

BRAC 2005 Economic Impact Joint Process Action Team

Meeting Minutes of October 28, 2004

The 12th meeting of JPAT 6 on the BRAC 05 Economic Impact Analysis (EIA) took place on October 28, 2004, at Booz Allen’s Crystal City (Crystal Square-2) office. Mr. Alex Yellin chaired the meeting.

The main purpose of the meeting was to demonstrate the Economic Impact Tool (EIT) that is scheduled to launch a beta version on November 8, 2004. Prior to the EIT demonstration, Booz Allen circulated the final draft of the contractor data call (copy attached to the minutes). A draft of the DoD Policy guidance on applying the economic impact criterion will be sent to the JPAT members for review by close of business today.

Economic Impact Tool (EIT): EIT is on track to launch its beta version on November 8, 2004. Some data are still pending from the Services (e.g., authorized manpower for 2005 for each base), and some are still undergoing quality reviews (QA/QC). The beta version will include all of the basic functionalities identified and requested to date. During the course of the demonstration and ensuing discussions, the following list of items has been identified as major additional features and functionalities for the tool. A more detailed working list of items to be changed, resolved or developed (i.e., a priority list of fulfilling requirements) will be circulated to JPAT 6 and OSD-BRAC staff.

- Create a field called “OSD Scenario Code”
- Identify the group that owns the scenario
- Develop a capability to associate users with a group that determines scenario visibility
- Only allow user from scenario owner group to edit scenario
- Provide the capability (as an option) to make scenarios visible to other groups (as Read Only)
- Provide the capability (as an option) to allow scenarios to be “rolled up” with scenarios developed by other Services/DoD Components
- Develop a new module to allow multiple scenarios to be rolled up into a single report by action, base, or ROI.

Multiple BRAC 2005 Actions in the same ROI: The group had a lengthy discussion of the iterative processes that would be needed to address the economic impact of multiple BRAC actions within the same ROI, especially those emanating from different BRAC organizations (i.e., Military Departments and Joint Cross Service Groups. Although there was agreement that such an iterative process would be required, the specific details of the process were not clear to the JPAT members.

Engaging DoD Inspector General: Booz Allen repeated the need to engage the DoD Inspector General (DoDIG) and the General Accountability Office (GAO) as JPAT 6 finalizes the methodology for the economic impact analysis, and prepares to launch the associated IT tool. Booz Allen will work with the DoDIG representative to schedule briefing meetings.

Next Steps/Actions:

- Booz Allen to launch EIT (beta version) on November 8, 2004
- OSD BRAC Office to provide information on Authorized Manpower (2005) for all of the bases

Approved:  _____
Alex Yellin
Acting Chairman, Economic Impact JPAT

Attachments:

1. List of Attendees
2. Final Draft of Contract Data Call

**Meeting 12: BRAC 2005 Economic Impact JPAT
October 28, 2004, Booz Allen – Crystal City Office (C-2)**

Attendees

JPAT 6 Members:

- Army: MAJ Dave Smith
- Navy: Jack Leather
- Air Force: Frank Sosa

Other(s):

- GAO: Charles Perdue
- DoDIG: Lisa Such
- OSD-BRAC: Alex Yellin

Booz Allen Hamilton:

- Michael Berger: Project Management
- Veena Murthy: IT Team
- Roger Ramia: IT Team
- Young-Min Shim: Project Management
- David Wilson: Economic Team

**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. Examples of mission support contractors include intelligence analysts, technicians, aircraft, ship, vehicle, or weapon system maintenance staff and information technology specialists; the key factor must be that mission support contractors perform the same missions tasks as military personnel or civilian employees.

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.)