



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

DCN: 9460

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

MAY 28 2004

**MEMORANDUM FOR INFRASTRUCTURE STEERING GROUP
CHAIRMEN, JOINT CROSS-SERVICE GROUPS
DIRECTORS OF THE DEFENSE AGENCIES**

SUBJECT: Guidance for Resolving Data Call Response Issues

The Joint Cross-Service Groups (JCSGs) and audit community have identified gaps and discrepancies in some of the data submitted by the Military Departments and Defense Agencies in response to the first data call. As the JCSGs work toward completing their final capacity analysis by June 28th for the Infrastructure Steering Group (ISG) review, the Military Departments, Defense Agencies, and the JCSGs need to work together to fix data problems. Communication between the Military Departments and JCSGs is essential for BRAC to be successful.

To that end, the senior Service representatives to the JCSGs should be the first line of authority to identify and resolve data problems. Because these senior representatives understand how the data is to be used in the JCSG analyses and as they were the approval authority for the questions generating the data collected by their respective Services, they are in the best position to resolve data issues between the JCSGs and Military Departments.

To facilitate an auditable process, each JCSG Chair should establish procedures with each Military Department and Defense Agency that enable their JCSG to raise and track data clarification issues through their senior Military Department representative to ensure data quality issues are resolved. For those Defense Agencies who do not have principal membership on a JCSG, the JCSG Chair should establish similar procedures with the appropriate Defense Agency BRAC Office.

Where data clarifications result in new or revised data, these revisions will be provided to the JCSGs through the existing Military Department or Defense Agency data collection tools. If the data issues raised by JCSGs cannot be



DCN: 9460

resolved by their respective Military Department principal members, the JCSG Chair should quickly raise these issues with the OSD BRAC office so that they can be presented to the ISG for resolution.

If you have questions regarding these requirements, please contact Peter Potochney, OSD Director of Base Realignment and Closure, at 614-5356.



Michael W. Wynne
Acting USD (Acquisition, Technology & Logistics)
Chairman, Infrastructure Steering Group

cc: MilDep BRAC DASs