

# Supply Chest

January 19, 2001

Navy Core Values: Honor, Courage, Commitment

Vol. 53 No. 2

## **FISC exceeds CFC goals – contributions total \$48k**

Fleet and Industrial Supply Center, Norfolk, completed the 2000 Combined Federal Campaign with 533 contributors giving \$47,869 and exceeding goal by seven percent. Coming under the auspices of area Sub Group A – of which FISC CO Capt. Bill Kowba was in charge and for which ATAC Hub's Ron Hughes was coordinator – this year's performance exceeded not only goal but also expectations, whereas last year we fell a bit short of making goal.

Key players in FISC's success included Code 50's Connie Hannah; Norfolk Naval Shipyard Detachment's Marsha Cooper; Petty Officer 1st Class Moilanenh from the Air Mobility Command air terminal; RSO's Ed Furio and Lt. Lisa Mazak; Oceana's Ens. Chris Scott; Code 100's Julie Walters, Lt. Scott Hedrick, and Joyce Ford; Code 200's Lt. Sylvester Brown; Code 300's Petty Officer 2nd Class Shannon Smoot; Counsel's Dave Nimnick; and ATAC Hub's Bonnie Morgan.

Well done to all contributors – whether you gave your time, your money, bake goods for the bake sale, or all three! You never know when you or someone close to you may be turning for help to an agency supported by the Combined Federal Campaign.



**ATAC Hub's Ron Hughes and FISC XO, Capt. Bob Howard, randomly choose names of Combined Federal Campaign contributors for special prizes. FISC Code 202's David St. Laurent earned a VIP parking spot near building W-143 for 30 days; DDNV Code V's Rhonda Dailey netted a FISC jacket; and Bill Cross received a FISC hat. FISC did exceptionally well during the recently completed campaign, exceeding its goal.**

*Centerites are reminded that the Thrift Savings Plan (TSP) Open Season ends Wednesday, Jan. 31. The TSP is an outstanding way to plan for your future – look into investing in it!*

## **FISC Pearl to keep admin support functions in house**

The Navy has tentatively decided to retain in house the General and Administrative Support functions at FISC Pearl Harbor, Hi. The decision resulted from an Office of Management and Budget Circular A-76 study, which concluded it was more cost effective to continue to have government personnel perform the functions. The study covered General and Administrative Support functions in all departments throughout FISC Pearl Harbor, and included 24 civilians. The Government's proposal (Most Efficient Organization, or MEO) calls for a work force of 15 civilian employees.

## **IRS to offer "true" paperless filing**

The United States Internal Revenue Service – for people filing income taxes this year – now offers totally paperless tax filing. Taxpayers had been able to file electronically for the past two years, but were still required to mail in a form bearing their signatures, a requirement eliminated this year. What taxpayers can do now when filing electronically is choose a five-digit personal identification number (PIN). For security purposes, electronic tax filers must use an authorized accountant or software which has been approved for transmission. The change to using PIN numbers with electronic filing instead of mailing followup handwritten signatures is expected to encourage significant numbers of taxpayers to switch to electronic filing.

## From the helm: “I want to talk to you about change”



by  
**Capt. Bill Kowba, SC, USN**  
**Commanding Officer, FISC Norfolk**

Centerites,

In this column, I want to talk to you about change, creating, managing, and living with it. I think this is a timely topic for a number of reasons. During the October-December 2000 time frame, I attended, once a month, all day sessions with the other installation commanders and program managers who report to Rear Adm. Cole, the Commander, Navy Region Mid-Atlantic. These meetings were facili-

tated by representatives from the Virginia Quality Institute (VQI) and were focused on the next phase of regionalization, dealing with change, and operating in a matrix organization. Rear Adm. Cole wants his senior management team to work together in guiding change and concurrently satisfying all

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**“All of us are creatures of habit. We establish routines at home and at work . . .**

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of the regional program missions. I certainly heard a great deal about change at these gatherings.

With this regional change consideration already in mind, I am surveying where we are at FISC Norfolk at the onset of calendar year 2001. We have received good news of late in retaining the HAZMAT and personal property functions in house as a result of A-76 decisions. Now we are starting to build the Most Efficient Organizations (MEOs) for these functions. We hope to extend the string of successes to include a positive A-76 outcome for Code 300’s ocean terminal sometime in the next few months. Also in motion, Code 100 is designing the next component of the Logistics Support Center, the Material Processing Center (MPC) which is ear-

marked for implementation in the Spring. Meanwhile, Code 50 is developing a dedicated eBusiness work center. What do all of these initiatives have in common? They represent change.

All of us are creatures of habit. Over time, we establish routines at home and at work that enhance our comfort level. Most of us like dealing with a predictable cycle of events. Change is not necessarily welcomed, especially if it disturbs our comfort level. Many would view change as a threat. We need to avoid that perspective. I know that is easier said than done. On a more positive and healthy note, we should accept change as an opportunity. After some period of denial, successful people move through a transition time to a point of acceptance. You hear people talking about “working through” an issue. They are addressing the trauma of change and are intent on going forward with an accommodation for what has changed in their lives. Unfortunately, some people can “get stuck in change.” By that I mean, they never reach the acceptance phase. Medical experts believe “getting stuck” can lead to both emotional and/or physical problems for an individual.

All of us can be successful team-

(see *Change* on next page)

# Supply Chest

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## Change

(continued from page 2)

mates by helping each other through the stages of change management. I know that events are unfolding all around us that are reshaping our various FISC missions. We need to recognize that ours is a very dynamic world, one filled with new and different business practices, strategies, and technologies. But let's think about this for a moment. I am not describing a world that is unique to the DoD, the Navy, or the Naval Supply

**"Some people can 'get stuck in change.'"**

members and

bers and friends who work in the private sector are also experiencing change brought on by the global marketplace and the Internet. We need to regularly remind ourselves that as FISC teammates we are in this together and for the long haul with goal of making change work for us and the good of the supply center and all of its customers.

Let me close with some things I took away from the training last Fall. The VQI instructors emphasized the research of John Kotter, a Harvard professor and recognized expert on change management. Kotter believes successful accommodation to change is really a process with various elements. We need to have a sense of urgency to go forward, alert to both opportunities and pitfalls. We need to come together as a team, develop a vision of the future, establish a strategy for achieving the vision, and communicating the vision to all parts of our organization. We need to empower our people, consider ideas from all, and generate win-win situations that build our confidence. Isn't that what we have been doing for the most the part in constructing the MEOs, creating new service and product lines, and incorporating best business practices? Let's continue to build on our team effort to manage 2001, another year of change . . . OPPORTUNITY!

Capt. Bill Kowba  
Commanding Officer

## Ocean Terminal team nets Bravo Zulu from USNS CONCORD

Prior to its recent deployment, the Military Sealift Command ship USNS CONCORD sent a Bravo Zulu message to FISC Norfolk, praising the work of the Ocean Terminal workers. Below is the text of the message.

"On behalf of the USNS CONCORD, I would Like to pass a Bravo Zulu to the FISC Norfolk Military Ocean Terminal. Despite the CONCORD's planned loadout time cut in half due to an emergent dry docking period, Mr. Steve Fisher, Mr. Rufus Strothers, and their team at Pier 4 completed the CONCORD deployment loadout in record time with complete accuracy and superb shipboard stowage. The team's support and hard work in loading all of our cargo in preparation for deployment was truly outstanding."

## Awards ceremony is rescheduled

The first Fleet and Industrial Supply Center, Norfolk, quarterly awards ceremony for 2001 – originally scheduled for Tuesday, Jan. 23 – is instead scheduled for Tuesday, Jan. 30, at 10 a.m., in the building W-143 6th floor mall area.

## USS PONCE Supply Officer dies suddenly

The Naval Supply Corps lost one of its own on Jan. 4, 2001, when Lt. Corinne J. Pellegrin, SC, USN, died unexpectedly in Houston, Texas. The Ohio native was the ship's supply officer for the amphibious dock landing ship, USS PONCE (LPD 15), homeported at Naval Station Norfolk.

Lt. Pellegrin joined the Navy in 1982, and is survived by her husband, three daughters, and a son. She was buried in Sturgis, S.D.

## Navy Supply Corps celebrates 206 years of service

February 23rd is the 206th birthday of the U.S. Navy Supply Corps, and as Chief, it's my pleasure to send birthday greetings to the Navy Supply Team, the men and women of the Supply Corps, the enlisted personnel in the Supply ratings and our civilian coworkers. The past year was both challenging and rewarding, and as I look ahead, the new year should prove equally so.

Our record of service to the Navy this past year and over the more

than two centuries of our existence is exemplary, but we must continue moving forward.

The quality of our Supply Corps has never been higher. I want to reinforce the goals that have taken us this far – high standards of knowledge and professionalism, and outstanding support to the Fleet.

In every location and assignment, we may all take pride in being members of the single enterprise we call the Navy Supply Team, and we are making a positive difference for our Navy every day. We are at the forefront of the Navy in adapting today's electronic business technologies to better meet our customers' needs. At the same time we're developing programs to improve the quality of life for our sailors.

The unique skills, talents and professionalism we in the Supply Corps bring to the table will continue to make us invaluable members of the Navy Team and integral to the overall success of the Navy. Together, we will meet and exceed the challenges of the future and continue to keep our Navy "Ready for Sea."

Happy Birthday!

K. W. Lippert  
Rear Admiral, SC, USN



	<i>Annual Rate</i>				
	1	2	3	4	5
GS-1	\$15,338	\$15,849	\$16,360	\$16,867	\$17,374
2	\$17,245	\$17,654	\$18,226	\$18,709	\$19,196
3	\$18,816	\$19,443	\$20,069	\$20,696	\$21,323
4	\$21,123	\$21,827	\$22,531	\$23,235	\$23,939
5	\$23,633	\$24,421	\$25,209	\$25,997	\$26,785
6	\$26,342	\$27,219	\$28,097	\$28,975	\$29,853
7	\$29,273	\$30,248	\$31,224	\$32,200	\$33,176
8	\$32,419	\$33,500	\$34,581	\$35,663	\$36,744
9	\$35,808	\$37,001	\$38,194	\$39,387	\$40,580
10	\$39,433	\$40,748	\$42,063	\$43,378	\$44,693
11	\$43,326	\$44,770	\$46,214	\$47,658	\$49,102
12	\$51,927	\$53,657	\$55,387	\$57,118	\$58,848
13	\$61,749	\$63,808	\$65,867	\$67,926	\$69,985
14	\$72,969	\$75,402	\$77,834	\$80,267	\$82,700
15	\$85,832	\$88,693	\$91,554	\$94,415	\$97,276

*Grade and Step*

6	7	8	9	10
\$17,679	\$18,181	\$18,689	\$18,709	\$19,187
\$19,477	\$20,034	\$20,591	\$21,147	\$21,704
\$21,949	\$22,576	\$23,203	\$23,830	\$24,456
\$24,644	\$25,348	\$26,052	\$26,756	\$27,461
\$27,574	\$28,362	\$29,150	\$29,938	\$30,726
\$30,730	\$31,607	\$32,485	\$33,362	\$34,240
\$34,151	\$35,126	\$36,102	\$37,077	\$38,053
\$37,825	\$38,906	\$39,987	\$41,068	\$42,149
\$41,773	\$42,966	\$44,160	\$45,353	\$46,546
\$46,007	\$47,322	\$48,637	\$49,952	\$51,266
\$50,546	\$51,990	\$53,434	\$54,878	\$56,322
\$60,579	\$62,309	\$64,039	\$65,770	\$67,500
\$72,043	\$74,102	\$76,161	\$78,220	\$80,279
\$85,132	\$87,564	\$89,997	\$92,429	\$94,862
\$100,137	\$102,998	\$105,859	\$108,720	\$111,581

## Ethics corner

# Can you give gifts and party?

“Chestnuts roasting on an open fire...” croons Nat King Cole on the radio reminding Ebineezer that tomorrow is the office holiday party. Everyone in the office has been invited to attend, and to chip in a few bucks for nuts, candies and cookies for everyone in the office to share. The office flyer also announces that there will be a gift exchange for those who wish to participate. “Bah, Humbug!” grumbles Ebineezer to himself. “Too much office cheer. Everyone should be working instead of merry making!” He writes up a complaint for Captain Tim Tiny, the IG, and decides to turn it in the next morning. While sleeping at home that night, the ghosts of government ethics haunt his rest (I’m sure Dickens is turning in his grave!) What did the ghosts of government ethics tell old Ebi? Was it okay to contribute toward office refreshments, have gift exchanges, and conduct an office party?

a. No – government employees must use official work time for official purposes only. Having an office party is fraud, waste and abuse.

b. No – it’s a violation of the rules of government ethics to have fun at work.

c. No – the Joint Ethics Regulation prohibits employees from giving gifts to other federal employees.

d. Yes – but know the rules and limitations.

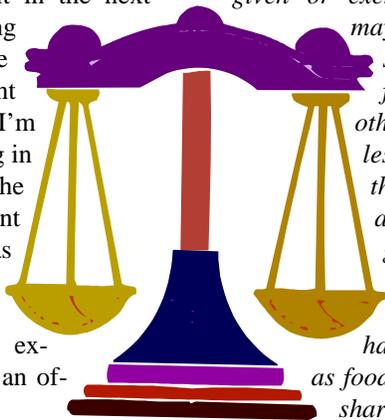
*The answer is d. Here are the applicable rules and exceptions on gift giving between government employees. 5 CFR 2635.301 to 5 CFR 2635.304. The general rules are: (1) An employee may not, directly or indirectly, give a*

*gift to or make a donation toward a gift for an official superior; or solicit a contribution from another employee for a gift to either his own or the other employee’s official superior; and (2) An employee also may not, directly or indirectly, accept a gift from an employee receiving less pay than him/herself. There are some exceptions to the general rules which permit gift giving between employees.*

*Some of the exceptions to the general rules apply to our vignette. On an occasional basis, including any occasion on which gifts are traditionally given or exchanged, the following may be given to an official superior or accepted from a subordinate or other employee receiving less pay: (1) items other than cash (never give or accept cash) with an aggregate market value of \$10 or less (this should make Ebineezer happy) and (2) items such as food and refreshment to be shared in the office among several employees. An employee’s participation and contribution must be on a voluntary basis. The period of time between the end of November running into the following January is widely recognized as a time when there are occasions when gifts are traditionally given or exchanged.*

*While the ghosts of government ethics will permit the employees to enjoy an office party and gift exchange, it will be up to Dickens’ ghosts to change Ebineezer’s parsimonious heart.*

**If you have questions about this vignette, or would like guidance regarding any other ethical matter, please contact the Office of Counsel, (Code 08) at 443-1089.**



## Navy offers Work Number to verify employment info

The Navy now offers an automated employment verification service for employees to verify employment status and salary within minutes. This secure service is used for mortgage applications, reference checks, loan applications, and apartment leases – and is free (to workers; organizations must pay a fee). It is available 24 hours a day, 7 days a week.

The Work Number provides three types of verification: 1) “basic” verification of employee’s most recent start and termination dates and job title; 2) “basic-plus” verification includes basic information plus salary data (the worker must enter an authorization code); and 3) “full” verification which includes basic-plus verification information and current gross earnings and earnings for the previous two years, if available (including overtime, commissions and bonuses). Verifiers must enter an authorization code.

To access The Work Number, employees should call 1-800-367-2884 or visit the Web site at [www.theworknumber.com](http://www.theworknumber.com) or at the site [www.talx.com](http://www.talx.com). For verifiers who wish to be billed, call 1-900-555-9675. For verifiers who wish to be billed a flat fee per transaction by TALX, call 1-800-996-566 to become a member verifier. Member verifiers have an option of calling a toll free number or using the Internet.

All one needs to access the work number is a company code (for DoD that is 10365), your social security number, and your PIN (a personal identification number like the month and date – io your birthday – May 15 would give a PIN of 0515. You will be given an authorization code that you must provide to the verifier along with the DOD company code. You are only allowed up to three active authorization codes at one time. The authorization code gives the verifier permission to contact the system to get your employment and salary information. Contact Human Resources for more information or visit the Web site, [www.theworknumber.com](http://www.theworknumber.com).

**Next deadline for Supply Chest inputs will be at noon on Friday, Jan. 26, for the Feb. 2 edition.**

CEAP can help you get out of debt!

## Consumer debt is \$4k for every U.S. man, woman, child

It's a new year and we should ask ourselves if we are financially healthy. Daniel Akst, in his article "Get Out of Debt," reports that American consumer debt is \$1.25 trillion, or \$4,000 for every man, woman, and child in the country. Chances are you owe a piece of that debt yourself.

Carrying personal debt is bad news and is the financial equivalent to smoking cigarettes – unhealthy in the short term and potentially fatal in the long run. Getting out of debt is the first step on the road to financial security. Discipline and a little research can do the job for most people.

Steps to take to secure a debt-free home are: 1) if you are deeply in debt, you must first stop generating more debt; 2) shop smarter, utilize warehouse clubs, and seek home and auto insurance discounts if available; 3) Cut monthly spending so you have more money to reduce what you owe each month; 4) do all you can to lower the

interest rate on your debt; and 5) even if your situation isn't quite so bad, think about talking to a credit counseling service. Debt Counselors of America and Consumer Credit Counseling Services, which can be found in the telephone book or on the Internet, charge little or nothing for professional guidance and can help you re-negotiate your debt burden.

Paying off or reducing your debt may seem unreachable, but you'll never reach that goal if you don't take the first step. It also cannot be done overnight but with persistence you can achieve financial stability.

To help you in becoming credit-minded, CEAP will hold a Lunch-and-

Learn on Tuesday, Jan. 30, 11 a.m. to noon in the Robert Jack Room. Ronda Frazier of the Port Alliance Federal Credit Union will present "Credit Repairs," and she will cover numerous topics, including: "How to Repair your Credit Report," "Consumers' Rights," and "Credit and Divorce."

CEAP offers many free professional services and counseling to workers and their immediate families assigned to FISC, NAVTRANS, FOS-SAC, and DECCD (formerly DIPC). Eligible workers seeking assistance should contact CEAP counselor, Ms. Veronica Thomas, at either 443-1049 or 443-1490. Remember – CEAP wants to serve you!!!



**Now, hear this!**

All hands are reminded that the Red Cross blood donor drive originally scheduled for Thursday, Jan. 25, has been cancelled. The next blood donor drive will be in May. Be watching in Supply Chest for the date and time.

Also a reminder – the first 2001 quarterly awards ceremony will be held in the building W-143 Hampton Room on Tuesday, Jan. 30.

A final note: Ms. Daphne Shields from the Human Resources Office, Norfolk, will be on site in building W-143 on Thursday, Jan. 25, in the FISC satellite Human Resources Office for Centerites who have questions about any of their employee benefits.

## SPEED BUMP

**Dave Coverly**



## Commercial activities corner

# Here's where FISC CA studies are

### HAZMAT

The Hazardous Material Most Efficient Organization (MEO) Implementation Team is aggressively working to ensure implementation by Feb., has met weekly to ensure the myriad taskings that have to be completed prior to implementation are, in fact, completed.

### Northeast Personal Property

The final decision for the NE Personal Property study was to retain the function in-house (see the Jan. 5, edition of Supply Chest). An implementation team has been formed and has begun working toward the April 1 implementation date.

MEO implementation for this study will occur at six Personal Property offices: FISC Norfolk; FISC Detachment Philadelphia; Great Lakes, Ill; New London, Conn.; Newport, R.I; and Saratoga Springs, N.Y.

### Ocean Terminal

The Ocean Terminal Management Plan was certified by the commanding officer and independent review auditors from the Naval Audit Service were on site in December, to conduct the audit. When the audit is closed and certified, the sealed Management Plan will be delivered to the contracting officer.

### Retail Supply

The Retail Supply Team has been involved in Business Unit Definition (BUD) and creating an Action Plan.

In the coming weeks, the team will

be completing these processes and moving to developing the Performance Work Statement (PWS), which is step 2 of the 15-step commercial activities study process.

The Retail Supply Business Unit includes the major sub-functions of 1) warehouse operations, 2) material delivery, 3) customer service, 4) inventory management, 5) program management, 6) unique industrial activity support and 7) outfitting.

The current team consists of Pam Fox and David Payne, RSO Peninsula; Natalie Belucci, Kris Trejo, and Coletta Williams, CNRMA; Joe Long and Mike Adkins, RSO Portsmouth; Noel Zimms, FISC Detachment Earle/Colts Neck, N.J.; Cathy Laughinghouse and Rebecca Oliver, RSO Norfolk; Russ Cook (deputy team leader), and John Vaughan, FISC Material Operations Department; Sheila English and Pat Reichert, FISC Comptroller Department; Dianna Klein, FISC Customer Service Department; LT Marie Green and Denise Turack, RSO Oceana; Sequoia Jenkins, IAM&AW; Tawanna Jackson, AFGE Local 53; Shirley Smith, Sandy Harris (team leader), Bill Andrews, John Garcia, Mike Garris, and Geraldine Dillard, FISC Business Operations Department; and Rimga Visakanta, Torae Artis, LaDonya Simmons, and Bill Dempsey, KPMG (contractor support).



*This is the FISC retail supply team when it first met in November of last year.*

## *The Supply Chest is published for people like . . .*



. . . CODE 100'S Chief Warrant Officer John E. Collins, a 28-year Navy veteran. He was commissioned in April of 1990 from the rank of senior chief petty officer and storekeeper, and is a Florida native. CWO4 Collins has served on numerous ships, including guided missile destroyers, oilers, combat stores ships, and an aircraft carrier – the ex-*USS AMERICA* (CV 66). He has spent the majority of his career in the Norfolk area – whether afloat or ashore – with the exception of a tour in Cuba. However, he did make two WESTPAC (western Pacific) cruises from Norfolk.

His 1st ship was the combat stores ship *USS SAN DIEGO* (AFS 6), about which he says, "I loved that ship." He also says one of his most rewarding duty assignments was when he was an instructor with Fleet Training Center, Norfolk, where he was able to positively influence sailors, and says, "You could tell when the 'light went on.'"

CWO4 Collins reported to FISC in November of last year from the *USNS SATURN*, homeported in Norfolk. Aboard that Military Sealift Command ship he was one of 40 military members among a mixed crew of military and civilians totaling 155.

He is currently the Logistics Support Officer with FISC's Code 100.