

Undercurrents



The Navy's MWR Newsletter



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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:

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From the Director:

NAVY BALL REIMBURSEMENT PROGRAM UPDATE...

With FY04 NAF budget preparations well underway, we have recently received numerous inquiries regarding the continuance of the PERS-65 Navy Ball NAF reimbursement program.

We intend to continue the program during FY04. However, the funding level of the program will be reduced by approximately 15 percent. Reimbursement requests will be given on a first-come, first-funded basis – once the budgeted monies are consumed, we will not be able to provide reimbursement.

We recommend local MWR programs submit their reimbursement requests as soon as practical after the event. BUPERSINST 1710.11C [enclosure (1), page 3-5] contains policy for MWR's limited involvement in Navy Balls. Please remember MWR is permitted to provide limited NAF support for Navy Balls to include the purchase of entertainment and decorations, e.g., table flower arrangements and small mementos.

Additionally, FY04 reimbursement requests should include a copy of invoices containing the MWR NAF authorized expenses for which reimbursement is requested in support of the local Navy Ball.

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LATEST SNEAK PREVIEW A HIT...Over ten thousand Sailors and their family members enjoyed the Navy Movie program's latest sneak preview offering, *The Italian Job*. The May 24-25 sneak preview audiences at 19 locations were abuzz with good things to say about Paramount Pictures' summer release, opening on 30 May. *The Italian Job* is a cleverly updated remake of a 1969 heist flick of the same name. Next up for Navy sneak preview audiences are *2 Fast 2 Furious* on May 31 -June 1 and *Rugrats Go Wild* on June 7-8.

NAF FIELD BUDGET IS ON OUR WEB SITE...The FY04 MWR Non-Appropriated Fund budget call was sent out the last week of April. The overall FY04 budget objective is to continue to maintain high quality, properly sized and focused MWR programs for Navy personnel. A complete copy of the NAF Budget call can be downloaded at www.mwr.navy.mil, Finance, NAF Financial Analysis.

Best regards,
Captain, USN
Director, MWR Division



COMPUTER SERVICES BRANCH

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SAP...The past few months have been very busy! Pensacola Region went live on SAP financials on April 7 and we congratulate all the hard working staff of their business office. Report training was conducted for the Pensacola activity managers during the week of May 19. In addition to the successful Go-Live implementation in Pensacola, the Southwest Region implemented the financials for the Over-The-Horizon VQ operations and for the two Navy Flying clubs in this region on May 5. This is another step toward completing the Southwest Region SAP implementation.

In addition to the financial teams, the HR teams have also been very busy. The SAP HR module went live on May 2 for the Northeast Region headquartered in Newport, R.I. The HR team also conducted KRONOS training in Mayport, Fla., for the new web-based version and have started working with Naval Support Activity Mid-South, Tenn., for conversion of their HR processes as well. The next financial implementation is the Hawaii Region, scheduled to Go-Live on June 30. This will be the first of the NMCI bases to implement the FICO SAP module. Training for their business office staff is scheduled for the weeks of June 9 and 16.

POINT-OF-SALE OPTIONS...There are now have two point-of-sale options. We have been testing the MICROS POS system in parts of the Southeast and Northwest Regions and found that in the Food and Beverage arena, MICROS excelled. In some of our other MWR program areas, there were some gaps that MICROS did not address. In order to address these gaps, we recently acquired a Navy-wide license for the Vermont Systems software (with support) for their RecTrac, GolfTrac and CYMS modules.

What does this mean to the field? We can now implement any of the three systems and get help-desk support for any Navy MWR facility. PERS-65 will be paying for the software and support centrally. The additional costs will be for hardware and training. We are implementing the first sites in the Southeast Region along with the SAP interface. After the first site is completed, we will start the Navy-wide implementations to other SAP sites.

These Navy-wide site licenses are a very good deal for the entire MIS/AIMS project as it eliminates the constant negotiating for individual parts of the project and gives us significant savings. We have also signed a Navy-wide license for the KRONOS automated time and attendance web-based software. Two new products that have recently been tested to make the latest technology available to our SAP and POS users. Both of these products ease some of the worries about passing through base firewalls.

The first is "Jprint," which should solve most of those pesky printing problems that have come up due to new firewall restrictions while printing within SAP. It is a third party printing solution that is in full compliance with the Navy firewall policy. It is being tested now in Pensacola, Fla.

The final product is a new web-based polling software product that will be used to interface POS files to the SAP system. This product was developed by XcelleNet, Inc and is marketed under the trade name "Afaria." Initially, it will be used for the VQ Lodging Touch interface to allow passage through base firewalls, but the software clearly positions MWR on the leading edge of technology for all future applications.

QUIK-GLANCE CALENDAR...In our continuing efforts to keep you up-to-date with the AIMS/FICO/HR plans, where your operation fits into the grand scheme and to make it easier to let the MWR/VQ world know of our future scheduling, 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 DATES	STATUS
Southeast Region Navsta, Mayport	Kronos Training May 1	This was for the new web-based version of Kronos
Southwest Region, Over the Horizon(OTH) VQ Funds and the Navy Flying Clubs	Go-Live Date, May 5	Very successful Go-Live implementation on the date scheduled
Hawaii Region	Go-Live Date, July 2	Business Office FICO training starts on June 10 through June 19.
Southeast Region, (Gulfport, Charleston, Pascagoula, Key West)	Go-Live Date Tentative August 25	In the planning stages
Naval Support Activity – Mid-South	Go-Live Date for SAP Human Resources module October 17	The base is now populating the Access database required before their data can be converted.
Central Fund Accounting System (CFAS), HQ, Millington	Go-Live Date, October 1	Early planning stages

The last item on the tentative "Quik-Glance" calendar, CFAS, is the final step of bringing all the Headquarters accounting functions under the same financial process, AIMS/SAP.



RED CROSS LIFEGUARD MANAGEMENT COURSE...A new seven-hour Lifeguard Management Course is currently available through the Red Cross. This course is an excellent educational tool to be used by Fitness Directors/Athletic Directors, Aquatics Coordinators, Fitness Coordinators or anyone who is involved with managing an aquatic area. A properly prepared lifeguard team requires frequent and regular training and guidance from management. This educational tool will have a direct impact on the safety of others and will assist in the responsibilities of a lifeguard supervisor. More information can be found at www.redcross.org/services/hss/aquatics/lgm.html.

SLOW DOWN THOSE REPETITIONS...Repetition speed is directly correlated to how much of the muscle is stimulated. Slower training increases the strength building stimulus and reduces the risk of injury. Perform all movements slowly, approximately six seconds per repetition. Take two seconds to lift the weight load, and take four seconds to lower the weight load. By using this technique, you will see greater gains during your training.

**MISSION
ESSENTIAL
BRANCH**

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PHYSICAL FITNESS...is a crucial element of "Mission Performance and Operational Readiness." A Navy fitness culture requires three crucial elements: well-trained leaders, command support, and educational programming.

From March 17 through May 16, 2003, 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. Sites hosting the course were NAS Pensacola, Fla., NAS Corpus Christi, Texas; SUBASE Bangor, Wash., SUBASE New London, Conn., and FASW San Diego.

Wrapping up the May 2003 schedule, the CFL course traveled to NAVSTA Norfolk, Va., on May 19, 2003. The Physical Readiness Department would like to take this time to thank all of the hosting sites and the many individuals, both MWR and Navy, that assist in making this course so successful.

FAT VS. MUSCLE...Do you know that fat requires just two calories per pound per day to stay on your body while muscle requires 35 calories per pound per day. The more muscle on your body requires more calories to burn. This is why strength training is an essential component to your fitness program. The development of greater lean mass will allow you to burn more calories daily.

FOCUSING ON A HEALTHY LIFESTYLE...For the long run, the notion of dieting is often counter-productive. Weight loss from dieting is usually in the form of lean mass rather than fat. Constantly going up and down to meet weight or body fat requirements will disrupt your body's overall balance/metabolism. By consistently developing healthy habits (cardiovascular training, strength training, and eating in moderation), you will no longer have to punish yourself to meet standards again.

CALORIES IN CALORIES OUT...Did you know that weight gain and weight loss is determined by how many calories you put into your body. Consistently eating more calories than you burn will put on excess body fat. Exercise and monitoring the amount of calories you eat you will result in lost body fat. So, the next time you decide to eat an entire box of a fat free food, it will still come down to total calories.

WEB-BASED PRIMS...(Physical Readiness Information Management System) is up and running! This user-friendly program is the newest way to track Physical Fitness Assessment (PFA) scores and replaces the desktop version. It is real-time and a database that the entire Fleet can use. This enables easy tracking of members even when they change commands, eliminating the cumbersome carrying around of disks or "pink folders."

REPORTING IS EASIER THAN EVER...Instead of sending disks to NPC, clicking on "save" sends the data instantly to NPC and the Fleet. There is a PRIMS help line (901-874-2229, DSN 882-2229) available for any questions you may have using the program.

GNC PULLS EPHEDRA FROM SHELVES...The General Nutrition Center (GNC) reported that it would remove product containing ephedra from its shelves no later than June of this year. In a discussion with a Navy Exchange (NEX) representative, it was found that GNCs housed within the NEX removed ephedra from their shelves as early as February of this year. Two years ago, NEX discontinued selling 26 supplements containing ephedra at the request of the Navy Surgeon General, who was concerned with the mounting evidence of harmful side effects – including death. GNC continued to sell the products but this month announced a shift in their plans. GNC maintains that the product is safe when used as directed, but decided to pull the product and place more emphasis on ephedra free products.

WE CURRENTLY HAVE...35 of 54 billets filled between Afloat Fitness and Recreation Specialists. We aspire to have 44 before the fiscal year's end. If any MWR Director has employees with fitness and/or recreation experience who are looking to further their career with MWR and would like an adventure and a challenge, please have them contact the Civilian Afloat Program Manager.

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CIVILIAN AFLOAT PROGRAM

During the early stages of Operation Iraqi Freedom, the Civilian Afloat Program had a combination of 15 Afloat Specialists on board nine various Navy ships. These Afloat Specialists provided continual recreation and fitness programs to help keep Sailors physically fit and their morale high during those stressful times.

Recreation Specialists provided such programs as Steel Beach picnics, Karaoke, Family Feud Night, intramurals, tournaments of various activities from board games to play-station games, and more. Fitness Specialists provided programs of aerobics/group exercise, one-on-one training, seminars on various health and fitness topics, and maintained the proper working conditions of the fitness equipment that was used 24 hours-a-day. Five ships also coordinated an "Inter-Ship Challenge," consisting of various events for points with the winning ship boasting bragging rights to a beautiful trophy until the next set of games begin. The service that Afloat Specialists provide to Sailors is invaluable!

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NAVY SPORTS...Navy finished third in this year's Armed Forces Wrestling Championships. Highlights included three silver medals in Greco-Roman wrestling and two silver medals in Freestyle. LTs Neal Rodak and Josh Feldman also qualified for the 2003 World Team wrestling trials.

THE NAVY WOMEN'S BASKETBALL TEAM...finished in third place in this year's Armed Forces Women's Basketball championships. LT Sarah Goldman and PO Chianti Bryant were selected to the Armed Forces team that competed nationally following the tournament.

NAVY RESERVISTS...Husband and wife team, LTJG Eric Uptagrafft and Petty Officer Sandra Uptagrafft, distinguished themselves in the sport of shooting last month.

Petty Officer Uptagrafft won a spot on the United States Pan American team in the sport of air pistol. Her husband, LTJG Eric Uptagrafft won the World Cup 300m rifle competition.

FLEET READINESS ASSESSMENTS AND UNIT RECREATION FUND INTERNAL AUDITS...Based on results from Afloat Recreation Assessments, many ships fail to conduct Recreation Fund Internal Audits during the required periods of March 31 and September 30. These audits should also include a review of non-expendable and expendable property as well as resale inventories records (for ships without ships stores).

A blank copy of the internal assessment form is available at www.mwr.navy.mil, then click Mission Essential, Fleet Readiness and Afloat Assessment Check off list. This should be used instead of Appendix B of the Fleet Recreation Desk Reference.

Some other common discrepancies include failure to have the Audit Board validate the banking records monthly and failure to conduct surprise quarterly cash counts of Change and Petty Cash funds. Failure to use three-part receipts and validate resale programs with regular use of DAR's is another common discrepancy.

For assistance in any of these areas or to request an assist visit, contact your local Fleet Recreation Coordinator (FRC) or MWR TY-COM rep.

FLEET SKEET AMMUNITION...Shooting skeet at sea is one of the safest and most enjoyable recreational activities in the Fleet. Safety is enhanced by three factors: the cleanliness and material condition of the firearms, supervision of the event by qualified personnel, and the use of Navy Stock ammunition. This ammo is manufactured to a specification and is in a surveillance program that monitors chemical stability and performance.

Details of the program can be found in NAVORDCEN INDIAN HEAD MD//N7// 221305Z JAN 97. Additional information will be provided separately in the summer issue of *Fleet Edition*.



**BUSINESS
ACTIVITIES
BRANCH**

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**CATEGORY "B" BOWLING
STANDARDS & METRICS**

Congratulations and thank you go out to the Navy Category "B" Bowling Center Managers who participated as members of the Category "B" Bowling Standards & Metrics Program Enhancement Team on May 5-9: Russell Claus, Ronald Jackson, Ron Looney, Sonny Rametta, Rex Robinson, and Huey White.

For more information, contact either 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 or PERS-655C2.

schools@brunbowl.com

BOWLING CENTER MANAGERS...For those Bowling Center Managers and Head Mechanics who did not have the opportunity to attend Bowl Expo 2003 in Las Vegas during the week of June 15-20, 2002, there are two other bowling conferences coming up that are of equal caliber.

The Western States Super Trade Show is being held at the Silver Legacy Resort and City Center Pavilion, Reno, Nev. from October 12-15. For more information, contact Dennis Fanuuchi at 925-447-5600, DF49er@gobowling.com, www.wssts.com.

The East Coast Bowling Centers Convention will be held at the Bally's Park Place Hotel in Atlantic City, N.J. from October 27-29. For more information, contact CeCe Peabody at 973-812-6536, cece@peabody-adv.com, www.eastcoastbowl.com. For more information, contact P655C2.

BOWLING CENTER MANAGERS...Annually, PERS-655 requests information including lineage data from bowling centers around the Navy. It is essential that you keep good records of daily lineage, which includes open bowling, leagues, tournaments, warm-up, walk-a-aways/free, and mechanical failure testing. It is imperative that all Bowling Center Managers maintain lineage data on a daily basis either from your back-office system, internal control counter system or spreadsheet. Category computations should be totaled by day and on a day-to-day basis. If you need further assistance please do not hesitate to call PERS-655C2. Look for the FY03 data call sometime after Oct. 20.

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	AMF HOSTING CENTER	CITY/STATE	PHONE
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			
May 26 - June 13	Precision Pinsetter	Woodstock, Va.	866-459-7575
GS-Series Pinsetters			
July 8-18	Brunswick Service Training Center	Muskegon, Mich.	800-323-8141
Oct. 13-23			231-725-4624
			FAX 231-725-4655

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.

NAS JACKSONVILLE OPENS 16 NEW COTTAGES...On March 7, Naval Air Station Jacksonville's MWR held a grand opening for its 16 two-bedroom cottages overlooking the golf course.

The Heritage Cottages are fully furnished with full kitchen, living room and screened patio. The cottages sleep up to six with a queen bedroom, two twins in the second bedroom, and a sleeper sofa in the living room. The cottages also are equipped with all the comforts of home – TVs, dishwashers and washer/dryers.

NAS Jacksonville POC can be reached at DSN 942-3577.

REVENUE GROWTH THROUGH BRANDING...MWR branded operations continue to shine. Have you considered converting a generic food and beverage operation into a branded concept? If you are looking for a way to increase revenues and profits, perhaps you should explore branding. Historical results for locations that have been converted show revenue increases of anywhere from 50 percent to 300 percent.

To initiate the branding process at your base or to get your branding questions answered, please call PERS-655F3 or PERS-655F5.

RECENT BRANDED OPENINGS...Naval Air Facility El Centro, Calif. recently opened a Hot Stuff "Food on the Go" and Freshens® Smoothie concept at the bowling center. In addition to large and personal size pizzas, the Hot Stuff "Food on the Go" also offers a wide variety of appetizers, chicken, burgers and calzones.

The Freshens menu consists of a variety of nine different Smoothies. Prior to recent renovations, a generic snack bar was located in this space. Early results show customers are pleased with the quality of food and variety of offerings. Revenues, thus far, have exceeded projections.

On May 1, Naval Air Station Key West, Fla. opened a Mean Gene's® Burgers and Mean Gene's® Pizza concept. This operation replaced a generic snack bar and renovations were completed just prior to these branded concept additions.

Menu offerings consist of a variety of burgers, chicken sandwiches, Nathan's® Famous Hot Dogs, appetizers, large and individual size pizzas, onion rings and fries. This latest opening brings the total number of branded concepts open in Navy MWR facilities to 82 at 34 different bases worldwide.

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**POLICY &
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DOD CIVILIAN EMPLOYEES AUTHORIZED LIMITED ACCESS TO MWR FACILITIES AND PROGRAMS...We recently received an inquiry from a Department of Defense (DOD) civilian employee concerning his difficulty gaining access to MWR programs. While the problem addressed by the employee was general in nature, we believe it significant enough to remind our MWR field operators of the following patron eligibility policy for use of MWR programs:

DOD civilian employees are authorized LIMITED use of MWR programs at the discretion of the installation commanding officer/regional commander. An MWR patron authorized "LIMITED" use of Navy MWR programs is defined as one authorized use of MWR facilities, activities and programs when it is determined by the local commanding officer/regional commander that such programs can fully accommodate individuals and groups that have "UNLIMITED" access to MWR programs, e.g., active duty members (including members of the Coast Guard), Reserve Components, active duty retirees, etc., and their family members.

DOD civilian employees are defined as U.S. DOD civilians, regardless of the installation in which they are employed, both APF and NAF, and their family members, including retired DOD civilians. DOD contract personnel and technical representatives that work full-time on the installation are also authorized "LIMITED" use of MWR programs. However, authority for DOD contract personnel and technical representatives to use MWR programs are specific to the base in which these individuals are employed and the family members of such DOD contract employees and technical representatives are not authorized "unaccompanied" use of MWR programs.

CHANGE ONE TO THE MWR INSTRUCTION (BUPERSINST 1710.11C)...was recently signed. The major changes include a revision of the smoking policy within MWR facilities; policy and procedures for the use of MWR patron photographs and images within various media; and policy requiring local MWR organizations to establish a secure database for MWR patron social security numbers. The change transmittal also includes a revision to the basic patronage policy to include Coast Guard personnel in the patron eligibility chart and revisions concerning amusement machine operation and liability. The change isn't long and may be reviewed in its entirety at http://buperscd.technology.navy.mil/bup_updt/new_instructions/171011CH_1.pdf. Or you can access the full instruction with the change included at www.mwr.navy.mil/mwrprgms/171011c.pdf. If you have any questions about the changes, please contact PERS-658P.

COMMERCIAL SPONSORSHIP WITH CELLULAR/WIRELESS/PAGING SERVICES COMPANIES...Due to current world events, your MWR activity is probably entertaining more commercial sponsorship opportunities than ever before. Therefore, it's important to know what your MWR activity can and cannot accomplish with communication companies.

Would an MWR activity be violating the AT&T Personal Telecom-

continued

**ABOUT THOSE
HIGH-RISK ACTIVITIES**

We often get asked about offering high-risk activities. The questions usually include: Which activities may MWR sponsor? If we can't sponsor it, can it be contracted out? If it is really extreme, can we even contract out the activity? For example, is MWR permitted to teach contact martial arts or must this activity be contracted out to an independent contractor?

The answer to most of these questions is contained in Chapter 8 of the BUPERSINST 5890.1 and Chapter 19 of BUPERSINST 1710.11C. Historically, we've advised that if something was not prohibited by one of these instructions, then it must be low-risk and permitted. However, over the years, activities that were considered high-risk have changed as new and even more risky sports and activities have emerged. Examples include SCUBA diving and renting equipment such as surf, boogie and snow boards. All of these activities were prohibited at one time, but are now considered relatively low-risk.

Each new activity has to be evaluated for potential risk. If the risk is more than nominal, the level of risk must be carefully considered to determine if the activity can be contracted with an independent contractor who carries adequate insurance. Activities with severe risk should not be considered for contract regardless of insurance coverage. The insurance limits that are established in BUPERSINST 5890.1 are only the minimums that the MWR activity must require. If there is any doubt if an activity may be offered by MWR or if it needs to be contracted to an independent contractor, please call either the head of the self-insurance program or the MWR Legal Counsel.

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munications Agreement (Contract) with Navy, as administered by Navy Exchange Command (NEXCOM), by soliciting or accepting commercial sponsorship from cellular, wireless, or paging service companies? The answer is "no." The AT&T Agreement does not extend to cellular, wireless, or paging services. While NEXCOM does not have a Navy-wide contract with AT&T or any other communications company for cellular, wireless or paging services, NEX does administer contracts with multiple communications companies to provide cellular, wireless, and/or paging services at specific commands. Normally, companies will staff small kiosks inside or near the NEX facilities to promote and sell their product. While these local NEX contracts contain no exclusivity provisions, each contract requires the company, as part of its marketing plan, to work with MWR on sponsorship opportunities.

As a professional courtesy, it makes good business sense to approach the contracted cellular, wireless, or paging service company before seeking sponsorship from off-base competitors. Nonetheless, there are no legally enforceable restrictions preventing MWR from obtaining commercial sponsorship from local wireless, cellular, or paging service companies for MWR programs, activities, and events.

Because most of these communication companies offer a variety of services, MWR activities must make sure any company contacted for sponsorship understands there are several services that cannot be advertised or promoted due to the exclusivity provisions of the AT&T Agreement. When commercial sponsorship coordinators discuss sponsorship opportunities with these companies, it must be made clear that they are prohibited from advertising or promoting the following:

- Prepaid telephone cards that work from regular (landline) telephones, such as pay phones, office, barracks, etc. These cards are different from the prepaid cards that a wireless company might offer to provide wireless service through a prepaid wireless arrangement. The company may only advertise those cards that work with prepaid wireless telephones.
- Long distance service that works from the customer's landline phone in their residence. This includes dial around numbers (like 10-10-XXX). Wireless companies sometimes bundle long distance with wireless service.
- Voice-mail service that is a stand-alone service (separate from wireless service) or is a service that is offered to work with landline residential phone service. Voice mail service that is an integral part of a wireless service plan and takes messages when someone calls the wireless number is permitted.
- Calling cards that can be used to charge phone calls from most landline phones (such as pay phones, office phones, hotel phones, etc.). AT&T offers the Global Military Saver Plus (GMSP) card through the AT&T Agreement, and that's the one they advertise under commercial sponsorship arrangements. AT&T refers to

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that product as a Direct Billed Card because the bill is sent by AT&T directly to the cardholder. Users can also be billed through a residential landline telephone bill.

- A collect calling number such as 1-800-XXXXXXX (collect-type numbers). AT&T advertises the 1-800-CALLATT number and Navy receives commissions for use of this number under our contract.

To ensure compliance with the AT&T Agreement, MWR commercial sponsorship coordinators must proceed with caution and a thorough understanding of what is and is not permitted when negotiating with communication companies. Should you have questions regarding this matter, feel free to contact your local NEX store manager or PERS-658D.

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COMPETITIVE SAILING AND INSURANCE...As a result of recent field questions concerning "competitive sailing" and insurance issues, we sought the opinion of the Office of the Judge Advocate General's Admiralty Division.

The Admiralty Division has directed the United States Government and its Instrumentalities, such as Navy MWR, not to accept any sailboat racing responsibilities regardless of insurance limits. According to Admiralty law, the United States still remains liable as the owner of the sailboats for any uninsured liability.

Basically, Navy MWR cannot relinquish ownership of its property to an individual or an association. Therefore, if the command allows a sailing association to use MWR sailboats for competitive sailing and those participants are found liable for damages sustained to the MWR sailboat or the privately owned sailboat of another during competitive racing, those individuals would be liable to pay the claim. However, once the insurance limits and personal assets of the individual or association have been exhausted, the NAFI or Navy has to pay any remaining judgment.

The BUPERS Self-Insurance program is funded strictly with non-appropriated funds (NAF), and as you well understand, it would be inappropriate to expose that NAF (Central Fund) to undue risk associated with competitive racing. As always, MWR activities are strongly encouraged to take all appropriate steps to protect their property and reduce their exposure to such claims.

WHAT TO DO WHEN AN MWR VEHICLE IS INVOLVED IN A MOTOR VEHICLE ACCIDENT...With warm weather comes increased MWR tours and excursions. Operators of MWR vehicles should have an easy to follow plan should the vehicle they are operating be involved in an accident. Each plan should include, at a minimum, the following steps:

- Make sure everyone is all right. Unless absolutely necessary, do not move injured persons from the vehicle. Seek immediate medical attention for anyone who is, or may be, injured.

continued

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- If possible, safely pull the vehicle out from traffic and turn off the engine.
- Contact the police (off-base) or installation security (on-base) right away or see that someone else does. The MWR activity will require a copy of the official accident report to perfect its claim.
- Verify and exchange information with the other driver(s) involved. Make sure you record the name, address, and telephone number of all drivers and passengers; driver's license numbers and license plate numbers; registration information; make, model and year of vehicles; and the insurance companies to be involved.
- Use the accident report form, which should be maintained in the glove box/console of the MWR vehicle. Make notes or even a sketch to help you remember the time, weather conditions and details of how the accident happened.
- Do not lay blame or admit fault. Not only is this unnecessary, but could prove detrimental to the government during the adjudication and possible settlement of any claims arising from the accident.

As soon as reasonably possible, the command's legal officer or staff judge advocate should be informed. They will coordinate with a Claims Attorney at the servicing Naval Legal Service Office to assist in processing any claims that might arise from the accident.

Once all has been accomplished, MWR activities must submit their claims for reimbursement by following the procedures set forth in Chapters 2, 4, and 5 of BUPERSINST 5890.1. Assistance in perfecting such claims can be obtained by contacting PERS-658D1.

COMMUNICATIONS WORKSHOP...The MWR Communications Workshop is being held this week (3-6 June). Approximately twenty field communicators from around the world will begin to "Think Globally and Act Locally" when they come to Millington, Tenn., to learn about headquarters communications efforts, the Naval Media Center, and more.

The participants will get to exchange innovative marketing and communication ideas throughout the week as well as during their "90 Seconds" presentation. A special trip to and presentation by the world-class Memphis Zoo is also planned. Other sessions include presentations from Navy Motion Picture Service, Mission Essential Branch, Business Activities, and Community Support branches.

The field communicators will also learn how to communicate MWR's customer focus commitment and the upcoming Joint Services ITT & Marketing Conference. Presentations on interacting with Active Duty, working with your base PAO, and photography 101 will round out the week.

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**PROMOTING SPECIAL MONTHS/
WEEKS FOR NAVY AND MWR**

You may have noted from the calendars in the MWR Weekly Updates that we try to mention significant months or weeks. The hope is that it will serve as a reminder to you and your folks to use these as opportunities to program some special events on base.

Your field communicators have a complete list of all the various special events that you might want to have your staff review to see what you want to promote in the next few months. You may also find a more extensive list at www.mwr.navy.mil/subpages/mwr03calendar.rtf.

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TRAINING BRANCH

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MWR IPT...Several teams are wrapping up their work on MWR program standards. Field level program managers have been meeting over the past several months to either write or revise standards for their program. Managers from ITT, Youth/SAC, Outdoor Recreation, Fitness, Liberty, Library, Auto Skills, Category B Bowling, Fleet Recreation, and MWR Overhead have all now completed their work.

The MWR IPT Program Support Group (a team of MWR Directors) had their final standards review meeting in Millington on May 20-21. Assuming approval by others in the chain of command, these new and newly revised standards will be the basis of a Navy-wide data call to be conducted in August/September 2003.

The standards are available at www.mwr.navy.mil/mwrprgms/programstand.htm. It's a good idea to get familiar with them now and reduce your workload when the call comes in August. Congratulations and thanks to all these hard working teams – you did a great job!

CUSTOMER SATISFACTION SURVEYS...A new part of the score for each program for the upcoming data collection will be a “customer satisfaction score.” You should have already received the instructions for conducting a survey for your program – but if you didn't, go to www.mwr.navy.mil/mwrprgms/programstand.htm and download the survey and the instructions to conduct it.

The survey is fairly simple, and if conducted properly, will give you a customer satisfaction score you can report when you enter your scores for the standards. Don't wait until the data call comes in August to conduct your survey – you won't have enough time to get the job done.

NEW COURSE MANAGERS BEGIN THEIR TRAINING...Six brand new course manager candidates recently completed their first week of training to become certified course managers for a NPC course.

Bob Chiera, Julie Smith and Mario Garden began their training as Fleet Recreation Management Course Managers. Jim Higgins, Laura Yeager and Scott McDonald completed their first week for the MWR Manager Course.

AND ONE COMPLETES HER TRAINING...Alison Bowers recently completed all her training and was certified as a course manager for the Leadership Skills for Managers (LSFM) course.

WELCOME NEW STAR SERVICE AMBASSADORS...The following Star Service Coordinators recently completed training in Millington: Lauren Baeza, Jenny Charlson, Sheila Herron, Henry Lockwood, and Wanda Swindler.



NAVY MOTION PICTURE SERVICE

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Please send monthly attendance reports to PERS-650D via email or fax at 901-874-6831.

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ARE ALL YOUR MOVIE CUSTOMERS BEING SERVED?

The 8mm videotape program has become one of the most popular MWR services for both afloat and ashore commands. The arrival of each monthly shipment of movies is a highly anticipated event that brings crowds of Sailors and their families out to our facilities for an enjoyable and inexpensive (it's free!) entertainment activity.

Now, here's something to think about: With a library of over 750 movies, are you making the best use of this MWR resource? We encourage you to think of other areas, activities or programs that could benefit from this program that may not be currently included.

We have helped many sites set up shared programs that provide our customers with the opportunity to use this program in the areas where they are needed most. Call us!

35MM THEATERS BRING IN THE CROWDS... Attendance has experienced an overall increase Navy wide by nine percent YTD compared to the same time last fiscal year. For the same time frame, the Navy theaters increased revenue (program and resale) by seven percent, which helped with the six percent increase in net result. Keep up the good work theater managers and staff!

NMPS is able to keep track of these statistics when you turn in your 35mm Monthly Movie Exhibition and Attendance Records. This report is due by the 15th of the month following the reporting month. Sending in your monthly attendance reports is an NMPS program requirement and part of the contractual requirements with the film companies. If you have been turning in your reports after the 15th, please make time this month to establish a plan to meet the deadline next month. Let's see if you can continue to bring in the attendees while providing great service to your military communities.

BUDGET FOR TRAINING OPPORTUNITIES... As you're putting together your budgets for next fiscal year, don't forget to budget for training opportunities for yourself and your staff.

NMPS is working on a military theater training day at this fall's ShowEast conference in Orlando, Fla. The first day of the conference, September 29, is NMPS Training Day – a full day of sessions pertaining to issues and operations unique to NMPS theaters.

If you choose to attend NMPS Training Day, stick around for the rest of the ShowEast conference and tradeshow to learn about the latest and greatest in the commercial movie industry. The full ShowEast conference and tradeshow runs September 29 – October 2. The beauty of ShowEast registration is that all of your meals are included for the majority of the conference, saving your command the per diem reimbursement expense. For details on ShowEast, visit www.showeast.com.

Also this fall, the National Association of Concessionaires will be offering a series of regional concession workshops throughout the country. The current seminar location list is not yet posted on their web site (the locations listed are from their spring 2002 schedule); however, you can get an idea of what they offered last year. Go to www.naonline.org for more information. If you're interested in attending the Concession Manager's Course, it is usually offered two to three times per year. While next year's CMC schedule is not yet available, you can estimate the timeframes and costs based on this year's information.

In addition to these industry training opportunities, Navy MWR offers many beneficial training courses for all levels of Navy MWR personnel throughout the year and across the globe. Visit the Navy MWR web site at www.mwr.navy.mil and select "Training" from the menu for more information on courses available.

VIDEOTAPE TIP OF THE MONTH... If the plastic cover that our movies come in breaks or is lost, simply replace it with the case from an expired tape you are returning. There is no requirement to return all of the plastic cases.



FACILITIES & ACQUISITIONS BRANCH

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NAF PROJECT NOMINATIONS...

for FY05 consideration have been received and are being processed. If you missed the deadline, now is the time to start developing and submitting your pre-INVS submissions for FY06 consideration.

Please recall that pre-INVS submissions are intended to be submitted by e-mails only for quick feedback. There may be some changes to the process as the Navy transitions to the Commander Naval Installations (CNI) organization. We will provide you with any such changes in these pages and by separate correspondence as soon as they become clear. The due date for FY06 INVS submissions to be considered is April 1, 2004. If you need forms or assistance, call PERS-656D.

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NPC GRANTED CONSTRUCTION CONTRACTING AUTHORITY...

The Assistant Secretary of Navy for Research, Development and Acquisition (RD&A) has delegated a five million dollar permanent construction contracting authority for nonappropriated fund projects to PERS-65.

This is the culmination of a Demonstration Program started in 1998 through which "best commercial industry practices" were tested and applied to the execution of MWR projects. The application of these practices has resulted in shorter construction periods, cost savings and overall quality enhancements. For more information, call PERS-656.

NEW FACILITIES CRITERIA...

is being developed every year. Currently under development are the criteria for Youth Center, including School Age Care (SAC) criteria. Military Recreation Center (Liberty/Single Sailor Center) criteria is in the final stages of development and should be published soon. Criteria covering Outdoor Adventure Centers, Rental Centers, and Outdoor Centers & Other Rentals was published in April. The new criteria for Child Development Centers was adopted almost a year ago.

These developments are being taken under a DOD program directing the adoption of Unified Facilities Criteria (UFC) for all DOD components. Others will be coming over the next few years. UFCs have already been developed for some building systems and for ATPF. One UFC 1-200-01 of 31 July 2002 has adopted the International Building Code for all DOD components. Your Public Works planners can access the Naval Facilities Engineering Command Publications web site to download copies for you or you can request assistance from PERS-656.

NEW NAF VEHICLE REPORTING REQUIREMENTS...

Through Executive Order 13149 (signed in 2000) and the Energy Policy Act of 1992, all federal government agencies must submit an annual report in October summarizing the total fuel consumed by vehicle/truck type and cost. This information will be collected and totaled on a regional basis for each respective MWR NAF fleet.

The other requirement associated with this report concerns fleet acquisitions. We must provide information regarding actual and planned acquisitions for the current year and the next two out-years. This part of the report is used in addressing the requirement that 75 percent of all vehicles must be "alternative fuel capable." The important word here is "capable." The actual alternative fuel may not actually exist locally, but the vehicle must be capable of using one of the option fuels (there were six) if it were to become available.

An initial announcement was forwarded to regional and Echelon II MWR representatives on May 16. Efforts are underway to automate the collection and transmission of this data to the Navy coordinating office, Naval Facility Engineering Command (NAVFACENGCOM). NAVFAC is collecting the same data for all appropriated fund acquired and supported vehicles and trucks (owned and leased). Much more to come your way on this subject in the coming weeks. For more information, please call PERS-656A or PERS-656.



**COMMUNITY
SUPPORT
BRANCH**

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CDH DIRECTOR TRAINING 2003 - ONE TEAM!..A successful annual Navy CDH training was held April 8- May 2. Forty-eight CDH Directors and Monitors, T&C, R&R, and CDC Directors representing all Navy regions and claimants participated in sessions emphasizing the importance of working cohesively in teams (e.g., CDP, Youth, MWR, command agencies, states, etc.) to accomplish common goals most efficiently. Civilian presenters and NPC staff provided sessions on preparing for and successfully handling change. One session stressed the importance of continuous marketing and expansion of CDH, and another addressed the keys to "team friendly," internal customer service, both of which are crucial for recruiting and retaining providers. If staff doesn't support each other and work together as a team, it's hard to get providers to join our team.

Another emphasis for the week was improving environments. Because of feedback from the Navy Family Summit, a session on Emergent Curriculum empowered CDH staff to help CDH providers plan activities and educate parents that their child does more than "play all day." And, finally, we had another very valuable session on "Burning Issues," the overview of which is now on the CDH web page at www.mwr.navy.mil.

Some issues were resolved during the week and some need further research and resolution. Government vehicles (e.g., the lack of them, the lack of safe and working vehicles) was a key issue that needs to be addressed locally. The role of T&C's in CDH is still an issue that will be addressed at CDC Director training this summer. Transferring providers from one command to the next without losing them was another key issue. The field voted to have NPC issue standard procedures and these are now posted on the CDH web page. The group was also given an update on the latest version of CNI and the importance of CDH in the future. So, the week ended on a positive note and participants left feeling re-charged to do great things for Navy children and their families!

MILITARY HOME ACCREDITATION (MHA)...Participants at the annual CDH training completed the "NAFCC Observer Training" in preparation for the Navy's switch from Military Home Accreditation (MHA) to NAFCC accreditation. The evaluations by CDH staff were very positive and they feel prepared to help their providers through the change. The Army (Accrediting MHA Agency) will continue facilitating MHA providers through January 2004 while NPC determines the future resource requirements. Converting to the NAFCC accreditation system resolves the different approach among Services (Air Force current NAFCC vs. Army, Navy and Marine Corps current MHA). It builds the stature of NAFCC to have military training resources and providers while it builds the stature of military provider to be recognized by National civilian organization just like CDCs are recognized by NAEYC. Our providers will also gain access to support strategies and resource materials being developed by local civilian groups. Army staff will now have more time to focus on the design and implementation of a CDH "System Accreditation." We now have 30 Accredited Providers including two Star Providers! There are 20 candidates awaiting a validation visit. San Diego CDH is still ahead! Keep up the great work! This is a winning initiative for providers, parents, and children!

WHO BROUGHT THE DOGS UP, WHO, WHO?..One more "Burning Issue" from CDH training: What is the policy on having dogs in the home during day care hours?

First, we must explain that the insurance policy from Don Morgan and Associates (425-348-6557, info@morganinsurance.com) excludes dog bites. Two other companies cover dog bites: Adults and Children's Alliance (800-433-8108, 651-481-9320) and Wilcock Insurance (800-657-0981, Jill@wilcockinsurance.com). Also, providers can find another insurance company provided the coverage and liability limits are identical to OPNAVINST 1700.9D requirements.

Now back to the dogs. Even if a provider chooses one of the other two companies, whether or not they can be part of the program depends on your local Standard Operating Procedures (SOP). All providers must follow the OPNAVINST 1700.9D regarding dogs, vaccinations, and dangerous breeds. However, in 1994, a child in Navy FCC suffered a serious dog bite to the face; our insurer cancelled our policy and many commands chose to put further restrictions in their local SOP. We highly recommended wording to include "dogs shall be kept separate from children during CDH business hours."

While there are benefits to helping children learn how to care for pets, the risks outweighs the benefits and it's not fair to the dog to have four to six young children pulling at it. Why take the risk of a child getting a dog bite? Having said all that, if the provider purchases insurance from Don Morgan, the policy specifically states dog bites are excluded from coverage. Therefore, dogs can't be around the children in a "Don Morgan Home." The dog can be outside while the children are inside and vice versa, the dog can be kept in the garage, or the dog can be kept in another room in the house that is inaccessible to children.

2003 TEEN SCHOLARSHIP WINNERS...135 Teens from around the world have been selected to attend five different camps this summer. Camps include Sea World, US Space Camp, Woodward Extreme Sports Camp, High Cascade Snowboarding Camp and World Sports Camp. For the list of winners go to www.mwr.navy.mil/mwrprgms/winners.htm.

CDP TRAINING: "PAYING THE COST TO BE THE BOSS"... Navy CDP training will be held July 14-18 at Marriott Downtown Hotel in Memphis, Tenn. The Director of Children and Youth, OSD, will be our keynote speaker. The Special Assistant, ASN (M&RA), will speak on Navy policies/mandates and the importance of your position to the mission, and the MWR Internal Communications Coordinator will assist you with effectively communicating your program.

This is an important training and all program managers (CDC Director and CDC Regional Director) should make every effort to attend. The program agenda will be located on the CDC web page when completed. For training and registration information for this training, visit the MWR training web site at www.mwr.navy.mil/mwrprgms/training.htm.

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EARN COLLEGE CREDIT WHILE OBTAINING YOUR CDA ONLINE...Care givers and CDH providers can earn a Child Development Associate (CDA) credential from Professional Training and Consulting (PTC) and earn college credits through the University of Cincinnati.

PTC says there are five reasons to earn a CDA through their program: (1) Advance your career and potentially earn more money; (2) Earn college credit toward an Associate Degree; (3) Learn more in your field to benefit you, your center and the children that you teach; (4) Earn your CDA online at your convenience; and (5) Enjoy personalized attention from a live PTC "coach" one-on-one.

Call PTC at 800-499-9907 or visit www.ptctraining.com.

NAVY CHESS....The Interservice Chess Tournament will be held August 3-9 at Camp Lejeune, N.C. The top six individual finishers of the Interservice Tournament will represent Team USA and advance to the NATO Military Chess Tournament to be held 8-12 September in Copenhagen, Denmark.

The six-member Navy team to participate at the Interservice Tournament will be selected by application. Applications must be received by noon CST on June 13. Applications can be mailed or faxed to the Community Support Branch office. Selections will be made by June 18. Applications are available at www.mwr.navy.mil, select Community Support Branch, and then Chess.

AUTO SKILLS...Our first draft of the Auto Skills standards and metrics is finally completed and has been reviewed by the PSG. Be on the lookout for a copy to be mailed to you shortly! Thank you to all of those who put so much effort into the development of this project!

Welcome and congratulations to Naval Station Norfolk on their opening of their new Auto Skills Center!

OUTDOOR RECREATION...Reminder of the upcoming "Leave No Trace" training. Visit either the Training Branch or Outdoor Recreation web sites to access details and applications.



TREASURY OFFSET PROGRAM (TOP) UPDATE...For those who have already referred bad debts for collection, please make sure you are using the latest form to request collection. Check our web site at www.mwr.navy.mil/mwrprgms/ramcas.htm and go to TOPS Policy Letter – Request for Bad Debt Collection through Treasury Offset Program (TOPS).

This form has been updated with some new accounting information so that collections can be credited properly. For those who have not yet used this service, we have been able to collect 38 bad debts totaling over \$7,200 at no cost to MWR. If you have further questions about the program, contact P652G.



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FINANCIAL MANAGEMENT BRANCH

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