

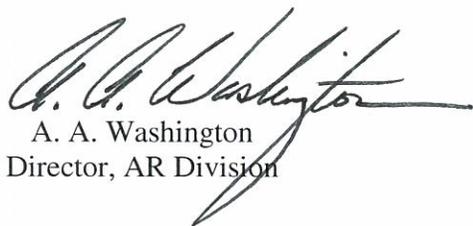
Greetings,

Despite the summer long turmoil associated with the recent budget battles in Congress, the record D.C. heat, the ongoing hiring freeze and the increasing demands of HQMC, the Marines and Civilians in AR Division have continued to perform their mission in a superb manner. The Director of the Marine Corps Staff and I remain very proud of what AR Division has accomplished especially in view of the obstacles that each of you face each day.

As we move toward FY-12 in October, our operational budget will continue to be very tight. I again ask that you take personal responsibility within your work domain to reduce costs and ensure that we receive the best value for the funds that we expend.

Finally, I want to thank MSgt Rodriguez and the AR Division Picnic Committee for their dedicated efforts in planning our Annual Picnic---well done!

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 no later than 14 October 2011. 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](mailto: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](http://www.manpower.usmc.mil)). For more information contact Mrs. Ellen Nix, AR Div, 703-614-1504, [ellen.nix@usmc.mil](mailto: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>

### New 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. New personnel joining AR Div must attend EEM training. EEM training is an annual training event. EEM training at the Pentagon, takes place in the Pentagon Library. Please contact Mr. Henry James for initial or refresher training.

## Fiscal Branch (ARF)

### Standard Labor Data Collection And Distribution Application (SLDCADA)

#### 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.

ARF Fiscal will be decentralizing SLDCADA payroll processes and conducting training with Safety Division, Norfolk, Virginia and MISSA Division, Kansas City, Missouri in August and September 2011. The decentralization and training is to provide a better understanding of SLDCADA controls and capabilities.

#### FY'11 Closeout Guidance

This is the final quarter of FY11, and ARF Fiscal is working to have a successful closeout. Both RCO Quantico and ARF Fiscal FY11 Closeout Guidance have been provided to all fund managers for use to ensure contracting requirements are met in a timely manner.

#### FY'12 Funding Authorization

ARF Fiscal will be coordinating with its fund managers in September 2011 about any changes for the FY12 Funding Authorization Phasing Plans. Due to the implications from this year extended CRA, P&R Division has issued guidance to plan for a CRA of 150 days for FY12. This will give fund managers ample time to plan and execute contract requirements.

## Publication and Logistics Management Branch (ARD)

#### Significant Events

The Department of Navy, Assistant for Administration (DON/AA), Ms. Lucchino has initiated a series of approximately 40 efficiency studies to review a host of subject matters impacting the Navy Secretariat, OPNAV and HQMC. As the title of "efficiency studies" implies, these studies are intended to result in improved efficiencies by means that may include consolidation of resources, cost reduction, process improvement/standardization, or others. Publishing and Logistics Management Branch (ARD) is currently providing HQMC representation and participation in 4 of the DON/AA efficiency studies; "Space Management", Records Management, "Exhibits and Office Furnishings", and the "Executive Motor Pool". Some of the 40 efficiency studies and their associated working groups started as early as November, 2010 while others have yet to kick-off.

#### Awards

Mr. Curtis Bricker (ARDE)-20 Years Federal Service  
Ms. Laurie Somers (ARDE)-35 Years Federal Service  
Ms. Kim Enright- LaMere Action Officer of the Second Quarter 2011

#### Promotions

Cpl Waylon Parker (ARDC) promoted to Sgt  
LCpl James Purschwitz (ARDC) promoted to

Cpl

#### Hail

Cpl Jonathan Reitzel (ARDC)

#### Newborns

GySgt Stankus and family welcome a baby boy born 10 July 2011  
Cpl Pickelsheimer and family welcome a baby boy born 15 July 2011

# Information Systems Management Branch (ARI)

## Promotions

- Congratulations to Staff Sergeant Doryus Jones and Sergeant Lukas Gaedtke on being promoted to their current ranks!

## 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.
- Capt Randolph Peters, GySgt James Moore, SSgt Tracy Salzgeber, Marcos Ponce, Anthony Hall, Claire Kunkle, Nyisha Bly-Pierce, Glenn Foster, Sandra Phillips, Marques Murray and Lester Harris attended the Information Technology Infrastructure Library (ITIL) v3 Foundation training provided by Microsoft. ITIL is one of the most widely-used IT service management frameworks in the world.
- Maj Christopher Wilsey attended the Global Knowledge Security+ Prep Course in preparation for taking the CompTIA Security+ certification exam. This training covers a variety of important topics dealing with network security and business continuity.

## 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 35<sup>th</sup> 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](mailto:michael.p.tomlinson.ctr@usmc.mil)

# Human Resources and Organizational Management Branch (ARH)

## HR Related News

In an effort to improve the effectiveness and efficiency of employee checkouts at HQMC, AR Division will pilot a new Civilian Employee Checkout Process beginning 1 August 2011. This new automated process has been created by AR Division personnel who participated in an Employee Checkout working group. The pilot will allow AR Division personnel to identify any part of the new process that requires refinement prior to it being fully implemented at other HQMC staff agencies. The new Checkout Process will be based on an automated SharePoint tool that will enhance communication with departing personnel and our own branches as we work together to manage departures.

## Hail

1stLt Martin Merrick  
Sgt Trevor Owenby  
Cpl Camden Milby  
CTR Matthew Essig

## Farewell

Maj Christopher Wilsey (PCA)

## Staying Marine

Congratulations to Sgt Angela Palm on her recent decision to reenlist and lateral move into the 0689 MOS, Information Assurance Technician! Years of experience and technical proficiency as a Data Network Specialist will be put to good use in her new MOS.

## Farewell

Brenda Molina who accepted a job with the USAF in Florida.  
Sam Lynes who accepted a job with NAVSEA.  
Erica Smith who accepted a job with HUD.

## Congratulations

Megan Cefferillo & Lauren Lafaye on your promotion.

## EEO Training

27 Sep 0830-1130 & 1230-1530 Conference Room M2 at the Pentagon Conference Center  
28 Sep 0830-1130 & 1230-1530 Gray Research Center Auditorium, Quantico  
For more information, please call 571-256-8302.

## 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](mailto:smb.hqmc.arhb.trng@usmc.mil)

20-21 Sep 0800-1600 Leadership: The Critical Difference Navy Annex, Rm 1110

For non-supervisor employees who desire to increase their interpersonal dynamics and success by applying leadership traits and abilities. This course will address the core requirements of transitioning from a subordinate/staff position to the managerial/supervisory position.

22-23 Sep 0800-1600 Methods and Techniques of Successful Managers Navy Annex, Rm 1110  
Supervisors

For managers and supervisors wanting to increase their managerial skills and abilities for achieving goals and objectives. Learn the skills and tools for facing increasing challenges and responsibilities of being a successful manager and supervisor.

## Security Programs and Information Management Branch (ARS)

### Personnel and Information Security

#### **Summer Security Savvy**

While minds are drifting towards planning leave, don't relax on your security requirements and use your security savvy this summer. It's the little things that can help you have a secure summer, simple steps such as:

- Don't post vacation photos or other status updates on social media alerting others your home is unoccupied.
- Receive a security travel briefing before heading overseas.
- **Make your home look lived in.** A light on a timer is a great first step.
- Don't leave obvious signs that the house is unoccupied. Stop the mail and paper, or have a neighbor take it in.
- Lock your car and don't leave the windows rolled all the way down.

While some of these steps may appear to be common sense, people often make these mistakes. Don't let simple mistakes ruin your summer!

### Communication Security

Please ensure all of your EKMS paperwork is complete (i.e., CMS Acknowledgement Forms and Authorization to Draw COMSEC Forms). Be sure to rekey your agency's STE phones quarterly to prevent compromise of the KSV-21 card. If you require assistance or have questions, please contact your EKMS Manager at (703) 14-2305.