

FREQUENTLY ASKED QUESTIONS (FAQs)

SECTION 1: BRAC SPECIFIC

Q1. Where is the new location?

A1. The new location is at 7700 Arlington Boulevard, Falls Church. Just off the Rt. 50 exit of the 495 beltway.

Q2. When was the announcement made?

A2. July 13, 2010.

Q3. Will we all be combined into one agency?

A3. This is a colocation under BRAC.

Q4. Moving government facilities/employees costs a lot of money -- why is this move necessary?

A4. This move is required by BRAC law. The Department of Defense (DoD) must close and realign all installations in accordance with the BRAC Commission's recommendations, as transmitted to Congress by the President in a September 15, 2005 report. In accordance with BRAC Act of 1990 (P.L. 101-510, as amended), the DoD is legally obligated to relocate all functions by September 15, 2011. In March, 2008, the Under Secretary of Defense for Acquisition, Technology, and Logistics directed pursuit of leased space to accommodate the Medical Command Headquarters.

The 2005 Base Realignment and Closure (BRAC) recommendations directed DoD to:

“Realign the Potomac Annex, DC. Realign Bolling Air Force Base, DC. Realign Skyline, leased space in Falls Church, VA. Colocate the Navy Bureau of Medicine, Office of the Surgeon General of the Air Force, the Air Force Medical Operating Activity, and the Air Force Medical Support Activity, Office of the Secretary of Defense (Health Affairs), TRICARE Management Activity, Office of the Army Surgeon General and U.S. Army Medical Command to a single, contiguous site that meets the current Department of Defense Anti-Terrorism Force Protection standards for new construction at either the National Naval Medical Center, Bethesda, Maryland, Bolling Air Force Base, DC, or federally owned or leased space in the National Capital Region and consolidate common support activity.” The congressional language directing the colocation is known as “BRAC BP 198.”

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Q5. How much will this move cost?

A5. The cost of this move cannot be accurately estimated; however, the rental cost is \$37.34 per square foot (rentable space). Costs of the physical move have yet to be determined.

Q6. How many employees will be affected?

A6. A total of 3,220 employees will be affected from 5 organizations. Approximately 2,947 people are considered BRAC personnel and must be moved by September 15, 2011 (Phase I). Approximately 273 additional personnel considered non-BRAC, conjunctively funded personnel are planned to be moved by fall, 2012 (Phase II).

Q7. Which employees will actually be affected?

A7. National Capital Region employees in the following organizations that were identified as part of the BRAC law previously referenced (some of the names of the organizations are not exactly the same as listed in BP 198 language): Navy Bureau of Medicine, Office of the Surgeon General of the Air Force, the Air Force Medical Support Agency, Office of the Assistant Secretary of Defense (Health Affairs) and TRICARE Management Activity (Falls Church), Office of the Army Surgeon General and U.S. Army Medical Command.

Q8. Will all current on-site contractor personnel be going to the new location?

A8. No, not all current on-site contractor personnel will be relocating. Only those contractor personnel who were identified as providing embedded services and BRAC functions will relocate to the new site.

Q9. Why was this location selected?

A9. The selected site meets the technical requirements of the solicitation as well as BRAC requirements. The General Services Administration (GSA) was ultimately responsible for procuring the leased space.

Q10. There are numerous military installations in the DC area -- why are we moving to rental spaces instead of going to a secure military installation?

A10. In March 2008, the Under Secretary of Defense for Acquisition, Technology, and Logistics directed pursuit of leased space to accommodate the colocated Medical Headquarters.

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Q11. What happens if the BRAC deadline is not met?

A11. The plan is to meet the BRAC deadline of 15 September 2011.

Q12. Are there plans to eliminate redundancy in some functions used by all Services and HA/TMA (mail room, custodial, security, etc.)?

A12. Yes. The intent is for security to be provided by the Pentagon Force Protection Agency. Custodial is performed by the lessor. The transition team is evaluating areas such as mail room support and other common support activities that may be consolidated. The Deputy Surgeon Generals have agreed that some services, such as onsite IT support, can be combined. Details are still being evaluated.

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SECTION 2: TIMING AND FACILITIES

Q1. When will the move occur?

A1. The move of all BRAC identified personnel is estimated to begin in the summer of 2011 and be completed by 15 September 2011. The move of all non-BRAC identified personnel is estimated to begin summer of 2012 and be completed by 15 September 2012.

Q2. Will everyone move at the same time?

A2. No, not everyone will be moved at the same time. The plan is to move staff in a phased approach. The move of all BRAC identified personnel is estimated to begin summer of 2011 and be complete by 15 September 2011. The move of all non-BRAC identified personnel is estimated to begin summer 2012 and be completed by fall of 2012. The move will be coordinated under a separate contract. Further details will be kept updated at the BRAC communications web page at www.tricare.mil/brac.

Q3. With such a late start, what is the likelihood of this being completed before the 15 Sep 2011 BRAC deadline?

A3. We fully intend to comply with BRAC law.

Q4. Is there parking available on site to accommodate all persons being relocated?

A4. It is anticipated that parking will be more than adequate. There are a total of 2,040 parking spaces available. Our intent is to provide parking to staff at no charge. A parking management plan is under development which will outline how parking will be provided. The plan will address parking procedures for:

- Management of parking passes
- Parking lot security
- Priority parking spaces
 - Handicap,
 - Visitor
 - Vanpools/Carpools
 - Alternate fuel/Low emission vehicles
 - Government/Security vehicles

All tenant improvement construction will meet Leadership in Energy and Environmental Design (LEED) Silver Commercial Interiors (CI) standards. This includes Alternative Transportation credits in order to reduce pollution and land development impacts from automobile use. Preference will be provided for

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vanpools/carpools. In addition, it is our intent to provide secure bicycle racks and/or storage and shower and changing rooms in the building.

A Transportation/Commuter/Parking survey is also under development and once completed will be distributed to HA/TMA and the Services for feedback.

Q5. Is there metro or bus service to the new site? If there is not direct Metro access, what type of travel/shuttle arrangements will be made?

A5. Bus service is widely available in the National Capital Region. The nearest Metro station to the selected location is Dunn Loring-Merrifield Metro Station, which is approximately 2 miles from the new facility. Shuttle service to and from the Pentagon will be provided during normal business hours and shuttle service to and from the Dunn Loring-Merrifield Metro Station is also anticipated. Where possible, commuting by metro is encouraged and subsidies will be provided via the Mass Transportation Benefit Program (MTBP).

Q6. How will building space requirements be assessed with those impacted?

A6. Square footage has been planned according to function and employee position.

Q7. What types of facilities are in the immediate area (restaurants, health clubs, etc)?

A7. The new location has adequate eating facilities and other amenities located within the immediate vicinity of the building to include: 1) bank; 2) convenience grocery; 3) day care; 4) cleaners; 5) fire station; 6) hair care; 7) hardware; 8) laundry; 9) library; 10) medical or dental; 11) senior care facility; 12) park; 13) pharmacy; 14) post office; 15) school; 16) supermarket; 17) commercial office; 18) community center; 19) restaurant; and other recognized services. A map with some of these amenities identified is posted at www.tricare.mil/brac.

Q8. Considering the huge influx of additional employees to the area, what plans have been made to ensure the road infrastructure will be adequate before the move?

A8. The road infrastructure is anticipated to be adequate. No changes to road structure will be required as all sites being considered are existing facilities, not new construction.

Q9. Will the new facility be accessible for pre-move planning, and when will it be accessible?

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A9. Yes, the new facility will be accessible for pre-move planning and those contractor personnel hired by the government to carry out activities on behalf of the tenant organizations.

Q10. Will the new facility be furnished, or will furniture need to be moved?

A10. Some furniture may be moved from current facilities, however most modular furniture will be purchased new, in order to ensure a proper fit in the new facility.

Q11. Is there secure office space for SIPRNet operations?

A11. Yes, SIPR office space and secure conference rooms have been planned.

Q12. Is there adequate conference room space and who will schedule?

A12. Yes, there should be adequate conference room space allocated. Most conference rooms are dedicated to a Service or function although the larger rooms will be accessible to all as needed.

Q13. Is there, or will there be, a fitness center complete with equipment and showers, etc. near or at the new location on Arlington Blvd?

A13. Yes, the new facility is expected to have a Fitness Center that will include fitness equipment, locker rooms and showers. The specific design layout is currently under development. In addition, there are fitness facilities near the Colocated Medical Headquarters (CMH) to include Bally Total Fitness, Gold's Gym, and Providence Recreation Center.

Q14. What is the actual age of this facility?

A14. The existing facility shell is actually three interconnected buildings which were completed between the 1950's and 1980's. TMA is working with the architect and landlord to completely redesign the facade and interior space using modern, energy efficient, design principles and elements.

Q15. Can you tell me if this new location will be under a specific Installation/Garrison? What service will be the Executive Agent?

A15. The General Services Administration (GSA) has the responsibility of leasing space in privately owned commercial buildings for all federal government agencies. As the facility at 7700 Arlington Blvd is categorized as a delegated DoD facility, Washington Headquarters Service (WHS) is the lead agency that facilitates the maintenance of the leased space and liaison with the Lessor. In accordance with the

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Code of Federal Regulations (CFR) (Title 41 CFR, Ch. 101-20.103-4) WHS identifies the largest DoD tenant agency within GSA leased space of the building to be the Designated Official. The largest DoD tenant agency within 7700 Arlington Blvd is TRICARE Management Activity (TMA); therefore, TMA will be the Executive Agent and will have a Designated Official appointed.

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SECTION 3: HUMAN RESOURCE

Q1. Will this colocation result in reduction in force?

A1. There are no anticipated reduction in force actions associated with this BRAC colocation effort.

Q2. Will there be a buy out or early retirement (VSIP/VERA) for some staff?

A2. A VSIP or VERA has not been planned at this time.

Q3. Will my job or duty change?

A3. Job descriptions remain under the control of the management of each entity involved in colocation

Q4. Will employees be able to work an alternative work schedule or telework to avoid commuting problems?

A4. All flexibilities currently available to managers will be available in the new location. We anticipate that telework will be encouraged per guidance of the Office of Personnel Management.

Q5. Have unions been notified?

A5. Union notification will occur as required by the specific negotiated agreements.

Q6. What about BRAC restored leave for Federal Employees?

A6. Federal employees will continue to earn BRAC leave until the employee moves to the BRAC location.

Q7. How and when will BRAC restored leave be paid?

A7. Once a Federal employee moves to the BRAC location their eligibility for BRAC restored leave is terminated. The servicing HR office changes the eligibility code in the HR system which then flows to the payroll system and the employee receives a lump sum payment in their next paycheck.