



AR Division Quarterly News and Updates

October 2020



Greetings AR Division! I hope all of you and your families are doing well and staying safe as we endure the many uncertainties driven by this Pandemic. I wanted to take a few minutes of your time to share my some observations over the past few months.

This summer we've had more turnover in our immediate leadership than I can ever recall. The Director Marine Corps Staff (LtGen Broadmeadow) retired and was replaced by MajGen Olson. During the change the General's Aide-de-Camp was also replaced. The DMCS's Executive Assistant (Mr. Jimmy Sherrod) retired and was replaced by Mr. Pete Vercruysse. The DMCS's Secretary of the General Staff (Col Woodworth) was selected for Brigadier General and, as such, moved on to his next duty assignment. So, to say the least, there has been a steep learning curve within the DMCS office. So far, it has been a smooth transition with everyone looking forward to the year ahead. I share this with you for several reasons. First, to keep you informed of on-going changes; something I would typically do during our quarterly Ambassador of Quality (AOQ) forums. Second, and more important, is to share with you how proud I am of all you've done this past year; especially during these trying times of uncertainty.

With any turnover, I have the opportunity to spend a lot of time with the DMCS leadership talking about what we do in AR Division. While oftentimes we are walking/talking on our way to a meeting, I try to do this in a more deliberate fashion with the Branch Heads and their Subject Matter Experts (SME) personally briefing the DMCS. After every one of these briefings I walk away prouder than ever of all the work you do day-in and -out. While it would be impossible to put each and every one of you in front of senior leadership to share your expertise, take comfort in knowing those telling your stories are excellent examples of all your skills. It is not uncommon to lose sight of the impact AR Division has across the Headquarters until we hear it being told to leadership. You all amaze me every day in the many ways you support our Headquarters. Thank-you for all you do!

Speaking of all you do, we have one of our longest tenured Marine Corps employees retiring later this year: Mr. Allan Katzberg. Mr. Katzberg served more than 27 years on active duty, the latter part as the ARI Branch Head. He then transitioned to Civil Service where he remained the ARI Branch Head for the next 18 years. Collectively, he has nearly 46 years of uninterrupted Marine Corps service!! Words cannot do justice to the gratitude we all owe Mr. Katzberg for his dedicated service. Semper Fi and God Speed as you embark on the next chapter of your life. You will be truly missed.

Mr. Andrew Sullivan was recently selected to replace Mr. Katzberg as the ARI Branch Head. He comes to us from MCICOM and his own lengthy Marine Corps career. Welcome Mr. Sullivan!

In closing, I want to reemphasize and reassure you that as we begin to come out of the Pandemic, your health and safety is paramount and I will do everything I can to ensure our work environment is as safe as possible before we return to pre-pandemic levels.

Don't let your guard down; keep your distance, wear a mask, and stay safe! We will all get through this together!

Semper Fidelis,

Steven M. Grozinski

FRONT OFFICE NEWS

To keep all of AR DIV 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) please email SMB_HQMC_AR1@usmc.mil and we will send the form(s) to you within one business day.

Check-In/Check-Out: We are continuing to leverage technology in processing check-ins/check-outs. Please complete employee check-in package found in <https://www.hqmc.marines.mil/ar> and return to the Front Office for processing and to schedule the check-in brief.

For check-outs, please contact the Front Office by email at 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. For parking request forms and additional information, please visit <https://www.whs.mil/Coronavirus/>. Please note that you may be directed to park at the Mark Center North Parking garage through the visitor entrance. For directions to the Mark Center, please visit <https://www.whs.mil/About/Where-We-Work/Getting-to-the-Mark-Center>. The Metro bus 7M shuttle is available to transport personnel from the Mark Center to the Pentagon. The shuttle operates every 15 minutes from 0545 to 1830 between the Pentagon and Mark Center. The first bus leaves the Mark Center at 0605 and the last bus leaves the Pentagon at 1815. Personnel may board and ride the 7M shuttle upon showing their CAC to the driver. This change will affect your arrival time to work so plan accordingly.

Expiration dates for General permits (SA, SC, NA, NC, B, etc.) will be extended through 31 March 2021. Please note that the Pentagon Force Protection Agency (PFPA) is enforcing existing parking regulations. Please park in the area that your permit indicates. If you have any questions regarding parking, please call the AR Front Office at 703-614-1837 or the PMO at 703-697-6251. *****

Use or Lose Leave: The deadline to schedule your Use or Lose Annual Leave is 21 November 2020. Communicate your plan with your supervisor and obtain your supervisor's approval prior to the deadline.

Benefits Open Season: The Federal Benefits Open Season starts on Monday, 9 November 2020 and ends on Monday 14 December 2020. For more information, visit <https://www.opm.gov/healthcare-insurance/open-season/>.

Civilian Service Commendation Medal (CSCM) and Civilian Service Achievement Medal (CSAM): CSCM is

awarded to DON Civilians who distinguish themselves by performing well above their specialty or grade. CSAM is awarded to DON Civilians who are to be recognized for sustained performance or specific achievement of a superlative nature. For more information, see [MARADMIN 067/20](#) or contact smb_hqmc_civilian_awards@usmc.mil.

Combined Federal Campaign

Show Some Love!

The DoD Combined Federal Campaign Virtual Kickoff was 21-25 Sep. The week-long celebration of how we Show Some Love to those in need locally, nationally, and internationally will be one for the history books: **we're going entirely virtual!**

The Headquarters Marine Corps goal is \$120,000.00.

We did a great job last year, so if everyone just renews their giving from last year we can ensure we meet our financial targets. It only takes about 5 minutes so Show Some Love by going to <https://cfcncg.givecfc.org/> to renew your support or find a charity to support.

Choosing a charitable cause to support is a deeply personal decision. The CFCNCA provides several resources to get the community thinking and talking about charitable causes.

Get Involved – Volunteer Opportunities

Not only can you donate funds to your favorite cause, you can also volunteer for a charity! Any charity that has an image of a hand next to its name is requesting volunteer hours. You can pledge hours of support as one more way to make an impact on a cause that's important to you. Volunteer hours also count toward the Division's monetary goal so your time actually equates to money!

Each week, the CFC focuses on a broad charitable cause area and some of its sub-causes:

Week of Sept. 28: [End Hunger](#)

Week of Oct. 5: [Human Rights](#)

Week of Oct. 12: [Eradicate Poverty](#)

Week of Oct. 19: [Medical Research](#)

Week of Oct. 26: [Arts & Culture](#)

Week of Nov. 2: [Education](#)

Week of Nov. 9: [Military Support](#)

Week of Nov. 16: [Children & Family Services](#)

Week of Nov. 23: [Public Safety](#)

Week of Nov. 30: [Global Health](#)

Week of Dec. 7: [Housing & Shelter](#)

Week of Dec. 14: [Faith-based](#)

Week of Dec. 21: [Environmental Protection](#)

Week of Dec. 28: [Mental Health](#)

Week of Jan. 4: [Animal Welfare](#)

Week of Jan. 11: [Choose your favorite Cause and Finish Strong](#)

Please be on the lookout for the upcoming AR Division virtual contests to raise awareness for the CFC!

Pumpkin Carving Contest-October
Halloween Costume Contest-October
Best Chili Recipe Contest-November
Holiday Cookie Contest-December
Christmas Tree Decorating Contest-December

HQMC CFC Campaign Manager
Ms. Katrina Alexander

Co-Campaign Manager
GySgt Renee Hilton

AR Division CFC Keyworkers

ARS: Ms. Kati Zebreski
ARF: Ms. Gracie Britt and Ms. Linda Watson
ARD: Ms. Marie Jones-Braxton
ARH: Mr. Samuel Butler
ARI: SSgt James Ward and SSgt Anthony Lopez
EEO: Pete Mcconnell

EEO NEWS

EEO/Diversity and Inclusion Training

In compliance with President Trump's Executive Order (EO) to suspend Equal Employment Opportunity, Diversity and Inclusion and related training, the HQMC EEO office will not be providing training until further notice.

If there are any questions or concerns, do not hesitate to contact your HQMC EEO team at SMBHQMCARHEEO@usmc.mil.

Special Emphasis Program and Observances

Hispanic Heritage Month: The observance started in 1968 as Hispanic Heritage Week under President Lyndon B. Johnson, and was expanded by President Ronald Reagan in 1988 to cover a 30-day period. Hispanic Heritage month is now observed from September 15th to October 15th each year. Hispanics have had a profound influence on our country through their strong commitment to family, faith, hard work, and service. They have enhanced and shaped our national character with centuries-old traditions that reflect the multi-ethnic and multicultural customs of their community. This special observance gives us the opportunity to recognize, honor, and celebrate the contributions of Hispanics. For additional information on Hispanic Heritage Month, please visit: <https://latino.si.edu/index.php/latino-center>

Disability Awareness Month: The observation of National Disability Employment Awareness Month (NDEAM) is established by Public Law and Presidential Proclamation. Americans will observe National Disability Awareness Month by paying tribute to the accomplishments of the men and women with disabilities whose work keeps the nation's

economy strong and by reaffirming their commitment to ensure equal opportunity for all.

Help us celebrate the 75th anniversary of National Disability Employment Awareness Month (NDEAM) and honor the 30th anniversary of the Americans with Disabilities Act (ADA) by verifying your disability status in MyBiz at compo.dcpds.cpms.osd.mil/.

Keep in mind your information is protected under the Privacy Act and is **ONLY** used to advance programs for individuals with disabilities. Keep a lookout for an upcoming Special Edition AIDE highlighting NDEAM! For additional information on NDEAM, please visit:

<https://www.dol.gov/agencies/odep/initiatives/ndeam>
<https://www.whatcanyoudocampaign.org/celebrate-ndeam/>
https://www.cap.mil/Documents/CAPtions_2020_Vol1_FINALE_acc_3.pdf
https://www.ada.gov/30th_anniversary/index.html

*Note: HQMC nor AR Division are not responsible for the content and privacy policies of these sites; also, listing does not imply endorsement.

EEO Trivia Questions

****The first person to respond via email to SMBHQMCARHEEO@usmc.mil with all correct answers will win a prize! **Deadline is Friday, 30 October 2020.**

1. Who was the first Hispanic Football Hall of Fame inductee?
2. Who was the first Hispanic Rock & Roll Hall of Fame inductee?
3. Who was the first Hispanic Member of the U.S. Congress?
4. When is Disability Mentoring Day?
5. What is the name of the individual with a disability who was a Super Bowl Champion four times over with the Pittsburg Steelers?
6. What is the name of the athlete, who in 2008, qualified for the Summer Olympics, and at that time, was one of only three amputees in history to do so?

HAIL:

- Mr. Synica Tate from Navy Fleet Forces Command

ARD NEWS

How to Be Human Without Human Contact

Stardate 210. Week 30. For this newsletter, I fully intended to write something awesome and inspirational on how we in ARD are using technology and ingenuity to provide ways to motivate and encourage each other during these trying times. Virtual Happy Hours, Zoom calls, and Teams technology are

all fantastic lines of communication that we use on a regular basis. Texts, phone calls, and emails are also “old reliables” that get the job done. With these myriad industry tools at our fingertips, we are “mission accomplished”, showing the world that we can slay this dragon from the comfort of our own home.

But are we really slaying the entire dragon?

We are deep into the seventh month of the COVID pandemic. We’ve gone through the “Quarantine Fifteen”, the memes telling us to turn on our mics and the challenges of becoming teachers to our kids. And we can’t ignore the binge drinking jokes or the ever-impatient “pandemic road warriors”. And while we are accomplishing our mission as expected (and then some!), there are important things that remain a mystery, those inestimable things that we can’t see or hear or measure. They are the metrics that make all of the tangible stuff easier: the handshakes, the pats on the back, the hugs good bye, the smiles in the hallway. Gone are the days of plopping down in a co-worker’s chair to complain about your day or to share a ‘win’. Gone are the invitations to grab a pancake breakfast at 50/50 or an afternoon Starbucks. But through it all, one thing is clear: This pandemic has shown us that we are much more reliant on each other’s humanity than we ever realized. And while we are kicking mission butt, our challenge as Marine Corps Civilians, Marines, and leaders is to become innovative in how we reach across the internet and feed each other’s inner human. It challenges us to inspire a happy medium, one that we can all live with, work with, and stay safe at the same time. It begs us to nurture the human side of business like never before. So while you continue to log your mission accomplishments and turn in precedent-setting metrics, turn your thoughts to the human beings who work with you and for you. Get creative, people. Slay that dragon!

HAILS:

- David Spenner – ARDB Section Head coming from the contract world
- David-John Tucker – ARDB Reports Manager coming from the contract world
- Shamekia Kirklin – ARDB Directives program from the Army at Joint Base Lewis-McChord
- Astrid Diaz – ARDB Records program from HQMC, DC P&R
- Derrick Terry – ARDB Records program coming from the contract world

FAREWELL:

- Gilberto Correa-Ruiz – leaving ARDB’s Deputy position for a position with the Department of Veteran’s Affairs

ARF NEWS

ARF completed the end of the fiscal year closeout with an overall obligation rate of 99.86%. The Formulation Section repurposed unexecuted resources due to COVID-19 to fund current year deficiencies totaling \$4.071M. The Formulation Section initiated the FY-21 phasing plans to receive funds for execution while under Continuing Resolution Authority thru 11 December 2020. The HQMC Labor Section is coordinating with AR-1 Front Office to complete the billet prioritization process in an effort to reduce the Division’s Manage-to-Payroll deficiency. ARF Execution ensured all FY-20 funds were obligated and closed prior-year transactions. Our Accounting Section completed 3 audit samples received in support of the Full Financial Statement Audit, and 47 samples for the Civilian Payroll Audit. The FY-21 Managers’ Internal Controls Program is ongoing, completing data calls and identifying functional areas of responsibility.

The Payroll Section is available to assist with the annual requirement for SLDCADA users to complete account verification in order to maintain system access at the appropriate level. Verification is performed by certifiers/supervisors on the User Profile window. Please be sure to read the SLDCADA News Screen for the latest information each pay period. If you receive a new CAC card, your SLDCADA access must be re-established. This can be accomplished by clicking on the “Request/Modify SLDCADA Access” under the red login button on the home page. If you are retiring in 2020, please be sure to create a Login User ID and Password in MyPay. This will allow you to download your W-2 for tax filing purposes beginning January 2021. The FY-21 Job Order Numbers are now available for leave requests submissions.

HAIL:

- Mr. Brian Clay - LDTA, Travel Section, coming from the Chief of Naval Operations Office

ARH NEWS

Introduced Webinar Wednesdays in May covering relevant topics related to Work Life Balance & Coaching Employees to Peak Performance during the most critical time of the pandemic. Additionally offered two 2-day seminars during that time on Leadership Development for Aspiring Leaders and Team Management in a Virtual Setting.

Provided 22 AIDE UPDATE Issues on various topics related to Learning and Development and Leadership Development opportunities to the Civilian Marine Workforce via their respective Training Coordinators.

Launched an inaugural cohort style 6-week Leadership Development Track for Supervisors throughout July and August covering various topics on: Leading Self, Connecting

through Conversations, Leading Virtually, Building and Sustaining Trust, Driving Change, and Coaching. This track drew the attention of more than 100 interested supervisors; however, due to financial constraints, the track could only graduate 20 participants max.

Partnered with EEO to deliver appropriate and relevant Diversity and Inclusion training to Civilian Marines around the globe via a “**Conversations That Matter**” series.

Partnered with EEO to deliver a “**Mediation Strategies**” series on topics related to crucial conversations, workplace conflict, and leading during difficult times.

How did we achieve this...

- Conducted mini Training Needs Assessments via training coordinators and S-1 contacts, asking them to identify topics and skills their workforce are currently challenged with and/or wish to develop. From there, we worked with vendors to curate course topics and modules to meet those competencies and skill needs.
- With many people working from home and with a population of Civilian Marines homeschooling, we wanted to offer accessible virtual training in bite-sized chunks to allow anyone parents to participate. Micro-learning is a great way to upskill employees in a quick and efficient manner without being taxing on the employee’s schedule.
- Connected with other agencies, such as EEO, to bring forth learning opportunities on sensible topics that impact our Civilian Marine workforce and their development.

The overall benefits of what we offered...

- Instructor-led live sessions via Zoom provided an engaging and interactive experience to our participants, especially during a time where most of us were socially deprived and longed for a sense of belonging with others. These virtual sessions also created a space for community and network-building with peers and leaders located in different states, outside of the NCR.
- Virtual training is here to stay, it is currently a cost efficient way to offer learning and development opportunities to Civilian Marines in commands unable to fund TAD support, allowing training to be more accessible and inclusive to our workforce.

Moving forward...

- As we prepare for our transition back to the office, the Work Force Development team will look into offering training in more inclusive platforms such as Adobe Connect, WebEx, and Microsoft Teams to allow Civilian Marines working from home or in the office access to training regardless of where they work.

Federal Employee Viewpoint Survey is back!!! The 2020 Office of Personnel Management Federal Employee Viewpoint Survey (OPM FEVS) has kicked off this year’s survey beginning 14 September through 30 October. This survey

provides a safe and confidential way to voice your opinions and AR Division leaders want and need to hear from you. This year’s survey has been adapted to ensure we remain responsive to the many new challenges you face, to include a new section on how the COVID-19 pandemic has impacted your work and well-being. Your participation will help Mr. Grozinski and the Branch Heads understand how you are working through the COVID-19 pandemic and how the Division can better support you as we prepare for the future. Please take 20 to 30 minutes to complete the survey. Participation is voluntary and you may use official time.

Distributed Work Environment (DWE) The COVID-19 pandemic presented unforeseen challenges that required an immediate response to ensure continuity of mission accomplishment while keeping our workforce safe. Retired Director of Marine Corps Staff, Lieutenant General Broadmeadow, recognized the recent investments in IT response to both Network Modernization plans and in COVID-19. This presented an opportunity to maximize those capabilities for our future work environment. While responding to the crisis of COVID-19, he sought to uncover the possibilities within the pandemic. And on 16 June signed a charter establishing an Operational Planning Team (OPT) to investigate the value of a permanent, DWE for HQMC.

The OPT was created to functionally review the opportunities and challenges associated with a distributed workforce and develop recommendations for potential implementation of a new model for HQMC. The model focused on potential operational changes and also capitalized on IT infrastructure investments and network modernization plans. The Strategic Initiatives Group requested Ms. Beza Ayalew and Ms. Lea Pickett from the Organization Development Team (ARHM) to participate on the OPT and serve as subject matter experts in developing integration and action plans for the project. Ms. Ayalew and Ms. Pickett led the OPT kick-off by facilitating four working groups to examine the root problem through double-loop learning exercises informing the development of a fundamental opportunity statement. They also had the opportunity to share the development and creation of Opportunity Statements as an approach to position DWE through Opportunity Framing vice Problem Framing.

ARHM provided a valuable framework that assisted the OPT in the development of a recommendation that may shift the way HQMC is structured and operates in the future. HQMC has the potential to lead the way once again by being the first branch of service to innovate its Headquarters to a distributed work environment.

HAILS:

- Mr. Joseph Coleman, Jr. – Quantico from Private Industry
- Mr. Drake Goddard – Pentagon from DON
- Ms. Yolanda Lennon – Indianapolis from DFAS

- Ms. Suzanne Mahaffey – Quantico from MCB Quantico
- Ms. Mary Malave – Pentagon from CNIC/CNRMA
- Ms. Tara Rosario – Pentagon from MCB Quantico
- Ms. Dayna Threatt – Quantico from Department of the Army
- Mr. Christopher Tucker – Quantico from TECOM
- Ms. Sarah E. McWhirter – Quantico from DON

FAREWELLS:

- Ms. Nehemie Almonor – Quantico (NCIS)
- Ms. Belinda Carter – Pentagon (US Patent & Trademark)
- Mr. Paul Frazier – Quantico (Department of the Air Force)
- Ms. Karen Ivory – Quantico (DHS)
- Mr. Steven Mashack – Quantico (Private Industry)
- Ms. Shelley Pree – Pentagon (DOJ)
- Ms. Nichelle Stoney – Quantico (DHS)
- Ms. Jacklyn Swick – Quantico (MARCORSYSCOM)

ARI NEWS

Like all the other Branches within AR Division, ARI has been quite busy since the last AR Newsletter was published in July. We have continued to provide professional and responsive customer service support despite the complications the COVID-19 pandemic has introduced into our daily operations. What follows are some newsworthy items of interest regarding our operations.

Welcome Aboard – Mr. Andrew Sullivan. Mr. Sullivan reported aboard on 14 September and will soon replace Mr. Katzberg as Head, ARI. With a 31-year active duty Marine Corps career (retired LtCol) and having served as a Civil Servant Leader in the MCICOM G6 since 2012, Mr. Sullivan brings a wealth of experience and knowledge to this position. Please welcome Mr. Sullivan as he takes charge of ARI during a time of significant organizational transition and heightened operational demands.

Birth of Major Jorgensen’s son Max. Max Brian Mathews was born at 2346 on Saturday, 15 August 2020. Weighing in at 7lbs, 9oz and measuring 21.5” in length, Max is the first child born to Major Jorgensen and her husband Major Mathews. A hearty round of applause is in order as we welcome young Max into our Marine Corps and ARI families!



Max Brian Mathews

MCEN C2 and MITSC Realignment. In direct support of an MROC decision realigning Command and Control (C2) of the Marine Corps Enterprise Network (MCEN), a number of ARI/MITSC-HQMC billets and network support functions and responsibilities will transition to the new Network Activity NCR – HQMC Element. That organization falls under the operational control of the Marine Corps Cyber Operations Group (MCCOG). The intent of this restructure is to enhance the command and control of the MCEN while strengthening its overall security posture.

Throughout the summer, ARI participated in numerous realignment planning conferences with the MCCOG and from 14 thru 18 September, a joint Table Top Exercise (TTX) was held to ensure the correct numbers of Marines, Civilians, and contractors possessing the right skillsets would transition from ARI to the Network Activity. The TTX revealed several opportunities to refine the proposed T/O structure of each organization to ensure all prescribed network and customer service support responsibilities would be professionally met. IOC for the Network Activity NCR – HQMC Element is 30 October and will entail the transition of 39 Marine and GS billets and most Next Generation (NGEN) contractors from ARI to the Network Activity. But fear not ... all transitioning personnel will remain in ARI work spaces and a very close, symbiotic relationship between the two organizations will be established to ensure network and customer service support responsibilities will be executed in a responsive, reliable, and professional manner.

Smith Conference Room Upgrade ISO CMC and APMC. Kudos to Mr. Matthew “Duckie” Smith who, from 15 July to 11 September, expertly managed the complete upgrade of all VTC, audio, and visual equipment and related capabilities supporting the Commandant’s Smith Conference Room. Working within a tight schedule and overcoming several potential project derailment issues, he and his team met FOC with two days to spare. That conference facility now has state-of-the-art VTC and other communications capabilities that will support to Commandant’s virtual conferencing requirements for several years to come.

Transition of MCATS-S to SIPRNET DON TRACKER. A hearty “well done” to Mr. Manfred Kyereboah and his Applications Development Team for the long-awaited and successful transition of the Marine Corps Action Tracking System – SIPRNET (MCATS-S) to SIPRNET DON TRACKER. Flawlessly executing a POA&M, SIPRNET DON TRACKER “went live” on 1 September and on 1 October, MCATS-S was officially decommissioned. This marks a significant milestone in the consolidation of action tracking capabilities into a single operational construct.

Reorganization. In an effort to reduce the surface area for potential COVID-19 infestation, ARI still operates in a reorganized “customer service and network support team construct”. We have four support teams each of which, with some exceptions, works out of our Pentagon spaces every

fourth work day and on the other three, they telework. While there has been some degradation in service support response times, generally speaking, customer issues are being resolved in a thorough and professional manner.

HAILS:

- Capt Dantonio (SEPT) – PCS from 1/6, Camp Lejeune, NC
- SSgt Lopez (SEPT) – PCS from MWCS-38, Miramar, CA
- Sgt Cosby (SEPT) – PCS from 8th Comm Bn, Camp Lejeune, NC
- Cpl Sharpe (AUG) – PCS from MITSC- RES, New Orleans, LA
- Cpl Denkin (SEPT) – PCS from MWSS-372, Camp Pendleton, CA
- Cpl Sanchez (SEPT) – PCS from MWSS-473, Miramar, CA
- PFC Prichard (AUG) – PCD from MCCES, 29 Palms, CA

FAREWELLS:

- SSgt Johnson (JUL) – PCS to MARSOC, Camp Lejeune, NC
- Cpl Kittelson (AUG) – EAS
- Sgt Lopez (AUG) – EAS
- Cpl Garay (AUG) – EAS

PROMOTIONS:

- SSgt Serranovigier (JUL)
- Sgt Lopez (JUL)
- Sgt Neris (AUG)
- Sgt Sanchez (OCT)
- Sgt Sharpe (OCT)
- LCpl Sanders (AUG)

ARS NEWS

Portable electronic device update

MARADMIN 520-20 amends the updated portable electronic device (PED) policy (MARADMIN 263-20), providing amplifying guidance on the use of specific electronic peripheral devices, (e.g., headphones, microphones, and web cameras) on government information systems in government spaces where collateral classified information is processed, stored, or discussed, and providing an update on authorized telework capabilities. The MARADMIN does not apply to, or modify, existing policy regarding the use of unclassified or classified PEDs or peripherals in Marine Corps Sensitive Compartmented Information Facilities (SCIF).

- Wired Headphones, microphones, and web cameras are **PERMITTED**, if government-procured through General Services Administration (GSA), ServMart, or commercially in the U.S. (through approved DOD open purchase/contracting mechanism).
- Devices using wireless communication (including bluetooth, cellular or Wi-Fi, or other near field communication) are **PROHIBITED** unless granted an explicit exception by the HQMC Information Systems Security Manger/Officer and HQMC Security Manager.
- Use of personally-owned printers with Government Furnished Equipment (GFE) PEDs is **PROHIBITED**.
- The use of wireless peripherals, and personally-owned printers (either wired or wireless), and CAC readers that have been previously connected to non-government systems are strictly **PROHIBITED**.
- Webcams and microphones must be disconnected/disabled on laptops/desktops, when not in use. Authorized webcam user agreements must be completed and filed with the HQMC Information System Security Manager/Officer and HQMC Security Manager for webcams used on unclassified systems within collateral classified spaces. Prior to connecting or enabling peripherals such as webcams, headphones/headsets, or microphones, classified spaces will be “sanitized”. Visual indicators will be used to indicate that an unclassified video/voice teleconference is in session within classified spaces, such as sign(s) posted on outer doors.

Points of contact are Mr. Matthew Klink (HQMC ISSM) at matthew.klink@usmc.mil, or Ms. Shameica Barnes (HQMC Security Manager) at shameica.barnes1@usmc.mil.

HAILS:

- Ms. Tara Walters, FOIA/PA Programs Administrator coming from private industry
- Ms. Toni Basil, FOIA/PA Analyst coming from OPM

STRATEGIC COMMUNICATIONS TEAM NEWS

Microsoft TEAMS, Swift and teleworking. Their impact during covid-19 and possible future use by AR Division.

Prior to the COVID-19 pandemic, the Strategic Plan team discussed and suggested to leadership the use of communications and collaboration applications such as Microsoft Teams and Swift. Most of the employees who were interviewed as part of the process to identify concerns, provide ideas and check the overall pulse of the AR family commented on the lack of communication and collaboration. That prompted the Strategic Team to find ways and means to fill that gap. Microsoft Teams and Swift were the two applications that would help reach those goals. Unfortunately the pandemic

struck the world, requiring mass mandatory teleworking and fast forwarding the implementation of those applications.

Microsoft Teams and Swift are now the two most used applications by AR Division personnel. Some comments such as Jennifer Lee's (ARD) – "TEAMS has been a lifesaver. The ability to share screens and be able to give or take control of the screen has been most useful. The TEAMS capability has made it much easier to telework and still provide customer service." Another comment from Sam Butler (HROM) – "Our customers who are informed about the social distance options for getting serviced by HROM have been very satisfied with the level of support they have been receiving."

Just like any new technology and its implementation, with higher demand has their trials, errors and successes. These applications are very useful, allowing us to keep our workloads in check, to share information, and complete training and job requirements without losing time or increasing the chances of becoming sick from the virus. Many employees prefer and enjoy the opportunity that teleworking has provided and there are even discussions to maintain teleworking after the pandemic is over. Even with teleworking in place, the added mix of going into work on scheduled days, provides the opportunity for customers to visit the office and have their needs taken care of. It provides a good balance between safety, work and customer service which is vital to the AR Division mission and vision of excellence.

Ambassador of Quality (AOQ) Recipients

CONGRATULATIONS

ARD

Mr. Brian O. Miller

ARH

Mr. Sanderson Jones
Mr. Christopher Little
Mr. Lasana Morlu
Ms. Ann Bradberry
Ms. Nichelle Stoney
Ms. Jaclyn Swick

ARI

Mr. Larry Acherman
Sergeant Jordan D. Bailey
Mr. Stewart Benson
Mr. Kirjatahamin Brown
Lance Corporal Eristeo Chavezgutierrez
Mr. Glenn Foster
Ms. Tamyra C. Lathon
Mr. James Roach
Private First Class Bradley W. Sanders
Ms. Susan Petersen

Mr. Michael Perry

Civilian Service Commendation Medal (CSCM) Awardees

CONGRATULATIONS

Mr. Lester Harris
Mr. Manfred Kyereboah
Mr. Kevin Williams

Who were the Division's first recipients of these newly-established awards for their work designing and developing the Inspector General Case Management System. This database captured and maintains over 5,000 IG case files and will process future cases. Their efforts saved over \$1.5M initially and an estimated \$500K in annual savings.

2020 Spirit of Service Award Recipients

CONGRATULATIONS

Mr. Howard Benson
Mr. Lester Harris
Mr. Edward Mosley

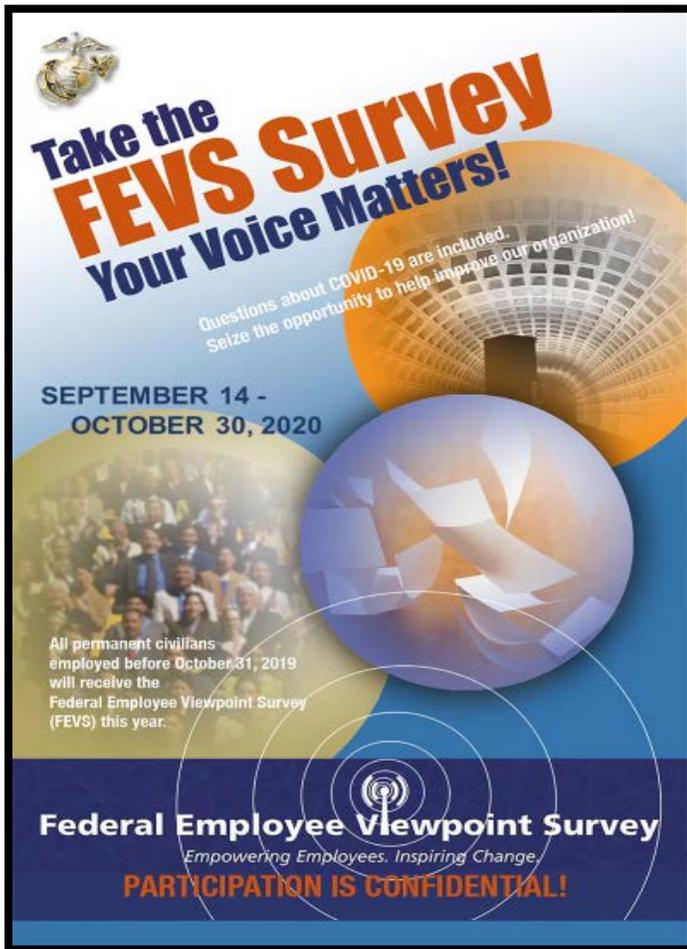
The Spirit of Service recognition was created in 2011 to promote, perpetuate, and recognize the virtues of public service across DoD. The award recognizes outstanding Marine Corps civilian employees within the National Capital Region who display the core qualities of honor, integrity, and excellence in their everyday service to the Department.

2020 Secretary of Defense Award for Outstanding Service Members and Civilians with Disabilities

CONGRATULATIONS

Ms. Arlyn Penaranda

Who received the award for surveying more than 5,000 employees while establishing a contract to provide Sign Language Interpreter support for Deaf/Hard-of-Hearing employees in the National Capital Region.

A promotional poster for the Federal Employee Viewpoint Survey (FEVS). The top left features a gold medal icon. The main title is "Take the FEVS Survey Your Voice Matters!" in large, bold, blue and orange letters. Below the title, it says "Questions about COVID-19 are included. Seize the opportunity to help improve our organization!". The dates "SEPTEMBER 14 - OCTOBER 30, 2020" are prominently displayed. The poster includes images of a group of people, a globe, and a stylized globe with paper airplanes. At the bottom, it says "Federal Employee Viewpoint Survey Empowering Employees. Inspiring Change. PARTICIPATION IS CONFIDENTIAL!"

Take the FEVS Survey
Your Voice Matters!

Questions about COVID-19 are included.
Seize the opportunity to help improve our organization!

SEPTEMBER 14 -
OCTOBER 30, 2020

All permanent civilians
employed before October 31, 2019
will receive the
Federal Employee Viewpoint Survey
(FEVS) this year.

Federal Employee Viewpoint Survey
Empowering Employees. Inspiring Change.
PARTICIPATION IS CONFIDENTIAL!

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
EEO 571-256-8301
ARD 703-693-3088
ARF 703-614-1970
Payroll: smbhqmcarf.payroll@usmc.mil
ARH 703-614-9091
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