Mission: Our dedicated professional workforce provides sound policies, timely guidance, expert program management, and integrated service support enabling our customers to effectively execute their mission.

Publishing and Logistics Management Branch - ARD
Human Resources and Organizational Management Branch - ARH
Fiscal Branch - ARF
Information Systems Management Branch - ARI
Security Programs and Information Management Branch - ARS
Front Office / Manpower / Equal Employment Opportunity - AR-1, AR-2, EEO

- **Organization** - Office of the Director, Marine Corps Staff
- **Website:** [https://www.hqmc.marines.mil/ar/unithome.aspx](https://www.hqmc.marines.mil/ar/unithome.aspx)
AR - 1, AR - 2
Pentagon Rm 2C253

- Table of Organization (T/O) & Manpower Management
- AR Division Front Office
- AR Division Task Coordinator
- Combined Federal Campaign

AR Division Front Office          703-614-1837
Manpower Analyst                 571-256-8203
CFC Campaign Manager             571-256-8203

- AR-1 & 2 Website: https://www.hqmc.marines.mil/ar/Branches/AR-1-and-2/
- CFC Website: https://cfcnca.org/
AREE - EQUAL EMPLOYMENT OPPORTUNITY

Pentagon Rm 2A270 and Quantico MCA Annex, 715A Broadway Street, 1st Floor

- Complaints Management (Informal & Formal)
- Reasonable Accommodations (including Personal Assistance Services)
- Alternative Dispute Resolution (Mediation)
- Affirmative Employment
- EEO Training (Annual & Specialized)
- EEOC Compliance
- Special Emphasis Programs

Deputy Director, EEO
Pentagon/Quantico 571-256-8302/703-784-4772

Complaints Management
Pentagon/Quantico 703-697-7305/703-784-4544

Reasonable Accommodations
Pentagon/Quantico 703-697-7113/703-784-2281

Alternative Dispute Resolution
Pentagon 571-256-8205

HQMC EEO Website: https://www.hqmc.marines.mil/ar/EEO/
ARD - Publishing & Logistics Management
Pentagon Rm 2B253

- Records, Reports, Directives, & Forms Management (ARDB)
- Facilities & Space Management (ARDD)
  - Renovations / Repairs / Furniture / Mover Support / Office Space Manager for Pentagon and NSF-A /Exhibits
- Publishing and Logistics Systems Management (ARDE)
  - MCPEL / MCPDS / GO & SES Card Stock / Digitization / MFD Support

Front Desk 703-693-3088
Records, Reports, Directives & Forms Management 703-614-1081/2311
Facilities Management 703-693-3089
Publishing & Digitization 703-614-1712/1713
Printing 703-614-4816
Reprographics Equipment Management (MFDs) 703-614-2580

- Records, Reports, Directives, and Forms Management Section (ARDB):
- Publishing and Logistics Systems Management Section (ARDE):
- Facilities and Space Management Section (ARDD):
ARF – Fiscal
Pentagon Rm 2A262

- Manages DMCS & AR Division Budget Execution
- Liaison for Management of Financial Systems (DAI, DTS and WAWF)
- Conference Approval

Front Desk 703-695-4747
Budget Execution 703-695-4727
Budget Formulation 703-695-4798

ARF Website: https://www.hqmc.marines.mil/ar/Branches/AR-Fiscal/
DAI Website: https://ebs.dai.csd.disa.mil/
ARH - Human Resources & Organizational Management
Pentagon Rm 2C253 and Quantico Bldg #2004, Mann Hall

- Organizational Development (Computer Aided Group Facilitation)
- Strategic Workforce Planning
- Civilian Workforce Training & Development
- Recruitment & Classification (Recruiting Process & Position Description Classification)
- Labor and Employee Relations (Management/Employee Advisory Services)

HROM Front Office                  Pentagon          703-614-8371
HROM Director                     Pentagon          703-614-8371
Quantico Site Manager            Quantico          703-784-3378
Organizational & Workforce Management Pentagon 703-614-9088
Recruitment & Classification     Pentagon/Quantico  703-614-9095/703-784-3378
Labor & Employee Relations       Pentagon/Quantico  703-695-3891/703-784-2431

- HROM Website: [https://www.hqmc.marines.mil/hrom/](https://www.hqmc.marines.mil/hrom/)
- GRB (Previously EBIS): [https://www.civilianbenefits.hroc.navy.mil/](https://www.civilianbenefits.hroc.navy.mil/)
- OPM: [https://www.opm.gov/](https://www.opm.gov/)
ARI - Information Systems
Pentagon Rm 2D247

- HQMC Staff Organization Support
- Web Development, Application Hosting and Maintenance
- Telephones and Mobile Communications
- Information Systems Management
- Cyber Security/Network Defense
- Audio/Visual Services

IT Center Watch Officer 703-695-0459
Enterprise Service Help Desk 1-855-373-8762
ARI Pentagon Support (aria.remedy@usmc.mil) 571-256-8009
ARI NSF-A Support (aria.nsf.mac@usmc.mil) 703-604-4621

Telephones
Pentagon 703-614-8119
Wireless/Cellular/Mobile Communications 703-614-8119

Audio/Visual Services
(hqmc_av_service@usmc.mil) 703-614-2354

Cyber Security
System Accreditation/Spillage Remediation 571-256-7936

DON TRACKER Support 703-614-1041
Web Application Development 703-614-1041
Applications Training 703-614-1041

Navy Enterprise Service Desk: nesd_dontracker.fct@navy.mil

ARI Website: https://www.hqmc.marines.mil/ar/ARI/
ARS - Security Programs

Pentagon Rm 2A288A/2B289

- Passport and Visa Support
- FOIA/Privacy Act Programs USMC-wide
- Parking Management
- Physical security issues, lock/alarm systems, surveys, Level III access
- Foreign travel/anti-terrorism briefs
- COMSEC equipment (Physical and Electronic Material Management)
- Information and Personnel Security Management

Front Desk/Information and Personnel Security /

Pentagon Building Access 703-614-3609
Parking Passes 703-614-2122
Visitor Access Control 703-692-9532
Physical Security/Alarm Systems 571-256-8648
Passports/Visas 703-614-1651
Communications Security (STU, STE, SME, PEO) 703-614-2305
Privacy Act / Freedom of Information Act 703-614-4008
After-hours access / Emergencies (locked out of office) 703-254-3541/703-919-2447

- FOIA Online: https://foiaonline.gov/foiaonline/action/public/home