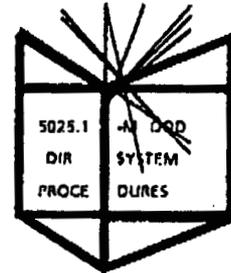




OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
CORRESPONDENCE AND DIRECTIVES DIRECTORATE
DIRECTIVES DIVISION
ROOM 2A286, THE PENTAGON
WASHINGTON, DC 20301-1155
Office Phone (703) 697-4111 Fax Phone (703) 614-8532

FACSIMILE TRANSMITTAL SHEET



TO: Wayne Purser

ORGANIZATION: Defense Base Closure Commission

OFFICE PHONE: _____

FAX PHONE: x60550

COMMENTS: Sir, pages 8-8 through 8-11
explain what should be put into a
notice and page 8-15 is an example
of how a notice should appear in
typed format. These pages are from
the DoD Directives System Procedures (5025.1-M)
Manual, Chapter 8.

FROM: Patricia Toppings

NO. PAGES SENT: 6
(Including Cover)

DATE: 2-1-93
TIME: _____

(2) The DoD Components should submit draft changes to rule documents to the OSD FRLO who shall review the changes for compliance with Federal Register format and requirements. The draft changes shall be returned to the DoD Components for final preparation for publishing in the Federal Register.

E. NOTICE DOCUMENTS

Notice documents are announcements published in the Federal Register to provide information of public interest. Notice documents do not contain regulatory text, impose requirements with general applicability and legal effect, or affect a rulemaking proceeding. However, some notice documents are required to be published by law.

1. Types of Notice Documents

a. Meetings. A notice of a meeting shall be published 15 working days before the meeting; allow an additional 5 working days for the OSD FRLO processing of the notice to the Office of the Federal Register.

(1) Open Meetings. Meetings that allow public attendance.

(2) Closed Meetings. Meetings that restrict attendance for reasons of national security. These meetings may be wholly or partially closed to the public, in coordination with the OGC, DoD, using a determination document that cites the legal authority to justify the closure. Determinations to close meetings shall be in writing, including the legal authority citation and a summary of meeting activities, and coordinated by the OGC, DoD. The notice of the meeting and the determination shall be submitted to the OSD FRLO for publication.

(3) Sunshine Act Meetings (See subsection E.3., below.)

b. System of Records. Notices of system of records shall be submitted in Federal Register format to the Staff Director, Defense Privacy Office (DPO), ODA&M, for forwarding to the OSD FRLO for publication.

c. Establishment and Renewal of Advisory Committees. Notices of the establishment and renewal of advisory committees shall be prepared in Federal Register format by the DoD Committee Manager, O&MP, ODA&M, and forwarded to the OSD FRLO for publication.

d. Public Information Collection Requirements. Notices of public information collection requirements shall be prepared by the DIOR, WHS, and forwarded to the OSD FRLO for publication.

e. Executive Documents. When the President issues a proclamation or memorandum for the Secretary of Defense stating that all or portions of the memorandum must be published in the Federal Register, the original memorandum must be forwarded to the OSD FRLO for conversion to Federal Register format and publication.

2. Format for Notice Documents. The DoD Components shall prepare notice documents using the Federal Register format arranged in the following order (and as shown in figure 8-3):

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a. The words "DEPARTMENT OF DEFENSE" must be typed in full capitalization as the first entry and two lines below type in initial capitalization "Office of the Secretary of Defense."

b. Title. Identify the name of the meeting or intent of the notice; e.g., "DoD Advisory Committee Meeting."

c. Agency. Use the name of the originating OSD Component; e.g., "AGENCY: Defense Science Board."

d. Action. Identify the document category; e.g., "ACTION: Notice of meeting."

e. Summary

(1) State briefly what action is being taken, why the action is necessary, and the intended effect of the action. Indicate whether the meeting will be opened or closed; if closed, give good reason and cite the applicable law. Extensive discussion should be under the supplementary information caption.

(2) A typical summary appears as follows:

"SUMMARY: The Defense Science Board Task Force announces a closed session meeting. The purpose of the meeting is to advise the Under Secretary of Defense (Acquisition) on scientific and technical matters of the Department of Defense. The Task Force will review flight test plans of bomber aircraft with emphasis on program costs. In accordance with section 10(d) of the Federal Advisory Committee Act, Public Law 92-463, as amended (5 U.S.C. App. II (1982)), it has been determined that these Task Force meetings concern matters listed in 5 U.S.C.552b(c) (1) (1982), and that, accordingly, these meetings will be closed to the public."

f. Date or Date and Time. Give the date or date and times of the meetings; e.g., "DATE: The meeting will be held at 0830, Tuesday, January 18, 1990."

g. Address. Give the address of the meeting; e.g., "ADDRESS: The meeting will be held at Building 4, Fort Belvoir, Virginia."

h. For Further Information Contact. Provide the name, complete mailing address, and telephone number (including area code) of a person who can answer questions about the notice; e.g., "FOR FURTHER INFORMATION CONTACT: Jerome Bishop, Office of the Assistant Secretary of Defense (Public Affairs), Room 9B808, The Pentagon, Washington, DC 20333, (703) 844-9521."

i. **Supplementary Information.** Provide the remainder of any necessary information. It should contain any authority citation or Federal Register citation to a previously published notice.

3. **Sunshine Act Meetings.** Sunshine Act notices of meetings must be provided to the OSD FRLO by noon of the day before publication in the Federal Register. These notices must state "Sunshine Act Notice" in the upper right corner of the document to distinguish it from other notices, and use the special formats in paragraphs E.3.a. through c., below.

a. **Format 1.** Announcement of a meeting that is opened or closed to the public, using the following captions:

(1) Agency.

(2) Time and date.

(3) Place.

(4) **Status.** Under this caption, indicate whether the meeting is opened or closed to the public.

(5) Matters to be considered.

(6) Contact person for more information.

b. **Format 2.** Announcement of a meeting partially open and partially closed to the public, using the following captions:

(1) Agency.

(2) Time and date.

(3) Place.

(4) **Status.** Indicate that parts of the meeting will be open to the public. The rest of the meeting will be closed to the public.

(5) Matters to be considered.

(a) Portions opened to the public.

(b) Portions closed to the public.

(6) Contact person for more information.

c. **Format 3.** Announcement of a change to a previously announced meeting, using the following captions:

(1) Agency.

- (2) Federal Register citation of a previous announcement.

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- (3) Previously announced time and date of the meeting.
- (4) Changes in the meeting.
- (5) Contact person for more information.

4. The Signature Block for Notice Documents. Leave line space for the signature and name of the OSD FRLO and type the following signature block (do not place the signature block on a separate page):

"OSD FEDERAL REGISTER LIAISON OFFICER
Department of Defense"

5. Changes to Notice Documents. Changes to notice documents usually consist of the agency name, action, and summary as follows:

"Defense Science Board Task Force on Strategic Lights; Change in Date and Location of Meeting

ACTION: Change and location of advisory committee meeting notice.

SUMMARY: The meeting notice for the Defense Science Board Task Force on Strategic Lights scheduled for February 20, 1990, as published in the Federal Register (Vol. 54, No. 248, Page 8888, Thursday, December 9, 1989, FR Doc. 89-2222), will be held on March 2, 1990 at ONO Corporation, Columbia, Maryland."

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DEPARTMENT OF DEFENSE

Office of the Secretary

**AGENCY: Defense Advisory Committee
on Women in the Services (DACOWITS)**

ACTION: Notice of Conference

SUMMARY: Pursuant to Public Law 92-463, notice is hereby given of a forthcoming semiannual conference of the Defense Advisory Committee on Women in the Services (DACOWITS). The purpose of the Conference is to assist the Secretary of Defense on matters about women in the Services. Conference sessions will be held daily and will be open to the public.

DATES: October 21-24, 1990

ADDRESS: Sheraton Colorado Springs Hotel, 2886 South Circle Drive, Colorado Springs, Colorado, unless otherwise noted in the agenda.

FOR FURTHER INFORMATION CONTACT: Lieutenant Colonel Mary C. Pruitt, Director, DACOWITS and Military Women Matters, Office of the Assistant Secretary of Defense (Force Management and Personnel), the Pentagon, Room 3D769, Washington, DC 20301-4000; telephone (703) 697-2122.

SUPPLEMENTARY INFORMATION: Members of the public will not be permitted to attend the official Office of the Secretary of Defense (OSD) luncheon, reception, and dinner. All business sessions, including the Executive Committee meetings, will be open to the public.

Figure 8-3. Notice document

FEB 02, 1993

DEPARTMENT OF DEFENSE (DoD)

Office of the Secretary

AGENCY: Defense Base Closure and Realignment Commission
(a Presidentially appointed commission separate
from and independent of DoD)

ACTION: Notice of General Business Meeting

SUMMARY: Pursuant to Public Law 101-510, the Defense Base Closure and Realignment Commission announces a general business meeting. The purpose of this meeting is to discuss administrative matters relating to the conduct of the Commission process of deliberating DoD recommendations for installation closures/realignments.

DATE: February XX, 1993 from 10:00 AM-1:00 PM.

ADDRESS: The Defense Base Closure and Realignment Commission, 1700 North Moore Street, Suite 1425, Arlington, Virginia 22209. The office is located on the 14th floor of the Rosslyn Center, the highrise office building immediately above the Rosslyn Metrorail Station.

FOR FURTHER INFORMATION CONTACT: Mr. Cary Walker, Director, Public Affairs, at the above named office or telephone (703) 696-0504 or fax (703) 696-0550.

SUPPLEMENTARY INFORMATION: This is the first business meeting of the 1993 Defense Base Closure and Realignment Commission. Discussion will concern pay and benefits, travel, short- and long-term schedules and other topics of a purely administrative nature. There will be no deliberations on base closings at this time. This session is open to the public on a first-come-first-served basis due to the limited space of the Commission conference room. *space*

MATT / CAROLINE -
This is a notional FED REG input in proper format for your review/comment.

Shayne



DEFENSE BASE CLOSURE AND REALIGNMENT COMMISSION

1700 North Moore Street
Suite 1425
Arlington, Virginia 22209

JIM COURTER, CHAIRMAN

COMMISSIONERS:

March 8, 1993

MEMORANDUM FOR DIRECTIVES DIVISION, WASHINGTON HEADQUARTERS
SERVICES. ATTN: LINDA BYNUM
Subject: Federal Register Input

This letter is to officially request Federal Register publication of forthcoming hearings of the Defense Base Closure and Realignment Commission.

I will serve as the Commission Federal Register POC, so please feel free to contact me at 703-696-0504 if you need any other information.

Thanks for your help.

Sincerely,


Wayne Purser, Col, USAF
Senior/Military Executive

March 8, 1993

DEPARTMENT OF DEFENSE (DoD)

Office of the Secretary

AGENCY: Defense Base Closure and Realignment Commission
(a Presidentially appointed commission separate
from and independent of DoD)

ACTION: Notice of Investigative Hearings

SUMMARY: Pursuant to Public Law 101-510, the Defense Base Closure and Realignment Commission announces a series of Washington, D.C.-based investigative hearings. The general purpose of these hearings is for the Commission to interact with key policy makers within both government and the private sector as a prelude to beginning independent review and analysis of base closure and realignment recommendations from the Secretary of Defense. The specific dates and general topics follow:

- March 15 • SECDEF presents closure/realignment recommendations.
 - Chairman, JCS discusses the recommended closures/realignments as they relate to force structure plan and overall national defense strategy.
 - Service secretaries present views/methodology for service selection process.
(2118 Rayburn House Office Building)
- March 16 • Assistant Secretary of Defense for Production and Logistics presents testimony on overall DoD policies and methodology of selection process.
 - Assistant service secretaries present testimony on detailed selection process.
(2118 Rayburn House Office Building)
- March 22 • Environmental issues testimony by OSD, Service, and industry experts.
(1100 Longworth House Office Building)
- March 29 • Testimony on the base closure account, installation disposal/reuse, budget impact, and perspective of former leaders in the area of public policy.
(1100 Longworth House Office Building)
- April 5 • Strategic defense and chemical weapons issues, military family and retiree issues.
(1100 Longworth House Office Building)
- April 12 • Economic and industrial-base issues.
(1100 Longworth House Office Building)

Each hearing is planned for an all-day session beginning at

10:00 AM. The room number and building for each date are annotated in parentheses.

FOR FURTHER INFORMATION CONTACT: Mr. Tom Houston, Director, Communications, at (703) 696-0504 or fax (703) 696-0550.

SUPPLEMENTARY INFORMATION: Changes to the above schedule will be published in the Federal Register as soon as known by the Commission. Please call the Commission point of contact to confirm dates, times, and locations prior to hearing(s). Less than 15 days notice is being given for the March 15-16 hearings due to final Senate Confirmation of Commissioners was not possible until March 4, 1993.



DEFENSE BASE CLOSURE AND REALIGNMENT COMMISSION
1625 K STREET, N.W. SUITE 400
WASHINGTON, D. C. 20006-1604
202-653-0823

JIM COURTER, CHAIRMAN

COMMISSIONERS:
WILLIAM L. BALL, III
HOWARD H. CALLAWAY
GEN. DUANE H. CASSIDY, USAF (RET)
ARTHUR LEVITT, JR.
JAMES SMITH II, P.E.
ROBERT O. STUART, JR.

March 16, 1993

MEMORANDUM FOR DIRECTIVES DIVISION, WASHINGTON HEADQUARTERS
SERVICES. ATTN: LINDA BYNUM
Subject: Federal Register Input.

This letter is to officially request Federal Register publication of a change to the March 29th hearing location of the Defense Base Closure and Realignment Commission.

As the Commission Federal Register POC, please feel free to contact me at (703)696-0504 if you need any other information.

Thanks for your help.

Sincerely,

Wayne
Wayne Burser, Col, USAF
Senior Military Executive

DEPARTMENT OF DEFENSE (DoD)

Office of the Secretary

AGENCY: Defense Base Closure Commission and Realignment Commission
(a Presidentially appointed commission separate from and
independent of DoD)

ACTION: Change of Hearing Location

SUMMARY: Pursuant to Public Law 101-510, as amended, the Defense Base Closure and Realignment Commission announces a change to the location of the March 29, 1993 investigative hearing concerning issues of base disposal and reuse, budget impact, and base-closure accounting.

The new hearing location is 2118 Rayburn House Office Building, corner of Independence and New Jersey Avenues, Washington, D.C. Start time remains 10:00 am for this planned all-day session.

FOR FURTHER INFORMATION CONTACT: Mr. Tom Houston, Director of Communications at (703)696-0504. Please contact the Commission to confirm last minute changes in dates, times, and locations of all upcoming hearings.