



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
1500 DEFENSE PENTAGON
WASHINGTON, DC 20301-1500

SEP 12 2008

MEMORANDUM FOR CHAIRPERSONS OF JOINT SERVICE RESERVE
COMPONENT FACILITY BOARDS

SUBJECT: Submission of Board Minutes in Electronic Format

As you complete your Joint Service Reserve Component Facility Board (JSRCFB) proceedings, I am requesting you scan your minutes, reviewed project list, membership page, and the authentication page with signatures of participating members into one file for submission to my office. Providing one complete file of the Board's recommendations and results within thirty days of the meeting will assist in posting, maintaining, and sharing this important information with all interested parties. The JSRCFB point of contact is COL Richard Nord (703) 693-8110 and your scanned minutes can be emailed to his email address at Richard.nord@osd.mil. If you are not able to transmit the minutes electronically, our mailing address is: Office of the Assistant Secretary of Defense Reserve Affairs (Material and Facilities), 1500 Defense Pentagon, Room 2E217 (2D201), Washington, D.C. 20301-1500.

In this critical time of reorganization and constrained resources, I want to encourage you to continue to seek creative opportunities for joint use and construction of facilities. Please do not hesitate to contact me with your recommendations to enhance our efforts in promoting joint construction or improve the JSRCFB process.

A handwritten signature in black ink, appearing to read "Patricia J. Walker".

Patricia J. Walker
Deputy Assistant Secretary of Defense
for Reserve Affairs (Materiel and Facilities)

