

# THE CENTERLINE

Third Quarter 2003  
Vol.39, No. 3

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

ROLLIE  
CUNNINGHAM



Rollie Cunningham,  
construction mechanic with the  
Maintenance Business Line creates  
an X-Ray Cabinet for the radiology  
department at the Naval Hospital  
San Diego.



# Top Side Quality Line

As I make my way around the Command during my All Hands gatherings, I am encouraged to hear some of the questions you are asking. More importantly, it's the type of questions you are asking that gives me the sense there is an awareness of the major issues and challenges we face today.

The measures of success for our communication strategy at PWC can be varied and often requires an inductive reasoning process of the outcomes to deduce the right level of application of media. Simply put, does the feedback from you indicate that the intended message is getting through?

There are many mechanisms for feedback. Most of you recently completed the annual computer training class during which you had an opportunity to participate in FaCTS, the employee survey given by our parent Command, the Naval Facilities Engineering Command. We exceeded our participation by nearly five-tenths of a percentage point, a small yet incremental improvement over last year's total numbers. What can we deduce from that? Simply stated, more of you wanted your voices heard by the decision makers here and in Washington DC.

Other venues for feedback include quarterly meetings with your Business Line Managers, monthly stand-ups with your Product and Service Line Managers and weekly meetings with your First Line Supervisors. Those are your opportunities to speak up and have



your questions answered, your concerns addressed or to give a co-worker a verbal pat-on-the-back. It's a chance to have your voice heard.

Our Intranet has several areas you can go to and provide your thoughts and ideas. For those of you wishing to be heard, but not necessarily be recognized, one or two of those feedback mechanisms allow you to remain anonymous. Some opinions can be viewed as unpopular, but that doesn't make them any less valuable.

Your feedback is critical to the way we do things on a daily basis. It also plays an important role in mapping our future. I encourage you to use whichever means you are most comfortable with to keep the communication flowing. As always, be safe...please take care of yourself and take care of each other.

## THE CENTERLINE

Navy Public Works Center  
San Diego, California  
Volume 39, Number 3

### THE CENTERLINE

The Centerline is published in the interest of personnel of the Navy Public Works Center, San Diego.

#### Commanding Officer

Captain James M. Barrett III, CEC, USN

#### Executive Officer

Captain April F. Heinze, CEC, USN

#### Editorial Staff

N. Scott Sutherland,  
Public Affairs Officer / Editor

Sherry Patrick,  
Public Affairs Specialist / Managing  
Editor

Jose Ortiz,  
Art Director

All opinions and statements herein are those of the writers and are not to be construed as the official views of the U. S. Government or the Department of the Navy.

Contributions are welcome, but the Commanding Officer of PWC reserves the right to correct, edit, and omit material as necessary to conform to The Centerline editorial policy. The Centerline is served by the Armed Forces Press Service and the Chief of Information Navy News Service. The Centerline is printed from appropriated funds in compliance with NPPR P-35, Rev. Jan. 1974. The Editorial Office is located in Building 121, PWC Headquarters Compound aboard Naval Base San Diego.

## PWC Hotline

**(619) 556-8477**

**Steve Mahoney**

**Command  
Evaluation Office**



# PWC Welcomes New Executive Officer



Captain April F. Heinze is the new Executive Officer for the Navy Public Works Center San Diego. Capt. Heinze relieved Capt. Mark Handley who transferred to the Twenty Second Naval Construction Regiment in Gulfport, Miss. Capt. Heinze is a native of Yorktown, Virginia. She graduated from the University of Virginia with a Bachelor of Science degree in Mechanical Engineering in 1982 and was commissioned an Ensign in the Civil Engineer Corps through the NROTC program. She received a Master of Science degree in Engineering from the University of Washington in 1987 and completed an Advanced Executive Program at Kellogg Graduate School of Management, Northwestern University in May 2003. Captain Heinze assumed her current duties as Executive Officer on the Navy Public Works Center in June 2003.

Following initial training, she was assigned as Assistant Resident Officer in Charge of Construction, Pearl Harbor Naval Shipyard from 1982 to 1984. She then transferred to Naval Station, Mare

Island where she served as the Public Works Officer, from 1984 to 1986. She served as Activity Civil Engineer and Special Projects Program Officer for the Navy Public Works Center, San Francisco Bay, from 1987 to 1989.

During 1989 to 1991, she was assigned to Amphibious Construction Battalion ONE as Administrative Officer, Company Commander and Assistant Operations Officer. In August 1990, she deployed to Al Jubayl, Saudi Arabia during Operation Desert Shield and participated in the first operational offload of nine Maritime Preposition Ships.

Immediately following the volcanic eruption of Mt. Pinatubo, she was assigned as Staff Civil Engineer, Naval Ship Repair Facility, Subic Bay, Republic of the Philippines, where she was responsible for damage assessment, disaster recovery and final closure of the command from 1991 to 1992. She returned to the United States as Resident Officer in Charge of Construction, San Diego, South Bay area from 1992 to 1994. From 1994 to 1996 she served as Director, Caretaker Division, BRAC Program Office, Southwest Division, Naval Facilities Engineering Command.

From 1996 to 1998 Captain Heinze was assigned to CINCLANTFLT (N46) as the Air Station Advocate and Project Leader for the Installation Claimant Consolidation initiative responsible for coordinating the transfer of additional bases and resources to CINCLANTFLT. In 1998, Captain Heinze returned to Southwest Division as the Camp Pendleton

Operations Officer, responsible for all engineering, environmental, utilities, real estate and construction services provided to MCB Camp Pendleton and the Mountain Warfare Training Center.

From May 2000 to September 2002 Captain Heinze served on the Secretary of Defense staff as the Military Assistant to the Deputy Under Secretary of Defense (Environmental Security) and as the Military Assistant to the Principal Deputy Under Secretary of Defense (Acquisition, Technology and Logistics). She served on the Naval Facilities Engineering Command Headquarters staff until June 2003 as the Director of Strategic Sourcing and Director of Facility Support Services responsible for improvements in performance-based contracting and standardizing processes in base operations support.

Captain Heinze's awards include the Defense Meritorious Service Medal, two Meritorious Service Medals, three Navy Commendation Medals and the Navy Achievement Medal. She is a distinguished graduate of the Naval War College (off campus program), a Seabee Combat Warfare Specialist, and a Navy Acquisition Professional, DAWIA level 3 (contracting). She is a member of the Society of American Military Engineers and a licensed Mechanical Engineer in California.

Captain Heinze is married to Captain Marvin Heinze, a special operations officer currently serving on the Joint Staff (J3).

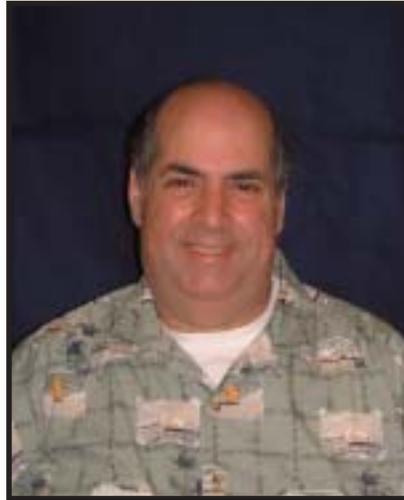


# Stephen Crover honored with Spring Leadership Award

By LCDR Marc Delano, Assistant Production Officer

Production Services Support Manager, Stephen Crover, with the Engineering Business Line, received the PWC Spring Leadership Award for 2003. Mr. Crover truly epitomizes the spirit and persona associated with this prestigious award, providing an outstanding example of leadership, teamwork, and dedication to excellence for all to emulate. His contributions are far reaching in nature and have truly made a profound impact to the overall operations and quality of life and service here at PWC San Diego. Mr. Crover's involvement with the Maintenance Business Line Commercial Activities (CA) effort, and more specifically, his role as the Performance Work Statement (PWS) lead activity representative has been paramount to the overall success of the Maintenance Business Line Commercial Activities effort thus far. Specifically, he has skillfully led a team of technical subject matter experts in the development and documentation of almost \$1B in maintenance requirements over a 7-year duration, servicing 200 distinct clients. As the team lead, Mr. Crover was responsible for obtaining and properly formatting tens of thousands of pieces of historical data from Maximo, as well as accurately and thoroughly writing all maintenance requirements in the verbiage portion of the Performance Work Statement.

His unsurpassed teamwork, superlative management skills, and unwavering devotion to accomplishing the mission, has



been the cornerstone behind a very effective and efficient Performance Work Statement team. These traits however, have not been restricted exclusively to the Maintenance Performance Work Statement effort, as Mr. Crover has also played a big role in the Environmental Business Line Commercial Activities study as well. His leadership and willingness to help has been a key success factor behind Environmental's study, as he has gone out of his way to share lessons learned with his Performance Work Statement counterpart in the Environmental Business Line. Overall, the fact that Mr. Crover was selected to lead our efforts in crafting a Performance Work Statement of this magnitude and complexity (\$1B in requirements, 200 clients, 20 month pilot study, Installation Management and Accounting Program (IMAP) and Base Operating Support (BOS) template integration), speaks volumes to the level of trust, competency,

maturity, and leadership viewed by Mr. Crover's immediate chain of command.

Despite his full time involvement with the Maintenance Commercial Activities/Performance Work Statement, Mr. Crover was still able to provide essential assistance in our recent tool room/ tool program improvements. Extremely proficient in information technologies (IT), Mr. Crover was the driving force behind our newly implemented tool inventory software currently used in all seven of our tool rooms. Working hand-in-hand with PWC's Information Systems Department, Mr. Crover spear headed efforts to implement a comprehensive, real time, tool tracking system focused on bolstering daily tool room operations, while at the same time, yielding invaluable inventory and budgetary information for over 10,000 stocked items throughout the Center. His tenacious efforts and untiring dedication have culminated in the effective implementation of a highly effective tool tracking system and the subsequent follow-on training of eight tool room attendants. This in turn has served to greatly enhance our command tool program, which impacts our ability to serve our workforce and clients. Mr. Crover is an impact player whose efforts and contributions are far reaching and without comparison. Congratulations, Stephen on receiving the Spring Leadership Award!

# Environmental Business Line Supervisor, Jerome Jackson receives Supervisor of the Second Quarter



Mr. Jerome Jackson, an environmental protection specialist supervisor with the Environmental Business Line was recognized as Supervisor of the Quarter for the Second Quarter for 2003. Mr. Jackson supervises the Navy Public Works Center's Hazardous Waste Facility, which provides hazardous waste removal services for commands at Naval Base Coronado.



Mr. Jackson's duties include managing a budget of nearly one million dollars and over two million pounds of containerized hazardous waste material annually. He implements cost effective methods of managing hazardous waste material, and recently refurbished and placed into operation a large drum crusher used to crush large

steel containers for scrap metal recycling rather than disposing the containers in the landfill. Mr. Jackson receives numerous letters of recognition from clients because he continually implements ways to provide them better, faster, and more cost-effective service.

Due to state and local environmental regulations concerning hazardous waste material, Mr. Jackson performs his duties in a meticulous manner and is alert and constantly aware of new regulations concerning waste hazards.

As a supervisor in the Environmental Business Line, Mr. Jackson is always willing to listen to his employees and consider their ideas or suggestions. He views his supervisory position as that of a mentor, never hesitating to share his knowledge with his employees so they are able to perform their jobs better.

Congratulations, Jerome, on receiving the Supervisor of the Quarter award!

## Tool Room

By Fran Van Horn, Deputy Production Officer

Over the past few months our command wide tool program has been the focus of much attention and hard work. From extensive renovations to a complete revamping of the stocking processes, we have all been working diligently to elevate the overall effectiveness of the tool room program. The goal has and continues to be, a system that provides personnel with the tools they need to do their

job both safely and efficiently. This initiative has been a success due to communications within all levels of the chain of command. The plan is to increase emphasis on the program maintenance. The Center has made tremendous progress and stands committed to maintaining the tool program at peak condition for the future. As part of our continued communications with the tool program, Capt. Barrett discussed

tool room concerns, such as improving functionality, procuring and properly stocking the tool rooms, during Supervisory All Hands Meetings and the Federal Managers Association luncheon. Over \$200K worth of tools such as routers, multi-meters, nailers, generators, paint sprayers, sanders/grinders, sump pumps, tile cutters, fiberglass ladders, wheelbarrows, vacuums, have been purchased to date.

# Employees of the Second Quarter for 2003

By Sherry Patrick, Public Affairs Specialist

The following employees from the Maintenance, Utilities, Transportation, Engineering, Environmental Business Lines and Key Support Services were recognized as Employees of the Second Quarter for 2003.



Industrial equipment mechanic Joseph Tarango works at the SERE Camp Remote Training Center at Warner Springs. He performs all maintenance tasks at the training center, which include wastewater treatment, air conditioning, plumbing, general building repairs and electrical operations, and is certified in refrigerant recovery. He also has micro purchasing contract authority, which prevents lost time with material purchasing, delivery services and contractor services. Mr. Tarango is an exemplary employee with a "can do" attitude.



Angel Transfiguracion, a high voltage air conditioning mechanic with the Maintenance Business Line is responsible for operation of

the air conditioning, heating, ventilation and hot water systems at the Fleet Industrial Supply Center, Naval Facilities Engineering Command Southwest Division, and several commands located at Naval Base San Diego. Mr.

Transfiguracion receives numerous letters of appreciation from clients due to the professional way he performs his job, which is demonstrated by the letters of appreciation he receives.



George Gorman, an electrical engineering technician is one of four employees selected for the Maintenance Business Line Employees of the Quarter Award. Mr. Gorman joined PWC in 1978 as an electrical worker trainee. He has worked in the Utilities Business Line as a high voltage lineman and later transferred to the Maintenance Business Line. Mr. Gorman is an innovative employee who looks for ways to pass on savings to the command. He developed a method of utilizing pull switches on lighting switches that support task lighting in specific work areas at the Taylor Street complex. This reduced the utility costs and allowed the complex to meet the current regional energy reduction criteria. Mr. Gorman also designed an air circulation system employing low draw ceiling fans in open office

spaces. This process significantly dispersed solar heat resulting in fewer air conditioned cooling days, and extended the air conditioning equipment life cycles which also produced a utility cost savings.

The fourth employee from the Maintenance Business Line is Arthur Dibble, a painter work leader with the Alteration and Repair Product Line. Mr. Dibble inspires teamwork among his co-workers and works with the end in mind and his conscientious work habits save time and money while delivering a superior service. Mr. Dibble has a professional rapport with his clients as well as his co-workers. He is a reliable, responsible and consistent employee.



Utilities Business Line Electric Power Controller Mel Carino received the Employee of the Quarter Award for the Second Quarter. Mr. Carino's duties as the lead person in the installation of the new boiler system included the re-piping of the waste water recovery system for water conservation, the installation of a more environmental friendly set of air dryers for the medical, dental and laboratory air systems, he troubleshot and repaired the water conditioner booster pump as well as repaired the co-generation control switch gear for steam and electrical generation. Mr. Carino is always willing to assist others and

volunteers for projects when needed. He provides assistance to the contractors and technicians in troubleshooting and repairing of the chilled water generator. Mr. Carino has worked in the Utilities Department at the Naval Hospital since joining PWC in 1986. Mr. Carino was extremely pleased to receive the Employee of the Quarter Award for his department because his brother, Angel Transfiguracion, was awarded the Employee of the Quarter for the Second Quarter from the Maintenance Business Line.



The Transportation Business Line selected Mobile Equipment Servicer Larry Kinong as Employee of the Quarter for the Second Quarter. Mr. Kinong is a dependable employee who is dedicated to his job and the clients he serves. He accepts any challenge and his dedication to quality sets a high standard for his peers to emulate. Mr. Kinong's flexibility within his job and his responsiveness to clients is reflected in his outstanding service. He is a great asset to the Transportation Business Line team.



Engineering Technician Edd Sandusky is the Engineering Business Line's Employee of the Quarter for the Second Quarter. Mr. Sandusky joined PWC in 1981 as a carpenter at the Naval Hospital San Diego. He held positions as

construction representative, project manager and housing service manager since coming to PWC; he is currently the work management team leader for the Engineering Business Line. Mr. Sandusky served as the project manager for the topside renovation of Bldg. 121, and the office spaces for Commander Third Fleet staff. As a Project Manager, Mr. Sandusky demonstrates his ability to meet scheduled deadlines and budgets and he continues to provide excellent leadership and support to our clients.



The Environmental Business Line selected Ronald Savely as Employee of the Quarter for the Second Quarter. Mr. Savely is a utility systems operator for Code 920. He provides technical and administrative support to operators at the Naval Base San Diego and Naval Base Point Loma facilities during the second shift. Mr. Savely is extremely dedicated to his job at the treatment plant and is instrumental in the total operation of the plant. He gets involved in completing repairs, ordering parts and working with other operators as a team to improve operations. His strong mechanical background is invaluable with guiding operators and checking to ensure everything is in working condition. Mr. Savely resolved an overflow problem on a piece of equipment that had been installed on a temporary oil recovery plant while the existing system was being repaired. Mr. Savely joined PWC in 1991 and worked in the Transportation Business Line before transferring over to Environmental.



The Key Support Services includes the Commanding Officer and Executive Officer Staff, Legal Council, Security, Internal Review, Administration, Comptroller, and Information Systems. The Key Support Services Employee of the Second Quarter is Staff Accountant, Julie Whitlam, from the Internal Review Office. Ms. Whitlam is a certified Internal Auditor who transferred to PWC from the Naval Audit Service command. Although working in a stressful environment such as the Internal Review Office, Ms. Whitlam does not let the stress of her position affect her positive personality. She received high praise for her investigative skills, supporting documentary evidence, and testimony during a special task investigation where she worked closely with the Southern California Fraud Task Force. Ms. Whitlam provides PWC managers with options to control and monitor purchase activity with the on-base supply contractor. Ms. Whitlam conducts reviews as a team effort with managers and employees to improve controls and purchasing processes. With her professional demeanor, Ms. Whitlam always looks for the "Win-Win" in all situations. She willingly puts forth the extra effort to provide information and recommendations to any problem.

Congratulations, to all of the Employees of the Second Quarter!



# OVERSIGHT OF CONTRACTOR CRANES IN SAN DIEGO A SUCCESS STORY

By Joe Walter, Mechanical Engineering Technician

Reports of serious contractor crane accidents continue to flow into the Navy Crane Center. Ensuring the safety of contractor crane operations at naval activities is a challenge both for the commanding officers and for contracting officers. In the San Diego area, the Navy tried a new approach, which has shown good results.

The three Navy bases in the metropolitan San Diego area are host activities to dozens of agencies that have contracting authority, and contractor cranes are a common sight at these activities. Understanding and meeting the requirements of NAVFAC P-307 for ensuring the safety of contractor crane operations was a major problem because policies and contract requirements at different bases varied.

The Public Works Officers met with Navy Public Works Center San Diego (PWCSO) and the contracting officers to formulate a uniform strategy. It was quickly recognized that PWCSO had the expertise necessary to oversee contractor crane operations and should be involved in the program. As this issue involved multiple bases and tenant activities, Commander Navy Region Southwest (CNRSW) provided funding to support PWCSO's involvement in the program. CNRSW delegated some of the contracting officers' oversight responsibilities to PWCSO.

To start, PWCSO drafted an instruction for each of the three naval bases prescribing the access requirements for contractor cranes.

After obtaining concurrence from the base commanding officers, PWCSO held briefings with contracting officers and contractors, and also provided training to base security personnel. At each base, access is restricted to cranes that have valid entry permits. In addition to the certificate of compliance noted in NAVFAC P-307, an access permit requires a review of crane condition and operation by a PWCSO representative. When reviewing the crane, the PWCSO representative uses a checklist that identifies Occupational Safety and Health Agency, ASME, and special contract requirements, such as the Army Corps of Engineers Safety Manual EM-385-1-1, which is invoked in construction contracts.

The permit is issued for the duration of the job or for 30 days, whichever is less. For long-term stays, a complete re-inspection and a new permit are required every 30 days. On a daily basis, PWCSO provides oversight of contractor crane operations at all three bases. A checklist, and discrepancy reports are sent to the cognizant contracting officer with a five-day response time identifying corrective action. These reports provide the contracting officer with performance documentation that may be used in evaluating the contractor and crane supplier for future contracts.

On a monthly basis, PWCSO provides status reports to the base commanding officers. Chronic noncompliance by a crane supplier on one base resulted in barring that particular contractor from

future work on the base. PWCSO also develops monthly and quarterly trend data for contractor cranes. One significant trend was the number of cranes found with inoperable safety devices. These trend data enable PWCSO to focus attention on specific potential deficient conditions when inspecting the cranes.

Although this program is relatively new, by most measures it has been very successful. There has been significant improvement in the condition and operation of contractor cranes in the metropolitan San Diego area. From November 2002 to the present, the percentage of cranes found with deficiencies has dropped 36 percent from the previous five-month period. Contractors and crane suppliers are now aware of the expectations when working on Navy property. The single point of contact at PWCSO facilitates crane inspection and access. Contracting officers can rely on inspection and oversight by knowledgeable personnel. Two knowledgeable PWCSO personnel can manage the whole program, which includes 30 to 55 crane inspections per month and daily oversight of contractor crane operations. The base commanding officers wholeheartedly support this initiative.

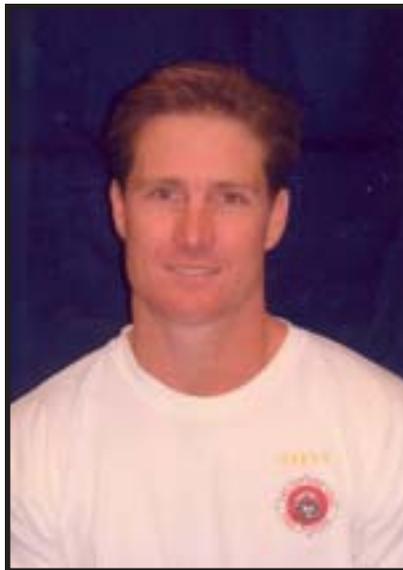
# Safety Employee of the Quarter for the Second Quarter

By Sherry Patrick, Public Affairs Specialist and Rick Tate, Diving Supervisor



Diver Steven Voyles, with the Crane and Rigging division of the Transportation Business Line, was selected as the Safety Employee of the Quarter for the Second Quarter of 2003. Mr. Voyles joined Navy Public Works Center San Diego in 1986 after a tour in the Navy where he was a military diver. Mr. Voyles received this recognition for his exceptional support in the Center's safety program. Since diving for PWC for 17 years, Mr. Voyles has received the Zero Sick Leave Award 12 times, which says a lot about his dedication to his job. He participates daily in the commands stretch and flex program, and sometimes leads the program when the instructor is absent.

Mr. Voyles actively participates in safety meetings and has a



willingness to share personal experiences, teaching others by his strict adherence to safety. He is always concerned with the safety and well being of his co-

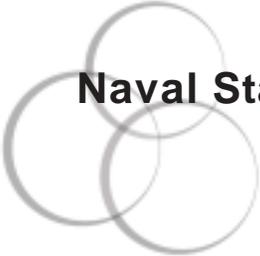
workers and establishes and pursues clear-cut safety goals and always contributes 100 percent to the team effort. He will not hesitate to stop and question his concern for safety and will not compromise safety or allow others to do so.

Mr. Voyles has recently achieved the designation of Scuba Diving Supervisor by the Commanding Officer. This comes only after demonstrating to the diving officer and diving supervisors that he can make a swift and potentially life threatening decision under stressful situations.

Congratulations, Steven, on receiving Safety Employee of the Quarter!



Joel Smith, engineering equipment operator (Code 727), removes concrete debris from former athletic field at the Fleet Combat Training Center San Diego to construct a new parking lot.



## Naval Station Recognizes PWC Employee

Navy Public Works Center San Diego employee Mr. Rolando Escalera, electrician with the Maintenance Business Line was named Naval Base San Diego Civilian of the Quarter for the Second Quarter in 2002. This award was bestowed upon Mr. Escalera for his outstanding service, devotion and exceptional commitment to customer service in support of over 30,000 military personnel assigned to over 100 ships and shore installations of the U.S. Pacific Fleet. According to his nomination, Mr. Escalera's outstanding performance of accomplishing a weekly average of 40 corrective and planned maintenance for over \$300,000 worth of foodservice equipment and facility support equipment has ensured the highest level of material readiness while providing



superlative messing support to the Sailors and Marines of the US. Pacific Fleet. Additionally, Mr. Escalera managed to extend the service life of facility equipment more than three times, saving the Navy over \$100,000 of equipment

funding for each life cycle. Mr. Escalera's dedication to superb customer service, facility maintenance and exceptional efforts directly contributed to Naval Base San Diego Galley receiving zero deficiencies in the most recent Regional Annual Occupational Safety and Health Workplace Inspection and the receiving the Commander in Chief, U.S. Pacific Fleet "Four Star" Accreditation Rating for Excellence in Food Service Operation for the second consecutive year. Mr. Escalera's dedication to quality and commitment to excellence were in keeping with the highest traditions of the United States Naval Civil Service. Congratulations, Rolando on receiving an award from one of our clients!

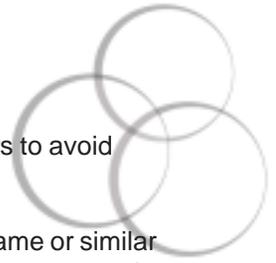


## PURCHASE CARD FLASH SEVENTEEN

**This Purchase Card Flash is sent out on a monthly basis to keep everyone up-to-date with the latest news and changes to the purchase card program; and to reinforce areas of concern at PWC San Diego.**

**1. AO Monthly Invoices.** All cardholder statements must have been turned in and certified by the AO before the AO can certify their invoice for payment. The only exception to this is if the cardholder is unavailable to complete their statement but the AO has been able to determine that the charges on the cardholder statement are valid. The AO can then annotate on the invoice that the cardholder statement has not been completed yet but has verified that there are no items to be disputed so the invoice can be paid in full.

**2. Split Purchases.** PWC San Diego just completed its semiannual purchase card review. Split purchases or what looks like split purchases was the major problem found during this review.



What exactly is a split purchase? A split purchase is the intentional break down of requirements to avoid competition requirements or to circumvent single purchase limits.

Different work order numbers or job order numbers does not matter. If the cardholder has the same or similar requirements and the total of all of these requirements is over \$2,500.00, then the cardholder must not continue with the procurement(s) but turn these requirements over to the Material Department for proper procurement.

Our reviews have shown that this intentional splitting was not always by the cardholder. Our customers know your purchase card limits as well as you do. Cardholders and supervisors must educate our customers about this problem and let them know that a cardholder may have to refuse to buy something if they know the customer is intentionally splitting.

If the cardholder has valid purchases that might appear to be split purchases, the cardholder needs to document these requirements carefully. Most reviews and audits are down several months to several years after the purchases were done and it may be hard to prove the requirements were not split purchases without proper documentation.

**3. Disputes.** The AO is responsible for faxing any disputes from a cardholder to both Citibank (605-357-2019) and the APC (619-556-7806). Cardholder responsibilities for disputes includes:

- a. Attempting to correct the problem prior to deciding to do a dispute.
- b. Filling out a dispute for each item on the statement they are going to dispute even if the charges are from the same vendor. Attach the original signed dispute to your statement.
- c. Follow-up with Citibank if the dispute has not resolved by their next month's statement.
- d. Forwarding the proper paperwork completed to the Comptroller for any disputes found in favor of the vendor.
- e. Attaching a copy of the dispute to their statement for any credits received from a dispute.

**4. FISC San Diego training.** FISC San Diego ([www.sd.fisc.navy.mil/](http://www.sd.fisc.navy.mil/)) does not accept the purchase card as payment for any training they give. The proper payment for this training is the DD1556. Blocks 27 and 29 must be completed on the DD1556. The accommodation check cannot be used to pay FISC for this training.

**5. Cleaning Services/Supplies/Equipment.** A question that has been asked very frequently in the last few months; **Can I use my purchase card to pay for cleaning services and/or cleaning supplies and equipment?** There are actually 3 different answers to this depending on the circumstances:

- a. The purchase card cannot be used to pay for scheduled cleaning services. This must be done on a contract.
- b. The purchase card can be used to pay for one time special cleaning requirements that are either not covered under the cleaning services contract or cannot be completed in the timeframe required under the current cleaning contract.
- c. The purchase card can be used to pay for cleaning supplies and equipment to supplement the cleaning services contract. Equipment such as vacuum cleaners should be plant accounted because they are considered a highly pilfer able item.

**6. Propane.** All requirements for propane should be procured through GSA contracts. The purchase card can be used as payment against these GSA contracts. PWC San Diego is also pursuing an IDC contract through FISC San Diego. There are currently 4 local vendors that have GSA contracts for the delivery of propane:

- a. Amerigas GS-10F-8701G
- b. FerrellGas GS-10F-8724G
- c. Heritage Propane Partners (locally known as ProFlame) GS-10F-8732G
- d. Suburban Propane Partners GS-10F-8748G

# FALL PROTECTION TRAINING



Recently, eighteen Navy Public Works Center San Diego employees successfully completed a Fall Arrest Systems training course conducted by the Occupational Safety and Health Administration (OSHA). The employees were from the Maintenance and Utilities Business Lines and the Safety Office. The course included various aspects of fall protection such as regulations, types of fall protection systems, personal protective equipment and quite a bit of hands on training. All this was geared towards preventing mishaps from falls and assisting PWC employees in meeting the requirements of fall protection regulations.

PWC contracted the training through OSHA and the Fall Protection Group, Inc. Two of the most competent and proficient instructors shared their expertise and experience on fall protection. During the practical exercises and drills, employees were challenged with fall hazard scenarios and tasked with implementing solutions as individuals and groups. The class was very well received and employees were able to demonstrate some innovative and effective problem-solving techniques and skills. Below are pictures of the course both in the classroom and at the NBSD Brow Yard.



Marty Lalonde, Fall Protection Group instructor (left) and Mike Anderson, OSHA instructor (right) demonstrates the proper connection of a horizontal lifeline system.



Marty Lalonde, Fall Protection Group instructor models the safety harness for PWC employees.



Marty Lalonde, Fall Protection Group instructor demonstrates the harness exercise.

