

Coastal COMPASS

THE FORCE BEHIND THE FLEET

DR. PETER ADAIR
SELECTED AS NSWCPD
**TECHNICAL
DIRECTOR**



NSWC Panama City Division
Ensuring Warfighting Dominance in the Littoral Battlespace

Coastal COMPASS

THE FORCE BEHIND THE FLEET

July - August 2020 | Vol. 8 Issue 4



Capt. David Back, USN
Commanding Officer



Dr. Peter Adair, SES
Technical Director

About the Publication

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On the Cover



Dr. Peter Adair was recently selected as the new technical director for NSWC PCD. His selection officially fills the position Robert Walker was holding since previous technical director Ed Stewart left the position in February.

U.S. Navy photo

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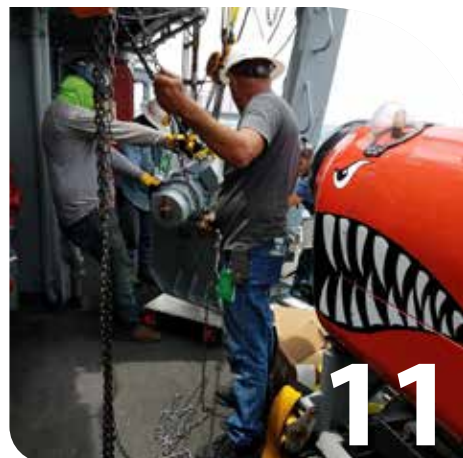
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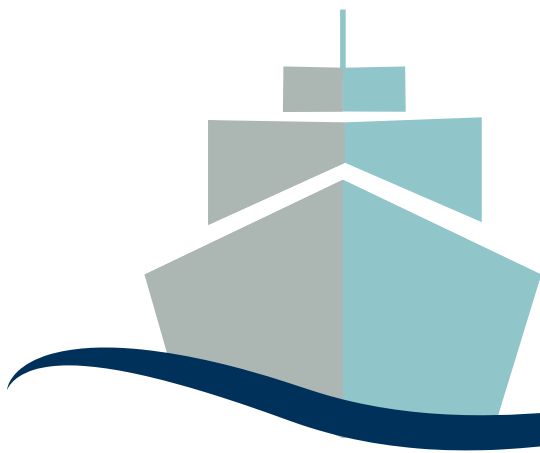
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View from the BRIDGE



Dr. Peter Adair, SES
Technical Director

**“ I want all of us
to work together,
as a team, to best
serve the Navy
and nation. ”**

– Dr. Peter Adair, SES
Technical Director

NSWC PCD Team,

It is an honor of mine to serve as the command's next Technical Director (TD). Since beginning this position, I have been thoroughly impressed by the work that you are accomplishing during these challenging times.

After encouragement from many individuals, I became the TD of the command where my career began over twenty years ago. I am looking forward to working closely with the people of Naval Surface Warfare Center Panama City Division (NSWC PCD) and helping develop the next generation of leaders.

My general philosophy is “whatever job you are given or choose, do it well.” This mentality has allowed many doors to open for me to continually grow throughout my career, ultimately leading me to be the command's TD; a position that I never aspired to hold when I started my career as a civil servant. I believe this position will be rewarding and I truly want to make a difference for NSWC PCD.

Our future is bright for our command despite the recent setbacks we have seen with Hurricane Michael and now the pandemic. I know that everyone has chosen different coping mechanisms, yet you continue to support our mission by providing valuable products and services to the warfighter.

With these setbacks, opportunities have arisen. The Navy has improved our IT infrastructure, software tools, and policy to support large scale telework. NSWC PCD is about to undergo much needed facility revitalization and repairs of damage from Hurricane Michael with the recent approval of new military construction. I am looking forward to seeing the command through that, as well as the transition period for two of our principle warfare areas: Mine Warfare and Expeditionary Warfare. I know that there are more changes to overcome and I look forward to tackling them with you.

Some core beliefs that have served me well are; you should try to be humble, relatable, compassionate, respectful, trustworthy, inclusive, and have a positive attitude in all that you do. I am hoping to lead our command into aiming for these characteristics and qualities to create an atmosphere people enjoy working in. The diversity across the command should be recognized and we should leverage each other's strengths to maximize our potential for success. I want all of us to work together, as a team, to best serve the Navy and nation.

We are doing great things and I look forward to doing even greater things as One Team.

Dr. Peter Adair, SES
NSWC PCD Technical Director

WELCOME ABOARD



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CIVILIAN LENGTH of SERVICE

40

STEPHEN PEFFERS

35

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ROBERT HUGHES
STEVEN NAUD
STEVEN THORSTED
STEPHANIE ROBINSON

30

JEFFREY ABRAMS
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25

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10

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DOUGLAS YAGER
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05

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BARBARA KUZAN
DENTON WOODS
JUSTIN DEHERDER
LUIS CARDONA-ECHEVARRIA

AWARDS

U.S. Navy photos by Eddie Green

MERITORIOUS AWARD



Notice 5000 Team

The Panama City Notice 5000 team members were awarded the Department of the Navy Meritorious Civilian Service Award June 29 for their noteworthy contributions as integral members of the Notice 5000 team at the Naval Surface Warfare Center, Panama City Division from January 2017 to December 2019. From left to right: Kathryn Mintz, Lauren Love, John Chandler, Dane Maglich. Not pictured: Chad Dunham, John Gwin, Kathryn Handal.

MILITARY AWARDS



AZ1 Kelsey Aaron, Jr.

Aviation Maintenance Administrationman 1st Class (AW) Kelsey Aaron, Jr, received the Navy and Marine Corps Achievement Medal, Fifth Award, July 1 for Professional Achievement during his tour at NSWC PCD. Additionally, Aaron was awarded Sailor of the Quarter, First Quarter, 2020 for Professional Achievement in the superior performance of his duties as Fleet Liaison and Command System Administrator.



ND1 Thomas Blyth

Navy Diver 1st Class (DSW/EXW) Thomas Blyth was awarded Sailor of the Quarter, Second Quarter, 2020 July 1 for Professional Achievement in the superior performance of his duties, Second Quarter, Fiscal Year 2020, while serving as a Navy Diver.



ND1 Logan Dillenburg

Navy Diver 1st Class (DSW) Logan Dillenburg received the Navy and Marine Corps Achievement Medal, Fourth Award, July 1 for Professional Achievement during his tour at NSWC PCD.



UPCOMING AWARDS

09/23 DoD Laboratory Scientist of Quarter (Q4)
10/01 FLC National Awards
10/19 Copernicus Awards
10/26 NDIA VADM Charles B. Martell
11/05 National Environmental Excellence Award

11/16 FLC Laboratory Director of the Year Award
11/16 NAVSEA Engineer, Scientist, and Technician Authority of the Year Award
11/20 DoD Packaging Excellence and Packaging Achievement
11/20 DoN CHREEO

Continuous DoN Agility Awards (Formerly SECNAV Innovation Awards)

Please contact Cierra Camper for nomination requirements and forms.

Dates provided are due dates for completed package(s) to be received.

*Non-government agency award submissions now require approved public release documentation.

ADAIR SELECTED AS NSWC PCD TECHNICAL DIRECTOR

By Katherine Mapp, NSWC PCD Public Affairs

PANAMA CITY, Fla. – Dr. Peter Adair was recently selected for a new role as the technical director at Naval Surface Warfare Center Panama City Division (NSWC PCD).

In this role, Adair serves as the senior civilian at the command, which consists of more than 1,500 military and government civilians. NSWC PCD provides the Navy with mine warfare, naval special warfare, diving & life support, and amphibious and expeditionary maneuver warfare systems, and other missions in the littoral battlespace.

As a Panama City native, Adair recognized the strong ties the lab and local colleges have with the community at an early age through his father's employment at the base and mother's career at Gulf Coast State College.

"I knew the work the lab did was important to the local community and how many people were associated with it," said Adair. "Growing up in Bay County, I took many field trips to the base and at an early age was exposed to the type of work that we do to support the Navy."

Adair was involved in science fairs held at the base with lab volunteers serving as judges. Participating in science, technology, engineering and mathematics (STEM) activities sparked Adair's interest early on to pursue a STEM career. Adair said he was always aware of the lab and followed his father's example as he decided to pursue a position at Coastal Systems Station, now NSWC PCD in 1997.

"During my collegiate years, my father served as the division head for the Airborne Mine Countermeasures Division," said Adair. "After earning my degree in electrical engineering and talking about potential careers with him, I had a better understanding of the impact I could make at the lab and was sold."

Over the years, Adair held a myriad of roles and responsibilities within the organization and the U.S. Navy at large. Most recently, Adair served as the mine warfare

director for the Naval Sea Systems Command Warfare Center Divisions, where he has been responsible for fleet engagement in the areas of littoral and mine warfare, including frequent collaboration across all 10 Divisions to provide the Navy and Marine Corps with important initiatives in mission analysis, wargaming, experimentation, and exercise support.

Adair reflects on the past 75 years and is proud of the work conducted in support of the warfighter within the lab and missions at NSWC PCD.

"We provide innovative capabilities for the Navy and Marine Corps to do their missions. Whether it is removing mines from a minefield to allow unfettered warfighter access, expeditiously moving equipment and Marines from ship to shore, providing critical communications in contested environments, or enabling divers and special operations to safely conduct their operations undersea, NSWC PCD has provided these capabilities for 75 years," said Adair. "Moving forward, I want NSWC PCD to be relevant for the next 75 years as new threats emerge and the Navy counts on us to provide the new technologies and capabilities needed to maintain our competitive advantage."

Adair is excited for his new role and is looking forward to working closely with the people of PCD and building a better future for the command.

"I'm looking forward to working with our leadership team and helping develop the next generation of leaders at PCD, working toward revitalizing our command facilities, rapidly delivering innovative capabilities to the war-



fighter, and creating a One Team approach throughout the business and technical departments as we have done across the 10 Warfare Centers," said Adair. "I think that to truly achieve one of our strategic plan objectives of being a model organization, we need to focus on both business and technical excellence together. I want to work to provide everyone at the command with the resources and tools to get them to the next level of effectiveness and to be recognized for their critical contribution to our organization and the Navy."

Adair states his keys to success he has learned throughout his career have been to surround yourself with a strong team, stick to your personal core beliefs, be open and inclusive to new ideas, and have a good sense of humor. ■

5 SMART SCHOLARS SELECTED FOR 2020

By Susan H. Lawson, NSWC PCD Public Affairs

PANAMA CITY, Fla. — The Naval Surface Warfare Center Panama City Division (NSWC PCD) has made their selections for this year's Science Mathematics and Research for Transformation (SMART) scholarship recipients.

The scholars joining NSWC PCD are Jacqueline Jermyn, unmanned systems and robotics, Rory Hector, unmanned systems and robotics, Margarite LaBorde, physics, Toni Weaver, mechanical engineering, and Justice Wobser, electrical engineering.

"The SMART program has been crucial over the years to PCD's strategy of obtaining talented employees with advanced degrees in the most competitive fields today such as Autonomy, Unmanned Systems, and Machine Learning," said Dr. Matthew Bays, project lead engineer, former SMART scholar, and Naval Engineering Education Consortium director at NSWC PCD. "Such fields are critical to our mission area, and SMART has allowed us to recruit and cultivate future leaders in these fields in a way that would be impossible if we could only rely on traditional recruiting methods."

Each year, after the selected SMART scholars have accepted the scholarship, sponsoring facilities host a site visit for students to learn more about their facility. Due to the COVID-19 pandemic, the Department of Defense (DoD) requires site visits for 2020 be conducted virtually.

NSWC PCD's first-ever virtual site visit featured a panel of previous SMART students currently working at NSWC PCD, the deputy technical director of business operations, a representative from each technical department, and the student programs coordinator. Students were briefed on an overview of the command and technical departments, and were able to ask questions to the panel regarding the program, potential projects, and other related subjects in an interactive environment.

"We are happy to welcome aboard our SMART scholars for 2020," said Robert Walker, former acting technical director at NSWC PCD. "Each individual brings expertise necessary for continued success within our command bringing naval capability to the fleet in the littoral battlespace."

The SMART Scholarship-for-Service Program was established as a concentrated effort to enhance the (DoD) workforce with talented, innovative, and brilliant scientists, engineers, and researchers. For over a decade, SMART Scholars have been working with labs and agencies within the Army, Navy, Air Force, and additional DoD organizations to support the warfighter and create an impact.

SMART Scholars enter the program to pursue their education in some of the leading fields in science, technology, engineering, and mathematics (STEM) that are currently in high demand by the government. The program offers scholarships for bachelors, masters, and Ph.D. students pursuing fields of study in STEM.

While in school, students will receive full tuition, monthly stipends, health insurance, and book allowances, as well as summer internships ranging from eight to 12 weeks. Upon degree completion, scholars will begin working in a civilian position within the sponsoring facility.

The internships and work experience allow scholars an opportunity to learn from the greatest minds in STEM and defense. Not only do scholars pursue their passions in their respective field during their educational phase, they also begin a journey towards an empowering career to protect national security. ■



Jacqueline Jermyn

SMART scholar and Ph.D. candidate at Florida State University, is studying electrical engineering. U.S. Navy photo by Susan H. Lawson



Rory Hector

SMART scholar and Ph.D. candidate at Louisiana State University, is studying electrical engineering.



Margarite LaBorde

SMART scholar and Ph.D. candidate at Louisiana State University, is studying physics.



Toni Weaver

SMART scholar and master of science student at Florida State University, is studying electrical engineering.



Justice Wobser

SMART scholar and master of science student will be attending the University of Florida to study electrical and computer engineering.

Courtesy Photos

NSWC PCD ANNOUNCES **CONSTRUCTION APPROVAL** TO **EXPAND** MISSION CAPABILITY

By Katherine Mapp, NSWC PCD Public Affairs

PANAMA CITY, Fla. – In an effort to expand fleet support capabilities as part of Hurricane Michael recovery efforts, the Naval Surface Warfare Center Panama City Division (NSWC PCD) received approval for a military construction (MILCON) project.

Deputy Assistant Secretary of the Navy (Installations and Facilities) James B. Balocki has approved the Navy's plan to provide Working Capital Funds to construct the Littoral Innovation and Prototyping Facility. The facility will replace nine of NSWC PCD's current hurricane damaged buildings.

Capt. Dave Back, NSWC PCD commanding officer, said the MILCON is a welcomed addition after enduring a catastrophic storm.

"After our command endured Category 5 Hurricane Michael in 2018, the workforce continued to meet

mission requirements despite having several downed and damaged facilities," said Back. "The new facility will enable us to consolidate and improve functions that used to reside in several storm-damaged buildings as we continue the recovery process, allowing us to continue delivering consistent quality products and support to the fleet."

Dr. Peter Adair, NSWC PCD technical director, said the added facility will benefit NSWC PCD by providing new capabilities to meet our mission of supporting the U.S. Navy and Marines.

"The Navy has been in Panama City for 75 years," said Adair. "With the addition of the new MILCON, our ability to provide innovative technical solutions to the warfighter will continue to flourish for the next 75 years and beyond."

The 54,475 square feet laboratory and support facility will provide collaborative

capabilities and equipment capabilities to advance research, development, test & evaluation for Mine Warfare and Expeditionary Warfare (EXW) operations taking place in the littoral battlespace, both key mission areas for NSWC PCD.

The facility will provide employees with workspaces, high bays with overhead cranes, a loading dock, fork-lift-rated floors, an anechoic chamber, biotech lab, and test tanks for acoustic and optical measurements.

Approval of this MILCON project enables NSWC PCD to continue to rapidly deliver technical capabilities to the fleet, while persistently tackling strategic campaign plan goals and objectives to be recognized as a model organization with world-class facilities. ■



U.S. Navy photos by
Dave Brown and Dale Garwood

MINE WARFARE TEAM OVERCOMES CHALLENGES TO SUPPORT FLEET SUSTAINMENT NEEDS

By Susan H. Lawson, NSWC PCD Public Affairs

PANAMA CITY, Fla. — NSWC PCD Mine Warfare Sustainment Division has completed combat systems equipment harvesting on three Avenger-Class Mine Countermeasure (MCM) ships scheduled for decommissioning in August 2020.

“The equipment we harvested will be refurbished and used to support the remaining MCM ships deployed in Sasebo and Bahrain,” said Mike Bobroski, system engineer at NSWC PCD. “Our team’s dedication, professionalism, engineering expertise and willingness to sacrifice enabled us to complete the effort more than a week ahead of schedule despite the COVID-19 pandemic restrictions and challenges.”

The team received several commendations from leaders around the fleet for their efforts.

“We are very proud of our team and honored to provide the support and services the fleet requires to ensure mission success,” said John Hutton, head, littoral mine warfare systems department at NSWC PCD.

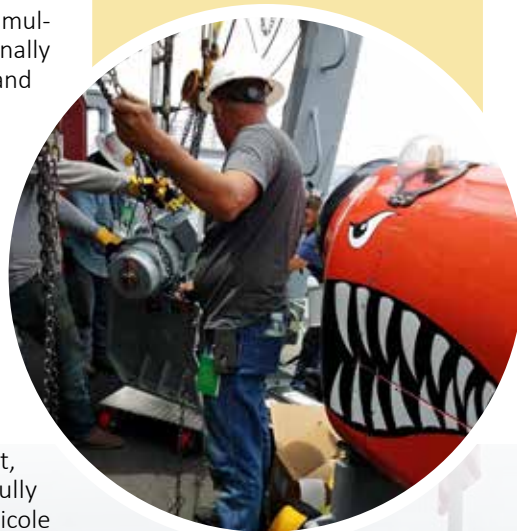
The effort led by NSWC PCD, crossed multiple PMS 495 programs, and was internally supported by NSWC PCD’s contracting and property management teams.

While 28 engineers and technicians from the surface combat systems and surface in service engineering agent branches supported the actual ship-board event in San Diego, many others remained in Panama City providing critical logistics and distance support.

In total, approximately 40 people from both the government and contracting organizations came together to make this effort a success.

“Despite the restriction of movement, the team gave it their all and successfully met the fleet sustainment needs,” said Nicole Granville, PMS 495 surface mine countermeasure acting assistant program manager. ■

The NSWC PCD Mine Warfare Sustainment Division completed combat systems equipment harvesting on three Avenger-Class MCM ships scheduled for decommissioning in August 2020. The effort led by NSWC PCD, crossed multiple PMS 495 programs, and was internally supported by NSWC PCD’s contracting and property management teams.



The NSWC PCD Mine Warfare Sustainment Division completed combat systems equipment harvesting on three Avenger Class Mine Countermeasure ships scheduled for decommissioning in August 2020.

VIRTUAL INDUSTRY DAY EVENT



By Susan H. Lawson, NSWC PCD Public Affairs
U.S. Navy graphic by Christine Ward

PANAMA CITY, Fla. — The Naval Surface Warfare Center Panama City Division (NSWC PCD) held their annual Other Transaction Authority (OTA) Industry Day event for expeditionary warfare virtually July 20.

The Industry Day event was technology focused bringing together Warfare Center technical program managers, senior scientists, senior systems engineers, project managers, and project engineers. This allowed the government to share its mission needs and the OTA multiple party teams to share their state-of-the-art technologies and technical solutions.

Warfare Center project engineers and project managers were invited to attend the event. Due to the COVID-19 pandemic, this year's event presented unique challenges with maintaining social distancing resulting in a virtual event.

"With respect to prototyping new ideas, our Navy needs to move rapidly and relevantly," said Todd Holland, NSWC PCD director for mine warfare prototyping. "The OTA concept allows us to attract non-traditional and small businesses partners to help widen our understanding of new technology so we can clearly focus on fleet needs."

Five diverse multiple party teams (MPTs) comprise NSWC PCD's OTAs: Florida State University Expeditionary Warfare Prototyping MPT, Textron Systems, Applied Research Associates Expeditionary Warfare Consortium, Rapid Expeditionary Solutions MPT, and CSS Werx, LLC. All agreements went into effect June 2019 and have a combined ceiling of \$100 million.

"The expeditionary warfare OTAs are unique in that the MPTs have maximum flexibility to on-and-off ramp their team members to meet specific Navy technology requirements," said Jenetta Langston, NSWC PCD agreements officer.

Holly Gardner, director of strategy and engagement, said, "NSWC PCD is not only committed to our country and being the undisputed technical expert throughout the littoral battlespace, but to being an active partner in our community. The expeditionary OTA allows us to tap into the wealth of resources from our regional industry and academia to solve technology capability gaps while helping us strengthen our partnerships with those in our regional ecosystem."

OTAs provide a non-Federal Acquisition Regulation based method to acquire prototype capabilities and allow for those prototypes to transition into production OTs. Leveraged appropriately, the OTAs provide the government with access to state-of-the art technology solutions from traditional and non-traditional defense contractors to fill the Navy's technology gaps. ■



Minnie Kinard, NSWC PCD engineer, performs gravity demonstrations for the SciNotes STEM outreach series.

NSWC PCD VIRTUALLY SPARKS STEM OUTREACH AMID PANDEMIC

By Katherine Mapp, NSWC PCD Public Affairs Courtesy photos by Vy Nguyen Films

PANAMA CITY, Fla. — Socially distancing does not mean students must socially isolate, especially when expanding their educational opportunities through virtual means.

As part of an Education Partnership Agreement, NSWC PCD collaborated with Florida State University Panama City (FSU PC) to host a virtual science, technology, engineering, and mathematics (STEM) camp series known as SciNotes.

The goal of the series is to bring STEM topics to students and teachers during this time of social distancing, when learning opportunities are limited.

SciNotes replaces the traditional in-person FSU PC summer STEM camp for this year, and presents the same topic areas in a video format instead. It consists of several hour-long episodes, each focused on one STEM topic area: civil engineering, physics, chemistry, meteorology, and marine science.

“Because so much of education is now focused on digital platforms, we have to keep up with the times to ensure that we are supporting our mission of preparing students for future employment in the Department of Defense (DoD),” said Paige George, STEM outreach

coordinator at NSWC PCD. “This aligns to NSWC PCD’s mission to support the warfighter and is beneficial for our new hires to connect with other employees at the lab, as well as assist them in becoming a part of the community and growing roots in this area.”

Dan Flisek, physicist at NSWC PCD, said the SciNotes team provides students with innovative ways to remain engaged in STEM.

“We hope that delivering this material to students, while not as preferred as hands-on activities, will still give students and teachers the opportunity to see interesting experiments, learn new concepts, and even try some things at home,” said Flisek.

NSWC PCDs outreach efforts aim to be as hands-on as possible, and Flisek believes this is the most effective way to learn and gain an appreciation for the sciences.

“There’s something very different about doing an experiment yourself than just reading about it in a textbook,” said Flisek. “Unfortunately with the current climate of social distancing, many of our traditional methods need to be modified. This year we decided to create a video series so students

would still have these resources available, even if they can’t attend camps in person.”

SciNotes enables students to see and learn the content, and the videos are an easy way to supplement the distance learning curriculum made by their teachers. The hope is the material will still foster an interest and appreciation for STEM topics, even when learning from home.

George emphasized the importance of continuing to conduct STEM outreach efforts.

“The benefit to the DoD is promotion of the mission beginning at an early age. It is also critical for the DoD labs to support the community. If we want to ensure that scientists and engineers will want to work at the labs, then it is beneficial to be an integral part of the community,” said George. “We want to be the partner of choice, collaborator of choice, and employer of choice. STEM outreach plays an important role in all of these relationships, especially during a pandemic when we are able to continue our efforts of promoting STEM to the students in our community.” ■

DO THEY HAVE WHAT IT TAKES?



NAVSEA Warfare Centers

DIRECTOR'S CUP

Competition held between Naval Surface Warfare Centers:

Carderock



Panama City



Crane



Stream Event: **October 1, 2020**

Visit: <https://wiki.navsea.navy.mil/display/WFCDC/>



Five teams with high-performing engineers who have less than five years experience. The stakes are high as they race to complete the technical tasks within the time limit resulting in ONE ultimate winner!

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*text location for the nearest support resources



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members and government employees
receive an email that asks them to
update their NFAAS accounts at
<https://navyfamily.navy.mil>.





NSWC PCD OPERATIONS SECURITY (OPSEC) BULLETIN

August 2020






SOCIAL MEDIA WHEN TRAVELING

97%

SHARE THEIR
EXPERIENCE ON
SOCIAL MEDIA
WHILE TRAVELING

Facebook, Twitter and even Google Street View are used to target and survey properties.

Criminals who burglarize homes tend to target those that are a quick and easy hit. Here are a few social media tips you should consider when traveling:

-  **Disable location settings on mobile phones**
-  **Post vacation pictures after returning. Never advertise an empty house**
-  **Share information with "friends," not "friends of friends"**
-  **Keep home addresses private.**
-  **Check photo "tagging" settings**

THINK. PROTECT. OPSEC.

For more information on OPSEC, contact Security at nswcpc_security@navy.mil.



NSWC PCD
DAWIA

Defense Acquisition
Workforce Improvement Act

Monthly DAWIA Achievements: individuals who have completed their DAWIA Certification requirements in the last reporting period.

Mike Monroe, DAWIA Program Manager
850-230-7913

Attah Ali
Joe Bates
Amanda Bobe
Susan Bray
Tammy Bushman
Robert Cortes
Trent Fruhwirth
Benjamin Hartman
Robert Hester
Daniel Jermyn
Douglas Johannes
Jermaine Kennedy
James Lewis
Lyndsey Mandelare
Iris Marrero Morales

Christopher Norfleet
Catherine O'Rourke
James Perkins
Corterris Richmond
Luke Ridley
Rachael Robinson
Jose Rivas Rodriguez
Carlos Rubio
Juan Mont Santiago
Lawrence Thompson
Nicolas Torres
Everett Tyndall
Kimberly Wiedemann
Andre Wright
Jason Zimmerman

Congrats to our employees for completing their DAWIA requirements this month.

NSWC PCD QUICK REFERENCE GUIDE

COMMONLY USED ATTENDANCE/ABSENCE (A/A) CODES
A/A CODES - IN ERP TIMECARD

EARN STATUS CODES

A/A CODE	A/A DESCRIPTION	NWA REQUIRED	AUTHORIZATION FORM*
RG	REGULAR (GRADED)	YES	N/A
HG	HOLIDAY WORK (GRADED)	YES	N/A (Travel on a Holiday does not count as HG)
OU	OU OVERTIME UNSCHEDULED (Weekdays)	YES	NAVCOMPT FORM 2282/2-83
OX	OX OVERTIME UNSCHEDULED (Weekends)	YES	NAVCOMPT FORM 2282/2-83
CE	COMPENSATORY TIME EARNED	YES	NAVCOMPT FORM 2282/2-83
CB	TRAVEL COMP TIME EARNED	YES	NAVCOMPT FORM 2282/2-83
CD	CREDIT HOURS EARNED	YES	N/A

**Overtime, Compensatory Time Earned, and Credit Hours Earned authorization form should be approved before the work has been performed, when not feasible, then approved as soon as possible after the work has been performed*

LEAVE STATUS CODES

A/A CODE	A/A DESCRIPTION	NWA REQUIRED	AUTHORIZATION FORM*
LA	ANNUAL LEAVE	NO	ERP LEAVE REQUEST
LS	SICK LEAVE (3 day or less)	NO	ERP LEAVE REQUEST
LS	SICK LEAVE (over 3 days)	NO	ERP LEAVE REQUEST & PHYSICIAN DOCUMENTATION (NO HIPPA)
LH	HOLIDAY LEAVE	NO	OPM FEDERAL HOLIDAY SCHEDULE ON FILE
LN	ADMINISTRATIVE LEAVE	NO	ERP LEAVE REQUEST
KA	LEAVE WITHOUT PAY (LWOP)	NO	ERP LEAVE REQUEST
LY	TIME OFF LEAVE AWARD	NO	ERP LEAVE REQUEST
LC	COURT	NO	ERP LEAVE REQUEST & COURT HOUSE "CERTIFICATE OF ATTENDANCE"
CT	COMPENSATORY TIME TAKEN	NO	ERP LEAVE REQUEST
CF	TRAVEL COMP TIME USED	NO	ERP LEAVE REQUEST
CN	CREDIT HOURS TAKEN	NO	ERP LEAVE REQUEST



SAFETY

Prepared by James Scroggs, NSW PCD Safety Specialist

THE ESSENTIALS OF GOOD HOUSEKEEPING



HOUSEKEEPING: a broad term that refers to the routine maintenance and upkeep of a workplace.

Good housekeeping reduces injuries, accidents, and fire potential, improves morale, and make operations more efficient. It is an essential part of every agency's health, safety and fire program.

The Occupational Safety and Health Administration (OSHA) makes reference to housekeeping in several General Industry Standards:

- Bloodborne Pathogens (29 CFR 1910.1030)
- Fire Protection Plans (29 CFR 1910.39)
- Walking-Working Surfaces (29 CFR 1910.22)

The general housekeeping requirements referenced in 29 CFR 1910.22 apply to all permanent places of employment, except where domestic, mining, or agricultural work only, is performed:

1. 29 CFR 191 0.22(a)(1)

All places of employment, passageways, store-rooms and service rooms must be kept clean and orderly and in a sanitary condition.

2. 29 CFR 191 0.22(a)(2)

The floor of every workroom must be maintained in a clean and so far as possible, a dry condition. Where wet processes are used, drainage must be maintained, and false floors, platforms, mats or other dry standing places should be provided where practical.

3. 29 CFR 191 0.22(a)(3)

Every floor, work place, and passageway must be kept free from protruding nails, splinters, holes, or loose boards, so as to facilitate cleaning.

4. 29 CFR 191 0.22(b)(1)

Aisles and passageways must be kept clear and in good repair.

Why pay attention to housekeeping at work?

Some people might think too little about housekeeping, but effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. A few minutes a day used in cleaning after oneself might prevent: a slip, trip, fall, fire, or an explosion that causes death or injury to prevent work for days, weeks or even months. If debris, clutter and spills are accepted as normal, then other more serious health and safety hazards may be taken for granted.

Not just cleanliness. Housekeeping includes keeping work areas neat and orderly; maintaining halls and floors free of slip and trip hazards; and the removal of waste materials and other fire hazards from work areas.

Housekeeping requires paying attention to important details such as the layout of the whole workplace, aisle marking, adequacy of storage facilities, and maintenance.









Housekeeping should be an ongoing effort by all employees, not the occasional hit-and-miss cleanup. Clean debris and trash as work progresses. If tools and equipment are not being used at the time, do not leave them lying around. Periodic "panic" cleanups are costly and ineffective in reducing accidents.

In office spaces, keeping one's workplace clean can help remove pollutants from air and hard surfaces. Indoor air pollution can arise from construction materials generated from adjacent projects, furnishings, fixtures and equipment. The accumulated air pollutants in an office space can affect the skin, eyes, nose, throat and lungs. One needs to ensure their work area ventilation and air filtration systems are properly maintained.



EFFECTIVE **HOUSEKEEPING**

REQUIREMENTS

-  Follow safe work procedures and law and maintenance requirements.
-  Organize your work area and equipment.
-  Keep your work area clean and aisles, walk ways, exits and entrances clear.
-  Keep lighting sources clean and clear; floors clean, dry and in good condition; and sprinklers, fire alarms and fire extinguishers clear.
-  Store and stack items safely in their proper place. All work materials (e.g. paper products, flammable liquids, etc.) must go in approved, clearly labeled containers in designated storage areas only. Fix or report broken or damaged tools, equipment, etc.
-  Clean up spills and leaks of any type quickly and properly.
-  Regularly dispose rubbish in bins provided, using proper waste/recycling containers when appropriate.
-  Vacuum or wet sweep dusty areas frequently.

BENEFITS

- ☒ Promotes safety and indicates a level of professionalism with a neat, comfortable and pleasant workplace.
- ☒ Helps an agency keep its inventory to a minimum and makes it easier to keep an accurate count of inventories.
- ☒ Improves use of workspace.
- ☒ Improves productivity with the right tools and materials for the job being easy to find.
- ☒ Reduces the chances of harmful materials entering the body such as dusts, vapors, etc.
- ☒ Prevents being hit by falling objects and slipping on greasy, wet, or dirty surfaces.
- ☒ Prevents striking against projecting, poorly stacked items or misplaced material potentially cutting, puncturing, or tearing the skin of hands or other parts of the body.

Everyone is responsible for ensuring that the working environment remains tidy, clean and safe. High standards help to achieve these important outcomes. These outcomes can be best achieved by promoting positive attitudes and proactive measures. Every employee should incorporate “everyday” housekeeping tasks into their work activities to ensure that ubiquitous workplace hazards are effectively controlled.

REMEMBER

Good housekeeping means having no unnecessary items about. Keep all items in their proper places. Five minutes now can save months of work or death.

NEXT TIME, IT COULD BE YOU WHO GETS HURT.



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