

FROM: SECNAV WASHINGTON DC//DASN IS&A//
Prec: R
DTG: 192115Z NOV 03
Subject: RR 192115Z NOV 03 SUBJ/REQUEST FOR DESIGNATION OF ADMINISTRATORS
AND

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RAAUZYUW RUENAAA0212 3232115-UUUU--RUCBCLF.
ZNR UUUUU
R 192115Z NOV 03 ZYB PSN 881887L40
FM SECNAV WASHINGTON DC//DASN IS&A//
TO RUEACMC/CMC WASHINGTON DC//DCI&L//
RHMFIUU/CMC WASHINGTON DC//DCI&L//
RUENAAA/AAUSN WASHINGTON DC//00//
RUCBCLF/COMFLTFORCOM NORFOLK VA
RUCBCLF/COMLANTFLT NORFOLK VA
RHHMHAA/COMPACFLT PEARL HARBOR HI
RUCCBWF/BUPERS MILLINGTON TN
RUCXONI/ONI WASHINGTON DC
RUENAAA/FLDSUPPACT WASHINGTON DC//FSA 4//
RUENAAA/UNSECNAV WASHINGTON DC
RULSDSA/DIRSSP WASHINGTON DC
RUWDHFG/COMSPAWARSSCOM SAN DIEGO CA
RUEASMB/COMSPECWARCOM CORONADO CA
RUCTPOA/NETC PENSACOLA FL
RUCCNOM/COMNAVRESFOR NEW ORLEANS LA
RULSAMX/COMNAVSUPSSCOM MECHANICSBURG PA
RULSADK/COMNAVFACENCOM WASHINGTON DC
RULSFAN/COMNAVAIRSSCOM PATUXENT RIVER MD
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RULSSEA/COMNAVSEASSCOM WASHINGTON DC
RULSOCA/CNR ARLINGTON VA
RUENMED/BUMED WASHINGTON DC
RULKSDF/COMNAVSECGRU FORT GEORGE G MEADE MD
RULMSC/COMSC WASHINGTON DC

MASTER DOCUMENT
DO NOT REMOVE

RUENAAA/CNI WASHINGTON DC
INFO RUENAAA/CNO WASHINGTON DC//N4/N46//
RUENAAA/ASSTSECNAV FM WASHINGTON DC//00//
RUENAAA/ASSTSECNAV IE WASHINGTON DC//00//
RUENAAA/ASSTSECNAV RDA WASHINGTON DC//00//
RUENAAA/ASSTSECNAV MRA WASHINGTON DC//00//
RULSMCC/CG MCCDC QUANTICO VA
RHMFIUU/CG MCCDC QUANTICO VA
RHMFIUU/COMMARFORRES
RUCBLFB/COMMARFORLANT
RHMFIUU/COMMARFORLANT
RUHEHMS/COMMARFORPAC
RHMFIUU/COMMARFORPAC
RUEHC/CG MARCORLOGCOM
RULSMCG/CG TECOM QUANTICO VA
RHMFIUU/CG TECOM QUANTICO VA
PAGE 03 RUENAAA0212 UNCLAS
RULSMCD/CG MCRC QUANTICO VA
RHMFIUU/CG MCRC QUANTICO VA
RUEASBA/CG ERR PARRIS ISLAND SC
RUWDSAA/CG WRR SAN DIEGO CA
RUEHC/COMCABEAST
RUEHC/COMCABWEST
RUCKSAA/CG MCB CAMP LEJEUNE NC
RHMFIUU/CG MCB CAMP LEJEUNE NC
RUWICBF/CG MCB CAMP PENDLETON CA
RHMFIUU/CG MCB CAMP PENDLETON CA
RUEASBA/CG MCRD PARRIS ISLAND SC
RUEASMB/CG MCRD SAN DIEGO CA
RUEHC/CG MCNCR WASHINGTON DC
RULSMCB/CG MCB QUANTICO VA
RHMFIUU/CG MCB QUANTICO VA
RHHMUNA/CG MCB HAWAII
RUEAXMO/MARCORSUPTACT KANSAS CITY MO
RUERRNA/CG MCAS CHERRY POINT NC
RUWIKBG/CG MCAS MIRAMAR CA
RHMFIUU/CG MCAS MIRAMAR CA

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RUEHC/CG MAGTF TRNGCOM
RUWIBNA/CO MCLB BARSTOW CA
RHMFIUU/CO MCLB BARSTOW CA
RUCKALC/CO MCLB ALBANY GA
RHMFIUU/CO MCLB ALBANY GA
RHMFIUU/BLOUNT ISLAND CMD JACKSONVILLE FL
RUEACMC/MARBKS WASHINGTON DC
RHMFIUU/MARBKS WASHINGTON DC
RUEHC/HQBN HQMC HENDERSON HALL VA
RUDJANK/FIRST MCD GARDEN CITY LI NY
RHMFIUU/FIRST MCD GARDEN CITY LI NY
RUEAXIA/FOURTH MCD CUMBERLAND PA
RUCKPIG/SIXTH MCD PARRIS ISLAND SC
RHMFIUU/SIXTH MCD PARRIS ISLAND SC
RUEOGON/EIGHT MCD NEW ORLEANS LA
RULSMJY/NINTH MCD KANSAS CITY MO
RHMFIUU/NINTH MCD KANSAS CITY MO
RUWDNAA/TWELTH MCD SAN DIEGO CA
RUWDNAA/MCMWTC
RUCKNMB/MCAS NEW RIVER NC
RHMFIUU/MCAS NEW RIVER NC
PAGE 05 RUENAAA0212 UNCLAS
RUCKMCA/MCAS BEAUFORT SC
RHMFIUU/MCAS BEAUFORT SC
RULSMCS/MCAF QUANTICO VA
RHMFIUU/MCAF QUANTICO VA
RUEHC/MCAS CAMPEN
RUWIBHA/MCAS YUMA AZ
RHMFIUU/MCAS YUMA AZ
RUCBLFK/COMDR CAMP ALLEN NORFOLK VA
RHMFIUU/COMDR CAMP ALLEN NORFOLK VA
RUEATXA/MCRC ABILENE TX
RUEACKA/MCRC AYERS MA
RHMFIUU/MCRC BALTIMORE MD
RUERCOH/MCRC BROOKPARK OH
RUEASMB/MCRC CAMP PENDLETON CA

RUVOBMA/MCRC CAMP WILLIAMS UT
RUEASBA/MCRC CHARLESTON SC
RUEAILA/MCRC CHICAGO IL
RUEACKA/MCRC CHICOPEE MA
RUCOEDA/MCRC DAMNECK VA
RUEACKA/MCRC DEVENS MA
PAGE 06 RUENAAA0212 UNCLAS
RUEASBA/MCRC EASTOVER SC
RUEAXIA/MCRC FOLSOM PA
RUEATXA/MCRC GALVESTON TX
RUERMTA/MCRC HUNTSVILLE AL
RUEAXIA/MCRC JOHNSTOWN PA
RUCCMAC/MCRC LYNCHBURG VA
RHMFIUU/MCRC MARIETTA GA
RUVRBMA/MCRC MEMPHIS TN
RUERMTA/MCRC MONTGOMERY AL
RUCOGAO/MCRC NEWPORT NEWS VA
RUEASMB/MCRC PASADENA CA
RUEASMB/MCRC PICO RIVERA CA
RHMFIUU/MCRC ROME GA
RUEASMB/MCRC SAN BRUNO CA
RUEASMB/MCRC SEAL BEACH CA
RUEALMM/MCRC SELFRIDGE MI
RUEATNY/MCRC STEWART NY
RHMFIUU/MCRC TAMPA FL
RUEANIN/MCRC TERRE HAUTE IN
RUEATXA/MCRC TEXARKANA TX
PAGE 07 RUENAAA0212 UNCLAS
RUERRNA/MCRC WILMINGTON NC
RUEAXIA/MCRC WYOMING PA
RUHHFMA/MCRC YAKIMA WA

BT

UNCLAS //N11000//

MSGID/GENADMIN/SECNAV WASHINGTON DC/-/NOV//

SUBJ/REQUEST FOR DESIGNATION OF ADMINISTRATORS AND
CERTIFIERS FOR THE DEPARTMENT OF NAVY BASE REALIGNMENT AND
CLOSURE (BRAC) INFORMATION TRANSFER SYSTEM (DONBITS)//

REF/A/LAW/DEFENSE BASE AND REALIGNMENT ACT OF 1990//

REF/B/MEMO/SECDEF/15 NOV 02//

REF/C/MEMO/USD(AT&L)/16 APR 03//

REF/D/MEMO/SECNAV/25 NOV 02//

REF/E/MEMO/SECNAV/29 MAY 03//

REF/F/MEMO/SECNAV/27 JUN 03//

REF/G/MSG/CHINFO WASHINGTON DC/251947Z FEB 03//

REF/H/MEMO/SECNAV/5 SEP 03//

NARR/REF A IS DEFENSE BASE CLOSURE AND REALIGNMENT ACT OF 1990(SECTIONS 2901-2914 OF PL 101-510 AS AMENDED BY FISCAL YEAR (FY) 2002 NATIONAL DEFENSE AUTHORIZATION ACT. REF B IS PAGE 08 RUENAAA0212 UNCLAS

SECDEF MEMO ON TRANSFORMATION THROUGH BASE REALIGNMENT AND CLOSURE. REF C IS USD(AT&L) MEMO ON TRANSFORMATION THROUGH BASE REALIGNMENT AND CLOSURE (BRAC 2005) POLICY, RESPONSIBILITIES AND PROCEDURES. REF D IS SECNAV MEMO ON SAME SUBJ. REF E IS SECNAV MEMO ON BASE REALIGNMENT AND CLOSURE (BRAC) 2005 - POLICY ADVISORY ONE. REF F IS SECNAV MEMO ON INTERNAL CONTROL PLAN (ICP) FOR MANAGEMENT OF THE DEPARTMENT OF THE NAVY 2005 BRAC. REF G IS PUBLIC AFFAIRS GUIDANCE (PAG). REF H IS SECNAV MEMO ON DEPARTMENT OF THE NAVY SUPPORT TO JOINT CROSS SERVICE GROUPS IN THE BASE REALIGNMENT AND CLOSURE PROCESS.

RMKS/1. THIS IS AN ACTION MSG. ACTION ADDEES ARE REQUESTED TO RESPOND TO THIS MSG NLT 26 NOV 03.

2. BACKGROUND: REFS A THROUGH H PROVIDE DETAILS ON HOW THE DOD WILL CONDUCT BRAC 2005. ESSENTIAL TO DEPARTMENT OF THE NAVY PARTICIPATION IN THIS PROCESS IS THE TIMELY AND ACCURATE COLLECTION OF CERTIFIED DATA TO SUPPORT ANALYSIS AND DECISION-MAKING. THE DEPARTMENT OF THE NAVY (DON) BRAC INFORMATION TRANSFER SYSTEM (DONBITS) WILL PROVIDE BOTH THE DON INFRASTRUCTURE EVALUATION GROUP (IEG) AND THE PAGE 09 RUENAAA0212 UNCLAS INFRASTRUCTURE ANALYSIS TEAM (IAT) WITH THE ABILITY TO COLLECT AND MANAGE LARGE QUANTITIES OF NAVY AND MARINE CORPS INFRASTRUCTURE/INSTALLATION RELATED DATA. DONBITS IS DESIGNED AS A SECURE, WEB-BASED, DATA AND FILE COLLECTION AND

MANAGEMENT SYSTEM. BOTH END USER AND ADMINISTRATIVE FUNCTIONS IN THE SYSTEM WILL BE ACCESSIBLE VIA THE WEB AND WILL BE COMPATIBLE WITH BOTH NMCI AND LEGACY INFRASTRUCTURES. ALL DATA CALLS AND ANSWERS WILL BE VIA DONBITS. THIS DATA WILL BE USED TO SUPPORT THE DEPARTMENT'S RESPONSE TO BRAC 2005. DONBITS IS THE ONLY CERTIFIED AND SANCTIONED DATA COLLECTION/CERTIFICATION TOOL FOR THE DON.

3. ACTION ADDRESSEES ARE REQUESTED TO TAKE THE NECESSARY ACTION TO ENSURE THE REQUIREMENTS OF THIS MESSAGE ARE MET TO SUPPORT THE STAND UP AND OPERATION OF DONBITS. DON ACTIVITIES MUST PROVIDE A BRAC CERTIFIER AND BRAC ADMINISTRATOR TO THE DONBITS INFORMATION SECURITY OFFICER (ISSO) LISTED BELOW BY 26 NOV 03. ACTION ADDEES MUST IDENTIFY ALL DATA COLLECTION ACTIVITIES AND INTERMEDIATE SUPERVISING ORGANIZATIONS, AND FORWARD THIS MESSAGE ACCORDINGLY, IN ORDER TO SUPPORT THIS RESPONSE DEADLINE. THE FIRST DATA CALL IS SCHEDULED TO BE

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ISSUED WITHIN THE NEXT 30 DAYS. DATA CALL QUESTIONS HAVE BEEN COMPILED FROM EACH MILITARY DEPARTMENT AND ACROSS FUNCTIONAL JOINT CROSS SERVICE GROUPS AS PROVIDED FOR BY REFS B AND C. EACH SERVICE WILL RECEIVE THE SAME SERIES OF QUESTIONS AND WITHIN DON EVERY ACTIVITY WILL RECEIVE THE SAME SERIES OF QUESTIONS. BECAUSE THE DATA CALLS ARE TARGETED FOR A BROAD RANGE OF ACTIVITIES, NOT ALL QUESTIONS WILL BE APPLICABLE TO EACH DATA COLLECTION ACTIVITY. THE DATA CALL QUESTIONS WILL BE ISSUED DIRECTLY TO THE DATA COLLECTION ACTIVITIES WITH VISIBILITY BY ALL INTERMEDIATE SUPERVISING ORGANIZATIONS. DATA COLLECTION ACTIVITIES WILL FORWARD THEIR RESPONSE VIA A PREDETERMINED CERTIFICATION CHAIN TO BE SET BY ACTION ADDEES IN THEIR RESPONSE TO THIS MSG. THE NAVY CERTIFICATION CHAIN GENERALLY CONSISTS OF THE ACTIVITY'S REGIONAL COMMANDER, FOLLOWED BY THE PRIMARY MISSION CLAIMANT AND THEN OPNAV N4/CNI. THE USMC CERTIFICATION CHAIN GENERALLY STARTS AT THE INSTALLATION LEVEL AND PROCEEDS THROUGH GEOGRAPHIC OR FUNCTIONAL CLAIMANT, AS APPROPRIATE, TO DC(I&L). AFTER THE DATA IS CERTIFIED BY OPNAV N4 (NAVY) OR DC(I&L) (USMC), IT IS FORWARDED TO DASN(IS&A) FOR ANALYSES AND DISTRIBUTION TO THE

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JOINT CROSS SERVICE GROUPS.

4. DONBITS SYSTEM ROLES ARE:

4A. DATA COLLECTION ACTIVITIES: FOR THE PURPOSE OF DONBITS, "ACTIVITIES" ARE THOSE DON ORGANIZATIONS OR UNITS DESIGNATED BY CNO/CMC AS THE LEAD FOR INITIAL DATA COLLECTION. THESE DESIGNATED ACTIVITIES ARE RESPONSIBLE FOR THE COLLECTION AND INPUT OF DATA IN RESPONSE TO DATA CALLS ISSUED IN SUPPORT OF BRAC 2005. EACH ACTIVITY WILL DESIGNATE BY NAME AND APPLICABLE E-MAIL ADDRESS ONE BRAC CERTIFIER AND TWO BRAC ADMINISTRATORS (SEE 4C AND 4D FOR ROLE DEFINITION).

4B. INTERMEDIATE SUPERVISING ORGANIZATIONS: FOR THE PURPOSE OF DONBITS, "INTERMEDIATE SUPERVISING ORGANIZATIONS" ARE DON ORGANIZATIONS OR UNITS DESIGNATED BY CNO/CMC AS RESPONSIBLE FOR REVIEW AND CERTIFICATION OF DATA CALL RESPONSES. THE DONBITS REPORTING STRUCTURE IS LINEAR AND HIERARCHICAL. IT HAS BEEN DESIGNED WITH THE INTENT OF PROVIDING APPROPRIATE OPERATIONAL, FUNCTIONAL, AND ADMINISTRATIVE COGNIZANCE OVER THE DATA SUBMITTED BY PARTICULAR ACTIVITIES. EACH INTERMEDIATE SUPERVISING ORGANIZATION WILL DESIGNATE BY NAME AND APPLICABLE E-MAIL ADDRESS ONE BRAC CERTIFIER AND ONE BRAC

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ADMINISTRATOR.

4C. BRAC CERTIFIER: CERTIFYING OFFICIALS WILL BY BOTH ELECTRONIC AND WRITTEN SIGNATURE CERTIFY THAT DATA SUBMITTED IS COMPLETE AND ACCURATE TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF. APPROPRIATE INDIVIDUALS TO ASSIGN TO THIS ROLE ARE THE COMMANDER, DEPUTY/XO, CHIEF OF STAFF, ACTIVITY DIRECTOR, OR SIMILAR OFFICIAL, OR OFFICIAL AUTHORIZED TO SIGN "BY DIRECTION". AFTER REVIEW AND CERTIFICATION, THE DATA CALL WILL MOVE UP THE PRE-DEFINED CHAIN OF COMMAND TO THE NEXT INTERMEDIATE SUPERVISING ORGANIZATION FOR REVIEW AND CERTIFICATION. A CERTIFIER UPON REVIEW OF THE DATA SUBMISSION MAY CHANGE THE ANSWER WITH APPROPRIATE SUPPORTING DOCUMENTATION AND FORWARD IT TO THE NEXT LEVEL IN THE CERTIFYING CHAIN. A COPY OF THE CHANGED SUBMISSION MUST BE PROVIDED TO THE ORIGINATING ACTIVITY.

4D. BRAC ADMINISTRATOR: ADMINISTRATORS WILL BE RESPONSIBLE FOR INPUTTING ALL ANSWERS FROM DATA CALLS INTO DONBITS. THE ADMINISTRATOR WILL HAVE THE OPTION TO ACCESS DONBITS TO PRINT AND DISTRIBUTE QUESTIONS TO THEIR APPROPRIATE BRAC WORKING TEAM MEMBERS TO BE ANSWERED. THE BRAC ADMINISTRATOR IS PAGE 13 RUENAAA0212 UNCLAS RESPONSIBLE FOR INPUTTING THE RESPONSES. AFTER ALL ANSWERS HAVE BEEN INPUTTED INTO DONBITS THE BRAC ADMINISTRATOR WILL SUBMIT FOR CERTIFICATION.

5. ALL CERTIFIER AND ADMINISTRATOR DESIGNEES SHOULD ACCESS THE DONBITS WEBSITE AT [HTTP://WWW.USMC.MIL/DONBITS](http://www.usmc.mil/donbits) AND REQUEST ACCESS VIA THE LOGIN SCREEN. FOLLOW THE INSTRUCTIONS AND PROMPTS ON THE SCREEN TO COMPLETE THE ACCESS PROCESS. IT IS CRITICAL THAT DESIGNATED USERS COMPLETE THE ASSOCIATED SECURITY QUESTIONNAIRE AND NON-DISCLOSURE FORM, PRINT BOTH DOCUMENTS AND HAVE THE USER ACCESS FORM SIGNED BY YOUR DESIGNATED SECURITY COORDINATOR. THIS QUESTIONNAIRE AND NON-DISCLOSURE FORM MUST BE SUBMITTED TO THE DONBITS ISSO NLT 26 NOV 03 VIA EMAIL OR FAX AS PROVIDED IN THE ISSO INFO BELOW. SECRET CLEARANCES ARE REQUIRED FOR ALL CERTIFIERS AND ADMINISTRATORS.

5A. DONBITS ISSO CONTACT INFO: MS. TINA DONBECK,
DONBECK.TINA@HQ.NAVY.MIL, 703-697-1166, DSN 227-1166 FAX 703-697-6658.

5B. BRAC PROCESS QUESTIONS SHOULD BE SENT TO YOUR SERVICE SPECIFIC POC LISTED BELOW:

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NAVY MILITARY POCs, CDR CARL DEPUTY, DEPUTY.CARL@HQ.NAVY.MIL, 703-697-6638 DSN 227-6638 FAX 703-697-6658, LCDR TIMOTHY COWAN, COWAN.TIM@HQ.NAVY.MIL, 703-697-6638 DSN 227-6638 AND LCDR BRIAN MILLER, MILLER.BRIAN@HQ.NAVY.MIL, 703-697-6638 DSN 227-6638 FAX 703-697-6658.

MARINE CORPS MILITARY POC, LTCOL MARK MURPHY,
MURPHY.MARK3@HQ.NAVY.MIL, 703-697-6638 DSN 227-6638.

6. AFTER DESIGNEES REQUEST ACCESS TO DONBITS THEY WILL BE PROMPTED TO THE USER TRAINING AND THE BRAC 101 TRAINING VIA THE WEBSITE. THE USER TRAINING WILL COVER THE TECHNICAL

NAVIGATION THROUGH DONBITS AND THE BRAC 101 TRAINING WILL COVER THE BRAC 2005 PROCESS. FUTURE TRAINING WILL BE COORDINATED VIA SEPARATE CORRESPONDENCE.

7. MINIMUM SYSTEM REQUIREMENTS TO ACCESS DONBITS ARE: PENTIUM II PROCESSOR, RUNNING MICROSOFT WINDOWS 98 OR HIGHER; EITHER NETSCAPE NAVIGATOR 6.2 OR HIGHER OR INTERNET EXPLORER 5.5 OR HIGHER, AT LEAST MICROSOFT WORD 97. CERTIFIERS WILL ALSO REQUIRE ACCESS TO A SCANNER THAT SUPPORTS ADOBE ACROBAT 5.0.

8. ANY TECHNICAL QUESTIONS REGARDING DONBITS SHOULD BE DIRECTED TO, DONBITS@HQ.NAVY.MIL. ALL BRAC 2005 PROCESS PAGE 15 RUENAAA0212 UNCLAS

RELATED QUESTIONS SHOULD BE DIRECTED TO THE SERVICE SPECIFIC POCS LISTED ABOVE IN 5B.

8. RELEASED BY THE HONORABLE HANSFORD T. JOHNSON, ASSISTANT SECRETARY OF THE NAVY.//

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