

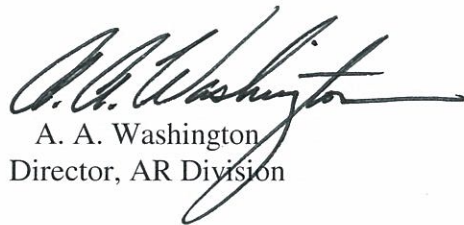
Greetings,

Summertime in Washington DC: No electrical power, temperatures above 100 degrees for 3 to 4 consecutive days, and traffic backed-up for miles! I want to thank all of you for your dedication and resolve in just getting to work these days during what has already been a very difficult summer for all commuters. Our Marines and Civilians have proven themselves to be real professionals as work productivity and customer service continue to draw great reviews from HQMC and the operating forces.

Last month I signed a new AR Division Order 12792 entitled "Civilian Physical Fitness and Wellness Program (PFWP) for AR Division Civilians" which is a pilot program that allows our Civilians to pursue a physical fitness program while aboard a Government facility for up to 59 minutes (excused absence) three times per week with supervisory approval. For further information, please see page 3 of this newsletter.

Enjoy your vacation time this summer. Remember to stay healthy by hydrating (water!) and keeping those seat belts buckled.

Sincerely,

  
A. A. Washington  
Director, AR Division

### AR Division "Ask the Director"

To provide outstanding customer service and communication, AR Division (AR Div) employees can submit anonymous or by name comments, feedback and questions to the Director by accessing the AR Div web site at:  
<http://www.marines.mil/unit/dmcs/ar/Pages/default.aspx>  
Click the link entitled "Ask the Director". Fill out the form and click "Submit Your Questions", at the bottom of the form.

### Ambassador of Quality Award Program

Nominations for the Ambassador of Quality (AOQ) Award for the 3rd Quarter FY12 are due to AR Division on 13 July 2012. The next AOQ Award ceremony will be held on 7 Aug 2012 from 10:00-11:00 am at the Pentagon Conference Center Room B6. For more information contact Mrs. Ellen Nix, AR Div, 703-614-1504, [ellen.nix@usmc.mil](mailto:ellen.nix@usmc.mil)

### Community of Interest Program

The Communities of Interest (COI) are chartered by the Commandant to increase opportunities for professional development, networking and career path templates to assist with career development and information sharing throughout the civilian workforce. For more information about the Civilian Workforce Strategic Plan, visit [www.manpower.usmc.mil/civilianmarine](http://www.manpower.usmc.mil/civilianmarine). Civilian career groups are identified by series in 20 Marine Corps COIs. (For more information, visit [www.manpower.usmc.mil](http://www.manpower.usmc.mil)), or contact Mrs. Ellen Nix, AR Div, 703-614-1504, [ellen.nix@usmc.mil](mailto:ellen.nix@usmc.mil)

### Security Coordinator

Mr. Steven Collier is the AR Division Security Coordinator and GySgt Melendez is the Assistant Security Coordinator. Reminder: On-line Security Training is an annual requirement that must be completed by 31 Dec 12. Completion certificates should be maintained by the branch/section. Quarterly completion rosters should be e-mailed to Mr. Henry James, at [henry.james@usmc.mil](mailto:henry.james@usmc.mil).

### AR Division Family Day

The AR Division Family Day will be held on Friday, 3 August 2012 at Barcroft Park in Arlington Va. Additional details will be provided at a later date.

### Check-in/Out Procedures

All personnel must check-in/out with the AR Front Office. Personnel that are permanently checking out of AR Division will need to turn in all items issued to them (i.e., CAC, bldg badge, parking permit, etc.) and sign debriefing forms. Branches are required to provide a branch representative to escort them out of the building after the checkout is complete.

## Fiscal Branch (ARF)

### GSA Smart Pay Conference

Registration for the GSA Smart Pay Conference held annually has begun. The conference will be held July 2012 in Nashville, Tennessee. A representative from ARF will be attending. The conference is held to conduct hands-on-training on the Citibank Card Management System and to provide the most up-to-date policies and procedures during the Marine Corps/Department of the Navy breakout sessions.

### FY'12 Closeout Guidance

This is the ending of third quarter for FY12, and ARF is working to have a successful closeout. The RCO Quantico Closeout and ARF Fiscal Guidance have been provided to all fund managers for use to timely meet contracting requirements.

### Government Travel Card Program

ARF Fiscal continues to work the delinquent Citibank accounts. Coordination daily is completed with HQMC Level 4 Agency Program Coordinators (APC) to ensure immediate resolution.

## Publication and Logistics Management Branch (ARD)

### Significant Events

#### **MONTFORD POINT MARINES**

From 1798 to 1942, the Marine Corps denied African-Americans the opportunity to serve as Marines. However, in 1942, President Franklin D. Roosevelt established a presidential directive giving African-American men an opportunity to be recruited into the Marine Corps. These African-Americans, coming from every state in the Union, were not sent to the traditional boot camps of Parris Island, South Carolina and San Diego, California. Instead, African-American Marine recruits were segregated and assigned to basic training at Montford Point, a newly established site at Camp Lejeune, North Carolina. Before the gates closed in 1949, approximately 20,000 African-American recruits received training at Montford Point Camp. These Marines served honorably in Saipan, Guam, Tinian, Peleliu, Iwo Jima and Okinawa. During World War II, the initial intent of Marine Corps leadership was to discharge these African-American Marines after the war and return them to civilian life, thereby leaving the Marine Corps an all-white service. Once given the chance to prove themselves, it became impossible to deny the fact that African-American Marines were just as capable as all other Marines, regardless of race, color, creed or national origin. The Marines who trained at Montford Point served with honor, courage and commitment in defense of freedom as a part of the 'Greatest Generation' and beyond. Their perseverance in the midst of adversity is a shining testament to their undaunted character and sacrifice-endeavors that led our nation to victory and forever pulled down racial barriers that existed in the military.

### Vacancy Announcement

One GS/12 Budget Analyst vacancy.

### Promotions

Staff Sergeant Sotelo (ARDC) was recently selected for Gunnery Sergeant.

### Hail

Mr. Bruce Campbell (ARDB)  
Warrant Officer Paul Mancuso (ARDC)

### Farewell

Ms. Jeniece (Jenny) Byl (ARDC) is departing in July for a new position Marine Corps Base, Quantico.

Mr. Herman Coulter (ARDC) to retire in August.

ARD Continue:

During the week of 25 June, a number of events will occur, to include the awarding of the Congressional Gold Medal and a parade at Marine Barracks 8th & I to recognize their military service alongside other famous World War II groups, such as the Navajo Code Talkers and the Tuskegee Airmen.

During the past months members of Combat Camera (ARDC) have traveled the country conducting interviews of surviving Montford Point Marines in support of an upcoming documentary. Leading up to the June events noted above, COMCAM has been an integral part of planning and coordination. In support of the events COMCAM will be conducting additional interviews of Montford Point Marines; providing photo and video support at multiple sites simultaneously; as well as providing graphic and reprographic support in the way of banners, posters, parade programs, and a host of other supporting materials.

*AR Division Physical Fitness and Wellness Program (PFWP)*

*Pentagon Fit to Win Program July 2012*  
*Class Schedule*  
*DiLorenzo TriCare Health Clinic*

| <u>Day</u> | <u>Class Title</u>           | <u>Time</u> |
|------------|------------------------------|-------------|
| 6          | Debrief/Exercise Lecture     | 1000-1100   |
| 9          | Understanding Heart Disease  | 1100-1230   |
| 10         | Diabetes Management          | 1300-1530   |
| 11         | Weight No More (1 of 2)      | 1100-1200   |
| 11         | Quit to Win/Tobacco (1 of 3) | 1200-1300   |
| 13         | Debrief/Exercise Lecture     | 1000-1100   |
| 16         | Blood Pressure Management    | 1000-1100   |
| 16         | Meal Planning                | 1100-1200   |
| 17         | Preventing Running Injuries  | 1200-1300   |
| 18         | Weight No More (2 of 2)      | 1100-1200   |
| 18         | Quit to Win/Tobacco (2 of 3) | 1200-1300   |
| 19         | Why Do I Hurt?               | 1100-1200   |
| 20         | Debrief/Exercise Lecture     | 1000-1100   |
| 23         | Fifty Over Fifty (50)        | 1100-1200   |
| 24         | Mindful Eating               | 1100-1200   |
| 25         | Quit to Win/Tobacco (3 of 3) | 1200-1300   |
| 27         | Debrief/Exercise Lecture     | 1000-1100   |
| 30         | Blood Pressure Management    | 1000-1100   |
| 30         | Why Do I Hurt?               | 1100-1200   |
| 31         | Preventing Running Injuries  | 1200-1300   |

**What is the PFWP?:** The PFWP seeks to encourage civilians to maintain a healthy lifestyle. Under the PFWP employees are authorized three 59-minute excused absences each week. Employees may only utilize DoD Facilities for participation in the PFWP. The PFWP prohibits the use of privately owned fitness facilities. Employees may opt to walk or run in lieu of or in addition to using a fitness facility.

**Applying for the PFWP:** Employees who wish to apply for the command sponsored PFWP should apply using the Physical Fitness and Wellness Program Application found at enclosure (1) in the AR Division Policy. All employees must comply with the rules of the selected DoD fitness facility. If any physician waivers are needed to participate in the DoD fitness facility, it is the employee's responsibility to obtain such documentation. Employee's participating in the program must also participate in a minimum of two command sponsored health promotion events. Classes are located in the DiLorenzo TriCare Health Clinic, which is off Corridor 8 directly next to the North Parking Entrance. With supervisory approval, employees are eligible to use up to three 59-minute excused absences for participation in physical fitness and wellness activities. Employees must check-in/check-out with their supervisors for each approved excused absence unless the fitness and wellness schedule has been preset. Supervisors have the right to approve or deny the excused absence based on mission requirements. If any excused absence is not used during one week, it may not be carried over for subsequent use.

**Trial Period:** Help make the program a success by participating in the trial period from 18 June 2012 to 14 September 2012, and providing the Employee Management Advisory Services Section with feedback.

**Questions:** Please contact Lauren Lafaye at 571-256-9535, Chris Grondalski at 571-256-9534 or Nikki Davis at 571-256-8205.

## Information Systems Management Branch (ARI)

### Hail

CIV Jonas Angeles  
GySgt Anthony Edwards  
Sgt Jessie Blanchard  
Cpl Christina Niles  
LCpl Gabriel Merigian  
LCpl Brendan Murphy

### Farewell

SSgt Doryus Jones  
Sgt Paul D'Amico  
Sgt Joshua Baker  
Sgt Mark Pierce  
Sgt Michael Quinn  
Sgt Phillip Schulte

### Promotion

Congratulations to GySgt Anthony Edwards and LCpl Jonathan Bartley on being promoted to their current ranks! These are well-deserved promotions by a couple of hard-charging Marines.

### New Additions to the Family

Congratulations to Master Sergeant Therrien and his wife on the birth of their baby boy, Connor Therrien.

### Information

For communications issues within HQMC, please contact the ARI Help Desk at 703-614-1721/1723 and 703-695-1725. Reminder – inbound/outbound HQMC and Henderson Hall personnel must check in/out with the ARI IT Center (Pentagon room# 2D247) for creating/deleting SIPRNET accounts and issuing/returning SIPRNET tokens.

## Human Resources and Organizational Management Branch (ARH)

### Farewell

Howard Jimenez who accepted a position at WHS.

### Congratulations

Megan Cefferillo from ARHM on her promotion to GS12.  
Shavona Wright from ARHEQ on her promotion to GS12.

### Training Opportunities

To register go to: <http://hqmc03d.hqmc.usmc.mil/hromtrain.nsf>. For more information, call (703) 604-2755 or email [smb.hqmc.arhb.trng@usmc.mil](mailto:smb.hqmc.arhb.trng@usmc.mil).

|           |   |                              |
|-----------|---|------------------------------|
| 10 Jul    | New Employee Orientation                  | Quantico, Mann Hall, Rm 110a |
| 11 Jul    | Naval Correspondence                      | Quantico, Mann Hall, Rm 110a |
| 12 Jul    | New Supervisor Orientation                | Quantico, Mann Hall, Rm 110a |
| 24-25 Jul | Marine Corps Acculturation Program (MCAP) | Quantico, Museum, Trailer #2 |
| 14 Aug    | New Employee Orientation                  | Pentagon, Rm 2C253           |
| 16 Aug    | New Supervisor Orientation                | Pentagon, Rm 2C253           |
| 22-23 Aug | Marine Corps Acculturation Program (MCAP) | Quantico, Museum, Trailer #2 |

ARH Continue:

|            |   |                              |
|------------|---|------------------------------|
| 11 Sept    | New Employee Orientation                  | Quantico, Mann Hall, Rm 110a |
| 13 Sept    | New Supervisor Orientation                | Quantico, Mann Hall, Rm 110a |
| 18-19 Sept | Marine Corps Acculturation Program (MCAP) | Pentagon, Rm 2C253           |

## *Security Programs and Information Management Branch (ARS)*

### *Personnel and Information Security*

Marine Corps Enterprise Directive (ECSD) 009 "NATO Information Handling on the Marine Corps Enterprise Network Version 2.0", published by HQMC C4 currently states, "NATO Unclassified Information is not authorized on the NIPRNET (Unclassified Network)". Recent guidance, issued by C4, allows NATO Unclassified information to be processed, stored and transmitted over the NIPRNET (Unclassified Network). The security measures for all systems handling NATO UNCLASSIFIED information shall include the following: (1) A means to reliably identify and authenticate persons with authorized access to NATO UNCLASSIFIED information; and (2) A means to control authorized access to only those persons with a "need to know". Questions regarding the proper handling of NATO UNCLASSIFIED Information should be directed to Information Security Manager at (703) 614-3609.