THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

AUG 6 2003

MEMORANDUM FOR CHAIRMEN, JOINT CROSS SERVICE GROUPS

SUBJECT: Template for Joint Cross-Service Group (JCSG) Report and Briefing

In my July 16, 2003, memorandum notifying each JCSG of the Secretary's approval of the functions and metrics that will receive cross-service review, I described specific reporting requirements regarding your approach to capacity analysis. Additionally, that memorandum prescribed that this effort will be briefed to the Infrastructure Steering Group (ISG) beginning in late August 2003. The attached templates are provided to assist you and your team in the preparation of your written report and briefing to the ISG.

The OSD and Military Department BRAC Directors will serve as advisors to each JCSG to help ensure that your activities are consistent with established BRAC processes and direction. Pete Potochney, Director of Base Realignment and Closure, will contact each of you shortly to begin scheduling these briefings. He will also be available to coordinate the involvement of the OSD and Military Department BRAC Directors, as needed. Pete can be reached at 614-5356.

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

Attachments:
As stated

JCSG Capacity Analysis Report Template

Section 1: Introduction

- Provide definition and scope of functions to be analyzed - highlight any refinements from SECDEF approved list & rationale for the changes
- Describe organizational structure to include sub/working groups
  - Provide a table or matrix depicting the number of military, civilian, contractor personnel working on JCSG matters
  - Funding requirement through May 2005

Section 2: Approach to Capacity Analysis

- For each function identified in section 1, provide:
  - Assumptions used for developing the attributes and metrics
  - Attributes that depict the physical and/or operational characteristics of that function
  - Metrics to be used in measuring the capacity of each attribute
  - Describe the process that will be used for determining current capacity and defining the maximum potential capacity
  - Describe the methodology for assessing surge capacity requirements

Section 3: Data Questions

- Provide draft data questions to:
  - Identify where functions are located
  - Inventory assets that perform the functions
  - Obtain data for analysis

Section 4: Issues Impacting Analysis

- Define unresolved issues affecting capacity analysis, e.g.:
  - Assumptions
  - Legislative
  - Issues, analyses with other JCSGs
  - Resources

(Your Name) JCSG Capacity Analysis

Briefing to the
Infrastructure Steering Group

Date

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Overview

- Organization
- Functions
- Capacity Analysis Methodology
- Issues Impacting Analysis

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- Each JCSG will be given 30 minutes to cover the following four areas of their capacity analysis approach
- The briefing should provide the ISG with sufficient detail to convey that JCSGs understand and are on track to perform a capacity analysis
- The ISG members will have the more detailed reports and may be armed with questions on matters not reflected in the briefing. As such, the JCSG Chairs should be prepared to respond to a spectrum of inquiries on their report.

Organization

Personnel Currently Working JCSG Matters

Military	Civilian	Contractor

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BRIEFING NOTES SHOULD COVER, AT A MINIMUM:

- Description of your organization
  - Indicate names of the Chair and principles
  - Indicate sub-working groups, names of Chair and numbers of personnel
- If you are supporting or supported by another JCSG, describe the relationship
- Identify number of military, civilian and/or contractor support that are currently working on JCSG activities
  - In your discussion include the number of additional personnel you expect to need during future BRAC phases.

Functions to be Analyzed

- Function
  - Sub-function
  - Sub-function
  - Etc.

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BRIEFING NOTES SHOULD COVER, AT A MINIMUM:

- List the functions you intend to analyze (this may require more than one slide)
- The Chair should be prepared to respond to questions on individual functions/subfunctions

Refinements to SecDef Approved Functions

- Function/Subfunction
  - Brief rationale for refinements

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BRIEFING NOTES SHOULD COVER, AT A MINIMUM:

- This slide(s) will highlight refinements proposed by the JCSG Chair to the functions approved by the ISG/IEC/SecDef
- Each JCSG should identify those functions it proposes to add, delete, or modify from the SecDef's approved list and provide a brief rationale for the proposed change (this may require more than one slide)
- The ISG will review refinements and determine whether a refinement will require SECDEF-approval or whether the refinement is within the ISG's authority to approve.

(provide 2 examples)

Capacity Analysis Methodology

- Function: describe function
- List attributes of functions
- Describe metrics of attributes
- Describe how capacity will be measured
  - How will you determine DoD-wide capacity for this function
  - How will you determine the maximum potential capacity of infrastructure for this function
  - What is/are surge requirements (if any)

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BRIEFING NOTES SHOULD COVER, AT A MINIMUM:

- Each JCSG will select two functions to serve as examples for briefing the ISG on its capacity analysis approach
- The slide should provide the overview and the notes should provide the detail for discussion.

Note: Details on the other functions would have already been included in the report provided to the ISG members prior to the meeting, therefore, the JCSG Chairman should be prepared to respond to questions relating to any function

Issues Impacting Analysis

- Define/describe each issue
  - JCSG member positions
  - Options for discussion
  - Recommendation

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BRIEFING NOTES SHOULD COVER, AT A MINIMUM:

- Identify each issue that could not be resolved at the JCSG-level that require ISG (or higher) resolution. Discuss clearly all viewpoints, lay out options, and make a recommendation.