

Jan/Feb/Mar 2004 – Plan of the Quarter for EFALANT

DEPARTMENT OF THE NAVY

FACILITIES ENGINEERING COMMAND, ATLANTIC DIVISION ENGINEERING FIELD ACTIVITY ATLANTIC (EFALANT)



COMMANDER, EFALANT
RADM J. M. McGARRAH

Naval Reserve, Officer in Charge of Construction, Atlantic (NR OICC LANT UIC 85533)
Naval Reserve Contingency Engineering Unit, Atlantic (NR CEU LANT UIC 88807)
Naval Reserve, Environmental Engineering Unit, Atlantic (NR EEU LANT UIC 85503)
Naval Reserve, Voluntary Training Unit EFALANT (NR VTU EFALANT)

PLAN OF THE QUARTER

10-11 January 2004

7-8 February 2004

5-7 March 2004 (CORE DRILL)

THE PLAN OF THE MONTH CONTAINS OFFICIAL AND UNOFFICIAL INFORMATION
READ IT AND FAMILIARIZE YOURSELF WITH ITS CONTENTS

OICC	EEU	CEU	VTU
Commanding Officer CAPT Michael Price mprice@dacon1.com	Commanding Officer CAPT Karl Clebak Jr. karl.clebak@pseg.com	Commanding Officer CAPT Tom Newdome tpnewdom@southernco.com	Commanding Officer CAPT Kent Stephenson stephensondk@efdlant.navfac.navy.mil

LOCATION: Atlantic Division, Naval Facilities Engineering Command (AUIC 62470)

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Web Page: www.lantdiv.navfac.navy.mil

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Uniform of the Day

Officers/CPO's - Prescribed: Winter Blues; Alternate: Service Khaki w/Ribbons, CUUs
Enlisted – Prescribed: Winter Blues; Alternate: CUUs

FY-04 Drill Dates (Core dates in bold)

10-11 January	3-4 April	17-18 July
7-8 February	1-2 May	7-8 August
5-6-7 March	4-5-6 June	10-11-12 September

Drill Schedule

Saturday	Sunday
0730 Muster	0730 Muster
1130 Lunch	1130 Lunch
1230 Muster	1230 Muster
1630 Secure	1630 Secure

General Administrative Notes

PLAN OF THE QUARTER: Inputs for the POQ are to be provided NLT COB Thursday of the drill weekend in November, March, June, and September. Please send POQ inputs to EFALantHQ@efdlant.navfac.navy.mil, and use the subject "POQ INPUT" in the e-mail.

EFALANT WEBSITE. The Website contains items of interest to EFALANT members. The website is located at <http://www.lantdiv.navfac.navy.mil>. Some of the information on the website is password protected so you need to log in to access certain information.

NAVAL RESERVE CENTER WEBSITES. Naval Reserve Center websites are located at <http://reserves.navy.mil>. You will click on the Commander Naval Reserve Forces Command icon and then select the appropriate REDCOM. Some information on the website is password protected so you need to log in to access certain information.

RECALL BILL: E-mail Recall Bill corrections and additions to EFALantHQ@efdlant.navfac.navy.mil and to your Department Head/Executive Officer. Please use the subject "RECALL CHANGES" in the e-mail.

SPRING 2003 PRT: SPRING PRT for Local drillers is scheduled for April 2004, with make up in May 2004. Start getting prepared.

IDTT TRAVEL CLAIM PROCEDURE: IDTT Travel Claims are now liquidated through the local RESCEN/PSD. Do not send your orders to NAVFAC to be liquidated.

MANDATORY SPLIT DISBURSEMENT FOR GOVERNMENT TRAVEL CARD USAGE: Split disbursement is mandatory. If you use your GTCC during IDTT, AT or ADT, you must designate on your travel claim an amount equal to the charges on the travel card to be paid direct to the card-issuing bank. Claims submitted that do not at a minimum accurately reflect reimbursable charges for which travel card use is mandatory may be returned to the traveler by the approving official for correction.

GUIDE TO GUARD AND RESERVE FAMILY READINESS TOOLKIT: The following Web-site has a wealth of information to assist service members and their families to prepare for separations during short and long term deployments. <http://www.defenselink.mil/ra/familyreadiness.html>

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NATIONAL DEFENSE SERVICE MEDAL AUTHORIZED FOR RESERVISTS: President George W. Bush signed an amendment to an Executive Order granting authorization for the National Defense Service Medal (NDSM) to members in good standing in the Selected Reserve of the Armed Forces of the United States. NAVADMIN 134/02 issued May 10 established eligibility for the NDSM effective Sept. 11, 2001, to a termination date that will be determined in the future. Chief of Naval Operations message 182030Z APR 03 authorizes extension of NDSM eligibility to amend this NAVADMIN to allow "service in good standing in the Selected Reserve of the Armed Forces" as eligibility for the medal.

SERVICE RECORD ON CD: Navy Personnel Command now provides official military personnel files on compact disks. This CD replaces microfiche records and permits sailors to view and print their entire record from any PC with MICROSOFT INTERNET EXPLORER 5.5 or higher. In addition to service record documents, the CD includes tools and information to help sailors update and correct their records, as well as links to important web sites. NAVADMIN 259/03 has all the information. The CD can be requested via mail, fax, by visiting NAVPERSCOM or on BUPERS ACCESS. Go to <http://www.bupers.navy.mil> and click on the BUPERS ACCESS link, login, and under programs, find a link to order your records.

UNLIMITED COMMISSARY USE: The Department of Defense announced Nov. 24 that with the president's signing of the National Defense Authorization Act for Fiscal Year 2004, effective immediately members of the reserves and national guard have unlimited access to military commissaries without presenting a Commissary Privilege Card. Previously, they were authorized only 24 visits per year. The expanded opportunity applies to the following members and their dependents:

- Members of the Ready Reserve (which includes members of the Selected Reserve, Individual Ready Reserve and Inactive National Guard) and members of the Retired Reserve who possess a Uniformed Services Identification Card.
- Former members eligible for retired pay at age 60 but who have not yet attained the age of 60 and who possess a Department of Defense Civilian Identification Card.
- Dependents of the members described above who have a Uniformed Services Identification Card or who have a distinct identification card used as an authorization card for benefits and privileges administered by the Uniformed Services.

SEABEE BALL: The Norfolk Seabee Ball is scheduled for Saturday, 6 March. More information will be forthcoming.

SECURITY INVESTIGATIONS UPDATE (NAVADMIN 261/03): Effective 1 OCT 2003, Personnel Security Investigations (PSI's) for all military, civilian and contractor personnel will be conducted by Office Of Personnel Management (OPM). Defense Security Service (DSS) will retain cognizance over all PSI requests received before 1 OCT 2003, but will transfer all requests received after 1 October 2003 to OPM. After 1 OCT 2003, commands may choose to continue to submit electronic personnel security questionnaire (EPSQ) requests through the DSS portal and separately mail releases, agency use forms, and fingerprint cards to DSS; alternatively, mail PSI requests directly to OPM using either a printed EPSQ with fingerprint card, agency use and release form, or using a Standard Form (SF) 86, "Questionnaire for National Security Positions" and fingerprint card. Requests mailed directly to OPM will be opened quicker than EPSQ requests submitted electronically to DSS.

DOD Management Initiative Decision 908, Re-Engineering The Personnel Security Program, funded an extension of the e-government initiative to automate the DOD personnel security program. The Joint Personnel Adjudication System (JPAS) is undergoing enhancements to integrate OPM's electronic Questionnaire for Investigation Processing (e-QIP). Once integrated, e-QIP will replace EPSQ, however, until notified otherwise, commands will continue submitting requests using one of the options described above.

In the interest of efficiency and readiness, personnel deployed in support of military operations for one year or less may be permitted access to Top Secret classified information for up to one year, as needed to perform assigned duties, based on final Secret security clearance eligibility. Until further notice, Single Scope Background Investigations (SSBI's) will not be requested to support these short-term assignments.

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This guidance applies only to assignments of less than one-year and does not apply to NATO information or sensitive compartmented information access per SECNAVINST 5510.30A, Department Of The Navy Personnel Security Program Regulation.

For PSI request procedures, consult the Navy security website at www.navysecurity@navy.mil.

EMPLOYEES' RESPONSIBILITIES UNDER EXECUTIVE ORDER 12674 (AS AMENDED):

DO

- Place loyalty to the Constitution, the laws, and ethical principles above private gain.
- Act impartially to all groups, persons, and organizations.
- Give an honest effort in the performance of your duties.
- Protect and conserve Federal property.
- Disclose waste, fraud, abuse, and corruption to appropriate authorities.
- Fulfill in good faith your obligations as citizens, and pay your Federal, State, and local taxes.
- Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national origin, age, or handicap.

DO NOT

- Use nonpublic information to benefit yourself or anyone else.
- Solicit or accept gifts from persons or parties that do business with or seek official action from DOD (unless permitted by an exception).
- Make unauthorized commitments or promises that bind the Government.
- Use Federal property for unauthorized purposes.
- Take jobs or hold financial interests that conflict with your government responsibilities.
- Take actions that give the appearance that they are illegal or unethical.
- Specific guidance for DoD personnel may be found in DoD 5500.7 R, Joint Ethics Regulation, and at the DoD Standards of Conduct Office web site: www.defenselink.mil/dodgc/defense_ethics.
- Ethics officials for DoD personnel can be found under the "Ethics Resource Library" under "SOCO Publications and Handouts" in the "Employee's Guide to the Standards of Conduct."

EMPLOYEES RESPONSIBILITIES UNDER FEDERAL CONFLICT OF INTEREST

STATUTES: You may not do government work on a particular matter that could affect your financial interests or those of your spouse, minor children, general partner, or organization with which you are negotiating or have an arrangement for future or current employment. If you believe you have a conflicting financial interest, contact your ethics official to determine the appropriate remedy.

NEWS YOU CAN USE:

- Did you know your favorite career bulletin for naval professionals is available online? "Link-Perspective" is now a web-based publication and is accessible at [HTTP://WWW.PERSNET.NAVY.MIL/PERIODICALS](http://WWW.PERSNET.NAVY.MIL/PERIODICALS).
- Need information on personnel issues, advancement, pay and benefits, status of orders, or perform to serve? Call 1-866-U-ASK-NPC or check out the web-based customer service center at www.staynavy.navy.mil. It's available to all active, reserve and retired sailors and their families.

PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS) was recently upgraded and improved. This new version includes enhanced read-only access, special user access and enhanced reporting procedures. Read-only access is designed for commanding officer, executive officer, command master chief, (and others as designated by the commanding officer) to have access to members' PRT, medical waivers, FEP, and ship shape records in their UIC.

INFORMATION FOR SMALL BUSINESS OWNERS WHO MAY BE MOBILIZED: See the last pages of this POQ for some very good information from the Small Business Association for mobilized/demobilized DRILRES who may own their own business.

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NEW LEXICON FOR THE NAVAL RESERVE FORCE: Make sure you read the information found at the end of this month's POQ.

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EVAL/FITREP/COUNSELING: All inputs are to be provided in NAVFIT 98A format. **Due dates:**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
O5/4			Counsel			Mbr Input to DH		XO Draft to Admin	Due 9/30			
O3				Counsel		Mbr Input to DH		XO Draft to Admin		Due 10/31		
O2/1			Counsel			Mbr Input to DH		XO Draft to Admin	Due 9/30			
W1-4	Mbr Input to DH	XO Draft to Admin	Due 3/31						Counsel			
E9		Mbr Input to DH	XO Draft to Admin	Due 4/15						Counsel		
E8/7			Counsel				Mbr Input to DH	XO Draft to Admin	Due 9/15			
E6					Counsel				Mbr Input to DH	XO Draft to Admin	Due 11/15	
E5	Mbr Input to DH	XO Draft to Admin	Due 3/15						Counsel			
E4				Mbr Input to DH	XO Draft to Admin	Due 6/15						Counsel
E1-3	Counsel				Mbr Input to DH	XO Draft to Admin	Due 7/15					

- **Member** – (1) Verify the information on the counseling sheet for correctness. If corrections are needed, forward corrections to Admin and Drafter. (2) Use the input sheet to detail significant work accomplished for your Eval/Fitrep drafter and submit directly to him.
- **Department Heads** – After counseling member complete blocks 29-32 and forward to unit XO.
- **Unit XO** – Collect counseling sheets from Department Heads ensuring all required information is complete and forward forms to ADMIN.
- **Admin** – input counseling dates and counsel information in NAVFIT Database and file counseling form in member’s folder.

Posting of Tax Statements on MyPay: The Defense Finance and Accounting Service (DFAS) has compiled a schedule of dates when service members, military retirees and annuitants and defense civilian employees can access their tax statements through **myPay** at <https://mypay.dfas.mil>. DFAS is projecting the tax statements for Naval Reservists will be posted on **myPay** no earlier than 26 Dec 2003, and no later than 1 Jan 2004.

Medical Readiness Requirements: Per ALNAVRESFOR 036/03, members must comply with the following: (1) Report to Medical as directed by their RESCEN Medical Department to complete medical readiness requirements; (2) Members whose status is TNPQ, LOD (formerly NOE), MRR, and/or TNDQ must report monthly to their RESCEN to update the status of their medical and dental treatment; (3) Members must promptly report any new or significant change in physical or emotional status to their RESCEN Medical Department and their unit CO. Failure to comply with Individual Medical Readiness requirements could lead to administrative action.

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Operations Notes

MISSION SUPPORT: EFALANT's goal for breakdown of manpower is 50% mission support, 30% training and 20% administrative. This breakdown applies to training and monthly drills, thus individual members should perform mission support for half of their monthly drills. This does not allow much time to "find work". Contact your IPTL for assistance. You may want to reschedule/flex drill to avoid "burning up" drill time at the Reserve Center. There is always more work than we can accomplish. Plan your schedule accordingly.

REGIONAL DRILLS:

- IPT CENT/SOUTH – 22-24 Jan 2004, MacDill AFB(POC: CDR Buwalda)

The latest information from EFALANT HQ will be disseminated to all members attending this Regional Drill by staff representatives from Admin, Ops and Training. Two of the unit CO's(/CEU/EEU) are planning to attend.

FIRST CALL LIST: REMINDER: Personnel who are interested and available for mobilization for periods from 30 to 365 days should send an email to CDR Greg Ilkka at gilkka@co.scott.mn.us. This is also your opportunity to list any "blackout" times, restrictions or special qualifications for mobilization. There is a high demand for personnel with current ROICC office experience or training.

NROWS PROGRAM: The NROWS website is <https://nows.cnr.navy.mil/nrows/>

ANNUAL TRAINING (AT) / MISSION SUPPORT UPDATE: EFALANT is currently 100% tasked for members initial Annual Training. All members are expected to perform Annual Training (AT). AT waivers for compelling and justifiable reasons will be reviewed on an individual basis through the individual unit (OICC/EEU/CEU) chain of command. **Keep your IPTL updated on your AT start date, and number of days, advise your IPTL and the AT Coordinator (CDR Greg Ilkka) of changes.** It is incumbent upon the individual to coordinate all aspects of the AT with the assigned activity and your RESCEN. If there are variations from the AT execution plan, notify your IPTL. Upon the completion of the AT, a completion report and customer evaluation form to the customer is REQUIRED to be provided.

MISSION SUPPORT REPORTING/DOCUMENTATION: EFALANT members are reminded that completion reports and customer evaluation are required upon the completion of a Call for Work task item, no matter how the task item was performed (AT/ADT/ADSW/drills). Only training tasks are excluded from the completion report requirements. Report formats are located on the LANTDIV/EFALANT secure website in MS Word format. Reports are to be sent to: EFALANTHQ@efdlant.navfac.navy.mil Questions regarding AT/Mission Support can be directed to the IPT leader or CDR Greg Ilkka, EFALANT AT coordinator.

TIMEKEEPING / OPERATIONS REPORTING: All unit activity - mission support, training, administrative work, AT, ADT, etc. - must be reported monthly. Everyone in the unit shall provide this information via the Timekeeping web page at <http://www.lantdiv.navfac.navy.mil>. Once in the web-page the timekeeping site can be accessed by selecting the following buttons: "Organizations", then "EFALANT" and finally "Monthly Time & Skills Input"

Initial login: New Members user names will be published separately. The initial password will be "seabee." After login, members will use the button keys to update their timekeeping and enter their skills listing and resumes. Technical questions should be sent to LCDR Kurt Danis at the following: daniskd@usa.net

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Training Notes / Updates

TRAINING SURVEY: All personnel should have received a training survey form along with an explanatory “ITP Primer,” via email. Everyone should complete the survey and return it to LCDR Gordon Fox at : Gordon.Fox@NIST.gov. This information will be used to populate the new FY 2004 Unit Training Plan. The Unit Training Plan will be posted on the EFALANT website in the near future. As personnel complete training requirements throughout the year, updates should be emailed to: LCDR Fox. Hard copy training certificates are not required.

ANNUAL ANTI-TERRORISM ON-LINE TRAINING: Remember that the on-line Anti-Terrorism training is an annual requirement and is included in the Individual Training Plans for each member. You can complete this training by going to www.AT-Awareness.org. The password is “aware.” Once completed, make sure your Reserve Center gets a copy of the certificate (available for printing once you have completed the training). You should also notify LCDR Gordon Fox at Gordon.Fox@NIST.gov.

NAVY LEADERSHIP TRAINING CONTINUUM (LTC): All E-6 Drilling Reserve personnel with a Time-in-Rate after 1 September 1997, who have not completed First Class LTC, must do so before participating in the Advancement Exam for Chief. All E-7 Drilling Reserve personnel with a Time-in-Rate date after 1 September 1997 must complete CPO LTC before being considered by the E-8 Selection Board. For details, see BUPERSINST 1430.16E, pages 6-11. For schedules and quotas, go to https://www.cnet.navy.mil/leadcon_6.html. Before requesting a quota, you should contact EFALANT Training and Readiness staff: CDR Tracy Mustin at tracy.mustin@hq.doe.gov, LCDR Gordon Fox at Gordon.fox@nist.gov, or BUCS Curtis Stone at cbtoolster@yahoo.com.

SECURITY CLEARANCES FOR AT/IDTT: If you will need to have access to classified information in order to perform your AT/IDTT it must be clearly annotated during the orders application process in the NOWS System. This should cue your RESCEN Security Department to submit a Visit Authorization Letter (VAL). It is the individual members responsibility to validate the RESCEN has forwarded the appropriate information prior to your departure.

NAVAL ADVANCEMENT COURSES: All courses are now in central enrollment. Once a member is registered and enrolled in a course, NETPDTC will print and ship the course. Students can either submit NRTC assignments for grading on-line or send the answer sheets to NETPDTC for grading. Upon successful completion, NETPDTC will issue course completion confirmation. Specific details of enrollment, registration and grading procedures are listed on the Internet at <http://www.advancement.cnet.navy.mil>.

NAVAL RESERVE SKILLS ONLINE. Remember to periodically update your civilian skills data in the Naval Reserve Skills Online (NRSO) website. Access the site through at www.usnrskillsonline.com.

DAU COURSE EQUIVALENCIES: EFALANT personnel who took contracting courses through NFCTC, AFIT, ALMC or CECOS need to "re-build" their contracting course file with the Defense Acquisition University (DAU). When DAU was commissioned, many personnel who were no longer on active duty had their files purged. However, in order to be eligible for warranting qualification, Reservists must resubmit their certificates to DAU and request their file be reinstated. Course equivalency information can be found in the on-line DAU catalog at www.dau.mil/catalog/cat2002/Chapter4.pdf. The equivalency information is at the end of the document. Send only those course certificates that are necessary for the current warranting courses. Unnecessary certificates will not be entered in your file.

READINESS UPDATES: As personnel complete Training Courses or Operational ATs, they must contact LCDR Gordon Fox at: Gordon.Fox@nist.gov for updating their ITPs. E-mail notification is preferred but sending a fax of their training certificate is also acceptable.

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UPDATING OF ITP'S – All personnel should have received a copy of their Individual Training Plans (ITPs) for initial FY'03 updating. If a member has not received one, contact your Unit Training Coordinator.

EFALANT Recurring Reports

NAME OF REPORT	TO WHOM	WHEN
POQ	All Hands	Quarterly
Recall Bill	All Hands	Quarterly
Organizational Charts	All Hands	Quarterly
ADT Tracking Report	CO/XO/OPS/Training	Quarterly
FITREP/EVAL Tracking Report	CO/XO	Monthly (Drill Weekend)
Telephone Calling Card	Card Holders	Monthly
RUAD	CO/XO/Dept Heads	Monthly (Drill Weekend)

Directions to EFALANT HQ from Norfolk Airport:

- Follow airport exit signs, you will be on Norview Avenue
- Turn right onto I-64 West on-ramp, just after the third traffic light
- About 2 miles down, take the Naval Base exit, a left exit, onto Route 564
- Take the 1st exit, Terminal Boulevard
- Turn left at the 3rd traffic light onto Hampton Boulevard
- Go approximately 3 miles. The complex is located on the left side of Hampton Boulevard just past the high-rise bridge.
- Take the immediate left into the complex just past the bridge. This gate may be closed. If so continue to the next light and take a left, then take the next left.
- EFALANT drills at the Lafayette River Annex, Building B(in the basement)

Directions to EFALANT HQ from Norfolk Naval Base:

- Exit the Naval Base through Gate 2. This will put you directly on Hampton Boulevard.
- Go approximately 3 miles. The complex is located on the left side of Hampton Boulevard just past the high-rise bridge.
- Take the immediate left into the complex just past the bridge. This gate may be closed. If so continue to the next light and take a left, then take the next left.
- EFALANT drills at the Lafayette River Annex, Building B(in the basement)

J. R. ADAMS
By direction

New Lexicon for the Force

- We no longer provide "contributory support," it's now "mission support"
- There are no more "gaining commands," they are "supported commands"
- We now provide "presence with a purpose"
- It's now "Naval Power 21" vice "Sea Power 21"
- "Peacetime contributory support" is now "operational support"
- The mission of the Naval Reserve is "Support to the Fleet...Ready and Fully Integrated." VADM Cotton stated that he will call Reserve Centers at random when he's up in D.C. and ask the person who answers the phone if they know what our mission is.
- Do not call our ever-changing "Alignment" by the name "Re-Alignment". Alignment is a work in continuous progress...and using the term "re-alignment" may be misconstrued to mean that at some point in the past we were not aligned. It's semantics, but it's important to the CNO and to him.
- VADM Cotton has one year to make drastic alignment changes or else the CNO will fire him. The CNO even announced this to everyone at the change of command ceremony.
- If VADM Cotton (or anyone else) ever asks you what your next tour will be...always have an answer ready...and always strive for command first, next and always.
- Strike the term "Tri-Staff" from our vocabulary.
- Strike the term "TAR" from your vocabulary. They are now all FTS.
- No longer refer to the Naval Air Force Reserve as the "Air Side." There aren't any "sides" any more...we're all on one team.
- Soon you'll see the titles of some Reserve component commands changed so that, in all cases, the word "Reserve" is at the end of the title. Example: Commander, Naval Air Force Reserve (CNAFR).
- Know your Naval and Naval Reserve history. It's important to VADM Cotton and he wants us to know where we've been, where we are and where we're going.
- VADM Cotton recommends reading the book "Who Moved My Cheese?"
- He wants us all to understand that he loves to get 'out and about'...but, as CNRF and Director of the Naval Reserve, he must be in Washington, D.C. a LOT. That's where he must work to represent the Naval Reserve...and he actually compared his job to that of an elected representative with us as his constituency. He'll travel and make visits as often as he is able.
- VADM Cotton's Top Five Priorities are the SAME as the CNO's Top Five Priorities (in keeping with the One-Navy concept):
 - 1-Manpower, 2-Current Readiness, 3-Future Readiness, 4- Quality of Service, 5-Alignment
- VADM Cotton's personal "Four C's":
 - 1-Communication, 2-Culture, 3-Continuing Education, 4 -Commitment
- SECNAV's fifteen Leadership Principles:
 1. Provide an environment for every person to excel
 2. Treat every person with dignity and respect - nobody is more important than anyone else
 3. Be forthright, honest and direct with every person and in every circumstance
 4. Improve effectiveness to gain efficiency
 5. Cherish your time and the time of others - it is not renewable
 6. Identify the critical problems that need solution for the organization to succeed
 7. Describe complex issues and problems simply so every person can understand
 8. Never stop learning - depth and breadth of knowledge are equally important
 9. Encourage constructive criticism
 10. Surround yourself with great people and delegate to them full authority and responsibility
 11. Make ethical standards more important than legal requirements
 12. Strive for team-based wins, not individual
 13. Emphasize capability - not organization
 14. Incorporate measures and metrics everywhere
 15. Concentrate on core functions and outsource all other



Assistance for Small Businesses with Military Reservists or National Guard Members

If you are a member of the National Guard or Reserves and either own a small business or are employed by one, your business may be eligible for help from the U.S. Small Business Administration. As part of an overall strategy to ensure business continuity, planning is the key to working successfully through any potential disruption that may result from a federal call-up to active duty of a small business owner or key employees.

SBA's Office of Veterans Business Development (OVBD) is coordinating the outreach to and policy recommendations for SBA assistance to members of the Reserve and National Guard. (www.sba.gov/vets)

Planning Assistance

Through local district offices and SBA's resource partners, you can receive business planning, counseling and training to help your business prepare for a call to active duty. After you or your employees return, the SBA can help with marketing and other plans to re-establish and grow your business. For more information, visit our website at, www.sba.gov/starting/indexcounseling.html.

The SCORE (Service Corp of Retired Executives) and BIC (Business Information Center) programs have chapters and locations throughout the USA that can provide one-on-one counseling for recalled veterans. SCORE Chapters near military installations (San Diego, CA.; Norfolk, VA.; San Antonio, TX; and Fort Bragg, NC) are currently conducting military workshops and seminars for recalled military personnel. SCORE's web site www.score.org.

The Office of Women's Business Ownership has developed a relationship with the Navy to provide small business training to military spouses.

ONLINE TRAINING

The SBA's E-Business Institute (www.sba.gov/training) is a customer-focused online training environment designed to enrich, educate and enable small businesses. It is a virtual campus offering online courses, workshops, information resources, learning tools and direct access to electronic counseling and other forms of technical assistance.

Financing Options

Small businesses may need financing as a result of the owner or key employees being called away to serve the country or returning veterans may need financing to expand an existing business or start a new one. The SBA's loan programs can help provide veterans with small business financing that may not be available through other channels. More information can be found at www.sba.gov/loans or ask your local, participating lender about SBA-guaranteed loans.

Military Reservist Disaster Economic Injury Disaster Loans (MREIDL):

For eligible small businesses facing financial needs because an owner or an essential employee was called to active duty, the SBA can offer loans tailored to those needs. Small businesses may apply for the loan after the employee(s) receive his/her orders to report for active duty. They also have 90 days after the

employee's discharge to apply. Loans up to \$1.5 million for a maximum of 30 years are available at an interest rate not to exceed 4 percent. The loan application can be downloaded from the Web site at www.sba.gov/reservists/disloan.html.

Community Express: Veterans interested in conventional SBA financing for business start-up/expansion are targeted under SBA's Community Express program. This program provides streamline and expedited loans up to \$250,000 and includes management and technical assistance. For information and participating lenders contact your local SBA office.

SBA 7(a) Loans: Operates through private-sector lenders that provide loans guaranteed by the SBA – the Agency has no funds for direct lending (other than MREIDL) or grants. The maximum loan amount available is \$2 million, although the maximum dollar amount the SBA can guarantee is generally \$1 million.

504 Certified Development Company (CDC) Program: The CDC Program provides growing businesses with long-term, fixed-rate financing for major fixed assets, such as land, buildings, or major equipment. A CDC is a nonprofit corporation set up to contribute to the economic development of its local community. CDCs work with the SBA and private-sector lenders to provide financing otherwise unavailable to small businesses.

Microloan Program: The Microloan Program provides very small loans to start-up, newly established, or growing small business concerns. SBA makes funds available to nonprofit community based lenders (intermediaries) which, in turn, make loans to eligible borrowers in amounts up to a maximum of \$35,000. The average loan size is about \$10,500.

Debt Relief

If your small business currently has an SBA direct or guaranteed loan, you can ask for repayment deferrals, interest-rate reduction and other assistance.

Firms Participating in Government Contracting

8(a) / Small and Disadvantaged Business (SDB): If a call to duty requires that the day-to-day management of the company must be transferred to an individual other than the one on whom the original certification was granted, the transfer will not disqualify the firm from program participation.

Small Business Innovations Research (SBIR)/Small Business

Technology Transfer (STTR): If a call to duty results in a firm not being able to complete a grant's objectives within the original timeline, that timeline can be extended.

HUBZone: Individuals who are employed by HUBZone firms and are called for military service will continue to be counted as employees when calculating the 35% HUBZone residency requirement or determining the firm's principal office, assuming they continue to be employed by the firm.

For More Information Contact us at 1-800-U ASK SBA, visit our Web site at www.sba.gov/reservists, or call our Office of Veterans Business Development at 202-205-6773.