

**The Army Basing Study (TABS) Group  
Army Base Realignment and Closure (BRAC) 2005  
Internal Control Plan (ICP)**

**PURPOSE**

**JUN 04 2003**

This Army BRAC 2005 Internal Control Plan (ICP) provides a consistent set of management controls designed to provide an “unbroken chain” of accountability for each sub-element of information and analysis used in the Army BRAC 2005 process. The goal is to ensure the accuracy, completeness, and integration of all information and analytical processes upon which the Secretary of the Army’s BRAC 2005 recommendations are based and to limit the possibility of premature or improper disclosure of BRAC 2005 information. This ICP provides additional policy guidance as required and in accordance with Appendix B, “Office of the Secretary of Defense Internal Control Plan for the 2005 Base Realignment and Closure Process,” in the USD(ATL) memo of 16 April 2003, *Transformation Through Base Realignment and Closure Policy Memorandum Number One – Policy, Responsibilities, and Procedures*.

**REFERENCES**

- Army Regulation 11-2, *Management Control*, 1 August 1994.  
*Defense Base Closure and Realignment Act of 1990* (P.L. 101-510, as amended).  
Memorandum, Administrative Assistant to the Secretary of the Army and the Director of the Army Staff, 15 January 2003, subject: *Charter for The Army Basing Study (TABS) Group*.  
Memorandum, Secretary of the Army, 12 December 2002, subject: *Transformation Through Base Realignment and Closure*.  
Memorandum, Secretary of Defense, 15 November 2002, subject: *Transformation Through Base Realignment and Closure*.  
Memorandum, Secretary of Defense, 13 February 2003, subject: *Public Affairs Guidance (PAG) – Transformation Through Base Realignment and Closure (BRAC 2005)*.  
Memorandum, Under Secretary of Defense (Acquisition, Technology, and Logistics), 16 April 2003, subject: *Transformation Through Base Realignment and Closure (BRAC 2005) Policy Memorandum One – Policy, Responsibilities, and Procedures*. Includes Appendix B, *Office of the Secretary of Defense Internal Control Plan for the 2005 Base Realignment and Closure Process*.

**AUTHORITY**

With few exceptions, the Defense Base Closure and Realignment Act of 1990 (P.L. 101-510, as amended) (BRAC) establishes the exclusive procedures under which the Secretary of Defense may pursue realignment or closure of military installations within the United States and its territories pursuant to a round of base closures and realignments in 2005. The Secretary of the Army memorandum of 12 December 2002, *Transformation Through Base Realignment and Closure*, establishes the TABS Group “to execute those actions necessary to comply with the intent of Congress and the Secretary [of Defense].”

## **APPLICABILITY**

This ICP applies to military and civilian employees and contractors of all Army organizations that provide, or have access to, information or analyses used in the development of Army BRAC 2005 recommendations and those within the Army that will otherwise participate in the development of recommendations for BRAC 2005.

## **CONTENTS**

This ICP provides guidance on the BRAC 2005 responsibilities of Army organizations; organization, information, and communications control mechanisms to safeguard Army BRAC information; and guidance on interactions with community groups and other stakeholders.

## **RESPONSIBILITIES**

The TABS Group will exercise oversight and authority for implementation and adherence to this ICP by members of the Department of the Army and their contractors in the development of Army BRAC 2005 recommendations. Command groups, public affairs offices, and other activities involved in BRAC 2005 are also required to oversee compliance with this ICP in their areas of responsibility. The TABS Group will be advised of any control violations or weaknesses that are identified through application of this ICP or any modifications that are needed.

## **JOINT CROSS-SERVICE GROUPS (JCSGs)**

Data collected from Army sources in support of JCSGs will be subject to the control mechanisms described herein.

## **ORGANIZATION CONTROLS**

It is imperative that the Army speaks with one voice during this BRAC 2005 effort. To that end, specific organization controls will be in effect. Several organizations and individuals will play a vital role in the BRAC 2005 process. The following describes the responsibilities of the organizations and the controls that will be in effect during the process.

Under the oversight and guidance of the Executive Office of the Headquarters (EOH), two groups within the Army have primary responsibilities for assisting the Secretary of the Army in BRAC 2005 deliberations: the BRAC Senior Review Group (BRAC SRG) and the TABS Group. To ensure the integrity of the BRAC 2005 process, these three groups are separated by distinct functional boundaries and levels of authority.

**Executive Office of the Headquarters (EOH).** The EOH is the most senior deliberative group in the Army BRAC 2005 process. The EOH will receive the recommendations of the BRAC SRG and assist the Secretary of the Army in developing and making final Army recommendations to the Secretary of Defense.

**BRAC Senior Review Group (BRAC SRG).** The BRAC SRG will provide guidance to the TABS Group and review its products. The BRAC SRG is a deliberative group that will evaluate potential Army BRAC actions and make recommendations to the EOH and Secretary of the Army. The BRAC SRG will oversee the efforts of the Army representatives to the JCSGs, especially with regard to the determination of Army positions concerning JCSG recommendations to the Infrastructure Steering Group (ISG.)

**TABS Group.** The TABS Group will serve as the single point of contact for HQDA for BRAC 2005. As such, it will provide administrative support to the Army representatives to the JCSGs and will coordinate all deliberative communications of the Army within DoD and with external stakeholders, including the Congress. The TABS Group will conduct a comprehensive, detailed military value assessment of Army installations; evaluate base realignment and closure alternatives; and develop, document, and publish base realignment and closure recommendations on behalf of the Secretary of the Army.

Other organizations support the EOH in BRAC 2005 efforts and have specific responsibilities in the implementation of internal controls.

**Army Audit Agency (AAA).** AAA will assist the TABS Group in ensuring that the data and analytical processes used by the Army comply with this ICP. Quality assurance audits will be conducted to ensure statistical consistency and accuracy. AAA will evaluate the validity, integrity, and supporting documentation of all data collected and submitted to the TABS Group. AAA will evaluate all models and analytical processes in the Army BRAC 2005 process to ensure that algorithms and logic employed are reasonable. AAA auditors will have full and open access to all elements of the Army BRAC 2005 process, including deliberative meetings, and to all data supporting the Secretary of the Army's final recommendations as they are developed and implemented.

**Inspector General of the Department of Defense (IG DoD).** The IG DoD is available to assist the Army by providing advice on developing and implementing its ICP. The IG DoD may assist by reviewing the accuracy of Army BRAC 2005 data. The IG DoD will have full and open access to all information associated with the Army BRAC 2005 process and data. The IG DoD will coordinate information requests with AAA.

**General Accounting Office (GAO).** The Comptroller General is required to submit a report to Congress and the Defense Base Closure and Realignment Commission containing a detailed analysis of the Secretary of Defense's recommendations and selection process shortly after the Secretary provides his BRAC recommendations to the Commission. To facilitate the GAO review, GAO auditors will have full and open access to all elements of the Army BRAC 2005 process, except for deliberative meetings, and to all data supporting the Secretary of the Army's final recommendations as they are developed and implemented. Copies of the deliberative meeting minutes will be made available to the GAO as they become available. **GAO, the IG DoD, and AAA will coordinate their efforts to avoid duplication of effort.**

**HQDA/MACOMs/FOAs/Separate Commands.** These organizations will execute the requirements of this ICP in their interactions with the TABS Group, as members of JCSGs, or in other interactions as part of the DoD BRAC 2005 effort and the Army BRAC 2005 effort. In all cases, DA organizations will speak with one Army voice to external audiences concerning Army BRAC 2005 processes and recommendations. Any public statements or release of information must be consistent with Public Affairs Office (PAO) guidance and coordinated, to the maximum extent practicable, with the PAO office prior to its release. Army organizations will not discuss BRAC 2005 deliberative materials—data, scenarios, alternatives, and so on—with organizations outside the Army except in concert with the TABS Group or as part of a JCSG. Requests for specific BRAC information, from any source, will be treated as a critical information requirement and reported to the TABS Group. The TABS Group will resolve such issues in coordination with the Office of the Chief of Public Affairs (OCPA) and the Office of the Chief of Legislative Liaison (OCLL). OSD Public Affairs Guidance (PAG) directs what may or may not be discussed and directs that questions that cannot be answered within the PAG be forwarded to OSD PAO for handling. DA organizations should provide feedback to the TABS Group concerning the content of any BRAC 2005 discussions with outside organizations.

**Contractors.** Contractors, and their sub-contractors, employed in support of the Army BRAC 2005 effort are subject to the same internal control mechanisms as the Department of the Army organization that hired them.

**Trusted Agents/Points-of-Contact.** A trusted agents/points-of-contact network will be established and documented. These individuals will be granted access to information based on their needs. Granting access to information outside or beyond their needs will require approval of the Director, TABS.

## INFORMATION AND COMMUNICATION CONTROLS

**Close-Hold Requirements.** Army BRAC 2005 participants must use every precaution to prevent the improper release of, or access to, Army BRAC 2005 information. Not only is access restricted to those individuals officially approved to take part in the Army BRAC 2005 process, care must also be taken to avoid inadvertent dissemination of such information through conversation, facsimile, e-mail, or other electronic communication means.

**Handling and Processing of Media.** The following procedures will be used to reduce the possibility of compromising base realignment or closure analyses, candidates, or recommendations before final Secretary of Defense presentation of such material to the Commission. These procedures apply to all data collections, analyses, recommendation candidates, issues, Army closure or realignment recommendations, or JCSG recommendations. These procedures should prevent diminished objectivity in the Army BRAC 2005 review; reduce media speculation that could prejudice potential decisions; or give unfair advantage to any one military community over another. The TABS Group will transfer all data to the BRAC Office for permanent retention at the conclusion of the BRAC 2005 analytical process.

- **Storage.** All electronic media relating to the Army BRAC 2005 process will be stored on a file system with controlled access restricted to those individuals officially approved to take part in the Army BRAC 2005 process. All hard copy files should likewise be stored with similarly controlled access.
- **E-mail.** The use of e-mail to transmit information dealing with potential closures or realignments is prohibited. Requests, and responses to those requests, for general information, data calls, status reports, meeting announcements, and so on are acceptable uses of official government e-mail. Use of personal/commercial e-mail services is prohibited.
- **Facsimile.** The use of facsimile machines to transmit information dealing with potential closures or realignments is permitted. Care will be taken to ensure that the facsimile machines are monitored by trusted agents **during transmission and receipt** to preclude any compromise of sensitive information.

- **Markings.** All files, data, and materials relating to the Army BRAC 2005 process are deemed sensitive and internal to the Army. All requests for release of Army BRAC 2005 data and materials, including those under the Freedom of Information Act (FOIA), received prior to the Secretary of Defense forwarding his realignment and closure recommendations to the Commission shall be forwarded to the Director, TABS. All Army BRAC 2005 documents, including electronic media, will have the following statements either as a header or footer, or both, as appropriate:

*Draft Deliberative Document – For Discussion Purposes Only  
Do Not Release Under FOIA*

*Deliberative Document – For Discussion Purposes Only  
Do Not Release Under FOIA*

- **Desktop Restrictions.** Personnel should not leave sensitive material in plain view. All personnel must exercise common sense precautions when handling information.

**Data Certification Requirements.** BRAC requires that all information used to develop and make realignment and closure recommendations submitted to the Secretary of Defense and the Commission must be certified as accurate and complete to the best of the certifiers' knowledge and belief. The preparation of responses to the information requests of the JCSGs and Department of the Army will adhere to the Army BRAC 2005 certification procedures to be defined in an addendum to this ICP. Data and information gathered from authoritative or official sources external to DoD (such as the Bureau of Labor Statistics' national employment data) need only be certified as to the source and that the source's accuracy can be determined by the audit community in accordance with GAO's yellow book standards.

BRAC requires all data to be certified by "each person who is in a position the duties of which include personal and substantial involvement in the preparation and submission of information and recommendations concerning the closure or realignment of military installations." The Army is required to take the necessary steps to ensure that the letter and intent of the law are met. This certification is an indication that the work was done professionally, that it used sound methodology, that reasonable inquiries were made, and that the certifier does not know of exceptions or omissions that would make the data inaccurate. It is not a certification of perfection; it is a statement that the certifier is satisfied that he or she has done sound professional work and any flaws that turn up are not the result of negligence or known misstatements, but of factors beyond the certifier's knowledge or control. Individual responsibilities are described below.

- **Secretary of the Army.** The Secretary is required to sign a certification memorandum that forwards the Army BRAC 2005 recommendations to the Secretary of Defense. The memorandum will describe efforts undertaken to ensure that the information provided is accurate and complete.

- **Director, The Army Basing Study.** The Director will sign a certification memorandum to the Secretary of the Army that forwards the Army BRAC 2005 recommendations. The memorandum will describe the procedures used to ensure that the information is accurate and complete. The Director will also sign certification memorandums for all information requested by the JCSGs, sister services, or the defense agencies in the conduct of their BRAC analyses.
- **MACOMs/FOAs/Separate Commands/IMA Regions.** All mission-related data received from installations under the authority of a command or agency will be certified by the Chief of Staff or Commander of that command or agency. All facilities and other non-mission data received from installations will be certified by the Director of the Installation Management Agency (IMA) or the director of the appropriate IMA region. In the certification memorandum, the command, IMA, or agency will discuss the procedures and processes used to acquire the information and to ensure that the “accurate and complete” standard has been met.
- **HQDA Principals and Special Staff.** Data provided by these agencies will be certified by the senior responsible official or commander in that organization. The certification statement will discuss the procedures and processes used to acquire the information and to ensure that the “accurate and complete” standard has been met.
- **Army Corporate Database Proponents.** The database proponent, equivalent in position to the above certifying officials, will provide a statement to the Director, TABS certifying that information included in the Army’s standard databases (e.g., ASIP and HQEIS) are accurate and complete. Proponents will describe the efforts taken to ensure that the “accurate and complete” standard has been met.
- **Army Analytical Model Proponents.** The model proponent will provide a statement to the Director, TABS certifying that the model and its products are accurate and complete. Proponents will describe the efforts taken to ensure that the “accurate and complete” standard has been met.
- **Derivative Data from Certified Data.** Derivative data elements are produced using commonly accepted mathematical techniques that are based entirely on certified data. The proponent will provide a statement that certifies the mathematical technique(s) used and identifies the source of the certified data used in the derivation.
- **Open Source Data.** A TABS Group official will certify all open source data used in the Army BRAC 2005 process. Open source data published in regulations, standards, orders, and so on that are produced to control the administration and efficient operation of the Army are deemed reasonable for use in the BRAC process (e.g., AR 55-60, *Transportation and Travel Official Table of Distances*, is an acceptable source for travel distances, VHA rates, per diem rates, and so on).

**Record Keeping.** The TABS Group will develop and maintain records in a timely manner of all of the following types of information:

- Descriptions of how Army BRAC 2005 policies, analyses, and recommendations were made.
- Minutes of all deliberative meetings of the EOH and BRAC SRG, and TABS Group deliberative meetings whereby closures and realignments are discussed. Minutes will record attendance, date/time/location of the meeting, a synopsis of the topics discussed, unresolved issues, and all decisions and recommendations. A literal transcript of the meeting is not required.
- All data, information, and analyses considered in making Army BRAC 2005 recommendations, to include data certification material.
- Descriptions of how the Army BRAC 2005 recommendations met the final DoD selection criteria, the force structure plan, and the installation inventory.

**Oral Briefings.** On occasion, the BRAC SRG or the TABS Group may receive formal and informal briefings from inside and outside the Federal Government. The content of all such oral briefings must be captured in the minutes prepared for the meeting at which a particular briefing was presented. All briefing slides and electronic presentations will be attached to the minutes recorded for the meeting. While these briefings may be useful in developing policies or suggesting methods for making measurements or evaluations, no data from such briefings may be accepted by the groups, unless such data is independently validated and certified in accordance with prescribed documentation controls.

**Technical Experts.** Technical experts may be used to support the development or refinement of the analytical efforts of the TABS Group. Technical experts will be briefed on the sensitivity of BRAC 2005 data and granted only limited access to such data and information to enable them to assist the TABS Group. The TABS Group will maintain a list of individuals authorized such access to data. When technical experts provide information, expertise, or data that the TABS Group considers relevant and appropriate for analyses, the experts shall be requested to submit that information or data in writing with the required certification. The use of technical experts will be communicated, either orally or in writing, to the BRAC SRG.

**Outside Studies.** During the Army BRAC 2005 process, studies and reports that originated outside the process may be brought to the attention of the BRAC SRG or the TABS Group. While these studies may be useful in developing policies or suggesting methods for making measurements or evaluations, no data from such studies may be accepted by the groups, unless such data is independently validated and certified in accordance with prescribed information and communication controls established in this ICP.

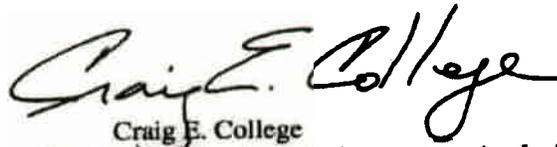
**Non-Disclosure Agreements.** TABS Group members, BRAC SRG members and their substitutes, Army representatives to the JCSGs and their teams, BRAC 2005 trusted agents, and BRAC 2005 points-of-contact will sign a BRAC 2005 non-disclosure agreement (see enclosure). Additionally, all other individuals working within the process or providing support to the process (including the original source of certified data and all those in the chain of custody of certified data) will sign BRAC 2005 non-disclosure agreements.

## STAKEHOLDER RELATIONS/INTERACTION

The BRAC 2005 round of analyses will motivate local communities and other stakeholders to solicit information from the Department of the Army on the process and data used to develop recommendations. Protecting the integrity of the Army BRAC 2005 process requires all DA organizations to designate key individuals and processes that will address community and congressional inquiries. *Public Affairs Guidance—Transformation Through Base Realignment and Closure (BRAC 2005)* dated 13 February 2003, is directive in nature and has been forwarded separately. Supplemental guidance, as it is issued, will be incorporated into future updates to this ICP.

## CONGRESSSIONAL RELATIONS/INTERACTIONS

The BRAC 2005 round of analyses will elicit significant congressional interest. All congressional requests and communications must be coordinated with OCLL or SAFM-BUL, as appropriate, to ensure consistent information is provided to the Congress. *Public Affairs Guidance—Transformation Through Base Realignment and Closure (BRAC 2005)* dated 13 February 2003 is the source document that will be used in formulating responses to congressional requests.



Craig E. College  
Deputy Assistant Secretary of the Army (Infrastructure Analysis)  
Director, The Army Basing Study

Encl

## NONDISCLOSURE AGREEMENT

My duties include work assignments and responsibilities in which I may acquire personal knowledge of or access to information concerning the 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.

I understand that the development of BRAC 2005 information, written or oral, pursuant to the Defense Base Closure and Realignment Act of 1990, as amended, is official, sensitive information developed as part of a deliberative process. I further understand that 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 this pre-decisional 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, regulation, instructions, policies, or guidance. I promise not to disclose any BRAC information developed as part of the deliberative BRAC 2005 process, except as specifically authorized.

I understand that “Written” information includes all electronic and hard copy forms of communication and that the development of such information is not limited to final documents or products, but also includes all draft and feeder documents, briefing and notes, as well as any other related oral or written communication.

I further understand that any document or any other written communication, developed as part of the deliberative BRAC 2005 process, 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, and guidance.

Finally, I understand that the provisions 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.

\_\_\_\_\_  
Name, Title and Organization

\_\_\_\_\_  
Date

**The Army Basing Study (TABS) Group  
Army Base Realignment and Closure (BRAC) 2005  
Internal Control Plan (ICP) Certification Procedures Addendum #1  
Corporate Databases**

**PURPOSE**

This Army BRAC 2005 Internal Control Plan addendum provides certification procedures for corporate database information used by the TABS Group. The goal is to ensure the accuracy, completeness, and integrity of all information received from the installations. In accordance with the TABS Group for Army BRAC 2005 Internal Control Plan (signed 4 June 2003), BRAC requires that all information used to develop and make realignment and closure recommendations submitted to the Secretary of Defense and the Commission must be certified as accurate and complete to the best of the certifiers' knowledge and belief. For Army Corporate Database Proponents, this entails providing a statement to the Director, TABS Office certifying that information included in the Army's standard databases is accurate and complete. This addendum is meant to provide more detailed information on how Proponents meet the standard and certify the data.

**REFERENCES**

- Memorandum, Assistant Chief of Staff for Installation Management, 26 June 2003,  
subject: *Certification of Army Stationing and Installation Plan (ASIP) Updates.*
- Memorandum, Chief of Staff, Headquarters Installation Management Agency, date TBD,  
subject: *Autumn 2003 RPLANS Update.*
- Memorandum, Assistant Chief of Staff for Installation Management, 26 December 2002,  
subject: *2003 Installation Status Report (ISR) and Army Service Based Costing (SBC) Data Collection Cycle.*

**RESPONSIBILITIES**

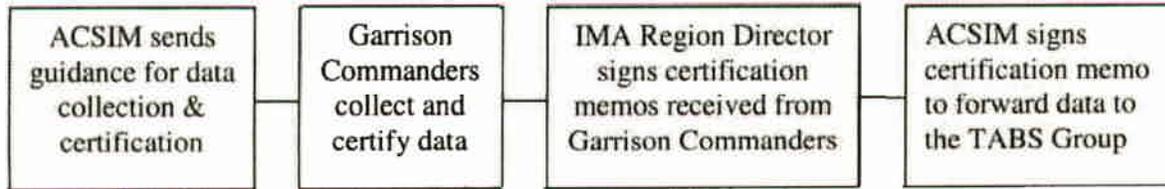
The TABS Group will exercise oversight and authority for implementation and adherence to the ICP and this addendum by members of the Department of the Army and their contractors in the development of Army BRAC 2005 recommendations. Command groups, public affairs offices, and other activities involved in BRAC 2005 are also required to oversee compliance with the ICP and this addendum in their areas of responsibility. The U.S. Army Audit Agency (USAAA) will advise the TABS Group of any control weaknesses that are identified through application of the ICP and this addendum as well as any modifications that are needed.

## **CERTIFICATION**

The TABS Group will receive data from three corporate databases – the Army Stationing and Installation Plan (ASIP), Real Property Planning and Analysis System (RPLANS), and the Installation Status Report (ISR). The Assistant Chief of Staff for Installation Management (ACSIM) is the proponent for all three of these databases and will be responsible for their certification. To ensure that the most up to date and accurate information is collected, the TABS Group will obtain data from these databases only after they have locked on their normal schedule. Certification procedures for these databases are as follows:

- Installation POCs should be prepared to execute changes in the corporate databases when the normal edit windows open. Supporting documentation must be maintained at each step in the process to facilitate internal reviews and USAAA data validation.
- Garrison Commanders will ensure installation inputs are reviewed for accuracy based on guidance provided by ACSIM and then prepare a certification memorandum (see Figures A-1, A-2, A-3 for ASIP, RPLANS, and ISR respectively). Attached to the memorandum will be hardcopy documentation (ASIP delta report from the web-based application, RPLANS summary TAB data, or hardcopy of the ISR output, depending upon the database).
- The Garrison Commander's certification memorandum with attachments is forwarded to the IMA Region Director. The IMA Region will review the package, sign the certification memorandum (see Figures A-1, A-2, A-3 for ASIP, RPLANS, and ISR respectively), and forward to HQ IMA.
- HQ IMA will forward the packages to the ACSIM, as the proponent of the system, who will then sign a certification memo to be attached to all reports certifying that they have received certified data and forward all information to the TABS Group (examples are provided at Figures A-4, A-5, and A-6 for ASIP, RPLANS, and ISR respectively).

For further clarity the flowchart below provides the steps to be followed in certifying all corporate databases:



Craig E. College

Deputy Assistant Secretary of the Army (Infrastructure Analysis)  
Director, The Army Basing Study

Encl

**Army Stationing and Installation Plan (ASIP)  
Review Certification**

The ASIP for (Installation Name) is certified as accurate and complete to the best of the certifiers' knowledge and belief. Attached is the ASIP delta report printed from the ASIP application.

\_\_\_\_\_  
Garrison Commander Signature:  
Name/Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
IMA Regional Director:  
Name/Grade

\_\_\_\_\_  
Date

Figure A-1

**Real Property Planning & Analysis System (RPLANS)  
Review Certification**

The Facility Requirements data in RPLANS for (Installation Name) is certified as accurate and complete to the best of the certifiers' knowledge and belief. Following is an executive summary of facility excess<sup>1</sup>, programming deficit<sup>2</sup>, and the programming actions needed to balance the Tabulation of Existing and Required Facilities (TAB):

1. Facility excess sf \_\_\_\_\_.
2. Programming deficit sf \_\_\_\_\_.
3. Programming actions needed to balance the TAB:
  - a. Construction. \_\_\_\_\_ (#facilities/gsf)
  - b. Demolitions. \_\_\_\_\_ (#facilities/gsf)
  - c. Conversion. \_\_\_\_\_ (#facilities/gsf)
  - d. Permanent Lease acquisitions. \_\_\_\_\_ (#facilities/gsf)
  - e. Lease releases \_\_\_\_\_ (#facilities/gsf)

\_\_\_\_\_  
Garrison Commander Signature:  
Name/Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
IMA Regional Director:  
Name/Grade

\_\_\_\_\_  
Date

Notes:

1. Facility excess is the sum of assets less requirements, calculated per Facility Category Group (FCG) and totaled for the Installation (BSB/Region in EURO & KORO), for all FCGs where total assets exceed requirements.
2. Programming deficit is the sum of requirements less adequate assets, calculated per FCG and totaled for the Installation (BSB/Region in EURO & KORO), for all FCGs where the requirements exceed the sum of adequate assets.

Figure A-2

**Installation Status Report (ISR)  
Review Certification**

The ISR condition reports for (Installation Name) are certified as accurate and complete to the best of the certifiers' knowledge and belief. Attached is the ISR condition report run at installation view, this reflects all edits submitted to region for approval.

_____	_____
Garrison Commander Signature:	Date
Name/Grade	
_____	_____
IMA Regional Director:	Date
Name/Grade	

Figure A-3

**Army Stationing and Installation Plan (ASIP)  
Proponent Certification**

The Garrison Commander and IMA regional director have certified the attached ASIP information and I certify that the data maintained within this database is accurate and complete to the best of the certifiers' knowledge and belief.

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Larry J. Lust  
Major General, U.S. Army  
Assistant Chief of Staff  
for Installation Management

---

Date

Figure A-4

A-7

**Real Property Planning and Analysis System (RPLANS)  
Proponent Certification**

The garrison commander and IMA regional director have certified the attached RPLANS information and I certify that the data maintained within this database is accurate and complete to the best of the certifiers' knowledge and belief.

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Larry J. Lust  
Major General, U.S. Army  
Assistant Chief of Staff  
for Installation Management

---

Date

Figure A-5

A-8

**Installation Status Report (ISR)  
Proponent Certification**

The garrison commander and IMA regional director have certified the attached ISR information and I certify that the data maintained within this database is accurate and complete to the best of the certifiers' knowledge and belief.

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Larry J. Lust  
Major General, U.S. Army  
Assistant Chief of Staff  
for Installation Management

---

Date

Figure A-6

A-9

**The Army Basing Study (TABS) Group  
Army Base Realignment and Closure (BRAC) 2005  
Internal Control Plan (ICP) Certification Procedures Addendum #2  
On-Line Data Interface (ODIN) Web Based Data Collection Tool**

**PURPOSE**

This Army BRAC 2005 Internal Control Plan (ICP) addendum provides certification procedures for the On-Line Data Interface (ODIN) Web-based data collection tool, which the TABS Group will use to collect data from installations, industrial base sites, and lease sites. The goal is to ensure the accuracy, completeness, and integrity of all information the TABS Group receives. In accordance with the TABS Group Army BRAC 2005 Internal Control Plan (signed 4 June 2003), BRAC requires that all information used to develop and make realignment and closure recommendations submitted to the Secretary of Defense and the BRAC Commission must be certified as accurate and complete to the best of the certifier's knowledge and belief. For the users of ODIN, this entails providing a statement to the Director, TABS Office certifying that information included in ODIN is accurate and complete. This addendum is meant to provide more detailed information on how the installations, industrial base sites, and lease sites will meet the standard and certify the data.

**RESPONSIBILITIES**

The TABS Group will exercise oversight and authority for implementation and adherence to the ICP and this addendum by members of the Department of the Army and their contractors in the development of Army BRAC 2005 recommendations. Command groups, public affairs offices, and other activities involved in BRAC 2005 are also required to oversee compliance with the ICP and this addendum in their areas of responsibility. The U.S. Army Audit Agency (USAAA) will advise the TABS Group of any control weaknesses that are identified through application of the ICP and this addendum as well as any modifications that are needed.

**CERTIFICATION**

The TABS Group will receive data through ODIN pertaining to garrison and mission areas of the installations being studied, as well as lease sites and industrial base sites. The Senior Mission Commanders are responsible for certifying the responses that pertain to both the facilities area and the mission area of the installation. Leased facilities and industrial base sites will also have their Senior Mission Commander equivalent respond and certify data in exactly the same manner. All facilities are required to identify the sources used to acquire the information provided in answering the questions contained in ODIN, and follow the certification procedures listed below.

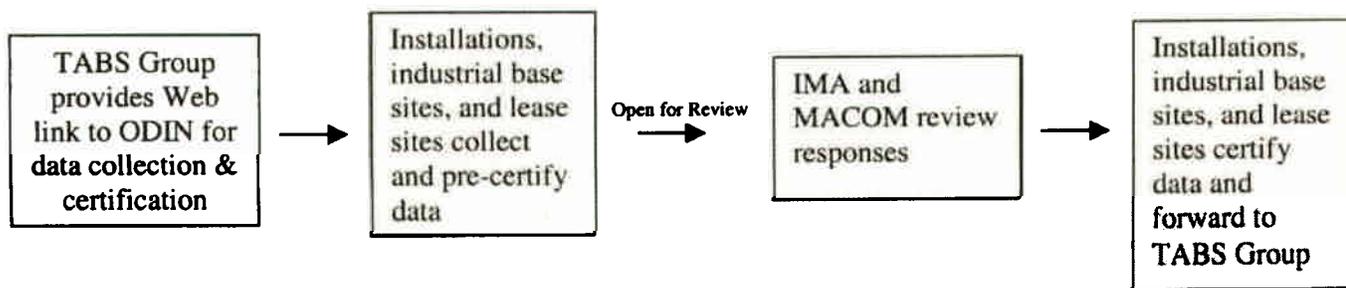
- All POCs (i.e., Functional Proponents and Responders) will answer the questions assigned to them by the Installation Administrator (the Installation Administrator will

be appointed by the Senior Mission Commander or Garrison Commander, and will have overall responsibility for integrating the responses). The Installation Administrator should also ensure that supporting documentation is maintained at the installation to facilitate internal reviews and USAAA data validation.

- At the installations, and Research, Development and Engineering (RDE) sites, the Garrison Commanders and Senior Mission Commanders will ensure the inputs are reviewed for accuracy, pre-certify the data, and then at a specified date, the Senior Mission Commander will open ODIN for MACOM and IMA review. The MACOM and IMA will have not less than three weeks to review the installations' responses and request changes be made, if necessary. At the end of the review period, the Senior Mission Commander will print and sign the certification memorandum provided as part of the certification process in ODIN (see Figure A-1); attach a hardcopy printout of the questions and answers pertaining to their specific installation; and forward the package to the TABS Group.
- At industrial base sites, the Commander will ensure the inputs are reviewed for accuracy, pre-certify the data, and then notify the Commander of their respective Major Subordinate Command that the data is available for review. The Major Subordinate Command reviews the responses, and at a specified date, will open ODIN for MACOM and IMA review. The MACOM and IMA will have not less than three weeks to review the industrial base sites' responses and request changes be made, if necessary. At the end of the review period, the Commander of the Major Subordinate Command will print and sign the certification memorandum provided as part of the certification process in ODIN (see Figure A-1); attach a hardcopy printout of the questions and answers pertaining to their specific installation; and forward the package to the TABS Group.
- At U.S. Army Garrison, or smaller installation locations, the Garrison Commander will act as the Senior Mission Commander, and certify the data. The Installation Administrator will pre-certify the data, and at a specified date the Garrison Commander will open ODIN for MACOM and IMA review. The MACOM and IMA will have not less than three weeks to review the installations' responses and request changes be made, if necessary. At the end of the review period, the Garrison Commander will print and sign the certification memorandum provided as part of the certification process in ODIN (see Figure A-1); attach a hardcopy printout of the questions and answers pertaining to their specific installation; and forward the package to the TABS Group.
- If it is determined to be practical, ODIN will also be used to gather data from the lease sites. If ODIN is used at the lease sites, the lease site manager, or in the case of leases in the National Capital Region, the Office of the Administrative Assistant will ensure the inputs are reviewed for accuracy. The Installation Administrator will pre-certify the data, and at a specified date the lease site manager will open ODIN for MACOM and IMA review. The MACOM and IMA will have not less than three

weeks to review the lease sites' responses and request changes be made, if necessary. At the end of the review period, the lease site manager will print and sign the certification memorandum provided as part of the certification process in ODIN (see Figure A-1); attach a hardcopy printout of the questions and answers pertaining to their specific site; and forward the package to the TABS Group.

For further clarity the flowchart below provides the steps to be followed in certifying all responses:



Craig E. College  
Deputy Assistant Secretary of the Army (Infrastructure Analysis)  
Director, The Army Basing Study

Enclosure

**Data Review Certification**

The responses for (Name of your site) are certified as accurate and complete to the best of the certifier’s knowledge and belief. Attached is the response report printed from the Data Collection Tool.

\_\_\_\_\_  
Senior Mission Commander/Lease Site Manager Signature:  
Name/Grade

\_\_\_\_\_  
Date

Figure A-1

A-4

**The Army Basing Study (TABS) Group  
Army Base Realignment and Closure (BRAC) 2005  
Internal Control Plan (ICP) Certification Procedures Addendum #2  
On-Line Data Interface (ODIN) Web Based Data Collection Tool  
Change One**

## **PURPOSE**

This change to the Army's BRAC 2005 ICP Addendum #2 provides an update to the certification procedures for the On-Line Data Interface (ODIN) Web-based data collection tool. This change is meant to save the installations time and resources in printing a hard copy of the question responses.

## **REFERENCE**

TABS Group Army BRAC 2005 ICP, dated 4 June 2003.  
TABS Group ICP Certification Procedures Addendum #2, dated 20 October 2003.

## **RESPONSIBILITIES**

The TABS Group will exercise oversight and authority for implementation and adherence to the ICP, addendums, and this change by members of the Department of the Army and their contractors in the development of Army BRAC 2005 recommendations. Command groups, public affairs offices, and other activities involved in BRAC 2005 are also required to oversee compliance with this addendum change in their areas of responsibility. The U.S. Army Audit Agency (USAAA) will advise the TABS Group of any control weaknesses that are identified through application of the ICP, addendums, and this change as well as any future modifications that are needed.

## **CHANGE**

In Addendum #2, the Senior Mission Commanders were required to print and sign a certification document; attach a hard copy of the questions and answers pertaining to their installation; and forward the package to TABS. It was determined, after the distribution of Data Call #1, that it would not be cost effective to have each installation print and mail a hard copy of its responses to the questions. Therefore, we changed the requirement from a hard copy of the questions and answers to an electronic PDF version.

Installations will follow the certification procedures as outlined in Addendum #2, but will no longer print and mail a hard copy of all the questions and responses. They will only have to print, sign, retain a record copy, and then mail the certification memorandum to the TABS office.

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Do Not Release Under FOIA

Once the data has been certified and the database locked, the ODIN database manager will save each installations data to a PDF file for the TABS group as well as forward a copy of the PDF file back to the installation for their records.



Craig E. College  
Deputy Assistant Secretary of the Army (Infrastructure Analysis)  
Director, The Army Basing Study

A-2

Draft Deliberative Document – For Discussion Purposes Only  
Do Not Release Under FOIA

**Data Review Certification**

The BRAC 2005 Data Call #1 responses for (Name of your site), as contained in ODIN and the attached spreadsheets, are certified as accurate and complete to the best of the certifier's knowledge and belief.

\_\_\_\_\_  
Senior Mission Commander Signature:  
Name/Grade

\_\_\_\_\_  
Date

Figure A-1

A-3

**The Army Basing Study (TABS) Group  
Army Base Realignment and Closure (BRAC) 2005  
Internal Control Plan (ICP) Certification Procedures Addendum #3  
Non On-Line Data Interface (ODIN) Data Collection (Hard Copy)**

**PURPOSE**

This Army BRAC 2005 Internal Control Plan (ICP) addendum provides certification procedures for the collection of hard copy data. The goal is to ensure the accuracy, completeness, and integrity of all information the TABS Group receives. In accordance with the TABS Group Army BRAC 2005 Internal Control Plan (signed 4 June 2003), BRAC requires that all information used to develop and make realignment and closure recommendations submitted to the Secretary of Defense and the BRAC Commission must be certified as accurate and complete to the best of the certifier's knowledge and belief. For the collection of hard copy data, this entails providing a statement to the Director, TABS Office certifying that information provided is accurate and complete. This addendum is meant to provide more detailed information on how hard copy data will be collected and how the responders will meet the standard and certify the data.

**RESPONSIBILITIES**

The TABS Group will exercise oversight and authority for implementation and adherence to the ICP and this addendum by members of the Department of the Army and their contractors in the development of Army BRAC 2005 recommendations. Command groups, public affairs offices, and other activities involved in BRAC 2005 are also required to oversee compliance with the ICP and this addendum in their areas of responsibility. The U.S. Army Audit Agency (USAAA) will advise the TABS Group of any control weaknesses that are identified through application of the ICP and this addendum as well as any modifications that are needed.

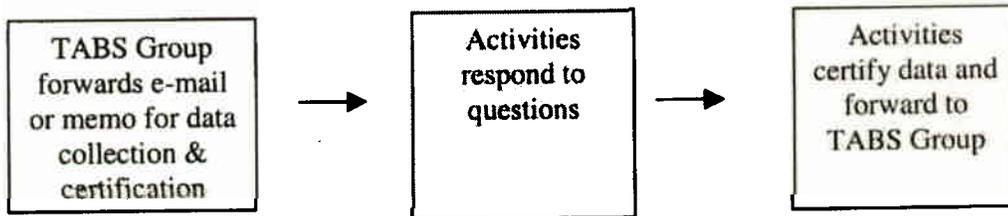
**CERTIFICATION**

The TABS Group will need to obtain hard copy information when it is impractical to collect the information using the On-Line Data Interface (ODIN) Web-based data collection tool. When necessary, TABS will forward questions to applicable activities using an Excel spreadsheet or memorandum. All activities will be required to identify the sources used to acquire the information provided in answering the questions, and follow the certification procedures listed below.

- All activities will answer the questions assigned to them either by their BRAC Trusted Agent or the TABS office. Each activity will be responsible for ensuring that supporting documentation is maintained to facilitate internal reviews and USAAA data validation.

- Each site will receive either an e-mail containing the Excel spreadsheet to be used for data collection, or a memo from DASA (IA) or the ASA(I&E) requesting specific information. Each activity will be requested to provide contact data (name, location, and phone number) of the primary POC responsible for responding to each of the questions.
- The e-mail and the memo will contain a Nondisclosure Agreement and a certification memorandum. Anyone providing assistance in responding to the data call must sign a Nondisclosure Agreement (Enclosure 1). A copy of all signed agreements must be maintained at each activity.
- Once the data collection is complete, a senior ranking official at the activity will sign the certification memorandum provided with the e-mail (see Figure A-1, to be modified as necessary to meet collection requirements) or memorandum (see Figure A-2, to be modified as necessary to meet collection requirements); attach a hardcopy printout of the questions and answers pertaining to their specific activity; attach a copy of all Nondisclosure Agreements; and forward the package by certified mail to the TABS Group. In addition, each site that received e-mail should also forward the Excel spreadsheet electronically to the TABS Group.
- Each site must maintain a copy of the certification memorandum, and hardcopy printout of questions and answers.

For further clarity the flowchart below provides the steps to be followed in certifying all responses:



Craig E. College  
Deputy Assistant Secretary of the Army (Infrastructure Analysis)  
Director, The Army Basing Study

Enclosure

**Data Certification**

The responses for (Name of your site) are certified as accurate and complete to the best of the certifier's knowledge and belief. Attached are the responses from our activity.

\_\_\_\_\_  
Name/Grade

\_\_\_\_\_  
Date

Figure A-1

A-3

**Data Certification**

The data requested, and maintained in (identify database source) are certified as accurate and complete to the best of the certifier's knowledge and belief. Attached is the requested information.

\_\_\_\_\_  
Name/Grade

\_\_\_\_\_  
Date

Figure A-2

A-4

**The Army Basing Study (TABS) Group  
Army Base Realignment and Closure (BRAC) 2005  
Internal Control Plan (ICP) Certification Procedures Addendum #4  
Changes to Certified Data**

**PURPOSE**

This Army BRAC 2005 Internal Control Plan (ICP) addendum provides certification procedures to be followed in those instances when previously certified and submitted data needs to be changed. The goal is to ensure the accuracy, completeness, and integrity of all information the TABS Group receives. In accordance with the TABS Group Army BRAC 2005 Internal Control Plan (signed 4 June 2003), BRAC requires that all information used to develop and make realignment and closure recommendations submitted to the Secretary of Defense and the BRAC Commission must be certified as accurate and complete to the best of the certifier's knowledge and belief. For changes to certified data, this entails providing a statement to the Director, TABS Office certifying that the changes are accurate and complete. This addendum is meant to provide more detailed information on how installations, industrial base sites, lease sites, and all other data certifiers will recertify and resubmit data that needs to be changed.

**RESPONSIBILITIES**

TABS Group will exercise oversight and authority for implementation and adherence to the ICP and this addendum by members of the Department of the Army and their contractors in the development of Army BRAC 2005 recommendations. Command groups, public affairs offices, and other activities involved in BRAC 2005 are also required to oversee compliance with the ICP and this addendum in their areas of responsibility. The U.S. Army Audit Agency (USAAA) will advise the TABS Group of any control weaknesses that are identified through application of the ICP and this addendum as well as any modifications that are needed.

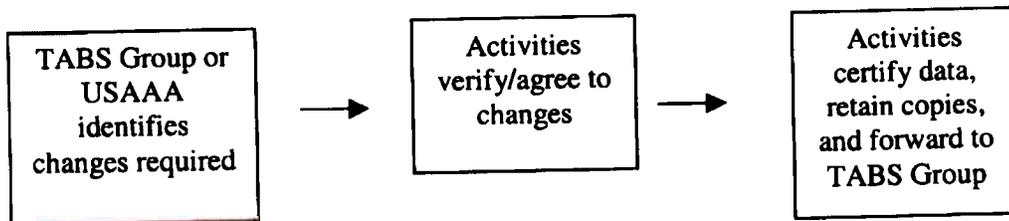
**CERTIFICATION**

There may be some cases where TABS Group or USAAA identifies changes required to data that was previously submitted and certified by Senior Mission Commanders or other data certifiers. When necessary, TABS Group or USAAA will provide an explanation of a required change to the data certifier, and then they will need to follow the certification procedures listed below.

- TABS Group or USAAA will identify the required change to the Installation Administrator (IA) who will coordinate with the Garrison Commander and Senior Mission Commander. In all other cases, TABS Group or USAAA will coordinate directly with the data certifier.

- Once the data certifier has agreed to the change they will sign the certification memorandum provided (see Figure A-1 – this memorandum will be modified as appropriate to fit each data call); attach a hardcopy printout of the changed data pertaining to their specific activity; and forward the package by fax to the TABS Group.
- Each site must maintain a copy of the certification memorandums and hardcopies of the changed data.

For further clarity the flowchart below provides the steps to be followed in certifying all responses:



Craig E. College

Deputy Assistant Secretary of the Army (Infrastructure Analysis)  
Director, The Army Basing Study

**Data Certification**

The attached changes required to Data Call #1 data for (identify installation or activity) are certified as accurate and complete to the best of the certifier's knowledge and belief.

\_\_\_\_\_  
Name/Grade

\_\_\_\_\_  
Date

Figure A-1

A-3

**The Army Basing Study (TABS) Group  
Army Base Realignment and Closure (BRAC) 2005  
Internal Control Plan (ICP) Certification Procedures Addendum #5  
Providing Certified Data to OSD, JCSGs, and Military Departments**

**PURPOSE**

This Army BRAC 2005 Internal Control Plan (ICP) addendum provides certification procedures for providing OSD, JCSGs, and other Military Departments certified data from Army activities. This includes certified data from responses to data calls and requests for clarifications. The goal is to ensure the accuracy, completeness, and integrity of all information the TABS Group provides. BRAC requires that all information used to develop and make realignment and closure recommendations submitted to the Secretary of Defense and the BRAC Commission must be certified as accurate and complete to the best of the certifier's knowledge and belief. In accordance with the TABS Group Army BRAC 2005 Internal Control Plan (signed 4 June 2003), to provide certified data to OSD, JCSGs, and other Military Departments, the Director, TABS provides a signed statement that he is providing certified data. This addendum is meant to provide more detailed information on how the Director, TABS will submit certified data to OSD, JCSGs, and other Military Departments.

**RESPONSIBILITIES**

TABS Group will exercise oversight and authority for implementation and adherence to the ICP and this addendum by members of the Department of the Army and their contractors in the development of Army BRAC 2005 recommendations. Command groups, public affairs offices, and other activities involved in BRAC 2005 are also required to oversee compliance with the ICP and this addendum in their areas of responsibility. The U.S. Army Audit Agency (USAAA) will advise the TABS Group of any control weaknesses that are identified through application of the ICP and this addendum as well as any modifications that are needed.

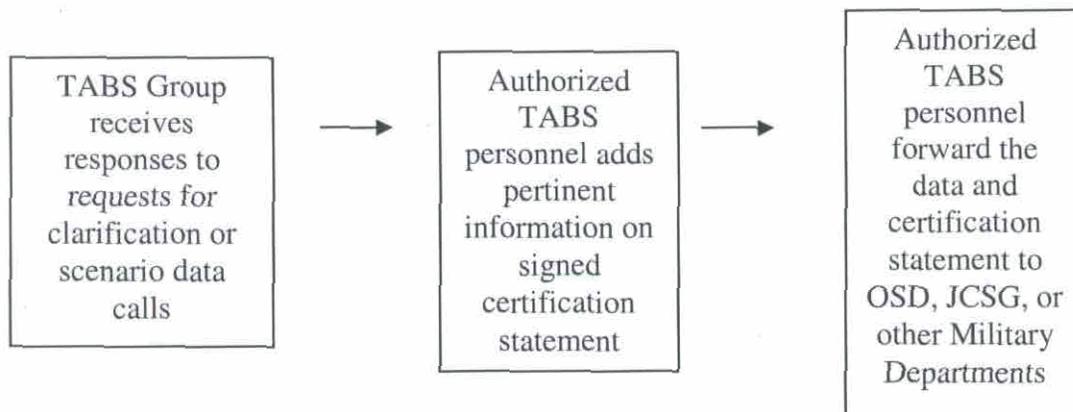
**CERTIFICATION**

There are responses to data call questions from Army activities that OSD, each JCSG, or other Military Departments use in their analysis. In addition, there are instances where the JCSG need clarification from Army activities to previously answered questions or the JCSG/other Military Departments need responses to scenario specific data calls sent to Army activities. The Director, TABS will adhere to the following procedures to provide certified data for OSD, JCSG, or other Military Departments:

- Director, TABS will certify that he is providing certified data to OSD, JCSGs, and other Military Departments (see figure A-1).

- Authorized TABS group personnel will annotate on the certification statement the name of the file that is being provided (to include the installation name and the question number) and the date.
- TABS group will maintain a copy of all certification statements they prepare that are covered under this addendum.

For further clarity the flowchart below provides the steps to be followed in providing certified responses:



Craig E. College

Deputy Assistant Secretary of the Army (Infrastructure Analysis)  
Director, The Army Basing Study

**Sample Data Certification Memo**

MEMORANDUM FOR (Specified) Joint Cross Service Group

*SUBJECT: Army Data Call Clarification Submission*

1. The information attached contains BRAC 2005 Data Call clarification (or scenario data call requests) for Army installations, as you requested. These responses have been certified by the appropriate certification authority, in accordance with our Internal Control Plan.
2. Please let my Data Support Team know if you have any additional questions. You can reach Larry Wright at (703) 696-9588 or Kathy Manners at (703) 696-9786.

Encl

Craig E. College  
Deputy Assistant Secretary of the Army  
(Infrastructure Analysis)

Figure A-1

A-3