

Data for Capacity Analysis #34

62

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STATION/FACILITY EQUIPMENT INFORMATION

1. List the Transmitters, Receivers, and Transceivers located at your facility. For each device provide the information listed in the table below.

Table 1.1

Equipment Type	Year Placed In Service	Transmit Power	Frequency Range	Dedicated Antenna Y/N	Normal Assigned Mission(s)
RT-1107 (Transceiver)	FY92	16 WATTS	225-399 MHZ	YES	ADVANCE NOTIFICATION OF HIGH-PRECEDENCE MESSAGES AND BACKUP TO PORT OPERATIONS

2. For each of the equipments listed in question 1, provide the following usage and maintenance outage information.

Table 2.1

Equipment Type	# of Channels	FY 1991		FY 1992		FY 1993	
		Days Used	Maint Days	Days Used	Maint Days	Days Used	Maint Days
RT-1107	20	N/A	N/A	365	N/A 12	365	N/A 12

JFE
Code: N00C
C/NCTC
8-30-94

STATION/FACILITY EQUIPMENT INFORMATION

1. List the Transmitters, Receivers, and Transceivers located at your facility. For each device provide the information listed in the table below.

Table 1.1

Equipment Type	Year Placed In Service	Transmit Power	Frequency Range	Dedicated Antenna Y/N	Normal Assigned Mission(s)
RT-1107 (Transceiver)	FY92	16 WATTS	225-399 MHZ	YES	ADVANCE NOTIFICATION OF HIGH-PRECEDENCE MESSAGES AND BACKUP TO PORT OPERATIONS

2. For each of the equipments listed in question 1, provide the following usage and maintenance outage information.

Table 2.1

Equipment Type	# of Channels	FY 1991		FY 1992		FY 1993	
		Days Used	Maint Days	Days Used	Maint Days	Days Used	Maint Days
RT-1107	20	N/A	N/A	365	N/A	365	N/A

3. List **antennas** that are located at or directly controlled by your facility. For each of the antennas provide the average number of days out of service (OOS) per year because of weather or maintenance.

Table 3.1

Antenna	Yr Built/ Last Modern	Freq Range	FY 1989		FY 1990		FY 1991		FY 1992		FY 1993	
			OOS Maint Days	OOS Weather Days								
HF BWD 1.8-30	91	1.8-30 MHZ					3	1	2	0	2	0
VHF	91	144- 148					2	1	1	0	1	0

4. Provide the **required space** in square feet for each equipment used to support each frequency band. There should be a totaling of space within each band for transmit equipment and receive equipment. Also include all other spaces required and annotate in the remarks section the primary use of the space.

Table 4.1

CAT CODE	Space Requirement	FY 1989	FY 1991	FY 1993	FY 1994	FY 1995	FY 1999	FY 2001
610-xx			195	195	195	195	195	195
610-xx								
610-xx								
610-xx								
610-xx								
610-xx								
TOTAL			195	195	195	195	195	195

Communication Station/Facility Capacity Analysis Data Call UIC: 68608

Remarks: Military Affiliated Radio System (MARS) provides advance notification of high precedence messages and backup to port operations. The physical space is used to support both antennas.

SPECIAL FEATURES and SERVICES

5. For all **communication broadcasts** transmitted from your facility, list the primary and any backup incoming data sources and their origination point. Also provide the number of channels for each broadcast.

6. List all **other services** provided by your facility which were not captured by the above questions, include the unit of measure. (e.g. daily message delivery, data processing, etc.)

Table 6.1

Services Provided	Units	FY 1991	FY 1993	FY 1995	FY 1997	FY 1999	FY 2001
SATCOM Gateways to DSCS-UHF	No. of Ckts						
SATCOM Gateways to DSCS-EHF	No. of Ckts						
SATCOM Gateways to DSCS-SHF	No. of Ckts						
Fleet Center Interface	No. of Ckts						
	Message Volume						
Ashore Mobile Contingency Comms	Days/YR ¹						
DCCS	Hrs of SAT Connectivity						
Autovon	No. of Ckts	60	75	230*	230*	230*	230*
Autodin	No. of Ckts	7	4	1	1	1	1
Leased Lines	No. of Ckts	126**	133**	145**	145**	145**	145**
Navnet	No. of Ckts		19	21	21	21	21
Local Digital Message Exchange	No. of Messages/Day						
Remote Information Exchange Terminal ²	No. of Terminals						
Activity Providing Telephone Service	No. of Lines	4100	4100	7000*	7000	7000	7000
	No. of Customers	54	54	130*	130	130	130
Technical Control Facility (Include ANCC and ATC)	No. of Ckts Transitioning Facility						

Communication Station/Facility Capacity Analysis Data Call UIC: 68608

Base Level Computing	Labor Hrs	211,8 06	256.5 78	266,9 10	266,9 10	266,9 10	266,9 10
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6. List all other services provided by your facility which were not captured by the above questions, include the unit of measure. (e.g. daily message delivery, data processing, etc.)

Table 6.1

Services Provided	Units	FY 1991	FY 1993	FY 1995	FY 1997	FY 1999	FY 2001
SATCOM Gateways to DSCS-UHF	No. of Ckts	NA	NA	NA	NA	NA	NA
SATCOM Gateways to DSCS-EHF	No. of Ckts	NA	NA	NA	NA	NA	NA
SATCOM Gateways to DSCS-SHF	No. of Ckts	NA	NA	NA	NA	NA	NA
Fleet Center Interface	No. of Ckts	NA	NA	NA	NA	NA	NA
	Message Volume	NA	NA	NA	NA	NA	NA
Ashore Mobile Contingency Comms	Days/YR ¹	NA	NA	NA	NA	NA	NA
DCCS	Hrs of SAT Connectivity	NA	NA	NA	NA	NA	NA
Autovon	No. of Ckts	1	1	1	1	1	1
Autodin	No. of Ckts	NA	NA	NA	NA	NA	NA
Leased Lines	No. of Ckts	4	4	4	4	4	4
Navnet	No. of Ckts	NA	NA	NA	NA	NA	NA
Local Digital Message Exchange	No. of Messages/Day	NA	NA	NA	NA	NA	NA
Remote Information Exchange Terminal ²	No. of Terminals	NA	NA	NA	NA	NA	NA
Activity Providing Telephone Service	No. of Lines	17	17	17	17	17	17
	No. of Customers	1	1	1	1	1	1
Technical Control Facility (Include ANCC and ATC)	No. of Ckts Transitioning Facility	0	0	0	0	0	0
Base Level Computing	Labor Hrs	425	425	600	700	900	1000

*JFE
8:30 a.m.
NOBC
CNCIT*

Services Provided	Units	FY 1991	FY 1993	FY 1995	FY 1997	FY 1999	FY 2001
Naval Comms Processing and Routing System	No. of Messages/Day						
Naval Telecomms Center	No. of Customers	100	100	130	130	130	130
	No. of Messages/Day	3400	3400	4000	4000	4000	120K
Other: MARS	Labor Hrs	500	416	800	800	800	800 ***

- Operational deployment days per year. N/A
- Include RIXT/SRT, MDT and PCMT which are located at or controlled by your command. Indicate their current operational status.

NTCC BELLE CHASSE - PCMT behind SRT-MDT installation planned July 1994.
 NTCC INGLESIDE - PCMT behind LDMX-MDT installation planned 4th quarter FY94.
 NTCC MEMPHIS - MDT fully operational.
 NTCC NEW ORLEANS - PCMT behind SRT-MDT installation planned July 1994.

- When projections are made, provide the assumptions and calculations used in determining your answer.

- * Increase due to transfer of telephone functions.
- ** Includes leased lines for DPL
- *** Additional personnel will be trained to operate the equipment.

7. List all unique equipments, capabilities etc. located at or controlled by your facility. (e.g. Switching Node, etc.)
 N/A

8.a. List all facilities which can currently substitute for your communications transmit or receive missions with existing equipment. Indicate the type of operations they can substitute for and the amount of time this substitution can take place. (e.g. continuously, 48 hrs., etc.)
 None

8.b. List any Naval Activity which could manage your transmit or receive assets on a remote basis. If additional funding is required to accomplish this remote operation, discuss the extent of the funding required and the use of the funds in detail.
 N/A

Communication Station/Facility Capacity Analysis Data UAC1 N70273

Base Level Computing	Labor Hrs	425	425	600	700	900	1000
Services Provided	Units	FY 1991	FY 1993	FY 1995	FY 1997	FY 1999	FY 2001
Naval Comms Processing and Routing System	No. of Messages/Day	NA	NA	NA	NA	NA	NA
Naval Telecomms Center	No. of Customers	NA	NA	NA	NA	NA	NA
	No. of Messages/Day	NA	NA	NA	NA	NA	NA
Other GATEGUARD CKT. (Installed FY-94)	MGS/DAY	0	0	30	30	30	30

1. Operational deployment days per year. NA
2. Include RIXT/SRT, MDT and PCMT which are located at or controlled by your command. Indicate their current operational status. NA
3. When projections are made, provide the assumptions and calculations used in determining your answer.

7. List all unique equipments, capabilities etc. located at or controlled by your facility. (e.g. Switching Node, etc.)

NONE

8.a. List all facilities which can currently substitute for your communications transmit or receive missions with existing equipment. Indicate the type of operations they can substitute for and the amount of time this substitution can take place. (e.g. continuously, 48 hrs., etc.)

NONE

8.b. List any Naval Activity which could manage your transmit or receive assets on a remote basis. If additional funding is required to accomplish this remote operation, discuss the extent of the funding required and the use of the funds in detail.

MANAGEMENT OF TRANSMIT ASSETS CAN BE ACCOMPLISHED BY COMSUBPAC OR ANY ALT BCA WITH FULL ISABPS CAPABILITY.
RECEIVE ASSETS CAN BE MANAGED BY NCTS PUGET SOUND.

The nearest Naval Activity which could remote manage the VLF Transmitter at Jim Creek is NAVCOMMTELSTA Puget Sound at Bangor, WA. For them to remote control the VLF Transmitter it would entail several costs. Below are listed the costs based on the remote control testing done at VLF LLL in Hawaii. (Information provided by NISE East Det. Norfolk, VLF FMA)

1. Cost to remote for switches to turn transmitter on and off is estimated at \$1.0M for interface units at the VLF.

2. Cost to provide interface capability at NAVCOMMTELSTA Puget Sound is estimated at \$200.0K.

3. Cost to lease two 4 wire remote control lines between NAVCOMMTELSTA Puget Sound and Jim Creek is a recurring cost of approximately \$0.2K per month per line or \$4.8K annually.

4. Response time to start repair would be at least 2.5 hours due to distance to travel and ferry commute, if the ferries are operational when the outage occurs. If ferries are not operational it would be an estimated 4 hours before reaching the transmitter to begin repairs.

5. The VLF Transmitter at Jim Creek has water cooled power amplifiers. If a water leak went for several hours before repair commenced it could do immense damage to the circuitry in the PA and the special Litzendraght cable which is used to fabricate the tuning coils of each power amplifier. (The Litz cable was all replaced with new cable this year.)

9.a. Given no funding or manning limits, what modifications or improvements would you make to your facilities infrastructure to increase the radio message transmission/reception capacity of your installation? Provide a description, cost estimates, and additional capacity gained.

Due to the uniqueness of the VLF Transmitter and antenna system, any changes, modifications or improvements are directed from/by COMNAVCOMTELCOM after significant modeling/testing by COMSPAWARSYS.COM.

UNABLE TO INCREASE TRANSMISSION CAPACITY DUE TO NARROW BANDWIDTH OF VLF ANTENNA. WE ARE TRANSMITTING 4 CHANNELS OF INFORMATION NOW.

9.b. What site modifications/facility improvements are budgeted in Presidential Budget 1995 through FY 1997 (including all BRACON) that would improve the message transmission/reception at your facility? Provide a description, cost, and additional capacity that could be realized.

TCAP (Trasmitter Keep Active Program) estimate \$600.0K
Solid State Excitter (Pri IPA) estimate \$500.0K

9.c. Given unconstrained funding and manning levels, what Personal Property & Equipment would you change (add, delete, or modify) to increase your message transmission/reception capacity? Provide a description, cost estimates, and additional capacity that could be realized.

Expand the ground field up to under the support tower antennas - estimate \$1.5M, this would increase the radiation effectiveness.

9.d. Are there any environmental, legal or other factors that inhibit further increase in message transmission/reception capacity (e.g. encroachments, pollutant discharge, electromagnetic interference, etc.)? Provide details and possible solutions.

There are no known factors that would inhibit further increase in message transmission/reception capacity. Future expansion could be restricted by the old growth forest and wetlands depending on the direction of the expansion.

9.a. Given **no funding or manning limits**, what modifications or improvements would you make to your facilities infrastructure to increase the radio message transmission/reception capacity of your installation? Provide a description, cost estimates, and additional capacity gained.

NONE

9.b. What site **modifications/facility improvements are budgeted** in Presidential Budget 1995 through FY 1997 (including all BRACON) that would improve the message transmission/reception at your facility? Provide a description, cost, and additional capacity that could be realized.

NONE

9.c. Given **unconstrained funding and manning levels**, what **Personal Property & Equipment** would you change (add, delete, or modify) to increase your message transmission/reception capacity? Provide a description, cost estimates, and additional capacity that could be realized.

NONE. All equipment required to process message traffic must be procured by major claimant with DISA approval.

9.d. Are there any environmental, legal or other **factors that inhibit further increase** in message transmission/reception capacity (e.g. encroachments, pollutant discharge, electromagnetic interference, etc.)? Provide details and possible solutions.

NONE

PERSONNEL SUPPORT CAPACITY

10.a. By facility Category Code Number (CCN), provide the usage requirements for each course of instruction required for all formal schools on your installation. Do not include requirements for maintaining unit readiness, GMT, sexual harassment, etc. Include all applicable 171-XX and 179-xx CCN's.

CCN: _____ N/A this activity is a tenant activity

Type of Training Facility	School	Type of Training	FY 1993 Requirements			FY 2001 Requirements		
			A	B	C	A	B	C

A = Students per year
 B = Number of hours each student spends in this training facility for the type of training received
 C = A X B

PERSONNEL SUPPORT CAPACITY

10.a. By facility Category Code Number (CCN), provide the usage requirements for each course of instruction required for all formal schools on your installation. Do not include requirements for maintaining unit readiness, GMT, sexual harassment, etc. Include all applicable 171-XX and 179-xx CCN's.

CCN: _____ N/A

Type of Training Facility	School	Type of Training	FY 1993 Requirements			FY 2001 Requirements		
			A	B	C	A	B	C

A = Students per year
 B = Number of hours each student spends in this training facility for the type of training received
 C = A X B

10.b. By Category Code Number (CCN), complete the following table for all **training facilities** aboard the installation. Include all 171-xx, 179-xx CCN's.

For example: In the category 171-10, a type of training facility is academic instruction classroom. If you have 10 classrooms with a capacity of 25 students per room, the design capacity would be 250. If these classrooms are available 8 hours a day for 300 days a year, the capacity in student hours per year would be 600,000.

CCN: _____ N/A

Type Training Facility	Total Number	Design Capacity (PN) ¹	Capacity (Student HRS/YR) ²

¹ Design Capacity (PN) is the total number of seats available for students in spaces used for academic instruction; applied instruction; and seats or positions for operational trainer spaces and training facilities other than buildings, i.e., ranges. Design Capacity (PN) must reflect current use of the facilities.

² Describe how the Student HRS/YR value in the preceding table was derived.

11.a. Provide data on the BOQs and BEQs assigned to your current plant account. The desired unit of measure for this capacity is people housed. Use CCN to differentiate between pay grades, i.e., E1-E4, E5-E6, E7-E9, CWO-O2, O3 and above.

N/A

Facility Type, Bldg. # & CCN	Total No. of Beds	Total No. of Rooms	Adequate		Substandard		Inadequate	
			Beds	Sq Ft	Beds	Sq Ft	Beds	Sq Ft

11.b. In accordance with NAVFACINST 11010.44E, an inadequate facility cannot be made adequate for its present use through "economically justifiable means". For all the categories above where inadequate facilities are identified provide the following information:

- a. FACILITY TYPE/CODE:
- b. WHAT MAKES IT INADEQUATE?
- c. WHAT USE IS BEING MADE OF THE FACILITY?
- d. WHAT IS THE COST TO UPGRADE THE FACILITY TO SUBSTANDARD?
- e. WHAT OTHER USE COULD BE MADE OF THE FACILITY AND AT WHAT COST?
- f. CURRENT IMPROVEMENT PLANS AND PROGRAMMED FUNDING:
- g. HAS THIS FACILITY CONDITION RESULTED IN C3 OR C4 DESIGNATION ON YOUR BASEREP?

12.a. Provide data on the BOQs and BEQs projected to be assigned to your plant account in FY 1997. The desired unit of measure for this capacity is people housed. Use CCN to differentiate between pay grades, i.e., E1-E4, E5-E6, E7-E9, CWO-O2, O3 and above.

N/A

Facility Type, Bldg. # & CCN	Total No. of Beds	Total No. of Rooms	Adequate		Substandard		Inadequate	
			Beds	Sq Ft	Beds	Sq Ft	Beds	Sq Ft

12.b. In accordance with NAVFACINST 11010.44E, an inadequate facility cannot be made adequate for its present use through "economically justifiable means". For all the categories above where inadequate facilities are identified provide the following information:

- a. FACILITY TYPE/CODE:
- b. WHAT MAKES IT INADEQUATE?
- c. WHAT USE IS BEING MADE OF THE FACILITY?
- d. WHAT IS THE COST TO UPGRADE THE FACILITY TO SUBSTANDARD?
- e. WHAT OTHER USE COULD BE MADE OF THE FACILITY AND AT WHAT COST?
- f. CURRENT IMPROVEMENT PLANS AND PROGRAMMED FUNDING:
- g. HAS THIS FACILITY CONDITION RESULTED IN C3 OR C4 DESIGNATION ON YOUR BASEREP?

13.a. Provide data on the messing facilities assigned to your current plant account.

N/A

Facility Type, CCN and Bldg. #	Total Sq. Ft.	Adequate		Substandard		Inadequate		Avg # Noon Meals Served
		Seats	Sq Ft	Seats	Sq Ft	Seats	Sq Ft	

13.b. In accordance with NAVFACINST 11010.44E, an inadequate facility cannot be made adequate for its present use through "economically justifiable means". For all the categories above where inadequate facilities are identified provide the following information:

- a. FACILITY TYPE/CODE:
- b. WHAT MAKES IT INADEQUATE?
- c. WHAT USE IS BEING MADE OF THE FACILITY?
- d. WHAT IS THE COST TO UPGRADE THE FACILITY TO SUBSTANDARD?
- e. WHAT OTHER USE COULD BE MADE OF THE FACILITY AND AT WHAT COST?
- f. CURRENT IMPROVEMENT PLANS AND PROGRAMMED FUNDING:
- g. HAS THIS FACILITY CONDITION RESULTED IN C3 OR C4 DESIGNATION ON YOUR BASEREP?

14.a. Provide data on the messing facilities projected to be assigned to your plant account in FY 1997.

N/A

Facility Type, CCN and Bldg. #	Total Sq. Ft.	Adequate		Substandard		Inadequate		Avg # Noon Meals Served
		Seats	Sq Ft	Seats	Sq Ft	Seats	Sq Ft	

14.b. In accordance with NAVFACINST 11010.44E, an inadequate facility cannot be made adequate for its present use through "economically justifiable means". For all the categories above where inadequate facilities are identified provide the following information:

- a. FACILITY TYPE/CODE:
- b. WHAT MAKES IT INADEQUATE?
- c. WHAT USE IS BEING MADE OF THE FACILITY?
- d. WHAT IS THE COST TO UPGRADE THE FACILITY TO SUBSTANDARD?
- e. WHAT OTHER USE COULD BE MADE OF THE FACILITY AND AT WHAT COST?
- f. CURRENT IMPROVEMENT PLANS AND PROGRAMMED FUNDING:
- g. HAS THIS FACILITY CONDITION RESULTED IN C3 OR C4 DESIGNATION ON YOUR BASEREP?

15. For military **married family housing assigned to your plant account** provide the following information: N/A

Table 15.1

Type of Quarters	Number of Bedrooms	Total number of units	Number Adequate	Number Substandard	Number Inadequate
Officer	4+				
Officer	3				
Officer	1 or 2				
Enlisted	4+				
Enlisted	3				
Enlisted	1 or 2				
Mobile Homes					
Mobile Home lots					

In accordance with NAVFACINST 11010.44E, an inadequate facility cannot be made adequate for its present use through "economically justifiable means". For all the categories above where inadequate facilities are identified describe why the housing is inadequate; indicate how the housing is being used and list other possible uses; and specify the costs to remove the deficiencies that make it inadequate. Indicate current plans to remove these deficiencies and the amount of any programmed funds.

16. For personnel assigned to your base and tenant activities who live in **government quarters other than yours**, indicate the plant account holder UIC for their quarters.

BASE INFRASTRUCTURE

17.a. Utilize Table 17.1 below to provide information on your activity's base infrastructure capacity and load. N/A

Table 17.1 Base Infrastructure Capacity & Load

	On Base Capacity	Off base long term contract	Normal Steady State Load	Peak Demand
Electrical Supply (KWH)				
Natural Gas (CFH)				
Sewage (GPD)				
Potable Water (GPD)				
Steam (lbm/Hr)				
Long Term Parking				
Short Term Parking				

17.b. Maintenance, Repair & Equipment Expenditure Data: Use Table 17.2 (below) to provide data on facilities and equipment expenditures at your activity. Project expenditures to FY97. Do not include data on Detachments who have received this Data Call directly. The following definitions apply:

Maintenance of Real Property (MRP) Dollars: MRP is a budgetary term used to gather the expenses or budget requirements for facility work including recurring maintenance, major repairs & minor construction (non-MILCON) inclusive of all Major Claimant funded Special Projects. It is the amount of funds spent on or budgeted for maintenance and repair of real property assets to maintain the facility in satisfactory operating condition. For purposes of this Data Call MRP includes all M1/R1 and M2/R2 expenditures.

Current Plant Value (CPV) of Class 2 Real Property: The hypothetical dollar amount to replace a Class 2 facility in kind with today's dollars. Example: the cost today to replace a wood frame barracks with a wood frame barracks.

Acquisition Cost of Equipment (ACE): The total cumulative acquisition cost of all "personal property" equipment maintained at your activity which includes the cost of installed equipment directly related to mission execution, such as lab test equipment. Class 2 installed capital equipment that is an integral part of the facility will not be reported as ACE.

Table 17.2 Maintenance, Repair & Equipment Expenditure Data for NAVRADSTA(T) JIM CREEK (UIC: N70273)

Fiscal Year	MRP (\$M)	CPV (\$M)	ACE (\$M)
1985	NOT AVAIL		3.5
1986	NOT AVAIL		3.5
1987	0.28	52.6	3.5
1988	0.27	56.1	3.5
1989	0.28	57.5	3.5
1990	0.48	58.2	3.5
1991	0.79	59.4	3.5
1992	0.42	61.2	3.5
1993	0.43	61.8	5.5
1994	0.37	62.0	5.5
1995	UNKNOWN .40	UNKNOWN 62.2	UNKNOWN 5.7
1996	UNKNOWN .42	UNKNOWN 62.5	UNKNOWN 5.7
1997	UNKNOWN .47	UNKNOWN 62.7	UNKNOWN 6.0

*JFE
8.30.94
NOOC
CNCTC*

Acquisition Cost of Equipment (ACE): The total cumulative acquisition cost of all "personal property" equipment maintained at your activity which includes the cost of installed equipment directly related to mission execution, such as lab test equipment. Class 2 installed capital equipment that is an integral part of the facility will not be reported as ACE.

Table 17.2 Maintenance, Repair & Equipment Expenditure Data
for _____ (UIC: _____)

Fiscal Year	MRP (\$M)	CPV (\$M)	ACE (\$M)
1985			
1986			
1987			
1988			
1989			
1990			
1991			
1992			
1993			
1994			
1995			
1996			
1997			

18. Real Estate Resources. Identify in the table below the real estate resources which have the potential to facilitate future development and for which you are the plant account holder or into which, though a tenant, your activity could reasonably expect to expand. Complete a separate table for each individual site, i.e., main base, outlying airfields, special off-site areas, etc. The unit of measure is acres. Developed area is defined as land currently with buildings, roads, and utilities where further development is not possible without demolition of existing improvements. Include in "Restricted" areas that are restricted for future development due to environmental constraints (e.g. wetlands, landfills, archaeological sites), operational restrictions (e.g. ESQD arcs, HERO, HERP, HERF, AICUZ, ranges) or cultural resources restrictions. Identify the reason for the restriction when providing the acreage in the table. Specify any entry in "Other" (e.g. submerged lands).

Site Location: _____ N/A

Land Use	Total Acres	Developed Acreage	Available for Development	
			Restricted	Unrestricted
Maintenance				
Operational				
Training				
R & D				
Supply & Storage				
Admin				
Housing				
Recreational				
Navy Forestry Program				
Navy Agricultural Outlease Program				
Hunting/Fishing Programs				
Other				
Total:				

BRAC-95 Data Call 34 for UIC 68608

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

MAJOR CLAIMANT LEVEL

G. A. MARKWELL (Acting)
NAME (Please type or print)

G. A. Markwell
Signature

Commander,
Title

06/02/97
Date

Naval Computer and
Telecommunications Command
Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

**DEPUTY CHIEF OF NAVAL OPERATIONS (LOGISTICS)
DEPUTY CHIEF OF STAFF (INSTALLATIONS & LOGISTICS)**

J. B. GREENE, JR.
NAME (Please type or print)

J. B. Greene, Jr.
Signature

ACTING
Title

6/20/94
Date

pgs 7, 8, 8A,
9, 18

Revised COMM FACILITY CAPACITY, DATA CALL 34 for NRTF JIM CREEK, UIC 70273

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

Name (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

MAJOR CLAIMANT LEVEL

T. A. STARK

Name (Please type or print)

T.A. Stark

Signature

Commander,

Title

31 Aug 1994

Date

Naval Computer and

Telecommunications Command

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

**DEPUTY CHIEF OF NAVAL OPERATIONS (LOGISTICS)
DEPUTY CHIEF OF STAFF (INSTALLATIONS & LOGISTICS)**

W. A. EARNER

NAME (Please type or print)

W. A. Earner

Signature

Title

9/12/94

Date

Encl (12)

BRAC-95 CERTIFICATION

Reference: SECNAVNOTE 11000 of 08 December 1993

In accordance with policy set forth by the Secretary of the Navy, personnel of the Department of the Navy, uniformed and civilian, who provide information for use in the BRAC-95 process are required to provide a signed certification that states "I certify that the information contained herein is accurate and complete to the best of my knowledge and belief."

The signing of this certification constitutes a representation that the certifying official has reviewed the information and either (1) personally vouches for its accuracy and completeness or (2) has possession of, and is relying upon, a certification executed by a competent subordinate.

Each individual in your activity generating information for the BRAC-95 process must certify that information. Enclosure (1) is provided for individual certifications and may be duplicated as necessary. You are directed to maintain those certifications at your activity for audit purposes. For purposes of this certification sheet, the commander of the activity will begin the certification process and each reporting senior in the Chain of Command reviewing the information will also sign this certification sheet. This sheet must remain attached to this package and be forwarded up the Chain of Command. Copies must be retained by each level in the Chain of Command for audit purposes.

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

ACTIVITY COMMANDER

R.D. DEARBORN

NAME (Please type or print)

Signature

Officer in Charge

R.D. Dearborn

Title

Date

NAVRADSTA (T) Jim Creek
Activity

19 Aug 94

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

D.A. GROSS

NAME (Please type or print)

Commanding Officer

Title

NAVCOMTELSTA Puget Sound

Activity

Signature



Date

18 Aug 94

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

MAJOR CLAIMANT LEVEL

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

DEPUTY CHIEF OF NAVAL OPERATIONS (LOGISTICS)
DEPUTY CHIEF OF STAFF (INSTALLATIONS & LOGISTICS)

NAME (Please type or print)

Signature

Document Separator

Revised COMM FACILITY CAPACITY, DATA CALL 34 for NCTS NEW ORLEANS, UIC 68608

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

Name (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

MAJOR CLAIMANT LEVEL

T. A. STARK

Name (Please type or print)

T.A. Stark

Signature

Commander,

Title

31 Aug 1994

Date

**Naval Computer and
Telecommunications Command**

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

**DEPUTY CHIEF OF NAVAL OPERATIONS (LOGISTICS)
DEPUTY CHIEF OF STAFF (INSTALLATIONS & LOGISTICS)**

W. A. EARNER

Name (Please type or print)

W. A. Earner

Signature

Title

9/12/84

Date

BRAC-95 CERTIFICATION

Reference: SECNAV NOTE 11000 dtd 8 Dec 93

In accordance with policy set forth by the Secretary of the Navy, personnel of the Department of the Navy, uniformed and civilian, who provide information for use in the BRAC-95 process are required to provide a signed certification that states "I certify that the information contained herein is accurate and complete to the best of my knowledge and belief."

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I certify the information contained herein is accurate and complete to the best of my knowledge and belief.

ACTIVITY COMMANDER

L. R. PEOPLES

NAME (Please type or print)


Signature

Commanding Officer

Title

22 August 1994

Date

Naval Computer and
Telecommunications Station, New Orleans
Activity

62

MILITARY VALUE ANALYSIS

DATA CALL WORK SHEET

FOR COMMUNICATION FACILITY: NAVCOMTELSTA New Orleans

PRIMARY UIC: 68608

(Insert this UIC in "Header A" on every page)

Category.....Operational Support

Sub-category.....Telecommunications and Computers

*******If any responses are classified, attach separate classified annex.*******

Communication Facility Listing

Type	Title	Location
NCTAMS	NCTAMS LANT	NORFOLK VA
NCTAMS	NCTAMS EASTPAC	WAHAIWA HI
NCTAMS	NCTAMS WESTPAC	GUAM
NCTAMS	NCTAMS ELF DET	CLAM LAKE WI
NCTS	NCTS PUERTO RICO	ROOSEVELT ROADS PR
NCTS	NCTS NEWPORT	NEWPORT RI
NCTS	NCTS CUTLER	CUTLER ME
NCTS	NCTS WASHINGTON DC	WASHINGTON DC
NCTS	NCTS PENSACOLA	PENSACOLA FL
NCTS	NCTS NEW ORLEANS	NEW ORLEANS LA
NCTS	NCTS PUGET SOUND	SILVERDALE WA
NCTS	NCTS JACKSONVILLE	JACKSONVILLE FL
NCTS	NCTS SAN DIEGO	SAN DIEGO CA
NAVCOM	NAVCOM DET CHELTENHAM	CHELTENHAM, MD
NCS	NCS STOCKTON	STOCKTON CA
NCTAMS DET	NCTAMS DET KEY WEST	KEY WEST FL
NRS T	NRS T JIM CREEK	ARLINGTON WA

Data for Military Value Analysis

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Base Infrastructure and Investment

1. List the project number, description, funding year, and value of the **capital improvements at your base completed (beneficial occupancy) during 1988 through 1994.** Indicate if the capital improvement is a result of BRAC realignments or closures.

Table 1.1 Capital Improvement Expenditure

Project	Description	Fund Year	Value
LAN	Replaced existing software with new office software suite	94	92K

2.a. List the project number, description, funding year, and value of the **non-BRAC related capital improvements planned** for years 1995 through 1997.

Table 2.1 Planned Capital improvements

Project	Description	Fund Year	Value
LAN	Upgraded the New Orleans Area LAN and Backbone, replaced existing hardware and software with more modern equipment. Replaced the base telephone switch and cable plant. This was part of our part of the \$20M funds allocated to the New Orleans area.	94/95	6M

2.b. List the project number, description, funding year, and value of the BRAC related capital improvements planned for 1995 through 1999.

Table 2.2 Planned BRAC Capital Improvements

Project	Description	Fund Year	Value
	None		

3.a. List the encroachments of record at your station, base, or facility?

There are no encroachments of record at Naval Support Activity New Orleans.

3.b. Do current estimates of population growth and development or environmental constraints pose problems for the station, base, or facility? Why or why not?

3.c. Provide a description of local zoning ordinances which might impact on future encroachment.

Logistics Support

4. Do you or any of your detachments have special non-DOD or civilian support missions? Describe the missions and state which activity performs the mission. If realignments planned between today and FY 1997 will add non-DOD or civilian support missions describe them.

We presently are developing a software/hardware system for the Department of Agriculture, FCIC that will require support through FY96. This is being performed within the BLC Department of the command.

5. List all inter-service support agreements (ISSAs) that involve supporting military (non-DON) and civilian activities at the base.

Table 5.1 Non-DON Support Agreements

Agency/ Service	Tenant name	Tenant UIC/ DODAAC	Description of Support Role	Degree of support
Defense	DECA Southern Region	HQCSJC	Telephone Service	100%
	Panama Canal Commission	957206	Telephone Service	100%
Private Industry	Satellite Services	N/A	Telephone Service	100%
Army	HQ's 377th TAACOM	WSXQAA	Telephone Service	100%
Coast Guard	EIGHTH Coast Guard District	0871108	Telephone Service	100%
Defense	Defense Printing Service Det.	N62593	Telephone Service	100%
	N.A.S. Credit Union	N/A	Telephone Service	100%
	U.S. Customs Service (AOB)	20060800	Telephone Service	100%
	Navy Exchange Activity Det - NAS	N66270	Telephone Service	100%
Coast Guard	USCG Air Station	Z20250	Telephone Service	100%
	Morale, Welfare, and Recreation	N00206	Telephone Service	100%
	Delta Bank & Trust Company	N/A	Telephone Service	100%
Air Force	926 TFG (AFRES)	FFLLV0	Telephone Service	100%
Army	Tulane Army ROTC	W3SLAA	Telephone Service	100%
Army	122nd ARCOM	W42QLW	Telephone Service	100%

Defense	DSO (N.O. COLD STORAGE W/H)	SCEA03	Telephone Service	100%
Air Force	LA Air National Guard (LAANG)	D91CFVP P	Telephone Service	100%
	NAS BOQ/BEQ	N00206	Telephone Service	100%

Personnel Support Facilities

6.a. In the following table, indicate the available space (SF), individual workstation (PN), and condition for each facility designated or used for administrative purposes.

Table 6.1 Administrative Support Spaces

Building Type	NAVFAC (P-80) category code	Adequate		Substandard		Inadequate		Total	
		SF	PN	SF	PN	SF	PN	SF	PN
Administrative office	610-10	26,528	32						
ADP installations	610-20	22,340	121						
Legal services	610-40								
Admin storage	610-77		NA		NA		NA		NA
Underground administrative office	620-10								
Underground ADP installation	620-20								
Underground admin storage	620-77		NA		NA		NA		NA
Communications Center	131-15	14,040	64						

6.b. For all facilities that were classified as inadequate in the preceding table, identify the type of facility and describe why the facility is inadequate; indicate how the facility is being used and list other possible uses; and specify the costs to remove the deficiencies that make it inadequate (do not be concerned with the economic justification for these costs). Indicate current plans to remove these deficiencies and the amount of any programmed funds.

7. Describe any administrative support facility limitations. Describe the potential for expansion of the services that personnel support facilities provide.

Operational Suitability

8.a. List the features of this station, base, or facility that make it a candidate for basing other units in the future.

- Access to Mississippi River
- Closeness to Naval Air Station New Orleans
- Community support services
- Limited land available for new construction
- Available Admin space that is currently leased to a hospital
- Five story parking garage
- Closeness to the Central Business District of New Orleans

8.b. List the features of this station, base, or facility that inhibit the basing of other units.

- Minimal adjacent land available for acquisition
- Limited on-base housing
- Limited Bachelor Enlisted Quarters available

9.a. Are there any assets in the vicinity of the station, base, or facility that are currently not used because of a deficiency or O&M,N funding shortages but could be improved to enhance the station's contingency or mobilization capabilities? Provide details.

One of the largest floating dry docks in the country and a system of railroad tracks and wharves along the river in support of ship activity were constructed during the early years of this facility. Today, most of the railroad tracks have been removed, and the wharves remain but are condemned and unused. However, the restoration of the existing wharves along with some construction would increase waterfront capabilities at NAVSUPPACT.

During the 60s, NAVSUPPACT gave land and buildings that it considered dispensable to the Orleans Parish school board. Much of this property is adjacent to the base and could be obtained to enhance the station's space requirements in the event of mobilization.

9.b. Describe the size, composition and support provided to any reserve units that train at your installation. Describe the size, composition and support provided by those reserve units.

N/A

10. Does the infrastructure meet current requirements and provide capabilities for future expansion or change in mission? Provide details.

Yes. Capabilities for future expansion would have to be explored through the ISSA with Naval Support Activity New Orleans.

11.a. In the table provide the percent of time communications are precluded due to weather. Add any further descriptions on how **weather generally impacts base operations** (high winds, below freezing, high temperature, or snow, fog, or other visibility restricting conditions, etc.)

Table 11.1 Operational Weather Impact

	% outage CY 1990	% outage CY 1991	% outage CY 1992	% outage CY 1993
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				

Remarks: This communications facility has never been totally shut down due to weather conditions. In Sept 92 we experienced Hurricane Andrew, where we reduced manning but never shut down completely or experienced any outage.

11.b What percentage of the time (on average, by month) does the local weather affect maintenance operations? Use the chart below and add any further descriptions on how **weather generally impacts base maintenance evolutions** (high winds, below freezing, high temperature, or snow, fog, or other visibility restricting conditions).

Table 11.2 Maintenance Weather Impact

	Inches of Rain/Snow			Days under 40°F			% maint. days cancelled due to low or high temperatures or precipitation		
	CY 1991	CY 1992	CY 1993	CY1991	CY 1992	CY 1993	CY 1991	CY1992	CY 1993
JAN									
FEB									
MAR									
APR									
MAY									
JUN									
JUL									
AUG									
SEP									
OCT									
NOV									
DEC									

Remarks: This command does not perform any base maintenance.

11.c. Describe any unique training opportunities afforded by the local climate or geography.

None.

Quality of Life

12. Military Housing

*(Questions 12-26) ZHC
7/14/94
CNCTC*

**** Naval Support Activity New Orleans (UIC Number N00205) Data Call Number Thirty-One (see attachment) addresses the quality of life issues. As a tenant of Naval Support Activity New Orleans, we use the facilities provided by the host.

a. Family Housing:

(1) Do you have mandatory assignment to on-base housing? (circle) yes no

(2) For military family housing in your locale provide the following information:

Type of Quarters	Number of Bedrooms	Total number of units	Number Adequate	Number Substandard	Number Inadequate
Officer	4+				
Officer	3				
Officer	1 or 2				
Enlisted	4+				
Enlisted	3				
Enlisted	1 or 2				
Mobile Homes					
Mobile Home lots					

(3) In accordance with NAVFACINST 11010.44E, an inadequate facility cannot be made adequate for its present use through "economically justifiable means". For all the categories above where inadequate facilities are identified provide the following information:

Facility type/code:

What makes it inadequate?

What use is being made of the facility?

What is the cost to upgrade the facility to substandard?

What other use could be made of the facility and at what cost?

Current improvement plans and programmed funding:

Has this facility condition resulted in C3 or C4 designation on your BASEREP?

12.a.(4) Complete the following table for the military housing waiting list.

Pay Grade	Number of Bedrooms	Number on List ¹	Average Wait
O-6/7/8/9	1		
	2		
	3		
	4+		
O-4/5	1		
	2		
	3		
	4+		
O-1/2/3/CWO	1		
	2		
	3		
	4+		
E7-E9	1		
	2		
	3		
	4+		
E1-E6	1		
	2		
	3		
	4+		

¹As of 31 March 1994

12.a.(5) What do you consider to be the top five factors driving the demand for base housing? Does it vary by grade category? If so provide details.

Top Five Factors Driving the Demand for Base Housing	
1	
2	
3	
4	
5	

(6) What percent of your family housing units have all the amenities required by "The Facility Planning & Design Guide" (Military Handbook 1190 & Military Handbook 1035-Family Housing)?

(7) Provide the utilization rate for family housing for FY 1993.

Type of Quarters	Utilization Rate
Adequate	
Substandard	
Inadequate	

(8) As of 31 March 1994, have you experienced much of a change since FY 1993? If so, why? If occupancy is under 98% (or vacancy over 2%), is there a reason?

12.b. BEQ:

(1) Provide the utilization rate for BEQs for FY 1993.

Type of Quarters	Utilization Rate
Adequate	
Substandard	
Inadequate	

(2) As of 31 March 1994, have you experienced much of a change since FY 1993? If so, why? If occupancy is under 95 % (or vacancy over 5 %), is there a reason?

(3) Calculate the Average on Board (AOB) for geographic bachelors as follows:

$$\text{AOB} = \frac{(\# \text{ Geographic Bachelors} \times \text{average number of days in barracks})}{365}$$

(4) Indicate in the following chart the percentage of geographic bachelors (GB) by category of reasons for family separation. Provide comments as necessary.

Reason for Separation from Family	Number of GB	Percent of GB	Comments
Family Commitments (children in school, financial, etc.)			
Spouse Employment (non-military)			
Other			
TOTAL		100	

(5) How many geographic bachelors do not live on base?

12.c. BOQ:

(1) Provide the utilization rate for BOQs for FY 1993.

Type of Quarters	Utilization Rate
Adequate	
Substandard	
Inadequate	

(2) As of 31 March 1994, have you experienced much of a change since FY 1993? If so, why? If occupancy is under 95% (or vacancy over 5%), is there a reason?

(3) Calculate the Average on Board (AOB) for geographic bachelors as follows:

$$\text{AOB} = \frac{(\# \text{ Geographic Bachelors} \times \text{average number of days in barracks})}{365}$$

(4) Indicate in the following chart the percentage of geographic bachelors (GB) by category of reasons for family separation. Provide comments as necessary.

Reason for Separation from Family	Number of GB	Percent of GB	Comments
Family Commitments (children in school, financial, etc.)			
Spouse Employment (non-military)			
Other			
TOTAL		100	

(5) How many geographic bachelors do not live on base?

On Base MWR Facilities

13. For on-base MWR facilities¹ available, complete the following table for each separate location. For off-base government owned or leased recreation facilities indicate distance from base. If there are any facilities not listed, include them at the bottom of the table.

LOCATION _____

DISTANCE _____

Facility	Unit of Measure	Total	Profitable (Y,N,N/A)
Auto Hobby	Indoor Bays		
	Outdoor Bays		
Arts/Crafts	SF		
Wood Hobby	SF		
Bowling	Lanes		
Enlisted Club	SF		
Officer's Club	SF		
Library	SF		
Library	Books		
Theater	Seats		
ITT	SF		
Museum/Memorial	SF		
Pool (indoor)	Lanes		
Pool (outdoor)	Lanes		
Beach	LF		
Swimming Pools	Each		
Tennis CT	Each		

¹Spaces designated for a particular use. A single building might contain several facilities, each of which should be listed separately.

Facility	Unit of Measure	Total	Profitable (Y,N,N/A)
Volleyball CT (outdoor)	Each		
Basketball CT (outdoor)	Each		
Racquetball CT	Each		
Golf Course	Holes		
Driving Range	Tee Boxes		
Gymnasium	SF		
Fitness Center	SF		
Marina	Berths		
Stables	Stalls		
Softball Fld	Each		
Football Fld	Each		
Soccer Fld	Each		
Youth Center	SF		

14. Is your library part of a regional interlibrary loan program?

15. Base Family Support Facilities and Programs

a. Complete the following table on the availability of child care in a child care center on your base.

Age Category	Capacity (Children)	SF			Number on Wait List	Average Wait (Days)
		Adequate	Substandard	Inadequate		
0-6 Mos						
6-12 Mos						
12-24 Mos						
24-36 Mos						
3-5 Yrs						

b. In accordance with NAVFACINST 11010.44E, an inadequate facility cannot be made adequate for its present use through "economically justifiable means." For all the categories above where inadequate facilities are identified provide the following information:

Facility type/code:

What makes it inadequate?

What use is being made of the facility?

What is the cost to upgrade the facility to substandard?

What other use could be made of the facility and at what cost?

Current improvement plans and programmed funding:

Has this facility condition resulted in C3 or C4 designation on your BASEREP?

c. If you have a waiting list, describe what programs or facilities other than those sponsored by your command are available to accommodate those on the list.

d. How many "certified home care providers" are registered at your base?

e. Are there other military child care facilities within 30 minutes of the base? State owner and capacity (i.e., 60 children, 0-5 yrs).

16. Complete the following table for services available on your base. If you have any services not listed, include them at the bottom.

Service	Unit of Measure	Qty
Exchange	SF	
Gas Station	SF	
Auto Repair	SF	
Auto Parts Store	SF	
Commissary	SF	
Mini-Mart	SF	
Package Store	SF	
Fast Food Restaurants	Each	
Bank/Credit Union	Each	
Family Service Center	SF	
Laundromat	SF	
Dry Cleaners	Each	
ARC	PN	
Chapel	PN	
FSC Classrm/Auditorium	PN	

17. Proximity of closest major metropolitan areas (provide at least three):

City	Distance (Miles)

18. Standard Rate VHA Data for Cost of Living:

Paygrade	With Dependents	Without Dependents
E1		
E2		
E3		
E4		
E5		
E6		
E7		
E8		
E9		
W1		
W2		
W3		
W4		
O1E		
O2E		
O3E		
O1		
O2		
O3		
O4		
O5		
O6		
O7		

19.a. Off-base housing rental and purchase

a. Fill in the following table for average rental costs in the area for the period 1 April 1993 through 31 March 1994.

Type Rental	Average Monthly Rent		Average Monthly Utilities Cost
	Annual High	Annual Low	
Efficiency			
Apartment (1-2 Bedroom)			
Apartment (3+ Bedroom)			
Single Family Home (3 Bedroom)			
Single Family Home (4+ Bedroom)			
Town House (2 Bedroom)			
Town House (3+ Bedroom)			
Condominium (2 Bedroom)			
Condominium (3+ Bedroom)			

19.b. What was the rental occupancy rate in the community as of 31 March 1994?

Type Rental	Percent Occupancy Rate
Efficiency	
Apartment (1-2 Bedroom)	
Apartment (3+ Bedroom)	
Single Family Home (3 Bedroom)	
Single Family Home (4+ Bedroom)	
Town House (2 Bedroom)	
Town House (3+ Bedroom)	
Condominium (2 Bedroom)	
Condominium (3+ Bedroom)	

(c) What are the median costs for homes in the area?

Type of Home	Median Cost
Single Family Home (3 Bedroom)	
Single Family Home (4+ Bedroom)	
Town House (2 Bedroom)	
Town House (3+ Bedroom)	
Condominium (2 Bedroom)	
Condominium (3+ Bedroom)	

19.d. For calendar year 1993, from the local MLS listings provide the number of 2, 3, and 4 bedroom homes available for purchase. Use only homes for which monthly payments would be within 90 to 110 percent of the E5 BAQ and VHA for your area.

Month	Number of Bedrooms		
	2	3	4+
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

(e) Describe the principle housing cost drivers in your local area.

20. For the top five sea intensive ratings in the principle warfare community your base supports, provide the following:

Rating	Number Sea Billets in the Local Area	Number of Shore billets in the Local Area

21. Complete the following table for the average one-way commute for the five largest concentrations of military and civilian personnel living off-base.

Location	% Employees	Distance (mi)	Time(min)

22. Complete the tables below to indicate the civilian educational opportunities available to service members stationed at the air station (to include any outlying fields) and their dependents:

22.a. List the local educational institutions which offer programs available to dependent children. Indicate the school type (e.g. DODDS, private, public, parochial, etc.), grade level (e.g. pre-school, primary, secondary, etc.), what students with special needs the institution is equipped to handle, cost of enrollment, and for high schools only, the average SAT score of the class that graduated in 1993, and the number of students in that class who enrolled in college in the fall of 1994.

Institution	Type	Grade Level(s)	Special Education Available	Annual Enrollment Cost per Student	1993 Avg SAT/ACT Score	% HS Grad to Higher Educ	Source of Info

22.b. List the educational institutions within 30 miles which offer programs off-base available to service members and their adult dependents. Indicate the extent of their programs by placing a "Yes" or "No" in all boxes as applies.

Institution	Type Classes	Program Type(s)				
		Adult High School	Vocational/ Technical	Undergraduate		Graduate
				Courses only	Degree Program	
	Day					
	Night					
	Day					
	Night					
	Day					
	Night					
	Day					
	Night					

22.c. List the educational institutions which offer programs on-base available to service members and their adult dependents. Indicate the extent of their programs by placing a "Yes" or "No" in all boxes as applies.

Institution	Type Classes	Program Type(s)				
		Adult High School	Vocational/ Technical	Undergraduate		Graduate
				Courses only	Degree Program	
	Day					
	Night					
	Correspondence					
	Day					
	Night					
	Correspondence					
	Day					
	Night					
	Correspondence					
	Day					
	Night					
	Correspondence					

23. Spousal Employment Opportunities

Provide the following data on spousal employment opportunities.

Skill Level	Number of Military Spouses Serviced by Family Service Center Spouse Employment Assistance			Local Community Unemployment Rate
	1991	1992	1993	
Professional				
Manufacturing				
Clerical				
Service				
Other				

24. Do your active duty personnel have any difficulty with access to medical or dental care, in either the military or civilian health care system? Develop the why of your response.

25. Do your military dependents have any difficulty with access to medical or dental care, in either the military or civilian health care system? Develop the why of your response.

26. Complete the table below to indicate the crime rate for your air station for the last three fiscal years. The source for case category definitions to be used in responding to this question are found in NCIS - Manual dated 23 February 1989, at Appendix A, entitled "Case Category Definitions." Note: the crimes reported in this table should include 1) all reported criminal activity which occurred on base regardless of whether the subject or the victim of that activity was assigned to or worked at the base; and 2) all reported criminal activity off base.

Crime Definitions	FY 1991	FY 1992	FY 1993
1. Arson (6A)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
2. Blackmarket (6C)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
3. Counterfeiting (6G)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
4. Postal (6L)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			

Crime Definitions	FY 1991	FY 1992	FY 1993
5. Customs (6M)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
6. Burglary (6N)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
7. Larceny - Ordnance (6R)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
8. Larceny - Government (6S)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			

Crime Definitions	FY 1991	FY 1992	FY 1993
9. Larceny - Personal (6T)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
10. Wrongful Destruction (6U)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
11. Larceny - Vehicle (6V)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
12. Bomb Threat (7B)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			

Crime Definitions	FY 1991	FY 1992	FY 1993
13. Extortion (7E)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
14. Assault (7G)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
15. Death (7H)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
16. Kidnapping (7K)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			

Crime Definitions	FY 1991	FY 1992	FY 1993
18. Narcotics (7N)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
19. Perjury (7P)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
20. Robbery (7R)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
21. Traffic Accident (7T)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			

Crime Definitions	FY 1991	FY 1992	FY 1993
22. Sex Abuse - Child (8B)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
23. Indecent Assault (8D)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
24. Rape (8F)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			
25. Sodomy (8G)			
Base Personnel - military			
Base Personnel - civilian			
Off Base Personnel - military			
Off Base Personnel - civilian			

V. Quality of life

a. Military Housing

(1) Family Housing:

(a) Do you have mandatory assignment to on-base housing? (circle)
 yes (no)

(b) For military family housing in your locale provide the following information:

Type of Quarters	Number of Bedrooms	Total number of units	Number Adequate	Number Substandard	Number Inadequate
Officer	4+	39	39	0	
Officer	3	4	4	0	
Officer	1 or 2	0	0	0	
Enlisted	4+	72	64	8	
Enlisted	3	92	40	52	
Enlisted	1 or 2	78	56	22	
Mobile Homes		NA	NA	NA	
Mobile Home lots		NA	NA	NA	

(c) In accordance with NAVFACINST.11010.44E, an inadequate facility cannot be made adequate for its present use through "economically justifiable means". For all the categories above where inadequate facilities are identified provide the following information: N/A

Facility type/code:

What makes it inadequate?

What use is being made of the facility?

What is the cost to upgrade the facility to substandard?

What other use could be made of the facility and at what cost?

Current improvement plans and programmed funding:

Has this facility condition resulted in C3 or C4 designation on your BASEREP?

(d) Complete the following table for the military housing waiting list.

Pay Grade	Number of Bedrooms	Number on List ¹	Average Wait
O-6/7/8/9	1		
	2		
	3		
	4+	7	9 - 12 MONTHS
O-4/5	1		
	2		
	3		
	4+	8	12 MONTHS
O-1/2/3/CWO	1		
	2		
	3		
	4+	47	12 - 18 MONTHS
E7-E9	1		
	2	129	12 - 18 MONTHS
	3	73	8 - 12 MONTHS
	4+	21	1 - 3 MONTHS
E1-E6	1		
	2	68	8 - 12 MONTHS
	3	14	1 - 3 MONTHS
	4+	5	6 - 12 MONTHS

¹As of 31 March 1994.

(e) What do you consider to be the top five factors driving the demand for base housing? Does it vary by grade category? If so provide details.

Top Five Factors Driving the Demand for Base Housing	
1	SECURITY OF LIVING ON BASE
2	HIGH COST OF RENTALS OFF BASE
3	HIGH COST OF UTILITIES OFF BASE
4	HIGH COST OF MAINTENANCE OFF BASE
5	CONVENIENCE OF SERVICES PROVIDED BY NAVAL SUPPORT ACTIVITY

(f) What percent of your family housing units have all the amenities required by "The Facility Planning & Design Guide" (Military Handbook 1190 & Military Handbook 1035-Family Housing)?

71.3%

(g) Provide the utilization rate for family housing for FY 1993.

Type of Quarters	Utilization Rate
Adequate	99.2%
Substandard	99.2%
Inadequate	

(h) As of 31 March 1994, have you experienced much of a change since FY 1993? If so, why? If occupancy is under 98% (or vacancy over 2%), is there a reason? LESS PERCENTAGE OF UTILIZATION IN FY 94 DUE TO MAJOR REPAIRS BECAUSE OF TERMITE INFESTATION.

(2) BEQ:

(a) Provide the utilization rate for BEQs for FY 1993.

Type of Quarters	Utilization Rate
Adequate	92%
Substandard	0
Inadequate	100%

(b) As of 31 March 1994, have you experienced much of a change since FY 1993? If so, why? If occupancy is under 95% (or vacancy over 5%), is there a reason? No Change.

(c) Calculate the Average on Board (AOB) for geographic bachelors as follows: 37

$$AOB = \frac{(\# \text{ Geographic Bachelors} \times \text{average number of days in barracks})}{365}$$

(d) Indicate in the following chart the percentage of geographic bachelors (GB) by category of reasons for family separation. Provide comments as necessary.

Reason for Separation from Family	Number of GB	Percent of GB	Comments
Family Commitments (children in school, financial, etc.)	31	84%	Crime, schools, draw down
Spouse Employment (non-military)			
Other Medical Hardship	6	16%	
TOTAL	37	100	

(e) How many geographic bachelors do not live on base?

Unknown. Turn down 10-15 requests for GB status per month. Estimate in excess of 120.

(3) BOQ:

(a) Provide the utilization rate for BOQs for FY 1993.

Type of Quarters	Utilization Rate
Adequate	100% includes GB
Substandard	0
Inadequate	0

(b) As of 31 March 1994, have you experienced much of a change since FY 1993? If so, why? If occupancy is under 95% (or vacancy over 5%), is there a reason? No Change.

(c) Calculate the Average on Board (AOB) for geographic bachelors as follows: 15

$$AOB = \frac{(\# \text{ Geographic Bachelors} \times \text{average number of days in barracks})}{365}$$

(d) Indicate in the following chart the percentage of geographic bachelors (GB) by category of reasons for family separation. Provide comments as necessary.

Reason for Separation from Family	Number of GB	Percent of GB	Comments
Family Commitments (children in school, financial, etc.)	17	100	
Spouse Employment (non-military)	0	0	
Other	0	0	
TOTAL		100	

(e) How many geographic bachelors do not live on base?

Unknown. Turn down 5 to 10 GB request per month estimate at least 100.

b. For on-base MWR facilities² available, complete the following table for each separate location. For off-base government owned or leased recreation facilities indicate distance from base. If there are any facilities not listed, include them at the bottom of the table.

LOCATION NAVSUPACT, NOLA
DISTANCE

Facility	Unit of Measure	Total	Profitable (Y,N,N/A)
Auto Hobby	Indoor Bays	8	Y
	Outdoor Bays	0	N/A
Arts/Crafts	SF	4.8	Y
Wood Hobby	SF	0	N/A
Bowling	Lanes	8	Y
Enlisted Club	SF	7.7	N
Officer's Club	SF	8.1	Y
Library	SF	2.2	N/A
Library	Books	13,090	N/A
Theater	Seats	60	N/A
ITT	SF	0.5	Y
Museum/Memorial	SF	0	N/A
Pool (indoor)	Lanes	0	N/A
Pool (outdoor)	Lanes	6	Y
Beach	LF	0	N/A
Swimming Ponds	Each	0	N/A
Tennis CT	Each	6	N/A

²Spaces designed for a particular use. A single building might contain several facilities, each of which should be listed separately.

Facility	Unit of Measure	Total	Profitable (Y,N,N/A)
Volleyball CT (outdoor)	Each	1	N/A
Basketball CT (outdoor)	Each	2	N/A
Racquetball CT	Each	4	N/A
Golf Course	Holes	0	N/A
Driving Range	Tee Boxes	0	N/A
Gymnasium	SF	0	N/A
Fitness Center	SF	11.2	N/A
Marina	Berths	0	N/A
Stables	Stalls	0	N/A
Softball Fld	Each	1	N/A
Football Fld	Each	1	N/A
Soccer Fld	Each	1	N/A
Youth Center	SF	3.5	Y
All Hands Club	SF	13.4	N

c. Is your library part of a regional interlibrary loan program?
No

d. Base Family Support Facilities and Programs

(1). Complete the following table on the availability of child care in a child care center on your base.

Age Category	Capacity (Children)	SF			Number on Wait List	Average Wait (Days)
		Adequate	Substandard	Inadequate		
0-6 Mos	4				4	90
6-12 Mos	4	0.5			8	90
12-24 Mos	5	0.4			5	90
24-36 Mos	5	0.5			6	90
3-5 Yrs	30	0.5			9	90

(2). In accordance with NAVFACINST 11010.44E, an inadequate facility cannot be made adequate for its present use through "economically justifiable means." For all the categories above where inadequate facilities are identified provide the following information:

Facility type/code:

What makes it inadequate?

What use is being made of the facility?

What is the cost to upgrade the facility to substandard?

What other use could be made of the facility and at what cost?

Current improvement plans and programmed funding:

Has this facility condition resulted in C3 or C4 designation on your BASEREP?

(3). If you have a waiting list, describe what programs or facilities other than those sponsored by your command are available to accommodate those on the list. Establish family home care program.

(4). How many "certified home care providers" are registered at your base?

Three

(5). Are there other military child care facilities within 30 minutes of the base? State owner and capacity (i.e., 60 children, 0-5 yrs).

Naval Air Station, New Orleans at Belle Chasse 64 children, 0-5 years.

(6). Complete the following table for services available on your base. If you have any services not listed, include them at the bottom.

Service	Unit of Measure	Qty
Exchange	SF	17.4
Gas Station	SF	1.2
Auto Repair	SF	2.5
Auto Parts Store	SF	.8
Commissary	SF	25.2
Mini-Mart	SF	5.0
Package Store	SF	1.4
Fast Food Restaurants	Each	1
Bank/Credit Union	Each	1
Family Service Center	SF	4.4
Laundromat	SF	
Dry Cleaners	Each	1
ARC	PN	
Chapel	PN	300
FSC Classrm/Auditorium	PN	25

e. Proximity of closest major metropolitan areas (provide at least three):

City	Distance (Miles)
New Orleans, LA	0
Baton Rouge, LA	75
Mobile, AL	150

f. Standard Rate VHA Data for Cost of Living:

Paygrade	With Dependents	Without Dependents
E1	47.53	26.60
E2	47.53	29.89
E3	47.53	31.66
E4	40.60	28.10
E5	52.79	36.86
E6	69.83	47.54
E7	84.42	57.25
E8	73.76	55.76
E9	35.64	27.06
W1	114.58	87.02
W2	67.01	52.56
W3	68.94	56.04
W4	40.72	36.10
O1E	75.43	55.95
O2E	33.43	26.66
O3E	23.04	27.23
O1	59.96	44.18
O2	79.98	62.44
O3	30.06	25.31
O4	45.37	39.46
O5	25.59	21.17
O6	0	0
O7	0	0

g. Off-base housing rental and purchase

(1) Fill in the following table for average rental costs in the area for the period 1 April 1993 through 31 March 1994.

Type Rental	Average Monthly Rent		Average Monthly Utilities Cost
	Annual High	Annual Low	
Efficiency	\$295.00	\$275.00	\$60.00
Apartment (1-2 Bedroom)	\$450.00	\$325.00	\$85.00
Apartment (3+ Bedroom)	\$585.00	\$500.00	\$125.00
Single Family Home (3 Bedroom)	\$700.00	\$500.00	\$150.00
Single Family Home (4+ Bedroom)	\$850.00	\$675.00	\$175.00
Town House (2 Bedroom)	\$500.00	\$425.00	\$100.00
Town House (3+ Bedroom)	\$585.00	\$500.00	\$145.00
Condominium (2 Bedroom)	NA	NA	NA
Condominium (3+ Bedroom)	NA	NA	NA

(2) What was the rental occupancy rate in the community as of 31 March 1994?

Type Rental	Percent Occupancy Rate
Efficiency	96
Apartment (1-2 Bedroom)	95
Apartment (3+ Bedroom)	100
Single Family Home (3 Bedroom)	95
Single Family Home (4+ Bedroom)	94
Town House (2 Bedroom)	98
Town House (3+ Bedroom)	98
Condominium (2 Bedroom)	NA
Condominium (3+ Bedroom)	NA

(3) What are the median costs for homes in the area?

Type of Home	Median Cost
Single Family Home (3 Bedroom)	\$650.00 79,500
Single Family Home (4+ Bedroom)	\$750.00 88,000
Town House (2 Bedroom)	\$475.00 39,000
Town House (3+ Bedroom)	\$595.00 49,000
Condominium (2 Bedroom)	NA
Condominium (3+ Bedroom)	NA

*Changed
per COMNAULESOP,
Canon Morse,
Lynn Bunge
2224*

(4) For calendar year 1993, from the local MLS listings provide the number of 2, 3, and 4 bedroom homes available for purchase. Use only homes for which monthly payments would be within 90 to 110 percent of the E5 BAQ and VHA for your area.

Month	Number of Bedrooms		
	2	3	4+
January		2	*
February		3	
March		2	
April		5	
May		5	
June		7	
July		6	
August		8	
September		5	
October		6	
November		3	
December		4	

(5) Describe the principle housing cost drivers in your local area.

REAL ESTATE MARKET IS EXTREMELY VARIABLE.

* E5 BAQ + VHA = \$468.29. 110% = \$515.12. NO 4 BEDROOM HOUSES ARE AVAILABLE FOR THAT PRICE IN A GOOD AREA.

* E5 BAQ + VHA = \$468.29. 110% = \$515.12. NO 4 BEDROOM HOUSES ARE AVAILABLE FOR THAT PRICE IN A GOOD AREA.

h. For the top five sea intensive ratings in the principle warfare community your base supports, provide the following:

Rating	Number Sea Billets in the Local Area	Number of Shore billets in the Local Area
BM	0	18
HT	0	2
GM	0	1
EN	0	11
EM	0	1

i. Complete the following table for the average one-way commute for the five largest concentrations of military and civilian personnel living off-base.

Location	% Employees	Distance (mi)	Time(min)

Average Commute Time:

One-way commute for personnel who live and work on the West Bank is 10 to 30 minutes. For personnel who live on the West Bank and work on the East Bank is 20 to 45 minutes depending on whether they drive or use our shuttle boat services.

One-way commute for personnel who live on the East Bank and work on the East or West Bank is 30 minutes to one hour and 15 minutes depending on location of residence.

Due to the uniqueness of NAVSUPACT's geographical location, it is impossible to determine an average commute time which would encompass all personnel who work on base.

j. Complete the tables below to indicate the civilian educational opportunities available to service members stationed at the air station (to include any outlying fields) and their dependents:

(1) List the local educational institutions which offer programs available to dependent children. Indicate the school type (e.g. DODDS, private, public, parochial, etc.), grade level (e.g. pre-school, primary, secondary, etc.), what students with special needs the institution is equipped to handle, cost of enrollment, and for high schools only, the average SAT score of the class that graduated in 1993, and the number of students in that class who enrolled in college in the fall of 1994.

Institution	Type	Grade Level(s)	Special Education Available	Annual Enrollment Cost per Student	1993 Avg SAT/ACT Score	% HS Grad to Higher Educ	Source of Info
8 Elementary	Pub	K-6	2 Schools	None	N/A	N/A	NO SCHOOL LS
2 Middle Schools	Pub	7-9	Spec Ed at 1 School	None	N/A	N/A	NO SCHOOL LS
2 High Schools	Pub	10-12	None	None	Act 15.8	N/A	NO SCHOOL LS
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(2) List the educational institutions within 30 miles which offer programs off-base available to service members and their adult dependents. Indicate the extent of their programs by placing a "Yes" or "No" in all boxes as applies.

Institution	Type Classes	Program Type(s)				
		Adult High School	Vocational / Technical	Undergraduate		Graduate
				Courses only	Degree Program	
10 College/ Universities	Day Yes	No	Yes	Yes	Yes	Yes
	Night Yes	No	Yes	Yes	Yes	Yes
4 Junior Colleges	Day Yes	No	Yes	Yes	Yes	Yes
	Night Yes	No	Yes	Yes	Yes	Yes
5 Vo-Tech School	Day Yes	No	Yes	No	No	No
	Night Yes	No	Yes	No	No	No
30 Adult Ed-High	Day Yes	Yes	No	No	No	No
	Night Yes	Yes	No	No	No	No

(3) List the educational institutions which offer programs on-base available to service members and their adult dependents. Indicate the extent of their programs by placing a "Yes" or "No" in all boxes as applies.

Institution	Type Classes	Program Type(s)				
		Adult High School	Vocational/ Technical	Undergraduate		Graduate
				Courses only	Degree Program	
Northwood University	Day No	No	No	No	No	No
	Night No	No	No	Yes	Yes	No
	Correspondence	No	No	No	No	No
Troy State University	Day No	No	No	No	No	No
	Night Yes	No	No	No	No	Yes
	Correspondence No	No	No	No	No	No
	Day					
	Night					
	Correspondence					
	Day					
	Night					
	Correspondence					

k. Spousal Employment Opportunities

Provide the following data on spousal employment opportunities.

Skill Level	Number of Military Spouses Serviced by Family Service Center Spouse Employment Assistance			Local Community Unemployment Rate
	1991	1992	1993	
Professional		33	64	
Manufacturing			3	
Clerical		82	199	
Service		5	7	
Other				7.0%

l. Do your active duty personnel have any difficulty with access to medical or dental care, in either the military or civilian health care system? Develop the why of your response. **No**

m. Do your military dependents have any difficulty with access to medical or dental care, in either the military or civilian health care system? Develop the why of your response. **No**

n. Complete the table below to indicate the crime rate for your air station for the last three fiscal years. The source for case category definitions to be used in responding to this question are found in NCIS - Manual dated 23 February 1989, at Appendix A, entitled "Case Category Definitions." Note: the crimes reported in this table should include 1) all reported criminal activity which occurred on base regardless of whether the subject or the victim of that activity was assigned to or worked at the base; and 2) all reported criminal activity off base.

Crime Definitions	FY 1991- 92	FY 1992	FY 1993
1. Arson (6A)	AVAILABLE	0	0
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
2. Blackmarket (6C)		0	0
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
3. Counterfeiting (6G)		0	0
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
4. Postal (6L)		0	0

Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0

Crime Definitions	FY 1991	FY 1992	FY 1993
5. Customs (6M)		0	0
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
6. Burglary (6N)			
Base Personnel - military		4	4
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
7. Larceny - Ordnance (6R)		0	0
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0

8. Larceny - Government (6S)		0	0
Base Personnel - military		19	20
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0

Crime Definitions	FY 1991	FY 1992	FY 1993
9. Larceny - Personal (6T)			
Base Personnel - military		36	48
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
10. Wrongful Destruction (6U)			
Base Personnel - military		24	23
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
11. Larceny - Vehicle (6V)			
Base Personnel - military		0	1
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
12. Bomb Threat (7B)			
Base Personnel - military		4	3
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0

Crime Definitions	FY 1991	FY 1992	FY 1993
13. Extortion (7E)		0	0
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
14. Assault (7G)		0	0
Base Personnel - military		25	11
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
15. Death (7H)		0	0
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
16. Kidnapping (7K)		0	0
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0

Crime Definitions	FY 1991	FY 1992	FY 1993
18. Narcotics (7N)			
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
19. Perjury (7P)		0	0
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
20. Robbery (7R)		0	0
Base Personnel - military		0	1
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
21. Traffic Accident (7T)		0	0
Base Personnel - military		15	12
Base Personnel - civilian		37	33
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0

UIC: 00205

Crime Definitions	FY 1991	FY 1992	FY 1993
22. Sex Abuse - Child (8B)			
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
23. Indecent Assault (8D)			
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
24. Rape (8F)			
Base Personnel - military		1	1
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0
25. Sodomy (8G)		0	0
Base Personnel - military		0	0
Base Personnel - civilian		0	0
Off Base Personnel - military		0	0
Off Base Personnel - civilian		0	0

Data Call 52 for UIC 68608

BRAC-95 CERTIFICATION

Reference: SECNAVNOTE 11000 of 08 December 1993

In accordance with policy set forth by the Secretary of the Navy, personnel of the Department of the Navy, uniformed and civilian, who provide information for use in the BRAC-95 process are required to provide a signed certification that states "I certify that the information contained herein is accurate and complete to the best of my knowledge and belief."

The signing of this certification constitutes a representation that the reporting official has reviewed the information and either (1) personally vouches for its accuracy and completeness or (2) has possession of, and is relying upon, a certification executed by a competent authority.

Each individual in your activity generating information for the BRAC-95 process must certify that information. Enclosure (1) is provided for individual certifications and may be duplicated as necessary. You are directed to maintain those certifications at your activity for audit purposes. For purposes of this certification sheet, the commander of the activity will begin the certification process and each reporting senior in the Chain of Command reviewing the information will also sign this certification sheet. This sheet must remain attached to this package and be forwarded up the Chain of Command. Copies must be retained by each level in the Chain of Command for audit purposes.

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

ACTIVITY COMMANDER

H. R. PEOPLES
 NAME (Please type or print)


 Signature

Commanding Officer
 Title
Naval Computer and
Telecommunications Station, New Orleans
 Activity

28 June 1994
 Date

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.
NEXT ECHELON LEVEL (if applicable)

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.
NEXT ECHELON LEVEL (if applicable)

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.
MAJOR CLAIMANT LEVEL

T. A. Stark
NAME

J. A. Stark
Signature

Commander,
Title

15 July 94
Date

Naval Computer and
Telecommunication Command
Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.
DEPUTY CHIEF OF NAVAL OPERATIONS (LOGISTICS)
DEPUTY CHIEF OF STAFF (INSTALLATIONS & LOGISTICS)

W. A. EARNER
NAME (Please type or print)

W. Earner
Signature

Title

8/3/94
Date

**DATA CALL 66
INSTALLATION RESOURCES**

Activity Information:

Activity Name:	NAVCOMTELSTA New Orleans, LA
UIC:	N68608
Host Activity Name (if response is for a tenant activity):	Commander, Naval Reserve Force
Host Activity UIC:	N00072

General Instructions/Background. A separate response to this data call must be completed for each Department of the Navy (DON) host, independent and tenant activity which separately budgets BOS costs (regardless of appropriation), and, is located in the United States, its territories or possessions.

1. Base Operating Support (BOS) Cost Data. Data is required which captures the total annual cost of operating and maintaining Department of the Navy (DON) shore installations. Information must reflect FY 1996 budget data supporting the FY 1996 NAVCOMPT Budget Submit. Two tables are provided. Table 1A identifies "Other than DBOF Overhead" BOS costs and Table 1B identifies "DBOF Overhead" BOS costs. These tables must be completed, as appropriate, for all DON host, independent or tenant activities which separately budget BOS costs (regardless of appropriation), and, are located in the United States, its territories or possessions. Responses for DBOF activities may need to include both Table 1A and 1B to ensure that all BOS costs, including those incurred by the activity in support of tenants, are identified. If both table 1A and 1B are submitted for a single DON activity, please ensure that no data is double counted (that is, included on both Table 1A and 1B). The following tables are designed to collect all BOS costs currently budgeted, regardless of appropriation, e.g., Operations and Maintenance, Research and Development, Military Personnel, etc. Data must reflect FY 1996 and should be reported in thousands of dollars.

a. Table 1A - Base Operating Support Costs (Other Than DBOF Overhead). This Table **should** be completed to identify "Other Than DBOF Overhead" Costs. Display, in the format shown on the table, the O&M, R&D and MPN resources currently budgeted for BOS services. O&M cost data must be consistent with data provided on the BS-1 exhibit. Report only direct funding for the activity. Host activities should not include reimbursable support provided to tenants, since tenants will be separately reporting these costs. Military personnel costs should be included on the appropriate lines of the table. Please ensure that individual lines of the table do not include duplicate costs. Add additional lines to the table (following line 2j., as necessary, to identify any additional cost elements not currently shown). Leave shaded areas of table blank.

**DATA CALL 66
INSTALLATION RESOURCES**

Table 1A - Base Operating Support Costs (Other Than DBOF Overhead)			
Activity Name: Naval Telecommunications Center Ingleside is a tenant at NAVSTA Ingleside, host UIC is 68891. The NTCC is a component of NCTS New Orleans		UIC: 49607	
Category	FY1996 BOS Costs (\$000)		
	Non-Labor	Labor	Total
1. Real Property Maintenance Costs:			
1a. Maintenance and Repair			
1b. Minor Construction			
1c. Sub-total 1a. and 1b.			
2. Other Base Operating Support Costs:			
2a. Utilities	10		10
2b. Transportation			
2c. Environmental			
2d. Facility Leases			
2e. Morale, Welfare & Recreation			
2f. Bachelor Quarters			
2g. Child Care Centers			
2h. Family Service Centers			
2i. Administration			
2j. Other (Specify) APTS (Telephones)	330		330
2k. Sub-total 2a. through 2j:	340		340
3. Grand Total (sum of 1c. and 2k.):	340		340

**DATA CALL 66
INSTALLATION RESOURCES**

b. Funding Source. If data shown on Table 1A reflects more than one appropriation, then please provide a break out of the total shown for the "3. Grand-Total" line, by appropriation:

<u>Appropriation</u>	<u>Amount (\$000)</u>
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c. Table 1B - Base Operating Support Costs (DBOF Overhead). This Table should be submitted for all current DBOF activities. Costs reported should reflect BOS costs supporting the DBOF activity itself (usually included in the G&A cost of the activity). For DBOF activities which are tenants on another installation, total cost of BOS incurred by the tenant activity for itself should be shown on this table. It is recognized that differences exist among DBOF activity groups regarding the costing of base operating support: some groups reflect all such costs only in general and administrative (G&A), while others spread them between G&A and production overhead. Regardless of the costing process, all such costs should be included on Table 1B. The Minor Construction portion of the FY 1996 capital budget should be included on the appropriate line. Military personnel costs (at civilian equivalency rates) should also be included on the appropriate lines of the table. Please ensure that individual lines of the table do not include duplicate costs. Also ensure that there is no duplication between data provided on Table 1A. and 1B. These two tables must be mutually exclusive, since in those cases where both tables are submitted for an activity, the two tables will be added together to estimate total BOS costs at the activity. Add additional lines to the table (following line 21., as necessary, to identify any additional cost elements not currently shown). **Leave shaded areas of table blank.**

Other Notes: All costs of operating the five Major Range Test Facility Bases at DBOF activities (even if direct RDT&E funded) should be included on Table 1B. Weapon Stations should include underutilized plant capacity costs as a DBOF overhead "BOS expense" on Table 1B..

**DATA CALL 66
INSTALLATION RESOURCES**

Table 1B - Base Operating Support Costs (DBOF Overhead)			
Activity Name: NAVCOMTELSTA New Orleans, LA			UIC: N68608
Category	FY 1996 Net Cost From UC/FUND-4 (\$000)		
	Non-Labor	Labor	Total
1. Real Property Maintenance Costs:			
1a. Real Property Maintenance (> \$15K)	20		20
1b. Real Property Maintenance (< \$15K)			
1c. Minor Construction (Expensed)	13		13
1d. Minor Construction (Capital Budget)			
1c. Sub-total 1a. through 1d.	33		33
2. Other Base Operating Support Costs:			
2a. Command Office			
2b. ADP Support			
2c. Equipment Maintenance			
2d. Civilian Personnel Services			
2e. Accounting/Finance			
2f. Utilities	513		513
2g. Environmental Compliance			
2h. Police and Fire			
2i. Safety			
2j. Supply and Storage Operations	15		15
2k. Major Range Test Facility Base Costs			
2l. Other (Specify)			
2m. Sub-total 2a. through 2l:	528		528
3. Depreciation			
4. Grand Total (sum of 1c., 2m., and 3.) :	561		561

**DATA CALL 66
INSTALLATION RESOURCES**

2. Services/Supplies Cost Data. The purpose of Table 2 is to provide information about projected FY 1996 costs for the purchase of services and supplies by the activity. (Note: Unlike Question 1 and Tables 1A and 1B, above, this question is not limited to overhead costs.) The source for this information, where possible, should be either the NAVCOMPT OP-32 Budget Exhibit for O&M activities or the NAVCOMPT UC/FUND-1/IF-4 exhibit for DBOF activities. Information must reflect FY 1996 budget data supporting the FY 1996 NAVCOMPT Budget Submit. Break out cost data by the major sub-headings identified on the OP-32 or UC/FUND-1/IF-4 exhibit, disregarding the sub-headings on the exhibit which apply to civilian and military salary costs and depreciation. Please note that while the OP-32 exhibit aggregates information by budget activity, this data call requests OP-32 data for the activity responding to the data call. Refer to NAVCOMPTINST 7102.2B of 23 April 1990, Subj: Guidance for the Preparation, Submission and Review of the Department of the Navy (DON) Budget Estimates (DON Budget Guidance Manual) with Changes 1 and 2 for more information on categories of costs identified. Any rows that do not apply to your activity may be left blank. However, totals reported should reflect all costs, exclusive of salary and depreciation.

Table 2 - Services/Supplies Cost Data	
Activity Name: NAVCOMTELSTA New Orleans, LA	UIC: N68608
Cost Category	FY 1996 Projected Costs (\$000)
Travel:	513
Material and Supplies (including equipment):	892
Industrial Fund Purchases (other DBOF purchases):	898
Transportation:	14
Other Purchases (Contract support, etc.):	7,395
Total:	9,712

**DATA CALL 66
INSTALLATION RESOURCES**

3. Contractor Workyears.

a. **On-Base Contract Workyear Table.** Provide a projected estimate of the number of contract workyears expected to be performed "on base" in support of the installation during FY 1996. Information should represent an annual estimate on a full-time equivalency basis. Several categories of contract support have been identified in the table below. While some of the categories are self-explanatory, please note that the category "mission support" entails management support, labor service and other mission support contracting efforts, e.g., aircraft maintenance, RDT&E support, technical services in support of aircraft and ships, etc.

Table 3 - Contract Workyears	
Activity Name: NAVCOMTELSTA New Orleans, LA	UIC: N68608
Contract Type	FY 1996 Estimated Number of Workyears On-Base
Construction:	
Facilities Support:	
Mission Support: **	60
Procurement:	
Other:*	
Total Workyears:	60

* **Note:** Provide a brief narrative description of the type(s) of contracts, if any, included under the "Other" category.

** Computer operations, programming, system design and analysis, programming maintenance, local and wide area networking, and telecommunications.

**DATA CALL 66
INSTALLATION RESOURCES**

b. Potential Disposition of On-Base Contract Workyears. If the mission/functions of your activity were relocated to another site, what would be the anticipated disposition of the on-base contract workyears identified in Table 3.?

1) Estimated number of contract workyears which would be transferred to the receiving site (This number should reflect the number of jobs which would in the future be contracted for at the receiving site, not an estimate of the number of people who would move or an indication that work would necessarily be done by the same contractor(s)):

60

2) Estimated number of workyears which would be eliminated:

0

3) Estimated number of contract workyears which would remain in place (i.e., contract would remain in place in current location even if activity were relocated outside of the local area):

Because of the mission of NCTS New Orleans to support their customers with ADP services it would have to be reviewed and decided by a gaining activity whether they would continue services or not.

**DATA CALL 66
INSTALLATION RESOURCES**

c. "Off-Base" Contract Workyear Data. Are there any contract workyears located in the local community, but not on-base, which would either be eliminated or relocated if your activity were to be closed or relocated? If so, then provide the following information (ensure that numbers reported below do not double count numbers included in 3.a. and 3.b., above):

No. of Additional Contract Workyears Which Would Be Eliminated	General Type of Work Performed on Contract (e.g., engineering support, technical services, etc.)
N/A	

No. of Additional Contract Workyears Which Would Be Relocated	General Type of Work Performed on Contract (e.g., engineering support, technical services, etc.)
N/A	



BRAC-95 CERTIFICATION

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NAME JO C. CHOINA
Director, Contracting & Fiscal
Title Management Department

Jo C. Choina
Signature
19 Jul 94
Date

Division _____

ABOVE
Department

NAVCOMTELSTA NEW ORLEANS
Activity

INSTALLATION RESOURCES, DATA CALL 66 for COMNAVCOMTELCOM

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

(Please type or print)

Signature

Name

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

MAJOR CLAIMANT LEVEL

T. A. STARK

Name (Please type or print)

T. A. Stark
Signature

Commander,

25 Aug 1994

Title

Date

Naval Computer and

Telecommunications Command

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

DEPUTY CHIEF OF NAVAL OPERATIONS (LOGISTICS)
DEPUTY CHIEF OF STAFF (INSTALLATIONS & LOGISTICS)

W. A. EARNER

NAME (Please type or print)

W. A. Earner
Signature

Title

2/6/94
Date

Enclosure (2)

DATA CALL 1: GENERAL INSTALLATION INFORMATION

1. ACTIVITY: Follow example as provided in the table below (delete the examples when providing your input). If any of the questions have multiple responses, please provide all. If any of the information requested is subject to change between now and the end of Fiscal Year (FY) 1995 due to known redesignations, realignments/closures or other action, provide current and projected data and so annotate.

● Name

Official name	Naval Computer and Telecommunications Station New Orleans
Acronym(s) used in correspondence	NAVCOMTELSTA NEW ORLEANS
Commonly accepted short title(s)	NCTS NEW ORLEANS

- Complete Mailing Address
4400 DAUPHINE STREET
NEW ORLEANS LA 70145-7700

- PLAD
NAVCOMTELSTA NEW ORLEANS

- PRIMARY UIC: 68608 (Plant Account UIC for Plant Account Holders)

Enter this number as the Activity identifier at the top of each Data Call response page.

- ALL OTHER UIC(s):

PURPOSE:

2. PLANT ACCOUNT HOLDER:

- Yes X No _____ (check one)

CLASS 3 PROPERTY

end(15)

3. **ACTIVITY TYPE:** Choose most appropriate type that describes your activity and completely answer all questions.

● **HOST COMMAND:** A host command is an activity that provides facilities for its own functions and the functions of other (tenant) activities. A host has accountability for Class 1 (land), and/or Class 2 (buildings, structures, and utilities) property, regardless of occupancy. It can also be a tenant at other host activities.

● Yes _____ No X _____ (check one)

● **TENANT COMMAND:** A tenant command is an activity or unit that occupies facilities for which another activity (i.e., the host) has accountability. A tenant may have several hosts, although one is usually designated its primary host. If answer is "Yes," provide best known information for your primary host only.

● Yes X _____ No _____ (check one)

● Primary Host (current) UIC: 00205

● Primary Host (as of 01 Oct 1995) UIC: 00205

● Primary Host (as of 01 Oct 2001) UIC: 00205

● **INDEPENDENT ACTIVITY:** For the purposes of this Data Call, this is the "catch-all" designator, and is defined as any activity not previously identified as a host or a tenant. The activity may occupy owned or leased space. Government Owned/Contractor Operated facilities should be included in this designation if not covered elsewhere.

● Yes _____ No X _____ (check one)

4. **SPECIAL AREAS:** List all Special Areas. Special Areas are defined as Class 1/Class 2 property for which your command has responsibility that is not located on or contiguous to main complex.

Name	Location	UIC
N/A		

5. **DETACHMENTS:** If your activity has detachments at other locations, please list them in the table below.

Name	UIC	Location	Host name	Host UIC
NTCC NEW ORLEANS <i>SMC N44D 2/11/94</i>	33292	BELLE CHASSE, LOUISIANA	NAS NEW ORLEANS	00206
NTCC INGLESIDE TEXAS	49607	INGLESIDE, TEXAS	NAVAL STATION INGLESIDE	49607
NTCC MEMPHIS TN	33271	MEMPHIS, TENNESSEE	NAVAL AIR STATION MEMPHIS	68891

6. **BRAC IMPACT:** Were you affected by previous Base Closure and Realignment decisions (BRAC-88, -91, and/or -93)? If so, please provide a brief narrative.

BRAC 93 Impact-UNISYS and Burroughs Data Processing Installation workloads are scheduled for transfer and consolidation to DISO megacenters. *-SMC N44D 2/11/94*

7. **MISSION:** Do not simply report the standard mission statement. Instead, describe important functions in a bulletized format. Include anticipated mission changes and brief narrative explanation of change; also indicate if any current/projected mission changes are a result of previous BRAC-88, -91,-93 action(s)

Current Missions

COMMANDING OFFICER/EXECUTIVE OFFICER N00/N01

Provide command management and control.

Provide business development planning.

Provide public affairs and public relations functions.

Provide management and control of contracting officer's representative functions.

Provide evaluation of management control programs.

MANAGEMENT SUPPORT DEPARTMENT N1

Develops management study plan objectives for studies directed by activity management personnel, or studies directed by higher authority.

Prepares and conducts management study plan briefings.

Evaluates study methods and workload measurement methods most appropriate for areas under study, recommends most appropriate method.

Briefs command management/employees on purpose and scope of management studies directed by higher authority.

Develops methods for collection of source data and translates data into information suitable for making sound decisions.

Analyzes organizational units and presents recommendations for changes to achieve increased effectiveness, efficiency and economy of operations.

Develops management study documents, analyzes findings and presents recommendations to activity management personnel; finalizes study reports.

Monitors approved activity management study recommendations to ensure timely implementation.

Develops methods for the improvement or refinement of various command reporting requirements, analyzes needs, and ensures that reporting requirements are met.

Maintains information for preparation of the annual Command History Report.

Develops and coordinates policy for all civilian training.

Coordinates the development of the command annual training plan.

Reviews and processes requests for training.

Maintains upward mobility program plans.

Monitors prescribed training course completion.

Coordinates training requests with servicing personnel office.

Distributes training course materials.

Monitors the career ladder training program.

Provides personnel support services in coordination with the servicing personnel office.

Advises command management on official personnel policies and procedures.

Maintains civilian personnel records and monitors all personnel actions.

Provides information on status of personnel actions.

Assists with reclassification of position descriptions or the need to establish new positions.

Coordinates with department heads in identifying positions which can be restructured to improve employment opportunities for under utilized personnel.

Coordinates the shore manpower requirements.

Prepares narrative and statistical manpower reports.

Provides military personnel liaison services.

Processes requests for leave/liberty.

Coordinates leave requests with Personnel Support Activity.

Maintains military leave records.

Responsible for military leave accounting.

Prepares enlisted evaluations/officer fitness reports.

Distributes "brag sheets" for enlisted evaluations/officer fitness reports.

Distributes to supervisors, evaluation and fitness report preparation packages.

Maintains enlisted evaluations.

Forwards evaluations and fitness reports to higher echelon command.

Delivers military personnel documents to Personnel Support Activity.

Attends PASS Liaison meetings.

Provides centralized clerical support and administrative services.

Edits, places in final form, and transmits all command correspondence.

Maintains command central correspondence files.

Provides back-up telephone answering services to the Commanding Officer and Executive Officer.

Acts as a back-up to the Commanding Officer's secretary.

Gathers information for inclusion in the command's Plan of the Week (POW).

Types POW and submits for signature.

Routes POW to all personnel.

Maintains instructions and notices from organizations outside the command.

Assigns SSIC numbers to all command instructions and notices.

Reviews all draft instructions and notices originated within the command.

Conducts annual review of applicable command instructions and notices to determine continuing needs.

Posts changes to military manuals.

Picks up message traffic daily.

Screens and distributes daily message traffic to appropriate departments.

Maintains and updates message traffic board for the Commanding Officer.

Arranges documents for command award ceremonies, ensuring all presentations are available.

Arranges for use of the host activity's marquee for special recognition of command members.

Provides communication support services including mail processing, mail delivery, and maintenance of a central files system.

Initiates requests for and stocks publications.

Receives, sorts, routes and controls all incoming mail, including action and deadline correspondence and dispatches all outgoing mail. Delivers mail to all offices of the command twice daily.

Manages the command Automatic Data Processing (ADP) Security Program.

Audits and reports on command security practices.

Documents results and findings regarding ADP security violations and briefs top management on recommended solutions.

Advises on risk assessments, security tests and evaluations, and development and testing of contingency plans.

Trains the command in the requirements for an effective ADP security program.

Manages the command Occupational Safety and Health Program.

Provides safety training.

Maintains records on and reports on job-related accidents.

Conducts mishap investigations.

Conducts safety inspections.

Directs the command zone inspection program.

Chairs command OSH Committee.

Manages command Total Quality Leadership (TQL) activities.

Conducts TQL training.

Facilitates TQL meetings.

Advises on TQL concepts.

Maintains records of command TQL activities.

Participates with other commands in TQL training efforts.

DATA PROCESSING INSTALLATION OPERATIONS DEPARTMENT - N2

1. MANAGEMENT - CODE N2

1.1 Plans, installs, operates, performs configuration management, logistics and maintenance for large and medium scale mainframe computer systems and nationwide telecommunications networks. Systems supported operate in batch and online mode in a 24 hour, 7 days per week, multi-vendor, multi-processing environment that is ever changing in response to new technology and customer needs.

1.2 Performs multi-interface between NAVCOMTELSTA NEW ORLEANS personnel, vendors, a nationally distributed customer base of regular and reserve Navy and Marine Corps activities and other DOD and federal agencies.

1.3 Performs a variety of ADP security functions, including personnel traffic, systems access, risk assessment and contingency planning.

1.4 Applies measures to prevent disruption of services through physical protection of resources as well as ensuring the accuracy and integrity of data.

1.5 Provides technical advice and consultation to regional claimants. Develops and supplies solutions to complex problems in existing and proposed automated systems. Provides the most technically efficient service possible while addressing the needs of the customers serviced.

2. Customer Service Division (N21)

2.1 Responsible for the operation of all Automatic Data Processing Equipment (ADPE) as well as control and operation of a magnetic tape library, including production support and scheduling.

2.2 Operates large-scale, state-of-the-art mainframes and mini-computers in a complex multi-shift, multi-vendor, multi-processing environment which supports a nationwide network of remote users.

2.2.1 Supports application systems that are processed in on-line, batch (over-the-counter) and remote job entry (RJE) modes.

2.3 Provides management reports and maintains various logs.

2.3.1 Prepares, monitors, researches and retains all problem tracking and system reporting (PTSR) documents related to computer operations.

2.3.2 Maintains a system availability log for the purpose of determining "downtime credits".

2.3.3 Reviews, maintains and updates computer run log for the purpose of providing historical/research information.

2.3.4 Prepares a daily status report for the Commanding

Officer, Executive Officer, describing the 24-hour status of hardware, telecommunications and production.

2.3.5 Maintains a log of all authorized visitors to the Computer Operations area.

2.3.6 Initiates and performs test and acceptance of new ADPE for the purpose of determining 30-day acceptability of new equipment.

2.3.7 Maintains a phone control log for the purpose of recording other than "routine" of local calls.

2.4 Power on all computer systems and related peripheral equipment. Brings the system to an operational state within 20 minutes after system becomes available from the field engineer.

Ensures computer systems and related peripheral equipment are powered off when not in use.

2.4.1 Varies terminal users on and off line when requested by users or when remote lines require resetting.

2.4.2 Analyzes, interprets and responds to all common and unique console messages.

2.4.3 Receive/answer telephone inquiries related to computer operations and forwards calls to the appropriate area for resolution.

2.4.4 Deletes, edits files using mainframe, remote or terminal concentrator's console keyboards.

2.4.5 Performs basic systems and data file backup procedures using system software utilities.

2.4.6 Interfaces with systems analysts, application and systems programmers, schedulers, tape librarians and customers in order to resolve operational problems that may affect production.

2.4.7 Cancels and restarts jobs per existing procedures or as directed by such competent authority as schedulers or production support analysts.

2.4.8 Prepares all systems for use by field engineers by

completing or halting jobs currently in execution, dumping disk files to tape and other tasks required to ensure protection of data.

2.4.9 Maintains efficient operation of computer system to meet production schedules; i.e., modifying job priorities, dumping large files to tape to maximize disk space, expediting output reports by tandem printing.

2.4.10 Records appropriate information on external tape labels.

2.4.11 Maintains a log of all tapes with incorrect internal labels for the purpose of research and recovery.

2.5 Operates peripheral equipment including card readers, punches, printers, tape drives, disk drives, mass storage units, modems and remote terminals.

2.5.1 Loads/removes standard and special form paper stock into/from the high speed printers as processing requirements change.

2.5.2 Loads/removes cards on the card reader/punch.

2.5.3 Mounts/dismounts tapes on tape drives utilizing both manual and self-loading techniques. Remove write rings from all input tapes and install write rings in all scratch tapes when required as output.

2.5.4 Powers up/down all peripheral equipment.

2.5.5 Retrieves/returns tapes from/to the magnetic media library as required during peak workloads to ensure successful completion of tasks in order to meet established schedules.

2.5.6 Identifies damaged tapes or tapes in need of cleaning by indicating such on the label, and informing or forwarding to the tape library.

2.5.7 Interfaces with production control for resolution of problems that relate to bad tapes, card jams, legibility of reports, or other discrepancies that may jeopardize completion of production schedules.

2.5.8 Ensures adequate supplies of paper, tapes, cards, etc.,

are properly maintained in the computer operations spaces or ready issue room. Interfaces with Supply/Procurement Division (N73).

2.5.9 Reports hardware malfunctions to the appropriate field engineer.

2.5.10 Removes all card jams and replaces printer ribbons when worn to the point that legibility of printouts becomes questionable.

2.5.11 Assists the field engineer and systems analyst in determining whether system problems are software or hardware related. Ensures field engineer completes appropriate maintenance forms upon correcting the equipment deficiency.

2.6 Maintains an expanding magnetic media (tape) library consisting of tapes containing data, systems software, and applications software.

2.6.1 Maintains the Sperry Tape Administration and Reporting (STAR-1100) system to ensure accountability of all tapes assigned to the library including tapes from other sites.

2.6.2 Scratches and/or cleans all tapes as indicated on the system generated "STAR 1100 scratch/clean list", Burroughs IJAN purge list, or upon receipt of information from competent authority such as schedulers, tape owners, system or applications programmers.

2.6.3 Strips all tapes that contain three track (unrecoverable) errors within 500 feet from start or end of reel.

2.6.4 Replaces all tapes that contain three track (unrecoverable) errors when stripping would result in less than 1500 feet of acceptable tape.

2.6.5 Numerically pulls and files all tapes used in computer operations upon operator request or as production/system schedules dictate.

2.6.6 Labels all tapes to include scratch/clean information.

2.6.7 Replaces broken tape straps and/or reels as needed.

2.6.8 Operates tape cleaner/certifier in accordance with appropriate manuals.

2.6.9 Updates the automated library system from reports or

information received from the system/production analyst or tape owner. Tape attributes that may change include file ID, creation date and retention period.

2.6.10 Enters data from the tape label into STAR 1100 via a remote terminal in the tape library.

2.6.11 Compares input documents to the updated automated library reports to ensure that the database is accurate. Compares file ID, reel numbers and retention periods. Researches and corrects any/all discrepancies.

2.6.12 Verifies accuracy and completeness of external tape labels by checking such attributes as volume serial number, date of run and file ID.

2.6.13 Manually modifies retention periods or scratch dates only when authorized in writing by the tape owner.

2.7 Maintains procedures for ensuring appropriate backup protection for information stored on ADP media.

2.7.1 Delivers and picks up data tapes from the communications center three times daily, or upon request of the shift supervisor.

2.7.2 Makes one weekly run to the disaster storage vault for the purpose of delivering and retrieving backup data and system tapes.

2.7.3 Conducts manual tape inventories to ensure that tapes are cycled properly and backup integrity is maintained.

2.8. Updates and maintains a tape mail-out log for the purpose of tracking command owned tapes. Records all incoming foreign tapes external to the command for the purpose of returning them to the originator.

2.8.1 Documents all tapes that have been disposed of as a result of life cycle management or physical damage.

2.8.2 Maintains, reviews and updates the tape library pass down log.

2.9 Research analysis.

2.9.1 Reviews system generated library reports when researching tape discrepancies.

2.9.2 Interfaces with analysts and operators.

2.9.3 Compares external magnetic tape labels with listings to verify accuracy of Sperry Shared Library System (SLS).

2.9.4 Opens a problem tracking and system reporting ticket (PTSR) and tracks the PTSR until resolution of the problem.

2.9.5 Conducts reviews of procedures to identify possible areas of vulnerability such as delays in meeting schedule deadlines or loss of data.

2.9.6 Interfaces with customers in establishing workload, priorities, reduction of problems, etc.

2.10 Prepares input data for processing.

2.10.1 Makes log entries of all incoming magnetic tapes and forwards to tape library or to the scheduling section for processing.

2.10.2 Accepts all input source documents for keypunching and verification.

2.10.3 Signs receipt for blank government checks received over the counter and ensures their security.

2.10.4 Prepares task sheets for all incoming requests.

2.10.5 Forwards all customer supplied schedules and pre-punched data to scheduling for further processing.

2.10.6 Makes log entries for all incoming media.

2.11 Prepares output products for distribution.

2.11.1 Picks up output reports and cards from the computer operations floor.

2.11.2 Decollates, separates and distributes all reports and places into labeled bins for customers.

2.11.3 Bursts and/or trims all reports and forms as required.

2.11.4 Takes corrective action, such as resubmits jobs or returns source documents to originator, as required by customers to meet deadlines.

2.11.5 Interprets output cards in accordance with individual job run instructions in run folders prior to distribution.

2.11.6 Performs keypunching and verification and returns

output products as required by customers.

2.11.7 Ensures printed checks are received from operations and secured until distributed to customer.

2.12 Assures quality and timely output.

2.12.1 Logs out all reports, cards, tapes and microfiche on appropriate task sheets.

2.12.2 Calls customers after output products are ready for pickup when priority processing.

2.12.3 Reschedules requeues (printouts) upon request of customers or when output has been misplaced or fails acceptable level of quality.

2.12.4 Provides production job status to customers.

2.12.5 Shreds any/all documents not delivered to customer that contain privacy act or sensitive data.

2.13 Monitors, receives, and ensures the successful processing of all application systems which includes the Contract for Services Memoranda (CSM).

2.13.1 Provides technical support for applications testing.

2.13.2 Provides technical input regarding new hardware requirements when changes affect production processing.

2.13.3 Performs DMS file recovery after application testing.

2.13.4 Identifies ADP security requirements for new and/or modified applications systems.

2.13.5 Maintains runstreams and appropriate documentation.

2.14 Performs all application software processing on the UNISYS-Sperry and UNISYS-Burroughs.

2.14.1 Analyzes application system documentation detailing the job process to ensure accuracy and completeness, reviews Job and Executive Control Language (JCL/ECL) requirements and updates runstreams and procedures.

2.14.2 Executes compiled programs.

2.14.3 Monitors production status and system status for the purpose of adjusting priorities and resources to meet

production commitments.

2.15. Software recovery.

2.15.1 Analyzes application system problems on behalf of and at the request of the customer.

2.15.2 Reviews output dumps, program listings, audit trails (e.g., console hardcopy, passdown logs, other documentation) to research, resolve and provide status of application problems as required by the customer.

2.15.3 Responds to and researches problems reported through Problem Tracking and System Reporting (PTSRs).

2.15.4 Contacts the customer and/or CDA to identify corrective action regarding application program problems.

2.15.5 Restores production and test files when required by the customer.

2.16 File maintenance and file manipulation in support of application functions.

2.16.1 Manages application system mass storage, including deleting, editing, recovering, massing, cataloging, packing or updating files.

2.16.2 Registers application program absolutes and builds DMS value tables as requested by the CDA.

2.16.3 Maintains inventory of application software.

2.16.4 Initiates and monitors file transfers from one ADP system to another when required by the customer.

2.17 Schedule creation.

2.17.1 Produces the daily production schedule as required by the customer.

2.17.2 Reviews the production schedule and interfaces with customers to assure that the schedule is accurate and agrees with customer requests.

2.17.3 Cancels any scheduled process when requested formally in writing by the customer.

2.17.4 Turns the schedule over to operations not later than 30 minutes before processing is scheduled to begin.

- 2.18 Report generation upon completion of processing.
 - 2.18.1 Reviews processing to ensure that the schedule was completed.
 - 2.18.2 Determines and reports status of schedule processing.
- 2.19 Problem resolution support.
 - 2.19.1 Receives all customer complaints. Documents complaints on a PTSR.
 - 2.19.2 Receives and documents DPI ADP operational problems as a PTSR.
 - 2.19.3 Analyzes customer complaints, routes them to the appropriate division for action, and provides follow-up on all reported customer and DPI problems.
 - 2.19.4 Initiates problem resolution. Analyzes and researches problems, determines resolution, performs corrective work and/or coordinates work to resolve the problems with affected parties.
- 2.20 Key Security and Lock Control.
 - 2.20.1 Establishes a key control system.
 - 2.20.2 Establishes a central location where all keys to command spaces are maintained, to include cipher lock combinations.
 - 2.20.3 Ensures all combination locks installed within the activity are changed periodically.
 - 2.20.4 Conducts audits of key and lock accountability registers.
 - 2.20.5 Establishes procedures for issuance of keys and cipher combinations to persons with a need for access into command spaces.
- 2.21 Visitor Control
 - 2.21.1 Establishes visitor control procedures in accordance with governing directives from higher authority.
 - 2.21.2 Maintains appropriate records of persons visiting the command.

2.21.3 Ensures that visitor badge exchange procedures are effectively carried out.

2.21.4 Audits activity visitor control logs, ensuring appropriate entries are made.

2.21.5 Establishes procedures for inspection of carry-on parcels, briefcases, or purses entering command spaces.

3. System Support Division (N22)

3.1 Provides overall planning assistance, management and support for all DPI computer systems (including hardware and system software). Installs, operates, troubleshoots and maintains remote and in-house telecommunications hardware, circuits and other equipment utilized to access the mainframe computers.

3.2 Performs project support tasks as specified by project requests/work requests.

3.2.1 Receives and analyzes work requests and project requests and determines overall project requirements and project scope. Prepares project planning estimates.

3.2.2 Provides project status and completion reports.

3.3 Provides planning assistance, management assistance and maintenance of operating systems and software products, including performance measurement, capacity analysis, configuration management and mass storage management.

3.3.1 Receives, installs, tests, accepts and implements DPI systems and data communication Front End Processor (FEP) software.

3.3.2 Investigates, documents and reports discrepancies or problems in system software releases and packages before forwarding to the appropriate central design agency or vendor for problem resolution and correction.

3.3.3 Modifies system software, documents and reports all changes.

3.3.4 Prepares and updates DPI computer operation procedures that reflect current DPI operating requirements.

3.3.5 Maintains system software documentation.

3.3.6 Conducts system performance analysis and maintains

historical performance data on specific system components and overall performance of the operating system.

3.3.7 Conducts mass storage management.

3.3.8 Tracks and maintains a history of systems releases and changes.

3.3.9 Maintains and generates system capacity planning management information.

3.3.10 Manages and performs the necessary coordination for use of unique system application software, such as MAPPER, DMS1100 and PS-MAIL to ensure optimum systems utilization and to provide customer assistance in the utilization of this software.

3.3.11 Maintains historical information on hardware and DPI operating systems reliability.

3.3.12 Installs approved systems changes and releases and/or updates to hardware and/or software.

3.3.13 Maintains Data Communications Software and FEP configurations.

3.3.14 Provides technical recommendations to the ADP Security Officer (NTDSO) concerning recommendations and improvements to system security procedures.

3.3.15 Provides the necessary customer assistance for requesting system access and maintains documentation indicating database owner approval.

3.3.16 Reviews proposed Navy Standards Documentation and prepares written comments.

3.4 Provides technical planning assistance, installation, operations, and maintenance functions of networks and network components.

3.4.1 Maintains telecommunications equipment, facilities and test equipment.

3.4.2 Maintains the data communications network controller database.

3.4.3 Maintains circuit and network schematic charts.

3.4.4 Provides customer terminal operator training when

requested.

3.4.5 Installs, tests, and implements telecommunications hardware and associated software.

3.4.6 Conducts telecommunications site surveys upon receipt of project requests or work requests.

3.4.7 Prepares DDN Notes/Problem Reports, Trouble Report Tracking, Trends Analysis and 2010 Telecommunication Reports.

3.4.8 As required by project/work requests, prepares Feeder Telecommunications Service Requests (FTSR) and Communication Service Authorizations (CSA), and prepares supporting documentation and correspondence.

3.4.9 Performs requirements of the DDN Host Administrator for DPI computer systems.

3.4.10 Monitors network and circuit status and reports problem conditions.

3.4.11 Maintains a telecommunications technical library containing technical and maintenance manuals for DPI telecommunications facilities, equipment and software.

3.5 Evaluates proposed and/or existing ADP systems and/or telecommunications software and hardware for vendor specified effectiveness and compatibility with benchmarks provided or referenced in project requests or work requests.

3.5.1 Prepares technical specifications and justification documentation for the procurement of DPI system software, DPI and customer telecommunications hardware and software.

3.5.2 Attends technical conferences and meetings concerning DPI systems operations, resource/facilities management, DPI and customer telecommunications and planning.

3.5.3 Provides technical consultation and/or assistance to the DPI management concerning systems and data communications, FEP software and operations, resource/facilities management and DPI or customer telecommunications upon request.

3.5.4 Prepares responses to any/all official technical correspondence from customers, central design agencies, or other government agencies.

4. Planning and Analysis Division (N23)

4.1 Environmental Maintenance.

4.1.1 Monitors and maintains control over the cleanliness and ambiance of the computer room to avoid fluctuations in temperature, humidity and particle content.

4.1.2 Monitors all environmental control devices, designed especially for the computer operations center, i.e., uninterruptible power supply (UPS), heating/air conditioning units.

4.1.3 Performs a monthly test of environmental alarm systems to ensure functional capability.

4.1.4 Ensures all operations personnel are familiar with the locations and procedures for operating installed environmental control equipment.

4.1.5 Reports all environmental problems to the locally designated point of contact to forward to public works (PW) repair/maintenance facility by calling their local trouble desk.

4.2 Performs management of the data processing facility, and provides data processing facility planning, justification for equipment.

4.2.1 Maintains the existing 5-year facility plan, including floor layouts, equipment locations; updates the plan based on new requirements; prepares specifications to be used in project and work requests involving facility modifications.

4.2.2 Monitors the facilities air conditioning and electrical power system for proper operation.

4.2.3 Assists in the management of all routine corrective maintenance required in the data processing facility.

4.2.4 Assists in the management of government-owned minor and plant property.

4.2.5 Carries out ADP security functions for which the DPI is responsible.

4.2.6 Participates in various studies and calls for data collection and analysis related to ADP equipment and facilities required to meet the command mission.

4.2.7 Develops documentation in support of procurements of equipment and software including technical specifications,

justifications and mission element need statements.

4.2.8 Coordinates all installations, relocations, removals, etc. of computer equipment, and ensures necessary site preparation is accomplished

4.2.9 Provide for fire, safety and zone inspections for N2.

COMMUNICATIONS OPERATIONS N3

3.8.6 Plans and implements installation procedures for a wide variety of communications equipment, automated switches, communications security systems linking terminal equipment passing classified or sensitive information and telephone equipment with multiple operating capabilities.

3.8.7 Evaluates alternative approaches for satisfying communications requirements.

3.8.8 Performs collateral duties.

3.9 Activity Providing Telephone Services (APTS) N34

3.9.1 Acts as liaison between activities and service or equipment contractors to maintain system efficiency and integrity.

3.9.2 Performs day-to-day management, administration, operation and maintenance of base telecommunications facilities and services.

3.9.3 Manages and provides optimum telecommunications services and facilities.

3.9.4 Develops and maintains up-to-date inventory of all equipment and services provided to customers under the contract.

3.9.5 Administers on-site cable requirements.

3.9.6 Issues CSAs under existing DISA Basic Agreements and in accordance with the Naval Base Telecommunications Manual.

3.9.7 Inventories each line item on new or amended ordering documents to ensure complete and accurate information and required installation/removal of all required items prior to completion of work by the contractor.

- 3.9.8 Verifies the accuracy of billing on invoices against the ordering document.
- 3.9.9 Prepares and submits reports of all acquisition data under existing contracts for the purpose of the TCR produced by NAVCOMTELCOM.
- 3.9.10 Solicits base telephone directory input annually from all customers and distributes adequate numbers of directories.
- 3.9.11 Maintains log of trouble reports associated with facilities and services.
- 3.9.12 Maintains liaison with customers to discuss upgrades to telecommunications services and facilities.
- 3.9.13 Plans for new or additional services and facilities requirements for new or existing customers.
- 3.9.14 Monitors all telephone projects from the planning stage to the acceptance of the facilities and/or services.
- 3.9.15 Provides budgeting and funding guidance for base telecommunications services and facilities to all customers and major claimants within their authority.

Fiscal and Management Support Department (N7)

1. MANAGEMENT

- 1.1 Administers the planning, programming and budgeting process necessary to support mission requirements and programs.
- 1.2 Provides guidance and staff services to the Commanding Officer and Cost Center Managers in all matters having an impact on the financial position of the command.
- 1.3 Manages the command's portion of the Budget Formulation and Execution Management System (BFEMS), database and input to BFEMS through the Four-Phase Accounting System that provides management complete manpower, funding, and obligation/expense data required for management control.
- 1.4 Manages the Chargeback System to ensure proper billing to customers essential for the management control of the command's income.

1.5 Provides guidance and staff services to the Commanding Officer and departments concerning procurement and contracting matters.

1.6 Advises the Commanding Officer on matters involving supplies and other resource-related matters.

Financial Management Division (N71)

2.1 Provides required financial data for the planning, programming and budgeting process necessary to support mission requirements and programs for NAVCOMTELSTA, New Orleans.

2.1.1. Submits DBOF Annual Budget to COMNAVCOMTELCOM.

2.1.2. Submits Navy Industrial Fund (NIF) Information Technology Budget (IT) to COMNAVCOMTELCOM.

2.1.3 Submits Operations and Maintenance, Navy Budget to COMNAVCOMTELCOM.

2.1.4 Administers Budget Formulation & Execution Management System (BFEMS) through NAVCOMTELSTA Jacksonville and COMNAVCOMTELCOM.

2.1.5 Liaison with COMNAVCOMTELCOM, AAA Pensacola, and other NAVCOMTELSTA'S in all financial matters.

2.1.6 Formulates the rate development package and submits to COMNAVCOMTELCOM annually.

2.2 Advises and Assists the Commanding Officer, Executive Officer, Technical Director and Cost Center Managers in all matters relating to program/budget reviews.

2.2.1 Analyzes program performance against the financial plan and planned objectives for effective management control.

2.2.2 Participates in budget review meetings with Commanding Officer, Executive Officer, Technical Director and Cost Center Managers prior to budget submission.

2.2.3 Participates in rate development meetings with Commanding Officer, Executive Officer, and Cost Center Managers prior to rate development submission.

2.2.4. Participates in special meetings with Commanding Officer, Executive Officer, and Cost Center Managers to develop short/long range plans.

2.3 Assists line managers in budgetary and financial planning and maintains liaison for the exchange of financial data.

2.3.1 Provides historical data information as requested by cost center managers and personnel.

2.3.2 Obtains financial projections as requested by cost center managers and personnel.

2.3.3 Provides project analysis as requested by cost center managers and personnel.

2.3.4 Assists line managers in preparation of required budget documents.

2.3.5 Monitors and corrects any financial discrepancies on the monthly status reports.

2.4 Reviews the resource requirements and justifications of various programs and compiles the DBOF Annual Budget prior to submission to COMNAVCOMTELCOM.

2.4.1 Collects and analyzes historical data obtained from accounting/budget reports and documents.

2.4.2 Reviews prior budget submits for historical information needed for the compilation of the annual submit.

2.4.3 Reviews short/long range plans to obtain resource requirements for budget out years.

2.4.4 Obtains cost center managers input to refine and justify resource requirements for short/long range plans.

2.4.5 Prepares and refines budget submission documents for command approval prior to submission to COMNAVCOMTELCOM.

2.4.6 Prepares and refines budget reclama for command approval prior to submission to COMNAVCOMTELCOM.

2.5 Participates in budget conferences/reviews/audits at the command, at COMNAVCOMTELCOM and other NAVCOMTELSTAS.

2.5.1 Participates in Annual Budget Review at COMNAVCOMTELCOM.

2.5.2 Participates in special conferences as required by COMNAVCOMTELCOM.

2.5.3. Provides all financial information for all command audits.

2.6 Coordinates a comprehensive budget execution program.

2.6.1 Compiles and distributes monthly status reports to cost center managers.

2.6.2 Prepares monthly management report for Comptroller.

2.6.3 Reviews, updates, and distributes Manage to Payroll Report to cost centers managers.

2.6.4 Prepares Quarterly Phasing Report submitted to COMNAVCOMTELCOM for Review.

2.6.5 Provides graphs/charts monthly to inform cost center managers of financial/production status.

2.7 Monitors and reviews the command Chargeback System to ensure proper and accurate billing to customers.

2.7.1 Analyses individual project revenues as requested by cost center managers or as needed for financial projections.

2.7.2 Assists project managers to review any discrepancies/corrections in Chargeback and recommends corrective action to be taken.

2.8 Manages and maintains the Manage to Payroll Management System to ensure financial control of command personnel funds.

2.8.1 Verifies and updates the Manage to Payroll Report upon receipt of personnel actions.

2.8.2 Transfers financial information in Manage to Payroll to a lotus spreadsheet to reflect cost center balances to be reviewed by managers.

2.8.3 Distributes monthly reports to cost center managers for review after corrective actions have been taken.

2.9 Validates and updates Civilian Personnel Resource System (CPPRS) prior to submitting report to COMNAVCOMTELCOM.

2.9.1 Collects personnel data from smooth payroll to reconcile with CPPRS Report.

2.10. Accounting.

2.10.1 Maintains essential memorandum accounting records and forwards commitment/obligation documents to the Authorized Accounting Activity (AAA) through the Four-Phase system.

2.10.2 Maintains labor records and processes military and civilian payroll in the accounting system.

2.10.3 Processes, obligates and maintains command contracts, training requests, and purchase orders in the accounting system.

2.10.4 Processes, obligates, and maintains command travel orders and vouchers in the accounting system.

2.10.5 Processes invoices for payment and sends to the AAA.

2.10.6 Processes miscellaneous accounting documents in the accounting system prior to sending to the AAA.

2.10.7 Maintains Asset Capitalization Program (ACP).

2.10.8 Maintains minor plant property and micro equipment inventories in the accounting system.

2.10.9 Distributes internal charges in the Chargeback System to respective codes by cost transfers in the accounting system.

2.10.10 Processes and maintains all funding documents in the accounting system.

2.10.11 Reconciles and validates accounting reports and processing of financial transactions on the Four-Phase Accounting System.

2.10.12 Corrects exception reports to ensure proper placement of previous incorrect transactions.

2.10.13. Verifies Daily Batch Reports to validate all transactions processed.

2.10.14. Communicating on a daily basis with AAA Pensacola on all accounting matters.

- 2.10.15 Directs and controls the administration of timekeeping requirements for military and civilian personnel.
- 2.10.16 Receives and verifies civilian timecards as the command timekeeper.
- 2.10.17 Processes civilian timecards and transmits to Civilian Payroll Office.
- 2.10.18 Receives and verifies military and civilian labor distribution.
- 2.10.19 Transmits military and civilian labor distribution to the accounting and Chargeback Systems.
- 2.10.20 Reconciles labor distribution in the accounting system with the Chargeback System.
- 2.10.21 Assists employees with any payroll/personnel questions.
- 2.11 Coordinates and maintains command Chargeback System.
 - 2.11.1 Processes and maintains Chargeback files through periodic communications with NAVCOMTELSTA New Orleans, Code N21 and NAVCOMTELSTA Jacksonville.
 - 2.11.2 Reconciles direct labor hours with Four-Phase Accounting System.
 - 2.11.3 Assigns project numbers to Initial Planning Estimates (IPE's) to incoming projects for cost center personnel.
 - 2.11.4 Reviews and compares costs billed in Chargeback to I.P.E.'S to ensure proper billing.
 - 2.11.5 Assigns customer numbers to funding documents prior to entering into the accounting system.
 - 2.11.6 Prepares and verifies manual journal vouchers for billing customer costs which do not get into the Chargeback system through an automated system.
 - 2.11.7 Reviews each project for cost overruns periodically and notifies the Comptroller and respective cost center.

2.11.8 Distributes costs within the multi-user account to proper customer accounts after sufficient analysis and Comptroller approval.

2.12 Maintains the financial control mechanisms/procedures needed to comply with administrative costs limitations imposed by higher authority.

2.12.1 Reviews 75% Report for funding document control generated by AAA Pensacola on the Four-Phase System.

2.12.2 Manage to Payroll Report generated by AAA Pensacola on the Four-Phase System.

2.12.3 Internal report in Lotus which contains status of overtime funding budgeted/expenses.

2.13 Maintains Four-Phase Accounting System through periodic communications with AAA Pensacola.

2.13.1 Review risk assessment of security and testing evaluation.

2.13.2 Corrects problems which may arise within the Four-Phase System (I.E. software, clear flags).

2.13.3 Implements software programs/applications as requested by AAA Pensacola.

2.14 Perform miscellaneous accounting functions.

2.14.1 Provides necessary information for command audits as required.

2.14.2 Assists in conducting Management Control Reports (MCR) and Vulnerability Assessments as requested by Command's internal review staff.

2.14.3 Administers the Activities Providing Telephone Service (APTS) function.

4. Supply and Procurement Division (N73)

4.1 Plans, controls and coordinates the administration of contracts, purchase orders and interagency agreements for programming services, technical services and Automated Data Processing (ADP) hardware and related equipment.

4.1.1 Reviews tasking statements, economic analysis, justifications and documentation to acquire contractor support, system purchases and upgrades.

4.1.2 Coordinates in the development of hardware and hardware maintenance contracts specified for the competitive procurement of ADP equipment.

4.1.3 Establishes maintenance and repair service contracts on office equipment and real property.

4.1.4 Ensures contract invoices are properly certified and paid to vendors.

4.1.5 Assists vendors with any questions/problems encountered during the contract period.

4.2 Manages and coordinates the planning, acquisition and inventory of furniture, equipment and supplies for the command.

4.2.1 Maintains an automated status reporting system of all command contracts and purchase orders.

4.2.2 Carries out purchasing actions up to \$25,000 on open purchases.

4.2.3 Maintains ACP control log and maintains personnel property pass logs.

4.3 Issues Blanket Purchasing Agreements (BPA) with vendors.

4.4 Coordinates and arranges the movement of office equipment and provides for the removal and/storage of all surplus equipment and furniture.

4.5 Provides and coordinates common services request/complaints for the entire command.

4.5.1 Conducts liaison with Naval Support Activity (NSA) Westbank, Public Works Department.

4.6 Storage and Warehouse.

4.6.1 Ships supplies and equipment, receives supplies and equipment, maintains inventory controls, maintains ready issues, and processes special requests.

4.6.2 Ensures stocks of material are provided to support operation of the DPI.

4.6.3 Conducts physical inventories and reports on gross and net inventory adjustment, the value of the inventory, list of items identifying losses and gains and results of research of the cause of losses and gains.

4.6.4 Performs analysis of lead time requirements and high/low limits twice a year and makes changes to provide the most efficient and economic system for ordering supplies.

4.6.5 Makes permanent records of all supply transactions.

4.6.6 Picks up equipment and supplies from command spaces and stores and/or prepares for shipment by boxing, packing or crating to avoid damage or loss during shipment.

4.6.7 Coordinates pick up and/or delivery of equipment and stages equipment for pick up by vendor.

4.6.8 Prepares equipment or supplies for excessing.

4.6.9 Obtains signatures and attaches copies of documentation to the equipment/supplies.

4.6.10 Forwards completed documents for all shipments to accounting.

4.7 Meets delivery vehicles at loading docks.

4.7.1 Checks and verifies shipment address and content against requisition forms.

4.7.2 Offloads shipment and inventories shipment for quantity and condition.

4.7.3 Verifies and signs receiving documents presented by the deliveryman and forwards a copy to accounting.

4.7.4 Notes any discrepancies.

4.7.5 Unpacks, assembles, and stores shipment in warehouse or delivers to requestor.

4.8 Stocks items, controls issues by maintaining material requests to document issues.

4.8.1 Walks through requisitions as needed.

4.8.2 Tracks shipments of supplies/equipment and provides status.

4.8.3 Delivers requisitions to supply source and picks up supplies/equipment as necessary.

4.8.4 Procures supplies at SERVMART.

4.8.5 Forwards completed requisition documentation to accounting.

4.8.6 Stores equipment and supplies in warehouse, moving equipment/supplies as requested.

Information Technology Department (N8)

1. Management

1.1 Plans, staffs, directs, controls and coordinates technical activities for the design, development/acquisition, testing, documentation, distribution, training, implementation, maintenance and control of applications software, software utilities, software related products, telecommunications, ADP security, information systems standards, and micro computer based technology, such as training and configuration planning, in support of a wide variety of information systems equipment.

1.1.1. Measures performance against goals and plans.

1.1.2. Manages human resources in the department.

1.1.3. Inspects departmental internal control/security.

1.1.4. Conducts liaison with customers.

- 1.1.5. Develops organizational budget.
- 1.1.6. Develops departmental policies and procedures.
- 1.2 Conducts needs assessments to identify new customer requirements.
 - 1.2.1. Directs and coordinates customer needs assessments.
 - 1.2.2. Identifies and assesses new technology in relation to command and quality assurance with customer needs.
 - 1.2.3. Acquires or develops software tools and technical support capability for the review and evaluation of systems development for regional users, other Navy, DOD and Federal activities, COMNAVCOMTELCOM, and the command.
 - 1.2.4. Acquires or develops software and software related products for the command and its users.
 - 1.2.5 Monitors expenses and revenues as a cost center manager.
- 1.3 Responds to customers requirements for specialized information system technical services, support, planning, advice, consultation, training and assistance in areas of IS security and risk assessment; life cycle management; configuration planning and management; hardware and software acquisition; advanced technical planning support; information systems communications planning, design, engineering, implementation, and management; technical standards and procedures; and quality assurance.
 - 1.3.1 Provides technical assistance for customers/users in all areas of information system support.
 - 1.3.2 Provides security support services to customers.
 - 1.3.3 Performs organizational/customer long range planning to include equipment, software and communications requirements of future systems.
 - 1.3.4 Provides customer telecommunications support.
 - 1.3.5 Provides customer performance analysis support.

1.3.6 Applies Quality Assurance methods to prevent defects in products, and achieve conformity with requirements during development and production phases.

1.3.7 Manages the development of standards for IS systems developed and/or maintained by NAVCOMTELSTA New Orleans.

1.3.8 Provides technical marketing support for the Command Customer Liaison function.

2. NAVAIR CDA Division (N81)

2.1 Directs the design, development, maintenance and life cycle management of aviation logistics information management applications and database systems that support single user applications to multimillion dollar systems of worldwide scope.

2.1.1 Keeps abreast of application information systems with respect to the development and maintenance of new or modified software systems.

2.1.2 Plans, manages, and directs testing, implementation, documentation, maintenance of new or modified software systems.

2.2 Analyzes/develops information architectures for automation.

2.2.1 Identifies and prioritizes requirements.

2.2.2 Develops specifications.

2.2.3 Provides advice and consultation.

2.2.4 Determines technical support requirements.

2.2.5 Conducts design reviews.

2.3 Serves as an expert in application software and information systems design.

2.3.1 Develops, plans and schedules for information system design, and application software acquisition.

2.3.2 Develops cost estimates, and performs economic analysis and information systems justification.

2.3.3 Determines feasibility and documents information system requirements.

2.3.4 Develops and evaluates alternative information system designs and software, selects the best approach and produces system specifications.

2.3.5 Maintains system life cycle management documentation.

3. **NAVAIR CDA DIVISION (N82)**

3.1 Directs the design, development, maintenance and life cycle management of aviation logistics information management applications and database systems that support single user applications to multimillion dollar systems of worldwide scope.

3.1.1 Keeps abreast of application information systems with respect to the development and maintenance of new or modified software systems.

3.1.2 Plans, manages, and directs testing, implementation, documentation, maintenance of new or modified software systems.

3.2 Analyzes/develops information architectures for automation.

3.2.1 Identifies and prioritizes requirements.

3.2.2 Develops specifications.

3.2.3 Provides advice and consultation.

3.2.4 Determines technical support requirements.

3.2.5 Conducts design reviews.

3.3 Serves as an expert in application software and information systems design.

3.3.1 Develops, plans and schedules for information system design, and application software acquisition.

3.3.2 Develops cost estimates, and performs economic analysis and information systems justification.

3.3.3 Determines feasibility and documents information system requirements.

3.3.4 Develops and evaluates alternative information system designs and software, selects the best approach and produces system specifications.

3.3.5 Maintains system life cycle management documentation.

3.3.6 Performs ADP security, system performance management and software configuration management functions.

4. REGIONAL SUPPORT AND TECHNOLOGY DIVISION (N83)

4.1 Provides consultation and technical services to users of computer based technology and distributed or departmentalized systems.

4.1.1 Trains customer personnel in the use of information systems software and hardware.

4.1.2 Plans, manages, and coordinates the technical activities for acquisition of a variety of microcomputer software.

4.1.3 Assists Department of the Navy activities, and other Federal government agencies in managing telecommunications equipment.

4.1.4 Assists customers with security requirements. Implements ADP security safeguards for hardware, software and communications systems.

4.2 Provides consultation and technical services to users of computer-based technology and information systems.

4.2.1 Provides ready access to hardware and software by maintaining an inventory of microcomputer equipment and software.

4.2.2 Provides Computer-aided Acquisition and Logistics Support (CALS) technical support to users of CALS technology/standards.

4.3 Plans, manages and coordinates technical and management actions for providing data communications design and implementation of both Wide Area and Local Area network services on a nation-wide basis.

4.3.1 Prepares and implements plans to expand/improve support.

- 4.3.2 Provides specialized planning, support, services and consultation for DoN/DoD Standard Network Connectivity.
- 4.3.3 Performs LAN requirements analysis.
- 4.3.4 Supports technical studies that cross functional boundaries.
- 4.3.5 Assists DoN and other Federal government agencies in managing the communications systems.
- 4.3.6 Assists customers with ADP security requirements. Implements ADP security safeguards for hardware, software, and communication systems.
- 4.3.7 Plans, manages, and directs testing, implementation, documentation, and maintenance of new or modified software systems.
- 4.3.8 Monitors customer testing.
- 4.3.9 Develops plans and schedules for information system design and applications software acquisitions.
- 4.3.10 Develops cost estimates and performs economic analysis and information systems justification. Determines feasibility and documents information system requirements.
- 4.3.11 Applies quality assurance methods to prevent defects in products, and achieve conformity with requirements during development and production phases.
- 4.3.12 Develops and evaluates information system designs and software, selects the best approach and produces system specifications.
- 4.3.13 Maintains system life cycle management documentation. Performs ADP security, system performance monitoring, software configuration management, and functional requirements support functions.
- 4.3.14 Researches and applies information engineering (IE) and Computer-aided Software Engineering (CASE) tools, where applicable, to applications development and enhancement.
- 4.3.15 Performs circuit, site and device trend analysis, including information such as line utilization, response time, throughput, mean-time between failures, mean-time to recovery and comparable actions for the command's LAN.

Projected Missions for FY 2001

● COMMANDING OFFICER/EXECUTIVE OFFICER N00/N01

Provide command management and control.

Provide business development planning.

Provide public affairs and public relations functions.

Provide management and control of contracting officer's representative functions.

Provide evaluation of management control programs.

MANAGEMENT SUPPORT DEPARTMENT N1

Develops management study plan objectives for studies directed by activity management personnel, or studies directed by higher authority.

Prepares and conducts management study plan briefings.

Evaluates study methods and workload measurement methods most appropriate for areas under study, recommends most appropriate method.

Briefs command management/employees on purpose and scope of management studies directed by higher authority.

Develops methods for collection of source data and translates data into information suitable for making sound decisions.

Analyzes organizational units and presents recommendations for changes to achieve increased effectiveness, efficiency and economy of operations.

Develops management study documents, analyzes findings and presents recommendations to activity management personnel; finalizes study reports.

Monitors approved activity management study recommendations to ensure timely implementation.

Develops methods for the improvement or refinement of various command reporting requirements, analyzes needs, and ensures that reporting requirements are met.

Maintains information for preparation of the annual Command History Report.

Develops and coordinates policy for all civilian training.

Coordinates the development of the command annual training plan.

Reviews and processes requests for training.

Maintains upward mobility program plans.

Monitors prescribed training course completion.

Coordinates training requests with servicing personnel office.

Distributes training course materials.

Monitors the career ladder training program.

Provides personnel support services in coordination with the servicing personnel office.

Advises command management on official personnel policies and procedures.

Maintains civilian personnel records and monitors all personnel actions.

Provides information on status of personnel actions.

Assists with reclassification of position descriptions or the need to establish new positions.

Coordinates with department heads in identifying positions which can be restructured to improve employment opportunities for under utilized personnel.

Coordinates the shore manpower requirements.

Prepares narrative and statistical manpower reports.

Provides military personnel liaison services.

Processes requests for leave/liberty.

Coordinates leave requests with Personnel Support Activity.

Maintains military leave records.

Responsible for military leave accounting.

Prepares enlisted evaluations/officer fitness reports.

Distributes "brag sheets" for enlisted evaluations/officer fitness reports.

Distributes to supervisors, evaluation and fitness report preparation packages.

Maintains enlisted evaluations.

Forwards evaluations and fitness reports to higher echelon command.

Delivers military personnel documents to Personnel Support Activity.

Attends PASS Liaison meetings.

Provides centralized clerical support and administrative services.

Edits, places in final form, and transmits all command correspondence.

Maintains command central correspondence files.

Provides back-up telephone answering services to the Commanding Officer and Executive Officer.

Acts as a back-up to the Commanding Officer's secretary.

Gathers information for inclusion in the command's Plan of the Week (POW).

Types POW and submits for signature.

Routes POW to all personnel.

Maintains instructions and notices from organizations outside the command.

Assigns SSIC numbers to all command instructions and notices.

Reviews all draft instructions and notices originated within the command.

Conducts annual review of applicable command instructions and notices to determine continuing needs.

Posts changes to military manuals.

Picks up message traffic daily.

Screens and distributes daily message traffic to appropriate departments.

Maintains and updates message traffic board for the Commanding Officer.

Arranges documents for command award ceremonies, ensuring all presentations are available.

Arranges for use of the host activity's marquee for special recognition of command members.

Provides communication support services including mail processing, mail delivery, and maintenance of a central files system.

Initiates requests for and stocks publications.

Receives, sorts, routes and controls all incoming mail, including action and deadline correspondence and dispatches all outgoing mail. Delivers mail to all offices of the command twice daily.

Manages the command Automatic Data Processing (ADP) Security Program.

Audits and reports on command security practices.

Documents results and findings regarding ADP security violations and briefs top management on recommended solutions.

Advises on risk assessments, security tests and evaluations, and development and testing of contingency plans.

Trains the command in the requirements for an effective ADP security program.

Manages the command Occupational Safety and Health Program.

Provides safety training.

Maintains records on and reports on job-related accidents.

Conducts mishap investigations.

Conducts safety inspections.

Directs the command zone inspection program.

Chairs command OSH Committee.

Manages command Total Quality Leadership (TQL) activities.

Conducts TQL training.

Facilitates TQL meetings.

Advises on TQL concepts.

Maintains records of command TQL activities.

Participates with other commands in TQL training efforts.

DATA PROCESSING INSTALLATION OPERATIONS DEPARTMENT - N2

1. MANAGEMENT - CODE N2

1.1 Plans, installs, operates, performs configuration management, logistics and maintenance for large and medium scale mainframe computer systems and nationwide telecommunications networks. Systems supported operate in batch and online mode in a 24 hour, 7 days per week, multi-vendor, multi-processing environment that is ever changing in response to new technology and customer needs.

1.2 Performs multi-interface between NAVCOMTELSTA NEW ORLEANS personnel, vendors, a nationally distributed customer base of regular and reserve Navy and Marine Corps activities and other DOD and federal agencies.

1.3 Performs a variety of ADP security functions, including personnel traffic, systems access, risk assessment and contingency planning.

1.4 Applies measures to prevent disruption of services through physical protection of resources as well as ensuring the accuracy and integrity of data.

1.5 Provides technical advice and consultation to regional claimants. Develops and supplies solutions to complex problems in existing and proposed automated systems. Provides the most technically efficient service possible while addressing the needs of the customers serviced.

2. Customer Service Division (N21)

2.1 Responsible for the operation of all Automatic Data Processing Equipment (ADPE) as well as control and operation of a magnetic tape library, including production support and scheduling.

2.2 Operates large-scale, state-of-the-art mainframes and mini-computers in a complex multi-shift, multi-vendor, multi-processing environment which supports a nationwide network of remote users.

2.2.1 Supports application systems that are processed in on-line, batch (over-the-counter) and remote job entry (RJE) modes.

2.3 Provides management reports and maintains various logs.

2.3.1 Prepares, monitors, researches and retains all problem tracking and system reporting (PTSR) documents related to computer operations.

2.3.2 Maintains a system availability log for the purpose of determining "downtime credits".

2.3.3 Reviews, maintains and updates computer run log for the purpose of providing historical/research information.

2.3.4 Prepares a daily status report for the Commanding Officer, Executive Officer, describing the 24-hour status of hardware, telecommunications and production.

2.3.5 Maintains a log of all authorized visitors to the Computer Operations area.

2.3.6 Initiates and performs test and acceptance of new ADPE for the purpose of determining 30-day acceptability of new equipment.

2.3.7 Maintains a phone control log for the purpose of recording other than "routine" of local calls.

2.4 Power on all computer systems and related peripheral equipment. Brings the system to an operational state within 20 minutes after system becomes available from the field engineer.

Ensures computer systems and related peripheral equipment are powered off when not in use.

2.4.1 Varies terminal users on and off line when requested by users or when remote lines require resetting.

2.4.2 Analyzes, interprets and responds to all common and unique console messages.

2.4.3 Receive/answer telephone inquiries related to computer operations and forwards calls to the appropriate area for resolution.

2.4.4 Deletes, edits files using mainframe, remote or terminal concentrator's console keyboards.

2.4.5 Performs basic systems and data file backup procedures using system software utilities.

2.4.6 Interfaces with systems analysts, application and systems programmers, schedulers, tape librarians and customers in order to resolve operational problems that may affect production.

2.4.7 Cancels and restarts jobs per existing procedures or as directed by such competent authority as schedulers or production support analysts.

2.4.8 Prepares all systems for use by field engineers by completing or halting jobs currently in execution, dumping disk files to tape and other tasks required to ensure protection of data.

2.4.9 Maintains efficient operation of computer system to meet production schedules; i.e., modifying job priorities, dumping large files to tape to maximize disk space, expediting output reports by tandem printing.

2.4.10 Records appropriate information on external tape labels.

2.4.11 Maintains a log of all tapes with incorrect internal labels for the purpose of research and recovery.

2.5 Operates peripheral equipment including card readers, punches, printers, tape drives, disk drives, mass storage units, modems and remote terminals.

2.5.1 Loads/removes standard and special form paper stock into/from the high speed printers as processing requirements change.

2.5.2 Loads/removes cards on the card reader/punch.

2.5.3 Mounts/dismounts tapes on tape drives utilizing both manual and self-loading techniques. Remove write rings from all input tapes and install write rings in all scratch tapes when required as output.

2.5.4 Powers up/down all peripheral equipment.

2.5.5 Retrieves/returns tapes from/to the magnetic media library as required during peak workloads to ensure successful completion of tasks in order to meet established schedules.

2.5.6 Identifies damaged tapes or tapes in need of cleaning by indicating such on the label, and informing or forwarding to the tape library.

2.5.7 Interfaces with production control for resolution of problems that relate to bad tapes, card jams, legibility of reports, or other discrepancies that may jeopardize completion of production schedules.

2.5.8 Ensures adequate supplies of paper, tapes, cards, etc., are properly maintained in the computer operations spaces or ready issue room. Interfaces with Supply/Procurement Division (N73).

2.5.9 Reports hardware malfunctions to the appropriate field engineer.

2.5.10 Removes all card jams and replaces printer ribbons when worn to the point that legibility of printouts becomes questionable.

2.5.11 Assists the field engineer and systems analyst in determining whether system problems are software or hardware related. Ensures field engineer completes appropriate maintenance forms upon correcting the equipment deficiency.

2.6 Maintains an expanding magnetic media (tape) library consisting of tapes containing data, systems software, and applications software.

2.6.1 Maintains the Sperry Tape Administration and Reporting (STAR-1100) system to ensure accountability of all tapes assigned to the library including tapes from other sites.

2.6.2 Scratches and/or cleans all tapes as indicated on the system generated "STAR 1100 scratch/clean list", Burroughs IJAN purge list, or upon receipt of information from competent authority such as schedulers, tape owners, system or applications programmers.

2.6.3 Strips all tapes that contain three track (unrecoverable) errors within 500 feet from start or end of reel.

2.6.4 Replaces all tapes that contain three track (unrecoverable) errors when stripping would result in less than 1500 feet of acceptable tape.

2.6.5 Numerically pulls and files all tapes used in computer operations upon operator request or as production/system schedules dictate.

2.6.6 Labels all tapes to include scratch/clean information.

2.6.7 Replaces broken tape straps and/or reels as needed.

2.6.8 Operates tape cleaner/certifier in accordance with appropriate manuals.

2.6.9 Updates the automated library system from reports or information received from the system/production analyst or tape owner. Tape attributes that may change include file ID, creation date and retention period.

2.6.10 Enters data from the tape label into STAR 1100 via a remote terminal in the tape library.

2.6.11 Compares input documents to the updated automated library reports to ensure that the database is accurate. Compares file ID, reel numbers and retention periods. Researches and corrects any/all discrepancies.

2.6.12 Verifies accuracy and completeness of external tape labels by checking such attributes as volume serial number, date of run and file ID.

2.6.13 Manually modifies retention periods or scratch dates only when authorized in writing by the tape owner.

2.7 Maintains procedures for ensuring appropriate backup protection for information stored on ADP media.

2.7.1 Delivers and picks up data tapes from the communications center three times daily, or upon request of the shift supervisor.

2.7.2 Makes one weekly run to the disaster storage vault for the purpose of delivering and retrieving backup data and system tapes.

2.7.3 Conducts manual tape inventories to ensure that tapes are cycled properly and backup integrity is maintained.

2.8. Updates and maintains a tape mail-out log for the purpose of tracking command owned tapes. Records all incoming foreign tapes external to the command for the purpose of returning them to the originator.

2.8.1 Documents all tapes that have been disposed of as a result of life cycle management or physical damage.

2.8.2 Maintains, reviews and updates the tape library pass down log.

2.9 Research analysis.

2.9.1 Reviews system generated library reports when researching tape discrepancies.

2.9.2 Interfaces with analysts and operators.

2.9.3 Compares external magnetic tape labels with listings to verify accuracy of Sperry Shared Library System (SLS).

2.9.4 Opens a problem tracking and system reporting ticket (PTSR) and tracks the PTSR until resolution of the problem.

2.9.5 Conducts reviews of procedures to identify possible areas of vulnerability such as delays in meeting schedule deadlines or loss of data.

2.9.6 Interfaces with customers in establishing workload, priorities, reduction of problems, etc.

2.10 Prepares input data for processing.

2.10.1 Makes log entries of all incoming magnetic tapes and forwards to tape library or to the scheduling section for processing.

2.10.2 Accepts all input source documents for keypunching and verification.

- 2.10.3 Signs receipt for blank government checks received over the counter and ensures their security.
- 2.10.4 Prepares task sheets for all incoming requests.
- 2.10.5 Forwards all customer supplied schedules and pre-punched data to scheduling for further processing.
- 2.10.6 Makes log entries for all incoming media.
- 2.11 Prepares output products for distribution.
 - 2.11.1 Picks up output reports and cards from the computer operations floor.
 - 2.11.2 Decollates, separates and distributes all reports and places into labeled bins for customers.
 - 2.11.3 Bursts and/or trims all reports and forms as required.
 - 2.11.4 Takes corrective action, such as resubmits jobs or returns source documents to originator, as required by customers to meet deadlines.
 - 2.11.5 Interprets output cards in accordance with individual job run instructions in run folders prior to distribution.
 - 2.11.6 Performs keypunching and verification and returns output products as required by customers.
 - 2.11.7 Ensures printed checks are received from operations and secured until distributed to customer.
- 2.12 Assures quality and timely output.
 - 2.12.1 Logs out all reports, cards, tapes and microfiche on appropriate task sheets.
 - 2.12.2 Calls customers after output products are ready for pickup when priority processing.
 - 2.12.3 Reschedules requeues (printouts) upon request of customers or when output has been misplaced or fails acceptable level of quality.
 - 2.12.4 Provides production job status to customers.
 - 2.12.5 Shreds any/all documents not delivered to customer that contain privacy act or sensitive data.

2.13 Monitors, receives, and ensures the successful processing of all application systems which includes the Contract for Services Memoranda (CSM).

2.13.1 Provides technical support for applications testing.

2.13.2 Provides technical input regarding new hardware requirements when changes affect production processing.

2.13.3 Performs DMS file recovery after application testing.

2.13.4 Identifies ADP security requirements for new and/or modified applications systems.

2.13.5 Maintains runstreams and appropriate documentation.

2.14 Performs all application software processing on the UNISYS-Sperry and UNISYS-Burroughs.

2.14.1 Analyzes application system documentation detailing the job process to ensure accuracy and completeness, reviews Job and Executive Control Language (JCL/ECL) requirements and updates runstreams and procedures.

2.14.2 Executes compiled programs.

2.14.3 Monitors production status and system status for the purpose of adjusting priorities and resources to meet production commitments.

2.15. Software recovery.

2.15.1 Analyzes application system problems on behalf of and at the request of the customer.

2.15.2 Reviews output dumps, program listings, audit trails (e.g., console hardcopy, passdown logs, other documentation) to research, resolve and provide status of application problems as required by the customer.

2.15.3 Responds to and researches problems reported through Problem Tracking and System Reporting (PTSRs).

2.15.4 Contacts the customer and/or CDA to identify corrective action regarding application program problems.

2.15.5 Restores production and test files when required by the customer.

2.16 File maintenance and file manipulation in support of application functions.

2.16.1 Manages application system mass storage, including deleting, editing, recovering, massing, cataloging, packing or updating files.

2.16.2 Registers application program absolutes and builds DMS value tables as requested by the CDA.

2.16.3 Maintains inventory of application software.

2.16.4 Initiates and monitors file transfers from one ADP system to another when required by the customer.

2.17 Schedule creation.

2.17.1 Produces the daily production schedule as required by the customer.

2.17.2 Reviews the production schedule and interfaces with customers to assure that the schedule is accurate and agrees with customer requests.

2.17.3 Cancels any scheduled process when requested formally in writing by the customer.

2.17.4 Turns the schedule over to operations not later than 30 minutes before processing is scheduled to begin.

2.18 Report generation upon completion of processing.

2.18.1 Reviews processing to ensure that the schedule was completed.

2.18.2 Determines and reports status of schedule processing.

2.19 Problem resolution support.

2.19.1 Receives all customer complaints. Documents complaints on a PTSR.

2.19.2 Receives and documents DPI ADP operational problems as a PTSR.

2.19.3 Analyzes customer complaints, routes them to the appropriate division for action, and provides follow-up on all reported customer and DPI problems.

2.19.4 Initiates problem resolution. Analyzes and researches problems, determines resolution, performs corrective work and/or coordinates work to resolve the problems with affected parties.

2.20 Key Security and Lock Control.

2.20.1 Establishes a key control system.

2.20.2 Establishes a central location where all keys to command spaces are maintained, to include cipher lock combinations.

2.20.3 Ensures all combination locks installed within the activity are changed periodically.

2.20.4 Conducts audits key and lock accountability registers.

2.20.5 Establishes procedures for issuance of keys and cipher combinations to persons with a need for access into command spaces.

2.21 Visitor Control

2.21.1 Establishes visitor control procedures in accordance with governing directives from higher authority.

2.21.2 Maintains appropriate records of persons visiting the command.

2.21.3 Ensures that visitor badge exchange procedures are effectively carried out.

2.21.4 Audits activity visitor control logs, ensuring appropriate entries are made.

2.21.5 Establishes procedures for inspection of carry-on parcels, briefcases, or purses entering command spaces.

3. System Support Division (N22)

3.1 Provides overall planning assistance, management and support for all DPI computer systems (including hardware and system software). Installs, operates, troubleshoots and maintains remote and in-house telecommunications hardware, circuits and other equipment utilized to access the mainframe computers.

3.2 Performs project support tasks as specified by project requests/work requests.

3.2.1 Receives and analyzes work requests and project requests and determines overall project requirements and project scope. Prepares project planning estimates.

3.2.2 Provides project status and completion reports.

3.3 Provides planning assistance, management assistance and maintenance of operating systems and software products, including performance measurement, capacity analysis, configuration management and mass storage management.

3.3.1 Receives, installs, tests, accepts and implements DPI systems and data communication Front End Processor (FEP) software.

3.3.2 Investigates, documents and reports discrepancies or problems in system software releases and packages before forwarding to the appropriate central design agency or vendor for problem resolution and correction.

3.3.3 Modifies system software, documents and reports all changes.

3.3.4 Prepares and updates DPI computer operation procedures that reflect current DPI operating requirements.

3.3.5 Maintains system software documentation.

3.3.6 Conducts system performance analysis and maintains historical performance data on specific system components and overall performance of the operating system.

3.3.7 Conducts mass storage management.

3.3.8 Tracks and maintains a history of systems releases and changes.

3.3.9 Maintains and generates system capacity planning management information.

3.3.10 Manages and performs the necessary coordination for use of unique system application software, such as MAPPER, DMS1100 and PS-MAIL to ensure optimum systems utilization and to provide customer assistance in the utilization of this software.

3.3.11 Maintains historical information on hardware and DPI operating systems reliability.

3.3.12 Installs approved systems changes and releases and/or updates to hardware and/or software.

3.3.13 Maintains Data Communications Software and FEP configurations.

3.3.14 Provides technical recommendations to the ADP Security Officer (NTDSO) concerning recommendations and improvements to system security procedures.

3.3.15 Provides the necessary customer assistance for requesting system access and maintains documentation indicating database owner approval.

3.3.16 Reviews proposed Navy Standards Documentation and prepares written comments.

3.4 Provides technical planning assistance, installation, operations, and maintenance functions of networks and network components.

3.4.1 Maintains telecommunications equipment, facilities and test equipment.

3.4.2 Maintains the data communications network controller database.

3.4.3 Maintains circuit and network schematic charts.

3.4.4 Provides customer terminal operator training when requested.

3.4.5 Installs, tests, and implements telecommunications hardware and associated software.

3.4.6 Conducts telecommunications site surveys upon receipt of project requests or work requests.

3.4.7 Prepares DDN Notes/Problem Reports, Trouble Report Tracking, Trends Analysis and 2010 Telecommunication Reports.

3.4.8 As required by project/work requests, prepares Feeder Telecommunications Service Requests (FTSR) and Communication Service Authorizations (CSA), and prepares supporting documentation and correspondence.

3.4.9 Performs requirements of the DDN Host Administrator for DPI computer systems.

3.4.10 Monitors network and circuit status and reports problem conditions.

3.4.11 Maintains a telecommunications technical library containing technical and maintenance manuals for DPI telecommunications facilities, equipment and software.

3.5 Evaluates proposed and/or existing ADP systems and/or telecommunications software and hardware for vendor specified effectiveness and compatibility with benchmarks provided or referenced in project requests or work requests.

3.5.1 Prepares technical specifications and justification documentation for the procurement of DPI system software, DPI and customer telecommunications hardware and software.

3.5.2 Attends technical conferences and meetings concerning DPI systems operations, resource/facilities management, DPI and customer telecommunications and planning.

3.5.3 Provides technical consultation and/or assistance to the DPI management concerning systems and data communications, FEP software and operations, resource/facilities management and DPI or customer telecommunications upon request.

3.5.4 Prepares responses to any/all official technical correspondence from customers, central design agencies, or other government agencies.

4. Planning and Analysis Division (N23)

4.1 Environmental Maintenance.

4.1.1 Monitors and maintains control over the cleanliness and ambiance of the computer room to avoid fluctuations in temperature, humidity and particle content.

4.1.2 Monitors all environmental control devices, designed especially for the computer operations center, i.e., uninterruptible power supply (UPS), heating/air conditioning units.

4.1.3 Performs a monthly test of environmental alarm systems to ensure functional capability.

4.1.4 Ensures all operations personnel are familiar with the locations and procedures for operating installed environmental control equipment.

4.1.5 Reports all environmental problems to the locally designated point of contact to forward to public works (PW) repair/maintenance facility by calling their local trouble desk.

4.2 Performs management of the data processing facility, and provides data processing facility planning, justification for equipment.

4.2.1 Maintains the existing 5-year facility plan, including floor layouts, equipment locations; updates the plan based on new requirements; prepares specifications to be used in project and work requests involving facility modifications.

4.2.2 Monitors the facilities air conditioning and electrical power system for proper operation.

4.2.3 Assists in the management of all routine corrective maintenance required in the data processing facility.

4.2.4 Assists in the management of government-owned minor and plant property.

4.2.5 Carries out ADP security functions for which the DPI is responsible.

4.2.6 Participates in various studies and calls for data collection and analysis related to ADP equipment and facilities required to meet the command mission.

4.2.7 Develops documentation in support of procurements of equipment and software including technical specifications, justifications and mission element need statements.

4.2.8 Coordinates all installations, relocations, removals, etc. of computer equipment, and ensures necessary site preparation is accomplished

4.2.9 Provide for fire, safety and zone inspections for N2.

COMMUNICATIONS OPERATIONS N3

3.8.6 Plans and implements installation procedures for a wide variety of communications equipment, automated switches, communications security systems linking terminal equipment passing classified or sensitive information and telephone equipment with multiple operating capabilities.

3.8.7 Evaluates alternative approaches for satisfying communications requirements.

3.8.8 Performs collateral duties.

3.9 Activity Providing Telephone Services (APTS) N34

3.9.1 Acts as liaison between activities and service or equipment contractors to maintain system efficiency and integrity.

3.9.2 Performs day-to-day management, administration, operation and maintenance of base telecommunications facilities and services.

3.9.3 Manages and provides optimum telecommunications services and facilities.

3.9.4 Develops and maintains up-to-date inventory of all equipment and services provided to customers under the contract.

3.9.5 Administers on-site cable requirements.

3.9.6 Issues CSAs under existing DISA Basic Agreements and in accordance with the Naval Base Telecommunications Manual.

3.9.7 Inventories each line item on new or amended ordering documents to ensure complete and accurate information and required installation/removal of all required items prior to completion of work by the contractor.

3.9.8 Verifies the accuracy of billing on invoices against the ordering document.

3.9.9 Prepares and submits reports of all acquisition data under existing contracts for the purpose of the TCR produced by NAVCOMTELCOM.

- 3.9.10 Solicits base telephone directory input annually from all customers and distributes adequate numbers of directories.
- 3.9.11 Maintains log of trouble reports associated with facilities and services.
- 3.9.12 Maintains liaison with customers to discuss upgrades to telecommunications services and facilities.
- 3.9.13 Plans for new or additional services and facilities requirements for new or existing customers.
- 3.9.14 Monitors all telephone projects from the planning stage to the acceptance of the facilities and/or services.
- 3.9.15 Provides budgeting and funding guidance for base telecommunications services and facilities to all customers and major claimants within their authority.

Fiscal and Management Support Department (N7)

1. MANAGEMENT

- 1.1 Administers the planning, programming and budgeting process necessary to support mission requirements and programs.
- 1.2 Provides guidance and staff services to the Commanding Officer and Cost Center Managers in all matters having an impact on the financial position of the command.
- 1.3 Manages the command's portion of the Budget Formulation and Execution Management System (BFEMS), database and input to BFEMS through the Four-Phase Accounting System that provides management complete manpower, funding, and obligation/expense data required for management control.
- 1.4 Manages the Chargeback System to ensure proper billing to customers essential for the management control of the command's income.
- 1.5 Provides guidance and staff services to the Commanding Officer and departments concerning procurement and contracting matters.
- 1.6 Advises the Commanding Officer on matters involving supplies and other resource-related matters.

Financial Management Division (N71)

2.1 Provides required financial data for the planning, programming and budgeting process necessary to support mission requirements and programs for NAVCOMTELSTA, New Orleans.

2.1.1. Submits DBOF Annual Budget to COMNAVCOMTELCOM.

2.1.2. Submits Navy Industrial Fund (NIF) Information Technology Budget (IT) to COMNAVCOMTELCOM.

2.1.3 Submits Operations and Maintenance, Navy Budget to COMNAVCOMTECOM.

2.1.4 Administers Budget Formulation & Execution Management System (BFEMS) through NAVCOMTELSTA Jacksonville and COMNAVCOMTELCOM.

2.1.5 Liaison with COMNAVCOMTELCOM, AAA Pensacola, and other NAVCOMTELSTA'S in all financial matters.

2.1.6 Formulates the rate development package and submits to COMNAVCOMTELCOM annually.

2.2 Advises and Assists the Commanding Officer, Executive Officer, Technical Director and Cost Center Managers in all matters relating to program/budget reviews.

2.2.1 Analyzes program performance against the financial plan and planned objectives for effective management control.

2.2.2 Participates in budget review meetings with Commanding Officer, Executive Officer, Technical Director and Cost Center Managers prior to budget submission.

2.2.3 Participates in rate development meetings with Commanding Officer, Executive Officer, and Cost Center Managers prior to rate development Submission.

2.2.4. Participates in special meetings with Commanding Officer, Executive Officer, and Cost Center Managers to develop short/long range plans.

2.3 Assists line managers in budgetary and financial planning and maintains liaison for the exchange of financial data.

2.3.1 Provides historical data information as requested by cost center managers and personnel.

2.3.2 Obtains financial projections as requested by cost center managers and personnel.

2.3.3 Provides project analysis as requested by cost center managers and personnel.

2.3.4 Assists line managers in preparation of required budget documents.

2.3.5 Monitors and corrects any financial discrepancies on the monthly status reports.

2.4 Reviews the resource requirements and justifications of various programs and compiles the DBOF Annual Budget prior to submission to COMNAVCOMTELCOM.

2.4.1 Collects and analyzes historical data obtained from accounting/budget reports and documents.

2.4.2 Reviews prior budget submits for historical information needed for the compilation of the annual submit.

2.4.3 Reviews short/long range plans to obtain resource requirements for budget out years.

2.4.4 Obtains cost center managers input to refine and justify resource requirements for short/long range plans.

2.4.5 Prepares and refines budget submission documents for command approval prior to submission to COMNAVCOMTELCOM.

2.4.6. Prepares and refines budget reclama for command approval prior to submission to COMNAVCOMTELCOM.

2.5 Participates in budget conferences/reviews/audits at the command, at COMNAVCOMTELCOM and other NAVCOMTELSTAS.

2.5.1 Participates in Annual Budget Review at COMNAVCOMTELCOM.

2.5.2 Participates in special conferences as required by COMNAVCOMTELCOM.

2.5.3. Provides all financial information for all command audits.

2.6 Coordinates a comprehensive budget execution program.

2.6.1 Compiles and distributes monthly status reports to cost center managers.

- 2.6.2 Prepares monthly management report for Comptroller.
- 2.6.3 Reviews, updates, and distributes Manage to Payroll Report to cost centers managers.
- 2.6.4 Prepares Quarterly Phasing Report submitted to COMNAVCOMTELCOM for Review.
- 2.6.5 Provides graphs/charts monthly to inform cost center managers of financial/production status.
- 2.7 Monitors and reviews the command Chargeback System to ensure proper and accurate billing to customers.
 - 2.7.1 Analyses individual project revenues as requested by cost center managers or as needed for financial projections.
 - 2.7.2 Assists project managers to review any discrepancies/corrections in Chargeback and recommends corrective action to be taken.
- 2.8 Manages and maintains the Manage to Payroll Management System to ensure financial control of command personnel funds.
 - 2.8.1 Verifies and updates the Manage to Payroll Report upon receipt of personnel actions.
 - 2.8.2 Transfers financial information in Manage to Payroll to a lotus spreadsheet to reflect cost center balances to be reviewed by managers.
 - 2.8.3 Distributes monthly reports to cost center managers for review after corrective actions have been taken.
- 2.9 Validates and updates Civilian Personnel Resource System (CPPRS) prior to submitting report to COMNAVCOMTELCOM.
 - 2.9.1 Collects personnel data from smooth payroll to reconcile with CPPRS Report.
- 2.10. Accounting.
 - 2.10.1 Maintains essential memorandum accounting records and forwards commitment/obligation documents to the Authorized Accounting Activity (AAA) through the Four-Phase system.
 - 2.10.2 Maintains labor records and processes military and civilian payroll in the accounting system.

- 2.10.3 Processes, obligates and maintains command contracts, training requests, and purchase orders in the accounting system.
- 2.10.4 Processes, obligates, and maintains command travel orders and vouchers in the accounting system.
- 2.10.5 Processes invoices for payment and sends to the AAA.
- 2.10.6 Processes miscellaneous accounting documents in the accounting system prior to sending to the AAA.
- 2.10.7 Maintains Asset Capitalization Program (ACP).
- 2.10.8 Maintains minor plant property and micro equipment inventories in the accounting system.
- 2.10.9 Distributes internal charges in the Chargeback System to respective codes by cost transfers in the accounting system.
- 2.10.10 Processes and maintains all funding documents in the accounting system.
- 2.10.11 Reconciles and validates accounting reports and processing of financial transactions on the Four-Phase Accounting System.
- 2.10.12 Corrects exception reports to ensure proper placement of previous incorrect transactions.
- 2.10.13. Verifies Daily Batch Reports to validate all transactions processed.
- 2.10.14. Communicating on a daily basis with AAA Pensacola on all accounting matters.
- 2.10.15 Directs and controls the administration of timekeeping requirements for military and civilian personnel.
- 2.10.16 Receives and verifies civilian timecards as the command timekeeper.
- 2.10.17 Processes civilian timecards and transmits to Civilian Payroll Office.
- 2.10.18 Receives and verifies military and civilian labor distribution.

2.10.19 Transmits military and civilian labor distribution to the accounting and Chargeback Systems.

2.10.20 Reconciles labor distribution in the accounting system with the Chargeback System.

2.10.21 Assists employees with any payroll/personnel questions.

2.11 Coordinates and maintains command Chargeback System.

2.11.1 Processes and maintains Chargeback files through periodic communications with NAVCOMTELSTA New Orleans, Code N21 and NAVCOMTELSTA Jacksonville.

2.11.2 Reconciles direct labor hours with Four-Phase Accounting System.

2.11.3 Assigns project numbers to Initial Planning Estimates (IPE's) to incoming projects for cost center personnel.

2.11.4 Reviews and compares costs billed in Chargeback to I.P.E.'S to ensure proper billing.

2.11.5 Assigns customer numbers to funding documents prior to entering into the accounting system.

2.11.6 Prepares and verifies manual journal vouchers for billing customer costs which do not get into the Chargeback system through an automated system.

2.11.7 Reviews each project for cost overruns periodically and notifies the Comptroller and respective cost center.

2.11.8 Distributes costs within the multi-user account to proper customer accounts after sufficient analysis and Comptroller approval.

2.12 Maintains the financial control mechanisms/procedures needed to comply with administrative costs limitations imposed by higher authority.

2.12.1 Reviews 75% Report for funding document control generated by AAA Pensacola on the Four-Phase System.

2.12.2 Manage to Payroll Report generated by AAA Pensacola on the Four-Phase System.

2.12.3 Internal report in Lotus which contains status of overtime funding budgeted/expenses.

2.13 Maintains Four-Phase Accounting System through periodic communications with AAA Pensacola.

2.13.1 Review risk assessment of security and testing evaluation.

2.13.2 Corrects problems which may arise within the Four-Phase System (I.E. software, clear flags).

2.13.3 Implements software programs/applications as requested by AAA Pensacola.

2.14 Perform miscellaneous accounting functions.

2.14.1 Provides necessary information for command audits as required.

2.14.2 Assists in conducting Management Control Reports (MCR) and Vulnerability Assessments as requested by Command's internal review staff.

2.14.3 Administers the Activities Providing Telephone Service (APTS) function.

4. Supply and Procurement Division (N73)

4.1 Plans, controls and coordinates the administration of contracts, purchase orders and interagency agreements for programming services, technical services and Automated Data Processing (ADP) hardware and related equipment.

4.1.1 Reviews tasking statements, economic analysis, justifications and documentation to acquire contractor support, system purchases and upgrades.

4.1.2 Coordinates in the development of hardware and hardware maintenance contracts specified for the competitive procurement of ADP equipment.

4.1.3 Establishes maintenance and repair service contracts on office equipment and real property.

4.1.4 Ensures contract invoices are properly certified and paid to vendors.

4.1.5 Assists vendors with any questions/problems encountered during the contract period.

4.2 Manages and coordinates the planning, acquisition and inventory of furniture, equipment and supplies for the command.

4.2.1 Maintains an automated status reporting system of all command contracts and purchase orders.

4.2.2 Carries out purchasing actions up to \$25,000 on open purchases.

4.2.3 Maintains ACP control log and maintains personnel property pass logs.

4.3 Issues Blanket Purchasing Agreements (BPA) with vendors.

4.4 Coordinates and arranges the movement of office equipment and provides for the removal and/storage of all surplus equipment and furniture.

4.5 Provides and coordinates common services request/complaints for the entire command.

4.5.1 Conducts liaison with Naval Support Activity (NSA) Westbank, Public Works Department.

4.6 Storage and Warehouse.

4.6.1 Ships supplies and equipment, receives supplies and equipment, maintains inventory controls, maintains ready issues, and processes special requests.

4.6.2 Ensures stocks of material are provided to support operation of the DPI.

4.6.3 Conducts physical inventories and reports on gross and net inventory adjustment, the value of the inventory, list of items identifying losses and gains and results of research of the cause of losses and gains.

4.6.4 Performs analysis of lead time requirements and high/low limits twice a year and makes changes to provide the most efficient and economic system for ordering supplies.

4.6.5 Makes permanent records of all supply transactions.

- 4.6.6 Picks up equipment and supplies from command spaces and stores and/or prepares for shipment by boxing, packing or crating to avoid damage or loss during shipment.
- 4.6.7 Coordinates pick up and/or delivery of equipment and stages equipment for pick up by vendor.
- 4.6.8 Prepares equipment or supplies for excessing.
- 4.6.9 Obtains signatures and attaches copies of documentation to the equipment/supplies.
- 4.6.10 Forwards completed documents for all shipments to accounting.
- 4.7 Meets delivery vehicles at loading docks.
 - 4.7.1 Checks and verifies shipment address and content against requisition forms.
 - 4.7.2 Offloads shipment and inventories shipment for quantity and condition.
 - 4.7.3 Verifies and signs receiving documents presented by the deliveryman and forwards a copy to accounting.
 - 4.7.4 Notes any discrepancies.
 - 4.7.5 Unpacks, assembles, and stores shipment in warehouse or delivers to requestor.
- 4.8 Stocks items, controls issues by maintaining material requests to document issues.
 - 4.8.1 Walks through requisitions as needed.
 - 4.8.2 Tracks shipments of supplies/equipment and provides status.
 - 4.8.3 Delivers requisitions to supply source and picks up supplies/equipment as necessary.
 - 4.8.4 Procures supplies at SERVMART.
 - 4.8.5 Forwards completed requisition documentation to accounting.
 - 4.8.6 Stores equipment and supplies in warehouse, moving equipment/supplies as requested.

Information Technology Department (N8)

1. Management

1.1 Plans, staffs, directs, controls and coordinates technical activities for the design, development/acquisition, testing, documentation, distribution, training, implementation, maintenance and control of applications software, software utilities, software related products, telecommunications, ADP security, information systems standards, and micro computer based technology, such as training and configuration planning, in support of a wide variety of information systems equipment.

1.1.1. Measures performance against goals and plans.

1.1.2. Manages human resources in the department.

1.1.3. Inspects departmental internal control/security.

1.1.4. Conducts liaison with customers.

1.1.5. Develops organizational budget.

1.1.6. Develops departmental policies and procedures.

1.2 Conducts needs assessments to identify new customer requirements.

1.2.1. Directs and coordinates customer needs assessments.

1.2.2. Identifies and assesses new technology in relation to command and quality assurance with customer needs.

1.2.3. Acquires or develops software tools and technical support capability for the review and evaluation of systems development for regional users, other Navy, DOD and Federal activities, COMNAVCOMTELCOM, and the command.

1.2.4. Acquires or develops software and software related products for the command and its users.

1.2.5. Monitors expenses and revenues as a cost center manager.

1.3 Responds to customers requirements for specialized information system technical services, support, planning, advice, consultation, training and assistance in areas of IS security and risk assessment; life cycle management;

configuration planning and management; hardware and software acquisition; advanced technical planning support; information systems communications planning, design, engineering, implementation, and management; technical standards and procedures; and quality assurance.

1.3.1 Provides technical assistance for customers/users in all areas of information system support.

1.3.2 Provides security support services to customers.

1.3.3 Performs organizational/customer long range planning to include equipment, software and communications requirements of future systems.

1.3.4 Provides customer telecommunications support.

1.3.5 Provides customer performance analysis support.

1.3.6 Applies Quality Assurance methods to prevent defects in products, and achieve conformity with requirements during development and production phases.

1.3.7 Manages the development of standards for IS systems developed and/or maintained by NAVCOMTELSTA New Orleans.

1.3.8 Provides technical marketing support for the Command Customer Liaison function.

2. NAVAIR CDA Division (N81)

2.1 Directs the design, development, maintenance and life cycle management of aviation logistics information management applications and database systems that support single user applications to multimillion dollar systems of worldwide scope.

2.1.1 Keeps abreast of application information systems with respect to the development and maintenance of new or modified software systems.

2.1.2 Plans, manages, and directs testing, implementation, documentation, maintenance of new or modified software systems.

2.2 Analyzes/develops information architectures for automation.

2.2.1 Identifies and prioritizes requirements.

- 2.2.2 Develops specifications.
- 2.2.3 Provides advice and consultation.
- 2.2.4 Determines technical support requirements.
- 2.2.5 Conducts design reviews.
- 2.3 Serves as an expert in application software and information systems design.
 - 2.3.1 Develops, plans and schedules for information system design, and application software acquisition.
 - 2.3.2 Develops cost estimates, and performs economic analysis and information systems justification.
 - 2.3.3 Determines feasibility and documents information system requirements.
 - 2.3.4 Develops and evaluates alternative information system designs and software, selects the best approach and produces system specifications.
 - 2.3.5 Maintains system life cycle management documentation.

3. **NAVAIR CDA DIVISION (N82)**

- 3.1 Directs the design, development, maintenance and life cycle management of aviation logistics information management applications and database systems that support single user applications to multimillion dollar systems of worldwide scope.
 - 3.1.1 Keeps abreast of application information systems with respect to the development and maintenance of new or modified software systems.
 - 3.1.2 Plans, manages, and directs testing, implementation, documentation, maintenance of new or modified software systems.
- 3.2 Analyzes/develops information architectures for automation.
 - 3.2.1 Identifies and prioritizes requirements.
 - 3.2.2 Develops specifications.
 - 3.2.3 Provides advice and consultation.

- 3.2.4 Determines technical support requirements.
- 3.2.5 Conducts design reviews.
- 3.3 Serves as an expert in application software and information systems design.
 - 3.3.1 Develops, plans and schedules for information system design, and application software acquisition.
 - 3.3.2 Develops cost estimates, and performs economic analysis and information systems justification.
 - 3.3.3 Determines feasibility and documents information system requirements.
 - 3.3.4 Develops and evaluates alternative information system designs and software, selects the best approach and produces system specifications.
 - 3.3.5 Maintains system life cycle management documentation.
 - 3.3.6 Performs ADP security, system performance management and software configuration management functions.

4. REGIONAL SUPPORT AND TECHNOLOGY DIVISION (N83)

- 4.1 Provides consultation and technical services to users of computer based technology and distributed or departmentalized systems.
 - 4.1.1 Trains customer personnel in the use of information systems software and hardware.
 - 4.1.2 Plans, manages, and coordinates the technical activities for acquisition of a variety of microcomputer software.
 - 4.1.3 Assists Department of the Navy activities, and other Federal government agencies in managing telecommunications equipment.
 - 4.1.4 Assists customers with security requirements. Implements ADP security safeguards for hardware, software and communications systems.
- 4.2 Provides consultation and technical services to users of computer-based technology and information systems.

4.2.1 Provides ready access to hardware and software by maintaining an inventory of microcomputer equipment and software.

4.2.2 Provides Computer-aided Acquisition and Logistics Support (CALS) technical support to users of CALS technology/standards.

4.3 Plans, manages and coordinates technical and management actions for providing data communications design and implementation of both Wide Area and Local Area network services on a nation-wide basis.

4.3.1 Prepares and implements plans to expand/improve support.

4.3.2 Provides specialized planning, support, services and consultation for DoN/DoD Standard Network Connectivity.

4.3.3 Performs LAN requirements analysis.

4.3.4 Supports technical studies that cross functional boundaries.

4.3.5 Assists DoN and other Federal government agencies in managing the communications systems.

4.3.6 Assists customers with ADP security requirements. Implements ADP security safeguards for hardware, software, and communication systems.

4.3.7 Plans, manages, and directs testing, implementation, documentation, and maintenance of new or modified software systems.

4.3.8 Monitors customer testing.

4.3.9 Develops plans and schedules for information system design and applications software acquisitions.

4.3.10 Develops cost estimates and performs economic analysis and information systems justification. Determines feasibility and documents information system requirements.

4.3.11 Applies quality assurance methods to prevent defects in products, and achieve conformity with requirements during development and production phases.

4.3.12 Develops and evaluates information system designs and software, selects the best approach and produces system specifications.

4.3.13 Maintains system life cycle management documentation. Performs ADP security, system performance monitoring, software configuration management, and functional requirements support functions.

4.3.14 Researches and applies information engineering (IE) and Computer-aided Software Engineering (CASE) tools, where applicable, to applications development and enhancement.

4.3.15 Performs circuit, site and device trend analysis, including information such as line utilization, response time, throughput, mean-time between failures, mean-time to recovery and comparable actions for the command's LAN.

8. UNIQUE MISSIONS: Describe any missions which are unique or relatively unique to the activity. Include information on projected changes. Indicate if your command has any National Command Authority or classified mission responsibilities.

Current Unique Missions

- N/A
-
-

Projected Unique Missions for FY 2001

- N/A
-
-

9. IMMEDIATE SUPERIOR IN COMMAND (ISIC): Identify your ISIC. If your ISIC is not your funding source, please identify that source in addition to the operational ISIC.

● Operational name	UIC
<u>COMNAVCOMTELCOM</u>	<u>00063</u>
● Funding Source	UIC
<u>COMNAVCOMTELCOM</u>	<u>00063</u>

10. PERSONNEL NUMBERS: Host activities are responsible for totalling the personnel numbers for all of their tenant commands, even if the tenant command has been asked to separately report the data. The tenant totals here should match the total tally for the tenant listing provided subsequently in this Data Call (see Tenant Activity list). (Civilian count shall include Appropriated Fund personnel only.)

On Board Count as of 01 January 1994

	Officers	Enlisted	Civilian (Appropriated)	
● Reporting Command	<u>5</u>	<u>17</u>	<u>137</u>	<i>SHC, N440</i>
● Tenants (total)	<u>6</u>	<u>20</u>	<u>173</u>	<i>2/11/94</i>

Authorized Positions as of 30 September 1994

	Officers	Enlisted	Civilian (Appropriated)	
● Reporting Command	<u>5</u>	<u>17</u>	<u>137</u>	<i>SHC, N440</i>
● Tenants (total)	<u>6</u>	<u>20</u>	<u>173</u>	<i>2/11/94</i>

11. KEY POINTS OF CONTACT (POC): Provide the work, FAX, and home telephone numbers for the Commanding Officer or OIC, and the Duty Officer. Include area code(s). You may provide other key POCs if so desired in addition to those above.

<u>Title/Name</u>	<u>Office</u>	<u>Fax</u>	<u>HOME</u>
● <u>CO/OIC</u>			
<u>CDR L. R. PEOPLES, USN</u> <u>COMMANDING OFFICER</u>	504 948-5155	504 942-6484	391-0140
● <u>Duty Officer</u>	[N/A]		[N/A]
● <u>LORRAINE E. VARBEL</u> <u>SUPERVISORY MGT ANALYST</u>	504 948-1902	504 942-6484	464-7092
● <u>BARBARA A. POWER</u> <u>MANAGEMENT ANALYST</u>	504 948-5723	504 942-6484	391-2657

12. **TENANT ACTIVITY LIST:** This list must be all-inclusive. Tenant activities are to ensure that their host is aware of their existence and any "subleasing" of space. This list should include the name and UIC(s) of all organizations, shore commands and homeported units, active or reserve, DOD or non-DOD (include commercial entities). The tenant listing should be reported in the format provide below, listed in numerical order by UIC, separated into the categories listed below. Host activities are responsible for including authorized personnel numbers, end strength as of **30 September 1994**, for all tenants, even if those tenants have also been asked to provide this information on a separate Data Call. (Civilian count shall include Appropriated Fund personnel only.)

- Tenants residing on main complex (shore commands)

Tenant Command Name	UIC	Officer	Enlisted	Civilian
NAVCOMTELSTA NEW ORLEANS	68608	6	20	173

- Tenants residing on main complex (homeported units.)

Tenant Command Name	UIC	Officer	Enlisted	Civilian
N/A				

- Tenants residing in Special Areas (Special Areas are defined as real estate owned by host command not contiguous with main complex; e.g. outlying fields).

Tenant Command Name	UIC	Location	Officer	Enlisted	Civilian
N/A					

- Tenants (Other than those identified previously)

Tenant Command Name	UIC	Location	Officer	Enlisted	Civilian
N/A					

13. **REGIONAL SUPPORT:** Identify your relationship with other

activities, not reported as a host/tenant, for which you provide support. Again, this list should be all-inclusive. The intent of this question is capture the full breadth of the mission of your command and your customer/supplier relationships. Include in your answer any Government Owned/Contractor Operated facilities for which you provide administrative oversight and control.

Activity name	Location	Support function (include mechanism such as ISSA, MOU, etc.)
EPMAC	New Orleans, LA	Local area network management and telecommunications support - Project Plan
Naval Air Logistics Office	New Orleans, LA	Information systems documentation- Project Plan
DFAS-FSA	Pensacola, FL	Data processing support - Project Plan
DITSO-PE	Pensacola, FL	Information systems and telecommunications support - Project Plan
DLA Admin Support Center	Alexan-, dria, VA	Information systems support - Project Plan
Naval Surface Warfare Center	Panama City, FL	Local area network maintenance and operation - Project Plan
Naval Research Lab	Wash, DC	Local area network management - Project Plan
Naval Air Warfare Cen Aircraft Div	Patuxent River, MD	Local area network management and telecommunications support - Project Plan
Naval Air Systems Command	Wash, DC	Data processing, system maintenance, development, administration, and contract administration - MOU; telecommunications support - Fixed Price Contract
USAED Galveston	Galveston, TX	Local area network management - Project Plan

USA Corps of Engineers	New York, NY	Local area network management - Project Plan
CENAD-IM-R	Norfolk, VA	Local area network management - Project Plan
HQ, USARSPACE	Colorado Springs, CO	Local and wide area network management - Project Plan
USAED, Baltimore	Baltimore, MD	Local area network management - Project Plan
US Total Army Pers Command	Alexandria, VA	Local area network management - Project Plan
SUPSHIPS	New Orleans, LA	Telecommunications support - Project Plan
HQ DLA	Alexandria, VA	Information systems support - Project Plan
HQ USAFAWC/FMB	Eglin AFB, FL	Local area network management - Project Plan
Army Depot	Corpus Christi, TX	Local area network management - Project Plan
JLSC/RMF	Wright-Patterson AFB, OH	Office automation and local/wide area network management - Project Plan
Naval Aviation Maint Office	Patuxent River, MD	System maintenance, development, administration; user support; data entry; user training; contract administration - MOU; telecommunications support - Project Plan
Third US Army	Ft McPherson, GA	Local area network management - Project Plan
AFMSC/MSC/SI	Wright-Patterson AFB, OH	Local area network management - Project Plan
WL/DOIR	Wright-Patterson, OH	Local area network management - Project Plan

Ofc of Air & Radiation, Ofc of Atmospheric Programs	Wash, DC	Software development - Project Plan
Comptroller Div, Naval Aviation Depot	Cherry Point, NC	Telecommunications prototype - Project Plan
DLA Sys Automation Center	Columbus, OH	Information systems and ADP development - Project Plan
AFSAC/XMDT	Wright-Patterson AFB, OH	Local area network management - Project Plan
Aviation Supply Office	Philadelphia, PA	Software development and maintenance - Project Plan
HQ AFCESA/SC	Tyndall AFB, FL	Local area network and video teleconferencing - Project Plan
USACE North Atlantic Division	New York, NY	Local area network management - Project Plan
COMNAVRESFOR	New Orleans, LA	Data processing, trouble desk and telecommunications support - Fixed price contract
AL/EQPM-OL	Tyndall AFB, FL	Local area network management - Project Plan
Fed Crop Insurance Corp	Wash, DC	System and software development - Project Plan
Bureau of Naval Pers	Wash, DC	Data processing and military payroll support - MOU; telecommunications and trouble desk support - Project Plan
Naval Air Warfare Center Division	Patuxent River, MD	Software development and maintenance - Project Plan
Naval Civ Pers Data Sys Cen	Randolph AFB, TX	System migration support - Project Plan
Naval Oceanographic Ofc	Stennis Space Center, MS	Data processing support - Project Plan
Naval Center for Cost Analysis	Wash, DC	System maintenance - Project Plan

USAED New Orleans District	New Orleans, LA	Local area network and software development - Project Plan
US Navy Aviation Supply Office	Philadelphia, PA	Software development and maintenance - Project Plan
NAVCOMTELSTA	Jacksonville, FL	Telecommunications support - Project Plan
NAVCOMTELSTA	Pensacola, FL	Telecommunications support - Project Plan
HSQ, 377th TAACOM	New Orleans, LA	Local area network and procurement support - Project Plan
Naval Aviation Depot, NAS	Norfolk, VA	Telecommunications support - Project Plan
DISA-DITSO	Cleveland, OH	Telecommunications support - Project Plan
NAVCOMTELSTA	Wash, DC	Telecommunications support - Project Plan
Military Sealift Command, Atlantic	Bayonne, NJ	Telecommunications support - Project Plan
DECA COMSY	NSA New Orleans, LA	Message traffic and telephone support - ISSA
Eighth MCD	NSA New Orleans, LA	Message traffic and telephone support - ISSA
FLEINTROT MPC	NSA New Orleans, LA	Message traffic and telephone support - ISSA
HRO New Orleans	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVINSERVRA	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVLEGSVCOFF	NSA New Orleans, LA	Message traffic and telephone support - ISSA

NAVMEDCLINIC	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVRESFOR DET MGT SCOL	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVRESREDCOM REG TEN	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVSUPPACT	NSA New Orleans, LA	Message traffic and telephone support - ISSA
Navy Band	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NCSO	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NJROTC AREA EIGHT	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NROTCU Tulane Univ	NSA New Orleans, LA	Message traffic and telephone support - ISSA
PERSUPPACT New Orleans	NSA New Orleans, LA	Message traffic and telephone support - ISSA
PERSUPDET NAVSUPPACT	NSA New Orleans, LA	Message traffic and telephone support - ISSA
RESALEACT DET	NSA New Orleans, LA	Message traffic and telephone support - ISSA
SUPSHIPS	NSA New Orleans, LA	Message traffic and telephone support - ISSA
INSP INSTR STF BR	Baton Rouge, LA	Message traffic and telephone support - ISSA

INST INSTR STF LAF	New Orleans, LA	Message traffic and telephone support - ISSA
NROTC SOUTHERN	New Orleans, LA	Message traffic and telephone support - ISSA
SPECBOATU TWO	New Orleans, LA	Message traffic and telephone support - ISSA
FLEINTROTM DET GULFPORT	New Orleans, LA	Message traffic and telephone support - ISSA
COMFLELOGSUPPWING DET	NAS New Orleans, LA	Message traffic and telephone support - ISSA
COMRESPATWINGS- LANT DET	NAS New Orleans, LA	Message traffic and telephone support - ISSA
FLELOGSUPPRON FIVE FOUR	NAS New Orleans, LA	Message traffic and telephone support - ISSA
MAG FOUR TWO DET CHARLIE	NAS New Orleans, LA	Message traffic and telephone support - ISSA
MASD NEW ORLEANS	NAS New Orleans, LA	Message traffic and telephone support - ISSA
NAESU DET	NAS New Orleans, LA	Message traffic and telephone support - ISSA
NAS NEW ORLEANS	NAS New Orleans, LA	Message traffic and telephone support - ISSA
NAVMEDCLINIC	NAS New Orleans, LA	Message traffic and telephone support - ISSA
NAVOCEANCOM DET	NAS New Orleans, LA	Message traffic and telephone support - ISSA

PATRON NINE FOUR	NAS New Orleans, LA	Message traffic and telephone support - ISSA
PERSUPPDET NAS	NAS New Orleans, LA	Message traffic and telephone support - ISSA
STRKFITRON TWO ZERO FOUR	NAS New Orleans, LA	Message traffic and telephone support - ISSA
RESINTPROFF SEVEN	NAS New Orleans, LA	Message traffic and telephone support - ISSA
US Customs AOB NAS	NAS New Orleans, LA	Message traffic and telephone support - ISSA
USNS POLLUX	Avondale, LA	Message traffic and telephone support - ISSA
USNS REGULUS	Avondale, LA	Message traffic and telephone support - ISSA
926FG New Orleans	NAS New Orleans, LA	Message traffic and telephone support - ISSA
COMNAVSURFGRU SIX DET	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
NAVSTA Ingleside	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
ROICC Ingleside	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
SIMA NRF Ingleside	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
PERSUPPDET Ingleside	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
FISC DET Ingleside	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA

COMCMGRU TWO Ingleside	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
COMCMGRU TWO DET Ingleside	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
FLETRAGRU DET	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
BRMEDCLINIC	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
BRDENCLINIC	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
AFLOATTRAGRULANT ETG DET	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
NAVSURFLANT READSUPPGRU	NAVSTA Ingleside, TX	Messsage traffic and telephone support - ISSA
RESUPSHIP	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
SOPA	NAVSTA Ingleside, TX	Messsage traffic and telephone support - ISSA
SOPA ADMIN	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
COMCMGRU ONE	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
COMCMGRU ONE DET	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
MOMAG UNIT FIFTEEN	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA

USS TRUETT	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
USS SCOUT	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
USS JOSEPH HEWES	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
USS SENTRY	NAVSTA Ingleside, TX	Message traffic and telephone support
USS DEVASTATOR	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
USS DEFENDER	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
USS PIONEER	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
USS MCCANDLESS	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
USS GUARDIAN	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
USS WARRIOR	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
USS CHAMPION	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
USS PATRIOT	NAVSTA Ingleside, TX	Message traffic and telephone support - ISSA
NAS Memphis	NAS Memphis, TN	Message traffic and telephone support - ISSA

MCSF CADRE MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAESU DET MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
OICC NAS MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
AMCROSS NAS MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
BRDENCLINIC MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
DECA COMST MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
FIPCEN BR MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
FLELOGSUPPRON SIX ZERO	NAS Memphis, TN	Message traffic and telephone support - ISSA
KILO THIRDBN TWO THREE MAR	NAS Memphis, TN	Message traffic and telephone support - ISSA
INST INSTR STF MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
MCMS MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
SMCR MOBCNTR AIR MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
MAG FOUR ONE DET ALFA	NAS Memphis, TN	Message traffic and telephone support - ISSA

VMA ONE TWO FOUR	NAS Memphis, TN	Message traffic and telephone support - ISSA
MATCS FOUR EIGHT	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVAIRES MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
PATRON ONE SEVEN SEVEN NINE	NAS Memphis, TN	Message traffic and telephone support - ISSA
ABFC FMP MMF GOLF	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVBRIG MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVCRUITDIST MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVINERVRA MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
DET 4 363 TCHTS MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVLEGSVC OFF MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVOCEANCOMDET MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVPTO MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVRESCEN MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA

NAVRESFLT HOSP 500 COMMZ 11	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVRESREDCOM REG NINE MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVRESCEN KINGSPORT	NAS Memphis, TN	Message traffic and telephone support - ISSA
Navy Band	NAS Memphis, TN	Message traffic and telephone support - ISSA
NEX	NAS Memphis, TN	Message traffic and telephone support - ISSA
NROTCU Memphis State Univ	NAS Memphis, TN	Message traffic and telephone support - ISSA
NROTCU Univ of MS	NAS Memphis, TN	Message traffic and telephone support - ISSA
PATRON SIX SEVEN	NAS Memphis, TN	Message traffic and telephone support - ISSA
PERSUPP DET	NAS Memphis, TN	Message traffic and telephone support - ISSA
PERSUPP DET NATTC MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
ROICC	NAS Memphis, TN	Message traffic and telephone support - ISSA
EAMTMU MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
HHS NINE ZERO	NAS Memphis, TN	Message traffic and telephone support - ISSA

DAO MATSG MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
MATSG NINE ZERO MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
MATSS NINE ZERO ONE	NAS Memphis, TN	Message traffic and telephone support - ISSA
CBU FOUR ZERO FOUR MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
CNTECHTRA MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
CAPDETREGOGG MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
EDTRASUPP TRADEV FEO	NAS Memphis, TN	Message traffic and telephone support - ISSA
DRMO MEMPHIS	NAS Memphis, TN	Message traffic and telephone support - ISSA
OSB NAS MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
HRO SATELLITE MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAMTRAGRU MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
NATTC MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
COGARD REPSTRUDREC	NAS Memphis, TN	Message traffic and telephone support - ISSA

NAVTRASYSLCENTSSA NATTC	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVHOSP MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVTECHTRASUPPGRU	NAS Memphis, TN	Message traffic and telephone support - ISSA
NAVTECHTRASUPPGRU CAERMT	NAS Memphis, TN	Message traffic and telephone support - ISSA
NETPMSA DET MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
RESINTPROFF EIGHT MILLINGTON	NAS Memphis, TN	Message traffic and telephone support - ISSA
COMNAVAIRRESFOR	NSA New Orleans, LA	Message traffic and telephone support - ISSA
COMNAVRESFOR	NSA New Orleans, LA	Message traffic and telephone support - ISSA
COMNAVSURFRESFOR	NSA New Orleans, LA	Message traffic and telephone support - ISSA
EPMAC	NSA New Orleans, LA	Message traffic and telephone support - ISSA
EPMAC DIARY	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVAIRLOGOFF	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVRESPERSZEN	NSA New Orleans, LA	Message traffic and telephone support - ISSA

NAVCOMTELSTA	NSA New Orleans, LA	Message traffic and telephone support - ISSA
DAO-CL	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVPTO	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVCRUITDIST	NSA New Orleans, LA	Message traffic and telephone support - ISSA
MSCU	NSA New Orleans, LA	Message traffic and telephone support - ISSA
COMFSRON ONE	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVMARCORESREDCEN	NSA New Orleans, LA	Message traffic and telephone support - ISSA
THIRDBN TWO THREE MAR	NSA New Orleans, LA	Message traffic and telephone support - ISSA
CDR377THTAACOM	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVBIODYNLAB	NSA New Orleans, LA	Message traffic and telephone support - ISSA
INSP INSTR STF	NSA New Orleans, LA	Message traffic and telephone support - ISSA
CDR1314THMEDIUMPO RTCMD	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAESU RES	NSA New Orleans, LA	Message traffic and telephone support - ISSA

PANAMA CANAL CO	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NPPSO DET	NSA New Orleans, LA	Message traffic and telephone support - ISSA
COMNAVRESCUITCOM	NSA New Orleans, LA	Message traffic and telephone support - ISSA
TRANSMOUNT	NSA New Orleans, LA	Message traffic and telephone support - ISSA
CG MARRESFOR	NSA New Orleans, LA	Message traffic and telephone support - ISSA
CG FOURTH FSSG	NSA New Orleans, LA	Message traffic and telephone support - ISSA
CG FOURTH MARDIV	NSA New Orleans, LA	Message traffic and telephone support - ISSA
CG FOURTH MAW	NSA New Orleans, LA	Message traffic and telephone support - ISSA
NAVSURFRESFOR TSS	NSA New Orleans, LA	Message traffic and telephone support - ISSA
MCRS	NSA New Orleans, LA	Message traffic and telephone support - ISSA
DPRO MICHOU	NSA New Orleans, LA	Message traffic and telephone support - ISSA
MCMS	NSA New Orleans, LA	Message traffic and telephone support - ISSA
CDR119STTTU	NSA New Orleans, LA	Message traffic and telephone support - ISSA

CDR NEW ORLEANS MEPS	NSA New Orleans, LA	Message traffic and telephone support - ISSA
CDRUSARC	NSA New Orleans, LA	Message traffic and telephone support - ISSA
CDRUSARCTGBN	NSA New Orleans, LA	Message traffic and telephone support - ISSA
USAF CAP LO	NSA New Orleans, LA	Message traffic and telephone support - ISSA
VETSVC BRANCH	NSA New Orleans, LA	Message traffic and telephone support - ISSA
COMNAVOCEANCOM	Stennis Space Center, MS	Message traffic and telephone support - ISSA
NAVOCEANO	Stennis Space Center, MS	Message traffic and telephone support - ISSA
NAVOCEANO DATA	Stennis Space Center, MS	Message traffic and telephone support - ISSA
NRL DET	Stennis Space Center, MS	Message traffic and telephone support - ISSA
ONR DET BAY ST LOUIS	Stennis Space Center, MS	Message traffic and telephone support - ISSA
CDR MSAAP BAY ST LOUIS	Stennis Space Center, MS	Message traffic and telephone support - ISSA
COGARD OFC NDBC	Stennis Space Center, MS	Message traffic and telephone support - ISSA
ANG CRTIC	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC

BRDENCLINIC	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
BRMEDCLINIC	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
CBC	NCBC Gulfport, MS	Message traffic and telephone support - ISSA
CDR MS AVCRAD	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
CDR890THENGRBN	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
COGARD STA	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
COM TWO ZERO NCR	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
COMRNCFSC	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
COOPMINEUNIT TWO TWO ONE TWO	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
DECA COMSY	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
INSP INSTR STF	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
MIUWU TWO ONE TWO	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
NAVAIDSUPPUNIT	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC

NAVAL HOME GULFPORT	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
NAVCONSTRACEN	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
NAVINSERVRA	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
NAVLEGSVCOFF DET	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
NAVMARCORESCEN	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
NMCB ONE	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
NMCB ONE THREE THREE	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
NMCB SEVEN	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
NMCB SEVEN FOUR	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
PERSUPP DET	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
ROICC GLFPTA CBC	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
USCGC POINT ESTERO	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
173CES	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC

255ACS	NCBC Gulfport, MS	Message traffic and telephone support - ISSA with NCBC
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14. FACILITY MAPS: This is a primary responsibility of the plant account holders/host commands. Tenant activities are not required to comply with submission if it is known that your host activity has complied with the request. Maps and photos should not be dated earlier than 01 January 1991, unless annotated that no changes have taken place. Any recent changes should be annotated on the appropriate map or photo. Date and label all copies.

Local Area Map. This map should encompass, at a minimum, a 50 mile radius of your activity. Indicate the name and location of all DoD activities within this area, whether or not you support that activity. Map should also provide the geographical relationship to the major civilian communities within this radius. (Provide 12 copies.)

Installation Map / Activity Map / Base Map / General Development Map / Site Map. Provide the most current map of your activity, clearly showing all the land under ownership/control of your activity, whether owned or leased. Include all outlying areas, special areas, and housing. Indicate date of last update. Map should show all structures (numbered with a legend, if available) and all significant restrictive use areas/zones that encumber further development such as HERO, HERP, HERF, ESQD arcs, agricultural/forestry programs, environmental restrictions (e.g., endangered species). (Provide in two sizes: 36"x42" (2 copies, if available); and 11"x17" (12 copies).)

Aerial photo(s). Aerial shots should show all base use areas (both land and water) as well as any local encroachment sites/issues. You should ensure that these photos provide a good look at the areas identified on your Base Map as areas of concern/interest - remember, a picture tells a thousand words. Again, date and label all copies. (Provide 12 copies of each, 8½"x11".)

Air Installations Compatible Use Zones (AICUZ) Map. (Provide 12 copies.)

BRAC-95 CERTIFICATION

Reference: SECNAVNOTE 11000 of 08 December 1993

In accordance with policy set forth by the Secretary of the Navy, personnel of the Department of the Navy, uniformed and civilian, who provide information for use in the BRAC-95 process are required to provide a signed certification that states "I certify that the information contained herein is accurate and complete to the best of my knowledge and belief."

The signing of this certification constitutes a representation that the certifying official has reviewed the information and either (1) personally vouches for its accuracy and completeness or (2) has possession of, and is relying upon, a certification executed by a competent subordinate.

Each individual in your activity generating information for the BRAC-95 process must certify that information. Enclosure (1) is provided for individual certifications and may be duplicated as necessary. You are directed to maintain those certifications at your activity for audit purposes. For purposes of this certification sheet, the commander of the activity will begin the certification process and each reporting senior in the Chain of Command reviewing the information will also sign this certification sheet. This sheet must remain attached to this package and be forwarded up the Chain of Command. Copies must be retained by each level in the Chain of Command for audit purposes.

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

ACTIVITY COMMANDER

CDR L. R. Peoples
NAME (Please type or print)
Commanding Officer
Title
NAVCOMTELSTA New Orleans
Activity


Signature
940204
Date

UIC 08608

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

NEXT ECHELON LEVEL (if applicable)

NAME (Please type or print)

Signature

Title

Date

Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

MAJOR CLAIMANT LEVEL

T. A. STARK

NAME (Please type or print)

T.A. Stark

Signature

Commander

Title

11 February 1994

Date

Naval Computer & Telecommunications Command
Activity

I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

**DEPUTY CHIEF OF NAVAL OPERATIONS (LOGISTICS)
DEPUTY CHIEF OF STAFF (INSTALLATIONS & LOGISTICS)**

S. F. Loftus
Vice Admiral, U.S. Navy

NAME (Please type or print)
Operations (Logistics)

S. F. Loftus

Signature

Title

18 FEB 1994

Date