

# Undercurrents

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*Undercurrents* is an internal publication of the Navy's Morale, Welfare & Recreation (MWR) division. Contents of *Undercurrents* are not necessarily the official view of or endorsed by the U.S. Government, the Department of Defense or the Department of the Navy. Send comments, questions and submissions to:

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## A MESSAGE FROM THE MWR TEAM

On Oct. 1, Navy Morale, Welfare and Recreation (MWR) division, formerly known as PERS-65, joined Commander, Navy Installations (CNI) command. Our new alignment offers tremendous opportunity to enhance the services we provide all members of the Navy community.

All programs and branches report to John Baker, Director, CNI Personnel Support (N2). Operational branches (Navy Motion Picture Service, Mission Essential and Business Activities) will now report to Chris Mehrer, Branch Head, MWR programs (N22). Child Development and Youth programs will be lead by Sharon Peterson (N23) Tom McFadden will head the CNI Millington detachment support staff (N25), consisting of Finance, Human Resources (Personnel and Training), Facilities, Computer Services, Legal and Commercial Sponsorship, and the MWR Communications Group.

Although the chain of command for MWR has changed, our mission has not. Business will continue as usual, and we expect a very smooth transition as we join the CNI Personnel Support team.

With the new fiscal year, we have also changed the look of *Undercurrents*. To better reflect our new organizational structure under CNI, this electronic publication is now organized by program. We hope you continue to find *Undercurrents* to be an effective communication tool.

**POST OFFICE AND FEDEX DELIVERY ADDRESS...**The new mailing address for the CNI Millington Detachment (formerly PERS-65) is:

Commander, Navy Installations  
Millington Detachment  
5720 Integrity Drive  
Millington, TN 38055-6500



## FACILITIES

### FACILITY PHOTOS

**NEEDED...** There are several completed NAF projects for which exterior and interior photos are needed. Interior photos should feature furniture and patrons, where possible.

If you have a completed project on the list below, please e-mail digital photos in JPEG format to [p656d@persnet.navy.mil](mailto:p656d@persnet.navy.mil).

Photos showing desirable interior features would be great. Selected photos will be posted from each project on the MWR Web site.

LOCATION	PROJECT
FLTACT Chinhae	dining/conference facility
NAS Corpus Christi	bowling center
CBC Gulfport	youth sports complex
CBC Gulfport	golf course expansion
NCTC Jim Creek	bldg. #3 outdoor recreation
NAS Keflavik	bowling center renovation
SUBASE Kings Bay	RV park
NAS Lemoore	youth center
NSA New Orleans	RV park
CSS Panama City	RV park
NAS Patuxent River	replace golf irrigation system
NAVSTA Pearl Harbor	golf maintenance facility
NAVSTA San Diego	golf maintenance facility
NAS Whidbey Island	golf irrigation system

**NAF PURCHASE CARD PROGRAM...** A semi-annual review of each activity NAF purchase card program is due to PERS-656C3, no later than Oct. 7. The reporting period for this review is from March 22 – Sept. 21, 2004. A notice was sent out to all level 5 agency program coordinators on Sept. 15 via e-mail, along with the review submittal form and instructions for completing the review. For more information, contact Troy Milburn, 901-874-6674, DSN 882, [troy.milburn@persnet.navy.mil](mailto:troy.milburn@persnet.navy.mil).

## COMPUTER SERVICES

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**AIMS/SAP PROJECT...** Navy Region South, will “Go-Live” on Nov. 1, with the region’s business office being established in Corpus Christi, Texas. The staff of this office and those from Fort Worth, New Orleans, Kingsville and Ingleside will be trained Oct. 18-29.

Naval District Washington is next, with a “Go-Live” date of Feb. 1. Their regionalized business office will be located at NAS Patuxent River. Implementation for NAWS China Lake and Naval Post Graduate School will be Oct. 12.

**HR/KRONOS...** Southeast Region OTH2 (Over the Horizon) bases, NSCS Athens, CSS Panama City, NOTU Cape Canaveral, and NAS Atlanta came online with SAP Human Resources on Sept. 17.

China Lake and Monterey in the Southwest region will be implemented with HR on Oct. 1, and Pascagoula of the SE region will “Go-Live” on Nov. 26.

The Kronos training and implementation teams have initiated a plan for the Southeast regions OTH1 and OTH2 bases, with training scheduled for Pascagoula and Gulfport on Oct. 25.

The Kronos Go-Live dates are:

Pascagoula/Gulfport	Dec. 24
Charleston	Jan. 7
Meridian	Jan. 21
Key West/Cape Canaveral	Feb. 4
Panama City/Athens/Atlanta	Feb. 18

**MWR WEB SITE...** To those users who have been reporting problems accessing the MWR Web site, we apologize. We have been having serious connectivity issues with our hosting server in Pensacola, Fla., and have moved the MWR Web site to one of our internal servers in Millington, Tenn., to resolve the problem. The site is now up and running.

## MWR COMMUNICATIONS GROUP

**INFORMATION DIRECTORY UPDATE...** Time to update the MWR Worldwide Information Directory. Please have your local and/or regional Information Directory points of contact go to <https://donsir.persnet.navy.mil/wwdir/Welcome.aspx> to update base and regional information.

Deadline is Oct. 26. The revised directory will be created and distributed in November. If your appointed contact has questions or is no longer available, please contact Robin Hillyer Miles at 901-874-6625, DSN 882, [robin.hillyermiles@persnet.navy.mil](mailto:robin.hillyermiles@persnet.navy.mil).

**FY05 NAVY BALL REIMBURSEMENT PROGRAM...** For FY05, Navy MWR reimbursements to field activities for Navy Balls will be adjusted as follows: Events with less than 250 attendees = \$1,700.00; Events with 251 to 500 attendees = \$2,350.00; or Events with over 500 attendees = \$3,000.00.

Guidelines for participation, reimbursement and authorized expenditures using the Navy Ball Reimbursement Program can be found in 1710.11C, chapter 304, Special Interest Activities and Programs. Support will be provided for only one installation-wide Navy Ball event, and all requests must be submitted within 60 days of the event. Priority for approving requests will be based upon time of receipt until funds are exhausted. The point of contact is Robin Hillyer Miles at 901-874-6625, DSN 882, [robin.hillyermiles@persnet.navy.mil](mailto:robin.hillyermiles@persnet.navy.mil).

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## FINANCE

**RAMCAS CLOSING SCHEDULE FOR FY05...**Please do not wait until the last day. We really appreciate your effort to send your TC to us as soon as it is ready.

ACCOUNTING TRANSACTION MONTH	IN-HOUSE (TC) TRANSACTIONS SUBMISSION TO THE FIELD AFTER 3 P.M., CT	DEADLINE FOR FIELD SUBMISSION TO RAMCAS BEFORE 2 P.M., CT
October 2004	Nov. 2	Nov. 10
November 2004	Dec. 2	Dec. 10
December 2004	Jan. 4	Jan. 13
January 2005	Feb. 2	Feb. 10
February 2005	March 2	March 10
March 2005	April 4	April 12
April 2005	May 3	May 11
May 2005	June 2	June 10
June 2005	July 5	July 13
July 2005	Aug. 2	Aug. 10
August 2005	Sept. 2	Sept. 12
September 2005	Oct. 4	Oct. 12

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**TREASURY OFFSET PROGRAM (TOP)...**It's time to review your files for bad debts and process the necessary paperwork to have the debt included in the TOP. Most of the money we collect through the TOP comes in during the tax filing season (January-April). For more information on the TOP, visit [www.mwr.navy.mil/mwrprgms/ramcas.htm](http://www.mwr.navy.mil/mwrprgms/ramcas.htm).

**UNIFORM FUNDING MANAGEMENT (UFM)...**We're still looking forward to implementing the UFM process for FY05. Most field activities are in the process of requesting the new cost centers to capture all authorized expenses.

The reason for this is from the new proposed accounting guidance: "All authorized NAF expenses incurred on the NAF financials should be captured in the 89 department code. APF authorized expenses that have been recorded in the NAF accounting system as unfunded, may be funded after the MOA was signed if additional funds become available. If additional funds become available, an amendment to the current MOA will be required."

Capturing these expenses will allow us to be able to report all authorized expenses that were not funded. As soon as the guidance is signed, we'll let you know the training schedules.

## NAVY MOTION PICTURE SERVICE

**REDUCE WEAR AND TEAR ON 8MM VIDEOTAPE PLAYERS...**by investing in an inexpensive 8mm videotape rewinder. If you are showing more than two to three 8mm videotape movies per day at your location, an 8mm videotape rewinder may be just what you need to prolong the life of your 8mm videotape player. Rewinders are available from many different manufacturers and range in price from \$15-\$60. To find a rewinder, get online and search your favorite Web browser for "8mm rewinder."

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**BUPERSINST 1710.15A UPDATE SIGNED...**On Sept. 13, a change to BUPERSINST 1710.15A was approved. Pages 2-1 and 3-1 were revised to clarify the MWR activity category status of 8mm videotape and 35mm film exhibition sites. All 8mm videotape sites are Category A free admission sites, and all 35mm film sites are Category C paid admission sites. In addition, the revisions clarify the free admission waiver request procedure for 35mm film exhibition sites, which requires justification and annual renewal, including overseas and congressionally designated isolated and remote locations.

**WELCOME ABOARD...**to the NAF El Centro base movie theater, the newest addition to the Navy Motion Picture Service 35mm movie theater family. Conversion of the 306-seat base theater to 35mm film exhibition capability was completed in time for an Oct. 1 opening.

NMPS provides 35mm film support to 45 Navy, Marine Corps and Coast Guard bases around the globe, opening two to three entertainment motion pictures each week. This is about 45 days after the commercial U.S. release, which offers a significant savings to service members and their families compared to off-base alternatives.

**FISCAL YEAR ATTENDANCE ROLLUP...**It's time again to take a look at how the 8mm videotape movie program is performing at shore locations. Each location exhibiting 8mm movies is required to submit an annual "Attendance Summary Report" that totals all attendance for the year. NMPS provided a copy of the report in the September videotape shipment box. Do not report attendance for individual movies. Though sites are required to keep a local log listing a head count for each exhibition, we do not need that much detail. We're looking at overall program performance that helps us manage the program better. If your site is not tracking attendance, now is the time to begin doing so. Contact NMPS for sample forms and tips on how to manage this important process.

**SEMI-ANNUAL INVENTORIES...**Twice a year, NMPS mails each 8mm exhibition site a listing of all tapes assigned to that location. Program managers are required to perform a physical inventory and report back using the form included. Inventories are sent to the same address as the tapes. If you do not receive one by the end of October, contact NMPS.

## CHILDREN'S SERVICES

**PERS-659 REORGANIZATION...**As part of our continual business process improvement and the assimilation of PERS-65 and PERS-66 into CNI, the Community Support Branch (PERS-659) has reorganized.

On Oct. 1, the branch (now N23) assumed the sole responsibility of Navy child and youth programs (CYP). Auto skills, Information, Tickets, and Travel (ITT), outdoor recreation, and other MWR community support programs have been realigned under the Business Activities branch (N222). Community Support programs continue to remain a primary focal point of the MWR program's structure, as they play a vital role to the morale of our service members and their families.

This realignment fosters improved efficiencies, product delivery, and resource planning and allocation by combining similar revenue generating recreational programs, such as bowling, golf, entertainment, and food and beverage, under a single organizational branch. Regional/installation program managers can expect continued support.

Questions regarding auto skills, ITT, outdoor recreation and other community support programs will continue to be directed to Karen Fritz. Questions regarding all child and youth programs will continue to be directed to Sharon Peterson.

### ADDITIONAL SOURCES FOR

**COLLEGE CREDIT...**The Office of the Secretary of Defense has compiled a list, available at [www.mwr.navy.mil](http://www.mwr.navy.mil), of colleges and universities offering college credit for completion of Navy standardized training modules.

Training and Curriculum (T&C) specialists can assist providers or caregivers by contacting the different schools and determining the procedures and costs. This means that, in some areas, caregivers can receive more than the three semester credits currently offered by the American Council on Education (ACE). With the National Association for the Education of Young Children focusing on continuing education for caregivers, this is an opportunity for staff to jump-start their associate's degree. Contact Kathleen Jennings, 901-874-6701, DSN 882, [kathleen.jennings@navy.mil](mailto:kathleen.jennings@navy.mil) for more details.

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**UPDATE TO PPV HOUSING AND CDH...**Updated information from the Navy Legal Office contradicts our last article on public private venture (PPV) and Child Development Homes (CDH). It is NOT necessary to enter into a limited partnership agreement between the landlord and the Navy to define the inclusion of CDH providers. Instead, the desired specifics can be worked out during the period of exclusive negotiations conducted with the prospective business partner and documented in the normal transaction documents. NAVFAC reports they have not encountered any problems with including CDH in PPV housing partnerships and they have incorporated language in the property management plans to that effect.

The following is a sample of a recent plan:

- **In-home Childcare** - Childcare in the community is permitted in licensed day care homes only. The DoN has implemented programs, policies and procedures governing the operation of child development home facilities in order to increase the availability of quality childcare for military families at fair and reasonable fees.

Residents must apply for all applicable certification(s) before establishing childcare in their homes. [Some property managers go further to state: XX adopts those programs, policies and procedures and will work with the appropriate authorities in this area. XX will require residents to supply a copy of the certification and proof of liability insurance to run this business out of their home for property management approval of use of the home for this program.]

- **Commercial Enterprises** - The leased premises shall be used as a private home only. Residents shall not permit the leased premises or any part thereof to be used for the conduct of any business of any type other than licensed day care dwellings or home-based businesses that have been approved, by the property manager, in writing.
- **Exempted Situations** - Exceptions to policy may be approved in writing by the property manager on a case-by-case basis.

CNPC ltr 1700/PERS-65 of 7 Jan 04 provides guidance on who is responsible for CDH certification, whether in Government-owned or privatized housing (PPV). The act of privatizing housing would not lead to a change in certification requirements. Responsibility is dependent on the type of jurisdiction over the property.

In some regions, the jurisdiction varies by site, which may result in more than one approach to CDH certification. This requires close coordination with regional legal, sheltering, and facilities management teams to ensure jurisdiction is accurately reflected in the property management plan. For more information, contact Kathleen Jennings, 901-874-6701, DSN 882, [kathleen.jennings@navy.mil](mailto:kathleen.jennings@navy.mil).

**NAVY FEE POLICY FOR CHILD AND YOUTH PROGRAMS...**The FY05 fee policy is posted on the Community Support Branch Web site (CNP ltr 1700 PERS-659 of 3 Sep 04 "From: CHILD/YOUTH PROGRAM FEES FOR SCHOOL YEAR (SY) 2004-2005"). Fees shall be implemented at all Navy installations operating child development and youth programs for ages birth through 18.

Fees must be implemented by Oct. 31, and are valid through Sept. 30, 2005. Fees for the entire school year must be published, new parent fee agreements completed and total family income re-verified, even if program fees do not change from the previous schedule. Installations must give parents 30 days notice prior to the change in fees and fees cannot be changed for a period of one year.

This letter also incorporates guidance for youth recreation program fees. For more information, contact Greg Young, 901-874-6695, DSN 882, [greg.young@navy.mil](mailto:greg.young@navy.mil).

## CHILD & YOUTH PROGRAMS

**A NEW SAC AND B&GCA POLICY LETTER...** was released for all child and youth programs, which requires that all child development centers meet and maintain accreditation at all times from the National Association for the Education of Young Children (NAEYC) by Dec. 31, 2005.

The letter also requires that all school-age care programs meet and maintain accreditation at all times from the National After-School Alliance (NAA) by Dec. 31, 2006. It establishes 10 core Boys and Girls Clubs of America (B&GCA) programs that all youth programs will offer by Dec. 31, 2004.

The policy letter also announces that central funding will be provided for child development providers to earn accreditation through the National Association for Family Child Care (NAFCC). For more information, contact Larrie' Jarvis, 901-874-6692, DSN 882, [larrie.jarvis@navy.mil](mailto:larrie.jarvis@navy.mil).

**NAA UPDATE...** The National After-School Alliance (NAA) has lifted its "pause" and is open for business. Two of the biggest changes that were made during the "pause" include an increase in the price of accreditation and the acceptance of applications for accreditation year round. For more information, go to [www.naaweb.org](http://www.naaweb.org).

**TEEN EMPLOYMENT...** Job opportunities on base for Navy teens are normally a scarce commodity. Meaningful job opportunities that teach job and life skills and encourage career development are not the norm.

Feedback from teens at past Navy Summits and the Team Summit has led us to a grant program that allows our Navy youth programs to hire teens to work in our MWR programs.

This program began in 2002 when PERS-65 granted funds to 15 programs and hired 140 teens. In 2003, the program grew to 35 programs that hired 202 teens. Fifty-four Navy youth programs received grants to hire teens this summer. Nearly 450 teens were employed throughout Navy MWR programs in the summer 2004!

Reminder: the "after action reports" are due 30 days from the date your program ends. For more information, contact Larrie' Jarvis, 901-874-6692, DSN 882, [larrie.jarvis@navy.mil](mailto:larrie.jarvis@navy.mil).

### **TRAINING FOR T&C SPECIALISTS...**

Training, entitled "Now Showing...And Away We Grow," for Navy training and curriculum (T&C) specialists will be held from Nov. 8-10, in conjunction with the National Association for the Education of Young Children (NAEYC) annual conference, Nov. 11-14.

The Navy portion will be held at the Embassy Suites Hotel in Buena Park, Calif. CNI staff will provide on-site registration for NAEYC and participants will receive their conference package during Navy training. An early registration event will take place Nov. 7 at the hotel, but participants must be at the training no later than 0700 on Nov. 8.

T&C specialists may regis-

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ter online through the LearnMWR registration system, where you will find the details for registration and lodging. For more information, contact Juana Ray, 901-874-6699, DSN 882, [juana.ray@navy.mil](mailto:juana.ray@navy.mil).

### **CHILD & YOUTH PROGRAM (CYP) DIRECTOR'S**

**TRAINING 2004...** was held Aug. 23-26 in Virginia Beach, Va. Nearly 120 CDC/CDH/SAC program directors, representing all Navy regions, attended sessions emphasizing the importance of working cohesively in teams to accomplish common goals.

Civilian presenters and NPC staff provided sessions on preparing for and successfully navigating the changes in the year ahead. Presenters from OSD, NACCRRRA and CNI provided policy updates and addressed such topics as leadership, managing team conflict and quality control. The week included a tour of the newly renovated Youth Center and the 24/7 CDGH.

All CYP session presentations are on the Community Support Branch Web site ([www.mwr.navy.mil](http://www.mwr.navy.mil)). Thanks to the Mid-Atlantic region child and youth program staff for hosting productive training.

Point of contact is Dr. Gwen Taylor, 901-874-6702, DSN 882, [gwen.boyd@navy.mil](mailto:gwen.boyd@navy.mil).

## MISSION ESSENTIAL

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**SHIPBOARD LMRC UPGRADES...** 185 ships received \$3.9M in new computer equipment for their library multimedia resource centers (LMRCs) in FY04. These new assets enabled shipboard Sailors to send and receive e-mail, surf the Internet, participate in distance learning programs and enjoy leisure computing. The 2,020 pieces of equipment included desktop computers, notebook computers, switches, CD towers and servers.

Management of the LMRC program transferred from PERS-651 to PERS-650 on Oct. 1.

**ABC UPDATE...** Hopefully, many of you are planning to attend the 2004 Athletic Business Conference (ABC) in Orlando, Nov. 10-13. The Navy session will be from 0800-1700 on Nov. 9, in the Orange County Convention Center, Hall E, Room 230D. Both the Navy meeting and the Athletic Business Conference seminars will provide information and updates on current issues in the areas of fitness, sports and aquatics.

### **AED TRAINING AND REFRESHER COURSE...**

If you have an automatic external defibrillator (AED) unit in your facility, all staff members should be completely trained and well versed in its operation. Patients who receive CPR and a defibrillator shock within three minutes of going into cardiac arrest survive 74 percent of the time. Just two minutes longer and the survival odds drop to 40 percent. Nationally, those who experience sudden cardiac arrest only have a 5 percent survival rate.

Remember that AED training certifications are only good for one year. It's important that everyone takes a refresher course to stay current. If you do not have a staff member who can certify people on how to use an AED, contact your local medical office, fire department or Red Cross for assistance. Once training has been completed, keep a record on file. It is highly recommended that you conduct mock drills during the year to make sure your staff is aware of what to do in case of this type of emergency.

## FITNESS

**FOCUS ON FITNESS...**Recent quality of life surveys indicate accessibility to fitness centers and programs are a top concern for Navy personnel. Providing a safe, modern environment with trained and certified staff members to meet fitness requirements is paramount.

Navy MWR has been tasked by Department of Defense (DoD) to ensure that 76 percent of our fitness facilities meet compliance with DoD fitness center standards. This is a lofty objective, especially since in FY03 only 15 of 148 facilities reported meeting or exceeding DoD standards. The most glaring deficiencies were in the staffing areas. It's possible for Navy MWR to achieve this goal in FY05, but only if each and every fitness facility commits to having at least one certified and trained fitness staff member on duty during all hours of operation.

With limited budgets for staffing and training, it can be very difficult for installations to meet this requirement. The following explanation is provided for clarification:

*In accordance with Navy Fitness Program standards and metrics, the fitness coordinator is the only staff required to have an actual degree in health and fitness or the equivalent relevant experience. However, this degree should also be accompanied by a nationally recognized fitness certification.*

The fitness specialist is required to have a current personal trainer certification or a health and fitness degree. It does not state that it has to be nationally recognized certification. This is where most people think that they will never meet the standards because their main certified staff works during the day, and at night they fill the hours with fitness assistants or uncertified personnel.

By having your entire staff certified using the Navy Fitness course, you will meet the standard of having a certified staff member on the floor at all times. This training can be offered in a two-day classroom format or in self-paced independent study format to meet the varying requirements of fitness program and staff members. To become certified with Navy Fitness, MWR professionals must take and pass the fitness certification exam. Contact the Navy Fitness Office for more details.

**24 WEEKS TO SUCCESS...**While the physical readiness program is no longer managed by MWR, it is still primary MWR's responsibility to assist command fitness leaders (CFLs) in conducting a comprehensive fitness enhancement program (FEP). An efficient, effective way to provide this assistance is with the "24 Weeks to Success" FEP training manual.

"24 Weeks to Success" is a comprehensive fitness program addressing the topics of strength, cardiovascular, flexibility and body composition. This program provides CFLs with a detailed blueprint of an FEP program to train Sailors who attained a failing score on their PFA and are required to be in an FEP. The goal of the program is to help Sailors with failing scores reach a minimum of good to low on their next PFA cycle. The program also assists Sailors who are on deployment and have limited equipment.

The "24 weeks to Success" program can be downloaded at [www.mwr.navy.mil](http://www.mwr.navy.mil), and is also available on CD-ROM from the Navy Fitness Office.

**TOP MISTAKES PEOPLE MAKE IN THE GYM...**Finding or making time to exercise is the first step toward improving your health, but it's not the only step. Workouts can be challenging and mistakes in the gym are common. At times, these mistakes can cause mild strains or more significant injuries. By changing small parts of your routine, you'll begin to see incredible results.

The American Council on Exercise (ACE) shares the mistakes commonly made in the gym and offers tips to help individuals stay safe during their workouts.

- The all-or-nothing approach. Not having a full hour to exercise is no reason to skip your workout. Research shows that even 10 minutes of exercise can provide important health benefits.
- Unbalanced strength-training programs. Most people tend to focus on certain muscles (the abdominals or biceps), because they have a greater impact on appearance, or it's where they feel strongest. But to achieve a strong, balanced body, you have to train all the major muscle groups.
- Bad form. The surest way to get injured in a gym is to use bad form. For example, allowing the knee to

extend beyond the toes during a lunge or squat can put undue stress on the knee, and using momentum to lift heavy weights or not exercising through a full range of motion will produce less-than-optimal results.

- Not progressing wisely. Exercising too much, too hard or too often is a common mistake made by many fitness enthusiasts. Rest and gradual progression are important components of a safe and effective exercise program.
- Not enough variety. Too many people find a routine or physical activity they like – and then never change it. Unchanging workouts can lead to boredom, plateaus and even injury or burnout.
- Not adjusting machines to one's body size. Most exercise equipment is designed to accommodate a wide range of body types and sizes. It's up to you to adjust each machine to your body's unique needs. Improperly adjusted machines lead to less-than-optimal results and increase your risk of injury.
- Focusing on anything but your workout. The importance of being "mindful" of the task at hand cannot be overstated. Reading or watching TV can adversely affect the quality of your workout because the distraction can literally slow you down.
- Not properly cooling down after your workout. Too many people wrap up their workouts and head to the showers. Instead, take a few minutes to lower your heart rate and stretch your muscles. This not only improves flexibility, but also helps prepare the body for your next workout.
- Poor gym etiquette. This can range from simply being rude – lingering on machines after you're done or chatting on your cell phone – to poor hygiene and not wiping your sweat from machines once you're finished.
- Not setting realistic goals. Unrealistic goals are among the leading causes of exercise dropout. Establish a training goal that is specific and appropriate for your fitness and skill levels – something a bit challenging, but not overly difficult.

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## NAVY SPORTS

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**SILVER MEDAL...**CTI2 Casey Tibbs has won the silver medal in the Men's Pentathlon - P44 division at the 2004 Paralympic Games in Athens, Greece. His total score of 4,422 points beat the previous world record of 4,371 points, but left him 25 points behind the gold medalist and new world record holder.

CTI2 Tibbs has also qualified for the finals of the 400m - T44 division. The U.S. Paralympic Committee recognized him as the first ever U.S. active duty military athlete to compete in the Paralympic Games.

**SPORTS UPDATE...**The Navy Men's softball team competed in the Armed Forces Championship at Eglin AFB, Fla., Sept. 6-11. Navy finished in third place with a record of 4-5. Two All-Navy members were selected to the all-star team.

The Navy Women's softball team competed in the Armed Forces Championship at Peterson AFB, Colo., Sept. 13-18. The women also finished in third place with a record of 4-5.

The Navy Golf team is currently competing in the Armed Forces Championship at Fort Carson, Colo. After one round of play, the Navy team is in third place. ENS Willard Hurley is in second place in the men's individual standings.

## BINGO

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**BINGO PROGRAM MANAGERS...**Preparations are underway to hold the 3<sup>rd</sup> Joint Armed Forces Bingo Workshop, in conjunction with IMCEA's "Spirit of Excellence V" Catering & Bingo Conference, in Las Vegas, March 2-4.

Bingo managers: Please budget and restrict funds for this workshop. For more information, contact Sari Schneider at IMCEA, 254-554-6619, [saris-schneider@imcea.com](mailto:saris-schneider@imcea.com).

## BOWLING

**BOWLING MANAGERS...**There are two bowling conferences scheduled in October. The Western States Super Trade Show will be held at the Silver Legacy Resort and City Center Pavilion, in Reno, Nev., Oct. 10-13. For more information, contact Sandi Thompson, 925-485-1855, [sandit@wssts.com](mailto:sandit@wssts.com), [www.wssts.com](http://www.wssts.com).

The East Coast Bowling Centers Convention will be held at Bally's Park Hotel, Atlantic City, N.J., Oct. 25-27. For more information, contact CeCe Peabody, 973-812-6536, [webmaster@eastcoastbowl.com](mailto:webmaster@eastcoastbowl.com), [www.eastcoastbowl.com](http://www.eastcoastbowl.com).

Also, next year's 14<sup>th</sup> Annual Armed Forces Bowling Conference and International Bowl Expo 2005 will be held at the Rosen Centre Hotel and Orange County Convention Center, in Orlando, June 26 - July 1.

**FY04 DATA...**We will be requesting daily lineage and other information, including open bowling, leagues, tournaments, walkouts, and mechanical failure testing, after Oct. 18. It is essential that Bowling Center managers maintain lineage data on a daily basis, either from your back-office systems, internal control counter system and/or spreadsheet. Category computations should be totaled by day and on a day-to-date basis.

**ABC/WIBC LANE CERTIFICATION...**August is normally the time of year that most Navy bowling centers are inspected to provide assurance to our customers that our lanes and equipment are consistent and meet uniform specification (BUPERSINST 1710.11C, 25 Jul 04 and the Category "B" Bowling MWR Standards and Metrics, May 2003). If you have problems getting your lanes certified, please call Dave Mitchell.

**ARMED FORCES BOWLING CHAMPIONSHIPS...**The Armed Forces Bowling Championships will be held at the Don Carter All-Star Lanes West in Dallas, Jan. 9-14, in conjunction with the Team USA Nationals Bowling Championships.

The All-Navy team will be comprised of six female and six male bowlers. Female bowlers should have a consistent 175+ tournament average and male bowlers should have a 205+ tournament average. Please have your top

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pick up an [dave.mitchell@persnet.navy.mil](mailto:dave.mitchell@persnet.navy.mil) application at your sports office or download it from [www.mwr.navy.mil](http://www.mwr.navy.mil), click on Mission Essential, then Navy Sports, then Navy Sports application. Submit the applications to [p651e@persnet.navy.mil](mailto:p651e@persnet.navy.mil).

**ARMED FORCES BOWLING CLASSIC TOURNAMENT...**Active duty, retired military, Reservists, and DoD civilians can participate in the 2005 Armed Forces Bowling Classic, which will be held at Orleans and Gold Coast Bowling Centers in Las Vegas, Jan. 23-27. For more information, contact John Childers, 303-875-4501, [johnchilders@comcast.net](mailto:johnchilders@comcast.net), [www.high-roller.com](http://www.high-roller.com).

**AMERICAN HEROES BOWLING LEAGUE...**A new ball league, featuring Viz-A-Ball bowling balls, celebrates America and the armed forces. The American Heroes Bowling League was specifically created to give bowlers an opportunity to have fun, show their American pride and be part of a national effort by the bowling industry to contribute to the industry's own patriotic charity, the Bowlers to Veterans Link. For more information, promotion kits, merchandise and order forms, contact John Giordano at Leading Edge Promotions, 888-246-2695, ext. 161; [igiordano@leadingedgepromo.com](mailto:igiordano@leadingedgepromo.com), [www.leadingedgepromo.com](http://www.leadingedgepromo.com).

**BOWLING CENTER MANAGERS AND MECHANICS...**The 2004 Brunswick GS-Series Pinsetter Maintenance Schools coincide with Framework Scorer Maintenance Schools, Brunswick A-2 Pinsetter Training School, and the AMF 82-70 and 90XL Pinspotter Training School, and will be held on the following class dates and locations:

Brunswick A-2, Oct. 5-15, FAX 231-725-4655, [schools@brunbowl.com](mailto:schools@brunbowl.com).

82-70, Sheridan Lanes, Tulsa, Okla., Oct. 4-15, 918-627-2728  
82-90XL, Hanover Lanes, Mechanicsville, Va., Nov. 8-19, 804-559-2600

**POC:** John Isbell, 804-240-4982,  
281-491-9523, FAX 281-491-6395,  
[jisbell@amf.com](mailto:jisbell@amf.com).

## GOLF

**LIGHTNING AND BAD WEATHER PROCEDURES...** With all the extreme weather that has been in the news lately, it should serve as a reminder (especially to golf course managers) to review your current lightning and bad weather procedures at your bases.

According to OPNAV INSTRUCTION 3140.24E:

*"Routine operating procedures shall provide for the safety of personnel, property and equipment by incorporating planned responses to all hazardous weather phenomena that may be expected. To ensure the proper safeguard of personnel and property, local regulations shall include a list of precautionary measures to be taken when destructive weather warnings are received."*

Golf course managers should review lightning and bad weather procedures, ensuring the golf course conforms to local base procedures. Golf course managers should also ensure that golfers know what to do in the event of severe weather before they go out on the course.

Recommendations:

- ◆ Post warnings and informational signs, such as those available from the USGA
- ◆ Establish course evacuation plans and procedures, and make sure patrons are aware of them by posting them in the clubhouse
- ◆ Monitor weather conditions via Internet or weather channel
- ◆ Provide on-course shelters and note locations on scorecards

**CREATIVE GREEN FEES...** Today's customers want choices. As golf and business managers, we need to find a way to retain our current customer base, but also attract new customers.

For example, offering different green fee options might be a way to attract new customers. Some golfers only want to play 6 to 9 holes – so you may want to develop a pricing strategy to meet their demands. Try offering an assortment of rates, maybe for twilight or mid-day. A key to creative pricing is identifying your slow times and offering specials or discounts to bring in the right demographic to fill those times.

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Additionally, many golf courses are located in climates that produce a slow season. Try offering a monthly or semi-annual pass during your non-peak season. The industry is finding that we can no longer prosper as a business by being inflexible with regard to pricing. In order to continue to move forward as an industry, we must become more entrepreneurial.

## ITT

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**COME SAIL AWAY...** Our joint service cruise program has conducted its last cruise training for a two-year period. More than 40 agents from the Navy, Army and Marine Corps received 40 hours of classroom training, while experiencing a cruise first hand. Each person will be certified by CLIA as a cruise specialist.

If your ITT office doesn't have a professional trained to sell cruises, you may want to partner with a base nearby that has been certified in cruises. This is a great way to take care of your ITT customers and direct additional volume to our cruise providers. The more bookings we can make with our preferred providers, the better our pricing becomes.

**JOINT SERVICE HOTEL PROGRAM...** Naples and Gaeta are testing our new European online hotel booking system, which will allow them to book hotels in the program within Europe at significantly discounted rates, while still receiving a commission of 15 percent on every booking. All the properties in the system are live hotels that can be confirmed on the spot.

After the test, the system will roll out to other bases in Europe that are interested in increasing their available hotels and increasing income for their offices. For more information, contact Karen Fritz.

## ENTERTAINMENT

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**THE LIVE ENTERTAINMENT MATCHING GRANT...** will continue in FY05 with a few slight changes. The grant will be open to all bases, CONUS and OCONUS, and will be approved and distributed on a quarterly basis. The cost of the entertainment fee will be matched up to \$2,500. Costs, such as transportation, lodging and equipment, will not be considered in the grant. Requests to fund DJ services will only be considered for remote and isolated areas.

Grant requests should be submitted according to the following schedule:

<b>QUARTER</b>	<b>DEADLINE</b>
First	Oct. 12, 2004
Second	Dec. 10, 2004
Third	March 1, 2005
Fourth	May 31, 2005

## MARINAS

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**THE CLEAN MARINA INITIATIVE...** is a voluntary, incentive-based program sponsored by the National Oceanic and Atmospheric Administration (NOAA) that encourages marina operators and recreational boaters to protect coastal water quality by engaging in environmentally sound operating and maintenance procedures. The aim of the Clean Marina Program (CMP) is prevention. While CMPs vary from state to state, all programs offer information, guidance and technical assistance to marina operators, local governments and recreational boaters on best management practices (BMPs) to prevent or reduce pollution.

As part of the CMP, the individual states create and distribute Clean Marina guidebooks. The guidebook recommends BMPs that marina operators and boat owners must implement to be certified as a Clean Marina. A few Navy marinas, including NAS Jacksonville, NAF Key West, and NRC Solomons, are already certified. Look for more information about CMP in the future.

## HUMAN RESOURCES

**DOD NAF BENEFITS ANNUAL PLAN SELECTION PERIOD FOR 2005...**The NAF Health Benefit annual plan selection period is scheduled for Oct. 18-Nov. 12. During this period, employees who are currently enrolled may change or drop their medical coverage, add or drop dependents, add or drop dental coverage, switch from an available HMO to the DoD NAF Uniform Health Plan, or vice versa.

Employees not covered under any medical plan may not enroll at this time. New enrollments are limited to the first 31 days of employment (or promotion to part or full time), within 31 days of a qualifying event, or during the next full open enrollment period (October/November 2005 for the plan year 2006).

During this annual plan selection period, you may enroll in the basic life, supplemental life insurance and disability plans with proof of good health.

**AETNA NAVIGATOR...**is an online, self-service Web site for your medical and dental insurance. You can use it to perform common transactions, like requesting a new ID card, accessing claims information and Explanation of Benefit forms, or finding a doctor or dentist in the Aetna network.

You must register for the Navigator to access your personal member and claims information. To register, go to [www.aetna.com](http://www.aetna.com). If you need registration assistance, call 800-225-3375.

**LET'S GET IT STARTED...**at new employee indocs, that is! Employee indocs are the ideal time to set up new employees' personal profiles on LearnMWR, MWR's online learning management system (LMS). All employees will go through training at some point in their MWR/QOL careers, and setting up their LearnMWR personal profile from the start of their employment saves time and effort for both the employee and his/her manager, and helps ensure a smoother training experience for all involved. We strongly recommend and request you add this task to your agenda for all new employees.

You will need a computer with online access to set up personal profiles for new employees. Assist your new hire with the following steps:

1. Log onto: <https://learnmwr.persnet.navy.mil>
2. Click **New Users** from the left side column on the screen.
3. Follow the directions for setting up a new account under the sub-heading "If you have never taken a MWR course."
4. If the new hire does not have a social security number, call MWR Training or e-mail them at [learnmwr@persnet.navy.mil](mailto:learnmwr@persnet.navy.mil), and they will assign a learner code to that individual.
5. Any questions or concerns can also be directed to MWR Training, 901-874-6717, DSN 882, [learnmwr@persnet.navy.mil](mailto:learnmwr@persnet.navy.mil).

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**EIGHT NEW AECR FACILITATORS...**Navy Region Northwest hosted a Star Service: Achieving Extraordinary Customer Relations (AECR) facilitator certification at Naval Base Kitsap - Bangor. Seven facilitator candidates from the Northwest and one from the Southeast were certified to conduct the two-day Star Service: AECR course at their own bases.

Congratulations and thanks to Tanya Doughty, Mary Swanson, Ivelisse Gilbert and Ronna Roske, all from NAVBASE Kitsap; Lauren Kali, NAS Whidbey Island; Stephanie Oppor, NAS Whidbey Island; Julia Krassin, NAVSTA Everett; and Charles Carter, NSA Athens.

**CONGRATULATIONS...**to Dana Prather, COMNAVREG Japan, and Brenda Lammie, COMNAVREG Southeast, for becoming MWR's first certified regional Center of Excellence (CoE) master trainers for Service Quality Caller Training. To complete the certification process, Dana and Brenda were expected to successfully train, coach and certify a Service Quality Data Caller Training facilitator. Congratulations to their protégés: Tracy Navarrete, NAVSTA Pearl Harbor, and Wanda Riggs, NAVSTA San Diego, who are now certified Service Quality Data Caller Training facilitators.

## MWR LEGAL OFFICE

**RISKY BUSINESS...**While government employees are encouraged to vote and may discuss the various candidates among themselves, employees may not campaign for a political candidate in their work place, and under certain circumstances, there may be other restrictions on campaign activities even when employees are not on the clock.

Campaigning means more than go on the campaign trail, as two federal employees recently found out when they were charged with potential violations of the Hatch Act, a law limiting political activity in the federal workplace. One employee, supporting President Bush, sent an e-mail depicting John Kerry as being next to Jane Fonda at an anti-war rally. It included numerous negative statements concerning Kerry, and asked others to keep the e-mail going because "we do not need this man as our President." The other employee urged others to vote against President Bush, and included a fake resume and various "allegations of incompetence and malfeasance" concerning the President. The e-mail also asked people to vote for the employee and to send the e-mail to everyone they knew.

Remember that even truth is not a defense when engaging in political activities, such as campaigning on the job. The violation can result in anything from a 30-day suspension to termination. E-mailing political messages is considered a form of electronic leafletting; thus, it is a violation.

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