



Defense Information Systems Agency
Department of Defense

FORT MONMOUTH 2008

BASE REALIGNMENT AND CLOSURE

HUMAN RESOURCES TRANSFER PLAN

Revised 2 May 2008

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DISA Ft. Monmouth HUMAN RESOURCES BASE REALIGNMENT AND CLOSURE PLAN

1. Introduction

As a result of the Base Realignment and Closure (BRAC) commission decisions, Ft. Monmouth will be closing and this in turn necessitates that DISA must also close its operations at Ft. Monmouth. Concurrent with this action is the scheduled relocation of DISA NCR activities to Ft. Meade, Maryland by 2011. DISA will offer continued employment to all DISA Ft. Monmouth employees who are willing to relocate to Ft. Meade.

The actions and methodologies described in the following plan represent the Defense Information Systems Agency (DISA) approach for accomplishing the human resources (HR) aspects of the BRAC actions.. 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.

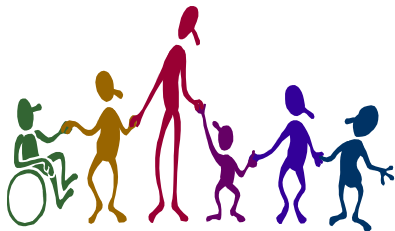
Every DISA Ft. Monmouth employee will be offered the opportunity for continued employment with DISA via job offers for positions at the new DISA facility to be opened at Ft. Meade. Separation pay incentives, Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA) will be made available to those employees interested in separation and retirement. Priority Placement Program registration will facilitate those employees who desire to continue their DoD careers in the N.J., N.Y. area. Additionally we will work to help those employees interested in finding employment with non DoD activities or the private sector to help them accomplish those objectives. 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 Employee Placement

Every effort will be made to place those permanent employees, who are not interested in employment at Ft. Meade or in retirement, into other Federal positions, at their current grade level. Appropriate funding and excused leave will be provided for employees to participate in placement programs. Employees have a responsibility in the placement process to apply the information and assistance provided to chart the best course for their own careers.



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 BRAC is tailored to fit mission requirements. 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 Communication

The sensitive nature of the personnel actions required for BRAC 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 process.

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.

The BRAC Information Portal is another communication tool that is available on the DISA DKO. It provides employees with information regarding the BRAC process and the new DISA facility which will be opening at Ft. Meade. The BRAC Information Portal is available at <https://workspaces.disa.mil/gm/folder-1.11.84644>. The Portal includes BRAC Blogs, commuter information, a BRAC Library, briefing slides, and provides links to the local communities of Anne Arundel County, Howard County, Prince George's County where you may browse for real estate, education or general information on the areas. Frequently Asked Questions (FAQs) may also be posted to the BRAC Information Portal.

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 training and developmental needs and available resources to meet those needs. Intensive efforts can then be focused on providing assistance to employees who will be affected by the BRAC. This information may also be used to request and justify personnel management authorities, including early retirement and separation incentives.

3.2 Vacancies

The BRAC relocation of DISA National Capital Region (NCR) activities to the new DISA facility at Ft, Meade will result in vacancies occurring at that location. As a result all DISA Ft. Monmouth employees who desire to relocate to the new DISA facility at Ft. Monmouth will be afforded an opportunity to do so. Additionally, every effort will be made to place Ft. Monmouth employees in other vacant approved permanent positions within DISA consistent with employee's desires and the availability of such positions.

3.3 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 facilitate the closure of our operations at Ft, Monmouth.

Employees who will be offered voluntary separation pay incentives must be serving under an appointment without time limitation and must have been employed by the Federal government for a continuous period of at least 12 months to be eligible for separation pay incentives.

Employees who apply for regular (optional) or "early" retirement must meet the age and years of service requirements by the effective date of their separation. When practical separation dates will be linked to specific milestones such as workload migration dates

and/or system shut down dates. DISA will request specific authorities from the appropriate officials to ensure that these authorities are available for use.

An employee who accepts an offer of VSIP must agree to separate voluntarily by resignation or retirement. An employee who accepts VSIP is not eligible for severance pay and cannot register in the DoD Priority Placement Program (PPP) or be reemployed by the Federal government for a period of 5 years from the effective date of that employee's separation, unless the full amount of the VSIP is repaid.

The reemployment restriction applies to any type of hiring in which the government pays the person directly. Thus, it does apply to the legislative and judicial branches as well as executive agencies, including those that are not in the 'civil service' for certain purposes, such as Defense Department "non-appropriated fund" agencies and the U.S. Postal Service.

The reemployment restriction also applies to returning to work under a "personal services" contract. The Federal Acquisition Regulation defines a personal services contract as one in which the contractor appears to be a government employee. Employees who work for companies under Federal contract are not subject to the five-year reemployment ban.

4. REDUCTION-IN-FORCE (RIF)

It is management's goal that the BRAC actions be accomplished with the least disruption possible to the workforce. The judicious use of separation incentives and normal attrition is intended to minimize the adverse impact to DISA Ft. Monmouth personnel. Every possible effort will be made to place permanent employees; however, ultimately reduction-in-force (RIF) may be necessary to separate remaining employees that have not been out-placed by the closure date

As stated in the human resources strategy outlined above, RIF will be used as a last resort and only after separation incentives have been offered and every possible effort has been made to retrain and out-place permanent employees. Managers and the personnel staff must assure that the organization is prepared to conduct the RIF prior to execution. The following represents major tasks, responsibilities and policies to be considered in reorganizations or downsizing.

4.1 RIF Procedures

Prior to conducting any RIF, the DFAS Shared Services Center will need to review and verify employee data on file and in automated personnel systems. Employees who will be separated will be registered in a variety of formal outplacement programs to include the DoD's PPP, OPM's Interagency Career Transition Program (ICTAP), Defense Outplacement Referral System (DORS), the DISA Referral Program, as well as VSIP

Phase II within the commuting area. Employees who registered in PPP early but declined a valid offer and as a result were removed from the PPP may be re-registered in the PPP at the time of their separation if they meet eligibility requirements.

4.2 Agency Commitments/Decisions

DISA Ft. Monmouth employees affected by the BRAC will be provided the opportunity to review and update their individual personnel records.

Employees and managers will be kept advised throughout the closure process. This should alleviate uncertainty and mistrust and foster good employee-employer relationships.

DISA will afford employees impacted by RIF all rights as provided for by law and in regulation. These include, but are not limited to, eligibility for severance pay and discontinued service retirement for employees who are involuntarily separated.

Employees identified for separation will be approved for up to 30 days of administrative leave to look for a new job or to seek transition assistance once official RIF notices are issued.

To lessen the adverse impact of resultant RIF actions, a sequence of specific events will take place prior to RIF to include offering separation incentives, voluntary early retirement, and outplacement, to include the DISA Referral Program and early PPP registration, as well as VSIP Phase II within the commuting area.

It is imperative to give organizations and employees advance notice of the actions required to implement the BRAC. The HRFA, in coordination with local site management, should also contact any other local organizations that may be able to provide assistance to affected employees. The PPP Program Manager at the DFAS Shared Services Center must also be informed of the number of potential registrants.

4.3 RIF Notice Period.

Employees will receive a general written notice of RIF approximately 12 months in advance of their actual separation date. The general RIF notice will announce that DISA will be abolishing all its positions within the Ft. Monmouth competitive area. The general RIF notice will inform employees that a resignation following receipt of the notice will constitute an involuntary separation for severance pay purposes. This general RIF notice will also establish a basis for employees' early registration into the PPP program.

Employees will receive formal notification of the RIF as far in advance of the effective date as possible, but official notification will be provided no less than 120 days prior to the RIF effective date.

5. Management Tools

The agency will optimize as many of the following management tools as possible to minimize the adverse effect of this BRAC closure.

5.1 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). With OPM approval, this cap may be increased to 50 percent (based on a critical agency need). A written justification for the retention incentive must be submitted to MPS1 and approved by the Senior Champions Forum. Retention incentives are reviewed annually.

DISA now has authority to approve 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 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 Forum 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 or you may email charlotte.dawson@disa.mil.

5.2 DoD Priority Placement Program (PPP)

Vacancies must be cleared through the DoD PPP in accordance with established procedures. Exceptions are vacancies used for local placement of internal excess employees.

PPP registrants are only referred for mandatory placement if they are well qualified for the vacant position. The Human Resource Offices (HRO) servicing the gaining and losing organizations are responsible for validating that employees referred from the PPP are well qualified for the vacancy. The skill and experience requirements of the vacancies must be clearly stated in position descriptions (PDs) submitted to the HROs with Requests for Personnel Action (RPAs) for PPP clearance. This is essential for HROs to ensure that candidates referred for mandatory placement possess the required skills and experience needed to perform the work of the vacant position. PDs for any vacancy should be carefully reviewed and revised, as necessary, prior to submission to either MPS1 or the DFAS Shared Services Center, depending on the grade level of the position, for recruitment to ensure that skill and experience requirements are clearly stated.

When multiple employees are referred from the PPP, the DoD PPP Manual permits selecting officials to select any of the employees referred in priority group order.

5.3 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.

Authorized PCS entitlements include the following:

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

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

5.4 Outplacement Assistance

There are numerous outplacement programs that are designed to help employees affected by BRAC find new jobs. Outplacement assistance will be provided to employees who may be adversely impacted, if appropriate.

These services are available through a variety of existing organizations and programs, such as DOD Transition Support Centers, State Employment Services Rapid Response Teams, etc. DISA will also consider contracting for such transition services when it is deemed appropriate to do so. MPS5 in coordination with MPS1 will assist in identifying and disseminating information to the DISA workforce on available outplacement services.

5.5 Interagency Career Transition Assistance Program (ICTAP)

This program provides selection priority for displaced employees with non - DOD federal agencies. ICTAP is designed to empower the surplus or displaced employees in that the employee is responsible for applying for advertised vacancies in which he/she is interested. Included in the eligibility criteria for this program is that the agency having the vacancy determines that the employee is well-qualified for the position. Eligibility for selection priority begins on the date the employee's agency issues the RIF separation notice, Certification of Expected Separation, or other clarification identifying the employee as being in a surplus organization or occupation, whichever is earliest.

5.6 Expanded VSIP (VSIP Phase II)

This program allows DISA Ft. Monmouth employees with official RIF notices to be placed in positions with other DOD agencies in the local area, and provides the employees in those positions a VSIP and VERA opportunity. MPS1 will promote the program with the other DOD agencies to support the placement of displaced DISA Ft. Monmouth employees.

5.7 Spouse Placement Program Efforts

It is management's intent to limit adverse employee impact as a result of the BRAC. 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

MPS1 and MPS5 will partner appropriately to identify and disseminate information to the DISA workforce on available services.

5.8 Transition Training and Services

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

Managers and the HRFA will emphasize to employees the services and support available through existing Employee Assistance Programs (EAPs), Department of Labor, and OPM. DISA/MPS is contracting for other services such as assistance in writing resumes, skills training in interview techniques, and out placement services. Local EAPs provide a variety of services including referral to sources within the community, such as financial advisors and support groups. EAP services may be available to separated employees for a period of up to one year after the separation date.

5.9 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.

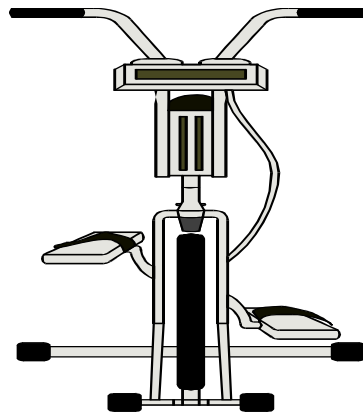
6. Information on New DISA Facility at Ft. Meade

6.1 DISA's New Facility at Ft. Meade

A new DISA headquarters facility is being built at Fort George G. Meade, Md.

The new headquarters complex, to be constructed on a 95-acre site on the grounds of the 91-year-old Army installation, will consolidate the operations of approximately 4,000 DISA employees who presently work in a number of locations in Northern Virginia. The new complex will also house the Joint Task Force for Global Network Operations from Arlington, VA; the Deployable Joint Command and Control Program Office from Panama City, FL.; the Joint Tactical Radio System Program Office from Rosslyn, VA; and other tenants.

The new construction will create a 1,070,000-square-foot, multi-story campus facility and the construction is anticipated to take three years to complete.



6.2 Physical Fitness Facility

A physical fitness facility with state-of-the-art equipment is currently in the design plans for the new 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.

6.3

Child Care Center



At present it has been determined that there is sufficient child care capacity at Ft. Meade base to accommodate the DISA workforce requirements. Therefore, DISA has made the decision to defer the immediate establishment of a child care center within the new facility. Based on the workforce requirements/statistics/surveys, this decision will be reviewed after the transition to determine if additional childcare facilities are needed to support the workforce. 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 such centers—particularly if subsidies are provided. PL 106-67 allows for agencies to use appropriated funds for child care costs for lower income employees. DISA's request to establish such a program is currently pending at DoD.

6.4 Work Environment

Establishing a positive work environment at the new location is a high priority. A DISA Working Group has been established to ensure these concerns are factored into the new facility plan. The web pages for Anne Arundel, Howard and Prince George's counties provide significant information regarding local schools and housing. You can find links to the Fort Meade area web pages on the DISA DKO in the BRAC Information Portal.

6.5 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 relocating 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 their relocation.

In addition, the board's action allows these categories to submit adequate documentation of a BRAC-related relocation (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/) (<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 mgross@coppin.edu
Frostburg State University	Patricia Gregory, Undergraduate Admissions 301.687.4201 tgregory@frostburg.edu Patricia Spiker, Graduate Services 301.687.7053 pspiker@frostburg.edu
Salisbury University	410.543.6161 Toll free: 888.543.0148

Towson University	Brian Leak 410.704.3987 bleak@towson.edu
University of Baltimore	Toll Free: 877.ApplyUB
University of Maryland, Baltimore	UMB includes a graduate school, dental school, and schools of law, medicine, nursing, pharmacy, and social work. Click here to access links to admissions information for each school or http://www.umaryland.edu/prospective/#admissions
University of Maryland, Baltimore County	410.455.2292 Toll Free: 800.UMBC4U2 admissions@umbc.edu
University of Maryland, College Park	Undergraduate 301.314.8385 Toll Free:800.422.5867 um-admit@umd.edu Graduate 301.405.0376 gradschool@umd.edu
University of Maryland Eastern Shore	410.651.2200 admissions@umbc.edu Expanded Contact Form
University of Maryland University College	Toll Free: 800.888.8682

To access the BRAC-related resolutions adopted by the board, visit:

- [Resolution for Civilians](#)
- [Resolution for Defense Contractors](#)

7 Benefits and Entitlements

7.1 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 CONUS. 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 separate leave account on their Leave and Earning Statement (LES).

When an employee relocates from an installation or activity closed or realigned under BRAC to a non-BRAC installation, a lump-sum payment for unused annual that was restored under 5 U.S.C. 6304(d) (3) will be made if (1) the employee moves 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.

7.2 Unemployment Compensation

The provisions and procedures of unemployment compensation differ greatly from state to state. The HRFA representative will provide information concerning a particular state's program to employees.

7.3 Administrative Time for Employer Interviews

Time will be made available for employer interviews (both Federal and private sector) during the regularly scheduled workweek. Supervisors may excuse employees without charge to leave to attend interviews with other employers in the commuting area, once the employee has been identified as excess to current requirements at the site.

7.4 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 for consultation. The wellness program incorporates “virtual” personal trainer programs via an on-line program (<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 on-line seminars.



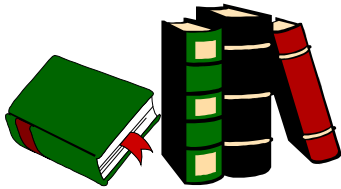
7.5 Worklife4You Program

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

- Family issues such as adoption, funeral planning, child care, aging loved ones

- Health and wellness issues such as health of children, men, senior, 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/>



8. Training, Education and Development Programs

DISA is committed to the on-going development of the workforce. We are dedicated to easing the impact of employment transitions of all personnel by providing the best tools, services, and information available. Beyond this we must identify what we need to learn, what competencies are needed in our people, because in the end, this is where the foundation for change lies—in building the capabilities of our entire workforce.



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

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

DISA Human Resources Development (HRD) Specialists (MPS5) will partner with supervisors and managers for successful outcomes. This partnership will include providing the appropriate subject matter experts to serve as Performance Consultants; training, coaching, to orient managers and employees on how to use the Career Management Program to the best effect; and providing strategic assistance regarding decisions.

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

9. 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.

10. 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, 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. Ft. Monmouth 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.

