

Joint Action Scenario Team (JAST) Meeting Minutes

Date: 31 January 2005

Meeting Title: JAST Meeting – 31 January 2005

Attendees:

| <u>Office</u> | | <u>Name</u> | <u>Email</u> | <u>Telephone</u> |
|----------------|---|--------------------|--|------------------|
| OSD BRAC | ✓ | Brian Buzzell | Brian.Buzzell.CTR@osd.mil | 703-614-6088 |
| USMC BRAC | ✓ | COL Walter Hamm | Walter.Hamm@navy.mil | 703-602-6421 |
| DASA (IA) BRAC | ✓ | LTC John Vignali | Joseph.Vignali@hqda.army.mil | 703-588-0486 |
| SAF/IEBB BRAC | ✓ | Lt Col Phil Lanman | Phillip.Lanman@pentagon.af.mil | 703-692-9920 |
| DASA (IA) BRAC | ✓ | Phil Schrock | Philip.Schrock@hqda.army.mil | 703-588-0487 |
| GAO | ✓ | James Reynolds* | reynoldsj@gao.gov | 202-512-3704 |

Note: *GAO representative attended as an observer.

Agenda:

- Review 24 Jan 05 Minutes
- Update current scenario ideas
- JAST documentation and reporting

Synopsis of Discussion Items:

Review 24 January 2005 Minutes

- The JAST reviewed and approved the 24 January 2005 Minutes.

New Ideas.

- MILDEPs did not present any new JAST scenario ideas.

Status update of current ideas

- The JAST members reviewed all scenario ideas, provided status updates, and reconciled their records.
- The Navy JAST representative anticipates the Navy's deliberative body will determine which JAST scenario ideas will become Candidate Recommendations, and he will be able to provide the information via email early this week.

JAST documentation and reporting

- The JAST discussed methods to simplify record keeping of each potential scenario. Each MILDEP and OSD has a tracking system by which proposals/scenarios/candidate recommendations are tracked. Since a major principal of the JAST is to work within existing MILDEPs' BRAC structure, all agreed that JAST scenario record keeping should be minimal and refer to the appropriate MILDEPs' tracking numbers. The GAO representative observed that JAST documents and record keeping could be kept simple: refer to essentials, such as date of origin, title, originating Service, results or disposition

of the scenario idea, and the appropriate MILDEPs' OSD tracking number [in the ISG BRAC Scenario Tracking Tool]. Given that information, auditors should be able to identify and audit JAST scenarios.

Decisions:

- The Army representative will review the current JAST Scenario Idea Summary form, simplify the format, and provide recommendations to the JAST.

Recommendations;

1. The JAST members provide feedback to their BRAC Directors.
2. MILDEP BRAC AOs continue to closely coordinate their actions – share information and synchronize their analyses.
3. Next JAST meeting is scheduled to meet on 7 February 2005.