

PROCEDURE FOR CLASSIFIED/CLOSED MEETINGS

1. Minutes shall be kept of all executive sessions. All documents considered in connection with any action shall be identified in such minutes.
2. The agency shall make promptly available to the public the minutes unless such testimony, as the agency determines, is classified under 552(b) (c)(1) of the Sunshine Act.
3. Presiding officer must certify attendance form. Return to Counsel.
4. General Counsel must write memo for the record explaining justification.
5. Documents 3, 4 must be maintained by Counsel.
6. Counsel must maintain a record of meetings closed and open (tally).

DEPARTMENT OF DEFENSE
DEFENSE BASE CLOSURE AND REALIGNMENT COMMISSION
CY1993 Report of Closed Meeting of the
Defense Base Closure and Realignment Commission
under Section 10(d)
Federal Advisory Committee Act

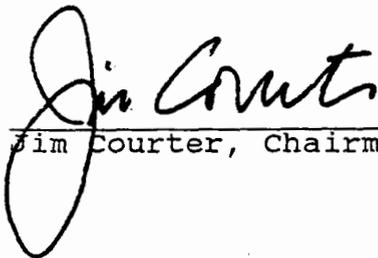
The Commission held a closed meeting on March 29, 1993 at 2:00 p.m. at the Commission's offices at 1700 N. Moore Street, Suite 1425, Arlington, Virginia, 22209.

The entire meeting was closed to the public. The information presented was of a national security nature where classified information was presented.

In accordance with 5 U.S.C. section 552b subsection (c)(1) of the Government in the Sunshine Act the meeting was closed to the public.

There were no written reports presented to the Commission during the meeting or in advance of the meeting.

The meeting consisted of a briefing by Office of the Secretary of Defense officials regarding the Logistics Institute at Monterey, California. There was no action taken by the Commission at the closed session.


Jim Courter, Chairman

3/25/94
Date

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MEMORANDUM

TO: Commissioners Bowman, Johnson, Stuart
From: Matt Behrmann
Date: May 20, 1993
Re: Classified briefing on Vint Hill Farms, VA

The Chairman will be receiving a classified briefing on the activities conducted at Vint Hill Farms, Virginia on May 28, 1993. Overall classification of the briefing will be Secret. The session will be conducted in the Commission Conference Room from 12:00 to 12:15 PM.

If your schedule permits, you are invited to participate. Please let me know if you will be attending.

CF:
Director of R&A
Director Congressional Liaison
General Counsel



ADMINISTRATION
AND MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1950



February 2, 1993

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARY OF DEFENSE (COMMAND, CONTROL,
COMMUNICATIONS, AND INTELLIGENCE)
ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT
AND PERSONNEL)
ASSISTANT SECRETARY OF DEFENSE (HEALTH AFFAIRS)
ASSISTANT SECRETARY OF DEFENSE (PUBLIC AFFAIRS)
DIRECTOR, DEFENSE ADVANCED RESEARCH PROJECTS AGENCY
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY
DIRECTOR, DEFENSE INTELLIGENCE AGENCY
DIRECTOR, DEFENSE NUCLEAR AGENCY
DIRECTOR, NATIONAL SECURITY AGENCY
DIRECTOR, STRATEGIC DEFENSE INITIATIVE ORGANIZATION

SUBJECT: Reports of Closed Meetings of Federal Advisory Committees

Under section 10(d) of Public Law 92-463, "The Federal Advisory Committee Act," Federal Advisory Committees which held closed meetings, either totally or partially, are required to prepare an annual report giving a summary of their activities and such related matters as would be informative to the public, consistent with section 552b(c), Title 5, U.S.C.

It is requested that you prepare a report for each Federal Advisory Committee or subcommittee which held a closed or partially closed meeting in CY 1992. The reports should be prepared in accordance with the attached instructions and submitted in an original and eight copies not later than COB March 2, 1993.

Please ensure that each report is signed by the chairperson of the advisory committee and contains the specific Title 5 citation for the closed meeting. Copies of these reports will be filed with the Library of Congress, as required by Public Law 92-463.

If there are any questions regarding this requirement, please contact Hank Gioia at 695-4281.

D. O. Cooke
Director

Attachment

AQ 0015493

**INSTRUCTIONS FOR PREPARATION OF ANNUAL
REPORT OF CLOSED MEETINGS/ACTIVITIES
OF FEDERAL ADVISORY COMMITTEES**

1. A separate report shall be prepared for each Federal Advisory Committee and subcommittee for each meeting which was closed, either totally or partially, to public attendance during CY 1992. Do not report any meeting which was totally open to the public.

2. Each report shall be prepared in narrative form and shall include, as a minimum, the following items of information regarding each closed portion of a meeting:

-- The date and place of the meeting.

-- What portion of the meeting (by time and agenda item) was closed to the public, and the provision(s) of 5 U.S.C. 522b(c) cited to authorize the closure.

-- The title or topic of all reports, records, or other information (written or oral) presented to the advisory committee during the meeting, provided in advance to the members in preparation for the meeting.

-- An appropriate description of any actions taken at the closed session, to include any reports or recommendations made to a DoD official. It would also be appropriate to include the disposition of any such report or recommendation.

3. Each report shall be typed on plain bond paper, under the following heading:

DEPARTMENT OF DEFENSE
(Name of Organization)
CY 1992 Report of Closed Meetings of
(official name of advisory committee, underlined)
under Section 10(d)
Federal Advisory Committee Act

4. Each report must be signed by the chairperson of the advisory committee.

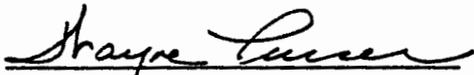
Please refer to this number
when responding 930329-6

March 25, 1993

Memorandum for the Record:

I certify that, due to the classified nature of the information that the Commission has requested, the meeting on March 29, 1993 at 2:00 p.m. may be properly closed.

This action is taken in accordance with sec. 2902 (2)(a) of the Defense Base Closure and Realignment Act of 1990 (P.L. 101-510) and 5 U.S.C. sec. 552(b) (c) (1) of the Government in the Sunshine Act.



Wayne Purser
Security Officer



Mary Ann Hook
Acting General Counsel

25 MAR 1993

Date



ACQUISITION

OFFICE OF THE UNDER SECRETARY OF DEFENSE

WASHINGTON, DC 20301-3000

February 8, 1993

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Reports of Closed Meetings of Federal Advisory Committees

The attached Director, Administration and Management memorandum dated 2 February 1993, subject as above, requests reports for each Federal Advisory Committee or subcommittee holding closed or partially closed meetings in CY 1992.

Please prepare original and nine copies according to attached instructions and forward to this office NLT 1 March 1993.

Please direct any questions to Ms. Cindy Kestner at (703) 695-4893, Mr. Hank Gioia at (703) 695-4281, or the undersigned at (703) 695-2525.

37023 Fax

C

A handwritten signature in cursive script that reads "B. A. Reese".

B. A. Reese
Director for Administration

Attachment



**DEFENSE BASE CLOSURE
AND REALIGNMENT COMMISSION**

Suite 1425
1700 North Moore Street
Arlington, Virginia 22209

FAX COVER SHEET

DATE: 29 FEB 1993

TO: OUSD (A&F)
ATTN: Cindy KESTNER

FROM: Col. Wayne Purser, USAF, Senior Military Executive

FAX #: (703) 693-7023

NUMBER OF PAGES (including cover): Two (2)

COMMENTS:

Cindy—

PER YOUR REQUEST.
I'LL MAIL ORIGINAL if you
NEED it, OTHERWISE I'LL SAVE
the taxpayers the postage.

IF YOU HAVE TROUBLE RECEIVING THIS FAX PLEASE CALL 703-696-0504.

Wayne



DEFENSE BASE CLOSURE AND REALIGNMENT COMMISSION

1700 North Moore Street
Suite 1425
Arlington, Virginia 22209

JIM COURTER, CHAIRMAN

February 23, 1993

Ms. Cindy Kestner
Office of the UnderSecretary of
Defense for Acquisition
The Pentagon
Washington, D.C. 20301

Dear Cindy:

Per your February 8th memo and our February 23 telecon regarding closed meetings, this memo is to officially notify you that the Defense Base Closure and Realignment Commission held no closed meetings during CY92.

This memo submitted is submitted in accordance with law, Public Law 92-463, "The Federal Advisory Committee Act."

If you have any questions or need for further information, please don't hesitate to give me a call here at the Commission (703) 696-0504.

Sincerely,


WAYNE PURSER, COL. USAF
Senior Military Executive

DISTRIBUTION LIST:

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DEFENSE POLICY ADVISORY COMMITTEE ON TRADE (DPACT)
ADVISORY GROUP ON ELECTRON DEVICES (AGED)
FEDERAL ADVISORY BOARD FOR ADA (ADA BOARD)
DEFENSE BASE CLOSURE & REALIGNMENT COMMISSION
STRATEGIC ENVIRONMENTAL RESEARCH & DEVELOPMENT PROGRAM SCIENTIFIC
ADVISORY BOARD (SERDP SAB)
DEFENSE SYSTEMS MANAGEMENT COLLEGE BOARD OF VISITORS
DOD ADVISORY COMMITTEE ON STREAMLINING & CODIFYING ACQUISITION LAW
DOD GOVERNMENT-INDUSTRY COMMITTEE ON TECHNICAL DATA
JOINT ADVISORY COMMITTEE ON NUCLEAR WEAPONS SURETY
DOD CHLOROFLUOROCARBON (CFC) ADVISORY COMMITTEE

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DEFENSE BASE CLOSURE
AND REALIGNMENT COMMISSION

Suite 1425
1700 North Moore Street
Arlington, Virginia 22209

FAX COVER SHEET

DATE: March 25, 1994

TO: CINDY KESTNER

FAX #: 703 695-4893

FROM: M. HOOK

NUMBER OF PAGES (including cover): TWO

CONTENTS:

Closed meeting report.
I will mail the original.

Thank you—
M. Hook

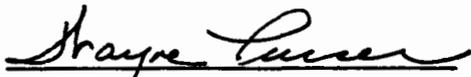
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