



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(INSTALLATIONS AND ENVIRONMENT)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

07 April 2004

MEMORANDUM FOR THE CHAIRPERSON, INTELLIGENCE JOINT CROSS SERVICE GROUP

Subj: INTERNAL DISSEMINATION AND EXTERNAL COORDINATION PLANS

Encl: (1) Department of the Navy Intelligence Universe of 29 March 2004
(2) DASN (IS&A) Guidance for IJCSG Capacity Analysis Data Call

Per your 15 March 2004 request for an internal dissemination and external coordination plan, the Department of the Navy (DON) has developed procedures for disseminating and certifying the data call questions as a part of the Base Realignment and Closure (BRAC) process.

Enclosure (1) defines the intelligence universe to which we forwarded the Intelligence Joint Cross Service Group Capacity Analysis Data Call. Enclosure (2) outlines the particular procedures the DON BRAC Infrastructure Analysis Team will employ to ensure data is processed efficiently while simultaneously ensuring its fidelity and security. External coordination will be reviewed and processed on a case-by-case basis.

We look forward to providing the Intelligence Joint Cross Service Group with timely and accurate data that will enable it to proceed with their next stage of analysis.

A handwritten signature in cursive script that reads "Anne Rathmell Davis".

Anne Rathmell Davis
Deputy Assistant Secretary
(Infrastructure Strategy & Analysis)

DON Intelligence Universe

MARINE CORPS INTELLIGENCE ACTIVITY QUANTICO VA

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NAVSECGRUACT MEDINA TX
NAVSECGRUACT NORFOLK VA
NAVSECGRUACT PEARL HARBOR HI
NAVSECGRUACT PENSACOLA FL
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**Deputy Assistant Secretary of the Navy (DASN)
Infrastructure Strategy & Analysis (IS&A)
Guidance for
Intelligence Joint Cross-Service Group (IJCSG)
Capacity Analysis (CA) Data Call**

1. BACKGROUND. BRAC 2005 is a large collaborative effort. The process we will follow must conform to the BRAC law while embracing SECDEF's goal of transforming the Department of Defense (DoD). That goal is to reconfigure our current infrastructure into one in which operational capacity maximizes both warfighting capability and efficiency. The initial capacity data call supporting BRAC 2005 was released on 6 January 2004.

The enclosed Intelligence Joint Cross-Service Group (IJCSG) Capacity Analysis (CA) Data Call is being issued to capture essential information that is classified at a level where it cannot be gathered, certified and consolidated using the normal BRAC procedures. Seventeen intelligence-related questions, designed to identify the physical and functional capacity at the Military Intelligence Organizations and Defense Intelligence Agencies, are being distributed to specific activities.

2. PROCEDURES. The Department of the Navy has been tasked to provide certified data call responses to the DoD Intelligence Joint Cross Service Group (IJCSG) by 14 May 04. A description of the certification chain and timeline are contained in paragraph 4 below. This paragraph addresses how to answer and handle the data call.

PLEASE TAKE THE TIME TO READ THROUGH THE ENTIRE DATA CALL BEFORE ATTEMPTING TO RESPOND TO ANY PARTICULAR QUESTION. Section I is a general overview of the information and data elements to be captured. Section II contains the 17 intelligence questions.

Each question must be reviewed and answered. Please mark the questions that do not pertain to your activity as either "NA" or "NOT APPLICABLE." In the event you need clarification of any issue related to the IJCSG CA Data Call contact the DON BRAC Help Desk at 703-602-6500/6506/6509 or 703-602-3633 (STU III) or via NIPRNET to bracprocess@navy.mil. When calling, state that your question regards the "Intelligence JCSG Capacity Analysis Data Call." While DASN (IS&A) Intelligence Infrastructure Analysis Team (INTEL IAT) may need to coordinate responses and queries with the IJCSG, our goal is to respond to your questions as quickly as possible.

The BRAC process is based on a law that both requires the collection of sensitive information and mandates prescribed deliverables. Consequently, everyone given access to significant elements of information being used in the process must sign Non-Disclosure Agreements. These Non-Disclosure Agreements obligate all personnel with access to BRAC information to share such information only with other authorized personnel.

Access to completed documents (e.g., data call responses, attachments, etc.) is restricted

to those individuals who have a signed BRAC Non-Disclosure Agreement on-file with the DON BRAC Office. However, this does not preclude commanders from collecting information using command personnel. Remember, every effort must be made to restrict access to those with a need to know.

Classified data will be handled in accordance with DoD regulations for classified material. Each activity will classify every data element it provides. Unclassified information must be indicated as (U) or (FOUO). All classified responses to the data call and requests for information will be provided using DoD approved means. Every effort should be made to provide complete responses at the lowest level of classification possible. Protecting our information during the internal DoD review and analysis is critical to both the integrity and fairness of the process. Continue to minimize the transfer of BRAC information via unsecured e-mail (NIPRNET).

The IJCSG CA Data Call is in Word Document format. Activities must answer all questions and fill in data tables, per the IJCSG CA Data Call Instructions.

3. SUBMISSION. Upon completion of the IJCSG CA Data Call, each Activity Certifier shall sign the “BRAC 2005 CERTIFICATION” statement provided with the data call package. Questions, answers and certification shall be submitted to the next organization in the certification chain as described in the following paragraphs. Each activity shall retain a copy of their data submission on file, and should ensure that the data and documentation upon which data call responses are based is segregated, cataloged and maintained in an easily accessible manner and held until directed otherwise by higher authority. Only those personnel who have signed a DON BRAC Non-Disclosure Agreement shall certify data. Only certified data will be used to develop DON BRAC 2005 recommendations. The signing of the certification letter shall constitute a representation that the certifying official has reviewed the information and either (1) personally vouches for its accuracy and completeness or (2) has possession of, and is relying upon, a certification executed by a competent subordinate.

The questions and answers contained in the IJCSG CA Data Call shall be submitted to the next activity in the certification chain as a Word Document. Also, each activity shall submit the signed certification “BRAC 2005 CERTIFICATION” statement in Adobe PDF format. Both files shall be transmitted via JWICS or other appropriate means as required by the classification level of questions and answers.

Higher echelons must also certify data. If changes to the data are made, the certifying official making the change is required to draft an explanatory document identifying the change(s) and provide a brief rationale (one complete document per activity). Information copies of changed documents along with justification of changes must be passed up the certification chain, as well as back down to the originating activity.

4. CERTIFICATION CHAIN AND TIMELINE. The certification chain for the IJCSG CA data call is provided below along with suspense dates. The Navy and Marine Corps review process requires various levels of review, so it is imperative that the suspense dates be met. Responses should be provided as soon as possible to facilitate

meeting follow on BRAC requirements.

- NCIS submit response to UNSECNAVAASUSN (POC Priscilla Liverpool, 703-693-0986, SIPRNET Liverpool.Priscilla@cno.navy.smil.mil) by 21 Apr 04. UNSECNAVAASUSN does not have JWICS connectivity, therefore respond via SIPRNET if classification allows. If response cannot be sent over SIPRNET, coordinate delivery method with POC above.
- Naval Security Group Activities (NSGAs) submit responses to COMNAVSECGRU (POC Mr. Charlie Viars, 240-373-3081, JWICS cgviars@nsa.ic.gov) by 21 Apr 04.
- Marine Corps Intelligence Activity submit response to Director of Intelligence, Headquarters Marine Corps (POC LtCol David Benhoff, 703-602-0934, JWICS benhoffda@hqmc.nmic.ic.gov) by 28 Apr 04.
- UNSECNAVAASUSN submit response to DASN (IS&A) INTEL IAT (POC LCDR Bernie Bossuyt, 703-602-6365, SIPRNET Bossuyt.Bernard@cno.navy.smil.mil) by 28 Apr 04. UNSECNAVAASUSN does not have JWICS connectivity, therefore respond via SIPRNET if classification allows. If response cannot be sent over SIPRNET, coordinate delivery method with POC above.
- COMNAVSECGRU and Office of Naval Intelligence (ONI) submit response to DASN (IS&A) INTEL IAT (POC LCDR Bernie Bossuyt, 703-602-6365, JWICS bossuyb@nmic.ic.gov) by 28 Apr 04.
- INTEL IAT will provide responses to OPNAV N4 or HQ USMC I&L no later than 01 May 04 for their certification no later than 08 May 04.
- INTEL IAT will coordinate DASN (IS&A) certification of responses for further analysis by the Military Departments and the DoD Intelligence Joint Cross Service Group (IJCSG) no later than 14 May 04.

5. CLOSING. Your cooperation and effort are extremely important and are greatly appreciated. Thanks again for your support.