

Undercurrents

 *The Navy's MWR Newsletter* 

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Inside

AIMS	6
Air Show	3
Auto Skills	10
Bowling	18
Business Activities	18
Child Development	7
Communications Group	5
Community Support	7
Customer Service	14
Facilities	17
Financial Management	6
Fitness	11
ITT	9
Legal.....	3
Mission Essential.....	11
NFC.....	4
NMPS.....	20
Personnel	16
Policy	2
Sports	12
Training.....	14
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:

I had a great visit recently to the Pearl Harbor region and attended the PACFLT QOL Conference. As always, I continue to be amazed and impressed with the great MWR talent we have out in the field. I was particularly impressed with the outstanding programs that the folks in Pearl deliver every day. Some of the facility exteriors may be a little old but the interiors are well kept, the people are dynamic and fun, and programs are fresh and innovative. We'll need all these talents in the challenging times ahead.

As a result of reorganization within the House Armed Services Committee (HASC), it appears that the standalone panel we have had in past years for MWR no longer exists. This is too bad because this panel was a very strong voice for MWR and helped us in many ways throughout its existence.

MWR will now be part of the Total Force Panel, chaired by Rep. John McHugh (R-N.Y.). The panel will be responsible for military personnel policy, reserve component integration and employment issues, military health care, military education, MWR, and POW/MIA issues.

The good news is that Rep. McHugh chaired the MWR Panel in the past and will be familiar with our issues. At this point, we have not been notified as to whether or not there will be specific hearings on MWR but are operating on the assumption that they will occur, probably some time in March 2003. We will keep you apprised as things develop.

If you'd like to get a picture of where CNO plans to lead the Navy, I recommend you read his CNO Guidance Letter for 2003. It lays out his plans for a lot of things, including a more cost effective Navy. The web site is www.chinfo.navy.mil/navpalib/cno/clark-guidance2003.html. It is well worth the read.

Best regards,

Captain, USN
Director, MWR Division



SSTF FIELD GRANTS...The FY03 Saluting Sailors and Their Families Local Contest Program will continue to accept submissions through March 14.

If your command or region plans on developing a submission, please make sure we receive it by the deadline date. You may send in your request via e-mail to SSTFGrants@persnet.navy.mil or you can fax them to 901-874-6831, DSN 882-6831.

POLICY & MANAGEMENT ASSISTANCE BRANCH

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MWR SUPPORT SERVICES WORKSHOP

The workshop, scheduled for March 17-21 in Millington, will focus on issues that are essential for effective and efficient management and operation of MWR Support Services Offices. Don't miss this opportunity to network, clarify issues and participate in group discussions! The workshop will also provide information on policy, new initiatives, project and system updates.

This workshop is designed for business managers, operational directors, administrative officers, and other managers/supervisors with functional responsibilities that include oversight and preparation of financial documents, appropriated and NAF budgets, central cash handling functions, NAF payroll and NAF procurement. Student loading is limited to 25 attendees and the Training Branch will assign quotas. Registration forms are available in the Training Section of www.mwr.navy.mil. If you are unable to attend, plan to attend the FY04 workshop scheduled for April 19-23, 2004.

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NAVY MWR DISTRIBUTES PHONE CARDS TO SAILORS... 435,000 prepaid long distance were distributed to Sailors worldwide through three different programs.

VFW'S Operation Uplink. VFW and its corporate partners (Hallmark, Wal-Mart Good Works, and FedEx), provided Navy with a gift of 200,000 60-minute prepaid telephone cards, which were distributed to Navy's overseas and deploying commands during the holidays. Navy MWR, responsible for distribution, shipped the cards to more than 1,000 commands within a week of receipt. Shipments were addressed to the Command Master Chief/Senior Enlisted Advisor, who was responsible for placing the cards in the hands of Sailors.

MWR'S Homeland Calling Card. Running parallel with VFW's Operation Uplink, Navy MWR, through a commercial sponsorship agreement with AT&T, secured 200,000 15-minute "Homeland" (CONUS) prepaid calling cards, which were also distributed during the 2002 holidays. Navy MWR ensured more than 200,000 "Homeland" cards were shipped to Sailors stationed at approximately 2,600 stateside commands. By doing so, all Sailors serving worldwide were afforded an opportunity to place a long distance call during the holidays. Each card had an audio message that read:

*"With this card, MWR continues to do
its part to support mission-readiness
and meet the quality of life needs of
Sailors Navy-wide."*

Reservists To Get Calling Cards Too. Immediately following the holidays, Navy MWR, through commercial sponsorship with AT&T, secured an additional 35,000 15-minute calling cards to be issued to activated naval reservists being processed through one of the 12 Naval Mobile Processing Sites. Shipments of these cards will be addressed to the MWR Directors at the installations concerned. They will work closely with the staff at each NMPS to ensure the cards get distributed.

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PAINTBALL GUIDELINES...Section 322d(4) of the MWR Policy Manual (BUPERSINST 1710.11C) refers to the rules published by the American Paintball League. An address, telephone number and email address is also provided. Or you can check out the web site at www.paintball-apl.com/PlayerClassifications.asp.

The American Paintball League rules provide that players must be 10 years of age or older. Players 10-17 years of age must have a waiver form with parent or guardian's signature. If you currently operate or are considering establishing a paintball program, it is suggested that you review the information published by the American Paintball League.

POC for this program is PERS-658P, 901-874-6636, DSN 882-6636, P658P@persnet.navy.mil

REVISED GUIDEBOOK...A revised "Guidebook for MWR'S Involvement in Air Shows and Other Open Houses Events" is now at www.mwr.navy.mil/mwrprgms/policy/openhouseguidebook.rtf.

The name of the publication was changed to reflect that it is the PERS-65 guidance on air shows and open houses. There are lots of changes; the most significant of which include:

- ✓ The Guidebook makes it clear that since air shows and open houses are not MWR events, NAF dollars may not be used if there will not be sufficient funds generated to cover the NAF costs for the food, beverage and entertainment portions unless approval is obtained from higher authority.
- ✓ The legal authorities for the guidance contained in the Guidebook are now expressly stated.
- ✓ The Guidebook contains a sample air show performer agreement, a concessionaire contract, and an Indemnification and Hold Harmless agreement, which may be used for publicity rides. The sample agreements are not to be changed unless approved by the local Staff Judge Advocate or Office of General Counsel attorney. A copy of any such document is then to be forwarded to the MWR Legal Counsel.

The Guidebook for MWR'S Involvement in Air Shows and Other Open Houses Events was thoroughly staffed through various subject matter experts at NPC and included substantial input from many Regional, Echelon II and base personnel who have had significant experience working air shows and open houses. Thanks to all who reviewed and made many constructive comments.

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GIFTS VS. COMMERCIAL SPONSORSHIP...The major difference between *gifts* and *commercial sponsorship* is the legal doctrine of *quid pro quo*, which means "an equal exchange of value."

Gifts are given and accepted without promise of public recognition and only certain authorized individuals may accept gifts to the Navy. Neither MWR nor the base Commanding Officer have this authority. If someone wants to give something to MWR, even an insignificant item such as a golf ball, OPNAVINST 4001.1D applies. Depending on the value of the gift, it may have to be received (if it can be received at all) by the Secretary of the Navy. This can be a time consuming, complicated process.

On the other hand, an item may be acquired by the local MWR through *commercial sponsorship* when there is intention to recognize the sponsor. The only organization within the Navy that may accept commercial sponsorship is MWR. A recent example shows how commercial sponsorship differs from gift acceptance.

PERS-65 was contacted by a company that made biodegradable golf balls and wanted to give the Navy 20,000 balls for use on deployed ships. Since the value of the balls and the accompanying equipment was in excess of \$50,000, the gift would have had to be accepted by the Secretary of the Navy's office.

However, because the company sought recognition for this initiative (and, thereby, began the establishment of a *quid pro quo* or an equal exchange of value), we were able to establish this "offer" as an unsolicited offer of sponsorship. PERS-65 entered into a commercial sponsorship agreement with the company and had the balls and related equipment on the ships in a very short period of time.

Commercial sponsorship agreements are permitted by DODI 1015.10 and BUPERSINST 1710.11C. They may be entered into by the local MWR for cash and in-kind merchandise or services that support an MWR event or program. As long as there is an adequate amount of recognition for the sponsor, establishing *quid pro quo*, a sponsorship agreement can typically be entered into.

For further guidance, see "A Practical Guidebook for Navy Corporate Sponsor and Partnership Opportunities" at www.mwr.navy.mil/mwrprgms/cspn.htm.

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AUTO RELATED CLAIMS...which includes comprehensive and liability claims, make up approximately 20 percent of the claims budget each year. Unlike other claim categories, auto related accidents/losses incurred by our claimants could be drastically minimized by encouraging personnel to attend ongoing driver improvement programs offered through the local base safety office.

(continued on page 4)

(continued from page 3)

MWR Directors should address any risk factors associated with personnel who drive government-owned vehicles as part of the scope of their position. It is encouraged that all personnel who have access to driving a government-owned vehicle be enrolled in the driver improvement program offered at their locality.

Contents of the driver improvement course include a wide variety of defensive driving techniques including visibility, space management, and emergencies. Usually, these driver improvement programs are held once each quarter and are accessible to all personnel. There is usually no cost associated with enrollment into the program, so check with your local Safety Office for details.

NEVER THOUGHT IT COULD HAPPEN TO YOU?..Well, it can! It even happened to one of our staff members. She considers herself a "street smart" city girl and has no problem traveling all around the world for her job.

But while recently traveling to Italy, she had the scare of her life! She was having a cappuccino in the Rome train station before boarding the train to Naples. She had three bags: a big suitcase, a computer bag (attached to her suitcase) and a handbag, all of which were right next to her hip. When she finished her cappuccino, she realized that her purse was GONE! She never saw or felt anyone take it, nor did anyone around her see anything.

That's when she began to panic, realizing she was in another country with no identification, money, credit cards or a boarding ticket for the train. Her things were never found, but she was able to make a police report, cancel all her credit cards and get on the train to Naples where MWR representatives were waiting.

Below are a few hints on how to protect yourself from theft and what to do if you become a victim.

- Never take your eyes off of your belongings.
- Hold on to your belongings at all times.
- The next time you order checks, have only your initials (instead of your first name) and last name put on them. If someone takes your checkbook, they will not know if you sign your checks with just your initials or your first name.
- Put your work phone number on your checks instead of your home phone.
- Use a PO Box or work address instead of your home address. Never have your SS# printed on your checks.
- Photocopy the contents of your wallet - (both sides of your license, credit cards, etc.) This way you will know what you had in your wallet and all of the account numbers and phone numbers to call and cancel. Keep the photocopy in a safe place.
- Keep the toll-free numbers to your credit cards handy.
- File a police report immediately in the jurisdiction where it was stolen. This proves to your credit providers you were diligent, and is a first step toward an investigation.
- Social Security Administration (fraud line): 800-269-0271

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NAVY FLYING CLUB (NFC) WORKSHOP

The workshop, scheduled for April 28-30 in Millington, is designed for those who are involved in the direct management or administration of NFCs.

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

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

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SEEING STARS**STAYING ON ONE'S TOES**

Henry Ford once showed up at his office wearing mismatched shoes – one was relatively new, the other was more worn and shoddy. It so happened that it was also his birthday that day, so he was under the watchful eyes of the media. Sure enough, a reporter spotted the situation and asked about it.

Without much of a pause, Ford soberly explained: "I put that old shoe on to remind myself on my birthday that I was once poor and that if I do not watch my step I may become poor again."

BOTTOM LINE: Of course, the auto magnate had simply put on the wrong shoe in the dark. But he wasn't about to pass up a golden opportunity to put a positive spin on a less-than-ideal situation.

"Things turn out best for the people who make the best out of the way things turn out."

Art Linkletter

Thanks for reading
P658CN

COMMUNICATIONS WORKSHOP

Want to improve your communication skills? Then attend the Communications Workshop presented by the Navy MWR Communications Group.

The workshop is designed for marketing personnel, PAOs, or anyone who provides MWR communications support, and will be held in Millington on June 2-6. Details for the workshop will be announced in February 2003.

Personnel working in the areas listed above who have not attended a previous communications/marketing workshop will have first priority for a seat in the workshop. Class loading will be limited to 30 attendees.

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DELAYED ENTRY PROGRAM (DEP) FAMILY DAY... Thanks to the tremendous success of the DEP Family Day "kickoff," additional events are being planned for six sites, tentatively scheduled for San Diego and Los Angeles in February and Miami, Jacksonville, New York, and Houston later in 2003.

More than 400 members of the Navy's Delayed Entry Program (DEP) and their families were treated to a first-hand look at the many quality of life programs and services the Navy offers during DEP Family Day, held at NSA Mid-South, October 26. The program is designed to help enhance readiness by providing our future shipmates and their loved ones with essential information about the Navy to ease their transition to the military, while also providing the Fleet with better informed Sailors.

NPC'S MWR Division teamed up with Navy Recruiting Command and NSA Mid-South to sponsor the pilot program. The day included walk-through tours of the Single Sailor Center, Fitness Center, Bachelor Enlisted Quarters and the Navy Exchange, as well as a tradeshow featuring quality of life display booths, virtual displays, MWR informational material, and food and beverages.

CAREER DECISION FAIR SUPPORT... Since families are the foundation of a Sailor's success, Navy MWR is also assisting the Center for Career Development (CCD) in increasing the participation of military spouses in Career Decision Fairs (CDFs). The CDFs enhance readiness by providing Sailors and their families with the resources and information they need to make informed career decisions. During fiscal year 2003, CCD is scheduled to conduct more than 30 CDFs Navy-wide.

During fiscal year 2002, Navy MWR professionals provided support for 34 CDFs worldwide, including briefing spouses on MWR programs, activities, and services – from the base swimming pool and fitness facilities, childcare and school aged care programs – to the availability of discounted tickets and tours.

Navy MWR Headquarters provided financial support to each of the hosting MWR facilities to offset the cost of local door prizes, food and beverages, and childcare services, which were provided free to military spouses and service members attending the MWR spouse sessions.

MWR's efforts and direct support of this NPC retention effort has helped spouse attendance at career briefs reach an all-time high last fiscal year. More than 2,700 spouses attended CDFs in fiscal year 2002 vice 80 in fiscal year 2001. Navy MWR will be there again this year, assisting field activities and helping the Navy meet the readiness challenge by providing support for 36 CDFs.

YOUR PUBLIC AFFAIRS OFFICER (PAO)... can help you tell the MWR story and market your good news features to local media. As a communications professional, the PAO can also assist you in telling your story Navy-wide by using Navy internal media, such as Navy-Marine Corps News, Navy News Stand, *All Hands* magazine, and Captain's Call Kits. Keep your PAO in the loop, and they will help keep your MWR programs and services in the spotlight!



COMPUTER SERVICES BRANCH

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REGION/ BASE	TENTATIVE GO-LIVE DATES	STATUS
NSA Mid-South	Go-Live Date, Dec. 2, 2002	Successful implemen- tation!
Pensacola Region	Go-Live Date, April 1, 2003	Kick-off meeting Jan. 7, 2003
Southwest Region, Over the Horizon(OTH) VQ Funds, San Diego	Go-Live Date, May 5, 2003	Planning stages
Hawaii Region	Go-Live Date, July 2, 2003	Planning stages
Southeast Re- gion, (Gulfport, Charleston, Pascagoula, Panama City)	Aug. - Sept., 2003	Very early planning stages
Central Fund Accounting System (CFAS), HQ, Milling- ton	Go-Live Date, Oct. 1, 2003	Very early planning stages

FINANCIAL MANAGEMENT BRANCH

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CONGRATULATIONS...to the folks at the business office at NSA Mid-South for their efforts to bring this fund into the SAP world. They worked very closely with our HQ SAP implementation team, converting legacy data and preparing themselves for this major change in the way their accounting processes would be handled. Their dedication to this effort "smoothed" the way to a successful transition on December 9.

We have always tried to keep you up-to-date with the AIMS/FICO plans and where your operation fits into the grand scheme. To make it easier to let the MWR/VQ world know of our future scheduling, we have set up a "Quik-Glance" calendar (at left) to inform all of our readers what we are planning in the near future.

At the present time, the calendar is for the Financial and Controlling (FICO) modules of AIMS/SAP. The HR team usually follows the FICO implementation by a few months.

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

The second implementation group is the Human Resources team. They have been working with Naval Training Center Great Lakes to institute not only the HR part of SAP, but also to bring this fund all the advantages of using the KRONOS automated time and attendance application that works seamlessly with SAP.

At publication time, this team is helping Great Lakes set up the KRONOS system. This is an essential part of the Human Resources plan and is usually the first step in the process.



VOIDING OF PAYROLL CHECKS/DIRECT DEPOSIT CORRECTION...When a payroll check or direct deposit is voided, RAMCAS will CREDIT the cash and DEBIT the 211 (Wages Payable) account with the net amount of the check. When the void is entered in the payroll system, the 211 (Wages Payable) account will be credited while the salary and expense accounts are debited.

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**COMMUNITY
SUPPORT
BRANCH**

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PLEASE UPDATE OUR EMAIL ADDRESSES... PERS-659, along with the rest of the PERS-65 and the Navy, is migrating to Navy/Marine Corps Intranet (NMCI). PERS-659's email addresses have already changed.

PERS-659's email addresses are now first_name.last_name@navy.mil. However, the PERS code-based email addresses used here in *Undercurrents* will still work during this transitional time frame. Please make changes to your address books accordingly.

NATIONAL PROVIDER APPRECIATION EVENTS... This year, Friday, May 9, is National Provider Appreciation Day. This is a day to recognize and show appreciation for all those who care for children, age newborn to 12 years old.

The CDC and SAC Directors should work with the CDH Directors to plan another successful event such as they did last year. The CDH banners should be hung around the base to market the CDH program and gain base-wide recognition. However, the event should be planned to show appreciation for all CDP and Youth staff. In order to give commands flexibility, if there is a scheduling conflict with May 9, you may plan your event during that week.

The 2003 Provider Appreciation Declaration can be found at www.ProviderAppreciation.org. Examples of successful events (e.g., picnics, open houses, carnivals, potluck dinners, etc.) can be found on the CDH web page. Be sure to get the parents involved again this year (e.g., letters of appreciation, "thank you" notes, etc.).

ONLINE CHILD DEVELOPMENT DEGREE APPROVED... Military spouses who find it difficult to finish a degree in one place due to PCS moves may benefit from the American Public University's Bachelor of Arts in Child Development. The degree was recently approved by the Distance Education and Training Council (DETC) through an in-depth review by qualified experts of the degree program. Program elements subject to this rigorous process include program objectives, curriculum, examinations, authorship, reading levels, study instructions, instructional materials, presentations, learning resources and qualifications of the faculty.

This distance learning degree in Child Development is also an option for employees working in Navy Child Development programs who wish to complete their Bachelor's degree and qualify for jobs in the 1701 series.

The Child Development program is social science oriented. The program approaches children's issues as they have evolved throughout history to modern times. It addresses the changes in childhood that have occurred as society has evolved through the agricultural age, to industrial age, and now to information age. It also studies the relationship between childhood development and societal well being, and explores public policy and other influences on childhood in modern times.

Information on the Child Development degree program can be found at www.apus.edu/APU/degrees/ChildDevelopment.asp.

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NAVY SCHOOL AGE CARE TRAINING...Lodging arrangements must be made before Friday, January 24 at the Salt Lake City Hilton (800-445-8667). A block of per diem rate rooms has been reserved from February 24, with check out on March 1. (Five rooms have been reserved beginning February 23 for overseas arrivals.) The Room block is listed under the name "United States Navy." Please make sure that the room is in the Navy block and that you reserve by January 24. The hotel is located at 255 S. West Temple, Salt Lake City, UT 84101.

NAVY YOUTH TRAINING...focus will be on program information sharing, Boys & Girls Club of America initiatives, leadership and teambuilding, outdoor recreation opportunities and more. An agenda will be forwarded to participants upon receipt of registration. A block of rooms has been reserved at the BOQ at NAS Key West, Fla. for March 25-29. The room block is listed under the name "Youth Conference." Reserve your room by calling the BOQ Reservation Manager at 305-293-4118.

NEW AND IMPROVED NAVY YOUTH WEB SITE...Be sure to check the improved Navy MWR Youth web page at www.mwr.navy.mil/mwrprgms/youthnew.htm.

TEEN INITIATIVES...In summer 2002, NPC gave teens the opportunity to discover careers with MWR programs and develop job and life skills that will be beneficial throughout their career. Fifteen bases/regions were granted monies to support hiring teens for summer 2002. Teen Scholarships were also offered to 121 Navy teens (ages 12-17). These scholarships ensured that many Navy teens had an awesome "WOW" summer experience!

The teens were sent to ten "all expense paid" camps:

- ID Tech Camp in Los Angeles, Calif.
- National Outdoor Leadership School, Idaho
- Aloha Adventure Camp in Maui, Hawaii
- High Cascades Snowboarding Camp in Mt. Hood, Ore.
- Columbia Gorge School of Theatre in White Salmon, Wash.
- Woodward X-Sports Camp in Pa.
- Sailing Camp, British Virgin Islands
- Lake Placid Soccer Camp, N.Y.
- U.S. Space Camp in Huntsville, Ala.
- Sea World Camp in San Antonio, Texas

Thank you to the Youth professionals who were chosen to assist in the travel and logistics of the Teen Scholarship Program. The following people were instrumental in the success of this program: Alison Bowers, Connie Perkins, Marta Passerelli, Vernon Williams, Kim Reid, Troy True, Angela Baker, Candy Brannigan, Shelly Mattingly, Tina Sparks, MiMi Gutierrez, and Robin Wright.

SUMMER 2003 TEEN INITIATIVES...Because of the success of the teen initiatives last summer, NPC will again fund Teen Camp Scholarships as well as the Teen Employment Program for summer 2003. We have chosen four of the best camps from last summer and added one new camp to the roster: Sea World Camp, U.S. Space Camp, Woodward Extreme Sports Camps, High Cascades Snowboarding Camp and World Sports Camp. Bases will be notified shortly of those selected for the Teen Employment grant.

POC: PERS-659B31

MWR HAS THE BEST TICKET PRICES IN TOWN...This is one of those statements we all want our customers to say. In order to keep them saying these things, we need to ensure we really are the best deal in town.

NPC recommends ticket mark-ups should not exceed 5% of the cost of the ticket. If the ticket product is not at a substantial discount from the gate price, it may be just a service to provide those tickets for little or no surcharge. Remember that ITT was one of the top two programs in the 2000 Navy MWR Customer Survey. We want to keep it that way by offering the best prices for our customers!

"GET OUT OF DODGE"...This is a great time for your ITT staff to get out of the office and do some familiarization of the attractions you sell. We all know that when spring hits, the office is busy and it is hard to get everyone out to see what he or she is selling. Take advantage of the slow time to get ready for the new seasons coming out this spring!

SHADES OF GREEN...now offers conference and meeting space at their newly remodeled and expanded facility at Walt Disney World Resort in Florida. They are offering a fifteen-percent commission to any ITT program that books a group. Book by April 15 and get an extra five-percent.

Contact person is Linda Straker at 407-824-2115/2027/3306. The resort will feature 7,453 square feet of meeting space, 586 guest-rooms, 11 suites, and two pools.

"WIN A VACATION FOR YOUR VALENTINE" PROMOTION...Now that you have registered for the promotion and it is underway, don't forget to check the web site for information on how to report your winners so you get the \$1,000 download of money for the winner's travel expenses. The information is under ITT Managers section of www.mwr.navy.mil.

CRUISIN', CRUISIN', CRUISIN'...Our ITT manager at NAVICP Mechanicsburg is doing exactly that. She has been successful in putting together a group cruise for her clients to get out of that cold weather and enjoy a luxury cruise. 130 people will enjoy cruising on an 11-day cruise on the Celebrity Galaxy to Key West, Cozamel, Belize, Cococay, and Nassau from April 18-28. Great job Mechanicsburg!

NAVY CHESS...Interested in starting a club at your base? Want to hold qualifying tournaments that will enable our Sailors to participate in regional and national tournaments? Check out the United States Chess Federation web site (www.uschess.org) and find out how.

Stay tuned for information announcing the addition of an All Navy Chess Tournament this year to decide which Sailors will attend the Interservice Chess Tournament! Those who finish in the top six of the Interservice will have an opportunity to participate in the NATO Military Chess Tournament, which will take place in Denmark this September!

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AUTO SKILLS...National Car Care Month has moved to April! National Car Care Month, which is a nationwide effort to focus attention on the importance of vehicle maintenance, has been moved from October to April. Recent research indicated that motorists are more motivated to work on their vehicles or take them in for servicing in the spring due to weather and upcoming driving vacations.

During Car Care Month, many local automotive stores, repair facilities, civic organizations and local radio stations team up to promote this nationwide effort and conduct free vehicle inspections. The inspections usually include checking fluid levels, tires, lights and other system components. Discrepancies are then discussed with the patron and proper preventative maintenance practices reviewed.

Nationwide results of these types of inspections show that approximately seventy-seven percent of vehicles inspected require repair or maintenance. Common discrepancies are dirty engine oil, low tire pressure, inadequate cooling protection, worn belts, dirty air filters and low or contaminated brake fluid.

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To learn more about National Car Care Month or to request program information to participate, check out www.carcare.org.

MARK VII CAR WASH EQUIPMENT...Do you have Mark VII car wash equipment? If so, that there have been some contract revisions that cover car wash chemicals and service/maintenance agreements. Even though this contract is not mandatory, it is highly recommended that you use a Mark VII distributor/service provider to provide both chemicals and maintenance. Consult your contracting officer or your Mark VII representative for details.

SPOTLIGHT...Reminder to all about our decision to add a new section to our web site featuring our Navy shops, staff, programs, etc. Here's the schedule again:

Jan: JAX, North Island, Gulfport
Feb: Whidbey, Pearl, China Lake
Mar: Yokosuka, Oceana, El Centro
Apr: Great Lakes, Sasebo, Mugu

Send photos, advertise events/programs, introduce your staff, share information, be creative! Please email or fax your input.

POC: PERS-659F1

SCANNER TRAINER...Were you selected as a trainer and participated in the Train-the-Trainer program? If so, have you conducted training with other Auto Skills managers in your areas? Please email your training schedule for both last year and the upcoming year. This was a major investment and we need to insure that all our managers are trained on the scanner equipment.

POC: PERS-659F1



MISSION ESSENTIAL BRANCH

Head, PERS-651,
901-874-6634, DSN 882-6634,
P651@persnet.navy.mil

SHOW OFF YOUR PROGRAM

We are creating a display at headquarters of promotional posters and flyers from Navy fitness, sports, and aquatic programs to showcase your programs to visitors at headquarters. Send your materials to Navy Personnel Command, Attn: PERS-651B1, 5720 Integrity Drive, Millington, TN 38055-6510.

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

FITNESS SERIES

The "Navy Fitness" manuals introduced at the Athletic Business Conference are undergoing final revision. We will make them available to the field within the next few months. These manuals go along with the new "Fitness Series Training" also introduced at the conference. If you would like assistance on how to incorporate the Fitness Series Training and manuals into your program, contact the POCs to set up an assist visit.

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

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

REGIONAL RUNNING PROGRAM...Uniforms from New Balance will be coming soon. Tank tops, shorts, running suits, and shoes will be included in this package. In preparation, all regional coordinators need to submit an MOU for each runner participating in the program before a uniform can be sent.

Forms are located on the MWR web site under "Mission Essential Branch," Regional Running link. Each member should fill out a runner information/MOU and return it to their regional coordinator who will then distribute the uniforms. Coordinators: make a copy of the information sheets and send them to PERS-651B1.

FLEET GRANT AND LOAN PROGRAM...In response to the changing needs of the Fleet, the grant/loan program outlined in BUPERSINST 1710.16 has been updated as follows:

- Annual grants to ships not having an integral ship's store has increased from \$10 to \$50 per person per year.
- Eligibility criteria for shipyard grants has been updated to reflect the changes in the National Intervals/Maintenance Availabilities program.
- A new grant has been developed to meet the needs of ships whose stores are closed for 30 days or more.

Fleet Recreation Coordinators (and other fleet support personnel) are encouraged to contact shipboard Recreation Services Officers and Fund Custodians to ensure that they are aware of the program revisions. For additional details, contact PERS-651G.

COMMAND FITNESS LEADER (CFL) COURSE UPDATE...

Nothing could have prepared us for the enthusiasm of students attending the October, November, and December FY03 CFL courses. Student quotas were sold out months in advance. Course critiques re-confirmed that the combined educational efforts of NPC Physical Readiness and the Cooper Institute are assisting the students with comprehensive and innovative fitness concepts.

During October to December, the five-day CFL course traveled to five naval facilities and instructed over 250 active duty, reservist, and DOD civilian students. Sites hosting the course were NAVSTA Newport, R.I., NDW Naval District, Washington, D.C., NAVSTA Norfolk, Va., NAS Jacksonville, Fla., and SUBASE Bangor, Wash.

In addition to the above schedule, in October, a two-day Navy Physical Readiness class was taught at NAVSTA Mayport, Fla. for 61 students representing the USS John F. Kennedy and their associated battle group. A two-day opening in the November calendar saw NPC Physical Readiness teaching 21 CFLs and ACFLs fitness basics at the U.S. Navy Law Enforcement Department, Lackland AFB, San Antonio.

Check under "Physical Readiness" on the MWR web site for more topics concerning the CFL Course. If you have any questions or concerns pertaining to the Command Fitness Leader policies, procedures, or programs, please contact PERS-651H.

ALTERNATIVE FOOD PYRAMID?

The January 20, 2003 cover story in *Newsweek* magazine, entitled "The Perfect Diet: What Science Tells Us About Food and Health," reports on several health topics related to food, its nutritional value and role in preventing disease. The article's author reports that although the U.S. Department of Agriculture (USDA) Food Guide Pyramid is the current standard by which nutrition education is based, critics contend that it is lacking in several areas.

One such critic is Dr. Walter Willett from the Harvard School of Public Health who has modified the pyramid based on the research findings of several large studies. His "Healthy Eating Pyramid" actually makes recommendations based on specific foods vice food groups as in the USDA Pyramid. He differentiates between healthy and not so healthy carbohydrates, proteins and fats. The Healthy Eating Pyramid (HEP) also makes room for moderate consumption of alcohol for those in which it is not contraindicated as well as a daily vitamin supplement.

The primary emphasis of the HEP is daily exercise and weight control. Then come whole grain foods at most meals with an equal emphasis on plant oils. Vegetables are recommended in abundance in addition to two to three daily servings of fruits. Nuts and legumes are next, with consumption targeted at one to three servings per day. Fish, poultry and eggs are the next highest category with up to two servings per day. Dairy or calcium supplements are recommended one to two times per day, followed by the least emphasized foods (red meat, butter, and refined carbohydrates such as white rice, white bread, potatoes, pasta and sweets).

The article references a study as evidence that the HEP is superior to the USDA Food Guide Pyramid in regard to lowering risk for heart disease. Women adhering to USDA pyramid lowered their risk for heart disease by fourteen percent versus women who followed the HEP that lowered their risk by twenty-eight percent. To read the full article, visit www.newsweek.com.

PREVENTIVE HEALTH ASSESSMENT REVIEW...The Preventive Health Assessment (PHA) instruction, OPNAVINST 6120.3, was signed into effect on December 12, 2001. It marked a transition period where medical care shifted from an intervention focus to a preventive health care approach.

Augmenting, not replacing the periodic physical exam, the PHA instruction states that each active duty member will receive an annual face-to-face appointment with a member of the health care team. This includes a medical record review, clinical risk factor screening, preventive counseling, and as of January 2003, the mechanism by which members are cleared to participate in the semi-annual PFA. Although this PHA instruction has been in effect for nearly 13 months, many commands including medical treatment facilities appear to be unsure of the requirements. For further information about PHA implementation, lessons learned and a copy of the instruction, go to NEHC's web site at www.nehc.med.navy.mil/hp/ and click "Preventive Health Assessment."

COMMAND FITNESS LEADER AND PHA...OPNAVINST 6110.1G states that all active duty members shall receive an annual Preventive Health Assessment (PHA). The PHA provides mechanism for clearance to participate in the Physical Fitness Assessment (PFA) for a 12-month period.

Command fitness leaders shall direct members on their birth month to fill out the physical activity risk factor questionnaire (PARFQ) in PRIMIS software. Regardless of whether they check "yes" or "no," members will print the PARFQ form and the SF 600. The member will then take those two documents to Medical as part of their PHA appointment and receive either clearance to participate or a waiver as dictated by reviewing medical provider.

The member will then return the signed SF 600 form to the CFL as proof that the PHA has been completed. The CFL will then place the results into PRIMIS software and the member is then cleared to participate in the upcoming PFA. Initial implementation calls for members to have a PHA completed by January 2003.

The intent is to clear the member to participate for both PFAs for the entire year on their birth month thus minimizing the burden on medical that occurs during the spring and fall PFA cycles. By being proactive in nature, the PHA's long-term effect will allow commands to have a decrease in lost man-hours due to medical/dental appointments. For further information regarding PHA implementation, contact PERS-651D, 901-874-4268, DSN 882-4268, P651D@persnet.navy.mil

ALL NAVY BOXING...Navy boxers are currently training at Naval Base Ventura County in preparation for the Armed Forces boxing championships, February 17-22.

ALL NAVY WRESTLING...Navy wrestlers will begin training on February 5 for the Armed Forces wrestling championships. These championships will be held at Mountain Home AFB, Idaho, April 10-14.

THE 2003 NAVY SPORTS CALENDAR...will be distributed Navy-wide in late January.

SPORT	T/C SITE	ARMED FORCES	NATIONALS	CISM
BOXING (M)	16 Dec 02 - 17 Feb 03 NB Ventura County, CA	17 - 22 Feb 03 NB Ventura County, CA	23 - 30 March Colorado Springs, CO	13 - 23 Sept World Games, Italy
CROSS COUNTRY (M&W)	None	13 - 17 Feb Houston, TX	15-16 Feb Houston, TX	24-28 Feb St. Astier, France
BOWLING (M&W)	None	14 - 22 March 03 Lackland AFB, TX	Reno, NV Jan 04	None
WRESTLING (M)	5 Feb - 10 Apr 03 NAS Pensacola, FL	10 - 14 Apr 03 Mountain Home AFB, ID	7-10 May Las Vegas, NV	TBD Turkey
BASKETBALL (W)	22 Mar-11 April NS Everett, WA	11 - 18 Apr 03 NS Everett, WA	23-27 Apr Las Vegas, NV	None
VOLLEYBALL (M&W)	1-25 Aug 03 NS Pax River, MD (W) NS Annapolis, MD (M)	25 Aug - 31 Aug 03 Schriever AFB, CO	None	13 - 23 Sep World Games, Italy
TRIATHLON (M&W)	None	18 - 22 Jun 03 NB Ventura County, CA	None	28 Jul - 2 Aug Dronnten, Netherlands
BASKETBALL (M)	27 Jul - 16 Aug NS Mayport, FL	16-24 Aug Camp Lejeune, NC	SHAPE Tournament 30 Nov - 6 Dec Belgium	13 - 23 Sep World Games, Italy
GOLF (M&W)	28 Sept - 4 Oct NSA Mid-South, TN	4 - 11 Oct 03 NSA Mid-South, TN	None	12 - 20 Oct 03 NAS Jacksonville, FL
SOFTBALL (M)	6 - 18 Aug Pensacola, FL	18 - 23 Aug Eglin AFB, FL	29 Aug - 1 Sep Johnson City, TN	None
SOFTBALL (W)	22 Aug - 6 Sept NDW Anacostia	6-11 Sept Eglin AFB, FL	18 - 21 Sep Auburn, AL	None
SOCCER (W)	18 Apr - 10 May 03 NS Annapolis, MD	10-18 May Fort Eustis, VA	None	26 May - 5 Jun Warendorf, Germany
SOCCER (M)	27 Jul - 16 Aug NSA Mid-South, TN	16-24 Aug MCAS New River, NC	None	13 - 23 Sep World Games, Italy
RUGBY (M)	15-20 Oct 03 NS Everett, WA	20 - 27 Oct 03 NS Everett	5 - 7 Dec Tampa, FL	None
MARATHON (M&W)	None	23 - 27 Oct 03 Washington, DC	None	13 - 23 Sept World Games, Italy
TAEKWONDO (Invite) (M&W)	21 Apr - 7 May 03 NTC Great Lakes, IL	7-13 May 03 Fort Indiantown Gap, PA	20 - 24 May 03 New Orleans, LA	14 - 22 Oct Zagreb, Croatia

SPORT	RESPONSIBLE SERVICE	ARMED FORCES	NATIONALS	CISM
SKIING (M&W)	Army	8-18 Feb Jericho, VT	None	31 March - 5 April Rovaniemi, Finland
NAVALPENTATHLON (M&W)	Navy	NAB Coronado, CA TBD	None	20 - 30 May Madrid, Spain
FENCING (M&W)	Marine Corps	None	None	13 - 23 Sep World Games, Italy
SHOOTING (M&W)	Army	None	None	TBD
MODERN PENTATHLON	Army	None	None	13 - 23 Sept World Games, Italy
PARACHUTING (M&W)	Army	None	None	13-23 Sept World Games, Italy Small Mission
SAILING	Navy	None	None	13 - 23 Sept World Games, Italy
SWIMMING/DIVING LIFESAVING	Navy	None	None	13 - 23 Sep World Games, Italy
CYCLING (ROAD)	Air Force	None	TBA	13 - 23 Sep World Games, Italy
TRACK & FIELD	Air Force	None	None	13 - 23 Sep World Games, Italy
JUDO	Marine Corps	None	None	13 - 23 Sep World Games, Italy

TRAINING BRANCH

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

CENTER OF EXCELLENCE STORY # 2:

Using service quality customer data, the NAVSTA Mayport Bowling COSIT, established in October 2002, served as a catalyst to "jump start" a much overdue HVAC project. The temperature in the Bowling Center has been a sore spot with patrons for quite some time.

As a result of the service quality customer data collected, the team identified that a major detractor to creating a positive memorable customer experience at the Bowling Center was the high heat level resulting from a less than desirable HVAC performance. Not a pleasant leisure environment during the dog days of a Florida summer, as you can imagine.

The service quality customer data/information, coupled with monthly temperature log tracking and earlier efforts to partner with Public Works (PW), has resulted in including an upgrade to the HVAC system at the Bowling Center in the command's FY03 Maintenance Action Plan. "Certainly the feedback from our customers was invaluable in working with our Public Works team to demonstrate how difficulties associated with managing the physical climate impact the patrons' experiences. The fact that Public Works is acting on the service quality customer data/information truly shows that our COSIT efforts are effective," stated the MWR Director at NAVSTA Mayport.

NEW FIELD COURSE MANAGERS... Welcome to our newest Field Course Managers. Dee Stanley and Rick Harwell were recently certified as field course managers for Leadership Skills for Managers.

NEW STAR SERVICE AMBASSADORS... The following MWR Stars from the Southeast Region were recently certified as Star Service facilitators: Marty Wagner, Edith Diaz, Lisa Dula, Colleen McDonald, Ethel Dawson, Julie Caudill, Stephanie Feagin and Deborah Moors. Welcome to the team everyone!

WHEN CUSTOMERS SPEAK, MWR LEADERS LISTEN... MWR leaders at those installations involved in the Center of Excellence initiative (i.e., NAVSTA Great Lakes, NSA Mid-South, SUBASE Kings Bay, WPNSTA Charleston, NAS Jacksonville, and NAVSTA Mayport) are finding that listening to customers results in win-win business decisions.

Cycle of Service Improvement Teams (COSITs) provide a forum for Sailors and their families to share their thoughts and evaluate our performance, which in turn keeps the fingers of MWR professionals on the pulse of what matters most to our customers. Following are just two of many success stories of how effective MWR Center of Excellence leaders have been at listening to customers to ensure positive memorable customer experiences (PMCEs).

CENTER OF EXCELLENCE STORY # 1:

Using service quality customer data, SUBASE Kings Bay is "driving" the Trident Lakes golf course in a new direction. MWR leadership at Kings Bay had set their sights over the past several years to increase business and better serve the customers by expanding the existing Trident Lakes clubhouse - a renovation cost estimated at nearly \$500K.

The Golf COSIT process identified that MWR leadership was clearly misguided as to what would enhance the customer experience. Through in-depth service quality customer interviews, the Golf COSIT team discovered the only expansion to the clubhouse desired by customers was to add a large enough area to hold "after tournament" barbecues, Golf Association meetings and other gatherings. In fact, one customer summed the data up in his comment: "All we want is for you to give us some type of covered area to get out of the sun and inclement weather."

As a result of listening to their customers, SUBASE Kings Bay was able to enhance the customer experience at a very minimal cost by simply installing an expanded covered patio. The Golf COSIT also discovered that customers, although specific in their improvement requests, are not asking for the "pie in the sky" -- just that MWR take care of some very reasonable issues/concerns that would enhance their customer experience. Specifically, they believed the following improvements would enhance their experience: more directional signage to Trident Lakes (the golf course is tucked away in the back of the base and difficult to find); more benches placed on the course; more maintenance attention to the sand traps; and bathrooms on the course.

**TRAINING CLASSES AVAILABLE
ON REQUEST**

If the published schedule of classes doesn't meet your needs (too far away, classes at the wrong times, etc.), PERS-654 can bring the training to your base. The only cost involved is the course manager's travel and per diem, which is usually no more expensive than sending one person away on TDY for training.

This is a good deal! It's less expensive and it gets everyone training who needs it.

POC: PERS-654A,
901-874-6720, DSN 882-6720,
FAX 901-874-6847, DSN 882-6847,
P654A@persnet.navy.mil

NEW TRAINING VIDEOS...are available in the Media Resource Center. There are new programs on communication, management, organizational change, customer service, and group dynamics. Use them to enhance your staff's training program!

The Abilene Paradox 2nd ed. – Learn how to avoid false consensus, overcome the fear of speaking out, and encourage effective decision-making within a group.

Being Assertive – The “How To’s” of assertive communication and other common communication styles that can cause difficulties in the workplace.

Business Casual – Clear examples of appropriate casual wear for a variety of workplace settings.

Courageous Followers, Courageous Leaders – How team leaders and team members can successfully interact to achieve shared goals.

The First Mile- the Essential ART of Customer Service – Emphasizes the basics: Attention, Respect and Time.

Groupthink – People often seek unanimous agreement in spite of facts pointing to another conclusion. After seeing how the “Groupthink” phenomenon may have caused the Challenger disaster, your organization's team processes will be changed forever.

It's Not Just About Sex Anymore – Prevent illegal behavior before it starts by showing your employees both what's allowed in the workplace and what isn't.

Lessons from the New Workplace – A documentary on applying Mother Nature's lessons to the workplace. Features case studies from the U.S. Army, DuPont Corporation and a North Carolina school system.

Stephen Covey's Lessons in Leadership Series: A Grandeur Goal; Law of the Harvest; A Better Way; Journey to Discovery – Looking at character, being at a crossroads in life, the “win-win” concept and “reaping what you sow” – throughout this series the lessons are about integrity, respect and cooperation. Each is a stand-alone program; used together, they comprise a comprehensive multi-session training program.

Sexual Harassment: Awareness, Perception and Prevention – Features 10 subtle sexual harassment vignettes and explores the question of appropriateness, and the critical do's and don'ts in preventing sexual harassment in the workplace.

Sexual Harassment: You Make the Call – Through the use of vignettes of subtle sexual harassment, this program will raise awareness and promote discussion of your organization's policies against harassment.

Speaking Effectively to One or One Thousand – By showing this film to both management and the workforce, you'll help them build better relationships with colleagues and customers.



PERSONNEL BRANCH

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

BACKGROUND INVESTIGATIONS

A National Agency Check (NAC) is required for all NAF personnel assigned to positions of trust. Positions of trust are positions that have been assigned responsibility for cash or inventory values in excess of \$5,000. Child care and youth activity positions also require a background investigation in accordance with OPNAVINST 1700.9D and DoDI 1402.5.

Local investigations or investigations through private companies are not acceptable substitutes for an NAC. Detailed guidance/instructions concerning initiating requests for NACs are provided in OPNAVINST 5510.1 and DoD 5200.2R. NAFIs shall establish a Security Service Agreement (SSA) with the host installation's personnel security specialist to process NACs for individuals occupying positions of trust.

POC: PERS-653D,
901-874-6711, DSN 882-6711,
P653D@persnet.navy.mil

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

PERSONNEL AND BENEFITS CHANGES FOR 2003...Listed below are some changes in pay and benefits for 2003. These changes are effective January 1, 2003, unless otherwise noted.

- Paybands for NF-3 through NF-6 NAF employees within CONUS have been adjusted to reflect a 3.1 percent Cost of Living Adjustment (COLA). There was no adjustment in the Locality Pay for 2003. The COLA, if approved by local commands, is effective the first full pay period on or after January 1, 2003. See CNPC 12000 PERS-653D memo of January 6, 2003 for additional details and implementation guidance. NF pay schedules for overseas activities will be issued as soon as they are received from the DoD Wage Fixing Authority.

- Employees enrolled in the BUPERS 401(K) Plan may contribute up to the IRS maximum of \$12,000. Employees age 50 and older may contribute an additional \$2,000 during 2003.

- FERS employees may contribute up to 13 percent to the Thrift Savings Plan not to exceed \$12,000.

- CSRS and CSRS Offset employees may contribute up to 8 percent to the TSP not to exceed the IRS limit of \$12,000.

- Employees age 50 and older will also be able to contribute additional amounts to TSP. The guidelines are currently being written and will be issued shortly.

- The DoD NAF Uniform Health Plan changed from a Managed Choice Plan (POS) to an Open Choice Plan (PPO) and new ID cards were sent to all current participants.

- The BUPERS NAF medical and dental rates increased an average of 14 percent. The cost per pay period for the DoD NAF Uniform Health Plan increased from \$38.00 for single coverage to \$43.18. The cost per pay period for family coverage increased from \$88.00 to \$100.46. The single dental rate increased from \$3.00 to \$3.28 and the family dental rate increased from \$7.00 to \$7.77 per pay period.

- Current participants in the BUPERS medical plan must have a qualifying event or wait until an open season to change, decrease or drop medical/dental coverage.

- Employees enrolling in BUPERS NAF Disability Program after January 1, 2003 will contribute 1.5 percent of salary for one year with no dollar maximum.

- The maximum for social security taxable wages increased from \$84,900 to \$87,000.

- The maximum yearly earnings for individuals under full retirement age and receiving social security increased to \$11,520.

- The maximum social security for individuals retiring under social security at full retirement age increases to \$1,741 per month in March 2003.



FACILITIES & ACQUISITIONS BRANCH

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

NEED MORE MEETING SPACE?

Create additional meeting rooms within existing larger spaces by installing acoustical operable partitions. These fully operable acoustical panels set the industry standard in appearance, flexibility and ease of operation. They provide immediate, efficient space control, in single panel, paired and continuously hinged panel configurations. Further features and advantages of these panels include availability; fast and simple set up; wide variety of panel facings; durability; wide range of acoustical specifications. These partitions are manufactured to meet exact functional requirements as specified by the user.

POC: PERS-656D3,
901-874-6663, DSN 882-6663,
P656D3@persnet.navy.mil

WHAT'S UP?

A recent trend in interior design has been the exposed structural roof/ceiling structures with exposed mechanical ductwork. The days of boring metal decking are gone and several manufacturers are offering systems that provide an aesthetic plank-ceiling look. You can also choose an acoustical deck system for sound control. If you're looking for a unique interior space, these systems may be just what you're looking for (if you're looking up). Information on these materials can be found in architectural publications, on the Internet, or by contacting PERS-656D4.

POC: PERS-656D4,
901-874-6664, DSN 882-6664,
P656D4@persnet.navy.mil

GOOD NEWS...The revised Standard Operating Procedure (SOP) for the NAF purchase card program was issued in December 2002 and is conveniently located on the web at www.mwr.navy.mil (select "Facilities and Acquisition," and scroll down to "Other Sample Documents"). You will find the new SOP as well as the NAF Purchase Card Forms. The revised SOP format is more user-friendly and easier to read. Some of the changes and additional guidance included in the revised SOP are:

- a. New purchase card web based training site www.fss.gsa.gov/webtraining
- b. Refresher training is now required every two years for Agency Program Coordinators (APC), Approving Officials (AO) and Cardholders (CH)
- c. The APC is not authorized to be an AO
- d. Fraud indicators
- e. Each AO may only have a maximum of 7 cardholders under their span of control
- f. Guidelines for APC monthly and semi-annual cardholder transaction reviews
- g. APC semi-annual reporting requirements
- h. Purchasing hazardous materials
- i. Prohibitive use of convenience checks
- j. Reconciliation of purchase card accounts
- k. Unit Identification Code (UIC) for all NAF Purchase Card accounts
- l. Updated information to access CitiDirect

POC: PERS-656C1,
901-874-6685, DSN 882-6685,
P656C1@persnet.navy.mil

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

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

Now is the time to start your pre-INVS submissions for the FY05 cycle to enable the full INVS, with Echelon II scoring, to arrive well in advance of the May 1, 2003 deadline. A benefit of this change is that PVA reviews can be more thorough, resulting in better project execution with fewer misunderstandings and funding problems. Kick-off of FY04 projects will be scheduled after completion of PVAs for the FY05 program consideration.

There are some changes to the nomination forms, so please discard any previous versions.

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



BUSINESS ACTIVITIES BRANCH

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

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

POC: PERS-655C2,
or PERS-651E,
901-874-6632, DSN 882-6632,
P651E@persnet.navy.mil

POC: PERS-655C2

A BINGO CONFERENCE...will be held in conjunction with IMCEA's "Spirit of Excellence III" Conference 2003 to be held at the Riviera Hotel, in Las Vegas, March 26-28. For more information and to register, contact Sari Jill Schneider at 254-554-6619, sar-schneider@imcea.com, www.imcea.com. POC is PERS-655C2.

BOWLING CENTER MANAGERS...Military registration packets for the 12th Annual Armed Forces Bowling Conference and International Bowl Expo 2003, to be held at the Orleans Hotel (Military) and Mandalay Bay Resort Hotel in Las Vegas, June 15-20, will be mailed out by the second week of February. Rooms have been blocked through the BPAA for the military at the Orleans Hotel at the per diem rate plus tax.

The Bowling Conference includes the following:

June 11-14, Military Bowling Center Managers Maintenance Certification Course;

June 12-14, Bowling Coaching Certification Course;

June 15, Military General Session, Individual Service Meetings;

June 16, Military Education & Meetings, Education Keynote Speaker & Seminars;

June 17, Bowl Expo Educational Seminars;

June 18-19, Trade Show;

June 20, Lane Inspection Certification Course at Orleans Hotel;

June 20-22, IBPSIA Pro Shop Certification School at Texas Station Hotel.

Register at the BPAA site (www.bowlexpo.com), click on the Military icon (key code "AFBC"), then click on the registration icon.

THE ALL NAVY BOWLING TEAM...will soon be selected for the Armed Forces Bowling Championships to be held at Lackland AFB, Texas, March 14-22. If you know of any high caliber female and male active duty bowlers that want to compete, please have them submit a Navy Sports Application to include recent sanctioned ABC/WIBC league or tournament signed score sheets. Applications must be submitted NLT February 15. Visit www.mwr.navy.mil/mwrprgms/sports.htm for details.

RYNISH BOWLING CENTER...The newly renovated 32-lane bowling center at Naval Station Great Lakes, IL had their grand opening on January 10. The renovation project was carried out in response to feedback from their customers via their Service Quality Teams. The bowling center received a complete interior makeover of equipment and interior finished. The MWR maintenance team completed all work with no downtime – the center remained operational during the entire renovation. The facility was complete ahead of schedule and below budget. For more information, contact the Rynish Bowling Center Manager at 847-688-5612.

NAVY DART LEAGUES...The Military Cup Challenge III will be held at the Ramada Plaza in Chicago on July 24. Teams can be made up of three persons: all male, all female, or mixed for the electronic steel or soft tip competition. For more information, contact Glenn Remick at the American Darters Association, 636-625-8621, ext. 7046, adadarts@adadarters.com. An on-line registration form is available at www.adadarters.com. For hotel reservations, call 847-827-5131.

ENTERTAINMENT MATCHING GRANT PROGRAM...FY03 marks the fifth year this program has been in existence. Each year it has grown and gotten stronger. As a reminder, you are able to submit quarterly grants for entertainment (NAVEUR and 5th Fleet AOR are excluded since they have a separate program).

Under the Live Entertainment Matching Grant Program, bases may submit (via application form) requests for support of live entertainment activities. The focus of the entertainment should be geared toward first-term Sailors and to add events that are not a normal part of your entertainment programming (although there is flexibility). The two remaining deadlines for grant submissions are February 28 (third quarter) and May 23 (fourth quarter).

CATERING AND CLUB MANAGERS...are encouraged to attend the 34th Annual Night Club and Bar Show, scheduled for March 25-26 in Las Vegas. In addition to the Nightclub Show, International Military Community Executives Association (IMCEA) is also sponsoring their "Spirit of Excellence III" Conference, March 26-28.

Contact PERS-655F2 if you plan on attending either or both of these events. Your prompt response will assist us in setting up a Navy breakout session during the conferences.

GET READY FOR ST. PATRICK'S DAY...one of the most celebrated social events for commercial food & beverage operations annually. Check out the following web sites for promotion ideas, recipes, menu ideas, Irish party supplies and more:

- www.partymerchant.com/St_Patricks_Day.htm
- fp.enter.net/~rburk/stpatricksdays/beverages/irish_beverage_recipes.htm
- www.virtualquincy.com/quincy/holiday/stpatrick.html

This year St. Paddy's day is on a Monday night, a great way to have a lot of fun and promote Monday night business.

KEEP INNOVATING...MWR catering programs have suffered as a result of September 11, however, it's still big business for our MWR activities. We are doing better this year than last year, but competition is stiff. Colleges, universities and restaurants are also focusing on catering along with hotels and convention centers.

We know this is information nothing new but it's good to be reminded on occasion. Our customers still want quality food, quality service at the best prices. We know this but we also need to expand our vision.

Some catering activities are partnering their golf courses to offer golf catering packages while others offer regional food specialty items (e.g., chocolates, coffees, fruits, and cheesecake) as signature items.

The bottom line is innovation is needed to attract new customers. What are you doing to be innovative? Let us know and we will put your ideas here and on our web site.

POC: PERS-655F1,
901-874-6653, DSN 882-6653,
P655F1@persnet.navy.mil

BENEFITS OF BRANDING

Navy MWR food revenues increased 4.2 percent in FY02 versus FY01. Branded licensed concept revenues totaled more than ten million dollars and helped to contribute to the 12 percent profit margins enjoyed in the food department. If you would like to explore branding opportunities at your base, please contact the POC.

POC: PERS-655F3,
901-874-6646, DSN 882-6646,
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**NAVY MOTION
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901-874-6536, DSN 882-6536,
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**“ENDURING FREEDOM” COMING
TO A THEATER NEAR YOU**

This short film was featured on Navy Marine Corps News in October 2002 and played in various commercial theater chains this fall. It's a four-minute short featuring men and women of the US Navy and Marine Corps talking about what they do and why they do it. It's a beautiful piece that tugs on your patriotic heartstrings, and it's coming to NMPS 35mm Movie Theaters and videotape sites around the world in February 2003.

WHAT'S SHOWING AT YOUR 35MM THEATER?..NMPS needs you to report every time you show a movie at your theater on the monthly attendance report. These exhibitions should include regular run, FROST, sneak previews or any special events.

35mm theater attendance numbers are reported not only to NMPS but also to each movie studio. So accurate reporting is a must. As a reminder, all military personnel from each branch of the Armed Forces should be reported as *Active Duty*; all non-military patrons 12 years and older should be reported as *Adults*; and all children ages six to 11 years old should be reported as *Children*. If you have any questions or need further clarification regarding attendance, please contact the NMPS Program Analyst (P650D).

CELEBRATE THE MOVIES...Awards season is upon us. The People's Choice, Golden Globes, Screen Actor's Guild and the crown jewel of them all, the Academy Awards, will be featured January through March 2003. If you're planning a big to-do for the Oscars, you may find it helpful to know that, as of January 2003, NMPS holds 76 titles on 8mm videotape spanning 62 years that have won Oscars in a variety of categories.

Gone With the Wind won Best Film, Actress, Director, Color Cinematography, Film Editing, Screenplay and Supporting Actress for 1939. *Citizen Kane* won Best Original Screenplay for 1941. Jack Lemmon took home the Best Actor prize for 1955's *Mister Roberts*. *Butch Cassidy and the Sundance Kid* took home four Oscars for 1969, including Best Song for "Raindrops Keep Falling on My Head." *Alien* won Best Visual Effects of 1979 and *Beetlejuice* won Best Makeup for 1988. Remember *Forrest Gump* from 1994? It took home six Oscars. And we've got 15 titles from 2000 and 2001, including Best Pictures, *Gladiator* and *A Beautiful Mind*.

On March 23, the Academy of Motion Picture Arts and Sciences will be honoring the best movies of 2002. Check out the nominees at www.oscar.org when they are announced on February 11.

FOR THOSE WHO LOVE TOP TEN LISTS...here's one for you. This is a list of the top ten Navy movies of 2002 and how they compare to Hollywood's top ten:

	NMPS'S TOP TEN	HOLLYWOOD'S TOP TEN
1	Spider-Man	Spider-Man
2	Harry Potter and the Sorcerer's Stone	Harry Potter and the Sorcerer's Stone
3	Black Hawk Down	LOTR: Fellowship of the Ring
4	Monsters, Inc.	Star Wars: Attack of the Clones
5	Star Wars: Attack of the Clones	Monsters, Inc.
6	Scooby Doo	My Big Fat Greek Wedding
7	Scorpion King	Signs
8	Men In Black 2	Austin Powers in Goldmember
9	LOTR: Fellowship of the Ring	Men In Black 2
10	Sum of All Fears	Ocean's Eleven

