BRAC 2005
Education & Training Joint Cross-Service Group

Meeting Minutes of July 23, 2003

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

The Chairman opened by stating the purpose of the meeting was to gauge the progress each of the subgroups was making toward the assigned tasks. He further stated the goal of the Education and Training Joint Cross-Service Group was to make good recommendations with certified data to support them. He expected the subgroups to not be bound by traditional thinking and he expected to see some bold, new ideas surface with a wide range of options.

After his opening remarks, the July 16, 2003 Memorandum from the ISG (attached) to the JCSG Chairs regarding development of a capacity analysis approach was handed out to the group. A lengthy discussion ensued relating to the contents of the memorandum and the required deliverables. There was consensus among the subgroup Chairs that the groups need to coordinate their efforts to achieve as much standardization across the analysis as possible.

The Chairman closed the meeting by requesting the subgroups be prepared to brief their capacity analytical approach to the main JCSG group in August.

Approved: Charles S. Abell

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

Attachments:

1. List of Attendees
2. BRAC 2005 Guidance for the Education and Training Joint Cross-Service Group (JCSG)

Education and Training JCSG Meeting
July 23, 2003

Attendees

Members:

- Hon Charles S. Abell, Principal Deputy Under Secretary of Defense (P&R), Chair

Subgroup Chairman:

- LTG Jim Lovelace, USA, Ranges
- RADM Ed Boyington, USN, Flight Training

Others:

- Dr. Paul Mayberry, DUSD(Readiness)
- Ms. Susan Foster, Army, G-3
- Mr. Dan Gardner, Director, Readiness & Training
- Mr. Bob Howlett, ODUSD(Readiness)
- CAPT Edward Gantt, USN, OPNAV, N00T
- Col Nancy Weaver, USAF, AF/DPL
- Col J. E. Briggs, USAF, AETC (by conference call)
- CAPT Gene Summerlin, USN, DASN/IA
- LTC Russ Hall, USA, DASA (Infrastructure Analysis)
- Mr. Peter Potochney, OSD BRAC
- Mr. Brian Buzzell, OSD BRAC Contract Support

THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

JUL 16 2003

MEMORANDUM FOR CHAIRMAN, EDUCATION AND TRAINING JOINT CROSS-SERVICE GROUP

SUBJECT: BRAC 2005 Guidance for the Education and Training Joint Cross-Service Group (JCSG)

The Infrastructure Steering Group (ISG) reviewed the functions and notional metrics for BRAC analysis proposed in your report and recommended approval, with one modification and one clarification. The ISG recommended that the subgroup responsible for "Collective Training Capabilities" should be renamed the "Ranges" subgroup and should include members from the Technical as well as the Education & Training JCSG. This Ranges subgroup will be responsible for both collective training and range functions. It is imperative that the Ranges subgroup consider the full breadth of range operations from their critical role in support of the research, development, and acquisition process to their role as essential readiness assets. The ISG also provided clarification regarding the Flight Training subfunction "Other Flight Training." It determined that this subfunction will include a review of training for new/emerging weapon systems, such as the Joint Strike Fighter, the V-22, and the H-60, that are not Service-specific. While the Infrastructure Executive Council (IEC) concurred in the ISG's recommendations, the Air Force IEC members stated that they, "strongly recommend that each of the Service's core competencies be a centerpiece of the philosophical approach to the groups' activity, and the service's core competencies be included as criteria in the analysis metrics." You should give this recommendation full consideration. On June 24, 2003, the Secretary of Defense approved the functions and metrics contained in your report, as recommended, with comment, by the IEC.

As reflected in the attached BRAC Process Overview slide, there are several steps in the BRAC analytical process. The ISG must approve your approach to each of these steps before you proceed. The first major step is a capacity analysis to establish the base line for rationalizing infrastructure across the Department. The capacity analysis is followed by a military value analysis in which measures of merit will quantify facility attributes and provide a means to rank order facilities. These two steps, in turn, are the foundation of the final step, scenario development, in which the JCSG will array alternative configurations to arrive at closure and realignment recommendations. The ISG has directed that the JCSGs must complete final closure and realignment recommendations by the middle of the first quarter of Fiscal Year 2005.

You should be prepared to present your approach to conducting a capacity analysis to the ISG for its approval in late August 2003. The approach must include common definitions for the functions that fall within the JCSG's responsibility, common metrics that will measure throughput capacity, and a methodology for determining surge requirements. Upon approval of the ISG, these common definitions, metrics, and methodology for surge requirements will be used to generate a data call that will provide the information necessary for your JCSG to conduct the actual analysis.

The capacity analysis must answer these questions:

- What is the inventory of facilities currently performing the functions defined as falling within your responsibility for cross-service analysis?
- What percent of the throughput capacity of these facilities is being utilized for current and surge workloads?
- What percentage, if any, currently exists in excess of current workload plus surge requirements?

Aside from developing metrics and definitions appropriate for determining the capacity of your functions, you should also develop the first draft of the questions that will be used to obtain the certified data necessary to complete your capacity analysis. The Military Departments (and Defense Agencies) will issue these questions as a data call to all installations within the U.S. after the ISG has approved your approach. Finally, your presentations to the ISG should also include an overview of the staffing, contract support, and organization of your JCSG.

The capacity analysis will provide a DoD-wide baseline of capacity and facility usage for each of the functions within your portfolio as they are currently configured and as they are currently being utilized. You should start your capacity design effort by refining and, if required, adding to the list of notional metrics provided in your initial report. Cross-service policy differences impacting your capacity analysis will be adjudicated within your group to the maximum extent possible, and at the ISG when necessary.

The OSD BRAC Office has personnel with experience in conducting these analyses to assist you with the design of your capacity analysis. The specifics of the schedule for making presentations to the ISG and the format for your capacity analysis presentations will be provided in the near future.

Once your overall approach for conducting your capacity analysis is approved by the ISG, the OSD and Military Department BRAC Directors will work with you to ensure your data call questions are consistent with the collection and certification process they have established. The Military Departments (and Defense Agencies) will be responsible for issuing data calls, collecting the information, certifying the responses back to your group, and obtaining any needed clarifications from respondents. This will remove the

data call burden from the JCSG and will minimize the data requirement burden on installations. This process will also ensure the questions are standardized, consistent, and that resulting data will meet the statutory data certification requirement.

If you have questions regarding these requirements, please contact Peter Potochney, OSD Director of Base Realignment and Closure, at 614-5356.

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

Attachments:
As stated

cc: Technical JCSG Chair
Infrastructure Steering Group Members
MilDep BRAC DASs