

# THE CENTERLINE

Fourth Quarter 2002  
Vol.38, No. 4

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

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Rolondo Untal,  
a Carpenter with the  
Maintenance Business Line,  
constructs a storage shelving unit  
at NAVPECOM Detachment  
San Diego.



# Top Side Quality Line

## Our First Year Together

It has been just over a year since I arrived at PWC San Diego. Before I even got here, I was extremely impressed with the reputation established by your performance. You had just been awarded the Presidential Quality Award (first NAVFAC command to do so) and you had all responded exceptionally well to the energy shortages in southern California. As I look back on the year that I have been with you, I find that you have done even better. While we did not volunteer for any more evaluations, we have been reviewed daily by every one of our customers as we deliver the best possible public works services available. The Naval Facilities Engineering Command and Commander Pacific Fleet Inspectors General validated your outstanding performance recently during their command visit and I have every expectation that you will continue to do well during this next year.

The tragedy of September 11th and the yearlong aftermath that underscored the changes in our country, our armed forces, our communities and our work sites will be felt for a long time to come. Your response to the increased security measures and your strong dedication to executing our mission since that day have never been more important to our warfighters' readiness and their quality of life ashore. Please remember that you are an integral part of the Navy's latest efforts in

the war on terrorism and in keeping this nation safe.

We've selected new Department Heads for three of our Business Lines (Engineering, Utilities and Maintenance), all from within the Command or Regional Facilities Offices, allowing us to re-build our senior management team from a position of strong continuity and public works experience. We are moving quickly and confidently through the Commercial Activities Study (CA-76) for Transportation and we've formed the Teams to start our CA-76 Studies in Maintenance and Environmental Services. With the help of individuals from those areas, we will further improve delivery of services to our customers over the next two years. Your performance in practically every area has been impressive but I would be negligent if I did not mention one specific group. In spite of increasing controls, process changes and continuing reviews, the group of folks scattered throughout the command with responsibility for purchase cards continue to do us proud in their understanding of what is required and their actions to do what is right. Thanks to all of you.

This next year will see us begin implementation of a Community Management Program that is intended to help each of you in planning your federal careers. You'll see more information as we get closer to rolling it out but the program is designed to identify various levels of competency and



training expected within specific job series as individuals advance. Since the Community Management Program is one of many web-based programs coming out from Headquarters, the computer training many of you received last summer while participating in the FaCTS Employee Survey should prove helpful. Speaking of the survey, almost 70% of you participated and we hope to get the results back in mid-November so that we can start sharing the information you provided and fixing what you told us needs help.

Overall, you have done a superb job. I encourage all of you to share your stories with each other, your supervisors, your families and with me as I am able to make my way around the Command. Your experiences are full of insights and ideas that are more valuable to this organization than many of you realize. Bring them up in your daily discussions around your work site. I strongly urge all of you to keep the avenues of communication wide open. I am proud to be a part of your organization and I am looking forward to our continued success in delivering the finest public works products and services available. As always, be safe... please take care yourself and take care of each other.

## THE CENTERLINE

Navy Public Works Center  
San Diego, California  
Volume 38, Number 4

### 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 Mark A. Handley, CEC, USN

Editorial Staff

N. Scott Sutherland, Public Affairs Officer / Editor

Sherry Patrick, Public Affairs Specialist /

Managing Editor

Jose Ortiz, Art Director

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## PWC Hotline

(619) 556-8477

**Steve Mahoney**

**Command  
Evaluation Office**



# Strategic Sponsorship Team 4 Upgrades Awards Process

By Navy Public Works Center Quality Office

As many of you are aware, our Executive Steering Committee (ESC) has been actively addressing many of the World Class Team, California Awards for Performance Excellence (CAPE), and Presidential Quality Award (PQA) recommendations through the Strategic Business Plan. An area of interest to many has been the awards process within the Center. As a result, Strategic Sponsorship Team (SST 4) has been actively examining current processes for employee recognition, and has developed revised procedures to the new awards process. The new processes and procedures were recently briefed to the ESC and were approved for implementation.

The ESC is confident this new awards approach will be a catalyst toward achieving the goal of "Personal Leadership by Everyone, fully realizing personal leadership and teamwork enable all of us to deliver great performance." Recognition through personal awards has long been a key tool used by management to highlight significant employee professional performance. In order to allow management even greater opportunities to recognize outstanding accomplishments, the awards program has been restructured, allowing for increased award levels and/or additional non-monetary recognition. This model should

generate greater involvement at all levels.

The new approach will allow the Employee of the Quarter recognition to focus at the Business Line level (four selections within the Maintenance Business Line) vice the command level, expanding the number of awards from four annually to thirty-six, thereby providing a much larger pool of candidates for the PWC Employee of the Year. In addition, Center supervisors will now have two levels of awards. The semi-annual Leadership Award and a Supervisor of the Quarter award for the first line supervisors. These awards also will provide additional candidates for the new PWC Supervisor of the Year award.

Our non-monetary awards for On-the-Spot recognition will be reinvigorated with employee recommendations for new gifts attained through our Graybar contractor. Check the PWC Intranet for updates on those items in the very near future.

Realizing there are many other concerns within the Center, this revamped recognition process will benefit everyone well beyond the awardees.



# Competitive Analysis (CA76) Studies

By Don Chick, PWC Business Manager

Hopefully by now you all know that most of the Public Works Center employees have been, will be, or are currently involved in the CA76 process. The CA76 process is a Department of Defense (DoD) mandate that allows certain functions to be outsourced if they are not competitive.

Currently there are over 900 positions officially under study in our Public Works Center. The areas under study include the Environmental Department (Code 900), the Maintenance Department (Code 500), and Crane and Rigging (including Divers) in the Transportation Department (Code 700). Operations and Maintenance (Code 700) and Pest Control (Code 500) have completed their CA76 Studies and the functions will remain in house. In other words, PWC won those studies and we are the best organization to perform the work for our clients. Engineering (Code 400) and Material Services (Code 800) are scheduled to start during this fiscal year after a Congressional announcement. Although there are a myriad of rules, there are several questions I would like to answer.

**Q. How long does a CA76 study take?**

*A. Congress has mandated a maximum of 48 months for the completion of the CA76 Studies. Navy has directed that their CA76 Studies take no longer than 36 months. The Code 500 and 900 Studies have been designated as pilots and are scheduled for 20 months. These two pilot Studies will be discussed in more detail in the upcoming issues of the Centerline.*

**Q. What is a Performance Work Statement (PWS)?**

*A. The PWS describes the amount and types of work to be accomplished. What type of buildings and equipment, how large are they, how many cranes are required to be maintained, how quickly do I have to respond to a reported oil spill? The PWS is the “contract” that will be followed by the private sector contractor that wins the bid or PWC if the function remains in house.*

**Q. What is the PWC Management Plan (MP)?**

*A. The MP is the PWC “bid” or response to the PWS. The MP includes all costs that will be incurred in the execution of the PWS including material and equipment costs and labor costs. The critical piece of the MP will be the PWC “Most Efficient Organization” (MEO). Every position included in the MEO must have a complete description including pay grade and job series. An independent government auditor will review the MP prior to a final decision and if the functions remain in house we will submit our MEO for review once every year.*

**Q. Why should I cooperate with contactors asking questions about my work?**

*A. The contractors asking questions about your work have been hired by PWC to ensure we are able to produce the best possible PWS and MP. These contractors have also agreed not to compete for or share information about the workload described by the PWS or the government’s Management Plan. Inaccurate or incomplete information might lead to a less competitive MP and result in the workload described in the PWS to be outsourced. Higher costs to taxpayers and/or less money for weapon systems might also result from inaccurate or incomplete information.*

Please consult your supervisor if you have additional questions regarding CA76 Studies in progress at the Center. You can also visit our Intranet for the latest updates, including direct feedback to queries from the field. In the next Centerline issue I will discuss the potential impact of the CA76 Pilot Studies as well as the Financial Management, Functional Analysis (FA) taking place at the Center.

# A Toy Maker among Us

By Sherry Patrick, Public Affairs Specialist

In today's world of cellular phones, laptop computers, digital cable, and mass manufacturing of just about everything from food to toys, there are individuals who would rather perform tasks the simple way, by hand, one at a time. The Navy Public Works Center San Diego employs such an individual, known by friends and acquaintances, as "The Toy Maker"



or more formally as Mr. Donald Riley. Mr. Riley is an electrician with the Utilities Maintenance Business Line and he creates elaborate detailed music boxes and simple wooden toys. What began as a simple toy-making project for his son, Andrew, developed into a creative hobby of toy making. Mr. Riley's wooden toy making hobby has been on going for about 12 years. When his toy inventory increased he developed a project for his toys and called it the Give Away Program where he makes 300-400 children's toys for Women's group, Church groups and in the past for the Lindbergh/Schweitzer fund raising events at the Center, and all just for the satisfaction for spreading joy to children.

From his hobby of wooden toy making Mr. Riley began designing music boxes. He has been making them for eight years and has created five beautiful music boxes and is in the process of designing his sixth one. The Treasure Chest, The Carousel Waltz, Toyland, Arcade, and Around the World are the names of all the music boxes Mr. Riley has created from his solely imagination, and mostly for children's enjoyment; but, adults enjoy them as well. These musical masterpieces can be found bringing delight to all who see them in the lobbies of the Naval Hospital, The Children's Hospital, The South Chula Vista Library and the El Cajon Library. Mr. Riley rotates the music boxes between the different areas so visitors are able to view different ones.

The music boxes have mechanical movements; but, digital sound. "It takes about one to two years to build a music box and my drive to build them is really to bring smiles to the children when they see the animation and hear the music. This gives me an opportunity to meet people," said Mr. Riley.

Mr. Riley has received recognition for his craftsmanship from *The San Diego Home and Garden Lifestyle*, and *The Woodworker's Journal* magazines; *The San Diego Union Tribune* and *The El Cajon Eagle* newspapers and even Disney has interviewed him.

Disney was searching for toy makers to highlight the movie Santa Clause II that will air during



the holidays. Mr. Riley's Disney interview appeared on the Disney Channel show "Movie Surfer," which will air his work on the program during the months of October and November.

The most amazing thing about Mr. Riley is that he taught himself the art of toy making. He receives help from his wife, Lois who creates the sails for the ships, the burlap toy bags and the carousel top for the music boxes and his son; Andrew assists him with the maintenance and rotations of the music boxes as well as helps make some of the toys for the Give-Away program.

Mr. Riley considers toy making his gift. "If anyone looks at what I do and feels the desire to share their talent for the good of others, then I've done my job," said Mr. Riley.

The exposure from Disney has already spilled over and Mr. Riley has upcoming interviews with The Children's Hospital, a local radio station, and more Navy coverage.



# PWC Direct Digital Controls Area Wide EMS/DDC

By Paul Viergutz, Information Technology Specialist

New emerging technologies in facilities heating, ventilation and air conditioning automation for energy management and maintenance reduction has lead Navy Public Works Center San Diego (PWCSD) to create an organization to install, manage, operate, and maintain these new technologies. The Direct Digital Controls Division (Code 552) was established to oversee the operations of PWC's new Direct Digital Controls Division.

The Direct Digital Controls Division recently renovated its operations at Naval Air Station North Island by constructing a new Operational Command Center to monitor the operation of over 100 buildings in the Navy Region Southwest. Navy Public Works Center is actively pursuing savings in energy and reduced maintenance costs by using these technologies to better operate and manage facility equipment (energy savings) and to schedule maintenance based on the actual use of the equipment (maintenance saving). The result is lower energy costs and better use of the Navy Region Southwest facility maintenance dollars. Navy Public Works Center formed a partnering team of Maintenance and Utilities Business Line personnel to orchestrate the efforts of this operation. This partnership is a great example of PWC teamwork between different organizational groups sharing a common goal. This operation resulted in advancement opportunities for the Maintenance Business Line. New positions as Direct Digital Control technicians along with higher maintenance wage grade positions are being staffed. PWC has been a source

of technical information and support to other PWC's and government activities interested in starting their own Direct Digital Control operations.

Rear Admiral Johnson (below) toured the Direct Digital Control facility on his last trip to the region and praised PWC's proactive approach to reducing energy consumption and maintenance costs using this technology. PWC is maximizing these new technologies to save money, which



is now being recognized in Washington, D.C.

Maintenance and Utilities Business Line Managers were part of a group of representatives from Navy Public Works Center San Diego who traveled to Washington, D.C. for a visit to the Building Operations Command Center at the Pentagon. This visit was to share ideas on energy and maintenance savings and to learn how the Pentagon is using these same technologies to manage their facility, the largest single building in the world at 7 million sq. ft.

Since the events of Sept. 11, 2001 Direct Digital Control is playing a major role in energy



savings at the Pentagon, including how to control the facility for personnel safety in the event of a similar attack. Without Direct Digital Control controls a larger portion of the Pentagon would have been lost to the spreading fire after the attack. From the Pentagon's Building Operations Command Center (BOCC), Direct Digital Control technicians quickly manipulated the heating, ventilation, air conditioning and fire control systems to help contain the fire and control smoke infiltration to the rest of the building, giving critical time to evacuate personnel that fateful day.

With the addition of over 150 additional buildings scheduled for Direct Digital Control installation through the Navy Region Southwest, it will be possible to connect 18 Regional Base Networks together as one. Navy Public Works Center will be managing the largest Direct Digital Control site operations in the nation. With the upcoming implementation of the Navy Marine Corps Internet (NMCI) this operation will have the ability to expand beyond the Navy Region Southwest, giving Navy Public Works Center San Diego a direct link to other Regional Direct Digital Control Operations throughout the nation.

# Greg Foster—Third Quarter Safety Employee of the Quarter

By Sherry Patrick, Public Affairs Specialist

The Safety Employee of the Quarter for the Third Quarter is Greg Foster, an Insulator with the Lead and Abatement Division of the Maintenance Business Line. Mr. Foster has been an employee with Navy Public Works Center for over seven years, transferring from Mare Island Shipyard where he worked for 27 years as an Insulator/Ship Repair Supervisor.

One criterion for being nominated for the Safety Employee of the Quarter Award is to demonstrate support to the Center's safety program. As a Safety Coordinator for the Lead and Abatement Division, Mr. Foster demonstrated his exceptional support in the Center's safety program by maintaining an excellent Safety training program, which was significant in the Lead and Abatement Division receiving the Group Safety Award.

Mr. Foster conducts safety meetings and ensures all safety objectives are met and any discrepancies which surface, prior to the safety meetings of the week, are addressed at each meeting and solutions are put into the



Standard Operating Procedure Record.

Mr. Foster's leadership role in job site safety awareness is evident by his maintenance of all records required for the Lead Abatement Division to operate legally as an Abatement Contractor on any facility on the West Coast. He reviews Standard Operating Procedures and works with the Industrial Hygienist from Navy Region Southwest to ensure the Lead Abatement Division personnel are working in a safe environment.

His reaction to a particular emergency situation when there was over exposure on equipment

used for the first time, saved employees from being injured as well as destroying the equipment. Mr. Foster directed the employees to change procedures and ensure that after changes are made the equipment works and the exposure levels are returned to low.

Mr. Foster takes his responsibilities as Safety Coordinator serious. He reminds his supervisor on a weekly basis of any safety or health training required by the Lead and Abatement employees. He conducts on the spot safety checks at the job sites and reports his findings to his supervisor on a routine basis.

Mr. Foster has worked three continuous years without an injury or a lost time accident. He was surprised at receiving this recognition during an informal ceremony. "I didn't feel I was doing anything out of the norm. I was just doing my job," Mr. Foster said.

Congratulations, Greg, on receiving Safety Employee of the Third Quarter!



High Voltage Electricians Richard Juarez (left) and Lane Lee (right) are working to replace a failing cross arm on a 12,000 volt wooden power pole located on Marine Corps Air Station Miramar.

Photos by Ken Ferrenburg and Greg Ballaron

# Transporting Method Improves Cardboard Recycling Program

By Mike Malaca, Transportation Business Line

Cooperative efforts between PWC and Navy Region Recycling Center results in an improved method for transporting used cardboard to the Recycling Yard. In years past, the type of container and transportation equipment used required individually transporting each container to be emptied at the Recycling Center. The new



method uses a different type of equipment and container with the ability to transport multiple containers. This method reduces the number of personnel and equipment required to complete the task.

The former method used a container that required personnel

to manually unlatch a locking mechanism, which causes the bottom side to open. It also required a specific type of transportation equipment called a high-lift truck that would be able to raise the container a few feet above the ground, in order for it to be emptied. The high-lift truck has a mechanism with two arms that could lift the container to a height approximately 10 feet. This mechanism operates similar to a forklift. Since the mechanism is mounted on the rear of the truck, the driver would be required to back up, align the two arms of the truck mechanism onto the container, and then lift the container for transport. This method provided for transporting a container, one at a time, to the Recycling Center.

The improved method uses a different type of container and truck and uses the existing method and applies it to the cardboard recycling program. The equipment used, is referred to as a front-end loader and has a similar

mechanism as the high-lift truck; however, since the mechanism is located on the front of the truck, the driver approaches the container in the forward position. Once the container is aligned with the lifting arms, it is lifted and inverted upside down, emptying the container into the cargo area of the truck. The container is set back on



the ground and the truck is now ready to go on to the next container. With this improved method, the truck can now load approximately 25 containers before needing to off-load at the Recycling Center.



Motor Vehicle Operator Ray Titera, with the Transportation Business Line empties recycling containers using the improved method and high-lift truck.



# PWCSD Environmental Improves Capabilities To Measure Occupational Exposures From Routine And Emergency Response Activities

By DeEllen M. Brasher, Deputy, Remediation Product Line Manager

Meeting Occupational Safety and Health Administration requirements for occupational exposure limits on environmental sites can be tedious and costly. PWCSD Environmental Department (Code 980) Industrial Hygienist researched methods of improving in-house capabilities to measure and speciate occupational exposures from routine and emergency response activities, as well as responding to odor complaints associated with project work or indoor air. As a result, reusable EntechO equipment, consisting of evacuated, inert, stainless steel canisters and flow regulators, were purchased and have been used effectively on sites in the field since February 2002. PWC 980 also purchased several parts of the sample preparation and cleaning equipment and transferred custody to the Chemical Hygiene Lab Section of the Navy Environmental Preventative Medicine (NEPMU-5). This group conducts the analysis for all occupational health samples collected by military and civilian industrial hygienists.

These small, lightweight canisters are used for sampling air toxics, hydrocarbons, polar/non-polar Volatile Organic Compounds (VOCs), and reduced sulfur compounds in virtually any gas phase matrix. Canisters for sampling VOCs in air has come to be considered the most accurate and reliable means for monitoring organic compounds at parts per million (ppm) through sub-parts per billion (ppb) levels. The air-

sampling canisters are placed at a sampling site to perform ambient air monitoring, fence-line monitoring, or indoor air monitoring. In addition, they may



Luis Fuentes - Sandblaster 527

be attached to a worker's belt for personal sampling.

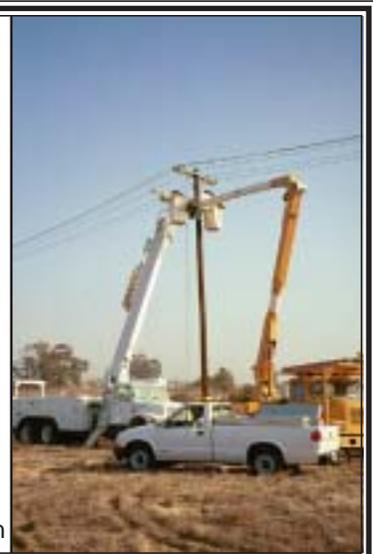
The advantages of using the canisters include 1) ability to collect larger ranges of recoverable analytes, 2) ability to perform multiple analyses from a single

canister sample (124 compounds), 3) longer storage times, 4) lower detection limits (0.1-1 ppb), and 5) better inter-sample comparisons. The canisters are filled at a constant rate to nearly atmospheric pressure using a clean mechanical flow controller. OSHA has accepted the canisters as an acceptable measure of evaluation of workplace exposure. These canisters have been used on various site assessment projects during field activities. Breathing zone concentrations are compared to the OSHA standards and area concentrations are compared to the mean year California ambient air concentrations as reported by the Air Resources Board. This innovative equipment has proven to be a big success for documenting actual VOC exposures to PWCSD personnel and ensuring compliance with health and safety standards. Call Christina Graulau at (619) 524-0062 for more information.

Utilities Business Line High Voltage Electricians crew replacing the Cross Arm. The vehicles are positioning the crew around the power pole where the work will take place.



Photo by Ken Ferrenburg & Greg Ballaron



# Thomas McMahon - Third Quarter Employee of the Quarter

By Sherry Patrick, Public Affairs Specialist with Contributions from Tara Liss

Thomas McMahon, a Floor Layer with the Facilities Alteration and Repair Division of the Maintenance Business Line received the Employee of the Quarter Award for the Third Quarter of Fiscal Year 02. At the time of his nomination, Mr. McMahon was working under the supervision of Ms. Tara Liss, but is currently working under the supervision of Mr. Dave Marshall.

“Since coming to work in the Facilities Alteration and Repair Division Tom has earned the respect and admiration of his co-workers and all customers he comes in contact with. His professionalism, quality of work, dedication, and contributions to the PWC vision of world-class performance are the standard for others to follow. Tom is often at a job site well before the work is scheduled to start. He is anxious to complete his projects in a timely and efficient manner and to move on to other projects,” said Tara Liss, Maintenance Supervisor, and Tom’s former supervisor.



Mr. McMahon is highly motivated with his job. He is able to handle three or four jobs at a time, and the quality of his work is always of the highest caliber. According to Tara Liss, customers are constantly praising his work and the enthusiasm he brings to the job.

Mr. McMahon participates in special programs within the Maintenance Business Line. He is always ready and willing to participate in events outside of his trade and has a commitment to

see his team members in the Facilities Alteration and Repair Division get the recognition they deserve. He was a member of the Maintenance Business Line Awards Committee and regularly participates in PWC sponsored fundraisers. As an example, he has been on the PWC softball team and has even donated winnings from golf tournaments back into the fundraising cause.

Mr. McMahon is a valuable member of the Facilities Alteration and Repair team. His commitment to finding win-win solutions and seeking first to understand, has brought respect and admiration from his co-workers and clients alike. This is a positive reflection on PWC as an organization.

Congratulations, Tom, on receiving the Employee of the Quarter Award!



Atilano Moran (right) and Edmundo Valencia, Masons with the Maintenance Business Line Code 574 making preparations to install a sprinkler system at the Marine Corps Air Museum at the Marine Corps Air Station Miramar.





## PWC San Diego Safety Office is Open for Business

Navy Public Works Center San Diego recently stood up the Command Safety and Health Office, after having the Navy Southwest Region provide those services for the past three years. The Center decided that having their own Safety Office would best serve the employees and clients. According to Mr. Wayne Ludwig, PWC Safety Manager, this was a good decision. "It is important for Commanding Officers to be able to lead and utilize safety resources as they see fit in meeting the goals and objectives of the organization," said Ludwig. "It is even more important for individual employees to be able to contact their own Safety Office on a daily basis for assistance in implementing the basic tenets of a safety program," he added. "I believe we are putting together a very proficient and proactive group of individuals that will comprise the PWC San Diego Safety Office. Some of the

initiatives the safety staff is working are quite noteworthy."

Some of those initiatives include a complete revision of the old safety instruction to include the most recent legislation in several safety areas. The Safety Office is developing online safety and health training that will be available soon via the PWC intranet. Through this medium, any PWC employee will be able to get almost all safety information from a safety web page currently being developed by the very capable PWC IT department. The web page should be up and running by the end of November. Employees will be able to view their training requirements, find out the locations and times of training, or even download training information for a plethora of subjects should they decide to conduct their own training. In addition, employees will be able to view facility inspection schedules,

medical surveillance requirements, mishap statistics for their respective areas, and even find out about recalls of faulty or unsafe consumer products. The Safety Office website will contain seasonal safety topics of interest, and even have an employee spotlight for Safety Employees of the Quarter and other award recipients. The entire gamut of topics, issues and processes that comprise a safety and health program will be available for PWC employees. "We are going to have as much safety information available on our website as employees want or need," added Cathy Lukens, Assistant Manager. "We will do whatever is necessary to prevent mishaps and keep our employees safe. Our job is to make the work environment safe and healthful for our employees, so that they can go home each workday in the same condition as when they arrived."



Trinidad Alejo, Contract Surveillance Representative inspects the kitchen area in Bldg. 291. Her duties include monitoring the performance of the janitorial contractors. In the future, PWC's janitorial contract will change from a "D" service to an "E" service. The "E" service means the office trash pick up will be reduced to twice a week instead of daily and floor care will be reduced to once a week. The rest rooms and kitchen area service will remain daily.



# PURCHASE CARD FLASH #11

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. Defense Acquisition University (DAU) PC Program Training.**

All Activity purchase card program personnel are required to complete the new Defense Acquisition University (DAU) PC program training available on-line at: <http://www.don-ebusiness.navsup.navy.mil>  
This training must be completed by 31 January 2003. See Jim Conley's email dated 12 November regarding assistance in completing this training.

**2. Prohibited and Special Attention Items Related to Purchase Card Buys.** Selected items listed here, reference PWCSINST 4491.4 CH-1 Enclosure (2) Attachment (a) for complete listing.

**Advance Payments.** General Rule: Except for requirements such as subscriptions for publications (i.e. Navy Times, Federal Contracts Reporter, Commercial Clearing House Inc, etc.) and post office box rentals, advance payments are prohibited.

**Christmas and Other Seasonal Decorations.** General rule: Seasonal Decorations may be acquired using the purchase card provided local customs and traditions are observed. Purchase cardholders are not authorized to buy Christmas cards.

**Medical and Dental Care From Civilian Non-Federal Sources.** General rule: Purchase cardholders shall not use their cards for payment of medical and dental services.

**3. The Government Purchase Card** is a valuable tool for streamlining purchases and payment in the DON. Along with the benefits of having this card, there are responsibilities associated with using this card. Here are some dos and don'ts:

### **Cardholder Responsibilities.**

**DO** adhere to "Pay and Confirm" policy ... track all items and services from order to receipt.  
**DO** notify your Approving Official of any discrepancies included on statements.  
**DO** dispute unresolved questionable transactions.  
**DO** track disputes to completion..

**DON'T** forget to notify issuing bank if your card is lost or stolen.

**DON'T** overlook the many resources available to aid you in proper use of your purchase card:

Your Agency Program Coordinator  
PWCSINST 4491.4  
EBUSIPSOFFINST 4200.1

### **Approving Official Responsibilities.**

**DO** resolve all questionable purchases with the cardholder.  
**DO** notify your Commanding Officer and Agency Program Coordinator of any purchases that could indicate non-compliance, fraud, misuse or abuse.  
**DO** keep all supporting documentation (receipts, logs, approvals, etc.) for three years following cardholder separation.  
**DO** maintain complete and accurate records.

**DON'T** procrastinate in certifying monthly invoices.

**DON'T** neglect to report suspected improprieties.