



DEPARTMENT OF THE NAVY  
THE ASSISTANT SECRETARY OF THE NAVY  
(INSTALLATIONS AND ENVIRONMENT)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

MAR 12 2004

## MEMORANDUM FOR CHAIRMAN, INFRASTRUCTURE STEERING GROUP

Subj: COORDINATION ON THE INTELLIGENCE JOINT CROSS SERVICE GROUP  
(JCSG) CAPACITY ANALYSIS REPORT AND DATA QUESTIONS

Encl: DON Intelligence Universe

In response to your March 4, 2004 request for review of the subject report and proposed data call questions, the Department of the Navy (DON) members of the Infrastructure Steering Group concur with the proposed Intelligence Capacity Analysis Report and data call questions and recommend that it be approved by the Infrastructure Steering Group with the following considerations:

Continue to recommend that analysis be conducted at the lowest security level possible to allow for the opportunity for openness in the Base Realignment and Closure process. Additionally, recommend a timeline of 45 days be considered to allow for analytic time, and to take actions that will help align the Intelligence JCSG timeline with the timelines of the other JCSGs.

The Capacity Report and the data call questions contain conflicting guidance as to which organization will address management activities.

The enclosure lists the DON commands that will receive the data call questions.

This response has been coordinated with the Vice Chief of Naval Operations and the Assistant Commandant of the Marine Corps.

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H. T. Johnson

Attachments

DON Intelligence Universe

MARINE CORPS INTELLIGENCE ACTIVITY QUANTICO VA

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NAVSECGRUACT DENVER CO  
NAVSECGRUACT FT GEORGE G MEADE MD  
NAVSECGRUACT FT GORDON GA  
NAVSECGRUACT GROTON CT  
NAVSECGRUACT KUNIA HI  
NAVSECGRUACT MEDINA TX  
NAVSECGRUACT NORFOLK VA  
NAVSECGRUACT PEARL HARBOR HI  
NAVSECGRUACT PENSACOLA FL  
NAVSECGRUACT SAN DIEGO CA  
NAVSECGRUACT SUGAR GROVE WV  
NAVSECGRUACT WHIDBEY ISLAND WA  
ONI WASHINGTON DC  
DIRNAVCRIMINVSERV WASHINGTON DC

ACTION MEMO

March 11, 2004

FOR: ASSISTANT SECRETARY OF THE NAVY (INSTALLATIONS AND ENVIRONMENT)

*M. G. Mullen* 3/12/04

FROM: ADM M. G. MULLEN, Navy Infrastructure Steering Group Member

SUBJECT: COORDINATION OF BRAC 2005 INTELLIGENCE JCSG CAPACITY ANALYSIS REPORT AND CAPACITY ANALYSIS QUESTIONS

- USD (AT&L) memo of 4 March 2004 requested coordination and review of the Intelligence JCSG (IJCSG) Capacity Analysis Report and associated data call questions NLT 12 March 2004.
- I concur with the subject report, questions, and release of the data call; however, close review has revealed concerns and observations that necessitate Navy comment.
- RECOMMENDATION: As ranking DoN member of the Infrastructure Steering Group (ISG), ASN (I&E) endorse and forward attached comments to USD (AT&L).

Attachment: As stated.

Prepared by: M. Neighbors, OPNAV N2CA, 693-9830

DRAFT DELIBERATIVE DOCUMENT - FOR DISCUSSION PURPOSES ONLY -  
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10 March 2004

Subj: BRAC 2005 INTELLIGENCE JCSG CAPACITY ANALYSIS REPORT AND  
CAPACITY ANALYSIS QUESTIONS

1. Navy concurs with subject report and immediate release of the associated data capacity questions. However, review of the report and the accompanying questions identified several key areas that necessitate comment.
2. The following comments and observations are germane to the Intelligence JCSG Capacity Analysis Report and should be addressed:
  - The Introduction to the Capacity Analysis, Definition and Scope, Page 2, first sentence, as worded, does not reflect the previously approved initial report scope of the IJCSG attached to the memo of 03 October 2003, "Subject: Establishment of the Intelligence Joint Cross-Service Group", signed by Chair IJCSG. The initial report, Part II, first sentence states, "The Intelligence Joint Cross-Service Group IJCSG has been established to address common intelligence business functions and processes throughout the Department of Defense for the purpose of recommending those facility realignments and closures that will optimize the performance of the intelligence function across the Department of Defense." Recommend replace "all intelligence business functions" with "common intelligence business functions."
  - Part I – Introduction, 1. Definition and Scope, first sentence, Page 2 should identify National Imagery and Mapping Agency (NIMA) as National Geospatial-Intelligence Agency (NGA) for accuracy.
  - The Methodology for Capacity Analysis requires some refinements on Page 4.
    - a) Reference to DoDI 5035.5 on Page 4 is incorrect. Actual instruction required is DoDI 5305.5, "Space Management Procedures, National Capital Region (NCR)."
    - b) Items 5.a. and 5.b. are not consistent with one another, in that the units used are not uniform and will not, in current form, be easily used. As stated, Current Capacity (CC) is the number of people (in units of people) in Actual Square Feet Occupied (in units of square feet). However, Maximum Potential Capacity (MPC) is measured as Design Capacity of the Building (no units) per Average Sq Ft per Person. Recommend the factor Design Capacity of the Building be replaced with Design Available Sq Ft (in units of square ft). MPC would then equal the division of the Design Available Sq Ft (in units of square feet) by the density standard (in square feet per person), thereby resolving the issue of consistent units in the metric. Also, note that as written metrics in 5.a. and 5.b. are inconsistent in that 5.a. requires by note that the footprint include "personnel space" and "equipment space," whereas, 5.b. simply refers to DoDI 5305.5.

- c) It is unclear if the building density standard in Item 5.b., DoDI 5305.5, "Space Management Procedures, National Capital Region (NCR)," should apply to intelligence related facilities. This standard establishes standards for the allocation of administrative space within the NCR. It is not clear that this correlates well with intelligence community spaces that house equipment and consequently have a different density standard than that of routine administrative space.
- d) Usage of a specified metric for space should be carefully chosen. Usage of the DoDI 5305.5 standard could penalize personnel working outside the NCR by having a standard applied to them that may be different than perhaps their corresponding Service Standard. The result could be that if bases/activities realign and/or close, personnel may not be treated equally across DoD in the BRAC process. NCR standards are exceptions to service density standards and are generally more restrictive.
- e) The report does not address how to determine Excess Capacity (EC).

- In Management Activities Sub-Group, Section 2, 1. Assumptions, Page 9, the report states that "These management activities in the Military Departments are being addressed by the Headquarters and Support Activities JCSG, and will not be addressed by the IJCSG." This is in apparent conflict with current understanding that the IJCSG will conduct this analysis.

3. The following comments and observations concerning the subject Capacity Analysis Data Call Instructions and Questions are provided:

- Classification of collected/analyzed data up to TS/SI/TK/B/G/HCS levels are problematic with regard to current BRAC processes in which all data would normally be available to the Congress, the Commission and the public. Also, this difference in classification level could make potential integration with other BRAC recommendations challenging.
- As per comments above for the Capacity Report, recommend replace the phrase "all intelligence business functions" with "common intelligence business functions" in the Data Call Instructions Page 1, first sentence. As the focus of IJCSG is to analyze intelligence functions, there is concern with the fact that a large percentage of the capacity questions relate to management, finance and human resources.
- In order to maintain visibility and consistency of input from naval activities, the DoN BRAC Intelligence Infrastructure Analysis Team (IAT) will be the initial point of contact for all questions related to the Intelligence Data Call. IAT will coordinate with the IJCSG, as necessary, to ensure appropriate answers are provided in response to inquiries.

4. Consideration should be given to shortening the data call timeline, as specified in Memorandum for Infrastructure Steering Group Members of 04 March 2004, to 45 days to facilitate timely, thorough analysis and to also enable the IJCSG to better synchronize with other JCSGs. Since this data call is relatively small (17 questions) compared with the 6 January 2004 data call, 45 days should be sufficient to return responses to IJCSG. DoN intelligence activities have already responded to the 06 January 2004 data call, and completing these 17 questions in the 45 days is reasonable.



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

LF

MAR 12 2004

MEMORANDUM FOR THE ASSISTANT SECRETARY OF THE NAVY  
(INSTALLATIONS AND ENVIRONMENT)

Subj: COORDINATION OF THE FINAL INTELLIGENCE JOINT CROSS  
SERVICE CAPACITY ANALYSIS REPORT

Ref: (a) Acting USD (AT&L) Memorandum of March 4, 2004

1. The Marine Corps concurs in the subject report and release of the data call questions as forwarded by the reference, subject to the following considerations:

a. The Marine Corps remains concerned about the security of the aggregate data in response to the data call. It is our intention to respond at the Secret/NOFORN classification level.

b. Management activities in the Military Departments are understood to be addressed within the Headquarters and Support Activities JCSG vice the Intelligence JCSG.

c. MCIA will be the sole data call responder for the Marine Corps since all other USMC Intelligence assets are being addressed within other JCSGs.

2. My point of contact is Ms. Karin Dolan on (703) 693-1872.

A handwritten signature in cursive script that reads "Carla Liberatore".

CARLA LIBERATORE  
ASSISTANT DEPUTY COMMANDANT  
INSTALLATIONS AND LOGISTICS

6 March 2004

MEMORANDUM FOR INFRASTRUCTURE STEERING GROUP MEMBERS

From: Capt. D. W. Mathias  
To: DSAN(AI)

Subj: Coordination of the Intelligence JCSG Capacity Analysis Report and Data Questions

Encl: Final Intelligence JCSG Capacity Analysis Report with proposed data call questions.

1. Encl (1) is forwarded for review. Please provide your formal coordination review comments on this report by 10 March 2004.

  
DWM

*3 copies*

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# CLOSE HOLD

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*Reade 3/5/11  
JWS*

Material contained herein is sensitive. Release of data or analysis pertaining to evaluation of military bases for closure or realignment is restricted until the Secretary of Defense forwards recommendations to the Defense Base Closure and Realignment Commission in May 2005. All individuals handling this information should take steps to protect the material herein from disclosure.

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Office of the Deputy Under Secretary of Defense  
(Installations and Environment)

Room 3D814  
(703) 614-5356

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# CLOSE HOLD

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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

## THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010

MAR 4 2004

### MEMORANDUM FOR INFRASTRUCTURE STEERING GROUP MEMBERS

Subject: Coordination of the Intelligence JCSG Capacity Analysis Report and Data Questions

The final Intelligence JCSG Capacity Analysis Report, with proposed data call questions, is attached for your review and coordination. The attached questions have been reviewed and approved by the Data Standardization Team which includes representatives from each of the Services. The Intelligence JCSG capacity report comports with concerns raised in previous ISG meetings.

Please provide your formal coordination and any comments on this report by March 12, 2003. Your coordination will constitute the ISG's approval of the methodology and functions for the Intelligence JCSG's capacity analysis, and authorizes release of their data questions for response. Consistent with the first data call timeline for the other Joint Cross Service Groups, the intelligence community will be provided 60 days to answer the questions.

If you have any questions, please contact Mr. Pete Potochney, Director, BRAC, at (703) 614-5356.

A handwritten signature in black ink, appearing to read "Michael W. Wynne".

Michael W. Wynne  
Acting USD (Acquisition, Technology & Logistics)  
Chairman, Infrastructure Steering Group

Attachment  
As stated



# INTELLIGENCE JOINT CROSS-SERVICE GROUP

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## CAPACITY ANALYSIS REPORT

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November 2003

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## PART 1 – INTRODUCTION

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### 1. Definition and Scope

The Intelligence Joint Cross-Service Group (IJCSG), as approved by the Secretary of Defense (SECDEF), has been established to address all intelligence business functions and processes for BRAC 2005 across the DoD intelligence community, to include the Military Departments, Defense Intelligence Agency (DIA), National Security Agency (NSA), National Imagery and Mapping Agency (NIMA), and National Reconnaissance Office (NRO).

The IJCSG has identified four broad functions within the Defense intelligence community. Each function has been assigned to a Subgroup to manage data collection and initial analysis. A representative from one of the Military Departments or Defense intelligence agencies has been assigned to lead each of the Subgroups. The assignments are as follows:

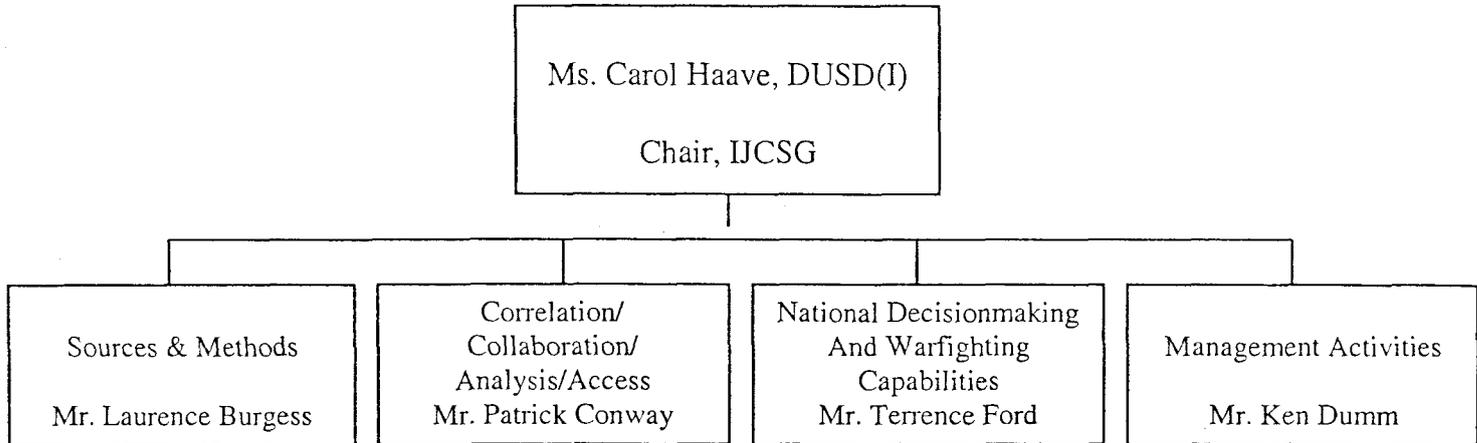
1. Sources and Methods – Mr. Laurence Burgess, NRO
2. Correlation/Collaboration/Analysis/Access (C2A2) – Mr. Patrick Conway, DIA
3. National Decisionmaking and Warfighting Capabilities\* – Mr. Terrence Ford, USA
4. Management Activities – Mr. Ken Dumm, USAF

\* The Infrastructure Steering Group recommended, and the Intelligence Executive Committee approved, renaming the Customer Needs and Satisfaction Subgroup as the National Decisionmaking and Warfighting Capabilities Subgroup. The IJCSG has subsequently determined this Subgroup's activities are more relevant to the Military Value assessment than the Capacity Analysis effort. Therefore, the IJCSG recommends this group be used for analysis beginning with Step Two of the BRAC 2005 process.

### 2. Organization

The IJCSG will use three of its four Subgroups to document present capabilities by assessing current organizational compositions and business processes. Later in the BRAC process, capacity analysis information will be mapped to desired future capabilities using the Department's transformation concepts and preferred organizational construct. We anticipate the desired end state of significantly improved, joint, integrated end-to-end intelligence capabilities will impact present facility usage.

## Intelligence Joint Cross-Service Group Structure



### 3. Resources

The IJCSG plans to employ assigned part-time/full time personnel to accomplish its capacity reviews as noted below.

Sub-group	Military	Civilian	Contractors
Sources & Methods	3/0	9/0	2/0
Correlation/Collaboration/A2	2/0	10/0	0/0
Management Activities	5/0	8/0	0/0
Total	10/0	27/0	2/0

The IJCSG estimates it will need \$4.0M for FY04 contractual support. The newly designated Under Secretary of Defense, Intelligence [USD(I)] views this as an unfunded requirement as the Defense intelligence community did not participate in previous BRAC reviews and was not expected to participate in BRAC 2005 until July of this year.

### 4. Assumptions

- a. The dynamics of the National Security Strategy, National Military Strategy, Defense Planning Guidance and other Department-wide documents will impact our analysis.
- b. Personnel metrics will include civilian, active military, Reservists, National Guard, contractors and all others called upon to augment intelligence activities.

- c. The IJCSG will coordinate with the necessary Military Departments and DoD agencies on BRAC recommendations affecting DoD intelligence capabilities as defined in the USD(I) charter.
- d. Capacity will be measured based on physical space used to perform the various functions in the existing infrastructure.
- e. Military construction will be included only if construction is started in FY04 or prior fiscal years (even if not fully funded until the outyears).

## 5. Methodology for Capacity Analysis

### a. Process for Determining Current Capacity –

Current Capacity for a given facility will be determined by identifying the total number of actual personnel and the total number of actual square footage space (owned or leased by DoD) being used to perform a specific function for defense intelligence.

$$CC = (\# \text{ of Personnel}) \text{ in } (\text{Actual Sq Ft Occupied})^*$$

$$* \text{ Actual Sq Ft Occupied} = \text{Personnel Space} + \text{Equipment Space}$$

### b. Process for Defining the Maximum Potential Capacity –

The Maximum Potential Capacity for a given facility will be determined by identifying the design capacity of the building and dividing it by the average number of square feet per person in accordance with the DoDI 5035.5. (Exception: Training and education for the IJCSG will use the standard calculations identified by the Training and Education JCSG).

$$MPC = (\text{Design Capacity of Building}) / (\text{Average Sq Ft Per Person})$$

### c. Process for Assessing Surge Capacity –

There are no known documented requirements to set aside space or facilities for surge.

## 6. Issues Impacting Analysis

There are no unresolved issues impacting the capacity analysis process for the IJCSG.

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## PART 2 – SUBGROUP CAPACITY ANALYSES

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### SOURCES AND METHODS

#### SECTION 1 - INTRODUCTION

##### 1. Definition and Scope of the Function

This function covers present activities associated with the levying of intelligence requirements; management of collection requirements; building or developing collection systems; management of collection systems or resources; conduct of actual collection operations; pre-processing of information derived for the purposes of “tipping” other collections; and, the initial real-time or near-real-time reporting and posting of data/information to networks and databases where it is accessible for the Collaboration, Correlation, Analysis and Access function.

##### 2. Organization

The Sources and Methods Subgroup is led by Mr. Laurence Burgess. There are no individual teams for the Sources and Methods subfunctions.

#### SECTION 2 – APPROACH TO CAPACITY ANALYSIS

##### Subfunctions, Attributes and Metrics

For the purpose of this analysis, the Sources and Methods Subgroup will be evaluated based on the following subfunctions: Acquisition; Levying Intelligence Collection Requirements; Management and Operations of Collection Resources; and, Posting of Information/Data. Each subfunction and attribute will be evaluated against personnel, facilities and equipment requirements.

- a. Acquisition – This subfunction covers building, developing, and upgrading collections systems.
  - (1) Research and Development
  - (2) Engineering
  - (3) Specialized Training – Addresses Mobile Training Teams (MTT), specialized equipment training and specialized training on new sources, methods and data in the test, and exercise phase of demonstration.
  - (4) Supporting Communication Infrastructure –
    - Category 1: Communications personnel and space directly associated with the intelligence sensor or platform

- Category 2: Communications personnel and space not funded by the intelligence program but necessary for its mission execution.
  - Antenna equipment footprint requirements required for interference mitigation
- b. Levying Intelligence Collection Requirements – This subfunction addresses the processing of specific intelligence collection requirements.
- (1) Requirements Validation and Prioritization – Long Term. Strategic requirements, includes the non-time sensitive requirements process.
  - (2) Requirements Validation and Prioritization – Short Term. Tactical requirements, includes the time critical requirements that drive daily collection and tasking.
  - (3) Tasking of Collection
- c. Management and Operations of Collection Resources – This subfunction covers collection management, operations, and maintenance of the collection resources.
- (1) Sensor/Collection System/Asset Planning and Tasking
  - (2) Residual Stateside Support for Deployment of Assets
  - (3) Collection Operations Management and Mission Tracking
  - (4) Support Operations
  - (5) Mission Tailored Training, Demonstrations, and Exercises
  - (6) IT Support Infrastructure (e.g., uplink and downlink)
- d. Posting of Information/Data – This subfunction addresses personnel and assets associated with real-time (RT) or near real-time (NRT) delivery of intelligence information/data, to include the cross-tasking of other collection assets, before analysis begins. For HUMINT, posting involves the filing of HUMINT Intelligence Information Reports (IIRs) before all-source intelligence analysis begins.
- (1) RT or NRT Collection Reporting
  - (2) RT or NRT Cross System Tasking/Cueing – For e.g., IC-MAP, the ongoing efforts of the Airborne Overhead Interoperability Office, and other efforts to optimize single system collection through cross system queuing.

## CORRELATION/COLLABORATION/ANALYSIS/ACCESS (C2A2) SUBGROUP

### SECTION 1 - INTRODUCTION

#### 1. Definition and Scope of Function

The Collaboration/Correlation/Analysis/Access (C2A2) Subgroup addresses installations and processes across the DoD intelligence community that support and facilitate the transformation and synthesis of data into a format usable and accessible by the customer. The focus is on intelligence processes regardless of discipline or temporal focus; the facilities and infrastructure that support those processes; and, the means by which customer-desired output is immediately made available to the customer and/or achieved. Military Departments and defense agencies will be asked to provide their validated surge requirements from which we can determine required capacity.

#### 2. Organization

The C2A2 Subgroup is led by Mr. Patrick Conway. There are no individual teams for C2A2 subfunctions.

### SECTION 2 – APPROACH TO CAPACITY ANALYSIS

#### Subfunctions, Attributes and Metrics

The C2A2 Subgroup addresses two subfunctions: Analysis (including posting/ positioning) and Analysis Support. Each subfunction will be evaluated against personnel, facilities and equipment requirements.

- a. Analysis – This subfunction includes the current and proposed processes involved in managing the transformation of collected data into usable intelligence and positioning that intelligence for customers.
- b. Analysis Support – This subfunction includes those activities that enable analytical processes, but are not inherent to analysis itself.

## MANAGEMENT ACTIVITIES SUBGROUP

### SECTION 1 - INTRODUCTION

#### 1. Definition and Scope of the Function

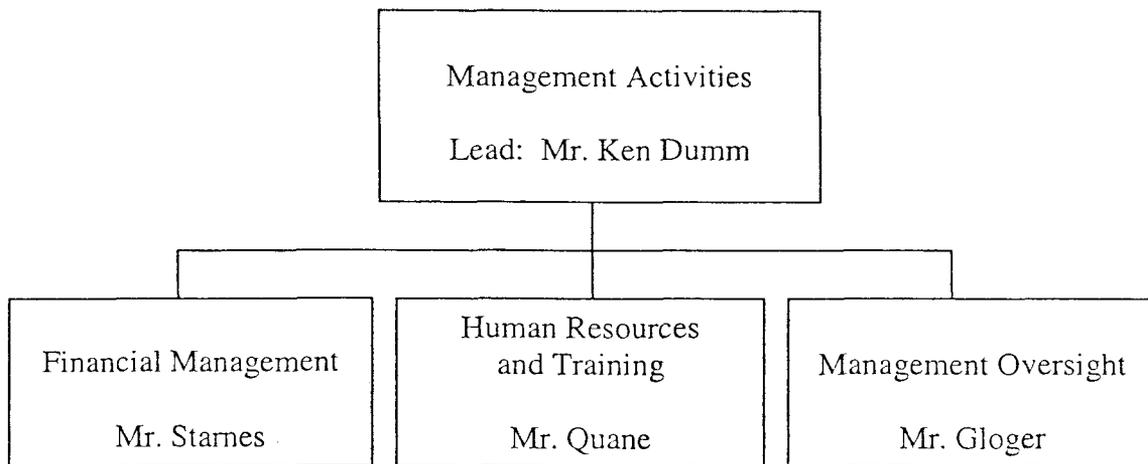
The IJCSG Management Activities Subgroup will address common management business functions and processes across the DoD intelligence agencies. For the purpose of this analysis, management activities include those activities that develop and issue policies; review and evaluate program performance; develop, manage, allocate and distribute resources; and conduct mid- and long-range planning, programming, and budgeting. Management activities include those activities provided by an agency to the greater community such as security policy and oversight, training and education, and payroll operations.

Management activities also include “direct support” essential to headquarters operations. Direct support includes professional, technical, administrative, or logistical support performed in, or provided to, a headquarters activity and is essential to its operations.

Using the DoD guiding principals of joint interoperability; elimination of redundancy, duplication, and excess capacity; and, incorporation of best business practices, the Management Activities Subgroup will focus its evaluation on three key management subfunctions with reasonable potential for payoff: Financial Management, Human Resources and Training, and Management Oversight. The Management Activities Subgroup established three working-level teams as depicted below.

#### 2. Organization

### Management Activities Subgroup



## SECTION 2 – APPROACH TO CAPACITY ANALYSIS

### 1. Assumptions

- a. Management activities address common headquarters, administrative and business-related processes across the defense intelligence agencies. These management activities in the Military Departments are being addressed by the Headquarters and Support Activities JCSG and, therefore, will not be addressed by the IJCSG.
- b. Management activities do not include those processes involved in managing or controlling intelligence operations (e.g., collection, analysis, production or dissemination), which will be assessed by the other two IJCSG Subgroups.
- c. Management Activities will not address training and education covered by the Training and Education JCSG.
- d. Management activities are conducted in a routine and cyclical process and do not have a surge requirement in direct support of an OPLAN.

### 2. Subfunctions, Attributes and Metrics

For the purpose of this analysis, Management Activities will be limited to the following subfunctions due to their likely potential for payoff: Financial Management, Human Resources and Training, and Management Oversight. Each subfunction and attribute will be evaluated against personnel, facilities and equipment.

#### a. Financial Management –

- (1) Planning – Includes formulation, coordination, and development of mid- to long-range planning activities that translate to the organization's strategic planning and programming guidance.
- (2) Programming - Includes translation of strategic planning and programming guidance into detailed game plans (programs, projects, and activities) for meeting SECDEF and DCI policies.
- (3) Budgeting – Includes costing (in terms of dollars and manpower) the implementation of approved programs, projects, and activities in the agency portion of the President's Budget.
- (4) Accounting and Finance – Includes development and direction of accounting and finance systems, services, and operations, as well as day-to-day operations.
- (5) Internal Review – Includes organization policies and procedures to ensure financial, manpower, and property resources are reasonably controlled and safeguarded.

b. Human Resources and Training – Includes services provided directly to the headquarters activity or for which the headquarters is responsible for providing the services to other elements.

(1) Manpower – Includes allocation and control of organization structures, manpower resources, grade authorizations, and evaluation of manpower utilization to include permanent members of manpower survey teams supporting the headquarters activity.

(2) Personnel Programs – Includes management of civilian and military personnel programs (such as staffing, career development, pay management, employee and labor-management relations, and incentive awards), special services programs (such as welfare and recreation programs), and the social action programs (such as human relations and equal employment opportunity), as well as personnel services provided directly to the headquarters activity.

(3) Training and Education – Includes management and execution of training and educational programs and related programs, such as educational research, evaluation, and curriculum development and review.

c. Management Oversight – Includes development and establishment of policies and standards for oversight, as well as associated inspection and evaluation activities.

(1) Program Management – Includes headquarters requirements management and program management services provided directly to the headquarters activity.

(2) Research and Development – Includes oversight of basic and advanced research programs.

(3) Acquisition – Includes oversight of acquisition programs to include strategies and objectives for system, equipment or service analysis, test and evaluation.

(4) Materiel Management – Includes oversight of programs providing logistic support of specified systems, equipment, commodities, and services from procurement and delivery through disposal.

(5) Security Programs – Includes management of physical, personnel, information, and communications security programs.

(6) External Agency Measures – Includes services provided to external agencies.

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## PART 3 – DATA QUESTIONS

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### Sample Data Questions

The following questions will be applied to each subfunction and its attributes for the collection of data in support of the IJCSG for BRAC 2005. The metrics to be used are personnel, space and equipment requirements. The example below is shown using the Acquisition subfunction and Research and Development attribute for the Sources and Methods Subgroup. Throughput will be calculated and included for specific attributes of the Management Activities Group where applicable.

### SOURCES AND METHODS

#### SUBFUNCTION 1: ACQUISITION

#### Attributes and Measures:

#### A) Research and Development (R&D):

1) Does your activity perform R&D Acquisition for Intelligence Sources and Methods programs?

YES \_\_\_\_\_ NO \_\_\_\_\_

2) Does your Activity perform oversight of this function at more than one location?

YES \_\_\_\_\_ /How Many Locations? \_\_\_\_\_ NO, Only at One Location \_\_\_\_\_

3) Where is the function primarily performed?

Name of Organization	
Building/Facility Name	
Street Address	
Town and State	
Zip Code	

4) Is this Facility Government Owned \_\_\_\_\_; Leased \_\_\_\_\_; or Contractor Owned \_\_\_\_\_?

5) What type of facility are you using and what is the square footage?

Current Capacity		Government Owned		Government Leased		Contractor Facility	
Attribute	Metric	Non-SCIF Sq Ft	SCIF Sq Ft	Non-SCIF Sq Ft	SCIF Sq Ft	Non-SCIF Sq Ft	SCIF Sq Ft
R&D	Personnel Space						
	Equipment Space						
	Total Space						

6) How many people perform this function at this site?

<b>Enlisted</b>	E1	E2	E3	E4	E5	E6	E7	E8	E9						
Authorized															
Actual On Board															
<b>Officers</b>	O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10					
Authorized															
Actual On Board															
<b>Civilians (GS or equivalent)</b>	GS-1	GS-2	GS-3	GS-4	GS-5	GS-6	GS-7	GS-8	GS-9	GS-10	GS-11	GS-12	GS-13	GS-14	GS-15
Authorized															
Actual On Board															
<b>Civilians (SES or equivalent)</b>	SES-1	SES-2	SES-3	SES-4	SES-5	SES-6									
Authorized															
Actual On Board															
<b>On-Site Contractor</b>	FTEs	Partia 1 FTEs													
Authorized															
Actual On Board															

7) List the intelligence disciplines for which acquisition is performed at the facility (SIGINT, IMINT, HUMINT, MASINT, OSINT, etc).

8) Do you require any specialized space to perform your R&D function that is not captured above? Be sure to include administrative spaces, conference rooms, laboratories and any specific land requirements unique to your facility (i.e. must have an airfield of at least 6000 Ft long; must be in an electromagnetic environment relative free of EM interference. Include test ranges, industrial facilities, launch facilities, and any related communications).

Type of Specialized Space	Description	SQ Feet (if a facility)

If you responded "YES" to question #2 above (your Activity performs this function at more than one location.), please complete questions number #3 through # 8 for each of these additional facilities. (Cut and paste the above questions after this for each additional facility, and fill in the appropriate information).

**SUBFUNCTION 1: ACQUISITION**

**Attributes and Measures:**

**B) Engineering**

(Repeat questions as above and continue through remaining attributes as identified in the IJCSG Capacity Report.)

## INTELLIGENCE JOINT CROSS SERVICE GROUP (IJCSG)

### CAPACITY ANALYSIS DATA CALL INSTRUCTIONS

#### INTRODUCTION:

##### Definition and Scope:

The Intelligence Joint Cross-Service Group (IJCSG), as approved by the Secretary of Defense (SECDEF), has been established to address all intelligence business functions and processes for BRAC 2005 across the DoD intelligence community, to include the Military Departments, Defense Intelligence Agency (DIA), National Security Agency (NSA), National Geospatial-Intelligence Agency (NGA), and National Reconnaissance Office (NRO).

The IJCSG has identified four broad functions within the Defense intelligence community. Each function has been assigned to a Subgroup to manage data collection and initial analysis. The four Subgroups are:

1. Sources and Methods
2. Correlation/Collaboration/Analysis/Access (C2A2)
3. National Decisionmaking and Warfighting Capabilities\*
4. Management Activities

\* The IJCSG has determined this Subgroup's activities are more relevant to the Military Value assessment than the Capacity Analysis effort. Therefore, this Subgroup will be used for analysis beginning with Step Two of the BRAC 2005 process.

##### Organization:

The IJCSG will use three of its four Subgroups to document present capabilities by assessing current organizational compositions and business processes. Later in the BRAC process, capacity analysis information will be mapped to desired future capabilities using the Department's transformation concepts and preferred organizational construct. The IJCSG anticipates the desired end state of significantly improved, joint, integrated end-to-end intelligence capabilities will impact present facility usage.

##### DATA COLLECTION METHODOLOGY:

Each of the three Subgroups has been broken down into Subfunctions with associated Attributes that further define the various activities to be reviewed. Data will be collected for the capacity analysis using these breakouts. Data will be collected on the number of personnel,

square feet of space, and equipment required to accomplish the Subfunctions and associated Attributes. An outline is provided for reference in the overview to the questions.

### INSTRUCTIONS:

1. As of Date: All data is as of 30 September 2003 (e.g., authorized personnel).
2. Scope: Report data for all locations in the United States (includes the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Virgin Islands, American Samoa, and any other territory or possession of the United States).
3. Classification: Do **not** provide any information that exceeds the TS/SI/TK/B/G/HCS level of classification. If the answer to the question exceeds the TS/SI/TK/B/G/HCS level classification, please contact Glenn Price at 703-602-9967 for further instructions. **Every single data entry requires a classification marking.** If the data is unclassified, it should be marked (U). The classification marking **MUST** precede the actual data. For example, if the square footage is 250 and it is considered TOP SECRET, it would be entered as (TS) 250 in the designated block.
4. Organization Address: Each Military Department, Agency, or Intelligence organization must input their name in the header of their response package. This ensures each page is identified appropriately.
5. Question Format: All questions are formatted in Microsoft Word as follows:
  - Question – Following the question number, a brief subject title identifies the data to be collected. The question then follows identifying the specific data that is required (e.g., square feet, personnel). Tables are then provided for filling in the data. Question number one is a baseline space question that asks for building information by organization/agency. The remaining questions request data based on the Subfunctions and Attributes (functional activities) identified in Section I.
  - Source/Reference – Potential sources of data have been provided. **Responders are required to review and update** as necessary to fully identify the actual source(s) of the data as a part of the data certification process.
  - Amplification – Additional clarification and definition of the data required and how it is to be presented is provided in this section.
  - Tables – Tables are provided as formats for providing the data required. Some will need to be duplicated for each Building reported. Some require adding rows for each building reported.
6. Data Format:
  - Labels – Tables have identifiers in the headings that indicate the type of information requested. These include the following:
    - (Count) – Indicates whole number required (e.g., number of classrooms, accounting transactions, etc.)
    - (Pers) – Indicates whole number count of personnel (Amplification section will indicate if Full Time Equivalent (FTE) is required).

- (Text) – Indicates alpha or alpha-numeric response (e.g., street address, building number, etc.)
  - (SF) or (GSF) – Indicates Square Feet or Gross Square Feet in whole numbers is required. Insert whole numbers only without commas.
  - (YYYY) – Indicate appropriate fiscal or calendar year requested (e.g., 2003)
  - (MM/YY) – Indicate appropriate calendar date required (e.g., January 2004 would be entered 01/04).
  - (\$K) – Provide dollars to the nearest thousand in whole numbers only. See sample below.
  - Space Numbers – Input should be whole numbers only without commas; no text unless specified. Example: Data request is for “Useable Square Feet” for a building that has 30,000 useable square feet; input should be – “30000”.
  - Personnel Numbers – Input should be whole numbers only without commas; no text unless specified. Example: Request for Number of Civilians in an office of 55 authorized civilians; input should be “55”.
  - Dollar Numbers – Dollars should be provided to the nearest thousand in whole numbers without commas and no dollar sign. Example: Budget number of \$1,000,000 (one million dollars), input should be “1000”. Budget number of \$450,890, input should be “451”.
  - State – Use the 2 digit US Post Office designator in ALL CAPS. Example: State of Virginia, input should “VA”.
  - Zip Code – Input the 9 digit zip code without any spaces. Example: Zip code 22314-1324, input should be “223141324”.
  - Full Text Responses – Data request will specify if a text answer is required and a text field is provided. Answers should be short and concise.
  - Specified Text Questions – Some questions have a specified multiple choice or “YES/NO” response required. Example: Request is to determine if space is Occupied = O or Vacant = V. Values are provided in the appropriate row; input should be “O” or “V” as appropriate without punctuation. If answer is YES/NO – Provide “YES” or “NO” response in ALL CAPS.
  - Classification – Each data entry must be preceded with a classification marking. The classification should be fully enclosed within parentheses and a space before the answer is input. For example, a personnel count of 245 is classified TS/SI/TK would be input as “(TS/SI/TK) 245” in the appropriate block.
7. **ALL DATA FIELDS MUST BE FILLED IN.** For those specific data elements that are not applicable to your activity, so designate with “(U) N/A” in the appropriate data field. If a whole table is not applicable, there is an option to check the block at the beginning of the table.
8. Tables are provided for each question to collect the responses. These tables will need to be duplicated or expanded as required to accommodate all the responses. For example, when an activity is accomplished in more than one building, a duplicate table or additional rows to the existing table will be required. Each table is marked accordingly.

9. If the responder needs to provide any additional information or further explanations, a footnote below the appropriate table on the response page may be used. Ensure appropriate Security markings are used and refer to the specific data element.

Questions or information requests should be referred to Glenn Price at 703-602-9967.

2 Attachments:

1. Section I - Overview
2. Section II – IJCSG Questions

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## INTELLIGENCE JOINT CROSS SERVICE GROUP (IJCSG)

### QUESTION COVER PAGE

**Please ensure that each organization completing this questionnaire fills out the information in the Header.**

**Annotate completed, consolidated responses with same information so we know what organization completed the questionnaire.**

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## INTELLIGENCE JOINT CROSS SERVICE GROUP (IJCSG)

### SECTION I – OVERVIEW

#### INTRODUCTION

The following provides an overview of the information and data elements to be provided for each of the functions addressed in the Intelligence Joint Cross Service Group (IJCSG). These overarching functions are addressed by the following Subgroups:

- A. Sources and Methods
- B. Correlation/Collaboration/Analysis/Access (C2A2)
- C. Management Activities

Each of the Subgroups is then further defined by subordinate Subfunctions and their associated Attributes. These describe the basic activities for which information on personnel, space and other metrics will be collected. For example, the activity of Accounting and Finance would have the following hierarchy:

Subgroup: Management Activities  
Subfunction: Financial Management  
Attribute: Accounting and Finance

These relationships must be maintained as the data is collected. The following questions have been selected to address the data elements required for the Intelligence JCSG from the suggested overall DoD data bank. Descriptors and tables have been modified to meet the IJCSG requirements in order to keep the relationships of the data noted above. As a result, some data elements are repetitive or additional tables provided to accommodate the information needed. The following provides an overview of the hierarchy for each of the Subgroups for reference purposes. Definitions of the activities within each of the elements are provided where necessary to help in understanding what is included.

**All information provided in response to these questions must be appropriately classified for each data element.**

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## DATA REFERENCE (DEFINITION AND HIERARCHY)

### A. SOURCES AND METHODS:

#### Definition and Scope of the Function

This function covers present activities associated with the levying of intelligence requirements; management of collection requirements; building or developing collection systems; management of collection systems or resources; conduct of actual collection operations; pre-processing of information derived for the purposes of “tipping” other collections; and, the initial real-time or near-real-time reporting and posting of data/information to networks and databases where it is accessible for the Collaboration, Correlation, Analysis and Access function.

#### Subfunctions, Attributes and Metrics

For the purpose of this analysis, the Sources and Methods Subgroup will be evaluated based on the following Subfunctions: Acquisition; Levying Intelligence Collection Requirements; Management and Operations of Collection Resources; and, Posting of Information/Data. Each Subfunction and Attribute will be evaluated against personnel, facilities and equipment requirements.

a. Acquisition – This Subfunction covers building, developing, and upgrading collections systems.

(1) Research and Development

(2) Engineering

(3) Specialized Training – Addresses Mobile Training Teams (MTT), specialized equipment training and specialized training on new sources, methods and data in the test, and exercise phase of demonstration.

(4) Supporting Communication Infrastructure

- Category 1: Communications personnel and space directly associated with the intelligence sensor or platform

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- Category 2: Communications personnel and space not funded by the intelligence program but necessary for its mission execution.
  - Antenna equipment footprint requirements required for interference mitigation
- b. Levying Intelligence Collection Requirements – This Subfunction addresses the processing of specific intelligence collection requirements.
- (1) Requirements Validation and Prioritization – Long Term. Strategic requirements, includes the non-time sensitive requirements process.
  - (2) Requirements Validation and Prioritization – Short Term. Tactical requirements, includes the time critical requirements that drive daily collection and tasking.
  - (3) Tasking of Collection
- c. Management and Operations of Collection Resources – This Subfunction covers collection management, operations, and maintenance of the collection resources.
- (1) Sensor/Collection System/Asset Planning and Tasking
  - (2) Residual Stateside Support for Deployment of Assets
  - (3) Collection Operations Management and Mission Tracking
  - (4) Support Operations
  - (5) Mission Tailored Training, Demonstrations, and Exercises
  - (6) IT Support Infrastructure (e.g., uplink and downlink)

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d. Posting of Information/Data – This Subfunction addresses personnel and assets associated with real-time (RT) or near real-time (NRT) delivery of intelligence information/data, to include the cross-tasking of other collection assets, before analysis begins. For HUMINT, posting involves the filing of HUMINT Intelligence Information Reports (IIRs) before all-source intelligence analysis begins.

(1) RT or NRT Collection Reporting

(2) RT or NRT Cross System Tasking/Cueing – For e.g., IC-MAP, the ongoing efforts of the Airborne Overhead Interoperability Office, and other efforts to optimize single system collection through cross system queuing.

## **B. CORRELATION / COLLABORATION / ANALYSIS / ACCESS (C2A2)**

### **Definition and Scope of the Function**

The Collaboration/Correlation/Analysis/Access (C2A2) Subgroup addresses installations and processes across the DoD intelligence community that support and facilitate the transformation and synthesis of data into a format usable and accessible by the customer. The focus is on intelligence processes regardless of discipline or temporal focus; the facilities and infrastructure that support those processes; and, the means by which customer-desired output is immediately made available to the customer and/or achieved.

### **Subfunctions, Attributes and Metrics**

The C2A2 Subgroup addresses two Subfunctions: Analysis (including posting/ positioning) and Analysis Support. Each Subfunction will be evaluated against personnel, facilities and equipment requirements.

a. Analysis – This Subfunction includes the current and proposed processes involved in managing the transformation of collected data into usable intelligence and positioning that intelligence for customers.

b. Analysis Support – This Subfunction includes those activities that enable analytical processes, but are not inherent to analysis itself. Includes current and proposed communications that are unique to the DoD intelligence community, and includes analytical R&D, support information technology and infrastructure, physical/electronic storage, libraries, access and dissemination systems & tools, printing & replication

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equipment, customer requirements & customer feedback support, modeling & simulation, and standards programs that support the transformation and synthesis of data into a format useable and accessible by a customer.

Note: There are no Attributes identified for these Subfunctions

## **C. MANAGEMENT ACTIVITIES**

### **Definition and Scope of the Function**

Management Activities address common headquarters, administrative and business- related processes across the DoD intelligence agencies. These management activities will be addressed by the Intelligence JCSG (IJCSG).

For the purpose of this analysis, IJCSG Management Activities include those activities that develop and issue policies; review and evaluate program performance; develop, manage, allocate and distribute resources; and conduct mid- and long-range planning, programming, and budgeting. Management Activities include those activities provided by an agency to the greater community such as security policy and oversight, training and education, and payroll operations.

Management Activities also include “direct support” essential to headquarters operations. Direct support includes professional, technical, administrative, or logistical support performed in, or provided to, a headquarters activity and essential to its operations.

Management Activities do not include those processes involved in managing or controlling intelligence operations (e.g., collection, analysis, production, dissemination), which will be assessed under “Sources and Methods” and “Correlation/Collaboration/Analysis/Access.”

Management Activities are conducted in a routine and cyclical process and do not have a surge requirement in direct support of an OPLAN.

In the Human Resources and Training function, a standard training day is equal to eight hours and a standard training week is equal to five standard training days.

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### Subfunctions, Attributes and Metrics

For the purpose of this analysis, Management Activities will be limited to the following Subfunctions: Financial Management, Human Resources and Training, and Management Oversight. Each Subfunction and Attribute will be evaluated against personnel, facilities and equipment.

a. Financial Management –

- (1) Planning. People, facilities, and equipment involved in the formulation, coordination, and development of mid- to long-range planning activities that translate to the organization's strategic planning and programming guidance.
- (2) Programming. People, facilities, and equipment involved in the translation of strategic planning and programming guidance into detailed game plans (programs, projects, and activities) for meeting SECDEF and DCI policies.
- (3) Budgeting. People, facilities, and equipment involved in costing (in terms of dollars and manpower) the implementation of approved programs, projects, and activities in the activity's portion of the President's Budget.
- (4) Accounting and Finance. People, facilities, and equipment involved in the development and direction of accounting and finance systems and services.
- (5) Internal Review. People, facilities, and equipment involved in the organization policies and procedures to ensure financial, manpower, and property resources are reasonably controlled and safeguarded.

b. Human Resources and Training –

- (1) Manpower. People, facilities, and equipment involved in the allocation and control of organization structures, manpower resources, grade authorizations, and evaluation of manpower utilization, as well as permanent members of manpower survey teams supporting the headquarters activity.
- (2) Personnel. People, facilities, and equipment involved in the management of civilian and military personnel programs (such as staffing, career development, position classification, pay management, employee and labor-management relations, incentive awards, and benefits), special services programs (such as welfare and recreation programs), and social action programs (such as human relations, equal employment opportunity, and drug and alcohol abuse control), as well as personnel services provided directly to the headquarters activity.

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(3) Training and Education. People, facilities, and equipment involved in the management and execution of training and educational programs - Traditional and Non-Traditional (distance learning, correspondence, independent leaning) and related matters, such as needs assessment, educational research, evaluation, and curriculum design, development, testing and review. E-learning data is factored into the design, testing, development and review figures. The Management Activities Subgroup will not address training and education covered by the Training and Education JCSG.

c. Management Oversight –

(1) Program Management. People, facilities, and equipment involved in headquarters requirements management and program management services provided directly to the headquarters activity.

(2) Research and Development. People, facilities, and equipment involved in the oversight of basic and advanced research programs.

(3) Acquisition. People, facilities, and equipment involved in the oversight of acquisition programs to include strategies and objectives for system, equipment or service analysis, test and evaluation.

(4) Materiel Management. People, facilities, and equipment involved in the oversight of programs providing logistic support of specified systems, equipment, commodities, and services from procurement and delivery through disposal.

(5) Security Programs. People, facilities, and equipment involved in the management of physical, personnel, information, and communications security programs.

(6) External Agency Measures – Includes services provided to external agencies.

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## SECTION II – INTELLIGENCE JOINT CROSS SERVICE GROUP (IJCSG) QUESTIONS

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### **IJCSG #1: Facility/Space Baseline**

The following question should be completed by each Military Department and Defense intelligence agency for activities (by Subfunction/Attribute) within their purview. The objective is to identify all buildings and/or space (e.g., office building, radar site, laboratory, etc.) allocated for *all* intelligence functions DoD-wide. This will provide a baseline for the capacity analysis and future assessments.

**Question:** Each MILDEP intelligence activity, each intelligence agency, and USD(I) should identify all facilities and space for which they have real estate or space management responsibility, regardless of tenant occupants. OSD will collect information on the Office of the USD(I). In addition, identify any contractor space that is in use by a DoD organization or DoD agency personnel. The objective is to identify all space within the control of each organization and agency for their respective intelligence activities. Verify and complete the data in the table for all facilities and associated infrastructure using the DoD Facility Analysis Category (FAC) codes to identify facility type.

**Source / Reference:** See amplification.

#### **Amplification:**

1. All Activities: Provide building number, name and full address. Add a row to the table to identify each building.
2. Reference 2003 DoD Facilities Pricing Guide (UFC 3-701-03) for DoD facility category code tables. Copy of 4 digit table to be used is provided on the CD.
3. Provide a Facility Condition Code based on the following criteria:  
A = Existing structure: constructed more than 10 years ago and no major rehab in last 10 years (rehab to address e.g., IT, HVAC, power)  
B = Existing structure: either newly constructed between 6 and 10 years ago or had major rehab within last 6 to 10 years (rehab to address e.g., IT, HVAC, power)  
C = Existing structure: either newly contracted in last 5 years or had major rehab within 5 years (rehab to address e.g., IT, HVAC, power)
4. DoD Host (Installation) = Military Installation (i.e., Ft. Belvoir) where you are located or N/A as appropriate.
5. Identify if the space is owned, leased or within an existing contractor facility. Use following codes: W=Owned; L=Leased; C=Contractor.
6. Unit of Measure (UM) = The 2-digit unit applicable to the facility as identified in UFC 3-701-03 (e.g. square feet "SF" for building, Acres "AC" for land; etc). Copy of UM table provided in the UFC 3-701-03, page B-1, on the CD.
7. Total Size = Total number of units of measure expressed in whole numbers (e.g. "240" for 240 SF). In the case of buildings, this will be the same as the Gross Square Feet.
8. GSF = Gross Square Feet. The definition of GSF is all floor area in a building measured to the outer surfaces of exterior or enclosing walls. Tenants on military installations should confirm assignments of GSF with their host entity.  
When filling in the "Occupancy Status" column, verify occupancy status and use "V" = Vacant (entire facility must be vacant) or "O" = Occupied (for either partial or complete occupancy).

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9. USF = Usable Square Feet. This measure of square feet should be used when responding to questions about owned and leased space (inclusive of space that is owned by the Federal government but controlled by a non-DoD entity such as GSA) and when responding to questions about the amount of space used by a specific activity within a larger amount of assigned space. USF is the space on a building floor(s) that a tenant can occupy with personnel, furniture and equipment (including an internal circulation factor).

10. DC Area = indicate if building/space is within a 100 mile radius of the Pentagon. Map reference (<http://www.defenselink.mil/brac/>).

11. When filling in the "Occupancy Status" column, verify occupancy status and use "V" = Vacant (entire facility must be vacant) or "O" = Occupied (for either partial or complete occupancy).

Check here if this question is not applicable (N/A):

**NOTE: The following table is split into two parts due to space. Both parts will need to be filled in for each building. To move between the blocks, hit the TAB key when you are done entering the data. At the end of the row, hit TAB to bring down a new row for the next building.**

*Please fill in the following table(s), adding rows as necessary*

Building Number (Text)	Actual Street Address (Text)	City (Text)	State (Text)	Zip Code (Text)	DoD Facility Category Code (4 digit)	Facility Condition Code (A, B, or C)	DoD Host (Installation)	Owned/ Leased/ Contractor (W=Owned; L=Leased; C=Contractor) (Text)

Building Number (Text)	Unit of Measure (Text)	Total Size (Number)	Gross Square Feet (GSF)	Useable Square Feet (USF)	Within DC Area? (YES/NO)	Occupancy Status (O=Occupied; V=Vacant)

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**IJCSG #2 –Space By Subfunction and Attribute**

**Question:** For EACH building of owned, leased or contractor space that you occupy with DoD personnel and/or equipment, excluding the Pentagon Reservation: what is the building's number, name, and total Usable Square Feet (USF) assigned to each activity (listed below in blue)? How much of the total USF assigned space is an approved SCIF? For total USF (regardless of whether an approved SCIF), break out space by number of useable square feet, number of useable square feet for Specialized Equipment and number of useable square feet that is Vacant.

**Source / Reference:** Facility Managers

**Amplification:** 1. USF = Usable Square Feet. This measure of square feet should be used when responding to questions about owned and leased space (inclusive of space that is owned by the Federal government but controlled by a non-DoD entity such as GSA) and when responding to questions about the amount of space used by a specific activity within a larger amount of assigned space. USF is the space on a building floor(s) that a tenant can occupy with personnel, furniture and equipment (including an internal circulation factor).

2. Specialized Equipment = Specialized equipment does not include personal computers that are standard in all office environments. Examples would include radars, laboratory testbeds, etc. Specialized equipment does not need to be specifically identified or its purpose provided. Only the USF used by the equipment is needed.

3. Provide total USF and then identify how much of the total is approved SCIF space. For the total USF, including SCIF, identify the break out of by specialized equipment space, vacant space, and remaining (occupied) USF. (Total USF = equipment space + vacant space + remaining USF.)

4. Repeat table for each building.

Check here if this question is not applicable (N/A):

*Please fill in the following table(s); repeat for each building:*

Building Number (Text):	Total Useable Square Feet Assigned (SF)	SCIF Square Feet (SF)	Useable Square Feet (SF)	Specialized Equipment Square Feet (SF)	Vacant Square Feet (SF)
Acquisition – Research and Development					
Acquisition – Engineering					
Acquisition – Specialized Training					
Acquisition – Supporting Communication Infrastructure					
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Long Term					
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Short Term					
Levying Intel Collection Rqmts – Tasking of Collection					

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Mgmt & Optns of Collection Resources – Sensor/Collection System/Asset Planning & Tasking					
Mgmt & Optns of Collection Resources – Residual Stateside Support for Deployment of Assets					
Mgmt & Optns of Collection Resources – Collection Operations Mgmt and Mission Tracking					
Mgmt & Optns of Collection Resources – Support Operations					
Mgmt & Optns of Collection Resources – Mission Tailored Training, Demos and Exercises					
Mgmt & Optns of Collection Resources – IT Support Infrastructure					
Posting of Info/Data – RT or NRT Collection Reporting					
Posting of Info/Data – RT or NRT Cross System Tasking/Cueing					
C2A2 – Analysis					
C2A2 – Analysis Support					
Financial Management - Planning					
Financial Management – Programming					
Financial Management – Budgeting					
Financial Management - Accounting and Finance					
Financial Management – Internal Review					
HR and Training – Manpower					
HR and Training – Personnel					
HR and Training – Training and Education					
Mgmt Oversight – Program Management					
Mgmt Oversight – Research and Development					
Mgmt Oversight – Acquisition					
Mgmt Oversight – Materiel Mgmt					
Mgmt Oversight – Security Programs					
Mgmt Oversight – External Agency Measures					

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### IJCSG #3 –Authorized Personnel By Subfunction and Attribute

**Question:** For EACH building of owned, leased or contractor space that you occupy, excluding the Pentagon Reservation: what is the personnel break out (authorized and on-board contractors/detailees) per activity (listed below in blue)?

Table 1: Report your personnel in your facilities

Table 2a: Report DoD detailees to your facilities from another DoD organization(s). All non-DoD detailees will be reported in the column marked “Other Orgn”.

2b: Report your detailees to another DoD organization(s) facilities. Personnel to non-DoD facilities will be reported in the column marked “Other Orgn”.

**Source / Reference:** Personnel Records

**Amplification:** 1. Authorized = Manpower validated and allocated in a manning document that defines positions in terms of functions, organization, location, skill, grades and other characteristics used to control and assign personnel.

2. Military Executive = Flag or General Officers (O7 and above).

3. Military Management = Colonels, Lieutenant Colonels and Majors (O4-O6), or comparable rank as defined in any of the US military branches.

4. Military Other Officers = Officers on levels of W1-O3.

5. Military Enlisted = Include all enlisted personnel.

6. Civilian Executive = SES/DISES positions (defined as Private Space Categories P-1 through P-3 in Enclosure 1 of DODI 5305.5).

7. Civilian Management = GS 12-15 or Pay Bands 3-5 positions (defined as Private Space Categories P-4 through P-6 in Enclosure 1 in DODI 5303.5).

8. Civilian Other Staff = All staff not included as Executive or Management as previously defined.

9. DoD Civilian Personnel = Funded/budgeted authorized civilian positions may be filled with contractors; if this is the case, do NOT double-count the positions when completing the on-board contractor question that follows.

10. On-Board Contractors = Non-military personnel physically located within the space occupied by DoD Activity on a continuing basis, excluding personnel performing short-term duration projects (i.e. less than one year).

11. Detailees = an individual or continuing position (reimbursable or non-reimbursable) assigned to a DoD facility for a specified period of time with the position remaining on the parent organization's personnel rolls. (One-time assignments for less than one year should be excluded.) The intent of including the Detailee category is to capture all personnel resident in a particular space regardless of parent organization.

12. Full-Time Equivalent (FTE) = Full Time Equivalent is calculated based on 2087 hours.

13. Repeat table for each building.

Check here if this question is not applicable (N/A):

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*Table 1 - Please fill in table(s); repeat for each building:*

Building Number (Text):	Military Executive (Pers)	Military Management (Pers)	Military Other Officers (Pers)	Military Enlisted (Pers)	DoD Civilian Executive (Pers)	DoD Civilian Management (Pers)	DoD Civilian Other Staff (Pers)	On-Board Contractor FTEs (Pers)
Acquisition – Research and Development								
Acquisition – Engineering								
Acquisition – Specialized Training								
Acquisition – Supporting Communication Infrastructure								
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Long Term								
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Short Term								
Levying Intel Collection Rqmts – Tasking of Collection								
Mgmt & Optns of Collection Resources – Sensor/Collection System/Asset Planning & Tasking								
Mgmt & Optns of Collection Resources – Residual Stateside Support for Deployment of Assets								
Mgmt & Optns of Collection Resources – Collection Operations Mgmt and Mission Tracking								
Mgmt & Optns of Collection Resources – Support Operations								
Mgmt & Optns of Collection Resources – Mission Tailored Training, Demos and Exercises								

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ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

Mgmt & Optns of Collection Resources – IT Support Infrastructure								
Posting of Info/Data – RT or NRT Collection Reporting								
Posting of Info/Data – RT or NRT Cross System Tasking/Cueing								
C2A2 – Analysis								
C2A2 – Analysis Support								
Financial Management - Planning								
Financial Management – Programming								
Financial Management – Budgeting								
Financial Management - Accounting and Finance								
Financial Management – Internal Review								
HR and Training – Manpower								
HR and Training -- Personnel								
HR and Training – Training and Education								
Mgmt Oversight – Program Management								
Mgmt Oversight – Research and Development								
Mgmt Oversight – Acquisition								
Mgmt Oversight – Materiel Mgmt								
Mgmt Oversight – Security Programs								
Mgmt Oversight – External Agency Measures								

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

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CITY, STATE, ZIP: \_\_\_\_\_

*Table 2a - Please fill in table(s); repeat for each building or if you have detailees from more than five DoD organizations:*

Building Number (Text):	Parent Orgn	Detailees (Pers)	Other Orgn	Detailees (Pers)								
Acquisition – Research and Development												
Acquisition – Engineering												
Acquisition – Specialized Training												
Acquisition – Supporting Communication Infrastructure												
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Long Term												
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Short Term												
Levying Intel Collection Rqmts – Tasking of Collection												
Mgmt & Optns of Collection Resources – Sensor/Collection System/Asset Planning & Tasking												
Mgmt & Optns of Collection Resources – Residual Stateside Support for Deployment of Assets												
Mgmt & Optns of Collection Resources – Collection Operations Mgmt and Mission Tracking												
Mgmt & Optns of Collection Resources – Support Operations												
Mgmt & Optns of Collection Resources – Mission Tailored Training, Demos and Exercises												
Mgmt & Optns of Collection Resources – IT Support Infrastructure												
Posting of Info/Data – RT or NRT												



MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**Table 2b - Please fill in table(s); repeat for each building or if you have detailees to more than five DoD organizations:**

Building Number (Text):	Parent Orgn	Detailees (Pers)	Other Orgn	Detailees (Pers)								
Acquisition – Research and Development												
Acquisition – Engineering												
Acquisition – Specialized Training												
Acquisition – Supporting Communication Infrastructure												
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Long Term												
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Short Term												
Levying Intel Collection Rqmts – Tasking of Collection												
Mgmt & Optns of Collection Resources – Sensor/Collection System/Asset Planning &Tasking												
Mgmt & Optns of Collection Resources – Residual Stateside Support for Deployment of Assets												
Mgmt & Optns of Collection Resources – Collection Operations Mgmt and Mission Tracking												
Mgmt & Optns of Collection Resources – Support Operations												
Mgmt & Optns of Collection Resources – Mission Tailored Training, Demos and Exercises												
Mgmt & Optns of Collection Resources – IT Support												



MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #4 –Space in Pentagon Reservation by Subfunction and Attribute**

**Question:** For space that you occupy with DoD personnel and/or equipment within the Pentagon Reservation: what is the Usable Square Feet (USF) assigned to each activity (listed below in blue)? Break space out by USF, SCIF Square Feet, Specialized Equipment Square Feet, and Vacant Square Feet.

**Source / Reference:** Facility Managers

**Amplification:** 1. Pentagon Reservation = Land and buildings in Arlington, Virginia, on which the Pentagon Office Building, Federal Building Number 2 (commonly called the Navy Annex), the Pentagon heating and sewage, and other related facilities are located.

2. USF = Usable Square Feet. This measure of square feet should be used when responding to questions about owned and leased space (inclusive of space that is owned by the Federal government but controlled by a non-DoD entity such as GSA) and when responding to questions about the amount of space used by a specific activity within a larger amount of assigned space. USF is the space on a building floor(s) that a tenant can occupy with personnel, furniture and equipment (including an internal circulation factor).

3. Specialized Equipment = Specialized equipment does not include personal computers that are standard in all office environments. Examples would include radars, laboratory testbeds, etc. Specialized equipment does not need to be specifically identified or purpose provided. Only the USF used by the equipment is needed.

4. Provide total USF and then identify SCIF space, specialized equipment space, vacant space, and remaining USF.

5. Repeat table for each building.

Check here if this question is not applicable (N/A):

*Please fill in the following table(s); repeat for each building:*

Square Footage Within Pentagon Reservation	Total Square Feet Assigned (SF)	Useable Square Feet (SF)	SCIF Square Feet (SF)	Specialized Equipment Square Feet (SF)	Vacant Square Feet (SF)
Acquisition – Research and Development					
Acquisition – Engineering					
Acquisition – Specialized Training					
Acquisition – Supporting Communication Infrastructure					
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Long Term					
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Short Term					

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

Levying Intel Collection Rqmts – Tasking of Collection				
Mgmt & Optns of Collection Resources – Sensor/Collection System/Asset Planning &Tasking				
Mgmt & Optns of Collection Resources – Residual Stateside Support for Deployment of Assets				
Mgmt & Optns of Collection Resources – Collection Operations Mgmt and Mission Tracking				
Mgmt & Optns of Collection Resources – Support Operations				
Mgmt & Optns of Collection Resources – Mission Tailored Training, Demos and Exercises				
Mgmt & Optns of Collection Resources – IT Support Infrastructure				
Posting of Info/Data – RT or NRT Collection Reporting				
Posting of Info/Data – RT or NRT Cross System Tasking/Cueing				
C2A2 – Analysis				
C2A2 – Analysis Support				
Financial Management - Planning				
Financial Management – Programming				
Financial Management – Budgeting				
Financial Management - Accounting and Finance				
Financial Management – Internal Review				
HR and Training – Manpower				
HR and Training – Personnel				
HR and Training – Training and Education				
Mgmt Oversight – Program Management				
Mgmt Oversight – Research and Development				
Mgmt Oversight – Acquisition				
Mgmt Oversight – Materiel Mgmt				
Mgmt Oversight – Security Programs				
Mgmt Oversight – External Agency Measures				

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

### IJCSG #5 –Authorized Personnel in Pentagon Reservation by Subfunction and Attribute

**Question:** If you have personnel located in space on the Pentagon Reservation, identify personnel (by type) as of year-end FY 03 for activities listed below in blue.

Table 1: Report your personnel in your space in the Pentagon

Table 2a: Report DoD detailees to your Pentagon space from another DoD organization(s). All non-DoD detailees will be reported in the column marked “Other Orgn”.

2b: Report your detailees to another DoD organization(s) Pentagon space. Personnel to non-DoD Organization(s) Pentagon Space will be reported in the column marked “Other Orgn”.

**Source / Reference:** Manning Documents

**Amplification:** 1. Pentagon Reservation = Land and buildings in Arlington, Virginia, on which the Pentagon Office Building, Federal Building Number 2 (commonly called the Navy Annex), the Pentagon heating and sewage and other related facilities are located.

2. Authorized = Manpower validated and allocated in a manning document that defines positions in terms of functions, organization, location, skill, grades and other characteristics used to control and assign personnel.

3. Swing Space = leased space that is used to provide office space for activities officially assigned to the Pentagon but which are currently not physically located at the Pentagon during the Renovation project.

4. Military Executive = Flag or General Officers (O7 and above).

5. Military Management = Colonels, Lieutenant Colonels and Majors (O4-O6), or comparable rank as defined in any of the US military branches.

6. Military Other Officers = officers on levels of W1-O3.

7. Military Enlisted = All enlisted personnel.

8. DoD Civilian Personnel = authorized civilian positions may be filled with contractors; if this is the case, do NOT double-count the positions when completing the on-board contractor question that follows.

9. Civilian Executive = SES/DISES positions (defined as Private Space Categories P-1 through P-3 in Enclosure 1 of DODI 5305.5).

10. Civilian Management = GS 12-15 or Pay Band 3-5 positions (defined as Private Space Categories P-4 through P-6 in Enclosure 1 in DODI 5303.5).

11. Civilian Other Staff = All staff not included as Executive or Management as previously defined.

12. On-Board Contractors = non-government personnel physically located within the space occupied by DoD Activity on a continuing basis, excluding personnel performing short-term duration projects (i.e. less than one year).

13. Full-Time Equivalent (FTE) = Full Time Equivalent is calculated based on 2087 hours.

14. Detailees = an individual or continuing position (reimbursable or non-reimbursable) assigned to a DoD facility for a specified period of time with the position remaining on the parent organization's personnel rolls. (One-time assignments for less than one year should be excluded.) The intent of including the Detailee category is to capture all personnel resident in a particular space regardless of parent organization.

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

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Check here if this question is not applicable (N/A):

**Table 1 - Please fill in the following table(s):**

Building Number (Text):	Military Executive (Pers)	Military Management (Pers)	Military Other Officers (Pers)	Military Enlisted (Pers)	DoD Civilian Executive (Pers)	DoD Civilian Management (Pers)	DoD Civilian Other Staff (Pers)	On-Board Contractor FTEs (Pers)
Acquisition – Research and Development								
Acquisition – Engineering								
Acquisition – Specialized Training								
Acquisition – Supporting Communication Infrastructure								
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Long Term								
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Short Term								
Levying Intel Collection Rqmts – Tasking of Collection								
Mgmt & Optns of Collection Resources – Sensor/Collection System/Asset Planning & Tasking								
Mgmt & Optns of Collection Resources – Residual Stateside Support for Deployment of Assets								
Mgmt & Optns of Collection Resources – Collection Operations Mgmt and Mission Tracking								
Mgmt & Optns of Collection Resources – Support Operations								
Mgmt & Optns of Collection Resources – Mission Tailored Training, Demos and Exercises								

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

Mgmt & Optms of Collection Resources – IT Support Infrastructure								
Posting of Info/Data – RT or NRT Collection Reporting								
Posting of Info/Data – RT or NRT Cross System Tasking/Cueing								
C2A2 – Analysis								
C2A2 – Analysis Support								
Financial Management - Planning								
Financial Management – Programming								
Financial Management – Budgeting								
Financial Management - Accounting and Finance								
Financial Management – Internal Review								
HR and Training – Manpower								
HR and Training – Personnel								
HR and Training – Training and Education								
Mgmt Oversight – Program Management								
Mgmt Oversight – Research and Development								
Mgmt Oversight – Acquisition								
Mgmt Oversight – Materiel Mgmt								
Mgmt Oversight – Security Programs								
Mgmt Oversight – External Agency Measures								

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**Table 2a - Please fill in table(s); repeat if you have detailees from more than five DoD organizations in your Pentagon space:**

Building Number (Text):	Parent Orgn	Detailees (Pers)	Other Orgn	Detailees (Pers)								
Acquisition – Research and Development												
Acquisition – Engineering												
Acquisition – Specialized Training												
Acquisition – Supporting Communication Infrastructure												
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Long Term												
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Short Term												
Levying Intel Collection Rqmts – Tasking of Collection												
Mgmt & Optns of Collection Resources – Sensor/Collection System/Asset Planning &Tasking												
Mgmt & Optns of Collection Resources – Residual Stateside Support for Deployment of Assets												
Mgmt & Optns of Collection Resources – Collection Operations Mgmt and Mission Tracking												
Mgmt & Optns of Collection Resources – Support Operations												
Mgmt & Optns of Collection Resources – Mission Tailored Training, Demos and Exercises												
Mgmt & Optns of Collection Resources – IT Support Infrastructure												



MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**Table 2b - Please fill in table(s); repeat if you have detailees to more than five DoD organizations located in Pentagon space:**

Building Number (Text):	Parent Orgn	Detailees (Pers)	Other Orgn	Detailees (Pers)										
Acquisition – Research and Development														
Acquisition – Engineering														
Acquisition – Specialized Training														
Acquisition – Supporting Communication Infrastructure														
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Long Term														
Levying Intel Collection Rqmts – Rqmts Validation and Prioritization – Short Term														
Levying Intel Collection Rqmts – Tasking of Collection														
Mgmt & Optms of Collection Resources – Sensor/Collection System/Asset Planning & Tasking														
Mgmt & Optms of Collection Resources – Residual Stateside Support for Deployment of Assets														
Mgmt & Optms of Collection Resources – Collection Operations Mgmt and Mission Tracking														
Mgmt & Optms of Collection Resources – Support Operations														
Mgmt & Optms of Collection Resources – Mission Tailored Training, Demos and Exercises														
Mgmt & Optms of Collection Resources – IT Support Infrastructure														
Posting of Info/Data – RT or NRT														



MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #6 – New Construction**

**Question:** Complete the table for facilities currently under construction and associated infrastructure for the intelligence activities.

**Source / Reference:** President’s Budget/Facility Manager

**Amplification:** 1. Include Military Construction (MILCON) projects funded and already started, or funded up through the FY 04 National Defense Appropriations Act. Include Sustainment, Restoration and Modernization (SRM) (3400 appropriation) and MILCON (3300 appropriation) projects awarded in FY 03 and previous years that are NOT construction complete. DO NOT INCLUDE SRM projects, unless the project cost exceeds 50 percent of the plant replacement value. Include FY 04 MILCON projects that have been authorized and/or appropriated.

2. DoD Facility Category Code = If the project changes the existing category code or facility type, list the new category code and facility type. (A copy of the 4-digit table to be used is provided for reference.)

3. GSF = Gross Square Feet. The definition of GSF is all floor area in a building measured to the outer surfaces of exterior or enclosing walls. Tenants on military installations should confirm assignments of GSF with their host entity.

When filling in the "Occupancy Status" column, verify occupancy status and use "V" = Vacant (entire facility must be vacant) or "O" = Occupied (for either partial or complete occupancy).

4. Total USF = Usable Square Feet. This measure of square feet should be used when responding to questions about owned and leased space (inclusive of space that is owned by the Federal government but controlled by a non-DoD entity such as GSA) and when responding to questions about the amount of space used by a specific activity within a larger amount of assigned space. USF is the space on a building floor(s) that a tenant can occupy with personnel, furniture and equipment (including an internal circulation factor). BE SURE TO INCLUDE SCIF SPACE.

5. Total SCIF USF = Total amount of space identified for SCIFs. This may be the same or a subset of the USF.

6. Add rows as necessary for each building.

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key. At the end of the row, hit TAB key to bring down a new row for the next building. For each new building identified, complete the table in Question #2 to identify the Activities and Useable Square Feet assigned to each.

*Please fill in the following table(s), adding rows as necessary:*

Building Number (Text)	Building Name (Text)	Actual Street Address (Text)	City (Text)	State (Text)	Zip Code (Text)	DoD Facility Cat Code (4 digit)	Project Fiscal Year (YYYY)	Total Gross Square Feet (GSF)	Total Useable Square Feet (SF)	Total SCIF Useable Square Feet (SF)	Estimated Completion Date (MM/YY)

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #7 – Workyears for Management Activities**

**Question:** What are the Budgeted and Actual Work Years (WY) for the Management Activities listed below in blue for your organization?

**Sources / Reference:** President’s Budget and Manning Documents

1. Budgeted Work Year is based on applicable President’s Budget for that fiscal year.
2. Actual Work Year is calculated based on 2087 hours and is the official position reported in the applicable President’s Budget.

Check here if this question is not applicable (N/A):

*Please fill in the following table(s):*

Subfunction/Attribute	Budgeted FY 01 (WY)	Actual FY 01 (WY)	Budgeted FY 02 (WY)	Actual FY 02 (WY)	Budgeted FY 03 (WY)	Actual FY 03 (WY)
Financial Management - Planning						
Financial Management – Programming						
Financial Management – Budgeting						
Financial Management - Accounting and Finance						
Financial Management – Internal Review						
HR and Training – Manpower						
HR and Training – Personnel						
HR and Training – Training and Education						
Mgmt Oversight – Program Management						
Mgmt Oversight – Research and Development						
Mgmt Oversight – Acquisition						
Mgmt Oversight – Materiel Mgmt						
Mgmt Oversight – Security Programs						
Mgmt Oversight – External Agency Measures						

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NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

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**IJCSG #8 – Accounting and Finance Transactions**

**Question:** For each finance and accounting activity by location (see amplification), what was the total number of accounting transactions processed by the accounting function and the total dollar amount as of year-end FY 01, FY 02, and FY 03?

**Source / Reference:** All Activities performing any accounting & finance work.

**Amplification:** 1. Accounting Function includes the various functional operations involved in authorizing, recording, classifying, analyzing, and reporting financial information related to financing sources, gains, expenses, losses, transfers, assets liabilities, equity and internal controls. Report results of operations and use accounting information to aid decision-makers. Provide results of operations and use accounting information to aid decision-makers. Provide responsive, professional finance and accounting service to the DoD by recording financial events, classifying, analyzing, summarizing, and reporting the results of business transactions in financial (monetary) terms.

2. Location: If the function is performed in separate buildings, provide the function's data broken out by each building. Add a row for each building.

3. A transaction is any action recorded in transaction history file, other files, or line of accounting.

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key after entering the data. At the end of the row, hit the TAB key to bring down a new row for the next building.

*Please fill in the following table(s), adding rows as necessary:*

Building Number (Text)	FY 01 Total Number of Accounting Transactions (Count)	FY 01 Total Dollar Amount (\$K)	FY 02 Total Number of Accounting Transactions (Count)	FY 02 Total Dollar Amount (\$K)	FY 03 Total Number of Accounting Transactions (Count)	FY 03 Total Dollar Amount (\$K)

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #9 – Accounting and Finance Civilian Pay Transactions**

**Question:** For each finance and accounting activity by location (see amplification), what was the total number of DoD civilians serviced and total number of civilian pay transactions as of year-end FY 01, FY 02, and FY 03?

**Source / Reference:** Accounting and Finance records

**Amplification:** 1. DoD Civilian Pay Function includes all functions related to civilian pay operations; debt and claims management; garnishments; congressional inquiries; electronic commerce; related systems management; and systems test and associated procedures. Civilian Pay services exclude administrative functions of the Customer Service Representatives, Liaisons, and Timekeepers.

2. Location: If the function is performed in separate buildings, provide the function's data broken out by each building. Add a row for each building.

3. A transaction is any action recorded in transaction history file, other files, or line of accounting.

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key after entering the data. At the end of the row, hit the TAB key to bring down a new row for the next building.

*Please fill in the following table(s), adding rows as necessary:*

Building Number (Text)	FY 01 Total Number of DoD Civilians Serviced (Count)	FY 01 Total Number of DoD Civilian Pay Transactions (Count)	FY 02 Total Number of DoD Civilians Serviced (Count)	FY 02 Total Number of Civilian Pay Transactions (Count)	FY 03 Total Number of DoD Civilians Serviced (Count)	FY 03 Total Number of Civilian Pay Transactions (Count)

MILITARY DEPARTMENT / AGENCY / ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #10 – Accounting and Finance Vendor Payments**

**Question:** For each finance and accounting activity by location (see amplification), what was the total number of vendor payments processed as of year-end FY 01, FY 02, and FY 03?

**Source / Reference:** Accounting and Finance records

**Amplification:** 1. Vendor Pay Function includes all functions related to vendor pay.

2. Location: If the function is performed in separate buildings, provide the function's data broken out by each building. Add a row for each building.

3. A transaction is any action recorded in transaction history file, other files, or line of accounting.

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key after entering the data. At the end of the row, hit the TAB key to bring down a new row for the next building.

*Please fill in the following table(s), adding rows as necessary*

Building Number (Text)	FY 01 Total Number of Vendor Payments Processed (Count)	FY 02 Total Number of Vendor Payments Processed (Count)	FY 03 Total Number of Vendor Payments Processed (Count)

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #11 – Accounting and Finance Contract Payments**

**Question:** For each finance and accounting activity by location (see amplification), what was the total number of contract payments processed as of year-end FY 01, FY 02, and FY 03?

**Source / Reference:** Accounting and Finance records

**Amplification:** 1. Contract Pay Function includes all functions related to contract pay.

2. Location: If the function is performed in separate buildings, provide the function's data broken out by each building. Add a row for each building.

3. A transaction is any action recorded in transaction history file, other files, or line of accounting.

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key after entering the data. At the end of the row, hit the TAB key to bring down a new row for the next building.

*Please fill in the following table(s), adding rows as necessary*

Building Number (Text)	FY 01 Total Number of Contract Payments Processed (Count)	FY 02 Total Number of Contract Payments Processed (Count)	FY 03 Total Number of Contract Payments Processed (Count)

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #12 – Human Resource Services**

**Question:** For each Human Resource activity by location, what is the number of personnel serviced by Headquarters Human Resources – Personnel for year-end FY 01, FY 02 and FY 03?

**Source / Reference:** Human Resource records

**Amplification:** 1. Includes all DoD civilians and military serviced by the Headquarters Human Resources.

2. Location: If the function is performed in separate buildings, provide the function's data broken out by each building. Add a row for each building.

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key after entering the data. At the end of the row, hit the TAB key to bring down a new row for the next building.

*Please fill in the following table(s), adding rows as necessary:*

Building Number (Text)	FY 01 Total Number of DoD Civilians Serviced (Count)	FY 01 Total Number of Military Serviced (Count)	FY 02 Total Number of DoD Civilians Serviced (Count)	FY 02 Total Number of Military Serviced (Count)	FY 03 Total Number of DoD Civilians Serviced (Count)	FY 03 Total Number of Military Serviced (Count)

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #13 – Human Resources New Hire Processing**

**Question:** What is the number of new hire personnel processed by Headquarters Human Resources – Personnel for FY 01, FY 02 and FY 03?

**Source / Reference:** Human Resource records

**Amplification:** 1. Includes all civilian new hires within a fiscal year.

2. Location: If the function is performed in separate buildings, provide the function's data broken out by each building. Add a row for each building.

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key after entering the data. At the end of the row, hit the TAB key to bring down a new row for the next building.

*Please fill in the following table(s), adding rows as necessary:*

Building Number (Text)	FY 01 Total Number of Resumes Received (Count)	FY 01 Total Number of Applicants Interviewed (Count)	FY 01 Total Number of Applicants Hired (Count)	FY 02 Total Number of Resumes Received (Count)	FY 02 Total Number of Applicants Interviewed (Count)	FY 02 Total Number of Applicants Hired (Count)	FY 03 Total Number of Resumes Received (Count)	FY 03 Total Number of Applicants Interviewed (Count)	FY 03 Total Number of Applicants Hired (Count)

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #14 – Human Resources Training**

**Question:** For each Human Resource training and education activity by location, what are the size and number of classrooms, number of student seats, number of laboratory teaching facilities, number of libraries, and type of Video Teleconferencing network? All data should be as of end of year FY 03.

**Source / Reference:** Human Resource training records

**Amplification:** Location: If the function is performed in separate buildings, provide the function's data broken out by each building. Add a row for each building.

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key after entering the data. At the end of the row, hit the TAB key to bring down a new row for the next building.

*Please fill in the following table(s), adding rows as necessary:*

Building Number (Text)	Number of Classrooms – Class A**(Count)	Number of Classrooms – Class B**(Count)	Number of Classrooms – Class C**(Count)	Number of Classrooms – Class D**(Count)	Total Student Capacity of Classrooms – Number of Student Seats (Count)	Number of Laboratory Teaching Facilities (Count)	Total Capacity of Laboratories – Number of Student Seats (Count)	Library Facilities* – SF (Count)	VTC Facilities* – Unclassified (Count)	VTC Facilities* - Classified (Count)

- \* Only include facilities dedicated to Training and Education
- \*\* Class A classrooms have a student capacity of 3 – 10
- \*\* Class B classrooms have a student capacity of 11 – 24
- \*\* Class C classrooms have a student capacity of 25 – 50
- \*\* Class D classrooms have a student capacity of 51+

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #15 – Human Resources Student Completions and Student Counts**

**Question:** For each Human Resource training and education activity by location, what are the number of student completions, student training days, average student population and average daily e-Learning population for FY 01, FY 02 and FY 03?

**Source / Reference:** Human Resource training records

**Amplification:** Location: If the function is performed in separate buildings, provide the function's data broken out by each building. Add a row for each building

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key after entering the data. At the end of the row, hit the TAB key to bring down a new row for the next building.

*Please fill in the following table(s), adding rows as necessary:*

Building Number (Text)	FY 01 Total Number of Student Completions (Count)	FY 01 Total Number of Student Days (Count)	FY 01 Average Student Population (Count)	FY 01 Average Daily e-Learning Population (Count)	FY 02 Total Number of Student Completions (Count)	FY 02 Total Number of Student Days (Count)	FY 02 Average Student Population (Count)	FY 02 Average Daily e-Learning Population (Count)	FY 03 Total Number of Student Completions (Count)	FY 03 Total Number of Student Days (Count)	FY 03 Average Student Population (Count)	FY 03 Average Daily e-Learning Population (Count)

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #16 – Human Resources Full Time Instructors and Degrees Granted**

**Question:** For each Human Resource training and education activity by location, what are the number of full-time instructors and number of degrees granted (Associate, Bachelor or Masters/Higher) for FY 01, FY 02 and FY 03?

**Source / Reference:** Human Resource training records

**Amplification:** 1. Do not include Adjunct Faculty or contractor instructors. Express number in Full-Time Equivalents.

2. Full-Time Equivalent (FTE) = Full Time Equivalent is calculated based on 2087 hours.

3. Location: If the function is performed in separate buildings, provide the function's data broken out by each building. Add a row for each building.

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key after entering the data. At the end of the row, hit the TAB key to bring down a new row for the next building.

*Please fill in the following table(s), adding rows as necessary:*

Building Number) (Text)	FY 01 Number of Instructors (FTE) (Count)	FY 01 Number AA or Equivalent Degrees Granted (Count)	FY 01 Number Bachelor Degrees Granted (Count)	FY 01 Number of Masters or Higher Degrees Granted (Count)	FY 02 Number of Instructors (FTE) (Count)	FY 02 Number Associate or Equivalent Degrees Granted (Count)	FY 02 Number Bachelor Degrees Granted (Count)	FY 02 Number of Masters or Higher Degrees Granted (Count)	FY 03 Number of Instructors (FTE) (Count)	FY 03 Number AA or Equivalent Degrees Granted (Count)	FY 03 Number Bachelor Degrees Granted (Count)	FY 03 Number of Masters or Higher Degrees Granted (Count)

MILITARY DEPARTMENT / AGENCY/ ORGANIZATION: \_\_\_\_\_

NAME OF REPORTING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**IJCSG #17 – Human Resources Projected Student Population**

**Question:** For each Human Resource training and education activity by location, what is the projected student population for FY 04-09?

**Source / Reference:** Human Resource training records

**Amplification:** Location: If the function is performed in separate buildings, provide the function's data broken out by each building. Add a row for each building.

Check here if this question is not applicable (N/A):

**NOTE:** To move between the blocks, hit the TAB key after entering the data. At the end of the row, hit the TAB key to bring down a new row for the next building.

*Please fill in the following table(s), adding rows as necessary:*

Building Number (Text)	Projected Student Population FY 04 (Pers)	Projected Student Population FY 05 (Pers)	Projected Student Population FY 06 (Pers)	Projected Student Population FY 07 (Pers)	Projected Student Population FY 08 (Pers)	Projected Student Population FY 09 (Pers)