



DCN: 2676

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

MAY 5 2005

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR INFRASTRUCTURE STEERING GROUP MEMBERS CHAIRMEN, JOINT CROSS-SERVICE GROUPS

SUBJECT: Responding to Public, Congressional, and BRAC Commission Inquiries

Our responses to public, Congressional, and BRAC Commission inquiries after the announcement of the Secretary's recommendations will be critical to the public perception of the BRAC process. Because of the integrated nature of these recommendations, fielding many of these queries will require coordination among the Military Departments and Joint Cross-Service Groups (JCSGs).

Channeling these queries through a single office will allow us to identify and track our responses and keep them consistent. For this reason, the OSD BRAC office will oversee a clearinghouse in Rosslyn to direct this process. Because we expect the volume of letters sent to the Department after 16 May to be substantial, each Military Department should be prepared to provide detailees to adequately staff this effort. Each JCSG should designate at least one member to work in this clearinghouse.

This office will distribute queries as appropriate to the Military Department or JCSG responsible for providing a response and maintain an internal tracking system to track all incoming and outgoing responses. As we did when taking comments on the final selection criteria, we anticipate requiring all inquiries to take the form of a letter or fax transmission. Queries sent via email or other media should not be acknowledged.

All public inquiries sent to the Department should be directed to this clearinghouse. The office will respond to all such inquiries with a standard letter (attached) advising the sender to express concerns directly to the BRAC Commission, as the Commission is in the best position, during the period of its review, to account for or take action in response to public appeals. The Department will only become involved in these inquiries if the Commission indicates that it is unable to respond without the Department's assistance. In such cases, the Department will respond to a request from the Commission using procedures for Commission inquiries detailed below.

All Congressional inquiries should be directed to the OSD BRAC clearinghouse for appropriate distribution. The responsibility to respond to incoming queries will reside with the Military Department or JCSG in whose section of the final report the recommendation appeared, though that entity should coordinate its response with each proponent involved in the recommendation. Once incoming queries have been distributed, the Military Departments should use their own Legislative Affairs divisions when developing responses to general inquiries that do not require a substantive understanding of BRAC procedures and analyses. General guidance for JCSG responses will come from OSD Legislative



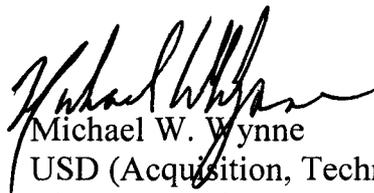
Affairs. Proposed responses to any questions requiring a substantive understanding of BRAC procedures and analysis should be directed to the OSD BRAC clearinghouse. Finalized responses should be sent back to the clearinghouse so that they may be tracked and sent to the appropriate Legislative Affairs office for transmission.

Our responses to the BRAC Commission's inquiries will receive extraordinary scrutiny following May 16 and will affect the Commission's ability to fulfill its mandate. Our interest in facilitating the Commission's work and statutory requirements for expediency dictate that these inquiries be given priority. Each Military Department and JCSG should identify two points of contact for responding to Commission inquiries.

All Commission requests for research, analysis, justification, explanation, or any other product from the Department must be directed to the OSD BRAC clearinghouse, which will distribute the request to the appropriate Military Department or JCSG. Like Congressional queries, the responsibility to respond to incoming Commission queries will reside with the Military Department or JCSG in whose section of the final report the recommendation appeared, after coordination with other involved proponents. Please send hardcopy responses to these inquiries, once coordinated, in triplicate to the Commission, the Congress (per statutory requirement), and the OSD BRAC clearinghouse. For queries that request only general information, Military Departments and JCSGs may correspond informally and directly with the Commission.

In anticipation of the large volume of inquiries the Department expects to receive, both the Military Departments and JCSGs should establish multiple signature authorities for its responses to BRAC inquiries. Because the JCSGs will be responsible for answering inquiries regarding their recommendations, each JCSG should ensure that a staff capable of handling this task remains accessible throughout the Commission and Congressional review period, including its chair or vice chair and several members familiar with the details of its analyses.

I appreciate your efforts and assistance, and look forward to working with you to provide credible responses to the public, the Congress, and the BRAC Commission in the coming months. If you have any questions, please contact Peter Potochney, Director, BRAC, at 614-5356.



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

Attachments: as stated

[Name and Address of Sender]

Dear [Name of Sender]:

Thank you for your recent letter regarding the Department of Defense's efforts to strengthen national security through the 2005 Base Closure and Realignment process. Please be assured that the Department's recommendations resulted from a comprehensive analysis of all military installations in the United States and Territories on an equal footing, with military value as the primary consideration.

As you know, the Department of Defense conducted a comprehensive review of installation infrastructure within the statutory authority provided by Congress. The Secretary of Defense forwarded his recommendations to the 2005 Base Closure and Realignment Commission on May 13, 2005. The Commission has until September 8, 2005 to complete its review of those recommendations and transmit its recommendations to the President. Under the process established by Congress, the Commission is in the best position, during the period of its review, to consider requests and input from the public.

Please direct your [request/input] the 2005 BRAC Commission at [Commission address]

Sincerely,

Peter J. Potochney
Director, Base Realignment and Closure