



## DEFENSE INFORMATION SYSTEMS AGENCY

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IN REPLY  
REFER TO:

29 OCT 2008

Manpower, Personnel, and Security (MPS)

### MEMORANDUM FOR DISTRIBUTION

SUBJECT: General Information on the Transfer of Function (TOF) to Ft. Meade, Maryland

1. As you are aware, DISA Headquarters is scheduled to move from the Northern Virginia area to Ft. Meade MD, beginning in October 2010. The Agency has conducted many briefings to include the Town Hall Meetings on this subject. Further information on the BRAC move can be found on the BRAC Information Portal at <http://www.disa.mil/brac>. This includes the current BRAC HR Plan.

2. The purpose of this memorandum is to provide you with general information on certain entitlements/benefits as we move forward with this transition. Receipt of individual TOF letters will depend on the scheduled move of your organizational element to Ft. Meade. 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 the scheduled moves (October 2010). The following information applies:

(a) All employees will receive a TOF letter one year prior to "their position" being relocated to Ft. Meade.

(b) Employees not accepting the transfer will not be eligible to be registered in the DoD Priority Placement Program (PPP). The reason employees will not be eligible for PPP is because nobody will be losing their job and the transfer of the positions will not be outside of the local commuting area.

(c) Employees will not be entitled to severance pay. As with the Priority Placement Program, the reason employees will not be eligible for severance pay is because nobody 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 of the local commuting area.

3. As outlined in the BRAC HR Plan, employees will be entitled to permanent change of station (PCS) entitlements. 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 the new duty station increases by at least 10 miles" (C50890.F of the JTR). This exception will be utilized to the maximum extent. Every permanent employee who meets the 10 mile threshold will be offered PCS entitlements, if otherwise eligible.

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

5. In summary, all affected employees will have the right to transfer with DISA to Ft. Meade. Employees will receive a specific written notice one year prior to their organization's scheduled move to Ft Meade. Employees will have an opportunity to decline or accept the transfer with their position to Ft. Meade. All employees will have a 30-day period in which to make the decision to accept or decline the transfer from the date they receive their TOF letter. If an employee declines the transfer, they may remain on DISA's rolls until their position is refilled or no later than the effective date their position relocates to Ft. Meade.

6. Our goal continues to be to encourage all employees to transfer with DISA to Ft. Meade. Concurrently, we want to ensure employees have all the information necessary to make an informed decision. We are in the process of developing Brown Bags on "Transfer of Function and Permanent Change of Station". You will be provided more details in the near future.

7. Please contact Ms. Carrie Bazemore at (703) 607-4401 or Ms. Charlotte Dawson at (703) 607-4427 if you have questions on the contents of this memorandum.



JACK PENKOSKE  
Director for Manpower,  
Personnel, and Security

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