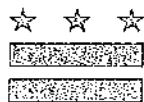


# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Employment Services

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DIRECTOR

### BRAC Career Transition and Reemployment Services Office

4058 Minnesota Avenue, NE., 3<sup>rd</sup> Floor

Washington, DC 20019

## Frequently Asked Questions and Responses

### DOES/BRAC Policy and Process

#### 1. Why does the DOES/BRAC Career Transition Office exist?

*A key objective of the Department of Employment Services (DOES) is to offer programs and services to develop a sustainable workforce. DOES realizes that the closure of WRAMC and the BRAC mandated changes affecting 5 other military installations housed in the District of Columbia, will result in some employees becoming dislocated workers. It is expected that local governments of BRAC impacted geographic areas will partner with the US Department of Labor to provide reemployment and transition assistance to employees whose jobs will be lost. Services provided by the DOES/BRAC office are to facilitate a quick return of dislocated workers to the workforce.*

#### 2. Where is the DOES/BRAC Office located?

*Currently, BRAC services are delivered at the Department of Employment Services' new headquarters building located 4058 Minnesota Avenue, N.E. (3<sup>rd</sup> floor) Washington, DC 20019. The facility is easily accessible by metro and car. The new building is located immediately adjacent to the Minnesota Avenue Metro Station on the Orange Line. A public parking garage, located next to the building, is available for use with a Smart Trip card.*

#### 3. What services are offered through the DOES/BRAC Program?

*The Workforce Investment Act (WIA) categorizes the types of services available to BRAC-impacted employees as core, intensive and training.*

*Core services include access to computer-based assessment and career planning tools that lead to development of personalized employment plans; up-to-date labor market information describing employment trends at local, state and national levels; tutorial programs in computer literacy; job leads, and office support services to respond to these leads.*

*Intensive services, similar to the core services listed above are targeted at individuals who are unable to find work using core services alone. These services are therefore more individualized. These include comprehensive assessment, case management, and follow-up services.*

*Training services are often recommended for applicants requiring Intensive Services and in cases where the dislocated worker continues to experience difficulty finding employment.*

**4. How do I know if I am eligible to participate in this program?**

*BRAC staff evaluates your eligibility for services. Visit the BRAC office and participate in an orientation and we will walk you through the entire process and discuss with you requirements necessary to submit a complete, and acceptable application, or what is required of you to update a previously submitted application.*

**5. How much money is available for training per employee this year?**

*Funding is based on dollars available and will vary in amount just as tuition varies among approved providers. DOES staff will evaluate applications and make a funding decision on an individual basis. While you may submit costs for items covered such as tuition, lab fees, special certification fees associated with a course or program, and books –your funding decision, depending upon the total cost of these expenses, may or may not cover the total cost requested in your application. Computers, software, calculators and other electronic equipment are not covered through BRAC. Standard application and registration fees will not be covered.*

**6. What are the income limitations for receiving BRAC services?**

*BRAC affected employees are considered dislocated workers. This means employees who are eligible to participate in this training program are not subject to income restrictions. Additionally, you have no tax liability for dollars used to fund your individual training account.*

**7. What if any citizenship requirements exist for participation in the BRAC Training Program?**

*Anyone working at WRAMC who applies for BRAC services must show proof of US citizenship or a valid permanent resident (green card) card from INS authoring legal status in the US. If you are a Refugee, a green card is required as part of your BRAC application. Refugees are required by U.S. law to apply for permanent resident status one year after being admitted to the US.*

**8. I heard from a coworker that if you are a male, you must show proof of registration with the US Selective Service. Is this true?**

*Yes. Part of the BRAC application process specifies that every male applicant (regardless of age) who desires to participate in this program must provide a copy of his selective service registration form. This requirement is for ALL males whether born within the US or outside of the US. If you were exempted from US Service, your BRAC application must include a Form 1-20 signed by your school and your F-1 Visa.*

**9. What are the hours of operation at the new location?**

*The DOES/BRAC office customer service hours:  
Monday through Thursday 9:00 AM – 4:00 PM  
Friday - 9:00 AM to 12:00 PM.*

**10. What happens after I submit my application packet?**

*You must ensure your application is complete with all required documents. Incomplete applications will not be accepted. Once a completed application has been accepted, it will be reviewed and evaluated for funding. A funding decision will be made within 2 weeks of receipt of a completed application. Once a funding decision has been reached, you will be notified via phone or email regarding the specific training that has been approved. Course start and end dates will be verified with you and we will inform you of the account allocated to your individual training account. This communication will serve as DOES' official notification of approval of your request for training. Upon receiving approval notification, you may then proceed to register/enroll in classes(s).*

**11. Will DOES pay the entire cost of my training at the time of registration or how is this handled?**

*DOES will make billing and payment arrangements with the training providers prior to notifying you of the funding decision. Remember, funding decisions will be based on 1) availability of funds and 2) Individual courses rather than on a complete curriculum or program.*

**12. May I apply to VA and MD as well for BRAC funding?**

*No, you may request funding from only one jurisdiction: Virginia or Maryland or DC.*

**13. I am currently taking classes at George Mason. Can I go ahead and register now for the next semester and have BRAC funding cover the cost once I have been approved?**

*No! Participation in DOES' BRAC Program requires that you follow the application Process outlined in this document. Please see Question #15 below. You must be approved for funding prior to enrolling in or attending your course.*

**14. What if I've been funded for training that's scheduled to start in 2-3 weeks and I decide to leave Walter Reed for other employment before the scheduled close date? What should I do about my training?**

*It depends. You should call the DOES/BRAC office **immediately** (202.698-5859) to evaluate your situation upon accepting a job offer outside of WRAMC. Cases will be reviewed on an individual basis.*

**15. I am already enrolled in courses. Will DOES reimburse me for training for which I am currently enrolled? In other words, what is your policy regarding reimbursement and pre-enrollment?**

**\*Reimbursement Policy:** *This Program does not permit financial re-imbursement to a WRAMC dislocated worker for training expenses incurred outside of the DOES/BRAC application and funding process.*

**\*Pre-Enrollment Policy:** *In the event an applicant pre-enrolls, registers, or begins attending training PRIOR to receiving notification from DOES regarding approval for funding and status of funding arrangements (see #10 above), DOES will not be responsible for paying for the cost of the training. Prior approval along with an official notification of funding, are absolutely mandatory for your training to be covered by the DOES BRAC Program.*

**\*Training Approval and Funding Notification Policy:** *No employee/applicant seeking funding through the DOES/BRAC program shall enroll in training PRIOR to receiving notification from DOES that funding has been approved along with confirmation of the specific courses that have been funded. Because this program does not reimburse for expenses incurred prior to approval and funding notification from DOES, any deviation from this policy means the applicant/employee is paying out-of-pocket.*

**16. May I submit an application to attend more than one training institution in the same period?**

*No. You may submit only one application for participation in this program. The application must request training from a single approved provider.*

**17. Will you cover the fees for certification exams that are not part of my approved training?**

*We will evaluate all eligible costs that are included in the initial training application.*

**18. What if I am unsuccessful the first time when I sit for a certification exam?**

*Funds will be issued only once for an exam.*

**19. May I choose a course of study that reflects a change in my career?**

*Absolutely! The primary goal of this program is to support dislocated workers who pursue short-term, skill-oriented training. You are encouraged to upgrade your skills by pursuing short-term training in high-demand occupations based on current labor market information. Doing so improves your chances of finding another job quickly. You are encouraged to schedule time today to see the BRAC Career Counselor for assistance.*

**20. What areas or industries are considered 'high growth' or high-demand areas?**

*Examples of 'high growth areas are: Security/Protective Services, Health Care, Business Services, Entrepreneurship, Hospitality and Tourism, Information Technology, Construction, including Green Building Technology, Transportation and Retail.*

**21. Why is the government of the District of Columbia involved in BRAC?**

*The District is directly impacted because it hosts six (6) of the BRAC 2005 targeted installations. They are: Walter Reed Army Medical Center (WRAMC), Bolling Air Force Base, Naval District Washington, Potomac Annex, Anacostia Annex, and Leased Space D.C. The Commission that recommended the base closings estimated that approximately 13,200 civilian and military employees will be affected by closures and realignments at installations in the District. The Department of Labor works through state governments to allocate funding for training and reemployment assistance.*

**22. I understand that BRAC funds may be used to cover tuition. What other training or education-related expenses are covered under BRAC?**

*BRAC funding covers tuition and other mandatory fees associated with a program of study. This includes books and fees required to become a certified professional in an occupational field. Application fees and registration fees are not covered.*

**BRAC –Related Services and Training Providers**

**23. I am interested in starting my own business. What kind of assistance does the District provide?**

*DOES has the expertise and resources to help you start a business. Please visit the Business Resource Center located at 727 15<sup>TH</sup> NW, Suite 1000, Washington, DC 20005. You may also call them at 202.464.2304. You may also want to visit UDC or call them at 202.274.7030 for information and resources to assist you. Also visit the webpage at: <http://brc.dc.gov/documents/DCSBDC.pdf>*

**24. Does having veteran's status make a difference?**

*For BRAC services, all individuals impacted by a realignment or closure are eligible for the same basic services. However, employers often give preference to veterans in the selection and hiring process.*

**25. How do I get help with my resume and job search?**

*The DOES/BRAC office is prepared to assist you. We will review resumes, critique them and provide feedback. In addition, we assist you in setting goals and*

*developing your job search strategy. We provide job leads and other employment related resources, as needed.*

**26. I have not yet chosen a training provider. What guidelines or suggestions can you offer?**

*A list of approved providers for the District, and the states of Maryland and Virginia can be found by visiting the websites at the links below:*

<http://www.dcnetworks.org/vosnet/drills/provider/provdrill.aspx?tab=provlist&session=provdetail&geo=1101000000&zip=&radius=&geotype=&city=>

[http://www.mhec.state.md.us/utilities/search\\_providers\\_all.asp](http://www.mhec.state.md.us/utilities/search_providers_all.asp)

<http://www.vawc.virginia.gov/vosnet/drills/provider/provdrill.aspx?tab=provlist&session=provdetail&geo=5101000000&zip=&radius=&geotype=&city=>

*Read, compare and research carefully the information provided and supplement your search by visiting the websites of providers you are evaluating. Choose a provider that will best accommodate your personal and professional needs.*

**27. How are disabled individuals accommodated in this program?**

*Customers with disabilities are assured the same services as other BRAC-impacted individuals. Our career counselors work with disabled individuals to determine the need for special accommodations or support to obtain DOES/BRAC services.*

**28. I would like to enhance my skills to become more competitive for jobs. Does BRAC cover courses in English as a Second Language (ESL), basic literacy skills or GED?**

*Yes, the cost of this training is covered, provided it is delivered by an approved training provider.*

**29. What is expected of me once I start attending the class? What about after I finish my training?**

You must contact the BRAC staff to close-out your DOES/BRAC file. The program requires that you provide the following: copy of enrollment or registration for the training course(s) funded, copy of final grade for each course and copies of any certifications earned.