**DEPARTMENT OF THE NAVY**
OFFICE OF THE SECRETARY
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WASHINGTON, DC 20350-1000

07 Dec 04

MEMORANDUM FOR ACTING UNDER SECRETARY OF DEFENSE (ACQUISITION, TECHNOLOGY AND LOGISTICS)

Subj: INFRASTRUCTURE STEERING GROUP (ISG) MEETING MINUTES (AUGUST-NOVEMBER 2004)

Ref: (a) USD(AT&L) memos of 16 Nov 04 and 23 Nov 04

As requested by reference (a), I have reviewed the subject minutes for the 27 August, 10 September, 24 September, 1 October, 8 October, 15 October, 5 November, and 19 November ISG meetings. I am responding on behalf of the DON ISG members.

I have no substantive objections to the minutes; they adequately capture the subjects covered in the meetings. As written, however, the minutes tend to minimize description of the discussions that occurred during the deliberative sessions. Additionally, many of the decisions attributed to the ISG as a body might more appropriately be characterized as direction by the ISG Chair. These two elements taken together result in a set of minutes that may not fully display the level of involvement of the other ISG members.

I recommend consideration of these comments in preparation of future ISG minutes. Thank you for the opportunity to comment on these minutes.

Anne R Davis

Anne Rathmell Davis
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for Base Realignment and Closure