

**DEFENSE BASE CLOSURE AND REALIGNMENT COMMISSION**  
**2521 CLARK STREET, SUITE 600**  
**ARLINGTON, VIRGINIA 22202**  
**(703) 699-2950**

**MEMORANDUM OF MEETING**

**DATE:** June 27, 2005

**TIME:** 9:30 AM – 12:30 PM

**MEETING WITH:**

Mark Simpson, DeCA, Planning  
 Barbara Lamberson, Paid, Garrison  
 Jay Manning, DeCA, GC  
 Rose Alais, DeCA, DOB  
 Michael Marretti DeCA, DO  
 Rick Florek, DeCA,SSS  
 Larry Constantine, DPW-L, (804) 734-4015  
 John Royster, DPW-L, (804) 734-3368  
 Wanda Wallace, DeCA, XP  
 Cecil Saunders, DeCA, Program Manager, and BRAC coordinator, (804) 734-8414

**SUBJECT:** Briefing and tour of the Defense Commissary Agency (DeCA), Fort Lee, Virginia

**PARTICIPANTS:**

Thomas A. Pantelides, Senior Analyst, Joint Issues Team\*

**MEETING SUMMARY:**

Mr. Cecil Saunders provided a briefing of DeCA and its world wide operations. (See briefing materials attached). The main points of the brief highlight the improvements and efficiencies being made within DeCA and how those improvements would reduce the overall manpower requirements of the organization.

Mr. Saunders explained that the leased facility costs are relatively low because DeCA has paid for many of the improvements in the leased Nichols II building. The leased cost of the building is \$258,100 and is estimated to have about 90,000 square feet. The building has 187 people and is also used as a warehouse storage area. The recommendation shows that an additional 347 personnel will be added to the DeCA population as a result of the proposed consolidation with an estimated savings of 67 positions. Based on the current DeCA plan, Fort Lee will have 1074 personnel with a

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Title of Item: Almo of mtg  
 Installation or Community: Defense Commissary Agency DECA  
 Source: Base visit  
 Certified Material?  yes  no  
 Analyst / Provider: Tom Pantelides Date Received: \_\_\_\_\_

savings of 103 positions, for an additional 36 positions savings above that estimated in the BRAC recommendation.

Fort Lee planners estimate the cost of the additional facility at \$54 million. This estimate is based on a new building requiring 205,600 square feet to house the additional personnel consolidated at Fort Lee. During our discussions all agreed that the current requirement for additional space is only 84,200 square feet.

After our brief we took a tour of DeCA facility at Fort Lee. The building is new and has the needed conference rooms and kitchen facilities required by sales to evaluate new products. Contractors and DeCA staff work in open floors partitioned into cubicles. The additional wing will be open floor space with cubicles.

In addition to the DeCA information the following information was provided related to the Defense Contract Management Agency (DCMA), moving from leased space to Fort Lee. The site of the new construction has been identified with construction costs estimated at about \$35 million. DCMA has no certified manning document the level of manning is controlled by the O&M budget. Actual personnel data was not available at the time of our visit. The data provided in formulating the DOD recommendation for DCMA was 431 civilians 43 Military and 56 contractors. In Addition, there is an international piece of DCMA with 52 civilians and 11 military. The current strength of DCMA is 620 personnel and is predicted to stay at that level through 2010.

The POC for DCMA is Col. Jamie Adams at (703) 428-1729

Officials agreed to update cost and savings estimates based on revised requirements.

**SUMMARY OF OBSERVATIONS BASED ON FORT LEE VISIT AND ANALYSIS OF  
ADDITIONAL INFORMATION PROVIDED**

The proposed DeCA consolidation will generate additional personnel savings and require less military construction than originally estimated. The additional personnel savings are due to the planned efficiencies within DeCA which are projecting an additional savings of 36 positions than estimated within the BRAC recommendation. The reduced military construction is the result of fewer positions required and because the additional construction will be a wing on an already existing structure rather than a new stand alone building. Fort Lee officials estimate a requirement for an additional 84,200 square feet wing rather than the proposed 205,600 square feet building.

Fort Lee initially estimated \$54 million in military construction costs to house the projected population increase at DeCA. The BRAC recommendation estimated \$35.4 million in military construction costs for the DeCA consolidation. Based on the revised DeCA requirements, Fort Lee has revised its construction estimate to \$30 million.

The accuracy of the military construction estimates at Fort Lee and within the BRAC scenario are questionable because the \$35.4 million BRAC estimate includes costs for quality of life construction such as dental, chapel, child care, fitness, recreation center and exchange facilities that are not normally required for an increase in civilians working on the base.

The accuracy of the revised \$30 million military construction estimate by Fort Lee is questionable because it includes the construction of a storage facility not identified within the BRAC scenario. Additionally, the estimate is based on a requirement of 84,200 square feet which includes 140 contractors. DeCA officials estimate that only 55 contractors are required to be housed in the DeCA on base facility.

**\* Denotes individual responsible for completing the memorandum**

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**MEMORANDUM OF PHONE CONVERSATION**

**DATE:** July 7, 2005

**TIME:** 11:00 AM – 11:15AM

**Conversation with:** Defense Commissary Agency (DECA), Headquarters, Fort Lee Virginia.

**SUBJECT:** Consolidation of DECA at Fort Lee (H&SA -26)

**PARTICIPANTS:** Mr. Cecil Saunders, BRAC Coordinator, (804) 7348414

*Commission Staff:*

**Tom Pantelides, Senior Analyst**

**PHONE SUMMARY:**

Mr. Saunders called in response to my questions during our June 27<sup>th</sup> meeting at Fort Lee. He said Fort Lee had revised its estimate of construction costs based on a requirement for an additional 84,200 square feet wing rather than the proposed 205,600 square feet building. The new estimate for the additional construction is \$30 million which includes the cost of additional storage currently in World War II buildings. Additionally, he found that only 55 of the 140 contractors in the estimated 84,200 square feet wing are required to be co-located in the DeCA building at Fort Lee.

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**MEMORANDUM OF PHONE CONVERSATION**

**DATE:** June 20, 2005

**TIME:** 3:00 PM – 3:30PM

**Conversation with:** Defense Commissary Agency (DECA), Headquarters, Fort Lee Virginia.

**SUBJECT:** Consolidation of DECA at Fort Lee (H&SA -26)

**PARTICIPANTS:** Mr. Cecil Saunders, BRAC Coordinator, (804) 7348414

*Commission Staff:*

**Tom Pantelides, Senior Analyst**

**PHONE SUMMARY:**

Mr. Saunders said that he had a spreadsheet showing the numbers of personnel being affected by the recommended consolidation. He also explained that a reengineering study performed prior to BRAC recommended the consolidation. The consolidation would have occurred irrespective of BRAC. Mr. Saunders explained the plan was to consolidate the San Antonio, Virginia Beach and Sacramento locations into existing facilities at Fort Lee and to continue to lease the space outside of the gate. He said that the plan was to ask contractor personnel that now occupy about 140 spaces in the headquarters building to move out of the building.

He estimates that DECA has leased space for 231 personnel. The consolidation requires an additional building of 90,000 Square Feet to house 354 people. The extra space for the new site is required because it will be used to house personnel from consolidated spaces. He estimates 53 from San Antonio, 69 from Norfolk and 123 from Sacramento will be consolidated at Fort Lee.

We agreed to discuss the consolidation further, possibly at Fort Lee next week.