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DCN: 1902

THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

JAN 4 2005

MEMORANDUM FOR INFRASTRUCTURE STEERING GROUP MEMBERS
CHAIRMEN, JOINT CROSS-SERVICE GROUPS

SUBJECT: Process to Submit and Review BRAC 2005 Candidate Recommendations

In my December 2, 2004, memorandum entitled "Submittal of BRAC 2005 Candidate Recommendations," I provided specific guidance on the format, content, and documentation required for the submission of BRAC 2005 candidate recommendations. This memorandum requests additional supporting documentation to facilitate BRAC Red Team review and ISG and IEC review and approval. This memorandum also explains, in detail, the process for ISG receipt and consideration of candidate recommendations.

In addition to the information requested in the December 2nd memorandum, the following documents must be included as attachments to each candidate recommendation package submitted to the ISG: the COBRA Summary Report; the Economic Impact Report; the Installation Criterion 7 Profile(s), and the Summary of Scenario Environmental Impacts report(s).

Once a JCSG or Military Department has completed its analysis and compiled all the required documentation, it should submit its candidate recommendation package to the OSD BRAC Office in Room 1E515A. The submission should be in both hard-copy and electronic (Portable Document Format (pdf), PowerPoint, or Word) media. Quad charts and briefing slides for the ISG must be in PowerPoint format. All COBRA reports should be included in the electronic version.

The OSD BRAC Office will review each candidate recommendation package for completeness. Incomplete packages will be returned to the proponent with instructions regarding the missing information. Complete packages will be posted to the AT&L Enterprise Portal for DAS level review. Subject to overall volume, all complete candidate recommendations received by noon on Friday, will be considered at the next week's ISG meeting.

Each Monday, the OSD BRAC Office will prepare a formal read-ahead package for ISG members regarding the upcoming Friday ISG Meeting. The read-ahead package will include hard copies of the briefing slides and each candidate recommendation to be discussed at that meeting. The supporting information for each candidate recommendation will be provided on CD-Rom, organized by proponent. Each Wednesday preceding an ISG

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meeting, the DASs will discuss the candidate recommendations for the upcoming meeting, and isolate any issues for ISG consideration. At each ISG meeting, the proponent will brief their respective candidate recommendations, using the quad chart slides (supplemented by those slides the JCSG Chairman determines necessary to further support the recommendation) submitted as part of their candidate recommendation package. Any supplementary slides must be included with the quad charts so they may be incorporated into the ISG read ahead and briefing.

The ISG will consider each JCSG candidate recommendation to determine whether it should recommend that the IEC approve that candidate recommendation. The ISG may take any of the following actions with respect to a candidate recommendation: approve and prepare for IEC consideration; approve but hold for consideration of an enabling scenario; disapprove; note any conflicts that need to be considered and resolved; or hold for more information or a related candidate recommendation. If the ISG decides it needs additional information before it can complete its review, the candidate recommendation will be sent back to the proponent with instructions to provide the requested information to the OSD BRAC Office. On the following Monday, the OSD BRAC office will conduct a MilDep/JCSG review of the ISG's decision(s) resulting from its meeting. The ISG will consider Military Department candidate recommendations to determine whether they present any conflicts for ISG or IEC consideration.

To ensure a less encumbered review process, I encourage you to submit your candidate recommendations as soon as they are ready.

Finally, if you have any concerns that may jeopardize your ability to provide candidate recommendations, please identify those concerns by memorandum. If you have any questions, please contact Peter Potochney, Director, BRAC, at (703) 614-5356.

Michael W. Wynne
Acting USD (Acquisition, Technology & Logistics)
Chairmen, Infrastructure Steering Group