

Supply Chest

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Ready - Resourceful - Responsive!

Vol. 55 No. 11

Rear Adm. Kowba, COMFISCS, returns to FISC Norfolk



Rear Adm. Bill Kowba (center) catches-up with Regional Navy Mail Center (RNMC) Director Steve Murray. The new COMFISCS recently visited FISC Norfolk for an operational update and orientation. Looking on are RNMC Deputy Director Tony Eyzaguirre (left), Mike Mattson, and FISC Norfolk Commanding Officer Capt. L. V. Heckelman. Rear Adm. Kowba is no stranger to FISC Norfolk, having preceded Capt. Heckelman as CO. During his two-day visit, he received extensive briefings on FISC Norfolk developments since his departure in August, 2002. In addition to the RNMC, he toured Super SERVMART, HAZMAT facilities, and enjoyed breakfast at the Naval Station galley with Supply Corps officers from FISC Norfolk and DDNV.

“Mr. Habitability” retires after nearly 40 years of service

By Lt. Cmdr. Teddie Dyson

Jack Pendleton, known to many as “Mr. Habitability” retired June 30 after nearly 40 years of Government service. A native of Hartford, Conn., Airman Recruit Pendleton began the military portion of his expansive career when he joined the U.S. Air Force in January 1960. He spent the next 20 years as a radio communication specialist and then production analyst for communication equipment. During his time on active duty, he served 14 years overseas in the Far East: Japan, Korea, Okinawa, Philippines, Vietnam and Thailand to name a few. Back home, he served in such exotic “ports of call” as Missouri and Kentucky testing B-52 pilots and their equipment, preparing them for overseas deployments. Master Sergeant Pendleton (that’s a “Chief” for us Navy types) retired in July 1980 and began the civilian portion of his career, supporting the U.S. Navy as a government contractor.



Prior to his retirement, Jack Pendleton was awarded the Navy’s Meritorious Civilian Service Award. Joining him at the award presentation were his wife Susie, their daughter Josephine, and her fiancée Ray La France.

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From the Executive Director ... Farewell Veronica, "The Hat Lady"

FISC Norfolk recently marked the end of a long and wonderful relationship with "The Hat Lady," Veronica Thomas. Veronica has been the face and the voice and heart and soul of our CEAP program for the last seven years. Many of us remember when we performed the Civilian Employee Assistance Program (CEAP) functions in house. Then, as changes came along we were faced with deciding how to best obtain these services for the workforce. We decided to take the program to the private sector and hence our relationship and partnership with JRON Associates, Inc. and Veronica. The relationship has been mutually beneficial. We "got" Veronica, and she "got" all of us.

Truthfully, we cannot know all the good Veronica did for us, because it was between the employee and the counselor, just as it should be. But what I do know is Veronica counseled over 1,350 employees. She more than counseled them - she helped them. She was there when we were emotionally distressed, felt physically threatened, and even when we felt we were at the end of our rope. Veronica helped us - all of us, by helping each of our co-workers and us find our way back to productive, satisfying work lives. Whether we like it or not, or believe it or not, FISC is a family. We spend a great deal of the most productive part of our adult lives together. We cannot help but be impacted and influenced by each other. We cannot be successful without each other, and any loss for one is a loss for us all. Veronica understood this better than we did. She quietly and compassionately made her way through our organization, healing and comforting and coaching and guiding. And with each kind word she brought one more of us back into the light.

While her counseling successes were immense, she also found the time to conduct more than 70 Lunch and Learn sessions on topics ranging from men's health, to caring for the elderly, to anger management, and finally to therapeutic recreation. She has helped



HRO employees paid tribute to Veronica Thomas by wearing hats to Veronica's farewell. Veronica is famous for wearing a wide variety of stylish hats. Posing with Veronica are (l-r) Amy Galinato, Veronica, Lynda Horne, Genie Doyle, and Sharon Knowles.

us through all our changes with her timely and relevant managing change and stress training classes.

While our association with JRON is coming to an end, it has been a good partnership. The CEAP program will continue with new faces, and I am confident in its continued success.

We will miss "the Hat Lady" for all of these reasons and more. Veronica is a truly caring human being, and we were fortunate to have her in our midst. But it is time for others to know her, and so, she is moving on to attend seminary school in Richmond. We should have known. Veronica, I want to personally thank you for all the gentle words and kind gestures, but mostly for your dedication to the FISC workforce and their needs. You will indeed be missed.

Supply Chest

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From the Commanding Officer ... Hurricane Isabel

FISC Norfolk Teammates,

In addition to our normal flurry of end of fiscal year activity, we had, as you all know, the added excitement of Hurricane Isabel making a pass through our area on September 18. While we did incur a fair amount of damage to both our FISC facilities and the personal property of several employees, things could have been much, much worse. The good news is that there were no reports of any personal injuries to our people or their families as a result of the storm. We were fortunate in having had time to prepare as much as possible for what was initially projected to be a major hurricane... and while many were without power well into the week following the storm, the power company and all the other assistance agencies worked around the clock to help those most severely impacted by the storm.

Having experienced Isabel, it is a good opportunity for all of us to reflect on our personal preparedness for natural disasters and storms and our recovery plans... with specific attention to what we might do differently when the next forecasted storm is headed our way.

It is also a good time to reflect on the cooperation and assistance that is available

when our neighbors and friends are truly in need. In the days following the hurricane, I met people in my own neighborhood I hadn't known prior to the storm. Everyone was out walking and helping their neighbors with downed trees and tree limbs and other debris. Offering assistance isn't limited to our neighborhoods, of course, and as an example, we can all be proud of the great response from several members of FISC who have responded to a call for military and civilian volunteer assistance from the American Red Cross for shelter assistance, food distribution, etc. For those who volunteered, thank you for making us proud with your volunteer and community spirit. For others who haven't yet volunteered but might like to, there is still a need for assistance so if you are interested in helping out. Contact our PAO, Bob Anderson. He will get you in touch with the American Red Cross point of contact.

Thanks for all your efforts getting our daily routines back to normal following the hurricane. We were there for our customers when they needed us. It was as if our support and services weren't even impacted by the storm thanks to your dedication and professionalism. It's an honor to be on the



Capt. L. V. Heckelman

FISC Norfolk team with each and every one of you.

Pendleton from page 1

He worked in Washington, D.C. for the next four years as a CACI employee supporting NAVSEA PMS 307, the Saudi Naval Expansion Program. He tracked material, piece parts and Level 2 test equipment and assisted in developing APLs and AELs for the Saudi Navy. In 1984, he began the final leg of his career, a civil servant supporting the fleet through the NAVSUP enterprise. He moved from Washington, D.C. to the waterfront in Norfolk where he has been ever since.

In September 1984, Jack began working for Naval Supply Center (NSC) Norfolk as a supply system analyst in the Planning Department and later for the Regional Contracting Department. During this time, he was assigned responsibility for implementation of the first Navy procurement system, the Automated Procurement and Data Entry System (APADE). In 1986, he changed career fields to become a procurement analyst, still maintaining oversight of the APADE implementation and subsequently running the APADE project office simultaneously with Distribution Division. As the APADE project office director, Jack negotiated and outfitted all the space presently occupied by procurement in building W-143, including several pierside procurement locations at both Naval Station Norfolk and NAB Little Creek. He developed the drawings and milestones for this work to foreshadow his future in the world of shipboard habitability.

In 1990, with APADE running smoothly, Jack was selected to head up the Fleet Habitability Branch. He remained in this position until his retirement and become known to the Fleet as "Mr. Habitabil-

ity." The Habitability Branch provides a variety of support to the Fleet. Primarily it is the lead FISC Contracting Officer for COMLANTFLT habitability renovations on the Eastern seaboard and provides Habitability Self-Help contracts to support COMPACFLT ships as well. Jack acted as team leader for workload planning, training coordinator for subordinate personnel, and primary point of contact for Fleet units and Type Commander staff on all shipboard habitability matters.

January 2001, long before NAVSUP began its current initiative, Jack began leading a transformation in the shipboard habitability process for the Atlantic Fleet. Under his tutelage, the Hab Shop provided on-site training and assistance for shipboard personnel in writing habitability statement of work requirements and specifications for berthing, messing, and laundry spaces and employed multiple award Indefinite Delivery Type Contracts (IDTC) to expedite delivery and performance. To do this, Jack formed the FISC Norfolk Mobile Habitability Team. The team deploys fully equipped to perform shipboard checks and write specifications for ships whether operating locally or forward deployed, afloat or pierside. The IDTCs permit timely access to qualified contractors and use an integrated, partnering approach to provide performance-based service and promote planning and coordination with industry and our customers. Jack was a hands-on guy and worked closely with ship supply officers and type commander staff to integrate planning, budgeting and funds management

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“Look that Gift Horse in the Mouth” Part III

By FISC Norfolk Office of Counsel

This is the third in a four-part series on ethical issues associated with gifts. The previous articles discussed the bedrock principles underlying these rules and gifts from outside sources offered to an individual. This article will focus on gifts to the Navy. The final article will address gifts between employees.

Gifts to the Navy

Here we are not dealing with gifts offered to specific individuals; instead some outside source, usually a corporation, offers its product to the Navy itself, or a particular organization within the Navy such as a ship. An example would be the Girl Scouts offering some of their cookies to a Norfolk-based ship. Although it may seem unlikely that FISC personnel would be involved in these kinds of gifts, operations such as Operation Enduring Freedom and Iraqi Freedom do prompt corporations to offer such gifts, and, in fact, FISC personnel have received inquiries on the subject. 9-11 also prompted many offers of gifts to DOD.

As with gifts from outside sources, gifts to the Navy also can trigger significant ethical considerations arising out of concerns regarding the appearances created by the acceptance of a gift from commercial donors. For that reason, Navy regulations strictly limit who may accept gifts on behalf of the Navy. Depending on the dollar value of the gifts, only our CO, area flag officers such as CNRMA, the VCNO and the CNO may accept gifts. In deciding whether to accept the gift, these designated officials must consider whether acceptance of the gift, at some time in the future, would embarrass the Navy by creating an expectation of favors as a result of accepting the gift, by creating an appearance of a relationship in which favors are granted, or by resulting in unwarranted publicity for the donor at the expense of the Navy. Thus, if employees receive calls from parties interested in giving a gift to the Navy, they should refer such inquiries through their chain of command, and not say or do anything that would imply that the gift would be accepted.

These rules may be found in SECNAVINST 4001.2G, as supplemented by OPNAVINST 4001.1D.

As with any ethics question, if you would like more information, please contact the FISC Office of Counsel (Code 08) at 443-1089.

FISC Norfolk hosts PP&E management conference

The Personal Property and Equipment (PP&E) Support Team of FISC Norfolk hosted the annual Navy Personal Property and Equipment (PP&E) Management Conference at the Norfolk Airport Hilton, August 12-14, 2003. Approximately 50 property managers from major claimants throughout the Navy spanning from COMNAVEUR in London to Commander, Navy Region Hawaii attended this fourth annual conference.

The PP&E team is tasked with the operational program management of the Navy's PP&E Program. Besides program management, FISC Norfolk has operated the Navy's PP&E Support Team for four years. The program should not to be confused with the other kind of personal property, also known as household goods, which is managed by FISC Norfolk's Material Operations Department. In this sense, PP&E is defined as those items used, but not consumed, to produce goods or services in support of the Department of the Navy's mission. This includes office equipment, industrial plant equipment, vehicles, material handling equipment, and other types of assets. The Navy's general fund activities use the Defense Property Accountability System (DPAS) to manage and monitor their personal property and equipment. Currently, there are 1,523 Navy DPAS users across 731 commands. These property managers maintain over 585,000 asset records with an asset value of approxi-



Trish Van Belle, Office of Undersecretary of Defense, Acquisition, Technology and Logistics, addresses the audience at the fourth annual Navy Major Claimant Personal Property Conference at the Norfolk Airport Hilton.

mately \$14.4 billion.

The purpose of the conference was to provide up-to-date information on PP&E policies, processes, and training to the Navy's property managers. Featured speakers included representatives from OSD (AT&L), DFAS Columbus, and NAVSISA (DPAS CDA). They addressed property management initiatives and DPAS system issues from the Department of Defense level. Providing insights from a Navy perspective were representatives from OPNAV N41 and ASN (FM&C).

A major theme throughout the conference was database integrity. Current and valid property inventories along with single database management, or having one standardised property management system throughout the department, leads to greater accountability and total asset visibility. These, in turn, lead us closer towards Chief Financial Officer compliance for the Navy as well as DOD.

For more information on the Navy's PP&E program, visit www.nor.fisc.navy.mil/home/dpas.htm.

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to further his Habitability Program and provide both responsiveness and foresight for the Fleet.

A great example of the Team's benefit to the Fleet, and a very fitting "twilight tour" for Pendleton, was their recent deployment to support USS Harry S. Truman (HST) and USS Theodore Roosevelt (TR) during their return from supporting Iraqi Freedom. Jack, along with Scott Wilkins, a habitability contract specialist, met HST in Portsmouth, England. They completed ship checks, prepared estimates, and developed specifications for habitability space upgrades. They transferred via C-2 to Lajes, Azores where they subsequently flew aboard TR, doing similar work while riding them home to Norfolk and a hero's welcome. They evaluated 46 spaces on HST and 53 spaces on TR and provided estimates along with executive briefs to the ships' supply officers. The hard work and long hours deployed will pay off as the customers match their funding with the long lists of detailed options delineated by the team. The team will make final award and schedule the work, all while ships' company enjoys their post-deployment stand-down. That is true "service to the Fleet" and as Jack says, "it's why we're here."

Jack was the "heart and soul" of the FISC Habitability Branch and the technical brains behind the operation. We often like to think that in large organizations, we can build in redundancy and that no one is irreplaceable. But it's hard to replace 40 years of dedicated government service. Jack was a true diamond, a team player, and a shining star. His presence in our contracting community will be sorely missed for many years to come. Especially when he got that twinkle in his eye, and a grin on his face, you just knew a good idea was coming!

While Jack says he has thoroughly enjoyed the many years of working with the fleet and making a difference in shipboard quality of life, he looks forward to pursuing art and learning how to sail. (Not bad I'd say for an ex-Air Force guy!) Of course he's a realist and understands some of those objectives may have to take a back seat to those set by the wife, especially the things that "we have had to put off due to time constraints." So will the ex-Airman miss "the Nav"? I get the impression his wife, two daughters and grandchildren will keep Mr. Pendleton adequately engaged for many years to come.

The many faces Of Security: Information & Personnel Security

By *Bobby Whittington*
Security Director

Do the following names "ring a bell" for you? Aldrich Ames, Jonathon Pollard, Earl Pitts and Jerry Whitworth? Maybe not. How about Robert Hanssen and John Walker? Perhaps. Benedict Arnold? Bingo! Each of the above named individuals was active as a spy against our country, seeking to provide classified information to our enemies... or in some cases, such as Pollard, our 'friends' (Israel). Each of these individuals (except Arnold) is currently serving a life sentence for his crime.

The Department of Defense, the U.S. Navy, NAVSUP and FISC Norfolk each manage information and personnel security programs to make it more difficult for personnel to obtain and share (sell) classified information. There are two main Secretary of the Navy instructions that provide guidance for these programs: SECNAVINST 5510.30A, DON Personnel Security Program, and SECNAVINST 5510.36, DON Information Security Program. Those requirements are supplemented by NAVSUPINST 5530.1D, NAVSUP Security Manual. The core of the Navy's efforts to thwart would-be 'spies' is threefold. First is the investigative process which looks at the background of an individual to determine if he/she is trustworthy; secondly, personnel will only have access to information determined by his/her security clearance and a "need-to-know" that information; and, thirdly, each command should be involved with a continuous evaluation of personnel in the workplace. Supervisors have an obligation to assess their personnel and notify the security manager of any security concerns. Other aspects of the information and personnel security programs reinforce these three requirements.

Our personnel security program encompasses the background investigative process and the granting of clearances and access to classified information. All government employees are required to undergo a background investigation as a condition of employment. This investigation includes a review of their credit history and police records. However, if the employee is to have access to classified information in his/her



Barbara Brooks is the FISC Norfolk Command Security Manager.

job, then a more stringent background investigation is applicable. Investigations are conducted either by the Office of Personnel Management (for civilians) or Defense Security Service (military). The results are provided to the DON Central Adjudication Facility (DON CAF) that makes a determination whether or not the individual is eligible for a security clearance. Our command security manager, appointed by the commanding officer, documents the clearance and grants access to appropriate classified information. The key words here are: Background Investigation (performed to determine that an individual does not have any problems which would make him/her a risk); a clearance (there are three levels of clearances – top-secret, secret and confidential); and, access (which means a person can be exposed to the appropriate level of classified information while performing his/her job). These investigations are performed at certain intervals all during an employee's tenure with the command. Personnel holding a top-secret clearance must have a periodic re-investigation every five-years, secret – 10-years, and confidential – 15-years. DoN CAF can, of course, request special

continued on next page

Elliott Fields selected to be COMFISCS Executive Director

Rear Adm. Justin D. McCarthy, SC, USN, Commander, Naval Supply Systems Command (NAVSUP), announced that Mr. Elliott Fields has been selected to be the first Executive Director of NAVSUP Fleet and Industrial Supply Centers (FISCs), a newly created NAVSUP Senior Executive Service position.

Mr. Fields will report to Rear Adm. William A. Kowba, SC, USN, who was installed on July 25, 2003, as the first Commander, FISCS (COMFISCS).

As part of NAVSUP's ongoing Transformation initiative, Fleet and Industrial Supply Center (FISC) San Diego has been designated the NAVSUP's lead FISC and assigned responsibility to drive common policies and practices across all supply centers. The six Fleet and Industrial Supply Centers, located in Jacksonville, Fla., Pearl Harbor, Hawaii, Puget Sound, Wash., Norfolk, Va., San Diego, Calif., and Yokoska, Japan, provide a variety of logistics support services and products to our Naval forces, both on a regional and global basis. All six FISCS will be under the operational control of COMFISCS.

"Elliott Fields has a broad range of Navy logistics experience, and he will be a welcome addition to the new FISC organization and the NAVSUP team," Kowba said. "He

will be a vital part of NAVSUP's Transformation effort as we seek to standardize and improve the support we provide to our waterfront customers."

Jeffery Orner, Executive Director and Senior Civilian of NAVSUP said, "I am pleased to welcome Elliott Fields to our senior leadership team. Creating the Lead FISC was a critical part of our ongoing transformation efforts, and we are confident that Rear Adm. Kowba and Elliott Fields will provide the leadership needed to continuously improve our ability to effectively and efficiently support our customers."

Mr. Fields is currently serving as director of the Configuration Management, Distance Support and Readiness Division, Naval Sea Systems Command (NAVSEA), Washington, D.C. Previous NAVSEA assignments include Logistics Director, Strategic Sealift Program Office, Head of the Outfitting and Residual Material Branch and Head of the Interim Supply Support Branch.

He began his Federal Service career with the General Services Administration as an inventory management specialist. When he was a supply systems analyst with the Naval Facilities Engineering Command, Mr. Fields was nominated by the Navy to serve in the DoD's Senior Supply Management



Program. There, he worked for the Office of the Assistant Secretary of Defense for Production and Logistics, the Naval Supply Systems Command, and Defense Logistics Agency.

Mr. Fields was honorably discharged from the United States Air Force in 1973, after serving on active duty for four years as a jet aircraft engine mechanic. Born and raised in Norfolk, Va., Mr. Fields was a long time resident of Washington, D.C. He is a member of the Acquisition Professional Community, and holds advanced certifications in Acquisition Logistics and Configuration Management.

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re-investigations if any employee holding a clearance raises suspicions.

While Personnel Security deals with the 'clearance' process, the information security portion of the program outlines the protection and accountability of classified information. As previously noted – there are three levels of classified information (top-secret, secret and confidential). Classified information may actually be information which is discussed between personnel having a 'right and need to know' that information. Additionally, classified information may be in written formats, such as letters, messages, SIPRNET screens, etc. And, finally, actual stock material may be classified and must be provided the same level of protection as classified papers. Classified information, documents, and material must be secured in an approved classified container when not in use. Such containers may be GSA approved security containers, vaults or strong rooms. GSA containers must be secured by an X07/X08 digital combination lock or three-position dial lock for vaults or strong rooms. Combinations are provided only to personnel having access and a need to enter the containers. Combination changes will be made by a cleared locksmith or security staff member upon departure of personnel who had access, compromise of the combination or when there is an open container violation.

Each container must have an appointed custodian who holds an appropriate clearance.

Annual training is provided to all personnel who hold a security clearance within the command. Additionally, NCIS provides bi-annual counter-intelligence briefings to personnel.

Hopefully, by following requirements for background investigations, providing training for personnel and protection of classified information, we can prevent any future spy endeavors. There are countries that want our 'secrets' and there are those who may be tempted to follow in the footsteps of those men mentioned in our opening paragraph. With your assistance, the security office stands ready to meet that challenge head on. Report any suspicious person, act or thing to our security staff.

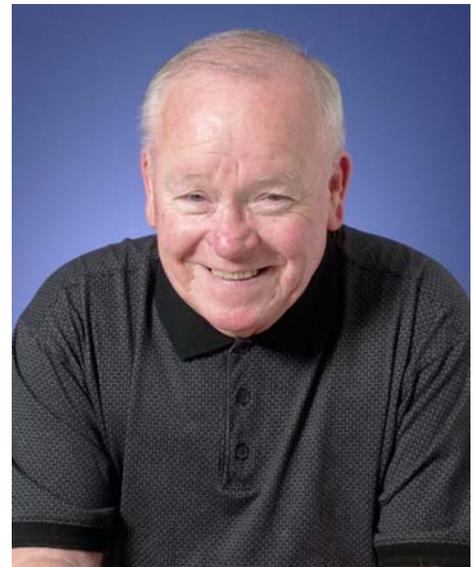
Barbara Brooks, 443-1496, is our command security manager and is involved with all aspects of the information and personnel security programs. While she works with established points of contact within each department, she is available to provide any guidance concerning these programs. If you have questions, comments or concerns, please contact Ms. Brooks by telephone or via email or myself at 443-1510 or email.

Security is Everybody's Business

Bravo Zulu



DDNV's Work Team of the Quarter is the FEDEX/UPS Team from Production Division. They are (l-r) Ronald McRae, Larena Spruill, Warren Chappell, Nicole Henderson, George Jeffries, and Bobby Blow. Not pictured is Rosezina Jones.



Gary Vernon of Production Division is DDNV's Supervisor/Work Team Leader of the Quarter.



NAVTRANS Commanding Officer Capt. Lee Henwood recently presented Cmdr. Joseph Hennessy with a Joint Service Commendation Medal. Cmdr. Hennessy was recognized for exceptionally meritorious achievement while serving as a U.S. Transportation Command liaison officer to the Joint Movement Center, U.S. Central Command, Arifjan, Kuwait.



Vernon Cartwright of Production Division is DDNV's Blue Collar Employee of the Quarter.

Not pictured is Alejandro Guadalupe of Production Division, DDNV's White Collar Employee of the Quarter.

Bravo Zulu



Bravo Zulu



Maria Duff, Code 302, is the FISC Norfolk General Schedule Employee of the Quarter.



The FISC Norfolk Work Team of the Quarter is the Mid-Atlantic Retail Supply Commercial Activities Management Plan Team. They are (l-r) Polk Rutherford, Mike Adkins, Marnie Trippensee, Tony Smith, Sandy Harris, Bill Dempsey, Connie Garcia, Elicia Batly, Elene Kalivas, and Skip Gallop.



Michael Kurten, Code BX22 (CAX), is the FISC Norfolk Wage Grade Employee of the Quarter.

Not pictured is the FISC Norfolk Supervisor of the Quarter. He is William Alberry of Code 303.



Norfolk Naval Shipyard recently recognized employees who made significant contributions to the success of the overhaul of USS Wasp (LHD 1). Three FISC Norfolk Code 515 employees were among the group of awardees. All three are expediting supply technicians with Code 515. They are (l-r) Ralph Weeks, Kammie Johns (also Reserve SK3), and Jeremiah Brown.

Bravo Zulu

