DCN: 1752

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF STAFF
200 ARMY PENTAGON
WASHINGTON DC 20310-0200

REPLY TO
ATTENTION OF

FEB 13 2003

SAIE-IA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Army Basing Study (TABS) Group

1. On 15 January 2003, the Department of the Army established The Army Basing Study (TABS) Group under the leadership of the Deputy Assistant Secretary of the Army for Infrastructure Analysis (DASA (IA)). The purpose of the TABS Group is to examine issues surrounding realignment and closure of Army installations within the 50 States, the District of Columbia and U.S. Commonwealths, territories and possessions; and to make recommendations to the Secretary of the Army and Chief of Staff, Army concerning potential realignments and closures.

2. The TABS Group serves as the Army's single point of contact for accomplishing the planning and execution of the Army's responsibilities in the development of Base Realignment and Closure (BRAC) recommendations for BRAC 2005.

3. Secretary of the Army memorandum, dated 12 December 2002 (TAB A), directs "leaders throughout the Army to support the efforts of the newly established DASA (IA) and the TABS Group." Such support shall include accurate and timely responses to data calls and other requests for information or assistance from the DASA (IA).

4. The TABS Group Charter (TAB B) directs all Major Commands (MACOMs), the Installation Management Agency (IMA), and the Army Environmental Center (AEC) to designate points of contact that are readily available to participate with the TABS Group as required. The Charter also directs HQDA agencies to designate a Trusted Agent and a GO/SES to assist in the TABS Group effort. Points of contact and Trusted Agents may be asked to serve on one or more cross service groups.

5. All MACOMs, the IMA, AEC, and HQDA agencies should identify team members and immediately provide their names, telephone numbers, and email addresses to the Office of the DASA (IA). Send your response to Ms. Rose Lilly, Confidential Assistant to the DASA (IA) at the following email address: rose.lilly@hqda.army.mil.

V/R

Antonio M. Taguba

ANTONIO M. TAGUBA
Major General, U.S. Army
Acting Director of the Army Staff

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SUBJECT: The Army Basing Study (TABS) Group

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SECRETARY OF THE ARMY
WASHINGTON

DEC 12 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Transformation Through Base Realignment and Closure

Reference Defense Base Closure and Realignment Act of 1990 as amended by Fiscal Year (FY) 2002 National Defense Authorization Act (the Act).

The Secretary of Defense recently announced the initiation of the Base Realignment and Closure 2005 (BRAC 2005) effort (enclosure 1), as authorized in the Defense Base Closure and Realignment Act of 1990, and amended by the FY 2002 National Defense Authorization Act. The process will result in the alignment of Department of Defense infrastructure with Defense strategy. In order to realign The Army's infrastructure to maximize our warfighting capability and efficiency, we must participate fully in the process and organize ourselves accordingly.

To that end, I have established a Deputy Assistant Secretary of the Army for Infrastructure Analysis (DASA (IA)) within the Office of the Assistant Secretary of the Army (Installations and Environment) to lead the Army's efforts in this important initiative. DASA (IA) will be The Army's focal point for BRAC 2005. The DASA (IA) will supervise a Total Army Basing Study (TABS) Group to execute those actions necessary to comply with the intent of the Congress and the direction of the Secretary. The TABS group will provide comprehensive analysis, with the support of the HQDA and MACOM staffs.

The Senior Review Group (SRG) will provide the guidance and review products for the BRAC 2005 effort. The SRG, chaired by the Vice Chief of Staff of the Army, and the Under Secretary of the Army, will include the Assistant Secretaries and Army Staff Principals. The Chief of Staff of the Army and I will represent The Army on the DoD Infrastructure Executive Council, while the Vice Chief of Staff of the Army and the ASA (Installations & Environment) will represent The Army on the DoD Infrastructure Steering Council.

The above reference sets out a process with specific timelines and milestones to which the Department will adhere to in developing its recommendations for closure and realignment. Where the Act applies, it is the exclusive authority for selecting military installations for closure, realignment or for carrying out any closure or realignment.

Understandably, many of our local community partners will have great concerns over BRAC 2005. We must avoid creating an expectation in the local communities that any action or group of actions would preclude an installation from being considered for realignment. The Act requires us to "consider all military installations within the United

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States equally without regard to whether the installation has been previously considered or proposed for closure or realignment by the Department." We must treat every Army installation fairly.

I want to stress, as did Secretary Rumsfeld, that no binding decisions will be made prior to the submission of final requirements to the Commission no later than May 15, 2005. However, it is critical for leaders throughout the Army to support the efforts of the newly established DASA (IA) and the TABS group as they proceed with their important work.

I wholeheartedly welcome the initiation of this process. It will be a critical component of our transformation.

Thomas E. White

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SUPERINTENDENT, U.S. MILITARY ACADEMY

CHARTER FOR
THE ARMY BASING STUDY (TABS) GROUP

CHARTER FOR
THE ARMY BASING STUDY (TABS) GROUP

PURPOSE

This Department of the Army charter establishes The Army Basing Study (TABS) Group, hereinafter referred to as the TABS Group, and specifies the authority, missions, and responsibilities of this organization.

AUTHORITY

Effective 15 January 2003, the TABS Group is established as a temporary organization under the Assistant Chief of Staff for Installation Management (ACSIM) who will provide it administrative and logistical support. The Deputy Assistant Secretary of the Army for Infrastructure Analysis (DASA(IA)) from the Office of the Assistant Secretary of the Army for Installations and Environment (ASA(I&E)) will be dual-hatted as the Director of the TABS Group. This organization is established to enable the Department of the Army to comply with the provisions of Public Law 101-510, as amended. This charter expires 30 days after final approval or disapproval of the Commission report by the Congress, or sooner at the direction of the charter signatories.

CONCEPT

The TABS Group will accomplish the planning and execution of the Army's responsibilities in the development of base realignment and closure (BRAC) recommendations for BRAC 05 in two phases. On 15 January 2003, a core group of approximately seven personnel will stand up to organize the effort. The complete TABS Group will become operational not later than 1 September 2003.

MISSION

The TABS Group will examine the issues surrounding the realignment and closure of Army installations within the 50 States, the District of Columbia and U.S. Commonwealths, territories and possessions, and make recommendations to the Secretary of the Army and Chief of Staff, Army concerning potential realignments and closures. Additionally, the TABS Group will serve as Army single point of contact for BRAC 05.

The TABS Group will conduct a comprehensive, detailed military value assessment of Army installations; evaluate base realignment and closure alternatives; and develop, document, and publish base realignment and closure recommendations to be submitted to OSD and the Commission that are consistent with Department of Defense (DoD) and Army force structure plans, BRAC selection criteria, and the requirements of Public Law 101-510, as amended.

PRINCIPLES

The TABS Group will observe the following principles in performing its mission:

a. Comply with the provisions of the Defense Base Closure and Realignment Act, as amended, and other relevant legislation that may be enacted subsequent to approval of this charter.

b. Comply with the guidance promulgated by the Office of the Secretary of Defense (OSD), the Secretary of the Army, and the Chief of Staff, Army.

c. Use installation resources to most effectively and efficiently support the Army Stationing Strategy.

d. Ensure the capability of the base structure in the U.S. to support the training, mobilization, modernization, deployment, reconstitution, and sustainment of the Army.

e. Provide the Army's soldiers, family members, and civilian employees with a high quality base structure in which to work, train, and live.

f. Consider all installations equally as candidates for realignment or closure without regard to whether the installation was previously considered or proposed for closure, realignment, or as a receiving installation by a previous round of BRAC.

g. Ensure that CONUS installations can absorb OCONUS forces should they be re-stationed to CONUS.

LEADERSHIP GUIDANCE

The following guidance has been provided by the Army's Leadership to support the decision-making process under BRAC 05:

a. Ensure the BRAC analysis is criteria-based, rigorous, and auditable.

b. Ensure recommendations are consistent with the Army Stationing Strategy.

c. Support Army Transformation, including logistics and personnel transformation.

d. Recommend joint stationing solutions for cross-service functions that enhance Army Transformation.

e. Enhance the Army's power projection capability.

f. Consolidate RC and AC activities onto joint use military installations where appropriate and in accordance with recruiting demographics studies as required by DODD 1225.7.

g. Consolidate functions wherever appropriate, including schools, personnel, logistical, and other management functions.

h. Provide training opportunities that are not impacted by encroachment.

i. Relocate DOD functions from leased property onto DOD-owned property where appropriate.

j. Consider enhancing force protection (even if costs increase) by: moving units from leased space; moving units from the National Capital Region; and re-stationing units so as to consolidate forces.

k. Ensure the future readiness of Army forces while reducing the long-term cost of the base structure.

l. Ensure recommendations are consistent with AKM goals and transformation to a netcentric Army.

RESPONSIBILITIES

The TABS Group will:

a. Serve as the single point of contact for HQDA for BRAC 05 and meet all legislatively directed and OSD-directed BRAC 05 milestones.

b. Develop, document, and publish base realignment and closure recommendations to be submitted to OSD and the Commission.

c. Support DoD's development of BRAC criteria and the FY05 submission of the force structure plan, infrastructure inventory, and certification of the need for BRAC.

d. Apply lessons learned from previous BRAC rounds to refine the study process.

e. Provide program management and contractor supervision for the Cost of Base Realignment Actions (COBRA) Model.

f. Conduct on-site visits to installations, as needed.

g. Keep informed on property transfer actions currently being implemented by the ACSIM's Base Realignment and Closure Office (BRACO).

h. Seek advice from the Army Audit Agency (AAA) in developing, documenting, and implementing effective internal control procedures. As required, request AAA attestation/audit services to review the accuracy and validity of the processes, methodology, assumptions, calculations, and data used.

i. Conduct a comprehensive, detailed military value assessment of Army installations in concert with the G3 and the Center for Army Analysis (CAA).

j. Evaluate all base realignment and closure alternatives for consistency with the DoD Selection Criteria and the DoD Force Structure Plan.

k. Integrate Army and OSD initiatives that may affect basing requirements.

l. Support OSD initiatives to facilitate the BRAC analysis by participation in these initiatives or by recommending to the Army Leadership the appropriate Army representation.

m. Present recommendations to the Army Leadership for final approval. Provide in-process reviews not less than quarterly.

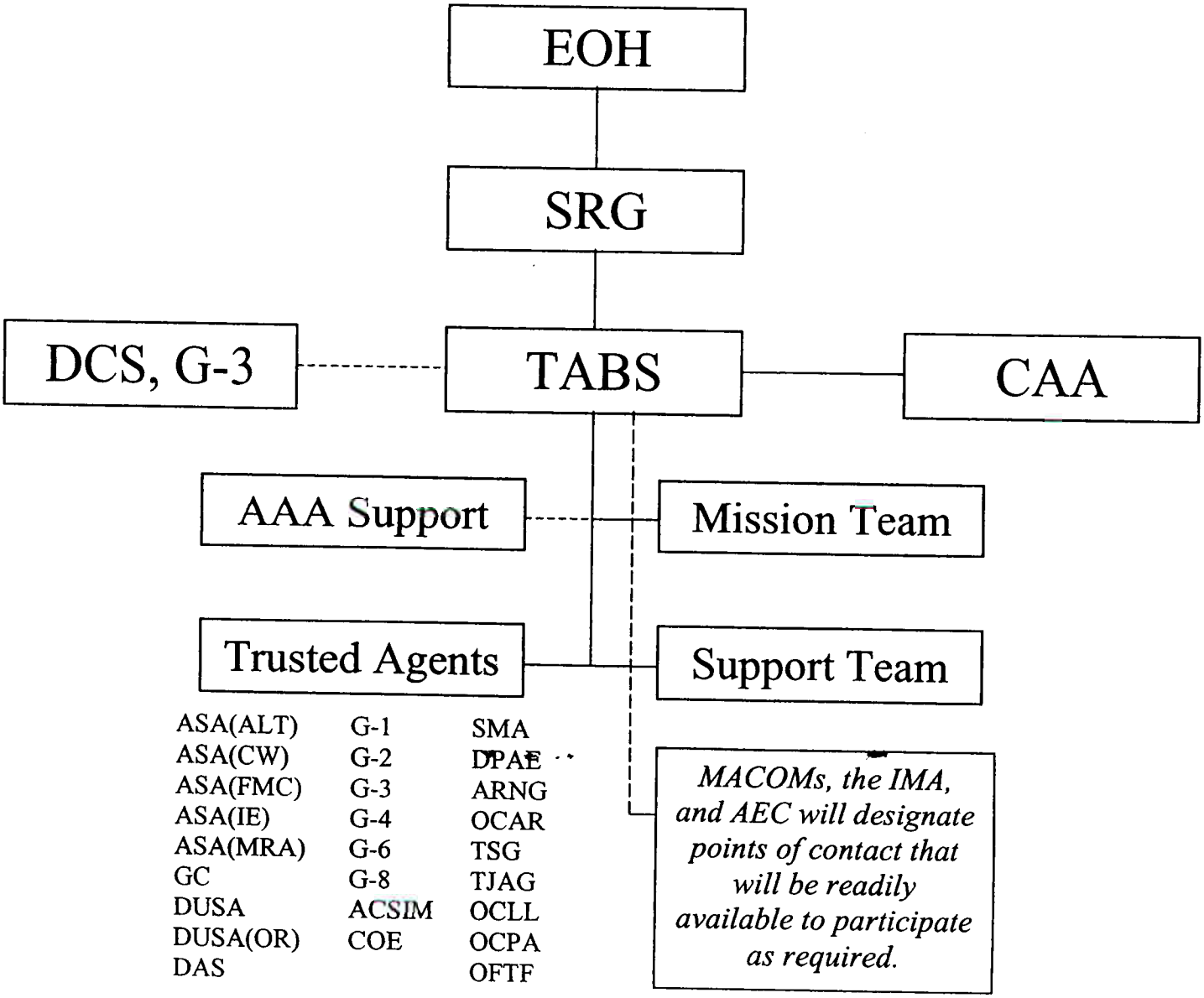
n. Support Army and OSD witnesses who testify before the Commission or Congress.

o. Assist the BRACO in the transition from BRAC 05 analysis to BRAC 05 execution.

ORGANIZATIONAL STRUCTURE AND MANPOWER REQUIREMENTS

The complete TABS Group will be staffed on a full-time basis by up to 30 personnel. The Deputy Assistant Secretary of the Army for Infrastructure Analysis (DASA(IA)) will serve as the Director of the TABS Group. A colonel will serve as the Deputy. Personnel will be re-assigned from Department of the Army to fill all positions. Duration of assignment is date assigned until 30 days after final approval or disapproval of the Commission report by the Congress, or release at the direction of the Director of the TABS Group.

Additionally, representatives from various elements of HQDA will support the TABS Group on an on-call basis. The representatives will constitute the Trusted Agents for the BRAC 05 effort. These elements include representation from the assistant secretaries of the Army, the General Counsel, the DUSA, the DUSA(OR), ARSTAF principals, OFTF, DPAE, AAA, CAA, OCAR, and DARNG.



SUPPORT

Funding: The estimated annual operating budgets ($ in thousands) for the TABS Group are:

	FY03*	FY04**	FY05**
Civilian Salaries	226	751	751
Travel	80	190	95
Supplies	93	26	13
Studies	500	3000	2000
COBRA Enhancements	800	200	200
TOTAL	1699	4167	3059

* FY03 assumes 2 GS-15, 3 GS-14, and 1 GS-9 for three months
**FY04, FY05 assumes 2 GS-15, 3 GS-14, and 1 GS-9 for full year

Funding support for the TABS Group will be provided by ACSIM. If the existence of the TABS Group is extended beyond 30 September 2005, additional funding will be addressed at that time.

Office Space: Initially, the TABS Group will require space for 7 people for the core group. This space will be provided within the Pentagon by the ASA(I&E). Beginning in the summer of 2003, the TABS Group requires general-purpose administrative space to accommodate a minimum of 36 personnel (the TABS Group, AAA, GAO, contractors), associated office furniture, computers and office equipment (e.g. file and storage cabinets, photocopy machines, facsimile machine), and a conference area of sufficient size to accommodate 20-25 personnel.

The TABS Group should be located outside the Pentagon adjacent to a Metro station within 10 minutes of the Pentagon to be most effective and to allow easy access to Army leadership and various Army, OSD, and Joint Staff agencies.

Office Furniture and Equipment: Requirements for the TABS Group are identified below.

- Modular furniture for 34 personnel.
- Office furnishings for one member of the Senior Executive Service and one colonel.
- Desktop computers (IMCEN-standard laptops with docking stations and separate monitors) for 36 personnel that meet the HQDA standard for speed, power, software applications, and so on.
- Four laser printers.

- One plain paper facsimile machine.
- Two photocopy machines: one high-speed black and white and one color.
- Three four-drawer safe suitable for classified materials.

Communications Connectivity: Minimum requirements for the TABS Group are:

- One commercial/DSN telephone line for facsimile machine.
- One SIPRNet connection, laptop, docking station, printer, and safe for secure storage.
- Thirty-six commercial telephone lines.
- Connectivity to the Headquarters, Department of the Army email system, Army Knowledge Online, and the Internet for 36 computer workstations.
- Four cellular telephones.
- Four Blackberries.

COORDINATING INSTRUCTIONS

The Director of the Army Staff has responsibility for coordinating and synchronizing all HQDA actions on behalf of the Executive Office of the Headquarters (EOH). Actions of the TABS Group will be similarly synchronized in accordance with guidance from the Director to the HQDA staff.

The Assistant Secretary of the Army (Installations and Environment) is responsible for policy and oversight of all base realignment and closure initiatives. Formal Department of the Army submissions, correspondence and documents developed by the TABS Group will be signed by the ASA(I&E) or his designee unless he deems that they should be signed at a higher level.

The Deputy Chief of Staff, G3, is the stationer of the Army and staff proponent for unit activations, inactivations, relocations and other force structure changes. The G3 will provide the Army Stationing Strategy to the TABS Group as the Army's stationing requirements and will provide stationing alternatives to the TABS Group for evaluation.

The Assistant Chief of Staff for Installation Management is the Army Staff proponent for the implementation and execution of BRAC and will fund the TABS Group's efforts.

All MACOMs, the IMA, and the Army Environmental Center (AEC) will designate points of contact that will be readily available to participate with the TABS Group as required.

The TABS Group will serve as Army single point of contact for BRAC 05 to coordinate with the BRAC efforts of OSD, the Joint staff, the other services, and the Defense Agencies.

HQDA agencies listed below will designate a Trusted Agent action officer and GO/SES for matters pertaining to the TABS Group's effort. Trusted Agents will be readily available to participate with the TABS Group as required:

- ASA(ALT)
- ASA(CW)
- ASA(FMC)
- ASA(IE)
- ASA(MRA)
- General Counsel
- DUSA
- DUSA(OR)
- DAS
- Deputy Chief of Staff, G1
- Deputy Chief of Staff, G2
- Deputy Chief of Staff, G3
- Deputy Chief of Staff, G4
- Deputy Chief of Staff, G6
- Deputy Chief of Staff, G8
- Assistant Chief of Staff for Installation Management
- Chief of Engineers
- Sergeant Major of the Army
- Director, Program Analysis and Evaluation
- Director, Army National Guard
- Chief, Army Reserve
- The Judge Advocate General
- The Surgeon General
- Chief, Public Affairs
- Chief, Legislative Liaison
- The Auditor General
- Director, Center for Army Analysis

Antonio M. Taguba
Major General, U.S. Army
Acting Director of the Army Staff

Joel B. Hudson
Administrative Assistant
to the Secretary of the Army