

AIR FORCE BASE CLOSURE INTERNAL CONTROL PLAN 1995 BASE CLOSURE AND REALIGNMENT PROCESS

PURPOSE

The guidance herein establishes the policies, procedures, and responsibilities that constitute the Air Force Base Closure Internal Control Plan. It is designed to ensure that base closure and realignment analysis and recommendations are based on accurate data, and that the process is properly documented and auditable.

AUTHORITY

Title XXIX of Public Law 101-510, the Defense Base Closure and Realignment Act of 1990 (DBCRA), establishes the exclusive procedures under which the Secretary of Defense may pursue the closure or realignment of major military installations inside the United States, its territories and possessions, until December 31, 1995. Consistent with that law, the Deputy Secretary of Defense has directed that base closure, realignment, or consolidation studies that could result in a recommendation for a base closure or realignment must: be based on the force structure plan required by Section 2903 of DBCRA; be based on the final criteria for selecting bases for closure and realignment established by the Secretary of Defense under Section 2903 of DBCRA; and consider all military installations inside the United States, not previously selected for closure, on an equal footing without regard to prior consideration for closure or realignment. He has also directed that DoD components establish internal control plans for base closure, realignment, or consolidation studies to ensure the accuracy of data collection and analyses. The Secretary of the Air Force has established and chartered the Base Closure Executive Group (BCEG) as the exclusive deliberative body responsible for base closure and realignment analyses and for ensuring that the Air Force complies with all requirements established by base closure law and Department of Defense policies and procedures. The BCEG has established the policies, procedures, and responsibilities set forth in this Internal Control Plan to ensure that the Secretary of the Air Force and Air Force Chief of Staff are provided a highly accurate analysis as a basis for their base closure and realignment recommendations to the Secretary of Defense.

GENERAL

The responsibilities assigned by this Internal Control Plan are designed to provide an "unbroken chain" of accountability for each subelement of information used by the Air Force in the base closure and realignment process. This systematic approach provides:

- Uniform guidance defining data requirements and sources.
- Systems for verifying accuracy of data at all levels of command.
- Documentation justifying changes made to data received from subordinate levels of command.

This plan also specifies the process and required documentation to be used in developing the 1995 base closure and realignment recommendations. The Air Force has incorporated comprehensive auditor participation to ensure a thorough assessment of the data and process. Scheduled audits will assess specific applications of the base questionnaire and accuracy of the data collection process.

RESPONSIBILITIES (See Atch 1)

Base Closure Executive Group (BCEG) - The BCEG serves as the advisory body to the Secretary of the Air Force, providing her with its assessment of the individual bases and units as required by the established Air Force base closure and realignment process. BCEG members are designated by the Secretary of the Air Force. BCEG activities are primarily deliberative and analytical, with the Chairman presiding over all meetings. To ensure compliance with the base closure law, Department of Defense policy guidance, and Secretary of the Air Force direction, the BCEG will:

- Ensure the development and use of a standard base questionnaire designed to provide uniform data for appropriate analysis of each selection criterion, element, and subelement. Additional questionnaires may be developed for specific categories to capture specialized data elements unique to that category (e.g., air logistics center).
- Resolve or approve the resolution of all disagreements over data. The rationale for and direction of any resolution of data shall be reflected in the minutes.
- Adopt discriminating green, yellow and red rating scales to serve as the baseline for analysis.
- Ensure that official minutes, in synopsis form, of BCEG meetings properly document the rationale and factors used in each step of the base closure and realignment process. Copies of all briefings made to the Secretary of the Air Force and/or the Chief of Staff on base closure and realignment issues will be maintained for the record.
- Prepare the Air Force Detailed Analysis describing how the Secretary of the Air Force's base closure and realignment recommendations were the most suitable based on the final selection criteria and the final force structure plan.
- Approve specific military construction projects and other closure and/or realignment costs which will be funded from the base closure account after the closure and/or realignments are approved by the President and not disapproved by Congress.

Base Closure Working Group (BCWG). The BCWG serves as the Air Staff working group responsible to the BCEG for preparing standard and unbiased data for all eligible installations. The BCWG activities include the validation and organization of all data supporting base closure and realignment analysis. The BCWG will:

- Process the base questionnaire and ensure uniformity and consistency of questionnaire data and documentation throughout all levels of the Air Force. The base questionnaire will be the basic document; all changes to it will be recorded, explained and certified.
- Validate all data provided to the BCEG supporting the analysis of selection criteria subelements. This will be done by distributing the completed questionnaires, received from the MAJCOMs, to the appropriate Air Staff functional experts for validation. A written record will be maintained documenting the appropriate Air Staff functional experts for validation. A written record will be maintained documenting the appropriate Air Staff functional expert's certification of this data, including comments and changes.
- Discrepancies between the MAJCOM-provided data and the Air Staff functional expert's analysis will be resolved if possible, and the resolution documented before providing the data to the BCEG. Where resolution of a discrepancy is not possible at the BCWG/MAJCOM/base level, the conflicting data will be presented to the BCEG for resolution. The BCWG will also brief the BCEG on all disputes over data, whether resolved or not, e.g., between base and MAJCOM, within the MAJCOM, between the MAJCOM and HQ USAF, etc.
- Ensure that when data for a selection criterion subelement is prepared by the Air Staff, the originating office maintains a written record documenting the purpose, source, method/rationale, conclusion, and certification of each subelement. The data will be provided to and verified by the appropriate MAJCOM and base. This record must be available upon request by an appropriate authority.
- Develop a proposed green, yellow and red rating scale, using the base questionnaire data, with discrepancies and disagreements at all levels resolved (by BCEG if necessary), for each subelement, for use during BCEG analysis.
- Validate the results of all MAJCOM surveys, analyses and documents which identify one-time implementation costs of a base realignment and/or closure recommendation.
- Brief the BCEG on criteria sub-elements for their respective functional area.
- Ensure uniformity in source and/or methods used by the bases in developing and documenting base questionnaire responses.

- Maintain files of all data received, including disputes and resolutions thereof, from 1995 through 2005. These files will not be destroyed. Computer data bases will be developed for use by the BCEG and Base Closure Commission for the 1995 process.

Major Command Deputy Chief of Staff for Plans and Programs (or equivalent). Serves as the MAJCOM central point of contact for all base realignment and closure information and issues. Major commands will:

- Review and summarize base questionnaire responses and certify the accuracy of all data provided to the Air Staff. A written record must be maintained documenting the respective MAJCOM functional area certification of this data. Discrepancies between the base-provided data and the MAJCOM functional offices will be resolved, if possible, and resolution documented. If the MAJCOM does not resolve the discrepancy, forward both sets of data to the Air Staff for resolution by the BCWG/BCEG. This complete record must be available upon request by an appropriate authority.
- Perform the necessary surveys, analysis and document preparation required to properly identify all one-time implementation costs of a base closure and/or realignment recommendation. This information will be provided to the BCWG for validation. For bases selected for closure or realignment, this data will form the basis for funding from the Defense Base Closure Account (Part II).

NOTE: Recurring costs and savings resulting from a base realignment and/or closure recommendation will be presented to the appropriate Air Staff resource allocation team by the respective MAJCOM and included in the appropriate MAJCOM POM and budget. The realignment and closure recommendations will not be final until after Congress has had the legislated time period to act on the Commission's report.

- Provide any additional information and/or briefings that may be required to support the Air Force base closure and realignment process.
- Identify and task the appropriate base-level command authority to be the person responsible for ensuring compliance with the provisions of this Internal Control Plan. This should normally be the wing commander.

Base-Level Command Authority. Serves as the base central point of contact for all realignment and closure information and issues at that base. The commander will:

- Ensure the accuracy of all base-originated data requested by the BCEG. This data will normally be collected via a base questionnaire, with requests for updates, which will be forwarded to the responsible MAJCOM for consolidation and validation.
- Ensure maximum use of objective, existing data sources, and functional area expertise in responding to the base questionnaire. Where the data source is specified by the Air Staff or MAJCOM, ensure compliance. A written record must be maintained documenting the purpose, source, method/rationale, conclusion, and certification by the responsible individual for each element of the base questionnaire. Discrepancies between the base-provided data and the MAJCOM and/or Air Staff functional offices will be resolved at the appropriate level and documented with the respective record. This record must be available upon request by an appropriate authority.

PROCESS (See Atch 2)

The following process is designed to provide a structured, systematic approach to supporting the Secretary of the Air Force in developing recommendations for base closures and realignments in preparation for the 1995 Base Closure Commissions. All eligible military installations shall be considered equally, without regard to prior consideration for closure or realignment. The base closure and realignment analysis and recommendations resulting from this process will be based on the force-structure plan and the DoD selection criteria. Although an interim force-structure plan and selection criteria may be used initially, the final 1995 Air Force recommendations will be based on the fiscal year 1996 and 1997 President's Budget force-structure plan and the final published selection criteria for each year.

Bases Considered: All Air Force-owned and leased installations to which Title 10 USC Section 2687 applies, will be included in a preliminary screening for base closure and realignment process applicability. Section 2687 currently applies to bases with 300 or more DoD direct-hire civilian authorizations, regardless of the unit, military department, or Defense agency employing them. NOTE: Guard and Reserve technicians count as DoD direct-hire civilian authorizations. Air Force units and military and civilian manpower authorizations at installations owned or leased by other military departments will be identified for that department's use, and may be considered for realignment by the Air Force independent of action by the host department.

Questionnaire/Data Gathering: Each base will fill out a standard base questionnaire to gather objective, detailed data describing the base, its mission capability, and environmental and community attributes. The DoD selection criteria provide the framework for the specific subelements of data contained in the questionnaire. Input is received from the respective base, its MAJCOM headquarters, and various Air Staff offices. To add flexibility, data is gathered for all subelements for all installations as approved by the BCEG. Questionnaire development and data gathering operations are iterative, with changes incorporated as data is updated or additional subelements are added, modified, and/or deleted. All changes are documented with an explanation for the change, and briefed to the BCEG for their approval. In collecting data to support the 1995 process, the documentation requirements established in Annex Alpha to this plan shall be followed.

Base Categorization: Bases are categorized into appropriate groups for more detailed analysis. The implementation of composite wings and MAJCOM functional changes will be considered in categorization and subcategorization decisions.

Capacity Analysis: BCEG analyzes base data in light of anticipated force structure and the requirement for accommodating each unit. The result is the identification of excess capacity in the CONUS base infrastructure and within each category of installations. Since capacity analysis is directly impacted by changes in the force structure plan, the preliminary capacity analysis is subject to reopening if the force structure plans submitted with the fiscal year 1996 and 1998 President's Budgets are different from the versions used in the analysis process.

Category/Subcategory Exclusion: The SECAF may exclude a category or subcategory of installations from further review for closure if the capacity analysis indicates little excess capacity exists within that category or subcategory. However, this determination is subject to reopening if the final force structure plan reduces the anticipated force structure, or exploration of intercategory/interservice utilization potential for economy and efficiency creates opportunities for economical realignments.

Excluding Mission Essential Bases: The SECAF may exclude an installation from further review for closure if it is deemed mission essential or in a geographically key location. Installations performing special or unique missions/services which are difficult to replicate or transfer typically receive exclusions from further consideration.

Grouping Within Category: Using the data collected from the base questionnaire, the BCEG will assign green, yellow or red color coded ratings for each subelement and criterion by base. Exceptions are Criteria IV, Cost and Manpower Implications, and V, Return on Investment, which will remain in the form of numerical cost data. Ranges for color-coding will be developed to provide discrimination among bases. The final selection criteria are grouped by military value (Criteria I-IV), return on investment (V), and impacts (VI-VIII). Using the resulting ratings, the BCEG will rank bases in large categories or subcategories by dividing them into groups (best, next best, and good). In smaller categories or subcategories,

resultant ratings will be displayed, but bases will not be ranked.

Closure/Realignment Analysis (By Category): The BCEG performs analyses required for SECAF to develop closure and realignment recommendations. The extent of these recommendations is determined by planned force structure reductions identified by the force structure plan or efficiencies in base utilization. Base categories serve as units for decisional analysis. The coded ratings assigned to the selection criteria and subelements provide the basis for the analysis. The analysis will consider each installation not already selected for closure on an equal footing, without regard to prior consideration for closure or realignment.

Intercategory/Interservice Utilization Analysis and Coordination: Additional economies and more efficient use opportunities may be identified through analysis among base categories and with other military departments. This type analysis may be explored throughout the process, but must be completed prior to submission of the Air Force Base Closure and Realignment Report to OSD. The BCEG is responsible for coordinating with appropriate Joint Executive Agencies and working groups those proposed closure and/or realignment recommendations that may have interservice impact.

Base Closure and Realignment Report: The Air Force Base Closure and Realignment Report recommends actions to close or realign bases. These recommendations must be approved by the Secretary of the Air Force, Secretary of Defense, 1995 Defense Base Closure and Realignment Commission, and the President, and not rejected by the Congress before they will be considered approved for action. The Air Force will begin to act on approved recommendations only after the period of time for Congress to enact a joint resolution has expired.

Cross-Service Analysis Led by OSD Joint Groups: In addition to the Air Force analysis as described herein, the Deputy Secretary of Defense has directed that joint cross-service groups will be established in five categories of installations that will require cross-service analyses. The joint groups will establish guidance and oversee DoD Component cross-service analyses of these categories. In supporting these cross-service analyses, applicable guidance issued by a joint group will be followed. Where no guidance is provided on data collection or analysis, the direction in this Internal Control Plan will control.

ANNEX ALPHA
DOCUMENTATION REQUIREMENTS
FOR
AIR FORCE BASE CLOSURE INTERNAL CONTROL PLAN
IMPLEMENTATION

This document defines Air Staff, MAJCOM and base-level command authority responsibilities, and provides procedures and instructions for implementing Air Force Base Closure Internal Control Plan documentation requirements. These procedures and instructions will ensure standardization of all MAJCOM documentation and establish file plans for information associated with the closure and realignment process. This documentation is an integral part of the Air Force Base Closure Internal Control Plan. It is designed to provide an "unbroken chain" of accountability for each subelement of information used by the Air Force in the base closure and realignment process.

Air Staff. The Base Closure Executive Group (BCEG) is the Air Staff focal point for all base closure and realignment information and issues. After completion of summary worksheets, MAJCOMs will forward completed questionnaires to AF/XOOR who, in turn, provides them to the appropriate members of the Base Closure Working Group (BCWG). The BCWG, in support of the BCEG, will:

- Review questionnaires and ensure uniformity and consistency of questionnaire data and documentation throughout all levels of the Air Force. Unresolved differences will receive special attention.

- Review and confirm the accuracy or reasonableness of all data from the base closure questionnaires. This will be done by distributing the completed questionnaires to the appropriate Air Staff functional experts for validation. A written record will be maintained documenting the appropriate Air Staff functional expert's certification of this data. Discrepancies between MAJCOM-provided data and Air Staff functional experts will be documented and resolved, if possible, before providing the data to the BCEG. Documentation will consist of (1) formal notice to XOOR of the discrepancy and its resolution or proposed resolution; and (2) reaccomplished base data sheet certified by Air Staff functional expert, if discrepancy has been resolved. AF/XOOR, in turn, will update master questionnaire data as appropriate. If resolution is not possible, the issue will be forwarded to the BCEG.

- Ensure a continuous flow of information between the Air Staff, MAJCOMs, and installations concerning the base closure questionnaires. This flow of information is required in order to keep the questionnaire results up to date and

to ensure each level involved in this process is aware of any changes to the questionnaire and data. When changes occur, they will be forwarded both up and down the chain. All players (installations, MAJCOM, and Air Staff) must be privy to the same information.

The final results of the BCWG's processing of the base closure and realignment questionnaires will be presented to the BCEG. BCWG will also brief BCEG on all changes made in base data sheets at MAJCOM or Air Staff levels, and reasons therefore, for BCEG final approval. The BCEG will be the final determining authority on all discrepancies that can not be resolved at the MAJCOM.

MAJCOM/XPs, USAFA/XP, AF/RE, and NGB/XO. Serve as MAJCOM focal points for all base closure and realignment information and issues. In this capacity, they will :

- Certify the accuracy of all data provided to the Air Staff supporting the closure and realignment process. Review and summarize the questionnaire responses using summary worksheets (summary worksheets are discussed later). Summary worksheets will document the certification of all data by respective MAJCOM functional offices. Discrepancies between the base-provided data and the MAJCOM functional offices will be resolved and documented (again on the summary worksheet) before forwarding the data to the Air Staff. MAJCOMs and installations will maintain copies of these worksheets, as documentation will be made available upon request by any appropriate authorities, e.g., Air Force Audit Agency, DoD (IG), General Accounting Office, etc. The BCWG will brief the BCEG on all changes made by MAJCOMs to the base-provided data.
- Perform the necessary surveys, analyses, and document preparation required to properly identify all one-time implementation costs of a base closure and/or realignment recommendation.
- Provide any additional information and/or briefings as may be required to support the Air Force base closure and realignment process.
- Task the base-level command authority as the responsible agent for ensuring compliance with the provisions of this internal control plan. In most cases, this should be the installation commander; however, recognizing that some installations have unique command arrangements, MAJCOMs may designate another commander as the responsible authority.
- Ensure standardized sources for each subelement of information.

Base-Level Command Authority. Serves as the base focal point for all base closure and realignment information and issues. In this capacity, the command authority will:

- Certify the accuracy of all base-oriented data requested by the MAJCOM and/or Air Staff in support of the base closure and realignment process and the BCEG. This data will normally be collected via a BCEG-approved questionnaire or through periodic Air Staff and/or MAJCOM requests for information/updates. Following certification by the installation commander, the installation will forward data to the responsible MAJCOM for consolidation and validation.
- Ensure maximum use of objective data sources and functional area expertise in responding to the base closure and realignment questionnaire. Where the data source is specified by the Air Staff or MAJCOM, ensure compliance. A written record must be maintained documenting the purpose, source, method/rationale, conclusion, and certification by the individual preparer for each element of the questionnaire (see information on installation worksheet below). Copies of worksheets will be maintained as documentation and must be made available upon request by appropriate authorities.

Certification. A major goal of the internal control plan is to establish an unbroken chain of accountability for base closure data. Preparers and reviewers of data at all levels will be required to certify that the information is "accurate and complete to the best of my knowledge and belief." This certification is an indication that the work was done professionally, that it used sound methodology, that reasonable inquiries were made, and that the certifier does not know of exceptions or omissions that would make the data inaccurate. It is not a certification of perfection; rather that the certifier is satisfied that he or she has done sound professional work and any flaws that turn up are not the result of negligence or knowing misstatements but of factors beyond the certifier's knowledge or control.

Releasability. Until DoD forwards its recommendations to the Commission, the questionnaire is still in an "Interim Draft - FOUO" stage. As such, the questionnaire itself and its answers are not to be released to the public. Forward any requests for release of documents to HQ USAF/XOOR for action.

The Defense Base Closure and Realignment Commission can be expected to make requests for additional base data after they receive the SECDEF's base closure and realignment recommendations. Most of the Commission's inquiries will be addressed to SAF/MII, who in turn will route the requests to AF/XOOR. Upon receipt of an inquiry, AF/XOOR will assign an index number to each request, and take appropriate actions. Air Staff agencies will answer those inquiries that can be answered with existing certified data, and normally no action will be required of the MAJCOMs or installations. If the request involves specific base data which has not been previously certified, it will be forwarded to the focal point at the appropriate MAJCOM. The additional information collected to answer the

inquiry will be documented by the MAJCOM and installation following the same procedures as used for documenting base closure questionnaire data.

Installations and MAJCOMs may receive inquiries directly from the Base Closure Commission (e.g., members on a site visit). These questions will be answered immediately without awaiting higher headquarters tasking. If an inquiry can be answered with data which has already been certified, (e.g., 1995 Base Closure Questionnaire data), no additional documentation actions are required. If an inquiry can not be answered with certified data, the response must be certified and documented following the same procedures as used for documenting base closure questionnaire data, both at the MAJCOM and installation level. A copy of the inquiry and response will be forwarded by FAX to AF/XOOR as soon as possible. In some situations (i.e. time compressed deadline), MAJCOMs may provide responses concerning specific bases prior to coordinating the response at installation level. In these cases, installations are still required to validate the MAJCOM responses and forward to the MAJCOMs documentation worksheets validating the inquiry response. If after responding to any inquiry, an error is found in the response, the agency finding the error shall immediately notify AF/XOOR and the Commission of the error, provide the correct information, and document that action on the appropriate worksheet.

Once the SECDEF's recommendations are forwarded to the Base Closure Commission, unclassified information used in the closure process will be readily available to members of Congress and local public officials (to include their respective staffs). Installation commanders will notify their appropriate MAJCOM of all requests for information, and the MAJCOMs, in turn, will notify AF/XOOR of the requests. Inquiries by the press will be handled under normal procedures required for public release of information.

Air Force Base Questionnaire. The Air Force Base Questionnaire is the primary means of collecting data for use in the base closure process. Each question is assigned an index reference in the left hand margin of the questionnaire. These references will be used when documenting the answers to the questionnaire.

Base Level Installation Worksheet. (Atch 1) This worksheet provides the format installation officials will use in documenting written information for each question of the base questionnaire and for answering Air Staff requests for additional information. Specific instructions for installation worksheets follows:

- PURPOSE is to document the answer to each question of the questionnaire or Air Staff request for additional data. Each question of the questionnaire is identified by its respective index reference. For Air Staff request for additional data, list Air Staff request.

- SOURCE is the name, office symbol and DSN of the individual providing the answer. The name of the document and/or data base and date of the information used in arriving at the answer are also included. A copy of the source document must be attached to the worksheet and maintained at the installation level.
- METHOD is how the answer was derived. It explains the steps and/or thought processes used in arriving at the answer. Atch 2 is a sample base level installation worksheet which depicts extracting an answer directly from a document. Not all questions can be answered directly from an existing document. Some questions require expert professional judgement. Atch 3 is sample base level installation worksheets which portray situations where professional judgement was used to determine an answer. When professional judgement is used, the process or technique used to derive an answer **must** be explained under Method on the Installation Worksheet.
- CONCLUSION is a concise, complete answer to the question which can be extracted and inserted into the base questionnaire with little or no editing.
- PREPARER is the person who actually prepares the worksheet, and may not necessarily be the source of information.
- CERTIFICATION is accomplished by the preparer.
- DATE is the date the worksheet is completed by the preparer.
- MAJCOM REVIEWER is the MAJCOM functional area expert.

A separate installation worksheet will be maintained for each question in the questionnaire, and each worksheet will be forwarded to and reviewed by the MAJCOM. Combining answers to questions onto single worksheets may only be accomplished at the direction of the MAJCOM XP.

Note: If a question or answer changes, a new worksheet will be filled out and attached to the old one. No worksheets will be destroyed.

- MAJCOM CERTIFICATION is accomplished by the MAJCOM functional area expert. In the event the MAJCOM changes the data (with the installation agreeing with the change), a new installation worksheet will be prepared and certified by the MAJCOM reviewer. This form will be stapled to the base form, and a copy of the MAJCOM form promptly forwarded to the base to be maintained with its records. Base and MAJCOM records should always agree.

MAJCOM Summary Worksheet. (Atch 4) It provides the information each MAJCOM must document when summarizing the base-level questionnaire inputs. The MAJCOM POC will request MAJCOM functional area experts to review installation worksheets and prepare MAJCOM summary worksheets. After preparation, the MAJCOM POC will review both MAJCOM summary worksheets and installation worksheets. MAJCOMs will maintain copies of summary worksheets and make them readily available for audits, etc. After completion of MAJCOM reviews and summary worksheets, installation worksheets (or copies) will be returned to the appropriate installations. Specific instructions for MAJCOM summary worksheets are as follow:

- **PURPOSE** summarizes the installation answers to each question of the questionnaire. Again, each question is identified by its respective index reference.
- **SOURCE** is the source of information used at the base-level to arrive at the answer. In cases where sources and /or methods used are different, the differences must be identified and standardized, if appropriate.
- **METHOD** is how the answer was derived. When different methods are used at the base-level to determine an answer, an explanation must be given and attempts should be made to standardize methods, if appropriate.
- **REMARKS** are optional if all sources and methods used to answer the question are consistent (Atch 5). In cases where sources and/or methods use are different between installations, the differences must be documented (Atch 6). Additionally, differences should be resolved if possible. Until MAJCOMs resolve differences, or deem them non-substantive, they will carry the differences as an open item, requiring action. AF/XOOR will be notified when differences are resolved and will be given reasons for the resolutions. Remarks sections will also state whether any base-level information was changed at MAJCOM level and reasons why.
- **PREPARER** is the person who actually prepares the worksheet, and may not necessarily be the MAJCOM functional area expert.
- **REVIEWER** is the MAJCOM POC for implementing documentation of the MAJCOM questionnaire responses.
- **MAJCOM CERTIFICATION** will be accomplished by the preparer of the worksheet, and by the person approving its final form. In addition, the MAJCOM/XP will personally certify the command information package.

- CERTIFICATION OF BASE CLOSURE QUESTIONNAIRE DATA PROVIDED BY AIR STAFF. MAJCOM focal points and installation commanders, as it relates to their base, will review and confirm the accuracy and reasonableness of all data provided by the Air Staff. A written record (Atch 8) will be maintained documenting that the data was reviewed and that the MAJCOM focal points and installation commanders concur with the data. For that data which the MAJCOM focal points and/or installation commanders take exception, a formal notice of the discrepancy along with its resolution or proposed resolution will be given to AF/XOOR. Once the discrepancy is resolved, AF/XOOR will update the master questionnaire data as appropriate.

AF/XOOR is the POC for this plan. If changes or questions arise, contact AF/XOOR at DSN 225-6766.

ATTACHMENT 1
INSTALLATION WORKSHEET

- PURPOSE:** To document answer to question number (Index Reference)
- SOURCE:** Name, Office Symbol, DSN, Name of document or data base, and date of information. (Attach a copy of the source document to the worksheet and maintain at the installation level)
- METHOD:** How documents were used to arrive at the answer. When using professional judgement, explain the process, technique, or logic used to derive answer.
- CONCLUSION:** Answer to question

I certify that the above information is accurate and complete to the best of my knowledge and belief.

Preparer: (Signature) _____ Date: _____

I certify that the above information is accurate and complete to the best of my knowledge and belief.

MAJCOM Reviewer: _____ Date: _____

ATTACHMENT 2
INSTALLATION WORKSHEET

Anywhere AFB, USA

PURPOSE: To document answer to question: I.2.A.1.c

SOURCE: Maj John Smith, 63AWS, DSN 225-0000, Anywhere AFB
Climatology Table, 1980 - 1990 (Copy attached).

METHOD: Answer was extracted from the Anywhere AFB Climatology Table,
1980-1990 (Scheduled 2, pg 197).

CONCLUSION: 89.6% of the time, the weather was greater than 3000/3

I certify that the above information is accurate and complete to the best of my knowledge and belief.

Preparer: Capt Tim Holmes, 63/CVI, DSN 574-6767 **Date:** 15 Jan 92

I certify that the above information is accurate and complete to the best of my knowledge and belief.

MAJCOM Reviewer: Maj Jane Doe, ACC/XOW, DSN 574-6767 **Date:** 16 Jan 92

ATTACHMENT 3
INSTALLATION WORKSHEET

Anywhere AFB, USA

PURPOSE: To document answer to question: I.2.A.1.b

SOURCE: Maj John Smith, 63AWS, DSN 225-0000, Anywhere AFB
Climatology Table, 1980 - 1990 (Copy attached).

METHOD: Anywhere AFB Climatology Table 1980-1990 does not list data for weather greater than 3000/5. It lists the average time the weather was greater than 3000/3 was 89.6%. From this ten year average, professional judgement was used to determine a 99.5% factor to be applied to the figure of 89.6%.

CONCLUSION: 89.2% of the time, the weather was greater than 3000/5. (Also logic needs to be explained on how information from the tables were used to determine answer)

Preparer: Capt Tim Holmes, 63/CVI, 30 Jan 92, DSN 234-5678 **Date:** 15 Jan 92

MAJCOM Reviewer: Maj Sue Doe, ACC/XOW, 31 Jan 92, DSN 234-5678

ATTACHMENT 4

MAJCOM SUMMARY WORKSHEET

PURPOSE: To summarize answer to question number

SOURCE: See installation worksheets (Highlight any differences in sources)

METHOD: Describe method used for each question (Highlight any differences in methods)

REMARKS: If applicable

I certify that the above information is accurate and complete to the best of my knowledge and belief.

Preparer: (Signature) _____ **Date:** _____ **Index #:** (S) _____

I certify that the above information is accurate and complete to the best of my knowledge and belief.

Reviewer: _____ **Date:** _____

ATTACHMENT 5
MAJCOM SUMMARY WORKSHEET

Anywhere AFB, USA

PURPOSE: To summarize answer to question: **I.2.A.1.c**

SOURCE: See installation worksheets

METHOD: Each base extracted data from individual base climatology table,
1980 - 1990

REMARKS: Optional

Preparer: LtC Crox, ACC/XPP, 31 Jan 92 **Index #:** (S) I.2.A.1.c

Reviewer: LtC Smith, ACC/XPP, 31 Jan 92, DSN 234-8901

ATTACHMENT 7

MAJCOM SUMMARY WORKSHEET

Anywhere AFB, USA

PURPOSE: To summarize answer to question: I.2.A.1.b

SOURCE: See installation worksheets. Eight bases used ten year climatology tables. Three bases used three year averages compiled by local base weather service.

METHOD: Each base used professional judgement (Explain logic behind professional judgement) in determining answer. Five bases applied a 95.5% factor to the average weather at 3000/3. Five bases applied a 99.5% factor to the average weather at 3000/3.

REMARKS: Differences in professional judgement used by each base are acceptable. Minor differences will not negatively affect installation's rankings/ratings
or
Differences in professional judgement are unacceptable, and will be reconciled

I certify that the above information is accurate and complete to the best of knowledge and belief.

Preparer: Maj Fry, ACC/XOW, DSN 234-5678 Date: 30 Jan 92 Index #:(S)I.2.A.1.b

I certify that the above information is accurate and complete to the best of my knowledge and belief.

Reviewer: Lt Col Smith, ACC/XPP, DSN 234-8901 Date: 31 Jan 92

ATTACHMENT 8
INSTALLATION WORKSHEET

PURPOSE: To verify answer provided by the Air Staff to question number
(Index Reference)

SOURCE: Air Staff provided data base and methodology

METHOD: What method was used to verify the answer.

CONCLUSION: Concur or not concur with the answer provided.

I certify that the above information is accurate and complete to the best of my knowledge and belief.

Installation Preparer: (Signature) _____ Date: _____

I certify that the above information is accurate and complete to the best of my knowledge and belief.

MAJCOM Reviewer: _____ Date: _____

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HQ USAF WASHINGTON DC//CVB//
HQ AMC SCOTT AFB IL//XP//
HQ ACC LANGLEY AFB VA//XP//
HQ AETC RANDOLPH AFB TX//X0//
HQ AFMC WRIGHT PATTERSON AFB OH//XP//
HQ AFSPC PETERSON AFB CO//XP//
HQ PACAF HICKAM AFB HI//XP//
HQ USAFA USAF ACADEMY CO//XP//
ANGRC ANDREWS AFB MD//XP//
HQ AFSOC HURLBURT FIELD FL//XP//
HQ AFRES ROBINS AFB GA//XP//

UNCLAS

SUBJECT: ADDITIONAL BRAC 95 INTERNAL CONTROL PLAN REQUIREMENTS
1. THE 1995 BASE CLOSURE DATA COLLECTION AND VALIDATION PROCESS IS IN FULL SWING. AS IN PREVIOUS ROUNDS, THIS PROCESS HAS PROVED BOTH DIFFICULT AND TIME CONSUMING. ACCURACY IS CRUCIAL TO THIS EFFORT TO ENSURE THE MOST CORRECT DATA IS USED FOR THE BASE CLOSURE EXECUTIVE GROUP DELIBERATIONS. TO ENSURE GOOD DATA AND BETTER COMPLIANCE WITH THE AIR FORCE INTERNAL CONTROL PLAN, THE FOLLOWING PROCEDURE IS HEREBY DIRECTED FOR ALL AIR STAFF SUGGESTED CHANGES TO INSTALLATION

GRAY DONNALLEY, LTC
AF/X00R, 84666


MGEN JAY D. BLUME, AF/CVB, 38678
CRC: 27452

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QUESTIONNAIRE OR JOINT CROSS-SERVICE GROUP DATA SUBMISSIONS.

2. IF THE AIR STAFF FUNCTIONAL AREA REVIEWER QUESTIONS DATA SUBMITTED, THEY WILL WORK TO RESOLVE THE DISCREPANCY WITH THE APPROPRIATE MAJCOM POC. ADDITIONALLY, THE MAJCOM POC WILL COORDINATE ANY PROPOSED CHANGE OR CORRECTION WITH THEIR MAJCOM XP AND THE AFFECTED INSTALLATION. WHEN A CHANGE IS REQUIRED, THE AIR STAFF FUNCTIONAL AREA REVIEWER WILL COMPLETE A WORKSHEET IAW THE INTERNAL CONTROL PLAN TO DOCUMENT ANY AIR STAFF CHANGE OR CORRECTION. WORKSHEETS WILL NOW INCLUDE THE MAJCOM POC'S NAME AND MAJCOM CONCURRENCE OR NONCONCURRENCE, AS WELL AS BASE CONCURRENCE OR NONCONCURRENCE. IF EITHER THE BASE OR MAJCOM NONCONCUR, THEIR JUSTIFICATION WILL BE INCLUDED ON THE AIR STAFF WORKSHEET. COMPLETED WORKSHEETS WILL BE MAINTAINED BY HQ USAF/XOOR AS PART OF THE ARCHIVED . . . FOR THE 1995 PROCESS; COPIES WILL BE RETAINED BY THE FUNCTIONAL AREA REVIEWER WITH THE APPROPRIATE SOURCE DOCUMENTATION AS REQUIRED.

3. AS IN PREVIOUS ROUNDS, UNRESOLVED DISAGREEMENTS WILL BE PRESENTED TO THE BASE CLOSURE EXECUTIVE GROUP. WE KNOW AND APPRECIATE THE HERCULEAN EFFORT YOUR INSTALLATIONS AND MAJCOM ACTION OFFICERS HAVE PUT FORTH. THE 95 PROCESS WILL BE THE MOST DIFFICULT ROUND EVER AND WILL BE SMOOTHER THANKS TO THEIR EFFORTS. WE LOOK FORWARD TO WORKING

GRAY DONNALLEY, LTC
AF/XOOR, 54666

MGEN JAY D. BLUME, AF/CVB, 38678
CRC: 27452

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WITH YOU. REFER QUESTIONS ON THIS ADDITIONAL PROCEDURE TO LT COL
DONNALLEY, HQ USAF/XOOR, DSN 225-4666.

GRAY DONNALLEY, LTC
AF/XOOR, 54666

MGEN JAY D. BLUME, AF/CVB, 38678
CRC: 27452

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE



13 JUN 1994

MEMORANDUM FOR BCWG

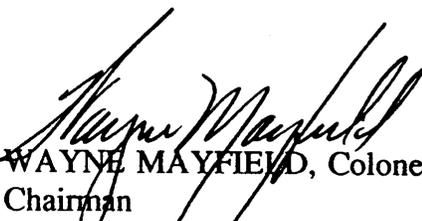
FROM: Chairman, BCWG

SUBJECT: Additional Air Staff Validation Requirements

In order to better comply with the Air Force Internal Control Plan, the following procedures will apply for all Air Staff changes or corrections to MAJCOM validated base questionnaire data or joint cross-service group data calls in the BRAC 95 process:

If the Air Staff functional area reviewer disagrees with data submitted, they will work to resolve the discrepancy with the appropriate MAJCOM POC. Now, in addition, the MAJCOM POC must coordinate all changes or corrections with the applicable installation. The Air Staff functional reviewer will complete a worksheet IAW the Internal Control Plan to document any Air Staff changes or corrections. The worksheet will now include the MAJCOM POCs name and MAJCOM concurrence or nonconcurrence as well as the base concurrence or nonconcurrence. If either the base or MAJCOM nonconcur, their justification will be included. Completed worksheets will be maintained by the Air Staff functional area reviewer with source documentation, if appropriate.

A summary of all functional area changes will be forwarded to HQ USAF/XOOR IAW established procedures. In the event the MAJCOM or base disagrees with the Air Staff directed changes or corrections, this summary will reflect that disagreement as well as the base and MAJCOM positions. As in previous rounds, unresolved disagreements will be presented to the Base Closure Executive Group.


WAYNE MAYFIELD, Colonel, USAF
Chairman
Base Closure Working Group

Attachment:
ICP Worksheet

AIR STAFF CORRECTION WORKSHEET

PURPOSE: To provide corrected answer to Question Number _____, XXXXX AFB Questionnaire

SOURCE: Source of Air Staff answer.

METHOD: Method used to obtain answer.

CONCLUSION: Answer provided by Air Staff office.

MAJCOM (CONCURS) (DOES NOT CONCUR): IF NONCONCUR, EXPLAIN MAJCOM RATIONALE.

BASE (CONCURS) (DOES NOT CONCUR): IF NONCONCUR, EXPLAIN BASE RATIONALE.

I certify that the above information is accurate and complete to the best of my knowledge and belief.

AIR STAFF REVIEWER: _____ **DATE:** _____



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC



OFFICE OF THE ASSISTANT SECRETARY

SEP 07 1994

MEMORANDUM FOR SECAF

THRU: SAF/US *R-9-19-94*
SAF/GE *Kinder 9-15-94*
~~SAF/MI~~ *[Signature]* *9-9-94*

SUBJECT: Waiver of BRAC 95 Internal Control Plan

The inclusion by OSD of the Joint Cross Service Groups (JCSG) in the BRAC 95 process introduced new data collection requirements that were not previously planned. For some of the data requested, no reliable certification is possible at the MAJCOM or Headquarters Air Force level, as required by the Air Force BRAC 95 Internal Control Plan (ICP). Consequently, the attached memorandum was prepared for SECAF signature to provide the authority to waive the requirement for certifications above the installations level for data elements that have no source or means from which to provide higher headquarters certification.

The waiver authority will not be used unless the conditions outlined in the attached memorandum are met. The waiver authority allows the Air Force to submit the best available certified data in a timely manner to the JCSGs. Recommend the SECAF sign the attached memorandum.

JAMES F. BOATRIGHT
Deputy Assistant Secretary of the Air Force
(Installations)

Attachment:
Proposed SECAF memorandum



SECRETARY OF THE AIR FORCE
WASHINGTON

SEP 21 1994

MEMORANDUM FOR SAF/MII (Mr. Boatright)

SUBJECT: Authority to Waive Internal Control Plan Requirements

The Air Force Internal Control Plan for collection and validation of data to support the base closure analysis process requires certification by base, major command, and Headquarters Air Force personnel. In some cases, particularly for data requested by DoD Joint Cross-Service Groups, either the MAJCOM or the Headquarters offices have no information with which to certify the data. In such cases, no reliable certification of data is possible by those offices.

Effective immediately, you are given authority to waive the requirement for MAJCOM or Headquarters Air Force certification for particular data elements. To exercise this discretion, you must receive sufficient information to determine that there is no reliable means of certifying the data at the relevant level and that the data provided at the installation level has reasonable safeguards for accuracy. When you have reached such a determination, you may certify the data for use by the Joint Cross-Service Groups on behalf of the Air Force or use the data in the Air Force analysis process, as appropriate.

A handwritten signature in black ink, appearing to read "Paul DeFuria", is centered on the page.

Acting Secretary of the Air Force