

Dear Local Redevelopment Executive:

We hope this note finds you well. The Office of Local Defense Community Cooperation (OLDCC) (formerly the Office of Economic Adjustment) would appreciate your assistance in updating the status of reuse activity at your closed or realigned installation. As may be aware, the Department of Defense (DoD), Members of Congress and their staff, Congressional Committees, community leaders and researchers often contact OLDCC for information on "life after BRAC." OLDCC has a responsibility to serve as the DoD clearinghouse for this reuse data. Your assistance will help policymakers and local officials in making informed decisions.

Please review the attached DD Form 2740 summary of reuse activity and associated new jobs, leases and deeds, and complete it to reflect your base reuse status as of [MONTH] [DD], [YYYY]. Completed forms can be returned to me via email, or I can schedule a time to fill out the form with you or someone on your staff over the phone.

We ask that completed forms be returned no later than [MONTH] [DD], [YYYY].

Instructions on how to complete the form are listed on page 2 of the attachment. **Please ensure that the totals are listed for columns 8d, 8e, 8g, 8h, and 8i.**

You may use the following guidelines in identifying "new jobs:"

1. "New Jobs" are actual total public/private sector jobs on base as of [MONTH] [DD], [YYYY], except:
 - Jobs that existed within the community (MSA/PMSA or county) prior to base closure/realignment and merely transferred to the former base
 - Active military, Reserves or National Guard positions
 - Jobs at a tenant activity that existed on base prior to BRAC action and continued operation under a lease or deed. (Note: If this tenant/owner has expanded staff after base closure/realignment, the expanded staff can be counted as "new jobs.")
2. Privatized Federal jobs can be counted as "new jobs." Please provide number of positions that were retained and those obtained after privatization.
3. A tenant activity that existed on base prior to BRAC action and continues operation under a lease or deed is to be noted as a tenant/owner activity.

If you would like a copy of the form you completed in [YYYY], please let me know and I will email it to you.

We appreciate your continued efforts, assistance, and cooperation. Please do not hesitate to reach out to me either by telephone or e-mail if I can be of any assistance.

Thank you in advance for your time,