



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
11000
LF
29 MAR 2004

MEMORANDUM FOR ASSISTANT SECRETARY OF THE NAVY
(INSTALLATIONS AND ENVIRONMENT)

Subj: COORDINATION OF ISG MEETING MINUTES FOR 9 JAN 2004
AND 30 JAN 2004

Ref: (a) DUSD (I&E) Memorandum of Mar 12, 2004

1. The reference requests review and concurrence in the Infrastructure Steering Group (ISG) minutes for the meetings held on 9 and 30 January 2004. While I was unable to be present for either meeting, the back-briefs I received from those who attended in my absence corroborate the subject minutes. I, therefore, concur in both reports.

2. I am concerned regarding the administrative time that elapsed between the conduct of the meetings and the provision of the draft minutes for review. I request OSD be asked to make a greater effort to deliver draft minutes to ISG principals within a week of each meeting.

A handwritten signature in black ink, appearing to read "W. L. Nyland".

W. L. NYLAND
Assistant Commandant of the
Marine Corps