

TECOM CONNECTION

A NEWSLETTER FOR THE TECOM WORKFORCE

APRIL 2018





COFFEE WITH SGTMAJ GRIGSBY, TECOM SGTMAJ

"In an effort to meet and get to know and understand challenges, I encourage our Civilian Marines to participate in the bi-monthly coffee. My goal is get to know our valued employees that expertly support the training and education of our Marines. Additionally, I can share information and vision from across the Force as I see it. Hope to see you soon". Semper Fidelis Bill Grigsby

Testimonials...

I enjoyed "Coffee with SgtMaj Grigsby" I was impressed that he was dressed in civilian attire so that he could be more relatable to civilians. In my brief conversation with SgtMaj he remembered that I recently took a new position with TECOM G-8 Operations Branch, you think you have a phone conversation with someone they are not going to remember you and the SgtMaj did. You could see that that the SgtMaj enjoyed having coffee with us as well. The setting was very pleasant. TECOM CWDT/Terra Eidinger did a super job!

I believe that the Coffee with SgtMaj Grigsby was beneficial to all who participated! Several issues, that inspire misunderstanding and/or possibly dissatisfaction, were surfaced for consideration. I believe that we all were confident that these issues would be carefully considered by SgtMaj Grigsby, and if necessary, forwarded to 'higher levels' for consideration, and if deemed necessary, resolution.

REGISTER FOR UPCOMING DATES: July 17, Sept 11 and Nov 6

If your interested in attending any future coffee events or participating in the newsletter please send email to: POC: Terra Eidinger/Email: terra.eidinger@usmc.mil



OUR MISSION

The TECOM Connection is a command level quarterly newsletter that remains a cornerstone of our internal communication strategy. We strive to provide valuable information, engage the workforce, raise awareness and create meaningful dialogue. The TECOM Connection highlights professional development opportunities and training information for TECOM civilian employees and supervisors. TECOM Connection also aims to feature information for all TECOM employees, military and civilian, in order to enhance collaboration and communication across the workforce. We also hope to include professional articles written by TECOM employees to offer a venue to educate and promote discussion amongst the workforce on various professional topics. The newsletter promotes TECOM and its total workforce maintaining a balance between substantive and human interest articles.

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The Federal Employee Viewpoint Survey By Dennis Thompson, SES, Executive Deputy, TECOM



Federal employees are periodically asked to participate in surveys on various topics, to include command climate, safety, and other aspects of the work environment. Late last spring, many of you were invited to participate in the Federal Employee Viewpoint Survey (FEVS) conducted by the US Office of Personnel Management (OPM). OPM has run the FEVS, formerly known as the Federal Human Capital Survey, since 2002. The FEVS reaches across the entire federal government and generates a score for all departments and agencies based on the ratings given by their respective employees. The results are used by those organizations to make changes to the workplace as appropriate to improve the work environment and productivity. Headquarters Marine Corps receives a Service wide summary of the FEVS results. This cumulative summary is comprised of the scores from specific organizations, to include TECOM.

Government-wide, the FEVS employee response rate in the past has been about 30%, while the Marine Corps averaged 40%, and TECOM was even higher at 50%. To those who took the time to respond to the FEVS, thank you. Some federal employees wonder if their responses make any difference due to a paucity of feedback. Let me assure you that TECOM uses your responses to generate discussion among the senior leadership to then drive implementation of changes to address weaknesses you identified. Directly following below is some feedback on a few of the FEVS questions you have responded to over the past few years.

Yes	No	Question	
97%	3%	When needed I am willing to put in the extra effort to get a job done	
92%	8%	I am constantly looking for ways to do my job better	
92%	8%	The work I do is important	

Your responses are indicative of a creative, dedicated workforce focused on the TECOM mission. The Command General and I already knew that and appreciate your tireless efforts, the FEVS merely reinforces our opinion about your commitment and diligence.

Yes	No	Question	
50%	50%	I believe the results of this survey will be used to make my agency a better place to work	

As I mentioned earlier, your responses on the FEVS and other surveys are closely read, seriously considered, and greatly appreciated. Hopefully this short article will reassure some of the employees who did not think the FEVS survey will be used to make TECOM a better place to work that their feedback does resonate with senior leadership. (Continued on page 4)

The Federal Employee Viewpoint Survey By Dennis Thompson, SES, Executive Deputy, TECOM

Yes	No	Question		
48%	52%	Pay raises depend on how well employees perform their jobs		

All but a few of TECOM employees are General Schedule (GS) employees. Compensation for GS employees is set by Congress and is based on grade and longevity, as reflected in the General Schedule salary/pay scales, vice performance. TECOM has no influence on the salary/pay scales or annual pay raises. Performance is the basis for awards and other forms of recognition. Awards include, but are not limited to, time off, cash bonuses, and Quality Step Increases. A large percentage of TECOM employees have been recognized in past years for their contributions through the various performance award programs.

Yes	No	Question	
52%	48%	In my work unit, steps are taken to deal with a poor performer who cannot or will not improve	

Supervisors are responsible for holding their subordinates accountable for their performance. Though the majority of TECOM employees are strong performers, there are some who do not measure up to the demands of their positions. The interaction between supervisors and poor performing employees is generally not transparent to other employees in order to protect the privacy rights of all employees. There are processes in place that dictate how employees are to be counseled, given opportunities to improve, and disciplined if required. These processes are derived from law, and OPM, Department of Defense, and Department of Navy Policies. Over the past several years TECOM has increased the amount and scope of training for supervisors based on FEVS results you provided so they will be better equipped to properly hold poor performing employees accountable and help them improve their performance.

In closing, I want to thank those who responded to past FEVS and other surveys for their participation and urge those who did not to consider doing so in the future. Your opinions and insights matter, without them TECOM cannot improve its work environment or contributions to the larger Marine Corps mission. The Commanding General and I appreciate everything you do for TECOM and our ultimate customers, the warfighters in the Operating Forces. We see what you do and how well you do it.

OPEN PERIOD FOR NEW FEVS SURVEY (May 10 – June 21, 2018)

If you have any questions regarding the FEVS survey...send questions to: TECOM_CWFDT@usmc.mil

To view reports generated from the OPM level 2017 FEVS results, go to https://www.opm.gov/fevs/reports/

Please continue to remain engaged, advocate for professional development, identify issues and concerns, and remain resourceful in all you do. Each of you is a vital member of and a key contributor to the TECOM enterprise and the Marine Corps.

TECOM FEATURED DIVISION - G6



The **TECOM G-6 Division** serves as the primary advisor and coordinator for all Information Technology (IT) in support of training and education in the Marine Corps. Additionally, it oversees the resourcing of TECOM Command and Control systems, to include servers, desktop and laptop computers, and other general-service Information Technology. The daily activities of the G-6 are supervised by LtCol Kevin Conlon, and his Deputy, Mr. Don Hildebrand. Mr. Hildebrand also serves as the Command Information Officer to provide oversight and governance of information technology and resources in support of the TECOM Campaign Plan. There are 10 Civilians, 13 Marines, and 21 contractors who manage various IT initiatives throughout the G-6, and are task organized into four branches: Operations, Enterprise Services Management (ESM), Cybersecurity (CSB), and Virtual Collaborative Environment (VCE).

Our **Operations Branch** is currently led by Major James D'Elia and the Operations Chief, GySgt John Baker. This branch provides Help Desk support for NIPR and SIPR services to include MCEN account creation and Video Teleconferencing (VTC) support. Operations also executes and maintains the Formal Schools Technical Refresh program, which provides IT hardware and software to meet the technology-based requirements of all Training & Education Command curriculums. Lastly, they oversee the TECOM IT Procurement Request process as all requests to purchase any IT related equipment, services or contracts must first be approved through the Information Technology Procurement Request Review/Approval System (ITPRAS).

In the **Enterprise Service Management (ESM) Branch**, Mr. Joseph Hill and his staff provide Marine Corps Enterprise Network (MCEN) oversight, coordination, and procedural support for (53) different TECOM commands, schools, detachments, and learning centers geographically dispersed around the world as well as a metric ton of comic relief. ESM provides full lifecycle service (annual equipment refresh) and configuration management for unclassified MCEN computers, user accounts, and associated services such as mobility related items, additional software, and email/file storage. Supporting these services also includes lots of documentation, to include submitting requests to the proper MITSCs as TECOM has computers and personnel within six of the eight regional MITSCs, updating the proper database(s), and filing tons of email read receipts. The Branch serves as liaison between TECOM and the regional MITSCs, monitoring and escalating customer service issues to appropriate support personnel as required. Lastly, the Branch coordinates and assists MCEN network changes and transitions, like the Windows 10 migration efforts and planned Blackberry to Android Upgrades (Which they promise are coming soon....!).

The Cyber Security Branch (CSB) ruthlessly enforces network compliance via our Command Information System Security Manager (ISSM), Mr. Rich Walter and Command Network Defense Manager Ms. Helen Meacham and their dedicated team of Cybersecurity professionals. CSB serves as the primary advisor, coordinator, and subject matter expert for all Assessment & Authorization (A&A) documentation within Training & Education Command, Training Command, and Education Command networks, systems, enclaves, applications, and exercise specific efforts on unclassified, classified, and joint training networks for final review and approval by the Authorizing Official (AO) of the Marine Corps. The Cybersecurity Branch also assists units with screening of public facing websites/shared drives, and ensuring compliance with Department of Defense (DOD) directives and policies for proper permissions and protecting sensitive data from loss or exposure. CSB will gladly assist you with a wide range of IA services and requirements, such as scanning Government owned External Hard disk drives before they are connected to the MCEN, reviewing architecture and network topology diagrams, and gaining access to websites that may be blocked on the MCEN.

Over at the **Virtual Collaboration Environment (VCE) Branch**, Captain Louis Batson and his staff are responsible for all web sites, public and private, within the G-6 purview, but their primary focus is on the TECOM SharePoint environment. VCE is made up of four sections, to include their Service Desk, Website Development, System Administration, and Training. The Service Desk is responsible for all user accounts and assisting with trouble tickets. Website Development assists the command with any custom tool development to support the business processes within TECOM. System Administration personnel supervise the upkeep of all hardware and software within the environment. Training provides education on SharePoint capabilities through online video, text walkthroughs, and even classroom instruction. Please visit us at https://vce.tecom.usmc.mil/SitePages/ContactUs.aspx for more information and assistance.

NOTE: Office Professional Plus 2016 is available through the Microsoft Home Use Program (HUP) which includes Word, Excel, PowerPoint, Outlook, OneNote, Access, and Publisher. Go to http://www.microsofthup.com/ and use the following program code: MCEN: 18DCD3115E.









Tia Peeks, TECOM Payroll System Administrator, G-8

Tia was born February 2, 1975 in Pensacola, Florida as the youngest of three siblings; two older brothers and herself. She attended St. Michael's Catholic School from first grade through eighth grade, where she was honor student and very active in sports. She enjoyed basketball, softball, track and field, and upon entering high school, she took on dancing. Prior to graduating Booker T. Washington in 1993, she was selected as homecoming queen, and had wishes of attending a Historically Black College/University (HBCU). In the fall of 1993, she fulfilled that dream, and enrolled in Southern University, in Baton Rouge Louisiana. She balanced work and studies, working full-time at Xerox as well as undertaking a job that coincided with her field of study, Political Science. Xerox assigned her to the prestigious Taylor, Porter, Brooks, and Phillips - the largest law firm in the area. This position, along with studies seemed to take a toll, so she decided to work full time with the firm, and take a break from college. Tragically, she was unable to complete her studies due to a severe motor vehicle accident in the winter of 1998 that left her severely injured. She would return to Pensacola, under the care of her parents. Easter weekend of 1999, she met her soulmate, now husband of 16 years, retired Master Sergeant Tavis Peeks, of Atlanta Georgia.

Tia's journey to TECOM's payroll department was an unorthodox one. Her first military move with her husband took her to Camp Lejeune, N.C., a far cry from the National Capital Region or Pensacola, Florida. She worked as a floating teller for First Citizens Bank. In 2005, Tia and her family moved to Okinawa Japan, where see continued to work in the banking community, serving multiple leadership positions at Community Bank, an affiliate of Bank of America in Japan. Her introduction to federal service began in 2006 at the Regional Contracting Office-Far East as Office Automation Clerk. Within a year, she was promoted Purchasing Agent. Always seeking additional responsibility, she sought out, and was selected for the Supervisory Financial Technician position, where she supervised six local national employees in the Managerial Accounting Branch-Payroll Division. She was responsible for the island-wide payroll operations, servicing roughly 3,000 employees (GS and local national employees). She loved her position and stayed there for 2 ½ years until her husband received orders to Quantico, VA. Tia was hired into her current position, Financial Management Analyst and assumed the responsibility for payroll in 2011.

Tia loves her job, and prides herself on hard work, helping others, and always being technically proficient. She currently resides in Orlando Florida, but still provides top-notch service to all of the employees of TECOM, only now she does it remotely.

Tia loves to volunteer within the community, coaching several sports for the city of Fredericksburg, Virginia as well as Orange County, Orlando Florida. She holds a Bachelor's Degree in Business Management and a Masters degree in Business Administration (Human Resources Management), both from Liberty University in Lynchburg Virginia. She has two children, Amari- 17, and Tavis II - 10. Her hobbies now include spending time with her husband and kids making memories, helping others, and shopping (of course).

She decided not to make a New Year's resolution because they are short lived. However, she says 2018 is about self-growth, and to live and not just exist!



BETTER LATE THAN NEVER

By Fred Klauser (MTESD Former School Quota Requirements Branch Head)

For those of you who might not know me, my name is Fred Klauser, and I was the MTESD Formal School Quota Requirements Management Branch Head from January 2009 until my retirement on December 31, 2017. A few days prior to my retirement, Ms. Terra Eidinger and I were conversing. In the course of our conversation, I mentioned to Terra that I had exceeded my financial goals for retirement, I was retiring "early" (i.e. two years prior to eligibility for full retirement benefits under Social Security), and my retirement savings and investments are large enough to enable my wife and me to retire without having to depend on my Federal Employees Retirement System (FERS) retirement annuity or our Social Security benefits for retirement income. Toward the end of our conversation, Terra suggested that sharing some of my experiences with saving for retirement might be helpful to members of TECOM who are still on their journeys toward retirement, and she asked me to write this article.

At the outset, I must tell you that I am <u>not</u> a financial planning professional, and I am not dispensing financial planning advice in this article. I am simply sharing some key points from the journey my wife and I made to achieve our retirement goals. Also, our personal and family dynamics are unique, so in my mind there is no simple, one-size-fits-all formula or solution for achieving retirement savings success. Although our situations might be similar, the things my wife and I did might not return the same results for others. Still, there might be some common threads from our experiences that could be useful to you or reinforce the knowledge you already have.

As it is with many other TECOM staff members, I was not always a federal civil servant. After college graduation, I served twenty-two years as a Marine Corps officer (1975 - 1997). After military service, I spent two years pursuing work and working for charities and an educational foundation (1998 - 1999). I then transitioned to the corporate sector and worked five years as a government contractor (1999 - 2004). Finally, the opportunity for federal civil service presented itself, and I worked fourteen years for the Transportation Security Administration (TSA) and TECOM before retiring (2004 - 2017). Of the nearly forty-three years that I was in the workforce, only the last nineteen had employer sponsored retirement savings plans (a 401(k) in the corporate sector and Thrift Savings Plan (TSP) for civil service).

The retirement savings landscape, as well as other things, has changed significantly since I entered the full-time workforce in 1975. For example, FERS, TSP, Individual Retirement Accounts (IRA – either the traditional or Roth versions), discount brokerage firms, and the Internet did not exist when I started out. Those gradually came along in the 1980s and 1990s. Before the Internet became widely accessible, sources for individuals to learn about investments and investing were difficult to find, except through graduate degree programs studying finance. Opportunities for making investments without using a full-service broker or financial advisor were somewhat limited for the average person. That's not the case anymore. The availability of information and ease of access to investment products is fantastic compared to just twenty-five years ago. That's a good thing for people who want to save for retirement!

Before I list the factors that I believe helped us to achieve our goals, it might interest you to know that my wife and I didn't start actually <u>investing</u> for retirement until we were thirty-five years old. That's primarily because we didn't know how to invest, and we didn't know how to find information on how to start. We were good savers, but everything we saved was in bank savings accounts, certificates of deposit (CDs), or basic money market accounts with low rates of return. Although we were reaping some of the benefits of compounded returns, we missed the opportunity to enjoy compounding at higher rates of return for almost 15 years. Why mention our "late" investing start? I mention it because getting a late start did not prevent us from achieving our retirement savings goals. If we had started higher return investments when we were twenty-two or twenty-five instead of at thirty-five, we would probably be a lot better off. But not getting started that early did not equate to any kind of "you can't get there from here" scenario for us.

I believe several factors helped us to succeed at saving for retirement. To start out with, we were both savers before we married, and we both agreed on the requirement to save for our future (we tried to consistently save at least 10 percent of our salaries). We also agreed on how to discern between what we WANTED and what we truly NEEDED. Unless you're truly in a "hand to mouth" financial scenario, the things you want to have almost always exceed the things you need to have. Being able to make the distinction helped us to make smarter spending choices and to designate money to save. We agreed that achieving wealth would take patience, that it would happen over the long-term (20 - 30 years) through compounding or returns, and that there would be "bumps in the road" (i.e. there would be years where return was small or even negative). We also decided on our goal for funding our daughter's college education and started saving for it before she was one year old. That might seem unrelated, but starting right away enabled us to achieve the college savings goal without having to reduce the amounts we were saving for retirement or having to use our assets to fund our daughter's college education. Finally, two other decisions contributed to success. First, we resolved not to "chase" the highest investment returns by selling assets to replace them with last year's top performers or by changing asset allocation to overweight riskier assets (i.e. minimizing the value of diversification). We chose mutual funds that performed well over time and stuck with them. Second, we resolved to ignore short-term market "noise" (i.e. daily/weekly/ monthly ups and downs of the stock market). As long-term investors, we realized that short-term changes should have little impact on long-term return, and reacting to short-term changes usually results in emotional, and often bad, decisions.

One other factor had a big impact on the amount we strove to save. I adopted a pessimistic view with respect to Federal retirement entitlement programs, especially military retired pay and Social Security benefits. I had no way to be sure that I would be able to serve in the Marine Corps until retirement eligibility or that Congress wouldn't change laws governing military retirement or Social Security. I decided I should plan as if neither would be available to me when I needed them. In hindsight, I didn't need to be that pessimistic because I am receiving military retirement pay, and it looks as if Social Security will still be available when I become eligible for full benefits two years from now. Still, thirty years ago, I couldn't be sure of either. It seemed wiser create more options for funding retirement than less and to plan as if Federal retirement pay and Social Security would not be available. That helped me to maintain focus and to save more. Also, if it turned out that my pessimistic view was "wrong," I'd be better off. If it turned out to be correct, I would still be able to fund retirement.

BETTER LATE THAN NEVER

By Fred Klauser

(MTESD Former School Quota Requirements Branch Head)

As I mentioned above, my wife and I were savers from the beginning, but we didn't get started investing until we were both thirty-five years old. We finally started investing after a Marine friend referred us to a financial planner/broker at a financial planning company that catered primarily to military members. He set up our first equity (stock) mutual fund investment accounts for our IRAs and other savings. The planner showed us the projected returns and growth in overall value we could expect over time (based on the funds' historic performance). That all looked wonderful at the time because we really didn't have to understand or worry about how the funds actually worked; all we needed to do was follow his advice. And that's what we did for the next three years.

After three years, however, I noticed that the mutual funds the financial planner sold us were not preforming as well has he projected. I also began to wonder why four cents out of every dollar we invested went to the financial planner as a commission (a mutual fund's "load" is a commission) rather than into actual fund shares. Paying commissions "forever" for three or four hours of investment advice delivered several years ago didn't make complete sense to me. But at the same time, I still didn't really know anything about investing, so I didn't know how else we could invest. Fortunately, some co-workers pointed me to the American Association of Individual Investors (AAII) and advised me that AAII has educational products to help individuals to become knowledgeable and other tools for helping average people to make good investment choices. They also suggested that, with investment knowledge and tools from AAII, I could do my own investing, avoid paying mutual fund commissions, and do just as well or better on my own. I took the advice and joined AAII; it was a major game changer for me.

Through AAII, I educated myself. I then did my research, reassessed our financial goals, and found several no-load (i.e. no commission) mutual funds with a combination of good returns, low volatility (risk), and low operating costs. I rolled over our IRAs into one of the no-load funds, stopped additional investment to our loaded, non-IRA funds , and started investing in the other no-load funds I'd found. That was when I was thirty-eight years old, and I've been doing my own research and investing choices ever since. I am certain that acquiring investment knowledge benefited my greatly because it enabled me to make informed investment choices and to accurately assess our progress toward our retirement goals.

As I indicated in the beginning, my intent is to share some highlights from my experience, not to dispense financial planning advice. Here are some points from my experience that might be relevant to others in TECOM:

- Determine and set financial goals for retirement. It's impossible to plan how to achieve a goal that is not defined.
- Do not procrastinate! Set goals and start saving as early as possible to maximize the positive effects of compounded returns.
- Want vs. Need. Minimizing spending on things you don't really need should help you to save.
- Save as much as you can. This seems obvious enough, but a lot of variables affect it.
- Getting a "late" start will have much better results than not getting started at all or saving too little.
- Take full advantage of TSP matching contributions. The Federal government owes that to you, and it doubles the amount you're investing.
- If you can save more than the maximum amounts allowed for TSP, invest in an IRA.
- If you can save more than the maximum amounts allowed for TSP and IRAs, invest the excess in something else.
- Adopt a long-term perspective for gaining wealth.
- Strive to ignore daily/weekly/monthly market fluctuations to avoid making emotional investment decisions.
- Educate yourself! Acquiring knowledge will enable you to understand investing concepts (e.g. risk premium, diversification, etc.) and to make better investment decisions. You can learn to invest for yourself, or if you use a financial planner or financial services, you can discern whether they're giving you good advice or selling you good products.

I consider myself fortunate to have known and worked with such great people during my nine years at TECOM. Still, I have to admit that I am thoroughly enjoying my retirement and doing the things I was unable to do while working at a full time job. Best wishes to all of you for planning and achieving your goals for retirement!

MARINE JUNCTION

Message from the TECOM Career Planner

By MSgt Donald A. Miller, G-1



TECOM Career Planning branch is thoroughly familiar with the reenlistment process from prospecting to reenlistment ceremonies. They are the primary advisors to the unit Commander's on enlisted retention matters. Typical functions of a Career Planner include preliminary screening and administrative processing, scheduling, and conducting interviews, completion of reenlistment/lateral move/extension documents, and working as a liaison between HQMC Enlisted Retention MMEA-1 and the command. They also provide Marine Corps units with basic individual career counseling, and fundamental Manpower PME and briefings.

"Bad News for FY18 and FY19 Marine Security

Guard (MSG) Watch Stander Volunteers"

REFERENCE TFRS MESSAGE #S65636

HQMC Special Duty Assignment MMEA-25 has suspended all FY18 & 19 request for assignment to MSG Duty (Watch Stander). Due to the success of the FY19 SDA volunteer period, all FY18 and FY19 classes have reached capacity. Submissions for assignment to FY20 classes will tentatively begin accepting submission during the FY19 retention campaign.

Until further notice, volunteer requests for MSG watch stander will be returned with no action taken or administratively closed.

NEW REQUIREMENTS FOR QUALITY MARINE IDENTIFICATION (QMI) REQUEST (MARADMIN 021/18)

The FY18 Active Component Accession and Retention Plan authorizes 100 QMI First Term Allignment Plan (FTAP) boatspaces. This total may not be exceeded. For FTAP Marines interested in a QMI Boatspace please see your respective Career Planner.

QMI eligibility requirements are:

Computed Tier II or above (computed at time of fiscal year initial pull of 5 July 2017).

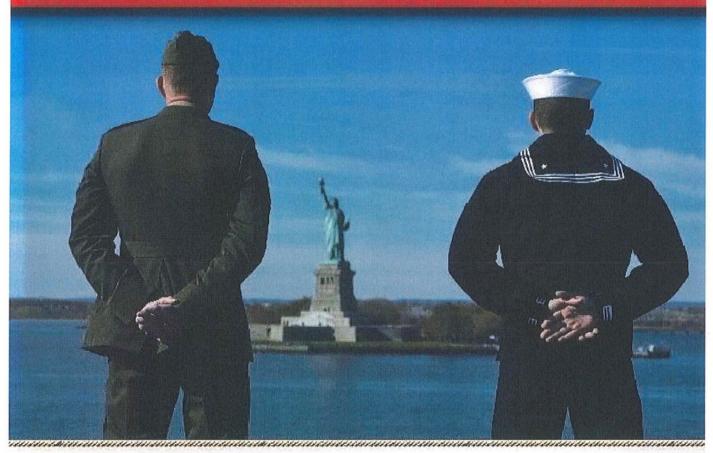
No jeopardy (jeopardy is defined as 6105, NJP, SCM, SPM or CM).

QMI spaces are allocated as follows:

50 spaces - Combat Arms MOSs 02xx, 03xx, 06xx, 08xx, 18xx, 23xx, 25xx, 35xx, and 58xx.

- 25 spaces Combat Service Support MOSs 01xx, 04xx, 05xx, 11xx, 13xx, 21xx, 30xx, 31xx, 33xx, 34xx, 41xx, 43xx, 44xx, 46xx, 48xx and 55xx.
- 25 spaces Aviation and Signal Intelligence, Ground Electronic Maintenance MOSs 26xx, 28xx, 59xx, 60xx, 61xx, 62xx, 63xx, 64xx, 65xx, 66xx, 68xx, 70xx, 72xx, and 73xx.

2018 ACTIVE DUTY FUND DRIVE IN SUPPORT OF THE NAVY-MARINE CORPS RELIEF SOCIETY



BY OUR OWN – FOR OUR OWN DONATE TODAY

Members of TECOM, there is still time to donate to the 2018 Navy and Marine Corps Relief Society Active Duty Fund Drive!

THE NAVY-MARINE CORPS RELIEF SOCIETY is available to you and your family throughout your active duty career and into retirement. Retired Sailors, Marines and their eligible dependents can also apply for assistance. Donating is simple! You can:

- Donate in person with cash or check
- Donate online with a credit card
- · Set up a monthly allotment

Contact Captain Connor Bailey today to donate!



CONTACT YOUR KEY PERSON TODAY

Captain Connor Bailey

connor.bailey@usmc.mil (703) 432-1636

TRAINING PAGE

ANNUAL TRAINING

TECOM Supervisors and Civilians:

The four (4) supervisory annual mandatory training requirements via TWMS have been loaded.

Courses include: Merit System Principles; 2). EEO; 3). Hiring Talent; and 4). USERRA.

For all employees, the FY18 Training List is attached for your convenience and will also be available at: https://www.manpower.usmc.mil/webcenter/content/conn/WebCenterSpaces-ucm/path/Enterprise%20Libraries/WorkforceDevelopmentPolicyandPrograms/Web%20Pages/Annual%20Mandatory%20Training.htm?lve

Additionally, we are still waiting on course content updates for Cyber Challenge 5; OPSEC; No Fear; and Records Management for all employees. Please check TWMS periodically for these courses, and we will alert you if we get updates.

To Request Detail Copy of 2018 Annual Mandatory Training: TECOM _CWDFT@usmc.mil

LEAN SIX YELLOW BELT TRAINING

This 1-day course provides awareness of Continuous Process Improvement/Lean Six Sigma concepts that are proven to improve organization, quality and efficiency, while reducing cost and time spent performing tasks in office and production environments. This training provides the tactical level workforce with the tools necessary to improve their workplace, by identifying waste and non-value added tasks. The course will prepare employees to participate on Process Improvement events and projects, reducing the time needed to get team members up to speed. There is no prerequisite for the class and there is no training fee associated with the course. I believe this training is beneficial to all levels of employees, having a positive return on investment.

Courses are offered on base, usually at the Voluntary Education Center next to the pool. Class sizes are limited to 20 students due to space constraints. If interested, please return the attached form to MCINCR-MCBQ CPI PROGRAM@usmc.mil to register for training.

April 26, May 8, May 22, July 10, July 24, August 7, August 21

Contact: Mr. Jamie A. Deets/Coordinator, Workforce Development/Marine Corps Base Quantico G-1, Civilian Manpower/3250 Catlin Avenue/Quantico, VA 22134-5103/PH: 703-784-3101 (No Voicemail) Email: Jamie.deets@usmc.mil

HROM-Sponsored Training (3rd Qtr FY18 Onsite Training)

The attached Civilian On-Site Training Course Catalog features the following courses sponsored by the Human Resources and Organizational Management Branch (HROM). We've added recommended on-site training classes that may be beneficial as part of your Individual Development Plan (IDP). The IDP is a developmental tool that creates a partnership between the individual employee and supervisor. For more information see the civilian on-site training notes page: Communicating Across Cultures**, Conflict Management and Resolution Strategies**, Contracting Officer Representative (COR) 1-Day Refresher Course, Critical Analysis and Executive Decision-Making**, Effective Listening Skills**, Essential Supervision Skills**, Getting Results without Authority**, How to Perform Under Pressure**, Marine Corps Acculturation Program (MCAP), Naval Correspondence**, New Supervisor Orientation (NSO), Optimization of Personal Productivity**, Position Description (PD) Writing Workshop for Supervisors and Managers**, Retirement, Benefits, & Financial Planning for Late Career FERS Employees, Retirement, Benefits, & Financial Planning for Mid-Career FERS Employees

Remember that you should always obtain supervisor approval before registering. To register for a class or find additional course information, please visit the HROM-Sponsored Training website: http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx . Can't access our training website? Send an email to: SMB.HQMC.ARHB.TRNG@USMC.MIL. For more information, see the attached REGISTRATION GUIDE for comprehensive instructions for completing, viewing, and canceling registrations.

If you have any questions or problems, please contact the Organizational and Workforce Management Section (ARHM) at: 703-614-9088 or SMB.HQMC.ARHB.TRNG@USMC.MIL

No Marine Left Behind: Single Marine Program

By Cpl James T. Burton, Financial Management Resource Analyst, G-8



To start off it is a privilege to have the opportunity to represent the single Marines that are lucky enough to fall under TECOM. The Single Marine Program is an excellent program and resource for those of us that choose to participate. It focuses on young, single, enlisted Marines and sailors. In 1993 the Marine Corps did a Quality of Life study which determined that 43 percent of single Marines were dissatisfied with their overall quality of life, and with the leisure activities that were available to them. The negativity that comes with this dissatisfaction impacts not only the Marines job performance but also their morale and personal readiness. In order to improve the quality of life the Marine Corps introduced the Single Marines Program.

My role is really very simple, I am the official voice of the single Marines. I acknowledge the Marines, their concerns and opinions and voice them to the organization and formulate a plan on how to eliminate the issues at hand. My job first and foremost is to take the input from the Marines on what they want to see and do and then combine that with what opportunities are available to create interactive events to attend. The events that we create are based off the input that I get when I speak to the Marines eligible for the program. I attend meetings on the first Wednesday of every month to discuss these ideas as well as the current issues and upcoming events. I then coordinate the logistics behind key events to get them set in motion. Events that I begin I follow cradle to grave to make sure they are carried out successfully.

Please participate in the upcoming events for April and May on giving back and pushing out information for volunteer events.

- Operation Clean Sweep
 - Where Prince William Forest Park When – April 21st at 0830 - 1300
- SMP SgtMaj Troop Appreciation @ TCAQ, SMP Board Game Night, SMP –Volunteer Event Prince William Forest Park Military Volunteer and free lunches

The following week there will be even more opportunities to volunteer at other locations in the area. The weekend of the 28th of April is **Welcome to Rockville!** That is a rock concert in Jacksonville Fl. that Marines only paid \$150.00 dollars to attend which included transportation, tickets, and a hotel for the four day event. The SMP plans events like this as often as its members are able to. Some other upcoming events are the **Barracks Bash** dates in May. They will include each barracks participating in some kind of an event in which they all get together and enjoy some well-deserved time outside with the accompaniment of food and music. The events for each month are printed on a calendar that you will typically see in your barracks or on the website.

Contacting us is easily done by either visiting us on the MCCS website or contacting your SMP Rep. If you do not know who your SMP representative is then you may call the SMP house at 703-432-0363. We are anxious for your feedback! I check my email every day for any input or questions.

FINANCIAL CORNER The ABCs of FINANCIAL MANAGEMENT

By Peter Taitt, Accounting Branch Head, G-8

My last article, "An Operational Impact of the Unliquidated Obligation," was undoubtedly an exciting first step on the journey to Department of Defense/federal government financial management mastery. That said, many of the signposts along the way are filled with terms that may be unfamiliar. Below are just a few.

Abnormal Accounts Payable (AAP): An abnormal condition represented by a document number where the total liquidation amount is greater than the total expense amount.

Budget Execution Activity (BEA): A two-digit alphanumeric designator which identifies the first subdivision of a WCI. BEAs may be further subdivided into Budget Execution Sub-Activities (BESAs).

Commitment: The first step of the transaction cycle, a commitment is an administrative reservation of funds based upon firm procurement directives, orders, requisitions, authorizations to issue travel orders, or requests which authorize the recipient to create obligations without further recourse to the official responsible for certifying the availability of funds.

Direct Citation: Also called direct cite, direct citation procurement exists when customer (requester) accounting data is cited on contracts generated by a performing (supporting) activity. When direct cite is used, all accounting is accomplished by the ordering activity.

Expense: The third step of the transaction cycle, an expense occurs when material and services ordered are received and accepted by a designated authorized receiving point. The expense amount creates the accounts payable amount in the accounting system.

Fund Code (FC): A two-digit code assigned by HQMC Programs and Resources (P&R) and used to identify the appropriation, subhead, BA/ BSA group, and PEN. FCs are a short key that allow collection of information using two digits vice 23 digits (which would be required if the user had to key appropriation, subhead, etc.).

General Ledger: All financial transactions are recorded and accumulated in SABRS into general ledger (GL) accounts, which contain evidence of every financial transaction initiated using Marine Corps dollars. These accounts form the basis for the preparation of Financial Statements. These statements reflect the financial position and resource usage of the Marine Corps.

Head of Contracting Activity (HCA): Responsible for providing oversight of activities for which they delegate contracting authority including those activities under their cognizance managing and operating local GCPC programs. For HQMC the HCAs are DC I&L and MARCORSYSCOM. DC I&L HCA has delegated contracting authority to the MCFCS via ADC I&L LB.

Interdepartmental Billing (IDB): Transactions involving credits to the stock fund/appropriation of a military department, DLA, or GSA, with contra-charges to the appropriation/fund of another military department, DLA, or GSA. application.

Job Order Number/Local Use (JNLU): An optional four-digit, alphanumeric code that serves the dual purpose of tracking work performed by facilities through the job number and tracking individual activities through the local use code. These codes are determined at the local command level.

Key Performance Indicators (KPI): Targeted detail execution metrics used to identify determine the effectiveness of an organization's financial management oversight. KPIs have specified measures which clearly identify success or failure in meeting established performance benchmarks. Dependent upon the execution area, KPIs can be applied to various timeframes (weekly, monthly, quarterly)

Liquidation: The fourth (and last) payment for goods or services that were ordered and received.

Major Command Recipient identifier (MRI): A six-digit, alphanumeric designator which identifies a Command t that receives its funds directly from HQMC (e.g, TECOM, MARFORPAC, MARCORSYSCOM).

Negative Unliquidated obligation (NULO): An abnormal condition represented by a document number where the total liquidation amount is greater than the total obligation amount.

Obligation: The second step of the transaction cycle, an obligation is a firm, legally binding agreement between parties for the acquisition of goods or services. This phase of the transaction cycle is important in that when an official document describing a financial transaction exists, the government is legally and contractually liable for the amount shown on the source document. An obligation decreases the official unobligated available balance.

Program Element Number (PEN): An alphanumeric data element that serves to aggregate resources (dollars and manpower) used to accomplish missions of the organization. The first two digits of the PEN will reflect one of the 11 Major Force Programs that make up the Future Years Defense Program (FYDP).

FINANCIAL CORNER The ABCs of FINANCIAL MANAGEMENT By Peter Taitt, Accounting Branch Head, G-8

Quarterly Allocation: The amount of funding provided to executing commands/organizations within the Marine Corps. The allocation is normally based upon available resources, budget projections, and historical execution.

Reimbursable Work Order (RWO): A written agreement between two Federal Agencies or one Federal Agency and a private party wherein goods or services are provided in exchange for payment. A current agreement (e.g., General Terms and Conditions) must exist prior to initiation of a RWO.

Subhead: A subdivision of funds that restrict the amount and use of funds under a particular appropriation (e.g., Subhead 3B4D identifies training support funding within the Operations and Maintenance, Marine Corps appropriation)

Tri-Annual Review (TAR): A mandated internal control process used to assess whether commitments and obligations recorded are bona fide needs of the appropriations charged. Fund holders, with assistance from supporting accounting offices, shall review dormant commitments, ULOs, and accounts payable and accounts receivable transactions for timeliness, accuracy, and completeness. The purpose of the TAR is to ensure valid commitments and obligations are properly recorded in the accounting records and ultimately result in receiving the goods and services ordered by commands to meet mission requirements. TARs are conducted to assist in reducing prior year reverted balances which directly impact Marine Corps available funds during the current year.

Unmatched Disbursement (UMD): A payment (disbursement) transaction that is unable to post against the corresponding detail obligation in SABRS.

Validation: Detailed reconciliation of open (unliquidated) transactions attributable to an organization, to include matching status in SABRS against source documentation.

Work Center Identifier (WCI): A six-digit alphanumeric designator which identifies the first subdivision of a SRI.

X-Year Funds: Also called no-year funds, an appropriation which has an indefinite period of availability because the appropriation is available until all funds are expended or the appropriation is no longer needed.

Year-end Closing: Process to ensure that commands address year-to-date changes, schedule/complete actions in SABRS to provide the data necessary for year-end reports, and properly/fully execute their funds. Objectives include preventing over-obligations and over-expenditures, minimizing or eliminating reverted balances, meeting obligation rates, resolving problem disbursements, performing Unliquidated/Unfilled Order validations, and quickly returning unused direct and reimbursable authority to the owners.

Zero-based budget: A budget approach based upon justification of all planned costs (expenses) each new period.

Here are some terms that at a minimum deserve "Honorable Mention" as far as regular use and/or importance: Abnormal Accounts Payable, Bona Fide Need, Cost Code, Direct Funds, Economy Act, Funding Function, Generally Accepted Accounting Principles (GAAP), Household Goods (HHG), Intra-Governmental Payment and Collection (IPAC), Journal Voucher, KO (contracting officer), Line of Accounting (LOA), Marine Corps Programming Code (MCPC), Non-Appropriated Funds (NAF), Object Class Code (OCC) Phasing Plan, Qualified Audit Opinion, Reversion, Sub-Object Class Code (SOCC), Trading Partner Number, Unliquidated Obligation (ULO), Voucher, Working Capital Fund (WCF), X, Year of Execution, Z (I got nothing)

The terms and descriptions listed above comprise just a small part of the FM vernacular used both in the Marine Corps and across the Department of Defense. While the language may be financial in nature, the impact of actions they represent is felt across the entire span of operations. Furthermore, many of those actions are carried out by people who are not in financial management billets. As I have said before, financial management is a team sport. \$emper Fi\$cal!!

Mr. Peter Taitt is heading off to Washington Headquarters Services, serving as Assistant Director for Resource Management & Funds Control.

FAREWELL MESSAGES...

Peter, you made me feel like a part of the TECOM family from my very first day of work in 2006 when you were CWO2 Taitt. Bless you and "thanks" for making my work life a whole lot easier. I pray you find success in all your future endeavors. This place is going to feel empty without the cheerful attitude that you always bring in every single day. You have been a fantastic work mate and peer, very supportive to my branch of which I have truly cherished over the years. In honesty, you have been a true friend, not just a colleague. Best of luck, my bud! Ronnette (aka Ronnie) Parks, CWDT Branch Head, G-1

Mr. Taitt, the way I see it, a goodbye just means that, a hello will be coming soon. I'll see you around the local grocery store. Thank you for supporting my endeavors and I will miss our chats! Congratulations on your new position! Terra Eidinger, COI Management Analyst, G-1

Understanding Treatment Alternatives for Depression in Men By Chris Tucker, Management Assistant (Civilian Manpower), G-1



According to the World Health Organization (2017) over 300 million people are affected. The Anxiety and Depression Association of America reports that 16.1 million adults over the age of 18 experienced depression in 2015 alone. Smith et al. (2016), further report that 8.6% of women and 4.9% of men met criteria for depression from 2001 to 2003. If those rates remained the same, 28 million women and 15.9 million men suffer from this disorder based on the 2016 census data. Before we can help, we must first identify the barriers that prevent all men regardless of race from seeking help. These barriers are socialization, help seeking, coping, gender stratification, measurement and clinician biases, racism and discrimination and cultural mistrust.

The *Socialization barrier* presents issues for men with depression because the traditional cognitive framework of masculinity tells them that when they are in front of others they should behave as if they have no problems (Smith et al, 2016; Rochlen et al, 2010). Seeking the help of a professional implies that one is not masculine enough to handle the issues that lay before him (Rochlen et al, 2010).

The *coping barrier* presents men with two options: seek resolution to your problem or reflect on your problem. Given that men have more self-confidence than women and white males more than black men (due to social stratification), the white male is more likely to employ a more focused and problem solving coping strategy. Alternatively, black men are more likely to employ a self-destructive coping strategy that involves substance abuse and violence (Smith et al, 2016). For African American males, lower instances of perceived psychological stress could be attributed to prolonged exposure to negative environmental stimuli (Perkins, 2013)

The *gender stratification barrier* recognizes that men inhabit a higher position than women due to socioeconomic factors. Smith et al (2016) also acknowledge that there are stratifications among men due to income and educational inequalities. These inequalities are evident between white and black males.

Measurement and Clinician Bias should be a major focus of elimination. Measurement bias assumes that all individuals who have depression will present in the same way. This is an unfair assumption since men view depression as a feminine disorder and are prone to externalize their symptoms (due to the traditional cognitive framework of masculinity social norms) whereas women internalize more (Smith et al, 2016; Rochlen et al, 2010).

The *Racism and Discrimination barrier* exists in the reality that is constructed by the African American male perspective. Within the black community, depression is placed on the back burner when survival and progress are the ultimate goals (Perkins, 2016).

The *Cultural Mistrust barrier* is unique to the minority male. According to research, African American men are more likely to utilize outpatient services than whites.

Depression is a serious disorder that carries the possibility of ending in suicide. Too many men needlessly suffer in silence under the pressures of the traditional cognitive framework of masculinity. Because of this internal pressure and external social norms, many men establish barriers that does not allow for them to seek help from clinicians/therapists.

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Resources

 \Rightarrow https://suicidepreventionlifeline.org/

⇒ Substance Abuse and Mental Health Services Administration (SAMHSA): 1-800-662-HELP (4357)

Mr. Chris Tucker is a Management Assistant in Civilian Manpower Branch, G-1. He served 8 years in the Marine Corps. Currently pursuing M.S. in Mental Health Counseling at Capella University.

HEALTH & WELLNESS CORNER Maintaining the Momentum By Dr. Dianna Di Toro, Health Fitness Specialist, Force Fitness Division

The beginning of the year often brings good intentions, resolutions, and new gym memberships as the newness of the year promises a fresh start. These intentions, however, typically start to wane as the initial inspiration fades and the winter drags on. Throughout my time coaching groups and individuals, and Marines (Civilian, Retired, and otherwise!) I noticed an "all or nothing" approach to these resolutions. In this short article, I will give you some actionable tips that you can do in order to maintain your fitness momentum for long-term health.

Making your friends and/or co-workers aware of your health and fitness goals is a powerful tool for making a more lasting lifestyle change as they can help hold you accountable to these goals. Invitations to work out after work or walk during lunch or taking a "walking meeting," are all actions that can be taken in the work place to encourage each other's overall health. Even if you have few altruistic feelings, research tells us that a healthy person enjoys greater alertness, productivity, and fewer sick days than a sedentary individual. So encouraging your fellow co-workers to gain and maintain their fitness benefits everyone at work. We'll talk more about sleep below, and one of the ways you can improve your sleep is to collect at least 30 minutes a day of exercise. The 30 minutes of activity doesn't need to happen all at once. For example, if you take three 10-minute walks spread throughout the day, this can meet your activity goal. Walking, of course, isn't the only option so be brave in finding something you like to do or at least a workout partner or friend who makes the activity enjoyable.

Consider using a standing desk. If all other things were equal, if a middle-aged woman swapped her chair for a standing work station, she would have the increased calorie output of running 33 marathons a year! Trading one static position for another isn't the goal of a standing work station. A standing work station encourages more movement shifts throughout the day and therefor can improve circulation and calorie output. If you've never had a standing work station, ease into like you would with any physical activity. Start with alternating sitting and standing for 15 minutes at a time until you can work up to a longer timeframe.

Prioritize Sleep. If you laughed to yourself at reading that sentence, then this recommendation is for you. Yes, you've functioned with little to no sleep in combat, parenthood, job, school, etc... and did just fine. Some of you excelled. I am here to express that the research tells us unequivocally that you are leaving performance and health on the table if you consistently get less than six hours of sleep per night. If you get less than six hours of sleep for just one night, your immune system takes a 30% hit, and will function in a pre-diabetic state for up to 72-hours after that shortened night of sleep. Different reports of decreases in cognitive performance also indicate that sleep deprivation (less than six hours) causes us to operate as if we had a blood alcohol content of 0.08%. I get it, things happen and other factors may currently control your quantity of sleep. If you can't do anything TODAY to improve your quantity of sleep, you can do something tonight to improve the quality of your sleep. Avoid caffeine after lunch time, get at least 30 minutes of activity during the day, avoid checking your phone or other bright screens at least 15 minutes before bedtime (30 minutes or more is better), make sure you remove as much ambient light from your bedroom (avoid falling asleep with the TV on!), and do what you can to make your room cool and dark while you sleep (consider an eye mask or room-darkening shades). These efforts don't need to be fancy. In an austere environment, focusing on sleep quality looks like: a Marine taking a cold or colder shower or splashing water on their face to cool down as best as possible, placing a green skivvy shirt over their eyes, and using a pair of soft ear plugs from the flight-line. There are many important physical, mental, and hormonal resets and growth that ONLY happen during sleep and your body deserves the chance to recover.

As I mentioned earlier, the "all or nothing" approach sometimes serves us very well but it is not the only option. Long-term health and fitness favors consistency over heroics and I hope through this article you have a few more tools at the ready. I welcome comments and conversations that you may have and look forward to working alongside of all of you.



Dr. Dianna DiToro, PT, DPT, MA, MS is a physical therapist and strength and conditioning coach. She is also a Major in the Marine Corps Reserves and joins TECOM following a year and a half mobilization in Stuttgart, Germany working at Marine Forces Europe and Africa. She is excited to be a part of the Force Fitness Division as a Health Fitness Specialist as health and human performance have been her passion since leaving active duty. In addition to her doctoral degree in physical therapy, Dianna also has a masters' degrees in organizational leadership and exercise science. She enjoys broadening her knowledge both academically and experientially. She is the surviving spouse of LtCol Thomas "Bull" Budrejko and is raising their son nearby Quantico.



EDITOR'S NOTES What's On Your Playlist?

Boost your productivity and concentration through your playlist! Music has the ability to transform your mood for a temporary escape from your current or past situations regardless of the genre. I have collaborated with three other TECOM employees to compare and contrast our playlists the result is different strokes for different folks. For me, I appreciate music that touches the heart and soul, spellbinding, captivating, mesmerizing masterpieces. Phillip Warren (Budget Analyst/MTESD), stated "I enjoy listening to this particular playlist at work. It relaxes me but doesn't put me to sleep. I have always enjoyed the confusion on Jazz and R&B...a lot of times you can't tell them apart." Well, SSgt Rolando Noriega (Adjutant Chief/G-1), reported "I picked these songs because of their lyrics and stories. They were introduced to me throughout different stages in my life and remind me of where I've been." According to Sonja Ebron - Santos (Curriculum Administrator/C2TECOE), " ... it stems from where I was raised. I'm a SoCal girl til the end. San Diego is the most diverse place I've ever lived and its reflected in the music I listen to...which is a little bit of everything. R&B and ANYTHING Prince are still my favorites, though." There you have it some of us have similar styles in music and some stark differences. Regardless, we're infusing our minds with music that transforms our mind, body and soul while producing great work. If you're interested in sharing your playlist or favorite movies, please send an email. ~ *Terra Eidinger, Editor*

TERRA	PHILLIP	SSGT NORIEGA	SONJA	
SONGS ARTIST	SONGS ARTIST	SONGS ARTIST	SONGS ARTIST	
My Testimony Marvin Sapp	Take Five Dave Brubeck	Unaware Allen Stone	Before I Let Go Frankie Beverly & Maze	
Jungle Blues Wynton Marsalis	Mellow Madness Quincy Jones	Another One Queen Bites the Dust	A Change is Sam Cooke	
A Volte II Andrea Bocelli Cuore	Quiet Storm Smokey Robinson	Your Love Outfield	Gonna Come	
Caruso Luciano Pavarotti	Brazilian Rhyme Earth, Wind & Fire	Clear The Jimmy Needham Stage	Cranes in the Solange Sky	
Requiem Mozart	Mo'Better Blues Various Artist	Hotel Eagles	Forever and Randy Travis Ever, Amen	
Fire & Desire Rick James & Teena Marie	Trouble Man Marvin Gaye	California A Boy Named Johnny Cash	Into You Tamia	
The Virginian Percy Faith	Fall for You Leela James	Sue	Let It Burn Sullivan	
Theme Song	Sanford & Son The Street Beat- Theme Song er/Quincy Jones	Crazy Ceelo Green Tennessee Chris Stapleton	Jolene Dolly Parton	
Stand By Me Ben E. King	Charlie Brown Vince Guaraldi	Whiskey	Never Too Much Luther	
Bonanza Lorne Greene Theme Song	Theme Song	Un Million De La Mafia	Vandross	
Organic Stokley		Rosas	She Ain't You Chris Brown	
Stokiey	Rain Forest Paul Hardcastle	Mr. Crowley Ozzy Osbourne	Longview Green Day	