

# **Defense Information System Agency**

## **2010 BRAC HR Transfer Plan**



**Defense Information Systems Agency**  
Department of Defense

Revised 22 October 2010

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# DISA HEADQUARTERS HUMAN RESOURCES BASE REALIGNMENT AND CLOSURE TRANSFER PLAN



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## 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. We are ready to execute the largest relocation in the history of the Agency. Beginning in January 2011, we will be moving a total of 4,272 employees at a rate of 150 to 200 per week until July. The move schedule is enclosed at Appendix A: DISA Organization Move Schedule and Vacancy Announcement Change date.

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. Letters began 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 were 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, at some point to be determined, 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.

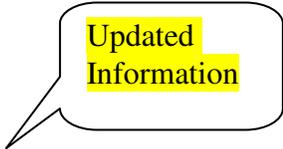
MPS continues to strategize and coordinate with the Public Affairs Office to develop formal

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.



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### **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. Beginning approximately 120 days prior to an organization's move to Fort Meade their vacancy announcements will reflect the duty station of the position is Fort Meade. The specific date in which organizations move is at Appendix A: DISA Organization Move Schedule. 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. DISA continues to hold Career and Information Expos geared toward the "branding" of DISA as an employer of choice in the Maryland area. These events 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 veterans, and 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.

### **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.

## 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 (DSLRRP) has been expanded to allow managers to use the DSLRRP 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 DSLRRP funding requires a 3-year service obligation to DISA. The DSLRRP 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 eligible 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 dated 24 April 2009, at [http://disa-stg.dtic.mil/brac/faqs/library/memo\\_pcsentitlements\\_24Apr09.pdf](http://disa-stg.dtic.mil/brac/faqs/library/memo_pcsentitlements_24Apr09.pdf), 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. Employees may request a PCS authorization 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.

Effective 1 April 2010, employees hired outside of the National Capital Region, will be offered no more than one PCS move during the BRAC move to Ft. Meade. See the policy memo dated 22 March 2010 at [http://disa-stg.dtic.mil/brac/faqs/library/memo\\_dutystationchange\\_pcsentitlements\\_22mar10.pdf](http://disa-stg.dtic.mil/brac/faqs/library/memo_dutystationchange_pcsentitlements_22mar10.pdf), Subject: Change in Duty Station and PCS Entitlement – BRAC Related.

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)

Relocation services are available to all employees at a reduced cost or no cost to the employee. The

service includes information about temporary housing, realtors, and mortgage lenders. The BRAC Portal located at <http://www.disa.mil/brac/index.html> has a wealth of information on PCS. There you will find a link to a section titled: Relocation 101: A PCS primer.

#### **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.

On September 11 2009, a new hiring authority went 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.



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#### **4.7 Ft. Meade Referral Program**

The Fort Meade Referral Program provides current DISA employees outside of the NCR not affected by BRAC an opportunity to be considered for non-competitive reassignments (lateral) into DISA vacancies for which they qualify. Resumes are collected and matched against all DISA Fort Meade vacancies. The program is currently available and will continue to be throughout the relocation process. Employees selected through this referral program will be eligible for PCS expense reimbursements. Individuals seeking promotion opportunities must apply through competitive job opportunities announcements which will be available on the DISA website and the USAjob webpage.

Information on application procedures and required forms can be found at <https://cmis.disa.mil/hr/brac/FtMeadeIndex.cfm>. Please address any questions and/or comments on the Fort Meade Referral Program (FMRP) to Ms. Carolyn Graves at 703-607-4458/DSN: 327-4458.

#### **4.8 Bridge Position Program**

The Bridge Position Program allows lower graded DISA employees with high potential to be considered and selected for positions with developmental or growth potential. Positions would normally be filled at the GS-5 or GS-7 level with non-competitive promotion potential up to GS-11. Employees selected for this program will be required to enter into a formal training plan outlining on-the-job training, formal training, and off-duty college education as well as other criteria identified by their supervisor. Employees would normally be placed at their current grade or accept a change to lower grade. Where a change to a lower grade is required, employee would be entitled to pay retention.



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#### **4.9 High Grade Upward Mobility Program**

The High Grade Upward Mobility Program covers all job series and allows Directorates to take existing non-supervisory GS-14 and GS-15 level positions and recruit as follows: GS-15 level positions will be advertised at the GS-13/14/15 level and filled at the GS-13; and, GS-14 level positions will be advertised at the GS-12/13/14 level and filled at the GS-12. This program will allow us to carry out our commitment to developing our future leaders. Individuals selected at the lower grade level will accept a change to lower grade and will be entitled to pay retention. A selection panel is required for all positions filled under this program. Additionally, all selections require Senior Champion approval. A formal training plan is required for all employees entering the program.

#### **4.10 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.

#### **4.11 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.

#### **4.12 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.

#### **4.13 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.

#### **4.14 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.

#### **4.15 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



#### **4.16 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.



#### **4.17 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.

#### **4.18 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.

#### **4.19 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>
	Undergraduate 301.314.8385 Toll Free:800.422.5867 <a href="mailto:Um-admit@umd.edu">Um-admit@umd.edu</a>
University of Maryland, College Park	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 were surveyed several different times 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.



Almost 1,800 members of the DISA workforce responded to the second BRAC Transportation Survey. Results of this survey have given Manpower, Personnel, and Security (MPS) an idea of what transportation options are of interest to the workforce affected by the BRAC.

Several different methods of transportation were presented for consideration in the survey. Among the options were: subscription buses from different locations; van pools from different locations; direct shuttle buses from both the Odenton MARC station and Greenbelt Metro station; and a direct bus from the Pentagon. There have also always been the options of driving one's privately owned vehicle (POV) becoming part of a car pool.

Several options require that employees enroll in the Mass Transit Subsidy program so that the cost of the services can be offset with subsidy funds. Enrollment in this program is very easy and will be spelled out in detail in a future article.

MPS has been working with the BWI Business Partnership to analyze the survey data and work with various transportation companies to develop a coordinated plan.

The following transportation services will be provided at no cost to employees:

- The Guaranteed Ride Home Program - This is available to all employees who use mass transit — including subscription buses, van pools, Metro and MARC — along with those in authorized car pools. The program guarantees up to four rides home per year for an employee who must get home due to an unanticipated emergency. DISA is working with our BWI Partnership to increase that to up to six times per year.

- An internal Fort Meade shuttle – This shuttle will have a stop at the DISA Headquarters building.
- Shuttles from both the Odenton MARC station and Greenbelt Metro station – Both of these shuttles will come to the DISA Headquarters building.

MPS will continue to research all possible options to make the commute to Ft. Meade more convenient and cost-effective. MPS will continue to provide updates to all members of the DISA workforce and will provide detailed instructions on how to ensure that each individual is ready to use their selected transportation option. Employees are encouraged to take advantage of the many opportunities for additional information to include All Hands briefings, relocation fairs, Ft. Meade field trips, and the BRAC portal to name just a few.

## 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:

**Relocation assistance is available from relocation counselors**

- 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.

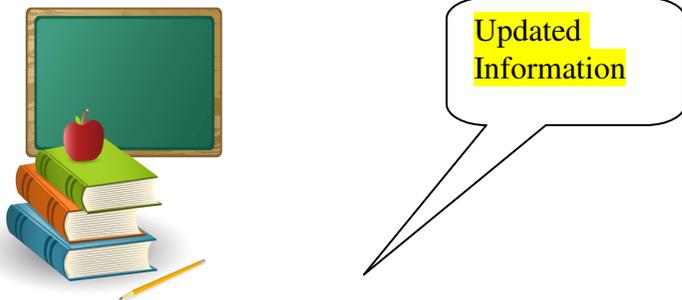
## 8.2 JOB SWAP

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 continues to identify the current and future training and development needs of the workforce. The FY11 training and event schedule can be found at Appendix B. Enhancing the professionalism of the DISA workforce through training and development promotes productivity and employee engagement.

In preparation for the move to Fort Meade, the Professional Development and Visual Information Services Division developed several professional development and recruitment 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).** The purpose of this 5-day summer camp is to inspire and excite 15/16 year olds about the science, technology, engineering, and math (STEM) disciplines through learning modules. Students acquire fundamental engineering/technology principals by participating in hands-on training.
- **The DISA Interactive Student Career Opportunity and Volunteer Experience Resource (DISCOVER) Program.** This is a hands-on, volunteer work program related to the 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.

- **DISA Certificate Programs.** Several certificate programs were established in various disciplines with Maryland colleges and universities in the areas of engineering management, information technology, and human resources development.
- **DISA Guest Lecturer Program.** The guest lecturer program consists of DISA senior leaders and subject matter experts volunteering to be guest speakers/lecturers, curriculum content experts, and sources of real world exercises or projects. This program allows 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 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 a competency-based roadmap and structure that DISA uses to build capabilities for the current and future workforce. Members of the DISA workforce will reap the largest benefits of the CMP because it will assist them with managing their careers in a far more predictable and proactive fashion. The process will also provide the workforce with the satisfaction of maximizing their abilities and interests and become part of a successful change initiative.

MPS5 will more actively engage with supervisors and managers to serve as HRD consultants to train, coach, and to orient managers and employees on how to use the CMP and provide strategic assistance in making professional development decisions.

MPS5 will work with supervisors and managers on the development and delivery of training initiatives that meet the needs of the workforce. The improved DISA Talent Management System (DTMS) will provide the tools required to identify skill gaps at the individual and organization levels and provide updated training resources. The CMP and DTMS have been updated and revised to allow for easier navigation and to provide updated and consolidated competency information. MPS5 will continue to facilitate the learning and development process and encourage employee and leadership involvement in improving the overall competency level of the DISA workforce.



## **10 MILITARY PERSONNEL HUMAN RESOURCES STRATEGY**

Defense Information Systems Agency (DISA) 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) continues to coordinate 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: Marine Cryptologic Detachment (National Security Agency)

Guidance has been 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.). The entitlement and assignment rules have been vetted through the respective Services, and military members' application have been 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.

The DISA-wide military-specific survey served two purposes for MPS2 (1) assisted the Agency in identifying the overarching concerns of all our military members and (2) provided actions to pursue with the individual Services to ensure that our BRAC transition is as seamless as possible. MPS2 worked diligently with each of the Services to ensure that PCS and basic allowance for housing (BAH) entitlements were clearly defined. Our efforts allowed all Service members affected by BRAC to be eligible for either a one-time Permanent Change of Station (PCS) or grandfathering of their Basic Allowance for Housing (BAH) at the Arlington, Virginia, rate.

For military members who formally requested PCS orders or a BAH waiver, the following is true: all Army personnel orders have been approved; Air Force personnel will have their authorization for BAH or PCS placed on new, individual orders once they are moved into the new PASCODE NLT 30 November 2010; and Marine Corps and Navy PCS funding has been approved. MPS2 will continue to inform our military population and their families on entitlement and personnel support-related updates via several town hall forums throughout 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. 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.





ARLINGTON SERVICE CENTER			COLUMBIA PIKE			SKYLINE		
	CI6/HT		<b>PHASE 13</b>					
			MPS-C4/WH	MPA	26-Mar-11	<b>PHASE 17</b>		
<b>PHASE 5</b>				MP7		C2C-A4/A3/A2	CC	30-Apr-11
DD ADVON-C6	COS	29-Jan-11		MP6			CC1	
							CCA	
<b>PHASE 6</b>			DD-O2	DO3			CCN	
DD-C6/C5/C4	DD-D	5-Feb-11					CCTD	
	DDV		GE-A5/A4	GE3			CC2	
	DO							
	DOC		PEO-MA-A2	IA3		<b>PHASE 18</b>		
	SEA					C2C-A4/A3/A2	CC	7-May-11
	NSA		CTO-A4	TO1			CC1	
	DO6		ANALYSIS CENTER	TO3		ANALYSIS CENTER	CC2	
	DO1							
			C2C-A4/A3/A2	CC4		CIO-02	CI7	
PLD-CS	PLD64							
			CIO-02	CI7		<b>PHASE 19</b>		
<b>PHASE 7</b>						NS-O4/O5	DCH3	14-May-11
DD-C3/C4/02	DO8	12-Feb-11					DCH31	
	DO2						DCH33	
							NS	
GO C6/C5/C4	GO						NS1	
	GO3						NS2	
	GO6						NS3	
ANALYSIS CENTER							NS4	
							NS5	
<b>PHASE 8</b>							NS6	
GO-C6/C5/C4	GO	19-Feb-11					NS7	
	GO1						NS8	



ARLINGTON SERVICE CENTER			COLUMBIA PIKE	SKYLINE		
				<b>PHASE 21</b>		
				NS-05-04	DCH3	4-Jun-11
					DCH31	
					DCH32	
					DCH33	
					NS	
					NS1	
					NS2	
					NS3	
					NS4	
					NS5	
					NS6	
					NS7	
					NS8	
					NS10	
					NSB	
					NSC	
					NSM	
					NSO	
					NSS	
				CIO-O2	CI7	
				<b>PHASE 22</b>	SKY 4 & 5	
				CFE-A1/A2		11-Jun-11
				SKY4	CFE	
				SKY 5	CFE	
				<b>PHASE 23</b>		
				MA-A1/A2	IA1	18-Jun-11
					IA2	

ARLINGTON SERVICE CENTER	COLUMBIA PIKE	SKYLINE	
		IA3	
		IA4	
		IA5	
		1AA	
		DCH7	
		<b>PHASE 24</b>	
		CIAE-C5	CIAE 25-Jun-11
		<b>PHASE 25</b>	
		CAE-A4	CAE 9-Jul-11
		MPD	
		CIO-02	CI7
		ANALYSIS CENTER	
		FSO-C	FS5
		<b>PHASE 26</b>	
		GES-A3/A2	ALL 16-Jul-11
			DCHS
		MPS-C4/WH	MP7
			MP6
			MPA
			MPS
			MP5

ARLINGTON SERVICE CENTER	COLUMBIA PIKE	SKYLINE	
		<b>PHASE 27</b>	<b>SKY 4&amp; 5</b>
		PLD-A1	PLD
			23-Jul-11
		NS-05/04	NS1
			NS10
			NS3
			NS6
			NS8
			NSD
			NSF
			NSS
		DD-C3	DO1
			DO8
		MPS-C3	MPS-B
		CIO-02	C17
			C-16
		<b>PHASE 28</b>	<b>HOFFMAN</b>
		DSO/SMO-05	DSO
			30-Jul-11
			CIO

## APPENDIX B: FY11 Training Schedule 1<sup>st</sup> and 2<sup>nd</sup> Quarter, and FY11 Event Schedule:

### MS Training Courses - 1st Qtr FY11

<u>Course Name</u>	<u>Date</u>	<u>Location</u>
Briefing Techniques	11-14 Oct 10	DITCO Scott
Action Officer (VTC)	13-14 Oct 10	NCR, Bldg 17
Briefing Techniques	19-22 Oct 10	Mechanicsburg
Pre-Retirement Planning	20-22 Oct 10	NCR, Bldg 17
Action Officer (VTC)	26-27 Oct 10	NCR, Bldg 17
Mid-Career Retirement Planning	26-27 Oct 10	St. Louis
Pre-Retirement Planning	27-29 Oct 10	DITCO Scott
Federal Appropriations Law	01-04 Nov 10	DISA PAC
Action Officer (VTC)	02-03 Nov 10	NCR, Bldg 17
Planning, Programming, Budgeting and Execution	08-10 Nov 10	NCR, Bldg 17
Mid-Career Retirement Planning	09-10 Nov 10	STRATCOM
Action Officer (VTC)	09-10 Nov 10	NCR, Bldg 17
Mid-Career Retirement Planning	16-17 Nov 10	Chambersburg
Project Management for IT Professionals	16-19 Nov 10	Mechanicsburg
Briefing Techniques	30 Nov-03 Dec 10	Ft Huachuca
Project Management for Office Professionals	30 Nov-02 Dec 10	Chambersburg
Project Management for IT Professionals	06-09 Dec 10	Ogden
Action Officer (VTC)	07-08 Dec 10	NCR, Bldg 17
Planning, Programming, Budgeting and Execution	07-09 Dec 10	Mechanicsburg
Pre-Retirement Planning	14-16 Dec 10	San Antonio

### IT Training Courses - 1st Qtr FY11

<u>Course Name</u>	<u>Date</u>	<u>Location</u>
GSLC **	27 Sep-1 Oct 10	Phoenix TS Columbia, MD
Certified Ethical Hacking V6.1 **	27 Sep-1 Oct 10	Phoenix TS Columbia, MD
ITIL, V3	29 Sep-1 Oct 10	NCR, CPK
Certified Ethical Hacking V6.1 **	04-08 Oct 10	Hilton Homewood Suites, Falls Church, VA
CISSP	04-08 Oct 10	NCR, CPK
Security+ **	18-22 Oct 10	NCR, Falls Church, VA
Network+ **	25-29 Oct 10	NCR, Falls Church, VA
Certified Ethical Hacking V6.1 **	01-05 Nov 10	Hilton Homewood Suites, Falls Church, VA
Network+ **	01-05 Nov 10	NCR, Falls Church, VA
Security+ **	08-12 Nov 10	Phoenix TS Columbia, MD
Certified Information Security Mgr (CISM)	08-12 Nov 10	NCR, CPK
Certified Information Security Mgr (CISM)	06-10 Dec 10	NCR, CPK
Security+ **	06-10 Dec 10	NCR, Falls Church, VA
Certified Ethical Hacking V6.1 **	13-17 Dec 10	Hilton Homewood Suites, Falls Church, VA
Security+ **	13-17 Dec 10	Phoenix TS Columbia, MD

**\*\* Certification testing is included in training**

### MS Training Courses - 2nd Qtr FY11

<u>Course Name</u>	<u>Date</u>	<u>Location</u>
Action Officer	25-26 Jan 11	SKY7, 1N45
Briefing Techniques	31 Jan-03 Feb 11	SKY7, 1W43
Planning, Programming, Budgeting and Execution	07-09 Feb 11	SKY7, 1N45
Developing Your Resume	9-Feb-11	SKY7, 1N45
Interviewing Techniques	10-Feb-11	SKY7, 1N45
Pre-Retirement Planning	14-16 Feb 11	SKY7, 1N47
Writing ECQs/Structured Interview Skills	TBD	Ft Meade, MD
Action Officer	01-02 Mar 11	Ft Meade, MD
Contractor Basics: COTR	07-09 Mar 11	Ft Meade, MD
Decision Making/Problem Solving	14-15 Mar 11	Ft Meade, MD
E-Mail Etiquette	16-Mar-11	Ft Meade, MD
Planning, Programming, Budgeting and Execution	16-18 Mar 11	Ft Meade, MD
Federal Appropriations Law	21-24 Mar 11	Ft Meade, MD

**IT Training Courses - 2nd Qtr FY11**

<b><u>COURSE NAME</u></b>	<b><u>DATE</u></b>	<b><u>LOCATION</u></b>
DIACAP	10-14 Jan 11	NCR, Falls Church, VA
Security+ **	24-28 Jan 11	Phoenix TS Columbia, MD
ITIL, V3	24-28 Jan 11	NCR, CPK
PowerPoint 2007, Introduction	24-Jan-11	NCR, CPK
PowerPoint 2007, Advanced	25-Jan-11	NCR, CPK
Access 2007, Intermediate	26-Jan-11	NCR, CPK
Access 2007, Advanced	27-Jan-11	NCR, CPK
Excel 2007, Advanced	28-Jan-11	NCR, CPK
Certified Ethical Hacking V6.1 **	31 Jan-04 Feb 11	Phoenix TS Columbia, MD
CISSP	31 Jan-04 Feb 11	NCR, CPK
Security+ **	07-11 Feb 11	NCR, Falls Church, VA
Network+ **	14-18 Feb 11	Phoenix TS Columbia, MD
Certified Information Security Mgr (CISM)	14-18 Feb 11	NCR, Falls Church, VA
Certified Ethical Hacking V6.1 **	28 Feb-4 Mar 11	Phoenix TS Columbia, MD
DIACAP	28 Feb-4 Mar 11	Phoenix TS Columbia, MD
Security+ **	07-11 Mar 11	NCR, Falls Church, VA
ITIL, V3	21-25 Mar 11	NCR, CPK
PowerPoint 2007, Introduction	21-Mar-11	Phoenix TS Columbia, MD
PowerPoint 2007, Advanced	22-Mar-11	Phoenix TS Columbia, MD
Access 2007, Intermediate	23-Mar-11	Phoenix TS Columbia, MD
Access 2007, Advanced	24-Mar-11	Phoenix TS Columbia, MD
Excel 2007, Advanced	25-Mar-11	Phoenix TS Columbia, MD
Certified Ethical Hacking V6.1 **	28 Mar-01 Apr 11	Phoenix TS Columbia, MD

\*\* Certification testing is included in training

**Orientation to Fort Meade Schedule**

<b><u>Date</u></b>	<b><u>Location</u></b>
12 Nov 10*	SKY7, 1N7
15 Dec 10*	SKY7, 1N45
02 Mar 11 (2)	Ft Meade, Post Theater
25 May 11 (2)*	Ft Meade, DISA HQs
TBD Aug 11*	Ft Meade, DISA HQs

\*Piped live to NCR via DISA Vision and recorded on DVD

**New Employee Orientation Schedule**

<b><u>Date</u></b>	<b><u>Location</u></b>
18 Oct 10	HQs Bldg 17
01 Nov 10	HQs Bldg 17
15 Nov 10	HQs Bldg 17
29 Nov 10	HQs Bldg 17
13 Dec 10	HQs Bldg 17
27 Dec 10	HQs Bldg 17
03 Jan 11	SKY7 1N47
31 Jan 11	SKY7 1N47
07 Feb 11	Ft Meade
21 Feb 11	Ft Meade
7 Mar 11	Ft Meade
21 Mar 11	Ft Meade
04 Apr 11	Ft Meade
18 Apr 11	Ft Meade
02 May 11	Ft Meade
16 May 11	Ft Meade
13 Jun 11	Ft Meade

**HRM for Supervisors - FY11**

<b><u>Date</u></b>	<b><u>Location</u></b>
25-26 Oct 10	SKY7 1W43
15-16 Nov 10	SKY7 1W43
06-07 Dec 10	SKY7 1W43
24-25 Jan 11	SKY7 1W43
21-22 Feb 11	SKY7 1W43
28-29 Mar 11	Ft Meade (SKY7 Rm 1W43 as backup)
30-31 May 11	Ft Meade
25-26 Jul 11	Ft Meade
26-27 Sep 11	Ft Meade

**HRM Refresher for Supervisors - FY11**

<b><u>Date</u></b>	<b><u>Location</u></b>
28 Oct 10	SKY7 1W43
08 Nov 10	SKY7 1W43
13 Dec 10	SKY7 1W43
17 Jan 11	SKY7 1W43
14 Feb 11	SKY7 1W43
21 Mar 11	Ft Meade (Rm 1W43 as backup)
23 May 11	Ft Meade
18 Jul 11	Ft Meade
19 Sep 11	Ft Meade

**Leadership Courses - FY11**

<b><u>Course Name</u></b>	<b><u>Date</u></b>	<b><u>Location</u></b>
Leadership Development-II	19-21 Oct	Homewood Suites, NCR
Leadership Development-III	01-03 Nov	Homewood Suites, NCR
Aspiring Leaders	07-08 Nov	Homewood Suites, NCR
Teambuilding	09-10 Nov	HQ, Bldg 17
Aspiring Leaders	04-05 Jan	HQ, Bldg 17
Teambuilding	06-07 Jan	HQ, Bldg 17
Leadership Development-I	22-25 Feb	Homewood Suites, NCR
Leadership Development-II	29-31 Mar	Ft Meade
Leadership Development-III	11-13 Apr	Ft Meade
Aspiring Leaders	04-05 May	Ft Meade
Teambuilding	06-07 May	Ft Meade
Aspiring Leaders	06-07 Jun	Homewood Suites, NCR
Teambuilding	08-09 Jun	Homewood Suites, NCR
Leadership Development-I	11-14 Jul	Ft Meade
Leadership Development-II	09-11 Aug	Ft Meade
Leadership Development-III	13-15 Sep	Ft Meade

**Note:**

Please register for training via DOTS at <https://cmis.disa.mil/training/dots3/main.cfm>.

For assistance or questions related to the training schedule or registration, please contact [DISATr@disa.mil](mailto:DISATr@disa.mil).

The training schedule is proposed and, as such, is subject to change. Please confirm course availability by registering in DOTS.