

Undercurrents



The Navy's MWR Newsletter



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Inside

AIMS	11
Auto Skills	9
Bowling	14
Business Activities	14
Child Development	8
Communications Group	2
Community Support	7
Customer Service	5
Facilities	12
Financial Management	10
ITT	7
Legal.....	3
Mission Essential.....	19
Navy Ball	2
NFC	4
NMPS.....	13
Personnel	6
Policy	2
Training.....	5
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:

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From the Director:

INFORMATION DIRECTORY DATABASE PROJECT...

Beginning in August, regions and bases will update the MWR Worldwide Information Directory via the worldwide web. The MWR Communications Groups (PERS-658C) will then use the data collected to provide an electronic directory for worldwide distribution.

A web-enabled and password protected secure site has been designed as a collection instrument to allow regions and bases to update and maintain their own personnel listings and mailing addresses for use in the directory. Region/base QOL/MWR directors will assign one person to be their point of contact (POC) who will be responsible for updating the region/base information and communicating with the system administrator (PERS-658CP).

While the data entered into the directory does not contain critical information such as social security numbers or pay grades, it is important that the POC keep the password private to maintain the integrity of the system and to enable the tracking of changes to the database.

The system administrator will be contacting all region/base QOL/MWR directors in the next few weeks to obtain their POC information.

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"STRAIGHT TALK" INFORMATION PACKAGE...The Navy MWR Communications Group has created an information package designed to provide a clear and consistent message to MWR program managers about the impending FY04 and FY05 APF budget cuts. The package includes talking points on MWR budget cuts, potential questions and answers, and a draft response to congressional or similar official inquiries for use by regional/local MWR staff. Also included is a short video, entitled "Straight Talk," that features Tom McFadden and myself discussing the funding situation that can be used to supplement your own discussions with your people on the funding situation. The packages have been mailed to Echelon II representatives, regional MWR directors and installation MWR directors.

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Best regards,
Captain, USN
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**"GARAGE SALE" OF
EXCESS MWR NAF PROPERTY**

Current policy provides that not more than annually, excess NAF property having an original cost of \$300 or less may be sold to authorized patrons in a "garage sale," at a predetermined fair market price. In a policy letter dated 5 June 03 (www.mwr.navy.mil/mwrprgms/policyletters.htm), the \$300 limit was changed to \$1,000. Contact PERS-658P for more information.

NAVY BALL REIMBURSEMENT PROGRAM UPDATE... Due to the FY04 NAF budget reductions, we have received numerous inquiries regarding the continuance of the PERS-65 Navy Ball NAF reimbursement program. While the program will continue during FY04, the PERS-65 program funding level has been reduced by 15 percent. Therefore, reimbursement requests will be provided on a first-come, first-funded basis – i.e., once the budgeted monies are consumed, we will not be able to provide reimbursement.

We recommend local MWR programs submit their reimbursement requests, via their regions, as soon as practical after the event. BUPERSINST 1710.11(C) [enclosure (1), page 3-5] contains policy for MWR's limited involvement in Navy Balls. Please remember MWR is permitted to provide only limited NAF support for Navy Ball entertainment and decorations, e.g., table flower arrangements and small mementos. Specifically, local MWR NAF funding and NPC reimbursement is limited to the following amounts: events with less than 250 attendees: \$2,000; events with 251 to 500 attendees: \$2,750; and events with over 500 attendees: \$3,500.

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.

COAST GUARD PATRON POLICY... We have recently received several inquiries concerning the patron policy for Coast Guard personnel. Members of the Coast Guard and their family members are authorized unlimited use of MWR facilities and services. Also, unlimited use is authorized for U.S. DOD and Coast Guard civilians and family members when stationed outside the U.S.

Limited use of MWR facilities is authorized for APF, NAF and retired DOD and Coast Guard civilians when stationed within the U.S. This includes viewing of Navy entertainment motion pictures only if use of other MWR facilities is extended to this group. Coast Guard civilians may be carrying Department of Homeland Security identification. In order to establish patron eligibility, you should verify that the Coast Guard employs them.

The chart for determining patron eligibility can be found in chapter six of BUPERSINST 1710.11(C), which can be viewed at www.mwr.navy.mil/mwrprgms/171011c.pdf.

"STRAIGHT TALK" INFORMATION PACKAGE... The Navy MWR Communications Group has created an information package designed to provide a clear and consistent message to MWR program managers about the impending FY04 and FY05 APF budget cuts. The package includes talking points on MWR budget cuts, potential questions and answers, and a draft response to congressional or similar official inquiries for use by regional/local MWR staff. Also included is a short video, entitled "Straight Talk," that features Captain Kevin McNamara (PERS-65) and Tom McFadden discussing the funding situation that can be used to supplement your own discussions with your people on the funding situation. The packages have been mailed to Echelon II representatives, regional MWR directors and installation MWR directors.

RISK MANAGEMENT...is a topic that managers, in general, tend to shy away from. Their first impression is one of increased workloads on their already stretched resources. While initially this may be true to some extent, assessing risk and implementing a proactive approach toward risk management is a far more cost-effective solution for the field activity and MWR as a whole.

There will always be incidents that are simply out of the control of management. However, managers can minimize a large portion of these accidents/incidents simply by reviewing and enforcing safety practices already in place through Standard Operation Procedures. For example, NPC recently received a tort claim concerning a NAF employee who was operating a golf cart at an unsafe speed and allowed an unauthorized passenger to sit on the back. The passenger was ejected and sustained multiple-fractures to his leg.

It is safe to assume that the NAF employee (and every other NAF employee) was trained in the proper methods and rules governing the various tasks within the scope of their job description. However, due to a momentary lapse in judgment, the Central Fund lost approximately \$100,000.

All losses have an impact on MWR and its field activities, especially large, avoidable losses, such as above. It makes good financial sense to tighten up on safety and operational procedures at anytime, but even more so when MWR is faced with budget constraints. After all, reviewing and enforcing safety measure may not only save money, but also save someone from serious injury.

MWR AND THE SCOUTS...The Administrative Division of the Judge Advocate General's Office has issued a very instructional Ethics Gram, with several key points, that is applicable to MWR operations and any other department or division of a command.

First, sponsorship via official chartering under the command name or by a command member acting in an official capacity is not permitted by the Joint Ethics Regulations. Second, there are certain things that commands have historically done such as cruises (daytime and overnight), orientation flights, lodging and meals, training, orientation, and tours that were permissible by Navy instruction. However, these activities may be outside of the Joint Ethics Regulations and should be carefully reviewed before being permitted. The commanding officer should consult with the command's ethics counselor prior to approving any support for Boy and Girl Scout Organizations. The Ethics Gram cites 17 laws, Code of Federal Regulation cites, and instructions that the ethics counselor must consult before advising the commanding officer on whether to grant the support requested.

Finally, the Ethics Gram discusses both overseas and stateside support of Boy and Girl Scouts. Support for overseas locations differs from that of stateside activities, so the rules should be reviewed in detail.

Whenever MWR is asked to support one of these organizations, the local ethics counselor must be consulted and the commanding officer must grant the support sought by either organization. This is sound advice anytime a private organization applies to MWR for support of an event.

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NAVY FLYING CLUB PROGRAM MONTHLY FINANCIAL REVIEW...One of our management/monitoring tools at PERS-658 is to review the financial posture of each active Navy Flying Club (NFC). The reason for conducting this review/analysis on a monthly basis is to ensure that commands are made aware of a particular finding early enough to resolve a financial deficiency before it grows too large to overcome.

Each month, all NFC financials are entered into a spreadsheet for review by selected personnel to determine if one or more NFCs appear to be experiencing financial difficulty. If a club appears to be experiencing a financial challenge, PERS-658 sends a letter to the respective command requesting them to review the problem and provide assistance as required to correct the deficiency. Since NFCs are required to be self-sufficient, it is imperative that NFCs continue to operate in a financially solvent condition. If an NFC is left unchecked and their financial condition degrades to the point where the club must close, the club's outstanding debt must then be paid by funds from the NFC Program Central Fund.

Two early warning signs of financial difficulty include clubs with large accounts receivable and clubs failing to regularly set aside sufficient restricted cash for recurring large maintenance expenditures, such as engine overhauls and avionics upgrades.

COMMON NAVY FLYING CLUB INSPECTION FINDINGS...

The following findings are the most commonly noted during flying club inspections. A reviewing of them now will ensure that you can avoid similar discrepancies during your next inspection.

Payroll Accrual: Accrual accounting policies and practices for NFCs are the same as those for MWR. Common inspection findings include NFC payroll expenses erroneously reported as an accrual to MWR and NFC Financial Statements understated for payroll expenses. MWR Business Service Office (BSO) managers should establish procedures to ensure that a payroll accrual is prepared each month for the NFC Fund.

Cash Counts: Command's internal review process should include procedures for unannounced quarterly cash counts. Additionally, MWR directors, as well as NFC activity managers, have an equal responsibility to ensure that unannounced cash counts occur at least quarterly.

Income: The Hobbs meter (which measures engine hours) opening and closing reading should be used as a substitute for a cash register. Frequently, aircraft utilization slips or reports are not submitted to the business office in sequential order to provide for analysis of any gaps between Hobbs meter opening and closing readings. Additionally, there is no evidence of a monthly reconciliation process in effect to account for engine hour readings reconciled with gross income for lessons and rental fees. The MWR BSO manager should work with the NFC manager to establish internal procedures to ensure receipt of all NFC revenue and deter fraud, waste and abuse.

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JAPAN BASES TO LAUNCH CENTER OF EXCELLENCE

Center of Excellence (COE) Leadership Awareness meetings were recently held at Yokosuka, Atsugi, Sasebo, and Okinawa. These MWR Departments plan to use the COE approach to stay focused on their customers as they develop a service excellence operational philosophy throughout the region. Japan is the first OCONUS region to embark on the COE initiative, and joins NAVSTA Great Lakes, NSA Mid-South, Navy Region Southeast, and Navy Region Southwest in the growing list of bases and regions that are committed to service excellence.

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WELCOME SOME NEW STARS...

The following MWR Stars were recently certified:

Star Service Facilitators: Jeffrey Cornell, Brittney Hicks, William Polk, Nancy Prouty, Valerie Rita, Esmeraldo Saraza, and Elrony Williams.

Star Service Coordinators: Nancy Edwardswalker, Darlene Howery, and Jerrie Tall.

New Course Manager: Scott MacDonald is the newest course manager for the MWR Managers' Course. He completed his apprenticeship in June at NAS Sigonella. Congratulations, Scott! Planning to complete their apprenticeship later this summer are Laura Yeager and Jim Higgins.

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MWR STANDARDS AND METRICS - IPT PROCESS...The first of two major events in the IPT process is underway, with the second coming up in August.

1. Customer Satisfaction Surveys. All shore commands should be conducting or should have recently completed customer satisfaction surveys for all programs that have established IPT standards. Those programs are Fitness, ITT, Liberty, Outdoor Recreation, Libraries, Youth/SAC, Category B Bowling (includes all bowling at overseas commands), Fleet Recreation (shore support), and Auto Skills. If you haven't completed this survey for each of these programs, there is still time to complete them before the second major event (data collection).

2. Data Collection. Although a date for data collection hasn't been determined, anticipate this happening in late August and/or early September. Every shore command that has one or more of the programs listed above will score themselves on the established IPT standards for each program. The score you got for each program on the Customer Satisfaction Surveys will be reported at that time.

More information on the IPT process, downloadable files for all standards, and information on the customer satisfaction survey can be found at www.mwr.navy.mil/mwrprgms/programstand.htm.

THANKING OUR FIELD TEAM...The PERS-65 Star Service Field Support Team is committed to showing our appreciation to facilitators and coordinators in the field. One way for us to do this is the annual Star Service Rewards and Recognition program. 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. Guidelines are on our MWR web site, under the Training Branch pages, or click www.mwr.navy.mil/mwrprgms/starserv/rewardguidelines.rtf.

THIRD TRANSLATION OF STAR SERVICE TRAINING...

Add Spanish to the list of translated participant's guides for Star Service: Achieving Extraordinary Customer Relations (AECR). We've already translated the guide into Japanese and Tagalog. The new Spanish version will continue to improve our employees' ability to understand and relate to customer service training. We're told by facilitators and managers that these translated versions of the guide are invaluable tools for bridging language and cultural gaps in order to create even more PMCE's (Positive Memorable Customer Experiences) for all of our customers.

The Japanese and Tagalog versions are now available and the Spanish version will be available beginning in October. If you are interested in receiving these translated participant workbooks, have your Star Service Coordinator contact PERS-654F2.



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TSP CATCH-UP CONTRIBUTION...The Thrift Savings Plan (TSP) has issued implementing instructions for the over-50 catch-up.

NAF participants must meet all of the following:

- a. Be contributing to the Civil Service retirement system.
- b. Be age 50 or older during 2003.
- c. Already contributing the maximum percentage amount of regular TSP contributions.

A fact sheet on the program is available at www.tsp.gov. The deductions may be started for the payday of Aug. 15. In order to start your deductions, a Form TSP 1-C must be completed and turned in to your NAF personnel office. The enrollment form is also available on the above web site. Current NAF employees who are enrolled in TSP must fax the form to PERS-653 at 901-874-6844, DSN 882-6844. The deduction must be in whole dollar amounts and cannot exceed \$2,000 for calendar year 2003.

Activities on SAP HR will enter the data in SAP for information purposes and the payroll clerk will enter the data in the payroll system. Questions concerning SAP input should be directed to 901-874-6707, DSN 882-6707 and questions concerning payroll input should be directed to 901-874-6548, DSN 882-6548.

VOLUNTARY SEPARATION INCENTIVES FOR BUPERS NAF EMPLOYEE...In anticipation of potential NAF staff reductions for FY05, several special incentives are being offered. These are intended to help reduce or eliminate the need for Business Based Actions (BBAs). These incentives will only be available until Dec. 31, 2003, or for the first 500 employees who elect to take advantage of them. The incentives include:

- a. Buyback of up to five years of BUPERS civilian service. This shall be paid by Sept. 30, 2003.
- b. Buyback of up to five years of military service. This election shall be made by Sept. 30, 2003 and paid in lump sum before retirement or Dec. 30, 2003, whichever date is the earliest.
- c. Lump sum cash payment of BUPERS NAF retirement contributions not to exceed \$25,000 to employees who retire with an immediate annuity between Aug. 1, 2003 and Dec. 31, 2003.
- d. Use of sick leave to meet retirement eligibility.
- e. Delay of the Social Security Offset between age 62 and full Social Security retirement age.
- f. Retirements during this period will be processed as involuntary early retirements and the lesser deduction will apply.

Activities are also being given authority to do some other things but these will have to be paid for by the NAFIs and it will be their option on implementing these. Complete guidelines will be issued to the activities within the next few weeks. They will be providing guidance to employees on how to take advantage of these.



COMMUNITY SUPPORT BRANCH

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GIVE MY REGARDS TO BROADWAY

Start planning ahead for the Biennial Joint Service ITT conference coming up this January in New York City. This year's host will be the Army and we are joining forces with our marketing team. The goal is to take ITT managers to destination locations to better familiarize them with the newest developed travel markets so they can sell them more easily, while completing the biennial training at the same time. This year's training will focus on the changing budgets, how to maximize commissions and break even in your offices, going ticket-less, and partnering with marketing teams. Watch for the announcement coming out in October.

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GETTING THE MOST FOR YOUR TIME...With the new focus on budgets and the reduction of monies targeted at ITT offices, it is more important than ever that you are able to operate at a self-sustaining level.

The hotel and cruise programs are one way to easily increase your commissions into the office. The cruise program offers you a 10-15 percent commission on everything you book. Considering the average cruise sale is \$800, the return is significant. Selling hotels also creates the opportunity to make significant money, as the return is usually 10 percent as well, not to mention saving your customers the hotel taxes in certain locations, which can be as much as 17 percent.

If you are not currently selling these products, contact PERS-659B2 to find out how you can add them to your line-up.

COME FLY AWAY...but not with ITT is our party line. Some of our field offices have been considering getting into the airline business. Several contractors have provided an option to be able to service your office, for a fee, so they can book air.

Due to changes in the industry, and the cost of airline tickets, consolidators, and Internet bookings for tickets being at an all-time high, we don't recommend that any stateside (CONUS) MWR office get into this business. There is a cost to cutting an airline ticket that you would have to charge the Sailor, which puts us at a disadvantage from the Internet and airlines right off the bat. Most of the airlines are not paying any, or very minimal, commissions.

Remember to service your clients by providing the on-line travel agent, and help educate them on how to book on-line and make smart decisions by shopping around. However, don't get locked into anything regarding booking airline arrangements. If you have questions, contact PERS-659B2.

AMERICAN FORCES PRESS SERVICE...reports that the refurbished Armed Forces Recreation Center Shades of Green on Walt Disney World Resort will not open till March 1, 2004, instead of Dec. 15, 2003.

Guests who already hold reservations are offered three options: 1) Keep the same vacation dates for 2004 at the same room rates guaranteed in 2003. 2) Keep their vacation dates for 2003 at a comparable Disney Resort at the same room rates, plus the applicable state tax of 11 percent. 3) Cancel the existing reservation and receive a full refund.

When the resort reopens, the current room rates of \$66 for E-1 through E-5 will only go up \$4 to \$70. Other rates are computed on a sliding scale based on rank. The Armed Forces Recreation Center is open to DoD ID-card holders in all branches of military service: active duty and reserve components, DoD civilians, both military and civilian DoD retirees, and their families. For more information, visit www.shadesofgreen.org or call 888-593-2242. For more on military travel options and discounts, see www.military.com/eCommerce/DealIndex/.

AWARDS AND RECOGNITION

A BIG congratulations goes out to Debbie Wicks, Kim Reid and Cathy Mead. Debbie received the BGCA Rookie of the Year Award for the Southeast Region; Kim Reid received the BGCA National Professional Service Award, and congratulations to Cathy for her 10-year anniversary with MWR! Keep up the good work!

AFFILIATED

El Centro is now affiliated with the Boys and Girls Clubs of America! Congratulations!

TRAINING 2004

NPC will be hosting a combined Youth and SAC training in FY04 at NAVSTA San Diego, March 8-12. More information to come.

2003 BGCA CONFERENCES...The Midwest will be in Milwaukee, Wis., Sept. 3-5. The Northeast will be in Providence, R.I., with the date to be determined. The Pacific Northwest will be in Bellevue, Wash., Aug. 26-29. The Pacific South will be in San Francisco, Sept. 4-7. The Southeast will be held in New Orleans, Sept. 9-11, and the Southwest will be in Plano, Texas, Aug. 27-30. For more information, go to www.bgca.net.

RETAINING CDH PROVIDERS...

At the recent CDH Director training, participants asked for standard procedures regarding providers who transfer from one command to the next. Sample forms and procedures are on the CDH web page (www.mwr.navy.mil). Thanks to Navy Region Southwest for their valuable input. Providers transferring to another command can quickly assimilate into the new program with a short orientation. Provided background screenings are less than a year old, providers can have their new home inspected and be ready to roll.

NWS CHARLESTON YOUTH CENTER...The Youth Center at Naval Weapons Station Charleston has relocated to a newly renovated facility, which was previously the Child Development Center. Highlights of the Youth Center includes an artistic mural that greets the children as they enter the Youth Center's lobby area; a snack bar that offers a wide variety of candy, beverages and nutritious snacks; an expansive game room with a wide range of games including pool, bumper pool, foosball and an assortment of video games; an outdoor covered basketball court; and six SAC classrooms for children ages kindergarten through the sixth grade.

PHASE OUT DATES FOR MHA...The Army, which is currently the accrediting agency for Military Home Accreditation (MHA), has announced the phase-out dates for providers who may wish to pursue MHA. The Army will continue to accept new MHA candidates until Aug. 29 and will accept requests for Validation Observation visits until Dec. 1.

Beginning January 2004, the Navy will convert to the National Association for Family Child Care (NAFCC). Having all four Services using NAFCC accreditation offers the potential to share resources and training. For example, the Army will offer an Observer Training in Europe sometime in the fall and will reserve a few spaces for our Navy CDH Directors/Monitors who did not have a chance to attend our recent training in Millington, Tenn. Our providers will also gain access to support strategies and resource materials being developed by local civilian groups.

We have had 78 accredited providers complete the MHA process over the years! We are looking forward to many more providers participating in the NAFCC process and we will issue those procedures by September 2003. Keep up the great work! We are looking forward to many more providers participating in the NAFCC process and we will issue those procedures by September 2003.

UPDATES FOR COLLEGE CREDITS...If caregivers or providers are completing modules now, please fill in the American Council on Education (ACE) bubble form with a date prior to Dec. 31, 2002. Until our new modules are completed and reviewed by ACE, they cannot honor modules completed this year. Once the review is complete, they can "back credit" any modules dated this year.

In an effort to improve customer service, the American Council on Education (ACE) Credit Staff is going to provide students with a means of submitting information electronically. This "electronic registration packet" is intended to capture the same information as the Scantron forms that we are currently using. They hope to better serve their customers and to expedite the process, as well as eliminate the bubble sheets, which if not completed in #2 pencil or if a bubble was off, led to the computer rejecting the data. Caregivers and providers will complete the form, download, print and mail to PERS-659 with the fee as usual. ACE hopes that this alternative method addresses all of the criteria necessary to establish a record, have courses added, and have an official transcript mailed in a more streamlined way. ACE welcomes any comments or suggestions you may have about this process and thanks you for your cooperation in helping our adult learners. Visit the ACE at www.acenet.org.

AFTERMARKET AUTOMOTIVE INDUSTRY WEEK

PERS-659 will host our annual meeting in conjunction with the show, to be held Nov. 4-7 in Las Vegas. We'll keep abreast of the latest and greatest by attending the show, as well as conduct our Navy program training covering topics such as strategies for a financially challenged environment, continued excellence in customer service, state of PERS-659 and Navy Auto Skills program, equipment purchasing and grants, effective and creative marketing, industry trends, standards & metrics, and much more. For information on how to register for AAIW and the annual Navy Auto Skills meeting, check out the web site (www.mwr.navy.mil).

CONGRATULATIONS...to Naval Station Norfolk on the grand opening of their new Auto Skills Center!

2003 NAVY CHESS TEAM...will participate in the Interservice Championship being held in Camp Lejuene, Aug. 3-9. Last year, the Navy took second place in the championship, with two Navy team members advancing to the NATO tournament.

The top six individuals of the Interservice Championship will go on to compete as Team USA at the NATO Military Chess Tournament being held in Copenhagen, Denmark, Sept. 8-12. Last year, Team USA rocked the NATO tournament and took second place!

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LEAVE NO TRACE...In June, seven Navy Outdoor Recreation (NOR) professionals participated and completed Leave No Trace (LNT) Master Educators training in the San Juan Islands, Wash.

Through the efforts of Bremerton, Whidbey Island, NOLS (National Outdoor Leadership School) and PERS-659, a seven-day training course was organized and the LNT initiative in Navy Outdoor Recreation began. LNT practices enable us to preserve the outdoors while recreating responsibly. LNT involves seven basic principles:

- Plan and prepare
- Minimize impact of campfires
- Durable surfaces
- Dispose of waste
- Respect wildlife
- Leave what you find
- Be considerate

Congratulations to the following: LNT Master Educators: Phil Collins, Donnie Popham, Corey Franken, Jamie Epple, Ken Cornia, Becky McGill, and Lyndsay Mayer.

LNT is a standard for NOR. Our master educators are available to train our NOR staffs in LNT principles. To schedule a training, please contact a NOR program manager. Special thanks to the Northwest, Southeast, and Southwest regions for supporting this training!

THE ANNUAL NOR CONFERENCE...will stand on its own two feet this year and will offer a five-day conference dedicated to Navy outdoor recreation! Mark your calendars for May 2004 and plan to travel to Brunswick, Maine, where we will have the opportunity to experience "Great Pond" (formerly known as Dow Pines). Details to follow at a later date.

FINAL REMINDER!...Navy has received DOD supplemental funding for Child/Youth Programs supplies and equipment requirements for extended hours care and programs in support of contingency operations for Operation Enduring Freedom/ Operation Iraqi Freedom.

Installations may submit requirements for items used/needed to support these types of programs for newborns to 18-year-olds. Requests may be submitted to PERS-659.

Submission Instructions:

- Submit NAVCOMPT 2276 Request for Procurement (complete blocks 9, 10, and 15 ONLY)
- Orders must total over \$2,500 per source
- GSA contract sources are preferred, required sourcing information required for all non-GSA sources
- Submit requests via FAX or email only to PERS-659A1. FAX 901-874-6823, DSN FAX 882-6823, or P659A1@persnet.navy.mil.

CDPA TRAINING A HUGE SUCCESS

There were 53 installations represented by 72 participants. The Director, Children and Youth, Office of Secretary of Defense, opened the training by explaining military families' unique needs, what child care looked like 25 years ago versus what it looks like today, what continues to make military child care unique and qualities of effective leaders.

Other sessions such as Emergent Curriculum, Empowering & Motivating Staff, Assessments, Mentoring, Staff Management, NAEYC Accreditation and CDH were well received. The head of the Community Support Branch discussed the child/youth business model and focus for Navy's Child Development Program - accessibility, affordability and quality and how to implement for success. The Special Assistant, Office of the Assistant Secretary of the Navy (Manpower & Reserve Affairs) closed the training by explaining the Navy's organizational structure, childcare legislation, CDC quality components, funding and collaboration and partnership.

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ADP PCPW ROLLOUT COMPLETE

The Aug. 1, 2003 pay date will mark the end of a successful ADP PCPW rollout. All MWR/VQ NAF employees have been converted to a single system and each location is processing their biweekly payroll using the Internet.

CHILD AND YOUTH PROGRAM BROCHURES READY FOR DISTRIBUTION...

In response to input from Navy Family Summit participants, Caliber Associates, Inc. has developed a brochure to effectively market the benefits of Navy CDPs – affordable, accessible, and quality learning experiences. The new brochures were distributed at the recent CDPA training and are on the MWR web page. CDPAs must ensure maximum distribution by placing the brochures at the Housing Welcome Center, NEX/Commissary, FFSC, Pediatric Clinic, R&R Office, etc. to inform current and potential customers of the value of Navy CDP.

There are two options to obtain the brochures:

(1.) Contact Helen Stine (address below). Place order for Caliber to print the base's brochures. Enclose your local address and phone number to customized local information. Approximately \$1,585 for 1,000 brochures, but only \$1,733 for 3,000 brochures. The larger the quantity, the more cost effective to print. It is recommended that bases place orders together and save money. For example, two bases could order a total of 3,000 for \$1,733.

(2.) If you choose to purchase the CD – at a minimal charge of \$1.00 per CD plus shipping – you must have access to the InDesign program to prepare the CD for print. If you choose to print locally, use the identical stock of paper. We recommend ordering the brochures from Caliber Associates for standardization and to maintain quality and professionalism.

Caliber Associates can accept government purchase cards as a method of payment.

POC: Helen S. Stine, Caliber Associates, 10530 Rosehaven Street, Ste 400, #524, Fairfax, VA, 22030-2840, 703-385-3200, 703-270-6281, Fax 703-218-6930, stineh@calib.com, www.calib.com



VENDOR MASTER DATA REQUEST UPDATE... If you are the point of contact for SAP/AIMS vendor requests, please make sure you are submitting the information to HQ on the latest revised vendor request form. We are continuously updating this form with new payment terms, company codes, formatting fields in the spreadsheet, etc. The latest form is available on the web at www.mwr.navy.mil/mwrprgms/sap/vendor_reqform.xls. When you print this form, it now shows the date of the latest revision. If you have any questions regarding vendor requests, you can call 901-874-6559, DSN 882-6559, vendors@persnet.navy.mil.

LES STATEMENT CHANGE... Beginning with the Aug. 18, 2003 pay date, your LES statement or paper check should look slightly different. Due to concerns about identity theft, we have removed the social security number from the paperwork. For more information on identity theft, you can check the U.S. government's central web site at www.consumer.gov/idtheft/.

Continued on page 11

**ADP HAS INCREASED
OUR SUPPORT TEAM!**

Francine Caleca and Scott O'Neil will be able to assist you with any issues you may encounter. Please copy both of them on all emails you send to ADP. They will be working together to ensure your questions are answered. You can reach Scott at 800-859-7727, scott_oneil@adp.com or Francine at 866-294-8436, francine_caleca@adp.com.

**COMPUTER
SERVICES
BRANCH**

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

**AIMS RECEIVES
FINAL NMCI CERTIFICATION**

AIMS was submitted for Navy-Marine Corps Internet (NMCI) approval by PERS-657. It passed NMCI testing (pop-in-the-box) and went on to the NMCI testing lab in San Diego. We recently received the final certification from San Diego. This now means that SAP can be pushed to any NMCI machine after it is identified for a Gold Disk implementation or a MAC has been submitted to NMCI to add it to your computer.

401K CONTRIBUTION CHANGES...Effective with the first payroll in September, 401K participants may elect to make partial percentage employee deferrals (e.g., 1.5 percent, 2.75 percent, etc.) instead of being required to withhold whole percentage deferrals. This will allow employees greater flexibility in deciding the amount of income to set aside for retirement through the 401K program. The employer match will be dollar for dollar up to a total contribution of three percent.

MWR BUCKS...For the past several years, PERS-65 has issued "MWR BUCKS" to field activities and patrons. This program has been very beneficial to all participants. However, upcoming funding shortfalls will force us to terminate the current MWR bucks program as of Oct. 1. Since MWR bucks will still be in circulation for quite awhile as we phase them out, please continue to honor them in your programs even after Oct. 1. PERS-65 will continue to redeem them from you until further notice. "MWR Bucks" forms and guidance can be found at www.mwr.navy.mil; click on Finance, and then NAF Financial Analysis. The form name is MWR Bucks Reimbursement Form.



AIMS IMPLEMENTATIONS CONTINUE...Congratulations to the Hawaii business office for all their hard work, as they went live with the SAP/FICO process on June 30. The next FICO implementation is scheduled to go-live on Aug. 25, including NAVWPNSTA Charleston, NAS Key West, NAVSTA Pascagoula, and CBC Gulfport in the Southeast region. Our next scheduled region will be NDW, which will begin in the September time-frame.

The Northeast Region went live on May 2 with the SAP HR module. The HR team is on track to implement the HR module at Naval Support Activity Mid-South in October. Upcoming HR implementations include the Southwest Region and Hawaii Region.

The Southeast Region recently went live with the web-based version of KRONOS and the Northwest Region's "Go-live" is scheduled for the pay period starting Sept. 19.

The month of June was also a very busy time for the implementation of the interface between the VQ Lodging Touch Point of Sale (POS) system and SAP. All the interfaces in the Northwest Region became fully operational June 1, as Bangor and Bremerton were moved into the production system.

In addition, interfaces were installed in the San Diego Metro and the Northeast regions, as well as Naval Training Center Great Lakes. The San Diego metro area went live in Production on July 1, while the Northeast Region and Great Lakes will continue with their parallel processing through July.

Alpha testing for the Vermont Systems' POS interface to SAP is scheduled for completion in July, and the Beta test at two activities in Jacksonville will start in August.



FACILITIES & ACQUISITIONS BRANCH

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

POC: PERS-656D2,
901-829-5222, DSN 882-6667,
P656D2@persnet.navy.mil

POC: PERS-656D,
901-874-6673, DSN 882-6673,
P656D@persnet.navy.mil
or PERS-656B6,
901-874-6669, DSN 882-6669,
P656B6@persnet.navy.mil

WOOD FLOOR CARE...If you have maple wood floors in your racquetball court or gymnasium, is your staff protecting the investment? Outlined are five steps for proper daily maintenance:

1. Sweep the floor daily with a properly treated dust mop. If the floor is use heavily, sweep it up to three times a day.
2. Wipe up spills and any moisture on the floor.
3. Remove shoe marks using an approved cleaner applied with a soft cloth. Never use household cleaning products.
4. Make sure HVAC system is functioning properly and set to maintain the indoor humidity between 30-50 percent year round.
5. Inspect the floor for tightening or shrinkage. During wet weather, check for water leakage around doors and windows. Water is your floor's worst enemy!

For further information regarding the care of your investment, contact PERS-656D2.

NAF PROJECTS...The following nonappropriated fund (NAF) construction/renovation projects have been programmed for FY04. This represents a total NAF capital investment exceeding \$35.5M.

INSTALLATION	PROJECT	COST (000)
NAS Jacksonville	Golf Clubhouse & Cart Storage	\$3,565
NAVSTA Pearl Harbor	Golf Irrigation Repair	\$3,245
NSWC Dahlgren	Bowling Center	\$2,965
NTC Great Lakes	Golf Clubhouse *	\$3,195
NTC Great Lakes	Family Swimming Center *	\$1,660
NWS Seal Beach	Golf Clubhouse *	\$5,357
NWS Charleston	RV Park Conversion	\$609
NS Newport	Marina Expansion	\$319
NAWS China Lake	Golf Cart Paths *	\$354
NS Norfolk	CPO Facility *	\$280
NB Coronado	Renovate Golf Clubhouse *	\$983
NS Norfolk	Water Park Facility *	\$425
New Sanno Hotel	Rehab Entrance/Lobby/ Restaurants *	\$11,578

Note: * Designates projects funded through claimant and/or local command NAF contributions. All other projects are being supported through the NAF Centrally Funded Capitalization Program. The New Sanno Hotel renovation initiative includes \$5M previously approved by the MWR/NEX Flag Level Executive Council.

New construction projects requiring congressional review have been sent to the Hill for approval. All projects were approved by the NEX/MWR Flag Level Executive Council.



NAVY MOTION PICTURE SERVICE

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

POC: PERS-650D,
901-874-6534, DSN 882-6534,
P650D@persnet.navy.mil

NEW FEATURES AT NMPS WEB PAGE

NMPS has taken a close look at its web page and made efforts to make the site more user-friendly (due to come online in early August). The new frequently asked questions (FAQ) section will address issues that commonly arise within the 8mm videotape and 35mm movie programs. The new 35mm Theater Directory will feature links to local NMPS theater web pages. And the new Movie Search function will allow you to search the entire current NMPS movie database by 35mm and 8mm release date, title, cast, genre, rating and more!

In addition, NMPS has received permission from studio distributors to include artwork for you to use in your print advertising pieces to promote your local movie program/schedule. Please be aware that the artwork provided is copyrighted and permission is NOT given to use it in any web-based advertising for your theater. Site testers are already raving about the new search function and artwork availability and we know you will love it, too!

8MM VIDEOTAPE SHORE SITE LOCATIONS...The annual attendance reporting time for FY03 (October 2002 though September 2003) is approaching. As a reminder, you are to report the total attendance (adult and children) of all 8mm movies shown at all videotape sites at your command for the fiscal year. Attendance numbers reported should not be broken down by movie, day or month. You should receive the attendance record form in September. If you have any questions or need further clarification regarding attendance, please contact PERS-650D.

YOU CAN HELP US...With over 750 movie titles available, your movie program is one of the finest entertainment resources available to the Sailor today. But how can we keep it that way? NMPS leases most feature movies released by the major studios each year, but we also lease a number of movies that go straight to video and some classic "favorites" that everyone wants to see again. This is where your input is important.

If there's a movie that you think should be in our library, or if customers have repeatedly asked for an older title that is currently unavailable, let us know. If a "movie theme" event you ran or attended worked out better than you imagined, share it! We're always looking for new and innovative ways. For example, "Summertime Midnight Movie Picnics" or "Swimming Pool Dive-in-Theaters" are very popular this time of year.

If your base has other locations that could benefit from the program, let us know. It's not hard to work out an agreement that can provide exceptional service, keep the program safely within guidelines and keep the customer happy.

Give your customers the chance to comment on the program and share their ideas. These are excellent ways to provide a sense of ownership and control that only improves the program for all. Your input is important to us too — it's a big reason why the popularity of the Navy MWR Movie Program continues to grow.

NAVY 35MM THEATER TRAINING...will be Sept. 29 at Spring-Hill Suites at Lake Buena Vista in Orlando, Fla. This training opportunity will include sessions and discussions that deal with current NMPS theater management issues like concession operations, reporting requirements, the pre-movie slide show, customer service, scheduling strategies, and issues and concerns from the field. We will also discuss NMPS 35mm theater program standards.

If you're interested in attending this valuable training, please contact NMPS for registration details. Immediately following the NMPS training, ShowEast will kick off its four-day movie industry convention and trade show just down the street at the Marriott World Center. ShowEast is a great opportunity to see and hear about the latest technologies and trends in the movie business — straight from industry leaders. ShowEast offers a variety of registration options, from full convention to one-day to trade-show-only packages. Whether you come for the NMPS training only or decide to stay for ShowEast, we know you will go home with plenty of ideas and information to improve your current theater operations and give your audiences the quality entertainment experience they desire.

BUSINESS ACTIVITIES BRANCH

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

**ANNUAL ARMED FORCES
BOWLING CONFERENCE AND
INTERNATIONAL BOWL EXPO
2004...** will be held at the Hilton Hotel
and Las Vegas Convention Center
from June 27 – July 2. Please mark
your calendars. More information will
follow.

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

BINGO PROGRAM MANAGERS...The Army Community Family Support Center is tentatively planning on hosting an Advanced Bingo Course at the MWR Academy, Falls Church, Va., Sept. 16-19. Contact Bob Glotfelty, 703-681-5209, DSN 761-5209.

Additionally, preparations are underway to hold the Second Joint Armed Forces Bingo Workshop in conjunction with IMCEA's "Spirit of Excellence IV" Catering & Bingo Conference at Las Vegas from March 10-12, and the Eighth Annual Bingo World Conference & Expo 2004 at the Riviera Hotel from March 11-13. Bingo Managers, please budget and restrict funds for this workshop. Contact IMCEA, 254-554-6619, sarischneider@imcea.com.

BOWLING MANAGERS...and Head Mechanics who couldn't attend Bowl Expo 2003 in Las Vegas in June, there are two other bowling conferences scheduled in October.

First, the Western States Super Trade Show will be held at the Silver Legacy Resort Hotel and City Center Pavilion, Reno, Nev., Oct. 12-15. For more information, contact Sandi Thompson, 925-485-1855, sandit@wssts.com, www.wssts.com.

The second conference is the East Coast Bowling Centers Convention at Bally's Park Hotel, Atlantic City, N.J., Oct. 27-29. For more information, contact CeCe Peabody, 973-812-6536, cece@peabody-adv.com, www.eastcoastbowl.com.

ARMED FORCES BOWLING CHAMPIONSHIPS...will be held at Texas-Station, Las Vegas, Nev., Jan. 4-8 in conjunction with the Team USA Nationals Bowling Championships. The All-Navy team will be made-up of six female and six male bowlers. To qualify, female bowlers should have a consistent 175+ tournament average and male bowlers a 205+ tournament average.

Remind your top bowlers to pick-up a Navy Sports Application at your sports office. It can also be downloaded from www.mwr.navy.mil by clicking on Mission Essential, then Navy Sports, then Navy Sports Application.

BOWLING CENTER MANAGERS...Just a reminder, the annual PERS-655 data call for lineage data (which includes open bowling, leagues, tournaments, warm-up, walk-a-aways/free, and mechanical failure testing, etc.) will be out shortly. 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. If you need assistance, please do not hesitate to call PERS-655C2. The FY03 data call will be sent sometime after Oct. 20.

ABC/WIBC LANE CERTIFICATION...August is normally the time of year most Navy bowling centers have their lanes and equipment inspected to ensure they are consistent and meet uniform specifications. This requirement is in accordance with BU-PERSINST 1710.11C, 25 Jul 01 and the Category "B" Bowling MWR Standards and Metrics, May 2003. If you need assistance in having your lanes certified, please notify 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 having your mechanic certified. The 2003 AMF 82-70 and 90XL Pinspotter Training School will be held on the following dates and locations:

CLASS DATES	AMF HOSTING CENTER	LOC.	PHONE
Aug. 18-29	Hanover Lanes	Mechanicsville, Va.	804-559-2600
Sept. 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

For more information, contact either John Isbell, 281-491-6395, Jisbell@AMF.com or PERS-655C2.

The A-2 Pinsetter Maintenance School prepares bowling center mechanics in the maintenance of Brunswick A and A-2 Pinsetters. This 15-day course begins Monday morning and ends Friday afternoon three weeks later. Students are given hands-on training at the Precision Pinsetter Service Training Center in Woodstock, Va. For more information, contact Frank Miroballi, 866-459-7575, 540-459-7575, (FAX) 540-459-7578, or PERS-655C2.

GS-Series Pinsetters

CLASS DATES	BRUNSWICK HOSTING CENTER	LOC.	PHONE
Oct. 13-23		Muskegon, Mich.	231-725-4624

(FAX) 231-725-4655
schools@brunbowl.com

Framework Automatic Scoring

CLASS DATES	BRUNSWICK HOSTING CENTER	LOC.	PHONE
Aug. 18-22	Brunswick Service	Muskegon, Mich.	800-323-8141
Oct. 6-10	Training Center	Muskegon, Mich.	231-725-4624
Dec. 8-12		Muskegon, Mich.	

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

DRAFT BEER 101... Draft beer is a significant profit center, often yielding profit margins of 75 to 90 percent. Conventional inventory controls, however, are largely ineffective in stemming the waste and potential pilferage normally associated with draft beer. Improperly maintained systems, improper pouring practices, poor sanitary conditions and theft are primary areas of concern.

KEEP THE SYSTEM PROPERLY PRESSURIZED – Maintaining constant and uniform pressure in the draft beer feed lines is crucial. Most American beers have a natural carbonation in the keg of 12-14 pounds per square inch (p.s.i.) at a temperature of 38°F. Additional gauge pressure of 12-14 p.s.i. is required to propel the beer through the lines and dispenser, and to prevent the beer from losing its natural carbonation. It requires 1/2 lb. of carbon dioxide (CO2) at 12-14 p.s.i. to dispense a half-barrel of beer at 38°F.

Continued on page 15

Continued from page 15

•**KEEP THE SYSTEM PROPERLY MAINTAINED** – If the carbon dioxide regulator or air pump is set too low, or the line pressure drops below 12 p.s.i., the natural carbonation in the beer will dissipate and the draft beer will go flat. Conversely, if the internal pressure in the lines exceeds 16 to 18 p.s.i., the draft beer will become over-carbonated, often referred to as “wild” beer. The beer feed lines and the spigot must be cleaned on a regular basis to prevent off-tastes or odors from forming and prevent yeast and bacteria buildup. An easy and effective way to ensure that your beer maintains its high quality is to perform regular line cleaning. Beer lines should be cleaned weekly to ensure that the lines are always free of yeast deposits, keeping the beer as fresh as possible. Refrigerated lines from a walk-in cooler should be cleaned every week. Cleaning is a “technical” job that is best performed by a specialist. Beer is a food product. Bacteria will build up rapidly if beer lines are not cleaned on a regular basis and will affect the taste. A draft beer distributor typically performs this service.

•**STORE THE BEER UNDER PROPER CONDITIONS** – Every bar with high draft beer sales needs a cool, well-ventilated storage space where various kegs can be kept next to each other, connected by a common dispense gas main. Because draft beer is not pasteurized, it should be stored at a constant 36-38°F (8-10°C) to prevent spoilage. High storage temperatures are the likely cause for beer turning cloudy, sour or otherwise unpalatable. If storage temperatures drop below 36°F, beer may lose its carbonation and go flat. The walk-in cooler should be of sufficient size to store a three-day supply of kegs. A simple rule of thumb is to allow for 2.25 square feet in area for each keg. Using racks for greater space efficiency can expand the walk-in’s storage capacity. Ideally, draft beer should remain un-agitated and untapped for 24 to 36 hours after delivery. The First In, First Out (FIFO) inventory system should be implemented to ensure a consistent and high-quality product. If more than two kegs are stored at one time, each should be marked with the date of delivery to facilitate rotation. Never allow draft beer to freeze, which will cause the solids to separate from the liquid. Draft beer should not be stored near foodstuffs, such as in a restaurant’s walk-in cooler. Exposure to food odors, condensation pooling on the keg top and/or fungal growth can adversely affect the beer within the kegs.

•**SERVE BEER AT THE PROPER TEMPERATURE** – Draft beer absorbs heat rapidly. If served immediately, beer drawn at 36°F will rise to 38-40° by the time it reaches the patron. The ideal serving temperature for most American and imported lagers is generally considered to be 40°F. Flat beer is often the sign the beer is too cold. The converse is also true; wild, foamy beer is an indication that the beer may be too warm.

•**PROPER POURING PRACTICES** – The dispensing spigot should never come in contact with the beer in the glass. To prevent the foamy head from dissipating quickly, glasses must be absolutely free of any dirt, grease, oil or soapy film. Draft beer should be poured directly into a glass and never allowed to run first. Traditionally, draft beer is served with a head of approximately 3/4 to 1 inch. Tilting the glass and letting the flow of draft beer slope off the inside of the glass will inhibit the amount of head that develops. When the glass is half full, the beer should be allowed to pour directly into the center of the glass. This technique will produce the appropriate amount of foamy head. Serving draft beer in a frosted or frozen glass will likely result in the foamy head rapidly dissipating.

•**AVOID LOSSES** – As a result of being difficult to assess how much beer is in a half-barrel, draft beer is a frequent target of internal theft. Common schemes include free “give-aways,” over-pouring, serving two-for-ones and ringing beer sales into the liquor sales key of the cash register to offset previous theft.

•**MAINTAIN PORTIONING CONTROL** – While serving draft beer in pitchers is convenient and often provides a stimulus to sales, it poses two management concerns. Pitchers range in capacity from 32-80 ounces. As a result of volume discounting, purchasing draft beer in a pitcher is a better value for patrons than buying it by the glass. However, they sell at a considerably higher cost (lower profit margin) than by the glass. At the same time, by comparison pitchers make your by-the-glass prices appear unreasonably high. As far as profitability is concerned, it is far more advantageous to sell four glasses of draft than one pitcher of beer. The second management concern regarding pitchers of draft beer is that there is no adequate portion control. One person can consume most or all of a pitcher of beer without a bartender or server being in a position to intercede. Serving pitchers is a practice that requires extra care on the part of our bartenders.

SAFE LEFTOVERS...Even the best food production planning can't always relieve you of the burden of dealing with leftovers. In food preparation, an important question is, "How long has the product been in the Hazard Analysis and Critical Control Points (HACCP) danger zone?"

If food preparation has taken longer than the allotted time (four hours during the food handling process), then food needs to be discarded. It's best to eliminate any potential food safety hazard immediately. If you are going to save leftovers, you'll need to make sure the product is placed into shallow pans and the temperature reaches 40°F or lower within four hours. Cover, label and refrigerate the leftovers. When re-heating leftovers, make sure to reheat the product to 165°F or higher for at least 15 seconds within a two-hour period. This re-heating process can only take place one time. It's important to handle leftovers as carefully as they were handled during their initial preparation. If you have questions or require additional information, contact PERS-655F4.

POC: PERS-655F4,
901-874-6647-, DSN 882-6647,
P655F4@persnet.navy.mil

VETERINARY-APPROVED FOOD SOURCES...A memorandum dated June 27 was recently sent to all NAF contracting offices. This update was to inform NAF Contracting Offices that our food, as well as any food intended for military personnel, could be a possible target for intentional contamination. The guidelines for procuring food from approved sources remains the same. However, a significant change was made to revoke the vendors' "grace period" – the time they have to apply and undergo an inspection to be designated an approved source status. This means the vendor must have applied, been inspected and approved before any purchases can be made from the vendor. The Army web site at vets.amedd.army.mil/vetcom/index.html lists some of the approved manufacturers/vendors.

WE WANT CHICKEN...NAVSTA Guantanamo Bay opened three MWR-operated National Branded Food Concepts. A Pizza Hut Express opened in the Windjammer Club, which replaced a generic pizza operation. In the Marblehead Bowling Center, a KFC Express and A&W Express co-branded operation replaced a generic snack bar. This is Navy MWR's first KFC Express location and eighth A&W. The bowling center snack bar closed for renovations May 11 and officially re-opened as a co-branded A&W Express and KFC Express June 10. First day revenues in the bowling center were in excess of \$3,000 and more than triple the daily average before the conversion. The Pizza Hut Express had first full day revenues in excess of \$1,000, which is more than double the average daily revenue before the operation was branded.

TWO MORE CAFÉ-TO-GO'S...Two additional Noble Roman's Café-to-go pizza kiosks have recently opened. The first one opened in Naples in the Golf Course while it undergoes a renovation. The latest café-to-go opened in Charleston's Short Stay Recreation Area on July 1 in the check-in building that also serves as a convenience type store. The total Noble Roman's self-serve café-to-go kiosks now stands at five, with two more planned to open in Rota, Spain in the near future. The addition of these concepts brings Navy MWR's total branded concepts currently in operation to 88 Navy-wide. For all your needs concerning branded food options, please contact PERS-655F3 or PERS-655F5.

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

PRMF BARKING SANDS ADDS SIX NEW COTTAGES...

These two-bedroom cottages offer beautiful ocean views from the beachfront on the island of Kauai, Hawaii. Units feature ceiling fans, washers and dryers, full kitchens, covered decks, TV/VCRs.

Reservations are taken by patron status in six categories, one to six months in advance. PRMF Barking Sands POC can be reached at DSN 471-6752.

WEB SITE UPDATED FOR RV PARKS & CABINS/

COTTAGES...Check the MWR Business Activities web page for the most current listing of Navy MWR RV parks and cabins/cottages.

POC: PERS-655D,
901-874-6642, DSN 882-6642,
P655D@persnet.navy.mil

Opportunities for recreational lodging are growing, with over 1,600 RV sites at 38 locations and more than 500 cabins/cottages/motel units at 23 locations. To submit changes or updates to the web site listing, please contact PERS-655D.

NAVAL DISTRICT WASHINGTON (NDW) OPENS NEW CATERING & CONFERENCE CENTER...NDW's MWR proudly held the Catering & Conference Center's Grand Opening this past May. The new center has five rooms that are designed for maximum setup flexibility and open to make one grand ballroom that can accommodate 600-700 people.

Aesthetically, the old building not only had a face-lift, but a different main entryway was added as well. The Catering & Conference Center's new glass front entrance has a spectacular river view and faces the historic USS BARRY, which is permanently docked at the Washington Navy Yard.

The new center also features an elegant covered terrace and a full windowed room facing the river. Rick Kozlowski, General Manager, Food, Beverage & Marketing for NDW, is very pleased with the resulting facility. "The fact that we were included from initial design to end product gives us a great feeling of ownership. We know it will be successful for us," he said.

Ultimately, renovation transformed building 211 from an old chemical warehouse -- turned Chief's Club -- to an All Hands Club -- into a state-of-the-art catering and conference center. This beautifully renovated facility with its riverfront view is in high demand by the Naval District Washington community and its neighbors.

NEW USO SHOW TROUPES WANT TO PERFORM FOR YOUR SAILORS...The USO has two new show troupes available to perform at CONUS bases. The "Liberty Belles" are a nostalgic 1940s trio who perform in period costumes and bring back memories of an era gone by.

"New Vision" presents a fast-paced, contemporary variety show with innovative dance numbers, audience participation and colorful costume changes. Both troupes are available to sing a variety of rousing patriotic songs.

Contact Karen Preston at the USO for more information at kpreston@uso.org.



**MISSION
ESSENTIAL
BRANCH**

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

POC: PERS-651S1,
901-874-6533, DSN 882-6533,
P651S1@persnet.navy.mil

POC: PERS-651G,
901-874-6633, DSN 882-6633,
P651G@persnet.navy.mil

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

FLEET READINESS SUMMIT...Fleet Readiness Summit will be held Aug. 26-29 in Millington, Tenn. The focus will be on shipboard recreation/fitness programming, administration and support provided by MWR professionals.

This interactive workshop will provide general information on policy, procedures and headquarters initiatives. Topics to be addressed are inspection/oversight, position descriptions/personnel, shipboard fitness equipment, fleet recreation instructions, funding fundamentals and the IPT process. Attendees will include Civilian Afloat Specialists, Fleet Recreation Coordinators and military personnel running MWR programs on board Ships. There is a 50-attendee limitation. Point of contact is PERS-651S1

WHAZZ UP?..The Liberty Program Office (PERS-651S) purchased Sumo Suits, The "Game Show" systems, Game Boy Advanced Bundles, and PlayStation II Systems for various Liberty Programs in the field. We look forward to your feedback on the products we have selected. Contact PERS-651S1 for more information.

LIBERTY WORKSHOP AT NRPA...St. Louis will be the site of the 2003 NRPA Congress and Expo. PERS-651 will host a half-day workshop to provide Liberty Coordinators program updates, round table discussions and much more. Detailed information will be sent out before the end of August. NRPA's program includes educational sessions as well as an extensive trade show comprised of vendors who sell products MWR programs use.

DIGITAL AND COMPLETE...In DOD 7000.14-R Volume 13, the reference "Nonappropriated Funds Policy and Procedures" was previously only available as 17 separate files and using it in digital format was particularly burdensome. A complete volume in the form of a single file is now available upon request by sending an email to PERS-651G.

COMMAND FITNESS LEADER (CFL) COURSE UPDATE...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.

Recently, the Command Fitness Leader Course traveled to four naval facilities and instructed over 200 active duty, reservist, and DOD civilian students. Sites hosting the course were NAVSTA Norfolk, NAVSUPACT Naples, SUBASE Kingsbay and NSA Mid-South. The July schedule will include travel to NAVSTA San Diego and COMFLEACT Yokosuka.

Student quotas are completely sold out for FY03. The FY04 CFL training schedule was released in June. The Physical Readiness Department would like to thank all hosting sites and the many individuals who assisted in making this course so successful. Check under "Physical Readiness" on the web site, www.mwr.navy.mil, for additional topics.

WEB BASED PHYSICAL READINESS REPORTING SYSTEM (PRIMS)...came on-line Oct. 1, 2002, and is being successfully used by over 3,900 active and reserve Navy commands. PRIMS' automatic features include risk controls, Physical Fitness Assessment (PFA) tracking, administrative warnings and Fitness Enhancement Program (FEP) enrollment. Specialized reports are also automatically available for chain of command review.

Individuals are no longer required to hand-carry PFA data during transfers. Upon check-in to the new duty station, commands using PRIMS simply transfer new shipmates' PFA records into the command file with a few strokes of a computer keyboard.

PRIMS utilization has significantly reduced the administrative workload of the Physical Readiness Program. To find out more about the benefits of PRIMS visit the Physical Readiness web site at www.mwr.navy.mil/mwrprgms/missup.htm.

NATIONAL 5 A DAY MONTH...is in September, and this year's "Get Healthy America!" theme encourages consumers to actively engage themselves in today's nutrition debate over America's most pressing health issues: chronic disease, overweight and obesity. National 5 A Day Month aims to stimulate a lasting commitment to consume five to nine colorful fruits and vegetables every day as the smart and easy way to get healthy.

What counts as a serving? A serving size is:

- One medium-size fruit
- 1/2 cup raw, cooked, frozen or canned fruits (in 100 percent juice) or vegetables
- 3/4 cup (6 oz.) 100 percent fruit or vegetable juice
- 1/2 cup cooked, canned or frozen legumes (beans and peas)
- 1 cup raw, leafy vegetables
- 1/4 cup dried fruit

Wondering how many servings you really need each day? Children (2-6 yrs.), women, and others who typically need about 1,600 calories to reach or maintain a healthy weight:

Five servings – two fruits, three vegetables

Older children, teen girls, active women, and most men who typically need about 2,200 calories to reach or maintain a healthy weight:

Seven servings – three fruits, four vegetables

Teen boys and active men, who typically need about 2,800 calories to reach or maintain a healthy weight:

Nine servings – four fruits, five vegetables

The 5 A Day for Better Health Program is a national program to increase Americans' consumption of fruits and vegetables to five to nine servings a day to promote good health and to help reduce the risk of certain cancers, heart disease, hypertension, diabetes, and many other diseases. The 5 A Day program is one of the most widely recognized health promotion programs in the world.

For more information about Shoot for 9 or the 5 A Day program, please call NCI's Cancer Information Service toll-free Monday - Friday, 9 a.m. - 4:30 p.m. at 800-4-CANCER (800-422-6237).

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THE 2003 TRIATHLON TEAM...

recently competed in the Armed Forces Championship at Naval Base Ventura County. The team finished in third place overall, but ENS Timothy O'Donnell set a new course record by finishing the Olympic distance event in 1:52:45. ENS O'Donnell's time beat the old course record by more than four full minutes! Congratulations go out to him, LTJG Austin Jackson, and LCDR Amy Coanour, who all qualified for the Armed Forces Triathlon team competing in the CISM Triathlon Championship in Dronten, Netherlands.

NAVY SPORTS APPLICATIONS...

are currently being accepted for golf (Aug. 28), men's soccer (Sept. 10), rugby (Sept. 15) and boxing. Please note that Navy Sports is still accepting applications from qualified individuals interested in coaching an All-Navy team. Applications should be submitted two months before the respective sport begins.

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NAVY FITNESS STAFF TRAINING CERTIFICATION...

Congratulations to the following for being the first to complete the Navy Fitness Staff Training Certification: Tracy Adams, John Aimore, Michelle Brotherton, Melanie Hooks, Mary Mason, Joan Smith, Heather McCormick, Judy Kosaka and Tracy Navarrete.

The goal of this program is to have all present staff certified by the end of 2004. Having this certification meets the Navy standards requirement for having at least one certified person on the floor at all times. Staff training manuals and certification packets are available by contacting PERS-651B1.

FY04 FITNESS TRAINING CLASSES...As you may already know, there are no Cooper Institute classes scheduled in 2004 through Navy Fitness. Upon approval of the 2004 budget, training will be developed and offered at the regional level. Look for future training announcements soon.

ATHLETIC BUSINESS CONFERENCE...The 2003 Athletic Business Conference will be held on Dec. 4-6 at the Orange County Convention Center in Orlando, Fla. The ABC Navy Meeting will be held on Tuesday, Dec. 2. On Dec. 3, the military track sessions, which includes topics from Injury Prevention to Lifeguard Managers Certification, will take place. More information will be coming soon on how to register.

DOD STANDARDS...DOD Standards will be mailed out shortly to all bases. Be sure to look for them in the mail and return them promptly.

PHYSICAL FITNESS AND INJURY PREVENTION...Injuries are the leading health problem impacting military force readiness today - leading in causes of death, disability, decreased readiness, and lost productivity. Currently, 42 percent of Sailors and 53.8 percent of Marines are separated for medical reasons due to musculoskeletal disorders. Improving physical activity participation and increasing levels of physical fitness (gradual aerobic conditioning) will help to decrease the occurrence of musculoskeletal injury.

INTRO TO FITNESS SERIES A SUCCESS AT NAVY REGION HAWAII...Since Navy Region Hawaii implemented the Intro to Total Fitness program in the beginning of this year, we have seen over 311 active duty remedial personnel. Our Fitness Specialist average 28 people per week and usually sees five or more people a day per trainer.

All active duty personnel who request our free personal training services must attend the Intro to Total Fitness program first. Due to the demand for this program and the amount of staff, we must limit their training time to ensure we can reach the masses. Remedial members are then scheduled for six weeks with a trainer; those who show progression are allotted another six weeks.

For more information on how to implement the Total Fitness Series at your base, contact PERS-651B1.

