

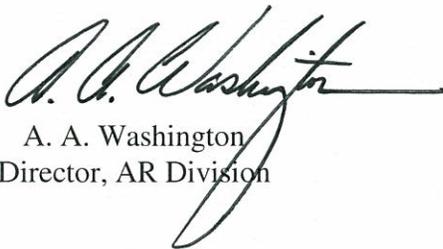
Greetings,

Welcome aboard to a growing population of new Civilian hires and Marines in AR Division; the challenges that you will be presented with over the next few years will certainly tax your best efforts. We need your new ideas and suggestions as to how we can streamline our work processes and become more customer service oriented.

Farewell to our Marines who are transferring and/or EASing this summer. I commend and thank each one of you for your dedicated service and loyalty. HQMC is a very difficult duty station for a junior enlisted Marine to serve; many of our Marines not only survive this test but blossom into seasoned performers during their tenure.

As vacation season begins, please remember to drive safely (stay buckled-up!) and enjoy your vacation.

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 3rd Quarter FY12 are due to AR Division on 13 July 2012. The next AOQ Award ceremony will be held on 7 Aug 2012 from 10:00-11:00 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.

AR Division Family Day

The AR Division Family Day will be held on Friday, 3 August 2012 at Barcroft Park in Arlington Va. Additional details will be provided at a later date.

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)

GSA Smart Pay Conference

Registration for the GSA Smart Pay Conference held annually began on 3 May 2012. The conference will be held July 2012 in Nashville, Tennessee. A representative from ARF will be attending. The conference is held to conduct hands-on-training on the Citibank Card Management System and to provide the most up-to-date policies and procedures during the Marine Corps/Department of the Navy breakout sessions.

ARF Training

ARF is tentatively scheduled to conduct Financial Management training on 30-31 May and 27-28 June 2012 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)
Standard Accounting, Budget and Reporting System (SABRS)
SharePoint

Defense Travel System (DTS)
Electronic Document Access (EDA)
ReportNet

Publication and Logistics Management Branch (ARD)

Significant Events

Records, Reports and Directives Management Section (ARDB), initiated a pilot to standardize how Armed Conflict Records are created, managed, and stored in-theater... 1st Service to do so. Starting with I MEF's current rotation to Afghanistan, Marines will begin utilizing available technology (SharePoint) to electronically collect and categorize Armed Conflict Records in-theater (virtually real time), transfer to CONUS (MCI-EAST), and ultimately archive at National Archives and Records Administration (NARA). This effort is being conducted through collaboration/cooperation with MARCENT, I/II/III MEF, MCI-East/West, MARFORCOM, and HQMC C4. Command Designated Records Managers (CDRM) and the Information Management Officers (IMO) are playing an integral part in ensuring success of this pilot. In addition to preserving Marine Corps records, these efforts will enhance information and knowledge management for the warfighter. While the immediate focus of the pilot is on electronically capturing current records, once refined, the process will be expanded to include harvesting legacy records. The ultimate goal is to manage all Marine Corps records using this process. This initiative is in concert with the recent President of the United States (POTUS) Memo, "Managing Government Records" (dated 28 Nov 2011). By managing our records in this fashion, we will be minimizing the administrative burden on the warfighter while at the same time safeguarding/preserving Marine Corps Records.

Promotions

Ms. Darcy Redding (Records, Reports and Directives Management Section - ARDB) was promoted to GS-12.

Mr. Cory Bittner (Records, Reports and Directives Management Section - ARDB) was promoted to GS-11.

Hail

Ms. Jamie Pitcher (ARDC)

Farewell

MC1 Daniel Bristol (ARDC) retired from the United States Navy. His retirement ceremony was held on 8 May 2012 at the Pentagon.

Information Systems
Management Branch (ARI)

Hail

LCpl Curtis Dunham
PFC Jonathan Bartley
PFC Abraham Camacho
PFC Mark Grabowski

Farewell

Sgt Christian Elomina
Sgt Kevin Kelly
Sgt Angela Palm
Sgt William Valcourt
Sgt Matthew Winkelvoss
Cpl Camden Milby

Promotion

Congratulations to Sergeant Orlando Munoz, Corporal Kolton Lark and Corporal Seth Walley on being promoted to their current ranks! These are well-deserved promotions by 3 hard-charging Marines.

New Additions to the Family

Congratulations to Sergeant William Valcourt and his wife on the birth of their baby boy, William Valcourt Jr. Congratulations to Mr. and Mrs. Marcos Ponce on the birth of their baby girl, Lillian Ponce.

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

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

15-16 May	0800-1600	Marine Corps Acculturation Program (MCAP)	Pentagon, Rm 2C253
15 May	0900-1100	Office of Workers Compensation Program (OWCP)	Quantico, Mann Hall, Rm 110a
15 May	1300-1500	Office of Workers Compensation Program (OWCP)	Quantico, Mann Hall, Rm 110a
21-24 May	0800-1600	Leadership for Non Supervisors	Pentagon, Rm 2C253
22-23 May	0800-1600	Retirement Planning-FERS	Quantico, Mann Hall, Rm 110a
24-25 May	0800-1600	Retirement Planning-FERS	Pentagon, Rm 2C253

Hail to Our New Employees

George Roundtree: Recruitment/NSF
Chris Grondalski: EMAS/Pentagon
Sarah Wyckoff: Recruitment/Quantico
Nancy Sercuck: EMAS/Quantico
Karen York: Recruitment/Quantico
Bertha Clay: EMAS/Quantico

Baby Congratulations

John & Tammie Farrell welcome
Cheyenne Halo born Tue-10 Apr.

Continue:

5 Jun	0800-1600	New Employee Orientation	Quantico, Mann Hall, Rm 110a
7 Jun	0800-1600	New Supervisor Orientation	Quantico, Mann Hall, Rm 110a
12-13 Jun	0800-1600	Pre-Retirement Planning-Mid Career	Quantico, Mann Hall, Rm 110a
14 Jun	0800-1600	Retirement Planning Refresher-CSRS/FERS	Pentagon, Rm 2C253
18-19 Jun	0800-1600	Organizational Communication and Collaboration	Quantico, Mann Hall, Rm 110a
19-20 Jun	0800-1600	Marine Corps Acculturation Program (MCAP)	Quantico, Museum, Trailer #2
21-22 Jun	0800-1600	Organizational Communication and Collaboration	Pentagon, Rm 2C253

Security Programs and Information Management Branch (ARS)

Personnel and Information Security

Welcome Aboard

Mr. Taiwo Thomas
(Physical Security Specialist)

Ms. Barbara Gonzalez
(FOIA)

As a reminder, personnel must ensure sensitive information is only shared with those with an authorized clearance, access, and need to know. Failure to do so may have the potential of placing personnel and facilities at risk. Personnel who intentionally propagate or mishandle sensitive information are in violation of existing regulations and may be subject to administrative or punitive action. For questions regarding Information Security, contact the Security Office at (703) 614-3609.

Communication Security

As a good security practice it is highly recommended that Secure Telephone Equipment (STE) phones be rekeyed every 3 months to avoid compromise to the KSV-21 card. Furthermore, if STE phones need to be moved to a different desk or office, please ensure you contact the EKMS manager (703) 614-2305 and ARIE. If the STE is to be connected to an analog line ensure the line is active.

Physical Security

All personnel in the Pentagon are required to display a badge. This requirement is also applicable to visitors. Visitors displaying a badge with red writing stating "VISITOR BADGE ESCORT REQUIRED" must never be left unattended. The individual that originally escorted them through the visitor center will be held accountable when "Escort Required" badge holder are left unescorted. For Physical Security questions or support please contact (703) 614-2305 or (703) 695-0570.