

**Base Portsmouth
Portsmouth, Virginia
2010 Telephone Directory**

BASE PORTSMOUTH

EMERGENCY/QUICK REFERENCE NUMBERS

(The area code is 757 for all numbers)

| | Work # | Cell Phone # |
|---|---------------|---------------------|
| OFFICER OF THE DAY | 483-8540 | 646-2815 |
| JUNIOR OFFICER OF THE DAY | 483-8580 | |
| DUTY DRIVER CELLULAR PHONE | | 373-5842 |
| SECURITY | 483-8586 | |
| WORKLIFE EMERGENCY (via LANTAREA Command Center) | 398-6231 | |
| ON BASE EMERGENCY NUMBER | 333 | |
| DUTY HS | 483-8596 | |
| NAVAL HOSPITAL EMERGENCY ROOM | 953-1365 | |
| FOUL WEATHER HOTLINE | 686-4233 | |
| Local Incident Command Post (LICP) | 483-8575 | |
| Duty Engineer | | 617-4937 |
| HAZARDOUS WASTE SHOP | 483-8448 | |
| HAZARDOUS MATERIAL DISTRIBUTION CENTER | 483-8519 | |
| LOGISTICS BRANCH | 483-8695 | 646-2814 |

INTRODUCTION

1. General

Integrated Support Command Portsmouth (ISC) Instruction 2030.1 (Series) remains in effect and establishes the policies and guidelines for use of the Base Portsmouth telephone system. BSU Division Officers and Commanding Officers of tenant commands shall ensure that all telephones under their responsibility are used for necessary official calls in accordance with this instruction. All personnel should be made aware that the unauthorized use of the telephone system may result in disciplinary action.

2. Discussion

- a. **Collect calls:** Calls made to Base Portsmouth where the charges are reversed. The use of FTS and FTS2000 calling cards should eliminate the need for making or accepting official collect calls. Collect calls may be accepted **only** under unusual or emergency circumstances.
 - b. **Commercial calls:** Local and long distance calls billed by Verizon. Onboard Base Portsmouth, 9 is dialed to initiate a commercial call. Personal calls will not be made using commercial means except as defined in 2.e. below.
 - c. **Federal Telecommunications System (FTS):** This is a network of GSA leased telephone lines and equipment. FTS charges are based on quantity and length of the call. Onboard Base Portsmouth, 9 is dialed to initiate an FTS call. Personal calls will not be made using FTS.
 - d. **BSU Portsmouth Communications Officer:** The BSU Deputy Comptroller serves as the Communications Officer for the BSU. Access requests and questions regarding use of the system should be directed to this office at 686-4072.
 - e. **Other Long Distance Calls:** All other long distance calls not related to assigned duty that must be made during normal working hours shall be:
 - (1) Made to an 800 number;
 - (2) Charged to a personal credit card; or
 - (3) Placed collect.
 - f. **Personal Calls:** Calls which are not of an official nature or necessary to conduct Coast Guard business. **You may not make personal long-distance telephone calls from telephones, including cell phones, controlled by the Coast Guard.** Violations of this General Order may result in prosecution. Coast Guard members and employees may make personal, **local calls** using government telephones if **one** of the following criteria is met:
 - (1) Calls to notify the family doctor when an employee is injured on the job;
 - (2) Calls to arrange transportation or child care when an employee is required to work unscheduled overtime;
 - (3) **Brief** calls to speak to spouse or minor children or those responsible for child care;
 - (4) Calls which can only be placed during working hours such as to a local government agency or physician;
 - (5) Calls to arrange for emergency repair to a home or auto; or,
 - (6) Calls certified in advance by the employee's/member's supervisor as official.
3. Each member at Base Portsmouth and its tenant commands should follow these guidelines:
 - a. Remember that the telephone is provided only for conducting official government business.
 - b. Use FTS when you must make an official long distance call.
 - c. Plan what you wish to discuss and have your reference material ready.
 - d. Keep your calls short and to the point; on FTS the longer the call, the more it costs.
 - e. Long distance directory assistance costs \$1.25 per call and two listings may be asked for without an additional cost. Use of the telephone directory is essential to cut down on these costs. Except in an emergency, use of directory assistance is permitted only with a supervisor's approval.

**BASE PORTSMOUTH
INFORMATION NUMBERS**

(The area code is 757 for all numbers)

| COMMAND | NEED | WHO TO CALL | PHONE # |
|---|--|--------------------|----------------|
| Personnel Services and Support Unit | Information; Direction for issues not listed below | MS. C. SMITH | 686-4072 |
| | Personnel Matters/Issues; Mutual Assistance; Personnel Movement; Advance Travel Funds | CWO BONNER | 686-4100 |
| | Concerns regarding MWR; Portside, Consolidated Club | MS. S. HARDISON | 483-8671 |
| | MWR Customer Service/Operational concerns | FSC BROWN | 483-8691 |
| Area Housing | Area Housing/Representational Facility Issues | MR. L. SCHICK | 686-4044 |
| | Local Housing Questions | MRS. B. CUNNANE | 686-4081 |
| | UPH Availability and Issues | MRS. B. GENTRY | 638-2498 |
| Commanding Officer | Final call on Personnel Services Matters/Issues | CDR BROOKINGS | 686-4071 |
| Health, Safety, and Worklife Field Office | Patient Affairs Medical Administration Clinic Supervisor | HS3 BART | 483-8596 |
| | | CWO DAVIS | 483-8557 |
| | Worklife Issues; Decedent Affairs; Family Crisis | HSC SLADE | 483-8462 |
| | | LCDR PRICE | 686-4020 |
| Senior Medical Officer | Final call on Medical/Dental Patient Issues | CAPT LUNDAHL | 483-8686 |
| Comptroller Division | Supply Matters/Issues, Comms, Personnel Matters Concerns regarding Mail Distribution/Forwarding, Property, CASREP and Dining Facilities Concerns regarding the Warehouse Concerns regarding Accounting Concerns regarding Procurement Security Issues: Parking; Vehicles on the pier; AMMO On/Off Load | LCDR NORRIS | 483-8570 |
| | | CWO PIERCE | 483-8630 |
| | | MR. C. PLAIR | 483-8619 |
| | | MR. D. HORKY | 483-8569 |
| | | MRS. L. COOK | 483-8599 |
| | | CWO CURTIS | 483-8586 |
| Division Officer | Final call on Supply Matters/Issues | CDR MILLICAN | 483-8590 |
| Facilities Engineering Division | Concerns regarding Building Maintenance Environmental Issues Grounds and Piers Safety Issues | MR. W. BARNES | 483-8794 |
| | | MR. C. OLLICE | 483-8593 |
| | | MR. R. PETERS | 483-8695 |
| | | MRS. E. PATTERSON | 638-2793 |
| Division Officer | Final call on Facilities Engineering Matters/Issues | LCDR OBERMEIER | 483-8504 |
| Industrial Support Activity | Industrial Ships Services and Repairs | MR. PETERSON | 483-8545 |
| Division Officer | Final call on Industrial Services | LCDR LAYTON | 483-8543 |

BASE PORTSMOUTH HOURS OF OPERATION

Normal Work Hours:

Monday through Friday 0730 to 1600

Officer of the Day (OOD): (483-8540)

Monday through Friday Saturday, Sunday & Holidays 1600 to 0730 24 Hours

Chaplain's Office: (483-8669)

Monday through Friday 0730 to 1600
After hours, Saturday, Sunday & Holidays On Call

PSSU Customer Service Section: (686-4002)

Call for information on issue hours for ID Cards and documents required

Monday through Friday 0730 to 1430
Thursday Evening 1600 to 1830
Third Saturday of each month 0900 to 1230
Travel Advances By Appointment
Household Goods Counseling/Scheduling By Appointment

Security: (483-8586)

Automobile Decal Issue: Monday through Friday Saturdays, 0800 to 2000
Sundays & Holidays 0800 to 2000

Decal requirements: Proof of current insurance showing policy dates Current vehicle registration
Drivers License Military/Dependent ID Card

Expired Sticker: All information listed above plus your current Decal number.

Medical/Dental: Emergencies - Off Base dial 911 On Base dial - 333

(Dental does not have afternoon sick call)

Dental Sick Call, Monday through Friday 0700 to 0830

Dental Exams Walk-in, Monday through Friday 0700 to 1030

Dental Appointments 483-8596

Medical Appointments and Physicals are by appointment only 483-8596

Pharmacy Monday through Friday 0730 to 1130 and 1300 to 1530

Call 483-8600

Pharmacy Refill Line

Call 638-2490

Auto Hobby Shop: (483-8685)

Seasonal hours: (April - October)

Monday through Saturday 0800-1800

Sundays and Holidays 0900-1700

Fall and Winter hours: (November - March)

Monday - Saturday 0800-1800

Closed Sundays and Holidays

BASE PORTSMOUTH HOURS OF OPERATION (continued)

Wheelhouse: (483-8761)

| | |
|------------------------------------|-------------------------------|
| Monday through Friday | 0730 to 0930 and 1100 to 1330 |
| Evenings - Monday through Thursday | 1515-2200 |
| Saturday, Sunday & Holidays | Closed |

Dining Facility: (483-4197)

| | |
|-----------------------------|--------------|
| Monday through Friday | |
| Breakfast | 0615 to 0715 |
| Lunch | 1115 to 1230 |
| Dinner | 1615 to 1700 |
| Saturday, Sunday & Holidays | |
| Breakfast | 0700 to 0900 |
| Lunch | 1100 to 1200 |
| Dinner | 1615 to 1700 |

Exchange: (483-8615)

| | |
|-----------------------|--------------|
| Monday through Sunday | 0900 to 1700 |
|-----------------------|--------------|

Barber Shop: (483-8614)

| | |
|-------------------------|--------------|
| Monday through Thursday | 0930 to 1700 |
| Friday & Saturday | 0930 to 1400 |

Portside: (Reservations - 483-8707)

Used for official and unofficial functions. There may be a charge for unofficial functions.

Gym: (MWR Front Desk - 638-2715)

| | |
|---|--------------|
| Monday, through Friday | 0600 to 2100 |
| Saturday | 0800 to 2000 |
| Sunday | 1000 to 1900 |
| Holidays (except Christmas and New Years) | 0900 to 1700 |
| Christmas and New Years | Closed |

Reservations for Racquetball Courts can be made by calling the MWR Front Desk.

Reservations for the Picnic Grounds can be made by calling MWR at 638-2715 or 638-2721.

Reservations for the Softball Field can be made by calling MWR at 638-2715 or 638-2721.

Reservations are not required for use of the Weight Room and Aerobics Room.

For more information call the MWR Front Desk.

Ticket Office: (Information and Purchase - 483-8690)

| | |
|-------------------------------|--------------|
| Monday, through Friday | 0800 to 1430 |
| Saturday, Sunday and Holidays | Closed |

Discount tickets for sporting events, movies, Disney attractions, Busch Gardens, Kings Dominion, Water Country USA, and other local attractions can be obtained at the MWR Ticket Office.

Swimming Pool: (483-8499) Available for private party rental

Seasonal: Opens for the season in early June and closes in late August

| | |
|-------------------------------------|--------------|
| Mondays and Tuesdays | Closed |
| Wednesday through Sunday & Holidays | 1100 to 1900 |

BASE SUPPORT UNIT PORTSMOUTH PHONE DIRECTORY
(The area code is 757 for all numbers)

COMMAND STAFF

| TITLE | RANK | NAME | PHONE # |
|--|------|-----------------|----------|
| cc Commanding Officer | CAPT | SOMMER, F. J. | 483-8590 |
| Secretary | CIV | PIFER, R. | 483-8590 |
| ex Executive Officer | CDR | MILLICAN, J. B. | 483-8590 |
| FAX | | | 483-8795 |
| cmc BSU Portsmouth Command Chief | GMC | JOHNSON, S. | 638-5988 |
| dch District 5 Chaplain | CDR | GOODBOW, J. | 483-8669 |

COMPTROLLER DIVISION (COMPT)

| TITLE | RANK | NAME | PHONE # |
|---|-------|--------------|----------|
| f Comptroller | CDR | MILLICAN, B. | 483-8590 |
| Deputy Comptroller | LCDR | NORRIS, L. | 483-8570 |
| fa Accounting Branch | | | |
| Branch Chief | CIV | VACANT | 483-8569 |
| FDP System Administrator/Trainer/Reconciler | CIV | HORKY, D. | 483-8627 |
| Reconciler | SK3 | KAGERER, J. | 686-4010 |
| Accounting Technician | CIV | MERENE, B. | 483-8704 |
| FAX | | | 483-8409 |
| fp Procurement Branch | | | |
| Branch Chief/SFCO | CIV | COOK, L. | 483-8599 |
| Purchasing Agent; Contracting Officer | CIV | POL, A. | 483-8541 |
| Purchasing Agent; Contracting Officer | CIV | LUKONDI, M. | 483-8555 |
| Purchasing Agent | CIV | DANIELS, E. | 483-8624 |
| Purchasing Agent | CIV | WHITE, G. | 483-8549 |
| Service Agreements; MIPRS; Office Manager | SKC | REHBERG, J. | 295-2227 |
| Procurement & Contracts | SK1 | TIMMONS, J. | 295-2081 |
| Procurement & Contracts/ARMS/MILSTRIP | SK2 | TINEO, J. | 483-8407 |
| FAX | | | 483-8623 |
| fl Logistics Branch | | | |
| Branch Chief | F&S2 | PIERCE, P. | 483-8630 |
| Shipping & Receiving Supervisor | CIV | PLAIR, C. | 483-8619 |
| Shipping & Receiving Clerk | CIV | HENN, R. | 483-8724 |
| Motor Vehicle/Property Manager | CIV | CHERRY, J. | 483-8629 |
| Asst. Property Manager/Motor Vehicle | SK2 | HODGES, J. | 686-4139 |
| Vehicle, Property and Logistics Specialist | SK3 | CAAMPUED, N. | 686-4198 |
| Vehicle, Property and Logistics Specialist | SNSK | NEWBY, J. | 295-2229 |
| Mail Services Center | CIV | HICKS, G. | 483-8553 |
| Mail Services Center | | | 483-8583 |
| COTR (Galley Ops/Trash Removal/Janitorial Services) | FSC | KELLY, M. | 483-8616 |
| fs Security Branch | | | |
| Command Security Officer | WEPS3 | CURTIS, R. | 483-8729 |
| Assistant Command Security Officer | GMC | JOHNSON, S. | 483-8459 |
| Security Officer | ME1 | ARNOLD, M. | 638-2494 |

BASE SUPPORT UNIT PORTSMOUTH PHONE DIRECTORY
(Continued)

FACILITIES ENGINEERING DIVISION (FED)

| | TITLE | RANK | NAME | PHONE # |
|------------|---|-------------|---------------|----------------|
| e | Facilities Engineer | LCDR | OBERMEIER, D. | 483-8504 |
| | Facility Manager | CIV | LEONARD, G. | 483-8503 |
| | Facility Assessment Manager | LT | NATTEAL, B. | 483-8592 |
| | Administrative Assistant | CIV | BEAN, L. | 483-8696 |
| | Facilities Support Assistant | CIV | WINSTON, P. | 686-4121 |
| | Production Control | CIV | JEWETT, T. | 483-8792 |
| | Work Control Clerk | CIV | HANEY, M. | 483-8500 |
| | FED FAX | | | 483-8454 |
| ee | Environmental Branch | | | |
| | Environmental Specialist | CIV | OLLICE, C. | 483-8593 |
| ee1 | Hazardous Materials Distribution Center | CIV | MALICDEM, I. | 483-8519 |
| ee2 | Hazardous Waste Disposal Facility | CIV | ALVARADO, J. | 483-8448 |
| | HAZWASTE FAX | | | 638-2492 |
| em | Maintenance Control Branch | | | |
| | Maintenance (MEO) | CIV | BARNES, W. | 483-8794 |
| | Maintenance Supervisor (Base Services) | CIV | WARD, R. | 483-8582 |
| | Maintenance Supervisor (Utilities) | CIV | POPE, G. | 483-8506 |
| ep | Logistics Branch | | | |
| | Port Operations/Grounds Maintenance | CIV | PETERS, R. | 483-8695 |
| es | Safety Branch | | | |
| | Unit Safety Officer | CIV | PATTERSON, E. | 638-2793 |