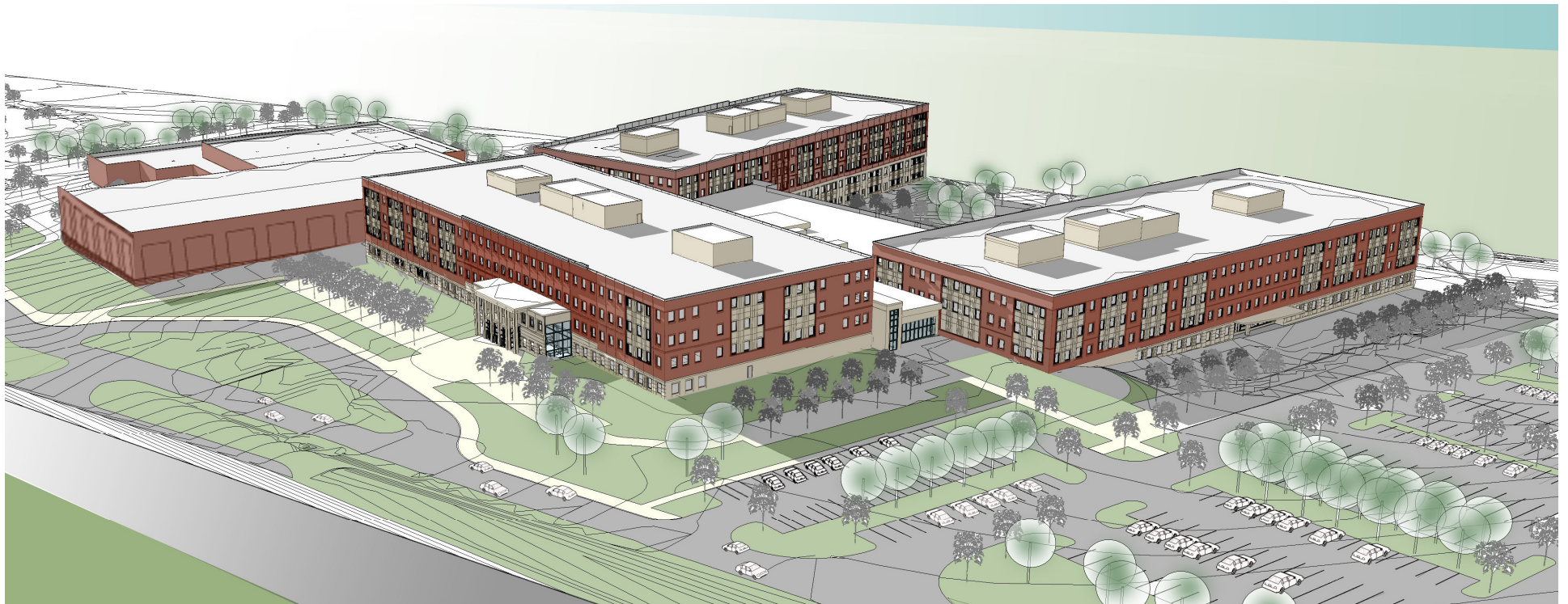




WELCOME



DISA/JTF-GNO Town Hall
SKY7
13 May 2009



Defense Information Systems Agency

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DISA/JTF-GNO Town Hall

Mr. Jack Penkoske
Director, Manpower, Personnel, and Security
13 May 2009



Agenda

Topics

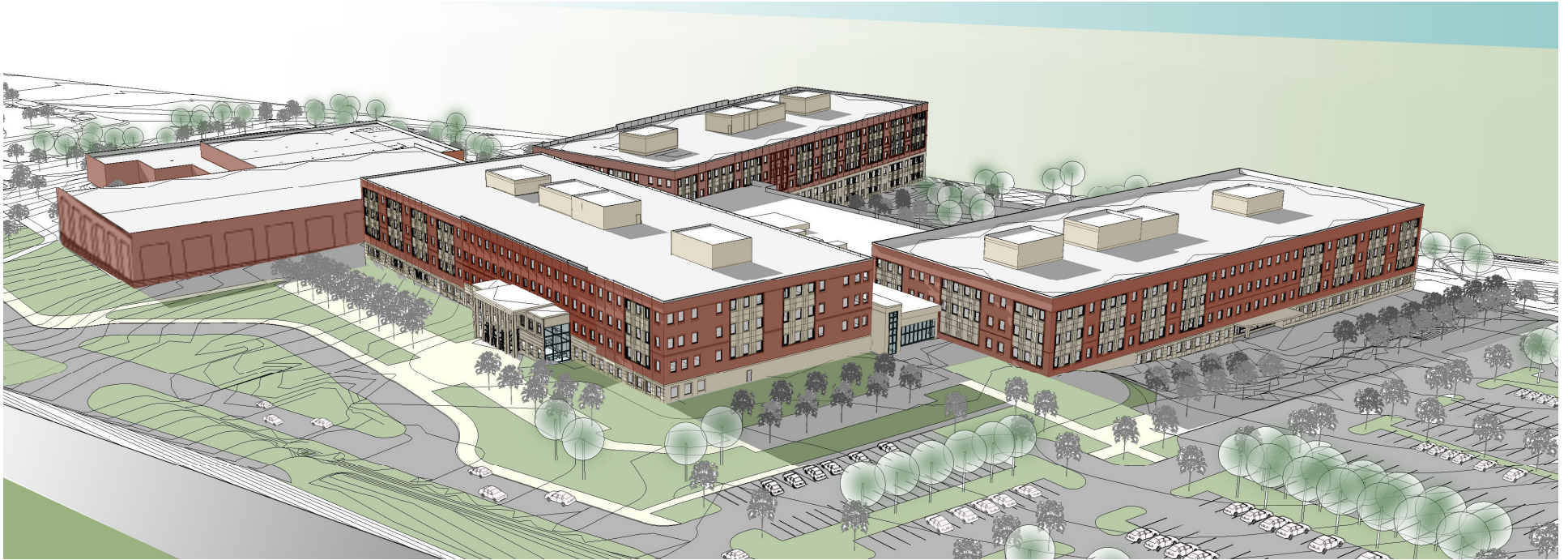
- **BRAC Status Update, Mr. David Bullock, DISA BRAC Executive**
- **Transfer of Function, Mr. Billie Keeler, Chief, Civilian Personnel Division**
- **Guidance and Discussion on PCS Entitlements and Household Goods Shipments, Mr. Bill McAlpin, Chief, Manpower & Personnel Systems Support Division**
- **Military Personnel, Major Melanie Stewart, Chief, Military Personnel**
- **Questions and Answers**



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BRAC Status Update



Town Hall

David R. Bullock
DISA BRAC Executive
13 May 2009



Design/Build Submissions

- **Submissions 1 through 8b – design complete for:**
 - Site improvements, core and shell (all buildings)
 - 3178 comments; 2476 responses; 1489 resolved
- **Submission 8c – 11 May 2009 – final formal review**
 - Coordinated package addressing identified gaps in design
- **Submission 9 – 2 Jun 2009 (no review)**
 - Design complete for interior design, furniture, furnishings and equipment, remainder of fit-out
- **Design Change Notices – TBD**
 - Secret open storage
 - Adjacency changes
 - New SCIF requirements

Construction Status

As of 28 Apr 2009



04/28/09



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Construction Statistics

April 2009

Activity	Total	In Place	% Complete
Underground			
- Site Utilities	33,300 LF	26,000 LF	78%
- Conduit	109,537 LF	85,000 LF	78%
- Plumbing	10,000 LF	8,500 LF	48%
Concrete	31,500 CY	22,964 CY	73%
Steel	4,320 Tons	1,600 Tons	37%
Concrete Slabs	1,072,600 SF	300,000 SF	28%
Glass	31,057 SF		
Precast	634 Pieces		
Roofing	350,000 SF		
Garage Precast	336 Pieces		
Access Floor	850,000 SF		
Drywall			
DIRTT Walls	12,600 LF		

Construction Status

As of 28 Apr 2009



Construction Status

As of 28 Apr 2009





Project Status

- **Complete Design** **Yellow**
- **Complete Construction** **Green**
- **Award Furniture Contract** **Green**
- **Outfit Facility** **Green**
- **Award Relocation Contract** **Green**
- **Complete Relocation** **Green**
- **Vacate Leased Space** **Green**

So far, everything continues to go well



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Government Workforce: Essential People, Critical Skills

Human Capital Programs

- PCS
- Telework
- Wellness Program
- Compressed Work Schedules
- Employee Assistance Program/Worklife4You Program
- Child Care Subsidy Program
- Workforce Planning (Human Capital Strategic Plan)
- Job Fairs
 - 30 + in next six months
 - On-Going
- Career Expos
 - Next one – 13 Jun 09
 - Greater focus on vacancies

We want to retain as many people as possible, both today and as we execute the move





DISA Concerns

- **Road Improvements**
 - Improve traffic flow; minimize commuting time
 - Adversely impacted by drop in transportation revenue
- **Public Transportation**
 - Filling in the gap from MARC stations to Ft Meade
 - NSA and Ft Meade experimenting with shuttle
 - Additional stimulus funding targeted to transportation
- **Education**
 - Reciprocal agreement between Maryland and Virginia over in state tuition
- **Providing employees with information needed to make decision**
 - Kiosks established by DLLR at HQS, CPS and Sky7

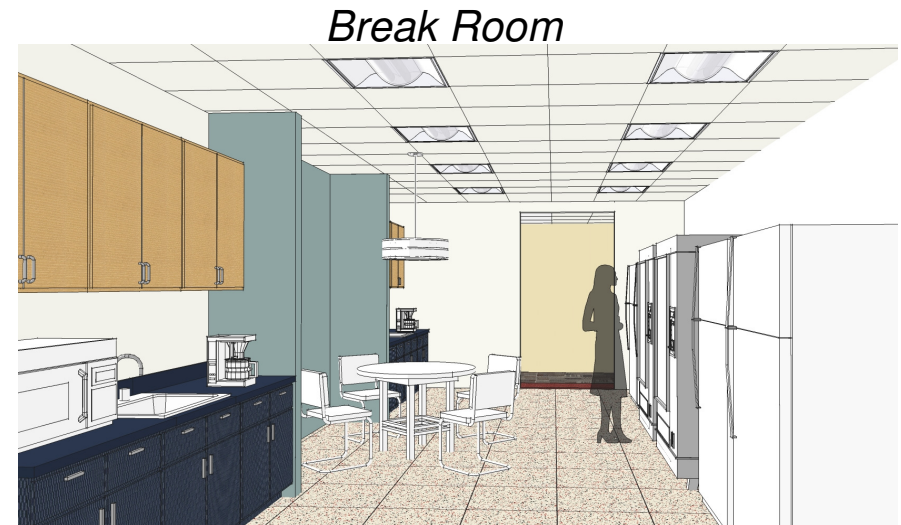
Summary Schedule

CONSTRUCTION

- Award Contract – 29 Feb 08
- Begin Design – Mar 2008
- Groundbreaking – 16 Apr 08
- Begin Construction – Aug 2008
- Complete Design – Jun 2009
- Complete Construction – Feb 2011
- Vacate Leased Space – Sep 2011



Conference Center Prefunction Area



Break Room

RELOCATION

- Issue TOF letters – Oct 2009
- Begin Relocation – Oct 2010
 - Command Bldg – Oct 2010
 - Lab Building – Dec 2010
 - Acquisition Bldg – Jan 2011
 - Common Bldg – Feb 2011
 - Operations Bldg – Feb 2011
- Complete Relocation – Jul 2011



BRAC Events

- **Ground Breaking Ceremony** **Done**
- **BRAC Survey** **Underway**
- **Town Hall Meeting (SKY7)** **Done**
- **Town Hall Meeting (Sky7)** **13 May 09**
- **Town Hall Meeting (HQS)** **19 May 09**
- **Relocation Fair, Hilton Mark Center** **10 Jun 09**
- **Career Expo** **13 Jun 09**
- **Orientation Field Trip to Ft Meade** **13 Aug 09**
- **Summer Picnic** **18 Sep 09**
- **Issue TOF Letters** **Oct 09**
- **Begin Relocation to Ft Meade** **Oct 10**
- **Ribbon Cutting Ceremony** **Apr 11**
- **Complete Relocation to Ft Meade** **Jul 11**



Preparing for the Move

- **Fill out BRAC Survey**
- **Throw away trash**
- **Purge classified material**
- **Turn historical material over to archives**
- **Consult BRAC Information Portal**
- **Consult Kiosk**
- **Ask questions**

BRAC Information Portal



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



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Transfer of Function

Mr. Billie W. Keeler
Chief, Civilian Personnel Division
13 May 2009



BRAC Human Resources (HR) Transfer Plan

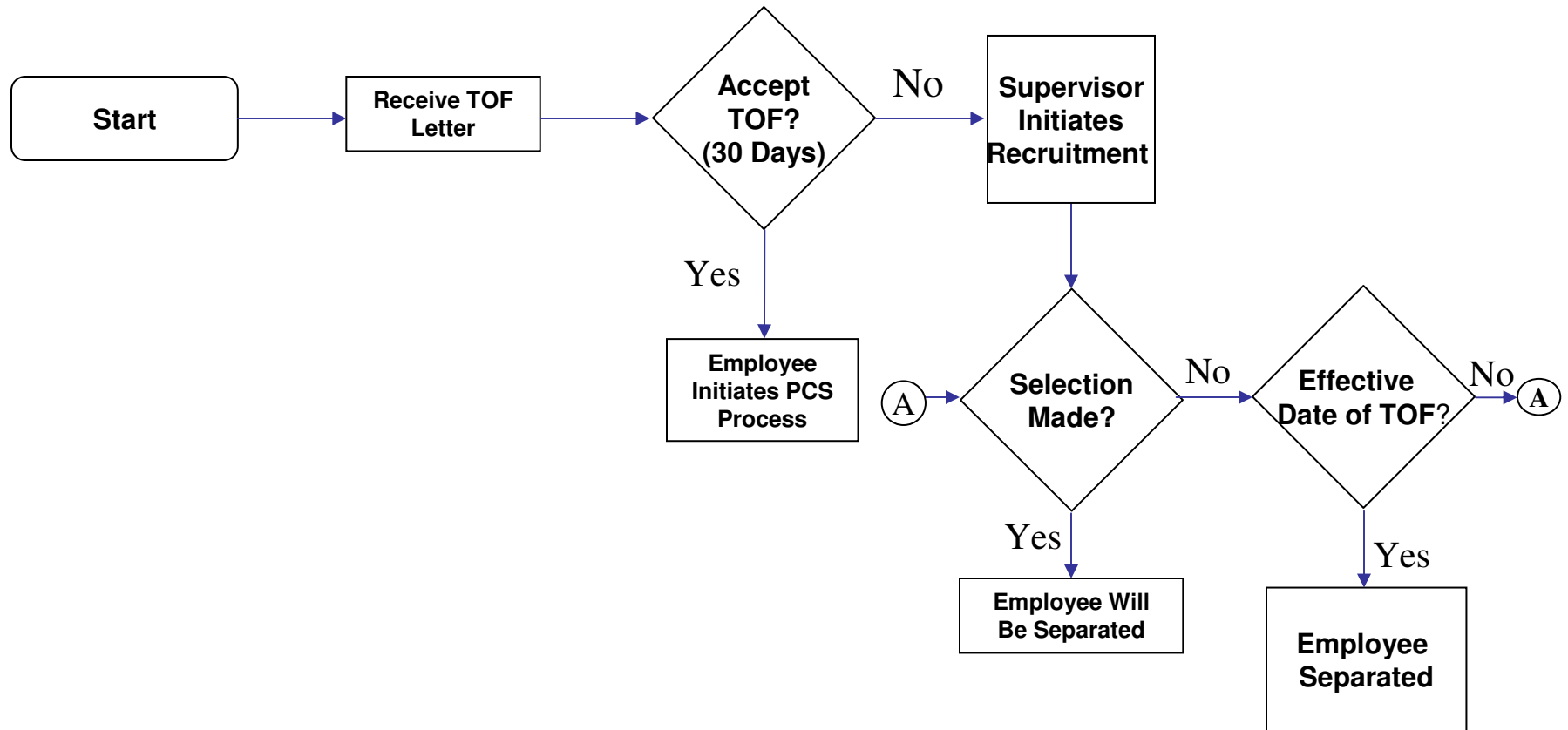
- **BRAC HR Plan revised 1 Dec 08**
 - Informative Employee Reference Document
- **DISA Management Tools**
 - Retention incentives (up to 25% of basic pay)
 - Relocation incentive
 - Not authorized for current DISA employees
 - Student Loan Program
 - Requires minimum 3 year service agreement
 - Spousal Placement Program Efforts
 - Kiosk locations: CPK, SKY7, HQs
- **PCS**
 - Service obligation required



BRAC Human Resources (HR) Transfer Plan

- **Quality of Work Life Programs**
 - Wellness
 - Telework
 - CWS
 - Employee Assistance Program
 - Federal Occupational Health (<https://www.worklife4you.com>)
- **Childcare Subsidy**
- **Communication**
 - Commitment to keep you informed
 - Support and assist you during and through the BRAC transition

UNCLASSIFIED
TOF Flowchart





www.disa.mil



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Guidance and Discussion on PCS Entitlements and Household Goods Shipments

Mr. Bill McAlpin
Chief, Manpower & Personnel Systems Support
13 May 2009



Agenda

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



PCS Overview

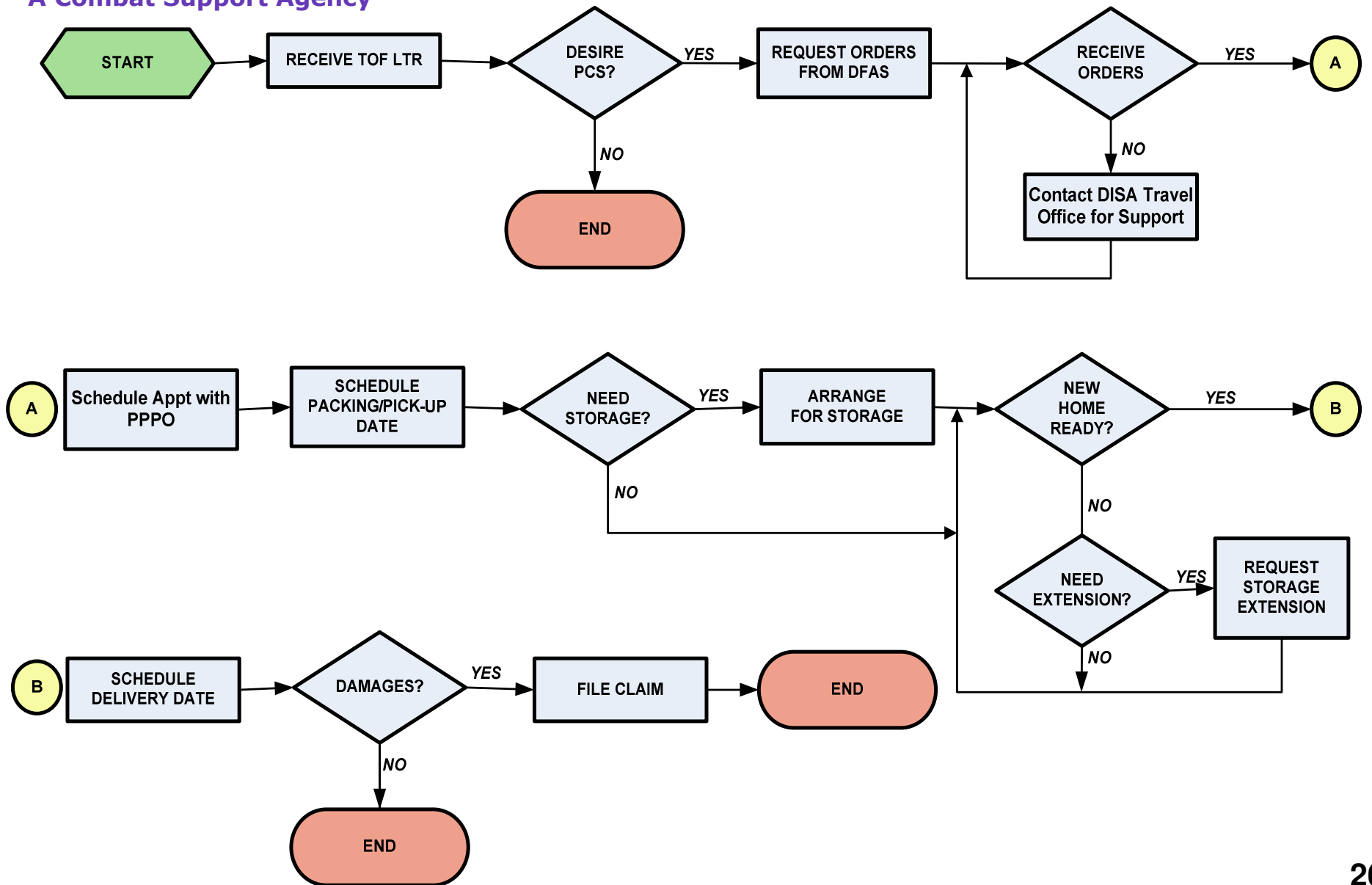
- **Basic comments on PCS**
 - Must occupy your new home and commute from that home to duty at Ft. Meade
 - Can not buy a home outside the area and use PCS entitlements (no Florida or Georgia homes for example)
 - New Home must be at least 10 miles closer to Ft. Meade
 - Guidance released on 24 April 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 \$2,000 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 Checklist

<u>Item Description</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
✓ Receive TOF Letter?	_____	_____	_____
✓ Desire PCS Option?	_____	_____	_____
✓ Orders Requested?	_____	_____	_____
✓ Orders Received?	_____	_____	_____
✓ Schedule PPPO Appt?	_____	_____	_____
✓ HHG Pick-Up Scheduled?	_____	_____	_____
✓ Need HHG Storage?	_____	_____	_____
✓ New Home Ready?	_____	_____	_____
✓ HHG Delivery Scheduled?	_____	_____	_____
✓ Any HHG damages?	_____	_____	_____
✓ PCS Paperwork Filed?	_____	_____	_____
✓ PCS Actions Complete?	_____	_____	_____

PCS Process





Personal Property Processing Offices (PPPOs)

Location

- Ft. Belvoir
- Pentagon
- Henderson Hall
- Quantico
- Sugar Grove, WV
- Walter Reed
- USCG
- Navy-Anacostia
- Andrews AFB
- Ft Meade
- USCG Baltimore
- Bolling AFB

Type Support = Appt or Walk-In

- Walk-In/Then Appt
- Appt Only
- Walk-In
- Appt Only
- Appt Only
- Appt Only
- Appt Only
- Appt Only
- Walk-In/Then Appt
- Appt/Walk-In/OnLine Counseling
- Appt Only
- Walk-In/Then Appt



Shipment of Household Goods

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 Move of HHG

- Always an option
- Can not combine DIY move with Full Cost Move
- Designed for those with limited items/HHGs



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. Upon the employee's written request stating the reason, two year extension may be granted by the approving official at DISA.
- ✓ Sale of residence at the old permanent duty station – reimbursement shall not exceed 10 percent of the actual sale (This is the amount of reimbursement for selling of real estate unless you are authorized to use relocation services).
- ✓ 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.
- ✓ The maximum MEA authorized must not exceed the highest basic salary for a GS-13
- ✓ Employee will be required to certify on the voucher that he has discontinued his residence at the old permanent duty station and has established a residence at the new permanent duty station.
- ✓ No advance of funds will be authorized for miscellaneous expense



Relocation Costs

Reimbursable Relocation Expenses		
Type of Expense	Old Station	New Station
Abstract (Legal summary for title opinion)	Yes	Yes
Advertising	Yes	No
Application fee (FHA and VA only)	Yes	Yes
Appraisal fee (determine market value of residence)	Yes	No
Appraisal fee (lender's)	No	Yes
Assumption fee (not in addition to origination fee)	No	Yes
Attorney's fee	Yes	Yes
Broker's commission	Yes	No
County Transfer tax (only in Maryland 1% of purchase)	Yes	Yes
Credit Report	No	Yes
Endorsement	Yes	Yes
Escrow agent's fee (not escrow deposits)	Yes	Yes
Expired lease termination (See 41 CFR 302-6.2 (h))	Yes	No
Home Inspection (if the lender required it)		Yes
Inspection fees	Yes	Yes
Lender Inspection (If the lender required it)		Yes
Loan origination fee (not to exceed 1 per cent)	No	Yes
Loan transfer fee (in addition to assumption or origination fee)	No	Yes
Mortgage prepayment penalty (See 41 CFR 302-6.2(d)(1)(VII))	Yes	No
Mortgage title insurance (owner's coverage)	Yes	No
Mortgage title transfer fee		
Notary fees	Yes	Yes
Pest inspection fee (but no service performed)	Yes	Yes
Record title insurance	Yes	Yes
Recording fees	Yes	Yes
State/county/city revenue stamps	Yes	Yes
Survey	Yes	Yes
Title insurance binder (instead of title search)	Yes	Yes
Title insurance option	Yes	Yes



Non-Reimbursable Expenses

Binder endorsement	No	No
Construction Charges	No	No
Cost of litigation	No	No
Cost of services provided at personal request or option of employee	No	No
County property taxes	No	No
Duplicate expenses (e.g. 2 appraisals, 2 termite inspections, etc.)	No	No
Expenses involved in leases with options to purchase	No	No
Expenses that are not customarily paid by the party submitting the claim or expenses in amounts exceeding the customary charges in a particular locality	No	No
Finance charges	No	No
Floor Insurance agency decision	No	No
Grantor tax - paid by seller	No	No
Hazard insurance	No	No
Interest	No	No
Lender's service fees (except as specifically listed)	No	No
Loan discounts (fee/points)	No	No
Losses due to market conditions (capital losses)	No	No
Mortgage title insurance (lenders coverage)	No	No
Mortgage insurance	No	No
Operating and maintenance costs	No	No
Pest eradication services	No	No
Property taxes	No	No
Repair cost	No	No
Residence transaction expenses incurred where the related residence sale or purchase does not transpire	No	No
Settlement/closing fee	No	No
Tax service or tax escrow	No	No



PCS/Transportation POCs

- **PCS Entitlements**
 - **Ms. Therethe Sampson, DISA Travel Office 703-607-6534**

- **Transportation Issues**
 - **Ms. Vicki Fowler 703-607-6560**
 - **Mr. Walter Garrett 703-607-6538**



Closing

Questions?



Defense Information Systems Agency

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Military Personnel and BRAC

**Major Melanie Stewart
Chief, Military Personnel
13 May 2009**



Military Personnel & BRAC

- **DISA and JTF-GNO have military personnel from all Services moving to Ft. Meade with BRAC**
 - JSSC, WHCA, and WHSS are notable exceptions within the NCR
- **Personnel policies for PCS allowances and BRAC-related issues will be the same for DISA and JTF-GNO assets**
- **Basic Allowance for Housing (BAH) rates are linked to location of Agency**
 - Ft Meade BAH rates are generally lower than Arlington VA rates
- **Current PCS entitlements are “no-cost” moves for military**
 - Exception exists for moving onto Ft Meade from off base



Military Personnel & BRAC

MPS2 Initiatives:

- **BRAC Surveys / Military Town Halls**
 - Using mbr feedback to engage with Services and support agencies for answers/resolution (i.e. child care needs)

- **Military Housing:**
 - Secured early entry for BRAC-affected military onto housing wait list (150 days vs 60 days)

- **PCS Funding Letter to Services**
 - Requests Service funding for HHG moves on case-by-case basis

- **BAH Grandfathering**
 - Agency will request BAH grandfathering for mbrs who remain at current residence

- **Service Support Agencies:**
 - **Air Force:** NSA Mission Support Squadron
 - **Army:** Ft. Meade Human Resources & HQ Company
 - **Navy:** Ft Meade Personnel Support Detachment
 - **Marines:** NSA Marine Detachment



2009 BRAC Outreach Events

May

- BRAC Survey <https://osdhsf1.ncr.disa.mil/survey/brac4/brac4.htm>
- Town Hall 13 May 09 / 1300 – 1500 SKY 7
- Town Hall 19 May 09 / 0900 – 1100 HQs

June

- Relocation Fair 10 Jun 09 / 1000 – 1900 Hilton Mark Ctr
- Career Expo 13 Jun 09 / 0900 – 1500 Johns Hopkins

August/September

- Field Trip 13 Aug 09 / 0730 – 1430 Ft. Meade
- Summer Picnic 18 Sep 09 / 0800 – 1400 HQs

