

**BRAC 2005 Selection Criteria 7
JOINT PROCESS ACTION TEAM
(JPAT)**

CHARTER

February 2004

Criteria 7 JPAT CHARTER

1 INTRODUCTION

Purpose. This document constitutes the Charter for the Joint Process Action Team (JPAT) which is responsible for developing a DoD-wide approach to apply Base Realignment and Closure (BRAC) Selection Criterion 7:

“The ability of both the existing and potential receiving communities’ infrastructure to support forces, missions and personnel.”

2. JPAT MISSION AND CONCEPT

Authority. The BRAC statute requires that the Secretary of Defense base closure and realignment recommendations on “the force-structure plan and infrastructure inventory prepared by the Secretary under section 2912 and the final selection criteria prepared by the Secretary under section 2913.” As such, the Joint Cross-Service Groups and Military Departments need to ensure that all eight criteria are considered in developing recommendations that will be forwarded to the SecDef. Exercising authority provided by the Infrastructure Steering Group, the OSD BRAC Director and Military Department Deputy Assistant Secretaries responsible for the BRAC process (known as the “BRAC DASs”) have established a Joint Process Action Team for Criterion 7 (Community Impact). The Air Force is designated as the lead Service for developing attributes, metrics and questions to support Criterion 7. The Air Force will establish a Joint Process Action Team (JPAT) made up of Military Department and Office of the Secretary of Defense representatives to complete this task.

Mission. The JPAT will develop and execute an approach for defining the criteria, identifying attributes and metrics to appropriately assess the community impact for military installations. The JPAT will develop appropriate questions to gather data for use in the MilDep and the Joint Cross-Service Group analyses. The JPAT will present its approach, attributes, metrics, and questions to the Infrastructure Steering Group for approval.

Concept. It is envisioned that open-source, public-domain data will be used, to the maximum extent possible, to populate the attributes of the criterion. Data collected from either open source, public-domain or approved data calls to the field will follow approved certification procedures.

3. RESPONSIBILITIES AND MEMBERSHIP.

Organizational Structure.

a. Membership

- 1) Executive Agent – SAF/IEB
- 2) Executive Agent Functional Representative—AF/DPX
- 3) Standing members.

AF/DPX (3)
Army Rep
DON Rep
NG Rep
RE Rep]
OSD (AT&L) rep

- 4) Contributing Members

RAND (2)
AF BRAC Office (1)
DoD IG (1)

The JPAT is authorized to invite additional technical experts, such as representatives from Defense Agencies or subject matter experts, as needed, to provide information.

b. Responsibilities.

- 1) Executive Agent.

Oversees the work of the JPAT

- ii. Presents approach and data questions to the Infrastructure Steering Group (ISG) for approval
- iii. Provides contractor support for Criterion 7 JPAT proceedings and products

- 2) Functional Representative.

- i. Provides guidance and support to the JPAT

- 3) JPAT members - Responsible for the following:

Develop attributes, metrics, and questions to support Criterion 7 requirements

- ii. Review the BRAC 2005 Public Law, existing DoD policy and guidance and ensure compliance
 - iii. Provide a report on the approach to address Criterion 7, to include recommended attributes and metrics, and set of questions to obtain data
 - iv. Develop a template for displaying certified data for MilDep and JCSG consideration as they assess various scenarios.
- 4) Executive Agent's Representative – Organizes meetings, prepares read-aheads, conducts meetings, and compiles results and issues for presentation to the executive agent. Tracks open issues and resolves conflicts.
 - 5) Member subject matter experts – Must be readily available to participate in the JPAT process as required; must be empowered to speak for their organizations.
- c. Meetings.
- 1) The JPAT will convene as required, with the anticipation of a minimum weekly meeting through project duration.
 - 2) The Executive Agent's Representative will issue a read ahead every Monday of each week to present the topics for the week's meeting.
 - 3) JPAT members should familiarize themselves with the read ahead topics, determine what issues will affect their organization, and be prepared to discuss these issues at the weekly meeting.

3. SUPPORT.

- a. The JPAT will convene primarily at 1560 Wilson Blvd, Arlington, with the Pentagon as a secondary venue.
- b. JPAT approval process.
 - 1) The JPAT will use a consensus decision-making process. It will note all dissenting opinions in documentation to the BRAC DASs to inform decision-making.
 - 2) The Executive Agent's Representative will compile recommendations, including minority opinions, and present them to the Executive Agent for a decision.
 - 3) The Executive Agent reserves the right to make final decisions on what to propose to the ISG and commits to fairly airing opposing views.

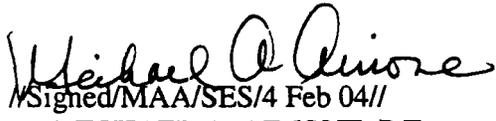
- 4) The Executive Agent will present the recommendations to BRAC Deputy Assistant Secretaries and OSD BRAC Director for coordination.
- 5) Recommendations and residual issues will be presented to the ISG for final resolution.

4. COORDINATING INSTRUCTIONS

- a. The JPAT does not resolve policy issues, but brings identified issues and proposed courses of action to the BRAC DASs.
- b. In order to maintain their independent status, DoD IG is present only to observe the process. They can advise the JPAT on process issues, but they are not voting members and do not make managerial decisions.

5. CHARTER CANCELLATION AND MODIFICATIONS.

Modifications to this charter will be approved by the Executive Agent; substantive changes by the signatories.



Signed/MAA/SES/4 Feb 04//
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Attachments (1)
Appendix A Milestones

Appendix A

Milestones

Dates	Event
14 Jan	JPAT kick-off meeting
	Initial BRAC training (JPAT only)
	Develop Factors and Attributes List
28 Jan	Identify Sources
25 Feb	Gather Data
1 Mar	Populate IQT Data Base
10 Mar	Prepare Report
15 Mar	Brief ISG