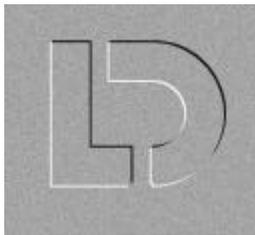


# SPADEWORK

ATLANTIC DIVISION, NAVAL FACILITIES ENGINEERING



## Construction Division

### NAVFAC

### Restructuring Update #2

Gary Mackey, Code 05

The team of 27 met again in March at Port Hueneme and has now grown to 29. The official publication is listed below to again assure the widest circulation. The great news for the ROICC end of our business--both new military representatives have a very strong background in ROICC business and will add to the synergy that we need for our very important product line. CDR Dave Coleman is the Operations Officer at NORTHDIV and is responsible for their ROICCs. Prior to this assignment, he was ROICC Newport and also worked with LANTOPS in the old ROICC Haiti. CDR Steve Markey is presently the ROICC at Bremerton, so both new military members have recent field experience.

Although the progress of our task is slow, we are all still committed to doing what is best for NAVFAC. We go back to Port Hueneme on the 20th of April for three weeks. We will finalize our recommendations for shape, size, and deployment of the new NAVFAC with an implementation plan that will probably take two years to effect (October 2000). I will keep you informed as we continue to progress.

NAVFAC Restructuring Team Progress Report  
3/26/98

The second Restructuring Team meeting was held in Port Hueneme from March 16 to March 27. The team now consists of 29 members, with new members CDR Dave Coleman and CDR Steve Markey providing additional energy and a military perspective. Rick Landers has also

joined the team replacing LCDR Ed Bennett. The team worked at an intense pace which daily took them from early morning to late evening and through the weekend.

As background, Glen McDowell briefed the team on the Effort Distribution Matrix. He explained how this tool links specific products and services with the hours and dollars required to provide them to customers.

The team began its daunting task of working through NAVFAC-wide process designs, common business practices, support and enabling processes, funding trends and customer data. Progress in this foundational step was hampered by incomplete data. Additional subject matter experts were brought in to help gather and organize the data for use. Despite the setbacks, the four areas of data have solidified. Additional information has been or will be requested as needed.

A sub-team developed evaluation criteria to assess and prioritize nearly 300 restructuring considerations contributed by team members. Restructuring considerations are operational alternatives that frame how work could be accomplished, which will have an impact on the configuration and size of the NAVFAC corporation. A full day was spent evaluating the numerous considerations against the criteria. From there, considerations that rated further attention were grouped by natural themes. Additional data and amplifying information needed to create a complete picture of the implications will be gathered prior to the next restructuring meeting.

With that information in hand, the team will begin tackling the *shape* of the new NAVFAC organization. The disciplined approach used these past two weeks requires

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that the team understand what the *shape* of the Naval Facilities Engineering Command corporation is before determining the *size* it will be so that it can be *deployed*.

Representatives will brief the team's progress and findings to date to the NAVFAC ESG on April 2<sup>nd</sup>. The team will reconvene in Port Hueneme on April 20<sup>th</sup>.

## ***New Guidance for Construction Progress Photographs***

***John Adams, Code 053A***

LANTNAVFACENGCOMINST 4330.11H established requirements for the submission of progress photographs from the ROICCs. This instruction was subsequently cancelled by Code 05C in August 1993. The current ROICC Handbook (Greenbook) leaves the preparation of photographs up to the discretion of the individual ROICCs. Many ROICCs routinely photograph progress with cameras and video recorders, especially for safety issues and when a dispute or claim may develop. These photographs should indicate problem areas in question and corroborate the ROICC position.

With the advent of digital cameras, it is now possible to take photographs to meet the intent of the Greenbook without costly (and time-consuming) development and duplication expense. The quality of digital photographs is sufficient for presentations and should be utilized to the fullest extent possible as follows:

All of the ROICCs are now equipped with digital cameras and should be routinely utilizing them in the field as noted above. These digital photographs should be stored on a common directory and catalogued for quick access, and then photographs could be emailed as needed. It is not necessary to take quarterly photographs of each construction contract. Remember, if you do not have a camera with a time and date feature, you need to keep a record of when the photographs were taken.

"Hard" copies should only be taken, as needed, for LANTDIV Public Affairs for significant projects, completion of major facilities, and high interest projects.

## ***Overseas ROICC Positions***

***John L. Adams, Code 053A***

In the very near future, EFA MED will be initiating positions at the following locations:

Supervisory General Engineer, GS-13, at Rota, Spain  
 Senior Project Engineer (AROICC/AREICC), GS-12, at London, UK  
 Senior Project Engineer (AROICC/AREICC), GS-12, at Souda Bay, Crete  
 Senior Project Engineer (AROICC/AREICC), GS-12, at Vicenza, Italy

Senior Project Engineer (AROICC/AREICC), GS-12/13, at Naples, Italy  
 Construction Representatives, GS-9, GS-10, and GS-11, at Aviano, Italy

The above positions and additional future Aviano positions will be announced out of the London HRO Service Center, and the normal tour of duty is three years for most areas. Reassignments are also considered; and for this reason, EFA MED would be interested in knowing who from our current field and HQ Staffs would be interested in experiencing the excitement of living overseas and seeing another part of the world. For additional information, please contact Ken Trotman in Naples at 011-39-81-509-7561 or FAX 011-39-81-509-7614. He can also be contacted by email at: KTrotman@efamed.navfac.navy.mil.

## ***Time and Attendance Verification***

***Barry Robertson, Code 052***

Code 05 has been receiving an increasing number of requests from ROICC offices to certify time sheets at the close of the pay period. In most cases, this has involved supervisors whose time needed to be certified by the ROICC who was not in the office on the day the time sheets were due. Although we do not question the accuracy of the information that is submitted, it is difficult for us to be certifying time sheets for individuals at locations outside of LANTOPS for personnel that we do not supervise. In cases where a ROICC will be absent from the office on the day time sheets are due, arrangements should be made to have the time sheets completed and certified prior to departure. Then, if the information certified changes before the end of the pay period, a corrected time sheet can be completed when the ROICC returns; and this can in turn be properly certified as well. We are willing to certify time sheets in extreme cases when an emergency situation occurs; but in these cases, we ask that, upon return, the ROICC provide a memorandum to the individual certifying the time sheet that the information has been validated and is in fact correct.

## ***ROICC Internet Address Change***

***Jim Gale, Code 0523***

The new standard for Internet email addresses follows the formula: Full LAST NAME + FIRST initial + MIDDLE initial. The number of characters for the last name is no longer limited in length. Thus, under the new naming convention, DAVIDSTS@efdlant.navfac.navy.mil becomes DavidsonTS@efdlant.navfac.navy.mil. It is not necessary to include %ROICC.LANTDIV in the address. Your old email address will continue to work until your office is converted to the new email system. I will send each user an Internet message to verify their new email address. After verification, please use the new email address exclusively. This change affects Code 05 and

ROICC Norfolk, Cherry Point, Little Creek, Oceana, Norfolk Naval Shipyard, Guantanamo Bay, Puerto Rico, and Yorktown. If you have any questions, please call me at (757) 322-8407 or DSN 262-8407.

### **ROICC Handbook** **Barry Robertson, Code 052**

Several telephone calls have been received lately asking for additional copies of the LANTDIV ROICC Handbook. Apparently, some copies of the handbook are being taken when personnel within the office rotate--this was not the intent. The initial distribution included a sufficient number for each office, and it is the responsibility of each ROICC to ensure that these copies are retained for new personnel when someone in the office leaves. A considerable sum of money was spent printing these books (including the cost of the binders), and they have all been distributed throughout the greater LANTDIV area. There are currently no copies remaining for distribution, and the budget will not support printing additional handbooks this year. Please hold on to the handbooks that you have.

### **Safety Corner**



**Bill Garrett, Code 0526**

### **Increased Crane Awareness:**

#### **Station Crane Expertise Assistance May Be Offered at Your AOR**

Several, recent crane incidents throughout the Navy have triggered heightened safety awareness. As a result, many of the station customers that we serve are attempting to take a proactive role in assisting Navy contracting officers in assuring safe crane operations. Some ROICC offices have already been approached by station crane specialists for assistance in contractor crane oversight. This assistance can be a benefit to us in accident prevention. Procedures have successfully been in use at ROICC Norfolk Naval Shipyard which allow for crane inspections to be conducted prior to contractor cranes being used on our work sites. This effort requires coordination with the crane inspection departments. Most importantly, it requires pre-work communication with contractors through contract documents and pre-construction meetings. These inspections do not replace the contractor inspections already included by contract required USACE EM 385-1-1, Appendix H.

Typically, crane specialists utilize NAVFAC document P-307. This document is specifically designed for the management of Navy-owned weight-handling equipment. Because USACE EM 385-1-1 is more restrictive, there are no plans to incorporate P-307 into our contracts. However, we should be cognizant of the station's

requirements; and in doing so, a reference copy of P-307 will be provided for each ROICC library.

If you require any assistance in coordination with crane expertise on your station, please do not hesitate to contact me at (757) 322-8424 or DSN 262-8424.

### **OSHA Silica Special Emphasis Program**

OSHA issued a special emphasis program for construction worker exposure to silica dust. Silica is a material that has been determined to cause lung disease. The requirements for protecting workers from silica dust are very similar to protecting workers from asbestos. *What should we be looking for?* Any materials that are delivered to your site that are packaged with a label warning of the silica content must include a material safety data sheet. Using these materials requires an evaluation of worker exposure to determine the optimal respirator protection and other PPE. Respirator use promulgates the requirement for a respirator protection program with training and medical surveillance. Silica is most commonly found in blasting media but is also in products used for shotcrete operations and insulation materials. A complete summary of the new OSHA rule may be found on the Website at <http://www.osha.gov/oshdocs/silic.html>.

The contract requirements for preventing worker exposure to silica dust are identified in USACE EM 385-1-1, pages 76 and 292 and Appendix C. Additional emphasis has also been included in Safety Controls guide specification Section 01525. In order to limit the use of silica products, specification writers have been prohibiting the use of silica-containing materials, particularly in the paint section where blasting media are normally specified. Other materials, such as pipe insulation, are being added to the prohibition list. Silica-containing products require long-range special handling, increased exposure potential, and added expense for station maintenance personnel after project close-out. Submittal reviewers are also being asked to look for silica-containing materials during the review process to identify materials that contain silica and look for optional materials.

### **Contractors Working with High Voltage Cable Station Utilities**

A coordinated Process Action Team (PAT) with members from ROICC Norfolk, Code 05, Code 16, and PWC has been established to examine procedures for identifying existing electrical systems. A recent electrical outage on a high voltage circuit could have resulted in a serious injury or fatality. The investigation revealed that the existing cables were not identified properly and the certified high voltage cable splice contractor made incorrect assumptions regarding cable arrangement. Investigations have also revealed that there are

limitations to some of the test equipment used for identifying whether a circuit is still energized. To aid in accident prevention, we must assure that high voltage test equipment is compatible with the intended cable type by making sure that the contractor reviews the manufacturer's instructions before the outage as part of the Activity Hazard Analysis for that phase of the work. Cable identification should be made with the assistance of the electrical system maintenance personnel ahead of the scheduled outage date whenever possible. If at anytime, it is determined that a circuit cannot be positively identified, the outage should be immediately terminated. Please be reminded, as an additional safeguard, the new Safety Controls guide specification (01525) requires cable cutting to be performed remotely using a non-conductive hydraulic cutter. Additional information will be made available. The point of contact for the PAT is Bobby Lee, ROICC Norfolk, at (757) 322-4465.

### **Crane Safety Training To Be Held in May 1998**

Two quality assurance crane safety hazard awareness training classes are being scheduled in May. Each session will last two days. Half of the second day will involve the inspection of an actual crane provided by the Norfolk Naval Shipyard. The classes are being sponsored by LANTDIV with facilitators from the Navy Crane Center. The 70 attendees will leave the class with increased competencies for reducing crane mishaps on our construction sites. Attendees will include LANTOPS, EFA CHES, NORTHDIV, PWC FSC, and other customer requested participants from SUPSHIP and NAVSEA.

### **Do Contractor QC (Quality Control) Managers Have Safety Responsibility?**

The site superintendent has the ultimate responsibility for assuring a safe work environment for workers on their construction sites and is the controlling employer. Please remind contractor QC managers that the USACE EM 385-1-1 contract requirement states that as part of their QC responsibilities they shall conduct and document daily safety inspections--it only makes sense. Additional language is being added to the (01400) guide specification for contractor QC to clearly communicate these contractual requirements. For example: USACE EM 385-1-1 requires a daily crane inspection to be performed by the contractor. It is the QC manager's responsibility to ensure that the inspection report is completed and made available to the Navy QA representative. The QC manager who responds to site safety responsibility as *that's not my job* is incorrect. Please assure QC managers are performing on your job.

### **New Employee Injury Compensation Forms**

The Department of Labor (DOL), Office of Worker's Compensation Programs (OWCP), has recently revised the federal employee's Notice of Traumatic Injury (CA-1) form and the Notice of Occupational Disease (CA-2) form. These forms are used to report Atlantic Division employee incidents resulting in injury of any kind. Because of the legal implications associated with these forms, it is important that the revised versions be used as soon as possible and the outdated version discarded. Use of the outdated forms could result in a delay of benefits to employees. Although we typically order and stock CA-1 and CA-2 forms, HRO Norfolk has placed a procurement order for a large quantity of new forms. Upon receipt, we will provide an initial supply to each ROICC. The revised form is available on the DOL Website at:

[HTTP://WWW.DOL.GOV/DOL/ESA/PUBLIC/REGS/COMPLIANCE/OWCP/FECACONT.HTM](http://WWW.DOL.GOV/DOL/ESA/PUBLIC/REGS/COMPLIANCE/OWCP/FECACONT.HTM)

The Website not only contains the new forms but also provides answers to frequently asked questions concerning benefits of the Federal Employees Compensation Act (FECA).

If you would prefer a faxed copy of the forms or you have any questions regarding the use of these forms or Atlantic Division policy for their use, please contact Bill Garrett at (757) 322-8424/DSN 262-8424 or Gary Oberlander at (757) 444-2318.

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#### **CLOSING THOUGHT**

"Good listeners generally make more sales than good talkers."

--B. C. Holwick



G. W. MACKEY, P.E.  
Director  
Construction Division

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