

VOL. 1 ISSUE 1 • JAN 2021

# MWR GAZETTE

Quarterly Newsletter for Carlisle MWR Employees

## Greetings from MWR Director

**Bruce A. Wooten, DFMWR Director**

Hello MWR Team,

Welcome to our first issue. I am very excited to launch this MWR Gazette, which will inform and inspire you on a quarterly basis.

I would like to Thank our MWR Marketing Department, George Rubio and Lisa Feasley for putting this together. If you have ideas or suggestions for the next issue, please let them know your thoughts. We want to hear from you. I realize this past year was kind of crazy with COVID & lockdowns. I want to thank you for continuing to keep focused and take care of our customers. Each of you have a different role in the MWR organization and you are all valuable. Keep up the energy and motivation!



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# This Is The Way...

## Luis' IT Wisdom

**Luis Davila Hernandez, Garrison  
Information Support Officer FMWR**

*Have you ever asked how do you get/maintain access to the Army Network?*

*The NAF Support IT wrote this column to explain what goes behind the scenes on accomplishing that.*

*There are 3 main systems that are talking to each other all the time. These 3 systems have their own requirements and use the date you completed them to track how many days you have left with access to the network.*

### System #1 is AKO

*This system allows you to have an email account, take some Army mandatory trainings, and serves as an authenticator when you sign on to a website using the Army credentials. When the Army issues you your CAC (common access card) your AKO email is attached to it.*

### System #2 is ATCTS

*This system tracks the network related mandatory training and requirements. Cyber Awareness, Acceptable Use Policy and DD2875 form are part of this system.*

### System #3 is COMPASS

*This system is the only local one that allows local IT personnel to assign and manage the Garrison's personnel.*

*These 3 systems are talking to each other all the time. Having said that, if one of the completion dates of any of the requirements expires, it will result in not having access to the network or its resources. Managers can speed up this process by being prepared in advance. Our office has the New employee Account Request and Account Workflow documents available upon request that explain step by step what, who, and when requirements must be met. We highly recommend that all requirements are completed within the first 2 weeks of hiring. As for those employees who already have an active network account, they*



*have two 2 requirements: 1) they must sign on to an active workstation at least once a month and 2) they must renew annually the requirements of systems #2 and #3.*

*Now, as to why these requirements are in place, it's really simple:*

- If the requirements of system #1 are not met, it means that the Army hasn't guaranteed that you are who you say you are.*
- If the requirements of system #2 are not met, it means that you don't have the basic knowledge or need to access the Army network and therefore, don't need it.*
- If the requirements of system #3 are not met, it means that you don't belong to a Garrison department.*
- If you don't sign on to an active workstation at least once a month, it means you're no longer an employee and someone forgot to out-process you.*

*• If you don't renew the requirements on systems #2 and #3 it means you're not qualified to safely access the Army network or maintain it's integrity.*

*Everything has been carefully designed to ensure the Army network resources are safe from threats.*

*From the General to a brand new employee, we are all required to maintain the Army network is secure, and*

*THIS IS THE WAY to do it.*

## Employee Birthdays

### January

1 - Lynn Krammes  
2 - Michele Homes  
5 - Alicia Alford  
5 - Raymond McClintock Jr.  
6 - Tyvonn Morton  
9 - Misty Barton  
9 - Carolyn Kurzinger  
11 - Dayanna Colon  
11 - Samantha Miller  
14 - Kimberly Toomey  
15 - Natalie Maggiore  
15 - Marlene Quinn  
19 - George Rubio Jr.  
20 - Samuel Keller  
22 - Cody Elwell  
22 - Laurence Watson Jr.  
25 - Hilary Winnemore  
26 - Randy Billman  
26 - Victoria Thompson  
30 - Susan Keller  
30 - Debra Mackanick

### February

2 - Jennifer Marhevka  
5 - Emily Petrasic  
8 - Charles Moose  
10 - James Meukel  
11 - Donald Warner  
14 - Lisa Feasley  
15 - Angelisha Kirkland  
16 - Dawn Prettyman  
21 - Michelle Shade  
22 - Alexandra Flom  
23 - Yekatherina Castro

### March

2 - Tiana Lupino  
3 - Robert Sangrey  
4 - Phyllis Benson  
4 - Logan Bowyer  
4 - Shane Darhower  
6 - Jenna Hoffman  
7 - Benn Carkhuff  
9 - Richard West  
12 - Shai Perez  
18 - Ivy Winter  
19 - Wendy Blacksmith  
21 - Kendra Wisner  
22 - Barbara Rider  
26 - Michelle Garrick  
28 - Martha Farner  
28 - Kimberly Rojas  
28 - Rylie Ward  
29 - John Fegan Sr.  
29 - Jennifer Loreda  
31 - Chadwick Johnson





## Employee Spotlight

**Emily Petrasic, Assistant Business Manager at 1757 Bar & Grille**

**Q: What would you like people to know about 1757 Bar & Grille?**

**A:** 1757 Bar & Grille is a hidden gem in Carlisle. The quality of the food is unmatched, and our friendly staff loves to create friendships with our customers.

**Q: What is your favorite part of your job?**

**A:** Wing night! I have the opportunity each week to assist the line on our busiest night. I love seeing a window full of tickets and leaving that night exhausted and covered in wing sauce.



**Q: What is a funny thing that happened at 1757 Bar & Grille?**

**A:** We are a tight-knit, dysfunctional family here. If you hear us giggling in the kitchen or behind the bar, don't be surprised. We're always having fun while working.

**Q: Training about RecTrac: Tell us about your learning experience with the Fort Jackson team?**

**A:** The team was very helpful in understanding a menu design on our POS, and was able to bring our own vision to life. Without them, we would not have come this far.

**Q: What do you like about Rectrac now that you've learned more about it?**

**A:** Learning how to create a recipe and transform that onto a menu screen was empowering. I am happy I can do that on my own. It makes it easier to change the menu to how we like it.

**Q: What are the benefits of using Rectrac?**

**A:** Having Rectrac up and running makes for much quicker service, and end of day reporting so much quicker and easier.

**Q: How can Rectrac be used to make better business decisions for 1757 Bar & Grille?**

**A:** There is a "hot items list" that shows our best selling items, which will help us in our future business decisions.

**Q: How will you get others to hop aboard the Rectrac train?**

**A:** I am more than willing to help anyone on post understand how to properly input inventory, create recipes, and create a menu. It might sound crazy but it's actually a lot of fun to do when you get the hang of it.

## Employee Achievement

**Jessica Weibley**

### Would You Like a Hug?

#### Book summary:

Gus LOVES hugs! But sometimes his friends don't like hugs. Mouse doesn't want a hug. Owl doesn't want a hug. Wolf definitely doesn't want a hug. Can Gus find a hug? Follow Gus and his friend, Grumpy Bear, on an adventure through the forest in search of a hug. Gus just might find a hug in the most unlikely of places.

*Would You Like a Hug?* is a picture book for ages 1-5 about consent, respecting boundaries and friendship. It is a lighthearted story for children that parents can use to introduce these concepts to children. Books available at [www.jessicaweibleybooks.com](http://www.jessicaweibleybooks.com), and there is a free discussion guide for parents and teachers that can be downloaded on the website.

#### Author information:

I graduated from Shippensburg University in 2015 with a BA degree in English with a concentration in writing. I have been working in childcare for 10 years, and I have been a caregiver at the Letterkenny Child and Youth Center for 3 years.







“Great things in business are never done by one person; they’re done by a team of people.”

STEVE JOBS

## Business Focus

### Pershing Café

Now Open! The Pershing Café is a neighborhood cafe and coffee house that was named for John Joseph “Black Jack” Pershing, the general who led American Expeditionary Forces to victory in World War I over Germany. It offers an Old World setting serving freshly brewed coffees and teas to brighten your morning.



We are open Monday through Friday from 7:00 a.m. and serve you drinks and pastries until 11:00 a.m. We serve a variety of drinks for your enjoyment including Mochas, Cappuccinos, Lattes, Macchiatos, Hot Chocolates and Fresh Brewed Teas to warm up your morning. Pair your drink with one of our delicious pastries ranging from Cinnamon Rolls, Raspberry Crown Danish, Cranberry Orange Flax Coffee Cake, Lemon Crème Fan Danish, Maple Pecan Plait Danish, Chocolate Chunk Muffin or healthy Bran Muffin. We look forward to serving you!

We are located on the right side of Letort View Community Center on 313 Lovell Avenue, Carlisle, PA 17013.

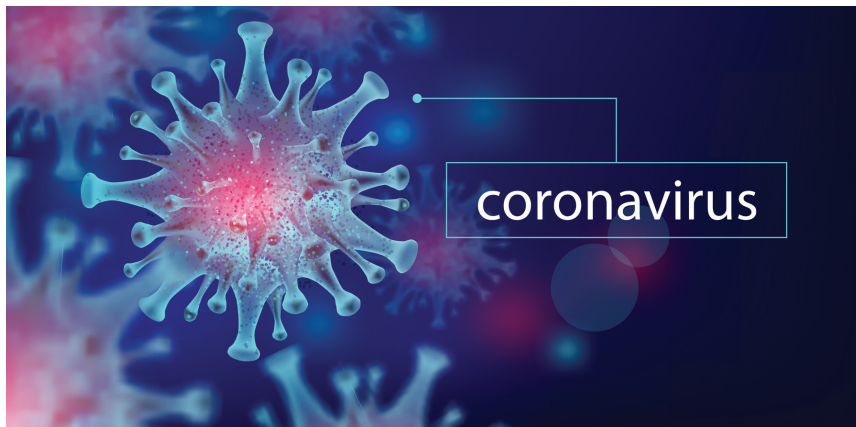
## COVID-19 Corner

### COVID-19 Updates

**When Entering Post:** Keep your window up and place the back of your ID card on the driver’s side window. However, if it is raining or if you have dark tinted windows, put your mask on, roll down your window and show the gate guard your card.

**Entering, Exiting and Roaming a Building:** If you are entering, exiting or roaming around a building, ensure you are wearing your mask at all times and try to remain as distant from others as possible. If you are talking to someone in the hallway you must be wearing a mask.

**Working in Your Office:** If you are able to close the door of your office, you may take off your mask. When someone needs to talk to you face to face in your office, ensure you are wearing a mask. Utilize the phone or email as much as you can to limit interactions with others.





# Slice of Life



## Baby Announcements



## Baby Ruth Main

**Barry Main, NAF Support Manager**  
**Natalie Main, Administrative Support Assistant (McConnell Youth Center)**

Barry and Natalie Main welcome their first child! Ruthie was born Sept 08, 2020 at 01:29 am. 8 LBS exactly and 20.5 inches long. She has lots of strawberry blonde hair and big alert blue eyes. Natalie returns back to work at the beginning of December at the McConnell Youth Center, Barry will continue to telework managing the Support Division, and Ruthie will start attending the Moore CDC at the beginning of January. They have been enjoying their frequent walks to the neighborhood park as an entire family and have had both sets of grandparents visit since the arrival. They are getting as much sleep as possible and loving every minute of their new adventure.

## Baby Riley Rutz

**Dustin Rutz, CYS Sports & Fitness Director**

Breanne and Dustin welcomed their second daughter, Riley Marie, this past October. She is a happy and healthy little girl who loves to smile and coo! They're spending this unique time together taking many walks around the neighborhood with their dog Quinn. Her big sister, Reagan, is enjoying her role by giving her hugs and kisses and being a good helper to Mommy and Daddy.



## Adoptions

## Daughters Adopted

**George Rubio, Jr., Marketing Director MWR**

It's been nearly three years since Rose and Michen came into our lives. It began late at night when Tammy returned from Hershey and I first met the girls. I welcomed them and they went directly to bed. I have since found out that I looked like a giant to them and scared them both. I'd like to think they're not quite as scared of me now. From that first night, everyone has been through quite a lot. We got to know each other, love each other, and grow together.



Today, the first chapter of our journey comes to an end as we adopt the girls and truly make them part of our family. We're all excited to see where we go from here.

**"A grand  
adventure is  
about to begin."**

**WINNIE THE POOH**



# Training Opportunities

## Chuck Head, Training Instructor

### OPEX Training (Operation Excellence) Customer Service Training

Introduce new IMCOM team members to the IMCOM Customer Pledge so that every employee has the opportunity to develop a personalized action plan that exhibits standards of excellence in customer service. This workshop is an opportunity to educate employees about how customer service fits into our Army culture, gain a greater appreciation for the challenges of our customers and how IMCOM is a culture of service.

Every employee must take the initial course and once a year they need to take the refresher course.

### OPEX Training Need by Division

	Initial	Refresher
Rec	21	42
Bus	25	67
CYS	1	55
Admin	1	3
<b>Total</b>	<b>48</b>	<b>167</b>

### Employee Engagement Workshop (3 hour virtual)

*Designed for Program Leaders and up*

This Workshop will explore techniques that leaders can use to create a more dedicated and positive workforce. It will also provide Installation Management leaders the opportunity to consciously make efforts to foster employee engagement and to culture an environment conducive to organizational success. It will enable them to provide good stewardship of its resources and personnel.

### Managing Competing Priorities Workshop (3 hour virtual)

*Designed for Program Leaders and up*

This workshop will teach leaders techniques to create a more productive workforce and manage competing priorities. This will lead to a more engaged and less stressed work environment. This course will provide Installation Management leaders the opportunity to determine and reflect upon effective and ineffective practices of prioritizing work for themselves and their subordinates. It will enable them to provide good stewardship of resources and personnel.

### Internal Controls Workshop (4 - 2 hour sessions, total of 8 hours virtual)

*Designed for Program Leaders and up*

This NAF Internal Controls (MTT) course is designed to provide program managers with the knowledge and skills to effectively apply methods of control in everyday program management. During this course we will review the effective methods of control in everyday management of programs and review the internal Control Process in accordance with established laws and regulations. Students will examine various standards and policies to deter fraud, waste and abuse, and assess risks to protect assets.

### Managing Workplace Conflict Workshop (5 - 2 hours & 15 minutes sessions, total of 4.5 hours virtual)

*Designed for Program Leaders and up*

In this workshop, people will reframe the way they think about conflict. Most people hold beliefs and assumptions about the nature of conflict and how it will be resolved. You will learn to build a mental map that will serve as your guide for making moment-to-moment choices about how to better handle conflict situations and how to manage conflict between two of your team members.



### For more information about training

**opportunities contact:** Wendy Paul, Training & Curriculum Specialist, USAG.

Email: wendy.e.paul.naf@ mail.mil

Phone: 717-245-4555

## Inclement Weather Procedures

### Bruce A. Wooten, DFMWR Director

Morale Welfare and Recreation is committed to the safety and security of its employees, and customers. For example, the decision to close your facility or have a delayed opening is based on the overall concern for the safety and security of the Carlisle Barracks community. In general, however, CBPA practice is to remain open and to conduct business as usual during periods of inclement weather, except as noted. Unless otherwise directed, all employees are expected to report to work at their regular time and to remain at work throughout the course of their regularly scheduled workday. If an employee believes she/he cannot commute safely between home and place of work during periods of inclement weather, the employee is required to notify his/her supervisor and use either annual, or compensatory leave time. Appropriate notifications will be made about the status of cancellations or closures. The authority falls under the Garrison Commander.

Should inclement weather conditions arise or be anticipated that would make it unsafe to continue normal operations of Carlisle Barracks, the Garrison Commander may elect to close Carlisle Barracks. All employees who have not been specifically designated as "essential" are released from their duties. Your supervisor will tell you when you are expected to return to work. All Full Time and Part Time employees will be placed on Administrative Leave during the closure based on the employee schedule. Flex employees will not be given Administrative Time. When Carlisle Barracks reopens, employees are to report at the beginning of their next regularly scheduled shift. It is recommended that you follow the Carlisle Barracks Face Book for the most current information. You can also call 717-245-3700 for the latest information. This phone recording is updated 3 times per day.

Thank you, and be safe during the winter season.