



# SALUTE

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Puget Sound Naval Shipyard & Intermediate Maintenance Facility



## A new era begins

*PSNS & IMF officials open long-awaited Navy Shipboard  
Fiber Optics Training Facility, Page 3*



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### On the cover

A new Fiber Optics Training Facility opened on PSNS & IMF Monday, Sept. 30, during a ribbon cutting ceremony in Building 431. (PSNS & IMF photo by Wendy Hallmark)

## Holding us accountable to change

One thing I have been hearing from you is we must hold ourselves accountable. I couldn't agree with you more. In order to get the culture change we want to see in our shipyard, we must ensure accountability at all levels. Harassment is intolerable, and we must treat it that way in order to have an environment where every individual is treated with dignity and respect. As I said the day I took command, accountability is to understand our motives such that our actions support our mission. It's having the discipline in our interactions to show one another that the individual in front of you is the most important person at that instant in time. It's also following through on commitments made when the interaction is over.

I've heard that many of you want to see the facts. I know that our investigation and discipline processes can be improved and hopefully be more transparent. Based on federal privacy laws, individuals who report an incident often do not know the discipline that is assigned or if it is given at all. I may not be able to tell you who got what discipline but I will tell you as much as I can without violating the law.

In fiscal year 2019, 16 cases of sexual harassment and assault were reported. Each of these reports resulted in an investigator being assigned. The person who reported it was notified of who would be investigating their case and if needed, action was taken to separate the individuals. It is important that we all see the numbers and the discipline that was awarded. Sexual harassment and assault will not be tolerated. Below, you will find a summary of all of these cases, including what the perpetrator did along with the discipline received. All but one of these cases were substantiated. Five of these cases are still in the disciplinary review process.

Moving forward, we will be publishing more details and information in our monthly updates regarding personnel actions. Instead of the charges against the person, I want you to know what they did. We can all learn from each other. The first report with new information will be in Salute's Oct. 31 issue.

While we don't have the improved investigative process completely figured out yet, I'd like to give you an update on where we are. Right now, with the exception of sexual harassment and assault, each shop and code handles a lot of their own investigations. I'd like for us to have command investigators that answer to me. Objectivity is key. For low-level issues, the shop or code will still handle discipline. Higher-level issues will be examined by investigators reporting to me. When investigations and discipline come under one umbrella, greater consistency will be gained. This will definitely be a win.

My goal is to have the investigations and discipline process changes figured out soon. Please, let's continue to hold each other accountable. I will update you soon on the improvements decided upon. Until then, if you have questions, ask. We are on this journey together and it's going to take all of us to get to where we are going: a work environment where every single person is treated with dignity and respect. Always.

ONE MISSION—ONE TEAM!

Captain Dianna Wolfson  
 Commander, PSNS & IMF



## Respect Every Individual

### FY19 Sexual Harassment and Assault Reports

- 9 cases substantiated and closed resulting in:**
- 5 terminations for conduct including quid pro quo, grabbing genitals, forced kissing, vulgar and sexual comments, repeated unwanted hugging and touching.**
- 1 demotion to a lower grade due to sexual innuendo, vulgar sounds and inappropriate computer use.**
- 1 14-day suspension for repeatedly asking someone out on dates, lewd comments, invading personal space and repeated hand and leg touching.**
- 1 5-day suspension for invading personal space, sexual jokes and inappropriate gestures.**
- 1 letter of reprimand for inappropriate sexual questions.**

5 cases are still in the disciplinary review process and 1 case not substantiated.

# New fiber optics facility officially open

Program expected to save \$14 million over five years

Kyle Denton, Code 950,  
 Electrical, Electronics and Calibration Shop

A few years ago when Puget Sound Naval Shipyard & Intermediate Maintenance Facility looked toward the future, the need to build an in-house fiber optics training capacity became apparent. Command leaders knew future classes of Navy ships would be using more fiber optics than current classes of ships, and sending shipyard workers off site to civilian vendors to learn these skills was very expensive.

After Naval Sea Systems Command 05W, Warfare Systems Engineering, certified PSNS & IMF Feb. 8 to conduct Navy Shipboard Fiber Optics Training, an on-site, state-of-the-art training facility was designed. That facility opened officially Sept. 30 when Capt. Dianna Wolfson, commander, PSNS & IMF, and others held a ribbon-cutting ceremony in Building 431.

Saving money was a prime reason the various NAVSEA organizations came together on such a time-consuming and complicated project.

"It can't be stressed enough, how much teaming is required to do something like this," said Wolfson during a team recognition ceremony prior to the ribbon cutting. "This required 78 individuals across nine NAVSEA organizations, with Puget Sound Naval Shipyard & Intermediate Maintenance Facility leading the way. This project is expected to save \$14 million over a five-year period."

Aside from the facility, the team also helped develop 11 training modules to deliver 224 hours of instructional content to fiber optics workers, supervisors, engineers and quality assurance personnel.

The new curriculum and matching facility provides a hybrid space to teach core theory and requirements; cable handling, penetration, repair, and modification; interconnection boxes; tube routing boxes; blown optical fiber installation and repair; multi-terminus



Bill Lehman, Code 950 fiber optics training supervisor, demonstrates how fiber optics work with Kyle Denton, Code 950 fiber optics program manager, and Capt. Dianna Wolfson, commander, Puget Sound Naval Shipyard & Intermediate Maintenance Facility, using a laser light and a Lucite tube, during the facility's ribbon cutting Sept. 30, 2019. (PSNS & IMF photo by Wendy Hallmark)

connector fabrication; individual component and system testing processes; and a special course for supervisors and quality assurance personnel.

Some of the key tasks the team had to accomplish included:

- Establishing a standardized facility design and technical materials requirement that can be replicated across multiple activities, which precludes the need for individual site certifications and helps develop an oversight process to allow a single corporate certification.
- Identifying improvements to multiple Military Standards and NAVSEA fiber optics requirements.
- Cutting the curriculum development time by 74 percent compared to commercial industry by completing a 49-month development project in 13 months.
- Establishing the Fiber Optics Knowledge Sharing Network as a sustainment group to continue innovations and improvements across the enterprise.

Portsmouth Naval Shipyard, Norfolk Naval Shipyard, and Trident Refit Facility, Bangor are the next NAVSEA industrial

sites scheduled to build their own fiber optics training facilities. Creating a network of strategically-placed facilities across the globe will significantly reduce travel expenses while providing flexible in-house capabilities to meet increasing fiber optics workloads.

"We've got Ford class coming," said Wolfson. "We've got Virginia class coming. We've got Columbia class coming. All of them, no doubt, will have this technology. The continued quest for process improvement and innovation at Puget Sound is inspiring."

Along with other planned process improvements, the corporate fiber optics team is kicking off a warfare center partnership looking at the installation and removal of blown optical fiber. As a key component of the Fiber Optics Program, this network of innovators, trainers, managers, and engineers will continue to drive improvements to naval maintenance and create further cost savings.

"It's always about the mission and teaming," said Wolfson. "This project specifically though is really about teaming. It's pretty incredible. One mission, one team."

# Zero tolerance for harassment of any kind

*You have the right to a non-hostile environment*

PSNS & IMF Public Affairs

Every teammate has the right to work in a place that is free from harassment and discrimination. Comments or behavior that are harassing or discriminatory will not be tolerated at Puget Sound Naval Shipyard & Intermediate Maintenance Facility. Whether these actions are unintentional, meant to be jokes, or are deliberately harmful, each person has a responsibility to ensure their workplace has zero tolerance for hostile working conditions.

If you are the subject of harassing or discriminatory comments or behavior:

Tell the person engaging in the behavior that it is unacceptable.

If you are uncomfortable speaking directly to the person, let someone know as soon as possible. This can be your supervisor, any supervisor/manager, the Human Resources Office, a union representative, or the Equal Employment Opportunity Office or the Puget Sound Naval Shipyard & Intermediate

Maintenance Facility Harassment Hotline.

If you are a bystander and hear or see something inappropriate:

Correct the person engaging in the behavior.

If you don't feel comfortable correcting the individual, let someone know immediately. This can be a supervisor, any supervisor/manager, HRO, a union representative, or the EEO Office.

In addition, sexual assault will not be tolerated. Sexual assault is any type of sexual contact that is non-consensual. This includes rape, attempted rape, sexual coercion, unwanted touching whether above or under clothes, and exhibitionism. If you are the victim, or witness, to sexual assault, call Naval Base Kitsap security at 360.476.3333 or dial 911. If you're unable to call, notify a supervisor, manager, HRO, union representative, or EEO office as soon as possible.

Supervisors or managers who hear or see something inappropriate, or are notified of such behavior, are expected to take immediate steps to report and address the incident.

Teammates of those who have been victims of inappropriate comments

## Methods of Reporting

- Your supervisor or someone else in your chain of command.
- Any supervisor or manager at the command.
- Command Evaluation & Review Office: 360.476.2277
- Human Resources Office: 360.476.7300/2797
- A union representative BMTC: 360.476.8032/2125 IFPTE: 360.476.4334
- Inspector General Hotline: 1.800.356.8464
- EEO Office: 360.476.2077

New PSNS & IMF Harassment Hotline (reports can be anonymous): 360.979.3886 (line is staffed 6 a.m. – 6 p.m., M-F)

behavior or assault are encouraged to provide support.

For more information on teammates and supervisor/manager expectations, visit the command's anti-harassment and anti-discrimination information page on the SharePoint homepage. You can also ask any supervisor or manager, or HRO or union representative for information.

# How to improve the Strategic Framework

*A peak at leadership's ideas for strategic improvements*

PSNS & IMF Public Affairs

Part two of a three-part series on the command's Strategic Framework. Part one (on page 7 of the Sept. 19, 2019 issue of Salute) provided the history, original intent and explanation of the current review process. Part three will announce the additions and changes to strategies and outcomes.

Since 2017, the Strategic Framework has been used to communicate the command's direction. Senior leaders are presently evaluating ways to give the Strategic Framework more clarity and focus on our efforts.

Here is a sneak peek of some early insights:

More attention on the Command Guiding Principles is needed for deeper understanding, visibility and focus. For example, Nuclear Program Principles are

relatively well understood, trained and engrained in the culture – the Command Guiding Principles should have the same level of understanding and commitment. The Guiding Principles are essential to Lean enterprise development and are key to broadening and deepening improvement efforts across all work and activities.

In the coming months, teammates will see increasing emphasis on and application of the Guiding Principles command-wide.

The strategies themselves are being reviewed along with underlying strategic initiatives to close the gap between current performance and the command's vision. As circumstances such as workload and problem areas change, the strategies may need to change to close the gap. Senior leaders are determining whether any current strategies should be adjusted or removed, or whether new strategies should be added.

Improvements to the Strategic Framework are being discussed that would increase the ability to evaluate the

command culture and measure progress toward the results the command is aiming for. Senior leaders are working on solutions to increasing the ability to hit the right targets and achieve the right outcomes while executing the mission, living the command's principles and values and improving the command's focus on strategies.

The cadence for senior leaders to review and assess the Strategic Framework and its use is being evaluated. The review process will assess key elements such as use, effectiveness and understanding. Early indications point to annually aligning the Strategic Framework while developing and executing the Command Operations Plan, an annual strategic review and plan for workload and issues in the upcoming year.

More details will be shared as the review and assessment of the Strategic Framework concludes. Working together, the improved Strategic Framework will help the command sustain current successes and build toward an even better future.

## Respect Every Individual

View Capt. Wolfson's message on the SharePoint homepage



Version 1.0 - March, 2017

Version 2.0 ... coming soon

Version 2.0 revealed in the Oct. 31 issue of Salute



Austin Frazier delivers a job kit to mechanics in Shop 11, Shipfitters, working on USS Carl Vinson (CVN 70). (PSNS & IMF photos by Scott Hansen)

PSNS & IMF Job Readiness Cell

# Tools on demand

*Shipyard program aids workforce, mission*

Scott Hansen, PSNS & IMF Public Affairs

**A**ustin Frazier, a material expeditor with Shop 06, Logistics and a key cog in the shipyard's Job Readiness Cell, carefully inspects a job kit for Shop 17, Sheet Metal, one last time before delivering the package to its ultimate destination, a job site aboard USS Carl Vinson (CVN 70) inside Dry Dock 6.



A typical job kit includes grinders, a needle gun, wrenches hangers and glass tape.

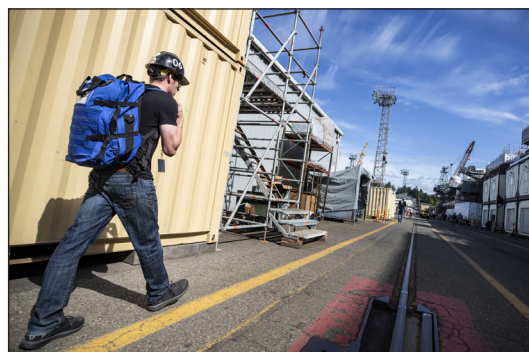
The kit, a standard blue canvas backpack, includes the tools necessary for a shipyard mechanic to perform his or her duties: grinders, a needle gun, an assortment of wrenches, hangers and glass tape. After one final check of the mechanic's job kit request, all is ready to go.

"Our job is to stage all the kitting material (to get ready) for a two-week window," said Frazier, describing his daily routine from inside the Shop 06 Project Material Envelope, alongside Dry Dock 6.

Next, it's off to the Carl Vinson, where Frazier leaves the backpack in a pre-approved, secure location below deck for a designated Shop 17 mechanic.

Shop 06 is just part of a larger job readiness operation, said Mike Clark, Shop 06 process manager. Other components include a work package control group, project material manager and a trouble desk.

"We're kind of the last piece of the puzzle, in that we provide the material and tooling to the deck plate for the mechanics," Clark said. "Shop 06 provides continuous support to mechanics on the deckplate."



ABOVE: Austin Frazier, a material expeditor with Shop 06, Logistics, prepares a job kit inside the Material Control Station near Dry Dock 6 for mechanics aboard USS Carl Vinson (CVN 70) before delivering it (far left) to the mechanics on board the aircraft carrier.

MIDDLE LEFT: Katherine Hudson, a sheet metal mechanic with Shop 17, signs off on a job kit for Austin Frazier.

AT LEFT: Ariel Johns, a material expeditor with Shop 06, Logistics enters a request into the Material Access Technology System. (PSNS & IMF photos by Scott Hansen)

# Winter means shorter days, icy roads for drivers

PSNS & IMF Public Affairs

Driving safely in the winter can challenge even experienced drivers. Fewer daylight hours, wet or icy conditions, and mechanical problems can all make winter driving more challenging than any other season.

## Vehicle preparation

Drivers can reduce the risk of having a problem by ensuring their vehicles are in optimal condition. They can visit a mechanic for a tune-up, or do the maintenance themselves if they are handy. Vehicle batteries, wipers, coolant, tires and other systems that can take a beating when the temperature drops, should all be inspected and repaired, replaced or serviced as needed.

Drivers should completely fill their vehicle's reservoir with high-quality "winter" windshield fluid with de-icer before the first snow hits, and they should keep extra in their vehicle.

Traction/snow tires should be installed before the snow begins to fall. In Washington, studded tires are authorized between Nov. 1 and March 31. Tires should be filled to the vehicle manufacturer's recommended inflation pressure, not the number listed on the tire. Tire pressures should be checked when tires are cold, which means the car hasn't been driven for at least three hours.

Drivers should keep a first aid kit, a cellphone charger, flashlights or headlamps, blankets, jumper cables, an ice scraper, snow brush, boots, gloves, warm clothes, traction devices (tire chains or equivalent) and flares in their vehicles. Even if they don't need them, emergency supplies can be used to help someone else in need on the road.

Before every trip in "slushy" or snowy weather, drivers should clear their cars' windows, hoods, roofs, forward sensors, headlights, taillights and backup cameras of snow, ice or dirt.

## On the road

Drivers should always keep their gas tanks close to full, even with a hybrid-



Accidents, pass closures and other winter events can mean unexpected time spent in your vehicle. Be prepared, and pick up these items on your next shopping run. Remember to pack them into your vehicle. It's better to have these items and not need them, than need them and not have them.

Pick up shopping	Packed in vehicle	Pick up shopping	Packed in vehicle
<input type="checkbox"/>	<input type="checkbox"/> Flashlight	<input type="checkbox"/>	<input type="checkbox"/> Cell phone charger or battery booster
<input type="checkbox"/>	<input type="checkbox"/> Extra batteries	<input type="checkbox"/>	<input type="checkbox"/> Tire chains
<input type="checkbox"/>	<input type="checkbox"/> Blanket	<input type="checkbox"/>	<input type="checkbox"/> Ice scraper/snowbrush (a small shovel is handy too)
<input type="checkbox"/>	<input type="checkbox"/> Nonperishable food items	<input type="checkbox"/>	<input type="checkbox"/> Jumper cables
<input type="checkbox"/>	<input type="checkbox"/> Water	<input type="checkbox"/>	<input type="checkbox"/> Flares/warning triangles
<input type="checkbox"/>	<input type="checkbox"/> Gloves	<input type="checkbox"/>	<input type="checkbox"/> Kitty litter/sand for traction
<input type="checkbox"/>	<input type="checkbox"/> Boots	<input type="checkbox"/>	<input type="checkbox"/> Whistle to signal for help
<input type="checkbox"/>	<input type="checkbox"/> First aid kit		

If you find yourself stuck or stranded, stay in your vehicle, put on your flashers, call for help and wait until that help arrives. For more information and helpful tips, visit [wsdot.wa.gov](http://wsdot.wa.gov).

electric vehicle. If they get stuck in a traffic jam or in snow, they might need more fuel than they anticipated to get home or to keep warm.

If road conditions are hazardous, people should avoid driving if possible, and wait until road and weather conditions improve before venturing out.

Winter driving brings increased hours of darkness and slipperier roads. All drivers should adjust their driving style for the conditions, which generally means driving at slower speeds, increasing

following distance and accelerating more slowly.

Drivers should not use cruise control when driving on slippery roads and should also slow down and be extra cautious near the chain-up and chain-removal areas. There are often people out of their vehicles.

For more information about winter driving, go to [wsdot.com/winter](http://wsdot.com/winter) or [nhtsa.gov/winter-driving-tips](http://nhtsa.gov/winter-driving-tips).

Brought to you by Shop 31, Inside Machine Shop



# Hard Hat Heroes—shining a spotlight on high-performing teammates



In episode 7 of Hard Hat Heroes, Capt. Dianna Wolfson, commander, Puget Sound Naval Shipyard & Intermediate Maintenance Facility recognizes the command's largest group of dedicated teammates from shops and codes across PSNS & IMF helped stand up the new fiber optics training facility located in Building 431, the Machine Shop. The command was certified by Naval Sea Systems Command earlier this year to conduct Navy Shipboard Fiber Optics Training on-site (read the story on page 3, of the April 4 issue of Salute). Aside from teaming together to design and build the state-of-the-art training facility, the team also helped develop 11 training modules to deliver 224 hours of instructional content to fiber optics workers, supervisors, engineers and quality assurance personnel. This project is expected to save \$14 million over a five-year period. Hard Hat Heroes is Wolfson's initiative to shine a spotlight on the success, determination, creativity and mission-focus of high-performers at their workplace. (PSNS & IMF photo by Wendy Hallmark)



## For a job well done



Capt. Dianna Wolfson, commander, Puget Sound Naval Shipyard & Intermediate Maintenance Facility presented Code 2300, Nuclear Engineering and Planning Department, Control Test Engineer Matt Conrath with a BZ100 sticker for his exceptional effort in helping with a short notice request from Naval Sea Systems Command. "I got a call from D.C., and Matt was instrumental in helping develop our response—a big deal," said Wolfson. "He helped communicate the information needed." According to Jeremy Largey, Nuclear Engineering and Planning Manager, Code 2300, Conrath is one of the department's best CTEs. Bravo Zulu, job well done! (PSNS & IMF photo by Wendy Hallmark)

## PSNS & IMF Detachment Everett earns praise



Capt. Dianna Wolfson, commander, PSNS & IMF, addresses the workers Monday, Oct. 7, 2019, during an all-hands brief at Puget Sound Naval Shipyard & Intermediate Maintenance Facility Detachment Everett. "I was told today that this is an enjoyable place to work because you have the autonomy, the resources, and the trust, to do your job, do it right, and get it done on time," Wolfson said. (PSNS & IMF photo by Brian Kilpatrick)

## Recreation & Rideshare

Department of Defense civilians and their escorted guests can enjoy recreational services on base including bowling alleys, movie theaters and restaurants. Check out these upcoming opportunities:

### Seattle Escape Room

5 – 11 p.m., Fri., Oct. 25. Tackle the Evil Dead Escape Room at Seattle's Hourglass Escapes. Cost is \$40/person (includes ticket and transportation). Register by Tues., Oct. 22.

### Waterfalls Adventure

7:30 a.m. – 7:00 p.m., Sat., Oct. 26. Seek waterfalls in the Olympic Mountains via car and a hike of less than a mile. Level II. \$42/person. Register by Thurs., Oct. 24.

### Monster Splash

10 a.m. – 3 p.m., Sat., Oct. 26, NBK-Bangor Aquatics Center. Bring the wee ones out for some Halloween fun including inflatable toys, crafts on the deck, balloon twister and goody bags.

### Trunk or Treat

2 – 5 p.m., Sat., Oct. 26, NBK-Bangor Plaza Parking Lot. Pack up the little ghosts and goblins for safe, fun and free trick or treating from car to car. Want to decorate your own vehicle and hand out candy? Register by Fri., Oct. 22.

For more opportunities, visit [kitsap.navylifepnw](http://kitsap.navylifepnw)

## Rideshare

**Pierce Transit Vanpool** Two seats available on a Pierce Transit Van, leaves Tacoma: Shilo Inn at 5:10 a.m. & 6<sup>th</sup> Ave Park-n-Ride at 5:20 a.m. Parks in G-Lot. Leaves at 4:10 p.m. Call Phil at 360.476.6769.

**Kitsap Transit Vanpool** Riders needed. Departs Belfair North Shore, Beards/Lynch cove, QFC Park and Ride, leaves at 5:45 a.m. Departs shipyard CIA at 4:09 p.m. Call or text Maxie at 360.340.2030.

### Rideshare ad policy

To post a Rideshare ad, email [psns.pao.fct@navy.mil](mailto:psns.pao.fct@navy.mil), or come to Building 850, floor 5, Congressional and Public Affairs Office and fill out an ad form. All information provided is subject to be used in Salute - print and online.

**Federal Benefits Open Season**  
November 11 - December 9  
**PSNS & IMF Health Fair**  
November 5  
7 a.m. - 5 p.m.

PSNS & IMF - Bremerton  
Kitsap Conference Center  
Retirees, family members welcome

## New TSP withdrawal options announced

New Thrift Savings Plan withdrawal options are now available. Of particular note:

- After separating from service, participants can choose to receive payments monthly, quarterly or annually.
- Participants may take unlimited post-separation partial withdrawals.
- Participants may select the withdrawal source including trading traditional, Roth or both.
- Full withdrawals at age 70 ½ are no longer mandatory, however, IRS required minimum distribution is still in place.
- Up to four age-based, in-service withdrawals are permitted each year after the age of 59 ½.
- The six-month waiting period to contribute to TSP if a hardship withdrawal has been taken has been eliminated.

For more information, visit [tsp.gov/whatsnew/Content/index.html](http://tsp.gov/whatsnew/Content/index.html) or contact the Civilian Benefits Center, [navybenefits@navy.mil](mailto:navybenefits@navy.mil) or 888.320.2917 (4:30 a.m. – 4:30 p.m., Monday – Friday), TTY 866.359.5277.

## Congratulations to teammates who retired in September

During September 2019, the command had 18 teammates with 943 years of corporate knowledge retire.

The following employees retired in September:

Norma J. Barbero, Code 300WIM	Abel J. Perez, Code 1102
Tammy A. Brown, Code 300T	David B. Ross, Code 290TQ
Eddie E. Carpenter, Code 105.4	Jacqueline L. Sires, Code 105.5
James G. Estes, Shop 38	Tammy L. Titus, Code 105.3
Michele L. Fletcher, Code 1160	James O. Williams, Shop 99
Douglas G. Fairweather, Code 300N.5	Paul A. Wims, Shop 26
Richard L. Henry, Shop 51	Jay E. Young, Shop 26
Gerald M. MacDonald, Code 1130	
Margaret E. Mahaney, Code 1102	<i>Correction to June 2019 retiree:</i>
Jay C. Mathews, Code 1160	Brennon D. Seymour, Code 220
Ann M. Mechling, Code 1180	

## Puget Sound Naval Shipyard & Intermediate Maintenance Facility Command Career Center

Where do you go to explore opportunities for your career future?

Questions? [PSNSCareerCenter.fct@navy.mil](mailto:PSNSCareerCenter.fct@navy.mil)  
360.801.2156

## Voluntary Leave Transfer Program recipients in need of leave donations

This program authorizes federal service employees to donate annual leave to other civilian federal service employees who are experiencing a medical emergency or medical condition for themselves or a family member. If you wish to donate annual leave or have questions about leave donation, please contact the Human Resources Office, 360.476.2553 or visit Building, 850, floor 5, room 511; or fax your donation form to 360.476.6669.

Teammates currently in need of donations:

<b>Code 105</b> Mark Hernandez	<b>Code 2300</b> Marty Sampson	<b>Shop 56</b> Erin Avery
<b>Code 109</b> Kendra Fitch	<b>Shop 06</b> Spencer Harris	<b>Shop 64</b> Ashley Brown
<b>Code 130</b> James Johnson	<b>Shop 11</b> Michael Hamblet	Mercedes Flerx
Richard Petrone	<b>Shop 26</b> Kali Coughtry	<b>Shop 67</b> Sarah Alvarez
<b>Code 200</b> Caitlin Earl	Joshua Hubbell	<b>Shop 71</b> Corey Coombe
Michaela Raymond	Leah Ober	Jonathan Guzman
<b>Code 300</b> Alexander Reyes	Andrea Skinner	Michael Swain II
<b>Code 600</b> Raelynn Luce	Joshua Wagner	<b>Shop 99</b> Bianka Curtis
<b>Code 700</b> Jesse Hannawacker	<b>Shop 31</b> Shaun Yeadon	Rayeanna Dains
<b>Code 900</b> Sierra Morrell	Megan Steiner	Crystal Frigillana
<b>Code 1100</b> Rebecca Phillips	<b>Shop 38</b> Sherman Geeslin	Tareyn Haney
Katie Marcucci	Holly Bean	Sarah Hustis
	<b>Shop 51</b> Diona Arena	Kelsi White
	Carter Gallimore	Frank Yulfo

## Show some love — annual CFC campaign to kick off Oct. 21

PSNS & IMF Public Affairs

The Combined Federal Campaign for the Cascadia CFC Zone, including the Puget Sound Naval Shipyard & Intermediate Maintenance Facility will kick-off their solicitation campaign Oct. 21.

The CFC runs through Jan. 12 and is the largest and most successful annual workplace charity campaign, according to the Office of Personnel Management. Pledges made by Federal, civilian, postal and military donors during the campaign season will support eligible non-profit organizations that provide health and human service benefits in local communities and throughout the world.

The theme for the 2019 campaign is Show Some Love. In addition to monetary donations, federal employees can pledge voluntary hours such as serving a warm meal to the homeless, cleaning up litter or offering your

skills to help members in your community.

Ready to donate? Visit [cascaidacfc.org](http://cascaidacfc.org) to give to a cause you care about.

Paper pledge forms will be available

from department key persons for Calendar Year 2020 contributions.

Contact 360.476.2739 for questions and information. Lets show some love and donate today.

## ETHICS:

### What are your responsibilities?

With football season in progress, it's a good time to remember that gambling in the government workplace is not allowed. This includes fantasy football leagues where a fee is charged to be divided among the winners. Participation in a fantasy football league or office pool isn't gambling as long as a fee (i.e., a bet) isn't charged that is divided amongst the winners. But, a fee could be charged for the league's expenses as long as the money doesn't go towards prizes for winners. As always, you should be prudent when using official time or resources to organize or participate in these activities.

**Rule of Thumb:** DoD personnel are prohibited from gambling on Federally owned or leased property or while on official duty.

**YES:** Participating in a fantasy football league where participants don't have to risk anything to play.

**NO:** Paying \$10 to go towards prize money in order to participate in a fantasy football league.

For more information on gambling rules in the federal workplace please visit [ogc.osd.mil/defense\\_ethics/resource\\_library/deskbook/fundraising.pdf](http://ogc.osd.mil/defense_ethics/resource_library/deskbook/fundraising.pdf)

## Combined Federal Campaign

Give through the CFC to a cause you care about

Donate now through Jan. 12 at [cascaidacfc.org](http://cascaidacfc.org)



# Vigilance key to online network security

*Eight ways to be vigilant about your personal data*

By Rebecca Work,  
Code 109 Cyber Security

October is Cyber Security Awareness Month, a top priority that must be an everyday habit.

More than ever, Navy networks are under attack by unknown sources and entities trying to steal sensitive and personal information.

It is up to everyone to protect the Navy's networks and help reduce risk by being vigilant in cyber practices.

Safe internet habits and awareness include:

- Don't discuss work outside of the workplace. Remember loose lips sink ships.
- Do not respond to emails from unknown sources. If it's not a .gov or .mil, always use caution.
- Digitally sign and encrypt emails.
- Don't visit unknown websites.



- Turn off bluetooth and GPS when not in use.
- Be careful when posting on social media. Stalkers are always looking for opportunities to steal information.
- Create a complex password (15 character minimum, special

character, upper/lower case)

- Make cybersecurity a daily practice - "See something, say something."

Contact Code 109 CybersecurityBREM.PSNS.InfoSec.FCT@navy.mil for information or questions.

## October is National Disability Employment Awareness Month

CrossAbilities ERG meets monthly  
on the third Tuesday  
11 a.m. - 12 p.m.  
Bldg. 850, floor 3, room 301

Learn more at [dol.gov/odep](http://dol.gov/odep)

**CROSSABILITIES**  
A Disability Employee Resource Group