



1. ADMIN CLOSING. Admin will close on 6 & 20 February at 1300 for training. We will be available for emergencies at x4962.
2. AWARDS CEREMONY. The monthly awards ceremony will be 1330 on 3 February at MCPON Hall. The uniform will be Khaki's for E-7 and above and Winter Blue for E-6 and below. Awardees need to arrive NLT 1300 on 3 February. For members who are unable to participate, please contact Ms. Slavin at 4962 or 4963. See attached.
3. ADAMS COURSE. ADAMS for Supervisors courses are being held at 0830, Tuesday, 03 Feb, and Wednesday, 04 Feb in the command indoctrination classroom located in Bldg 1127 on the 1<sup>st</sup> floor. ADAMS stands for Alcohol and Drug Abuse Managers/Supervisors. This 1-day class is designed to provide Navy supervisors with knowledge and skills in alcohol and drug abuse prevention, recognition and documentation, intervention and aftercare. It is required for all E-5 Through O-3 military personnel in first-line supervisory positions within 2 years of attaining such position. It is recommended to repeat the course once every five years due to possible policy changes. To register for either day, contact the DAPA office at 4988/7593 or e-mail the following info to [york.harwood@navy.mil](mailto:york.harwood@navy.mil): The day preferred to attend, first and last name, rank/rate, your division, and phone number.
4. PFA INFORMATION. Weigh-in/sign-in sheets commence 29 Mar 04 to 09 Apr 04 (0730-1030, 1300-1600). Departmental/Divisional PFA will be by appointment only; 29 Mar 04 - 09 Apr 04 at 0700 or 1100. All personnel must weigh-in in PT gear only; members in uniform will be turned away. Body composition waivers are special cases and only authorized as per reference OPNAVINST 6110.1G. April PFA dates are from 12 Apr 04-23 Apr 04 at 0700 or 1000, outside runs will be determined on 29 Mar 04. One Saturday (TBD) in April will be scheduled for PFA. Make up dates May 10-12. Make up PFA will be authorized only for those who are TAD or on Emergency Leave during the normal cycle. All newly reporting personnel who check in after 14 Jan 04 are exempted from the Spring PFA. POC is PR1 Theaker or MS2 Baisden at x6630 or SKC Harper at x2582.
5. March 2004 E4-E6 Exams: Below are important dates, times and locations regarding the March 2004 advancement exams. Please read this information carefully.  
30 Jan: Time-In-Rate (TIR) waivers due to the CCC office. TIR waivers from the Sep 03 exams are not valid for the Mar 04 exams.  
3 Feb: First day to sign worksheets in the CCC office.  
13 Feb: Last day to sign worksheets.  
3 Mar: PO2 LTC must be completed, or LTC waiver must be approved, by this date.  
4 Mar: E6 exam in bldg. 1127, rooms 117-121. DOORS CLOSE PROMPTLY AT 0700.  
9 Mar: E6 late exam requests due to CCC office.  
11 Mar: E5 exam at bldg. 190, Naval Reserve Center. MUST REPORT NO LATER THAN 0630.  
16 Mar: E5 late exam requests due to CCC office.  
18 Mar: E4 exam at bldg. 190, Naval Reserve Center. MUST REPORT NO LATER THAN 0630.  
23 Mar: E4 late exam requests due to CCC office.
6. THE 2004 GREAT LAKES NATIONAL PRAYER BREAKFAST. The 2004 Great Lakes National Prayer Breakfast will take place in the Naval Hospital Main Galley on Thursday, 5 Feb 0700-0800. This year's guest speaker will be Rear Admiral (select) Harold L. Robinson Chaplain Corps, United States Naval Reserve Special Assistant for Reserve Manpower Chief of Naval Chaplains Office. Breakfast will cost \$1.60 for those not possessing a meal pass. Tickets are available at all Chaplain Offices.
7. MTS Note. Candidates interested in obtaining their MTS qualification must satisfactorily complete their oral board at least six months before their Projected Rotation Date (PRD). Waivers for the six months requirement may be considered for extreme circumstances only. For more information contact the MTS office at ext. 7027.
8. IN-SERVICE TRAINING FOR MTS CANDIDATES: In-Service Training will be held on Thursday 29 January 04 at 0900 and 1400 in Bldg. 1127, Classroom 125/126. The topic will be "CNET/NETC Instructions: 'Safety Procedures for Conduction Training' and 'NITRAS'." Fourteen JQR line items will be signed off following class.
9. COMMAND PICNIC. Command Picnic will be held on 25 Jun 04, more information will follow.
10. RTC POV ACCESS POLICY. Due to increased unauthorized vehicular traffic and to maintain a safe traffic flow for staff and recruits, the following applies:  
RTC Vehicle access enforcement: Effective Tuesday, 20 Jan 04, vehicle access to RTC will require a valid NSTC DOD decal and appropriate colored RTC square knot decal at all times. A visitor pass must be obtained for all other vehicular traffic, with the exception of graduation days where invitations are utilized. The only visitor pass accepted at RTC gates are those by RTC's pass and ID office. NSTC passes are not valid.  
For RTC staff, it is imperative that all of your vehicles are in compliance, as dependents are not exempt from these restrictions. Anyone assigned to RTC on a temporary basis (other than PCS) will not receive a square-knot, but instead will be issued a temporary pass for the period covered by TAD orders.

11. 2004 VOTING REGISTRATION. The 2004 election cycle is already underway! NOW is the time to exercise your rights as a citizen by submitting your absentee ballot application form to allow you to fully participate in your local, state, and federal primary and general elections. Visit one of the following RTC Assistant Voting Officers to complete and submit your Federal Post Card Application (FPCA):

BLDG 1127 - ADMIN OFFICE	LT Webber	x4963	david.webber@navy.mil
LANT FLT - DH 7220	ITC(SW) Fullington	x3874	anthony.fullington@navy.mil
BATTLESTATIONS	DC1(SW/AW) Conner	x2067	lavoskia.conner@navy.mil
BLDG 1127 - RM 114	MA1(SW) Dexter	x3235	michael.dexter@navy.mil
BLDG 1212 - SAMT TRAINER	GM1 Hewitt	x6530	geoffery.hewitt@navy.mil
BLDG 1405 - INPROCESSING	DT1 Lamb	x2690	kimberly.lamb@navy.mil
LANT FLT - SHIP 3	CTR1(SW/AW/SG) Twiford	x6127	david.twiford@navy.mil
PAC FLT - SHIP 9	GM1(SCW) Wilkerson	x3613	steven.wilkerson@navy.mil

IT'S YOUR FUTURE. VOTE FOR IT!

12. HEART DISEASE DOESN'T CARE WHAT YOU WEAR. One in three women dies from heart disease. It's the #1 killer of women. It also strikes at younger ages than most people think. *The Heart Truth for Women* is a free program sponsored by the National Institutes of Health and the U.S. Department of Health and Human Services. The program will be conducted here at Great Lakes on Thursday, 12 February, at 1130 in the USO Ballroom, Bldg. 27. All civilians and contractors are invited to wear a red dress to work that day to bring awareness to this issue. For more information, contact LCDR Lea Beilman at the Naval Hospital, 688-4724. Learn the Heart Truth about heart disease and women. Get the facts. Know your risk. Attend this session. What you learn in one hour could save your life.

13. CHAPEL SCHEDULE. See attached.

14. WATCHBILLS. See attached.

15. GALLEY MENU. See attached.

16. FLEET FAMILY SERVICE CENTER (FFSC). See attached link for all the FFSC notes.

17. NAVY NEWS. The Navy News can be accessed at the following web site:

<http://www.chinfo.navy.mil/navpalib/news/navnews/.www/navnews.html>.

18. POW SUBMISSIONS. Please forward all POW submissions to Patrick Foy and YN2 Harris via e-mail or call x4963. Requests are due by 1400 on Wednesday. Attachments such as watchbills and other text files can be attached to the POW. Large files containing graphics will not be attached due to the size of the document.

/s/

D. C. WEBBER



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CHAPEL SCHEDULE  
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WATCHBILL.xls



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FEB ROVER  
WATCHBILL.xls



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CDO Watchbill FEB  
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