

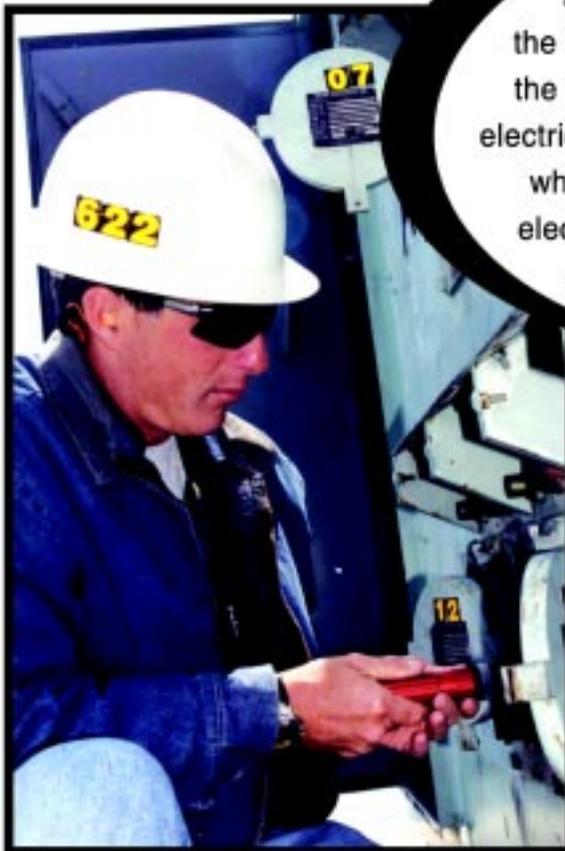
THE CENTERLINE

Second Quarter 2002
Vol.38, No. 2

Published for the employees and families of the
Navy Public Works Center San Diego.

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Greg Ballaron,
a High Voltage Electrician with
the Utilities Business Line, is torquing
the Viking plug pins on a high voltage
electric mound for the shore power cables,
which administer about 480 volts of
electricity to the ship docked along the
pier at Naval Base San Diego.



Top Side Quality Line

To stay in business we must do more than just be competitive. We need to continually build and strengthen our capabilities across business lines, across professional disciplines and certainly, across any barriers that would prevent us from being a successful organization. Our track record is pretty good in that regard, but we need to look for opportunities to improve.

Walking through our Headquarters' Building 121 on Naval Base San Diego, recognition of your excellence is evident on the walls and in showcases. These aren't the kinds of awards given for individual effort, but rather for Team efforts throughout the Center. I would like to see us build on the performance that those awards represent, using the criteria, whether it is the Presidential Quality Award or California Council for Performance Excellence, to help better shape the underlying work processes that got us to this point in our evolution as a service provider. The important thing to remember is: we know how to succeed and we know where to focus our energy to improve those processes that continue to challenge us. Further improvement will require the tremendous dedication of every individual working as one, towards a common goal. That is not as easy as it sounds.

Often times, a business line is so multi-dimensional that the collective traits of its employees



prevent individual recognition. A cohesive division, like Code 980, our SCAPS folks, or Code 580, our technical services folks, perform at such a high level that individual efforts are absorbed into the reputation of the greater whole that makes up the entire work center. Our Utilities business line has earned a boatload of awards over the last two or three years while Transportation won Part I of it's A-76 Competition. A product or service line that can perform in such a manner is a credit not only to the business line, but also to the entire Center. We have many examples of such work excellence out there. We need to capitalize on those successes and lessons learned and continually share them throughout the Center.

In order to be successful, we will need to earn the label of world-class every day. We must accept the daily challenges that come our way and apply the

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knowledge and skills we already possess to give our clients the best products and services we can. If we're successful at that, we'll be more than just competitive. We'll steamroll the competition. And we'll stay in business. It's really that simple.





PWC Welcomes Safety Manager, Wayne Ludwig

By Sherry Patrick, Public Affairs Specialist

Since the safety program became regionalized back in late 1990s, the Navy Public Works Center San Diego's safety program operated under the guidance of the Safety Cultural Forum. The Safety Cultural Forum has performed a great job, but they could only do so much. A decision to re-establish the Safety Office was made and our new Safety Manager, Mr. Wayne Ludwig recently reported to the Center to begin work on developing a new safety program.



San Diego from the Navy Public Works Center, Guam where he worked as the Safety and Health Director for over eight years. Prior to his position in Guam, Mr. Ludwig served as Safety Director at Naval Base/Naval Air Station Guantanamo Bay, Cuba. He began his career as a Safety Specialist at Naval Air Station Key West, Florida.

Mr. Ludwig's outside interests are sports, motorcycle riding some other stuff. His wife Lucinda, of Guam is also a federal employee and will join him in San Diego. Welcome to PWC San Diego Mr. Wayne!

Mr. Ludwig is not new to the Public Works organization. He comes to Navy Public Works Center



Important Purchase Card Information

By Steve Mahoney, Auditor
Command Evaluation

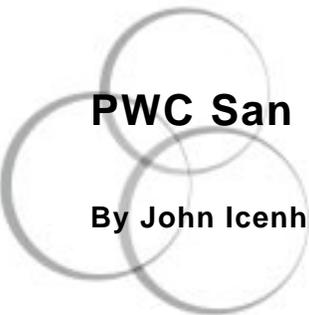
Purchase card controls continue to be an issue with Congress, the Department of Defense, and the Navy. Independent receipt and acceptance is a key control. PWC Instruction 4491.4 (Enclosure 2, paragraph 6) provides very specific policy regarding receipt and acceptance. Purchase cardholders are reminded that every purchase of materials and services must show evidence of independent receipt and acceptance. On the vendor's invoice, a PWC employee (other

than the cardholder) must print their name and sign the invoice. The date of receipt must also be on the invoice. Command Evaluation will be reviewing this area during monthly purchase card reviews.

Another purchase card reminder is regarding sales tax. We have noticed that some cardholders have been allowing vendors to charge sales tax. Instruct vendors up front that they should not charge sales tax on your purchases unless the merchant is in a state whose

laws do not recognize the federal government's tax exempt status (e.g. Arizona, Hawaii). If you cannot dispute sales tax charges and it is more work for you to try and get the credit, see PWC Instruction 4491.4 pages 2-3 for further instruction.





PWC San Diego an Energy Leader in San Diego

By John Icenhower, Regional Energy Program Coordinator

The California energy crisis may have subsided – remember, less than a year ago we still faced rolling blackouts – but energy is still a major concern to Navy Public Works Center San Diego and its customers. Electricity and gas prices have come down since hitting all-time highs in 2001 but are still far higher than historic levels. Now the San Diego region faces the prospect of sharply higher water prices, driven by the need to cut water imports by as much as 30 percent. Electricity and gas supplies are improved over last year but are far from stable. Now, just as much as during the height of the crisis, PWC's customers look to PWC to help them manage their energy and water use, minimize the impact of high utility costs and sustain their mission requirements.

Just as it did at the height of the energy crisis, PWC provides its customers a wealth of energy management tools. With virtually 100 percent metering of the facilities to detailed, monthly consumption and cost data and now even on-line electrical load profile data, so PWC's Navy and Marine Corps customers know exactly how they operate their facilities and what it costs. Beyond providing data, the Regional Energy Program Office (REPO), under the direction of John Icenhower, provides energy management and technical support to PWC's customers, including training in how to use the available data. It is important to note that during the recent energy crisis it was the energy management measures taken by PWC's customers, with PWC assistance, that cut their demand for electricity and helped San Diego avoid rolling blackouts. At the same time, PWC

cut its own energy consumption sharply over the last year to its lowest level ever, more than 45 percent below the FY85 baseline.

In addition to its many energy management accomplishments, PWC is a leader in developing clean, renewable energy resources in the San Diego region and is pushing the envelope on some other emerging technologies. Some interesting facts: PWC operates three wind turbines at San Clemente Island with a combined generating capacity of 675 kilowatts (kw). These wind turbines have cut diesel fuel consumption in the main power plant by over 10 percent.

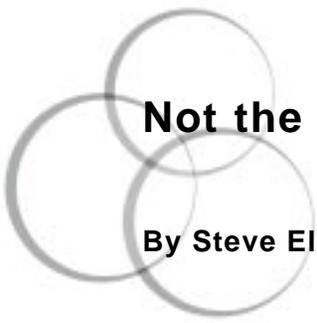
PWC operates two roof-mounted photovoltaic (PV) systems at NAS North Island and Naval Station, San Diego with a total output of 36 kw. PWC has just installed a 30 kw PV system on top of Bldg. 14, NAB Coronado and is about to break ground on a 750 kw PV system at NAS North Island. The 750 kw system will be built on a covered parking structure and may be the largest system of this type in the world. Both of these PV projects are being built by Noresco/ERI Services under an Energy Savings Performance Contract (ESPC) and were made possible by \$3.6 million in state buy-downs, \$1.9 million in special Congressional funding, and PWC's own contribution. PWC is now installing two 60 kw Capstone micro turbine generators at the High Temperature Hot Water (HTHW) Plant at NAB Coronado, again through the ESPC contract and also with heavy Federal and state buy downs. These micro turbines will generate power for the NAB grid

and provide preheating to the HTHW loop.

PWC is working with the Naval Facilities Engineering Service Center (NFESC) and Plug Power to field-test nine 2.5 kW proton exchange membrane (PEM) fuel cells at no cost to the Navy. This will be the first application of PEM fuel cell technology in California and will hopefully lay the groundwork for future fuel cell applications at PWC.

PWC is working with NFESC and SOUTHWESTDIV to develop the scope and design of a \$1.9 million Energy Conservation Investment Program (ECIP) project in FY03 that will provide a fourth wind turbine and other renewable energy resources on San Clemente Island. The PWC shops are undertaking a \$1 million ECIP project to upgrade lighting systems and implement water conservation measures at San Clemente Island. This project will cut electrical demand by 20 percent and will greatly reduce sewage discharges to a point well within permit limits.

PWC is embarking on an ESPC survey of all its facilities that will doubtless lead to further energy efficiency projects to further cut energy costs and consumption. In all these ways and many others, PWC is proving itself to be one of the mainstays of the Navy's energy management, renewable energy, and energy efficiency efforts in San Diego. This is a tradition, which all PWC employees can appreciate, as veterans of the California energy crisis, and of which they should be proud.



Not the usual PWC San Diego Renovation Job

By Steve Ellis, Maintenance Product Line Manager

For the past year, the Facilities Alteration and Repair (FAR) maintenance shop at Marine Corps Air Station Miramar (Code 574) has taken on additional projects at a small naval base outside the San Diego footprint. This base is located north of Corona in Norco, Calif. The activity is a detachment of the Naval Surface Warfare Center whose primary mission is research and development.

The base has quite a history behind it. Originally, the land was privately owned and a large hotel, man-made lake, and golf



course were built. During the 1920's and 30's, the resort was visited by many of the rich and famous of that era. Movies were also shot on the grounds and around the lake. Actor Joe E. Brown from the movies titled 'Local Boy Makes Good', and 'Fireman Save My Chile', was one many actors who paid visits to the resort.

The Navy purchased the property Dec. 6, 1941, the day before the attack on Pearl Harbor. The hotel was converted into a hospital to treat the wounded and other buildings were used to treat personnel suffering from tuberculosis.

Sometime after World War II, the hospital was converted into a



state correctional facility while the rest of the property was renovated into naval laboratories and offices.

The Miramar Facilities Alteration and Repair Team was asked to help renovate the interior of Bldg. 201, first known as the "casino" back in the 1920's and 30's, and now used by the base Morale Welfare and Recreation as a club. The renovation of this building was in preparation of the 60th anniversary of the base.

What made this renovation project unique is the architectural style of the casino. The building is octagon shaped with high vaulted timber ceilings. A portion of the structure rests on pilings over the lake. The interior trim is elaborately detailed with hand carved reliefs. The building is on the local historical register.

Team members Mr. Ed Hobbs and Mr. John Hilt, both painters, worked tirelessly on the project. There were as many as seven different colors in the design and most of the work had to be brush painted. Ed and John worked under the guidance of an interior designer hired by the activity. They were able to take a conceptual idea and make it a reality despite frequent changes.

Floor coverers joined the

painters two days prior to the scheduled celebration. Mr. Pete Marshall and Mr. Barry Lewis worked late into the evening hours preparing surfaces and installing carpet. The work was completed just hours before the opening and celebration.

CAPT. Walter J. Wright, Commanding Officer, hosted the anniversary function on Dec. 6, 2001. Current employees and many retired civilian and Navy personnel were invited to attend. Commemorative coins were issued to all active and retired personnel. CAPT. Wright presented commemorative coins to Mr. Hobbs and Mr. Hilt in appreciation of their efforts. During the ceremony the CAPT. Wright thanked PWC personnel by name, for their outstanding efforts, quality, and professionalism on the project. The



journeymen received many positive comments and congratulations throughout the ceremony from the attendees. Mr. Doug Allison, project manager and Mr. Russell Clowe, supervisor were also acknowledged for the outcome of the project.

It is efforts such as these that continue to help PWC San Diego in our attempts to become World Class and the provider of choice. Great job by all!

BOSJOC/Facilities Maintenance Group (FMG)

By The Contracts/Engineering Business Line

Awarded in 1995, Base Operating Services/Job Order Contract (BOSJOC), now FMG, was a Naval Facilities (NAVFAC) innovation in contracting initiative by Mr. Mike Howard, NAVFAC Head Quarters, Washington DC. The goal of this program was to improve mission support by enabling jobs to be completed in a timely manner.

Before award of BOSJOC the business environment was a traditional Navy contracting organization with Invitation for Bid (IFB) type contracting. The challenge was to develop a contract vehicle that was capable of providing all services required to draw down and close a specific military base. BOSJOC was awarded to facilitate the draw down and closure of the Navy Public



Works Center, San Francisco Bay (PWCSF) and continuing Base Realignment and Closure (BRAC) work.

BOSJOC was the first regional contract that could provide cost effective and timely response for both construction and services

type work to a variety of clients serviced by the former PWCSF. Most contract Delivery Order (DO) awards under BOSJOC averaged 45 days or less from concept to project start while traditional Invitation for Bid (IFB) contracting



averaged 90 days or longer to award.

BOSJOC allowed us to partner with our clients to help them define their requirements especially in projects that required multi-disciplinary trades. It offered a way for the Navy's work to be accomplished under one contract vehicle rather than through numerous multiple contract awards. Prior to BOSJOC a group of 55 Contracts employees managed \$50M per year of contracted work. BOSJOC allowed the staffing of 40 employees to do the same volume and complexity of work. This strategic management of human capital created an additional savings of \$9.6 million (16 man years x six years). This added to the estimated savings of over \$18.6 million over six years 1995 to 2001.

The multi-disciplinary PWC Engineering group led by Mr. Steve Worthington (Department Head) worked together with South West Division (SWDIV), private contractors, and the Small Business Administration (SBA) to award over 95% of all work accomplished through BOSJOC to Small

Business, Small Disadvantaged Business, Women Owned Small Business, The Mentor Protégé Program, National Institute for the Blind (NIB) National Institute for the Handicapped (NISH) and a variety of other types of small business.

Over the past six years, BOSJOC has awarded 891 projects. These projects included housing maintenance for our active duty, the building of a railroad system to transport ammunition, the building of piers, and various other projects as diverse as the people working on them.

"Helping the PWC San Diego achieve World Class status, BOSJOC/FMG Oakland has successfully completed over \$250M of facilities projects region wide. The tremendous team effort, with SWDIV, has resulted in supporting our warfighters and improving Quality of Service ashore for thousands across the region."



BOSJOC has received an over 95% satisfaction rating from clients and government administrators. Because of the Navy's innovative efforts in this new type of regional contracting, many projects that affect the overall well being of our Warfighters and their Quality of Life have been achieved in an exemplary manner.

Jim Roberts receives Employee of the Quarter, First Quarter of 2002

By Sherry Patrick, Public Affairs Specialist

James Roberts, a former business operations analyst in the Business Manager's Office, was selected as the Employee of the Quarter for the First Quarter of 2002. Mr. Roberts has been employed with the Navy Public Works Center San Diego for 26 years. He joined the Center in 1976 as a planner estimator when the Public Works Department at Naval Air Station North Island consolidated with the Public Works Center.

Mr. Roberts was later promoted to Supervisor Production Controller and Branch Manager with the Recurring, Planning and Estimating Group in the Maintenance Department. He later transferred to the Business Office as a Business Operations Analyst until his retirement in February of this year.

"Mr. Roberts is a self-starter



who can be counted on to jump into the fray as needed. He tirelessly works on issues that will make the Public Works Center a better place for clients and employees," said Dr. Don Chick, Business Manager. Mr. Roberts has been involved with the Federal Managers Association for over eight years, serving as an

executive board member for the Local Chapter 36. He is a supporter of the Center's partnership school, Lindbergh-Schweitzer Elementary, and the Junior Achievement Program, which provides economic learning tools for all schools in the district, including Lindbergh-Schweitzer.

Mr. Roberts was surprised upon receiving this award during a ceremony in the Management Information Center. "After 35 years of federal service it is a great honor to receive Employee of the Quarter for efforts appreciate by the command I encourage all PWC employees to strive for excellence to achieve world class status," said Mr. Roberts.

Congratulations Jim, on being the Employee of the Quarter!

PURCHASE CARD FLASH #4

By James Conley, Procurement Analyst

The results of several internal and external audits of the Purchase Card Program require reinforcement in several areas and the establishment of new procedures in other areas in order to be compliant with regulations:

1. Non-commonly used Hazardous Material. Effective immediately, non-commonly used hazardous material cannot be purchased using

the purchase card. Non-commonly used hazardous material is defined by NAVSUP as "hazardous material or products that are not customarily sold to the general public for non-governmental purposes (commercial products) and are not in the same size and packaging found commercially". All requirements for non-commonly used hazardous material must be forwarded to the Code 800 APC for

determination of purchase method. If a cardholder needs determination whether a hazardous material item is commonly or non-commonly used, contact the Code 800 APC.

2. Card Security. Cardholders are responsible for the security of their purchase cards. The card is printed with the name of the employee who is the official Government representative authorized to use the



purchase card. This named employee is the only person who can use the card. It is the cardholder's responsibility to safeguard the purchase card and purchase card account number at all times. The cardholder must not allow anyone to use or gain access to his/her card or account number.

3. Lost or Stolen Cards.

a. Telephone Notification. If a purchase card is lost or stolen the cardholder must immediately notify Citibank at the following phone number: (800) 790-7206. Citibank will immediately close the cardholder's account. Within two (2) business days, Citibank will issue a new account and mail a new card. Any purchases that may have been approved against the old account, but not charged at the time of closing the account, will

automatically be transferred over to the new account.

b. Written Notification. In addition, by the next working day the cardholder must notify their supervisor. The notification shall include the following information:

- Card number
- Cardholder's complete name
- Date and location of the loss
- If stolen, date reported to police and the date and time Citibank was notified
- Any purchases made on the card the day the card was stolen
- Any other pertinent information

4. Transfer/Separation of Cardholder. Purchase cards are issued to individual employees. If a cardholder terminates employment with PWC for any reason, the employee must

surrender the purchase card to their supervisor. The card must be destroyed, and the APC notified in writing. The APC shall notify Citibank to cancel the account.

If a cardholder is transferred within PWC San Diego to another supervisor's area of responsibility, it will be the new supervisor who will determine if the cardholder should retain their purchase card. If it is determined that the purchase card should be retained by the cardholder, the account can be changed by written request from the new supervisor to the APC.

If it is determined that a purchase card is not required under the new supervisor, the old supervisor is responsible for the destruction of the purchase card and for giving notification to the APC.



Environmental Business Line

By Steve Sanford, Environmental Business Line Manager

What motivates us to drag ourselves out of bed each morning, come to work at PWC San Diego and do the best job we can? Each of you would come up with a different list of reasons. To put food on the table you say? Well, I certainly agree with that one.

Another factor that gets me vertical and into the shower is the realization that, when the dust clears at the end of each day, I have contributed to an environmental

process that is making a better place on earth for people to work and play. To illustrate this fact, you must first jump on my time machine and take a trip to the past. No, we are not going back to the Wild West days at old Tombstone, so put your spurs away. We'll take that trip next time. For now, we really don't need to travel that far back, just a few decades to witness a severe lack of environmental awareness on the part of most businesses. During and after World War II, for example,

we the Navy were dumping liquid hazardous waste into open pits on the west side of Naval Air Station North Island. The waste being dumped was very toxic and so flammable the pits would spontaneously ignite. I wonder how hot dogs would have tasted after being flame cooked in that fire pit.

Today, the Navy Public Works Center Environmental Business Line is dedicated to ensuring such sins of the past are



never repeated and old contaminated sites are cleaned up. I am here to report to you that our efforts are an unqualified success! How are we doing this you ask? At the top of the list of importance, without even a close second, are the people. I write this article with great pride, knowing that the employees within Environmental are the **BEST** in our field. Next we must be knowledgeable of the complex laws/regulations and be smart with new technologies.

Consider for a moment the tremendous accomplishments of our Hazardous Waste and Industrial/Oily Waste Product Lines. A walk through our facilities would reveal modern, well maintained, efficiently run operations. One tangible result of this attention to detail would be the reduction in regulatory violations over the past several years. For example, the number of violations per inspection has dropped about **90%** since the early 1990s.

Consider also our state-of-the-art environmental laboratory. We are very proud of the fact that, recently, we became the first Navy

lab to be certified as meeting the most stringent quality assurance requirements under the National Environmental Lab Accreditation Program.

When discussing success stories we certainly should include our Environmental Projects Team, the newest member to our list of Product Lines (just 3 years old). High customer praise has been given this team for their work in such areas as Emergency Planning and Community Right-to-Know Act (EPCRA) issues. Reducing toxic air emissions is the ultimate goal of EPCRA.

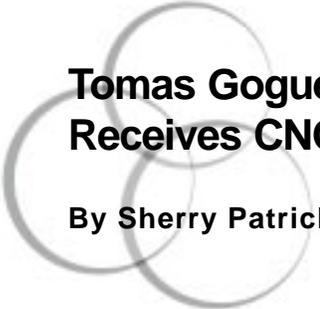
As you can see, current operations ensure our customers on-going environmental needs are being met. The final crowning achievement, then, involves our efforts to clean up past contamination. The Site Assessment/Remediation Product Line, organized in 1994, has experienced tremendous success doing just that. Our first efforts were to remove old abandoned, leaking underground storage tanks. we have removed nearly all of them, totaling over 400. The next step

was to assess the damage to the soil and groundwater at these tank sites as well as other more seriously contaminated sites. One of our most successful tools to perform such investigations is the Site Characterization and Analysis Penetrometer System (SCAPS). On the remediation (cleanup) side, we are developing and operating treatment plants such as the free-product recovery plant at the NASNI fuel farm. Here, our talented team is removing about 600,000 gallons of fuel that has been historically spilled into the soil and is now residing on top of the groundwater. In recognition of our accomplishments in efficiently and effectively cleaning up and gaining regulatory closure on previously contaminated sites, we were recently awarded the 2001 CNO Environmental Restoration Award. The award will be presented in Washington DC on 30 April.

Our success certainly is bolstered by close alliance with the other business lines within the Center. Together, we are providing a solid framework of support to our customers.

<p>PWC Hotline</p> <p>(619) 556-8477</p> <p>Steve Mahoney Command Evaluation Office</p>	
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Tomas Gogue, Employee Driven Cultural Safety Forum Coordinator Receives CNO Safety Award

By Sherry Patrick

Everyone is concerned about safety on the job, but the Navy Public Works Center San Diego's Employee Driven Cultural Safety Forum takes safety to the next level. The Forum has performed a tremendous job informing PWC San Diego employees about safe practices, equipment, and training.

Because the Safety Forum is so dedicated to the practice of safety, the Forum Coordinator, Tomas Gogue was able to submit three PWC San Diego safety success stories to the Chief of Naval Operations Occupational Safety and Health success program.

The Chief of Naval Operations Occupational Safety

and Health office developed a program to highlight the safety success stories and designed a web site at <http://www.navosh.net/strategic/success/about/index.html> so the public will be able to view and perhaps share ideas on improving safety in the work environment.

Mr. Gogue submitted the first success story on the success of an automated separatory funnel shaker. This equipment increased laboratory efficiency and reduced the risk of cumulative trauma disorders, chemical burns as well as other injuries. The second success story was the mechanical carpet puller. These carpet pullers have virtually eliminated cumulative trauma disorder.

The third story involved the Hazard Abatement Program funding

for an automated system for covering trucks to eliminate falls and cumulative trauma disorder conditions. The Hazard Abatement Program increased productivity and resulted in the reduction of direct costs by over 70 thousand dollars per year.

These success stories are the results of commitment to being safe on the job and as a result The Chief of Naval Operations recognizes the effort through their award program.

Congratulations Mr. Gogue on receiving the CNO Safety Award!



HRSC-SW BULLETIN - TSP OPEN SEASON

MAY 15, 2002 - JULY 31, 2002

The next Thrift Savings Plan (TSP) open season begins May 15, 2002 and ends July 31, 2002. During the open season, you may begin contributing to the TSP or change the amount of your TSP contribution. **Contribution limits effective in July 2002:** 12% for FERS employees and 7% for CSRS employees. **IRS annual deferral limit for 2002:** \$11,000.

How to make a contribution election. TSP contribution elections should be made through the Employee

Benefits Information System (EBIS). The **EBIS** is a World Wide Web application that allows you to access general and personal benefit information and to conduct electronic transactions 24 hours a day/7 days a week using a desktop computer that has access to the Internet. Internet-accessible computers are available at many work sites, HRO Self-service Centers, libraries or commercial printing shops (i.e. Kinko's).

To access **EBIS**, go to the Department of the Navy Civilian

Information Center web site at www.civilianbenefits.hroc.navy.mil. The screens will guide you through establishing your user account. If you have problems creating a user account or other questions about EBIS, please contact the HRSC-SW, Benefits Division at 1-800-831-0622, ext. 5554 or (619) 615-5554 or via email at benefits@sw.hroc.navy.mil.

When elections become effective. When you input your election into EBIS between May 15, 2002 and July 13, 2002, it will



become effective the first full pay period in July 2002 (pay period beginning July 14, 2002). Elections input by an employee into EBIS on July 14, 2002 but no later than July 27, 2002 will become effective the first full pay period after the employee inputs the election into EBIS (pay period beginning July 28, 2002). Elections input into EBIS from July 28 through July 31, 2002 will become effective the first full pay period after the employee inputs the election into EBIS (pay period beginning August 11, 2002).

PLEASE REMEMBER TO PRINT OUT YOUR CONFIRMATION SCREEN FROM EBIS BEFORE EXITING THE PROGRAM AND RETAIN A COPY OF THE DOCUMENT FOR YOUR RECORDS AS PROOF OF YOUR TRANSACTION.

Belated elections. Decisions to grant belated elections will be made by the HRSC-SW Benefits Division on a case-by-case basis. Per Title 5, Code of Federal Regulations, Section 1600.16, an employee requesting a belated election is required to provide documentation sufficient to allow

the HRSC-SW Benefits Division to determine that reasons existed beyond the employee's control that prevented him or her from making a contribution election within the time limits.

How to allocate contributions. Allocation of your contributions cannot be made through EBIS. To allocate your contributions among the five investment funds, you must use the TSP web site at www.tsp.gov (Account Access Section), or call the TSP ThriftLine at (504) 255-8777, or submit a Form TSP-50, Investment Allocation. If you use the web site or the ThriftLine, you will need your Social Security number (SSN) and your TSP Personal Identification Number (PIN). By using the web site or the ThriftLine, your request is recorded immediately, avoiding the mailing and processing time of a paper request.

If you choose to use a TSP-50 form, be aware that this form is not available from the web site. This is because the form is designed to be read by an optical scanner, and if it were downloaded

from the web, proper scanning might not be possible. Also, for this reason, you may not submit a photocopy of the form. Therefore, your local HRO or the HRSC-SW, Benefits and Performance Division will continue to stock this form. Employees must send all completed TSP-50 forms directly to **TSP Service Office, National Finance Center, P.O. Box 60012, New Orleans, LA 70160-0012.**

Remember: Do not submit any TSP-50 forms to the HRSC-SW, your local HRO or Administrative Department.

TSP OPEN SEASON...MAY 15, 2002 THROUGH JULY 31, 2002 QUESTIONS?? CALL HRSC-SW BENEFITS DIVISION: 1-800-831-0622 EXT. 5554; (619) 615-5554; DSN 245-5554 EMAIL: benefits@sw.hroc.navy.mil

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DOD INTRODUCES A NEW ID CARD

The Command Access Card (CAC)

The new identification card will perform more functions than the old identification card.

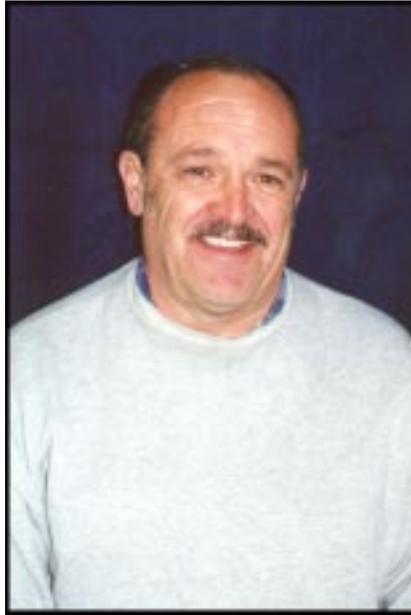
1. It can replace existing building and controlled space passes. *Your local command will inform you if that is happening at your location.*
2. If you use a computer at work, the card will let you log on to your computer, encrypt or encode your email, or electronically "sign" documents. *Your local command will tell you when that will happen and how to do it.*
3. Some commands will use the computer chip in day-to-day business to reduce your "hurry up and wait" time, or help you do your job better. The number of commands using the chip will increase over time. *Your local command will tell you if this is happening at your location.*

Michael Zaspal is Safety Employee of the Quarter for the First Quarter

By Sherry Patrick, Public Affairs Specialist

Pipefitter Michael Zaspal is Navy Public Works Center's Safety Employee of the Quarter for the First Quarter of 2002. Mr. Zaspal has worked for PWC for 32 years, joining the Center in 1970 after working for the National Steel and Shipbuilding Company.

Mr. Zaspal is very safety conscious. He researches the procurement of tools and safety items that will allow the journeymen to work more efficiently and safely. He is actively involved with the stand-up safety meetings and makes his fellow journeymen aware of the potential hazards he has observed while performing his job and while assisting others. "Mike works quickly and efficiently, but he always takes the time to do it safely,"



said Thomas Demolen, supervisor.

Mr. Zaspal instructs the less experienced journeyman in the proper methods of using equipment such as drain snakes and pipe threading machines, lessening the possibility of being hurt. He is constantly alert to potential safety hazards and makes sure the proper procedures are followed and the correct tools are used for each job he performs, as is evident by his zero injury record for the past five years. Mr. Zaspal's response to receiving the Safety Employee of the Quarter award was a bit surprising, "I feel very honored and appreciated to be recommended for this award," said Mr. Zaspal.

Congratulations, Michael!

ANNUAL NOTICE: WEINGARTEN RIGHTS

To all bargaining unit employees:

Under Title 5, U. S. Code, Section 7114 (a)(2)(B), a union representative accorded exclusive recognition must be given the opportunity to be present at any examination of a bargaining unit member in connection with an investigation by a management representative if the following conditions exist:

1. The employee reasonably believes that the examination may result in disciplinary action against the employee; and
2. The employee requests representation.

Please bear in mind that if you do not request a representative, your supervisor is not obligated to advise you of this right, or request a representative on your behalf.

GENE A. FRANKLIN
Personnel Management Advisor