AR Division Newsletter
Vol: 5-12
(Sep-Oct)

Greetings,

As many of you know, in August I asked for volunteers to get involved with the development and implementation of the new Strategic Plan Objectives for AR Division. I am specifically looking for energetic and innovative volunteers (Marines, Sailors and Civilians) to lead and assist with the development of Objective 2: "Develop a comprehensive culture of communication and division interaction in order to provide superior customer satisfaction" as outlined in the Strategic Plan. If you are interested in volunteering to assist with this Objective, please send an email to Ms. Ellen Nix (ellen.nix@usmc.mil).

As we closeout FY-12, I would to thank and congratulate all of you on your achievements in what was a very successful year. AR Division Marines, Sailors and Civilians were at the forefront in leading and executing many complex projects that directly supported the Commandant and all of Headquarters, Marine Corps. I look forward to serving with each of you as we face the challenges that await us in FY-13.

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.marines.mil/unit/dmcs/ar/Pages/default.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 4th Quarter FY12 are due to AR Division on 5 October 2012. The next AOQ Award ceremony will be held on 31 October 2012 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.

Director Meet and Greet

The Director will be holding a Meet and Greet for all new personnel that have checked into AR Division since 1 July 2012 on 2 October 2012 in the AR Front Office in Conference Room 1 at 0900.

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)

Vacancy Announcement

GS/12 Budget Analyst
GS/09 Administrative Assistant

FY' 12 End of the Year Closeout Guidance

DFAS is advising that if commands will be submitting Student Loan Repayment packages to be processed and paid within FY12, they need to be provided to organizational payroll offices by 7 September 2012 for processing. Any Student Loan Repayments package not logged into Imaging or Remedy by this date will be suspended until 1 October 2012 (FY13). Due to the high volume of packages submitted during the month of September, student loans packages received after this date will be processed beginning October 1, 2012. Any obligation intended to be charged to FY12 will be routed through organizational accounting departments for appropriate documentation processing.

DTS Voucher Approval Implementation Plan

HQMC will undergo implementation of changes to the DTS Voucher Approval Process scheduled for 17 September 2012. This effort is being led by P&R RFA and the Disbursing/Financial Office (Quantico). While DTS has streamlined the travel process, the Marine Corps continues to struggle with voucher processing and timeliness issues. Per MARADMIN 291/12 2012, all approving officials within DTS for travel vouchers will become reviewing officials and the routing lists will be updated accordingly. ARF conducted training with its ODTA's on 28 August 2012 who will be responsible for training their approving officials. A make-up session is scheduled for 12 September 2012 to prepare for the change.

FY'12 Closeout Guidance

ARF Fiscal is in the final stages of the fiscal year closeout. All deadlines for submitting requisitions have passed. ARF Budget and Managerial Accounting are working to ensure all final transactions/ corrections are posted by 30 September 2012.

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 resolution.

Publication and Logistics Management Branch (ARD)

Branch Overview Refresher

With the annual summer migration of personnel this is an appropriate time to inform the newly joined military and civilian personnel, and remind the not so new, as to who we are and what we do within the Publishing and Logistics Management Branch (ARD). The information that follows is a macro-level glimpse into the services we provide our Headquarters Marine Corps and Marine Corps-wide customers.

ARD is organized into 5 sections:
- Records, Reports and Directives Management Section (ARDB)
- Combat Camera Section (ARDC)
- Facilities Management Section (ARDD)
- Publishing and Logistics Systems Management Section (ARDE)
- Special Programs Management Section (ARDF)

ARD provides Marine Corps-wide policy for:
- Records Management
- Reports Management
- Directives Management
- Printing and Publishing Management
- Forms Management
- Reprographics Equipment Management

Broad categories of support and services provided by ARD include:
- visual information services (graphics, photography, videography, and audiovisual)
- copiers
- facility maintenance
- office renovations
- processing of Marine Corps records, reports and directives
- printing and publishing
- office space planning
- displays/exhibits

We are located in Pentagon room 2B253 and 2C249

Promotions

Ms. Kim Enright-LaMere (ARDB) was promoted to Supervisory Management Analyst, GS-13

Hail

GySgt Antwaun Gibson (ARDC)
MC1 Douglas Bedford (ARDC)
SSgt Miguel Flores (ARDC)

Farewell

Mr. Dan Simmons (ARDC) to retire in September.

Cpl James Purschwitz (ARDC) to leave in September.

Information Systems Management Branch (ARI)

Hail

Maj Charles Atwood
Maj Henry Frank
GySgt Tabitha Williams
Sgt John Watkins
Cpl Paul Lee
Cpl James Tarter
CIV Timothy Caldwell
CIV David Francis
CIV Gidel Mendez
CIV Phillip Schulte

Farewell

GySgt John Zuniga
Sgt Johnny Khamsoulinh
Sgt Matthew Walker

Promotion

Congratulations to Sgt Christina Niles on being promoted to her current rank! This is a well-deserved promotion by a hard-charging Marine.

Reenlistment

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

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)

Freedom of Information and Privacy Act

Hail

Sally Hughes ARSF
David Vogt ARSF
Georgina Sims ARSB
Mariano Linares ARSD

FRESH OFF THE PRESS DoD Instruction 1000.30 - August 1, 2012
The purpose of this Department of Defense instruction is to establish policy and assign responsibilities for Social Security Number (SSN) use reduction in the DoD. It establishes a DoD SSN use reduction plan and incorporates and cancels Directive-Type Memorandum 07-015. The Department of the Navy SSN Reduction Plan, incorporates the requirements of this instruction.

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)

Farewell

Elvin Nazario who accepted a position at Veteran's Affairs.
Charles Andrews who accepted a position at G1- Base Quantico.

Hail

Bertha Clay, EMAS-Quantico
Nancy Serchuk, EMAS-Quantico
Evelyn Boyd, ARHRC-NSF
Penny Thomison, EEO-NSF
Danielle Saville, Deputy Director

Training Opportunities

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

11 Sept	New Employee Orientation	Quantico, Mann Hall, Rm 110a
13 Sept	New Supervisor Orientation	Quantico, Mann Hall, Rm 110a
18-19 Sept	Marine Corps Acculturation Program (MCAP)	Pentagon, Rm 2C253

DON INTERIM PERFORMANCE MANAGEMENT SYSTEM (IPMS) USMC UPDATE: APPRAISAL PERIOD ENDING 30 SEP 2012

1. The DON IPMS performance year ends on 30 September 2012. Below is a notional timeline to show actions that must be completed; rating officials should check with their organizations to determine actual due dates so as to meet deadlines set by Performance Awards Review Boards (PARB).

30 Sep 12 - Rating period ends

NLT 05 Oct - Employee self assessments must be submitted (rating officials should start soliciting for the employee self assessment in mid-September)

NLT 17 Oct - Rating official assessments must be completed and submitted to the Senior Rating Official

NLT 24 Oct - Senior Rating Official review must be completed and appraisal returned to the rating official

NLT 30 Oct - Rating officials communicate appraisals to employees and obtain the employee's acknowledgment

NLT 30 Oct - Performance plans for the 2012-2013 rating period must be established using OPNAV 12430/6(REV. 11/2011) of the IPMS form

31 Oct - 14 Nov - PARBs meet to make decisions on awards

NLT 14 Dec - Employees are notified of PARB decisions

2. Below is guidance on completing the IPMS form, OPNAV 12430/6(REV. 11/2011), for the annual appraisal for USMC employees:

a. By now, Section 1 (Parts A - E, Performance Plan; Part F, Progress Review; and, Part G, Close Out Assessment if applicable) should have already been completed. When completing the below actions please ensure that you "enable the JavaScript" or the form will not work correctly.

b. The employee self assessment will be placed in Part H for each critical element in the employee self-assessment section.

c. The rating official assessment will be placed in Part H in the rating official assessment section. The rating official will also select the rating for each element (Acceptable or Unacceptable) from the drop down list at the bottom of the page for each element rated.

d. The rating official will complete Section 2, Part I (Annual Performance Rating of Record). The fields in this part should automatically populate except for the block "Rating of Record" - a rating of Acceptable or Unacceptable must be manually entered.

e. The rating official will state whether an award is or is not recommended for the employee in Part J (Command Use). An award type or amount will not be included. "(Employee name) is recommended/not recommended for an award. (RO name)."

f. The rating official must complete Part B, Section 2 (Annual Assessment), by inserting intended means of delivery, rating official name, title, and organization, as well as signature and date. "I concur/do not concur with the recommendation for an award. (SRO name)." The SRO must provide justification for not concurring with the award recommendation. Once this is accomplished, the form will be sent to the senior rating official for approval.

g. The senior rating official will complete Part B, Section 2 (Annual Assessment)), by inserting senior rating official name, title, and organization, as well as signature and date.

h. Senior rating officials will state concurrence or non-concurrence with the rating official's award recommendation, also in Part J. Once this is done, the senior rating official will return the form to the rating official for issuance to the employee.

i. The rating official will issue the appraisal to the employee, and have the employee acknowledge receipt in Part B, Section 2 (Annual Assessment), under annual assessment.

3. If you have any questions about this information, please email or call Susan Galloway at susan.galloway@usmc.mil, 703-784-3120; or Nikki Davis email at: nikki.davis@usmc.mil, 571-256-8205. You may also visit HROM's website for more information (http://www.marines.mil/unit/hqmc/hr/Pages/EMAS_Performance.aspx).

4. Additional guidance on uploading appraisals to HROM's appraisal repository will be published at a later date. Guidance for PARBs will be also be distributed at a later date.