

The NAVSEA 04 Messenger

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

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NAVSEA 04 Communications Survey Results Are In

The NAVSEA 04 Employee Communications Survey results are in! The CAG team thanks everyone who took the time to respond to the survey (25% of the SEA 04 population.)

Statistically, these survey results have a 95% confidence level.

The results provide us with the baseline metrics needed to measure our progress in achieving the NAVSEA 04 Internal Communications Plan goal which is to *"Institutionalize a communications process that ensures NAVSEA 04 reaches employees with timely and targeted information, which will ultimately contribute to the achievement of an end state where NAVSEA 04 is trusted as an organization by employees, customers and stakeholders."*

Brown Bags: 53% of respondents think the focus of the Brown Bags should remain on information sharing, while 15% prefer to use the forum for socializing. A new Brown Bag schedule will be coming out in a few weeks. Employees are encouraged to sign up to join Steve Bonwich for lunch to discuss ideas or concerns within NAVSEA 04.

SEA 04 Mailbag: 16% of employees have used the mailbag, yet some participants are unaware that the mailbag exists. Overall, 10% thought the responses to their questions submitted to the mailbag were timely, but most want to see the questions answered and resolved more quickly. The CAG team has noted the concern for faster responses, and will make every effort to improve the response time. The SEA 04 Mailbag is another communications channel available to NAVSEA 04 employees that offers an opportunity for you to e-mail work-related comments, questions and ideas to the following address: SEA04mailbag@navsea.navy.mil. The SEA 04 mailbag is checked on a regular basis and e-mails received are forwarded to the appropriate contact for action. Names are not attached to any comments that are passed on, so your privacy is respected.

Monthly NAVSEA 04 All Hands Meetings: Survey results show that All Hands meetings are attended by 38% of NAVSEA 04 employees 10-12 times per calendar year. On the information presented at the All Hands, 82% said it was relevant, although some felt that no new information was presented.



COMMUNICATION TIPS

More productive teams? Match personalities

It's only natural to want to put together people with compatible skills when assembling a team.

To get the most out of a team, you might consider personalities too.

Example: Overloading a team with strong, outspoken people can result in them butting heads.

But mixing outgoing types with more reserved people can result in a harmonious, successful team. Different types of people compliment each other.

Drive home major points by starting at the end

Beginning presentations with the main points helps get audiences on track from the start.

When creating a PowerPoint presentation, putting the conclusion slide first can be a good way of getting across major points.

Communications Tools can be found in the Public Folders and *Inside NAVSEA City* intranet

Communications Survey Results (continued)

NAVSEA 04 Calendar: 67% of employees surveyed are aware of the NAVSEA 04 Calendar, and 54% are using it as a channel of communication. However, a percentage of employees were unfamiliar with the Calendar or do not know how to access it. The NAVSEA 04 Calendar is used to communicate senior management's high visibility events such as special conferences, Board of Directors Meetings, Change of Command ceremonies, etc. Employees can access the SEA 04 Calendar by clicking on the following: Public Folders, All Public Folders, NSSC, SEA 04, and then SEA 04 Calendar.

NAVSEA 04 Messenger: A common theme heard among employees surveyed about the NAVSEA 04 Messenger newsletter is that some folks would like to see more general information and news about planned events. The purpose of the NAVSEA 04 Messenger is to provide employees with a quarterly fast-read source of information to help keep everyone informed on the **communications progress** in NAVSEA 04. What the CAG has learned from this survey is that employees are seeking out additional channels of communications beyond the NAVSEA 04 Messenger that would cover more of a cross-code exchange of information.

Welcome Aboard!

Margaret Clark (SEA 04LR), Trudy Gayle (SEA 04LR), Mark Whitaker (SEA 04L4), Hank Zajic (SEA 04XO), Dave Greemore (SEA 04XPE), LTJG Larry Wallace (ILS Intern).

Farewells...

Dick Klaus (SEA 04Z) and
Chuck Turjanica (SEA 04RE).

FAQs

This section is dedicated to answering Frequently Asked Questions emailed to the [SEA 04 Mailbag](#).

Q: *When using the new NAVSEA 04 Standard PowerPoint Template, how do I adhere to the font size standards if my computer doesn't have a 22 point option?*

A: For those who don't have the 22 point in their pull down menus simply highlight the box with the font size and type in "22". This will have to be done for each change of font. The program does not save your change from slide to slide.

Q: *Should the new NAVSEA 04 Standard PowerPoint Template be used for briefings to groups outside of the Navy, such as other government agencies (EPA, NOAA, etc.), states, private interest groups, etc.?*

A: The new NAVSEA 04 Standard PowerPoint Template should be used for all NAVSEA 04 briefs, both internal and external.

Q: *What are we suppose to do about unresolved NMCI issues?*

A: Skip Grayson is the SEA 04 POC for NMCI related issues. He reports directly to Donald (Stu) Mahaffey. Unresolved issues are being handled as quickly as possible. Unfortunately, in the NMCI environment things do not happen as quickly as they did in the past. If you feel that your particular issue is not receiving due consideration for resolution, you should bring it up with Stu Mahaffey. All printer problems should be reported to Skip Grayson at x14032.

Q: *When are there going to be more NMCI printers and when are the Xerox printers going to be brought online?*

A: EDS is in the process of transitioning the MFD printers to the NMCI network. Unfortunately there is no firm schedule for when or which printers will be transitioned. We recognize all printing issues are a concern for the end users. Skip is in the process of verifying a step-by-step procedure to allow individual users to identify a map to an NMCI/legacy printer as appropriate. A list of available printers along with mapping instructions is available in the public folders under Public Folders, All Public Folders, NSSC, SEA 04, NMCI News, NMCI Countdown Note 11.

Q: *Regarding e-mail, are you aware that if someone sends a message to our "new" NMCI address (although we haven't been switched over to shoes accounts yet), a rejection message is not sent in response? Does that mean that there are messages piling up somewhere unanswered?*

A: Yes, we are aware that NMCI accounts are activated when users transition. If you wish to check your NMCI email, open Internet Explorer and go to <https://webmail.nmci.navy.mil> and logon with your NMCI user name and your NMCI password.

Communications Mailbag

The mailbag is another communications channel available to NAVSEA 04 employees that offers an opportunity for you to e-mail work-related comments, questions and ideas. This publication is widely broadcast electronically and in print format to ensure that everyone within the NAVSEA 04 community has an opportunity to stay informed about the evolving NAVSEA 04 Communications Campaign. As always, no names will be attached to emails unless requested, your privacy is respected.

We would like you to share your comments or recommendations for improving this newsletter, and communications in your workplace. Please send us your feedback at SEA04mailbag@navsea.navy.mil.