

# The NAVSEA 04 Messenger

A monthly fast-read source of information to help keep everyone informed of the new communications campaign at NAVSEA 04

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## Meet the New Members of the NAVSEA 04 Communications Advocacy Group (CAG)



The CAG, formerly known as the T-1 Communications Team, welcomes its newly appointed members: Madi Lawlor, Aletha Cain, Bucky Buchanan, Kim Morrow and Sally Pierpoint (not pictured are Guy Miro and Kathy Gaarde). We are glad to have them aboard because they bring fresh ideas and new perspectives to the CAG. These folks are now working with the original team members to meet communications goals that were established in the NAVSEA 04 Internal Communications Plan. The CAG meets weekly with Marc Borkowski, the central POC for NAVSEA 04 communications. If you have any questions, comments or would like more information, please email us at: [SEA04mailbag@navsea.navy.mil](mailto:SEA04mailbag@navsea.navy.mil).

Kim Morrow and Bucky Buchanan (William R.) broaden the CAG skill set because each bring a creative IT technical background to the group.

Aletha Cain's expertise is in office administration and marketing. She is a

"people person" interested in cross-code communications, surveys, and has volunteered to assist in delivering the NAVSEA 04 Messenger to your desktops

Kathy Gaarde became interested in contributing to the improvement of NAVSEA 04 communications after she actively participated in one of the NAVSEA 04 communications focus groups a number of months ago.

Madi Lawlor brings to the team a wide range of experience from the field, NAVSEA and OSD. Madi joined the CAG with the desire to assist with our efforts and make a positive difference.

Guy Miro also contributes an IT technical background to the CAG, and is especially interested in cross-code communications.

Sally Pierpoint is interested in contributing to the NAVSEA 04 communications efforts since hearing about the success of the T-1 Team focus groups. Sally is a "people person" with experience in administrative and personnel issues.

### **NAVSEA 04 Communications Toolkit**

The CAG is currently developing several communications tools that will be incorporated into the Communications

Toolkit. One of the tools is the Functional Directory that is targeted for completion and implementation by the end of the calendar year. The Directory will match the names of POC's with their specific NAVSEA 04 programs and functions. The Directory is a living document that will be regularly updated. Please keep in mind that this is only one communications tool that will be in the NAVSEA 04 Communications Toolkit. The Directory will be posted in the SEA 04 Public Folders. The CAG trusts that you will be pleased with this reference tool which communicates who does what functions in NAVSEA 04, and how you may contact these employees.

### **SEA 04 Calendar**

The SEA 04 Calendar is maintained by Sally Pierpoint and can be accessed by all NAVSEA 04 employees. The information posted to the SEA 04 Calendar typically falls into "major event" categories such as Change of Command Ceremonies, Board of Directors Meetings, CPI Schedules, etc. To view the SEA 04 calendar from Outlook, go into Public Folders, then All Public Folders, NSSC, SEA 04 and SEA 04 Calendar. Sally also notes major events on the whiteboard in the SEA 04 Conference Room. When you know of a scheduled event, please contact Sally so she can update the SEA 04 Calendar and SEA 04 Conference Room whiteboard.

Thanks to everyone for submitting great questions and comments to the [SEA04mailbag@navsea.navy.mil](mailto:SEA04mailbag@navsea.navy.mil). The SEA 04 Mailbag was created for the NAVSEA 04 community and serves as another communications channel.

### **COMMUNICATION TIPS**

#### **Encourage face-to-face communication**

Sometimes managers just have to make a calculated effort to get people to talk face-to-face.

The London city council did this recently when it banned all email communication on a given Wednesday.

Reason: It wanted city employees to get up and out of their chairs, walk down the hallway and communicate directly with colleagues.

#### **Keep it clear and concise**

Many presentations can drag on, lose their impact and force a meeting to move past its objective.

It was a lesson not lost on Franklin Delano Roosevelt, who offered these meeting tips to all who inquired: "Be sincere, be brief, and be seated."

### ***Communications Mailbag***

**Q:** *Can a standard format and font be implemented for PowerPoint presentations in NAVSEA 04?*

**A:** **Yes.** The CAG has developed a standard NAVSEA 04 PowerPoint presentation template format that will be utilized for all presentations produced by NAVSEA 04 employees. This standard format will provide several benefits such as a consistent look and feel for all NAVSEA 04 presentations, easy integration of presentation materials from multiple sources into a single presentation format, and supply the presenter with additional time to focus on communicating the message and objective to their target audience. This standard NAVSEA 04 presentation format will be available in two weeks, and will initially be located in NAVSEA 04 Public Folders in MS Outlook under Business Planning and Communications.

Please email your comments, questions, suggestions and ideas to: [SEA04mailbag@navsea.navy.mil](mailto:SEA04mailbag@navsea.navy.mil).