Draft Deliberative Document – For Discussion Purposes Only
Do Not Release Under FOIA

Office Procedures for the Industrial Joint Cross-Service Group Base Realignment and Closure 2005

APR 20 2004

1. Purpose.

This document contains important information on standard operating procedures related to controls necessary to safeguard the BRAC 2005 deliberative data, documents, decisions, and recommendations for the Industrial Joint Cross-Service Group (IJCSG).

2. Reference.

Memorandum, Under Secretary of Defense (Acquisition, Technology, and Logistics), April 16, 2003, subject: *Transformation Through Base Realignment and Closure (BRAC 2005) Policy Memorandum One — Policy, Responsibilities, and Procedures.* Includes Appendix B, *Office of the Secretary of Defense Internal Control Plan for the 2005 Base Realignment and Closure Process.*

3. Storage Requirements.

a. Physical location used to store data. All BRAC 2005 data will be stored at the IJCSG work spaces located at 2301 Gallows Rd, Dunn Loring, VA.

b. Physical security type for the location. The primary entrance to the office space is secured by locking the front door with key card entry. All other entry points are controlled by key card, or dead bolt locks. The IJCSG Executive Secretary or his designated representative will issue and control key cards by name in a record log.

c. Type of container(s) used to store data. Access to office spaces will be controlled and, as such for purposes of BRAC data, the facility will be considered "open storage." **No classified data will be stored at this facility**. While open storage allows for data to be left out of traditional containers (e.g., filing cabinets), to the maximum extent possible, analysts will secure BRAC information not being immediately used for analysis. Fully configured computers for use by each assigned government person will be provided. A computer firewall will be established to provide security of data and data transmissions; however, the **Government users will not place classified material on the computers**. The contractor shall provide a local area network as well as high-speed access to the internet for research, data transfer, and email accounts. Administrators will perform periodic log reviews to determine authorized and unauthorized access to the network.

d. At the end of the business day, all data and working papers will, to the extent practicable, be placed in storage containers. That which cannot be placed in containers will be covered with a cover sheet

4. Document Control.

a. All deliberative documents produced by or submitted to the IJCSG (e.g., meeting minutes, information dealing with scenarios, possible alternatives, or recommendation candidates) will be assigned sequential control numbers by the data base manager. The data base manager will maintain the original master data file of all certified data and any changes received will be recorded and logged. At no time will an employee remove BRAC related data from the IJCSG secure office to work at home (this includes e-mail, CD, diskette, or hard copy).

b. Access to deliberative or draft deliberative documents and other materials will be restricted to those individuals who have signed non-disclosure agreements that are on file with IJCSG (copies of non-disclosure agreements will also be on file with the OSD BRAC office) and on a need to know basis. Deliberative documents will be treated as CLOSE HOLD and maintained in the IJCSG office space. Authorized individuals who must remove a document or other materials, either electronic or paper copy, from that office space must first obtain permission from either the Executive Secretary, or Sub Group leader and sign for the material on a sign-out log maintained by an IJCSG representative, designated by the Executive Secretary. Minutes of deliberative meetings or information dealing with scenarios, possible alternatives, or recommendation candidates may not be removed from the IJCSG secure office.

c. The following is a quote from Policy Memorandum One, referenced above: "To protect the integrity of the BRAC 2005 process, all files, data and materials relating to that process are deemed deliberative and internal to Department of Defense. All requests for release of BRAC 2005 data and materials, including those under the Freedom of Information Act, received prior to the Secretary forwarding his realignment and closure recommendations to the Commission shall be forwarded to the DUSD(I&E)."

d. Everyone involved in the BRAC 2005 effort must use every precaution to prevent the improper release of, or access to, BRAC 2005 information. Not only is access restricted to those individuals officially approved to take part in the BRAC 2005 process, care must also be taken to avoid inadvertent dissemination of such information through verbal conversation, facsimile, e-mail, or other electronic communication means.

5. Communications.

a. Government issued laptop computers are permitted in the office space. All others must be approved by the Executive Secretary or a subgroup leader before entering the office space.

b. Cell phones and personnel digital assistants are permitted however, photography is forbidden.

c. The use of facsimile machines to transmit information dealing with scenarios, possible alternatives, or recommendation candidates is permitted. Care will be taken to ensure that a trusted agent monitors the facsimile machines **during transmission and receipt** to preclude any compromise of sensitive information. A sign will be posted on the facsimile machine stating the requirement for monitoring transmissions. The individual sending the facsimile must first call the recipient to ensure that transmission will be monitored by the recipient. After transmission, the sender must call and confirm receipt of the facsimile.

6. Minutes.

The IJCSG members will make all deliberative decisions. Minutes for all IJCSG deliberative sessions will be signed by the Chairman of the IJCSG and maintained in a secure office space. Minutes of subgroup or team meetings are not required. If minutes are taken for subgroup or team meetings, the original will be maintained in the office space with the minutes of the IJCSG meetings. Minutes will record attendance, date/time/location of the meeting, a high-level synopsis of the topics discussed, unresolved issues, and all decisions and recommendations. The OSD BRAC office will also maintain a copy of these minutes.

7. Open Source Data.

Open source data published in regulations, standards, orders, and so on that are produced to control the administration and efficient operation of the Services is deemed reasonable for use in the BRAC process. However, base realignment and closure recommendations will be based solely on information that is certified as accurate and complete to the best of the certifier's knowledge and belief. Open source information that is used in analysis and certified will be controlled under provisions identified for securing certified data.

8. Public Affairs Guidance (PAG).

a. This guidance supplements the OSD PAG dated February 13, 2003 subject: Public Affairs Guidance (PAG) — Transformation Through Base Realignment and Closure (BRAC 2005). Chairs of the IJCSG subgroups will take all press, public, or Congressional inquiries <u>without comment</u> and forward, with proposed answers, to the IJCSG Executive Secretary. Forwarded inquiries should include the publication name, reporter's name, and deadline.

b. If the inquiry is from the public, the recipient should determine the questioner's name, contact information and if the inquiry is on behalf of an organization. If applicable, obtain the name of the organization the questioner represents.

c. The IJCSG Executive Secretary will forward Congressional inquiries to the OSD BRAC Office for appropriate action/guidance.

9. Use of E-mail.

Use of e-mail is permitted with the permission of the Executive Secretary, or designated representative.

10. Performing Analysis.

a. Analysis of certified data, scenarios, etc. must be conducted at the IJCSG secure office space.

b. Only certified data will be used for analytical purposes.

11. Office Security.

a. The IJCSG office space is secure and the doors must remain closed and locked at all times. A security check will be conducted daily and a security check list (SF701) will be filled out daily by IJCSG personnel designated by the IJCSG Executive Secretary.

b. A "visitors" log will be kept at the entrance to the spaces. All IJCSG representatives will ensure their visitors sign the log and a non disclosure statement prior to entering the main IJCSG office spaces. The Executive Secretary of his designee will spot check the log and maintain completed pages in the office files.

c. Visitors must be escorted at all times. BRAC information will be provided on a need to know basis only. Signing a non-disclosure agreement does not guarantee access to all BRAC 2005 information. Stop and question strangers and report suspicious activity immediately.

12. Updates.

This document will be updated, as necessary, throughout the BRAC 2005 process.

Joseph L. Berry
Executive Secretary, IJCSG