

Staff Summary Sheet

	To	Action	Signature (Surname), Grade, Date		To	Action	Signature (Surname), Grade, Date
1	SAF/GC	COORD	//signed//Mary L. Walker, EX-IV, 19 Mar 03	3	SAF/PA	COORD	Gunnoe//Col// 31 Mar 03
2	SAF/LL	COORD	//Signed//MGen Barnidge, 25 Mar 03	4	SAF/IE	SIG	//signed//Gibbs, EX-IV, 15 Apr 03

Grade and Surname of Action Officer Col Fleming	Symbol SAF/IEBB	Phone 692-9515	Suspense Date 28 Mar 2003
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Subject Blue Pkg: Congressional and Public Inquiry Disposition Procedures	SSS Date 28 February 2003
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Summary

1. Purpose. Obtain SAF/IE signature on memorandum (Tab 1), which defines procedure for providing reply to base realignment and closure process congressional and public inquiries.

2. Discussion. As the 2005 base realignment and closure process continues, there will be increased interest from Congress and members of the general public. Past experience indicates an ever-increasing number of congressional and public inquires, each of which requires a response. The attached memorandum (Tab 1) formalizes the procedure agreed upon by representatives from SAF/LLP, SAF/PAM and SAF/GCN.

3. Recommendation. SAF/GC/LL/PA coordinate, and SAF/IE sign memormandum at Tab 1.

//signed//

MICHAEL A. AIMONE, P.E.
Deputy Assistant Secretary of the Air Force
(Infrastructure and Basing Analysis)

Tab
Proposed SAF/IE Memo



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330-1000

15 APR 2003

Office Of The Assistant Secretary

MEMORANDUM FOR DISTRIBUTION C**SUBJECT: Congressional and Public Inquiry Disposition Procedures**

As activity associated with the 2005 Base Realignment and Closure process (BRAC) intensifies, the frequency of inquiries from both local communities and their elected officials will increase. Similarly, we can anticipate that many congressional members and staff and local community delegations will pay official visits here and request BRAC presentations. It is essential that a joint SAF/IE, SAF/PA, and SAF/LL coordinated plan be put in place now to ensure all inquiries and requests for presentations are answered in a responsive, consistent and professional manner.

Past experience has shown that the office of primary responsibility for all congressional inquiries should be SAF/IEB, the SECAF's BRAC division. Therefore, all BRAC 2005-related inquiries requiring a response should be directed to SAF/IEB (previous BRAC round queries will continue to be fielded by AFRPA). SAF/IEB will draft replies and ensure they are coordinated with SAF/GCN. Once the coordination process is complete, the proposed reply will be forwarded to SAF/LL (or SAF/PA as appropriate) for signature and transmittal back to the inquiring agency. A copy of the signed reply will be sent back to SAF/IEB for file and record purposes. Either Mr. Ronald Orr or myself will personally give BRAC presentations to congressional or local community delegations.

Through this procedure, we can ensure a consistent and timely response is provided to the applicable congressional member or community leader. It is important that the Air Force speak with one voice as we deal with BRAC sensitive issues. I'm confident if this procedure is followed, we will accomplish that goal.

A handwritten signature in black ink, appearing to read "Nelson F. Gibbs".

NELSON F. GIBBS
Assistant Secretary
(Installations, Environment & Logistics)