



PERSONNEL AND  
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
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WASHINGTON, DC 20301-4000

OCT 14 2009

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DEPUTY CHIEF MANAGEMENT OFFICER  
THE COMMANDERS OF THE COMBATANT COMMANDS  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF  
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DIRECTOR, OPERATIONAL TEST AND EVALUATION  
DIRECTOR, COST ASSESSMENT AND PROGRAM  
EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF  
DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Clarification of Announcement Requirements In Personnel Reductions,  
Closures of Installations, and Reductions of Contract Operations in the  
United States

Reference (a): Under Secretary of Defense (Personnel and Readiness)  
Memorandum, "Coordination and Clearance of Announcements of Personnel Reductions,  
Closures of Installations, and Reductions of Contract Operations in the United States,"  
September 16, 2006

This memorandum provides clarification to the subject announcement requirements, prescribed in reference (a), for civilian personnel actions taken pursuant to Base Realignment and Closure (BRAC).

The purpose of the data required by reference (a), in part, is to inform Department leadership and the Congress of actions that will impact civilian employment. Since BRAC actions are statutorily generated and fully socialized throughout the Department when announced, the comprehensive reporting requirements of reference (a) are unnecessary. Therefore, for BRAC-related civilian personnel actions, an abbreviated reporting requirement is authorized, and the following information is to be submitted: (1)



Encl 2

the number of anticipated involuntary separations and (2) the effective date of the separations. DoD Component Heads must submit the required information to the Office of the Deputy Under Secretary of Defense, Civilian Personnel Policy, at least 75 days before the effective date of the separations in order to allow for a 45-day Congressional notification period.



Gail H. McGinn

Deputy Under Secretary of Defense (Plans)  
Performing the Duties of the  
Under Secretary of Defense  
(Personnel and Readiness)