

Agenda for Major Admin HQs/NCR Sub-Group of the HSAJCSG

Date: 15 May 03

Time: 1300 – 1600

Place: Alion Science and Technology, 1701 N. Beauregard St., Suite 500, Alexandria,
VA 22311

Attendees:

Mr. John McDonald, Deputy Under Secretary of the Army and Chair of the HSAJCSG for BRAC 05 and the Major Admin HQs/NCR Sub-Group

Mr. Don Tison, Assistant Deputy Chief of Staff for Programs, G-8, Department of the Army

COL Carla Coulson, Deputy Chair for the HSAJCSG and the Major Admin HQs/NCR Sub-Group

CAPT Dennis Biddick, Regional Engineer for Naval District Washington and TA to RADM Weaver, Chair of the Geographic Clusters Sub-Group and/or CAPT Kathy Cummings, Naval District Washington, also TA to RADM Weaver

L.E. Hurlbut, Hurlbut Consulting and TA to Mr. Bill Davidson, Chair of the Functional Clusters Sub-Group

Mr. David Powell, Alion Science and Technology

Mr. Dave Fletcher, Alion Science and Technology, Chief of Staff, HSAJCSG

Ms. Susan Zander, Alion Science and Technology, Admin Advisor, HSAJCSG

Mtg Purpose:

1. Provide Mr. Tison brief orientation to the HSAJCSG.
2. Continue review of draft workplans for the Major Admin HQs/NCR Sub-Group.
3. Validate proposed project(s) timeline.
4. Develop staffing requirements for the Major Admin HQs/NCR Sub-Group.
5. Briefly discuss agenda for Tuesday mtg of the HSAJCSG.
6. ICP Supplement Draft



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WASHINGTON DC 20310-0102

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MEMORANDUM FOR CHAIRS OF THE HEADQUARTERS AND SUPPORT ACTIVITIES
JOINT CROSS SERVICE GROUP (HSA JCSG) SUB GROUPS

SUBJECT: Minutes of the 15 May 2003 HSA JCSG Meeting

Attendees: Mr. John McDonald, DUSA & Chair HSA JCSG; Mr. Don Tison, Assistant Deputy Chief of Staff for Programs, G-8, Department of the Army; COL Carla Coulson, Deputy Chair HSA JCSG; CAPT Dennis Biddick, Deputy Chair Geographic Clusters Sub-Group; CAPT Kathy Cummings, alternate Deputy Chair Geographic Clusters Sub-Group; L.E. Hurlbut, Deputy Chair Functional Clusters Sub-Group; Mr. David Powell, Alion Science and Technology; Mr. Dave Fletcher, Alion Science and Technology, Chief of Staff, HSA JCSG; Ms. Susan Zander, Alion Science and Technology, Admin Advisor, HSA JCSG

The purpose of the meeting included discussion on the following topics:

- HSA JCSG Orientation briefing for Mr. Tison.
- Proposed project(s) timeline.
- Review of draft work plans for the Major Administrative Headquarters/national Capitol Region (Admin HQ/NCR) Sub-Group.
- Staffing requirements.
- Agenda for the 20 May 2003 HSA JCSG Deliberative Meeting.
- Review of HSA JCSG ICP Draft Supplement to OSD Policy Memo One, 16 April 2003.

Orientation Briefing.

Dave Fletcher gave Mr. Tison an orientation briefing on the HSA JCSG that included background information on BRAC 2005, BRAC history, organization of the group, and legislative, OSD, and group milestones.

Timeline.

Discussion then focused on backward planning of our timeline draft. By September 2004 the group must have completed draft recommendations and be coordinating with the Services because recommendations are due to the ISG 15 November 2004. The work that needs to be done now includes:

- Work Plans
 - Staffing of the HSA JCSG core and sub-groups.
- Collection of open source data. Groups must learn as much as possible now so that we will know what type of data required for first data call.
- Work on detailed timelines

Work Plans.

- Mr. McDonald asked the sub-groups to use the Major Admin HQ/NCR Sub-Group's four work plans as a strawman/template for their own work plans. He asked them to be prepared to discuss draft work plans, timelines, staffing needs, and resource requirements at the 20 May 2003 deliberative meeting. The work plans should be finalized by 1 June 2004.
- He also suggested that we need a template that lays down physical and operational space and strength authorized to each function and geographic cluster. In addition, the template should show authorized mobilization and contractor space/strength.
- COL Coulson suggested that the work plans were missing three items.
 - Identification and resolution of overlaps between JCSGs and between HSA JCSG sub-groups.
 - Military Value Data Call as a task
 - Coordination of recommendations and reconciliation of differences with Services and other JCSGs.
- CAPT Biddick suggested that we state clearly in item 2 of the work plans, "Scope of the Analysis," the reason that we are collecting open source data is to scope or define our universe and to identify gaps in formulating our requirements for the data calls.

Initial Staffing Requirements.

- Mr. McDonald stated that four people will form the core group of the HSA JCSG.
- He suggested three to four full-time people in the sub-groups now with the understanding that the groups may need to expand later on in the process.

Requirements for 20 May 2003 Deliberative Meeting.

- The Sub-Group Chairs will report on the following items:
 - Manpower needs, including number and type (military/DoD civilian or contractor) of employees, required skills, etc.
 - Rough order of magnitude funding requirements
 - Status of work plans and timeline
 - Components missing from HSA JCSG work plans
 - Major challenges for sub-groups

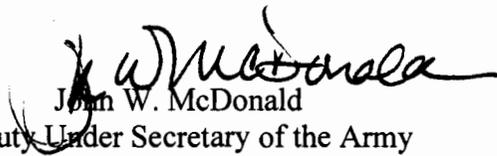
ICP Draft.

The draft was sent to the DoD IG and the DOD GC POCs on 15 May 2003.

Actions:

The following items will be forwarded to the ISG for resolution:

- Request that OSD analyze alternatives for the intelligence community.
- Request that OSD have one single DoD military value data call.
- Request that the ISG name a relational database software program, e.g., Microsoft Access, Oracle, for standard analysis of data across BRAC groups.
- Identification of HSA JCSG manpower and funding requirements.
- Recommendation that a member of the HSA JCSG be part of the COBRA PAT.



John W. McDonald

Deputy Under Secretary of the Army
Chairman, Headquarters & Support Activities Joint Cross-Service Group

Distribution:

Mr. Don Tison, Assistant Deputy Chief of Staff for Programs, G-8, Army
Mr. Bill Davidson, SAF/AA
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