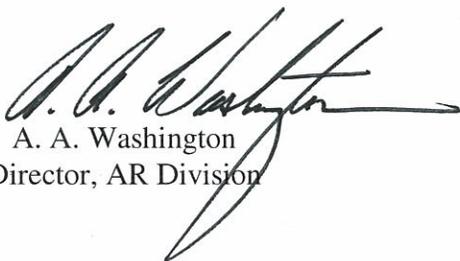


Greetings,

As we close the final chapter for this calendar year, I want to thank all of you for making 2012 a great year in support of AR Division achievements: whether you were balancing the budget in ARF, processing security paperwork in ARS, answering the mail on an urgent FOIA or Passport request, handling publishing/printing requests in ARD, creating a new video for the Commandant in Combat Camera, renovating a HQMC office space in Facilities, constructing a state-of-art website in ARI, reaching another milestone in NGEN implementation, classifying new positions in ARH, assisting a HQMC agency with workforce planning or completing one of the myriad missions like these in our workplace each day----your performance has been outstanding!

May you and your family enjoy a meaningful Holiday Season. Stay safe and remember to drive responsibly.

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

Nominations for the Ambassador of Quality (AOQ) Award for the 1st Quarter FY13 are due to AR Division on 20 December 2012. 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. 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 is an annual requirement that must be completed by 31 Dec 12. 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, 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.

Fiscal Branch (ARF)

CR 13 Resources

Vacancy Announcement

GS/09 Administrative Assistant

ARF received CR13 resources for first quarter. CR13 is scheduled to last for 6 months, 1 October 2012 – 27 March 2013. Resources have been provided to the fund administrators. ARF will provide additional information as it is received.

Performance Management Framework (PMF)/ Implementation Planning Team (IPT)

ARF participated as a member of the Performance Management Framework (PMF)/Implementation Planning Team (IPT) on 23 – 25 October 2012 to establish the framework of managing the fiscal codes and to refine and build the financial resource visibility throughout the PPBE process. The working group was hosted by P&R (RFE) Division and held at the Quantico site. The working group next meeting will be scheduled for mid-November 2012. The PMF/IPT is expected to meet over the course of the year to establish the PMF/IPT framework.

HQMC and Installations (I&L) Program Review PEBs

ARF received the guidance for the HQMC and Installations (I&L) Program Review PEBs on 15 October 2012. The I&L PEB is scheduled for 13-16 November 2012 and HQMC PEB will be held 27–29 November 2012. HQMC Safety Division is scheduled to brief on 15 November 2012 as the program sponsor for the enterprise. The initiatives for Aviation Environmental and ARD Field Printing will be consolidated and briefed by their enterprise program sponsors. All program review briefings were submitted by 29 October 2012 to PEB chairs.

Hail

CIV Ta-Sheen Wilson

Farewell

CIV Elex Reynolds

Information Systems Management Branch (ARI)

Hail

SSgt Matthew Biggs
Cpl Clayton Dill
LCpl Joshua Staley
PFC Dustin Burress
CIV Alice Barnes
CIV Shannon Coolbaugh
CIV Jidiah Munoz
CIV Ammon Norman
CIV Philip Roman

Farewell

MSgt Daniel Norton
SSgt Tracy Salzgeber
Sgt Orlando Munoz
CIV Sandy Phillips

Promotion

Congratulations to Sgt Yan Mercedez, Cpl Elias Murguia and Cpl Jerry Wilkins on being promoted to their current ranks! These are well-deserved promotions by hard-charging Marines.

Reenlistment

Cpl James Tarter has once again demonstrated his devotion to Country and Corps by signing on for a few more years. Semper Fidelis!

Information

All HQMC SIPRNET users must obtain a SIPRNET token prior to 31 December 2012. 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

The 1st Quarter FY 13 Security Coordinator Meeting will be held on Thursday, December 6, 2012. The theme for the meeting is “2012 Security Review”. The Staff Agency/Activity Security Coordinator or the Assistant Security Coordinator should attend. The training will be held at the Pentagon’s H. M. Smith Conference Room (4E771) from 1000-1100. For questions contact the Security Office at (703) 614-3609.

Freedom of Information and Privacy Act

Please remember to protect private information with DD Form 2923 (Privacy Act Data Cover Sheet)- September 2012. The purpose of this form is to prevent the unauthorized disclosure of PII. This form should be used on all documents containing personal information.

Human Resources and Organizational Management Branch (ARH)

Hail

Stephen Pearch, ARHD-NSF
 Floretta Cabiness, EEO-Pentagon
 Paul McGrath ARHD-Quantico
 Erica Smith, EMAS-Quantico,
 Deborah Young, EMAS-Quantico
 Kimberly Jackson, ARHK-NOLA
 Shavona Wright, EMAS-Pentagon

Training Opportunities

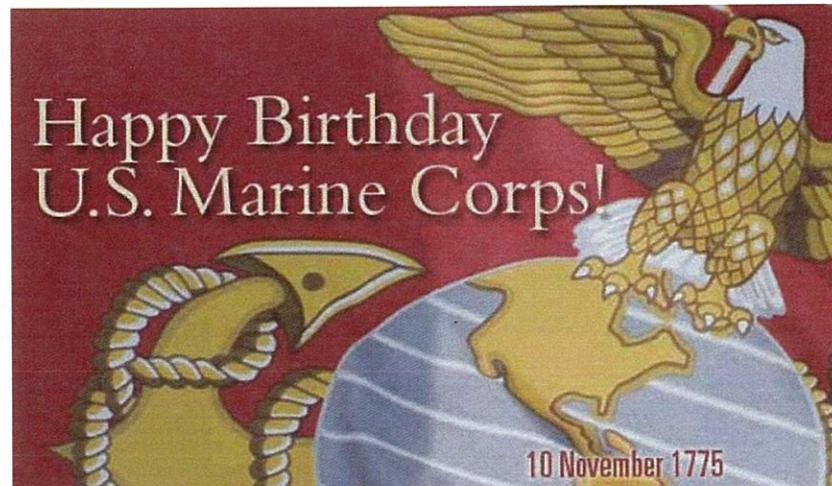
To register go to: <http://hqmc03d.hqmc.usmc.mil/hromtrain.nsf>. For more information, call (703) 604-2755 or email smb.hqmc.arhb.trng@usmc.mil.

15 Nov	Office of Workers Compensation Program (OWCP)	Quantico, Mann Hall, Rm 110a
4-5 Dec	Retirement Planning - CSRS	Pentagon, Room 2C253
4-5 Dec	Plain Language Writing	Quantico, Mann Hall, Room 110a
6-7 Dec	Retirement Planning - FERS	Pentagon, Room 2C253
11 Dec	New Employee Orientation	Quantico, Mann Hall, Rm 110a
13 Dec	New Supervisor Orientation	Quantico, Mann Hall, Rm 110a
19-20 Dec	Marine Corps Acculturation Program (MCAP)	Quantico, Museum, Trailer #2

Vacancies

Classification Specialist, GS 9/11/12
 Pentagon

ER/LR Specialist, GS 9/11/12
 Pentagon



Federal Benefits Open Season Webcasts
Open Season from November 12-December 10, 2012

Subject	Questions to be Answered	Date and Time
Introduction to Open Season	<ul style="list-style-type: none"> • What is Open Season? • What benefit programs are involved? • How do I enroll? • What are the effective dates? • Where can I get help? 	Tuesday, November 6th 1330 to 1430
The Federal Employees Dental and Vision Insurance Program (FEDVIP)	<ul style="list-style-type: none"> • What dental and vision benefits are available? • Why would I need supplemental dental and vision insurance? • How much does it cost? • How do I pick a plan? 	Tuesday, November 13th 1330 to 1430
The Federal Flexible Spending Account Program (FSAFEDS)	<ul style="list-style-type: none"> • What is a flexible spending account? • How does it work? • What expenses are eligible for reimbursement? • Where can I get more information? 	Thursday, November 15th 1330 to 1430

<http://www.opm.gov/insure/openseason/webcast.asp>

Publication and Logistics Management Branch (ARD)

Triennial Directives Review - Closeout

Hail
 Ms. Bellatina Smith (ARDC)

Policy places a strategic link between legal requirements, readiness and day-to-day operations. It is a vital element to help ensure that performance across the Marine Corps is optimized, and sustainment to Marine Air Ground Task Force (MAGTF) capabilities align with the mission of every command. As CY12 comes to a close, ARDB is preparing to close out the current Triennial Review. Purpose of the directives review is for organizations to conduct a review of their Marine Corps directives to ensure they are relevant and current. Beginning CY13 the Directives Management program across the Marine Corps will transition from a Triennial Review to a 5-year review to streamline the Directives Review process and align with DoD requirements. Along with the wrap-up of the current review, will be the cancellation of directives that have not been identified as current and or have not started the review process. A MARADMIN has been released announcing the closeout.

Annual Records Management Training

The annual Records Management Training requirement was re-energized by the release of MARADMIN 593/12. A Presidential Memorandum directs agency heads to take specific steps to reform and improve records management policies and practices. To accomplish this, agency heads and commanders are to ensure that all military, civilian, and contractual support personnel are trained in records management responsibilities by utilizing individual web-based training courses located on MarineNet and/or in-house group training specified in the MARADMIN.