THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MAR 21 2003

MEMORANDUM FOR PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE
(ACQUISITION, TECHNOLOGY AND LOGISTICS)
PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE
(PERSONNEL & READINESS)
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
DIRECTOR, LOGISTICS (J-4), JOINT STAFF
SURGEON GENERAL OF THE AIR FORCE
DEPUTY UNDER SECRETARY OF THE ARMY

SUBJECT: Template for Joint Cross-Service Group (JCSG) Reporting

In my March 15, 2003, memorandum notifying you of your selection as a chair of one of the six JCSGs for the 2005 Base Realignment and Closure round, I described specific reporting requirements you should fulfill by March 31, 2003. I am attaching a template to assist you and your team as you prepare your written report to the Infrastructure Steering Group.

The OSD and Service BRAC Directors will serve as advisors to each JCSG to help ensure that your activities are consistent with established BRAC processes and direction. Please contact Pete Potochney, 614-5356, to coordinate the involvement of the OSD and Service BRAC Directors.

E.C. Aldridge, Jr.
USD (Acquisition, Technology & Logistics)
Chairman, Infrastructure Steering Group

Attachment:
As stated

March 31, 2003 JCSG Report Draft Template

I. Identify all functions that fall under JCSG's scope (include a brief but specific description of each function and subordinate functions, as appropriate)

II. Identify the functions and subordinate functions that the JCSG proposes to analyze (including a brief explanation of why you selected each function or subordinate function)

III. If you exclude a function or subordinate function from joint cross-service analysis, briefly explain why

IV. Organizational structure (proposed leadership for subordinate groups, if appropriate)

V. JCSG's analytical approach

   A. Overall approach to analysis

   B. Notional metrics (key indices used in functional oversight--gives ISG sense of how JCSG will frame the analysis)