

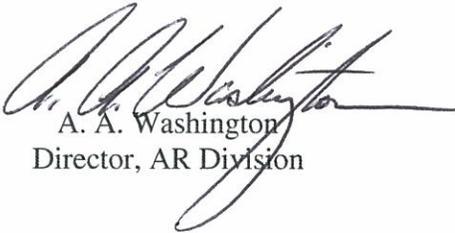
AR Division Newsletter Vol: 1-11 (Jan-Mar)

Greetings,

AR Division and the "AR Flag" officially depart the Navy Annex on March 22d for the first time since 1944. From 1944 to 2011, AR Division has provided dedicated administrative and logistical support to Marine Corps units across the globe during World War II, the Korean War, the Cold War, Vietnam, and the modern day Middle Eastern conflicts in Iraq and Afghanistan.

As we begin a new era in the Pentagon as members of Headquarters, Marine Corps (HQMC), I challenge each of you to uphold the proud tradition of providing superior service to our Corps worldwide. Your loyal support has set the standard for excellence---let's continue to "lead from the front" in our new home.

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

The next AOQ Award ceremony will be held on 10 May 2011, at the Henderson Hall Theater. For more information contact Mrs. Ellen Nix, AR Div, 703-614-7863, 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 information sharing throughout the civilian workforce. The COI's support the execution of the Civilian Workforce Campaign (CWCP) and are led by the Civilian Career Advocacy Board (CCAB), which is composed of the Senior Civilian Executives and GS-15's in the Marine Corps. (For more information, visit www.manpower.usmc.mil).

For more information contact Mrs. Ellen Nix, AR Div, 703-614-7863, ellen.nix@usmc.mil.

Security Coordinator

Mr. Steven Collier is the security coordinator for AR Div, GySgt Melendez is the security assistant. Reminder: On-line Security Training is an annual requirement must be completed. Completion certificates should be e-mailed to Mr. Henry James.

<http://hqinet001.hqmc.usmc.mil/ar/ARS/Marine%20Security/launchPage.htm>

Parking Rep

All Temporary Parking Clearance Request Forms for the Navy Annex (FOB2) must be e-mailed no later than 1530 the day prior of effective date to GySgt Melendez.

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 which will be held on 14 March 2011 in the CMC Theater, beginning at 0900.

Government Travel Card

ARF Fiscal continues to work the delinquent Citibank accounts. Coordination daily is completed with HQMC Level 4 Agency Program Coordinators (APC) to ensure immediate action to resolve this matter.

Fiscal Branch (ARF)

Continuing Resolution Authority (CRA)

On 1 January 2011, P&R Division released the fourth portion of the CRA funding authority through 4 March 2011. Full year authority has not been decided on by Congress. The most current guidance is that the CRA may continue for the entire year. ARF Fiscal has released all resources to the fund administrators according to CRA plan to date.

POM 13 Process

Official guidance has been issued concerning the POM-13 process. POM-13 will fundamentally differ from previous POM cycles. Specifically, the new process will be capability-based and focused on "eliminating gaps, reducing vulnerabilities and maximizing capacities." Additionally, PEBs will no longer control a portion of the budget. All programs identified as "non-core" will compete for funding. ARF Fiscal will be participating at the Installation PEB on 22 – 25 February 2011 and the HQMC PEB on 28 February – 2 March 2011.

Publication and Logistics Management Branch (ARD)

Significant Events

- AR DIVISION PENTAGON MOVES

ARDiv will complete the majority of its moves to the Renovated Pentagon during the month of March.

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|--------------------|----------|
| ARF | 10 March |
| ARDiv Front Office | 22 March |
| ARD | 22 March |
| ARH | 22 March |
| ARS | 31 March |

- MOVE PREPARATIONS & RECORDS DESTRUCTION

In anticipation of our relocation to the Pentagon, many offices are "cleaning house" and discarding files that are no longer needed for their business purposes. Before you throw away another file, ARDB Records Management is committed to assisting with the transfer of records to the Federal Records Center. If your office has records that need to be transferred, please contact Ms. Kim Enright-Lamere, Mr. Robert Bisel or Mr. Cory Bittner in ARDB Records Management. We will guide you through the proper steps in accomplishing this very important task. Don't wait until the last minute - call today to begin the process!

- MARADMIN 072/11 TRANSFER OF CLASSIFIED & UNCLASSIFIED RECORDS

MARADMIN 072/11 was signed and released Tuesday, 1 February for the purpose of improving the current process of transferring unclassified and classified records from Marine Corps activities/commands to the National Archives and Records Administration (NARA).

Hail

Mr. Daniel Simmons (ARDC)
Mr. Alec Weck (ARDD)

Farewell

Ms. Helen Stewart (retired
after 42 years of Federal
service)

Information Systems Management Branch (ARI)

Awards

- Congratulations to Corporals Orlando Munoz and Matthew Walker on receiving their Good Conduct Medals!
- Congratulations to GySgt Daniel Norton, Sgt William Valcourt and LCpl Kolton Lark on receiving the Meritorious Day Off Award from Mr. Washington!

Training

- Captain Randolph Peters successfully passed the CompTIA Network+ examination and received his certification.
- MSgt David Therrien III, Aldo Brown, Linda Wright, Michael Duong, Manfred Kyereboah, Rhonda Hicks and Wendy Evans-Webb enhanced their proficiency with information technology (IT) workflow processes by completing Information Technology Infrastructure Library (ITIL) training as well as Microsoft Operations Framework (MOF) training.
- Sgt Anthony Stapleton spent three long months in the desert sands of 29 Palms, CA before graduating from the Information Assurance Technician Course in order to complete his lateral move to the 0689 MOS.
- Corporals Jeremy Eroh and Johnny Khamsoulinh spent three weeks diligently studying the fine art of NCO leadership before successfully graduating from the Corporals Course at the Staff Noncommissioned Officers Academy in Quantico.
- Marcos Ponce, Manfred Kyereboah and Oba Young completed the Defense Information Systems Network (DISN) Data Services Training Course.

Information

The Marines, civilians and contractors of ARI did an outstanding job relocating to the Pentagon, ensuring that the entire process was completed smoothly and timely while minimizing service interruption to their customers. Although their physical location has changed, the ARI Service Desk can still be contacted at the same phone numbers: 614-1721/1723 and 695-1725.

Hail

GySgt James Moore
SSgt Tracy Salzgeber
Cpl Nicholas Shell

Farewell

SSgt Lucaz Bustamante (PCS)
Sgt Justin Williams (PCS)
Sgt Anthony Stapleton (PCS)

Promotions

Sgt Michael Quinn,
Sgt William Valcourt,
Sgt Justin Williams,
Cpl Allen McLain,
LCpl Kolton Lark,
LCpl Elias Murguia III and
LCpl Jerry Wilkins were
promoted to their current
ranks.

Vacancies in AR Division

ARDF Support Services Spec.

GS-0342-09 Navy Annex

ARDE Supply Management Specialist

GS-2003-12 Navy Annex

Human Resources and Organizational Management Branch (ARH)

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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|-----------|------------------------------------|---------------------|
| 15 Feb | New Employee Orientation | Navy Annex, Rm 1110 |
| 17 Feb | New Supervisor Orientation | Navy Annex, Rm 1110 |
| 22-23 Feb | Marine Corps Acculturation Program | Navy Annex, Rm 1110 |

HR Related News

This year the Department of the Navy will transition from CHART application system to a more streamlined process using USAJOBS. During this transition, job applicants should search for civilian Navy and Marine Corps jobs at USAJOBS web site as well as CHART web site to ensure maximum job consideration. Marine Corps will begin transitioning this month with Marine Corps Systems Command and Marine Corps Recruiting Command leading the way.

Security Programs and Information Management Branch (ARS)

Personnel and Information Security

Per Executive Order 13526 - Classified National Security Information of 29 December 2009, ARS will be publishing a Security Note directing Staff Agencies/Activities to identify by name and position, personnel who apply derivative classification markings. These personnel are required to receive training in the proper application of the derivative classification principles at least once every 2 years. The importance of this training will ensure proper marking of classified documents, reduce over-classification, and ensure proper handling of the classified documents.

As a new requirement all derivative classifiers will be required to complete the training during calendar year 2011. The training is available online at Defense Security Services Academy (DSSA) website at <http://dssa.dss.mil/seta/seta.html>.

Passport/Visa

Due to an increase in Reserve Deployments, passport and visa processing have increased quite a bit. As you plan your future travels, please remember to apply for passports and visas as early as possible to allow plenty of time for processing. Any questions or concerns please call the Passport Management Office at (703) 614-1615 or 6574.

Communication Security

Local Elements are required to maintain an up-to-date list of personnel with access to COMSEC material. If any person is assigned to a position that requires access to keying material or secure communications piece of equipment (ex. STE phone or ECC card - KSV21 that person must have a CMS Responsibility Acknowledgement form on file. The EKMS (ARS) Manager must be provided with a copy of the CMS Responsibility Acknowledgment form for new member or departing personnel. If you have any questions or concerns please contact EKMS (ARS) Managers at (703) 614-2305.

Hail

Ms. Holly Norris & Mr. Ryan Williams who joined the ARHB team.

Classification Team from Quantico has moved to the Annex: Ms. Mandy Powell
Ms. Kauthar Peterson, Christine Melendez & Samuel Lynes

Farewell

Mr. Andy Gonzalez who accepted a position with the Veterans Administration.

Ms. Vicki Hitt who retired after 35 years of federal service.

Awards

Congratulations to Mr. John Farrell, Mr. Nate Taylor & Mr. Stephen Chostner on receiving Meritorious Day Off.

Farewell

Ms. Shakimah Torres: who accepted a position with the Army.

Ms. Genevieve Best: who accepted a position with NCIS