

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

MAY 14 2004

MEMORANDUM FOR CHAIRMAN, HEADQUARTERS & SUPPORT ACTIVITIES
JOINT CROSS-SERVICE GROUP

SUBJECT: Results of Joint Cross-Service Group (JCSG) Capacity Analyses

Last July and August, I provided guidance requesting you develop an approach to capacity analysis for your functions for the approval of the ISG. Now that you have the certified capacity data from the Military Departments and Defense Agencies, please provide a report documenting your capacity analysis by June 23, 2004. The report should specify, for each of the facilities currently performing functions within your area of responsibility, the current capacity, maximum potential capacity, and current usage. With respect to current usage, please be sure to explain the capacity used to maintain the capability to surge. The attached template will assist you in the preparation of your report.

In order to identify concerns early in this process, please provide an interim report by May 28, 2004. This interim report should calculate the required capacity figures for current capacity, maximum potential capacity, and current usage (including surge) for each of your subgroups for at least one location. Because the intent of the interim report is to demonstrate the efficacy of your capacity analysis approach, you may, at your discretion, expand the assessment to one or more locations per Service. For the Headquarters & Support Activities JCSG, this interim report will consist of capacity calculations from the Geographic Cluster, Mobilization, and Major Administration & Headquarters Activities subgroups.

Please include with this interim report a discussion of any problems, including data quality, that would jeopardize your ability to complete the capacity analysis for all of your facilities by June 23, 2004.

If there are any questions, please contact Mr. Peter Potochney, Director, Base Realignment and Closure, at 703-614-5356.

A handwritten signature in black ink, appearing to read "Michael W. Wynne".

Michael W. Wynne
Acting USD (Acquisition, Technology & Logistics)
Chairman, Infrastructure Steering Group

Attachment:
As stated





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MEMORANDUM FOR CHAIRMAN, MEDICAL JOINT CROSS-SERVICE GROUP

SUBJECT: Results of Joint Cross-Service Group (JCSG) Capacity Analyses

Last July and August, I provided guidance requesting you develop an approach to capacity analysis for your functions for the approval of the ISG. Now that you have the certified capacity data from the Military Departments and Defense Agencies, please provide a report documenting your capacity analysis by June 23, 2004. The report should specify, for each of the facilities currently performing functions within your area of responsibility, the current capacity, maximum potential capacity, and current usage. With respect to current usage, please be sure to explain the capacity used to maintain the capability to surge. The attached template will assist you in the preparation of your report.

In order to identify concerns early in this process, please provide an interim report by May 28, 2004. This interim report should calculate the required capacity figures for current capacity, maximum potential capacity, and current usage (including surge) for each of your subgroups for at least one location. Because the intent of the interim report is to demonstrate the efficacy of your capacity analysis approach, you may, at your discretion, expand the assessment to one or more locations per Service. For the Medical JCSG, this interim report will consist of capacity calculations from the Health Care Education & Training, Health Care Services, and Medical & Dental Research, Development, & Acquisition subgroups.

Please include with this interim report a discussion of any problems, including data quality, that would jeopardize your ability to complete the capacity analysis for all of your facilities by June 23, 2004.

If there are any questions, please contact Mr. Peter Potochncy, Director, Base Realignment and Closure, at 703-614-5356.

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MEMORANDUM FOR CHAIRMAN, SUPPLY AND STORAGE JOINT CROSS-SERVICE GROUP

SUBJECT: Results of Joint Cross-Service Group (JCSG) Capacity Analyses

Last July and August, I provided guidance requesting you develop an approach to capacity analysis for your functions for the approval of the ISG. Now that you have the certified capacity data from the Military Departments and Defense Agencies, please provide a report documenting your capacity analysis by June 23, 2004. The report should specify, for each of the facilities currently performing functions within your area of responsibility, the current capacity, maximum potential capacity, and current usage. With respect to current usage, please be sure to explain the capacity used to maintain the capability to surge. The attached template will assist you in the preparation of your report.

In order to identify concerns early in this process, please provide an interim report by May 28, 2004. This interim report should calculate the required capacity figures for current capacity, maximum potential capacity, and current usage (including surge) for each of your subgroups for at least one location. Because the intent of the interim report is to demonstrate the efficacy of your capacity analysis approach, you may, at your discretion, expand the assessment to one or more locations per Service. For the Supply and Storage JCSG, this interim report will consist of capacity calculations from the Supply, Storage, and Distribution subgroups.

Please include with this interim report a discussion of any problems, including data quality, that would jeopardize your ability to complete the capacity analysis for all of your facilities by June 23, 2004.

If there are any questions, please contact Mr. Peter Potochney, Director, Base Realignment and Closure, at 703-614-5356.

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MEMORANDUM FOR CHAIRMAN, TECHNICAL JOINT CROSS-SERVICE GROUP

SUBJECT: Results of Joint Cross-Service Group (JCSG) Capacity Analyses

Last July and August, I provided guidance requesting you develop an approach to capacity analysis for your functions for the approval of the ISG. Now that you have the certified capacity data from the Military Departments and Defense Agencies, please provide a report documenting your capacity analysis by June 23, 2004. The report should specify, for each of the facilities currently performing functions within your area of responsibility, the current capacity, maximum potential capacity, and current usage. With respect to current usage, please be sure to explain the capacity used to maintain the capability to surge. The attached template will assist you in the preparation of your report.

In order to identify concerns early in this process, please provide an interim report by May 28, 2004. This interim report should calculate the required capacity figures for current capacity, maximum potential capacity, and current usage (including surge) for each of your subgroups for at least one location. Because the intent of the interim report is to demonstrate the efficacy of your capacity analysis approach, you may, at your discretion, expand the assessment to one or more locations per Service. For the Technical JCSG, this interim report will consist of capacity calculations from the Command, Control, Communications, Intelligence, Surveillance & Reconnaissance; Air, Land, Sea, & Space Systems; Weapons & Armaments; and Enabling Technology subgroups. The calculations for each of these subgroups must demonstrate your ability to assess capacity for the research, development and acquisition, and test and evaluation functions.

Please include with this interim report a discussion of any problems, including data quality, that would jeopardize your ability to complete the capacity analysis for all of your facilities by June 23, 2004.

If there are any questions, please contact Mr. Peter Potochney, Director, Base Realignment and Closure, at 703-614-5356.

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MEMORANDUM FOR CHAIRMAN, INDUSTRIAL JOINT CROSS-SERVICE
GROUP

SUBJECT: Results of Joint Cross-Service Group (JCSG) Capacity Analyses

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In order to identify concerns early in this process, please provide an interim report by May 28, 2004. This interim report should calculate the required capacity figures for current capacity, maximum potential capacity, and current usage (including surge) for each of your subgroups for at least one location. Because the intent of the interim report is to demonstrate the efficacy of your capacity analysis approach, you may, at your discretion, expand the assessment to one or more locations per Service. For the Industrial JCSG, this interim report will consist of capacity calculations for the Munitions and Armaments, Depot Maintenance, and Ship Overhaul and Repair subgroups.

Please include with this interim report a discussion of any problems, including data quality, that would jeopardize your ability to complete the capacity analysis for all of your facilities by June 23, 2004.

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MEMORANDUM FOR CHAIRMAN, EDUCATION & TRAINING JOINT CROSS-SERVICE GROUP

SUBJECT: Results of Joint Cross-Service Group (JCSG) Capacity Analyses

Last July and August, I provided guidance requesting you develop an approach to capacity analysis for your functions for the approval of the ISG. Now that you have the certified capacity data from the Military Departments and Defense Agencies, please provide a report documenting your capacity analysis by June 23, 2004. The report should specify, for each of the facilities currently performing functions within your area of responsibility, the current capacity, maximum potential capacity, and current usage. With respect to current usage, please be sure to explain the capacity used to maintain the capability to surge. The attached template will assist you in the preparation of your report.

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Please include with this interim report a discussion of any problems, including data quality, that would jeopardize your ability to complete the capacity analysis for all of your facilities by June 23, 2004.

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Chairman, Infrastructure Steering Group

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JCSG Capacity Analysis Report Template

Section 1: Introduction

- Provide brief recap of approved functions
- Highlight any function refinements from SECDEF approved list & rationale for the changes
- Summarize your overall capacity analysis and results

Section 2: Functional Organization of the Capacity Analysis

- Describe the organization of the JCSG, including your functional subgroups and any analytical divisions within each subgroup (analytical divisions are subsets of subgroups that have been created by the JCSG to calculate capacity calculations at separate facilities)

Section 3: Identify Your Inventory of Installations

- Identify, by function, the complete inventory of facilities currently performing the functions defined as falling within your responsibility for cross-service analysis

Section 4: Provide the Capacities for Assigned Functions

- Describe your capacity analysis approach including calculations and references to specific data call question results
- Identify the following capacity calculations at each of the facilities listed in Section 3:
 - Current Capacity
 - Maximum potential capacity
 - Surge capacity requirements
 - Current usage

Section 5: Identify the Excess Throughput Capacity

- Identify the capacity and percentage of capacity, if any, that currently exists in excess of current usage plus surge requirements at each facility identified in Section 3