



DEPARTMENT OF THE AIR FORCE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON DC

ASSISTANT SECRETARY, INSTALLATIONS, ENVIRONMENT & LOGISTICS

02 MAY 2003

MEMORANDUM FOR	SAF/GCN	SAF/ILP	SAF/IEE
	SAF/FMC	SAF/IEI	AF/DPP
	AF/XO	AFPEO/SV	AF/RE
	NGB/CF		

**SUBJECT: Minutes of Air Force Base Closure Executive Group (AF/BCEG) Meeting,
 10 April, 2003**

The meeting convened at 1300, Room 4E987, the Pentagon. All members or their approved substitutes were present except the NGB and AFPEO (Atch 1). Other staff members present are reflected on the attendance list. Mr. Aimone opened the meeting with a discussion of which BCEG members would be voting members and which non-voting. In December 2002, the SAF/IE briefed the SECAF and CSAF on proposed BCEG membership and voting, however, they did not affirmatively approve this. All members voiced their concerns and positions, with those non-voting members present indicating their "comfort" with not having a vote and having their views duly considered. Both co-chairs gave their assurance non-voting members views, positions, and recommendations would be fully considered. It was agreed that the draft Air Force Internal Control Plan, which the BCEG will review and the SECAF approve, will reflect voting and non-voting BCEG members as briefed (Slides, Atch 2).

Mr. Aimone gave an update of the Infrastructure Steering Group (ISG), which had just met to review the six Joint Cross-Service Groups (JCSG) reports and recommendations. These group reports address the categories/types of functions included, the general mode of analysis, and metrics. The six groups are Industrial, Supply, Education and Training, Technical-RD/TE, Administrative and Medical. A letter is owed by the ISG through the Infrastructure Executive Council (IEC) to the SECDEF. It was decided that ranges will be an identified working group of the Ed & Tng JCSG with Technical JCSG membership.

Mr. Aimone further stated USD (AT&L) BRC policy memo one has been coordinated and is ready to go to Mr. Aldridge for signature. The Air Force Audit Agency has four auditors assigned to the BRAC process, and at least one will be present at all BCEG meetings, except for the deliberative, voting portions. SAF/IEBB will be meeting with all MAJCOMs over the next few weeks to discuss the web based data mechanisms that will be utilized. Each BCEG member is to, by April 15, 2003, nominate an O-6/GS-15 functional for a BCEG working group. SAF/IEB will be hiring up to 17 civilians to staff SAF/IEB and major functional areas.

The next BCEG meeting was announced for May 8, 2003 at 1300, in Room 4E987, Pentagon.

I certify that the minutes above are accurate and complete to the best of my knowledge and believe.

[Signature]
SAF/GCN
BCEG Recorder

The minutes above are approved.

[Signature: Michael A. Aimone]
MICHAEL A. AIMONE, P.E.
SAF/IEB
Co-Chairman

[Signature: Gary W. Heckman]
GARY HECKMAN, Maj Gen, USAF
AF/XP
Co-Chairman

- 2 Atch
- 1. Attendance List
- 2. Briefing Slides

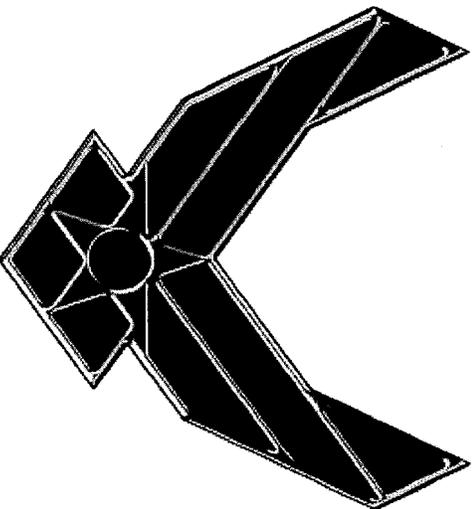
10 April 2003 Attendee Listing

NAME	ORGANIZATION	PHONE #
Mr. Michael Aimone	SAF/IEB	697-2524
Maj Gen Gary Heckman	AF/XP	692-9944
Brig Gen Mike Lynch	AF/XO	697-9991
Ms. Cathy Sparks	AF/ILP	696-6922
Ms Gina Guy	SAF/GCN	693-7316
Ms. Maureen Koetz	SAF/IEE	697-9297
Mr. Jay Jordan	SAF/FMC	604-0400
Mr. Bill Kelly	AF/DPX	697-5221
Brig Gen Bill Raiczak	AF/RE	61407307
	SAF/IEI	693-9339
	AFAA/FSS	DSN: 447-4930
Mr. Fred Pease	AF/XOO-RA	601-0211
	SAF/GCN	697-0966
	SAF/IEBB	692-9515
	SAF/IEBB	695-2700
	SAF/IEBB	692-9512

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Headquarters U.S. Air Force

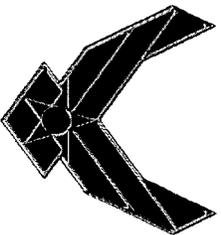
Integrity - Service - Excellence



BCEEG Meeting

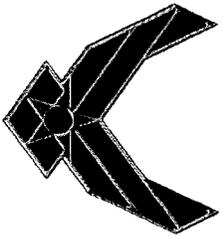
10 Apr 03

U.S. AIR FORCE



Overview

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- **Administrative Procedures**
 - **BCEG Working Group**
 - **BCEG Voting**
 - **Recap of ISG**
 - **OSD Policy Update**
 - **Policy Memo #1**
 - **OSD Internal Control Plan**
 - **AF Update**
 - **AF Internal Control Plan**
 - **MAJCOM Meetings**
 - **Wrap Up**
-



Administrative Procedures

■ BCEG Working Group

- Responsibilities: Providing direct support to BCEG for data collection, validation, and analysis
- Each BCEG member responsible for providing an O-6 or GS-15 level representative to BCEG Working Group

Air Force Internal Control Plan (Draft)

CONFIDENTIAL

1. Appropriately coordinate with the BCEG, as well as the relevant Air Force units, to ensure that the BCEG is provided with the necessary information to conduct its operations. This includes providing the BCEG with the necessary information to conduct its operations, including the BCEG's mission, vision, and values. The BCEG should be kept informed of any changes to the Air Force's internal control plan, and should be consulted on any proposed changes to the plan. The BCEG should also be consulted on any proposed changes to the Air Force's internal control plan, and should be consulted on any proposed changes to the plan.

COMPLIANCE

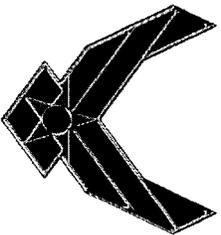
The BCEG should ensure that the Air Force's internal control plan is compliant with the Air Force's internal control plan, and should ensure that the Air Force's internal control plan is compliant with the Air Force's internal control plan.

CONCLUSION

The BCEG should ensure that the Air Force's internal control plan is compliant with the Air Force's internal control plan, and should ensure that the Air Force's internal control plan is compliant with the Air Force's internal control plan.

Base Closure Working Group (BCWG)

- The BCWG serves as the staff-working group responsible to the BCEG for preparing standard and unbiased data for all eligible installations. The BCWG activities include the validation and organization of all data supporting base closure and realignment analysis.



Administrative Procedures

BCEG Voting

- Established by SECAF to provide recommendations that are in compliance with BRAC legislation
- DAS & General Officer (XP) - Co-Chairs & Voting Members

Other Voting Members

Operations
Installation Policy
Installation/Logistics
Air Force Reserve
Air National Guard

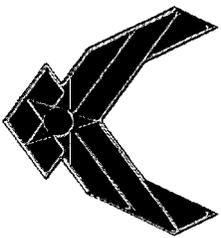
Non Voting Members

General Counsel
Financial Management
Personnel
Acquisition
Environmental Safety & Occupational Health

All General Officers or SESS

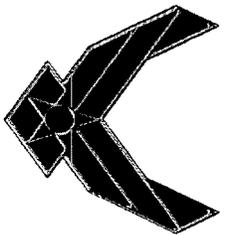
ADHOC Advisors as required (e.g., SG, TE, etc.)

- Conducts analysis in accordance with OSD and AF Internal Control Plans
 - Provides support for JCS analysis
-



Overview

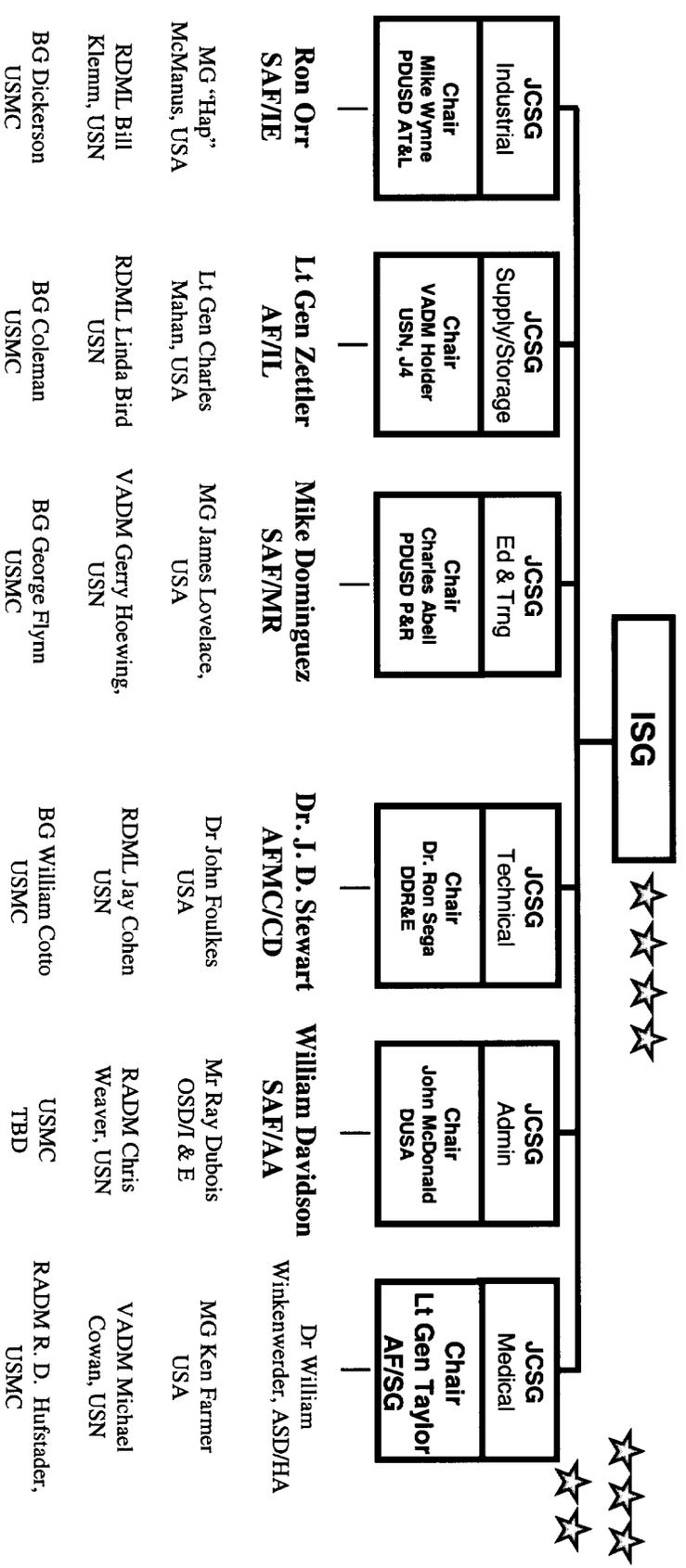
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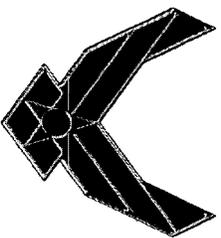
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ISG Update

- Approve functions to include and exclude in cross-service analysis
- Approve notional metrics

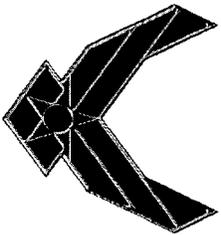


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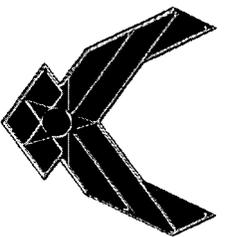
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Policy Memo #1

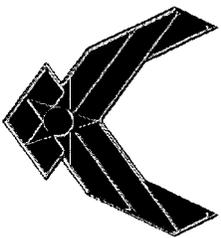
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- Reiterates BRAC Law and changes for BRAC 2005
 - Provides details on timelines for Interim/Final Selection Criteria as well as Force Structure Plan
 - Interim Criteria
 - Issued by ISG for use by JCSCG and MilDeps
 - ISG recommend changes thru IEC to SecDef prior to 13 Dec 03
 - Final Criteria – LAW Public Law - 16 Feb 04
 - Interim Force Structure Plan – Published NLT 1 Oct 03
 - Final Force Structure Plan – Issued NLT 2 Feb 04
 - Identifies “Lead Services” for:
 - JCSCG Analysis Optimization Methodology – Navy
 - IVT (GeoBase) – Air Force
 - COBRA – Army
 - Internal Control Plans (OSD, JCSCGs, and MilDeps)
 - Record Keeping and Release of Information ROE
 - Data Certification and Auditing
-



OSD

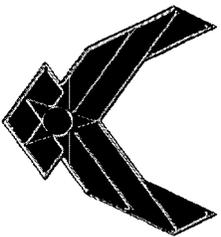
Internal Control Plan (ICP)

- Objective is to provide an “unbroken chain” of accountability
- OSD ICP Emphasizes two principle control mechanisms
 - Organizational – IEC and ISG
 - Documentation
 - Data Collection
 - Certification – “all data used to make BRAC recommendations (including data forwarded from MilDeps to JCSGs) will be certified”
 - Record Keeping – Minutes, Briefings, Studies, Technical Experts
 - Non-Disclosure Agreements
- Access BRAC 2005 Information (Sensitive and DoD Internal)
- Audit Access – GAO, DoD IG, and MilDep Audit Agencies
 - Full and Open Access to all elements of the DoD Process except for deliberative meetings
 - Copies of meeting minutes made available to GAO once signed
- Dissemination – cautions to avoid inadvertent dissemination
- Community Relations



Overview

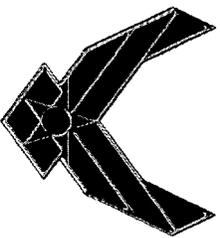
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Air Force

Internal Control Plan (ICP)

- **Currently in draft and under review**
- **Uses OSD ICP as foundation**
- **Defines Base Closure Executive Group (BCEG) responsibilities**
 - **Procedures for Base Closure Working Group (BCWG)**
- **Defines analytical tool and data certification process**
- **Clearly defines responsibilities of those involved in both the analysis and certification process (base, MAJCOM, HAF)**
- **Defines all phases of the analysis process**
- **Details certification documentation requirements**



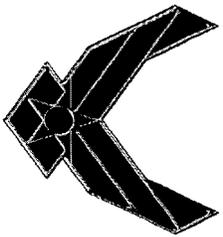
MAJCOM Meetings

- Kicked off meetings with MAJCOM BRAC OPRs to

discuss:

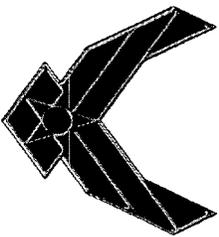
- **OSD Capacity Analysis**
- **Air Force Capacity Analysis Methodology**
- **Air Force Data Collection Tool**
- ✓ ■ **2 Apr 03 - AMC, AFRES**
- ✓ ■ **9 Apr 03 - AFSPC**
- **16 Apr 03 - ACC**
- **23 Apr 03 - AFMC, AETC**
- **BCEG Working Group Review of Capacity**

Methodology



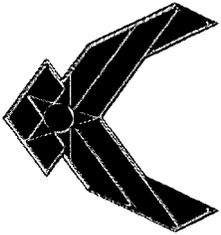
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Wrap Up

- **Action Item (IEBB 03-001):**
 - BCEG members provide SAF/IEBB name of O-6/GS-15 rep to BCEG Working Group by 15 Apr 03
- **Next BCEG Meeting:**
 - **Date:** 8 May 03
 - **Time:** 1300-1500
 - **Location:** 4E987



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Questions?