

Capacity Questions (Based on Leased Space): Needed to construct the following Metrics:

1. The many differences in the various questions that contain the leased, temporary, or owned space square footages, necessitate pulling the data using a distinct target list for each Military Department (including a “4th Estate”).
 - a. Army—The Army poses difficulties because of the large amount of data that is not present in the CAD. This missing data was supplied to the HSA-JCSG by the Army LNO in the form of “NonOdin” spreadsheets.
 - i. For the Army, the following data sources were used to obtain the square footages for leased, temporary, or owned space.
 1. DoD #303 (CAD)—The basic search database
 2. DoD #303 (Non-Odin)—Army specific database used to supplement responses in CAD database
 3. DoD #462 (NonOdin-spreadsheet)—for Leased Space in the NCR. Instructions from the Army LNO were to use this data to supplant all earlier data including that which may have found its way into the CAD
 4. All additional files/emails contained in Appendix to Section 4 (Non-Odin)—For clarification of data inputs and to fill holes.
 - ii. The Army’s target list is composed of all the activities identified by the MAH subject matter experts that are owned or run by the U.S. Army. Each activity can contain any number of subactivities and/or buildings (i.e. ACSIM does not report just once, but reports for each of its buildings in the NCR). This target list contains the following columns of data:
 1. OrgCode
 2. OrgName
 3. Subactivity
 4. Street Address
 5. UIC
 6. Source
 7. Building Number
 8. Leased or Owned Identifier
 - iii. Extraction of this data is accomplished as follows:
 1. Match the Target List to the table constructed from the Army’s CAD responses for Question 303 using the OrgCode, Street address, UIC, and building number as the matching fields:

Target List Field	Corresponding CAD field to match
OrgCode	OrgCode
Street	Actual Street Address
UIC	Occupant UIC/dept equivalent
Building	Building Number (if known)

Current Capacity	
Maximum Capacity	
Personnel by Activity	

2. Once query is complete add additional fields and fill vacant fields by querying the Non-Odin Database using the same target list matching the same field names mentioned above.
 3. All remaining holes can be filled by referencing the Non-Odin spreadsheet for Question #462 and LNO emails. These files are including in Appendix 4 and the references are annotated in the electronic spreadsheet as well as in attached comment sheets. While it could be possible to electronically query this data, the Army decided to submit information via Excel spreadsheets that were not amenable to importing to a database. As such, it is easier to match these records by hand using any and all fields necessary. The annotations and comments for the spreadsheet will facilitate this process.
- b. Air Force—The Air Force poses a challenge because it was the only service to answer using DoD #4076. This question does not contain street addresses when it is extracted from the CAD. The analyst must combine question 4076 with DoD #4075 and match up the separate activities with their appropriate street address to obtain a version of question 4076 that can be matched to the Air Force Target List
- i. For the Air Force, use the following questions to extract square footage from the CAD:
 1. DoD #4076
 2. DoD #4075—To match addresses to #4076
 3. DoD
 - ii. The Air Force’s target list is composed of all the activities identified by the MAH subject matter experts that are owned or run by the U.S. Air Force. Each activity can contain any number of subactivities and/or buildings (i.e. SAF/AG does not report just once, but reports for each of its buildings in the NCR). This target list contains the following columns of data:
 1. OrgCode
 2. OrgName
 3. Street Address
 4. UIC
 5. Source
 6. Owned or Leased Identifier
 - iii. Extraction of the Data is accomplished in 2 separate steps:

1. Match the Target List to DoD #462 using OrgCode and Street Address, selecting only the leased entities. Make a table from this query to serve as the primary document.
 2. Match the Target List to DoD #4076 using OrgCode, Street Address, and UIC, selecting everything but the Leased entities. Append this data to the output created in Step 1.
 - iv. Once the data is extracted, the Output table must be matched to the Target List to eliminate any duplicates or irrelevant records that may have been generated in the process of extraction. The following actions were taken to refine the raw output into data usable by the SME's:
 1. AF Personnel Operations Agency (AFPOA)—Add another entry to the output to match the Air Force Target List
 2. 11th Wing—Entry with address 204 Brookley and Activity Name “HQ AF” as well as another blank entry deleted.
- c. Navy
- i. For the Navy, use the following questions to extract data from the CAD:
 1. DoD #462
 2. DoD #303
 3. DoD #311
 - ii. The Navy's target list is composed of all the activities identified by the MAH subject matter experts that are owned or run by the U.S. Navy. Each activity can contain any number of subactivities and/or buildings (i.e. SECNAV_WASHINGTON_DC does not report just once, but reports for each of its buildings in the NCR). This target list contains the following columns of data:
 1. OrgCode
 2. OrgName
 3. Street Address
 4. UIC
 5. Source
 6. Owned or Leased Identifier
 - iii. Extraction of the Navy's data is accomplished in 3 separate steps:
 1. Match the Target List to DoD #303 using Street Address, OrgCode, and UIC as joining fields, selecting everything but the entities marked as Leased. Make a table from this query to serve as the primary document.
 2. Match the Target List to DoD #462 using OrgCode and Street Address as joining fields, selecting everything but the entities marked as Owned. Append this data to the output created in Step 1.
 3. Check to see if there is any data from DoD #311 by matching the target List to this data using OrgCode and Street address as joining fields. Nothing useful comes from this query.

iv. Once the data is extracted, the Output table must be matched to the Target List to eliminate any duplicates or irrelevant records that may have been generated in the process of extraction. The following actions were taken to refine the raw output into data usable by the SME's:

1. Naval District Washington—For 8901 Wisconsin Blvd address, the entries with Building Names “Child Development Center” and “Fitness Center”, were deleted because they were not administrative space.
2. NAWC PAX RIVER—Two entries must be inserted into output file to match the target list (these two entries did not have reported addresses to match in the queries).

d. 4th Estate

i. For the 4th Estate, use the following questions to extract data from the CAD:

1. DoD #301
2. DoD #311
3. DoD #462
4. DoD #463

ii. The 4th Estate target list is composed of all the activities identified by the MAH subject matter experts that are owned or run by a 4th Estate activity. Each activity can contain any number of subactivities and/or buildings (i.e. DTRA does not report just once, but reports for each of its buildings inside or outside the NCR).

This target list contains the following columns of data:

1. OrgCode
2. OrgName
3. Street Address
4. Source
5. Owned or Leased Identifier

iii. Extraction of the 4th Estate's data is accomplished in 5 separate steps:

1. Match the 4th Estate target list to DoD #462 using OrgCode and Street Address as joining fields. Use the output from this query to make a new table to serve as the primary document for the data.
2. Match the 4th Estate target list to DoD #463 using OrgCode and Street Address as the joining fields. Append this data to the table created in Step 1.
3. Match the 4th Estate target list to DoD #311 using OrgCode and Street Address as the joining fields. Append this data to the table created in Step 1.
4. Match the 4th Estate target list to DoD #301 using OrgCode and Street Address as the joining fields. Append this data to the table created in Step 1.

5. Use a delete query to delete blank and/or redundant records from the Output table constructed in Step 1.
- iv. Once the data is extracted, the Output table must be matched to the Target List to eliminate any duplicates or irrelevant records that may have been generated in the process of extraction. The following actions were taken to refine the raw output into data usable by the SME's:
1. DCMA—An entry for 6359 Walker Lane must be added to the output file (Not in database)
 2. DFAS—For OrgCode 11CDZZ must sum up the square footages for 1111 E. Mill St.
 - a. For OrgCode 13CDZZ, the site on Texas Avenue should correspond to OrgCode 74CDZZ.
 - b. For OrgCode 59CDZZ, must sum up the square footages for 3990 East Broad St.
 3. DHRA—Duplicate record for 1555 Wilson Blvd deleted
 4. DISA—Sum up the square footages for 5450 Carlisle Pike (Five buildings) and 2743 Defense Blvd SW (2 Buildings) to match the entries in the Target List.
 5. DTRA—Delete the duplicate records that are identified as Leased for 8725 John J. Kingman Road. Leased space shouldn't have answered for this, as it is on Ft. Belvoir.
 6. MDA—Sum up the two records for Aberdeen Ave SW (MDA05 OrgCode)