



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SAM HOUSTON
1206 STANLEY ROAD SUITE A
FORT SAM HOUSTON, TX 78234-6001

PECH-NCR-I

30 June 2010

MEMORANDUM FOR Employees Transferring to Department of Air Force

SUBJECT: Notification of Position Transfer to Department of Air Force

1. Your position has been identified for transfer from Department of the Army to the Department of the Air Force, 502d Air Base Wing (ABW), in accordance with the 2005 Defense Base Realignment and Closure Commission (BRAC). The effective date of the position transfer is 01 October 2010. Employees and positions identified to transfer from the Army to the Air Force will officially transfer and become an Air Force employee effective 10 October 2010. As part of the initial operating capability phase you may be required to learn and apply policies and procedures prior to that date.
2. Upon conversion to the Air Force, the following will occur:
 - a. Your position will be realigned as part of Joint Base San Antonio (JBSA).
 - b. You will become a Department of the Air Force employee.
 - c. You will continue to be assigned to your current position, pay plan/schedule, series, and grade.
 - d. Your leave and benefits will transfer as is with no change.
 - e. Your regular compensatory time and credit hour balances, if earned, will be paid out to you unless you use them before the date of transfer.
 - f. Your Time-Off award balances, if earned, will be forfeited and cannot be reinstated if not used before the date of transfer. (Refer to the attached fact sheet.)
 - g. If you are a bargaining unit employee, represented by a union, either the Laborer's International Union of North America (LIUNA28) or the International Association of Firefighters (IAFF89), you will continue to be represented by that union until the Federal Labor Relations Authority (FLRA) makes a unit determination.
 - h. You will be required to obtain an Air Force Common Access Card.



PECH-NCR-I

SUBJECT: Notification of Position Transfer to Department of Air Force

3. Questions or concerns may be addressed to [REDACTED] (210) 221-0789 until 30 Sep 2010. Thereafter, refer to the 502d ABW Base website, <http://www.502abw.af.mil>, or call the Civilian Personnel Flight, 210-808-7527.

MARY E. GARR
COL, US Army
Commanding

I acknowledge receipt of the Notice of Position Transfer

NAME (Printed): _____

SIGNATURE: _____

DATE: _____