

EMPLOYEES AUTHORIZED ADMINISTRATIVE LEAVE TO VISIT FORT LEE AREA

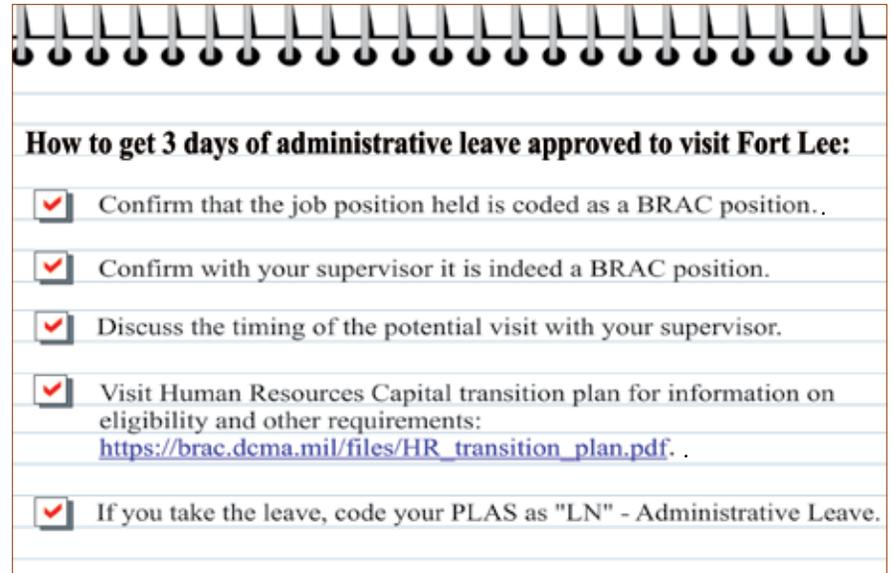
By Cassandra Locke, DCMA Public Affairs

Employees on the fence about making the move to the Fort Lee, Virginia, area may be authorized three days of administrative leave to visit the area. To do this, the employee needs to confirm that his or her position is a Base Realignment and Closure-coded position. The employee’s supervisor can confirm this for the employee and, at the same time, discuss the timing of the potential visit.

Details about permissive temporary duty are in a BRAC fact sheet included in the human capital transition plan posted on the Defense Contract Management Agency BRAC Web site, https://brac.dcma.mil/files/HR_transition_plan.pdf. The Performance Labor and Accounting — PLAS — code is “LN” for administrative leave.

According to Pam Sutton, deputy BRAC program manager, one of the most important things someone can do is adequately prepare for his or her visit.

“You can begin with the DCMA BRAC Web page and look at the links that will take you to the communities surrounding Fort Lee,” Sutton recommended. “Look for the things that are important to you ... schools, recreation, shopping, medical services, etc. Look at housing options that appeal to you ... urban, rural or



(DCMA Public Affairs image by Cheryl Jamieson)

suburban. Do you want to live on a houseboat? Do you want an apartment? Talk to your family and be prepared to target areas that seem to meet your needs.”

Fort Lee employees are assisting the BRAC team by offering employees a sponsorship program. If one is interested, the Fort Lee BRAC office staff will “match” the person with a Fort Lee employee who has volunteered to help. The employee can e-mail or call the sponsor to get helpful information. If desired, the employee can meet the sponsor during the visit, but it is not mandatory. The purpose of the sponsorship program is to provide a local contact who is familiar with

Fort Lee and the surrounding areas.

If interested in the sponsorship program, send a request for a sponsor to BRAC@dcma.mil. Include your name, contact information (e-mail, phone, etc.) and if there are any specifics you would like to know about.

Employees can visit the BRAC team at building 10501 and visit with some of the folks working on DCMA’s transition to Fort Lee and the agency’s new headquarters. The team has Fort Lee welcome packages available for anyone who wants one. The package has resource materials, maps, real estate guides and other helpful items for your visit.

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Sutton said another valuable piece of advice is to make contact with a local realtor during your visit.

“While you may not be interested in buying or renting a home in the area right now, a knowledgeable realtor can provide a wealth of information about different communities,” she advised. “They can answer a multitude of questions on things such as locations of hospitals, libraries, major employers, shopping centers and schools.”

Since Sutton confirmed DCMA cannot recommend or endorse any

particular person or company, it is suggested that you ask your current realtor for a recommendation or talk to friends and co-workers.

“Keep in mind that if you have received your orders to move to the Fort Lee area, you may be entitled to additional permissive temporary duty specifically for house hunting. We recommend using this first trip to familiarize yourself with the area so that when you are ready to move you know what communities you want to focus on,” said Sutton.

Looking in the local newspapers can give employees information

about the area. The major newspaper in central Virginia is the *Richmond Times-Dispatch*. Nearly all of the smaller cities and counties also have their own newspapers. The Fort Lee newspaper, *The Traveller*, provides information about upcoming events of interest to the entire Fort Lee community, both civilian and military.

“We hope that you will take this opportunity to visit the Fort Lee area and see for yourself that it is a great place to work, play and live,” said Sutton. ■



An aerial view of Fort Lee, Va. Employees on the fence about making the move to the Fort Lee area may be authorized three days of administrative leave to get a feel for what it would be like to live and work in the area. (Fort Lee Public Affairs photo)