THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

DCN 8584

Canc frp: Apr 06
SECNAVNOTE 11000
DASN(IS&A)
04 JAN 2005

SECNAV NOTICE 11000

From: Secretary of the Navy
To: All Ships and Stations

Subj: BASE CLOSURE AND REALIGNMENT

Ref: (a) Defense Base Closure and Realignment Act of 1990 (Sections 2901-2914 of P.L. 101-510, as amended by Fiscal Year (FY) 2002 National Defense Authorization Act)
(b) SECDEF memo of 15 Nov 02; Subj: Transformation Through Base Realignment and Closure (NOTAL)
(c) SECNAV memo of 4 Jan 05; Subj: Revisions to the DON Base Realignment and Closure (BRAC) 2005 Structure - Policy Advisory Three
(d) USD(AT&L) memo of 16 Apr 03; Subj: Transformation Through Base Realignment and Closure (BRAC 2005) Policy Memorandum One - Policy, Responsibilities, and Procedures (NOTAL)
(e) SECNAV memo of 25 Nov 02; Subj: Base Realignment and Closure (BRAC) 2005 (NOTAL)
(f) SECNAV memo of 29 May 03; Subj: Base Realignment and Closure (BRAC) 2005 - Policy Advisory One (NOTAL)
(g) SECNAV memo of 27 Jun 03; Subj: Internal Control Plan (ICP) for Management of the Department of the Navy 2005 Base Realignment and Closure (BRAC) Process Policy Advisory Two (NOTAL)
(h) SECDEF WASHINGTON DC 202320Z NOV 03; Public Affairs Guidance (PAG) (NOTAL)
(i) SECNAV memo of 5 Sep 03; Subj: Department of the Navy Support to Joint Cross Service Groups in the Base Realignment and Closure (BRAC) Process (NOTAL)

Encl: (1) BRAC 2005 Organization Diagram
(2) Timeline for DON BRAC-05

1. Purpose. To issue procedures and guidance for the Department of Navy (DON) to support the Department of Defense (DoD) implementation of reference (a) (the Act), as further implemented by references (b) through (i).

2. Cancellation. SECNAVNOTE 11000 of 09 March 2004 (Canc frp: Apr 06)

3. Background. The Act establishes an equitable, analytical process that will result in the timely closure or realignment of military installations and activities. Under this procedure, on 12 April 1991, 12 March 1993 and 28 February 1995, the Secretary of Defense (SECDEF) transmitted to the Congressional oversight committees and the Defense Base Closure and Realignment Commission (the Commission) a list of military installations recommended for closure or realignment. Per the Act, a similar procedure will be employed during the 2005 round for closure or realignment of additional military installations with a new transformational emphasis which employs a 20-year force structure plan and gives primary consideration to joint cross service functions. Joint Cross Service Groups (JCSGs) will analyze common business-oriented support functions, and each Military Department (MILDEP) will analyze service unique functions. One goal for BRAC 2005 is to eliminate excess capacity. The larger goal is one of transformation, which envisions reconfiguration of current infrastructure so that operational capacity maximizes war-fighting capability and efficiency. This notice reflects the Act and the implementing policies listed in references (b) through (i). It builds on the experience gained within DON during the 1993 and 1995 BRAC processes, particularly in view of the validation of those processes by both the Government Accountability Office (GAO) and the Commission.

4. Discussion. SECDEF established, reference (b), an Infrastructure Executive Council (IEC) as the policy making and oversight body for the entire BRAC process, and a subordinate group, the Infrastructure Steering Group (ISG), to oversee the JCSG analyses and to integrate that process with the MILDEP analyses of all other functions, enclosure (1). The Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) are members of the IEC. The Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)), the Vice Chief of Naval Operations (VCNO), and the Assistant Commandant of the Marine Corps (ACMC) are members of the ISG. The Deputy Assistant Secretary of the Navy for Infrastructure Strategy & Analysis (DASN(IS&A)), has been appointed as the Special Assistant to the

Secretary of the Navy for all matters associated with the 2005 Base Realignment and Closure for BRAC (SA for BRAC), reference (c), and has been designated as the replacement for ASN(I&E) on the ISG, with the same responsibilities and authorities. The Secretary of the Navy will rely on the leadership of the SA for BRAC and the members of the Infrastructure Evaluation Group (IEG) and the Department of the Navy Analysis Group (DAG), supported by the Infrastructure Analysis Team (IAT), for the DON specific analyses and deliberations required to satisfy the mandates of the Act. The DAG, established by reference (c), is responsible for analyzing DON specific functions and providing closure and realignment recommendations for consideration by the IEG. The IEG will be responsible for developing DON recommendations for installations and ensuring that factors of concern to the operational commanders are considered. In consultation with the CNO and CMC, the IEG will prepare recommendations for SECNAV approval. Once SECNAV is satisfied that the DON specific recommendations for closure and realignment comport with the Act, regulation and policy, SECNAV will present recommendations to SECDEF's IEC.

a. Organization. Under the authority of SECNAV, the BRAC effort will be comprised of several base closure-unique entities and other standing DON organizations. To ensure a credible and comprehensive review of DON functions, installations, and facilities, one that is conducted scrupulously in accordance with the Act, DoD and DON policy, SECNAV established the IEG, DAG, IAT, and Functional Advisory Board (FAB), references (c), (e) and (f):

(1) The IEG consists of nine members:

(a) ACMC as Co-Chair;

(b) VCNO as Co-Chair;

(c) SA for BRAC as Co-Chair;

(d) Two Navy flag officers and two Marine Corps general officers recommended by CNO and CMC, that have experience in logistics, planning, requirements, and/or operations respectively; and,

(e) Two individuals of flag/general officer or Senior Executive Service rank, one recommended by the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RD&A)) and one recommended by the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA));

(e) In addition to these members of the IEG, a Navy and a Marine Corps Judge Advocate serve as the permanent Recorders for the sessions of the IEG and participate fully in IAT activities.

(2) The DAG consists of:

(a) SA for BRAC as Chair;

(b) Individuals of Flag/General Officer, or Senior Executive Service rank, appointed by the members of the IEG (one each);

(c) Two individuals of flag/general officer or Senior Executive Service rank representing the Deputy Chief of Naval Operations (Plans, Policy, and Operations) (N3/N5) and the Deputy Commandant (Plans Policies and Operations Department) (PP&O);

(d) In addition to these members of the DAG, a Navy and a Marine Corps Judge Advocate serve as the permanent Recorders for the sessions of the DAG and participate fully in IAT activities.

(3) The IAT consists of:

(a) DASN (IS&A), as Director of the IAT; and,

(b) Individuals representing a broad range of DON experience and warfare disciplines who are assigned full-time to support the BRAC 2005 efforts. Under the direction, guidance, and oversight of the DASN(IS&A) and the IEG, these individuals will include Navy and Marine Corps officers, analysts and supporting staff from throughout DON and from the Center for Naval Analyses (CNA). They shall be assigned to the IAT and will include senior officers with operational experience. The IAT shall also have access to public affairs and legislative affairs capabilities. One Navy and one Marine Corps Judge

Advocate will be assigned to the IAT to serve as the permanent Recorders for the sessions of the IEG and DAG. The IAT members will be drawn from throughout DON, and will be assigned to the IAT for the duration of BRAC 2005.

VCNO and ACMC propose individuals for the IAT to DASN(IS&A) for approval.

(4) The FAB, reference (f), consists of:

(a) The Navy and Marine Corps principals of the seven Office of the Secretary of Defense (OSD) chartered JCSGs.

(b) Principal nominations will be presented by Vice Chief Naval of Operations (VCNO) and Assistant Commandant of the Marine Corps (ACMC) to the Under Secretary of Defense (Acquisition, Technology and Logistics)(USD(AT&L)).

(5) The Office of General Counsel and the Naval Audit Service will also provide support to the BRAC process as delineated below.

The IEG, DAG, and IAT will perform their functions per the proposed notional timeline in enclosure (2).

b. Responsibilities. Under the guidance and direction of SECNAV, the following DON entities will execute the responsibilities delineated below:

(1) IEG. The IEG is responsible for:

(a) Developing recommendations in deliberative session regarding closure and realignment of DON military installations or activities for approval by the SECNAV;

(b) Serving as the decision-making body for recommendations and issues developed by the DAG and FAB;

(c) Ensuring that an equitable and complete evaluation of all Navy and Marine Corps installations is conducted in accordance with the Act;

(d) Ensuring that the process utilized, the conduct of the deliberations, and the preparation of the

report containing recommendations are timely, thorough and in compliance with the Act, SECDEF and SECNAV policy, and this notice; and that the procedures used can be appropriately reviewed and analyzed by the Comptroller General as provided by the Act;

(e) Ensuring that factors of concern to the Navy and Marine Corps Operational Commanders are considered in any recommendations that affect DON installations;

(f) Providing BRAC recommendations to the Secretary of the Navy for review;

(g) Supporting the presentation of BRAC recommendations by the Secretary;

(h) Providing direction, guidance, and oversight to the DAG, FAB, and IAT; and,

(i) Protecting process integrity by ensuring that all certified data, considerations, and evaluations are treated as sensitive and internal to the process.

The Co-Chairs of the IEG may call into being special panels of the IEG to consider unique issues.

(2) DAG. The DAG is responsible for:

(a) Conducting analyses and developing DON specific recommendations in deliberative session regarding closure and realignment of DON military installations or activities for consideration by the IEG;

(b) Ensuring that the process utilized and the conduct of the deliberations are in compliance with the Act, SECDEF and SECNAV policy, and this notice; and that the procedures used can be appropriately reviewed and analyzed by the Comptroller General as provided by the Act;

(c) Ensuring that factors of concern to the Navy and Marine Corps Operational Commanders are considered in deliberations relating to DON installations; and,

(d) Protecting process integrity by ensuring that all certified data, considerations, and evaluations are treated as sensitive and internal to the process.

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(3) IAT. The IAT is responsible for:

(a) Responding to the guidance and direction of the IEG and DAG in collecting data and performing analysis as necessary;

(b) Developing analytical methodologies and techniques for consideration by the IEG and DAG;

(c) Working with external organizations, to include the Office of the Secretary of Defense base closure staff, the Commission staff, the Government Accountability Office, and Congressional staff, on day-to-day issues;

(d) Providing working-level analytic support to the JCSGs, DAG, and IEG, and coordinating data development with the FAB and the JCSGs, per reference (i);

(e) Controlling the development of the Department of the Navy BRAC Information Transfer System (DONBITS) and associated documentation; and,

(f) Protecting the integrity of the process by ensuring that all data, considerations, and evaluations are treated as sensitive and internal to the process.

Throughout the process, the IAT will provide staff support as requested by the Secretary and other senior DON officials in the DON BRAC 2005 process.

(4) FAB. In support of the JCSG and DON BRAC 2005 processes, SECNAV established the FAB, reference (f). The Navy and Marine Corps principal members of the seven JCSGs are assigned additional duty as members of the FAB.

The FAB is responsible for:

(a) Ensuring DON leadership is thoroughly briefed and prepared on JCSG matters that will ultimately be addressed to SECDEF's ISG and IEC;

As necessary, the FAB will identify issues to the Director, IAT, to be raised to the IEG per paragraph 4.b(1) above.

(5) Office of General Counsel, Department of the Navy (OGC DON). The General Counsel or his designee is responsible for ensuring that senior-level legal advice and counsel is present and available to the IEG, DAG, and IAT on all aspects of the BRAC process. The General Counsel or his designee shall be present for IEG and DAG deliberations. The OGC DON shall provide all legal analysis of the process for the IEG, DAG, and IAT.

(6) Naval Audit Service. The Naval Audit Service (NAVAUDSVC) will have two independent responsibilities during DON BRAC 2005. First, a senior NAVAUDSVC representative will play an integral part in the DON BRAC 2005 process by providing technical advice to the IEG, DAG, IAT and FAB, and by independently informing the IEG, DAG and senior DON officials, as appropriate, of significant issues regarding implementation of the Internal Control Plan (ICP), reference (g). This representative will be in full time residence with the IAT and will also liaison with the Government Accountability Office (GAO), the Inspector General of the Department of Defense (IG DoD), and other audit services. Second, NAVAUDSVC separately will perform an independent audit of the DON BRAC 2005 process, will review the supporting processes and data in DONBITS, and will issue periodic audit reports containing the results of these reviews. The NAVAUDSVC will also conduct periodic audits to verify whether DON is in substantial compliance with the certification policy set out in the references. The NAVAUDSVC will ensure audit standards are met and will advise the IEG and other senior DON officials of any significant issues identified during the independent audit. The NAVAUDSVC representative assigned to the IEG, DAG, IAT, and FAB will not be directly involved in the independent audits conducted by NAVAUDSVC.

(7) Major Claimants/DON Property Owners/Operators:

(a) Deputy Chief of Naval Operations (DCNO) (Fleet Readiness and Logistics (CNO (N4)) shall:

1. Identify and provide to DASN(IS&A) those policy issues and basic principles that either directly, or in a substantial manner indirectly, dictate Navy basing and infrastructure requirements;

audits to verify whether DON is in substantial compliance with the certification policy set out in the references. The NAVAUDSVC will ensure audit standards are met and will advise the IEG and other senior DON officials of any significant issues identified during the independent audit. The NAVAUDSVC representative assigned to the IEG, DAG, IAT, and FAB will not be directly involved in the independent audits conducted by NAVAUDSVC.

(7) Major Claimants/DON Property Owners/Operators:

(a) Deputy Chief of Naval Operations (DCNO) (Fleet Readiness and Logistics (CNO (N4)) shall:

1. Identify and provide to DASN(IS&A) those policy issues and basic principles that either directly, or in a substantial manner indirectly, dictate Navy basing and infrastructure requirements;

2. As directed by DASN(IS&A), coordinate data call dissemination to the Navy chain of command and certify responses per the ICP, reference (g); and,

3. Coordinate data call dissemination as applicable or necessary with Assistant Secretary of the Navy (Manpower and Reserve Affairs), Assistant Secretary of the Navy (Research, Development and Acquisition), General Counsel of the Navy, Judge Advocate General of the Navy, and Chief of Information to activities within their respective chains of command.

(b) Assistant Deputy Commandant (Installations and Logistics (I&L) Headquarters, U.S. Marine Corps) shall:

1. Identify and provide to DASN(IS&A) those policy issues and basic principles that either directly, or in a substantial manner indirectly, dictate Marine Corps basing and infrastructure requirements;

2. As directed by DASN(IS&A), coordinate data call dissemination to the Marine Corps chain of command and certify responses per the ICP, reference (g);

3. Per reference (h), develop a public affairs plan to address questions from media regarding the BRAC 2005 process;

4. Develop a plan of action as to the appropriate handling of community/citizen requests for information regarding BRAC 2005. All such requests shall be handled under the Freedom of Information Act (FOIA) and in consultation with DASN (IS&A), per reference (e); and,

5. Prepare policy guidance in consultation with the applicable Ethics Counselor, regarding attendance of installation and/or activity commanders at State and local meetings and organizations in light of the ongoing BRAC 2005 process. Although it is generally permissible to attend meetings as a representative or liaison of DON, DON representatives may not be involved in matters of management or control of any such organization or participate in voting. Of particular note, Navy and Marine Corps personnel *may not participate* in their official capacities in activities of any organization that has as its purpose, either directly or indirectly, insulating Navy and Marine Corps installations from closure or realignment, per reference (e).

6. As directed by DASN(IS&A), coordinate data call dissemination as applicable or necessary with Assistant Secretary of the Navy (Manpower and Reserve Affairs), Assistant Secretary of the Navy (Research, Development and Acquisition), General Counsel of the Navy, Judge Advocate General of the Navy, and Chief of Naval Information (CHINFO) to activities within their respective chains of command.

(c) Office of Naval Research (ONR) shall:

1. Coordinate with CNO (N4) in identifying those command policy issues and basic principles that either directly, or in a substantial manner indirectly, dictate naval basing and infrastructure requirements; and,

2. As directed by DASN(IS&A), coordinate with CNO (N4) the data call dissemination to the applicable ONR activities and certify responses per the ICP, reference (g).

(d) CHINFO shall develop and issue a public affairs plan to assist the fleet commanders, regional commanders and individual activities in responding to pubic affairs inquiries.

(e) Echelon 2 Commands (including Systems Commands) shall:

1. Coordinate with CNO (N4) in identifying those command policy issues and basic principles that either directly, or in a substantial manner indirectly, dictate Navy basing and infrastructure requirements; and,

2. As directed by CNO (N4), coordinate data call dissemination to the subordinate activities and certify responses per the ICP, reference (g).

(f) Commander, Navy Installations (CNI) shall:

1. Coordinate with CNO (N4) in identifying those policy issues and basic principles that either directly, or in a substantial manner indirectly, dictate Navy basing and infrastructure requirements; and,

2. As directed by DASN(IS&A), coordinate data call dissemination to the Navy chain of command and certify responses per the ICP, reference (g).

(g) Commander, Fleet Forces Command shall:

1. Coordinate with CNO (N4) in identifying those operational policy issues and basic principles that either directly, or in a substantial manner indirectly, dictate Navy basing and infrastructure requirements; and,

2. As directed by CNO (N4), coordinate data call dissemination for the Atlantic and Pacific fleets and certify responses per the ICP, reference (g).

(h) Commander, Marine Forces Atlantic; Commander, Marine Forces Pacific; Commander, Marine Forces Reserve; and Commander, Marine Corps Logistics Command shall:

1. Coordinate with Deputy Commandant (Installations & Logistics) in identifying those operational policy issues and basic principles that either directly, or in a substantial manner indirectly, dictate Marine Corps basing and infrastructure requirements.

2. As directed by Deputy Commandant (Installations & Logistics), coordinate data call dissemination to the applicable Marine Corps chain of command and certify responses per the ICP, reference (g).

(i) Regional Commanders shall:

1. As directed by CNI, coordinate data call dissemination to Navy chain of command, assist in compilation and certify responses per the ICP, reference (g);

2. Implement the CHINFO public affairs plan to address questions from regional media regarding the BRAC 2005 process;

3. Prepare regional policy in consultation with Regional Ethics Counselor, regarding attendance at State and local meetings and organizations. Although it is generally permissible to attend meetings as a representative or liaison of DON, DON representatives may not be involved in matters of management or control of any such organization or participate in voting. Of particular note, Navy and Marine Corps personnel *may not participate* in their official capacities in activities of any organization that has as its purpose, either directly or indirectly, insulating Navy and Marine Corps installations from closure or realignment, per reference (e); and,

4. Develop a plan of action with installations in the area of responsibility (AOR) as to the appropriate handling of community/citizen requests for information regarding BRAC 2005. All such requests shall be handled under the Freedom of Information Act (FOIA) and in consultation with DASN(IS&A), per reference (e).

(j) Installation and Activity Commanders shall:

1. Compile and certify responses to data calls per direction from the chain of command and references (d) and (g); and,

2. For Navy installations and activities, refer any media, citizen, or community requests for information regarding BRAC 2005 to the Regional Commander; for similar requests to Marine Corps installations and

(k) Commander, Naval Reserve Force shall:

1. Coordinate with CNO (N4) in identifying those Reserve policy issues and basic principals that either directly, or in a substantial manner indirectly, dictate Naval Reserve basing and infrastructure requirements; and

2. As directed by CNO (N4), coordinate data call dissemination to applicable Naval Reserve chain of command and certify responses per the ICP, reference (g).

(1) All members throughout the Navy and Marine Corps chain of command involved in the data collection process will adhere strictly to the ICP, references (d) and (g). Supporting documentation for data call responses must be maintained. Any changes made to data after the originating activities' input must also be certified per the ICP and information copies passed back down to the originating activity regarding those changes.

c. Conduct of the Process. Adherence to rigorous data collection and analysis standards required in references (d) and (g) is essential for full compliance with the Act.

(1) Data Collection. Information used for BRAC 2005 analyses and/or decision-making will be obtained from the DON activities. A web-based data collection tool will be used for collection of unclassified data and information. Classified data will be collected separately. DON activities will adhere to the ICP, reference (g), in collecting requested information and ensuring such information is accurate and complete. The DON activities should ensure that data and documentation upon which data call responses are based is segregated, cataloged and maintained in an easily accessible manner and held until directed otherwise by higher authority. Only information certified in accordance with the ICP will be used to develop DON BRAC 2005 recommendations.

(2) DON Database. DON BRAC Information Transfer Systems (DONBITS) will contain the sole and authoritative DON base structure database upon which BRAC recommendations will be made. The Document Repository portion of DONBITS

BRAC recommendations will be made. The Document Repository portion of DONBITS houses the database, containing the certified information, and the library, containing records of BRAC policy documents and correspondence. The library supports the documentation requirements of the Act. The DONBITS database will contain all certified data and information, from whatever source, pertaining to all DON military installations subject to the Act, to include data elements required by the Cost of Base Realignment Actions (COBRA) model. Specific procedures will be issued for the development, use, and maintenance of DONBITS. Information included in the database must have been certified per the ICP, reference (g), and will be subject to NAVAUDSVC source validity checks and data accuracy assessments. For any information/data that is derived from an authoritative source external to DoD, e.g., a Federal, State, or local government agency, the document, which includes the certification in accordance with the ICP, shall identify the source and provide adequate justification for relying on the source, to include determination of the source's accuracy by the audit community.

(2) Documentation. The Act requires DoD Components participating in the BRAC 2005 analysis process to develop and keep:

(a) Descriptions of how BRAC policies, analyses and recommendations were made, including minutes of all deliberative meetings;

(b) All policy, data information, and analyses considered in making BRAC recommendations;

(c) Descriptions of how recommendations met the final selection criteria and were based on the final Force Structure Plan and infrastructure inventory; and,

(d) Documentation for each recommendation to the Secretary to close or realign a military installation under the law.

All documents or electronic data files forwarded from other sources, generated for the BRAC 2005 process and used for analyses, and all other documents that relate to the BRAC 2005 process will be maintained in a repository with controlled access. Minutes will be prepared and maintained

of all IEG and DAG deliberative meetings which are part of the decision making process in arriving at recommendations for BRAC to be forwarded to SECNAV for his consideration. A record will be maintained of IEG and DAG attendees, providing a synopsis of items discussed, and including all decisions and recommendations. Records of non-deliberative meetings are not required.

(3) Evaluation by the IEG and DAG. The IEG and DAG will use the DONBITS database as the baseline for evaluation of DON military installations, resulting in recommendations for closure and realignment. Based on the 20-year force structure plan provided by SECDEF as required by Section 2912 of the Act, the IEG and DAG will apply the final selection criteria for selecting bases for closure or realignment provided by SECDEF per Section 2913 of reference (a). The IEG and DAG will consider all DON military installations subject to the Act on an equal basis and ensure that factors of concern to the operational commanders are considered.

Specifically, the IEG and DAG will:

(a) Endorse the DONBITS database;

(b) Identify excess capacity that could be eliminated and produce savings; determine which activities, if any, are to be eliminated from further study for closure or realignment at any step of the process as a result of capacity, cost, or impact on critical mission, reconstitution, fleet operations, support or readiness; and consider concepts of joint basing and transformation that envision reconfiguration of current infrastructure so that operational capacity maximizes war-fighting capability and efficiency;

(c) Within each analytic category/subcategory, evaluate all installations and activities subject to the Act under the military value criteria;

(d) Develop feasible options for closures and realignments, a cost analysis for each option, and an impact analysis for each option;

(e) As they perform the tasks noted in (a) through (d) above, solicit comments from the major

owners/operators of Navy and Marine Corps installations on impacts on Fleet and Marine Corps operations, support and readiness;

(f) As they perform the tasks noted in (a) through (e) above, on a recurring basis, discuss progress with SECNAV, the Under Secretary, the Assistant Secretaries of the Navy, the General Counsel, the CNO and the CMC, with a particular view to ensuring conformance with Service and Departmental policy;

(g) Develop recommendations for closure and realignment of specific installations and activities for presentation to SECNAV, CNO, and CMC; and,

(h) Provide the support necessary so that SECNAV, in conjunction with the Co-Chairs of the IEG, can present recommendations for review and approval by the IEC and SECDEF. The report of recommendations shall include a detailed summary of the selection process that resulted in the recommendation for each affected installation and a justification for each recommendation.

5. Relationship to other Departments and Defense Agencies. The procedures set forth in the references and this notice constitute the only valid and authorized process to develop specific recommendations for closure and realignment of DON installations subject to the Act. Planning efforts outside the established base closure process must adhere to the Act and must be submitted for consideration to the DAG and IEG. The DAG and IEG will then determine whether such efforts are relevant for use in the development of analytical methodologies, data collection, or DONBITS. Absent the explicit approval of the DAG and IEG, these efforts may not be incorporated into DONBITS, as they represent uncertified data.

6. Other Force Level Planning. All actions which meet the Act's definition of a closure or realignment must be approved under the Act. This does not obviate or alter the need to also comply with existing DON requirements or procedures relating to the establishment or disestablishment of shore activities. Any proposed changes to which the Act would not be applicable, including certain force level or force level related planning decisions (e.g., decommissioning/draw-downs for Navy and Marine Corps operating forces) shall be

coordinated appropriately and supported with sufficient documentation.

7. Report. The reporting requirement contained in this notice is exempt from reports control by SECNAVINST 5214.2B.

8. Cancellation Contingency. This notice is cancelled upon completion of DON BRAC 2005, which, for record purposes, will be 15 April 2006.

Distribution:
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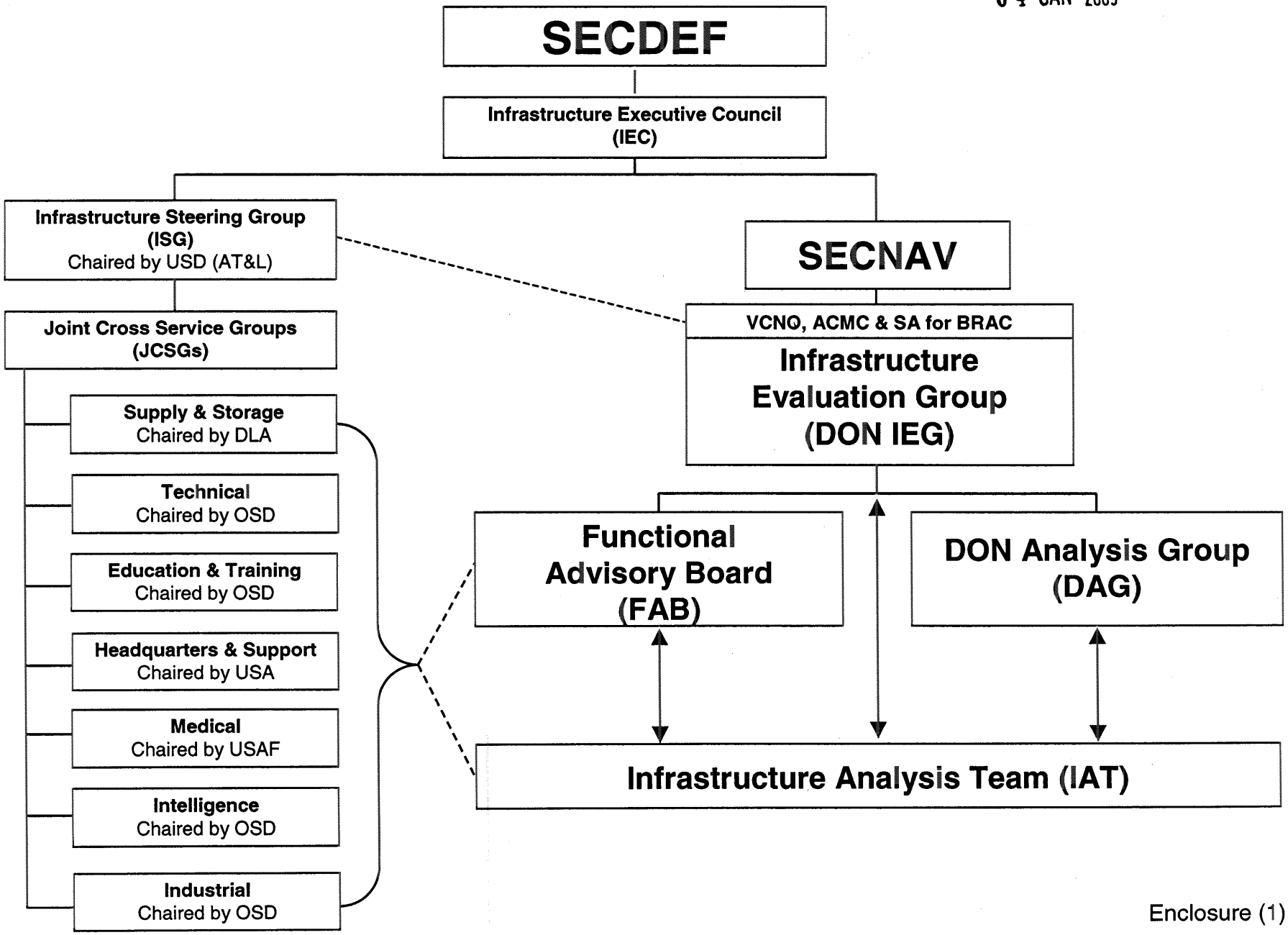
# BRAC 2005 Organization



**PROPOSED TIMELINE**
**FOR DON BRAC 2005**

[All dates are "not later than" dates
and are subject to change]

**Now thru**
**16 May 05** DoD Deliberative Process. The DoD undertakes internal data gathering and analytic process necessary to formulate recommendations and meet the statutory reporting requirements outlined below.

**Now thru**
**May 05** IEG meetings and deliberative sessions.

**31 Dec 03** Draft Selection Criteria.

Not later than this date SECDEF "shall publish in the Federal Register and transmit to the congressional defense committees the criteria proposed to be used by SECDEF in making recommendations for the closure or realignment of military installations inside the United States." There is a 30-day public comment period.

**Jan 04** Issue DON Capacity Data Call.

**Feb 04** SECNAV tasks Navy and Marine Corps to develop policy imperatives.

**16 Feb 04** Final Selection Criteria. Not later than this date SECDEF shall "publish in the Federal Register and transmit to the congressional defense committees the final criteria to be used in making recommendations for the closure and realignment of military installations inside the United States."

**Mar 04** Force Structure Plan & Infrastructure Inventory to Congress.

As part of the FY 05 Budget justification documents submitted to Congress, SECDEF shall include the following:

- A "force-structure plan for the Armed Forces based on an assessment by the Secretary of the probable threats to the national security during the 20-year period beginning with FY 2005, the probable end-strength levels and major military force units (including land force divisions, carrier and other major combatant vessels, air wings; and other comparable units) needed to meet these threats, and the anticipated levels of funding that will be available for national defense purposes during such period."
- A "comprehensive inventory of military installations world-wide for each military department, with specifications of the number and type of facilities in the active and reserve forces of each military department."
- A "description of infrastructure necessary to support the force structure described in the force structure plan."
- A "discussion of excess categories of excess infrastructure and infrastructure capacity."
- An "economic analysis of the effect of the closure or realignment of military installations to reduce excess infrastructure."
- A "certification regarding whether the need exists for the closure or realignment of additional military installations; and if such need exists, a certification that the additional round of closures and realignments would result in annual net savings for each of the military departments - beginning not later than FY 2011."

**Mar 04** The DON Capacity Data Call responses due to DASN(IS&A).

**15 Mar 04** Deadline for Congressional disapproval of Final Selection Criteria.

**Apr 04** SECNAV, CNO, CMC, provide policy imperatives to DASN(IS&A) to inform the BRAC process.

**Apr 04** SECNAV/CNO/CMC BRAC 2005 meeting with Major Owners/Operators/Claimants, HQMC, CNI, Echelon II Commands, CFFC, Fleet Commanders, and Regional Commanders.

**Apr 04** ASN(I&E), ASN(M&RA), and ASN(RD&A) discuss policy imperatives of their respective areas with the IEG relating to Navy and Marine Corps installations. ASN(FM) will participate to ensure that appropriate financial policies are addressed.

**Apr 04** DON Capacity Data Call responses due to JCSGs.

**Apr 04** Comptroller General/GAO Evaluation. Not later than 60 days after the date on which the force -structure plan and infrastructure inventory are submitted to Congress, the Comptroller General shall prepare an evaluation of the force -structure plan, infrastructure inventory, selection criteria, and the need for the closure and realignment of additional military installations.

**May 04** Issue DON Military Value data call.

**May 04** FAB members brief IEG on capacity analysis for JCSG functional areas.

**20 May 04** IEG conducts discussion with ASN(I&E), ASN(M&RA), ASN(RD&A), and ASN(FM) on the BRAC 2005 analytic approach and how it will address the policy imperatives presented in April 2004, as well as the implications of the evaluation process in satisfying those imperatives.

**Jun 04** Major Owners/Operators/Claimants, CNI, Regional Commanders to Washington, DC for BRAC brief on Military Value/Policy Imperatives. Follow-up to April meeting.

representatives to Washington, DC to meet with IEG/IAT to discuss BRAC 2005.

**12 Aug 04** DON Military Value data responses due.

**Aug 04** IEG/IAT analysis, evaluation, and deliberations commence. FAB principals brief IEG on JCSG progress.

**Sep 04** FAB principals brief IEG on JCSG Military Value analysis.

**Sep 04** IEG and JCSG develop scenarios.

**Oct 04** FAB principals brief IEG on JCSG scenario development.

**Mid-Nov 04** COBRA Scenario Data Calls commence.

**1 Dec 04** ASNs briefed on proposals under consideration and provide comments on conformance with policy imperatives.

**1 Dec 04** VCNO/ACMC, Major Owners/Operators/Claimants, CNI, and Regional Commanders briefed on proposals under consideration and provide comments on readiness/operational impacts.

**Feb 05** Revisions to Force-Structure Plan and Infrastructure Inventory.
If SECDEF has made any revisions to the force-structure plan and infrastructure inventory, SECDEF shall submit those revisions to Congress as part of the FY 06 Budget justification documents.

**15 Feb 05** VCNO/ACMC briefed on proposed IEG recommendations.

**28 Feb 05** IEG forwards recommendations to SECNAV via CNO/CMC.

**10 Mar 05** SECNAV decision on IEG recommendations. commence writing report. Deliver the DONBITS data to printer for reproduction.

**15 Mar 05** Nomination of Commissioners. Not later than

this date, the President must transmit to the Senate nominations for the appointment of new members to the Defense Base Closure and Realignment Commission.

**18 Mar 05** Final report to printer for reproduction.

**18 Apr 05** Report due to SECDEF.

**16 May 05** SECDEF Recommendations. Not later than this date, the Secretary must publish in the Federal Register and transmit to the congressional defense committees and the Commission, a list of the military installations that the Secretary recommends for closure or realignment.

**Jun-Sep 05** IAT/IEG/JCSG/ISG supports Commission.

**1 Jul 05** Comptroller General/GAO Analysis. Not later than this date, the Comptroller General shall transmit to the congressional defense committees, a report containing a detailed analysis of the Secretary's recommendations and selection process.

**25 Jul 05** Commission proposed changes to SECDEF recommendations published.

**8 Sep 05** Commission's Recommendations. Not later than this date, the Commission must transmit to the President "a report containing its findings and conclusions based on a review and analysis of the Secretary's recommendations."

**23 Sep 05** President's Approval or Disapproval of Commission Recommendations. Not later than this date, the President shall transmit to the Commission and to the Congress, "a report containing the President's approval or disapproval of the Commission's recommendations." If the President approves the recommendations, the recommendations are binding 45 "legislative" days after Presidential transmission or adjournment sine die, unless Congress enacts joint resolution of disapproval.

**20 Oct 05** Commission's Revised Recommendations. If the

President disapproves the Commission's initial recommendations, the Commission must submit revised recommendations to the President not later than this date.

**7 Nov 05** President's Approval or Disapproval of Revised Recommendations. The President must approve the revised recommendations and transmit approval to Congress by this date or the process ends. The recommendations become binding 45 legislative" days after Presidential transmission or adjournment sine die, unless Congress enacts joint resolution of disapproval.

**Dec 05** Recommendations final if Congress does not disapprove.

**15 Apr 06** Commission terminates.