

PSC move to Base NCR

Frequently Asked Questions

Q: Can I get a 3 day parking pass when I first report to CGHQ?

A: Yes! All Ballston personnel will receive a temporary 3 day parking pass when first reporting to CGHQ.

Q: Does everyone who submits a parking permit application get a permit?

A: It is not a guarantee that everyone who submits a parking permit application will receive a parking permit. Base NCR will do their best to accommodate all requests, but until Base NCR can assess all permits submitted, there is no guarantee every request will be approved.

Q: Can I walk to and from the Anacostia Metro and CGHQ?

While it is possible, a Washington Metropolitan Area Transit Authority (WMATA) bus service is provided between the campus and the Anacostia and L'Enfant Plaza Metro stations at no cost to military and civilian personnel.

Q: Is there sufficient offsite parking at Joint Base Anacostia-Bolling (JBAB)?

JBAB provides a parking lot for CGHQ personnel use. This lot is quite large and ample space should remain after all Ballston personnel relocate to CGHQ. Please note that there is no Washington Metropolitan Area Transit Authority (WMATA) Metrobus service between JBAB and CGHQ. Some choose to arrange for a CGHQ parking permit holder to pick them up from JBAB, while others walk to CGHQ via the sidewalks on the Gate 4 access road. It is about a 30-minute walk between the JBAB parking lot and the CGHQ building.

Q: What is the status of shuttle service to and from JBAB to CGHQ?

Base NCR is continuing to explore options for providing shuttles between the JBAB designated parking area and CGHQ. More information will be provided by Base NCR when it becomes available.

Q: Are employees who do not have a parking permit allowed to park in the Coast Guard Headquarters parking garage after hours or on weekends and holidays?

A: To park in the parking garage Monday through Friday from 0500 to 1500, a valid Coast Guard Headquarters parking permit or one-day parking pass must be visible in the front windshield of the vehicle. However, Monday through Friday from 1500 to 0500 and

on Saturdays, Sundays, and federal holidays, only a CAC is required for parking in the garage. Vehicles found in the garage after 0500 Monday through Friday without a valid parking permit or one-day pass visible in the front windshield may be subject to citation or impound.

Q: What will we be moving from our personal cube/office spaces?

A: The only office "equipment/furniture" that moves are monitors, peripherals (keyboards, mice, speakers, and stand-up workstations. Your personal computers, phones, chairs, desks, etc. stay in Ballston. Safes will move, but most printers, shredders, and fax machines will not be moving.

Q: Who will pack and move my workplace items?

A: All Ballston personnel will pack and unpack their individual workspace items, and commercial movers will move them. Move crates, dollies, and carts will be provided. Employees with physical limitations that render them unable to perform packing- or moving-related duties shall request assistance from their Move Executive.

Ballston individuals will not bring their current desktop computer to CGHQ. Ballston personnel assigned laptops will pack and move their laptops. Monitors, docking stations, and peripherals of all Ballston personnel will be self-packed, moved by commercial movers, and self-unpacked.

Q: What about excess property and material?

A: All material not moving must be declared excess and disposed of in accordance with property management regulations. Early decisions on excess property are critical to enable proper handling. For example, an early excess decision may facilitate the transfer of property to field units. Offices should minimize their consumable supplies prior to the move to reduce move costs and to conserve file space. Offices should examine their records and work with their Records Coordinator to determine if old records should be destroyed, archived, or maintained. Offices will be limited in the quantity of files and the amount of reference and office supplies they may store at their new location. In managing all records, policies and procedures must be followed to ensure proper handling of classified and sensitive information such as Personally Identifiable Information (PII). Due to limited funds, only Ballston commands and units will be provided purge services through the NCR Consolidation Project Team.

Q: How will the actual move be executed?

A: Detailed move information, including packing instructions, how-to guides, and labeling materials, will be provided by the NCR Consolidation Project Team prior to the move date for each increment.

The NCR Consolidation Project Team has assigned filing space for directorates, commands, and or units based upon documented and agreed upon requirements.

Personnel will be given designated days to self-pack, unpack, and to return packing materials to specific locations. A Move Assistance Center (MAC) comprised of representatives from the NCR Consolidation Project, Base NCR C4IT Department, and Base NCR Facilities Department will be established to provide information, referrals, and a first line of assistance to personnel during internal and external moves. For IT-related issues, CGFIXIT will also be utilized through the standard means.

Q: After we move in, then what?

A: A general orientation meeting will be held for personnel relocated from Ballston following their move increment. This meeting will include an introduction to the Base NCR Light List, Base NCR services, points of contact, and the Employee Emergency Response Guide. Additional post-move support services will be communicated prior to the move period.