



Defense Information Systems Agency

A Combat Support Agency

BRAC Relocation To Fort Meade



Transfer of Function All Hands

February 2010

Purpose

- **To answer any questions related to the BRAC relocation to Ft Meade in Jan-Jul 2011**

Current Status

As of 28 Jan 2010



← North

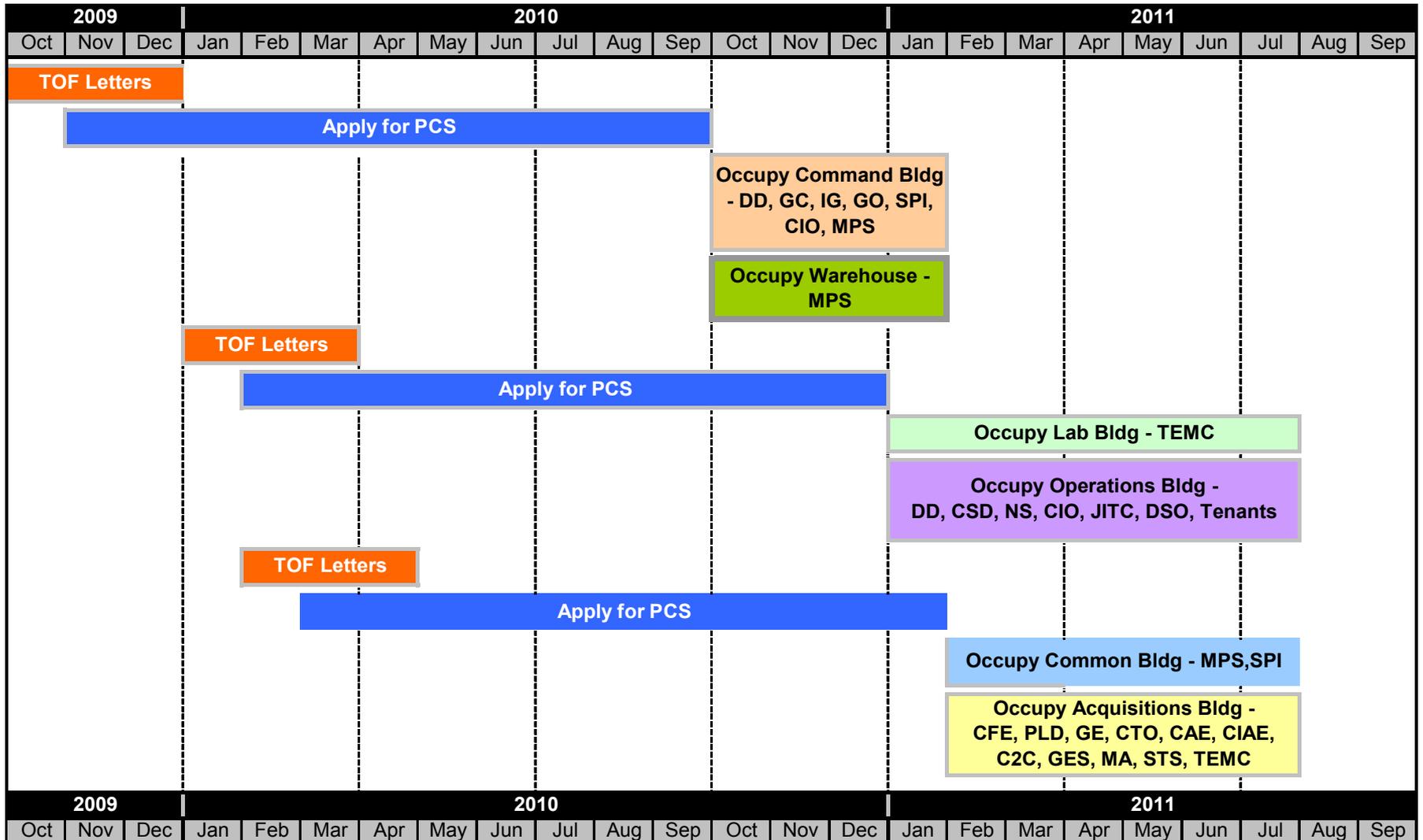
Transfer of Function Letters

- **Employees receive letters at least one year prior to transfer Effective Date**
- **BRAC survey questions**
- **Request PCS orders NLT Effective Date!**
- **BRAC leave paid after Effective Date**
- **Plan for 2010 Use or Lose Leave**
- **Employee declines transfer – separation on Effective Date**

BRAC Human Resources Incentives

- www.disa.mil/brac
- DISA BRAC HR Plan
- www.worklife4u.com “disa”
- Kiosks
- Quality of Worklife Programs
- Fort Meade Referral Program
- Childcare Subsidy Pilot
- Military Spouse Hiring Authority

Personal Timeline



PCS and HHG Entitlements

- **PCS Overview**
- **PCS Requirements**
- **PCS Entitlements**
- **PPPO process**
- **Shipment of Household Goods**

Bottom Line: PCS reimbursement option is designed to encourage individuals to move closer to Ft. Meade.

Critical Fact of Reimbursement

- ***PCS Reimbursement can not be paid until after PCS orders have been issued and the actual costs incurred.***
- ***No monetary advances can be paid for any aspect of a PCS move.***

PCS Overview

- **Basic comments on PCS**
 - Must occupy your new home and commute from that home to duty at Ft. Meade
 - Can not buy a home outside the area and use PCS entitlements (no Florida or Georgia homes for example)
 - New Home must be at least 10 miles closer to Ft. Meade
 - Guidance released on 24 April 2009
- **Basic entitlements**
 - Up to 10% of the selling price of the home
 - Up to 5% of the cost of the new home
 - Up to 18,000 lbs for movement of HHG
 - Up to 90 days for storage of HHG waiting for new home
 - Up to \$1,000 for miscellaneous costs
- **Not authorized by DISA**
 - Sales or Purchases before your TOF letter has been received.
 - House hunting trip (too close to make sense)
 - TQSE (too close to actual new site to make sense)
 - Defense National Relocation Program (DNRP)--- DISA will not agree to buy your home or commit the government to buy your home

PCS Requirements

- **Must be a permanent DISA employee.**
- **Your commute must increase by at least 10 miles. This is determined by a comparison of your current commuting distance from your home to your DISA location compared to the distance from your home to the new DISA site at Ft. Meade.**
- **Must first receive a Transfer of Function (TOF) Letter from Civilian Personnel (MPS1) before the window of eligibility opens.**
- **Can not begin, or commit, to buy a house until your have orders in hand. No retroactive actions can or will be approved.**
- **Once TOF letter is received must request orders. Actual PCS orders will be issued by DFAS.**
- **Must complete all aspects of the PCS within 2 years of the effective date of the position moving to Ft. Meade.**
- **Individuals who accept a PCS must agree to remain with the Federal Government for at least one year after the effective date of the position move.**

PCS Entitlements

Sell and Buy Residence

- ✓ An employee has up to two years to sell at old duty station and buy at the new duty station.
- ✓ Sale of residence at the old permanent duty station – reimbursement shall not exceed 10 percent of the actual sale.
- ✓ Purchase of a residence at the new permanent duty station – reimbursement shall not exceed 5 percent of the purchase price.

Miscellaneous Expense Allowance

- ✓ An employee with no dependents receives a \$500 flat amount or, if expenses are itemized, an amount up to 1 week basic compensation, whichever is the lesser amount.
- ✓ An employee with dependents receives a \$1000 flat amount or, if expense are itemized, an amount up to 2 week basic compensation, whichever is the lesser amount.
- ✓ Employee will be required to certify on the voucher that they have discontinued living at the residence at the old permanent duty station and have established a residence at the new permanent duty station.
- ✓ No advance of funds will be authorized for miscellaneous expense

Personal Property Processing Offices (PPPOs)

| <u>Location</u> | <u>Type Support = Appt or Walk-In</u> |
|-------------------|---------------------------------------|
| • Ft. Belvoir | • Walk-In/Then Appt |
| • Crystal City | • Appt Only |
| • Henderson Hall | • Walk-In |
| • Quantico | • Appt Only |
| • Sugar Grove, WV | • Appt Only |
| • Walter Reed | • Appt Only |
| • USCG | • Appt Only |
| • Navy-Anacostia | • Appt Only |
| • Andrews AFB | • Walk-In/Then Appt |
| • Ft Meade | • Appt/Walk-In/OnLine Counseling |
| • USCG Baltimore | • Appt Only |
| • Bolling AFB | • Walk-In/Then Appt |

Shipment of HHG

Shipment of Household Goods (HHG)

- 18,000-lbs. maximum weight authorized
- You have 2 years from your report date to complete your HHG shipment.

Temporary Storage of (HHG)

- 90 days authorized
- 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
- Storage can be at point of origin or destination.

Do It Yourself (DITY) Move of HHG

- Always an option
- Can not combine DITY with Full Cost Move
- Designed for those with limited HHG
- Must identify upfront if you want to pursue this option.
- Must conduct a cost comparison between DITY and full cost move.



PCS POCs

- **PCS Entitlements**
 - **DISA Travel Office**
703.607.6534
703.607.6560

Transportation: BLUF

- *Getting to the office from home is an individual's responsibility.*
- **The final decision on how a person will get to the office must be based on individual decisions that take into account cost, convenience, and personal desires.**
- **DISA will facilitate, when possible, the sharing of information and provide support when it makes sense.**

Get to the Office

Possible methods:

1. Bus
2. Car Pools
3. MARC (Savage or Odenton)
4. Metro (New Carrollton)
5. Van Pools
6. VRE train

Shuttle internal to Ft. Meade

Possible methods:

1. NSA Shuttle (Share costs)
2. Ft. Meade Internal Shuttle (Does not exist)
3. DISA funded shuttle

Shuttle to/from Mass Transit Sites

Possible methods:

1. Bus
2. Van

Shuttle to/from the Pentagon

Possible methods:

1. Bus
2. U-Drive It
3. MARC (Odenton to Metro)
4. Metro (New Carrollton)
5. Super Shuttle (Contract)

Transportation Options

- **Workforce has two options**
 - Remain in current location and commute
 - Move to some other location and commute
- **Transportation Options**
 - Individual Commute from home to Ft. Meade
 - Van Pool to Ft. Meade
 - Car Pool to Ft. Meade
 - Express Bus from location near home
 - Ride bus to central point and take METRO or MARC
 - Ride train to central point and take METRO or MARC
 - Slug to central point and take METRO or MARC
 - Express Bus from Pentagon to Ft. Meade

Transportation Initiatives

- **Car Pools**
 - DISA has established a local WEB Page to match drivers with riders to allow for movement of personnel in an efficient manner. See <https://cmis.disa.mil/travel/carpool/>
- **Van Pools**
 - Employees can establish local van pools from their home areas and qualify for mass transit benefits. See the following for info: <http://www.commuterpage.com/vvap.htm>
- **Express Busses**
 - Travel Office is working with Ft. Meade, NSA, and several other offices to determine best value and availability of commercial busses to meet our expressed needs.
- **Publications and or handouts**
 - Travel Office is working on handouts and other forms of information to explain all options for those who are interested.

Survey Results

- **Some individuals are still determined that they will continue to drive to Ft. Meade. Less than 50% at this point (good news).**
- **All respondents have expressed an interest in several of the options:**
 - **Bus or Van from location close to home are most popular options**
 - **Bus from the Pentagon is a popular choice**
 - **METRO, VRE, and MARC have also received interest**

Transportation Concerns

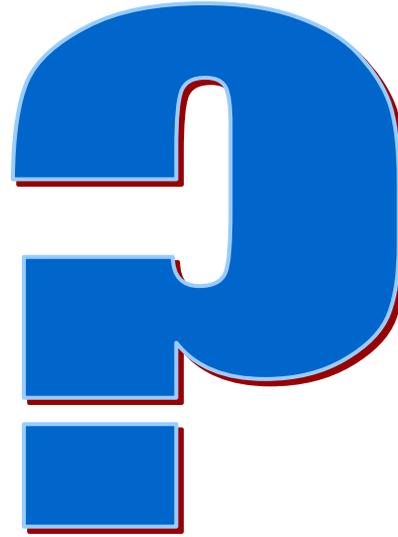
- **A major consideration remains that there are no HOV lanes in Maryland that would support travel to Ft. Meade.**
- **The road networks around Ft. Meade need significant improvements in both traffic patterns and intersection improvements.**
- **NSA shuttle from Odenton goes to NSA Visitor's Center first and could add 30 minutes to the commute.**
- **Can not get commitment from individuals until move is imminent**
- **Individuals using telework and CWS will not want to buy a monthly bus pass.**
- **Ride from Pentagon to Ft. Meade will take between 45-60 minutes.**
- **Some employees will have to change their duty hours to meet transportation needs.**

Central Hub Discussion

- **Option that focuses on existing infrastructure**
 - Busses already have established routes in Virginia to bring riders to the Pentagon and in some cases Union Station
 - VRE already has established routes to bring riders to Union Station
 - MARC can be taken from Union Station into Maryland
 - METRO can be taken from Union Station and Pentagon into Maryland
- **Issue: the final 5 miles to get to Ft. Meade from MARC**
 - Maryland and the local counties are considering several options to cover this issue

Next Steps

- **Validate the concentration of the workforce in the NCR**
- **Continue to work with the travel folks at NSA**
- **Next meeting will be held in February**
- **Continue to attend internal and external Transportation meetings at Ft. Meade.**
- **NSA shuttle from Odenton to Ft. Meade is working. Might need to consider a second shuttle once DISA main body starts to arrive at Ft. Meade to give a more direct route to DISA.**
- **Looking closely at the bus options from specific points to Ft. Meade.**
 - **Will continue to survey employees based on where they live to determine level of interest**



QUESTIONS

BRAC Information Portal



<http://www.disa.mil/brac>