

BRAC Document Processing Procedures

1.0 Introduction

1.1 Purpose

This document describes the method for identifying documents TABS will incorporate into the 2005 Army BRAC Report and how they will be migrated into the report once they have been developed. The intent is to keep the process simple and logical, work within the existing TABS chain of command, fix responsibility and accountability, empower the chain of command, and adhere to a logical and disciplined process. Although it is important to manage all TABS BRAC-related information, both physical and electronic, this system focuses only on how to process documents for inclusion in the Army BRAC Report. These procedures are based on the healthy TABS “command climate” of professionalism, close coordination, teamwork, and open communication.

1.2 Executive Guidance

Executive guidance from TABS, Army, and OSD will enable TABS personnel to understand the “Commander’s Intent” and is vital in developing and shaping the Army BRAC Report in quality, quantity, and style. Therefore, open communication is essential to developing, finalizing, and producing a high quality BRAC Report. These procedures must be periodically reassessed and adjusted as necessary.

2.0 Procedures

The TABS group will develop, manage, and deliver the Army BRAC Report and supporting documentation to be reviewed by the Army leadership, OSD, the Commission, and Congress. The report must be internally consistent, defensible, and navigable. Much of the BRAC information and documentation is currently available on the “J” drive – an open, collaborative tool for all TABS personnel to use. However, the BRAC Report is hosted on the “K” drive – a controlled location. Only the BRAC Director, Deputy, and Editor have “write” and “edit” permissions on the K drive. All other TABS personnel have “read” and “print” permissions. Documents to be used in the BRAC Report are processed through specific steps prior to migrating into the K drive and becoming a part of the report. The K drive will also contain an Excel spreadsheet management tool. The tool displays the BRAC Report topics and outline, names of authors and subject matter experts, and milestones for completing the report. The flow diagram in Figure 1 on the following page portrays processes described below.

2.1 Document Ownership – authors and subject matter experts

The TABS chain of command (TABS Director, Deputy, and Team Chiefs) ensures “document ownership” – authors or subject matter experts – for all portions of the BRAC Report. The chain of command ensures the right people are assigned ownership; review content for timeliness, accuracy, and quality; and determine if content needs to be updated or revised. Document owners and Team Chiefs are responsible for document quality, content and accuracy, from beginning to the final BRAC Report submission. The Excel spreadsheet management tool is useful for all

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TABS personnel: chain of command, document owners and subject matter experts, analysts, and TABS support personnel.

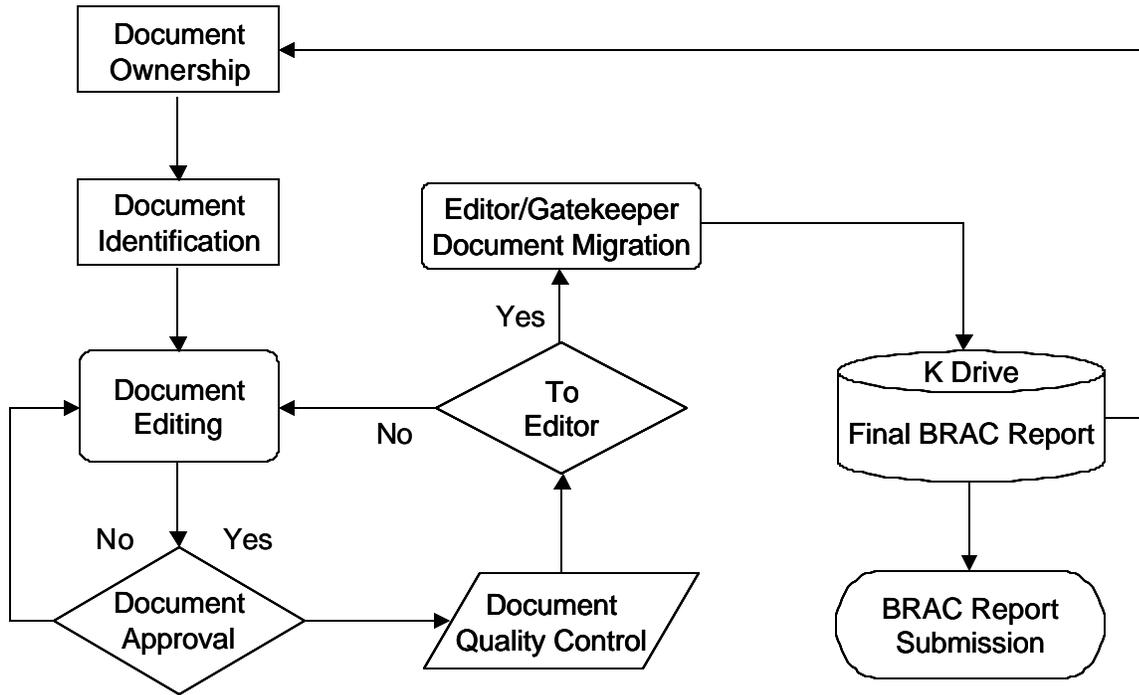


Figure 1. BRAC Document Process Flow

2.2 Document Identification

Concurrent with establishing ownership, the TABS chain of command and document owners must identify which documents are necessary to be used specifically in the BRAC Report or as supporting documentation to the report. The contractor quality control (QC) support team provides direct support, as necessary, and collaboratively assists in identifying and recommending documents to be included in the BRAC Report. Once the document has been identified, the Director, Deputy, or Team Chief determines if it needs editing or is ready for inclusion in the BRAC Report. If it is ready, either the Team Chief emails it to the QC team, with a “cc” copy to the document owner, with the statement “APPROVED FINAL FOR BRAC REPORT,” or the Director or Deputy informs the QC team that it has been approved for the Report. The QC team then processes it as described in paragraph 2.5 below.

2.3 Document Editing

The chain of command ensures all documents are ready for final prior to being included in the BRAC Report. If the document is not ready and requires changes, the Director, Deputy, or Team Chief ensures the document owner makes appropriate edits and revisions. The owner may request contractor editorial assistance. The owner sends the revised document back to the Team Chief, Deputy, or Director, who reviews and approves the revisions. Then, either the Team Chief

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emails the document to the QC team, with a “cc” copy to the owner, with the statement “APPROVED FINAL FOR BRAC REPORT,” or the Director or Deputy informs the QC team that it has been approved for the Report. Document owners, subject matter experts, and Team Chiefs may not send revised documents directly to the Editor.

2.4 Document Approval

The TABS organizational chain of command approves all documents to be included in the BRAC Report. All TABS government and contractor personnel must remain alert so that only management-approved documents are included in the BRAC Report. The TABS Director has ultimate approval authority for the final BRAC Report submitted by the TABS office.

2.5 Document Quality Control

The QC process includes reviewing and processing the document, and maintaining a QC log. The QC support team receives the document from the approving manager, places it in the QC folder, and makes appropriate entries in the log. The log includes the date the manager approved the document, the date QC received it, and the date QC sent it to the Editor. The log also reflects the Document Title, Subject, Author, Manager, Properties Complete (Yes, No, N/A), and Location in the BRAC Report. The QC team reviews the document for obvious errors, ensures the appropriate entries are included in its properties, and maps it to BRAC Report. The document properties include Title, Subject, Author, Manager, Key Words, and any appropriate comments to further identify it. When the QC function is completed, the QC team sends the document to the Editor who incorporates it into the final BRAC Report.

2.6 Document Migration

The BRAC Report resides on the K drive and the Editor is the K drive “Gate Keeper.” Although the TABS Director, the Deputy, and Editor have K drive “write” and “edit” permissions, the Editor places the majority of the documents into the final BRAC Report. The Editor works closely with the TABS leadership, Team Chiefs, and the QC team to make sure that only management approved documents migrate into the BRAC Report.

2.7 Report Finalization

There is only one version of the BRAC Report – the report on the K drive. It is the current version and the only version. The Editor, working under the guidance of the Director and Deputy Director, will incorporate the BRAC documents and supporting documents, and blend and edit the final BRAC Report. Since all TABS personnel have K drive “read” and “print” permissions, they are able to view the BRAC Report, their input, and their documents. TABS Team Chiefs and document owners are responsible for ensuring that their portions of the BRAC report remain current and accurate through completion.

3.0 Summary

These procedures enable the TABS group to develop, manage, and deliver the Army BRAC Report in a manner that is consistent, defensible, and readable. The process is based on working

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within the TABS organizational structure – the existing chain of command; fixing responsibility and then holding owners accountable; and following an orderly, logical, and disciplined method to ensure the appropriate material is included in the Army BRAC Report.