



Greetings,

Happy New Year to all in the AR Division Family!

As we begin 2012, I have some GOOD news and BAD news to share in regards to the Marine Corps Civilian hiring freeze: the hiring freeze has been lifted but each Department/Staff Agency must continue to hire and fill their vacancies in accordance with the civilian payroll ceiling. We will not be able to fill all of our civilian vacancies but we will be able to prioritize our most critical positions for immediate hiring.

In keeping with the New Year spirit, I would like to congratulate Mrs. Catalina Rivera, GySgt Melendez and the rest of our Combined Federal Campaign (CFC) team for achieving over 106% of the 2011 HQMC Goal (over \$260K) this past month. I am also proud of the fact that AR Division surpassed its CFC goal for the first time in 10 years---well done!

I look forward to working with each you as we face new (and some old) challenges in 2012: budgetary constraints, reduced staffing levels, mission expansion and increased performance expectations. This marks the beginning of my 40th year of Marine Corps service and I can't think of a more dedicated group of Marines and Civilians that I would want to serve with--Thanks for all you accomplished in 2011!

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://hqinet001.hqmc.usmc.mil/ar/ARDIV/index.htm>

Click the link entitled "Click here to ask the Director". Fill out the form and click "Submit Your Questions", at the bottom of the form.

### Ambassador of Quality Award (AOQ) Program

Nominations for the Ambassador of Quality Award for the 1st Quarter FY12 are due to AR Division. The next AOQ Award ceremony will be held on 7 February 2012 from 1:30-2:30 pm 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. The COI's support the execution of the Civilian Workforce Campaign (CWCP), 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)). For more information 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. GySgt Melendez is the Security Assistant. Reminder: On-line Security Training is an annual requirement that must be completed by 31 Dec 2012. Completion certificates should be maintained by the branch/section. Quarterly completion rosters should be E-mailed to AR-1, attn: Mr. Henry James.

<http://hqinet001.hqmc.usmc.mil/ar/ARS/Marine%20Security/launchPage.htm>

### Check In/Out Procedures

It is imperative that all personnel check in and 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 Rep to escort them out of the building after the checkout completion.



## Fiscal Branch (ARF)

### FY'12 Consolidated Appropriations Bill

The President signed the FY12 Consolidated Appropriations Bill. P&R Division will begin adjusting the FY12 Controls to reflect all congressional adjustments. Once all congressional adjustments have been incorporated, P&R Division will release controls, followed by 2<sup>nd</sup> Qtr funding. It is their intent to release the new controls by 5 January 2012.

### Unliquidated Orders Process

ARF Fiscal continues to coordinate with the fund administrators to further improve the ULO Validation process. ARF Fiscal provided an overview of the progress recognized from the prior month and agreed to continue to address other possible improvements. As discussed in the prior meetings, the validation instructions were simplified and better organized. A follow-up meeting is scheduled for 17 January 2012 with AR Division to continue open dialog and an exchange of information. The changes will be reviewed and discussed with CMC Support Staff at the January monthly financial management training.

## Publication and Logistics Management Branch (ARD)

### Significant Events

Special Recognition Award being presented to Ms. Marie Braxton for 25 years of Federal Service.



### Awards

The following personnel received Length of Service Awards:

Ms. Marie Braxton (25 years)  
Ms. Molotle Browne (20 years)  
Mr. Robert Bisel (10 years)

### Farewell

Ms. Tonya Price (ARDB)  
Mr. Leonardo Crespo (ARDC)



## Information Systems Management Branch (ARI)

### Promotions

- Congratulations to Sergeants Mark Pierce Jr., Nicholas Shell and Matthew Winkelvoss on being promoted to their current ranks!

### Training

- SharePoint Training is coming soon. SharePoint Power User classes will be held in the ARI Pentagon Classroom (Room 2D244) during the months of January, February and March 2012. There will be only one class per month. Each class will be three full days in duration and taught by a Certified Microsoft Instructor. Because this training is provided via an external contract, we need maximum participation to be considered for future classes. Exact dates are not yet confirmed, but they will be listed on the HQMC Training Website (<https://ehqmc.usmc.mil/sites/HQMCTraining/Pages/Default.aspx>) no later than 04 Jan 12. There is no prerequisite for this class.

- Sergeants Angela Palm and Christian Elomina successfully completed the Information Assurance Technician Course at the Marine Corps Communication Electronics School in 29 Palms, CA, as part of their Lateral Move into the 0689 MOS.

### 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)

### Training Opportunities

To register for a class, please visit the HROM training registration website: [http://www.marines.mil/unit/hqmc/hr/Pages/ARHM\\_Training.aspx](http://www.marines.mil/unit/hqmc/hr/Pages/ARHM_Training.aspx). If you have any questions or problems, please contact us at: [SMB.HQMC.ARHB.TRNG@USMC.MIL](mailto:SMB.HQMC.ARHB.TRNG@USMC.MIL), 703-604-4465.

#### MANAGING MULTIPLE PROJECTS, OBJECTIVES, AND DEADLINES

9 Jan 12 Pentagon, Rm 2C253

Learn how to reap the benefits of better planning and how to get and stay organized.

#### ADVANCED PROJECT MANAGEMENT

10-11 Jan 12 Pentagon, Rm 2C253

12-13 Jan 12 Quantico, Mann Hall, Rm 110A

Project selection and prioritization, customer needs, work breakdown structure, earned value management, and risk management-the process.

### Hail

CTR Kevin Cobham  
CTR Raymond Eaddy

### Farewell

Sgt Lucas Shaffer (EAS)  
Mr. Bobby Woodard  
Mr. Oba Young  
CTR Richard "Rick" Cornell

### Newborn

Congratulations to Cpl Orlando Munoz and his family as they welcome their baby boy born on 15 Dec 2011.

### Farewell

Judge Johnson who accepted a job at EPA.

Stacey Cruz who accepted a job at DHS.

Brittany Whalan who accepted a job as a Contractor.

Eileen Gregury who retired after 30 years of Federal Service. She received the Meritorious Civilian Service Award.

### Promotion Congratulations

Christi Hannah and Holly Norris from ARHM.

Continue:

**NEW EMPLOYEE ORIENTATION**

19 Jan 12 Quantico, Mann Hall, Rm 110A

16 Feb 12 Pentagon, Rm 2C253

Audience: All new supervisors of civilians.

**NEW SUPERVISOR ORIENTATION**

18 Jan 12 Quantico, Mann Hall, Rm 110A

15 Feb 12 Pentagon, Rm 2C253

Audience: All new civilian employees.

*EEO*

For the following Annual Required EEO Training On-Line, please visit the HROM training website:

[http://www.marines.mil/unit/hqmc/hr/Pages/EEO\\_Training.aspx](http://www.marines.mil/unit/hqmc/hr/Pages/EEO_Training.aspx)

If you have any questions or problems, please call 571-256-8302.

Dr. Martin Luther King, Jr., Birthday Celebration:

The MLK Celebration will be held at the Pentagon, 26 January 2012 at 8:30 - 9:30, in the Pentagon Auditorium. The guest speaker will be Rev Samuel "Billy" Kyles, Pastor, Monumental Baptist Church, Memphis, TN. Rev Kyles is the only living person that was with Dr. King during his last hours. This event is sponsored by Office of the Secretary of Defense, Washington Headquarters Services.

*Security Programs and Information Management Branch (ARS)*

*Personnel and Information Security*

*Farewell*

Kinita Musnug who accepted a job with the PFPA.

*Congratulations*

Vanessa Cuffee and Michael Watson on your promotion.

The 2<sup>nd</sup> Quarter FY12 Security Coordinator Meeting will be held on Thursday, February 16, 2012. The theme for the meeting is "Security Innovation". Staff Agency/Activity Security Coordinator or the Assistant Security Coordinator should attend. The training will be held at the Pentagon's H. M. Smith Conference Room (4E771) from 0930-1030. Guest speaker for the meeting will be representative from Concentric Methods, Inc. For questions contact the Security Office at (703) 614-2320.

*Communication Security*

To prepare for January 2012 inventory, read your EKMS administrative files and purge outdated documentation, such as SF-153s and material returned to the EKMS Manager that are over 90 days and CMS Acknowledgement Forms of personnel transferred that are over 2 years old.

Also to avoid COMSEC incidents conduct the following:

1. Rekey all SME/PEDs and STEs, including residential STEs before the end of the year.
2. Agencies with COMSEC online encryption equipment (e.g. KG175s, KIVs) must check the expiration dates of their key and contact EKMS Manager for new key if needed.
3. Conduct an inventory of all your COMSEC equipment and material to prepare for Semi-Annual inventory in January.

If you have questions or concerns, contact the HQMC EKMS Manager at (703) 614-2305.