



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221**

DEC 09 2002

IN REPLY
REFER TO **GENERAL ORDER**
NO. 12-02

I. **AUTHORITY:** Approval of the Director, Defense Logistics Agency (DLA).

II. Pursuant to cited authority and effective December 15, 2002:

A. The DLA Base Realignment and Closure (BRAC) Executive Group is established to direct the DLA BRAC process. The Executive Group guides DLA policies, procedures, and recommendations related to the development and implementation of BRAC actions. The Director, DLA, makes the final decision on which bases to recommend to the Secretary of Defense (OSD) for realignment and closure and approves plans for implementation of BRAC actions. The BRAC Senior Technical Advisors, non-voting members of the Executive Group, provide executive level technical support and advice to the voting members of the DLA BRAC Executive Group.

B. The DLA BRAC Office, DSS-DB, is established to provide technical staff support to the DLA BRAC Executive Group for development of BRAC recommendations and implementation of BRAC actions. The BRAC Office will report directly to the Director, DLA Support Services, for administrative support and the Vice Director, DLA, for daily mission direction. The BRAC Office is divided into two teams: the BRAC 2005 Planning Team and the BRAC Implementation Team.

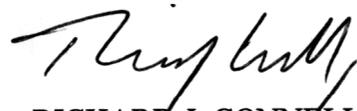
1. The BRAC 2005 Planning Team provides technical staff support to the DLA BRAC Executive Group in the following areas: development of policies and procedures, including DLA sub-elements to DoD selection criteria and definitions for excess capacity; internal controls; data collection; analysis to support recommendations for realignment and closure of DLA activities; and the development of the final report and supporting documentation.

2. The BRAC Implementation Team provides implementation support for all approved BRAC actions. The BRAC Implementation Team develops plans for implementing approved BRAC recommendations; develops budget requirements in conjunction with Logistics Operations, Information Operations, field activities, and Comptroller staff for submission to the Department of Defense (DoD); provides guidance and on-site assistance; schedules and tracks implementation milestones; and provides liaison with OSD, the Services, and losing/ gaining sites.

III. Attached is the Charter for the DLA BRAC Executive Group and the BRAC Office.

IV. Administrative services and support will be provided by HQ DLA organizations as appropriate.

FOR THE DIRECTOR:


RICHARD J. CONNELLY
Director
DLA Support Services



**DEFENSE LOGISTICS AGENCY (DLA)
BASE REALIGNMENT AND CLOSURE (BRAC) EXECUTIVE GROUP
AND BRAC OFFICE CHARTER**

I. AUTHORITY. The DLA BRAC Executive Group and BRAC Office are established by General Order 12-02 to develop and implement DLA's BRAC process, procedures, recommendations and actions.

II. BACKGROUND

A. Reductions in the Defense infrastructure through base realignments and closures are being stressed by the Secretary of Defense to increase military efficiency and effectiveness and reduce the cost of the Defense establishment.

B. The Defense Base Closure and Realignment Act of 1990 (PL 101-510), as amended, established a process and procedures for closing and realigning bases. Office of Secretary of Defense (OSD) guidance elaborates on the requirements of the Act.

Bases are grouped into categories with similar missions or capabilities/attributes.

2. Categories are assessed for excess capacity to determine whether reduced requirements from the Military Services and other customers can translate into the realignment or closure of DLA activities within a category.

3. Activities within a category identified as having excess capacity are evaluated against Department of Defense (DoD) selection criteria and DLA sub-elements to the DoD selection criteria.

4. Specific DLA activities and space may be identified which will be candidates for closure/realignment.

5. The Secretary of Defense must close and realign all military installations recommended for closure and realignment by the BRAC Commission, unless the President does not approve the recommendations or a congressional joint resolution of disapproval is enacted.

6. The Secretary of Defense must initiate all the closures and realignments within two years and complete all the closures within six years, beginning from the date the President approves the recommendations.

7. DLA must provide to OSD any recommended closures or realignments. Exceptions are: (1) the closure of a military installation where fewer than 300 civilian personnel are employed, or (2) the realignment of a military installation employing at least 300 civilian personnel which reduces civilian personnel by fewer than 1,000 or by less than 50 percent. DLA installations which meet these exceptions may be closed or realigned at DLA's direction without formal BRAC review.

III. RESPONSIBILITIES

A. DLA BRAC Executive Group:

Directs the DLA BRAC process.

2. Guides DLA policies, procedures and recommendations related to the development and implementation of BRAC actions.

3. Makes recommendations to the Director, DLA, for his decision concerning any proposed DLA BRAC which falls within the thresholds of the Act.

4. Provides staff representatives to the DLA BRAC Office, either full or part time.

5. Includes the following voting members (one alternate may be identified to vote for each member in an "acting" capacity):

Vice Director (Chairman)

Comptroller

Director, Human Resources

Director, Information Operations

Director, DLA Support Services (*First Vice Chairman*)

Director, Logistics Operations (*Second Vice Chairman*)

Director, Joint Reserve Force

Director, Enterprise Transformation

General Counsel

6. Includes the following non-voting members who serve as Senior Technical Advisors and provide executive level technical support and advice:

Senior Procurement Executive

Staff Director, Small and Disadvantaged Business Utilization

Staff Director, DLA Criminal Investigations Activity

Staff Director, Corporate Communications

Staff Director, Equal Employment Opportunity

Chief, DLA BRAC Office (Executive Secretary)

7. The Vice Director:

a. Serves as Chairman of the DLA BRAC Executive Group.

b. Serves as the Agency senior leadership focal point for DLA BRAC issues.

c. Represents DLA at OSD BRAC Executive Group meetings.

d. Schedules in-progress reviews, as necessary, with the DLA BRAC Executive Group to provide members with information and elicit direction.

e. Provides general guidance to the Chief, DLA BRAC Office, to implement tasking or other direction from the DLA BRAC Executive Group.

f. Monitors DLA BRAC Executive Group and BRAC Office progress.

g. Reports on BRAC actions to the Director.

8. The Director, DLA Support Services

a. Serves as the First Vice-Chairman of the DLA BRAC Executive Group.

b. Is designated as the alternate to the Chairman in his absence.

9. The Director, Logistics Operations:

a. Serves as the Second Vice-Chairman of the DLA BRAC Executive Group.

b. Is designated as the alternate to the First Vice-Chairman in his absence.

10. The Chief, DLA BRAC Office:

a. Serves as the Executive Secretary of the DLA BRAC Executive Group.

b. Makes presentations to the DLA BRAC Executive Group concerning DLA BRAC Office developmental and implementation efforts as well as other BRAC issues.

c. Records proceedings of the DLA BRAC Executive Group.

d. Takes direction from the Chairman, DLA BRAC Executive Group.

e. Provides day-to-day direction to the DLA BRAC Office.

f. Serves as the senior staff liaison for BRAC operational issues with staffs from OSD, the Military Services, and DLA activities.

g. Provides periodic updates to the Modernization Executive Board to ensure communication of BRAC status throughout the agency and to solicit advice and general guidance from the board.

B. DLA BRAC Office: The DLA BRAC Office is divided into two teams: the BRAC 2005 Planning Team and the BRAC Implementation Team.

The BRAC 2005 Planning Team

- a. Provides technical staff support to the DLA BRAC Executive Group for BRAC 2005.
- b. Develops policies and procedures, including definitions for excess capacity, DLA subelements to DoD selection criteria and internal controls.
- c. Collects data and performs analysis to support recommendations for realignment and closure of DLA activities.
- d. Writes the draft and final reports and provides supporting documentation.

2. The BRAC Implementation Team:

- a. Provides technical staff support to the DLA BRAC Executive group related to BRAC implementation actions.
- b. Develops plans for implementing approved BRAC recommendations.
- c. Provides guidance to field activities and ensures consistency in all functional implementation actions.
- d. Provides on-site assistance to DLA field activities.

IV. DURATION.

This charter is in effect until the DLA BRAC Executive Group and BRAC Office are disestablished by the Director, DLA.