

DCN: 10295

Document Processing Procedures

Army 2005 BRAC Report

27 May 2004

BRAC Document Processing Procedures

Agenda

- Purpose
- Goal
- Principles
- Procedures

BRAC Document Processing Procedures

Purpose

- Describe Document Flow and Control for Army BRAC 2005 Report and Supporting Documentation

BRAC Document Processing Procedures

Goal

- Develop, Manage, and Deliver the Army 2005 BRAC Report and Supporting Documentation
 - Consistent
 - Defendable
 - Navigable

BRAC Document Processing Procedures

Principles

- Executive Guidance
- Ownership
 - Responsible
 - Accountable
- Logical Flow: Edit, Review, and Approval
- Discipline, Quality, and Control

BRAC Document Processing Procedures

Procedures

- Ownership and Identification
- Editing
- Approval
- Quality Control
- Migration
- Final Review and Approval

BRAC Document Processing Procedures

- Process Owners
 - Responsible
 - Accountable

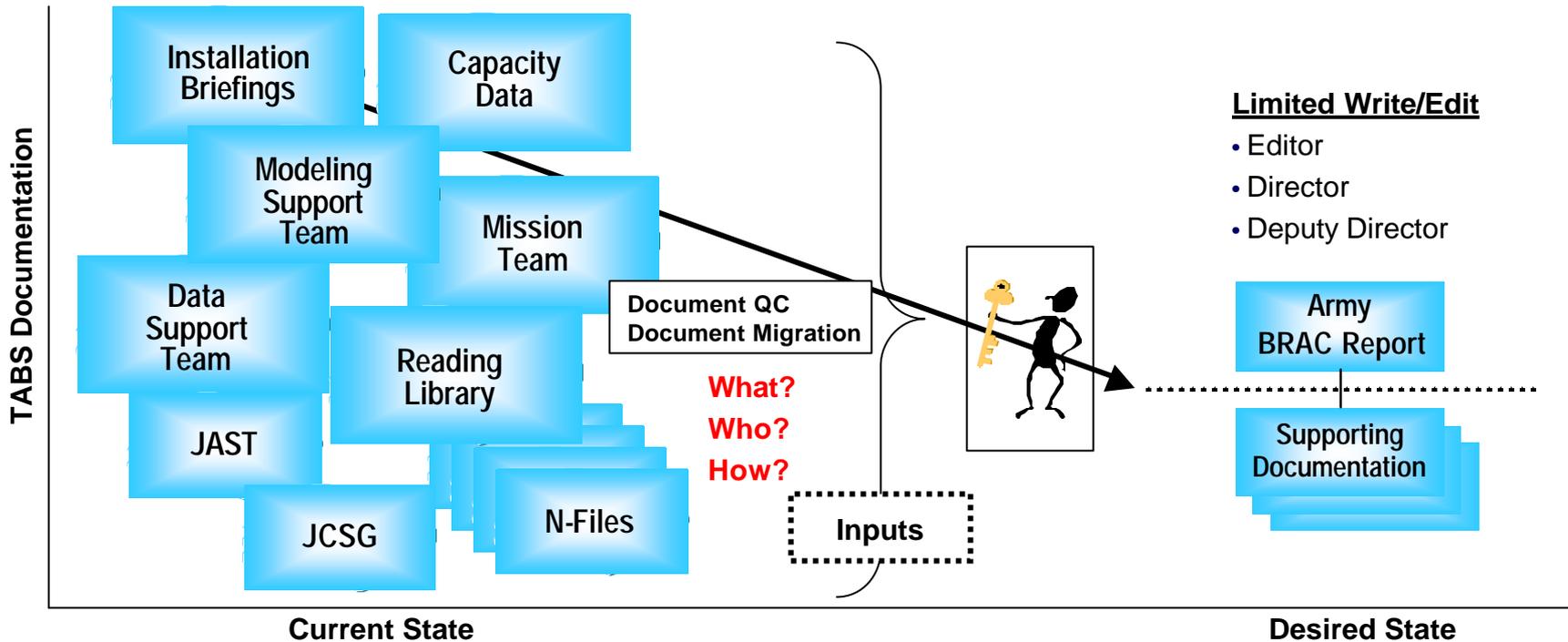
Team Chiefs
and Action Officers

- Document Support
 - Augment Team Chiefs
 - Document Cleansing
 - QC Filter
 - Migration

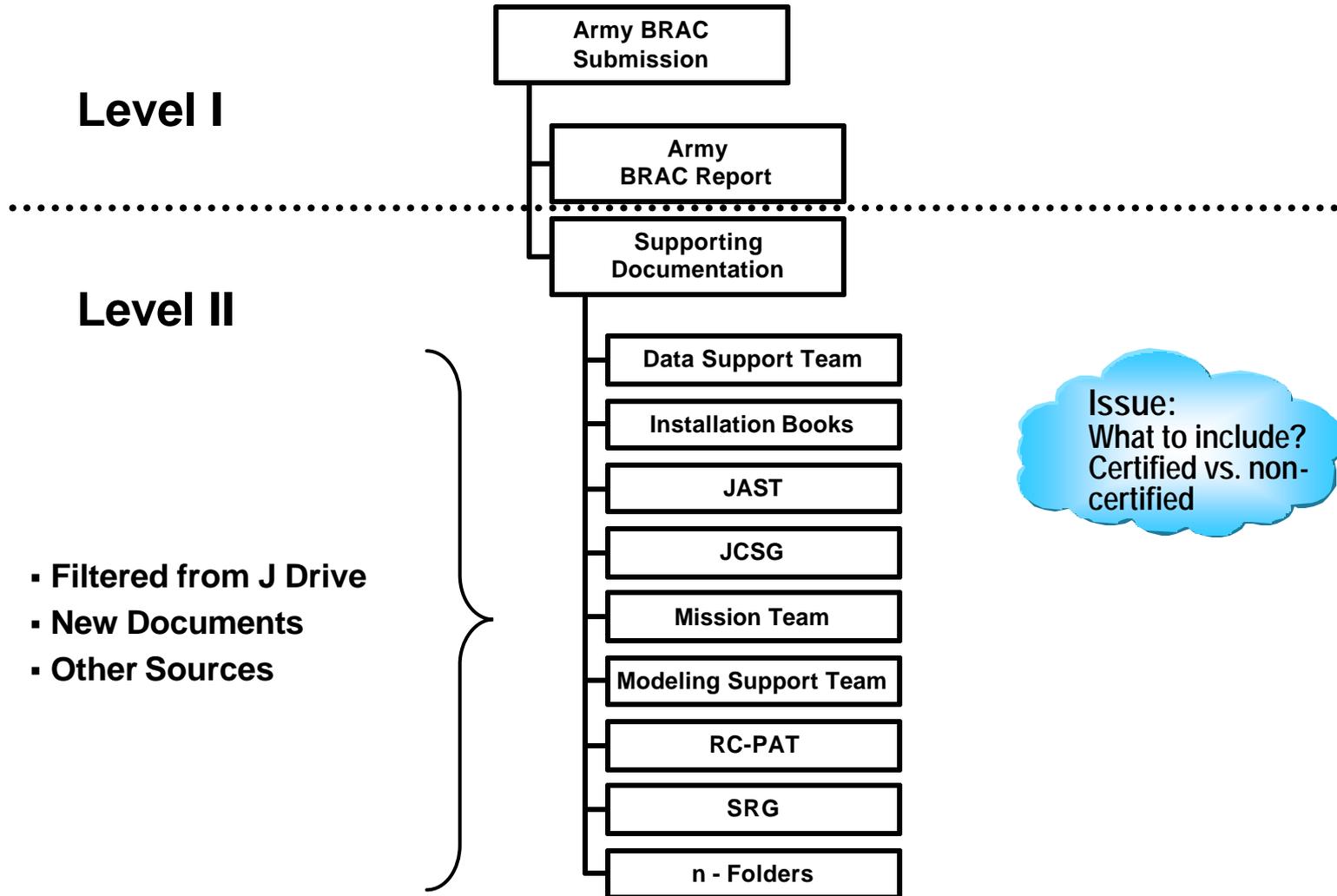
Contractor Support
Team



Gate Keeper

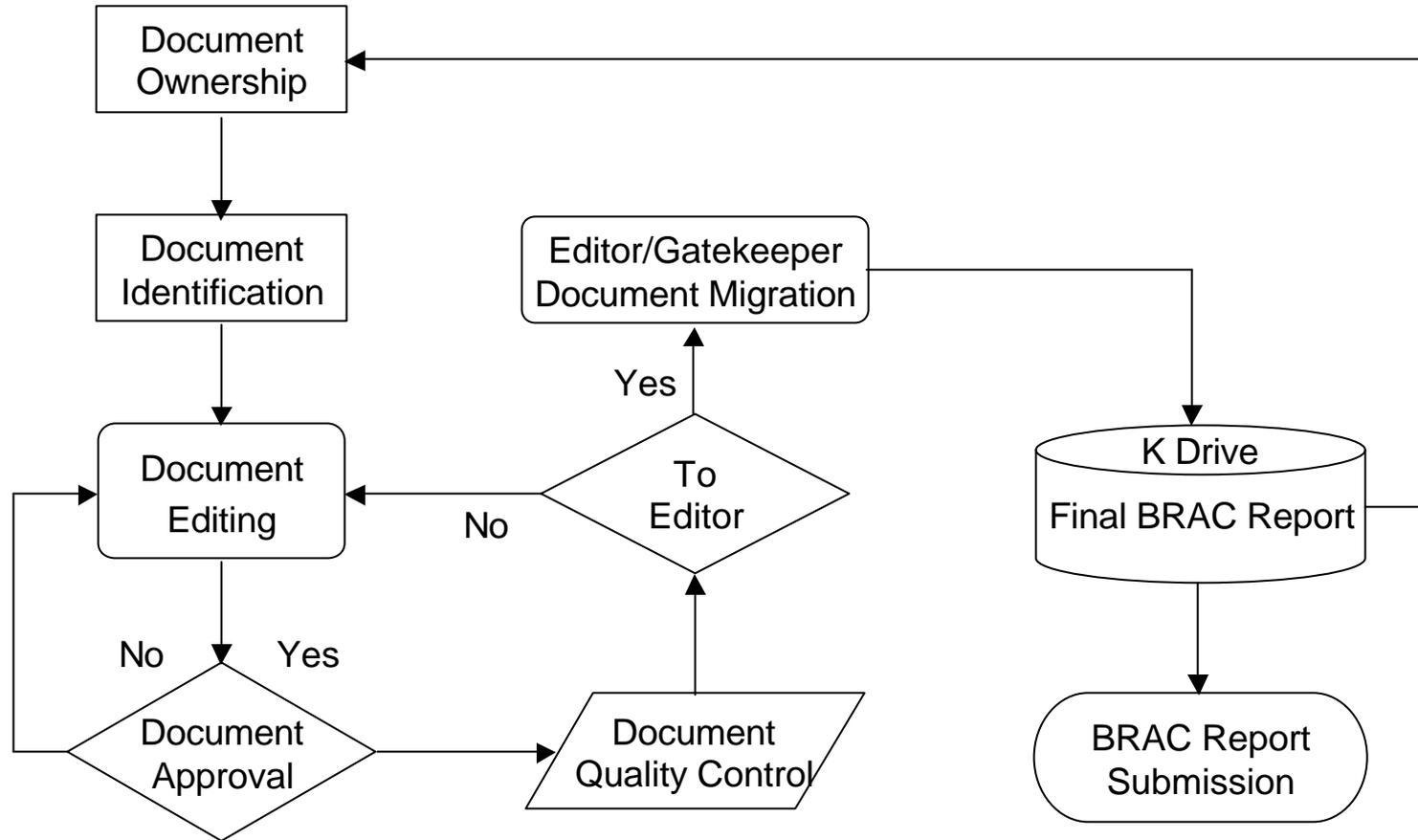


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BRAC Document Processing Procedures

Executive Guidance



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Executive Guidance

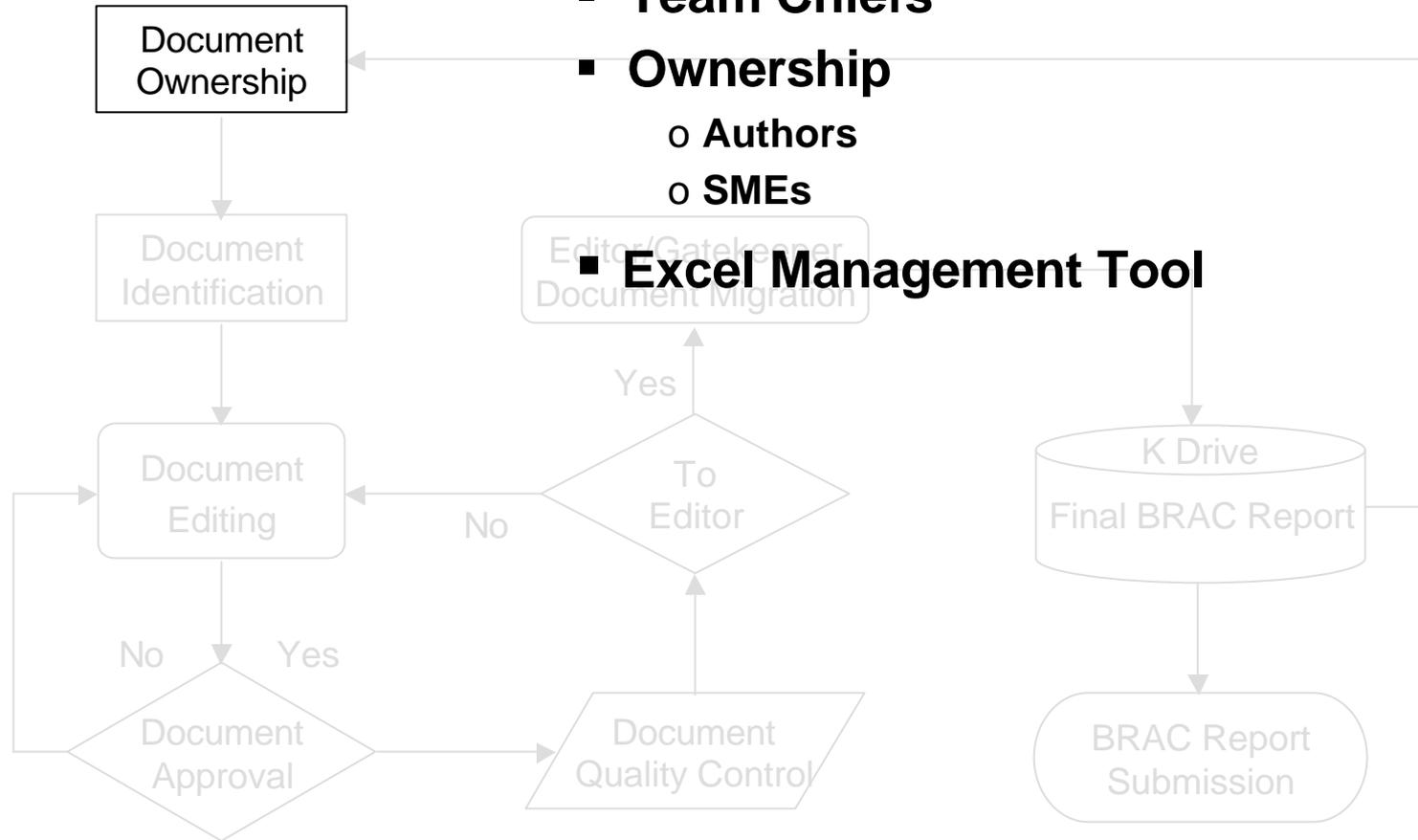
- Congress
- OSD
- Army
- TABS Director
- Deputy Director
- Team Chiefs



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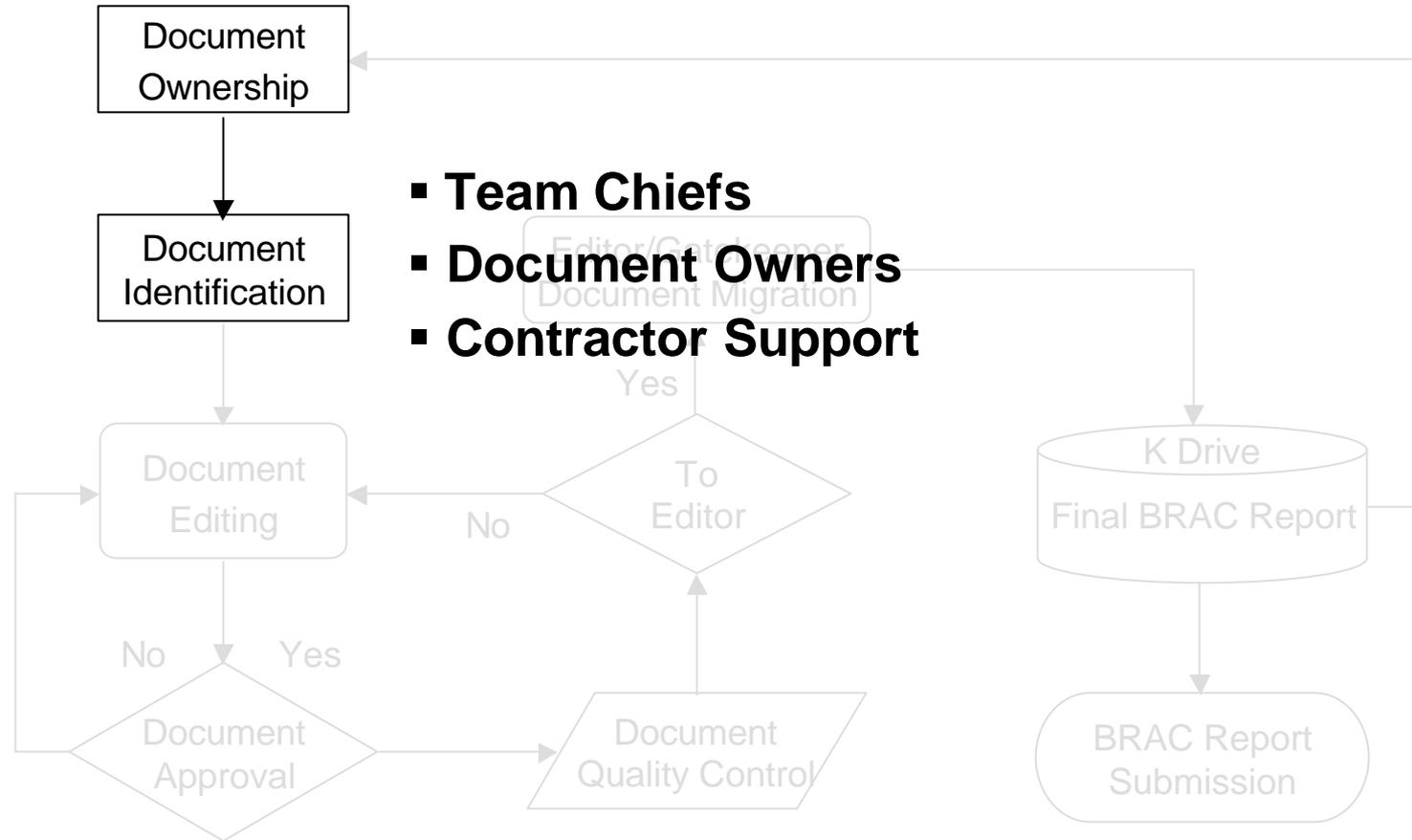
Executive Guidance

- **TABS Chain of Command**
- **Team Chiefs**
- **Ownership**
 - Authors
 - SMEs
- **Excel Management Tool**



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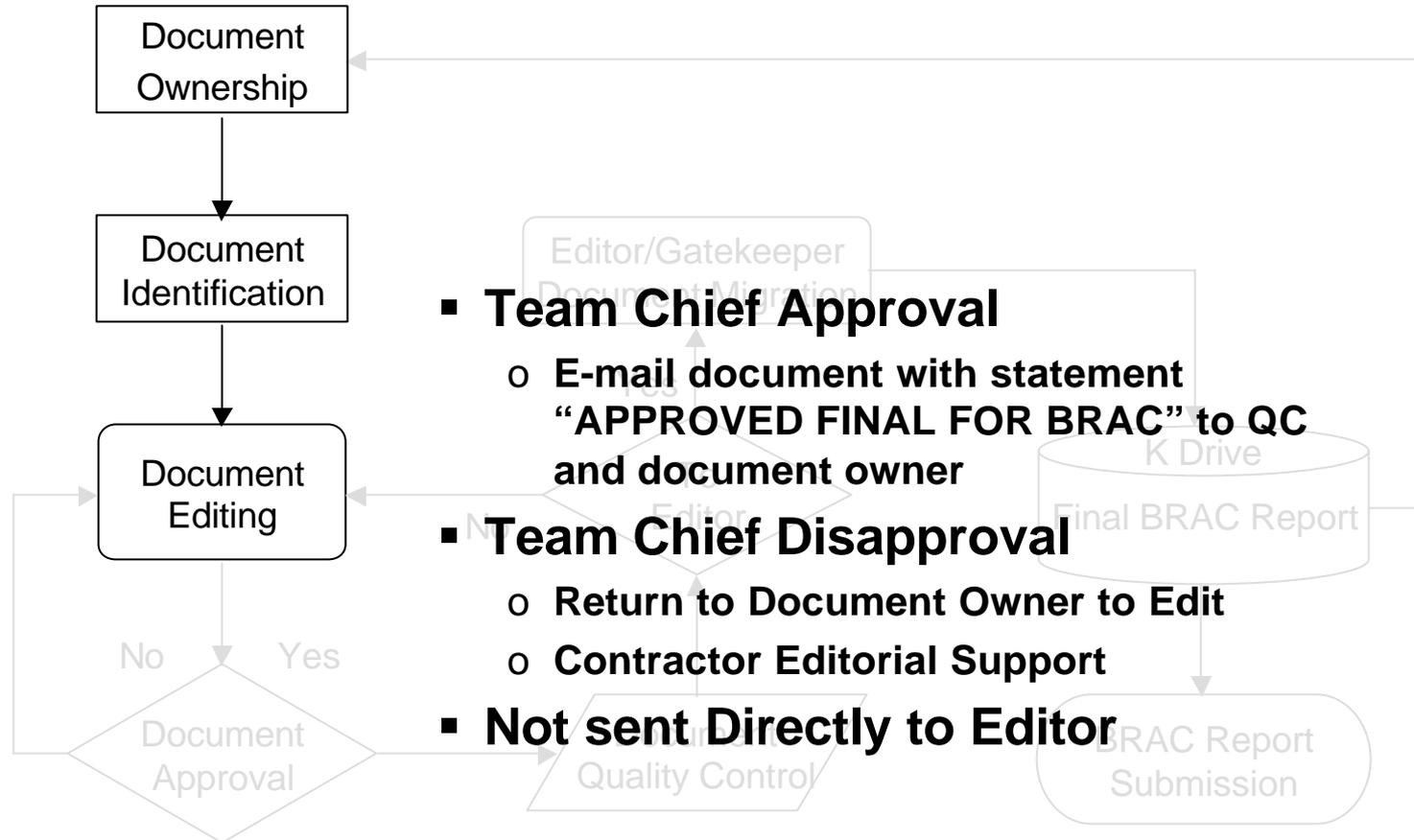
Executive Guidance



- Team Chiefs
- Document Owners
- Contractor Support

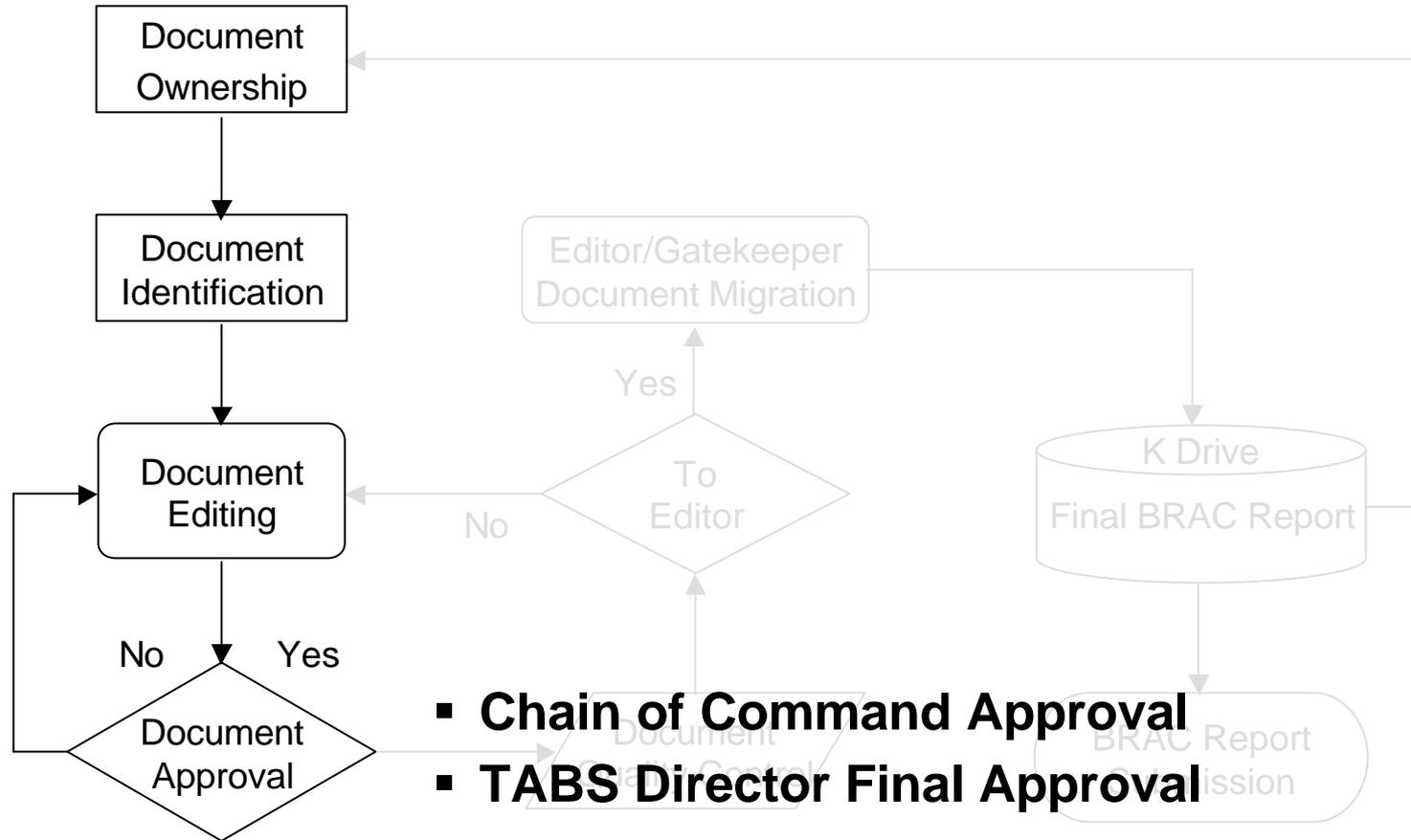
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Executive Guidance



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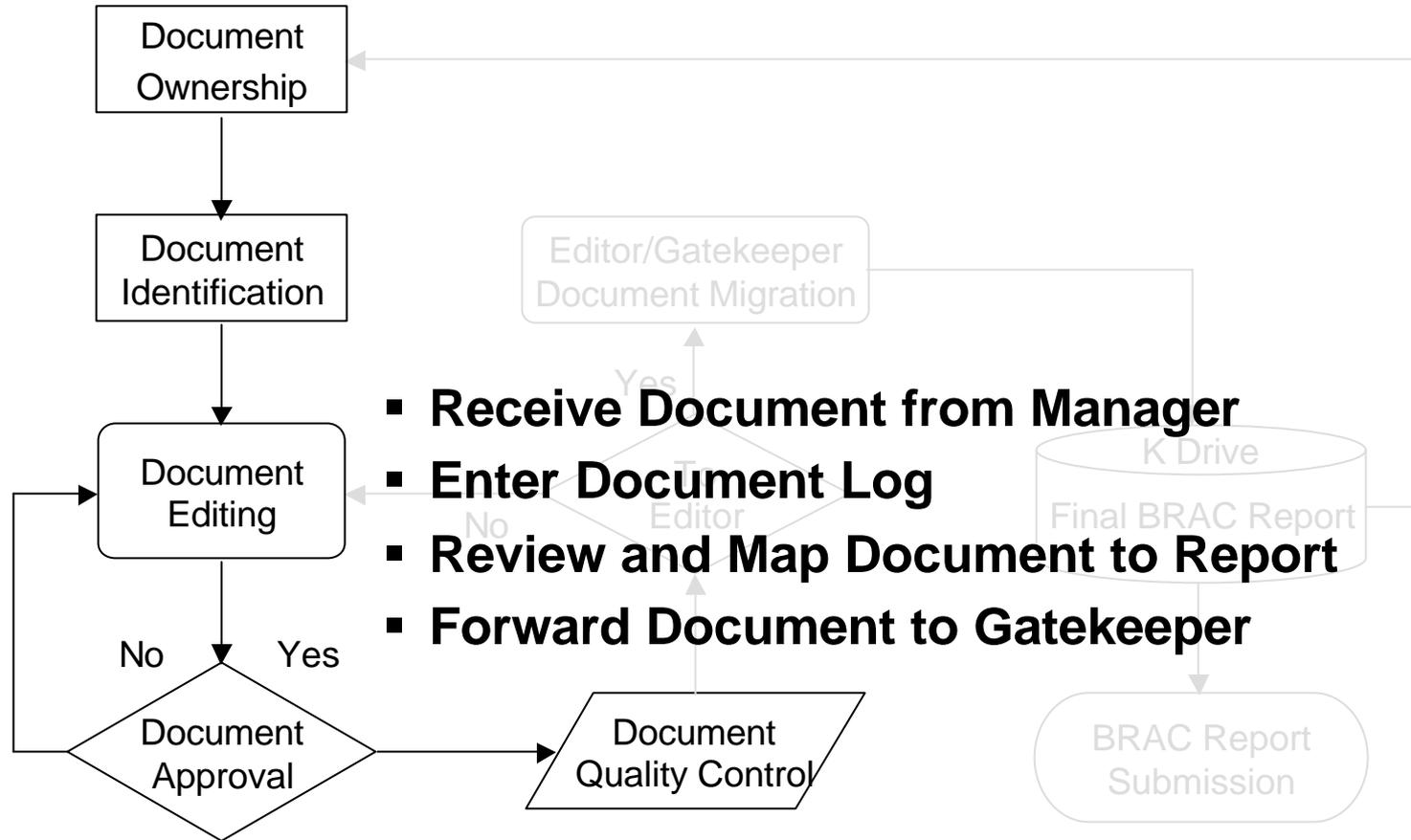
Executive Guidance



- Chain of Command Approval
- TABS Director Final Approval

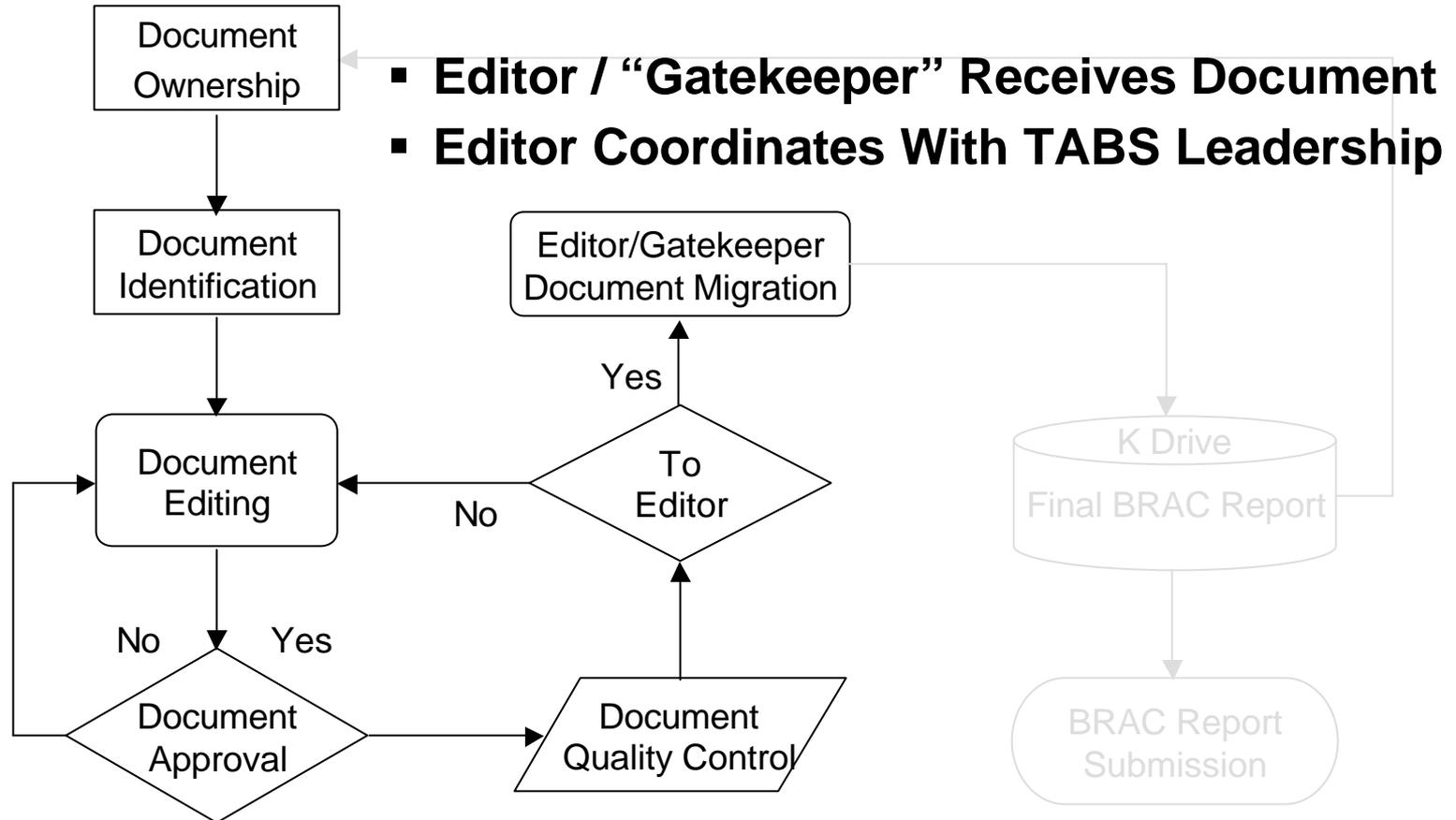
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Executive Guidance



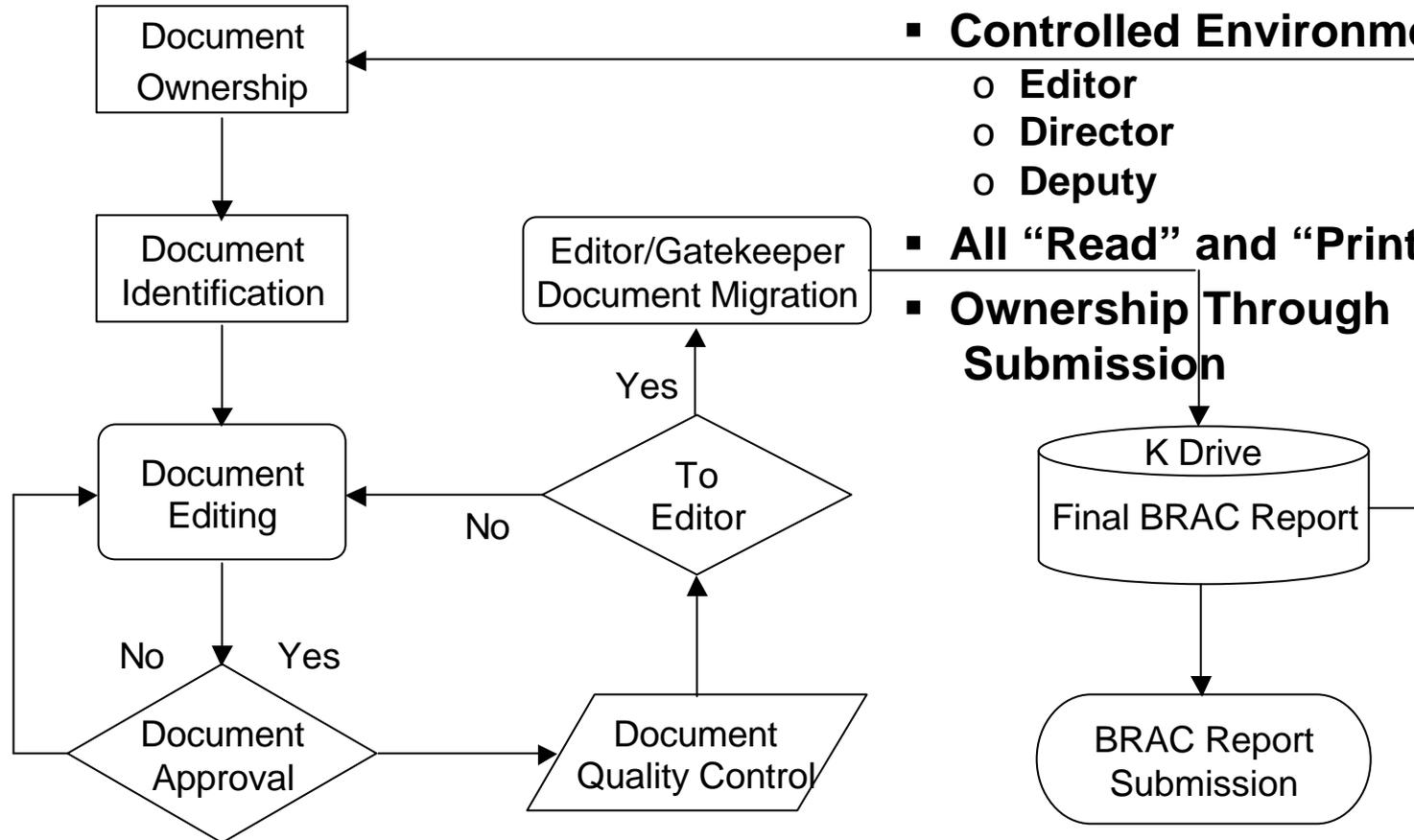
BRAC Document Processing Procedures

Executive Guidance



BRAC Document Processing Procedures

Executive Guidance



- “Final” Report Resides on K Drive
- Controlled Environment
 - Editor
 - Director
 - Deputy
- All “Read” and “Print”
- Ownership Through Submission

BRAC Document Processing Procedures

Summary

- Chain of Command
- Ownership – Responsibility & Accountability
- Enables Development and Delivery of Consistent, Defendable, and Readable Army 2005 BRAC Report