

Birthday Potlucks at the Main X

By Dan Claire, Main Exchange Manager

The Main X has been holding a monthly birthday celebration since August 2009. The potluck events have included Hawaiian Luau, Cowboy Way Day, Pirates of the Caribbean, Fiesta International and more. Our Polar X Press celebration won the Main Exchange first place in the MCCS Christmas Decoration Competition. In January we held the Roaring 20s & 30s celebration. I would like to extend my heartfelt appreciation and thanks to Jennifer Goodman and the entire Main X team for their extensive efforts and exquisite decorations. Each month the break room is transformed into a Hollywood set in which we set aside a time for food, fun and a unique MCCS fellowship. As we take great pride in serving those who provide our freedom, it is inspiring to see that we extend this service to one another in the spirit of family and community. Thanks to all for selflessly sharing your cultural traditions and favorite culinary dishes!

This idea was generated from a training course and when it was passed to Jen, I had no idea that it would expand into an extravagant monthly affair with each party ending in triumph over the previous celebration. Kudos to you all! I am proud to be in the company of such a caring crew. Your efforts build morale and continue to make the Main X the desired place of employment for MCCS at MCAGCC Twentynine Palms!



Employees at Twentynine Palm are being empowered to become MCX Ambassadors. Read the full article at mccs29palms.com.

March Training Calendar

New Employee Orientation & Indoctrination: (All New Employees)
March 1-3, 8 a.m.-4 p.m., Personnel Training Room

New Retail Staff Training (All New Retail Employees)
March 4 & 5, 9 a.m.-4 p.m., Retail Training Room

HazComm/EA/Workplace Safety
Facilitated by Sundance De Pratzgay
March 9, 8-10:30 a.m., Personnel Training Room

PeopleSoft Time & Labor for Managers & Timekeepers
Facilitated by Kim Ayala
March 10, 8-10 a.m., Personnel Training Room

4 Lenses Workshop
Facilitated by Adriana Fernandez
March 12, 8 a.m.-12 p.m., Personnel Training Room

Inclusive Recreation for Wounded Warriors (HQ)
March 14-18, Penn State University

New Employee Orientation & Indoctrination: (All New Employees)
March 15-17, 8 a.m.-4 p.m., Personnel Training Room

Internal Management Control
Facilitated by Randy Meyer
March 16, 9-11 a.m., CDC Training Room

New Retail Staff Training (All New Retail Employees)
March 18-19, 9 a.m.-4 p.m., Retail Training Room

Internal Management Control
Facilitated by Randy Meyer
March 18, 1-3 p.m., CDC Training Room

Hospitality Business Operations Management (HQ)
March 22-26, Penn State University

MCCS Manager's Course
Facilitated by Todd Howard of MCCS Miramar
March 23-26, 8 a.m.-4 p.m., Personnel Training Room

New Employee Orientation & Indoctrination: (All New Employees)
March 29-31, 8 a.m.-4 p.m., Personnel Training Room

Internal Management Control
Facilitated by Randy Meyer
March 30, 1-3 p.m., Village Center

New Retail Staff Training (All New Retail Employees)
April 1-2, 9 a.m.-4 p.m., Retail Training Room
Visit mccs29palms.com or call 830.6163 ext. 222 for more details

LOOK INSIDE FOR YOUR **EMPLOYEE COUPON** on page 3

TEAM MCCS Issue 20 February 2010

Commanding General
MCAGCC
Marine Corps Community Services
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Do you have a question for us?

Please direct your feedback to the Marketing Department via your Division Head.

TEAM MCCS is a Marine Corps Community Services Publication

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Internal Management Controls: What Are They?

By Randy Meyer, Management Analyst & Control



What exactly are internal management controls? They're the process, means, procedures or course of action taken to assure that adequate controls are in place to minimize or mitigate risk potentials of our precious resources. They provide reasonable assurances (though not absolute) that our resources are under wise stewardship.

Internal controls affect all of us at MCCS on five interrelated levels:

1. They define a control environment with a supportive attitude toward internal controls.
2. They identify and analyze risks related to each MCCS organizational objective.
3. They establish control activities, such as written standard operating pro-

cedures (SOPs), reports and instructions to ensure risks are controlled.

4. They are relevant, reliable and communicated throughout the MCCS organization.

5. They effectively assess the quality of our performance and ensure we do all we can to strengthen the weaknesses identified.

When internal controls are not in place, MCCS faces unauthorized access, errors, abuse, fraud, accidents, waste and loss. Truly, internal controls are everyone's responsibility. One good example of MCCS internal controls is our oversight over the disbursement of our precious dollars. It begins with a manager generating a purchase order request (POR), which identifies and justifies the services or goods needed to support our objectives. This POR is then reviewed and approved by the division head and director to validate its need or necessity. After that, it goes to our budget officer to ensure that the dollars are available to spend before our purchase card holders or contracting officers actually buy the goods or services desired by the most economical means possible. True, it's a lot of paperwork reviewed at many levels and may seem like

overkill to some, but it does ensure each MCCS dollar is carefully scrutinized before it is spent. Each level of MCCS has assessable unit managers who monitor the established internal controls assigned to their organization. These folks are truly unsung heroes and often work in the background. Their roles are an important part of MCCS.

Management Analysis and Control (MAC) administers the MCCS Internal Management Control program along with the assistance and expertise of 93 assessable unit managers within MCCS. Further guidance on the Combat Center's Internal Management Control Program can be found in CCO 5200.1C and MCCS Instructions 5200.15.



MCCS Fitness Rest & Active Recovery

By Lynda Rummel, Recreation Specialist, East Gym

As summer approaches I see many fitness center patrons concerned about injuries and chronic pain. Sometimes these issues involve overuse. They get so motivated that they forget about one of the biggest parts of an exercise program called rest and active recovery.

Whatever your fitness level, the idea of active rest and recovery should be part of every program. Active rest means you are still exercising but at a lower level. It also incorporates flexibility training into your normal routine. Cross Training

is a great example of active recovery. On the days you don't run, use the bike or the rower. This takes stress off the knees and allows you to still do cardio. In terms of strength training, do one day of upper body, the next day of lower body and the third day of abs and core training. If you add a fourth day, focus on flexibility. Cross training has many advantages. If you are trying to lose weight, cross training is effective and efficient. It also helps decrease boredom, increasing motivation and ability to stick with working out.

Another way to prevent burnout and injury is to make sure your programs are at most an hour to one and half hours long. Two to three times per week is good for a beginner. Progress to five

days a week as your stamina increases. Remember, fitness is not a quick fix medication for bathing suit season; it is a lifestyle change. You have to find ways to fit it in and stick with it for life. Programs should be designed for individual needs. Talk with an MCCS personal trainer and get a fitness test to determine your fitness level.



Director's Letter



Your Benefits Long Term Care Insurance

One of the most overlooked and under-utilized benefits that MCCA offers employees is Long Term Care (LTC). This is designated to assist people with a chronic condition, whether it is a permanent condition or a temporary one. Long Term Care is skilled intermediate or custodial care to assist individuals who are unable to care for themselves. Services are provided on a temporary or a permanent basis, depending on the type of care needed. LTC is designed to fill the gap that other benefits don't cover. Private health insurance typically only pays for medically necessary expenses. This coverage is also limited. Medicare only covers skilled care and you must be hospitalized for three consecutive days before the benefit is paid. Your spouse is eligible for this coverage. You can pay for his or her premiums through your payroll deduction. Your parents and in-laws are also eligible for coverage based on your employment with MCCA. You must enroll with 31 days of your eligibility. This can be a great benefit to you and your family during a time of stress and financial need. If you have any questions, please contact Mary Joe Critchlow at 830.6163 ext. 220.

Employee SPOTLIGHT

By Katie Elwell

Frontline EOM Mary Fuga, Military Clothing Product Specialist

Through years of traveling the world and living everywhere from Samoa to Oceanside, Mary Fuga, November's Employee of the Month, has come to the conclusion that, "There is no better place than Twentynine Palms."

Throughout her now deceased husband's Marine Corps career, Mary Fuga and her family came and went from Twentynine Palms four times, finally settling in and buying a home in 1997. "When I first came here, I spent every weekend in Oceanside and every time I came back here, I would cry," Mary explained. "Now I go and I can't wait to come back home."

Much of those last 13 years have been spent working for MCCA. Mary went from the Officers' Club to the Package Store to the Main Exchange to her current position at Military Clothing in 2000. At each job, she was quickly given opportunities to move up the ladder but was always slow to accept. "I love my work, but I have another life too," she said, adding, "Life is so full of things to do." Mary prefers to avoid the high-pressure demands of supervisory positions

and chooses the freedom instead to leave her work at work so she can focus on other important things in her life, including her four children, three grandchildren, her gardening and her involvement in the Church of the Latter-Day Saints. Since childhood, Mary has been an avid member in the LDS church and currently serves as a regional counselor for women's meetings, actively teaching, visiting and getting involved in relief societies. "My life has always been focused in the church," she said.

In her few moments of spare time between helping Marines find the proper uniform piece and teaching women in her church, Mary loves to dig her fingers into the Twentynine Palms soil. Her green thumb somehow manages to bring life to apple and nectarine trees and an array of lively flowers in her yard. Whatever she's doing though, Mary makes it a point to truly appreciate being alive. "I'm just a happy person," she said. She encouraged the same of her fellow employees. "Be honest with yourself in all that you do, do the best you can and be happy," she advised, "always be happy."



Mary Fuga, November Employee of the Month

NOVEMBER EMPLOYEE OF THE MONTH RUNNERS UP Frontline

Runner Up: Fernando Rey, CYTP
Runner Up: Dawn Boyd, Excursions

CONGRATULATIONS
Mary, Fernando & Dawn!

NOVEMBER EMPLOYEE OF THE MONTH & RUNNER UP Mid-Level

EOM: Carrie Brouillette, 7-Day Store
Runner Up: Mary Wright, Sleepy Tortoise Lodge

CONGRATULATIONS
Carrie & Mary!

Check out the April edition to read about November Mid-Level EOM Carrie Brouillette.

MCCA strives to better your quality of life as you work to serve our active duty members and their families; one of the many ways is through MCCA activities and events. MCCA excels in the area of recreational activities, such as our bowling alley, golf course, cinema, woodworking shop and special events, to name a few. One of our most exciting events this month is the return of actor Gary Sinise and the Lieutenant Dan Band. Mark your calendars for March 13 and come to Sunset Cinema for a heart pounding evening; all employees are invited! More details are available at mccs29palms.com.

This spring, I'd also like to encourage you to take part in another exciting program: MCCA Sports. We recognize the importance of staying healthy, both for the quality of your work life and that of your personal life. That's why MCCA employees are eligible to participate in activities offered through our Sports program. This spring, you're invited to take part in the Commanding General's Intramural Volleyball and Bowling Leagues. Both begin in March and are a great opportunity to enjoy the base community while getting a little exercise in the process. Details are available in the March Activities Calendar and at mccs29palms.com.

Wellness is not merely important for MCCA employees; it is a key for the whole family. The MCCA Youth Sports program is open to the children of all MCCA employees and is a great outlet through which to help get your youth involved in healthy activities. This spring, Youth Sports is offering a Youth Football & Cheer Camp from March 30 to April 1. Stop by the Community Center or call 830.3380 to find out how your child can participate.

We truly strive to show our gratitude for your dedicated service. Your service to our military families is making a positive impact on every member of the family. I deeply appreciate all that you do!

Sincerely,

Katherine A. Catlin
Katherine Catlin
MCCA Director

March Activities Calendar

Program	Activity	Date	Time	Age
Special Events 830.5086	Gary Sinise & Lt. Dan Band (Sunset Cinema)	March 13	4:30-6:30 p.m.	18 and older
	All Hands Lunch	Monday-Friday	11 a.m.-1 p.m.	All Hands
Officers' Club 830.6610 Bldg. 1573	Luck o' the Irish Themed Dinner	March 2	5-8 p.m.	All Hands
	Mongolian Barbecue	March 12	5-8 p.m.	All hands
	BINGO	March 19	6-9 p.m.	All Hands
	Dr. Seuss's Birthday Themed Lunch	March 25	11 a.m.-1 p.m.	All Hands
Hashmarks Staff NCO Club 830.5035 Bldg. 1531	Hashmarks All Hands Lunch	Monday-Friday	10:30 a.m.-1:30 p.m.	All Hands
	Lap Time	Wednesdays	10:30-11 a.m.	0-2 yrs.
Lifelong Learning 830.6875 Bldg. 1528	Story Hour	Tuesdays	10:30-11:30 a.m.	3-5 yrs.
	Game Night	Wednesdays	4-8 p.m.	Families
	American Girl Tea Party	March 18	6-7:30 p.m.	Families
	Joshua Tree National Park Lecture (Protestant Chapel)	March 19	6-7 p.m.	All Hands
	Career & Education Fair (West Gym)	March 24	9:30 a.m.-1:30 p.m.	All Hands
	Aerobics 830.3381 Bldg. 1004	Visit mccs29palms.com for a complete schedule		
Sandy Hill Lanes Bowling Center 830.6422 Bldg. 1584	Pot o' Gold Tournament	March 17	TBD	All Hands
Sports 830.4092	Commanding General's Intramural Bowling League	March 10	3-5:30 p.m.	18 and older
	Commanding General's Volleyball Tournament	March 18-May 8	5:30-9 p.m.	18 and older

Bridgeport's Newest Staff

By Jessica Gorospe-Gist



Ms. Katherine Catlin, MCCA Director for MCAGCC, welcomes Aimee Sullivan (left) and Gail Jacobs (right) to the Bridgeport MCCA team.

Mrs. Gail Jacobs recently became the new MCCA Bridgeport family advocacy counselor. Community families will be able to seek clinical support and resources that address issues such as stress management, domestic violence and substance abuse. Stop by the office, temporarily located adjacent to the Child Development Home at Lincoln Housing in Coleville, or call 530.495.2685.

Mrs. Aimee Sullivan has joined MCCA Bridgeport as the new family team building coordinator and family readiness officer. As a leader of events and training that promote personal growth and prepare families for the military lifestyle, Sullivan is a vital addition to MCCA. Visit mccsmwtc.com or call 530.495.2954 for family-related events and information.

EMPLOYEE COUPON

FREE MEDIUM POPCORN

at Sunset Cinema.

Valid March 1 - 31, 2010
One Coupon Per Employee.
Valid MCCA ID required.

CONGRATULATIONS TO THE FOLLOWING EMPLOYEES Fourth Quarter Length of Service Awards

5 Year

Debra Alston – M&FS, CYTP
Andre Brown – M&FS, CYTP
Mary Joe Critchlow – Personnel
Dawn Fowler – M&FS, CYTP
Jeannie Fuga – Finance
Larhonda Girger – M&FS, CYTP
Lorie Harbrough – Marketing
James Johnson – Service Ops, Vending
Dwayna Olivier – F&H, SNCO Club
Tiara Rodriguez – M&FS, CYTP
Amalia Schoken – Semper Fit, Aerobics
Jerry Whiteside Jr. – Retail

10 Year

Alice Baines – F&H, O'Club
Miika Ball – F&H, Quickbreak
Jolene Ferrer – M&FS, CYTP
Perla Funkhouser – M&FS, CYTP
Elsa Hall – Retail, 7-Day Store
Gisela Hench – Semper Fit, West Gym
Evelyn Hirsch – F&H, Mobile Canteen
Darlene Martinez – F&H, O'Club
Tanya Reinertson – Service Ops, Janitorial
Laura Valentine – Retail

15 Year

Jesse Trevino – Finance

20 Year

Barry Holley – MIS
Derline Pickens – Retail, Military Clothing

25 Year

George Chatterton – F&H, Warehouse