BRAC 2005
Education & Training Joint Cross-Service Group

Meeting Minutes of March 21, 2003

The Principal Deputy Under Secretary of Defense (P&R) chaired this meeting. The list of attendees is attached.

The Chairman opened the first meeting of the Education & Training Joint Cross-Service Group (JCSG) with introductions. Members briefed on the sensitivity of BRAC information and were asked to sign nondisclosure statements, if they had not done so previously. The Office of the General Counsel Advisor provided the group with a package (attached) to be used in protecting BRAC information throughout the process. The material included a standard nondisclosure statement, cover sheet for transmitting BRAC documents, and standard headers/footers to include on BRAC documents.

The Chairman then briefed the group on the tasks originating from both the Secretary of Defense's November 15, 2002, "kickoff" memorandum and the Under Secretary of Defense's (Acquisition, Technology and Logistics) (USD(AT&L)) March 31, 2003, memorandum establishing the Education & Training JCSG. The previous BRAC round did not include a similar JCSG, therefore, this group does not have a specific pattern to emulate.

The Chairman said the mission of the JCSG is to conduct a broad, comprehensive review of education and training functions across the Department of Defense. He conveyed that he wants this group to be bold in its review, evaluating functions from a joint perspective. The Chairman briefed the group on the immediate task, which is to provide the Infrastructure Steering Group (ISG) with a report on its proposed functions for analysis, organizational structure, analytical approach, and notional metrics.

The Chairman discussed some preliminary thoughts on how to organize the JCSG and suggested functional groupings for consideration. An outline of the functional groups and suggested functions was provided to members (attached). The group discussed the need to be cognizant of functions that may cross into other JCSGs (e.g., ranges) and ensure there is coordination as the functions are defined. The Chair informed members that the 20-year force structure horizon outlined in the Secretary's kickoff memorandum applies to all functions, not just ranges.

The group discussed the draft outline discussing the need to develop a comprehensive list of all education and training functions and then determine which functions will be analyzed by this JCSG. For functions that are excluded from the group's joint review, the group will need to document the rationale for making the

exclusion. The Chairman asked that the members review and refine the outline, suggesting additions to the subgroups and functional categories for discussion at the next JCSG meeting.

Discussion ensued regarding how the Interservice Training Review Organization (ITRO) or its work might be used in developing and facilitating the Education & Training JCSG functional review. The group was informed that ITRO was not named as a member to the JCSG, but could be invited to brief on ideas for consolidating functions which can be used within the BRAC process as long as data needed to conduct the analysis is certified.

In closing the meeting, the Chairman asked that members provide him with comments on the proposed functions and notional metrics by Wednesday. He noted that the JCSG will use the AT&L template for input.

Approved: _____

Charles S. Abell
Principal Deputy Under Secretary of
Defense (Personnel & Readiness)
Chairman, Education & Training Joint
Cross-Service Group

Attachments:

1. List of Attendees
2. Preserving the Integrity of the BRAC 2005 Process
3. Four Subgroups for Possible Consideration

Administration JCSG Meeting
March 21, 2003

Attendees

Members:

- Hon Charles S. Abell, Principal Deputy Under Secretary of Defense (P&R), Chair
- Hon Michael Dominguez, Assistant Secretary of the Air Force (Manpower and Reserve Affairs)
- MG Jim Lovelace, Assistant Deputy Chief of Staff, Operations, G-3
- BGen George Flynn, Director, Training and Education Command, USMC
- CAPT Bruce Russell, Division Chief, Joint Doctrine, J-7

Alternates:

- CAPT Edward Gantt, OPNAV, N00T for VADM Gerry Hoewing, Chief, Naval Personnel, N1

Others:

- Mr. Paul Mayberry, DUSD(Readiness)
- Mr. John Molino, DUSD(MC&FP)
- Ms. Pat Walker, DASD(RA) M&F
- Mr. Dan Gardner, Director, Readiness & Training
- Mr. Bill Carr, Acting DUSD(MPP)
- Mr. Carl Willert, ODASD(RA) M&F
- Ms. Sheila Earle, ODUSD(MPP)
- Mr. Bob Howlett, ODUSD(Readiness)
- Mrs. Nicole Bayert, Associate General Counsel, Environment and Installations, DoD
- Mr. Mike McAndrew, Deputy Director, Housing (ODUSD(I&E))
- Col Sam Retherford, Senior Military Assistant, PDUSD(P&R)
- Lt Col Bernard Hyland, Office of the Deputy Assistant Secretary of the Army (Infrastructure Analysis)

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 phase 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
Michael.McAndrew@ osd.mil
Andrew.Porth @osd.mil

Attachment 1

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

Attachment 2

CLOSE HOLD

Material contained herein is sensitive. Release of data or analysis pertaining to evaluation of military bases for closure or realignment is restricted until the Secretary of Defense forwards recommendations to the Defense Base Closure and Realignment Commission in May 2005. All individuals handling this information should take steps to protect the material herein from disclosure.

Deliberative Document – For Discussion Purpose Only
Do Not Release Under FOIA

If found please return to:

Education & Training Joint Cross Service Group
1401 Wilson Boulevard
Suite 502, Room 542
(703) 696-6435 Ext 206

Office of the Deputy Under Secretary of Defense
(Personnel & Readiness)

CLOSE HOLD

Attachment 3

Use these labels for all documents – briefing slides, read aheads, talking points, issue papers, memoranda, etc.,

Remove "Draft" designation for final/approved products.

DRAFT 3/21/2003

Education and Training Joint Cross-Service Group
for
BRAC 2005

- Four subgroups:
  1. Institutional Military Training, Specialized Skill Training Category
     (Reference MMTR data base)
     Initial Skill Training (AFSC, MOS, NEC awarding courses)
     A-225, N-143, MC-198, AF-212 courses
     Skill Progression Training
     A-457, N-1462, MC-464, AF-562 courses
     Functional Training
     A-1239, N-1754, MC-115, AF-7 courses
     Also consider "functional communities" who have established training entities (i.e. acquisition, audiovisual, financial management, food service, hazardous materials, intelligence, logistics, public affairs, security, et cetera)

  2. Institutional Military Training, Professional Development Education Category
     PME/JPME
     I/SSS
     NDU, ICAF
     Army, Navy, Air Force War Colleges
     ACGSC, CNCS, MCCSC, ACSC, AFSC
     ~~AF & MC career officer schools~~
     ~~NCO academies, enlisted leadership schools~~
     Graduate Education
     AFIT/NPS
     ~doctors, dentists, nurses, other health professionals (incl USUHS)
     ~lawyers, chaplains
     other graduate education

  3. Institutional Military Training, Flight Training Category
     UPT/UHPT
     Strike (jet), Maritime (prop), carrier based, ENJJPT
     SUPT
     UNT/UNFO

  4. Training Ranges [note 20 year horizon]
     366 process
     consider closed bases as candidates for MOUT training
     joint collective training at Western ranges

- Exclude Institutional Military Training, ~~Officer Acquisition~~ and ~~Recruit Training~~
  1. Officer commissioning: Service Academies, ROTC, OTS/OCS, AFHPSP
  2. Enlisted accessions
  3. Army OSUT