

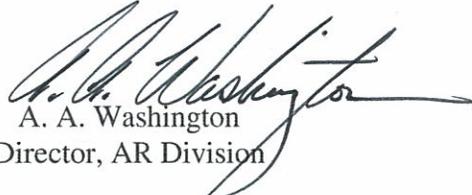
Greetings,

As many of you know, the Department of Defense and the Marine Corps face the growing prospect of Sequestration under the Budget Control Act which will adversely affect all areas of the defense budget by 1 April if Congressional and Executive action is not taken.

The DOD-wide and Marine Corps-wide budgets for Fiscal Year 13 (FY-13) are currently being "rebalanced" to meet many of the shortfalls across the board. In AR Division you may already be aware of the fact that we have reduced fiscal resources to perform many of our missions.

Marine Corps Commands (including HQMC) have also been directed to assess and plan for the impacts associated with Civilian Furloughs. If enacted, Marine Corps Civilians could be furloughed (without pay) for one day per week starting on or about 27 April 2013 continuing for 22 weeks. Hopefully, our senior Civilian Federal Government leadership will take steps to prevent Sequestration, but in the interim, I want each of you to be aware of these potential impacts. I promise to keep all AR Division personnel informed and updated as this situation continues to develop.

Sincerely,


A. A. Washington
Director, AR Division

AR Division "Ask the Director"

To provide outstanding customer service and communication, AR Division (AR Div) employees can submit anonymous or by name comments, feedback and questions to the Director by accessing the AR Div web site at: <http://www.hqmc.marines.mil/ar/UnitHome.aspx> Click the link entitled "Ask the Director". Fill out the form and click "Submit Your Questions", at the bottom of the form.

Ambassador of Quality Award Program

The next AOQ Award ceremony will be held on 19 February 2013 from 1:30-2:30 PM at the Pentagon Conference Center Room B6 and 20 February 2013 from 2:00-3:00 PM at Quantico South HROM Training Room. For more information contact Mrs. Ellen Nix, AR Div, 703-614-1504, ellen.nix@usmc.mil

Community of Interest Program

The Communities of Interest (COI) are chartered by the Commandant to increase opportunities for professional development, networking and career path templates to assist with career development and information sharing throughout the civilian workforce. For more information about the Civilian Workforce Strategic Plan, visit www.manpower.usmc.mil/civilianmarine. Civilian career groups are identified by series in 20 Marine Corps COIs. (For more information, visit www.manpower.usmc.mil), or contact Mrs. Ellen Nix, AR Div, 703-614-1504, ellen.nix@usmc.mil

Security Coordinator

Mr. Steven Collier is the AR Division Security Coordinator and GySgt Melendez is the Assistant Security Coordinator. Reminder: On-line Security Training and Combating Trafficking in Persons (CTIP) are annual requirements that must be completed by 31 Dec 13. Completion certificates should be maintained by the branch/section. Quarterly completion rosters should be e-mailed to Mr. Henry James, at henry.james@usmc.mil.

Check-in/Out Procedures

All personnel must check-in/out with the AR Front Office. Personnel that are permanently checking out of AR Division will need to turn in all items issued to them (i.e., CAC, bldg badge, courier card, parking permit, etc.) and sign debriefing forms. Branches are required to provide a branch representative to escort them out of the building after the checkout is complete.

Looking for Training Opportunities

MARINET: Civilian Online Education Classes

In collaboration with the College of Distance Education's MarineNet office, all Civilians are afforded the opportunity to participate in on-line distance learning courses. You can take advantage of open enrollment on MarineNet at www.marinenet.usmc.mil. For more information contact Mrs. Ellen Nix, AR Div, 703-614-1504, ellen.nix@usmc.mil

Hail

CIV Glen Lollar (ARDC)
CIV Adrian Rowan (ARDC)
CIV Kathy Christopher (ARDE)
CIV Joseph Bautista (ARF)
CIV Paul Frazier (ARHD-Quantico)
CIV Kristin Groth (ARHD-Quantico)
CIV Michael Chambers (ARHD-NSF)
MSgt Windle Riles (ARI)
Sgt Michael Bledsoe (ARI)
Cpl John Hale (ARI)
Cpl David Potts (ARI)
Cpl Dennis Stout (ARI)
CIV Jean Strojny (ARI)
CIV Curlee Wingate (ARI)

Congratulations

GySgt Jose Melendez and
GySgt Antwaun Gibson for
selection to MSgt.
CIV Shane Brooks for getting
promoted.
LCpl Dustin Burress on being
promoted to his current rank.

Farewell

CIV Darcy Redding (ARDB)
GySgt David Stankus (ARDC)
Cpl Todd Knight (ARDC)
CIV Calvin Woodward (ARF)
CIV Nikki Davis (ARH)
MSgt David Therrien III (ARI)
Sgt Marshall Mansfield (ARI)
CIV Philip Schulte (ARI)
CIV Hannah Lugo-Ascorbe (ARHD)

Information Systems Management Branch (ARI)

Information

All HQMC SIPRNET users must obtain a SIPRNET token prior to 31 March 2013. Failure to do so will result in their SIPRNET accounts being disabled. Please contact the ARI Help Desk at 703-614-1721/1723 for further information.

For communications issues within HQMC, please contact the ARI Help Desk at 703-614-1721/1723 and 703-695-1725.

Reminder – inbound/outbound HQMC and Henderson Hall personnel must check in/out with the ARI IT Center (Pentagon room# 2D247) for creating/deleting SIPRNET accounts and issuing/returning SIPRNET tokens.

Security Programs and Information Management Branch (ARS)

Information and Personnel Security

Remember to be vigilant not just at work but also at home. The top 10 items stolen in 2012 are:

- (1) Bicycles,
- (2) Power Tools
- (3) Gold Jewelry
- (4) Laptops
- (5) Cell Phones
- (6) Hunting Equipment (crossbows, knives, etc.)
- (7) Small Electronic and Apple Products
- (8) Decorative Weapons
- (9) Lawn Mowers
- (10) Small Boats

Fiscal Branch (ARF)

Unliquidated Orders Process (ULO)

ARF Fiscal continues to coordinate with the fund administrators to further improve the ULO Validation process. ARF Fiscal provided an overview of the progress recognized from the prior month and agreed to continue to address other possible improvements. Recommended changes received are reviewed and discussed for possible adoption as a part of the ULO Validation process.

POM-15

The official guidance for POM-15 has not been released due to the impact of sequestration. The kick-off took place on 17 January 2013. The Installation PEB is tentatively scheduled for 11-14 February 2013 and 11-13 March 2013 are the proposed dates for the HQMC PEB. Further guidance will be provided as received.

Government Travel Card Program

ARF Fiscal continues to work the delinquent Citibank accounts. Coordination daily is completed with HQMC Level 4 Agency Program Coordinators (APC) to ensure immediate action to resolve this matter.

MC FEAT Inspection

Marine Corps Financial Evaluation and Analysis Team (MCFEAT) is conducting an inspection of the Marine Corps Enterprise to review financial procedures, responsibilities and accountability. Training will also be provided to help mitigate weaknesses and resolve problem areas. An in and out brief will be held with each head of organizations. Additional information will be provided as soon as it is received.

Human Resources and Organizational Management Branch (ARH)

Training Opportunities

To register go to: <http://hqmc03d.hqmc.usmc.mil/hromtrain.nsf>. For more information, call (703) 604-2755 or email smb.hqmc.arhb.trng@usmc.mil.

5 Feb	New Employee Orientation	Pentagon, Room 2C253
5-6 Feb	Retirement Planning - FERS	Quantico, Mann Hall, Room 110a
7 Feb	New Supervisor Orientation	Pentagon, Room 2C253
7-8 Feb	Retirement Planning - FERS	Pentagon, Room 2C253
19-20 Feb	Marine Corps Acculturation Program (MCAP)	Pentagon, Room 2C253
5 Mar	Naval Correspondence	Pentagon, Rm 2C253
6 Mar	Naval Correspondence	Quantico, Mann Hall, Rm 110a
12 Mar	New Employee Orientation	Quantico, Mann Hall, Rm 110a
14 Mar	New Supervisor Orientation	Quantico, Mann Hall, Rm 110a
19-20 Mar	Pre-Retirement Planning - Mid Career	Quantico, Mann Hall, Rm 110a
20-21 Mar	Marine Corps Acculturation Program (MCAP)	Quantico, Mann Hall, Rm 110a
21-22 Mar	Pre-Retirement Planning - Mid Career	Pentagon, Rm 2C253

Publication and Logistics Management Branch (ARD)

Space Management

One of the roles/responsibilities of the Special Programs Management Section (ARDF) is the management of space assigned to Headquarters Marine Corps (HQMC), which is primarily located at the Pentagon and Naval Support Facility - Arlington (NSF-A). In this capacity, ARDF plans for the effective and efficient use of allotted space. Although the amount of space assigned to HQMC is for all practical purposes finite, it would likely surprise most individuals as to how fluid the requirement for space can be. At any given time, there are multiple requests for space being managed. The resolution of one space request frequently has a domino effect on the outcome of other pending requests. Requests can range from a temporary space for a General Officer and aide, to needing permanent space to accommodate a newly created organization of 40 personnel. When a request for space is received, the first priority is to identify the requirement, in detail, and meet the requirement with internal resources. More often than not, space management is orchestrated with in-house resources, but there are occasions when other options are pursued. Frequently, the allocation/reallocation of temporary or permanent space will require a level of renovation which then adds additional management tools and personnel to address construction, furniture, phone/computer connectivity, security, etc. What often appears to be simple requirement on the part of the requestor is frequently a complex evolution impacting numerous commodity areas and personnel in order to reach the end state.

For questions concerning HQMC space management, please contact Mr. Paul Bungcayao Jr. at 703-695-6579.