

Greetings,

Hopefully you have survived the mild winter and will be ready to enjoy the forthcoming spring weather. For planning purposes, I am including some important dates:

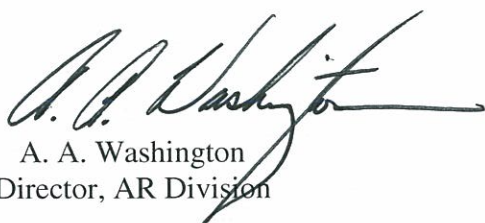
- 11 March: Daylight Saving time begins
- 17 March: St. Patrick's Day
- 20 March: Spring begins
- 6 April: Passover begins
- 6 to 8 April: Good Friday/Easter weekend

The good news for AR Division is that we have been making slow but sure progress in the hiring process for our numerous Civilian vacancies. I have been assured that several of these vacancies will be filled within the March /April time period.

Special thanks and accolades go to ARD (Combat Camera, Facilities), ARI and Gunnery Sergeant Melendez for their tireless work in bringing "state of the art" improvements to each of the three AR Division Conference Rooms with the latest in VTC, video and computer capabilities. Job well done!

Please remember to drive safely and enjoy the upcoming warm weather.

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 2nd Quarter FY12 are due to AR Division on 5 April 2012. The next AOQ Award ceremony will be held on 1 May 2012 from 10:00-11:00 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)), 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).

### Awards/Recognition

Congratulations to Ms. Nix who has served 30 years of honorable service to the Federal Government.

### Check-in/Out Procedures

It is imperative that all personnel 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, bld; badge, parking permit, etc.) and sigr 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)

### POM 14

ARF completed the POM-14 process for the HQMC PEB at the end of February 2012. The Installation PEB will be held 5-9 March 2012 in Crystal City, Virginia. The process required submission of initiatives as buybacks of POM-13 baseline and new requirements.

### ARF Training

ARF is conducting Financial Management training on 28-29 March 2012 and 25-26 April 2012 with fund administrators. The training will focus on the financial functions and preparation of phasing/spending plans. Also, there will be hands-on training on the unliquidated orders process and the following systems:

PR Builder  
Wide Area Workflow (WAWF)  
Standard Accounting, Budget and Reporting System (SABRS)  
SharePoint

Defense Travel System (DTS)  
Electronic Document Access (EDA)  
ReportNet

## Publication and Logistics Management Branch (ARD)

### Significant Events

As with most organizations, Publishing and Logistics Management Branch has a lot of "irons in the fire" during a time of diminishing resources. Like you, we are presently very involved with: budget reviews, to include POM 14; and personnel actions, to include hiring actions and looking at ways to shape and enhance our workforce. In addition, we are working on projects that range from the Montford Point Marines to collecting Armed Conflict Records; from multiple Department of the Navy level efficiency studies to Marine Corps Aviation Centennial publications; and from renovations to relocation of Headquarters Marine Corps personnel.

Some of you are already familiar with a newsletter that was initiated by Publishing and Logistics Branch (ARDF) to assist those organizations and personnel transitioning from the Navy Annex (FOB#2) to the Naval Support Facility - Arlington (NSF-A). Since the physical relocations are complete we have transitioned to a new format for the newsletter that focuses on important topics for Marine Corps tenants into the NSF-A. See attached file labeled "NSF-A POST MOVE NEWSLETTER.DOC".



NSF-A POST MOVE  
NEWS LETTER.DOC

### Newborns

LCpl Tia Dufour; ARDC; baby girl; 30  
January

Mr. Rob Engelking; ARDD; baby girl; 28  
January

### Hail

LCpl Thomas Demelo (ARDC)

## Information Systems Management Branch (ARI)

### Farewell

Ms. Nyisha Bly-Pierce

### Staying Marine

Congratulations to Corporal Camden Milby on his decision to reenlist and give 5 more years of dedicated service to the Corps! As part of his reenlistment incentive Cpl Milby has executed a lateral move into the Linguist Occupational Field, and he will be departing soon for 12 months of rigorous study at the Defense Language Institute.

### Promotion

~ Congratulations to Sergeant Phillip Schulte-Hordelhoff on being promoted to his current rank!

### Training

~ SharePoint training is now available. SharePoint Power User classes are being held in the ARI Pentagon Classroom (Room 2D244) during the months of February and March 2012. There is only one class per month, so register now if you would like to attend. Each class is 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. Training dates have been confirmed and are listed on the HQMC Training Website (<https://ehqmc.usmc.mil/sites/HQMCTraining/Pages/Default.aspx>). There is no prerequisite for this class.

~ Sergeant Angela Palm is currently attending the Sergeants Course at the Staff Noncommissioned Officer Academy in Quantico. Sergeants Course is a 7-week training evolution focused on helping young noncommissioned officers develop their leadership skills at the platoon level.

### 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.

### New Employee Orientation

6 Mar Quantico, Mann Hall, Rm 110a  
10 Apr Quantico, Mann Hall, Rm 110a  
8 May Pentagon, Rm 2C253  
Audience: All new civilian employees.

### New Supervisor Orientation

8 Mar Quantico, Mann Hall, Rm 110a  
12 Apr Quantico, Mann Hall, Rm 110a  
10 May Pentagon, Rm 2C253  
Audience: All new supervisors of civilians.

### Farewell

George Roundtree who accepted a job at Navy.

### Promotion Congratulations

Ryan Williams from ARHM.

Continue:

*Mandatory Refresher Training for AR Supervisors*

6 Mar 0800-1200 Pentagon, Rm 2C253/Conf Rm #3  
13 Mar 0800-1200 Pentagon, Rm 2C253/Conf Rm #3  
20 Mar 0800-1200 Pentagon, Rm 2C253/Conf Rm #3

*Analytical Problem Solving*

27-28 Mar Quantico, Mann Hall, Rm 110a  
29-30 Mar Pentagon, Rm 2C253

Audience: Learn to solve complex problems quickly and effectively, mitigate risks, and enhance the organization.

*Retirement Planning - FERS*

22-23 May Quantico, Mann Hall, Rm 110A  
24-25 May Pentagon, Rm 2C253

Audience: Civilian employees covered by Federal Employee Retirement System (FERS)

*Naval Correspondence*

13 Mar Quantico, Mann Hall, Rm 110A  
14 Mar Pentagon, Rm 2C253

Learn the rules, regulations, and guidelines of Naval Correspondence and techniques for creating documents that are accurate and effective.

*Pre-retirement Planning - Mid-Career*

20-21 Mar Quantico, Mann Hall, Rm 110a  
22-23 Mar Pentagon, Rm 2C253

Audience: Civilian employees covered by Federal Employee Retirement (FERS) who have at least 5 years of federal service and at least 10-15 years until retirement.

*EEO*

*EEO Issues in the Federal Workplace*

9 Apr 0830-1130 AM Session or 1230-1530 PM Session Pentagon, Rm 2C253/Conf Rm #3  
11 Apr 0830-1130 AM Session or 1230-1530 PM Session Quantico, Little Hall Theater

The workshop/training will provide an overview of the EEO Program, review of current EEO laws and regulations and the courses of action should discrimination occur. Through group case studies, current case law will be analyzed concerning the bases and issues in EEO laws, recent Supreme Court decisions and executive decisions, harassment as the fastest growing prohibited form of discrimination and Americans with Disabilities Act Amendment Act. If you have any questions, please call 571-256-8302.

*Security Programs and Information Management Branch (ARS)*

*Personnel and Information Security*

ARS will be conducting the semi-annual Security Outreach Program Visits at the Pentagon on Wednesday, 21 March 2012 between the hours of 0800-1215 and at the Naval Support Facility Arlington on Thursday, 22 March 2012 between the hours of 0900-1000. The purpose for these visits is to meet all POCs that conduct any business with ARS and briefly inform everyone as to what services ARS provides. If you have any questions, please contact the Security Manager at (703) 614-3609.