DEPARTMENT OF THE AIR FORCE
AIR FORCE AUDIT AGENCY

6 October 2003

MEMORANDUM FOR SAF/IEB (MR. AIMONE)

FROM: AFAA/FS
5023 4th Street
March ARB CA 92518-1852

SUBJECT: Interim Memorandum – 2005 Base Realignment and Closure – Installations Inventory (Project F2003-FB4000-0958.000)

1. This interim memorandum provides preliminary results of our ongoing audit of the Air Force 2005 Base Realignment and Closure (BRAC) Installations Inventory, announced on 25 June 2003. You requested this audit to determine whether the Air Force complied with established criteria in compiling the list of installations to be included in the BRAC analysis and the validity, completeness, and accuracy of source data used.

2. To achieve the objective, we reviewed public law, DoD and Air Force guidance related to identification of installations to be included in a preliminary screening for base realignment and closure. We also reviewed the Air Force processes for identifying installations included in the US Air Force Master Installation List (Section 2687 Master List), dated 6 June 2003 provided to the Deputy Under Secretary of Defense (Installations & Environment)/Housing. Further, we reviewed Air Force civilian authorizations, as reported in the Air Force Manpower Data System on 31 December 2001.

3. Preliminary results disclosed that, in general, Air Force guidance adequately implemented BRAC 2005 law and DoD guidance for identifying Air Force-owned and leased installations that should be included in the Air Force preliminary screening for base realignment and closure. However, the list provided to the Deputy Under Secretary of Defense (Installations & Environment)/Housing included one installation that did not meet Section 2687 reporting threshold and, conversely, did not include one installation that met the threshold. Also, the Air National Guard analysis did not include the number of direct hire civilian authorizations of all DoD tenants at four installations. Details are provided in the following paragraphs.

a. Installation Inventory Guidance – The Master Installation List included one installation that did not meet the Section 2687 reporting threshold and excluded one installation that did meet the threshold. Specifically, our review of 31 December 2001 Air Force civilian authorization data noted that the Air National Guard (ANG) did not have sufficient evidence to conclude that one installation on the list (Boise Air Terminal) met the Section 2687 Master List reporting threshold of 300 or more civilian

authorizations. We also noted that another ANG installation (Cheyenne Airport) exceeded the threshold, but was not on the list. This occurred because the 6 May 2003 BRAC 2005 Division (SAF/IEBB) guidance to active Air Force, Air National Guard, and Air Force Reserve BRAC points of contact (POCs) did not specify that the POCs should verify the list using 28 December 2001 civilian authorization data, as required by OSD Memorandum, Transformation Through Base Realignment and Closure (BRAC 2005) Policy Memorandum One--Policy, Responsibilities, and Procedures, 16 April 2003, page 2. Consequently, BRAC POCs based their analyses on either Fiscal Year 2004 or 2005 civilian authorizations.

b. Reporting DoD Tenant Direct-Hire Civilian Authorizations – Air Force Reserve and Air National Guard verifications of the Section 2687 Master List did not include the number of direct hire civilian authorizations for all DoD tenants. Our review of Air Force manpower data and installation background information showed that four ANG installations (Bradley Airport, Ellington Field, McGhee Tyson ANG Base, and Rickenbacker Airport) may need to be added to the list because the number of ANG civilian authorizations at the installations are close to the reporting threshold and these installations have DOD tenants which may also have civilian authorizations. This occurred because, although the 6 May 2003 SAF/IEBB guidance to POCs specified that the analysis should consider all direct hire civilian authorizations, the Manpower Data System only included Air Force civilian authorizations, and ANG manpower and plans personnel did not contact DoD tenants to obtain the required information.

4. To correct these conditions, we suggest you task the ANG BRAC POC to determine the number of civilian authorizations for all military department or defense agency tenants as of 28 December 2001 at Boise Air Terminal, Cheyenne Airport, Bradley Airport, Ellington Field, McGhee Tyson ANG Base, and Rickenbacker Airport. Based on the results of the ANG analysis, SAF/IEBB should update the Section 2687 Master List, as appropriate. We discussed these conditions with SAF/IEBB and ANG/XP on 30 September 2003.

5. Our final report of audit will include these results and corrective actions taken. If you have any questions or comments, please contact me at DSN 447-7011 or have your staff contact the Associate Director, Ms. Donna Edsall, at DSN 447-4929, or the Audit Manager, Mr. Roberto Villalobos, at DSN 447-5541.

ALFRED J. MASSEY
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(Financial and Systems Audits)

cc:
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