

# **Defense Information System Agency**

## **2009 BRAC HR Transfer Plan**



**Defense Information Systems Agency**  
Department of Defense

Revised 1 September 2009

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# DISA HEADQUARTERS HUMAN RESOURCES BASE REALIGNMENT AND CLOSURE TRANSFER PLAN

## 1 INTRODUCTION

By 2011, the DISA headquarters workforce will relocate to Ft Meade, Maryland as part of the Base Realignment and Closure (BRAC). Our goal is to retain the maximum number of employees with DISA during this transition and after the relocation to Fort Meade.

The actions and methodologies described in the following plan represent the Defense Information Systems Agency (DISA) approach for accomplishing the human resources (HR) aspects of the Base Realignment and Closure (BRAC) transfer. The DISA Civilian Personnel Division (MPS1) and Defense Finance and Accounting Services, Support To Others, Indianapolis (DFAS STO), are implementing this plan.

This plan is designed to support DISA managers in their efforts to meet the requirements of changing business realities and the BRAC Transformation and aggressively take care of employees. It has been and will continue to be supplemented by more specific guidance on individual human resources issues as needed, including guidance letters issued by MPS1, and management directives signed by the Director for Manpower, Personnel and Security.

## 2 ASSUMPTIONS

### 2.1 Human Resource Support to Our Civilian Workforce.

Every permanent employee will be offered the opportunity to transfer with his or her function. There is no Reduction-in-Force anticipated in the National Capital Region. MPS and DFAS STO will facilitate timely and effective civilian personnel support to management and to the civilian workforce, as a whole.

### 2.2 Development of the Human Resource Plan and Oversight of its **Accomplishment**

MPS1 will have primary responsibility for oversight and development of the HR plan and its accomplishments. MPS will work in coordination with DFAS STO and management to identify and facilitate the use of existing mechanisms and resources. The Plan will be updated to reflect the application of new resources or mechanisms as they become available or as they are developed and made available to meet newly identified requirements.



### **2.3 Transfer of Function**

In accordance with Office of Personnel Management regulations, it has been determined that the relocation of the DISA Headquarters to Ft Meade, Maryland is a transfer of function. A transfer of function (TOF) occurs when work is moved from one competitive area to another or when an entire competitive area is moved to a new commuting area.

In a TOF, employees are given the option to decline, which if done, may result in the employee being separated. By memorandum dated 29 October 2008, the workforce was updated on DISA's base realignment and closure move to Ft. Meade which specifically addressed Transfer of Function (TOF), Priority Placement Program (PPP), Permanent Change of Station benefits, and severance pay.

TOF letters serve as the official notification that an employee's job is moving to Ft Meade. DISA employees will receive a TOF letter approximately one year prior to their position being relocated to Ft Meade. The receipt of letters will depend upon the scheduled move of an employee's specific organizational element. However, letters will begin to go out to employees in early October 2009 - which is one year prior to the anticipated start of the first phase of scheduled moves (October 2010). Upon receipt of a TOF letter, employees will be asked to indicate whether they intend to accept or decline the transfer. If an employee declines the transfer, recruitment to fill his or her position will begin and the employee may remain on DISA's payroll until no later than the effective date their position relocates to Ft. Meade.

PPP is an automated mandatory placement program used to match eligible employees with vacant DOD positions. DISA employees who do not accept the transfer will not be eligible to be registered in the PPP because no one will be losing their job and the transfer of positions will not be outside of the local commuting area.

Similarly, employees who decline the transfer will not be entitled to severance pay. As with the PPP, the reason employees will not be eligible for severance pay is that no one will be losing their job; no positions are being abolished; and employees will be offered the opportunity to transfer with their job, which will not be outside the local commuting area.

If eligible for voluntary (optional) retirement, employees may have the option to choose Discontinued Service Retirement if declining the transfer. Employees will need to discuss this option with a Defense Finance and Accounting Service (DFAS) retirement/benefits counselor.

### **2.4 Equal Employment Opportunity (EEO) Services**

DISA's guiding principles value diversity in the workforce and recognize the unique contribution each individual has to make. To this end, the Director, DISA has issued policy statements affirming his commitment to the goals and objectives of the Equal Employment Opportunity Program and to agency human resource management programs that promote a quality workforce that is representative of this Nation's cultural diversity and is well prepared to provide information technology support to our warfighters.

DISA is committed to the agency's Equal Employment Opportunity policies and supports goals to employ a quality, inclusive and diverse workforce in all occupations and pay levels. DISA managers and supervisors will promote good corporate conduct through a positive "value added" emphasis on affirmative action, valuing differences, managing diversity and cooperative problem solving.

Equal Employment Opportunity (EEO) services will continue through existing servicing agreements or memorandums of understanding. Employees will be instructed to direct EEO questions directly to the DISA Headquarters EEO Office.

### **3 HUMAN RESOURCES STRATEGY**

The strategy for addressing the human resources aspects of transformation is tailored to fit mission requirements and the BRAC Transformation. The following sections summarize the key features of the overall strategy for recruitment, managing training, education, and placement and outplacement of the workforce. Each item is discussed in greater detail in the remaining sections of this plan.

#### **3.1 Labor-Management Relations**

Effective labor-management relations are a basic part of the responsibility of all DISA managers and an integral part of this plan. Unions certified as the exclusive representative of DISA employees have a legitimate interest in matters affecting the terms and conditions of employment of personnel in the bargaining unit. Information concerning such matters should be provided to union representatives as a matter of good labor-management practice. DISA has a formally recognized relationship with several employee unions, which represent most employees. Management and these labor organizations holding exclusive recognition have a mutual obligation to meet at reasonable times and bargain in good faith on negotiable matters affecting conditions of employment.

As any proposed organizational restructuring or associated personnel action is initiated, management at all levels will ensure that any obligations to unions representing employees affected by those changes will be satisfied. Such obligations include providing the unions with reasonable advance notice of the proposed changes, sharing appropriate documentation with the unions, and addressing any of the union's negotiable proposals. Matters or questions of negotiability should be discussed with the DISA MPS Labor Relations Officer.

#### **3.2 Communication**

The sensitive nature of the personnel actions required for transformation and the variety of groups involved, reinforces the commitment to ensure clear communication of the facts to all affected parties to alleviate misunderstandings and maintain confidence in the leadership. Therefore, communication is paramount in the human resources strategy. Information disseminated will be thorough and timely and will reach the appropriate audiences. It is our objective to ensure that there is frequent communication with the workforce throughout the BRAC transformation process.

There will be open discussions with representatives of DISA recognized unions. It is critical that these meetings be completely informative and productive. Union notification at the earliest planning stages of transformation at the local level is encouraged. Any required bargaining will be conducted as early as possible.

Meetings will be held on an as needed basis, when information to be shared is best communicated in an interactive format. DISA management and a representative(s) from MPS will brief the transformation plan to employees and provide them an opportunity to ask questions.

MPS continues to strategize and coordinate with the Public Affairs Office to develop formal communications methods to ensure information is shared throughout the agency and the surrounding communities of Ft Meade. The new and improved BRAC Information Portal (BIP) website provides the government workforce, supporting contractors, and community partners with information about our upcoming move to Fort Meade, the relocation process, and relocation benefits. It also provides employees with information regarding the new facility at Ft Meade and the surrounding communities, and a forum for employees to raise concerns and submit BRAC oriented suggestions. The BRAC Information Portal website can be found at <http://www.disa.mil/brac>. The site is in the public domain so employees can access the BIP from home as well as the office. The Portal includes BRAC Blogs, commuter information, a BRAC Library, Frequently Asked Questions, briefing slides, and provides links to the local communities surrounding Fort Meade where you may browse for real estate, education or general information on the area.

### **3.3 Providing Assistance and Support to Employees**

The impact of BRAC on the DISA workforce must be monitored so that efforts can be focused on providing assistance to employees who may be adversely impacted. Information will be gathered from the current workforce via surveys and organizational feedback to determine needs for training/retraining, counseling, placement policies, etc. The DISA Talent Management System (DTMS) will serve as a major source of information for employees and managers concerning current and desired competency requirements from which training and developmental needs and available resources to meet those needs can be established and allocated.

As the BRAC transition process proceeds, representatives of MPS and the DFAS STO will work together to provide DISA employees with effective support and assistance. DISA will initiate, support and encourage strategies to facilitate the transition of DISA employees and their immediate families to the designated DISA BRAC location. These support activities will include training and/or re-training for employees, job fairs at the BRAC location to support the transition of affected spouses, home/real estate fairs to support the transition, and even travel fairs to support those who will choose to commute to DISA's designated BRAC location.

### **3.4 Vacancies**

All DISA Headquarters vacancy announcements indicate that the position will be relocated to Fort Meade, Maryland in late 2010 or early 2011. Vacancies are posted to the DISA web site and to the OPM web site. DISA continues to aggressively recruit within the Maryland area. Our jobs are posted on several Maryland county websites. In November 2008 and again in June 2009, DISA held a Career and Information Expo geared toward the "branding" of DISA as an employer of choice in the Maryland area. These were the first of several such events that are being planned as we begin to strategically recruit. In addition, we continue to list our vacancies on sites that are geared to those individuals retiring or about to retire from the military such as:

**MOAA (Military Officers Association of America):**

[http://www.moaa.org/serv/serv\\_career/serv\\_career\\_seekers/default.htm](http://www.moaa.org/serv/serv_career/serv_career_seekers/default.htm)

**NCOA (Non-Commissioned Officers Association):**

<http://www.militaryjobworld.com/vea/index.cfm?page=resource>


### **3.5 Establishing Recruitment Sources and Marketing Campaigns**

DISA continues to lean forward with a pro-active recruitment and marketing strategy to hire requisite skill sets to meet our Agency's mission needs to support the war fighter. As an example of our efforts, the Agency has hosted several events such as Town Hall meetings, employee field trips to our new headquarters site at Fort Meade, and career and information expos to brand DISA within the state of Maryland. We have also participated in numerous state and local strategy forums by educating business, government, and education leaders on who we are as an Agency and what we have to offer.

We will continue to maximize all available recruitment flexibilities to obtain highly-qualified applicants for vacant but critical positions. Options include the use of term, temporary, and hiring of reemployed annuitants. Targeted recruitment will continue to be conducted in the Ft. Meade area in coordination with the local jurisdictions. DISA's Corporate Communications Division continues to work in coordination with the BRAC Transition Office and the communities surrounding Fort Meade to keep current a viable marketing campaign. This campaign includes information on housing, education, transportation services and many other aspects of moving. Long-term collaboration with counties and cities surrounding Ft. Meade as well as Maryland State government will continue as we move forward to ensure our employees are postured to take advantage of the many opportunities and programs that the State and counties provide.

## **4 MANAGEMENT TOOLS**


The agency will optimize as many of the following management tools as possible to retain and attract a highly qualified workforce. The Senior Champions Council will develop criteria and be the final approval authority for relocation and retention incentives as outlined below.



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### **4.1 Relocation Incentives**

Payment of a relocation incentive to encourage relocation of uniquely qualified, newly hired, employees may be made. Payment of a relocation incentive must be fully justified and may be authorized for vacancies that DISA will likely have difficulty filling without the bonus. The relocation incentive is a one-time lump sum payment and may be up to 25% of the employee's annual rate of basic pay (to include locality or a special rate supplement). OPM may waive the 25 percent limitation on relocation incentive if based on critical agency need and set the limitation at up to 50 percent of an employee's annual rate of pay at the beginning of a service period multiplied by the number of years in the service period, not to exceed two years (i.e. 100% over 2 years). In no event may the employee's total relocation incentive exceed 100 percent of the employee's annual rate of pay at the beginning of the service period. A written justification for the relocation incentive must be submitted to MPS1 and approved by the Senior Champions Council. Funding for relocation incentives will be provided by the receiving organization under Manage to Payroll. Employees in receipt of a relocation incentive must maintain a performance rating of "Fully Successful" or equivalent and sign a written service agreement to complete a service period not less than 6 months and not more than 4 years. Relocation incentives are not authorized for current DISA employees under this plan.

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## 4.2 Retention Incentives

A retention incentive may be paid to a current Federal employee in a hard-to-fill position with unusually high or unique qualifications if there is a special need for the organization to retain the employee's services and absence of a retention incentive would likely result in the employee leaving Federal service. A retention incentive may be authorized for employees in other series on a case-by-case basis. Payment of a retention incentive must be fully justified. The retention incentive may be up to 25% of the employee's annual rate of basic pay (to include locality or a special rate supplement). OPM may waive the 25 percent limitation on retention incentive if based on critical agency need and set the limitation at up to 50 percent of an employee's annual rate of pay at the beginning of a service period multiplied by the number of years in the service period, not to exceed two years (i.e. 100% over 2 years). In no event may the employee's total retention incentive exceed 100 percent of the employee's annual rate of pay at the beginning of the service period. A written justification for the retention incentive must be submitted to MPS1 and approved by the Senior Champions Council. Funding for retention incentives will be provided by the retaining organization under Manage to Payroll. Retention incentives are reviewed annually.

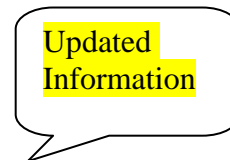
DISA now has authority to approve enhanced retention incentives to retain employees in their current positions during a period of time before closure or relocation of an office, activity or organization, and in absence of the retention incentive, the employee(s) would be likely to leave for another position in the Federal service, a position in another DoD component, or a different position in the same DoD component. Under the provisions of this authority, an employee receiving the retention incentive may be paid in a single lump sum payment after the completion of the full service period or in installments after the completion of specified period of service. Individual retention incentives may be up to 25 percent of an employee's rate of basic pay (including locality pay or other pay as applicable). Individual retention incentives may be as high as 50 percent (a total of 100% over 2 years) with OPM approval. Group retention incentives may be up to 10 percent of an employee's rate of basic pay. Higher group rates will require OPM approval. DISA's Senior Champions Council serves as the Agency's approving officials for the enhanced retention incentives. Implementing guidance and information can be found in the DISA memorandum dated 26 Feb 2008, Subject; Implementation of Enhanced Retention Incentives Authorities <https://workspaces.disa.mil/gm/document-1.9.488322/Implement%20Enhanced%20Retent.pdf>. For further information, contact your organizations servicing HR Representative in MPS1.

## 4.3 Student Loan Repayment Program Incentive

The Defense Information Systems Agency (DISA) Student Loan Repayment Program (DSLRP) has been expanded to allow managers to use the DSLRP tool as part of their workforce reshaping efforts to not only recruit but to also develop and retain a high quality workforce. The maximum amount Federal agencies are authorized to repay under the Federal student loan repayment program is \$10,000 per employee for any one calendar year with an aggregate limitation of \$60,000 for any one employee. Initial acceptance of DSLRP funding requires a 3-year service obligation to DISA. The DSLRP Agreement was revised in March 2008 to provide information on the length of the required service period after the 3-year service obligation;

information on requirements for termination of the service agreement and renewal process and procedures.

DISA's Senior Champions Council serves as the Agency's approving officials for requests for authorizing payments to **retain** highly qualified employees for hard-to-fill positions. The Chief of the Civilian Personnel Division serves as the Agency's approving official for requests for authorizing DSLRP payments to **recruit** highly qualified employees that are newly appointed into hard-to-fill positions. More specific information on the qualifying criteria for this program was published and distributed on 3 March 2008 via memorandum titled "Revision of the DISA Student Loan Program Agreement" <https://workspaces.disa.mil/gm/document-1.9.419434/DISA%20Student%20Loan%20Agreement.pdf>. If you wish to obtain a copy of the program guidance or need additional information please contact Ms. Paula Foreman at [paula.foreman@disa.mil](mailto:paula.foreman@disa.mil).



#### 4.4 Permanent Change of Station (PCS)

The cost of PCS for relocation of employees will be paid in accordance with the DoD Joint Travel Regulation. JTR Chapter 5 provides detailed information on authorizations for PCS. The agency has discretion to approve on a case-by-case basis exception to the JTR when the one-way commuting distance between the residence being occupied while serving at the old duty station and the new duty station increases by at least 10 miles" (C50890.F of the JTR). This exception will be utilized to the maximum extent. Other exceptions to JTR rules may be explored. Every permanent employee who meets the 10 mile threshold will be offered PCS entitlements, if otherwise eligible.

To assist employees who desire to move closer to Ft. Meade, DISA will be offering PCS Expense reimbursement for those individuals who meet certain requirements. See the full policy memo at Appendix A, dated 24 April 2009, Subject: Guidance on Permanent Change of Station Moves to Ft. Meade. The intent of offering PCS is to encourage employees to move closer to Ft. Meade, for this reason we are requiring that the employees' new home be at least 10 miles closer to Ft. Meade. While we intend to offer PCS entitlements to all permanent employees who meet the criteria, PCS costs **cannot** be authorized for moves to the Ft. Meade site at the present time. The earliest any employee may expect to request a PCS authorization will be when issued a formal Transfer of Function notice normally one year prior to the actual transfer of their position to Fort Meade. Every employee who takes advantage of the PCS entitlement must sign an agreement that they will remain with the Federal Government for at least 12 months after their position has been officially moved to Ft. Meade and the employee has relocated to their new duty station.

Authorized PCS entitlements include the following:

- Transportation & per diem
- Miscellaneous Expense Allowance
- Sell or buy residence transaction or lease termination
- Transportation and temporary storage of household goods
- Transportation of mobile home when used as primary residence
- Relocation income tax allowance (RITA)

Destination services are available to all employees at no cost to the employee. The service includes information about temporary housing, realtors, and mortgage lenders.

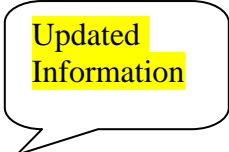
#### 4.5 Re-employed Annuitants

As the BRAC proceeds, MPS1 and DFAS will work together with management to encourage the use of re-employed annuitants as a recruitment strategy to fill "hard-to-fill" positions or other positions where management may find it necessary to: (a) retain the unique or specialized skills not generally available; (b) mentor less experienced employees; (c) provide continuity of critical mission during this organizational transition. Positions may be filled on a time-limited or indefinite basis, as appropriate. Re-employed annuitants receive both their full salary and their full annuity and serve at the will of the appointing official.

#### 4.6 Spouse Placement Program Efforts

It is management's intent to limit adverse employee impact as a result of the BRAC transformation. Every attempt will be made to facilitate the placement of spouses of relocating DISA employees. If the spouse is a current DOD employee or accompanied by a military sponsor, and is otherwise eligible, he/she may register in the DOD Priority Placement Program (PPP) for positions within the Department of Defense.

For employment opportunities with the private sector, spouses will be referred to the DOD Job Search web site operated by the Department of Labor and DISA will partner with other Federal agencies for employment opportunities. Military spouse employment plays a major role in retention. Frequent permanent change of station (PCS) moves associated with the military lifestyle creates challenges for spouses and family members to maintain stellar careers and job tenure, and to obtain and receive training and education. Many resources have been developed by the Department of Defense and the Department of Labor to help address the workforce challenges of military spouses. For example, <http://www.Milspouse.org> is an electronic tool detailing educational, employment and training, and other relevant community resources available to military spouses (e.g. childcare and transportation). <http://www.Militaryspousejobsearch.org> is a job search tool that connects spouses of U.S. military members with employers committed to hiring military spouses.



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On September 11 2009, a new hiring authority goes into effect which provides for expedited recruitment and selection of spouses of members of the Armed Forces for appointment to positions in the competitive service of the Federal civil service. Agencies may make a noncompetitive appointment to any position in the competitive service, for which the individual is qualified, of an individual who is:

- (a) the spouse of a member of the Armed Forces who, is performing active duty pursuant to orders that authorize a permanent change of station move, if such spouse relocates to the member's new permanent duty station;
- (b) the spouse of a 100 percent disabled service member injured while on active duty; or
- (c) the unremarried widow or widower of a member of the Armed Forces killed while performing active duty.

## 4.7 Quality of Work life Programs

DISA offers a variety of quality of work life programs to improve the health, safety and productivity of the workforce. Physical and mental well-being are key components of a healthy workforce. These programs provide support and assistance to help employees enhance mental and physical well-being, prevent health problems, engage in health-promoting behaviors, and find assistance and support in times of need.

## 4.8 Telework

Telework has become an increasingly effective employment tool. Telework allows employees to work at home or at another approved location away from the regular office such as a Telework Center. Chapter 610, Section E of the DISA Instruction 220-15-55 provides the implementing procedures for the DISA Telework Program. The objectives of the DISA Telework Program include the following:

- ✓ Promotes DISA as an employer of choice
- ✓ Improves employee productivity and performance and benefits organizational needs
- ✓ Improves the retention and recruitment of high-quality employees
- ✓ Enhances the Agency's efforts to employ and accommodate people with qualified disabilities (including employees who have temporary or continuing health problems), or who might otherwise have to retire because of a disability
- ✓ Reduces traffic congestion
- ✓ Decreases energy consumption and pollution emissions
- ✓ Reduces parking congestion and transportation costs (including costs associated with payment of the transit subsidy)
- ✓ Serves as a Coop enabler

The DISA telework program allows an employee to telework a maximum of three (3) days per week with supervisory approval. All of DISA's regular and recurring teleworking employees should have a common goal and level of expectation regarding their performance while teleworking. Each employee's Performance Work Plan and Appraisal form (DISA Form 208A) should include goals for the employee while teleworking. DISA continues to reimburse one half (50%) of the expense an employee incurs for the installation and monthly fee for commercially provided high-speed Internet service. Only employees designated and approved for regular and recurring telework are eligible for reimbursement.

Several DISA managed telework centers are readily available for DISA employees approved for teleworking on a regular and recurring or ad hoc basis. The telework centers are located at the DISA Liaison Facility, Ft Meade, MD., the Joint Spectrum Center (JSC), Annapolis, MD and Joint Forces Command in Norfolk, VA and DISA Joint Interoperability Test Command (JITC) Indianhead, MD. DISA will continue to utilize existing telework centers throughout the surrounding communities to increase the number of eligible positions to telework on a regular and recurring basis. These include existing GSA Centers as well as other DISA locations. The telework center provides a geographically convenient office setting as an alternative to the employee's main office. DISA, in partnership with OPM and GSA, continues to explore the option of establishing additional opportunities that would allow employees to telework in a classified environment.

#### **4.9 Wellness Program**

The wellness program is an added benefit to all DISA employees wanting to participate in an exercise program during the workday without charge to leave for a maximum of 1 hour per day, 3 times per week with supervisor approval. A full-time fitness coordinator is available to provide employees proper instructions and guidance while using the exercise facilities and to develop a personalized fitness program. The wellness program incorporates both hands-on and "virtual" personal trainer programs via an on line program. The online program can be found at: <https://cmis.disa.mil/wellness/>.

Once employees are registered, the request is automatically emailed to their designated supervisor. The employee will be notified via email if the request has or has not been approved. If approved, the email notification will provide a website where the employee will be required to establish a medical profile. The on-line wellness feature also provides employees regularly updated information on health and fitness to include online seminars.

#### **4.10 Alternate Work Schedules**

Alternate Work Schedules (AWS) have the potential to enable managers and supervisors to meet their mission goals, while at the same time, allowing employees to be more flexible in scheduling their work. As employees gain greater control over their time, they can balance work and family responsibilities more easily, become involved in volunteer activities, and take advantage of educational opportunities. Resulting behaviors from employees having been on AWS have shown an increase in productivity and employee morale, a virtual elimination of tardiness, and other favorable impacts. Careful planning and good communication of the objectives and ground rules of the program can generally minimize many concerns. The agency has implemented the Compressed Work Schedule and the Flexible Work Schedule.

#### **4.11 Compressed Work Schedule**

Compressed work schedules have a basic work requirement of 80 hours in a biweekly pay period for full-time employees. For part-time employees, the basic work requirement is less than 80 hours which may be scheduled for less than 10 work days. This work schedule is commonly referred to as the 5-4-9 Plan. The tour of duty is defined by the particular schedule the organization chooses to establish. For all compressed work schedules, the tour of duty is arranged in such away that employees on these schedules will fulfill their basic work requirements in less than 10 days during the biweekly pay period.

#### **4.12 Flexible Work Schedule**



A flexible schedule splits the work day into two types of time: core time and flexible time. During core time all employees must be at work. Additional periods of flexible time are established during which employees have the option of selecting and varying their starting and quitting time within limits set by management for the organization.

The two requirements of any flexible work schedule program are:

- (1) employees must be present during core time; and
- (2) employees must work the number of hours for which contracted, for example, a 40 hour week in the case of a full-time employee, or a lesser number of hours for a part-time employee. Beyond these minimal requirements, the precise working hours can be established in whatever way is consistent with accomplishment of the organization's operational needs, the wishes of the employee, and any legal or regulatory restrictions.

The Flexitour schedule has been implemented within the agency. Other types of flexible work schedules that may be explored for the future include:

- ❖ Gliding Schedule
- ❖ Maxiflex Schedule
- ❖ Credit Hours



#### **4.13 Physical Fitness Facility**

A physical fitness facility with state-of-the-art equipment will be a part of the new DISA facility at Ft. Meade, Maryland. The establishment of the physical fitness facility is viewed as a quality of life investment and important to the physical well-being of civilian and military employees of DISA.



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#### **4.14 Child Care Center / Child Care Subsidy Program**

It has been determined that Ft Meade provides sufficient childcare capacity to accommodate existing DISA workforce requirements. That means there is no immediate requirement to establish a child care center within DISA's new facility. This decision will be reviewed after the transition to determine if additional child care facilities are needed to support the workforce requirements which exist at that time. Further, DISA is continuing its initiative with DoD to provide child care subsidies to lower income employees. Studies have shown that agencies can improve their recruitment and retention of skilled employees and save costly training of new employees as well as save on lost productivity due to the need to replace employees with the addition of child care centers-particularly if subsidies are provided.

DISA received an approval memorandum dated 15 January 2009 by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) to establish a pilot Child Care Subsidy (CCS) Program for full time, permanent civilian employees in the National Capital Region (NCR), Fort Meade, Annapolis, and Indian Head, Maryland. The DISA policy dated 22 July 2009, offers eligible DISA employees, whose total family income does not exceed \$70,000 the opportunity to receive financial assistance with their child care costs through DISA's Child Care Subsidy Pilot Program. DISA will provide assistance to eligible families that meet the program requirements with a flat monthly rate of \$400.00. Participation in the Child Care Subsidy Program is voluntary.

#### **4.15 Work Environment**

Environmental awareness has changed DISA's focus to green, environmentally speaking. For years, DISA has practiced "going green," and now the agency is taking it one step further. By incorporating many environmentally friendly features into its new complex under construction at Fort Meade, DISA will continue to help the environment, limit costs, and reduce energy consumption.

Where appropriate in the new DISA facility, motion sensors that control overhead lighting will be used to decrease energy consumption during unoccupied periods. Also, lighting ballast systems will operate at lower wattage and thus at decreased energy consumption levels. There are numerous other examples that include everything from water control systems to mass transit initiatives. There will also be increased dust control and waste management. Most of the building materials will come from local areas and much of it will be recycled.

DISA and the construction company are expected to achieve a silver certification in the Leadership in Energy and Environmental Design (LEED) Green Building Rating System for the new complex. The LEED rating system scores six categories: sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, and LEED innovation. To

achieve the silver certification and to provide a state-of-the art working environment for DISA employees, the new buildings will have a number of sustainable design features. The distribution of air will be under the floor instead of overhead. This will provide more efficient, individually adjustable airflow that reduces energy consumption, decreases noise, and allows employees to enjoy a more comfortable work environment.

Another great feature of the new complex will be the widespread availability of natural lighting; natural light will reach approximately 75 percent of the workforce. Other requirements for the complex include reducing water use and mitigating the "heat island" effect, which happens when one building or area is significantly warmer than its surroundings. There will not be a green roof on any of the new buildings; however, there will be many other noteworthy mandates featured in the complex, such as preferred parking areas for low-emitting and fuel-efficient vehicles. These innovations are just a few examples of DISA's efforts to be environmentally conscious and to provide the best possible working environment for its employees.

#### **4.16 Maryland In-State Tuition**

The University System of Maryland (USM) Board of Regents has approved the waiver of the 12-month residency requirement for civilian employees and defense contractors transferred to Maryland under the Base Realignment and Closure (BRAC). The waiver allows these categories of workers, as well as their spouses and dependent children, to qualify for in-state tuition immediately upon meeting Maryland residency requirements.

In addition, the board's action allows these categories to submit adequate documentation of a BRAC-related transfer (from the Department of Defense or the employee's military unit for the civilian employees, and from their employers for the defense contractors) in lieu of documentation of the criteria set forth in USM's standard policy on establishing residency.

For more information on applying to one of USM's 11 degree-granting institutions, please use the contact information or links below. You also will find phone numbers and/or e-mail addresses you can use to request more information about qualifying for the residency waiver.

University System of Maryland Common Undergraduate and Graduate Online Application  
<http://apply.usmd.edu/>

Web Site	Contact Info
Bowie State University	301.860.3415 Toll Free: 877.77-BOWIE fax: 301.860.3518
Coppin State University	Michelle Gross 410.951.3600 <a href="mailto:mgross@coppin.edu">mgross@coppin.edu</a> or <a href="mailto:admissions@coppin.edu">admissions@coppin.edu</a>
Frostburg State University	Patricia Gregory, Undergraduate Admissions 301.687.4201 <a href="mailto:tgregory@frostburg.edu">tgregory@frostburg.edu</a> or <a href="mailto:fsuadmissions@frostburg.edu">fsuadmissions@frostburg.edu</a>
	Patricia Spiker, Graduate Services 301.687.7053 <a href="mailto:pspiker@frostburg.edu">pspiker@frostburg.edu</a> or <a href="http://www.frostburg.edu/grad/info.htm">http://www.frostburg.edu/grad/info.htm</a>
Salisbury University	410.543.6161 Toll free: 888.543.0148 <a href="mailto:admissions@salisbury.edu">admissions@salisbury.edu</a>
Towson University	Brian Leak 410.704.3987 <a href="mailto:bleak@towson.edu">bleak@towson.edu</a> or <a href="mailto:admissions@towson.edu">admissions@towson.edu</a>
University of Baltimore	Toll Free: 877.ApplyUB (877-277-4982) <a href="mailto:admissions@ubalt.edu">admissions@ubalt.edu</a>
University of Maryland	UMB includes a graduate school, dental school, and schools of law, medicine, nursing, pharmacy, and social work. To access admissions information for each school go to <a href="http://www.umaryland.edu/prospective/#admissions">http://www.umaryland.edu/prospective/#admissions</a>
University of Maryland, Baltimore County	410.455.2292 Toll Free: 800.UMBC4U2 <a href="mailto:admissions@umbc.edu">admissions@umbc.edu</a>
University of Maryland, College Park	Undergraduate 301.314.8385 Toll Free:800.422.5867 <a href="mailto:Um-admit@umd.edu">Um-admit@umd.edu</a>
	Graduate 301.405.0376 <a href="mailto:gradschool@umd.edu">gradschool@umd.edu</a>
University of Maryland Eastern Shore	410.651.2200 <a href="mailto:admissions@umbc.edu">admissions@umbc.edu</a>
University of Maryland University College	Toll Free: 800.888.8682 <a href="http://www.umuc.edu/prospective.shtml">http://www.umuc.edu/prospective.shtml</a>

To access the BRAC-related resolutions adopted by the board, visit:  
 Resolution for Civilians (<http://www.usmd.edu/newsroom/BRAC/Resolution1.html>)  
 Resolution for Defense Contractors: (<http://www.usmd.edu/newsroom/BRAC/Resolution2.html>)

## 5 TRANSPORTATION SUPPORT

There are a variety of options with regard to public transportation. Buses, trains, and van pools are all available methods of traveling to a duty location. All employees are authorized use of the Mass Transit Subsidy when their transportation method qualifies. Employees will be surveyed at different intervals to determine which method of public transportation they plan to use. Based on the survey results, the Agency will coordinate with local chartering services to determine the feasibility of providing assistance with this support.



The DISA travel office will continue to research all possible options to make the commute to Ft. Meade more convenient and cost-effective. The following are some of the transportation initiatives: (1) partner with the National Security Agency to provide shuttle bus service between the Odenton MARC station and DISA headquarters; (2) work with local bus companies to arrange for positioning buses at locations that are placed in the most frequently used commuter lots; (3) establish a local WEB Page for Car Pools to match drivers with riders to allow for movement of personnel in an efficient manner; (4) establish priority parking spaces at Fort Meade for those vehicles that have multiple passengers encouraging the use of car pools; and (5) maximize the use of Mass Transit Subsidy. A DISA workgroup has been established to explore additional transportation options.

## 6 EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP brings together a variety of personal services. The program includes activities and counseling in the areas of personal finance, emotional and psychological problems, and substance abuse awareness and treatment.

The primary focus of the EAP is to assist employees who want help dealing with a substance abuse problem. Employees who suffer from drug and/or alcohol abuse are entitled to the same medical care and administrative consideration they would receive for any other illness.

Employees may schedule to meet with an EAP counselor to receive counseling concerning problems in dealing with the relocation of the organization at 1-800-222-0364 or TTY 1-800-262-7848, <http://www.foh4you.com/>.



## 6.1 Worklife4You Program

The WorkLife4You program provides DISA employees with complete and personalized consultation, education, information and referral services **24x7** via telephone and the Federal Occupational Health (FOH) comprehensive work and life website. The program is designed to assist with:

- Family issues such as adoption, funeral planning, child care, aging loved ones
- Health and wellness issues such as health of children, men/women, seniors, diet
- Education issues such as financial aid;
- Financial/legal issues such credit/debt; retirement; estate planning
- Daily life issues such as home improvement, pet care, automotive, relocation

The program provides a wealth of information, tools and resources for employees. The WorkLife4You web site address is <http://www.worklife4you.com>

## 7 SEPARATION INCENTIVES (VSIP/VERA)

Voluntary Separation Incentive Pay (VSIP) is an incentive of up to \$25,000 for eligible civilian employees who choose to voluntarily separate through resignation or regular (optional) retirement and may be approved by the DISA Director. Voluntary Early Retirement Authority (VERA) expands the opportunity for voluntary separation with a pay incentive by authorizing early retirement, commonly referred to as "early-out" and must be requested by DISA and approved by OSD. These incentives will be used to help reshape the workforce. It is not anticipated that DISA will utilize these incentives for other than reshaping purposes (i.e. restructuring buyouts); however they are available if deemed essential to address any critical needs of the agency.

## 8 BENEFITS AND ENTITLEMENTS

### 8.1 Restoration of Forfeited Annual Leave

Normally, the maximum amount of accrued annual leave that may be carried forward from one leave year to another is 240 hours for employees assigned within CON US. However, employees are authorized to carry over leave in excess of the maximum authorized amount as long as the employee continues in an employment category authorized to earn and accrue leave. BRAC-affected employees are excepted from the use or lose process requirements (i.e. scheduling and using excess leave prior to the end of the leave year.) MPS/DFAS has identified all BRAC-affected employees in their accounting/payroll system by geographic area. For purposes of using BRAC leave, the code in ATAAPS is "LO".

Starting In 2007, eligible employees have their excess leave reflected in a separate leave account on their Leave and Earning Statement (LES).

When an employee transfers from an installation or activity closed or realigned under BRAC to a non-BRAC installation, a lump-sum payment for unused annual leave that was restored under 5 U.S.C. 6304(d) (3) will be made if (1) the employee transfers to a position in any other department or agency of the Federal Government or (2) is reassigned to a position within DoD not located at an installation undergoing closure or realignment.

Upon completion of the BRAC realignment, employees will receive a lump sum payment for any excess leave accrued in the restored BRAC leave account. At this time, their eligibility for the BRAC restored leave will cease. There are, however, several situations where a DISA employee may forfeit regular annual leave in excess of the 240 cap and/or receive a lump sum payment for leave restored under BRAC regulations. The matrix on page 20 provides possible scenarios of how individual leave situations may be impacted. If you have questions on BRAC Restored leave, please direct your emails or comments to [angela.labacz@disa.mil](mailto:angela.labacz@disa.mil) or use the BRAC Frequently Asked Questions, on the DISA DKO, BRAC Information Portal.

**EXAMPLES OF LEAVE RESTORATION, LOSS & PAYOUT UNDER BRAC REGULATIONS**

Example:	Leave lost?	Lump Sum?	Explanation:
The employee worked for CFE at Sky 5 and resigned in July to take a position with Dept. of Interior, which is NOT BRAC impacted. The employee has 140 hours of leave restored under BRAC regulations and has a current regular annual leave balance of 290 hours (50 excess hours).	Possibly	Yes	Any leave in the employee's BRAC leave account will be paid out under BRAC restored leave regulations. If the employee does not use the excess 50 hours of regular annual leave before the end of the leave year, the employee may lose that leave. However, the new agency (Dept of Interior) may elect to restore the leave under regular leave restoration procedures if the employee meets the criteria for that type of restored leave.
The employee worked for CFE at Sky 5. In July he takes a position with DECC Oklahoma, which is NOT BRAC impacted. The employee has 140 hours of leave restored under BRAC regulations and has a current regular annual leave balance of 290 hours (50 excess hours).	Possibly	Yes.	Any leave in the employee's BRAC leave account will be paid out under BRAC restored leave regulations. If the employee does not use the excess 50 hours of regular annual leave before the end of the leave year, the employee may lose that leave. However, DISA may elect to restore the leave under regular leave restoration procedures if the employee meets the criteria for that type of restored leave.
The employee worked for CFE at Sky 5 and resigned on 7 January to take a position with Dept. of Interior, which is NOT BRAC impacted. The last day of the leave year is 8 January. The employee has 140 hours of leave restored under BRAC regulations and has a current regular annual leave balance of 290 hours (50 excess hours).	Yes.	Yes.	Any leave in the employee's BRAC leave account will be paid out under BRAC restored leave regulations. However, the employee will lose the 50 hours of regular annual leave, which are in excess of the 240 hour limit, because he was not employed by an organization impacted by BRAC on the last day of the leave year and therefore, BRAC restored leave regulations do not apply and the leave can not be restored under those provisions.
The employee worked for CFE at Sky 5. On 7 January he takes a position with DECC Oklahoma, which is NOT BRAC impacted. The last day of the leave year is 8 January. The employee has 140 hours of leave restored under BRAC regulations and has a current regular annual leave balance of 290 hours (50 excess hours).	Yes	Yes	Any leave in the employee's BRAC leave account will be paid out under BRAC restored leave regulations. However, the employee will lose the 50 hours of regular annual leave, which are in excess of the 240 hour limit, because he was not employed by an organization impacted by BRAC on the last day of the leave year and therefore, BRAC restored leave regulations do not apply and the leave can not be restored under those provisions.
Employee works for SPI and works at the CPK building and is therefore BRAC impacted. The employee retires.	No	Yes	Any leave in the BRAC leave account will be paid out under BRAC restored leave regulations. Any annual leave in excess of 240 which has not yet been restored by BRAC will be paid out under normal leave regulations.
In 2011, the employee transfers to Ft. Meade with the rest of DISA. The employee has 250 hours of BRAC restored leave and 290 hours of regular accrued leave (50 excess hours).	Yes	Yes	Any leave in the BRAC leave account will be paid out under BRAC restored leave regulations. If the employee does not use the excess 50 hours of regular annual leave before the end of the leave year, the employee may lose that leave. However, DISA may elect to restore the leave under regular leave restoration procedures if the employee meets the criteria for that type of restored leave.

## 8.2 JOB SWAP

Where it is practical to do so, DISA will explore "reassignment" opportunities between agencies to accommodate employee requests while still meeting mission requirements. DISA will also establish and publicize an application process for non-BRAC impacted DISA employees who are interested in being considered for DISA vacancies at Ft. Meade.

## 8.3 TRANSITION ASSISTANCE

DISA has partnered with the state of Maryland Department of Labor, Licensing, and Regulation to establish "One Stop Shops" (OSS) at three of the DISA NCR locations--HQS, CPK, and Sky 7. This service is another superb example of DISA taking care of its own and investing in its most valuable resources. The OSS will assist employees, spouses, and dependents affected by BRAC with their transition to the Ft. Meade area. Employees will be able to access a host of information relative to employment, housing, education, and transportation. A staffed office area has also been established to assist employees with one-on-one support.

## 9 TRAINING, EDUCATION AND DEVELOPMENT PROGRAMS



DISA is committed to the on-going development of its employees and is in the process of identifying the current and future training and development needs of the workforce. Enhancing the professionalism of the DISA workforce through training and development promotes productivity.

In preparation for the move to Fort Meade, the Professional Development and Visual Information Services Division is developing several training and development programs in partnership with Maryland middle and high schools, colleges, and universities. The programs include:

- The Summer Technology and Engineering Program: Uncovering Potential (STEP UP). This 5-day summer camp will teach critical technology and engineering concepts that will be vital to the success of program participants.
- The DISA Interactive Student Career Opportunity and Volunteer Experience Resource (DISCOVER) Program (target audience is 15/16 year-olds) is a hands-on, volunteer work program related to the science, technology, engineering, and math (STEM) disciplines (target audience is 15/16 year olds). The program will be for 1 day per week for 2 to 3 hours per volunteer day. The students will learn about specific careers and what it takes to be successful.
- Certificate programs in various disciplines with Maryland colleges and universities are

being coordinated in the areas of financial management, engineering management, human resources, and human resources development.

- A DISA/Maryland education partnership that includes DISA senior leaders and subject matter experts as guest speakers/lecturers, curriculum content experts, and sources of real world exercises or projects to supplement lectures is also being developed. This program will allow DISA's subject matter experts and leaders the opportunity to share their knowledge of DISA and the defense industry and to increase interest in federal service.

These programs target DISA's current and future employees. The STEP UP and DISCOVER high school programs encourage interest in science, technology, engineering, and math. All of the programs and initiatives will assist in the development of talent in all career fields and will continue to strengthen the critical thinking, decision-making, analytical, and communication competencies of the workforce. The programs will add technical and professional competencies in the fields of information technology, engineering, telecommunication, finance, human resources, and computer science. DISA will continue to encourage workforce participation in existing college and university programs and develop new opportunities.

The Career Management Program (CMP) is the roadmap and structure to build capabilities for our future workforce. Enhancing our professionalism through career development promotes current and future productivity and makes DISA a more cohesive organization. Members of the DISA workforce will reap the largest benefits of the CMP because it will help them control the course of their careers in a far more predictable and proactive fashion. It will help them gain the satisfaction of maximizing their abilities and interests to become part of a successful change effort.

Employment transitions can be traumatic for affected employees. Training is available to help employees through such transitions and will be offered to the maximum extent possible. Change management training helps employees approach the transformation as an opportunity and channel their efforts in productive directions based on their own personal situation. Stress management training provides techniques for successfully dealing with mental, emotional and physical stress and personal situations that may impact an employee's productivity and sense of wellness during the transition.

DISA Human Resources Development (HRD) Specialists (MPS5) will partner with supervisors and managers for successful outcomes. This partnership will include providing the appropriate subject matter experts to serve as HRD consultants to train, coach, and to orient managers and employees to use the Career Management Program to the best effect and provide strategic assistance in making professional development decisions.

MPS5 staff will work with supervisors and managers on future development and delivery of training on new initiatives and to meet the needs of the agency. The DISA Talent Management Systems (DTMS) will provide the basis for identifying skill gaps within the workforce and available training resources. Based on identified training and development needs, the MPS5 staff will provide solutions in meeting DISA's training needs.

## 10 MILITARY PERSONNEL HUMAN RESOURCES STRATEGY

Defense Information Systems Agency (DISA) and Joint Task Force-Global Network Operations (JTF-GNO) military personnel, key personnel plans, programs, and support functions are fully integrated into the BRAC transformation effort. While personnel plans and programs are being reviewed and adjusted to meet customer support requirements, the Agency's strategy is to provide seamless customer support in the areas of promotions, requisitions, assignments, evaluations, awards, professional military education, physical readiness and testing, and other key program areas.

The Military Personnel Division (MPS2) is working with personnel support operations at Fort Meade, Maryland to ensure that seamless support for our military personnel is maintained. The Inter-service Support Agreement (ISA) will be updated to ensure that crucial areas of higher headquarters support is provided for assigned DISA military personnel. The ISA will address, as a minimum, such areas as in/out processing, promotions, evaluations, records management, casualty assistance, finance, Uniformed Code of Military Justice, urinalysis, fitness testing, military equal opportunity, and other critical programs as deemed necessary.

Service members will be supported by the following entities at Fort Meade:

Air Force: National Security Agency 70th Force Support Squadron

Army: Fort Meade Human Resources and HQ Company

Navy: Fort Meade Personnel Support Detachment

Marines: National Security Agency Marine Detachment

Guidance will also be developed and publicized for assigned DISA active duty and Reserve military personnel addressing unique issues such as relocation pay, entitlements, and assignment options (extension, curtailment, PCA, etc.). While the entitlement and assignment rules will be vetted through the respective Services, their application will be executed on a case-by-case basis in concert with mission requirements. The Agency's overall goal is to ensure that mission needs are met and military personnel are taken care of on a personal and professional level in keeping with their Service's established policies and procedures.

MPS2 is working with each Service to ensure the PCS and basic allowance for housing (BAH) entitlements are clearly defined no later than 12 months prior to a unit's relocation to Ft Meade. As of June 2009, the Air Force has authorized PCS funding for any interested Air Force member. The Marine Corps has authorized PCS funding for those who have requested it; while the Navy and Army will consider approval of funding on a case-by-case basis. A DISA-wide military-specific survey was launched in late 2008 and evaluated in early 2009. This has assisted the Agency in determining what the concerns of our military members are and what actions MPS2 should pursue with the Services to make this move workable for our military population. MPS2 will continue to inform the military population in 2009 and 2010 during several town hall forums on the entitlements and support agencies available to them and their families during the BRAC move.

Once a military member PCSs with the Agency and begins working at Fort Meade, they will have a BAH change for that location. MPS2 will work with the Services' finance functions to ensure the BAH change date is clear for military members prior to our BRAC relocation. The overall goal is to ensure that BAH rates do not change until military members have had the opportunity to move to the Fort Meade area. Grandfathering of BAH at the Arlington, Virginia, rate is an option that the Agency will request on a case-by-case basis if members choose to remain in their current household and commute to Fort Meade. Ultimately, it is the Service's decision to allow grandfathered BAH.

Additional information is provided below for Service and Family members to facilitate dialogue and preparation for the BRAC experience.

### **10.1 Helpful Web Links for Military**

Listed below are several useful resources for military personnel. All additional questions or concerns can be addressed to the MPS, Military Personnel Division Chief at 703-607-4600.

#### **(a) Anytime. Anywhere. Call Now! (Military OneSource):**

Live consultants are available 24 hours a day/7 days a week to answer questions and provide assistance. Whether you're trying to find child care, checking up on the schools at your next installation or trying to cope with the everyday stressors of military life, Military OneSource can help. The service, available to all Service members and their families at no cost, will provide a customized response whatever your needs are. To reach a consultant any time, day or night, call 1-800-342-9647.

[www.MilitaryOneSource.com](http://www.MilitaryOneSource.com)

#### **(b) On the Home Front (MilitaryHomeFront):**

MilitaryHOMEFRONT is the central, trusted, up-to-date source for Service members and families to obtain information about all Quality of Life programs and services. Whether you live the military lifestyle or support those who do, you'll find what you need!

[www.MilitaryHomeFront.com](http://www.MilitaryHomeFront.com)

#### **(c) Jobs for You (Military Spouse Career Center):**

Relocation can be difficult for spouses, who often find themselves forced to leave behind their jobs and careers. The Military Spouse Career Center was created to provide resources and support to help these spouses as they search for new employment. The website provides links to Spouse-Friendly employers, job search assistance, and advice on everything from education and scholarships to child care and community information. The site is available on the web at

[www.Military.com/Spouse](http://www.Military.com/Spouse)

#### **(d) The Perfect Community (Military Communities of Excellence):**

Service members and families looking for information on the military communities may be interested in Expansion Management Magazine's "Military Communities of Excellence"

<http://www.expansionmanagement.com/military.asp>

#### **(e) Hittin' the Books (Military Student.Org):**

This site is designed to help mitigate the difficulties that transitioning military students might face at a new school. Included here is a Parents guide to helping their child during deployment and a companion guide for educators.

[www.MilitaryStudent.Org](http://www.MilitaryStudent.Org)

#### **(f) Kids Movin' (Military Teens on the Move):**

Relocation can be especially difficult for kids and teens. With that in mind, DOD created this site (and its sister site, Military Kids on the Move) to help provide advice, support, and information to military teens. Here, dependent teens can find advice on moving, readjustment, making friends, and dealing with the host of stressors that accompany being a teen in a military family.

<http://www.defenselink.mil/mtom>

**(g) Baby Talk (ChildCareAware.org):**

This service, America's most trusted child care resource, provides links to military specific resources and programs through its website at [www.ChildCareAware.org](http://www.ChildCareAware.org)

**(h) State Know-How (USA4MilitaryFamilies.org):**

In collaboration with States, nonprofits and industries, DoD wants to reduce statute barriers and enhance the ability of military families to transition to new locations. Information on this effort and news on new benefits, programs and services being offered by states and local communities can be found at [www.USA4Militaryfamilies.org](http://www.USA4Militaryfamilies.org)

**(i) Personnel Transitioning to DISA: <http://www.disa.mil/brac>**

**11 PROTECTION OF PERSONNEL AND EQUIPMENT**

The key to the protection of personnel and equipment will be prevention. This HR plan will contribute to prevention by helping employees focus their energies in productive directions during a highly emotional time.

The DISA Director has a policy of "Zero Tolerance" for violence in the workplace. Accordingly, supervisors will create and maintain a healthy and productive workplace. Supervisors will:

- ❖ Carefully observe proper personnel practices;
- ❖ Stay in touch with employees;
- ❖ Use performance counseling and disciplining conscientiously;
- ❖ Maintain positive lines of communication; upward, downward, and laterally;
- ❖ Foster effective communications within the workplace;
- ❖ Be sensitive to stressors in the workplace and unusual employee/co-worker reactions;
- ❖ Be attentive and responsive to employee/co-worker concerns.
- ❖ Provide productive channels for employee efforts, e.g., change management training, support groups, etc.
- ❖ Obtain refresher supervisory training as needed, e.g., Violence in the Workplace.

By intervening promptly and providing positive leadership, supervisors can keep difficult problems from turning into major problems.

If a tragedy should strike in the workplace: notify the proper authorities; take whatever steps are necessary to preserve life and safety; stop the disruption IMMEDIATELY; and order the disruptive employee to leave the immediate workplace. In a serious situation, employees can be directed to leave the premises and go home for the remainder of the day on administrative leave. In all incidences of violence in the workplace, the supervisor should contact the DISA Security Division, (MPS6) and the servicing HR representative for further guidance.

**12 TAKING CARE OF OUR PEOPLE**

DISA has a proven track record of taking care of its people. Since the early 1990's the agency has been required to consolidate and in some cases eliminate many positions, and the involuntary separations required from these actions have been held to less than 5%. Taking care of YOU

through this BRAC transformation by expanding the quality of worklife programs, transportation and relocation options and the recruitment and retention strategies to encourage employees to stay with DISA is one of our strategic goals and a top priority.

Knowledge and time are key tools for minimizing the impact of a major transformation. Now is the time to plan your future.

This Human Resources Plan will give the DISA workforce the knowledge and time necessary to make decisions and plan their future. This plan also provides the tools to assist in implementing your decision during this transition.

The BRAC Information Portal web site, <http://www.disa.mil/brac>, provides a wealth of information on DISA's new facility at Fort Meade and the surrounding communities.





## DEFENSE INFORMATION SYSTEMS AGENCY

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

IN HERBY  
REFER TO

Manpower, Personnel, and Security (MPS)

24 APR 2009

## MEMORANDUM FOR DISTRIBUTION

SUBJECT: Guidance on Permanent Change of Station (PCS) Moves to Fort Meade

Reference: Joint Travel Regulations (JTR) Volume 2, Chapter 5: Permanent Change of Station (PCS) Expense Reimbursement for Civilian Employees

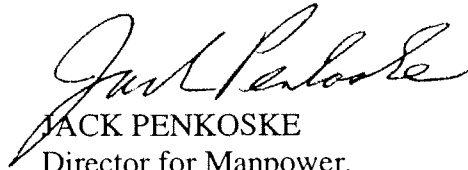
1. The Defense Information Systems Agency (DISA) will begin its migration to Ft. Meade, Maryland in October 2010 as a part of the BRAC. DISA would like all affected current employees to make this move to Ft. Meade. From a practical point of view, the new DISA Headquarters at Ft. Meade is approximately 25 miles from our current location. For most individuals, this move will represent an increase in their commuting distance to the new site.
2. To assist those employees who desire to move closer to Ft. Meade, DISA will be offering PCS Expense Reimbursements for those individuals who meet certain requirements. The intent of offering PCS Expense Reimbursements is to encourage employees to move closer to Ft. Meade to improve their daily commute/quality of life. For this reason, we are requiring that your new home be at least 10 miles closer to Ft. Meade.
3. JTR, Volume 2, Chapter 5 provides detailed information on authorizations for PCS. The Agency has discretion to approve on a case-by-case basis an exception to the JTR when the one-way commuting distance between the residence being occupied while serving at the old duty station and new duty station increases by at least 10 miles (Para. C5080-F). Every permanent employee who meets the criteria in this memorandum will be offered PCS Expense Reimbursements, if otherwise eligible.
4. An employee can not apply for PCS Expense Reimbursements until they have received their Transfer of Function (ToF) letter which will be issued by the Civilian Personnel Division (MPS1) one year prior to the anticipated move of the individual's position to Ft. Meade. Prior to approving an employee's request for PCS relocation allowances, the Agency's representative (designee or committee) will review the request to ensure that it is in the best interest of the Government. Enclosure 1 provides an example of the request for PCS Expense Reimbursements. An employee that accepts PCS Expense Reimbursements must move into and occupy the new home and commute to and from Ft. Meade on a daily basis from this home. In addition, every employee who is approved for PCS Expense Reimbursement will be required to serve for at least one year from the date of the official report date to Ft. Meade.
5. DISA employees will not be approved for participation in the Defense National Relocation Program (DNRP) due to the costs associated with this program. There will be no exceptions to this restriction.

6. DISA will be working with our DFAS servicing partner to schedule and conduct a series of briefings that will focus on the specific items that will be authorized for reimbursement under the provision of the PCS. Enclosure 2 is a summary, in general terms, of the categories of reimbursable expenses.

7. Please address any questions and/or comments on PCS Expense Reimbursements to Ms. Therethe Sampson or Ms. Vicki Fowler. Both are in the DISA Travel Office and can be reached at (703) 607-6534 or (703) 607-6560.

2 Enclosures:

- 1 DISA Memo, MPS4, Request for PCS Entitlements Form, 02 April 09
- 2 DISA Memo, MPS4, PCS Facts Sheet 02 April 09

  
JACK PENKOSKE  
Director for Manpower,  
Personnel, and Security

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Director for Information Assurance and Network Operations (PEO-IAN)  
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)



I understand that the above information will be taken under consideration by the Agency's designee or committee when determining approval of PCS requests.

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Signature

Date Signed

## Enclosure 2: PCS Facts

### I. Shipment of Household Goods (HHG)

- A. 18,000-lbs. maximum weight authorized
- B. There are two authorized methods of transporting.
  - i. Commuted Rate System: You assume total responsibility for arranging.
  - ii. Actual Expense Method: Your agency assumes the responsibility for arranging
- C. You have 2 years from your report date to complete your HHG shipment.

### II. Temporary Storage of (HHG)

- A. 90 days authorized
- B. Upon an employee's written request, the initial 90 day period may be extended by an **additional 90 days if approved** by the Director, Defense Information Systems Agency for (the approving official on PCS)
- C. Storage can be at point of origin or destination.

### III. Sell and Buy Residence

- A. The employee has up to two years to sell at the old duty station and buy at the new duty station. Upon the employee's written request stating the reason, **two year extension may be granted by the approving official at DISA.**
- B. Sale of residence at the old permanent duty station – reimbursement shall not exceed 10 percent of the actual sale (This is the amount of reimbursement for selling of real estate unless you are authorized to use relocation services).
- C. Purchase of a residence at the new permanent duty station – reimbursement shall not exceed 5 percent of the purchase price.

### IV. Miscellaneous Expense Allowance

- A. An employee with no dependent(s) receives a \$500.00 flat amount or if expenses are itemized, an amount up to 1 week basic compensation whichever is the lesser amount.
- B. An employee with dependent(s) receive a \$1000.00 flat amount or, if expenses are itemized, an amount up to 2 weeks basic compensation, whichever is the lesser amount.
- C. The maximum MEA authorized must not exceed the highest basic salary for a GS-13.
- D. No receipts or itemized statements required, only when an amount exceeds that required in the JTR

- E. Employee will be required to certify on the voucher that he has discontinued his residence at the old permanent duty station and has established a residence at the new permanent duty station.
- F. No advance of funds will be authorized for miscellaneous expense.