

Undercurrents



The Navy's MWR Newsletter



March / April 2003

www.mwr.navy.mil

Vol. 6.2

Inside

AIMS	19
Bowling	10
Business Activities	10
Communications Group	2
Community Support	8
Facilities	3
Fitness	4
Legal.....	2
Marinas.....	12
Mission Essential.....	4
NFC	2
NMPS.....	7
Personnel	6
Policy	2
SAP.....	18
Sports	5
Star Service	9
Training.....	9
Youth.....	8



Undercurrents is a publication of the Navy's Morale, Welfare & Recreation Division (PERS-65). Contents of *Undercurrents* are not necessarily the official view of or endorsed by the US Government, the Department of Defense or the Department of the Navy. Send any comments, questions, and submissions to:

PERS-658CN,
Internal Communications Coordinator
MWR Communications Group
MWR Division (PERS-65)
5720 Integrity Drive
Millington, TN 38055-6580
901-874-6593, DSN 882-6593
P658CN@persnet.navy.mil



Director
PERS-65
P65@persnet.navy.mil

From the Director:

The equipment expense investment threshold has been increased to \$250,000 from \$100,000 through Section 106 of Public Law 108-7, the Consolidated Appropriations Resolution, 2003. This change was promulgated through Under Secretary of Defense Memorandum of 11 March 2003. In summary, Operation and Maintenance funds (O&M,N) may be used to purchase equipment investment items up to \$250,000.

We are making a few changes in the BUPERS NAF Retirement Plan since we have not been able to restructure so far. Change 1 - Former NAF employees who retired on a deferred annuity will now start getting the cost of living increases (COLAs). It was retroactively included in their March check and they will get the same COLA as given to GS retirees. Change 2 - Effective 1 April 2003, we are having an open buyback period for current NAF employees to buyback prior eligible NAF retirement service. See BUPERS ltr 12830 PERS-653 of 3 Mar 03 and/or check with your local NAF personnel office for more information.

The "Month of the Military Child," celebrated in April since 1983, emphasizes the importance of providing children with quality services and support to help them adjust and succeed in the mobile military lifestyle. You are encouraged to plan special events in honor of the Month of the Military Child and highlight those activities in base newspapers, plans of the day and web sites. For more information or ideas on celebrating the Month of the Military Child, please contact PERS-659C, 901-874-6702, DSN 882-6702, P659C@persnet.navy.mil or PERS-659B31, 901-874-6692, DSN 882-6692, P659B31@persnet.navy.mil.

BUPERSINST 7510.1B, Local Fiscal Oversight and Reviews of NAFIs, has been completely revised and is available at buperscd.technology.navy.mil. When you access this web site, this instruction will appear under the *New/Revised Directives* section.

This instruction was signed by Rear Admiral Tomaszkeski, Deputy Chief of Naval Personnel, on February 3. Among the instruction's features, Part F has been added to include a section on MWR Business Activities Financial Standards and Controls; Common MWR Findings have been updated in Enclosure (2); the NAF Purchase Card Program is presented in Enclosure (4); and the latest applicable policy references have been updated throughout the instruction for your ready reference. The instruction should be available in CD format in April.

Best regards,

Captain, USN
Director, MWR Division



POLICY & MANAGEMENT ASSISTANCE BRANCH

Head, PERS-658,
901-874-6635, DSN 882-6635,
P658@persnet.navy.mil

NEED ON-SITE HELP?

Do you require more than phone or e-mail guidance? MWR's Policy & Management Assistance Branch provides a variety of on-site services. Field assistance functions include: interim MWR Director's, interim Financial Managers, Management Assistance Team (MAT) visits, BSO Efficiency Reviews, and on-site policy/procedural guidance for MWR, Civilian MWR and Navy Flying Clubs. Requests for on-site management or assistance should be submitted to PERS-658.

COMMUNICATIONS WORKSHOP

Navy MWR's Communications Group will be hosting it's first Communications Workshop (an extension of the former Marketing Support Workshop).

This workshop is designed for marketing personnel, public affairs officers, or anyone who provides MWR communications support. It will be held in Millington on June 3-6. Visit www.mwr.navy.mil/mwrprgms/trngann1.htm for the announcement.

Personnel working in the areas listed above who have not attended a previous communications/marketing workshop will be given priority placement in the workshop. Class loading will be limited to 30 attendees, so sign up now!

POC: PERS-658CN,
901-874-6593, DSN 882-6593,
P658CN@persnet.navy.mil

TAKE CORRECT AND TIMELY STEPS...Any reasonable possibility of a claim for or against the United States must be properly investigated. If an investigation is completed immediately following the incident, chances are much greater of learning all the essential facts, identifying potential witnesses, and reducing liability, if any. The statute of limitations for the submission of a claim is two years following the incident. Untimely investigations result in an inability to collect all the essential facts or defense against the claim to the extent that would have been possible had a timely investigation been completed.

If an individual is insured or if the property belonging to an individual or the government is missing, destroyed, or damaged, the incident should be immediately reported to the command, usually through the staff judge advocate. By ensuring the command's Security Department is notified, a record of their response is created, a copy of which (the blotter) goes to the command's staff judge advocate each day. Improving identification of incidents that may give rise to claims and immediately following up with key command personnel will ensure the government – or the NAFI – can best defend itself in the event of a future claim.

NAVY FLYING CLUB (NFC) PROGRAM WORKSHOP...will be held April 28-30 in Millington. The workshop is designed for those who are involved in the direct management or administration of NFCs.

The seminar will focus on issues that are essential for effective and efficient management and operation of NFCs including general information on policy and program updates. The status of the NFC transition under the administration of the local MWR will also be discussed. Information concerning aircraft accident statistics, HAZMAT requirements, aircraft maintenance and the status of the T-34B wing spar inspections will be presented.

Don't miss the opportunity to participate in group discussions on a variety of topics such as club appearance, marketing, customer service, and financial, legal or personnel issues, just to name a few. Registration information is available at www.mrw.navy.mil/mwrprgms/training1.htm.

POC: PERS-658F,
901-874-6627, DSN 882-6627,
P658F@persnet.navy.mil

ABOUT THOSE BALL CAPS...In general, NAF monies cannot be used to purchase recognition awards, incentive awards, rating badges, wing insignias, and similar items not related to the MWR programs. This includes command ball caps. However, by policy letter, the Chief of Naval Personnel authorized commanding officers afloat to present one command ball cap to newly reporting crewmembers as a recognition award. These ball caps can be purchased using NAF monies provided that sufficient monies are available in the ship's recreation fund and provided that basic programs will not be adversely affected. Expenditures cannot exceed \$10 per person.

POC: PERS-658L,
901-874-6626, DSN 882-6626,
P658L@persnet.navy.mil

POC: PERS-658L,
901-874-6626, DSN 882-6626,
P658L@persnet.navy.mil

FACILITIES & ACQUISITIONS BRANCH

Head, PERS-656,
901-874-6674, DSN 882-6674,
P656@persnet.navy.mil

POC: PERS-656D,
901-874-6673, DSN 882-6673,
P656D@persnet.navy.mil

POC: PERS-656D6,
901-874-6665, DSN 882-6665,
P656D6@persnet.navy.mil

BEWARE OF NATIONAL CONFERENCE SERVICES, INC...It has come to our attention that National Conferences Services, Inc., has been advertising conferences that they are going to hold on many military bases. Most of these announcements are without foundation. If your base is asked to host one of these announced conferences, even if the National Conference Service indicates that another Navy or other service command wishes to host the event, please do not permit anyone representing or working for National Conference Services, Inc., to contract with MWR for use of an MWR facility unless the local commanding officer and Ethics Counselor has approved. Be very careful of retired members being used to reserve a room for a function, which they represent to be for personal use, and, when the function is held, turns out to be a "front" for National Conference Services, Inc.



NEW DUE DATE FOR NAF PROJECT NOMINATIONS...In the August/September 2002 issue of *Undercurrents*, we let you know that many nominations arrived late for FY04 consideration. That put us way behind again in scheduling Project Validation Assessments (PVA) and in coordinating ongoing project actions with required PVA site visits.

The due date for full INVS submissions with Echelon II scores will move to April 1, 2004. As a result of coordination with the claimants and regions, we will make that change one month at a time. For FY05 consideration by the January 2004 FLEC, nominations are due by May 1, 2003.

Now is the time to start your pre-INVS submissions for the FY05 cycle to enable the full INVS, with echelon II scoring, to arrive well in advance of the May 1, 2003 deadline. A benefit of this change is that PVA reviews can be more thorough, resulting in better project execution with fewer misunderstandings and funding problems.

Kick-off of FY04 projects will be scheduled after completion of PVAs for the FY05 program consideration. May 1, 2003 is a hard date for this year as we have sufficient projects in the programming pool for FY05, even if no new projects are nominated. There are some changes to the nomination forms, so please discard any previous versions. Contact PERS-656D for the current version.

CARPETS REQUIRE MORE THAN VACUUMING...Proper maintenance by a professional carpet cleaner can increase the overall performance of a carpet. A professional carpet cleaner is attentive to technical aspects such as the types of fibers, weaves, and how the traffic patterns affect the carpet. Additionally, they are experienced with the proper operation of the equipment, unlike a janitorial staff who may use the equipment once a month.

Carpet replacement cost can be reduced when a proper maintenance program is invoked, and the carpet life can possibly be extended up to an extra five years. Moreover, not only is the overall carpet replacement cost reduced, but the hidden expense of moving furniture and equipment can also be reduced. That is a "win-win" in our budget conscious atmosphere. So, consider establishing a program for proper carpet maintenance before the dirt damages it.



**MISSION
ESSENTIAL
BRANCH**

Head, PERS-651,
901-874-6631, DSN 882-6631,
P651@persnet.navy.mil

POC: PERS-651D,
901-874-4268, DSN 882-4268,
P651D@persnet.navy.mil

POC: PERS-651H,
901-874-3463, DSN 882-3463,
P651H@persnet.navy.mil

HEALTHY EATING, HEALTHY YOU... was the theme for this year's National Nutrition Month® campaign, sponsored by the American Dietetic Association. March 2003 marks the thirtieth anniversary for this national campaign designed to focus attention on the importance of making informed food choices and developing sound eating and physical activity habits. Although the campaign is marketed during the month of March, the theme and supporting resources are intended to provide information and education through the entire year. You can find helpful nutrition education information at www.eatright.org. National Nutrition Month® resources exist for military health educators and all active duty members, and can be found at various Navy web sites. For more information, log onto:

www.mwr.navy.mil/mwrprgms/nutrition.htm
www.nehc.med.navy.mil/hp/nutrit/index.htm
chppm-www.apgea.army.mil/dhpw/Wellness.aspx

DIETARY SUPPLEMENT RESOURCES... are always a hot topic of conversation. There is a new tri-fold brochure that can be helpful in educating Sailors who are asking about this type of information. You can download a copy at chppm-www.apgea.army.mil/dhpw/Wellness/dietary.aspx.

SHIPSHAPE... the BUMED approved weight management program that has traditionally been ten weeks in duration, is now pared down to eight weeks. This change is to reflect the need to keep all of the important nutrition, exercise and behavior modification information intact, yet make it more realistic for a constantly deploying fleet. Command Fitness Leaders should work closely with ShipShape coordinators because CFLs will be responsible for ensuring that graduates are entered into PRIMS and that the monthly fitness enhancement program (FEP) results are also entered into PRIMS. This data can then be used to evaluate total weight loss that occurs with graduates over the year they are on FEP. For more information about ShipShape, visit www.nehc.med.navy.mil/hp/shipshape/index.htm or call PERS-651D.

COMMAND FITNESS LEADER (CFL) COURSE UPDATE... Physical fitness is a crucial element of mission performance and operational readiness. Setting the course toward a Navy fitness culture requires well-trained leaders, educational programming and command support. From the January 13 through March 7 timeframe, the Command Fitness Leader Course traveled to five naval facilities and instructed over 250 active duty, reservist and DOD civilian students. Student quotas continue to sell out months in advance.

Wrapping up the March 2003 schedule, the CFL course traveled to NAS Pensacola, Fla. on March 17 and NAS Corpus Christi, Texas, March 31-April 4.

The Physical Readiness Department would like to thank all hosting sites and the many individuals that assisted in making this course so successful. Check under "Physical Readiness" on www.mwr.navy.mil for additional topics.

FY03 EQUIPMENT GRANT UPDATE... Good News! All equipment requested through the FY03 ashore fitness grant program has been ordered. The last round of orders was placed in mid-March. This program will not be available in FY04, so please plan accordingly.

NEW STAFF TRAINING MANUALS... are available. This program has been developed as an in-house option for educating your MWR staff and Command Fitness Leaders in the solid basics of fitness. Your MWR Fitness Director can administer the training to their staff. After reading the manual and completing the study questions for each chapter, each staff member will go through a practical exam with the Fitness Coordinator. Once completed, the staff member will take a 50-question written test (70 percent or better required to pass). Once all sections are satisfactorily completed, the staff member will receive a certificate of completion from PERS-651. More information on this training can be requested by contacting PERS-651B1 or PERS-651B.

TOTAL FITNESS TRAINING SERIES... The Customer Training Guides and PowerPoint presentations for this program are now available. The 24-page training guide is an excellent training tool and the presentation series is a great option for delivering the material to the customer. For information on this package, please contact PERS-651B1 or PERS-651B.

THE 2002 NAVY MALE AND FEMALE ATHLETES OF THE YEAR ... have been selected. LT Chhem Young-Pen was selected as the male athlete for his outstanding achievement in the sport of racquetball. He is currently the number one ranked amateur on the European Racquetball Tour.

GSM1 Tina Eakin was selected as the female athlete for her outstanding performance in Ironman/Marathon. She was given the prestigious "Amateur Double" award by Nissan Xterra for her combined finish in the Ironman World Championship and Xterra Championship. These athletes will be honored at the 2003 Pride of the Nation ceremony in Arlington, Va. on March 27-29.

FLEET EDITION... Navy has over 300 afloat recreation funds in the Fleet that support the quality of life of more than 190,000 men and women at sea. These afloat NAFIs are managed by Recreation Services Officers, Fund Custodians and Recreation Committees, Councils or Boards. *Fleet Edition* is a quarterly PERS-651 publication that addresses the MWR issues of the forces afloat. The spring 2003 issue covers:

- Details on the Fleet Grant and Loan Program
- Electronic fund transfers
- Class convening dates for the Fleet Rec Management Course
- Fleet Assessment Program
- Sample letters of designation

Fleet Edition will be sent to every ship in the Navy, the afloat chain of command and MWR Fleet Support personnel. Others may request a copy by contacting PERS-651G.

POC: PERS-651B,
901-874-4982, DSN 882-4982,
P651B@persnet.navy.mil
or PERS-651B1,
901-874-6899, DSN 882-6899,
P651B1@persnet.navy.mil

SW1 KEITH SPENCER... placed second in the super heavyweight division of the Armed Forces boxing championships. Spencer and three other All Navy boxers will compete in the USA Boxing National Championships in Colorado Springs.

NAVY CROSS COUNTRY RUNNERS... competed in the Armed Forces XC Championships in Houston. Navy finished a disappointing fourth place. However, LTjg Michael Ryan qualified to compete in the World Military XC Championships held in St. Astier, France.

POC: PERS-651G,
901-874-6633, DSN 6633,
P651G@persnet.navy.mil



**PERSONNEL
BRANCH**

Head, PERS-653,
901-874-6715, DSN 882-6715,
P653@persnet.navy.mil

POC: PERS-653C,
901-874-6712, DSN 882-6712,
P653C@persnet.navy.mil

POC: PERS-653D3,
901-874-4876, DSN 882-4876,
P653D3@persnet.navy.mil

THE LAUTENBERG AMENDMENT...to the Gun Control Act, effective 30 September 1996, makes it a felony for any person convicted of a misdemeanor crime of domestic violence to ship, transport, possess or receive firearms or ammunition. It is also a felony for any person to transfer a firearm or ammunition to any person known or reasonably believed to have such a conviction.

The Department of Defense (DoD) memo of 27 Nov 2002 established implementation policy for the domestic violence amendment to the Gun Control Act. This policy applies to all DoD appropriated and nonappropriated fund civilian employees including employees working outside United States territories. It does not apply to foreign nationals employed by DoD.

The Department of the Navy is currently developing compliance policy, which will be applied Navy-wide to include NAF employees. Guidance will be disseminated as soon as it is received. However, minimum compliance will include:

- Ensuring current and future MWR civilian employees (APF and NAF), whose positions require or entail shipping, transporting, possessing, receiving, or disposing of firearms or ammunition, do not have qualifying domestic violence convictions.
- Employees determined to have a qualifying conviction shall be removed from positions in MWR activities involving the possession of firearms or ammunition.
- Identified positions will be flagged in a database.
- Affected current employees and newly appointed employees who deal with firearms or ammunition as part of their duties, e.g., skeet/trap range, pistol ranges, outdoor recreation area hunting programs, etc., shall be informed of the law, in writing, and directed to sign receipt of such written information. This will be placed in the employee's OPF.
- Background investigation will be conducted on all current and future affected employees.

RETIREMENT BUYBACK OPPORTUNITY...PERS-65 is offering another retirement buyback opportunity. If you did not join the BUPERS NAF retirement plan when you were first eligible or elected not to reinstate prior BUPERS NAF participation upon re-enrollment, you may now buy this time back up to a maximum of 5 years. The buyback will be calculated based on 1% of your 2002 salary times the years of prior BUPERS eligible service you elect to buyback.

This buyback opportunity is effective April 1 and will expire June 30. You must be a current participant to take advantage of this opportunity. If interested, please contact your local NAF Personnel office for more details.



NAVY MOTION PICTURE SERVICE

Head, PERS-650
901-874-6536, DSN 882-6536,
P650@persnet.navy.mil

POC: PERS-650A,
901-874-6534, DSN 882-6534,
P650A@persnet.navy.mil

To view the list of current 8mm videotape titles available through NMPS, please visit our web page at www.mwr.navy.mil.

FIRST QUARTER ATTENDANCE ON THE RISE

35mm theater attendance for FY02 first quarter, when compared to FY03 first quarter, has increased worldwide by 18 percent – 643,554 in FY03 in comparison with 525,108 in FY02.

We have seen increases across the armed forces: Navy (20 percent), Marine Corps (16 percent), and Coast Guard (33 percent). Keep up the great job of advertising, offering great customer service, and providing a quality movie experience.

“REEL” PROGRAMS...Do you offer movie-themed events? A *Pick the Oscar Winners* contest (bravo NAS Brunswick), *My Big Fat Greek Wedding Reception* (very clever NSE Larissa), *Where in the World is Harry Potter?* contest (pure magic NSA LaMaddalena), a dive-in movie, summer camp themed activities, win tickets contests, dinner and a movie outings, etc., are all great ideas!

We're looking for the details and photos of your favorite movie-themed events held at your base to be featured in a general session at the 2003 National Recreation and Parks Association Congress in St. Louis next October. Programs and events can revolve around exhibiting NMPS movies at one of your MWR facilities to just having fun with a movie theme with no exhibition involved. Send your “reel” program favorites to P650A. Please include:

- Name of Event; Location of Event; Target Customer Base;
- Description of Event (be specific with regard to activities);
- Event Partners (other MWR facilities or community agencies);
- Event POC, Title, Command, phone number, email address;
- Photos of Event

MONTH OF THE MILITARY CHILD MOVIE IDEAS...NMPS 8mm Videotape program currently features 32 G-rated, family friendly titles, any of which would be perfect for a special Month of the Military Child movie event at your base.

Host a free “Enchanted Tea Party” at your club, catering or youth facility with a *Beauty and the Beast* theme featuring the movie. Or a “Campout Cinema” – an after-dark movie featuring *The Country Bears*, held outside where families can watch the movie from their toasty-warm sleeping bags. Or *The Rookie* projected onto a screen on a ball field where families can watch from the bleachers. Use your imagination and remember these important guidelines:

- Movies must be provided through Navy Motion Picture Service.
- No fees may be charged in association with any programs featuring NMPS 8mm videotape movies.
- Do not use licensed character likenesses to promote your event or to sell or endorse your event, or any products or services.

SMM LIBRARY MANAGEMENT...A few things to remember.

- **Size the library to your needs:** A full library contains over 750 titles. There is nothing wrong with sending back titles not being used. Feel free to return tapes early. Send them via first class mail (insured for \$100) as instructed in our Program Guide.
- **Do not cover barcodes:** This program runs on a barcode inventory system. With over 450,000 tapes in circulation, we need your help in making sure that the barcodes are readable. Do not deface, cover, peel or destroy the barcode on the videotape spine labels.
- **Do periodic inventories:** NMPS provides each site in the program a mandatory inventory twice a year, but we can provide one at any time, upon request. Contact NMPS for an inventory.
- **Set up a turnover folder:** The worst thing you can do is leave a mess for the next guy. Start a turnover folder for your replacement, so that you have a handy history of receipts, returns, instructions and correspondence to reference.

If you have other ideas or suggestions on how to run your program, feel free to contact NMPS.



COMMUNITY SUPPORT BRANCH

Head, PERS-659,
901-874-6700, DSN 882-6700,
P659@persnet.navy.mil

TEEN CAMP SCHOLARSHIPS 2003...MWR will be sending 135 Navy teens, ages 12-17, to camp this summer all expenses paid. Five different camps, each having its own unique summer camp quality, have been chosen. For more information and to download the application, go to www.mwr.navy.mil. Applications must be received by 4 p.m. CST no later than April 1.

NAVY SCHOOL AGE CARE TRAINING...was a huge success. This year's meeting was held in conjunction with the National School Age Care Conference in Salt Lake City, February 25-26. Attendees of the Navy meeting had the opportunity to network and share ideas. They enjoyed hearing NPC program updates and future plans from Sharon Peterson. Vickie Woods and CeCe Powell provided ideas on training program staff. Clara Ann Phillips and Cathy Terrell presented a seminar on how to achieve NSACA Accreditation. Janie Simmons presented ideas on how to incorporate multi-cultural ideas into their programs. Dee Stanley offered ideas on how to work with other MWR Programs, such as Outdoor Recreation and ITT. Along with all of that fun, Jim Atkinson, A.K.A. "Mr. Happy," joined us both days contributing lots of unique, amusing, and interesting ideas for our SAC programs to use with children and staff. Immediately following the Navy meeting, the participants attended the National meeting.

CONGRATULATIONS...to SUBASE New London for obtaining their National School Age Care Accreditation!

APRIL IS THE MONTH OF THE MILITARY CHILD...The "Month of the Military Child," celebrated in April since 1983, emphasizes the importance of providing children with quality services and support to help them adjust and succeed in the mobile military lifestyle. You are encouraged to plan special events in honor of the Month of the Military Child and highlight those activities in base newspapers, plans of the day and web sites. Some of the special events being planned throughout the Navy to celebrate the Month of the Military Child are:

- Naval Support Activity Mid-South, Millington, Tenn., will host parent-children play days throughout April, an art gallery featuring children's drawings and paintings, and favorite children's recipes will be published in the base newspaper.

- Naval Training Center, Great Lakes, Ill., will hold a Kids Fest, with the theme of "Storybook Fantasies." Activities will promote reading, creative expression and healthy outlets for children.

- Naval Station Roosevelt Roads, Puerto Rico, has planned field trips to parents' work centers, guest readers, and a picnic/potluck with parents.

For more information or ideas on celebrating the Month of the Military Child, please contact P659C or P659B31.

POC: PERS-659C,
901-874-6702, DSN 882-6702,
P659C@persnet.navy.mil
or PERS-659B31,
901-874-6692, DSN 882-6692,
P659B31@persnet.navy.mil



TRAINING BRANCH

Head, PERS-654,
901-874-6719, DSN 882-6719,
P654@persnet.navy.mil

HELP US WELCOME SOME NEW STARS

The following MWR Stars were recently certified as facilitators, coordinators or course managers for one of the following training programs:

Star Service: AECR Facilitators – Lidia Cueva, Corrie King, Katherine Lantto, Jessica Meaney Spero, Leila Raza, Reysan Reyes, Deborah Carter, Roland Cobb, Vikki Haygood, Erin Krokos, Brenda Lammie, Melissa Ply, Rusty Rodgers, and Inga Steinarsdotir.

Star Service: CfES Facilitators – Julie Smith, Dawn Smith, Nica Anderson, Ella Anderson, Glen Samson, Karen Sawyer, Lisa Dula, and Eric Uzelac.

Star Service Coordinators – Leslie Diaz, Brent Shown, and Dianne Zegowitz, Kelly Gollen, and Kathy Roderos.

Leadership Skills for Managers – Lisa Wolfe, Mark Richards, and John Prue.

Welcome to the team everyone!

POC: PERS-654,
901-874-6719, DSN 882-6719,
P654@persnet.navy.mil

SOUTHWEST REGION LAUNCHES FIRST COMMUNITY SUPPORT SERVICES CENTER OF EXCELLENCE (COE)...A COE Leadership Awareness Meeting was held at Fleet Anti-Submarine Warfare Training Center (FASW) in San Diego on February 26 to introduce its leadership to the Navy Region Southwest's plan to launch a Community Support Services-wide Center of Excellence initiative.

CNRSW Community Support Services plans to use the COE approach to stay focused on their customers as they pull together regional strategic initiatives and concentrate on improving products, services and facilities across all four pillars (i.e., MWR, Sheltering, Dining Services, and Military, Family and Childcare Services).

A NEW WAY TO THANK OUR STAR SERVICE TEAM IN THE FIELD...The PERS-65 Star Service Field Support Team has just launched a new annual Rewards & Recognition program for Star Service facilitators and coordinators in the field.

An important component of any organization's customer-driven journey to excellence is to reward service excellence in its employees. Star Service facilitators and coordinators are laying the foundation for employee service excellence as they provide Star Service training programs. Recognizing their commitment to improving MWR programs and services through customer service training is critical to keeping the momentum alive and institutionalizing a customer-focused, service-oriented culture throughout Navy MWR.

The program is designed with three different levels of criteria that will allow facilitators and coordinators to receive different forms of recognition and rewards from the MWR Training Branch (PERS 654). Program guidelines are available at www.mwr.navy.mil/mwrprgms/starserv/rewardguidelines.rtf.

STANDARDS R US...Work continues on MWR program standards and metrics as part of the N-46 commitment to better identify levels of quality and cost for shore support programs. Process Enhancement or PET Teams have met on most of the MWR programs that are funded all or in part by appropriated funds. PET teams develop standards for their program areas in concert with the PERS-65 program managers and send them on to the Program Support Group (PSG) for review.

The PSG, a group of MWR Directors and senior MWR leaders, provides feedback and refinement before the standards are passed on up the chain-of-command for approval. The PSG recently met in Millington to review standards for Libraries, Liberty, Outdoor Recreation, Auto Skills, Youth/SAC, Category B Bowling, Fleet Recreation, and MWR Overhead.

You can keep up with the latest revision to these new and revised standards at www.mwr.navy.mil/mwrprgms/programstand.htm. There will be a Navy-wide data call on all the standards in August or September.



**BUSINESS
ACTIVITIES
BRANCH**

Head, PERS-655,
901-874-6645, DSN 882-6645,
P655@persnet.navy.mil

POC: PERS-655C2,
901-874-6651, DSN 882-6651,
P655C2@persnet.navy.mil

BOWLING CENTER MANAGERS

Annually, PERS-655 requests usage/lineage data. Some Bowling Centers have been somewhat lax in tracking daily lineage, including open bowling, leagues, tournaments, etc. In order to present an accurate portrayal of our bowling program to budgeters and Navy leadership, it is imperative that bowling center managers maintain accurate lineage/usage data. In order to stay on top of these statistics, category computations should be totaled on a day-to-day basis. If you need further assistance, contact PERS-655C2. The FY03 data call will be coming to you sometime after October 20.

For more information,
contact John Isbell,
281-491-6395,
jisbell@amf.com
or PERS-655C2.

For more information,
contact Frank Miroballi,
866-459-7575, 540-459-7575,
FAX 540-459-7578
schools@brunbowl.com
or PERS-655C2.

BOWLING CENTER MANAGERS... Military Registration packets for the Twelfth Annual Armed Forces Bowling Conference and International Bowl Expo 2003, to be held at the Orleans Hotel (Military) and Mandalay Bay Resort Hotel in Las Vegas from June 15-20, have been mailed out to all Bowling Center Managers. If you have not received your packet, please contact the POC below.

Rooms have been blocked through BPAA for the Military at the Orleans Hotel at the per diem rate plus tax. The Bowling Conference includes:

- June 11-14 – Military Bowling Center Managers Maintenance Certification Course;
- June 12-14 – Bowling Coaching Certification Course;
- June 15 – Military General Session and Individual Service Meetings;
- June 16 – Military Education & Meetings, Education Keynote Speaker & Seminars;
- June 17 – Bowl Expo Educational Seminars
- June 18-19 – Trade Show;
- June 20 – Lane Inspection Workshop Certification Course at Orleans Hotel;
- June 20-22 – IBPSIA Pro Shop Certification School at Texas Station Hotel.

You can also register at www.bowlexpo.com/AFBC.htm. Enter username: AFBC, and password: AFBC. The Military-only web site will appear, then click on the registration icon and fill out the on-line registration form. For more information, contact PERS-655C2.

BOWLING CENTER MANAGERS & MECHANICS... Many of you have inquired about pinspotter/pinsetter training either to complete the Bowling Manager's Certification requirements or to have your mechanic certified. Below is the 2003 AMF 82-70 and 90XL Pinspotter Training School dates and locations:

CLASS DATES	AFM HOSTING CENTER	CITY/STATE	PHONE
Apr. 28 - May 9	Hanover Lanes	Mechanicsville, Va.	804-559-2600
May 19-30	Hanover Lanes	Hamden, Conn.	203-248-5503
July 7-18	Seminary Lanes	Alexandria, Va.	703-823-6200
July 28 - Aug 8	Clearwater Lanes	Clearwater, Fla.	727-461-2511
Aug. 18-29	Hanover Lanes	Mechanicsville, Va.	804-559-2600
Sep. 15-26	Strike & Spare Lanes	St. Louis, Mo.	314-432-5757
Oct. 6-17	Sheridan Lanes	Tulsa, Okla.	916-627-2728
Nov. 3-14	Shrader Lanes	Richmond, Va.	804-747-9620

The 2003 Maintenance School Schedule for A-2 Pinsetters and the GS-Series will be held on the following class dates and locations:

A-2 Pinsetter Schedule			
Apr. 21 - May 2	Classic Products	Ft. Wayne, Ind.	800-444-0123
May 26 - June 13	Precision Pinsetter	Woodstock, Va.	866-459-7575
GS-Series Pinsetters			
May 12-22	Brunswick Service Training Center	Muskegon, Mich.	800-323-8141
July 8-18			231-725-4624
Oct. 13-23			FAX 231-725-4655

NATIONAL RESTAURANT ASSOCIATION SHOW 2003

Register now for the 2003 NRA Show, May 17-20, at Chicago's McCormick Place Convention Center. Before April 11 the cost is \$25 per person; \$50 after April 11. For more information, contact PERS-655F2. Visit the NRA web site, www.restaurant.org.

POC: PERS-655F2,
901-874-6648, DSN 882-6648,
P655F2@persnet.navy.mil

IMCEA NATIONAL CONFERENCE

...will be held at the Wyndham Hotel Chicago on May 14-16. This year, "TEAM IMCEA: Gear Up For Success" offers an outstanding educational program and a gathering of the best minds in the industry. It's a great opportunity to connect and build relationships with other MWR professionals, explore new ideas, create new objectives, discover new personal and professional goals, review hundreds of exhibits, and much more.

Conference materials have been mailed to all IMCEA members and past attendees of IMCEA conferences. If you did not receive the materials, go to www.imcea.com and click on the "TEAM IMCEA: Gear Up For Success" conference link. For more information, contact PERS-655F2.

NAVY DART LEAGUES

The Military Cup Challenge III will be held at the Ramada Plaza in Chicago, on July 24. A team will consist of three male, female, or mixed gender members for the electronic steel or soft tip competition.

For more information, please contact Glenn Remick at the American Darters Association at 636-625-8621, ext. 7046, adadarts@adadarters.com, www.adadarters.com. The registration form is on-line. For hotel reservations, call 847-827-5131.

SAMUEL ADAMS BREWHOUSE OPENED ITS DOORS FOR BUSINESS...

...on Friday January 24 at NAVSTA Bremerton. The Samuel Adams Brewhouse is located in the Old Legends Lounge and offers a wide variety of 12 draught beers that include Samuel Adams Boston Lager, Samuel Adams Boston Ale and the Samuel Adams Seasonal Selection as well as other microbrews, domestic drafts, wine and spirits.

The Brewhouse is Navy MWR's newest casual-dining concept that is suitable for singles as well as families. It offers a limited lunch and dinner menu. The kitchen facility is being expanded so a complete menu will be offered soon. For more information on the Samuel Adams Brewhouse concept, contact the NAVSTA Bremerton F&B Manager, 360-535-5928, or PERS-655F2.

FOUR WAYS TO GENERATE CATERING BUSINESS...

1. Inquiry – The customer inquires about a function, either by phone or as an office walk in.
2. Solicitation – A catering sales person calls a potential customer by phone or in person to solicit business.
3. Programming – Why wait for a customer to walk through the door or to call us to book an event? By programming events and having our catering personnel run them, we can target our catering program towards any market group in our vicinity. Past success have included the Platinum Chef and Dinner Theaters. Other services could include balloon-grams, birthday party packages for adults and children, fruit baskets, wine and cheese baskets, college or military exam study baskets – the concepts are endless.
4. Rebooking & Continued Event Programming – A past client requires another catered function, and during slow times, uses your catered event spaces for continued programming opportunities.

PREVENTING EMPLOYEE THEFT... Preventing employee theft is one of the prime concerns in the hospitality industry. It's the responsibility of management to ensure controls are in place to prevent honest employees from becoming thieves.

Applying the following principles will reduce employee temptation and limit theft opportunities.

1. Have secured storage areas for food/beverage stocks.
2. Ensure sensitive and high value items are regularly inventoried.
3. Keep key control logs.
4. Spot-check packages/bags leaving the premise.
5. Have receiving/issuing procedures that incorporate the separation of duty principal.
6. Ensure management routinely performs accurate inventories.
7. Conduct spot "cash counts" on change funds and registers.
8. Conduct employee training and ensure there's proper supervision.
9. Maintain good management/employee communications.

NUMBERS EIGHT AND NINE

That's how many Noble Roman's Pizza Express locations Navy MWR currently has in operation. Number eight opened in the Capo Landing, located in the Club, in Naples, Italy on January 13. This is Naples second location. Sales have exceeded expectations thus far and early reports are that the breakfast component is a huge success.

On February 19, MWR's ninth Noble Roman's Pizza Express opened at Naval Station Norfolk, Va., in the Northwest Annex at the Mariner Club. Corky's BBQ opened a location at Naval Station Mayport, Fla. via a concessionaire agreement to provide food service on the carrier pier. This location serves breakfast, lunch and dinner.

If you have any questions pertaining to branded concepts or concessionaire agreements for food service, please contact PERS-655F3 or PERS-655F5.

POC: PERS-655F5,
901-874-6652, DSN 882-6652,
P655F5@persnet.navy.mil
or PERS-655F3,
901-874-6646, DSN 882-6646,
P655F3@persnet.navy.mil

NEED A TOW?

In order to avoid large towing bills and to keep MWR boats from becoming a hazard to navigation, all MWR marinas that rent MWR boats should have a means of retrieving a stranded boat.

If you don't have your own capability, consider establishing a services agreement with a local marine towing/rescue service. Charges should be based on a per-use basis vice a monthly service charge. Usually patrons are charged a towing fee only if the break down is caused by something other than equipment failure (not patron's fault). The Coast Guard usually will not tow a boat unless it is a safety hazard, and then a sizeable towing charge may be incurred. This simple precaution can ensure a timely retrieval of stranded MWR patrons and boats.

POC: PERS-655C3,
901-874-6650, DSN 882-6650,
P655C3@persnet.navy.mil

HOSPITALITY INDUSTRY TRENDING TOWARDS MULTI-BRANDING...

In order to provide a wider range of meal choices, more companies are exploring the option of offering multiple brands in one location under one roof. Many companies are using this as a growth strategy in the ever increasingly competitive fast food and quick service segments. This strategy may lead to higher returns since you utilize the same building and footprint and, in theory, you should be able to drive incremental sales with a wider menu offering.

Navy MWR currently has several locations that fit into the multi-branding category. CFA Yokosuka has a multi-branded location in the Fleet Recreation Center consisting of a Smash Hit Subs, Mean Gene's Burgers, Hot Stuff Pizza and Cinnamon Street Bakery, which are all part of the Orion Food Systems portfolio. NSA Bahrain has a multi-branded food court in their Desert Dome All Hands Club that consists of an A&W "All American Food", Hot Stuff Pizza, Nap's Alabama BBQ, Asian Creations and Cinnamon Street Bakery. Navy Region Southwest currently has three multi-branded locations. NAS Fallon has a Mean Gene's Burgers and Eddie Pepper's Mexican located in the Planet X Enlisted Club. NAS North Island has an A&W "All American Food" and Long John Silver's in the Midway Landing. NAF El Centro is the Southwest Region's third location and they have a Hot Stuff Pizza and Freshens Smoothie located in the bowling center.

For questions about branding, please contact PERS-655F3 or PERS-655F5.

APF AND CAT C ACTIVITIES DURING THREATCON C...

The policy outlined in PERS-65 memo 1710 of 23 Sep 02 allows APF support for select MWR Category C activities during force protection conditions CHARLIE and above (Note: this policy specifically excludes golf courses). This additional APF support policy DOES NOT APPLY for costs prior to the establishment of CHARLIE or above. When THREATCON CHARLIE or above has been established, additional APF support is only authorized for:

1. MWR Food and Beverage Managers/Supervisors. Does not include any staff member, including supervisors involved with resale, e.g., individuals involved with cashiering, stocking, waiters/waitresses, cooks, etc.
2. Utilities and Rents.
3. Custodial and Janitorial Services.

In the event that THREATCON CHARLIE or above is established and additional APF support is provided, as authorized, such support must be discontinued not later than the end of the quarter in which the THREATCON condition was established or discontinued. That means that if you were in THREATCON CHARLIE in March and it was downgraded to THREATCON BRAVO in APRIL, you would have to discontinue the additional (authorized) APF support not later than the end of June.

Other restrictions apply; specific policy was established by ASD (FMP) memo of 24 Jul 02 and is attached.





DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

1710
PERS-65
23 Sep 02

From: Commander, Navy Personnel Command

Subj: FUNDING FOR MORALE, WELFARE, AND RECREATION (MWR)
CATEGORY C PROGRAMS DURING SPECIAL SECURITY CONDITIONS

Ref: (a) BUPERSINST 1710.11C

Encl: (1. Deputy Assistant Secretary of the Navy (Personnel Programs) memo of 3 Sep 02

1. Enclosure (1) authorizes certain additional appropriated fund (APF) support for installations to continue their Category C Morale, Welfare and Recreation (MWR) activities during force protection conditions (FPCONs) CHARLIE and above. The additional APF support authorized must be absorbed within existing installation-level resources. APF support to Category A and B activities shall not be diverted for this purpose. If the Category C activity elements of expense incurred are covered or reimbursed by other contingency funds; the authority for additional APF support authorized by this policy should not be implemented.

2. Under this authority, Category C MWR activities, excluding golf courses, are authorized to receive additional APF support only for the following elements of expense identified in reference (a):

a. Managerial and supervisory functions (Civilian personnel with installation management and supervisory functions of the activity with the exception of personnel directly and primarily involved in resale) - section 410.2.a.(2);

b. Utilities and Rents - section 410.6; and

c. Custodial and Janitorial Services - section 410.13.e

3. This additional support is authorized only during such periods necessary to help sustain the capability of Category C MWR activities to generate nonappropriated funds (NAFs) to help support Category B MWR programs and maintain force readiness. The additional APF support is to be discontinued at

Subj: FUNDING FOR MORALE, WELFARE, AND RECREATION (MWR)
CATEGORY C PROGRAMS DURING SPECIAL SECURITY CONDITIONS

the end of the same fiscal year quarter during which the designated FPCON is disestablished or downgraded.

4. This policy change is effective immediately and will be incorporated into the next revision of reference (a). NPC point of contact is Mr. Don Forinash (PERS-658C) at (DSN) 882-6636, (C) 901-874-6636 or e-mail p658c@persnet.navy.mil.



D. R. MCFADDEN
By direction

Distribution:

Echelon II Commanders

Regional Commanders

Commanding Officers Administering MWR programs Ashore



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

SEP 03 2002

MEMORANDUM FOR CHIEF OF NAVAL PERSONNEL
DEPUTY COMMANDANT (MANPOWER AND RESERVE AFFAIRS)

SUBJECT: Funding for Morale, Welfare, and Recreation (MWR)
During Special Security Conditions

The attached memorandum from the Assistant Secretary of Defense (Force Management Policy) of July 24, 2002 authorizes limited appropriated fund support to MWR Category C programs during special security conditions.

Please note that this authorization is optional, and that no additional O&M funds will be provided to support this policy change. Any costs incurred by an activity in implementation of this policy must be absorbed within the major command's current O&M resources.

My point of contact is Ms. Bea Schrobo, who may be contacted at (703) 693-0216 or Schrobo.Bernice@hq.navy.mil.

A handwritten signature in black ink, appearing to read "Anita K. Blair".

Anita K. Blair
Deputy Assistant Secretary of
the Navy (Personnel Programs)

Copy to:
ASN (FMC)
VCNO
ACMC
NPC (PERS-65)
CMC (MR)

Encl (1)



ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

JUL 24 2002



FORCE MANAGEMENT
POLICY

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY
(MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY
(MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE
(MANPOWER AND RESERVE AFFAIRS)
DIRECTOR, DEFENSE LOGISTICS AGENCY

SUBJECT: Funding for Morale, Welfare, and Recreation (MWR) During Special Security Conditions

This memorandum establishes policy to authorize additional appropriated fund (APF) support for installations to continue their Category C MWR activities during force protection conditions (FPCONs) at CHARLIE and above. Category C activities, excluding golf courses, are authorized to receive this additional APF support only for the following elements of expense as described in enclosure 6 in DoDI 1015.10, "Programs for Military Morale, Welfare and Recreation (MWR)," November 3, 1995: #2.a.(2) (civilian personnel with installation management and supervisory functions of the activity with the exception of personnel directly and primarily involved in resale), #6 (utilities and rents), and #13.e. (custodial and janitorial services).

Under this authority, appropriated funding may be provided to operate Category C MWR activities only during such periods as necessary to help sustain their capability to generate nonappropriated funds to support Category B basic community MWR programs and to maintain force readiness. The purpose is not to subsidize Category C activities to preclude a financial loss.

This authority becomes available only when the affected activities are located on an installation where FPCON CHARLIE or above is designated by the appropriate combatant commander, Military Service Chief, or DoD civilian exercising equivalent authority. The appropriated funding authority is discontinued at the end of the same fiscal year quarter during which the designated FPCON is disestablished or downgraded.

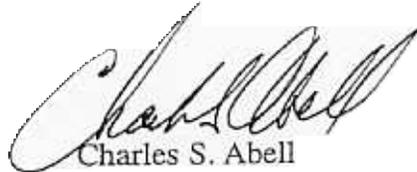
The additional appropriated fund support authorized by the policy change will be absorbed within the current Service resources. APF support to Category A and B activities shall not be diverted for this purpose. If the Category C activity elements of



expense incurred are covered or reimbursed by other contingency funds, the authority for additional APF support authorized by this memorandum should not be implemented.

Prior to implementation, each military Service must ensure that accounting mechanisms are in place to account and report the support, by element of expense, as appropriated fund support to the MWR program. This support will be reported, by element of expense, in Schedule A to the Income and Expense Statement required by DoDI 7000.12 and ASD(FMP) memorandum of October 27, 1998, subject: "Annual Reporting for Military and Civilian Morale, Welfare and Recreation (MWR) Programs, Armed Service Exchanges, Lodging and Other Supplemental Mission Nonappropriated Fund (NAF) Activities."

This policy change is effective immediately and is retroactive to October 1, 2001. This policy guidance will be incorporated into the next revision of DoDI 1015.10. My point of contact for this action is Ms. Carol Potter, MWR Policy Office. She may be reached by telephone at (703) 602-4997.



Charles S. Abell

COMPUTER SERVICES BRANCH

Head, PERS-657,
901-874-6520, DSN 882-6520,
P657@persnet.navy.mil

MIS UPDATE...Pensacola will be going live on SAP financials on April 7. This will include the merged MWR funds, the merged VQ funds and the VQ at Eglin Air Force Base. User training was held onsite March 18-21 and March 24-28 to prepare the business office staff for the data conversion and Go-Live processes.

KRONOS time management implementations are continuing. On March 25, Great Lakes did their first Payroll run using KRONOS time data. Next is the upgrade of KRONOS at the Southeast region to the new web-based version. The SAP HR implementation for the Northeast region is scheduled for a May 2 go-live date. Preparations are underway to get them implemented.

NEW FEATURES IN SAP...Have you ever wondered how you could retrieve a facsimile of some correspondence you prepared and printed using SAP? A purchase order? An EFT remittance advice? A check? A dunning letter? An Account statement?

Wouldn't it be beneficial to have this correspondence attached to the individual master records or transaction documents to which they relate? Wouldn't it be convenient for a facsimile of this correspondence to be in a format that is easily printed, faxed or emailed? If you answered "yes" to any of these questions, then you will be interested in the new optical archiving system that the SAP Functional and Technical teams have recently implemented.

Images of all standard correspondence issued from SAP is being automatically archived, when it is printed, without any user intervention. The main benefit of this new system is that the correspondence is also automatically attached to the object to which it relates. For example, a facsimile of each EFT remittance advice printed or faxed from SAP is now attached to its individual payment document. This means that when the user views a payment document from a vendor in SAP, a simple click will display a facsimile of the actual remittance advice that was sent to that vendor. The images of the correspondence are stored and retrieved as Adobe Acrobat (PDF) files, which makes printing and emailing these archived images very simple.

Please note that the outbound archiving functionality was implemented on February 18, 2003, so only correspondence created on or after this date will have been archived. Correspondence before this date cannot be optically archived.

The automatic archiving of all outbound correspondence from SAP is the first phase in a multiple stage rollout of the new system. Other phases will include inbound imagery of many HR personnel record documents, as well as data archiving. Both of these phases will be discussed in detail in future editions of *Undercurrents* and in future editions of our new SAP users newsletter, *Take AIM*. You can learn more about viewing optically archived correspondence by logging onto the SAP FICO Training Manuals at mwr.navy.mil/mwrprgms/sap/infsys.htm.

If you have any questions about using the new optical archiving functionality in SAP or have any questions about its capabilities, please contact the SAP support team by calling the SAPHelpDesk, 901-874-6500, DSN 882-6500.

AIMS/FICO/HR PLANS...We have set up this “Quik-Glance” calendar to inform all of our readers what we are planning in the near future.

REGION/BASE	TENTATIVE GO-LIVE DATES	STATUS
Pensacola Region	Go-Live Date April 7	User Training starts for the business office on March 18
Southwest Region, Over the Horizon(OTH) VQ Funds, San Diego	Go-Live Date May 5	Preliminary planning stages – Data Collection well underway
Hawaii Region	Go-Live Date July 2	Kickoff meeting and introduction to SAP conducted March 3-7
Southeast Region, (Gulfport, Charleston, Pascagoula, Panama City)	August - September	Very early planning stages
Central Fund Accounting System (CFAS), HQ, Millington	Go-Live Date October 1	Very early planning stages

The final item on the tentative “Quik-Glance” calendar, CFAS, is the final step of bringing all headquarters’ accounting functions under the same financial process, AIMS/SAP.

SAP-HR, the Human Resources part of AIMS, is scheduled to go-live in the Northeast region on May 30. The HR team will be conducting a trial data conversion on April 28. Some of the team will be conducting HR training in the Northeast on May 19, while the rest of the team will be doing the data conversion from headquarters.

UPDATE ON THE KRONOS IMPLEMENTATIONS...The Mid-Atlantic region and Hawaii are both live on the web-based version. Great Lakes NTC was conducting their final parallel and were scheduled to go-live early in March.

Development has begun on another phase of the Point of Sale implementations. We are cooperating with Vermont Systems to develop an interface to SAP. Their applications include RecTrac, GolfTrac and CYMS (Children and Youth Management System). We will be lab-testing this interface in May with a pilot test scheduled for June.

Contact your echelon or regional representative to make sure that your MWR/VQ departments are on the schedule to be converted to the AIMS system in a timely manner.

