

FIX-N-FAX

No. 21
25 January 1965

COMMENDATIONS

Public Works Center painters are leading in customer praises received this month - Congratulations!

The following letter was received from the Senior Trial Counsel, Eleventh Naval District General Court-Martial:

"Subj: Painting of Building 73, U.S. Naval Station, San Diego

1. Recently, Public Works Center painters completed the task of repainting the interior of Building 73, the Eleventh Naval District General Court-Martial building on board the U. S. Naval Station, San Diego, California.
2. This letter is recognition of an excellent job extremely well done. Not only did the painters perform their work efficiently and quickly, but their unobtrusive presence in the building allowed the work of the General Court-Martial to continue with a minimum of interference.
3. On behalf of all the officers and staff of the General Court-Martial, I wish to extend my congratulations to the men of the Public Works Center who performed this work, with special thanks for their adaptability and cheerfulness while performing it."

The Naval Station Legal Officer commended PWC painters in his memorandum to the NavSta Staff Civil Engineer:

"..I want to tell you what an excellent job was done by the painters in our office. They were Daniel M. Gonzales, Felix Ware, Jr., Jose Y. Pumar and George D. McVay. Their work was excellent."

I wish to extend a special thanks for a project 'well done' to: Miss Frances Edde, Chairman of the PWC 1964 Christmas Project; also Mr. McCollum, Mr. Whitehouse, Mr. Atwater and all PWC employees who contributed to this successful project.

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ELIMINATE CAUSES FOR ACCIDENTS

December 1964 was a hazardous month - off-the-job on the highways - and on-the-job at PWC. Four work injuries in December increased PWC's accident cases to 10 disabling work injuries during 1964.

Accidents don't just happen. An accident is always the result of either someone doing something that is contrary to the right way of doing it - or because of hazardous conditions allowed to exist - or a combination of the two.

Elimination of causes for accidents will insure 0 number of work injuries for 1965. Observe and practice safe work processes - request and implement safe working conditions.

ELIMINATE UNNECESSARY UTILITY EXPENSES

Unnecessary utility expenses represent completely wasted dollars which otherwise could be directed to a useful purpose.

The Bureau of Yards and Docks Conservation Measures shall be observed in the Public Works Center to insure good design, proper maintenance and effective operation of electrical power. Proper utilization of the electrical energies is the responsibility of all employees.

Conservation of utilities must be a continuing program - all personnel are expected to practice elimination of electrical power waste. Switch off lights, electrical equipment and units when not in use - and submit your beneficial suggestions that will result in savings of utility costs.

TRAINING

Many PWC employees have pursued individual training or educational courses for self-improvement and increased effectiveness on their jobs. For those who applied and completed training through the PWC Training Committee, appropriate certifications have been placed in their official personnel jackets.

Approximately 100 PWC employees have completed the course of "Fundamentals of Supervision (30 hours)" since the Center's formation. During the past month, the following additional employees have completed this 20 lesson correspondence course: John G. DeJarnett (431-5936), Percy W. Hamilton (635-0524), John P. Falco (635-1022) and Wilfred Landry (654-055).

And here is a 'first' in the completion of a NavPers Correspondence Course. The Commanding Officer, U. S. Naval Correspondence Course Center, Scotia, New York sent a letter to

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Mr. Robert D. O'Rear (643-8934) via the Commanding Officer,
Public Works Center advising:

"..In recognition of having furthered your knowledge of professional naval subjects by the successful completion of subject course, the U. S. Naval Correspondence Course Center, on behalf of the Chief of Naval Personnel, takes pleasure in transmitting this letter of satisfactory completion ... Course: Public Works Department Management."

If you are interested in training or educational courses, contact your supervisor or the CIRO Training Division, Building 16 for information and assistance.

DISNEYLAND MAGIC KINGDOM CLUB MEMBERSHIP

Disneyland Club Membership cards for 1965 are now available in the PWC Personnel Office, Building 121. These free cards will entitle you and your family to values at Disneyland which are not available to the general public.

HEALTH BENEFITS PROGRAM

If you wish to change your registration in the Federal Employees Health Benefits Program, review information on the subject being distributed to all employees and contact the PWC Personnel Office during the Open Season February 1-15, 1965.

SALARY INCREASES FOR GRADED EMPLOYEES ARE RELATED TO PERFORMANCE OF WORK

During FY 1964 only 7% of all Navy employees were denied within grade increases because their performance was not at an acceptable level of competence; and approximately 3% of the Navy employment received quality increases for exceptionally high-level performance.

The acceptable-level-of-competence and quality increase provisions of the Federal Salary Reform Act of 1962 relates salary increases to performance - not time. Proper recognition shall be given for a job well done - and salary increases will be withheld when performance is marginal.

Just as the Center's success depends on the quality and performance level of our service - the salary increases depend on the quality and performance level of one's work.

NEW PIO WILL REPORT IN FEBRUARY

The PWC Public Information Program is established to disseminate information about the Public Works Center through feature articles in newspapers, employee periodicals and similar type communication media - to better inform employees, the community and related government activities of its functions and services. Joining our staff soon to assist LCDR Smith as Public Information Officer will be MR. BILL De LAURENTIS, who is now employed in the District PIO.

YOUR JOB AS SALESMEN FOR PWC

The following statement of special interest to our activity was included in the Chief, Bureau of Yards and Docks Progress Report for 1964:

"... highlights include the rapidly rising tide of acceptance of our Public Works Centers.
... Our Public Works Centers are achieving greatly increased economy and efficiency through consolidating public works functions of a particular area."

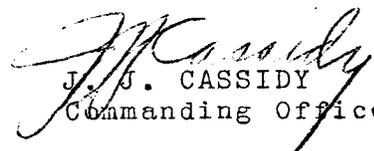
You contribute an important part in this 'rising tide of acceptance' - your team efforts, proper customer contacts, and effective performance of customer service are the selling points for Public Works Center, San Diego

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I was very pleased with the results of the Inspector General's Inspection. While some areas of further needed work were found by the Inspectors, the overall impression was one of a great deal of progress having been made by the Public Works Center.

This is to me a firm indication that all of you have been putting forth a maximum effort to improve the operation of the Center. While I know that this maximum effort is not a recent thing on your part, most of you have been doing this since the formation of the Center, it indicates your efforts are showing tangible results.

I want to thank all of you for your hard and excellent work, and I am looking forward to a further period of improvement in the Center's operation. One of the Inspectors said that he was convinced that in a short time the Public Works Center, San Diego, would be the best of the Bureau's Public Works Centers. I share his feeling and I know that this is the goal of all of us.


J. J. CASSIDY
Commanding Officer