

Supply Chest

June 11, 2004

Ready - Resourceful - Responsive!

Vol. 56 No. 10

Navy's largest supply center to change hands July 7

Capt. Timothy J. Ross, Supply Corps, United States Navy, will relieve Capt. Loren V. Heckelman, Supply Corps, United States Navy, as commanding officer of Fleet and Industrial Supply Center, Norfolk (FISC) in a ceremony on Wednesday July 7, 2004 beginning at 10:00 a.m.

The ceremony will take place in front of the Pennsylvania House aboard Naval Station Norfolk. About 400 guests are expected to attend the ceremony. Music will be provided by the Atlantic Fleet Band.

Rear Adm. William A. Kowba, Commander, Fleet and Industrial Supply Centers (COMFISCs), will preside over the ceremony and deliver the keynote address. Rear Adm. Kowba preceded Capt. Heckelman as FISC Norfolk commanding officer and is now the Naval Supply Systems Command assistant



Capt. Timothy J. Ross



Capt. L. V. Heckelman

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Virginia State Police Trooper Anthony Passaro spoke to FISC and DDNV employees prior to the Memorial Day weekend about highway safety. After a brief presentation, he fielded questions from a standing-room-only crowd in the Building W-143 Mall Area for nearly an hour.

Waterfront landscape continues to change



This was the view from the roof of Building W-143 as demolition crews were winding-up the removal of Pier 7A

COMFISCS Team Update

I attended the Naval Supply Systems Command Commander's Conference April 28-29 and wanted to share with you some of the "takeaways" from that meeting.

First, NAVSUP is focused in two critical areas, advancing readiness and delivering Sea Power 21. Our primary job is logistics integration, bringing together individual supply functions in an efficient and effective way.

Second, NAVSUP Transformation Phase II will concentrate on products and services. To implement effectively, NAVSUP must identify core functions where the team will refine execution and at the same time pinpoint mission areas that do not make good business sense to keep performing. A key component of this initiative will be to develop performance agreements with our customers that specify expectations. Products and services champions are being assigned to have the authority and accountability to execute changes to meet performance agreements and drive down costs. P&S owners need to determine how Enterprise Resource Planning (ERP) will affect them. NAVSUP must plan on delivering a 5 percent savings in products and services initiatives.

Third, NAVSUP has trained 165 personnel as change management agents. These agents need to be engaged as facilitators of change. Management of change will be instrumental to achieving our goals in Phase II Transformation.

Fourth, NAVSUP has made tremendous progress in transforming itself into a single enterprise and acting as a single unit when making business decisions. However, this journey is not complete. Leadership must continue to communicate this message in everything they say and do.

Finally, the conversion of the Department of the Navy to the National Security Personnel System that was proposed to take place in October 2004 will not occur. DON believes NSPS is the right system at the right time. It is now taking time to ensure NSPS is implemented in the right way. Details regarding NSPS conversion dates and the conversion process are being worked; additional information on both of these issues will be posted to www.donhr.navy.mil/NSPS as it becomes available. Updated NSPS



Rear Adm. William A. Kowba, COMFISCS

information is also available on the DoD Web site at www.cpms.osd.mil/nsps/.

That's it for this Team Update. I value your input as we continue to transform our enterprise. And, I encourage you to use your chain of command to raise issues, ask questions or offer suggestions on how to drive down our cost of doing business.

A handwritten signature in black ink that reads "W. Kowba".

Supply Chest

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Change-of-command from page 1

chief of staff (ACOS) for all FISCs.

Capt. Heckelman has commanded FISC Norfolk for nearly two years. Taking the helm in August 2002, he became the 36th commanding officer of the Navy's largest supply center and has presided over an era of considerable change to this historic center. His next assignment will be as comptroller at Commander, U.S. Fleet Forces Command.

Capt. Ross is a native of Kansas City, Missouri, and graduated from the University of Missouri with a Bachelor of Science in Business Administration in 1980. He was commissioned as a Supply Corps officer in 1981 from Officer Candidate School, Newport, Rhode Island. He holds a Masters Degree in Management from the Navy Postgraduate School.

Capt. Ross has served in a variety of sea and shore duty assignments. At sea his assignments include: Supply officer on USS *Antrim* (FFG 20), stock control officer on USS *L.Y. Spear* (AS 36), stores officer on USS *George Washington* (CVN 73), and supply officer on USS *Dwight D. Eisenhower* (CVN 69).

His assignments ashore include: Cargo officer at the Navy Cargo Handling and Port Group, Williamsburg, Virginia; retail inventory officer for Commander Submarine Force Atlantic; director, customer operations at Naval Inventory Control Point, Philadelphia; logistics readiness officer for Commander in Chief Atlantic Fleet; and head of the Supply Chain Integration Division, Headquarters, Defense Logistics Agency. He is currently assigned as the director for business management, Logistics Operations, Headquarters, Defense Logistics Agency.

Capt. Ross is qualified as a Naval Aviation Supply Officer and Surface Warfare Supply Corps Officer. His awards include the Meritorious Service Medal (three awards), Navy Commendation Medal (three awards), Navy Achievement Medal (two awards) and various unit awards.

**Father's Day is
June 20**

Rear Adm. McCarthy to get third star

Secretary of Defense Donald H. Rumsfeld announced recently that the President of the United States has nominated Rear Adm. Justin D. McCarthy, SC, USN, for appointment to the grade of vice admiral and assignment as director for material readiness and logistics, N4, Office of the Chief of Naval Operations, Washington, D.C.

Rear Adm. McCarthy became Commander, Naval Supply Systems Command and 42nd Chief of Supply Corps in July 2001. Prior to this tour he served as deputy chief of staff for logistics, fleet supply and ordnance, U. S. Pacific Fleet.

A native of Auburn Hills, Mich., Rear Adm. McCarthy earned his commission in October 1969 through Officer Candidate School, Newport, R.I. He holds a bachelor of science degree in engineering from Oakland University and is a distinguished graduate of both the Naval Postgraduate School and the Naval War College.



Rear Adm. Justin D. McCarthy will leave NAVSUPSYSCOM Headquarters in July for duty at the Pentagon.



The right to cast your vote for the candidate of your choice in a Presidential, or any other election, is an important right we sometimes take for granted. For Navy men and women assigned to deployed ships and overseas activities, the ability to participate in our Nation's electoral process requires advance planning and an awareness of key mailing dates and information resources.

The following recommendations are provided to ensure all of our Sailors at overseas locations and aboard deployed ships desiring to vote by absentee ballot are afforded the opportunity:

- Review the 2004-05 Voting Assistance Guide for state requirements at www.fvap.gov/pubs/vag/vagintro.html.
- Request your absentee ballot by submitting an SF 76-A (Registration and Absentee Ballot Request-Federal Post Card Application (FPCA)) before August 15, 2004. The on-line version of the application is an alternative to the cardstock Federal Post Card Application, and can be found at www.fvap.gov/pubs/onlinefzca.html. It's important to make sure you provide your correct mailing address.
- Contact your command Voting Assis-

2004 Presidential Election Voting Information

tance Officer (VAO) if you need assistance in applying for an absentee ballot.

- If you do not receive your absentee ballot by October 2, 2004, obtain a Federal Write-in Absentee Ballot (FWAB) from your VAO. A FWAB can be used to meet the mailing deadline.

- If deployed in support of Operation Enduring Freedom (OEF) or Operation Iraqi Freedom (OIF) or any other location, mail your completed ballot by 11 October 2004.

- If you transfer after ordering your ballot, make sure a complete and correct forwarding address is on file at the command you are transferring from so your ballot can get to you in time.

For additional information on the Voting Assistance Program, contact LCDR Mark Lofton by email at mill_navyvote@navy.mil, by phone at DSN 882-4606 or 901-874-4606, or visit the Navy Personnel Command's Navy Voting Assistance Program web site at www.persnet.navy.mil/nvap.

Your help in getting the word out to our forward-deployed shipmates is greatly appreciated.

Civilian Employee Assistance Program (CEAP) offers free confidential counseling for FISC employees

FISC Norfolk has a new Civilian Employee Assistance Program (CEAP) counselor. To refresh everyone's memory, we asked her about the types of services CEAP offers, and what their policies are.

What is CEAP?

CEAP is an employee benefit for all civilian employees of FISC, NTSC and DECCD and their immediate family members. CEAP provides assistance to managers through consultation on how to address employee concerns, seminars on various wellness topics such as stress management, supervisory training on how to best use CEAP to improve employee performance and short term solution focused counseling to resolve issues which may be negatively impacting job performance. CEAP also provides work place services to include "defusing" and "debriefing" following a traumatic event in the workplace, mediation sessions between coworkers and work groups, and team-building sessions to enhance the work environment.

What kinds of concerns does CEAP address?

Employees come to CEAP for any issue that is keeping them from feeling peaceful. This may include work related concerns or personal concerns such as parenting or elder care.

What about confidentiality?

CEAP falls under the federal HIPA regulations and guidelines. Information about CEAP clients will never be shared with anyone, unless the client wants CEAP to discuss the information shared during the session. In this case, the employee will be required to sign a release of information form, which will specifically state what is to be shared, and with whom. In the case of a "directed CEAP referral" the client will be asked to sign a release for the manager who has referred the employee to CEAP. In this case only attendance and compliance will be shared with the referring manager. The only time information about the CEAP session will be shared with out written consent is in the case of the client presenting as a threat to self or others, suspected cases of child or elder neglect or if the CEAP record is subpoenaed by a court of law.

How do I access CEAP?

The best way to access your CEAP benefit is to call the CEAP office and schedule an appointment. The phone number is 443-1049. Remember, if you self refer NO ONE will know about your visit to CEAP unless you discuss your visit. Another way employees become involved with CEAP is when their manager refers them to the program to address an issue that is negatively impacting their job performance. In this case you will be asked to sign a release of information form so that the CEAP counselor can let your manager know that you have kept the appointment and that you are open to making changes to improve job performance. A referral to CEAP for performance-based issues is never punishment. A directed referral



Liz Bell is the new CEAP Counselor

to CEAP is an effort to provide the employee with the skills to improve performance.

How does a Supervisor refer an employee to CEAP?

Referrals to CEAP are based on a pattern of declining job performance. It is important to be aware of the traits to look for to identify an employee who may benefit from a referral to CEAP (CEAP will provide a separate training session to help with this process). It is the manager's job to provide employees with the skills and tools they need to perform their job. CEAP may be one of those tools. At the first sign of declining job performance it is highly recommended that you meet with your employee in private to discuss your expectations and to make a plan for improving job performance. This may be a good time to remind the employee of CEAP. Continue to hold regular meetings with the employee to review progress. Document each of these meetings carefully and

keep all documentation in a safe and private place. If job performance has improved, congratulate your employee. If performance has not improved, more strongly encourage the employee to contact CEAP. At this time, consult with CEAP and HRO to get advice on how to proceed. Once you have asked the employee to schedule an appointment with CEAP, contact CEAP to let the primary counselor know the reason for the referral. The employee will be expected to contact CEAP for an appointment. Your employee will be seen in a timely manner. The employee will be asked to sign a release so that CEAP can let you know the employee is attending appointments and is compliant. You will not be informed of the specifics of the session. This is necessary in order to ensure trust so that the employee is comfortable addressing the issues that are negatively impacting performance. Feel free to contact the CEAP office with any additional questions.

What are the CEAP office hours?

CEAP office hours are 7am – 3pm Monday thru Thursday and 6am – 2pm on Friday. An on call counselor is available around the clock for emergencies and can be reached by calling the CEAP phone number (443-1049).

For the latest in FISC Norfolk news, check out InsideFisc, the FISC Norfolk Intranet site. Just type insidefisc in your Web browser. Visit the site frequently - the site is updated regularly.

Speaking for the Fleet - The critical days of Summer

By *FLTCM(SW/AW) "Buck" Heffernan*

I want to share with you a recent excerpt from the Navy Safety Center "Friday Funnies" section (many of you are also familiar with the Darwin Awards that illustrate the cause and effect of disregarding safety):

"It hasn't been a good summer for the little piggies. This time, a Sailor pushed his mower between a tree and some bushes while mowing his lawn. When he pulled the mower back, he slipped and instead of releasing the handle (which would have killed the engine), he held onto it to try to regain his balance. His right foot slipped under the back of the mower. The blade sliced right through his running shoe and lopped off three toes. His son called 9-1-1, and his wife applied pressure to the wound and packed his foot and severed toes in ice. Doctors couldn't reattach the toes because the wound was too jagged. Mega-ouch!"

Shipmates, Memorial Day weekend kicked off many Sailors' plans for a busy, fun filled summer that lasts until Labor Day weekend in September. The days and months between those two holidays mark the "Critical Days of Summer." Typically, during that period, the safety mishaps outnumber the entire rest of the year combined. As much as we like to laugh at the humor in the above statement, in reality, it's really sad.

Secretary of Defense Donald Rumsfeld challenged all the services to reduce the average number of mishaps by 50 percent over a two-year period. I want to tell you, we're making progress but the next few months will determine whether or not we in the Navy are living up to that challenge.

During FY-03, mishaps cost the Navy \$835 million and 231 people lost their lives. Of the 231 deaths, 32 were lost because of off-duty, recreational mishaps, and another 119 lost their lives in motor vehicle accidents. Many would argue most (if not all) of these mishaps were completely preventable.

The Navy Safety Center tracks all mishaps and has found that most motor vehicle accidents happen because of one or more of the following six factors: driving between the hours of midnight and 6 a.m. (62%), driving during the weekend (61%), not using seat belts (43%), drunk driving (34%), speeding (23%), and driver fatigue (8%).

While driving in the middle of the night or on the weekend is not in itself a problem,

or completely preventable, I believe the other four are 100% preventable. Of those remaining four, three are against the law. Driver fatigue is not against the law, but it is preventable and it falls into the common sense category. If you work all day Friday, and plan to drive all night to get to your leave address, you might want to reconsider. Leave won't mean a thing if you don't arrive safely.

Leaders often say Sailors are the Navy's most precious assets. I truly believe that. But, when it comes to protecting our Sailors and ensuring they have the necessary safety equipment and knowledge to navigate their jobs and lives safely, I have to tell you that I think we do a better job keeping focus at work that we do when liberty call goes down.

I'm often impressed that almost every operation on a ship or squadron is today pre-briefed using some very creative and informative risk factor screening. Even routine, seemingly simple operations are briefed with safety often singled out as the most critical element. Unfortunately, we don't offer up the same type of information for what often proves to be a Sailor's most dangerous environment — out in town after working hours. It might sound silly to conduct a safety brief at home before operating equipment or doing something that requires safety, but how many of you have children? How do you think they learn to be safe? Talking about safety, and more importantly practicing safety, is the most effective way to ensure they do things safely. If you are unsafe, and they do as you do, it's easy to trace where the problem begins.

Why so many Sailors die and get hurt in the summer months isn't, to me, that much of a mystery. For some reason, I think many people think that when it's hot outside you can drink more and keep a low blood-alcohol content. Simply put, that's just wrong. If you believe you can drink more when it's hot out, or that your alcohol level will be lower because of temperature, you are setting yourself up for failure.

When I read the reports that outline how Sailors get hurt, I often shake my head and wonder what they were thinking. How could anyone be that careless? Usually, a simple step might have prevented injury. But, we all like to go fast and cut corners.

The Safety Center posts some slogans that I particularly like: a healthy tan is the



FLTCM(SW/AW) "Buck" Heffernan

first sign of skin cancer; chance takers are accident makers; crashing sucks!; drinking and driving — there are more stupid things...but it's a very short list; is better to lose one minute in life...than to lose life in a minute; and one of my all-time favorites, there are no such thing as new accidents, just new victims.

I would like to ask all of you to think hard about safety this summer, and do your part to ensure you personally make it through the summer without becoming a statistic. My hope is that every one of you has a great summer, and that your activities lead to fun, not a hospital, or worse. I would hope you share safety concerns with your family as well. While I'm sure no one gets up one day and says, "I think I'll have an accident today," I do believe that if we got up and said, "I'm going to make sure I don't have an accident today," we could make a lot of progress in reducing the number of Sailors hurt or killed this summer!

Be safe Shipmates and enjoy your summer!



FISC Fitness Forum

By SK2 Lorenzo Hill, FISCSD

No-nonsense, balanced approach essential in conquering PRT anxiety

I'm Storekeeper 2nd Class Lorenzo Hill, and I'm your friendly neighborhood fitness guy. Each month I will provide some helpful tips on getting in shape and answer any fitness questions you might have. Whether you're a novice at working out or a seasoned veteran, many of us can use a few pointers about getting into the best shape possible and sticking with a program that works.

This month I will focus on the military Physical Readiness Test. I have a few ideas that might help you improve in your overall performance and, hopefully, put you on the road to ultimately achieving your personal best.

The first step is to look at your score from the last PRT. What were the areas that needed improving? Did you pass with flying colors with room to spare or did you breathe a sigh of relief because you made it, but barely?

As we all know, the PRT is a numbers game and making a passing score in your age category should always be the goal. But, don't get overwhelmed or stressed out by numbers.

To simplify your workout strategy, try this simple plan. Take the



SK2 Lorenzo Hill

numbers for your age group in the individual categories for sit-ups and push-ups and divide those numbers in half. You want to make sure you do half of those exercises when your feet hits the floor, first thing in the morning and the other half when you get home after work, late in the afternoon. If you can't do a set when you get home, try doing a set just before you hit the sack if it doesn't affect going to sleep.

For some, the run is always a challenge. But, don't limit yourself to running outside, when a treadmill might do the trick. Start out at about 15 to 20 minutes per session, three times a week, and remember to run at a brisk pace on a slight incline. If you'd prefer to run outside, a similar schedule would work, but plan on

running for about 20 minutes or two miles. Rule of thumb: It's better to go too far than not far enough.

On the day of the PRT, count backwards from your goal number in sit-ups and push-ups so that it seems like the numbers are getting smaller and not larger. While doing the run, pick landmarks to help you with milestones as you run, and find a running buddy so that you can push and encourage each other along the way.

Friends and co-workers bid farewell to Renee Smith



Fran Gabriel, Navy Supply Information Systems Activity (NAVSISA), presents Renee Smith (left) with a retirement plaque. Smith retired after more than 37 years of federal service. She was NAVSISA Customer Support Group site director in Building W-143. She also received a FISC Norfolk shirt and other gifts. More than 30 friends and co-workers attended her retirement party in the VTC room in Building W-143. The party was unique because many more well-wishers were able to participate from NAVSISA activities around the world via VTC.

FISC Norfolk PPMAP team recognized for hard work

The FISC Norfolk Procurement Performance Management Assessment Program (PPMAP) team was recently recognized for outstanding performance of their duties. They received the following letter from Rear Adm. J.D. McCarthy, Commander, Naval Supply Systems Command.

The Naval Supply Systems Command's role as head of contracting activity (HCA) is realized through the numerous field contracting activities that exercise NAVSUP's procurement authority. The oversight of this authority is vital to ensuring the integrity, efficiency, and effectiveness of activities exercising purchase card, ordering, and simplified acquisition authority. As part of the HCA team, the FISC PPMAP offices execute this vital oversight function by applying stringent policies and procedures, including statistical sampling methodology, and focusing on critical elements of the procurement process. As a result of concerns raised with the management and use of the purchase card, in 2001 NAVSUP's policy mandated that all purchase card programs be reviewed annually.

Despite the enormous increase in workload resulting from the annual purchase card reviews, these offices managed to complete all procurement reviews over the past several years. In doing so, they ensured NAVSUP's procurement authority was being executed correctly and proficiently. Your PPMAP analysts demonstrated ex-



FISC Norfolk PPMAP team members proudly model the NAVSUP Headquarters shirts they were presented with along with congratulations from NAVSUP Commander Rear Adm. J. D. McCarthy. They are (left to right) Terri Harmon, Karen Olszak, Marty Harrell, Susan Garrow, Diane Burnett, John Folston, Linda Gallaher, Pat Lathan, Ann Calvin, Cassandra Lancaster. Not pictured are Eric Kemmerer, Joy Bennett, Rebecca Bradley, Ascension Torres, and Yvonne Davis.

traordinary effort in aggressively scheduling and conducting reviews of more than 900 activities to whom we delegate procurement authority. I would like to express my sincere appreciation to your PPMAP offices for their extraordinary support and dedication to preserving the integrity of our HCA

authority.

The successful completion of the CY 03 review schedule is a significant event. The PPMAP offices deserve to be recognized for this accomplishment. Please convey my gratitude to your PPMAP offices for a job very well done.



FISC Norfolk Commanding Officer Capt. L.V. Heckelman congratulates Marsha Witcher for completing 30 years of government service.



FISC Norfolk Commanding Officer Capt. L.V. Heckelman congratulates Sylvia Sutton for completing 30 years of government service.



FISC Norfolk Executive Officer Capt. Bob Carter congratulates PC2(SW) Valerie Combs after presenting her with a Navy/Marine Corps Achievement Medal.



FISC Norfolk Commanding Officer Capt. L.V. Heckelman congratulates PLt. Tim Lott after presenting him with a Navy/Marine Corps Achievement Medal.



HM1 Joycelyn Thompson was recently awarded a Good Conduct Medal



Navy Food Management Team - Norfolk Officer-in-Charge CWO4 Paul Jones congratulated CSCS(SW) Donna Hayden (left) and CSCM(SW/SS) Larry Askew after their recent reenlistments.



SK1(AW) Chad Voorhes was recently awarded a Good Conduct Medal

USS Ronald Reagan sends thanks from CO, SUPPO

Please accept our sincere appreciation for all the support your team of professionals has provided Ronald Reagan over the last year. Preparing the navy's newest aircraft carrier for fleet operations and her maiden voyage to her new homeport couldn't have been done without the dedication and professionalism of your organization for arranging the first stevedores (for provisions). While at the private yard of Northrup Gruman Newport News enabled the crew to focus on training and mission accomplishment vice the requirement to provide frequent 100 man working parties. A special thanks to Ms. Donna Reuss (Code 200A) who ensured critical contracts were expedited prior to our departure from Norfolk. Again, thank you all for an exceptional job well done!

Capt Jim Symonds, commanding officer, sends.

Captain,

Just wanted to take the time to recognize a special individual who works there at the LSC, Mr. James Deberry. He did a superb job supporting the ship, both in the shipyard and while preparing to get underway. He always found a way to make things happen for us and we truly appreciate his efforts. Prior to us getting underway he managed to do a turnover with his counterpart on the West Coast, Mr. Danny Cajigas, who will now be our LSC representative. This left a lasting impression of his genuine concern for USS Ronald Reagan and the crew.

Again, thanks for all of the support!

Cmdr. David Watt
Supply Officer
USS RONALDREAGAN

Bravo Zulu

