

BRAC 2005 Economic Impact Joint Process Action Team

Meeting Minutes of October 7, 2004

The tenth meeting of JPAT 6 on the BRAC 05 Economic Impact Analysis (EIA) took place on October 7, 2004. Mr. Mike McAndrew chaired the meeting. The list of attendees is attached.

The main items on the agenda were to discuss and agree on a projected timetable for completing development of the Economic Impact Tool (EIT) and provide the status of developing the multipliers for use in the EIT. The briefing slides used for this meeting are attached.

Economic Impact Tool (EIT): Booz Allen presented the following timetable for completing and testing the Economic Impact Tool (EIT).

Target Dates (2004)	Actions
Oct 11-15	Tool 90% complete. Data: Continue collection and QA/QC
Oct 19-22	Live data gathered and pre-processed
Oct 25 – Nov 5	Internal (Booz Allen) user testing
Nov 8	User acceptance testing

Note: Dates assume timely resolution of data QA/QC issues.

Booz Allen reported that they have obtained the necessary economic data from the applicable authoritative sources (e.g., the Bureau of Labor Statistics and the Bureau of Economic Analysis). They are now conducting a quality assurance/control review of the data for accuracy and consistency. Once all of the data is QA/QC'd, it must then be processed for inclusion in the EIT. ¹

With respect to the user acceptance testing, JPAT 6 members suggested combining, as much as practicable, the internal (i.e., Booz Allen) testing with the JPAT 6 user acceptance testing (i.e., a group of users to be nominated by the Services and the OSD BRAC office). The intent is to compress the timeframe for completing the tool, especially to meet the current targets of scenario-based data calls currently planned for the first week of November.

¹ The BLS and BEA list their data by county, and in nominal dollars. The "processing" is getting the county-level data into a form that can be rolled up into the ROIs correctly, as well as deflating monetary data into real 2003 dollars. A more common database term for this is "transforming." The economic impact analysis team also has to address some formatting issues prior to the IT team's rollup, such as changing "(N)"s to zeros, and correctly assigning historical data to counties that have been created, sliced up, or deleted during the time interval of our analysis.

Update on Multipliers: The economic team has obtained the industry multiplier data from IMPLAN and the military occupational data (by county and duty station) from the Defense Manpower Data Center (DMDC). Steve Reardon from DMDC has been extremely helpful in obtaining the necessary occupational data. The economic team is targeted to complete the development of the 3 multipliers (military, civilian/contractor and students) for each region of influence by October 22nd. The JPAT members agreed that, for truly military unique duties, the selection of multipliers will be based more on income levels than on similar industry activities.

The JPAT asked the Booz Allen team, when preparing its final report documenting the process/procedures for developing the EIT, to discuss the difference between the multipliers used in BRAC 95 compared to those being developed for the BRAC 2005 round. Specifically, that the selection and mapping of employment multipliers are more customized and tailored to local communities, thereby adding greater specificity to measuring economic impact.

Contractor Data Call: JPAT 6 reviewed a revised draft language to be included in the scenario data call to capture contractor mission support numbers associated with individual scenarios. Any additional comments or suggested changes are due by October 13th. Absent input from members, the Chair will assume concurrence and proceed to issue the data call to the Military Departments and Joint Cross-Service Groups for inclusion in scenario data call questionnaires.

Next Steps/Actions:

- Booz Allen to start User Acceptance Testing by October 22nd
- OSD BRAC Office and Services to provide names for the EIT User Acceptance Testing
- OSD BRAC Office to provide information on Authorized Manpower (2005) for all of the bases
- JPAT to provide any additional comments on the Internal Control Plan
- Booz Allen to draft the BRAC 2005 Policy Memo for JPAT's review

Approved: _____


Michael McAndrew
Deputy Director, BRAC
Chairman, Economic Impact JPAT

Attachments:

1. List of Attendees
2. Briefing Slides
3. Revised Question Regarding Counting Mission Contractors

**Meeting 10: BRAC 2005 Economic Impact JPAT
October 7, 2004, Pentagon**

Attendees

JPAT 6 Members:

- Mr. Michael McAndrew, Deputy Director, BRAC / Chairman
- Army: MAJ Dave Smith
- Navy: Mr. Chris Sosa for Mr. Jack Leather
- Air Force: Mr. Frank Sosa

Other(s):

- GAO: Charles Perdue
- OSD-BRAC: David Asiello
- OSD-BRAC: Alex Yellin

Booz Allen Hamilton:

- Michael Berger: Project Management
- Veena Murthy: IT Team
- Young-Min Shim: Project Management



BRAC 2005 JPAT 6

Economic Impact

Briefing to the
JPAT 6

7 October 2004



Agenda

- Timetable and Updates for Economic Impact Information Tool
- Status of multiplier effort
- Draft Language for Contractor Data Call
- Data needed from Military Services



Timetable for Economic Impact Tool

Target Dates*	Actions
Oct. 11 to 15	Tool 90% complete Data: continue collection & QA/QC
Oct. 18 to 22	Live data gathered and pre processed
Oct. 25 to Nov. 5	Internal user testing
Nov. 8+	User acceptance testing

* *Dates assume timely resolution of data QA/QC issues*



Status of Multiplier Effort

- Industry data obtained from IMPLAN
- DMDC provided occupation data by county of duty station*
 - Used to weight industries in IMPLAN data
 - Will result in multipliers for each county weighted by military occupations for that county
- Developing 3 multipliers for each ROI: military, civilian & contractor, students
- Target completion October 22

* *Steve Reardon of DMDC has been exceptionally helpful.*



Other

- Distribute paper with definition of contractor positions to be included in data calls
- Need from Military Departments & OSD:
 - Volunteers for user acceptance test
 - Authorized manpower by base
 - Comments on draft Internal Control Plan
 - Meeting dates with leadership (DASs, ISG, IEC)

Draft deliberative document
Do not release under FOIA

Draft Language for Scenario Base Contractor Data Call

Report the number of *contractor mission support employees* that would be *directly* affected by the proposed BRAC action.

Definition: “Contractor mission support employees” are contractor employees who perform one or more of the *military* missions on the base, and whose work tasks are virtually identical to government civil servants or military personnel. Such mission support contractors provide direct support to the installation mission, and typically occupy working space at the installation. Be sure to include mission support contractors that meet the definition but do not have fixed working space at the base.

When counting mission support contractors, determine the number of full time equivalents (FTE). FTE is defined by 8 hours of work per working day.

Do Not Include: Following types of contractor personnel *should not* be included because they do not fit the definition of *contractor mission support employees*: Contractors for Base Sustainment or Base Operations Support (BOS), such as grounds keeping, facilities maintenance, plumbing, and general purpose utility work, and non-appropriated fund employees. (These personnel do not perform *military* missions. Their economic impact will be estimated separately as part of the BRAC 2005 economic impact methodology.)