

Commanding General  
MCA GCC  
Marine Corps Community Services  
Box 788150  
Twentynine Palms, CA 92278

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Your Benefits  
Open Enrollment



It's time for Open Enrollment! Here's your chance to change, add or drop coverage on your medical and dental benefits. Visit the MCCS Personnel Office any time throughout the month of November or call 830.6163 x220. ♦

We Want to Hear from YOU!

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

LOOK INSIDE FOR YOUR EMPLOYEE COUPON on page 3

November Training Calendar

7 Habits of Highly Effective Military Families  
Nov. 1-2, 8 a.m.-12 p.m., MCFTB Training Room

MCCS Manager's Course  
Facilitated by Marisela Fraijo, MCCS Yuma, AZ

Nov. 2-5, 8 a.m.-4 p.m., Personnel Training Room

Four Lenses Workshop  
Nov. 4, 12-4 p.m. MCFTB Training Room

New Employee Orientation  
All New Employees

Nov. 8-10, 8 a.m. - 12 p.m. Personnel Training Room

A Better You

Nov. 9, 12-4 p.m., MCFTB Training Room

New Retail Staff Training cont.  
All New Retail Employees

Nov. 12 & 15, 9 a.m.-4 p.m., Retail Training Room

Health Promotion Director's Course  
Sponsored by MCCS HQ,  
Course Application Required

Nov. 15-19, Gray Research Center, Quantico, VA

Creating Goals and Objectives  
Facilitated by Heather Martin

Nov. 16, 9-11 a.m., Personnel Training Room

Family Readiness Volunteer Training

Nov. 16-17, 5-8 p.m., MCFTB Training Room

LINKS Mentor Training

Nov. 16-17, 6-9 p.m., LINKS House

World Class Customer Service Refresher

Nov. 17, 8-11:30 a.m., Personnel Training Room

EEO/ POSH/ No FEAR Act Training

Nov. 19, 9-11 a.m. & 1-3 p.m., Personnel Training Room

LINKS for Spouse's

Nov. 20, 8 a.m.-5 p.m., LINKS House

HazComm/EA/Workplace Safety

Nov. 23, 8 a.m.-10:30 a.m., Personnel Training Room

Visit [mccs29palms.com](http://mccs29palms.com) or call 830.6163 ext. 222 for more details.

RETAIL EMPLOYEES OF THE MONTH - SEPTEMBER 2010



**CASSANDRA RUTH**  
Retail Sales Associate,  
C&E Exchange

Ms Cassandra handles the peak period of the day with a great attitude and smile for our customers. She assists above and beyond and it goes a long way towards running an efficient site and providing our customer base with an in-stock site.



**ALICIA STUBBS**  
Assistant Retail Manager,  
Main 7-day Store

There is nothing she won't do for the benefit of our customers, employees and the store itself. Alicia is the best thing that ever happened to the 7-Day Store. She is very deserving of Employee of the Month!



**SARA KREHMEIER**  
Retail Sales Associate,  
Military Clothing Exchange

Sara always keeps customers as her top priority, she is polite and kind when assisting her customers and makes sure they leave satisfied. Overall Sara is an asset to our store and a pleasure to work with.

SAFETY

Be Prepared

An emergency is no time to hesitate or panic. Here are a few simple tips for how to respond in an emergency situation:

- Know how to recognize and turn in emergency alarms
- Know your responsibilities under the emergency response plan
- Act quickly when you hear an alarm
- Turn off equipment you're using
- Close windows or doors not needed for escape
- Alert other employees to the emergency
- Assist any disabled employees who need help escaping
- Leave the area by your assigned exit or the closest safe exit if yours can't be used
- Go to your assigned safe place
- Don't block the path of emergency response crews or vehicles
- Stay in your assigned place so no one fears you're in danger
- Follow instructions about where and when to go



Town Hall Meeting - Our Award Winning Employees

Story & Photos by Mary Jo Brown

Thank you all for attending the Town Hall briefs last month on Oct. 4 and 5. Additional congratulations to all Length of Service award recipients, Employees of the month and those being recognized for Am I a Star. Those who attended on Oct. 5 were able to hear Commanding General Clardy speak on various topics. Thank you to all who contributed to the briefs and we look forward to seeing all MCCS employees attend the next session. For questions on information that was covered during the sessions, please contact your supervisor. For a full listing of all employees receiving awards, visit [mccs29palms.com](http://mccs29palms.com).



Am I a Star Winners



CONGRATULATIONS TO THE FOLLOWING EMPLOYEES  
Third Quarter Length of Service Awards

5 years

William Schroeder-Cox  
Sarah Barry  
Leslie Haughton

10 years

Steven Aguirre  
Mayelaine Babauta  
Crystylle Simmons  
Terry Mayes  
Beverly Miller  
Edmundo Rangel, Jr.  
Tim Connolly

15 years

Thomas Linton  
Juan Mejia  
Heriberto Ornelas  
Jose Garcia  
Ronald Hardamon  
Alicia Stubbs

25 years

Rosalina Jones

30 years

Bobby Kirchner



Combined Federal Campaign: It's Not too Late to Give

By Mary Jo Brown

Attention all MCCS Employees, it is not too late to open your heart and donate to the Combined Federal Campaign (CFC). There are many organizations to choose from. You have until Nov. 15 to donate. Keep in mind that one dollar per pay check can make a difference in someone's life. If you are willing, open your heart and be someone's hero.

Congratulations, as of the end of Oct. 22, week six of the Combined Federal Campaign (CFC), we have contributed approximately \$17,413. We have reached and exceed last year's total of \$17,386.12.

Thank you to all who have taken the time to fill out your donation receipt

If you have an interest in donating or questions, contact MCCS Area Coordinator Kathleen "Sissy" Bourikas at 830.8106 or email her at [sissy.bourikas@usmc.mil](mailto:sissy.bourikas@usmc.mil).

# Director's Letter

Winter is slowly creeping upon us, bringing in colder weather and blissful holiday festivities. This month we celebrate the Marine Corps' 235<sup>th</sup> Birthday and I would like to extend my appreciation to all of the Marine Corps Community Services employees who serve our Marines, Sailors and family members with dedication and commitment. Thank you for your continued hard work! I would also like to convey my appreciation to our veteran employees. Your service to our country is not forgotten or unnoticed, thank you.

With Thanksgiving upon us, let's take time out of our busy schedule to remember those Marines and Sailors that will not be spending this time of year together with their families. We are surrounded by a community with the honor, courage and commitment to support one another. We are acutely aware of what all those who serve sacrifice and we are grateful to have the opportunity to support them on a daily basis. This Thanksgiving, take a moment and pause to remember all the wonderful things we are thankful for.

This is a busy time of year for all of us, take time from your busy schedules to take advantage of all our noteworthy programs and opportunities MCCS has to offer. I look forward to seeing all the growth and continuing devotion our employees bring each day!

**Happy 235<sup>th</sup> Birthday Marine Corps and Happy Thanksgiving!**

Sincerely,

*Katherine A. Catlin*  
Katherine Catlin  
MCCS Director

## MCCS HEALTH Diabetes in the Workplace

by Lynda Rummel, Recreation Specialist

Diabetes is a rapidly climbing disease in today's workplace. Diabetes is a disability, according to the American Diabetes Association, that employers should not ignore. Employers and employees need to have a better understanding about the disease to help make the workplace safe and comfortable for those who may be diabetic. Supervisors need to understand the seriousness of the illness and how to help employees so that their workplace does not become part of their risk factors.

A diabetic can perform all their job duties adequately in all job positions. Many times co-workers are not aware that someone they work with is diabetic. Sometimes employees are scared that it might affect their job due to stereotypes or improper education. There are some employers who feel diabetes can affect a person's capability to drive, or they will need a lot of sick leave. Most employees with diabetes know their limitations and know what they need to do.

Diabetes can be controlled a couple of different ways. Some people can do it by diet alone, others have to take insulin to regulate their blood sugar levels.

Diabetics can still eat out. Co-workers don't need to fear asking another co-worker who is diabetic to go out to lunch; at potlucks and parties being diabetic doesn't mean your co-worker can't have sugar or carbohydrates. These sources are monitored by the person and they know what their bodies can handle. Diabetics can still exercise and will have a routine of their own that works best for them. Don't be afraid to ask a coworker or friend questions about their diabetes if they have shared that information with you. Ask questions that will inform and educate you and others, but be respectful of the condition. This is not a reason to talk about them when they aren't around or treat them differently from the other people in your offices. Be respectful of their privacy and understand that diabetes is an illness that can be controlled by proper education. Education will help you create a comfortable environment for everyone. Healthy workplaces are part of the foundation to good health. ♦



**JULY 2010**  
**EMPLOYEES OF THE MONTH**  
◀ Mid Level - Tracy Earnest  
Frontline - Shannon Shaffer ▶



By Mary Jo Brown

### Tracy Earnest Marine and Family Services

July's Mid-Level Employee of the Month, Tracy Earnest is a hard working mother, athlete and dedicated employee. Tracy was hired by Marine Corps Community Services in Nov. 2009 for Marine and Family Services and is now the administrative assistant for Personal Readiness and Community Support. "It was a good change to work for Larry Stratton."

When talking about how much she enjoys her job, Tracy said, "Receiving employee of the month was shocking." Tracy said she is challenged to learn all she can. "I like to cross-train in all the departments. It is nice to be able to help anyone out."

Originally from Twentynine Palms, Calif., Tracy laughs when saying she was born in the Village Center when it was a hospital. In 1989, Tracy's father Gerald, retired as a Chief Warrant Officer 4 from the United States Marine Corps. Tracy's mother, Linda, is the Joshua Tree Court House Supervisor and her older sister, Kelley and twin sister Stacy both remain in the Morongo Basin area as well. Tracy remains active visiting family and raising her two children (Tory, 4; Gabreil, 1). "My twin sister has helped me a lot. We were there for each other through the passing of our grandmother and raising our children as single parents."

Much like the military life, Tracy has travelled a lot living in different places. She first moved away from home in 2001 to receive her two Associates Degrees, in criminal justice and general Associates of Science from Barton County Community College in Kansas. Since 2005, Tracy has moved back to Calif. two other times. "I'm happy out here. I really like my job."

In her spare time, Tracy enjoys camping, scrapbooking, barbecuing and watching the Dallas Cowboys beat out their competitors. She also plays on a softball team on base. "It keeps me sane. I played fast pitch in high school and cheered competitively in college. I also love to spend as much time with my family as possible." In the future, Tracy has an expected graduation date in 2012 to receive a Bachelors Degree in Business Administration. "My overall goal would be to graduate, purchase my own home and stay grounded raising my kids." If Tracy could give fellow employees any advise, she would say, "Take pride in your work and let your work show who you are. Don't be afraid to fail or make a mistake because you can learn from it."

**RUNNERS UP**

<b>Mid-Level</b> - Lance Lenon Retail	<b>Frontline</b> - May McCook Food and Hospitality
- Robert D. Kelley Food and Hospitality	- Glenn Dandridge Retail

**CONGRATULATIONS!**

### Shannon Shaffer Retail

July's Frontline Employee of the Month, Shannon Shaffer, has been a loyal employee of Marine Corps Community Services (MCCS) for a total of four years. Married to Gunnery Sergeant Ed Shaffer, the seasoned military couple plans ahead to their next step in the Marine Corps at Camp Pendleton, Calif. in just a few short weeks.

In 2000-01, Shannon worked as cashier for MCCS, Twentynine Palms and now she has been the supply clerk in the 7-day store since 2007. "The best thing about my job is the people I have met and getting the right products for the Marines and their families." Shannon left a few words of advice to fellow employees, "If you really put forth your best effort, you can go further and accomplish a lot of things in MCCS."

Raised in the small setting of Uniontown, Pa., Shannon met her husband of 14 years in ninth grade. "We were best friends in high school but we didn't start dating until after we graduated." Being in the military for 15 years thus far, the Shaffer's have experienced moving several times. They have been stationed in Kaneohe Bay, Hawaii; Cincinnati, Ohio and Twentynine Palms three times. "My favorite was Cincinnati because it was the first time we experienced how much civilians appreciate the Marines. The closest base was an Air Force Base a few hours away." Shannon adds, "Being a member of the military family has given me a chance to go different places and meet awesome people and even though it is crazy I wouldn't trade it for the world!"

When asked about the greatest impact on her work ethic, Shannon spoke about her grandfather. "My grandfather, Robert McFarland, was a policeman for almost 30 years and he worked very hard and I learned a strong work ethic from him. He was a big influence on my life; we were very close and he helped shape who I am today." Shannon also adds, "My husband also has a wonderful work ethic and inspires me to do the same."

In the future, Shannon intends on resuming school working towards a Bachelors Degree in Elementary Education and ultimately receiving her degree and teaching certificate. "I like little kids and the ideas of helping them grow in life."

**EMPLOYEE COUPON**

RECEIVE **15% OFF** ANY 1-ITEM  
Trim A Tree & Holiday Décor Merchandise  
(not including Hallmark)

This merchandise is located at the Main Exchange and at the Home Store.

MAIN EXCHANGE • 760.830.6163 • BLDG. 1533  
HOME STORE • 760.830.3100/3102 • BLDG. 1024 • MCCS29PALMS.COM

Valid November 1 - 30, 2010  
One Coupon Per Employee. Valid MCCS ID required.  
Not to be combined with other specials, discounts & coupons.

## NOVEMBER ACTIVITIES CALENDAR

Program	Activity	Date & Time	Age
OFFICERS' CLUB VERANDA RESTAURANT 830.6610 * BLDG. 1573	BINGO	Nov. 12, 6-9 p.m.	All Hands
YOUTH SPORTS 830.8421 * BLDG. 1004	Youth Cheerleading (Registration)	November - December	5 to 14 Years
	Youth Flag Football (Registration)	November - December	6 to 14 Years
SANDY HILL LANES 830.6422 * BLDG. 1584	USMC Birthday Dollar Games	Nov. 10	All Active Duty Personnel
LIFELONG LEARNING LIBRARY 830-6875 * BLDG. 1528	Pajama Night: Bedtime Stories	Nov. 18, 6-7:15 p.m.	All Hands
AUTO SKILLS CENTER 830.7527 * BLDG. 1083	How to Change your Air Filter	Nov. 13, 11 a.m.	All Hands
MCX 830.6163 * BLDG. 1533	Double Coupon Day	Nov. 8	All Hands
	Military Spouse Drawing	Nov. 16	Military Spouses
COUNSELING SERVICES 830.6345 * BLDG. 1438	Open Door Counseling	Mondays, 7 p.m.	All Hands
LIFESKILLS 830.3115 * BLDG. 1551	4 Lenses Workshop	Nov. 4, 12-4 p.m.	All Hands on Space-Available Basis
LINKS 830.1696 * BLDG. 696T	LINKS Mentor Training	Nov. 16-17, 6-9 p.m.	All Hands on Space-Available Basis
	LINKS CAX for Spouses	Nov. 20, 8 a.m.-4:30 p.m.	All Hands on Space-Available Basis
FAMILY READINESS PROGRAM 830.4163 * BLDG. 1551	Volunteer Training	Nov. 16-17, 5-8 p.m.	All Hands on Space-Available Basis
RECREATION 830.3381 * BLDG. 1588	Aerobic Marathon	Nov. 17, 9a.m.- 4p.m.	All Hands
DESERT WINDS GOLF COURSE 830.6132 * BLDG.3811	Turkey Shoot	Nov. 19, 9a.m. -4p.m.	All Hands
	Golf School	Nov. 6, 9:30 Adults 10:30 Juniors	All Hands

\*For more info, visit [mccs29palms.com](http://mccs29palms.com). Dates and times are subject to change.