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Joint Basing Program Management Office

Monthly Newsletter

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

Policy Update

Cost and Performance Visibility Framework (CPVF) Update

CPVF Training

On August 10, 2009, the Deputy Under Secretary of Defense (Installations and Environment) (DUSD(I&E)) signed a memo detailing CPVF training for Phase II joint bases.

Administrator and Subject Matter Expert (SME) Training: The Joint Base Program Management Office (JBPMO) will conduct training for the Phase II joint bases. The JBPMO instructors trained all Phase II CPVF primary and alternate administrators in one session at Joint Base Charleston on August 25-27, 2009. The SMEs and Functional Leads will be trained at the joint bases starting in September, so they can begin reporting in April 2010. Although the CPVF Memo provided a tentative set of training dates for planning purposes, the JBPMO will work with each joint base to finalize appropriate training dates.

Intermediate Command Summit (ICS) Training: Optional CPVF familiarization sessions designed to provide a better understanding of the tool will be available for ICS personnel starting in September.

Phase I Data Submission

The CPVF Team has received Third Quarter data from all five Phase I joint bases. The CPVF Team is meeting with the Functional Teams (FTs) to review results the last week in August and the first week in September. The FTs are being asked to (1) determine if the joint bases properly interpreted the standards, and (2) if they did not properly interpret the standards, then determine the necessary clarification. The results of this analysis will be presented at the Executive Implementation Review Conference (E-IRC) in September 2009.

Open Policy Issues

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

The DUSD(I&E) will issue a memo providing additional guidance concerning the NSPS Pay Pool transition. Supported Component installation support NSPS employees will remain in the current pay pool



structure until Full Operational Capability (FOC) (October 1, 2009 for Phase I joint bases and October 1, 2010 for Phase II joint bases). Funding to support pay outs to these NSPS employees have been included in the Joint Basing PB-14 Functional Transfer budget exhibit.



Open Policy Issues Cont'd

CIVPERS NSPS Transfer Management, cont'd

Components should continue to work locally to ensure consistency between Components. To mitigate further issues, Components should adhere to the following guidelines:

- ▶ Supporting Component employees will receive the number of shares and rating assigned by their former Component; and
- ▶ Employees will receive the share value of the supporting Component.

The memo is expected to be issued in September 2009.

Distribution of Exchange Dividends

The Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) is currently preparing a memo to record the Components' agreement to maintain dividend installation distributions at the pre-Joint Basing levels up to three years following FOC, as well as identifying an approach for modifying the language in joint bases with signed Memoranda of Agreement (MOAs) that are affected by this change. The memo is expected to be issued in September 2009.

Military Personnel (MILPERS) Services Supplemental Guidance

The USD (P&R) has drafted Joint Basing MILPERS Services Supplemental Guidance. The Guidance is currently in Senior Joint Base Working Group (SJBWG) formal coordination and is expected to be issued in September 2009.

Spotlight on Appropriated Fund (APF) Civilian Employee Transfer

As a result of Joint Basing, approximately 1,100 Phase I joint base and 4,200 Phase II APF joint base employees will transfer from the supported Component to the supporting Component. The Defense Finance and Accounting Service (DFAS) payroll accounts for these employees are Component-aligned; therefore, movement of records from one Component to another usually indicates a change in payroll office identification. Per the June 2, 2009 SJBWG meeting, the lines of accounting for Phase I joint base civilians (i.e., who the employee reports to, which Component rules and regulations are followed, who funds the employee) will transfer on October 1, 2009 to ensure the labor will be charged against the correct agency. This process precludes the need for Military Interdepartmental Purchase Request (MIPRs) and accounting adjustments.

Additionally, per the June 2, 2009 SJBWG meeting, Phase I joint base APF employees will transfer from the supported Component to the supporting Component on October 11, 2009 to coincide with the pay period begin date of the Defense Civilian Payroll System (DCPS) database. All transferring employees will continue to receive their pay on their current pay day. Employees will remain in their current DCPS pay database to prevent re-establishment of all pay data until an automatic transfer can be accomplished by DFAS not later than March 31, 2010.

Until the automatic DCPS transfer, Phase I joint base APF employees who were Army before Joint Basing will continue to receive their paychecks on the second Thursday after the end of the pay period, while their Air Force and Navy counterparts continue to receive their paycheck on the first Friday after the end of the pay period. This process mitigates negative impacts to NSPS performance payouts, annual pay adjustments, etc.

Plans and schedule for employee transfers for Phase II will be addressed at a later date. As a result of these efforts, transferring employees may see the following effects to their pay and/or leave balance:

- ▶ Any time-off award balance at the time of the transfer will be forfeited if not used prior to transfer
- ▶ Any regular/religious compensatory time and credit hours balances will be paid by the losing activity to the employee in lump sum at time of transfer
- ▶ Any religious compensatory time for NSPS employees will transfer with the employee
- ▶ Any compensatory time for travel will transfer with the employee.

Component Human Resources representatives are currently informing affected employees of these issues.

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



Talking Points

Data Migration (DM) Status Update

Joint Expeditionary Base Little Creek-Fort Story (JEBLCFS)

The DM Team traveled to JEBLCFS on August 10, 2009 to facilitate face-to-face meetings with the 15 functional areas that require DM. The results of the meeting are summarized in the table below.

Function	Status of Migration
Base Support Vehicles and Equipment (BSV&E)	Manual migration - Only three vehicles transferring with an expected transfer date of October 1, 2009.
Chaplain	Fort Story has sub-accounts in the Fort Eustis Chapel Tithes and Offering Fund. Fort Eustis transferred the balances to JEBLCFS on February 1, 2009.
Child and Youth Programs (CYP)	In the process of coding the central database. Conversion occurred on August 25, 2009.
Environmental	Automated migration - Restoration data being worked by Naval Facilities Engineering Command. Follow-up required by Little Creek to identify systems in use on base.
Facility Investments	Automated migration - Project files and service orders to transfer; awaiting information.
Facility Operations	Automated migration - Project files and service orders to transfer; awaiting information.

Spotlight on Process for Changes to Signed MOAs

Mandated MOA Reviews

MOA Paragraph 1 mandates the following:

- ▶ Prior to FOC, Joint Base/Region Partnership Councils (JBPC/JRPC) review MOA for any needed changes
- ▶ Annual MOA review for mission, manpower, and financial impacts and to ensure delivery of installation support to Common Output Level Standards (COLS)
- ▶ Triennial review of the MOA in its entirety.

Any proposed changes affecting execution of service delivery or changes of an administrative nature shall be resolved by the JBPC/JRPC. Significant proposed changes, including those regarding resourcing, manpower, or output standards, will be reviewed and approved through the Joint Management Oversight Structure (JMOS) as directed by the Senior Installations Management Group (SIMG).

Examples of Significant Changes

Examples of significant changes include:

- ▶ Existing “other agreement” is counter to current Department of Defense (DoD) policy
- ▶ New variance or deviation
- ▶ Change in “on behalf of” relationship
- ▶ Some resource changes - on August 25, 2009, the SJBWG decided that if the JBPC initiates a change due to a resource change, the resource change will be vetted up the JMOS to determine if it meets the significant threshold. The JMOS will make decisions on a case-by-case basis.

Examples of “Not Significant” Changes

“Not significant” changes include Fact-of-Life Adjustments and technical errors. Fact-of-Life Adjustments include civilian pay re-pricing, inflation, and DoD Model updates (e.g., Facilities Sustainment Model updated annually). Technical errors include misplaced decimal points (e.g., \$10 Million (M) versus \$1M), an incorrect PB-14 spreadsheet formula, and an erroneous entry (e.g., misclassification of contract Full-Time Equivalents (FTEs) as civilian FTEs). At the August 25, 2009 SJBWG meeting, it was decided that:

- ▶ Fact-of-life adjustments will be handled by the supporting Component via existing Planning, Programming, Budgeting, and Execution processes
- ▶ Technical error corrections will be approved by the supporting and supported Component Service Budget Officers or their delegated representatives
- ▶ Technical error corrections will be consolidated with the “significant” changes submitted via the MOA Change Template to establish a “paper trail”
- ▶ Either Component can elect to treat specific Fact-of-Life or technical error corrections as significant.

Process for Coordinating Changes to Signed MOAs

Significant proposed changes will be coordinated via the same JMOS process as the MOAs (JBPC/JRPC → ICS → SJBWG). The intent is to consolidate MOA revision into an annual change instead of piecemeal changes throughout the year. The Vice Chiefs can delegate signature of the MOA Change to lower echelons, as appropriate. The MOA Changes should be executed so that signature is obtained in time for the Resource Management Decision (RMD) process. The DUSD(I&E) will prepare a memo to promulgate the proposed MOA Change process and procedures in September 2009.

Function	Status of Migration
Family Housing	Operated at the joint base through private vendor contracts. Commander Navy Installations Command (CNIC) is leading the migration effort with Army Installation Management Command (IMCOM). Deployment is scheduled for the last week of September 2009.
Morale Welfare and Recreation (MWR)	The process of coding the systems in preparation for data conversion will most likely occur the fourth week of September 2009. Employees will transfer to the system on October 1, 2009.
Non-Appropriated Fund Instrumentality (NAFI)	Fort Story records were already converted to Little Creek and currently running. Employees will transfer to the system on October 1, 2009.
Personal Plant and Property Equipment (PP&PE)	Manual migration - There are no data migration issues requiring Office of the Secretary of Defense (OSD) assistance.
Procurement	Manual migration - All contracts will continue until expiration or until Navy adds work to an existing contract (or awards a separate vehicle). If a contract must be transferred, it will be done manually.
Real Property	Automated migration - Business Enterprise Integration (BEI) submitted mapping spreadsheet products and is awaiting feedback from the Components.
Small Arms Range Management (SARM)	No migration required - Navy will not implement Range Facilities Management Support System until version 3 is available (January – June 2010). A minimum of three Army legacy computers will remain.
Unaccompanied Personnel Housing (UPH)	Automated migration - Components currently doing quality review on data for three buildings that Fort Story provided. Automated migration will be performed by CNIC.
Warfighter and Family Services (W&FS)	No migration required - Navy and Army will use the Fleet and Family Support Management Information System.

Joint Region Marianas

Currently, all coordination for DM is conducted through conference calls and e-mails with the functional and technical SMEs. The status of DM efforts is summarized in the table below.

Function	Status of Migration
BSV&E	Manual migration - Number of vehicles is fairly small.
CYP	Automated Migration being completed by CNIC.
Environmental	Automated migration for restoration data being worked by the Navy. Manual migration will be performed by short term hires for the Automated Civil Engineer System and the Air Force Restoration Information Management System.
Facility Investments	Manual migration by Air Force contractor.
Facility Operations	Manual migration by Air Force contractor.
Family Housing	Automated migration by CNIC.
Installation Movement	Currently gaining access.
Lodging	Team will be onsite last week of September to go live October 1, 2009.
MWR	Automated migration by CNIC.
NAFI	Automated migration occurring.
PP&PE	Migration necessary; method undetermined.
Procurement	Migration necessary; method undetermined.
Real Property	Manual migration; not waiting for BEI automated migration.
Supply Storage and Distribution Non-Munitions	Migration may not be required, but needs to be confirmed.
UPH	Automated migration by CNIC.



Talking Points Cont'd

Real Property Data Migration

BEI continues to work on the automated migration of Real Property, which is expected to take place on September 21, 2009. BEI recently received data maps from all Components. A newly updated version of the category codes went out on August 13, 2009, and the third version of the Concept of Operations was released during the third week of August for review.

Best practices for Data Migration

Best practices for Data Migration include the following:

- ▶ The DM Team's access to personnel (including face to face meetings) in charge of managing data at the installations is important to creating an effective migration strategy.
- ▶ Availability of detailed information about System artifacts (e.g., data element dictionaries and data definition language for software packages) is crucial for development of a data migration strategy.
- ▶ Continuous communication between all entities involved in DM at OSD, Regions/Major Commands, and the installations.
- ▶ At each installation, identification of a DM Lead, operational SMEs, system administrators, and functional users early in the process.
- ▶ Access of the DM Team to installation websites and systems

(Common Access Cards most likely required).

- ▶ With systems managed at Headquarter (HQ)-levels for supported and supporting Components, planning, developing, and testing of the migration process should occur at a HQ-level with Components and OSD informing installations and the DM Team of the progress.

Environmental Restoration Funding

During the June 23, 2009 SJBWG meeting, the Navy brought to light a potential problem with the Defense Environmental Restoration Account (DERA) funding line across the Future Years Defense Program (FYDP). The Environmental Sub Working Group (SWG) investigated and identified supported Component DERA funding database discrepancies in the Component programs and the DoD Knowledge-Based Corporate Reporting System. The following installations are affected by these discrepancies:

- ▶ Phase I joint bases
 - Andersen Air Force Base (AFB)
 - Fort Story
 - Naval Air Engineering Station Lakehurst
- ▶ Phase II joint bases
 - Bolling AFB
 - Naval Weapons Station Charleston
 - Hickam AFB

Updated funding amounts are now available; therefore, the Environmental SWG recommended that the Office of the Secretary of Defense (Comptroller) (OSD(C)) correct the funding profile through a reprogramming action, or possibly an RMD during the upcoming budget cycle. This recommendation was approved at the August 25, 2009 SJBWG meeting.

Joint Base Lewis-McChord Table-Top Exercise (TTX)

A TTX team went to Joint Base Lewis-McChord (JBLM) on August 19-21, 2009 to exercise the recently signed MOA and address new command and control issues related to the relocation of installation management functions to the joint base. Participants included functional personnel and leadership

from McChord AFB, Fort Lewis, IMCOM-West, Air Mobility Command (AMC), Assistant Chief of Staff for Installation Management (ACSIM), the Office of The Air Force Civil Engineer (AF/A7C), and the Office of the DUSD(I&E).

The purposes of the TTX were to 1) confirm and/or establish command and control procedures for JBLM to confirm the Joint Base Command Team's (JBCT's) leadership approach at FOC; 2) identify roles and responsibilities of the Joint Base Commander, Deputy Joint Base Commander, and JBPC; and 3) identify triggers, information requirements, and regulatory constraints on JBCT decisions.

Scenarios that were exercised included issues that the JBCT will likely become involved with post-FOC:

- ▶ Equal Employment Opportunity (EEO) complaint resolution process when both Components are involved.
- ▶ Facility utilization at the joint base, to include master planning, stationing procedures, utilization and space management of existing facilities, and Military Construction prioritization processes.
- ▶ Deployment planning and support, Joint Base Supported Component Force Structure deployment and backfill, and crisis management.

Lessons learned are being compiled by the TTX team and JBLM leadership. An after-action report is expected by the end of September 2009.



Randolph MOA is expected by October 1, 2009.

From the JBPMO

JBPMO Website

The JBPMO website now includes links to current news articles about Joint Basing.

JBPMO Website Updates

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 August:

- ▶25 Aug: The signed Joint Base Pearl Harbor-Hickam MOA is saved in the Final MOAs folder of the MOA Development Knowledge Center.
- ▶16 Aug: The signed Joint Base Lewis-McChord MOA is saved in the Final MOAs folder of the MOA Development Knowledge Center.
- ▶10 Aug: CPVF Phase II Training Memo was posted to the CPVF Page of the JBPMO website.

E-IRC, 9-10 September 2009, Marine Corps Base Quantico

All conference materials including registration information, briefings, and logistical information are/will be available on the JBPMO website.



Joint Base MOA Status Update

Joint Base MOA Updates

Joint Base Lewis-McChord

The Joint Base Lewis-McChord MOA was signed on August 16, 2009.

Joint Base Pearl Harbor-Hickam

The Joint Base Pearl Harbor-Hickam MOA was signed on August 24, 2009.

Joint Base Langley-Eustis

Component coordination of the Joint Base Langley-Eustis MOA was obtained on August 14, 2009. The Air Force Vice Chief's signature was obtained on August 20, 2009. Army signature is expected by September 1, 2009.

Joint Base Elmendorf-Richardson

Final Component coordination of the Joint Base Elmendorf-Richardson MOA is expected by September 4, 2009.

Joint Base Anacostia-Bolling

The Joint Base Anacostia-Bolling ICS-coordinated MOA was submitted to the JBPMO on August 7, 2009. Final Component coordination of the MOA is expected by September 4, 2009.

Joint Base Lackland-Sam Houston-Randolph

Final Component coordination of the Joint Base Lackland-Sam Houston-