



AR Division Quarterly News and Updates

July 2020



Greetings Administration & Resource Management Division! I hope this newsletter finds you and all your loved ones safe and secure. This recent Pandemic has changed so much for so many, and who knows for sure what the future has in store. But whatever the future has in store, I am confident that AR Division will be up to the challenge. If nothing else, this recent Pandemic has proven that AR Division cannot be broken. The resilience you've all demonstrated is truly impressive. In fact, in many areas our level of superior service has improved, setting the bar for others to emulate and thereby solidifying our mantra of being the **Best Service Provider in the Federal Government!**

During the past three months we've had a number of retirements, departures, and new joins. I've asked each Branch Head to address their specific personnel, but would be remised if I did not recognize our new joins in the front office: Ms. Katrina Alexander (Manpower Analyst) and Ms. Jennifer Cutshall (Administrative Specialist). Both have exceptional backgrounds in their fields and a tremendous passion for customer support. In addition, one of our Branch Heads (ARD) is retiring - Mr. Jim McCown. Mr. McCown has been with us for nearly seven years serving first as a Section Head, then as the Deputy Branch Head, and the last two years as the Branch Head. I'd like to publicly thank Mr. McCown for his years of service to AR Division as well as his 27 years of active duty service in the Marine Corps. Ms. Kim Enright has been selected as his replacement as the ARD Branch Head. Ms. Enright joins us from within the Branch where she most recently served as the Deputy. I'm looking forward to working with all our new personnel and seeing them blossom in their new positions.

While the next several months will be transitional for most of us as we re-enter our work spaces, please remember your health and the health of your loved ones is our top priority. You've proven through your actions that much of AR Division's mission can be accomplished remotely. I'm not saying that we will stay in this distributed work environment indefinitely, but until we are all comfortable with our surroundings (work spaces, PPE, public transportation, etc.) we will ease back at a controlled, logical pace.

Please continue to stay safe. Your health and safety are paramount as we work together to get through these current challenges.

Semper Fidelis,

Steven M. Grozinski

FRONT OFFICE NEWS

Automation and technology are changing the very nature of how AR-1/AR-2 conduct business and assists our customers. Since the COVID-19 pandemic began and we entered maximum telework status, AR-1/AR-2 have been looking for ways to improve our processes. As a result, we have developed new automated processes. With the use of automation and technology, AR-1/AR-2 have experienced improvements in streamlining tasks, eliminating delay times, and increasing collaboration. Thus ensuring quicker response times and better communication with our customers.

CHECK-IN/CHECK-OUT: Please contact the Front Office by email at SMB_HQMC_AR1@usmc.mil at least 48 hours in advance if you have an employee check-in or check-out. We will send the paperwork electronically and arrange for the briefing/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 CLEARANCE REQUEST: Please submit requests for parking clearances at least 48 hours in advance. For same-day parking clearances, please call (703) 614-1837 and we will do our best to accommodate you. We cannot guarantee that same-day parking requests will be granted, so please plan accordingly.

HARDCOPY PAPERWORK: To keep all of ARDIV personnel safe during COVID-19, and to streamline processes, we are limiting hardcopy paperwork. To the greatest extent possible, please use electronic forms or documents. If you are in need of a form(s) please email SMB_HQMC_AR1@usmc.mil and we will send the form(s) to you within one business day.

Hails:

- Ms. Katrina Alexander, AR-2
- Ms. Jennifer Cutshall, AR-1

EEO NEWS

The EEO Office is excited to welcome back “The One and Only” Paula Bedford. She returned as a Re-employed Annuitant on 11 May 2020 to continue to mentor and share her 30+ years of EEO knowledge and experience. WELCOME BACK PAULA!

COLLABORATION IN THE WORKS

As employees start to come back into their office spaces, the EEO Office has teamed up with the Employee Management and Advisory Services (EMAS) Section in a collaborative effort to ensure customer questions and concerns regarding COVID-19 are properly addressed.

QUANTICO EEO OFFICE HAS MOVED

The Quantico EEO Office completed their move from Mann Hall to the Marine Corps Association (MCA) Annex on 4 June

2020. The new address is 715A Broadway Street, First Floor, Quantico, VA 22134. The phone numbers of the EEO staff will remain the same. The new office space is shared with the Marine Corps Base Quantico Equal Opportunity (Military) Office personnel. We would like to thank everyone for their outstanding support in this effort.

BLACK LIVES MATTER MOVEMENT GUIDANCE

We would like to encourage our internal customers to embrace diversity, inclusion, acceptance, and to seek understanding as the Black Lives Matter movement remains in the forefront. We encourage you to engage your staff in the tough discussion and not remain silent. As uncomfortable as this may seem, silence may be perceived as complacency in dealing with this situation. If true diversity and inclusion is the goal, we should courageously seek out these discussions because if not now, then when...

ARD NEWS

Hello AR Division! From our team to yours, we in Publishing & Logistics Management Branch extend well wishes to you with hopes that everyone has remained healthy and safe. ARD has remained as busy as we've ever been, working through the Pandemic and delivering robust products in the process. Starting with ARDE, in addition to their regular battle rhythm, their team of professionals swiftly turned over every multi-functional device in HQMC's inventory with new Xerox machines. A total refresh with 100% success! ARDD also worked tirelessly through the Pandemic by responding to building maintenance issues, developing concepts for new space configurations, refreshing exhibits and displays, and training new staff members in software and drawing systems. And last but not least, along with their regular forms, policy, records and information collections workload, ARDB once again broke new ground by acquiring a state of the art data analytics tool and getting it approved for use on the Marine Corps Enterprise Network.

As we move through the phases of our dispersed workforce, we are intent on keeping a regular ops tempo and ensuring our mission continues to be fulfilled, all the while taking the greatest of care in making sure the health and well-being of our staff remains high. Our single Farewell is to our outgoing Branch Head, Mr. Jim McCown, who has retired with over 34 years of combined service to the Marine Corps. Many changes are in the wind - some profound, some bittersweet - but change often has a way of challenging us in new and rewarding ways. Semper Fi, AR Division!

Hails:

- Mr. Derrick Terry, ARDB
- Ms. Astrid Diaz, ARDB
- Ms. Shamekia Kirklin, ARDB
- Mr. Jeff Heath, ARDD
- Mr. Tim Morales, ARDD
- Mr. Rob Engelking, Promotion, Team Lead, ARDD
- Mrs. Kim Enright, Promotion, Branch Head

Farewell:

- Mr. Jim McCown, Retirement

ARF NEWS

ARF continues to ensure resources are made available to meet mission requirements. During the past few months, ARF Formulation has tracked COVID-19 related purchases to complete biweekly data-calls identifying all cost associated with the pandemic. The Formulation Section is tracking all resources that were not executed during the pandemic due to cancellation of travel and other requirements, to fund the organization’s Current Year Deficiencies. ARF Execution has been busy processing transactions accumulating to \$72.5 million of our fiscal year (FY) funds being spent. The Execution Section continues to coordinate validating and processing prior year’s financial transactions that remain open on the accounting records. ARF is now gearing-up to complete the end of the year financial closeout.

Our Accounting Section continue to work through the ongoing Full Financial Statement Audit, coordinating the receipt of supporting documentation to validate audit samples and addressing all follow-up questions received from the Auditors. The FY-2021 Managers’ Internal Controls Program is now underway and the organization coordinator has held briefings with leadership reviewing FY-2020 submission and providing upcoming year guidance. ARF Payroll is now working hard to validate 41 HQMC civilian pay audit samples to substantiate the civilian pay process and system controls. The SLDCADA Cloud Migration is now complete making available the new COVID-19 pandemic leave codes. The FY-2021 Job Order Numbers will soon be made available for your future leave requests submissions.

Hails:

- Ms. Min Schwartz, Execution Section

Farewell:

- Ms. Jackie Meza, Lead Defense Travel Administrator

ARH NEWS

ADVISE – INSPIRE – DEVELOP – EDUCATE - AIDE! -

The Human Resources and Organizational Management (HROM) Workforce Development (WFD) Unit strives to continue servicing you and our respective workforces in this new normal. With the cancellation of the Training Forum, WFD has created a weekly AIDE update for HQMC. This update provides training resources and tools while social distancing. The team provides a weekly issue to help everyone stay connected.

These AIDE updates are our way of reaching out to you, even though we cannot see you! We will provide you with useful

resources. We have compiled links to free learning websites, online articles, audiobooks, blogs, and podcasts, to name a few. Be on the lookout each week for new content!

We want you to know that we are right here with you during this "New Normal." As we learn of new resources, we will share it with you so that you can pass it along. We plan to produce a weekly AIDE Update so that we can help keep HQMC workforce learning and developing.

In the Spirit of Service and for the Love of Learning, WE MARCH ON!

CIVILIAN ONBOARDING – On Friday 27 March, HR held a Zoom technology test session to experiment with virtual EOD. Presenters included HROM, EEO and ARF. The test was successful! As a result, beginning 30 March, we have been performing Civilian Onboarding virtually. Our presenters share screens, presentations and websites with new hires. The new hires are able to use “chat” functionality to ask questions and for presenters to provide responses. Technology has allowed us to improvise, adapt and overcome obstacles with civilian onboarding.

Hails:

- Ms. Starling Jones – Pentagon
- Mr. Sanderson Jones – New Orleans
- Ms. Jalynn Peterson – Quantico
- Ms. Cristin Babb – Pentagon
- Ms. Brittany Sharrett – Quantico
- Ms. Leanne Southland – Quantico
- Ms. Michelle Amussen – Quantico
- Ms. Ally Regan – Quantico
- Ms. Ashlyn Champ – Quantico
- Ms. Nellie Tarpley – Quantico
- Mr. Jonathan Luckett – Pentagon

Farewells:

- Ms. Nina Frye – Quantico
- Ms. Kanessa Walker – Pentagon
- Mr. Robert Odell – Pentagon
- Ms. Dorothy Kilei – Pentagon
- Ms. Brittany Robinson – Pentagon
- Ms. Katie Ray – Quantico
- Ms. NaRochelle Hammond - Pentagon
- Ms. Sidney White – Quantico
- Mr. Nicholas Rice – Quantico

ARI NEWS

Since the COVID-19 pandemic began, ARI has remained fully engaged in providing responsive customer service support to our customers and in the implementation of new capabilities

for HQMC users. Our accomplishments are highlighted below.

(1) REORGANIZATION. In an effort to reduce the surface area for potential COVID-19 attack, ARI executed a short-term reorganization and divided its personnel into four customer service and network support teams. Each team works from the Pentagon every fourth work day and on the other three, they telework. While there has been a minimal degradation in service support response times especially in fixing issues with iPhones and Androids following the Office 365 migration, generally speaking, customer issues are being resolved in a thorough and professional manner.

(2) OFFICE 365 MIGRATION. From 11 May through 16 June, ARI migrated 5,209 NIPRNET accounts at HQMC, MBKS 8th&I, HQBn HNHL, and other locations (Kansas City, Indianapolis, etc.) to Office 365 in direct support of a DOD and Marine Corps mandate. In so doing, HQMC became the first organization within the Marine Corps to complete this mandated cloud transition. Additionally, ARI's insights and efforts led to the honing of transition processes, procedures, and related actions that the MCCOG has now incorporated into their SOPs for use in other regions executing this transition. Office 365 provides users with an enhanced set of collaboration and communication tools while simultaneously giving users greater E-Mail and file storage capacity.

(3) DMCS MEMORANDUM – RESIDENTIAL AND MOBILE COMMUNICATIONS CAPABILITIES FOR HQMC. In early June, ARI (led by Mr. Ray Thomas) completed work on a DMCS Memorandum that establishes HQMC policy for residential and mobile classified communications capabilities and services. When signed, the memo will provide clear guidance on the levels of mobile communications support available to senior leaders and the process by which they can be obtained.

(4) MCEN C2 AND MITSC REALIGNMENT. IAW an MROC decision, select billets from all eight Marine Corps MITSCs will be realigned to form Network Support Battalions and several Network Support Activities under MCCOG control. The intent of this restructuring is to enhance the command and control of the Marine Corps Enterprise Network (MCEN) while strengthening its overall security posture. The NCR Network Support Activity will be comprised of a command element and three subordinate units – Quantico, HQMC, and Kansas City. The Initial Operation Capability for the HQMC unit has been moved to 30 October. A HQMC Element Planning Conference is underway (22-26 June) the purpose of which is to (once again) discuss the unique environment in which MITSC-HQMC operates in the Pentagon, the unique processes and procedures associated with that environment, and the unique capabilities we provide HQMC users. The discussions should finalize which network support functions will remain with ARI and which will move with the MITSC to the MCCOG and, of equal importance,

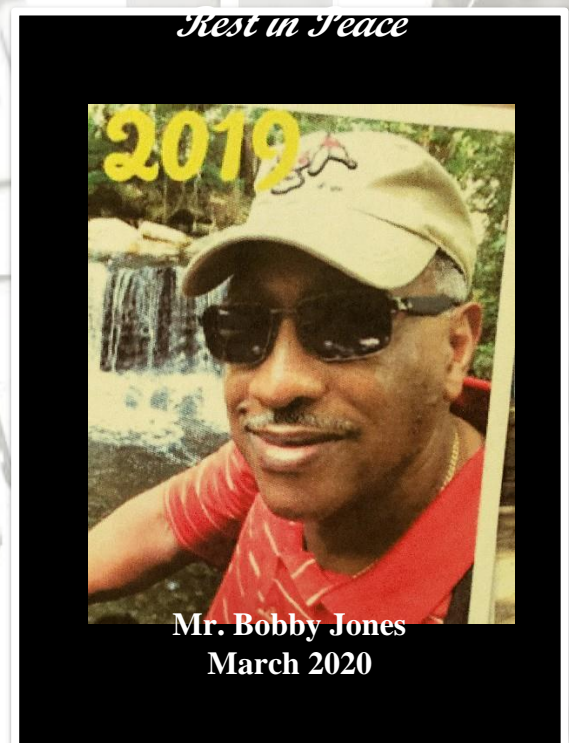
finalize the billets to be shifted to MCCOG control and which will remain part of HQMC ARI.

Hails:

- APPS DEV: Ms. Stephanie Algarin (FEB)
- OPS:
 - Mr. Phillip Schulte-Hordelhoff (JAN)
 - Sgt Norwood (MAR) – PCS from Camp Lejeune
 - PFC Sanders (MAR) – PCS MCCES from 29 Palms
- CYBER:
 - Mr. Dustin Goldman (FEB) – Promoted to Deputy Network Defense Manager
 - SSgt Ward (MAR) – PCS from Okinawa

Farewells:

- APPS DEV: Mr. Jonathan Luckett – Transfer to ARH
- SLM: Mr. Bobby Jones (MAR) – Passed Away
- OPS:
 - SSgt Coffey (JAN) - PCS/Korea
 - LCpl Jensen (FEB) - EAS
 - Cpl Francois (MAY) – PCA HQBn HNHL
 - LCpl Byrd (MAY) MAY – PCA HQBn HNHL
 - LCpl Cervantes (MAY) – PCA HQBn HNHL
 - Mr. Khatari Davis (JUN) – Contractor position with a different Federal Agency
 - Sgt Oliver (JUN) – EAS
 - Maj Dukes (JUL) – Retirement
 -
- ARI LEADERSHIP: MSgt Snyder (JUN) – Retirement



ARS NEWS

Over the past three months, the Security Programs and Information Management Branch (ARS) has seamlessly assumed a modular and adaptable service support front. Trust and dependability have never been higher during a time of unexpected, unpredictable change and challenges. Our end state is transparent and superior service support to our customers. In addition to the normal tempo, several requirements have surfaced as a result of COVID-19, and inspired a virtual, dispersed workforce, to discover new ways of accomplishing service support objectives.

Such cases have included:

- Extensive coordination with the Department of State (DoS), and Army Directorate for Executive Travel for the purposes of passport issuance to service members during a DoS closure and Secretary of Defense Stop Movement Memo.
- Numerous visitor parking clearance requests for personnel required to report in to the Pentagon while faced with diminished or no mass transit services.
- Frequent one-on-one security clearance advisories with HQMC personnel addressing concerns regarding negative financial impacts as a result of COVID-19, and reduced household income.
- Providing telephonic FOIA/PA Training to multiple Fleet Marine commands in an effort to manage the sharp uptick in FOIA/PA requests. By increasing the collective knowledge base and skillset of Marine Corps FOIA/PA personnel, component capabilities strengthen, thus allowing increased case distribution, and faster response times.
- Supporting implementation of policy that offers more, not less, options for accessing classified information and networks from private quarters.
- Supporting DC, I, expansion of access to classified networks through the issuance of cryptographic equipment for installation at additional facilities.

Hails:

- Mr. Devin Stewart, ARSB, coming from DC, I
- Ms. Kheli L. Fortier, ARSF, coming from Army Board of Records Agency

Farewell:

- Ms. Natasha Johnson, ARSF, Promotion, Small Business Administration

New 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
EEO 571-256-8301
ARD 703-693-3088
ARF 703-614-1970
Payroll: smbhqmcarf.payroll@usmc.mil
ARH 703-614-8371
ARI 703-695-0459
ARS 703-614-3609
smb.hqmc.security@usmc.mil

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