reconnaissance Wing Ten during their purchase card review.

### *Reenlistment*

**SK2(SW) Carrie Ann Simoneaux**, FISCSD SIMA site.

### *Retirement*

**Doreen Walker**, Code 036

### *Navy and Marine Corps Commendation Medal*

**LT James Dorff**, for serving as financial officer, FISCSD, from May 2001 to June 2003.

**LT John S. Bramblett**, for serving as supply officer, USS *Patriot* (MCM 7), from April 2000 to October 2002.

**SK1 Vonetta Beale**, for serving as excess material leading petty officer, FISCSD SIMA site, from April 2002 to March 2003.

**SK1 Lee Hondo Moore**, for serving as quality assurance leading petty officer, FISCSD SIMA site, from February 2001 to March 2003.

**LCDR Bruce J. Weidner**, for serving as project manager, retail supply A-76 study, FISCSD, from October 2000 to March 2003.

**LCDR John Lagrua**, for serving as A76 management analyst, FISCSD, from October 1999 to March 2003.

## **PSD ID lab now offering appointments**

To better serve the military community, tenant commands, retirees, civilians and their family members, PSD Naval Station San Diego ID lab, located across from the Commissary and Navy Exchange in building 3135, is now offering customers the ability to schedule appointments online.

To access PSD's Web site go to [www.pasd.navy.mil/navalstation.asp](http://www.pasd.navy.mil/navalstation.asp) then select "Family Member Identification Cards" under the PSD information section. This program will allow you to request, look up or cancel an appointment.

Customers using this new appointment system will experience a greatly reduced waiting time. Customers without appointments will not be turned away, although their wait time may be longer than those with appointments.

For more information contact PNC Yap at (619) 556-9250.

## **Enterprise News Briefs**

Effective March 1, Rear Admiral William Maguire, Commander, Navy Exchange Service Command, will function as the **Assistant Chief of Staff for Navy Family Support**. In this capacity, he will coordinate enterprise-wide Naval Supply Systems Command support in the quality of life areas of Navy Exchange, Navy Lodge operations, uniforms, telecommunications, postal (afloat and ashore), food service (afloat and ashore), ships stores, disbursing, and household goods.

To help its patrons, the **Navy Exchange Service Command** has implemented the Code Adam program to locate lost or missing children within Navy Exchanges worldwide. NEXCOM previously ran its own program to locate these children but will now follow the national Code Adam guidelines.

The **DON eBusiness Operations Office** is the recipient of an "Excellence.Gov" award for innovative excellence in Pilot Project Management. Sponsored by the Industry Advisory Council's eGov Shared Interest Group in partnership with eGov and the Federal CIO Council, the award recognizes government programs that have demonstrated excellence in eGovernment innovation.



## Know when to use certified mail

The Department of Defense authorizes the use of certified mail for the transmission of the following items:

- \* Confidential material to facilities cleared for access to classified information under the DoD Industrial Security Program or to a non-DOD agency of the executive branch.
- \* Letters notifying obligated reservists of unsatisfactory participation in drills or active duty orders to reservists.
- \* Letters to establishments being declared "off limits."
- \* Equal employment opportunity case material mailed to complainants and their representatives.
- \* Reduction-in-force notices sent to civilian employees on authorized absence.
- \* Final decisions of a contracting officer issued under the dispute clause of a government contract.
- \* Other communication for which receipt is essential to create or preserve rights granted to the United States under a government contract.
- \* Show cause or cure notices issued under the default clause of a government contract.
- \* Final decisions of a contracting officer issued under the dispute clause of a government contract.
- \* Traffic or driving violations.
- \* Letters for revocation or suspension of installation driving privileges.
- \* Adverse personnel actions for military and civilian personnel.
- \* Illegally held identification cards.
- \* Questionnaires to injured persons.
- \* Dishonored checks.
- \* Items required by law, regulations,

## Employees asked to clean house

**Darlene Shaw**

e-Business/Knowledge Management

As everyone is aware, FISCSD is in the process of converting to NMCI. There are many impacts from this conversion, the shared drives for one.

For most employees this would be your "S:/" drive on your computer. FISCSD has eleven shared drives currently. The existing shared drives have a lot of storage room, seemingly unlimited. These drives are used to share documents between individuals and departments within FISCSD.

On the shared drives there is also storage space for each individual employee, known as your "home" drives. Most, if not all, of you see this on your computers as your "L:/" drive. This space is used to keep work files that are important because Code 30 backs up the drives.

Under NMCI, there will be both shared and individual (home) space on the new shared drive. BUT there are some major differences between what we have today and what we'll have under NMCI. There will be only one shared drive for FISCSD, not eleven. The shared space will be very limited, only about one third of what we occupy today. The home space will be smaller as well.

As a result of these changes, each department and each employee is being asked to clean house. Some suggested approaches for this task are as follows:

Review all the folders in your shared drive and home drive to become familiar with what's there now.

Delete whatever you can, however, don't delete anything which you need or which has historical value.

Deleting files/folders can be approached from different angles.

Start with the largest folders, cleaning these out will save the most room. Start with the oldest files, these may not be needed anymore. Start with particular file types that have large sizes, like PowerPoint (.ppt), adobe (.pdf), and graphics (.gif, .jpg, .eps, .tif, etc.).

Take note of which files are of historical value. Possibly consolidate these into one folder. These files will be saved on CDs for the future.

Delete duplicate files, finding duplicate files will become easier as the file names are converted to the new FISCSD naming convention, which uses SSIC codes.

Each department has designated a project lead(s) for this clean up effort. They will be monitoring progress and working with their respective departments to complete this process. Those leads are: Veronica Baylon, William Cording, Larry Dawson, Stephen Frey, Cynthia Hedges, Gene Hepler, Margie Hontucan, Sandra Johnson, John Lagrua, Josie McDole, Deborah McGlennon, Rod Rodriguez, Darlene Shaw, Georgia Shute, Jerry Stafford, Larry Vail, and Tziva Wollner.

Don't despair! This is a tedious and time-consuming process, but one which needs to be done. Once the clean up is finished, we'll all have to periodically review files for removal to stay within our allotted storage space. On the bright side . . . you might just be able to find that file you're looking for next time since there will be less to look through!

or other government agency rules with which the Navy must comply.

\* Items specifically authorized by the Chief of Naval Operations.

Certified mail will be prepared by the originating office in compliance with existing instructions, and presented to the FISC Consolidated Mail Facility for dispatch using PS Form 3800 and/or Form

3877. The CMF will sign for and dispatch all certified mail to the United States Postal Service.

For clarification or more information on the use of certified mail, contact either Richard Whitmore at (619) 556-7479, or e-mail to richard\_l\_whitmore@sd.fisc.navy.mil; or Craig Boehringer at (619) 556-9304, or e-mail to craig\_w\_boehringer@sd.fisc.navy.mil.