

Staff Summary Sheet

	To	Action	Signature (Surname), Grade, Date		To	Action	Signature (Surname), Grade, Date
1	SAF/IE	COORD	Ronald Orr, 7 Jan 04	3	AF/CVA	APPR	Brown, Lt Gen, 9 Jan 04
2	AF/CVAP	COORD	Leola Wall, GS-13, 8 Jan 04				
Grade and Surname of Action Officer			Symbol				Suspense Date
Col Thomas Fleming			SAF/IEBB		692-9515		9 Jan 04
Subject							SSS Date
Package (RED): IEB03-013-BRAC MAJCOM Conference Data Call 2							29 Dec 03

Summary

1. Purpose. Obtain AF/CVA conference approval.

2. Background. IAW SecAF ltr, 19 Feb 02, Subject: Conference Approval Authority, HQ USAF/CVA is the conference approval authority for the "Air Staff, 11 WG, and other Air Force organizations in the National Capital Region (NCR)."

3. Discussion.

CONFERENCE TITLE/DATE OF CONFERENCE: BRAC MAJCOM Conference - Data Call 2, 18-19 Feb 2003.

REASON FOR CONFERENCE: Conference will provide a forum to discuss details, instructions, timelines, and suspenses with MAJCOM BRAC offices for BRAC Data Call 2. It will also review lessons learned and answer questions on BRAC Data Call 1.

IS THIS CONFERENCE NECESSARY FOR MISSION ACCOMPLISHMENT? Yes

PROPOSED CONFERENCE LOCATION: CENTCOM Wing, Mission Planning Center, MacDill AFB, FL.

FACILITY REQUIREMENTS: The conference requires seating capacity for a minimum of 60 people, audio/visual capability, and availability of Officer's Cub or equivalent facilities to provide refreshments, working lunch, and evening mixer.

PROJECTED NUMBER & LEVEL OF PARTICIPANTS and REQUIRED SUPPORT PERSONNEL: There will be a maximum of 60 participants ranging from O6 to O4, GS 15 to GS-9, and additional support contractors. One MajGen, and one SES 4 will chair the conference. Support personnel are included within the 60 participants except for those provided by the conference center.

NUMBER OF GENERAL OFFICERS ATTENDING: 1 MajGen, and SES 4.

TRANSPORTATION AND BILLETING ARRANGEMENTS FOR GENERAL OFFICERS: (Reference AFI 36-2901). Team travel via Military Air will be requested. DV quarters have been reserved.

WERE ALTERNATE CONFERENCE LOCATIONS EVALUATED? N/A. This conference is being held at a government facility.

IF ALTERNATE LOCATIONS WERE EVALUATED WHY WAS THE PROPOSED SITE SELECTED? All CONUS MAJCOMs were solicited to host the conference. AMC volunteered and was selected to host the Conference because the MacDill Conference Center was available on the specific dates required. Timing of the conference is critical and must coincide with time-sensitive events within the BRAC

milestone schedule.

FOR TDY PERSONNEL, WILL NORMAL PER DIEM COVER EXPENSES? Yes

4. Recommendation. AF/CVA approve BRAC MAJCOM Data Call 2 Conference sponsored by SAF/IEB.

I certify that the location selected is the most cost effective to the Air Force and personnel attending the above conference are essential to its success.

Conference sponsors will maintain a copy of this document for inspection by Inspectors General and other interested parties. (IAW SecAF ltr, 19 Feb 02, Subject: Conference Approval Authorities)

//Signed//maa/SES/30 Dec 03

MICHAEL A. AIMONE, P.E.

Deputy Assistant Secretary of the Air Force

(Basing & Infrastructure Analysis)