

**HQDA STAFF ACTION MEMORANDUM**

URGENT  ROUTINE

1. SUBJECT Headquarters & Support Activities Revised Capacity Analysis

2. TODAY'S DATE  
(DD MM YY)  
**(28 10 03)**

3. OFFICE SYMBOL  
**SAIE-IA**

4. HQDA/SACO Control Number

5. SUSPENSE DATE  
(DD MM YY)  
**(30 10 03)**

6. TYPE OF ACTION: OSD:  Congressional:  EOH:  Other:

7. DISPOSITION:  Approve  Signature  Information  Decision  Other

9. ROUTING: (ECC USE ONLY)	
SA	
CSA	
USA	
VCSA	
DAS	
AASA	
SMA	
DIR, ECC	
ECC POC	
<i>(Rank, Name, Phone #)</i>	

8. BACKGROUND: *(Describe the task, origin of the action, issue and the requirement. Provide fact-filled background and comments. List most important information first.)*  
To obtain the VCSA and ASA(I&E) approval on the Headquarters and Support Activities (HSA) Joint Cross Service Group (JCSG) Revised Capacity Analysis Report for BRAC 2005.

10. EXECUTIVE SUMMARY: *(Short and clear statement of purpose, major issue, and objective. Why are you telling this to the EOH? What should EOH know and discuss? What is the objective of the action?)*

- Purpose: To obtain the VCSA's and ASA(I&E)'s concurrence on the HSA JCSG Revised Capacity Analysis Report.
- Issue: The Under Secretary of Defense, Chairman of the Infrastructure Steering Group (ISG), requests Army coordination on the HSA's Capacity Report. This coordination will constitute ISG approval of the methodology and functions the HSA JCSG will use for analysis during BRAC 2005.
- Bottom Line:
  - The HSA JCSG has complied with the direction of the Infrastructure Steering Group and has focused their efforts on those functions with the greatest potential for footprint reduction.

11. RECOMMENDATION *(Provide a brief statement defining the desired action by the final approval authority and explain why this is the best option).*

- That the VCSA and ASA(I&E) sign the memorandum to the ISG Chairman providing concurrence on the HSA Capacity Analysis Report

12. PRINCIPAL APPROVALS (Lead Agency Use Only)

TITLE	INITIAL	DATE (DD MM YY)	TITLE	INITIALS	DATE (DD MM YY)	APPROVED	NOTED	SEE ME	BRIEF	NOTE CHANGES
BRANCH CHIEF			DIRECTOR							
DIVISION			PRINCIPAL							

13. ACTION OFFICER NAME *(Name/Position/Phone Number/Email)*

**Ms. Pegge Mencl, TABS Analyst/(703)696-9785/ Pegge.Mencl@HQDA.Army.mil**

14. SACO NAME *(Name/Position/Phone Number/Email)*

SEE REVERSE FOR COORDINATION SUMMARY

16. HQDA STAFF COORDINATION						
CONCUR	NONCONCUR	AGENCY	NAME (RANK, LAST NAME)	PHONE	DATE	REMARK
<input type="checkbox"/>	<input type="checkbox"/>	ASA(M&R A)	Mr. Denning	-		
<input type="checkbox"/>	<input type="checkbox"/>	ASA(FM& C)	Mr. Gregory	-		
<input type="checkbox"/>	<input type="checkbox"/>	G3	BG Ralston	-		
<input type="checkbox"/>	<input type="checkbox"/>	ACISM	Ms. Menig	-		
<input type="checkbox"/>	<input type="checkbox"/>	NGB	LTC Barnard	-		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCAR	<del>ES</del> Profit <i>Henry M Profit</i> 697-1260 6 Nov 03	-		Concur with comment. The Army Reserve agrees with the understanding that the analysis of Reserve Component sites below the threshold will be conducted by the Reserve Component Process Action Team (RC PAT). The RC PAT will submit the results to the HSA JCSG to be included as part of their recommendations.
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