



Reply ZIP Code:
20318-4000

June 4, 2004

MEMORANDUM FOR ARMY BRAC DEPUTY ASSISTANT SECRETARY
NAVY BRAC DEPUTY ASSISTANT SECRETARY
AIR FORCE BRAC DEPUTY ASSISTANT SECRETARY
DEFENSE LOGISTICS AGENCY BRAC OFFICE

SUBJECT: Supply and Storage Joint Cross Service Group (S&S JCSG) Data
Clarification Procedures

In his May 28 2004 memorandum, the Chairman of the Infrastructure Steering Group (ISG) tasked each JCSG to establish procedures to raise and track problems identified in capacity data. Our JCSG has completed reviewing the initial set of capacity data and is prepared to provide a by-activity, by-question listing to each Service and the DLA BRAC Office to assist in fixing problem data. We believe the enclosed procedures, together with weekly reconciliation meetings between representatives from our JCSG and your office, will assist in improving the overall quality of the data. Without improvements in the capacity data we will be unable to meet the ISG's established date of 28 June 2004 for submission of the final report.

We look forward to working closer with your office as we move through data collection into the scenario development and analysis phases of the 2005 BRAC process.

A handwritten signature in black ink, appearing to read "G. S. Holder".

G. S. HOLDER
Vice Admiral, USN
Director for Logistics, J-4
Chairman, Supply and Storage, Joint
Cross-Service Group

Enclosure: SOP for Requesting Data Clarification

cc: Chairman, ISG
JCSG Chairmen
Director, OUSD BRAC Office

Draft Deliberative Document-For Discussion Purposes Only

Do Not Release Under FOIA

**Supply and Storage Joint Cross Service Group (S&S JCSG)
Standard Operating Procedures (SOP) for Requesting Capacity Data Clarification**

1. PURPOSE

Initial capacity data provided by each of the Services and the Defense Logistics Agency (DLA) is either missing, incomplete or the responses are inconsistent with other data. This necessitates immediate action by the S&S JCSG and respective Services and DLA to ensure that data is complete and accurate. This document outlines general procedures the S&S JCSG will use to request clarification for capacity data (Data Call #1). The S&S JCSG will use these procedures as a guide to interface with the Service and DLA Offices.

2. CLARIFICATION PROCESS & POINTS OF CONTACT

The following responsibilities and supporting information will guide S&S JCSG requests for clarification of unanswered and partially answered questions, or for data that appears illogical given the context of the question.

- S&S JCSG Capacity Analysis Team
 - Specifically identify (by activity and question) the data clarification requirement; establish a data delivery due date (date at which time updated data is to be available in the OSD BRAC master database); document requests for clarification using the S&S JCSG Data Clarification Tool (auditable internal control procedures refer to figure 1-1 for an example) and assign clarification request a “type of data problem” category as follows:
 - Activity has resources, but no throughput
 - Activity has throughput, but no resources
 - Answer appears either out of range or suspect
 - No data provided
 - Numbers appear “rolled up” / potentially representing more than 1 activity
 - Clarification of Response
 - Others
 - Electronically forward the request for clarification to the appropriate Service/DLA BRAC Representative.
 - The primary S&S JCSG POC for data clarification requests is the respective Service or DLA principal. Their POC for day- to-day communications

**Supply and Storage Joint Cross Service Group (S&S JCSG)
Standard Operating Procedures (SOP) for Requesting Capacity Data Clarification**

between the S&S JCSG and the respective BRAC Office is their 06 representative to the JCSG. Each S&S JCSG principal will be provided a weekly update on the status of pending/resolved data clarification requests. The executive secretary will provide the Chairman S&S JCSG an overall status report. A summary of the actual flow of data clarification requests and supporting related information is as follows:

- S&S JCSG 06 transmits data clarification request to their respective Service/DLA BRAC Office (the S&S JCSG Principal is made aware of pending requests through a weekly status report)
 - The data issue identified on the clarification request is resolved by the BRAC Office or the S&S JCSG 06 provides the details of remaining issues to their Service/DLA principal
 - S&S JCSG Service or DLA principal, working with their respective Service/DLA BRAC Office, resolves the data issue or identifies continuing problem to Chairman S&S JCSG
 - Chairman S&S JCSG identifies the issue to the OSD BRAC Office so that it can be presented to the ISG for resolution
- Air Force: Send all clarification requests to AF BRAC Help Desk via e-mail to af.brachelpdesk@pentagon.af.mil. The Help Desk is responsible for reviewing, coordinating, tracking, and changing the data through established adjudication process. The SAF/IEBB Helpdesk Personnel contacts include:
 - Mr Martin Bullock: 703-692-5122
 - Mr Bob Tuck: 703-692-5123
 - Ms Paula Loomis: 703-692-9514
 - Mr Chuck Meshako: 703-692-5124
 - Mr Roy Murray: 703-692-5121
 - Army BRAC Office representatives are:
 - Ms. Kathleen Manners, 703-696-9786, kathleen.manners@army.pentagon.mil

**Deliberative Document – For Discussion Purposes only
Do Not Release Under FOIA**

**Supply and Storage Joint Cross Service Group (S&S JCSG)
Standard Operating Procedures (SOP) for Requesting Capacity Data Clarification**

- LTC Ronald Pulignani, 703-588-0568,
ronald.pulignani@army.pentagon.mil
- Mr. Jim Folk, 703-588-0567,
james.folk@us.army.mil
- Mr. Larry Wright, 703-696-9588,
larry.wright@army.pentagon.mil
- Navy BRAC Office representatives are:
 - CDR Steve Frake, 703-602-6456,
steven.frake@navy.mil
 - CDR Kelvin Goodwine, 703-602-6451,
kelvin.goodwine@navy.mil
- DLA BRAC Office representatives are:
 - Mr. Frank Orourke, 703-767-2470,
frank.orourke@dla.mil
 - Ms. Jeanne Masters, 703-767-3563,
jeanne.masters@dla.mil
 - Ms. Mary Horvath, 703-767-1524,
mary.horvath@dla.mil
- Monitor all Open Requests on a regular basis. Coordinate all “Past Due Requests” with Service/DLA BRAC representatives and S&S JCSG Capacity Analysis Team during a minimum of a weekly face-to-face reconciliation meeting.
- S&S JCSG Capacity Analysis Team will elevate unresolved requests for data to the OSD BRAC office and/or S&S JCSG Service Principals. If issues raised by S&S JCSG Service Principal cannot be resolved by the appropriate Military Department, they will be forwarded to the ISG via the S&S JCSG Chairman for consideration and adjudication.
- Mark individual clarification requests as “Resolved” in the S&S JCSG tracking tool upon receiving a confirmation that the certified data has been incorporated into the OSD JCSG Master Production Capacity Analysis Database or forwarded to the S&S JCSG through other approved means.

**Supply and Storage Joint Cross Service Group (S&S JCSG)
Standard Operating Procedures (SOP) for Requesting Capacity Data Clarification**

Additionally, mark clarification request as “Resolved” if a satisfactory written explanation of data has been provided by the Service/DLA BRAC Office.

- Update the certified changes to the S&S JCSG Production database.
- **Service and DLA BRAC Offices**
 - The Service and DLA BRAC representatives listed above are the central points of contact for the S&S JCSG. Their involvement and communication with S&S JCSG representatives is key to ensure clarification of capacity data requests.
 - Ensure requests for clarification are forwarded to the appropriate office/unit/organization within their respective Services/DLA.
 - Ensure they complete all required actions including certification within 10 days of data request. This is critically important to JCSG timeline and overarching BRAC 2005 timeline.
 - Ensure the certified data is captured into Service/DLA data tool, provided to the OSD BRAC Office or forwarded to the S&S JCSG through approved procedures.
- **OSD BRAC Office**
 - Capture the certified data from the Services and DLA tools/databases and post weekly updates the JCSG Master Database.
 - Notifies the JCSG when changes to the OSD Master Database are available for updating JCSG production sources.
 - Clearly identify, with each update, exactly which data points have changed.

Supply and Storage Joint Cross Service Group (S&S JCSG)
Standard Operating Procedures (SOP) for Requesting Capacity Data Clarification

Microsoft Access [TrackingRequest] File Edit View Insert Format Records Tools Window Help

M5 Sans Serif 8

Add New TrackingNo: []

Organization []

Service []

Org Code []

Reviewer []

E-mail []

Phone []

Notes []

Question In Request

DOD Q# [] Add New Description Of Request []

Problem Type []

Status	Date
<input checked="" type="checkbox"/> Entered	[]
<input checked="" type="checkbox"/> Submitted	[]
<input type="checkbox"/> Response Due	[]
<input checked="" type="checkbox"/> Response Received	[]
<input checked="" type="checkbox"/> Resolved	[]
<input checked="" type="checkbox"/> Unresolved	[]

Record: 14 of 1

Save Exit Print

Record: 14 of 1 Form View

Start BRAC S&S v2: Database ... TrackingRequest 10:00 AM

Clarification Tracking Form Sample Figure 1-1