
***Afloat Supervisors Breakout Session
Steve MacMillan & Chip Sharp***



18 May 2017

NAVSTA GREAT LAKES

Deployed Forces Support/Afloat Training & Seminar

Correctly Filled Out Form

Find the Errors (there are at least 5)



Afloat Monthly Metrics						
First and Last Name: Dianna Prince/Clark Kent		<input type="checkbox"/> Fit		<input type="checkbox"/> Fun		<input checked="" type="checkbox"/> 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		
FITNESS REBATES	0	0	0	0		



Afloat Monthly Metrics						
First and Last Name: Dianna and Clark		<input type="checkbox"/> Fit		<input type="checkbox"/> Fun		<input checked="" type="checkbox"/> 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		
FITNESS REBATES	0	0	2	1		



AFLOAT MONTHLY METRICS

First and Last Name: [REDACTED]	<input checked="" type="checkbox"/> Fit	<input type="checkbox"/> Fun	<input type="checkbox"/> 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	
Fitness Rebates	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.**

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
- **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)
- **Fitness Rebates:** the events will ALWAYS match the participant numbers, even if the same person rebates 5 times, this individual is counted 5 times
- **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.**

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/Treat el? (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				30-Aug-16				
		EMPLOYEE'S SIGNATURE				SUPERVISOR'S SIGNATURE								

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/Sick Chits

Request for Leave or Approved Absence						
1. Name (Last, first, middle) Rogers, Steven Grant			2. Organization CNIC- USS NEVERSAIL			
3. Type of Leave/Absence					4. Family and Medical Leave If LWOP will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information <input type="checkbox"/> I hereby invoke my entitlement to use family and medical leave for: <input type="checkbox"/> Birth/Adoption/Foster Care <input type="checkbox"/> Serious health condition of spouse, son, daughter or parents <input type="checkbox"/> Serious health condition of self Contact your supervisor and/or your HR office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification, including duration shall be attached.	
Check appropriate box(es) and enter date(s) and time(s) below:		Date		Time		
		From	To	From		To
<input checked="" type="checkbox"/>	Accrued annual leave	4/14/17	4/14/17	0800		1700
		4/17/17	4/18/17	0800		1700
<input checked="" type="checkbox"/>	Accrued sick leave	4/19/17	4/19/17	0800		1700
		Total Hours				
		8				
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input checked="" type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition						
<input type="checkbox"/> Disabled Veteran Leave						
<input type="checkbox"/> 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)						
<input type="checkbox"/> Compensatory time off						
<input type="checkbox"/> Other paid absence (specify in remarks)						
<input type="checkbox"/> 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			7b. Date Signed 4/3/17			
Digitally signed by Stephen G. Rogers Date: 2017.05.01 09:35:15 -04'00'						
8a. Official Action on Request <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
8b. Manager Signature MACMILLAN.STEPHEN.NMN 1231286442			8c. Date Signed 4/3/17			
Digitally signed by MACMILLAN.STEPHEN.NMN.1231286442 Date: 2017.04.04 08:10:11 -04'00'						
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/Sick Chit Tips & Pointers

- *A request for Annual Leave must be done BEFORE it is taken. This requires written approval.*
- *Check your balances in iPay PRIOR to submitting for leave.*
- *If your annual or sick leave straddles a pay period, TWO chits are required; one for each pay period included.*
- *Send approved (signed) chits 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 Chit 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.**

		<h1>March 2017</h1>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
<div style="border: 1px dashed green; padding: 5px; background-color: #e0f0e0;"> Check out the MWR Share Point Page for even more activities! </div>			1 1330 Wed Wind Down @Chapel 1145 Warrior Yoga for Veterans/Active Duty @Studio Bamboo	2 2000 Soja @The Norva	3 1930 I'll Never Be Hungry Again @Arts of the Albermarle	4 1430 Disney's Aladdin @American Theatre		
5	6 MEAC Basketball @Scope	7 MEAC Basketball @Scope	8 1330 Wed Wind Down @Chapel MEAC Basketball @Scope 1800 Free Movie Night @NOB	9 MEAC Basketball @Scope	10 MEAC Basketball @Scope	11 0300 Wintergreen Ski Trip @NOB 0-80 MEAC Basketball @Scope		
12  1900 Brain Candy Live! @Chrysler Hall	13	14 1900 Senses Fail @The Norva	15 1330 Wed Wind Down @Chapel	16 1800 Texas Hold'em Tournament @NOB Wind and Sea Rec Center 1730-2030 Green in the Rink Skate @Scope	17 	18 Garden Bros Circus @Ted Constant 1900 Norfolk Admirals @Scope		
19 0900-1700 Orchid Society Show & Sale @Norfolk Botanical Garden	20 	21	22 1330 Wed Wind Down @Chapel	23 Ringling Bros and Barnum & Bailey Circus Extreme @Scope	24 Ringling Bros and Barnum & Bailey Circus Extreme @Scope	25 18-2200 Samoa Soiree @Half Moon Cruise and Celebration Center		
26 Ringling Bros and Barnum & Bailey Circus Extreme @Scope	27 WWE Live @Scope	28	29	30 Fast Cruise	31	1		



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: <input type="checkbox"/> Underway <input checked="" type="checkbox"/> 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, 1MC 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 Steve and 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 that Steve and Chip are cc'd on all communication so they are able to understand the onboard work dynamic***
 - ***Ensure Steve and Chip have the best and most up to date information for direct communication with you***
 - ***Cell***
 - ***Email***
 - ***Home address***
 - ***Ship address***
 - ***Ensure Steve and Chip have 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 that 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*

One guy spending 40 mins on leg press and another with a giant gut doing DB curls... now I remember why I don't go to these type of gyms so much anymore.

#functionalfitness

Lol, well I didn't want to be the bearer of bad news to him that biceps won't help him pass the tape measure or improve his prt score



Yesterday at 3:46 PM • Like