



DCN: 10973

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

20 April 2004

MEMORANDUM FOR DIRECTOR, OSD BRAC OFFICE

SUBJECT: Department of the Navy Comments on the ISG Meeting Minutes for January 9 and January 30, 2004

Per the DUSD (I&E) tasking memo of 12 March 2004, the following comments are provided on the subject minutes:

General

1. As noted in the attached ACMC comments of 29 March 04, it is difficult to do a substantive review on minutes after almost two months has elapsed. A more preferable method would be to include the draft minutes in the read-ahead for the next ISG meeting, so the minutes could be reviewed and approved as part of the ISG deliberative session.
2. The Process Overview chart is misleading in that it ties the timeline to a general process line that is not sequentially accurate. It appears from the timeline that both the Military Departments and the JCSGs have completed capacity analysis. Given where we are now, the timeline looks as if we are almost finished with military value analysis. In fact, we issued the capacity data call and have completed data collection, and are about to do the same with military value. The analysis of both capacity and military value remain to be conducted. Recommend the Process blocks be broken down differently (e.g., Capacity Data Call/Collection, Military Value Data Call/Collection, Capacity Analysis, Military Value Analysis, Scenario Development) and aligned with the timeline so there is no misunderstanding on the part of the JCSG or ISG principals.

9 January Minutes

1. Page 2, 2nd paragraph: The discussion revolved around the words "operational training" and "tactical training," which appeared to mean different things to various ISG members. Is it worth adding those phrases to this paragraph to clarify what is meant by "terms used in the debate"?
2. Page 2, 2nd paragraph, line 8: minor typo. Change wording to say "to describe" or delete the word "to at the end of line 7.

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30 January Minutes

1. Page 2, 1st paragraph, line 3: minor typo. Either delete the word “that” or delete the word “to” before “change.”



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

Attachments
ACMC Comments



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