

**BRAC 2005
Supply and Storage Joint Cross-Service Group**

Meeting Minutes of March 28, 2003

Vice Admiral Gordon Holder, Director, Logistics (J4), the Joint Staff, chaired this meeting. The list of attendees is attached.

The Chairman opened the first meeting of the Supply and Storage Joint Cross-Service Group (JCSG) with introductions. Members were then asked to sign nondisclosure statements, if they had not done so previously. The members were also provided a document (attached) describing the need to protect BRAC information and provided samples of a nondisclosure statement; cover sheet, and headers/footers to include on BRAC documents.

The Chairman then briefed the group (slides attached) on the taskings originating from both the Secretary of Defense's November 15, 2002, "kickoff" memorandum and the Under Secretary of Defense (Acquisition, Technology and Logistics) memorandum establishing the Supply and Storage JCSG. The briefing covered administration and procedural issues, the specific tasks the JCSG must complete by March 31st and what functions should be further analyzed by the supply and storage JCSG.

The members of the JCSG also discussed what analytical approach to take, how the supply and storage JCSG would overlap with other JCSGs such as Medical and Industrial JCSGs, and whether DLA should have a senior representative to serve on the JCSG. The JCSG agreed that DLA should be a member. **NOTE:** On April 16, 2003, USD(AT&L) designated Vice Admiral Keith Lippert, the Director of DLA, as a member of the JCSG.

The meeting concluded with a discussion of next steps. The members focused on how to meet the March 31st deadline for delivering the JCSG report on functions and metrics to USD(AT&L).

Approved: 
VADM Gordon Holder
Chairman, Supply and Storage Joint Cross-Service Group

ACTIVITY: S&S JCSG
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Pages: 1-25

Attachments:

1. List of Attendees
2. Preserving the Integrity of the BRAC 2005 Process
3. Briefing slides entitled “Initial Meeting of the Supply and Storage Joint Cross Service Group,” dated March 28, 2003.

**Supply and Storage JCSG Meeting
March 28, 2003**

Attendees

Members:

- VADM Gordon Holder, Director, Logistics (J4), Joint Staff
- LTG Charles Mahan, Assistant Deputy Chief of Staff, Logistics, G-4
- RADM Linda Bird, Director, Supply, Ordnance and Logistics Operations Division, N41
- Lt Gen Michael Zettler, DCS (Installations and Logistics), HQ USAF
- BGen Ron Coleman Director, Facilities and Services Division, HQMC

Others:

- Mr. Peter Potochney, Director, Housing, ODUSD(I&E)
- Mrs. Nicole Bayert, Associate General Counsel, Environment and Installations, DoD
- Commander John Spicer, N41
- Colonel Mike Van House, AF/ILG
- Colonel Rocky Hills, HQDA
- Major Richard Tuttle, DASA-IA
- Captain Dave England, JS J4
- Colonel Bob Destafney, IL HQMC

Preserving the Integrity of the BRAC 2005 process

The BRAC process is an official, sensitive and deliberative process. All participants must take their duties to conduct the BRAC process in an objective and impartial manner seriously. Any unauthorized disclosure of BRAC information undermines the trust that the public and all levels of government place in the process. Therefore, each Joint Cross-Service Group (JCSG) must ensure that each member of the group sign a nondisclosure agreement (attachment 1) and protect information in a manner consistent with the attached samples.

Attachment 1—Nondisclosure agreement. Each member of the JCSG or any other individuals that support the JCSG must sign the nondisclosure agreement. Each of the Chairs must provide the signed nondisclosure agreements to the OSD BRAC office.

Attachment 2—Sample cover sheet. A cover sheet similar to the attached sample must be used to protect all BRAC information. The cover sheet can be altered with appropriate office symbols and contact information, but the precautionary words must be retained.

Attachment 3—Sample document with sensitive labels. Every document produced by the JCSG must have in either the header or footer the phrase either **“Draft Deliberative Document—For Discussion Purposes Only. Do Not Release Under FOIA”** or **“Deliberative Document—For Discussion Purposes Only. Do Not Release Under FOIA”**

More detailed guidance on an internal control plan will be forthcoming.

To obtain, electronic copies of these attachments please email one of the following individuals:

[John.Desiderio @osd.mil](mailto:John.Desiderio@osd.mil)

[Michael.McAndrew@ osd.mil](mailto:Michael.McAndrew@osd.mil)

[Andrew.Porth @osd.mil](mailto:Andrew.Porth@osd.mil)

Nondisclosure Agreement

My duties include work assignments and responsibilities in which I may acquire personal knowledge of or access to information concerning the development of recommendations relating to potential closure or realignment of military installations in the Base Realignment and Closure (BRAC) 2005 process. I understand and agree that it is my duty and obligation to comply with the provisions of this agreement respecting such information, and that my violation of this agreement may result in disciplinary action.

1. I understand that the development of any BRAC 2005 information, written or oral, pursuant to the Defense Base Closure and Realignment Act of 1990, as amended, is an official, sensitive, and deliberative process. "Written" information includes all electronic and hard copy forms of communication. I further understand that the development of such information is not limited to final documents or products, but also includes all draft and feeder documents, briefings and notes, as well as any other related oral or written communication.
2. The public and all levels of federal, state, and local government have a right to expect and trust that the BRAC 2005 process will be conducted objectively and impartially. Any unauthorized disclosure of BRAC information undermines that expectation and trust and is therefore prohibited. Unauthorized disclosures may also constitute a violation of law and DoD or Military Department directives, regulations, instructions, policies, or guidance. I promise not to disclose any BRAC information, except as specifically authorized.
3. I further understand that any document or any other written communication, whether draft or final, is the official property and record of the Department of Defense and shall be retained, disseminated, released, and destroyed in accordance with requirements of law and applicable DoD or Military Department directives, regulations, instructions, policies or guidance.
4. I understand that the provision of this agreement bind me personally until the Secretary of Defense transmits BRAC recommendations to the Commission and Congress even if I am reassigned to other duties or stations, retire, or otherwise cease employment or any contract, agency, or other relationship or association with the Department of Defense.

Signature

Date



Initial Meeting of Supply & Storage Joint Cross-Service Group (S&S JCSG)

28 March 2003

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Organization



Infrastructure Executive Council

Chair: DEPSECDEF

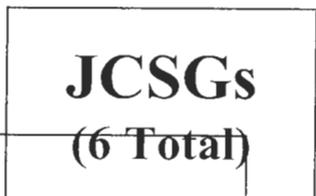
MBRS: MILDEP Secretaries, CJCS, USD (AT&L) & Service Chiefs



Infrastructure Steering Group

Chair: USD (AT&L)

MBRS: VCJCS, MILDEP Ass't Secretaries (I&E), & Service Vice Chiefs, DUSD (I&E)



S&S Joint Cross-Service Group

Chair: DJ4

MBRS: Service Reps

OSD & Svc BRAC Directors are advisors to Group

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S&S JCSG Tasks



- A broad, comprehensive look at DoD requirements
 - Detailed analysis of existing capabilities and capacities
 - Develop recommendations that best satisfy DoD requirements
 - Use “Military Value” as primary consideration, balance “other criteria”
 - JCSG to develop “other criteria”
- Report periodically to ISG

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Admin & Procedures

- Use of SIPRNET vs. NIPRNET
- Non-disclosure statements
 - Sensitive information
 - Discuss only in proper forum
- Keeping your Service BRAC Director informed
 - Counting on members of JCSG to keep their BRAC Directors informed of groups' progress

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S&S JCSG Action due to ISG 3/31

- Develop recommendations to ISG on specific functions to receive JCSG analysis
 - List all functions within S&S
 - Provide initial evaluation of review to be done by JCSG or Service
- Indicate organizational structure to conduct analysis
 - Identify leadership of any subordinate groups
 - General description of approach
 - General description of notional metrics

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Potential Functions within S&S

- Functions – Storage, Distribution and Local Transportation of:
 - Fuel/POL
 - Rations/subsistence
 - Conventional ordnance
 - Clothing
 - Repair parts
 - Support for depot level repair
 - Medical supply support
 - Major End-items.... Awaiting fielding & Excess/disposal
 - Construction Material
- Other discussions
 - Commodity vs. function
 - Getting items to end users
 - Additional study of costs required (by O-6 group)

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Developing “Other Criteria” for Metrics

- Cost Based
 - Effectiveness
 - Efficiency
 - Excess capacity
 - # of dedicated facilities
 - Throughput
- Business considerations
 - Best business practices
 - Typical customer/end-user
 - Core vs. non-core
- Jointness
 - Uniqueness (to a specific Service)
 - Degree of Overlap (with other Services)
 - Degree of DLA/other DoD agency support

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Developing “Other Criteria” for Metrics

- Physical
 - Distance to POE
 - Relative proximity of other facilities
 - Environmental considerations
- Other
 - Flexibility of Purpose (potential ability to satisfy other requirements)
 - Non-military utility of facility/property
 - Core vs. non-core function
 - Competing with similar civilian market?
 - Local community considerations

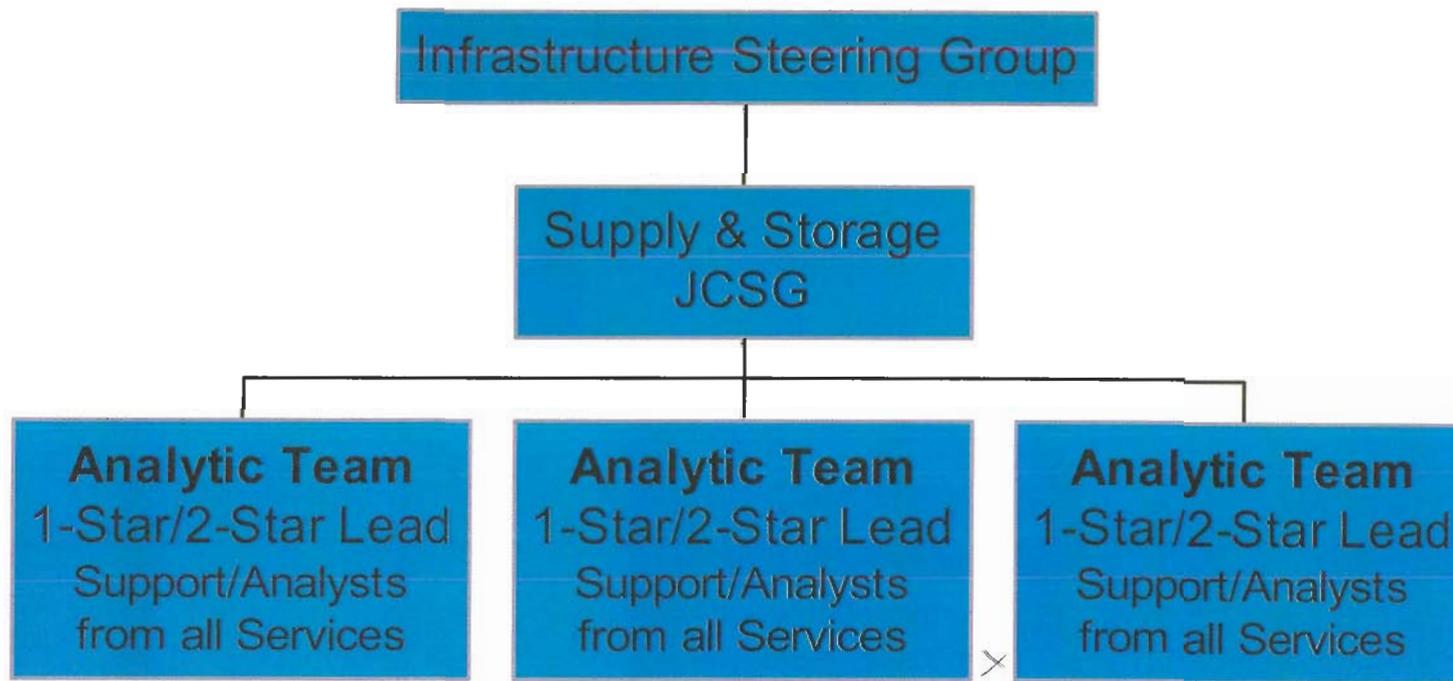
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Develop a General Analytic Approach

General Organizational Structure



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Develop a General Analytic Approach

- Develop criteria
 - Rank criteria
- Collect data
- Rank/compare functions (between Services)
- Examine relevant civilian business community
 - Best business practices
- Determine DOD capacity
 - Examine gaps/overlaps
- Determine DOD requirements
- Compare capacity to requirements
- Develop recommendations

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Other Questions to Consider

- Should DLA have a senior member on S&S JCSG?
- Gaps/Overlaps with other JCSGs
 - Industrial
 - Medical
- Put a Service in charge of each Functional review?
 - Personnel/analysts available? Late summer?
- Additional business rules?
- Examine end-user interface/preparations?
- What is long-range timeline?

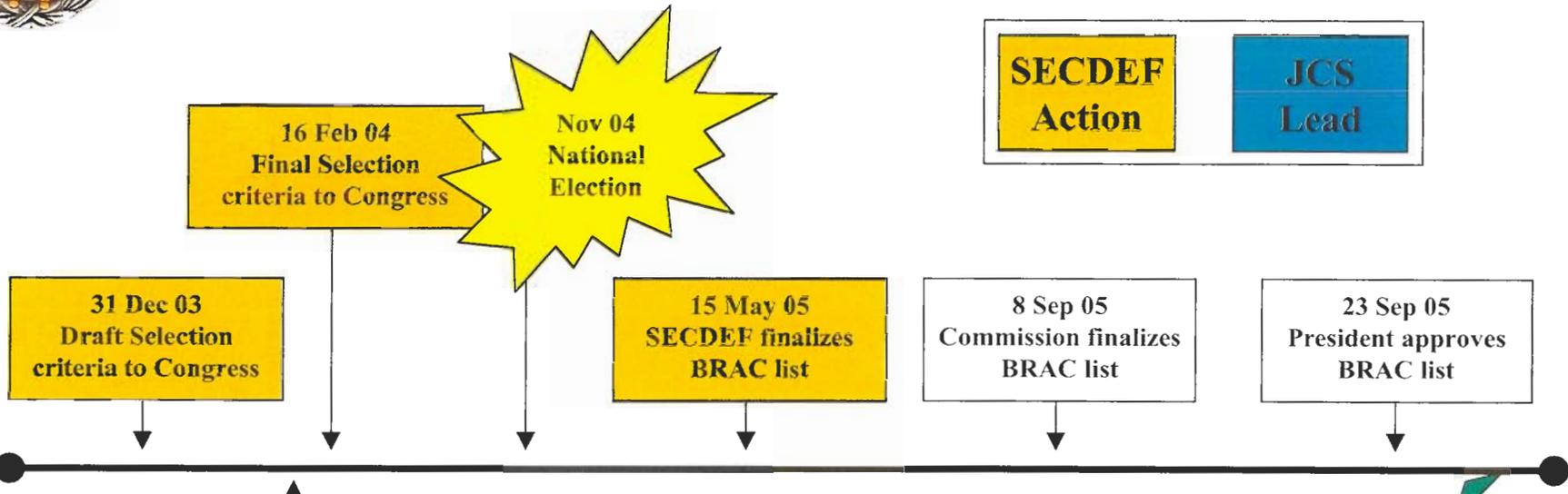
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BRAC Timelines



SECDEF Action	JCS Lead
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Feb 04 Force Structure Plan to Congress

Defense Base Closure and Realignment ACT Requirements

Unknown – ISG to determine

Service/JCSG Analysis Timeline?

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Next Steps



- Evaluate functions to determine viable candidates
 - O-6 Group
 - Time to complete? 6 weeks?
 - Refine metrics
 - Continue to develop/refine metrics
- Draft input to ISG
 - Review
 - Broad list of functions/definitions
 - Review notional metrics
 - Review task force organization
 - Coordinate with OSD & Service BRAC Directors

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