

AR Division Newsletter

HQMC

May-Jun

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The Directors Corner

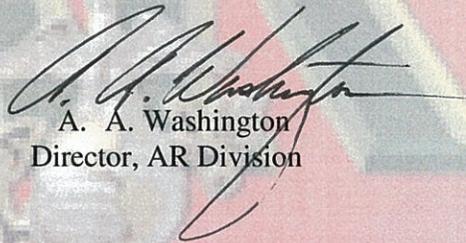


Greetings,

This will be the LAST edition of the AR Division Newsletter in this format; thanks to the efforts of the Strategic Plan Working Group (Goal 2) we will embark upon a new E-publication entitled the Division Digest. While the new format will offer a new design, the key improvement will come from YOU---the individual Civilian and Marine---you will be provided with numerous blog opportunities to contribute Branch and Section updates, timely information, and personal work experiences/etc. Hopefully the result will yield a more meaningful product for all in AR Division to enjoy.

I hope you and your families will enjoy the Memorial Day holiday (25-27 May). Please remember to drive safely during the upcoming summer vacation months.

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.

"SERVING THE MARINE CORPS SINCE 1944"

Ambassador of Quality Award Program

The next AOQ Award ceremony will be held on 6 August 2013 from 09:30-10:30 AM at the Pentagon Conference Center Room B6 and 6 August 2013 from 2:00-3:00 PM at Quantico South HROM Training Room. Nominations for 3rd Quarter are due by COB 8 July 2013. 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/civilian_marine. 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 MSgt Melendez is the Assistant Security Coordinator. Reminder: On-line Security Training and Combating Trafficking in Persons (CTIP) are annual requirements that must be completed by 31 Dec 2013. 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

Looking for Training Opportunities

MARINET: Civilian Online Education Classes

In collaboration with the College of Distance Education's MarineNet office, all Civilians are afforded the opportunity to participate in on-line distance learning courses. You can take advantage of open enrollment on MarineNet at www.marinenet.usmc.mil. For more information contact Mrs. Ellen Nix, AR Div, 703-614-1504, ellen.nix@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, courier card, 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.

Hail

CIV Collin Northrup (ARD)

CIV Elena Drayer (ARDB)

CIV Rena Jackson (ARHD-
Quantico)

CIV Michael Dosland (ARHEA-
Pentagon)

CIV Nikkia Flanigan (ARHRA-
Pentagon)

CIV Joseph Testerman (ARI)

CIV Nicole Duff (ARI)

GySgt Jasmine Gonzalez (ARI)

Congratulations

MSgt Jose Melendezdroz on being promoted to his current rank.

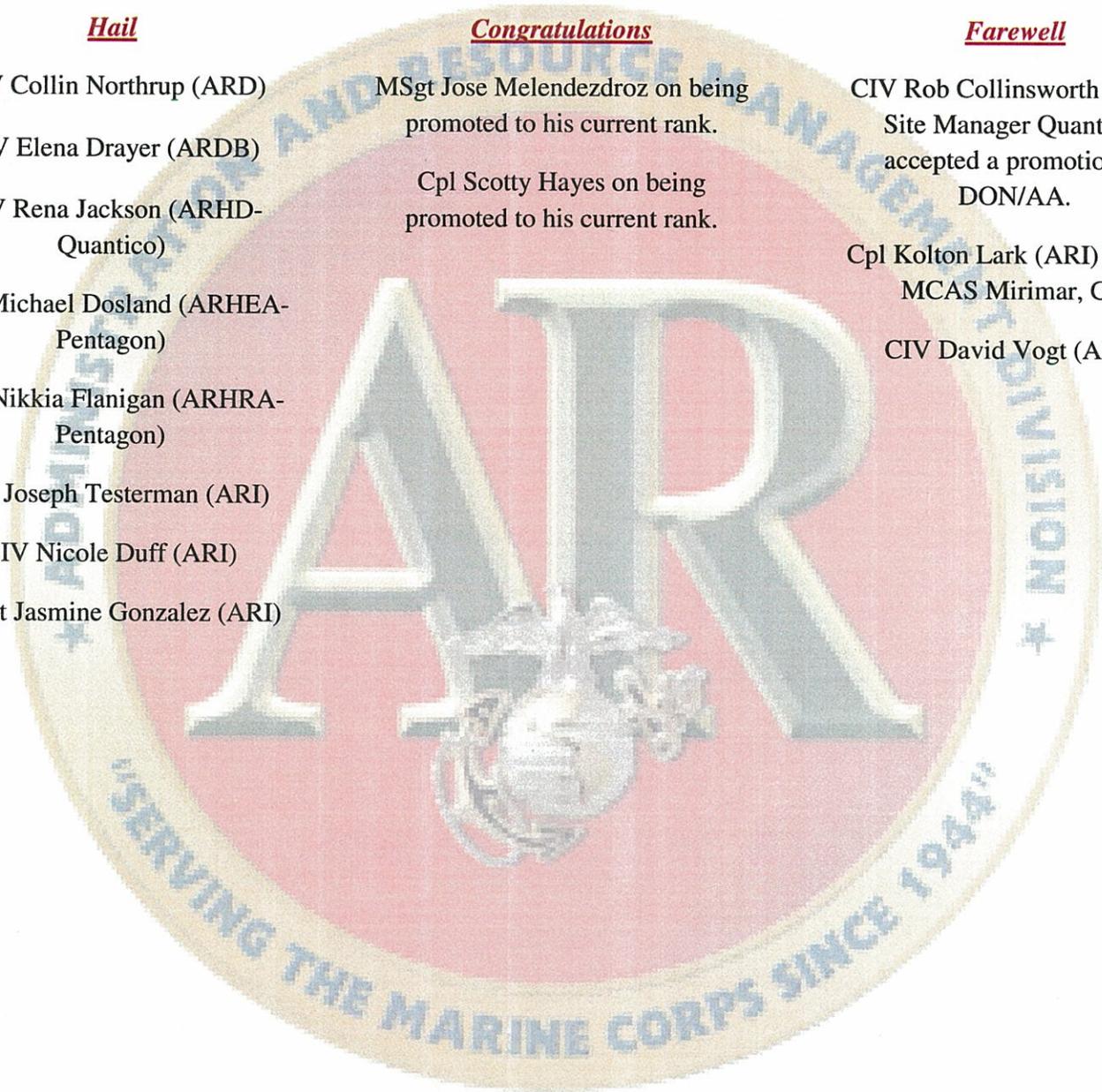
Cpl Scotty Hayes on being promoted to his current rank.

Farewell

CIV Rob Collinsworth (ARH, Site Manager Quantico) accepted a promotion at DON/AA.

Cpl Kolton Lark (ARI) PCS to MCAS Mirimar, CA

CIV David Vogt (ARS)



Publication and Logistics Management Branch (ARD)

Records, Reports & Directives

Over the past 18 months the Records, Reports and Directives Management Section has focused on the successful execution of the Marine Corps Triennial Directives Review and the orchestration of "Armed Conflict Records" initiative. The Triennial Review is nearly complete with 100% accountability and currency of Marine Corps directives; the first time ever that closure of the process has been achieved. Endeavors, as they relate to the "Armed Conflict Records initiative, are beginning to bear fruit for the management of records Marine Corps wide as processes/procedures and lessons learned are influencing Marine Corps Records Management policy, training and compliance.

Exhibits

General John Paxton Jr. recently replaced General Joseph Dunford as the Assistant Commandant of the Marine Corps. In conjunction with that transition, the Special Programs Management Section (ARDF) updated the APMC's display located on the 4th Deck, E-Ring with new photos and biographies.

Headquarters Marine Corps Combat Camera (ComCam) Realignment

As detailed in the Director Marine Corps Staff's memorandum for the record dated 4 March, 2013, effective 8 March 2013 COMCAM realigned from Administration and Resource Management Division to Public Affairs.

Fiscal Branch (ARF)

FY '13 Closeout Guidance

This is the third quarter of FY13, and ARF is working to have a successful closeout. The RCO Quantico Closeout Guidance has been received, and guidance from ARF is being finalized to be provided to all fund managers for use to timely meet contracting requirements.

ARF Training

ARF is tentatively scheduled to conduct Financial Management training on 15-16 and 22-23 May 2013 with its fund administrators. The training will focus on the financial functions according to phasing/spend plans. Also, there will be hands-on training on the unliquidated orders process and the following systems:

PR Builder

Wide Area Workflow (WAWF)

Electronic Document Access (EDA)

Defense Travel System (DTS)

Standard Accounting, Budget and Reporting System (SABRS)

ReportNet

SharePoint

Status of Budgetary Accounting (SBA) Audit for 2013-2014

The SBA is set to begin in May 2013. The Marine Corps is the only DOD Component undergoing an external audit. Last year marked the first time the Marine Corps fully responded to all auditor samples and requests within the established timeframes and completed testing. AR Division received 41 samples and 16 follow-up questions without a single exception - Bravo Zulu! AR Division will continue to maintain the same high standards during the upcoming audit.

Statement of Assurance Certification Statement (SOA)

AR Division input to the SOA Certification Statement is due on 8 May 2013 for submission to P&R Division. The statement is the Director's certification that internal controls across the Division: (1) achieve goals and objectives, (2) comply with laws and regulations, (3) reduce fraud, waste and abuse, and (4) ensure the safety and security of people and assets. All responses should be submitted to Mr. Jonathan Newell, the Manager Internal Control Program Coordinator.

Government Travel Charge Card Program

Government Travel Charge Card (GTCC) Split Disbursement: MARADMIN 216/13 issued April 2013 has been issued providing mandating guidance for the use of the GTCC, split disbursement requirements and voucher payment procedures. The MARADMIN states "travelers shall identify the appropriate split disbursement amount to satisfy the current balance of all undisputed charges on their GTCC". Please see MARADMIN 216/13 for further guidance. Questions concerning this issue can be directed to Ms. Constance Walter, ARF Fiscal (703) 695-4747.

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.

Information Systems Management Branch (ARI)

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.

Human Resources and Organizational Management Branch (ARH)

Training Opportunities

HROM sponsors a variety of quality on-site classes for civilians and their supervisors. Course offerings range from Pre-retirement Planning to Leadership Skills and are conveniently located at the Pentagon and aboard Marine Corps Base Quantico. To view or download the current schedule of courses and register online, visit the HROM-Sponsored Training Website:

<https://hqmc.usmc.afpims.mil/hrom/SponsoredTraining.aspx>

HOMC Civilian Leadership Development Program

The Organizational & Workforce Management Section (ARHM) recently issued their first quarterly newsletter that contains leadership topics, tools, and resources. Program participants receive this newsletter via email, but everyone can enjoy it online by visiting the Program's homepage and clicking the blue "CLICK HERE" button on the right:

<http://www.hqmc.marines.mil/hrom/OrgWorkforceMgmt/CivilianLeadershipDevelopmentProgram.aspx>

HOMC Onboarding Tools and Resources

Don't forget about the HQMC Online Onboarding Guides for new employees and their supervisors! HROM developed this web-based Onboarding Guide to provide new civilian employees, their supervisor, and their peers the tools, resources, and knowledge required for a robust year-long onboarding experience. It's not just a great resource for new hires; the Supervisor's Guide features an online portal through which supervisors and managers can access a comprehensive management system that enables them to assign and track required actions for onboarding their new personnel. Please check out these valuable resources and help us spread the word!

Onboarding Guide for Supervisors:

<https://hqmc.usmc.afpims.mil/hrom/NewEmployees/SupervisorsOnboardingGuide.aspx>

Onboarding Guide for New Employees:

<https://hqmc.usmc.afpims.mil/hrom/NewEmployees/WelcomeAboard.aspx>

Admin Furlough Planning for ARDiv

For information concerning the furlough, please visit the MPC website at www.manpower.usmc.mil/furlough or <http://www.hqmc.marines.mil/hrom/UnitHome.aspx>. Additionally, should you have any questions that are not answered by the website, please call (703) 614-8371.

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!

Freedom of Information Act and Privacy

Personally Identifiable information (PII) is information about an individual that identifies, links, relates, or is unique to, or describes an individual, (e.g., SSN; age; rank; grade; marital status; race; salary; home phone number; security clearance level; drug test results; performance rating; biometrics; personnel, medical and financial information). For more info visit <https://hqodod.hqmc.usmc.mil>

Security of Government Property

In accordance with MCO 5530.14A

1. All U.S. Government computers and similar equipment must be marked to identify the items as U.S. Government property. During non-duty hours, office doors will be secured and access controlled.
2. Video recorders, televisions, and similar items used for mission related audio-visual purposes will be secured in spaces where access is controlled during normal duty hours.