

This material is part of a collection that documents the harassment, discrimination, and retaliation perpetrated against Alaska's women research scientists by their supervisor, with full knowledge (and arguably, "tacit approval") of their federal employer, the USDA Agricultural Research Service (ARS)

Bower, Cindy

From: Contento, Janis
Sent: Monday, June 21, 2010 8:14 AM
To: Contento, Janis; Bechtel, Peter; Bower, Cindy
Cc: JacksonBeitia, Lisa; Philibert, Juli
Subject: RE: Administrative Time

Greetings,

It appears the chart wasn't as clear as I'd hoped. Anyhow, the pre-moving and post-moving arrangements and to meet movers are when they come to your house to pack and load/unload your HHGs.

The packing and unpacking highlighted, the government won't provide admin time for you to pre-pack/unpack your boxes.

If you have any questions or further clarification, let me know. Make sure you indicate on your T&A applicable remarks.

jc

From: Contento, Janis
Sent: Friday, June 18, 2010 11:11 AM
To: Bechtel, Peter; Bower, Cindy
Cc: JacksonBeitia, Lisa; Philibert, Juli
Subject: Administrative Time

All,

Here are the details to the "up to 80 hours administrative leave may be allowed" in regards to relocations. Update your T&A as appropriate and be sure to include applicable remarks in the comment section.

Thanks, jc

Description/Activity	Time suggested	Approval
Premoving and postmoving arrangements and to meet movers. Packing and unpacking is not covered.	8 hours	Old & new duty stations
Approved househunting trips (HH) for locating quarters at the new duty location	Up to 40 hours	Old duty station (see Note 1)
Home inspection of new residence	4 hours	Old or new duty station
Closing on old residence	8 hours	Old or new duty station
Closing on new residence	4 hours	New duty station
Registration of vehicle(s), school enrollment and other moving activities primarily due to relocation	8 hours	New duty station
American Disability Act (ADA) compliance activities if applicable	8 hours	New duty station
Total	80 hours	