

DCN: 2881

BRAC 2005 Economic Impact Joint Process Action Team

Meeting Minutes of August 19, 2004

The seventh meeting with JPAT 6 on the BRAC 05 Economic Impact Analysis (EIA) took place on August 19, 2004, at the Pentagon. Mr. Mike McAndrew chaired the meeting.

The main items on the agenda were to provide the group with an update on the upcoming Independent Panel Review, review the Air Force's data call regarding mission-based contractors, and provide an update on the Economic Impact Tool (EIT). A summary of the major discussion points and decisions are below.

Independent Panel: Booz Allen briefed the JPAT on the status of organizing the Independent Review Panel (IRP) with respect to the proposed membership, the meeting date, and the venue. Booz Allen recommends conducting the IRP on August 25th depending on the availability of the proposed IRP members. The Chair asked the JPAT to review the draft briefing slides that will be presented to the IRP. Based on the input received from the JPAT members, the Chair will then decide (no later than COB Friday, August 20th) whether to proceed with the Independent Review Panel as proposed.

Data Call for Contractors: The Air Force representative briefed the JPAT on the data call it issued to obtain contractor information (data call # 34. 1 1 8, 1 6-June-04). The intent of the question in the data call was to obtain office or administrative spaces occupied by contractors who provide direct support to the installation's missions and activities. The JPAT concluded that the resulting data does not cover all of the mission-based contractors on an installation, and does not show contractors' functional categories. The group recognized that some contractor's information might not be provided since they may have withheld it as proprietary. As a result, the data call is estimated to cover approximately 80% of the actual contractor information.

The JPAT decided to pose three options to the IRP to help guide a decision for how to address counting mission support contractors as direct employment impacts:

1. Booz Allen to draft a data call document modeled after the one used by the Air Force, and incorporate any additional elements from the Navy's BRAC 95 data call (Data Call 66: Installation Resources).
2. Use available indices or ratios (e.g., contractor dollar value divided by \$125K to estimate FTEs).
3. Do not include contractor information in the Economic Impact Tool relative to direct labor loss.

Economic Impact Tool: Booz Allen briefed the JPAT on two main issues that require resolution before the Economic Impact Tool (EIT) can be completed: data entry for contractor information, and COBRA's export capabilities with EIT. On the issue of contractor data entry, the current assumption is for users to upload a COBRA generated data file containing the scenario specific manpower losses directly into the EIT to calculate the indirect/induced impacts. The following summarizes the steps needed to export COBRA's data for use in running the EIT:

1. All scenario information will be initially entered via the COBRA System (excluding contractors)

2. COBRA scenarios will then be merged using the ADDER System
3. The ADDER system then generates aggregate scenarios and an export file (.EIR file)
4. The EIR file will then be uploaded into the EIT web based system per our previous requirements.

The JPAT expressed concern that these procedures could prove unwieldy for users. The JPAT members experienced with using the COBRA model indicate that if the users are not cautious, subsequent runs of COBRA could overwrite EIR files. The JPAT agreed to have Booz Allen prepare a manual input screen and ask the COBRA JPAT to develop a report providing the data elements needed to input into the EIT.

For JPAT's review at the next meeting, Booz Allen will exhibit the mock-up input screens where users will enter scenario data.

Booz Allen stated that Adobe SVG Viewer would be required in order to view the graphs on the EIT reports. Booz Allen needs to build in a test for each JPAT member to determine if additional access steps are needed (e.g., work with appropriate DoD IT experts to download/install Adobe SVG Viewer). If the SVG Viewer is not able to be loaded by the IT community, Booz Allen will need to know in order to develop an alternate work around.

Internal Control Plan: The JPAT, GAO and DoDIG representatives will continue to review the Internal Control Plan and provide their input to Booz Allen.

Action Items! Next Steps:

- OSD-BRAC to review the briefings for the Independent Panel, and determine the next course of actions (i.e., confirming membership and the meeting date)
- Booz Allen to draft a contractor data call modeled after those used by the Air Force (05) and the Navy (95)
- Booz Allen to demonstrate for JPAT a mock-up input screen of the Economic Impact Tool.
- The JPAT, GAO, and DoDIG will continue providing feedback on the Internal Control Plan.

Approved:



Michael McAndrew
Deputy Director, BRAC
Chairman, Economic Impact JPAT

Attachments:

1. List of Attendees
2. Briefing Slides
3. Air Force BRAC 2005 Data Call Question Regarding Facility Office Space – Contractor

**Meeting 7: BRAC 2005 Economic Impact JPAT
August 19, 2004, Pentagon**

Attendees

JPAT Members:

- Mr. Michael McAndrew, Deputy Director, OSD-BRAC / Chairman
- Army: Maj Dave Smith
- DoN: Jack Leather
- Air Force: Frank Sosa

Other(s):

- GAO: Michael Mahalek
- DoDIG: Lisa Such

Booz Allen Hamilton:

- Veena Murthy: IT Team
- Roger Ramia: IT Team
- Young-Mm Shim: Project Management
- Dave Wilson: Economic Team



BRAC 2005 JPAT 6 Economic Impact

Briefing to the
JPAT 6

19 August 2004



Agenda

- Update on Independent Panel
- Review Air Force's data call on contractor information
- Update on contractor data entry / export capabilities
- Feedback on the Internal Control Plan



Independent Panel Review

■ Proposed Panel Members:

- Prof. Grace Johns: Hazen & Sawyer
- Dr. John Krause: ARD Government Finance Group
- Prof. Adam Rose: The Pennsylvania State University
- Prof. John Petersen: George Mason University

■ Proposed Meeting Date: August 25, 2004 (1-5PM)

■ Proposed Meeting Location: Booz Allen McLean Campus

34.1228 : For this installation, complete the following table with indicated information:
Amplification (Last Update:16-Jun-04)

Recommended Source: Contract Statements of Work or Equivalent

1. Supported Air Force or DoD Organization/Activity (Text)	2. Contractor Full Time Equivalents (FTE) (Count)	3. Administrative Office Space Occupied (SF) (SF)
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Question Amplification

Question 1228. Facility Office Space - Contractor

27-May-04: Original Amplification

Installation's XP or equivalent to answer. Supported Organization/Activity means Wing or equivalent organization size or individual tenant. Spell out acronyms. Include all tenant organizations/activities. At Langley AFB, for example, HQ ACC and 1 FW will have separate lines. At Scott AFB, the 375 AW, HQ AMC, and HQ USTRANSCOM will all have separate lines. Contractor Full Time Equivalents (FTEs) is the number of FTEs providing support to the activity. Include only those contract FTEs who are providing support to installation missions and are occupying space owned or leased by or on behalf of the installation. Administrative office space is the total required for the specified number of contractors. Do not include support contractors who do not require administrative space or whose space is otherwise included in another defined facility requirement, such as a squadron operations facility or avionics maintenance facility. For example, do not include grounds maintenance personnel, but do include any grounds maintenance management contractors for whom the base provides office space.