



Navy Annex Closeout

The 5 Star Cafe will remain open until Thanksgiving. The NEX Gas Station and Minimart (Quarters K) is scheduled to close on October 30th, Uniform Shop; October 28th, the Post Office; October 15th, and the Barber Shop has agreed to remain open until the beginning of November. CMC Conference Room and Theatre will shut down for use after October 6th for furniture surplus/salvage operations.

Tours and Safety

• Tours.

Site tours have started. Tours will be coordinated through the Move Coordinators. There will be three tours for each tenant; initial tour, walls and flooring tour, and the furniture/IT tour.

The first of three tours of the renovated facilities at NSF-Arlington is complete. The second tour will be scheduled when the walls are up, painting is complete, carpet installed, ceilings in place and lighting installed. The third and last tour will be scheduled when the furniture is delivered and installed.

Anticipate next schedule of tours to take place in early November after furniture has been installed. HQMC ARDF will schedule tours with respective move coordinators from each organization.

• Safety.

Visitors to the construction site must abide by all rules laid out in the Construction Contractor's visitor safety agreement at all times, no exceptions. Proper safety attire is REQUIRED for the tours. Visitors who do not meet the Personal Protective Equipment (PPE) requirement will not be admitted to the site. Detailed information will be provided at the time tours are scheduled. Just as a "heads up", WORKING BOOTS such as hiking, construction or steel toe boots, is mandatory footwear for the tours. There are NO EXCEPTIONS!

IMPORTANT

Tenants going to NSF-Arlington without scheduling a tour through HQMC ARDF will result in them being barred from the facility until move in. NO EXCEPTIONS!

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03
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MONTHLY
NEWSLETTER
NAVY ANNEX
TRANSITION

ANNEX Arlington



this issue

- Welcome **P.1**
- Construction Update **P.2**
- Building Features **P.3**
- Move Plan **P.4**
- Upcoming Events **P.6**
- Tours and Safety **P.8**

HQMC ARDF Special Programs Management

CONTACT

Mr. Paul Bungcayao
Ms. Haydee Martinez
Ms. Lillian Acosta
Ms. Diane Blunt

PHONE NUMBER

(703) 695-8927

LOCATION

Navy Annex RM 1218

Welcome!

Welcome to the Annex to Arlington newsletter for HQMC's transition to Naval Support Facility – Arlington (NSF-A). This newsletter is dedicated to keeping you informed of all the information relating to the relocation to NSF-Arlington. The complex is located at 701 S. Courthouse Road, Arlington, VA. This complex was previously occupied by Defense Information Systems Agency (DISA). Its new occupants will include: SECNAV, HQMC, OPNAV, NAVAIR, and SPAWAR. HQMC will occupy Buildings 1 and 2 entirely, and 2 partial floors in Building 12. Construction is currently underway to renovate and bring these buildings up to current AFTP standards and make them ADA compliant. Interested parties can view layouts and finish boards for the project in Room 1005 at the Navy Annex.

ANNEX Arlington Issue 03 October 2011



HQMC ARDF

Special Programs Management

Navy Annex RM 1218
703.695-8927 ph
703.614.5911 fax



HQMC ARDF
Special Programs Management

MOVERS CORNER

Tentative Move Dates

NAVFAC has proposed the following Tentative Move Dates based on Security, IT and Telephone Installation.

Tuesday, 6 DEC – Bldg 12, 1st Deck HQMC

- ❖ Health Services
- ❖ P&R (RFA)
- ❖ Inspector General

Friday, 9 DEC – Bldg 12, 2nd Deck HQMC

- ❖ I&L (MCICOM)
- ❖ I&L (LB)
- ❖ Safety Division
- ❖ Office of Marine Forces Reserve
- ❖ ARDiv (HROM)

Tuesday, 13 DEC – Bldg 2 HQMC

- ❖ I&L (LR)
- ❖ Judge Advocate/Defense
- ❖ Marine Corps Absentee Collection Unit

Friday, 16 DEC – Bldg 1 HQMC

- ❖ PP&O (PLN)

It is recommended that you DO NOT USE THESE DATES to plan leave or other special events as they are subject to change. Once we receive confirmation that these dates are firm, we will notify each of you via email.



Construction Update.

Here's the latest information on buildings 1, 2 & 12

BUILDINGS STATUS

Building 1: (UPDATE) QC inspections for MEP work in ceilings ongoing in prep for close-ins in the basement and 1st floor. Elevator install is ongoing. Building permanent air supply is in place. Interior finishes ongoing including paint, electrical and mechanical trim out and flooring. Portions of workstations being delivered and installed. Baseboards being installed in offices with doors.



Building 2: (UPDATE) Elevator install is ongoing. Door frame installation and door installation are ongoing for all floors. Metal blast returns and finishing around drywall spaces continues in basement. Demountable partition tracks are being installed. Baseboards are being installed and VCT flooring for storage rooms, etc is ongoing. Interior finishes ongoing.

Building #2 Exterior



Building 12: (UPDATE)

- ❖ Basement: Panel/conduit installation in electric room ongoing. Telecom room and IT ongoing. Ready for Verizon install to begin. North wall blast protection ongoing.
- ❖ 1st Floor: Blast wall near completion. Telecom and cable wires continue to be pulled. Interior finishing ongoing including floor and ceiling grid.
- ❖ 2nd Floor: Tie-in of mechanical piping ongoing. New windows installed. Caulking ongoing. Interior finishes ongoing.
- ❖ 3rd Floor: Installation of conduit, ductwork and plumbing lines ongoing. Telecom and cable wires continue to be pulled. Interior finishes ongoing.
- ❖ 4th Floor: Cable trays and telecom conduits installed. Framing of north tenant area walls. Rough MEP

installation continues. Sprinkler and fire alarm install continues.

- ❖ Roof: MEP work ongoing in penthouses. Chiller, boiler, HVAC work ongoing.
- ❖ Exterior: Corrugated metal sheeting ongoing. Exterior entry framing continues. Walkways and landscaping around building is ongoing.

Building #12 Exterior



Here's the latest information on closures and scheduled events.

GYM

The Navy Chief of Staff developed a plan for reopening the gym weekdays 0530 to 1900 beginning Monday, October 3rd. Equipment will include:

- ❖ Treadmills
- ❖ Elliptical Trainers
- ❖ Bikes
- ❖ Universal Gym
- ❖ Sit-up Bench

Please remember to clean as you go and limit your cardio to 30 minutes during peak hours.

FLU SHOTS

The Pentagon Clinic will be traveling to the Navy Annex on October 18th and will be offering flu immunizations from 0900-1200. Please take advantage of this service as it will help us next year when we move to NSF-Arlington.

Eligible participants include military members and government employees. No contractors.

Flu immunizations will be administered in room 3060.

Please click on the link below and complete the required 2011-2012 Seasonal Influenza Vaccination Screening & Immunization Documentation form prior to October 18th.

<http://dilorenzo.narmc.amedd.army.mil/dilorenzodocs/pdf/2011screeningandimmunizationform.pdf>

NAVY ANNEX HEATING SEASON

The heating season changeover process at the Navy Annex will be conducted around mid October to mid November. Building Management Office (BMO) will provide both personnel heating for occupied tenant spaces/common areas and freeze protection heating in unoccupied tenant spaces. The actual changeover date will be based on the prevailing weather conditions. BMO will send out a tenant notification next month to inform all occupants in the building.

Important Dates

03 October

Navy Annex gym reopens its doors (cardio only)

04 October

Purge Program begins

07 October

CMC Conference Room and Theatre shut down for furniture surplus/salvage operation

15 October

Post Office scheduled to close

18 October

Flu Immunizations administered in room 3060, Navy Annex

28 October

Uniform Shop scheduled to close

30 October

NEX Gas Station and Minimart (Quarters K) scheduled to close

Upcoming Events

october

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES



Building Features

FOOD

There will be a cafeteria in Building 12. Cafeteria will serve breakfast and lunch, seating 142 people. The meals will vary and you will have a selection of food to choose from.

There will also be a small convenience "grab-n-go" store in Building 17.

Vending machines will be available in most buildings throughout the complex.

There are plenty of restaurants within short driving distances from the complex.

ATM

An NFCU ATM is planned for Building 12, outside the cafeteria.

FITNESS GYM

There is an existing gym that has shower facilities for both men and women. There is also an existing sauna. Equipment currently planned for the gym:

- 4 – Treadmills
- 4 – Cross Trainers
- 4 – Upright Exercise Bikes
- 1 – Chin/Dip/Leg Raise
- 1 – Multi Jungle 4 (MJ4) Stations

- 6 – Utility Benches
- 1 – Dumbbell Rack

BUILDING FLOOR PLANS

The final layout for your space is complete and has been briefed to your Move Coordinator. They have been provided with copies of the current floor plan to share with you, and they will be your primary source of information for your move to NSF-A. Floor Plans and finish boards are now available for review in Room 1005*.

* This room will permanently close on October 31st, 2011.

Transportation and Parking

The bus and shuttle routes remain under negotiation.

Parking allocation evaluation is still underway.

To find Mass Transit options to NSF-A, use Metro's Trip Planner which provides instant itineraries for trips on Metrorail, Metrobus, and other local bus and rail systems. Itineraries provide door to door fares and travel times, complete with walking directions and transfers. To use the trip planner go to:

http://www.wmata.com/rider_tools/tripplanner/tripplanner_form_solo.cfm

Security

The intent is to use your CAC Card for access to the Facility, Buildings and rooms that require swipe access.

You will have to maintain your Pentagon Badge for access to the Pentagon.

Note: NSF-A is not part of the Pentagon Reservation. NSF-A is a Naval District Washington Facility. All services will be provided through Naval Support Activity Washington (NSAW). More on this later.

Communication

Phones

There will be all new phone numbers for NSF-Arlington. Due to a variety of factors, it is not possible to carry existing numbers to the new site. Phone features will be determined in the near future.

Mailing Addresses

Our last newsletter announced that there would be no change to your official mailing address. New Postal regulations require mail to be delivered to the address that the tenant is physically occupying.

In order to have the mailing addresses issued, the Postal Service requires the building and room numbers. The room numbers have not been issued and verified by construction as of the date of this news letter. Once room numbers are established you will receive your new mailing address.



MOVE PROCESS

Timeline

90 Days Prior to your Move

- ❖ Initiate Purge Program

60 Days Prior to your Move

- ❖ Tenant to Validate Final Inventory

3 Weeks Prior to your Move

- ❖ Pre-Move Briefing
- ❖ Material Delivery
- ❖ Final Move Schedule Issued

2 Days Prior to your Move

- ❖ Items Packed and Labeled
- ❖ Movers Walk-Thru

Physical Move

- ❖ Check-Out Process
- ❖ Site Inspection
- ❖ Pre-Stage Items
- ❖ Load Trucks
- ❖ Check-In Process
- ❖ Post-Move Walk-Thru

Post Move

- ❖ Crate/Box Pickup
- ❖ Help Desk Operational

Vacating Navy Annex

Do not forget to:

- ❖ Remove all Personal Items
- ❖ Empty Trash
- ❖ Disconnect Drops
- ❖ Remove any Classified and/or Sensitive Items



NSF-Arlington Move Preparation Relocation Planning and Coordination

MOVERS CONTRACT

Proven Management along with the Kane Company will assist in moving everybody from the Navy Annex to NSF-Arlington. The move is comprised of three phases:

- ❖ Pre-Move Coordination
- ❖ Physical Relocation
- ❖ Post Move Coordination

Proven Management will be present during all the phases to ensure your move runs smoothly.

PRE-MOVE COORDINATION

- ❖ Conduct interviews with key departmental staff
- ❖ Establish communication plan specific to the moving sub-groups
- ❖ Develop tenant specific move requirements
- ❖ Conduct pre-move inventory walk-thru's
- ❖ Coordinate mover and vendor activities with leased facilities
- ❖ Create and distribute labels and labeling instructions

- ❖ Conduct several walk-thru's to get to know your requirements
- ❖ Create and manage Purge Program
- ❖ GAIN your TRUST & COMMITMENT!

PHYSICAL RELOCATION

- ❖ Establish communication procedures during the physical move process
- ❖ Manage Move Day sequencing schedule
- ❖ Ensure all new spaces are well protected
- ❖ Establish check out – check In procedures
- ❖ Oversee all activities during move
- ❖ Ensure necessary escorts are in place for monitoring move day activities
- ❖ Ensure movement of executive desks, credenzas, PC's, classified items, remaining furniture, boxes and chairs
- ❖ Acts as the agency representative in communicating

the agencies needs to the various vendors and outside organizations involved in the relocation

POST MOVE COORDINATION

- ❖ Provide designated area for placing empty crates
- ❖ Provide designated area for disposing of empty boxes
- ❖ Coordinate and monitor box/crate removal
- ❖ Resolve any move related issues
- ❖ Manage building surplus-vacate process

This information is provided courtesy of:



Frequently Asked Questions

Q. How long does a typical move take?

A. The relocation process will vary based on a variety of factors:

- ❖ Number of personnel moving
- ❖ Amount of inventory relocation
- ❖ Type of move (classified/unclassified, multiple floors, multiple rooms)
- ❖ Building restrictions

Q. How can I be sure all of my items will be accounted for and moved accordingly?

A. Before moving anything out of the current location, the Relocation Planning Team uses a check-out/check-in process for each workstation and common area.

Prior to moving, the check-out sheet is used to ensure that every item is accounted for and signed off by the RPT representative. Once items are moved to the new location, the RPT will ensure every item has been moved to the appropriate areas by utilizing the check-out sheet to ensure that every item is accounted for and

signed off by the RPT.

Q. What if there are items that need to be moved without a label?

A. Every item being moved MUST be labeled. If the item does not have a label it will not be moved.

Q. What if I have items packed into other boxes other than your crates or moving boxes? Do they have to be repacked into your boxes/crates?

A. Items pre-packed do not have to be repacked as long as the packed items are securely closed and the box is in stable condition.

Q. How many crates and boxes will I receive?

A. Each person will receive 4 interlocking crates (with Dollie) and 1 personal box. Each office will receive legal boxes for common areas. The number of legal boxes will depend upon the size of the common area.

Purge Program

Proven Management will deliver 3 bins to the Navy Annex for disposal of any paper or recyclables that are not classified.

Please join our efforts and fill the bins with your unwanted non-classified items.

Purge areas will be identified by HQMC ARDF. More to follow.

Q. Do I have to unpack my safes?

A. Your safes may remain in full provided that there is nothing breakable stored inside of them.

Q. Is there anything the RPT cannot relocate?

A. The RPT is not allowed to move personal items. All items that do not fit into the provided crates/boxes must have approval of your Tenant Move Coordinator and must be included in the inventory.

Q. How will movers know where to place my belongings?

A. Each tenant will receive labels that are unique to them. In most instances it will contain your name and NSF-Arlington workstation/office number. To match the labels will be a placard that will be hung at each workstation 2 days prior to the tenant moving.