THE JOINT STAFF
WASHINGTON, DC

Reply ZIP Code:
20318-8000

March 2, 2005

MEMORANDUM FOR DEPUTY DIRECTOR, ADMINISTRATION AND MANAGEMENT

Subject: Base Realignment and Closure (BRAC) 2005 Certification of Information

1. The Headquarters & Support Activities Joint Cross-Service Group request for data through the spreadsheet titled "Military Value/Capacity Data Validation, Defense/MILDEP Adjudication Activities," dated 31 Jan 05 has been reviewed by the Joint Staff/J8 Trusted Agent. Five of the 11 questions were deemed applicable and responses provided.

2. I certify that the information provided in these responses is complete and accurate to the best of my knowledge and belief.

LISA S. DISBROW
Deputy Director for
Force Management, J-8

Military Value/Capacity Data Validation
Defense/MILDEP Adjudication Activities
31 Jan 05

A signed memo of data certification must accompany your reply to this request for information (pdf.). The certification memo must be on official stationery, and must certify that all data in this spreadhsheet is complete and accurate. See sample memo text at the bottom of this document.

ADJUDICATION ACTIVITIES MILITARY VALUE QUESTIONS AND CAPACITY DATA VALIDATION

All questions followed by a RED cell require answer(s) in the table immediately following. IMPORTANT NOTE: Answer for your agency only. SECOND IMPORTANT NOTE: Your agency provided the capacity data included in this spreadsheet. If you change or add to any information currently in this spreadsheet, "fill" the cell with LIGHT ORANGE, or somehow clearly bring it to the attention of the POC listed that you have made a change. Changes will be considered as officially-certified, accurate, and complete updates to previously-provided capacity data. POC: Doug McCoy, 703.696.9448 ext 113.

Question Number		
301		GSF & Auth Personnel of each owned, admin bldg in space outside DC Area. The DC Area = within a 100-mile radius of the Pentagon. For EACH building of owned, administrative space that you occupy outside the DC Area: what is the building's number, name, address, DoD Host (Installation) and GSF (Gross Square Feet) assigned to you by your host? And what is the authorized personnel breakdown (authorized and on-board contractors/detailees) per building? Owned Space = space owned by the federal government and controlled by the DoD. This question pertains to activities visible in the table immediately following. "Fill" in changed cells with LIGHT ORANGE. Answer for your activity only.

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Question Number	
303	Administrative space. For each building of owned, administrative space that you occupy on your installation, complete the following table. Owned Space = space owned by the federal government and controlled by the DoD. Provide the projected number of ADDITIONAL personnel and space needed to meet any surge requirements. Fill in blanks with a zero or another number, and "fill" changed cells with LIGHT ORANGE. Answer for your activity only.

JCS CAF	Pentagon Room 1E1062	Arlington	VA	[illegible]	N/A	[illegible]	1		5			6	

Question Number	
311	USF and Personnel in each building of leased, admin space outside DC Area? Fill in blanks with a zero or another number, and "fill" changed cells with LIGHT ORANGE. Answer for your activity only.

Question Number	
462	USF & Personnel of each building of leased, admin space within DC Area (anything within 100 miles of Pentagon)? Fill in blanks with a zero or another number, and "fill" changed cells with LIGHT ORANGE. Answer for your activity only.

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Question Number													
463		GSF & Personnel per bldg owned/admin space w/in DC Area. Fill in blanks with a zero or another number, and "fill" changed cells with LIGHT ORANGE. Answer for your activity only.											
	JCS CAF	Pentagon Room 1E1062	Arlington	VA				1		5			6

Question Number								
1909		Does your activity have a statutory requirement (In existence as of the date of this response) to be located anywhere within the DC Area? Activities within 100 miles of the Pentagon are in the DC Area. If yes, identify the specific statute establishing the requirement and the specific location of the requirement. If N/A, answer no.						
	JCS CAF	Pentagon Room 1E1062	Arlington	VA				

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Question Number									
1910		Does your activity have a statutory requirement (in existence as of the date of your response) requiring you to remain at your current location? If yes, identify the specific statute establishing the requirement and the specific location of the requirement. If N/A, enter no.							
	JCS CAF	Pentagon Room 1E1062	Arlington	VA					

Question Number										
1911		After each location cited in below table, indicate the one type of mission/location characteristic that best describes your activity's primary mission. Indicate only one mission/location for your activity.								
	JCS CAF	Pentagon Room 1E1062	Arlington	VA						

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Question Number	
1912	Leased AT/FP % of Bldg and Controlled. For your activity in the table below, complete the table as required. (Do NOT leave blank. Do NOT use "N/A."). Fill in all blanks.

Question Number	
1111	Answer leased-space questions in table below. Answer for your activity only.

Question Number	
1112	What is your activity's average, annual, all-in (salary/benefits only; do not add costs for incidentals, e.g., vehicles, space, etc.) personnel cost per contract employee? Answer for your activity only.

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Cells	Explanations/Comments (Identify By Cell To Left)

SAMPLE CERTIFICATION MEMO TEXT

MEMORANDUM FOR...

SUBJECT: Base Realignment and Closure 2005 Information and Data Certification, (Name of Organization)

I certify that information and data contained in the attached spreadsheet titled "Military Value/Capacity Data Validation, Defense/MILDEP Adjudication Activities," dated 31 Jan 05 pertaining to (insert name adjudication activity and name of parent organization) is complete and accurate to the best of my knowledge and belief.

JOHN DOE
XXXXXXXXXXXX
Certifying Official

NOTE: Did you "fill" in changed cells with LIGHT ORANGE?