



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 4502
ARLINGTON, VIRGINIA 22204-4502

IN REPLY
REFER TO: Manpower, Personnel, and Security (MPS)

07 DEC 2010

MEMORANDUM FOR RECORD

SUBJECT: Local Travel Claims/Leave Restoration During the Transition to Ft. Meade

1. This memorandum provides guidance concerning BRAC leave restoration and the payment of local travel claims for employees whose positions are scheduled to move, or have moved, to Ft. Meade as a result of the BRAC.

2. Pursuant to 5 C.F.R. § 531.605(a) (1), an employee's "official worksite" is normally the location of an employee's position of record where the employee regularly performs his or her duties. As a general rule, an employee is not entitled to reimbursement for travel between their residence and worksite.

3. Every position in the BRAC-affected organizations of DISA will move to Ft. Meade. All position moves will be accomplished prior to 30 September 2011. Some positions have already actually moved. However, some prematurely show that they have been moved in the DISA Joint Table of Distribution (JTD) and the Defense Civilian Personnel Data System (DCPDS).

4. The following describes the rules that apply:

a.) If a position is moved to Ft. Meade on the DISA JTD and in DCPDS and the employee is actually performing their duties on a regular and recurring basis at Ft. Meade then:

- The DISA JTD and DCPDS must reflect Ft. Meade as the official worksite.
- If the employee is required to attend meetings in the National Capital Region (NCR), then he or she may be authorized reimbursement for certain travel-related expenses.
- The employee is not entitled to BRAC leave restoration.
- The employee cannot be authorized reimbursement for travel to and from their home and Ft. Meade.

b.) If a position is moved to Ft. Meade on the DISA JTD and in DCPDS but the employee is actually performing their duties on a regular and recurring basis in the NCR then:

- The DISA JTD and DCPDS must be changed to reflect the NCR as the official worksite.

DISA Memo, MPS4, Local Travel Claims/Leave Restoration During the Transition to Ft. Meade,

- The employee cannot be authorized reimbursement for travel to and from their home and the NCR worksite.
- If the employee is required to attend meetings at Ft. Meade, then he or she may be authorized reimbursement for certain travel-related expenses.

c.) If the position is moved on the DISA JTD but not in DCPDS, or vice versa, then it must be determined where the employee is actually performing their duties on a regular and recurring basis and the two systems must be changed to show the correct official worksite.

5. A copy of this memorandum will be placed on the DISA BRAC Portal.

6. The DISA Travel Office is the proponent for this memorandum. The POCs for additional information is Mr. Bill McAlpin, (703) 607-6427 or Ms. Vicki Fowler, (703) 607-6560.


JACK PENKOSKE
Director for Manpower,
Personnel, and Security

DISA Memo, MPS4, Local Travel Claims/Leave Restoration During the Transition to Ft. Meade,

Distribution:

Director (D)
Vice Director (DV)
Senior Enlisted Advisor (D/SEA)
Chief of Staff (DS)
General Counsel (GC)
Inspector General (IG)
Small Business Programs (SBP)
Foreign Affairs (FA)
Protocol (DSP)
Equal Employment Opportunity & Cultural Diversity (EEO&CD)
Congressional Affairs (CA)
Chief Information Assurance Executive (CIAE)
Chief Financial Executive/Comptroller (CFE)
Component Acquisition Executive (CAE)
Test and Evaluation Executive (TEO)
Chief Technology Officer (CTO)
Chief Information Officer (CIO)
Principal Director for GIG Enterprise Services Engineering (GE)
Principal Director for GIG Operations (GO)
Director for Strategic Planning and Information (SPI)
Director for Network Services (NS)
Director for Computing Services (CSD)
Director for Procurement/DITCO (PLD)
Director for Manpower, Personnel, and Security (MPS)
Program Executive Officer for Command and Control Capabilities (PEO-C2C)
Program Executive Officer for SATCOM, Teleport, & Services (PEO-STC)
Director for Mission Assurance and Network Operations (PEO-MA)
Director for Global Information Grid-Enterprise Services (PEO-GES)
Director for Defense Spectrum Organization (DSO)
Commander, White House Communications Agency (WHCA)
Commander, White House Situation Support Staff (WHSS)
Commander, Joint Interoperability Test Command (JITC)
Commander, Joint Staff Support Center (JSSC)
Commander, DISA USAFRICOM (AF)
Commander, DISA USCENTCOM (CS)
Commander, DISA USEUCOM (EU)
Commander, DISA USJFCOM (JM)
Commander, DISA USNORTHCOM (NO)
Commander, DISA USPACOM (PC)
Commander, DISA USSOCOM (SO)
Commander, DISA USSOUTHCOM (SC)
Commander, DISA USSTRATCOM (ST)
Commander, DISA USTRANSCOM (TC)
Commander, DISA CONUS (RN)