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**STANDARD OPERATING PROCEDURES  
SUPPLY AND STORAGE JOINT CROSS-SERVICE GROUP  
BASE REALIGNMENT AND CLOSURE 2005**

## **1. PURPOSE**

This document provides the standard operating procedures (SOPs) for safeguarding sensitive information of the Supply and Storage Joint Cross-Service Group (S&S JCSG) in support of the Base Realignment and Closure 2005 (BRAC 2005) process.

For the purposes of this SOP, **“Sensitive information” includes but is not limited to; data call field activity responses, information dealing with scenarios, possible alternatives, recommendation candidates and military scoring plans.**

All individuals working within or providing support to the S&S JCSG will be required to sign a non-disclosure agreement.

The procedures described herein are effective upon receipt of the designated signatures. Actions taken by S&S JCSG personnel prior to receiving this signed document are exempt from the procedures described herein.

## **2. REFERENCES**

Defense Base Closure and Realignment Act of 1990 (Public Law 101-510, as amended).

Memorandum, Secretary of Defense, November 15, 2002, Subject: Transformation Through Base Realignment and Closure.

Message, Secretary of Defense, February 13, 2003, Subject: Public Affairs Guidance (PAG) – Transformation Through Base Realignment and Closure (BRAC 2005).

Memorandum, Under Secretary of Defense (Acquisition, Technology, & Logistics) (USDAT&L), April 16, 2003, Subject: Transformation Through Base Realignment and Closure (BRAC 2005) Policy Memorandum One – Policy, Responsibilities, and Procedures. Includes Appendix B, Office of the Secretary of Defense Internal Control Plan for the 2005 Base Realignment and Closure Process.

Message, Secretary of Defense, November 20, 2003, Subject: Public Affairs Guidance (PAG) – Transformation Through Base Realignment and Closure (BRAC 2005).

## **3. OFFICE SECURITY**

The following office spaces are identified as primary and alternate locations for discussion and conduct of S&S JCSG related activities:

- a. 1560 Wilson Boulevard, Suite 900, Arlington, Virginia 22209 (Primary)
- b. S&S JCSG Principal offices and S&S JCSG Executive Committee member offices (Alternate)
- c. 2E827 Pentagon and related Joint Staff J4 spaces (Alternate)

Physical security for the Arlington location: The entrance to the Arlington office space is secured by a lock on the main access door. Electronic access is via badges that are issued and controlled by the Building Office Manager. There is a clean desk policy requiring JCSG members to ensure that prior to leaving for the day, all controlled documents are returned to the storage cabinet, desks are cleared of sensitive information, office windows are closed and the individuals are properly logged off of their computer.

Visitors to S&S JCSG office spaces will be escorted. BRAC 2005 related information is provided on a need to know basis only. Signing a non-disclosure agreement does not guarantee an individual access to all S&S JCSG information. Stop and question unescorted strangers and report suspicious activity immediately.

Cell phones are permitted in designated office spaces as long as they cannot transmit pictures. Personal Digit Assistants (PDAs) are also allowed if they are not capable of wirelessly transmitting data.

#### **4. COMPUTER SECURITY**

Desktop computers are provided in the Arlington office spaces. These computers are password protected. Passwords should not be written down or shared.

All S&S JCSG members will ensure that they safeguard electronic sensitive information on their computers. This includes ensuring computers are locked and incapable of use by unauthorized individuals should the owner leave the immediate JCSG work area. Microsoft software provides the capability to engage the screensaver and automatically lock the computer after a designated number of minutes. All JCSG members should set this feature to automatically lock their computer if it is left unattended for five minutes.

The S&S JCSG Secretariat or his designated representative is the only individual authorized to transport data storage devices (e.g., laptop computer, zip/floppy disk, etc.) into or out of designated JCSG office spaces. This procedure may be necessary to support briefings to JCSG principals during Pentagon meetings or move sensitive data between office locations. If exercised, this process will be strictly controlled to ensure information security and protection of data throughout. This authorized exception to policy provides necessary flexibility to the JCSG and may be preferred over transmitting sensitive information between locations via email.

## 5. SENSITIVE INFORMATION CONTROL

All sensitive information produced by or submitted to the S&S JCSG will be assigned sequential control numbers. The S&S JCSG Security Manager will maintain a document log containing the control number, copy number (copy 1 of N copies if applicable), title and type of document, subject, date, signature of the person accessing the information and when returned. S&S JCSG members should work with a copy of the original data call material (also a controlled document). The original being stored and not used to ensure its original integrity is protected. Controlled documents may not be copied except by the S&S JCSG Security Manager and may only used in a designated JCSG office spaces.

Access to sensitive information and other BRAC-related materials is restricted to those individuals who have a signed non-disclosure agreement on file with S&S JCSG and have a need to know. Sensitive information and other deliberative documents will be treated as CLOSE HOLD and maintained in the S&S JCSG secure office space. Authorized individuals who must remove a document or other materials from S&S JCSG secure office space will coordinate its removal with the Security Manager and sign for the material per internal procedures.

The following is a quote from Policy Memorandum One, referenced in paragraph two: “To protect the integrity of the BRAC 2005 process, all files, sensitive information and materials relating to that process are deemed deliberative and internal to DOD. All requests for release of BRAC 2005 data and materials, including those under the Freedom of Information Act, received prior to the Secretary of Defense forwarding his realignment and closure recommendations to the Commission shall be forwarded to the DUSD(I&E).”

Everyone involved in the BRAC 2005 effort must use every precaution to prevent the improper release of, or access to, BRAC 2005 information. Not only is access restricted to those individuals officially approved to take part in the BRAC 2005 process, care must also be taken to avoid inadvertent dissemination of such information through verbal conversation, facsimile, e-mail, or other electronic communication means. Inappropriate disclosure of BRAC 2005 information by an S&S JCSG member may result in disciplinary action. (Please see #10 Use of E-mail and #13 Office Procedures for Correspondence.)

In the event a JCSG member discovers that sensitive information or deliberative documents have been misplaced or are otherwise unaccounted for they will immediately institute the following actions.

- a. Notify the S&S JCSG Security Manager. The Security Manager will quickly determine the nature and extent of the incident and what sensitive information or controlled documents are in question.
- b. JCSG Security Manager notifies the JCSG Executive Secretary or his designated representative. Concurrent with this notification JCSG members conduct detailed searches of all spaces, desks, cabinets, etc. in an effort to locate missing items.

- c. S&S JCSG Executive Secretary notifies the JCSG Chairman and discusses details of the incident. They determine next course of action including possible notification of OSD BRAC Office. If JCSG Chairman is not immediately accessible the Executive Secretary will use his best judgment as to notification of OSD BRAC Office.

## **6. SENSITIVE INFORMATION STORAGE**

The primary physical location for use and storage of sensitive information is the S&S JCSG federal government office spaces in Arlington. Sensitive information should not leave this site on a regular basis. When sensitive information is moved to an alternate location, the JCSG member transporting it must adhere to the following:

- a. Keep sensitive information concealed while in transit between locations.
- b. The JCSG member transporting the sensitive information assumes responsibility for its custody.
- c. Sensitive documents that are removed from JCSG office spaces at the Arlington site will be checked out in accordance with paragraph 5 and be returned the same day unless overnight custody/alternate storage is coordinated with the S&S JCSG Security Manager in advance.

### **Storage Containers:**

- a. Physical container(s): Lockable file cabinets will be used to store source sensitive information.
- b. Information Technology container(s): The dot mil server is password protected. The necessary system administrators and S&S JCSG staff have access to the server. There is intrusion detection at the WHS Backbone level and System Administrators perform periodic log reviews to ensure no unauthorized access.

## **7. E-MAIL AND FACSIMILES**

Use of e-mail (SIPR or NIPR) to transmit S&S JCSG or any BRAC 2005-related sensitive information is prohibited. Use of e-mail is permitted from a dot Mil to a dot Mil unclassified server transferring administrative (non-sensitive) information (e.g., meeting agendas, question development or miscellaneous notes). However, these emails can only be transmitted between S&S JCSG members who have completed NDA's on file with the Secretariat.

The use of facsimile machines to transmit sensitive information is not permitted. Other administrative information may be faxed to authorized recipients. For all faxes, care will be taken to ensure that a trusted agent monitors the facsimile machines during transmission and receipt. The individual sending the facsimile must first call the recipient to ensure that the

recipient will monitor transmission. After transmission, the sender must call and confirm receipt of the facsimile.

## **8. MINUTES AND RECORD KEEPING**

The S&S JCSG Principals will make all deliberative decisions at the S&S JCSG Principal meetings, not at the subgroup level. Minutes for all JCSG Principal meetings will be signed by the Chairman of the S&S JCSG and maintained in an approved secure office space. Minutes of subgroup or team meetings are not required. If minutes are taken for subgroup or team meetings, the original will be maintained in the secure office space. S&S JCSG minutes will record attendance, date/time/location of the meeting, a high-level synopsis of the topics discussed, unresolved issues, and all decisions and recommendations. A literal transcript of the meeting is not required. The OSD BRAC office will also maintain a copy of these minutes.

The S&S JCSG Secretariat will develop and maintain records in a timely manner of all of the following types of information:

- a. Signed Nondisclosure Agreements.
- b. Descriptions of how S&S JCSG BRAC 2005 policies, analyses and recommendations were made.
- c. Minutes of all Principal Meetings of the S&S JCSG.
- d. All data, information, and analyses considered in making S&S JCSG BRAC 2005 recommendations.
- e. Listing of all S&S JCSG members and titles.

## **9. AUTOMATED TOOLS AND OPEN SOURCE DATA**

Any formula based tool that is developed for analyzing data must be reviewed and approved for use by the DOD Inspector General prior to use.

Open source data published in regulations, standards and orders that is produced to control the administration and efficient operation of the Services and the Defense Logistics Agency is deemed reasonable for use in the BRAC process. However, base realignment and closure recommendations will be based solely on information that is certified as accurate and complete to the best of the certifier's knowledge and belief. Open source information does not require the same degree of handling and security as does sensitive information.

During the S&S JCSG BRAC 2005 process, studies and reports that originated outside the process may be brought to the attention of the S&S JCSG. While these studies may be useful in assessing data and making recommendations, no data from such studies may be accepted without clear approval by the DOD Inspector General office.

## 10. OFFICE PROCEDURES FOR CORRESPONDENCE

All printed material is considered deliberative in nature and must be safeguarded.

All correspondence will contain the following information in the header or footer:

Draft Deliberative Document – For Discussion Purposes Only  
Do Not Release Under FOIA

Or

Deliberative Document – For Discussion Purposes Only  
Do Not Release Under FOIA

For sensitive information requiring controlled storage, the header or footer will also contain the version number and date that will be updated each time the document is changed.

## 11. PUBLIC AFFAIRS GUIDANCE (PAG)

This guidance supplements the OSD PAG dated 13 February 2003, subject: Public Affairs Guidance (PAG) – Transformation Through Base Realignment and Closure (BRAC 2005). Chair of the S&S JCSG subgroup will take all press, public, or Congressional inquiries, without comment, and forward with proposed answers to the S&S JCSG chair. Forwarded inquiries should include the publication name, reporter's name, and deadline.

If the inquiry is from the public, the recipient should determine the questioner's name, contact information and if the inquiry is on behalf of an organization. If applicable, obtain the name of the organization the questioner represents.

The BRAC 2005 round of analyses will elicit significant congressional interest. All congressional requests and communications will be forwarded to the OSD Legislative Affairs Office for response to ensure that consistent information is provided to the Congress.

Changes to this Standard Operating Procedure may be needed periodically throughout the BRAC 2005 process. The Chairman, Supply and Storage Joint Cross-Service Group must approve all changes.



GORDON S. HOLDER, VADM, USN  
Chairman, Supply and Storage Joint Cross-Service Group  
March 31, 2004



## DEFENSE LOGISTICS AGENCY

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8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221

27 Oct 04

MEMORANDUM FOR RECORD TO STANDARD OPERATING PROCEDURES  
SUPPLY AND STORAGE, JOINT CROSS-SERVICE GROUP  
BASE REALIGNMENT AND CLOSURE 2005 DATED MARCH 31, 2004  
AMENDMENT 2

From: Chairman, Supply and Storage, Joint Cross-Service Group  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES SUPPLY AND STORAGE  
JOINT CROSS-SERVICE GROUP BASE REALIGNMENT CLOSURE 2005

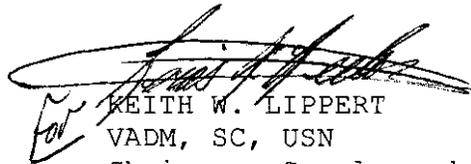
1. Purpose. To direct pen change to the basic Standard Operating Procedures (SOP).

2. Action

a. On page 2, section 7, paragraph 3, add the following after the sentence "This procedure may be necessary to support briefings to JCSG principals during Pentagon meetings or move sensitive data between office locations."

"It may also be necessary to support offsite briefing and analyses at designated facilities (e.g., DLA, Contractor, LMI, AMC, etc)."

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Standard Operating Procedures (SOP).



KEITH W. LIPPERT  
VADM, SC, USN  
Chairman, Supply and Storage, Joint  
Cross-Service Group

Copy to:  
File  
Supply and Storage,  
Joint Cross-Service Group

October 20, 2004

MEMORANDUM FOR RECORD

SUBJECT: Amendment of Standard Operating Procedures (SOP) for the Supply and Storage Joint Cross-Service Group (S&S JCSG) Base Realignment and Closure (BRAC) 2005, Dated March 31, 2004

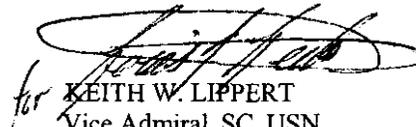
The S&S JCSG SOP, dated March 31, 2004, requires revision as agreed upon in an office call held on October 15, 2004, between the Department of Defense Inspector General (DOD IG) senior representative, Ms. Nancee Needham, and the executive secretary of the S&S JCSG, Col Neeley. The amendment is necessary to facilitate the timely submission of data associated with the Cost of Base Realignment and Closure Actions (COBRA) efforts undertaken by the S&S COBRA team. The DOD IG recommends that the SOP be revised to achieve the 48-hour turn-around time for S&S reports submission to OSD associated with COBRA data runs.

The following portion of the S&S JCSG SOP, dated March 31, 2004, is amended: Section 7, second paragraph (pages 4 and 5), "E-Mail and Facsimiles." The revised text for the second paragraph in Section 7 follows:

The use of facsimile machines to transmit sensitive information is not permitted with the exception of S&S JCSG Cost of Base Realignment and Closure Actions (COBRA) related sensitive information. COBRA information is permitted to be transmitted in facsimile to other Department of Defense organizations with a need to know; however, the following procedures must be accomplished. The procedure will be handled like a "Classified Facsimile" in which the cover/header sheet for the facsimile will clearly depict: "Draft Deliberative Document—For Discussion Purposes Only—Do Not Release Under FOIA." For all facsimiles, care will be taken to ensure that trusted agents monitor the facsimile machines during transmission and receipt of COBRA information.

The individual sending the facsimile must first call the recipient to ensure that the recipient will monitor the transmission. After transmission, the sender must call and confirm receipt of the facsimile. The transmission of the material will be logged and the log will be maintained by the S&S JCSG Security Manager.

S&S JCSG will adopt this procedure immediately and ensure all relevant parties are notified of the revision to the SOP. These procedures are adopted with the clear intent to safeguard BRAC 2005 information and to enhance the necessary data processes by S&S JCSG and its colleagues. My Points of Contact for this matter are Colonel Louis Neeley, USAF, S&S JCSG Executive Secretary, at (703) 696-9401 x236, Lieutenant Colonel William Dasch, USA, S&S Executive Officer, at (703) 696-9401 x285, or Master Gunnery Sergeant Eugene Adams, USMC, at (703) 696-9401 x292.

  
for  
KEITH W. LIPPERT  
Vice Admiral, SC, USN  
Chairman, Supply and Storage,  
Joint Cross-Service Group