



# AR Division Quarterly News and Updates

February 2021



Greetings AR Division and Happy New Year!!

I hope that you and all your loved ones are staying safe and being patient as we (hopefully) start to come out of this Pandemic and isolation. Until we get the “all clear” please take every precaution to remain safe. Your health and well-being comes above all else as we move forward to a bright and healthy Spring/Summer!

I'd like to take this opportunity to thank all of you for your tremendous efforts this past year. I'm extremely proud of all of you and wish I could tell you in person. You continue to amaze me every day with your dedication and commitment to excellence; it doesn't go unnoticed.

We've all had to deal with a lot of uncertainty, and no doubt this pandemic has impacted every one of our lives, personally and professionally. Don't hesitate to reach out to one of your co-workers for no reason other than to say “hi”; that simple call at the right time can make a world of difference.

Moving on to 2021, our focus is on professional development. Given the remote environment that most of us have been forced to work within, we've found new opportunities for learning. Our Workforce Development team has done a tremendous job in establishing all kinds of new courses to take right from your desktop. While it's never the same as learning in person, it has proven to be an effective tool in advancing the professional development for much of our workforce. One area that has expanded is the development of the AIDE Newsletter (Advise-Inspire-Develop-Educate). There are tremendous opportunities within this newsletter for all employees. I would encourage everyone to look deeper into this as I'm sure you'll find something that resonates with you. In addition, our Division leadership will be embarking on a two-day executive education program led by the University of North Carolina (UNC). Our focus will be on using data to make informed decisions. We will incorporate the Commandant's Planning Guidance (CPG), the recent CORE report (Commander's Organizational Risk Estimate) sanctioned by HQMC, P&R, as well as our own Manager's Internal Control Program (MICP). Collectively, the things that you do every day will be incorporated into our discussions and help guide us to the AR Division of the future; the best service provider in the Federal Government!

Lastly, since we have not been able to meet in person at our quarterly Ambassador of Quality (AOQ) ceremony where we recognize our superior performers and conduct our Hails and Farewells, we're working on a video link that will try to accomplish the same. Until then, please take the time to reach out to those identified in the newsletter as a new join; a simple e-mail welcoming them to the AR Team will go a long way in making them feel at home.

Continue to be vigilant; don't let your guard down – keep your distance, wear a mask, and stay safe!! We came into this together and we'll come out of it together!

Semper Fidelis,

*Steven M. Grozinski*

## FRONT OFFICE NEWS

To keep all AR Division personnel safe during COVID-19 and to streamline processes, we are continuing to limit the use of hardcopy paperwork. To the greatest extent possible, please use electronic forms and documents. If you are in need of a form(s) or you need further assistance, please visit <https://www.hqmc.marines.mil/ar> or email us at [SMB\\_HQMC\\_AR1@usmc.mil](mailto:SMB_HQMC_AR1@usmc.mil).

**CHECK-IN/CHECK-OUT:** We are continuing to leverage technology in processing check-ins/check-outs. Please complete an employee check-in package found in <https://www.hqmc.marines.mil/ar> and email it to the Front Office at [SMB\\_HQMC\\_AR1@usmc.mil](mailto:SMB_HQMC_AR1@usmc.mil) for processing and to schedule a check-in brief.

For check-outs, please contact the Front Office by email at [SMB\\_HQMC\\_AR1@usmc.mil](mailto:SMB_HQMC_AR1@usmc.mil) at least 48 hours in advance. We will send the paperwork electronically and arrange for the debriefing. Processing times for check-ins/check-outs are 5-7 business days due to the various systems and branches involved with the processes.

**PARKING UPDATES:** Please submit all new temporary parking clearance requests to [whs.pentagon.fsd.mbx.parking-program@mail.mil](mailto:whs.pentagon.fsd.mbx.parking-program@mail.mil). For parking request forms and additional information, please visit <https://www.whs.mil/Coronavirus/>.

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## AR2/Combined Federal Campaign

Thank you for being part of the 2020 Combined Federal Campaign community. AR Division donated \$7,730.00 which enabled the Department of the Navy to exceed its \$2.1M goal.

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## EEO NEWS

### **ALTERNATIVE DISPUTE RESOLUTION (ADR) IS NOT JUST FOR EEO**

Are you having a conflict at your workplace with a fellow coworker, subordinate or supervisor but don't know what you can do? ADR may be the perfect answer! What is ADR you ask? ADR is a voluntary program to help parties arrive at a mutually agreed-upon resolution. In the ADR Program, a Department of the Navy certified third party from the Center of Excellence assists federal employees in restoring or maintaining effective working relationships. If you are looking to resolve an issue at the lowest level, contact Pete McConnell, ADR Program Manager, at [Peter.McConnell@usmc.mil](mailto:Peter.McConnell@usmc.mil) or to learn more about the ADR process, go to [www.adr.navy.mil](http://www.adr.navy.mil).

## **SPECIAL EMPHASIS PROGRAMS**

### **FEBRUARY - BLACK HISTORY MONTH**

Also known as National African American History Month, it's an annual celebration of achievements by African Americans and a time to recognize and celebrate the immeasurable impact they have had on the history of the United States.

### **MARCH - WOMEN'S HISTORY MONTH**

This month honors the struggles and achievements of women in American history. Women's History Month pays tribute to the women who, through their steadfast determination and inspirational contributions, have shaped America's history and continue to pave the way forward.

### **WORKFORCE RECRUITMENT PROGRAM (WRP)**

The WRP is a recruitment and referral program that connects federal employers with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer, temporary, or permanent jobs.

The Department of the Navy has established a goal for all agencies to have a workforce where at least 2% of the employees are Individuals with Targeted Disabilities, and where at least 12% of the employees are individuals with other disabilities. Please spread the word about using WRP as a way to meet your organization's affirmative hiring of individuals with disabilities.

### **Temporary WRP hires utilize a centralized funding source provided by DoD at NO COST to the hiring organization!**

For interested hiring managers, the 2021 WRP Database is now live and refreshed with new candidates! To establish an account go to <https://www.wrp.gov/>. There you can access this outstanding recruitment source of more than 2,500 college students, graduate students, and recent graduates with disabilities from more than 380 colleges and universities across the country. Every candidate is eligible for non-competitive appointment under Schedule A(u).

### **EEO TRIVIA**

\*\* The first person to submit all correct answers to [SMBHQMCARHEEO@USMC.MIL](mailto:SMBHQMCARHEEO@USMC.MIL) will win a prize! **Winner will be announced no later than Friday, 26 February 2021.**\*\*

1. What is the connection between the first black Senator from Georgia and Dr. Martin Luther King, Jr.?
2. What was Dr. Martin Luther King, Jr.'s name before it was changed at the age of 5?
3. Who is Onesimus and what did he do to contribute to African American history?

4. Who was Bass Reeves?

5. What does the first name of the first woman elected to be Vice President of the United States mean?

6. What woman was turned down by 29 medical schools before being accepted as a student, graduated at the head of her class, and became the first licensed woman doctor in the United States?

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## ARD NEWS

Greetings from ARD! It is so refreshing to begin a New Year working for the finest organization within Headquarters Marine Corps! We have one Hail – Mr. David-John Tucker (AKA “Tucker”), a Marine Corps vet who brings those straightforward and hard-working qualities to the team. Welcome Tucker! And we have one Farewell – Ms. Astrid Diaz, who has gone back to her original home in P&R. God Speed to her.

ARD has had its struggles and its victories this past quarter. Illness and death have hit far too close to home. Yet in true Marine Corps fashion, we have adapted and overcome the limitations outside of our control such as scheduling delays, construction process changes, troop movements, and of course, the challenge of working from home. Some of the things we have been working on are the finalization of the Director’s Division Space Concept that includes reconfiguration plans for ARI, ARD, ARF, and EEO spaces. ARD is also making enterprise-wide changes in electronic Records Management (RM) by rolling out the Marine Corps’ Phased Approach that includes a new “soon to be revealed” DON-wide RM system. All this to ensure our Marines have access to much-needed vital records today and into retirement, and to comply with National Archives requirements.

ARD is also moving towards a brand new system for worldwide access to publications – gone are the days of storing pubs in warehouses. It is a ‘Download On Demand’ world and ARD is directly involved in the building and functionality of the new system. We are hoping that we will have something to roll out within the next year. We have also experienced our struggles and wins in our Multi-Function Device (MFD) program; thankfully more WINS than losses! Nikki and her team are running their MFD operation like a well-oiled machine with a 100% achievement rate in customer service demands.

As always, so much of our work is behind-the-scenes. ARD continues to quietly push forward and ensure our customers have excellent service and experiences. We look forward to teaming with our Sister Branches and facing whatever challenges 2021 has to offer!

Kim R. Enright  
Branch Head, ARD

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## ARF NEWS

ARF opened the fiscal year under Continuing Resolution Authority (CRA) with limited receipt of funds provided by P&R Division for 72 days, from 1 October – 11 December 2020. Additional incremental CRA funding was provided through December 2020. The Formulation Section coordinated with P&R Division, program managers and fund administrators receipt and adjustment of FY-21 phasing plans for funds received. The Formulation Section completed P&R HQMC POM-23 process in November 2020, conducting program reviews and justification to maintain receipt of planned out-years budget authority. ARF’s Execution and Accounting Sections have begun coordinating with program managers and fund administrators to review dormant documents from Unliquidated Orders to ensure these requirements are still valid for purchased goods and services. The FY-21 Managers’ Internal Controls Program is ongoing, moving into the risk assessment and testing phases of the process for identified functional areas.

The Formulation, Payroll and Accounting Sections are participating in a P&R led Defense Agencies Initiative (DAI) process to transform the budget, finance, and accounting operations to achieve accurate and reliable financial information in support of financial accountability and effective and efficient decision making. The DAI process will change our common business processes: procure to pay; order to cash; acquire to fire; budget to report; cost accounting and time and attendance. DAI will replace the Marine Corps financial and timekeeping systems (SABRS and SLDCADA) and will impact transactions resulting from Department of Defense system interfaces (i.e., DTS, DCPS, DCPDS, etc.). The initial rollout of DAI is projected to begin July 2021 with the replacement of SLDCADA. Please continue to read the SLDCADA News Screen each pay period for the latest information.

### FAREWELL:

- Ta-Sheen Tillman, MCICOM

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## ARH NEWS

### WELCOME TO THE NEW HR DIRECTOR!



Ms. Nadia Patterson came onboard on 8 November 2020 replacing Mr. William Whaley as Director, ARH. She has over 15 years of experience in the field of human resources and human capital management. Before accepting this position, Ms. Patterson supported Air Force HQ customers as the Operating Location Chief in Washington, DC. Ms. Patterson

provided strategic recruitment advisory services along with operational classification, staffing, awards, and onboarding services. Ms. Patterson worked closely with Air Force senior leadership to staff the newly-established Headquarters, Space Force. Please welcome her as she takes on this role during a time of significant transition.



## ADMINISTRATION COMMUNITY OF INTEREST (ADMIN COI)

### Public Speaking

Let's conquer your fear and connect with the minds and hearts of your audience. Take control of the room with ease and inject every presentation with your style and energy. Gain confidence as you learn by doing, and turn your next speech or presentation into a rewarding experience.

**Course Date:** 09 March

### Strategic Thinking

Learn how to strengthen your strategic thinking skills and encourage it in others. Through case studies and practical thinking exercises, you'll stimulate your strategic thinking, learn to recognize patterns that impact strategy and enhance your abilities to generate new insights and ideas. Come to your next strategic planning session with the best possible strategic ideas—and help your business move forward in an increasingly competitive world.

**Course Date:** 20 April

### Creative Problem Solving

When faced with business challenges and problems, many people lose valuable time and productivity because they are at a loss with how to approach and solve those problems. Others feel they are just not creative enough to develop innovative solutions. In reality, successful problem solvers have learned to follow various processes to generate new ideas, and they follow a step-by-step problem solving system that works with any size or type of problem.

**Course Date:** 11 May

### Interpersonal Listening Skills

It's a whole new world of work, and interpersonal skills are key. Organizational change, diversity and digital communications have changed the face of the workplace. Today, more than ever, success depends upon the combined cooperation, commitment and action of people—both face-to-

face and across electronic and cyber channels. That's why interpersonal communication skills are so critical in today's evolving business environment.

**Course Date:** 08 June

### How to Communicate w/ Poise & Credibility

How well you communicate can make or break your professional image. It directly influences how others view your work and performance—as well as your prospects for career advancement and mobility. Unfortunately, being diplomatic, tactful and credible doesn't always come naturally to people. Even when it does, such communication can easily be derailed by emotions and conflicts. To be a communicator who is skilled in all three areas, it takes awareness, training and the know-how to apply proven techniques to all kinds of situations.

**Course Date:** 13 July

**Email:** [SMB\\_HQMC\\_COI-ADMIN@usmc.mil](mailto:SMB_HQMC_COI-ADMIN@usmc.mil) for more information and/or assistance.

## NEW ADMIN CAPSTONE COHORT #4 ADDED!!!! (21 MARCH – 10 JUNE)

Ever found yourself trying to express yourself in writing, but get frustrated when time and again your supervisor sends it back with multiple corrections? You're not alone. Effective written communication can go a long way in helping your professional career, so why not sign up for the newly-created Administrative Professionals Capstone Program (APCP).

This 4-month virtual instructor-led Capstone Program will focus on Executive Writing, Grammar, and Editing/Proofreading. Participants will have weekly assignments to compose, edit, proofread, and provide written materials for review by subject matter experts, peers, and supervisors. Participants will gain effective writing techniques to write with purpose, clarity, flow, and stay on topic, all while using correct grammar and formatting.

**Course Dates:** 18 March-10 June

**Platform:** Zoom

**Audience:** Civilian Marines

**Registration:**

**Send the following information (Grade, Series, Name, Email, and Position) to [SMB\\_HQMC\\_COI-ADMIN@usmc.mil](mailto:SMB_HQMC_COI-ADMIN@usmc.mil).**

## CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM (CLDP)

### **Strength Finders – Leadership Assessment (CLDP)**

During this session you will learn about the Gallup StrengthsFinder 2.0 assessment which introduces 34 dominant themes, and identifies top strengths and how to leverage them. Participants will explore how their strengths show up in their daily work activities, which work activities align well with their strengths and those that do not. Focus is given to creating strategies for accomplishing tasks that are less energizing.

Participants will understand what they need from colleagues and their supervisor because of their strengths.

**Tentatively scheduled for 23 March**

**Email: [SMB\\_HQMC\\_CLDP@usmc.mil](mailto:SMB_HQMC_CLDP@usmc.mil) for more information and/or assistance.**

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**VIRTUAL/ON-SITE TRAINING**

**Naval Correspondence**

A detailed review of the fundamentals, principles, standards, and procedures for the preparation of all types of naval correspondence.

**Course Dates:**

- 14 April
- 09 June
- 04 August

**Telework Managing + Leading Virtual Teams (On-Site Training)**

Learn how to define goals and purposes, develop a working culture and environment to understand the benefits and challenges of virtual teams.

**Course Date:** 07 April

**Introduction to Emotional Intelligence**

Learn what constitutes emotional intelligence. Identify the five emotional intelligence skills and use the six strategies for "Smart Organizations".

**Course Date:** 24 August

**Communicating Across Generations**

Learn the myths and reality about the various age groups and how to communicate to bridge the gap between generations.

**Course Date:** 18 May

**Problem Solving and Decision Making**

Learn the skills necessary to break complex problems into more manageable pieces. Select the best alternative when making difficult decisions.

**Course Date:** 02 June

**Foundations of Critical Thinking**

Learn how to explore issues from multiple perspectives, critically evaluate the validity of information, and identify decision-making factors.

**Course Date:** 29 June

**Email: [SMB.HQMC.ARHB.TRNG@usmc.mil](mailto:SMB.HQMC.ARHB.TRNG@usmc.mil) for more information and/or assistance.**

**Retirement, Benefits, and Financial Planning for CSRS Employees**

**Registration opens 29 January**

**Description:** Explore Civil Service Retirement System (CSRS) topics ranging from understanding your retirement

eligibility, annuity computations and tax implications of retirement annuities, health and life benefits under retirement, legal aspects of retirement, social security, Medicare, long-term care, and financial, estate, and trust planning.

**Audience:** HQMC Civilian Marine employees under CSRS to include those transferring from CSRS to FERS.

**Course Dates:**

- 16-17 March 2021 (0900-1530)
- 18-19 March 2021 (0900-1530)

**Retirement, Benefits, and Financial Planning for Late Career FERS Employees**

**Registration opens 12 February**

**Description:** Planning Inc. provides sound advice and guidance to navigate through the federal retirement and benefits system. This course will cover a variety of financial planning topics and strategies such as: Qualified retirement money (TSP, IRA's, 401K's, etc.); Retirement benefit analyses; Asset allocation, tax and estate tax strategies; Disability, health, and life insurance; Emergency fund; Long-term care; Medicare/Medicaid and non-qualified investment strategies.

**Audience:** HQMC Civilian Marine employees under the Federal Employee Retirement System (FERS) who are in the latter stages of their federal careers (with five or less years before retirement).

**Course Dates:**

- 20-21 April 2021 (0900-1530)
- 22-23 April 2021 (0900-1530)
- \*5-6 May 2021 (0900-1530) **FOR MID-CAREER FERS EMPLOYEES**
- 16-17 June 2021 (0900-1530)

**Registration/Information:**

**[https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR\\_Home.aspx#](https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx#)**

**\*Always obtain supervisor approval before registering**

**Instructions:**

- Visit the HROM Portal (link provided above)
  - Select "Authentication Certificate"
- (If you cannot access the HROM training portal, you may need to obtain an eHQMC/HQI account. For access, contact the HQMC Applications Service Desk at 703-697-1041 or send an email to [HQMCITAS.fct@usmc.mil](mailto:HQMCITAS.fct@usmc.mil))
- Create a student profile
  - Select the agency "HROM" from the dropdown
  - Click on the desired course and view the course outline and objectives
  - Click below on the "Register Yourself" link and select the desired course date

**Questions or Support: Contact the Organizational and Workforce Management Section (ARHM) at [SMB.HQMC.ARHB.TRNG@usmc.mil](mailto:SMB.HQMC.ARHB.TRNG@usmc.mil).**

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**CALL FOR NOMINATIONS!!**



**LEGISLATIVE FELLOWS PROGRAM**

The Legislative Fellows Program allows naval officers, senior enlisted and Department of the Navy civilians to broaden their understanding of the legislative process and the operation of the U.S. Congress through a year-long full-time assignment to the office of a member of the House of Representatives or the Senate. The Legislative Fellows Program also enhances the ability of the Navy to fulfill its role in the national policy development process.

Commands are responsible for all costs associated with fellowship.

**Audience:** Fellowship is open to GS-13 and above

**Deadline:** Packages must be submitted to the Civilian Leadership Development Program (CLDP) via email [SMB\\_HQMC\\_CLDP@usmc.mil](mailto:SMB_HQMC_CLDP@usmc.mil) by **26 February**.

**Registration/Information:**

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Training/Pages/Developmental-Programs.aspx>.

**Email the CLD program manager at [SMB\\_HQMC\\_CLDP@usmc.mil](mailto:SMB_HQMC_CLDP@usmc.mil) if you have any questions or concerns.**

**DWIGHT D. EISENHOWER SCHOOL/  
NATIONAL DEFENSE UNIVERSITY**

This program prepares military and civilians for strategic leadership and success in developing our national security strategy.

**Audience:** Military and Civilians

**Deadline:** Packages are due to the Civilian Leadership Development Program (CLDP) via email [SMB\\_HQMC\\_CLDP@usmc.mil](mailto:SMB_HQMC_CLDP@usmc.mil) by **22 February**.

**Registration/Information:**

National Defense University offers numerous courses; contact CLDP for specific course information.

**Email the CLD program manager at [SMB\\_HQMC\\_CLDP@usmc.mil](mailto:SMB_HQMC_CLDP@usmc.mil) if you have any questions or concerns.**

The AY 21/22 begins on August 2, 2021 and graduation is June 9, 2022.

The basic entrance requirements are:

a. All students must have a least a Bachelor's Degree from an accredited university. Majority of students attending currently hold a Master's Degree.

b. All nominees must have, at minimum, a National Agency Check with Inquires (NACI) completed prior to their arrival.

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**HAILS:**

- Ms. Nadia Patterson - Department of the Air Force, Washington, DC
- Ms. Linda Kauffman - Department of the Navy, San Diego, CA
- Ms. Yvonne McKissick - MCLB Barstow
- Ms. Connie Powell - MCB Quantico
- Ms. Brenette Bell-Lucas - Outside DoD
- Ms. Karen Harris – Department of the Navy, Virginia
- Ms. Magdalene Watson – Department of the Air Force, Utah
- Mr. Michael Boyden – Department of the Army Overseas

**FAREWELLS:**

- Mr. William Whaley (Retirement)  
Years of Service: 46  
Title: ARH Branch Head
- Mr. Paul McGrath - NCIS
- Ms. Pamela Skowron - DISA

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**ARI NEWS**

**HAILS:**

- Mr. Adnan Farid (Cyber Security)
- Cpl Morales, C.L., 0631 (Tier 2)

**FAREWELLS:**

- Cpl Kennedy, EAS
- Mr. Allan Katzberg (Retirement)  
Years of Service: 45  
Title: ARI Branch Head

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## ARS NEWS

### HAILS:

- Mr. Luis Navarro - Naval Air Forces Pacific Fleet – San Diego, CA  
Start date: 26 October 2020, ARSB  
Title: Operations Chief
- Ms. Kiera Daphney - Marine Corps Information Operation Center - Quantico, VA.  
Start date: 09 November 2020, ARSB  
Title: Security Specialist

### FAREWELL:

- Mr. Michael Watson (Retirement)  
Years of Service: 36, ARSB  
Title: Assistant Security Manager

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## AMBASSADOR OF QUALITY (AOQ) RECIPIENTS

### CONGRATULATIONS

#### **ARD**

MR. ANDREW BYERS  
MR. SIVA RAMANATHAN

#### **ARH**

MS. MARY GREINER  
MS. STARLING JONES  
MS. CLARISSA POLLARD

#### **ARI**

MS. ESSENCE SNEED

#### **ARS**

MS. DEANNA JAMES  
MS. CRISSELLE OLAES  
MR. MICHAEL PETERS  
MR. WILLIAM SATTERFIELD  
MR. DEVIN STEWART  
MS. TOWANA TIBBS  
MR. MICHAEL WATSON  
MR. JOSEPH WOLFINGER



### Important Links:

SLDCADA: <https://www.sldcada.dc3n.navy.mil/>  
TWMS: <https://twms.dc3n.navy.mil/>  
Office 365: <https://portal.apps.mil/>

### Routine Contact Numbers/Emails:

AR Front Office: 703-614-1837  
[SMB\\_HQMC\\_AR1@usmc.mil](mailto:SMB_HQMC_AR1@usmc.mil)  
EEO 571-256-8301  
ARD 703-693-3088  
ARF 703-614-1970  
Payroll: [smbhqmcarf.payroll@usmc.mil](mailto:smbhqmcarf.payroll@usmc.mil)  
ARH 703-614-9091  
ARI 703-695-0459  
ARS 703-614-3609  
[smb.hqmc.security@usmc.mil](mailto:smb.hqmc.security@usmc.mil)

Enterprise Service Desk: 1-855-373-8762  
Locked out of the office/after-hours access/emergencies:  
703-254-3541