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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

Civilian Personnel (CIVPERS) – National Security Personnel System (NSPS) Transfer Management

On September 8, 2009, the Deputy Under Secretary of Defense (Installations and Environment) (DUSD(I&E)) issued a memo providing additional guidance concerning the NSPS Pay Pool transition.

Civilian Personnel Human Resources (HR) Top-Line Transfer

On September 14, 2009, the DUSD(I&E) issued a memo providing additional direction for the allocation of additional resources for the Components to meet the increase in HR workload. The Senior Joint Base Working Group (SJBWG) identified net losses and gains at the Component level across all joint bases to facilitate a one-time top-line transfer of full-time equivalent (FTE) adjustments to a “1 to 100” servicing ratio. The application of this servicing ratio on the number of personnel transferring indicates that the following HR billets shall be transferred: Air Force to receive 22, Navy to receive 6, Army to

provide 28. The Air Force and Navy will determine how to best allocate these resources received from the Army based on their own servicing structure.

Open Policy Issues

Military Personnel (MILPERS) Services Supplemental Guidance

The Office of the Secretary of Defense (Personnel and Readiness) (OSD (P&R)) has drafted Joint Basing MILPERS Services Supplemental Guidance. The guidance is currently in SJBWG formal coordination and is expected to be issued in October 2009.

Stationing Decisions at Joint Bases

DUSD(I&E) is preparing a memo that will outline how to apply Department of Defense Instruction (DODI) 4000.19, *Interservice and Intragovernmental Support*, for stationing new missions at joint bases due to the unique Component-to-



Component relationship. The memo is currently undergoing action officer coordination, and will then be forwarded to the SJBWG for formal coordination. The memo is expected to be signed in late October 2009.



Cost and Performance Visibility Framework (CPVF) Reporting Memo

The DUSD(I&E) is preparing a memo that establishes the general timeline for CPVF data reporting, as well as specific suspense dates for fourth quarter Fiscal Year 2009 (FY09) and all quarters in FY10. As part of this memo, lessons learned will be summarized from the review of Phase I joint base CPVF data from third quarter FY09. A summary of the lessons learned are as follows:

- ▶ Installations should use the comment box to explain the results/data they are submitting.
- ▶ Subject matter experts (SMEs) should reference the additional guidance regarding the Common Output Level Standards (COLS), which is available in the tool.
- ▶ A complete CPVF submission should not include any standards listed as “Not Reported.”
 - » A standard may be “Not Applicable;” however, only the CPVF Administrator can set a standard as “Not Applicable” for a Component or the entire joint base. This setting should either be reflected as a Variance in the MOA or exempted through another Joint Basing memo.
- ▶ Some standards were incorrectly reported as “Does Not Meet” because of a misinterpretation of how the standards should be answered.
 - » If the function is offered regionally or in another reach-back manner, the installation still receives the service. Therefore, the SME should contact a point of contact (POC) at the organization providing the service to get an assessment of the performance.
 - » If a service is not required, but the installation still has the capability to provide it, the standard should be assessed as “Meets.”
- ▶ Some standards were not reported because the function had yet to transfer from the supported Component to the supporting Component. Referencing the CPVF Business Rules, both the supported Component and supporting Component should report on COLS between Initial Operational Capability (IOC) and Full Operational Capability (FOC).

Spotlight: Executive Implementation Review Conference (E-IRC)

The E-IRC was a two-day conference held at Marine Corps Base Quantico in Quantico, VA on September 9 and 10, 2009. The first day of the conference consisted of separate Component-led sessions by the Air Force and Navy. The second day’s joint session was led by Dr. Dorothy Robyn, DUSD(I&E).

The agenda for the E-IRC was structured as an open forum discussion between the SJBWG and Intermediate Command Summit (ICS) members to discuss the future program management of Joint Basing. Additionally, the agenda included SJBWG members, or their designee, presenting a series of special topics addressing issues critical to implementation.

Open Policy Issues Cont'd

Distribution of Exchange Dividends

The OSD(P&R) forwarded language to DUSD(I&E) recording the Components’ agreement to maintain dividend installation distributions at the pre-Joint Basing levels up to three years following FOC. The OSD(P&R) memo contained specific language to be included in signed Memoranda of Agreement (MOAs) that are affected by this change, including: Joint Expeditionary Base Little Creek-Fort Story, Joint Base McGuire-Dix-Lakehurst, Joint Region Marianas, Joint Base Charleston, Joint Base Pearl Harbor-Hickam, and Joint Base Lewis-McChord. This language will be incorporated into the first MOA change for the aforementioned joint bases. DUSD(I&E) will sign a memo forwarding the OSD(P&R) memo to joint bases in October 2009.

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_CNICHO_Jointbasing@navy.mil
▶Air Force: af.jointbasing@pentagon.af.mil ▶Marine Corps: jbworkinggroup@usmc.mil



Spotlight: Executive Implementation Review Conference (E-IRC) Cont'd

The action items from the E-IRC are as follows:

Talking Points

Data Migration (DM) Status Update

Real Property Transfer and 1354 Documentation

Real Property Inventory (RPI) must transfer as of October 1, 2009 for Phase I and October 1, 2010 for Phase II Joint Bases. To accomplish that, the following tasks must be completed:

During IOC:

- ▶ Supported Component prepares Defense Document (DD) Form 1354 “as of 1 October” and staffs for approval and signature
- ▶ Supported Component extracts RPI data for the appropriate installation from its RPI data system and provides to OSD Business Enterprise Integration (BEI)
- ▶ OSD BEI converts the appropriate data fields and provides the data to the supporting Component for loading into its RPI system
- ▶ Supported and supporting Components extract data for End of Year RPI reports (no Joint Base records are removed/transferred from inventories)

At FOC:

- ▶ Supported and supporting Components execute DD Form 1354
- ▶ Supported Component updates the affected asset records in their RPI system to show them as transferred
- ▶ Supporting Component loads transferred asset record data into its RPI system

Post-FOC:

- ▶ Military Departments submit End of Year RPI report to OSD showing inventory as it existed during IOC

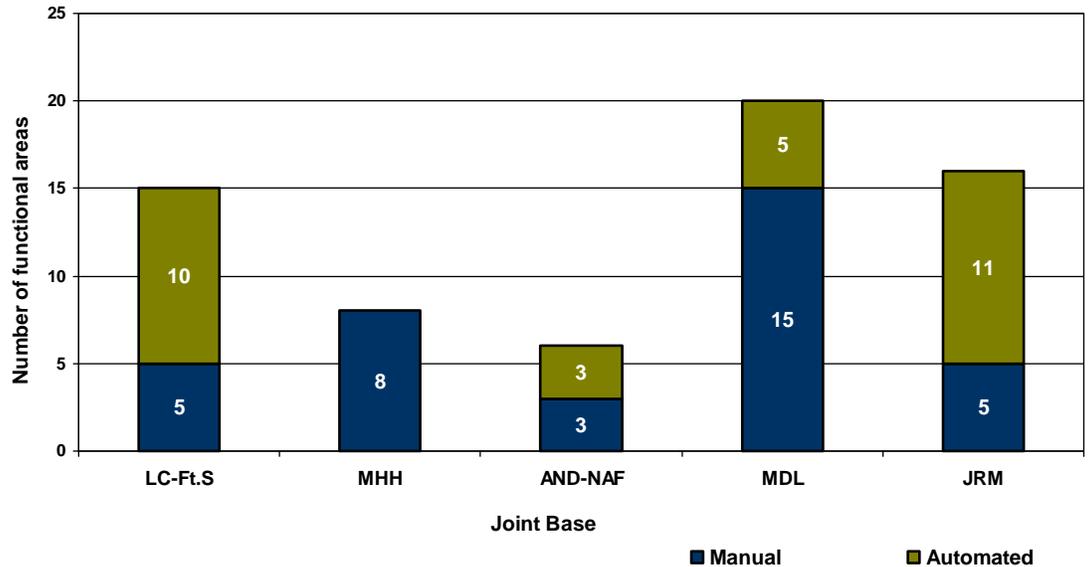
Issue	Recommended Way Ahead	Timeframe	Action Owner
DoD does not have goals or a minimum standard for facilities restoration and modernization.	The DUSD(I&E)/FIM is currently working with Component R&M functional experts to determine DoD output-based goals.	February 2010	ODUSD (I&E)/FIM
Funding for Worker's Compensation cases from the supported Component to the supporting Component was not transferred for Phase I joint bases.	The CIVPERS SWG will calculate the FYDP costs that must transfer, and provide the amount to Comptrollers to be executed via the FY 2011 Program & Budget Review Resource Management Decision.	October 2009	CIVPERS SWG
A formal process should be established for revising signed MOAs.	The DUSD(I&E) will promulgate a memo with guidelines on the MOA revision process and procedures.	October 2009	DUSD(I&E)
Guidance is required for determining stationing decisions at joint bases.	The SJBWG should determine the requirements process and associated decisions process to facilitate stationing decisions at joint bases. DUSD(I&E) will release a memo with guidance.	October 2009	DUSD(I&E) / SJBWG
Currently, there are no guidelines or approval process for creating heraldry at joint bases.	The SJBWG will consider a proposal from a newly formed SWG to determine if guidelines and an approval process for producing heraldry is necessary.	October 2010	SJBWG

The full after-action report from the E-IRC is available on the JBPMO website.

Talking Points Cont'd

The Components should each have standing delegations of authority in place regarding authority to sign DD 1354s when real property transfers between Components. Unified Facilities Criteria 1-300-08, paragraph 3-1.4, indicates that the signature authority will be the Real Property Accountable Officer or Approved Accepting Official. Each Component may have different delegated authorities in place (transfers related to Joint Basing should follow existing Component procedures). Location-specific questions regarding DD 1354 signature authority should be addressed to the Real Property lead for that Component.

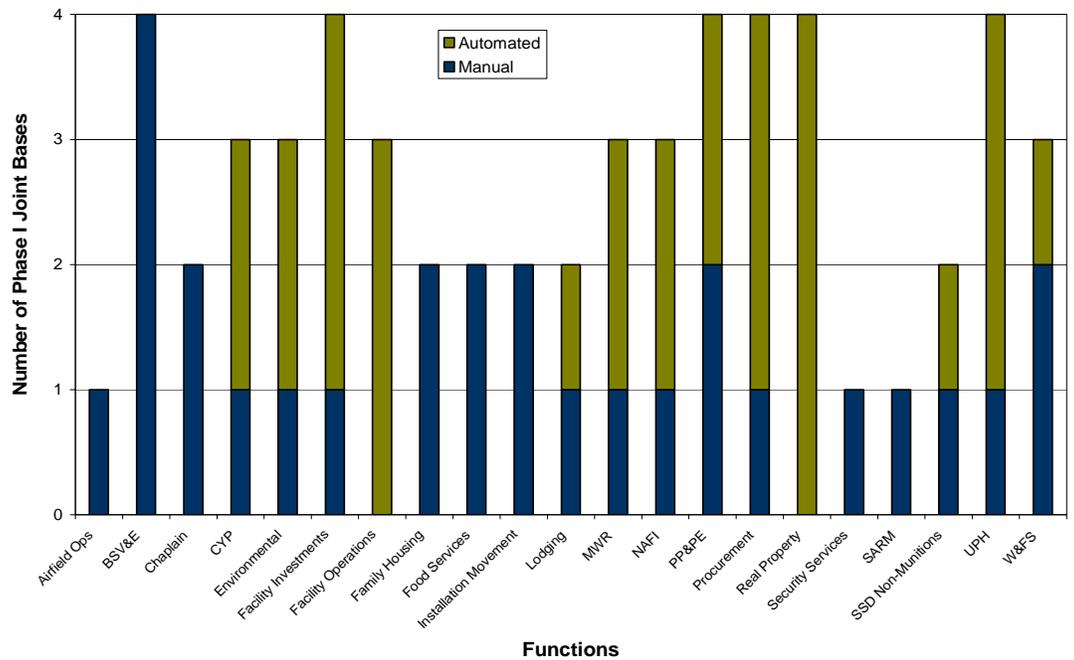
Figure 1: Phase 1 Data Migration Status by Type of Migration



Phase I Joint Base Update

Figure 1 summarizes the number of functions that will migrate manually and automatically at each of the Phase I joint bases. Note that a number of functions will migrate manually; however, the fact that a function will migrate manually at one joint base does not mean it will migrate manually at another joint base. Each joint base should work with the DM Team to determine the appropriate migration strategy. Figure 2 summarizes which functions will migrate automatically and which functions are manual at Phase I joint bases.

Figure 2: Automated vs Manual Migration at Phase I Joint Bases



Lessons Learned from Phase I Joint Bases

▶ Communication is key! The following steps can improve communication:

- » Awareness campaigns at Headquarters (HQs) and Installations (e.g., newsletters)
- » Official taskers to the joint bases from the Major Commands early
- » Identify key projects and other functional area dependencies
- » Communicate top-down and bottom-up with the team (OSD and Functional/technical service leads)

*Joint Base Myer-Henderson Hall migration is complete and was conducted manually.

- » Cooperate with DM Team and system owners on providing plans, system access, schemas, etc.
- ▶ System administrators, as well as functional users, should be involved in the migration process early on to help in the planning and development process of the migration effort
- ▶ System artifacts are crucial to developing data migration extract/transfer/load process
- ▶ All migration options should be considered, when applicable, to ensure high data integrity and low costs



Talking Points Cont'd

Data Migration for Phase II Joint Bases

The DM process for Phase II joint bases is outlined below. Currently, the DM Team is preparing a checklist, which expands the process below with specific action items and target dates. The DM Team will finalize the checklist the week of October 7, 2009 and provide it to Phase II joint bases.

- ▶ Major Commands for Phase II joint bases should initiate an official tasker, as required, for the supported and supporting Components to review the *Data Migration Strategy*, signed 12 March 2009.
- ▶ Phase II joint bases should review the DM strategy document at the installation level and complete site surveys.
- » Review the DM Strategy verifying all functional areas with migration requirements
- » Determine which systems in the DM Strategy are in use at the joint base
- » Identify systems not in the DM Strategy that have regulatory and operational reporting requirements requiring migration
- » Identify infrastructure and technical refresh requirements for all Information Technology (IT) components - hardware, software, network

- » Verify accreditation requirements in shared environments with the supporting Component.
- ▶ Once the site survey is complete, the specific DM tasks include:
 - » Identifying source and target systems and volume of data to transfer
 - » Working with the DM Team to develop data element mappings between the source and target systems
 - » Completing a gap analysis of the data mapping
 - » Verifying DM strategy based on data mapping exercise and volume of data to transfer
 - » Completing the Extract/Transfer/Load process - Supported Component extracts data from the source system to be verified, validated and transformed into the target system format.
- ▶ Contacts lists
 - » Joint bases should develop a functional contact list for the supported and supporting Components for each functional area that requires DM. Phase I joint bases provided a functional lead for each function.
 - » Functional contacts work with the DM Team to develop a technical SME list for the systems and functions requiring migration.

To contact the DM Team, please contact Kathy Brande with the Office of the Assistant Secretary of Defense for Network and Information Integration/DoD-Chief Information Officer (OSD(NII)/DoD-CIO) at katherine.brande@osd.mil.

Facilities Restoration and Modernization (R&M)

According to Program Budget Decision (PBD) 711, dated 24 October 2008, the Office of the Under Secretary of Defense (Acquisition, Technology & Logistics) (OUSD(AT&L)) will develop guidance for estimating R&M requirements. Additionally, at the

January E-IRC, two action items included tasking ODUSD(I&E)/FIM to develop an R&M formula rate as well as developing options for using the formula rate and applying it consistently throughout the joint bases.

For supporting Component mission and installation support facilities, the supporting Component pays for all R&M. Tenants, as defined in Real Property Supplemental Guidance, pay to sustain and restore facilities predominantly for their use. For supported Component transferred mission and installation support facilities, the supported Component pays to restore facilities to a higher Q-rating except as follows:

- ▶ Supporting Component pays R&M for post-FOC code changes
- ▶ Supporting Component pays R&M for post-FOC storm damages
- ▶ If facilities are surplus, supported Component can pay for demolition instead of R&M or supporting Component can retain and resource at its own expense.

The ODUSD(I&E)/FIM is currently communicating with Component R&M functional experts to determine R&M programmatic output-based goals for all DoD installations as well as the amount of time required to reach these goals. This issue was discussed at the September E-IRC, and a decision was made that a bridging strategy shall be developed that provides steady progress over a realistic time frame.

Access to Joint Basing MOAs

Per the USD(AT&L) memo, *BRAC 2005 Business Plans for Joint Basing Recommendations* dated January 5, 2008, signed MOAs function as approved Base Realignment and Closure (BRAC) Business Plans (BPs) for joint bases. Business Plans serve as the foundation for the complex program management necessary to ensure BRAC 2005 recommendations are implemented efficiently and effectively.



Talking Points Cont'd

After approval, they can be adjusted to reflect subsequent decisions concerning funding, construction scope and timing, and the continuing detailed planning process. **As such, BPs are internal, deliberative documents and their release requires approval by the DUSD(I&E) on a case-by-case basis.** However, DoD stands ready to brief BPs for any individual recommendation and note that the budget documentation provided to Congress (and available to the public) reflects the results of the BP process.

Joint Base Lewis-McChord Table-Top Exercise (TTX) After Action Report

Joint Base Lewis-McChord (JBLM) conducted a Command & Control (C2) Tabletop Exercise (TTX) on August 19-21, 2009. The C2 TTX included participation from functional experts at Fort Lewis and McChord Air Force Base, Installation Management Command –Western Region, Air Mobility Command, Army Network Command, Army and AF Headquarters offices, and OSD.

The JBLM C2 TTX focused on three distinct scenarios to identify and analyze the JBLM installation C2 challenges: Equal Employment Opportunity/Equal Opportunity (EEO/EO), Facilities Management and Master Planning, and Deployments. For each of these scenarios, participants were focused on specific objectives including defining the roles

of the Joint Base Command Team (JBCT) during this type of event and what would “trigger” JBCT involvement, and identifying necessary assistance from higher headquarters and/or other commands.

Execution of each TTX scenario identified gaps in the C2 process for a joint base, and the JBCT assigned action items resulting from these gaps to joint base staff to develop recommended solutions. The C2 TTX also identified areas for improvement at the joint base. Examples of areas for improvement include:

- ▶ Component counterparts must work together more frequently
- ▶ Framework for various processes needs to be established as soon as possible
- ▶ Staff needs a better understanding of counterpart Component’s processes and procedures so that the best “joint” processes and procedures can be developed
- ▶ Roles and responsibilities definitions need to more detailed and must include decision authority

The full results of the TTX are available in the JBLM TTX After-Action Report, which is posted on the JBPMO website.

Joint Base MOA Status Update

PHASE II JOINT BASE MOA STATUS

Joint Base Langley-Eustis

The Joint Base Langley-Eustis MOA was signed on September 1, 2009.

Joint Base Elmendorf-Richardson

Final Component coordination of the Joint Base Elmendorf-Richardson MOA was obtained on September 30, 2009. VCS signature of the MOA is expected by October 15, 2009.

Joint Base San Antonio

Final Component coordination of the Joint Base San Antonio MOA is expected by October 1, 2009. VCS

signature of the MOA is expected by October 15, 2009.

Joint Base Anacostia-Bolling

Final Component coordination of the Joint Base Anacostia-Bolling MOA is expected by October 6, 2009. VCS signature of the MOA is expected by October 21, 2009.

From the JBPMO

JBPMO in the News

The following articles are posted on the JBPMO website:

- ▶ Joining forces as the new McGuire-Dix-Lakehurst base (Philadelphia Inquirer, Sept 28, 2009)
- ▶ Lakewood: Fort Lewis growth impact studies coming (The News Tribune, Sept 28, 2009)
- ▶ Navy command coming to an end at Lakehurst (Asbury Park Press, Sept 25, 2009)
- ▶ Hot on Andrews - Joint Base Ceremony (CapFlyer.com, Sept 24, 2009)
- ▶ Joint Base Commander's Call set for Oct 1 (MDL) (AF.mil, Sept 24, 2009)
- ▶ Gen. discusses role of joint base (MDL) (Tri-Town News, Sept 24, 2009)
- ▶ Air Force, Army, Navy family services expand for new joint base (AF.mil, Sept 21, 2009)
- ▶ Base officials expect to have civilian job openings (Phillyburbs.com, Sept 12, 2009)
- ▶ Langley, Eustis basing agreement signed (WAVY, Sept 10, 2009)
- ▶ Name in the News: Richard Kitchens (Honolulu Star Bulletin, Sept 4, 2009)
- ▶ Pearl Harbor and Hickam merge into 1 base in January (Honolulu Star Bulletin, Sept 3, 2009)
- ▶ JBER questions receive answers (AF.mil, Sept 1, 2009)



From the JBPMO Cont'd

JBPMO Website Updates

Please be advised that the JBPMO website has recently undergone a major renovation. We are in the process of working out any issues, so please contact jointbasing@osd.mil if you need any assistance.

The JBPMO website is updated on a daily basis. The JBPMO emails weekly updates to the website to all members of the group. The following updates were made during the month of September:

- ▶ 25 Sept: The E-IRC After Action Report is posted in the Executive IRC subfolder of the Implementation Review Conferences folder, which is saved in the Conferences and Meetings Knowledge Center.
- ▶ 21 Sept: An updated list for Real Property Installation POCs is saved in the RPI Data Migration subfolder of the Data Migration Effort folder, which is saved in the Program Management Knowledge Center
- ▶ 18 Sept: The final After-Action Report for the Table-Top Exercise conducted at Joint Base Lewis-McChord has been posted to the Studies and Reports Knowledge Center.
- ▶ 14 Sept: The signed Civilian Personnel Top-Line Transfer Memo has been saved in the OSD Policy and Guidance Knowledge Center in the Memos folder.
- ▶ 11 Sept: All final briefings from the 10 Sep E-IRC are posted in the IRC 09 Sep - Executive IRC subfolder of the Implementation Review Conferences folder, which is saved in the Conferences and Meetings Knowledge Center.
- ▶ 8 Sept: The signed NSPS Memo has been saved in the OSD Policy and Guidance Knowledge Center in the Memos folder.
- ▶ 3 Sept: The signed Joint Base Langley-Eustis MOA is saved in the MOA Development Knowledge Center in the Final MOAs folder.

