

## Joint Action Scenario Team (JAST) Meeting Minutes

**Date:** 5 May 2004

**Meeting Title:** JAST Meeting – 5 May 2004

**Attendees:**

Office	Name	Email	Telephone
OSD BRAC	✓ Brian Buzzell	<a href="mailto:Brian.Buzzell.CTR@osd.mil">Brian.Buzzell.CTR@osd.mil</a>	703-614-6088
DASN (IA) BRAC	✓ CAPT Jason Leaver	<a href="mailto:Jason.Leaver@navy.mil">Jason.Leaver@navy.mil</a>	703-602-6524
OSD BRAC	✓ Jim Casey	<a href="mailto:James.Casey.CTR@osd.mil">James.Casey.CTR@osd.mil</a>	703-614-6088
DASA (IA) BRAC	✓ Dave Powell	<a href="mailto:dpowell@alionscience.com">dpowell@alionscience.com</a> ; <a href="mailto:David.Powell@hqda.army.mil">David.Powell@hqda.army.mil</a>	703-998-1660
USMC BRAC	✓ COL Walter Hamm	<a href="mailto:Walter.Hamm@navy.mil">Walter.Hamm@navy.mil</a>	703-602-6421
SAF/IE BRAC	✓ Col Karen Kohlhaas	<a href="mailto:Karen.Kohlhaas@pentagon.af.mil">Karen.Kohlhaas@pentagon.af.mil</a>	703-693-9339
SAF/IEBB BRAC	✓ Lt Col Phil Lanman	<a href="mailto:Phillip.Lanman@pentagon.af.mil">Phillip.Lanman@pentagon.af.mil</a>	703-692-9920
SAF/IEBB BRAC	✓ Lt Col Chris Kapellas	<a href="mailto:Christopher.Kapellas@pentagon.af.mil">Christopher.Kapellas@pentagon.af.mil</a>	703-692-9510
DASN (IA) BRAC	CAPT Chris Nichols	<a href="mailto:Chris.Nichols1@navy.mil">Chris.Nichols1@navy.mil</a>	703-602-6510
DASA (IA) BRAC	✓ Phil Schrock	<a href="mailto:Philip.Schrock@hqda.army.mil">Philip.Schrock@hqda.army.mil</a>	703-588-0487
DASA (IA) BRAC	✓ LTC John Vignali	<a href="mailto:Joseph.Vignali@hqda.army.mil">Joseph.Vignali@hqda.army.mil</a>	703-588-0486
SAF/IEBB BRAC	✓ Mike Callaghan	<a href="mailto:Michael.Callaghan@pentagon.af.mil">Michael.Callaghan@pentagon.af.mil</a>	703-695-2700

**Agenda:**

- Review 18 March 2004 Minutes
- Joint Action Scenario Development Process Plan (Version 1.0 *Final Release, dated 13 April 2004*)
  - Navy “issues” with wording
  - Finalize Version 1.0
- Scenario Tracking Format (template) and Tracking Log
- Potential Installations from Initial Screen
- Outstanding Issues – Rollup
- Next Steps

**Synopsis of Discussion Items:**

Review 18 March 2004 Minutes

- JAST concurred with 18 March 2004 Minutes as written.

Joint Action Scenario Development Process Plan (Version 1.0 Final Release, dated 13 April 2004)

- Navy “issues” with wording. Navy representative conveyed Navy BRAC Director’s concern regarding some wording within the document. After much discussion, it was agreed that the JAST members would not attempt to rewrite or revise the current document at this time, since all other JAST members, in addition to the Army and Air

Force BRAC Directors, understood and previously concurred with the document. Rather, the Navy JAST member will provide Navy BRAC Director's specific recommended document clarifications to the JAST.

- Finalize Version 1.0. Navy JAST member will provide Navy BRAC Director's specific recommended document clarifications to JAST members no later than 12 May 2004.

Scenario Tracking Format (template) and Tracking Log

- Discussed the draft JAST Scenario Idea template and log to be used for summarizing scenario ideas. Army JAST member will lead the development and provide draft template to JAST members for review and coordination.
- JAST members discussed the need for developing a checklist to be used when reviewing a joint basing scenario idea. USMC representative agreed to lead the development of the checklist for review and coordination.

Potential Installations from Initial Screen

- JAST members discussed the lists of installations and bases resulting from the initial screening from Data Call #1.
- JAST agreed that the results have greatly assisted in identifying potential installations and bases for joint basing opportunities, or assisted in clarifying and refining Service requirements.
- JAST reiterated the need for all Services to clarify all MVA questions not later than 14 May 2004 so sister Services can correctly answer questions as part of Data Call #2.

Outstanding Issues – Rollup

- JAST reviewed and updated status of outstanding issues and actions. (See JAST Issues/Action Tracker dated 5 May 2004.)

Other Comments

- JAST members reemphasized the importance of representing their BRAC Directors and keeping their Directors informed of JAST issues and actions.

**Decisions:**

1. Navy JAST member will coordinate with Navy BRAC Director and provide specific recommendations for clarifying any significant recommended wording clarifications of the Joint Action Scenario Development Process Plan to the JAST members no later than 12 May 2004. Goal remains to have finalized and approved plan no later than 20 May 2004.
2. USMC JAST member will lead the development of a checklist to be used when reviewing a joint basing scenario idea.
3. Army JAST member will lead the development of JAST Scenario Idea template and log to be used to describe scenario ideas.

**Recommendations:**

- JAST members continually update their respective BRAC Directors
- Finalize and gain all BRAC Directors' approval of Joint Action Scenario Development Process Plan by 20 May 2004.