



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

DCN: 9454

OFFICE OF THE ASSISTANT SECRETARY

NOV 22 2004

MEMORANDUM FOR MAJCOM/XPs

SUBJECT: BRAC 2005 Joint Cross Service Group (JCSG) Scenario Data Call

Request your assistance in gathering MAJCOM inputs to JCSG Scenario data calls. The JCSGs are now at a critical point in their scenario development phase. In order to collect essential data required for their COBRA analysis, the JCSGs will require a short turn around on limited scenario specific questions. Some certified data to answer JCSG questions is not available in WIDGET, or in the HAF, and must be provided by base or MAJCOM level. In order to respond within OSD directed timelines, the following procedures are provided to expedite Base/MAJCOM responses. Please maintain strict adherence to the process below.

1. JCSG Scenario data call questions will be posted on the AF Portal for each MAJCOM in the MAJCOM Working folder.
2. Notification of JCSG Scenario data call questions will be sent from SAF/IEBB to MAJCOM Help Desks using the Microsoft "task" function of Windows.
3. When received, MAJCOM will activate the "ACCEPT" button to acknowledge receipt.
4. MAJCOMS will have 48 hrs to respond with a certified answer.
5. Certification procedures will be in accordance with the Air Force Internal Control Plan (Change 3 dated 8 June 2004), Appendix C, Attachment 1.
6. The answer source should be annotated on the certification sheet.
7. MAJCOM responses to data calls will be electronically posted on the Air Force Portal under MAJCOM Final folder.
8. Hard copy answers and certification sheet for each associated data call will be **faxed** to SAF/IEBB DSN 225-2815, Comm 703-695-2815.
9. MAJCOMS will verbally confirm fax receipt with SAF/IEBB via telecom 703-697-7005, 703-697-4726 (DSN 227).
10. When receipt is confirmed, MAJCOM help desk will activate the "completed" function for the assigned task in Windows.

For further information, please contact Mr. Steve Cornish, SAF/IEBB, DSN 227-7005, Comm. 703-697-7005.

Gary W. Heckman

GARY W. HECKMAN
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Assistant DCS, Plans and Programs (BRAC)

Gerald F. Pease, Jr.

GERALD F. PEASE, JR.
Deputy Assistant Secretary
(Basing & Infrastructure Analysis)

Attachments:

1 Air Force ICP (Change 3 dated 8 June 2004) Appendix C Attachment

AF ICP Appendix C Attachment 1

Functional Point of Contact Certification

In accordance with Section 2903(c)(5) of Defense Base Closure and Realignment Act of 1990, Public Law 101-510 as amended, I certify to the best of my knowledge and belief the information provided herein is accurate and complete.

POC Account ID: _____ Office Symbol: _____

Signature: _____ Date: _____

Printed Name, Phone, Title: _____

Answer Provider Certification

In accordance with Section 2903(c)(5) of Defense Base Closure and Realignment Act of 1990, Public Law 101-510 as amended, I certify to the best of my knowledge and belief the information provided herein is accurate and complete.

Answerer Account ID: _____ Office Symbol: _____

Signature: _____ Date: _____

Printed Name, Phone, Title: _____