NAVFAC
Naval Facilities Engineering Command
FACILITIES TEAM SOUTHEAST

One Voice

Published for employees of Commander, Navy Region Southeast, Regional Engineer and N-46; PWC Jacksonville including Mayport , Charleston, and Panama City Sites; PWC Pensacola; Engineering Field Activity Southeast including ROICC Jacksonville, Mayport, Kings Bay, and the Orlando Satellite Office

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Command Advisory Board meets

Commander, Navy Region Southeast (CNRSE) Rear Adm. Annette Brown arrived in style (electric car) to attend FTSE's Command Advisory Board (CAB) meeting November 17th. The semi-annual meeting is held to provide the Region an updated picture and the status of facilities in the region and to discuss future plans related to facilities. The CAB consists of FTSE Senior Leadership, CNRSE, and Commanding Officers (COs) from NAS Jacksonville, NAVCOMTELSTA, FISC, NAVAIR Jacksonville, NAVHOSP, NS Mayport, NWS Charleston.

CNRSE Rear Adm. Annette Brown arrives to the CAB meeting in an electric vehicle provided by PWC JAX Transportation Department. This vehicle is being evaluated for use at NAS JAX.

The CAB provided several reports to the Chairperson, Rear Adm. Brown, which covered PWC Financial Status, Strategic Planning, EFA SE End of

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EFA SE Command Center aides in successful year-end closeout

By Sandy White, acquisition director, EFA SE

The first annual EFA SE Command Operations Center (COC) was established during the last week of the fiscal year. The mission was to be a central point of contact for EFA SE sites in tracking all outstanding contract actions through award. This process allowed instant updates that were available to management, the Region and clients so that funds could be distributed as appropriate. The COC was manned a minimum of 12 hours per day and was staffed until 2:00 a.m. on the evening of September 30th. This endeavor proved to be very successful and will be initiated again next year.

From the Commanding Officer, PWC JAX/EFA SE

Dear FTSE Teammates,

Vicki and I wish you a happy and safe holiday season. We thank you for your hard work and important daily efforts in improving the quality of life of those we serve. Your contribution toward enabling warfighter readiness throughout this year has been truly amazing. As you enjoy the company of your friends and loved ones during this holiday season, please take the time to relax and come back renewed and energized for the tasks we face in the New Year. Have fun and be safe! Most accidents are preventable if we take time to think responsibly and practice safety.

PWC JAX/EFA SE Commanding Officer, Capt. Charlie Khan and his wife, Vicki.

The Navy has very effective safety campaigns, which promote operational risk management. Among them, the "You Drink and Drive, You Lose" campaign targets reducing impaired driving, the "Safe Ride Program" ensures those who have been drinking obtain a safe ride home, and the "Hero Campaign" promotes the use of a designated driver. These initiatives and many others like them in the community are a constant reminder for us to think and act safely and responsibly. It is each of you that make our Facilities Team Southeast strong and successful. Take care of each other and your families. Let's make this holiday season a time to be remembered with happiness.

Happy Holidays!

One Voice

Facilities Team Southeast

NAS Jacksonville, Fla. 32212

Commanding Officer, PWC JAX/EFA SE ..... Capt. Charlie Khan
Commanding Officer, PWC Pensacola ..... Capt. Charles Miller, III
Executive Officer, PWC Jacksonville ..... Cmdr. Van Dobson
Executive Officer, EFA SE ..... Cmdr. Mike Lipski
Public Affairs Officer ..... Susan Brink
Editor/Photography/Design/Layout ..... Susan Brink

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Important Numbers

CO's Fraud, Waste/Abuse Hot Line: (904) 542-5335
DoD Hot Line: (800) 424-9098
Navy Hot Line: (800) 522-3451
NAVFAC Hot Line: COM (202) 685-1833, DSN 325-1833
Navy Sexual Harassment Advice Line: (800) 253-0931
NAS JAX Police: (904) 542-2661
Fire/Rescue: 911
Employee Assistance Program: PWC JAX/Mayport/Charleston - (904) 296-9436 or (800) 327-9757, EFA SE/ROICC - (800) 677-5327, and PWC Pensacola - (866) 433-3277

TSP open season

The latest TSP Participant Statement you received in the mail stated that TSP statements will no longer be automatically mailed to TSP participants. If you want to continue receiving quarterly Participant Statements through the mail, you can request them through the Account Access section of the TSP Web site at http://www.tsp.gov or through the voice response feature of the ThriftLine at 504-255-8777. You can also request statements by submitting a completed copy of the yellow request form that was included in the recent TSP Participant Statement you received in the mail.

Why no more mailings? Quarterly paper statements cost participants $9.8 million per year. That is three dollars per participant. You can help to minimize this cost by using online statements.

SBP group meets to develop FY04 strategic plan

By Gary Hauff, command evaluator

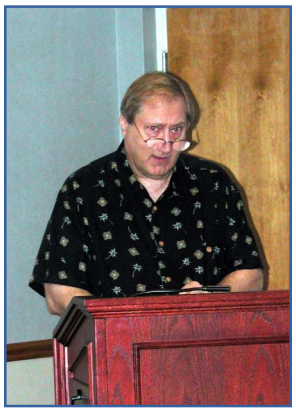
The guest speaker was Jon Eckenbach, vice president of Utility Services with JEA.

The FTSE annual Strategic Business Planning (SBP) Session was held at the NAS Jacksonville Officers Club on November 20th Participants included representatives from Jacksonville, Mayport, Charleston, Kings Bay, Pensacola, and Panama City. The session was facilitated by, a returning veteran of six years of facilitation, Dan Waltz from the Public Works Field Support Office, San Diego, Calif. The guest speaker, Jon Eckenbach, vice president of Utility Services with the Jacksonville Electric Authority (JEA), provided insight and strategic planning processes used by JEA in the development of their Strategic Business Plan.

By the end of the day, the team members were able to establish the Command's Vision, Mission, Guiding Principles and action items for inclusion in the FY04 Strategic Business Plan; all of which will be forthcoming in this publication. Well done to all participants!

Focus groups (People, Client, Operations, Initiatives) were set up to work on developing action items.

An Admin Team was available to assist with administrative needs. From the left: Judy Doggett, Claudia Hart, Joe Cassidy and Bev Green.



The session's facilitator Dan Waltz from the Public Works Field Support Office, San Diego, Calif.

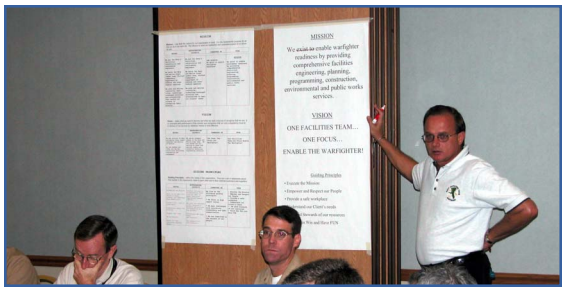
FY04 Mission/Vision/Guiding Principles:

Mission:
We enable warfighter readiness by providing comprehensive facilities engineering, planning, programming, construction, environmental and public works services.

Vision:
ONE FACILITIES TEAM… ONE FOCUS…
ENABLE THE WARFIGHTER!

Guiding Principles:
- Execute the Mission as a Cohesive Team
- Empower and Respect our People
- Provide a safe workplace
- Understand our Client's needs
- Be good Stewards of our resources
- Think Win Win and Have FUN

Revised November 20, 2003



Members of the SBP reviewed the Mission, Vision and Guiding Principles making changes as appropriate to enhance the future of FTSE.

Sharing careers with students

Facilities Team Southeast (FTSE) participated in the NAS JAX Career Job Shadowing Day by sponsoring four ninth grade students from Edward H. White High School on November 13th. Students participating included William Scarborough, Robert Degrave, Amanda Anderson and Cindy Spradley.

The day started with FTSE mentors greeting the students at the BOQ Pavilion and then escorting them to Building 902. The two young ladies (Anderson and Spradley) were introduced to the administration arena of FTSE with Admin. Department employees Frances Brown, lead mail clerk; Angela Young, management assistant, and Dawn Reed, travel coordinator. Scarborough shadowed Cmdr. Van Dobson, executive officer (XO) for PWC, where he learned about the XOs duties for a day. Degrave shadowed Lt. Cmdr. Craig Prather, production officer and was introduced to a typical day of production meetings which provided him an overall picture of managing facilities.

From the left: (front row) Dawn Reed, travel coordinator, PWC JAX; Milli Noel, supply technician, PWC JAX; (standing) Angela Young, management assistant, PWC JAX; Frances Brown, mail room coordinator, PWC JAX; Amanda Anderson; Cindy Spradley; Robert Degrave; Back row: William Scarborough; Lt. Cmdr. Craig Prather, Production Officer, PWC JAX; and Cmdr. Van Dobson, Executive Officer, PWC JAX. All of the students are in the ninth grade at Edward H. White High School, Jacksonville, Fla.

Student William Scarborough describes his experience with the Career Shadowing Program.

The day ended with all of the students returning to the BOQ Pavilion to enjoy pizza and drinks with their mentors and discuss what each of them experienced during the day. Students were asked to share what they had learned or enjoyed about their experience. Scarborough shared with the group his experience with Cmdr. Dobson and the many different bases (detachments) that FTSE oversees and the facilities they maintain, such as Mayport, Charleston, and Jacksonville.

"We were impressed with the demeanor of the students that participated and how well they represented their schools," said Reed. Not only was this a good experience for the students, many of the mentors noticed, "as students progressed through their tour they opened up and seemed to be more comfortable with their mentor interaction," claimed Young. Reed continued stating, "I had a fulfilling day with the students and our mentors from PWC. It is my hope that all students took some aspect of our jobs with them and realize how important communication skills really are in the REAL world."

Warfighter readiness in consonance with nature

During a recent runway project at NAS Key West, ingenuity was key in providing an environmentally safe work environment for our feathered friends, a family of Bald Eagles.

Several NAS Key West Public Works employees assisted in the diversion of the trucking route for the runway repair project away from the eagles' nest (picture at right). "A special thanks to the staff for creating a new gated entrance for the trucks in less than a day's notice," commented Paul Camire, environmental department head, Public Works, NAS Key West.

As you can see from the picture NAS Key West accomplishes their mission in an environmentally friendly manner.

Photo provided by Edward Barham, NAS Key West.

Fiscal year end execution a huge success for NWS Charleston Facilities Program

By Cmdr. Emmanuel Bautista, PWO, PWC JAX - Charleston Site

Historically, Naval Weapons Station Charleston's (NWSCHS) average fiscal year budget includes about $7 million for Sustainment, Restoration and Modernization (SRM) projects. This funding is used to repair and construct buildings and structures as well as provide emergency services and recurring (preventative maintenance) for station facilities. Fiscal year 2003 proved to be an exceptional year.

Prior to 9/11 the Base Civil Engineer's Office (BCEO) developed a Military Construction Project (MCON) to replace aging Security facilities combining them into one efficient new facility relocated inside the station's security perimeter , thereby improving Anti-Terrorism and Force Protection (ATFP) for this critical facility. Project P-064 was awarded for approximately $4 million early in FY03 and is under design with construction to begin in December or January.

An ATFP project will replace several aging Security facilities with a single consolidated and efficient building.

Red Bank Club will receive a substantial face lift.

Since 9/11 the BCEO has worked closely with Security and other departments and tenants to develop ATFP projects to improve the local ATFP posture, thereby improving security for the station and contractor and dependent population. The hard work, proper planning, and persistence of the NWSCHS facilities team allowed Commander, Navy Region Southeast (CNRSE) to fully fund 14 of these critical projects with end of year funds, totaling over $5.2 million.

The station was also successful in obtaining end of year funds for five other facility repair projects in the last few days of FY03. These projects include a substantial face lift for the Red Bank Club; major repair to the Chapel Annex, Bldg. 717; upgrade of showers at Naval Consolidated Brig; replacement of the HVAC system at the Menriv Fire Station, which corrects a life safety issue related to high humidity; and connection of the NMCI warehouse at the South Annex to the sewer system. Additional funds received for these projects totaled over $900,000.

In effect, the station more than doubled its SRM budget through the hard work of numerous individuals and organizations across the base. A very successful year indeed!

Major repairs are scheduled for the Chapel Annex.

FTSE boiler inspection program

By Darrell Denaux, utilities manager, PWC JAX - Charleston Site

Boiler and unfired pressure vessel (UPV) inspections and certifications are mandated by the Chief of Naval Operations. Every commanding officer is responsible for the safe operation of every boiler and UPV that is operated at his or her shore activity. PWC JAX understands the importance of this program and provides boiler and UPV inspection and certification services out of the PWC JAX - Charleston Site Utilities Office.

Chuck Pendergast (left) and Craig Bennett perform inspections and certify boilers and UPVs at NAS JAX, NS Mayport and NWS Charleston.

In 1998, PWC's program consisted of one inspector performing inspections at NAS JAX, NS Mayport, and NWS Charleston. Since 1998, PWC has added an inspector and performs inspections at 15 activities and reserve centers as far west as El Paso, Texas, as far north as Louisville, Ky., and as far south as Andros Island, Bahamas. The program also provides services to United States Border Patrol and the Veteran Administration Hospitals in South Carolina, Georgia and Alabama.

The inspectors (Craig Bennett and Charles Pendergast) have passed the National Board of Boiler and Pressure Vessel Inspections test required for licensing. Each inspector is licensed and certified by the Naval Facilities Engineering Service Center. As a licensed inspector, Bennett and Pendergast assume a great deal of responsibility for ensuring that the boilers and UPVs they inspect are safe for operation. The comprehensive inspections performed provide a level of safety that many military and civilian employees are unaware of.

Bennett and Pendergast possess extensive knowledge and understanding of the operation and maintenance of the systems they are inspecting. They stay abreast of the most current requirements and codes from the American Society of Mechanical Engineers (ASME) and the Department of Defense Unified Facilities Criteria (UFC) 3-430-01 to ensure the most accurate inspection and certification services are being provided. They take great pride in ensuring that the activities inspected will never be recognized for non-compliance due to late or incomplete reports.

The work environment can be considered extreme. The hot industrial areas require constant awareness of the surroundings and operations. However, their professionalism and dedication to service ensures that the commanding officer and the activity are receiving the best service possible.

The inspectors, Craig Bennett (left) and Chuck Pendergast, are licensed and certified by the Naval Facilities Engineering Service Center.

There are two main goals of PWC's Boiler/UPV Inspection Program. The first goal is to provide the best and most economical comprehensive inspection and certification. The second goal is to be recognized as FTSE's regional experts for inspections, certifications, operation, and maintenance of boilers and UPVs. For further information about the program, please call one of the inspectors at 843-764-4478, ext. 12 (DSN 794).

Command Advisory Board meets

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Year Summary, RBOS II, FTSE Initiatives and the Facilities Team Survey (FacTS). During the briefs, CAB members provided valuable input on customer service, reorganization structures, policy and procedures, and current and future rates. This feedback will provide FTSE leaders the tools to plan for the future, mapping the necessary direction for the Region to focus and align with CNRSE, CNI and NAVFAC guidelines.

Against the odds - renovations to a historical site

By Ensign John Critch, PWC Pensacola

While most people would not recognize the historic building (Bldg. 34) that they pass on their way to the Base Exchange, the workers at PWC Pensacola are all too familiar. For them it is a significant achievement to stand back and admire.

As the July heat bore down with all its Gulf Coast force, the renovation began. With the pending final homecoming Blue Angels air show as the target completion date, there was much work to be done and little time to accomplish it. With full support of many commands including NAS Pensacola Facilities Management Department and Bachelor Quarters, the craftsmen had their work cut out for them.

Final renovations completed on Bldg. 34.

Bldg. 34 second deck substructure renovations.

A major hurdle, as many can attest to in the industry, is the theory that in construction a building is built from the ground up and in renovations the work starts from the top down.

This was a high visibility project of major interest since it was located in the historic area known as Admiral's Row. Understanding the importance of this job was critical. In the past, Bldg. 34 housed important visitors such as John Wayne, President George Bush, and Prince Charles. It was no wonder there was such pressure to insure the highest quality standards.The quarters across the street were also undergoing a renovation so many quality comparisons were made. "No worries," was the reply from the Project Supervisor Melvin Killcreas. "We have done it in the past and we can do it again. Of course the crew size was larger before, but hey, we'll do just fine," Killcreas stated with confidence.

Many meetings with members from the State Historical Preservation Society were held to ensure the renovation design and PWC craftsmen adhered to the strict principles of preservation. The next consideration was the structural integrity. A week of training sponsored by the National Park Service at Ft. Pickens ensued and work began.

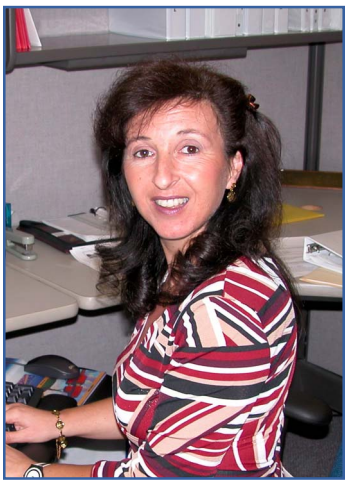
The list of renovations was no short order. From removing years of paint buildup on the columns and handrails to complete demolition and restoration of the multi-level decks that surround the building. As the project progressed other deteriorated items began to surface. The entire substructure was rotted and needed replacement. The 30 plus windows and doors, including the jambs, were stripped to bare wood and reworked so they could once again operate correctly. The previously leaky roof was repaired, reflashed and coated in a special aluminum material that would provide many years of watertight integrity. One of the most impressive displays of craftsmanship was the installation of the new decking. The decking, called Ironwood by local suppliers, was made from the Ipe tree found in the Brazilian rain forests of South America and withstands all that the area elements could dish out. The nickname of Ironwood is in character to its extreme density, which also makes it very difficult to work with. Add this to all the other tasks and it was no small feat to assure delivery on time.

Ronnie Joseph and Larry Allen (background) paint the new second floor deck joists.

In the end it worked as planned. The craftsmen fulfilled their obligations and delivered a high quality product. Once again the atmosphere around PWC is one of pride in another job well done. Many people from NAS Pensacola have commented on the appearance and quality of the completed project. To sum up the project in a simple quote would be, "They came, they shrugged, and they conquered."

FTSE Employee Spotlight

FTSE employee: Claudia Hart
Position: Admin Officer
Responsibilities: Point of contact for Command instructions, policies, and notices; serves as maintenance coordinator for Bldg. 902/grounds, and is the telephone coordinator.
Work location: Code 120, Bldg. 902, PWC JAX
Hobbies/Interests: Running, reading, and traveling.
Favorite Music: Oldies from the 70's and 80's, disco and Latin music.
Family: Married. They have a daughter who is nine years old.



Claudia Hart, admin officer, PWC JAX

FTSE Arrivals

Please welcome the following new employees to Facilities Team Southeast:

- Thomas Tyron, ROICC Jacksonville
- Claudia Hart, PWC JAX

Departures

It's always sad to see them go. Best wishes to those who have moved on.

- Bruce Price, ROICC Jacksonville
- LouAnn Smith, EFA SE
- Michael Church, PWC JAX - Charleston Site
- William Leavins, PWC JAX - Charleston Site
- Manuel Zabala, PWC Pensacola
- Steven Price, PWC Pensacola

CFC update

The 2003 Combined Federal Campaign (CFC) is nearly complete. FTSE has done an exceptional job in meeting their goals. So far, the CFC representatives have reported the following:

PWC Jacksonville and Mayport sites raised over $15,500, shattering the goal of $12,904. PWC JAX – Charleston site has completed their campaign raising nearly $4,200. PWC Pensacola reports that they have raised $10,476. EFA SE and the ROICC's raised $3,340 for this year's campaign.

The final results will be announced in the January issue. Thank you for participating and giving the gift that keeps on giving. If you are still interested in donating, please contact the CFC representative in your area. Donations will be accepted through December 15th.

PWC Jacksonville and Mayport Sites, Chad Johnson – 904-542-3355, ext. 4427
PWC Jacksonville – Charleston Site, Lt. Mary Dickson – 843-764-7688, ext. 145
PWC Pensacola, Wayne Boulanger – 850-452-4662
PWC Jacksonville – Panama City Site, Gloria Walters – 850-235-5425
EFA SE, Lt. j.g. Danny Villafane – 904-542-5571, ext. 253

Crusin' News from your Travelin' Crew

By Dawn Reed and Aggie Ricks, travel coordinators, PWC JAX

It is that time of year again! The annual government travel credit card (GTCC) training is now available for all FTSE employees. The training has been posted to the PWC JAX Intranet. PWC JAX area users can take this training by going to https://intranet.pwcjax.navy.mil/intranet/code120/TravelTrng/Travel%20Card%20Slide.ppt. A hard copy will be emailed to employees who do not have access to the PWC JAX Intranet.

Employees are asked to complete this training by December 31st. After completing the training, send an email to your immediate supervisor and the travel coordinators at travel@pwcjax.navy.mil. This will fulfill the annual requirement for GTCC training.

Occupational Health

If one of your fellow employees had a medical emergency at work, would you know what to do? The following information will outline procedures to follow in the event an employee needs emergency or non-emergent medical attention.

- In the event there is an emergency (eg: heart attack) with an employee, call 911 for immediate transport to the nearest Emergency Room.
- If a civilian employee is in need of non-emergent (eg: sprain or strain) medical attention, a dispensary permit (obtained from supervisor) is to be filled out and taken to Occupational Health at the Branch Medical Clinic during normal working hours or to the Naval Hospital Emergency Room (NAS JAX and NAS Pensacola) after hours along with the employee's government identification card.
- If a civilian employee is unable to obtain a dispensary permit, he or she should proceed to the Naval Hospital Emergency Room (NAS JAX and NAS Pensacola) with their government ID. The Dispensary Permit should be sent or faxed over to the Naval Hospital Emergency Room (NAS JAX and NAS Pensacola) as soon as possible.
- All animal bites are treated by the Emergency Room and not by Occupational Health (NAS JAX only).

Ensure that you are aware of the necessary procedures at the medical facility nearest your location. All emergencies should be called in to 911. Non-emergent injuries can be seen at the local Branch Medical Clinics during working hours. Below is a listing of important numbers for the FTSE sites.

Important numbers

NAS Jacksonville:
Occupational Health
904-542-3500, ext. 8863
Fax 542-2842
Naval Hospital Emergency Room
904-542-7340, Fax 542-7339

NS Mayport
Branch Medical Clinic
904-270-5303
Fax: 904-270-5144

NWS Charleston
Branch Medical Clinic
843-743-7800
Fax: 843-743-7830

NSA Panama City
Branch Medical Clinic
850-234-4177
Fax: 850-235-5321

NAS Pensacola
Naval Hospital Emergency Room
Corry Field, Bldg. 2268
850-505-6199
Fax: 850-505-6199

Fire Department offers Emergency Services
850-452-3333 (emergencies only)
850-452-3211 (all others)
Fax: 850-452-9102

Branch Medical Clinic
850-452-5242, ext. 131
Fax: 850-452-5664

You don't have to be a musician to play

By Milli Noel, PWC JAX volunteer coordinator

What instrument can you play without any talent or prior rehearsal? Answer: The Salvation Army Giving Bell. If you love to give but your bankroll is low, give the gift that will help others all year. For only a couple of hours of your free time you'll get the best feeling of Christmas-tide. Join the many FTSE members who volunteer throughout the year.

The Salvation Army only solicits donations once a year. This is usually from the Friday before Thanksgiving through Christmas Eve. Donations made during the holiday season will feed the hungry, clothe the needy and shelter the homeless throughout the entire year – helping to turn lives around.

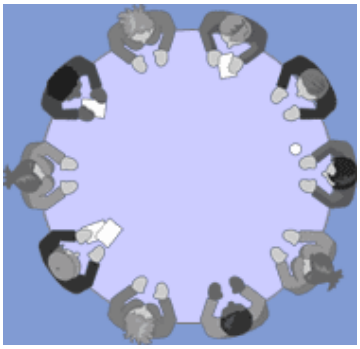
Please join us in ringing the bell at the Orange Park Mall on Saturday, December 6th and December 13th. Bell ringers will be volunteering at the Movie Theater Entrance of the Orange Park Mall. Volunteer times are available from 10:00 a.m. to 8:00 p.m.

For more information on this volunteer activity or others, contact Milli Noel at 904-542-5140, ext. 2129.

Roundtable discussions

The following issues have been addressed through PWC JAX area Roundtable discussions and are available for review on the PWC JAX Intranet site.

Q1: Several questions have been raised regarding the DWAS Program. Employees do not feel they are getting problems resolved through the Comptroller's office. Problems such as: no detained backup reports, no way to balance the books, and problems for budget and invoicing personnel. Code 30 suggested a group to work as a PAT Team to identify problems/ resolutions.



A1: Comptroller personnel are working diligently to meet the challenges presented by the new DWAS program. Remember, the new system is an accounting system, not an MIS. Detailed billing is provided by the Commodity that generated the billing. The Comptroller does not have that information any longer. BIM's has been put on hold until after the Pensacola Detachment financial data is merged with PWC JAX. The books are balanced in accordance with DFAS. If you have further specific concerns, which have not been addressed, contact either the Comptroller or Deputy Comptroller.

Q2: Concern was expressed about ergonomic workspace (i.e., not all employees have been surveyed and some were done months ago and have seen nothing).

A2: A study is in progress by Pam McCarley, NAS JAX Safety, with individual evaluations on how to improve ergonomics in each workspace. Some employees were given an option to change their keyboards, but turned it down. They will be asked to sign a waiver for not accepting Safety's suggestions. Surveys are complete. A process is being developed to capture new employees since the survey's completion, such as adding the survey to the check-in process. Equipment was ordered and installed in October.

Q3: PWC JAX is paying for things in RBOS I that JC-H doesn't actually do (i.e., elec. dist. Wash downs for $80,000).

A3: This has been addressed through the appropriate Chain-of-Command. The ACO made a ruling, Legal has reviewed, etc. IG spent two days investigating and made no findings.

Q4: There is a problem with JC-H and the maintenance of HVAC's. JC-H doesn't believe it is their responsibility to clean air registers/diffusers.

A4: A meeting was held with JC-H in March and an agreement was reached. The RBOS FSCM (QAE's supervisor) has determined it is NOT in the contract, but is an internal housekeeping problem for each client. JC-H says according to their manometer, there isn't a problem of restricted air flow, etc.; therefore, they are maintaining the unit in accordance with the contract.

Employee awards

PWC Jacksonville

On-the-Spot Award:
Teresa Culp, Code 121
Thomas McNerney, Code 121
Audrey Briggs, Code 151
Anna Edwards, Code 151
Trudie Rhodes, Code 151
Terilyn Silvera, Code 151
Marlene Smith, Code 151
Bettye "Joe" Kersey, Code 500
Lee Merrill, Code 600

PWC Pensacola

Craftsman of the Year:
Douglas Parker, Code 552

Employee of the Year:
Darryl Malone, Code 500

Craftsman of the Quarter:
Marvin Jones, Code 500

Support Employee of the Quarter:
Dave Pelletier, Code 350

Service Award:
15 years – Charles Castleman, Code 551
20 years – Raymond Kensler, Code 551
25 years – Colen Hilburn, Code 51

PWC JAX – Charleston Site

On-the-Spot Award:
Robert Ray, Code 944

New NAVFAC Admiral arrived October 24th

Rear Admiral Michael K. Loose assumed command of the Naval Facilities Engineering Command, Washington, D.C. and became Chief of Civil Engineers on October 24, 2003.

He previously served as Commander, NAVFAC Atlantic Division, and Fleet Civil Engineer, Commander, U.S. Atlantic Fleet, from August 2002 until October 10, 2003.

Rear Admiral Loose was born in Albuquerque, New Mexico and raised as a Navy junior. He attended the University of Kansas on an NROTC scholarship. He earned his Bachelor of Science degree in civil engineering and was commissioned an ensign in the Civil Engineer Corps in 1975. He earned a master's degree in civil engineering and completed the Integrative Program in Administration at the University of Washington in 1980. He completed the University of Michigan Executive Program in May 1996.

His previous assignments have included: Vice Commander, Naval Facilities Engineering Command and Deputy Chief of Civil Engineers, Washington D.C.; Commanding Officer, Navy Public Works Center, Pearl Harbor, HI and Commander Navy Region Hawaii Program Manager for Regional Facilities, Environmental, Safety and Passenger Transportation; Facilities Officer, Commander-in-Chief, U.S. Pacific Fleet,; Commanding Officer, U.S. Naval Mobile Construction Battalion FORTY; Head, Base Operations Support Policy, Program, and Budget Branch for the Chief of Naval Operations; Public Works Officer, Officer in Charge of NAVFAC Contracts and Resident Officer in Charge of the Base Operating Support and Range Maintenance Contracts at NAS Fallon, Nevada; Head, Acquisition Support Division, Northern Division, Naval Facilities Engineering Command; Operations Officer, THIRTY-FIRST Naval Construction Regiment; Operations Officer and Plans, Training, and Intelligence Officer, U.S. Naval Mobile Construction Battalion FORTY; Assistant Resident Officer in Charge of Construction, OICC TRIDENT and Assistant Officer in Charge of Construction for Management at Bremerton, Washington; and Activity Civil Engineer at the Navy Public Works Center, Pearl Harbor, Hawaii.

Chief of Civil Engineers
Rear Adm. Michael K. Loose

Rear Admiral Loose is a Seabee Combat Warfare Officer. He is a registered Professional Civil Engineer in the state of California and a member of the Acquisition Professional Community. His personal decorations include four Legions of Merit, two Meritorious Service Medals, two Navy Commendation Medals, and two Navy Achievement Medals.

PWC Pensacola employees have new CEAP provider

Employees working at PWC Pensacola have a new CEAP provider, GHE HealthCare. GHE's CEAP information can be accessed through the NAS Pensacola HRO Homepage or by going directly to the GHE website at www.federalsolutions.com/nasp. The toll free number for GHE is 1-866-443-3277. Posters, brochures and wallet cards will be arriving at the Pensacola Human Resources Office shortly. If you would like to obtain any of these items, or find out more information about GHE, contact Linda Powell at 850-452-2132, ext. 4 in the PWC Pensacola Management Office, Bldg. 3560.

Area COs to receive new sedans

By Claudia Hart, admin officer, PWC JAX

The FTSE Transportation Department recently received 22 2004 Dodge Stratus sedans. These vehicles will replace the 2001 models that Commanding Officers at NAS JAX, NS Mayport, and NWS Charleston are using. Carol Welden, the Transportation Leasing Coordinator, said the sedans are leased and not purchased due to Congressional controls imposed on DoD. The vehicles are presently leased through a NAVFAC contract that allows two option years for renewal. She also stated that their office is looking at developing a leasing contract that can be extended up to five years, if needed. Activities should be expecting to receive a call within the next 30 days for their replacement sedan.

The first delivery is made to Mayport.

Sedans have arrived and are ready for delivery to Jacksonville, Mayport and Charleston

Elevator/escalator safety tips

By Phillip Hutson, Contract Surveillance Representative, PWC JAX

Elevators, we take them for granted. They are in almost all multi-level structures. People get in them every day. They even attempt to hold the doors with their hands, arms, bodies, and legs so that others may enter. The only safe way to hold an elevator door open is by pushing the door open button located on the control panel inside the car.

Next time you get on an elevator, think twice before holding the doors open. The elevator doors, if not properly wired, can close, pinning the person in place. In a recent case, a person was pinned and when the elevator tried to move it caused such severe damage that the individual died from the injuries.

Escalators are also found in most department stores. People ride the escalator to the next floor without thinking of the hazards just below their feet. Loose clothing, such as baggy or frayed pants and loose shoestrings can get caught in the steps causing injuries.

There are several safety tips everyone should think about while riding an escalator:

- Don't let children play on them.
- Don't walk or run up or down on them.
- Cautiously step on and off.
- Don't go the wrong way.
- Always hold the handrail.

With the Holiday season rapidly approaching, everyone needs to think about elevator and escalator safety while doing their shopping. Last year, there were over 370 accidents involving elevator and escalators in Florida alone. Don't be one of the next accidents.

Use caution when entering and exiting elevators. Do not attempt to pry doors open.

Toys for Tots

The mission of the U.S. Marine Corps Reserve Toys for Tots Program is to collect new, unwrapped toys each year and distribute them as Christmas gifts to needy children in the local community. The primary goal is to deliver, through a shiny new toy at Christmas, a message of hope to needy youngsters that will motivate them to grow into responsible, productive, patriotic citizens and community leaders. The objectives are to help needy children throughout the United States experience the joy of Christmas; to play an active role in the development of our nation's most valuable natural resource - our children; to unite all members of local communities in a common cause during the annual toy collection and distribution campaign; to contribute to better communities in the future.

FTSE is joining this effort by setting up collection boxes in some of the major buildings throughout our sites. If you are interested in donating new, unwrapped toys please see one of the drop off points listed below or contact the building representative. All toys must be ready to be delivered by December 17th. Once again, the FTSE family shows the community our support and dedication. Thank you for your participation.

PWC Jacksonville/EFA SE/ROICC Jacksonville
Bldg. 902 representative is Claudia Hart, 904-542-5140, ext. 2125
Bldg. 27 representative is Jim Green, 904-542-5618
Bldg. 196 representative is Sharon Teal, 904-542-3712
Bldg. 103 representative is Veronica Taylor, 904-542-3358, ext. 4563

PWC Jacksonville - Mayport Site/ROICC Mayport
Bldg. 1966 representative is Michele Edwards, 904-270-5580

PWC Jacksonville - Charleston Site
Aggie Ricks, 843-764-7400, ext. 114

ROICC Mayport year end efforts recognized

ROICC Mayport staff (Angela Bushey and James Jones) discuss proposal contents with contract representatives for an important year end project.

ROICC Mayport project team Natalie Covert, Ron Cate and Jerry Ferguson consult with contract representative on the contents of a contractor's proposal on another very important year end award.

What you should know about molds

From Family Housing, Marine Corps Base Camp Pendleton and the Air Force Institute for Environment, Safety, and Occupational Health Risk Analysis

Molds are small organisms found just about everywhere, on plants, foods and dry leaves. Mold spores are very tiny and lightweight particles that can travel easily through the air. Molds are beneficial to the environment and are needed to break down dead material. Certain types of mold have proven extremely valuable in the production of antibiotics. However, when molds are present in large numbers, they may cause allergic symptoms in some people similar to those caused by plant pollen.

What is "toxic" mold?

Mycotoxins are secondary metabolites, i.e., they appear to have no role in the normal metabolism involving the growth of the fungus. The mycotoxins that have impacted human health the greatest are produced by certain molds that infect food crops in the field and during storage. Depending on the quantity produced and consumer, mycotoxins can cause acute or chronic toxicity in the animals and humans who eat contaminated crops or foods prepared from them. The most widely studied mycotoxins are aflatoxin (the most potent known carcinogen) and trichothecene toxins. In water-damaged buildings, Stachybotrys chartarum (atra) is the most important mycotixin-producing mold.

Why does mold grow?

Moisture allows mold to grow. The moisture comes from leaking pipes, potted plants, or recent flooding, humidifiers, or damp walls. Wet cellulose materials, including paper products, cardboard, ceiling tiles, and wood products, are favorite mold foods. Dust, paints, wallpaper, insulation materials, drywall, carpet, fabric, and upholstery support mold growth. Mold can grow in any building when moisture is present.

How do I tell if I have a mold problem?

Investigate, don't test. The most practical way to find a mold problem is by using your eyes to look for mold growth and by using your nose to locate the source of a suspicious odor. Mold often appears as discoloration, staining, or fuzzy growth on the surface of building materials or furnishings. If you see mold (cottony, velvety, granular, or leathery and have varied colors of white, gray, brown, black, yellow, green), or if there is an earthy or musty smell, you should assume a mold problem exists.

How can I prevent mold in my house?

For the most part, one should take routine measures to prevent mold growth in the home. The most effective way to prevent mold contamination is to eliminate the source of water. Mold must have water to grow. Amplified mold growth is almost always associated with moisture, water leaks, or elevated humidity levels. Here is what you should do to prevent mold from growing in your home:

- Fix the source of a water problem or leak.
- Reduce indoor humidity levels by venting bathrooms, dryers, and other moisture-generating sources to the outside; using air conditioners and de-humidifiers; increasing cross-flow ventilation by opening windows and doors periodically; and using exhaust fans whenever cooking, dishwashing, and cleaning.
- Don't install carpeting in areas like bathrooms, where moisture is always present.
- Dry damp spots within 48 hours to prevent significant mold growth.
- For cleaning small amounts of mold: use rubber gloves, soap and water. Scrub the affected area until clean. Rinse with water. Disinfect the area with a solution of one part of laundry bleach to nine parts of water. Do not use ammonia cleaners. (Caution: do not mix chlorine bleach and ammonia cleaners, they produce a very irritating gas). Let the treated area dry naturally overnight.

Uniform Change

From JAX Air News

The shift to winter uniforms of the day for all commands within the Commander, Navy Region Southeast area of responsibility is December 1st. The uniform of the day will be:

Officer/CPO – Service dress blue with winter blue/service khakis as alternate.

E6 and below – Service dress blue with winter blue as alternate.

Frying a turkey this year - cooking safety tips

From the Naval Safety Center

• Turkey fryers should always be used outdoors at a safe distance from buildings and other materials that can burn.

• Never use turkeys fryers on wooden decks or in garages. Don't use them under eaves or overhangs.

• Use turkey fryers on a flat surface to keep them from tipping.

• Never leave the fryer unattended. Most units do not have thermostat controls. If you are not careful, the oil will continue to heat until it catches fire.

• Never let children or pets near the fryer.

• Do not overfill the fryer. Doing so may cause the oil to catch fire from the burner. The fryer must be large enough to hold the oil and the turkey with plenty of room between the top of the oil and the top of the fryer. Test your fryer out by using water before heating the oil, if you have any doubts about the size of the fryer. Don't try to fry a turkey that is too large.

• Lids and handles can become extremely hot. Use well-insulated potholders or oven mitts when handling any part of the aluminum pot.

• Wear safety goggles to protect your eyes in case of oil spatter.

• Keep an ABC multi-purpose dry chemical fire extinguisher nearby.

• Never use water to extinguish a grease fire.

• Follow the manufacturer's directions.

Preparing for NMCI

By Linda Dailey, IT manager, PWC JAX

Projected cutover dates:

Charleston:	May 5th
Pensacola:	November 24th
Mayport:	January 4, 2004
Jacksonville:	February 9, 2004
Panama City:	January 26, 2004

Space limits:

• **Email: 50 MB limit**. Each seat is limited to **50MB** of network inbox capacity. Users can store additional archived e-mail on the hard drive.

• **"Home" drive: 700 MB limit**. The space allocation is **700MB** of personal storage and 200MB of reserved space to allow for continued storage before a user is prohibited from storing additional data. When the limits are reached, an e-mail message will be sent to the end user to either delete files or move files from the server (to your local hard drive).

Links:

PWC JAX Intranet: https://intranet.pwcjax.navy.mil/intranet/NMCI/nmci_information.htm

FTSE Newsletter articles: http://www.ftse.navy.mil/voice/newsletter.htm

Steps to follow:

The following checklist is provided to help the PWC JAX area users prepare for the upcoming NMCI cutover. For additional guidance, please continue working with your department NMCI representative.

Before cutover:

• READ the Ready/Set/Go and NMCI Migration Tips documentation: This documentation is available for PWC JAX area users at https://intranet.pwcjax.navy.mil/intranet/NMCI/nmci_information.htm. Other FTSE members should contact their respective Information Resources Management Department for this information.

• CLEAN-UP emails and files (on your workstation, "home" drive, and shared "common" network drives) that are no longer needed.

• CREATE and move data to MIGDATA\Userid folder per Set guide (see Tip Sheet referenced above).

• PROVIDE a list of Legacy Icons (applications that you use).

• MOVE favorites, .pst, .pab files to MIGDATA\Userid per Set guide.

• ATTEND NMCI Operational Readiness Training (TBD – PWC JAX tentative dates are January 2004).

• ENSURE that you have a copy of your User Profile Report (which lists your seat items, legacy applications, and legacy peripherals). This will be provided to you as a separate attachment via email.

Points of Contact:

The point of contacts are Marie Dixon, 542-5140, ext. 2185, Steve Straughn, ext. 2187, (DSN 942) and your department NMCI representatives.

CEC officers attend technical seminar

On November 4th, the FTSE Wardroom enjoyed a day of professional development at the Society of American Military Engineers (SAME) Regional Conference in Savannah, Ga. Fourteen FTSE officers participated in technical seminars, browsed the many vendor displays, and enjoyed having lunch with the SAME President and past Chief of Civil Engineers, Rear Adm. Mike Johnson. Following a morning of mental development, the Wardroom enjoyed an afternoon of physical training by trouncing the SOUTHDIV Wardroom on the Ultimate Frisbee field. The SOUTHDIV team started strong with several lucky goals but was quickly overwhelmed by the skill and prowess of the FTSE squad. Following Frisbee, the wardrooms joined together for snacks and drinks before returning to their home fields.

Go big red (members of the FTSE officers head for the playing field).

Members from SOUTHDIV prepare for the match against FTSE.

Important hotel room card key information

From Operations Security (OPSEC)

Southern California law enforcement professionals assigned to detect new threats to personal security issues, recently discovered what type of information is embedded in the credit card type hotel room keys used through-out the industry.

Although room keys differ from hotel to hotel, a key obtained from the "Double Tree" chain that was being used for a regional Identity Theft Presentation was found to contain the following the information:

- Customer's (your) name
- Customer's (your) partial home address
- Hotel room number
- Check-in and check-out date
- Customer's (your) credit card number and expiration date!

When you turn them in to the front desk your personal information is there for any employee to access by simply scanning the card in the hotel scanner. An employee can take a hand full of cards home and using a scanning device, access the information onto a laptop computer and go shopping at your expense.

Simply put, hotels do not erase these cards until an employee issues the card to the next hotel guest. It is usually kept in a drawer at the front desk with YOUR INFORMATION ON IT!!!!

The bottom line is, keep the cards or destroy them! NEVER leave them behind and NEVER turn them in to the front desk when you check out of a room. They will not charge you for the card. (Information courtesy of: Sergeant K. Jorge, Detective Sergeant, Pasadena Police Department).