



DEPARTMENT OF THE NAVY

THE ASSISTANT SECRETARY OF THE NAVY
(ENERGY, INSTALLATIONS & ENVIRONMENT)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

JAN 26 2011

MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS COMMANDANT OF THE MARINE CORPS

SUBJECT: Economic Adjustment Assistance to Defense-Impacted Communities

- References:
- (a) DoD Directive 5410.12, subject as above
 - (b) Executive Order 12788, "Defense Economic Adjustment Program," January 15, 1992 (as amended)
 - (c) Executive Order 13378, "Amendments to Executive Order 12788 Relating to the Defense Economic Adjustment Program," May 2005
 - (d) DoD Instruction 1400.20, "DoD Program for Stability of Civilian Employment," June 16, 1981
 - (e) DoD Manual 4165.66-M, "Base Redevelopment and Realignment Manual"

It is the policy of the Department of the Navy (DoN) to exhaust every practical consideration in minimizing the local economic impacts resulting from the implementation of department actions. The Defense Economic Adjustment Program was established to help alleviate substantial and serious community economic impacts from major Department of Defense (DoD) actions resulting from Defense program changes. This memorandum implements reference (a) within DoN.

The DoD Office of Economic Adjustment (OEA) has the lead role for community economic adjustment assistance. OEA is also staff to the Economic Adjustment Committee (EAC). The Office of the Assistant Secretary of the Navy (Energy, Installations and Environment) (OASN (EI&E)) will serve as the DoN's point of contact with the Director, OEA in support of the Community Economic Adjustment Program. To assist the OASN (EI&E) in this regard, the Navy and Marine Corps are requested to designate lead offices that will serve as their central point of contact for community economic adjustment assistance matters.

Timely, accurate, and consistent unclassified information on personnel, property, and procurement, is necessary for state and local governments to plan for any impacts related to DoN actions. By this memorandum, the Navy and Marine Corps shall make available the following information to state and community leaders on a timely and continuing basis.

- Military and civilian personnel changes;
- Real and personal property availability;
- School-age children increases or decreases;
- Construction activity by fiscal year; and
- Procurement activity changes affecting local businesses.

Specific requests from the Office of the Secretary of Defense for the above information shall be forwarded separately on an "as needed" basis. Such information, shall be provided to OEA (via the ASN (EI&E)), and shall include a certification as to its accuracy and clearance for public release.

The planning information will facilitate the early preparation of an effective Community Growth Management Plan supporting the establishment or expansion of a DoN base and delineate redevelopment/workforce adjustment activities associated with base closures and realignment. Additionally, the above planning information should be provided to appropriate state and local entities during any environmental assessment process conducted pursuant to the National Environmental Policy Act or during any other basing decision process.

Within 75 days from the public announcement of a major DoN base realignment, major contract cutback, or proposed major new base expansion action, the Navy and Marine Corps are requested to provide the above planning information to the OASN (EI&E) for further submission to OEA/EAC for purposes of calculating realistic secondary regional impact forecasts.

In addition, the Navy and Marine Corps shall provide guidance to regional or installation commanders on ensuring community awareness of planned DoN actions. The guidance should address, at a minimum:

- The issuance of press releases and conduct of local press interviews;
- Provision of briefings to community leaders
- Provision of briefings to installation personnel who may be affected by such actions; and
- The process for reporting real and personal property for transfer or disposition.

My point of contact for this memorandum is Mr. Steve Keating, (703) 614-5468; email: steve.keating@navy.mil.


Jackalyn Pfannenstiel

Copy to:
BRAC PMO
CNIC
COMNAVFACENGCOM