

**BRAC 2005**  
**Technical Joint Cross-Service Group (TJCSG)**  
**Meeting Minutes of 20 May 2004**

Dr. Ron Sega, Director, Defense Research and Engineering chaired the meeting. The list of attendees is attached. Dr. Sega opened the meeting by informing everyone of the loss of Dr. Hopps and remembering his dedication to always doing the right thing for our country. Dr. Hopps will be missed and our prayers go out to his family. Mr. Shaffer will provide his address and obituary information to the team. Dr. Sega then turned the meeting over to Mr. Al Shaffer. Mr. Shaffer provided a brief update on ongoing and upcoming TJCSG activities. The key points, decisions and action items from the meeting are as follows:

**Key Points:**

- Subgroups to provide capacity data assessment categorizing various data issues. This needs to include clarification questions, procedures, common format, structure, audit trail, configuration control process, etc.
- Need to issue Requests for Clarification (RFCs) regarding capacity data as soon as possible rather than waiting for Data Call#2.
- Data Call#1 experienced problems associated with 3 separate data gathering tools used by the three services. Much of the amplification instructions did not go into these tools. Also, data was transferred to various databases along the way and no QA process was in place to ensure accuracy during these transitions.
- Need to engage with MilDeps to ensure questions are transmitted accurately to the field and that the MilDeps understand the TJCSG analytical construct as well as the intended use of the data. This should help increase the likelihood of receiving accurate and useable data.
- 15 Nov 04 is the deadline for Dr. Sega to provide final TJCSG BRAC recommendations to the ISG.
- Interim Current Capacity Analysis Report due to ISG by 28 May 04. Identify TJCSG problems including data quality that would jeopardize our ability to complete the capacity analysis by June 23, 2004. Need to calculate current capacity, maximum potential capacity, and current usage (including surge) for each of the 4 subgroups for at least one location. The calculations for each subgroup must demonstrate our ability to assess capacity for our three functions.
- Final Current Capacity Analysis Report due on 23 Jun 04.
- Required Capacity is not required until prior to use of the Linear Optimization Tool.
- Peak Capacity must be greater than or equal to the 3-year average of FY01-FY03.
- If a facility reports FTEs there needs to be associated funding and output measures reported as well.
- Timeline for ISG to provide transformation options, guiding principles and imperatives will not allow sufficient time for the TJCSG to develop TJCSG specific imperatives to use in the Linear Optimization Model. ISG needs to provide these in the June 2004 timeframe.

**Decisions:**

- For Current Capacity Analysis, we will assume Maximum Potential Capacity = Peak Capacity.
- For Current Capacity Analysis, we will assume surge = 10% of current capacity as stated in the final Capacity Analysis Methodology Report.
- For Current Capacity Analysis, we will assume Current Capacity = Current Usage.
- For Current Capacity Analysis, if excess capacity calculation produces a negative number, it will be adjusted to be equal to zero.
- TJCSG will proceed with developing TJCSG specific imperatives to use in the Linear Optimization Model based on the service imperatives that have been submitted to the ISG and are currently awaiting ISG and IEC approval.
- The TJCSG reiterated their agreement from the 13 May 04 TJCSG Meeting to use the following equation in calculating the required capacity.

Required Capacity =

$$\left[ \text{Total Current Capacity} * \frac{\$ \text{ FY09 FYDP for DTAP}}{\$ \text{ FY01-03 AVE for DTAP}} + \text{FSA} \right] * 1.1$$

Surge Factor

- Required capacity will be calculated through the year 2025.

**Action Items:**

1. CIT Alternate Members and a couple of representatives from each subgroup to make recommendations to the TJCSG for capacity data clarification effort, including clarification questions, procedures, common format, structure, audit trail, configuration control process, etc. TJCSG Approve Recommendation by 28 May 04.
2. Schedule weekly meetings (VTCs as appropriate) for the TJCSG Principals and CIT Principals beginning in Jun 04. POC: Mr. Strack, 26 May 04.
3. Schedule monthly all day meeting in Crystal City for the TJCSG Principals and CIT Principals beginning 3<sup>rd</sup> week of June 04. If 3<sup>rd</sup> week unavailable, try 2<sup>nd</sup> week to ensure meeting coincides with time subgroups are planning to be conducting analysis. Check TJCSG Principals' calendars for planned summer vacations to establish work-around plan. POC: Mr. Strack, 26 May 04.
4. TJCSG Principals to provide comments on Master Plan to COL Buckstad by 26 May 04. COL Buckstad to obtain Dr. Sega's signature by 28 May 04.
5. TJCSG Principals to ensure service BRAC offices accurately transfer TJCSG Mil Value questions into their service database tools. Prior to Data Call #2, Principals are

- to report back to the TJCSG on their confidence for how accurately this was accomplished.
6. Analysis Team to create queries for checking consistent, logical responses. Identify guidelines for these queries so appropriate basic rules for flagging suspect data and report them to Mr. Shaffer to ensure completeness. POC: COL DeSalva with the help of the Subgroup Leads by 28 May 04.
  7. Send Dec 03 Capacity Analysis Methodology Report to TJCSG Principals, Subgroup Spokespersons and CIT Principals for coordination. Dr. Short to send out report by 21 May 04 with comments due back by 25 May 04. Dr. Short to obtain Dr. Segal's signature by 27 May 04.
  8. CIT to draft a letter to the ISG requesting transformation options, guiding principals and imperatives to be provided in the Jun 04 time frame to allow the TJCSG to determine if additional TJCSG specific imperatives are necessary for us to use as input to the Linear Optimization Model. POC: Mr. Shaffer, 26 May 04.
  9. CIT principal members to provide service imperatives to Mr. Erb. Together, under Mr. Erb's leadership, they will develop a common set of TJCSG imperatives.
  10. The Future Warfighting Working Group and Subgroup Leads will provide the list of critical future warfighting capabilities to be considered for required capacity to the TJCSG Principals for their input. This list is to be finalized and the scoring approach approved by 4 Jun 04. POC: BG Castle, 4 Jun 04.
  11. CIT service reps to provide the BRAC95 Request for Clarification forms to the analysis team by 26 May 04.
  12. The Request for Clarification process is to be refined and provided for review to the TJCSG Principals by 26 May 04 with TJCSG approval by 28 May 04. POCs: COL DeSalva, 1 or 2 reps from each subgroup (preferably ones in the DC area) to be identified by the subgroup Spokespersons by 24 May 04.

Signed: \_\_\_\_\_



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Mr. Al Shaffer  
Chairman, Capabilities Integration Team

Approved: \_\_\_\_\_



Dr. Ronald Segal  
Chairman, Technical Joint Cross Service Group

**Technical JCSG Meeting  
May 20, 2004  
Attendees**

**Members:**

Dr. Ron Segal (Chair)  
Dr. Dan Stewart, Air Force  
Dr. John Foulkes, Army  
Mr. George Ryan, Navy (Alternate for RADM Cohen, Navy)  
COL Walt Hamm, Marines (Alternate for BG Catto, Navy)  
Mr. Jay Erb, JCS

**Other:**

Mr. Al Shaffer, OSD  
Mr. Andy Porth, OSD BRAC Office  
Mr. Al Goldstyan, AF CIT Rep  
Mr. Roger Florence, DOD IG  
COL Buckstad, OSD  
Dr. Jim Short, OSD  
Mr. Harshad Shah, OSD, TJCSG Assistant  
Mr. Don DeYoung, Navy CIT Alternate  
Mr. Gerald Schiefer, OSD BRAC  
Mr. Mike Crisp, DOT&E  
Mr. Chris Blake, AF CIT Alternate  
COL Pete DeSalva, Marines, Analysis Team  
Dr. Bob Rohde, Army CIT Rep