

AR Division Services Directory

Pentagon 2C253
703-614-1837 / 3359

Proudly serving Headquarters
Marine Corps since 1944.



AR Division

Pentagon Rm 2C253

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>



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)
 - MCPPEL / 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):**
 - <https://www.hqmc.marines.mil/ar/Branches/Publishing-and-Logistics-Management/Records-Reports-Directives-and-Forms.aspx>
- **Publishing and Logistics Systems Management Section (ARDE):**
 - <https://www.hqmc.marines.mil/ar/Branches/Publishing-and-Logistics-Management/Publishing-and-Logistics-Systems/>
- **Facilities and Space Management Section (ARDD):**
 - <https://hqmcportal.hqi.usmc.mil/sites/arhelp/Site%20Pages/Home.aspx>



ARF – Fiscal

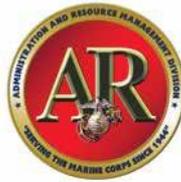
Pentagon Rm 2A262

- 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/>



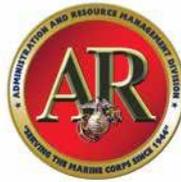
ARH - Human Resources & Organizational Management

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/>
- HROM Sponsored Training: <https://www.hqmc.marines.mil/hrom/Sponsored-Training/>
- GRB (Previously EBIS): <https://www.civilianbenefits.hroc.navy.mil/>
- OPM: <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

- **ARS Main Page:** <https://www.hqmc.marines.mil/ar/Branches/Security-Programs-and-Information-Management/>
- **Parking:** <https://www.hqmc.marines.mil/ar/Branches/Security-Programs-and-Information-Management/Parking/>
- **Information and Personnel Security:** <https://www.hqmc.marines.mil/ar/Branches/Security-Programs-and-Information-Management/Information-Personnel-and-Industrial-Security/>
- **Communications Security:** <https://www.hqmc.marines.mil/ar/Branches/Security-Programs-and-Information-Management/Communications-Security/>
- **Physical** <https://www.hqmc.marines.mil/ar/Branches/Security-Programs-and-Information-Management/Physical-Security/>
- **Freedom of Information/Privacy:** <https://www.hqmc.marines.mil/ar/Branches/Security-Programs-and-Information-Management/FOIA/>
- **FOIA Online:** <https://foiaonline.gov/foiaonline/action/public/home>
- **Passport and Visa:** <https://www.hqmc.marines.mil/ar/Branches/Security-Programs-and-Information-Management/Passport-Visa/>

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