

Service to the Fleet

Since 1767 - Norfolk Naval Shipyard, Portsmouth, VA - May, 2009

Memorial Day
- 2009 -



Commander's Comments

by the Shipyard Commander, CAPTAIN RICHARD D. BERKEY

NNSY's May Days

May is here! We had a cold, seemingly extended winter for the area (with our sole snowfall of the season occurring in March), and from there seemed to evolve right into a rainy first half of spring. Judging by the chatter in the elevators and the hallways, I know I'm not alone in looking forward to some warm sunny days in May. Two days this month I hope you've already marked on your calendar are May 16, when NNSY will host its first Family Day in three years; and May 25, when Trophy Park and the Tar House Museum in Building 3 will be open to the public to commemorate Memorial Day.

In countless instances we get to demonstrate the great things we do here for Navy and local leadership, but when you think about it, we have limited opportunities to really show what we do to our families. Since the terrorist attacks of Sept. 11, 2001, those opportunities—unfortunately by necessity—have become even more limited. Our upcoming Family Day gives us that special chance to show our loved ones what our work means to the Navy, and to our local communities. We will have retirees passing through the gates again for the first time in years to show their grandchildren how they spent decades in public service; we will have current employees showing their children just what it is Mom and Dad do; we will have our next generation of shipyard workers bringing their parents in to point out exactly how those years in the apprenticeship—or in college—paid off with a promising lifelong career now ahead.

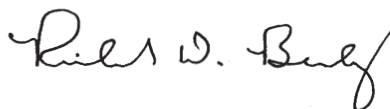
We have several activities planned for May 16. To celebrate the shipyard's rich legacy we've been building up over the past nearly 242 years, there will be a historical exhibit at Quarters M-1; Trophy Park and the museum in Bldg. 3 will be open for visitors; and families will have an opportunity to see the first dry dock in the western hemisphere—the shipyard's very own Dry Dock 1!

Of course, most importantly, hopefully your family members visiting will get an idea of the work *you* do individually every day in service to our Nation. As we come upon such patriotic holidays as Memorial Day, Flag Day and the 4th of July, I hope we will all have a chance to reaffirm our senses of job satisfaction and patriotic pride in keeping America's Fleet sailing proudly. Whether you wear a uniform, coveralls, or a shirt and tie, you are providing a vital service to our country!

For those that might be out of town the weekend of May 16, you will have a second chance this month to bring in your families on May 25, when Trophy Park and the Bldg. 3 shipyard museum will be open to the public during the afternoon. Last year's Memorial Day open house brought out approximately 350 visitors when we had our on-site museum open for its first public viewing, and I'm hoping this year's attendance might be even better.

So in closing, please consider taking part in these activities and sharing in the tradition and camaraderie that come from working in one of the Navy's finest facilities, and one I've been truly honored and humbled to command.

Stay safe, stay focused, and stay engaged...



Front cover by Mark Carey, a Code 1170 illustrator, includes a photo of USS DWIGHT D EISENHOWER (CVN 69) by Bill Black, a Code 1170 photographer.

NNSY's 2009 Family Day set for Saturday, May 16

By Michael Brayshaw

Norfolk Naval Shipyard will be holding its 2009 Family Day on Saturday, May 16, from 9 a.m. to 2 p.m., with a 9:30 a.m. kick-off ceremony near Bldg. M32.

NNSY civilians and military personnel are allowed to bring a maximum of seven guests. NNSY sponsors will need to list all guests on the Family Day Registration Form, and bring this form with them on May 16. All family members who are non-US citizens had to be approved prior to May 1 for visiting on Family Day.

Contractors working for NNSY departments or codes (or tenant commands) may participate and they will need to be on an approved list from their respective department/code. The list of names of approved contractors will be checked at the entry gate. The department/code should ensure the contractor is familiar enough with the shipyard for he/she to be an escort/sponsor.

See Family Day map, on Page 16, for parking locations (in green), and open building locations (numbered in bold).

Family Day attractions include a historical exhibit at Quarters M-1; Trophy Park and the adjacent Tar House Museum being opened for viewing; and NNSY's Dry Dock 1, the first dry dock in the western hemisphere and a National Historic Landmark. The flight deck of USS KEARSARGE (LHD 3) will also be open for visitors; and a Mobile Security Squadron 4 boat will be on display near the Tar House.

There is also a Family Day Vehicle Show being held at NNSY's Lot F. For more information about the vehicle show, contact Tim Bowen at 396-1541 or Mike Pope at 396-7985.

Things to remember—no photography on the waterfront, guests must be escorted at all times, and do not forget to bring your NNSY badge.

A handicap-accessible bus will be traveling throughout NNSY during the day to assist the handicapped and elderly. Note that USS KEARSARGE will NOT be handicap-accessible.

(Brayshaw is a Code 1160 public affairs specialist.)

Star Status Recertification recommended for NNSY

By Michael Brayshaw

The Occupational Safety and Health Administration (OSHA) announced April 23 that Norfolk Naval Shipyard (NNSY) will be recertified as a Voluntary Protection Program (VPP) "Star" site.

VPP is the Safety Management System of choice across NAVSEA to drive a culture of safety. NAVSEA Headquarters has applied and been accepted into the OSHA VPP Challenge Program and is proceeding to implement VPP. "VPP helps foster the right safety culture, covers motorcycle safety, off-duty safety, stress and fatigue, and total wellness in addition to occupational safety concerns to protect our people both on and off the job 24/7 and I am proud of the efforts our shipyards have taken in leading the command in this effort", said Vice Adm. Kevin McCoy, Commander, NAVSEA.

The VPP Star program recognizes organizations that have comprehensive safety and health management systems and a robust commitment from labor, management, and employees to continuous, cooperative safety relationships in the workplace. "Star" status means that the shipyard has operated at a safety rate superior to the national average for injury and illness incidence in similar workplaces, and recognizes continued excellence in worker health and safety. Certification as a Star site lasts for five years. Afterwards, a shipyard needs to be recertified.

"Our employee participation is the driver for NNSY to be continually recognized in one of OSHA's top cooperative programs, and as one of the safest shipyards in America to work--a VPP Star Site," said Shipyard Commander, Capt. Richard D. Berkey.

The announcement concluded a weeklong visit at NNSY with an OSHA team of nine safety and health professionals. The representatives from government and private industry evaluated and validated the shipyard's safety and health program.

The OSHA team cited several best practices at NNSY, including its electrical safety oversight committee, emergency preparedness trailer, forklift inspection program, and effective use of VPP passport booklets. The booklets itemize a list of safety-related activities for employees to complete which contributes to increasing personal safety awareness. Nearly two-thirds of the NNSY workforce have completed their VPP Passports.

"The OSHA team had high praise for us, but at the same time they challenged us not to get stagnant because other facilities are learning from us and they're getting better," said Michael Rice, NNSY Safety and Health Division Head.

STAR status continued next page

Star status continued

NNSY continues to share its best practices and “lessons learned” with other federal installations throughout the country now attempting to become VPP Star Sites. Since becoming a Star Site, NNSY has mentored over a dozen DoD activities. NNSY also participates in OSHA’s Special Government Employees program which utilizes qualified personnel from VPP sites to assess other installations striving for VPP status. NNSY currently has five employees now qualified as VPP on-site evaluators, which was another “best practice” cited by the OSHA team.

“This type of mentoring allows us to provide other DoD activities assistance in VPP, but it helps us too in keeping VPP front and center and bringing ideas back to our shipyard,” said NNSY Safety Manager Jeff Medrano. “I’m now getting calls from people interested in VPP from all over the East Coast, from Florida and Georgia to Maryland and Pennsylvania. Now we’re even hearing from naval facilities in Japan!”

Norfolk Naval Shipyard, a NAVSEA field activity, is committed to workplace safety. All four of the nation’s public shipyards are certified as VPP Star Sites.

(Brayshaw is a Code 1160 public affairs specialist.)

U.S. Navy dedicates new Child Care Development Center

By Steve Milner

The U.S. Navy, in conjunction with the U.S. Army, dedicated the New Gosport Child Development Center (CDC) April 2 in Portsmouth—a facility that’s designed to accommodate more than 150 children of military dependents. Ninety-four infants and toddlers already have been registered to participate. The CDC address is: 235 Greenpoint Lane, Portsmouth, VA 23709

A special project of the Office of the Secretary of Defense, the new facility includes 17,000 square feet, divided about equally in two buildings.

Construction cost \$5 million and was built by Atlantic Marine Construction Company. The Naval Facilities Engineering Command, Mid-Atlantic, coordinated this project, under the leadership of Dennis Walczak.

This new facility replaces one that opened in 1981 at the Scott Center Annex of Norfolk Naval Shipyard. The earlier facility will be renovated and will accommodate 40 infants and toddlers.

“This was a collaborative effort with the Army and will advance the quality of life for military dependents in our area,” said Shipyard Commander, Captain Richard Berkey.

“Thanks to this project, it will be less of a burden for folks that have family to know that their kids are taken care of in a secure environment, in a state-of-the-art facility,” said CAPT Berkey.

Many of the young children attending the new Child Development Center sang songs during the ribbon-cutting event.

The former director of the Child Development Center, Sandra DeSelms, who retired recently, and NNSY’s Command Master Chief, Kenneth Pugh, cut the ceremonial ribbon.

The Navy’s Mid-Atlantic Region’s Morale, Welfare and Recreation group operates the new Child Care Center.

“When I took command of Norfolk Naval Shipyard three years ago, this was an open field after New Gosport dependent housing was torn down,” Captain Berkey said. “It’s really neat to see this place grow up again—with a Child Development Center and new military dependent housing.”

(Milner is NNSY’s public affairs officer.)



OPENING CEREMONY—Norfolk Naval Shipyard’s Command Master Chief, Kenneth Pugh, and Sandra DeSelms, the former director of the New Gosport Child Development Center, cut a ribbon during the facility’s dedication. Also shown, from left to right, are Diane Brewer, Director of Child Youth Programs, Commander, Navy Installations Command; Frederick Crecelius, CNRMA Executive Director; RDML Timothy Moon, CNRMA Deputy Commander; Captain Richard Berkey, Commander, NNSY; Bruce Exum, president of Atlantic Marine Construction Company; and Dennis Walczak, project coordinator, Naval Facilities Engineering Command, Mid-Atlantic.

FWP's 10th annual fellowship breakfast

By Carolyn Moore

Norfolk Naval Shipyard's Federal Women's Program (FWP) committee hosted its 10th annual Fellowship Breakfast on March 27 at the Drydock Club with more than 300 attendees.

It was truly a morning of inspiration and fellowship as the FWP recognized and honored the accomplishments of women during the National Women's History Month. This year's theme, "Women Taking The Lead To Save Our Planet," set the stage for a going green fashion show by some very talented FWP committee members. Their creative hands made outfits from old newspapers, aluminum foil, recycled fabrics, cotton balls, bubble wrap and garbage bags.

Billy McIntyre, Code 1100 Deputy, was master of ceremonies and the fashion show moderator.

Crewmembers from USS KEARSARGE (LHD 3) presented the colors.

Joseph E. Thompson, Code 100H gave a heartwarming invocation and benediction.

The Shipyard Commander, Captain Richard D. Berkey, gave the pre-welcome address followed by his remarks later in the program. "Women are fully integrated in everything we do here in the shipyard, including this environmental drive we have of saving our natural resources, keeping it alive and well, not for only the next generation but for generations to come," CAPT Berkey said. "I would also like to thank the FWP for their continued sponsorship of this breakfast and reminding us all of the contributions women make to our country."

Keynote speaker, John H. James, Senior Executive Service, Executive Director, Logistics, Maintenance and Industrial Operations at NAVSEA, noted how important mentorship is for women to advance in their careers. "You have to take charge of your careers. Raise your hand for the hard jobs. It's really about performance. This is a tough business and we actually need you engaged, we need you doing your best, and we need you moving up," James said.

Another highlight of this year's program came when Krystal M. Velazquez, a Code 950 electronics mechanic apprentice, received an Outstanding Female Apprentice Award from the FWP, and Barbara Lisa Downey, Code 2300, received an Outstanding Female Senior Manager Champion Award for 2009 from the FWP.



CONGRATULATIONS—Krystal M. Velazquez, a Code 950 electronics mechanic apprentice, received the FWP Outstanding Female Graduate Apprentice Award from Jim Strickland, NNSY's Executive Support Director.



ENCOURAGING MENTORSHIP—Keynote speaker, John H. James, Executive Director, Logistics, Maintenance and Industrial Operations at NAVSEA, talked about how important mentorship is for women.

And, for the first time at the breakfast, acknowledgements were made of some former women apprentices who have progressed to leadership positions at NNSY:

Sandra Lamb, fabric worker/rigger apprentice to equipment, facilities and services production manager, Code 970; April Dotson, painter apprentice to production shop supervisor, Code 970; Jennifer Holland, GS-05 engineer to engineering training branch supervisor, Code 2300; Carol Pugh, marine electrician apprentice to electrical/electronic supervisor, Code 950; and Kristine Grafton, pipefitter apprentice to production shop supervisor, Code 960.

Patricia Jones, marine machinist apprentice to production controller, Code 1200N; Lisa McKenzie, fabric worker apprentice to engineering technician, Code 300N; Sky Williams, pipefitter apprentice to production controller, Code 300N; Portia Drummond, pipefitter apprentice to production shop work leader, Code 960; Catherine Baldwin, inside machinist apprentice to supervisory training instructor, Code 900.

Breakfast continued next page



CHAMPION—Barbara Lisa Downey, Code 2300, received an Outstanding Female Senior Manager Champion Award for 2009 from the FWP. This award honors a woman of achievement at Norfolk Naval Shipyard who inspires others to greatness through mentoring and is a strong example of integrity. Steve Milner, NNSY's Public Affairs Officer, presented the award.

Valerie D. Jones, a fabric worker apprentice to tutorial/mentoring program coordinator, Code 100H; Cheryl Davis, temporary services electrician apprentice to technical support branch head, Code 136; and Frances W. Chavous, welder apprentice to production controller, Code 225.

Musical selections were performed by soloist James Garris, Code 377; saxophonist David Hill, Code 377; saxophone soloist Bryan Edwards, Shop 72; and on the keyboard Paris Sessoms, Shop 72.

Frieda McCray, FWP chairperson, concluded, "Words cannot express what my heart feels in 'thanks' to each and everyone who were a part of and/or attended the annual celebration. You did it again!

A phenomenal success; I am so proud to be among such an outstanding group of women and men. We give special recognition to the committee—you all were 'Rock Stars' and to our senior leadership, Captain and Mrs. Richard D. Berkey, for their unparalleled support."

(Moore is a Code 1160 public affairs specialist.)



Hat made from
*Service to the Fleet
Commander's Comments*

*FWP breakfast photos by Tony Anderson,
a Code 1170 photographer.)*

CREATIVE MINDS—This year's National Women's History Month theme, "Women Taking The Lead To Save Our Planet," set the stage for a going green fashion show by some very talented FWP committee members. Their creative outfits are made from old newspapers, aluminum foil, recycled fabrics, cotton balls, bubble wrap and garbage bags. FWP models, left to right: Brenda Perryman, Code 970, outfit made from *Flagship* newspapers and hat made from *Service to the Fleet Commander's Comments*; Katy Saluget, Code 970, skirt made from a pair of blue jeans; Vernetta Mitchell, Code 970, jacket made by piecing used fabrics together; Eugenie Jones, Code 700, skirt and accessories made from aluminum foil; Phyllis Parker, Code 1232, top made from garbage bag and accessories from a department store "go green" shopping bag; Portia Drummond, Code 960; dress and accessories made from aluminum foil and bubble wrap; and Lolita Lea, Code 700, outfit and accessories adorned with cotton balls.



NNSY's Base Support Officer

By Carolyn Moore

Commander Marion W. D. Jacobs, a Missouri native, recently became Norfolk Naval Shipyard's Base Support Officer.

In December 1988, CDR Jacobs received her Bachelor of Science degree in Education from Northwest Missouri State University, and was commissioned via Officer Candidate School, Newport, R.I. in October 1989.

As a newly Commissioned Officer, CDR Jacobs reported to the Naval Military Personnel Command in Arlington, VA and served as the Assistant to the Sea Coordinator for the Surface Junior Officer Assignments Branch. In June 1991, CDR Jacobs was assigned to the Naval Historical Center in Wash., D.C. Following this assignment, she transferred to Honolulu, HI and served as the Administrative Department Head for Naval Magazine *Lualualei* from 1993 to 1995. From here she was selected to attend the Naval Postgraduate School in Monterey, CA., where she received her Masters degree in Foreign Affairs—Middle East.

CDR Jacobs' next assignment was at the Baltimore Military Entrance Processing Station, Severn, MD, in October 1996, where she served in a joint military environment as the Operations Officer.

In November 1998, CDR Jacobs was selected to serve on the staff of the United States Naval Academy in Annapolis, MD as the Director of the Learning Skills Program. Next, she reported, in July 2001, to the Joint Forces Staff College in Norfolk, VA and successfully completed Joint Professional Military Education Phase II. A joint follow-on assignment took the commander to Larissa, Greece, in October 2001, where she served in the Joint Logistics Division as the Coordination Officer and a Logistics Staff Officer at NATO Headquarters Joint Command South Center.

In September 2003, she reported to the USS RONALD REAGAN (CVN 76) as the Ship's Training Officer and Training Department Head, with a homeport change from Norfolk, VA to San Diego, CA. Following her sea duty assignment she reported, in October 2005, to the Center for Personal and Professional Development in Virginia, Beach, VA and served as the Executive Officer and Director of Administration/Manpower/Resources.

CDR Jacobs is authorized to wear the Defense Meritorious Service Medal (2), Meritorious Service Medal (2), Navy Commendation Medal (3), Joint Service Achievement Medal, Navy Achievement Medal (2) and other service awards and campaign medals.

(Moore is a Code 1160 public affairs specialist.)



Access to employee exposure and medical records

Norfolk Naval Shipyard employees and their designated representatives have the right of access to relevant exposure and medical records. Access by employees and their representatives is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease.

Nothing in this right of access is intended to affect existing legal and ethical obligations concerning the maintenance and confidentiality of employee medical information, the duty to disclose information to a patient/employee or any other aspect of the medical-care relationship, or affect existing legal obligations concerning the protection of trade secret information.

For access to exposure records, you may notify the Occupational Health Branch (NNSY CODE 106.21) at extension 396-4557. For access to medical records, you may notify the NAVMEDCOM, NNSY Clinic Medical Records Supervisor at extension 314-6920.



NAVSEA Lean Six-Sigma College Green belt graduates

March 2009 Green Belt class, first row, left to right: Chief Machinist's Mate R. L. Braddock, Code 930; LCDR Bob Brandt (outside activity); Jim Seed, Code 300; LCDR Denis Murphy (outside activity); Information Systems Technician



Second Class Grisel Marrero (outside activity); Tomika LaRue, Code 950; Crystal Rice, Code 134; Nadine Spence, Code 137; R. L. Elrod, Code 2380; Mary Carroll, Code 980; LouAnn S. Byrd, Code 960; Tony Dajon, Code 920; and Brian McClain (outside activity). Second row, left to right: Rick Fuller, Code 300; LT Scott Sulman, Code 930; Dan Stonecypher, Code 100PI Lean Six Sigma Black Belt instructor; Mike Preas, Code 980; MMC C. Dominick, Code 930; Michael W. Joyce, Code 980; Lance Maynard, Code 920; Chris Adams, Code 300; and Keith Panter, Code 100PI Lean Six Sigma Black Belt instructor. *Photo by: Bill Black, a Code 1170 photographer.*

April 2009 Green Belt class, first row, left to right: Frank Mitchell, Code 970; Jason Bishop, Code 920; April Dotson, Code 970; Dale Penn, Code 950; Becky Johnson, Code 980; and Shane Swenson, Code 930.



Second row, left to right: Khiari Tyler Sr., Code 100PI Lean Six Sigma Black Belt instructor;

Tina Mason, Code 970; Trina Vann, Code 930; Jennifer Cousette, Code 960; Laura Feaster, Code 105; Andrew McCauley, Code 2370; Erika Workman, Code 100PI Lean Six Sigma Black Belt instructor. Back row, left to right: Tom Pearson, Code 960; Abe Shaheen, Code 918; Jon Morris, Code 980; Jason Davy, Code 930; Faron Watson, Code 980; Spencer Smith, Code 911; Bobby Burton, Code 906; Mike Lovejoy, Code 930; and Steve Moore, Code 930. *Photo by: Bill Black, a Code 1170 photographer.*

(Information gathered by Henson-Brown, a Code 100PI management/program analyst.)

NNSY assists USS NIMITZ availability in San Diego

By Michael Brayshaw

Norfolk Naval Shipyard's Code 135 Nondestructive Testing Division was recently recognized for its support to Puget Sound Naval Shipyard and Intermediate Maintenance Facility in recovering the schedule on USS NIMITZ (CVN 68). A team of 18 employees from Codes 105, 135, and 2300 spent 42 days in San Diego performing shipboard radiographic testing on essential piping that was replaced.

As part of the One Shipyard concept, Code 135 was contacted by PSNS & IMF and Naval Sea Systems Command to help facilitate this required radiography work on the NIMITZ.

"Despite having a heavy nondestructive testing workload at NNSY, Code 135 quickly responded by training personnel and integrating both engineering and inspection personnel from multiple naval shipyards to provide a radiography team," said Shipyard Commander, Captain Richard D. Berkey. "The dedication and professionalism led to the successful execution of radiography on 28 welds by which PSNS

& IMF was able to meet critical milestones in returning USS NIMITZ to the Pacific Fleet."

Beverly Butts and Joey Turner led the team in San Diego. Both credited support from PSNS & IMF during the six-week period. "Everyone was cooperative and gave great support!" said Butts.

"The One Shipyard concept proved to be a success, thanks to the dedication and enthusiasm of some of NNSY's finest," added Turner.

Other members of the NNSY team were Pete Arntsen, John Bilotta, Sean Brown, Joe Diaz, Ken Farley, Reggie Freeman, Brent Gann, Kyle Godwin, Jason Greer, Brian Hinkens, Bobby Klemstine, Don Leverone, Bob Moesta, Joe Moser, Jay Ramsey and Dominic Scott.

(Brayshaw is a Code 1160 public affairs specialist.)



NNSY SUPPORT IN SAN DIEGO—NNSY's Code 135 Nondestructive Testing Division was recognized during the March Command Executive Brief for its support to Puget Sound Naval Shipyard and Intermediate Maintenance Facility in recovering the schedule on USS NIMITZ (CVN 68). A team of 18 employees from Codes 105, 135 and 2300 was sent to San Diego to perform shipboard radiographic testing on essential piping. From left to right, front row: NNSY Commander, Captain Richard D. Berkey, John Bilotta, Sean Brown, Joe Diaz, Bobby Klemstine, Jay Ramsey, Kyle Godwin, Dominic Scott, and Mike Zydron. Back row: Bob Moesta, Jason Greer, Brian Hinkens, Joe Moser, Ken Farley, Brent Gann, Joey Turner and Don Leverone. (Photo by: Tony Anderson, a Code 1170 photographer.)



*Happy Mother's Day
May 10, 2009*



Federal law requires internal controls

By Terry Rivenbark

Someone recently asked me, “why do you conduct audits and follow-up to validate transactions? Particularly since the Norfolk Naval Shipyard military and civilian personnel are trusted individuals who safely accomplish their duties and responsibilities.”

I responded that it is not an issue of trust, but one of good internal controls. Simply put, the establishment of good internal controls strongly enhances the accomplishment of assigned tasks; i.e., what should happen does happen.

The Federal Managers Financial Integrity Act (FMFIA) requires all federal agencies to establish internal controls and to review and report on them annually. This is where the Managers’ Internal Control Program (MICP) comes into play. At NNSY, the MICP is aligned with Functional Area Self Assessments and the Malcolm Baldrige Award Criteria.

Functional area owners, who are double-hatted as assessable unit managers for MICP purposes, report annually that they have reasonable assurance that internal controls are effectively in place to meet the following FMFIA objectives:

- Functions and tasks performed in the assessable unit achieve their intended results.
- Use of resources is consistent with the NNSY mission.
- Functions and resources are protected from fraud, waste and mismanagement.
- Reliable and timely information is obtained, maintained, reported and used for decision-making.
- Applicable laws and regulations are followed.

They make this determination based on their use of the “Guide to Evaluating Internal Controls at NNSY,” along with applicable Functional Area Self Assessments, internal audits, external audits or other management reviews.

Therefore, although internal controls are required by federal law, they are also tools to assist senior management in accomplishing their assigned tasks. The Government Accountability Office (GAO) has established five standards for internal controls:

1. Control Environment—Management and employees should establish and maintain an environment throughout the organization that sets a positive and supportive attitude toward internal control and conscientious management.

2. Risk Assessment—Internal control should provide for an assessment of the risks the agency faces from both external and internal sources.

3. Control Activities—Internal control activities help ensure that management’s directives are carried out. The control activities should be effective and efficient in accomplishing the agency’s control objectives. Examples of control activities:

- Top level reviews of actual performance.
- Reviews by management at the functional or activity level.
- Management of Human Capital.
- Controls over information processing.
- Establishment and review of performance measures and indicators.
- Segregation of duties.
- Proper execution of transactions and events.
- Accurate and timely recording of transactions and events.
- Access restrictions to and accountability for resources and records.
- Appropriate documentation of transactions and internal control.

4. Information and Communications—Information should be recorded and communicated to management and others within the entity that needs it, in a form and within a time frame that enables them to carry out their internal control and other responsibilities.

5. Monitoring—Internal control monitoring should assess the quality of performance over time and ensure that the finding of audits and other reviews are promptly resolved.

Back to the original question of “why do you conduct audits and follow-up to validate transactions? Particularly since NNSY military and civilian personnel are trusted individuals who safely accomplish their jobs?” The answer is that independent internal audits are a part of the overall process of good internal controls. It is also part of the equation that is used as a basis for the Shipyard Commander to annually report to NAVSEA that he has reasonable assurance that internal controls are alive and well at Norfolk Naval Shipyard.

(Rivenbark, Director, Command Evaluation and Review Office.)

NNSY conducts 12 blood drives annually

By Kristi Britt

Every year, Norfolk Naval Shipyard holds 12 monthly blood drives. Three are held specifically for the American Red Cross, and the other nine for the Armed Services Blood Program. And leading the way as the head coordinator is Dorassa Fields, Code 1100 administrative support assistant.

Fields has been coordinating the blood drives for almost two years, an assignment that involves scheduling the dates and times; arranging access and parking for the volunteers; reserving the locations of the Chapel and the Command Briefing Room in Building 1500; advertising the event; and ensuring that everything runs smoothly from beginning to end.

Ralph Peters, a Donor Recruiter with the Armed Services Blood Program, has been working with Fields for the past year with the blood drives and praises her efforts in ensuring all goes well every month. “Not only are these important functions done professionally and timely, but Fields possesses the very personal attributes of patience, a very positive mindset and simply a pleasant individual to work with,” Peters said.

Fields, however, is quick to take the credit away from herself when speaking of the importance of the program, which she says would not be possible without the faithful support of NNSY employees.

“It’s a need, not a want,” Fields said of collecting blood. She explained that individuals throughout the world need blood, ranging from soldiers fighting overseas, as well as our friends and neighbors here in Hampton Roads. “Each pint of blood donated could save someone’s life, so having donors is much more than just a ‘want.’ The donors are truly a ‘need,’” Fields said.

“Remember, there is never such a thing as ‘enough blood’...there is always room for more donors,” added Fields. “Remember, doing something small can make a big difference in the world.”

Norfolk Naval Shipyard is one of 22 Blood Donor Centers that are responsible for providing blood and plasma to the Armed Services Blood Processing laboratories. The website for information, history, press releases and to make an online donor appointment is www.militaryblood.dod.mil

(Britt is a Code 1160 student intern.)



GREAT COORDINATOR—Code 1100 Administrative Support Assistant, Dorassa Fields, was recently recognized for the great support she provides in coordinating the 12 NNSY blood drives held annually. Here, Fields pauses in front of the Armed Services Blood Program bloodmobile that services NNSY and Naval Medical Center Portsmouth. *(Photo by Michael Brayshaw, Code 1160 Public Affairs Specialist.)*

RECYCLE



May is Asian/Pacific American Heritage Month

Asian/Pacific American Heritage Month was enacted on Oct. 28, 1992. The purpose was to honor the achievements of Asian/Pacific Americans and to recognize their contributions to the United States. This recognition was the culmination of Jeanie Jew's efforts in the 1970's to establish Asian Pacific American Heritage Week. Following the United States bicentennial in 1976, Jew realized that Asian Pacific Americans were "...were excluded from those stories during celebrations of the country's bicentennial. We were literally ignored even though we were part of building this country."

A year later, Jew enlisted the support of Rep. Frank Horton of New York who, along with Rep. Norman Mineta, of California, introduced House Resolution 540. This resolution proclaimed the first ten days of May as Asian Pacific American Heritage Week. Senators Daniel Inouye and Spark Matsunaga introduced similar legislation into the Senate.

May was selected for the recognition because two significant events in history took place in that month: Japanese immigrants first arrived in the United States on May 7, 1843, and the transcontinental railroad was completed on May 10, 1869 (Golden Spike Day). Chinese immigrants also helped build this railroad. Furthermore, since school is still in session during May, educators could capitalize on the opportunity to include APA history into the curriculum.

On Oct. 2, 1978, President Jimmy Carter signed the Joint Resolution and the first Asian Pacific American Heritage Week was celebrated in May 1979. In 1992, the week was expanded to a month-long recognition when President George H. W. Bush signed the law permanently designating May of each year as Asian Pacific American Heritage Month. The law was unanimously supported by both the House of Representatives and the Senate.

(Information on Asian-Pacific history taken from infoplease.com.)

"We see Asian-Pacific Americans in our military leading the way to bridge cultural and communication barriers between the various countries in this region. We see great Americans doing everything they can for our country as we prosecute the global war on terrorism. And, we see statesmen, scholars and future leaders developing before our eyes. Asian-Pacific Americans contribute immeasurably to the success of the U.S. Pacific Command and this region," said Rear Admiral William Van Meter Alford Jr., USNR (Ret.), former Chief of Staff, U.S. Pacific Command.

(Information taken from the Chief of Naval Information's RhumbLines, dtd April 13, 2009.)



Norfolk Naval Shipyard

Hotline

396-7971



Franklin Covey corner...

Editor's Note: This is the second in our series of seven focusing on Dr. Steven Covey's *7 Habits of Highly Effective People*.

Habit 2—Begin with the end in mind

By Michael Brayshaw

This habit is founded on the philosophy that when you undertake a new project or goal, you should “start with a clear understanding of your destination.” Dr. Steven Covey points out that Habit 2 effectively builds upon “Habit 1—Be Proactive.” As individuals take more direct control over their own lives (Habit 1), they begin to visualize the big picture at hand and can effectively see their ultimate destination (Habit 2).

In Dr. Covey's bestseller *The 7 Habits of Highly Effective People*, he begins the chapter on Habit 2 with a visualization exercise of the reader's funeral, for it leads him to conclude, “How different our lives are when we really know what is deeply important to us, and, keeping that picture in mind, we manage ourselves each day to be and to do what really matters most.”

To further encourage one's own self-awareness and understanding, Dr. Covey also encourages individuals to develop their own personal mission statement, which “empowers individuals with the same tireless strength in the midst of change.”

In pointing out the importance of this habit, Code 130 Department Head Mike Zydron stated that this habit also ties directly to one of the primary themes in the current departmental all-hands communication briefs being executed: improving individual responsibility. “One of the discussion points relative to improving leadership, ownership and accountability at all levels involves understanding each of our roles regarding ownership for what we are responsible for on a daily basis,” Zydron said.

He added, “Establishing clear expectations is a two-way street: those establishing the expectations must be clear and realistic; however, at the same time, those receiving these expectations must ensure they clearly understand the intended destination and must possess the capability and resources to realistically achieve the expectations. Direct and regular communication significantly improves this process and nearly always guarantees a successful result.”

With this idea in mind, it is important to remember that the concept from Habit 2 is built on Habit 1 which is all about personal responsibility, i.e. taking responsibility for our own behaviors by holding ourselves accountable for the results of our actions. This concept of personal responsibility (Habit 1), along with understanding what the desired result or “end-in-mind” is (Habit 2) creates the capacity within us to effectively communicate expectations and accept responsibility for achieving the desired result.

In the next article we will highlight “Habit 3 - Put First Things First.” For additional information about the shipyard's 7 Habits program contact Sandy Henson Brown in Code 100PI at 396-2960.

(Brayshaw is a Code 1160 public affairs specialist.)

Did you know...

Memorial Day was originally known as Decoration Day because it was a time set aside to honor the nation's Civil War dead by decorating their graves. It was first widely observed on May 30, 1868, to commemorate the sacrifices of Civil War soldiers, by proclamation of General John A. Logan of the Grand Army of the Republic, an organization of former sailors and soldiers. On May 5, 1868, Logan declared in General Order No. 11 that: “The 30th of May, 1868, is designated for the purpose of strewing with flowers, or otherwise decorating the graves of comrades who died in defense of their country during the late rebellion, and whose bodies now lie in almost every city, village, and hamlet churchyard in the land...”

By the late 1800s, many communities across the country had begun to celebrate Memorial Day and, after World War I, observances also began to honor those who had died in all of America's wars. In 1971, Congress declared Memorial Day a national holiday to be celebrated the last Monday in May. (Veterans Day, a day set aside to honor all veterans, living and dead, is celebrated each year on November 11.)

Today, Memorial Day is celebrated at Arlington National Cemetery with a ceremony in which a small American flag is placed on each grave. Also, it is customary for the president or vice-president to give a speech honoring the contributions of the dead and lay a wreath at the Tomb of the Unknown Soldier. About 5,000 people attend the ceremony annually.

(Information taken from History.com.)

NNSY project superintendent teaches area youth about basketball

By Kristi Britt

Project Superintendent Lonnie Kenley, Code 361, will never forget his five-year old daughter Lonice playing with the basketball she got for Christmas one year. He noticed how she easily dribbled and handled the ball and spoke about someday taking up basketball.

Now 22 years old, she plays basketball for Howard University on full scholarship as a shooting guard, all with the help of her father and the Amateur Athletic Union (AAU) basketball program. Last year, along with the help of the AAU program, Kenley decided to start a clinic to teach young female athletes the basics of basketball.

Kenley has been involved with the AAU program since his daughter was about eight years old. The AAU program is a very competitive non-profit organization that is equivalent to many public school athletics programs, and it mainly deals with the athletes learning the basketball basics and putting the tactics to use. Being involved with AAU, as well as the public school system's athletic department helped his daughter go to college on a full scholarship. Kenley wants that same opportunity to be available for not only his daughter, but for whoever wished to achieve it.

So Kenley decided to open up the Boo Williams Summer League Red Tide Clinic for girls, and has been running it for the past two years. Kenley does not have the kids playing competitive games during the clinic, but instead teaches the basic fundamental skills that would be essential to their future involvement in the game. "We teach them the philosophy of playing basketball," Kenley said. "We teach them why they want to do it this way and why they want to think that way...basketball is a thinking person's game."

Kenley's involvement with the AAU is something completely voluntary and he doesn't just participate during the summertime. Kenley works a full shift at Norfolk Naval Shipyard and then heads out to coach and work with the AAU kids completely free of charge. In fact, Kenley even spends his own money in order to help the kids he teaches, something he has no reservations about doing. "I find joy and fulfillment in teaching these young girls how to play basketball...I take my time, when I have some, and put back in the community to help the kids," said Kenley.

Kenley really enjoys being able to spend his time helping the girls play basketball and he hopes his example will encourage others to assist local youth as well.

(Britt is a Code 1160 student intern.)



A NATURAL—Lonice Kenley, right, makes a play during a Howard University basketball game.

Trivia questions and answers

*Who averaged one patent for every three weeks of his life?

A: Thomas Edison.

*What continent is cut into two fairly equal halves by the Tropic of Capricorn?

A: Australia.

*What explorer introduced pigs to North America?

A: Christopher Columbus.

*What's a water moccasin often called, due to the white inside its mouth?

A: A cottonmouth.

*What is the least popular month for U.S. weddings?

A: January.

*What spot once registered 134 degrees, the highest temperature ever in the U.S.?

A: Death Valley.

*What duo survived a 1909 shootout with Bolivia's cavalry, according to historians?

A: Butch Cassidy and the Sundance Kid.

Employees seeking leave for personal, family emergencies

Norfolk Naval Shipyard, as well as tenant command employees seek leave through the Leave Donor Program:

Kathy McIntosh, a Code 1220 management and program analyst, needs leave due to surgery. To donate leave to McIntosh, call Laura Melton at 6-8841, or Margaret Hurst at 6-8169.

Ivy E. Cooper, a Shop 71 painter helper, needs leave due to a medical condition. To donate leave to Cooper, call E. Allen at 6-7421.

Christopher L. Zurick, a Shop 57 insulator, needs leave due to daughter's heart surgery. To donate leave to Zurick, call E. Allen at 6-7421.

Michael A Elkie, a Shop 56 piping project zone manager, needs leave due to complications from surgery. To donate leave to Elkie, call E. Allen at 6-7421.

Below is a list of point of contact telephone numbers to donate leave to and a list of names of those who are still in need of leave:

Linda Bowles, Code 600, call Anne Allison at 6-2323.

Jane Ellsworth, Code 1190, call Cindi Walters at 6-1978.

John T. Merrill, Code 139, call Robert Starks at 6-5757.

Amanda K. Gullede, Code 2310, call Jimmy Harrington at 6-8667.

Drew Terry, Code 105, call Debra Williams at 6-3649.

Shawn C. Minor, Shop 56; Maria E. Davis, Shop 71; Lonnie R. Johnson, Shop 51; Christian J. Barbato, Shop 38; James W. Cartmell, Code 900T; Timothy L. Woodley, Shop 51; Gary Hoggard, Shop 71; Kurt L. Booker, Shop 11; Christina R. Mason, Shop 99; Clifton G. Washington, Shop 72; Tony Good, Shop 17; Clarence E. Silver, Shop 26; Issac A. Fortt, Shop 26; Michael P. Henderson, Shop 31; Robert L. Whitfield, Shop 38; Robert T. Morgan, Shop 56; and Joseph M. Taylor Jr., Code 900T; Larry Brooks, Code 1170; Frank Rollins, Shop 56; Carolyn Powell, Code 200; call E. Allen at 6-7421.

Armed Forces Day "United in Strength" May 16, 2009

President Harry S. Truman led the effort to establish a single holiday for citizens to come together and thank our military members for their patriotic service in support of our country.

On Aug. 31, 1949, Secretary of Defense Louis Johnson announced the creation of an Armed Forces Day to replace separate Army, Navy, Marine Corps and Air Force Days. The single-day celebration stemmed from the unification of the Armed Forces under one department—the Department of Defense.



Norfolk Naval Shipyard's Mission, Vision and Values

Mission

Service to the Fleet
Any Ship, Any Time, Any Where

Vision

The best shipyard as seen by our customers and employees through:

- Growing leaders for the future.
- Meeting our customers' expectations with no surprises.
- Working together as one.

Values

We live the 7 Habits which are:

1. Be Proactive
2. Begin With The End In Mind
3. Put First Things First
4. Think Win-Win
5. Seek First To Understand-
Then To Be Understood
6. Synergize
7. Sharpen The Saw

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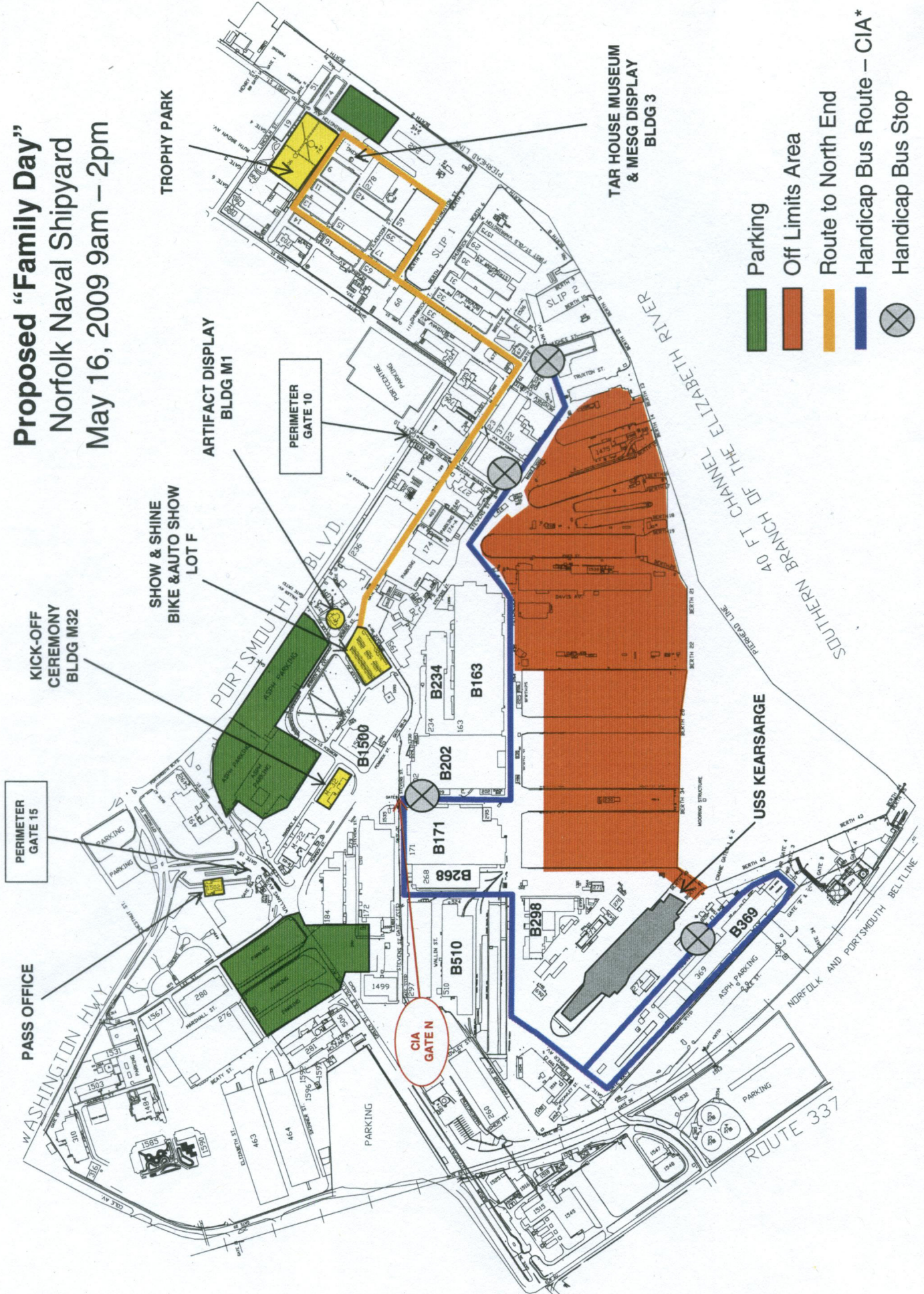
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*Deadline for submissions to the June 2009 *Service to the Fleet* issue is May 15.

Proposed "Family Day"

Norfolk Naval Shipyard

May 16, 2009 9am - 2pm



* Handicap bus restricted to handicapped personnel and sponsors