



Greetings,

As the famed singer Bob Dylan once noted "the times, they are a'changin"---we have witnessed a drastic change in our economy over the last 5 years as we continue to face civilian hiring freezes, pay freezes, reduced military reenlistment bonuses and promotion opportunities. It would be easy to join the national chorus of gloom and doom in view of our current circumstances and let low morale gain a foothold in the workplace. After nearly 10 years as your Director, I know the men and women of AR Division are made of much stronger "stuff" than to allow these events to affect their daily job performance. As we begin the new Fiscal Year, I urge each Marine/Civilian employee to renew your personal dedication to our mission and customers---thanks again for your outstanding efforts.

Happy 236th Marine Corps Birthday! I am hoping many of you will have the opportunity to celebrate this year's observance; a special thanks to our Marines for their dedicated service throughout the year---Semper Fidelis.

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://hqinet001.hqmc.usmc.mil/ar/ARDIV/index.htm> Click the link entitled "Click here to ask the Director". Fill out the form and click "Submit Your Questions", at the bottom of the form.

Ambassador of Quality Award (AOQ) Program

Nominations for the Ambassador of Quality Award for the 4th Quarter FY11 are due to AR Division. The next AOQ Award ceremony will be held on 15 November 2011, 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. The COI's support the execution of the Civilian Workforce Campaign (CWCP), Civilian career groups are identified by series in 20 Marine Corps COIs. (For more information, visit www.manpower.usmc.mil). For more information contact Mrs. Ellen Nix, AR Div, 703-614-1504, ellen.nix@usmc.mil

Security Coordinator

Mr. Steven Collier is the AR Division Security Coordinator. GySgt Melendez is the Security Assistant. Reminder: On-line Security Training is an annual requirement that must be completed by 31 Dec 2011. Completion certificates should be e-mailed to Mr. Henry James. <http://hqinet001.hqmc.usmc.mil/ar/ARS/Marine%20Security/launchPage.htm>

Check Out Procedure

Personnel that are permanently checking out of AR Division will need to be escorted by someone in their Branch to the AR Front Office to turn in their badge and from there that person will be required to escort them out of the building.

Emergency Escape Mask (EEM) Coordinator

All personnel must turn in their EEM prior to departing AR Div. Effective immediately, there will be no more EEM Training. There will be further word passed on the disposition of the EEM in the near future.

Government Travel Card

The Fiscal Branch continues to work on delinquent Citibank accounts. Daily coordination with HQMC Level 4 Agency Program Coordinators (APC) ensure immediate action is taken to resolve any issues.

Fiscal Branch (ARF)

Continuing Resolution Authority (CRA)

The CRA has been established for the first 4 days of the fiscal year. P&R Division has also issued CRA guidance for an additional 45 days through 18 November 2011. The language in the CRA controls holds execution at the FY11 levels of operations with a 1.5% reduction and extremely minimum leverage to request additional funds. Fund Administrators were informed of this update and additional information will be provided as received.

Civilian Labor

ARF Fiscal will release the first FY12 Manage to Payroll report to HQMC Staff Agencies in November 2011 to provide current status of civilian labor execution. The template is currently being revised to capture data required under the current hiring process.

DTS Updates

CTO fees for option year two of the DTA Area 6 Worldwide Contract is scheduled to take effect on 01 December 2011. Increases to DTS CTO Assist, Non CTO Assist and CTO Assist Outside of DTS fees will go into effect on that date.

Publication and Logistics Management Branch (ARD)

Significant Events

MOVES OF REMAINING USMC ANNEX PERSONNEL. Following is a "tentative" move schedule of USMC Annex personnel relocating to the Naval Support Facility - Arlington (NSF-A).

Tuesday, 6 Dec - Bldg 12, 1st deck HQMC
-Health Services
-P&R (RFA)
-Inspector General

Tuesday, 13 Dec - Bldg 2 HQMC
-I&L (LR)
-Judge Advocate/Defense
-Marine Corps Absentee Collection Unit

****Friday, 9 Dec - Bldg 12, 2nd deck HQMC
-MCICOM
-I&L (LB)
-Safety Department
-Office of Marine Forces Reserve -ARDiv (HROM)

Friday, 16 Dec- Bldg 1 HQMC
-PP&O (PLN)

MANDATORY ANNUAL RECORDS MANAGEMENT TRAINING. The Director, Marine Corps Staff (DMCS) recently signed and released MARADMIN 579/11. The MARADMIN provides guidance and direction for records management training that was previously not available. Point of contact is Records, Reports, and Directives Management Section (ARDB).

Awards

Mr. Paul Bungcayao Jr. was presented the civilian Meritorious Service Medal for his support and service over the past 8 years as the Marine Corps lead to the Pentagon Renovation Project.

Information Systems
Management Branch (ARI)

Promotions and Awards

- Congratulations to Captain Martin Merrick, Sergeant Mark Pierce Jr., Sergeant Matthew Winkelvoss and Lance Corporal Scotty Hayes on being promoted to their current ranks!
- Congratulations to Sgt Paul D'Amico II, Sgt Michael Embry, Sgt Johnny Khamsoulinh, Cpl Jameson Charest, Cpl Yan Mercedez, Cpl Camden Milby, LCpl Scotty Hayes, LCpl Elias Murguia III and LCpl Seth Walley for receiving Letters of Appreciation from the Director, Strategy and Plans Division.

Training

- Sergeants Angela Palm and Christian Elomina are attending the Information Assurance Technician Course at the Marine Corps Communication Electronics School in 29 Palms, CA, as part of their Lateral Move into the 0689 MOS.
- SSgt Doryus Jones, Sgt Michael Paines, Sgt Mark Pierce Jr., LCpl Scotty Hayes and Nyisha Bly-Pierce attended VMware vSphere training provided by CTC-2 aboard Camp Lejeune, NC. VMware is one of the leading providers of virtualization platforms throughout the IT industry.

Information

- For communications issues within HQMC, the ARI Help Desk can be contacted 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.
- Last year ARI personnel joined together to form the running team "Two Foot Onions" to compete in the 35th Marine Corps Marathon. They did an amazing job and raised over \$18,000 for the Injured Marine Semper Fi Fund Organization. Motivated by last year's success, ARI personnel are once again joining together to form a running team for this year's Marathon! Team membership is open to Marines, Civilian Marines and Contractors outside of ARI. If you are interested, please contact Michael Tomlinson at cell 571-278-4143 or email michael.p.tomlinson.ctr@usmc.mil

Human Resources and Organizational
Management Branch (ARH)

HR Related News

"Several ARHM personnel participated in the CFC 5K Fun Run/Walk - Semper Fi-ghting Obesity on 12 October 2011 at Henderson Hall. Great work, team!"

Hail

Sgt Michael Embry
Cpl Yan Mercedez
CTR Herman Athias

Farewell

SSgt Joseph Langiu (EAS)
SSgt Daniel Zaffino (EAS)
Sgt Lukas Gaedtke (EAS)
Sgt Stephen Mees (PCS)
Sgt Daniel Vasquez (EAS)

Baby Girl

Congratulations to Corporal Nicholas Shell and his wife as they welcome the newest addition to their family – baby Isabella!

Hail

Ms. Glovinia Harris. She returns to HROM after a 3 year tour in Italy. Ms. Harris previously worked in HROM Organizational Development office and has returned to work with the EEO office.

Training Opportunities

To register go to: <http://hqmc03d.hqmc.usmc.mil/hromtrain.nsf>. For more information, call (703) 614-4111 or email smb.hqmc.arhb.trng@usmc.mil

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| 2-3 Nov | 0800-1600 | Marine Corps Acculturation Program (MCAP), Pentagon, Rm 2C253, Conf #3 |
| 15 Nov | 0800-1600 | New Employee Orientation, Pentagon, Rm 2C253, Conf #3 |
| 17 Nov | 0800-1600 | New Supervisor Orientation, Pentagon, Rm 2C253, Conf #3 |
| 6 Dec | 0800-1600 | New Employee Orientation, Quantico, Mann Hall, Rm 110a |
| 6-7 Dec | 0800-1600 | CSRS Retirement Planning, Pentagon, Rm 2C253, Conf #3 |
| 8 Dec | 0800-1600 | New Supervisor Orientation, Quantico, Mann Hall, Rm 110a |
| 8-9 Dec | 0800-1600 | FERS Retirement Planning, Pentagon, Rm 2C253, Conf #3 |

Security Programs and Information Management Branch (ARS)

Personnel and Information Security

Security Coordinator Meeting. The 1st Quarter FY12 Security Coordinator Meeting will be held on Tuesday, 15 November 2011. The theme for the meeting is “What Should You Know About Operations Security”. 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. Guest speaker for the meeting will be Mr. James Sydnor, PP&O Information Operations. For questions contact the Security Manager at (703) 614-2320.

Communication Security

AR Division personnel that utilize SIPR must be mindful of all windows that may afford visual observation of classified activities within the facility. Blinds and/or drapes must remain closed. If any assistance is needed, please feel free to contact the Physical Security Specialist (703) 693-2696