



DEFENSE INFORMATION SYSTEMS AGENCY

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IN REPLY
REFER TO Civilian Personnel Division (MPS1)

22 MAR 2010

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Change in Duty Station and PCS Entitlements – BRAC Related

1. The purpose of this memorandum is to keep you informed of the HR changes and decisions as we progress towards the relocation to Fort Meade, Maryland. In previous months we identified Fort Meade as the duty location for organizational elements whose mission required them to establish an “advance party” element to perform core mission work at the Fort Meade duty site.
2. Now, we must begin to take the same approach for the remaining organizations and/or positions that are scheduled to relocate to Fort Meade. In conjunction with the phased relocation dates for the Base Realignment and Closure (BRAC) moves to Fort Meade, Maryland, the duty location on job opportunity announcements (JOAs) will be changed to reflect the Fort Meade, Maryland duty location at least 120 days prior to the scheduled move of each Directorate. Each directorate’s human resource specialist will coordinate the exact date of the change with the organization’s leadership. We should expect to see an increase in the number of Maryland residents applying for DISA positions once the new duty station is reflected on the JOAs. Managers are encouraged to expand their recruitment strategy and capitalize on the hundreds of potential qualified candidates who reside in Maryland and may be interested in applying for these positions to decrease their current commuting time.
3. Effective 1 April 2010, DISA employees hired from outside the National Capital Region (NCR) will be authorized no more than one PCS move during the BRAC move to Fort Meade. DISA employees outside of the NCR can now apply for non-competitive lateral transfers to Ft. Meade via the Fort Meade Referral Program (FMRP). The Fort Meade Referral Program provides current DISA employees outside of the NCR who are not affected by BRAC an opportunity to be considered for non-competitive lateral reassignments into DISA vacancies for which they qualify. The FMRP works by collecting resumes from personnel who wish to be considered and matching them against all DISA Fort Meade vacancies. The program will be available throughout DISA’s relocation to Fort Meade, and employees selected through this program will be eligible for PCS expense reimbursements. Individuals seeking promotion opportunities must apply through competitive job opportunity announcements (JOAs), which are regularly updated on USAJobs and are accessible via the Careers@DISA page at www.disa.mil/careers. Please email FtMeadeReferral@disa.mil for additional information.
4. Effective 1 April 2010, non-DISA persons hired from outside the NCR will be authorized no more than one PCS move during the BRAC move to Fort Meade if the Directorate is willing to pay PCS.

5. Effective 1 May 2010, new local hires to DISA will no longer be entitled to a PCS move. Supervisors and managers must be very clear in their interviews and discussions with potential employees that our duty location will change to Ft. Meade and no PCS entitlements will be offered or approved for those joining the Agency after this date. Prior to their employment employees are required to sign a condition of employment agreement acknowledge acknowledging they will not be eligible for PCS entitlement under provisions of our BRAC Transfer of Function. In addition these conditions will be specified in NCR vacancy announcements. PCS entitlements will continue to be available.

6. If you have questions, regarding this memorandum, please contact Mr. Billie Keeler, at (703) 607-4400. In addition, you may visit the BRAC information website portal at <http://www.disa.mil/brac>.


JACK PENKOSKE
Director for Manpower,
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