

AR Division Newsletter

HQMC

Mar-Apr

Vol: 2-13

The Directors Corner

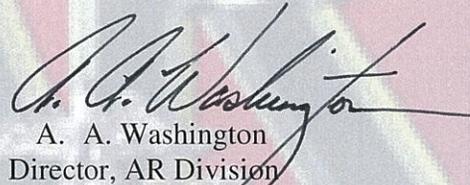


Greetings,

I hope that you and your families will enjoy the upcoming Spring Holidays (Easter, the Passover, etc.) as your traditions may dictate. The first day of Spring arrives on 20 March and after a season of flu/bronchitis warmer weather will be welcomed by all.

As AR Division enters this period of Sequestration, I again would like to appeal to each of you to continue our Division's long tradition of providing excellent customer service in support of all Marines and Civilians. Our individual circumstances may change because of fiscal constraints, but our role as professionals in serving the Marine Corps and our Country will remain the same. Thank you for your dedicated service.

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.

"SERVING THE MARINE CORPS SINCE 1944"

**Ambassador of Quality Award
Program**

The next AOQ Award ceremony will be held on 1 May 2013 from 09:30-10:30 AM at the Pentagon Conference Center Room B6 and 1 May 2013 from 2:00-3:00 PM at Quantico South HROM Training Room. Nominations for 2nd Quarter are due by COB 5 April 2013. 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

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

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.

Hail

CIV Craig Gibson (ARDD)
CIV Shelia Pettaway (ARHD-
Quantico)
CIV Sanita Simons (ARHEQ-
Quantico)
CIV Donald Knight (ARHEQ-
Quantico)

Congratulations

CIV Cory Bittner (ARDB) –
promotion to Directives Manager
GySgt Cruz Sotelo (ARDC) -
promotion to his current rank
CIV Felicia Witomski (ARDC) -
25 years of Federal Service
CIV Cheryl Sides (ARDC) – 10
years of Federal Service
GySgt Antwaun Gibson (ARDC) -
Navy and Marine Corps
Commendation Medal
GySgt Cruz Sotelo, SSgt Cooper
Evans, and Sgt Omar Elorza
(ARDC) – Navy and Marine Corps
Achievement Medals
CIV Brian Miller (ARDF) – 20
years of Federal Service
CIV Holly Norris (ARH) –
promotion to next grade
Cpl Curtis Dunham (ARI) –
promotion to his current rank
CTR Stephanie Algarin (ARI) and
family on the birth of a baby girl on

Farewell

22 Dec 2012

Publication and Logistics Management Branch (ARD)

Records, Reports & Directives

Over the past 18 months the Records, Reports and Directives Management Section has focused on the successful execution of the Marine Corps Triennial Directives Review and the orchestration of "Armed Conflict Records" initiative. The Triennial Review is nearly complete with 100% accountability and currency of Marine Corps directives; the first time ever that closure of the process has been achieved. Endeavors, as they relate to the "Armed Conflict Records initiative, are beginning to bear fruit for the management of records Marine Corps wide as processes/procedures and lessons learned are influencing Marine Corps Records Management policy, training and compliance.

Exhibits

General John Paxton Jr. recently replaced General Joseph Dunford as the Assistant Commandant of the Marine Corps. In conjunction with that transition, the Special Programs Management Section (ARDF) updated the ACMC's display located on the 4th Deck, E-Ring with new photos and biographies.

Parade Season

Combat Camera is gearing-up to launch Photo, Video, Graphics and Reproduction support for the 2013 HQMC Parades Season which encompasses 18 Evening Parades (each Friday at Marine Barracks Washington (MBW) from 3 May to 30 August) and 12 Sunset Parades (each Tuesday at the Iwo Jima Memorial from 28 May to August). Sunset parades are open to the public and Evening parades can be attended by arranging for tickets. For additional information about the Evening Parade, times, dates, or schedules, contact the parade information line at 202-433-6060. POC in Combat Camera is Ms Nancy Christin at 703-614-2445.

Fiscal Branch (ARF)

POM-15

ARF completed the POM-15 process for the Installation PEB mid February 2013. The HQMC PEB will be held 11-13 March 2013 in the Pentagon EDR. The process required submission of initiatives for consideration as new, buyback and additive capabilities.

ARF Training

ARF will be hosting a round-table discussion with its fund administrators on 14 March 2013 to identify training topics and issues requiring additional assistance. The actual Annual Financial Management training is tentatively scheduled for 17-18 April 2013. Current identified topics will focus on financial functions and preparation of phasing/spend plans. Also, there will be further discussion on the unliquidated orders process and use of the following systems:

PR Builder

Wide Area Workflow (WAWF)

Electronic Document Access (EDA)

Defense Travel System (DTS)

Standard Accounting, Budget and Reporting System (SABRS)

ReportNet

SharePoint

American Society of Military Comptrollers (ASMC)

Members of ARF will be attending the ASMC Professional Development Institute (PDI) scheduled for 21 March 2013. The local PDI will be held at the Ronald Reagan Building and International Trade Center, Washington, DC. This event has been sanctioned and approved through the DOD/Marine Corps conference attending process. This year's theme is "DoD Resource Managers – Time to Step Up!" with a host of distinguished program speakers. There is no cost for this event for ASMC government members. Mr. Rodney Brown and Mr. Jonathan Newell will be attending from ARF Branch, and both are ASMC members. Approval for participation in the May/June 2013 Annual ASMC National PDI in Denver, Colorado has not yet been authorized by DOD/Marine Corps. Additional information will be provided as received.

GTCC PCS Pilot Program

ARF will be participating in the Government Travel Charge Card (GTCC) Permanent Change of Station Pilot Program for HQMC as the Level 3 Agency Program Coordinator. The kick-off briefing will be held on 6 March 2013 hosted by ARF and P&R RFA to discuss the pilot program and the testing period. Discussion during the briefing will be information on GTCC use and entitlement allowances authorized while in an official PCS status. Prior issues for not allowing the use of the GTCC for PCS centered on the voucher processing time and split disbursement. The pilot is being conducted to work through these issues. The period of examination will be from 15 March – 15 April 2013 for four (4) card holders.

Government Travel Charge 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 resolution.

Vacancy Announcement

(1) GS-0501-12, Financial Management Specialist

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.

Human Resources and Organizational Management Branch (ARH)

Training Opportunities

HROM sponsors a variety of quality on-site classes for civilians and their supervisors. Course offerings range from Pre-retirement Planning to Leadership Skills and are conveniently located at the Pentagon and abroad Marine Corps Base Quantico. To view or download the current schedule of courses and register online, visit the HROM-Sponsored Training Website:

<https://hqmc.usmc.afpims.mil/hrom/SponsoredTraining.aspx>

HQMC Civilian Leadership Development Program

The Organizational & Workforce Management Section (ARHM) recently issued their first quarterly newsletter that contains leadership topics, tools, and resources. Program participants receive this newsletter via email, but everyone can enjoy it online by visiting the Program's homepage and clicking the blue "CLICK HERE" button on the right:

<http://www.hqmc.marines.mil/hrom/OrgWorkforceMgmt/CivilianLeadershipDevelopmentProgram.aspx>

HQMC Onboarding Tools and Resources

Don't forget about the HQMC Online Onboarding Guides for new employees and their supervisors! HROM developed this web-based Onboarding Guide to provide new civilian employees, their supervisor, and their peers the tools, resources, and knowledge required for a robust year-long onboarding experience. It's not just a great resource for new hires; the Supervisor's Guide features an online portal through which supervisors and managers can access a comprehensive management system that enables them to assign and track required actions for onboarding their new personnel. Please check out these valuable resources and help us spread the word!

Onboarding Guide for Supervisors:

<https://hqmc.usmc.afpims.mil/hrom/NewEmployees/SupervisorsOnboardingGuide.aspx>

Onboarding Guide for New Employees:

<https://hqmc.usmc.afpims.mil/hrom/NewEmployees/WelcomeAboard.aspx>

Admin Furlough Planning for ARDiv

For information concerning the furlough, please visit the MPC website at www.manpower.usmc.mil/furlough or <http://www.hqmc.marines.mil/hrom/UnitHome.aspx>. Additionally, should you have any questions that are not answered by the website, please call (703) 614-8371.

Security Programs and Information Management Branch (ARS)

Physical Security

Please keep in mind that you must change the combination to your locks if anyone who had the combination departs the section or no longer has access to that space or safe. An SF 700 (Security Container Information) is required upon the change.

If required, you must also update the Access Roster for that space. The ARS Physical Security Specialist (Mr. Taiwo Thomas) can provide assistance in setting the combination as required. He can be reached at 703 614-2305.

Freedom of Information Act and Privacy

Personally Identifiable information (PII) is information about an individual that identifies, links, relates, or is unique

to, or describes an individual, (e.g., SSN; age; rank; grade; marital status; race; salary; home phone number; security clearance level; drug test results; performance rating; biometrics; personnel, medical and financial information). For more info visit <https://hqodod.hqmc.usmc.mil>