



DEPARTMENT OF THE NAVY

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

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MN-0021-F1
IAT/MMC
19 June 2003

MEMORANDUM

Subj: MINUTES OF THE INFRASTRUCTURE EVALUATION GROUP (IEG)
MEETING OF 29 MAY 2003

- Encl: (1) 29 May 03 IEG Meeting Agenda
(2) IAT Construct Diagram
(3) IAT Items to Accomplish
(4) Brief to ISG (13 slides)
(5) Comparison 1995/2005 Selection Criteria
(6) JCSG Proposed Defense Agency Assignments
(7) Proposed Congressional/Community Interaction Policy
(8) Under SECDEF memo of 19 May 03
(9) Under SECDEF memo of 23 May 03

1. The sixth meeting of the Department of the Navy (DON) Infrastructure Evaluation Group (IEG) was convened at 1000 on 29 May 2003 in Room 4E765 at the Pentagon. The following members of the IEG were present: Mr. H. T. Johnson, Assistant Secretary of the Navy, Installations and Environment (ASN (I&E)), Chair; Mrs. Anne R. Davis, Deputy Assistant Secretary of the Navy for Infrastructure Analysis (DASN (IA)), Vice Chair; VADM Charles W. Moore Jr., USN, Deputy Chief of Naval Operations for Fleet Readiness and Logistics (N4), Member; Mr. Thomas Crabtree, Director, Fleet Training, U.S. Atlantic Fleet, serving as Alternate for VADM Albert H. Konetzni Jr., USN, Deputy and Chief of Staff, U.S. Atlantic Fleet, Member; Ms Carla Liberatore, Assistant Deputy Commandant, Installations and Logistics, Headquarters, U.S. Marine Corps, serving as Alternate for LtGen Richard L. Kelly, USMC, Deputy Commandant for Installations and Logistics (I&L), Member; BGen (sel) Thomas L. Conant, Assistant Deputy Commandant for Aviation (AVN) serving as Alternate for LtGen Michael A. Hough, USMC, Deputy Commandant (AVN), Member; Mr. Michael F. McGrath, Deputy Assistant Secretary of the Navy for Research Development Test & Evaluation (DASN (RDT&E)), Member; Dr. Russ Beland, Deputy Assistant Secretary of the Navy for Manpower Analysis and Assessment (DASN (MA&A)), Member; Mr. Ronnie J. Booth, Navy Audit Service (NAVAUDSVC) Representative; Mr. Thomas N. Ledvina, Navy Office of General Counsel (OGC) Representative; Mr. James Recasner, Senior Counsel, Infrastructure Analysis; and CDR Margaret M. Carlson, JAGC, USN, Recorder. Mr. Johnson departed at 1035. Mr. Recasner departed at 1142. All were provided enclosures (1) through (9). Mrs. Davis opened the meeting and presented the minutes from the 8 May 2003 meeting to the IEG for review. The minutes were approved by the IEG and then signed by Mr. Johnson.

MASTER DOCUMENT
DO NOT REMOVE

Subj: MINUTES OF THE INFRASTRUCTURE EVALUATION GROUP (IEG)
MEETING OF 29 MAY 2003

2. Mrs. Davis briefed the proposed agenda, enclosure (4), for the next Infrastructure Steering Group (ISG) meeting on 6 June 2003. The primary discussion points were the interim selection criteria, the assignments of the Defense Agencies to the Joint Cross Service Groups (JCSG), and the development of BRAC funding rules. As to the proposed selection criteria, the portions in green on slides 6 and 7 of enclosure (4) reflect language from the BRAC 2005 statute (Public Law 101-510 as amended by FY02 Defense Authorization Act). The IEG discussed and approved the proposed interim selection criteria for the brief. They also discussed various Defense Agency JCSG assignments, enclosure (6), highlighting the need for the Office of the Secretary of Defense (OSD) Office of Intelligence to weigh in regarding intelligence related Agencies. As to the funding issues related to slide 11 of enclosure (4), Mrs. Davis briefed that the service BRAC directors will be developing the service allocation rules for proposal to OSD. Regarding JCSG status, Mrs. Davis reviewed the first Functional Advisory Board (FAB) meeting that was held 21 May 2003. The JCSGs are still in the initial formation stages awaiting OSD guidance as to the functional areas. The JCSGs need for resource support has yet to be addressed. Mrs. Davis is organizing the Infrastructure Analysis Team (IAT), enclosure (2), to provide liaison to the JCSGs.

3. The IEG discussed the proposed Congressional/Community Interaction Policy, enclosure (7). Mrs. Davis briefed the need to provide a proactive, balanced approach that stresses process and consistency of message. The IEG discussed possible primary points of contact (POC). It was resolved that Mrs. Davis and the IAT will re-work the policy in light of Mr. Johnson's guidance that an individual or group discreet from the IEG be identified as POC. Mrs. Davis concluded by reviewing the administrative items listed on the agenda, enclosure (1). It was noted that Under Secretary of Defense Aldridge's memo of 19 May 2003, enclosure (8), might have a significant impact on the BRAC process.

4. The meeting adjourned at 1139.


for
H. T. JOHNSON
Chairman, IEG

TAB 1



Infrastructure Evaluation Group

29 May 2003
10:00-1200
4E765

Meeting called by: Chairman **Recorder:** CDR Carlson

----- Agenda Topics -----

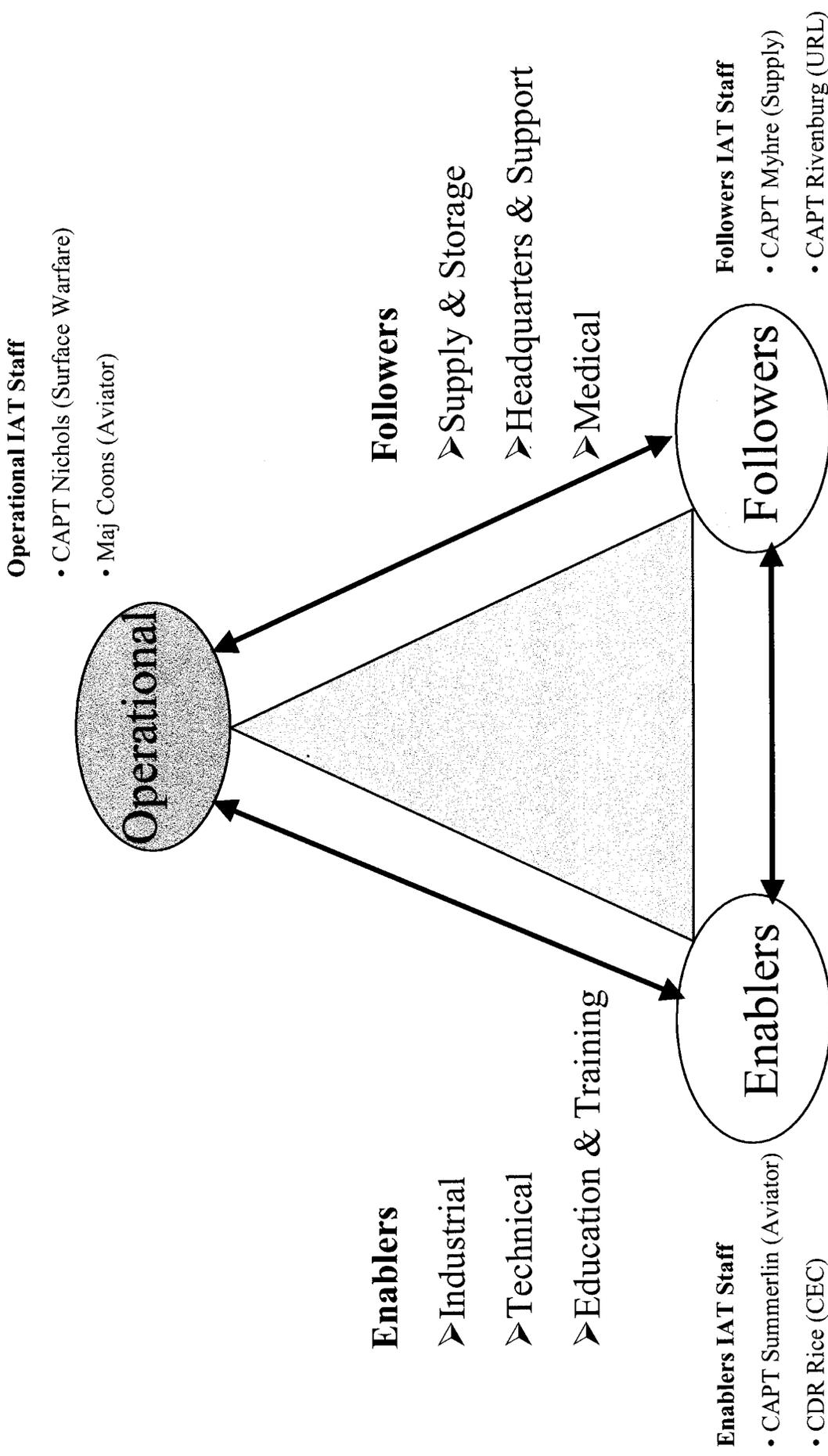
| | |
|---|-----------|
| Review and approve minutes of IEG Meeting of 8 May 03 | Ms. Davis |
| Report on FAB meeting held 21 May 03 | Ms. Davis |
| - JCSG Status | |
| IAT Organization | Ms. Davis |
| - Team assignments | |
| - Current task list | |
| Next ISG meeting 6 June | Ms. Davis |
| - Selection Criteria | |
| - Defense Agency assignments | |
| - BRAC funding allocation rules | |
| Congressional/Community Interaction Policy | Ms Davis |
| Administrative | Ms Davis |
| - JSF decision | |
| - BRAC IT Web Tool update | |
| - DON Policy Advisory One - status | |
| - NLCCG personnel request | |
| - BRAC Amendment status | |
| Next meeting Thursday, 19 June 03, 1000-1200 | |

Other Information

Draft minutes of 8 May 03 IEG meeting provided.

TAB 2

IAT Construct



TAB 3

IAT STAFF
 ITEMS TO ACCOMPLISH
 NEXT 30 DAYS
 22 May 2003

| TASK | SUGGESTED STEPS | ASSIGNMENT |
|---|---|---|
| 1. Determine our Universe w/in DON (Installations/Activities/Functions) | Review lists of activities from BRAC-95 Get list of proposed universes from JCSG members Review UIC and iNFADS lists of activities | Nichols lead; all others provide support/input |
| 2. Review BRAC law | Done 5/14 | Davis |
| 2a. Establish Corporate Knowledge | Outline "process pieces" to be explained Establish schedule blocks for "schooling" | Rivenburg lead; all others support |
| 3. Finalize PA #1 | Done 5/19 | Davis |
| 3a. Draft PA #2 | | Davis |
| 4. Determine support to JCSG/Determine IAT Organization | | |
| - Near term | Done 5/21 | Davis |
| - Long Term | Articulate relationship of three "teams" Notionally describe skill sets needed in each team Create a name for each team ID what else we should be thinking about | Myhre lead; Nichols, Rivenburg, Summerlin support |
| 5. Determine JCSG manning requirements and timeline | Meet with JCSG reps Determine what support structure they have put in place Get better understanding of their proposed work plans | Summerlin lead; Nichols, Myhre, Rivenburg support |
| 6. Determine data call content | Review BRAC-95 data calls in each category area Meet with technical experts in each area to see what today's "state of the art" is ID what will/should be asked by JCSGs and what DON needs to know | Myhre lead; all provide support/input |

| | | |
|---|---|--|
| 7. Develop a Training Plan | Review training plan from BRAC-95 Identify modules | Rivenburg lead; Summerlin, Carlson, White support |
| 8. What does DON expect from BRAC/What is the vision (policy imperatives) that must be satisfied – “You must accommodate the following” | Review BRAC-95 policy imperatives and how they were developed Review Marine Corps Installations 2020 and draft Navy Ashore Vision 2025 Develop process and schedule for getting input/insight | Nichols lead, all others provide support/input |
| 9. Reach a Web Based Tool decision point | Continue to march | Sowa lead; Coons and White support |
| 10. Determine our footprint (Space and Physical Organization) | Continue to march | Coons lead; Rice support |

TAB 4



BRAC 2005 Issues

**Briefing to the
Infrastructure Steering Group**

May 16, 2003



Purpose

- Approve interim selection criteria
- Approve assignment of Defense Agencies to JCSSGs
- Approve development of BRAC funding rules



What are Selection Criteria?

- Criteria for making closure and realignment recommendations that provide structure to the analysis
- Required by BRAC statute
 - Military value must be primary
 - Specifies some minimum considerations
- Published for comment and approved unless specifically disapproved by Congress
- Important because Commission must find that DoD deviated from the selection criteria (and/or force structure plan) to change or reject a recommendation



BRAC 2005 Selection Criteria

- Policy memo 1 states the ISG will issue interim selection criteria consistent with statute
 - Need interim criteria before publication of draft criteria to start data call development

- Development approach
 - Use broad, flexible statements to provide structure without restricting possibilities/creativity
 - Military Departments and JCSGs develop underlying evaluation factors and weights that provide greater specificity
 - Use eight proven and accepted criteria used in BRACs 91-95 and change only to incorporate legislative direction

1995 Selection Criteria

Military Value

1. The current and future mission requirements and the impact on operational readiness of the Department of Defense's total force.
2. The availability and condition of land, facilities and associated airspace at both existing and potential receiving locations.
3. The ability to accommodate contingency, mobilization, and future total force requirements at both existing and potential receiving locations.
4. The cost and manpower implications

Return on Investment

5. The extent and timing of potential costs and savings, including the number of years, beginning with the date of completion of the closure or realignment, for the savings to exceed the costs.

Impacts

6. The economic impact on communities
7. The ability of both the existing and potential receiving communities' infrastructure to support forces, missions and personnel
8. The environmental impact.

2005 Additional Selection Criteria Requirements

Military Value shall include at a minimum the following:

1. Preservation of training areas suitable for maneuver by ground, naval, or air forces to guarantee future availability of such areas to ensure the readiness of the Armed Forces.
2. Preservation of military installations in the United States as staging areas for the use of the Armed Forces in homeland defense missions.
3. Preservation of military installations throughout a diversity of climate and terrain areas in the United States for training purposes.
4. The impact on joint warfighting, training, and readiness.
5. Contingency, mobilization, and future total force requirements at both existing and potential receiving locations to support operations and training.

Selection Criteria shall also address at a minimum the following:

1. The extent and timing of potential costs and savings, including the number of years, beginning with the date of completion of the closure or realignment, for the savings to exceed the costs.¹
2. The economic impact on existing communities in the vicinity of military installations.
3. The ability of both existing and potential receiving communities' infrastructure to support forces, missions, and personnel.
4. The impact of costs related to potential environmental restoration, waste management, and environmental compliance activities.

¹"Any selection criteria proposed by the Secretary relating to the cost savings or return on investment from the proposed closure or realignment of military installations shall take into account the effect of the proposed closure or realignment on the costs of any other activity of the Department of Defense or any other Federal agency that may be required to assume responsibility for activities at the military installations." Section 2913(d)



Proposed Interim Selection Criteria

Military Value

1. The current and future mission requirements and the impact on operational readiness of the Department of Defense's total force, including impacts on joint warfighting, training, and readiness.
2. The availability and condition of land, facilities and associated airspace, including training areas suitable for maneuver by ground, naval, or air forces throughout a diversity of climate and terrain areas and staging areas for the use of the Armed Forces in homeland defense missions, at both existing and potential receiving locations.
3. The ability to accommodate contingency, mobilization, and future total force requirements at both existing and potential receiving locations to support operations and training.
4. The cost and manpower implications.

Words in green reflect modifications to BRAC 95 criteria



Proposed Interim Selection Criteria

Return on Investment

5. The extent and timing of potential costs and savings, including the number of years, beginning with the date of completion of the closure or realignment, for the savings to exceed the costs.

Impacts

6. The economic impact on existing communities in the vicinity of military installations.
7. The ability of both the existing and potential receiving communities' infrastructure to support forces, missions and personnel.
8. The environmental impact, including the impact of costs related to potential environmental restoration, waste management, and environmental compliance activities.

Words in green reflect modifications to BRAC 95 criteria



Defense Agency Functional Review

- The ISG agreed to assign Defense Agencies to JCSGs, where appropriate
- BRAC Directors screened the functions and made initial assignments to JCSGs
 - Intelligence functions warrant additional discussion
- USD(AT&L) memo will issue memo to Defense Agencies
 - Notifies them of assignment
 - Provides for “appeal” of assignment to ISG



Defense Agency Function Allocation

| Defense Agency | Education & Training | Medical | HQs & Support | Technical | Industrial | Supply & Storage | Other* |
|---|----------------------|---------|---------------|-----------|------------|------------------|--------|
| Defense Advanced Research Projects Agency | | | X | X | | | |
| Defense Commissary Agency | | | X | | | | |
| Defense Contract Audit Agency | | | X | | | | |
| Defense Contract Management Agency | | | X | X | X | X | |
| Defense Finance and Accounting Service | | | X | | | | X |
| Defense Information Systems Agency | | | X | X | | | |
| Defense Intelligence Agency | | | X | X | | | INTEL |
| Defense Legal Services Agency | | | X | | | | |
| Defense Logistics Agency | | | X | | X | X | |
| Defense Security Cooperation Agency | | | X | | | | |
| Defense Security Service | | | X | | | | |
| Defense Threat Reduction Agency | | | X | X | | | |
| National Imagery and Mapping Agency | | | X | X | | X | INTEL |
| National Security Agency/Central Security Service | | | X | X | | | INTEL |
| Missile Defense Agency | | | X | X | | | |
| Pentagon Force Protection Agency | | | X | | | | |

* Other: Functions not directly related to any single JCSSG and can be reviewed independent of JCSSGs efforts.



Reviewing Intelligence Functions in BRAC

- Unique role in DoD and recent establishment of USD (Intelligence) may require different disposition of intelligence functions
- Options for analyzing intelligence functions:
 - Include in one or more JCSCGs
 - Establish an Intel JCSCG chaired by the USD (Intelligence) or designee
 - Combination
 - Some functions analyzed by JCSCGs; (e.g. NCR/HQ's within HQ's & Support Activity); and
 - Intelligence unique functions analyzed by each applicable agency (NIMA, DIA, etc.) and USD (Intelligence)



BRAC Funding

- Funding in previous BRAC rounds competed with weapon system/operational requirements
 - Funding limited BRAC recommendations
- DoD has programmed funding to pay for BRAC 2005 implementation
 - Based on budgeted costs/savings reported in BRAC 93 and 95
 - Assumed a 20% reduction in infrastructure

| (TY \$B) | FY06 | FY07 | FY08 |
|--------------------|--------------|--------------|--------------|
| Costs | \$4.7 | \$7.6 | \$7.2 |
| Savings | \$1.7 | \$2.2 | \$4.9 |
| Net (wedge) | \$3.0 | \$5.4 | \$2.3 |

Minimizes BRAC versus weapons systems tradeoffs



Allocating BRAC Funding

- Establishing allocation rules upfront is important in planning the analytical effort:
 - Establishes the foundation for this funding
 - Reinforces its application
 - Helps programming
 - Fulfills agreement with Comptroller to enforce, and incentivize, competition for these funds
 - Removes financial constraint to closure and realignment recommendations

- BRAC Directors will develop guidelines for allocation for ISG approval



-
- **Recap**
 - Approved interim selection criteria
 - Approved Defense Agency assignments
 - Agreed rules needed for future allocation of BRAC funding
 - **Next Steps/Work in Progress**
 - Draft selection criteria for publication
 - Force structure plan development
 - BRAC funding allocation rules
 - Data call procedures
 - Overseas basing
 - JCSG presentations

TAB 5

1995 Selection Criteria

Military Value

1. The current and future mission requirements and the impact on operational readiness of the Department of Defense's total force.
2. The availability and condition of land, facilities and associated airspace at both existing and potential receiving locations.
3. The ability to accommodate contingency, mobilization, and future total force requirements at both existing and potential receiving locations.
4. The cost and manpower implications

Return on Investment

5. The extent and timing of potential costs and savings, including the number of years, beginning with the date of completion of the closure or realignment, for the savings to exceed the costs.

Impacts

6. The economic impact on communities
7. The ability of both the existing and potential receiving communities' infrastructure to support forces, missions and personnel
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2005 Additional Selection Criteria Requirements

Military Value shall include at a minimum the following:

1. Preservation of training areas suitable for maneuver by ground, naval, or air forces to guarantee future availability of such areas to ensure the readiness of the Armed Forces.
2. Preservation of military installations in the United States as staging areas for the use of the Armed Forces in homeland defense missions.
3. Preservation of military installations throughout a diversity of climate and terrain areas in the United States for training purposes.
4. The impact on joint warfighting, training, and readiness.
5. Contingency, mobilization, and future total force requirements at both existing and potential receiving locations to support operations and training.

Selection Criteria shall also address at a minimum the following:

1. The extent and timing of potential costs and savings, including the number of years, beginning with the date of completion of the closure or realignment, for the savings to exceed the costs.¹
2. The economic impact on existing communities in the vicinity of military installations.
3. The ability of both existing and potential receiving communities' infrastructure to support forces, missions, and personnel.
4. The impact of costs related to potential environmental restoration, waste management, and environmental compliance activities.

¹"Any selection criteria proposed by the Secretary relating to the cost savings or return on investment from the proposed closure or realignment of military installations shall take into account the effect of the proposed closure or realignment on the costs of any other activity of the Department of Defense or any other Federal agency that may be required to assume responsibility for activities at the military installations." Section 2913(d)

TAB 6

**BRAC 2005
DEFENSE AGENCY ASSIGNMENTS TO THE JOINT CROSS-SERVICE GROUPS**

**Summary Table Showing the Defense Agencies and
The Joint Cross-Service Groups To Which They Are Assigned**

| | Educ & Training | Medical | HQs & Support Activities | Technical | Industrial | Supply & Storage | Other |
|--|----------------------------|----------------|-------------------------------------|------------------|-------------------|-----------------------------|--------------|
| Defense Advanced Research Projects Agency (DARPA) | | | X | X | | | |
| Defense Commissary Agency (DeCA) | | | X | | | | |
| Defense Contract Audit Agency (DCAA) | | | X | | | | |
| Defense Contract Management Agency (DCMA) | | | X | X | X | X | |
| Defense Finance and Accounting Service (DFAS) | | | X | | | | X |
| Defense Information Systems Agency (DISA) | | | X | X | | | |
| Defense Intelligence Agency (DIA) | | | X | X | | | INTEL |
| Defense Legal Services Agency (DLSA) | | | X | | | | |
| Defense Logistics Agency (DLA) | | | X | | X | | |
| Defense Security Cooperation Agency (DSCA) | | | X | | | | X |
| Defense Security Service (DSS) | | | X | | | | |
| Defense Threat Reduction Agency (DTRA) | | | X | X | | | |
| National Imagery and Mapping Agency (NIMA) | | | X | X | | X | INTEL |
| National Security Agency/ Central Security Service (NSA/ CSS) | | | X | X | | | INTEL |
| Missile Defense Agency (MDA) | | | X | X | | | |
| Pentagon Force Protection Agency(PFPA) | | | X | | | | |

Other: Functions not directly related to any single JCSCG and can be reviewed independent of JCSCGs efforts.

DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)

The Defense Advanced Research Projects Agency (DARPA) reports to the Under Secretary of Defense for Acquisition, Technology, and Logistics through the Director for Defense Research and Engineering.

Employees: About 240

DARPA serves as the central research and development organization of the DoD with a primary responsibility to maintain U.S. technological superiority over potential adversaries.

HQs: Virginia Square,
Arlington, VA

The DARPA pursues imaginative and innovative research and development projects offering significant military utility; manages and directs the conduct of basic and applied research and development that exploits scientific breakthroughs and demonstrates the feasibility of revolutionary approaches for improved cost and performance of advanced technology; and stimulates a greater emphasis on prototyping in defense systems by conducting prototype projects that embody technology that might be incorporated in joint programs, programs in support of deployed U.S. Forces (including the Unified Combatant Commands), or selected Military Department programs, and on request, assist the Military Departments in their own prototyping programs.

Rationale for JCSG Assignment

Technical JCSG:

DARPA is the central research and development organization of DOD. It plays a role in the development of advanced technology, microsystems technology and eventual integration of advanced technology into tactical systems. DARPA's work is related to Military Department prototyping efforts and should be considered along with other technical functions.

Headquarters & Support Services Activities JCSG:

DARPA's location within the NCR and in leased space argues for inclusion in the Headquarters & Support Activities JCSG. This allows for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

| | | | | | |
|--|-------------------------------------|---|---|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| | HQs & Support Activities | X | | | |
| | Technical | | X | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

DEFENSE COMMISSARY AGENCY (DECA)

The Defense Commissary Agency (DeCA) reports to the Under Secretary of Defense for Personnel and Readiness through the Assistant Secretary of Defense (Force Management Policy), and subject to the operational supervision of the Commissary Operating Board. DeCA is responsible for providing an efficient and effective worldwide system of commissaries for the resale of groceries and household supplies at the lowest practical price (consistent with quality) to members of the Military Services, their families, and other authorized patrons, while maintaining high standards for quality, facilities, products, and service. Operates 280 commissaries worldwide.

Employees:
17,000
worldwide
HQs: Fort Lee,
VA

Rationale for JCSG Assignment:

Headquarters & Support Activities JCSG:

The commissaries operated by DeCA are essentially follower activities... i.e., if the installation closes, the commissary would be considered for closure, as well. The commissary purchasing and logistics operations are unique, and would be evaluated functionally for economy and efficiency. Inclusion in the Headquarters & Support Activities JCSG allows for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

| | | | | | |
|----------|-------------------------------------|--|--|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| X | HQs & Support Activities | | | | |
| | Technical | | | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

DEFENSE CONTRACT AUDIT AGENCY (DCAA)

The Defense Contract Audit Agency (DCAA) reports to the Under Secretary of Defense (Comptroller). DCAA is responsible for performing all contract audits for the Department of Defense, and providing accounting and financial advisory services regarding contracts and subcontracts to all DoD Components responsible for procurement and contract administration. These services are provided in connection with negotiation, administration, and settlement of contracts and subcontracts. DCAA also provides contract audit services to other Government agencies, as appropriate. Co-located with DLA HQ.

Employees:
10,500
civilians, plus
military in 65
locations
worldwide.

HQs: Fort
Belvoir, VA.

Rationale for JCSCG Assignment:

Headquarters & Support Activities JCSCG:

DCAA reports directly to the Under Secretary of Defense (Comptroller). DCAA's location within the NCR argues for inclusion in the Headquarters & Support Activities JCSCG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

| | | | | | |
|--|-------------------------------------|----------|--|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| | HQs & Support Activities | X | | | |
| | Technical | | | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

DEFENSE CONTRACT MANAGEMENT AGENCY

The Defense Contract Management Agency (DCMA) is a Combat Support Agency of the Department of Defense and reports to the Under Secretary of Defense (Acquisition, Technology and Logistics). The DCMA is responsible for Contract Administration Services (CAS) for the Department of Defense, other Federal Agencies, foreign governments, and international organizations, and others as authorized.

Employees:
4,000

HQs: Fort
Belvoir, VA

Two District Offices:

Boston, MA in leased space
Los Angeles, CA in leased space

About 65 Field Offices—some are in leased space, others are in contractor’s offices

Rationale for JCSG Assignment:

Headquarters & Support Activities JCSG:

DCMA’s headquarters location within the NCR and in leased space argues for inclusion in the Headquarters & Support Activities JCSG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations. Furthermore, some DCMA offices are in leased space. The JCSG needs to evaluate the potential for moving offices in leased space to DOD-owned facilities.

Technical, Supply and Storage, and Industrial JCSGs:

In performing its contract management mission, DCMA must work closely contracting offices in preparing and issuing contracts associated with industrial, supply and storage, and technical functions. Inclusion in these three JCSGs provides an opportunity for discussion of potential operational improvements that could result in functional consolidations or realignments.

| | | | | |
|----------|-------------------------------------|--|--|--|
| | Educ & Training | | | |
| | Medical | | | |
| X | HQs & Support Activities | | | |
| X | Technical | | | |
| X | Industrial | | | |
| X | Supply & Storage | | | |

DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)

The Defense Finance and Accounting Service (DFAS) reports to the Under Secretary of Defense (Comptroller). DFAS is responsible for standardizing financial and accounting information that will be accurate, comprehensive, and timely. To accomplish this, the Director, DFAS, shall direct finance and accounting requirements, systems, and functions for all appropriated, non-appropriated, working capital, revolving, and trust fund activities, including security assistance; establish and enforce requirements, principles, standards, systems, procedures, and practices necessary to comply with finance and accounting statutory and regulatory requirements applicable to the DoD; provide finance and accounting services for DoD Components and other Federal activities, as designated by the Under Secretary of Defense (Comptroller); and direct the consolidation, standardization, and integration of finance and accounting requirements, functions, procedures, operations, and systems within the DoD and ensure their proper relationship with other DoD functional areas (e.g., budget, personnel, logistics, acquisition, civil engineering, etc.).

Major Centers: Oakland, San Bernardino, San Diego, Seaside, Denver, Orlando, Pensacola, Indianapolis, Lexington, Limestone, Kansas City, Omaha, Rome, Cleveland, Dayton, Charleston, and San Antonio

Rationale for JCSG Assignment:

Headquarters & Support Activities JCSG:

Inclusion in the Headquarters & Support Activities JCSG allows for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations. Furthermore, three of the five major DFAS centers are in leased space, as are the various sub-offices. The JCSG needs to evaluate the potential for moving offices in leased space to DOD-owned facilities. Because DFAS functions are unique to this agency, DFAS could be a candidate for a analyzing its functions independent of a JCSG (reporting to the ISG) or conducting its own analysis (answering to the H&SA JCSG).

Employees:

20,617
 civilians in
 CONUS
 574 Overseas

| | | | | | |
|----------|-------------------------------------|--|--|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| X | HQs & Support Activities | | | | |
| | Technical | | | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

DEFENSE INFORMATION SYSTEMS AGENCY (DISA)

The Defense Information Systems Agency (DISA) is a Combat Support Agency of the Department of Defense (DoD) and reports to the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence). DISA is responsible for planning, developing, and supporting command, control, communications (C3) and information systems that serve the needs of the National Command Authorities under all conditions of peace and war. It provides guidance and support on technical and operational C3 and information systems issues affecting the DoD Components. It ensures the interoperability of DoD's communications systems, theater and tactical command and control systems, NATO and/or allied C3 systems, and those national and/or international commercial systems that affect the DISA mission. DISA also supports the national security emergency preparedness telecommunications functions of the National Communications System as prescribed by Executive Order.

Employees:

About 7,000
civilians and
military

HQs:
Arlington, VA

Rationale for JCSCG Assignment:

Headquarters & Support Activities JCSCG:

DISA's location within the NCR and in leased space argues for inclusion in the Headquarters & Support Activities JCSCG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

Technical JCSCG:

DISA's work in developing the technical and operational aspects of C3I systems requires development of technology which may be similar or duplicative of other technologies being developed within the Department. Inclusion in the Technical JCSCG will allow evaluation of the extent of this potential duplication.

| | | | | | |
|--|-------------------------------------|---|---|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| | HQs & Support Activities | X | | | |
| | Technical | | X | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

DEFENSE INTELLIGENCE AGENCY (DIA)*

The Defense Intelligence Agency (DIA) is a Combat Support Agency of the Department of Defense (DoD) and reports to the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence). DIA collects, produces, or, through tasking and coordination, provides military and military-related intelligence for the Secretary of Defense, the DoD Components, and, as appropriate, non-Defense agencies. It collects and provides military intelligence for national foreign intelligence and counter-intelligence products and coordinates all DoD intelligence collection requirements. DIA also manages the Defense Attaché system, provides foreign intelligence and counterintelligence staff support to the Chairman of the Joint Chiefs of Staff, and manages the General Defense Intelligence Program. HQs: Pentagon

Employees:
Over 7,000
military and
civilian
worldwide.

Rationale for JCSCG Assignment:

Headquarters & Support Activities JCSCG:

DIA's location within the NCR argues for inclusion in the Headquarters & Support Activities JCSCG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

Technical JCSCG:

The technology required for DIA's mission is potentially duplicative of other technologies being developed and used within the Department. Inclusion in the Technical JCSCG allows for evaluation of this potential.

| | | | | |
|--|-------------------------------------|---|---|--|
| | Educ & Training | | | |
| | Medical | | | |
| | HQs & Support Activities | X | X | |
| | Technical | | | |
| | Industrial | | | |
| | Supply & Storage | | | |

* NOTE: The establishment of the USD (Intelligence) in April 2003, and the uniqueness of the intelligence functions require additional consideration for JCSCG assignment. The assignments above, therefore, are recommended until the ISG has been afforded the opportunity to review this issue.

DEFENSE LEGAL SERVICES AGENCY (DLISA)

The Director, Defense Legal Services Agency (DLISA), who also serves as the General Counsel of the Department of Defense, provides legal advice and services for the Defense Agencies, DoD Field Activities, and other assigned organizations. This includes technical support and assistance for development of the DoD Legislative Program; coordinating DoD positions on legislation and Presidential Executive Orders; providing a centralized legislative document reference and distribution point for the DoD; maintaining the Department's historical legislative files; developing DoD policy for standards of conduct and administering the Standards of Conduct Program for the OSD and other assigned organizations; and administering the Defense Industrial Security Clearance Review Program.

Employees:
Small number of employees that augment "dual-hatted" OGC employees.

HQs: Pentagon

Rationale for JCSCG Assignment:

Headquarters & Support Activities JCSCG:

DLISA is a small number of employees in OGC at the Pentagon. All employees are actually OGC employees of each Defense Agency and Field Activities. Inclusion in the Headquarters & Support Activities JCSCG allows for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

| | | | | | |
|--|-------------------------------------|---|--|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| | HQs & Support Activities | X | | | |
| | Technical | | | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

DEFENSE LOGISTICS AGENCY (DLA)

The Defense Logistics Agency (DLA) is a Combat Support Agency of the Department of Defense (DoD) and reports to the Under Secretary of Defense for Acquisition, Technology and Logistics through the Deputy Under Secretary of Defense (Logistics and Materiel Readiness). DLA provides worldwide logistics support for the missions of the Military Departments and the Unified Combatant Commands under conditions of peace and war. DLA also provides logistics support to other DoD Components and certain Federal agencies, foreign governments, international organizations, and others as authorized. Provides materiel commodities and items of supply that have been determined, through the application of approved criteria, to be appropriate for integrated management by DLA on behalf of all DoD Components, or that have been otherwise specifically assigned by appropriate authority. Furnishes logistics services directly associated with the supply management function and other support services including scientific and technical information, federal cataloging, industrial plant equipment, reutilization and marketing and systems analysis, design, procedural development and maintenance for supply and service systems, industrial plant equipment storage and issuance, DLA logistics systems development, and the National Defense Stockpile Program. Maintains a wholesale distribution system for assigned items. Provides contract administration service in support of the Military Departments, other DoD Components, Federal civil agencies and, when authorized, to foreign governments and others.

Employees:
20,600 in
CONUS (574
overseas)

HQs: Fort
Belvoir, VA

Rationale for JCSG Assignment:

Headquarters & Support Activities JCSG:

DCAA's location within the NCR argues for inclusion in the Headquarters & Support Activities JCSG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

Supply & Storage JCSG:

Inclusion of DLA in this JCSG is required to allow a complete evaluation of the Department's inventory control and supply management systems.

Industrial JCSG:

DLA conducts new procurement of industrial plant equipment and repair/rebuild of existing industrial plant equipment. This function argues for DLA's inclusion in this JCSG to allow a complete evaluation of the Department's industrial capability.

| | | | | |
|---|-------------------------------------|---|--|---|
| | Educ & Training | | | |
| | Medical | | | |
| X | HQs & Support Activities | | | |
| | Technical | | | |
| | Industrial | X | | |
| | Supply & Storage | | | X |

DEFENSE SECURITY COOPERATION AGENCY (DSCA)

The Defense Security Cooperation Agency (DSCA) reports to the Under Secretary of Defense for Policy through the Assistant Secretary of Defense (International Security Affairs). DSCA serves as the DoD focal point and clearinghouse for the development and implementation of security assistance plans and programs, monitoring major weapon sales and technology transfer issues, budgetary and financial arrangements, legislative initiatives and activities, and policy and other security assistance matters through the analysis, coordination, decision, and implementation process. DSCA directs and supervises the organization, functions, training, administrative support, and staffing of DoD elements in foreign countries responsible for managing security assistance programs and supports the development of cooperative programs with industrialized nations. To accomplish its mission, the DSCA shall develop and manage the security assistance program so as to gain maximum benefit for the foreign policy and national security of the United States.

Employees:

168

HQs:
Arlington, VA

Rationale for JCSCG Assignment:

Headquarters & Support Activities JCSCG:

DSCA's location within the NCR and in leased space argues for inclusion in the Headquarters & Support Activities JCSCG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

| | | | | | |
|--|-------------------------------------|----------|--|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| | HQs & Support Activities | X | | | |
| | Technical | | | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

DEFENSE SECURITY SERVICE (DSS)

The Defense Security Service (DSS), reports to the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence). DSS is responsible for personnel security investigations, industrial security management; automated systems security; polygraph research, education, training, and examinations; and, security research, education, and training. DSS administers and implements the Defense portion of the National Industrial Security Program and performs assigned functions for the Critical Asset Assurance Program. The Director of DSS exercises authority, direction, and control over the DoD Polygraph Institute.

Employees:
About 2,600

HQs:
Alexandria,
VA

Rationale for JCSCG Assignment:

Headquarters & Support Activities JCSCG:

DSS's location within the NCR and in leased space argues for inclusion in the Headquarters & Support Activities JCSCG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

| | | | | | |
|----------|-------------------------------------|--|--|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| X | HQs & Support Activities | | | | |
| | Technical | | | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

DEFENSE THREAT REDUCTION AGENCY (DTRA)

The Defense Threat Reduction Agency (DTRA) is a Combat Support Agency of the Department of Defense (DoD) and reports to the Under Secretary of Defense for Acquisition, Technology and Logistics through the Director of Defense Research and Engineering. DTRA is responsible for threat reduction to the United States and its allies from nuclear, biological, chemical (NBC), other special weapons, and from conventional weapons, through the execution of technology security activities, cooperative threat reduction (CTR) programs, arms control treaty monitoring and on-site inspection, force protection, NBC defense, and counterproliferation (CP); to support the U.S. nuclear deterrent; and to provide technical support on weapons of mass destruction (WMD) matter to the DoD Components.

Employees: 2,100 military from all services and civilians worldwide
 HQs: Fort Belvoir, VA

Rationale for JCSCG Assignment

Headquarters & Support Activities JCSCG:

DTRA's location within the NCR argues for inclusion in the Headquarters & Support Activities JCSCG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

Technical JCSCG:

The technology required for DTRA's mission is potentially duplicative of other technologies being developed and used within the Department. Inclusion in the Technical JCSCG allows for evaluation of this potential.

| | | | | | |
|--|-------------------------------------|---|---|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| | HQs & Support Activities | X | | | |
| | Technical | | X | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

NATIONAL IMAGERY AND MAPPING AGENCY (NIMA)*

The National Imagery and Mapping Agency (NIMA) is a Combat Support Agency of the Department of Defense under the authority, direction, and control of the Secretary of Defense. The Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) (ASD(C3I)) exercises overall supervision of NIMA. The mission of the NIMA is to provide timely, relevant, and accurate imagery, imagery intelligence, and geospatial information in support of the national security objectives of the United States. The NIMA carries out this responsibility by advising the Secretary and Deputy Secretary of Defense, the ASD(C3I), the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commanders, and, for national intelligence purposes, the Director of Central Intelligence and other Federal Government officials, on imagery, imagery intelligence, and geospatial requirements of the Departments and Agencies of the Federal Government, to the extent provided by law.

Employees:

HQs:
Bethesda, MD

Rationale for JCSG Assignment:

Headquarters & Support Activities JCSG:

NIMA's location within the NCR and leased space argues for inclusion in the Headquarters & Support Activities JCSG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

Technical JCSG:

The technology required for DITRA's mission is potentially duplicative of other technologies being developed and used within the Department. Inclusion in the Technical JCSG allows for evaluation of this potential.

Supply & Storage JCSG:

NIMA has a requirement for storage of imaging maps and geospatial information in support of its mission. Inclusion in this JCSG will provide an opportunity to evaluate this function for potential operational efficiencies.

| | | | | | |
|--|-------------------------------------|---|---|--|---|
| | Educ & Training | | | | |
| | Medical | | | | |
| | HQs & Support Activities | X | | | |
| | Technical | | X | | |
| | Industrial | | | | |
| | Supply & Storage | | | | X |

* NOTE: NIMA maintains functions that support the intelligence community. The establishment of the USD (Intelligence) in April 2003, and the uniqueness of the intelligence functions require additional consideration for JCSG assignment. The assignments above, therefore, are recommended until the ISG has been afforded the opportunity to review this issue.

NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE (NSA/CSS)

The National Security Agency/Central Security Service (NSA/CSS) is a Combat Support Agency of the Department of Defense (DoD) under the authority, direction, and control of the Secretary of Defense. The Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) (ASD(C3I)) exercises overall supervision of NSA/CSS. The NSA implements the SecDef's Presidentially-assigned responsibility as the Executive Agent of the United States Government for signals intelligence and communications security, and conducts related activities as assigned by the SecDef. The Director of the NSA also serves as the Chief of the CSS, which provides the Military Services a unified cryptologic organization within the Department of Defense designated to assure proper control of the planning, programming, budgeting, and expenditure of resources for cryptologic activities.

Employees:
Over 25,000
civilian and
military
HQs: Fort
Meade, MD

Rationale for JCSCG Assignment

Headquarters & Support Activities JCSCG:

NSA/CSS's location within the NCR argues for inclusion in the Headquarters & Support Activities JCSCG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

Technical JCSCG:

The technology required for NSA's mission is potentially duplicative of other technologies being developed and used within the Department. Inclusion in the Technical JCSCG allows for evaluation of this potential.

| | | | | | |
|--|-------------------------------------|---|---|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| | HQs & Support Activities | X | | | |
| | Technical | | X | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

* NOTE: The establishment of the USD (Intelligence) in April 2003, and the uniqueness of the intelligence functions require additional consideration for JCSCG assignment. The assignments above, therefore, are notional until the ISG has been afforded the opportunity to review this issue.

MISSILE DEFENSE AGENCY (MDA)

The Missile Defense Agency (MDA) reports to the Under Secretary of Defense for Acquisition, Technology and Logistics. Formerly Strategic Defense Initiative (SDI) Organization and Ballistic Missile Defense Organization. MDA is responsible for managing and directing DoD's Ballistic Missile Defense acquisition programs, which include theater missile defense and a national missile defense for the United States. MDA also is responsible for the continuing research and development of follow-on technologies that are relevant for long-term ballistic missile defense. These programs will build a technical foundation for evolutionary growth in future ballistic missile defenses. In developing these acquisition and technology programs, MDA utilizes the services of the Military Departments, the Department of Energy, private industries, and educational and research institutions.

Employees:

N/A

HQs: NCR

Rationale for JCSCG Assignment

Headquarters & Support Activities JCSCG:

MDA's location within the NCR argues for inclusion in the Headquarters & Support Activities JCSCG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

Technical JCSCG:

The research and development function to support MDA's mission is potentially duplicative of other functions within the Department. Inclusion in the Technical JCSCG allows for evaluation of this potential.

| | | | | | |
|--|-------------------------------------|----------|----------|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| | HQs & Support Activities | X | | | |
| | Technical | | X | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

PENTAGON FORCE PROTECTION AGENCY (PFPA)

Established in May 2002 in response to the 9/11/2001 attack on the U.S., this new agency absorbed the Pentagon's police force, formerly known as the Defense Protective Service, and its role of providing basic law enforcement and security for the Pentagon and DOD interests in the National Capital Region.

Employees:

N/A

HQs: Pentagon

Rationale for JCSG Assignment

Headquarters & Support Activities JCSG:

PFPA's location within the NCR argues for inclusion in the Headquarters & Support Activities JCSG to allow for consideration of consolidating administrative space and provides a means for directing evaluation of, and for reporting on, potential changes aimed at more efficient operations.

| | | | | | |
|----------|-------------------------------------|--|--|--|--|
| | Educ & Training | | | | |
| | Medical | | | | |
| X | HQs & Support Activities | | | | |
| | Technical | | | | |
| | Industrial | | | | |
| | Supply & Storage | | | | |

TAB 7

Subject: Base Realignment and Closure (BRAC) 2005**1. Executive Issues:**

- Designate a single point of contact within Department of Navy (DON) for responding to information requests from members of Congress, their staffs, Communities and/or constituents involving Base Realignment and Closure (BRAC) 2005 efforts.

2. Background:

- SECNAVINST 5430.97 assigns public affairs responsibilities within the Department of the Navy (Attachment 1)
- SECNAVINST 5730.5G assigns mission, functions, and responsibilities of the Office of Legislative Affairs (OLA) (Attachment 2)
- SECNAV memo of November 25, 2002, implementing SECDEF memo of November 15, 2002, established procedures for the Department of Navy (DON) support of the Department of Defense implementation of the Defense Base Closure and Realignment Act of 1990, as amended. Additionally, the memo designates the Deputy Assistant of the Navy (Infrastructure Analysis) to lead the DON BRAC analysis and to serve as the focal point for the Department in BRAC 2005.
- CHINFO Msg 251947Z FEB 03 provided BRAC 2005 PAO guidance.

3. Discussion:

- With the beginning of the BRAC 2005 process, many Members/ Communities/Constituents will focus on what can be done to influence closure or realignment decisions affecting their local military bases and will desire to meet with Department of Navy Representatives.
- The goal of the Department is to ensure that these requests are handled in a timely and consistent manner and that the DON BRAC message is effectively carried. To this end, official guidance should be published addressing who should respond and the scope and content of information that may be provided.

4. Recommendation:

- SECNAV issue policy guidance containing the following:
 - BRAC 2005 correspondence with members of Congress or elected state level officials will be restricted to DASN (IA) and reporting seniors. Correspondence with other state or local government representatives and community organizations will be restricted to Regional or echelon three commanders and reporting seniors.
 - Local visit requests shall be handled IAW current instructions and consistent with published BRAC 2005 communication guidance (DASN IA responsible for drafting)
 - HQ meeting requests (NCR) shall be restricted to ASN I&E or designee (Attachment 3)
 - Media inquiries will be addressed in accordance with CHINFO guidance.
 - DASN (IA) will provide CHINFO with current talking points, and update at least quarterly, for consistency of information released in response to information or local visit requests or during discussions with state and local government or other community representatives.



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

SECNAVINST 5430.97

OI-5

05 AUG 1987

SECNAV INSTRUCTION 5430.97

From: The Secretary of the Navy
To: All Ships and Stations
Subj: ASSIGNMENT OF PUBLIC AFFAIRS RESPONSIBILITIES IN THE
DEPARTMENT OF THE NAVY

Ref: (a) U.S. Navy Regulations, 1973

1. Purpose. To assign public affairs responsibilities within the Department of the Navy (DON).

2. Definition. The three major components of public affairs in the DON are public information, internal information and community relations.

a. Public information is the collection, analysis and dissemination of unclassified, official and otherwise releasable information to the public or the news media. Public information also involves feedback from the public, such as the monitoring of media coverage of Navy, Marine Corps and Defense matters.

b. Internal information is the essential function of command and an integral component of the Navy and Marine Corps retention effort. It is the means by which an organization establishes, maintains and employs two-way channels of communication that link leadership and the people of the organization. The DON internal audience consists of active duty military personnel, families, civilian employees, Naval Reserve and Marine Corps Reserve personnel and retired persons and their families. Internal information refers not only to the formulation of messages or themes, but also the means by which such messages are communicated.

c. Community relations refers to activities that place Navy and Marine Corps people and equipment in direct contact with the public. The actual conduct of a sound, goal-oriented community relations program will vary considerably from one command to the next for many reasons. Among these reasons are mission and allowable degree of public access, local public attitude toward the military, events that provide opportunity for direct interface with the public and local issues which divide or unite the military and the community.

3. Background. Reference (a) assigns basic responsibilities for the administration of the DON. This instruction and the Goldwater-Nichols Department of Defense Reorganization Act of 1986 bring the entire range of public affairs for the naval service under the direct management of the DON Secretariat to assure greater efficiency and accountability.

SECNAVINST 5430.97

0 5 AUG 1967

4. Responsibilities

a. The Secretary of the Navy (SECNAV) is responsible for establishing public affairs policy in the Department of the Navy and directing its implementation. The Secretary monitors and controls Navy and Marine Corps relations with the public.

b. The CNO and CMC are delegated responsibilities for:

(1) Conduct of their respective service's internal information programs;

(2) Conduct of their respective service's community relations programs; and

(3) Implementing SECNAV public affairs policy and directives.

5. Organization and Relationships

a. The Office of Information is a part of the office of the Secretary of the Navy, and comprises the personnel who assist the Chief of Information and Deputy Chief of Information for Marine Corps Matters in performing their duties and responsibilities.

b. The Chief of Information is the staff assistant within the Office of the SECNAV and is responsible to the Secretary of the Navy for DON public affairs, including development of all policy and administration related thereto, and for other responsibilities as directed.

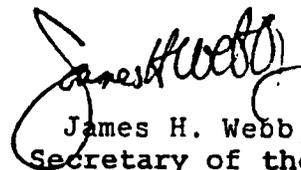
c. The Chief of Information will report to the CNO for support of the CNO responsibilities outlined in paragraph 4, and he will provide such staff support as the CNO considers necessary to perform his duties and responsibilities. In this role as Public Affairs Officer for the CNO, he will promulgate guidance on the implementation of public affairs programs to subordinate commanders. He will also serve as the CNO coordinator for the Navy Broadcasting Service and the Navy Internal Relations Activity.

d. The Deputy Chief of Information for Marine Corps Matters may report directly to the Secretary regarding public information matters related solely to the Marine Corps. He will promptly inform the Chief of Information regarding the substance of all independent contact with the Secretary pertaining to

SECNAVINST 5430.97
05 AUG 1987

Marine Corps matters. He will report to the CMC for support of the responsibilities outlined in paragraph 4, and will provide such staff support as the CMC considers necessary to perform his duties and responsibilities. In his role as public affairs officer for the CMC, he performs functions similar to those outlined in paragraph 5c.

6. Action. The Chief of Information will determine staffing requirements for the Office of Information, ensuring that the CNO and CMC are provided support necessary to perform public affairs related duties and responsibilities.



James H. Webb, Jr.
Secretary of the Navy

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DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, D.C. 20350

SECNAVINST 5730.5G
OLA
24 August 1981

SECNAV INSTRUCTION 5730.5G

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

Subj: Procedures for the Handling of Naval Legislative Affairs and Congressional Relations

- Ref:**
- (a) SECNAVINST 5430.26C (NOTAL)
 - (b) Navy Comptroller Manual (NAVEXOS P-1000) (NOTAL)
 - (c) SECNAVINST 5700.9C (NOTAL)
 - (d) DOD Directive 5400.4 of 30 Jan 78 (NOTAL)
 - (e) SECNAVINST 5216.1H (NOTAL)
 - (f) SECNAVINST 5570.2B
 - (g) SECNAVINST 5720.42B
 - (h) SECNAVINST 5741.2F
 - (i) DOD Directive 5500.1 of 21 May 64 (NOTAL)
 - (j) DOD Directive 5500.4 of 20 Sep 61 (NOTAL)
 - (k) OPNAVINST 5510.1F
 - (l) SECNAVINST 4650.16A (NOTAL)
 - (m) SECNAVINST 5510.25A (NOTAL)
 - (n) OPNAVINST 5510.115
 - (o) DOD Directive 5545.2 of 20 Aug 79 (NOTAL)
 - (p) DOD Directive 5545.3 of 5 Jul 79 (NOTAL) encl w/ref (q)
 - (q) NAVCOMPTINST 7130.25D (NOTAL)

1. Purpose. To prescribe procedures for the conduct of the congressional affairs of the Department of the Navy.

2. Cancellation. SECNAV Instruction 5730.5F.

3. Policy. The Secretary of the Navy regards the conduct of congressional affairs as a prime responsibility of the Department. The Chief of Legislative Affairs is the Secretary's principal staff assistant for discharging the legislative functions and responsibilities of the Department of the Navy with the exception of liaison with the Appropriations Committees which is vested with the Comptroller of the Navy. It is the policy of the Secretary that all organizational components of the Department of the Navy keep the Chief of Legislative Affairs informed of significant matters related to legislative affairs and congressional relations. Matters pertaining to the Appropriations Committees should be referred to the Comptroller of the Navy.

The establishment of close working relations in the field of congressional affairs among Navy Department bureaus, offices and commands, and between these components and the Offices of Legislative Affairs and the Comptroller, is essential if the Navy's needs and views are to be presented effectively to the Congress.

4. Action. Addressees shall be thoroughly cognizant of and comply with the policy and procedures set forth in this instruction. For purposes of this instruction, Navy Department components will include the Headquarters, Military Sealift Command and the systems command headquarters. Bureaus, offices and commands under the Chief of Naval Operations shall ensure that the Chief of Naval Operations is kept informed in all matters that affect his responsibilities, or otherwise require his attention and knowledge. Similarly, the Commandant of the Marine Corps shall be kept informed on matters relating to Marine Corps personnel or activities.

5. Responsibility

a. Reference (a) documents the establishment of the Office of Legislative Affairs, and states its functions, duties and responsibilities. The Chief of Legislative Affairs is responsible to the Secretary of the Navy for the Department of the Navy's relations and liaison with all the Members, staff members and the committees of the Congress, except for:

(1) Relations in all matters dealing with the Navy Department budget and liaison with the Appropriations Committees of the Congress on appropriation matters which are handled by the Comptroller of the Navy. (R)

(2) Relations and liaison with the Joint Committee on Printing of the Congress, which are handled by the Assistant Secretary of the Navy (Shipbuilding and Logistics). (R)

b. Reference (b) promulgates the functions, duties and responsibilities of the Comptroller of the Navy. The Comptroller of the Navy is responsible to the Secretary of the Navy for the Department of the Navy's relations and liaison with the Appropriation Committees, Committee Members and staff personnel for matters concerning Department of the Navy appropriations. The Director of Budget and Reports is specifically assigned responsibility to maintain liaison with the Appropriations Committees for the Comptroller of the Navy and with the Surveys and (R)

SECNAVINST 5730.5G
24 August 1981

Investigations staff of the House Appropriations Committee.

c. Due to the inseparability of appropriation matters from authorization measures, the closest coordination and cooperation will be maintained between the Chief of Legislative Affairs and the Comptroller of the Navy in Congressional relations involving such matters.

d. The Chief of Legislative Affairs will furnish Members of Congress with current information concerning naval matters affecting their respective states and districts, or which are otherwise of potential interest to the Members of Congress. In order that the Chief of Legislative Affairs may do this, Navy Department components will inform the Office of Legislative Affairs as far in advance as possible of all matters which may have an appreciable effect upon the constituency of a Member of Congress, such as the expansion or curtailment of naval activities, operating forces, and programs, in accordance with the procedures delineated in reference (c).

- R) e. To avoid unnecessary duplication and conflict, each Navy Department component will designate a single point of contact for congressional relations to serve as a clearing house and coordinating point with the Office of Legislative Affairs and the Comptroller of the Navy. The sole function of the single point of contact shall be to furnish technical or other information specifically required by the Secretary in relationships with the Congress, or that information which may form the basis for legislation to be considered by the Congress. In carrying out this technical function, it is not necessary that internal units of bureaus, offices and commands bear the title "Legislative Affairs or Congressional Liaison," etc.

6. Providing Information to Congress

- R) a. General. Reference (d) provides guidance concerning provisions of information to Congress. Nothing in this instruction shall be construed as invalidating or in any way modifying reference (d) or Article 1148 and 1149, U.S. Navy Regulations, 1973, which concern the communications and dealings between personnel of the naval establishment and the Congress. It is the policy of the Secretary that all Department of the Navy components will make maximum information available promptly to the Members of Congress and congressional committees and their staffs, and that constituents' letters to Members of Congress which have been referred to the Navy Department be answered as fully as possible. When doubt exists whether specific information may or may not be released to Con-

gress, the releasing authority should consult the Chief of Legislative Affairs for guidance and recommendation. No information intended for the Appropriations Committees, or their staffs will be released from the Department of the Navy without the approval of the Comptroller of the Navy. The Director, Budget and Reports has been delegated authority to approve all information transmitted, keeping the Comptroller of the Navy informed of significant items.

b. Correspondence. Correspondence from Members of Congress addressed directly to the Secretary of the Navy will be processed in accordance with reference (e). Other correspondence from members shall be processed in the following manner:

(1) Unless a full reply can be made within 5-working days from the time of receipt by an addressed activity, an interim reply shall be made. The interim reply should give as much relevant information as is then available, including the reason why additional time is required, and the date that a final reply can be expected.

(2) Whenever a final reply cannot be made by the date set in the interim reply, an additional interim reply shall be sent to the Member of Congress explaining the additional delay and establishing a new date that the final reply can be expected.

(3) Those bureaus and activities rendering decisions on personnel-oriented matters in which congressional interest has been expressed must recognize congressional sensitivities and ensure that the response to the congressional inquiry is provided no later than the response to the concerned individual.

(4) Department of the Navy activities contacted directly by Members of Congress shall be responsible for replying directly on routine and nonpolicy matters. Copies of both incoming and outgoing correspondence resulting from direct contact with Members of Congress shall be provided to the Chief of Legislative Affairs on an occurring basis.

(5) In order to avoid unnecessary delay, addressees are authorized to delegate to appropriate staff members or program heads the authority to sign replies to congressional correspondence which has not been personally signed by the Member, and which is obviously of a routine nature.

c. Classified Information. Release of classified information to the Congress shall be in accordance with the policies and procedures set forth in reference (d).

d. **Privileged and Official Information.** References (f) and (g) deal with the policy governing the custody, use, and preservation of Department of Defense official information and the availability to the public of Department of the Navy information and records, including privileged information and "official use only" material.

- R) e. **Investigative Information.** Congressional committee requests for information of an investigative nature shall be handled in accordance with the procedures set forth in paragraph 12 of this instruction.

7. Congressional Visits

- R) a. **Requests from Congress.** All requests for visits to naval activities from Members of Congress or staff members will be referred to the Chief of Legislative Affairs or to the Comptroller of the Navy (Director, Budget and Reports) as appropriate.
- R) b. **Invitations to Congress.** The Chief of Legislative Affairs will be informed prior to an activity inviting a Member of Congress or a staff member to visit their activity.
- R) c. **Unannounced Congressional Visits.** In the event that a Member of Congress or a staff member visits a naval activity unannounced, for purposes other than investigative, such as a tour of the facilities, the Chief of Legislative Affairs will be notified by the most expeditious means, preferably telephonic (AUTOVON 227-7146). Initial information should include who, where, and the reason for the visit. Every courtesy will be extended the visitor, and information will be provided as fully as possible, consistent with the above guidelines. Unannounced visits by Appropriations Committee Members or Staff on appropriations business will be reported to the Comptroller of the Navy (Autovon 227-6185).
- R) d. **Report of Congressional Visits.** At the conclusion of a Congressional visit, a message report will be submitted to the Chief of Legislative Affairs or to the Comptroller of the Navy as appropriate, information to the Chief of Naval Operations or Commandant of the Marine Corps and the chain of command as appropriate. This report will include place and duration of the visit, names of Members and staff representatives, areas of interest, summary of information furnished, requirements imposed and deficiencies disclosed.
- R) 8. **Relationship with General Accounting Office.** As an agent of Congress, the General Accounting Office (GAO)

has been given broad authority to examine how government funds are spent and how agencies carry out the mandate of Congress. Therefore, the primary purpose of GAO reviews is to examine and evaluate how management, financial, and program responsibilities are carried out. The Comptroller of the Navy has been assigned responsibility for liaison between the GAO and the Department of the Navy. Reference (h) provides guidance to Navy personnel in their relationships with GAO representatives engaged in carrying out the statutory audit responsibilities of that office.

9. Relationship with the Congressional Budget Office.

The Congressional Budget Office (CBO) was established by the Congressional Budget Act of 1974 to provide to the Budget Committees and other committees of the Congress information which will assist such committees in matters within their jurisdictions. The act also authorizes the CBO to secure information, data, estimates, and statistics directly from departments and agencies of the Executive Branch. Within the Department of the Navy, the Office of Legislative Affairs is assigned responsibility for liaison with the CBO.

10. **Congressional Liaison.** The Chief of Legislative Affairs will maintain Navy Department liaison offices in the Senate and House Office Buildings, adequately staffed to provide prompt and accurate on-the-scene information to written, telephonic, and personal inquiries from the Members of Congress.

11. Legislation Program

a. **Annual Legislative Program.** References (i) and (j) set forth the procedures for the development of the annual legislative program of the Department of Defense. Supplementary instructions are normally issued annually by the Secretary of Defense.

b. **New Legislation.** Any Department of the Navy component desiring to propose new legislation necessary for the efficient discharge of its mission may do so at any time. Legislative proposals of this nature should be forwarded by letter to the Chief of Legislative Affairs via the originator's normal chain of command. The Chief of Legislative Affairs will coordinate the proposed legislation, via the normal chains of command, where appropriate, among interested Navy Department components and, after approval by the Secretary of the Navy, process the proposal in conjunction with the Department of Defense legislative

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program. The letter proposing the new legislation should include:

- (1) A detailed explanation of what the proposal is designed to accomplish.
- (2) A justification of the need for the legislation.
- (3) A statement and justification as to the urgency of the legislation.
- (4) A statement identifying Presidential recommendations, if any, and the degree to which they will be carried out by the proposed legislation.
- (5) Names of other departments and agencies of the Government which may be interested in the subject of the proposal.
- (6) Cost and budget data:
 - (a) Estimates of the costs or savings attributable to the proposal over each fiscal year through the first 5-year period of operation. If such information is not provided, the reasons for the omissions shall be stated.
 - (b) The basis and method for determining the cost and budget data.
 - (c) Whether any increased costs have been included in any estimate for appropriations submitted through regular budget channels.
 - (d) If the proposal would increase or decrease Federal revenues, or affect the receipts or expenditures of a trust or special fund, an estimate of the changes shall be made for each fiscal year, for the first 5 years of operation.
 - (e) If the proposed legislation entails the annual expenditure of appropriated funds in excess of \$1 million, information is required for each of the first 5 fiscal years, showing the estimated maximum additional (1) worker-years of civilian employment by general categories of positions, (2) expenditures for personnel services, and (3) expenditures for purposes other than personnel services.
- (7) A statement as to whether an environmental impact statement is required by section 102(2)(C) of the National Environmental Policy Act of 1969 (Public Law 91-190), and if one is required, a draft copy of the statement shall be enclosed.

(8) A proposed letter to the Speaker of the House of Representatives/President of the Senate detailing the purpose of the proposal and justifying the need for the legislation.

c. **Comments on other than Department of the Navy or Department of Defense Program Legislation.** The Chief of Legislative Affairs will obtain the comments of interested Navy Department components on nonprogram legislation which has been referred to the Department of the Navy for comment. Such comments will be forwarded via the originator's normal chain of command. In the event that the Navy Department has the primary Executive Branch responsibility for the subject matter involved in the legislation and the Navy Department component recommends a favorable report on the legislation which would bring out action coming within the scope of section 102(2)(C) of the National Environmental Policy Act of 1969 (Public Law 91-190), the component will appropriately process the environmental impact statement required by the act and include a copy of the draft of that statement with its comments on the legislation involved.

d. **Proclamation and Executive Orders.** A Navy Department component desiring to propose a proclamation or an executive order may do so by addressing a letter to the Chief of Legislative Affairs via the originator's normal chain of command, furnishing, insofar as applicable, detailed justification similar to that outlined above for new legislation. In addition, a proposal for an executive order should include a draft White House press release explaining the purpose of the executive order.

e. **Annual Review of Expiring Laws.** On or before 1 July of each year, the Chief of Legislative Affairs, in conjunction with cognizant Navy Department components, shall compile a list of laws which will expire during the forthcoming calendar year. Navy Department components concerned will submit comments to the Chief of Legislative Affairs via the normal chain of command, setting forth their recommendations as to whether the laws shall be extended or be permitted to expire, and the reason for such recommendations.

f. **Annual Review of Department of Defense Emergency Legislative Program.** The Chief of Legislative Affairs will annually, on dates prescribed by the Office of the Secretary of Defense, refer the currently effective edition of the Department of Defense Emergency Legislative Program to all cognizant Navy Department components for comment and recommendation. Any comments to the Chief of Legislative Affairs will be forwarded via the

originator's normal chain of command. In addition to the annual review, recommendations for modification of or additions to the Emergency Legislative Program may be submitted by interested Navy Department components, via the originator's normal chain of command, to the Chief of Legislative Affairs at any time.

g. Controversies. In the event of disagreement among Navy Department components in the development of the Department of the Navy position on legislation or legislative matters resolved through the normal chain of command, the Chief of Legislative Affairs will consult with the interested parties in an effort to resolve the disagreement. If the matter is not resolved, it will be referred to the Secretary of the Navy for decision.

h. The Chief of Legislative Affairs shall provide information copies of proposed Navy comments on all non-program legislation to the General Counsel.

12. Congressional Committee Liaison

a. This paragraph concerns provisions for providing information not related to pending legislation, with the exception of procurement authorization legislation, to congressional committees and subcommittees. As a basic objective, the Secretary of the Navy attempts to preclude formal congressional investigations by promptly furnishing, in response to committee inquiries, properly cleared and adequate information on Department of the Navy programs and operations. Local commands and activities seldom possess complete information necessary to respond fully to inquiries from the Washington headquarters.

b. The following procedures will be used in replying to congressional inquiries:

(1) Departmental. Normally, congressional committee inquiries are addressed to the Chief of Legislative Affairs, or to the Secretary of the Navy, who refers such inquiries to the Chief of Legislative Affairs for appropriate action. When an investigative inquiry is received by a Navy Department component directly, the Chief of Legislative Affairs will be notified immediately. The Chief of Legislative Affairs will establish direct communication with the source of the inquiry in the Congress and ascertain the specific information desired and, if possible, the proposed use thereof. The Chief of Legislative Affairs will evaluate the inquiry and refer the inquiry to the cognizant Navy Department component for information upon which to base a reply, preparation of a direct reply, preparation of a reply for signature of the Secretary of the Navy, or other

action as may be appropriate. If more than one Navy Department component is involved, the Chief of Legislative Affairs will coordinate the action of the Navy Department. The Naval Inspector General, as the agent of the Chief of Naval Operations, is the Navy Department action officer for congressional inquiries regarding the material condition, habitability, morale, efficiency, or administration of a U.S. Navy ship, unit or station. Replies to inquiries in the above area will be referred to the Chief of Naval Operations (Op-008), who will prepare responses for signature by the appropriate responding official. Copies of congressional investigation correspondence will be furnished to the Chief of Legislative Affairs. Procedures and actions governing the appearance and scheduling of witnesses before congressional committees and the processing of prepared statements are set forth in paragraph 14.

(2) Field. In the event that a Member of Congress, a committee member, or a staff member contacts or visits a naval activity unannounced to request information of an investigative nature or to look at records, the activity shall follow the guidelines established by this instruction, and in matters concerning the disclosure of classified information, by the Department of the Navy Supplement to the DOD Information Security Program Regulation, reference (k). The activity shall immediately inform the cognizant Navy Department component of the request and ask for instructions by the most direct means of communication. Every possible courtesy shall be extended and every effort made to avoid delaying the investigation unnecessarily. The head of the cognizant Navy Department component will coordinate the inquiry with the Chief of Legislative Affairs as if the inquiry were addressed to that office directly. If any deficiencies are noted during the course of a committee investigation in the field, and immediate on-the-spot corrective action is indicated and possible, the local commander will take such action and advise the Chief of Legislative Affairs accordingly. At the conclusion of a committee's investigation, hearing, or visit, a summary report will be forwarded directly to the Chief of Legislative Affairs. The report shall detail the place and duration of the visit, names of Members of Congress and staff representatives, deficiencies noted, and corrective action taken or recommended. Copies will be furnished to such intermediate echelons as the commander considers appropriate. The report will be submitted by message if deficiencies were disclosed or if the local commander considers that it is of sufficient importance to warrant such transmission.

13. Congressional Travel. The Chief of Legislative Affairs (R and the Comptroller of the Navy (Director, Budget and Reports), as appropriate, will coordinate congressional

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travel throughout the Department of the Navy on behalf of the Secretary of the Navy. The procedures and regulations regarding congressional air and sea transportation are set forth in reference (l). Local ground transportation may be provided without reference to higher authority when the purpose of the travel is of primary interest to, and bears a substantial relationship to programs or activities of the Department of Defense, or as deemed appropriate by the senior officer concerned.

14. Witnesses before Congress

a. The manner in which proposed legislation is supported or opposed before congressional committees may largely determine its prospects of enactment. Similarly, a witness' testimony in an investigation often has a great effect on the outcome. It is of the utmost importance that a witness study thoroughly every provision and aspect of the legislation or investigation, be capable of explaining the history of any related legislation or investigation, have cost figures and other statistical data readily available, and finally, undertake a rehearsal of the presentation, which should include a roundtable discussion of the problems concerning the testimony and the questions likely to be asked.

R) b. The Chief of Legislative Affairs is responsible for the designation, appearance and scheduling of witnesses before congressional committees, other than the Appropriations Committees and the Joint Committee on Printing, and advising them, in coordination with the senior Navy representative immediately responsible for the Department of the Navy presentation. The Comptroller of the Navy (Director, Budget and Reports), is responsible for this function for the Appropriations Committees.

c. The following procedures are intended to ensure that testimony of Department of the Navy witnesses may be of maximum assistance to the committees of Congress by ensuring that departmental and personal positions expressed by witnesses are expressed in full knowledge of the Department of Defense policy or position in each case.

(1) **Designation of Witnesses.** In the event a request for a witness is made by any source other than the Office of Legislative Affairs or the Office of the Comptroller of the Navy, the persons contacted shall promptly make a report, telephonic or written, to the Office of Legislative Affairs (the Comptroller of the Navy in cases involving the Appropriations Committees), setting forth the following information:

- (a) Source of request.
- (b) Name of committee.
- (c) Subject of hearing.
- (d) Date, place and time of hearing.
- (e) Name, rank, and position of the witness(es) requested.

The Office of Legislative Affairs and Comptroller of the Navy will inform the appropriate Assistant Secretary of Defense of requirements for witnesses, when appropriate.

(2) **Determination of Department of Defense Policy.** Civilian and military representatives of the Navy and Marine Corps who are called to testify before a committee of the Congress will take appropriate action to ensure that they completely understand the Department of Defense position or policy on the points upon which each expects to testify. They will also be familiar with Department of Defense guidelines to official departmental witnesses who, in the course of congressional hearings, are required to give their personal opinions on positions established by the Secretary of Defense, with the approval of the President. This is a personal responsibility of the witnesses, as well as the responsibility of the Department. The Office of Legislative Affairs or the Comptroller of the Navy will arrange for a briefing by the appropriate segment of the Office of the Secretary of Defense whenever a prospective Navy or Marine Corps witness is in doubt as to the Department of Defense policy.

(3) **Prepared Statement.** The Navy Department (R) component having primary interest in the legislation being examined by the congressional hearing process is responsible for preparing the statement of any Navy witness scheduled to appear before a Committee of Congress. Copies of prepared statements of the witness will be furnished to the Office of Legislative Affairs, in accordance with references (m) and (n) and Table I below. Appropriations Committee statements will be furnished to the Comptroller of the Navy (Director, Budget and Reports) in accordance with Table II. Submission of the witness' statement as far in advance as possible is essential. Prepared charts and exhibits to be presented before a Congressional hearing must be cleared in the same manner as statements. Prepared statements become committee property when delivered, and may not be released until so authorized by the cognizant committee. Under no circumstances may releases be made in advance of presentations.

TABLE I

| PHASE | CLASSIFIED | | | UNCLASSIFIED | | | CHINFO |
|----------------|------------|----|-----|--------------|-----|-----|--------|
| | I | II | III | I | II | III | |
| Senate | | | | | | | |
| Full Committee | 11 | 50 | 0 | 11 | 70 | 100 | 125 |
| Sub-Committee | 11 | 25 | 0 | 11 | 25 | 100 | 125 |
| House | | | | | | | |
| Full Committee | 11 | 80 | 0 | 11 | 100 | 100 | 125 |
| Sub-Committee | 11 | 35 | 0 | 11 | 35 | 100 | 125 |

R) PHASE I: Upon completion Navy security review and 13 days prior to the hearing, forward to OLA or Comptroller (NCB) for submission to OSD security and policy review for clearance. Statements requiring OMB clearance must be submitted to OLA or Comptroller (NCB) 15 days prior to the hearing.

PHASE II: Submit cleared statements 6 days in advance for submission to committee.

R) PHASE III: Submit at least 24 hours prior to hearing for public release. Note that 125 copies of all unclassified statements are required by CHINFO or the Marine Corps Division of Information for distribution to the Pentagon Press Corps. However, when both the regular and summary statements are unclassified, only the regular statement must be forwarded. OLA or Comptroller (NCB) personnel will advise if there are any changes to these requirements.

TABLE II
Appropriations Committee Statement Requirements

| | HAC | | SAC | | CHINFO |
|---------------------------------------|-----|--------|-----|--------|--------|
| | DEF | MILCON | DEF | MILCON | |
| Unclassified Statements | | | | | |
| 13 days prior to hearing ¹ | 4 | 4 | 4 | 4 | |
| 1 week prior to hearing | 25 | | | | |
| 4 working days prior to hearing | | 3 | 15 | 3 | |
| 2 working days prior to hearing | 50 | 25 | 45 | 10 | |
| 1 day prior to hearing | | | | | 125 |
| Classified Statements | | | | | |
| 13 days prior to hearing ¹ | 4 | 4 | 4 | 4 | |
| 1 week prior to hearing | 25 | | | | |
| 4 working days prior to hearing | | 3 | 15 | 3 | |
| 2 working days prior to hearing | 15 | 25 | 20 | 10 | |

¹ Statements must be Service Security cleared for submission to OSB Security.

(4) OMB Clearance. The Office of Legislative Affairs will insure compliance with OMB Circular A-19-R and reference (d) and will submit proposed Navy testimony addressing pending legislation or containing specific legislative recommendations to the President's Office of Management and Budget for clearance. The clearance pro-

cedures outlined in enclosure (2) of reference (d) will be followed. In the absence of a specific OMB request for submission, clearance is not required for testimony: (a) supporting Presidentially approved budget requests; (b) furnished during oversight hearings which do not seek DOD positions on specific legislation; or (c) expressing official

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views on pending legislation in a manner consistent with a formal DOD report on such legislation previously cleared by OMB during the same Congress.

(5) **Exchange of Information.** It is essential that the Office of Legislative Affairs be kept fully informed of policy discussions between Navy and Marine Corps witnesses and the cognizant segment or segments of the Office of the Secretary of Defense. After being advised of the Department of Defense policy or position, a witness should prepare a summary of that position for the Office of Legislative Affairs. Information requested by a committee during a hearing which is not immediately available to the witness will be obtained by the command or staff office having action responsibility, and forwarded to the Chief of Legislative Affairs for transmittal to the committee.

R) (6) **Responsibilities After Hearings.** After each committee hearing, other than those by Appropriations committees, a copy of the transcript of testimony of witnesses normally is available to the Office of Legislative Affairs. The Comptroller of the Navy (Director, Budget and Reports) receives the transcript of hearings by the Appropriations Committees. Transcripts of testimony given in open session will be submitted to the witnesses concerned for examination and correction. Witnesses may correct grammatical or typographical errors by black-pencil notation, provided the corrections do not alter the substance of the testimony given. Transcripts of testimony given in closed or executive session will be reviewed in accordance with references (d) and (h).

15. **Requests for Conferees or Representatives.** Requests for conferees or representatives from the Department of the Navy for task forces, ad hoc committees, or conferences dealing with legislative matters or congressional investigations shall be relayed to the Chief of Legislative Affairs with any recommendations as to the action to be taken or other information. The Navy representatives will keep the Chief of Legislative Affairs advised of the proceedings, in order that responsibilities to the Secretary of the Navy and other principal civilian and military officials of the Department can be carried out.

16. **Processing Congressional Action Items.** Procedures for the annual review and implementation of Congressional Actions on Authorization and Appropriation Acts affecting the Department of Defense and related Congressional reports are outlined in references (o), (p), and (q).

17. **Time Limits.** The Chief of Legislative Affairs may establish time limits for the submission of comments or recommendations on Congressional matters which have been referred to Naval activities for review. An activity which has not submitted its views in connection with a Congressional matter within the time allowed will be presumed to have no comment or recommendation to make. Where necessary to meet deadlines imposed by Congressional committees, the Office of Management and Budget, or Department of Defense agencies, the Chief of Legislative Affairs, upon the expiration of the time limit imposed, will prepare and submit a report on the basis of comments received, or, if no comments have been received, then on the basis of previously established Department of the Navy policy.

18. **Supplementary Instructions.** The Chief of Legislative Affairs and the Comptroller of the Navy may issue such supplementary instructions as are necessary to implement this instruction. Navy Department components may issue such instructions as may be required to implement this instruction within their respective organizations.

19. **Reports.** The requirements contained in this instruction have been assigned the following symbols, which are approved for 2 years only from the date of this directive:

Paragraph 7d - OLA-5730-1 - Congressional Visits
Paragraph 12b(2) - OLA-5730-2 - Congressional Field Investigations
Paragraph 14c(1) - OLA-5730-3 - Congressional Requests For Witnesses

JOHN LEHMAN

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Protocol for Headquarters (NCR) Meeting Requests

- **Requests from Members of Congress** – Primary ASN I&E/Secondary DASN IA (as necessary)
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- **Requests from Personal Staffers** – Primary OLA /DASN IA staff (as necessary)
- **Request from Communities/Constituents/Chamber of Commerce** – Primary ASN I&E/Secondary DASN IA/Tertiary N4 or USMC I&L

TAB 8



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

19 MAY 2003

MEMORANDUM FOR SECRETARY OF THE NAVY
SECRETARY OF THE AIR FORCE

SUBJECT: Joint Strike Fighter Initial Training Site Selection

After careful consideration I am directing that the selection process for the Joint Strike Fighter (JSF) Initial Training Site be conducted within the 2005 Base Realignment and Closure (BRAC) process initiated by the Secretary of Defense. BRAC 2005 offers the best approach to complete required environmental documentation, assess current and post-BRAC facility options, and construct facilities necessary to meet the aircraft's delivery schedule and initial operating capability requirement.

Utilizing the BRAC 2005 process will allow the selection of the Initial Training Site to be fully integrated into that process, providing the opportunity to make the most efficient and effective use of the capacity and capabilities of the enduring base structure that will result from the BRAC 2005 process. This will minimize the chance that the Department would construct new facilities that would duplicate excess capacity or that the site selection would be reversed by a subsequent BRAC decision.


E. C. Aldridge, Jr.



TAB 9



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

MAY 23 2003

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
COMBATANT COMMANDERS
ASSISTANT SECRETARY OF DEFENSE FOR NETWORKS
AND INFORMATION INTEGRATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTORS OF THE DEFENSE AGENCIES
PRESIDENT, NATIONAL DEFENSE UNIVERSITY

Subject: Transformational Options for BRAC 2005

The Secretary of Defense, in his November 15, 2002, memorandum initiating the BRAC process, asked for a broad series of options for stationing and supporting forces and functions to increase efficiency and effectiveness. As the Secretary indicated in that memorandum, the enduring value of our BRAC effort rests largely on our ability to conduct an analysis that reaches beyond a mere capacity reduction in the status-quo configuration to one that "reconfigure[s] our current infrastructure into one in which operational capacity maximizes both warfighting capability and efficiency."

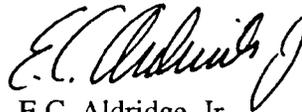
To assist this effort, we must pull together the very best suggestions to stimulate critical analysis by the Military Departments and the Joint Cross-Service Groups in support of the most comprehensive and transformational analysis possible. To that end, I request each of you to identify some key transformational options for stationing and supporting forces and functions that you judge will rationalize our infrastructure consistent with defense strategy and contribute to increased efficiency and effectiveness. Options will be reviewed by the Infrastructure Steering Group and Infrastructure Executive Council to determine their potential impact on military value before being forwarded to the Secretary for approval. These options will constitute minimum analytical frameworks upon which the Military Departments and Joint Cross-Service Groups will conduct their respective BRAC analyses.



Because of the sensitivity of BRAC and the deliberative nature of the analytical process, the BRAC analytical process is a closely held internal Department responsibility. Therefore, I ask you to shape your suggestions within the following constraints:

- Provide a brief written description for each suggested option. These options must stand on their own since there will not be an opportunity for you to provide further input. Cross-referencing to earlier studies would be helpful.
- Make your options overarching and notional. Do not identify any specific installations.
- Provide your input within 30 days.
- Please treat your response to this request as an internal deliberative document.
- Please do not seek or expect any substantive feedback on the use of your options.

Thank you in advance for your thoughtful consideration of this request. I look forward to your contribution to shaping our BRAC 2005 effort. Should you have any questions regarding this request, please contact Mr. Peter Potochney, the OSD Director for BRAC, at (703) 614-5356.



E.C. Aldridge, Jr.
USD (Acquisition, Technology & Logistics)
Chairman, Infrastructure Steering Group