

**About the BRAC Small Group Listening Sessions
(Attachment to Invite 1)
Draft 1**

To help you understand a bit more about the discussion groups we have invited you to, and to understand how the day will be scheduled, we have provided some more details below:

You will be in a discussion group with approximately 10 of your peers from across the country, guided by a moderator.

We will break up the discussion to address the BRAC process in three distinct phases:

1. Closure Recommendation to Approval Date
2. Closure Approval to Property Disposal
3. Acquisition of and Redevelopment of Transferred Property

We will want to hear from you on topics such as:

- The most difficult challenges your team faced during the BRAC process
- What you view as the biggest accomplishments
- What Lessons Learned you would pass along to a colleague preparing for a BRAC action.

Specific thoughts and feedback about OEA's processes and financial support that may have:

- Helped redevelopment efforts
- Hindered redevelopment efforts
- Communications from OEA – what worked, what didn't

Finally we want you to understand these discussions will surround OEA as a whole, and the office's processes, operations and communications, in an effort to evaluate and improve services. This exercise is not seeking feedback on specific staff members. However, if you think specific staff possessed specific abilities that aided your efforts; or lacked certain skills that you felt we need to possess, we want to hear about those abilities and skills.

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 [0704-0553]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.