
Afloat Supervisor-Pacific Chip Sharp



13 June 2019

Deployed Forces Support/Afloat Meeting

Correctly Filled Out Form

Find the Errors (there are at least 5)



Afloat Monthly Metrics						
First and Last Name: Dianna Prince/Clark Kent		☐ Fit		☐ Fun		☒ Both
Data Recall Month: May 2017		Ship's Name: USS Floating Fortress				
	UNDERWAY WEEKS ²		HOMEPORT WEEKS ²		YARD PERIOD WEEKS	
RECREATION	EVENTS	PARTICIPANTS	EVENTS	PARTICIPANTS	EVENTS	PARTICIPANTS
ATHLETIC ACTIVITIES	4	36	6	367		
RECREATION ACTIVITIES	7	1532	0	0		
TRIPS/TOURS	1	47	0	0		
SPECIAL EVENTS	0	0	0	0		
MOVIE TICKETS	0	0	35	35		
REC GEAR CHECKOUT	16	16	3	3		
CONCERT EVENTS	0	0	0	0		
SPORTING EVENTS	2	46	0	0		
RECREATION REBATES	0	0	24	24		
FITNESS						
BCA/PRT ASSESSMENT	5	5	2	2		
1 ON 1 PERSONAL TRAINING	8	8	3	3		
GROUP FITNESS CLASSES	5	67	2	10		
FEP CLASSES	1	13	7	46		
WORKSHOPS/SEMINARS	1	38	0	0		
COMMAND HEALTH PROMO	1	105	0	0		
PMS HOURS LOGGED	10	30	10	20		
INDIVIDUAL CONSULTATIONS (FITNESS/NUTRITION)	1	1	3	3		
FITNESS GEAR CHECKOUT	16	65	0	0		



Afloat Monthly Metrics						
First and Last Name: Dianna and Clark		☐ Fit		☐ Fun		☒ Both
Data Recall Month:		Ship's Name: USS Floating Fortress				
	UNDERWAY WEEKS ¹		HOMEPORT WEEKS ²		YARD PERIOD WEEKS	
RECREATION	EVENTS	PARTICIPANTS	EVENTS	PARTICIPANTS	EVENTS	PARTICIPANTS
ATHLETIC ACTIVITIES	4	36	6	100s		
RECREATION ACTIVITIES	7	1532	0	0		
TRIPS/TOURS	1	47	0	0		
SPECIAL EVENTS	0	0	0	0		
MOVIE TICKETS	0	0	62	35		
REC GEAR CHECKOUT	16	16	3	3		
CONCERT EVENTS	0	0	0	0		
SPORTING EVENTS	2	46	40	1		
RECREATION REBATES	0	0	24	12		
FITNESS						
BCA/PRT ASSESSMENT	5	2	2	5		
1 ON 1 PERSONAL TRAINING	8	10	5	3		
GROUP FITNESS CLASSES	5	67	2	10		
FEP CLASSES	1	13	7	46		
WORKSHOPS/SEMINARS	1	38	0	0		
COMMAND HEALTH PROMO	1	10S (+5k)	0	0		
PMS HOURS LOGGED	10	1	10	2		
INDIVIDUAL CONSULTATIONS (FITNESS/NUTRITION)	1	4	3	3		
FITNESS GEAR CHECKOUT	16	65	0	0		

Important things to note from this example:

- If the form you're using looks like this one, YOU'RE WRONG!**
- There are only 4-5 weeks in a month, never 8, you're wrong and this isn't Mars.**



AFLOAT MONTHLY METRICS		
First and Last Name: [REDACTED]	☒ Fit	☐ Fun ☐ Both
Data Recall Month: 04/30/2017	Ship's Name: [REDACTED]	
Underway/Weeks _____	Homeport/Weeks <u>4</u>	Yard Period/Weeks <u>4</u>
Recreation	# of Events	# of Participants
Athletic Activities		
Recreation Activities		
Trips/Tours Homeport		
Special Events		
Foreign Ports of Call		
Movie Tickets		
Rec Gear Checkout		
Concert Events		
Sporting Events		
Recreation Rebates		
Fitness	# of Events	# of Participants
BCA/PRT Assessment	11	11
1 on 1 Personal Training	8	8
Group Fitness Classes	12	81
FEP Classes	6	61
Workshops/Seminars	1	1
Command Health Promo	0	0
PMS Hours Logged	5	5
Individual Consultations (Fitness/Nutrition)	8	8
Fitness Gear Checkout	11	11

Tips & Pointers

- **Movie Tickets:** this includes all tickets sold, not just movie tickets. The number of tickets sold will ALWAYS equal the number of participants.
- **Rec Gear Checkout:** the amount of gear checked out is the event # (20 pieces of gear = 20 events)
- **Sporting Events:** if there are 10 games with 10 participants at each game, even if they are the same people, this equals 100 participants
- **Rec Rebates:** the amount of events will ALWAYS match the number of participants, even if the same person rebates 3 tickets, this individual is counted 3 times, fitness events are included in rec rebates.
- **BCA/PRT:** if you have 3 events and the same 5 people show up to each event, this equals 15 participants
- **1/1 Personal Training:** the events will ALWAYS match the participant numbers (this is a one on one activity)
- **PMS Hours:** if there are 2 hours a day every day for 5 days, this is 10 events. If there are 2 sailors for each of these 10 events, this is 20 participants
- **Individual Consultations:** the events will ALWAYS match the participant numbers (this is a one on one activity)
- **Fitness Gear Checkout:** the amount of gear checked out is the number of events (5 pieces of gear can be checked out for 25 people)
- **There should only be numbers in your metrics. There is never a reason to have letters or symbols in your metrics.**
- **You have all been sent the most current metrics form, please use it. This is not an option.**

Afloat Staff Time Cards

Correct

TIME AND ATTENDANCE REPORT														
Employee's Name:		Mary Jane												
Supervisor's Name:		Stephen MacMillan/ LCDR Peter Parker												
Start of Pay Period:		14-Apr-17												
End of Pay Period:		27-Apr-17												
Day	Date	Import (IP) or Underway (UW)	Imminent Danger? (Yes or No)	TAD/Travel? (Yes or No)	Regular Time	Comp time Earned	Comp Time Taken	Federal Holiday	Sick Leave	Annual Leave	Admin Leave	Time Off Award	Leave Without Pay	TOTAL
Friday	14-Apr-17	IP	No	No						8				8
Saturday	15-Apr-17													0
Sunday	16-Apr-17													0
Monday	17-Apr-17	IP	No	No						8				8
Tuesday	18-Apr-17	IP	No	No						8				8
Wednesday	19-Apr-17	IP	No	No	8									8
Thursday	20-Apr-17	IP	No	No	8									8
Friday	21-Apr-17	IP	No	No	8									8
Saturday	22-Apr-17													0
Sunday	23-Apr-17													0
Monday	24-Apr-17	IP	No	No	8									8
Tuesday	25-Apr-17	IP	No	No	8									8
Wednesday	26-Apr-17	IP	No	No	8									8
Thursday	27-Apr-17	IP	No	No	8									8
Totals					56	0	0	0	0	24	0	0	0	80
Mary Jane		Stephen MacMillan												
EMPLOYEE'S SIGNATURE		SUPERVISOR'S SIGNATURE												
		30-Aug-16												

Afloat Staff Time Cards

Find the Errors

TIME AND ATTENDANCE REPORT														
Employee's Name:		Mary Jane												
Supervisor's Name:		Stephen MacMillan												
Start of Pay Period:		15-Oct-15												
End of Pay Period:		27-Apr-17												
Day	Date	Import (IP) or Underway (UW)	Imminent Danger? (Yes or No)	TAD/Travel? (Yes or No)	Regular Time	Comp time Earned	Comp Time Taken	Federal Holiday	Sick Leave	Annual Leave	Admin Leave	Time Off Award	Leave Without Pay	TOTAL
Friday	14-Apr-17	IP	No	No	8					8				16
Saturday	15-Apr-17													0
Sunday	16-Apr-17													0
Monday	17-Apr-17	IP	No	No						8				8
Tuesday	18-Apr-17	IP	No	No						8				8
Wednesday	19-Apr-17	IP	No	No	8									8
Thursday	20-Apr-17	IP	No	No	8									8
Friday	21-Apr-17	IP	No	No	8									8
Saturday	22-Apr-17													0
Sunday	23-Apr-17													0
Monday	24-Apr-17	IP	No	No	8									8
Tuesday	25-Apr-17	IP	No	No	8									8
Wednesday	26-Apr-17	IP	No	No	8									8
Thursday	27-Apr-17	IP	No	No	8									8
Totals					64	0	0	0	0	24	0	0	0	88
Mary Jane		Stephen MacMillan												
EMPLOYEE'S SIGNATURE		SUPERVISOR'S SIGNATURE												
		30-Aug-16												

Leave Forms

Request for Leave or Approved Absence										
1. Name (Last, first, middle) Rogers, Steven Grant			2. Organization CNIC- USS NEVERSAIL							
3. Type of Leave/Absence										
Check appropriate box(es) and enter date(s) and time(s) below:	Date		Time		Total Hours					
	From	To	From	To						
☒ Accrued annual leave	4/14/17	4/14/17	0800	1700	8					
☒ Accrued sick leave	4/17/17	4/18/17	0800	1700	16					
	4/19/17	4/19/17	0800	1700	8					
Purpose: ☐ Illness/injury/incapacitation of requesting employee ☒ Medical/dental/optical examination of requesting employee ☐ Care of family member, including medical/dental/optical examination of family member, or bereavement ☐ Care of family member with a serious health condition										
☐ Disabled Veteran Leave <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>										
☐ I am self certifying that this medical leave qualifies under the Disabled Veteran Leave Act. (Applies to Veterans with a 30% or more disability and was hired on or after November 5, 2016)										
☐ Compensatory time off										
☐ Other paid absence (specify in remarks)										
☐ Leave without pay										
5. Remarks										
6. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requestion leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.										
7a. Employee Signature Stephen G. Rogers Digitally signed by Stephen G. Rogers Date: 2017.05.01 09:35:15 -04'00'			7b. Date Signed 4/3/17							
8a. Official Action on Request ☒ Approved ☐ Disapproved										
8b. Manager Signature MACMILLAN,STEPHEN.NMN. 1231286442 Digitally signed by MACMILLAN,STEPHEN.NMN.1231286442 Date: 2017.04.04 08:10:11 -04'00'			8c. Date Signed 4/3/17							
Privacy Act Statement Section 5311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by										

Time Card Tips & Pointers

- *If you want to get paid on time, send in your correct Time Card by the deadline. Failure to do so will result in a delay of pay.*
- *Be sure you are using the correct Time Card. It has a date of 30 Aug 16 in the lower right hand corner.*
- *Make sure your Time Card equals 80 hours, no more, no less.*
- *Your military supervisor should be listed after your civilian supervisor and cc'd when your Time Card is submitted.*
- *The Start and End of Pay Period boxes should MATCH the dates listed below.*

Leave Forms Tips & Pointers

- *A request for Annual Leave must be done BEFORE it is taken, using the 2019 form. All leave requires written approval in advance.*
 - *Check your balances in iPay PRIOR to submitting for leave.*
 - *If your annual or sick leave straddles a pay period, TWO leave forms are required; one for each pay period included.*
 - *Send approved (signed) forms with EVERY Time Card.*
 - *Instructions on how to digitally sign PDFs has been provided to you, there is no excuse for this not to be done.*
 - *Ensure you cc your military supervisor each time you send in a Leave/Sick form for approval.*
-

Tips & Pointers

- Your Monthly Calendar not only helps your sailors know what is going on aboard the ship, but out in town too.
- Send in your Calendar with your Monthly Metrics.
- Calendars also show that you are meeting the minimum requirements for activities as required by CNIC.



*All Thursday events @ 0900 will be held in the CRMD Theatre (03-128-18-L)

June 2019



Sales will start at the beginning of each month! \$5 for one card or \$15 for four



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MWR Office: 2-123-2-Q J-Dial: 5362, 5322 Sign up for all Events, Trips and Tours in the MWR office. Every 2nd Monday of the month, Fit Boss teaches Classes.						1 Pull-up Contest @ Conex Box 0900-1100, 1400-1600 & 1900 Family Fued
2 Karaoke/Popcorn	3 UFC 3 Tournament	4  Checkers Tournament Texas Hold 'Em @ DC lockers	5 Picture Frame Making	6 Tic-Tac-Toe and Chess Tourney @ 0900 Creative Writing Workshop @ 2000	7 Friday Night Magic: The Gathering (BYOC)	8 Corn Hole Tourney
9 3-Point Shootout...time TBA SK TBD Dance-Off @ 2000... sign up in MWR office	10 Mortal Combat X Fitness Mobility Class	11 Phase 10 Tourney Aft Mess Decks Texas Hold 'Em @ DC lockers	12 Chess Tournament	13 Phase 10 Tourney @ 0900 Magic: The Gathering (BYO Cards) @ 2000	14 POETRY SLAM GRAND SLAM - Winner takes all	15
16 FATHER'S DAY Golf Off the Fan Tail @ 1000 Holy Smokes @ 1730	17 Ultimate Werewolf Game Night! Trivia Night	18 MADDEN Tourney @ Aft Mess Decks Texas Hold 'Em @ DC lockers	19 Ninja Game Night	20 Hacky Sack Challenge @ 0900 Creative Writing Workshop @ 2000 SPADES @ 2000	21 Paracord Bracelet/ keychain making	22 Rubik's Cube Challenge Rowing Challenge TBD 2K & 5K
23 Yogeo (BYOC) Shadow Day TBA GLASS: Pride Party!!! 30	24 Nutrition, Food, Diets Class Sumo Suits in the Grappler Gym	25 Texas Hold 'Em  Casino Night @ 2000	26  Mustang Association	27 Paracord Bracelet and Keychain making @ 0900 RAB meeting Twinkie Eating Contest	28 Carnival Night (Balloon Darts, Live Games, popcorn, cotton candy...etc.)	29 Karaoke/Popcorn

***All events are subject to change. All Deployment events begin at 2000 int the Aft Mess Deck unless stated otherwise.**



AFTER ACTION REPORTS	
First and Last name: Tony Stark	Ship's Name: USS Ships Ahoy
Position Title: FUN BOSS	Date: 4/10/2017
Event happened: ☐ Underway ☒ Homeport	
Pictures must be included when submitting in an After Action Report to your Supervisor.	
Please Complete below list of Questions regarding the Event:	
1. Title of Event: MWR DC Trip	
2. Location of Event: (Hanger Bay, Picnic Area) Washington DC	
3. Date of Event: 4/08/2017	
4. Time of Event: 0530-1930	
5. Number of Participants: 10	
6. Equipment Needed: MWR Van for Transport, 2 Drivers/Chaperones	
7. Staffing Requirements: 2 MWR Staff	
8. Points of Contact: FUN BOSS / MWR Chief	
9. Marketing Process: Event Flyers, All Hands Emails, MWR Monthly Calendar, 1MIO Announcements, POD	
10. Explain Event Execution: Sign up sheet at MWR window at end of March. Trip was free. Drove sailors to/from event from NOB. Parked van at Union Station in DC. Staff had cell numbers of attendees and phone on site for coordination purposes.	
11. Winners of Event: N/A	
12. Prizes or Awards: N/A	
13. Lessons Learned: A variation of a buddy system should have been implemented to ensure the sailors made it back to the van on time at the end of the day. This would have taken care of the issue from losing contact with a sailor when his phone died and couldn't let the Staff know he was running late.	
14. Any Additional Information? : A future trip could be planned for an overnight stay to include a White House tour or sporting event, and to allow for more time in the city. This could also be expanded into an annual event to coincide with major tourism opportunities organized around the ship's schedule.	

Tips & Pointers

- *It is best practice to do an After Action Report as soon as possible after an event, while it is still fresh in your memory.*
- *Ensure you fill out EVERY space on the form. Not only will this help you remember the success/areas for improvement of the event, but it will help in future planning.*
- *ALWAYS include pictures, emails to the crew, and any flyers generated with your After Action Reports.*
- *After Action Reports should be submitted for each new or unique program (it is unnecessary to fill one out for monthly Bingo, but a great idea for trips/tours).*

In order for Chip to properly support you, active communication is ESSENTIAL.

- ***Check your email AT LEAST once a day***
- ***Send After Action Reports in a timely manner***
- ***Send pictures about your programs so they can be sent to leadership to promote the program and the importance of YOUR JOB***
- ***Send 'How goes it...' emails or check in on the phone***
- ***Ensure leadership knows Chip is cc'd on all communication so they are able to understand the onboard work dynamic***
- ***Ensure Chip has the best and most up to date information for direct communication with you***
 - ***Cell***
 - ***Email***
 - ***Home address***
 - ***Ship address***
- ***Ensure Chip has the best and most up to date information for direct communication with your military supervisor and triad***
 - ***Cell and at sea number***
 - ***Email***
 - ***Ship phone number***
 - ***Ship address***

- *If you're annoyed with the return and read receipt requests on emails; it is because you have shown an inability to actively communicate*
- *This active communication includes, but isn't limited to:*
 - *Emails*
 - *Timecards*
 - *Data calls*
 - *Metrics*
 - *After Action Reports*
- *Communication with leadership will set the tone for your time aboard the ship. Err on the side of caution unless told otherwise (Sir, Ma'am, Commander, Master Chief...)*
- *"Excuse me, Sir, may I have a moment?" sounds better than "Hi, I need to speak with you."*
- *You are professionals, walk the walk and talk the talk.*

Tips & Pointers

- *You are government employees – disparaging comments regarding the Commander in Chief should never be posted.*
- *Remember, there are dozens of social media sites your information can be screenshotted, passed along from, hacked or otherwise brought to the attention of your supervisors and peers. Keep it positive or **JUST DON'T POST/SEND IT!***
- **Examples**
 - Snapchat
 - Twitter
 - Facebook
 - LinkedIn
 - Instagram
 - Kik
 - YouTube
 - Reddit
 - Vine
 - Tumblr
 - Flickr
 - Meetup
 - Classmates
 - Pinterest

- *There are important e-mails that are sent out each quarter:*
- *Ethic's and Obligation of Personal Funds*
- *Obligation of Recreation Funds*
- *Workers Compensation*
- *Upon receipt of these emails, please reply acknowledging that you understand the information and will comply.*

- ***Includes:***
- ***a letter from Mr. J. Hieb regarding the obligation of personal funds for Afloat Recreation Funds.***
- ***Ethical Conduct Principles***
 - ***4 page document requiring you read then sign, acknowledging that you understand.***

- *Pacific / Atlantic Team- We want to re-enforce the information we shared with you during your new employee orientation with us and the information you received in the Afloat Recreation Program Management Course.*
- *Afloat Recreation Specialist and Afloat Fitness Specialist may not sign contracts or obligate funds over \$5,000 for the ship's Recreation Fund. This is the responsibility of the Commanding Officer or his designate. Fun/Fit Boss do not hold NAF contracting warrants, thus will not be designated by the Commanding Officer. CNIC has recently had some issues that have evolved significant amounts of ships Afloat Recreation funds. Below is Reference CNICINST 1710.5 chapter 6, article 3. We want each of you to read chapter 6 and if you or your command has questions to please contact myself or James Shipp.*
- *3. NAF Procurement Authority. The CO is responsible for the proper use of NAF and for the award of NAF contracts per references (q) and (ii). The CO is hereby granted authority to award NAF contracts in support of the Afloat Recreation Program. Additionally, since any holder of a Federal Acquisition Regulation (FAR) contracting warrant may award NAF contracts , the Supply Officer or any other holder of a FAR contracting warrant (including NAVSUP Fleet Logistics Centers) may award NAF contracts. The CO may formally delegate his authority to award NAF contracts. Such delegations must be in writing and state the delegation is valid only for as long as the individual serves in the position held at the time of their appointment. The authority to award NAF contracts terminates when the individual leaves the position they were in when they were appointed. The individual's relief does not automatically assume the authority to award NAF contracts. Any verbal or written commitments made by anyone who does not hold contract award authority are considered unauthorized commitments. Unauthorized commitments are the personal liability of the person making the commitment and are not valid obligations of the federal government unless legally ratified by a warranted contracting officer.*
- *After reading the above paragraph and all of Chapter 6, We need an email from each of you stating you understand, that as an Afloat Specialist you are not authorized to obligate NAF Afloat Recreation Funds.*

- ***Always be aware of your surroundings***
 - Aircraft, wet decks, hatches and ladders.***
 - If you're injured go to medical immediately, then contact your military and administrative supervisor.***
 - Fill out the LS-202 following the directions provided in the email. When you describe what happen, be specific.***
 - Also fill-out the Medical Records Release and Choice of Doctor Statement. All of these forms must be submitted within two days of injury to your administrative supervisor.***
 - See handouts.***

***Keep up the great
work!!***

Questions???
