DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

From: Administration Officer, Administration and Resource Management Division
To: All Administration and Resource Management Division Personnel

Subj: ADMINISTRATION AND RESOURCE MANAGEMENT DIVISION STAFFING
       GUIDELINES

Ref: (a) SECNAV M-5216.5, Department of the Navy Correspondence Manual
      (b) MCO 5216.208, Marine Corps Supplement to the Department of the Navy
          Correspondence Manual

Encl: (1) HQMC Routing Sheet (5211) NAVMC HQ 335 (REV. 09-15)
       (2) Administration and Resource Management Division Comments Memo
       (3) Director, Marine Corps Staff Memo Template
       (4) Executive Summary Format
       (5) Information Paper (HQMC DMCS VI Nov 2013)
       (6) Position/Decision Paper (HQMC DMCS VI Nov 2013)
       (7) Coordination Page (HQMC DMCS COORDINATION PAGE VI Nov 2013)
       (8) Internal Routing Sheet (Sample)
       (9) AR Brief Template (Sample Slides with AR Logo)
       (10) Read-Ahead Templates and contents page
       (1 I) Sample Signature Blocks for CMC, ACMC, DMCS, and Director, ARDiv

1. <u>Purpose.</u> To publish Administration and Resource Management Division (ARDiv) staffing guidelines. This document is provided to ensure that all ARDiv personnel utilize consistent formats and correspondence procedures in accordance with the references. All administrative documents and written communications should ensure the clearest possible presentation of ARDiv's position, response, comment(s), and or recommendations in "answering the mail".

2. <u>Action.</u> All ARDiv personnel should use the sample formats/templates contained in the references and enclosures along with the below procedures when preparing correspondence and briefs. These guidelines serve as a tool to ensure standardization of formats and admin processes. The templates listed in the enclosures can be downloaded from the AR Division website: https://hqrnc.usmc.a f_pims.mil/ar// (CAC enabled). In order to make this document as user-friendly as possible, the processes and formats outlined below follow an action from its tasking to completion. The samples scenarios are not all inclusive of every possible tasking. Questions regarding administrative procedures and correspondence preparation should be referred to the Division Administration Officer or Admin Chief in the Administrative Section (AR-I).

   a. <u>Assignment of taskers.</u> Taskers will routinely be assigned from the Director, Marine Corps Staff (DMCS), Director, ARDiv, Deputy Director, ARDiv, or Headquarters Marine Corps (HQMC) Departments and Staff Agencies via AR-1 to the branches utilizing the Department of

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the Navy Tasking, Records, and Consolidated Knowledge Enterprise Repository (DON Tracker) or via email. Taskers from outside the division will be delivered via AR-1 and assigned in DON Tracker. Any tasker received directly by an AR Division Branch or Section from an outside source must be coordinated with AR-I (without exception) for proper tasking and coordination.

   b. Responding to taskers

      (1) Responses to taskers requiring the Director's chop or approval should be forwarded to AR-I accompanied by a HQMC route sheet (i.e. for higher headquarters taskers) or internal route sheet as appropriate. Please include the document/response, any supporting documentation, or applicable references. Submit an electronic version via email to the front office, AR-I: attention both the Admin Chief and Admin Officer. Enclosure (I) contains the HQMC AR Version Route Sheet. All route sheets should be initialed or signed off by the branch head, deputy, or acting head. All DON Tracker taskers must also be answered via DON Tracker with all electronic documents attached.

      (2) Enclosures (2 through 7) contain specific formats for each type of response required to answer a tasker and specifics on preparing signature blocks. Note the detailed instructions provided in each format document and how the slides are to be laid out, the type, and size of text used.

      (3) All external correspondence packages for routing will be assembled with the yellow HQMC Route Sheet on top followed by any tabs, as necessary. Any documents needing signature must be placed in the first tab. The remaining tabs should include any supporting documents. The last tab will have a printed copy of the DON Tracker tasker, correspondence or email tasker.

   c. Forwarding information to the Director, ARDiv. The same rules as outlined in paragraph 2b above apply. An internal routing sheet, as shown in sample enclosure (8) will be utilized for correspondence packages routed within ARDiv. Routing sheets must be initialed by the branch head, or in their absence, the deputy or acting branch head and the Division Deputy Director.

   d. Briefing the Director, ARDiv. Branches will provide a read-ahead brief, (utilizing the sample) in enclosure (9) two days (48 hours) prior when practical. The Administration Officer, AR-1 will ensure that a copy has been provided to the Director prior to the briefing.

   e. Read-aheads for the Director, ARDiv, Commandant of the Marine Corns, Assistant Commandant of the Marine Corns, or the Director, Marine Corps Staff. When the Director, ARDiv is scheduled to brief the Commandant of the Marine Corps (CMC), Assistant Commandant of the Marine Corps (ACMC), and/or the DMCS, the read-ahead brief is due to the Director, ARDiv three working days (lead time permitting) prior to the brief to the CMC, ACMC, or DMCS. Once reviewed and approved by the Director, forward the read-ahead brief to the respective office(s) by 0800 the working day prior to the brief. A sample format is contained in enclosure (10).

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f. <u>Signature Block Fonnats.</u> Per ref (a), signature lines can be changed based on the signer's preference. Enclosure (11) shows the exact signature fonnat for the CMC, ACMC, DMCS, and the Director, ARDiv.

g. <u>Branch Metrics and the DMCS Weekly Update.</u> The DMCS Weekly Update is a submission that is due from each Branch every Wednesday NLT 1200. The purpose is to summarize what the DMCS needs to know from ARDiv. Branch monthly metrics are due NLT the th of the month for the previous month (i.e., 7 September submission would cover August metrics).

h. <u>Training</u>

(1) <u>Action Officer's Course.</u> All newly-assigned AR Division Administration Officers and Action Officers should attend the Action Officer's Course sponsored by the office of the Director, Marine Corps Staff. All nominations should be submitted to the AR-I Administration Officer for a consolidated division submission.

(2) <u>Naval Correspondence Course.</u> It is recommended that all newly-assigned civilian admin support personnel register for the first available Naval Correspondence Course offered quarterly by our HR Training Office. Visit the HROM-Sponsored Training website: http://www.hgmc.marines.mil/hrom/SponsoredTraining.aspx or contact the Organizational and Workforce Management Section (ARHM) at: 703-614-9088 or SMB.HOMC.ARHB.TRNG@USMC.MIL to ascertain course availability.

3. The infonnation and enclosures provided herein are subject to change by higher authority and reference revisions. Changes will be made to these guidelines as significant changes occur. Recommendations and feedback to this document are welcomed. The POC for this matter is the AR Division (AR-1) Administration Officer, tel# (703) 614-1837, located in Pentagon, Room 2C253.

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Copy to:
DMCS Editor