

M E M O R A N D U M

March 17, 1993

To: All Staff  
From: Mary Ann Hook *MAH*  
Deputy General Counsel  
Subject: Receipt of Information

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The Commission is legally required to deliver all certified data to the Congress within 24 hours of receipt from: the Secretaries of the military departments, heads of Defense agencies and each person whose duties consist of substantial involvement in the preparation of information concerning the closure or realignment of military installations - as determined by OSD.

You can tell the data is certified if it has a letter of certification which should be the first page of the document. The letter will read that "the certified information is accurate and complete to the best of the person's knowledge and belief."

When one of the above required parties delivers information to the Commission and/or staff, Toby must be immediately - within minutes - notified. I strongly urge that we do not pick-up data ourselves but rather have OSD and parties covered above deliver the data to us formally at Commission offices.

OSD has committed to delivering three copies - one for us and two for Congress. If you do not receive three copies notify Toby of this fact immediately.

NOTE: ALL INFORMATION RECEIVED BY THE COMMISSION STAFF IN AN OFFICIAL OR UNOFFICIAL CAPACITY MUST BE ROUTED THROUGH EXEC SEC FIRST. THERE ARE NO EXCEPTIONS.

DRAFT

M E M O R A N D U M

TO: Matt Behrmann  
Jamie Gallagher

FROM: Mary Ann Hook *Ma*

DATE: March 9, 1993

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I have contacted the Senate and House clerk's offices to obtain the proper procedures for sending our certified copies of DoD data to the Hill in compliance with our statute.

The statute provides that:

... the information shall be submitted by the Commission to the Senate and the House of Representatives to be made available to the Members of the House concerned in accordance with the rules of that House. That information shall be submitted by the Commission within 24 hours after the submission of the information to the Commission.

I suggest the following procedures for compliance:

- 1) Date and time stamp all certified information received from DoD by the Commission. Encourage DoD's delivery during normal business hours when possible.
- 2) Deliver copies with our date and time stamp, to the Speaker of the House Tom Foley and to the President of the Senate Al Gore at their offices in the Capitol.
- 3) I suggest we adopt the business hours of the Congress for determining the delivery time since otherwise the offices will not be open to verify our delivery. There are no official hours of the Congress. However, it is reasonable to adopt normal business hours of Monday through Friday, 9:00 am to 5:00 pm. Saturday and Sunday are not business days. The 24 hour period can be interpreted to run during business hours only. (Unless DoD has established a different policy.) I recommend we be as ambitious as possible.

In accordance with House and Senate procedures, the BRAC data will be logged in with the Speaker/President of the Senate. (I suggest we work out a procedure where they stamp it upon delivery.) The data will eventually be delivered to the "appropriate committees" - which will probably be the SASC and the HASC. This process may take one to four days on average.

We are not mandated to deliver to the House or Senate Armed Services Committees. Although, per discussions with Jamie, we may adopt a policy to deliver to them.

M E M O R A N D U M

March 17, 1993

To: Jamie Gallagher  
From: Mary Ann Hook, Deputy General Counsel  
Subject: Delivery to Congress

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Speaker Foley's Office is Room 204 of the Capital. The speaker's office will deliver it to the parliamentarian who will in turn deliver to the HASC. Susan Moos is the A.A. The receiver of the data will depend on who is at the front desk. Charles Robin is one person.

Vice President Gore's office is 212 of the Capital. The same procedure is followed for delivery to the Parliamentarian and SASC. Heather Marabeti is one administrative person who will sign.



DEFENSE BASE CLOSURE AND REALIGNMENT COMMISSION

1700 North Moore Street, Suite 1425

Arlington, Virginia 22209

(703) 696-0504

JIM COURTER, CHAIRMAN

March 16, 1993

We the undersigned do hereby accept, in its entirety, the information provided by the Defense Base Closure and Realignment Commission in accordance with Public Law 101-510, as amended, the "Defense Base Closure and Realignment Act of 1990", and do hereby accept responsibility for its transmission in accordance with the rules of the United States Congress:

Office of Speaker of the House

3-16-93 9:30 a.m.

Date/Time of Delivery

JOHN SULLIVAN

Name of Receiver

(Printed)

J Sullivan

Signature

TOBY G. MESSITT

Commission Staff Member

Toby G. Messitt

Signature

Office of President of the Senate

3-16-93 10:40am

Date/Time of Delivery

Heather M. Marabeti

Name of Receiver

(Printed)

Heather M. Marabeti

Signature

TOBY G. MESSITT

Commission Staff Member

Toby G. Messitt

Signature

UNCLASSIFIED

Certification

The Base Closure Executive Group (BCEG) was chartered by the Secretary of the Air Force (SECAF) to advise and assist him in selecting bases to be recommended for closure or realignment under the Defense Base Closure and Realignment Act of 1990. The BCEG oversaw the process of collecting, verifying, and analyzing data for use by SECAF. In doing so, it ensured that the Air Force Internal Control Plan was adhered to at all levels, and that SECAF's guidance was properly carried out.

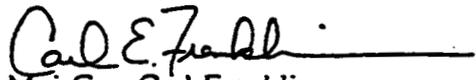
Accordingly, each of the undersigned members certifies that all information contained in the Air Force Detailed Analysis and all supporting data submitted herewith is accurate and complete to the best of his knowledge and belief:

NAME:

DATE:

  
Mr James Boatright  
Co-Chairman

2/22/93

  
Maj Gen Carl Franklin  
Co-Chairman

2/22/93

  
Mr Gary Vest

2/22/93

  
Maj Gen Pat Condon

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Mr John Beach

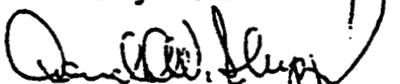
2/23/93

  
Mr Alan Olsen

22 Feb 93

  
Mr Gary Flora

2/25/93

  
Brig Gen Donald Shepperd

25 Feb 93

1700 North Moore Street, Suite 1425  
Arlington, Virginia 22209  
(703) 696-0504

M E M O R A N D U M

TO: Matt Behrmann  
Jamie Gallagher

FROM: Mary Ann Hook  
Toby G. Messitt

DATE: March 12, 1993

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This memorandum has three parts: A) Legal requirements and policy, B) Step-by-step process, C) Sample form for implementation.

A. Legal Requirements and Policy

The Senate and House clerk offices provided the Commission with the proper procedure for sending certified copies of data to Congress in compliance with our statute.

The statute provides that:

... the information shall be submitted by the Commission to the Senate and the House of Representatives to be made available to the Members of the House concerned in accordance with the rules of that House. That information shall be submitted by the Commission within 24 hours after the submission of the information to the Commission.

I suggest the following procedures for compliance:

1) Date and time stamp all certified information received from DoD and other required entities. Director of the Office of the Executive Secretariat for the Commission will oversee and be responsible for the date/time stamping and delivery of all certified documents. The Director will log all documents, fill out the form (see III of this memo) and obtain receipts of signatures from Congress.

2) The Commission encourages DoD and other required entities to deliver during normal business hours when possible.

3) Copies with our date and time stamp will be delivered to the Speaker of the House, Tom Foley, and to the President of the Senate, Al Gore, at their offices in the Capitol.

4) The business hours of the Congress will be used for determining the 24 period for determining delivery time. Otherwise, the offices will not be open to verify our delivery. There are no official hours of the Congress. However, it is reasonable to adopt normal business hours of Monday through Friday, 9:00 am to 5:00 pm. Saturday and Sunday are not business days. The 24 hour period can be interpreted to run during business hours only. (Unless DoD has established a different policy or Congress is in session.) I recommend the Commission be as ambitious as possible, for example, deliver to the Congress if both Houses are in late session and we are able to make the delivery.

5) In accordance with House and Senate procedures, the data will be logged in with the Speaker/President of the Senate. A "letter of receipt" will be signed upon delivery of the documents to Congress and retained for the Commission's records.

6) The Speaker and President will eventually deliver the data to the Parliamentarian who will deliver it to the "appropriate committees" -- probably the SASC and the HASC. This process may take one to four days on average.

7) The Commission is not mandated to deliver to the House or Senate Armed Services Committees.

March 10, 1993

MEMORANDUM TO PRINCIPAL STAFF

From: Matt Behrmann

Regarding: DoD Certification

Per our discussion at this morning's staff meeting I contacted Mr. Dave Berteau (OSD P&L), regarding OSD certification. The following questions were asked and answered.

Question #1      How will OSD distinguish between certified and non-certified material?

Answer #1        Everything compiled or generated solely for base-closure study and recommendations will be certified. Items requested that are not part of base-closure studies may come over as not certified. Some existing studies might be requested, and they would not be anticipated to be certified.

Question #2      What information coming over to the Commission on Friday, Saturday or Monday will be certified?

Answer #2        A major summary report (1991 buff book) when it comes over will not be certified. It wasn't signed in 1991 and will not be certified in 1993. The list, the recommendation and all back-up data (regardless of when it will be transferred) will be certified.

Question #3      Who is establishing policy for OSD to the Services distinguishing for future requests of information - Communications that must and must not be certified?

Answer #3        OSD P&L has put that guidance aside for a few days (probably until Monday or Tuesday) and will work it out later with Counsel. He did not give me a contact point but assured me that the guidance would make it easy for the Services or any other party) to distinguish material requiring certification from that which does not.  
STAND BY !!!

Question #4      How will the list be conveyed on Friday, and can we get a full report sometime over the weekend.

Answer #4 : Mr. Berteau reiterated what we already know.

1. A list will come as Chapter 4 of the 1991 buff book -- his estimate: 120 to 140 pages.
2. We still expect some sort of more extensive: "non-certified" report over the weekend (hopefully early on Saturday).

Question #5 Can we expect copies of testimony from Aspin, Powell, et al before Monday?

Answer #5 OSD P&L is only going to begin putting his statement together tomorrow. If he can get us a copy at any point during the weekend he will. He is sympathetic to our predicament.

OFFICE OF THE DIRECTOR OF THE EXECUTIVE SECRETARIAT

POLICY AND PROCEDURES MANUAL

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The office of the Executive Secretariat (ExecSec) has overall responsibility for establishing correspondence management policy (in conjunction and with approval of the Executive Director) and publishing guidance for the Defense Base Closure and Realignment Commission (DBCRC). All incoming and outgoing material, classified and unclassified, directed to the DBCRC or any of its employees, direct-hires and detailees, must be processed through the ExecSec. All service and inter-agency teams, departmental directors and congressional liaison/representatives should establish channels and procedures to this end.

ExecSec is responsible for the receipt, analysis and action assignment of all material and is further responsible for assigning suspense dates, tracking actions and entering all items into the Executive Correspondence Tracking System (ECTS). The paper flow through ExecSec is designed to be a well-disciplined, orderly operation that contributes to the overall mission, effectiveness and efficiency of the DBCRC. This routing system will enable ExecSec to review all items for errors in grammar, punctuation, spelling and content (when appropriate).

As the designated and official keeper of all records for the DBCRC and, given the public law mandate for openness, it is absolutely critical that all information be processed through the ExecSec. This includes all letters and information received by a specific individual, either staff member or commissioner, at the official DBCRC address or during meetings, base visits and regional (public) hearings.

PROCEDURES FOR ORIGINATING CORRESPONDENCE

A "HOLDING" directory has been created within the ExecSec main directory (currently under H:MESSITT\DOC\HOLDING....) with a concurrent subdirectory for the Army, Navy, Air Force, Inter-Agency Issues teams as well as the R&A staff (Director and Deputy), Director of Congressional Liaison, Press Secretary, General Counsel and Administration. All correspondence created (inspired!) within the DBCRC and originating from one of the aforementioned offices should be saved in the appropriate "HOLDING" directory when it is ready for final format.

All documents should be placed in the "HOLDING" directory no later than 3:00pm each day for next day, 9:00am mailing. ExecSec will check each of the "HOLDING" directories at 3:00pm to finalize and format all outgoing correspondence for the day. Exceptions will of course be allowed as special circumstances arise, but all