



DEPARTMENT OF THE ARMY
SOUTHEASTERN REGION, U.S. ARMY AUDIT AGENCY
7526 CONNELLEY DRIVE, SUITE J
HANOVER, MARYLAND 21076-1663

REPLY TO
ATTENTION OF:

11 JUL 1994

SAAG-SER

MEMORANDUM FOR Commander, U.S. Army Garrison, Fort Belvoir,
Fort Belvoir, Virginia

SUBJECT: Review of the 1995 Army Basing Study - Phase I -
Installation Assessments, Fort Belvoir--INFORMATION
MEMORANDUM SR 94-710

1. **Introduction.** This is the report of the installation assessments that your command did for the 1995 Army Basing Study. The Director of Management requested that we make the review. We will include the results in this report in a summary report to higher management levels. This memorandum is for your information and isn't subject to the official command-reply process that Army Regulation 36-2 prescribes.

2. **Objectives and Scope.** The overall objective of our review was to evaluate the accuracy of data used for assessing installation values. Specific objectives were to evaluate:

- Appropriateness of data sources and methodologies used to obtain data values.
- Accuracy of reported data.
- Adequacy of records maintained.

We made the review during May and June 1994. In most material respects, we made the review in accordance with generally accepted government auditing standards. We reviewed management controls to the extent we deemed necessary under the circumstances. Our review consisted of:

- Identifying data you reported to the Commander, U.S. Army Military District of Washington on 20 May 1994 in response to the DA data call for installation assessments, dated 18 April 1994, and change 1, dated 5 May 1994. The data call included 15 data elements.
- Comparing reported data with source data at the installation. Source data consisted of both automated and manual records, reports, and copies of maps showing land and buildings.
- Evaluating the adequacy, completeness, and appropriateness of supporting data. We reviewed applicable criteria, verified computations, reviewed reports and documents from government and contractor sources, and

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performed onsite inspection of selected physical assets.

3. Background

a. **Base Closure.** The Defense Base Closure and Realignment Act of 1990, as amended, provides a timely, independent, and fair process for closing and realigning U.S. military installations. The Army established the Basing Study Office to manage the study process. It divided the study process into two phases. In Phase I, the Army performs installation assessments to assess the relative military value of its installations. In Phase II, the Army identifies and evaluates alternatives for realignment and closure. This memorandum addresses only our review of your command's installation assessment process.

b. **Data Elements.** Fort Belvoir is a subordinate activity of the Military District of Washington and is categorized by the Army as a command and control/administrative support installation. The Military District of Washington tasked Fort Belvoir to report data for 15 of 20 data elements in this category.

4. **Review Results.** We concluded that your command needed to improve the accuracy and reliability of the quantitative data you reported for Army use in realignment and closure analyses. We found some minor deficiencies in the sources used, accuracy of data, and supporting documentation. The details of our review are in the following paragraphs and the results of our verification are in the enclosure.

a. **Data Sources and Methodologies.** Your command used appropriate data sources and methodologies to report data values for 7 of the 15 data elements. These data sources and methodologies were either consistent with the Army's installation assessment guidance or an acceptable alternative to the guidance. The Integrated Facility System was an acceptable data source substitution for the Headquarters Real Property Planning and Analysis System. For the remaining eight data elements, deviations in the data sources or methodologies weren't appropriate. These data elements were accessibility, average age of facilities, barracks and family housing, buildable acres, environmental carrying capacity, family housing cost per dwelling unit, infrastructure, and mobilization capability.

b. **Accuracy of Reported Data.** Your command accurately reported data for 4 of the 15 data elements that the

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Military District of Washington tasked you to address. The remaining 11 contained some incorrect values.

(1) **Accurate Data.** Fort Belvoir reported accurate data for four data elements. Command accurately reported values for base operations/mission population, maintenance facilities, operations/administrative facilities, and percent permanent facilities.

(2) **Inaccurate Data.** Data reported for 11 data elements wasn't accurate. The enclosure shows the differences between the values that Fort Belvoir reported and the values we verified. Fort Belvoir agreed to correct these data values.

(a) **Environmental Carrying Capacity.** Fort Belvoir used the wrong weight for the air quality factor. It used a weight of 5 instead of 15. Also, Fort Belvoir reported values for three factors (archaeology/historical building, noise quality, and contaminated sites), but didn't have the supporting documentation for its computation. Without the original source documents, we couldn't verify the accuracy of these factors.

(b) **Information Mission Area.** Installation personnel incorrectly computed values for three of the seven categories for this data element. They used the wrong criteria within the category values for Outside Cable Plant, Defense Data Network Node, and the Post Wide Area Network/Local Area Network. Therefore, they incorrectly computed the scores for these three categories.

- **Outside Cable Plant.** Fort Belvoir reported 260 points. The category had 11 points and a weight of 20 points. Therefore, the score should have been 220 points (11 points times 20).
- **Defense Data Network Node.** Fort Belvoir reported 25 points. The category had 10 points and a weight of 5 points, equating to a score of 50 points.
- **Post Wide Area Network/Local Area Network.** Fort Belvoir reported 75 points instead of 45 points. The category had 3 points and a weight of 15 points (3 points times 15).

(c) **Reserve Training.** Personnel in the Reserve Training Division incorrectly used calendar year data

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instead of fiscal year data to develop data for this data element. Based on our verification, they should have included 3 months of data--October, November, and December 1990--and excluded 3 months of data--October, November, and December 1993. Training Division personnel corrected the data element and said they would resubmit it to the Military District of Washington.

(d) **Supply and Storage Facilities.** Command didn't include square footage for facilities under construction in the value for this data element. Our review showed that command should have included an additional 208,000 square feet under construction in the computation for this data element.

(e) **Other Differences.** There were minor differences in the values that command reported for accessibility, average age of facilities, barracks and family housing, buildable acres, family housing cost per dwelling unit, infrastructure, and mobilization capability. Command personnel used improper sources or methodologies, as discussed previously, or made arithmetical errors when they computed the values for these data elements.

c. **Adequacy of Records.** Our review indicated that command didn't maintain an adequate audit trail to support the data values reported for three data elements:

- **Accessibility.** Actual travel data for FY 93 should have been used to support the data value reported. Command personnel didn't maintain such data. They used locations and distances based on personal travel experience to compute the average mileage to the four most traveled-to locations. We confirmed the distances to the four locations: Fort McNair; the Pentagon; Alexandria, Virginia; and Fairfax City, Virginia. We used the Official Travel Distance Manual and an American Automobile Association map to verify the data reported.
- **Environmental Carrying Capacity.** Responsible personnel couldn't locate the source documents used to support three of the seven factors in this data element. Fort Belvoir should have used the Installation Cultural Surveys to support the archaeology/historical building factor, the Installation Master Plan or equivalent document for noise quality factor, and the U.S. Army Toxic

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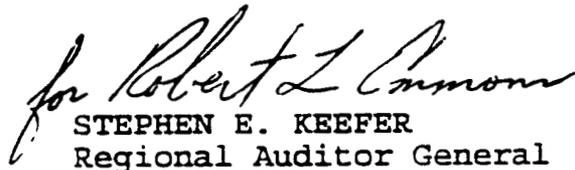
Hazardous Material Agency Survey for contaminated sites data.

- **Information Mission Area.** Command personnel didn't have documentation to support some of the information mission area data values as discussed previously. We obtained the information from the Office of the Defense Telephone Service-Washington, which was located on post.

5. **Discussion of Results.** We discussed the results of our review with you and Mr. Maury Cralle, Base Realignment Officer, on 10 June 1994. You both agreed with the results of our review for each of the data elements and agreed to forward revisions to the Military District of Washington.

6. I appreciate the courtesies and cooperation your people extended to us.

Encl


STEPHEN E. KEEFER
Regional Auditor General

CF:
Director of Management
Army Basing Study Office
Commander, U.S. Army Military
District of Washington

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DATA ELEMENTS REVIEWED

<u>Data Element</u>	<u>Unit of Measure</u>	<u>Reported by Fort Belvoir</u>	<u>Verified by Army Audit</u>
Accessibility	Miles	17 (a)	16
Average Age of Facilities	Years	1955 (b)	39
Barracks and Family Housing			
Family Housing:			
On post	Units	2,070 (c)	2,071
Off post	Units	1,420 (d)	1,279
Complex units	Units	35,086 (e)	35,169
Personnel Housing:			
Unaccompanied Officer	Spaces	11	11
Unaccompanied Enlisted	Spaces	994	994
BASOPS/Mission Population*	Dollars (in millions)	\$83.4	\$83.4
Buildable Acres	Acres	1,047 (f)	1,022
Environmental Carrying Capacity**			
Archaeology/historical building			
Sites/building		0.175 (g)	-
Endangered species	Plants/animals	15	15
Wetlands	Acres	1.0465 (h)	.9782
Air quality	Attainment	50 (i)	150
Water quality	Times exceeded	30	30
Noise quality	Acres offpost	3,000 (j)	-
Contaminated sites	Number of sites	0 (k)	-
Family Housing Cost	Dollars per dwelling	\$6,732 (l)	\$6,729
Information Mission Area			
Telephone switching	Weight	500	500
Outside Cable Plant	Weight	260 (m)	220
Common user support	Weight	330	330
Defense Switched/ Data Network Node	Weight	25 (n)	50

<u>Data Element</u>	<u>Unit of Measure</u>	<u>Reported by Fort Belvoir</u>	<u>Verified by Army Audit</u>
Post Wide Area/Local Area Network	Weight	75 (o)	45
Center: Telecommunications	Weight	50	50
Video-Telecommunications	Weight	45	45
Infrastructure			
Water	Million gal/day	4.4	4.4
Sewage	Million gal/day	1.8	1.8
Electrical	Kilovolt amps	48	40,150
		(megawatts/hour) (p)	
Landfill	Dollars per short ton	127 (q)	130
Maintenance Facilities	Square feet (in thousands)	168	168
Mobilization Capability	Spaces	1,974 (r)	1,977
Operations/Administrative Facilities	Square feet (in millions)	1,464	1,464
Percent Permanent Facilities	Percent	85%	85%
Reserve Training			
Annual training	Personnel	1,277 (s)	1,305
Inactive duty training	Mandays	239,469 (t)	231,163
Supply and Storage Facilities	Square feet (in thousands)	119 (u)	327

Explanation of differences between the amounts that Fort Belvoir reported and the amounts that we verified.

- (a) Fort Belvoir didn't make the estimate based on FY 93 travel; we used Fort Belvoir's Official Travel Distance Manual to compute miles to the four most traveled-to locations. We don't consider the difference of 1 mile to be significant.

- (b) Personnel reported a date instead of numbers of years.
- (c) Reports indicated total units as 2,071. Command personnel are currently researching supporting data.
- (d) Housing report showed actual number of units as 1,279.
- (e) Command personnel are researching data on number of actual units.
- (f) Personnel used wrong measurement for conversion factor to determine buildable acres in place of the Master Plan data.
- (g) For archaeology/historical buildings, supporting data wasn't available.
- (h) For wetlands, personnel used 8,600 acres in their formula; they should have used 9,200 acres. However, the difference in number of acres didn't significantly affect the weighted factor.
- (i) Personnel used the wrong weight for this factor. Instead of a weight of 5, they should have used a weight of 15.
- (j) For noise quality, supporting data wasn't available.
- (k) For contaminated sites, supporting data wasn't available.
- (l) Personnel used 2,070 units to compute cost; actual number of units on record was 2,071. We don't consider the difference to be significant.
- (m, n, o) Information mission area personnel selected the wrong categories for cable type, service network node, and the post wide network; therefore, numbers used in the formula were incorrect.
- (p) Personnel reported data value in megawatts per hour instead of kilovolt amps.
- (q) Personnel used dollars per ton as measurement, instead of using dollars per short ton. A short ton is 10 percent more than a ton. We don't consider the difference to be significant.
- (r) Personnel miscounted numbers of available billets. We don't consider the difference (three billet space) to be significant.

(s, Personnel used calendar years instead of fiscal years to
t) compute average for the 3-year period.

(u) Personnel didn't include square footage for the facilities currently under construction.

* This value is the total BASOPS mission cost for the installation. The Basing Study Office, DA will compute the value of the unit of measure--dollars per person per year--for this data element.

** Values are based on weighted factors.

Document Separator



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REPLY TO
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SAAG-SER

1 2 AUG 1994

MEMORANDUM FOR Director, U.S. Army Research Institute for
the Behavioral and Social Sciences;
Alexandria, Virginia

SUBJECT: Review of Data Furnished DOD Cross-Service Work
Groups--INFORMATION MEMORANDUM SR 94-714

1. **Introduction.** This is the report on our review of the data your command provided for the DOD cross-service work group laboratory data call. The Director of Management requested the review. We will include data in this report in a summary report to higher levels of management.

2. **Scope of Review.** We made the review from June through August 1994. In most material respects, we made the review in accordance with generally accepted government auditing standards. And, accordingly, we tested internal controls to the extent we considered necessary under the circumstances. We didn't follow certain aspects of the fieldwork and reporting standards. In our opinion, however, not following those standards had no material effect on the results of our review. Also, we limited our fieldwork to documentation and facilities at Headquarters, U.S. Army Research Institute for the Behavioral and Social Sciences in Alexandria. We didn't visit any of the Institute's 11 subordinate activities. In our opinion, this limitation on our scope of work had no material effect on the results of our review.

3. **Methodology of Review.** Our review focused on data accuracy, supporting documentation, and procedures used for gathering and submitting data to the laboratory cross-service work group. We:

- Reviewed cross-service work group, DA, and major command guidance and compared it with procedures Institute personnel followed to respond to the cross-service work group data call.
- Interviewed personnel from the Directorate of Plans, Programs, and Organizations Office who helped prepare, review, and validate responses to the data elements.
- Tested the accuracy of selected source documents.
- Observed the Institute's facilities and operations.

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SUBJECT: Review of Data Furnished DOD Cross-Service Work Groups--INFORMATION MEMORANDUM SR 94-714

4. Background

a. **Cross-Service Work Groups.** The Defense Base Closure and Realignment Act of 1990, as amended, provides DOD a means to make needed adjustments to the installation structure. Deputy Secretary of Defense 1995 Base Realignment and Closure guidance memorandum dated 7 January 1994 established several DOD-led study groups to evaluate opportunities for cross-service realignment and closure actions. Those work groups focus on:

- Medical Treatment Facilities and Graduate Medical Education Centers.
- Test and Evaluation Facilities.
- Laboratory Facilities.
- Undergraduate Pilot Training.
- Depot Maintenance Activities.
- Economic Impact.

Each of the work groups prepared a data call requiring activities to furnish information needed to assess and identify cross-service base closure and realignment opportunities.

b. **Army Process.** Army guidance required responses from each activity identified in the cross-service data calls. Activities were to furnish these responses to their major commands. The major commands were to send certified data to the Army Basing Study Office. The Army Basing Study Office would then provide data to each of the DOD cross-service work groups. This memorandum addresses the Institute's response to the Army Basing Study Office for the laboratory data call.

c. **Laboratory Data Call.** The laboratory data call consisted of 25 data elements. The data elements included a mix of objective and subjective information about the Institute's mission, workload, and facilities. We evaluated the accuracy and supporting documentation for 21 of the 25 data elements. We didn't evaluate responses for the remaining four data elements. These four elements addressed the education, experience, and accomplishments of the Institute's personnel, and their written technical papers.

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SUBJECT: Review of Data Furnished DOD Cross-Service Work Groups--INFORMATION MEMORANDUM SR 94-714

d. **Army Research Institute.** The Institute is a field operating agency of the Deputy Chief of Staff for Personnel. Its mission is to support the total force through timely research in the accession, training, use, and retention of soldiers. Its mission placed the Institute in the laboratory category.

5. **Objectives and Conclusions.** Our specific objectives were to determine whether the data you furnished for the DOD cross-service work group was:

- Accurate.
- Supported by reasonable documentation.
- In accordance with cross-service work group and DA guidance.

Generally, data that the Institute provided was accurate, adequately supported, and consistent with cross-service work group guidance. We discuss details on the elements we reviewed in the following paragraph and the annex.

a. **Accuracy of Reported Data.** The Institute accurately reported:

- Workload.
- Mission.
- Geographic/Climatological Features.
- Licenses and Permits.
- Environmental Constraints.
- Special Support Infrastructure.
- Proximity to Mission-Related Organizations.
- Total Personnel.
- Workyear and Lifecycle.
- Engineering Development by Acquisition Category.
- In-Service Engineering.
- Direct Funding.

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- Other Obligation Authority.
- Major Equipment and Facilities.
- Workyears Capacity.
- Additional Workyears.
- Military Construction.
- Buildable Acres.
- Utilities.

(1) **Inaccurate Data.** Data that the Institute reported for laboratory facilities space capacity included arithmetic errors and inconsistent rounding. The Institute corrected the errors we identified during our review.

(2) **Data Omitted.** Initially, the Institute didn't respond to the excess laboratory capacity element because it hadn't received adequate guidance. The cross-service work group provided clarification which enabled the Institute to respond. The Institute then provided accurate data for the data element.

b. **Supporting Documentation.** The Institute maintained sufficient supporting documentation for all of the elements reviewed. Documentation supporting the Institute's response included:

- Accounting system reports.
- Memorandums and correspondence.
- Army regulations.
- Internal reports.
- Historical workload data.
- Structure and Manpower Allocation System Reports.

c. **Compliance With Cross-Service Work Group and DA Guidance.** Generally, the Institute gathered and reported data consistent with work group and DA guidance. The Institute provided adequate footnotes to clarify its response and properly certified its data call submission.

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SUBJECT: Review of Data Furnished DOD Cross-Service Work
Groups--INFORMATION MEMORANDUM SR 94-714

6. **Discussion of Results.** We discussed the results of our review with the Chief of the Plans, Programs, and Organizations Office on 13 July 1994. The Institute corrected all deficiencies we noted during our review, and no further action is needed. This report isn't subject to the official command-reply process.

7. Thank you for the courtesies and cooperation extended to us during the review.

Encl


STEPHEN E. KEEFER
Regional Auditor General

CF:
Inspector General, Department of Defense
Deputy Chief of Staff for Personnel
Army Basing Study Office

ANNEX

DATA ELEMENTS REVIEWED

Workload (Element 2.1)

The Institute reported the following funding and workyear data:

	Fiscal Years											
	86	87	88	89	90	91	92	93	94	95	96	97
- Programmed Funds*	50	45	47	53	34	36	37	37	31	27	25	27
- Actual Funds*	51	46	47	52	35	36	37	38	--	--	--	--
- Programmed Workyears	234	229	218	228	228	227	234	227	226	226	226	226
- Actual Workyears	240	235	234	248	244	222	227	227	--	--	--	--

*Figures in millions of dollars.

We verified the supporting documentation for the above tables. Sources used were the Revised Approved Program, U.S. Army Research Institute Fund Guidance, Research and Development Fund History, Manpower Authorization, Table of Distribution and Allowance, Base Realignment and Closure Manprint, Structure and Manpower Allocation System Report, Manpower Authorization Documentation, Information Management System Report, and Status of Approved Resources Report.

Excess Laboratory Capacity (Element 2.2)

Initially, the Institute didn't provide a response for this data element. Its interpretation was that this element would be answered at the DOD level. In addition, the data used to answer this element is from data used to answer data element 2.1.

We verified the following data using the same sources used to support element 2.1.:

Peak workyear (Actual FY 89)		Workyear (Projected FY 97)		Excess Capacity
248	(-)	226	=	22

The Institute resubmitted its data call on 13 July 1994 and provided the above information.

ANNEX

DATA ELEMENTS REVIEWED
<p>Mission (Element 3.0)</p> <p>The Institute reported that its missions were to:</p> <ul style="list-style-type: none">- Maximize combat effectiveness through timely research in the accession, training, use, and retention of soldiers.- Support decision making by the Army's leaders through personnel performance and training, research and development, and test and evaluation programs. <p>We verified the mission by reviewing AR 10-7 and Army Research Institute Supplement 1 to AR 10-7.</p>
<p>Geographic/Climatological Features (Element 3.1.1)</p> <p>The Institute responded that there weren't any geographic or climate features relevant to the mission.</p> <p>We verified that Institute facilities are composed of standard office space through visual inspection and interviews with Institute personnel.</p>
<p>Licenses and Permits (Element 3.1.2)</p> <p>The Institute responded that there are no special licenses or permits necessary to carry out the mission.</p> <p>We verified this through visual inspection and interviews with Institute personnel.</p>
<p>Environmental Constraints (Element 3.1.3)</p> <p>The Institute responded that there are no environmental constraints needed to carry out the mission.</p> <p>We verified this through visual inspection and interviews with Institute personnel.</p>

ANNEX

DATA ELEMENTS REVIEWED

Special Support Infrastructure (Element 3.1.4)

The Institute responded that there is no special support infrastructure needed to carry out the mission.

We verified this through visual inspection and interviews with Institute personnel.

Proximity to Mission-Related Organizations (Element 3.1.5)

The Institute reported the following data about the proximity to mission-related organizations:

Common Support Function:

<u>Name</u>	<u>Type of Organization</u>	<u>Workyears Performed</u>	<u>Workyears Funded</u>
Training Systems			
Consortium of Universities in the Greater Washington Area	Universities/ Colleges	----	20.72
U.S. Army Armor Center	Training School/ Operational Units	14	----
U.S. Army Aviation Center	Training School/ Operational Units	16	----
U.S. Army Infantry Center	Training School/ Operational Units	11	----
U.S. Army Simulation, Training, and Instrumentation Command	Material Acquisition	10	----
Manpower and Personnel			
Consortium of Universities in the Greater Washington Area	Universities/ Colleges	----	15.21
U.S. Army Combined Arms Center	Training School	11	----
U.S. Military Academy	University	2	----

We verified this data using internal documentation and the FY 93 Status of Approved Resources Report.

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DATA ELEMENTS REVIEWED**Total Personnel (Element 3.2.1)**

The Institute reported the following data on total personnel:

Common Support Function: Manpower and Personnel
Number of Personnel

<u>Types of Personnel</u>	<u>Government</u>	
	<u>Civilian</u>	<u>Military</u>
Technical	45	2
Management	8	1
Other	34	0

Common Support Function: Training Systems
Number of Personnel

<u>Types of Personnel</u>	<u>Government</u>	
	<u>Civilian</u>	<u>Military</u>
Technical	66	8
Management	13	0
Other	54	1

We verified the data in the preceding tables using the Table of Distribution and Allowances and historical reports. There were no personnel at the On-Site Federally Funded Research and Development Centers and On-Site Systems Engineering Technical Assistance Centers.

Workyear and Lifecycle (Element 3.3.1.1)

The Institute reported the following data on actual workyears:

<u>Laboratory</u>	<u>Fiscal Year 1993 Actual Workyears</u>	
	<u>Civilian</u>	<u>Military</u>
Manpower and Personnel Science and Technology	90	3
Training Systems Science and Technology	137	7
Engineering Development	0	0
In-Service Engineering	0	0

We verified the data in the preceding tables using the Sources and Uses Report, and documentation provided in the Institute's historical reports. There were no personnel at the On-Site Federally Funded Research and Development Centers and On-Site Systems Engineering Technical Assistance Centers.

ANNEX

DATA ELEMENTS REVIEWED

Engineering Development by Acquisition Category (Element 3.3.1.2)

The Institute responded that there weren't any activities involved in engineering development.

We verified this through visual inspection and interviews with Institute personnel.

In-Service Engineering (Element 3.3.1.3)

The Institute responded that there weren't any activities involved with in-service engineering.

We verified this through visual inspection and interviews with Institute personnel.

Direct Funding (Element 3.3.2.1)

The Institute reported the following direct funding data (in thousands):

<u>Common Support Function</u>	<u>FY 94</u>	<u>FY 95</u>	<u>FY 96</u>	<u>FY 97</u>
Manpower and Personnel	\$14,366	\$12,424	\$11,726	\$12,350
Training Systems	17,575	14,497	13,264	14,201

We verified the data in the table using the Revised Approved Program, the Execution Review Decisions, the FY 95 Presidents Budget and the FY 95 Research, Development, Test, and Evaluation Description Summary.

Other Obligation Authority (Element 3.3.2.2)

The Institute provided the following data on other obligation authority:

<u>Common Support Function</u>	<u>FY 94</u>	<u>FY 95</u>	<u>FY 96</u>	<u>FY 97</u>
Manpower and Personnel	\$ 200,000	\$ 295,000	\$ 400,000	\$ 400,000
Training Systems	3,692,154	6,312,000	7,000,000	7,000,000

We verified the data in the table using the Reimbursable Funds Report and other internal records and projections.

DATA ELEMENTS REVIEWED**Major Equipment and Facilities (Element 3.4.1)**

The Institute reported that the headquarters is approximately 50,000 square feet in the U.S. Army Materiel Command building in Alexandria, Virginia. The facilities and equipment aren't unique. The replacement cost is \$6,200,000.

We verified this through visual inspection of the Institute and data provided by the facility engineers. The data call also included information from 11 activities at other locations. We verified the data using headquarters' documentation.

ANNEX

DATA ELEMENTS REVIEWED

Laboratory Facilities (Element 3.5.1)

The Institute reported the following facilities data:

Common Support Functions	Type of Space	Space Capacity (In thousands of square feet)		
		Current	Used	Excess
Manpower and Personnel (60%) Training Systems (40%)	Administrative	35	32	3
	Technical	10	10	0
	Storage	5.5	5.5	0

The Institute also submitted data from 11 subactivities which we verified at the headquarters level. Data reported for 4 of the 11 subactivities wasn't accurate.

Fort Leavenworth, Kansas

Common Support Functions	Type of Space	Space Capacity (In thousands of square feet)		
		Current	Used	Excess
Manpower and Personnel	Administrative	7.6 (7.7)	7.6 (7.7)	0

Fort Benning, Georgia

Common Support Functions	Type of Space	Space Capacity (In thousands of square feet)		
		Current	Used	Excess
Training System	Administrative	6	6	0
	Technical	.5	.5	0
	Storage	1.3 (1)	1.3 (1)	0

Boise, Idaho

Common Support Functions	Type of Space	Space Capacity (In thousands of square feet)		
		Current	Used	Excess
Training System	Administrative	2.6 (3)	2.6 (3)	0

Presidio of Monterey, California

Common Support Functions	Type of Space	Space Capacity (In thousands of square feet)		
		Current	Used	Excess
Training System	Administrative	10.7 (10)	10.7 (10)	0
	Technical	2.3 (4)	2.3 (4)	0
	Storage	2.1 (3)	2.1 (3)	0

We verified data for the Institute Headquarters using documentation that the facility engineers provided.

The Institute corrected all errors during the review. The accurate values are shown above, with the original incorrect figure in brackets. Errors were all due to rounding and arithmetic. Based on the audit results, the Institute submitted a corrected data call to the Army Basing Study on 13 July 1994.

DATA ELEMENTS REVIEWED**Workyears Capacity (Element 3.5.1.1)**

The Institute responded that its headquarters has the capacity within its current facilities to increase the number of personnel and equipment to 1,000 percent of its current resources. The Institute clarified its response by stating that it was based on the assumption it could occupy all 10 floors of the Army Materiel Command building. The Institute currently occupies only one floor of the building. While it is only theoretical that the Institute could occupy the entire building--numerous other occupants would have to be relocated. We determined this response was consistent with cross-service work group guidance.

We verified all workyears capacity by visual inspection and data that the facility engineers provided. The Institute currently occupies 1 floor of 10 floors in the Army Materiel Command building. Therefore, it responded that, if it was the sole occupant of the building, it could increase its personnel and equipment 10 times. No errors were found.

Additional Workyears (Element 3.5.1.2)

The Institute responded that the headquarters has the capacity to absorb 20 additional similar workyears for both common support functions within the space currently allocated.

We verified the additional unconstrained capacity by reviewing data that the facility engineers provided and a memorandum of understanding between the Institute and U.S. Total Army Personnel Command. The memorandum requires the transfer of approximately 20 individuals to the Institute effective 1 October 1994. The Institute won't be given additional space to support the transferred activity. No errors were found.

Military Construction (Element 3.5.1.3)

The Institute responded that there is no military construction programmed in FY 95 for its headquarters.

We verified programmed military construction by reviewing data that the facility engineers provided. The headquarters is located within the Army Materiel Command building, which is leased government property. No errors were found.

ANNEX

DATA ELEMENTS REVIEWED

Buildable Acres (Element 3.5.2)

The Institute responded there are no buildable acres at its headquarters.

We verified buildable acres by reviewing data provided by the facility engineers. The headquarters is located within the Army Materiel Command building, which is leased government space. No errors were found.

Utilities (Element 3.5.3)

The Institute responded there is no capability to expand the utility service at its headquarters.

We verified utilities capacity by reviewing data that the facility engineers provided. The headquarters is located within the Army Materiel Command building, which is leased government space. No errors were found.

Document Separator



DEPARTMENT OF THE ARMY
SOUTHEASTERN REGION, U.S. ARMY AUDIT AGENCY
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REPLY TO
ATTENTION OF:

SAAG-SER

16 AUG 1994

MEMORANDUM FOR Commander, U.S. Army Medical Department
Activity, Fort Eustis, Virginia

SUBJECT: Review of Data Furnished DOD Cross-Service Work
Groups--INFORMATION MEMORANDUM SR 94-716

1. **Introduction.** This is the report on our review of the data your command provided for the Fort Monroe Health Clinic in response to the DOD Medical Treatment Facilities Cross-Service Work Group's data call. The Director of Management requested the review. We will include data in this report in a summary report to higher levels of management.

2. **Scope of Review.** We made the review from June through August 1994. Our review was limited to the Medical and Dental Activity at Fort Monroe and didn't include the data you submitted for the Army Community Hospital at Fort Eustis. In most material respects, we made the review in accordance with generally accepted government auditing standards. And, accordingly, we tested internal controls to the extent we considered necessary under the circumstances. We didn't follow certain aspects of the fieldwork and reporting standards. In our opinion, however, not following those standards had no material effect on the results of our review.

3. **Methodology of Review.** Our review focused on the accuracy, supporting documentation, and procedures the clinic used for gathering and submitting data to the medical cross-service work group. We:

- Reviewed cross-service work group, DA, and major command guidance and compared it with procedures hospital and clinic personnel followed to respond to the cross-service group data call.
- Interviewed personnel from the clinic at Fort Monroe and the Resource Management Directorate at the Fort Eustis Hospital, who helped prepare, review, and validate responses to the data elements.
- Tracked responses to data elements to supporting documentation including real property records and building blueprints.

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- Tested the accuracy of selected source documentation.
- Verified calculations of data values.

4. **Background**

a. **Cross-Service Work Groups.** The Defense Base Closure and Realignment Act of 1990, as amended, provides DOD a means to make needed adjustments to the installation structure. Deputy Secretary of Defense 1995 Base Realignment and Closure guidance memorandum dated 7 January 1994 established several DOD-led study groups to evaluate opportunities for cross-service realignment and closure actions. Those work groups focus on:

- Medical Treatment Facilities and Graduate Medical Education Centers.
- Test and Evaluation Facilities.
- Laboratory Facilities.
- Undergraduate Pilot Training.
- Depot Maintenance Activities.
- Economic Impact.

Each of the work groups prepared a data call requiring activities to furnish information needed to assess and identify cross-service base closure and realignment opportunities.

b. **Army Process.** Army guidance required responses from each activity identified in the cross-service data calls. Activities were to furnish these responses to their major commands. The major commands were to provide certified data to the Army Basing Study Office. The Army Basing Study Office would then provide data to each of the cross-service work groups. This memorandum addresses your command's response to U.S. Army Medical Command (Provisional).

c. **Medical Data Call.** The medical data call required health clinics to report on seven data elements. The data call required activities to furnish both raw data and a score derived from conversion tables in the guidance. The clinic provided responses for five of the data elements. Medical Command responded for the remaining two elements.

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We evaluated the accuracy and supporting documentation for the five data element responses the clinic provided.

d. **Monroe Clinic.** The Fort Monroe Health Clinic is a subordinate activity of the McDonald Army Community Hospital at Fort Eustis. The hospital is a subordinate activity of U.S. Army Medical Command (Provisional). The clinic is responsible for providing outpatient medical services to eligible personnel and their family members. These services include general medical diagnosis, limited medical treatment, and dispensing of medicine to patients.

5. **Objectives and Conclusions.** We established three objectives to evaluate the data the Army furnished DOD cross-service work groups. Those objectives were to determine whether data furnished was:

- Accurate.
- Supported by reasonable documentation.
- In accordance with cross-service work group, DA, and major command guidance.

The clinic reported accurate data for four of the five data elements. We discuss details in the annex. Our conclusions on specific objectives follow.

a. **Accurate Data.** The clinic reported accurate data for four elements:

- Facility Condition Assessment Score.
- Installation Real Property Rating.
- Programmed Military Construction.
- Facilities.

b. **Inaccurate Data.** The clinic provided an inaccurate response for one data element--average weighted age of facilities. The clinic reported a construction date of 1941, the date of its last major renovation. In accordance with data call guidance, the clinic should have reported the original construction date of 1898. This error changed the reported average weighted age of facilities from 53 to 96 years. The error didn't change the clinic's derived score because both responses indicate the facility is over 40 years old, the oldest age that would impact scoring for this data element. Clinic personnel agreed to revise their

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response for this element and retransmit it to Medical Command.

c. **Supporting Documentation.** The clinic maintained sufficient supporting documentation for three data elements. Clinic personnel didn't have sufficient documentation for two elements:

- Facility Condition Assessment Score.
- Installation Real Property Rating.

During our review, clinic personnel gathered additional documentation, including the Fort Monroe Facilities Engineer's evaluation, to support their responses for these two data elements. The additional documentation adequately supported the data the clinic reported.

d. **Compliance With Cross-Service, DA, and Major Command Guidance.** Generally, clinic personnel gathered and submitted data consistent with work group, DA, and major command guidance. The clinic certified the accuracy of its responses and ensured sufficient supporting documentation was maintained. And Fort Eustis hospital resource management personnel reviewed the clinic's data for accuracy.

6. **Proposed Construction Project.** Facility condition data the clinic reported wasn't consistent with the justification in the military construction project data form (DD Form 1391) for a new \$6.4 million clinic the Army submitted to DOD for the FY 97 military construction program.

- The clinic reported that the facility condition was good in its response to the medical data call. We verified the clinic's response as accurate and consistent with data call guidance.
- The installation reported that the clinic's condition was poor in its justification for the construction project. Clinic personnel believed this justification misstated the facility's true condition.

a. **U.S. Army Health Facility Planning Agency.** We discussed this difference in facility condition with personnel from the U.S. Army Health Facility Planning Agency, the activity that submitted the project to DOD for funding in the FY 97 military construction program. They agreed that this difference could be significant. But they couldn't tell us the extent to which they relied on the justification when they decided to submit the project.

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b. **Clinic Input.** Clinic personnel stated that they weren't fully involved in the project justification process and believed their data call response more accurately reflected the facility's true condition. However, we weren't able to verify Fort Monroe's rationale for reporting the facility's condition as poor.

c. **Misleading Data.** Inaccurate or misleading data shouldn't be part of the decision process for clinic replacement. The clinic needs to coordinate with the Planning Agency to make sure the project justification accurately reflects the condition of the clinic's facilities.

7. **Discussion of Results.** We discussed the results of our review with the Acting Deputy Commander for Administration of the McDonald Army Community Hospital at Fort Eustis on 22 June 1994. He agreed with our conclusions. This report isn't subject to the official command-reply process. Planning agency personnel agreed to reanalyze the justification for the new clinic project.

8. Thank you for the courtesies and cooperation extended to us during the review.

Encl

for Jeffrey E. Hannaka
STEPHEN E. KEEFER
Regional Auditor General

CF:

Inspector General, Department of Defense
Army Basing Study Office
U.S. Army Medical Command (Provisional)
U.S. Army Health Facility Planning Agency

ANNEX
Data Reported by U.S. Army Medical Activity
Fort Eustis, VA

Data Element	Description	Reported	Source	Suggested Changes By U.S. Army Audit Agency
I.F.1.	Facility Condition Assessment Score	88.9	DD Form 2407	None
I.F.2.	Installation Real Property Rating	2	Military Real Prop Inventory	None
I.F.3.	Weighted Age	53	Military Real Prop Inventory	Increase Age To 96 Years
II.C.	Programmed Military Construction 1995-1999	\$6,400,000	DD Form 1391	None
III.C.	Facilities			
	Number of Buildings	82	Military Real Prop Inventory	None
	Year Constructed	1898	Military Real Prop Inventory	None
	Square Footage	37,000	Military Real Prop Inventory	None
	Year of Last Renovation	1941	Military Real Prop Inventory	None
	Value of Last Renovation	\$567,141	Military Real Prop Inventory	None