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Joint Basing Program Management Office

Monthly Newsletter

VISIT THE JBPMO ON DKO:
[HTTPS://WWW.US.ARMY.MIL/SUITE/PAGE/560093](https://www.us.army.mil/suite/page/560093)

Policy Update

Workers' Compensation

On November 24, 2009, the Deputy Under Secretary of Defense (Installations and Environment (DUSD(I&E))) issued a memo detailing a Memorandum of Agreement (MOA) template change to correctly document transfer of workers' compensation resources from the supported Component to the supporting Component.

Antonio Navy-Air Force negotiations over the increased Navy presence due to other Base Realignment and Closure (BRAC) recommendations, and incorporates comments from the action officer level coordination and SJBWG discussions.

Medical Business Rules

On November 5, 2009, the Office of the Assistant Secretary of Defense (Health Affairs) (OASD(HA)) issued the *Medical Joint Basing Business Rules for Implementing and Operating a Joint Base* memo to DUSD(I&E) and the Component surgeon generals. The DUSD(I&E) Deputy Director for Joint Basing and the Medical Joint Basing Work Group, comprised of representatives from Health Affairs/TRICARE Management and the Components, developed the business rules. The purpose of the business rules are to provide guidance in formulating a joint base MOA that addresses Preventive Medicine Services and Emergency Medical Services for a multi-Component, joint base population. The JBPMO is currently processing a DUSD(I&E) memo distributing the business rules to joint bases. DUSD(I&E) expects to issue the memo in early December 2009; however, the OASD(HA) memo



Open Policy Issues

Stationing Decisions at Joint Bases

The Joint Basing Program Management Office (JBPMO) is currently processing a memo for DUSD(I&E) signature requesting Senior Joint Base Working Group (SJBWG) review and coordination on a draft memo formalizing new mission stationing / beddown procedures at joint bases beyond the decision authority of the joint base commander (JBC). The DUSD(I&E) will request SJBWG members to reply within 10 working days. The proposed memo includes lessons learned from the recently concluded Joint Base San

is available on the JBPMO website.

MOA Change Process and Business Rules for Changing President's Budget (PB)-14s

We are currently drafting a memo with procedures for changing signed MOAs. Concurrently, the Resource Management Sub Working Group



Open Policy Issues Cont'd

(RMSWG) is preparing business rules for making changes to the PB-14 after MOA signature. The DUSD(I&E) expects to release these memos in December 2009.

MOA Template Change 4

The JBPMO is preparing a memo for DUSD(I&E) signature requesting SJBWG review and coordination on a memo summarizing the MOA Template Change 4 changes, which consolidate and formally record administrative changes to the MOA template already incorporated into most MOAs. The DUSD(I&E) expects to release the memo in December 2009.

Spotlight: Lessons Learned at Phase I Joint Bases — Information Technology (IT)

▶ **Non-Appropriated Fund (NAF) point of sale equipment** – When changing NAF bank accounts, the point of sale equipment must also change because the new bank may not accept credit card swipe on the former bank's equipment. Delays in delivery and set-up of the new equipment resulted in NAF operations using manual impressions (carbon paper style) of credit cards until the issue was resolved. Manual processing of the credit receipts costs NAF time and money.

▶ **NAF payroll** – Several NAF employees, who transferred from the supported to the supporting Component, did not receive full and accurate direct deposits after the first pay period. Some employees had invalid direct deposit accounts because the account number included dashes and/or slashes, which was not recognized by supporting Component software. Other employees received partial or no payment because they had taken annual, sick, or home leave during the pay period, which was also not recognized by the supporting Component software. The supporting Component cut paper checks for all affected personnel and arranged for a local bank to cash these checks without the traditional 14-day waiting period.

▶ **Supported Component computers** – The supported Component may want to maintain their computers and operating systems for key functions (e.g., command management, small arms range management, advisory services, military personnel services) in order to access Component-specific programs, which may not be accessible via the supporting Component IT systems.

▶ **Common Access Cards (CACs)** – When using supporting Component CACs, some former supported Component members could not access past emails, which had been encrypted with their supported Component certificates. Other users could open older encrypted emails, but could not open new encrypted emails, while others had no problems at all. The recommended resolution is to enable any Department of Defense (DoD) CAC to access any other Component certificate site.

▶ **Real property data migration** – Real property data migration related to Joint Basing should follow existing Component procedures; however, a delay in obtaining signature on Defense Document Form 1354 should not cause a delay in transferring real property records in the computer system. This procedural delay caused a delay in supporting Component management of real property assets; instead, the transfer should move forward because management of the asset can transfer while the “paperwork” catches up, if necessary.

▶ **IT infrastructure** – IT infrastructure was an issue at some joint bases because the supported Component did not own the fiber. This issue was not discovered until just prior to Full Operational Capability, causing a delay in transfer of the use and management of the fiber to the supporting Component. Another lesson learned related to IT infrastructure is to secure funding early due to long procurement lead times. Suppliers need approximately three months lead time from contract award date and end of fiscal year purchasing can also compound delays.

Each month, the JBPMO newsletter will spotlight lessons learned. Please contact the JBPMO (jointbasing@osd.mil) if you have suggestions for future lessons learned topics.

Missing Something?

If you are working through an issue that requires resolution from the JBPMO and it is not addressed in this newsletter, please bring it to our attention. ▶OSD: jointbasing@osd.mil ▶Army: armyjointbasing@conus.army.mil ▶Navy: ANND_CNICHQ_Jointbasing@navy.mil ▶Air Force: af.jointbasing@pentagon.af.mil ▶Marine Corps: jbworkinggroup@usmc.mil

Talking Points Cont'd

Real Property Data Migration

The Office of the DUSD(I&E) Business Enterprise Integration (BEI) has been collecting and consolidating lessons learned and issues that have been identified regarding Real Property data migration from the Phase I joint bases. At this time, BEI is still collecting information on issues encountered during the migration, specifically in the area of data quality. BEI requests that Phase I joint bases send them specific problems that they encountered so that BEI can resolve the issues prior to Phase II data migration. Please send comments to Craig Adams at craig.adams@osd.mil.

Information Technology Services Management (ITSM) Workshop

The Office of the Assistant Secretary of Defense (Networks & Information Integration) / Department of Defense Chief Information Officer (OASD (NII)/DoD CIO), in coordination with the JBPMO, conducted an ITSM Workshop on November 17-18, in San Antonio, Texas. Representatives from the 12 joint bases were present at the workshop. The first day of the workshop consisted of presentations led by each of the 12 joint bases

presenting their plan to establish an interoperable computing environment to enable joint installation support operations. The agenda consisted of an open forum discussion to identify commonalities for an interoperable computing environment and to identify common issues seen across the Joint Basing environment.

The table below summarizes common issues and challenges identified at the ITSM Workshop that joint bases/regions are facing. The full after-action report with mitigation plans for each issue will be posted on the JBPMO website and the ITSM Wikipedia site (https://www.intelink.gov/wiki/BRA_C_Joint_Basing_ITSM), which is currently still under development.

Heraldry

Responding to an Army request for guidance on joint base organizational colors, one of the action items from the September Executive Implementation Review Conference (E-IRC) was for OSD to determine whether OSD-level guidance is necessary for joint base heraldry. All Components have their own heraldry and history policies and traditions; however, the Army is the only Component with Garrison Commands, as separate and distinct Army organizations, that maintain organizational colors identifying installation names. As with the other Components, the Army also maintains "unit flags" (i.e., guidons) for smaller elements, which do not require changes due to Joint Basing. Other than organizational colors, joint base "artifacts" (e.g., logos, letterhead, etc) are unofficial and are

Table 3: ITSM Workshop Issues

Ref	Issue	Impacts
1	Navy/Marine Corps Intranet (NMCI) network accessibility: Contractual issues regarding accessibility of systems via NMCI network	<ul style="list-style-type: none"> Cost: To be determined (TBD) Schedule: <ul style="list-style-type: none"> Work timelines associated with NMCI to provide access and reach back Performance: Accessibility of Service-specific systems via NMCI
2	Information Assurance (IA) certification for Non-Secure Internet Protocol Router (NIPR) access: No standard policy for NAF employees to access appropriated vs non-appropriated networks <ul style="list-style-type: none"> NIPR network access for Point of Sale (POS) activities Operational activities NAF background checks vs security clearances 	TBD
3	Common Output Level Standards (COLS) measures: COLS performance measures differ from contract Statement of Work (SOW) <ul style="list-style-type: none"> COLS are out of sync with contract vehicle designed to provide service that contract is intended to support (e.g., moves, adds, or changes (MACs)) COLS performance standard of five days to complete MACs vs. contracted performance requirement of ten-day turnaround Need to determine if supporting Component willing to pay difference to meet COLS vs competed and awarded contract 	<ul style="list-style-type: none"> Cost: <ul style="list-style-type: none"> Contract modification may be required May be cost prohibitive May force a re-compete for contract vehicle Schedule: Impact based on contract modification timelines (time to complete) Performance: COLS compliance
4	Network trust relationships: Lack of agreement or understanding among Services on how to allow for reciprocity of network systems <ul style="list-style-type: none"> See Memo: DoD Information System Certification and Accreditation Reciprocity (32 Jul 09) 	TBD
5	Shared use agreement: No access to NMCI Open Systems Interconnection (OSI) Layer 1 to connect supporting Component domains <ul style="list-style-type: none"> In addition to NMCI, issue may include other contracts used to access OSI Layer 1 	<ul style="list-style-type: none"> Cost: Without shared use agreement and permission, cost would include hardware, cabling, manpower, etc. Schedule: Based upon scope and timeframe to complete Performance: Common industry standards to do installation work (e.g., electrical and cabling)
6	Network user agreement: No DoD-wide user agreement for accessing multiple Service networks <ul style="list-style-type: none"> Secretary of the Air Force (SAF) policy requires signed user agreement to obtain access to Service-specific networks Army policy requires their own agreement 	TBD
7	Continued maintenance of supported Component hardware: Existing supporting Component contracts may not include sufficient sustainment and maintenance of hardware (e.g., telephone switches) from supported Component <ul style="list-style-type: none"> Contracts in place have different parameters established Limitations in scope of work and funding 	<ul style="list-style-type: none"> Cost: <ul style="list-style-type: none"> Cost of contract modifications System integration costs may be outside scope of original contract Performance: Increased or degraded based on contractual requirements/COLS
8	Network alias: A network alias does not exist for joint bases <ul style="list-style-type: none"> Defense Information Systems Agency may be able to grant a network alias 	TBD
9	JB CAC: Not able to access encrypted files due to changed CAC certificates <ul style="list-style-type: none"> Publishing certificates on both supported and supporting Component networks 	<ul style="list-style-type: none"> Cost: Human cost-loss productivity Schedule: Allow adequate time for process



Talking Points Cont'd

not required to abide by heraldry guidelines or follow existing Component architectural guidance (signage). Therefore, the SJBWG determined that heraldry at joint bases will follow supporting Component policies and traditions.

Access to Joint Basing COLS and MOAs

During the Joint Basing Action Officer telcon in October 2009, the JBPMO received questions on access requirements to the COLS and MOAs. To clarify the JBPMO response during the telecon, supplemental guidance may be released outside DoD without DUSD(I&E) approval because supplemental guidance is signed by the DUSD(I&E) and thereby considered policy, which can be released, like other For Official Use Only (FOUO) documents. Therefore, the MOA template and the COLS that are included in the MOA template can also be released without DUSD(I&E) approval. Alternatively, signed MOAs cannot be released outside the DoD without DUSD(I&E) approval because signed MOAs function as BRAC Business Plans for joint bases. Additionally, MOAs should be stamped with FOUO or a BRAC cover sheet as appropriate.

Joint Base MOA Status Update

PHASE II JOINT BASE MOA STATUS

Joint Base San Antonio

The Joint Base San Antonio MOA was signed on November 16, 2009.

Joint Base Anacostia-Bolling

The JBPMO received final Component coordination of the Joint Base Anacostia-Bolling MOA on November 23, 2009. Vice Chief of Staff signature of the MOA is expected by December 10, 2009.

From the JBPMO

Implementation Review Conference (IRC) / Program Management Review (PMR)

The JBPMO prepared a memo for DUSD(I&E) signature inviting Joint Basing stakeholders to the IRC/PMR on January 20-21, 2010 at Naval Station Norfolk, in Norfolk, VA. The DUSD(I&E) expects to release the memo in early December 2009. Attendance at both the IRC and PMR is focused towards the principal member plus one additional representative from the SJBWG, Joint Base/Region Intermediate Command Summits (ICS), and Joint Base/Region Partnership Council (i.e., JBC and Deputy JBC). The agenda topics for the IRC/PMR are as follows:

- ▶ Day 1 – IRC (January 20)
 - Morning session – Individual Component-led sessions
 - Afternoon session
 - Phase II JBC briefings
 - MOA Change Process
 - Data Migration Lessons Learned
 - Joint Base Lewis-McChord Table Top Exercise Lessons Learned
 - Documenting Financial Changes (PB-14)
 - Phase I Joint Base Lessons Learned

- ▶ Day 2 – PMR (January 21)
 - Morning session
 - OSD briefings on CPVF data for Phase I joint bases
 - Army, Navy, and Air Force briefings on Installation Resourcing Strategy
 - Afternoon session
 - OSD briefing on new policy
 - Review changes to COLS requiring approval by the Installation Capabilities Council
 - ICS breakout sessions with ICS directed agendas

The SJBWG approved the structure of the conference and the briefing topics listed above; however, the briefing topics may change prior to the conference.

Joint Basing in the News

The following article is posted on the Joint Basing website:

- ▶ Joint Base Elmendorf Richardson Q, A JBER Vacancies (Elmendorf Air Force Base, November 24, 2009)

JBPMO Website

JBPMO Website Updates

The JBPMO updates the JBPMO website on a daily basis, and emails weekly updates to the website to all members of the group. The JBPMO made the following updates during the month of November:

- ▶ Workers' Compensation Memo
- ▶ JBSA signed MOA
- ▶ Medical Business Rules
- ▶ JBPMO October 2009 newsletter