



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

DCN: 9467

16 Dec 03

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR DISTRIBUTION C (Executive Officer)

FROM: SAF/IEB

SUBJECT: Request for Assistance to Participate in the Base Realignment and Closure (BRAC 2005) Data Call Process

Request you assign a trusted agent (TA) to participate subject data call process. Your TA requires a broad knowledge of the mission and operations of your organization, and associated Field Operating Agencies (FOAs). This person needs to be separate from the member of your organization assigned to the Base Closure Executive Group or it's working group. We anticipate that there is a 1-2 week concentrated work effort in developing answers to the data call questions in January, and then a follow on work effort of about the same duration with the release of Data Call #2 in the March/April 2004 timeframe.

BRAC 2005 will not only examine AF installations for realignment and/or closure, but will also examine the infrastructure associated with C2 and Administrative Headquarters, including those functions within the National Capital Region (NCR). SecDef direction requires that the Services Headquarters answer the data call questionnaire just like AF Installations. The data call questions will be released via a web-based tool to your trusted agent, and the information is specifically directed at those activities within 100 miles of the Pentagon. Your TA will be required to gather information for your organization and insert answers into the BRAC 2005 web-based tool. This first data call begins 5 Jan 03, and is due to OSD NLT 5 Apr 03.

Your TA will serve as a BRAC trusted agent for your organization and will be trained by our staff. Please provide your POC to SAF/IEBB NLT 23 Dec. Training will be conducted in the near future. Should you have further questions, please contact Ms Kathy Simonton, email: [Kathy.Simonton@pentagon.af.mil](mailto:Kathy.Simonton@pentagon.af.mil) or by phone at 614-5791

//signed//

MICHAEL A. AIMONE, P.E.  
Deputy Assistant Secretary  
(Basing & Infrastructure Analysis)

cc:  
SAF/IE AFCV  
SAF/AAF