DCN 234

Defense Logistics Agency

BRAC 95

Internal Guidance Memos

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

24 MAR 1994

IN REPLY REFER TO CAAJ (BRAC)

SUBJECT: Base Realignments and Closures (BRAC) 95 (BRAC95L001)

TO: Commanders of DLA Primary Level Field Activities (PLFAs) (LESS: DCMDC, DCMDM, DEUR, DPAC)

1. Reference: CAAJ (BRAC) letter, 7 Feb 94, subject: Round 4 BRAC.

2. As indicated in the reference, the Round 4 BRAC process is underway. To assure you receive all relevant BRAC 95 correspondence, this and all subsequent letters relating to the process will be numbered in the subject line. The numbering system will be similar to that used in BRAC 93 (i.e., BRACL0001, etc.). However, to avoid any possible confusion, we will include the year in the number (i.e., BRAC95L001, etc.).

3. The BRAC process requires tight control of information until the Secretary of Defense's recommendations are forwarded to the 1995 BRAC Commission. Therefore, all requests for BRAC related information, including Freedom of Information requests, will be forwarded to the DLA BRAC Team for response, except as noted below. All written political and Congressional inquiries with a BRAC connotation will be forwarded to Congressional Affairs (CAAG), regardless of to whom it is addressed. CAAG will assign all such inquiries to the DLA BRAC Team for response.

a. Service/Defense Agency requests for BRAC-related data for DLA entities which are tenants on Service/Defense Agency bases should be provided promptly, with an information copy provided to the DLA BRAC Team.

b. Service/DoD Inspector General (IG) or Audit Agencies have a unique role in the BRAC process, as does the General Accounting Office (GAO). The DoDIG and the GAO are entitled to access to BRAC related data prior to the Secretary's recommendations being forwarded and thus you should provide information they request. However, requests from Service Inspector General personnel should be submitted to the Headquarters Internal Review Group (DDAI) prior to release.

4. The BRAC 95 process will make better use of business area expertise in developing the tools we will use in evaluating capacity and military value, and in selecting and specifying sources for data collection. Your employees may be asked to participate in that process. Capitalizing on business area and field activity expertise will assure sound analytical tools are developed, and will make the data call process less onerous for us all. A new requirement for BRAC 95 will be to have all personnel involved in the BRAC process to sign a nondisclosure statement. More guidance will be provided soon.

5. DDAI is responsible for the audit of your data collection process/ information. DDAI will use PLFA auditors and DDAI staff to audit all data collection efforts. In addition, the DoDIG will participate in the process.

6. Headquarters has contracted with the Navy Public Works Center (PWC) to evaluate facilities at our inventory control points and distribution depots. Although not the sole purpose of the PWC effort, some of the data derived from this evaluation will be used for BRAC purposes. Commanders need to ensure their staffs are involved with this process and are active participants. Commanders will be required to certify certain PWC elements for use in the BRAC 95 analysis.

7. For planning purposes, we will have a pre-data gathering request conference in the late April/May timeframe. At that time, we will review BRAC data requirements with members of the PLFA staffs to insure understanding of each requirement and to identify sources to be used in gathering the data. In addition, the BRAC Team will also provide on site assistance to activities who request support.

8. For your information, enclosure one is a list of BRAC points of contact for both HQ DLA and the PLFAs. The current BRAC General Order and Charter are at enclosure 2.

2 Encl

M. V. McMANAMAY
Team Chief
DLA BRAC Team

cc:
DCMDC
DCMDM

BASE REALIGNMENT AND CLOSURE WORKING GROUP Rev: 3/22/94

* Core Members

ORGANIZATION	NAME	PHONE#	ROOM#
CAAJ (BRAC)	* Margie McManamay Chief BRAC Team	47146/45379	3D660
	* Col Dennis Reynolds Deputy Chief BRAC Team	47146/45379	3D647
	* Cathy Kelleher (Plng)	47146/45379	3D647
	* Jack Marshall (Plng)	47146/77211	3D647
	* Nancy Miller (Plng)	47146/77211	3D660
	* Bob Wagner (Plng)	47146/77211	3D660
	* Bob Bourassa (COBRA)	47146/77211	3D660
	* Terry Beall (Comptroller)	47146/77211	3C637
	* John Green (Civ Pers)	47146/77211	3D660
	* Ward Ceaser (Mat'l Mgm)	47146/77211	3D647
	* John Davis (Facil)	47146/77211	3D660
	* Tina Dorris (Depots)	47146/77211	3D647
	* Lucy Daris (DCMDs)	47146/77211	3D660
	* Charles Yates (Admin)	47146/77211	3D660
	* Christine Waysome (Admin)	47146/77211	3D660
	* Nancy Morgan (Admin)	47146/77440	3D660
	* Gail Boyce (Plng)	47146/77211	3D660
	* Diana Ulbricht (Admin)	47146/77211	3D647

BRAC Core Group fax# is DSN 284-3966/677-7259

BRAC Business Area Points of Contact

CAI	Frank Bokowski	46677	3A380
	Ron Sullivan	46295	3A380
CAAV	Larry Wilson	46135	3C135
	Earl Nichols	46241	3D365
FOB	Noel Lacey	41991	3D435
FOM	Linda Dove	43174	3D574
FOX	Ann Van Dyke	46481	3D385
DDAI	Oliver Coleman	44733	3D574
	Emilia Snider	44733	3D574
GC	Mike Malone	46158	3C325
	Jim Carr	46157	3C325
CAH	Elaine Skreptack	47186	3D163
CAHM	Lt Col Violet Nicklin	43103	3D118
	LTC Richard Petty	47120	3D118

ORGANIZATION	NAME	PHONE#	ROOM#
MMDB	Leonard Yankosky	77225	4A467
	Jeanne Masters	77225	4A467
MMDI	Marvin Dubois	40612	3TLR3
MMDO	Glenn Kirby	47541	4B414
	James Sanchez	47541	4B414
AQP	Greg Ellsworth	46307	4D175
	Amy Sajda	46307	4D175
AQC	Roger Nelson	47731	8A334
	Sharon Tillman	47731	8A334
MMS (Cataloging)	George Baden	46491	4D558
MMS (DRMS)	Karen Haas	47975	4D353
MMS (Supply)	Barbara Crawford	47975	4D353
CAAE	Maj Dave Koehler	46124	4B110
	Dennis Lillo	46124	4B110
CAAG	Dan McGinty	46133	3A228
	Nancy Broderick	46133	3A228
CAN	Lt Col Walter Benson	46281	3A472
	Frank Krtanjek	47277	3C410
KPMG PEAT MARWICK			
	Jim Geiger	47146	3D647
	Tom Seymour	47146	3D676
	Tim Chase	47146	3D660
	Jennifer Culko	47146	3D676

BASE REALIGNMENT AND CLOSURE WORKING GROUP

PLFAs

ORGANIZATION	NAME	PHONE #	FAX #
SUPPLY CTRs			
DCSC			
	Bill Breil	850-2250/1501	850-1158
	Walt House (Budget)	850-1691	
	Gary Perry (Workload)	850-3186	
	Vikki Hawthorne (Pers)	850-5037	
	Nancy Harris (Facilities)	850-1030	
	John Majorine (ADP)	850-3267	
	Annette Ruchty (Mrktg)	850-3891	
	Bill Matthews (Implem)	850-2682	
	Virginia Dean (Admin)	850-1583	
	Kathy May (Admin)	850-3077	
DESC	Joe McGeehan	986-6155	986-5125
	Paul Rizzo (Facilities)	986-6372	986-6485
	Sandy Clemons (Budget)	986-5993	986-5190
DFSC	Col. T.J. Boland	284-7403	284-3498
DGSC	Tom Brooks	695-3049	695-5250
DISC	Linda Friedrich	442-2308	442-0679
DPSC	Jerry Gregory	444-4126	444-7343
	Betsy Smith (Elec Comm)	444-8405	
	Terry McGinley (Contract)	444-5844	
	Carl Kaufman (Mktg)	444-5800	
	Glenn Chenoweth (Sm Bus)	444-2321	
	Ed Hintz (Counsel)	444-2630	
	Bridget Fitzgerald (Dist)	444-7390	
	Don Merrill (Human Resrc)	444-2331	
	Frank Johnson (Pub Affrs)	444-2311	
	Jack Kavchok (Pub Affrs)	444-2313	
	Bill Stem (Health & Envr)	444-5883	
	Reynaldo Garcia (Enginr)	444-5882	
	Norman Gilliam (Spce Mgr)	444-4146	
	Bernie Arinsberg (Prprty)	444-2293	
	Len Aquilino (Admin Svcs)	444-3700	
	Thomasine Davis (ADP)	444-4679	
	Ron Funk (Subsistence)	444-3846	
	Elaine Reifsnyder (C&T)	444-5606	
	Carl Maunz (Medical)	444-2103	

BASE REALIGNMENT AND CLOSURE WORKING GROUP
PLFAs

ORGANIZATION	NAME	PHONE	FAX #
DISTRIBUTION REGIONS/DEPOTS			
DDRE			
	LTC Ron Medley	977-5616	977-5487
	Ron Marichak	977-7760	977-5487
	Naomi Gelsinger(MS Coord)	977-5018	977-5676
	Pam Gowdy(Dist Workload)	683-4826	683-4852
	Regina Battle(Dist Wrkload)	977-6002	977-7143
	Linda Kilpatrick(Dis.Misl.)	977-8215	977-8697
	Deana Eckert(Dis.Misl.)	977-8038	977-8697
	Denise Davis(Res/DataCall)	977-8585	977-5676
	Pat Compton(Personnel)	977-4128	977-7883
	Paul Okum(Personnel)	977-6112	977-7883
	Jim Annas(Security)	977-7286	977-5294
	John Vaughn(Security)	977-7036	977-5294
	John Bianco(Install/Env)	977-5270	977-6259
	Jeff McCauslin(Install/Env)	977-6706	977-6259
	Thom Bettinger(ADP)	977-5802	977-7575
	Gail Major(ADP)	977-7436	977-7575
DDSP			
	Carol Melvin	977-8416	977-7162
	Richard Backtel	977-8201	977-7162
DDRV			
	Karen Bourgeois	695-6258	695-5478
	Jim Tucker	695-3444	695-5478
DDCN			
	David Burnett	582-5251	582-3381
	Dan Faust	582-3891	582-3381
DDCO			
	Donald Brown	850-3295	850-4695
	Gregory Mastenbrook	850-1570	850-4695
DDLP			
	Bill Johnson	570-9435	570-9108
	DeDe Estes	570-5565	570-9108
DDTP			
	Capt Glen Steffenhagen	795-7694	795-6160
	Kenneth Graham	795-7286	795-7042
DDNV			
	Ken Nowitzky	564-0037	565-0865
	Sally Overcash	564-1686	565-0865

BASE REALIGNMENT AND CLOSURE WORKING GROUP
PLFAs

ORGANIZATION	NAME	PHONE	FAX #
DDMT			
	Sharen Lovejoy	683-4817	683-4528
	Glenna Kallal	683-6249	683-6066
DDAG			
	Mike James	567-5897	567-6355
	Lowell Joyner	567-5801	567-6355
DDAA			
	Don Hamm	571-6141	571-7738
DDJF			
	Regina Lambert	942-3743	942-3085
	CDR Jeff Swanson	942-3743	942-5270
DDWG			
	Brenda Colbert	468-6450	468-6802
	Marie Cranford	468-3465	468-6802
DDRW			
	Linda McCoy	462-2362	462-3965
	Twila Gonzales	462-2310	462-3965
	Diana Stock(Budget)	462-2385	
	Jim Bagley(Personnel)	462-3941	462-3919
	LCDCR Goeks(Distr)	462-9329	462-9958
	Jay Jennings(Distr)	462-9114	462-9958
	Maj Barget(Facil)	462-9527	462-9198
	Eugene Kirkpatrick(Fac)	462-9199	462-9198
	Hazle Holman(Facil)	462-9220	462-9198
	Victor Hernandez(Per)	462-3865	462-3919
DDBC			
	Terri Ulibarri	282-6361	282-6360
	Sean Bupara	282-6165	282-6360
DDCT			
	Edward Slover	861-2557/2558	861-4560
	Marilyn Milam	861-2316/3640	861-4560
DDDC			
	Dick Wood	526-7930	526-7942
	Wes Dawson	526-7934	526-7942
DDJC			
	CPT Teich	462-3210	462-3986
	Jim Malone	462-3700	462-3986
DDMC			
	Mary Vogel	633-1400	633-3867
	Mary Anne Baradine	633-1501	633-3867

BASE REALIGNMENT AND CLOSURE WORKING GROUP
PLFAs

ORGANIZATION	NAME	PHONE	FAX #
DDRW (con't)			
DDOC			
	Carl Bartholomew	672-5140	672-5143
	LCDR Cooper	672-5667	672-5143
DDOO			
	Elaine Patterson	339-2895	339-7177
	Faye Eades	339-7226	339-7177
DDOU			
	Carolyn Brunson	352-6970	352-6802
	Pat Doliva	352-6356	352-6730
DDPW			
	Dave Blackwood	439-7474	439-5919
	Teresa Lowery	439-5944	439-5919
DDRT			
	Larry Ashlin	829-3219	829-3661
	Reon Hall	829-4685	829-2592
DDST			
	Gary Haynes	945-6009	945-3651
	Cindy Forrester	945-5552/7420	945-2015
SERVICE CENTERS			
DSAC			
	Charles Cantor	850-9306	
	James LaVanchy(Organiz)	850-9329	
	Warren White(Budget)	850-8138	
	William Widdows(Facil)	850-9330	
DASC			
	Catherine Kualii	284-6072	
	Andrew Cerillo	284-607	
	Judith Lubkin	284-6072	
DLSC			
	Teresa Popham	932-4803	932-4466
	Nancy Benham	932-4838	
DNSC			
	Harry Craft	327-3208	327-3213
DRMS			
	Cathy Prior	932-7216	932-5841
	Gail Wassom(Public Affairs)	932-7016	
	Micheal Dennis(Internal Rvw)	932-7113	
	Dan Ball(Facilities)	932-7268	
	Ernest Hubbard(Facilities)	932-4965	
	Nils Strand(Facilities-GSA)	932-7341	

BASE REALIGNMENT AND CLOSURE WORKING GROUP
PLFAs

ORGANIZATION	NAME	PHONE	FAX #
DRMS (con't)			
	Charles Groene(Facil-GSA)	932-7344	
	Suzanne Metzger(Equipment)	932-7300	
	Lt Col. James Osborne(Secy)	932-7001	
	Joel Zimmer(Legal)	932-5991	
	Barb Ritter(Civ Personnel)	932-7274	
	Sgt. Sanders(Mil Personnel)	932-7021	
	Sheila Rayburn(Contracting)	932-7586	
	Wayne Barg(Budget)	932-5836	
	Roger Erway(Organization)	932-5858	
	Bill Fox(Systems)	932-4060	
DEFENSE CONTRACT MANAGEMENT DISTRICTS			
DCMDW			
	Chris Ott	972-4450	972-4369
	Betty Wilson	972-3970	
DCMCI			
	Barry Roland	986-6439	986-6787
	John Rayford	986-6439	986-6787
DCMDN			
	Harry A. Khachadoorian	955-4455	955-4643
	Karen Cleaves	955-4392	
	John Colacchio(Ops Sup)	955-4092	955-3207
	Joe Cass(Civ. Pers)	955-4036	955-4765
	Denise Duca (Work Dev.)	955-4029	955-4765
	Bruce Krasker(Counsel)	955-4269	955-3037
	Angelo A. Caterino(Plg)	955-4456	955-4643
	Ann Jensis-Dale(PA)	955-4298	955-3195
	Robert Totino(Budget)	955-4445	955-3197
	Steve Shea(Facilities)	955-4321	955-4415
	Bob Foley(ADP)	955-3057	955-4488
	MAJ Don Strick(Mil Per)	955-4308	955-4303
	Cindy Veasey(Int.Revw)	955-4794	955-4895
	MAJ Donald Strick(EEO)	955-4314	955-4811
	Jim Mooney(Security)	955-4300	955-3160
	Jack McDonough(Sml Bus)	955-4318	955-3174
DCMDS			
	Suzanne Eason	697-6276	697-2899
	Chuck Hunt(Facilities)	697-6712	
	Jean Laltrello(MilPers)	697-6413	
	Pat Benton(Budget)	697-6364	
	Elly Aemisegger-Beale(Ops Supp)	697-6317	
	Diane Stubblefield(Ops Supp)	697-6621	

BASE REALIGNMENT AND CLOSURE EXECUTIVE GROUP

ORGANIZATION	NAME	PHONE #
DLA-DD	Maj Gen Farrell	46133
CA	Mr. Thurber	77360
FO	CAPT Rountree	46101
GC	Mr. Baird	46052
CAH	Mr. Ressler	46025
MM	BG McFarlin	46771
MMD	BG McFarlin	46771
MMS	RADM Chamberlain	70509
AQ	RADM Vincent	46117
AQC	Mr. Scott	44690
AQP	Ms. Barnett	46401
CAI	Ms. Gallo	46271
*MMDD	Mr. Roy	46773
*MMSD	Mr. Grady	70509
*CAN	Mr. Knapp	46211
*CAAV	Mr. Wilson	46135
*MMDI	COL McKenna	46355
*CAAG	Mr. McGinty	46133
*CAAE	Mr. Reitman	46967
*CAAJ (BRAC)	Ms. McManamay	47146

*NON-VOTING MEMBER

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

CAI

16 February 1994

GENERAL ORDER
NO. 3-94

I. AUTHORITY: DLA-D approval of CA Staff Summary Sheet dated 10 December 1993, subject: Reestablishment of the DLA Base Realignment and Closure (BRAC) Executive Group and BRAC Team.

II. Pursuant to cited authority and effective 10 February 1994:

A. The DLA BRAC Executive Group is reestablished to direct the DLA base realignment and closure process. The Executive Group guides DLA policies, procedures, and recommendations related to the development and implementation of base realignment and closure actions. The Director, DLA makes the final decision on which bases to recommend to the Secretary of Defense for realignment and closure and approves plans for implementation of base realignment and closure actions. The BRAC Senior Technical Advisors, non-voting members of the Executive Group, provide executive level technical support and advice to the voting members of the DLA BRAC Executive Group.

B. The DLA BRAC Team is reestablished to provide technical staff support to the DLA BRAC Executive Group for development of BRAC recommendations and implementation of BRAC actions. The BRAC Team is divided into two working groups: The BRAC 95 Working Group and the BRAC Implementation Working Group.

1. The BRAC 95 Working Group provides technical staff support to the DLA BRAC Executive Group in the following areas: development of policies and procedures, including DLA subelements to DoD selection criteria and definitions for excess capacity; internal controls; data collection; analysis to support recommendations for realignment and closure of DLA activities; and the development of the final report and supporting documentation.

2. The BRAC Implementation Working Group provides implementation support for all approved BRAC actions for BRAC 88, BRAC 91, BRAC 93, and BRAC 95. The BRAC Implementation Working Group develops plans for implementing approved BRAC recommendations; develops budget requirements in conjunction with Business Management Offices, Field Activities, and Financial Office Staff for submission to DoD; provides guidance and on-site assistance; schedules and tracks implementation milestones; and provides liaison with OSD, the Services, and losing/gaining sites.

GENERAL ORDER
NO. 3-94

III. Attached is the Charter for the DLA BRAC Executive Group and the BRAC Working Team.

BY ORDER OF THE DIRECTOR:

Christine L. Gallo

Atch

CHRISTINE L. GALLO
Executive Director
(Plans & Policy Integration)

DISTRIBUTION
2

DLA BASE REALIGNMENT AND CLOSURE (BRAC) EXECUTIVE GROUP AND BRAC TEAM CHARTER

I. AUTHORITY

The DLA BRAC Executive Group and BRAC Team were reestablished by General Order 3-94 to develop and implement DLA's base realignment and closure process, procedures, recommendations, and actions.

II. BACKGROUND

A. Reductions in the Defense infrastructure through base realignments and closures are being stressed by the Secretary of Defense to increase military efficiency and effectiveness and reduce the cost of the Defense establishment.

B. The Defense Base Closure and Realignment Act of 1990 (PL 101-510), as amended, established a process and procedures for closing and realigning bases. OSD guidance elaborates on the requirements of the Act.

1. Bases are grouped into categories with similar missions or capabilities/attributes.

2. Categories are assessed for excess capacity to determine whether reduced requirements from the Military Services and other customers can translate into the realignment or closure of DLA activities within a category.

3. Activities within a category identified as having excess capacity are evaluated against DoD selection criteria and DLA subelements to the DoD selection criteria.

4. Specific DLA activities and space may be identified which will be candidates for closure/realignment.

5. The Secretary of Defense must close and realign all military installations recommended for closure and realignment by the BRAC Commission, unless the President does not approve the recommendations or a congressional joint resolution of disapproval is enacted.

6. The Secretary must initiate all the closures and realignments within two years and complete all the closures within six years, beginning from the date the President approves the recommendations.

7. DLA must provide to OSD any recommended closures or realignments. Exceptions are 1) the closure of a military installation where fewer than 300 civilian personnel are employed, or 2) the realignment of a military installation employing at least 300 civilian personnel which reduces civilian personnel by fewer than 1,000 or by less than 50 percent. DLA installations which meet these exceptions may be closed or realigned at DLA's direction without formal BRAC review.

III. RESPONSIBILITIES

A. DLA BRAC Executive Group:

1. Directs the DLA base realignment and closure process.

2. Guides DLA policies, procedures, and recommendations related to the development and implementation of base realignment and closure actions.

3. Makes recommendations to the Director, DLA for his decision concerning any proposed DLA base realignment or closure which falls within the thresholds of the Act.

4. Provides staff representatives to the DLA BRAC Team, either full or part time.

5. Includes the following voting members (one alternate may be identified to vote for each member in an "acting" capacity):

Principal Deputy Director, DLA (Chairman)
Deputy Director, Corporate Administration (First Vice Chairman)
Deputy Director, Materiel Management (Second Vice Chairman)
Deputy Director, Acquisition
Executive Director, Contract Management
Executive Director, Procurement
Executive Director, Supply Management
Executive Director, Distribution
Executive Director, Plans and Policy Integration
Executive Director, Human Resources
Chief Financial Officer
General Counsel

6. Includes the following non-voting members who serve as Senior Technical Advisors and provide executive level technical support and advice:

Deputy Executive Director, Supply Management
Deputy Executive Director, Distribution
Assistant Executive Director, Installations Group
Staff Director, Environment and Safety
Executive Director, Information Services
Staff Director, Congressional Affairs
Staff Director, Public Affairs
Chief, DLA BRAC Team (Executive Secretary)

7. The Principal Deputy Director:

a. Serves as Chairman of the DLA BRAC Executive Group.

b. Serves as the Agency senior leadership focal point for DLA base realignment and closure.

c. Represents DLA at OSD BRAC Executive Group meetings.

d. Schedules in-progress reviews, as necessary, with the DLA BRAC Executive Group to provide members with information and elicit direction.

e. Provides general guidance to the Chief, DLA BRAC Team, to implement tasking or other direction from the DLA BRAC Executive Group.

f. Monitors DLA BRAC Executive Group and BRAC Team progress.

g. Reports progress on BRAC actions to the Director, DLA.

8. The Deputy Director, Corporate Administration:

a. Serves as the First Vice-Chairman of the DLA BRAC Executive Group.

b. Is designated as the alternate to the Chairman in his absence.

9. The Deputy Director, Materiel Management:

a. Serves as the Second Vice-Chairman of the DLA BRAC Executive Group.

b. Is designated as the alternate to the First Vice-Chairman in his absence.

10. The Chief, DLA BRAC Team:

a. Serves as the Executive Secretary of the DLA BRAC Executive Group.

b. Makes presentations to the DLA BRAC Executive Group concerning DLA BRAC Team developmental and implementation efforts as well as other BRAC issues.

c. Records proceedings of the DLA BRAC Executive Group.

d. Takes direction from the Chairman, DLA BRAC Executive Group.

e. Provides day-to-day direction to the DLA BRAC Team.

f. Serves as the senior staff liaison for BRAC operational issues with other staffs from OSD, the Military Services, and DLA activities.

B. DLA BRAC Team:

The DLA BRAC Team is divided into two working groups: the BRAC 95 Working Group and the BRAC Implementation Working Group.

1. The BRAC 95 Working Group:

a. Provides technical staff support to the DLA BRAC Executive Group for BRAC 95.

b. Develops policies and procedures, including definitions for excess capacity, DLA subelements to DoD selection criteria, and internal controls.

c. Collects data and performs analysis to support recommendations for realignment and closure of DLA activities.

d. Writes the draft and final reports and provides supporting documentation.

2. The BRAC Implementation Working Group:

a. Provides technical staff support to the DLA BRAC Executive Group related to BRAC implementation actions.

b. Develops plans for implementing approved BRAC recommendations.

c. Provides guidance to field activities and ensures consistency in all functional implementation actions.

d. Provides on-site assistance to DLA field activities.

IV. DURATION

This charter is in effect until the DLA BRAC Executive Group and BRAC Team are disestablished by the Director, DLA.

Approved: Ed Straw

Date: 10 FEB 1994

EDWARD M. STRAW
Vice Admiral, SC, USN
Director

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ (BRAC)

9 MAY 1994

SUBJECT: Base Realignments and Closures (BRAC) 95 (BRAC95L002)

TO: Commanders of DLA Primary Level Field Activities (PLFAs)
(LESS: DEUR, DPAC)
Chief, Defense Automatic Addressing System Center

1. Decisions concerning DLA activities to be studied for BRAC 95 have been made by the Director and are at enclosure 1.

2. Heads of activities to be studied will be required to certify all data provided as being accurate to the best of their knowledge. This certification requirement applies not only for the initial data call but also for any supplemental data calls and corrections to data previously provided. When you provide information for use in the BRAC 95 process, you 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. Be aware that false certifications could be a criminal violation of 18 USC 1001, Fraud and False Statements.

3. We hope to minimize the number of data calls provided to you. In that regard, our assumption is (as noted in paragraph 2 above) that all efforts for accuracy have been made and that you have a continuing obligation to provide corrections of information previously submitted as soon as the error is discovered.

4. More information to all activities to be studied can be expected in the near future.

1 Encl

LAWRENCE P. FARRELL, JR.
Major General, USAF
Principal Deputy Director

ACTIVITIES TO BE STUDIED IN BRAC 95

ICPs
DCSC
DGSC
DISC
DPSC(as an activity)

DCMDs
DCMDN
DCMDS
DCMDW
DCMCI

STAND ALONE DEPOTS
RICHMOND
COLUMBUS
MEMPHIS
OGDEN
SAN JOAQUIN (TRACY/SHARPE)
SUSQUEHANNA(MECHANICSBURG/
NEW CUMBERLAND)

SERVICE/SUPPORT
DLSC
DSAC
DAASC
DRMS

REGION HQ
DDRE
DDRW
DRMS Operations
East/West

COLLOCATED DEPOT
LETTERKENNY
TOBYHANNA
NORFOLK
ALBANY
ANNISTON
JACKSONVILLE
WARNER ROBINS
BARSTOW
CORPUS CHRISTI
McCLELLAN
OKLAHOMA CITY
PUGET SOUND
RED RIVER
SAN ANTONIO
SAN DIEGO
CHERRY POINT
HILL

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

23 MAY 1994

IN REPLY REFER TO CAAJ(BRAC)

S: 30 Jun 94

SUBJECT: Base Realignments and Closures (BRAC) 95 (BRAC95L003)

TO: BRAC Executive Group
Commanders of DLA Primary Level Field Activities (PLFAs)
(LESS: DCMDC, DCMDM, DFSC, DNSC, DASC, DESC, DEUR, DPAC)
Administrator, DAASC

1. References:

a. CAAJ(BRAC) letter, 18 Mar 94, subject: Statements of Nondisclosure.

b. CAAJ(BRAC) letter, 24 Mar 94, subject: BRAC 95 (BRAC95L001).

2. The BRAC 95 Internal Control Plan and checklist is at enclosure 1. It has been approved by the HQ DLA Executive Group, and coordinated with the DLA Internal Review Office (DDAI) and the Department of Defense Inspector General. As a result, completion of the Nondisclosure Statement provided in reference 1a (as modified at enclosure 2) can now be accomplished. Please insure all those currently involved in your BRAC 95 process complete this statement. If new people become involved in the process later, insure they also complete this statement. The original signed statement should be provided to CAAJ(BRAC) by 30 Jun 94 and as new statements are completed.

3. As noted previously, the heads of activities to be studied in BRAC 95 will be required to certify all data provided as being accurate to the best of their knowledge. This certification requirement applies not only for the initial data call but also for any supplemental data calls and corrections to data previously provided. All personnel 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. You should also maintain copies of those certifications at your activity on file for audit purposes.

4. The BRAC charter provided via BRAC95L001 has been changed; two additional voting members of the BRAC Executive Group have been identified. A new charter is at enclosure 3.

5. A current point of contact list is at enclosure 4.

4 Encl

LAWRENCE P. FARRELL, JR.
Major General, USAF
Principal Deputy Director

cc:
DCMDC
DCMDM
DFSC
DNSC
DASC
DESC

Round 4 - Base Realignment and Closure (BRAC)

An Internal Control Plan for the Collection and Analysis of Data

13 APR 1994

A. The objectives of the plan are to ensure that:

1. The data are:

   a. Consistent and standard.
   b. Accurate and complete.
   c. Certifiable as required by law.
   d. Verifiable by HQ DLA Business Area and PLFA functional managers.
   e. Auditable by DLA internal review offices and external audit and inspection agencies.
   f. Replicable by a third party using documentation developed during the data collection procedures.
   g. Stored and analyzed in a secure area and;

2. There shall be a separation of duties so that the collection of data, the analysis of data, data verification, and site selections are accomplished by different groups of individuals. The Chief DLA BRAC Team will ensure the accomplishment of an unbiased and impartial BRAC process.

B. Procedures of the plan include the following:

1. Uniform guidance defining data requirements and sources.

a. Functional representatives on the BRAC Working Group are to define data requirements, sources of information, and data elements for their areas of responsibility. The purpose of developing uniform guidance is to ensure that collection of the data is consistent and standard.

b. Functional representatives on the BRAC Working Group will decide what data elements are to be collected, and will prepare plans for the collection of data.

c. To ensure consistency and correctness of the data collection plans, the plans will be written and coordinated through the BRAC Working Group, approved by the Executive Group, and published for distribution.

d. PLFAs are to submit data to the BRAC Working Group.

e. Each category of activity will have a data collection plan and will include the following minimum information:

(1) Type of data to be collected.
(2) Type of facility from which it is to be collected.
(3) Source(s) of the data.
(4) Method of collection, (e.g., extraction from manual files or ADP systems).
(5) Time period represented by the data.
(6) Time period during which the data is to be collected.
(7) Position or title of individuals who are to collect the data.
(8) Medium in which the data is to be collected, (e.g., electronic, paper, data base, spreadsheet, etc.)
(9) Format in which the data is to be reported.
(10) Suspense date for reporting to the BRAC Working Group.

2. Systems for verifying the accuracy of data at all levels of command, i.e., HQ DLA, PLFAs, SLFAs, etc.

a. PLFA commanders have overall responsibility for the collection and submission of complete and accurate data. The BRAC Working Group will not accept submissions of draft data.

b. Commanders (and, where applicable, management team representatives) are to certify, to the best of their knowledge, that the data submitted at the request of the BRAC Executive and Working Groups are accurate and complete. Commanders' certification is based on their confidence that the data have been verified by management. The BRAC Internal Control Checklist is to be signed at the level at which the data was collected.

c. PLFA commanders are to appoint a BRAC Point of Contact (BRAC-POC) who will be responsible to the PLFA commander and the BRAC Working Group. The BRAC-POC will ensure:

(1) Uniform data collection guidance is followed in the data collection process.
(2) Internal control checklists (see para B.2f) are completed for every data collection plan.
(3) Assistance in Internal review audits (see para B.2e) to insure on time completion.
(4) Data to be certified by the commander are accurate and complete.

(5) Data submissions to the BRAC Working Group are forwarded on time.

d. The DLA Internal Review Office (DDAI) is responsible for auditing the accuracy and completeness of data submitted for the BRAC process.

e. DDAI will provide audit policy and perform on-site verification of selective data. DDAI will be augmented by DoDIG, PLFA audit staffs and HQ DLA subject matter experts (engineers, facility specialists, etc.) for performance of on-site verifications.

(1) The purpose of the internal review audits is twofold: (a) serve as part of the commander's certification process; and (b) determine whether the data is supported by an audit trail. Auditors shall test data accuracy, verify that the data were collected in accordance with the data collection plan, and recommend corrective action. Internal audits of data can be completed before submission to the BRAC Working Group, but not later than 30 days after the initial submission of the data to the BRAC Working Group..
(2) Internal review auditors normally review statistical samples of data. The actual level of effort must be enough to achieve reasonable assurance of data accuracy.
(3) PLFA internal review office will not be used to collect data, except as required to perform audits.

f. Internal Control Checklist

(1) A checklist will be used by BRAC POCs to verify the accuracy and completeness of data and document an audit trail for third-party verification.
(2) Third-party verification may be affected by the DoD IG, the GAO, the Defense BRAC Commission, etc.
(3) The checklist is to be included in the data collection plans.

g. Functional managers of the BRAC Working Group are responsible to the BRAC Executive Group for verifying data collected by the PLFAs. Verifications are to be performed on an as-needed basis and will consider verifications done by the PLFA personnel and audits by internal review personnel.

h. Members of the BRAC Executive Group are responsible to the Director, DLA, for making recommendations that fulfill the requirements and the intents of the Defense Base Closure and Realignment Act of 1990, P.L 101-510, as amended and the BRAC Working Group is responsible for submitting the data to the Executive Group. All submissions and recommendations to the Director, DLA, will be certified by the Chief DLA BRAC Team and the Chairman of the BRAC Executive Group (DLA-DD). Finally, the Director, DLA, must certify to the Secretary of Defense that data used in making BRAC 95 recommendations to the Secretary are accurate and complete to the best of his knowledge and belief.

3. Documentation justifying corrections made to data received from subordinate commands.

a. Corrections to previously certified data are to be submitted to the Director of the BRAC Working Group and copies furnished to DDAI for subsequent verification. PLFA commanders who discover errors in data previously certified are to submit such corrections as soon as the error is discovered, within the time frames established by the BRAC Executive Group. If the BRAC Working Group discovers errors in previously certified data, the BRAC Working Group shall task the PLFA(s) to make corrections, and establish appropriate suspense dates.

b. All corrections must be fully documented in writing. Documentation should consist of at least:

(1) A reason for the correction.
(2) The data element(s) involved.
(3) A comparison between original and corrected data.
(4) Verification by the responsible PLFA manager.
(5) Certification by the PLFA commander.

c. The BRAC Working Group is responsible for considering all properly justified and substantive corrections of data in the overall analysis.

4. Requests from OSD and the BRAC Commission after the DLA recommendations have been provided to OSD for additional analysis or data will be reviewed by DDAI and certified by the Director. An audit trail will be maintained.

5. *Analysis of data.*

a. *Responsibilities.* The BRAC Working Group is responsible for performing and coordinating all BRAC related analyses. Members of the BRAC Working Group are responsible for performing BRAC related analyses for those DLA activities where they have functional responsibility. The BRAC Working Group will request analyses from field activities or from the DLA Operations Research Office, Defense General Supply Center, Richmond, where the application of operations research or economic analysis is required.

b. *Procedures.* The BRAC Working Group will develop an audit trail that will maintain the integrity of all data submitted by the PLFAs.

c. *Classification of Analysis.* The BRAC Working Group is to determine when analysis results will be classified above the close hold level. Normally this will occur when the analysis has yielded significant findings, results, or conclusions that are envisioned as recommendations for Executive Group approval. Prior to this time all working papers, data, models, or preliminary results will be treated as close hold. BRAC related information will not be released to anyone outside the BRAC Executive or Working Groups (except the DoDIG and GAO) unless authorized by the Director, DLA, Chairman of the BRAC Executive Group or the Principal Deputy.

d. *Analysis Evaluation.* DDAI will be responsible for evaluating the analyses performed by the BRACWG.

e. *Storage of Results.* If analysis results are classified Confidential or SECRET, they are to be secured in an area to be designated by the Chief of the BRAC Working Group.

6. *Procedures to check the accuracy of the analyses made from the data.*

a. All new submissions of data will be analyzed to determine accuracy and changes to analyses will be made as appropriate.

b. For audit trail purposes, the original analysis is to be retained and marked appropriately.

c. DDAI will be responsible for evaluating all new submissions of data requested by the BRACWG in the time frames required to meet OSD/BRAC Commission suspenses.

7. *An assessment by DDAI of the adequacy of the BRAC Internal Control Plan.*

a. The DDAI representative to the BRAC Working Group will determine whether the internal control plan is adequate by periodically reviewing:

(1) Managerial (BRAC-POC) verifications of the data.
(2) Internal review audit reports on data accuracy.
(3) Commanders' certifications of data have been accomplished in accordance with the law.

b. The BRAC Working Group will return data that have not been collected in compliance with the internal control plan. Cognizant PLFAs will revise, as necessary, data that have been returned in this manner.

DLA BRAC INTERNAL CONTROL CHECKLIST

1. Name of PLFA/SLFA: _____

2. BRAC-POC Identification:
   a. Name: _____
   b. Office Symbol: _____
   c. Phone: _____
   d. Fax: _____

   Alternate BRAC-POC Identification:
   a. Name: _____
   b. Office Symbol: _____
   c. Phone: _____
   d. Fax: _____

3. Data Collection Plan Identification:

_____

(note: attach copy of data collection plan)

4. Workpapers - For each data collection plan:

   a. Do workpapers exist? Yes___ No___
   b. Are workpapers neat, legible, and organized? Yes___ No___
   c. Do workpapers show dates the data was collected? Yes___ No___
   d. As appropriate, do the workpapers show either the "beginning and ending dates" of the period covered by the data, or the "as of date" of the data? Yes___ No___

5. Data Collection Personnel - Review the workpapers for this data collection plan. Do the workpapers indicate:

   a. The name, office symbol, and phone number of the individual(s) who collected each element of data for this collection plan? Yes___ No___

   b. That the data was verified or by management personnel independent of the data collection process? Yes___ No___

6. Sources of Data - Review workpapers for this data collection plan. For each data element, answer the following questions.

a. If data came from existing files, do the workpapers indicate the files used and locations of the files? Yes___ No___ N/A___

b. **For all computations, do the workpapers indicate:**

1) The raw numbers/figures that went into the computation? Yes___ No___ N/A___

2) The files or other source of data for the raw numbers/figures? Yes___ No___ N/A___

3) The method of computation? Yes___ No___ N/A___

4) Whether computations have been verified? Yes___ No___ N/A___

5) Do the computations ensure the validity of the data projected for 30 September 1994? Yes___ No___ N/A___

c. **For data developed through analysis, do the workpapers indicate:**

1) The person who performed the analysis? Yes___ No___ N/A___

2) The source(s) of information used in the analysis? Yes___ No___ N/A___

3) The type of information in the analysis? Yes___ No___ N/A___

4) The method of analysis? Yes___ No___ N/A___

d. **If the workpapers include testimonial information or data, do the workpapers indicate:**

1) The name, position, title, grade, office symbol, and phone number of the person(s) who gave the testimony? Yes___ No___ N/A___

2) The name, position, title, grade, office symbol, and phone number of the person(s) who recorded the testimony? Yes___ No___ N/A___

3) The date the testimony was given? Yes___ No___ N/A___

e. **If the workpapers contain data based on observations (e.g., physical measurements, work counts, item counts), indicate:**

1) The name, position, title, grade, office symbol, and phone number of the person(s) who made the observations. Yes___ No___ N/A___

2) The date and time the observations were made. Yes___ No___ N/A___

3) The specific method of observation, (note: the list of examples in paragraph 6.e is not an all inclusive list). Yes___ No___ N/A___

7. Audit of BRAC Data

a. Has an audit of this data been scheduled by the Internal Review Office (DDAI)? (Note: If an audit has not been scheduled, or if there is no plan to schedule an audit, do not complete item 7.b - 7.f). Yes___ No___

b. Has the audit been started? Yes___ No___

c. Has the audit been completed? Yes___ No___

d. If the audit has started, but not yet completed, will it be completed within 30 days after certification of the data and submission to the BRAC Working Group? Yes___ No___

e. If the audit has been completed, has a report been published; does the BRAC-POC have a copy on file; and has a copy of the report been submitted to DDAI in accordance with the BRAC Audit Guidance? Yes___ No___

f. If the completed audit report contains recommendations for the improvement of data, has there been compliance with those recommendations? Yes___ No___

_____

SIGNATURE DATA PREPARER

_____

PRINTED NAME, OFFICE SYMBOL, TELEPHONE NO.

NONDISCLOSURE STATEMENT

I, _____(Name)_____, acknowledge and state that:

1. I have read and understand the requirements of the DLA Base Realignment and Closure (BRAC) Internal Control Plan for the Collection and Analysis of Data.

2. Unless authorized to do so by law, I will not release to anyone outside the Government or to members of Congress any of the information generated as part of the BRAC process which is considered CLOSE HOLD information until the BRAC '95 recommendations, if any, are made public.

3. Unless authorized to do so by law, I will discuss matters under consideration in the BRAC '95 review process only with Government personnel who have an official need to know the matters being discussed.

_____
(name, grade, title)

ENCL 2

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

CAI

16 February 1994

GENERAL ORDER
NO. 3-94

I. AUTHORITY: DLA-D approval of CA Staff Summary Sheet dated 10 December 1993, subject: Reestablishment of the DLA Base Realignment and Closure (BRAC) Executive Group and BRAC Team.

II. Pursuant to cited authority and effective 10 February 1994:

A. The DLA BRAC Executive Group is reestablished to direct the DLA base realignment and closure process. The Executive Group guides DLA policies, procedures, and recommendations related to the development and implementation of base realignment and closure actions. The Director, DLA makes the final decision on which bases to recommend to the Secretary of Defense for realignment and closure and approves plans for implementation of base realignment and closure actions. The BRAC Senior Technical Advisors, non-voting members of the Executive Group, provide executive level technical support and advice to the voting members of the DLA BRAC Executive Group.

B. The DLA BRAC Team is reestablished to provide technical staff support to the DLA BRAC Executive Group for development of BRAC recommendations and implementation of BRAC actions. The BRAC Team is divided into two working groups: The BRAC 95 Working Group and the BRAC Implementation Working Group.

1. The BRAC 95 Working Group provides technical staff support to the DLA BRAC Executive Group in the following areas: development of policies and procedures, including DLA subelements to DoD selection criteria and definitions for excess capacity; internal controls; data collection; analysis to support recommendations for realignment and closure of DLA activities; and the development of the final report and supporting documentation.

2. The BRAC Implementation Working Group provides implementation support for all approved BRAC actions for BRAC 88, BRAC 91, BRAC 93, and BRAC 95. The BRAC Implementation Working Group develops plans for implementing approved BRAC recommendations; develops budget requirements in conjunction with Business Management Offices, Field Activities, and Financial Office Staff for submission to DoD; provides guidance and on-site assistance; schedules and tracks implementation milestones; and provides liaison with OSD, the Services, and losing/gaining sites.

ENCL 3

GENERAL ORDER
NO. 3-94

III. Attached is the Charter for the DLA BRAC Executive Group and the BRAC Working Team.

BY ORDER OF THE DIRECTOR:

Christine L. Gallo

Atch

CHRISTINE L. GALLO
Executive Director
(Plans & Policy Integration)

DISTRIBUTION
2

DLA BASE REALIGNMENT AND CLOSURE (BRAC) EXECUTIVE GROUP AND BRAC TEAM CHARTER

I. AUTHORITY

The DLA BRAC Executive Group and BRAC Team were reestablished by General Order 3-94 to develop and implement DLA's base realignment and closure process, procedures, recommendations, and actions.

II. BACKGROUND

A. Reductions in the Defense infrastructure through base realignments and closures are being stressed by the Secretary of Defense to increase military efficiency and effectiveness and reduce the cost of the Defense establishment.

B. The Defense Base Closure and Realignment Act of 1990 (PL 101-510), as amended, established a process and procedures for closing and realigning bases. OSD guidance elaborates on the requirements of the Act.

1. Bases are grouped into categories with similar missions or capabilities/attributes.

2. Categories are assessed for excess capacity to determine whether reduced requirements from the Military Services and other customers can translate into the realignment or closure of DLA activities within a category.

3. Activities within a category identified as having excess capacity are evaluated against DoD selection criteria and DLA subelements to the DoD selection criteria.

4. Specific DLA activities and space may be identified which will be candidates for closure/realignment.

5. The Secretary of Defense must close and realign all military installations recommended for closure and realignment by the BRAC Commission, unless the President does not approve the recommendations or a congressional joint resolution of disapproval is enacted.

6. The Secretary must initiate all the closures and realignments within two years and complete all the closures within six years, beginning from the date the President approves the recommendations.

7. DLA must provide to OSD any recommended closures or realignments. Exceptions are 1) the closure of a military installation where fewer than 300 civilian personnel are employed, or 2) the realignment of a military installation employing at least 300 civilian personnel which reduces civilian personnel by fewer than 1,000 or by less than 50 percent. DLA installations which meet these exceptions may be closed or realigned at DLA's direction without formal BRAC review.

III. RESPONSIBILITIES

A. DLA BRAC Executive Group:

1. Directs the DLA base realignment and closure process.

2. Guides DLA policies, procedures, and recommendations related to the development and implementation of base realignment and closure actions.

3. Makes recommendations to the Director, DLA for his decision concerning any proposed DLA base realignment or closure which falls within the thresholds of the Act.

4. Provides staff representatives to the DLA BRAC Team, either full or part time.

5. Includes the following voting members (one alternate may be identified to vote for each member in an "acting" capacity):

Principal Deputy Director, DLA (Chairman)
Deputy Director, Corporate Administration (First Vice Chairman)
Deputy Director, Materiel Management (Second Vice Chairman)
Deputy Director, Acquisition
Executive Director, Contract Management
Executive Director, Procurement
Executive Director, Supply Management
Executive Director, Distribution
Executive Director, Plans and Policy Integration
Executive Director, Human Resources
Chief Financial Officer
General Counsel
Deputy Executive Director, Supply Management
Deputy Executive Director, Distribution

6. Includes the following non-voting members who serve as Senior Technical Advisors and provide executive level technical support and advice:

Assistant Executive Director, Installations Group
Staff Director, Environment and Safety
Executive Director, Information Services
Staff Director, Congressional Affairs
Staff Director, Public Affairs
Chief, DLA BRAC Team (Executive Secretary)

7. The Principal Deputy Director:

a. Serves as Chairman of the DLA BRAC Executive Group.

b. Serves as the Agency senior leadership focal point for DLA base realignment and closure.

c. Represents DLA at OSD BRAC Executive Group meetings.

d. Schedules in-progress reviews, as necessary, with the DLA BRAC Executive Group to provide members with information and elicit direction.

e. Provides general guidance to the Chief, DLA BRAC Team, to implement tasking or other direction from the DLA BRAC Executive Group.

f. Monitors DLA BRAC Executive Group and BRAC Team progress.

g. Reports progress on BRAC actions to the Director, DLA.

8. The Deputy Director, Corporate Administration:

a. Serves as the First Vice-Chairman of the DLA BRAC Executive Group.

b. Is designated as the alternate to the Chairman in his absence.

9. The Deputy Director, Materiel Management:

a. Serves as the Second Vice-Chairman of the DLA BRAC Executive Group.

b. Is designated as the alternate to the First Vice-Chairman in his absence.

10. The Chief, DLA BRAC Team:

a. Serves as the Executive Secretary of the DLA BRAC Executive Group.

b. Makes presentations to the DLA BRAC Executive Group concerning DLA BRAC Team developmental and implementation efforts as well as other BRAC issues.

c. Records proceedings of the DLA BRAC Executive Group.

d. Takes direction from the Chairman, DLA BRAC Executive Group.

e. Provides day-to-day direction to the DLA BRAC Team.

f. Serves as the senior staff liaison for BRAC operational issues with other staffs from OSD, the Military Services, and DLA activities.

B. DLA BRAC Team:

The DLA BRAC Team is divided into two working groups: the BRAC 95 Working Group and the BRAC Implementation Working Group.

1. The BRAC 95 Working Group:

a. Provides technical staff support to the DLA BRAC Executive Group for BRAC 95.

b. Develops policies and procedures, including definitions for excess capacity, DLA subelements to DoD selection criteria, and internal controls.

c. Collects data and performs analysis to support recommendations for realignment and closure of DLA activities.

d. Writes the draft and final reports and provides supporting documentation.

2. The BRAC Implementation Working Group:

a. Provides technical staff support to the DLA BRAC Executive Group related to BRAC implementation actions.

b. Develops plans for implementing approved BRAC recommendations.

c. Provides guidance to field activities and ensures consistency in all functional implementation actions.

d. Provides on-site assistance to DLA field activities.

IV. DURATION

This charter is in effect until the DLA BRAC Executive Group and BRAC Team are disestablished by the Director, DLA.

Approved: Ed Straw

Date: 10 FEB 1994

EDWARD M. STRAW
Vice Admiral, SC, USN
Director

Document Separator

BASE REALIGNMENT AND CLOSURE WORKING GROUP Rev: 5/18/94

* Core Members

ORGANIZATION	NAME	PHONE#	ROOM#
CAAJ (BRAC)	* Margie McManamay Chief BRAC Team	47146/45379	3D660
	* Col Dennis Reynolds Deputy Chief BRAC Team	47146/45379	3D647
	* Cathy Kelleher (Plng)	47146/45379	3D647
	* Jack Marshall (Plng)	47146/77211	3D647
	* Bob Wagner (Plng)	47146/77211	3D660
	* Bob Bourassa (COBRA)	47146/77211	3D660
	* Jack Francisco (Comptlr)	47146/77211	3C637
	* John Green (Civ Pers)	47146/77211	3D660
	* Ward Ceaser (Mat'l Mgm)	47146/77211	3D647
	* John Davis (Facil)	47146/77211	3D660
	* Tina Dorris (Depots)	47146/77211	3D647
	* Lucy Daris (DCMDs)	47146/77211	3D660
	* Charles Yates (Admin)	47146/77211	3D660
	* Christine Waysome (Admin)	47146/77211	3D660
	* Gail Boyce (Plng)	47146/77211	3D660
	* Diana Ulbricht (Admin)	47146/77211	3D647
	* Gloria Millen (DSAC)	47146/77211	3D647

BRAC Core Group fax# is DSN 284-3966/677-7259

==========

BRAC Business Area Points of Contact

CAI	Frank Bokowski	46677	3A380
	Ron Sullivan	46295	3A380
CAAV	Larry Wilson	46135	3C135
	Earl Nichols	46241	3D365
FOB	Noel Lacey	41991	3D435
FOM	Linda Dove	43174	3D574
FOX	Ann Van Dyke	46481	3D385
DDAI	Oliver Coleman	44733	3D574
	Emilia Snider	44733	3D574
GC	Mike Malone	46158	3C325
	Jim Carr	46157	3C325
CAH	Elaine Skreptack	47186	3D163
CAHM	Lt Col Violet Nicklin	43103	3D118
	LTC Richard Petty	47120	3D118

ENCL 4

ORGANIZATION	NAME	PHONE#	ROOM#
MMDB	Leonard Yankosky	77225	4A467
	Jeanne Masters	77225	4A467
MMDI	Marvin Dubois	40612	3TLR3
MMDO	Glenn Kirby	47541	4B414
	James Sanchez	47541	4B414
AQP	Greg Ellsworth	46307	4D175
	Amy Sajda	46307	4D175
AQC	Linda Polonsky	47731	8A334
	Sharon Tillman	47731	8A334
MMS (Cataloging)	George Baden	46491	4D558
MMS (DRMS)	Karen Haas	47975	4D353
MMS (Supply)	Barbara Crawford	47975	4D353
CAAE	Maj Dave Koehler	46124	4B110
	Dennis Lillo	46124	4B110
CAAG	Dan McGinty	46133	3A228
	Nancy Broderick	46133	3A228
	Tom Gelli	46133	3A228
CAN	Lt Col Walter Benson	46281	3A472
	Frank Krtanjek	47277	3C410
KPMG PEAT MARWICK			
	Jim Geiger	47146	3D647
	Tom Seymour	47146	3D676
	Tim Chase	47146	3D660
	Jennifer Culko	47146	3D676

BASE REALIGNMENT AND CLOSURE WORKING GROUP

PLFAs

ORGANIZATION	NAME	PHONE #	FAX #
SUPPLY CTRs			
DCSC			
	Bill Breil	850-2250/1501	850-1158
	Walt House (Budget)	850-1691	
	Gary Perry (Workload)	850-3186	
	Vikki Hawthorne (Pers)	850-5037	
	Nancy Harris (Facilities)	850-1030	
	John Majorine (ADP)	850-3267	
	Annette Ruchty (Mrktg)	850-3891	
	Bill Matthews (Implem)	850-2682	
	Virginia Dean (Admin)	850-1583	
	Kathy May (Admin)	850-3077	
DESC	Joe McGeehan	986-6155	986-5125
	Paul Rizzo (Facilities)	986-6372	986-6485
	Sandy Clemons (Budget)	986-5993	986-5190
DFSC	Col. T.J. Boland	284-7403	284-3498
DGSC	Tom Brooks	695-3049	695-5250
DISC	Linda Friedrich	442-2308	442-0679
DPSC	Jerry Gregory	444-4126	444-7343
	Betsy Smith (Elec Comm)	444-8405	
	Terry McGinley (Contract)	444-5844	
	Carl Kaufman (Mktg)	444-5800	
	Glenn Chenoweth (Sm Bus)	444-2321	
	Ed Hintz (Counsel)	444-2630	
	Bridget Fitzgerald (Dist)	444-7390	
	Don Merrill (Human Resrc)	444-2331	
	Frank Johnson (Pub Affrs)	444-2311	
	Jack Kavchok (Pub Affrs)	444-2313	
	Bill Stem (Health & Envr)	444-5883	
	Reynaldo Garcia (Enginr)	444-5882	
	Norman Gilliam (Spce Mgr)	444-4146	
	Bernie Arinsberg (Prprty)	444-2293	
	Len Aquilino (Admin Svcs)	444-3700	
	Thomasine Davis (ADP)	444-4679	
	Ron Funk (Subsistence)	444-3846	
	Elaine Reifsnyder (C&T)	444-5606	
	Carl Maunz (Medical)	444-2103	

BASE REALIGNMENT AND CLOSURE WORKING GROUP
PLFAs

ORGANIZATION	NAME	PHONE	FAX #
DISTRIBUTION REGIONS/DEPOTS			
DDRE			
	LTC Ron Medley	977-5616	977-5487
	Ron Marichak	977-7760	977-5487
	Naomi Gelsinger(MS Coord)	977-5018	977-5676
	Pam Gowdy(Dist Workload)	683-4826	683-4852
	Regina Battle(Dist Wrkload)	977-6002	977-7143
	Linda Kilpatrick(Dis.Misl.)	977-8215	977-8697
	Deana Eckert(Dis.Misl.)	977-8038	977-8697
	Denise Davis(Res/DataCall)	977-8585	977-5676
	Pat Compton(Personnel)	977-4128	977-7883
	Paul Okum(Personnel)	977-6112	977-7883
	Jim Annas(Security)	977-7286	977-5294
	John Vaughn(Security)	977-7036	977-5294
	John Bianco(Install/Env)	977-5270	977-6259
	Jeff McCauslin(Install/Env)	977-6706	977-6259
	Thom Bettinger(ADP)	977-5802	977-7575
	Gail Major(ADP)	977-7436	977-7575
DDSP			
	Carol Melvin	977-8416	977-7162
	Richard Backtel	977-8201	977-7162
DDRV			
	Karen Bourgeois	695-6258	695-5478
	Jim Tucker	695-3444	695-5478
DDCN			
	David Burnett	582-5251	582-3381
	Dan Faust	582-3891	582-3381
DDCO			
	Donald Brown	850-3295	850-4695
	Gregory Mastenbrook	850-1570	850-4695
DDLP			
	Bill Johnson	570-9435	570-9108
	DeDe Estes	570-5565	570-9108
DDTP			
	Capt Glen Steffenhagen	795-7694	795-6160
	Kenneth Graham	795-7286	795-7042
DDNV			
	Ken Nowitzky	564-0037	565-0865
	Sally Overcash	564-1686	565-0865

BASE REALIGNMENT AND CLOSURE WORKING GROUP
PLFAs

ORGANIZATION	NAME	PHONE	FAX #
DDMT			
	Sharen Lovejoy	683-4817	683-4528
	Glenna Kallal	683-6249	683-6066
DDAG			
	Mike James	567-5897	567-6355
	Lowell Joyner	567-5801	567-6355
DDAA			
	Don Hamm	571-6141	571-7738
DDJF			
	Regina Lambert	942-3743	942-3085
	CDR Jeff Swanson	942-3743	942-5270
DDWG			
	Brenda Colbert	468-6450	468-6802
	Marie Cranford	468-3465	468-6802
DDRW			
	Linda McCoy	462-2362	462-3965
	Twila Gonzales	462-2310	462-3965
	Diana Stock(Budget)	462-2385	
	Jim Bagley(Personnel)	462-3941	462-3919
	LCDCR Goeks(Distr)	462-9329	462-9958
	Jay Jennings(Distr)	462-9114	462-9958
	Maj Barget(Facil)	462-9527	462-9198
	Eugene Kirkpatrick(Fac)	462-9199	462-9198
	Hazle Holman(Facil)	462-9220	462-9198
	Victor Hernandez(Per)	462-3865	462-3919
DDBC			
	Terri Ulibarri	282-6361	282-6360
	Sean Bupara	282-6165	282-6360
DDCT			
	Edward Slover	861-2557/2558	861-4560
	Marilyn Milam	861-2316/3640	861-4560
DDDC			
	Dick Wood	526-7930	526-7942
	Wes Dawson	526-7934	526-7942
DDJC			
	Ned Hartley	462-3210	462-3986
	Jim Malone	462-3700	462-3986
DDMC			
	Mary Vogel	633-1400	633-3867
	Mary Anne Baradine	633-1501	633-3867

BASE REALIGNMENT AND CLOSURE WORKING GROUP
PLFAs

ORGANIZATION	NAME	PHONE	FAX #
DDRW (con't)			
DDOC			
	Carl Bartholomew	672-5140	672-5143
	LCDR Cooper	672-5667	672-5143
DDOO			
	Elaine Patterson	339-2895	339-7177
	Faye Eades	339-7226	339-7177
DDOU			
	Carolyn Brunson	352-6970	352-6802
	Pat Doliva	352-6356	352-6730
DDPW			
	Dave Blackwood	439-7474	439-5919
	Teresa Lowery	439-5944	439-5919
DDRT			
	Larry Ashlin	829-3219	829-3661
	Reon Hall	829-4685	829-2592
DDST			
	Diana Sowell	945-5552	945-2015
	Frank Turner	945-8921	945-2015
SERVICE CENTERS			
DSAC			
	Charles Cantor	850-9306	
	James LaVanchy(Organiz)	850-9329	
	Warren White(Budget)	850-8138	
	William Widdows(Facil)	850-9330	
DASC			
	Catherine Kualii	284-6072	
	Andrew Cerillo	284-607	
	Judith Lubkin	284-6072	
DLSC			
	Teresa Popham	932-4803	932-4466
	Nancy Benham	932-4838	
DNSC			
	Harry Craft	327-3208	327-3213
DRMS			
	Cathy Prior	932-7216	932-5841
	Gail Wassom(Public Affairs)	932-7016	
	Micheal Dennis(Internal Rvw)	932-7113	
	Dan Ball(Facilities)	932-7268	
	Ernest Hubbard(Facilities)	932-4965	
	Nils Strand(Facilities-GSA)	932-7341	

BASE REALIGNMENT AND CLOSURE WORKING GROUP
PLFAs

ORGANIZATION	NAME	PHONE	FAX #
DRMS (con't)			
	Charles Groene(Facil-GSA)	932-7344	
	Suzanne Metzger(Equipment)	932-7300	
	Lt Col. James Osborne(Secy)	932-7001	
	Joel Zimmer(Legal)	932-5991	
	Barb Ritter(Civ Personnel)	932-7274	
	Sgt. Sanders(Mil Personnel)	932-7021	
	Sheila Rayburn(Contracting)	932-7586	
	Wayne Barg(Budget)	932-5836	
	Roger Erway(Organization)	932-5858	
	Bill Fox(Systems)	932-4060	
DEFENSE CONTRACT MANAGEMENT DISTRICTS			
DCMDW			
	Chris Ott	972-4450	972-4369
	Betty Wilson	972-3970	
DCMCI			
	Barry Roland	986-6439	986-6787
	John Rayford	986-6439	986-6787
DCMDN			
	Harry A. Khachadoorian	955-4455	955-4643
	Karen Cleaves	955-4232	955-4643
	John Colacchio(Ops Sup)	955-4092	955-3207
	Joe Cass(Civ. Pers)	955-4036	955-4765
	Denise Duca (Work Dev.)	955-4029	955-4765
	Bruce Krasker(Counsel)	955-4269	955-3037
	Angelo A. Caterino(Plg)	955-4456	955-4643
	Ann Jensis-Dale(PA)	955-4298	955-3195
	Robert Totino(Budget)	955-4445	955-3197
	Steve Shea(Facilities)	955-4321	955-4415
	Bob Foley(ADP)	955-3057	955-4488
	MAJ Don Strick(Mil Per)	955-4308	955-4303
	Cindy Veasey(Int.Revw)	955-4794	955-4895
	MAJ Donald Strick(EEO)	955-4314	955-4811
	Jim Mooney(Security)	955-4300	955-3160
	Jack McDonough(Sml Bus)	955-4318	955-3174
DCMDS			
	Suzanne Eason	697-6276	697-2899
	Chuck Hunt(Facilities)	697-6712	
	Jean Laltrello(MilPers)	697-6413	
	Pat Benton(Budget)	697-6364	
	Elly Aemisegger-Beale(Ops Supp)	697-6317	
	Diane Stubblefield(Ops Supp)	697-6621	

BASE REALIGNMENT AND CLOSURE EXECUTIVE GROUP

ORGANIZATION	NAME	PHONE #
DLA-DD	MG Farrell	46113
CA	Mr. Thurber	77360
FO	CAPT Rountree	46201
GC	Mr. Baird	46052
CAH	Mr. Ressler	46025
MM	MG Babbitt	46101
MMD	BG McFarlin	46771
MMS	RADM Chamberlain	70509
MMDD	Mr. Roy	46773
MMSD	Mr. Grady	70509
AQ	RADM Vincent	46117
AQC	Mr. Scott	40821
AQP	Ms. Barnett	46401
CAI	Ms. Gallo	46271
*CAN	Mr. Knapp	46211
*CAAV	Mr. Wilson	46135
*MMDI	COL McKenna	46355
*CAAG	Mr. McGinty	46133
*CAAE	Mr. Reitman	46967
*CAAJ (BRAC)	Ms. McManamay	47146

*NON-VOTING MEMBER

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

13 MAY 1994

IN REPLY REFER TO CAAJ(BRAC)

S: 30 June 1994

SUBJECT: Preparation for Base Realignments and Closures (BRAC) 95 Letter Data Call (BRAC95L004)

TO: Commanders of DLA Primary Level Field Activities
(LESS: DFSC, DESC, DNSC, DCMDC, DCMDM, DASC, DEUR, DPAC)
Administrator, DAASC

1. The cost data which will be used for BRAC 95 will be compiled by the HQ DLA Management Analysis Statistical System (MASS). Actual data will be FYTD as of 30 June 1994. The remaining 3 months must be estimated by you so we have a full year of data. All data submitted in response to BRAC 95 data collection will require certification by the activity commander or organizational head.

2. Each activity's June 1994 FYTD data will be placed in your designated analyst's home directory on MASS. To accomplish this, please provide the user ID of your designated analyst. The data file is for you to modify to reflect estimated year-end data. Once complete, we will extract the modified file from the analyst's directory for our BRAC 95 cost data. A certified summary level, hard copy of this file will then be forwarded to DLA Headquarters to become part of the certified data used in BRAC 95.

3. In preparation we ask that all nonlabor obligation entries and corrections be made to the Appropriation Accounting System (AAS) by 30 June 1994. All corrections to labor accounts should be done prior to the last biweekly cost run in June and if split end-of-month accruals are a problem, make a special effort in June to correct these problems.

4. If the actions in paragraph 2 are carried out, your certification of the MASS data will be straight-forward; otherwise, changes would have to be detailed by activity, organization, cost code and object class.

5. Any questions you have on the above requirement may be directed to Mr. Jack Francisco, BRAC Core Team, DSN 284-7146.

LAWRENCE P. FARRELL, JR.
Major General, USAF
Principal Deputy Director

cc:
DESC
DASC

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

2 JUN 1994

SUBJECT: Input for Base Realignments and Closures (BRAC) 95 Data Call Workshop (BRAC95L005)

TO: Commanders of DLA Primary Level Field Activities
(LESS: DFSC, DESC, DCMDC, DCMDM, DNSC, DASC, DEUR, DPAC)
Administrator, DAASC

1. Last week your staff was advised of a tentative timeframe (28-30 June 94) for our pre-BRAC data call workshop. We intend to devote a portion of the workshop to a discussion of labor-management relations issues relative to the BRAC 95 process.

2. In order to make this session most productive, please provide us an advance list of your labor-management relations issues, questions and/or concerns. We will structure the discussion around them. Please provide your list to this HQ DLA, CAAJ(BRAC) - John Green, not later than 20 June 94. You may fax your list to this HQ DLA if you wish. The fax number is (DSN) 284-3966; (Commercial) 703-274-3966.

M. V. McManamay

M. V. McMANAMAY
Team Chief
DLA BRAC

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

10 JUN 1994

IN REPLY REFER TO CAAJ (BRAC)

TO: Commanders of DLA Primary Level Field Activities
(Less DFSC, DESC, DCMDC, DCMDM, DNSC, DASC, DEUR, DPAC)
Administrator, DAASC

SUBJECT: PreData Call Workshop BRAC 95L007)

1. As previously discussed with your BRAC points of contact, the PreData Call Workshop will take place at the Holiday Inn Fair Oaks, 11787 Lee Jackson Memorial Highway, Fairfax, VA.

2. The workshop will begin at 0900, 28 June and is scheduled to wrap-up at 1600 on 30 June. Attendees must make their motel reservations with the Holiday Inn by 17 June 1994, at (703) 352-2525. When making reservations, please tell the hotel that you are with the **DLA BRAC** Workshop. Non-smoking rooms are available. If attendees wish to arrive earlier in the week and/or stay later, the Holiday Inn should accommodate you. There will be no registration fee for the workshop, however, all attendees must stay at the Holiday Inn in order for DLA to secure free conference facilities. Refreshments will be provided free of charge during the conference breaks.

3. The Holiday Inn offers a courtesy van to and from Dulles International Airport and can be contacted via the Holiday Inn Shuttle courtesy phone at Dulles Airport. The hotel offers free parking to those attendees with rental cars. Directions from Dulles International and Washington National Airports are enclosed.

4. The Holiday Inn is adjacent the Fair Oaks Shopping Mall which features over 100 stores, numerous restaurants, and movie theaters. Holiday Inn guests may, at no charge, use the facilities at a near-by health club; shuttle service is provided. For those attendees who desire to sightsee after hours (12 miles to Washington, DC historic sites), a courtesy van is available to and from the nearby Vienna Metro Station.

5. An agenda for the conference will be provided at a later date. Please provide the names of your workshop attendees by 23 June to Mr. Jack Marshall or Ms Gail Boyce, DSN 284-5379.

M. V. McManamay

Encl

M. V. McMANAMAY
Team Chief
DLA BRAC

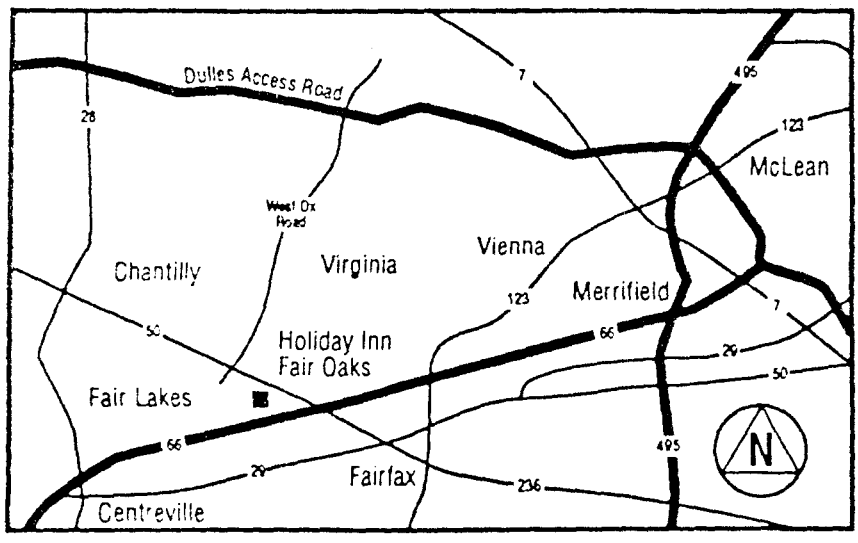
From National Airport

Exit National Airport onto Route 1 North through Crystal City to Interstate 66 West. Go approximately 15 miles to Exit 57B (Route 50/ Dulles Airport). The Holiday Inn Fair Oaks will be to the left side of the road when exiting the ramp. Go approximately 1/2 mile to the Shopping Center Exit on the right. Follow the Shopping Center Exit and bear left at the end of the ramp. The Holiday Inn Fair Oaks will be to the left of the mall parking lot (across from Hecht's).

From Dulles Airport

Exit Dulles Airport toward Washington. Take Exit 1 (Route 28, Sully Road). Turn right at the light and follow the road approximately 5 miles to Route 50, Lee Jackson Highway. Stay on Lee Jackson Highway for approximately 6 miles. When you cross the intersection of West Ox Road and Lee Jackson Highway, the Fair Oaks Mall is directly on the right. Take the mall exit on the right and bear left. The Holiday Inn Fair Oaks will be to the left of the mall parking lot (across from Hecht's).

Holiday Inn Fair Oaks Location



11787 Lee Jackson Highway • Fairfax, Virginia • 703/352-2525 • Fax 703/352-4471
Owned and Operated by Olshan Management Under License from Holiday Inns, Inc.

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

21 JUN 1994

SUBJECT: Agenda/Draft Data Call (BRAC95L008)

TO: BRAC Points of Contract at DLA Primary Level Field Activities
(LESS: DESC, DCMDC, DCMDM, DNSC, DASC, DEUR, DPAC)
Administrator, DAASC

1. Reference: CAAJ(BRAC) letter, dated 10 June 1994, subject: Predata Call Workshop (BRAC95L007).

2. At enclosure 1 is our agenda for the workshop scheduled via referenced letter. At enclosure 2 is the draft data call which will be reviewed in detail at the workshop.

3. Please review the draft data call and be prepared to discuss your concerns and questions at the workshop. If time allows, it may be appropriate to discuss any concerns or questions with the applicable BRAC Team point of contact via telephone before the workshop. This may allow for clarification/resolution of the issue before the workshop or give our point of contact time to prepare to address the issue at the workshop.

4. Other comments:

a. Nondisclosure statements, accomplished per BRAC95L003, must be provided at or before the workshop for those planning to attend.

b. At enclosure 3 is an updated point of contacts list.

c. Dress is casual for the workshop.

d. Administrative phone numbers at the workshop will be 703-756-2912/2933, fax number is 703-756-4614.

3 Encl

M. V. McManamay

M. V. McMANAMAY
Team Chief
DLA BRAC

BASE REALIGNMENT AND CLOSURES (BRAC) 95
PREDATA CALL WORKSHOP
AGENDA

ARLINGTON/FAIRFAX BALLROOM

28 JUNE 1994

0900 - 0930	Opening Remarks - Mr. Thurber
0930 - 1000	General Guidance - Ms. McManamay
1000 - 1015	Audit Process - Mr. Coleman
1015 - 1030	DoDIG Process Review - Ms. Weaver
1030 - 1045	Break
1045 - 1145	Civilian Personnel, Community Information, Tenants, Services Received/ Rendered - Mr. Green
1200 - 1300	Lunch
1300 - 1400	Labor Management Relations - Ms. Cavilieer/Mr. Green
1400 - 1415	Military Personnel - Lt Col Nicklin
1415 - 1500	Facilities - Mr. Davis
1500 - 1515	Break
1515 - 1645	Financial - Mr. Francisco
1645 - 1715	Environmental - Mr. Lillo
1715 -	Closing Remarks - Ms. McManamay
1730 -	Social (outside of Ballroom)

29 JUNE 1994
BREAKOUT SESSIONS

<u>*DISTRIBUTION</u> (Arlington Ballroom)

0800 - 1000 Mr. Green
1300 - 1500 Mr. Davis

<u>*ICPs/DLSC/DRMS</u>(Fairfax Ballroom)

0800 - 1000 Mr. Davis
1000 - 1100 Mr. Francisco
1300 - 1500 Mr. Green
1500 - 1700 DLSC/DRMS Mission

<u>*DCMDs</u>(Lee Room)

1000 - 1200 Mr. Green
1400 - 1600 Mr. Francisco

<u>*DSAC/DAASC</u>(Jackson Room)

***0800 - 1000 Mr. Francisco
***1000 - 1200 Mr. Davis
1500 - 1700 Mr. Green

* Open time between 0800 - 1700 will be used to discuss mission questions.

** BRAC Team personnel will meet subsequent to the 1700 workshop adjournment.

*** DLSC/DRMS should meet in the Jackson Room for the 0800 session with Mr. Francisco and 1000 session with Mr. Davis.

30 JUNE 1994
BREAKOUT SESSIONS

DISTRIBUTION(Arlingnton Ballroom)

0800 - 1000 Mr. Francisco

ICPs/DLSC/DRMS(Fairfax Ballroom)

*

DCMDs(Lee Room)

0800 - 1000 Mr. Davis

DSAC/DAASC(Jackson Room)

*

****WORKSHOP SESSION**

1030 - 1200 Summary - Ms. McManamay

* Open time between 0800 - 1000 will be used to discuss mission questions.

** In Arlingtion/Fairfax Room

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

8 JUL 1994

IN REPLY REFER TO CAAJ (BRAC)

CLOSE HOLD

S: 15 September 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Data Call (BRAC95L009)

TO: Commanders, DLA Primary Level Field Activities
(Less: DNSC, DASC, DESC, DEUR, DPAC)
Administrator, DAASC

1. The BRAC 95 data collection request, reflecting discussions at the pre-data call workshop on 28-30 June 1994, is at enclosure 1. These data requirements are designed to provide information that will assist in assessing realignment and closure options for the DLA BRAC candidate activities in the BRAC 95 process. Nothing in the questionnaire is designed or should be construed to bias one activity over another.

2. While comprehensive instructions are contained in the body of the enclosure, please pay special attention to the following:

a. Certification of all data by the activity Commander is required. The certification statement provided in BRAC95L002 and BRAC95L003 is mandatory.

b. General instructions for compiling the data call are in Part I of the questionnaire. Specific instructions are contained in each of the other Parts.

c. If you request your subordinate activities to collect data, please provide them with a copy of this package. This will help eliminate confusion, unnecessary calls for clarification, and delays. Inquiries about specific Parts of the data call should be addressed to the members of the HQ DLA BRAC Core Working Group identified in the data call.

d. Reproducible hard copy (and diskettes, where appropriate) responses to this data call must be received by this Headquarters, CAAJ(BRAC), by 15 September 1994. There will be no extensions. However, we do realize that some Distribution Depots will not be able to respond fully to portions of Part IV and V by that time.

e. Every effort should be made to ensure the data submitted on 15 September 1994 is correct Modifications should only be made if there is a significant variance between estimated and actual year-end data. Significant variation will be defined on a case-by-case basis. Absolutely no modifications will be accepted after 31 October 1995.

8 JUL 1994

f. Answer all questions,. If a question is not applicable to your activity, write "not applicable" after that number. Do no leave out a number, or renumber the responses.

3. While every effort has been made to develop a comprehensible set of data requirements, the process may require issuance of supplemental data calls in selected areas. We will try to avoid this to the maximum extent practicable.

4. I am sure you are aware of the extreme importance and sensitivity of this process.

a. All BRAC-related data is "Close Hold", and should be so marked. Although "Close Hold" is not an official classification, all BRAC-related documents, working papers, and computer disks should be safeguarded, stored, and destroyed as if they were For Official Use Only information until after the Secretary of Defense's recommendations are forwarded to the President's Commission on 1 March 1995. Access to and involvement with the BRAC data collection process should be strictly on a "need-to-know" basis. Each individual involved in the data collection process must sign a Nondisclosure Statement. Due to the sensitivity of the process, your BRAC Team should be provided a separate work area(s) which can be secured from unauthorized access both during and after normal duty hours.

b. The magnitude of the effort that will be required to respond to this letter cannot be underestimated. While the amount of data required is voluminous, each piece is absolutely essential to this analysis. Sufficient resources must be dedicated to the data collection process. We would anticipate several individuals being needed on a full-time basis to assure your response is thorough, timely, and accurate. The staff of the HQ DLA BRAC Core Working Group is available to provide guidance and on-site assistance, as necessary.

5. I ask that you give this your personal support and attention.

1 Encl

LAWRENCE P. FARRELL, JR.
Major General, USAF
Principal Deputy Director

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

S: 30 September 1994

CLOSE HOLD

IN REPLY REFER TO CAAJ(BRAC)

10 AUG 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L09A)

TO: Commanders DLA Inventory Control Points (Less: DESC)

1. Reference: CAAJ(BRAC) letter of 8 July 1994, subject: Base Realignment and Closure (BRAC) 95 Data Call (BRAC95L009).

2. A supplemental data collection request pertaining to Part V - Inventory Control Point (ICP) Data Call Questions is at enclosure 1. Questions V.6 through V10 replace questions V.6 through V10 of the reference. Questions V17 through V22 are additions to the questions in Part V of the reference.

3. Due to the timing of this supplemental request, response to Part V of the data call will not be due until 30 September 1994. Response to all other Parts of the data call **must** be received at Headquarters by 15 September 1994. Reproducible hard copy of your responses to Part V questions must be certified by the activity Commander.

1 Encl

Cathy Ann Kelleher
CATHY ANN KELLEHER
Deputy Team Chief
DLA BRAC

CLOSE HOLD

PART V: ICP DATA CALL QUESTIONS (SUPPLEMENTAL)

Questions V6 through V10 replace similarly numbered questions in the original Data Call (BRAC95L009). Questions V17 through V23 are new, additional questions.

V.6 List by Federal Supply Class the number of items managed at your ICP in the following categories as of 30 September 1994.

- V.6.a Stocked
  - V.6.a(1) Active (items with at least one requisition in the last 365 days)
    - V.6.a(1)(a) Active items with Economic Retention Stock and Potential Reutilization Stock
  - V.6.a(2) Inactive
    - V.6.a(2)(a) Inactive items with Economic Retention Stock and Potential Reutilization Stock

- V.6.b Non-Stocked but centrally procured
  - V.6.b(1) Active
    - V.6.b(1)(a) Active items with Economic Retention Stock and Potential Reutilization Stock
  - V.6.b(2) Inactive
    - V.6.b(2)(a) Inactive items with Economic Retention Stock and Potential Reutilization Stock

- V.6.c Non-Stocked but locally procured
  - V.6.c(1) Number of Items
    - V.6.c(1)(a) Items with Economic Retention Stock and Potential Reutilization

Source of Data: Justify source

V.7 List by Federal Supply Class the total dollar value of the inventory managed at your ICP in the following categories as of 30 September 1994.

- V.7.a Acquisition Cost
  - V.7.a(1) Stocked - Active
  - V.7.a(2) Stocked - Inactive
  - V.7.a(3) Non-Stocked Centrally Procured
  - V.7.a(4) Non-Stocked Locally Procured

V.7.b Standard Cost
- V.7.b(1) Active - Stocked
- V.7.b(2) Inactive - Stocked
- V.7.b(3) Non-Stocked Centrally Procured
- V.7.b(4) Non-Stocked Locally Procured

V.7.c Revalued Cost
- V.7.c(1) Active - Stocked
- V.7.c(2) Inactive - Stocked
- V.7.c(3) Non-Stocked Centrally Procured
- V.7.c(4) Non-Stocked Locally Procured

Source of Data: Justify source

V.8 List by Federal Supply Class the total business volume to all customers during FY 94 estimated through 30 September 1994.

V.8.a Dollar value of sales
- V.8.a(1) Stocked
- V.8.a(2) Non-Stocked Centrally Procured

V.8.b The number of requisitions
- V.8.b(1) Stocked
- V.8.b(2) Non-Stocked Centrally Procured
- V.8.b(3) Non-Stocked Locally Procured

Source of Data: Justify source

V.9 List by Federal Supply Class the number of purchase requests generated at your ICP in the following categories during FY 94 estimated through 30 September 1994.

V.9.a Large Purchase Requests (greater than or equal to $25,000)
- V.9.a(1) Stocked
- V.9.a(2) Non-Stocked Centrally Procured

V.9.b Small Purchase Requests
- V.9.b(1) Stocked
- V.9.b(2) Non-Stocked Centrally Procured

Source of Data: Justify source

CLOSE HOLD

V.10. List by Federal Supply Class the total dollar value and number of contracts awarded at your ICP in the following categories during FY 94 estimated through 30 September 1994.

V.10.a Manual Large Contract Awards (include the placement of Long-Term Contracts)
V.10.a(1) Stocked
V.10.a(2) Non-Stocked Centrally Procured

V.10.b Manual Small Contract Awards (include SASP Phase II)
V.10.b(1) Stocked
V.10.b(2) Non-Stocked Centrally Procured

V.10.c Automated Small Contract Awards (include COPAD)
V.10.c(1) Stocked
V.10.c(2) Non- Stocked Centrally Procured

V.10.d Delivery Orders
V.10.d(1) Stocked
V.10.d(2) Non-Stocked Centrally Procured

V.10.e Cancellations and Terminations by Reason Code
V.10.e(1) Stocked
V.10.e(2) Non-Stocked Centrally Procured

V.10.f Modifications
V.10.f(1) Stocked
V.10.f(2) Non-stocked Centrally Procured

Source of Data: Justify source

V.17. List by Federal Supply Class the number technical actions generated by, or received at, your ICP in the following categories during FY 94 estimated through 30 September 1994.

V.17.a Referrals to Technical (353)

V.17.b Missing Data Work Lists (MDWLs)

V.17.c New Supply Support Requests (SSRs)

Source of Data: Justify source

CLOSE HOLD

V.18. List by Federal Supply Class the number of quality actions received by your ICP in the following categories during FY 94 estimated through 30 September 1994.

V.18.a Reports of Discrepancy
V.18.a(1) Distribution Depot Responsibility
V.18.a(2) ICP Responsibility

V.18.b Quality Deficiency Reports

Source of Data: Justify source

V.19 List by Federal Supply Class the number inventory management actions generated by your ICP in the following categories during FY 94 estimated through 30 September 1994.

V.19.a Supply Control Studies by "reason for study" code

V.19.b Disposal Reviews

V.19.c Contract Termination Reviews

V.19.d Non-NSNs converted to NSNs

V.19.e Other Manual Actions
V.19.e(1) Requisitions that failed edit and validation
V.19.e(2) Reports of Excess (FTE)

Source of Data: Justify source

V.20 List by Federal Supply Class the number of full time paid equivalents and total labor dollars expended in Direct Labor (interested in having it broken out by Procurement, Technical and Item Management if at all possible) by your ICP during FY 94 estimated through 30 September 1994.

Source of Data: Justify source

V.21 List by Federal Supply Class the number of full time paid equivalents and total labor dollars expended in Indirect Labor support (interested in having it broken out by major elements of the Integrated Product Units if at all possible) by your ICP during FY 94 estimated through 30 September 1994.

Source of Data: Justify source

CLOSE HOLD

V.22. What are the number of full time paid equivalents and total labor dollars expended by your ICP in performing General and Administrative functions during FY 94 estimated through 30 September 1994.

Source of Data: Justify source

V.23 Place each FSC managed by your ICP into one of the following classifications. Also indicate for each FSC the percentage of items that are Weapon System coded and the percentage that are not weapon system coded.

V.23.a Troop Support

V.23.b General Support

V.23.c Hardware

CLOSE HOLD

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

REPLY REFER TO CAAJ(BRAC)

1 Sep 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L09B)

TO: Administrator
Defense Automatic Addressing Systems Center

1. Reference: General Order No. 43-94, 2 August 1994, establishing the DLA Systems Design Center (DSDC) as a Primary Level Field Activity under the management, direction, and control of the Executive Director for Information Services (CAN).

2. Pursuant to the above reference and effective 14 Aug 94, the Defense Automatic Addressing System Center (DAASC) was disestablished and its missions, objectives, and resources transferred, in place to DSDC.

3. Due to this organizational realignment, you are requested to provide your response to the BRAC 95 Data Call to DSDC BRAC Office by 12 Sep 94. This data call is still due to HQ DLA on 15 Sep 94. In addition to your original DAASC Data Call, the following supplemental data call questions should be answered by 30 Sep 94 and forwarded to the DSDC BRAC Office, Columbus, OH:

a. Commercial standard for size of an information system is determined by function points. Provide for each AIS a calculated function point analysis. Methodology will be provided by the DSDC BRAC Office, who will be in contact with you.

b. List specific knowledge, skills, and abilities required to do your mission (functional, technical, customers, etc.).

c. What functions of the DAASC mission could be contracted?

d. Assess impact, advantages, or disadvantages on customer if the functions (paragraph c above) were contracted out.

e. Do you have written plans to support surge capabilities for natural disaster, emergency, contingency, and wartime operations? If yes, what are they?

f. What is the production capacity of your production mainframes? Include both the Dayton machine and the Tracy machine. Use FY 94 for your computations (actual data through the present date, plus your best projection through the end of Sep 94). Request your measurements mirror the DoD measures; i.e., DASD Storage, CPU hours, MIPS, etc.

g. How much excess processing capacity do you have, if any?

h. Divide your labor and nonlabor costs for DAASC into your operations component and your design component, by site. Prorate your General and Administrative (G&A) costs to the two components, based on percentage of total cost for each.

4. Any questions should be directed to the DSDC BRAC Chief, Mr. Jim LaVanchy, DSN 850-9329, or to the DLA BRAC point of contact, Ms. Gloria Millen, DSN 284-6371.

M. V. McMANAMAY
Team Chief
DLA BRAC

cc: DSDC

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

REPLY REFER TO CAAJ(BRAC)

1 SEP 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L09C)

TO: Commander
DLA Systems Design Center

1. Reference: General Order No. 43-94, 2 August 1994, which established the DLA Systems Design Center (DSDC) as a Primary Level Field Activity under the management, direction, and control of the Executive Director for Information Services (CAN).

2. Pursuant to the above reference and effective 14 Aug 94, the following actions resulted:

a. The Defense Automatic Addressing System Center (DAASC) and the DLA Systems Automation Center (DSAC) were disestablished and their missions, objectives, and resources were transferred, in place, to the DSDC.

b. The Central Design Activity mission, objectives, and resources of the DLA Administrative Support Center (DASC), the Defense Fuel Supply Center (DFSC), and the Defense Logistics Services Center (DLSC) were transferred, in place, to the DSDC.

3. Request that your BRAC Office collect the information necessary for completion of the BRAC 95 Data Call from DASC, DFSC, and DLSC in order to portray a complete Military Value assessment for DSDC.

M. V. McManamay

M. V. McMANAMAY
Team Chief
DLA BRAC

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO

CAAJ(BRAC)

CLOSE HOLD

S: 30 September 1994
20 SEP 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Data Call Part V (BRAC95L009D)

TO: Commanders, DLA Inventory Control Points
(LESS: DESC)

1. References:

a. CAAJ(BRAC) letter, 10 Aug 94, subject: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L009A).

b. CAAJ(BRAC) letter, 8 Jul 94, subject: Base Realignment and Closure (BRAC) 95 Data Call (BRAC95L009).

2. Disregard the instructions provided in reference 1a; respond to all of the questions referenced in Part V (enclosed) of referenced 1b.

3. Provide applicable information to this office no later than 30 Sep 94. Your point of contact is Mr. Ward Ceaser, DSN: 284-7146.

1 Encl

M. V. McMANAMAY
Team Chief
DLA BRAC

PART V: ICP DATA CALL QUESTIONS

Points of Contact: Mr. Ward Ceaser
HQ DLA
ATTN: CAAJ(BRAC)
Cameron Station
Alexandria, VA 22304-6100

Phone:	DSN	284 - 7146
	Commercial	703 - 274 - 7146
Fax:	DSN	284 - 3966
	Commercial	703 - 274 - 3966

V. ICP DATA CALL QUESTIONS

V.1. Does any other DOD activity perform the same or similar mission as your activity?

Source of Data: There is no definite source; qualify your response.

V.2. What percentage of your total business is represented by non-DOD customer support?

Source of Data: Justify source.

V.3. What percentage of your workforce (paid equivalent) performs support for non-DOD customers?

Source of Data: Justify source.

V.4. Do any field activities or other entities (based on support agreements) report directly to your activity?

Source of Data: Justify source.

V.5. If the answer to Question # V.4 is yes; what percentage of your workforce (paid equivalent) directly supports these field activities?

Source of Data: Justify source.

V.6. How many items are managed at your ICP in the following categories (as of 30 Sep 94)? Reference Note # 1.

V.6.a. Active (stocked items with at least 1 requisition in the last 365 days).

V.6.b. Inactive

Source of Data: Justify source.

V.7. What is the total dollar value of the inventory managed at your ICP in the following categories (as of 30 Sep 94)? Reference Note # 1.

V.7.a. Acquisition cost.

V.7.a.(1) Active.

V.7.a.(2) Inactive.

V.7.b. Standard cost.

V.7.b.(1) Active

V.7.b.(2) Inactive

V.7.c. Revalued cost.

V.7.c.(1) Active

V.7.c.(2) Inactive

Source of Data: Justify source.

V.8. What is the total business volume to all customers as 30 Sep 94? Reference Note # 1.

V.8.a. Dollar value of sales?

V.8.b. The number of requisitions?

Source of Data: Justify source.

V.9. How many purchase requests were generated at your ICP as of 30 Sep 94? Reference Note # 1.

Source of Data: Justify source.

V.10. What is the total dollar value and number of the contracts awarded at your ICP as of 30 Sep 94? Reference Note # 1.

Source of Data: Justify source.

V.11. Identify unique missions (other that item management) which are assigned to your activity and specify the workforce (paid equivalent) involved in accomplishing each mission (excludes Inter-Service Support Agreements).

Source of Data: Justify source.

V.12. Do you have written plans to support surge capabilities for natural disaster, emergency, contingency, and wartime operations? If yes; What are they?

Source of Data: Justify source.

V.13. How much additional related mission responsibilities to support customers can be provided without additional personnel and/or infrastructure?

Source of Data: Justify source.

V.14. How many weapon systems are registered in the Weapon System Support Program (WSSP) at your activity? **(Not applicable to the Defense Fuel Supply Center)**

Source of Data: Justify source.

V.15. How many National Stock Numbers (NSNs)/items, registered in the WSSP, are managed by your activity? **(Not applicable to the Defense Fuel Supply Center)**

Source of Data: Justify source.

V.16. How many NSNs/items; managed at your activity are considered to be war stoppers?

Source of Data: Justify source.

NOTE # 1: Use your actual data as of 30 Jun 94 as a baseline to project the 30 Sep 94 total.

NOTE # 2: Defense Personnel Support Center- respond by commodity where applicable.

DEFENSE LOGISTICS AGENCY
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ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ (BRAC)

CLOSE HOLD

S: SEE PARA 2
22 SEP 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L009E)

TO: Commander, DLA Inventory Points
(LESS: DESC)

1. Reference: CAAJ (BRAC) letter, 10 Aug 94, subject: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L09A).

2. The enclosed questions are amended versions of the supplemental questionaire provided to you in the referenced letter (BRAC 95L09A). Disregard the instructions provided in the referenced letter and respond to the enclosed questions accordingly. The Defense Logistics Agency Operational Research Office (DORO), has agreed to assist you in the compilation of required data where indicated; otherwise you are responsible for providing answers to the questions. Thus, the following information is required from you which will give DORO access to the applicable files:

a. Your file and record layout (applicable to the stratification tape), no later than 28 Sep 94.

b. Authorization to access and utilize your latest stratification tapes, no later than 28 Sep 94.

c. Authorization to access and utilize your stratification tapes for the month of Sep 94, no later than 10 Oct 94.

3. Provide the requested information to DORO and notification to CAAJ (BRAC) that the information has been provided. Your point of contact at DORO is Mr. Tom Lanagan, DSN 695-4918 or Commercial (804) 279-4918.

4. After the extraction and compilation of the applicable data by DORO, a product will be provided to you for review and certification by 23 Oct 94. Your suspense for submitting the certification of data from DORO in conjunction with data collected at your center to this office is 31 Oct 94. Your point of contact at this office is Mr. Ward Ceaser, DSN 284-7146.

1 Encl

LAWRENCE P. FARRELL, JR.
Major General, USAF
Principal Deputy Director

cc:
DORO (T. Lanagan)
MMSX (CAPT Moore)

Supplemental Data Call for the Inventory Control Points
REVISIONS

V.6 List by Federal Supply Class the number of items managed at your ICP in the following categories as of 30 September 1994.

V.6.a Stocked

V.6.a(1) Number of active Items (items with at least 1 requisition in the last 365 days)

V.6.a(2) Number of inactive Items

V.6.a(3) Number of items with Economic Retention Stock and Potential Reutilization Stock. Activities will provide copies of their September 1994 stratification tapes to DORO. With the exception of subsistence items, DORO will use these tapes in conjunction with the central historical data base to provide the data in this area. The results will be sent back to the respective activities for their review and certification. Data for subsistence items will be provided directly from DPSC.

V.6.b Non-Stocked but centrally procured

V.6.b(1) Number of active items

V.6.b(2) Number of inactive

V.6.b(3) Number of items with Economic Retention Stock and Potential Reutilization Stock. Activities will provide copies of their September 1994 stratification tapes to DORO. With the exception of subsistence items, DORO will use these tapes in conjunction with the central historical data base to provide the data in this area. The results will be sent back to the respective activities for their review and certification. Data for subsistence items will be provided directly from DPSC.

V.6.c Non-Stocked but locally procured

V.6.c(1) Number of Items

V.6.c(2) Items with Economic Retention Stock and Potential Reutilization. Activities will provide copies of their September 1994 stratification tapes to DORO. With the exception of subsistence items, DORO will use these tapes in conjunction with the central historical data base to provide the data in this area. The results will be sent back to the respective activities for their review and certification. Data for subsistence items will be provided directly from DPSC.

V.6.d Stocked Non-NSN
V.6.d(1) Number of Items

V.6.e Non- Stocked Non-NSN
V.6.e(1) Number of Items

Source of Data: Justify source

V.7 List by Federal Supply Class the total dollar value of the inventory managed at your ICP in the following categories as of 30 September 1994. With the exception of subsistence data which DPSC will provide directly, DORO will produce the information for subparagraph V.7.a from the central historical data base and forward it to the cognizant activities for review and certification. Activities will individually provide the data requested in subparagraph V.7.b.

V.7.a DLA owned and DLA managed materiel

V.7.a(1) Acquisition Cost
V.7.a(1)(a) Stocked - Active
V.7.a(1)(b) Stocked - Inactive
V.7.a(1)(c) Non-Stocked Centrally Procured
V.7.a(1)(d) Non-Stocked Locally Procured

V.7.a(2) Standard Cost (DORO will use the September 1994 stratification tapes to produce this information).
V.7.a(2)(a) Active - Stocked
V.7.a(2)(b) Inactive - Stocked
V.7.a(2)(c) Non-Stocked Centrally Procured
V.7.a(2)(d) Non-Stocked Locally Procured

V.7.a(3) Revalued Cost
V.7.a(3)(a) Active - Stocked
V.7.a(3)(b) Inactive - Stocked
V.7.a(3)(c) Non-Stocked Centrally Procured
V.7.a(3)(d) Non-Stocked Locally Procured

V.7.b Serviced owned DLA managed materiel
V.7.b(1) Active - Stocked
V.7.b(2) Inactive - Stocked
V.7.b(3) Non-Stocked Centrally Procured
V.7.b(4) Non-Stocked Locally Procured

Source of Data: Justify source

V.8 List by Federal Supply Class the total business volume to all customers as of 30 September 1994.

V.8.a Dollar value of sales
- V.8.a(1) Stocked NSNs
- V.8.a(2) Non-Stocked Centrally Procured NSNs
- V.8.a(3) Non-Stocked Locally Procured **(Decentralized non-catalog sales)** NSNs
- V.8.a(4) Stocked Non-NSNs
- V.8.a(5) Non-Stocked Non-NSNs

V.8.b The number of requisitions. With the exception of subsistence data which DPSC will provide directly, DORO will produce the information for subparagraphs V.8.b(1) through V.8.b(3) from the central historical data base and forward it to the cognizant activities for review and certification.
- V.8.b(1) Stocked
- V.8.b(2) Non-Stocked Centrally Procured
- V.8.b(3) Non-Stocked Locally Procured

Source of Data: Justify source

V.9 List by Federal Supply Class the number of purchase requests generated at your ICP in the following categories as of 30 September 1994. With the exception of subsistence data which DPSC will provide directly, DORO will produce the information for subparagraphs V.9.a and V.9.b from the central historical data base and forward it to the cognizant activities for review and certification.

V.9.a Large Purchase Requests (greater than or equal to $25,000)
- V.9.a(1) Stocked
- V.9.a(3) Stocked Direct Vendor Delivery
- V.9.a(2) Non-Stocked Centrally Procured

QUESTION V.9 IS DELETED IN ITS ENTIRETY

V.9.b Small Purchase Requests
- V.9.b(1) Stocked
- V.9.b(3) Stocked Direct Vendor Delivery
- V.9.b(2) Non-Stocked Centrally Procured

Source of Data: Justify source

V.10. List by Federal Supply Class the total dollar value and number of contracts awarded at your ICP in the following categories as of 30 September 1994. With the exception of subsistence data which DPSC will provide directly, DORO will produce the information for subparagraphs V.10.a through V.10.f from the central historical data base and forward it to the cognizant activities for review and certification. Further, due to the uncertainty regarding

the availability of contract modification workload data, DORO will also provide the logic they used to extract it for activity review and certification.

V.10.a Manual Large Contract Awards (include the placement of Long Term Contracts)
- V.10.a(1) Stocked
- V.10.a(2) Non-Stocked Centrally Procured

V.10.b Manual Small Contract Awards (include SASP Phase II)
- V.10.b(1) Stocked
- V.10.b(2) Non-Stocked Centrally Procured

V.10.c Automated Small Contract Awards (include COPAD)
- V.10.c(1) Stocked
- V.10.c(2) Non- Stocked Centrally Procured

V.10.d Delivery Orders
- V.10.d(1) Stocked
- V.10.d(2) Non-Stocked Centrally Procured

V.10.e Cancellations and Terminations by Reason Code
- V.10.e(1) Stocked
- V.10.e(2) Non-Stocked Centrally Procured

V.10.f Modifications
- V.10.f(1) Stocked
- V.10.f(2) Non-stocked Centrally Procured

Source of Data: Justify source

V.17. Hardware Inventory Control Points list by Federal Supply Class the number technical actions generated by, or received at, your activity in the following categories as of 30 September 1994. Due to the difference in the technical workload mix and supporting systems, DPSC is only required to provide this data at the "commodity" level (subsistence, medical, and clothing and textile)

V.17.a Technical support
- V.17.a.(1) Technical Support Actions for Procurement
- V.17.a.(2) Technical Support Actions for Supply
- V.17.a.(3) Value Engineering Studies

V.17.b Missing Data Work Lists (MDWLs)

V.17.c New Supply Support/Special Program Requests (SSRs and SPRs)

Source of Data: Justify source

V.18. List by Federal Supply Class the number of quality actions received by your ICP in the following categories as of 30 September 1994. With the exception of subsistence data which DPSC will provide directly, *DORO* will produce the information for subparagraphs V.18.a and V.18.b from the CDCS data base and forward it to the cognizant activities for review and certification.

V.18.a Reports of Discrepancy
- V.18.a(1) Distribution Depot Responsibility
- V.18.a(2) ICP Responsibility

V.18.b Quality Deficiency Reports

Source of Data: Justify source

V.19 List by Federal Supply Class the number inventory management actions generated by your ICP in the following categories as of 30 September 1994.

V.19.a Supply Control Studies by "reason for study" code

V.19.b Disposal Reviews

V.19.c Contract Termination Reviews

V.19.d Non-NSNs converted to NSNs

V.19.e Other Manual Actions
- V.19.e(1) Requisitions that failed edit and validation
- V.19.e(2) Reports of Excess (FTEs)

V.19.f Procurement Cycle Period (PCP) (Note: DORO to produce information)

Source of Data: Justify source

V.20 List by Federal Supply Class the end strength number and total labor dollars expended in Direct Labor by your ICP during FY 1994 estimated through 30 September 1994 and consistent with the BRAC Data Call, Part II.

Source of Data: Justify source

V.21 List by Federal Supply Class the end strength number and total labor dollars expended in Indirect Labor support by your ICP during FY 1994 estimated through 30 September 1994 and consistent with the BRAC Data Call, Part II.

Source of Data: Justify source

V.22. What are the end strength number and total labor dollars expended by your ICP in performing General and Administrative functions during FY 1994 estimated through 30 September 1994 and consistent with the BRAC Data Call, Part II.

Source of Data: Justify source

V.23 Place each FSC managed by your ICP into one of the following classifications. Also indicate for each FSC the percentage of items that are Weapon System coded and the percentage that are not weapon system coded.

QUESTION V.23 IS DELETED IN ITS ENTIRETY

V.23.a Troop Support

V.23.b General Support

V.23.c Hardware

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

29 SEP 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Data Call Part V (BRAC95L009F)

TO: Commanders, DLA Inventory Control Points (ICPs)
(LESS: DESC)

1. Reference: CAAJ (BRAC) letter 20 Sep 94, subject: Base Realignment and Closure (BRAC) 95 Data Call Part V (BRAC95L009D).

2. The intent of question V6 was to identify all items which your ICP manages. Therefore, the definition of active items in the reference should read: Items with at least 1 requsition in the last 2 years. Items not included in V6a should be included in V6b. Do not use the definition of inactive national stock numbers in DoD 4140.1-R in responding to question V6b.

M. V. McMANAMAY
Team Chief
DLA BRAC

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

27 OCT 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Supplemental Data Call and Financial Information (BRAC95L009G)

TO: Commanders, DLA Inventory Control Points
(LESS: DESC)

1. Reference is made to CAAJ(BRAC) letter, 22 Sep 94, subject: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRACL009E).

2. Your suspense for submitting the certification of data from the Defense Logistics Agency Operations Research Office in conjunction with data collected at your center to this office is extended to 4 Nov 94. Your point of contact for this issue is Mr. Ward Ceaser, DSN 284-7146.

3. The end of year data from the Management Analysis and Statistical System (MASS) is on the enclosed disk. This should be compared to your original submission and the criteria in BRAC95L018. You are not required to resubmit if the data meets the criteria of BRAC95L018. This is just a benchmark from which you can make a decision. Your point of contact for this issue is Mr. Jack Francisco, DSN 284-7146.

1 Encl

Cathy Ann Kelleher
M. V. McMANAMAY
Team Chief
DLA BRAC

cc:
MMSX (CAPT Moore)

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

4 NOV 1994

IN REPLY REFER TO

CAAJ(BRAC)

S: 14 Nov 94

CLOSE HOLD

SUBJECT: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L009H)

TO: Commander, DRMS

1. Reference is made to CAAJ(BRAC) letter, 8 Jul 94, subject: Base Realignment and Closure (BRAC) 95 Data Call (BRAC95L009), Part V (DRMS Operations (East and West) Data Call Questions).

2. The enclosed questions are supplemental to the questionnaire provided to you in the referenced letter. Provide your responses to this office not later than 14 Nov 94. Your point of contact is Mr. Ward Ceaser, DSN 284-7146.

1 Encl

M. V. McManamay

M. V. McMANAMAY
Team Chief
DLA BRAC

V. DRMS OPERATIONS (EAST & WEST)

SUPPLEMENTAL DATA CALL QUESTIONS

V.9. Do you have written plans to support surge capabilities for natural disaster, emergency, contingency, and wartime operations? If yes, what are they?

Source of Data: Justify source.

V.10. How many additional related mission responsibilities to support customers can be provided without additional personnel and/or infrastructure?

Source of Data: DAISY/DBMS.

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO

CAAJ(BRAC)

CLOSE HOLD

S: 14 Nov 94

3 NOV 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L009I)

TO: Commanders, DLA Inventory Control Points
(LESS: DESC)

1. References:

a. CAAJ(BRAC) letter, 8 Jul 94, subject: Base Realignment and Closure (BRAC) 95 Data Call (BRAC95L009), Part V.

b. CAAJ(BRAC) letter, 22 Sep 94, subject: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L009E).

2. The enclosed questions are supplemental to the questionnaires provided to you in the referenced letters. Provide your responses to this office not later than 14 Nov 94. Your point of contact is Mr. Ward Ceaser, DSN 284-7146.

1 Encl

M. V. McManamay

M. V. McMANAMAY
Team Chief
DLA BRAC

V. ICP SUPPLEMENTAL DATA CALL QUESTIONS

V.24. Is the mission essential to DoD?

Source of Data: Justify source.

V.25. Does the location of your facility provide ready access to major transportation modes (air, bus, and train)?

Source of Data: Justify source.

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

15 NOV 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L009J)

TO: Commanders, DLA Inventory Control Points
(LESS: DESC and DFSC)

1. References:

a. CAAJ(BRAC) letter, 10 Aug 94, subject: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L009A).

b. CAAJ(BRAC) letter, 22 Sep 94, subject: Base Realignment and Closure (BRAC) 95 Supplemental Data Call (BRAC95L009E).

2. A supplemental data call was forwarded to you by the above references. DORO was charged to provide you data to assist you in answering many of these questions. We understand that this data has been received by each of you and that none of you are comfortable with the DORO data. Therefore, we suggest you develop responses for this data call using your data and your own in-house methodology in accordance with the following schedule:

Provide your certified responses to questions V20, V21, and V22 (reference 1b) to CAAJ(BRAC) no later than 28 Nov 94.

3. For the remaining questions (reference 1b); provide your certified responses to CAAJ(BRAC) no later than 12 Dec 94.

LAWRENCE P. FARRELL, JR.
Major General, USAF
Principal Deputy Director

cc:
DORO (T. Lanagan)
MMSX (CAPT Moore)

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

03 AUG 1994

SUBJECT: Base Realignments and Closures (BRAC) 95 Information (BRAC95L010)

TO: Commanders, DLA Primary Level Field Activities (PLFAs)
(LESS: DNSC, DASC, DESC, DEUR, DPAC)
Administrator, DAASC

1. References:

a. CAAJ(BRAC) letter, dated 8 Jul 94, subject: BRAC 95 Data Call (BRAC95L009).

b. CAAJ(BRAC) letter, dated 23 May 94, subject: BRAC 95 (BRAC95L003).

2. Corrections/clarifications to reference 1a are noted below:

a. Paragraph 2e, "31 October 1995," should be "31 October 1994."

b. Paragraph 2f, second line, change "no" to "not."

c. Amendments and corrections to Part IV are at enclosure 1. In addition, a printing problem has been discovered with the disks provided for responses to Part IV questions. A new disk should be provided this week.

d. Part VII - The example format on page VII - 2 for responding to the Part VII questions inadvertently omitted authorized and assigned headers for question VIIA3 regarding military personnel. If question VIIA3 is applicable, please be sure to modify the format for reporting Part VII data correctly.

e. Clarification to Part VIII questions are noted below:

(1) VIIIB2 - Public transportation service should be within at least one block of the base. Please apply a reasonable interpretation of the term "within one block of the installation." The block should not be so long as to require the individual to walk an inordinate distance to the installation.

CLOSE HOLD

(2) VIIIG - Two- year colleges which grant Associates Degrees and 4-year colleges and universities which grant Bachelor Degrees which are located within the confines of the base installation may be identified. Do not include colleges and universities which conduct courses within the confines of the installation and do not provide a curriculum at the installation leading to the granting of an Associates Degree (2-year college) or a Bachelor's Degree (4-year colleges and universities).

f. Corrections to Part IX questions are noted below:

(1) RCRA-Section B, page IX-8, question IXB10e*, "contact" should be "contract."

(2) Natural Resources, Section C, page IX -14, question IXC8a, change "habitat" to "flood plain."

(3) Natural Resources, Section C, page IX - 16, asterisks should be reflected on questions 1XC15* and 1XC15a(1)*.

(4) Natural Resources Section C, page IX - 17, questions IXC17b* and IXC17c* should read IXC18b* and IXC18c*.

g. Questions concerning Section X, Technology Data Call, should be directed to Mr. Frank Krtanjek or Ms. Glenda Turner, on DSN 284-6281.

h. The methodology to use in responding to question XI.1 is as follows: To estimate the total weight of an activities' mission equipment, the total number of items within the activities' inventory should be multiplied by the estimated average identified below. Support equipment (such as furniture, office equipment, and personal computers), weights should be calculated as a coefficient of total staff. Suggested source is EMACs/BOSS systems. The combination of both results will provide a reasonable estimate of total weight of an activities' equipment inventory. For the locations that do not have EMACs/BOSS identify your methodology for identifying the number of items. The estimates and applications are:

Type of Activity	Mission Equip	Support Equip
Host Activity:	5.38T x EMACS Inventory	.35 Tons x Staff
Tenant Activity	3.31T x EMACS Inventory	.35 Tons x Staff

Questions should be directed to Mr. Bob Bourassa or Mr. Tim Chase of the DLA BRAC Team.

CLOSE HOLD

SUBJECT: Base Realignments and Closures (BRAC) 95 Information (BRAC95L010)

3. To enhance the communication process and provide for documentation within the DLA BRAC Team, we generate a record of significant telephone conversations with PLFA BRAC personnel. To further our communications with your staff we will periodically provide a copy of these records of conversations to your primary BRAC point of contact. We recommend that you share this information at your activity.

4. Please be sure that all nondisclosure statements have been provided to this Headquarters. All should have been received by 30 Jun 93, per reference 1b. However we continue to receive calls from individuals for whom we have no nondisclosure statements.

5. Continue to provide us changes to your activity's BRAC point of contact/telephone number as often as necessary.

6. Procedures for dealing with BRAC 95 CLOSE HOLD information are provided at enclosure 2.

2 Encl

M. V. McMANAMAY
Team Chief
DLA BRAC

BRAC 95 Data Call

Part IV Amendments and corrections

1. For ICP's, Depots (Stand alone and Collocated) and Region Headquarters : Attachment 1 provides Page IV-29 "Definitions." This page was omitted from the original data call package.

2. For ICP's, Depots (Stand alone and Collocated) and Region Headquarters : Pages IV-i to IV-vii, "Overview" of the Automated Facilities Data Call of the original data call, This page has been superseded by the "Part IV - Automated Users Guide" which was provided with the floppy disks.

3. For ICP's, Depots (Stand alone and Collocated) and Region Headquarters : Attachment 2 provides a summary of the automated data screens and the scope of what they pertain to relative to buildings or facilities.

4. For Collocated Depots: Attachment 3 is a new page opening page (precedes page IV-1). This corrects the reproduction errors on the original data call.

5. For Collocated and Stand Alone Depots: There are no pages IV-21 through IV-26.

Encl 1

Net useable special space: Space which because of architectural features or the installation of fixed (built-in) equipment and special utilities, is adapted for special use. Included as laboratory and clinic areas, darkrooms, private toilets, gymnasiums, target ranges, security vaults, housing quarters, electronic data processing rooms (computer rooms) with special air conditioning, warehouse areas, light industrial-type operational with installed equipment, conference rooms with built in projection and audio equipment, libraries with fixed stacks, and food service areas. (Ref DLAR 5305.2 dtd 20 Oct 86)

Net useable storage space: Space consisting of concrete, wood block, or unfinished floors, bare block or brick interior walls and containing minimal lighting and heating, and unfinished ceilings, which does not in its present state provide and environment suitable for an office operation. This type includes but is not limited to attics, basements, warehouses, sheds, unimproved ares of loft buildings, unimproved building cores, general storage areas, closets, supply rooms, storerooms, file rooms (not finished to office standards) and inside parking. (Ref DLAR 5305.2 dtd 20 Oct 86)

Real property facility: As defined in DLAM4270.1. In summary, a separate and individual building, structure, or other real property improvement (open storage, sewer system, road, etc.).

Restricted: Restricted for future development due to environmental constraints (wetlands, landfills, archeological sites, critical/sensitive habitats (as defined by US Fish and Wildlife service and or the state), installation restoration program (IPR), etc.), operational restrictions (eg., explosive arcs, ranges) or cultural resources restrictions (historic landmarks, listed in National register of historic places, etc.). Identify the reason for the restriction when providing the acreage on a separate fact sheet, one page maximum.

Tenant: An "operating unit" attached to a host or BOS operating unit" for the purpose of administrative and/or logistical support. See DLAR 7150.1 for additional clarification.
Unrestricted: No restrictions on development.

Automated Users Guide: See the attached users and installation guide.

ATH 1

BRAC 95 FACILITIES AUTOMATED SUMMARY

DATA INPUT REQUIREMENTS BY AUTOMATED SCREEN

SCREEN NUMBER	DESCRIPTION	APPLICABLE TO ALL BLDGS ?	APPLICABLE TO ALL FACILITIES *? (OPEN STORAGE, ROADS, DIST SYS,ETC.)
1	FACILITY INVENTORY **	YES	YES
2	USE/SIZE/USER	YES	YES
3	BUILDING COMPONENT DATA	YES	NO
4	ADMIN SPACE DATA	YES***	NO
5	PWC LISTED BMAR****	YES	YES
6	NON PWC LISTED BMAR	YES	YES*****
7	UTILITY/INFRASTRUCTURE******	NO	YES
8	COMMUNITY SUPPORT DATA	NO	NO

* FOR TENANTS, THE FACILITIES WHICH YOU USE. SEE THE DATA CALL FOR A DEFINITION

** MUST BE ADDED FIRST

*** ONLY FOR BUILDINGS WITH ADMINISTRATIVE SPACE. SEE THE DATA CALL FOR A DEFINITION.

**** FOR PERMITTED SITES, BE SURE T HE INSTALLATION SYSTEMS LISTED IN THE DATA CALL ARE ADDRESSED

***** SHOULD BE LIMITED TO THE ITEMS SHOWN IN THE DATA CALL.

****** FOR PERMITTED SITES, ADDRESS THE CAPACITY AND DEMAND FOR THE SYSTEMS LISTED IN THE DATA CALL.

ATH 2

MANDATORY DATA CALL FORMAT FOR RESPONSE -

1) Provide responses on the 3.5 " disk in the automated database provided on the disk, in addition to hardcopy printouts of the databases from the available print options. The only exceptions to the automated responses are specifically indicated in the data call questionnaire. The mandatory format for the non automated portion of the data call questionnaire is a single page 8 1/2 x 11 hardcopy, titled with the PLFA and SLFA designation, and the appropriate number for the question.

2) All data shall be as of 30 September 1994.

3) Headquarters DLA BRAC Building and Facilities Representative is John Davis, phone (703)274-7146, fax (703)274-3966.

4) Time extensions will be granted for those portions of the data call which are dependant on the PWC report, and the activity has not received a copy of the PWC report as of 15 September 1994.

BRAC 95 DATA CALL
"CLOSE HOLD" PROCEDURES

A. DEFINITION: BRAC Data Call information is sensitive unclassified, Close Hold information which must be withheld from the public until such time as the BRAC 95 Final Recommendations are approved by OSD. Close Hold Data Call information includes:

1. The BRAC 95 Data Call, responses to data call questions, and the final data call submission.

2. Working papers compiled in a manner as to be clearly identified as BRAC 95 Data Call related.

3. Data contained in BRAC 95 briefing charts, other than BRAC 95 process charts.

B. ACCESS: Material determined to be Close Hold must be safeguarded from public disclosure whether it is marked or not. Close Hold information may be disseminated to DLA personnel when their official BRAC duties require access (i.e., need-to-know principal). Any personnel requiring access to BRAC data call information must have signed a DLA BRAC 95 Nondisclosure Statement on file with their BRAC Program Manager. No security clearance is required for access to BRAC Close Hold information.

C. MARKING: All BRAC 95 Close Hold data that may be placed in a location visible to unauthorized persons must be marked "Close Hold." Additionally, any Close Hold data that is subject to indiscriminate handling or public release must be marked "Close Hold." Management officials and supervisory personnel are responsible for ensuring that records determined to be Close Hold are marked as such when necessary. When marking Close Hold documents, the words "Close Hold" must appear at the bottom of the first and back pages and the outside of the front and back covers (if any). Additionally, the words "Close Hold" must appear at the bottom of each internal page containing Close Hold information.

D. STORAGE: The following represents the minimum storage requirements for Close Hold information:

1. During Duty Hours. Close Hold records must be placed in a location not visible to unauthorized persons if the work area is accessible to them. (Unauthorized personnel include anyone who is not involved in the actual data gathering for the portion of the BRAC Data Call being worked on in the accessible area, and anyone who has not signed a BRAC 95 Nondisclosure Statement.) When the office is left unattended, Data Call material must be placed in a locked cabinet. Under no circumstances is BRAC Data Call material to be left unattended. Close Hold material may be stored in the locked trunk of a vehicle during duty hours if it is necessary in the conduct of official business and impractical to do otherwise (such storage is prohibited during nonduty hours unless deemed necessary during the course of a temporary duty assignment).

Encl 2

2. During Nonduty Hours. Close Hold BRAC 95 data must be kept in locked cabinets. Locked buildings or rooms to which unauthorized persons do not have access is considered sufficient protection.

3. Retention at Home. BRAC personnel may take Close Hold material home if it is necessary as part of their duties and impractical to do otherwise. When taken home the Close Hold material must be:

a. stored in a manner sufficient to preclude access by unauthorized persons (e.g., a locked briefcase).

b. returned to DLA, as it remains DLA property.

E. TRANSMISSION:

1. General. Close Hold material may be transmitted via Registered, U.S. Postal Express mail or via cleared DLA courier. Close Hold material need not be double wrapped for mailing. Return receipts are suggested for Close Hold material, and "To Be Opened By Addressee Only" markings on the packaging are required.

2. Telephone/Telefax. Care must be taken when discussing Close Hold data over the telephone if your work area is accessible to unauthorized persons. (Unauthorized personnel include anyone who is not involved in the actual data gathering for the portion of the BRAC 95 Data Call being worked on in the accessible area). Telefax of BRAC 95 Data Call information is prohibited.

F. DESTRUCTION. Destruction of Close Hold material is to be accomplished by or in the presence of DLA personnel:

1. Burning. Burning is approved for the destruction of Close Hold BRAC 95 material.

2. Strip Shredding. Strip shredding can be utilized to destroy Close Hold BRAC 95 material (paper products and floppy disks/diskettes only).

3. Destruction Records. No destruction records are required for Close Hold material.

G. ADP SECURITY. No approval is required to use PC's or word processors to process "Close Hold" information. However, Close Hold information contained on floppy disks, diskettes or other removal media requires the same protection as other "Close Hold" material. Close Hold BRAC material should not be composed or stored on local area networks (LAN) or computer hard drives.

H. VISITOR CONTROL. All individuals who are not BRAC team employees and have not signed a BRAC 95 Nondisclosure Statement will be under escort while in areas where Data Call materials are accessible.

Document Separator

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

11 AUG 1994

SUBJECT: Base Realignments and Closures (BRAC) 95 Information (BRAC95L011)

TO: Commanders, DLA Primary Level Field Activities (PLFAs)
(LESS: DNSC, DASC, DESC, DEUR, DPAC)
Administrator, DAASC

1. References:

a. CAAJ(BRAC) letter, dated 8 Jul 94, subject: BRAC 95 Data Call (BRAC95L009).

b. CAAJ(BRAC) letter, dated 3 Aug 94, subject: BRAC 95 (BRAC95L010).

2. There have been many questions concerning use of the internal control checklist. One checklist can be used for multiple questions if the questions are answered by the same person, come from the same source, amd use the same methodology. All three criteria must be met.

3. Please amend question II.C.9 (page II-15) as follows: **BAQ Quarters:** Enter the monthly Basic Allowance for Quarters for each officer and for each enlisted person, as applicable. If not applicable, enter "0."

4. Additional clarification to part IV of reference 1a is enclosed. A third revised disk cotaining print form files omitted from some disks previously provided will be sent separately to each activity.

5. For questions VI.A.8 and VI.A.9, contractors that operate on an "on call" basis should be identified if the activity buys one-half work year (1044 hours) or more of its services.

6.. Many of the DLA BRAC Team personnel will be TDY to your activities in the next few weeks. If you have critical questions that need to be answered by a specific person, do not hesitate to advise us so we can contact them and provide you with a timely response.

1 Encl

Cathy Ann Kelleher
for M. V. McMANAMAY
Team Chief
DLA BRAC

BRAC 95 Data Call

Part IV Amendments and corrections - Revision 2

1. For ICP's, Depots (Stand alone and Collocated) and Region Headquarters: Question IV.A.2, use the automated lookup table (see the Part IV Automated Users Guide) for a listing of "off-post" leased sites. The "99999" designation has been expanded to have a unique number for each site.

2. For all activities: Attachment 1 is a listing of area cost factors.

3. For ICP's, Depots (Stand alone and Collocated) and Region Headquarters: Revised floppy disks were mailed 3 August 1994 to perform the following;

a. Correct program problems with the Print, Utility, Add Building Component data, Add Facility Code/Size/Use and revised Edit BMAR options. Contact your BRAC POC, followed by the HQ BRAC office, if you did not receive the disk.

b. Extract Construction costs from the PWC LRMP automated program as indicated in the instruction to question IV.A.24 of the original data call. Contact your BRAC POC, followed by the HQ BRAC office, if you did not receive the disk.

4. For Collocated and Stand Alone Depots: There are no pages IV-21 through IV-26.

5. For ICP's, Depots (Stand alone and Collocated) and Region Headquarters: Question IV.A.25, the paragraph between question IV.A.25.d and IV.A.25.e has a typographical error. The third sentence should reference the "Rationale" field of question IV.A.25.

6. For Collocated Depots : Questions IV.A.26, "ADD Installation Utility/Infrastructure" of the Automated Facilities Data Call , Enter "N" for the unit of measure for the installation systems.

7. For Depots (Stand alone and Collocated) and Region Headquarters : Question IV.A.27.b - IV.A.27.e, Delete the word "electric." This word was inadvertently added to the original data call package.

8. For ICP's, Depots (Stand alone and Collocated) and Region Headquarters: Question IV.B.29, substitute "and" for the word "or" in the paragraph (the fourth or fifth line depending on your data call).

9. For ICP's, Depots (Stand alone and Collocated) and Region Headquarters: Question IV.B.38, substitute "real property" for the word "property."

OFFICE OF THE UNDER SECRETARY OF DEFENSE

WASHINGTON, DC 20301-3000

ACQUISITION

(CI)

20 AUG 1993

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Area Cost Factors and Unit Prices for FY 1996-1997 Department of Defense Facility Construction

The Tri-Service Committee on Cost Engineering has compiled the attached list of area cost factors and unit cost data to be used in preparation and review of the FY 1996 and FY 1997 Military Construction and Family Housing Budgets. FY 1995 costs are also provided, and may be used for updating the FY 1995 program.

The unit cost data were developed as a result of historical bid data and escalated to an assumed award date of April 1, 1996, and April 1, 1997 respectively, and an assumed mid-point of construction of October 1, 1996, and October 1, 1997, respectively. These costs may be adjusted to reflect economies of scale and local conditions as required. **This method should not be used in lieu of specific cost estimates based on actual design and site information.**

The unit cost data are provided in both square meters and square feet.

Foreign country location factors have not been surveyed. They have been adjusted for current exchange rates only.

for Russel E. Milnes
Assistant Deputy Under Secretary of Defense
(Conservation and Installations)

Attachment

Environmental Security -- Defending Our Future

AREA COST FACTOR REPORT
FY 95-96

20-Aug-93

CONUS ACF INDEX | ALL LOCATIONS | P 1

STATE	LOCATION FACTOR
ALABAMA	0.77
MOBILE	0.80
MONTGOMERY	0.74
(A) ANNISTON ARMY DEPOT	0.77
(A) FORT MCCLELLAN	0.76
(A) FORT RUCKER	0.78
(AF) MAXWELL AIR FORCE BASE	0.74
(N) MOBILE AREA	0.76
(A) REDSTONE ARSENAL	0.78
ALASKA	1.85
ANCHORAGE	1.73
FAIRBANKS	1.97
(N) ADAK NAVAL STATION	2.75
(AF) EIELSON AIR FORCE BASE	1.97
(AF) ELMENDORF AIR FORCE BASE	1.73
(A) FORT GREELY	2.17
(A) FORT RICHARDSON	1.73
(A) FORT WAINWRIGHT	1.97
(AF) SHEMYA AIR FORCE BASE	2.75
(AF) CLEAR AFB	2.18
ARIZONA	0.95
FLAGSTAFF	1.00
TUCSON	0.90
(AF) DAVIS MONTHAN AIR FORCE BASE	0.96
(A) FORT HUACHUCA	1.12
(AF) LUKE AIR FORCE BASE	1.00
(A) NAVAJO ARMY DEPOT	1.00
(N) YUMA MCAS	1.11
(A) YUMA PROVING GROUND	1.11
ARKANSAS	0.85
FORT SMITH	0.92
PINE BLUFF	0.78
(A) FORT CHAFFEE	0.92
(AF) LITTLE ROCK AIR FORCE BASE	0.80
(A) PINE BLUFF ARSENAL	0.78
CALIFORNIA	1.24
SAN DIEGO	1.16
SAN FRANCISCO	1.37
(AF) BEALE AIR FORCE BASE	1.24
(N) CAMP PENDLETON MARINE CORPS	1.18
(N) CENTERVILLE BEACH (SF)	1.37
(N) CHINA LAKE NAVAL WEAPONS CEN	1.40

STATE	LOCATION FACTOR
CALIFORNIA	1.24
(AF) EDWARDS AFB	1.38
(N) EL CENTRO NAVAL AIR FIELD	1.21
(N) EL TORO	1.23
(A) FORT HUNTER LIGGETT	1.44
(A) FORT IRWIN	1.30
(A) FORT ORD	1.21
(N) LOS ANGELES AREA	1.24
(AF) MARCH AIR FORCE BASE	1.26
(AF) MCCLELLAN AIR FORCE BASE	1.14
(N) MONTEREY AREA	1.20
(A) OAKLAND ARMY BASE	1.37
(N) PORT HUENEME AREA	1.18
(A) RIVERBANK ARMY AMMO PLANT	1.19
(A) SACRAMENTO ARMY DEPOT	1.12
(A) SHARPE ARMY DEPOT	1.16
(A) SIERRA ARMY DEPOT	1.43
(N) STOCKTON AREA	1.14
(AF) TRAVIS AFB(SF)	1.25
(AF) VANDENBERG AIR FORCE BASE	1.36
(N) 29 PALMS MARINE CORPS BASE	1.38
COLORADO	1.03
COLORADO SPRINGS	1.05
DENVER	1.00
(AF) AIR FORCE ACADEMY	1.06
(AF) CHEYENNE MOUNTAIN	1.11
(AF) FALCON AIR FORCE STATION	1.11
(A) FITZSIMONS ARMY MED CENTER	1.08
(A) FORT CARSON	1.12
(AF) PETERSON AIR FORCE BASE	1.06
(A) PUEBLO ARMY DEPOT	0.92
(A) ROCKY MOUNTAIN ARSENAL	1.06
CONNECTICUT	1.27
BRIDGEPORT	1.31
NEW LONDON	1.22
(N) NEW LONDON AREA	1.22
(A) STRATFORD ENG PLANT	1.24
DELAWARE	1.06
DOVER	1.03
WILMINGTON	1.08
(AF) DOVER AIR FORCE BASE	1.03

STATE	LOCATION FACTOR
FLORIDA	0.82
MIAMI	0.89
PANAMA CITY	0.75
(AF) CAPE CANAVERAL	0.98
(AF) EGLIN AIR FORCE BASE	0.73
(AF) HOMESTEAD AIR FORCE BASE	0.89
(N) JACKSONVILLE AREA	0.91
(N) KEY WEST NAVAL AIR STATION	1.05
(AF) MCDILL AIR FORCE BASE	0.80
(N) ORLANDO AREA	0.80
(N) PANAMA CITY AREA	0.78
(N) PENSACOLA AREA	0.80
(AF) TYNDALL AIR FORCE BASE	0.75
GEORGIA	0.85
ALBANY	0.82
ATLANTA	0.96
(N) ALBANY AREA	0.82
(A) FORT BENNING	0.76
(A) FORT GILLEM	0.97
(A) FORT GORDON	0.83
(A) FORT MCPHERSON	0.96
(A) FORT STEWART	0.81
(AF) ROBINS AFB	0.95
(N) KINGS BAY	0.92
HAWAII	1.69
HONOLULU	1.66
KANEOHE BAY	1.72
(N) BARBERS POINT NAVAL AIR STA	1.73
(N) BARKING SANDS	1.80
(A) FORT DERUSSY (HON)	1.66
(A) FORT SHAFTER	1.66
(AF) HICKAM AIR FORCE BASE	1.64
(AF) KAENA PT	
(N) KANEOHE MARINE CORPS AIR ST	1.72
(N) PEARL HARBOR	1.68
(N) POHAKULOA	1.89
(A) SCHOFIELD BARRACKS	1.73
(A) TRIPLER ARMY MEDICAL CENTER	1.66
(AF) WHEELER AIR FORCE BASE	1.73
(N) FORD ISLAND	1.70
IDAHO	1.17
BOISE	1.19
MOUNTAIN HOME	1.15
(AF) MOUNTAIN HOME AIR FORCE BASE	1.15

STATE	LOCATION FACTOR
ILLINOIS	1.14
BELLEVILLE	1.08
CHICAGO	1.19
(N) GREAT LAKES (NTC)(CHIC)	1.19
(A) ROCK ISLAND ARSENAL	1.11
(A) SAVANNAH ARMY DEPOT	1.08
(AF) SCOTT AIR FORCE BASE	1.14
(N) FOREST PARK (CHIC)	1.19
(N) GLENVIEW(CHIC)	1.19
INDIANA	0.99
INDIANAPOLIS	0.97
LOGANSPORT	1.00
(N) CRANE NWSC	1.01
(A) FORT BENJAMIN HARRISON	1.02
(AF) GRISSOM AIR FORCE BASE	1.07
(A) JEFFERSON PROVING GROUND	0.93
IOWA	0.99
BURLINGTON	0.93
DES MOINES	1.04
(A) IOWA ARMY AMMO PLANT	0.95
KANSAS	0.96
MANHATTAN	0.92
WICHITA	0.99
(A) FORT LEAVENWORTH	1.06
(A) FORT RILEY	0.98
(A) KANSAS ARMY AMMO PLANT	0.98
(AF) MCCONNELL AIR FORCE BASE	0.99
KENTUCKY	0.91
LEXINGTON	0.89
LOUISVILLE	0.92
(A) FORT CAMPBELL	0.99
(A) FORT KNOX	0.98
(A) LEXINGTON/BLUE GRASS AD	0.96
(N) LOUISVILLE NAVAL AIR STATION	0.92
LOUISIANA	0.93
NEW ORLEANS	1.02
SHREVEPORT	0.84
(AF) BARKSDALE AIR FORCE BASE	0.84
(A) FORT POLK	0.96
(A) LOUISIANA ARMY AMMO PLANT	0.84
(A) NEW ORLEANS ARMY BASE	1.02

STATE	LOCATION FACTOR
MAINE	0.84
BANGOR	0.79
PORTLAND	0.89
(N) BRUNSWICK AREA	0.89
(N) CUTLER WINTER HARBOR	0.89
MARYLAND	0.98
BALTIMORE	0.92
LEXINGTON PARK(DC)	1.03
(A) ABERDEEN PROVING GROUND	0.92
(AF) ANDREWS AIR FORCE BASE (DC)	1.03
(A) FORT DETRICK	0.83
(A) FORT GEORGE G MEADE	1.03
(A) FORT RITCHIE (BALT)	0.92
(A) HARRY DIAMOND LAB(DC)	1.03
(N) INDIAN HEAD(DC)	1.03
(N) PATUXENT RIVER (DC)	1.03
(N) ANNAPOLIS	0.96
(N) BETHESDA	1.03
(N) CHELTONHAM(DC)	1.03
(N) CHESAPEAKE BEACH	0.85
(N) THURMONT	0.98
MASSACHUSETTS	1.28
BOSTON	1.29
FITCHBURG	1.26
(A) ARMY MAT & MECH LAB	1.27
(A) FORT DEVENS	1.34
(AF) HANSCOM AIR FORCE BASE	1.29
MICHIGAN	1.14
DETROIT	1.21
MARQUETTE	1.07
(A) DETROIT ARSENAL	1.22
(AF) K I SAWYER AIR FORCE BASE	1.07
MINNESOTA	1.32
DULUTH	1.27
MINNEAPOLIS	1.37
MISSISSIPPI	0.82
BILOXI	0.84
COLUMBUS	0.79
(AF) COLUMBUS AIR FORCE BASE	0.79
(N) GULFPORT AREA	0.84
(AF) KEESLER AIR FORCE BASE	0.84
(N) MERIDIAN NAVAL AIR STATION	0.86

STATE	LOCATION FACTOR
MISSOURI	1.02
KANSAS CITY	1.04
SEDALIA	0.99
(A) FORT LEONARD WOOD	1.10
(A) LAKE CITY ARMY AMMO PLANT	1.03
(A) ST LOUIS ARMY AMMO PLANT	1.14
(AF) WHITEMAN AIR FORCE BASE	1.05
MONTANA	1.19
BILLINGS	1.21
GREAT FALLS	1.16
(AF) MALMSTROM AIR FORCE BASE	1.16
NEBRASKA	0.88
GRAND ISLAND	0.78
OMAHA	0.98
(A) CORNHUSKER ARMY AMMO PLANT	0.78
(AF) OFFUTT AIR FORCE BASE	0.98
NEVADA	1.19
HAWTHORNE	1.26
LAS VEGAS	1.11
(N) FALLON	1.28
(A) HAWTHORNE ARMY AMMO PLANT	1.26
(AF) NELLIS AIR FORCE BASE	1.11
NEW HAMPSHIRE	1.06
CONCORD	1.05
PORTSMOUTH	1.06
(AF) NEW BOSTON AFB(CONC)	1.06
NEW JERSEY	1.20
NEWARK	1.21
TRENTON	1.18
(N) BAYONNE MOT	1.21
(N) EARLE	1.19
(A) FORT DIX	1.19
(A) FORT MONMOUTH	1.19
(AF) MCGUIRE AIR FORCE BASE	1.19
(A) PICATINNY ARSENAL	1.29
NEW MEXICO	0.99
ALAMOGORDO	0.96
ALBUQUERQUE	1.02
(AF) CANNON AIR FORCE BASE	0.95
(AF) HOLLOMAN AIR FORCE BASE	1.06
(AF) KIRTLAND AIR FORCE BASE	1.02
(A) WHITE SANDS MR	1.06

STATE	LOCATION FACTOR
NEW YORK	1.23
ALBANY	1.10
NEW YORK CITY	1.36
(A) FORT DRUM	1.19
(A) SENECA ARMY DEPOT	1.19
(N) STATEN ISLAND	1.36
(A) U S MILITARY ACADEMY	1.23
(A) WATERVLIET ARSENAL	1.10
(N) NIAGARA	1.15
(AF) GRIFFISS AFB	1.10
(AF) PLATTSBURGH AFB	
NORTH CAROLINA	0.75
FAYETTEVILLE	0.79
GREENSBORO	0.71
(N) CP LAJEUNE (NORF)	0.86
(N) CHERRY POINT(NORF)	0.86
(A) FORT BRAGG (FAYETTEVILLE)	0.80
(N) NEW RIVER(NORF)	0.66
(AF) POPE AFB (FAYETTEVILLE)	0.80
(AF) SEYMOUR JOHNSON AFB	0.74
(A) SUNNY POINT	0.82
NORTH DAKOTA	1.04
GRAND FORKS	0.98
MINOT	1.10
OHIO	0.91
DAYTON	0.89
YOUNGSTOWN	0.92
(A) RAVENNA ARMY AMMO PLANT	0.92
(AF) WRIGHT-PATTERSON AFB	0.89
OKLAHOMA	0.90
LAWTON	0.88
OKLAHOMA CITY	0.92
(AF) ALTUS AIR FORCE BASE	0.92
(A) FORT SILL	0.88
(A) MCALESTER ARMY AMMO PLANT	0.85
(AF) TINKER AIR FORCE BASE	0.92
(AF) VANCE AFB(OK CITY)	0.92
OREGON	1.14
PENDLETON	1.18
PORTLAND	1.09
(A) UMATILLA ARMY DEPOT	1.25

STATE	LOCATION FACTOR
PENNSYLVANIA	1.10
PHILADELPHIA	1.18
PITTSBURGH	1.02
(A) CARLISLE BARRACKS	0.98
(A) INDIANTOWN GAP MR	1.05
(A) LETTERKENNY ARMY DEPOT	1.02
(N) MECHANICSBURG AREA	0.98
(A) NEW CUMBERLAND ARMY DEPOT	0.98
(N) PHILADELPHIA AREA	1.18
(A) TOBYHANNA ARMY DEPOT	1.20
(N) WARMINSTER	1.11
RHODE ISLAND	1.19
NEWPORT	1.20
PROVIDENCE	1.18
SOUTH CAROLINA	0.79
CHARLESTON	0.85
COLUMBIA	0.73
(N) BEAUFORT AREA	0.92
(AF) CHARLESTON AIR FORCE BASE	0.85
(A) FORT JACKSON	0.73
(AF) SHAW AIR FORCE BASE	0.72
SOUTH DAKOTA	1.04
RAPID CITY	1.09
SIOUX FALLS	0.98
(AF) ELLSWORTH AIR FORCE BASE	1.10
TENNESSEE	0.88
CHATTANOOGA	0.84
MEMPHIS	0.91
(A) VOLUNTEER ORDINANCE WORKS	0.90
(AF) ARNOLD AFB	0.90
TEXAS	0.84
SAN ANGELO	0.80
SAN ANTONIO	0.87
(AF) BROOKS AIR FORCE BASE	0.87
(A) CAMP BULLIS	0.87
(N) CORPUS CHRISTI AREA	0.90
(AF) DYESS AIR FORCE BASE	0.92
(A) FORT BLISS	0.96
(A) FORT HOOD	0.90
(A) FORT SAM HOUSTON	0.87
(AF) GOODFELLOW AIR FORCE	0.80
(AF) KELLY AIR FORCE BASE	0.87
(N) KINGSVILLE AREA	0.95

STATE	LOCATION FACTOR
WEST VIRGINIA	1.03
BLUEFIELD	1.00
CHARLESTON	1.06
WISCONSIN	1.08
MADISON	1.00
MILWAUKEE	1.16
(A) BADGER ARMY AMMO PLANT	1.03
(A) FORT MCCOY	1.33
WYOMING	1.01
CASPER	0.99
CHEYENNE	1.02
(AF) F E WARREN AIR FORCE BASE	1.02
WASHINGTON DC	1.03
FORT MCNAIR	1.03
(A) WALTER REED ARMY MED CENTER	1.03
(A) BOLLING AFB	1.03

(A) ARMY LOCATION
(AF) AIR FORCE LOCATION
(N) NAVY LOCATION

STATE	LOCATION FACTOR
TEXAS	0.84
(AF) LACKLAND AIR FORCE BASE	0.87
(A) LONE STAR ARMY AMMO PLANT	0.94
(A) LONGHORN ARMY AMMO PLANT	0.81
(AF) RANDOLPH AIR FORCE BASE	0.87
(A) RED REVER ARMY DEPOT	0.94
(AF) SHEPPARD AIR FORCE BASE	0.90
(N) DALLAS	0.93
(AF) LAUGHLIN AFB	1.15
(AF) REESE AFB	0.95
UTAH	0.91
OGDEN	0.92
SALT LAKE CITY	0.91
(A) DUGWAY PROVING GROUND	0.97
(A) FORT DOUGLAS	0.91
(AF) HILL AIR FORCE BASE	0.99
(A) TOOELE ARMY DEPOT	1.00
VERMONT	0.89
BURLINGTON	0.91
MONTPELIER	0.87
VIRGINIA	0.83
NORFOLK	0.86
RICHMOND	0.80
(N) DAHLGREN	0.80
(A) FORT A P HILL	0.80
(A) FORT BELVOIR(DC)	1.03
(A) FORT EUSTIS	0.86
(A) FORT LEE	0.83
(A) FORT MONROE	0.86
(A) FORT MYER(DC)	1.00
(A) FORT PICKETT	0.92
(A) FORT STORY	0.86
(N) QUANTICO	0.83
(A) RADFORD ARMY AMMO PL	0.95
(A) VINT HILL FARMS	0.83
(AF) LANGLEY(NORF)	0.83
WASHINGTON	1.11
SPOKANE	1.13
TACOMA	1.08
(N) BREMERTON	1.17
(AF) FAIRCHILD AIR FORCE BASE	1.11
(A) FORT LEWIS	1.08
(N) INDIAN ISLAND	1.20
(AF) MCCHORD AIR FORCE BASE	1.08
(N) SILVERDALE	1.11
(N) WHIDBEY ISLAND	1.10
(A) YAKIMA FIRING RANGE	1.10
(N) EVERETT(BREMERTON)	1.15

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ (BRAC)

CLOSE HOLD

11 AUG 1994

SUBJECT: Base Realignments and Closures (BRAC) 95 Information (BRAC95L012)

TO: Commanders, DLA Primary Level Field Activities (PLFAs)
(LESS: DNSC, DASC, DESC, DEUR, DPAC)
Administrator, DAASC

1. Part III of the BRAC 95 Data Call will require an additional file. This file will be called "HRSPLFA.JUN". The new format will be as follows:

REGION (DEPOTS ONLY)	PLFA (ACT CODE)	ORG CODE	COST ACCT. CODE	OBJ CLASS	COST TYPE (DIR,IND, G+A,CAP, RPM)	PAID HOURS
2 POS	2 POS	UP TO 5 POS	UP TO 9 POS	HRS_	3 POS	

2. This data will be based on 30 Jun 94 MASS download. A separate HRSPLFA.JUN file will be provided to all activities by 16 Aug 94. This data must be certified and returned by 15 Sep 94. Activities requiring help in retrieving this file should contact Phil Boswell, DSN 284-6647.

CATHY ANN KELLEHER
Deputy Team Chief
DLA BRAC

CLOSE HOLD

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

30 AUG 1994

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

SUBJECT: Base Realignments and Closures (BRAC) 95 Information (BRAC95L013)

TO: Commanders, DLA Primary Level Field Activities (PLFAs)
(LESS: DNSC, DASC, DESC, DEUR, DPAC)
Administrator, DAASC

1. Reference: CAAJ(BRAC) letter, dated 8 Jul 94, subject: BRAC 95 Data Call (BRAC95L009).

2. Specific reference is made to Part VIII of the Data Call (Community Information Data Call Questions), question VIII.M. (New Housing Starts). Question VIII.M.24. asks for the number of housing units authorized for one-unit structures by building permits for years 1990, 1991, 1992, and 1993 in the metropolitan statistical area(s) of the county(ies) in which cities and towns are listed in response to question VIII.I.20. (Area of Residence: Civilian Employees). The U.S. Bureau of the Census' annual "Construction Reports" is cited as the required source for this data. The original Data Call indicated that the report containing 1993 data for this question was expected to be issued in July 1994. We have recently secured a copy of this report and are forwarding Table 3 in its entirety to all addressees and pertinent portions of Table 4 to those addressees that need it.

3. In answer to additional questions that have arisen in connection with question VIII.M.24., the following additional instructions apply to the following activities:

a. For Defense Depot Susquehanna (Mechanicsburg and New Cumberland): As applicable, use the Harrisburg-Lebanon-Carlisle, PA Metropolitan Statistical Area (MSA) for the counties of Cumberland, Dauphin, and Perry. Use the York, PA MSA for the county of York. Reminder: We require a separate input for Mechanicsburg and a separate input for New Cumberland.

b. For Defense Depot Tobyhanna: Use the Scranton-Wilkes Barre-Hazleton, PA MSA for the counties of Lackawanna and Luzerne. For Monroe and Wayne Counties, use Table 4 (Monroe County; Wayne County).

c. For Defense Depot Letterkenny: For Shippensburg, PA, use Cumberland County (Table 4).

d. For Defense Depot Cherry Point: For Carteret County, use Table 4 (Carteret County).

Questions concerning this letter or any portion of Part VIII of the Data Call should be directed to Mr. John D. Green, (DSN) 284-7146.

4. Part IX, Section D, question IX.D.12 directs listing cost information on PCBs in Section G (*Compliance and Cleanup Costs*). The listing for PCBs was inadvertently omitted from the table in question IX.G.2. Please insert PCBs between Asbestos and Radon in table IX.G.2.

5. Part IV amendments and corrections - Revision 3

a. For all activities: Report costs in FY 94 dollars, unless escalation factors to FY 96 have been already applied in the estimates. If FY 96 factors have been applied, indicate the FY 95 and FY 96 factors used.

b. For DCMD's and DLSC: Enclosure 2 is the method for calculating utilization rate for warehouses. The POC is Rick Rohdenberg, DSN 284-7541.

c. For ICP's, Depots (Stand Alone and Collocated) and Region Headquarters:

(1). A printing problem has been found in the printing of the BRAC-95 submission, Main menu option 4. Under submenu option 8, Community Support/Part E, the program does not print the data entered, only the blank form. To print this information, enter the appropriate data and when all the entries are made, do a print screen for this page of data.

(2). A *save to disk* problem may be encountered in Main menu option 6, under submenu option 2, Save to disk. The extent of the problems is dependent on the configuration of your computer. Contact the HQ DLA BRAC office if you encounter problems.

d. For Depots (Stand Alone and Collocated) and Region Headquarters: There is an error in the spreadsheet question IV.B.28. The spreadsheet wording does not match the wording in the original data call. The question that must be answered in the one stated in the original data call.

e. For Depots (Stand Alone and Collocated) and Region Headquarters: Question IV.B.37. The are two question IV.B.37's. Number the responses, IV.B.37.a and IV.B.37.b.

f. For ICP's, Depots (Stand alone) and Region Headquarters: Question IV.B.40; Revised wording is as follows: "Submit Operations and Maintenance Costs for your activity on DLA form 724 (RCS DLA (SA)753." For activities at Army sites, the equivalent Army reference is the Army "Red Book" or Technical data report.

3 0 AUG 1994

g. For DLA Permitted ICP's, Depots and Region Headquarters: Question IV.A.25: This question applies to Facilities, as stated in the data call. You should address required projects up to FY 2015 for the following Facilities, identical to question IV.A.24:

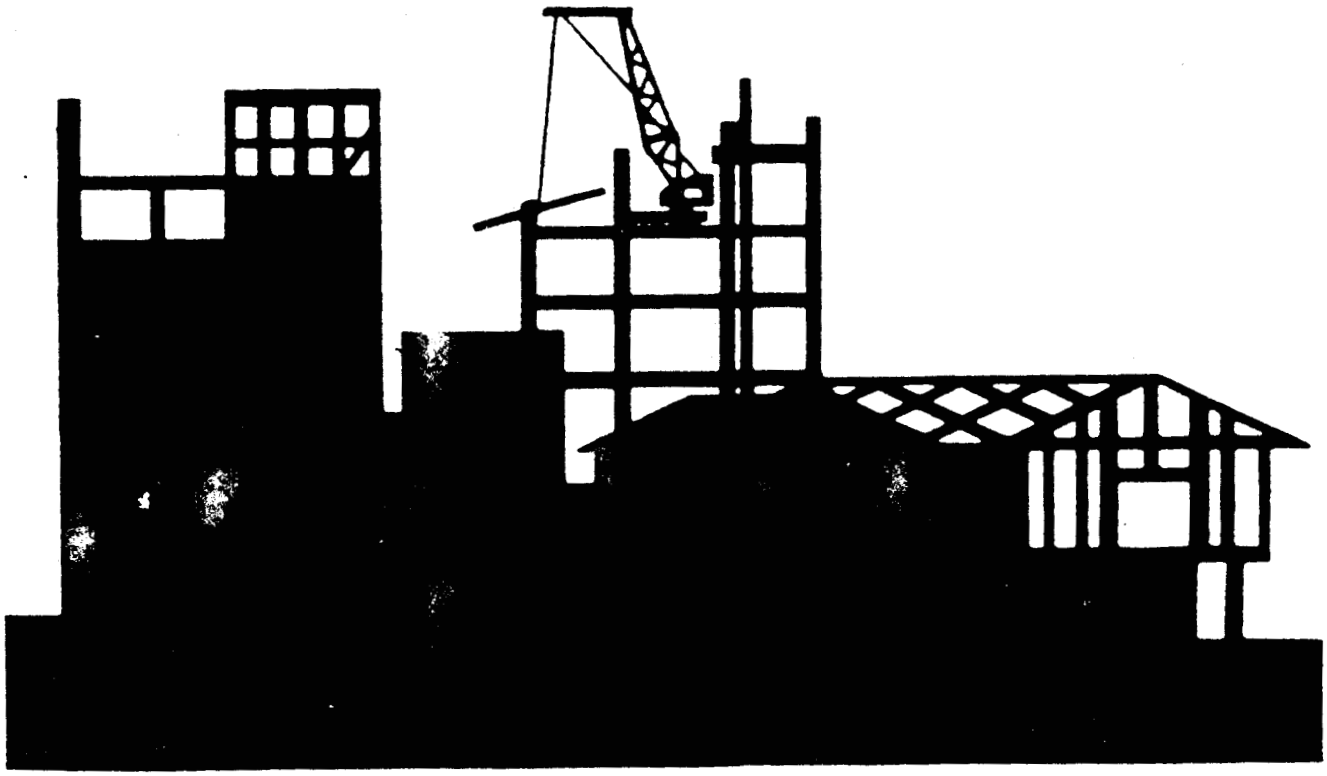
Installation electrical systems
Installation energy systems (supply and distribution)
Installation water systems (supply and distribution)
Installation sewer systems
Installation storm drainage systems
Installation roadways and parking areas

2 Encl

M. V. McMANAMAY
Team Chief
DLA BRAC

CURRENT CONSTRUCTION REPORTS
C40/93-A

Housing Units Authorized by Building Permits: Annual 1993



U.S. Department of Commerce
Economics and Statistics Administration
BUREAU OF THE CENSUS

CURRENT CONSTRUCTION REPORTS
C40/93-A

Housing Units Authorized by Building Permits: Annual 1993

States, Metropolitan Areas, Individual Places

Issued June 1994

U.S. Department of Commerce
Ronald H. Brown, Secretary

Economics and Statistics Administration
Paul A. London, Acting Under Secretary
for Economic Affairs

BUREAU OF THE CENSUS
Harry A. Scarr, Acting Director

Introduction

This report provides statistics on the number and valuation of housing units authorized by building permits in approximately 17,000 permit-issuing places. It includes summary statistics for States, metropolitan statistical areas (MSA's), consolidated metropolitan statistical areas (CMSA's), primary metropolitan statistical areas (PMSA's), and individual places.

The data relate to new housing units intended for occupancy on a housekeeping basis. They exclude mobile homes (trailers), hotels, motels, and group residential structures, such as nursing homes and college dormitories. They also exclude conversions of and additions and alterations to existing buildings. For sources and coverage of data, see Appendix A.

The 17,000 permit-issuing places account for a major portion of new residential housing units started in the United States. In 1993, approximately 93 percent of all privately owned housing intended for occupancy on a housekeeping basis were constructed within permit-issuing places.

CONTENTS OF THE TABLES

Table 1 shows 1993 and historical data for the United States by type of structure inside and outside MA's, and regions. Table 2 shows 1993 statistics by type of structure for the United States, regions, divisions, states, and Puerto Rico. Table 3 shows 1993 statistics by type of structure for the 250 MSA's, 18 CMSA's and their 73 component PMSA's. Table 4 provides the total number of new privately owned housing units authorized in 1992 and 1993 for each of the 17,000 permit-issuing places, Puerto Rico, the Virgin Islands, and new permit-issuing places identified since 1984.

SUMMARY OF FINDINGS

During 1993, local building permit offices in approximately 17,000 permit-issuing places authorized the construction of 1,199,063 new privately owned housing units with a total valuation of $106.8 billion. This was 10 above the 1,094,933 housing units authorized Eighty two percent of the housing units authorized were single family, and 18 percent were in buildi two units or more.

Approximately 84 percent or 1,008,952 of the 1 units authorized were located in metropolitan areas. The four most active areas; Washington-B DC-MD-VA-WV CMSA, New York-Northern New Long Island, NY-NJ-CT-PA CMSA, Atlanta, GA M Chicago-Gary-Kenosha, IL-IN-WI CMSA; accou 151,119 units or 13 percent of all units authoriz United States. Forty two percent or 500,722 un rized in 1993 were located in the South region. T most active states, which accounted for 277,19 23 percent of all units authorized, are Florida, C and Texas.

ABBREVIATIONS AND SYMBOLS

The following abbreviations and symbols are this publication:

•	Data not available separately.
#	See explanatory footnotes following
—	Represents zero.
(N)	Permit-issuing places identified sinc place universe established in 1984; a these places not included in summa tics.
(NA)	Data not available. No report receiv
(Z)	Less than 500 units, $500,000 or .5
r	Revised.
(NR)	Permits not required for this type of tion.

Table 3. **Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993**

[17,000-place series. For meaning of abbreviations and symbols, see introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 or
All MA's Total	1 096 962	839 136	19 734	18 386	140 667	19 594	92 537 818	84 218 187	1 146 437	966 316	6 18.
Abilene, TX MSA	311	293	6	12	-	-	30 463	29 063	300	1 080	
Abilene	247	229	6	12	-	-	27 454	26 074	300	1 080	
Albany, GA MSA	666	429	196	41	42	3	34 296	27 299	5 215	940	
Albany	259	106	112	41	-	-	10 822	6 384	3 498	940	
Albany-Schenectady-Troy, NY MSA	2 917	2 486	72	52	305	26	294 796	278 290	3 461	1 820	1
Albany	58	34	18	-	6	1	3 471	2 567	882	-	
Saratoga Springs	84	66	-	-	6	1	8 158	7 666	-	-	
Schenectady	49	23	19	4	12	1	2 742	1 307	430	186	
Troy	66	53	-	-	16	2	4 296	3 466	-	-	
Albuquerque, NM MSA	4 386	3 966	2	32	386	14	346 767	337 984	56	679	1
Albuquerque	2 491	2 166	-	16	309	12	214 966	208 942	-	667	1
Alexandria, LA MSA	146	96	-	-	50	1	10 092	8 366	-	-	
Alexandria	126	66	-	-	60	1	9 014	7 318	-	-	
Allentown-Bethlehem-Easton, PA MSA	2 474	2 017	14	26	418	26	236 279	230 192	766	1 498	
Allentown	37	31	-	6	-	-	1 983	1 766	-	218	
Bethlehem	47	36	4	7	-	-	4 369	3 443	160	750	
Altoona, PA MSA	366	361	-	5	-	-	35 361	35 061	-	300	
Altoona	30	30	-	-	-	-	2 467	2 467	-	-	
Amarillo, TX MSA	666	666	4	8	-	-	66 516	65 966	230	310	
Amarillo	466	466	-	-	-	-	49 718	49 718	-	-	
Anchorage, AK MSA	1 195	994	6	60	135	7	162 919	157 817	542	7 666	
Anchorage Borough	1 195	994	6	60	135	7	162 519	157 817	542	7 666	
Anniston, AL MSA	199	165	-	-	34	3	12 914	11 127	-	-	
Anniston	86	86	-	-	-	-	3 121	3 121	-	-	
Appleton-Oshkosh-Neenah, WI MSA[2]	2 366	1 476	382	39	669	86	176 912	149 699	12 347	1 766	
Appleton	276	176	82	8	60	2	24 576	20 487	1 994	169	
Neenah	119	73	-	-	46	1	12 119	10 573	-	-	
Oshkosh	412	168	14	20	212	16	14 691	10 666	666	746	
Asheville, NC MSA	1 119	1 060	74	7	6	1	106 092	100 599	4 666	864	
Asheville	108	108	6	-	-	-	11 284	11 060	264	-	
Athens, GA MSA	866	716	70	7	113	6	71 416	64 766	2 267	381	
Athens-Clarke County ⊕	469	289	66	4	108	5	29 369	26 467	1 691	169	
Atlanta, GA MSA	36 672	32 691	114	34	3 444	344	3 687 676	2 913 666	3 139	666	
Atlanta	679	366	16	-	266	17	89 266	29 046	664	-	
Augusta-Aiken, GA-SC MSA	2 266	2 466	4	24	72	9	213 949	210 913	64	364	
Aiken	192	189	-	-	-	-	16 197	16 197	-	-	
Augusta	21	21	-	-	-	-	1 666	1 666	-	-	
Austin-San Marcos, TX MSA	6 462	6 316	82	6	2 664	146	744 119	684 185	3 467	173	
Austin	4 366	2 272	16	-	2 046	139	384 349	367 960	669	-	
San Marcos	41	36	6	-	-	-	2 961	2 377	186	-	
Bakersfield, CA MSA	3 366	3 066	36	136	142	28	312 666	286 669	2 196	7 469	
Bakersfield	1 664	1 666	30	132	46	6	169 661	169 046	1 479	6 677	
Bangor, ME MSA	226	186	-	-	32	2	17 602	16 602	-	-	
Bangor	40	40	-	-	-	-	3 186	3 186	-	-	
Barnstable-Yarmouth, MA MSA	1 136	1 101	6	31	-	-	136 159	122 486	710	2 666	
Barnstable town	186	176	-	8	-	-	24 529	24 064	-	475	
Yarmouth town	102	73	6	23	-	-	12 461	9 666	710	2 183	
Baton Rouge, LA MSA	1 666	1 766	-	12	167	11	144 661	137 667	-	486	
Baton Rouge	267	132	-	8	67	1	13 666	16 672	-	394	
Beaumont-Port Arthur, TX MSA	1 142	1 072	14	8	48	3	91 662	86 666	669	365	
Beaumont	229	261	-	8	-	-	19 666	19 446	-	365	
Port Arthur	46	46	-	-	-	-	4 366	4 366	-	-	
Bellingham, WA MSA[2]	1 666	1 666	140	362	216	30	147 119	112 669	12 312	12 462	
Bellingham	642	364	114	179	146	17	67 679	29 666	10 342	11 262	
Benton Harbor, MI MSA	536	466	10	27	7	1	62 664	49 666	494	1 666	
Benton Harbor	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Billings, MT MSA	662	436	40	34	188	22	86 097	44 969	2 721	1 800	
Billings ⊕	670	430	36	34	168	22	86 266	44 369	2 561	1 800	
Biloxi-Gulfport-Pascagoula, MS MSA	1 666	1 761	32	36	67	7	113 323	109 565	1 666	674	
Biloxi	144	136	-	8	-	-	10 820	10 820	-	100	
Gulfport	136	61	12	4	51	5	7 962	6 036	270	66	
Pascagoula	36	32	4	-	-	-	2 191	2 124	67	-	
Binghamton, NY MSA	276	234	10	12	32	4	23 472	22 236	415	366	
Binghamton	10	10	-	-	-	-	666	666	-	-	
Birmingham, AL MSA	4 944	4 211	12	21	700	66	462 946	406 064	409	536	
Birmingham	261	166	-	3	90	6	15 663	12 664	-	94	
Bismarck, ND MSA	667	494	16	36	129	7	57 466	49 519	1 373	1 562	
Bismarck	411	252	16	12	129	7	34 631	27 373	1 373	904	

See footnotes at end of table

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

[17,000-place series. For meaning of abbreviations and symbols, see introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
	Total	In structures with—					Total	In structures with—			
		1 unit	2 units	3 and 4 units	5 units or more			1 unit	2 units	3 and 4 units	
Bloomington, IN MSA	1 045	821	102	23	99	15	84 840	75 845	4 790	877	
Bloomington ø	583	425	76	23	59	11	42 829	36 303	3 329	877	
Bloomington-Normal, IL MSA	1 124	847	30	24	223	19	84 071	75 205	1 956	705	
Bloomington ø	518	464	10	20	24	2	38 058	36 864	295	520	
Normal town	367	190	10	4	163	13	21 400	15 562	566	186	
Boise City, ID MSA	6 103	4 531	118	899	595	90	478 836	421 019	6 316	22 178	
Boise City	2 788	1 480	86	477	725	78	194 744	147 986	4 817	17 685	
Nampa	595	386	28	14	140	11	33 301	26 770	1 210	575	
Boston-Worcester-Lawrence, MA-NH-ME-CT CMSA	15 684	14 107	308	57	1 212	72	1 661 971	1 670 323	19 802	1 884	
Boston, MA-NH PMSA	7 446	6 446	192	14	792	44	876 702	809 218	12 810	807	
Boston	196	42	34	3	117	3	15 836	4 570	3 189	76	
Cambridge	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Gloucester	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Lynn	34	34	-	-	-	-	1 980	1 980	-	-	
Waltham	79	77	2	-	-	-	7 436	7 317	139	-	
Brockton, MA PMSA	781	746	6	-	-	-	69 368	69 364	364	-	
Brockton	35	35	-	-	-	-	1 680	1 680	-	-	
Fitchburg-Leominster, MA PMSA[2]	327	323	4	-	-	-	27 588	27 333	255	-	
Fitchburg	39	39	-	-	-	-	2 388	2 388	-	-	
Leominster	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Lawrence, MA-NH PMSA	1 888	1 868	16	-	16	2	169 888	166 846	781	-	
Lawrence	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Lowell, MA-NH PMSA	1 864	976	10	-	68	5	166 089	165 382	568	-	
Lowell	47	45	2	-	-	-	2 577	2 508	69	-	
Manchester, NH PMSA	861	835	6	-	-	-	82 915	81 821	394	-	
Manchester	134	130	4	-	-	-	11 987	11 782	214	-	
Nashua, NH PMSA	821	801	20	-	-	-	86 806	85 374	1 282	-	
Nashua	104	104	-	-	-	-	8 191	8 191	-	-	
New Bedford, MA PMSA	477	452	12	-	38	2	40 238	38 606	678	-	
New Bedford	90	78	6	-	6	1	4 919	4 194	485	-	
Portsmouth-Rochester, NH-ME PMSA	697	672	2	3	280	4	80 719	70 884	160	210	
Portsmouth	34	32	-	-	12	1	1 349	1 089	-	-	
Rochester	24	24	-	-	-	-	1 968	1 968	-	-	
Worcester, MA-CT PMSA[2]	1 976	1 889	40	30	89	15	185 891	177 497	2 380	857	
Worcester	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Brownsville-Harlingen-San Benito, TX MSA	1 289	1 089	39	30	148	15	84 061	80 406	1 160	921	
Brownsville	799	679	32	32	54	6	36 176	30 168	957	851	
Harlingen	394	176	4	4	80	6	14 469	13 191	83	38	
San Benito	79	82	-	13	14	1	3 136	2 589	-	386	
Bryan-College Station, TX MSA	747	607	106	32	-	-	82 237	86 440	4 404	1 394	
Bryan	391	349	12	-	-	-	19 888	19 344	349	-	
College Station	466	388	94	32	-	-	42 644	37 196	4 055	1 394	
Buffalo-Niagara Falls, NY MSA	2 790	2 421	156	45	128	12	289 986	283 271	8 391	2 307	
Buffalo	36	22	-	-	13	1	1 875	1 375	-	-	
Niagara Falls	18	7	-	4	5	1	756	472	-	300	
Burlington, VT MSA	829	696	12	45	74	4	75 266	69 469	744	2 343	
Burlington	29	11	-	13	5	1	1 072	436	-	523	
Canton-Massillon, OH MSA	1 440	1 088	84	49	229	11	154 937	136 419	5 577	2 287	
Canton	33	29	4	-	-	-	2 218	2 019	300	-	
Massillon	89	80	4	20	5	1	7 122	5 867	152	932	
Casper, WY MSA	86	86	-	-	-	-	8 758	8 758	-	-	
Casper ø	86	86	-	-	-	-	8 758	8 758	-	-	
Cedar Rapids, IA MSA	1 216	803	12	91	310	17	87 527	72 002	1 043	5 304	
Cedar Rapids	842	348	8	48	346	15	39 796	28 982	713	3 099	
Champaign-Urbana, IL MSA	781	399	13	26	429	21	41 745	27 121	943	1 178	
Champaign ø	332	73	10	-	248	13	13 386	7 086	527	-	
Urbana	208	26	2	-	180	8	8 783	1 983	101	-	
Charleston-North Charleston, SC MSA	2 792	2 670	6	-	116	9	283 187	280 205	389	-	
Charleston	410	390	2	-	38	2	29 750	29 785	91	-	
North Charleston	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Charleston, WV MSA	737	670	2	27	38	2	63 380	61 721	65	894	
Charleston	224	224	-	-	-	-	24 903	24 903	-	-	
Charlotte-Gastonia-Rock Hill, NC-SC MSA	10 842	9 420	122	8	1 292	96	966 583	907 416	5 374	214	
Concord	•	•	•	•	•	•	•	•	•	•	
Charlotte	•	•	•	•	•	•	•	•	•	•	
Kannapolis	•	•	•	•	•	•	•	•	•	•	
Gastonia ø	283	198	22	-	92	10	23 879	17 521	1 680	-	
Rock Hill	213	180	10	-	23	4	15 900	14 991	240	-	
Charlottesville, VA MSA	1 267	1 016	60	23	168	20	114 037	102 146	3 619	1 314	
Charlottesville	93	58	2	4	29	3	4 386	2 386	75	63	
Chattanooga, TN-GA MSA	1 941	1 756	82	8	93	6	145 466	138 958	2 910	290	
Chattanooga	517	416	18	-	83	4	43 926	40 826	890	-	

See footnotes at end of table

Table 3. **Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993**—Con.

[17,000-place series. For meaning of abbreviations and symbols, see Introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 or
Cheyenne, WY MSA	283	263	4	16	-	-	28 541	27 829	196	515	
Cheyenne	168	168	4	16	-	-	17 394	16 661	196	515	
Chicago-Gary-Kenosha, IL-IN-WI CMSA	35 113	29 781	840	1 345	4 167	327	3 779 560	3 421 832	56 979	93 [illegible]	20
Chicago, IL PMSA	30 839	25 243	680	1 186	3 718	261	3 364 556	3 035 050	47 086	84 871	19
Aurora	1 110	1 096	14	-	-	-	112 077	111 338	739	-	
Chicago	2 208	830	202	249	927	36	131 146	84 353	11 300	13 [illegible]	4
DeKalb	166	143	2	4	17	2	8 913	8 070	180	180	
Elgin	586	512	2	52	32	4	49 130	46 337	110	2 [illegible]	
Evanston ø	28	7	-	-	21	1	3 145	1 146	-	-	
Joliet	740	664	8	40	38	5	86 845	80 086	886	2 921	
North Chicago	122	118	-	4	-	-	7 086	6 937	-	129	
Gary, IN PMSA	2 778	2 466	104	100	108	13	301 533	294 011	7 188	5 [illegible]	
East Chicago	1	1	-	-	-	-	118	118	-	-	
Gary	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Hammond	31	31	-	-	-	-	2 404	2 404	-	-	
Kankakee, IL PMSA	521	386	38	36	56	6	41 723	38 [illegible]	1 746	1 [illegible]	
Kankakee	32	15	-	4	-	-	1 244	1 164	-	80	
Kenosha, WI PMSA	975	864	18	21	352	25	77 758	68 472	577	1 406	
Kenosha	466	221	6	11	210	20	27 577	19 947	340	725	
Chico-Paradise, CA MSA	726	639	6	12	60	6	74 987	68 830	382	860	
Chico	307	227	-	6	72	7	27 053	22 901	-	676	
Paradise town	66	60	6	-	-	-	7 952	7 [illegible]	382	-	
Cincinnati-Hamilton, OH-KY-IN CMSA	11 713	9 864	888	191	2 280	189	1 [illegible]	971 322	11 910	16 135	
Cincinnati, OH-KY-IN PMSA	9 678	8 369	162	116	1 882	157	[illegible]	794 548	9 [illegible]	6 144	
Cincinnati	380	308	32	7	33	5	39 [illegible]	16 [illegible]	1 380	738	
Hamilton-Middletown, OH PMSA	2 035	2 135	46	75	379	43	289 067	286 779	2 910	3 [illegible]	
Hamilton	139	98	6	17	20	6	11 146	6 346	189	1 384	
Middletown	349	107	6	16	116	15	13 342	7 [illegible]	489	[illegible]	
Clarksville-Hopkinsville, TN-KY MSA	2 162	1 712	38	291	121	17	194 972	86 827	1 [illegible]	5 768	
Clarksville	1 373	1 002	30	289	128	17	91 261	82 488	887	5 773	
Hopkinsville	188	147	12	-	-	-	8 887	8 886	382	-	
Cleveland-Akron, OH CMSA	9 739	8 386	284	516	674	88	1 189 [illegible]	1 113 884	18 [illegible]	31 [illegible]	
Akron, OH PMSA	3 015	2 384	88	161	382	18	349 [illegible]	389 [illegible]	4 370	9 [illegible]	
Akron	384	149	8	32	77	4	17 283	13 387	485	2 [illegible]	
Kent	48	28	10	8	-	-	3 847	3 149	389	218	
Cleveland-Lorain-Elyria, OH PMSA	6 794	6 721	176	386	472	46	840 884	788 979	14 168	21 [illegible]	
Cleveland	218	184	4	-	30	1	14 [illegible]	12 484	134	-	
Elyria	120	110	10	-	-	-	10 787	9 737	1 [illegible]	-	
Lorain	106	46	6	4	46	5	7 687	4 478	484	168	
Colorado Springs, CO MSA	3 799	3 [illegible]	6	16	82	3	317 [illegible]	314 199	310	748	
Colorado Springs ø	*	*	*	*	*	*	*	*	*	*	
Columbia, MO MSA	1 284	1 080	178	86	-	-	118 347	107 270	8 417	2 [illegible]	
Columbia	822	646	118	86	-	-	81 [illegible]	73 367	5 737	2 [illegible]	
Columbia, SC MSA	3 237	2 [illegible]	4	8	360	33	[illegible]	210 [illegible]	169	385	
Columbia	144	128	2	-	16	2	17 212	16 788	39	-	
Columbus, GA-AL MSA	1 516	1 [illegible]	22	21	178	19	111 236	104 274	530	1 [illegible]	
Columbus ø	938	777	-	21	138	17	56 383	53 575	-	1 [illegible]	
Columbus, OH MSA[2]	11 342	7 534	174	831	2 803	282	1 029 567	921 436	10 523	30 182	
Columbus	3 708	1 919	106	560	1 084	119	186 983	143 [illegible]	6 [illegible]	12 142	
Lancaster[2]	96	70	16	9	-	*	4 631	3 913	718	200	
Newark ø	530	372	14	48	96	13	31 [illegible]	28 072	685	792	
Corpus Christi, TX MSA	1 139	984	8	20	116	11	88 571	83 [illegible]	439	788	
Corpus Christi	866	861	8	11	16	3	74 513	73 135	439	389	
Cumberland, MD-WV MSA	280	276	2	-	56	5	20 480	18 387	39	-	
Cumberland	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Dallas-Fort Worth, TX CMSA	26 967	21 740	46	39	4 711	275	2 [illegible]	2 [illegible]	2 479	[illegible]	
Dallas, TX PMSA	20 116	15 729	16	24	4 346	257	2 131 704	1 [illegible]	719	[illegible]	
Dallas	3 [illegible]	1 143	6	4	2 773	146	[illegible]	179 782	384	248	
Denton	309	307	2	-	-	-	36 563	36 433	130	-	
Irving	1 317	963	-	-	784	56	121 542	77 694	-	-	
Fort Worth-Arlington, TX PMSA	6 412	6 011	32	4	365	18	739 516	711 567	1 769	80	
Arlington	1 405	1 369	6	-	-	-	148 [illegible]	148 528	384	-	
Fort Worth	1 482	1 340	22	-	200	10	138 383	128 703	1 161	-	
Danville, VA MSA	523	445	-	-	78	10	33 322	31 409	-	-	
Danville	135	57	-	-	78	10	8 941	7 028	-	-	
Davenport-Moline-Rock Island, IA-IL MSA	1 013	904	18	26	65	8	88 343	83 613	1 246	1 [illegible]	
Davenport ø	317	265	-	-	52	7	25 070	23 541	-	-	
Moline	63	44	10	9	-	-	8 700	7 438	728	535	
Rock Island	21	21	-	-	-	-	3 413	3 413	-	-	
Dayton-Springfield, OH MSA	3 284	2 446	134	101	604	42	309 [illegible]	275 334	6 739	7 042	
Dayton	148	40	2	-	106	2	7 415	3 651	39	-	
Fairborn	91	46	26	10	7	1	6 946	4 875	1 102	[illegible]	
Springfield	191	81	-	-	110	8	10 167	6 [illegible]	-	-	

See footnotes at end of table.

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—*Con.*

[17,000-place series. For meaning of abbreviations and symbols, see introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 or
Daytona Beach, FL MSA	3 645	3 017	22	28	578	12	300 843	253 120	1 036	1 272	45
Daytona Beach	103	103	-	-	-	-	14 292	14 292	-	-	-
Decatur, Al MSA	601	525	-	58	18	3	41 744	36 536	-	1 437	
Decatur #	446	381	-	46	7	1	33 827	31 943	-	1 311	
Decatur, IL MSA	252	225	2	3	22	2	26 016	26 336	436	600	
Decatur	131	104	2	3	22	2	13 461	11 803	436	600	
Denver-Boulder-Greeley, CO CMSA	17 006	14 536	120	62	2 288	174	1 848 241	1 744 948	8 708	3 884	8
Boulder-Longmont, CO PMSA	3 087	2 862	12	19	194	6	381 373	322 341	894	952	7
Boulder	508	324	4	11	167	3	47 085	40 013	280	492	
Longmont	458	443	8	8	-	-	42 272	41 308	894	480	
Denver, CO PMSA	12 974	10 843	80	35	2 016	102	1 449 889	1 351 380	7 102	2 485	7
Denver	886	343	32	4	519	94	86 861	38 514	3 970	519	3
Greeley, CO PMSA	985	840	20	8	89	6	76 180	71 217	1 823	487	
Greeley	482	361	20	8	73	4	38 768	39 782	1 189	487	
Des Moines, IA MSA	2 818	2 258	36	34	510	34	288 168	271 087	1 384	1 576	2
Des Moines	402	220	-	4	178	6	39 732	21 685	-	153	
Detroit-Ann Arbor-Flint, MI CMSA	19 272	16 099	130	341	2 702	181	1 801 889	1 681 846	7 478	32 214	10
Ann Arbor, MI PMSA	3 330	2 861	34	43	392	34	308 688	291 167	1 114	3 982	1
Ann Arbor	288	280	6	-	-	-	28 884	29 230	384	-	
Detroit, MI PMSA	14 719	12 116	100	294	2 209	138	1 384 887	1 275 686	6 085	16 882	8
Dearborn	361	86	30	4	289	2	31 884	15 346	1 488	289	1
Detroit #	184	36	-	-	148	2	9 769	9 769	69	-	
Pontiac	77	7	-	-	70	10	2 089	587	-	-	
Port Huron	41	36	-	-	6	1	2 972	2 972	-	-	
Flint, MI PMSA	1 223	1 082	8	4	101	19	100 281	94 988	276	340	
Flint	34	4	-	-	30	3	1 211	461	-	-	
Dothan, AL MSA	486	431	8	17	-	-	28 242	28 574	144	529	
Dothan	382	314	8	16	-	-	20 168	19 830	144	288	
Dover, DE MSA	891	799	92	-	46	1	92 119	95 844	4 319	-	
Dover	354	193	92	-	46	1	17 288	11 081	4 319	-	
Dubuque, IA MSA	483	300	36	52	95	8	38 447	29 677	1 880	2 881	
Dubuque	230	125	30	52	23	3	16 689	11 869	1 340	2 881	
Duluth-Superior, MN-WI MSA	884	799	16	3	66	8	67 714	64 927	880	280	
Duluth	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Superior	62	58	8	3	-	-	4 879	4 391	288	288	
Eau Claire, WI MSA	667	483	46	126	11	2	82 386	44 603	2 488	5 288	
Eau Claire	313	148	40	116	11	2	28 446	16 348	1 888	4 680	
El Paso, TX MSA	2 578	2 193	34	27	324	34	188 682	138 253	1 288	521	-
El Paso	2 567	2 184	32	27	324	34	136 257	135 980	1 288	521	
Elkhart-Goshen, IN MSA	1 032	777	12	16	227	9	80 279	73 312	867	534	
Elkhart	38	38	-	-	-	-	3 888	3 888	-	-	
Goshen	140	81	2	16	41	1	11 208	8 984	280	984	
Elmira, NY MSA	129	96	2	31	-	-	11 383	9 836	57	1 490	
Elmira	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Enid, OK MSA	80	68	2	-	10	1	6 670	6 190	180	-	
Enid	79	67	2	-	10	1	6 580	6 070	180	-	
Erie, PA MSA	873	680	36	120	137	13	73 544	61 082	1 511	5 381	
Erie	183	35	8	46	94	6	8 366	2 174	480	2 912	
Eugene-Springfield, OR MSA	1 478	1 244	52	48	134	6	146 916	136 685	3 181	2 380	
Eugene	714	532	34	18	130	5	72 836	64 288	2 148	912	
Springfield	301	281	-	4	6	1	26 686	26 308	-	175	
Evansville-Henderson, IN-KY MSA	1 315	1 136	10	4	165	14	101 480	97 713	583	175	
Evansville	187	119	-	-	48	4	8 746	7 879	-	-	
Henderson	106	98	-	4	6	1	7 638	7 389	-	175	
Fargo-Moorhead, ND-MN MSA	1 879	821	2	27	1 089	40	106 686	79 483	80	1 488	
Fargo	1 253	450	2	19	782	31	66 718	46 329	80	1 288	
Moorhead	296	151	-	8	137	12	17 284	14 081	-	271	
Fayetteville, NC MSA	3 550	2 638	38	62	812	80	188 291	182 221	1 808	2 184	
Fayetteville	919	541	4	40	334	19	59 267	42 288	157	1 625	
Fayetteville-Springdale-Rogers, AR MSA	3 435	1 782	778	117	758	61	183 987	127 282	33 298	4 891	
Fayetteville	1 031	438	254	42	298	22	64 942	41 712	13 973	2 887	
Rogers	870	421	170	-	279	22	39 535	24 502	6 851	-	
Springdale	587	298	132	22	144	12	28 836	21 383	4 171	280	
Florence, AL MSA	469	259	10	32	168	14	18 505	14 500	222	480	
Florence #	388	195	4	19	148	13	14 729	11 516	75	217	
Florence, SC MSA	642	469	6	15	152	11	45 357	39 185	241	507	
Florence	142	103	4	3	32	6	8 832	7 941	201	80	
Fort Collins-Loveland, CO MSA	2 618	2 274	42	76	226	18	236 139	221 836	2 480	3 042	
Fort Collins	1 180	899	30	40	211	15	84 283	83 744	1 987	1 520	
Loveland	556	540	-	16	-	-	44 373	43 943	-	430	

See footnotes at end of table

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

[17,000-place series. For meaning of abbreviations and symbols, see introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
Fort Myers-Cape Coral, FL MSA	5 328	3 672	180	364	1 112	104	465 195	338 468	12 086	27 680	86 9[illegible]
Cape Coral	1 225	1 198	20	-	6	1	80 997	58 947	880	-	3[illegible]
Fort Myers	178	45	-	-	133	9	11 137	3 653	-	-	7 4[illegible]
Fort Pierce-Port St. Lucie, FL MSA	3 108	2 225	374	88	418	56	351 995	289 066	28 000	6 924	28 [illegible]
Fort Pierce	78	20	10	-	48	6	4 867	1 303	432	-	3 [illegible]
Port St. Lucie	1 319	1 034	54	43	188	26	111 212	84 815	5 836	3 472	17 [illegible]
Fort Smith, AR-OK MSA	610	535	36	38	-	-	47 283	44 615	1 298	1 380	
Fort Smith	209	185	24	-	-	-	21 482	20 564	898	-	
Fort Walton Beach, FL MSA	1 817	1 577	12	82	146	17	113 318	106 767	410	2 411	3 [illegible]
Fort Walton Beach	39	39	-	-	-	-	1 701	1 701	-	-	
Fort Wayne, IN MSA	2 473	2 271	10	-	192	11	274 118	255 285	682	-	5 [illegible]
Fort Wayne #	341	159	4	-	178	10	82 738	17 881	289	-	4 [illegible]
Fresno, CA MSA	4 985	4 446	95	91	352	56	441 487	416 811	5 782	3 738	16 [illegible]
Fresno	2 812	1 778	48	35	150	34	173 889	162 198	3 289	1 888	6 [illegible]
Madera	287	306	12	11	58	6	22 368	18 701	612	288	2 [illegible]
Gadsden, AL MSA	270	169	-	-	81	4	17 285	14 835	-	-	2 [illegible]
Gadsden	70	15	-	-	55	1	4 008	2 053	-	-	1 [illegible]
Gainesville, FL MSA	1 483	982	-	4	517	44	97 764	54 406	-	270	13 [illegible]
Gainesville	689	255	-	-	334	36	31 511	21 179	-	-	10 [illegible]
Glens Falls, NY MSA	985	982	0	3	40	2	49 486	48 988	344	613	1 [illegible]
Glens Falls	17	17	-	-	-	-	289	289	-	-	
Goldsboro, NC MSA[2]	542	444	24	55	19	2	36 589	32 089	691	2 337	
Goldsboro	135	39	16	55	15	2	8 488	3 687	471	1 327	
Grand Forks, ND-MN MSA	481	342	4	16	119	6	35 013	21 179	180	289	[illegible]
Grand Forks #	313	139	-	16	159	6	17 689	12 085	-	289	[illegible]
Grand Rapids-Muskegon-Holland, MI MSA	5 381	4 689	84	119	519	47	479 785	445 010	4 688	5 768	2[illegible]
Grand Rapids	316	259	-	-	57	2	19 217	16 689	-	-	
Holland	139	109	4	-	26	4	19 171	5 449	289	-	
Muskegon	149	39	-	-	110	17	7 979	2 488	-	-	
Great Falls, MT MSA	169	167	2	-	-	-	11 589	11 289	236	-	
Great Falls	169	167	2	-	-	-	11 589	11 289	236	-	
Green Bay, WI MSA	1 689	1 289	218	4	182	38	165 589	134 891	13 386	182	1[illegible]
Green Bay	289	192	32	4	362	38	37 372	34 910	1 886	182	1[illegible]
Greensboro-Winston-Salem-High Point, NC MSA	7 547	6 384	82	87	1 094	86	880 789	846 789	2 189	2 682	2[illegible]
Burlington	139	109	30	-	-	-	11 689	10 897	1 348	-	
Greensboro	1 013	772	2	11	228	38	79 089	64 889	44	349	
High Point #	841	821	4	11	5	1	87 885	86 640	184	488	
Winston-Salem	554	440	6	-	108	3	69 488	68 288	219	-	
Greenville, NC MSA	1 746	817	6	-	923	68	82 318	70 288	284	-	[illegible]
Greenville #	1 482	479	6	-	923	68	69 886	34 886	284	-	[illegible]
Greenville-Spartanburg-Anderson, SC MSA	5 100	4 794	56	39	341	16	480 971	399 179	2 089	1 280	
Anderson	82	76	4	-	-	-	6 546	6 386	160	-	
Greenville	251	83	-	-	168	7	13 481	7 874	-	-	
Spartanburg	60	60	-	-	-	-	4 089	4 089	-	-	
Harrisburg-Lebanon-Carlisle, PA MSA	3 032	2 677	12	36	308	29	247 373	236 227	436	1 676	
Carlisle borough	26	20	2	4	-	-	3 008	2 767	77	142	
Harrisburg	96	12	-	6	78	6	4 814	510	-	325	
Lebanon	18	16	2	-	-	-	867	867	80	-	
Hartford, CT MSA	3 151	2 989	10	40	102	25	398 741	385 688	374	1 880	
Hartford	35	6	4	-	15	2	1 348	389	128	-	
Middletown #	138	138	-	-	-	-	10 748	10 748	-	-	
Hickory-Morganton, NC MSA	1 886	1 449	64	16	89	8	131 389	125 940	2 389	488	
Hickory #	231	171	6	16	38	4	34 735	33 270	885	488	
Morganton	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Honolulu, HI MSA	3 411	1 916	82	39	1 374	132	372 476	282 342	5 579	4 687	
Honolulu	*	*	*	*	*	*	*	*	*	*	
Houma, LA MSA	661	656	2	4	-	-	51 015	50 579	79	75	
Houma	*	*	*	*	*	*	*	*	*	*	
Houston-Galveston-Brazoria, TX CMSA	17 302	13 939	22	94	3 289	382	1 394 223	1 263 289	1 354	5 189	
Brazoria, TX PMSA[3]	1 388	1 257	-	6	125	10	116 986	114 549	-	344	
Galveston-Texas City, TX PMSA	1 886	1 319	-	70	309	22	186 406	152 140	-	4 003	
Galveston	80	80	-	-	-	-	6 579	6 579	-	-	
Texas City	94	94	-	-	-	-	5 886	5 886	-	-	
Houston, TX PMSA	14 216	11 967	22	18	3 119	280	1 289 913	1 106 880	1 354	913	
Baytown	82	78	-	4	-	-	7 185	7 015	-	189	
Conroe	96	96	-	-	-	-	8 887	8 887	-	-	
Houston	3 574	1 489	14	-	2 081	198	266 981	219 479	972	-	
Huntington-Ashland, WV-KY-OH MSA	290	192	14	8	36	5	18 277	14 489	367	400	
Ashland	40	26	2	4	6	1	2 789	2 232	40	400	
Huntington	98	35	4	-	30	4	5 001	3 984	130	-	

Table 3. **Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993**—Con.

[17,000-place series. For meaning of abbreviations and symbols, see introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)			
		In structures with—						In structures with—		
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units
Huntsville, AL MSA	1 986	1 328	-	36	602	58	75 180	58 444	-	730
Huntsville	1 302	782	-	12	508	46	44 766	30 574	-	210
Indianapolis, IN MSA	10 401	8 906	236	98	1 161	97	1 130 800	1 072 300	13 175	8 170
Anderson	100	98	2	-	-	-	8 414	8 349	65	-
Indianapolis ⊘	3 303	2 510	66	67	660	53	306 105	278 831	4 082	5 322
Iowa City, IA MSA	988	652	26	33	257	22	86 564	74 360	2 467	2 499
Iowa City	478	223	20	25	210	17	39 908	27 099	2 082	2 105
Jackson, MI MSA	564	479	2	-	103	6	43 453	38 223	101	-
Jackson	3	3	-	-	-	-	177	177	-	-
Jackson, MS MSA	2 217	1 954	16	94	181	22	163 186	157 918	453	1 117
Jackson	286	102	13	-	181	22	15 348	11 318	391	-
Jackson, TN MSA	871	644	2	-	25	5	46 022	46 714	80	-
Jackson	164	137	2	-	25	5	11 137	10 888	80	-
Jacksonville, FL MSA	7 888	7 017	194	82	595	34	681 329	666 066	10 511	3 301
Jacksonville ⊘	4 433	4 190	166	4	113	18	343 981	329 936	8 466	65
Jacksonville, NC MSA	688	666	16	-	-	-	33 220	32 461	759	-
Jacksonville ⊘	178	176	2	-	-	-	10 014	9 973	45	-
Jamestown, NY MSA	279	222	2	7	48	2	19 536	17 878	80	298
Jamestown	5	5	-	-	-	-	416	416	-	-
Janesville-Beloit, WI MSA	757	588	60	32	147	13	61 164	49 787	5 782	594
Beloit	39	35	4	-	-	-	2 134	1 900	234	-
Janesville	449	210	76	11	152	11	36 360	19 669	5 102	439
Johnson City-Kingsport-Bristol, TN-VA MSA	1 816	1 086	88	57	384	36	86 684	76 871	1 885	1 479
Bristol, VA	62	34	24	4	-	-	2 286	1 188	1 048	70
Bristol, TN	54	54	-	-	-	-	2 484	2 484	-	-
Johnson City	495	389	4	16	146	12	31 673	27 899	179	399
Kingsport	259	177	2	18	62	9	39 487	17 669	195	691
Johnstown, PA MSA	346	321	2	-	23	3	36 089	34 715	46	-
Johnstown	2	2	-	-	-	-	116	116	-	-
Joplin, MO MSA	651	372	116	113	48	3	39 679	30 209	6 513	3 197
Joplin	346	169	104	16	46	3	29 702	16 669	5 714	439
Kalamazoo-Battle Creek, MI MSA	1 897	1 397	14	36	450	20	193 470	139 631	737	1 310
Battle Creek	236	76	-	34	126	8	9 517	7 292	-	352
Kalamazoo	68	64	4	-	-	-	4 466	4 276	190	-
Kansas City, MO-KS MSA	9 880	8 699	166	306	484	16	991 888	941 694	12 040	10 723
Kansas City, KS ⊘	139	139	-	-	-	-	11 894	11 894	-	-
Leavenworth	81	77	4	-	-	-	7 880	7 393	187	-
Kansas City, MO	1 348	1 008	80	13	176	11	116 430	108 694	2 775	673
Olathe	882	799	6	86	-	-	82 749	80 186	388	2 182
Killeen-Temple, TX MSA	1 786	1 786	80	-	-	-	149 882	148 608	1 274	-
Killeen	583	569	14	-	-	-	72 894	71 446	778	-
Temple	202	202	-	-	-	-	20 981	20 981	-	-
Knoxville, TN MSA	3 988	3 369	88	86	419	36	388 698	344 899	2 999	1 898
Knoxville	782	448	34	8	274	22	37 394	34 983	1 040	311
Oak Ridge	140	140	-	-	-	-	18 880	18 880	-	-
Kokomo, IN MSA	434	272	42	-	120	6	37 326	29 094	3 731	-
Kokomo	206	46	36	-	120	6	11 744	4 383	2 980	-
La Crosse, WI-MN MSA	641	481	60	19	81	8	54 086	46 310	3 008	734
La Crosse	73	19	2	11	41	3	3 233	2 087	136	336
Lafayette, LA MSA	1 096	1 040	2	6	48	2	91 813	90 377	74	180
Lafayette	*	*	*	*	*	*	*	*	*	*
Lafayette, IN MSA	860	708	48	-	234	15	78 699	71 116	1 234	-
Lafayette	151	99	44	-	38	3	7 430	5 286	1 080	-
Lake Charles, LA MSA	734	686	34	14	-	-	80 171	88 346	1 384	532
Lake Charles	185	129	22	14	-	-	16 206	14 700	974	532
Lakeland-Winter Haven, FL MSA	2 656	2 587	40	4	24	2	174 463	171 062	1 670	186
Lakeland	237	205	8	-	24	2	16 348	14 296	487	-
Winter Haven	51	47	-	4	-	-	4 747	4 562	-	186
Lancaster, PA MSA	2 741	2 198	36	14	502	28	231 294	199 119	1 875	902
Lancaster	9	9	-	-	-	-	342	342	-	-
Lansing-East Lansing, MI MSA	1 863	1 416	16	10	411	37	172 107	145 034	782	657
East Lansing	45	39	6	-	-	-	4 902	4 622	280	-
Lansing	125	46	2	-	77	2	6 686	2 788	104	-
Laredo, TX MSA[3]	1 549	888	6	116	558	52	62 383	46 834	139	2 710
Laredo	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Las Cruces, NM MSA	1 008	905	4	11	88	3	78 624	76 882	129	217
Las Cruces	807	904	4	11	88	3	43 100	41 138	129	217
Las Vegas, NV-AZ MSA	21 025	17 484	174	383	2 984	313	1 374 888	1 219 274	7 874	17 032
Las Vegas	7 034	6 029	84	94	817	78	386 086	335 389	2 884	3 586
Lawrence, KS MSA	983	537	172	63	191	20	66 544	52 884	8 625	3 626
Lawrence	791	389	196	63	183	19	54 008	39 191	7 889	3 626

See footnotes at end of table

Table 3. **Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993**—Con.

[17,000-place series. For meaning of abbreviations and symbols, see introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
Lawton, OK MSA	215	213	2	-	-	-	19 927	19 887	40	-	
Lawton	199	197	2	-	-	-	18 973	18 933	40	-	
Lewiston-Auburn, ME MSA	183	183	-	-	-	-	15 089	15 089	-	-	
Auburn	34	34	-	-	-	-	3 016	3 016	-	-	
Lewiston	29	29	-	-	-	-	2 275	2 275	-	-	
Lexington, KY MSA	3 559	2 836	158	126	438	46	355 618	344 641	5 830	3 873	11 4
Lexington-Fayette	1 895	1 861	14	-	120	6	177 623	172 966	667	-	4 2
Lima, OH MSA	423	377	40	6	-	-	43 719	41 329	2 148	242	
Lima #	19	15	4	-	-	-	1 186	971	195	-	
Lincoln, NE MSA	1 646	1 083	88	4	530	37	132 671	118 022	2 884	185	11 8
Lincoln	1 575	988	58	4	530	37	126 601	110 561	2 884	185	11 5
Little Rock-North Little Rock, AR MSA	2 588	2 084	68	136	300	17	221 646	216 416	1 764	3 416	6
Conway	558	489	16	54	-	-	50 013	47 146	764	2 101	
Jacksonville	83	75	8	-	-	-	5 351	5 079	172	-	
Little Rock	823	749	8	4	64	1	114 787	112 111	157	308	2
North Little Rock	107	107	-	-	-	-	9 544	9 544	-	-	
Longview-Marshall, TX MSA	254	240	14	-	-	-	20 788	20 390	394	-	
Longview	148	138	10	-	-	-	13 677	13 363	314	-	
Marshall	37	35	2	-	-	-	1 786	1 716	50	-	
Los Angeles-Riverside-Orange County, CA CMSA	26 300	22 439	484	780	4 498	372	3 687 169	3 164 354	46 365	69 698	367
Los Angeles-Long Beach, CA PMSA	7 492	4 589	289	382	2 247	139	1 042 789	760 989	34 169	85 689	211
Lancaster	466	461	-	4	-	-	88 884	88 488	-	348	
Long Beach	34	30	4	-	-	-	2 874	2 499	375	-	
Los Angeles	2 091	488	169	92	1 348	67	276 689	121 148	12 917	8 674	12
Pasadena	91	27	-	-	64	4	10 347	4 916	-	-	
Orange County, CA PMSA	8 344	4 441	78	388	1 578	174	576 882	728 316	6 989	34 169	11
Anaheim	689	389	2	32	288	17	88 888	88 888	167	2 348	1
Irvine	284	119	-	-	165	13	38 489	15 162	-	-	
Santa Ana	74	74	-	-	-	-	8 882	8 882	-	-	
Riverside-San Bernardino, CA PMSA	13 082	12 380	88	148	867	48	1 471 184	1 488 888	8 367	10 378	21
Hemet	94	94	-	-	-	-	12 888	12 888	-	-	
Palm Desert	252	252	-	-	-	-	48 575	43 575	-	-	
Palm Springs	38	38	-	16	-	-	4 888	2 741	-	1 884	
Riverside	484	388	4	-	78	1	88 184	88 849	218	-	3
San Bernardino #	846	237	2	8	597	34	48 847	38 388	134	313	8
Temecula	813	813	-	-	-	-	82 381	82 381	-	-	
Ventura, CA PMSA	1 872	1 168	88	81	67	11	348 848	284 416	8 888	9 388	1
San Buenaventura	188	178	2	-	-	-	38 376	38 167	188	-	
Louisville, KY-IN MSA	5 734	5 086	78	95	475	61	888 416	482 271	4 884	3 791	1
Louisville	347	172	2	36	37	4	16 510	14 191	578	888	
New Albany #	181	138	2	-	40	5	11 481	9 781	88	-	
Lubbock, TX MSA	778	717	36	35	-	-	80 381	77 687	873	1 888	
Lubbock	732	673	14	35	-	-	76 387	72 894	488	1 888	
Lynchburg, VA MSA	1 138	1 084	16	8	30	4	113 387	111 138	870	181	
Lynchburg	122	110	12	-	-	-	12 717	12 118	600	-	
Macon, GA MSA	1 737	1 087	6	-	104	12	107 142	102 608	388	-	
Macon	*	*	*	*	*	*	*	*	*	*	
Madison, WI MSA	3 915	2 214	272	367	1 072	88	329 791	283 384	18 886	16 313	4
Madison	1 887	987	86	188	816	80	106 848	80 571	6 188	8 184	3
Mansfield, OH MSA	414	310	30	30	84	10	34 703	30 883	818	980	
Mansfield	81	42	10	12	17	3	6 881	5 162	348	870	
McAllen-Edinburg-Mission, TX MSA	2 388	1 886	86	131	311	38	113 888	108 188	1 888	2 878	
Edinburg	280	167	6	19	88	7	9 773	8 888	148	488	
McAllen	717	534	40	38	114	17	44 888	38 382	1 881	887	
Mission	412	376	4	38	6	1	25 186	24 387	88	488	
Medford-Ashland, OR MSA	1 411	1 134	40	97	140	14	134 888	118 381	2 278	4 888	
Ashland	86	84	4	7	-	-	8 238	7 711	344	284	
Medford	827	800	32	90	136	13	76 819	62 488	1 775	3 441	
Melbourne-Titusville-Palm Bay, FL MSA	3 948	3 716	4	-	228	13	375 213	360 082	387	-	
Melbourne	802	802	-	-	-	-	61 885	61 885	-	-	
Palm Bay	751	751	-	-	-	-	86 088	86 088	-	-	
Titusville	110	110	-	-	-	-	11 333	11 383	-	-	
Memphis, TN-AR-MS MSA	7 391	7 012	12	15	352	36	691 882	683 412	238	888	
Memphis	*	*	*	*	*	*	*	*	*	*	
West Memphis	32	32	-	-	-	-	2 773	2 773	-	-	
Merced, CA MSA	1 118	1 086	4	18	-	-	109 447	107 886	207	1 364	
Merced	181	154	4	3	-	-	14 282	13 935	207	151	
Miami-Fort Lauderdale, FL CMSA	21 880	15 691	188	195	6 006	239	1 888 884	1 572 414	10 113	12 188	3
Fort Lauderdale, FL PMSA	12 884	9 808	86	87	3 003	136	1 220 143	1 094 886	4 862	8 888	
Fort Lauderdale	82	88	2	-	11	1	14 886	12 848	236	-	
Miami, FL PMSA	9 038	5 783	122	108	3 003	101	678 741	507 748	5 182	5 382	
Miami	438	38	88	4	328	12	21 912	4 361	2 337	346	

See footnotes at end of table

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Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)			
		In structures with—						In structures with—		
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units
Miami, FL PMSA—Con.										
Miami Beach	1 389	17	-	-	1 372	33	96 199	5 616	-	-
Milwaukee-Racine, WI CMSA	8 365	5 124	386	249	2 626	207	816 132	649 970	27 624	16 322
Milwaukee-Waukesha, WI PMSA	7 201	4 476	334	228	2 163	180	723 796	581 789	26 715	15 011
Milwaukee	290	50	26	12	202	7	20 240	4 427	1 476	847
Waukesha	361	233	12	48	68	5	32 677	24 759	873	3 746
Racine, WI PMSA	1 164	648	32	21	463	47	92 337	68 301	2 109	1 312
Racine	108	18	2	-	80	7	4 519	1 369	95	-
Minneapolis-St. Paul, MN-WI MSA	19 338	16 993	186	128	2 336	186	2 106 970	1 985 342	15 786	8 310
Minneapolis	230	94	44	3	89	3	19 177	8 906	4 794	347
St. Paul	91	38	-	16	38	3	5 404	3 298	-	708
Mobile, AL MSA	2 347	1 603	68	30	636	34	186 760	130 651	3 174	923
Mobile	713	664	-	-	69	2	57 098	55 052	-	-
Modesto, CA MSA	1 977	1 881	28	66	32	3	166 360	159 827	1 386	3 347
Modesto	440	346	10	85	-	-	36 834	33 249	896	3 691
Turlock	372	341	4	3	24	2	26 313	22 921	182	166
Monroe, LA MSA	430	426	4	-	6	1	46 867	46 431	51	-
Monroe	54	52	2	-	-	-	7 016	6 980	36	-
Montgomery, AL MSA	1 767	1 641	2	12	112	14	189 394	117 270	79	485
Montgomery #	1 298	1 289	2	12	95	7	91 991	90 016	70	485
Muncie, IN MSA	342	285	29	47	29	1	34 694	29 286	1 488	2 [illegible]
Muncie	89	39	19	29	29	1	4 991	1 991	889	2 166
Myrtle Beach, SC MSA	1 889	1 195	6	6	411	46	113 949	92 986	247	889
Myrtle Beach	95	59	-	-	32	4	6 349	5 277	-	-
Naples, FL MSA	3 689	1 782	54	164	1 719	194	386 867	199 715	4 142	16 447
Naples	375	40	-	4	329	4	61 872	16 946	-	476
Nashville, TN MSA	8 167	7 671	39	95	362	85	746 486	729 880	1 988	2 176
Murfreesboro	572	549	6	3	14	1	49 489	49 089	161	41
Nashville-Davidson #	2 211	1 979	20	57	155	39	288 989	211 694	767	1 419
New London-Norwich, CT-RI MSA	751	749	2	-	-	-	96 798	96 719	80	-
New London	3	3	-	-	-	-	117	117	-	-
Norwich #	27	27	-	-	-	-	3 144	3 144	-	-
New Orleans, LA MSA	3 639	3 373	180	4	186	1	386 941	279 214	3 488	162
New Orleans #	194	180	14	-	-	-	34 178	33 487	692	-
Slidell	40	40	-	-	-	-	3 387	3 387	-	-
New York-Northern New Jersey-Long Island, NY-NJ-CT-PA CMSA	36 571	27 388	2 579	974	5 774	278	3 394 687	2 886 887	147 981	85 344
Bergen-Passaic, NJ PMSA	1 571	1 285	114	-	282	21	169 891	165 791	6 897	-
Bridgeport, CT PMSA	1 086	942	18	8	87	3	91 682	87 918	732	488
Bridgeport	93	2	-	4	87	3	2 816	186	-	188
Danbury, CT PMSA	796	751	4	3	-	-	102 834	102 502	179	152
Danbury #	123	120	-	3	-	-	11 684	10 502	-	182
Dutchess County, NY PMSA	434	414	4	10	6	1	50 414	49 843	144	386
Poughkeepsie	-	-	-	-	-	-	-	-	-	-
Jersey City, NJ PMSA	440	254	138	30	18	1	30 386	13 484	4 984	1 347
Bayonne	6	3	-	3	-	-	880	480	-	90
Jersey City	316	210	106	-	-	-	13 866	10 981	3 274	-
Middlesex-Somerset-Hunterdon, NJ PMSA	5 089	4 324	20	54	671	46	430 775	396 335	783	3 276
Monmouth-Ocean, NJ PMSA	5 319	5 001	10	7	301	24	445 132	432 367	862	386
Dover township	723	886	-	-	168	16	43 304	36 441	-	-
Nassau-Suffolk, NY PMSA	3 729	3 391	66	4	276	32	415 921	386 609	4 306	210
New Haven-Meriden, CT PMSA	1 531	1 086	30	-	485	17	126 867	112 086	746	-
Meriden	57	57	-	-	-	-	3 271	3 271	-	-
New Haven	49	6	12	-	31	6	3 180	243	467	-
New York, NY PMSA	7 314	2 827	1 782	867	1 878	96	880 452	337 381	110 389	47 411
Bronx borough	1 293	78	864	349	312	6	88 091	4 881	38 889	16 084
Brooklyn borough	1 016	185	502	280	59	5	80 443	16 423	38 482	20 639
Manhattan borough	1 146	-	-	-	1 146	2	50 143	-	-	-
Queens borough	531	66	386	51	148	15	29 984	6 784	14 647	2 421
Staten Island borough	1 186	786	400	-	-	-	72 386	50 021	22 365	-
White Plains	69	67	2	-	-	-	7 107	6 996	112	-
Newark, NJ PMSA	4 798	3 845	330	17	616	40	432 986	387 198	15 015	1 085
Newark	363	139	216	4	24	3	18 542	6 980	11 006	52
Newburgh, NY-PA PMSA	1 656	1 522	40	11	83	10	143 340	137 846	1 982	577
Newburgh	1	1	-	-	-	-	50	50	-	-
Stamford-Norwalk, CT PMSA	973	386	20	-	566	14	130 975	101 846	1 282	-
Norwalk	87	39	14	-	34	1	6 865	4 421	636	-
Stamford	854	126	2	-	526	12	42 389	16 256	131	-
Trenton, NJ PMSA	1 370	861	-	3	466	13	87 796	84 383	-	125

See footnotes at end of table.

e 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

(...ries. For meaning of abbreviations and symbols, see Introduction.)

...n statistical areas, associated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
...ton, NJ PMSA—Con.											
...nton	6	3	-	3	-	-	343	118	-	125	-
...rbury, CT PMSA	564	542	12	-	-	-	52 063	51 707	346	-	-
...sbury	91	79	12	-	-	-	5 080	4 714	346	-	-
...h-Virginia Beach-Newport ..., VA-NC MSA	9 732	7 943	122	131	1 536	149	781 586	719 726	5 196	6 322	50 353
...pton	666	416	-	4	246	21	38 880	27 667	-	140	5 863
...port News	1 181	1 075	-	4	102	6	94 464	92 192	-	130	2 142
...folk	227	146	-	-	81	4	16 048	12 948	-	-	2 700	
...mouth	166	86	-	-	80	6	9 196	6 468	-	-	1 728
...folk	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
...nia Beach	2 092	1 883	42	119	288	36	167 270	140 437	2 980	5 482	8 711
..., FL MSA	2 373	2 281	6	12	72	8	111 466	108 094	184	199	2 020
...ia	143	93	2	-	48	4	9 988	8 246	66	-	1 680
...-Midland, TX MSA	379	377	2	-	-	-	42 686	41 913	130	-	-
...land	274	274	-	-	-	-	39 272	39 272	-	-	-
...sa	105	103	2	-	-	-	12 761	12 641	130	-	-
...oma City, OK MSA	3 580	3 502	28	-	8	1	412 482	411 391	981	-	190
...man	544	544	-	-	-	-	46 274	46 274	-	-	-
...homa City	1 957	1 951	6	-	-	-	162 586	161 981	474	-	-
...man	67	65	2	-	-	-	4 883	4 984	66	-	-
..., NE-IA MSA	2 867	2 699	64	47	157	26	274 882	241 660	5 776	1 707	26 939
...ncil Bluffs	280	79	4	7	190	6	14 379	6 487	380	379	7 122
...ska #	2 313	1 798	46	34	435	17	167 986	146 466	2 980	910	16 608
..., FL MSA	16 687	12 916	82	89	3 596	384	1 386 680	1 164 889	4 382	2 487	148 771
...ando	1 886	288	6	-	1 592	65	84 280	35 714	487	-	38 139
...sboro, KY MSA[2]	382	382	2	12	16	2	39 195	32 381	86	489	397
...sboro	181	181	2	12	16	2	11 642	10 980	86	489	397
...ce City, FL MSA	1 374	1 880	32	30	292	35	67 906	58 996	1 687	940	7 410
...ce City	*	*	*	*	*	*	*	*	*	*	*
...-Moundsville, WV-OH	162	118	4	4	36	2	19 812	12 380	160	160	867
...	27	27	-	-	-	*	3 682	3 682	-	-	*
...burg	35	32	4	-	-	-	1 466	1 346	160	-	-
...sota, FL MSA	2 974	2 886	34	-	42	2	291 980	289 882	487	-	794
...sota	188	188	-	-	-	-	14 984	14 984	-	-	-
...-Polis, IL MSA	1 346	867	94	11	386	16	107 484	98 946	6 177	341	6 020
...ton	89	30	4	-	55	7	4 884	2 874	160	-	1 850
...ton #	392	114	-	-	178	16	16 886	13 913	-	-	5 080
...delphia-Wilmington-Atlantic ..., PA-NJ-DE-MD CMSA	29 886	16 387	346	113	1 394	62	1 687 946	1 571 880	16 680	8 688	89 491
...ton-Cape May, NJ PMSA	1 186	846	126	14	80	2	89 887	71 491	16 166	884	1 707
...Atlantic City	-	-	-	-	-	-	-	-	-	-	-
...delphia, PA-NJ PMSA	15 336	13 980	200	96	1 061	66	1 389 166	1 289 691	9 974	8 687	80 794
...Camden	-	-	-	-	-	-	-	-	-	-	-
...Philadelphia	486	183	16	3	284	6	39 189	16 976	880	136	16 123
...land-Millville-Bridgeton, NJ PMSA	300	292	4	4	-	-	16 188	16 384	219	6	-
...Bridgeton	-	-	-	-	-	-	-	-	-	-	-
...Millville	32	32	-	-	-	-	2 382	2 382	-	-	-
...Vineland	137	131	2	4	-	-	8 886	8 886	66	6	-
...ington-Newark, DE-MD PMSA	3 232	3 147	-	-	85	4	165 816	161 885	-	-	3 880
...Newark	146	146	-	-	-	-	10 726	10 726	-	-	-
...Wilmington	22	22	-	-	-	-	1 470	1 470	-	-	-
...-Mesa, AZ MSA	35 468	33 186	92	246	1 917	176	2 821 086	2 589 746	6 489	16 883	97 313
...sa	2 687	2 536	6	28	107	15	281 086	281 670	548	1 816	6 804
...ix	8 439	5 783	14	57	585	46	681 142	657 087	680	3 046	20 319
...dale	3 753	2 883	10	96	764	90	473 986	466 962	1 236	6 789	36 980
...pe	298	292	-	-	6	1	39 810	39 175	-	-	436
...Bluff, AR MSA	110	64	8	-	38	6	3 173	2 388	45	-	770
...ns Bluff	86	40	8	-	38	6	1 963	1 148	45	-	770
...ugh, PA MSA	6 407	5 728	74	100	505	33	651 504	623 426	4 796	3 986	19 326
...burgh	93	79	-	4	10	1	8 302	6 952	-	500	850
...field, MA MSA	115	106	-	3	6	1	16 344	14 980	-	94	300
...field	36	32	-	-	6	1	2 734	2 434	-	-	300
...land, ME MSA	969	931	14	4	20	1	92 228	90 380	618	320	900
...land	58	58	-	-	-	-	3 878	3 878	-	-	-
...land-Salem, OR-WA CMSA	18 151	12 009	306	162	3 674	328	1 510 723	1 325 222	17 361	7 742	160 398
...land-Vancouver, OR-WA PMSA	13 739	10 647	158	119	2 815	248	1 325 257	1 178 810	9 736	5 919	130 792
...land	1 221	830	22	18	351	15	80 713	67 336	1 153	691	11 533
...couver	568	85	12	10	461	48	32 640	7 867	725	604	23 444
...em, OR PMSA	2 412	1 362	148	43	859	80	185 466	146 413	7 624	1 823	29 606
...Salem	1 079	598	50	18	413	47	79 484	63 213	2 392	689	13 190

See footnotes at end of table

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

[17,000-place series. For meaning of abbreviations and symbols, see Introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)			
		In structures with—						In structures with—		
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units
Providence-Fall River-Warwick, RI-MA MSA	2 913	2 713	68	36	96	4	266 297	256 890	3 037	1 966
Attleboro	174	156	2	7	10	2	11 645	10 995	100	250
Pawtucket	21	13	4	4	-	-	999	892	198	99
Providence	34	22	6	6	-	-	1 496	772	122	102
Warwick	94	92	2	-	-	-	9 297	9 173	124	-
Woonsocket	17	11	2	4	-	-	802	629	50	123
Fall River	162	136	24	-	-	-	8 860	7 983	927	-
Provo-Orem, UT MSA	3 388	2 548	138	232	407	42	277 732	242 948	8 443	10 920
Orem	638	462	16	84	96	11	59 082	52 078	864	2 906
Provo	703	342	30	53	278	25	46 204	30 862	2 387	2 918
Pueblo, CO MSA	388	379	6	8	-	-	43 310	42 670	380	280
Pueblo	*	*	*	*	*	*	*	*	*	*
Punta Gorda, FL MSA	1 476	1 386	36	21	80	8	119 386	113 386	2 104	1 013
Punta Gorda	176	172	-	-	6	1	15 040	14 466	-	-
Raleigh-Durham-Chapel Hill, NC MSA	10 544	9 467	66	19	992	77	1 099 913	1 044 141	5 280	1 019
Chapel Hill town	394	394	-	-	-	-	36 214	36 214	-	-
Durham	910	711	2	11	186	13	94 477	78 217	80	778
Raleigh	2 154	1 686	8	4	806	36	187 411	170 176	466	96
Rapid City, SD MSA	306	281	2	16	17	2	31 686	29 906	109	580
Rapid City	283	188	2	16	17	2	16 867	15 167	109	580
Reading, PA MSA	1 867	1 475	14	36	83	6	144 410	136 408	494	1 948
Reading	30	16	4	-	-	-	713	688	80	-
Redding, CA MSA	1 346	1 084	16	154	19	3	113 148	102 449	888	8 721
Redding	847	699	16	122	19	3	76 886	67 687	888	7 106
Reno, NV MSA	2 588	2 346	10	20	214	16	248 941	240 217	1 134	672
Reno	1 182	974	6	12	180	16	88 688	86 120	888	410
Richland-Kennewick-Pasco, WA MSA	1 687	1 388	10	88	208	10	182 886	136 088	426	2 470
Kennewick	692	489	8	9	186	6	82 886	46 176	388	886
Pasco	46	44	2	-	-	-	4 288	4 186	100	-
Richland	443	362	-	44	97	11	39 816	36 673	-	1 974
Richmond-Petersburg, VA MSA	6 467	6 061	16	61	328	37	804 681	480 766	380	2 988
Petersburg	16	16	-	-	-	-	846	846	-	-
Richmond	178	147	-	8	23	2	8 886	8 567	-	375
Roanoke, VA MSA[2]	908	862	30	3	23	2	57 087	54 908	882	41
Roanoke	146	109	24	3	10	1	5 678	4 086	734	41
Rochester, MN MSA	640	586	8	38	-	-	67 880	64 871	782	1 088
Rochester	466	419	8	38	-	-	46 870	43 886	782	1 414
Rochester, NY MSA	3 316	2 836	34	-	447	39	381 087	365 198	2 187	-
Rochester	86	37	4	-	34	1	2 571	1 481	189	-
Rockford, IL MSA	2 382	1 947	144	84	98	10	172 086	158 886	7 880	2 807
Rockford	380	261	94	39	6	1	25 138	18 803	4 864	1 086
Rocky Mount, NC MSA	530	506	14	-	-	-	41 002	40 462	861	-
Rocky Mount	234	234	10	-	-	-	30 918	30 476	442	-
Sacramento-Yolo, CA CMSA	8 836	7 921	102	51	861	46	1 088 619	1 003 801	8 834	3 100
Sacramento, CA PMSA	7 747	7 190	84	26	445	34	942 586	914 386	6 187	1 978
Sacramento	864	544	80	7	53	2	56 886	46 482	3 716	382
Yolo, CA PMSA	888	731	18	23	116	14	97 033	89 415	767	1 121
Davis	482	438	-	-	44	8	64 528	62 067	-	-
Woodland	124	105	16	3	-	-	9 314	8 436	703	175
Saginaw-Bay City-Midland, MI MSA	1 488	1 153	86	16	213	12	121 444	106 482	5 886	1 086
Bay City	14	10	4	-	-	-	730	632	98	-
Midland	239	140	8	-	91	5	24 571	19 474	786	-
Saginaw	4	4	-	-	-	-	180	180	-	-
St. Cloud, MN MSA[2]	1 141	838	10	4	288	16	75 748	66 258	830	-
St. Cloud	293	91	2	-	200	6	13 356	5 872	86	-
St. Joseph, MO MSA	230	198	20	4	8	1	20 924	19 878	911	175
St. Joseph	149	125	16	-	8	1	15 014	14 143	711	-
St. Louis, MO-IL MSA	11 588	10 638	246	182	488	37	1 061 986	1 006 784	13 408	9 773
Alton #	24	6	2	-	16	2	1 614	1 059	77	-
Belleville #	86	37	6	-	12	2	3 980	3 546	229	-
East St. Louis #	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Granite City #	3	3	-	-	-	-	334	334	-	-
St. Charles	517	517	-	-	-	-	44 456	44 456	-	-
St. Louis	77	41	-	-	36	4	4 405	3 215	-	-
Salinas, CA MSA	888	756	26	80	27	3	118 980	113 332	1 426	2 866
Monterey	14	11	-	3	-	-	1 970	1 748	-	222
Salinas	309	275	-	7	27	3	46 042	45 324	-	351
Salt Lake City-Ogden, UT MSA	8 833	7 077	36	144	1 576	86	809 461	737 049	2 474	6 672
Clearfield	76	48	8	24	-	-	4 483	3 195	328	936
Ogden	136	122	6	-	8	1	20 156	19 406	388	-
Salt Lake City	362	140	2	-	220	3	32 371	24 288	70	-
San Angelo, TX MSA	311	305	6	-	-	-	23 413	23 213	200	-
San Angelo #	311	305	6	-	-	-	23 413	23 213	200	-

See footnotes at end of table.

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

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Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
San Antonio, TX MSA	5 824	4 558	8	-	1 258	80	383 488	350 754	185	-	32 54
New Braunfels	177	171	6	-	-	-	12 563	12 418	145	-	-
San Antonio	4 116	2 858	-	-	1 258	80	226 805	194 055	-	-	32 54
San Diego, CA MSA	5 750	4 229	128	251	1 142	134	869 785	741 120	15 068	24 335	79 2
Coronado	16	16	-	-	-	-	3 003	3 003	-	-	-
Escondido	243	243	-	-	-	-	46 828	46 828	-	-	-
San Diego	2 720	1 574	90	175	921	105	360 056	286 011	6 041	17 016	80 9
San Francisco-Oakland-San Jose, CA CMSA	15 087	10 862	290	299	3 646	237	2 106 733	1 755 976	27 438	29 882	293 7
Oakland, CA PMSA	5 661	4 660	80	48	913	70	865 483	775 860	3 886	4 891	71 3
Alameda	10	10	-	-	-	-	2 839	2 839	-	-	-
Berkeley	52	10	6	-	36	2	3 356	1 353	288	-	1 7
Oakland	329	184	22	19	123	3	71 589	58 923	1 646	1 303	11 7
San Francisco, CA PMSA	1 922	730	82	67	934	32	312 034	176 686	12 684	8 888	113 8
San Francisco	1 001	82	76	67	776	21	138 791	18 086	11 088	8 833	100 6
San Jose, CA PMSA	3 463	1 825	42	196	1 401	97	408 888	300 308	3 788	10 884	88 8
Gilroy	80	80	-	-	-	-	12 880	12 880	-	-	-
Palo Alto	115	82	2	-	51	1	18 413	14 832	106	-	3 7
San Jose	2 386	778	30	106	1 412	86	194 186	97 140	2 821	10 884	83 8
Santa Clara	116	116	-	-	-	-	17 908	17 908	-	-	-
Sunnyvale	142	140	2	-	-	-	19 376	19 234	144	-	-
Santa Cruz-Watsonville, CA PMSA	346	279	30	34	13	2	46 413	40 281	2 412	1 440	1 2
Santa Cruz	56	47	4	4	-	-	7 486	6 786	286	354	
Watsonville	68	7	26	30	13	2	6 772	1 300	2 086	1 186	1 2
Santa Rosa, CA PMSA	1 898	1 896	40	27	185	20	287 889	282 214	2 088	2 088	10
Petaluma	800	377	4	3	116	11	57 588	56 540	286	281	6
Santa Rosa	837	495	16	11	13	1	82 984	80 286	1 173	886	
Vallejo-Fairfield-Napa, CA PMSA	1 886	1 882	26	26	130	16	282 646	240 040	2 884	2 088	7
Fairfield	380	380	4	16	16	3	46 816	37 880	472	1 180	1
Napa	308	132	16	3	57	7	32 146	16 842	1 168	184	3
Vallejo	201	186	2	4	-	-	28 916	26 286	280	382	
San Luis Obispo-Atascadero-Paso Robles, CA MSA	866	781	4	3	71	11	108 872	104 734	288	115	3
Atascadero	80	80	-	-	-	-	12 479	12 479	-	-	
Paso Robles	86	82	4	-	-	-	7 288	6 882	286	-	
San Luis Obispo	91	84	-	3	24	3	9 886	8 538	-	115	1
Santa Barbara-Santa Maria-Lompoc, CA MSA	573	477	18	18	62	10	84 488	79 778	1 488	888	2
Lompoc	75	28	8	-	40	8	5 147	3 886	888	-	
Santa Barbara	81	17	4	18	22	2	7 786	4 883	288	888	1
Santa Maria	222	218	4	-	-	-	34 887	34 882	286	-	
Santa Fe, NM MSA	491	382	8	121	-	-	62 082	53 435	275	8 382	
Santa Fe	447	321	8	118	-	-	54 386	46 197	275	7 827	
Sarasota-Bradenton, FL MSA	4 616	3 811	62	84	661	34	388 786	336 046	3 348	4 836	51
Bradenton	196	120	-	-	75	3	10 077	6 288	-	-	3
Sarasota	339	169	2	7	161	4	36 786	19 647	123	488	6
Savannah, GA MSA	2 331	1 806	16	-	510	43	188 888	146 381	688	-	20
Savannah	580	223	-	-	357	36	28 086	13 286	-	-	14
Scranton--Wilkes-Barre--Hazleton, PA MSA	1 386	1 332	30	16	5	1	117 881	115 827	1 688	386	
Scranton	56	56	-	-	-	-	3 888	3 888	-	-	
Wilkes-Barre	11	11	-	-	-	-	773	773	-	-	
Seattle-Tacoma-Bremerton, WA CMSA	22 856	16 481	564	486	5 315	407	2 124 080	1 754 838	38 487	28 288	301
Bremerton, WA PMSA	2 238	1 571	46	28	591	40	147 888	117 882	2 427	1 888	25
Bremerton	145	49	10	4	82	2	10 182	4 988	886	380	4
Olympia, WA PMSA	2 032	1 781	28	4	239	27	188 175	174 882	2 888	186	11
Olympia	250	112	6	4	128	12	17 077	10 387	288	186	6
Seattle-Bellevue-Everett, WA PMSA	13 186	8 867	280	387	3 642	252	1 327 981	1 064 984	17 488	28 677	231
Bellevue	398	182	8	41	167	14	53 701	33 180	748	3 843	16
Everett	383	288	30	9	56	6	32 337	26 882	1 786	472	3
Seattle	1 833	427	28	33	1 446	46	174 817	67 778	2 288	2 188	112
Tacoma, WA PMSA	5 422	4 282	228	88	843	88	480 338	407 480	16 548	3 888	32
Tacoma	563	480	4	32	57	8	86 381	80 886	344	1 484	2
Sharon, PA MSA	290	282	8	-	-	-	21 300	20 829	471	-	
Sharon	-	-	-	-	-	-	-	-	-	-	
Sheboygan, WI MSA	639	433	26	-	180	13	46 773	42 480	1 304	-	4
Sheboygan	172	78	6	-	88	6	6 006	5 606	380	-	1
Sherman-Denison, TX MSA	96	96	-	-	-	-	7 386	7 386	-	-	
Denison	28	28	-	-	-	-	1 880	1 880	-	-	
Sherman	33	33	-	-	-	-	3 112	3 112	-	-	
Shreveport-Bossier City, LA MSA	816	802	8	6	-	-	75 817	75 129	314	174	
Bossier City	348	348	-	-	-	-	28 883	28 883	-	-	
Shreveport	185	185	-	-	-	-	24 883	24 883	-	-	
Sioux City, IA-NE MSA	517	185	10	4	318	9	26 794	16 882	844	140	1
Sioux City	343	83	8	-	252	5	16 181	8 386	880	-	

See footnotes at end of table

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized In Perm Issuing Places: 1993—Con.

[17,000-place series. For meaning of abbreviations and symbols, see introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)			
		In structures with—						In structures with—		
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units
Sioux Falls, SD MSA	1 531	847	22	30	632	23	101 963	71 287	1 563	1 055
Sioux Falls	1 176	516	22	14	624	22	74 546	44 486	1 563	690
South Bend, IN MSA	1 527	1 086	32	12	435	17	134 186	130 901	1 884	897
South Bend ♦	*	*	*	*	*	*	*	*	*	*
Spokane, WA MSA	3 298	2 207	122	76	884	79	274 674	218 946	8 884	3 983
Spokane	827	610	60	30	327	22	81 922	62 189	4 089	1 867
Springfield, IL MSA	1 389	1 114	202	8	60	7	138 574	114 386	11 746	365
Springfield	830	695	162	4	99	7	72 782	60 889	9 805	240
Springfield, MO MSA	2 109	1 785	112	96	156	15	112 589	102 280	8 015	1 933
Springfield	707	439	88	16	156	15	38 889	32 881	2 137	429
Springfield, MA MSA	1 377	1 146	90	74	65	7	141 284	130 486	4 148	5 264
Holyoke	11	7	4	-	-	-	1 016	786	230	-
Northampton	41	41	-	-	-	-	5 172	5 172	-	-
Springfield	87	58	32	-	-	-	4 674	3 442	1 232	-
Westfield	144	138	12	-	6	1	14 982	13 827	940	-
State College, PA MSA	882	808	4	-	92	7	84 374	80 715	168	-
State College borough	88	6	-	-	82	4	2 888	881	-	-
Steubenville-Weirton, OH-WV MSA[1]	97	95	2	-	-	-	7 788	7 688	30	-
Weirton	16	16	-	-	-	-	2 688	2 688	-	-
Steubenville	14	14	-	-	-	-	1 721	1 721	-	-
Stockton-Lodi, CA MSA	2 686	2 572	30	27	36	6	378 916	365 380	1 382	1 449
Lodi	99	99	-	-	-	-	10 380	10 380	-	-
Stockton	1 174	1 139	14	11	30	4	111 488	108 888	1 910	859
Sumter, SC MSA	880	448	4	16	67	1	31 210	24 687	72	490
Sumter	*	*	*	*	*	*	*	*	*	*
Syracuse, NY MSA	2 880	1 576	28	30	576	10	188 277	141 382	1 138	887
Auburn	30	30	-	-	-	-	1 127	1 127	-	-
Syracuse	88	52	16	-	20	2	4 472	2 788	687	-
Tallahassee, FL MSA	2 234	1 788	80	80	282	34	172 381	169 575	1 380	2 791
Tallahassee	1 380	888	32	30	282	34	88 382	77 610	880	890
Tampa-St. Petersburg-Clearwater, FL MSA	12 488	10 381	188	188	1 744	181	1 882 887	811 788	13 887	10 806
Clearwater	884	82	-	-	482	28	38 678	8 712	-	-
St. Petersburg	888	179	2	11	884	18	48 518	30 488	41	1 238
Tampa	830	688	16	8	288	18	184 880	86 672	791	890
Terre Haute, IN MSA	888	513	24	4	112	14	80 888	46 816	1 688	302
Terre Haute	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Texarkana, TX-Texarkana, AR MSA	288	284	-	4	-	-	16 844	15 517	-	127
Texarkana, AR	98	98	-	-	-	-	6 888	6 888	-	-
Texarkana, TX	76	72	-	4	-	-	6 687	5 910	-	127
Toledo, OH MSA	1 814	1 380	92	71	411	44	180 274	130 384	2 746	3 983
Bowling Green ♦	*	*	*	*	*	*	*	*	*	*
Toledo	184	111	16	7	80	1	19 016	8 016	887	443
Topeka, KS MSA	881	884	54	-	288	14	74 806	64 186	2 225	-
Topeka	538	236	80	-	288	14	38 846	32 708	3 886	-
Tucson, AZ MSA	6 380	5 380	82	16	702	88	610 767	887 888	3 330	887
Tucson	2 136	1 316	42	16	702	88	180 380	119 880	2 175	887
Tulsa, OK MSA	2 846	2 886	12	10	-	-	287 382	286 380	402	962
Tulsa	1 015	1 008	-	8	-	-	111 546	111 101	-	444
Tuscaloosa, AL MSA	711	660	2	4	45	4	36 280	36 210	70	46
Tuscaloosa ♦	488	488	2	4	9	1	27 391	26 881	70	46
Tyler, TX MSA	311	289	10	12	-	-	40 234	39 479	346	400
Tyler	246	232	2	12	-	-	36 686	36 180	75	400
Utica-Rome, NY MSA	625	470	10	7	138	5	86 882	43 123	886	280
Rome	6	6	-	-	-	-	280	280	-	-
Utica	2	-	2	-	-	-	83	-	83	-
Victoria, TX MSA	186	186	-	-	-	-	19 888	19 888	-	-
Victoria	186	186	-	-	-	-	19 888	19 888	-	-
Visalia-Tulare-Portervilla, CA MSA	1 794	1 883	36	118	87	10	142 380	132 886	1 462	5 286
Porterville	279	228	2	48	-	-	16 781	15 112	86	1 613
Tulare	396	342	-	14	-	-	32 888	32 272	-	616
Visalia	482	470	22	-	-	-	82 684	51 386	1 337	-
Waco, TX MSA	374	366	6	-	-	-	32 404	32 178	226	-
Waco	151	147	4	-	-	-	12 923	12 777	146	-
Washington-Baltimore, DC-MD-VA-WV CMSA	43 762	37 386	198	47	6 119	384	3 680 886	3 388 783	7 882	3 984
Baltimore, MD PMSA	12 903	10 546	22	-	2 336	116	1 030 438	888 380	801	-
Annapolis	143	94	-	-	49	9	7 886	6 301	-	-
Baltimore	264	156	-	-	108	2	17 829	13 902	-	-
Hagerstown, MD PMSA	502	478	24	-	-	-	47 152	46 441	711	-
Hagerstown	41	23	18	-	-	-	1 821	1 386	536	-
Washington, DC-MD-VA-WV PMSA	30 387	26 374	152	47	3 784	276	2 583 107	2 410 982	6 179	3 984

See footnotes at end of table

Table 3. **Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993**—Con.

[17,000-place series. For meaning of abbreviations and symbols, see introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
	Total	In structures with—					Total	In structures with—			
		1 unit	2 units	3 and 4 units	5 units or more			1 unit	2 units	3 and 4 units	5 units or more
Washington, DC-MD-VA-WV PMSA—Con.											
Washington	305	99	-	43	163	1	20 557	15 761	-	3 796	1 [illegible]
Fredericksburg	6	6	-	-	-	-	523	523	-	-	-
Arlington County	251	241	-	-	10	1	25 807	24 236	-	-	1 [illegible]
Frederick	493	373	-	-	120	10	27 730	23 430	-	-	4 [illegible]
Waterloo-Cedar Falls, IA MSA	299	129	8	3	159	15	21 019	15 986	474	213	4
Cedar Falls	126	58	4	3	63	3	11 180	7 549	284	213	3
Waterloo	173	71	4	-	96	12	9 906	4 083	190	-	1
Wausau, WI MSA	741	594	66	28	81	7	67 941	51 502	3 299	986	1
Wausau	107	47	12	8	40	4	7 453	5 518	815	270	
West Palm Beach-Boca Raton, FL MSA	8 997	7 946	194	310	1 357	118	918 541	767 986	14 744	32 986	92
Boca Raton	529	412	14	48	155	2	74 347	61 182	840	4 215	6
West Palm Beach	317	156	-	-	159	10	39 992	21 370	-	-	5
Wheeling, WV-OH MSA	99	98	-	-	5	1	8 604	8 434	-	10	
Wheeling #	35	30	-	-	5	1	1 772	1 662	-	10	
Wichita, KS MSA	2 599	2 399	34	4	142	16	219 021	212 170	1 215	160	4
Wichita	1 448	1 359	30	-	59	14	115 749	111 739	885	-	2
Wichita Falls, TX MSA	371	347	4	20	-	-	38 891	36 388	880	675	
Wichita Falls	297	273	4	20	-	-	35 894	34 739	880	675	
Williamsport, PA MSA	279	257	4	11	18	2	22 397	21 131	149	394	
Williamsport	-	-	-	-	-	-	-	-	-	-	
Wilmington, NC MSA	2 699	2 494	96	69	135	16	321 285	309 689	3 374	4 794	[illegible]
Wilmington	*	*	*	*	*	*	*	*	*	*	
Yakima, WA MSA	573	399	164	126	46	7	70 188	59 894	8 699	6 699	[illegible]
Yakima	166	32	62	57	34	6	10 101	3 687	2 894	2 699	
York, PA MSA	2 699	2 494	90	20	46	6	214 986	209 698	3 687	799	
York	11	11	-	-	-	-	472	472	-	-	
Youngstown-Warren, OH MSA	1 696	1 172	126	197	200	20	144 699	122 986	7 699	9 699	
Warren	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	
Youngstown	11	3	6	-	-	-	399	195	399	-	
Yuba City, CA MSA	320	302	32	-	6	1	67 727	59 821	699	-	
Yuba City	321	319	6	-	6	1	32 477	31 847	347	-	
Yuma, AZ MSA	697	697	-	-	-	-	42 369	42 369	-	-	
Yuma	394	394	-	-	-	-	20 710	20 710	-	-	

[1]The titles and definitions of MSA's, CMSA's and PMSA's are as defined by the Office of Management and Budget, Executive Office of the President, as of June 1993. See Appendix and C for the definitions.

*Percent of reported data is greater than 25 percent.

Table 4. **New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1992 and 1993**—Con.

[For meaning of abbreviations and symbols, see introduction.]

Permit-issuing places		1992, total	1993				
			Total	1 unit	2 units	3 and 4 units	5 units or more
PENNSYLVANIA—Con.							
Mercer County							
Clark borough		(NA)	5	5	-	-	-
Coolspring township		11	13	13	-	-	-
Delaware township		15	11	11	-	-	-
East Lackawannock township		8	4	4	-	-	-
Fairview township		6	-	-	-	-	-
Farrell	(11)	-	(11)	-	-	-	-
Findley township		4	(09)	-	-	-	-
Fredonia borough #		(NA)		-	-	-	-
French Creek township		2		2	2	-	-
Greene township (N)		5		1	1	-	-
Greenville borough		2		3	3	-	-
Grove City borough		7		2	2	-	-
Hempfield township		18		15	15	-	-
Hermitage		67		112	112	-	-
Jackson Center borough (N)		-		-	-	-	-
Jackson township		9		3	3	-	-
Jamestown borough		(NA)		(NA)	(NA)	(NA)	(NA)
Jefferson township		9		7	7	-	-
Lackawannock township		(NA)		(NA)	(NA)	(NA)	(NA)
Lake township		1		3	3	-	-
Liberty township		2		5	5	-	-
Mercer borough		(NA)		(NA)	(NA)	(NA)	(NA)
Mill Creek township #		(NA)		(NA)	(NA)	(NA)	(NA)
New Lebanon borough		-		1	1	-	-
New Vernon township		6		(NA)	(NA)	(NA)	(NA)
Otter Creek township		1		1	1	-	-
Perry township		2	(11)	3	3	-	-
Pine township		23		26	26	-	-
Pymatuning township		9		(NA)	(NA)	(NA)	(NA)
Salem township		4		1	1	-	-
Sandy Creek township		-		1	1	-	-
Sandy Lake borough		1		11	11	-	-
Sandy Lake township		13		4	4	-	-
Sharon		-		-	-	-	-
Sharpsville borough		-		6	6	-	-
Sheakleyville borough #		(NA)		(NA)	(NA)	(NA)	(NA)
Shenango township		2		(NA)	(NA)	(NA)	(NA)
South Pymatuning township (N)		8		(NA)	(NA)	(NA)	(NA)
Springfield township		11		6	6	-	-
Stoneboro borough		4		-	-	-	-
West Middlesex borough		2		1	1	-	-
West Salem township		4		13	5	8	-
Wheatland borough		1		-	-	-	-
Wilmington township		4		9	9	-	-
Wolf Creek township		3		3	3	-	-
Worth township		1		2	2	-	-
Mifflin County							
Armagh township		23		14	14	-	-
Bratton township		4		4	4	-	-
Brown township		19		24	16	-	8
Burnham borough		-		3	3	-	-
Decatur township		13		7	7	-	-
Derry township		17		35	35	-	-
Granville township		20		27	21	-	6
Lewistown borough		3		45	4	-	41
McVeytown borough (N)		-		-	-	-	-
Menno township (N)		-		(NA)	(NA)	(NA)	(NA)
Newton Hamilton borough		(NA)		(NA)	(NA)	(NA)	(NA)
Oliver township		59		4	4	-	-
Union township		4		2	2	-	-
Wayne township		5		11	11	-	-
Monroe County							
Barrett township		23		17	17	-	-
Chestnuthill township		122		188	188	-	-
Coolbaugh township		340		299	299	-	-
Delaware Water Gap borough		1		(NA)	(NA)	(NA)	(NA)
East Stroudsburg borough		8		23	2	-	21
Eldred township		24		5	5	-	-
Hamilton township		60		33	33	-	-
Jackson township		60		(NA)	(NA)	(NA)	(NA)
Middle Smithfield township		157		222	165	-	39
Mount Pocono borough		12		15	15	-	-
Paradise township		8		15	15	-	-
Pocono township		70		(NA)	(NA)	(NA)	(NA)
Polk township		60		67	67	-	-
Price township		40		41	41	-	-
Ross township (N)		73		61	61	-	-
Smithfield township		33		33	33	-	-
Stroud township		62		(NA)	(NA)	(NA)	(NA)
Stroudsburg borough		1		9	9	-	-
Tobyhanna township		83		71	69	2	-
Tunkhannock township		83		61	59	2	-

See footnotes at end of table.

Table 4. New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1992 and 1993—Con.

[For meaning of abbreviations and symbols, see introduction.]

Permit-issuing places		1992, total	1993				
			Total	1 unit	2 units	3 and 4 units	5 units or more
PENNSYLVANIA—Con.							
Washington County—Con.							
Mount Pleasant township	(10)	15	13	13	-	-	-
New Eagle borough		5	1	1	-	-	-
North Bethlehem township		4	7	7	-	-	-
North Charleroi borough		-	-	-	-	-	-
North Franklin township		6	5	5	-	-	-
North Strabane township		150	62	62	-	-	-
Nottingham township		22	24	24	-	-	-
Peters township		117	126	126	-	-	-
Robinson township		4	6	6	-	-	-
Roscoe borough		1	(NA)	(NA)	(NA)	(NA)	(NA)
Smith township	(11)	10	17	17	-	-	-
Somerset township		10	12	12	-	-	-
South Franklin township		21	23	23	-	-	-
South Strabane township		105	46	46	-	-	-
Speers borough		2	11	11	-	-	-
Stockdale borough		4	-	-	-	-	-
Twilight borough		-	1	1	-	-	-
Union township	(11)	14	29	29	-	-	-
Washington		12	(NA)	(NA)	(NA)	(NA)	(NA)
West Bethlehem township		2	(NA)	(NA)	(NA)	(NA)	(NA)
West Brownsville borough		1	-	-	-	-	-
West Finley township		3	3	3	-	-	-
West Middletown borough		-	1	1	-	-	-
West Pike Run township		7	6	6	-	-	-
Wayne County							
Berlin township (N)		20	(NA)	(NA)	(NA)	(NA)	(NA)
Bethany borough		(NA)	-	-	-	-	-
Buckingham township		1	(NA)	(NA)	(NA)	(NA)	(NA)
Canaan township		3	2	2	-	-	-
Cherry Ridge township		10	(NA)	(NA)	(NA)	(NA)	(NA)
Clinton township		9	(NA)	(NA)	(NA)	(NA)	(NA)
Damascus township		33	33	33	-	-	-
Dreher township		8	8	8	-	-	-
Dyberry township		14	4	4	-	-	-
Hawley borough		4	2	2	-	-	-
Honesdale borough		9	2	2	-	-	-
Lake township		63	84	76	-	8	-
Lebanon township		3	3	3	-	-	-
Lehigh township (N)		24	(NA)	(NA)	(NA)	(NA)	(NA)
Manchester township (N)		10	5	5	-	-	-
Mount Pleasant township		10	12	12	-	-	-
Oregon township (N)		15	9	9	-	-	-
Palmyra township		9	9	9	-	-	-
Paupack township		56	43	43	-	-	-
Preston township		7	7	7	-	-	-
Prompton borough		-	1	1	-	-	-
Salem township		61	37	37	-	-	-
Scott township	(08)	2	(NA)	(NA)	(NA)	(NA)	(NA)
South Canaan township		12	16	16	-	-	-
Starrucca borough		(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Sterling township		8	6	6	-	-	-
Texas township		17	(NA)	(NA)	(NA)	(NA)	(NA)
Waymart borough		33	(NA)	(NA)	(NA)	(NA)	(NA)
Westmoreland County							
Adamsburg borough		-	-	-	-	-	-
Allegheny township		35	56	56	-	-	-
Arnold	(11)	1	3	3	-	-	-
Arona borough (N)		-	-	-	-	-	-
Avonmore borough		-	-	-	-	-	-
Bell township		5	10	10	-	-	-
Bolivar borough		-	-	-	-	-	-
Delmont borough (N)		19	21	21	-	-	-
Derry borough		(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Derry township		29	(NA)	(NA)	(NA)	(NA)	(NA)
Donegal township		15	20	20	-	-	-
East Huntingdon township		9	6	6	-	-	-
East Vandergrift borough		-	1	1	-	-	-
Export borough	(11)	-	24	-	-	-	24
Greensburg		44	46	46	-	-	-
Hempfield township		127	136	136	-	-	-
Hunker borough		-	-	-	-	-	-
Hyde Park borough		-	-	-	-	-	-
Irwin borough		12	4	1	-	3	-
Jeannette		6	3	3	-	-	-
Latrobe borough		1	2	2	-	-	-
Laurel Mountain borough (N)		-	-	-	-	-	-
Ligonier borough		-	1	1	-	-	-
Ligonier township		23	(NA)	(NA)	(NA)	(NA)	(NA)
Lower Burrell		32	21	19	2	-	-
Loyalhanna township		6	4	4	-	-	-
Madison borough (N)		-	-	-	-	-	-
Manor borough		27	7	7	-	-	-
Monessen		7	2	2	-	-	-
Mount Pleasant borough		2	39	1	-	-	38

See footnotes at end of table

Table 4. New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1992 and 1993—Con.

[For meaning of abbreviations and symbols, see introduction.]

Permit-issuing places	1992, total	1993				
			Total	1 unit	2 units	3 and 4 units	5 units or more
PENNSYLVANIA—Con.							
Erie County							
Albion borough	5		9	7	2	-	-
Amity township	2		8	8	-	-	-
Concord township	2		6	6	-	-	-
Corry	3		-	-	-	-	-
Cranesville borough (N)	-		2	2	-	-	-
Edinboro borough	10		10	10	-	-	-
Elgin borough	-		-	-	-	-	-
Elk Creek township (N)	8		6	6	-	-	-
Erie	38	(11)	178	33	8	43	94
Fairview borough	1		-	-	-	-	-
Fairview township	27		24	24	-	-	-
Franklin township	11		(NA)	(NA)	(NA)	(NA)	(NA)
Girard borough	51		24	24	-	-	-
Girard township	14		16	16	-	-	-
Greene township	12		9	9	-	-	-
Greenfield township	11		10	10	-	-	-
Harborcreek township	74		105	105	-	-	-
Lake City borough	7		6	6	-	-	-
Lawrence Park township	-		-	-	-	-	-
Le Boeuf township	7		6	6	-	-	-
McKean borough	(NA)		(NA)	(NA)	(NA)	(NA)	(NA)
McKean township	13		32	32	-	-	-
Mill Village borough #	(NA)		(NA)	(NA)	(NA)	(NA)	(NA)
Millcreek township	288		354	221	16	74	43
North East borough	1		2	2	-	-	-
North East township	31		30	30	-	-	-
Springfield township	10		12	12	-	-	-
Summit township	21		25	25	-	-	-
Union City borough	1		3	3	-	-	-
Union township	2		1	1	-	-	-
Venango township	14		12	12	-	-	-
Washington township	38		47	47	-	-	-
Waterford borough	(NA)		(NA)	(NA)	(NA)	(NA)	(NA)
Waterford township	11		27	27	-	-	-
Wattsburg borough (N)	(NA)		(NA)	(NA)	(NA)	(NA)	(NA)
Wayne township	5		1	1	-	-	-
Wesleyville borough	(NA)		(NA)	(NA)	(NA)	(NA)	(NA)
Fayette County							
Connellsville	-		(NA)	(NA)	(NA)	(NA)	(NA)
Connellsville township	(NA)		7	7	-	-	-
Fayette County Part Unincorporated Area #	220		217	217	-	-	-
Henry Clay township (N)	12		10	10	-	-	-
Ohiopyle borough (N)	(NA)		-	-	-	-	-
Perryopolis borough	6		10	10	-	-	-
South Union township	66	(10)	49	49	-	-	-
Stewart township (N)	3		6	6	-	-	-
Uniontown	3		-	-	-	-	-
Washington township	8		9	9	-	-	-
Wharton township	18		(NA)	(NA)	(NA)	(NA)	(NA)
Forest County							
Barnett township	3		5	5	-	-	-
Green township	(NA)		(NA)	(NA)	(NA)	(NA)	(NA)
Harmony township	-		-	-	-	-	-
Hickory township	5		6	6	-	-	-
Howe township (N)	-		-	-	-	-	-
Jenks township (N)	5		2	2	-	-	-
Kingsley township	6		(NA)	(NA)	(NA)	(NA)	(NA)
Tionesta borough	-		-	-	-	-	-
Tionesta township	3		4	4	-	-	-
Franklin County	710		643	643	-	-	-
Fulton County							
Ayr township	6		4	4	-	-	-
Bethel township	4		12	12	-	-	-
Brush Creek township (N)	(NA)		2	2	-	-	-
Dublin township	1		4	4	-	-	-
Licking Creek township	11		8	8	-	-	-
McConnellsburg borough (N)	-		-	-	-	-	-
Taylor township	4		4	4	-	-	-
Thompson township	7		3	3	-	-	-
Todd township	13		8	8	-	-	-
Union township (N)	(NA)		(NA)	(NA)	(NA)	(NA)	(NA)
Wells township	-		-	-	-	-	-
Greene County							
Aleppo township (N)	4		1	1	-	-	-
Carmichaels borough (N)	(NA)		-	-	-	-	-
Center township	2		4	4	-	-	-
Clarksville borough	-		-	-	-	-	-
Cumberland township (N)	16		15	15	-	-	-
Franklin township (N)	12		24	16	2	-	-
Gray township (N)	-		(NA)	(NA)	(NA)	(NA)	(NA)
Greene township (N)	-		-	-	-	-	-
Greensboro borough (N)	-		-	-	-	-	-
Jackson township (N)	-		-	-	-	-	-

See footnotes at end of table

Table 4. **New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1992 and 1993**—Con.

[meaning of abbreviations and symbols, see introduction.]

Permit-issuing places		1992, total	1993				
			Total	1 unit	2 units	3 and 4 units	5 units or more
PENNSYLVANIA—Con.							
Crawford County—Con.							
South Shenango township		5	6	6	-	-	-
Sparta township	(01)	-	(NA)	(NA)	(NA)	(NA)	(NA)
Spartansburg borough		1	-	-	-	-	-
Spring township		4	2	2	-	-	-
Springboro borough		-	1	1	-	-	-
Steuben township		(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Summerhill township		1	4	4	-	-	-
Summit township		5	6	6	-	-	-
Titusville		1	2	2	-	-	-
Townville borough		-	-	-	-	-	-
Troy township		-	(07) -	-	-	-	-
Union township		3	8	8	-	-	-
Venango borough		-	1	1	-	-	-
Venango township		8	8	8	-	-	-
Vernon township		8	11	11	-	-	-
Wayne township		11	8	8	-	-	-
West Fallowfield township	(06)	-	(02) -	-	-	-	-
West Mead township		21	16	16	-	-	-
West Shenango township		2	-	-	-	-	-
Woodcock borough		1	-	-	-	-	-
Woodcock township	(07)	-	(NA)	(NA)	(NA)	(NA)	(NA)
Cumberland County							
Camp Hill borough		5	-	-	-	-	-
Carlisle borough		33	26	20	2	4	-
Cooke township (N)		5	2	2	-	-	-
Dickinson township		44	48	48	-	-	-
East Pennsboro township		117	151	151	-	-	-
Hampden township		208	183	183	-	-	-
Hopewell township		16	11	11	-	-	-
Lemoyne borough		11	4	4	-	-	-
Lower Allen township		50	54	46	-	8	-
Lower Frankford township		13	12	12	-	-	-
Lower Mifflin township		4	1	1	-	-	-
Mechanicsburg borough		-	3	3	-	-	-
Middlesex township		60	56	52	-	4	-
Monroe township		25	18	18	-	-	-
Mount Holly Springs borough		1	7	7	-	-	-
New Cumberland borough		1	4	-	-	4	-
Newburg borough		3	1	1	-	-	-
Newville borough		2	-	-	-	-	-
North Middleton township		16	17	17	-	-	-
North Newton township		25	16	16	-	-	-
Penn township		20	(NA)	(NA)	(NA)	(NA)	(NA)
Shippensburg borough		6	17	17	-	-	-
Shippensburg township		(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Shiremanstown borough		(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Silver Spring township		118	126	126	-	-	-
South Middleton township		104	117	117	-	-	-
South Newton township		3	12	12	-	-	-
Southampton township (N)		19	42	42	-	-	-
Upper Allen township		71	103	103	-	-	-
Upper Frankford township (N)		7	9	9	-	-	-
Upper Mifflin township		5	6	6	-	-	-
West Fairview borough		-	(NA)	(NA)	(NA)	(NA)	(NA)
West Pennsboro township		41	28	28	-	-	-
Wormleysburg borough		-	1	1	-	-	-
Dauphin County							
Conewago township		9	8	8	-	-	-
Dauphin borough		2	-	-	-	-	-
Derry township		197	104	104	-	-	-
East Hanover township		15	17	17	-	-	-
Elizabethville borough		2	5	2	-	3	-
Gratz borough		1	2	2	-	-	-
Halifax borough		-	-	-	-	-	-
Halifax township		8	12	12	-	-	-
Harrisburg		41	98	12	-	8	78
Highspire borough		8	-	-	-	-	-
Hummelstown borough		11	12	12	-	-	-
Jackson township		11	7	7	-	-	-
Jefferson township		3	1	1	-	-	-
Londonderry township		23	25	25	-	-	-
Lower Paxton township		315	338	298	-	-	40
Lower Swatara township		49	84	80	4	-	-
Lykens borough		(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Lykens township		15	5	5	-	-	-
Middle Paxton township (N)		17	23	23	-	-	-
Middletown borough		2	3	3	-	-	-
Mifflin township		6	(02) -	-	-	-	-
Millersburg borough		3	2	2	-	-	-
Paxtang borough		-	(NA)	(NA)	(NA)	(NA)	(NA)
Penbrook borough		(NA)	-	-	-	-	-
Pillow borough		-	1	1	-	-	-

See footnotes at end of table.

Table 4. New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1992 and 1993—Con.

[For meaning of abbreviations and symbols, see introduction.]

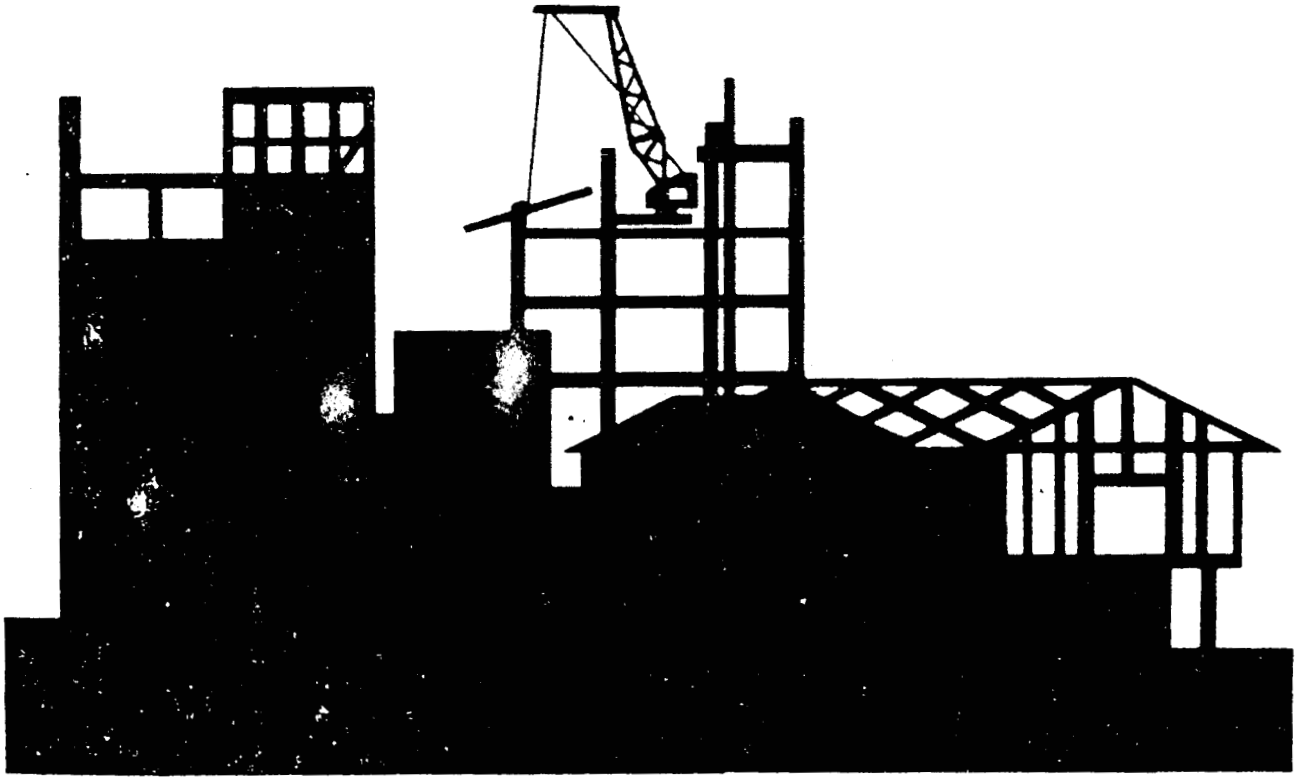
Permit-issuing places	1992, total	1993				
		Total	1 unit	2 units	3 and 4 units	5 units or more
NORTH CAROLINA—Con.						
Carteret County						
Atlantic Beach town	36	19	15	-	4	-
Beaufort town	15	19	19	-	-	-
Cape Carteret town	6	14	14	-	-	-
Carteret County Unincorporated Area #	222	257	257	-	-	-
Emerald Isle town	164	162	120	38	4	-
Morehead City town #	53	53	37	-	-	16
Newport town	13	16	16	-	-	-
Pine Knoll Shores town	33	33	33	-	-	-
Caswell County	43	61	61	-	-	-
Catawba County						
Brookford town	(NA)	1	1	-	-	-
Catawba County Unincorporated Area #	513	554	528	26	-	-
Hickory #	194	231	171	6	16	38
Chatham County						
Chatham County Unincorporated Area #	278	375	333	42	-	-
Siler City town	10	17	17	-	-	-
Cherokee County	182	(NA)	(NA)	(NA)	(NA)	(NA)
Chowan County						
Chowan County Unincorporated Area	33	(NA)	(NA)	(NA)	(NA)	(NA
Edenton town	(NA)	10	10	-	-	
Clay County	103	113	113	-	-	-
Cleveland County						
Cleveland County Unincorporated Area #	370	309	305	4	-	-
Kings Mountain	25	(NA)	(NA)	(NA)	(NA)	(NA
Shelby	79	25	25	-	-	
Columbus County						
Cerro Gordo town	(NA)	(NA)	(NA)	(NA)	(NA)	(NA
Chadbourn town #	*	5	5	-	-	-
Columbus County Unincorporated Area #	88	72	72	-	-	-
Fair Bluff town (N)	-	1	1	-	-	-
Lake Waccamaw town	11	10	10	-	-	-
Tabor City town	4	2	2	-	-	-
Whiteville	7	(NA)	(NA)	(NA)	(NA)	(NA
Craven County						
Craven County Unincorporated Area #	291	269	269	-	-	-
Havelock	75	84	58	-	4	22
New Bern	136	144	114	2	-	28
Cumberland County						
Cumberland County Unincorporated Area #	2 143	2 322	1 788	34	22	478
Fayetteville	546	919	541	4	40	334
Hope Mills town	179	249	249	-	-	-
Spring Lake town	90	60	60	-	-	-
Currituck County	298	312	312	-	-	-
Dare County						
Dare County Unincorporated Area	197	(NA)	(NA)	(NA)	(NA)	(NA
Kill Devil Hills town	46	80	72	2	-	6
Kitty Hawk town (N)	45	38	38	-	-	-
Manteo town	26	(11) 15	15	-	-	-
Nags Head town	96	105	105	-	-	-
Southern Shores town	60	62	62	-	-	-
Davidson County						
Davidson County Unincorporated Area #	706	595	590	-	-	5
Lexington	47	38	28	10	-	-
Thomasville	206	181	177	4	-	-
Davie County	138	144	144	-	-	
Duplin County	106	(NA)	(NA)	(NA)	(NA)	(NA
Durham County						
Durham	1 088	910	711	2	11	186
Durham County Unincorporated Area	353	319	319	-	-	-
Edgecombe County						
Edgecombe County Unincorporated Area #	57	41	41	-	-	-
Pinetops town #	*	*	*	*	*	
Princeville town #	*	*	*	*	*	
Tarboro town	13	10	8	2	-	
Whitakers town	1	-	-	-	-	
Forsyth County						
Forsyth County Unincorporated Area #	1 082	1 449	1 201	2	4	242
Winston-Salem	430	554	440	6	-	108
Franklin County	240	269	245	-	-	24
Gaston County						
Gaston County Unincorporated Area #	565	614	462	14	4	132
Gastonia #	224	283	169	22	-	92
Gates County (N)	31	22	22	-	-	
Graham County (N)	87	88	56	-	32	
Granville County						
Creedmoor #	7	6	6	-	-	-
Granville County Unincorporated Area #	123	194	178	8	-	-
Greene County	38	52	36	-	-	16

See footnotes at end of table

Document Separator

CURRENT CONSTRUCTION REPORTS
C40/93-A

Housing Units Authorized by Building Permits: Annual 1993



U.S. Department of Commerce
Economics and Statistics Administration
BUREAU OF THE CENSUS

CURRENT CONSTRUCTION REPORTS
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Housing Units Authorized by Building Permits: Annual 1993

States,
Metropolitan Areas,
Individual Places

Issued June 1994

U.S. Department of Commerce
Ronald H. Brown, Secretary

Economics and Statistics Administration
Paul A. London, Acting Under Secretary
for Economic Affairs

BUREAU OF THE CENSUS
Harry A. Scarr, Acting Director

Introduction

This report provides statistics on the number and valuation of housing units authorized by building permits in approximately 17,000 permit-issuing places. It includes summary statistics for States, metropolitan statistical areas (MSA's), consolidated metropolitan statistical areas (CMSA's), primary metropolitan statistical areas (PMSA's), and individual places.

The data relate to new housing units intended for occupancy on a housekeeping basis. They exclude mobile homes (trailers), hotels, motels, and group residential structures, such as nursing homes and college dormitories. They also exclude conversions of and additions and alterations to existing buildings. For sources and coverage of data, see Appendix A.

The 17,000 permit-issuing places account for a major portion of new residential housing units started in the United States. In 1993, approximately 93 percent of all privately owned housing intended for occupancy on a housekeeping basis were constructed within permit-issuing places.

CONTENTS OF THE TABLES

Table 1 shows 1993 and historical data for the United States by type of structure inside and outside MA's, and regions. Table 2 shows 1993 statistics by type of structure for the United States, regions, divisions, states, and Puerto Rico. Table 3 shows 1993 statistics by type of structure for the 250 MSA's, 18 CMSA's and their 73 component PMSA's. Table 4 provides the total number of new privately owned housing units authorized in 1992 and 1993 for each of the 17,000 permit-issuing places, Puerto Rico, the Virgin Islands, and new permit-issuing places identified since 1984.

SUMMARY OF FINDINGS

During 1993, local building permit offices in approximately 17,000 permit-issuing places authorized the construction of 1,199,063 new privately owned housing units with a total valuation of $106.8 billion. This was 10 percer above the 1,094,933 housing units authorized in 199: Eighty two percent of the housing units authorized in 199 were single family, and 18 percent were in buildings wi: two units or more.

Approximately 84 percent or 1,008,952 of the 1,199,06 units authorized were located in metropolitan statistic: areas. The four most active areas; Washington-Baltimor DC-MD-VA-WV CMSA, New York-Northern New Jerse Long Island, NY-NJ-CT-PA CMSA, Atlanta, GA MSA, ar Chicago-Gary-Kenosha, IL-IN-WI CMSA; accounted fc 151,119 units or 13 percent of all units authorized in th United States. Forty two percent or 500,722 units auth rized in 1993 were located in the South region. The thre most active states, which accounted for 277,198 units c 23 percent of all units authorized, are Florida, Californi and Texas.

ABBREVIATIONS AND SYMBOLS

The following abbreviations and symbols are used i this publication:

*	Data not available separately.
#	See explanatory footnotes following Table 4
—	Represents zero.
(N)	Permit-issuing places identified since 17,00 place universe established in 1984; activity fc these places not included in summary statis tics.
(NA)	Data not available. No report received.
(Z)	Less than 500 units, $500,000 or .5 percer
r	Revised.
(NR)	Permits not required for this type of construc tion.

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993

[17,000-place series. For meaning of abbreviations and symbols, see Introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
All MA's Total	**1 008 952**	**830 136**	**19 734**	**18 395**	**140 687**	**10 586**	**92 537 818**	**84 218 187**	**1 148 437**	**988 318**	**6 182 879**
Abilene, TX MSA	311	293	6	12	-	-	30 463	29 083	300	1 080	-
Abilene	247	229	6	12	-	-	27 454	26 074	300	1 080	-
Albany, GA MSA	668	429	156	41	42	3	34 296	27 299	5 215	940	841
Albany	259	106	112	41	-	-	10 822	6 384	3 498	940	-
Albany-Schenectady-Troy, NY MSA	2 917	2 488	72	52	305	26	294 798	278 299	3 461	1 820	11 218
Albany	58	34	18	-	6	1	3 471	2 597	682	-	192
Saratoga Springs	64	59	-	-	5	1	8 158	7 988	-	-	170
Schenectady	49	23	10	4	12	1	2 742	1 207	430	155	950
Troy	69	53	-	-	16	2	4 255	3 466	-	-	788
Albuquerque, NM MSA	4 335	3 982	2	22	329	14	349 767	337 984	56	679	11 048
Albuquerque	2 491	2 166	-	16	309	12	214 968	203 942	-	607	10 419
Alexandria, LA MSA	145	85	-	-	60	1	10 062	8 366	-	-	1 696
Alexandria	128	68	-	-	60	1	9 014	7 318	-	-	1 696
Allentown-Bethlehem-Easton, PA MSA	2 474	2 017	14	25	418	26	236 279	220 192	768	1 488	13 831
Allentown	37	31	-	6	-	-	1 983	1 765	-	218	-
Bethlehem	47	36	4	7	-	-	4 353	3 443	160	750	-
Altoona, PA MSA	299	291	-	8	-	-	25 291	25 091	-	200	-
Altoona	39	39	-	-	-	-	2 487	2 487	-	-	-
Amarillo, TX MSA	538	525	4	9	-	-	56 516	55 986	220	310	-
Amarillo	435	435	-	-	-	-	49 718	49 718	-	-	-
Anchorage, AK MSA	1 195	994	6	60	135	7	182 519	157 817	542	7 095	17 065
Anchorage Borough	1 195	994	6	60	135	7	182 519	157 817	542	7 095	17 065
Anniston, AL MSA	189	165	-	-	24	3	12 014	11 127	-	-	888
Anniston	55	55	-	-	-	-	3 121	3 121	-	-	-
Appleton-Oshkosh-Neenah, WI MSA[2]	2 386	1 475	222	39	650	55	178 312	149 850	12 247	1 702	14 713
Appleton	270	176	22	3	69	2	24 576	20 467	1 304	180	2 625
Neenah	118	73	-	-	45	1	12 116	10 573	-	-	1 543
Oshkosh	412	166	14	20	212	15	14 891	10 556	508	748	3 060
Asheville, NC MSA	1 119	1 030	74	7	8	1	106 002	100 599	4 668	554	180
Asheville	106	100	6	-	-	-	11 284	11 050	234	-	-
Athens, GA MSA	906	716	70	7	113	6	71 418	64 755	2 267	281	4 115
Athens-Clarke County #	439	269	58	4	108	5	29 309	23 497	1 891	156	3 765
Atlanta, GA MSA	35 673	32 091	114	24	3 444	244	3 067 876	2 913 036	3 139	986	150 715
Atlanta	879	325	16	-	538	17	50 385	28 646	684	-	21 055
Augusta-Aiken, GA-SC MSA	2 533	2 433	4	24	72	9	213 040	210 913	64	384	1 679
Aiken	150	150	-	-	-	-	16 197	16 197	-	-	-
Augusta	21	21	-	-	-	-	1 928	1 928	-	-	-
Austin-San Marcos, TX MSA	8 492	6 318	82	8	2 084	145	744 110	684 125	3 487	173	56 326
Austin	4 336	2 272	16	-	2 048	139	294 340	237 900	890	-	55 550
San Marcos	41	35	6	-	-	-	2 561	2 377	185	-	-
Bakersfield, CA MSA	3 396	3 082	36	136	142	23	312 603	295 959	2 105	7 499	7 040
Bakersfield	1 884	1 696	20	122	46	6	180 081	169 948	1 470	6 977	1 686
Bangor, ME MSA	228	196	-	-	32	2	17 902	16 902	-	-	1 000
Bangor	40	40	-	-	-	-	3 165	3 165	-	-	-
Barnstable-Yarmouth, MA MSA	1 138	1 101	6	31	-	-	128 159	122 455	710	2 658	2 336
Barnstable town	186	178	-	8	-	-	24 529	24 054	-	475	-
Yarmouth town	102	73	6	23	-	-	12 461	9 568	710	2 183	-
Baton Rouge, LA MSA	1 998	1 799	-	12	187	11	144 991	137 587	-	455	6 948
Baton Rouge	207	132	-	8	67	1	13 528	10 972	-	304	2 253
Beaumont-Port Arthur, TX MSA	1 142	1 072	14	8	48	3	61 522	58 933	659	365	1 666
Beaumont	229	221	-	8	-	-	19 809	19 445	-	365	-
Port Arthur	48	48	-	-	-	-	4 308	4 308	-	-	-
Bellingham, WA MSA[2]	1 659	1 099	140	202	218	30	147 119	112 563	12 312	12 402	9 842
Bellingham	642	204	114	179	145	17	57 870	29 665	10 342	11 222	6 641
Benton Harbor, MI MSA	539	495	10	27	7	1	52 824	49 655	434	1 935	800
Benton Harbor	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Billings, MT MSA	682	438	40	24	180	22	56 007	44 960	2 721	1 500	6 826
Billings #	670	430	36	24	180	22	55 266	44 389	2 551	1 500	6 826
Biloxi-Gulfport-Pascagoula, MS MSA	1 888	1 761	32	28	67	7	113 323	109 555	1 030	874	1 863
Biloxi	144	136	-	8	-	-	10 820	10 820	-	100	-
Gulfport	128	61	12	4	51	5	7 862	6 039	270	99	1 455
Pascagoula	26	22	4	-	-	-	2 191	2 124	67	-	-
Binghamton, NY MSA	278	224	10	12	32	4	23 472	22 226	415	396	435
Binghamton	10	10	-	-	-	-	896	896	-	-	-
Birmingham, AL MSA	4 944	4 211	12	21	700	68	482 948	458 064	409	528	23 947
Birmingham	281	198	-	3	80	8	15 563	12 624	-	94	2 845
Bismarck, ND MSA	667	484	18	36	129	7	57 465	49 519	1 373	1 592	4 981
Bismarck	411	252	18	12	129	7	34 631	27 373	1 373	904	4 981

See footnotes at end of table

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

[17,000-place series. For meaning of abbreviations and symbols, see Introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
Bloomington, IN MSA	1 045	821	102	23	99	15	84 840	75 845	4 780	877	3 338
Bloomington #	593	425	76	23	69	11	42 829	36 303	3 329	877	2 320
Bloomington-Normal, IL MSA	1 124	847	30	24	223	19	84 071	75 205	1 656	705	6 504
Bloomington #	518	464	10	20	24	2	38 059	36 854	285	520	400
Normal town	367	190	10	4	163	13	21 400	15 562	556	185	5 097
Boise City, ID MSA	6 103	4 531	118	589	865	90	478 836	421 019	6 316	22 178	29 323
Boise City	2 768	1 480	88	477	725	79	194 744	147 566	4 817	17 685	24 676
Nampa	565	385	26	14	140	11	33 201	26 770	1 210	575	4 646
Boston-Worcester-Lawrence, MA-NH-ME-CT CMSA	15 664	14 107	308	37	1 212	72	1 661 971	1 570 323	19 502	1 884	70 261
Boston, MA-NH PMSA	7 446	6 448	192	14	792	44	876 702	809 318	12 810	807	53 766
Boston	196	42	34	3	117	3	15 935	4 570	3 189	76	8 100
Cambridge	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Gloucester	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Lynn	24	24	-	-	-	-	1 950	1 950	-	-	-
Waltham	79	77	2	-	-	-	7 436	7 317	120	-	-
Brockton, MA PMSA	751	745	6	-	-	-	69 308	68 954	354	-	-
Brockton	25	25	-	-	-	-	1 620	1 620	-	-	-
Fitchburg-Leominster, MA PMSA[2]	327	323	4	-	-	-	27 599	27 333	266	-	-
Fitchburg	39	39	-	-	-	-	2 389	2 389	-	-	-
Leominster	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Lawrence, MA-NH PMSA	1 552	1 526	16	-	10	2	156 888	156 045	781	-	63
Lawrence	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Lowell, MA-NH PMSA	1 054	976	10	-	68	5	108 020	105 252	568	-	2 200
Lowell	47	45	2	-	-	-	2 577	2 508	69	-	-
Manchester, NH PMSA	561	555	6	-	-	-	62 015	61 621	394	-	-
Manchester	134	130	4	-	-	-	11 967	11 752	214	-	-
Nashua, NH PMSA	621	601	20	-	-	-	56 606	55 374	1 232	-	-
Nashua	104	104	-	-	-	-	8 191	8 191	-	-	-
New Bedford, MA PMSA	477	432	12	-	33	2	40 233	38 005	678	-	1 550
New Bedford	90	78	6	-	6	1	4 919	4 194	425	-	300
Portsmouth-Rochester, NH-ME PMSA	897	672	2	3	220	4	80 719	70 924	100	210	9 485
Portsmouth	34	22	-	-	12	1	1 589	1 028	-	-	561
Rochester	24	24	-	-	-	-	1 868	1 868	-	-	-
Worcester, MA-CT PMSA[2]	1 978	1 829	40	20	89	15	183 881	177 497	2 320	867	3 197
Worcester	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Brownsville-Harlingen-San Benito, TX MSA	1 253	1 030	38	39	146	15	64 051	56 406	1 160	921	5 564
Brownsville	786	678	32	22	54	6	36 176	33 186	957	551	1 481
Harlingen	234	176	4	4	50	5	14 480	13 191	63	33	1 193
San Benito	79	52	-	13	14	1	3 125	2 539	-	336	250
Bryan-College Station, TX MSA	747	607	108	32	-	-	62 237	56 440	4 404	1 394	-
Bryan	261	249	12	-	-	-	19 593	19 244	349	-	-
College Station	486	358	96	32	-	-	42 644	37 196	4 055	1 394	-
Buffalo-Niagara Falls, NY MSA	2 750	2 421	156	45	128	12	299 565	283 271	9 391	2 307	4 597
Buffalo	35	22	-	-	13	1	1 875	1 375	-	-	500
Niagara Falls	16	7	-	4	5	1	756	472	-	200	83
Burlington, VT MSA	829	698	12	45	74	4	75 255	69 469	744	2 243	2 799
Burlington	29	11	-	13	5	1	1 072	435	-	523	114
Canton-Massillon, OH MSA	1 440	1 068	94	49	229	11	154 937	135 419	5 577	2 287	11 654
Canton	33	29	4	-	-	-	2 219	2 019	200	-	-
Massillon	89	60	4	20	5	1	7 122	5 687	152	932	352
Casper, WY MSA	68	68	-	-	-	-	8 758	8 758	-	-	-
Casper #	68	68	-	-	-	-	8 758	8 758	-	-	-
Cedar Rapids, IA MSA	1 216	803	12	91	310	17	87 527	72 002	1 043	5 304	9 178
Cedar Rapids	652	348	8	48	248	15	38 796	28 582	713	3 058	6 443
Champaign-Urbana, IL MSA	761	288	18	26	429	21	41 745	27 121	943	1 176	12 506
Champaign #	332	73	10	-	249	13	13 398	7 095	527	-	5 776
Urbana	208	26	2	-	180	8	8 793	1 963	101	-	6 730
Charleston-North Charleston, SC MSA	2 792	2 670	6	-	116	9	263 187	260 205	389	-	2 593
Charleston	410	350	2	-	58	2	29 750	28 785	91	-	875
North Charleston	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Charleston, WV MSA	737	670	2	27	38	2	63 280	61 721	65	894	600
Charleston	224	224	-	-	-	-	24 903	24 903	-	-	-
Charlotte-Gastonia-Rock Hill, NC-SC MSA	10 842	9 420	122	8	1 292	96	955 583	907 416	5 374	214	42 578
Concord	•	•	•	•	•	•	•	•	•	•	•
Charlotte	•	•	•	•	•	•	•	•	•	•	•
Kannapolis	•	•	•	•	•	•	•	•	•	•	•
Gastonia #	283	169	22	-	92	10	23 879	17 521	1 690	-	4 668
Rock Hill	213	180	10	-	23	4	15 900	14 991	240	-	669
Charlottesville, VA MSA	1 267	1 016	60	23	168	20	114 037	102 146	3 619	1 314	6 958
Charlottesville	93	58	2	4	29	3	4 396	2 366	75	63	1 892
Chattanooga, TN-GA MSA	1 941	1 758	82	8	93	6	145 468	138 958	2 910	290	3 310
Chattanooga	517	416	18	-	83	4	43 926	40 926	600	-	2 310

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Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

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Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
Cheyenne, WY MSA	283	263	4	16	-	-	28 541	27 829	198	515	-
Cheyenne	188	168	4	16	-	-	17 394	16 681	198	515	-
Chicago-Gary-Kenosha, IL-IN-WI CMSA	35 113	28 761	840	1 345	4 167	327	3 779 560	3 421 832	56 979	93 868	206 881
Chicago, IL PMSA	30 839	25 243	690	1 188	3 718	281	3 358 555	3 035 050	47 098	84 871	191 536
Aurora	1 110	1 096	14	-	-	-	112 077	111 338	739	-	-
Chicago	2 208	830	202	249	927	36	131 148	64 353	11 300	13 938	41 557
DeKalb	166	143	2	4	17	2	8 913	8 070	150	150	543
Elgin	598	512	2	52	32	4	49 130	45 337	110	2 598	1 084
Evanston #	28	7	-	-	21	1	3 145	1 145	-	-	2 000
Joliet	740	656	8	40	36	5	65 845	60 096	865	2 821	2 063
North Chicago	122	118	-	4	-	-	7 066	6 937	-	129	-
Gary, IN PMSA	2 778	2 465	104	100	109	13	301 523	284 011	7 158	5 983	4 372
East Chicago	1	1	-	-	-	-	118	118	-	-	-
Gary	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Hammond	31	31	-	-	-	-	2 404	2 404	-	-	-
Kankakee, IL PMSA	521	399	28	36	58	8	41 723	36 299	1 746	1 520	2 158
Kankakee	22	18	-	4	-	-	1 244	1 164	-	80	-
Kenosha, WI PMSA	975	654	18	21	282	25	77 758	66 472	977	1 495	8 815
Kenosha	458	231	6	11	210	20	27 577	19 847	240	725	6 765
Chico-Paradise, CA MSA	736	638	6	12	80	8	74 897	69 820	352	869	3 855
Chico	307	227	-	8	72	7	27 053	22 891	-	676	3 486
Paradise town	66	60	6	-	-	-	7 952	7 600	352	-	-
Cincinnati-Hamilton, OH-KY-IN CMSA	11 713	9 094	228	191	2 200	180	1 065 046	971 322	11 619	10 125	71 981
Cincinnati, OH-KY-IN PMSA	9 078	6 959	182	115	1 822	137	806 979	734 543	9 009	6 144	57 284
Cincinnati	289	200	22	7	60	5	20 566	15 828	1 230	738	2 770
Hamilton-Middletown, OH PMSA	2 635	2 135	46	76	378	43	258 067	236 779	2 610	3 981	14 697
Hamilton	139	56	6	17	60	6	11 145	6 246	150	1 354	3 395
Middletown	249	107	8	16	118	15	13 242	7 655	499	695	4 393
Clarksville-Hopkinsville, TN-KY MSA	2 102	1 712	36	231	123	17	104 972	95 627	1 029	5 763	2 553
Clarksville	1 373	1 002	20	228	123	17	61 251	52 428	557	5 713	2 553
Hopkinsville	159	147	12	-	-	-	9 897	9 535	362	-	-
Cleveland-Akron, OH CMSA	9 739	8 285	264	516	674	58	1 189 863	1 113 584	18 536	31 006	26 737
Akron, OH PMSA	3 015	2 564	88	161	202	18	349 829	329 606	4 370	9 616	6 237
Akron	264	149	6	32	77	4	17 283	13 537	425	2 063	1 257
Kent	46	28	10	8	-	-	3 647	3 169	260	218	-
Cleveland-Lorain-Elyria, OH PMSA	6 724	5 721	176	355	472	40	840 034	783 978	14 166	21 390	20 500
Cleveland	218	154	4	-	60	1	14 592	12 424	124	-	2 045
Elyria	120	110	10	-	-	-	10 787	9 737	1 050	-	-
Lorain	106	48	6	4	48	5	7 627	4 478	464	180	2 505
Colorado Springs, CO MSA	3 709	3 626	6	15	62	3	317 830	314 199	310	748	2 574
Colorado Springs #	*	*	*	*	*	*	*	*	*	*	*
Columbia, MO MSA	1 284	1 050	178	56	-	-	118 247	107 276	8 417	2 554	-
Columbia	822	648	118	56	-	-	81 658	73 367	5 737	2 554	-
Columbia, SC MSA	3 237	2 865	4	8	360	33	220 598	210 939	169	205	9 285
Columbia	144	126	2	-	16	2	17 212	16 788	39	-	385
Columbus, GA-AL MSA	1 518	1 299	22	21	176	19	111 236	104 274	830	1 055	5 077
Columbus #	926	777	-	21	128	17	56 283	53 575	-	1 055	3 653
Columbus, OH MSA[2]	11 342	7 534	174	831	2 803	292	1 029 557	921 426	10 523	20 192	77 416
Columbus	3 709	1 919	106	590	1 094	119	186 983	143 669	5 905	12 142	25 267
Lancaster[4]	95	70	16	9	-	*	4 831	3 913	718	200	*
Newark #	530	372	14	48	96	13	31 969	28 072	625	792	2 480
Corpus Christi, TX MSA	1 138	994	8	20	116	11	88 571	83 808	430	763	3 570
Corpus Christi	886	851	8	11	16	3	74 513	73 125	430	389	570
Cumberland, MD-WV MSA	333	275	2	-	56	5	20 420	18 337	20	-	2 064
Cumberland	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Dallas-Fort Worth, TX CMSA	26 527	21 740	48	28	4 711	275	2 858 220	2 690 422	2 479	949	164 370
Dallas, TX PMSA	20 115	15 729	16	24	4 346	257	2 131 704	1 973 855	719	859	151 272
Dallas	3 926	1 143	6	4	2 773	149	268 377	179 762	384	240	87 990
Denton	309	307	2	-	-	-	36 553	36 423	130	-	-
Irving	1 317	553	-	-	764	55	121 542	77 694	-	-	43 848
Fort Worth-Arlington, TX PMSA	6 412	6 011	32	4	365	18	726 516	711 567	1 760	90	13 099
Arlington	1 405	1 399	6	-	-	-	148 882	143 528	354	-	-
Fort Worth	1 462	1 240	22	-	200	10	138 263	123 703	1 181	-	8 379
Danville, VA MSA	523	445	-	-	78	10	33 322	31 408	-	-	1 914
Danville	135	57	-	-	78	10	8 941	7 028	-	-	1 914
Davenport-Moline-Rock Island, IA-IL MSA	1 013	904	18	26	65	8	98 243	93 613	1 245	1 520	1 865
Davenport #	317	265	-	-	52	7	25 070	23 541	-	-	1 529
Moline	63	44	10	9	-	-	8 700	7 438	728	535	-
Rock Island	21	21	-	-	-	-	3 413	3 413	-	-	-
Dayton-Springfield, OH MSA	3 284	2 445	134	101	604	42	309 699	275 324	6 759	7 042	20 575
Dayton	148	40	2	-	106	2	7 415	3 651	29	-	3 735
Fairborn	91	48	26	10	7	1	6 946	4 875	1 102	656	313
Springfield	191	81	-	-	110	8	10 167	6 869	-	-	3 298

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		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
Daytona Beach, FL MSA	3 645	3 017	22	28	578	12	300 843	253 120	1 036	1 272	45 415
Daytona Beach	103	103	-	-	-	-	14 292	14 292	-	-	-
Decatur, AL MSA	601	525	-	58	18	3	41 744	39 528	-	1 437	779
Decatur #	446	391	-	48	7	1	33 827	31 943	-	1 311	573
Decatur, IL MSA	252	225	2	3	22	2	28 016	26 328	428	600	660
Decatur	131	104	2	3	22	2	13 491	11 803	428	600	660
Denver-Boulder-Greeley, CO CMSA	17 006	14 535	120	62	2 289	174	1 848 241	1 744 948	9 708	3 884	89 701
Boulder-Longmont, CO PMSA	3 067	2 852	12	19	184	6	331 373	322 341	894	952	7 186
Boulder	506	324	4	11	167	3	47 025	40 013	290	492	6 230
Longmont	459	443	8	8	-	-	42 272	41 208	604	460	-
Denver, CO PMSA	12 974	10 843	80	35	2 016	162	1 440 689	1 351 390	7 192	2 465	79 642
Denver	998	343	32	4	619	64	65 551	39 514	3 970	619	21 449
Greeley, CO PMSA	965	840	28	8	89	6	76 180	71 217	1 623	467	2 873
Greeley	452	351	20	8	73	4	33 708	29 782	1 159	467	2 300
Des Moines, IA MSA	2 818	2 258	26	24	510	34	296 188	271 067	1 384	1 976	21 761
Des Moines	402	220	-	4	178	8	29 732	21 665	-	153	7 914
Detroit-Ann Arbor-Flint, MI CMSA	19 272	16 099	130	341	2 702	181	1 801 529	1 661 846	7 475	23 214	108 994
Ann Arbor, MI PMSA	3 330	2 961	24	43	302	24	306 680	291 187	1 114	3 992	10 387
Ann Arbor	286	280	6	-	-	-	29 594	29 230	364	-	-
Detroit, MI PMSA	14 719	12 116	100	294	2 209	138	1 394 567	1 275 696	6 085	18 982	93 805
Dearborn	351	88	20	4	239	2	31 954	15 345	1 456	263	14 891
Detroit #	184	36	-	-	148	2	9 769	3 789	60	-	5 920
Pontiac	77	7	-	-	70	10	2 093	327	-	-	1 766
Port Huron	41	35	-	-	6	1	2 972	2 672	-	-	300
Flint, MI PMSA	1 223	1 022	6	4	191	19	100 281	94 963	276	240	4 802
Flint	34	4	-	-	30	3	1 311	451	-	-	860
Dothan, AL MSA	456	431	8	17	-	-	29 242	28 574	144	523	-
Dothan	332	314	8	10	-	-	20 183	19 830	144	208	-
Dover, DE MSA	931	790	92	-	49	1	62 119	55 844	4 319	-	1 956
Dover	334	193	92	-	49	1	17 263	11 001	4 319	-	1 943
Dubuque, IA MSA	453	300	36	52	65	8	36 447	29 877	1 690	2 661	2 219
Dubuque	230	125	30	52	23	3	16 569	11 550	1 340	2 661	1 019
Duluth-Superior, MN-WI MSA	864	789	18	3	56	9	57 714	54 927	890	300	1 597
Duluth	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Superior	62	53	6	3	-	-	4 979	4 391	288	300	-
Eau Claire, WI MSA	657	463	48	135	11	2	52 325	44 003	2 459	5 383	480
Eau Claire	313	146	40	116	11	2	23 445	16 346	1 999	4 620	480
El Paso, TX MSA	2 578	2 193	34	27	324	24	135 652	126 253	1 399	621	7 379
El Paso	2 567	2 184	32	27	324	24	135 257	125 920	1 336	621	7 379
Elkhart-Goshen, IN MSA	1 032	777	12	16	227	9	80 270	73 312	857	524	5 577
Elkhart	38	38	-	-	-	-	3 836	3 836	-	-	-
Goshen	140	81	2	16	41	1	11 203	8 994	260	524	1 425
Elmira, NY MSA	129	96	2	31	-	-	11 353	9 828	57	1 469	-
Elmira	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Enid, OK MSA	80	68	2	-	10	1	6 670	6 150	150	-	370
Enid	79	67	2	-	10	1	6 590	6 070	150	-	370
Erie, PA MSA	973	690	26	120	137	13	73 544	61 082	1 511	5 391	5 560
Erie	183	35	8	46	94	6	9 355	2 174	459	2 912	3 810
Eugene-Springfield, OR MSA	1 478	1 244	52	46	136	6	146 916	135 625	3 181	2 300	5 810
Eugene	714	532	34	18	130	5	72 935	64 288	2 149	912	5 587
Springfield	301	291	-	4	6	1	26 606	26 208	-	175	223
Evansville-Henderson, IN-KY MSA	1 315	1 136	10	4	165	14	101 480	97 713	553	175	3 038
Evansville	167	119	-	-	48	4	8 745	7 979	-	-	766
Henderson	108	98	-	4	6	1	7 639	7 289	-	175	175
Fargo-Moorhead, ND-MN MSA	1 879	821	2	27	1 029	49	105 685	78 483	80	1 499	25 623
Fargo	1 253	450	2	19	782	31	66 718	46 329	80	1 228	19 081
Moorhead	296	151	-	8	137	12	17 284	14 061	-	271	2 952
Fayetteville, NC MSA	3 550	2 638	38	62	812	50	199 291	162 221	1 508	2 184	33 377
Fayetteville	919	541	4	40	334	19	59 267	42 268	157	1 625	15 217
Fayetteville-Springdale-Rogers, AR MSA	3 435	1 782	778	117	758	61	183 967	127 282	33 299	4 631	18 756
Fayetteville	1 031	436	254	42	299	22	64 942	41 712	13 973	2 697	6 560
Rogers	870	421	170	-	279	22	39 533	24 502	6 851	-	8 180
Springdale	587	289	132	22	144	12	28 838	21 363	4 171	280	3 024
Florence, AL MSA	469	259	10	32	168	14	16 505	14 500	222	460	3 323
Florence #	366	195	4	19	148	13	14 729	11 515	75	217	2 923
Florence, SC MSA	642	469	6	15	152	11	45 357	39 185	241	507	5 424
Florence	142	103	4	3	32	6	8 832	7 941	201	50	640
Fort Collins-Loveland, CO MSA	2 618	2 274	42	76	226	18	235 139	221 836	2 490	3 042	7 771
Fort Collins	1 180	899	30	40	211	15	94 283	83 744	1 927	1 520	7 093
Loveland	556	540	-	16	-	-	44 373	43 943	-	430	-

See footnotes at end of table

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

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		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
Fort Myers-Cape Coral, FL MSA	5 328	3 672	180	364	1 112	104	465 195	338 468	12 086	27 680	86 961
Cape Coral	1 225	1 199	20	-	6	1	60 997	59 947	690	-	360
Fort Myers	176	45	-	-	133	9	11 137	3 653	-	-	7 484
Fort Pierce-Port St. Lucie, FL MSA	3 106	2 225	374	89	418	58	351 995	288 059	28 000	6 924	29 013
Fort Pierce	78	20	10	-	48	6	4 867	1 303	432	-	3 132
Port St. Lucie	1 319	1 034	54	43	188	26	111 212	84 815	5 838	3 472	17 088
Fort Smith, AR-OK MSA	610	535	36	39	-	-	47 263	44 615	1 288	1 360	-
Fort Smith	209	185	24	-	-	-	21 452	20 554	898	-	-
Fort Walton Beach, FL MSA	1 817	1 577	12	82	146	17	113 318	106 797	410	2 411	3 700
Fort Walton Beach	39	39	-	-	-	-	1 701	1 701	-	-	-
Fort Wayne, IN MSA	2 473	2 271	10	-	192	11	274 118	268 295	682	-	5 142
Fort Wayne #	341	159	4	-	178	10	22 723	17 581	330	-	4 812
Fresno, CA MSA	4 955	4 446	96	81	332	55	441 487	416 611	5 722	3 726	15 428
Fresno	2 012	1 778	48	36	150	24	173 989	162 156	3 209	1 836	6 789
Madera	287	206	12	11	58	8	22 368	18 701	612	559	2 496
Gadsden, AL MSA	270	189	-	-	81	4	17 285	14 835	-	-	2 450
Gadsden	70	15	-	-	55	1	4 003	2 053	-	-	1 950
Gainesville, FL MSA	1 483	962	-	4	517	44	97 764	84 405	-	270	13 089
Gainesville	609	285	-	-	324	36	31 511	21 179	-	-	10 332
Glens Falls, NY MSA	565	502	6	8	49	2	49 495	46 588	344	613	1 950
Glens Falls	17	17	-	-	-	-	980	980	-	-	-
Goldsboro, NC MSA[2]	542	444	24	50	15	2	35 596	32 053	681	2 307	555
Goldsboro	125	39	18	53	15	2	6 490	3 637	471	1 827	555
Grand Forks, ND-MN MSA	421	242	4	16	159	6	26 813	21 179	160	960	4 614
Grand Forks #	313	138	-	16	159	6	17 669	12 095	-	960	4 614
Grand Rapids-Muskegon-Holland, MI MSA	5 351	4 636	84	113	518	47	479 765	445 019	4 656	5 798	24 292
Grand Rapids	316	259	-	-	57	2	19 217	16 669	-	-	2 548
Holland	130	100	4	-	26	4	10 171	8 443	220	-	1 508
Muskegon	140	30	-	-	110	17	7 070	2 408	-	-	4 662
Great Falls, MT MSA	109	107	2	-	-	-	11 590	11 353	236	-	-
Great Falls	109	107	2	-	-	-	11 590	11 353	236	-	-
Green Bay, WI MSA	1 893	1 089	218	4	582	38	156 896	124 901	13 366	162	18 469
Green Bay	560	192	32	4	332	23	37 372	24 819	1 866	162	10 525
Greensboro—Winston-Salem—High Point, NC MSA	7 547	6 324	82	57	1 084	86	580 730	545 728	3 190	2 562	29 251
Burlington	138	108	30	-	-	-	11 850	10 507	1 343	-	-
Greensboro	1 013	772	2	11	228	26	70 093	64 536	44	249	5 265
High Point #	541	521	4	11	5	1	57 685	56 649	154	456	426
Winston-Salem	554	440	6	-	108	3	60 403	56 203	219	-	3 981
Greenville, NC MSA	1 746	817	6	-	923	68	92 318	70 383	234	-	21 701
Greenville #	1 402	473	6	-	923	68	56 560	34 625	234	-	21 701
Greenville-Spartanburg-Anderson, SC MSA	5 100	4 764	56	39	241	16	400 971	389 170	2 089	1 330	8 381
Anderson	82	78	4	-	-	-	6 546	6 396	150	-	-
Greenville	251	83	-	-	168	7	13 461	7 974	-	-	5 487
Spartanburg	60	60	-	-	-	-	4 083	4 083	-	-	-
Harrisburg-Lebanon-Carlisle, PA MSA	3 032	2 677	12	35	308	29	247 375	235 227	436	1 076	10 636
Carlisle borough	26	20	2	4	-	-	3 006	2 787	77	142	-
Harrisburg	98	12	-	8	78	6	4 914	510	-	325	4 079
Lebanon	18	16	2	-	-	-	557	507	50	-	-
Hartford, CT MSA	3 151	2 929	10	49	163	25	303 741	295 686	374	1 820	5 861
Hartford	25	6	4	-	15	2	1 240	289	126	-	825
Middletown #	138	136	-	-	-	-	10 748	10 748	-	-	-
Hickory-Morganton, NC MSA	1 596	1 449	64	16	69	8	131 259	126 940	2 260	420	1 638
Hickory #	231	171	6	16	38	4	24 735	23 270	295	420	750
Morganton	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Honolulu, HI MSA	3 411	1 916	62	59	1 374	132	372 476	292 242	8 879	4 627	66 728
Honolulu	*	*	*	*	*	*	*	*	*	*	*
Houma, LA MSA	661	655	2	4	-	-	51 015	50 870	70	75	-
Houma	*	*	*	*	*	*	*	*	*	*	*
Houston-Galveston-Brazoria, TX CMSA	17 302	13 633	22	94	3 553	252	1 594 223	1 460 229	1 354	5 160	124 480
Brazoria, TX PMSA[2]	1 388	1 257	-	6	125	10	116 905	114 549	-	244	4 112
Galveston-Texas City, TX PMSA	1 698	1 319	-	70	309	22	166 405	152 149	-	4 003	10 252
Galveston	60	60	-	-	-	-	6 676	6 676	-	-	-
Texas City	64	64	-	-	-	-	5 995	5 895	-	-	-
Houston, TX PMSA	14 216	11 057	22	18	3 119	220	1 308 913	1 196 530	1 354	913	110 116
Baytown	82	78	-	4	-	-	7 195	7 015	-	180	-
Conroe	96	96	-	-	-	-	6 507	6 507	-	-	-
Houston	3 574	1 499	14	-	2 061	158	296 901	219 473	972	-	76 456
Huntington-Ashland, WV-KY-OH MSA[2]	250	192	14	8	36	5	16 277	14 453	357	400	1 067
Ashland	40	28	2	4	6	1	2 793	2 233	40	400	120
Huntington	69	35	4	-	30	4	5 001	3 924	130	-	947

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Huntsville, AL MSA	1 966	1 328	-	36	602	59	75 180	58 444	-	730	16 006
Huntsville	1 302	782	-	12	508	46	44 766	30 574	-	210	13 981
Indianapolis, IN MSA	10 401	8 906	238	96	1 161	97	1 130 800	1 072 300	13 175	8 170	37 155
Anderson	100	98	2	-	-	-	8 414	8 349	65	-	-
Indianapolis #	3 303	2 510	86	67	680	53	305 105	278 831	4 082	5 322	16 871
Iowa City, IA MSA	968	652	26	33	257	22	88 594	74 390	2 497	2 489	9 217
Iowa City	478	223	20	25	210	17	38 906	27 088	2 092	2 105	7 621
Jackson, MI MSA	564	479	2	-	103	6	43 453	39 223	101	-	4 129
Jackson	3	3	-	-	-	-	177	177	-	-	-
Jackson, MS MSA	2 217	1 954	18	64	181	22	163 158	157 918	483	1 117	3 640
Jackson	295	102	12	-	181	22	15 249	11 318	291	-	3 640
Jackson, TN MSA	571	544	2	-	25	5	46 022	45 714	80	-	229
Jackson	164	137	2	-	25	5	11 137	10 828	80	-	229
Jacksonville, FL MSA	7 508	7 017	194	92	205	24	681 329	656 056	10 511	3 301	11 460
Jacksonville #	4 433	4 150	166	4	113	18	343 991	329 938	8 458	65	5 530
Jacksonville, NC MSA	683	665	18	-	-	-	33 220	32 451	769	-	-
Jacksonville #	178	176	2	-	-	-	10 018	9 973	45	-	-
Jamestown, NY MSA	279	222	2	7	48	2	19 535	17 578	50	298	1 609
Jamestown	5	5	-	-	-	-	415	415	-	-	-
Janesville-Beloit, WI MSA	797	538	90	22	147	13	61 164	49 787	5 722	694	4 960
Beloit	29	25	4	-	-	-	2 124	1 900	224	-	-
Janesville	440	219	78	11	132	11	29 320	19 689	5 102	429	4 100
Johnson City-Kingsport-Bristol, TN-VA MSA	1 515	1 096	58	57	304	36	88 064	76 571	1 835	1 479	8 179
Bristol, VA	62	24	34	4	-	-	2 298	1 183	1 045	70	-
Bristol, TN	54	54	-	-	-	-	2 484	2 484	-	-	-
Johnson City	495	328	4	18	145	12	31 673	27 906	170	398	3 198
Kingsport	259	177	2	18	62	9	20 467	17 660	195	631	1 980
Johnstown, PA MSA	346	321	2	-	23	3	26 030	24 715	45	-	1 270
Johnstown	2	2	-	-	-	-	116	116	-	-	-
Joplin, MO MSA	651	372	118	113	48	3	39 670	29 200	6 513	3 197	760
Joplin	348	180	104	16	48	3	23 702	16 808	5 714	420	760
Kalamazoo-Battle Creek, MI MSA	1 897	1 397	14	36	450	20	153 470	139 631	737	1 310	11 793
Battle Creek	226	76	-	24	126	8	9 517	7 232	-	352	1 933
Kalamazoo	68	64	4	-	-	-	4 465	4 275	190	-	-
Kansas City, MO-KS MSA	9 593	8 686	198	305	404	18	991 528	941 694	12 040	10 723	27 072
Kansas City, KS #	130	130	-	-	-	-	11 594	11 594	-	-	-
Leavenworth	81	77	4	-	-	-	7 580	7 393	187	-	-
Kansas City, MO	1 242	1 003	50	13	176	11	116 430	106 694	2 775	673	6 288
Olathe	852	790	6	56	-	-	92 743	90 195	366	2 182	-
Killeen-Temple, TX MSA	1 795	1 765	30	-	-	-	149 962	148 688	1 274	-	-
Killeen	953	939	14	-	-	-	72 224	71 446	778	-	-
Temple	202	202	-	-	-	-	20 981	20 981	-	-	-
Knoxville, TN MSA	3 928	3 359	88	65	416	35	263 086	244 599	2 999	1 938	13 551
Knoxville	762	446	34	8	274	22	37 384	24 993	1 040	311	11 040
Oak Ridge	140	140	-	-	-	-	18 893	18 893	-	-	-
Kokomo, IN MSA	434	272	42	-	120	6	37 326	29 094	3 731	-	4 500
Kokomo	205	49	36	-	120	6	11 744	4 263	2 980	-	4 500
La Crosse, WI-MN MSA	641	481	60	19	81	8	55 055	49 310	3 008	734	2 003
La Crosse	73	19	2	11	41	3	3 233	2 027	138	335	733
Lafayette, LA MSA	1 096	1 040	2	6	48	2	91 913	90 377	74	180	1 282
Lafayette	*	*	*	*	*	*	*	*	*	*	*
Lafayette, IN MSA	990	708	48	-	234	15	78 699	71 116	1 234	-	6 349
Lafayette	151	69	44	-	38	3	7 430	5 265	1 090	-	1 075
Lake Charles, LA MSA	734	686	34	14	-	-	60 171	58 245	1 394	532	-
Lake Charles	165	129	22	14	-	-	16 206	14 700	974	532	-
Lakeland-Winter Haven, FL MSA	2 655	2 587	40	4	24	2	174 463	171 052	1 670	185	1 556
Lakeland	237	205	8	-	24	2	16 348	14 295	497	-	1 556
Winter Haven	51	47	-	4	-	-	4 747	4 562	-	185	-
Lancaster, PA MSA	2 741	2 189	36	14	502	28	231 294	199 119	1 975	902	29 299
Lancaster	9	9	-	-	-	-	342	342	-	-	-
Lansing-East Lansing, MI MSA	1 853	1 416	16	10	411	37	172 107	145 034	782	657	25 634
East Lansing	45	39	6	-	-	-	4 902	4 622	280	-	-
Lansing	125	46	2	-	77	2	6 688	2 768	104	-	3 815
Laredo, TX MSA[2]	1 549	869	6	116	558	52	62 383	46 834	139	2 710	12 699
Laredo	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Las Cruces, NM MSA	1 008	905	4	11	88	3	78 624	76 662	129	217	1 616
Las Cruces	607	504	4	11	88	3	43 100	41 138	129	217	1 616
Las Vegas, NV-AZ MSA	21 025	17 464	174	393	2 994	313	1 374 698	1 219 274	7 874	17 032	130 518
Las Vegas	7 024	6 029	64	94	817	78	365 086	335 389	2 684	3 588	23 425
Lawrence, KS MSA	963	537	172	63	191	20	68 544	52 894	8 625	3 626	3 400
Lawrence	791	369	156	63	183	19	54 008	39 191	7 989	3 626	3 203

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		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
Lawton, OK MSA	215	213	2	-	-	-	19 927	19 887	40	-	-
Lawton	199	197	2	-	-	-	18 973	18 933	40	-	-
Lewiston-Auburn, ME MSA	183	183	-	-	-	-	15 089	15 089	-	-	-
Auburn	34	34	-	-	-	-	3 016	3 016	-	-	-
Lewiston	29	29	-	-	-	-	2 275	2 275	-	-	-
Lexington, KY MSA	3 559	2 835	158	128	438	45	265 819	244 641	5 830	3 873	11 475
Lexington-Fayette	1 995	1 861	14	-	120	6	177 623	172 666	667	-	4 290
Lima, OH MSA	423	377	40	6	-	-	43 719	41 329	2 149	242	-
Lima #	19	15	4	-	-	-	1 166	971	195	-	-
Lincoln, NE MSA	1 645	1 063	58	4	520	37	132 671	118 022	2 884	185	11 580
Lincoln	1 575	993	58	4	520	37	125 601	110 951	2 884	185	11 580
Little Rock-North Little Rock, AR MSA	2 528	2 084	68	126	250	17	231 045	219 418	1 764	3 418	6 445
Conway	589	489	16	84	-	-	50 013	47 148	704	2 161	-
Jacksonville	83	75	8	-	-	-	5 251	5 079	172	-	-
Little Rock	823	749	6	4	64	1	114 767	112 111	157	200	2 300
North Little Rock	107	107	-	-	-	-	9 544	9 544	-	-	-
Longview-Marshall, TX MSA	254	240	14	-	-	-	20 783	20 390	394	-	-
Longview	148	138	10	-	-	-	13 877	13 563	314	-	-
Marshall	27	25	2	-	-	-	1 766	1 716	50	-	-
Los Angeles-Riverside-Orange County, CA CMSA	28 200	22 430	484	790	4 496	372	3 637 169	3 164 354	45 335	69 688	357 792
Los Angeles-Long Beach, CA PMSA	7 432	4 523	260	302	2 347	138	1 042 780	780 959	24 160	25 850	211 810
Lancaster	495	491	-	4	-	-	55 654	55 406	-	248	-
Long Beach	24	20	4	-	-	-	2 874	2 498	376	-	-
Los Angeles	2 031	463	108	92	1 368	57	276 630	121 143	12 817	8 874	133 796
Pasadena	91	27	-	-	64	4	10 347	4 010	-	-	6 338
Orange County, CA PMSA	6 344	4 441	70	258	1 575	174	876 562	728 316	6 869	24 199	117 179
Anaheim	620	350	2	32	236	17	68 023	53 086	187	2 348	12 402
Irvine	224	119	-	-	105	13	23 459	15 182	-	-	8 277
Santa Ana	74	74	-	-	-	-	9 502	9 502	-	-	-
Riverside-San Bernardino, CA PMSA	13 052	12 300	96	149	507	49	1 471 184	1 430 669	8 307	10 370	21 839
Hemet	94	94	-	-	-	-	12 526	12 526	-	-	-
Palm Desert	252	252	-	-	-	-	43 575	43 575	-	-	-
Palm Springs	36	20	-	16	-	-	4 635	2 741	-	1 894	-
Riverside	464	385	4	-	75	1	59 164	55 249	218	-	3 697
San Bernardino #	545	297	2	9	237	24	42 047	33 303	134	313	8 297
Temecula	813	813	-	-	-	-	82 261	82 261	-	-	-
Ventura, CA PMSA	1 372	1 166	58	81	67	11	246 643	224 410	6 000	9 269	6 964
San Buenaventura	180	178	2	-	-	-	30 376	30 187	189	-	-
Louisville, KY-IN MSA	5 734	5 086	78	95	475	61	506 416	482 271	4 004	3 761	16 380
Louisville	247	172	2	36	37	4	16 510	14 101	570	983	876
New Albany #	181	139	2	-	40	5	11 461	9 761	50	-	1 650
Lubbock, TX MSA	778	717	26	35	-	-	80 391	77 667	873	1 850	-
Lubbock	722	673	14	35	-	-	75 207	72 894	463	1 850	-
Lynchburg, VA MSA	1 138	1 084	16	8	30	4	113 367	111 126	870	181	1 190
Lynchburg	122	110	12	-	-	-	12 717	12 118	600	-	-
Macon, GA MSA	1 737	1 627	6	-	104	12	107 142	102 603	263	-	4 276
Macon	*	*	*	*	*	*	*	*	*	*	*
Madison, WI MSA	3 915	2 214	272	357	1 072	69	329 791	253 364	19 665	16 313	40 449
Madison	1 687	597	86	188	816	50	105 848	60 571	6 166	8 154	30 957
Mansfield, OH MSA	414	310	20	20	64	10	34 703	30 823	819	990	2 071
Mansfield	81	42	10	12	17	3	6 931	5 162	349	670	750
McAllen-Edinburg-Mission, TX MSA[1]	2 393	1 855	96	131	311	39	113 503	100 156	1 986	2 878	8 483
Edinburg	250	167	6	19	58	7	9 773	8 050	143	460	1 120
McAllen	717	524	40	39	114	17	44 863	39 302	1 061	647	3 854
Mission	412	376	4	26	6	1	25 105	24 397	66	463	179
Medford-Ashland, OR MSA	1 411	1 134	40	97	140	14	134 569	118 251	2 278	4 888	9 152
Ashland	95	84	4	7	-	-	8 238	7 711	244	284	-
Medford	827	600	32	60	135	13	76 619	62 459	1 775	3 441	8 944
Melbourne-Titusville-Palm Bay, FL MSA	3 949	3 716	4	-	229	13	375 213	360 092	267	-	14 853
Melbourne	502	502	-	-	-	-	61 595	61 595	-	-	-
Palm Bay	751	751	-	-	-	-	56 086	56 086	-	-	-
Titusville	110	110	-	-	-	-	11 333	11 333	-	-	-
Memphis, TN-AR-MS MSA	7 391	7 012	12	15	352	35	691 602	683 412	238	600	7 352
Memphis	*	*	*	*	*	*	*	*	*	*	*
West Memphis	32	32	-	-	-	-	2 773	2 773	-	-	-
Merced, CA MSA	1 118	1 096	4	18	-	-	109 447	107 886	207	1 354	-
Merced	161	154	4	3	-	-	14 292	13 935	207	151	-
Miami-Fort Lauderdale, FL CMSA	21 990	15 601	188	195	6 006	236	1 898 884	1 572 414	10 113	12 188	304 168
Fort Lauderdale, FL PMSA	12 964	9 808	66	87	3 003	135	1 220 143	1 064 665	4 952	6 986	143 540
Fort Lauderdale	82	69	2	-	11	1	14 885	12 549	236	-	2 100
Miami, FL PMSA	9 026	5 793	122	108	3 003	101	676 741	507 749	5 162	5 202	160 629
Miami	428	39	56	4	329	12	21 912	4 351	2 337	245	14 980

See footnotes at end of table.

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Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
Miami, FL PMSA—Con.											
Miami Beach	1 389	17	-	-	1 372	33	99 199	5 616	-	-	93 583
Milwaukee-Racine, WI CMSA	8 365	5 124	366	249	2 626	207	816 132	649 970	27 824	16 322	122 016
Milwaukee-Waukesha, WI PMSA	7 201	4 476	334	228	2 163	160	723 795	581 769	25 715	15 011	101 301
Milwaukee	290	50	26	12	202	7	20 240	4 427	1 476	647	13 690
Waukesha	361	233	12	48	68	5	32 677	24 759	973	3 745	3 400
Racine, WI PMSA	1 164	648	32	21	463	47	92 337	68 201	2 109	1 312	20 715
Racine	108	16	2	-	90	7	4 519	1 359	95	-	3 065
Minneapolis-St. Paul, MN-WI MSA	19 326	16 693	166	129	2 338	168	2 105 970	1 965 342	15 766	8 310	116 552
Minneapolis	220	84	44	3	89	3	19 177	8 909	4 704	247	5 315
St. Paul	81	26	-	16	39	3	5 404	3 298	-	703	1 403
Mobile, AL MSA	2 247	1 603	88	20	536	34	155 700	130 651	3 174	923	20 953
Mobile	713	654	-	-	59	2	57 086	55 052	-	-	2 034
Modesto, CA MSA	1 977	1 831	26	88	32	3	165 390	158 527	1 396	3 247	2 220
Modesto	440	345	10	85	-	-	36 834	33 246	506	3 081	-
Turlock	372	341	4	3	24	2	25 313	22 921	182	165	2 045
Monroe, LA MSA	430	420	4	-	6	1	40 607	40 431	51	-	125
Monroe	54	52	2	-	-	-	7 016	6 990	26	-	-
Montgomery, AL MSA	1 767	1 641	2	12	112	14	120 294	117 270	70	405	2 548
Montgomery #	1 296	1 226	2	12	56	7	91 991	90 016	70	405	1 500
Muncie, IN MSA	342	255	20	47	20	1	34 004	29 256	1 498	2 600	650
Muncie	99	30	10	39	20	1	4 961	1 591	560	2 180	650
Myrtle Beach, SC MSA	1 620	1 195	6	8	411	46	113 940	92 096	247	800	20 798
Myrtle Beach	85	53	-	-	32	4	6 349	5 277	-	-	1 072
Naples, FL MSA	3 659	1 702	54	184	1 719	134	365 337	196 715	4 142	18 447	168 033
Naples	373	40	-	4	329	4	81 872	16 943	-	475	64 454
Nashville, TN MSA	8 187	7 671	38	95	383	56	749 455	729 850	1 388	2 175	16 042
Murfreesboro	572	549	6	3	14	1	40 456	40 053	191	41	171
Nashville-Davidson #	2 311	1 978	20	57	256	39	226 589	211 604	787	1 419	12 779
New London-Norwich, CT-RI MSA	751	749	2	-	-	-	68 766	68 716	50	-	-
New London	3	3	-	-	-	-	117	117	-	-	-
Norwich #	27	27	-	-	-	-	3 144	3 144	-	-	-
New Orleans, LA MSA	3 633	3 373	100	4	156	1	286 941	278 214	3 486	182	5 056
New Orleans #	194	180	14	-	-	-	24 178	23 487	692	-	-
Slidell	40	40	-	-	-	-	3 337	3 337	-	-	-
New York-Northern New Jersey-Long Island, NY-NJ-CT-PA CMSA	36 571	27 253	2 570	974	5 774	278	3 294 627	2 856 537	147 901	55 344	234 845
Bergen-Passaic, NJ PMSA	1 571	1 225	114	-	232	21	183 591	166 701	6 597	-	10 293
Bridgeport, CT PMSA	1 055	942	18	8	87	3	91 652	87 918	732	426	2 576
Bridgeport	93	2	-	4	87	3	2 815	158	-	129	2 526
Danbury, CT PMSA	758	751	4	3	-	-	102 824	102 502	170	152	-
Danbury #	123	120	-	3	-	-	11 064	10 932	-	152	-
Dutchess County, NY PMSA	434	414	4	10	6	1	50 414	49 643	144	365	262
Poughkeepsie	-	-	-	-	-	-	-	-	-	-	-
Jersey City, NJ PMSA	440	254	138	30	18	1	20 305	13 494	4 924	1 347	540
Bayonne	6	3	-	3	-	-	550	460	-	90	-
Jersey City	316	210	106	-	-	-	13 855	10 581	3 274	-	-
Middlesex-Somerset-Hunterdon, NJ PMSA	5 069	4 324	20	54	671	46	420 775	395 335	783	3 278	21 379
Monmouth-Ocean, NJ PMSA	5 319	5 001	10	7	301	24	445 132	432 367	552	368	11 845
Dover township	723	555	-	-	168	16	43 204	35 441	-	-	7 763
Nassau-Suffolk, NY PMSA	3 729	3 281	68	4	376	32	415 921	396 609	4 305	210	14 796
New Haven-Meriden, CT PMSA	1 531	1 056	20	-	455	17	126 857	112 086	748	-	14 022
Meriden	57	57	-	-	-	-	3 271	3 271	-	-	-
New Haven	49	6	12	-	31	6	3 190	243	467	-	2 480
New York, NY PMSA	7 314	2 827	1 782	827	1 878	56	580 452	337 361	110 329	47 411	85 351
Bronx borough	1 293	78	554	349	312	6	68 091	4 861	30 859	18 094	14 277
Brooklyn borough	1 016	165	502	290	59	5	80 443	18 423	38 482	20 639	2 900
Manhattan borough	1 148	-	-	-	1 148	2	50 143	-	-	-	50 143
Queens borough	531	68	266	51	146	15	29 594	6 784	14 047	2 421	6 342
Staten Island borough	1 185	785	400	-	-	-	72 326	50 021	22 305	-	-
White Plains	69	67	2	-	-	-	7 107	6 995	112	-	-
Newark, NJ PMSA	4 798	3 845	320	17	616	40	432 569	387 158	15 015	1 085	29 310
Newark	383	139	216	4	24	3	18 542	6 980	11 005	52	505
Newburgh, NY-PA PMSA	1 656	1 522	40	11	83	10	143 340	137 646	1 962	577	3 155
Newburgh	1	1	-	-	-	-	50	50	-	-	-
Stamford-Norwalk, CT PMSA	973	388	20	-	565	14	130 975	101 645	1 292	-	28 037
Norwalk	87	39	14	-	34	1	6 655	4 421	635	-	1 600
Stamford	654	126	2	-	526	12	42 389	16 258	131	-	26 000
Trenton, NJ PMSA	1 370	881	-	3	486	13	97 765	84 363	-	125	13 277

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Trenton, NJ PMSA—Con.											
Trenton	6	3	-	3	-	-	243	118	-	125	-
Waterbury, CT PMSA	554	542	12	-	-	-	52 053	51 707	346	-	-
Waterbury	91	79	12	-	-	-	5 060	4 714	346	-	-
Norfolk-Virginia Beach-Newport News, VA-NC MSA	9 732	7 943	122	131	1 536	149	781 595	719 726	5 195	6 322	50 353
Hampton	666	416	-	4	246	21	33 590	27 867	-	140	5 583
Newport News	1 181	1 075	-	4	102	5	64 454	52 192	-	120	2 142
Norfolk	227	146	-	-	81	4	15 649	12 949	-	-	2 700
Portsmouth	165	85	-	-	80	6	8 196	6 468	-	-	1 728
Suffolk	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Virginia Beach	2 092	1 663	42	119	268	36	157 270	140 437	2 660	5 462	8 711
Ocala, FL MSA	2 373	2 281	8	12	72	8	111 498	109 094	184	199	2 020
Ocala	143	93	2	-	48	4	9 963	8 245	68	-	1 650
Odessa-Midland, TX MSA	379	377	2	-	-	-	42 033	41 913	120	-	-
Midland	274	274	-	-	-	-	29 272	29 272	-	-	-
Odessa	105	103	2	-	-	-	12 761	12 641	120	-	-
Oklahoma City, OK MSA	3 960	3 932	20	-	8	1	412 462	411 331	981	-	150
Norman	544	544	-	-	-	-	45 274	45 274	-	-	-
Oklahoma City	1 657	1 651	6	-	-	-	182 035	181 561	474	-	-
Shawnee	67	65	2	-	-	-	4 663	4 604	59	-	-
Omaha, NE-IA MSA	3 967	2 930	64	47	926	35	274 522	241 000	3 776	1 707	28 039
Council Bluffs	250	79	4	7	160	8	14 378	6 487	390	379	7 122
Omaha #	2 313	1 755	46	24	488	17	157 552	143 469	2 669	810	10 603
Orlando, FL MSA	16 637	12 516	82	53	3 986	334	1 305 069	1 154 529	4 322	2 467	143 771
Orlando	1 055	203	6	-	846	68	54 256	25 714	407	-	28 135
Owensboro, KY MSA[2]	382	352	2	12	16	2	23 195	22 261	56	480	397
Owensboro	181	151	2	12	16	2	11 842	10 909	56	480	397
Panama City, FL MSA	1 374	1 060	32	30	232	25	67 905	58 558	1 097	840	7 410
Panama City	*	*	*	*	*	*	*	*	*	*	*
Parkersburg-Marietta, WV-OH MSA	152	118	4	4	26	3	13 512	12 369	106	180	857
Marietta[4]	27	27	-	-	-	*	3 622	3 622	-	-	*
Parkersburg	26	22	4	-	-	-	1 455	1 349	106	-	-
Pensacola, FL MSA	2 974	2 908	24	-	42	2	201 993	200 862	407	-	724
Pensacola	153	153	-	-	-	-	14 084	14 084	-	-	-
Peoria-Pekin, IL MSA	1 248	887	84	11	268	18	107 454	93 046	5 177	341	8 890
Pekin	90	30	4	-	56	7	4 524	2 874	150	-	1 500
Peoria #	292	114	-	-	178	10	19 503	13 613	-	-	5 890
Philadelphia-Wilmington-Atlantic City, PA-NJ-DE-MD CMSA	20 056	18 337	342	113	1 264	62	1 657 645	1 571 830	19 698	6 626	59 491
Atlantic-Cape May, NJ PMSA	1 188	948	138	14	88	2	83 867	71 491	10 105	564	1 707
Atlantic City	-	-	-	-	-	-	-	-	-	-	-
Philadelphia, PA-NJ PMSA	15 336	13 950	200	95	1 091	56	1 359 105	1 289 881	9 374	6 057	53 794
Camden	-	-	-	-	-	-	-	-	-	-	-
Philadelphia	426	183	16	3	224	6	30 123	18 976	888	136	10 123
Vineland-Millville-Bridgeton, NJ PMSA	300	292	4	4	-	-	19 158	18 934	219	6	-
Bridgeton	-	-	-	-	-	-	-	-	-	-	-
Millville	32	32	-	-	-	-	2 322	2 322	-	-	-
Vineland	137	131	2	4	-	-	8 080	8 005	69	6	-
Wilmington-Newark, DE-MD PMSA	3 232	3 147	-	-	85	4	195 515	191 525	-	-	3 990
Newark	146	146	-	-	-	-	10 726	10 726	-	-	-
Wilmington	22	22	-	-	-	-	1 470	1 470	-	-	-
Phoenix-Mesa, AZ MSA	25 453	23 196	92	248	1 917	176	2 621 093	2 500 749	6 469	16 563	97 313
Mesa	2 667	2 526	6	28	107	15	291 038	281 870	549	1 815	6 804
Phoenix	6 430	5 763	14	57	596	45	631 142	607 087	690	3 046	20 319
Scottsdale	3 753	2 693	10	96	954	90	473 926	406 922	1 225	8 789	56 990
Tempe	298	292	-	-	6	1	39 610	39 175	-	-	435
Pine Bluff, AR MSA	110	64	8	-	38	6	3 173	2 358	45	-	770
Pine Bluff	86	40	8	-	38	6	1 963	1 148	45	-	770
Pittsburgh, PA MSA	6 407	5 728	74	100	505	33	651 504	623 426	4 798	3 955	19 326
Pittsburgh	93	79	-	4	10	1	8 302	6 952	-	500	850
Pittsfield, MA MSA	115	106	-	3	6	1	15 344	14 950	-	94	300
Pittsfield	38	32	-	-	6	1	2 734	2 434	-	-	300
Portland, ME MSA	969	931	14	4	20	1	92 228	90 390	618	320	900
Portland	58	58	-	-	-	-	3 878	3 878	-	-	-
Portland-Salem, OR-WA CMSA	16 151	12 009	306	162	3 674	328	1 510 723	1 325 222	17 361	7 742	160 398
Portland-Vancouver, OR-WA PMSA	13 739	10 647	158	119	2 815	248	1 325 257	1 179 810	9 736	5 919	130 792
Portland	1 221	830	22	18	351	15	80 713	67 336	1 153	691	11 533
Vancouver	568	85	12	10	461	48	32 640	7 867	725	604	23 444
Salem, OR PMSA	2 412	1 362	148	43	859	80	185 466	146 413	7 624	1 823	29 606
Salem	1 079	598	50	18	413	47	79 484	63 213	2 392	689	13 190

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		1 unit	2 units	3 and 4 units	5 units or more			1 unit	2 units	3 and 4 units	5 units or more
Providence-Fall River-Warwick, RI-MA MSA	2 913	2 713	68	36	96	4	266 297	256 890	3 037	1 966	4 40[illegible]
Attleboro	174	155	2	7	10	2	11 645	10 995	100	250	30[illegible]
Pawtucket	21	13	4	4	-	-	989	692	198	99	-
Providence	34	22	6	6	-	-	1 496	772	122	102	50[illegible]
Warwick	94	92	2	-	-	-	9 297	9 173	124	-	-
Woonsocket	17	11	2	4	-	-	802	629	50	123	-
Fall River	162	138	24	-	-	-	8 850	7 923	927	-	-
Provo-Orem, UT MSA	3 326	2 549	138	232	407	42	277 732	242 846	8 443	10 920	15 52[illegible]
Orem	638	452	16	84	86	11	59 092	52 076	854	2 506	3 65[illegible]
Provo	703	342	30	53	278	25	46 204	30 852	2 387	2 919	10 04[illegible]
Pueblo, CO MSA	393	379	6	8	-	-	43 319	42 670	389	260	-
Pueblo	*	*	*	*	*	*	*	*	*	*	-
Punta Gorda, FL MSA	1 475	1 366	38	21	50	6	119 285	113 335	2 104	1 013	2 83[illegible]
Punta Gorda	178	172	-	-	6	1	15 040	14 465	-	-	57[illegible]
Raleigh-Durham-Chapel Hill, NC MSA	10 544	9 467	66	19	992	77	1 086 913	1 044 141	5 299	1 019	36 454
Chapel Hill town	264	264	-	-	-	-	35 214	35 214	-	-	-
Durham	910	711	2	11	186	13	84 477	76 217	80	778	7 40[illegible]
Raleigh	2 154	1 836	8	4	506	35	187 411	170 175	465	98	16 67[illegible]
Rapid City, SD MSA	396	361	2	16	17	2	31 696	29 906	109	559	1 12[illegible]
Rapid City	223	188	2	16	17	2	16 957	15 167	109	559	1 12[illegible]
Reading, PA MSA	1 607	1 475	14	35	83	6	144 410	138 403	494	1 948	3 56[illegible]
Reading	20	16	4	-	-	-	713	633	80	-	-
Redding, CA MSA	1 243	1 054	16	154	19	3	113 143	102 449	896	8 721	1 07[illegible]
Redding	847	690	16	122	19	3	76 685	67 607	896	7 105	1 07[illegible]
Reno, NV MSA	2 593	2 346	10	23	214	18	249 941	240 317	1 124	672	7 828
Reno	1 192	974	6	12	200	16	96 929	88 120	880	410	7 51[illegible]
Richland-Kennewick-Pasco, WA MSA	1 667	1 308	10	53	296	18	152 095	138 068	436	2 479	11 112
Kennewick	662	459	8	9	186	6	52 985	45 178	336	505	6 96[illegible]
Pasco	46	44	2	-	-	-	4 286	4 186	100	-	-
Richland	443	302	-	44	97	11	39 516	33 673	-	1 974	3 86[illegible]
Richmond-Petersburg, VA MSA	6 457	6 051	10	61	335	37	504 651	490 765	399	2 966	10 521
Petersburg	16	16	-	-	-	-	648	648	-	-	-
Richmond	178	147	-	8	23	2	9 856	8 557	-	375	924
Roanoke, VA MSA[2]	908	852	30	3	23	2	57 087	54 906	882	41	1 256
Roanoke	145	100	24	3	18	1	5 978	4 095	734	41	1 108
Rochester, MN MSA	640	596	8	36	-	-	67 580	64 971	722	1 888	-
Rochester	455	419	8	28	-	-	45 970	43 835	722	1 414	-
Rochester, NY MSA	3 316	2 835	34	-	447	28	351 087	325 196	2 107	-	23 784
Rochester	65	37	4	-	24	1	2 571	1 491	159	-	921
Rockford, IL MSA	2 263	1 947	144	84	88	10	172 055	158 825	7 580	2 807	2 842
Rockford	389	251	94	36	8	1	25 126	18 803	4 954	1 065	304
Rocky Mount, NC MSA	520	506	14	-	-	-	41 002	40 452	551	-	-
Rocky Mount	234	224	10	-	-	-	20 919	20 476	442	-	-
Sacramento-Yolo, CA CMSA	8 635	7 921	102	51	561	48	1 039 619	1 003 801	6 934	3 100	25 784
Sacramento, CA PMSA	7 747	7 190	84	28	445	34	942 586	914 386	6 167	1 978	20 054
Sacramento	664	544	60	7	53	2	56 896	48 492	3 716	382	4 306
Yolo, CA PMSA	888	731	18	23	116	14	97 033	89 415	767	1 121	5 730
Davis	482	438	-	-	44	8	64 928	62 067	-	-	2 861
Woodland	124	105	16	3	-	-	9 314	8 436	703	175	-
Saginaw-Bay City-Midland, MI MSA	1 469	1 153	88	15	213	12	121 444	105 482	5 995	1 055	8 912
Bay City	14	10	4	-	-	-	730	632	98	-	-
Midland	239	140	8	-	91	5	24 571	19 474	798	-	4 298
Saginaw	4	4	-	-	-	-	180	180	-	-	-
St. Cloud, MN MSA[2]	1 141	839	10	4	288	16	75 748	65 258	520	-	9 970
St. Cloud	293	91	2	-	200	5	13 356	5 872	56	-	7 429
St. Joseph, MO MSA	230	198	20	4	8	1	20 924	19 678	911	175	16[illegible]
St. Joseph	149	125	16	-	8	1	15 014	14 143	711	-	160
St. Louis, MO-IL MSA	11 566	10 639	246	182	499	37	1 051 986	1 006 784	13 408	9 773	22 021
Alton #	24	6	2	-	16	2	1 614	1 059	77	-	478
Belleville #	55	37	6	-	12	2	3 980	3 546	229	-	205
East St. Louis #	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Granite City #	3	3	-	-	-	-	334	334	-	-	-
St. Charles	517	517	-	-	-	-	44 455	44 455	-	-	-
St. Louis	77	41	-	-	36	4	4 405	3 215	-	-	1 190
Salinas, CA MSA	869	756	26	60	27	3	118 980	113 332	1 426	2 855	1 367
Monterey	14	11	-	3	-	-	1 970	1 748	-	222	-
Salinas	309	275	-	7	27	3	48 042	46 324	-	351	1 367
Salt Lake City-Ogden, UT MSA	8 633	7 077	36	144	1 576	96	809 461	737 049	2 474	6 672	63 265
Clearfield	76	46	6	24	-	-	4 463	3 195	328	939	-
Ogden	136	122	6	-	8	1	22 156	19 406	398	-	352
Salt Lake City	362	140	2	-	220	3	32 37[illegible]	24 288	70	-	8 013
San Angelo, TX MSA	311	305	6	-	-	-	23 413	23 213	200	-	-
San Angelo #	311	305	6	-	-	-	23 413	23 213	200	-	-

See footnotes at end of table

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

[1,000-place series. For meaning of abbreviations and symbols, see Introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
San Antonio, TX MSA	5 824	4 558	8	-	1 258	80	383 488	350 754	185	-	32 549
New Braunfels	177	171	6	-	-	-	12 563	12 418	145	-	-
San Antonio	4 116	2 858	-	-	1 258	80	226 605	194 055	-	-	32 549
San Diego, CA MSA	5 750	4 229	128	251	1 142	134	859 785	741 120	15 068	24 335	79 262
Coronado	16	16	-	-	-	-	3 003	3 003	-	-	-
Escondido	243	243	-	-	-	-	46 628	46 628	-	-	-
San Diego	2 720	1 574	50	175	921	105	350 056	266 011	6 041	17 016	60 987
San Francisco-Oakland-San Jose, CA CMSA	15 087	10 862	280	299	3 646	237	2 106 733	1 755 976	27 438	29 592	293 725
Oakland, CA PMSA	5 661	4 650	50	48	913	70	855 483	775 859	3 556	4 691	71 376
Alameda	10	10	-	-	-	-	2 839	2 839	-	-	-
Berkeley	52	10	6	-	36	2	3 355	1 263	296	-	1 796
Oakland	328	164	22	19	123	3	71 589	55 923	1 646	1 303	11 717
San Francisco, CA PMSA	1 823	730	92	67	934	32	312 034	175 685	12 624	8 833	113 893
San Francisco	1 001	82	76	67	776	21	138 791	18 035	11 023	8 833	100 901
San Jose, CA PMSA	3 453	1 825	42	105	1 481	97	403 899	300 308	3 786	10 584	89 221
Gilroy	90	90	-	-	-	-	12 920	12 920	-	-	-
Palo Alto	115	62	2	-	51	1	18 413	14 532	105	-	3 776
San Jose	2 326	779	30	105	1 412	95	194 165	97 140	2 621	10 584	83 820
Santa Clara	116	116	-	-	-	-	17 906	17 906	-	-	-
Sunnyvale	142	140	2	-	-	-	19 378	19 234	144	-	-
Santa Cruz-Watsonville, CA PMSA	346	279	30	24	13	2	45 413	40 261	2 412	1 449	1 290
Santa Cruz	55	47	4	4	-	-	7 425	6 785	386	254	-
Watsonville	66	7	26	20	13	2	5 772	260	2 026	1 195	1 290
Santa Rosa, CA PMSA	1 938	1 686	40	27	185	20	237 259	222 214	2 806	2 009	10 229
Petaluma	500	377	4	3	116	11	57 526	50 540	286	251	6 450
Santa Rosa	537	495	18	11	13	1	52 904	50 286	1 173	660	785
Vallejo-Fairfield-Napa, CA PMSA	1 866	1 692	28	28	120	16	252 645	240 649	2 254	2 026	7 716
Fairfield	323	289	4	15	15	3	40 516	37 800	473	1 100	1 143
Napa	208	132	16	3	57	7	22 116	16 842	1 113	184	3 977
Vallejo	201	195	2	4	-	-	28 918	28 336	220	362	-
San Luis Obispo-Atascadero-Paso Robles, CA MSA	859	781	4	3	71	11	108 872	104 724	366	115	3 766
Atascadero	90	90	-	-	-	-	12 479	12 479	-	-	-
Paso Robles	66	62	4	-	-	-	7 258	6 892	366	-	-
San Luis Obispo	91	64	-	3	24	3	9 696	8 528	-	115	1 053
Santa Barbara-Santa Maria-Lompoc, CA MSA	573	477	16	18	62	10	84 425	79 770	1 406	883	2 367
Lompoc	75	29	6	-	40	8	5 147	3 896	523	-	727
Santa Barbara	61	17	4	18	22	2	7 705	4 823	359	883	1 640
Santa Maria	222	218	4	-	-	-	24 887	24 552	335	-	-
Santa Fe, NM MSA	491	362	8	121	-	-	62 062	53 425	275	8 362	-
Santa Fe	447	321	8	118	-	-	54 398	46 197	275	7 927	-
Sarasota-Bradenton, FL MSA	4 618	3 811	62	84	661	34	393 796	335 046	3 249	4 035	51 466
Bradenton	195	120	-	-	75	3	10 077	6 353	-	-	3 724
Sarasota	339	169	2	7	161	4	26 796	19 647	123	455	6 572
Savannah, GA MSA	2 331	1 805	16	-	510	43	166 828	145 391	693	-	20 744
Savannah	550	223	-	-	327	35	28 056	13 285	-	-	14 771
Scranton--Wilkes-Barre--Hazleton, PA MSA	1 385	1 332	30	18	5	1	117 891	115 827	1 059	355	650
Scranton	56	56	-	-	-	-	3 989	3 989	-	-	-
Wilkes-Barre	11	11	-	-	-	-	773	773	-	-	-
Seattle-Tacoma-Bremerton, WA CMSA	22 858	16 491	564	488	5 315	407	2 124 050	1 754 838	38 467	29 269	301 476
Bremerton, WA PMSA	2 238	1 571	48	28	591	40	147 580	117 692	2 427	1 808	25 653
Bremerton	145	49	10	4	82	2	10 162	4 928	555	200	4 480
Olympia, WA PMSA	2 032	1 761	28	4	239	27	188 175	174 692	2 025	185	11 272
Olympia	250	112	6	4	128	12	17 077	10 367	296	185	6 230
Seattle-Bellevue-Everett, WA PMSA	13 166	8 867	260	397	3 642	252	1 327 961	1 054 964	17 466	23 677	231 854
Bellevue	398	162	8	41	187	14	53 701	33 160	749	3 543	16 250
Everett	383	288	30	9	56	6	32 337	26 862	1 785	472	3 217
Seattle	1 933	427	28	33	1 445	49	174 817	57 778	2 259	2 158	112 623
Tacoma, WA PMSA	5 422	4 292	228	59	843	88	460 336	407 490	16 549	3 600	32 697
Tacoma	553	460	4	32	57	9	55 261	50 885	244	1 484	2 648
Sharon, PA MSA	290	282	8	-	-	-	21 300	20 829	471	-	-
Sharon	-	-	-	-	-	-	-	-	-	-	-
Sheboygan, WI MSA	639	433	26	-	180	13	48 775	42 489	1 504	-	4 780
Sheboygan	172	78	6	-	88	6	8 005	6 505	360	-	1 040
Sherman-Denison, TX MSA	96	96	-	-	-	-	7 366	7 366	-	-	-
Denison	28	28	-	-	-	-	1 850	1 850	-	-	-
Sherman	33	33	-	-	-	-	3 112	3 112	-	-	-
Shreveport-Bossier City, LA MSA	816	802	8	6	-	-	75 617	75 129	314	174	-
Bossier City	349	349	-	-	-	-	28 963	28 963	-	-	-
Shreveport	185	185	-	-	-	-	24 583	24 583	-	-	-
Sioux City, IA-NE MSA	517	185	10	4	318	9	26 794	16 962	544	140	9 448
Sioux City	343	83	8	-	252	5	16 161	8 358	520	-	7 273

See footnotes at end of table

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

[17,000-place series. For meaning of abbreviations and symbols, see introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 or
Sioux Falls, SD MSA	1 531	847	22	30	632	23	101 953	71 287	1 553	1 055	2
Sioux Falls	1 176	516	22	14	624	22	74 545	44 495	1 553	690	2
South Bend, IN MSA	1 527	1 058	32	12	425	17	134 158	120 901	1 894	697	1
South Bend #	*	*	*	*	*	*	*	*	*	*	
Spokane, WA MSA	3 299	2 207	122	76	894	78	274 874	218 846	8 824	3 963	4
Spokane	927	610	60	30	227	22	81 922	62 189	4 029	1 867	1
Springfield, IL MSA	1 393	1 114	202	8	69	7	128 574	114 326	11 748	385	2
Springfield	830	595	162	4	69	7	72 752	60 890	9 505	240	2
Springfield, MO MSA	2 169	1 765	112	96	196	15	112 529	102 280	3 615	1 933	4
Springfield	707	429	66	16	196	15	39 898	32 831	2 137	429	4
Springfield, MA MSA	1 377	1 148	90	74	65	7	141 204	128 485	4 146	5 394	3
Holyoke	11	7	4	-	-	-	1 015	795	220	-	
Northampton	41	41	-	-	-	-	5 172	5 172	-	-	
Springfield	87	55	32	-	-	-	4 874	3 442	1 232	-	
Westfield	144	126	12	-	6	1	14 942	13 827	940	-	
State College, PA MSA	602	506	4	-	92	7	54 374	50 715	103	-	3
State College borough	58	6	-	-	52	4	2 863	831	-	-	2
Steubenville-Weirton, OH-WV MSA[2]	97	95	2	-	-	-	7 703	7 683	20	-	
Weirton	16	16	-	-	-	-	2 003	2 003	-	-	
Steubenville	14	14	-	-	-	-	1 721	1 721	-	-	
Stockton-Lodi, CA MSA	2 655	2 572	20	27	36	6	270 010	265 229	1 382	1 449	1
Lodi	99	99	-	-	-	-	10 309	10 309	-	-	
Stockton	1 174	1 129	14	11	20	4	111 409	108 806	1 010	589	1
Sumter, SC MSA	530	443	4	16	67	1	31 210	24 687	72	450	6
Sumter	*	*	*	*	*	*	*	*	*	*	
Syracuse, NY MSA	2 000	1 576	26	20	378	19	156 277	141 202	1 123	807	13
Auburn	20	20	-	-	-	-	1 127	1 127	-	-	
Syracuse	88	52	16	-	20	2	4 472	2 760	687	-	1
Tallahassee, FL MSA	2 234	1 753	50	99	332	34	172 261	158 875	1 309	2 791	9
Tallahassee	1 269	895	22	20	332	34	88 332	77 616	830	600	9
Tampa-St. Petersburg-Clearwater, FL MSA	12 463	10 331	198	190	1 744	101	1 032 867	911 750	13 837	10 508	96
Clearwater	504	82	-	-	422	23	36 678	9 712	-	-	26
St. Petersburg	696	179	2	11	504	18	43 518	20 430	41	1 238	21
Tampa	930	658	10	6	256	18	104 980	85 872	731	600	17
Terre Haute, IN MSA	663	513	34	4	112	14	50 938	45 018	1 665	202	4
Terre Haute	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(
Texarkana, TX-Texarkana, AR MSA	238	234	-	4	-	-	15 644	15 517	-	127	
Texarkana, AR	98	98	-	-	-	-	6 898	6 898	-	-	
Texarkana, TX	76	72	-	4	-	-	6 037	5 910	-	127	
Toledo, OH MSA	1 814	1 280	52	71	411	44	150 274	130 284	2 746	3 663	13 5
Bowling Green #	*	*	*	*	*	*	*	*	*	*	
Toledo	184	111	16	7	50	1	10 616	8 016	657	443	1 5
Topeka, KS MSA	931	624	54	-	253	14	74 505	64 195	3 225	-	7
Topeka	538	235	50	-	253	14	32 846	22 706	3 055	-	7
Tucson, AZ MSA	6 200	5 360	62	16	762	69	619 767	587 933	3 230	697	27
Tucson	2 135	1 315	42	16	762	69	150 359	119 580	2 175	697	27
Tulsa, OK MSA	2 948	2 926	12	10	-	-	267 322	266 359	402	562	
Tulsa	1 015	1 009	-	6	-	-	111 545	111 101	-	444	
Tuscaloosa, AL MSA	711	660	2	4	45	4	36 280	35 210	70	49	
Tuscaloosa #	498	483	2	4	9	1	27 301	26 981	70	49	
Tyler, TX MSA	311	289	10	12	-	-	40 224	39 479	345	400	
Tyler	246	232	2	12	-	-	36 655	36 180	75	400	
Utica-Rome, NY MSA	625	470	10	7	138	5	56 632	43 123	598	250	12
Rome	6	6	-	-	-	-	290	290	-	-	
Utica	2	-	2	-	-	-	83	-	83	-	
Victoria, TX MSA	185	185	-	-	-	-	19 899	19 899	-	-	
Victoria	185	185	-	-	-	-	19 899	19 899	-	-	
Visalia-Tulare-Portenville, CA MSA	1 794	1 563	26	118	87	10	142 380	132 885	1 452	5 265	2
Portenville	279	229	2	48	-	-	16 781	15 112	56	1 613	
Tulare	356	342	-	14	-	-	22 888	22 272	-	616	
Visalia	492	470	22	-	-	-	52 624	51 286	1 337	-	
Waco, TX MSA	374	368	6	-	-	-	32 404	32 178	226	-	
Waco	151	147	4	-	-	-	12 923	12 777	146	-	
Washington-Baltimore, DC-MD-VA-WV CMSA	43 762	37 398	198	47	6 119	394	3 630 698	3 393 783	7 692	3 964	225
Baltimore, MD PMSA	12 903	10 546	22	-	2 335	116	1 030 438	936 360	801	-	93
Annapolis	143	94	-	-	49	9	7 806	6 301	-	-	1
Baltimore	264	155	-	-	109	2	17 629	13 502	-	-	4
Hagerstown, MD PMSA	502	478	24	-	-	-	47 152	46 441	711	-	
Hagerstown	41	23	18	-	-	-	1 821	1 285	536	-	
Washington, DC-MD-VA-WV PMSA	30 357	26 374	152	47	3 784	278	2 553 107	2 410 982	6 179	3 964	131

See footnotes at end of table.

Table 3. Metropolitan Areas—New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1993—Con.

[17,000-place series. For meaning of abbreviations and symbols, see introduction.]

Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas[1]	Number of housing units					Number of privately owned structures with 5 units or more	Valuation (thousands of dollars)				
		In structures with—						In structures with—			
	Total	1 unit	2 units	3 and 4 units	5 units or more		Total	1 unit	2 units	3 and 4 units	5 units or more
Washington, DC-MD-VA-WV PMSA—Con.											
Washington	305	99	-	43	163	1	20 557	15 761	-	3 796	1 000
Fredericksburg	6	6	-	-	-	-	523	523	-	-	-
Arlington County	251	241	-	-	10	1	25 807	24 238	-	-	1 569
Frederick	493	373	-	-	120	10	27 720	23 420	-	-	4 300
Waterloo-Cedar Falls, IA MSA	299	129	8	3	159	15	21 019	15 966	474	213	4 366
Cedar Falls	128	58	4	3	63	3	11 160	7 549	284	213	3 113
Waterloo	128	28	4	-	96	12	5 505	4 063	190	-	1 252
Wausau, WI MSA	741	564	68	28	81	7	57 641	51 802	3 299	965	1 575
Wausau	107	47	12	8	40	4	7 453	5 518	815	270	850
West Palm Beach-Boca Raton, FL MSA	8 907	7 046	194	310	1 357	116	918 541	787 895	14 744	22 505	93 396
Boca Raton	600	412	14	46	128	2	74 347	61 192	840	4 215	8 100
West Palm Beach	317	158	-	-	159	10	26 992	21 370	-	-	5 622
Wheeling, WV-OH MSA	93	88	-	-	5	1	6 634	6 424	-	10	200
Wheeling [2]	25	20	-	-	5	1	1 772	1 562	-	10	200
Wichita, KS MSA	2 538	2 368	24	4	142	16	218 021	212 170	1 315	100	4 435
Wichita	1 448	1 338	20	-	90	14	115 740	111 729	995	-	3 015
Wichita Falls, TX MSA	371	347	4	20	-	-	36 591	35 356	360	875	-
Wichita Falls	297	273	4	20	-	-	25 994	24 759	360	875	-
Williamsport, PA MSA	270	237	4	11	18	2	22 307	21 131	140	364	672
Williamsport	-	-	-	-	-	-	-	-	-	-	-
Wilmington, NC MSA	2 683	2 424	56	68	135	10	221 325	209 628	3 374	4 764	3 560
Wilmington	*	*	*	*	*	*	*	*	*	*	*
Yakima, WA MSA	873	528	164	135	46	7	70 150	53 594	8 628	6 080	1 848
Yakima	185	32	62	57	34	6	10 181	3 007	2 974	2 863	1 336
York, PA MSA	2 650	2 494	90	20	46	8	214 536	208 608	3 567	700	1 660
York	11	11	-	-	-	-	472	472	-	-	-
Youngstown-Warren, OH MSA	1 635	1 172	126	107	230	29	144 893	122 095	7 686	6 969	8 144
Warren	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)	(NA)
Youngstown	11	3	8	-	-	-	395	195	200	-	-
Yuba City, CA MSA	930	902	22	-	6	1	87 727	86 521	923	-	283
Yuba City	331	319	6	-	6	1	32 477	31 847	347	-	283
Yuma, AZ MSA	637	637	-	-	-	-	42 329	42 329	-	-	-
Yuma	284	284	-	-	-	-	20 710	20 710	-	-	-

[1]The titles and definitions of MSA's, CMSA's and PMSA's are as defined by the Office of Management and Budget, Executive Office of the President, as of June 1993. See Appendices B and C for the definitions.

[2]Percent of imputed data is greater than 25 percent.

Table 4. **New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1992 and 1993**—Con.

[For meaning of abbreviations and symbols, see introduction.]

Permit-issuing places		1992, total	1993				
			Total	1 unit	2 units	3 and 4 units	5 units or more
CALIFORNIA—Con.							
San Bernardino County—Con.							
Twentynine Palms		723	32	32	-	-	-
Upland		19	52	52	-	-	-
Victorville		725	804	804	-	-	-
Yucaipa		78	65	65	-	-	-
San Diego County							
Carlsbad	(11)	49	125	125	-	-	-
Chula Vista		560	440	327	30	15	68
Coronado		34	16	16	-	-	-
El Cajon		46	28	24	4	-	-
Encinitas		41	54	52	2	-	-
Escondido		215	243	243	-	-	-
Imperial Beach		62	12	7	2	3	-
La Mesa		18	25	25	-	-	-
Lemon Grove		65	13	13	-	-	-
National City		24	13	7	2	4	-
Oceanside		536	512	424	-	48	40
Poway		39	88	80	8	-	-
San Diego		2 641	2 720	1 574	50	175	921
San Diego County Unincorporated Area #		1 054	972	825	28	6	113
San Marcos		312	379	379	-	-	-
Santee		19	3	3	-	-	-
Solana Beach		14	5	5	-	-	-
Vista		327	102	100	2	-	-
San Francisco County							
San Francisco		629	1 001	82	76	67	776
San Joaquin County							
Escalon		22	48	48	-	-	-
Lathrop		209	215	211	4	-	-
Lodi		49	99	99	-	-	-
Manteca		312	212	206	-	6	-
Ripon		88	22	22	-	-	-
San Joaquin County Unincorporated Area		287	265	262	-	3	-
Stockton		1 106	1 174	1 129	14	11	20
Tracy		688	620	595	2	7	16
San Luis Obispo County							
Arroyo Grande		20	(11) 32	32	-	-	-
Atascadero		50	90	90	-	-	-
Grover Beach #		68	23	23	-	-	-
Morro Bay		33	25	25	-	-	-
Paso Robles		72	66	62	4	-	-
Pismo Beach		32	14	14	-	-	-
San Luis Obispo		46	91	64	-	3	24
San Luis Obispo County Unincorporated Area	(11)	290	514	467	-	-	47
San Mateo County							
Atherton town		13	15	15	-	-	-
Belmont		92	7	7	-	-	-
Brisbane		5	3	3	-	-	-
Burlingame		13	19	11	-	-	8
Colma town		4	2	-	2	-	-
Daly City		40	49	45	4	-	-
East Palo Alto		1	6	6	-	-	-
Foster City		-	-	-	-	-	-
Half Moon Bay		22	53	47	-	-	6
Hillsborough town		10	10	10	-	-	-
Menlo Park		15	(03) -	-	-	-	-
Millbrae		11	1	1	-	-	-
Pacifica		18	17	5	-	-	12
Portola Valley town		8	4	4	-	-	-
Redwood City		116	84	82	2	-	-
San Bruno		2	2	2	-	-	-
San Carlos		8	24	8	-	-	16
San Mateo		415	48	11	-	-	37
San Mateo County Unincorporated Area		65	120	120	-	-	-
South San Francisco		61	22	20	2	-	-
Woodside town		11	13	13	-	-	-
Santa Barbara County							
Carpinteria		7	4	2	2	-	-
Guadalupe		55	2	2	-	-	-
Lompoc		236	(09) 23	17	6	-	-
Santa Barbara		127	61	17	4	18	22
Santa Barbara County Unincorporated Area #		247	209	209	-	-	-
Santa Maria	(11)	209	222	218	4	-	-
Santa Clara County							
Campbell		12	22	22	-	-	-
Cupertino		19	15	15	-	-	-
Gilroy		14	90	90	-	-	-
Los Altos	(10)	23	26	26	-	-	-
Los Altos Hills town		17	20	20	-	-	-
Los Gatos town		81	45	25	2	-	18
Milpitas		359	145	145	-	-	-
Monte Sereno		16	15	15	-	-	-
Morgan Hill		80	280	274	6	-	-
Mountain View		132	22	22	-	-	-

See footnotes at end of table

Table 4. **New Privately Owned Housing Units Authorized in Permit-Issuing Places: 1992 and 1993**—Con.

[For meaning of abbreviations and symbols, see introduction.]

Permit-issuing places		1992, total	1993				
			Total	1 unit	2 units	3 and 4 units	5 units or more
CALIFORNIA—Con.							
Orange County—Con.							
Laguna Niguel		544	415	309	-	37	69
Los Alamitos		21	-	-	-	-	-
Mission Viejo		282	697	553	-	-	144
Newport Beach		102	70	46	24	-	-
Orange		138	117	80	-	7	30
Orange County Unincorporated Area #		2 067	2 654	1 740	28	123	763
Placentia		123	86	86	-	-	-
San Clemente		177	175	132	6	37	-
San Juan Capistrano		86	101	101	-	-	-
Santa Ana		43	74	74	-	-	-
Seal Beach		13	4	4	-	-	-
Stanton		-	1	1	-	-	-
Tustin		283	354	292	-	-	62
Villa Park		1	8	8	-	-	-
Westminster		6	2	-	2	-	-
Yorba Linda		129	73	73	-	-	-
Placer County							
Auburn		49	58	55	-	3	-
Colfax		7	3	3	-	-	-
Lincoln		25	31	31	-	-	-
Loomis town		31	24	24	-	-	-
Placer County Unincorporated Area		549	621	556	-	11	54
Rocklin		369	607	579	-	-	28
Roseville		584	763	763	-	-	-
Plumas County							
Plumas County Unincorporated Area		287	117	109	-	-	8
Portola		14	5	5	-	-	-
Riverside County							
Banning		153	172	148	24	-	-
Beaumont		30	5	5	-	-	-
Blythe		73	(10) 42	42	-	-	-
Calimesa		20	33	33	-	-	-
Cathedral City	(11)	220	111	95	10	6	-
Coachella		91	140	100	-	-	40
Corona		436	469	467	2	-	-
Desert Hot Springs		217	195	183	12	-	-
Hemet		213	94	94	-	-	-
Indian Wells		78	13	13	-	-	-
Indio		248	252	252	-	-	-
La Quinta		320	324	324	-	-	-
Lake Elsinore		232	334	334	-	-	-
Moreno Valley		443	173	173	-	-	-
Murrieta		195	402	402	-	-	-
Norco		8	8	8	-	-	-
Palm Desert		594	252	252	-	-	-
Palm Springs		20	36	20	-	16	-
Perris		322	600	600	-	-	-
Rancho Mirage		31	32	32	-	-	-
Riverside		558	464	385	4	-	75
Riverside County Unincorporated Area		2 660	2 185	2 107	6	52	20
San Jacinto		374	(11) 84	84	-	-	-
Temecula		661	813	613	-	-	-
Sacramento County							
Folsom		577	657	657	-	-	-
Galt		562	379	379	-	-	-
Isleton		2	1	1	-	-	-
Sacramento		850	664	544	60	7	53
Sacramento County Unincorporated Area		3 737	3 180	2 864	6	-	310
San Benito County							
Hollister		272	315	290	2	10	13
San Benito County Unincorporated Area		90	(NA)	(NA)	(NA)	(NA)	(NA)
San Juan Bautista	(08)	3	(06) 1	1	-	-	-
San Bernardino County							
Adelanto		966	542	542	-	-	-
Apple Valley town		284	294	286	8	-	-
Barstow		53	37	37	-	-	-
Big Bear Lake		73	66	66	-	-	-
Chino		106	206	206	-	-	-
Chino Hills	(03)	122	601	565	-	-	36
Colton		61	45	45	-	-	-
Fontana		545	360	356	4	-	-
Grand Terrace		14	-	-	-	-	-
Hesperia		532	225	225	-	-	-
Highland		154	359	359	-	-	-
Loma Linda	(11)	27	59	21	2	-	35
Montclair		28	-	-	-	-	-
Needles		17	7	7	-	-	-
Ontario		504	136	118	-	-	18
Rancho Cucamonga		312	443	315	20	63	45
Redlands		44	21	21	-	-	-
Rialto		257	203	203	-	-	-
San Bernardino		440	545	297	2	9	237
San Bernardino County Unincorporated Area #		1 161	676	674	2	-	-

See footnotes at end of table

REPORTING INSTRUCTIONS
FOR THE DOD STORAGE SPACE MANAGEMENT REPORT
DD Form 805

1. Header Section.

a. Report Date. Enter the two digits of "day", "month" and "year" to represent the as of date.

b. Installation Code. Enter a four character alpha identity code.

c. DoD Component. (ARMY, DLA, NAVY, Etc.,)

d. Name of Installation.

e. City Name. Enter the name of the city in which the installation is located.

f. State/Country Code. Enter the state/country code in which the installation is located.

g. Outgranted to: Enter the name(s) of the service or organization receiving the outgrant. Outgranted space is defined in paragraphs 3.a.(5) and 3.a.(6). Additional entries will be annotated in the remarks section.

h. Outgranted SF: Enter the amount(s) of gross storage space outgranted as defined in paragraphs 3.a.(5) and 3.a.(6). Entry should be in thousands unless otherwise noted. Additional entries will be annotated in the remarks section.

i. Ingranted from: Enter the name(s) of the DoD component which storage space has been ingranted from as defined in paragraph 3.a.(8).(a). Additional entries will be annotated in the remarks section.

j. Ingranted SF: Enter the amount(s) of gross storage space ingranted as defined in paragraph 3.a.(8).(a). Entry should be in thousands unless otherwise noted. Additional entries will be annotated in the remarks section.

k. Leased from: Enter the name(s) of the private or commercial source which space is being leased from. Additional entries will be annotated in the remarks section.

l. Leased SF: Enter the amount(s) of gross storage space leased. Entry should be in thousands unless otherwise noted. Additional entries will be annotated in the remarks section.

m. Annual Leasing Cost: Enter the annual cost charged for the leased space.

n. POC: Enter the Point of Contact (POC) for this Storage Space Management Report. This should be the Storage Specialist completing the installation report.

o. DSN: Enter the Defense Switched Network (DSN) telephone number of the report POC.

2. Column Data Definition (Types of Storage)

a. "Item" is the list of Line Data defined in Paragraph 3.

b. "Total Covered" is equal to the sum of the entries in columns C through K.

c. "General Purpose Heated" is space in buildings designed for storage purposes in which the temperatures can be controlled within specified limits by application of heat. It does not include space equipped with operating humidity control devices, areas specially designed for storage of highly flammable or hazardous materials (conforming storage).

d. "General Purpose Unheated" is space other than controlled humidity and flammable/hazardous in buildings designed for storage purposes that are not equipped with a heating capability.

e. "Controlled Humidity" is warehouse space equipped with operating humidity control equipment.

f. "Flammable/Hazardous" is warehouse space specifically designed for the storage of hazardous and/or flammable materials excluding, explosives, ammunition and ammunition components.

g. "Chill" is refrigerated warehouse space in which the temperature can be controlled between 32 degrees F. and 50 degrees F.

h. "Freeze" is refrigerated warehouse space in which the temperature can be controlled below a level of 32 degrees F.

i. "Shed" is space in nonwarehouse buildings without complete sides and end walls. (Exclude transitory-type shelters.)

j. "Other" is any space assigned for storage operations, within a structure designed for other than storage purposes; e.g., barracks, dry tanks, hangers, transitory shelters, and quonset buildings. A transitory shelter is a prefabricated sectional, metal structure, normally with complete sides and ends but without utilities, classed as a storage aid rather than a real property facility.

k. "Magazine" is space in a warehouse or igloo-type

structure, used for the storage of explosives, ammunition, or loaded ammunition components.

l. "Open Unapproved" is the total gross square feet of open storage space occupied by assets not approved for open storage (assets in open storage which require covered storage). Entries will be in lines 23 and 24 only. The "Total NSF Occupied" (Line 23) and the "Total CF Occupied" (Line 24) entries will be included in Lines 23 and 24 of Cols. M and/or N.

NOTE: Assets stowed in areas such as docks, roadways, etc. that require/should be in covered storage that is not valid storage space will be annotated on Lines 23 and 24 as well. A note stating where this stock is located should be placed in the "Remarks" block.

m. "Open Improved" is open space which has been graded and hard surfaced or prepared with topping of some suitable materials so as to permit effective materials handling operations.

n. "Open Unimproved" is open space which has not been surfaced or improved but is used for storage purposes.

3. Line Data Definitions and Descriptions.

a. Section A - "Gross Space Available". All data reported in section A are in thousands of square feet (SF).

(1) Line 1, "Total SF Prior Report". Enter total space reported in the prior report. (Total of line 2 plus line 8 from prior report).

(2) Line 2, "Total SF This Period". Enter the gross storage space (SF) at the installation or activity (regardless of its location or the purpose for which the space being used was designed or is designated) which is assigned or used for any operation concerning storage or the support of storage functions at the installation or activity. This total includes all gross space except ingranted/leased space.

(3) Line 3, "Unusable SF". Enter the amount of gross SF included in the categories defined below.

(a) Space so deteriorated that it fails to provide a sufficiently protective environment for the storage of material.

(b) Space that is unsafe for storage operations or its use would be in violation of established regulations.

(c) Space that is restricted from use due to inadequate physical security protection.

(d) Space that is temporarily removed from storage operations due to building construction, modification, or upgrade as well as storage aid erection/removal, fixed MHE erection/removal, etc.

(4) Line 4, "SF in Standby". Enter the amount of gross storage space in standby status that is contained in completely empty covered structures, or open improved areas which are not required to support the installation's mission and which have been secured. This entry will not include vacant Y-sites (sites with earthen barricade on four sides). Igloos currently used as fallout shelters will be included and identified under "Remarks". Space in completely empty sections of covered structures that can be isolated and locked is authorized to be placed into standby.

(5) Line 5, "Outgranted SF (Non-DoD)". Enter amount of gross storage space which is outleased, licensed, or permitted to private or non-DoD, Government (federal, state, county, local, or foreign) agencies for their operation (e.g., storage space identified under support agreement(s) and not available for the reporting activities operations). This includes all space which is allocated, assigned, or used for the storage of material other than that owned by the Army, Navy, Air Force, Marine Corps, or the Defense Logistics Agency. For purposes of this report, material or supplies belonging to all other defense agencies will be treated as non-DoD material. Include space leased to private industry on a landlord-tenant basis for which rent is paid by the lessee. Also, include space classified as storage space at the time it was leased, licensed, or permitted, even though it is not now being used for storage purposes. When a change occurs since the last reporting period, show under "Remarks" the complete agency name(s), the company or companies concerned, and the amount of gross space (covered and open, separately) used by, assigned to, or allocated to each.

(6) Line 6, "Outgranted SF (DoD)". Enter the amount of gross storage space which is licensed or permitted to another DoD component for their operation (e.g., storage space identified under support agreement(s) and not available for the reporting activities operation). Include space classified as storage space at the time it was licensed or permitted even though it is not now being used for storage purposes. When a change occurs since the last reporting period, show under "remarks" the component name and the amount of gross space (covered and open, separately) licensed or permitted to each.

(7) Line 7, "Total SF Outgranted". Enter the sum of lines 5 and 6.

(8) Line 8, "Total Ingranted SF". Enter the total gross square feet of storage space ingranted and/or leased to the installation. (Total of lines 8a & 8b)

(a) Enter the amount of inter/intra Service space operated which is ingranted by license, Support Agreement, or permit from one of the DoD or Government components.

(b) Enter the gross square feet of leased storage space. This is space leased by an installation from a private or commercial source and is not part of, or connected to the installation.

(9) Line 9, "Total Available" (lines 2 plus 8 less 3,4, and 7). Enter the sum of Total SF This Period (line 2) plus Total Ingranted Space (line 8) less the sum of Unusable SF (line 3) and SF in Standby (line 4) and Total SF outgranted (line 7).

(10) Line 10, "Aisles, Structural Loss, and Support Space (SF)". Enter the sum of the SF used for aisles, the SF lost due to structural features and the SF used for support space.

"Aisles" are defined as the amount of SF used in storage areas for movement of material to and from storage locations. This excludes material conveyor systems.

"Structural Loss" is defined as space not usable for storage because of construction features or physical characteristics. Within covered storage areas, such items as rest rooms, columns, firewalls, elevator shafts, stairwells, ramps, steam pits, switch panels, loading wells, and door clearances will be considered as structural loss. Within improved open storage areas, such additional items as firebreaks, stream beds, railroad tracks, and clearances maintained for utility lines should be considered as structural loss.

"Support Space" is defined as the space used in support of storage operations. Support space includes all space used for preservation and packaging, assembly, packing and crating, container manufacturing, receiving, inspection and identification, shipping, material conveyor systems, supervisory/administrative storage offices located in warehouses or other facilities used for storage operation, employees' rest areas, locker rooms, tool rooms, time clock areas, mechanical equipment rooms in refrigerated and controlled humidity warehouses, battery charging stations located in warehouses, and similar support functions. Support space also includes civil engineering (public works) functions that are in support of storage operations and are located in warehouses or other facilities used for storage operations. Work aisles that are contiguous to these support areas are classified as part of such support areas. Support space does not include general administrative offices.

b. Section B - "Net Space Available". All data reported in section B are in thousands of SF or thousands of cubic feet

(CF) as appropriate for the specific line.

(1) Line 11, "NSF in Bin Area". Enter the net SF of Space occupied by erected bins. The SF is determined based on the outside dimensions, length times width, of the bin storage aids.

(2) Line 12, "NSF in Rack Area". Enter the net SF of space occupied by erected racks. The square feet is determined based on the outside dimensions, length times the width of the rack storage aids.

(3) Line 13, "NSF in Bulk Area". Enter the SF of storage space designed for bulk storage. The SF is determined based on the inside dimensions (length x width) of the painted floor lines that determine/identify storage locations.

(4) Line 14, "Total NSF". Enter the sum of the lines 11, 12 and 13. (Check: Lines 10 & 14 must equal line 9)

(5) Line 15, "Total Cubic Feet (TCF) in Bin Area". Enter the TCF in storage areas occupied by erected bin storage aids. Bin area TCF is computed by multiplying the bin area NSF (line 11) by the unobstructed stacking height. The unobstructed stacking height is defined as the distance between the floor and the lowermost point of either sprinkler heads, joists, rafters, beams, or roof trusses, lighting fixtures or ductwork less the following safety clearances:

(a) 1 1/2 feet when vertical distance between floor and lowest obstruction that does not exceed 15 feet.

(b) 3 feet when vertical distance between floor and lowest obstruction is greater than 15 feet.

(c) 3 feet when hazardous materials are involved or in storage areas not equipped with sprinklers.

(d) Exception - a clearance of only 14 inches is required for reclaimed drum storage, regardless of stacking height, provided that the building is of all-metal construction and contains no electric wiring.

The unobstructed stacking height as defined above is an indicator of only the theoretical capacity of a facility. It does not allow for limitations which may be imposed by existing storage aids, material handling equipment (MHE), or floor load capacity. Therefore, the TCF also is an indicator of theoretical capacity.

(6) Line 16, "TCF in Rack Area." Enter the TCF of storage areas occupied by erected rack storage aids. The rack area TCF is computed by multiplying the rack area NSF (line 12) by the unobstructed stacking height as defined above.

(7) Line 17, "TCF in Bulk Area." Enter the TCF of storage areas designed for bulk storage. The bulk area is computed by multiplying the bulk area NSF (line 13) by the unobstructed stacking height as defined above. The TCF of improved open storage will generally be computed using an average stacking height of 10 feet; however, where local conditions and actual commodity characteristics dictate a specific stacking height, the latter will apply. In unimproved open storage, report only cubic space actually occupied, by multiplying SF occupied by a representative (sample) stacking height.

(8) Line 18, "Total TCF". Enter the sum of lines 15, 16 and 17.

(9) Line 19, "Attainable Cubic Feet (ACF) in Bin Area." Enter the ACF in storage areas occupied by erected storage aids. The bin area ACF is computed by multiplying the bin area NSF (line 11) by the height in feet from the floor to the top of the bin storage aid or to the height which can be reached by existing MHE, whichever is less.

(10) Line 20, "ACF in Rack Area". Enter the ACF in storage areas designated for rack storage. The rack area ACF is computed by multiplying the rack area NSF (line 12) by height in feet from the floor to the top shelf (level) of the rack plus the additional height to which material can safely be stacked on the top shelf of the rack. For example, if the height from the floor to the top shelf is 12 feet and material can be stacked on the top shelf to a height of 4 feet, the attainable stacking height is 16 feet for the rack set.

(11) Line 21, "ACF in Bulk Area". Enter the ACF in storage areas designed for bulk storage. The bulk area ACF is computed by multiplying the bulk area NSF (line 13) by the stacking height limitations, and attainable with available MHE. Cubic space beyond the reach of available MHE lift height and floor load limitations will not be reported even though safety limitations or permissible stacking heights have not been attained. (The cubic capacities reported on this line are limited to those attainable under present storage arrangements and achievable with available equipment.) The cubic capacity of improved open storage space will generally be computed by using an average stacking height of 10 feet. Where local conditions and actual commodity characteristics dictate a specific stacking height, the latter shall apply. In unimproved open storage, report cubic space by multiplying occupied SF by a representative (sample) stacking height.

(12) Line 22, "Total ACF". Enter the sum of line 19, 20 and 21.

c. Section C - "Occupied Storage Space". All data reported in section C will be in thousands of SF or thousands of CF as appropriate for the specific line.

(1) Line 23, "Total NSF Occupied". Enter the total amount of NSF of areas designated for bin storage (line 11), rack storage (line 12), and bulk storage (line 13), which is actually occupied by material.

(2) Line 24, "Total ACF Occupied". Enter the total amount of net ACF of areas designated for bin storage (line 19), rack storage (line 20), and bulk storage (line 21, which is actually occupied by material.

(3) Line 25, "Total Vacant NSF". Enter the result of line 14 minus line 23. (Check: Lines 23 & 25 must equal line 14)

(4) Line 26, "Vacant ACF in Bin Area". Enter the total amount of vacant ACF in the Bin Area."

(5) Line 27, "Vacant ACF in Rack Area". Enter the total amount of vacant ACF in the Rack Area.

(6) Line 28, "Vacant ACF in Bulk Area". Enter the total amount of vacant ACF in the Bulk Area.

(7) Line 29, "Total Vacant ACF". Enter the sum of lines 26, 27 and 28. (Check: Line 24 & 29 must equal line 22)

(8) Lines 30 & 31 "Unobligated Vacant SF/CF". Not used.

d. Section D. "Remarks" The following types of remarks will be submitted when appropriate.

(1) Last Report. A remark will be provided which indicates that the current report submission is the last that will be made by that installation. The reason for report termination will be explained.

(2) Significant Data Changes. Explanation to changes in total covered or improved open storage from one report period to the next which exceed 50,000 gross SF (GSF) for activities reporting 1,000,000 or more GSF. Activities reporting less than 1,000,000 GSF will explain changes of 5,000 GSF or more of covered space or 20,000 GSF or more of open improved space.

(3) Significant Required Space Changes. Report known future changes in requirements which are expected within the next 12 months. Changes in required TCF, either upward or downward of 500,000 CF of more for any column (type of storage space) will be reported. The remark will include the amount of the requirement, the reason for the change, and the expected effective date.

(4) Significant ACF Changes. Installations with firm

knowledge of changes in ACF which are expected upward or downward of 500,000 CF or more for any column (type of storage space) or any decreases which will inhibit mission performed. The remark will include the amount of the change, the reason, and the expected effective date.

(5) Contingency or Wartime Storage Requirements. From contingency or wartime scenario planning documents report estimates of covered total storage requirements in thousands of CF if significantly different from requirements previous reported. Installations without firm knowledge of such plans may defer to the component headquarters for input.

(6) Initial Report. Installations reporting for the first time will cite the date of activation of the installation, its primary function, and a brief description of the types of material to be stored.

(7) Inactivation. An installation or activity scheduled for inactivation will cite the proposed date. When known, the actual effective date and authority will be shown. When an installation or activity is to be completely closed out, the last report submitted will be marked "Final Report". If an installation is completely closed out between reporting periods and the last report submitted was not marked "Final Report", a special report marked "Final Report" will be submitted to reflect any changes.

(9) Standby. List the amount of space placed in or taken from standby status.

(10) Special Situations. Report explanations of data submitted or conditions of which management should be cognizant. For example, if storage space of a particular type such as humidity controlled is currently occupied by material which can be safely stored outside or in storage affording less protection, the amount of such space should be identified.

(11) Stock Located in Non-Storage Areas. Materiel stowed on docks, roadways, etc. that are not valid storage areas. The remarks should include NSF and CF of the stock as well as the type of valid storage space needed to store the materiel.

(12) Number of Bin and/or Rack Openings/Locations and Number Occupied. Annotate the number of bin and/or rack openings/locations available and annotate the number of bin and/or rack openings/locations occupied.

STORAGE SPACE MANAGEMENT REPORT	DATE DAY-MO-YR	INSTALLATION CODE	DOD COMPONENT	NAME OF INSTALLATION:	CITY NAME:	STATE/COUNTRY
OUTGRANTED TO:	OUTGRANTED SF:	INGRANTED FROM:	INGRANTED SF:	LEASED FROM:	LEASED SF:	ANNUAL LEASING COST:
POC:	DSN:					

ITEM (UNIT OF MEASURE IN THOUSANDS) (A)	TOTAL COVERED (B)	COVERED GENERAL PURPOSE STORAGE									OPEN STORAGE		
		HEATED (C)	UNHEATED (D)	CONTRL'D HUMIDITY (E)	FLAM'BLE HAZARD (F)	CHILL (G)	FREEZE (H)	SHED (I)	OTHER (J)	IGLOO / MAGZINE (K)	UNAP-PROVED (L)	IM-PROVED (M)	UNIM-PROVED (N)
SECTION A - GROSS SPACE AVAILABLE (SF=SQUARE FEET)													
1. TOTAL SF PRIOR REPORT													
2. TOTAL SF THIS PERIOD													
3. UNUSABLE SF													
4. SF IN STANDBY													
5. OUTGRANTED SF (NON-DOD)													
6. OUTGRANTED SF (DOD)													
7. TOTAL SF OUTGRANTED (5 + 6)													
8. TOTAL INGRANTED SF (8A+8B)													
A. INGRANTED SF													
B. LEASED SF													
9. TOTAL AVAILABLE (2 + 8 LESS 3, 4 AND 7)													
10. AISLES, STRUCTURAL LOSS AND SUPPORT SPACE (SF)													
SECTION B - NET SPACE AVAILABLE (NSF=NET SQUARE FEET, TCF=TOTAL CUBIC FEET, ACF=ATTAINABLE CUBIC FEET)													
11. NSF IN BIN AREA													
12. NSF IN RACK AREA													
13. NSF IN BULK AREA													
14. TOTAL NSF (11 + 12 + 13)													
15. TCF IN BIN AREA													
16. TCF IN RACK AREA													
17. TCF IN BULK AREA													
18. TOTAL TCF (15 + 16 + 17)													
19. ACF IN BIN AREA													
20. ACF IN RACK AREA													
21. ACF IN BULK AREA													
22. TOTAL ACF (19 + 20 + 21)													
SECTION C - OCCUPIED STORAGE SPACE (SF=SQUARE FEET, CF=CUBIC FEET)													
23. TOTAL SF OCCUPIED													
24. TOTAL CF OCCUPIED													
25. TOTAL VACANT SF													
26. VACANT CF IN BIN AREA													
27. VACANT CF IN RACK AREA													
28. VACANT CF IN BULK AREA													
29. TOTAL VACANT CF (26+27+28)													
30. UNOBLIGATED VACANT SF													
31. UNOBLIGATED VACANT CF													

SECTION D - REMARKS

(DD FORM 805)

DEFINITIONS & TERMS

COVERED STORAGE - Storage space within any roofed structure.

WAREHOUSE - A building designed for storage purposes and constructed with roof and complete side walls.

UNHEATED SPACE - Area not equipped with heating facilities or heating equipment is inoperable. (Col. D on DD805)

CONTROLLED HUMIDITY SPACE - Space which has been especially prepared for and equipped with equipment for controlling humidity. The equipment must be in operating condition to report as humidified space on the DD805 (Col. E).

FLAMMABLE & HAZARDOUS WAREHOUSE - Area designated for the storage (conforming to all applicable laws and regulations) of flammable and hazardous material. (Col. F on DD805)

CHILL SPACE - Refrigerated warehouse area in which the temperature can be controlled between 32 and 50 degrees F. (Col. G on DD805)

FREEZE SPACE - Refrigerated warehouse area in which the temperature can be controlled below 32 degrees F. (Col. H on DD805)

SHED - A building without complete side and end walls. (Col. I on DD805)

TRANSITORY SHELTER - A prefabricated, sectional, metal structure, normally with complete sides and ends but without utilities, classed as a storage aid rather than a real property facility. When used for storage, it is reported as "other" space. (Col. J on DD805)

DRY TANK SPACE - Area in tanks designed for the storage of supplies other then bulk liquids or gases. (Col. J on DD805)

WET TANK SPACE - A tank designed for the storage of liquids. (Col. J on DD805)

OTHER SPACE - Any area assigned for storage operations within a structure designed for other than storage operations. (Col. J on DD805)

TRAILER STORAGE SPACE - Space allotted for the purpose of storing materiel in trailers. (Col. J on DD805)

RAIL STORAGE SPACE - Space allotted for the purpose of storing materiel in rail cars. (Col J on DD805)

IGLOO SPACE - Area in an earth covered structure of concrete and/or steel designed for the storage of ammunition and explosives. (Col. K on DD805)

MAGAZINE SPACE - Area in a warehouse-type structure above or below ground designed for storage of ammunition and explosives. (Col. K on DD805)

OPEN UNAPPROVED - **Assets** not approved for open storage that are stored in valid open storage space or non-storage areas. These "assets" are defined as materiel that require/should be in covered storage. (Col. L on DD805)

This does not include assets that may be stored in valid "open" storage but are in fact stored in non-storage areas such as docks, roadways, etc.

OPEN IMPROVED SPACE - Area that has been graded and hard surfaced or prepared with topping of some suitable materiel so as to permit effective materiel handling operations. (Col. M on DD805)

OPEN UNIMPROVED SPACE - Area which has not been surfaced but has been designated for storage. (Col. N on DD805)

OPEN WET SPACE - Water area specifically allotted to and usable for the storage of water craft. Annotate in remarks that this is wet storage. (Col. N on DD805)

GROSS STORAGE SPACE - Gross area, regardless of its location of the purpose for which the space was designed or designated, which is assigned or used for any operation concerning storage or the support of storage functions. (Line 2 of DD805)

UNUSABLE SPACE - Storage space so deteriorated that it fails to provide a sufficiently protective environment for the storage of materiel, or space that is unsafe for storage operations or unsecure for storage. (Line 3 of DD805)

Space that is temporarily undergoing construction, modification, upgrade, erection/removal of storage aids, fixed MHE, etc.

STANDBY SPACE - Gross storage space contained in completely empty/vacant structures or areas. (Line 4 of DD805)

OUTGRANTED SPACE - Gross storage space that is not available because it has been leased, licensed, or permitted to a private or government organization. (Line 5 & 6 on DD805)

INGRANTED SPACE - Gross storage space which is "on loan" from another government department or agency. (Line 8A on DD805)

LEASED SPACE - Gross storage space which is leased from a private commercial source. (Line 8B on DD805)

GROSS SPACE FOR STORAGE OPERATIONS - (Total available) That amount of gross storage space less unusable, standby and outgranted space. (Line 9 of DD805)

AISLES - Any passageways in storage areas. Types include: main, cross, personnel, and fire. (Line 10 on DD805)

MAIN AISLE - A passageway wide enough to permit easy flow of equipment, supplies, and personnel; generally runs the length of the building. (Line 10 on DD805)

CROSS AISLE - A passageway at right angles, used for movement of supplies, equipment, and personnel. (Line 10 on DD805)

FIRE AISLE - A passageway established to aid in fire fighting or preventing the spread of fire, or for access to fire fighting equipment or building exits. (Line 10 on DD805)

STRUCTURAL LOSS - Space not usable for storage because of construction, subterranean or physical characteristics such as posts and pillars, ramps, door clearances, firewalls, rail tracks, etc. Not to be confused with unusable. (Line 10 on DD805)

GROSS SPACE FOR SUPPORT OF STORAGE - That area used for receiving, packing, shipping, battery charging stations, administrative storage offices, rest rooms, 3P&M, etc. (Line 10 of DD805)

OFFICE SPACE - Space utilized by storage personnel in the performance of routine office-type duties. Excludes office space located in warehouses not used in support of storage operations. (Line 10 on DD805)

NET STORAGE SPACE - Gross space for storage operations minus gross space used for aisles, structural loss and support space. (Line 14 on DD805)

CUBE - The product of; length by width by depth/height.

TOTAL CUBIC FEET - The product of net storage space, square feet multiplied by the unobstructed stacking height permitted by safety regulations in a particular storage area. (Line 18 on DD805)

TOTAL ATTAINABLE CUBIC FEET - The amount of the total cubic feet that is attainable or usable. Normally (if less then total cubic feet) caused by limitations of MHE, storage aids not using the entire height, etc. (Line 22 of DD805)

OCCUPIED NET SQUARE FEET - Floor area which is actually occupied by materiel plus the entire bin and rack areas less aisles. (Line 23 of DD805)

OCCUPIED NET CUBIC FEET - The product of net square feet occupied, multiplied by actual storage heights, or representative storage heights determined by statistical sampling when applicable. (Line 24 of DD805)

VACANT SPACE - Usable storage space which is not occupied by materiel or storage aids. (Lines 26 to 29 of DD805)

OCCUPIED SPACE

The following procedures will be used in determining and calculating occupied storage space.

1. Bin Storage: Occupied bins is determined by material physically in a location. The occupancy rates for NSF occupied and ACF will be calculated by:

A. NSF = The number of bins occupied, divided by the number of bin levels from floor to the highest bin available = number of grid locations occupied, X the square foot of the bin grid square = total occupied square feet.

B. ACF = The same process as 1.a. multiplied by the attainable bin stacking height. (Refer to visual chart showing how to report occupied Bin/Rack storage.

2. Rack Storage; Occupied rack storage is determined in the same manner as 1.A. and 1.B.

Computer listings showing the number of locations occupied in bin and rack should be run to find out the number occupied, then compared (divided by) to the total number of locations available. If the legacy system does not have this capability, then a random sampling technique will be used to select a statistically reliable sample of each type of bin/rack in determining occupancy rates. This process is outlined in MILSTD 105E (Sampling Procedures & Tables for Inspection by Attributes). Bulk pallet rack locations will be physically counted for accuracy purposes.

3. Bulk Storage

A. NSF of occupied bulk storage is determined by adding the total square feet which is in vacant locations and subtracting this total from the bulk NSF available. The remainder is the NSF occupied.

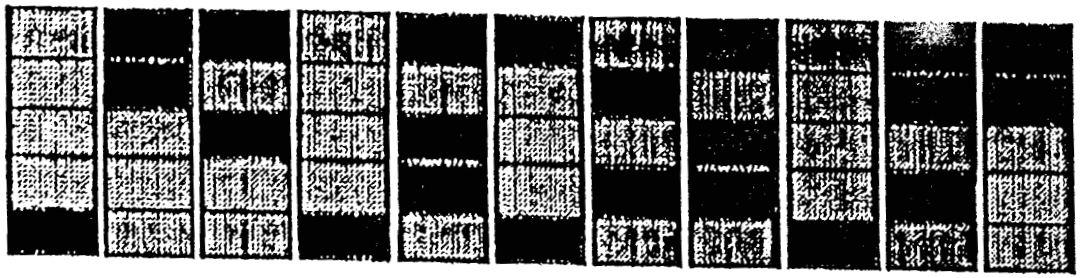
B. ACF is calculated by multiplying the NSF by the attainable stacking height as defined in the DoD SSMR Instruction for the DD Form 805.

Occupied bulk storage space is acquired by inspection. Appropriate records must be kept and must include, when, how, as well as the methodology used in the process, with "supporting numbers". Furthermore, no storage space will be credited as being occupied for <u>honeycombing</u> or <u>one or two pallets of material in a bulk location when pallet rack space is available.</u> This is to insure proper warehousing practices of our customers assets at the lowest cost possible as well as providing a more accurate occupancy rate.

As a norm, bulk locations having one NSN is considered occupied unless incorrect storage practices as mentioned above are being practiced.

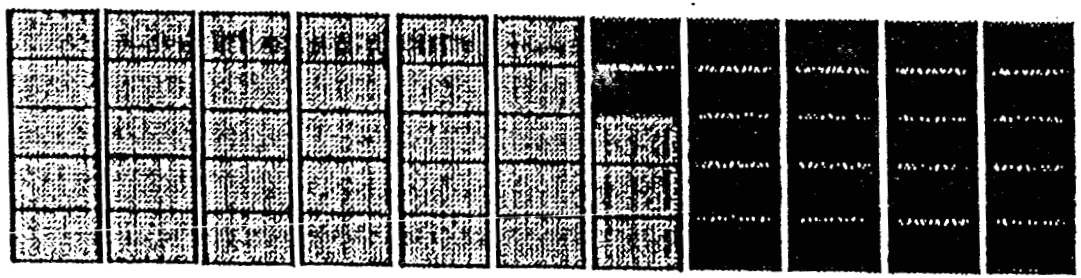
REPORTING OCCUPIED BIN & RACK

= *EMPTY LOCS* = *OCCUPIED LOCS*



15' ATTAINABLE STACKING HEIGHT

1 - 33 PT LOCS OCCUPIED ~ 5 LEVELS HIGH = 6.6 OR 7 OCC GRID SQS.
2 - 7 OCCUPIED GRID SQS. X NSF OF GRID (16') = OCCUPIED NSF)
3 - OCCUPIED NSF X ATTAIN. STACK HGT. = OCCUPIED CUBIC FEET



OCCUPIED

NSF =112
CF = 1,680

7 GRIDS X NSF (16') = OCCUPIED NSF

OCCUPIED NSF X ATTAINABLE STACKING HGT. = OCCUPIED CUBE

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31 AUG 1994

IN REPLY REFER TO CAAJ(BRAC)

SUBJECT: Base Realignment and Closure (BRAC) 95 Data Call information (BRAC95L014)

TO: Commanders, DLA Primary Level Field Activities (PLFAs)
(LESS: DNSC, DASC, DESC, DEUR, DPAC)
Administrator, DAASC

1. Reference: CAAJ(BRAC) letter, 8 July 94, subject: BRAC 95 Data Call (BRAC95L009).

2. Part I of the data call asked that each page of the data call response include the "activity code." Our intent was for you to provide the activity acronym; i.e., DGSC, DCMDW, DDTP, etc.

3. Question VIIA5 is rewritten as follows: Identify tons of tenant material in storage.

M. V. McManamay

M. V. McMANAMAY
Team Chief
DLA BRAC

Document Separator

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ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

2 SEP 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Data Call Information (BRAC95L015)

TO: Commanders, DLA Primary Level Field Activities (PLFAs)
(LESS: DNSC, DASC, DESC, DEUR, DPAC)

1. Reference: CAAJ(BRAC) letter, 8 July 94, subject: BRAC 95 Data Call (BRAC95L009).

2. Part IV amendments and corrections - revision 4:

a. For DDMP, DDMT, DDJC, DCSC, DDRT, and DGSC **only**, add the following questions.

Submit on a separate sheet, titled with the activity and question:

IVB41: List the programmed amount for any FY 95 and prior ongoing (currently in design or construction) MILCON projects at the installation.

IVB42: List projected % completion of the project in question IVB41, as of Jul 95. State the source of the estimated % completion.

IVB43: List the total design funds spent on the projects listed in question IVB41, as of Jul 95. State the source of the answer.

b. For ICP's, Depots (stand-alone and collocated), and Region Headquarters:

A revised program disk was sent 31 Aug 94 to BRAC POC's with instructions on how to install the updated files. Please ensure that the person responsible for part IV of the data call receives the updated disk and instructions as soon as possible. The program corrects the two problems addressed in BRAC95L013, paragraph 5.c, as well as other minor items recently identified. Therefore, the instructions listed in BRAC95L013 are superseded by this amendment.

c. For Depots (stand-alone and collocated), and Region Headquarters;

All part IV responses must be submitted within 14 calendar days from the date of receipt of the PWC report, if this date is later than 15 Sep 94.

3. Additional comments associated with part IX (environment) of the data call are noted below:

2 SEP 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Data Call Information (BRAC95L015)

a. Section C: Natural Resources

IXC8a The word "habitat" should be changed to "flood plain."

b. Section G: Compliance and Cleanup Costs (this cost data is not required from tenants)

(1) IXG1: "Management Costs" should appear bold and flush left. Management costs should include the sum of all management costs for Air Quality, RCRA, and Water Quality.

Cathy Ann Fellehar
for M. V. McMANAMAY
Team Chief
DLA BRAC

Document Separator

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ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

2 SEP 1994

SUBJECT: Base Realignments and Closures (BRAC) 95 Information (BRAC95L016)

TO: Commanders, DLA Primary Level Field Activities (PLFAs)
(LESS: DNSC, DASC, DESC, DEUR, DPAC)

1. Reference: CAAJ(BRAC) letter, dated 8 Jul 94, subject: BRAC 95 Data Call (BRAC95L009).

2. Specific reference is made to Part VIII of the Data Call (Community Information Data Call Questions).

3. The term "basic pay" as used in Questions VIII.Q.32. and VIII.Q.33. (Federal Salary Rates) for the General Schedule (GS) means "locality rate of pay." The U.S. Office of Personnel Management's *Salary Table No. 94, Executive Branch of the Government* (January 1994), cited as a preferred source to obtain data for this question, contains salary tables for locality pay areas.

4. Based on questions we have been receiving relative to Question VIII.E. (Work Force Availability), the following amplifying information and guidance is provided.

a. Question VIII.E. should be read in the context of your location as a potential receiver in a realignment scenario. If your activity were to receive additional mission, could it recruit and retain additional civilian personnel in increments to its current staffing level of 25%, 50% and 100% respectively?

b. The first issue in answering Question VIII.E. is: could your activity increase its civilian personnel staffing levels by 25%, 50% and 100% respectively? If the answer is "no" for a particular percentage increment, you should so state. No further elaboration is required.

c. If the answer is "yes," you will need to state how long it would take your activity to increase its civilian personnel staffing level by the percentage increment. You will also need to support your claim by as much evidentiary data as you are able to present. You will need to back up your "yes" answers with evidence pointing to the existence of adequate staffing sources. The suggested sources listed for Question VIII.E. are intended to guide you to places where such evidentiary data may reside.

2 SEP 1994

d. What we are after is as much information as you are able to provide that will give us confidence that yours is an area where we can recruit and retain adequate numbers of personnel. If the activity's local labor market is small relative to the percentage increment requirements in Question VIII.E., you may want to provide information that reflects the "drawing power" of the activity and/or of the community at large as a place to recruit and retain people from other areas. You could cite your activity's past record in recruiting people from outside the local area, for example. Or, you could cite recent business activity in the area's private sector.

5. Questions concerning this letter or any portion of Part VIII of the Data Call should be directed to Mr. John D. Green, DSN 284-7146.

Cathy Ann Fellehar
for M. V. McMANAMAY
Team Chief
DLA BRAC

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30 SEP 1994

IN REPLY REFER TO CAAJ (BRAC)

CLOSE HOLD

SUBJECT: Base Realignments and Closures (BRAC) 95 Information (BRAC95L017)

TO: Commanders, DLA Primary Level Field Activities (PLFAs)
(LESS: DNSC, DASC, DESC, DEUR, DPAC)

1. Reference: CAAJ (BRAC) letter, dated 8 Jul 94, subject: BRAC 95 Data Call (BRAC95L009).

2. Changes submitted to the original data call and /or supplemental data calls only require the certification of your activity commander. Lower level certifications and signed internal control checklists will not be submitted, but need to be retained at your activity for audit purposes. Also computer disks need only be provided for changes to parts III, IV, and V (where applicable).

3. New non-disclosure statements should not be submitted with data call inputs. Submit them separately.

M. V. McMANAMAY
Team Chief
DLA BRAC Team

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CLOSE HOLD

IN REPLY REFER TO CAAJ (BRAC)

19 OCT 1994

SUBJECT: Base Realignments and Closures (BRAC) 95 Data Call (BRAC95L018)

TO: Commanders, DLA Primary Level Field Activities
(LESS: DNSC, DASC, DESC, DEUR, DPAC)

1. Reference: CAAJ (BRAC) letter dated 8 July 1994, subject: Base Realignment and Closure 95 Data Call (BRAC95L009).

2. The guidance in referenced letter indicated that your data call submission should reflect projected data for September 1994. It further stated "modifications should only be made if there is a significant variance between estimated and actual year end data."

3. The purpose of this letter is to clarify "significant variance." Upon comparison of actual and projected data for September 1994, if the variance is 5 percent or more, the variance is considered significant. This will require you to evaluate your projected data for September 1994, as submitted, to determine if a resubmission is required. All resubmissions will be actual data. This guidance applies to all parts of the data call. Although not required, this guidance does not preclude you from submitting actual September data even though the percentage is lower than 5 percent if you so desire.

M. V. McManamay

M. V. McMANAMAY
Team Chief
DLA BRAC

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IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

24 Oct 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Information (BRAC95L019)

TO: Commanders, DLA Primary Level Field Activities (PLFAs)
(LESS: DNSC, DASC, DESC, DEUR, and DPAC)

1. Reference: CAAJ(BRAC) letter, 8 Jul 94, subject: BRAC 95 Data Call (BRAC95I009).

2. In addition to the information provided in BRAC95L017, changes submitted to the original data call and any subsequent data calls should be accomplished as follows:

a. A change to any part requires a new submission of the total part.

b. Each page of your submission should be dated the date that the cover letter was signed by the Commander.

c. Revised computer disks for parts III, IV, and V (DCMDs and Distribution only) are also required.

d. Include an asterisk by the question number on the hard copy if a change in the response has been made in your last submission.

M. V. McManamay

M. V. McMANAMAY
Team Chief
DLA BRAC

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ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

16 OCT 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Information (BRAC95L020)

TO: Commanders, DLA Primary Level Field Activities (PLFAs)
(LESS: DNSC, DASC, DESC, DEUR, and DPAC)

1. Reference: CAAJ(BRAC) letter, 8 Jul 94, subject: BRAC 95 Data Call (BRAC95L009).

2. In various discussions with members of your staff and in the meeting with the commanders on 17 Oct 94 we indicated self-generated BRAC data call changes should be provided to us by 31 Oct 94.

3. Letters from this office providing our evaluation of your initial data call response(s) should be provided to all activities (if not already provided) not later than 3 Nov 94. A specific suspense date for receipt of your reply will be included in these letters. To avoid multiple data call inputs within a short time period, include all corrections/clarifications made as a result of our letter, by auditors, and any self-generated changes/updates in your response to our letter. This supersedes the suspense date in paragraph 1 above.

4. Responses by DCMDs to our 19 Oct 94 letters should still be provided by 28 Oct 94 and include any self-generated changes you identify.

5. Parts of the data call not yet provided should be forwarded immediately.

Cathy Ann Kellehen
for M. V. McMANAMAY
Team Chief
DLA BRAC

DEFENSE LOGISTICS AGENCY
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CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

5 NOV 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Information (BRAC95L021)

TO: Commanders, DLA Primary Level Field Activities
(LESS: DNSC, DASC, DESC, DEUR, and DPAC)

1. References:

a. CAAJ(BRAC) letter, 19 Oct 94, subject: BRAC 95 Data Call (BRAC95L019).

b. CAAJ(BRAC) letter, 20 Oct 94, subject: BRAC 95 Data Call (BRAC95L020).

c. CAAJ(BRAC) letter, 27 Oct 94, subject: BRAC 95 Supplemental Data Call and Financial Information (To Inventory Control Points).

d. CAAJ(BRAC) letter, 28 Oct 94, subject: BRAC 95 Financial Information (To DCMDs/Service Centers).

e. CAAJ(BRAC) letter, 3 Nov 94, subject: BRAC 95 Financial Information (To DDRE/DDRW).

2. Management Analyzing Statistical System (MASS) problems and the late receipt of end of year MASS data requires additional review by each activity.

3. Based on the situation noted above, self generated changes to data can be provided to us until 15 Nov 94. After that time only information requested by us or changes necessitated by a DoDIG visit will be accepted.

M. V. McMANAMAY
Team Chief
DLA BRAC

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IN REPLY REFER TO CAAJ (BRAC)

CLOSE HOLD

30 NOV 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Information (BRAC95L022)

TO: Commanders of DLA Primary Level Field Activities
(LESS: DNSC, DASC, DESC, DEUR, and DPAC)

1. Effective immediately, do not respond to any request for certified BRAC-related data from the Military Services or Defense Agencies. All requests or inquiries should be referred to the DLA BRAC Working Group. All BRAC-related data is CLOSE HOLD and not releasable outside the DLA chain of Command prior to 1 March 1995.

2. The Department of Defense is in the process of exploring numerous cross-servicing options. No decisions have been made. Neither the nature of the pre-decisional scenario nor the data requested may be discussed or released.

GARY S. THURBER
Deputy Director
(Corporate Administration)

DEFENSE LOGISTICS AGENCY
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ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

12 JAN 1995

SUBJECT: Base Realignment and Closure (BRAC) 95 Information (BRAC95L023)

TO: Commanders, DLA Primary Level Field Activities
(LESS: DNSC, DASC, DESC, DEUR, and DPAC)

1. In our letter of 5 Nov 94 (enclosed), we asked you for any changes to your BRAC data before 15 Nov 94. Some of you continue to provide unsolicited revisions to your data either in conjunction with DoDIG-directed changes or with DLA BRAC Team-directed changes. Many of these revisions fall below the standard for significant changes of 5% set by our 19 Oct 94 memo, and will have no effect on ranking or DLA's recommendations to DoD. Nevertheless, the BRAC Team is obliged to spend considerable time revising its figures to reflect constantly changing data.

2. I remind you that the certified data you submitted must reflect your best attempt to capture information about your activity as of 30 Sep 94. While you have a continuing obligation to report any significant data errors that you discover, we expect you to have thoroughly reviewed your submissions, and to report any significant errors promptly upon discovery.

3. Accordingly, any Commander who discovers a major flaw in his data call response should call me directly to discuss the error. To ensure that the BRAC Team completes its work within the established deadlines, I expect your full cooperation and assistance in correcting significant errors in your certified data submissions.

1 Encl

LAWRENCE P. FARRELL, JR.
Major General, USAF
Principal Deputy Director

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

5 NOV 1994

SUBJECT: Base Realignment and Closure (BRAC) 95 Information (BRAC95L021)

TO: Commanders, DLA Primary Level Field Activities
(LESS: DNSC, DASC, DESC, DEUR, and DPAC)

1. References:

a. CAAJ(BRAC) letter, 19 Oct 94, subject: BRAC 95 Data Call (BRAC95L019).

b. CAAJ(BRAC) letter, 20 Oct 94, subject: BRAC 95 Data Call (BRAC95L020).

c. CAAJ(BRAC) letter, 27 Oct 94, subject: BRAC 95 Supplemental Data Call and Financial Information (To Inventory Control Points).

d. CAAJ(BRAC) letter, 28 Oct 94, subject: BRAC 95 Financial Information (To DCMDs/Service Centers).

e. CAAJ(BRAC) letter, 3 Nov 94, subject: BRAC 95 Financial Information (To DDRE/DDRW).

2. Management Analyzing Statistical System (MASS) problems and the late receipt of end of year MASS data requires additional review by each activity.

3. Based on the situation noted above, self generated changes to data can be provided to us until 15 Nov 94. After that time only information requested by us or changes necessitated by a DoDIG visit will be accepted.

M. V. McManamay

M. V. McMANAMAY
Team Chief
DLA BRAC

Document Separator

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ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO

CAAJ(BRAC)

CLOSE HOLD

12 JAN 1995

S: 20 Jan 95

SUBJECT: Base Realignment and Closure (BRAC) 95 Screen 4 Data (BRAC95L024)

TO: Commanders, DLA Primary Level Field Activities
(LESS: DDRE, DDRW, DNSC, DASC, DESC, DEUR, and DPAC)

1. During the discussion of the BRAC 95 process at our joint 17 October conference, review of Screen 4 Cost of Base Realignment Action (COBRA) data was discussed. We are making available to each Commander the respective activity's screen 4 (attached). The data reflects military and civilian personnel data, other pertinent military information, personnel willing to move, total base facilities, financial data, area costs factors, per diem rates, freight costs, etc. This information was obtained from your certified data call responses. The Screen 4 was used to input information into the COBRA runs for scenarios involving your activity.

2. Please review your Screen 4 data and coordinate your acceptance of it as a first endorsement to this letter. Please return this letter to us with your coordination to include the enclosure via Federal Express by close of business 20 Jan 95. Your cooperation in not reproducing/ retaining a copy of this information is required. If you discover problems with the data, please contact the undersigned at DSN 284-5379 immediately.

M V McManamay

1 Encl

M.V. McMANAMAY
Team Chief
DLA BRAC

S: 20 Jan 95

CAAJ(BRAC) **CLOSE HOLD**

SUBJECT: Base Realignment and Closure (BRAC) 95 Screen 4 Data (BRAC95L024)

TO: Commanders, DLA Primary Level Field Activities
(LESS: DDRE, DDRW, DNSC, DASC, DESC, DEUR, and DPAC)

1. During the discussion of the BRAC 95 process at our joint 17 October conference, review of Screen 4 Cost of Base Realignment Action (COBRA) data was discussed. We are making available to each Commander the respective activity's screen 4 (attached). The data reflects military and civilian personnel data, other pertinent military information, personnel willing to move, total base facilities, financial data, area costs factors, per diem rates, freight costs, etc. This information was obtained from your certified data call responses. The Screen 4 was used to input information into the COBRA runs for scenarios involving your activity.

2. Please review your Screen 4 data and coordinate your acceptance of it as a first endorsement to this letter. Please return this letter to us with your coordination to include the enclosure via Federal Express by close of business 20 Jan 95. Your cooperation in not reproducing/ retaining a copy of this information is required. If you discover problems with the data, please contact the undersigned at DSN 284-5379 immediately.

1 Encl

M.V. McMANAMAY
Team Chief
DLA BRAC

Jack Marshall/CAAJ(BRAC)/47146/amb
Charles8 Disk MSW BRACL024.DOC

Help File DataBase Input Data Reports Windows Quit 11:33:1

[•] Screen Four - Base Information (Static)

Base: DCMCI, OH

Total Officers (1995):	11	RPMA Non-Payroll ($K/Yr):	179
Total Enlisted (1995):	5	Communication Costs ($K/Yr):	91
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	4671
Total Civilians (1995):	83	BOS Payroll ($K/Yr):	4496
		Fam Housing Costs ($K/Yr):	0
% Mil Families On Base:	0.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	0.91
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	19	CHAMPUS Shift to Medicare:	0.0
Officer VHA ($/Month):	18	Activity Code:	1
Enlisted VHA ($/Month):	56		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	103	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.04, R&K Engineering, Inc, 1991-

Help File DataBase Input Data Reports Windows Quit 11:33:2

[•] Screen Four - Base Information (Static)

Base: DCMDN, MA

Total Officers (1995):	7	RPMA Non-Payroll ($K/Yr):	876
Total Enlisted (1995):	1	Communication Costs ($K/Yr):	1736
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	1580
Total Civilians (1995):	319	BOS Payroll ($K/Yr):	9072
		Fam Housing Costs ($K/Yr):	0
% Mil Families On Base:	33.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	1.29
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	164	CHAMPUS Shift to Medicare:	0.0
Officer VHA ($/Month):	601	Activity Code: 2	
Enlisted VHA ($/Month):	0		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	139	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.04, R&K Engineering, Inc, 1991-

Help File DataBase Input Data Reports Windows Quit 11:33:3

[•] Screen Four - Base Information (Static)

Base: DCMDS, GA

Total Officers (1995):	4	RPMA Non-Payroll ($K/Yr):	1032
Total Enlisted (1995):	1	Communication Costs ($K/Yr):	930
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	1939
Total Civilians (1995):	237	BOS Payroll ($K/Yr):	7754
		Fam Housing Costs ($K/Yr):	0
% Mil Families On Base:	0.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	0.96
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	127	CHAMPUS Shift to Medicare:	0.0
Officer VHA ($/Month):	165	Activity Code: 3	
Enlisted VHA ($/Month):	138		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	119	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.04, R&K Engineering, Inc, 1991-

Help File DataBase Input Data Reports Windows Quit 11:33:41

[•] Screen Four - Base Information (Static)

Base: DCMDW, CA

Total Officers (1995):	11	RPMA Non-Payroll ($K/Yr):	4435
Total Enlisted (1995):	2	Communication Costs ($K/Yr):	1072
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	4397
Total Civilians (1995):	274	BOS Payroll ($K/Yr):	10136
		Fam Housing Costs ($K/Yr):	0
% Mil Families On Base:	0.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	1.24
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	125	CHAMPUS Shift to Medicare:	0.0 %
Officer VHA ($/Month):	581	Activity Code:	4
Enlisted VHA ($/Month):	316		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	140	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.04, R&K Engineering, Inc, 1991-4

Help File DataBase Input Data Reports Windows Quit 10:01:(

[•] Screen Four - Base Information (Static)

Base: DCSC, OH

Total Officers (1995):	44	RPMA Non-Payroll ($K/Yr):	11076
Total Enlisted (1995):	5	Communication Costs ($K/Yr):	16548
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	8431
Total Civilians (1995):	3323	BOS Payroll ($K/Yr):	17393
		Fam Housing Costs ($K/Yr):	89
% Mil Families On Base:	0.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	0.91
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	1503	CHAMPUS Shift to Medicare:	20.9
Officer VHA ($/Month):	28	Activity Code: 5	
Enlisted VHA ($/Month):	76		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	103	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.06, R&K Engineering, Inc, 1991-

Help File DataBase Input Data Reports Windows Quit 11:35:1

[•] Screen Four - Base Information (Static)

Base: DFSC, VA

Total Officers (1995):	20	RPMA Non-Payroll ($K/Yr):	52
Total Enlisted (1995):	3	Communication Costs ($K/Yr):	1111
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	3398
Total Civilians (1995):	487	BOS Payroll ($K/Yr):	7865
		Fam Housing Costs ($K/Yr):	0
% Mil Families On Base:	0.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	1.03
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	71	CHAMPUS Shift to Medicare:	20.9 %
Officer VHA ($/Month):	467	Activity Code:	31
Enlisted VHA ($/Month):	411		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	151	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.04, R&K Engineering, Inc, 1991-4

Help File DataBase Input Data Reports Windows Quit 16:32:2(

=[•]═══ Screen Four - Base Information (Static) ═══

Base: DGSC, VA

Total Officers (1995):	24	RPMA Non-Payroll ($K/Yr):	7075
Total Enlisted (1995):	3	Communication Costs ($K/Yr):	15708
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	7691
Total Civilians (1995):	2198	BOS Payroll ($K/Yr):	13935
		Fam Housing Costs ($K/Yr):	188
% Mil Families On Base:	16.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	0.80
Off Housing Units Vacant:	2	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	3	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	870	CHAMPUS Shift to Medicare:	20.9 %
Officer VHA ($/Month):	141	Activity Code:	32
Enlisted VHA ($/Month):	106		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	93	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.06, R&K Engineering, Inc, 1991-4

Help File DataBase Input Data Reports Windows Quit 10:31:0

[•] Screen Four - Base Information (Static)

Base: DISC, PA

Total Officers (1995):	26	RPMA Non-Payroll ($K/Yr):	3443
Total Enlisted (1995):	3	Communication Costs ($K/Yr):	9723
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	7119
Total Civilians (1995):	1851	BOS Payroll ($K/Yr):	10540
		Fam Housing Costs ($K/Yr):	0
% Mil Families On Base:	8.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	1.18
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	252	CHAMPUS Shift to Medicare:	20.9
Officer VHA ($/Month):	381	Activity Code:	33
Enlisted VHA ($/Month):	316		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	123	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.07, R&K Engineering, Inc, 1991-

Help File DataBase Input Data Reports Windows Quit 11:37:3

[•] Screen Four - Base Information (Static)

Base: DLSC, MI

Total Officers (1995):	3	RPMA Non-Payroll ($K/Yr):	1488
Total Enlisted (1995):	0	Communication Costs ($K/Yr):	9519
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	3116
Total Civilians (1995):	440	BOS Payroll ($K/Yr):	2656
		Fam Housing Costs ($K/Yr):	0
% Mil Families On Base:	0.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	1.14
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	169	CHAMPUS Shift to Medicare:	20.9
Officer VHA ($/Month):	85	Activity Code: 35	
Enlisted VHA ($/Month):	0		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	70	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.04, R&K Engineering, Inc, 1991-

Help File DataBase Input Data Reports Windows Quit 10:19:03

=[•]= Screen Four - Base Information (Static) =

Base: DPSC, PA

Total Officers (1995):	49	RPMA Non-Payroll ($K/Yr):	2496
Total Enlisted (1995):	5	Communication Costs ($K/Yr):	15235
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	9215
Total Civilians (1995):	2098	BOS Payroll ($K/Yr):	24575
		Fam Housing Costs ($K/Yr):	0
% Mil Families On Base:	20.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	1.18
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	417	CHAMPUS Shift to Medicare:	20.9 %
Officer VHA ($/Month):	355	Activity Code:	36
Enlisted VHA ($/Month):	324		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	123	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.06, R&K Engineering, Inc, 1991-4

Help File DataBase Input Data Reports Windows Quit 10:23:(

[•] Screen Four - Base Information (Static)

Base: DRMSHQ, MI

Total Officers (1995):	4	RPMA Non-Payroll ($K/Yr):	1435
Total Enlisted (1995):	1	Communication Costs ($K/Yr):	3971
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	3116
Total Civilians (1995):	373	BOS Payroll ($K/Yr):	2706
		Fam Housing Costs ($K/Yr):	0
% Mil Families On Base:	0.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	1.14
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	85	CHAMPUS Shift to Medicare:	20.9
Officer VHA ($/Month):	115	Activity Code:	38
Enlisted VHA ($/Month):	80		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	70	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.06, R&K Engineering, Inc, 1991-

Help File DataBase Input Data Reports Windows Quit 11:41:0

[•] Screen Four - Base Information (Static)

Base: DSDCHQ, OH

Total Officers (1995):	3	RPMA Non-Payroll ($K/Yr):	624
Total Enlisted (1995):	0	Communication Costs ($K/Yr):	769
Total Students (1995):	0	BOS Non-Payroll ($K/Yr):	2662
Total Civilians (1995):	602	BOS Payroll ($K/Yr):	0
		Fam Housing Costs ($K/Yr):	0
% Mil Families On Base:	0.0 %		
% Civs Not Will to Move:	6.0 %	Area Cost Factor:	0.91
Off Housing Units Vacant:	0	CHAMPUS In-Patient($/Vis):	0
Enl Housing Units Vacant:	0	CHAMPUS Out-Patient($/Vis):	0
Total Facilities (KSF):	129	CHAMPUS Shift to Medicare:	20.9
Officer VHA ($/Month):	16	Activity Code:	48
Enlisted VHA ($/Month):	0		
		[ ] Homeowner Assistance Program	
Per Diem Rate ($/Day):	103	[ ] Unique Activity Information	
Freight Cost ($/Ton/Mi):	0.07		

Next Previous Done

ESC-Close window F1-Help (none) COBRA v5.04, R&K Engineering, Inc, 1991-

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DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

18 JAN 1995

SUBJECT: Base Realignment and Closure (BRAC) Cost of Base Realignment Action Model Data (BRAC95L025)

TO: Commanders, DLA Primary Level Field Activities
(LESS: DNSC, DASC, DESC, DEUR, and DPAC)

1. Reference is made to CAAJ(BRAC) letter, 12 Jan 94, subject: BRAC 95 Screen 4 Data (BRAC95L024).

2. As discussed at the 17 October 1994 conference, the algorithms the COBRA model uses to determine Base Operation Support and Real Property Maintenance costs and savings do not apply exactly to DLA. The DLA BRAC Working Group, in conjunction with the Business Offices, determined P900 non-labor savings methodologies on an account-by-account basis. To assist you in responding to the reference, that mapping and examples of how those determinations might be applied, are attached.

1 Encl

M. V. McMANAMAY
Team Chief
DLA BRAC

Possible Savings Algorithms for Accounts

- Save nothing
- Save all
- Reduce losing site costs on a per person basis
- Extrapolate gaining site costs for additional square footage required by arriving personnel

Extrapolate Gaining Site Costs on a Per Square Foot Basis - Example

Losing Site: Account total = $10,000
Total personnel (after BRAC) = 90

Gaining Site: Account total = $20,000
Total square footage = 50,000
Cost per square foot = $20,000/50,000 = $ 0.40

Cost for Arriving Personnel at Receiving Site (After BRAC):

90 people x 165 sf/person x $ 0.40/sf = $ 5,940

BRAC Savings:

$10,000 -$ 5,940 = **$ 4,060**

Reduce Losing Site Costs on a Per Person Basis - Example

Losing Site: Account total = $10,000
Total personnel (before BRAC) = 100
Total personnel (after BRAC) = 90

Cost for Arriving Personnel at Receiving Site (After BRAC):

$10,000 x 90/100 = $ 9,000

BRAC Savings:

$10,000 -$ 9,000 = $ 1,000

Summary: Finalized P900 Non-Labor Savings Methodologies for BRAC Closures, by Account

Account		Description	Save Nothing	Save All	Reduce Losing Site Costs Per Person Elim.	Extrapolate Receiving Site Costs for Add'l SQFT
911	0.00	Command and Staff		X		
912	0.00	Official Representation Funds			X	
	0.10	Official Representation Funds Approved by Director DLA	X			
	0.20	General Personnel (PCS)	X			
	0.60	Disability Compensation	X			
913	0.00	Plans, Management, Systems, and Administration			X	
914	0.00	Civilian Personnel Operations			X	
915	0.00	Resources Management Operations			X	
916	0.00	Management Engineering			X	
917	0.00	Accounting and Finance			X	
919	0.00	Personnel Administration and Training			X	
921	0.00	Installation and Environmental Admin and Mgmt		X		
922	0.00	Installation and Environmental Admin and Mgmt Training		X		
923	0.00	Environmental Compliance and Protection Program		X		
924	0.00	Health and Safety			X	
925	0.00	Common Office Supplies and Equipment			X	
926	0.00	Supply Service			X	
928	0.00	Defense Environmental Restoration Program		X		
929	0.00	Motor Vehicle Operations			X	
931	0.00	Maint and Repair of Utilities and Real Property (<$15K)				X
932	0.00	Major Repair of Utilities and Real Property (>$15K)				X
933	0.00	Installation of Equipment				X
934	0.00	MWR Facility Maintenance and Repair				X
935	0.00	Operations Of Utilities				X
936	0.00	Minor Construction				X
937	0.00	Other Engineering Support				X
938	0.00	Management Admin/Overhead for Engineering				X
939	0.00	Management Admin/Overhead for Operations of Utilities				X
941	0.00	Supervision and Admin of Equipment Maint Functions		X		
942	0.00	Automotive Vehicle Maintenance			X	
943	0.00	Mechanized Systems Maintenance	X			

Account		Description	Save Nothing	Save All	Reduce Losing Site Costs Per Person Elim.	Extrapolate Receiving Site Costs for Add'l SQFT
944	0.00	Material Handling Equipment Maintenance			X	
945	0.00	Office Equipment Maintenance			X	
946	0.00	Other Station Operating Equipment Maintenance			X	
947	0.00	Operating Equipment Maintenance Training			X	
948	0.00	Installation of Equipment	X			
951	0.00	Printing and Reproduction	X			
952	0.00	Adminstrative Services			X	
953	0.00	Security		X		
954	0.00	Mandatory Training of Administrative Services Employees			X	
955	0.00	Audiovisual Activities			X	
961	0.00	ADP Systems Management			X	
962	0.00	Data Processing Operations			X	
	0.03, 25.68	ADPE Operations - Other ADP Services	X			
	0.32, 25.68	DSS Operations - Other ADP Services	X			
	0.62, 25.68	Legacy/Base Operations - Other ADP Services	X			
963	0.00	Data Systems Training			X	
964	0.00	Office Automation/Management			X	
965	0.00	Data Systems Support for CIT			X	
968	0.00	Costs Incurred for ADP Systems Operations			X	
971	0.00	Telecommunications Administration and Support			X	
972	0.00	Telephone Expenses			X	
973	0.00	Long Distance Telecommunications Service			X	
974	0.00	DCS AUTOVON			X	
975	0.00	Costs incurred for ADP Telecommunications for ADP Sys.			X	
976	0.00	Narrative/Data Message Services and Other Miscellaneous			X	
977	0.00	Non-DCS AUTODIN			X	
978	0.00	Nonlabor Costs for DDN Communications Services			X	
979	0.00	Telecommunications Training			X	

Summary: Finalized P900 Non-Labor Savings Methodologies for BRAC Realignments, by Account

Account		Description	Save Nothing	Save All	Reduce Losing Site Costs Per Person Elim.	Extrapolate Receiving Site Costs for Add'l SQFT
911	0.00	Command and Staff			X	
	0.05	Command and staff, small business	X			
	0.06	Procurement Technical Assistance Program	X			
912	0.00	Official Representation Funds			X	
	0.10	Official Representation Funds Approved by Director DLA	X			
	0.20	General Personnel (PCS)	X			
	0.60	Disability Compensation	X			
913	0.00	Plans, Management, Systems, and Administration			X	
914	0.00	Civilian Personnel Operations			X	
915	0.00	Resources Management Operations			X	
916	0.00	Management Engineering			X	
917	0.00	Accounting and Finance			X	
919	0.00	Personnel Administration and Training			X	
921	0.00	Installation and Environmental Admin and Mgmt		X		
922	0.00	Installation and Environmental Admin and Mgmt Training		X		
923	0.00	Environmental Compliance and Protection Program		X		
924	0.00	Health and Safety			X	
925	0.00	Common Office Supplies and Equipment			X	
926	0.00	Supply Service			X	
928	0.00	Defense Environmental Restoration Program	X			
929	0.00	Motor Vehicle Operations			X	
931	0.00	Maint and Repair of Utilities and Real Property (<$15K)				X
932	0.00	Major Repair of Utilities and Real Property (>$15K)				X
933	0.00	Installation of Equipment				X
934	0.00	MWR Facility Maintenance and Repair				X
935	0.00	Operations Of Utilities				X
936	0.00	Minor Construction				X
937	0.00	Other Engineering Support				X
938	0.00	Management Admin/Overhead for Engineering				X
939	0.00	Management Admin/Overhead for Operations of Utilities				X
941	0.00	Supervision and Admin of Equipment Maint Functions		X		

Account		Description	Save Nothing	Save All	Reduce Losing Site Costs Per Person Elim.	Extrapolate Receiving Site Costs for Add'l SQFT
942	0.00	Automotive Vehicle Maintenance			X	
943	0.00	Mechanized Systems Maintenance	X			
944	0.00	Material Handling Equipment Maintenance			X	
945	0.00	Office Equipment Maintenance			X	
946	0.00	Other Station Operating Equipment Maintenance			X	
947	0.00	Operating Equipment Maintenance Training			X	
948	0.00	Installation of Equipment	X			
951	0.00	Printing and Reproduction	X			
952	0.00	Adminstrative Services			X	
953	0.00	Security		X		
954	0.00	Mandatory Training of Administrative Services Employees			X	
955	0.00	Audiovisual Activities			X	
961	0.00	ADP Systems Management			X	
962	0.00	Data Processing Operations			X	
	0.03, 25.68	ADPE Operations - Other ADP Services	X			
	0.32, 25.68	DSS Operations - Other ADP Services	X			
	0.62, 25.68	Legacy/Base Operations - Other ADP Services	X			
963	0.00	Data Systems Training			X	
964	0.00	Office Automation/Management			X	
965	0.00	Data Systems Support for CIT			X	
968	0.00	Costs Incurred for ADP Systems Operations			X	
971	0.00	Telecommunications Administration and Support			X	
972	0.00	Telephone Expenses			X	
973	0.00	Long Distance Telecommunications Service			X	
974	0.00	DCS AUTOVON			X	
975	0.00	Costs incurred for ADP Telecommunications for ADP Sys.			X	
976	0.00	Narrative/Data Message Services and Other Miscellaneous			X	
977	0.00	Non-DCS AUTODIN			X	
978	0.00	Nonlabor Costs for DDN Communications Services			X	
979	0.00	Telecommunications Training			X	

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DEFENSE LOGISTICS AGENCY
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CLOSE HOLD

IN REPLY REFER TO CAAJ(BRAC)

24 FEB 1995

SUBJECT: Base Realignment and Closures (BRAC) 95 Data Distribution (BRAC95L026)

TO: Commanders, DLA Primary Level Field Activity
(LESS: DNSC, DASC, DESC, DEUR, and DPAC)
Commanders, Defense Distribution Depots
(LESS: DDPF, DDCS, DDTU, and DDOC)

1. The Secretary of Defense will announce his recommended Base Realignment and Closure 1995 list at his regularly scheduled news conference scheduled for 1100 (Eastern Standard Time (EST)) on 28 February 1995. On 1 March 1995, the Secretary's formal report and supporting documentation will be provided to the Base Closure and Realignment Commission and to Congress.

2. Because of the sensitivity of the topic, all Commanders must adhere to the same rigid time schedule. The content of the "Eyes Only" package (enclosure 4) may not be discussed or released prior to the Secretary's announcement. As the announcement begins, all Commanders should inform the local union President(s) of DLA's recommendations. Your senior staff should also be informed. However, those individuals must be cautioned not to repeat or discuss the recommendations until halfway through the Secretary's press conference. As discussed in the general Public Affairs guidance (enclosure 2), no response to media or public inquiries may be made prior to 1130 EST.

3. All activities will be expected to establish BRAC reading rooms, regardless of whether your activity is impacted by the DLA recommendations or not. The documents for the reading room are listed at enclosure 1. The DLA BRAC Detailed Analysis (item "a" on enclosure 1) is the report provided in enclosure 4. The remaining documentation will be provided by Federal Express shipments over the following two weeks (as material is received from the printer). The final increment, consisting of data finalized in late February/early March, should be shipped by 10 March.

4. The reading room should be accessible during normal duty hours. Anyone may use the reading room. However, the material contained in the reading room may not be copied or removed. Requests for copies should be referred to the DLA BRAC Office. The fees established in enclosure 3 to Department of Defense Instruction 7230.7, User Charges, apply. Questions regarding the reading room may be directed to Ms. Gail Boyce or Mr. Jack Marshall, DSN 284-5379.

5. The Base Closure and Realignment Commission has until 1 July 1995 to make its recommendations to the President. The President has 15 days to accept or reject the Commission's recommendations; after which the Congress has 45 legislative days to disapprove the list. Although no formal execution of DoD recommendations may occur until the entire BRAC process is completed, planning must begin immediately. An implementation planning fact sheet is at enclosure 3.

4 Encl

LAWRENCE P. FARRELL, JR.
Major General, USAF
Principal Deputy Director

BRAC 95 DOCUMENTATION TO BE PROVIDED

a. DLA BRAC Detailed Analysis, including Concepts of Operations (Distribution, DCMC, DRMS, DLSC, Materiel Management, and DSDC).

b. BRAC internal control plan/checklist and charter.

c. OSD Policy Letters 1, 2, and 3.

d. Minutes and briefing charts for Executive Group meetings and meetings with the Director.

e. Applicable PLFA data calls.

f. Military Value/excess capacity methodology, rationale, and analysis.

g. Strategic Analysis of Integrated Logistics System data (Distribution Regions/Depots only).

h. Cost of Base Realignment Actions model runs (to impacted activities).

i. Economic impact data.

PROPOSED COMMUNICATION POINTS FOR COMMANDERS--

for remarks/statement (recommend written) to employees or others, to be delivered after 1130, 28 February 95

--Confirm what many have already heard. The DoD BRAC recommendations have been released, and this facility has been designated for disestablishment (or realignment). Also place into context; briefly review other related recommendations from DoD and DLA lists (i.e. _____ of 23 depots closed, military services designated __ facilities to close, with DLA depots as tenants, other DoD closures in this area, etc.
--What happens next. BRAC Commission meets, public hearings, recommendations go to President, Congress, etc.
--Extremely important to watch terminology and accuracy. Don't speculate. You should show your disappointment in the announcement today, but you must keep spirits up. It will be hard not to fall into the "them and us" mode, but you can help avoid this in several ways. Offer all your help and understanding, but don't offer to be one of those who fights the decision. Reassure them that you are all still a team, an effective team, and the team must keep working as a team. Some will put their efforts into fighting the decision (and you will provide what they request in the way of data and other information/facts). You will put your efforts and leadership skills into learning the best way to do what must be done in coming years, for everyone's benefit. There are wrong ways to do it and there are right ways. There are ways to minimize impact and plan for the future. Let's look to the future, not with anger and regret, but with hope for the best.
--Everyone here and in the community has worked hard.

Worked hard over the years to create a great reputation.

Worked hard to make this facility better than anyone ever thought.

Our top management at this facilitiy has worked long hours for six months to measure and analyze every aspect of what we do, what we have the capability and capacity to do, and how valuable the team and facility are together in this great community. We were careful to make sure every item of data sent to Washington for analysis and evaluation was as accurate as possible. I have no apologies for the job we did. I do not question the fair and impartial job done by the logistics program experts at DLA, either. They, too, had a tough job to do. And their job is not done yet. Now they will be held accountable by the commission for their recommendations, and will have to justify every action.
--What does this mean? Sometime, starting perhaps as early as next year and completed by 2001, this DLA facility will be disestablished (realigned). Of total of __ civilian positions and __military positions, _____ will be eliminated and ___ will be transferred out of the area. Keep in mind, however, that _____positions will remain in this area, from this facility. And of the positions eliminated, the employees in those positions will have many months, if not years, to transition into other federal positions, retirement, or the private sector, if they do not transfer out of the area to federal postions elsewhere. This will be one of my top priorities--our people.

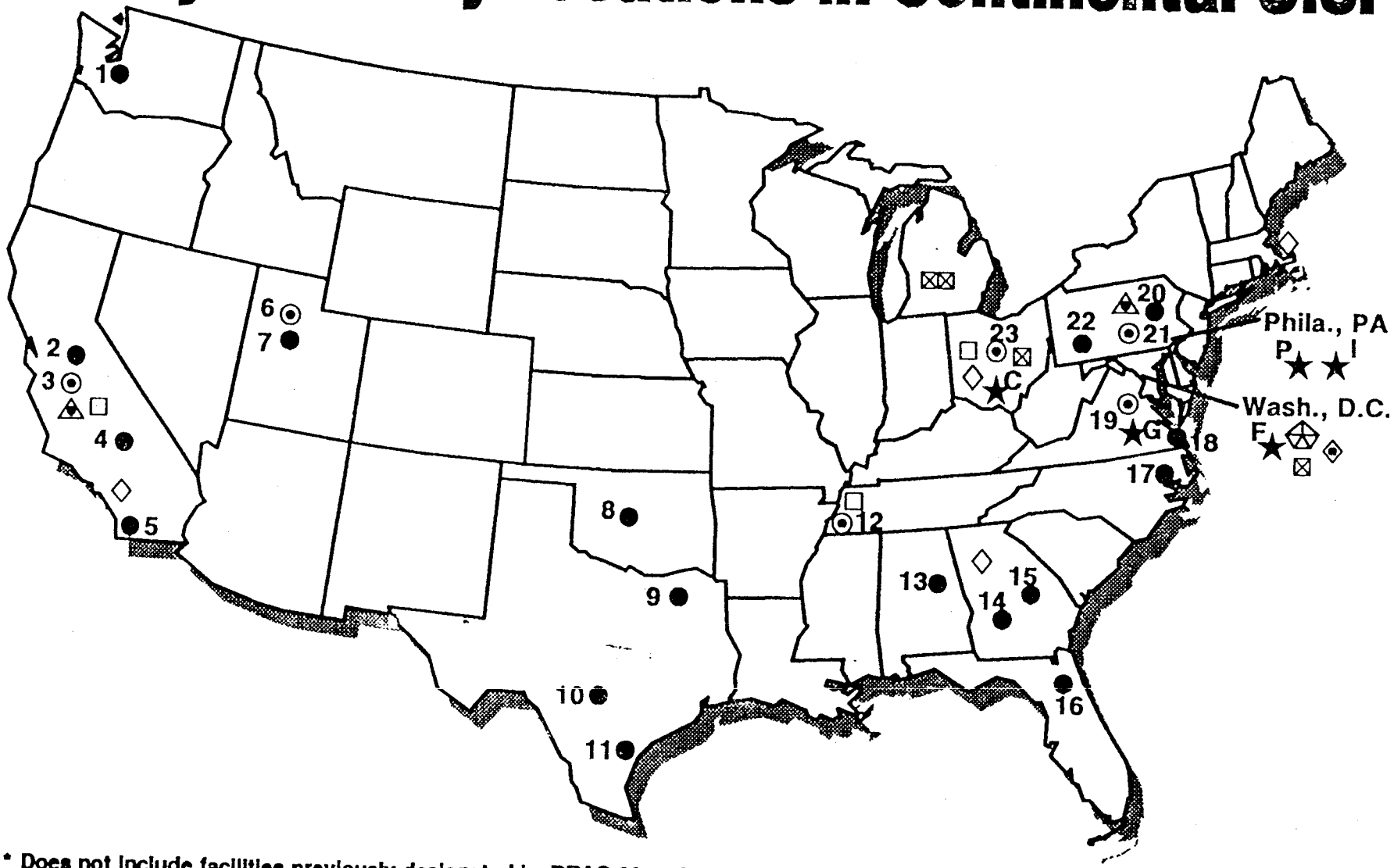
RECOMMENDATIONS AND PROPOSED COMMUNICATIONS POINTS
FOR COMMANDERS OF FACILITIES ON BRAC LIST

--Hold the 1130 deadline. If press reports and rumors create "pressure" for a statement, announce (no earlier than 1100) that you will have a statement for employees at 1130 (or later). That statement also will act as a personalized/localized press release to accompany the DoD and DLA releases. Recommend you do not have a press conference, participate in anyone else's press conference, or make your remarks to large groups, unless you are VERY confident that you can deal with immediate responses to the questions you will get, and the emotion-charged atmosphere a large group may generate. Keep in mind that ANY remarks you make will likely get to the media, so consider your "public" comments carefully. You should not be perceived as "hiding" or otherwise inaccessible to the media and your employees, however. You might consider one-on-one media interviews, limited to five minutes, and mainly comprised of reading your statement and making some additional points. You should strongly consider meeting with community leadership, especially if requested, and should call the appropriate leadership at 1130 (so that you can tell employees and media you did so). You may want to consider calling in your immediate management team, so they can pass the word to employees down the chain through small groups. Contact union/labor officials at 1100 as a courtesy. Make sure you watch your comments to everyone, even over the phone, and make sure they are consistent. You may receive a call from a Congressional office before 1130; they will have been notified earlier in the morning and probably will have called media and community leaders back home. Still, you'll have to hold the deadline of 1130 before you acknowledge or confirm. DLA will fax to you, when available, the letter which notifies respective Members of Congress, to be delivered to their Washington offices AM 28 Feb. This letter should not be released or acknowledged, but the information, statistics and wording CAN be used, and will be helpful.

The DLA loose-leaf "Report" will not be delivered to the BRAC Commission by DoD until March 1. Therefore, it cannot be reproduced or distributed until then. After 1 March, all your data, this DLA "report," and other official information can and should be opened to the public for review. All BRAC information made available to you or which you have locally will be given public "access." This does not mean "wholesale release" or that copies can be made locally of any information, not even one page. You should advise phone-requestors and persons reviewing information in your "reading rooms" that copies of any materials and information must be requested through DLA BRAC offices (703) 274-7146. Requesteors will be charged depending upon the amount of copying and mailing which is required. Those identifying themselves as news media will have equal access to the reading room, and must request copies like everyone else. However, they may request copies through the facility PAO, and they may place queries (requiring limited time and research of reading room materials by the PAO). Efforts should be made to respond promptly to media queries, if reasonable deadlines and research are involved.

Public affairs (media) release policy is simple. Local commanders and spokespersons should limit their responses to information which covers only their area of responsibility, with which they are familiar, and about which they can speak with authority. If queries entirely or in part call for speculation or information which should be properly addressed at a high level in DLA (i.e.,why did DLA make such and such a decision or recommendation?), refer the query to the PAO at the next higher level, or DLA PAO, as appropriate. Plainly stated, if the question regards something in the data you submitted or how you reached that figure or input, which you can appropriately explain; do it. If in doubt, refer it.

Defense Logistics Agency
*Major Facility Locations in Continental U.S.



* Does not include facilities previously designated by BRAC 93 and earlier, which still may be operating.

Defense Logistics Agency
Major Facility Locations in Continental U.S.

(Does not include facilities previously designated by BRAC 93 and earlier, which still may be operating.)

- *DLA HQ Cameron Station, FT Belvoir, VA*
- *SERVICE CENTERS*
  - HQ DRMS (Defense Reutilization and Marketing Service), Battle Creek, MI
    - DRMS OPSEAST, Columbus, OH
    - DRMS OPSWEST, Stockton, CA
    - DRMS National Sales Office, Memphis, TN
  - DLSC (Defense Logistic Services Center), Battle Creek, MI
  - DNSC (Defense National Stockpile Center), Cameron Station, FT Belvoir, VA
  - DSDC (DLA Systems Design Center), Columbus, OH
- *DEFENSE DISTRIBUTION REGION HQ (23 Depots - 12 East, 11 West)*
  - DDRE (East), New Cumberland, PA
  - DDRW (West), Stockton, CA
- *'STAND ALONE' DEPOTS (Not Located at Military - Service Facility)*

  (WEST REGION)
  - 3 - DDJC San Joaquin (Tracy/Sharpe), CA
  - 6 - DDOU Ogden, UT

  (EAST REGION)
  - 12 - DDMT Memphis, TN
  - 19 - DDRV Richmond, VA
  - 21 - DDSP Susquehanna (New Cumberland/Mechanicsburg, PA)
  - 23 - DDCO Columbus, OH
- *'COLLOCATED' DEPOTS (Located at Military - Service Facility)*

(WEST REGION)	*(HOST SERVICE)*
1 - DDPW Puget Sound, WA	(NAVY)
2 - DDMC McClellan, CA	(USAF) Sacramento
4 - DDBC Barstow, CA	(USMC)
5 - DDDC San Diego, CA	(NAVY)
7 - DDHU Hill, UT	(USAF) Hill

- *'COLLOCATED' DEPOTS (Located at Military - Service Facility) (continued)*

(WEST REGION)	*(HOST SERVICE)*
8 - DDOO Oklahoma City, OK	(USAF) Tinker
9 - DDRT Red River, TX	(ARMY)
10 - DDST San Antonio, TX	(USAF) Kelly
11 - DDCT Corpus Christi, TX	(ARMY)

(EAST REGION)	*(HOST SERVICE)*
13 - DDAA Anniston, AL	(ARMY)
14 - DDAG Albany, GA	(USMC)
15 - DDWG Warner Robbins, GA	(USAF)
16 - DDJF Jacksonville, FL	(NAVY)
17 - DDCN Cherry Point, NC	(USMC)
18 - DDNV Norfolk, VA	(NAVY)
20 - DDTP Tobyhanna, PA	(ARMY)
22 - DDLP Letterkenny, PA	(ARMY)

★ *INVENTORY CONTROL POINTS (ICP - Distribution Management Office)*

- ★ I DISC Defense Industrial Supply Center, Philadelphia, PA
- ★ G DGSC Defense General Supply Center, Richmond, VA
- ★ C DCSC Defense Construction Supply Center, Columbus, OH
- ★ P DPSC Defense Personnel Support Center, Philadelphia, PA
- ★ F DFSC Defense Fuel Supply Center, Cameron Station, FT. Belvoir, VA

◈ *HQ DEFENSE CONTRACT MANAGEMENT COMMAND, Cameron Station, FT. Belvoir, VA*

◇ *DEFENSE CONTRACT MANAGEMENT DISTRICT*

- ◇ DCMD-NE Northeast, Boston, MA
- ◇ DCMD-S South, Marietta, GA
- ◇ DCMD-W West, El Segundo, CA
- ◇ DCMD-I International, Dayton, OH

FACT SHEET

SUBJECT: BRAC 95 Implementation

BACKGROUND: To inform Commanders of DLA PLFAs recommended for closure or realignment of emerging implementation plans.

DISCUSSION:

o Unlike previous BRACs, the 1995 effort will be characterized by early requirements and planning needs.

oo Emerging OSD guidance will require selection of Base Transition Coordinators (BTC) at "stand-alone" locations by the end of May and their availability for training by 5 June.

oo Early selection of Base Environmental Coordinators (BECs) will likewise be required.

oo In order to adequately resource BRAC efforts over the life of BRAC 95, DLA will have to make Service budget submission dates in July/August, where appropriate, and ensure our own submission to OSD is adequate.

oo MILCON requiring Service funding will have to make even earlier timelines, with the MILCON needs of tenants at DLA host installations being embedded in our budget submission.

o DoD plans on publishing a BRAC manual, a Commanders/Community Guide, and final policies in a number of areas, but these may not be out for 30-60 days.

CONCLUSION:

o The BRAC Implementation Office is drafting DLA BRAC 95 Implementation Guidance. It is also examining the BRAC 93 management/execution tool, MICROSOFT Project, for expansion and update. In the short term, the Implementation Office will work with the POC you appoint, and provide the implementation guidance you need to get you started. Plans call for conferences and field visits to supplement the guidance to help Commanders and their staffs get off to a quick, effective start.

o In the meanwhile, one approach recommended to size the task at hand is to contact and dialogue with BRAC 93 counterparts, while at the action officer level, contacts with existing members of the DLA BRAC 93 Implementation Master Planning Team (see list attached) can only help to do the same.

o The DLA BRAC Implementation Office, staffed by COL Hal Bankirer and Mr. David Wright, may be contacted for discussions on any variety of emerging questions and concerns. Along with your Business Area, they will be coordinating the DLA effort to make all this happen.

1 Encl

Approved _____

Coordination N/A

COL Bankirer, CAAJ(BRAC) (47146)

Date Prepared 2-17-95

BRAC 93 IMPLEMENTATION MASTER PLANNING TEAM (IMPT)

NAME	ORG	PHONE#	AREA
MS. BECKY ALLEN	CAASI	274-7264	SECURITY
MR. GEORGE BADEN	MMSLP	274-6491	PM-DESC/DCSC
COL HAL BANKIRER	BRAC	274-7146	IMPT LEADER
MR. TOM BARBA	MMDI	274-6385	FACILITIES EXECUTION
MS. GAIL BOYCE	BRAC	274-7146	DCMDC
MS. CAROLE CLARK	FOX	274-6481	FINANCE
MR. OLIVER COLEMAN	DDAI	274-4733	FINANCIAL AUDIT
MS. LUCY DARIS	BRAC	274-7146	PM-ACQUISITION(DCMDW/M/C)
MS. TINA DORRIS	BRAC	274-7146	DEPOTS
MR. TOM KARST	MMDI	274-0612	FACILITIES REQUIREMENTS
MS. SUE GINNETTI	CANBP	274-7576	AUTOMATION
MR. JOHN GREEN	BRAC	274-7146	PERSONNEL
MS. KAREN HAAS	MMSB	274-7975	PM-DRMS
MR. FRANK KRTANJEK	CANAI	274-6281	COMMUNICATIONS
MS. PAT LEWIS	FOBI	274-6227	COMMUNICATIONS
MR. MIKE MALONE	GC	274-6158	LEGAL
MS. JEANNE MASTERS	MMDB	617-7225	DDTU TOOELE
MR. ED McENTEE	MMSB	274-7975	PM-DPSC/CLOTHING FACTORY
MR. ED MICKLE	CAAB	274-3146	CA REP.
MS. KAREN MORAN	CAAE	274-6124	ENVIRONMENTAL
CAPT DAVE ORR	MMSB	274-7975	SUPPLY IMPL.
MS. ANN VANDIKE	FOX	274-6481	FINANCE
MR. DAVID WRIGHT	BRAC	274-7146	DEPUTY IMPT LEADER
MR. LEN YANKOSKY	MMDB	617-7225	PM-DISTRIBUTION

as of 2/23/95

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

CLOSE HOLD

24 FEB 1995

SUBJECT: Base Realignments and Closures (BRAC) 95 Data Distribution (BRAC95L027)

TO: Commanders, DLA Primary Level Field Activities
(LESS: DNSC, DASC, DESC, DEUR, and DPAC)
Commanders, Defense Distribution Depots
(LESS: DDPF, DDCS, DDTU, and DDOC)

1. Reference is made to CAAJ(BRAC) letter, 24 Feb 95, subject: BRAC 95 Data Distribution (BRAC95L026).

2. The second increment of data for your reading rooms is enclosed. We hope to forward additional data by the end of this week.

1 Encl

Cathy Ann Kellehr
for M. V. McMANAMAY
Team Chief
DLA BRAC

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

7 JUN 1994

SUBJECT: BRAC 95 Guidance (BRAC95L006)

TO: DDRW-D

1. Reference: DDRW-RO letter, 2 May 94, subject: DDRW BRAC Team Workshop.

2. Responses to the comments/questions reflected in the enclosure to DDRW-RO's letter are at enclosure 1.

1 Encl

M. V. McMANAMAY
Team Chief
DLA BRAC

cc:
DCSC
DGSC
DISC
DPSC
DCMDN
DCMDS
DCMDW
DCMCI
DDRE
DDRW
DRMS
DLSC
DSAC
DAASC

TOPICS THAT REQUIRE SUPPLEMENTARY INFORMATION OR CLARIFICATION

ISSUES FROM THE DLA HOSTED BRAC 95 MEETING--14 Mar 94

1. Comment/Question: When will a copy of the BRAC Internal Control Plan for the collection and analysis of data be disseminated to DDRW? Statements of Nondisclosure cannot be executed without this plan.

Response: Provided via BRAC95L003, dated 23 May 94.

2. Comment/Question: Specific guidance pertaining to the level of union involvement for BRAC 95.

Response: We believe "specific" guidance to be inappropriate to the spirit and intent of DLA Labor-management relations program policy and of E.O. 12871, Labor-Management Partnerships. We believe the nature of union involvement in the BRAC process at DDRW should be grounded in the principles of partnership as set forth in the Executive Order and in the recently concluded DLA/AFGE Partnership Council Agreement (reference CAHS letter, 28 Apr 94, subject: DLA/AFGE Partnership Agreement).

In the terms of "general" guidance, we would refer DDRW to the attached Memorandum for Record, 18 Mar 94, subject: Base Realignment and Closures; 1995 (BRAC) and Labor-Management Relations (attachment 1); and the attached letter, CAAJ(BRAC), dated 15 Apr 94, addressed to Mr. Frank L. Lakis, President, DLA Council of AFGE Locals (attachment 2).

Requests for guidance on specific issues should be directed to Ms. Karen Cavileer, Labor Relations Officer, this HQ, ATTN: CAHS, phone: (DSN) 284-6050.

3. Comment/Question: The date for the upcoming Base Operating Systems Costing meeting.

Response: After further discussions with Region budget representatives, it was determined that there will be no separate Base Operating Systems Costing meeting. MMD is reviewing and analyzing the type of cost questions to be asked. The BRAC FO representative, using field and MMD inputs, will prepare the cost section of the data call.

4. Comment/Question: The date for the BRAC 95 data call review workshop to be held at DDRW.

Response: The BRAC 95 pre-data call review workshop will be held when all data call questions have been developed. The current estimate is in the late-June timeframe. You will be notified as soon as the date is determined. If additional BRAC Team assistance is required at DDRW after the workshop has been completed, we'll provide support as appropriate.

5. Comment/Question: The revised PWC schedule for DDRW Distribution Depots.

Response: The latest PWC schedule is provided at attachment 3. It is provided in the context that the PWC efforts are ongoing primarily for the DLA master planning efforts. Only portions of the PWC efforts will be directly related to BRAC. The respective PWC report sections and references will be included in the data call. The Headquarters POC for the PWC interface is Tom Karst, MMDIM, DSN 284-0612.

ISSUES GENERATED FROM THE DDRW BRAC POC WORKSHOP

1. Comment/Question: Define the elements of the COBRA model; i.e., what is its makeup and its purpose. Is it possible that invalid or outdated formulas exist within the software? Explain how it impacts the rating/ranking of depots, if at all?

Response: At attachment 4 is a copy of the COBRA User's Manual for BRAC 93. Minimal changes are being made for BRAC 95. In the manual you will find a definition for each data element which is available within the model. Most of the elements are self explanatory. The use of each element is dependent upon the type of element, such as cost. The elements are used as input to the various algorithms programmed into the model. We are not aware of any invalid or outdated formulas in the model. The model serves only to cost out various scenarios that are developed by the analyst. The model does not generate rankings or rank order of any type. The military value analysis is the process which is used to rank the depots.

2. Comment/Question: Will the BRAC 95 process include Defense Distribution Depot Oakland (DDOC), or the Tooele facility? If so, will they both be included in the PWC and 805 report reviews?

Response: No. See BRAC95L002, dated 9 May 94. However, there will be questions in the data call concerning attainable cubic feet of stock currently stored at depots identified for closure in earlier BRAC rounds that will be moved to another depot.

3. Comment/Question: Will destinations and tonnage be provided when calculating the cost of movement of stock? Also, several depots have facilities at more than one location. Will the calculation allow for storage facilities at different geographic locations? If not, how will this impact the rating and ranking process.

Response: You will not be asked to calculate costs for movement of stock during the BRAC analysis period. If, however, an activity in your Region is selected for the closure list, a "real" look will be taken for budget purposes and will include movement of stock as one of the elements. You will be asked to answer a question on tonnage in relation to the total tonnage shipped during FY 94. When performing the capacity review, all locations attached to specific depots will be included; i.e., Long Beach with San Diego. We will be looking at each individually, and then as a whole for the parent site.

4. Comment/Question: Will "blanket" assumptions be incorporated into the BRAC 95 data call? If so, how will the assumptions be determined?

Response: At this time there are very few assumptions. One may be given when asked to calculate thruput capacity; i.e., current mechanization and facilitation, no constraints on resources, etc. Everyone will be treated equally. If, when the data call is completed, there are assumptions, we will review them during the workshop.

5. Comment/Question: Will the BRAC 95 data call include questions relating to the layaway or reuse of buildings as well as the costs to remove or relocate equipment?

Response: Yes. The data call will have questions relative to the availability of excess buildings present at the respective installation, as well as local DoD activities. Additionally, activities will be required to identify how excess buildings can be made available. There will also be questions relative to the amount of equipment at an activity. The cost to remove and reinstall equipment will most likely be derived from standard factors at the headquarters. These factors will be used across DLA for any BRAC analysis.

6. Comment/Question: Does your office plan to develop a standard format for inputting BRAC 95 data and/or require all depots to use a common software application; i.e., Microsoft Word, Enable, LOTUS 1-2-3, etc.? If universal software is required, will your office orchestrate the software acquisition training, etc.? When is it projected a decision will be determined regarding this issue?

Response: The BRAC Office is developing a standard format for the input of most data call questions. The field will only need a 286 (or better) personal computer and a spreadsheet program, such as LOTUS 1-2-3 or the Enable spreadsheet. We will clearly identify the data call responses that are to be automated and will provide instructions (and format) to run the automated program we develop. Details will be provided at the pre-BRAC Data Call Workshop.

7. Comment/Question: Define preparer and the responsibilities associated with this title; i.e., signature of Statement of Nondisclosure, certifier, etc.

Response: The individual who prepares and/or gathers the data is required to sign a Nondisclosure Statement and certify that the data provided is accurate. See CAAJ(BRAC) letter, 18 Mar 94, subject: Statements of Nondisclosure, BRAC95L002, and BRAC95L003.

8. Comment/Question: Define the responsibilities of the Certifier. Since the Site Commander is accountable for the depot, is this the only certification required for the BRAC data package at the depot level? If not, what level do we request certification? If certification is required at the lowest level, what ramifications will be experienced by the certifier for improper data and could this become a union issue?

Response: As noted in BRAC95L002, the signing of the certification constitutes a representation that the certifying official has reviewed the information and either (1) personnally vouches for its accuracy and completeness or (2) has possession of, and is relying upon, a certification executed by a competant subordinate.

At a minimum, certification should be accomplished by the collector/ provider of the data, his immediate supervisor and the Commander. We are not in a position to categorically say whether improperly certified data will or will not "become a union issue."

The nexus would have to be some linkage to the terms of the applicable collective bargaining agreement or to the provisions of 5 U.S.C. 7101-7135. In addition, as you know, the union has the unfettered right to raise virtually any concern or issue that it believes violates or compromises its understanding of governing law, rule, regulation, or agreement.

We do not believe that improperly certified data, per se, would lead to any "harm," from a "union issue" perspective, as long as it is discovered and corrected in a timely manner before it is applied to final analysis and evaluations. We believe the extensive audit and inquiry features of the BRAC 95 process virtually guarantees that "improper" data will be discovered and corrected before final recommendations are made. False certifications of data could under some circumstances result in criminal charges.

9. Comment/Question: Is the Management Information System (MIS) our sole source to provide workload data?

Response: MIS is not fully matured and all sites do not have MIS up and running. You will be asked to use the same methodology you use for preparing your MMR statistics for the questions you will be asked.

10. Comment/Question: Confirm the start point for the workload baseline; i.e., actual 3rd Qtr, and projected 4th Qtr, FY 94.

Response: To be determined.

11. Comment/Question: Explain workload projection methodology.

Response: To be determined.

12. Define bin (weight capacity) and bulk (weight capacity; is rack considered bin or bulk; is bulk categorized as medium bulk, heavy bulk, and hazardous materiel; etc.)

Response: All definitions will be those given in the OUSD (L/MRM) memo, 23 Dec 93, subject: Definitions of Distribution Depot Functions (attachment 5).

13. Comment/Question: Define wholesale versus retail stocks.

Response: The difference between wholesale versus retail stocks is one of ownership. It has been noted that this is not visible to the picker/packer. For this reason, you will not be asked to differentiate between wholesale and retail stocks.

14. Comment/Question: Define a "shift;" i.e., 8 hours/prime/secondary/full staffed.

Response: More information will be provided in the data call when asking for a normal shift to allow for those depots that work four 10-hour shifts, flex days, etc. The important thing to remember is that calculations can be made using an 80-hour pay period and dividing by 10--this will be the figure we are looking for.

15. Comment/Question: Define what should be counted under reimbursable work versus nonreimbursable work; i.e., funding documents in place versus those that have been identified but have no funding, etc.

Response: Reimbursable work will be identified as with funding documents in place and as work performed but not funded. That information is available from the field.

16. Comment/Question: How do we identify accountable (1348 generated) and nonaccountable (no paperwork) workload for workload counts?

Response: To be determined.

17. Comment/Question: On data that can only be obtained from the host, who is the primary source (DLA HQ or Region/Depots) to solicit data from host services and who provides this information?

Response: The BRAC 95 data call will be sent to the regions. Each depot may be asked by the region to provide certain data. The region will then forward this certified data to HQ DLA.

18. Comment/Question: Define throughput capacity; i.e., fully staffed regardless of current staffing, equipment/automated systems at 100 percent capacity.

Response: Throughput capacity is the capability the facility was designed to do. You will be given additional parameters; i.e. normal shift, two shifts, etc., in the data call request.

19. Comment/Question: Define top ten customer parameters; i.e., lines, tons, etc.

Response: At this time there is no question on identification of customers other than through mileage. However, there are DLA Operations Research/Economic Analysis Office (DORO) studies currently in progress that are making these calculations. This information may come from certified studies. You will be notified.

20. Comment/Question: Will data be provided by facility or geographic location. More than one geographic location can compose a depot; i.e., Tracey/Sharpe equals Defense Distribution Depot San Joaquin.

Response: Tracy/Sharpe are one facility as is Mechanicsburg/New Cumberland. All others; e.g., Ogden and Hill report separately.

21. Comment/Question: When is it anticipated that workload issues will be defined? Once these issues have been defined, DDRW can commence establishing programs to capture data.

Response: You will be given all instructions with the data call. There will be ample time to make the calculations. You should receive the data call sometime in June and have it completed by the end of August. Some types of information you will gather from the 805 report and others from the PWC report. Some data may be turned in after the due date depending on the timing of your PWC review.

5 ATTACHMENTS

18 March 1994

MEMORANDUM FOR RECORD

SUBJECT: Base Realignment and Closures, 1995 (BRAC 95) and Labor-Management Relations

1. The undersigned met on 18 March 1994 to discuss DLA management's responsibilities and obligations to its labor unions in the BRAC 95 process.

2. Of particular focus was the issue of the union's access to and involvement in activities related to the data that we will be using to analyze and evaluate the DLA BRAC candidate activities.

3. Department of Defense (DoD) policy memorandum dated 7 Jan 1994, subject: 1995 Base Realignments and Closures (BRAC 95), states that "(d)ata and analyses used by the DoD Components to evaluate military installations for closure and realignment will not be released until the Secretary's recommendations have been forwarded to the 1995 (Defense Base Closure and Realignment) Commission on March 1, 1995, unless specifically required by law."

4. Consistent with this policy and consistent with DoD's pending declination to agree to a Commission request to allow it to be afforded access to this data in advance of 1 March 1995 (which, perforce, would put DoD in the position of acquiescing to similar requests from members of Congress), we concluded that DLA's labor unions are not privy to any of the data that we will be using in the BRAC 95 process. This includes participation in the formulation of the data requirements, the content of the data call, activities related to data acquisition, access to the data that is submitted by the field to DLA Headquarters, audits of the data, and analysis of the data.

5. Labor unions will be permitted access to this data at the same time it is releasable to other members of the public (i.e., currently, on or after 1 March 1995).

6. Individual employees, who may or may not members of a labor union's bargaining unit and/or who may or may not be officers of a labor union, may participate in activities related to the BRAC 95 data requirements and analysis process, as determined by DLA management.

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

IN REPLY REFER TO CAAJ(BRAC)

15 APR 1994

Mr. Frank L. Lakis
President, DLA Council of AFGE Locals
2613 South Bouvier Street
Philadelphia, PA 19145-4506

Dear Mr. Lakis:

Thank you for your letter of 23 March 1994 concerning the Base Realignment and Closure (BRAC) process. I am pleased to hear of your continued high level of interest in this most important and sensitive process. I fully agree with your position that cooperation and partnership be the hallmarks of the DLA Council of AFGE Locals' interface with DLA's BRAC process. I will see to it that you are afforded opportunities to become as involved and as informed as possible.

For starters, you will find attached to this letter a copy of the memorandum from the former Deputy Secretary of Defense dated 7 January 1994 (Encl 1) which establishes policies, procedures, authorities, and responsibilities for implementing the BRAC 1995 process, as well as copies of recent DLA letters on this subject (Encls 2 and 3).

As you know, DLA participated in the BRAC process for the first time in 1992-1993. That process has resulted in decisions approved by Congress which we are now implementing. You are welcome to have a representative of the DLA Council attend the weekly BRAC 1993 implementation status meetings that are held here at DLA Headquarters. Colonel Dennis Reynolds, USAF, Deputy Chief, DLA BRAC Team, heads up DLA's BRAC 1993 implementation efforts. Colonel Reynolds, or a member of the DLA BRAC Team staff, will be happy to provide you, or your representative, with a schedule of forthcoming meetings. Colonel Reynolds can be reached at (DSN)284-7146.

I agree with your suggestion that Ms. Dibble be provided with weekly updates of the BRAC 1995 process. Arrangements can be made through Ms. Margie McManamay, Chief of the DLA BRAC Team. Ms. McManamay can be reached at (DSN) 284-7146. In addition, you will be provided with higher level informational material which does not require "close hold" protection as it becomes available to us, as well as similar material which we may issue.

DLA SCHEDULE

NON-PERMITTED SITES

SITE	TEAM	START	FINISH
HILL AFB	D3	6 JUNE	24 JUNE
CORPUS CHRISTI	C1	6 JUNE	17 JUNE
PHILADELPHIA/ OKLAHOMA CITY	C	13 JUNE	29 JULY
ANNISTON	A	27 JUNE	22 JULY
WARNER ROBBINS	B	27 JUNE	22 JULY
PUGET SOUND/ McCLELLAN	D	13 JUNE	24 JUNE
BARSTOW	D2	6 JUNE	24 JUNE
SAN DIEGO	D2	27 JUNE	5 AUGUST
TOBYHANA	C	1 AUGUST	26 AUGUST
ALBANY	B	25 JULY	19 AUGUST
SAN ANTONIO	D	27 JUNE	22 JULY
LETTERKENNY	A	25 JULY	19 AUGUST
RED RIVER	A/B	22 AUGUST	23 SEPTEMBER
CHERRY PT	D3	27 JUNE	8 JULY
JACKSONVILLE	D3	11 JULY	29 JULY
DLA NORFOLK	D3	STARTED	15 SEPTEMBER
ROUGH AND READY ISLAND	D	25 JULY	2 SEPTEMBER
GRANITE CITY	D	6 SEPTEMBER	30 SEPTEMBER
AUBURN, WA	C	29 AUGUST	16 SETEMBER

DLA SCHEDULE (Revision) 1 April 1994

	Team	Start	Finish
Richmond	A,B,C,D	10 Jan	11 Mar
New Cumberland	A,B	22 Feb	31 Mar
Memphis	C, C2	14 Mar	22 Apr
Tracy	D, D2	14 Mar	22 Apr
Mechanicsburg	A,B	4 Mar	13 May
Sharpe	D,D2	25 Apr	17 Jun
Odgen	C,C2	25 Apr	24 Jun
Columbus	A2,B	9 May	24 Jun

User's Manual

COBRA

Cost Of Base Realignment Actions

V4.02

January 1993

Prepared for COBRA Joint Service Process Action Team by:

RIK RICHARDSON and KIRMSE, Inc.

ENGINEERING • PLANNING • SYSTEMS

ATT 4

SUMMARY OF RECENT COBRA CHANGES

Version 4.01, issued in November 1992, was made to:

- Correct or improve several of the model's algorithms.
  - Corrects calculation of Moving Savings for Normal Tour Move.
  - Corrects calculation of CHAMPUS Costs and Savings.
  - Improves calculation of Caretaker Admin Space.
  - Improves calculation of Facility Mothballing Costs.
  - Eliminates calculation of Caretaker Communication Costs, separate from BOS.
- Simplify input of Household Goods Costs by combining four entries into one Total Household Goods Costs entry.
- Allow entry of Military Vehicles Moving in either number of vehicles or, for the Army only in tons.
- Allow 11 more Optional Military Construction Categories, for a total of 16.

Version 4.02, issued in January 1993, was made to:

- Correct or improve several of the model's algorithms.
  - Improves calculation of Activity Mission Costs and Savings.
  - Improves calculation of BOS, RPMA, and Family Housing Savings.
  - Improves calculation of Housing Allowance Costs and Savings.
  - Improves calculation of RSE Costs.
  - Corrects calculations of Home Sale and Home Purchase Reimbursements.
- Widen several data entry fields to accept larger input values.
- Allow entry of Bachelor Quarters and Family Housing Military Construction Requirements in either units of square feet (SF) or each (EA).
- Convert Force Structure Reductions entries to Force Structure Changes.

PREFACE

COBRA Version 4.02 includes several new features and enhancements which greatly increase the model's overall capabilities as well as improve the "user friendliness" of the operation of the system. Before you can start using V4.02 you must run the installation program per the instructions (see Chapter 2). The major enhancement in COBRA V4.00 and subsequent versions is the creation of a Multi-Basing modelling capability. This has made these versions so different from earlier versions of the model that COBRA FILES CREATED USING EARLIER VERSIONS THAN 4.00 SHOULD BE CAREFULLY REVIEWED FOR CORRECTNESS OF INPUT DATA BEFORE THEY ARE RUN ON V4.02.

A quick summary of the major improvements in COBRA V4.00 and beyond include:

- The ability to model closure/realignment scenarios involving up to 15 separate bases, each of which can be a Losing Base, a Gaining Base, or both a Losing and a Gaining Base.

- Numerous improvements have been incorporated to accommodate unique costs and savings, which allow industrial activities to be modeled without disconnecting the model's standard algorithms. In those cases where the unique attributes of an activity cannot be accommodated by the standard algorithms, a "Unique Activities" data entry screen can be used.

- Revised calculations to better account for Construction Costs, Transfer of Military Students, Costs of Local Moves, CHAMPUS Costs, Homeowners Assistance Costs, and several other costs/savings factors.

- Easier and more logical input of data, with information on a single base input on a small number of base-specific screens rather than being spread over many general input screens.

- General improvement of output reports to include printing of File Name/Date of Data Input/Date of Printout, uniform Dollar Values in Thousands (with Commas), and other similar improvements.

- A Print Menu which allows printing of COBRA reports without exiting COBRA as well as the creation, modification, and printing of Report Groups.

- The inclusion of this User's Manual as well as User's Training with the COBRA program deliverable.

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CHAPTER 1

INTRODUCTION

CHAPTER 1 - INTRODUCTION

1.1 THE MANUAL

The extensive modifications and enhancements that have been incorporated into this version of COBRA make its operations and capabilities much different from previous versions. This manual should therefore be read completely, even if the user is familiar with COBRA. The manual is written so that after its initial reading, users need generally refer to only the section(s) where he or she has a question.

Throughout the manual, when a single key-press is described, the notation < > is used (for example <ENTER> means to press the ENTER key). Similarly, when two keys are to be pressed at the same time, they are both shown within the < > (for example <ATL-S> means to press the ALT and the S keys, simultaneously). When a string of characters are to be pressed they will be shown within quotation marks (for example "B:" means to press the B and the : keys, sequentially).

1.2 BACKGROUND

The Cost of Base Realignment Actions (COBRA) model was originally developed in early 1988 by the United States Air Force Cost Center, in conjunction with the Logistics Management Institute, to evaluate the cost of Air Force stationing actions. This Lotus Spreadsheet based model was adopted by the 1988 Base Realignment and Closure Commission to evaluate and compare the relative costs of stationing alternatives. Throughout 1988 the Commission reviewed and revised the model so it could be used by all Services. As a result it was used to produce all cost estimates used by the 1988 Closure Commission.

At the conclusion of the Commission, the General Accounting Office (GAO) reviewed the COBRA model and provided the Commission with a list of minor model modifications, and stated in their final report "• • • that the Cost of Base Realignment Actions Model used by the Commission and the Services is a conceptionally sound tool for evaluating costs, savings, and payback periods." Consequently, the model was revised once more to satisfy those GAO concerns that could be accommodated. Ultimately, this model was released in May 1989 and was selected as the starting point to evaluate the 1991 Commission stationing actions. It soon became apparent that the revised Lotus based COBRA would have difficulty satisfying the long term Department of Defense (DOD) requirements.

The Department of the Army then took over the continued development and modification of the COBRA model. Richardson and Kirmse Engineering, Incorporated was tasked to make a detailed examination of the model and to provide recommendations as to how it could be improved. The Lotus 1-2-3 COBRA was found to be a valuable analytical tool,

but with several limitations. R&K Engineering subsequently converted COBRA to a true computer model using the Pascal programming language. Several versions of this new COBRA program were developed and used for the 1991 Commission. The latest version in general use was V1.42.

In early 1992, R&K was again tasked to make a series of enhancements to COBRA in preparation for the 1993 Commission. The result is as described in this manual.

1.3 CAPABILITIES AND OPERATIONS

The COBRA model is designed to estimate the costs and savings associated with a proposed base closure or realignment action, using data that is readily available to the Service staffs without extensive field studies. In addition, the model can be used to compare the relative cost differences between various stationing alternatives. It is not designed to produce budget estimates, but to provide a consistent method of evaluating closure and realignment options. Although COBRA produces data formatted similarly to Service budget data, an exact match between the two should not be expected.

COBRA calculates the costs and savings of base closure/realignment scenarios over a period of 20 years, or longer if necessary. It models all activities (moves, construction, procurements, sales, closures) as taking place during the first 6 years, and thereafter all costs and savings are treated as steady-state. The key output value produced is the Payback Period or Return on Investment Year. This is the point in time where savings generated equal (and then exceed) costs incurred. In other words, this is the point when the realignment/closure has paid for itself and net savings start to accrue.

COBRA allows closure/realignment scenarios to be compared in terms of how soon Return on Investment is achieved and thereafter, how many dollars are saved. Should Return on Investment not be achieved for a specific scenario, that action will have a net cost rather than savings during the period of analysis. Similarly, if a scenario has a long Payback Period (late Return on Investment) it will not start to generate net savings until well after the action would have been completed. Not only would such an action generally be less beneficial than one with earlier Return on Investment, but the accuracy of the estimated Payback Period would be dependent on the long-term validity of COBRA inputs (e.g. Inflation Rate, Discount Rate, etc.).

Net Present Value costs and savings figures generated are reported as Present Value dollars. In simple terms, this is the amount of dollars that would have to be invested during the Base Year at the assumed discount (interest) rate to cover the costs or match the savings at a specific point in the future. This is important because it eliminates artificial distinctions between scenarios based on inflation, while highlighting the affects of timing on model results.

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CHAPTER 2

INSTALLATION of COBRA V4.02

CHAPTER 2 - INSTALLATION of COBRA V4.02

2.1 HARDWARE REQUIRED

COBRA will run on any IBM PC-compatible computer with MS-DOS 3.00 or higher, 640K of RAM, and at least one megabyte of disk space to hold the program, input data, and reports. Theoretically, COBRA could be run on a single high-density 5.25" or 3.5" disk drive; however, this leaves much to be desired. The minimum RECOMMENDED configuration is a 10 MHz 286 computer with at least one megabyte of RAM, MS-DOS 5.0 running in high memory, and a hard disk with an access time of 30 ms or less with ten megabytes free before installing COBRA. COBRA will run on monochrome systems; but color is highly recommended, since color is used to emphasize different fields on the menus and input screens.

2.2 INSTALLATION INSTRUCTIONS - GENERAL

COBRA is supplied on a floppy diskette as a file named COBIN402.EXE, a self-extracting archive containing the program, overlay, and assorted data files. The diskette also contains INSTALL.EXE, a program for safely creating directories and installing COBRA, and a text file named READ.ME containing installation instructions. Specific instructions for installing COBRA can be found in the sections below, see the section which applies to your system. (Note that "floppy drive equipped systems" implies lack of a hard disk; if your system has a hard disk, you should use the "hard disk equipped systems" section.)

2.3 INSTALLATION INSTRUCTIONS - HARD DISK DRIVE EQUIPPED SYSTEMS

Insert the COBRA distribution diskette into one of your floppy disk drives. (For the purpose of illustration, we will assume you use the "A:" drive; if not, then use "B:" wherever the instructions say "A:".)

Issue the command "A:INSTALL". This will execute the program INSTALL.EXE supplied on the floppy disk that you inserted in the "A:" drive and start the installation process.

The program will then display the current disk and directory in use by MS-DOS, and the amount of free space left on that disk, and a menu of options for the user. COBRA will not be installed on any disk with less than one megabyte (a little over one million bytes) of available space. The Installation Screen will look like Figure 1:

```
The current directory is: C:\DOS\
The current directory has 43814912 bytes free.

Press <1> to put COBRA files in current directory
Press <2> to put COBRA files in C:\COBRA
Press <3> to change to a different directory
Press <ESC> to cancel COBRA installation
```

FIGURE 1 - Installation Screen

Pressing <1> will cause COBRA to be installed in the current directory if there is sufficient free space on the disk. If there is not, the program will issue a warning and return to the Installation Screen. If an old version of COBRA is already in the directory, those program and system files will be overwritten.

Pressing <2> will install COBRA in a directory named "C:\COBRA". If there is no "C:\COBRA" directory, the installation program will create it. As with option <1>, it will check for available disk space and will overwrite any old COBRA system and program files.

Pressing <3> will allow the user to change the current drive and directory. The user will be asked to enter the new drive and directory (such as "D:\COB"). If the directory does not exist, the installation program will create it. The user should now press <1> to complete the installation in the new drive and directory. If for some reason the directory cannot be created (such as a write-protected or non-existent disk), the program will issue a warning and return to the Installation Screen.

Pressing <ESC> will cancel the COBRA installation and return the user to DOS. When COBRA has been successfully installed using options <1> or <2>, the user will be returned to the DOS prompt, in the directory to which COBRA has been installed. Enter "COBRA" then if you want to run COBRA.

2.4 INSTALLATION INSTRUCTIONS - DOUBLE FLOPPY DISK DRIVE EQUIPPED SYSTEMS

The installation procedure for double floppy systems is identical to the procedure for hard drive systems, except that instead of a hard disk, use a formatted floppy disk in the other floppy disk drive. The second floppy drive (the one COBRA is being installed on) MUST be either a 5.25" or 3.5" high density drive. For instance, a typical installation procedure would consist of:

1. Insert the COBRA distribution diskette in drive "A:".

2. Insert a blank formatted high-density disk in drive "B:".

3. Issue the command "B:".

4. Issue the command "A:INSTALL".

5. See the Section 2.3.3 above for remaining installation instructions.

2.5 INSTALLATION INSTRUCTIONS - SINGLE FLOPPY DISK DRIVE EQUIPPED SYSTEMS

Although COBRA can be run on systems that have only one floppy disk drive and no hard disk, such a system cannot be used to install COBRA on a floppy disk from the original distribution diskette as in 2.4 above. You can, however, use a double floppy disk drive equipped system to install COBRA on a floppy disk; or install it on a hard disk and copy the files from there to a floppy disk; or, if your single floppy drive has at least 1.44 megabytes capacity, copy COBIN402.EXE and INSTALL.EXE onto a high-density disk, and then run INSTALL from there. (In this case, it is recommended that you delete COBIN402.EXE and INSTALL.EXE from that disk after installation, to save space.)

CHAPTER 3

OPERATING COBRA

CHAPTER 3 - OPERATING COBRA

It is assumed that users of COBRA will be generally familiar with the operation of the computer. No general keyboard instructions are therefore provided in this manual; rather only COBRA specific information will be included. Should users require generalized computer operation information they should consult their computer manual(s). The most efficient operation of COBRA is achieved by using a mouse wherever possible. Therefore, instructions in this manual will key on "mouse commands" to the system. However, in all cases "keyboard commands" will also be described so that the COBRA user can individually determine how he or she is most comfortable "navigating" through COBRA.

3.1 INITIATING COBRA

To open the COBRA program access the disk/directory where COBRA has been installed (see Chapter 2), type "COBRA" and press <ENTER>. The "About COBRA" window will then appear (see Figure 2).

This welcome screen identifies the COBRA model and its version number; the telephone number of R&K Engineering, the COBRA developer, is also provided.

To close the "About COBRA" window and access the Main Menu, click on the "OK" at the bottom-center of the window. Other methods of closing the window are: clicking on the Close Window Square [■] at the upper-left of the window border; clicking on the words "ESC-Close window" on the bottom border; pressing <ENTER>; or pressing <ESC>.

3.2 THE MAIN MENU

The Main Menu is the starting point for using the COBRA program. Upon closing the initial display of the "About COBRA" window, the screen will display the Main Menu (see Figure 3). Along the top of this screen are displayed the "Help", "File", "DataBase", "Input Data", "Reports", "Utilities", and "Windows" menu selections. During the use of COBRA additional menu windows, reports, and other data are displayed on the screen, however the Main Menu selections will always remain displayed behind any other active displays. Each of the Main Menu selections is summarized below.

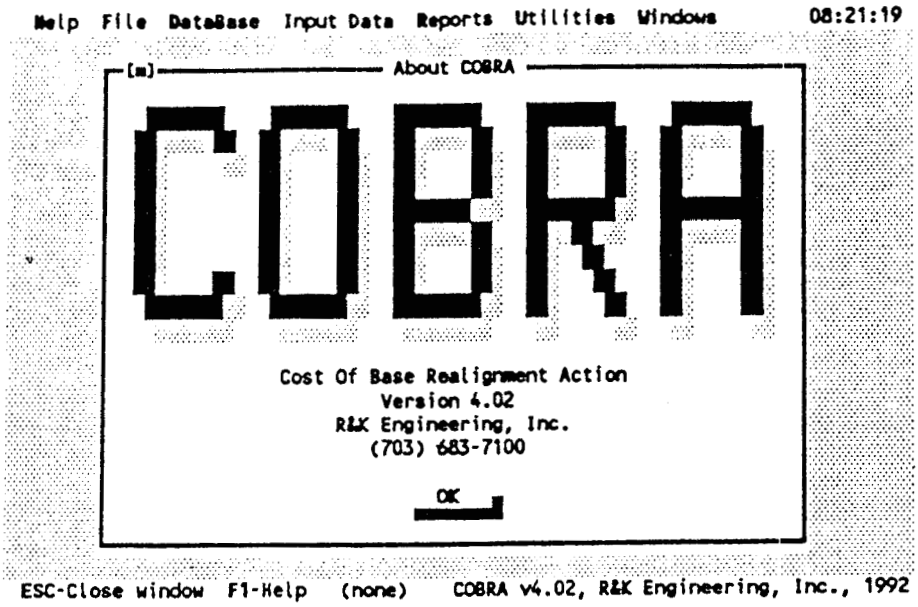

FIGURE 2 - "About COBRA" Window

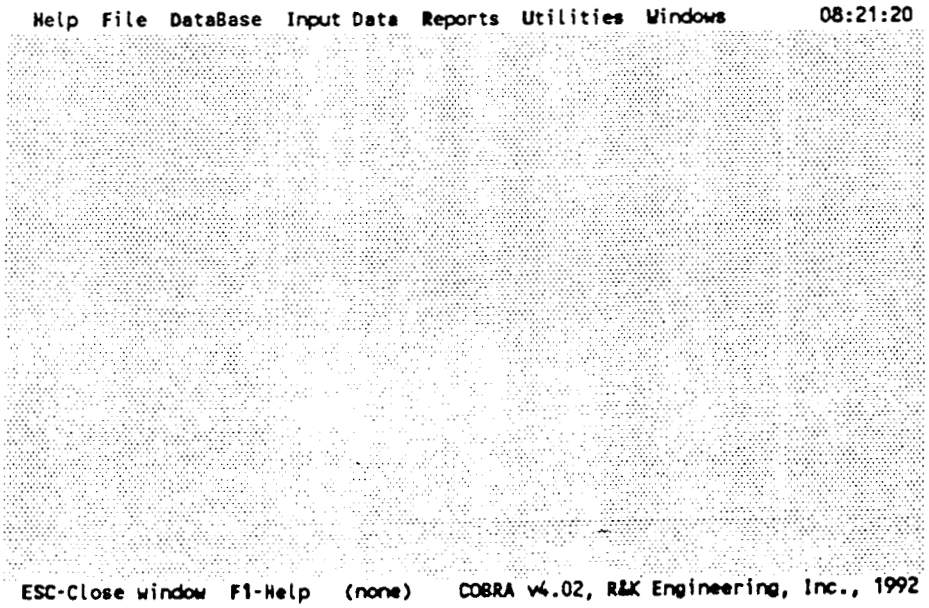

FIGURE 3 - Main Menu

3.3 HELP

From the Main Menu the Help selection is made by either clicking on the word "Help" along the top of the Main Menu screen, or by pressing <ALT-H>. The Help menu will appear (see Figure 4). By clicking on the words "About COBRA" or by pressing <A>, the "About COBRA" window will again be displayed (see Section 3.1, above). The Help menu may be closed by clicking on another Main Menu selection, by clicking on an open area of the screen surface, by clicking on the words "ESC-Close window" on the bottom border, or by pressing <ESC>.

3.3.1 Viewing Help

Users of COBRA may want to access the on-screen COBRA Help Text while they are working. This can be done by selecting a Help file to view or by invoking the Context-Sensitive Help. Help files can be selected only from the Help menu. By clicking on the words "View Help" or by pressing <V>, the "View Help" window is displayed (see Figure 5). This window may also be opened from the Main Menu, by pressing <ALT-F1>. The user can view the Help text by double clicking on the Help file which is desired. The Help files may also be accessed by pressing <TAB> to move the cursor to the Help files list, with the <↑> <↓> keys then being used to highlight the desired Help file. The highlighted Help file can then be viewed by clicking on the word "OK" or by pressing <ENTER>. The user may move up or down through the Help text using the mouse or the <↑> <↓> and <Page Up> <Page Down> keys. This window may be closed and the user returned to the Main Menu by clicking on the word "Cancel", or by clicking the Close Window Square, or by pressing <ESC>.

3.3.2 Printing Help

The user may want to print one of the Help files. This is done by clicking on the words "Print Help" on the Help menu or by pressing <P>. This will display the "Print Help" window, from which a Help file may be selected for printing exactly as it would be selected for viewing (see Section 3.3.1 above).

3.3.3 Context-Sensitive Help

The COBRA user may want to access information which is specific to the place in COBRA where he or she is at the time. This is most easily done through the use of Context-Sensitive Help. This feature is invoked by pressing <F1>, or clicking on "F1-Help", which will display on-screen text intended to provide information specific to that place in COBRA where the user is at the time. The user may move up or down through the Help text using the mouse or the <↑> <↓> and <Page Up> <Page Down> keys.

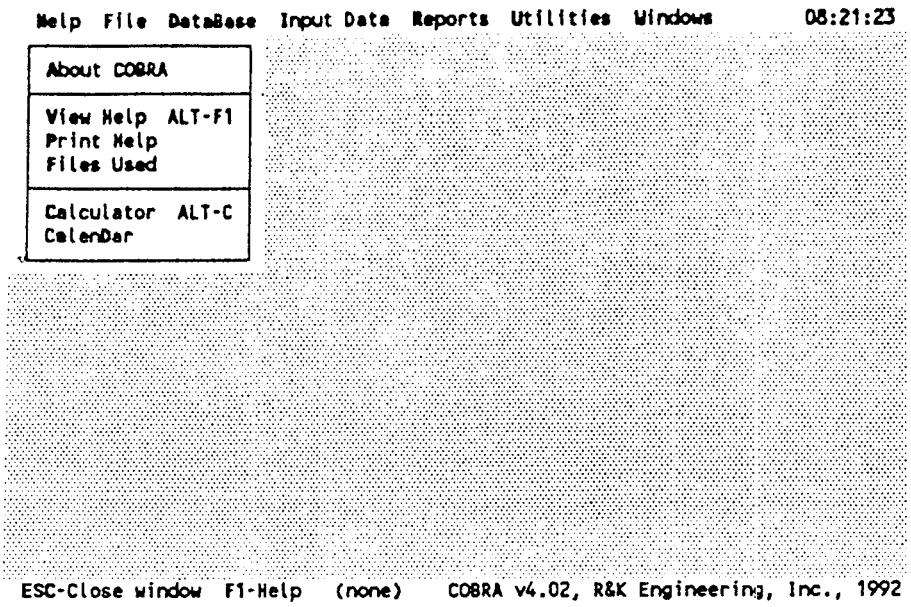

FIGURE 4 - Help Menu

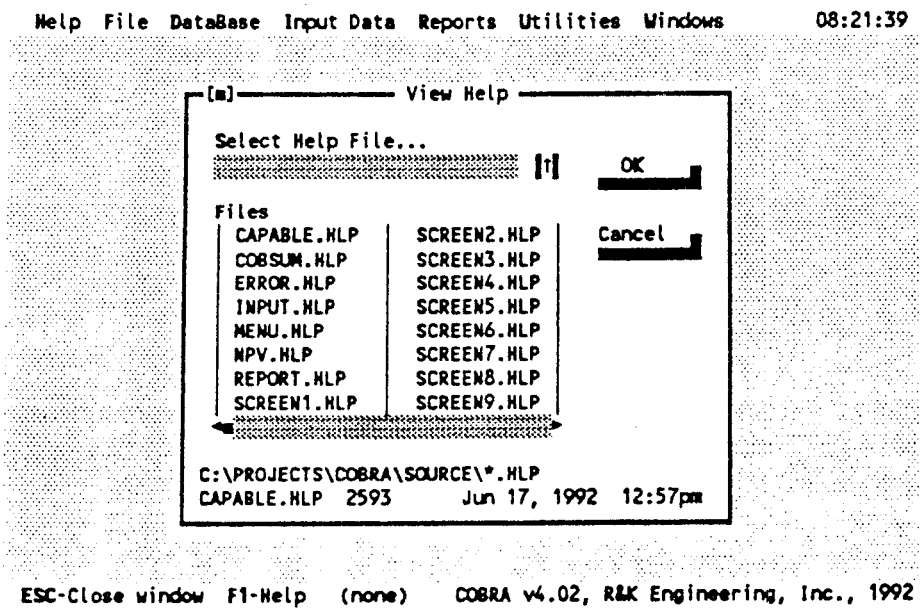

FIGURE 5 - "View Help" Window

A number of highlighted cross-reference words in the Context-Sensitive Help text are provided so the user can skip to other Help texts which cover related subjects. The user can change the designated keyword in the text by clicking on it, or by pressing <TAB> one or more times. Then press <ENTER> to shift to the cross-referenced Help text.

3.3.4 Files in Use

The user should always be aware of which Data and Standard Factors files are in use. By clicking on the words "Files Used" on the Help menu or by pressing <F>, the "Files in Use" window is displayed (see Figure 6). If Data and Standard Factors files are in Program memory at the time this window is opened, they will be indicated here. The Data file in use is also displayed along the bottom border of the Main Menu and will remain there until replaced in, or cleared from Program memory. The window may be closed and the user returned to the Main Menu by clicking on the "OK", or by clicking on the Close Window Square, or by pressing either <ENTER> or <ESC>.

3.3.5 On-Screen Calculator

By clicking on the word "Calculator" or by pressing <C> from the Help menu, a simple four-function calculator will be displayed. This can also be done from the Main Menu by pressing <ALT-C>. To operate the calculator you can either click on the buttons with the mouse, or use the keyboard. The calculator has four arithmatic function keys, ten number keys, and "C" to clear the calculator, "←" to erase the last character entered, and "±" to change the sign of the number in the display. The keyboard keys <Backspace> and <_> also erase the last character and change sign, respectively. The calculator may be closed and the user returned to the Main Menu by clicking on the Close Window Square, or by pressing <ESC>.

3.3.6 On-Screen Calendar

By clicking on the work "CalenDar" or by pressing <D> on the Help menu, a calendar of the current month can be displayed. The current date is also highlighted. Past and future months can be displayed by clicking on the ▼ ▲ or by pressing the <+> and <-> keys. The calendar may be closed and the user returned to the Main Menu by clicking on the Close Window Square, or by pressing <ESC>.

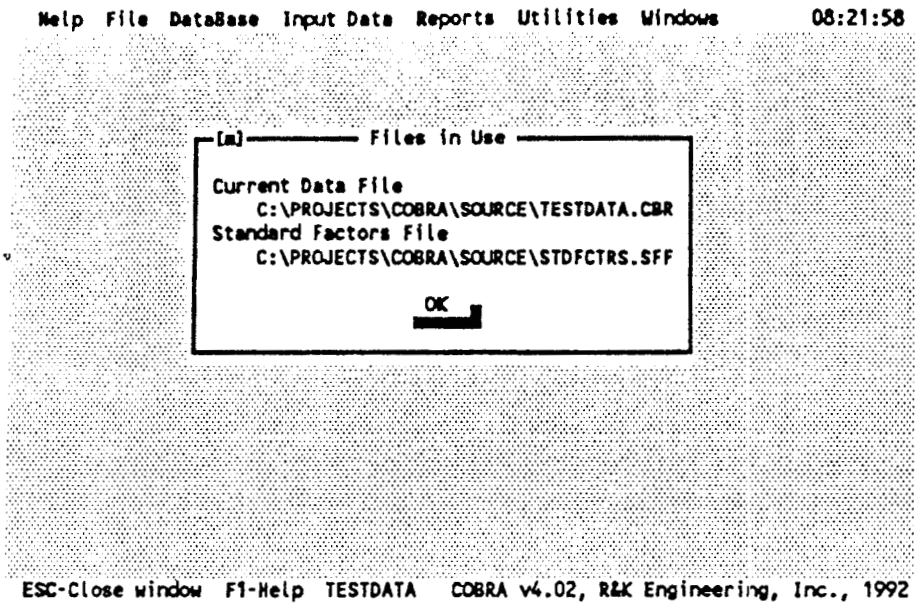

FIGURE 6 - "Files in Use" Window

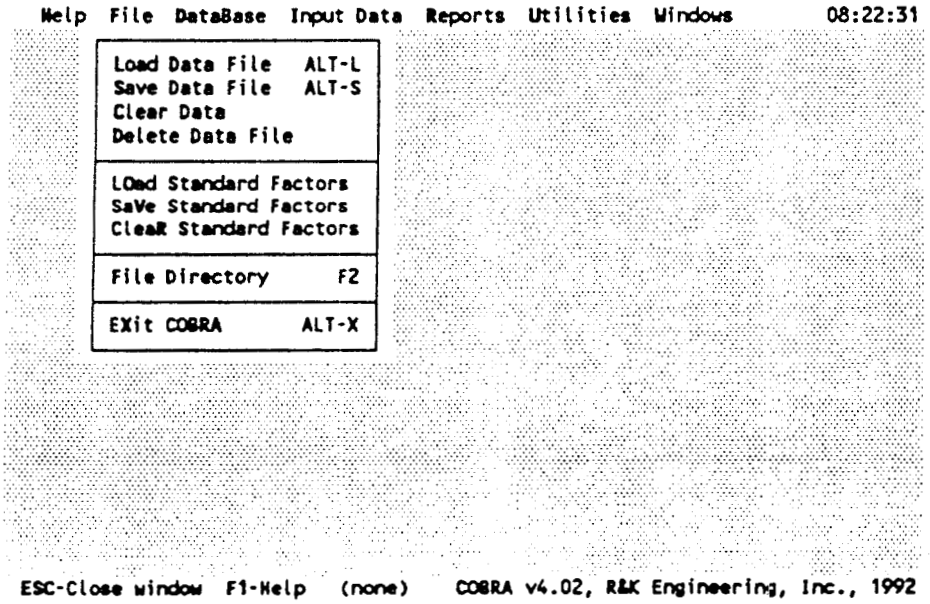

FIGURE 7 - File Menu

3.4 FILE

The File selection is made by either clicking on the word "File" along the top of the Main Menu screen, or by pressing <ALT-F>. The File menu will appear (see Figure 7). The File menu may be closed by clicking on another Main Menu selection, by clicking on an open area of the screen surface, by clicking on the words "ESC-Close window" on the bottom border, or by pressing <ESC>.

3.4.1 Loading Saved Data

COBRA users may want to run a saved scenario, or retrieve a saved scenario in order to confirm entries and/or make changes. By clicking on the words "Load Data File" on the File menu or by pressing <L>, the "Load Data File" window is displayed (see Figure 8). This window may also be opened from the Main Menu, by pressing <ALT-L>. Retrieval of a saved data set (in the form "• • • .CBR") is done by double clicking on the file name desired. The Files list may also be accessed by pressing <TAB> to move the cursor to the Data files list, with the <↑> <↓> keys then being used to highlight the desired Data file. The highlighted Data file can be retrieved by clicking on the word "Open" or by pressing <ENTER>. **Any Data set which was in COBRA Program memory will be removed and replaced when the new Data set is loaded.** Once loaded, the file name of the Data set will be displayed at the bottom border as described in Section 3.3.4 above. **To load data sets from previous versions of COBRA see Loading Old Data (Section 3.8.3).** This window may be closed and the user returned to the Main Menu by clicking on the word "Cancel", or by clicking the Close Window Square, or by pressing <ESC>.

3.4.2 Saving Current Data

New or revised scenarios should be saved for future retrieval and use. By clicking on the words "Save Data File" on the File menu or by pressing <S>, the "Save Data File" window is displayed (see Figure 9). This window may also be opened from the Main Menu, by pressing <ALT-S>. The saving of the currently used data set is done by typing the Data file name desired or leaving the previously saved file name, and then clicking on the word "Save". The file may also be saved by pressing <ENTER>. This window may be closed, the save canceled, and the user returned to the Main Menu by clicking on the word "Cancel", or by clicking the Close Window Square, or by pressing <ESC>.

3.4.3 File Directory

The user may want to review the list of COBRA files in storage. This is done by clicking on the words "File Directory" on the File menu or by pressing <F>. This can also be done from the Main Menu by pressing <F2>. This creates and displays a Report named

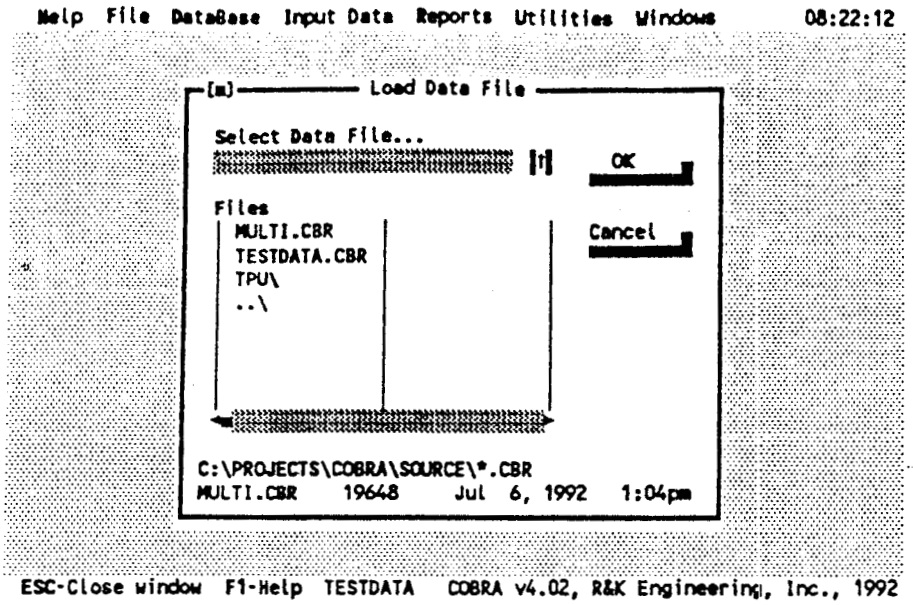

FIGURE 8 - "Load Data File" Window

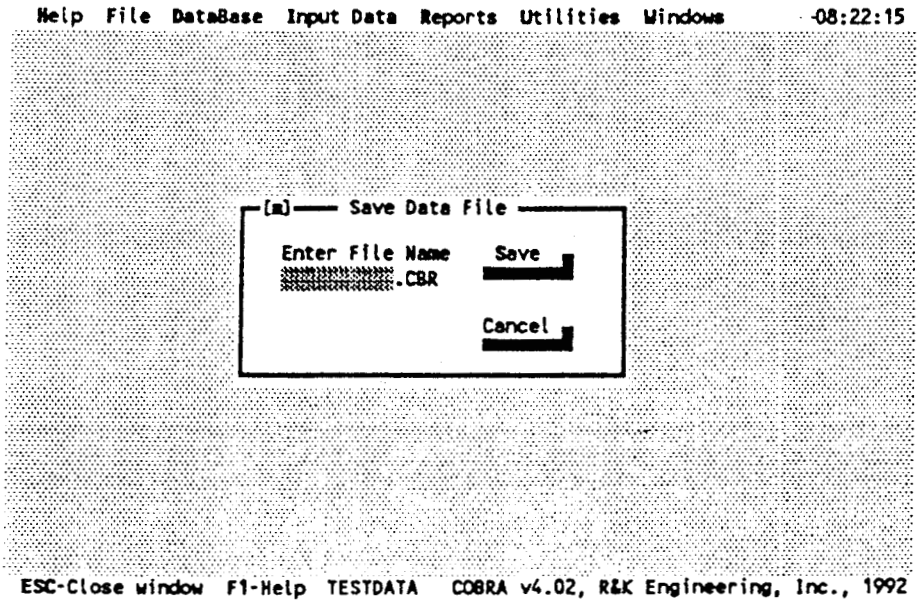

FIGURE 9 - "Save Data File" Window

"COBFILES.RPT" which lists all Data files and Standard Factors files in the current directory. These files are displayed with the English text name on the left (this is the user created common name/description), and the complete path name on the right (includes the user defined file name). The mouse or <↑ > <↓ > keys can be used to scroll through the files list. This window may be closed and the user returned to the Main Menu by clicking on the word "Cancel", or by clicking the Close Window Square, or by pressing <ESC>.

3.4.4 Clearing the Data Set

To create a COBRA scenario from scratch, the Program memory should be cleared of any other Data set that may have been in use. By clicking on the words "Clear Data Set" on the File menu or by pressing <C>, the currently used Data Set is removed from the COBRA Program memory (If previously saved, it remains saved). A new Data Set can then be created using the "Input Data" menu. This window may be closed and the user returned to the Main Menu by clicking on the word "Cancel", or by clicking the Close Window Square, or by pressing <ESC>.

3.4.5 Deleting Saved Data

The user may want to permanently remove a scenario Data set from disk when it is outdated and no longer under consideration. By clicking on the words "Delete Data File" on the File menu or by pressing <D>, the "Delete Data File" window is displayed (see Figure 10). The deletion of a saved Data file is done by double clicking on the file to be deleted. The Data files list may also be accessed by pressing <TAB> to move the cursor to the list, with the <↑ > <↓ > keys then being used to highlight the desired Data file. The highlighted Data file can then be deleted and the user returned to the Main Menu by clicking on the word "OK" or by pressing <ENTER>. This window may be closed, the delete function canceled, and the user returned to the Main Menu by clicking on the word "Cancel", or by clicking the Close Window Square, or by pressing <ESC>.

3.4.6 Loading Standard Factors

If the scenario Data set does not have a specific Standard Factors file associated with it, or if the user wants to change the Standard Factors file to be used, the new Standard Factors file must be loaded into Program memory. By clicking on the words "LOad Standard Factors" on the File menu or by pressing <O>, the "Load Standard Factors" window is displayed (see Figure 11). The retrieval of a saved Standard Factors file (in the form "• • • .SFF") is done by double clicking on the file name desired. The Files list may also be accessed by pressing <TAB> to move the cursor to the Standard Factors files list, with the <↑ > <↓ > keys then being used to highlight the desired file. The highlighted Standard Factors file can be retrieved by clicking on the word "Open" or by pressing <ENTER>.

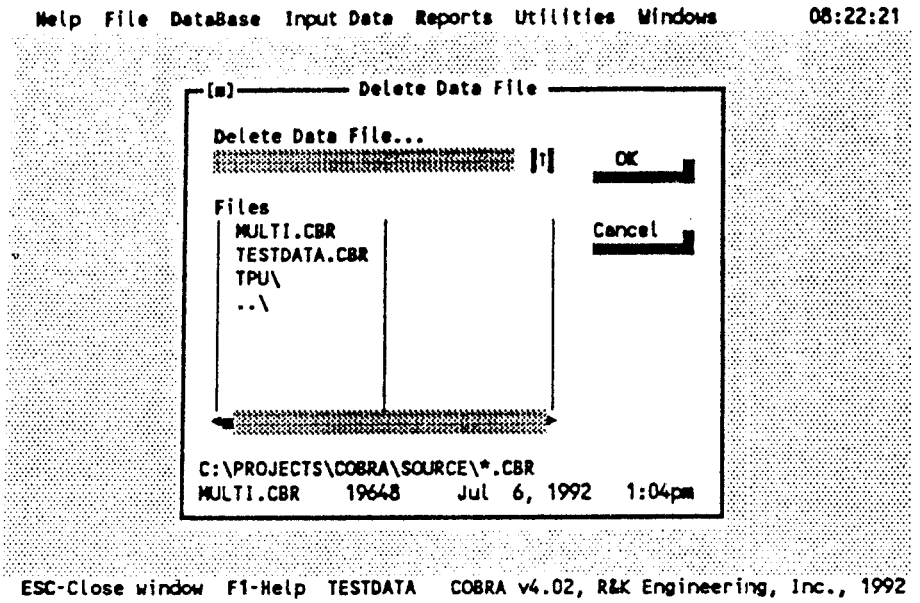

FIGURE 10 - "Delete Data File" Window

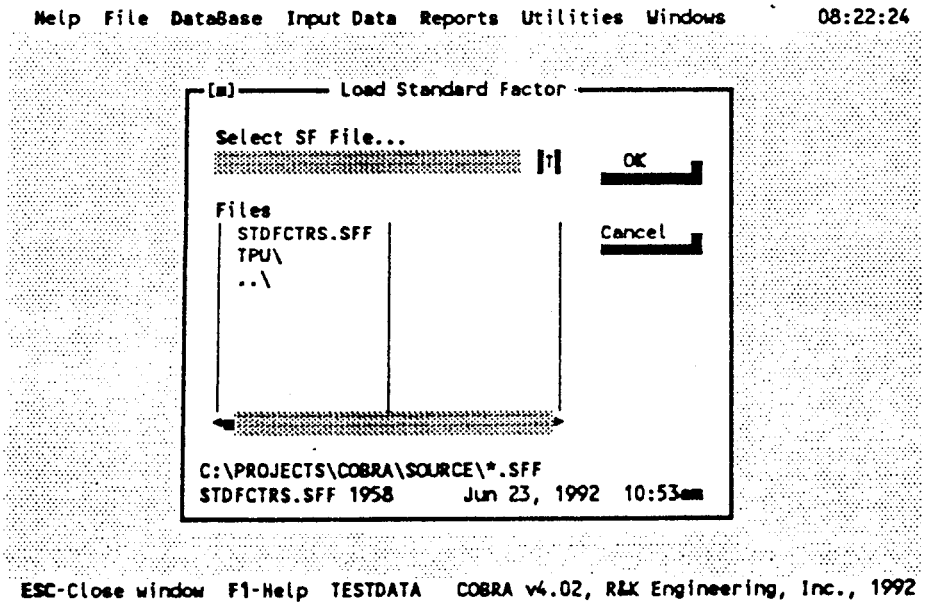

FIGURE 11 - "Load Standard Factors" Window

This window may be closed and the user returned to the Main Menu by clicking on the word "Cancel", or by clicking the Close Window Square, or by pressing <ESC>.

3.4.7 Saving Standard Factors

New or modified Standard Factors files should be saved for future retrieval and use. By clicking on the words "SaVe Standard Factors" on the File menu or by pressing <V>, the "Save Standard Factors" window is displayed (see Figure 12). Saving the currently used Standard Factors file is done by typing the Standard Factors file name desired or leaving the previously saved file name, and then clicking on the word "Save". The file may also be saved by pressing <ENTER>. This window may be closed, the save canceled, and the user returned to the Main Menu by clicking on the word "Cancel", or by clicking the Close Window Square, or by pressing <ESC>.

3.4.8 Clearing Standard Factors

To create a new Standard Factors file from scratch, the Program memory should be cleared of any other Standard Factors file that may have been in use. By clicking on the words "CleaR Standard Factors" on the File menu or by pressing <R>, the currently used Standard Factors file is removed from the COBRA Program memory (If previously saved, it remains saved). A new Standard Factors file can then be created using the "Input Data" menu.

3.4.9 Exiting COBRA

When the user has finished using COBRA, he or she should always use the Exit command to terminate the program. This is required to prevent inadvertent loss of data by improper termination (such as switching the computer off). By clicking on the Words "EXit COBRA" on the File menu or by pressing <X> the user may exit COBRA and return to the DOS prompt. This command may also be selected by pressing <ALT-X> from the Main Menu. These are the only proper methods of exiting the COBRA program.

3.5 DATABASE

COBRA has two types of databases which can assist the user in entering scenario data (see Section 3.6 and Chapter 4). The Database selection is made by either clicking on the word "DataBase" on the Main Menu, or by pressing <ALT-D>. The Database menu will then appear (see Figure 13). The use of these databases will allow the user to save and retrieve both base-specific data (see Section 4.4) and distances between bases (see Section 4.2). The storage and retrieval of this information will make initial scenario data entry easier and will

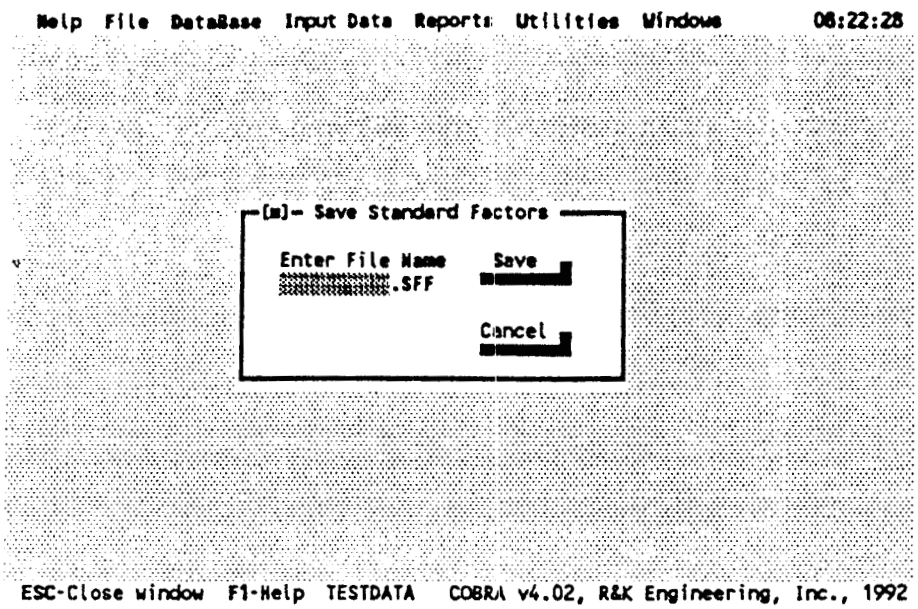

FIGURE 12 - "Save Standard Factors" Window

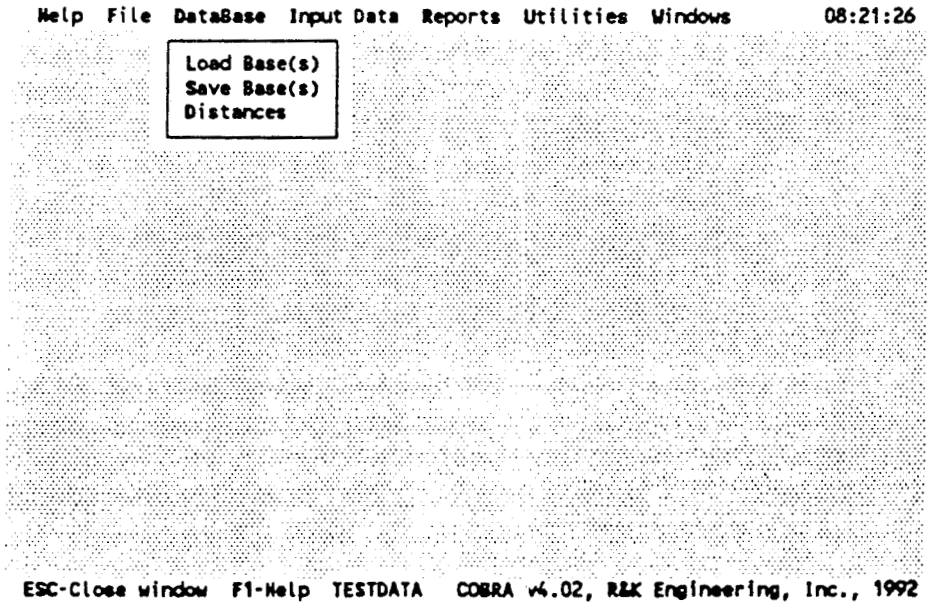

FIGURE 13 - DataBase Menu

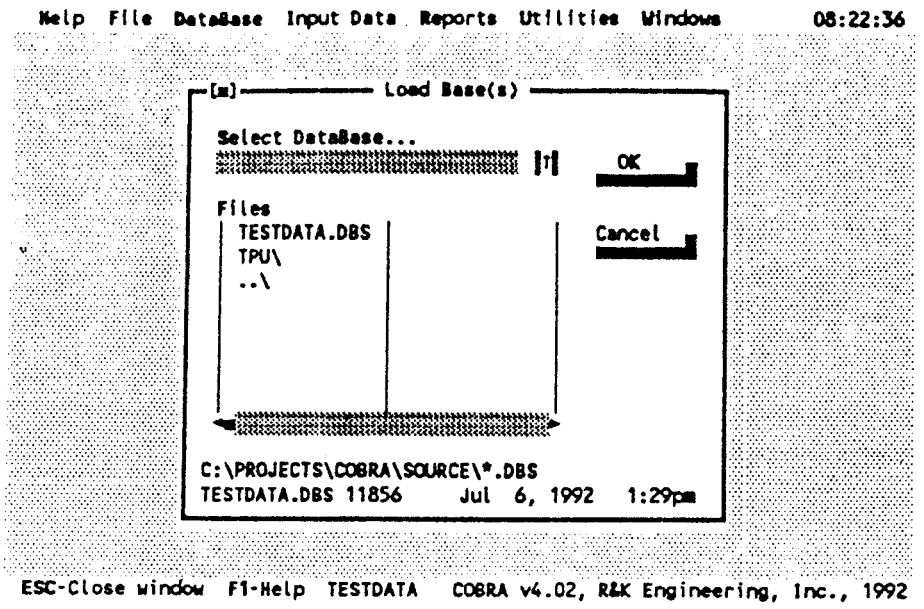

FIGURE 14 - "Load Base(s)" Menu

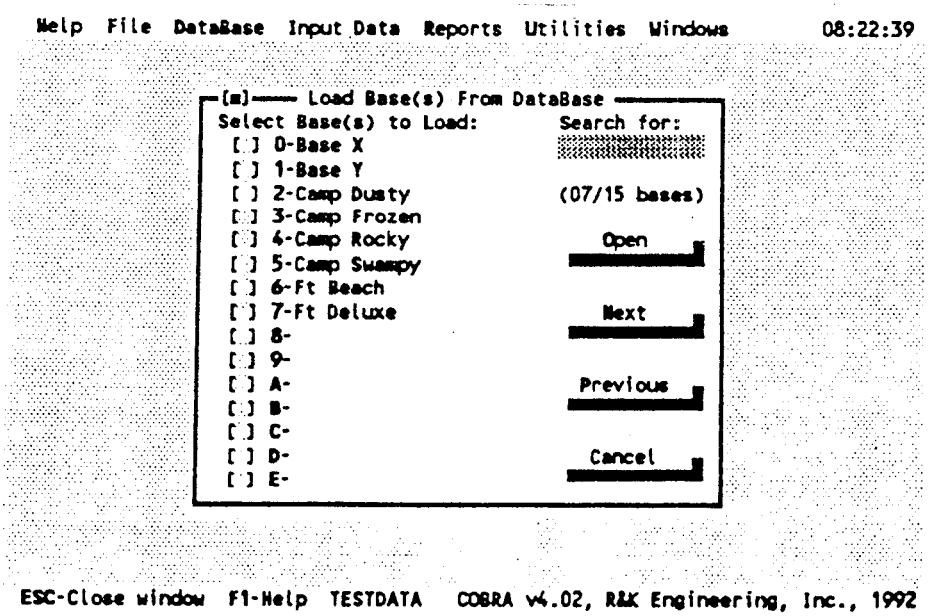

FIGURE 15 - "Load Base(s) From DataBase" Window

3.5.2 Saving Base(s)

When the user wants to save information from Program memory to the Base Information database, the Save Base(s) function is used. This will save information on selected bases from the current scenario to a Base Information database. By clicking on the words "Save Base(s)" on the Database menu or by pressing <S>, the "Save Base(s)" window is displayed (see Figure 16). The selection of the Base Information database file, to be saved to, is made by clicking on the file name desired. The Files list may also be accessed by pressing <TAB> to move the cursor to the database files list, with the <↑> <↓> keys then being used to highlight the desired database file. The highlighted database file can be accepted by clicking on "OK" or by pressing <ENTER>. A new Base Information database file can be created by entering a new file name and clicking on "OK" or pressing <ENTER>. This window may be closed, the save canceled, and the user returned to the Main Menu by clicking on the word "Cancel", by clicking the Close Window Square, or by pressing <ESC>.

When a Base Information database file has been selected the "Save to DataBase" window is displayed (see Figure 17). This window consists of one page, listing all bases which are used in the current scenario. The user may now select those bases to be saved to the database from Program memory. The base is selected by clicking on the space in front of the base name, or by typing the highlighted number/letter for the base, or by scrolling to the base name and pressing <SPACE BAR> to select it. A selected base will appear with [X] in front of it on the list. The selected base(s) are saved into the database by clicking on "OK", or by pressing <ENTER>. This window may be closed, the save canceled, and the user returned to the Main Menu, by clicking on the word "Cancel", by clicking on the Close Window Square, or by pressing <ESC>.

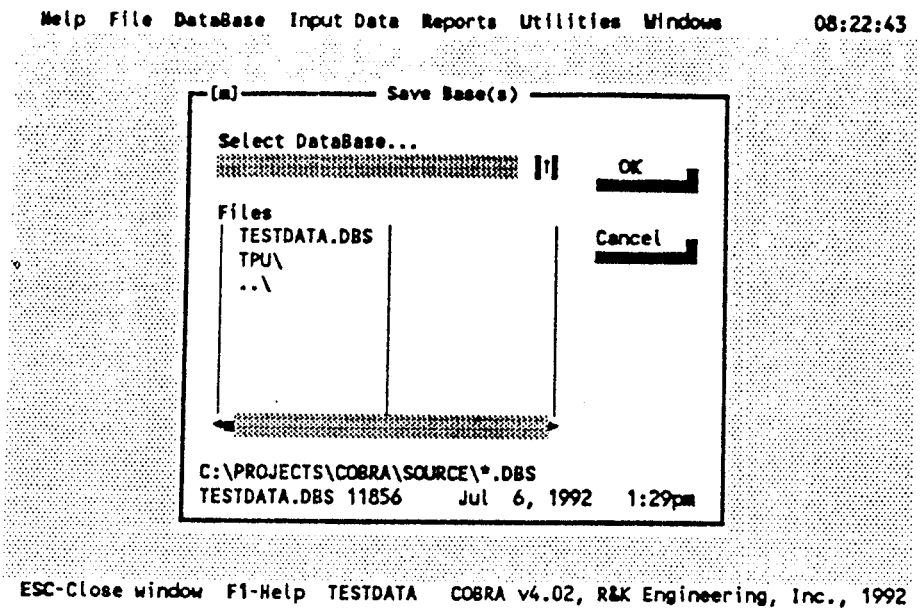

FIGURE 16 - "Save Base(s)" Window

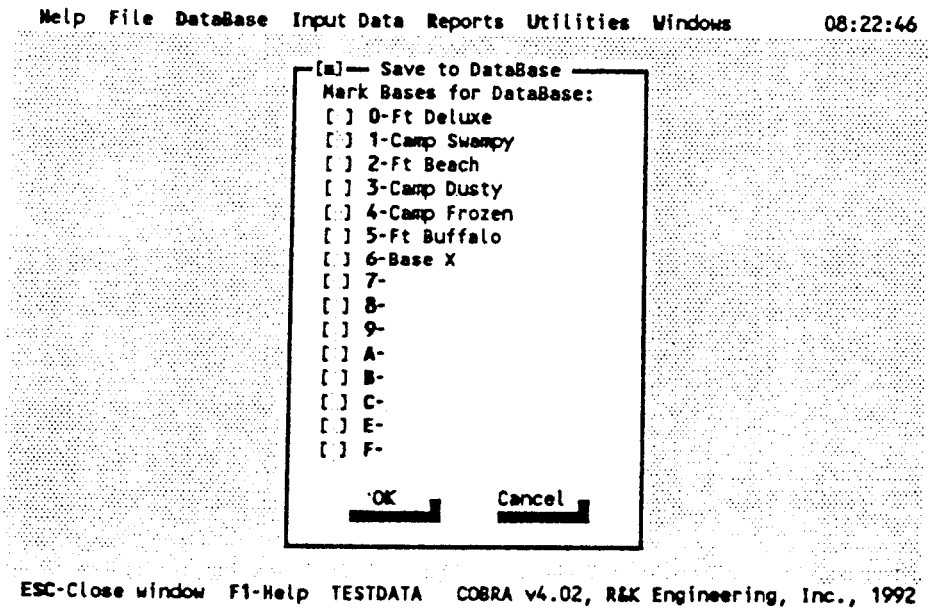

FIGURE 17 - "Save to DataBase" Window

3.5.3 Loading/Saving Distances

The second COBRA database is the Distances database, which contains the distances between pairs of bases. These can be used to enter distance information required on Data Entry Screen 2 (see Section 4.2). When the user wants to load distances from, or save distances to the Distances database, the Distances function is used. By clicking on the word "Distances" on the Database menu or by pressing <D>, the "Distances" window is displayed (see Figure 18). The selection of the Distances database file to be loaded from/saved to is made by clicking on the file name desired. The Files list may also be accessed by pressing <TAB> to move the cursor to the database files list, with the <↑> <↓> keys then being used to highlight the desired database file. The highlighted database file can be accepted by clicking on "OK" or by pressing <ENTER>. A new Distances database file can be created by entering a new file name and clicking on "OK" or pressing <ENTER>. This window may be closed, the save canceled, and the user returned to the Main Menu by clicking on the word "Cancel", by clicking the Close Window Square, or by pressing <ESC>.

When a Distances database file has been selected the "Distances DataBase" window is displayed (see Figure 19). This window consists of one page, listing all bases which are used in the current scenario. The user may now select a pair of bases to check for distance data. The pair of bases is designated by picking one from the right column and a second from the left column. Bases are designated be clicking on the space in front of the base name or on the name itself, or by typing the highlighted number/letter for the base, or by scrolling to the base and pressing the <SPACE BAR>. Designated bases will have (•) in front of their names. When the user clicks on "OK", or presses <ENTER> a "DB/Memory Transfers" window is displayed.

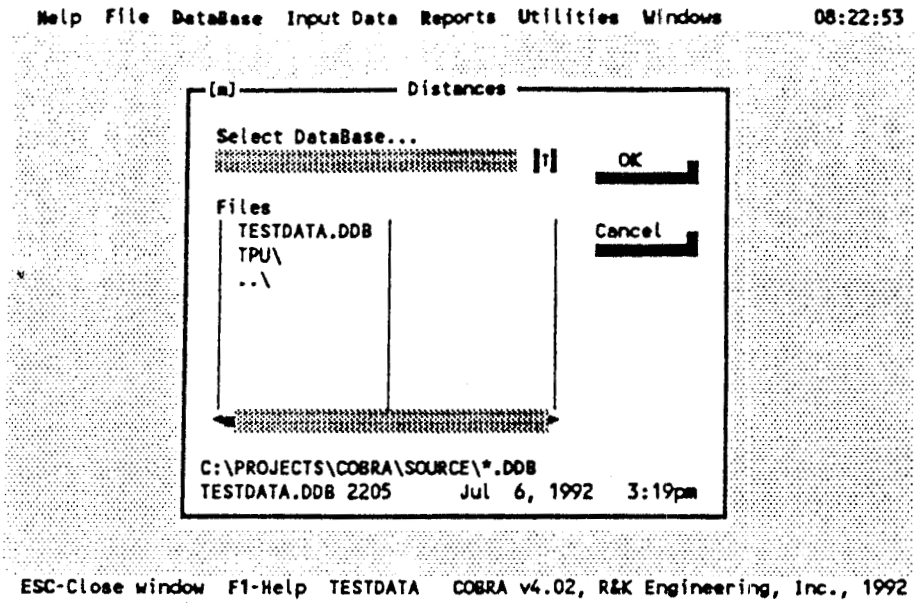

FIGURE 18 - "Distances" Window

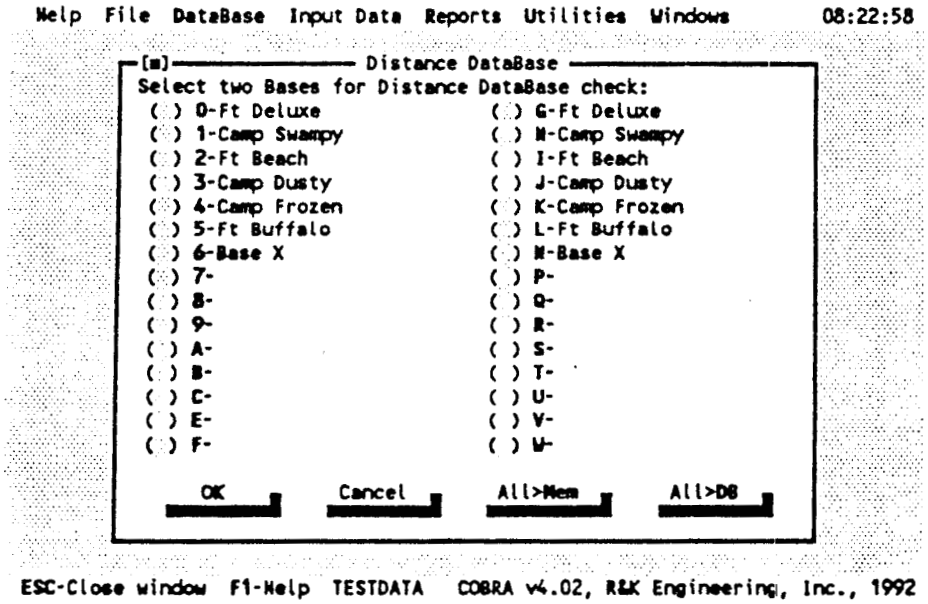

FIGURE 19 - "Distances DataBase" Window

The "DB/Memory Transfers" window (see Figure 20) displays the names of the two bases, and the distance currently in Program memory as well as that in the database. If these distances are not the same, the user can transfer the correct value from one data location to the other. This is done by clicking on one or the memory transfer choices (Memory to DataBase or DataBase to Memory) and either clicking on "OK" or pressing <ENTER>. Should no transfer be wanted, the user can click on "Cancel" or press <ESC> to return to the "Distances DataBase" window, and another pair of bases may be selected.

The "Distances DataBase" window also has two shortcut transfer options. By clicking on "All>Mem" or pressing <M>, all distances in the database between pairs of bases in the scenario can be transferred to Program memory. Similarly, by clicking on "All>DB" or by pressing <D>, all distances in Program memory can be transferred to the database. When either of these options is selected COBRA will inform the user as to how many distances were found. **Care must be taken when loading distances to Program memory since COBRA expects only to have distances entered when people/equipment moves are planned between those bases (see Section 4.2).** The "Distance DataBase" window can by closed and the user returned to the Main Menu by clicking on "Cancel", by clicking on the Close Window Square, or by pressing <ESC>.

3.6 INPUT DATA

To create a scenario from scratch or to change an already loaded Data set the Input Data selection is used. The Input Data selection is made by either clicking on the words "Input Data" along the top of the Main Menu screen, or by pressing <ALT-I>. The Input Data menu will then appear (see Figure 21). The Data Entry and Standard Factors screens are entered by clicking on the desired screen name. A screen may also be entered by typing the highlighted number/letter (shown in a different color) or by cursoring to the desired screen name and pressing <ENTER>. Data entry is covered in detail in the Chapter 4. The Input Data menu may be closed by clicking on another Main Menu selection, by clicking on an open area of the screen surface, by clicking on the words "ESC-Close window" on the bottom border, or by pressing <ESC>.

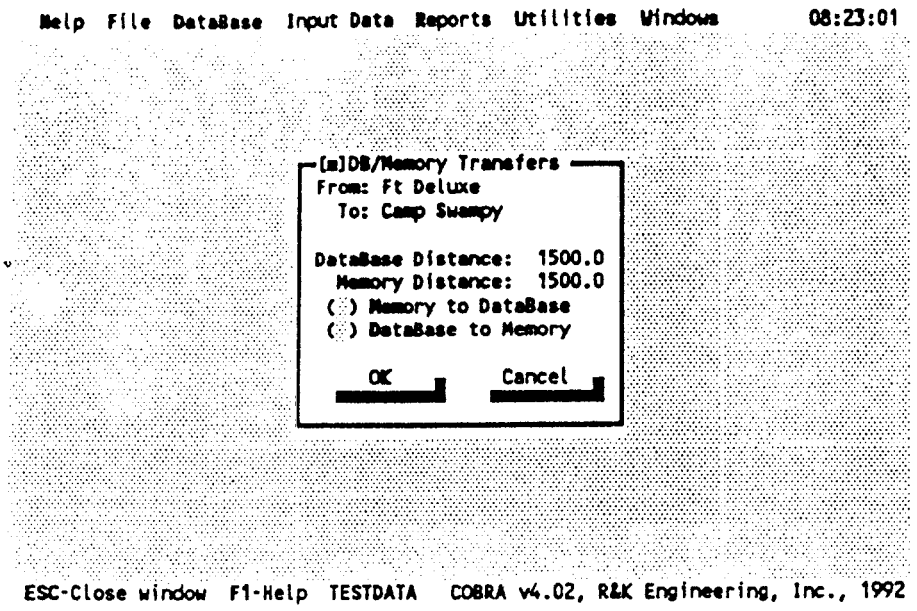

FIGURE 20 - "DB/Memory Transfers" Window

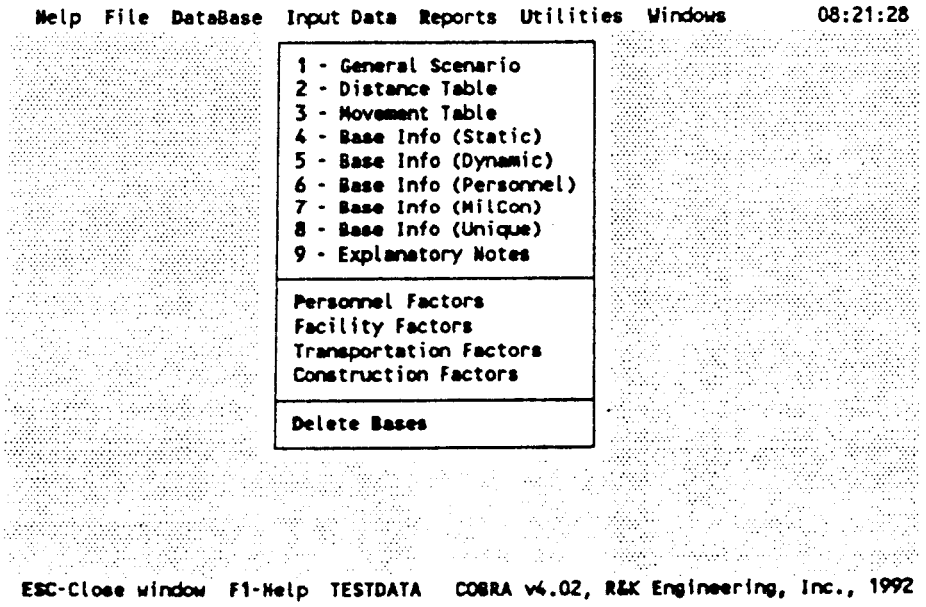

FIGURE 21 - Input Data Menu

3.6.1 Deleting a Base

The user may wish to change an existing scenario by simply removing one of the bases involved. The deletion of a base removes the specific base and all activities involving that base from the scenario. By clicking on the words "Delete Bases" on the Input Data menu or by pressing <D>, the "Delete Bases" window is displayed (see Figure 22). The deletion of a base(s) from the scenario is done by designating the base(s) listed on the window by clicking in the space in front of the base name, and then clicking on the word "Delete" or pressing <ENTER>. A base may also be selected by moving the cursor to the base (using the <↑> <↓> keys) and then pressing the Space Bar. Another way to designate the base to be deleted is to type the highlighted number/letter in front of that base name. To cancel the delete function, close the window and return to the Main Menu click on the word "Cancel", or click on the Close Window Square, or press <ESC>.

3.7 REPORTS

COBRA output Reports are created, viewed on the screen, and printed using the Reports selection on the Main Menu. The Reports selection is made by either clicking on the word "Reports" along the top of the Main Menu screen, or by pressing <ALT-R>. The Reports menu will then appear (see Figure 23). The Reports menu may be closed by clicking on another Main Menu selection, by clicking on an open area of the screen surface, by clicking on the words "ESC-Close window" on the bottom border, or by pressing <ESC>.

3.7.1 Generating Reports (Running COBRA)

The user must generate COBRA Reports using the current Data set and Standard Factors before these Reports can be viewed or printed. By clicking on the word "Execute" on the Reports menu or by pressing <E>, the COBRA program will generate all Reports. **This must be done before Reports can be viewed in the screen or printed.** Reports can also be executed from the Main Menu by pressing <ALT-E>. Output Reports are covered in detail in the Chapter 5.

If while it is executing, COBRA detects inconsistencies in the scenario data a Scenario Error Report will be generated (see Section 5.21). **This Report should be reviewed, and potential errors resolved before the other COBRA Reports are used for analysis purposes.**

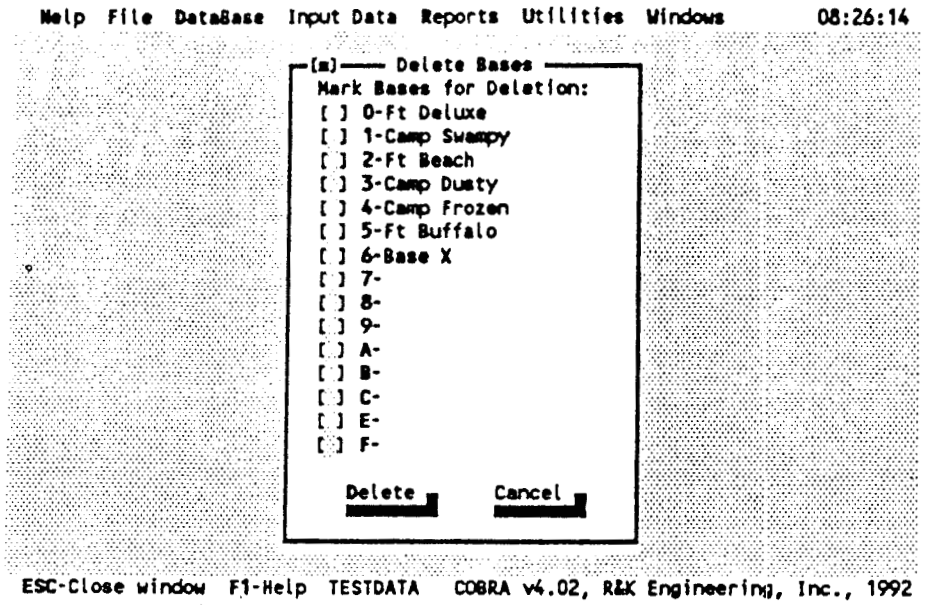

FIGURE 22 - "Delete Bases" Window

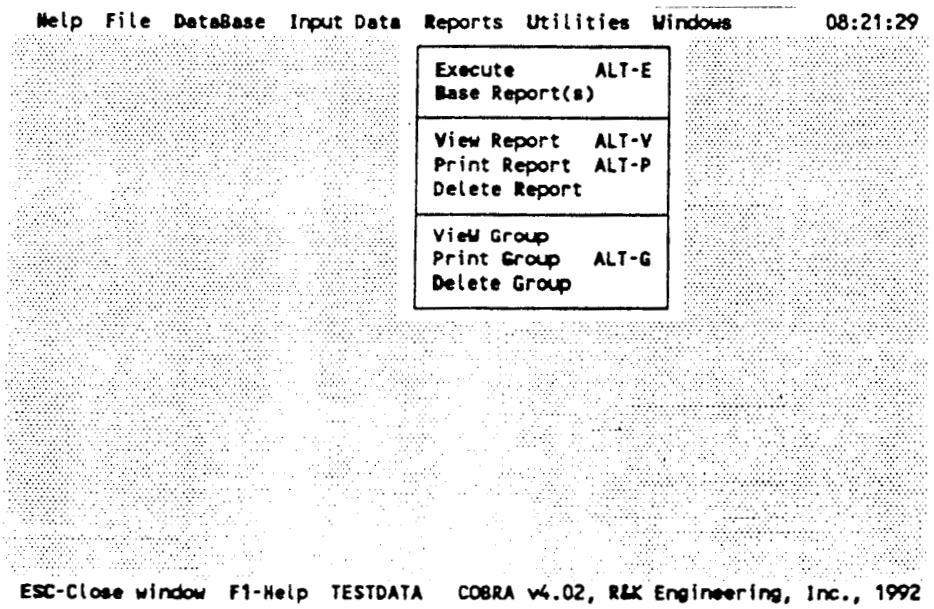

FIGURE 23 - Reports Menu

3.7.2 Base-Specific Report

The user may want to see or print those portions of COBRA Reports which refer to a specific base. This is done using the "Base Report(s)" function. By clicking on the words "Base Report(s)" on the Reports menu or by pressing <B> the "Base Report(s)" window is displayed (see Figure 24). This window lists all bases used in the closure/realignment scenario, from which the user can choose the base(s) to assemble a Report for. The user selects the base(s) by clicking on the space by the base name (or on the name itself) or by typing the highlighted number/letter of the base. A base may also be selected by moving the cursor to the base (using the <↑> <↓> keys) and then pressing the Space Bar. The base Report is created when the user clicks on "OK" or presses <ENTER>. When a base is selected a Report is created from all parts of the standard COBRA Reports which relate to just that base (these are the One-Time Costs, Military Construction, and Personnel Movement Reports). The selection of the "(Totals)" base will assemble the summary sections of each of these same Reports. The window can be closed and the Base Report(s) function canceled by clicking on the word "Cancel", or by clicking on the Close Window Square, or by pressing <ESC>.

3.7.3 Saving a Base-Specific Output

By clicking on "OK" or by pressing <ENTER> on the "Base Report(s)" window, the "Save Base Report" window is displayed (see Figure 25). This window allows the user to name the new Report (a default name is provided) and to save the Report by clicking on the word "Save" or by pressing <S> or by pressing <ENTER>. If more than one base has been selected, a different "Save Base Report" window is displayed for each base. The window can be closed and the window for the next base displayed, or if there are no more bases the Save Report function canceled by clicking on the word "Cancel", or by clicking on the Close Window Square, or by pressing <ESC>.

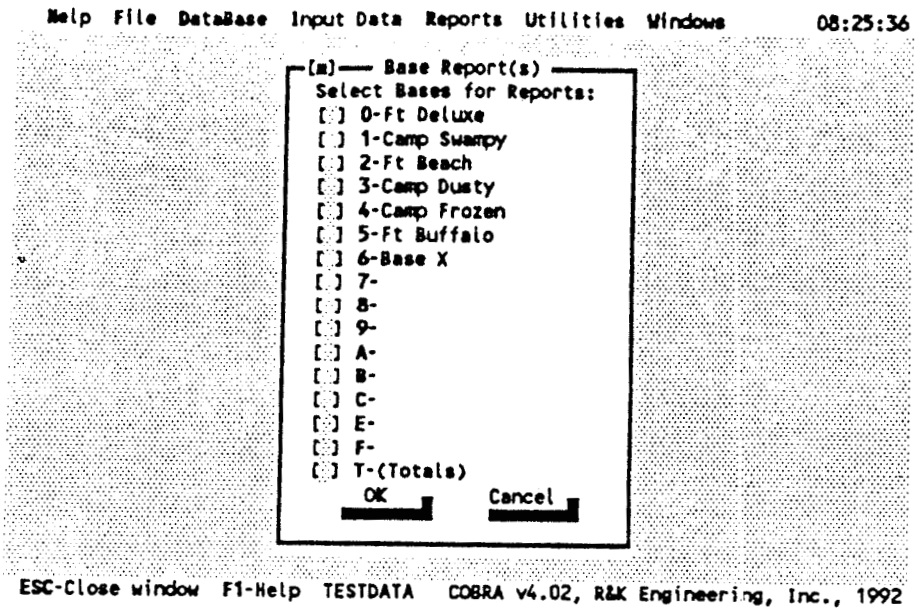

FIGURE 24 - "Base Report(s)" Window

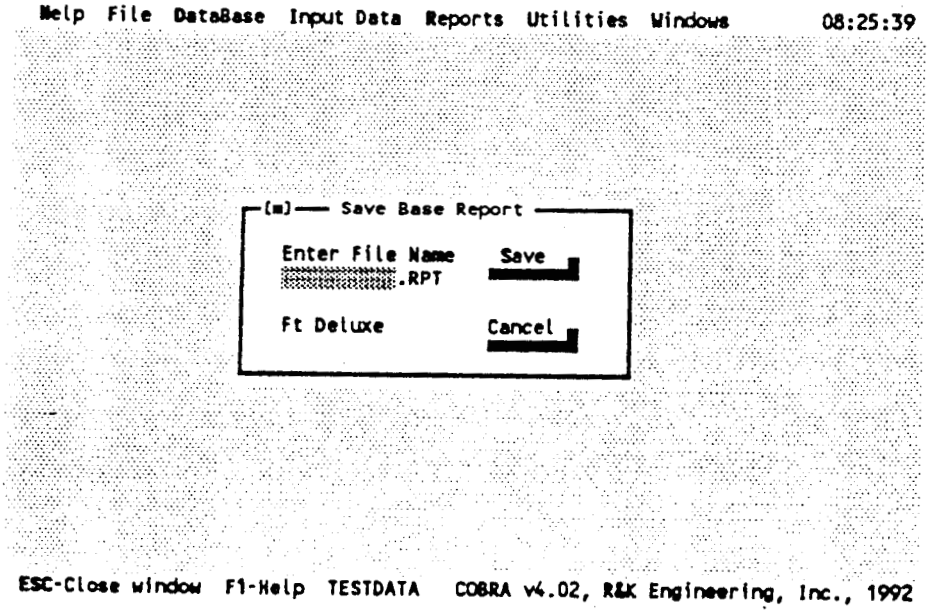

FIGURE 25 - "Save Base Report" Window

3.7.4 Viewing a Report

Analysis of COBRA outputs can be done by viewing Reports on the computer screen or by studying printed Reports. By clicking on the words "View Report" on the Reports menu or by pressing <V>, the "View Reports" window is displayed (see Figure 26). This can also be done from the Main Menu by pressing <ALT-V>. The selection of a Report for viewing on the screen is done by double clicking on the name of the desired Report. The Report file list may also be accessed by pressing <TAB> to move the cursor to the Reports file list, with the <↑> <↓> keys then being used to highlight the desired Report. The highlighted Report can then be viewed by clicking on the word "Open" or by pressing <ENTER>. This window may be closed and the user returned to the Main Menu by clicking on the word "Cancel", or by clicking on the Close Window Square, or by pressing <ESC>.

3.7.5 Printing a Report

Although COBRA output Reports can be viewed on the computer screen, eventually paper copies of at least some Reports will be needed. By clicking on the words "Print Report" on the Reports menu or by pressing <P>, the "Print Reports" window is displayed (see Figure 27). This can also be done from the Main Menu by pressing <ALT-P>. The Report is selected by double clicking on the name of the desired Report. The Reports file list may also be accessed by pressing <TAB> to move the cursor to the Reports file list, with the <↑> <↓> keys then being used to highlight the desired Report. The highlighted Report can then be selected by clicking on the "OK" or by pressing <ENTER>. Once a Report is selected it is immediately printed and the user is automatically returned to the Main Menu. To cancel the Report selection before printing, close the window, and return to the Main Menu, click on the word "Cancel", or click on the Close Window Square, or press <ESC>.

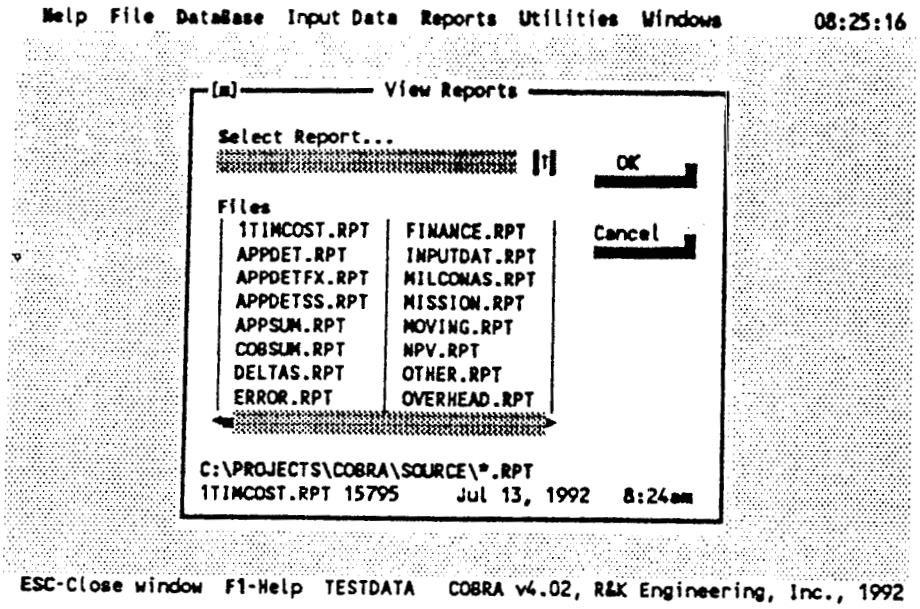

FIGURE 26 - "View Reports" Window

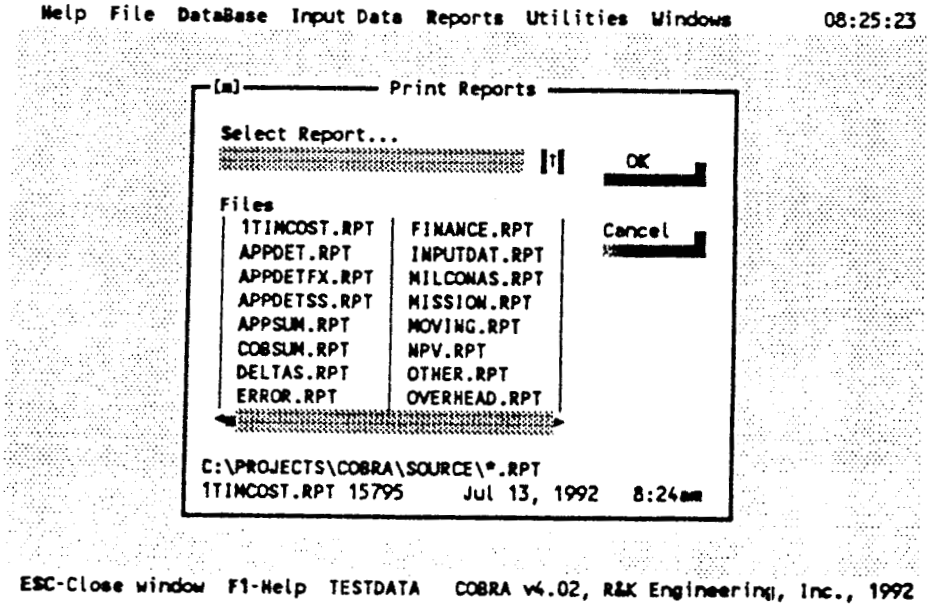

FIGURE 27 - "Print Reports" Window

3.7.6 Deleting a Report

Although standard COBRA Reports (Report formats) should generally not be deleted, it may be desirable to delete a user-assembled, base-specific Report. By clicking on the words "Delete Report" on the Reports menu or by pressing <R>, the "Delete Report" window will be displayed (see Figure 28). To delete a Report double click on the name of the Report. The Report file list may also be accessed by pressing <TAB> to move the cursor to the list , with the <↑> <↓> keys being used to highlight the desired Report. The highlighted Report can then be deleted by clicking on the "OK" or by pressing <ENTER>. To cancel the delete function, close the window and return to the Main Menu click on the word "Cancel", or click on the Close Window Square, or press <ESC>.

3.7.7 Viewing a Group of Reports

Many COBRA users will want to view two or more different Reports for an individual scenario. By clicking on the words "VieW Group" or by pressing <W> on the Reports menu, the "View Group" window is displayed (see Figure 29). There are several preset Report Groups already programmed, which match Report batches used in previous versions of COBRA. These Report Groups may be viewed, modified, or added to as described below.

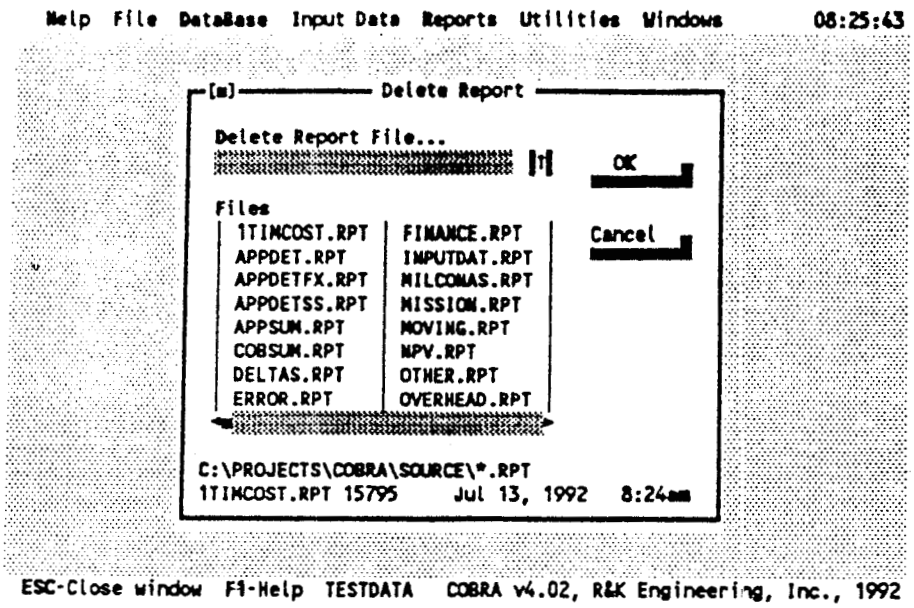

FIGURE 28 - "Delete Report" Window

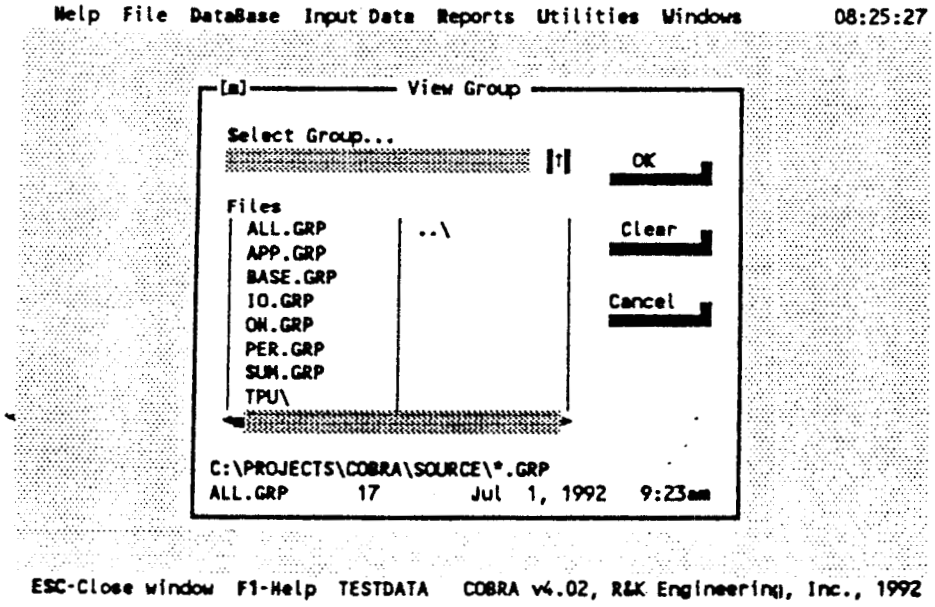

FIGURE 29 - "View Group" Window

The Report Group is selected by double clicking on the name of desired group on the "View Group" window. The Report Group file list may also be accessed by pressing <TAB> to move the cursor to the list, with the <↑> <↓> keys being used to highlight the desired group. The highlighted Report Group can then be selected by clicking on the "OK" or by pressing <ENTER>. When a Report Group is selected the "Reports in Group" window is displayed (see Figure 30) showing the Reports that are currently included in that group ([X] indicates that the Report is included). When the word "Clear" is clicked or the <C> is pressed on the "View Group" window a blank "Reports in Group" window is displayed. When the word "Cancel" is clicked, or the Close Window Square clicked, or <ESC> pressed the "View Group" window is closed and the user returned to the Main Menu.

To add a Report to or delete a Report from the group on the "Reports in Group" window click on the Report name. Reports may also be added/deleted by typing the highlighted letter in front of the Report name, or by highlighting the desired Report (<TAB> to move from right to left column, and <↑> <↓> keys to move cursor to desired Report) and pressing the <Space Bar>. To view the group shown on the "Reports in Group" window click on the word "View" or press <V>. To save the Report Group shown click on the word "Save" or press <S>. Any view or save actions selected will be executed and the user returned to the "Reports in Group" window. See section 3.9 for a discussion of windows manipulations. To close the window and return to the Main Menu click on the word "Cancel", or click on the Close Window Square, or press <ESC>.

3.7.8 Saving a Group of Reports

The user will generally want to save a new or modified Report Group for future retrieval and use. By clicking on the word "Save" or pressing <S> on the "Reports in Group" window, the "Save Report Group List" window is displayed (see Figure 31). If the user has changed an existing Report Group, the old name will be displayed, otherwise that field will be blank. The modified group list can be saved under the old name by clicking on the word "Save" or by pressing <ENTER> twice. The modified group or a newly created group list can be saved in the same way, after the new name has been typed in the space indicated. The save function can be canceled and the user returned to the "Reports in Group" window by clicking on the word "Cancel", or by clicking on the Close Window Square, or by pressing <ESC>.

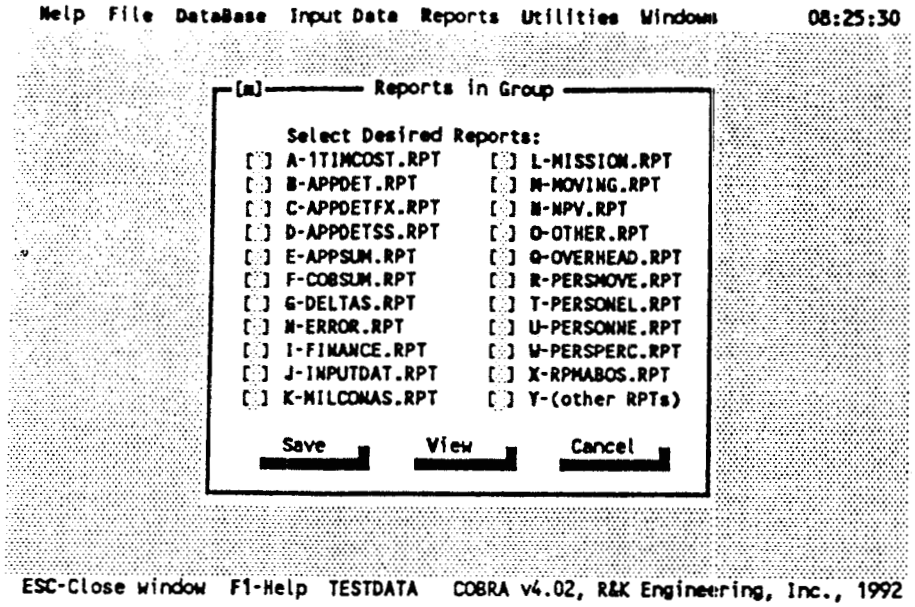

FIGURE 30 - "Reports in Group" Window

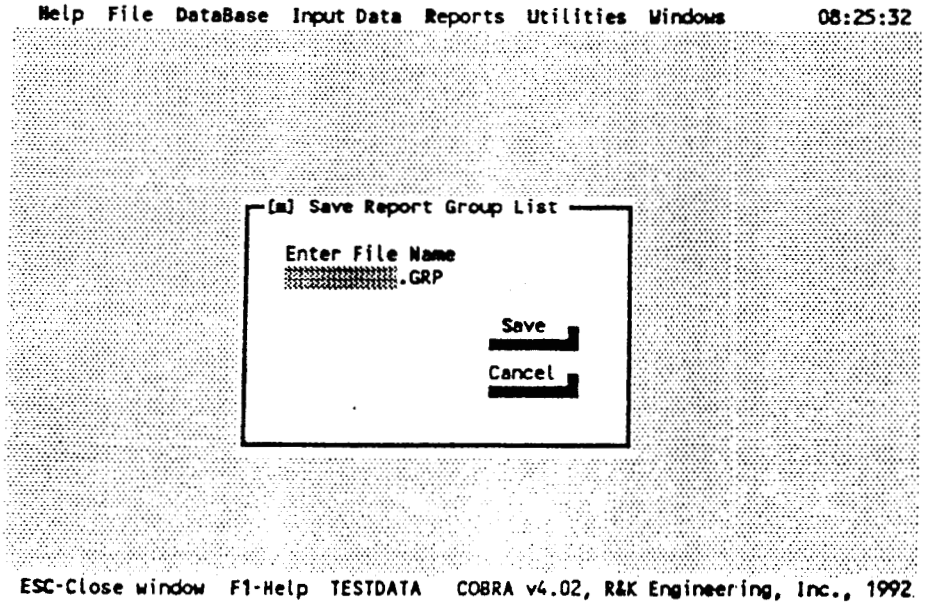

FIGURE 31 - "Save Report Group List" Window

3.7.9 Printing a Group of Reports

Most COBRA users will need two or more different Reports printed for an individual scenario. By clicking on the words "Print Group" or by pressing <G> on the Reports menu, the "Print Group" window is displayed (see Figure 32). The "Print Group" window may also be opened from the Main Menu by pressing <ALT-G>. A Report Group can be selected, modified, and saved exactly as described in Sections 3.7.7 and 3.7.8. The only difference between the printing of Report Groups and the viewing of Report Groups described earlier, is that the "Reports in Group" window used for the former has a "Print" button while that of the latter has a "View" button. All other functions are the same.

3.7.10 Deleting a Group of Reports

The user may at some point want to delete a Report Group from COBRA. This process will only delete the grouping of the Reports; no Report that was in the group will be deleted from COBRA when the group of Reports is deleted. By clicking on the words "Delete Group" on the Reports menu or by pressing <D>, the "Delete Report Group" window will be displayed (see Figure 33). To delete a Report Group double click on the name of the group. The Report Group file list may also be accessed by pressing <TAB> to move the cursor to the list, with the <↑> <↓> keys being used to highlight the desired group. The highlighted group can then be deleted by clicking on the "OK" or by pressing <ENTER>. To cancel the delete function, close the window and return to the Main Menu click on the word "Cancel", or click on the Close Window Square, or press <ESC>.

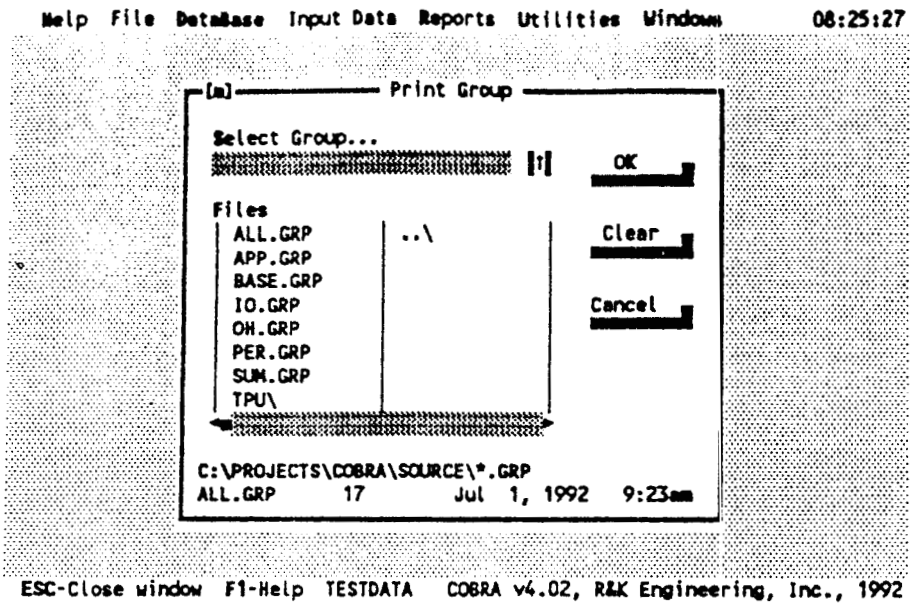

FIGURE 32 - "Print Group" Window

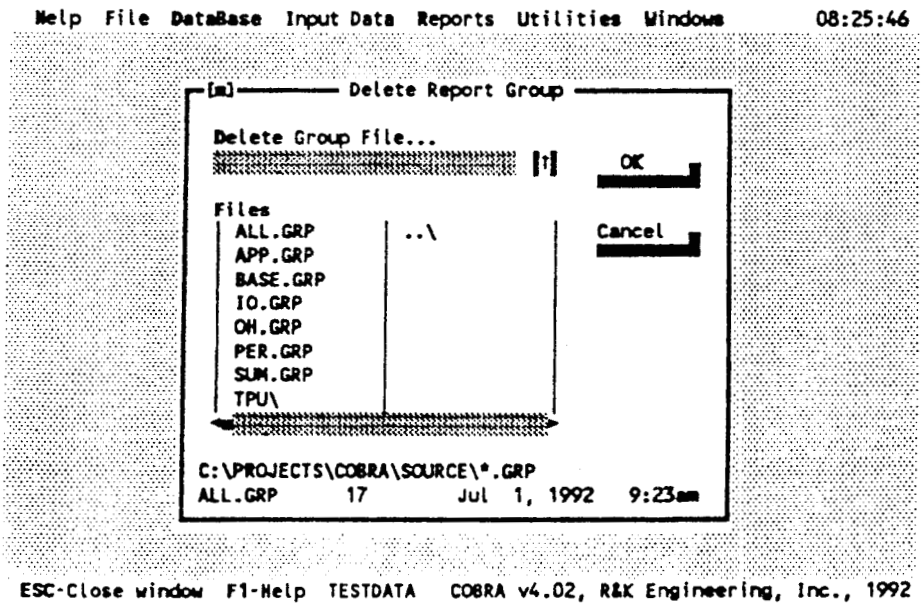

FIGURE 33 - "Delete Report Group" Window

3.8 UTILITIES

The Utilities selection is made by either clicking on the word "Utilities" along the top of the Main Menu screen, or by pressing <ALT-U>. The Utilities menu will appear (see Figure 34). The Utilities menu may be closed by clicking on another Main Menu selection, by clicking on an open area of the screen surface, by clicking on the words "ESC-Close window" on the bottom border, or by pressing <ESC>.

3.8.1 DOS Shell/Change Directory

By clicking on the words "DOS Shell" or by pressing <D> on the Utilities menu the DOS may be accessed. The user may return to COBRA by typing "EXIT" at the DOS prompt. Similarly, by clicking on the words "Change Dir" or by pressing <C> the "Change Directory" menu is displayed (see Figure 35). The current directory will be displayed on this window, both in directory name and directory tree format. The directory may be changed using this function, with all file loads and saves, from that point on, going to or coming from the new directory. The user may type in the new drive and directory into the "Directory name" field, or may designate the new directory on the "directory tree". The user can click on "Chdir", or press <C> to change the directory but return to this window. By clicking on "OK", or by pressing <ENTER> the directory will be changed, and the user returned to the Main Menu. By clicking on "Revert", or pressing <R> the directory will revert to the initial setting (when the window was first opened) and the user returned to this window. Lastly, by clicking on the Close Window Square, or by pressing <ESC> the change directory actions are stopped, and the user returned to the Main Menu.

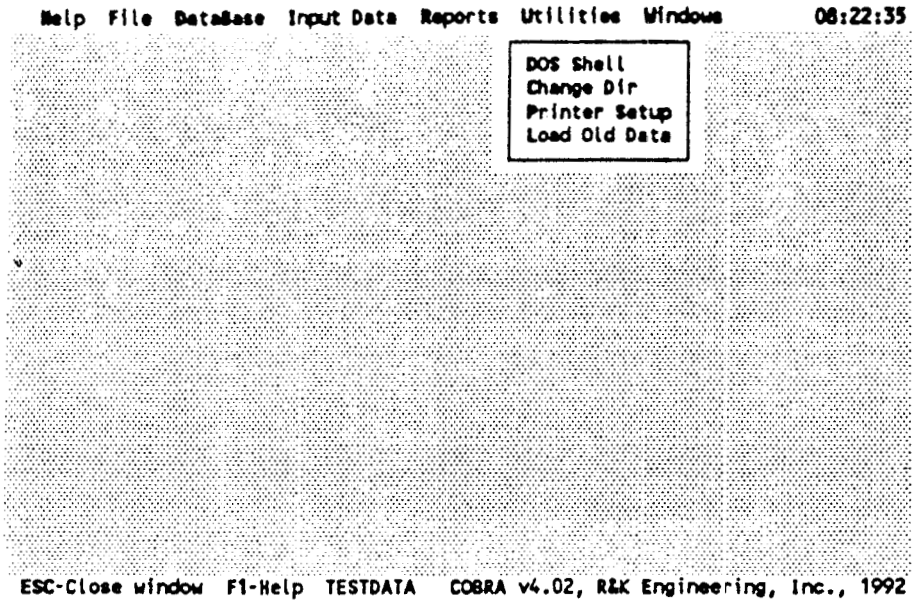

FIGURE 34 - Utilities Menu

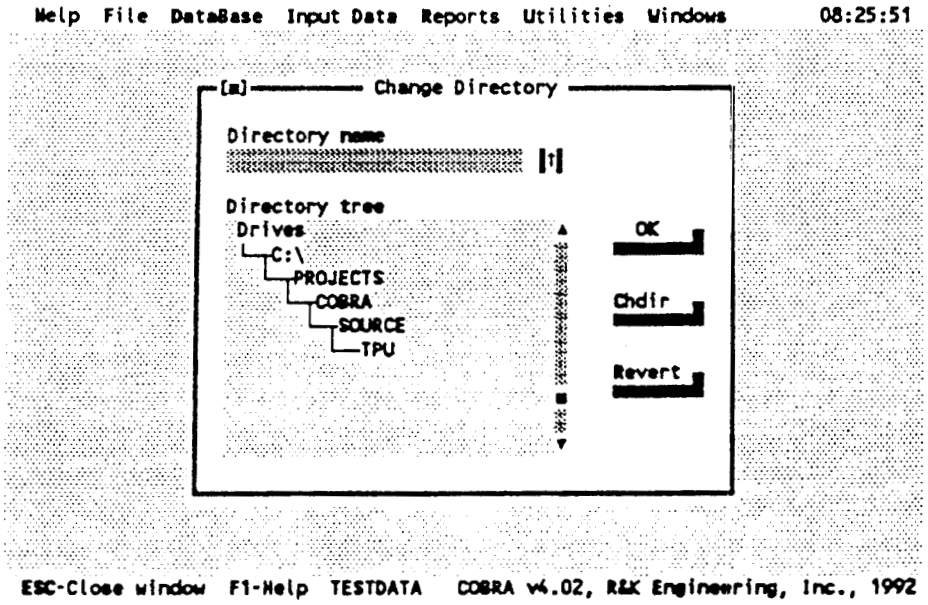

FIGURE 35 - "Change Directory" Window

3.8.2 Changing Printer Set-Up

COBRA is delivered with a default printer device name which should allow printing on most printer set-ups. If printing with COBRA does not work, it may be necessary to change the Printer Set-Up inside of COBRA. By clicking on the words "Printer Setup" on the Utilities menu or by pressing <P>, the "Printer Setup" window is displayed (see Figure 36). The default device name is "PRN" which will work with most system configurations. Should a system not be able to print with this setting (a LAN for example) the correct device name can be entered in the "Enter Printer Device Name:" field. Click on "OK" to accept the new device name or press <ENTER>.

If the user wants to change the directory to be used to store Reports, the new entry can by typed into the "Enter Report Directory" field. This may be useful if the user wants to run a new scenario or set of Reports, while continuing to save the current Reports in memory. Unless the directory is changed, any new Reports will automatically overwrite the old ones. Click on "OK" to accept the new directory or press <ENTER>.

The type of characters used make the borders for Migration Diagrams (see Section 5.18) can also be changed by clicking on the desired space. The pre-set value should work in most cases, however use of ASCII characters may be necessary for some printers. Click on "OK" to accept the new border format or press <ENTER>. To cancel the change(s), close the window and return to the Main Menu click on the word "Cancel", or click on the Close Window Square, or press <ESC>.

3.8.3 Loading Old Data

Users may want to load old scenario Data sets, created with earlier versions of COBRA. By clicking on the words "Load Old Data" on the Utilities menu or by pressing <L>, the "Load Old Data File" window is displayed (see Figure 37). The retrieval of an old, saved Data file (in the form "• • • .COB") can be done by double clicking on the file name desired. The Files list may also be accessed by pressing <TAB> to move the cursor to the Data files list, with the <↑> <↓> keys then being used to highlight the desired Data file. The highlighted Data file can be retrieved by clicking on the word "Open" or by pressing <ENTER>. Old Data files will automatically be modified in order to be compatible with COBRA V4.02 (old cumulative figures converted to by-year values, "hard-wired" factors input as variables, etc.). **Old Data files should always be reviewed, therefore, to be sure that no additional changes to input data are needed (see Chapter 4).** Old Data files, once loaded and converted to the current format, should be saved (see Section 3.4.2). This window may be closed and the user returned to the Main Menu by clicking on the word "Cancel", or by clicking the Close Window Square, or by pressing <ESC>.

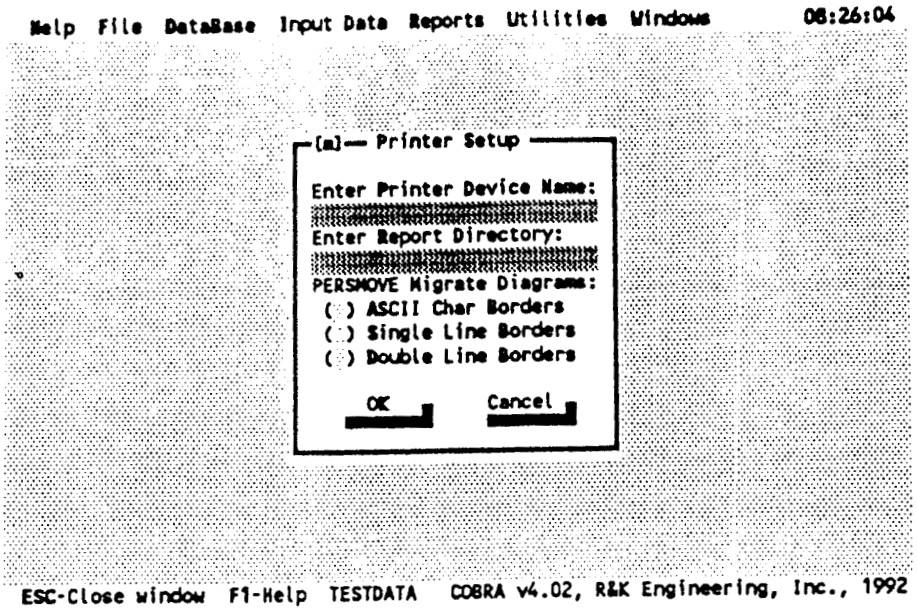

FIGURE 36 - "Printer Setup" Window

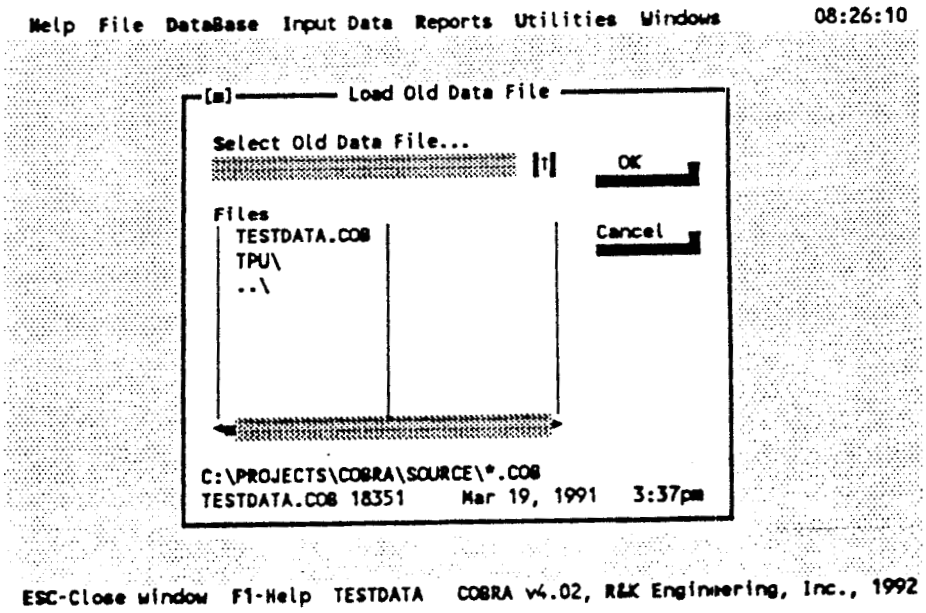

FIGURE 37 - "Load Old Data File" Window

3.9 WINDOWS

Many of the functions of COBRA, as well as inputs of data and outputs of Reports are accomplished through the use of windows displayed on the computer screen. The easiest way to operate COBRA in this windows environment is by using a mouse, however keyboard operations are also possible. The Windows menu selection is made by either clicking on the word "Windows" along the top of the Main Menu, or by pressing <ALT-W> (see Figure 38). The following discussion will describe general windows operations using mouse, keyboard, and the Windows menu. The sample COBRA window (see Figure 39) is notional; all windows features are described for it, however no actual COBRA window has all of these features active.

(1) Close Window Square. Clicking on this part of a window will close it, just as if <ESC> had been pressed. The Close Window Square is only present if the window is active.

(2) Window Title. By placing the mouse cursor on the title and pressing the mouse button, the window can be moved (dragged) to another location on the computer screen. This can also be done by pressing <CTRL-F5>, or selecting "Size/Move" on the Windows menu; the window can then be moved using the arrow keys, and placed by pressing <ENTER>.

(3) Window Number. A number is only presented when more than one window can be displayed (such as when viewing Reports). Clicking anywhere on an inactive window will make that window active (only one window can be active at a time). Pressing <ALT> and the Window number will also make the window active. Pressing <F6> or selecting "Next" on the Windows menu will shift the active window to the next window; <SHIFT-F6> will shift to the previous window.

(4) Zoom Icon. Clicking on this icon (↑) will expand the window to its full size, and place the unZoom icon in its place. Clicking on the unZoom icon (↕) will shrink the window back to its previous size. Pressing <F5> or selecting "Zoom" on the Windows menu will also toggle the active window between Zoomed and unZoomed conditions.

(5) Vertical Scroll Bar. Clicking on the triangles above or below the bar will scroll the text in the window up or down, while dragging the square will move the text proportionally. The text can also be moved using the <↑> <↓> and <PageUp> or <PageDown> keys.

(6) Horizontal Scroll Bar. Clicking on the triangles left or right of the bar will scroll the text in the window left or right, while dragging the square will move the text proportionally. The text can also be moved using the <←> <→> keys.

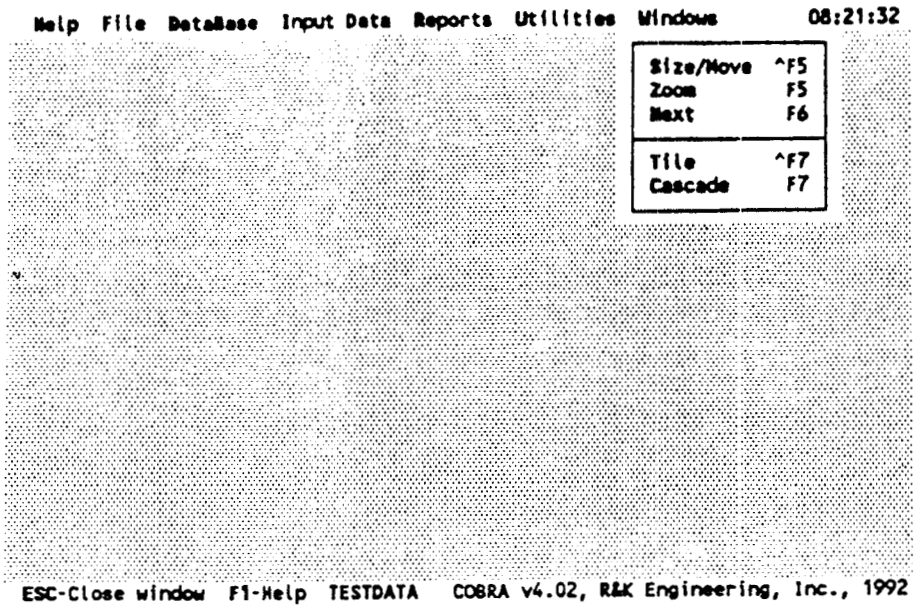

FIGURE 38 - Windows Menu

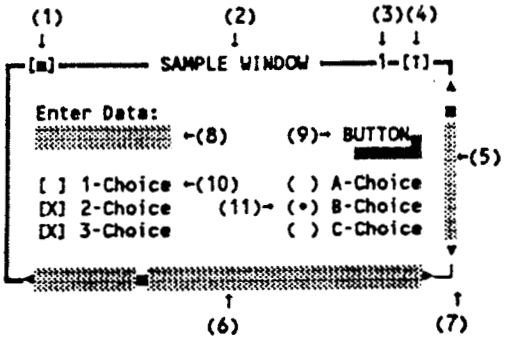

FIGURE 39 - Sample COBRA Window

(7) Grow Corner. Clicking here and dragging will allow window to be resized. This can also be done by pressing <CTRL-F5> or selecting "Size/Move" on the Windows menu; the window can then be sized using <SHIFT> and the arrow keys, and placed by pressing <ENTER>.

(8) Input Field. This is where input is entered to COBRA. All Data and Standard Factors screens contain this type of field. Other examples are windows where file names are entered. To use an input field, move the cursor to the field using the mouse or the keyboard, then type in the applicable entry and press <ENTER>.

(9) Button. Examples are "Cancel", "Next", "Save", and "OK" buttons. Clicking on a button with the mouse causes COBRA to react as though an actual button with the same function had been pressed with a finger. Buttons can also be activated by typing the highlighted character, or by pressing <ENTER> to activate the highlighted button.

(10) Checkboxes. These allow the selection of one or more items from a list (such as Reports or Bases). The item(s) are selected by clicking on it/them with the mouse, by typing the highlighted character, or by moving the cursor onto the item and pressing the <SPACE BAR>.

(11) Radio Buttons. These function just like checkboxes, except that only one item may be selected from each list (such as for Printer Setup or the Distance Database). Selecting a second item will cancel the previous selection (just like the buttons on your car radio).

When the user wants to display more than one window on the screen (several Reports for example) they may be sized and moved using the features described above, or they may be automatically displayed as either tiled or cascaded windows (see Figure 40). These automatic windows displays are invoked from the "View Reports" mode by pressing <CTRL-F7> or <F7> respectively. These can also be selected from the Windows menu by selecting "Tile" or "Cascade" or pressing <T> or <C>.

3.10 WARNING/CONFIRMATION BOXES

There are several safety features built into COBRA, designed to prevent inadvertent termination of the program, deletion of files, or other possible user errors. These are presented as "Warning" or "Confirm" boxes (see Figure 41) alerting the user to the situation, and requiring the user to indicate if he or she wants to continue with the operation. The choice is made by clicking on the option desired, or by typing the highlighted letter, or by pressing <ENTER> to chose the preferred (highlighted) option.

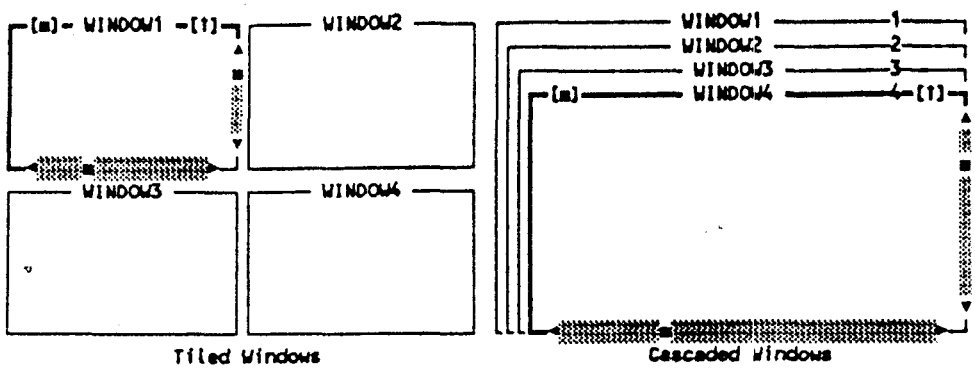

FIGURE 40 - Tiled and Cascaded Windows

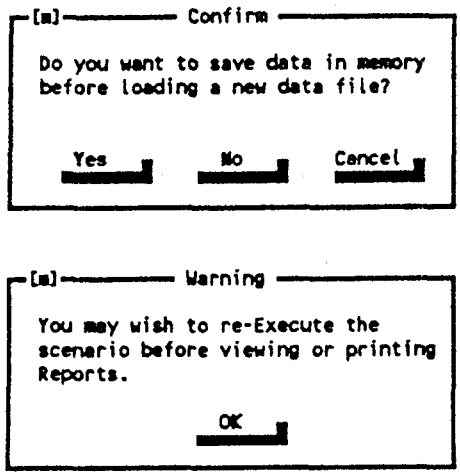

FIGURE 41 - Sample Warning and Confirm Boxes

3.11 ADVANCED OPERATIONS (Using Command-Line Parameters)

To allow for more efficient use of COBRA, or to automate some tasks, it is possible to issue some COBRA commands directly from the MS-DOS command line by use of Command-Line Parameters.

As was described in Section 3.1, entering "COBRA" is sufficient to initiate COBRA and provide access to the Main Menu. The user can then load a Data file to work with, through the COBRA menus. If the user wished to have COBRA automatically load a certain Data file when COBRA was initiated, he or she would enter "COBRA /L=filename" at the command prompt. COBRA will be then loaded, but the Data file named "filename" will already be in memory when the user is given access to the Main Menu.

To initiate COBRA, load a Data file, and execute it to create Reports, the user would enter "COBRA /E=filename". COBRA will then be initiated, and the user will be given access to the Main Menu after the Data file named "filename" has been loaded and the Reports executed.

If the user wishes to create Reports from a Data file without modifying data before (or after); entering "COBRA /X=filename" will cause COBRA to load the scenario and execute the Reports, after which COBRA will return the computer to the MS-DOS command line. This option is most useful for automating COBRA Report generation through MS-DOS batch files.

Additionally, another parameter can be used to change the directory into which the Reports will be created. By using "/D=directory" after "COBRA" (and another parameter, if specified), the default Reports directory specified in the Set-Up file (see Section 3.8.2) will be overridden by the directory specified in this parameter.

These advanced features are completely optional. The user may choose never to use them.

CHAPTER 4

DATA INPUT

CHAPTER 4 - DATA INPUT

The COBRA model requires the input of specific data before it can execute its Reports. This is done through the Data Entry screens and the Standard Factors tables which were briefly described in Section 3.6. Whether data is being input for the first time, or it is being modified from a saved data file, it is important to understand all of the inputs that are components of the COBRA model and therefore impact the reported results. Data Entry screens are constructed so that the user need only select one screen for the initial input/update of data, thereafter moving between screens/pages by clicking on the words "Next" and "Previous"; respective keyboard commands are <ALT-N> and <ALT-P>. This saves the data on a screen/page to Program memory. The screen/page can also be saved and the user return to the Main Menu by clicking on "Done" or pressing <ALT-D>. To close the Data Entry screens without saving and return to the Main Menu click on the Close Window Square or press <ESC>. **Be sure to save new data to Program memory before closing a screen/page, or it will be lost.** The cursor is moved from place to place on a screen by using the mouse or by repeated pressing of the <ENTER>, <TAB>, <Shift-TAB>, or the <↑> <↓> keys. The four Standard Factors tables are similarly completed. Detailed screen inputs are described below. See Section 3.4.2 for saving current scenario data to disk.

4.1 DATA ENTRY SCREEN 1 - GENERAL SCENARIO

This is the first Data Entry screen, where the general information is entered which defines the scenario being analyzed. Screen 1 (see Figure 42) is contained on one page.

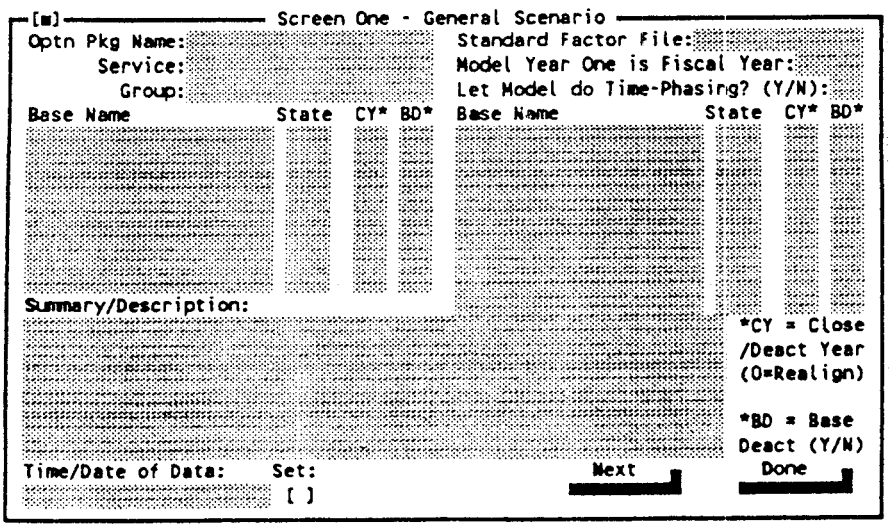

FIGURE 42 - Screen One - General Scenario

Option Package Name

This is a free text name for the realignment/closure option. This appears on most output Reports and on the File Directory (see Section 3.4.3) (Allowed entries up to 20 characters)

Service

The Service running the scenario (Army, Navy, Marine Corps, Air Force, or other agency). This entry is only for information, all calculations are identical for the various Services, except that the Army uses vehicle tons rather than numbers of vehicles moved (see Section 4.3). (Allowed entries up to 20 characters)

Group

The Major agency (Major Command/Staff Element) running the scenario. (Allowed entries up to 20 characters)

Standard Factor File

The Standard Factor file that is to be used with this scenario. When a Data set has been loaded the previously used Standard Factors file will be displayed here. When the user enters a different name, that new Standard Factors file replaces the old one and becomes the one to be used. When entering a new (never saved) name, users need not enter the path and extension; these will be automatically added. (Allowed entries up to 79 characters)

Model Year One is Fiscal Year

The first fiscal year of modeled scenario. COBRA will automatically show the correct years on other screens and Reports based on this year. (Allowed entries four digits, 1990 to 2100)

Let Model do Time-Phasing?

The default (Yes) will cause the model to automatically schedule construction and shut downs based on the movement of personnel. The entry of "No" allows user entered scheduling (on Screen 5) to be applied to construction and shut downs. (Allowed entries Y or N)

Base Name

The name of each base involved in the scenario (up to 15 individual bases per scenario). The names entered will automatically be entered where appropriate in the remainder of the Data Entry screens. See Section 3.5.1 for a discussion of loading bases from the database. (Allowed entries up to 20 characters)

State

The two letter abbreviation of the state where the base is located. (Allowed entries 2 characters)

Close Year (or Deactivate Year)

If the base is to be closed or deactivated, the year that the action will be accomplished. This is used in calculating Return On Investment years (see Section 5.1). (Allowed entries 0 to 6) Entry of the default (0) means that the activity at the base is realignment only. Cost/savings algorithms are different if a base is not closing or deactivating.

Base Deactivated

If the base is to be deactivated rather than closed, enter "Y" for yes. Cost/savings algorithms are different if the base is deactivating rather than closing. (Allowed entries Y or N)

Summary/Description

This is a six line, free text field for the user to enter a summary description of the scenario being modeled. This is for information only, but if entered, it will be printed on the Realignment Summary Report (see Section 5.1) and will appear in the File Directory (see Section 3.4.3). (Allowed entries up to 60 characters per line)

Time/Date of Data

The time/date of the data used in the scenario; this will be printed on each COBRA output Report. If a saved data file is used the time/date of that file will automatically be displayed here. The user can type in a new time/date in any desired format, or use the Set entry to enter the actual time/date. (Allowed entries up to 20 characters)

Set

This allows the user to enter the actual time/date in the Time/Date of Data field. Entering [X] in the Set space will enter the current time/date in the format HH:MM MM/DD/YYYY. (Allowed entries [X] or [ ])

4.2 DATA ENTRY SCREEN 2 - DISTANCE TABLE

Screen 2 (see Figure 43) will be displayed on one or more pages, depending on the number of bases entered on Screen 1.

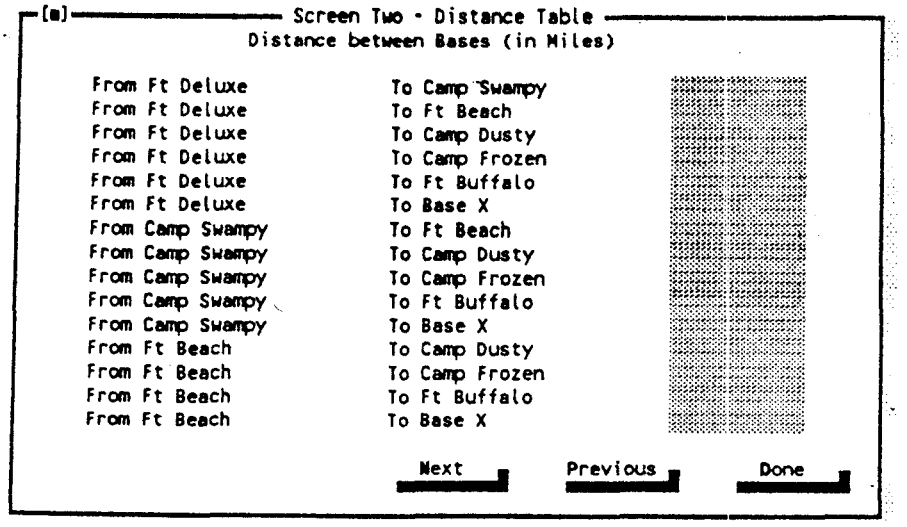

FIGURE 43 - Screen Two - Distance Table

Distance Between Bases

The distance in miles between bases involved in movements of personnel or equipment. All combinations of bases which were entered on Screen 1 will be presented with a place to enter the distance between them. The user will enter only the distances between bases which, in the scenario, will have movements take place (eg. If the scenario shows movements from Base A to Base B, and from Base B to Base C, the user will enter distances between A and B, and between B and C, but not enter the distance between A and C.). The combinations of bases shown to have moves planned (distances between them entered) will be automatically entered where appropriate on the remainder of the Data Entry screens. See Section 3.5.3 for a discussion of loading distances from the database. (Allowed entries 0.0 to 15,000.0 miles)

4.3 DATA ENTRY SCREEN 3 - MOVEMENT TABLE

For each pair of bases with movements planned (as defined by Screen 2 entries), the user will enter the personnel, equipment, and vehicles moving in each of the scenario years. The model will use these figures to calculate personnel and transportation costs and to automatically schedule construction and shutdown at each base. The pairs of bases will be entered automatically; the user need only enter the data below for the appropriate pair of bases. A separate page will be presented for each pair of bases (see Figure 44). **NOTE: The use of by-year rather than cumulative numbers is a change from previous versions of COBRA.**

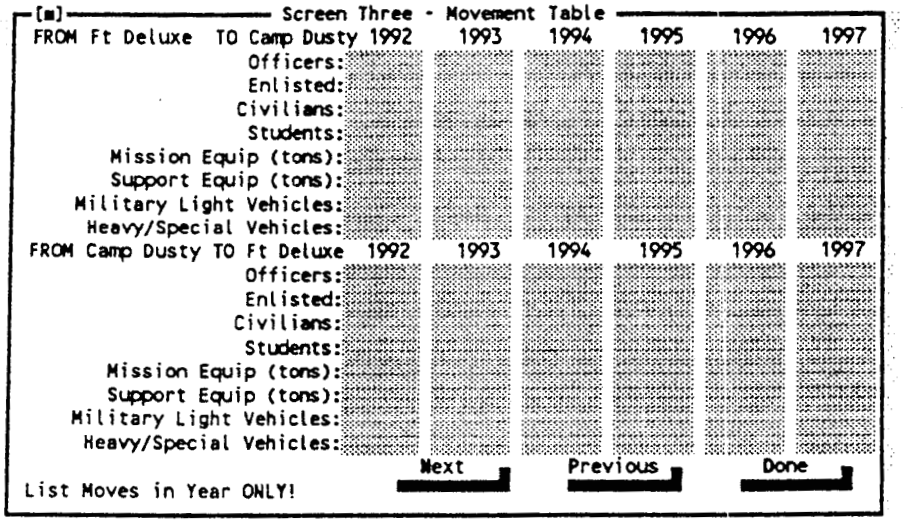

FIGURE 44 - Screen Three - Movement Table

Officers
The total number of officer and warrant officer positions moving from one base of a pair to the other base in each year of the scenario. (Allowed entries 0 to 30,000 officers)

Enlisted
The total number of enlisted personnel positions moving from one base of a pair to the other base in each year of the scenario. (Allowed entries 0 to 30,000 enlisted)

Civilians
The total number of civilian government employee positions (not contractors) moving from one base of a pair to the other base in each year of the scenario. (Allowed entries 0 to 30,000 civilians)

Students

The total number of student slots (PCS and TDY) moving from one base of a pair to the other in each year of the scenario. (Allowed entries 0 to 30,000 students)

Mission Equipment

The total tons (2000 pounds/ton) of mission equipment moving from one base of a pair to the other base in each year of the scenario. (Allowed entries 0 to 99,999 tons)

Support Equipment

The total tons (2000 pounds/ton) of support equipment moving from one base of a pair to the other base in each year of the scenario. (Allowed entries 0 to 99,999 tons)

Military Light Vehicles

The total number of vehicles which will be driven from one base of a pair to the other base in each year of the scenario. The Army enters tons rather than number of vehicles. (Allowed entries 0 to 99,999 vehicles, or tons for Army)

Heavy/Special Vehicles

The total number of large/special vehicles which will be transported (not driven) from one base of a pair to the other base in each year of the scenario. The Army enters tons rather than number of vehicles. (Allowed entries 0 to 99,999 vehicles, or tons for Army)

4.4 DATA ENTRY SCREEN 4 - BASE INFORMATION (STATIC)

For each base identified in the scenario (listed on Screen 1) the user will enter the specific information below. This data defines the starting point at each base as well as lists values which are expected to remain relatively constant at the base over the period of analysis. It will not change over the scenario years, and will change very little, if at all, from one scenario to another. A separate page will be presented for each base (see Figure 45). The user should save this data for each base so that time can be saved when the same base is part of another scenario. See Section 3.5.1 and 3.5.4 for discussions of loading this data from/to the database.

```
[■]──────── Screen Four - Base Information (Static) ────────
Base:  Fort Foothill
          Total Officers:                 RPMA Non-Payroll ($K/Yr):
          Total Enlisted:                     RPMA Payroll ($K/Yr):
          Total Students:                Communicatn Costs ($K/Yr):
  % Mil Families On Base:      %         Base Ops Non-Pay ($K/Yr):
Total Civilian Employees:                 Base Ops Payroll ($K/Yr):
 % Civs Not Will to Move:      %        Family Hous Costs ($K/Yr):
Off Housing Units Vacant:                          Area Cost Factor:
Enl Housing Units Vacant:
   Total Facilities (SF):                 CHAMPUS In-Patient($/Vis):
    Acreage on Base (AC):                CHAMPUS Out-Patient($/Vis):
   Officer VHA ($/Month):                 CHAMPUS Shift to Medicare:      %
  Enlisted VHA ($/Month):
   Per Diem Rate ($/Day):                 [ ] Homeowner Assistance Program
 Freight Cost ($/Ton/Mi):                 [ ] Unique Activity Information

                                  Next        Previous        Done
```

FIGURE 45 - Screen Four - Base Information (Static)

Total Officers

The total number of officers assigned to the base at the beginning of the scenario. (Allowed entries 0 to 50,000 officers)

Total Enlisted

The total number of enlisted personnel assigned to the base at the beginning of the scenario. (Allowed entries 0 to 50,000 enlisted)

Total Students

The total number of students assigned to the base at the beginning of the scenario. (Allowed entries 0 to 50,000 students)

Percent Military Families Living On Base

The percent of assigned military families which live on the base at the beginning of the scenario. (Allowed entries 0.0 to 100.0 percent)

Total Civilian Employees

The total number of civilian government employees (not contractors) assigned to the base at the beginning of the scenario. (Allowed entries 0 to 50,000 civilians)

Percent Civilians Not Willing to Move

The percent of assigned civilian employees who if their positions were moved to a new base would not be willing to relocate to the new base. (Allowed entries 0.0 to 100.0 percent)

Officer Housing Units Vacant

The total number of officer family housing units (sets of quarters) which are vacant at the beginning of the scenario. (Allowed entries 0 to 9,000 units, usually 0)

Enlisted Housing Units Vacant

The total number of enlisted family housing units (sets of quarters) which are vacant at the beginning of the scenario. (Allowed entries 0 to 9,000 units, usually 0)

Total Facilities

The total square feet of facilities, **except for Family Housing**, existing on the base at the beginning of the scenario. Family housing units and costs are treated separately from the rest of the base facilities. (Allowed entries 0 to 99,999,999 square feet)

Acreage on Base

The total acres on the base at the beginning of the scenario. (Allowed entries 0 to 10,000,000 acres)

Officer VHA

The average Variable Housing Allowance for officers who live off-base. (Allowed entries 0 to 20,000 $/month)

Enlisted VHA

The average Variable Housing Allowance for enlisted personnel who live off-base. (Allowed entries 0 to 20,000 $/month)

Per Diem Rate

The per diem rate at the base. (Allowed entries 0 to 400 $/day).

Freight Cost

The average cost of freight movement expected at the base. (Allowed entries 0.00 to 100.00 $/ton/mile)

RPMA (MRP) Non-Payroll

The Real Property Maintenance Activities (for Navy, Maintenance of Real Property) budget for the base at the beginning of the scenario which does not include either payroll or family housing costs (which are accounted for separately). (Allowed entries 0 to 99,999,999 $K/Yr)

RPMA (MRP) Payroll

The Real Property Maintenance Activities payroll budget for the base at the beginning of the scenario which does not include family housing costs (which are accounted for separately). (Allowed entries 0 to 99,999,999 $K/Yr)

Communications Costs

The base communications budget at the beginning of the scenario. If not separated from other Base Operations Costs they may be entered as part of the Base Operations Non-Payroll Costs, and no communications costs entered here. (Allowed entries 0 to 99,999,999 $K/Yr)

Base Operations Non-Payroll

The base operations budget for the base at the beginning of the scenario which does not include military or government civilian payroll costs (which are accounted for separately). Service contracts, which do include contractor payroll costs, should be included in this figure. (Allowed entries 0 to 99,999,999 $K/Yr)

Base Operations Payroll

The base operations payroll budget at the beginning of the scenario. (Allowed entries 0 to 99,999,999 $K/Yr)

Family Housing Costs

The total family housing budget for the base at the beginning of the scenario. (Allowed entries 0 to 99,999,999 $K/Yr)

Area Cost Factor

The published Area Cost Factor for construction costs at the base. (Allowed entries 0.00 to 5.00)

CHAMPUS In-Patient

The average cost paid by CHAMPUS for each in-patient visit of retirees and their dependents to civilian (off-base) hospitals/treatment facilities. (Allowed entries 0 to 99,999,999 $/visit)

CHAMPUS Out-Patient

The average cost paid by CHAMPUS for each out-patient visit of retirees and their dependents to civilian (off-base) hospitals/treatment facilities. (Allowed entries 0 to 99,999,999 $/visit)

CHAMPUS Shift to Medicare

The percent of retirees and dependents who are eligible for Medicare rather than CHAMPUS. This is used to adjust CHAMPUS costs for those entitled to Medicare coverage. (Allowed entries 0.00 to 100.00 percent)

Homeowner Assistance Program

Designated [X] if the base will have Homeowner Assistance Program costs incurred. When HAP is not applied at a base Relocation Services Entitlement (RSE) costs may be incurred for civilian employees. (Allowed entries On [X] or Off [ ])

Unique Activity Information

Designated [X] if the activity being modeled can not be modeled using standard calculations. Marking this field with an "X" will disconnect several of the model's algorithms and make Screen 8 - "Unique Activities" available for data entry (see Section 4.8). (Allowed entries On [X] or Off [ ])

4.5 DATA ENTRY SCREEN 5 - BASE INFORMATION (DYNAMIC)

For each base identified in the scenario (listed on Screen 1) the user will enter the specific information below. A separate page will be presented for each base (see Figure 46). This data does change over the scenario years, and will be greatly different from one scenario to another.

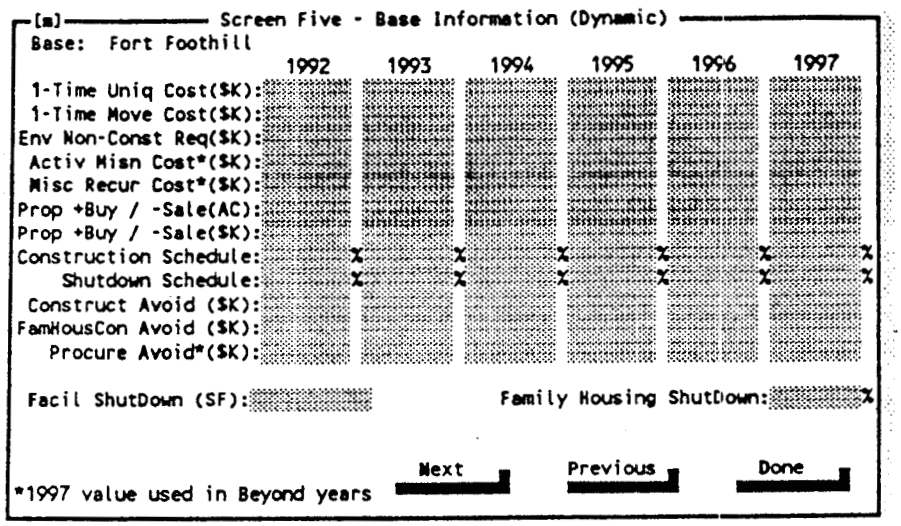

FIGURE 46 - Screen Five - Base Information (Dynamic)

One-Time Unique Costs

The unique expenditures during each year which can not be portrayed properly elsewhere. (Allowed entries -99,999 to 999,999 $K)

One-Time Moving Costs

The unique costs of moving during each year. Examples are special equipment or munitions transportation or calibration of laboratory equipment after it is moved. (Allowed entries -99,999 to 999,999 $K)

Environmental Non-Construction Required

The costs (negative if savings) in each scenario year of environmental mitigation, which are not construction. An example would be the purchase of additional sewage treatment, or solid waste disposal from off base. (Allowed entries -99,999 to 999,999 $K)

Activity Mission Costs

The change in mission costs each year realized by the activity(ies) which are involved in the closure/realignment. These are costs incurred by the activity; not part of the normal operations of the base. Examples of activity mission costs are fuel to travel to training areas, supplies, contracts, etc. not part of normal base overhead costs. These net costs (enter a negative value if a net savings) should be entered for the base the activity is located at. The figure entered in the last year will be assumed to continue throughout the remainder of the modeled years. (Allowed entries -99,999 to 999,999 $K)

Miscellaneous Recurring Costs

Recurring costs (enter a negative value if a savings) in each year, which are not covered in other entries above. The figure entered in the last year will be assumed to continue throughout the remainder of the modeled years. (Allowed entries -99,999 to 999,999 $K)

Property + Buy / - Sale (AC)

The purchase or sale of land during each scenario year (acres). (Allowed entries -99,999 to 999,999 acres)

Property + Buy / - Sale ($K)

The purchase or sale price of land during each scenario year. (Allowed entries -99,999 to 999,999 $K)

Construction Schedule

The user may enter the percent of construction to be completed (and therefore the percent of construction costs incurred) in each year. User must have entered "N" for Let Model do Time-Phasing? on Screen 1; otherwise COBRA will calculate the construction schedule based on percentage of personnel moving in the next year (this is so construction is finished before the people who require those facilities are moved. (Allowed entries 0 to 100 percent)

Shutdown Schedule

The user may enter the percent of facilities shutdown to be completed in each year. User must have entered "N" for Let Model do Time-Phasing? on Screen 1; otherwise COBRA will calculate the shutdown schedule based on percentage of personnel moving out. (Allowed entries 0 to 100 percent)

Construction Avoidance

The savings during each year generated by not having to construct projects (less Family Housing projects) which are no longer necessary because of the closure/realignment action. (Allowed entries 0 to 999,999 $K)

Family Housing Construction Avoidance

The savings during each year generated by not having to construct Family Housing projects which are no longer necessary because of the closure/realignment action. (Allowed entries 0 to 999,999 $K)

Procurement Avoidance

The savings (negative if costs) during each year generated by the reduction/cancellation of current contracts (not already included in mission, RPMA, or Base Ops costs). If reduction/cancellation of a contract will result in penalty costs, they should be subtracted from the savings in the first year that savings are reported. Also any termination penalties for mission, RPMA, and Base Ops contracts should be reflected here. The figure entered in the last year will be assumed to continue throughout the remainder of the modeled years. (Allowed entries -99,999 to 999,999 $K)

Facilities Shut Down

The total square feet of buildings to be closed. (Allowed entries 0 to 99,999,999 square feet)

Family Housing Shutdown

The percent of Family Housing that is to be shutdown. (Allowed entries 0.0 to 100.0 percent)

4.6 DATA ENTRY SCREEN 6 - BASE INFORMATION (PERSONNEL)

For each base identified in the scenario (listed on Screen 1) the user will enter the specific information below. A separate page will be presented for each base (see Figure 47). This data does change over the scenario years, and will be greatly different from one scenario to another. **NOTE: The use of by-year rather than cumulative numbers is a change from previous versions of COBRA.**

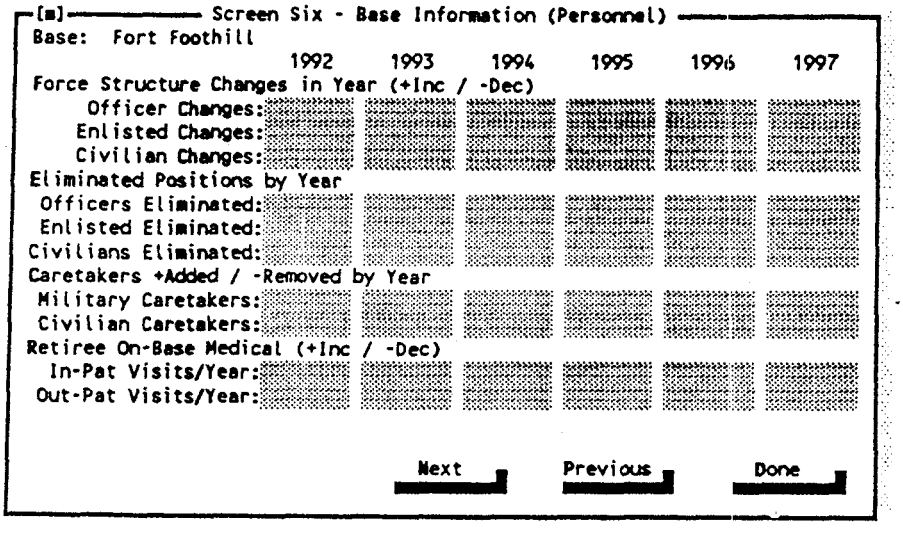

FIGURE 47 - Screen Six - Base Information (Personnel)

Officer Force Structure Changes

The total number of officer and warrant officer position changes at the base in each year, **independent of the closure/realignment action.** Costs/savings resulting from force structure changes are excluded from COBRA calculations. (Allowed entries -30,000 to 30,000 officers)

Enlisted Force Structure Changes

The total number of enlisted position changes at the base in each year, **independent of the closure/realignment action.** Costs/savings resulting from force structure changes are excluded from COBRA calculations. (Allowed entries -30,000 to 30,000 enlisted)

Civilian Force Structure Changes

The total number of civilian position changes at the base in each year, **independent of the closure/realignment action.** Costs/savings resulting from force structure changes are excluded from COBRA calculations. (Allowed entries -30,000 to 30,000 civilians)

Officer Positions Eliminated

The total number of officer and warrant officer positions eliminated at the base in each year, **as a direct result of the closure/realignment action.** Savings resulting from positions eliminated reductions are included in COBRA calculations. (Allowed entries 0 to 30,000 officers)

Enlisted Positions Eliminated

The total number of enlisted positions eliminated at the base in each year, **as a direct result of the closure/realignment action.** Savings resulting from positions eliminated reductions are included in COBRA calculations. (Allowed entries 0 to 30,000 enlisted)

Civilian Positions Eliminated

The total number of civilian positions eliminated at the base in each year, **as a direct result of the closure/realignment action.** Savings resulting from positions eliminated reductions are included in COBRA calculations. (Allowed entries 0 to 30,000 civilians)

Military Caretakers

The total number of military personnel added to (or if negative, subtracted from) a caretaker force at the base for each year. It is assumed that military caretakers are enlisted personnel. This is used only if the base is deactivating. (Allowed entries -30,000 to 30,000 military)

Civilian Caretakers

The total number of government civilian personnel added to (or if negative, subtracted from) a caretaker force at the base for each year. This is used only if the base is deactivating. (Allowed entries -30,000 to 30,000 civilians)

On-Base In-Patient Retiree Visits

The yearly change in the number of in-patient visits of retirees and their dependents to the on-base hospital/treatment facilities. This is used to calculate costs/savings of changes in CHAMPUS load. (Allowed entries -9,999,999 to 99,999,999 visits)

On-Base Out-Patient Retiree Visits

The yearly change in the number of out-patient visits of retirees and their dependents to the on-base hospital/treatment facilities. This is used to calculate costs/savings of changes in CHAMPUS load. (Allowed entries -9,999,999 to 99,999,999 visits)

4.7 DATA ENTRY SCREEN 7 - BASE INFORMATION (CONSTRUCTION)

For each base identified in the scenario (listed on Screen 1) the user will enter the specific information below. A separate page will be presented for each base (see Figure 48). If construction is not needed at the base, the Screen should be left blank.

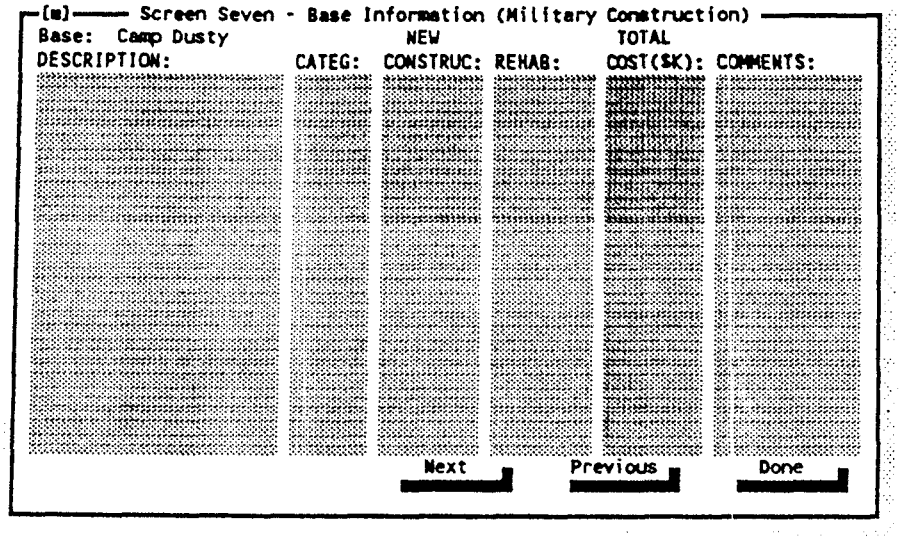

FIGURE 48 - Screen Seven - Base Information (Military Construction)

Description

The description of a construction and/or rehabilitation effort required to support the closure/realignment scenario. (Allowed entries up to 20 characters)

Category

The MILCON category of the requirement, from Standard Factors Table 4 (see Section 4.13). The user may, if desired, only type in the first three letters, and the program will automatically complete the entry from those categories on the Construction Standard Factors Table. If the entry is not listed on Standard Factors Table 4, COBRA will change it to "OTHER". (Allowed entries up to 5 characters)

New Construction

The size of the new construction required, in the appropriate units of measure (SF, SY, LF, BL), from Standard Factors Table 4 (see Section 4.13). This value times the unit cost on Standard Factors Table 4, is the basis of new construction costs. (Allowed entries 0 to 99,999,999 of the unit of measure)

Rehabilitation

The size of the rehabilitation requirement, in the appropriate units of measure (SF, SY, LF, BL), from Standard Factors Table 4 (see Section 4.13). This value times the unit cost and rehabilitation vs new construction, on Standard Factors Table 2, is the basis of rehabilitation costs. (Allowed entries 0 to 99,999,999 of the unit of measure)

Total Cost

The total cost, for the requirement where it is listed, for new construction and/or rehabilitation needed to support the closure/realignment action. **When the user enters a figure here construction costs are not calculated but the figure entered here is accepted as the total cost; COBRA then disregards the New Construction and Rehab figures for Military Construction cost calculations (although these figures are used elsewhere, and must be entered).** Requirements in the "OTHER" category have no unit costs in the Standard Factors table, and must have their Total Costs entered here. (Allowed entries 0 to 99,999,999 $K)

Comments

This is a place for the user to enter up to a full line of text to describe or clarify the scope of the construction listed. The screen only shows a small window of this text at one time, however when printed the entire line will appear on the line right below that showing the numerical information for the requirement. (Allowed entries up to 60 characters)

4.8 DATA ENTRY SCREEN 8 - BASE INFORMATION (UNIQUE ACTIVITIES)

This Data Entry screen is available for those situations where the model's standard algorithms do not apply. "Unique Activities" are defined as those installations for which the model's overhead, support for move, caretaker/mothball, and equipment/vehicle movement algorithms cannot be used. Most industrial activities can be accommodated without the use of this screen. In those cases where Screen 8 is required, the user must first designate the base as a Unique Activity on Screen 4 (see Section 4.4). A separate page will be presented for each indicated base (see Figure 49).

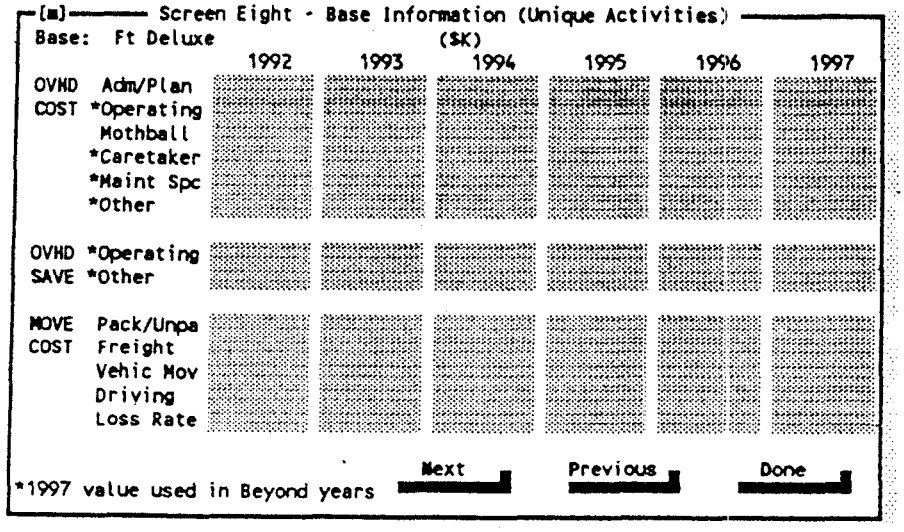

FIGURE 49- Screen Eight - Base Information (Unique Activities)

Administrative and Planning Overhead Costs

The administrative and planning overhead costs for each scenario year. (Allowed entries 0 to 9,999,999 $K)

Operating Overhead Costs

The operating overhead costs for each scenario year; the figure entered for the last year will be assumed to continue through the remainder of the study years. (Allowed entries 0 to 9,999,999 $K)

Mothball Overhead Costs

The mothball overhead costs for each scenario year. (Allowed entries 0 to 9,999,999 $K)

Caretaker Overhead Costs

The caretaker overhead costs for each scenario year; the figure entered for the last year will be assumed to continue through the remainder of the study years. (Allowed entries 0 to 9,999,999 $K)

Maintenance of Space Overhead Costs

The maintenance of space overhead costs for each scenario year; the figure entered for the last year will be assumed to continue through the remainder of the study years. (Allowed entries 0 to 9,999,999 $K)

Other Overhead Costs

The overhead costs for each scenario year which are not included in the overhead costs listed above; the figure entered for the last year will be assumed to continue through the remainder of the study years. (Allowed entries 0 to 9,999,999 $K)

Operating Overhead Savings

The operating overhead savings for each scenario year; the figure entered for the last year will be assumed to continue through the remainder of the study years. (Allowed entries 0 to 9,999,999 $K)

Other Overhead Savings

The overhead savings for each scenario year which are not included in the operating overhead savings listed above; the figure entered for the last year will be assumed to continue through the remainder of the study years. (Allowed entries 0 to 9,999,999 $K)

Packing/Unpacking Moving Costs

The packing and unpacking moving costs for each scenario year. (Allowed entries 0 to 9,999,999 $K)

Freight Moving Costs

The freight moving costs for each scenario year. (Allowed entries 0 to 9,999,999 $K)

Vehicle Moving Costs

The vehicle moving costs for each scenario year, **excluding those vehicles which are driven.** (Allowed entries 0 to 9,999,999 $K)

Driving Moving Costs

The costs of driving vehicles during their movement. (Allowed entries 0 to 9,999,999 $K)

Loss Rate Moving Costs

The costs of losses due to moving during each scenario year. (Allowed entries 0 to 9,999,999 $K)

4.9 DATA ENTRY SCREEN 9 - EXPLANATORY NOTES

A single page screen is provided for the user to make any end notes that are desired (see Figure 50). These may explain the overall scenario or expand on information input on a specific Data Entry or Standard Factors screen. This information will be printed only on the Input Data Report (see Section 5.20).

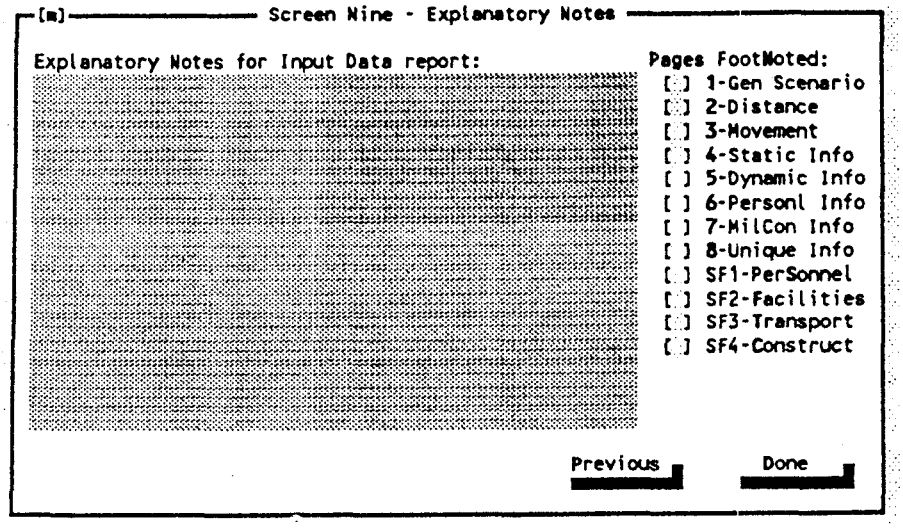

FIGURE 50 - Screen Nine - Explanatory Notes

Explanatory Notes for Input Data Report:

A free text input of user's notes referring to one or more screens. (Allowed entries 15 lines of up to 60 characters; although only 52 characters show per line, on this screen at one time)

Pages Footnoted:

User indicates screen(s) to which the note(s) apply, by clicking on the space for that screen, or by moving the cursor to highlight that screen and pressing the Space Bar, or by typing the highlighted number/letter of the screen. These screens will then be identified as having note(s). (Allowed entries On [X] or Off [ ])

4.10 STANDARD FACTORS TABLE 1 - PERSONNEL (see Figure 51)

This and the other Standard Factors Tables contain information common to all bases in the scenario. This data will not change for any one scenario, and should change very little, if at all, from one scenario to another. These Standard Factors tables should be saved for use in subsequent scenarios (see Section 3.4.6).

```
[m]------------ Table One - Standard Personnel Factors ------------

          Officers Married:                %   Civ Retired Pay Factor:                %
          Enlisted Married:                %       Priority Placement:                %
   Enlisted Housing MilCon:                %     PPS Place Involv PCS:                %
                                                     Civ PCS Cost ($):
   Officer Salary ($/Year):                          New Hire Cost ($):
  Officer BAQ w/Depdts ($):
  Enlisted Salary ($/Year):                  Nat Median Home Price($K):
 Enlisted BAQ w/Depdts ($):                   Home Sale Reimburse Rate:                %
 Avg Unemploy Cost($/Week):                 Max Home Sale Reimburs($):
 Unemploy Eligible (Weeks):                 Home Purch Reimburse Rate:                %
  Civilian Salary ($/Year):                 Max Home Purch Reimbur($):
                                                  Home Ownership Rate:                %
         Civilian Turnover:                %       HAP Home Value Rate:                %
 Civilian Early Retirement:                %        HAP Receiving Rate:                %
        Civilians Quitting:                %       RSE Home Value Rate:                %
   Civilian RIF Pay Factor:                %        RSE Receiving Rate:                %

    Standard Factors File                                 Next          Done
   Description:
```

FIGURE 51 - Table One - Standard Personnel Factors

Officers Married

The percent of total officers who are married. Married officer couples, assigned to the same base should be counted as one married officer (i.e. Do not double-count two officers who are married to each other). This is used to calculate HAP, HHG transportation, and Family Housing budget. (Allowed entries 0.00 to 100.00 percent)

Enlisted Married

The percent of total enlisted personnel who are married. Married enlisted couples, assigned to the same base should be counted as one married member (i.e. Do not double-count two enlisted members who are married to each other). This is used to calculate HAP, HHG transportation, and Family Housing budget. (Allowed entries 0.00 to 100.00 percent)

Enlisted Housing MILCON

The percent of new Family Housing and Bachelor Quarters construction to be assigned to enlisted personnel. This is used to determine the allocation of newly constructed on-post housing/barracks. (Allowed entries 0.00 to 100.00 percent)

Officer Salary

The average officer annual salary. This is used to calculate the savings of elimination of officer positions. (Allowed entries 0.00 to 99,999.99 $/Yr)

Officer BAQ - With Dependents

The average Basic Allowance for Quarters for officers, with dependents. This is used to calculate costs/savings of changes in the officer population living off-post. (Allowed entries 0.00 to 20,000.00 $/month)

Enlisted Salary

The average enlisted annual salary. This is used to calculate the savings of elimination of enlisted positions. (Allowed entries 0.00 to 99,999.99 $/Yr)

Enlisted BAQ - With Dependents

The average Basic Allowance for Quarters for enlisted, with dependents. This is used to calculate costs/savings of changes in the enlisted population living off-post. (Allowed entries 0.00 to 20,000.00 $/month)

Average Unemployment Costs

The average unemployment cost. This is used to calculate unemployment costs over the period of unemployment eligibility. (Allowed entries 0.00 to 2,000.00 $/week)

Unemployment Eligibility

The period of time over which unemployment payments are paid. Used in conjunction with Average Unemployment Costs and personnel positions lost to calculate unemployment costs. (Allowed entries 0 to 52 weeks)

Civilian Salary

The average annual salary, for government civilian employees. This is used to calculate costs/savings of changes in the size of the civilian workforce. (Allowed entries 0.00 to 99,999.99 $/Yr)

Civilian Turnover

The average percent of government civilian employees who normally leave their positions for reasons **not related to closure/realignment actions.** This is used to adjust the size of the civilian workforce for normal turnovers. (Allowed entries 0.00 to 100.00 percent/Yr)

Civilian Early Retirement

The average percent of government civilian employees who retire early **as a result of closure/realignment actions.** This is used to adjust the size of the civilian workforce for early retirements, and to calculate early retirement costs. (Allowed entries 0.00 to 100.00 percent)

Civilians Quitting

The average percent of government civilian employees expected to quit their jobs, and therefore forego severance pay, unemployment pay, and other benefits (except for terminal leave) **as a result of closure/realignment actions.** This is used to adjust the size of the civilian workforce for personnel who quit their jobs. (Allowed entries 0.00 to 100.00 percent)

Civilian RIF Pay Factor

The average percent of government civilian employee annual pay that will be paid as severance pay to those losing their jobs **as a result of Reduction In Force associated with the closure/realignment action.** (Allowed entries 0.00 to 100.00 percent)

Civilian Retired Pay Factor

The average percent of increase in government civilian retirement pay as a result of early retirements. This is used to calculate the costs of early retirements. (Allowed entries 0.00 to 100.00 percent)

Priority Placement

The average percent of government civilian employees who receive other government jobs as a result of the Priority Placement System. (Allowed entries 0.00 to 100.00 percent)

PPS Placements Involving PCS

The percent of personnel who receive jobs through the Priority Placement System who must move more that 50 miles. This is used to calculate moving costs. (Allowed entries 0.00 to 100.00 percent)

Civilian PCS Cost

The average cost of relocating a government civilian employee to a new location, who has received a job through the Priority Placement System (if the move is over 50 miles). An average Permanent Change of Station cost is used since PPS placements will result in relocations to undetermined locations. (Allowed entries 0.00 to 99,999.99 $)

New Hire Cost

The average cost to hire a new civilian employee. (Allowed entries 0.00 to 10,000.00 $)

National Median Home Price

The median home cost over the entire United States. This is adjusted by the base Area Cost Factor, and then used to calculate HAP and RSE costs. (Allowed entries 0.00 to 2,500.00 $K)

Home Sale Reimbursement Rate

The average percent of home sales reimbursement. (Allowed entries 0.00 to 100.00 percent)

Maximum Home Sale Reimbursement

The maximum reimbursement for home sales. (Allowed entries 0.00 to 25,000.00 $)

Home Purchase Reimbursement Rate

The average percent of home purchase reimbursement. (Allowed entries 0.00 to 100.00 percent)

Maximum Home Purchase Reimbursement

The maximum reimbursement for home purchase. (Allowed entries 0.00 to 25,000.00 $)

Home Ownership Rate

The average percent of military personnel and government civilian employees who own their homes. (Allowed entries 0.00 to 100.00 percent)

Homeowners Assistance Program (HAP) Home Value Rate

The percent of house value that HAP will pay. This is used to calculate HAP costs, which reported on the HAP/RSE line of the output Reports. (Allowed entries 0.00 to 100.00 percent)

Homeowners Assistance Program (HAP) Receiving Rate

The average percent of homeowners who will be provided with this service. HAP will only be costed at a base when RSE is not applied, and it will be reported on the HAP/RSE line of output Reports. (Allowed entries 0.00 to 100.00 percent)

Relocation Service Entitlement (RSE) Home Value Rate

The percent of house value that RSE will pay. This is used to calculate RSE costs, which reported on the HAP/RSE line of the output Reports. (Allowed entries 0.00 to 100.00 percent)

Relocation Service Entitlement (RSE) Receiving Rate

The average percent of Civilian homeowners who will be provided with this service. RSE will only be costed at a base when HAP is not applied, and it will be reported on the HAP/RSE line of output Reports. (Allowed entries 0.00 to 100.00 percent)

Standard Factors File Description

A free-text entry for the user to describe the Standard Factors file. This is only used when the user calls-up the File Directory (see Section 3.4.3). (Allowed entries 20 characters)

4.11 STANDARD FACTORS TABLE 2 - FACILITIES (see Figure 52)

```
[■]──────── Table Two - Standard Facilities Factors ────────

RPMA Building SF Index*:                Avg Bach Qtrs Size (SF):
  BOS Population Index*:                 Avg Fam Qtrs Size (SF):
Support for Move Factor:          %
                                       MILCON PERCENTAGES
CARETAKER COSTS                          Rehab vs. New Construct:          %
  Admin Space Needs(SF):                 Info Management Account:          %
  Percent Original RPMA:          %            Design Percentage:          %
   Mothball Cost ($/SF):                         SIOH Percentage:          %
                                          Contingence Percentage:          %
  NPV/ROI Discount Rate:          %         Site Prep Percentage:          %
 NPV/ROI Inflation Rate:          %

FINANCE.RPT INFLATION RATES
  1992:          %   1993:          %
  1994:          %   1995:          %
  1996:          %   1997:          %

                                   Next        Previous        Done
* Indices are used as exponents
```

FIGURE 52 - Table Two - Standard Facilities Factors

RPMA Buildings Index

The exponent of base building square footage, used in Real Property Maintenance Activity Non-Payroll cost calculations. This represents the nonlinearity of the relationship between change in base building area and the change in RPMA costs; normal value of this index is $\leq$ 1.0. (Allowed entries 0.00 to 5.00)

BOS Population Index

The exponent of base population, used in Base Operations Support Non-Payroll cost calculations. This represents the nonlinearity of the relationship between change in base population and the change in BOS costs; normal value of this index is $\leq$ 1.0. (Allowed entries 0.00 to 10.00)

Support for Move Factor

Coefficient that the Base Operations Support (Payroll and Non-Payroll) is multiplied by to calculate the costs of administrative support for movements of personnel and equipment. (Allowed entries 0.0 to 100.0)

Caretaker Admin Space Needs

The average administrative space required for each caretaker. (Allowed entries 0.0 to 1,000,000.0 SF)

Caretaker Percent of Original RPMA

The average percent of original Real Property Maintenance Activity costs which apply to facilities under caretaker status. (Allowed entries 0.0 to 100.0 percent)

Mothball Cost

The average cost to mothball facilities. (Allowed entries 0.00 to 100.00 $/square foot)

NPV/ROI Discount Rate

The discount rate to be used for the Net Present Value and Return On Investment calculations (see Sections 5.1 and 5.2). (Allowed entries 0.00 to 100.0 percent)

NPV/ROI Inflation Rate

The inflation rate to be used for the Net Present Value and Return On Investment calculations (see Sections 5.1 and 5.2). (Allowed entries 0.0 to 100.0 percent)

Inflation Rates for Finance Report

The inflation rate projected for each of the six years of the scenario. These are used for the Financial Summary Report only (see Section 5.13). (Allowed entries 0.0 to 100.0 percent)

Average Bachelor Quarters Size

The average square feet of bachelor quarters. This is used to convert square feet of construction into sets of bachelor quarters. (Allowed entries 0 to 500 square feet)

Average Family Quarters Size

The average square feet of family quarters. This is used to convert square feet of construction into sets of family quarters. (Allowed entries 0 to 2,000 square feet)

Rehabilitation vs New Construction Costs

The average percent of new construction costs required to rehabilitate a space of equal size. This is used to adjust costs for rehabilitation rather than new construction requirements. (Allowed entries 0.0 to 100.0 percent)

Information Management Account Percentage

The average percent of construction cost required to provide communications; only used for categories measured in square feet. (Allowed entries 0.0 to 100.0 percent)

Design Percentage

The average percent of construction cost which must be added to accomplish planning and design. (Allowed entries 0.0 to 100.0 percent)

SIOH Percentage

The average percent of construction cost which must be added to cover project supervision, inspection, and overhead. (Allowed entries 0.0 to 100.0 percent)

Contingency Percentage

The average percent of construction cost which must be added to cover unforseen (contingency) requirements. (Allowed entries 0.0 to 100.0 percent)

Site Preparation Percentage

The average percent of construction cost which must be added to cover site preparation of the construction area. (Allowed entries 0.0 to 100.0 percent)

4.12 STANDARD FACTORS TABLE 3 - TRANSPORTATION (see Figure 53)

```
[m]──────── Table Three - Standard Transportation Factors ────────

Material/Assignd Pers(Lb):                Equip Pack & Crate($/Ton):
   Officer HHG(Lb/Family):                  Milit Light Vehic($/Mi):
 Enlisted HHG(Lb/Family):                    Heavy/Spec Vehic($/Mi):
  Military HHG(Lb/Single):                  POV Reimbursement($/Mi):
  Civilian HHG(Lb/Person):                 Air Transport($/Pass Mi):
                                            Misc($/Direct Employee):

 Total HHG Costs($/100Lb):                 Avg Mil Tour Length(Yrs):
                                           Routine PCS($/Pers/Tour):
       Shipping Loss Rate:          %      One-Time Off PCS Cost($):
                                           One-Time Enl PCS Cost($):

                                  Next        Previous        Done
```

FIGURE 53 - Table Three - Standard Transportation Factors

Material Per Assigned Person

The average weight of material per person assigned, other than mission and support equipment which is included on Screen 3. (Allowed entries 0.0 to 10,000.00 pounds per person)

Officer HHG

The average pounds of household goods per officer family. (Allowed entries 0 to 100,000 pounds/family)

Enlisted HHG

The average pounds of household goods per enlisted family. (Allowed entries 0 to 100,000 pounds/family)

Military HHG

The average pounds of household goods per single military member. (Allowed entries 0 to 10,000 pounds/military)

Civilian HHG

The average pounds of household goods per government civilian employee. (Allowed entries 0 to 100,000 pounds/employee)

Total HHG Costs

The average cost of packing, storing, and unpacking 100 pounds of household goods. (Allowed entries 0.00 to 100.00 $/100lb.)

Shipping Loss Rate

The average percent of material lost in transit. (Allowed entries 0.0 to 100.0 percent)

Equipment Packing and Crating

The cost for packing and crating of material to be moved. (Allowed entries 0.0 to 100,000.00 $/ton)

Military Light Vehicle

The average cost per mile of driving military light vehicles. (Allowed entries 0.00 to 1,000.00 $/mile)

Heavy/Special Vehicle

The average cost per mile of transporting (not driving) heavy or special military vehicles. (Allowed entries 0.00 to 1,000.00 $/mile)

POV Reimbursement

The average reimbursement rate for driving Personally Owned Vehicles. (Allowed entries 0.00 to 100,000.00 $/mile)

Air Transport

The average cost of air transporting a passenger. (Allowed entries 0.00 to 100,000.00 $/mile)

Miscellaneous

The average moving cost per direct employee, not covered by other moving costs. (Allowed entries 0.00 to 100,000.00 $/employee)

Average Military Tour Length

The average length of military assignments. This is used to adjust the moving costs to account for those personnel who would move each year, independent of the closure/realignment action. (Allowed entries 1.00 to 20.00 years)

Routine PCS Costs

The average routine PCS costs per military position, per move. This is used in conjunction with the Average Military Tour Length to offset PCS costs to account for personnel who would move each year, independent of the closure/realignment action. (Allowed entries 0.00 to 100,000.00 $/person/move)

One-Time Officer PCS Costs

The average one-time costs of officer PCSs, per person. This is used in conjunction with the number of officer positions eliminated to estimate costs of moving officers to their "final" locations. (Allowed entries 0.00 to 100,000.00 $/person)

One-Time Enlisted PCS Costs

The average one-time costs of enlisted PCSs, per person. This is used in conjunction with the number of enlisted positions eliminated to estimate costs of moving enlisted personnel to their "final" locations. (Allowed entries 0.00 to 100,000.00 $/person)

4.13 STANDARD FACTORS TABLE 4 - CONSTRUCTION (see Figure 54)

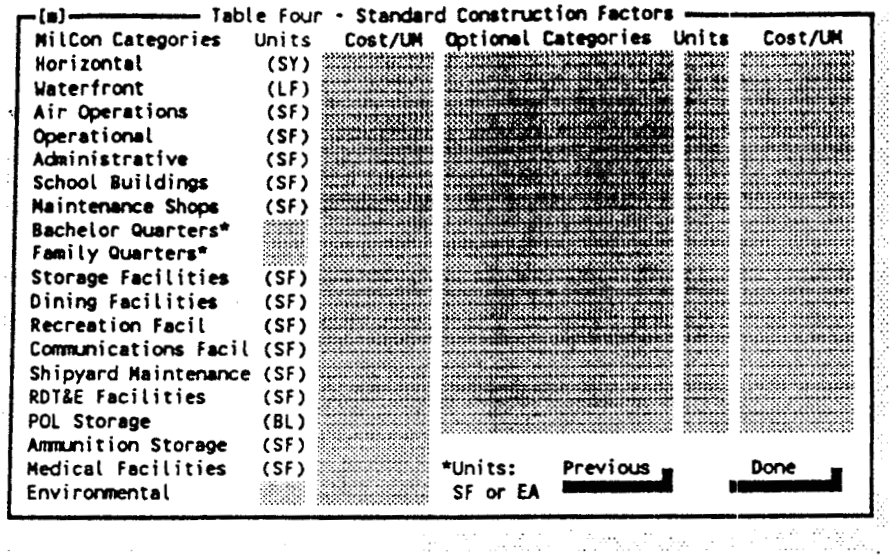

Figure 54 - Table Four - Standard Construction Factors

Cost per Unit of Measure

The average cost per Unit of Measure (UM) for new construction of each of the military construction categories listed. (Allowed entries 0.00 to 99,999.99 $/UM)

Bachelor Quarters Construction Units

This construction category unit of measure is entered by the user as either SF or EA.

Family Quarters Construction Units

This construction category unit of measure is entered by the user as either SF or EA.

Environmental Construction Units

This construction category line is for construction required for environmental mitigation. The units of measure for this category may be filled in by the user (Allowed entries 2 characters e.g. KG, TN, etc.). Only include actual on-base construction here; non-construction environmental mitigation costs are entered on Screen 5.

Optional Categories/Units

These are lines for entry of up to 16 construction requirements (and UM) which do not fit into the listed categories, or that the user wishes to specifically separate from other requirements in a category which is listed. (Allowed entries up to 20 characters for categories, 2 characters for units)

CHAPTER 5

REPORT OUTPUT

CHAPTER 5 - REPORT OUTPUT

This chapter will cover the various Reports that COBRA generates. Although most Reports provide outputs in terms of dollar costs and savings, several also provide non-dollar value information (such as numbers of personnel, square feet of construction, etc.). Both costs and savings can be reported as positive or negative numbers. A cost reported as a positive number represents an actual cost, and a negative cost represents an actual savings. Similarly, a savings reported as a positive number represents an actual savings, and a negative savings represents an actual cost. The viewing and printing of individual and group Reports was discussed earlier (see Section 3.7) and therefore, will not be discussed again here. Appendix B contains sample COBRA Reports.

5.1 REALIGNMENT SUMMARY REPORT (File name COBSUM.RPT)

The key output of the COBRA model is the Realignment Summary. This Report is contained on two pages, which display key values with which to evaluate the modeled scenario and to compare it with other scenarios.

Break Even Year (Years to Break Even)

This is Fiscal Year (and the years it takes), from the start of the closure/realignment action, to generate enough savings to offset the Total Costs. In other terms, this is the Payback Period.

ROI Years

The Return On Investment Years is the number of years, after completion of the closure/realignment action, to the break even point.

Option NPV in (Year 20)

The Net Present Value of the costs (if negative number, savings) of the realignment in constant First Year dollars. This is a measure of the total costs (over the 20-year period of analysis) to be realized by taking the closure/realignment actions in the scenario. The larger the negative value of NPV, the more the net savings and the more advantage there is to the realignment. If the NPV is not a negative number the realignment will result in a net cost over the 20-year period.

Total One-Time Cost

The cost of doing the closure/realignment modeled. This is the amount that must be offset by the net savings generated by the action.

Net Costs, Mission

The net costs (if negative number, savings) in each year, realized by the operations of the organizations that are involved in the closure/realignment. These are in such areas as fuel, supplies, contracts, etc. which are not part of normal base overhead functions.

Net Costs, Personnel

The net costs (if negative number, savings) in each year, due to changes in housing allowances, salary savings for eliminated personnel positions and associated costs such as severance pay.

Net Costs, Overhead

The net costs (if negative number, savings) in each year, due to changes in overhead; primarily caused by changes on Real Property Maintenance Activities, Base Operations Support, and Administrative and Planning.

Net Costs, Construction

The net costs (if negative number, savings) in each year, due to changes in construction requirements.

Net Costs, Moving

The net costs (if negative number, savings) in each year, due to movement of personnel and material.

Net Costs, Other

The net costs (if negative number, savings) in each year, due to factors not covered in the other net costs lines. Examples are sale/purchase of real estate, non-construction environmental mitigation, procurement changes, and CHAMPUS.

Officer Force Structure Reductions

The total number of officer positions eliminated each year at the bases, **independent of the closure/realignment action.**

Enlisted Force Structure Reductions

The total number of enlisted positions eliminated each year at the bases, **independent of the closure/realignment action.**

Civilian Force Structure Reductions

The total number of civilian positions eliminated each year at the bases, **independent of the closure/realignment action.**

Officer Positions Eliminated

The total number of officer positions eliminated each year at the bases, **as a direct result of the closure/realignment action.**

Enlisted Positions Eliminated

The total number of enlisted positions eliminated each year at the bases, **as a direct result of the closure/realignment action.**

Civilian Positions Eliminated

The total number of civilian positions eliminated each year at the bases, **as a direct result of the closure/realignment action.**

Officer Realignments

The total number of officer positions realigned each year.

Enlisted Realignments

The total number of enlisted positions realigned each year.

Student Realignments

The total number of student positions realigned each year.

Total Military Realignments

The total number of military positions realigned each year.

Civilian Realignments

The total number of civilian positions realigned each year.

Total Realignments

The total number of all types of positions realigned each year.

Summary/Description:

If the user has entered a text description of the scenario, it will be printed here (see Section 4.1)

Costs, Mission

The costs (if negative number, savings) in each year, realized by the operations of the organizations that are involved in the closure/realignment. These are in such areas as fuel, supplies, contracts, etc. which are not part of normal base overhead functions.

Costs, Personnel

The costs (if negative number, savings) in each year, due to changes in housing allowances, salary savings for eliminated personnel positions and associated costs such as severance pay.

Costs, Overhead

The costs (if negative number, savings) in each year, due to changes in overhead; primarily caused by changes on Real Property Maintenance Activities, Base Operations Support, and Administrative and Planning.

Costs, Construction

The costs (if negative number, savings) in each year, due to changes in construction requirements.

Costs, Moving

The costs (if negative number, savings) in each year, due to movement of personnel and material.

Costs, Other

The costs (if negative number, savings) in each year, due to factors not covered in the other net costs lines. Examples are sale/purchase of real estate, non-construction environmental mitigation, procurement changes, and CHAMPUS.

Savings, Mission

The savings (if negative number, costs) in each year, realized by the operations of the organizations that are involved in the closure/realignment activities. These are in such areas as fuel, supplies, contracts, etc. which are not part of normal base overhead functions.

Savings, Personnel

The savings (if negative number, costs) in each year, due to changes in housing allowances, salary savings for eliminated personnel positions and associated costs such as severance pay.

Savings, Overhead

The savings (if negative number, costs) in each year, due to changes in overhead; primarily caused by changes on Real Property Maintenance Activities, Base Operations Support, and Administrative and Planning.

Savings, Construction

The savings (if negative number, costs) in each year, due to changes in construction requirements.

Savings, Moving

The savings (if negative number, costs) in each year, due to movement of personnel and material.

Savings, Other

The savings (if negative number, costs) in each year, due to factors not covered in the other net savings lines. Examples are sale/purchase of real estate, non-construction environmental mitigation, procurement changes, and CHAMPUS.

5.2 NET PRESENT VALUES REPORT (File name NPV.RPT)

Another key COBRA Report is the Net Present Values (NPV) Report. This is usually contained on a single page, which displays the Cost and Inflated Cost for each year, and NPV of the cost of the realignment for each of the years of the analysis period (only uses more than one page if the years to achieve a net savings is large). The point where the NPV goes from a positive value (a cost) to a negative value (a savings) is the Break Even Year of the scenario; also shown on the COBRA Realignment Summary Report.

Year

The scenario year for which the costs are reported.

Cost

The cost in each year of the analysis (Base-Year dollars).

Inflated Cost

The inflated cost in each year of the analysis (Then-Year dollars).

NPV

The Net Present Value of the cumulative cost in each year of the analysis. These are the discounted values of the respective inflated costs for each year.

5.3 APPROPRIATIONS SUMMARY REPORT (File name APPSUM.RPT)

This Report provides summary costs, savings, and net costs of the closure/realignment. It shows general cost/savings for each year of the scenario, to include the "Beyond" year(s). If the total net costs have not become a negative number (meaning a net savings) at or before the "Beyond" year, no savings are realized for the closure/realignment action.

5.4 APPROPRIATIONS DETAIL REPORT (File name APPDET.RPT)

This Report provides detailed yearly costs, savings, and net costs of the closure/realignment. It is structured similarly to the Appropriations Summary Report, except that the break-out of costs/savings is in greater detail. Total costs, savings, and net costs are identical to those reported on the Appropriations Summary Report. Again, if the total net costs have not become a negative number (meaning a net savings) at or before the "Beyond" year, no savings are realized for the closure/realignment action.

5.5 APPROPRIATIONS DETAIL, FIXED COSTS REPORT (File name APPDETFX.RPT)

This Report provides detailed yearly fixed costs, savings, and net costs of the closure/realignment. It is identical to the Appropriations Detail Report, except that the costs/savings shown are only those that are fixed (one-time), and as such are always zero in the "Beyond" year(s). The combination of this Report and the Appropriations Detail, Steady-State Costs Report forms the Appropriations Detail Report.

5.6 APPROPRIATIONS DETAIL, STEADY-STATE COSTS REPORT (File name APPDETSS.RPT)

This Report provides detailed yearly steady-state costs, savings, and net costs of the closure/realignment. It is identical to the Appropriations Detail Report, except that the costs/savings shown are only those that are steady-state. The combination of this Report and the Appropriations Detail, Fixed Costs Report forms the Appropriations Detail Report.

5.7 ONE-TIME COST REPORT (File name 1TIMCOST.RPT)

This Report provides the total one-time (fixed) costs, savings, and net costs for each base in the scenario, and for the total scenario. The total of the yearly net costs shown on the Appropriations Detail, Fixed Costs Report is identical to the Total Net One-Time Costs shown on this Report.

5.8 MISSION COSTS REPORT (File name MISSION.RPT)

This Report provides the yearly mission costs, savings, and net costs for the entire scenario being modeled.

5.9 MOVING COSTS REPORT (File name MOVING.RPT)

This Report provides the yearly PCS, freight, and one-time moving costs of the entire realignment scenario.

5.10 OVERHEAD COSTS REPORT (File name OVERHEAD.RPT)

This Report provides the yearly overhead costs (if negative number, a savings) for the entire scenario, to include the "Beyond" years.

5.11 PERSONNEL COSTS REPORT (File name PERSONNE.RPT)

This Report provides the yearly personnel costs (if negative number, a savings) for the entire scenario, to include the "Beyond" years. Previous versions of COBRA contained a "Transfer Version" and a "Shutdown/deactivate Version" of this Report; only one version is now used.

5.12 OTHER COSTS REPORT (File name OTHER.RPT)

This Report provides the yearly costs (if negative number, a savings) for costs not covered in other cost-specific Reports, for the entire scenario.

5.13 FINANCIAL SUMMARY REPORT (File name FINANCE.RPT)

This Report is the budget information for the realignment scenario in a format which can be provided directly to the Service's Budget Office. This Report is not intended to be used for comparison/decision purposes, but rather is intended to provide post-decision input to the budget process. This is a new Report, never before contained in COBRA.

5.14 RPMA/BOS CHANGE REPORT (File name RPMABOS.RPT)

This Report shows changes in Real Property Maintenance Activity, Base Operations Support, and Housing costs for each year of the scenario.

5.15 BOS, LAND, SF, AND RPMA DELTAS REPORT (File name DELTAS.RPT)

This Report shows, for each base, the number and percent change in personnel, Base Operations Support costs, Real Property Maintenance Activity costs, combined RPMA and BOS costs, land acreage, and building square footage. Also shown are the ratio of changes in BOS, RPMA, RPMA plus BOS, acreage, and square footage to changes in personnel.

5.16 MILITARY CONSTRUCTION ASSETS REPORT (File name MILCONAS.RPT)

This Report provides military construction requirements and costs for each base, and a single-page summary of costs for all bases involved in the closure/realignment. The cost of each requirement includes not only the construction costs, but also the design, SIOH, site preparation, information management, and contingency costs; also shown are land purchases and construction avoidances.

5.17 PERSONNEL REALIGNMENTS REPORT (File name PERSONEL.RPT)

This Report shows a one-page summary of yearly personnel realignments for the entire scenario.

5.18 PERSONNEL MOVEMENT REPORT (MIGRATION DIAGRAMS) (File name PERSMOVE.RPT)

This Report consists of two sections. The first section provides a by-year Report of personnel moving to and/or from each base. The second section provides for each base, a diagram (graphic quality table) showing the starting population, ending population, and change in population (caused by realignments, force structure changes, and positions eliminated) for officers, enlisted, student, and civilian employees.

5.19 PERSONNEL YEARLY PERCENTAGES REPORT (File name PERSPERC.RPT)

This Report shows the yearly number and percentage of personnel changes at each base (percentages are used for automatic scheduling of construction and facilities to be shut down). Also shown are the time-phasings as calculated from the yearly personnel changes. This is a new Report, never before contained in-COBRA.

5.20 INPUT DATA REPORT (File name INPUTDAT.RPT)

This Report is a print-out of all Data Entry Screens and Standard Factors Tables showing the scenario inputs upon which the other Reports are based.

5.21 SCENARIO ERROR REPORT (File name ERROR.RPT)

This Report is created only if COBRA finds inconsistencies in scenario data. Since all Reports are generated at once, the other Reports will have been made using potentially incorrect data. When a Scenario Error Report is present, therefore, it should be checked immediately to determine if data corrections should be made. Once corrections are made to scenario data the Reports must be executed again before they are used for analysis purposes. The specific data inconsistencies that COBRA checks for are:

Option Package Name, Service

If the Service is not recognized by COBRA the Report will say so and use the default algorithms. COBRA will also remind the user if no Option Package Name has been entered.

Base Names

COBRA will alert the user if there are two bases with the same Name, or if a base has no name.

Close Year/Deactivate

COBRA will alert the user if a base is deactivating but has no year to be deactivated entered.

Time-Phasing of Construction or Shutdown

If the user is entering these schedules (rather than letting COBRA do them automatically) COBRA will alert if the yearly percentages do not total to 100%.

Caretakers

COBRA will check that no base loses more caretakers than it has, and than none are assigned to a base unless it is to be deactivated.

Personnel Movement/Migration

COBRA will check that no base loses more personnel than it has, and that none remain, or move, after it closes.

Personnel Realignments

COBRA checks that civilians retiring, civilian turnover, civilians quitting, and civilians not willing to move never exceed 100%.

Military Construction

COBRA will alert the user if a requirement uses a unit cost of $0. Also, no requirement with an "OTHER" category must have the total cost specified.

RPMA Calculations

COBRA will alert the user if a base has more acres sold, or more square feet shutdown, than it had. Also if a base still holds facilities after it closes.

APPENDIX A

TABLE of ACRONYMS

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APPENDIX A - TABLE of ACRONYMS

Acronym	Meaning
AC	Acre(s)
AMC	Army Material Command
BAQ	Basic Allowance for Quarters
BL	Barrel
BOS	Base Operations Support
CHAMPUS	Civilian Health and Medical Program for the Uniformed Services
DA	Department of the Army
DOD	Department of Defense
DOS	Disk Operating System
EA	Each
GAO	General Accounting Office
HAP	Homeowners Assistance Program
HHG	Household Goods
LAN	Local Area Network
LF	Linear Foot (Feet)
MILCON	Military Construction
MRP	Maintenance of Real Property
NPV	Net Present Value
PCS	Permanent Change of Station
POL	Petroleum, Oil, and Lubricants
POV	Privately Owned Vehicle
PPS	Priority Placement System
RDT&E	Research, Development, Test and Evaluation
RIF	Reduction in Force
ROI	Return on Investment
RPMA	Real Property Maintenance Activities (MRP for the Navy)
RSE	Relocation Service Entitlement
SIOH	Supervision, Inspection, and Overhead
SF	Square Foot (Feet)
SY	Square Yard(s)
TDY	Temporary Duty
UM	Unit of Measure
VHA	Variable Housing Allowance
$K	Thousands of Dollars

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APPENDIX B

SAMPLE COBRA REPORTS

APPENDIX B - SAMPLE COBRA REPORTS

This appendix contains a set of sample COBRA reports, generated from a fictional closure/realignment scenario. All standard COBRA reports are included, except the Input Data Report (which is only a printout of the input data that makes-up the scenario). Also removed are additional base-specific sections of reports when one such section adequately illustrates COBRA output.

COBRA REALIGNMENT SUMMARY (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

Starting Year : 1992
Break Even Year: 2004 (Year 13)
ROI Year : 2004 (7 Years)

Option NPV in 2011 ($K) : -18,224
Total One-Time Cost ($K) : 77,167

Net Costs ($K) Constant Dollars

	1992	1993	1994	1995	1996	1997	Beyond
Misn	0	-340	-714	-2,414	-3,094	-3,400	-3,400
Pers	-665	-3,115	-6,089	-8,538	-10,386	-10,911	-10,911
Ovhd	1,300	1,128	1,067	1,073	9,773	-390	-532
Cons	1,993	3,164	3,560	19,797	7,919	3,563	0
Movg	2,440	1,000	2,321	3,813	2,665	344	0
Othr	3,307	2,387	2,096	582	2,929	4,700	4,600
TOT	8,375	4,225	2,241	14,314	9,806	-6,093	-10,242

	1992	1993	1994	1995	1996	1997	TOTAL
FORCE STRUCTURE REDUCTIONS							
Officers	0	0	0	0	0	0	0
Enlisted	0	0	0	0	0	0	0
Civilian	0	0	0	0	0	0	0
POSITIONS ELIMINATED							
Officers	10	10	10	10	0	0	40
Enlisted	10	10	10	10	0	0	40
Civilian	10	70	40	40	30	0	190
PERSONNEL REALIGNMENTS							
Officers	60	60	60	60	60	0	300
Enlisted	60	60	60	60	60	0	300
Students	0	0	0	0	0	0	0
TOT MIL	120	120	120	120	120	0	600
Civilian	60	0	30	30	30	0	150
TOTAL	180	120	150	150	150	0	750

COBRA REALIGNMENT SUMMARY (COBRA Ver 4.02) - Page 2
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Costs ($K) Constant Dollars

	1992	1993	1994	1995	1996	1997	Beyond
Misn	0	550	1,155	3,905	5,005	5,500	5,500
Pers	-135	-269	-404	-539	-602	-602	-602
Ovhd	1,300	1,128	1,067	1,073	9,773	-390	-532
Cons	2,788	3,959	4,355	19,797	7,919	3,563	0
Movg	2,620	1,180	2,501	3,993	2,845	344	0
Othr	3,540	2,620	2,329	815	5,262	4,933	4,833
TOT	10,114	9,169	11,003	29,046	30,202	13,349	9,199

Savings ($K) Constant Dollars

	1992	1993	1994	1995	1996	1997	Beyond
Misn	0	890	1,869	6,319	8,099	8,900	8,900
Pers	531	2,845	5,685	8,000	9,784	10,309	10,309
Ovhd	0	0	0	0	0	0	0
Cons	795	795	795	0	0	0	0
Movg	180	180	180	180	180	0	0
Othr	233	233	233	233	2,333	233	233
TOT	1,739	4,943	8,762	14,732	20,396	19,442	19,442

NET PRESENT VALUES REPORT (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Year	Cost($)	Inflated Cost($)	NPV($)
1992	8,375,533	8,375,533	7,985,757
1993	4,225,354	4,225,354	11,648,228
1994	2,240,774	2,240,774	13,413,925
1995	14,313,905	14,313,905	23,667,699
1996	9,806,486	9,806,486	30,053,955
1997	-6,093,052	-6,093,052	26,446,714
1998	-10,242,589	-10,242,589	20,934,103
1999	-10,242,589	-10,242,589	15,922,639
2000	-10,242,589	-10,242,589	11,366,763
2001	-10,242,589	-10,242,589	7,225,057
2002	-10,242,589	-10,242,589	3,459,869
2003	-10,242,589	-10,242,589	36,972
2004	-10,242,589	-10,242,589	-3,074,753
2005	-10,242,589	-10,242,589	-5,903,594
2006	-10,242,589	-10,242,589	-8,475,267
2007	-10,242,589	-10,242,589	-10,813,152
2008	-10,242,589	-10,242,589	-12,938,502
2009	-10,242,589	-10,242,589	-14,870,639
2010	-10,242,589	-10,242,589	-16,627,126
2011	-10,242,589	-10,242,589	-18,223,933

APPROPRIATIONS SUMMARY (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

	1992	1993	1994	1995	1996	1997	Beyond
COSTS ($K)							
MilCon	2,292	3,254	3,579	16,270	6,508	2,929	0
FAM HOUSING							
Construct	497	705	776	3,527	1,411	635	0
Operation	0	16	39	125	164	180	180
O&M	3,572	2,344	3,409	4,984	18,631	6,590	6,104
Mil Pers	812	812	812	812	711	0	0
Envir Mit	945	945	945	0	0	0	0
HAP/RSE	0	0	0	0	0	0	0
Land Purch	1,250	0	0	0	0	0	0
Procuremts	0	0	0	0	0	0	0
Other	1,002	1,663	2,279	4,461	5,227	5,600	5,500
Misc Recur	0	0	0	0	0	0	0
TOTAL	10,370	9,739	11,841	30,181	32,653	15,934	11,784
SAVINGS ($K)							
MilCon	795	795	795	0	0	0	0
FAM HOUSING							
Construct	0	0	0	0	0	0	0
Operation	0	0	0	0	1,202	1,202	1,202
O&M	194	1,775	3,832	5,395	6,771	7,431	7,431
Mil Pers	772	1,821	2,871	3,920	4,441	4,261	4,261
Envir Mit	0	0	0	0	0	0	0
HAP/RSE	0	0	0	0	0	0	0
Land Reven	0	0	0	0	2,100	0	0
Procuremts	233	233	233	233	233	233	233
Other	0	890	1,869	6,319	8,099	8,900	8,900
Misc Recur	0	0	0	0	0	0	0
TOTAL	1,994	5,514	9,600	15,867	22,846	22,027	22,027
NET COSTS ($K)							
MilCon	1,497	2,459	2,784	16,270	6,508	2,929	0
FAM HOUSING							
Construct	497	705	776	3,527	1,411	635	0
Operation	0	16	39	125	-1,038	-1,022	-1,022
O&M	3,378	569	-423	-410	11,860	-841	-1,326
Mil Pers	40	-1,009	-2,058	-3,108	-3,730	-4,261	-4,261
Envir Mit	945	945	945	0	0	0	0
HAP/RSE	0	0	0	0	0	0	0
Land	1,250	0	0	0	-2,100	0	0
Procuremts	-233	-233	-233	-233	-233	-233	-233
Other	1,002	773	410	-1,858	-2,872	-3,300	-3,400
Misc Recur	0	0	0	0	0	0	0
TOTAL	8,375	4,225	2,241	14,314	9,806	-6,093	-10,242

APPROPRIATIONS DETAIL (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

COSTS($K)	1992	1993	1994	1995	1996	1997	Beyond
MilCon	2,292	3,254	3,579	16,270	6,508	2,929	0
FAM HOUSING							
Construct	497	705	776	3,527	1,411	635	0
Operations	0	16	39	125	164	180	180
O&M							
RPMA	0	0	6	21	27	30	30
BOS	87	145	218	290	362	362	362
UniqOperat	0	0	0	0	0	0	0
CIV SALARY							
Civ RIF	84	315	84	84	63	0	0
Civ Retir	147	147	147	147	122	0	0
CIV MOVING							
Per Diem	195	0	140	140	140	0	0
POV Miles	10	0	7	7	7	0	0
Home Purc	411	0	293	293	293	0	0
HHG	716	0	511	511	511	0	0
Misc	25	0	18	18	18	0	0
Hous Hunt	178	0	127	127	127	0	0
PPS	0	16	6	6	4	0	0
RITA	257	0	164	164	164	0	0
FREIGHT							
Packing	25	19	23	23	23	0	0
Freight	90	225	257	873	399	142	0
Vehicles	0	158	174	790	316	142	0
Driving	0	59	65	296	118	53	0
Loss Rate	2	9	10	39	17	7	0
CHAMPUS	0	0	0	0	4,833	4,833	4,833
Unemploymt	22	84	22	22	17	0	0
OTHER							
Caretaker	636	719	801	880	880	880	880
AdminPlan	596	447	335	251	188	141	0
Shutdown	0	0	0	0	10,000	0	0
Maintain	0	0	0	0	0	0	0
New Hire	90	0	0	0	0	0	0
1TimeMove	0	0	0	0	0	0	0
Unique	0	0	0	0	0	0	0
MIL PERSONNEL							
MIL MOVING							
Elim PCS	101	101	101	101	0	0	0
Per Diem	73	73	73	73	73	0	0
POV Miles	28	28	28	28	28	0	0
HHG	538	538	538	538	538	0	0
Misc	71	71	71	71	71	0	0

HouseAllow	0	0	0	0	0	0	0
Procurement	0	0	0	0	0	0	0
HAP/RSE	0	0	0	0	0	0	0
Envir Mitig	945	945	945	0	0	0	0
Info Manage	0	111	122	556	222	100	0
OTHER							
Mission	0	550	1,155	3,905	5,005	5,500	5,500
One-Time	1,002	1,002	1,002	0	0	0	0
Land Purch	1,250	0	0	0	0	0	0
Misc Recur	0	0	0	0	0	0	0
TOT COSTS	10,370	9,739	11,841	30,181	32,653	15,934	11,784

SAVINGS($K)	1992	1993	1994	1995	1996	1997	Beyond
MILCON							
Cost Avoid	795	795	795	0	0	0	0
FAM HOUSING							
Construct	0	0	0	0	0	0	0
Operations	0	0	0	0	1,202	1,202	1,202
O&M							
RPMA	0	0	4	7	11	13	13
BOS	19	200	328	488	635	768	768
UniqOperat	0	0	0	0	0	0	0
Civ Salary	175	1,575	3,500	4,900	6,125	6,650	6,650
Civ Moving	0	0	0	0	0	0	0
Freight	0	0	0	0	0	0	0
CHAMPUS	0	0	0	0	0	0	0
Unique Other	0	0	0	0	0	0	0
MIL PERSONNEL							
SALARY							
Officer	322	967	1,611	2,255	2,578	2,578	2,578
Enlisted	135	405	676	946	1,081	1,081	1,081
Mil Moving	180	180	180	180	180	0	0
HouseAllow	135	269	404	539	602	602	602
Procurement	233	233	233	233	233	233	233
HAP/RSE	0	0	0	0	0	0	0
Envir Mitig	0	0	0	0	0	0	0
Info Manage	0	0	0	0	0	0	0
OTHER							
Mission	0	890	1,869	6,319	8,099	8,900	8,900
LandRevenue	0	0	0	0	2,100	0	0
Misc Recur	0	0	0	0	0	0	0
TOT SAVINGS	1,994	5,514	9,600	15,867	22,846	22,027	22,027

APPROPRIATIONS DETAIL (COBRA Ver 4.02) - Page 3
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

NETCOST($K)	1992	1993	1994	1995	1996	1997	Beyond
MilCon	1,497	2,459	2,784	16,270	6,508	2,929	0
FAM HOUSING							
Construct	497	705	776	3,527	1,411	635	0
Operations	0	16	39	125	-1,038	-1,022	-1,022
O&M							
RPMA	0	0	2	14	16	16	16
BOS	68	-54	-110	-198	-273	-406	-406
UniqOperat	0	0	0	0	0	0	0
Civ Salary	56	-1,113	-3,269	-4,669	-5,939	-6,650	-6,650
Civ Moving	1,792	16	1,266	1,266	1,264	0	0
Other	1,461	1,720	1,688	3,176	11,959	1,366	880
MIL PERSONNEL							
Mil Salary	-457	-1,372	-2,287	-3,201	-3,659	-3,659	-3,659
Mil Moving	632	632	632	632	531	0	0
HouseAllow	-135	-269	-404	-539	-602	-602	-602
Procurement	-233	-233	-233	-233	-233	-233	-233
HAP/RSE	0	0	0	0	0	0	0
Envir Mitig	945	945	945	0	0	0	0
Info Manage	0	111	122	556	222	100	0
Other	1,002	662	288	-2,414	-3,094	-3,400	-3,400
Land	1,250	0	0	0	-2,100	0	0
CHAMPUS	0	0	0	0	4,833	4,833	4,833
Misc Recur	0	0	0	0	0	0	0
TOT NETCOST	8,375	4,225	2,241	14,314	9,806	-6,093	-10,242

APPROPRIATIONS DETAIL, FIXED COSTS (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

COSTS($K)	1992	1993	1994	1995	1996	1997
MilCon	2,292	3,254	3,579	16,270	6,508	2,929
FAM HOUSING						
Construct	497	705	776	3,527	1,411	635
O&M						
CIV SALARY						
RIF	84	315	84	84	63	0
Retire	147	147	147	147	122	0
CIV MOVING						
Per Diem	195	0	140	140	140	0
POV Miles	10	0	7	7	7	0
Home Purc	411	0	293	293	293	0
HHG	716	0	511	511	511	0
Misc	25	0	18	18	18	0
Hous Hunt	178	0	127	127	127	0
PPS	0	16	6	6	4	0
RITA	257	0	164	164	164	0
FREIGHT						
Packing	25	19	23	23	23	0
Freight	90	225	257	873	399	142
Vehicles	0	158	174	790	316	142
Driving	0	59	65	296	118	53
Loss Rate	2	9	10	39	17	7
Unemploymt	22	84	22	22	17	0
OTHER						
AdminPlan	596	447	335	251	188	141
Shutdown	0	0	0	0	10,000	0
Maintain	0	0	0	0	0	0
New Hire	90	0	0	0	0	0
1TimeMove	0	0	0	0	0	0
MIL PERSONNEL						
MOVING						
Elim PCS	101	101	101	101	0	0
Per Diem	73	73	73	73	73	0
POV Miles	28	28	28	28	28	0
HHG	538	538	538	538	538	0
Misc	71	71	71	71	71	0
HouseAllow	0	0	0	0	0	0
Procuremnt*	0	0	0	0	0	0
HAP/RSE	0	0	0	0	0	0
Envir Mitig	945	945	945	0	0	0
Info Manage	0	111	122	556	222	100
OTHER						
One-Time	1,002	1,002	1,002	0	0	0
Land Purch	1,250	0	0	0	0	0
TOT COSTS	9,647	8,309	9,622	24,959	21,381	4,149

APPRO. DETAIL FIXED COSTS (COBRA Ver 4.02) - Page 2
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

SAVINGS($K)	1992	1993	1994	1995	1996	1997
MILCON						
Cost Avoid	795	795	795	0	0	0
FAM HOUSING						
Construct	0	0	0	0	0	0
O&M						
Civ Moving	0	0	0	0	0	0
Freight	0	0	0	0	0	0
MIL PERSONNEL						
Moving	180	180	180	180	180	0
Procuremnt*	233	233	233	233	233	233
HAP/RSE	0	0	0	0	0	0
Envir Mitig	0	0	0	0	0	0
Info Manage	0	0	0	0	0	0
LandRevenue	0	0	0	0	2,100	0
TOT SAVINGS	1,208	1,208	1,208	413	2,513	233

NETCOST($K)	1992	1993	1994	1995	1996	1997
MilCon	1,497	2,459	2,784	16,270	6,508	2,929
FAM HOUSING						
Constructn	497	705	776	3,527	1,411	635
O&M						
Civ Salary	231	462	231	231	185	0
Civ Moving	1,792	16	1,266	1,266	1,264	0
Freight	117	469	529	2,022	874	344
Unemploymt	22	84	22	22	17	0
Other	686	447	335	251	10,188	141
MIL PERSONNEL						
Moving	632	632	632	632	531	0
HouseAllow	0	0	0	0	0	0
Procuremnt*	-233	-233	-233	-233	-233	-233
HAP/RSE	0	0	0	0	0	0
Envir Mitig	945	945	945	0	0	0
Info Manage	0	111	122	556	222	100
OTHER						
One-Time	1,002	1,002	1,002	0	0	0
Land	1,250	0	0	0	-2,100	0
TOT NETCOST	8,439	7,101	8,414	24,546	18,868	3,916

* Procurement values continue into Beyond Years.

APP. DETAIL, STEADY-STATE COSTS (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

COSTS($K)	1992	1993	1994	1995	1996	1997	Beyond
FAM HOUSING							
Operations	0	16	39	125	164	180	180
O&M							
RPMA	0	0	6	21	27	30	30
BOS	87	145	218	290	362	362	362
UniqOperat	0	0	0	0	0	0	0
CHAMPUS	0	0	0	0	4,833	4,833	4,833
OTHER							
Caretaker	636	719	801	880	880	880	880
Unique	0	0	0	0	0	0	0
OTHER							
Mission	0	550	1,155	3,905	5,005	5,500	5,500
Misc Recur	0	0	0	0	0	0	0
TOT COSTS	723	1,431	2,219	5,221	11,271	11,784	11,784

SAVINGS($K)	1992	1993	1994	1995	1996	1997	Beyond
FAM HOUSING							
Operations	0	0	0	0	1,202	1,202	1,202
O&M							
RPMA	0	0	4	7	11	13	13
BOS	19	200	328	488	635	768	768
UniqOperat	0	0	0	0	0	0	0
Civ Salary	175	1,575	3,500	4,900	6,125	6,650	6,650
CHAMPUS	0	0	0	0	0	0	0
UniqOther	0	0	0	0	0	0	0
MIL PERSONNEL							
SALARY							
Officer	322	967	1,611	2,255	2,578	2,578	2,578
Enlisted	135	405	676	946	1,081	1,081	1,081
HouseAllow	135	269	404	539	602	602	602
OTHER							
Mission	0	890	1,869	6,319	8,099	8,900	8,900
Misc Recur	0	0	0	0	0	0	0
TOT SAVINGS	786	4,306	8,392	15,454	20,333	21,794	21,794

APP DET, STEADY-STATE COSTS (COBRA Ver 4.02) - Page 2
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

NETCOST($K)	1992	1993	1994	1995	1996	1997	Beyond
FAM HOUSING							
Operations	0	16	39	125	-1,038	-1,022	-1,022
O&M							
RPMA	0	0	2	14	16	16	16
BOS	68	-54	-110	-198	-273	-406	-406
UniqOperat	0	0	0	0	0	0	0
Civ Salary	-175	-1,575	-3,500	-4,900	-6,125	-6,650	-6,650
CHAMPUS	0	0	0	0	4,833	4,833	4,833
OTHER							
Caretaker	636	719	801	880	880	880	880
Unique	0	0	0	0	0	0	0
MIL PERSONNEL							
SALARY							
Officer	-322	-967	-1,611	-2,255	-2,578	-2,578	-2,578
Enlisted	-135	-405	-676	-946	-1,081	-1,081	-1,081
HouseAllow	-135	-269	-404	-539	-602	-602	-602
OTHER							
Mission	0	-340	-714	-2,414	-3,094	-3,400	-3,400
Misc Recur	0	0	0	0	0	0	0
TOT NETCOST	-63	-2,875	-6,173	-10,232	-9,062	-10,009	-10,009

BASE ONE-TIME COST REPORT (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Base: Ft Deluxe, CA
(All values in Dollars)

MilCon w/o Avoidances	0
+ Moving	13,048,632
+ Eliminated Military PCS	406,360
+ Administrative/Support	1,959,699
+ Mothball/Shutdown	10,000,000
+ Civilian RIF	630,000
+ Civilian Early Retirement	710,500
+ Civilian New Hires	0
+ Civilian PPS	32,000
+ Land Purchases	0
+ Environmental Mitigation	0
+ One-Time Unique Costs	501,000
+ HAP / RSE	0
+ Unemployment	168,480
+ Info Management Account	0
= Total One-Time Costs	27,456,671

Milcon Cost Avoidances	0
+ Procurement Cost Avoidances	0
+ Land Sales	2,100,000
= Total One-Time Savings	2,100,000

Total One-Time Costs	27,456,671
- Total One-Time Savings	2,100,000
= Total Net One-Time Costs	25,356,671

NOTE: A separate page like the above will be provided for each base in the closure/realignment scenario. In order to save space, these other pages are omitted here.

TOTAL ONE-TIME COST REPORT (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

(All values in Dollars)

MilCon w/o Avoidances	42,383,578
+ Moving	12,584,172
+ Eliminated Military PCS	406,360
+ Administrative/Support	1,959,699
+ Mothball/Shutdown	10,000,000
+ Civilian RIF	630,000
+ Civilian Early Retirement	710,500
+ Civilian New Hires	90,000
+ Civilian PPS	32,000
+ Land Purchases	1,250,000
+ Environmental Mitigation	2,835,000
+ One-Time Unique Costs	3,006,000
+ HAP / RSE	0
+ Unemployment	168,480
+ Info Management Account	1,111,752
= Total One-Time Costs	77,167,542

Milcon Cost Avoidances	2,385,000
+ Procurement Cost Avoidances	1,398,000
+ Land Sales	2,100,000
= Total One-Time Savings	5,883,000

Total One-Time Costs	77,167,542
- Total One-Time Savings	5,883,000
= Total Net One-Time Costs	71,284,542

MISSION COSTS (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

Yearly Cost Breakout ($K)

	1992	1993	1994	1995	1996	1997*
Mission Costs	0	550	1,155	3,905	5,005	5,500
Mission Savings	0	890	1,869	6,319	8,099	8,900
Net Mission Costs	0	-340	-714	-2,414	-3,094	-3,400

* These values also apply to Beyond Year calculations.

MOVING COSTS (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

Yearly Cost Breakout ($K)

	1992	1993	1994	1995	1996	1997
PCS COSTS						
Mil Per Diem	73	73	73	73	73	0
Civ Per Diem	195	0	140	140	140	0
Mil POV mi	28	28	28	28	28	0
Civ POV mi	10	0	7	7	7	0
House Purch	411	0	293	293	293	0
Mil HHG Cost	538	538	538	538	538	0
Civ HHG Cost	716	0	511	511	511	0
Mil Misc	71	71	71	71	71	0
Civ Misc	25	0	18	18	18	0
House Hunt	178	0	127	127	127	0
RITA Costs	257	0	164	164	164	0
Mil Moves	-180	-180	-180	-180	-180	0
Subtotal	2,323	531	1,791	1,791	1,791	0
FREIGHT COSTS						
Packing	25	19	23	23	23	0
Freight	90	225	257	873	399	142
Vehicle	0	158	174	790	316	142
Driving	0	59	65	296	118	53
Loss Rate	2	9	10	39	17	7
Subtotal	117	469	529	2,022	874	344
OTHER COSTS						
1Time Moving	0	0	0	0	0	0
TOTAL	2,440	1,000	2,321	3,813	2,665	344

OVERHEAD COSTS REPORT (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

(All values in Dollars)

1992	Admin/Supp Cost	596,000
	+ Uniq Operating Cost	0
	+ RPMABOS Change	68,134
	+ Mothball Cost	0
	+ Caretaker Cost	635,790
	+ Maintain Space	0
	+ Misc Recur Cost	0
	+ Uniq Other Cost	0
	- Uniq Operating Savings	0
	- Uniq Other Savings	0
	Total Overhead Cost	1,299,924
1993	Admin/Supp Cost	447,000
	+ Uniq Operating Cost	0
	+ RPMABOS Change	-38,583
	+ Mothball Cost	0
	+ Caretaker Cost	719,501
	+ Maintain Space	0
	+ Misc Recur Cost	0
	+ Uniq Other Cost	0
	- Uniq Operating Savings	0
	- Uniq Other Savings	0
	Total Overhead Cost	1,127,918
1994	Admin/Supp Cost	335,250
	+ Uniq Operating Cost	0
	+ RPMABOS Change	-68,912
	+ Mothball Cost	0
	+ Caretaker Cost	800,633
	+ Maintain Space	0
	+ Misc Recur Cost	0
	+ Uniq Other Cost	0
	- Uniq Operating Savings	0
	- Uniq Other Savings	0
	Total Overhead Cost	1,066,971

OVERHEAD COSTS REPORT (COBRA Ver 4.02) - Page 2
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

(All values in Dollars)

1995	Admin/Supp Cost	251,437
	+ Uniq Operating Cost	0
	+ RPMABOS Change	-58,371
	+ Mothball Cost	0
	+ Caretaker Cost	879,932
	+ Maintain Space	0
	+ Misc Recur Cost	0
	+ Uniq Other Cost	0
	- Uniq Operating Savings	0
	- Uniq Other Savings	0
	Total Overhead Cost	1,072,999
1996	Admin/Supp Cost	188,578
	+ Uniq Operating Cost	0
	+ RPMABOS Change	-1,294,953
	+ Mothball Cost	10,000,000
	+ Caretaker Cost	879,932
	+ Maintain Space	0
	+ Misc Recur Cost	0
	+ Uniq Other Cost	0
	- Uniq Operating Savings	0
	- Uniq Other Savings	0
	Total Overhead Cost	9,773,558
1997	Admin/Supp Cost	141,433
	+ Uniq Operating Cost	0
	+ RPMABOS Change	-1,411,554
	+ Mothball Cost	0
	+ Caretaker Cost	879,932
	+ Maintain Space	0
	+ Misc Recur Cost	0
	+ Uniq Other Cost	0
	- Uniq Operating Savings	0
	- Uniq Other Savings	0
	Total Overhead Cost	-390,188

OVERHEAD COSTS REPORT (COBRA Ver 4.02) - Page 3
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

(All values in Dollars)

Beyond Years	Uniq Operating Cost	0
	+ RPMABOS Change	-1,411,554
	+ Caretaker Cost	879,932
	+ Maintain Space	0
	+ Misc Recur Cost	0
	+ Uniq Other Cost	0
	- Uniq Operating Savings	0
	- Uniq Other Savings	0
	Total Overhead Cost	-531,621

PERSONNEL COSTS REPORT [PERSONNE.RPT] (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

(All values in Dollars)

1992	Housing Allowance	-134,657
	- Officer Salary Saved	322,202
	- Enlisted Salary Saved	135,142
	- Civilian Salary Saved	175,000
	- Eliminated Military	-101,590
	Total Personnel Cost	-665,412
1993	Housing Allowance	-269,313
	- Officer Salary Saved	966,607
	- Enlisted Salary Saved	405,427
	- Civilian Salary Saved	1,575,000
	- Eliminated Military	-101,590
	Total Personnel Cost	-3,114,758
1994	Housing Allowance	-403,970
	- Officer Salary Saved	1,611,012
	- Enlisted Salary Saved	675,712
	- Civilian Salary Saved	3,500,000
	- Eliminated Military	-101,590
	Total Personnel Cost	-6,089,105
1995	Housing Allowance	-538,627
	- Officer Salary Saved	2,255,417
	- Enlisted Salary Saved	945,997
	- Civilian Salary Saved	4,900,000
	- Eliminated Military	-101,590
	Total Personnel Cost	-8,538,452

(All values in Dollars)

1996	Housing Allowance	-602,218
	- Officer Salary Saved	2,577,620
	- Enlisted Salary Saved	1,081,140
	- Civilian Salary Saved	6,125,000
	- Eliminated Military	0
	Total Personnel Cost	-10,385,978
1997	Housing Allowance	-602,218
	- Officer Salary Saved	2,577,620
	- Enlisted Salary Saved	1,081,140
	- Civilian Salary Saved	6,650,000
	- Eliminated Military	0
	Total Personnel Cost	-10,910,978
Beyond	Housing Allowance	-602,218
	- Officer Salary Saved	2,577,620
	- Enlisted Salary Saved	1,081,140
	- Civilian Salary Saved	6,650,000
	Total Personnel Cost	-10,910,978

OTHER COSTS (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

Yearly Cost Breakout ($K)

	1992	1993	1994	1995	1996	1997
CHAMPUS*	0	0	0	0	4,833	4,833
New Hires	90	0	0	0	0	0
RIF Pay	84	315	84	84	63	0
Early Retire	147	147	147	147	122	0
Land Sales	0	0	0	0	-2,100	0
Land Buys	1,250	0	0	0	0	0
Environmentl	1,947	1,947	1,947	0	0	0
HAP / RSE	0	0	0	0	0	0
Unemployment	22	84	22	22	17	0
PPS	0	16	6	6	4	0
IMA	0	111	122	556	222	100
Proc Avoid*	-233	-233	-233	-233	-233	-233
TOTAL	3,307	2,387	2,096	582	2,929	4,700

* Procurement Cost Avoidances and CHAMPUS costs continue into the Beyond years.

BASE REALIGNMENT AND CLOSURE
FINANCIAL SUMMARY (COBRA Ver 4.02)
(US ARMY/ALFA)
Data As Of 15:37 03/19/1991
Report Created 08:27 08/19/1992
(DOLLARS IN THOUSANDS)

	FY 1992	FY 1993	FY 1994
ONE-TIME IMPLEMENTATION COSTS:			
Military Construction	2,292	3,254	3,579
Family Housing			
Construction	497	705	776
Operations	0	16	39
Environment	945	945	945
Operation and Maintenance	3,572	2,344	3,409
Military Personnel - PCS	812	812	812
Other	1,002	1,663	2,279
Revenues from Land Sales (-)	1,250	0	0
TOTAL COSTS	10,370	9,739	11,841
SAVINGS:			
Military Construction	795	795	795
Family Housing			
Construction	0	0	0
Operations	0	0	0
Operation and Maintenance	194	1,775	3,832
Military Personnel	772	1,821	2,871
Other	233	1,123	2,102
Civilian ES	(10)	(70)	(40)
Military ES	(20)	(20)	(20)
TOTAL SAVINGS	1,994	5,514	9,600
NET IMPLEMENTATION COSTS:			
Military Construction	1,497	2,459	2,784
Family Housing			
Construction	497	705	776
Operations	0	16	39
Environment	945	945	945
Operation and Maintenance	3,378	569	-423
Military Personnel	40	-1,009	-2,058
Other	769	540	177
Revenues from Land Sales	1,250	0	0
Civilian ES	(10)	(70)	(40)
Military ES	(20)	(20)	(20)
NET IMPLEMENTATION COSTS	8,375	4,225	2,241

BASE REALIGNMENT AND CLOSURE
FINANCIAL SUMMARY (COBRA Ver 4.02)
(US ARMY/ALFA)
Data As Of 15:37 03/19/1991
Report Created 08:27 08/19/1992
(DOLLARS IN THOUSANDS)

	FY 1995	FY 1996	FY 1997
ONE-TIME IMPLEMENTATION COSTS:			
Military Construction	16,270	6,508	2,929
Family Housing			
Construction	3,527	1,411	635
Operations	125	164	180
Environment	0	0	0
Operation and Maintenance	4,984	18,631	6,590
Military Personnel - PCS	812	711	0
Other	4,461	5,227	5,600
Revenues from Land Sales (-)	0	-2,100	0
TOTAL COSTS	30,181	32,653	15,934
SAVINGS:			
Military Construction	0	0	0
Family Housing			
Construction	0	0	0
Operations	0	1,202	1,202
Operation and Maintenance	5,395	6,771	7,431
Military Personnel	3,920	4,441	4,261
Other	6,552	8,332	9,133
Civilian ES	(40)	(30)	0
Military ES	(20)	0	0
TOTAL SAVINGS	15,867	22,846	22,027
NET IMPLEMENTATION COSTS:			
Military Construction	16,270	6,508	2,929
Family Housing			
Construction	3,527	1,411	635
Operations	125	-1,038	-1,022
Environment	0	0	0
Operation and Maintenance	-410	11,860	-841
Military Personnel	-3,108	-3,730	-4,261
Other	-2,091	-3,105	-3,533
Revenues from Land Sales	0	-2,100	0
Civilian ES	(40)	(30)	0
Military ES	(20)	0	0
NET IMPLEMENTATION COSTS	14,314	9,806	-6,093

RPMA/BOS CHANGE REPORT (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

(All values in Dollars)

1992	RPMA Changes	0
	+ BOS Changes	68,134
	+ Housing Changes	0
	Total Changes	68,134
1993	RPMA Changes	0
	+ BOS Changes	-54,234
	+ Housing Changes	15,651
	Total Changes	-38,583
1994	RPMA Changes	2,186
	+ BOS Changes	-110,226
	+ Housing Changes	39,128
	Total Changes	-68,912
1995	RPMA Changes	14,295
	+ BOS Changes	-197,875
	+ Housing Changes	125,208
	Total Changes	-58,371
1996	RPMA Changes	16,164
	+ BOS Changes	-273,453
	+ Housing Changes	-1,037,664
	Total Changes	-1,294,953
1997	RPMA Changes	16,122
	+ BOS Changes	-405,663
	+ Housing Changes	-1,022,013
	Total Changes	-1,411,554
Beyond	RPMA Changes	16,122
	+ BOS Changes	-405,663
	+ Housing Changes	-1,022,013
	Total Changes	-1,411,554

BOS, PERSONNEL, LAND, SF, AND RPMA DELTAS (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

Base	Personnel Change	%Chng
Ft Deluxe	-1,008	-50.40%
Camp Swampy	125	3.13%
Ft Beach	125	3.13%
Camp Dusty	125	3.13%
Camp Frozen	125	3.13%
Ft Buffalo	125	3.13%
Base X	125	0.00%

Base	BOS($) Change	%Chng	BOS/Pers
Ft Deluxe	-767,700	-30.00%	761.61
Camp Swampy	72,407	1.55%	579.26
Ft Beach	72,407	1.55%	579.26
Camp Dusty	72,407	1.55%	579.26
Camp Frozen	72,407	1.55%	579.26
Ft Buffalo	72,407	1.55%	579.26
Base X	0	0.00%	0.00

DELTA CHART REPORT (COBRA Ver 4.02) - Page 2
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Base	RPMA($) Change	%Chng	RPMA/Pers
Ft Deluxe	-13,485	-0.64%	13.38
Camp Swampy	4,510	0.19%	36.08
Ft Beach	6,274	0.19%	50.20
Camp Dusty	6,274	0.19%	50.20
Camp Frozen	6,274	0.19%	50.20
Ft Buffalo	6,274	0.19%	50.20
Base X	0	0.00%	0.00

Base	RPMABOS($) Change	%Chng	RPMABOS/Pers
Ft Deluxe	-781,185	-16.76%	774.99
Camp Swampy	76,917	1.10%	615.34
Ft Beach	78,682	1.00%	629.46
Camp Dusty	78,682	1.00%	629.46
Camp Frozen	78,682	1.00%	629.46
Ft Buffalo	78,682	1.00%	629.46
Base X	0	0.00%	0.00

DELTA CHART REPORT (COBRA Ver 4.02) - Page 3
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Base	Land Change	Land %Chng	Land/Pers
Ft Deluxe	-125	-13.71%	0.13
Camp Swampy	18	0.56%	0.15
Ft Beach	18	0.56%	0.15
Camp Dusty	18	0.56%	0.15
Camp Frozen	18	0.56%	0.15
Ft Buffalo	18	0.56%	0.15
Base X	0	0.00%	0.00

Base	SF Change	SF %Chng	SF/Pers
Ft Deluxe	-127,900	-1.28%	126.89
Camp Swampy	71,938	0.60%	575.51
Ft Beach	71,938	0.60%	575.51
Camp Dusty	71,938	0.60%	575.51
Camp Frozen	71,938	0.60%	575.51
Ft Buffalo	71,938	0.60%	575.51
Base X	0	0.00%	0.00

MILITARY CONSTRUCTION ASSETS (COBRA Ver 4.02) - Page 3
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

MilCon for Base: Ft Beach, CA

All Costs in $K

Description:	MilCon Categ	Using Rehab	Rehab Cost*	New MilCon	New Cost*	Total Cost*
Helicopter park	Horiz	8,000	274	2,000	114	388
Ops building rehab	AirOp	5,000	383	0	0	383
Bde/Bn headquarters	Opera	21,000	1,221	3,888	377	1,598
CPO rehab	Admin	4,000	224	0	0	224
Wheel vehic maint	Maint	6,000	349	0	0	349
Enlisted barracks	BachQ	0	0	18,750	1,539	1,539
Enlisted housing	FamlQ	0	0	25,300	1,471	1,471
Division log stg	Stora	6,000	205	18,000	1,026	1,231
Consol dining fac	DinFc	0	0	6,000	1,074	1,074

Total Construction Cost:	8,256
+ Cost for Land Purchases:	250
- Construction Cost Avoid:	0
TOTAL:	8,506

* MilCon Costs include Site Preparation Costs, Design Costs, Contingency Planning Costs and SIOH Costs where applicable

NOTE: A separate page like the above will be provided for each base in the closure/realignment scenario. In order to save space, these other pages are omitted here.

MILITARY CONSTRUCTION ASSETS (COBRA Ver 4.02) - Page 8
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

All Costs in $K

Base Name	Total MilCon	Land Purchase	Cost Avoid	Total Cost
Ft Deluxe	0	0	0	0
Camp Swampy	8,807	250	-2,385	6,672
Ft Beach	8,256	250	0	8,506
Camp Dusty	7,706	250	0	7,956
Camp Frozen	7,706	250	0	7,956
Ft Buffalo	9,908	250	0	10,158
Base X	0	0	0	0
Totals:	42,383	1,250	-2,385	41,248

PERSONNEL REALIGNMENTS [PERSONEL.RPT] (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

	Rate	1992	1993	1994	1995	1996	1997
Civs Eliminated		70	70	70	70	60	0
Civs Early Retir*	8.00%	6	6	6	6	5	0
Civ Turnover*	15.00%	11	11	11	11	9	0
Civs Quitting*	10.00%	7	7	7	7	6	0
Civs Not Moving*+		4	4	4	4	3	0
Civs Avail to Move		42	42	42	42	37	0
Civs Required		60	0	30	30	30	0
Shortfall(-)/Overage(+)		-18	42	12	12	7	0
New Civs Hired		18	0	0	0	0	0
Prio Placement#	44.00%	0	31	12	12	7	0
Civs Invol RIFed		0	11	0	0	0	0
Civs Moved		42	0	30	30	30	0
Total Retired		6	6	6	6	5	0
Total RIFed		4	15	4	4	3	0
Total PPS#		0	31	12	12	7	0
Total Hired		60	0	30	30	30	0

* In moves of less than 50 miles Early Retirements, Civilian Turnover, Civilians Quitting, and Civilians Not Willing to Move are not calculated.

+ The rate of civilians not willing to move varies from base to base.

Not all Priority Placements involve a PCS. The rate of PPS placements involving PCS is 50.00%

PERSONNEL MOVEMENT REPORT (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Ft Deluxe, CA		Gains	Losses	Net Gains
1992:	Civilians	0	60	-60
	+ Students	0	0	0
	+ Enlisted	0	60	-60
	+ Officers	0	60	-60
	Total	0	180	-180
1993:	Civilians	0	0	0
	+ Students	0	0	0
	+ Enlisted	0	60	-60
	+ Officers	0	60	-60
	Total	0	120	-120
1994:	Civilians	0	30	-30
	+ Students	0	0	0
	+ Enlisted	0	60	-60
	+ Officers	0	60	-60
	Total	0	150	-150
1995:	Civilians	0	30	-30
	+ Students	0	0	0
	+ Enlisted	0	60	-60
	+ Officers	0	60	-60
	Total	0	150	-150
1996:	Civilians	0	30	-30
	+ Students	0	0	0
	+ Enlisted	0	60	-60
	+ Officers	0	60	-60
	Total	0	150	-150
1997:	Civilians	0	0	0
	+ Students	0	0	0
	+ Enlisted	0	0	0
	+ Officers	0	0	0
	Total	0	0	0
TOTAL:	Civilians	0	150	-150
	+ Students	0	0	0
	+ Enlisted	0	300	-300
	+ Officers	0	300	-300
	Total	0	750	-750

NOTE: A separate page like the above will be provided for each base in the closure/realignment scenario. In order to save space, these other pages are omitted here.

PERSONNEL MOVEMENT REPORT (COBRA Ver 4.02) - Page 8
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Ft Deluxe, CA			
	START	END	CHANGE
Officers	500	160	-340
Enlisted	500	166	-334
Students	0	0	0
TOTAL MIL	1,000	326	-674
Civilians	1,000	666	-334
TOTAL	2,000	992	-1,008

Camp Swampy, LA			
	START	END	CHANGE
Officers	1,000	1,050	+50
Enlisted	1,000	1,050	+50
Students	0	0	0
TOTAL MIL	2,000	2,100	+100
Civilians	2,000	2,025	+25
TOTAL	4,000	4,125	+125

Ft Beach, CA			
	START	END	CHANGE
Officers	1,000	1,050	+50
Enlisted	1,000	1,050	+50
Students	0	0	0
TOTAL MIL	2,000	2,100	+100
Civilians	2,000	2,025	+25
TOTAL	4,000	4,125	+125

NOTE: A separate box like those above will be provided for each base in the closure/realignment scenario. In order to save space, these other boxes are omitted here.

PERSONNEL YEARLY PERCENTAGES (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:12 08/20/1992

Base: Ft Deluxe, CA

	Moving In		MilCon	Move Out/Elim		ShutDn
Year	Total	Percent	TimPhas	Total	Percent	TimPhas
1992	0	0.00%	40.00%	210	20.59%	20.59%
1993	0	0.00%	20.00%	210	20.59%	20.59%
1994	0	0.00%	20.00%	210	20.59%	20.59%
1995	0	0.00%	20.00%	210	20.59%	20.59%
1996	0	0.00%	0.00%	180	17.65%	17.65%
1997	0	0.00%	0.00%	0	0.00%	0.00%
TOTALS	0	0.00%	100.00%	1020	100.00%	100.00%

Base: Camp Swampy, LA

	Moving In		MilCon	Move Out/Elim		ShutDn
Year	Total	Percent	TimPhas	Total	Percent	TimPhas
1992	30	24.00%	40.00%	0	0.00%	20.00%
1993	20	16.00%	20.00%	0	0.00%	20.00%
1994	25	20.00%	20.00%	0	0.00%	20.00%
1995	25	20.00%	20.00%	0	0.00%	20.00%
1996	25	20.00%	0.00%	0	0.00%	20.00%
1997	0	0.00%	0.00%	0	0.00%	0.00%
TOTALS	125	100.00%	100.00%	0	0.00%	100.00%

Base: Ft Beach, CA

	Moving In		MilCon	Move Out/Elim		ShutDn
Year	Total	Percent	TimPhas	Total	Percent	TimPhas
1992	30	24.00%	40.00%	0	0.00%	20.00%
1993	20	16.00%	20.00%	0	0.00%	20.00%
1994	25	20.00%	20.00%	0	0.00%	20.00%
1995	25	20.00%	20.00%	0	0.00%	20.00%
1996	25	20.00%	0.00%	0	0.00%	20.00%
1997	0	0.00%	0.00%	0	0.00%	0.00%
TOTALS	125	100.00%	100.00%	0	0.00%	100.00%

NOTE: A separate table like those above will be provided for each base in the closure/realignment scenario. In order to save space, these tables are omitted here.

SCENARIO ERROR REPORT (COBRA Ver 4.02)
Data As Of 15:37 03/19/1991, Report Created 08:27 08/19/1992

Group : FORSCOM
Service : US Army
Option Package : ALFA

Scenario File : C:\PROJECTS\COBRA\SOURCE\TESTDATA.CBR
Std Fctrs File : C:\PROJECTS\COBRA\SOURCE\STDFCTRS.SFF

The following base(s) have Civilian and/or Military caretakers assigned even though they are not being deactivated.
Ft Deluxe, CA

The following base(s) still have Officers, Enlisted, Civilians, and/or Students present after Closing:
Ft Deluxe, CA

The following base(s) moved out personnel, equipment, and/or vehicles after being closed or deactivated:
Ft Deluxe, CA

The following base(s) still had square footage when they closed:
Ft Deluxe, CA

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APPENDIX C

FILES DIRECTORY

APPENDIX C - FILES DIRECTORY

This Appendix lists the File Name and the Title/Description of files which are provided with COBRA V4.02 (Help files and Reports files). They are listed here to assist the user who may not recognize the File Name as it appears on the COBRA screen or window. This information is also available to the user through Context-Sensitive Help (see Section 3.3.3). Should the user need similar information on user-defined files (Data files and Standard Factors files) it is available through the on-screen Files Directory (see Section 3.4.3)

HELP FILES

File Name	Title/Description
BACKGRND.HLP	Background, Capabilities, & Operations
CONTENTS.HLP	List of Help & Reports files
DATABASE.HLP	Description of DataBase Menu options
FILE.HLP	Description of File Menu options
HELP.HLP	Description of Help Menu options
INPUT.HLP	Description of Input Data Menu options
OUTPUT.HLP	Description of Output Reports (see list below)
REPORTS.HLP	Description of Reports Menu options
SCREEN1.HLP	Description of General Scenario Data Entry
SCREEN2.HLP	Description of Distance Table Data Entry
SCREEN3.HLP	Description of Movement Table Data Entry
SCREEN4.HLP	Description of Static Base Data Entry
SCREEN5.HLP	Description of Dynamic Base Data Entry
SCREEN6.HLP	Description of Personnel Base Data Entry
SCREEN7.HLP	Description of Military Construction Data Entry
SCREEN8.HLP	Description of Unique Activity Data Entry
SCREEN9.HLP	Description of Explanatory Notes Data Entry
STDFCTR1.HLP	Description of Personnel Standard Factors
STDFCTR2.HLP	Description of Facility Standard Factors
STDFCTR3.HLP	Description of Transportation Standard Factors
STDFCTR4.HLP	Description of Construction Standard Factors
UTILITY.HLP	Description of Utilities Menu options
WINDOWS.HLP	Description of Windows Menu options

REPORTS FILES

File Name	Title/Description
1TIMECOST.RPT	One-Time Costs Report
APPDET.RPT	Appropriations Detail Report
APPDETFX.RPT	Appropriations Detail, Fixed Costs Report
APPDETSS.RPT	Appropriations Detail, Steady-State Report
APPSUM.RPT	Appropriations Summary Report
COBSUM.RPT	Realignment Summary Report
DELTAS.RPT	BOS, Land, SF, and RPMA Deltas Report
ERROR.RPT	Scenario Error Report
FINANCE.RPT	Financial Summary Report
INPUTDAT.RPT	Input Data Report
MILCONAS.RPT	Military Construction Assets Report
MISSION.RPT	Mission Costs Report
MOVING.RPT	Moving Costs Report
NPV.RPT	Net Present Values Report
OTHER.RPT	Other Costs Report
OVERHEAD.RPT	Overhead Costs Report
PERSMOVE.RPT	Personnel Movement Report
PERSONEL.RPT	Personnel Realignments Report
PERSONNE.RPT	Personnel Costs Report
PERSPERC.RPT	Personnel Yearly Percentages Report
RPMABOS.RPT	RPMA/BOS Change Report

Document Separator

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

ACQUISITION AND TECHNOLOGY

(L/MRM)

23 DEC 1993

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTOR, DEFENSE LOGISTICS AGENCY
DOD COMPTROLLER

SUBJECT: Definitions of Distribution Depot Functions

The attached definitions are approved for DoD use in standardizing distribution depot functions and implementing unit cost budget guidance. Much progress has been made by the Services and the Defense Logistics Agency (DLA) in defining responsibilities for distribution operations at former Service distribution depots. These definitions are largely the by-product of these agreements; yet in some areas, they are a necessary clarification of functions perceived slightly different among the Components. I also consider these definitions to be useful in determining and specifying what scope of work within distribution operations is appropriate for outsourcing.

It has been our intent that the functions included and excluded in unit cost rates reflect as much as possible the common distribution services performed for all DoD customers. Accordingly, as we move to multiple rates and other pricing mechanisms that recover more precisely the actual costs of varying distribution operations, some functions (e.g., unit and set assembly) may become reimbursable functions.

In the future, these definitions will be included in a revision to DoD 4145.19-R, which will become a DoD Distribution Operations Regulation to be published by DLA. Also, the definitions will likely be included in an appendix to the next revision of the DoD Materiel Management Regulation, DoD 4140.1-R, that will define DLA's physical distribution mission. We thank each of you for the comments provided during staffing.

James R. Klugh
Deputy Under Secretary (Logistics)

Attachment

DISTRIBUTION DEPOT FUNCTIONS

Included in Unit Cost Rate — Page

Receipt..... 1
- Traffic Management (Inbound Materiel)..... 1
- Offload..... 1
- Tally..... 1
- Product Receipt Evaluation..... 1
- Receipt Process Documentation..... 2
- Stow..... 2

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DEFINITIONS

The following functions are <u>included</u> in unit cost rates.

<u>Receipt</u>. The receiving of inbound supplies, including new procurement, customer returns, depot maintenance returns not classified as end items, Foreign Military Sales (FMS) materiel, Total Package Fielding materiel, and contingency materiel. The count for materiel received is made on the basis of each line of materiel received (single NSN, any quantity). (End items, which are reimbursed outside the unit cost rate for secondary items, will be counted on a per each basis.) New procurement receipt lines are counted separately as received, i.e., if a contractor makes multiple shipments from a single procurement action, each partial shipment received is counted as one receipt.

The following functions are part of the <u>receipt</u> function:

<u>Traffic Management (Inbound Materiel)</u>. Overall planning, management, and administration of transportation/traffic management functions relating to receipt of materiel from manufacturers, customers (including FMS), ports, and other depots. Includes off-loading for transhipment, off-loading directly into a distribution facility or to customers, and diversion and reconsignment of shipments. Also includes reconciling Government and Commercial Bills of Lading (GBL/CBL) with contract DD250's.

<u>Offload</u>. Opening of incoming containers and vehicles. Removing blocking, bracing and other materiel. Unloading transportation carriers and moving materiel to a location where receipt evaluation process begins.

<u>Tally</u>. Verifying number of containers and item count of incoming materiel.

<u>Product Receipt Evaluation</u>. Technical inspection and acceptance of materiel received from vendors, other storage installations, and returned from customers. Includes unloading and physical handling of materiel within inspection area; inspection of materiel to confirm identification, classification, and conformance to specified requirements (quantities, condition code, etc.); movement of sample selections to and from inspection facilities; inspection of incoming containers for evidence of tampering and damage to materiel; preparation of inspection and receipt reports (to include preparation of reports of discrepancies (RODs), transportation discrepancy reports (TDRs), and product quality deficiency reports (PQDRs)); and all supervision and clerical support identified directly to the

receipt inspection process. Excludes special inspections required by the inventory control points (e.g., product quality inspections, opening/closing of multiple engine containers).

Receipt Process Documentation. All processing of documentation incident to the receipt function. Includes receipt of information from document control, transportation carriers, or appropriate offices; checking, recording, and extracting information from receipt documents; receiving and processing contracts; checking contracts for fast pay (discount) transactions; processing, copying, filing, and maintaining contract files; posting receipts of materiel as to stock number, quantity, lot number, location, condition code, and ownership code; answering inquiries as to receipt status of materiel due in; maintaining preposition files; processing tallies for movement of materiel from maintenance to supply; review for accuracy of documentation; and filing of appropriate receipt documentation.

Stow. Placing incoming materiel in a storage location.

Issue. The selection of stock from storage and release to transportation (or directly to the customer) for delivery of materiel to the consignee. Includes Materiel Release Orders (MROs), Disposal Release Orders (DROs), and Redistribution Orders (RDOs), as well as any issues to maintenance activities collocated with distribution depots. Includes issues from wholesale and retail stocks. The count for materiel issued (except end items) is made on the basis of each NSN issued, any quantity. However, if multiple transportation units (i.e., multiple transportation control numbers (TCNs)) are required to effect a single action, the number of lines is based on the number of TCNs. (End items, which are reimbursed outside the unit cost rate for secondary items, will be counted on a per each basis. Base Realignment and Closure (BRAC) related DROs and RDOs are generally reimbursed on an actual costs basis.)

The following functions are part of the issue function:

Stock Selection. The physical handling and movement of materiel from point of storage to and within the preservation, packing, shipping or assembly/disassembly areas. Includes preparation of shipment units, including unitization and palletization.

Packaging (Level "C"). Processing of materiel being prepared for Level "C" (minimum protection) shipment as defined by the Joint Service Regulation on Packaging of Materiel (AR 700-15/NAVSUPINST 4030.28C/AFR 71-6/MCO 4030.33C/DLAR 4145.7). Includes all of the following when such efforts are performed for immediate shipment: unloading/physical handling of materiel within the packing area; preservation/represervation, packaging/repackaging of the materiel;

and all clerical and supervisory support related to those processes. Includes packaging/packing of hazardous materiel being prepared for shipment to conform to Title 49, Code of Federal Regulations (CFR), Performance Oriented Packaging, International Air Transportation Association (IATA), International Maritime Organization (IMO), and military air (AFR 71-4/TM 38-250) requirements.

Container Fabrication. Assembly and manufacture of fiberboard containers (i.e., single, double or triple wall), wooden boxes, crates, and other shipping containers (excluding reusable shipping containers) for level "C" packing. Includes all blocking and bracing devices incident to shipping materiel at level "C" packaging. Includes associated internal movement of transportation containers; document processing in support of container manufacturing; and all supervision and clerical support that can be identified directly to the container manufacturing process.

Issue Process Documentation. All processing of documentation incident to the issue of materiel. Includes all document processing within the organizational unit performing warehousing, packing, and shipping operations. Also includes responding to customer follow-up inquiries.

Load/secure. Loading of modular containers. Accumulation of shipment units and loading of shipment units into transportation containers/vehicles. Includes nailing, strapping, sealing, stapling, stenciling, tagging, and weighing of modular containers~~; marking and~~ labeling of exterior shipping containers; application of blocking, bracing, and cushioning materiel on or within the transportation vehicle; and closing transportation vehicles and applying seals.

Traffic Management (Outbound Materiel). Overall planning, management, and administration of transportation/traffic management functions relating to all outbound shipments (including hazardous, oversize, overweight, and classified materiel) to include; shipment planning, routing, carrier selection, arranging for and/or inspecting equipment. Also includes diverting, re-consigning and expediting frustrated shipments, coordinating with ports on pending arrival and onward movement, certifying carrier bills and other related documents, preparing and distributing Government Bills of Lading (GBLs), maintaining tariff files, reporting requirements of government owed/leased containers, arranging average demurrage, side-track, and similar agreements with carriers. Also includes providing information in support of contracting for rates and routes.

CONUS Second Destination Transportation. Shipments from distribution depots to a CONUS customer ~~(to include through a~~ delete

~~Regional Freight Consolidation Center~~), Consolidation and Containerization Point, or Port of Embarkation.

Denial Research. All efforts to locate stock after initial issue efforts result in either complete or partial shortage of the quantity required to fill a Materiel Release Order (MRO), Disposal Release Order (DRO), or Redistribution Order (RDO). Includes all document processing in connection with partial and total quantity denial actions.

The following functions, although not direct subsets of receipt and issue, are also included in the basic receipt and issue unit cost rate:

Rewarehousing. Movement of materiel from one storage location to another within the installation to ensure proper storage of materiel, to replenish bin locations, and/or consolidate locations incident to the stow process. Includes the physical handling and movement of materiel; checking, tallying, and visual inspection of materiel being moved; palletizing and repair of containers incident to rewarehousing; and clerical actions necessary to load/add/delete computer locations.

Depot Stock Repositioning. Movement of materiel from one depot to another at the discretion of the Distribution Region. All costs associated will be borne by the Distribution Region. (Costs of redistributions that are required because ~~of misrouting of returns~~ (i.e., not in compliance with Service and DLA stock positioning guidance), Base Realignment and Closure actions, or at inventory control point discretion will be borne by the owner.)

Intradepot Movement. Internal movement within the depot or to Defense Reutilization and Marketing Offices (DRMOs) of stocks in the custodial care of the depot. Excludes movement of stocks, equipment, and other materiel owned by consumer level organizations, hosts or tenant activities colocated with distribution depots.

Cyclic Inspection. Selection and examination of samples of all materiel in storage to determine their quality and to evaluate conformance to established storage serviceability standards. Includes periodic visual inspections to locate visible defects, leaks, and broken exterior components. Also includes inspection and appropriate testing for shelf life items, and reclassification actions directed by materiel managers as a result of cyclic/periodic inspections.

Location Surveys. The physical verification, rather than actual item count, between actual assets and recorded data to ensure that all

assets are properly recorded as to location, identity, condition, and unit of issue. Location surveys are taken to validate all storage records at least once each year; or on a sample basis to identify problem areas; or based on a requirement to perform a survey after a rewarehousing effort.

Inventories. Preparation for and taking of scheduled or special physical inventories. Includes physical counts, in-float transaction controls, research performed prior to adjustment of depot balances, and adjustments prepared and processed as a result of those counts. These inventories are initiated as a result of inventory sampling/prioritization, the requirement to inventory small arms and controlled items annually, denials, location survey identified discrepancies, items identified by location reconciliations as discrepant, and other scheduled/special inventory requirements.

Care of Storage Facilities and Materiel in Storage. Maintenance of proper storage and care of materiel in storage. Includes rotating supplies; replacing fallen stocks; infestation and pest control measures applied inside a storage warehouse or shed where materiel is stowed; minor repairs (requiring less than one hour per storage location and using only readily available repair materiels, e.g. common lubricants) to maintain materiel in proper condition or prevent further deterioration; remarking of storage aids/containers or bins (excludes exterior shipping containers or unit/intermediate packs); maintaining temporary records of stock locations; applications of floor markings; cleaning of areas other than those related to workstations; and relocation of storage aids and equipment, including disassembly and reassembly. Includes initial assembly cost (labor and supplies, but not equipment) of box pallets and other storage aids.

Unit and Set Assembly/Disassembly. Building or breakdown of materiel into or from a unit or set. For example, an assembly of surgical instruments into specialized kits. Major assembly/disassembly efforts associated with fabrication, manufacturing, rebuild and repair are excluded.

The following are unit cost subdivisions of the basic receipt and issue functions for secondary items.

Bin. Items stored in automated or mechanized bin areas, non-mechanized bin areas, and package racks within bin areas.

Medium Bulk. Items which are stored in a pallet rack location in bulk areas or in bulk warehouse locations and are processed in less than truckload receipts/shipments or full truckload receipt/shipments of a single, easy-to-handle commodity (e.g., subsistence, clothing).

Heavy Bulk. Items that are hard-to-handle and generally unpalletized (e.g., steel, wire, cable, rope, tires, lumber, anchors, etc.) which are stored in bulk warehouses or outside areas.

Hazardous Materiel. The Code of Federal Regulations (CFR) 49 identifies hazardous materiel as a substance or materiel that the Secretary of Transportation has determined to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. This is expanded to include items of supply (substances or materiel), that because of its quantity, concentration, physical, chemical, or infectious characteristics, may either cause or significantly contribute to serious, irreversible, or incapacitating illness or an increase in mortality. Materiel may also pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. ~~(For unit cost~~ rate purposes: Includes one or more pallet load receipts/shipments of hazardous or radioactive items. For rate purposes, excludes binnable hazardous or radioactive items.)

End items, because they are not managed in the DBOF Supply Management Account and because of their unique handling characteristics and requirements, are reimbursable at a separately determined unit cost rate. The following definition of end item processing is not intended to be a standard DoD definition of end items/weapon systems, but a definition capable of distinguishing end items from secondary items for purposes of distribution operations.

End Item Processing. Receipt, issue, and transportation actions for a final combination of end products, component parts, and/or materiels that are ready for their intended use, e.g., ships and watercraft, vehicles and trailers, aircraft, and armaments. Includes receipt, movement, assembly, packaging, and delivery of collateral materiel incident to the end item.

The following functions are excluded from the basic receipt and issue unit cost rate, and therefore require a reimbursable order from the customer.

Container Consolidation Point Processing. Actions supporting the operation of a container consolidation point (CCP). The purpose of a CCP is to combine shipments from multiple shippers to generate full container or air pallet loads of cargo for direct shipment to overseas customers.

Demilitarization. Any actions to destroy (by mutilation, cutting, crushing, scrapping, melting, burning, or other alternatives) the military offensive/defensive capabilities of equipment and materiel directed for turn-in to Defense Reutilization Management Offices (DRMOs).

Deployable Medical Systems (DEPMEDS) Processing. Storage, assembly disassembly, and issue associated with hospital systems capable of being transferred and set up in theater using International Standardization Organization (ISO) shipping containers.

Food Ration Unitization. Preassembly, disassembly, packing, and assembly of pallets and associated documentation of subsistence items to include traypacks, B-rations, or Meals Ready-to-Eat (MREs).

Materiel Refurbishment. Repair or refurbishment of mission stocks, such as patching tents, sandblasting and painting gas cylinders, removing dents and painting helmets, as performed by the distribution depot maintenance shops.

Mobilization Exercise Support. Use of distribution depot resources for simulation of supply support or deployment exercises, generally at Air Force Logistics Centers (ALCs).

Preservation and Packaging to Levels Greater Than the Standard "Level C". Inventory control point (ICP) or customer (e.g. depot maintenance) directed actions to meet preservation and packaging specifications or contract requirements above level "C" (commercial pack). Includes prepacking, represervation, remarking, and repacking of items for storage which requires building wooden external containers (crating) or procuring reusable shipping containers. Includes lining, belting, cleaning, dipping, spraying, and application of preservation and interior packaging painting and masking.

Preservation and Packaging of Returns and Other Receipts. Includes wrapping, coating, sealing, building wooden boxes and procuring reusable containers, as required, before placing materiel in a

storage location. Applies to new receipts and materiel returned from customers and depot maintenance.

Stock Readiness. Also frequently referred to as Care of Supplies in Storage (COSIS). Includes the inspection/testing, exercising, preservation, packing, minor repairs (requiring more than one hour to perform per storage location or materiel not readily available), inter/intra depot movement, and other operations performed over and above standard storage requirements for secondary and end items. These actions are coordinated with and approved by the ICP that owns the materiel. Efforts are performed as a result of unscheduled inspections, scheduled cyclic testing, Quality Deficiency Reports, and item deficiencies found during stock selection.

Supply Support to Maintenance. Actions of supply depot personnel to support maintenance actions which are over and above normal support to customers. Includes fabricating boxes, pallets, breaking down crates for reparable materiel issued to maintenance, denuding (unpackaging) materiel going to depot maintenance, stripping repairable items, cannibalization to support maintenance needs, painting, and applying modification kits. All other movement of items from supply to maintenance, and back into stock are included in the standard issue/receipt function.

Suspended shipments. Shipments held due to suspensions (e.g., the State Department placing a suspension on a Foreign Military Sales (FMS) shipment). Charges incurred include rewarehousing, physical inventory and others as defined by DoD 7290.3-M, FMS Finance and Accounting Manual, Section 708.

Unit Materiel Fielding. Actions supporting receiving, assembling, and holding support equipment, generally at one of the former Army depots (New Cumberland, Red River, or Sharpe) to consolidate total package fielding (TPF) materiel pending a coordinated release and shipment to a staging site or handoff point.

Document Separator

Defense Logistics Agency

BRAC 95

Economic Impact Data

ECONOMIC IMPACT DATA

One of the BRAC requirements is to assess the economic impact attributable to a BRAC action. Local employment impacts of base realignment and closure actions can be grouped into two categories. The first category includes direct employment changes which result from reducing (or expanding) on-base military, civilian and contractor personnel. These employment data are measured directly. The second category includes off-base jobs lost (or added) as a result of secondary local economic activity associated with the military action, particularly purchases by DoD personnel in the local economy and direct base purchases of goods and services.

The attached reports are the actual outputs relating to the DLA decisions. One two-page report is required for each activity impacted, be it positively or negatively. The reports are generated by the model that OSD provided.

The inputs to the model are the estimated direct position reductions and transfers identified in a COBRA scenario. The model then calculates indirect positions reduced, relative to the number of direct positions impacted. The potential employment impact within the area of the activity is based upon the total direct and indirect positions eliminated or transferred, divided by the current number of employed personnel in that area.

The top half of the first page of the two page report provides the details of the BRAC95 and other pending actions for previous BRACs for the specific activity under consideration. The bottom half of the first page depicts the employment data and the average per capita income for that economic area over the 1984 to 1993 time frame. Page two is divided into three parts. The first part depicts other BRAC actions within the area excluding the specific activity being considered. Part two illustrates pending actions from prior BRACs again excluding the specific activity under consideration. The final segment provides the aggregate of all BRAC actions within that economic area including the specific activity being considered.

As of: 15:23 23 February 1995

Economic Impact Data

Activity: DEFENSE CONSTRUCTION SUPPLY CENTER
Economic Area: Columbus, OH MSA

Impact of Proposed BRAC-95 Action at DEFENSE CONSTRUCTION SUPPLY CENTER:

Total Population of Columbus, OH MSA (1992):	**1,394,100**
Total Employment of Columbus, OH MSA, BEA (1992):	**863,325**
Total Personal Income of Columbus, OH MSA (1992 actual):	**$27,845,228,000**
BRAC 95 Total Direct and Indirect Job Change:	**(981)**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**(0.1%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	(358)	0	0	(358)
BRAC 95 Direct Job Change Summary at DEFENSE CONSTRUCTION SUPPLY CENTER:										
	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	(358)	0	0	(358)
	TOT	0	0	0	0	0	(358)	0	0	(358)
									Indirect Job Change:	(623)
									Total Direct and Indirect Job Change:	(981)

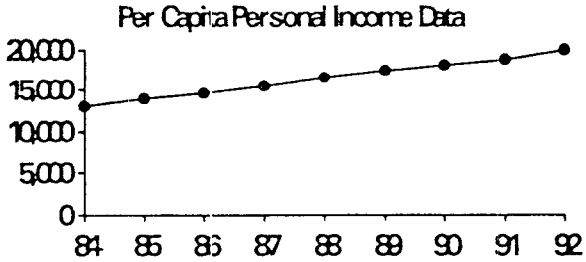
Other Pending BRAC Actions at DEFENSE CONSTRUCTION SUPPLY CENTER (Previous Rounds):

MIL	0	0	0	0	0	0	0	0	0
CIV	0	0	0	1,440	0	0	0	0	1,440

Columbus, OH MSA Profile:

Civilian Employment, BLS (1993): 719,438

Average Per Capita Income (1992): $19,974



Annualized Change in Civilian Employment (1984-1993

Employment:	16,576
Percentage:	2.6%
U.S. Average Change:	1.5%

Annualized Change in Per Capita Personal Income (1984-1992

Dollars:	$877
Percentage:	5.6%
U.S. Average Change:	5.3%

Unemployment Rates for Columbus, OH MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	7.8%	6.7%	6.1%	5.4%	4.9%	4.8%	4.4%	4.6%	5.3%	4.9%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:23 23 February 1995

Economic Impact Data

Activity: DEFENSE CONSTRUCTION SUPPLY CENTER
Economic Area: Columbus, OH MSA

Cumulative BRAC Impacts Affecting Columbus, OH MSA:

Cumulative Total Direct and Indirect Job Change:	**(1,181)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(0.1%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE CONSTRUCTION SUPPLY CENTER)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	(2)	0	0	0	0	(2)
	CIV	0	0	(181)	(182)	0	0	0	0	(363)
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE CONSTRUCTION SUPPLY CENTER)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	(72)	0	0	0	0	0	(72)
	CIV	(230)	0	(1,635)	0	0	0	0	0	(1,865)
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	(1,440)	0	0	0	0	(1,440)
Cumulative Direct Job Change in Columbus, OH MSA Statistical Area (Including DEFENSE CONSTRUCTION SUPPLY CENTER)										
	MIL	0	0	(72)	(2)	0	0	0	0	(74)
	CIV	(230)	0	(1,816)	(182)	0	(358)	0	0	(2,586)
	TOT	(230)	0	(1,888)	(184)	0	(358)	0	0	(2,660)

Cumulative Indirect Job Change:	39
Cumulative Total Direct and Indirect Job Change:	(1,181)

As of: 15:24 23 February 1995

Economic Impact Data

Activity: DEFENSE CONTRACT MANAGEMENT DISTRICT NORTHEAST
Economic Area: *Essex, Middlesex, Suffolk, Plymouth, Norfolk Counties, MA

Impact of Proposed BRAC-95 Action at DEFENSE CONTRACT MANAGEMENT DISTRICT NO

Total Population of *Essex, Middlesex, Suffolk, Plymouth, Norfolk Counties, MA (1992):	**3,764,300**
Total Employment of *Essex, Middlesex, Suffolk, Plymouth, Norfolk Counties, MA, BEA (1	**2,373,945**
Total Personal Income of *Essex, Middlesex, Suffolk, Plymouth, Norfolk Counties, MA (199	**$97,532,128,000**
BRAC 95 Total Direct and Indirect Job Change:	**34**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.0%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	1	0	0	0	1
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	20	0	0	0	20

BRAC 95 Direct Job Change Summary at DEFENSE CONTRACT MANAGEMENT DISTRICT NORTHEAST:

MIL	0	0	0	0	1	0	0	0	1
CIV	0	0	0	0	20	0	0	0	20
TOT	0	0	0	0	21	0	0	0	21

Indirect Job Change: 13

Total Direct and Indirect Job Change: 34

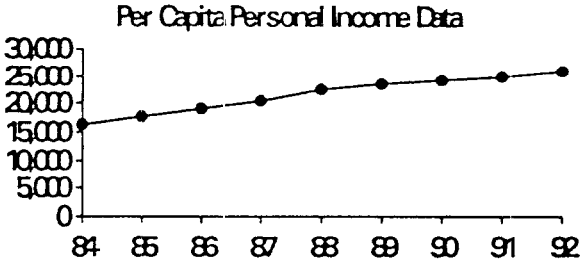
Other Pending BRAC Actions at DEFENSE CONTRACT MANAGEMENT DISTRICT NORTHEAST (Previous

MIL	0	0	0	0	0	0	0	0	0
CIV	0	0	0	0	0	0	0	0	0

*Essex, Middlesex, Suffolk, Plymouth, Norfolk Counties,

Civilian Employment, BLS (1993): 1,902,937

Average Per Capita Income (1992): $25,910



Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	(836)	Dollars:	$1,191
Percentage:	0.0%	Percentage:	5.9%
U.S. Average Change:	1.5%	U.S. Average Change:	5.3%

Unemployment Rates for *Essex, Middlesex, Suffolk, Plymouth, Norfolk Counties, MA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	4.3%	3.6%	3.5%	3.0%	3.0%	3.7%	5.5%	8.3%	7.9%	6.3%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:24 23 February 1995

Economic Impact Data

Activity: DEFENSE CONTRACT MANAGEMENT DISTRIC
Economic Area: *Essex, Middlesex, Suffolk, Plymouth, Norfolk Counties,

Cumulative BRAC Impacts Affecting *Essex, Middlesex, Suffolk, Plymouth, Norfolk Counties, MA:

Cumulative Total Direct and Indirect Job Change:	**(1,459)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(0.1%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE CONTRACT MANAGEMENT DISTRICT NORTHEAST)										
Army:	MIL	0	0	0	0	2	0	0	0	2
	CIV	0	0	(35)	(3)	160	0	0	0	122
Navy:	MIL	0	0	0	0	(9)	(628)	0	0	(637)
	CIV	0	0	0	0	0	(299)	0	0	(299)
Air Force:	MIL	0	0	0	6	0	0	0	0	6
	CIV	0	0	0	585	0	0	0	0	585
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE CONTRACT MANAGEMENT DISTRICT NORTHEAST)										
Army:	MIL	(2)	(6)	0	0	0	0	0	0	(8)
	CIV	(217)	(519)	0	0	0	0	0	0	(736)
Navy:	MIL	0	(10)	0	0	0	0	0	0	(10)
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in *Essex, Middlesex, Suffolk, Plymouth, Norfolk Counties, MA Statistical Area (Including DEFENSE CONTRACT MANAGEMENT DISTRICT NORTHEAST)										
	MIL	(2)	(16)	0	6	(6)	(628)	0	0	(646)
	CIV	(217)	(519)	(35)	582	180	(299)	0	0	(308)
	TOT	(219)	(535)	(35)	588	174	(927)	0	0	(954)

Cumulative Indirect Job Change:	(505)
Cumulative Total Direct and Indirect Job Change:	(1,459)

As of: 15:24 23 February 1995

Economic Impact Data

Activity: DEFENSE CONTRACT MANAGEMENT DISTRICT SOUTH
Economic Area: Atlanta, GA MSA

Impact of Proposed BRAC-95 Action at DEFENSE CONTRACT MANAGEMENT DISTRICT SO

Total Population of Atlanta, GA MSA (1992):	**3,143,000**
Total Employment of Atlanta, GA MSA, BEA (1992):	**1,923,937**
Total Personal Income of Atlanta, GA MSA (1992 actual):	**$68,667,765,000**
BRAC 95 Total Direct and Indirect Job Change:	**(275)**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.0%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	(3)	0	0	0	(3)
	CIV	0	0	0	0	(40)	0	0	0	(40)
Other Jobs:	MIL	0	0	0	0	(2)	0	0	0	(2)
	CIV	0	0	0	0	(124)	0	0	0	(124)
BRAC 95 Direct Job Change Summary at DEFENSE CONTRACT MANAGEMENT DISTRICT SOUTH:										
	MIL	0	0	0	0	(5)	0	0	0	(5)
	CIV	0	0	0	0	(164)	0	0	0	(164)
	TOT	0	0	0	0	(169)	0	0	0	(169)
								Indirect Job Change:		(106)
								Total Direct and Indirect Job Change:		(275)

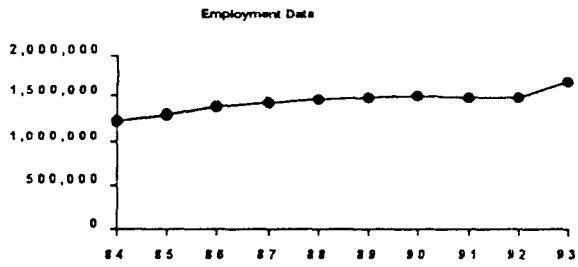
Other Pending BRAC Actions at DEFENSE CONTRACT MANAGEMENT DISTRICT SOUTH (Previous Round

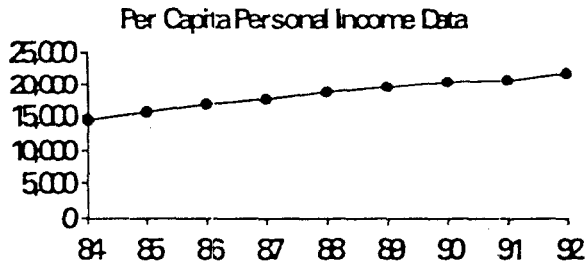
	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Atlanta, GA MSA Profile:

Civilian Employment, BLS (1993): 1,681,250

Average Per Capita Income (1992): $21,849





Annualized Change in Civilian Employment (1984-1993

Employment:	50,456
Percentage:	3.6%
U.S. Average Change:	1.5%

Annualized Change in Per Capita Personal Income (1984-1992

Dollars:	$914
Percentage:	5.2%
U.S. Average Change:	5.3%

Unemployment Rates for Atlanta, GA MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	4.9%	5.1%	4.7%	4.7%	5.2%	5.2%	5.2%	4.8%	6.6%	5.2%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:24 23 February 1995

Economic Impact Data

Activity: DEFENSE CONTRACT MANAGEMENT DISTRIC
Economic Area: Atlanta, GA MSA

Cumulative BRAC Impacts Affecting Atlanta, GA MSA:

Cumulative Total Direct and Indirect Job Change:	**508**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**0.0%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE CONTRACT MANAGEMENT DISTRICT SOUTH)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	0	0	0	319	0	0	319
	CIV	0	0	0	0	0	7	0	0	7
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	58	0	0	0	0	58
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE CONTRACT MANAGEMENT DISTRICT SOUTH)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	123	0	8	0	0	0	0	0	131
	CIV	0	0	1	0	0	0	0	0	1
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Atlanta, GA MSA Statistical Area (Including DEFENSE CONTRACT MANAGEMENT DISTRICT SOUTH)										
	MIL	123	0	8	0	(5)	319	0	0	445
	CIV	0	0	1	58	(164)	7	0	0	(98)
	TOT	123	0	9	58	(169)	326	0	0	347

Cumulative Indirect Job Change:	161
Cumulative Total Direct and Indirect Job Change:	508

As of: 15:24 23 February 1995

Economic Impact Data

Activity: DEFENSE CONTRACT MANAGEMENT DISTRICT WEST
Economic Area: Los Angeles-Long Beach, CA PMSA

Impact of Proposed BRAC-95 Action at DEFENSE CONTRACT MANAGEMENT DISTRICT WE

Total Population of Los Angeles-Long Beach, CA PMSA (1992):	**9,053,600**
Total Employment of Los Angeles-Long Beach, CA PMSA, BEA (1992):	**4,989,503**
Total Personal Income of Los Angeles-Long Beach, CA PMSA (1992 actual):	**$194,053,969,000**
BRAC 95 Total Direct and Indirect Job Change:	**36**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.0%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	2	0	0	0	2
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	20	0	0	0	20
BRAC 95 Direct Job Change Summary at DEFENSE CONTRACT MANAGEMENT DISTRICT WEST:										
	MIL	0	0	0	0	2	0	0	0	2
	CIV	0	0	0	0	20	0	0	0	20
	TOT	0	0	0	0	22	0	0	0	22
									Indirect Job Change:	14
									Total Direct and Indirect Job Change:	36

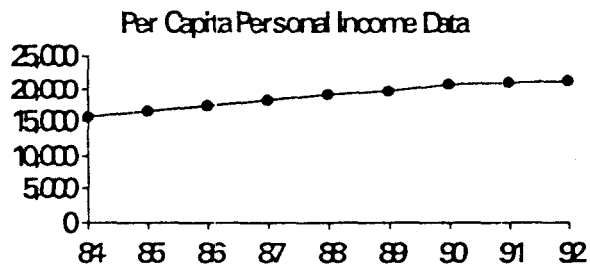
Other Pending BRAC Actions at DEFENSE CONTRACT MANAGEMENT DISTRICT WEST (Previous Rounds

MIL	0	0	0	0	0	0	0	0	0
CIV	0	0	0	0	0	0	0	0	0

Los Angeles-Long Beach, CA PMSA Profile:

Civilian Employment, BLS (1993): 3,984,000

Average Per Capita Income (1992): $21,434



Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	45,889	Dollars:	$732
Percentage:	1.3%	Percentage:	4.1%
U.S. Average Change:	1.5%	U.S. Average Change:	5.3%

Unemployment Rates for Los Angeles-Long Beach, CA PMSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	7.9%	7.0%	6.7%	5.9%	4.9%	4.6%	5.8%	8.0%	9.6%	9.7%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:24 23 February 1995

Economic Impact Data

Activity: DEFENSE CONTRACT MANAGEMENT DISTRIC
Economic Area: Los Angeles-Long Beach, CA PMSA

Cumulative BRAC Impacts Affecting Los Angeles-Long Beach, CA PMSA:

Cumulative Total Direct and Indirect Job Change:	**(19,966)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(0.4%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE CONTRACT MANAGEMENT DISTRICT WEST)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	(8)	(273)	0	0	0	0	(281)
	CIV	0	0	(64)	(3,713)	0	0	0	0	(3,777)
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE CONTRACT MANAGEMENT DISTRICT WEST)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	(3,142)	(677)	(334)	0	0	0	0	0	(4,153)
	CIV	(286)	0	0	0	0	0	0	0	(286)
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Los Angeles-Long Beach, CA PMSA Statistical Area (Including DEFENSE CONTRACT MANAGEMENT DISTRICT WEST)										
	MIL	(3,142)	(677)	(342)	(273)	2	0	0	0	(4,432)
	CIV	(286)	0	(64)	(3,713)	20	0	0	0	(4,043)
	TOT	(3,428)	(677)	(406)	(3,986)	22	0	0	0	(8,475)

Cumulative Indirect Job Change:	(11,491)
Cumulative Total Direct and Indirect Job Change:	(19,966)

As of: 15:24 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT ANNISTON
Economic Area: Anniston, AL MSA

Impact of Proposed BRAC-95 Action at DEFENSE DISTRIBUTION DEPOT ANNISTON:

Total Population of Anniston, AL MSA (1992):	**116,400**
Total Employment of Anniston, AL MSA, BEA (1992):	**62,049**
Total Personal Income of Anniston, AL MSA (1992 actual):	**$1,764,458,000**
BRAC 95 Total Direct and Indirect Job Change:	**1,042**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**1.7%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	270	269	0	539
BRAC 95 Direct Job Change Summary at DEFENSE DISTRIBUTION DEPOT ANNISTON:										
	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	270	269	0	539
	TOT	0	0	0	0	0	270	269	0	539
								Indirect Job Change:		503
								Total Direct and Indirect Job Change:		1,042

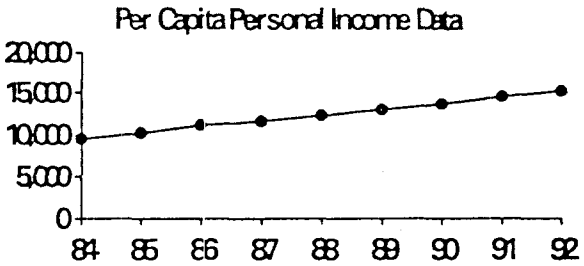
Other Pending BRAC Actions at DEFENSE DISTRIBUTION DEPOT ANNISTON (Previous Rounds):

MIL	0	0	0	0	0	0	0	0	0
CIV	0	0	0	0	0	0	0	0	0

Anniston, AL MSA Profile:

Civilian Employment, BLS (1993): 48,264

Average Per Capita Income (1992): $15,158



Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	442	Dollars:	$695
Percentage:	1.0%	Percentage:	5.9%
U.S. Average Change:	1.5%	U.S. Average Change:	5.3%

Unemployment Rates for Anniston, AL MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	10.9%	8.9%	9.6%	7.8%	7.4%	7.0%	7.0%	7.3%	8.3%	8.5%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:24 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT ANNISTON
Economic Area: Anniston, AL MSA

Cumulative BRAC Impacts Affecting Anniston, AL MSA:

Cumulative Total Direct and Indirect Job Change:	**(9,118)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(14.7%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT ANNISTON)										
Army:	MIL	0	0	0	(289)	(5,778)	0	0	0	(6,067)
	CIV	0	0	0	(144)	(1,824)	0	0	0	(1,968)
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT ANNISTON)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	67	(179)	(32)	(32)	0	0	0	0	(176)
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Anniston, AL MSA Statistical Area (Including DEFENSE DISTRIBUTION DEPOT ANNISTON)										
	MIL	0	0	0	(289)	(5,778)	0	0	0	(6,067)
	CIV	67	(179)	(32)	(176)	(1,824)	270	269	0	(1,605)
	TOT	67	(179)	(32)	(465)	(7,602)	270	269	0	(7,672)

Cumulative Indirect Job Change:	(1,446)
Cumulative Total Direct and Indirect Job Change:	(9,118)

As of: 15:25 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT COLUMBUS
Economic Area: Columbus, OH MSA

Impact of Proposed BRAC-95 Action at DEFENSE DISTRIBUTION DEPOT COLUMBUS:

Total Population of Columbus, OH MSA (1992):	**1,394,100**
Total Employment of Columbus, OH MSA, BEA (1992):	**863,325**
Total Personal Income of Columbus, OH MSA (1992 actual):	**$27,845,228,000**
BRAC 95 Total Direct and Indirect Job Change:	**(997)**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**(0.1%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	(38)	(38)	0	0	0	0	(76)
Other Jobs:	MIL	0	0	0	(2)	0	0	0	0	(2)
	CIV	0	0	(143)	(144)	0	0	0	0	(287)
BRAC 95 Direct Job Change Summary at DEFENSE DISTRIBUTION DEPOT COLUMBUS:										
	MIL	0	0	0	(2)	0	0	0	0	(2)
	CIV	0	0	(181)	(182)	0	0	0	0	(363)
	TOT	0	0	(181)	(184)	0	0	0	0	(365)
									Indirect Job Change:	(632)
									Total Direct and Indirect Job Change:	(997)

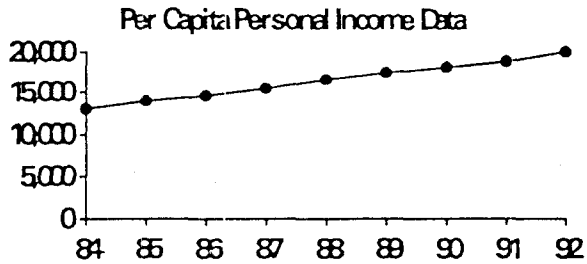
Other Pending BRAC Actions at DEFENSE DISTRIBUTION DEPOT COLUMBUS (Previous Rounds):

	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Columbus, OH MSA Profile:

Civilian Employment, BLS (1993): 719,438

Average Per Capita Income (1992): $19,974



Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	16,576	Dollars:	$877
Percentage:	2.6%	Percentage:	5.6%
U.S. Average Change:	1.5%	U.S. Average Change:	5.3%

Unemployment Rates for Columbus, OH MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	7.8%	6.7%	6.1%	5.4%	4.9%	4.8%	4.4%	4.6%	5.3%	4.9%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:25 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT COLUMBUS
Economic Area: Columbus, OH MSA

Cumulative BRAC Impacts Affecting Columbus, OH MSA:

Cumulative Total Direct and Indirect Job Change:	**(1,181)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(0.1%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT COLUMBUS)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	(358)	0	0	(358)
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT COLUMBUS)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	(72)	0	0	0	0	0	(72)
	CIV	(230)	0	(1,635)	0	0	0	0	0	(1,865)
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Columbus, OH MSA Statistical Area (Including DEFENSE DISTRIBUTION DEPOT COLUMBUS)										
	MIL	0	0	(72)	(2)	0	0	0	0	(74)
	CIV	(230)	0	(1,816)	(182)	0	(358)	0	0	(2,586)
	TOT	(230)	0	(1,888)	(184)	0	(358)	0	0	(2,660)

Cumulative Indirect Job Change:	39
Cumulative Total Direct and Indirect Job Change:	(1,181)

As of: 15:26 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT LETTERKENNY
Economic Area: Franklin County, PA

Impact of Proposed BRAC-95 Action at DEFENSE DISTRIBUTION DEPOT LETTERKENNY:

Total Population of Franklin County, PA (1992):	**124,300**
Total Employment of Franklin County, PA, BEA (1992):	**62,117**
Total Personal Income of Franklin County, PA (1992 actual):	**$2,208,872,000**
BRAC 95 Total Direct and Indirect Job Change:	**(748)**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**(1.2%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	(105)	(95)	0	(200)
Other Jobs:	MIL	0	0	0	0	0	(2)	(2)	0	(4)
	CIV	0	0	0	0	0	(61)	(113)	0	(174)
BRAC 95 Direct Job Change Summary at DEFENSE DISTRIBUTION DEPOT LETTERKENNY:										
	MIL	0	0	0	0	0	(2)	(2)	0	(4)
	CIV	0	0	0	0	0	(166)	(208)	0	(374)
	TOT	0	0	0	0	0	(168)	(210)	0	(378)
								Indirect Job Change:		(370)
								Total Direct and Indirect Job Change:		(748)

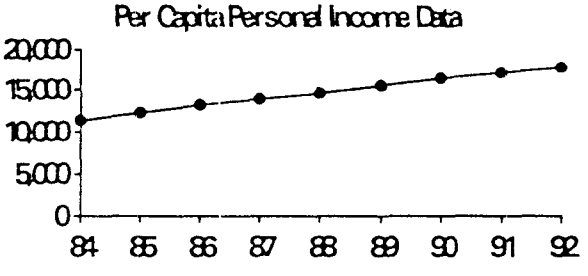
Other Pending BRAC Actions at DEFENSE DISTRIBUTION DEPOT LETTERKENNY (Previous Rounds):

	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Franklin County, PA Profile:

Civilian Employment, BLS (1993): 59,407

Average Per Capita Income (1992): $17,771



Annualized Change in Civilian Employment (1984-1993

Employment:	1,295
Percentage:	2.5%
U.S. Average Change:	1.5%

Annualized Change in Per Capita Personal Income (1984-1992

Dollars:	$797
Percentage:	5.7%
U.S. Average Change:	5.3%

Unemployment Rates for Franklin County, PA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	9.7%	7.0%	6.3%	4.7%	4.1%	3.6%	5.2%	6.6%	6.3%	5.8%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:26 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT LETTERKEN
Economic Area: Franklin County, PA

Cumulative BRAC Impacts Affecting Franklin County, PA:

Cumulative Total Direct and Indirect Job Change:	**(5,271)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(8.5%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT LETTERKENNY)										
Army:	MIL	0	0	0	(3)	(24)	(8)	0	0	(35)
	CIV	0	0	0	(556)	(710)	(789)	0	0	(2,055)
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT LETTERKENNY)										
Army:	MIL	0	(19)	(19)	0	0	0	0	0	(38)
	CIV	(112)	(93)	(60)	73	17	0	0	0	(175)
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Franklin County, PA Statistical Area (Including DEFENSE DISTRIBUTION DEPOT LETTERKENNY)										
	MIL	0	(19)	(19)	(3)	(24)	(10)	(2)	0	(77)
	CIV	(112)	(93)	(60)	(483)	(693)	(955)	(208)	0	(2,604)
	TOT	(112)	(112)	(79)	(486)	(717)	(965)	(210)	0	(2,681)

Cumulative Indirect Job Change:	(2,590)
Cumulative Total Direct and Indirect Job Change:	(5,271)

As of: 15:26 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT MEMPHIS
Economic Area: Memphis, TN-AR-MS MSA

Impact of Proposed BRAC-95 Action at DEFENSE DISTRIBUTION DEPOT MEMPHIS:

Total Population of Memphis, TN-AR-MS MSA (1992):	**1,033,700**
Total Employment of Memphis, TN-AR-MS MSA, BEA (1992):	**604,166**
Total Personal Income of Memphis, TN-AR-MS MSA (1992 actual):	**$20,176,939,000**
BRAC 95 Total Direct and Indirect Job Change:	**(3,349)**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**(0.6%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	(200)	(534)	0	0	0	(734)
Other Jobs:	MIL	0	0	(1)	(5)	(5)	0	0	0	(11)
	CIV	0	0	(100)	(200)	(255)	0	0	0	(555)

BRAC 95 Direct Job Change Summary at DEFENSE DISTRIBUTION DEPOT MEMPHIS:

MIL	0	0	(1)	(5)	(5)	0	0	0	(11)
CIV	0	0	(100)	(400)	(789)	0	0	0	(1,289)
TOT	0	0	(101)	(405)	(794)	0	0	0	(1,300)

Indirect Job Change: (2,049)

Total Direct and Indirect Job Change: (3,349)

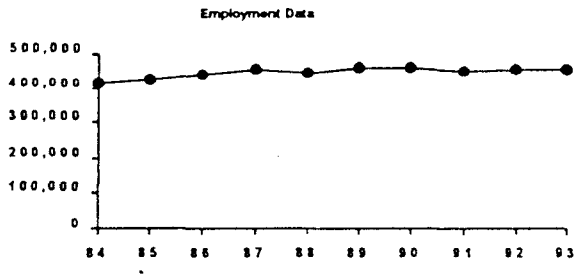
Other Pending BRAC Actions at DEFENSE DISTRIBUTION DEPOT MEMPHIS (Previous Rounds):

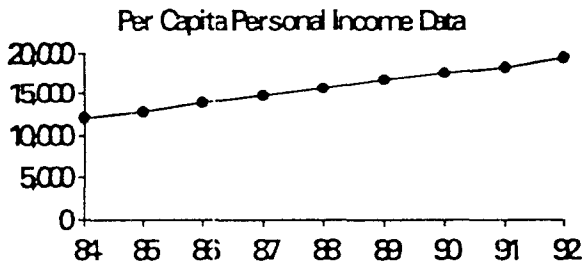
MIL	0	0	0	0	0	0	0	0	0
CIV	0	0	0	0	0	0	0	0	0

Memphis, TN-AR-MS MSA Profile:

Civilian Employment, BLS (1993): 458,613

Average Per Capita Income (1992): $19,517





Annualized Change in Civilian Employment (1984-1993

Employment:	4,875
Percentage:	1.2%
U.S. Average Change:	1.5%

Annualized Change in Per Capita Personal Income (1984-1992

Dollars:	$932
Percentage:	6.2%
U.S. Average Change:	5.3%

Unemployment Rates for Memphis, TN-AR-MS MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	7.3%	6.7%	6.8%	5.8%	5.2%	4.7%	4.7%	5.8%	5.8%	5.4%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:27 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT MEMPHIS
Economic Area: Memphis, TN-AR-MS MSA

Cumulative BRAC Impacts Affecting Memphis, TN-AR-MS MSA:

Cumulative Total Direct and Indirect Job Change:	**(9,030)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(1.5%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT MEMPHIS)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	0	216	0	16	1	0	233
	CIV	0	0	0	135	0	108	50	0	293
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT MEMPHIS)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	(377)	(113)	(1,776)	(4,390)	1,011	57	0	0	(5,588)
	CIV	(241)	10	(210)	(283)	1,113	45	0	0	434
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Memphis, TN-AR-MS MSA Statistical Area (Including DEFENSE DISTRIBUTION DEPOT MEMPHIS)										
	MIL	(377)	(113)	(1,777)	(4,179)	1,006	73	1	0	(5,366)
	CIV	(241)	10	(310)	(548)	324	153	50	0	(562)
	TOT	(618)	(103)	(2,087)	(4,727)	1,330	226	51	0	(5,928)

Cumulative Indirect Job Change:	(3,102)
Cumulative Total Direct and Indirect Job Change:	(9,030)

As of: 15:27 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT OGDEN
Economic Area: Salt Lake City-Ogden, UT MSA

Impact of Proposed BRAC-95 Action at DEFENSE DISTRIBUTION DEPOT OGDEN:

Total Population of Salt Lake City-Ogden, UT MSA (1992):	**1,128,100**
Total Employment of Salt Lake City-Ogden, UT MSA, BEA (1992):	**659,460**
Total Personal Income of Salt Lake City-Ogden, UT MSA (1992 actual):	**$19,025,222,000**
BRAC 95 Total Direct and Indirect Job Change:	**(2,947)**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**(0.4%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	(2)	0	0	0	(2)
	CIV	0	0	0	(47)	(342)	(320)	0	0	(709)
Other Jobs:	MIL	0	0	0	(2)	(2)	(2)	0	0	(6)
	CIV	0	0	0	(202)	(183)	(11)	0	0	(396)
BRAC 95 Direct Job Change Summary at DEFENSE DISTRIBUTION DEPOT OGDEN:										
	MIL	0	0	0	(2)	(4)	(2)	0	0	(8)
	CIV	0	0	0	(249)	(525)	(331)	0	0	(1,105)
	TOT	0	0	0	(251)	(529)	(333)	0	0	(1,113)
									Indirect Job Change:	(1,834)
									Total Direct and Indirect Job Change:	(2,947)

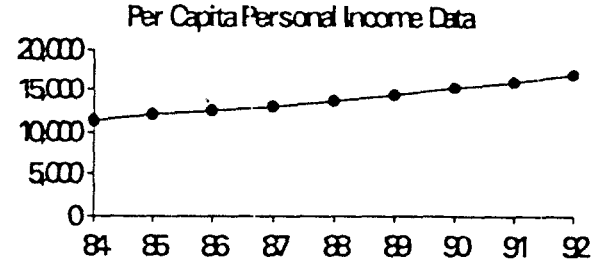
Other Pending BRAC Actions at DEFENSE DISTRIBUTION DEPOT OGDEN (Previous Rounds):

	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Salt Lake City-Ogden, UT MSA Profile:

Civilian Employment, BLS (1993): 566,518

Average Per Capita Income (1992): $16,865



Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	14,859	Dollars:	$682
Percentage:	3.1%	Percentage:	5.0%
U.S. Average Change:	1.5%	U.S. Average Change:	5.3%

Unemployment Rates for Salt Lake City-Ogden, UT MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	5.9%	5.3%	5.4%	5.7%	4.6%	4.5%	4.1%	4.6%	4.7%	3.6%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:27 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT OGDEN
Economic Area: Salt Lake City-Ogden, UT MSA

Cumulative BRAC Impacts Affecting Salt Lake City-Ogden, UT MSA:

Cumulative Total Direct and Indirect Job Change:	**(2,026)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(0.3%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT OGDEN)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	(254)	0	0	0	0	(254)
	CIV	0	0	0	(82)	0	0	0	0	(82)
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT OGDEN)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	(10)	0	0	0	0	0	0	(10)
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	4	251	0	0	0	0	0	0	255
	CIV	0	383	51	0	0	0	0	0	434
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Salt Lake City-Ogden, UT MSA Statistical Area (Including DEFENSE DISTRIBUTION DEPOT OGDEN)										
	MIL	4	241	0	(256)	(4)	(2)	0	0	(17)
	CIV	0	383	51	(331)	(525)	(331)	0	0	(753)
	TOT	4	624	51	(587)	(529)	(333)	0	0	(770)

Cumulative Indirect Job Change:	(1,256)
Cumulative Total Direct and Indirect Job Change:	(2,026)

As of: 15:28 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT RED RIVER
Economic Area: Texarkana, TX-Texarkana, AR MSA

Impact of Proposed BRAC-95 Action at DEFENSE DISTRIBUTION DEPOT RED RIVER:

Total Population of Texarkana, TX-Texarkana, AR MSA (1992):	**120,900**
Total Employment of Texarkana, TX-Texarkana, AR MSA, BEA (1992):	**59,794**
Total Personal Income of Texarkana, TX-Texarkana, AR MSA (1992 actual):	**$1,908,721,000**
BRAC 95 Total Direct and Indirect Job Change:	**(1,602)**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**(2.7%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	(218)	(224)	0	(442)
Other Jobs:	MIL	0	0	0	0	0	0	(1)	0	(1)
	CIV	0	0	0	0	0	(188)	(190)	0	(378)
BRAC 95 Direct Job Change Summary at DEFENSE DISTRIBUTION DEPOT RED RIVER:										
	MIL	0	0	0	0	0	0	(1)	0	(1)
	CIV	0	0	0	0	0	(406)	(414)	0	(820)
	TOT	0	0	0	0	0	(406)	(415)	0	(821)
								Indirect Job Change:		(781)
								Total Direct and Indirect Job Change:		(1,602)

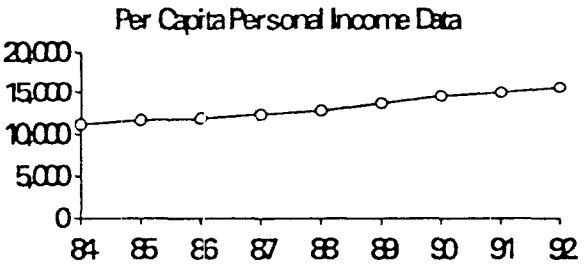
Other Pending BRAC Actions at DEFENSE DISTRIBUTION DEPOT RED RIVER (Previous Rounds):

	MIL	1	0	0	0	0	0	0	0	1
	CIV	59	59	59	59	0	0	0	0	236

Texarkana, TX-Texarkana, AR MSA Profile:

Civilian Employment, BLS (1993): 52,006

Average Per Capita Income (1992): $15,784



Annualized Change in Civilian Employment (1984-1993

Employment:	67
Percentage:	0.1%
U.S. Average Change:	1.5%

Annualized Change in Per Capita Personal Income (1984-1992

Dollars:	$591
Percentage:	4.6%
U.S. Average Change:	5.3%

Unemployment Rates for Texarkana, TX-Texarkana, AR MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	7.2%	8.5%	9.1%	8.3%	8.0%	7.2%	6.4%	7.5%	8.1%	8.2%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:28 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION DEPOT RED RIVER
Economic Area: Texarkana, TX-Texarkana, AR MSA

Cumulative BRAC Impacts Affecting Texarkana, TX-Texarkana, AR MSA:

Cumulative Total Direct and Indirect Job Change:	**(4,583)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(7.7%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT RED RIVER)										
Army:	MIL	0	0	(2)	0	(5)	(7)	0	0	(14)
	CIV	0	0	0	(40)	(1,381)	(956)	0	0	(2,377)
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION DEPOT RED RIVER)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	123	103	102	102	39	39	0	0	508
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	(1)	0	0	0	0	0	0	0	(1)
	CIV	(59)	(59)	(59)	(59)	0	0	0	0	(236)
Cumulative Direct Job Change in Texarkana, TX-Texarkana, AR MSA Statistical Area (Including DEFENSE DISTRIBUTION DEPOT RED RIVER)										
	MIL	0	0	(2)	0	(5)	(7)	(1)	0	(15)
	CIV	123	103	102	62	(1,342)	(1,323)	(414)	0	(2,689)
	TOT	123	103	100	62	(1,347)	(1,330)	(415)	0	(2,704)

Cumulative Indirect Job Change:	(2,116)
Cumulative Total Direct and Indirect Job Change:	(4,583)

As of: 15:43 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION REGION EAST
Economic Area: Harrisburg-Lebanon-Carlisle, PA MSA

Impact of Proposed BRAC-95 Action at DEFENSE DISTRIBUTION REGION EAST:

Total Population of Harrisburg-Lebanon-Carlisle, PA MSA (1992):	**601,300**
Total Employment of Harrisburg-Lebanon-Carlisle, PA MSA, BEA (1992):	**386,060**
Total Personal Income of Harrisburg-Lebanon-Carlisle, PA MSA (1992 actual):	**$12,393,644,000**
BRAC 95 Total Direct and Indirect Job Change:	**219**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.1%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	89	0	0	0	89
BRAC 95 Direct Job Change Summary at DEFENSE DISTRIBUTION REGION EAST:										
	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	89	0	0	0	89
	TOT	0	0	0	0	89	0	0	0	89
									Indirect Job Change:	130
									Total Direct and Indirect Job Change:	219

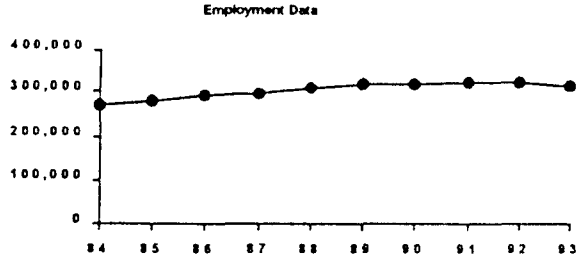
Other Pending BRAC Actions at DEFENSE DISTRIBUTION REGION EAST (Previous Rounds):

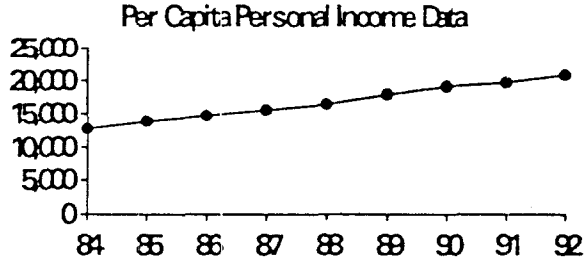
	MIL	0	56	0	0	0	0	0	0	56
	CIV	0	14	0	0	0	0	0	0	14

Harrisburg-Lebanon-Carlisle, PA MSA Profile:

Civilian Employment, BLS (1993): 313,825

Average Per Capita Income (1992): $20,609





Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	4,825	Dollars:	$974
Percentage:	1.7%	Percentage:	6.1%
U.S. Average Change:	1.5%	U.S. Average Change:	5.3%

Unemployment Rates for Harrisburg-Lebanon-Carlisle, PA MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	6.1%	5.6%	5.0%	4.1%	4.0%	3.8%	4.3%	5.3%	5.4%	5.1%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:43 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION REGION EAST
Economic Area: Harrisburg-Lebanon-Carlisle, PA MSA

Cumulative BRAC Impacts Affecting Harrisburg-Lebanon-Carlisle, PA MSA:

Cumulative Total Direct and Indirect Job Change:	**719**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**0.2%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION REGION EAST)										
Army:	MIL	0	0	0	0	(136)	0	0	0	(136)
	CIV	0	0	0	0	(385)	0	0	0	(385)
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	38	38	124	53	44	0	297
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION REGION EAST)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	2	48	1	0	0	0	0	0	51
	CIV	63	340	13	0	0	0	0	0	416
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	(56)	0	0	0	0	0	0	(56)
	CIV	0	(14)	0	0	0	0	0	0	(14)
Cumulative Direct Job Change in Harrisburg-Lebanon-Carlisle, PA MSA Statistical Area (Including DEFENSE DISTRIBUTION REGION EAST)										
	MIL	2	48	1	0	(136)	0	0	0	(85)
	CIV	63	340	51	38	(172)	53	44	0	417
	TOT	65	388	52	38	(308)	53	44	0	332

Cumulative Indirect Job Change:	317
Cumulative Total Direct and Indirect Job Change:	719

As of: 15:43 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION REGION WEST
Economic Area: Stockton-Lodi, CA MSA

Impact of Proposed BRAC-95 Action at DEFENSE DISTRIBUTION REGION WEST:

Total Population of Stockton-Lodi, CA MSA (1992):	**504,100**
Total Employment of Stockton-Lodi, CA MSA, BEA (1992):	**215,963**
Total Personal Income of Stockton-Lodi, CA MSA (1992 actual):	**$8,540,531,000**
BRAC 95 Total Direct and Indirect Job Change:	**678**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.3%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	2	0	0	0	2
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	237	46	6	0	289

BRAC 95 Direct Job Change Summary at DEFENSE DISTRIBUTION REGION WEST:

MIL	0	0	0	0	2	0	0	0	2
CIV	0	0	0	0	237	46	6	0	289
TOT	0	0	0	0	239	46	6	0	291

Indirect Job Change: 387

Total Direct and Indirect Job Change: 678

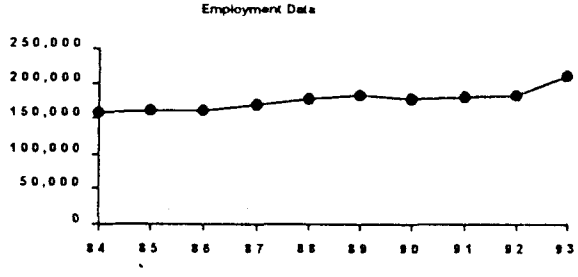
Other Pending BRAC Actions at DEFENSE DISTRIBUTION REGION WEST (Previous Rounds):

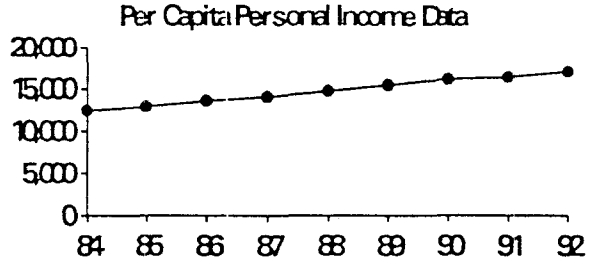
MIL	0	0	0	0	0	0	0	0	0
CIV	0	0	0	0	0	0	0	0	0

Stockton-Lodi, CA MSA Profile:

Civilian Employment, BLS (1993): 208,820

Average Per Capita Income (1992): $16,942





Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	5,667	Dollars:	$568
Percentage:	3.3%	Percentage:	4.0%
U.S. Average Change:	1.5%	U.S. Average Change	5.3%

Unemployment Rates for Stockton-Lodi, CA MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	13.1%	12.6%	11.6%	9.9%	9.8%	9.4%	9.9%	12.0%	14.3%	13.3%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:43 23 February 1995

Economic Impact Data

Activity: DEFENSE DISTRIBUTION REGION WEST
Economic Area: Stockton-Lodi, CA MSA

Cumulative BRAC Impacts Affecting Stockton-Lodi, CA MSA:

Cumulative Total Direct and Indirect Job Change:	**1,328**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**0.6%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION REGION WEST)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	(7)	0	0	0	0	0	(7)
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	213	0	0	213
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE DISTRIBUTION REGION WEST)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	201	0	0	0	0	0	0	201
	CIV	0	10	5	0	15	0	0	0	30
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Stockton-Lodi, CA MSA Statistical Area (Including DEFENSE DISTRIBUTION REGION WEST)										
	MIL	0	201	(7)	0	2	0	0	0	196
	CIV	0	10	5	0	252	259	6	0	532
	TOT	0	211	(2)	0	254	259	6	0	728

Cumulative Indirect Job Change:	600
Cumulative Total Direct and Indirect Job Change:	1,328

As of: 15:43 23 February 1995

Economic Impact Data

Activity: DEFENSE FUEL SUPPLY CENTER
Economic Area: Washington, DC-MD-VA-WV PMSA

Impact of Proposed BRAC-95 Action at DEFENSE FUEL SUPPLY CENTER:

Total Population of Washington, DC-MD-VA-WV PMSA (1992):	**4,360,300**
Total Employment of Washington, DC-MD-VA-WV PMSA, BEA (1992):	**2,948,259**
Total Personal Income of Washington, DC-MD-VA-WV PMSA (1992 actual):	**$116,931,989,000**
BRAC 95 Total Direct and Indirect Job Change:	**148**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.0%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	11	0	0	0	11
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	41	0	0	0	41
BRAC 95 Direct Job Change Summary at DEFENSE FUEL SUPPLY CENTER:										
	MIL	0	0	0	0	11	0	0	0	11
	CIV	0	0	0	0	41	0	0	0	41
	TOT	0	0	0	0	52	0	0	0	52
								Indirect Job Change:		96
								Total Direct and Indirect Job Change:		148

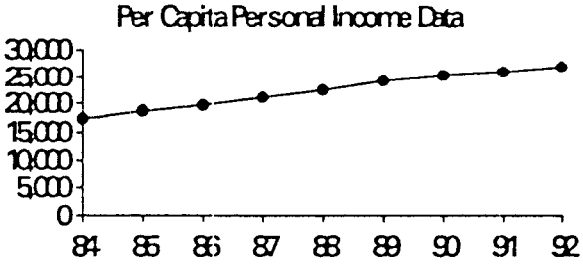
Other Pending BRAC Actions at DEFENSE FUEL SUPPLY CENTER (Previous Rounds):

	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Washington, DC-MD-VA-WV PMSA Profile:

Civilian Employment, BLS (1993): 2,434,076

Average Per Capita Income (1992): $26,817



Annualized Change in Civilian Employment (1984-1993

Employment:	52,735
Percentage:	2.5%
U.S. Average Change:	1.5%

Annualized Change in Per Capita Personal Income (1984-1992

Dollars:	$1,184
Percentage:	5.6%
U.S. Average Change:	5.3%

Unemployment Rates for Washington, DC-MD-VA-WV PMSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	4.3%	4.0%	3.5%	3.2%	3.0%	2.8%	3.5%	4.7%	5.2%	4.5%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:44 23 February 1995

Economic Impact Data

Activity: DEFENSE FUEL SUPPLY CENTER
Economic Area: Washington, DC-MD-VA-WV PMSA

Cumulative BRAC Impacts Affecting Washington, DC-MD-VA-WV PMSA:

Cumulative Total Direct and Indirect Job Change:	**(16,821)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(0.6%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE FUEL SUPPLY CENTER)										
Army:	MIL	0	0	0	0	193	602	0	0	795
	CIV	0	0	(9)	0	0	334	0	0	325
Navy:	MIL	0	0	33	(149)	(53)	(91)	0	0	(260)
	CIV	0	0	(119)	(637)	(358)	(55)	0	0	(1,169)
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE FUEL SUPPLY CENTER)										
Army:	MIL	42	(123)	(253)	(87)	0	0	0	0	(421)
	CIV	59	(275)	(589)	(430)	(158)	0	0	0	(1,393)
Navy:	MIL	40	(54)	(582)	(845)	(1,027)	0	0	0	(2,468)
	CIV	(27)	(468)	212	(4,510)	(1,288)	0	0	0	(6,081)
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Washington, DC-MD-VA-WV PMSA Statistical Area (Including DEFENSE FUEL SUPPLY CENTER)										
	MIL	82	(177)	(802)	(1,081)	(876)	511	0	0	(2,343)
	CIV	32	(743)	(505)	(5,577)	(1,763)	279	0	0	(8,277)
	TOT	114	(920)	(1,307)	(6,658)	(2,639)	790	0	0	(10,620)

Cumulative Indirect Job Change:	(6,237)
Cumulative Total Direct and Indirect Job Change:	(16,821)

As of: 15:44 23 February 1995

Economic Impact Data

Activity: DEFENSE GENERAL SUPPLY CENTER
Economic Area: Richmond-Petersburg, VA MSA

Impact of Proposed BRAC-95 Action at DEFENSE GENERAL SUPPLY CENTER:

Total Population of Richmond-Petersburg, VA MSA (1992):	**896,200**
Total Employment of Richmond-Petersburg, VA MSA, BEA (1992):	**571,530**
Total Personal Income of Richmond-Petersburg, VA MSA (1992 actual):	**$19,985,306,000**
BRAC 95 Total Direct and Indirect Job Change:	**917**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.2%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	12	0	0	12
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	24	323	0	0	347
BRAC 95 Direct Job Change Summary at DEFENSE GENERAL SUPPLY CENTER:										
	MIL	0	0	0	0	0	12	0	0	12
	CIV	0	0	0	0	24	323	0	0	347
	TOT	0	0	0	0	24	335	0	0	359
								Indirect Job Change:		558
								Total Direct and Indirect Job Change:		917

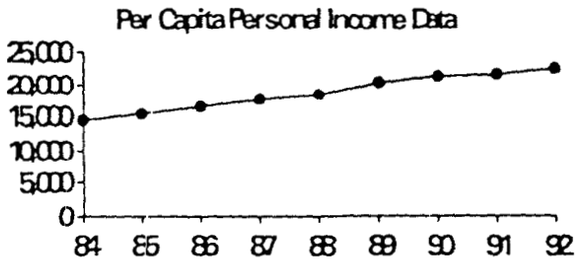
Other Pending BRAC Actions at DEFENSE GENERAL SUPPLY CENTER (Previous Rounds):

	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Richmond-Petersburg, VA MSA Profile:

Civilian Employment, BLS (1993): 466,868

Average Per Capita Income (1992): $22,303



Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	8,840	Dollars:	$976
Percentage:	2.1%	Percentage:	5.6%
U.S. Average Change:	1.5%	U.S. Average Change:	5.3%

Unemployment Rates for Richmond-Petersburg, VA MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	4.5%	4.6%	4.2%	3.7%	3.4%	3.6%	3.9%	5.4%	6.2%	4.8%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:44 23 February 1995

Economic Impact Data

Activity: DEFENSE GENERAL SUPPLY CENTER
Economic Area: Richmond-Petersburg, VA MSA

Cumulative BRAC Impacts Affecting Richmond-Petersburg, VA MSA:

Cumulative Total Direct and Indirect Job Change:	**610**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**0.1%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE GENERAL SUPPLY CENTER)										
Army:	MIL	0	0	(99)	0	0	0	0	0	(99)
	CIV	0	0	(106)	0	0	0	0	0	(106)
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE GENERAL SUPPLY CENTER)										
Army:	MIL	0	2	0	0	0	0	0	0	2
	CIV	1	6	0	0	0	0	0	0	7
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Richmond-Petersburg, VA MSA Statistical Area (Including DEFENSE GENERAL SUPPLY CENTER)										
	MIL	0	2	(99)	0	0	12	0	0	(85)
	CIV	1	6	(106)	0	24	323	0	0	248
	TOT	1	8	(205)	0	24	335	0	0	163

Cumulative Indirect Job Change:	447
Cumulative Total Direct and Indirect Job Change:	610

As of: 15:44 23 February 1995

Economic Impact Data

Activity: DEFENSE INDUSTRIAL SUPPLY CENTER
Economic Area: Philadelphia, PA-NJ PMSA

Impact of Proposed BRAC-95 Action at DEFENSE INDUSTRIAL SUPPLY CENTER:

Total Population of Philadelphia, PA-NJ PMSA (1992):	**4,943,700**
Total Employment of Philadelphia, PA-NJ PMSA, BEA (1992):	**2,604,793**
Total Personal Income of Philadelphia, PA-NJ PMSA (1992 actual):	**$115,670,197,000**
BRAC 95 Total Direct and Indirect Job Change:	**(1,198)**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.0%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	(12)	0	0	(12)
	CIV	0	0	0	0	0	(323)	0	0	(323)
Other Jobs:	MIL	0	0	0	0	0	(4)	0	0	(4)
	CIV	0	0	0	0	0	(46)	0	0	(46)
BRAC 95 Direct Job Change Summary at DEFENSE INDUSTRIAL SUPPLY CENTER:										
	MIL	0	0	0	0	0	(16)	0	0	(16)
	CIV	0	0	0	0	0	(369)	0	0	(369)
	TOT	0	0	0	0	0	(385)	0	0	(385)
									Indirect Job Change:	(813)
									Total Direct and Indirect Job Change:	(1,198)

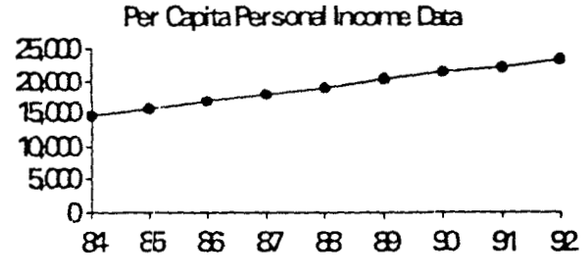
Other Pending BRAC Actions at DEFENSE INDUSTRIAL SUPPLY CENTER (Previous Rounds):

	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Philadelphia, PA-NJ PMSA Profile:

Civilian Employment, BLS (1993): 2,286,678

Average Per Capita Income (1992): $23,397



Annualized Change in Civilian Employment (1984-1993

Employment:	17,200
Percentage:	0.8%
U.S. Average Change:	1.5%

Annualized Change in Per Capita Personal Income (1984-1992

Dollars:	$1,099
Percentage:	6.1%
U.S. Average Change:	5.3%

Unemployment Rates for Philadelphia, PA-NJ PMSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	6.8%	5.9%	5.3%	4.4%	4.1%	3.8%	4.6%	6.4%	7.4%	6.8%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:44 23 February 1995

Economic Impact Data

Activity: DEFENSE INDUSTRIAL SUPPLY CENTER
Economic Area: Philadelphia, PA-NJ PMSA

Cumulative BRAC Impacts Affecting Philadelphia, PA-NJ PMSA:

Cumulative Total Direct and Indirect Job Change:	**(31,744)**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**(1.2%)**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE INDUSTRIAL SUPPLY CENTER)										
Army:	MIL	0	0	0	0	(310)	0	0	0	(310)
	CIV	0	0	0	0	(429)	0	0	0	(429)
Navy:	MIL	0	0	(16)	0	(14)	0	0	0	(30)
	CIV	0	0	(36)	(49)	(289)	0	0	0	(374)
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE INDUSTRIAL SUPPLY CENTER)										
Army:	MIL	0	36	0	0	0	0	0	0	36
	CIV	(173)	1	0	0	0	0	0	0	(172)
Navy:	MIL	(53)	(370)	(526)	(23)	0	0	0	0	(972)
	CIV	(637)	(4,241)	(3,143)	(571)	0	0	0	0	(8,592)
Air Force:	MIL	375	764	2	0	0	0	0	0	1,141
	CIV	1	0	0	0	0	0	0	0	1
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Philadelphia, PA-NJ PMSA Statistical Area (Including DEFENSE INDUSTRIAL SUPPLY CENTER)										
	MIL	322	430	(540)	(23)	(324)	(16)	0	0	(151)
	CIV	(809)	(4,240)	(3,179)	(620)	(718)	(369)	0	0	(9,935)
	TOT	(487)	(3,810)	(3,719)	(643)	(1,042)	(385)	0	0	(10,086)

Cumulative Indirect Job Change:	(20,151)
Cumulative Total Direct and Indirect Job Change:	(31,744)

As of: 15:45 23 February 1995

Economic Impact Data

Activity: DEFENSE REUTILIZATION AND MARKETING SERVICE (HEADQUARTERS)
Economic Area: *Calhoun County, MI

Impact of Proposed BRAC-95 Action at DEFENSE REUTILIZATION AND MARKETING SERVI

Total Population of *Calhoun County, MI (1992):	**138,400**
Total Employment of *Calhoun County, MI, BEA (1992):	**72,959**
Total Personal Income of *Calhoun County, MI (1992 actual):	**$2,475,355,000**
BRAC 95 Total Direct and Indirect Job Change:	**139**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.2%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	97	0	0	0	97

BRAC 95 Direct Job Change Summary at DEFENSE REUTILIZATION AND MARKETING SERVICE (HEADQUAR

MIL	0	0	0	0	0	0	0	0	0
CIV	0	0	0	0	97	0	0	0	97
TOT	0	0	0	0	97	0	0	0	97

Indirect Job Change: 42
Total Direct and Indirect Job Change: 139

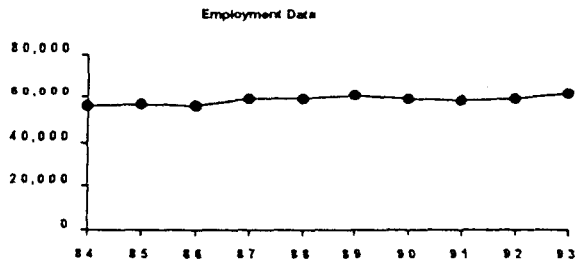
Other Pending BRAC Actions at DEFENSE REUTILIZATION AND MARKETING SERVICE (HEADQUARTE

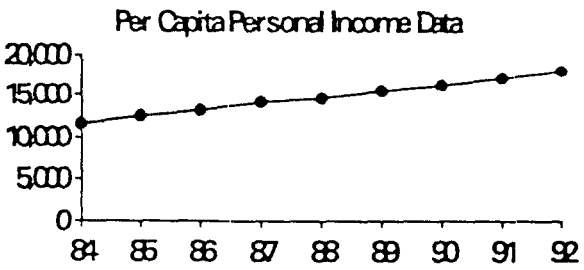
MIL	0	0	0	0	0	0	0	0	0
CIV	0	0	0	0	0	0	0	0	0

*Calhoun County, MI Profile:

Civilian Employment, BLS (1993): 62,314

Average Per Capita Income (1992): $17,888





Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	699	Dollars:	$781
Percentage:	1.2%	Percentage:	5.5%
U.S. Average Change:	1.5%	U.S. Average Change:	5.3%

Unemployment Rates for *Calhoun County, MI and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	11.1%	10.5%	9.0%	7.8%	7.3%	7.3%	7.6%	8.4%	7.6%	6.3%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 15:45 23 February 1995

Economic Impact Data

Activity: DEFENSE REUTILIZATION AND MARKETING S
Economic Area: *Calhoun County, MI

Cumulative BRAC Impacts Affecting *Calhoun County, MI:

Cumulative Total Direct and Indirect Job Change:	**139**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**0.2%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding DEFENSE REUTILIZATION AND MARKETING SERVICE (HEADQUARTERS))										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding DEFENSE REUTILIZATION AND MARKETING SERVICE (HEADQUARTERS))										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in *Calhoun County, MI Statistical Area (Including DEFENSE REUTILIZATION AND MARKETING SERVICE (HEADQUARTERS))										
	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	97	0	0	0	97
	TOT	0	0	0	0	97	0	0	0	97

Cumulative Indirect Job Change:	42
Cumulative Total Direct and Indirect Job Change:	139

As of: 20:54 23 February 1995

Economic Impact Data

Activity: NEW CUMBERLAND FACILITY
Economic Area: Harrisburg-Lebanon-Carlisle, PA MSA

Impact of Proposed BRAC-95 Action at NEW CUMBERLAND FACILITY:

Total Population of Harrisburg-Lebanon-Carlisle, PA MSA (1992):	**601,300**
Total Employment of Harrisburg-Lebanon-Carlisle, PA MSA, BEA (1992):	**386,060**
Total Personal Income of Harrisburg-Lebanon-Carlisle, PA MSA (1992 actual):	**$12,393,644,000**
BRAC 95 Total Direct and Indirect Job Change:	**460**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.1%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	38	38	124	53	44	0	297
BRAC 95 Direct Job Change Summary at NEW CUMBERLAND FACILITY:										
	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	38	38	124	53	44	0	297
	TOT	0	0	38	38	124	53	44	0	297
								Indirect Job Change:		163
								Total Direct and Indirect Job Change:		460

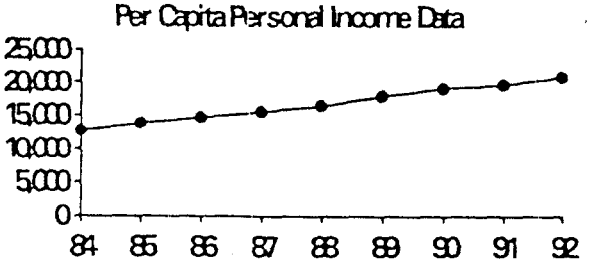
Other Pending BRAC Actions at NEW CUMBERLAND FACILITY (Previous Rounds):

	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Harrisburg-Lebanon-Carlisle, PA MSA Profile:

Civilian Employment, BLS (1993): 313,825

Average Per Capita Income (1992): $20,609



Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	4,825	Dollars:	$974
Percentage:	1.7%	Percentage:	6.1%
U.S. Average Change:	1.5%	U.S. Average Change:	5.3%

Unemployment Rates for Harrisburg-Lebanon-Carlisle, PA MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	6.1%	5.6%	5.0%	4.1%	4.0%	3.8%	4.3%	5.3%	5.4%	5.1%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 20:54 23 February 1995

Economic Impact Data

Activity: NEW CUMBERLAND FACILITY
Economic Area: Harrisburg-Lebanon-Carlisle, PA MSA

Cumulative BRAC Impacts Affecting Harrisburg-Lebanon-Carlisle, PA MSA:

Cumulative Total Direct and Indirect Job Change:	**719**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**0.2%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding NEW CUMBERLAND FACILITY)										
Army:	MIL	0	0	0	0	(136)	0	0	0	(136)
	CIV	0	0	0	0	(385)	0	0	0	(385)
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	89	0	0	0	89
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding NEW CUMBERLAND FACILITY)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	2	48	1	0	0	0	0	0	51
	CIV	63	340	13	0	0	0	0	0	416
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Harrisburg-Lebanon-Carlisle, PA MSA Statistical Area (Including NEW CUMBERLAND FACILITY)										
	MIL	2	48	1	0	(136)	0	0	0	(85)
	CIV	63	340	51	38	(172)	53	44	0	417
	TOT	65	388	52	38	(308)	53	44	0	332

Cumulative Indirect Job Change:	317
Cumulative Total Direct and Indirect Job Change:	719

As of: 20:56 23 February 1995

Economic Impact Data

Activity: TRACY FACILITY
Economic Area: Stockton-Lodi, CA MSA

Impact of Proposed BRAC-95 Action at TRACY FACILITY:

Total Population of Stockton-Lodi, CA MSA (1992):	**504,100**
Total Employment of Stockton-Lodi, CA MSA, BEA (1992):	**215,963**
Total Personal Income of Stockton-Lodi, CA MSA (1992 actual):	**$8,540,531,000**
BRAC 95 Total Direct and Indirect Job Change:	**330**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.2%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	213	0	0	213
BRAC 95 Direct Job Change Summary at TRACY FACILITY:										
	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	213	0	0	213
	TOT	0	0	0	0	0	213	0	0	213
								Indirect Job Change:		117
								Total Direct and Indirect Job Change:		330

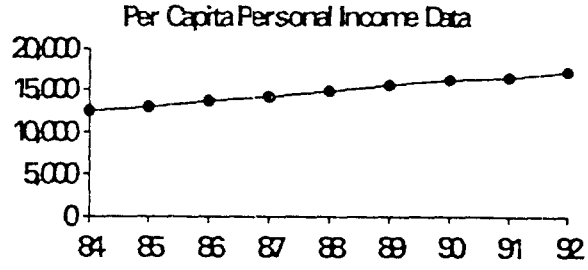
Other Pending BRAC Actions at TRACY FACILITY (Previous Rounds):

	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Stockton-Lodi, CA MSA Profile:

Civilian Employment, BLS (1993): 208,820

Average Per Capita Income (1992): $16,942



Annualized Change in Civilian Employment (1984-1993		Annualized Change in Per Capita Personal Income (1984-1992	
Employment:	5,667	Dollars:	$568
Percentage:	3.3%	Percentage:	4.0%
U.S. Average Change:	1.5%	U.S. Average Change:	5.3%

Unemployment Rates for Stockton-Lodi, CA MSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	13.1%	12.6%	11.6%	9.9%	9.8%	9.4%	9.9%	12.0%	14.3%	13.3%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

As of: 20:56 23 February 1995

Economic Impact Data

Activity: TRACY FACILITY
Economic Area: Stockton-Lodi, CA MSA

Cumulative BRAC Impacts Affecting Stockton-Lodi, CA MSA:

Cumulative Total Direct and Indirect Job Change:	**1,328**
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	**0.6%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding TRACY FACILITY)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	(7)	0	0	0	0	0	(7)
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	2	0	0	0	2
	CIV	0	0	0	0	237	46	6	0	289
Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding TRACY FACILITY)										
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	201	0	0	0	0	0	0	201
	CIV	0	10	5	0	15	0	0	0	30
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Cumulative Direct Job Change in Stockton-Lodi, CA MSA Statistical Area (Including TRACY FACILITY)										
	MIL	0	201	(7)	0	2	0	0	0	196
	CIV	0	10	5	0	252	259	6	0	532
	TOT	0	211	(2)	0	254	259	6	0	728

Cumulative Indirect Job Change:	600
Cumulative Total Direct and Indirect Job Change:	1,328

Document Separator

A

DEFENSE INVESTIGATIVE SERVICE
1340 BRADDOCK PLACE
ALEXANDRIA, VA 22314-1651

FEB 23 1995

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (ECONOMIC SECURITY), OSD

SUBJECT: Recommendation for a Revision of the 1988 Base Realignment and Closure Report Recommendation for the Defense Investigative Service Function at Fort Holabird, Maryland

I am forwarding for your review and consideration the final Detailed Analysis for the Defense Investigative Service's (DIS) 1995 Base Realignment and Closure (BRAC) Submission which proposes the relocation of the DIS Investigations Control and Automation Directorate (IC&AD) function at Fort Holabird, Maryland, to a newly constructed building on Fort Meade.

The DIS proposal is an amendment to the 1988 BRAC Commission recommendation which allowed DIS to remain on Fort Holabird, Maryland. The rationale for this amendment is presented in the Detailed Analysis which provides supporting data for the recommendation.

To the best of my knowledge and belief, I certify that the data and information gathered for use in the BRAC '95 analysis is accurate and complete.

Should you have any questions, pertaining to this submission, please contact Mr. Michael G. Newman, Deputy Director (Resources), at (703) 325-6062.

Signed

JOHN F. DONNELLY
Director

Attachment

INDEX OF DOCUMENTS

(A) Recommendation: Defense Investigative Service, Fort Holabird, Maryland

(B) COBRA - Total Appropriation Detail Report, data as of 12/20/94

(C) COBRA - Cost Realignment Summary, data as of 12/20/94

(D) Memorandum for Assistant Secretary of Defense (Economic Security), OSD, Subject: Recommendation for a Revision of the 1988 Base Realignment and Closure's Report Recommendation for the Defense Investigative Service Function at Fort Holabird, Maryland, dated February 7, 1995, with Detailed Analysis

(1) Comptroller General Report to Congress of the United States: Faster processing of DoD Personnel Security Clearances Could Avoid Millions of Losses, September 1981

(2) Joint Security Commission, A Report by: Redefining Security, dated February 28, 1994, pages 46-47

(3) Defense Investigative Service, Table of Distribution, dated October 31, 1994, pages 18-30

(4) V0900: Authorized vs On-Board for the month of October 1987-September 1988. Report complied by V0925 Manpower from information extracted from the Federal Personnel Management Systems (FPMS)

(5) Building Analysis Report, Defense Investigative Service, 2200 Van Deman Street, Fort Holabird, Maryland, dated November 1, 1994, prepared by Grimm and Parker, PC, contracted by the Army Corps of Engineers.

(6) Costs associated with Relocating the Investigations Control and Automation Directorate Outside the local commuting area, prepared by Sue Marshall and Jim Carnaggio, BRAC Working Group, undated.

(7) Interservice Support Agreement #W23A71-86182-191 with First Army and Fort George G. Meade, Fort Meade, Maryland, expiration: Indefinite

(8) Funding documents and information relating to costs for IC&AD.

(9) E-Mail from Sue Marshall, BRAC Working Group, Subject: Personnel Strength, dated November 14, 1994.

(10) E-Mail from Sue Marshall, BRAC Working Group, Subject: Contractors, dated November 21, 1994

(11) Economic Impact Data provided by the Logistics Management Institute, dated January 6, 1995

(12) E-Mail from Sue Marshall, BRAC Working Group, Subject: Force Drawdown, dated December 8, 1994

(13) Defense Investigative Service Modernization Functional Economic Analysis (FEA), dated November 14, 1994

(14) Verifiable Lease Costs in BWI Area, provided by the Army Corps of Engineers, Baltimore, Maryland, Real Estate Division, Realty Services Field Office, dated November 25, 1994

(15) Pages 7-8 of the latest POM submission, pertaining to the Relocation of the Personnel Investigations Center (PIC) and the National Computer Center (NCC).

(16) Letters and Information from the Maryland Department of the Environment, Air Management Administration, pertaining to correspondence with Red Star Odor Issue, dated May 26, 1992.

(17) Applied Environmental, IAQ Report for the PIC, dated November 14, 1990.

(18) Memoranda for Record of BRAC Meetings.

(19) Miscellaneous information and memoranda.

(20) Internal Management Control Plan

Defense Investigative Service, Fort Holabird, Maryland

Recommendation: Relocate the Defense Investigative Service (DIS), Investigations Control and Automation Directorate (IC&AD) from Fort Holabird, Maryland to a new facility to be built on Fort Meade, Maryland. This proposal is a revision to the recommendations of the 1988 Base Closure Commission. Once DIS vacates the building on Fort Holabird, the base will be vacant.

Justification: The IC&AD is located in Building 320, a Korean War era building. The building is in disrepair and continues to deteriorate costing over $319,000 in repairs since FY 1991 in addition to the annual Interservice Support Agreement cost of approximately $400,000. A recent Corps of Engineers (COE) Building Analysis indicated that the cost to bring the building up to code and to correct the environmental deficiencies would cost DIS approximately $9.1 million based on current space requirements. A military construction project on Fort Meade based on 1998 DIS force structure is estimated to cost $9.4 million.

Return on Investment: The total estimated one-time cost to implement this recommendation is $11 million. The net of all costs and savings during the implementation period is a cost of $0.7 million. Annual recurring savings after the implementation are $0.5 million with a return on investment expected in 6 years. The net present value of costs and savings over 20 years is a savings of $4 million.

Impact: Relocating the IC&AD will have no negative impact on the local economy since it is an intra-area move. There is no significant environmental or community infrastructure impact resulting from this relocation.

A

TOTAL APPROPRIATIONS DETAIL REPORT (COBRA v5.01)
Data As Of 10:14 12/20/1994, Report Created 15:09 01/05/1995

Department : DoD
Option Package : Ft. Holabird
Scenario File : A:\MDECON.CBR
Std Factrs File : A:\STFAC95.SFF

ONE-TIME COSTS -----($K)-----	1996	1997	1998	1999	2000	2001	Total
CONSTRUCTION							
MILCON	854	8,536	0	0	0	0	9,390
Fam Housing	0	0	0	0	0	0	0
Land Purch	0	0	0	0	0	0	0
O&M							
CIV SALARY							
Civ RIF	0	0	0	0	0	0	0
Civ Retire	0	0	4	0	0	0	4
CIV MOVING							
Per Diem	0	0	0	0	0	0	0
POV Miles	0	0	0	0	0	0	0
Home Purch	0	0	0	0	0	0	0
HHG	0	0	0	0	0	0	0
Misc	0	0	0	0	0	0	0
House Hunt	0	0	0	0	0	0	0
PPS	0	0	101	0	0	0	101
RITA	0	0	0	0	0	0	0
FREIGHT							
Packing	0	0	0	0	0	0	0
Freight	0	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0	0
Driving	0	0	0	0	0	0	0
Unemployment	0	0	0	0	0	0	0
OTHER							
Program Plan	0	0	0	0	0	0	0
Shutdown	0	0	129	0	0	0	129
New Hire	0	0	0	0	0	0	0
1-Time Move	0	0	0	0	0	0	0
MIL PERSONNEL							
MIL MOVING							
Per Diem	0	0	0	0	0	0	0
POV Miles	0	0	0	0	0	0	0
HHG	0	0	0	0	0	0	0
Misc	0	0	0	0	0	0	0
OTHER							
Elim PCS	0	0	0	0	0	0	0
OTHER							
HAP / RSE	0	0	184	0	0	0	184
Environmental	0	0	0	0	0	0	0
Info Manage	0	1,231	0	0	0	0	1,231
1-Time Other	0	0	0	0	0	0	0
TOTAL ONE-TIME	854	9,767	418	0	0	0	11,039

ATTACHMENT B

TOTAL APPROPRIATIONS DETAIL REPORT (COBRA v5.01) - Page 2
Data As Of 10:14 12/20/1994, Report Created 15:09 01/05/1995

Department : DoD
Option Package : Ft. Holabird
Scenario File : A:\MDECON.CBR
Std Fctrs File : A:\STFAC95.SFF

RECURRINGCOSTS -----($K)-----	1996	1997	1998	1999	2000	2001	Total	Beyond
FAM HOUSE OPS	0	0	0	0	0	0	0	0
O&M								
RPMA	0	0	220	220	220	220	881	220
BOS	176	176	199	199	199	199	1,149	199
Unique Operat	0	0	0	0	0	0	0	0
Civ Salary	0	0	0	0	0	0	0	0
CHAMPUS	0	0	0	0	0	0	0	0
Caretaker	0	0	0	0	0	0	0	0
MIL PERSONNEL								
Off Salary	0	0	0	0	0	0	0	0
Enl Salary	0	0	0	0	0	0	0	0
House Allow	0	0	0	0	0	0	0	0
OTHER								
Mission	0	0	0	0	0	0	0	0
Misc Recur	0	0	0	0	0	0	0	0
Unique Other	0	0	0	0	0	0	0	0
TOTAL RECUR	176	176	419	419	419	419	2,030	419
TOTAL COST	1,030	9,944	837	419	419	419	13,069	419

ONE-TIME SAVES -----($K)-----	1996	1997	1998	1999	2000	2001	Total
CONSTRUCTION							
MILCON	0	0	0	0	0	0	0
Fam Housing	0	0	0	0	0	0	0
O&M							
1-Time Move	0	0	0	0	0	0	0
MIL PERSONNEL							
Mil Moving	0	0	0	0	0	0	0
OTHER							
Land Sales	0	0	0	0	0	0	0
Environmental	0	0	0	0	0	0	0
1-Time Other	0	0	0	0	0	0	0
TOTAL ONE-TIME	0	0	0	0	0	0	0

RECURRINGSAVES -----($K)-----	1996	1997	1998	1999	2000	2001	Total	Beyond
FAM HOUSE OPS	0	0	0	0	0	0	0	0
O&M								
RPMA	0	0	190	400	400	400	1,390	400
BOS	0	0	0	0	0	0	0	0
Unique Operat	0	0	0	0	0	0	0	0
Civ Salary	0	0	253	506	506	506	1,771	506
CHAMPUS	0	0	0	0	0	0	0	0
MIL PERSONNEL								
[illegible] Salary	0	0	0	0	0	0	0	0
[illegible] Salary	0	0	0	0	0	0	0	0
House Allow	0	0	0	0	0	0	0	0
OTHER								

Procurement	0	9,161	0	0	0	0	9,161	0
Mission	0	0	0	0	0	0	0	0
Misc Recur	0	0	0	0	0	0	0	0
Unique Other	0	0	0	0	0	0	0	0
TOTAL RECUR	0	9,161	443	906	906	906	12,322	906
TOTAL SAVINGS	0	9,161	443	906	906	906	12,322	906

TOTAL APPROPRIATIONS DETAIL REPORT (COBRA v5.01) - Page 3
Data As Of 10:14 12/20/1994, Report Created 15:09 01/05/1995

Department : DoD
Option Package : Ft. Holabird
Scenario File : A:\MDECON.CBR
Std Fctrs File : A:\STFAC95.SFF

ONE-TIME NET -----($K)-----	1996	1997	1998	1999	2000	2001	Total
CONSTRUCTION							
MILCON	854	8,536	0	0	0	0	9,390
Fam Housing	0	0	0	0	0	0	0
O&M							
Civ Retir/RIF	0	0	4	0	0	0	4
Civ Moving	0	0	101	0	0	0	101
Other	0	0	129	0	0	0	129
MIL PERSONNEL							
Mil Moving	0	0	0	0	0	0	0
OTHER							
HAP / RSE	0	0	184	0	0	0	184
Environmental	0	0	0	0	0	0	0
Info Manage	0	1,231	0	0	0	0	1,231
1-Time Other	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0
TOTAL ONE-TIME	854	9,767	418	0	0	0	11,039

RECURRING NET ---($K)-----	1996	1997	1998	1999	2000	2001	Total	Beyond
HOUSE OPS	0	0	0	0	0	0	0	0
O&M								
RPMA	0	0	30	-180	-180	-180	-509	-180
BOS	176	176	199	199	199	199	1,149	199
Unique Operat	0	0	0	0	0	0	0	0
Caretaker	0	0	0	0	0	0	0	0
Civ Salary	0	0	-253	-506	-506	-506	-1,771	-506
CHAMPUS	0	0	0	0	0	0	0	0
MIL PERSONNEL								
Mil Salary	0	0	0	0	0	0	0	0
House Allow	0	0	0	0	0	0	0	0
OTHER								
Procurement	0	-9,161	0	0	0	0	-9,161	0
Mission	0	0	0	0	0	0	0	0
Misc Recur	0	0	0	0	0	0	0	0
Unique Other	0	0	0	0	0	0	0	0
TOTAL RECUR	176	-8,985	-23	-486	-486	-486	-10,291	-486
TOTAL NET COST	1,030	783	394	-486	-486	-486	747	-486

APPROPRIATIONS DETAIL REPORT (COBRA v5.01) - Page 4
Data As Of 10:14 12/20/1994, Report Created 15:09 01/05/1995

Department : DoD
Option Package : Ft. Holabird
Scenario File : A:\MDECON.CBR
Std Fctrs File : A:\STFAC95.SFF

Base: Ft. Holabird, MD

ONE-TIME COSTS -----($K)-----	1996	1997	1998	1999	2000	2001	Total
CONSTRUCTION							
MILCON	0	0	0	0	0	0	0
Fam Housing	0	0	0	0	0	0	0
Land Purch	0	0	0	0	0	0	0
O&M							
CIV SALARY							
Civ RIFs	0	0	0	0	0	0	0
Civ Retire	0	0	0	0	0	0	0
CIV MOVING							
Per Diem	0	0	0	0	0	0	0
POV Miles	0	0	0	0	0	0	0
Home Purch	0	0	0	0	0	0	0
HHG	0	0	0	0	0	0	0
Misc	0	0	0	0	0	0	0
House Hunt	0	0	0	0	0	0	0
PPS	0	0	0	0	0	0	0
RITA	0	0	0	0	0	0	0
FREIGHT							
Packing	0	0	0	0	0	0	0
Freight	0	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0	0
Driving	0	0	0	0	0	0	0
Unemployment	0	0	0	0	0	0	0
OTHER							
Program Plan	0	0	0	0	0	0	0
Shutdown	0	0	129	0	0	0	129
New Hires	0	0	0	0	0	0	0
1-Time Move	0	0	0	0	0	0	0
MIL PERSONNEL							
MIL MOVING							
Per Diem	0	0	0	0	0	0	0
POV Miles	0	0	0	0	0	0	0
HHG	0	0	0	0	0	0	0
Misc	0	0	0	0	0	0	0
OTHER							
Elim PCS	0	0	0	0	0	0	0
OTHER							
HAP / RSE	0	0	0	0	0	0	0
Environmental	0	0	0	0	0	0	0
Info Manage	0	0	0	0	0	0	0
1-Time Other	0	0	0	0	0	0	0
TOTAL ONE-TIME	0	0	129	0	0	0	129

APPROPRIATIONS DETAIL REPORT (COBRA v5.01) - Page 5
Data As Of 10:14 12/20/1994, Report Created 13:39 01/05/1995

Department : DoD
Option Package : Pt. Holabird
enario File : A:\MDECON.CBR
td Pctrs File : A:\STFAC95.SFF

Base: Pt. Holabird, MD

RECURRINGCOSTS -----($K)-----	1996	1997	1998	1999	2000	2001	Total	Beyond
FAM HOUSE OPS	0	0	0	0	0	0	0	0
O&M								
RPMA	0	0	0	0	0	0	0	0
BOS	0	0	0	0	0	0	0	0
Unique Operat	0	0	0	0	0	0	0	0
Civ Salary	0	0	0	0	0	0	0	0
CHAMPUS	0	0	0	0	0	0	0	0
Caretaker	0	0	0	0	0	0	0	0
MIL PERSONNEL								
Off Salary	0	0	0	0	0	0	0	0
Enl Salary	0	0	0	0	0	0	0	0
House Allow	0	0	0	0	0	0	0	0
OTHER								
Mission	0	0	0	0	0	0	0	0
Misc Recur	0	0	0	0	0	0	0	0
Unique Other	0	0	0	0	0	0	0	0
TOTAL RECUR	0	0	0	0	0	0	0	0
L COSTS	0	0	129	0	0	0	129	0

ONE-TIME SAVES -----($K)-----	1996	1997	1998	1999	2000	2001	Total
CONSTRUCTION							
MILCON	0	0	0	0	0	0	0
Fam Housing	0	0	0	0	0	0	0
O&M							
1-Time Move	0	0	0	0	0	0	0
MIL PERSONNEL							
Mil Moving	0	0	0	0	0	0	0
OTHER							
Land Sales	0	0	0	0	0	0	0
Environmental	0	0	0	0	0	0	0
1-Time Other	0	0	0	0	0	0	0
TOTAL ONE-TIME	0	0	0	0	0	0	0

RECURRINGSAVES -----($K)-----	1996	1997	1998	1999	2000	2001	Total	Beyond
FAM HOUSE OPS	0	0	0	0	0	0	0	0
O&M								
RPMA	0	0	190	400	400	400	1,390	400
BOS	0	0	0	0	0	0	0	0
Unique Operat	0	0	0	0	0	0	0	0
Civ Salary	0	0	0	0	0	0	0	0
CHAMPUS	0	0	0	0	0	0	0	0
ERSONNEL								
Salary	0	0	0	0	0	0	0	0
Enl Salary	0	0	0	0	0	0	0	0
House Allow	0	0	0	0	0	0	0	0

OTHER								
Procurement	0	0	0	0	0	0	0	0
Mission	0	0	0	0	0	0	0	0
Misc Recur	0	0	0	0	0	0	0	0
Unique Other	0	0	0	0	0	0	0	0
TOTAL RECUR	0	0	190	400	400	400	1,390	400
TOTAL SAVINGS	0	0	190	400	400	400	1,390	400

APPROPRIATIONS DETAIL REPORT (COBRA v5.01) - Page 6
Data As Of 10:14 12/20/1994, Report Created 15:09 01/05/1995

Department : DoD
Option Package : Ft. Holabird
Scenario File : A:\MDECON.CBR
Std Fctrs File : A:\STFAC95.SFF

Base: Ft. Holabird, MD

ONE-TIME NET -----($K)-----	1996	1997	1998	1999	2000	2001	Total
CONSTRUCTION							
MILCON	0	0	0	0	0	0	0
Fam Housing	0	0	0	0	0	0	0
O&M							
Civ Retir/RIF	0	0	0	0	0	0	0
Civ Moving	0	0	0	0	0	0	0
Other	0	0	129	0	0	0	129
MIL PERSONNEL							
Mil Moving	0	0	0	0	0	0	0
OTHER							
HAP / RSE	0	0	0	0	0	0	0
Environmental	0	0	0	0	0	0	0
Info Manage	0	0	0	0	0	0	0
1-Time Other	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0
TOTAL ONE-TIME	0	0	129	0	0	0	129

RECURRING NET -----($K)-----	1996	1997	1998	1999	2000	2001	Total	Beyond
FAM HOUSE OPS	0	0	0	0	0	0	0	0
O&M								
RPMA	0	0	-190	-400	-400	-400	-1,390	-400
BOS	0	0	0	0	0	0	0	0
Unique Operat	0	0	0	0	0	0	0	0
Caretaker	0	0	0	0	0	0	0	0
Civ Salary	0	0	0	0	0	0	0	0
CHAMPUS	0	0	0	0	0	0	0	0
MIL PERSONNEL								
Mil Salary	0	0	0	0	0	0	0	0
House Allow	0	0	0	0	0	0	0	0
OTHER								
Procurement	0	0	0	0	0	0	0	0
Mission	0	0	0	0	0	0	0	0
Misc Recur	0	0	0	0	0	0	0	0
Unique Other	0	0	0	0	0	0	0	0
TOTAL RECUR	0	0	-190	-400	-400	-400	-1,390	-400
TOTAL NET COST	0	0	-61	-400	-400	-400	-1,261	-400

APPROPRIATIONS DETAIL REPORT (COBRA v5.01) - Page 7
Data As Of 10:14 12/20/1994, Report Created 15:09 01/05/1995

Department : DoD
Option Package : Ft. Holabird
Scenario File : A:\MDECON.CBR
Rcd Fctrs File : A:\STFAC95.SFF

Base: Ft. Meade, MD

ONE-TIME COSTS -----($K)-----	1996	1997	1998	1999	2000	2001	Total
CONSTRUCTION							
MILCON	854	8,536	0	0	0	0	9,390
Fam Housing	0	0	0	0	0	0	0
Land Purch	0	0	0	0	0	0	0
O&M							
CIV SALARY							
Civ RIFs	0	0	0	0	0	0	0
Civ Retire	0	0	4	0	0	0	4
CIV MOVING							
Per Diem	0	0	0	0	0	0	0
POV Miles	0	0	0	0	0	0	0
Home Purch	0	0	0	0	0	0	0
HHG	0	0	0	0	0	0	0
Misc	0	0	0	0	0	0	0
House Hunt	0	0	0	0	0	0	0
PPS	0	0	0	0	0	0	0
RITA	0	0	101	0	0	0	101
FREIGHT							
Packing	0	0	0	0	0	0	0
Freight	0	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0	0
Driving	0	0	0	0	0	0	0
Unemployment	0	0	0	0	0	0	0
OTHER							
Program Plan	0	0	0	0	0	0	0
Shutdown	0	0	0	0	0	0	0
New Hires	0	0	0	0	0	0	0
1-Time Move	0	0	0	0	0	0	0
MIL PERSONNEL							
MIL MOVING							
Per Diem	0	0	0	0	0	0	0
POV Miles	0	0	0	0	0	0	0
HHG	0	0	0	0	0	0	0
Misc	0	0	0	0	0	0	0
OTHER							
Elim PCS	0	0	0	0	0	0	0
OTHER							
HAP / RSE	0	0	184	0	0	0	184
Environmental	0	0	0	0	0	0	0
Info Manage	0	1,231	0	0	0	0	1,231
1-Time Other	0	0	0	0	0	0	0
TOTAL ONE-TIME	854	9,767	289	0	0	0	10,910

APPROPRIATIONS DETAIL REPORT (COBRA v5.01) - Page 8
Data As Of 10:14 12/20/1994, Report Created 15:09 01/05/1995

Department : DoD
Option Package : Ft. Holabird
enario File : A:\MDECON.CBR
d Fctrs File : A:\STFAC95.SFF

Base: Ft. Meade, MD

RECURRINGCOSTS -----($K)-----	1996	1997	1998	1999	2000	2001	Total	Beyond
FAM HOUSE OPS	0	0	0	0	0	0	0	0
O&M								
RPMA	0	0	220	220	220	220	881	220
BOS	176	176	199	199	199	199	1,149	199
Unique Operat	0	0	0	0	0	0	0	0
Civ Salary	0	0	0	0	0	0	0	0
CHAMPUS	0	0	0	0	0	0	0	0
Caretaker	0	0	0	0	0	0	0	0
MIL PERSONNEL								
Off Salary	0	0	0	0	0	0	0	0
Enl Salary	0	0	0	0	0	0	0	0
House Allow	0	0	0	0	0	0	0	0
OTHER								
Mission	0	0	0	0	0	0	0	0
Misc Recur	0	0	0	0	0	0	0	0
Unique Other	0	0	0	0	0	0	0	0
TOTAL RECUR	176	176	419	419	419	419	2,030	419
L COSTS	1,030	9,944	708	419	419	419	12,940	419

ONE-TIME SAVES -----($K)-----	1996	1997	1998	1999	2000	2001	Total
CONSTRUCTION							
MILCON	0	0	0	0	0	0	0
Fam Housing	0	0	0	0	0	0	0
O&M							
1-Time Move	0	0	0	0	0	0	0
MIL PERSONNEL							
Mil Moving	0	0	0	0	0	0	0
OTHER							
Land Sales	0	0	0	0	0	0	0
Environmental	0	0	0	0	0	0	0
1-Time Other	0	0	0	0	0	0	0
TOTAL ONE-TIME	0	0	0	0	0	0	0

RECURRINGSAVES -----($K)-----	1996	1997	1998	1999	2000	2001	Total	Beyond
FAM HOUSE OPS	0	0	0	0	0	0	0	0
O&M								
RPMA	0	0	0	0	0	0	0	0
BOS	0	0	0	0	0	0	0	0
Unique Operat	0	0	0	0	0	0	0	0
Civ Salary	0	0	253	506	506	506	1,771	506
CHAMPUS	0	0	0	0	0	0	0	0
RSONNEL								
Salary	0	0	0	0	0	0	0	0
Enl Salary	0	0	0	0	0	0	0	0
House Allow	0	0	0	0	0	0	0	0

OTHER								
Procurement	0	9,161	0	0	0	0	9,161	0
Mission	0	0	0	0	0	0	0	0
Misc Recur	0	0	0	0	0	0	0	0
Unique Other	0	0	0	0	0	0	0	0
TOTAL RECUR	0	9,161	253	506	506	506	10,932	506
TOTAL SAVINGS	0	9,161	253	506	506	506	10,932	506

APPROPRIATIONS DETAIL REPORT (COBRA v5.01) - Page 9
Data As Of 10:14 12/20/1994, Report Created 15:09 01/05/1995

Department : DoD
Option Package : Ft. Holabird
Scenario File : A:\MDECON.CBR
Std Fctrs File : A:\STFAC95.SFF

Base: Ft. Meade, MD

ONE-TIME NET -----($K)-----	1996	1997	1998	1999	2000	2001	Total
CONSTRUCTION							
MILCON	854	8,536	0	0	0	0	9,390
Fam Housing	0	0	0	0	0	0	0
O&M							
Civ Retir/RIF	0	0	4	0	0	0	4
Civ Moving	0	0	101	0	0	0	101
Other	0	0	0	0	0	0	0
MIL PERSONNEL							
Mil Moving	0	0	0	0	0	0	0
OTHER							
HAP / RSE	0	0	184	0	0	0	184
Environmental	0	0	0	0	0	0	0
Info Manage	0	1,231	0	0	0	0	1,231
1-Time Other	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0
TOTAL ONE-TIME	854	9,767	289	0	0	0	10,910

RECURRING NET -----($K)-----	1996	1997	1998	1999	2000	2001	Total	Beyond
HOUSE OPS	0	0	0	0	0	0	0	0
O&M								
RPMA	0	0	220	220	220	220	881	220
BOS	176	176	199	199	199	199	1,149	199
Unique Operat	0	0	0	0	0	0	0	0
Caretaker	0	0	0	0	0	0	0	0
Civ Salary	0	0	-253	-506	-506	-506	-1,771	-506
CHAMPUS	0	0	0	0	0	0	0	0
MIL PERSONNEL								
Mil Salary	0	0	0	0	0	0	0	0
House Allow	0	0	0	0	0	0	0	0
OTHER								
Procurement	0	-9,161	0	0	0	0	-9,161	0
Mission	0	0	0	0	0	0	0	0
Misc Recur	0	0	0	0	0	0	0	0
Unique Other	0	0	0	0	0	0	0	0
TOTAL RECUR	176	9,337	166	-86	-86	-86	9,420	-86
TOTAL NET COST	1,030	783	455	-86	-86	-86	2,009	-86

COBRA REALIGNMENT SUMMARY (COBRA v5.01)
Data As Of 10:14 12/20/1994, Report Created 15:09 01/05/1995

Department : DoD
tion Package : Ft. Holabird
enario File : A:\MDECON.CBR
Std Fctrs File : A:\STFAC95.SFF

Starting Year : 1996
Final Year : 1998
ROI Year : 2004 (6 Years)

NPV in 2015($K): -3,971
1-Time Cost($K): 11,039

Net Costs ($K) Constant Dollars

	1996	1997	1998	1999	2000	2001	Total	Beyond
MilCon	854	9,767	0	0	0	0	10,621	0
Person	0	0	-249	-506	-506	-506	-1,767	-506
Overhd	176	176	358	19	19	19	769	19
Moving	0	0	101	0	0	0	101	0
Missio	0	0	0	0	0	0	0	0
Other	0	-9,161	184	0	0	0	-8,977	0
TOTAL	1,030	783	394	-486	-486	-486	,747	,-486

	1996	1997	1998	1999	2000	2001	TOTAL
ITIONS ELIMINATED							
Officers	0	0	0	0	0	0	0
Enlisted	0	0	0	0	0	0	0
Civilians	0	0	11	0	0	0	11
TOTAL	0	0	11	0	0	0	11
POSITIONS REALIGNED							
Officers	0	0	0	0	0	0	0
Enlisted	0	0	0	0	0	0	0
Students	0	0	0	0	0	0	0
Civilians	0	0	301	0	0	0	301
TOTAL	0	0	301	0	0	0	301

Summary:

This scenario is that of constructing a new building at Ft. Meade and closing Fort Holabird when DIS vacates

ATTACHMENT 6

COBRA REALIGNMENT SUMMARY (COBRA v5.01) - Page 2
Data As Of 10:14 12/20/1994, Report Created 15:09 01/05/1995

Department : DoD
Option Package : Ft. Holabird
Scenario File : A:\MDECON.CBR
Std Fctrs File : A:\STFAC95.SFF

Costs ($K) Constant Dollars

	1996	1997	1998	1999	2000	2001	Total	Beyond
MilCon	854	9,767	0	0	0	0	10,621	0
Person	0	0	4	0	0	0	4	0
Overhd	176	176	548	419	419	419	2,159	419
Moving	0	0	101	0	0	0	101	0
Missio	0	0	0	0	0	0	0	0
Other	0	0	184	0	0	0	184	0
TOTAL	1,030	9,944	837	419	419	419	13,069	419

Savings ($K) Constant Dollars

	1996	1997	1998	1999	2000	2001	Total	Beyond
MilCon	0	0	0	0	0	0	0	0
Person	0	0	253	506	506	506	1,771	506
Overhd	0	0	190	400	400	400	1,390	400
Moving	0	0	0	0	0	0	0	0
Missio	0	0	0	0	0	0	0	0
Other	0	9,161	0	0	0	0	9,161	0
TOTAL	0	9,161	443	906	906	906	12,322	906

Document Separator

Defense Investigative Service

1995 Base Realignment and Closure

Detailed Analysis

1. EXECUTIVE SUMMARY

The mission of the Defense Investigative Service (DIS) is to provide worldwide support to the Military Services and other Federal Agencies by administering the following four programs: the Personnel Security Investigation Program, the Defense Industrial Security Program, the Arms, Ammunition and Explosives Security Program, and the Key Asset Protection Program. Investigative jurisdiction and/or industrial security cognizance extends over the United States, U.S. Possessions, and Trust Territories, with offices in the Far East and Europe to assure proper security in overseas contractor operations.

Headquartered in Alexandria, Virginia, DIS' worldwide mission is performed by 3,038 civilian personnel.

Influence of DoD Force Structure Plan and Concepts of Organization

The DIS is a civilian agency which supports the war fighting capabilities of the military departments through personnel security, industrial security, and other missions outlined above. The agency must continue to provide appropriate support to the military departments, defense and intelligence agencies, and defense contractors, during the current force structure drawdown, and as such must be responsive to these customers' needs. DIS' strength is not expected to decline in lock step with the broader military drawdown. The future trends of the agency's civilian strength are much more influenced by DIS' ongoing automation initiative.

The proposed relocation of the DIS Investigations Control and Automation Directorate (IC&AD) supports the objectives of the BRAC process (reducing cost and getting rid of unnecessary infrastructure). A relocation, under BRAC '95, to a modern facility will yield a net loss of several positions; however, unlike most other BRAC '95 submissions, the DIS relocation of the IC&AD is not being driven by post-cold war downsizing. The proposed relocation falls under BRAC because approximately 458 civilians are currently employed at the IC&AD.

DIS seeks to relocate the IC&AD from its current location due to the condition of the building. It fails to meet many code requirements and contains potential health hazards such as friable asbestos, lead paint and pcb's. Following the relocation of the Criminal Records Division to Fort Belvoir in 1995, the DIS employees will be the only remaining civilians on Fort Holabird. Once DIS has relocated, the Army will have the opportunity to close the base in its entirety.

Summary of recommendations

Relocate the DIS IC&AD from Fort Holabird, Maryland to Fort Meade, Maryland.

2. STATEMENT OF PURPOSE

The purpose of this report is to forward the recommendation, supporting rationale, and documentation of the Director, DIS, to the Secretary of Defense for consideration in the BRAC '95 process. The recommendation, as presented, is based on the need to amend the 1988 BRAC Commission recommendation which allowed DIS to remain on Fort Holabird, Maryland. The rationale for this amendment is presented in this detailed analysis which provides supporting data for the recommendation.

History of DIS involvement in BRAC efforts

The Defense Base Closure and Realignment Act of 1990 (Public Law 101-510, Title XXIX, as amended) and Section 2687 of Title 10, United States Code, established requirements for base realignments and closures within DoD to ensure a timely, independent, and objective process for closing and realigning military installations, including DoD activities, in leased space. The act and related policy guidance from the Office of the Secretary of Defense provided the basis for the base realignment and closure process followed by DIS.

In the 1988 BRAC process, Fort Holabird in its entirety was to be closed, and the Personnel Investigations Center (PIC) was to be relocated. Prior to the final report, however, DIS was able to prove that it was cost effective for PIC to remain at Fort Holabird since the building was still in fairly good repair. At that time there were no major code, environmental or mechanical deficiencies outstanding at the building. With this justification, the PIC, in the 1988 BRAC Report, was instructed to stay at Fort Holabird. Except for the PIC and a small housing project, all other activities at Fort Holabird were closed.

Objective for BRAC 95

The IC&AD (formerly known as the PIC and the NCC) occupies Building 320, Fort Holabird in Dundalk, Maryland. The building was constructed just after World War II as the Army Intelligence School. The space is not well-suited for an office/computer operation due to the original layout of the building. This, combined with poor building maintenance, has made it difficult in recent years for DIS to carry out its mission. There are substantial operational, maintenance, and overhead costs associated with occupying Building 320. There are also environmental and code deficiencies within the building which are very costly to repair.

BRAC affords DIS an opportunity to move into more efficient and safe space. It also provides the Army an opportunity to close a base which only houses one tenant. In both cases, there will be a cost benefit to the Government both short and long-term.

BRAC '95 objective, as outlined in this submission, is to change the BRAC 1988 recommendation and allow the IC&AD to relocate to a facility which will better serve the mission of the IC&AD and DIS.

3. DIS PROJECTED FORCE STRUCTURE

The Defense Investigative Service is chartered as a national security, personnel security investigative and industrial security agency which is dedicated to providing support to the Nation's Military Services, the Nation's Defense Civilian Population, and both national and foreign defense contractors. While DIS is not directly identified in the DoD Force Structure Plan, the agency's role within the DoD community nevertheless adjusts in response to changes in force structure and threat assessments. The DoD Force Structure Plan projects required U.S. Military Forces based on a detailed 6-year threat assessment. Changes to the composition and requirements of the nation's Military Services therefore affect DIS support requirements. DIS will respond appropriately to changing force structure requirements while continuing to provide required levels of support to all customers.

The IC&AD Force Structure drawdown is not based on BRAC '95 efforts except for a small number of employees. The estimated end-strength is being driven by the agency's automation efforts. The projected end-strength is as follows:

1996	1997	1998	1999	2000	2001
425	416	301	263	263	263

4. DIS PROCESS

Overview

The 1995 DIS Base Realignment and Closure (BRAC) study process was guided by existing BRAC legislation and OSD guidance. DoD guidance explicitly required the application of the selection criteria shown in figure 4.1. The first four criteria, along with considerations of the sixth, seventh, and eighth criteria, were used to conduct a military value analysis of the candidate DIS activity. Upon completion of the military value analyses, the Cost of Base Realignment Actions (COBRA) model was used to conduct return on investment for the closure of the DIS activity at Fort Holabird. The COBRA model was also used to identify possible relocation scenarios. An impact analysis was performed on the potential relocation site. Impact assessments included the use of the BRAC '95 Impact Data Base. An assessment of the environmental concerns relative to the DIS activity was conducted during a building analysis study performed by COE.

Figure 4.1
DoD BRAC Selection Criteria

Military Value:

1. The current and future mission requirements and the impact on operational readiness of DoD's total force.

2. The availability and condition of land, facilities, and associated airspace at both the existing and potential receiving locations.

3. The ability to accommodate contingency, mobilization and future total force requirements at both the existing and potential receiving locations.

4. The cost and manpower implications.

Return on Investment:

5. The extent and timing of potential costs and savings, including the number of years, beginning with the date of completion of the closure and realignment, for the savings to exceed the costs.

Impacts:

6. The economic impact on communities.

7. The ability of both the existing and potential receiving communities' infrastructure to support forces, missions and personnel.

8. The environmental impact.

To prepare for the BRAC study effort, DIS conducted a review of materials produced by the Military Services, OSD, the Defense Base Closure and Realignment Commission, and GAO during their previous efforts. Review materials included articles and testimony retrieved from the Lexus/Nexus network, published analyses, and recommendations from BRAC '88, BRAC '91 and BRAC '93 reports. This review allowed DIS to plan, prepare, and execute a study approach to effectively conduct analyses to develop the agency's first submission to the Secretary of Defense.

DIS BRAC study organization

To begin the base closure and realignment process, the Director, DIS, established a DIS Base Realignment and Closure (BRAC) Executive Group comprised of appropriate Heads of Headquarters Principal Staff Elements (PSE). The Deputy Director, Resources, DIS, served as the Chairman of the BRAC Executive Group. The BRAC Executive Group acted as senior advisors to direct the effort and present the Director of DIS' final recommendation to the Secretary of Defense.

A BRAC Working Group was also established under the direction of the Executive Group. The BRAC Working Group was comprised of a core of four Headquarters elements and two Investigations Control and Automation elements. In addition to the core members of the Working Group, other specific elements of DIS technical areas were consulted including:

* Supply and distribution
* Personnel
* Public Affairs
* Technology/information systems
* Comptroller
* Automation
* Telecommunications

The BRAC Working Group adapted the DoD processes and procedures specific to the DIS BRAC effort. During the course of the analysis, the Working Group collected and analyzed certified data, developed and evaluated recommendations for the BRAC Executive Groups consideration, and compiled documentation to support the final DIS recommendations.

Analysis process

The DIS BRAC process followed the requirements of applicable BRAC law and OSD policy guidance to ensure that all data was correctly collected and verified. The first task in the analysis effort was to develop and implement a general plan and operating instructions that would guide the efforts of the DIS BRAC Executive and Working Groups in conducting the BRAC '95 analysis. The general plan and operating instructions also included the development of an internal control plan to fully document the BRAC process based on certified and auditable data trails.

Based on previous BRAC reports, guidance from OSD, and reports from GAO, the DIS BRAC effort was conceived as the sequence of analytical steps shown in Figure 4.2. The DIS BRAC process consisted of five steps to gather data and conduct analysis in accordance with applicable law and published guidance. The following sections describe each step followed in the DIS BRAC analysis.

Figure 4.2

* **COLLECT DATA**
* **ANALYZE MILITARY VALUE**
* **DEVELOP ALTERNATIVES**
* **PERFORM COBRA ANALYSIS**
* **DETERMINE IMPACTS**

Collect Data

The data collection process for this detailed analysis was driven by the DoD Selection Criteria and corresponding Measures of Merit. Additional data was requested in the areas of facilities, personnel, costs, and mission performance.

Data elements were identified by the Working Group, and for the most part, collected by the Working Group.

Role of the internal control process and data certification procedures.

An OSD policy memorandum dated January 7, 1994, established the BRAC '95 internal control guidelines. The OSD guidelines specified that DoD Components must have systems for verifying the accuracy of data at all command levels, procedures to check the accuracy of analyses made from data, documentation of any updates made to data received form subordinate commands, and auditor assessment of agency internal control plans.

The DIS Internal Control Plan was specifically developed for the DIS BRAC '95 effort. The plan provided overall policy guidance and procedures to ensure that data was:

* Consistent and standardized
* Accurate and complete
* Certifiable as required by law
* Verifiable by HQ DIS Resources Directorate
* Auditable by external audit and inspection agencies
* Replicable using documentation developed during data collection

Role of General Accounting Office (GAO).

GAO is required to provide the Congress and the Defense Base Realignment and Closure Commission with a report on the Department of Defense BRAC 95 recommendations and selection process by April 15, 1995. To accomplish their goals, GAO assigned resources to review the BRAC process within the DoD components. In October 1994, GAO began its review of the DIS BRAC 1995 process. The Chairman of the DIS Working Group served as an audit liaison with the GAO representatives throughout the entire BRAC analysis process.

Analyze Military Value

The purpose of military value analysis was to assist in the determination of the best and most economical resolution to remedy the problems with the IC&AD building, formerly known as the PIC and NCC building. This is where the DoD eight selection criteria came into the DIS process. Military Value Criteria (the first four DoD Selection Criteria) were given priority consideration in the assessment of the Directorate's function and military value. Since the DoD Selection Criteria were designed specifically with the Military Services in mind, the DIS BRAC Executive Group agreed that more distinctive measures should be developed to assess the military value of the IC&AD.

Similar to the successful approach used by the Army in BRAC '91 and DLA in BRAC '93, DIS has developed DIS Measures of Merit to fully address the military value of the IC&AD in accordance with the DoD Selection Criteria. DIS' four Measures of Merit include Mission Essentiality, Mission Suitability, Operational Efficiencies, and Expandability. DIS' Measures of Merit, which correspond to DoD Selection Criteria 1-4 (Military Value), also include some factors relating to DoD Selection Criteria 7 and 8 (Impacts). The DIS Measures of Merit are summarized in Figure 4.3. In the "Description of Analyses" Section of this Detailed Analysis, the analysis of Military Value is only performed on one scenario, Military Construction, since military construction is part of our final recommendation. It was not deemed necessary to rehash the military value of the IC&AD function for all three housing options since only one would be incorporated into the DIS final recommendation.

Figure 4.3
DIS Measures of Merit

Mission Essentiality (DoD Selection Criteria 1 and 3). The mission assigned to the Installation/Center plays an essential role within DoD and additionally benefits non-DoD customers. The functions performed in accomplishing the mission(s) may be unique. The strategic location of the facility and span of control are important to effective mission accomplishment.

Mission Suitability (DoD Selection Criteria 1,2,3,7). The Installation/Center supports assigned missions. Suitability includes the age and condition of facility, quality of life, location and proximity to transportation links.

Operational Efficiencies (DoD Selection Criteria 2 and 4). The Installation/Center's mission is performed economically. Installation/Center operation costs include: transportation, mechanical systems, space utilization, personnel costs, and facility operating costs.

Expandability/Contractability (DoD Selection Criteria 1,2,3,7,8). The installation/Center can accommodate new missions, automation and increased or decreased workload, including sustained contingencies. Expandability/contractability considerations included requirements for space and infrastructure, community encroachment, and increased workload.

The four Measures of Merit were used to analyze the military value of the IC&AD. These Measures of Merit were used as guidelines when developing the Military Value requirement of the BRAC '95 recommendation for Fort Holabird.

Develop Alternatives
(Scenarios)

Unlike other DoD elements within the BRAC process, the DIS submission to the BRAC Commission is not driven by the necessity to downsize and consolidate, but rather by the ability of the agency to perform its mission while housed in a substandard facility. The alternatives were developed by the Working Group and approved by the Executive Group. In developing the possible alternatives, the Working Group considered the implications arising from: The DoD and DIS Force Structure Plan, DIS automation initiatives, the physical condition of the current location in which the IC&AD is housed, the IC&AD clientele, and initiatives regarding efficiency and effectiveness improvements.

The DIS Measures of Merit were used to identify possible alternatives to best housing the IC&AD functions. These alternatives were then evaluated by COBRA. In order to try to fit the COBRA model, members of the Working Group met with an Army COBRA expert to address our unique situation. Three alternatives were developed. They are: Renovate existing location, Military Construction on Fort Meade, and Federally Leased Space.

Perform COBRA Analysis

The DIS BRAC Working Group evaluated potential realignment scenarios using the COBRA model, as directed by OSD BRAC policy. These scenarios included the alternatives mentioned in the preceding section. Working Group members gathered details regarding the personnel, construction requirements, renovation requirements, and specific costs of individual scenarios.

DIS used the COBRA model to assess the relative economic value of renovation, new construction or leasing in terms of costs, savings, and return on investment. OSD policy guidance and application of the fifth DoD Selection Criterion require the use of the COBRA model to analyze the return on investment of individual realignment and closure scenarios. COBRA return on investment analysis employs constant dollar and net present value techniques to calculate the costs, savings, and payback period associated with individual scenarios.

Determine Impacts

COBRA results and supporting rationale were presented by the Working Group to the Executive Group for discussion and consideration. During the approval process, the DIS BRAC Executive Group considered community, infrastructure, and environmental impact in accordance with DoD policy guidance, and the DoD selection criteria for impact.

Economic Impact. The economic impact on communities was evaluated through use of the BRAC '95 Impact Data Base in accordance with DoD BRAC policy guidance. The model combined personnel data from the COBRA model including military, civilian, and contractor personnel to develop net and percentage employment impact calculations for affected communities as a result of implementing a COBRA scenario. The model included both direct and indirect employment effects on local communities.

Infrastructure Impact. The DIS BRAC Working Group evaluated community infrastructure at both the potential losing and receiving location for each scenario prior to the full COBRA analysis impact assessment phase of this analysis. Scenarios were evaluated by the Executive and Working Groups to confirm the ability of the infrastructure to support a closure scenario. Impacts were also evaluated in terms of readiness, effectiveness, and efficiency issues related to DIS support capability to the Military Services and other DIS customers.

Environmental Impact. Under BRAC guidance, environmental impact considerations are required for activities affected as a result of base realignment and closure actions. DoD guidance identified the following considerations for inclusions in any environmental impact analysis:

* Threatened or endangered species
* Wetlands
* Historic or archeological sites
* Pollution Control
* Hazardous materials/waste
* Land and airspace uses
* Programmed environmental costs/cost avoidances

Unlike Military Services, DIS does not own the land on which Fort Holabird is located. Furthermore, DIS does not even have possession of a permit to use the land. DIS is a tenant of Fort Holabird which is part of the Fort Meade Installation and is serviced by Fort Meade through an Interservice Support Agreement. DIS has, however, considered environmental impacts affected by the BRAC '95 recommendation. Where required, environmental costs have been included in the development of cost analyses and COBRA scenarios for review and consideration by the DIS BRAC Executive Group.

Summary of DIS compliance with statutory, administrative, and policy guidance.

The DIS BRAC Executive and Working Groups have fulfilled the requirements of the BRAC process. DIS' compliance with the BRAC process is described in Chapter 4, "DIS Process." For reference purposes, the following summarizes DIS' compliance with statutory, administrative and policy guidance.

DIS based its study on the current DoD Force Structure Plan.

DIS based its recommendations on the DoD Selection Criteria.

DIS used the Cost of Base Realignment Actions (COBRA) model to calculate costs, savings and return on investment.

DIS retained records describing the recommendation process and how the recommendations met the DoD Force Structure Plan and the DoD Selection Criteria.

DIS has retained memoranda for record on all deliberative meetings.

DIS has collected, analyzed. and considered all available data and documented its recommendation.

DIS has provided free and open access to GAO and Department of Defense Inspector General (DODIG) auditors throughout the BRAC process.

5. DIS DESCRIPTION OF ANALYSES

The following options describe the results of the BRAC analysis performed by the members of the DIS BRAC '95 Working and Executive Groups.

To recap the analysis process, the following sequence of analyses was performed:

1. Collect Data
2. Analyze Military Value*
3. Develop Alternatives (Scenarios)
4. Perform COBRA Analysis
5. Determine Impacts

*Option 3 only

There is one option for each housing alternative considered during the '95 BRAC process. A detailed analysis has been completed for each option. The most feasible and economical alternative is then incorporated into the final eight selection criteria analysis. The DIS BRAC 1995 recommendation is then summarized in Section 6.

<u>Option 1 - Renovation of Building 320:</u>

1. The data collected on renovation of the existing building consisted of a Building Analysis Report submitted to DIS from Army Corps of Engineers (USACE). The report details the existing conditions of Building 320, Fort Holabird, its deficiencies and recommendations to correct the deficiencies. The total cost to renovate the building is estimated to be $9,161,859. If this renovation were to be completed, the newly renovated building would be the only occupied structure left on Fort Holabird.

2. See Option 3

3. This scenario was developed because it possibly is a viable solution to performing the IC&AD function while remaining in the existing facility. This option would not require the Permanent Change of Station of any employees.

4. The COBRA analysis concluded that the cost to renovate the existing building would produce a return on investment in 100 plus years.

5. The Impact analysis provided by the BRAC '95 Impact Data Base concluded that there are no adverse impacts on either the losing or receiving base. This analysis is not applicable in this case since the operation would not be moving.

Option 2 - Lease Space in Baltimore Area

1. The data collected on this scenario consisted of extrapolating information from the USACE Building Analysis Report and Leasing Cost Data provided and verified by USACE, Baltimore District. The total annual lease cost was projected to be $16.50 per square foot or $1,287,000.

2. See Option 3.

3. This scenario was considered since DIS had originally budgeted for a lease move in the 1995 Program Operating Memorandum (POM). At the time the POM was developed, DIS had not confirmed that it would be subject to the BRAC process for a relocation of the IC&AD function.

4. The COBRA analysis concluded that entering into a commercial lease would produce a return on investment in 14 years.

5. The Impact analysis provided by the BRAC '95 Impact Data Base concluded that there are no adverse impacts on either the losing or receiving location. This is due to the fact that the receiving location is within the same area as the losing location.

Option 3 - Construct a Building on Fort Meade

1. The data collected on constructing a new building on Fort Meade consisted of the USACE Building Analysis Report. This report, in addition to analyzing the existing building and cost to renovate also estimated a cost to construct a new facility at Fort Meade. The total cost to construct is estimated to be $9,390,681.

2. Using the Measures of Merit and the Military Value of the IC&AD function, DIS evaluated the feasibility of vacating space at Fort Holabird in order to gain efficiencies and economies through better utilized space in a modern facility which would require far less upkeep than the current facility.

A list of questions was developed to guide the Measures of Merit and is summarized in figure 5.1

Figure 5.1
IC&AD Military Value Analysis

Mission Essentiality

Is the DIS IC&AD Mission Essential to DOD?	Yes
Does the DIS IC&AD support Non-DOD activities?	Yes
Does the DIS IC&AD perform a unique function?	Yes
Is the current location essential to mission accomplishment?	Yes*

*The current facility is not essential; however, the area is.

Mission Suitability

Does the age and condition of the current facility support assigned missions?	No
Does the quality of life for employees at the current facility support assigned missions?	No
Does the location of transportation links at the current facility support assigned missions?	No

Operational Efficiencies

What are the average annual ISA Costs?	$350,000
What are the average yearly maintenance and repair costs in addition to the ISA costs?	$100,000
What is the average space utilization of the facility?	188 psf

Expandability/Contractability

Can current space accommodate additional personnel?	No
Is there contiguous space available for expansion?	No
Is space easily subdividable for excessing?	No
Can DIS build in the local area?	Yes

This activity cannot be compared to other DIS activities for the purpose of military value evaluation. Unlike other DOD agencies, no point system could be identified to quantify the military value; therefore, only answers were provided.

As indicated in Figure 5.2, the IC&AD customer base is primarily located in the Baltimore/Washington Metropolitan area. The mission of the IC&AD can be better carried out in a facility which is modern, efficient and cost effective as far as maintenance and repair. Based on the layout of the current facility, the space cannot be efficiently utilized. The USACE Building Analysis indicates that substantial repairs are needed to bring the building up to current life safety codes.

3. This scenario was developed because it is a viable solution to performing the IC&AD function with little or no disruption to the workflow. This option will not incur the costs associated with permanent change of station, lease costs or costly renovation repairs.

4. The COBRA analysis was performed twice on this option in order to get a comparison cost between military construction and renovation and military construction and leasing a facility. DIS had programmed funding into the 1995 POM for future leasing costs, renovation or construction costs. The funds were identified as leasing costs; however, there is a statement in the POM which allows for flexibility to renovate or build depending on the Commission recommendations. The cost avoidance for renovation and leasing was computed in the analysis with the following outcomes. Military construction with a cost avoidance of renovation would have a return on investment of six years. The return on investment for military construction with a cost avoidance of lease costs would be 2 years.

5. The Impact Analysis provided by the BRAC '95 Impact Data Base concluded that there is no adverse impact on either the losing or receiving base.

6. RECOMMENDATION

The following section summarizes the recommendation developed in the DIS '95 BRAC process.

DIS 1995 BASE REALIGNMENT AND CLOSURE RECOMMENDATION

Recommendation Candidate: The Defense Investigative Service at Fort Holabird, Maryland

Recommendation Candidate: Relocate the Defense Investigative Service (DIS), Investigations Control and Automation Directorate (IC&AD) from Fort Holabird, Maryland, to a new facility to be built on Fort Meade, MD. This proposal is a revision to the recommendations of the 1988 Base Closure Commission. Once DIS vacates the building on Fort Holabird, the base will be vacant.

Justification:

The DIS IC&AD is located in Building 320, a Korean War era building, built on Fort Holabird. The building is in disrepair and continues to deteriorate costing over $319,000 in repairs since fiscal year 1991 in addition to the annual Interservice Support Agreement cost of approximately $400,000. A recent Corps of Engineers (COE) Building Analysis indicated that the cost to bring the building up to code and to correct the environmental deficiencies would cost DIS approximately $9.1 million based on our current space requirements. A military construction project on Fort Meade, based on 1998 DIS force structure, is estimated by the COE to cost $9.4 million.

Return on Investment: The total estimated one-time cost to implement this recommendation is $11 million. The net of all costs and savings during the implementation period is a cost of $0.7 million. Annual recurring savings after the implementation are $0.5 million with a return on investment expected in 6 years. The net present value of costs and savings over 20 years is a savings of $4 million.

Impact: This recommendation will not result in a change in employment in the Baltimore area because all affected jobs will remain in that area.

BY THE COMPTROLLER GENERAL

Report To The Congress

OF THE UNITED STATES

Faster Processing Of DOD Personnel Security Clearances Could Avoid Millions In Losses

Security clearance requests for DOD and industry personnel have increased substantially since 1978 without a corresponding increase in DOD and FBI personnel who investigate and process the requests. Processing delays--some averaging 220 days--are costly and could weaken national security. Based on an industry study, GAO estimates that 1982 productivity losses could cost the Government as much as $920 million--$340 million for industry and $580 million for DOD.

This report recommends that prompt action be taken to hire additional personnel and that FBI automation efforts be expedited.

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COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON D.C. 20548

B-204570

To the President of the Senate and the
Speaker of the House of Representatives

This report describes the results of our review of delays in the processing of security clearances for Department of Defense and contractor personnel. These delays are costly and increase the risks to national security. This is the sixth in a series of reports on our continuing review of the protection of national security information. Because of the need for prompt reporting, we did not request official agency comments.

We are sending copies of this report to the Director, Office of Management and Budget; the Administrator of General Services; the Secretary of Defense; and the Attorney General.

Milton J. Socolar

Acting Comptroller General
of the United States

COMPTROLLER GENERAL'S
REPORT TO THE CONGRESS

FASTER PROCESSING OF DOD PERSONNEL SECURITY CLEARANCES COULD AVOID MILLIONS IN LOSSES

D I G E S T

A significant increase in the number of security clearance requests for Department of Defense (DOD) and contractor personnel and delayed processing time have resulted in lost productivity costing millions and weakened national security.

The increased procurement and other activity associated with a higher DOD budget for 1982 and subsequent years could worsen the situation, unless prompt action is taken to reduce the turnaround time for processing the requests. Such action could be done at minimal cost and could (1) save the Government as much as $920 million in 1982 and (2) strengthen national security.

The review was requested by the Vice Chairman, Subcommittee on International Trade, Finance, and Security Economics, Joint Economic Committee; and the Chairman, Subcommittee on Government Information and Individual Rights, House Committee on Government Operations, as part of GAO's continuing review of the protection of national security information.

PERSONNEL SECURITY CLEARANCES

In accordance with Executive Order 12065, and previous orders, national security information is classified at three levels--top secret, secret, and confidential. If an individual's job requires access to information classified top secret, that individual must first be issued such a clearance. Similarly, access to secret information requires a secret clearance.

Before a top secret clearance is issued, a background investigation is conducted by the Defense Investigative Service. This includes interviews and records checks at law enforcement agencies, credit bureaus, and places of employment and education. A national agency check, including an examination of the criminal and security files at the Federal Bureau of Investigation (FBI) and files of other Federal agencies, is also made as

part of each background investigation. The various elements of the background investigation are referred to as leads. A secret clearance requires completion of a favorable national agency check. Contractors are authorized to grant confidential clearances to their employees after checking locally available records to determine if such access is consistent with the interests of national security. About 1.2 million contractor and 1.5 million DOD military and civilian personnel have security clearances.

INCREASE IN REQUESTS

Requests for security clearances increased from 766,700 in 1978 to 903,500 in 1980, or about 18 percent. Estimates for 1981 and subsequent years show a continuing increase. Although DOD standards for processing requests for a background investigation and national agency check are 90 and 30 days, respectively, as of May 1981 industry requests for clearances were taking an average of 220 and 103 days, respectively. (See p. 5.)

DELAYS ARE COSTLY

A 1977 industry study estimated the average loss in productivity to be about $31 a day for each employee unable to work on the classified portion of a Government contract. Adding a factor for inflation since 1977 would make that cost $43 a day by the end of 1981. On the basis of an estimated 130,000 clearance requests from industry in 1982, processing delays could cost industry, and subsequently the Government, about $340 million in 1982. GAO estimates that delays in processing DOD requests could cost about $580 million in 1982. In July 1981 the Deputy Under Secretary of Defense for Policy told the Secretary of Defense that clearance delays resulted in costly slippage in initiation or schedules of classified contracts and some degradation of operational readiness. (See p. 6.)

The urgency of some programs and extensive delays in obtaining clearances have forced DOD to issue an increasing number of interim clearances. These clearances are followed at a later date by background investigations and national agency checks. Some interim clearances have been revoked because the

subsequent investigations disclosed derogatory information, but the number of such revocations is unknown. About 9,600 interim clearances were issued to industry personnel in 1980, compared to 6,100 in 1978. The number issued to DOD personnel was not available. GAO believes that the increase in the use of interim clearances increases the risks to national security. (See p. 9.)

INSUFFICIENT STAFF

The size of the Defense Investigative Service staff making investigations required for top secret and some secret clearances has not kept pace with the increase in clearance requests. Although the number of requests increased 18 percent between 1978 and 1980, the number of investigators authorized was reduced from 855 in 1978 to 847 in 1980. In 1980 the investigators completed work on 2.4 million leads. The authorized staff was increased to 1,071 in 1981, but will not be sufficient to reduce the backlog of requests and handle the increases in new requests projected for 1982 and subsequent years. (See p. 10.)

The FBI's Identification Division provides fingerprint and arrest records services primarily to law enforcement agencies. DOD security clearances accounted for about 13 percent of the 6 million requests for services in 1980. In fiscal year 1978, the average turnaround time was 14 workdays and there was a backlog of 197,000 fingerprint cards. By 1980, the turnaround time was 26 workdays and the backlog was 564,000. According to DOD records, the turnaround time was 58 calendar days in June 1981. The division's authorized staff was 3,586 in 1978, but by January 1981 it had been reduced to 2,863. (See p. 11.)

DOD AND FBI EFFORTS TO CORRECT PROBLEM

In June 1981 the Deputy Secretary of Defense announced several short-term actions to reduce the clearance delays. A moratorium was placed on all periodic reinvestigations (investigations required every 5 years for granting access to special program information). Background investigations for secret clearances were eliminated, and the scope of the investigations was revised. Investigators

from the Air Force, Army, and Office of Personnel Management were temporarily assigned to conduct investigations. In addition to these actions, in July 1981 the Deputy Under Secretary of Defense for Policy requested that the Secretary of Defense reprogram the 1982 budget ($226 billion and 1,025,000 civilian personnel) to give the Defense Investigative Service an additional $12.5 million and 880 positions, including 595 investigators. The additional staff would be used to handle an estimated increase of 30,000 background investigations in 1982 and reduce the average turnaround time for the background investigation to 65 days. GAO agrees that DOD needs additional investigators and support staff. (See p. 14.)

The FBI is planning several actions to reduce the backlog of requests in the Identification Division, such as eliminating free services to noncriminal justice requesters. However, the major effort is centered on a long-term program to automate the operations of the division. The Attorney General's Task Force on Violent Crime concluded that automation efforts should be accelerated where possible. The Task Force recommended that the Attorney General take all steps necessary to reduce substantially the delay in processing criminal identification requests. GAO agrees with the task force but believes a more immediate solution to the problem is the hiring of additional staff. To bring the division's staffing level to 3,600 in 1982 will require an additional 570 positions at a cost of about $7.8 million. (See p. 16.)

RECOMMENDATIONS

The Secretary of Defense should reprogram DOD's 1982 budget to provide the Defense Investigative Service authority to hire the additional personnel needed to expedite the investigation and processing of personnel security clearances.

The Attorney General should request, and the Director, Office of Management and Budget, should approve authority for the FBI to increase the number of personnel in the Identification Division. The Attorney General should also expedite implementation of the proposed automation program in that division.

AGENCY COMMENTS

GAO did not request official comments from DOD or FBI because of the need for prompt reporting.

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ABBREVIATIONS

BI	Background Investigation
DIS	Defense Investigative Service
DISCO	Defense Industrial Security Clearance Office
DOD	Department of Defense
FBI	Federal Bureau of Investigation
GAO	General Accounting Office
NAC	National Agency Check

CHAPTER 1

INTRODUCTION

This review was requested by the Vice Chairman, Subcommittee on International Trade, Finance, and Security Economics, Joint Economic Committee; and the Chairman, Subcommittee on Government Information and Individual Rights, House Committee on Government Operations, as part of our continuing review of the protection of national security information.

The classification of national security information has been governed by various Executive orders since 1940 and is currently governed by Executive Order 12065, which took effect December 1, 1978. The current order, like its predecessors, provides for three levels of classification--top secret, secret, and confidential--depending on the degree of sensitivity of the information to national security. The order also provides that no person may be given access to classified information unless that person has been determined to be trustworthy and unless access is necessary for the performance of official duties.

Executive Order 10865, issued February 20, 1960, authorizes the Secretary of Defense and certain other agency heads to issue regulations that prescribe specific requirements and restrictions to safeguard classified information within industry. About 11,000 contractor facilities have been authorized to handle classified information.

In the Department of Defense, the Deputy Under Secretary of Defense for Policy is responsible for establishing policies and procedures for the personnel security program. The Defense Logistics Agency was responsible for the industrial security program from 1965 until 1980; however, program responsibility was transferred to the Defense Investigative Service (DIS) on October 1, 1980. One of the functions of DIS is to conduct the investigations needed to grant security clearances to DOD and contractor personnel.

Two DIS installations play a major part in the clearance process--the Personnel Investigations Center (PIC) at Baltimore, Maryland, and the Defense Industrial Security Clearance Office (DISCO) at Columbus, Ohio. DISCO is responsible for determining the eligibility of industry personnel for access to classified information. DISCO also maintains current files of all industry personnel who have been granted such access. Industry requests for clearances are sent to DISCO, where they are recorded and generally forwarded to PIC.

The industry requests, along with clearance requests for DOD military and civilian personnel submitted by DOD components, are reviewed by PIC, and copies are sent to the applicable DIS region

or regions if investigative work is required. This type of work is referred to as a background investigation (BI). A BI consists of records checks at police agencies, places of employment and education, and interviews with individuals who are or have been acquainted with the subject of the investigation. The various elements of the BI are referred to as leads. Copies of the clearance requests are also sent to the Federal Bureau of Investigation (FBI) to ascertain the existence of any records of arrests. Other Federal agencies, such as the Immigration and Naturalization Service, may also be sent copies. The review of Federal agency arrest or investigative records is called a national agency check (NAC).

The amount of investigative work done depends on the type or level of clearance requested, which, in turn, depends upon the level of classified information to which the individual will have access--top secret, secret, or confidential. A top secret clearance requires a BI and a NAC. A secret clearance generally requires a NAC. If the NAC discloses derogatory information, the investigation is expanded. There are several variations of NACs, but for purposes of this report they are treated collectively. Generally, contractors are authorized to grant confidential clearances to their employees, after a check of locally available records shows that such access is clearly consistent with the interests of national security.

After the investigations are completed for industry personnel, PIC returns the cases to DISCO and that office notifies the contractors when clearances are granted. If minor derogatory information is developed during an investigation, DISCO will adjudicate the case. DISCO does not adjudicate cases involving serious derogatory data. Such cases are sent to the Directorate for Industial Security Clearance Review, DOD Office of the General Counsel, for a final determination of eligibility for a security clearance.

After investigations are completed for DOD civilian and military personnel, PIC sends the cases to the DOD components that requested the clearances, and those components do the adjudication.

Currently, about 1.5 million DOD and 1.2 million contractor personnel have security clearances. In fiscal year 1980, DIS participated in the granting of about 900,000 security clearances.

DOD has many special access programs that were established to protect particularly sensitive information. Generally, individuals allowed access to such information must undergo a

security investigation of themselves and their families more intensive than that described above. This type of investigation is referred to as a special background investigation. These special investigations are included as part of the background investigations discussed in this report.

OBJECTIVES, SCOPE, AND METHODOLOGY

Although our initial objectives were to evaluate the protection afforded national security information in industry and identify areas for potential savings in this costly program, it soon became apparent after discussions with industry and DOD officials that the most pressing problem was the delay in processing personnel security clearances for industry personnel. The major factor contributing to the delays appeared to be a shortage in the DIS investigative staff. Since that staff is also responsible for making personnel security investigations of DOD civilian and military personnel, the impact on DOD personnel security investigations was included in our review where applicable.

Because of the critical nature of the problem of delays in processing security clearances, both in cost and effect on defense contract execution and national security, we limited our work to that considered necessary to satisfy the objectives described below. Although there were indications that some requests for clearances may be unnecessary, an evaluation to identify the significance of the problem, its causes, and possible solutions will require a long-term audit effort. Consequently, this problem and other less critical matters identified during the review, as well as some potential solutions, will be addressed in our ongoing review of personnel and physical security in industry.

Our objectives during this review were to identify the (1) causes of delays in granting personnel security clearances, (2) costs and other effects of those delays, and (3) actions being taken to reduce the delays.

To achieve our objectives, we visited 25 contractors in California, Florida, Maryland, and Virginia. The contractors were selected because of their size, the size and number of classified contracts, and the number of personnel with security clearances. The number of such employees ranged from 190 to 20,000. The diversity of DOD components that awarded the contracts was also a factor in our selection. We also contacted the National Security Industrial Association, the Aerospace Industries Association, and the National Classification Management Society.

We visited the DIS headquarters office in Washington, D.C.; field offices in Los Angeles, California; Orlando, Florida; and Washington, D.C.; DISCO in Columbus, Ohio; and PIC in Baltimore, Maryland. We visited the FBI headquarters office and observed the operations of the Identification Division. We also observed the security clearance operations at DISCO and PIC and examined selected cases at both locations.

We reviewed DIS and FBI activity reports and budget requests and authorizations. We also reviewed correspondence among DOD, DIS, and contractors and discussed the matters included in this report with DOD, DIS, and FBI officials. DOD, DIS, and FBI officials responsible for the various operations involved in processing security clearances agreed with the factual information presented in this report.

Although there is no way of precisely determining the costs of delays in processing personnel security clearances, we used what we believe to be a reasonable industry estimate, a 1977 industry study, to compute such costs. In that study, 37 contractors covering a broad spectrum of industry involved in classified contract activity were requested to provide the "lost efficiency" cost of employees who were not able to work on classified contracts until their clearances were received. On the basis of the salaries or hourly wages and related personnel costs reported by the 20 companies that responded, the average "lost efficiency" cost was $31 a day. Because there was no similar departmentwide study for DOD personnel, we used about half of the average daily cost for industry to estimate the cost of clearance delays for DOD personnel. Both cost figures have been adjusted for inflation since 1977.

This is the sixth report in our overall plan for reviewing the Government's national security information program. The five earlier reports and previous reports pertaining to reviews of personnel security investigations in DOD are listed in the appendix.

CHAPTER 2

CAUSES AND COSTS OF DELAYS IN PROCESSING PERSONNEL SECURITY CLEARANCES

The number of requests for personnel security clearances has steadily increased since fiscal year 1978, without a corresponding increase in the Government personnel needed to investigate and process the requests. As a result of the situation, the average time to process the requests has increased substantially. These processing delays are very costly in terms of losses in productivity and impact on national security. Expediting the clearance process could be done at minimal cost and could save the Government about $340 million to $920 million in fiscal year 1982 and could strengthen national security. The major factors involved in this problem are discussed below.

INCREASE IN REQUESTS FOR PERSONNEL SECURITY CLEARANCES

The number of requests for personnel security clearances for DOD and industry personnel increased from 766,700 in 1978 to 903,500 in 1980, or about 18 percent. Estimates for 1981 and subsequent years show a continuing increase. The increase appears to be the result of stepped-up activity in defense programs. The following tabulation shows the number of new requests for a BI, including a NAC, which is needed for a top secret clearance and for a NAC, which is needed for a secret clearance.

Fiscal year	BI	NAC	Total
1978	146,800	619,900	766,700
1979	153,000	649,600	802,600
1980	174,000	729,500	903,500
1981 (estimate)	170,800	754,200	925,000
1982 (estimate)	201,000	849,000	1,050,000

As the number of new requests has increased, the inability of Government investigative resources to cope with them is reflected in the number of open requests. At the end of fiscal year 1978, that number was 67,000. Two years later, it was 133,800. Although DOD standards for processing a BI and a NAC are 90 days and 30 days, respectively, the overall processing time, from the time of receipt of the request to the issuance of the clearance, has continued to increase significantly in excess of the standard. Industry requests for clearances requiring a BI or a NAC were taking an average of 220 days and 103 days,

respectively, in May 1981. The following tabulation shows the average processing time for industry requests that required a BI or NAC at the end of fiscal years 1978-80 and at May 31, 1981.

Fiscal year	Average number of days to process BI	NAC
1978	96	46
1979	104	57
1980	136	68
1981 (May 31, 1981)	220	103

The following examples of delays, obtained during our visits to contractors, illustrate the severity of the problem.

--A contractor had 280 requests for clearances pending in May 1981. Over 40 of the requests were more than a year old.

--Another contractor had 128 requests pending, and 18 were over 10 months old.

--A third contractor had 55 requests pending. Top secret clearances were being obtained in about 8 to 12 months, and secret clearances were taking as long as 6 months.

Although all industry requests for clearances are controlled by DISCO, each DOD component submits its own requests for clearances to PIC. Consequently, data on the average processing time for BIs and NACs for DOD civilian and military personnel was not readily available. Nevertheless, there is no reason to believe that the average processing time for DOD personnel would be significantly different from that recorded by DISCO for industry personnel because PIC handles all requests the same way.

DELAYS IN PROCESSING REQUESTS ARE COSTLY

The delay in processing requests for security clearances increases costs to the Government, results in delays in contract completion, and increases the risks to national security.

In a July 21, 1981, memorandum to the Secretary of Defense, the Deputy Under Secretary of Defense for Policy referred to the impact of the delays as follows:

"This inordinate delay in finalizing security clearances results in large numbers of personnel who cannot be productively utilized for extended periods, costly slippage in initiation or schedules of classified contracts, and some degradation of operational readiness."

A 1977 industry study estimated that the average loss in productivity due to a delay in processing a personnel security clearance was about $31 a day for each employee who was unable to work on the classified portion of a Government contract (see p. 4). Adding a factor for inflation since 1977, (7.3, 8.5, 9.0, and 9.5 percent for 1978-81, respectively, compounded), that cost could be about $43 a day by the end of 1981.

Per Check 95 Cost $ = 65

DIS estimates that in 1982 it will receive 130,850 clearance requests from industry--25,850 requiring a BI and a NAC and 105,000 requiring only a NAC. Using the DIS estimate and the industry study, we estimate that processing delays in 1982 could cost industry, and subsequently the Government, about $340 million, computed as follows.

Restore in FY

	BI	NAC	Total
Average processing days (May 1981)	220	103	
Less DOD standard	90	30	
Excess calendar days	130	73	
Less Saturdays and Sundays	38	20	
Excess work days	92	53	
Average excess cost per clearance computed at $43 a day	$3,956	$2,279	
Estimated requests in 1982	25,850	105,000	130,850
Estimated excess cost of processing clearances	$102,262,600	$239,295,000	$341,557,600

The above estimate of 105,000 NACs for 1982 does not include 25,850 that will be made as part of the BIs.

In a June 8, 1981, memorandum to all DOD components on the subject "Degradation of operational readiness/mission accomplish-

ment due to personnel security investigative shortfalls," the Deputy Secretary of Defense stated as follows:

> "This situation has resulted in large numbers of personnel--without security clearances--who cannot be productively utilized. For example, in one sensitive program, the cost of the delay in manpower utilization is estimated at over $41 million."

DOD has not made any departmentwide studies of internal productivity losses resulting from clearance processing delays, but using the results of the industry study provides some perspective of what that cost might be in 1982. We estimate that, using about half of the $43 daily cost to industry, or about $21 a day, the cost to DOD because of lost productivity could run about $580 million in 1982, computed as follows.

	BI	NAC	Total
Average processing days (May 1981)	220	103	
Less DOD standard	90	30	
Excess calendar days	130	73	
Less Saturdays and Sundays	38	20	
Excess workdays	92	53	
Average excess cost per clearance computed at $21 a day	$1,932	$1,113	
Estimated requests in 1982	175,150	219,000	394,150
Estimated excess cost of processing clearances	$338,389,800	$243,747,000	$582,136,800

The above estimate of 219,000 NACs for 1982 does not include the 175,150 that will be made as part of the BIs or about 500,000 that will be made for military enlistees.

DIS officials told us that in 1972, when DOD security clearance investigations were centralized in DIS, the long-range goal was to conduct a BI in 30 days (exclusive of administrative handling and mailing time). No goal was set for the NAC, presumably because that part of the clearance process is primarily

dependent upon the FBI. The officials further said that a current NAC turnaround goal of 20 days would not be unreasonable, although not likely with the present situation at the FBI. If the BI and NAC turnaround time could be further reduced to 55 and 20 days (including administrative handling and mailing time), respectively, additional savings of about $55 million in industry and $120 million in DOD might be realized on the basis of the computation methods illustrated above.

Several contractors also told us that delays in obtaining personnel security clearances were causing delays in contract completion and cost overruns.

Increase in interim clearances

In addition to significant losses in productivity, delays in processing requests have caused another situation that could be detrimental to national security. Because of the urgency of some defense programs and the extensive delays in obtaining clearances, DISCO has been granting an increasing number of interim secret and top secret clearances to contractor personnel. A contractor request for an interim clearance must be approved by the DOD component that has responsibility for the contract. Even though the interim clearance is granted, the type of investigation required for the level of clearance requested must still be performed at a later date.

Statistics on the number of interim clearances issued to DOD civilian and military personnel are not maintained on a centralized basis. However, DISCO maintains such data for contractor personnel. Although DISCO provided us with the number of interim clearances issued since fiscal year 1978, it did not know how many were later revoked because of derogatory information disclosed during the subsequent investigations. The following tabulation shows the number of interim clearances issued by DISCO for fiscal years 1978-81.

Fiscal year	Interim clearances issued
1978	6,136
1979	6,831
1980	9,567
1981 (estimate)	11,350

We believe that the substantial increase in the number of interim clearances issued since 1978 increases the potential for compromise of national security information, because investigative work done after the interim clearance is issued

could provide information that requires revocation of the clearance after an individual has already had access to classified information. The security manager for one contractor told us that two interim clearances had to be withdrawn within the past year because the subsequent investigations disclosed derogatory information. The interim clearances had been requested because it took too long to process a standard clearance request, and the services of the two individuals were urgently needed to comply with the requirements of a contract.

INSUFFICIENT STAFF TO PROCESS INCREASE IN REQUESTS

DOD has been unable to process the increase in requests for personnel security clearances in a timely manner, because it does not have enough DIS investigators and because the FBI's Identification Division does not have sufficient staff to keep up with its increased workload.

DIS investigative staff

The DIS investigative staff conducts the investigations required for the issuance of top secret clearances and investigations incident to the issuance of secret clearances if the NAC discloses derogatory information. In fiscal year 1980, the investigators completed work on over 2.4 million leads. The average BI requires investigators to complete 10 to 15 leads going back about 5 years, or to the subject's 18th birthday, whichever is less. For special background investigations (see p. 2), the timeframe for the investigation is 15 years, or to the subject's 18th birthday, whichever is less.

Until fiscal year 1981, the number of authorized investigators remained constant, despite significant increases in workload that started in 1979. Initially, 224 additional positions were requested for fiscal year 1982; however, because of the increased workload, the positions were advanced in fiscal year 1981. The following tabulation shows the number of authorized investigators at the end of fiscal years 1978-81.

Fiscal year	Investigators authorized
1978	855
1979	857
1980	847
1981	1,071

At June 30, 1981, 996 investigators were assigned. Even the increase in staff has not been sufficient to reduce the backlog of requests for security clearances.

In an April 27, 1981, memorandum, the Director of DIS requested more resources because of the "deterioration of the Personnel Security Investigations (PSI) program." On May 8, 1981, the Director, Security Plans and Programs, advised DIS that representatives of DOD's intelligence components believed that the exclusive solution to the problem was full resource augmentation. The Director requested that DIS provide an estimate of the resources that would be needed to reduce the turnaround time for investigations to 65 days by the end of fiscal year 1982, assuming (1) requests increase at the same rate as they have over the past 3 years, and (2) requests do not exceed the level reflected in the 12-month period ended March 31, 1981.

On May 18, 1981, the Director of DIS responded that assumption 1 would require 880 additional positions (investigators and support staff) at an annual cost of about $12.5 million and that assumption 2 would require 750 additional positions at an annual cost of about $10.5 million.

FBI Identification Division

The FBI Identification Division provides fingerprint identification and arrest record services to over 17,300 authorized users. At the beginning of fiscal year 1981, the FBI had about 173 million fingerprint cards. The FBI receives over 6 million requests for fingerprint identification a year, or about 27,000 a day. DOD requests for fingerprint identification for in-house and industry personnel accounted for 11 percent of the requests in 1978 and 13 percent in 1980.

The division maintains two sets of files--a criminal file and a civil file. The criminal file contains arrest records and related fingerprint cards. The civil file contains fingerprint cards of individuals who have been fingerprinted in connection with (1) employment in the Government, (2) military service, (3) alien registration, and (4) personal identification. When the division receives a request for fingerprint identification, the first step is to make a name search of the criminal files by comparing the name and other descriptive items on the request with data in the files. If there is a tentative match with an arrest record on file, the incoming fingerprint card is compared with the card or cards already in the files and the requester is notified accordingly. If the name search is unsuccessful, the time consuming manual process of trying to match the incoming fingerprint card with fingerprint cards in the criminal file must be done.

During the 1960s the average time required to process requests from users was 3 workdays. (DOD uses calendar days

in determining turnaround time.) In fiscal year 1978, the FBI turnaround time was about 14 workdays, and there was a work backlog of 197,000 fingerprint cards. By 1980, the backlog had increased to 564,000 fingerprint cards and the turnaround time was 26 workdays. Statistics obtained from PIC show that the turnaround time for DOD requests was averaging 58 calendar days in June 1981. In its 1982 budget request, the FBI attributed the increase in turnaround time to three factors: (1) the growth in the size of the files, (2) the difficulty of recruiting and retaining personnel, and (3) substantial new processing burdens resulting from privacy legislation, regulations, and court decisions.

In a February 19, 1980, letter to the Director of the FBI, the Deputy Secretary of Defense cited the increase in the turnaround time for DOD fingerprint checks and requested any assistance that the Director might provide in resolving the situation.

In a March 3, 1980, letter, the Director responded, in part, as follows:

> "Under existing circumstances, it does not appear the situation will improve in the forseeable future. The Identification Division is understaffed in relation to the work burdens it is experiencing. This condition is the result of budget cuts and our difficulty in recruiting qualified personnel. As of now, it appears that future budgetary constraints will prevent the Division from reaching a staffing level which would bring about an improvement in the work turnaround time." (Underscoring supplied.)

Authorized staffing for the Identification Division has steadily declined since fiscal year 1979, as shown in the following tabulation.

Fiscal year	Authorized personnel
1978	3,586
1979	3,620
1980	3,420
1981	2,863
1982 (requested)	3,049

The initial authorization of 3,120 for fiscal year 1981 was reduced to 2,863 by the Office of Management and Budget in January 1981. We were told by an FBI official that, assuming there is no backlog of requests, a staff of about 3,600 could

respond to requests in a turnaround time of about 10 workdays.

It appears that the backlog of requests and lengthy turnaround time could also have a serious impact on users other than DOD, such as law enforcement agencies.

CHAPTER 3

WHAT IS BEING DONE AND WHAT NEEDS TO BE DONE

DOD ACTIONS

Actions have been taken and proposed to reduce the increasing backlog and turnaround time for processing personnel security requests. Some measures may provide immediate relief, while others, if implemented, will take longer.

In a June 8, 1981, memorandum to the heads of DOD components, the Deputy Secretary of Defense announced several short-term actions, including the following:

--A moratorium was placed on all periodic reinvestigations. (Updated investigations generally are required every 5 years for granting access to special program information.)

--Background investigations are not to be made of individuals whose access is at the secret level, except for immigrant aliens.

--A personal interview-oriented background investigation is to be made in lieu of the traditional background investigation.

The interview-oriented background investigation consists of a personal interview of the subject, a NAC, a local agency check, and an expanded investigation if any of the foregoing reveal significant adverse information. A March 1981 report on a pilot test of the interview-oriented BI indicated that it developed three times as much significant information as the traditional BI.

In his July 21, 1981, memorandum to the Secretary of Defense, (see p. 6), the Deputy Under Secretary of Defense for Policy mentioned the short-term remedial actions instituted on June 8 and the temporary assignment of investigators from the Air Force, Army, and Office of Personnel Management. However, because of the critical nature of the problem, he requested reprogramming of the fiscal year 1982 budget to give DIS an additional $12.5 million and 880 positions, including about 595 positions for investigators, 60 for PIC, and the remainder for supervisory and support type functions. As of August 26, 1981, the Secretary of Defense had not taken action on the request for reprogramming.

We reviewed the DIS justification for the additional positions. The justification is based on

--an anticipated increase of about 30,000, for a total of 201,000 new BI's in 1982;

--reduction of the expected backlog of 89,700 open cases at the end of fiscal year 1982 to 43,300; and

--reduction of the turnaround time for the investigative part of the process to 65 days by the end of the fiscal year.

If the new investigators needed to accomplish the above work could all be hired, trained, and put to work on October 1, 1981, DIS would only need 298 investigators. However, because the hiring and training will take place during fiscal year 1982, DIS will need about 595 investigators to accomplish its objective of a 65 day turnaround time. (The overall processing time--including administrative handling and mailing--would be 90 days.) When we asked how the extra investigators would be used in 1983, DIS officials told us that they would be used to (1) handle an anticipated increase of 35,000 BIs in 1983, (2) catch up on the periodic reinvestigations that were suspended in June 1981, and (3) improve the quality of the investigative work.

To the extent that the turnaround time for NACs at the FBI can be reduced, we believe that the additional investigators could be used to further reduce the anticipated 65 day turnaround time for BIs.

CONCLUSIONS

As noted in chapter 2, the number of requests for personnel security clearances has increased substantially in recent years, and there is every indication that the trend will continue. Major DOD components have estimated increases in their clearance requirements, and the pending approval of the 1982 DOD budget of $226 billion--$46 billion more than the 1981 budget--and an increase in civilian employees from 990,000 to 1,025,000 tend to support those estimates.

The increase in the turnaround time for processing clearances is extremely costly in lost productivity in industry and Government. Although there is no way of precisely determining the cost, reasonable estimates from industry indicate that such productivity losses could cost industry and, subsequently, the Government, about $340 million in fiscal year 1982. Using industry estimates as a guide, the cost of lost productivity within DOD for civilian and military personnel could easily run about $580 million dollars in 1982.

More serious, however, is the fact that failure to promptly process security clearances results in "some degradation of operational readiness" and could be detrimental to national security. We believe that the increase in the number of interim clearances issued increases the threat of potential compromise of national security information.

As noted in chapter 1, some delays in processing security clearances may be caused by factors other than staff shortages in DIS and FBI. We plan to examine these factors in more detail during our ongoing review to see if other reductions in processing time can be realized. We also plan to ascertain if the number of requests for clearances can be reduced by establishing or improving existing controls in the system. Nevertheless, in view of the critical situation, we believe that the appropriate solution to the problem at this time is more investigators, and that action to authorize the hiring of additional investigators should be expedited.

RECOMMENDATION

We recommend that the Secretary of Defense reprogram the 1982 budget to provide the Defense Investigative Service authority to hire the additional personnel needed to expedite the investigation and processing of personnel security clearances.

FBI ACTIONS

The FBI is planning several actions that could reduce the backlog of work in the Identification Division and result in improved service to criminal justice agencies and DOD.

Most of the services provided by the division are required by legislation, regulation, or Executive order. However, Public Law 92-544 provides that FBI funds may be used to service certain requestors, such as State and local employment and licensing agencies. In view of the discretionary nature of this provision of law, the FBI has decided to discontinue service to that group of users in fiscal year 1982. The FBI estimates that this action will reduce the division's workload by about 1.4 million fingerprint cards in 1982 and permit the processing of other requests on a more timely basis.

The division is also considering other short-term measures to reduce the turnaround time. Officials will continue efforts to streamline operations and motivate the staff to increase productivity and are considering the feasibility of charging noncriminal justice requesters for services. Officials believe that charging such requesters would reduce the number of requests.

The long-term solution to the problem of the division's increasing workload and backlog is automation. In 1967 the FBI initiated a research and development program to automate the division s operations. A 1971 study determined the program's feasibility, and phased implementation of automation was begun. Progress has been made in developing and implementing parts of the program. For example, about 30 percent of the arrest records have been incorporated in a computer system which facilitates the matching of names on incoming requests with names on arrest records. Although equipment has been developed that automatically reads, compares, and matches fingerprints, that part of the system has not been put into full operation. Funding for the program was curtailed by the Department of Justice pending completion of an independent study of the technical, economic, and operational feasibility of the program.

The study, performed by a contractor, considered various alternative methods of automating the program and concluded that

--the cost of implementing the suggested system would be about $50.6 million;

--a discounted savings of about $19.9 million would be realized during the 25-year evaluation period;

--the system could eventually have a response time of 8 hours, excluding incoming and outgoing time in the mailroom; and

--the automated system would be substantially more accurate than the existing manual system.

With adequate funding, the contractor believes that the system could be in full operation by 1988.

One reason for the long transition period is the need to operate the manual and automated systems concurrently while the large volume of fingerprint cards is incorporated into the automated system. FBI officials believe that attention should be given to faster automation of the arrest records. They believe that such action will facilitate fingerprint matching in many cases and conserve manpower.

The Attorney General's Task Force on Violent Crime, in its June 1981 report, concluded that automating the fingerprint identification process will do much to improve response time and that, where possible, these efforts should be accelerated. The report recommends that the Attorney General take all steps necessary to reduce substantially the delay in processing criminal identification applications.

As noted in chapter 2, the number of personnel authorized for the division was reduced by the Office of Management and Budget in January 1981. In May 1981, the Department of Justice requested Budget Office support for an amendment to the 1982 budget that would add 571 positions and $7.8 million to the division and give it authority to charge noncriminal and non-Federal users for services beginning sometime in fiscal year 1982. In July the Budget Office approved the request to institute a fee system (starting Jan. 1, 1982) but refused the request for the 571 positions and $7.8 million. The Budget Office did authorize the Department to convert 208 existing part-time positions to full-time. A division official told us that the conversion action would add nothing, but that an additional 571 positions would provide full staffing to about 3,600 positions and enable the division to respond to requests within 10 workdays, assuming there was no backlog.

CONCLUSIONS

DOD efforts to reduce the long turnaround time in processing requests for personnel security clearances cannot be fully effective if the FBI continues to take about 2 months to provide fingerprint identification and arrest records service. Although the services of the FBI are vital to DOD in processing security clearances, the major function of the FBI's Identification Division is to service the criminal justice system at all levels, promptly and accurately.

Some of the FBI's proposed short-term actions could alleviate part of the critical backlog situation in the Identification Division. Certainly, in the long term, successful automation of the division's operations as soon as possible, as noted by the Attorney General's Task Force, will enable it to provide prompt and efficient service in a cost-effective manner. However, we believe that the current situation, with a 2-month turnaround time for DOD requests and similar delays to criminal justice agencies, requires additional action that will have a more immediate effect on reducing the increasing backlog of work and improving request turnaround time.

RECOMMENDATIONS

We recommend that the Attorney General request, and that the Director, Office of Management and Budget, approve authority for the FBI to increase the number of personnel in the Identification Division. We further recommend that the Attorney General expedite implementation of the proposed automation program in that division.

REDEFINING SECURITY

a report by the

Joint Security Commission

REDEFINING SECURITY

A Report to the
Secretary of Defense
and the
Director of Central Intelligence

February 28, 1994

Joint Security Commission
Washington, D.C. 20505

volunteer to sell or give classified information to foreign governments. Very few applicants intend to commit espionage at the time they seek employment. Currently, individuals cleared to the Top Secret or SCI levels are reinvestigated every five years, and some agencies or programs may require a screening polygraph. Those cleared to the Secret or Confidential levels are reinvestigated every 10 years, although the DoD, with over 2 million cleared personnel, is only current to 15 years.

The Commission believes that current reinvestigation policies should be refined to increase efficiency. For example, an aperiodic reinvestigation interval would offer a greater deterrent effect and provide agencies with more flexibility to focus resources on priority investigations. Adjudicative facilities also have indicated that, based on revocation experience, a seven year reinvestigation interval for a Secret Compartmented Access clearance and a 10-year interval for a Secret clearance are the most efficient.

The Commission recommends that:

a) The reinvestigation standard for a Secret Compartmented Access clearance be an SSBI. Reinvestigations will be conducted on an aperiodic basis, but not less than once every seven years.

b) The reinvestigation standard for a Secret clearance be a NAC, local agency check and a credit check. Reinvestigations will be conducted on an aperiodic basis, but not less than once every 10 years.

While reinvestigation provides an important way to monitor the integrity of the work force, safety nets are also needed to ensure that personnel do not become counterintelligence risks after they obtain a clearance. Studies have shown that many American spies in the 1980s turned to espionage as a way to resolve personal problems or crises. Some were disgruntled workers who wanted to strike out at the system for perceived injustices, some were faced with pressing financial problems, others were struggling with conflict-ridden family situations and still others had alcohol or drug abuse difficulties. Many saw espionage as the only way to resolve their problems. They volunteered to sell or give classified information to foreign governments after convincing themselves that they could spy safely and not be detected.

Safety nets are also needed to ensure that personnel do not become counter-intelligence risks after they obtain a clearance.

While only a very small percentage of employees with personal problems become involved in espionage or other serious security transgression, the damage that can be caused by even one person with sensitive access serves to illustrate the value of programs that help employees resolve personal problems. A few convicted spies have stated that at the time they began spying they were emotionally distraught and in need of counseling. Employee assistance programs provide short-term counseling and referral services for a variety of problems, including financial, family, vocational, emotional, and substance abuse. Recognizing the value of these programs in increasing worker productivity, many private corporations and some government agen- have established Employee Assistance Programs or contract out for these ces. National security organizations have an even greater stake in insur- that such services are available to their employees.

The Commission commends those agencies that have established Employee Assistance Programs and recommends that all agencies in the Defense and Intelligence Communities ensure that similar programs or contractual services are available to employees, particularly those with access to specially protected information.

Delays in the investigative and adjudicative process contribute directly to customer and government costs.

Clearance Processing—Time Is Money

Delays in the investigative and adjudicative process contribute directly to customer and government costs. As far back as 1981, the General Accounting Office (GAO) reported to Congress that nearly a billion dollars was wasted annually because of investigative backlogs at the Defense Investigative Service. The GAO recommended solving this "$980 million problem" by increasing appropriations for the DIS by $12.5 million.

The Commission found that there is no performance standard for timeliness in completing investigations and adjudications. The Commission repeatedly heard from the customer community that 90 days is an appropriate standard for completion of the average investigation and adjudication (65 days for the investigation). However, the DIS, which has contended with declining resources, completes SSBIs in an average of 149 days (including about 40 days for conducting overseas leads) and does not charge a fee. The OPM completes SSBIs in 35, 75 or 120 days, and charges a variable fee. A major SAP uses a private firm that completes investigations in an average of 34 days but, if directed, terminates some cases when significant adverse information is developed. While private firms cannot handle a substantial volume at this time, contracting out investigations in special circumstances, such as priority cases, may enhance competitiveness and further lower cost by preventing the development of backlogs and delays.

The Commission found that several adjudicative organizations were quite timely in their processing. Others, however, required as much or more time to complete the adjudication than was expended on the investigation. Processing and appellate review of individuals facing a possible loss or denial of a clearance also range in processing time from 120 days at one organization to two years for organizations that offer an evidentiary hearing. The Commission believes these areas are particularly amenable to cost savings through process improvement.

The cost directly attributable to delays in the investigative process in FY 1994 could be as high as several billion dollars (assuming that the DoD incurs an average cost of $250 per day beyond the 90-day standard for each worker who is unable to perform his/her duties while awaiting a security clearance). In addition, the DIS is scheduled to take further cuts through FY 1999 that will substantially increase average investigation completion times, resulting in additional billions of dollars in lost productivity as workers are assigned other suboptimal duties while awaiting clearances.

Delays in the clearance process also contribute to increased costs for industry. In today's difficult contracting environment, many firms that do not

TABLE OF DISTRIBUTION

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	V0600	1	713	DEP DIR INV CNTL/AUTOMATION	0340	DDES8005				C	40	HUGHES, WILLIAM A	BALTIMORE, MD
		2	3614	SECRETARY (OA)	0318	2479	9		9	C	40	GRAMMER, MARY JAN	BALTIMORE, MD
		OFFICE V0600		TOTAL ON BOARD 2									
				TOTAL WORK YEARS 2.00									
	V0600.1	1	6820	SPECIAL ASST TO THE DEPUTY D	0301	2539	15		15	C	40	HAWKINS, HELMUT H	BALTIMORE, MD
		OFFICE V0600.1		TOTAL ON BOARD 1									
				TOTAL WORK YEARS 1.00									

DIVISION V0600

TOTAL ON BOARD 3
TOTAL WORK YEARS 3.00

	D0601	1	899	DIRECTOR, PIC	0340	2499	15		15	C	40	STOLZ, ANTHONY I	BALTIMORE, MD
		2	6886	INTELLIGENCE SPECIALIST	0132	2567	12	C					
		OFFICE D0601		TOTAL ON BOARD 1									
				TOTAL WORK YEARS 1.00									
	D0602	1	5839	ADMINISTRATIVE OFFICER	0341	2512	14		14	C	40	BOWEN, TRENT E.	BALTIMORE, MD
		OFFICE D0602		TOTAL ON BOARD 1									
				TOTAL WORK YEARS 1.00									
	D0604	1	6638	ASST DEP DIR (IM)	0301	2483	15		15	C	40	ROSE, ROBERT T.	BALTIMORE, MD
		2	6729	COMPUTER SPECIALIST	0334	2431	13		13	C	40	BEWICK, THOMAS PA	BALTIMORE, MD
		3	6730	COMPUTER SPECIALIST	0334	2431	13		13	C	40	MCGEEHAN, JOHN P	BALTIMORE, MD
		4	6811	COMPUTER SPECIALIST	0334	2431	13		13	C	40	WOOD, DANIEL W.	BALTIMORE, MD
		OFFICE D0604		TOTAL ON BOARD 4									
				TOTAL WORK YEARS 4.00									
	D0610	1	6791	CF, OPERATIONS MGMT OFF	0080	2189	13		13	C	40	CARNAGGIO, JAMES	BALTIMORE, MD
		2	1167	SECRETARY (OA)	0318	2253	5		5	C	40	MCGRATH, LORETTA	BALTIMORE, MD
		OFFICE D0610		TOTAL ON BOARD 2									
				TOTAL WORK YEARS 2.00									
	D0612	1	1422	PERS SCTY SPECIALIST	0080	2274	12		12	C	40	GASPER, ALISON D	BALTIMORE, MD
		2	1566	PERS SCTY SPECIALIST	0080	2274	12		12	C	40	RICE, WESLEY A.	BALTIMORE, MD
		3	6843	PERS SCTY SPECIALIST	0080	2274	12		12	C	40	NICHOLSON, CAROLY	BALTIMORE, MD
		4	6230	PERS SCTY SPECIALIST	0080	2274	12		12	C	40	ROJAS, CHRISTINE	BALTIMORE, MD
		5	1022	PERS SCTY SPECIALIST	0080	2274	12		12	C	40	SAVARESE, LOUANNE	BALTIMORE, MD
		6	6825	PERS SCTY SPECIALIST	0080	2274	12		12	C	40	MANNA, ANDREA M.	BALTIMORE, MD
		OFFICE D0612		TOTAL ON BOARD 6									
				TOTAL WORK YEARS 6.00									

DIVISION D0610

TOTAL ON BOARD 8
TOTAL WORK YEARS 8.00

D0620	1	1682	CF, INVESTIGATIONS DIV	1810	568S3	14	14	C	40	JONES, KEVIN JOSE	BALTIMORE, MD
	2	6795	INTNL PROJECT OFFICER	0080	2029	13	13	C	40	HARRIS, DONNA BRO	BALTIMORE, MD
	3	394	SECRETARY (OA)	0318	2256	6	6	C	40	BLAND, JOYCE A.	BALTIMORE, MD

OFFICE D0620 TOTAL ON BOARD 3
TOTAL WORK YEARS 3.00

D0621	1	1244	ASST CF, INV DIV	1810	2546	13	13	C	40	HOWES, LINDA J.	BALTIMORE, MD

OFFICE D0621 TOTAL ON BOARD 1
TOTAL WORK YEARS 1.00

D0621.1	1	1268	TEAM CHIEF	0080	556S1	12	12	C	40	WEBSTER, DAVID S	BALTIMORE, MD
	2	6305	SPECIAL AGENT	1810	558	11	11	C	40	HALL, CARROLL K.	BALTIMORE, MD
	3	1413	PERS SCTY SPECIALIST	0080	2190	11	11	C	40	OUTLEN, SHEILA AN	BALTIMORE, MD
	4	1015	PERS SCTY SPECIALIST	0080	2190	11	11	C	40	HARRIS, ROBERT D	BALTIMORE, MD
	5	1482	PERS SCTY SPECIALIST	0080	2190	11	11	C	40	HEISLER, ELIZABET	BALTIMORE, MD
	6	1407	PERS SCTY SPECIALIST	0080	1991	9	9	C	40	PRATT, TINELL K.	BALTIMORE, MD
	7	5595	PERS SCTY SPECIALIST	0080	1991	9	9	C	40	VAN DETTA, BARBAR	BALTIMORE, MD
	8	1496	PERS SCTY SPECIALIST	0080	1991	9	9	C	40	L[illegible]NSCHLAGER, S	BALTIMORE, MD
	9	1214	PERS SCTY SPECIALIST	0080	1991	9	9	C	40	KR[illegible], CHRISTOPHE	BALTIMORE, MD
	10	4398	SECURITY ASSISTANT	0086	2187	5	5	C	40	HEMELT, ROSE M.	BALTIMORE, MD
	11	1158	SECURITY CLERK (TYPING)	0086	2185	4	4	C	40	HONAKER, BARBAR	BALTIMORE, MD
	12	1162	SECURITY CLERK (TYPING)	0086	2185	4	4	C	40	SCHERRER, MARY MA	BALTIMORE, MD

OFFICE D0621.1 TOTAL ON BOARD 12
TOTAL WORK YEARS 12.00

D0621.2	1	5600	SECURITY ASSISTANT	0086	2191	5	5	C	40	BROWN, JOSEPH H.	BALTIMORE, MD
	2	5275	SECURITY ASSISTANT	0086	2191	5	5	C	40	FORD, CAMILLE E.	BALTIMORE, MD

OFFICE D0621.2 TOTAL ON BOARD 2
TOTAL WORK YEARS 2.00

D0621.3	1	788	SECURITY ASSISTANT	0086	774 (A)	6	6	C	40	POLISZUK, MILDRED	BALTIMORE, MD
	2	1199	SECURITY ASSISTANT	0086	774 (A)	6	6	C	40	THOMAS JR, GLENN	BALTIMORE, MD
	3	5650	SECURITY ASSISTANT	0086	774 (A)	6	6	C	20	TETA, JUDITH A.	BALTIMORE, MD

OFFICE D0621.3 TOTAL ON BOARD 3
TOTAL WORK YEARS 2.50

D0622	1	1451	CF, INV BRANCH A-J	0080	2548	13	13	C	40	CONNER, TAMMY ANN	BALTIMORE, MD
	2	1372	SECRETARY (OA)	0318	T-2257	5	5	C	40	MANCINELLI, CAROL	BALTIMORE, MD

OFFICE D0622 TOTAL ON BOARD 2
TOTAL WORK YEARS 2.00

D0622.1	1	937	TEAM CHIEF	0080	556S1	12	12	C	40	SMITH, ALICE F.	BALTIMORE, MD
	2	1398	PERS SCTY SPECIALIST	0080	2190	11	11	C	40	NORFOLK, DONNA J	BALTIMORE, MD
	3	4969	PERS SCTY SPECIALIST	0080	2190	11	11	C	40	PLUMMER, LACEY M	BALTIMORE, MD
	4	4380	PERS SCTY SPECIALIST	0080	2190	11	11	C	40	BLANTON, RICHARD	BALTIMORE, MD
	5	1102	PERS SCTY SPECIALIST	0080	2190	11	11	C	40	NORRIS, HOWARD I	BALTIMORE, MD
	6	1177	PERS SCTY SPECIALIST	0080	1991	9	9	C	40	MEADOWS, BRENDA S	BALTIMORE, MD
	7	5577	PERS SCTY SPECIALIST	0080	1991	9	9	C	40	WILDBERGER, MARGA	BALTIMORE, MD

T A B L E O F D I S T R I B U T I O N

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0622.1	8	1363	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	BOWERS, NANCYLEE	BALTIMORE, MD
		9	1122	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	CUNNINGHAM, PATRI	BALTIMORE, MD
		10	1332	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	BORTZ, CARMEN M.	BALTIMORE, MD
		11	4381	SECURITY ASSISTANT	0086	2187	5		5	C	40	HANSEL, ANNA N.	BALTIMORE, MD
		12	1146	SECURITY CLERK	0086	2186	4		4	C	40	MARZANO, LUCY A.	BALTIMORE, MD
		13	1141	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	THOMAS, IRENE L.	BALTIMORE, MD
	OFFICE D0622.1			TOTAL ON BOARD 13									
				TOTAL WORK YEARS 13.00									
	D0622.2	1	1922	TEAM CHIEF	0080	556S1	12		12	C	40	MARTIN, DEBORAH I	BALTIMORE, MD
		2	4970	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	GOODMAN, CYNTHIA	BALTIMORE, MD
		3	644	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	DEPETRIS, DONNA I	BALTIMORE, MD
		4	1258	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	KREFT, DENA L.	BALTIMORE, MD
		5	1160	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	MCMILLION, PHILIP	BALTIMORE, MD
		6	1016	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	GREENSFELDER, MAR	BALTIMORE, MD
		7	1491	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	CREMEEN, JUDITH N	BALTIMORE, MD
		8	5578	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	BLAIR, TINA L.	BALTIMORE, MD
		9	665	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	FOSTER, THELIA Y	BALTIMORE, MD
		10	1109	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MCKINNEY, LYNN A	BALTIMORE, MD
		11	4765	SECURITY ASSISTANT	0086	1757(A)	6		6	C	40	MCDOUGALL, AUDREY	BALTIMORE, MD
		12	4382	SECURITY ASSISTANT	0086	2187	5		5	C	40	THOMAS, DELORES B	BALTIMORE, MD
		13	1829	SECURITY CLERK	0086	2186	4		4	C	40	DISNEY, HELEN LC	BALTIMORE, MD
		14	6538	SECURITY CLERK (TYPING)	0086	T 2185	4		4	C	40	MURPHY, MELVIN R	BALTIMORE, MD
	OFFICE D0622.2			TOTAL ON BOARD 14									
				TOTAL WORK YEARS 14.00									
	D0622.3	1	4383	TEAM CHIEF	0080	556S1	12		12	C	40	MIOTKE, ELLEN M.	BALTIMORE, MD
		2	1500	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	JOHNSON, STEVIE N	BALTIMORE, MD
		3	1386	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	TRIMBLE, MARY B.	BALTIMORE, MD
		4	921	SPECIAL AGENT	1810	558	11		11	C	40	KAZARIAN, DENNIS	BALTIMORE, MD
		5	1135	PERS SCTY SPECIALIST	0080	2190	11	P					
		6	1249	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	ABATE, SHARON HOW	BALTIMORE, MD
		7	5579	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MCQUEEN, IRWIN K	BALTIMORE, MD
		8	1000	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	SKUDRNA, JANIS RU	BALTIMORE, MD
		9	1438	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	ROWELL, SUSAN K.	BALTIMORE, MD
		10	1187	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	PACE, PHILIP R.	BALTIMORE, MD
		11	1449	SECURITY ASSISTANT	0086	2187	5		5	C	40	MOSER, NANCY L.	BALTIMORE, MD
		12	1406	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	KEMMER, SHIRLEY A	BALTIMORE, MD
		13	4748	SECURITY CLERK (TYPING)	0086	T-2185	4		4	C	40	MINOR, ANGELA M.	BALTIMORE, MD
	OFFICE D0622.3			TOTAL ON BOARD 12									
				TOTAL WORK YEARS 12.00									
	D0622.4	1	1518	TEAM CHIEF	0080	556S1	12		12	C	40	HART, IRMA JEAN.	BALTIMORE, MD
		2	4981	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	CHRISP, TYWANNA A	BALTIMORE, MD
		3	777	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	FARIES, PATRICIA	BALTIMORE, MD
		4	1534	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	PRATT, CYNTHIA HU	BALTIMORE, MD
		5	1126	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	GRAY, VALERIE L.	BALTIMORE, MD
		6	951	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	FERNSLER, DEBORAH	BALTIMORE, MD
		7	998	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	COTEL, JERROLD NM	BALTIMORE, MD
		8	1058	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	FOWLKES, GLENYCE	BALTIMORE, MD
		9	1571	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	AIREY, ELAINE M.	BALTIMORE, MD

T A B L E O F D I S T R I B U T I O N

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0622.4	10	5580	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	TAYLOR, JANET M.	BALTIMORE, MD
		11	1082	SECURITY ASSISTANT	0086	2187	5		5	C	40	JOHNSON, CONSTANC	BALTIMORE, MD
		12	4907	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	WOZNIAK, PATRICIA	BALTIMORE, MD
		13	1572	SECURITY CLERK (TYPING)	0086	T-2185	4		4	C	40	WATSON, LATONYA +	BALTIMORE, MD
	OFFICE D0622.4			TOTAL ON BOARD	13								
				TOTAL WORK YEARS	13.00								
	D0622.5	1	6313	TEAM CHIEF	1810	555S1	12		12	C	40	KREITZ, PAULA ANN	BALTIMORE, MD
		2	1389	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	MALINA, SANDRA L	BALTIMORE, MD
		3	4908	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	CUFFIE, MARY E.	BALTIMORE, MD
		4	920	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	PERKINS, PATRICE	BALTIMORE, MD
		5	1056	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	BURKE, DONNA M.	BALTIMORE, MD
		6	5581	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	FEATHER, CHRISTIN	BALTIMORE, MD
		7	1053	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	LURZ, EDWARD J.	BALTIMORE, MD
		8	1099	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MOAN, HELEN M.	BALTIMORE, MD
		9	1254	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	GRAY, LINDA NMN.	BALTIMORE, MD
		10	1124	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MACAM, JUANITO D.	BALTIMORE, MD
		11	4384	SECURITY ASSISTANT	0086	2187	5		5	C	40	PIECHOWSKI, GERAL	BALTIMORE, MD
		11	6539	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	FAZENBAKER, ROSAL	BALTIMORE, MD
		13	6849	SECURITY CLERK (TYPING)	0086	T-2185	4	E					
	OFFICE D0622.5			TOTAL ON BOARD	12								
				TOTAL WORK YEARS	12.00								
	D0622.6	1	4385	TEAM CHIEF	0080	556S1	12		12	C	40	HILL, JOHN S.	BALTIMORE, MD
		2	1531	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	ROBUSTO, CATHERYN	BALTIMORE, MD
		3	4909	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	WELSH, GAYLE F.	BALTIMORE, MD
		4	1196	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	DENT, MARY A.	BALTIMORE, MD
		5	347	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	HAWTHORNE, YVONNE	BALTIMORE, MD
		6	5582	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	AKEHURST, ROSEMAR	BALTIMORE, MD
		7	1307	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	SWEZEY, ROBERT AL	BALTIMORE, MD
		8	1179	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	HINES, LINDA NMN	BALTIMORE, MD
		9	1432	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	COLBERT, YVETTE N	BALTIMORE, MD
		10	1045	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	CLARK, JOANN D.	BALTIMORE, MD
		11	916	SECURITY ASSISTANT	0086	2187	5		5	C	40	BITTORF, EMMA M.	BALTIMORE, MD
		12	1255	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	GILMAN, YVONNE M.	BALTIMORE, MD
		13	1095	SECURITY CLERK (TYPING)	0086	T-2185	4		4	C	40	SHIFFLETT, KIMBER	BALTIMORE, MD
	OFFICE D0622.6			TOTAL ON BOARD	13								
				TOTAL WORK YEARS	13.00								
	D0622.7	1	2728	TEAM CHIEF	0080	556S1	12		12	C	40	PETERS, DOROTHY E	BALTIMORE, MD
		2	3283	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	URBAN, DUANE THOM	BALTIMORE, MD
		3	969	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	SISLER, CHARLENE	BALTIMORE, MD
		4	4974	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	CHASE, MARY L.	BALTIMORE, MD
		5	1019	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	MCCOMAS, JOHN H.	BALTIMORE, MD
		6	4104	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	CAREY, CHRISTOPHE	BALTIMORE, MD
		7	5594	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MURPHY, BERTHA A	BALTIMORE, MD
		8	1088	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	DAVENPORT, GEORGE	BALTIMORE, MD
		9	5583	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	SWEZEY, PHYLLIS J	BALTIMORE, MD
		10	2382	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	FEATHER, GRACE M	BALTIMORE, MD
		11	4386	SECURITY ASSISTANT	0086	2187	5		5	C	40	CALLAHAN WOODS, P	BALTIMORE, MD
		12	4752	SECURITY CLERK (TYPING)	0086	2185	4	P					

A B L E O F D I S T R I B U T I O N

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0622.7	13	1074	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	CARROLL, BOBBIE M	BALTIMORE, MD
	OFFICE D0622.7			TOTAL ON BOARD 12									
				TOTAL WORK YEARS 12.00									
	D0622.8	1	1180	TEAM CHIEF	1810	555S1	12		12	C	40	MANN, DONNA M.	BALTIMORE, MD
		2	4976	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	SWINK, HOWARD V.	BALTIMORE, MD
		3	1234	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	DILLARD, DORIS L	BALTIMORE, MD
		4	930	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	ALCAMO, VINCENT J	BALTIMORE, MD
		5	1805	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	MCARTHUR, JEAN L.	BALTIMORE, MD
		6	1060	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	ENDLICH, ROSEMARY	BALTIMORE, MD
		7	5584	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	LAHATTE, JEAN M.	BALTIMORE, MD
		8	1134	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	WATSON, SCARLETT	BALTIMORE, MD
		9	1542	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	JOHNSON, DIANE V	BALTIMORE, MD
		10	1514	SECURITY ASSISTANT	0086	2187	5		5	C	40	SIMPSON, LAURA LE	BALTIMORE, MD
		11	5074	SECURITY CLERK	0086	2186	4		4	C	40	NOWAKOWSKI, DENIS	BALTIMORE, MD
		12	1456	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	PRINDEVILLE, DONN	BALTIMORE, MD
	OFFICE D0622.8			TOTAL ON BOARD 12									
				TOTAL WORK YEARS 12.00									
	D0623	1	3287	CF, INV BRANCH K-Z	1810	2547	13		13	C	40	STROUP, HARVEY J	BALTIMORE, MD
		2	5153	SECRETARY (OA)	0318	2257	5		5	C	40	KRANTZ, VIRGINIA	BALTIMORE, MD
	OFFICE D0623			TOTAL ON BOARD 2									
				TOTAL WORK YEARS 2.00									
	D0623.1	1	29	TEAM CHIEF	0080	556S1	12		12	C	40	PORTER, ROBERT W	BALTIMORE, MD
		2	1309	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	WETZELBERGER, ELM	BALTIMORE, MD
		3	943	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	BOOTS, QUEEN E.	BALTIMORE, MD
		4	4971	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	CONWAY, RITA A.	BALTIMORE, MD
		5	1472	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	TERRY, DOROTHY JE	BALTIMORE, MD
		6	6537	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	BOWERS, DIANA L.	BALTIMORE, MD
		7	1115	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MCLEOD, DONNA L.	BALTIMORE, MD
		8	1285	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MISOTTI, REGINA N	BALTIMORE, MD
		9	4755	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	KERZIC, FRANK G.	BALTIMORE, MD
		10	5587	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	DEMARCO, STEPHEN	BALTIMORE, MD
		11	1229	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	KELLY, PATRICIA L	BALTIMORE, MD
		12	1031	SECURITY ASSISTANT	0086	1757(A)	6		6	C	40	GROGG, WALLACE W	BALTIMORE, MD
		13	4391	SECURITY ASSISTANT	0086	2187	5		5	C	40	HUNTER, PAMELA D.	BALTIMORE, MD
		14	939	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	SCHILPP, KATHLEEN	BALTIMORE, MD
		15	6851	SECURITY CLERK (TYPING)	0086	T-2185	4	E					
	OFFICE D0623.1			TOTAL ON BOARD 14									
				TOTAL WORK YEARS 14.00									
	D0623.2	1	4392	TEAM CHIEF	0080	556S1	12		12	C	40	LYELL, RICHARD MI	BALTIMORE, MD
		2	932	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	LEE, BONITA M	BALTIMORE, MD
		3	1006	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	NORRIS, DENISE A	BALTIMORE, MD
		4	4118	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	CUTTER, THOMAS G	BALTIMORE, MD
		5	5588	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	D'AMICO, ELIE D.	BALTIMORE, MD
		6	1103	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	EVERETT, BENITA D	BALTIMORE, MD
		7	1259	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	SISSELBERGER, EDW	BALTIMORE, MD
		8	5589	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	KRAUSE, RUSSELL A	BALTIMORE, MD

T A B L E O F D I S T R I B U T I O N

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0623.2	9	1253	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	DRONEY, JOAN CLAI	BALTIMORE, MD
		10	2761	SECURITY ASSISTANT	0086	2187	5		5	C	40	CLEMENTS, SUZANNE	BALTIMORE, MD
		11	1369	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	YOUNG, REGINA E.	BALTIMORE, MD
		12	1298	SECURITY CLERK (TYPING)	0086	T-2185	4		4	C	40	ADES, PAULA J.	BALTIMORE, MD
	OFFICE D0623.2			TOTAL ON BOARD	12								
				TOTAL WORK YEARS	12.00								
	D0623.3	1	2476	TEAM CHIEF	0080	556S1	12		12	C	40	SCULLY, MIGDALIA	BALTIMORE, MD
		2	2410	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	KNOBEL, KIMBERLY	BALTIMORE, MD
		3	843	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	WEBSTER, JOLYNN	BALTIMORE, MD
		4	3124	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	BREEDEN, MARY C.	BALTIMORE, MD
		5	6448	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	PROVENZANO, REGIN	BALTIMORE, MD
		6	1027	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	PFROMMER, JUDY E	BALTIMORE, MD
		7	1481	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MURTER, BARBARA A	BALTIMORE, MD
		8	5590	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	BUCKLER, NANCY L	BALTIMORE, MD
		9	974	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	BROOKS, SANDRA C	BALTIMORE, MD
		10	1283	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	BEACHAM, JOANN H	BALTIMORE, MD
		11	4396	SECURITY ASSISTANT	0086	2187	5		5	C	40	OWENS, LORRAINE R	BALTIMORE, MD
		12	4393	SECURITY ASSISTANT	0086	2187	5		5	C	40	MOORE, BURNETT V	BALTIMORE, MD
		13	919	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	CAPPS, MARY H.	BALTIMORE, MD
		14	1209	SECURITY CLERK (TYPING)	0086	T-2185	4	P					
	OFFICE D0623.3			TOTAL ON BOARD	13								
				TOTAL WORK YEARS	13.00								
	D0623.4	1	165	TEAM CHIEF	0080	556S1	12		12	C	40	DENLEIN, SHARON A	BALTIMORE, MD
		2	1429	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	BERMAN, SUSAN D.	BALTIMORE, MD
		3	1536	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	HARDY, ELGITHA NM	BALTIMORE, MD
		4	1175	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	BONEY, GAIL P.	BALTIMORE, MD
		5	947	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	BENNETT, ELIZABET	BALTIMORE, MD
		6	1361	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MCANDREW, JAMES P	BALTIMORE, MD
		7	5591	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	ANDREJAK, GERALDI	BALTIMORE, MD
		8	1506	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	HAWKINS, GLORIA A	BALTIMORE, MD
		9	1217	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MILLER, DIANE E.	BALTIMORE, MD
		10	1049	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	SCHLEICHER, BONNI	BALTIMORE, MD
		11	1261	SECURITY ASSISTANT	0086	2187	5		5	C	40	SCHAFF, MARGARET	BALTIMORE, MD
		12	1403	SECURITY CLERK (TYPING)	0086	T-2185	4		4	C	40	SLOAN, MERLE D.	BALTIMORE, MD
		13	981	SECURITY CLERK (TYPING)	0086	T-2185	4		4	C	40	BRYANT, DIANA L.	BALTIMORE, MD
	OFFICE D0623.4			TOTAL ON BOARD	13								
				TOTAL WORK YEARS	13.00								
	D0623.5	1	1474	TEAM CHIEF	0080	556S1	12		12	C	40	EVELYN, SHEILA R	BALTIMORE, MD
		2	954	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	COURTNEY, DEBORAH	BALTIMORE, MD
		3	1098	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	MCQUAY, JONNICE R	BALTIMORE, MD
		4	4980	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	ORANGE, KAREN R.	BALTIMORE, MD
		5	1476	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	TEAFORD, SIDNEY M	BALTIMORE, MD
		6	4547	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	GEPHARDT, MARY EL	BALTIMORE, MD
		7	5593	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	HERMAN, PATRICIA	BALTIMORE, MD
		8	1349	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	BOOSER, LEO R.	BALTIMORE, MD
		9	5592	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MAZZIOTT, DIANNA	BALTIMORE, MD
		10	1373	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MEISENHELDER, RIC	BALTIMORE, MD
		11	4399	SECURITY ASSISTANT	0086	2187	5		5	C	40	RATLIFF, WANDA I	BALTIMORE, MD

T A B L E O F D I S T R I B U T I O N

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0623.5	12	1156	SECURITY CLERK (TYPING)	0086	T-2185	4		4	C	40	LEONARDI, LUANN	BALTIMORE, MD
		13	6850	SECURITY CLERK (TYPING)	0086	T 2185	4	E					
				OFFICE D0623.5 TOTAL ON BOARD	12								
				TOTAL WORK YEARS	12.00								
	D0623.7	1	669	TEAM CHIEF	0080	556S1	12		12	C	40	JONES, CHARLOTTE	BALTIMORE, MD
		2	1205	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	LOGAN, DARLENE NM	BALTIMORE, MD
		3	1874	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	SHEPPARD, BERNADI	BALTIMORE, MD
		4	4982	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	GRIPPI, JANET B.	BALTIMORE, MD
		5	1716	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	LAMKA, BARRY JAME	BALTIMORE, MD
		6	1502	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	GAUDINO, PAMELA M	BALTIMORE, MD
		7	1427	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	ELLIOTT, KATHY R	BALTIMORE, MD
		8	1911	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	PIANOWSKI, NANCY	BALTIMORE, MD
		9	5596	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	ANTHONY, AUDREY L	BALTIMORE, MD
		10	950	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	KEISER, MAUREEN L	BALTIMORE, MD
		11	4394	SECURITY ASSISTANT	0086	2187	5		5	C	40	EVANS, BEVERLY G	BALTIMORE, MD
		12	1439	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	JAMES, LANA WALTE	BALTIMORE, MD
		13	1034	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	RANSOM, WILMA J.	BALTIMORE, MD
				OFFICE D0623.7 TOTAL ON BOARD	13								
				TOTAL WORK YEARS	13.00								
	D0623.8	1	4549	TEAM CHIEF	0080	556S1	12		12	C	40	HORVATH, RICHARD	BALTIMORE, MD
		2	1047	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	NELSON, JAMES G.	BALTIMORE, MD
		3	1197	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	GARDNER, MARIA A	BALTIMORE, MD
		4	4983	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	WAGAMAN, KARA L.	BALTIMORE, MD
		5	1826	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	BOSWORTH, DEBORAH	BALTIMORE, MD
		6	972	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	KRAFT, JOYCE A.	BALTIMORE, MD
		7	679	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	ROGERS, SHELBY L	BALTIMORE, MD
		8	1374	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	ZEITZOFF, NANCY N	BALTIMORE, MD
		9	1462	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	HINSEN, EDWINA H	BALTIMORE, MD
		10	1337	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	YEAGER, RUTH E.	BALTIMORE, MD
		11	1548	SECURITY ASSISTANT	0086	2187	5		5	C	40	SKOPP, BRENDA NMN	BALTIMORE, MD
		12	1260	SECURITY CLERK (TYPING)	0086	T-2185	4		4	C	40	MALINSKI, JANICE	BALTIMORE, MD
		13	1584	SECURITY CLERK (TYPING)	0086	T-2185	4		4	C	40	HANKE, CORRINE NM	BALTIMORE, MD
				OFFICE D0623.8 TOTAL ON BOARD	13								
				TOTAL WORK YEARS	13.00								
	D0623.9	1	1396	TEAM CHIEF	0080	556S1	12		12	C	40	MIDDENDORF, JERRY	BALTIMORE, MD
		2	1181	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	BILLINGS, CONNIE	BALTIMORE, MD
		3	1172	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	HOLTZMAN, JAY T.	BALTIMORE, MD
		4	1026	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	RODRIGUEZ-ITURR,	BALTIMORE, MD
		5	4977	PERS SCTY SPECIALIST	0080	2190	11		11	C	40	ASTARITA, VICKI E	BALTIMORE, MD
		6	1192	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	BODENCIANO, BARBA	BALTIMORE, MD
		7	1048	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	SWENSEN, SUZANNE	BALTIMORE, MD
		8	938	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	WRIGHT, LILLIAN E	BALTIMORE, MD
		9	1331	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	URBANSKI, JANIS M	BALTIMORE, MD
		10	5586	PERS SCTY SPECIALIST	0080	1991	9		9	C	40	MELLO, CAROL TAYL	BALTIMORE, MD
		11	1290	SECURITY ASSISTANT	0086	2187	5		5	C	40	MCKIM, DIANE H.	BALTIMORE, MD
		12	4388	SECURITY CLERK	0086	2186	4		4	C	40	VOEGLEIN, JOHN G	BALTIMORE, MD
		13	674	SECURITY CLERK (TYPING)	0086	2185	4		4	C	40	TRAWINSKI, LUCY N	BALTIMORE, MD

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ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
				OFFICE D0623.9 TOTAL ON BOARD 13									
				TOTAL WORK YEARS 13.00									
				DIVISION D0620									
				TOTAL ON BOARD 229									
				TOTAL WORK YEARS 228.50									
PIC	D0603	1	1010	DIR, NATIONAL COMPUTER CENTE	0340	2484	15		15	C	40	BECKER, IRVIN L.	BALTIMORE, MD
		2	1397	SECRETARY (OA)	0318	2540	7		7	C	40	WATSON, CHRISTINA	BALTIMORE, MD
				OFFICE D0603 TOTAL ON BOARD 2									
				TOTAL WORK YEARS 2.00									
	D0603.1	1	6720	TELECOMMUNICATIONS MANAGER	0391	2513	13		13	C	40	DIPIETRO, MICHAEL	BALTIMORE, MD
				OFFICE D0603.1 TOTAL ON BOARD 1									
				TOTAL WORK YEARS 1.00									
	D0603.2	1	6122	COMPUTER SPECIALIST	0334	2525-A1	13		13	C	40	JOSEPH, JOHN DONA	ALEXANDRIA, VA
		2	6831	COMPUTER SPECIALIST	0334	2518	12	E					
		3	6742	COMPUTER ASST	0335	2519-T	7		6	C	40	GRETTON, MICHAEL	ALEXANDRIA, VA
				OFFICE D0603.2 TOTAL ON BOARD 2									
				TOTAL WORK YEARS 2.00									
	D0603.3	1	1532	CF, DATA MGMT OFFICE	0334	2467	14	E					
		2	4557	COMPUTER SPEC (SR DBASE SPEC	0334	2338	13		13	C	40	METHENY, THOMAS C	BALTIMORE, MD
		3	5180	COMPUTER SPEC (DBASE SPEC)	0334	2335	12		12	C	40	BROWN, WILLIAM N.	BALTIMORE, MD
		4	6643	COMPUTER SPEC (DBASE SPEC)	0334	2335	12		12	C	40	HOPKINS, VALARIE	BALTIMORE, MD
				OFFICE D0603.3 TOTAL ON BOARD 3									
				TOTAL WORK YEARS 3.00									
	D0631	1	6713	SUPV COMPUTER SPECIALIST	0334	2417	14		14	C	40	DICKERSON, ERNEST	BALTIMORE, MD
		2	6697	COMPUTER SPECIALIST	0334	2405	13		13	C	40	NATHANSON, RICHAR	BALTIMORE, MD
		3	6669	COMPUTER SPECIALIST	0334	2405	13		13	C	40	PLITT, DEIDRE L.	BALTIMORE, MD
		4	3500	COMPUTER SPECIALIST	0334	2405	13		13	C	40	JENSEN, CHARLENE	BALTIMORE, MD
		5	6723	COMPUTER SPECIALIST	0334	2405	13		13	C	40	BOOCOCK, DENNIS E	BALTIMORE, MD
		6	1323	COMPUTER SPEC (SYS ANALYST)	0334	2322	12		12	C	40	PRESTON, JUDITH A	BALTIMORE, MD
		7	5529	COMPUTER SPEC (SYS ANALYST)	0334	2339	11		11	C	40	KRESMENT, FERDINA	BALTIMORE, MD
				OFFICE D0631 TOTAL ON BOARD 7									
				TOTAL WORK YEARS 7.00									
	D0632	1	945	CF, SYSTEMS DEVELOPMENT DIV	0334	2543	14		14	C	40	CAINE, THOMAS E	BALTIMORE, MD
		2	1238	SUPV COMPUTER SPECIALIST	0334	2544	13		13	C	40	ROBERTS, RONALD	BALTIMORE, MD
		3	5892	COMPUTER SPEC (PROJECT MGR)	0334	2545	13		13	C	40	ENGLISH, DENNIS F	BALTIMORE, MD
		4	6689	COMPUTER SPEC (PROJECT MGR)	0334	2545	13		13	C	40	KARIMIAN, CYRUS N	BALTIMORE, MD
		5	6690	COMPUTER SPEC (PROJECT MGR)	0334	2545-T	13		12	C	40	HARRIS, SCOTT B	BALTIMORE, MD
		6	1809	COMPUTER SPEC (PROJECT MGR)	0334	2545	13		13	C	40	TIBBS, KATHY E.	BALTIMORE, MD
		7	6862	COMPUTER SPEC (PROJECT MGR)	0334	2545	13		13	C	40	NORVELL, GEORGE M	BALTIMORE, MD

TABLE OF DISTRIBUTION

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0632	8	1393	COMPUTER SPEC (PROJECT MGR)	0334	2545	13		13	C	40	ANDERSON, MARK W	BALTIMORE, MD
		9	1116	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	MANCINELLI, DAVID	BALTIMORE, MD
		10	1252	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	HAUSERMAN, JESSE	BALTIMORE, MD
		11	1294	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	MILLER, JOYCE I	BALTIMORE, MD
		12	1137	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	JOHNSON, LORI THO	BALTIMORE, MD
		13	1883	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	EVERHART, MATTHEW	BALTIMORE, MD
		14	1541	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	BRIDGHAM, MARJORI	BALTIMORE, MD
		15	1387	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	SORENSEN, CHARLES	BALTIMORE, MD
		16	5188	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	NEILSON, YVONNE M	BALTIMORE, MD
		17	1121	COMPUTER SPEC (SYS ANALYST)	0334	2322	12		12	C	40	JONES, GERALDINE	BALTIMORE, MD
		18	756	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	WALTER, FRANCIS R	BALTIMORE, MD
		19	858	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	SEIBEL, JOHN A.	BALTIMORE, MD
		20	5189	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	STOYER, WALTER I.	BALTIMORE, MD
		21	1009	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	SEUFERT, EDWARD A	BALTIMORE, MD
		22	6735	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12	P					
		23	5548	COMPUTER SPEC (PRGMR ANLST)	0334	2541	12		12	C	40	STEIN, VICTOR S.	BALTIMORE, MD
		24	6719	COMPUTER SPEC (PRGMR ANLST)	0334	2541 T	12		11	C	40	HOWARD, WILLIAM A	BALTIMORE, MD
		25	6718	COMPUTER SPEC (PRGMR ANLST)	0334	2542-T	11		9	C	40	DOUYON, SANDRA E	BALTIMORE, MD
		OFFICE D0632		TOTAL ON BOARD	24								
				TOTAL WORK YEARS	24.00								
	D0633	1	3539	CF, TECHNICAL SERVICES DIV	0334	2543	14		14	C	40	LAMBERTH, DAVID	BALTIMORE, MD
		2	6845	SECRETARY (OA)	0318	2259	5		5	C	40	KREGELKA, JOYCE K	BALTIMORE, MD
		OFFICE D0633		TOTAL ON BOARD	2								
				TOTAL WORK YEARS	2.00								
	D0633.1	1	6130	COMPUTER SPEC (SR SYS PRGMR)	0334	2336	13		13	C	40	MITCHELL, DEBORAH	BALTIMORE, MD
		2	946	COMPUTER SPEC (SR SYS PRGMR)	0334	2336	13		13	C	40	NICODEMUS, JOHN D	BALTIMORE, MD
		3	1267	COMPUTER SPEC (SYS PROGRAMME	0334	2337	12		12	C	40	SAUER, DAVID G.	BALTIMORE, MD
		4	4403	COMPUTER SPEC (PRGMR ANLST-P	0334	2326	12		12	C	40	COMER, SHERRI L.	BALTIMORE, MD
		5	1117	COMPUTER SPEC (PRGMR ANLST-P	0334	2326	12		12	C	40	MUSIC, WALTER C.	BALTIMORE, MD
		6	2651	COMPUTER SPEC (PRGMR ANLST-P	0334	2326	12		12	C	40	HUNT, MARK O.	BALTIMORE, MD
		OFFICE D0633.1		TOTAL ON BOARD	6								
				TOTAL WORK YEARS	6.00								
	D0633.2	1	927	CF, COMPUTER OPERATIONS BR	0332	2328-S2	11		11	C	40	ANDERSON, RONALD	BALTIMORE, MD
		2	1450	SUPV COMPUTER OPERATOR	0332	2330-S1	9		9	C	40	SPURLOCK, KATHRYN	BALTIMORE, MD
		3	2035	SUPV COMPUTER OPERATOR	0332	2330-S1	9		9	C	40	SWINK, CONNIE A.	BALTIMORE, MD
		4	1775	COMPUTER ASST	0335	2329	7		7	C	40	DORSEY, CHARLOTTE	BALTIMORE, MD
		5	994	COMPUTER OPERATOR	0332	2331	7		7	C	40	TELLJOHANN, MELVI	BALTIMORE, MD
		6	1075	COMPUTER OPERATOR	0332	2331	7		7	C	40	FORD, SANDRA K.	BALTIMORE, MD
		7	1418	COMPUTER OPERATOR	0332	2331	7		7	C	40	ORNDORFF, NANCY C	BALTIMORE, MD
		8	3206	COMPUTER OPERATOR	0332	2331	7		7	C	40	FLESHER, LEONA R	BALTIMORE, MD
		9	1273	COMPUTER OPERATOR	0332	2331	7		7	C	40	THOMAS, PHYLLIS N	BALTIMORE, MD
		10	1319	COMPUTER OPERATOR	0332	2331	7		7	C	40	HARRIS, CHARLES E	BALTIMORE, MD
		11	1087	COMPUTER OPERATOR	0332	2331	7		7	C	40	REDDY, LINDA F.	BALTIMORE, MD
		12	6606	COMPUTER OPERATOR	0332	2331-T	7		5	C	40	STILLWELL, PAULIN	BALTIMORE, MD
		13	6607	COMPUTER ASST	0335	2332	5		5	C	40	RENDE, SUMALEE NM	BALTIMORE, MD
		14	6608	COMPUTER ASST	0335	2332	5		5	C	40	RUSSELL, WILLIAM	BALTIMORE, MD
		15	6609	COMPUTER ASST	0335	2332	5		5	C	40	BEVARS, MARY D	BALTIMORE, MD
		16	967	COMPUTER ASST	0335	2332	5		5	C	40	MORTON, RAYETTA N	BALTIMORE, MD

T A B L E O F D I S T R I B U T I O N

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0633.2	17	1096	COMPUTER ASST	0335	2332	5		5	C	40	THOMPSON, DONNA M	BALTIMORE, MD
		18	966	SUPV COMPUTER CLERK	0335	2333-S1	6		6	C	40	SCHMITT, DENISE M	BALTIMORE, MD
		19	1324	COMPUTER CLERK	0335	2334	4		4	C	40	WHITE, GLORIA J.	BALTIMORE, MD
		20	1078	COMPUTER CLERK	0335	2334	4		4	C	40	CRAIG, PATRICIA A	BALTIMORE, MD
		OFFICE D0633.2		TOTAL ON BOARD 20									
				TOTAL WORK YEARS 20.00									
	D0633.3	1	6743	SUPV COMPUTER SPECIALIST	0334	2520	12		12	C	40	BAUER, ALAN D.	BALTIMORE, MD
		2	6166	COMPUTER ASST	0335	2258-T	7		6	C	40	CASTILLO, ANDREA	BALTIMORE, MD
		3	6744	COMPUTER ASST	0335	2258-T	7		6	C	40	SEARS, MICHELLE A	BALTIMORE, MD
		4	6745	COMPUTER ASST	0335	2258-T	7		6	C	40	TEMPLE, SHARON L	BALTIMORE, MD
		5	6857	OFFICE AUTOMATION CLERK	0326	2292	4		4	C	40	QUARANTIELLO, ANN	BALTIMORE, MD
		OFFICE D0633.3		TOTAL ON BOARD 5									
				TOTAL WORK YEARS 5.00									
		DIVISION D0630											
				TOTAL ON BOARD 72									
				TOTAL WORK YEARS 72.00									
	D0640	1	5783	RECORDS & FACILITIES MANAGER	0342	2147	13		13	C	40	MARSHALL, SUSAN J	BALTIMORE, MD
		2	6844	SECRETARY (OA)	0318	2254	5		5	C	40	YAMASAKI, DARREL	BALTIMORE, MD
		OFFICE D0640		TOTAL ON BOARD 2									
				TOTAL WORK YEARS 2.00									
		OFFICE D0641		TOTAL ON BOARD									
				TOTAL WORK YEARS									
	D0642	1	1551	FILE SUPV	0305	1987	8		8	C	40	BISHOFF, DEETTA D	BALTIMORE, MD
		OFFICE D0642		TOTAL ON BOARD 1									
				TOTAL WORK YEARS 1.00									
	D0642.1	1	1865	LEAD FILE CLK	0305	1986	5		5	C	40	ENDLICH, ELIZABET	BALTIMORE, MD
		2	1061	FILE CLK	0305	679	4		4	C	40	DULIN, CRYSTAL J	BALTIMORE, MD
		3	1295	FILE CLK	0305	679	4		4	C	40	BAKER, ALLEEN V.	BALTIMORE, MD
		4	1525	FILE CLK	0305	679	4		4	C	40	SNYDER, EDWARD L	BALTIMORE, MD
		OFFICE D0642.1		TOTAL ON BOARD 4									
				TOTAL WORK YEARS 4.00									
	D0642.2	1	5710	FILE SUPV	0305	1985	6		6	C	40	HARAM, KAY T.	BALTIMORE, MD
		2	1004	LEAD FILE CLK	0305	678	5		5	C	40	EVERETT, PAMELA N	BALTIMORE, MD
		3	1487	FILE CLK	0305	680	4		4	C	40	MILLER, LAURIE W.	BALTIMORE, MD
		4	5614	FILE CLK	0305	680	4		4	C	40	EWING, SUSAN A.	BALTIMORE, MD
		5	1473	FILE CLK	0305	680	4		4	C	40	DUMBROWSKY, PHYLL	BALTIMORE, MD
		6	1358	FILE CLK	0305	680	4		4	C	40	GARNETT, JUNAL A	BALTIMORE, MD
		7	1080	FILE CLK	0305	680	4		4	C	40	MILLER, EDWARD J	BALTIMORE, MD
		8	1033	FILE CLK	0305	T 680	4		4	C	40	ZUNT, GERALDINE D	BALTIMORE, MD

T A B L E O F D I S T R I B U T I O N

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0642.2	9	1420	FILE CLK	0305	T-680	4		4	C	40	KUJAWA, ANNIE G.	BALTIMORE, MD
		10	4932	FILE CLK	0305	T-680	4		4	C	40	FORSYTH, DEBORAH	BALTIMORE, MD
		11	1262	FILE CLK	0305	T-680	4		4	C	40	WILSON, FOSTER C	BALTIMORE, MD
		OFFICE D0642.2		TOTAL ON BOARD 11									
				TOTAL WORK YEARS 11.00									
	D0642.3	1	5760	FILE SUPV	0305	1985	6		6	C	40	MORRISON, BEATRIC	BALTIMORE, MD
		2	1501	LEAD FILE CLK	0305	678	5		5	C	40	HARRIS, THOMAS W	BALTIMORE, MD
		3	1164	FILE CLK	0305	680	4		4	C	40	MCCOO, CARLA R.	BALTIMORE, MD
		4	1133	FILE CLK	0305	680	4		4	C	40	TRAN, STEV' NMN.	BALTIMORE, MD
		5	929	FILE CLK	0305	T-680	4		4	C	40	BOWMAN, DO[illegible]EN J.	BALTIMORE, MD
		6	1748	FILE CLK	0305	680	4		4	C	40	GUMP, RUTH F.	BALTIMORE, MD
		7	5274	FILE CLK	0305	680	4		4	C	32	SCHUTT, LISA C.	BALTIMORE, MD
		8	5811	FILE CLK	0305	680	4		4	C	40	MAGGIO, PAUL T.	BALTIMORE, MD
		9	1055	FILE CLK	0305	T-680	4		4	C	40	MERCER, TINA M.	BALTIMORE, MD
		10	4540	FILE CLK	0305	680	4		4	C	20	SEUFERT, MARLENE	BALTIMORE, MD
		11	1383	FILE CLK	0305	T-680	4	V					
		OFFICE D0642.3		TOTAL ON BOARD 10									
				TOTAL WORK YEARS 9.30									
	D0643	1	928	SECURITY CLERK	0086	2194	4		4	C	40	JONES, JACQUELIN	BALTIMORE, MD
		2	925	SECURITY CLERK	0086	2194	4		4	C	40	JOHNSON, ANNA F.	BALTIMORE, MD
		3	1101	SECURITY CLERK	0086	T-2194	4		4	C	40	LAFFIN, BETTY M.	BALTIMORE, MD
		4	1039	COPIER/DUPL EQUIPMENT OPERAT	0350	755	2		2	C	40	LEWIS, PATRICIA N	BALTIMORE, MD
		OFFICE D0643		TOTAL ON BOARD 4									
				TOTAL WORK YEARS 4.00									
	D0643.1	1	1519	SUPV SECURITY ASST	0086	750S(A)	9		9	C	40	MOODY, JESSE M.	BALTIMORE, MD
		2	1226	SECURITY ASSISTANT	0086	2192	7		7	C	40	BAYNE, DORIS A.	BALTIMORE, MD
		3	1184	SECURITY ASSISTANT	0086	2192	7		7	C	40	SCOTT, RAMONA P.	BALTIMORE, MD
		4	1104	SECURITY ASSISTANT	0086	2192	7		7	C	40	FOSTER, BRUCE G.	BALTIMORE, MD
		OFFICE D0643 1		TOTAL ON BOARD 4									
				TOTAL WORK YEARS 4.00									
	D0643.2	1	1782	SUPV SECURITY ASST	0086	752S(A)	8		8	C	40	FARLEY, MARLENE B	BALTIMORE, MD
		2	1562	SECURITY ASSISTANT	0086	2193	6		6	C	40	ABBEY, ROSALIE L	BALTIMORE, MD
		3	4406	SECURITY ASSISTANT	0086	2193	6		6	C	40	SCHNITZKER, PATRI	BALTIMORE, MD
		4	1382	SECURITY ASSISTANT	0086	2193	6		6	C	40	JACKSON, VERNEICE	BALTIMORE, MD
		5	4407	SECURITY ASSISTANT	0086	2193	6		6	C	40	BAUER, DEBORAH AN	BALTIMORE, MD
		6	1036	SECURITY ASSISTANT	0086	2193	6		6	C	20	KNIGHT, KATHERINE	BALTIMORE, MD
		7	1535	SECURITY ASSISTANT	0086	2193	6		6	C	40	LEMANTOWSKI, GLEN	BALTIMORE, MD
		8	5756	SECURITY ASSISTANT	0086	2193	6		6	C	40	NICODEMUS, NANCY	BALTIMORE, MD
		9	1440	SECURITY ASSISTANT	0086	2193	6		6	C	40	BISCOE, RAYMOND C	BALTIMORE, MD
		10	6717	SECURITY ASSISTANT	0086	2193	6		6	C	40	BURNHAM, IRENE M	BALTIMORE, MD
		OFFICE D0643.2		TOTAL ON BOARD 10									
				TOTAL WORK YEARS 9.50									
	D0644	1	4759	SUPPORT SERVICE SUPV	0342	2151	12		12	C	40	FIGIEL, MICHAEL J	BALTIMORE, MD
		2	3128	ADMINISTRATIVE SPECIALIST	0301	777	9		9	C	40	HINES, TERRITT L	BALTIMORE, MD

T A B L E O F D I S T R I B U T I O N

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0644	3	5273	SUPPORT SVCS ASST	0303	2384(A)	5		5	C	24	BROCKMEYER, CHERY	BALTIMORE, MD
				OFFICE D0644 TOTAL ON BOARD 3									
				TOTAL WORK YEARS 2.60									
	D0645	1	1044	MAIL SUPV	0305	5385I	6		6	C	40	GRAMMER, LISA M.	BALTIMORE, MD
		2	955	LEAD MAIL CLK	0305	542	5		5	C	40	WASHINGTON, JANET	BALTIMORE, MD
		3	4410	MAIL CLK (MVO)	0305	540	4		4	C	40	VINES, MICHAEL R.	BALTIMORE, MD
		4	4411	MAIL CLK (MVO)	0305	540	4		4	C	40	GREEN, WILLIAM F	BALTIMORE, MD
		5	621	MAIL CLK (MVO)	0305	540	4		4	C	40	SCHWEIGER, ROBERT	BALTIMORE, MD
		6	1568	MAIL CLK	0305	541	3		3	C	40	PFEIFFER, EDWARD	BALTIMORE, MD
		7	1211	MAIL CLK	0305	T-541	3		3	C	40	TAGG, STACEY M.	BALTIMORE, MD
				OFFICE D0645 TOTAL ON BOARD 7									
				TOTAL WORK YEARS 7.00									
	D0646	1	1224	GENERAL MAINTENANCE LEADER	4701	1744	6		6	C	40	MONROE, NELSON T	BALTIMORE, MD
		2	1400	GEN EQUIP MAINT REPAIRER	4801	1819	6		6	C	40	GORDON, WARREN W	BALTIMORE, MD
		3	4998	GEN EQUIP MAINT REPAIRER	4801	1819	6		6	C	40	RENDELL, MICHAEL	BALTIMORE, MD
		4	1391	PROCUREMENT CLK	1106	400	5		5	C	40	THOMPSON, JANICE	BALTIMORE, MD
		5	1185	SUPPLY CLK	2005	717	4		4	C	32	MILKER, NANCY L.	BALTIMORE, MD
				OFFICE D0646 TOTAL ON BOARD 5									
				TOTAL WORK YEARS 4.80									
	D0647	1	2898	SUPV SECURITY GUARD	0085	2250	6		6	C	40	LINCOLN, RALEIGH	BALTIMORE, MD
		2	1375	SECURITY GUARD	0085	2246	5		5	C	40	LOTMAN, WILLIAM	BALTIMORE, MD
		3	1390	SECURITY GUARD	0085	2246	5		5	C	40	RADCLIFF, MARK W.	BALTIMORE, MD
		4	4558	SECURITY GUARD	0085	2246	5		5	C	40	HOLBERT, MARLAND	BALTIMORE, MD
		5	1227	SECURITY GUARD	0085	2199	4		4	C	40	VICTORINE, JOHN N	BALTIMORE, MD
		6	1001	SECURITY GUARD	0085	2199	4		4	C	40	DICKERSON, ROBERT	BALTIMORE, MD
		7	1166	SECURITY GUARD	0085	2199	4		4	C	40	WHYE, WENDELL E.	BALTIMORE, MD
		8	5848	SECURITY GUARD	0085	2199	4		4	C	40	WILLIAMS, GEORGE	BALTIMORE, MD
		9	140	SECURITY GUARD	0085	2199	4		4	C	40	BOATWRIGHT, ROBER	BALTIMORE, MD
		10	5782	SECURITY GUARD	0085	2199	4		4	C	40	SATER, JOHN R.	BALTIMORE, MD
				OFFICE D0647 TOTAL ON BOARD 10									
				TOTAL WORK YEARS 10.00									

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DIVISION D0640

TOTAL ON BOARD 71
TOTAL WORK YEARS 69.20

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	D0660	1	1412	PERSONNEL OFFICER	0201	2085	13		13	C	40	KASCH, LYNN A.	BALTIMORE, MD
		2	973	PERS STAFFING SPECIALIST	0212	1753	11		11	C	40	BOWSER, TERESA AN	BALTIMORE, MD
		3	5177	PERS STAFFING SPECIALIST	0212	1753	11		11	C	40	BROOKS, JENNIFER	BALTIMORE, MD
		4	4414	EMPL REL & PERS STAFFING SPE	0201	2084	11		11	C	40	BROWN, IRENE C.	BALTIMORE, MD
		5	1378	NURSE	0610	772	9		9	C	40	LUKAS, LILLIAN A.	BALTIMORE, MD
		6	1021	PERSONNEL ASST (OA)	0203	2247	6		6	C	40	JOHNSON, NINA L.	BALTIMORE, MD
		7	5542	STAFFING ASSISTANT (OA)	0203	2249	7		7	C	40	SHIFFLETT, RUTH A	BALTIMORE, MD
		8	1043	PERSONNEL ACTIONS CLERK (OA)	0203	2248	5		5	C	16	HARRIS, KAREN M.	BALTIMORE, MD
		9	5155	PERSONNEL ACTIONS CLERK (OA)	0203	2248	5		5	C	20	WERT, CHARLEE A	BALTIMORE, MD

T A B L E O F D I S T R I B U T I O N

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0660	10	4892	SECRETARY (OA)	0318	T 2252	5		5	C	40	FILLER, TRACY L.	BALTIMORE, MD
	OFFICE D0660			TOTAL ON BOARD 10									
				TOTAL WORK YEARS 8.90									
	D0670	1	1084	CF, NAC DIV	0080	2161	14		14	C	40	JONES, MILDRED E	BALTIMORE, MD
		2	1475	ASST CHIEF, NAC	0080	2197	13		13	C	40	FLORA, JEFFREY CL	BALTIMORE, MD
		3	1306	SECRETARY (OA)	0318	2255	5		5	C	40	SWANN, TAMMY T.	BALTIMORE, MD
	OFFICE D0670			TOTAL ON BOARD 3									
				TOTAL WORK YEARS 3.00									
	D0670.1	1	6846	CF, SPECIAL ACTIONS CAO	0080	1800	11		11	C	40	BROWNING, DEBORAH	BALTIMORE, MD
		2	1079	PERS SCTY SPECIALIST	0080	1721	9		9	C	40	RHODES, DONNA L.	BALTIMORE, MD
		3	1119	PERS SCTY ASST	0086	764	7		7	C	40	GARDNER, TYWANNA	BALTIMORE, MD
		4	1423	PERS SCTY ASST	0086	764	7		7	C	40	SMITH, JOHN N.	BALTIMORE, MD
		5	1454	PERS SCTY ASST	0086	764	7		7	C	40	WOMER, PATRICIA L	BALTIMORE, MD
		6	1284	PERS SCTY ASST (TYPING)	0086	765	5		5	C	40	BOOTH, ELAINE R.	BALTIMORE, MD
		7	952	PERS SCTY ASST (TYPING)	0086	765	5		5	C	40	WOLFE, LINDA A.	BALTIMORE, MD
		8	1485	PERS SCTY ASST (TYPING)	0086	765	5		5	C	40	GANZZERMILLER, PA	BALTIMORE, MD
		9	1511	LEAD PERS SCTY CLK	0086	1982	4		4	C	40	KALENDEK, FELIX F	BALTIMORE, MD
		10	1321	PERS SCTY CLK	0086	1983	3		3	C	40	RONCI, VICTOR A	BALTIMORE, MD
	OFFICE D0670.1			TOTAL ON BOARD 10									
				TOTAL WORK YEARS 10.00									
	D0671	1	999	TEAM CHIEF	0080	758S	11		11	C	40	ROBINSON, ROBERTA	BALTIMORE, MD
		2	1235	PERS SCTY SPECIALIST	0080	759	9		9	C	40	HILL, MARGARET A	BALTIMORE, MD
		3	5573	PERS SCTY ASST	0086	760	7		7	C	40	YOUNG, JANET F.	BALTIMORE, MD
		4	1357	PERS SCTY ASST	0086	760	7		7	C	40	WELLS, DOROTHY G	BALTIMORE, MD
		5	1395	PERS SCTY ASST	0086	760	7		7	C	40	FOSTER, LINDA L.	BALTIMORE, MD
		6	4563	PERS SCTY ASST	0086	760	7		7	C	40	CALLANAN, MARGARE	BALTIMORE, MD
		7	4933	PERS SCTY ASST	0086	760	7		7	C	40	ZOLLICOFFER, SARA	BALTIMORE, MD
		8	934	PERS SCTY ASST	0086	760	7		7	C	40	WHITAKER, BETTY J	BALTIMORE, MD
		9	3901	LEAD PERS SCTY ASST (TYPING)	0086	1984	6		6	C	40	KENNY, TAMMY F.	BALTIMORE, MD
		10	1399	PERS SCTY ASST (TYPING)	0086	1806	5		5	C	40	KISTNER, TAMMY M.	BALTIMORE, MD
		11	1480	PERS SCTY ASST (TYPING)	0086	T-1806(T)	5		4	C	40	HAWKINS, WILLIE F	BALTIMORE, MD
	OFFICE D0671			TOTAL ON BOARD 11									
				TOTAL WORK YEARS 11.00									
	D0672	1	1325	CF, TEAMS 1-5	0080	758S	11		11	C	40	KUBILIUS, BARBARA	BALTIMORE, MD
		2	4559	PERS SCTY ASST	0086	760	7		7	C	40	HOPPS, JOSEPHINE	BALTIMORE, MD
		3	1287	PERS SCTY ASST	0086	760	7		7	C	40	COMPTON, BERNICE	BALTIMORE, MD
		4	1123	PERS SCTY ASST	0086	760	7		7	C	40	EVANS, JOYCE R.	BALTIMORE, MD
		5	1200	PERS SCTY ASST	0086	760	7		7	C	40	JOHNSON, TENNY R	BALTIMORE, MD
		6	3058	PERS SCTY ASST	0086	762	5		5	C	40	SIENKIELEWSKI, OU	BALTIMORE, MD
		7	944	PERS SCTY ASST (TYPING)	0086	1806	5		5	C	40	RUSSELL, DORA E.	BALTIMORE, MD
		8	5571	PERS SCTY ASST (TYPING)	0086	1806	5		5	C	40	TOWNES, LISA A.	BALTIMORE, MD
	OFFICE D0672			TOTAL ON BOARD 8									
				TOTAL WORK YEARS 8.00									
	D0673	1	1085	CF, TEAMS 1-5	0080	758S	11		11	C	40	JEFFERS, ETHEL I	BALTIMORE, MD

T A B L E O F D I S T R I B U T I O N

ACTIV	OFFICE SYMBOL	LINE NBR	POS NBR	FUNCTIONAL POSITION TITLE	OCC SER	PD NBR	TGT GRD	POS STAT	ACT GRD	APPT CEIL	SCHED HRS	INCUMBENT	GEO LOCATION
PIC	D0673	2	1814	PERS SCTY SPECIALIST	0080	759	9		9	C	40	DEAN, GAIL L.	BALTIMORE, MD
		3	4561	PERS SCTY ASST	0086	760	7		7	C	40	GRAVES, MARY P.	BALTIMORE, MD
		4	1248	PERS SCTY ASST	0086	760	7		7	C	40	BISESI, JOAN T.	BALTIMORE, MD
		5	1245	PERS SCTY ASST	0086	760	7		7	C	40	TRAVERS, KAREN D	BALTIMORE, MD
		6	5776	PERS SCTY ASST	0086	760	7		7	C	40	BARTON, CONSTANCE	BALTIMORE, MD
		7	1107	PERS SCTY ASST (TYPING)	0086	1806	5		5	C	40	BRANDT, DEBRA L.	BALTIMORE, MD
		8	959	PERS SCTY ASST (TYPING)	0086	1806	5		5	C	40	NICELY, MICHELLE	BALTIMORE, MD
		9	1050	PERS SCTY ASST (TYPING)	0086	T-1806(T)	5		4	C	40	ROESNER, PENNY R	BALTIMORE, MD
	OFFICE D0673			TOTAL ON BOARD 9									
				TOTAL WORK YEARS 9.00									
	D0674	1	1517	CF, TEAMS 1-5	0080	758S	11		11	C	40	BEATTY, SANDRA L	BALTIMORE, MD
		2	1171	PERS SCTY SPECIALIST	0080	759	9		9	C	40	CHAVIS, VIRGINIA	BALTIMORE, MD
		3	4564	PERS SCTY ASST	0086	760	7		7	C	40	COS, DOLORES A.	BALTIMORE, MD
		4	2944	PERS SCTY ASST	0086	760	7		7	C	40	ANDRZEJEWSKI, BEV	BALTIMORE, MD
		5	4562	PERS SCTY ASST	0086	760	7		7	C	40	BARNETT, SHARON D	BALTIMORE, MD
		6	1408	PERS SCTY ASST	0086	760	7		7	C	40	CHORBA, FRANCIS J	BALTIMORE, MD
		7	1127	LEAD PERS SCTY ASST	0086	761	6		6	C	40	JONES, MARY D.	BALTIMORE, MD
		8	1498	PERS SCTY ASST (TYPING)	0086	1806	5		5	C	40	ANDERSON, TINA [illegible]	BALTIMORE, MD
		9	993	PERS SCTY ASST (TYPING)	0086	1806	5		5	C	40	BEAN, KAREN L.	BALTIMORE, MD
	OFFICE D0674			TOTAL ON BOARD 9									
				TOTAL WORK YEARS 9.00									
	D0676	1	1410	CF, TEAMS 1-5	0080	758S	11		11	C	40	THORNTON, HAZEL E	BALTIMORE, MD
		2	995	PERS SCTY SPECIALIST	0080	759	9		9	C	40	FRADO, A JEAN.	BALTIMORE, MD
		3	1136	PERS SCTY ASST	0086	760	7		7	C	40	HILL, MARGARET L	BALTIMORE, MD
		4	5575	PERS SCTY ASST	0086	760	7		7	C	40	MONTECLARO, MARGA	BALTIMORE, MD
		5	1301	PERS SCTY ASST	0086	760	7		7	C	40	BOOKER, BETTY CHL	BALTIMORE, MD
		6	1350	PERS SCTY ASST	0086	760	7		7	C	40	LEE, DIANA NMN.	BALTIMORE, MD
		7	964	PERS SCTY ASST	0086	760	7		7	C	40	SCALES, CELESTE A	BALTIMORE, MD
		8	1231	PERS SCTY ASST	0086	762	5		5	C	40	ONEILL, EVELIN G	BALTIMORE, MD
		9	1270	PERS SCTY ASST	0086	762	5		5	C	40	LITTLES, VIOLET J	BALTIMORE, MD
	OFFICE D0676			TOTAL ON BOARD 9									
				TOTAL WORK YEARS 9.00									

DIVISION D0670

TOTAL ON BOARD 59
TOTAL WORK YEARS 59.00

ACTIVITY PIC

TOTAL ON BOARD 458
TOTAL WORK YEARS 454.60

V0900: AUTHORIZED VS ON-BOARD FOR THE MONTH OF OCTOBER 1987

REGIONS	PSI AUTHORIZED	PSI ON-BOARD	PSI VACANT	ISP AUTHORIZED	ISP ON-BOARD	ISP VACANT	*SUPPORT AUTHORIZED	*SUPPORT ON-BOARD	*SUPPORT VACANT	DIS AUTHORIZED	DIS ON-BOARD	DIS VACANT
New England	193	190	2%	81	68	16%	10	10	-	284	268	6%
Mid-Atlantic	190	194	-2%	83	72	13%	10	12	20%	283	278	2%
Capital	472	456	3%	113	102	10%	16	17	-6%	601	575	4%
Mid-Western	291	306	-5%	68	64	6%	13	11	15%	372	381	-2%
Southeastern	425	412	3%	73	64	12%	16	17	-6%	514	493	4%
Southwestern	371	404	-9%	67	70	-4%	13	15	-15%	451	489	-8%
Northwestern	275	261	5%	57	48	16%	11	11	-	343	320	7%
Pacific	438	412	6%	135	122	10%	16	18	-13%	589	552	6%
FIELD TOTAL	2655	2635	1%	677	610	10%	105	111	-6%	3437	3356	2%
PIC	560	528	6%	-	-	-	-	-	-	560	528	6%
DISCO	-	-	-	210	209	-	-	-	-	210	209	1%
DSI	13	7	46%	33	41	-24%	-	-	-	46	48	-4%
OISI	-	-	-	14	14	-	-	-	-	14	14	-
POLY	8	4	50%	-	-	-	-	-	-	8	4	50%
HDQ 1	17	17	-	39	37	5%	-	-	-	192	187	3%
V1200	2	2	-	2	2	-	136	133	2%	4	4	-
DIS TOTAL	3255	3193	2%	975	913	5%	-	-	-	4471	4350	3%
							241	244	-1%			

This chart reflects the new authorizations issued in November, 1987.
*Includes Regional Directors Office and Personnel/Admin Offices

Report compiled by VPD. Numbers from information collected from the FRMS.

V0900: AUTHORIZED VS ON-BOARD FOR THE MONTH OF NOVEMBER 1987

REGIONS	PSI AUTHORIZED	PSI ON-BOARD	PSI VACANT	ISP AUTHORIZED	ISP ON-BOARD	ISP VACANT	SUPPORT AUTHORIZED	SUPPORT ON-BOARD	SUPPORT VACANT	DIS AUTHORIZED	DIS ON-BOARD
New England	193	189	2%	81	68	16%	10	11	-10%	284	268
Mid-Atlantic	190	195	-3%	83	72	13%	10	12	-20%	283	279
Capital	473	459	3%	113	101	11%	16	15	6%	607	575
Mid-Western	291	305	-5%	68	64	6%	13	10	23%	372	379
Southeastern	428	417	3%	73	64	12%	16	17	-6%	517	498
Southwestern	371	406	-9%	67	72	-7%	13	14	-8%	451	492
Northwestern	275	262	5%	57	49	14%	11	10	9%	343	321
Pacific	438	412	6%	135	124	8%	16	17	-6%	589	553
FIELD TOTAL	2659	2645	1%	677	614	9%	105	106	-1%	3441	3365
PIC	560	540	4%	-	-	-	-	-	-	560	540
DISCO	-	-	-	210	208	1%	-	-	-	210	208
DSI	-	-	-	46	50	-9%	-	-	-	46	50
OISI	-	-	-	14	14	-	-	-	-	14	14
POLY	8	5	37%	-	-	-	-	-	-	8	5
HDQ.	17	18	-6%	39	38	3%	-	-	-	192	192
V1200	3	2	33%	3	2	33%	136	136	-	6	4
DIS TOTAL	3247	3210	1%	989	926	6%	-	-	-	4477	4378

This chart reflects the new authorizations issued in November, 1987.
*Includes Regional Directors Office and Personnel/Admin Offices

V0900: AUTHORIZED VS ON-BOARD FOR THE MONTH OF DECEMBER 1987

REGIONS	PSI AUTHORIZED	PSI ON-BOARD	PSI VACANT	ISP AUTHORIZED	ISP ON-BOARD	ISP VACANT	SUPPORT AUTHORIZED	SUPPORT ON-BOARD	SUPPORT VACANT	DIS AUTHORIZED	DIS ON-BOARD
New England	193	191	1%	81	71	12%	10	11	-10%	284	273
Mid-Atlantic	190	193	-2%	83	75	10%	10	12	-20%	283	280
Capital	473	460	3%	113	103	9%	16	14	12%	602	577
Mid-Western	291	303	-4%	68	64	6%	13	10	23%	372	377
Southeastern	428	424	1%	73	65	11%	17	17	-%	518	506
Southwestern	372	402	-8%	67	72	-7%	13	14	-8%	452	488
Northwestern	275	265	4%	57	50	12%	11	12	-9%	343	327
Pacific	438	427	3%	135	125	8%	16	18	-13%	589	570
FIELD TOTAL	2660	2665	-	677	625	8%	106	108	-2%	3443	3398
PIC	578	556	4%	-	-	-	-	-	-	584	556
DISCO	-	-	-	210	210	-	-	-	-	210	210
DSI	13	12	8%	33	40	-21%	-	-	-	46	52
OISI	-	-	-	14	14	-	-	-	-	14	14
POLY	8	6	25%	-	-	-	-	-	-	8	6
HDQ 1	20	17	15%	38	36	5%	128	133	4%	186	186
V1200	3	2	35%	4	2	50%	-	-	-	7	4
DIS TOTAL	3282	3258	1%	976	927	5%	234	241	-3%	4498	4426

*Includes Regional Directors Office and Personnel/Admin Offices

V0900: AUTHORIZED VS ON-BOARD FOR THE MONTH OF JANUARY 1988

REGIONS	PSI AUTHORIZED	PSI ON-BOARD	PSI VACANT	ISP AUTHORIZED	ISP ON-BOARD	ISP VACANT	SUPPORT AUTHORIZED	SUPPORT ON-BOARD	SUPPORT VACANT	DIS AUTHORIZED	DIS ON-BOARD	DIS V
New England	193	187	3%	81	72	11%	10	11	-10%	284	270	
Mid-Atlantic	190	189	1%	83	75	10%	10	12	-20%	283	276	
Capital	473	467	1%	113	103	9%	16	15	6%	602	585	
Mid-Western	291	294	-1%	69	64	7%	13	12	8%	373	370	
Southeastern	428	421	2%	73	69	5%	16	16	-	517	506	
Southwestern	372	397	-7%	66	73	-11%	13	14	-8%	451	484	-7
Northwestern	275	266	3%	57	51	11%	11	12	-9%	343	329	4
Pacific	438	427	3%	135	124	8%	16	18	-13%	589	569	
FIELD TOTAL	2660	2648	1%	677	631	7%	105	110	-5%	3442	3389	
PIC	578	554	4%	-	-	-	-	-	-	578	554	4
DISCO	-	-	-	210	205	2%	-	-	-	210	205	2
DSI	13	13	-	33	40	-21%	-	-	-	46	53	-15
OISI	-	-	-	14	14	-	-	-	-	14	14	-
POLY	8	6	25%	-	-	-	-	-	-	8	6	25
HDQ 1	20	17	15%	38	37	3%	134	132	1%	192	186	3
V1200	3	3	-	4	3	25%	-	-	-	7	6	14
DIS TOTAL	3282	3241	1%	976	930	5%	239	242	-1%	4497	4413	2

*Includes Regional Directors Office and Personnel/Admin Offices

V0900: AUTHORIZED VS O[illegible]D FOR THE MONTH OF FEBRUARY 1988**

REGIONS	PSI AUTHORIZED	PSI ON-BOARD	PSI VACANT	ISP AUTHORIZED	ISP ON-BOARD	ISP VACANT	SUPPORT AUTHORIZED	SUPPORT ON-BOARD	SUPPORT VACANT	DIS AUTHORIZED	DIS ON-BOARD	DIS VACANT
New England	193	182	6%	81	66	19%	10	11	-10%	284	259	9%
Mid-Atlantic	190	189	1%	83	74	11%	10	12	-20%	283	275	3%
Capital	475	461	3%	113	102	10%	16	14	13%	604	577	5%
Mid-Western	291	292	-1%	69	64	7%	11	11	-	371	367	1%
Southeastern	428	420	2%	73	68	7%	16	16	-	517	504	3%
Southwestern	372	396	-6%	66	69	-4%	13	13	-	451	478	-6%
Northwestern	275	264	4%	57	52	9%	11	12	-9%	343	328	5%
Pacific	438	421	4%	135	123	9%	16	18	-13%	589	562	5%
FIELD TOTAL	2662	2625	1%	677	618	9%	103	107	-4%	3442	3350	3%
PIC	584	553	6%	-	-	-	-	-	-	584	553	6%
DISCO	-	-	-	210	205	2%	-	-	-	210	205	2%
OISI	-	-	-	14	14	-	-	-	-	14	14	-
POLY	8	6	25%	-	-	-	-	-	-	8	6	25%
HDQ 1	19	16	16%	37	37	-	133	131	2%	189	184	3%
V1200	4	3	25%	4	3	25%	-	-	-	8	6	25%
DIS TOTAL	3277	3203	2%	942	877	7%	236	238	-1%	4455	4318	3%
DSI	13	13	-	33	40	-21%	-	-	-	46	53	-15%

*Includes Regional Directors Office and Personnel/Admin Offices
**Includes current figures as of March 14, 1988

V0900: AUTHORIZED VS ON-BOARD FOR THE MONTH OF MARCH 1988*

REGIONS	PSI AUTHORIZED	PSI ON-BOARD	PSI VACANT	ISP AUTHORIZED	ISP ON-BOARD	ISP VACANT	SUPPORT AUTHORIZED	SUPPORT ON-BOARD	SUPPORT VACANT	DIS AUTHORIZED	DIS ON-BOARD
New England	193	181	6%	81	66	19%	10	11	-10%	284	258
Mid-Atlantic	190	188	1%	83	74	11%	10	12	-20%	283	274
Capital	475	460	4%	113	100	12%	16	14	13%	604	574
Mid-Western	291	293	-1%	69	65	6%	11	9	18	371	367
Southeastern	428	417	3%	73	68	7%	16	16	-	517	501
Southwestern	372	392	-5%	66	69	-4%	13	12	8	451	473
Northwestern	275	262	5%	57	52	9%	11	11	-	343	325
Pacific	438	420	4%	135	123	9%	16	18	-13%	589	561
FIELD TOTAL	2662	2613	2%	677	617	9%	103	103	-	3442	3333
PIC	584	553	6%	-	-	-	-	-	-	584	553
DISCO	-	-	-	210	200	5%	-	-	-	210	200
OISI	-	-	-	14	14	-	-	-	-	14	14
POLY	8	5	38%	-	-	-	-	-		8	5
HDQ 1	19	16	16%	37	37	-	133	128	4%	189	181
V1200	4	2	50%	4	3	25%	-	-	-	8	5
DIS TOTAL	3277	3189	3%	942	871	8%	236	231	2%	4455	4291
DSI	13	13	-	33	40	-21%	-	-	-	46	53

*Includes Regional Directors Office and Personnel/Admin Offices

V0900: AUTHORIZED VS ON-BOARD FOR APRIL 1988

REGION	PSI			ISP			SUPPORT			DIS		
	AUTH	OB	% VAC	AUTH	OB	% VAC	AUTH	OB	% VAC	AUTH	OB	% VAC
NEW ENGLAND	193	180	7	80	66	16	11	11	-	284	257	9
MID ATLANTIC	192	187	3	83	74	11	12	11	10	287	272	1
CAPITAL	476	457	4	111	99	12	17	14	13	604	570	6
MID WESTERN	291	292	1	69	63	9	11	9	18	371	364	2
SOUTHEASTERN	428	415	3	74	69	4	16	16	-	518	500	3
SOUTHWESTERN	372	386	2	66	69	-6	13	12	8	451	467	-6
NORTHWESTERN	272	256	6	56	52	7	11	11	-	339	318	6
PACIFIC	443	413	7	128	122	8	18	18	-	589	553	6
FIELD TOTAL	2667	2586	4	667	614	8	109	102	-	3443	3301	3
PIC	590	544	7	-	-	-	-	-	-	590	544	7
DISCO				210	192	9	-	-	-	210	192	9
OISI				14	13	7	-	-	-	14	13	7
POLY	8	5	38	-	-	-	-	-	-	8	5	38
HQ 1	19	16	16	37	36	3	133	128	4	189	180	5
V1200	5	2	40	3	3	-	-	-	-	8	5	38
DIS TOT	3289	3153	4	931	858	8	242	230	2	4462	4240	4
OSI	13	13	-	36	40	-24	-	-	-	49	53	-8

actually 3989

V0900 Authorized VS ON-BOARD FOR MAY 1988

REGION	PSI			ISP			SUPPORT			DIS		
	Auth	OB	% VAC	Auth	OB	% VAC	Auth	OB	% VAC	Auth	OB	% VAC
New England	193	178	8	80	67	16	11	10	9	284	255	10
Mid-Atlantic	192	183	5	83	73	12	12	11	8	287	267	7
Capital	476	453	5	111	98	12	17	14	18	604	565	6
Mid-Western	291	290	1	69	62	10	11	9	18	371	361	3
Southeastern	428	410	4	73	68	7	16	16	-	517	494	5
Southwestern	372	379	-2	66	69	-5	13	12	8	451	460	-2
Northwestern	272	255	6	56	51	9	11	11	-	339	317	6
Pacific	443	410	7	128	120	6	18	18	-	589	548	7
Field Total	2667	2558	5	666	608	10	109	101	7	3442	3267	5
PIC	590	544	8	-	-	-	-	-	-	590	544	8
DISCO	-	-	-	210	183	13	-	-	-	210	192	13
OISI	-	-	-	14	12	14	-	-	-	14	12	14
POLY	8	5	38	-	-	-	-	-	-	8	5	38
HQ 1	19	16	16	37	35	5	132	125	5	188	176	6
V1200	5	2	60	3	3	-	-	-	-	8	5	38
DIS Total	3289	3125	6	930	841	10	241	226	6	4460	4201	6
DSI	13	13	-	36	40	-11	-	-	-	49	53	-8

V0900: AUTHORIZED VS ON-BOARD FOR THE MONTH OF JUNE 1988

REGIONS	PSI AUTHORIZED	PSI ON-BOARD	PSI VAC %	ISP AUTHORIZED	ISP ON-BOARD	ISP VAC %	SUPPORT AUTHORIZED	SUPPORT ON-BOARD	SUPPORT VAC %	DIS AUTHORIZED	DIS ON-BOARD	DIS VAC %
New England	193	177	8	80	67	16	11	10	9	284	254	11
Mid-Atlantic	192	181	6	83	74	11	12	11	8	287	266	7
Capital	475	447	6	111	95	14	17	13	18	603	555	8
Mid-Western	291	289	1	69	58	16	11	9	18	371	356	4
Southeastern	428	409	4	73	67	8	16	16	-	517	492	5
Southwestern	372	373	-1	66	61	8	13	12	8	451	446	1
Northwestern	272	252	7	56	51	9	11	11	-	339	314	7
Pacific	443	403	9	128	119	7	18	18	-	589	540	8
FIELD TOTAL	2666	2531	5%	666	592	11%	109	100	8	3441	3223	6
PIC	515	466	10	-	-	-	-	-	-	515	466	10
DISCO	-	-	-	210	179	15	-	-	-	210	179	15
OISI	-	-	-	14	12	14	-	-	-	14	12	14
POLY	8	5	38	-	-	-	-	-	-	8	5	38
HDQ 1	19	16	16	37	35	5	132	121	8%	188	172	9
V1200	5	3	40	3	3	-	-	-	-	8	6	25
V1201	75	66	12	-	-	-	-	-	-	75	66	12
DIS TOTAL	3288	3087	6%	930	821	12	241	221	8%	4459	4129	7%
DSI	13	13	-	43	40	7	-	-	-	56	53	5

'V0900: AUTHORIZED VS ON-BOARD FOR THE MONTH OF JULY 1988

REGIONS	*****PSI*****			*****ISP*****			*****DIS*****		
	AUTH	ON-BD	VAC	AUTH	ON-BD	VAC	AUTH	ON-BD	VAC
New England	178	183	5	72	63	-9	250	246	-4
Mid-Atlantic	176	188	12	72	73	1	248	261	13
Capital	434	448	14	100	93	-7	534	541	7
Mid-Western	269	290	21	60	55	-5	329	345	16
Southeastern	395	420	25	63	65	2	458	485	27
Southwestern	343	380	37	71	66	-5	414	446	32
Northwestern	254	259	5	52	51	-1	306	310	4
Pacific	404	411	7	113	116	3	517	527	10
FIELD TOTAL	2453	2579	126	603	582	-21	3056	3161	105
PIC	425	450	25	0	0	0	425	450	25
DISCO	0	0	0	189	175	-14	189	175	-14
OISI	0	0	0	11	12	1	11	12	1
POLY	7	5	-2	0	0	0	7	5	-2
DISHQ	0	0	0	0	0	0	168	168	0
INFO SYS CNTR	0	0	0	0	0	0	83	75	-8
DODSI LIAISION	0	0	0	0	0	0	2	2	0
DIS TOTAL	2885	3034	149	803	769	-34	3941	4048	107
DSI							48	51	3
DIS GRAND TOTAL							3989	4099	110

407Y

'V0900: AUTHORIZED VS ON-BOARD FOR THE MONTH OF AUGUST 1988

REGIONS	*****PSI*****			*****ISP*****			*****DIS*****		
	AUTH	ON-BD	DIFF	AUTH	ON-BD	DIFF	AUTH	ON-BD	DIFF
New England	178	179	-1	72	62	10	250	241	9
Mid-Atlantic	176	187	-11	72	73	-1	248	260	-12
Capital	434	443	-9	100	92	8	534	535	-1
Mid-Western	269	288	-19	60	49	11	329	337	-8
Southeastern	395	419	-24	63	66	-3	458	485	-27
Southwestern	343	376	-33	71	65	6	414	441	-27
Northwestern	254	257	-3	52	51	1	306	308	-2
Pacific	404	407	-3	113	112	1	517	519	-2
FIELD TOTAL	2453	2556	-103	603	570	33	3056	3126	-70
PIC				0	0	0			
DISCO	407	431	-24	189	172	17	407	431	-24
OISI	0	0	0	11	11	0	189	172	17
POLY	0	0	0	0	0	0	11	11	0
DISHQ	7	5	2	0	0	0	7	5	2
INFO SYS CNTR V1201	0	0	0	0	0	0	168	164	4
DODSI LIAISION	0	0	0	0	0	0	83	74	9
QUALITY ASSUR V1202	7	7	0	0	0	0	2	1	1
PERS SECURITY V1203	4	4	0	0	0	0	7	7	0
PRIVACY ACT V1204	7	5	2	0	0	0	4	4	0
DIS TOTAL	2885	3008	-123	803	753	50	3941	4000	-61
DSI							48	51	3
DIS GRAND TOTAL							3989	4051	-58

V0900: AUTHORI[illegible] VS ON-BOARD FOR THE MONTH OF SEPT 1988

REGIONS	*****PSI*******			*****ISP*******			*****DIS*******		
	AUTH	ON-BD	DIFF	AUTH	ON-BD	DIFF	AUTH	ON-BD	DIFF
New England	178	177	1	72	62	10	250	239	11
Mid-Atlantic	176	183	-7	72	73	-1	248	256	-8
Capital	434	439	-5	100	91	9	534	530	4
Mid-Western	269	286	-17	60	48	12	329	334	-5
Southeastern	395	414	-19	63	65	-2	458	479	-21
Southwestern	343	374	-31	71	65	6	414	439	-25
Northwestern	254	257	-3	52	50	2	306	307	-1
Pacific	404	404	0	113	109	4	517	513	4
FIELD TOTAL	2453	2534	-81	603	563	40	3056	3097	-41
PIC	407	426	-19	0	0	0	407	426	-19
DISCO	0	0	0	189	170	19	189	170	19
OISI	0	0	0	11	11	0	11	11	0
POLY	7	5	2	0	0	0	7	5	2
DISHQ	0	0	0	0	0	0	168	162	6
INFO SYS CNTR V1201	0	0	0	0	0	0	83	72	11
DODSI LIAISION	0	0	0	0	0	0	2	1	1
QUALITY ASSUR V1202	7	7	0	0	0	0	7	7	0
PERS SECURITY V1203	4	4	0	0	0	0	4	4	0
PRIVACY ACT V1204	7	5	2	0	0	0	7	5	2
DIS TOTAL	2885	2981	-96	803	744	59	3941	3960	-19
DSI							48	51	3
DIS GRAND TOTAL							3989	4011	-16

DEPARTMENT OF THE ARMY
BALTIMORE DISTRICT, U.S. ARMY CORPS OF ENGINEERS
P.O. BOX 1715
BALTIMORE, MD 21203-1715

REPLY TO
ATTENTION OF

CENAB-EN-MS (340) 23 December 1994

MEMORANDUM FOR Chief, Space and Facilities, Management Division, Defense Investigative Service, 1340 Braddock Place, Alexandria, VA Virginia 22314 - 1651

SUBJECT: Building Analysis Report of Defense Investigative Service Building, Fort Holabird, Maryland

1. References:

a. Memorandum for Record, DIS, dated 19 Dec 1994, subject: BRAC 95 Submission

b. Program Construction Cost Estimate, dated 25 Oct 1994, Inclosed with subject report.

2. As requested the program construction cost estimate has been revised by the Architect Engineer and is inclosed for your use. The revised estimate has been reviewed and is adequate for project programming purposes.

3. Any questions concerning this estimate, please contact Jim Sweger, Design Manager, at (410) 962-2616.

Encl

HERBERT EICHLER, P.E.
Chief, South Section, Military Branch
Engineering Division

US Army Corps
of Engineers
Baltimore District

Engineering Division
Military Projects Management Branch

December 23, 1994

TELEFAX TRANSMITTAL COVER SHEET

PROJECT: FORT HOLABIRD STUDY
LOCATION: FORT HOLABIRD, MD

TO: NAME: CYNTHIA EHINGER
OFFICE: DEFENSE INVESTIGATION SERVICE
PHONE #: (703) 325-6111 FAX #: (703) 325-1354

FROM: NAME: JAMES J. SWEGER
OFFICE: CENAB-EN-MS
PHONE #: 410-962-2616 FAX #: 410-962-0916

NUMBER OF PAGES (INCLUDES COVER SHEET): 2

TRANSMITTAL OF:

[ ] Drawings [ ] Design Analysis

[ ] Guide Specs [ ] Comments on: _____

[ ] Cost Estimate [ ] Responses to Comments

[X] Other: MEMO APPROVING REVISED CONSTRUCTION ESTIMATE

PURPOSE:

[ ] Review and Comment by: _____ [ ] Action: _____

[ ] Incorporate and Furnish Responses and _____ by: _____

[ ] Official Letter to Follow [X] For Your Information and Use

REMARKS:

CYNTHIA,
SORRY FOR BEING A LITTLE LATE WITH THIS, BEEN JAMED UP THIS WEEK!

MERRY X-MAS TO ALL!

JAMES J. SWEGER
PROJECT MANAGER

GRIMM AND PARKER

ARCHITECTS • PLANNERS • ENGINEERS

4361 POWDER MILL ROAD • SUITE 401 • CALVERTON, MD 20705 • (301) 595-1000 • FAX (301) 595-0089

TO: CYNTHIA EHINGER

COMPANY: DEFENSE INVESTIGATION SERVICE

CITY AND STATE:

FAX NUMBER: 703-325-6184 PHONE:

FROM: DON PORTER

TOTAL NUMBER OF COPIES SENT, INCLUDING THIS PAGE 7

IF YOU HAVE NOT RECEIVED THE NUMBER OF COPIES INDICATED, PLEASE CALL (301) 595-1000

RE: FT. HOLABIRD BLDG. 320

REMARKS:

ORIGINAL COPY TO FOLLOW BY MAIL YES ____ NO X

TIME SENT: 11:30 DATE: 12/21/94 INITIALS: DPP

CLYDE F. GRIMM • AIA • STEPHEN L. PARKER • AIA

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 1 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify)

Drawing No.: SUMMARY SHEET - RENOVATION

Estimator: DON PORTER

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	QUANTITY Unit Meas.	LABOR Per Unit	LABOR Total	MATERIAL Per Unit	MATERIAL Total	Total Cost
PROJECT SUMMARY SHEET:							
ARCHITECTURAL/STRUCTURAL				$611,037		$469,700	$1,080,737
HAZARDOUS MATERIALS				$593,057		$146,313	$739,370
MECHANICAL/ELECTRICAL				$1,143,565		$799,338	$1,942,903
SITE WORK				$193,205		$155,755	$348,960
SUB-TOTAL				$2,540,864		$1,571,106	$4,111,970
GENERAL CONTR. MARKUPS:							
OVERHEAD	10%			$254,086		$157,111	$411,197
PROFIT	10%			$279,495		$172,822	$452,317
BOND	3%			$76,861		$47,526	$124,387
CONSTRUCTION CONTICENCY	5%			$157,565		$97,428	$254,994
SUB-TOTAL				$3,308,872		$2,045,992	$5,354,864
DESIGN CONTINGENCY	15%						$803,230
ESCALATION (4% PER YEAR)	12%						$738,971
TOTAL CONSTRUCTION COST							$6,897,064
ADDITIONAL COSTS							
RELOCATION COST	1	YR @ $18.50 SF x 81,000 =				$1,498,500	$1,498,500
DESIGN FEES FOR PROJECT	7%						$482,795
MOVING EXPENSES	81,000	SF	2 MOVES @ $1.75 =		$3.50	$283,500.00	$283,500
TOTAL PROJECT COST							$9,161,859

ENG FORM 180
1-Aug-59

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 2 of 6

Project: UPGRADE DEFICIENCIES. BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify)

Drawing No.: ARCHITECTURAL/STRUCTURAL

Estimator: DON PORTE

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	QUANTITY Unit Meas.	LABOR Per Unit	LABOR Total	MATERIAL Per Unit	MATERIAL Total	Total Cost
ROOF REPLACEMENT:							
REMOVE EXIST. B.U.R.	30,000	SF	1.50	45,000			45,000
REMOVE EXIST. FANS	1	L.S.	15,000	15,000			15,000
REPLACE DECK AT FANS	1	L.S.	7,000.00	7,000	5,000.00	5,000	12,000
NEW B.U.R. W/ INSULATION	30,000	SF	2.00	60,000	3.50	105,000	165,000
NEW FLASHINGS	30,000	SF	1.00	30,000	1.00	30,000	60,000
NEW DOWNSPOUTS	1,000	LF	1.50	1,500	1.40	1,400	2,900
NEW EXTERIOR FINISH:							
CLEAN & REPAIR EXIST. EXTERIOR	36,000	SF	1.00	36,000	0.50	18,000	54,000
REPAIR STRUCTURAL BEAMS	1	LS	5,000.00	5,000	500.00	500	5,500
NEW EXTERIOR INSUL. FINISH SYSTEM	36,000	SF	3.00	108,000	1.50	54,000	162,000
ELEVATOR ADDITION:							
NEW BUILDING ADDITION STRUCTURE	500	SF	55.00	27,500	45.00	22,500	50,000
INTERIOR FINISHES	500	SF	25.00	12,500	20.00	10,000	22,500
MODIFY EXISTING BUILDING	500	SF	25.00	12,500	20.00	10,000	22,500
NEW 4 STOP ELEVATOR	1	EA	37,700	37,700	55,000	55,000	92,700
UPGRADE TOILET ROOMS:							
MODIFY 2 STALLS FOR NEW H.C. STALL	6	RM	250.00	1,500	750.00	4,500	6,000
MODIFY TOILET ACCESSORIES FOR H.C.	7	RM	200.00	1,400	100.00	700	2,100
SEE PLUMBING FOR FIXTURE MODIFICATIONS							
UPGRADE CORRIDOR DOORS & HARDWARE:							
REMOVE EXISTING DOORS	130	EA	10.00	1,300			1,300
NEW SOLID CORE WOOD DOORS	130	EA	35.00	4,550	145.00	18,850	23,400
NEW H.C. ACCESSIBLE HARDWARE	130	EA	25.00	3,250	100.00	13,000	16,250
MISCELLANEOUS REPAIRS & UPGRADES:							
REPLACE DAMAGED CEILING TILES	19,000	SF	1.75	33,250	1.25	23,750	57,000
REPLACE EXISTING STAIR RAILINGS	3	EA	5,000	15,000	10,000	30,000	45,000
REPLACE EXIST. WINDOWS	150	EA	180.00	27,000	450.00	67,500	94,500
Total				484,950		469,700	954,650
Tax	N/A						
Insurance	26%			126,087			126,087
Subcontractor Markup	N/A						
TOTAL THIS SHEET				611,037		469,700	$1,080,737

ENG FORM 150
1-Aug-59

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 3 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify)

Drawing No.: HAZARDOUS MATERIALS

Estimator: DON PORTL

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	QUANTITY Unit Meas.	LABOR Per Unit	LABOR Total	MATERIAL Per Unit	MATERIAL Total	Total Cost
REMOVE VINYL ASBESTOS TILE	65,500	SF					
REMOVE EXIST. CARPET OVER V.A.T.	61,500	SF	0.10	6,150			6,150
REMOVE EXIST. V.A.T. & MASTIC	65,500	SF	2.25	147,375			147,375
NEW CARPETING	6,850	SY	3.85	26,373	16.00	109,600	135,973
NEW VINYL COMPOSITION TILE	4,000	SF	0.55	2,200	0.80	3,200	5,400
REMOVE ASBESTOS CONTAINING PIPE							
INSULATION (INTERIOR)	2,230	LF	15.00	33,450			33,450
REMOVE ASBESTOS CONTAINING PIPE							
JOINT INSULATION (INTERIOR)	1,000	EA	15.00	15,000			15,000
REMOVE ASBESTOS CONTAINING PIPE							
INSULATION (EXTERIOR)	5,500	LF	20.00	110,000			110,000
REMOVE ASBESTOS CONTAINING PIPE							
JOINT INSULATION (EXTERIOR)	450	EA	20.00	9,000			9,000
REMOVE ASBESTOS CONTAINING DEBRIS	9,625	SF	15.00	144,375			144,375
REBUILD MASONRY CHASE WALL	3,740	SF	4.10	15,334	4.95	18,513	33,847
REMOVE ASBESTOS CONTAINING FIRE							
DOORS	30	EA	45.00	1,350			1,350
NEW FIRE DOOR	30	EA	40.00	1,200	250.00	7,500	8,700
NEW H.C. ACCESSIBLE HARDWARE	30	EA	30.00	900	250.00	7,500	8,400
REMOVE CLOTH VIBRATION DAMPER	18	EA	75.00	1,350			1,350
ASBESTOS AIR MONITORING	1	L.S.	75,000.00	75,000			75,000
REMOVE & DISPOSE OF PCB BALLASTS	100	EA	40.00	4,000			4,000
(NEW LIGHTING INCLUDED W/ ELECT.)							
Total				593,057		146,313	739,370
Tax	N/A						
Insurance	N/A						
Subcontractor Markup	N/A						
TOTAL THIS SHEET				593,057		146,313	$739,370

ENG FORM 150
1-Aug-59

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 4 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify)

Drawing No.: MECHANICAL WORK

Estimator: DON FORTER

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	QUANTITY Unit Meas.	LABOR Per Unit	LABOR Total	MATERIAL Per Unit	MATERIAL Total	Total Cost
PLUMBING:							
FIXTURE DEMOLITION	1	L.S.	2,597.00	2,597			2,597
BOILER DEMOLITION	1	EA	315.00	315			315
PIPE DEMOLITION	1	L.S.	2,931.00	2,931			2,931
MISC. PLUMBING DEMOLITION	1	L.S.	9,037.00	9,037			9,037
NEW LOW RISE OFFICE PLUMB. PIPING	75,000	SF	0.73	54,750	0.73	54,750	109,500
NEW PLUMBING FIXTURES	1	L.S.	42,461.00	42,461	44,208.00	44,208	86,669
FIRE PROTECTION:							
WET SPRINKLER, ONE FLOOR	25,000	SF	1.00	25,000	0.49	12,250	37,250
WET SPRINKLER, ADDITIONAL FLOORS	50,000	SF	0.90	45,000	0.31	15,500	60,500
MECHANICAL:							
MECHANICAL DUCTWORK DEMOLITION	1	L.S.	8,580	8,580			8,580
MECHANICAL EQUIPMENT DEMOLITION	1	L.S.	116,310	116,310			116,310
MECHANICAL PIPING DEMOLITION	1	L.S.	19,103	19,103			19,103
MISC. MECHANICAL DEMOLITION	1	L.S.	26,250	26,250			26,250
NEW LOW RISE OFFICE HVAC, MISC.	75,000	SF	0.72	54,000	0.72	54,000	108,000
NEW GAS BOILER	2	EA	2,875	5,750	18,900	37,800	43,550
NEW ROOF TOP EQUIPMENT	1	L.S.	1,260	1,260	8,580	8,580	9,840
HVAC, HYDRONIC COOLING, OFFICES	75,000	SF	3.57	267,750	4.16	312,000	579,750
ELECTRICAL:							
FIXTURE DEMOLITION	1	L.S.	7,108	7,108			7,108
CONDUIT & WIRING DEMOLITION	1	L.S.	10,988	10,988			10,988
MISC. ELECTRICAL DEMOLITION	1	L.S.	4,125	4,125			4,125
LOW RISE OFFICE ELECTRICAL	75,000	SF	0.98	73,500	0.98	73,500	147,000
LOW RISE OFFICE FIRE ALARM	75,000	SF	0.15	11,250	0.13	9,750	21,000
OFFICE BUILDING SOUND SYSTEM	75,000	SF	0.10	7,500	0.10	7,500	15,000
OFFICE BUILDING SECURITY SYSTEM	75,000	SF	0.10	7,500	0.10	7,500	15,000
FLUORESCENT LIGHTING, 4 WATTS / SF	75,000	SF	2.88	216,000	1.75	131,250	347,250
RECEPTACLES, 2.4 WATTS / SF	75,000	SF	1.66	124,500	0.41	30,750	155,250
Total				1,143,565		799,338	1,942,903
Tax	N/A						
Insurance	N/A						
Subcontractor Markup	N/A						
TOTAL THIS SHEET				1,143,565		799,338	$1,942,903

ENG FORM 150
1-Aug-59

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 5 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify) _____

Drawing No.: SITE WORK

Estimator: DON PORTER

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	Unit Meas.	LABOR Per Unit	LABOR Total	MATERIAL Per Unit	MATERIAL Total	Total Cost
SITE BOUNDARY TOPOGRAPHIC							
SURVEY	1	L.S.	9,000	9,000	1,000	1,000	10,000
RESURFACING 2" BIT. CONCRETE	16,800	SY	2.08	34,944	1.92	32,256	67,200
CURB & GUTTER	3,580	LF	5.20	18,616	4.80	17,184	35,800
LANDSCAPING - SHADE TREES	38	EA	60.00	2,280	140.00	5,320	7,600
STORMWATER MANAGEMENT QUALITY							
CONTROL OIL/GRIT SEPARATORS	2	EA	8,250	16,500	6,750	13,500	30,000
STORMWATER MANAGEMENT QUALITY							
CONTROL UNDERGROUND PIPES:							
60" CMP	1,220	LF	78.66	95,965	59.34	72,395	168,360
STRUCTURES & MANHOLES	6	EA	2,650.00	15,900	2,350.00	14,100	30,000
Total				193,205		155,755	348,960
Tax	N/A						
Insurance	N/A						
Subcontractor Markup	N/A						
TOTAL THIS SHEET				193,205		155,755	$348,960

ENG FORM 150
1-Aug-59

CONSTRUCTION COST ESTIMATE	Date Prepared 12/21/94	Sheet 6 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify)

Drawing No.: NEW OFFICE BUILDING

Estimator: DON PORTER

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	Unit Meas.	UNIT COST Per Unit	Total	Per Unit	Total	Total Cost
SUMMARY SHEET (BASED ON "R.S. MEANS 1994 AVERAGE							
LOW RISE OFFICE BUILDING = $66.50 SF							
FOUNDATIONS	77,436	SF	1.36	105,312.96			105,312.96
SUBSTRUCTURE	77,436	SF	0.93	72,015.48			72,015.48
SUPERSTRUCTURE	77,436	SF	6.37	493,267.32			493,267.32
EXTERIOR CLOSURE	77,436	SF	6.39	494,816.04			494,816.04
ROOFING	77,436	SF	0.91	70,466.76			70,466.76
INTERIOR CONSTRUCTION	77,436	SF	12.72	984,985.92			984,985.92
CONVEYING	77,436	SF	1.79	138,610.44			138,610.44
MECHANICAL	77,436	SF	11.77	911,421.72			911,421.72
ELECTRICAL	77,436	SF	7.48	579,221.28			579,221.28
SITE WORK	77,436	SF	16.78	1,299,376.08			1,299,376.08
SUB-TOTAL				$5,149,494			$5,149,494
GENERAL CONTR. MARKUPS:							
OVERHEAD	10%			$514,949			$514,949
PROFIT	10%			$566,444			$566,444
BOND	3%			$155,772			$155,772
CONSTRUCTION CONTIGENCY	5%			$319,333			$319,333
SUB-TOTAL				$6,705,993			$6,705,993
DESIGN CONTINGENCY	15%						$1,005,899
ESCALATION (4% PER YEAR)	12%						$925,427
TOTAL CONSTRUCTION COST							$8,637,319
ADDITIONAL COSTS							
MOVING EXPENSES	85,000	SF	1 MOVE @ $1.75 =		$1.75	$148,750.00	$148,750
DESIGN FEES FOR PROJECT	7%						$604,612
COST DOES NOT INCLUDE PURCHASE PRICE OF LAND							

TOTAL PROJECT COST $9,390,681

ENG FORM 160
1-Aug-50

US Army Corps
of Engineers
Baltimore District

Engineering Division
Military Projects Management Branch

November 16, 1994

TELEFAX TRANSMITTAL COVER SHEET

PROJECT: FORT HOLABIRD STUDY
LOCATION: FORT HOLABIRD, MD

TO: NAME: CYNTHIA EHINGER
OFFICE: DEFENSE INVESTIGATION SERVICE
PHONE #: (703) 325-6111 FAX #: (703) 325-1354

FROM: NAME: JAMES J. SWEGER
OFFICE: CENAB-EN-HA
PHONE #: 410-962-2616 FAX #: 410-962-0916

NUMBER OF PAGES (INCLUDES COVER SHEET): 2

TRANSMITTAL OF:

[ ] Drawings
[ ] Design Analysis
[ ] Guide Specs
[ ] Comments on: _____
[ ] Cost Estimate
[ ] Responses to Comments
[X] Other: Building Estimate verification

PURPOSE:

[ ] Review and Comment by: _____
[ ] Action: _____
[ ] Incorporate and Furnish Responses and _____ by: _____
[ ] Official Letter to Follow
[X] For Your Information and Use

REMARKS:

CYNTHIA, I hope this is what you are looking for to support GRIMM & PARKER's estimate. I had a bit of a problem getting a response from our cost engineering branch as they are not that versed in reviewing study estimates. I have every confidence in the estimate you were provided by the study. If you need anything more please call. Thanks for the X-mas party invite, however, our parties are scheduled for the next day and PA is a long drive.

JAMES J. SWEGER
PROJECT MANAGER

CENAB-EN-C (340)

14 Nov 94
Reilly/3970

MEMORANDUM FOR Chief, Military Branch, Design Management (Central) Section, ATTN: Mr. Sweger

SUBJECT: Building Analysis Report of Defense Investigative Services Building, Fort Holabird, Maryland

1. Reference memorandum CENAB-EN-MC dated 4 Oct 94, and discussion with Mr. Sweger on 9 Nov 94, SAB.

2. The A-E design analysis construction cost estimate dated 30 Sep 94 has been reviewed. Comments are noted on the enclosed sheet in ARMS format.

3. The estimate submitted is acceptable for budgetary purposes and not construed as a final construction or government estimate. Questions may directed to Greg Reilly at X-3970.

Joseph Hemler 11/14/1900

Encl

JOSEPH HEMLER, P.E.
Chief, Cost Engineering Branch
Engineering Division

FOR OFFICIAL USE ONLY

File: MIS-34

US Army Corps
of Engineers
Baltimore District

Engineering Division
Military Projects Management Branch

November 16, 1994

TELEFAX TRANSMITTAL COVER SHEET

PROJECT: FORT HOLABIRD STUDY
LOCATION: FORT HOLABIRD, MD

TO: NAME: CYNTHIA KEINGER
OFFICE: DEFENSE INVESTIGATION SERVICE
PHONE #: (703) 325-6111 FAX #: (703) 325-1354

FROM: NAME: JAMES J. SWEGER
OFFICE: CENAB-EN-MA
PHONE #: 410-962-2616 FAX #: 410-962-0916

NUMBER OF PAGES (INCLUDES COVER SHEET): 2

TRANSMITTAL OF:

[ ] Drawings
[ ] Design Analysis
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[ ] Comments on: _____
[ ] Cost Estimate
[ ] Responses to Comments
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PURPOSE:

[ ] Review and Comment by: _____ [ ] Action: _____
[ ] Incorporate and Furnish Responses and _____ by: _____
[ ] Official Letter to Follow [X] For Your Information and Use

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JAMES J. SWEGER
PROJECT MANAGER

CENAB-EN-C (340)

14 Nov 94
Reilly/3970

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SUBJECT: Building Analysis Report of Defense Investigative Services Building, Fort Holabird, Maryland

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Joseph Hemler 11/14/1400

Encl

JOSEPH HEMLER, P.E.
Chief, Cost Engineering Branch
Engineering Division

FOR OFFICIAL USE ONLY

File: MIS-34

BUILDING ANALYSIS REPORT

DEFENSE INVESTIGATIVE SERVICE BUILDING
2200 Van Deman Street
Fort Holabird, Maryland

SUBMITTED: 11/01/94

GRIMM AND PARKER, P.C.	*ARCHITECT*
SOLAR ENERGY DESIGN, INC.	*MECHANICAL/ELECTRICAL ENGINEER*
AMN ENGINEERS	*STRUCTURAL ENGINEER*
CUSTER ENVIRONMENTAL	*ENVIRONMENTAL CONSULTANTS*
IVORY INCORPORATED	*ROOFING CONSULTANTS*

DEFENSE INVESTIGATIVE SERVICE BUILDING
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- A. SITE 20
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BUILDING ANALYSIS REPORT

Defense Investigative Service BUILDING
2200 Van Deman Street
Fort Holabird, Maryland

I. INTRODUCTION

Grimm and Parker, P.C. was retained by the Corps of Engineers Baltimore Branch to analyze the Defense Investigative Service Building located at 2200 Van Deman Street, Fort Holabird, Maryland. The purpose of the analysis was to determine the overall condition of the building and to prepare a cost estimate for bringing the building up to current standards and to prepare another cost estimate for the construction of a new building of similar size, in order to determine the feasibility of upgrading the existing building.

This report summarizes the results of the inspections, research and analysis performed on the building to determine the following:

1. Building Code Compliance
2. Energy Code Compliance
3. Accessibility Code Compliance
4. Building Condition
5. Mechanical, Electrical & Plumbing Systems' Condition
6. Asbestos Contamination
7. Lead Contamination
8. PCB Contamination
9. Estimated Costs to Bring Building into Compliance with Current Codes & Standards.
10. Estimated Costs for New Construction of Similar Building.

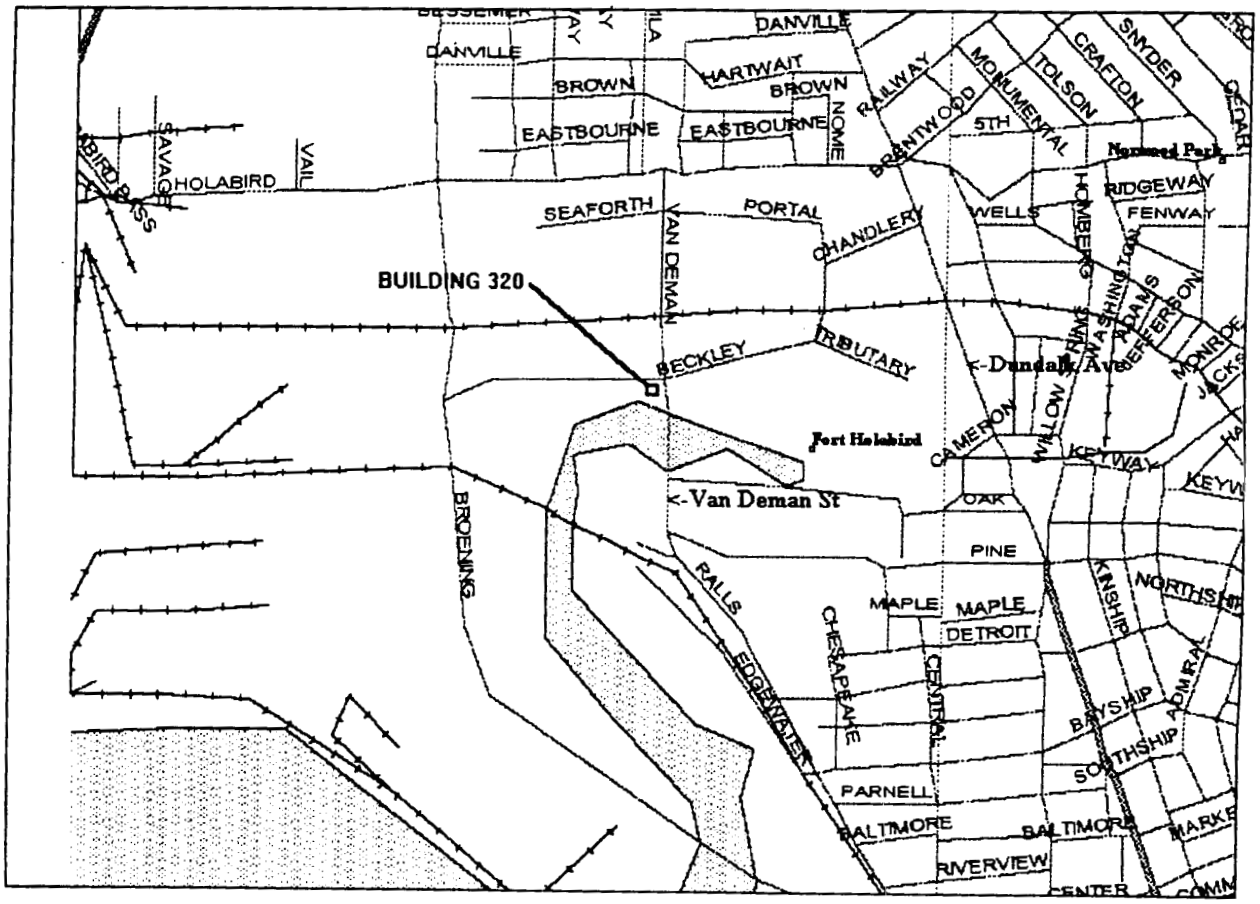
The report is divided into eight parts as follows:

Part I is an Introduction.
Part II is the Background.
Part III describes Existing Conditions.
Part IV identifies Deficiencies.
Part V contains Recommendations.
Part VI is a Summary.
Part VII is the Cost Estimate.
Part VIII is the Appendix.

II. BACKGROUND

Fort Holabird was established in 1917 when 96 acres of land were allocated for a quartermaster mechanical repair unit. The installation grew to approximately 349 acres during World War II. After World War II, portions of Fort Holabird were sold, including 223 acres sold to the city of Baltimore to form the Holabird Industrial Park and a recreational park. Approximately six acres were retained which included the building in which the Defense Investigative Service Agency is now located.

The building is located in the southeast corner of Baltimore City and the Dundalk area of Baltimore County, Maryland. It was constructed in 1954 as a classroom building for Ft. Holabird. The Defense Investigative Service Agency moved into the building in October, 1972 just after the Army Counter Intelligence Corps vacated the building. The current operations include the storage of completed personnel security records and the maintenance of the database for ongoing and completed investigations for all DOD employees, worldwide. A 5,000 square foot building nearby is also being used as a storage area for old files, furniture and equipment.



III. EXISTING CONDITIONS

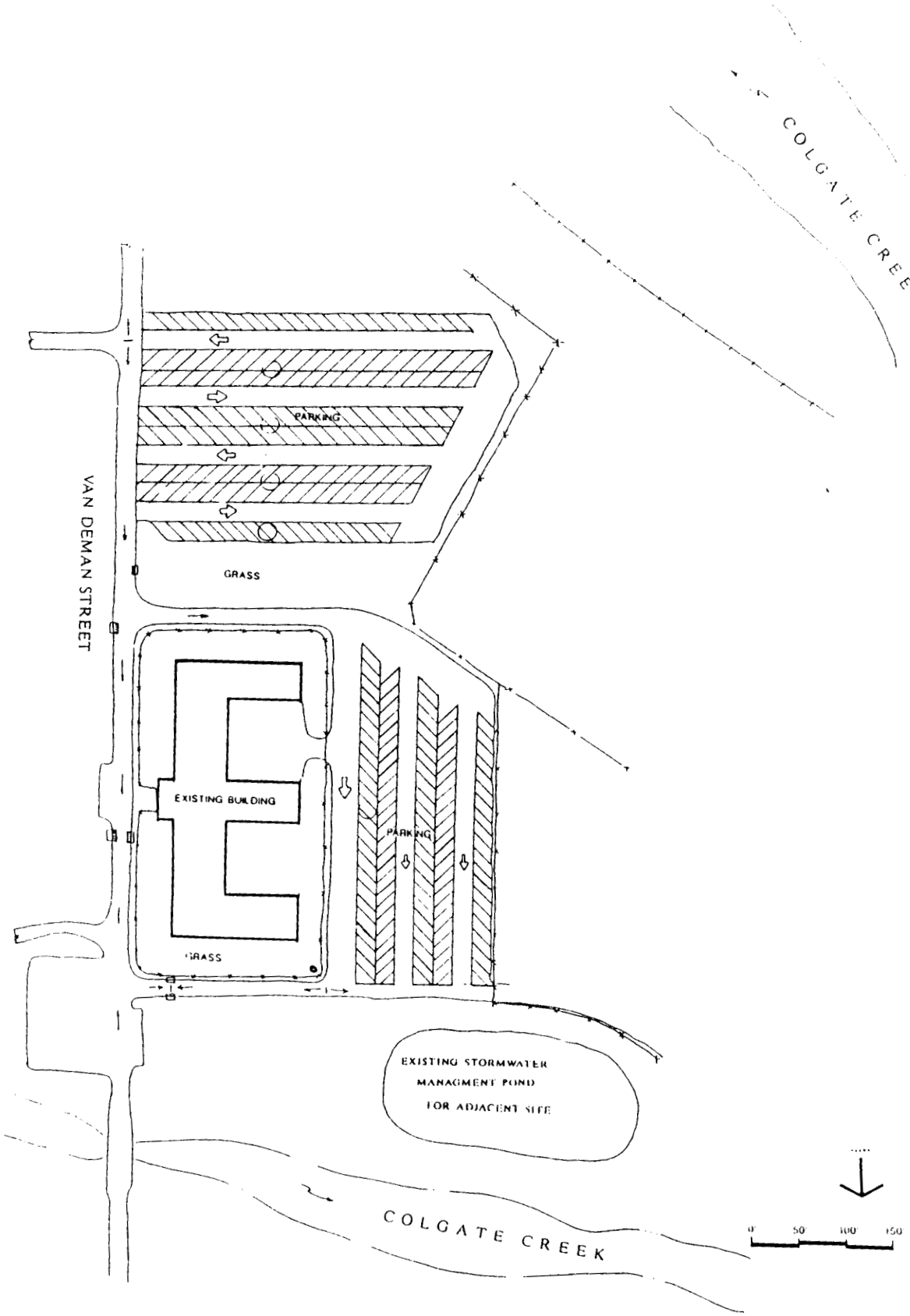
A. SITE

The building is surrounded by a grass area and an eight foot tall chain link security fence. Beyond the fence are two parking areas, one to the south of the building containing about 212 spaces; and one on the west side of the building, containing about 169 spaces. There are about 20 to 25 spaces inside the secured area, including the government motor pool. The total number of parking spaces for this site is about 400.

Storm drainage in the south parking lot flows to the west, and thence through the adjacent property, or south toward Colgate Creek. The west parking lot flows north toward Colgate Creek.

Properly designated handicapped spaces are provided in the west lot for four cars.

The number of parking spaces generally required for an office building is usually based on the floor area of the building. With an approximate existing floor area of 81,335 square feet, and using a parking ratio of three spaces per 1,000 square feet; 244 spaces are required. Since there are more than 400 spaces existing, no additional parking is required.



DEFENSE INVESTIGATIVE SERVICE BUILDING
FT.HOLABIRD,MD

B. BUILDING

It is apparent that the building was originally planned as a classroom building. Its 10'-0" wide corridors permitted efficient movement of large numbers of students between classrooms. The high ceilings on the second and third floors also reflect the typical classroom type space. The first floor however, with its lower ceiling height, was probably planned for a different use, perhaps storage. All three floors are presently being used for what is referred to by the building codes as Business Use B, i.e. office space. The original school auditorium has been converted to a computer room with a raised floor. The building presently houses 490 people, which includes five major groups as well as contractors and snack bar personnel. The five main groups are the Investigations Control and Automated Information Systems (IC & AIS), the Personnel Investigations Center (PIC), the Office of Support Services (OSS), the National Computer Center (NCC) and the Field Elements Group (FE).

The building is three stories in height with floor to floor heights of 12'-0", except the distance from the lowest level to the first floor is only 10'-6". Each floor is slightly different in total area than the others. This is due to the computer operations located on the second floor with nothing above it and only crawl space below it. The mechanical equipment room is on the first floor with no space above it. The approximate floor areas are as follows:

First Floor	26,546 s.f.
Second Floor	30,143 s.f.
Third Floor	24,646 s.f.
Total	**81,335 s.f.**

The building framing consists of cast in place concrete beams, columns and floors. The framing is exposed on the exterior elevations with concrete masonry infills between the columns and beams. The interior partitions are also constructed of concrete masonry units, except where gypsum board partitions have been added in a few locations.

The original building had window openings of varying widths between the columns, but most were either 11'-0" or 13'-0" wide. In 1980, the openings were reduced in size to 8'-6" to accommodate new double hung and sliding aluminum windows with double glazing. During this same time period, the interior face of the exterior CMU walls was insulated with 1" rigid insulation mounted on metal furring strips at 16" o.c. and covered with 5/8" gypsum wall board. The existing concrete sills were modified in length and reused.

The original floor covering in the building was vinyl asbestos tile, most of which has been covered by carpet. Some of the tile remains exposed in mechanical equipment rooms and all corridors on the lower level.

The corridor walls and the stairway enclosure walls are all exposed concrete masonry units which extend from the floor to the concrete deck above. Most of the doors are solid core wood, 1-3/4" thick; however, there are a few 1-3/8" hollow core wood doors. None of the doors or frames

have U.L. labels attached and most of the corridor doors have louvers cut into the lower portion of the doors.

The restrooms were originally designed for an all male environment, with only one facility provided for women. Due to the change in building use, three of the existing Men's Rooms have been changed for female use. The original Women's Room has recently been adapted for handicapped access. There are no Men's toilets on the First Floor. The only fully accessible facilities are in the Second Floor Women's toilet.

Ceilings are suspended 2' x 4' acoustic panels mounted on exposed grid systems. In several locations, the original 12" x 12" ceiling tile remains above the newer suspended tile. Many of the perimeter tiles are water stained as a result of leaks through the roof and the walls.

C. ROOFING

The roof material is a conventional asphalt built-up membrane type with gravel surfacing applied to a concrete deck, apparently without insulation. The perimeter of the roof terminates in gravel stops and gutters. There are a total of three roof areas, the main roof over the three-story portion of the building, a lower roof over the Computer Room and one over the Mechanical Equipment Room. The roof at the three-story portion is divided into three sections which are created by two expansion joints. The total roof area is approximately 30,000 s.f. Storm water is collected at the perimeter of the roof by surface mounted gutters on all sides and downspouts which drain into cast iron boots into an underground drainage system.

There is evidence of many scattered repairs to the roofing and numerous locations where the copper and steel flashing have been coated with plastic roof cement.

Based on a visual inspection of the deck from below, it appears that the roof deck is concrete. This portion of the report does not address the structural integrity of the deck, but it appears acceptable for the application of a new roofing membrane system.

The exact age of the existing four-ply built-up roof membrane is unknown; however, it is displaying the signs of a roof that is twenty-five years old. Personnel at the site believe it was replaced in the early 1970's.

D. STRUCTURAL

The building is a three story structure shaped like the letter "E". The structure is a concrete frame consisting of one-way concrete slabs, concrete beams and concrete columns. The roof is flat with no parapets. The building contains two expansion joints. The roof of the one-story center wing, which was originally an amphitheater, consists of concrete slabs supported on 24

inch deep steel beams spanning the entire width. The floor slopes toward the original stage which is a concrete frame over a crawl space.

The one-story heating plant, which is connected to the south wing, consists of a concrete roof slab supported by concrete beams and concrete columns.

The exterior of the building consists of exposed, painted concrete masonry units infilled between exposed, painted concrete beams and columns. The interior partitions are predominately 6" hollow masonry units supported by the concrete floor structure.

Structurally, the building is in excellent condition. A visual examination showed virtually no damage or distress to the structural elements, with the exception of some minor exterior concrete spalling on several beams at the southeast corner of the south wing. This spalling appears to be caused by inadequate concrete cover for the reinforcing steel in some locations. In addition, the masonry walls are virtually free of any cracks including settlement cracks.

E. MECHANICAL SYSTEMS

The basic system building design is a two-pipe hot and chilled water (hydronic) system with floor mounted central air handlers, perimeter fan coil units and stairwell convectors. The system is manually changed from heating to cooling mode on a semi-annual basis.

The floor mounted central air handlers are installed two per floor and supply both recirculated air and outside air to the corridors and some rooms via duct work located above the suspended ceiling and using both ceiling and wall diffusers and registers. Three sizes of air handlers are installed. All air handlers are Marlo brand and, according to the manufacturer, they were manufactured in 1959. The first floor units are Marlo size F-7.7, F-10.0 and F-13.3, respectively for floors First, Second and Third. These sizes are rated at about 2700 to 3600, 4500 to 5400 and 6120 CFM respectively. The manufacturer has supplied copies of the drawings, including the ratings of these units. Return air is central return via the corridors and some ceiling plenum spaces. Outside air is drawn from the roof via multiple duct downcomers which connect directly to the air handlers. Exhaust air was intended to be taken from the corridors by roof-top exhaust fans; however, as discussed later in this report, these fans are currently inoperative. Exhaust air was also intended to be taken from toilet rooms and some other spaces by separate roof-top exhaust fans; however, as discussed later in this report, these fans are currently inoperative.

Main supply trunks are run from each air handler in the corridor suspended ceiling space to the ends of the corridor and to the central lobby on the first floor or to the same area on the other floors. Supply branches take off from the main trunk to the rooms on either side of the corridor. Supply is also provided to the lobby area from both of the first floor air handlers.

Heating and cooling of perimeter areas are provided by two pipe fan coil units controlled by wall thermostats. Some perimeter areas also receive air from the central air handlers.

The original auditorium was heated and cooled by a separate system containing two stage ceiling mounted air handlers with hydronic coils, outside air intake wall louvers, and roof-top exhaust fans. This system has been abandoned in-place with the conversion of the auditorium and stage space to be the Computer Room.

Return from perimeter rooms is via door grilles or open doors, to the corridor. Return from the corridors is via door grilles or transfer grilles from the corridor to the air handler fan room. Some inner core rooms return air to the air handler rooms via the ceiling plenum space, either by design or by default. Return air flow to the air handlers is via replaceable filters and has no dampers.

Supply diffusers are lay-in type ceiling diffusers and wall registers. The outside air supply ducts contain motor-operated dampers and intake air filters.

Central heating is provided to the two-pipe hydronic loop by two Kewanee brand natural gas fired horizontal tube hot water boilers located in the Boiler Room. The boilers were manufactured in 1972 and apparently were installed as part of the building renovation done about 1972. The boilers were originally oil fired and have been converted to natural gas firing in a re-work that was done in about 1987. The replacement Power Flame brand gas burners were manufactured in October, 1986. The boilers are rated at 750 and 3103 thousand British Thermal Units per hour (MBH) each. Burner control is by water thermostat ("Aquastat") control.

The boilers are vented through steel connectors to the masonry chimney. This same set of connectors and the chimney also vent the gas fired hot water heater. Boiler Room combustion air is provided through wall louvers.

Central chilled water is supplied to the two-pipe hydronic loop by a single Carrier brand open-drive centrifugal chiller located in the Chiller Room, which is adjacent to the Boiler Room. The chiller circulating water is cooled by a single natural and forced draft cooling tower which is located on the boiler room roof. The circulating water system is fitted with a chemical feed system but it is not currently functional and has been replaced by manual chemical additions. The chiller is rated 280 tons and 840 gallons per minute (GPM) both chilled water and circulating water. The chiller uses refrigerant R-113. Chiller control is provided by a Carrier brand control console. The chiller manufacture date is stated by Carrier to be 1979 or earlier, and it is estimated that it dates from the 1972 era remodeling.

The hydronic loop contains a single cyclone type air climinator, a single expansion tank and two circulating pumps. These items are located in the chiller room. The pumps are operated either singly or in parallel in response to system load.

The Computer Room is served by three Leibert brand direct expansion computer room air conditioners which are each served by a separate ground mounted condensing unit. Distribution and return is via the raised floor plenum and the room itself. The area of the Computer Room which was originally the auditorium stage, is now an equipment area and the uninterruptible power supply (UPS) battery room. This area receives supplemental cooling by a through-the-wall air conditioner and a wall exhaust fan.

The Lunch Room range hood is exhausted by a separate system which discharges just above grade at the front of the building.

The building uses all electric controls for the mechanical systems. The original pneumatic system has been disconnected and partially removed.

F. PLUMBING SYSTEMS

Water supply is from the public underground mains. Water distribution piping is galvanized steel except for local rework or additions which are copper. The domestic water system supplies drinking fountains, toilet rooms, service sinks, some special work areas, hose bibbs and wall hydrants, mechanical equipment make-up and the Lunch Room. General use hot domestic water is supplied by three residential storage type heaters located in the Boiler Room. Two of these are electric while the third is gas fired. The microfilm processing equipment is served by two separate residential electric storage hot water heaters located in a utility space adjacent to the Processing Room. The Lunch Room is served by a separate residential electric storage type hot water heater located in the rear storage and service area.

The current hot water installation replaces an older system which provided building hot water from a third boiler located in the Boiler Room which has long been abandoned in-place.

Sanitary drainage connects to the public sewer mains. Drain and vent piping is cast iron and galvanized steel.

Natural gas is supplied to the boilers and the gas hot water heater. Gas is supplied from the underground public utility mains.

There is a sump pit and pumping complex in the boiler room but its operability is uncertain and staff interviewed were not sure whether or not it is required.

G. FIRE PROTECTION SYSTEMS

The building is partially sprinkled for fire suppression. The sprinkled area is the portion of the first floor which is used for microfilm preparation and storage and for paper file storage. Supply is from the public water supply. The system is a wet pre-action system using heat detectors for the pre-action arming. Sprinkler heads are semi-recessed or exposed pendant type below the suspended ceiling, except for upright type where no suspended ceiling is installed.

Sprinkler piping is ungalvanized ("black") steel.

The existing sprinkler installation is a rework of a previous system of which a few parts have been abandoned in-place.

The Lunch Room range hood is fitted with a self-contained chemical fire suppression system.

The Computer Room is fitted with a Halon fire suppression system supplied from Halon tanks which are located inside the Computer Room.

H. ELECTRICAL SYSTEMS

The building has three separate electric services. Electric service and distribution was recently upgraded in 1990.

Mechanical equipment electric service is provided by one 480 volt, three phase service from a single 500 KVA ground mounted transformer. The 480 volt 1600 ampere rated service switchgear and distribution appear to date from the 1972 era remodeling.

Normal building service is supplied by a new system composed of a single 208 volt, three phase, 500 KVA ground mounted transformer and new 2000 ampere switchgear located in the electric Room below the front entrance stairs. This 208 volt switchgear supplies the corridor mounted panel board via three new sets of feeders. One set of feeders serve, respectively, the south, center and north set of panelboards. The upgrade also included the installation of additional surface mounted panelboards in the corridors to supply floor receptacle loads.

The upgrade of the electrical system also specified the removal of all power to the roof-top exhaust fans.

The Computer Room is supplied by a single 208 volt, three phase, 300 KVA ground mounted transformer.

The Computer Room is served by a single 350 KVA (kilovolt-ampere) diesel powered emergency generator. This generator is connected to supply the computers and the Computer Room air conditioners via three automatic transfer switches.

The building has a fire alarm system with manual pull station actuation and signaling devices throughout. The system is powered only by the building service.

Means of egress lighting is provided by wall mounted self-contained "battery pack" unitary lighting fixtures. Exit lighting is provided by incandescent lamped ceiling or wall mounted exit signs which are powered only from the building service. The exit signs have green lettering on white background.

I. SECURITY SYSTEM

The immediate building site is enclosed with an eight foot high chain link fence which has had the original barbed wire removed. The fence returns to the building on each side of the entry and the compound has a guard station at the gate on the rear of the site where vehicle and pedestrian access is controlled. On the front of the building, visitors and employees enter through the lobby where access is controlled by a guard station. The three exterior doors from the computer room are alarmed. The guard force is on duty 24 hours a day. There are no other security devices such as motion detectors or closed circuit television. There is one general illumination light mounted on each of the four surfaces of the building.

J. ENVIRONMENTAL ASSESSMENT

On August 30 and August 31, 1994, Custer Environmental, Inc. (CEI) conducted an environmental field investigation at the Defense Investigative Service (DIS) facility, located on Van Deman Street in the Fort Holabird Industrial Park, Baltimore, Maryland. The purpose of the investigation was to identify the presence of Asbestos Containing Materials (ACM), Lead Based Paint (LBP) and Polychlorinated Biphenyls (PCBs). The investigation was conducted by means of visual inspection and bulk sampling of various building materials.

The facility is constructed of concrete masonry units set within a concrete framing system. The interior of the building consists of a first and two (2) above ground levels. Suspended acoustical ceilings were identified in most areas throughout the building, with concrete decking located above the ceilings. No suspect asbestos fireproofing or other surfacing materials were observed on the decking or in other areas of the building.

An old auditorium and stage area located on the second floor have been converted into a Computer Room. This area contains a separate, dedicated condenser unit for use in cooling the computer equipment.

CEI was informed by Mr. Nelson Monroe, Work Leader of General Maintenance, that the removal of asbestos containing pipe and pipe fitting insulation had been performed in the Boiler Room several years ago. CEI did not identify the presence of suspect asbestos containing thermal insulation in the Boiler Room. Visual inspections determined the ACM had not been removed from the pipe tunnel which is accessed from the Boiler Room. Suspect asbestos containing pipe and pipe fitting insulation was found in this area, as well as along the perimeter of the building in the first and on the second floor where the perimeter fan coil units are located. CEI also identified two (2) pipes suspected of being insulated with ACM located above the suspended ceiling in the corridor outside of Room 123.

A crawlspace or pipe trench is located beneath the building. The crawlspace is accessed from an exterior door below the Computer Room and from several locations through the floor in the first. CEI observed two (2) different types of suspect asbestos containing pipe and pipe fitting insulation, as well as fibrous glass pipe insulation. Pipe and pipe fitting insulation debris was

identified throughout the crawlspace. From the floor access in Room 126 the ground in the crawlspace/pipe trench was found to be inundated with water.

SAMPLE DESCRIPTIONS

A total of twenty-eight (28) bulk samples were obtained of suspected ACM. Samples were collected from the interior of the facility and did not include roofing materials. Twenty-three (23) samples were collected of suspect LBP from the interior and exterior of the facility.

The inspection and bulk sampling were conducted by inspectors accredited by the Environmental Protection Agency (EPA) and the State of Maryland. (Certificates for these inspectors can be found in the Appendix). All bulk samples were obtained in accordance with the Environmental Protection Agency (EPA) Guidance for Controlling Asbestos-Containing Materials In Buildings. All bulk samples were analyzed by a laboratory which participates in EPA's bulk sample quality assurance program, and is accredited by the National Institute of Standards and Technology (NIST), the American Industrial Hygiene Association (AIHA), and the National Voluntary Laboratory Accreditation Program (NVLAP).

ASBESTOS

Bulk samples of suspect ACM were collected of boiler breaching, tank insulation, pipe and pipe fitting insulation, duct insulation, floor tile, and ceiling tile. ACM was identified in several areas of the building, and is in the form of vinyl floor tile and associated mastics, pipe and pipe fitting insulation, fire doors, and woven cloth HVAC vibration dampers.

Room 125, located on the First Floor houses the Boiler Room and Chiller Room. One (1) sample of boiler breaching insulation was collected from the north side boiler. Tank insulation was collected from the northwest corner of the water storage tank in the chiller room. Results of laboratory analysis indicate that no asbestiform minerals were observed in either sample. Black 9"x 9" vinyl floor tile was sampled from the Chiller Room. Laboratory analysis indicated the presence of one-to-five percent (1-5%) chrysotile asbestos in the floor tile.

An access to the pipe tunnel is located in the northeast corner of the Boiler Room. One (1) sample of pipe insulation and one (1) sample of pipe fitting insulation were collected from the pipe tunnel access. The samples were found to contain 55-60% and 50-55% total asbestos, respectively, by laboratory analysis.

Two (2) types of pipe insulation samples were collected from the crawlspace below the Computer Room, and included a magnesium block-type and a corrugated paper-type commonly referred to as aircell. Results of laboratory analysis indicated 50-55% total asbestos in the magnesium block-type insulation. five to ten (5-10%) total asbestos was found in the corrugated pipe insulation. One (1) sample of pipe fitting insulation was also collected from this area. Laboratory analysis indicated no asbestiform minerals observed in the pipe fitting insulation.

Pipe and pipe fitting insulation samples were also collected from the office spaces within the building. One (1) pipe insulation sample was collected from Room 101. Results of laboratory analysis indicated 50-55% total asbestos present in this sample. One (1) pipe fitting insulation sample was collected from Room 229. Total asbestos in this sample was determined to be 10-15%.

Duct insulation was identified in each of the AHU Rooms, as well as in the old stage area of the computer Room. Samples of the insulation were collected from Rooms 123, 113, 227 and 220 (the Computer Room). No asbestiform minerals were observed in the duct insulation samples.

White 2' x 2' lay-in ceiling tile was identified in corridors and office areas throughout the building. One (1) sample of this material was collected from the Room 113, and from the Second Floor corridor. One (1) sample of 2' x 2' white lay-in ceiling tile used as replacement tile was sampled from the Second Floor. Results of laboratory analysis indicated that no asbestiform minerals were observed in the 2' x 2' ceiling tile samples.

Two (2) types of 1' x 1' white acoustical ceiling tiles were identified in the facility. The tiles were differentiated by the size and pattern of the holes on the surfaces. One (1) sample was collected of the ceiling tile found in the kitchen in Room 103. This ceiling tile has a large hole type pattern with smaller pinholes. Two (2) samples of the 1' x 1' ceiling tile with a large hole pattern were collected. This tile was found in several locations above the lay-in ceiling tile and on the walls throughout the facility. Samples were collected from Rooms 107A and 321. No asbestiform minerals were detected in either type of 1' x 1' acoustical ceiling tile.

The ceiling in the Computer Room contains a suspended acoustical ceiling with white 2' x 4' lay-in ceiling tiles. One (1) sample of the ceiling tile was collected. Laboratory analysis indicated no asbestiform minerals were observed in the ceiling tile.

Green 9" x 9" vinyl floor tile is located throughout the first floor corridor and below the carpeting in the office areas of each floor. The green floor tile is also located below the raised floor in the Computer Room, but is not located in the old stage area. Two (2) samples were collected of the green tile and associated mastic. One (1) sample was collected in the first floor corridor and one (1) sample was collected from the Computer Room. Chrysotile asbestos was observed in the tile only in quantities of 1 - 5%. No asbestiform minerals were observed in the mastic. Light green and dark green 9" x 9" vinyl floor tiles were used as patch material in several areas. One (1) sample of each was obtained from the first floor corridor. No asbestiform minerals were observed in the light green tile sample. One to five percent (1-5% chrysotile asbestos was observed in the dark green tile. No asbestiform minerals were observed in the associated mastics.

Red 9" x 9" vinyl floor tile with a black border is presently located in the corridors of the Second and Third Floors. One (1) sample of each was collected from the second floor corridor. Results of laboratory analysis indicated that chrysotile asbestos was present in the black border tile in quantities of one to five percent (1-5%). No asbestiform minerals were observed in the red tile.

White 12" x 12" vinyl floor tile was sampled from Room 103. Results of laboratory analysis indicated the presence of one to five (1-5%) chrysolite asbestos only in the mastic associated with

the tile. No asbestiform minerals were observed in the white tile. This was the only location at the site where the white floor tile was observed. The tile appeared to have been placed over the 9" x 9" green vinyl floor tile.

Numerous firedoors were identified throughout the facility. since the building is presently occupied and the collection of samples would compromise the firedoor rating, samples were not collected. The manufacturer of the firedoors, Richards-Wilcox Manufacturing Company of Aurora, Illinois, was contacted regarding the content of the doors. Richards-Wilcox reported that the particular model, the Fyerward Door, does contain asbestos. Estimates for quantities of asbestos-containing firedoors are largely based on assumption, with the exception of the identified vault doors which bear the "Richards-Wilcox Mfg. Co. Fyerward Door" designation. Approximately 30 doors were identified at the site which may contain asbestos.

LEAD

Samples of paint were collected from wall surfaces, ceiling and floor surfaces, doors and trim, restroom stall dividers, and stairway railings.

The United States Department of Housing and Urban Development (HUD), and the State of Maryland, classify any paint containing 0.50% or greater lead by weight as lead based paint, and therefore, a lead hazard.

Yellow paint is the predominant paint identified throughout the facility. Three (3) samples of yellow paint were collected. One (1) sample was collected from the Boiler Room, one (1) from the structural column across from Room 123, and one (1) from Stairway #2. Yellow paint was also observed on the ceilings in the stairways. One (1) sample of yellow ceiling paint was collected from Stairway #1. Results of laboratory analysis indicate that the lead levels in these paint samples are less than 0.50% lead by weight.

Blue paint is presently on the walls of several office spaces on each floor. Paint chip samples were collected from Rooms 126 and 218. Lead levels were found to be less than 0.50% lead by weight.

Peach wall paint is present in Room 113. One (1) sample was collected. Results of laboratory analysis indicated <0.01% lead by weight.

The south wall of Room 126 is painted green. One (1) sample was collected from that wall. Results of laboratory analysis indicated 0.13% lead by weight.

The Janitors' closets are painted with orange paint. One (1) sample of the orange paint was collected from Room 119. Laboratory analysis indicated that the lead level in the orange paint is 4.23% lead by weight. This paint is considered a lead hazard.

The walls in the back area of Room 115 are bright yellow. One (1) sample was collected in this area. The result of laboratory analysis indicated 0.20% lead by weight.

Mr. Nelson Monroe reported to CEI that the light green paint found beneath most painted wall surfaces was the original paint used at the DIS facility. Two (2) samples of the light green wall paint were collected. One (1) sample was collected from Room 320 and one (1) from Stairway #1. While the sample collected from Stairway #1 was found to contain 0.18% lead by weight, the sample collected from Room 320 was found to contain 7.61% lead by weight. The light green wall paint should be considered a lead hazard.

One (1) green paint chip sample was collected from the door frame in Room 123. The result of laboratory analysis indicated the presence of 7.91% lead by weight in this sample. This green paint is considered a lead hazard.

White ceiling paint was observed in several locations. Two (2) samples were collected. One (1) sample was collected from Room 126 and one (1) from Room 113. Laboratory analysis indicated less than 0.50% lead by weight in these samples.

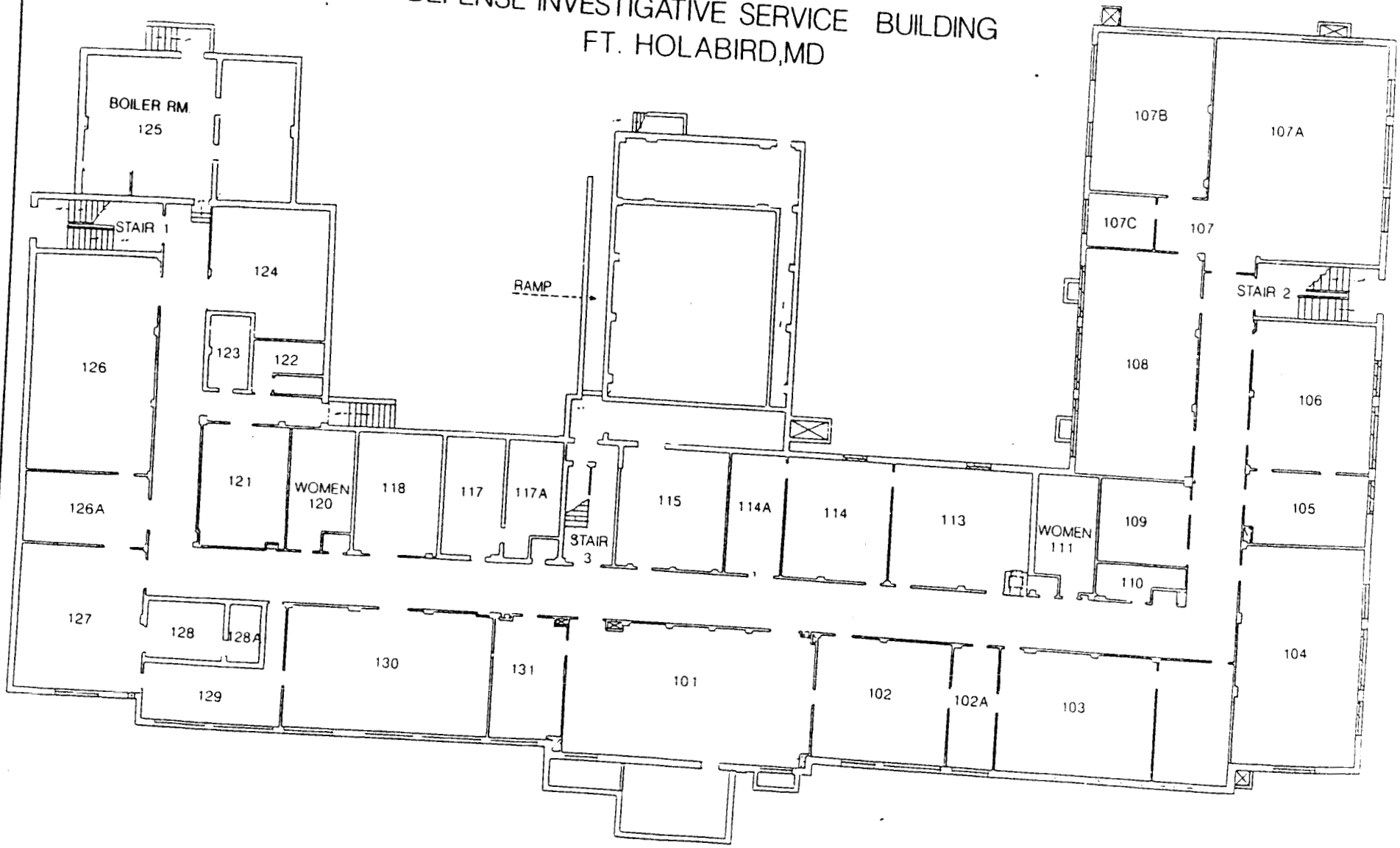
CEI identified gray paint on the floor of the Boiler Room, restrooms, and Janitors' closets. Three (3) samples of the gray were collected. One (1) sample was collected from the Boiler Room.

Two (2) samples were collected from Room 120 where two (2) layers of gray paint were detected. One (1) sample was collected of each layer. One (1) sample was also collected of gray paint from the stall dividers in Room 120. These samples were found to contain <0.50% lead by weight upon laboratory analysis. Gray paint was also observed on, and sampled from, the door in the Boiler Room. The result of laboratory analysis indicated 1.26% lead by weight present in this paint. The gray door paint on the Boiler Room is considered a lead hazard.

One (1) sample of black paint was collected from the hand rail in Stairway #1. The black paint was identified in each of the stairways. Laboratory analysis indicated 0.14% lead by weight in the black paint.

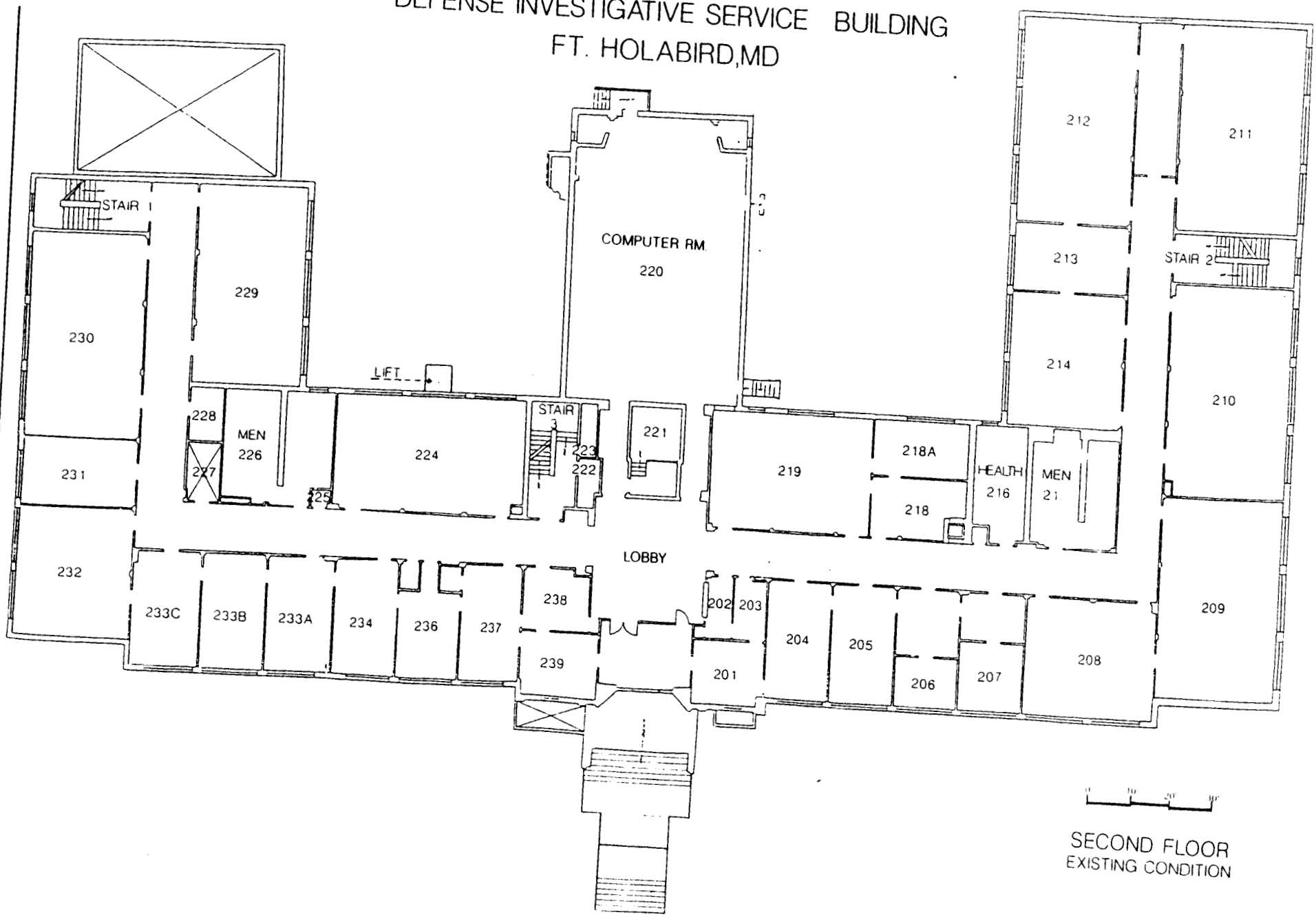
Two (2) paint samples were collected from the exterior of the facility. The exterior walls are finished in beige paint. This paint was found to contain 1.17% lead by weight and is therefore considered a lead hazard. One (1) sample was also collected of the white paint on the doors at the main entrance to the building. Laboratory analysis indicated 0.14% lead by weight present in this sample.

DEFENSE INVESTIGATIVE SERVICE BUILDING
FT. HOLABIRD,MD



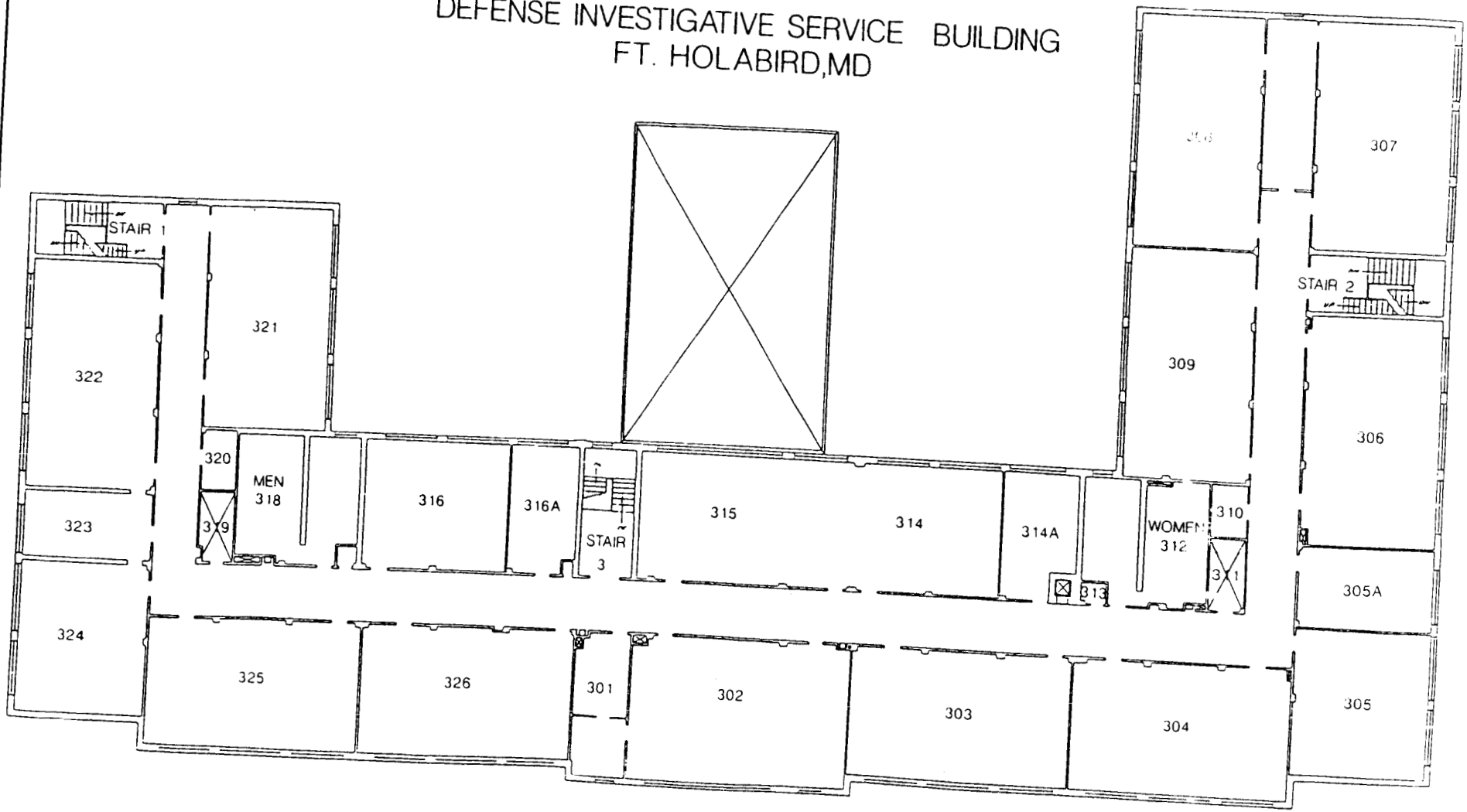
FIRST FLOOR
EXISTING CONDITION

DEFENSE INVESTIGATIVE SERVICE BUILDING
FT. HOLABIRD,MD



SECOND FLOOR
EXISTING CONDITION

DEFENSE INVESTIGATIVE SERVICE BUILDING
FT. HOLABIRD,MD



THIRD FLOOR
EXISTING CONDITION

Existing Conditions

IV. DEFICIENCIES

A. SITE

Some areas of the paving in the south parking area exhibit signs of distress, with pavement breaking up. Most of the paving in the south and west parking areas is quite worn. One area of the south parking lot consists of newer asphalt, but has no parking lines on it. There is no landscaping within the parking areas.

There is no curb and gutter or storm drainage within these parking lots.

There are no interior landscaping or buffer strips at streets.

There are no curbs and gutters provided at edges of lots.

There is no storm water drainage system.

There is no storm water management system for quality or quantity of run-off.

Handicapped spaces are provided in the west lot, but the number is insufficient to comply with current codes, and van handicapped spaces are not provided.

B. BUILDING

Many of the mortar joints in the exterior concrete masonry units are disintegrating, resulting in water seeping into the building structural system. There is some spalling of concrete on exterior beams which leaves the reinforcing bars exposed to the weather.

The excessively wide corridors create a very inefficient building and encourages the placement of furniture, equipment and file storage within the corridors.

A few of the original steel projected windows have never been replaced. Some of the windows that were replaced now have defective balancing systems and parts are no longer available for them.

The ceiling tile is stained in many locations from roof and wall leaks.

Interior door locks are deteriorating. There are no door closers.

Stair doors do not have latching hardware.

There are leaks at some window locations.

Some door openings have been sealed with plywood.

There is no Men's restroom on First Floor.

The building exterior has some staining where water has entered the walls and then seeped out.

Stairway doors and frames are not fire rated. Mechanical equipment is located in stairways.

Stairway railings are not in compliance with current N.F.P.A. Life Safety Codes. There are no guards and openings between railing members exceed 4".

There are 1-3/8" wood doors and wood frames at ends of corridors where a portion of the corridor was converted to office space.

There are no sprinklers in waste chute.

Most corridor doors have penetrations with louvers in the lower portion of the doors. Corridor doors and frames are not fire rated.

Stair from Computer Room has 4 risers, all with different heights (8", 9", 5" and 5½").

First floor ceiling low: 7'-4" in corridor; 7'-8" in offices. Some areas of first floor corridor have 6'-10" high ceilings; low ceilings require boxouts at all window locations, reducing the amount of natural light entering offices. Industry standard for office ceiling height is 8'-0" minimum.

The only accessible entry to the building is a wheelchair lift from the ground level to the second floor level. There is a ramp leading from grade down to the First Floor, which is too steep to meet current handicapped standards. The third floor is inaccessible. The only accessible toilets are on the second floor and are for women only. There are no accessible toilets for men.

Handicap Accessibility to all floors of Building is not provided.

Handicap Accessibility to all restrooms is not provided except at first floor Women's Room.

Door hardware does not meet ADA requirements.

Ramp into Computer Room does not meet ADA. There is no landing at top; ramp slope is too steep (1:8). The doorway along ramp has slanted transition.

Based on the space program provided to DIS by Peck, Peck and Associates Interior Design Group, Inc., the building is approximately 18,750 square feet short of the required program area.

The total area of the second floor exceeds that permitted by B.O.C.A. Code in buildings without sprinklers.

C. ROOFING

The roof slope is insufficient to generate a positive run-off.

An inspection of the roofing revealed the following:

Blisters: These are caused by water entering the system and, during the heat of the day, the moisture turning to vapor and trying to escape. These blisters usually start within the plies of the roof.

Bare Spots: This is a result of blistering. When the blister rises, the gravel surfacing falls away from this area. This condition exposes the asphalt and felts to accelerated deterioration from ultra-violet attack.

Alligatoring: This occurs when the asphalt has lost many of its oils and can no longer heal itself in the heat of the day. When the roof goes through a thermal cycle, cracks appear and then develop into larger cracks with subsequent cycles.

Blueberry Blisters: Small blisters that result from moisture in the system that erupts to the surface and the asphalt fails to heal itself because of its loss of oils over the years. The result is a small blister the size of a blueberry.

Dry Lap: This condition is the result of the asphalt being exposed to ultra-violet attack. As the asphalt oxidizes, the underlying felts become exposed and then dry-out due to the same conditions.

The main roof and lower roofs are suffering from all these conditions in one area or another. The worst and most prevalent problem is around the perimeter gutters. This problem is a result of the failings of the flashings.

Over 50% of the flashings have been coated with plastic roof cement and fabric. Of the remaining 50%, over one-third of the flashing is deteriorated from dry lap, granule loss or splitting at the change of plane. In other more isolated instances, repairs have been made and the flashing is not carried sufficiently far enough up, under the counterflashing. The second primary failing of this roof is the age and deterioration of these flashings. The life of the flashings has been extended because the counterflashings have been extended further down the flashings than normal. This protects the flashing from ultraviolet aging.

Water or moisture was present within 50% of the roof area, as determined by moisture tests. There was also evidence of ponding water, confirming the lack of positive run-off.

All gutters and downspouts are in poor condition and in at least one location, an aluminum section was spliced to a copper downspout, resulting in deterioration caused by galvanic action.

D. STRUCTURAL

Since 1954, building code requirements have undergone considerable changes. A wind analysis is now required for all buildings and portions thereof. In addition, even if seismic analysis does not govern the design, seismic detailing is required. Since existing structural drawings are not available and since no destructive testing was performed, it is impossible at this time to ascertain the degree of compliance with the present day codes. The structural elements of the building, however, do appear to have performed satisfactorily for the last 40 years.

Since no structural drawings are available, it is difficult to know the exact parameters which were used for the structural design. Since the structure was designed in the early 1950's and appears to have originally been designed as a school, educational or classroom facility; the following code requirements were probably used in the design:

1.	Roof Load	30 psf
2.	Classrooms (removable seats)	100 psf
3.	Corridors	100 psf
4.	Amphitheater	100 psf
5.	Stage	150 psf

Wind loads were probably neglected since this building contains a substantial amount of masonry walls which can resist the lateral loads and is less than 50 feet tall above ground.

Earthquake (seismic) loading was also probably neglected since the building is located in Zone 1 of the seismic probability map and is not over three (3) stories or thirty-five (35) feet in height above ground.

Live load reductions were permitted for members supporting 100 psf or less and were probably taken.

The ACI Building Code (ACI 318-51), in effect at that time, used Working Stress Design. Ultimate Strength Design was not permitted until 1963 (ACI 318-63). In general, the structural elements are probably conservatively designed based on present day codes, with the exception of seismic detailing.

E. MECHANICAL SYSTEMS

Overall mechanical system condition is good except for the roof-top exhaust fans which are apparently completely non-functioning. Ductwork inspected appears to be sound. Air handlers do not exhibit any excessive vibration or noise. Most air handlers are a safety hazard because

there is no protective shroud or screen over the fan drive belt and pulleys. Fan coils inspected are in generally good condition.

None of the roof-top exhaust fans appear to be functioning. This is a major deficiency.

The hydronic piping appears to be in good condition; however, we received reports that there are frequent leaks in the hydronic piping. No evidence of chronic piping leakage was seen. With proper water treatment and de-aeration, the steel piping should last 60 years or more. We were told by the site staff that some or all of the piping was recently replaced but it is not clear if this was in the 1972 or 1987 renovation.

The boilers are in fair to good condition and are being maintained with the normal type cleaning and repair. There are no reports or evidence of chronic boiler problems.

The chiller is in fair to good condition but apparently is a maintenance problem. A recent partial overhaul was needed to replace the centrifugal compressor impeller. At that time, some leaks were also repaired. The chiller uses refrigerant R-113, which is a chloro-fluorocarbon (CFC) refrigerant which is being phased out of production. The status of R-113 type chillers is not currently a resolved issue. There is no currently available non-CFC replacement refrigerant for R-113. Since R-113 represents a small share of the refrigerant market, it is likely that there is insufficient economic incentive for the industry to develop an R-113 replacement. At this time, the planned action to resolve the problem when R-113 is no longer available is to replace the chiller.

The cooling tower is in fair condition. It shows no signs of structural weakness but does have significant droplet discharge. It is considered serviceable for at least 10 more years with normal maintenance.

As previously noted, the system design uses the corridors as return air plenums which is a Code violation under current Codes. The systems appear to be readily convertible to a ceiling plenum return system. All construction is non-combustible. Some wiring may need to be replaced with plenum rated cable. Openings or transfer ducts need to be provided to communicate the plenum spaces with the air handler rooms.

In addition to the above items, there is also inadequate ventilation and outside air throughout the building which also lacks an overall means of exhaust. The Computer Room itself also has inadequate outside air and exhaust.

Detailed room by room heat loss and gain and ventilation calculations were not performed as a part of this study, but it is apparent that some rooms clearly violate Code requirements for ventilation and outside fresh air and others are suspected of being in violation. Some interior rooms in the first floor have no mechanical ventilation at all. It is estimated that the first floor window areas would not meet Code requirements for natural ventilation.

The roof-top exhaust fans are apparently completely inoperable, either because they have all failed, or because they were completely disconnected in the 1990 electrical upgrade, or both. As a result, there is no mechanical exhaust of the corridors, toilet rooms or other spaces.

The building corridors serve as return air plenums. This is not allowed by current building Codes which prohibit the use of exit access corridors as plenums.

F. PLUMBING SYSTEMS

Drain and vent systems appear to be in good condition and no reports or evidence of chronic plumbing drain leakage were found. Periodic plumbing back-ups have occurred which have required rodding of the sewer from the street side or the building side. The main lateral has a cleanout in the Lunch Room floor which has been used.

There are reports of poor water pressure and colored water supply. Faucets inspected did not exhibit any major problem. Both of these problems are indicative of the beginning of failure of the galvanized steel water supply piping. The failure of the galvanizing leads to corrosion of the steel causing colorization of the water and the production of corrosion product build-up which clogs the piping and causes excessive pressure drop. The age of the water piping could not be determined. If it dates from the original 1954 construction, it could be at the end of its useful life. If it dates from 1972, its failure at this date is considered to be premature, but not impossible.

The installation of the three hot water heaters in the Boiler Room is not in accordance with good practice. The three heaters are piped in parallel but the piping lengths and arrangement do not provide for equal flow through all three heaters. While valves are installed which could be used for adjustment of the flow, there are no flow meters installed to allow easy balance of the flow. The result of unequal flow to the three heaters normally results in one of the heaters providing essentially all of the hot water supply while the others are not used. As a result, the combined capacity and recovery rate is not the arithmetic sum of the individual capacities and recovery rates.

The two hot water heaters serving the microfilm equipment are similarly piped in parallel without due care in balancing the piping complex, although the situation is less severe than in the Boiler Room.

It is not clear that the potable water system is protected against backflow from the black steel pipe fire suppression sprinkler piping which could be needed depending on the potential for backflow.

The Boiler Room sump pit and pumping complex appear to be in poor condition and may not be operable.

The hot water heater for the Lunch Room does not meet Code requirements for food service use since it is not National Sanitation Foundation (NSF) certified.

It is not clear that the hand-washing facilities of the Lunch Room meet the requirements of most Health Departments for adjacency to food preparation areas (generally taken to mean no more than 20 feet).

There is no grease trap in the Lunch Room but one may be needed depending on the type of operations performed. That is, it is needed if "grease bearing waste" is discharged, which is believed to be the case.

Handicapped accessible plumbing fixtures and fittings will be required to meet ADA.

There is no special treatment of the discharge from the microfilm process equipment. This may be required, depending on the nature and quantities discharged and on the features of the process equipment.

G. FIRE PROTECTION SYSTEM

The limited fire protection systems appear to be in good to very good condition. The sprinkler system which covers only the first floor, has been recently upgraded. It is not, however, in accordance with current Government (Corps of Engineers) design requirements (MIL-HDBK-1008B) which would require sprinkling of the entire building since the building contains "electronic equipment installations." The Halon system for the Computer Room is relatively new and operates in a clean environment. The Halon Fire Suppression, however, is no longer permitted by Federal Regulations.

The sprinkler piping is not separated from the domestic water piping by a double check valve or reduced pressure principle backflow preventor which is required by existing Environmental Protection Agency (EPA) and is now required by the applicable B.O.C.A. Codes.

H. ELECTRICAL SYSTEMS

Since the electrical system was upgraded in 1990, it is in good to very good condition. The installation of the panelboards in the corridors is functional, but not attractive. The 1972 era 480 volt switchgear located in the Chiller Room is in fair to good condition, and is not known to present any problem.

There does not appear to be any isolated ground system installed in the existing system. The use of isolated ground circuits for desktop computer installations is desirable and can be necessary in some cases if ground noise is a problem. The drawings for the electric upgrade performed in 1990 require the installation of ground wires in addition to the electric metallic tubing conduit ground for the three sets of feeders, but they do not specify that this ground wire be insulated so it may not be usable as the isolated ground conductor. The branch wiring installed in the

upgrade does not call for isolated ground receptacles or wiring.

The electric upgrade performed in 1990 did not install oversize neutral conductors for either the three feeders or for branch circuits. Over-sizing of neutrals supplying electronic switching loads, such as the power supplies in desktop computers, is needed to safely carry the harmonic currents in the neutral.

Wiring inspected appears to be in good condition.

As we understand the arrangement of the electrical service, the building violates the Code requirement that a building be supplied by only one service [National Electrical Code (NFC) Section 230-2]. In the case of the building needing both 120/208 volt service and 480 volt service, this would be permitted under the Code exception that allows more than one service if different voltages are required (Exception No. 6 to NFC Section 230-2). However, the building does not have the Code required plaque or directory at each service denoting the location of the other services.

Further, the additional 120/208 volt service for the Computer Room is a clear violation of the Code since the Computer Room cannot be considered a separate "building".

Means of egress lighting provided by the wall mounted unitary fixtures is in accordance with Code, provided that the fixtures are powered by the corridor lighting circuit and provided that they are sufficient in quantity and properly located so as to provide one foot-candle of illumination in the egress. Neither of these two items could be determined from the visual inspection made, but we estimate that the lighting intensity will be below the required levels in some locations.

The exit lighting does not meet current Code because it has green, not red lettering, and because it has no source of emergency power.

Some of the fire alarm pull stations are in violation of Code because they are more than five feet from the exit. The fire alarm system does not have an emergency power supply. Since the building is now considered to be Business Use Occupancy and is not "high rise," it does not require a fire alarm system under B.O.C.A. Codes, but it does require a fire evacuation alarm system under the Corps of Engineers requirements in MIL-HDBK-1008B. Further, any installed system must meet Code.

I. SECURITY

The security system does not have the benefit of closed circuit television surveillance, cipher locks, card access locks or motion detectors. If the Front Desk or the Guard House is momentarily left unattended, an intruder could easily gain access to the building. Someone with a ladder could also enter the building through the Second Floor windows. The general illumination of the area around the perimeter of the building is inadequate.

V. RECOMMENDATIONS

A. SITE

Pavement should be repaired in area where pot holes or distress is apparent, and parking lot should be repaved with a 1-1/2" surface course.

Landscaping strips 10' wide adjacent to public roads should be installed.

Interior landscaping for 5% of the interior of the parking lots should be installed with curbed islands and planted shade trees.

Handicapped spaces and van handicapped spaces should be installed in the proper numbers required.

Curb and gutter should be provided at edges of the lots.

Storm drainage and storm water management for quality and quantity control should be installed.

B. BUILDING

Due to the water seepage through the exterior walls, the disintegration of the mortar joints, the spalled concrete on the beams and the lead paint, exterior wall surfaces should be covered with an exterior insulation finish system. This will protect the masonry and the concrete from further deterioration and will provide energy conservation while encapsulating the lead paint.

An elevator should be added to serve all three floors to comply with ADA requirements.

All other ADA requirements should be met including:

a. All toilet rooms should be fully accessible.
b. A fully accessible route should be provided.
c. Accessible drinking fountains should be provided.

All corridor doors and hardware should be replaced.

All stairway doors frames and hardware should be replaced with U.L. rated components.

All stair railings should be replaced and guardrails should be added to meet current building codes.

All windows should be replaced to assure tight seals and proper functioning hardware.

Approximately 25% of the ceiling tile, which is stained, damaged or missing, should be replaced.

The addition of a full sprinkler system as recommended under the plumbing (sprinkler) section will allow compliance with maximum areas permitted under the B.O.C.A. code.

The replacement of masonry walls that are removed due to demolition required for plumbing replacement and asbestos removal.

The replacement of floor covering where floor tile containing asbestos has been removed.

An addition of approximately 18,750 square feet is required to meet the program requirements.

C. ROOFING

The existing roofing has reached the end of its serviceable life. The deteriorated state of the flashing and the membrane determine that only a tear-off and re-roof be considered, rather than attempting another patch job. All flashing, gravel stops, gutters and downspouts should also be replaced. In addition, water or moisture trapped within the systems would continue to undermine the roof if only repair work is attempted. There is one low slope roofing systems which is appropriate to consider for the re-roofing. This system is based on a tear-off of the existing system down to the structural concrete deck, adding insulation and applying a new roofing system.

The system is:

Deck Concrete
Tapered Polyisocyanurate Insulation with Fiberglass or Perlite top layer
4 ply fiberglass BUR
4 pounds of pea gravel per square foot.

This system uses tapered insulation to maintain positive drainage. The polyisocyanurate insulation which is tapered offers the most cost efficient tapering board. The second layer of insulation provides a better substrate for the felts and reduces thermal shock on the membrane. A four ply BUR roof has one of the longest performance histories in the industry. The gravel surface provides a Class A surface burning characteristic.

The advantages of this type membrane are:

- Tapered insulation enhances drainage.
- Multiple ply construction.
- Extended proven performance.
- No fasteners.
- 20 year warranty.

D. STRUCTURAL

Structurally, the spalled and loose concrete on some of the exterior concrete beams should be removed to sound material. The reinforcing steel should be examined for any damage and if found sound, the exposed reinforcing shall be painted with an epoxy based paint. The areas of spalled concrete should then be replaced with an epoxy based material and painted to match the existing building.

E. MECHANICAL SYSTEMS

The chiller should be made a planned replacement item. This work would be done as a part of a major renovation. This will solve the R-113 refrigerant problem and provide higher chiller reliability.

The cooling tower should be refurbished or replaced. The cost estimate is based on replacement.

The exhaust fans should all be restored to operability.

The system should be converted to a variable air volume (VAV) system with VAV boxes and a ceiling plenum return system. Conversion to a VAV System should be done by replacing the air handlers with VAV optimized air handlers, although the existing air handlers could be converted to VAV service as an alternative. Ventilation should be provided to all spaces in proper quantities.

Outside air and exhaust must be provided to the Computer Room.

F. PLUMBING SYSTEMS

The abandoned hot water boiler should be removed and the space should be used for the installation of new commercial gas fired hot water heaters.

The domestic cold and hot water system should be replaced with new copper piping.

The Lunch Room hot water heater should be replaced with an NSF certified unit of proper size. The Lunch Room should be fitted with a grease trap. The Lunch Room should be provided with proper hand washing facilities close to all food handling areas.

The microfilm process hot water heaters should be replaced or re-piped for balance flow. The microfilm process discharge should be treated as needed.

The Boiler Room sump pump system should be overhauled or replaced.

G. FIRE PROTECTION SYSTEMS

The building should be fully sprinkled with a wet sprinkler system. The pre-action system for the files rooms may be retained if considered necessary for added protection against water damage. Backflow protection of domestic water supply from the sprinkler piping should be provided.

The Halon system in the Computer Room should be replaced with a wet sprinkler system with pre-action protection and power shut-down interlock.

H. ELECTRICAL SYSTEMS

The fire alarm system should be replaced with a system which meets current Code requirements.

The power distribution system should be redesigned and upgraded to support the planned automatic data processing (ADP) upgrade scheduled to be done in the building. This will require the installation of oversized neutrals, isolated ground circuits, additional circuit breaker panelboards and potentially increased power.

The current building has about 75,000 square feet of occupiable space, of which, about 20 percent is estimated to not be usable as offices.

The existing 120/208 volt services and potentially the 480 volt service, should be interlocked with shunt trip devices on the main disconnects to permit tripping all building power from a single location. Alternatively, a revised service entrance design should be installed which conforms to the Code restriction on the number of services allowed in a building.

I. SECURITY SYSTEMS

A closed circuit television system should be added to afford the guards an unobstructed view of all entries and all exterior sides of the building and at strategic points on the inside of the building. Cipher locks or card access locks should be provided where appropriate to control access. Additional lighting of the grounds to eliminate shadows should also be provided.

J. ENVIRONMENTAL

The U.S. Environmental Protection Agency (EPA), as well as local authorities stipulate that asbestos containing materials which may and/or will be disturbed during renovations/demolition must be removed. The Federal and state regulatory agencies regulate the abatement of friable materials containing greater than one percent (>1%) asbestos. Non-friable ACM is also regulated

when renovation/demolition will cause the material to become friable. Any removal and/or abatement of ACM should be conducted by a licensed, qualified, and reputable asbestos abatement contractor.

The pipe and pipe fitting insulation found along the perimeter of the facility at the fan coil units, and throughout the crawlspace, should be removed prior to the initiation of any renovations which would disturb these areas. The floor of the crawlspace should also be decontaminated of asbestos debris.

Asbestos containing floor tile which is in good condition may be covered with non-asbestos containing flooring material or removed. However, to avoid any potential future hazard, we are recommending removal. Any asbestos containing floor tile which will be removed should be done so by an asbestos abatement contractor.

Maryland Department of the Environment (MDE) regulates the abatement of LBP. Regulations prohibit the sanding or scraping of dry LBP without the use of High Efficiency Particulate Air (HEPA) filter equipped devices. Burning of LBP is also prohibited.

Several options exist when dealing with LBP. Replacement is the easiest way to remove a lead hazard on doors, door frames, trim, and temporary walls and fixtures. Encapsulation utilizing an approved method can be used to contain the lead hazard on most other surfaces. Abatement diminishes the lead hazard by removing most of the LBP. Any abatement of lead based paint should be performed by a licensed, qualified, and reputable lead abatement contractor.

CEI recommends the replacement of doors, as well as any other material containing LBP which could easily be removed and replaced. For this material, a Toxicity Characteristic Leaching Procedure (TCLP) test should be performed to determine whether the material requires disposal as a hazardous waste.

Paint-on encapsulants are not specifically allowed under Maryland regulations, but are reviewed by the MDE on a case-by-case basis. This procedure would be preferred for the encapsulation of the wall paint throughout the interior of the facility. Since most leaded paints are applied to porous masonry block, the removal of the paint will be time consuming and cost prohibitive. We recommend that these paints be encapsulated in place with a durable non-lead paint. In the event that a paint-on encapsulant which could be approved by MDE is not found, an alternative method of encapsulation is recommended.

Encapsulation can be accomplished utilizing sheet rock, vinyl coverings, wood paneling, and/or tile. All seams must be caulked or sealed. Prior to encapsulation, loose paint should be wetted and scraped away.

Removal is also an option for all LBP surfaces. There are several acceptable abatement methods for removal of LBP. These include utilizing heat guns, non-flammable chemical or caustic strippers, HEPA sanders, or wet scraping. These methods are not practical for removal on concrete masonry units due to their deep porous nature. CEI recommends removal in areas where alternative response actions are not acceptable.

Additional abatement methods exist for the removal of LBP from exterior areas. These include the use of vacuum blasting and water blasting. As with all other lead paint abatement, a licensed, qualified, and reputable lead abatement contractor should perform all removal.

Random inspections indicated that nearly all (greater than 95%) of the fluorescent lighting fixtures in the building do not contain PCB fluids. Inspection also indicated that the Baltimore Gas and Electric (BG&E) transformers located behind the building are classified as non-PCB containing. Although access was not afforded, the ballasts in the lighting fixtures located in the "cage" area of the first floor should be assumed to contain PCB's until testing can demonstrate otherwise. Approximately 100 lights may contain PCB's in their ballasts.

RECOMMENDATION SUMMARY

SITE
- Repair Pavement
- Provide Landscaping
- Provide Handicapped Space
- Provide Curb and Gutter
- Provide Stormwater Quality and Quantity Control

ARCHITECTURAL
- Seal Exterior Walls
- Add Elevator
- Replace Doors and Hardware
- Replace Stair Railings
- Replace Windows
- Replace Some Ceiling Tile
- Replace Masonry Walls at Repairs
- Replace Floor Coverings at Asbestos Removal

ROOFING
- Replace Roof
- Replace Flashing
- Replace Gravel Stops
- Remove Inoperative Equipment

STRUCTURAL
- Patch Spalling Concrete

MECHANICAL
- Replace Chiller
- Replace Cooling Tower
- Provide Exhaust and Outside Air
- Convert System to VAV
- Provide Ventilation to All Spaces

PLUMBING
- Provide Gas Water Heater
- Provide New Copper Domestic Water System
- NSF Water Heater
- Repipe Microfilm Water
- Replace Boiler Room Sump Pump

FIRE PROTECTION SYSTEM
- Full Sprinkler System
- Replace Halon with Wet System

ELECTRICAL
- New Fire Alarm System
- Upgrade Power Distribution
- Revise Service Entrance

ENVIRONMENTAL
- Remove Asbestos Debris in Pipe Tunnel and Crawlspace
- Remove Asbestos Floor Tile
- Remove Asbestos Pipe Insulation
- Decontaminate Pipe Tunnel and Crawlspace
- Encapsulate Exterior Lead Paint

VI. SUMMARY

Many areas of concern have been identified and recommendations have been made for correction of those items in Parts IV and V of this report. Many of the items are building code violations and should be corrected in order to create a safe, accessible, healthy working environment. These would include the addition of a sprinkler system, U.L. rated fire doors, appropriate fresh air and exhaust systems, provisions for handicapped, removal or encapsulment of contaminants such as asbestos and lead paint where required, as well as site improvements.

Other problems noted are more in the nature of maintenance to prevent additional deterioration, such as roofing, windows, exterior wall surfaces, plumbing, etc.

Security is another factor which is outmoded and does not take advantage of the many technical and scientific devices that are currently available.

The recommended corrections could be made over a period of time, but we feel the most expeditious manner to proceed would be to vacate the building completely to allow a general contractor to complete all work in an orderly fashion.

The recommendations in Section V are based on a proposed major renovation project which, if done, would not be completed for several years. Several of the deficiencies discovered in the building should be corrected in the near term if the building is to remain occupied. These items are discussed below.

The recommendations for mechanical systems are required to provide Code required levels of ventilation and outside air. These changes should significantly improve the reported problems with poor indoor air quality:

The exhaust fans should all be restored to operability. This will require restoring the disconnected electric supply to the fans and repairing or replacing the fans. Only those fans serving the general building corridors, toilet rooms, or other enclosed spaces need be restored. Any that previously served special use spaces which are no longer used for such purposed need not be included.

Ventilation should be provided to all spaces. This principally will require providing ducted supply to those rooms which currently have none, principally interior rooms on the first floor.

Outside air and exhaust should be provided to the Computer Room.

The following recommendations for the plumbing systems are required to meet Code and Health Department regulation requirements in the Lunch Room food service area:

The Lunch Room hot water heater should be replaced with an NSF certified unit of proper size.

The Lunch Room should be fitted with a grease trap.

The Lunch Room should be provided with proper hand washing facilities close to all food handling areas.

Summary:

VII. COST ESTIMATE

A. INTRODUCTION

After determining the deficiencies and developing the recommendations, a cost estimate was prepared for the modifications indicated in the Recommendations Section of this report. A second estimate was also prepared for the construction of a new building on a government owned site.

The estimate was prepared using unit costs from various sources, such as "R.S. Means Cost Estimating Data," M-CASES Gold and cost breakdowns from similar type projects recently constructed. Additional mark-ups and contingencies have been added to the estimate in accordance with Corps of Engineers' Standards. The quantities used were estimated roughly from the existing plans and from the recommendations. The estimate for the removal of hazardous materials was provided by Custer Environmental based on their vast experience with this type of work. The relocation costs and moving costs were provided by the Fred Ezra Company who specialize in commercial real estate. They advised that because of the short-term lease, the lease cost would be higher than what could be negotiated with a long-term lease. It was recommended that $18.50 per square foot be used.

The estimated costs for demolition and renovation of the existing building are based on the following premise:

> The entire building will be renovated as a single project and the building will be completely unoccupied during the demolition and renovation work.

No costs were added for provisions for keeping the mainframe computer in continuous operation during the moves in and out of the building. It is anticipated that the mainframe computers are being phased out and may no longer be in use in two and a half to three years when the moves would be anticipated. If this is not the case, additional cost would have to be added to the estimate.

COST COMPARISON

The total cost for renovation and adding to the existing building is $11,240,078. The total cost for the construction of a new building of the same total square footage is $11,955,452. The difference between the two options explored is only $715,374.

With a difference so small, we would strongly recommend the new building option because even after spending over 11 million dollars on the renovation, you still would have a 40 year old building. Additionally, some of the deficiencies of the existing building cannot feasibly be corrected through renovation such as the low ceilings on the first floor and inefficient very wide corridors throughout.

Other options could be explored such as a long term lease of an existing building or a long term built to suit lease arrangement which is common in today's market; but these are outside the scope of this study.

B. ESTIMATED COST FOR RENOVATED BUILDING

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 1 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify)

Drawing No.: SUMMARY SHEET - RENOVATION

Estimator: DON PORTER

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	QUANTITY Unit Meas.	LABOR Per Unit	LABOR Total	MATERIAL Per Unit	MATERIAL Total	Total Cost
PROJECT SUMMARY SHEET:							
ARCHITECTURAL/STRUCTURAL				$611,037		$469,700	$1,080,737
HAZARDOUS MATERIALS				$593,057		$146,313	$739,370
MECHANICAL/ELECTRICAL				$1,143,565		$799,338	$1,942,903
SITE WORK				$193,205		$155,755	$348,960
SUB-TOTAL				$2,540,864		$1,571,106	$4,111,970
GENERAL CONTR. MARKUPS:							
OVERHEAD	10%			$254,086		$157,111	$411,197
PROFIT	10%			$279,495		$172,822	$452,317
BOND	3%			$76,861		$47,526	$124,387
CONSTRUCTION CONTIGENCY	5%			$157,565		$97,429	$254,994
SUB-TOTAL				$3,308,872		$2,045,992	$5,354,864
DESIGN CONTINGENCY	15%						$803,230
ESCALATION (4% PER YEAR)	12%						$738,971
TOTAL CONSTRUCTION COST							$6,897,064
ADDITIONAL COSTS							
RELOCATION COST	1	YR @ $18.50 SF x 81,000 =				$1,498,500	$1,498,500
DESIGN FEES FOR PROJECT	7%						$482,795
MOVING EXPENSES	81,000	SF	2 MOVES @ $1.75 =		$3.50	$283,500.00	$283,500
TOTAL PROJECT COST							$9,161,859

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renovation

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 2 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify) _____

Drawing No.: ARCHITECTURAL/STRUCTURAL

Estimator: DON PORTER

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	QUANTITY Unit Meas.	LABOR Per Unit	LABOR Total	MATERIAL Per Unit	MATERIAL Total	Total Cost
ROOF REPLACEMENT:							
REMOVE EXIST. B.U.R.	30,000	SF	1.50	45,000			45,000
REMOVE EXIST. FANS	1	L.S.	15,000	15,000			15,000
REPLACE DECK AT FANS	1	L.S.	7,000.00	7,000	5,000.00	5,000	12,000
NEW B.U.R. W/ INSULATION	30,000	SF	2.00	60,000	3.50	105,000	165,000
NEW FLASHINGS	30,000	SF	1.00	30,000	1.00	30,000	60,000
NEW DOWNSPOUTS	1,000	LF	1.50	1,500	1.40	1,400	2,900
NEW EXTERIOR FINISH:							
CLEAN & REPAIR EXIST. EXTERIOR	36,000	SF	1.00	36,000	0.50	18,000	54,000
REPAIR STRUCTURAL BEAMS	1	LS	5,000.00	5,000	500.00	500	5,500
NEW EXTERIOR INSUL. FINISH SYSTEM	36,000	SF	3.00	108,000	1.50	54,000	162,000
ELEVATOR ADDITION:							
NEW BUILDING ADDITION STRUCTURE	500	SF	55.00	27,500	45.00	22,500	50,000
INTERIOR FINISHES	500	SF	25.00	12,500	20.00	10,000	22,500
MODIFY EXISTING BUILDING	500	SF	25.00	12,500	20.00	10,000	22,500
NEW 4 STOP ELEVATOR	1	EA	37,700	37,700	55,000	55,000	92,700
UPGRADE TOILET ROOMS:							
MODIFY 2 STALLS FOR NEW H.C. STALL	6	RM	250.00	1,500	750.00	4,500	6,000
MODIFY TOILET ACCESSORIES FOR H.C.	7	RM	200.00	1,400	100.00	700	2,100
SEE PLUMBING FOR FIXTURE MODIFICATIONS							
UPGRADE CORRIDOR DOORS & HARDWARE:							
REMOVE EXISTING DOORS	130	EA	10.00	1,300			1,300
NEW SOLID CORE WOOD DOORS	130	EA	35.00	4,550	145.00	18,850	23,400
NEW H.C. ACCESSIBLE HARDWARE	130	EA	25.00	3,250	100.00	13,000	16,250
MISCELLANEOUS REPAIRS & UPGRADES:							
REPLACE DAMAGED CEILING TILES	19,000	SF	1.75	33,250	1.25	23,750	57,000
REPLACE EXISTING STAIR RAILINGS	3	EA	5,000	15,000	10,000	30,000	45,000
REPLACE EXIST. WINDOWS	150	EA	180.00	27,000	450.00	67,500	94,500
Total				484,950		469,700	954,650
Tax	N/A						
Insurance	26%			126,087			126,087
Subcontractor Markup	N/A						
TOTAL THIS SHEET				611,037		469,700	$1,080,737

ENG FORM 150
1-Aug-59

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 3 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify)

Drawing No.: HAZARDOUS MATERIALS

Estimator: DON PORTER

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	QUANTITY Unit Meas.	LABOR Per Unit	LABOR Total	MATERIAL Per Unit	MATERIAL Total	Total Cost
REMOVE VINYL ASBESTOS TILE	65,500	SF					
REMOVE EXIST. CARPET OVER V.A.T.	61,500	SF	0.10	6,150			6,150
REMOVE EXIST. V.A.T. & MASTIC	65,500	SF	2.25	147,375			147,375
NEW CARPETING	6,850	SY	3.85	26,373	16.00	109,600	135,973
NEW VINYL COMPOSITION TILE	4,000	SF	0.55	2,200	0.80	3,200	5,400
REMOVE ASBESTOS CONTAINING PIPE INSULATION (INTERIOR)	2,230	LF	15.00	33,450			33,450
REMOVE ASBESTOS CONTAINING PIPE JOINT INSULATION (INTERIOR)	1,000	EA	15.00	15,000			15,000
REMOVE ASBESTOS CONTAINING PIPE INSULATION (EXTERIOR)	5,500	LF	20.00	110,000			110,000
REMOVE ASBESTOS CONTAINING PIPE JOINT INSULATION (EXTERIOR)	450	EA	20.00	9,000			9,000
REMOVE ASBESTOS CONTAINING DEBRIS	9,625	SF	15.00	144,375			144,375
REBUILD MASONRY CHASE WALL	3,740	SF	4.10	15,334	4.95	18,513	33,847
REMOVE ASBESTOS CONTAINING FIRE DOORS	30	EA	45.00	1,350			1,350
NEW FIRE DOOR	30	EA	40.00	1,200	250.00	7,500	8,700
NEW H.C. ACCESSIBLE HARDWARE	30	EA	30.00	900	250.00	7,500	8,400
REMOVE CLOTH VIBRATION DAMPER	18	EA	75.00	1,350			1,350
ASBESTOS AIR MONITORING	1	L.S.	75,000.00	75,000			75,000
REMOVE & DISPOSE OF PCB BALLASTS	100	EA	40.00	4,000			4,000
(NEW LIGHTING INCLUDED W/ ELECT.)							
Total				593,057		146,313	739,370
Tax	N/A						
Insurance	N/A						
Subcontractor Markup	N/A						
TOTAL THIS SHEET				593,057		146,313	$739,370

ENG FORM 150
1-Aug-59

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 4 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify)

Drawing No.: MECHANICAL WORK

Estimator: DON FORTER

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	Unit Meas	LABOR Per Unit	LABOR Total	MATERIAL Per Unit	MATERIAL Total	Total Cost
PLUMBING:							
FIXTURE DEMOLITION	1	L.S.	2,597.00	2,597			2,597
BOILER DEMOLITION	1	EA	315.00	315			315
PIPE DEMOLITION	1	L.S.	2,931.00	2,931			2,931
MISC. PLUMBING DEMOLITION	1	L.S.	9,037.00	9,037			9,037
NEW LOW RISE OFFICE PLUMB. PIPING	75,000	SF	0.73	54,750	0.73	54,750	109,500
NEW PLUMBING FIXTURES	1	L.S.	42,461.00	42,461	44,208.00	44,208	86,669
FIRE PROTECTION:							
WET SPRINKLER, ONE FLOOR	25,000	SF	1.00	25,000	0.49	12,250	37,250
WET SPRINKLER, ADDITIONAL FLOORS	50,000	SF	0.90	45,000	0.31	15,500	60,500
MECHANICAL:							
MECHANICAL DUCTWORK DEMOLITION	1	L.S.	8,580	8,580			8,580
MECHANICAL EQUIPMENT DEMOLITION	1	L.S.	116,310	116,310			116,310
MECHANICAL PIPING DEMOLITION	1	L.S.	19,103	19,103			19,103
MISC. MECHANICAL DEMOLITION	1	L.S.	26,250	26,250			26,250
NEW LOW RISE OFFICE HVAC, MISC.	75,000	SF	0.72	54,000	0.72	54,000	108,000
NEW GAS BOILER	2	EA	2,875	5,750	18,900	37,800	43,550
NEW ROOF TOP EQUIPMENT	1	L.S.	1,260	1,260	8,580	8,580	9,840
HVAC, HYDRONIC COOLING, OFFICES	75,000	SF	3.57	267,750	4.16	312,000	579,750
ELECTRICAL:							
FIXTURE DEMOLITION	1	L.S.	7,108	7,108			7,108
CONDUIT & WIRING DEMOLITION	1	L.S.	10,988	10,988			10,988
MISC. ELECTRICAL DEMOLITION	1	L.S.	4,125	4,125			4,125
LOW RISE OFFICE ELECTRICAL	75,000	SF	0.98	73,500	0.98	73,500	147,000
LOW RISE OFFICE FIRE ALARM	75,000	SF	0.15	11,250	0.13	9,750	21,000
OFFICE BUILDING SOUND SYSTEM	75,000	SF	0.10	7,500	0.10	7,500	15,000
OFFICE BUILDING SECURITY SYSTEM	75,000	SF	0.10	7,500	0.10	7,500	15,000
FLUORESCENT LIGHTING, 4 WATTS / SF	75,000	SF	2.88	216,000	1.75	131,250	347,250
RECEPTACLES, 2.4 WATTS / SF	75,000	SF	1.66	124,500	0.41	30,750	155,250
Total				1,143,565		799,338	1,942,903
Tax	N/A						
Insurance	N/A						
Subcontractor Markup	N/A						
TOTAL THIS SHEET				1,143,565		799,338	$1,942,903

ENG FORM 150
1-Aug-59

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 5 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify) _____

Drawing No.: SITE WORK

Estimator: DON PORTER

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	QUANTITY Unit Meas.	LABOR Per Unit	LABOR Total	MATERIAL Per Unit	MATERIAL Total	Total Cost
SITE BOUNDARY TOPOGRAPHIC SURVEY	1	L.S.	9,000	9,000	1,000	1,000	10,000
RESURFACING 2" BIT. CONCRETE	16,800	SY	2.08	34,944	1.92	32,256	67,200
CURB & GUTTER	3,580	LF	5.20	18,616	4.80	17,184	35,800
LANDSCAPING - SHADE TREES	38	EA	60.00	2,280	140.00	5,320	7,600
STORMWATER MANAGEMENT QUALITY CONTROL OIL/GRIT SEPARATORS	2	EA	8,250	16,500	6,750	13,500	30,000
STORMWATER MANAGEMENT QUALITY CONTROL UNDERGROUND PIPES:							
60" CMP	1,220	LF	78.66	95,965	59.34	72,395	168,360
STRUCTURES & MANHOLES	6	EA	2,650.00	15,900	2,350.00	14,100	30,000
Total				193,205		155,755	348,960
Tax	N/A						
Insurance	N/A						
Subcontractor Markup	N/A						
TOTAL THIS SHEET				193,205		155,755	$348,960

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1-Aug-59

C. ESTIMATED COST FOR NEW BUILDING

CONSTRUCTION COST ESTIMATE

Date Prepared: 12/21/94

Sheet: 6 of 6

Project: UPGRADE DEFICIENCIES, BUILDING 320

Location: FORT HOLABIRD, MARYLAND

Architect Engineer: GRIMM AND PARKER

Basis for Estimate:
- [X] Code A (No design completed)
- [ ] Code B (Preliminary Design)
- [ ] Code C (Final Design)
- [ ] Code D (Specify)

Drawing No.: NEW OFFICE BUILDING

Estimator: DON PORTER

Checked By: CLYDE GRIMM

Summary	QUANTITY No. Units	Unit Meas.	UNIT COST Per Unit	Total	Per Unit	Total	Total Cost
SUMMARY SHEET (BASED ON "R.S. MEANS 1994 AVERAGE							
LOW RISE OFFICE BUILDING = $66.50 SF							
FOUNDATIONS	77,436	SF	1.36	105,312.96			105,312.96
SUBSTRUCTURE	77,436	SF	0.93	72,015.48			72,015.48
SUPERSTRUCTURE	77,436	SF	6.37	493,267.32			493,267.32
EXTERIOR CLOSURE	77,436	SF	6.39	494,816.04			494,816.04
ROOFING	77,436	SF	0.91	70,466.76			70,466.76
INTERIOR CONSTRUCTION	77,436	SF	12.72	984,985.92			984,985.92
CONVEYING	77,436	SF	1.79	138,610.44			138,610.44
MECHANICAL	77,436	SF	11.77	911,421.72			911,421.72
ELECTRICAL	77,436	SF	7.48	579,221.28			579,221.28
SITE WORK	77,436	SF	16.78	1,299,376.08			1,299,376.08
SUB-TOTAL				$5,149,494			$5,149,494
GENERAL CONTR. MARKUPS:							
OVERHEAD	10%			$514,949			$514,949
PROFIT	10%			$566,444			$566,444
BOND	3%			$155,772			$155,772
CONSTRUCTION CONTIGENCY	5%			$319,333			$319,333
SUB-TOTAL				$6,705,993			$6,705,993
DESIGN CONTINGENCY	15%						$1,005,899
ESCALATION (4% PER YEAR)	12%						$925,427
TOTAL CONSTRUCTION COST							$8,637,319
ADDITIONAL COSTS							
MOVING EXPENSES	85,000	SF	1 MOVE @ $1.75 =		$1.75	$148,750.00	$148,750
DESIGN FEES FOR PROJECT	7%						$604,612
COST DOES NOT INCLUDE PURCHASE PRICE OF LAND							

TOTAL PROJECT COST $9,390,681

ENG FORM 150
1-Aug-50

New Construction

VIII. APPENDIX

CODE STUDY

Code Study: B.O.C.A. 1994, N.F.P.A. LIFE SAFETY CODE 1994

(Note: Table/Section Numbers refer to B.O.C.A. unless otherwise noted.)

USE GROUP:	
(Section 304)	B Business

CONSTRUCTION CLASSIFICATION:	
(Section 503.1)	2C - Non-combustible - unprotected

AREA & HEIGHT LIMITATIONS	
(Table 503)	Maximum Area - 14,400 s.f. per floor
(Table 503)	3 Stories or 40'
(Table 506.4)	Reduction of Area Limits: 3 stories, 20% 14,400 s.f. x 80% = 11,520 s.f. maximum area per floor.

AREA MODIFICATIONS	
Street Frontage Increase (Table 506.2)	Area limitations may be increased 2% for each 1% of excess frontage above 25% ∴ 75% x 2 = 150% increase Permitted 11,520 s.f. x 150% = 28,800 s.f. maximum area permitted per floor.
Automatic Sprinkler System (Section 502.3)	100% area increase allowed if building is fully sprinklered.

FIRE RESISTANCE RATINGS OF STRUCTURAL ELEMENTS	
Exterior Walls (Table 705.2, Table 602)	Fire Separation of 11' or more = 0 hr. Load Bearing Walls = 1 hr. Non-load Bearing Walls = 0 hr.

Fire and Party Wall Fire Resistance Ratings (Table 707.1)	2 hrs.
Fire Separation Assemblies (Table 602)	2 hrs.
Fire Enclosures for Exit Stairways and other Stairways (Section 1014.11, 709, 710.3, Table 602, Note B)	1 hr. when connecting less than 4 stories.
Shafts other than Exits and Elevator Hoistways (Section 709 and 710 and Table 602, Note B)	1 hr. when connecting less than 4 stories.
Exit Access Corridors (Table 602, Table 1011.4, N.F.P.A. 5.1.3.5)	1 hr. when capacity of exit exceeds 30.
Non-Bearing Partitions (Table 602)	0 hr.
Interior Bearing Walls, Bearing Partitions, Columns, Girders and Trusses (Section 715, 912.0)	Supporting 1 floor or more = 0 hr.
Structural Members Supporting Wall (Table 602)	0 hr.
Floor Construction Including Beams (Table 602)	0 hr.
Roof Construction Including Beams, Trusses, Framing Arches and Roof Deck (Table 602)	0 hrs.

MEANS OF EGRESS

Spaces with one Means of Egress
(Section 1017.2, Table 1017.2)

Every room or tenant space with an occupant load of more than 50 or which exceeds 75 ft. maximum travel distance shall have at least two egress doorways leading from the room or tenant space to an exit or corridor. All doors shall swing in the direction of egress travel when serving an occupant load of 50 or more or a high hazard occupancy. Also, furnace rooms shall have 2 exits when area exceeds 500 s.f.

Area of Mech/Elec. Room: 446 s.f.

NUMBER OF EXITS
(Table 1010.2)

Occupant Load = 500 or less; minimum number of exits per floor = 2.

LENGTH OF EXIT ACCESS TRAVEL
(Table 1006.5 & N.F.P.A. 27-2.6)

Use Group B without Fire Suppression System: 200' (allowed) per B.O.C.A. and 200' per N.F.P.A..

With automatic sprinkler system, distance is increased to 250' per B.O.C.A. and to 300' per N.F.P.A..

Travel distance within a living unit to a corridor shall not exceed 75 ft. (Sprinkler exception to 125 ft.)

OCCUPANCY LOAD
(Table 1008.1.2)

One (1) occupant per 100 s.f. gross

First Floor	26,546 / 100 s.f./ occupant = 266 occupants
Second Floor	30,143 / 100 s.f./ occupant = 301 occupants
Third Floor	24,646 / 100 s.f./ occupant = 246
Total Occupant Load Permitted	813

Capacity per Unit Egress Width (Table 1009.2, N.F.P.A. 101, Section 5-3.3.1)	Doors, ramps and corridors without fire suppression = .2 inches per person; with fire suppression = .15 inches per person. (BOCA only). Stairs without fire suppression - .3" per person. Stairs with fire suppression - .2" per person (BOCA only). a. Doors at 34" = 170 people b. Corridor at 10'-0" = 600 people
Dead End Corridors (Section 1011.2) (NFPA Table A 5-6.1)	20 feet maximum 50 feet maximum, existing business use.
Width of Exit Access (Section 1011.3)	44" minimum where serving an occupant load of greater than 50.
Common Path of Travel (NFPA Table A 5-6.1)	75' unsprinklered buildings. 100' in sprinklered buildings.
Ceiling Heights (Section 1204.1, N.F.P.A. 5-15)	Habitable rooms shall have a ceiling height of not less than 7'-6". Corridors shall have a ceiling height of not less than 7'-0". N.F.P.A. required 7'-6" minimum for corridors, except existing buildings may have 7'-0" height.

Means of Egress Doors/Hardware
(Sections 1017.4, 1017.4.1 &
N.F.P.A. 5-2.1.4)

1017.4 Door Hardware: All egress doors shall be of a side-hinge, swinging type. All doors shall swing in the direction of egress when serving an occupant load of 50 or more persons or a high hazard occupancy. The door latch shall release when subjected to a 15-pound (73 N) force. The door shall swing to a full open position when subjected to a 15-pound (73 N) force. Forces shall be applied to the latch side.

Exceptions:
1017.4.1 Locks and Latches: All egress doors shall be readily operable from the side from which egress is to be made without the use of a key or special knowledge or effort.

N.F.P.A. allows only one releasing action.

MEANS OF EGRESS LIGHTING
(Section 1024)

Means of egress lighting must be connected to an emergency power source.

MANUAL FIRE ALARM SYSTEM, PULL STATIONS
(NFPA 27-3.4.1)

Required in buildings two or more stories in height above the level of exit discharge or subject to 100 or more occupants above or below the level of exit discharge.

STAND PIPE SYSTEMS
(Section 914.2)

1. Required in buildings in which floor level of the highest story is located more than 30 feet above or below the lowest level of fire department vehicle access.

2. Required where any portion of the building floor area is more than 400' of travel from the nearest point of fire department vehicle access.

Exception: Buildings equipped throughout with an automatic sprinkler system.

FIRE DOOR ASSEMBLIES (Table 716.1)	Doors in 2 hr. firewalls are required to be 1-½ hr. rated assembly and have closing devices. Doors in 1 hr. corridor partitions required to be 1/3 hr. (20 min.) rated assembly and are required to be self-closing.
ELEVATOR OPERATION (Section 3006.2)	Elevator Emergency Operation shall be in accordance with the requirements of ASME A17.1. The elevator emergency operation shall be activated by smoke detectors which are located in accordance with ASME A17.1 and which consist of two cross zoned smoke detectors within the elevator lobby or a single smoke detector monitored by an alarm verification zone.
FIRE ALARM SYSTEM (NFPA Section 27-3.4.1)	A fire alarm system is required in a business occupancy with 100 occupants or more, above or below the level of exit discharge.
SUBDIVISIONS OF BUILDING SPACES (NFPA 27-3.7)	No special requirements.
VERTICAL OPENINGS (NFPA 27-3.1)	Unprotected vertical openings permitted when connection not more than 2 floors in an unsprinklered building.
FIRE EXTINGUISHERS (Section 920.1)	Not required in Business Use buildings, unless room is classified as a hazardous room.
ELEVATOR HOISTWAY ENCLOSURE AND VENTING (Section 3007.0, Table 602)	2 hr. rated shaft required. Vents required shall be located in the side of the hoistway. Area to be not less than 3½% the area of the hoistway or less than 3 s.f. for each elevator car. The vent shall activate upon detection of smoke from any of the elevator lobby smoke detectors.

DUMBWAITERS
(Section 3007.1.2)

Shaft enclosures and dumbwaiters having a car area of more than 3 s.f. which travel through more than one story and serve more than two adjacent floors shall be of 1 hour fire resistance rated construction with approved 3/4 hour opening protectives or approved labeled equivalent.

FIRESTOPPING AND DRAFTSTOPPING
(Section 720.0 & Section 720.6.4)

Required in concealed spaces of stud walls and partitions, including furred or studded off spaces of masonry or concrete walls, at the ceiling and floor of roof levels, and at eight (8) foot intervals of combustible framing. Also required is protection of openings around vents, pipes, ducts, chimneys and fireplaces.

INTERIOR FINISHES
(Table 803.4)

Vertical Exits - Class I. Flame spread 0-25.

Corridors providing access - Class II. Flame spread 26-75.

Rooms or enclosed spaces - Class III. Flame spread 76-220.

** Corps of Engineers Design Criteria does not permit Class III finishes.

FLOOR FINISHES (Section 805.0)	Exit access corridors and required vertical exits and passageways - Class II. In all other areas the inter floor finish shall comply with DOC FF-1 "Pill Test".
SMOKEPROOF ENCLOSURES (Section 1015.0)	Not Required.
ACCESSIBILITY (Section 1104.0, Section 1104.1 and Section 1104.2)	Accessible routes within the site shall be provided from public transportation stops, accessible parking and public streets or parking to the accessible building entrance.

ADA REQUIREMENTS

The following is a digest of ADA Requirements as we interpret them to apply to this project. For existing buildings, ADA does not require that:

1) Accessible means of egress be provided in the same number as required for exits by other codes, 4.1.6(g), 4.1.3(q)

2) Accessible routes do not have to also serve as egress for emergency, 4.1.6(g), 4.3.10

3) Areas of rescue assistance are not required, 4.1.6(g), 4.3.11.

The following elements are required however:

4.1.2 An accessible route from parking to interior corridors, rooms, elevators, etc. Minimum clear width of accessible route is 36", passing space requires 60" clear, except doors must have 32" clear.

4.1.6 Where elevators are provided, accessible modifications to stairs are not required.

4.1.3(5) One passenger elevator shall serve each level.

4.1.3(10) An accessible drinking fountain on each floor.

4.1.3(11) Each public toilet room shall be accessible.

4.22.4 One accessible water closet required in each toilet, plus an additional 3'-0" wide compartment where there are six or more stalls.

4.18 Urinals must have elongated rim, 17" maximum above floor. Controls maximum 44".

4.19 Lavatories maximum height 34", minimum clearance under 29". Lever faucets required. Mirrors to be mounted maximum 40" above floor.

4.30 Signs at permanent rooms and spaces shall have raised letters and braille characters. Other signs to have raised letters. International symbol of accessible entrances and accessible toilets.

LABORATORY ANALYSIS RESULTS
ASBESTOS

Sample Number	Sample Description	Result
B083094-AB1	Boiler Room; North Boiler; East Side; Breaching	No Asbestiform Minerals Observed
B083094-AB2	Chiller Room; North Side of Water Tank; Tank Insulation	No Asbestiform Minerals Observed
B083094-AB3	Chiller Room; Northwest Corner; Black 9"x 9" Floor Tile	Asbestos: 10-15% Chrysotile
B083094-AB4	Boiler Room; Pipe Tunnel; Pipe Insulation	Asbestos: 40-45% Chrysotile 1-5% Amosite 5-10% Crocidolite
B083094-AB5	Boiler Room; Pipe Tunnel; Pipe Fitting Insulation	Asbestos: 25-30% Chrysotile 20-25% Amosite
B083094-AB6	Room 113; 2'x 2' White Ceiling Tile	No Asbestiform Minerals Observed
B083094-AB7	First floor Entrance at Stairway #1; Green Floor Tile	Asbestos: 1-5% Chrysotile *
B083094-AB8	First floor Corridor; Adjacent to Room 123; 9" x 9" Light Green Floor Tile; Patch	No Asbestiform Minerals Observed
B083094-AB9	First floor Corridor; Adjacent to Water Fountain; Room 120; 9" x 9" Dark Green Floor Tile; Patch	Asbestos: 1-5% Chrysotile *
B083094-AB10	Room 123; Air Conditioning Unit; Duct Insulation	No Asbestiform Minerals Observed
B083094-AB11	Room 103; Snack Bar; White 12" x 12" Floor Tile with Olive Mottle	Asbestos: Chrysotile **

Sample Number	Sample Description	Result
B083094-AB12	Room 103; Kitchen; White 1'x 1' Acoustical Ceiling Tile with Large Hole and Pinhole Pattern	No Asbestiform Minerals Observed
B083094-AB13	Entrance to Room 107A; White 1'x 1' Acoustical Ceiling Tile with Large Hole Pattern	No Asbestiform Minerals Observed
B083094-AB14	Room 113; Air Conditioning Unit; Duct Insulation	No Asbestiform Minerals Observed
B083094-AB15	Room 101; Northwest Corner; Pipe Insulation	Asbestos: 50-55% Chrysotile
B083094-AB16	Corridor Between Rooms 211 and 211A; White 2' x 2' Ceiling Tile	No Asbestiform Minerals Observed
B083094-AB17	Corridor Between Room 211 and 211A; White 2' x 2' Ceiling Tile; Replacement	No Asbestiform Minerals Observed
B083094-AB18	Corridor Between Rooms 206 and 207; Red 9" x 9" Floor Tile	No Asbestiform Minerals Observed
B083094-AB19	Corridor Between Rooms 206 and 207; Black Border Floor Tile	Asbestos: 1-5% Chrysotile
B083094-AB20	Room 220; Computer Room; Rear; 9" x 9" Green Floor Tile	Asbestos: 1-5% Chrysotile *
B083094-AB21	Room 220; Computer Room; Rear; 2'x 4' White Ceiling Tile	No Asbestiform Minerals Observed
B083094-AB22	Room 220; Computer Room; Old Stage Area; Duct Insulation	No Asbestiform Minerals Observed
B083094-AB23	Room 227; Air Conditioning Unit; Duct Insulation	No Asbestiform Minerals Observed
B083094-AB24	Room 229; West Wall; Pipe Fitting Insulation	Asbestos: 10-15% Chrysotile
B083094-AB25	Crawlspace; Exterior Entrance; Pipe Fitting Insulation	No Asbestiform Minerals Observed

Sample Number	Sample Description	Result
B083094-AB26	Crawlspace; Exterior Entrance; Corrugated Pipe Insulation	Asbestos: 5-10% Chrysotile
B083094-AB27	Crawlspace; Exterior Entrance; Magnesium Block Insulation 15-20% Amosite	Asbestos: 30-35% Chrysotile
B083094-AB28	Room 321; 1' x 1' White Ceiling Tile with Large Hole Pattern	No Asbestiform Minerals Observed

* Chrysotile was observed only in the tile.
** Chrysotile was observed only in the mastic

LABORATORY ANALYSIS RESULTS
LEAD

Sample Number	Sample Description	Result
B083094-PD1	Boiler Room; Yellow Wall Paint	0.05% Lead
B083094-PD2	Boiler Room; Gray Deck Paint	0.02% Lead
B083094-PD3	Boiler Room; Gray Door Paint	1.26% Lead
B083094-PD4	Stairway #1; Yellow Ceiling Paint	0.14% Lead
B083094-PD5	Room 113; Peach Wall Paint	< 0.01% Lead
B083094-PD6	Room 126; South Wall; Green Wall Paint	0.13% Lead
B083094-PD7	Room 126; South Wall; Blue Wall Paint	0.04% Lead
B083094-PD8	Room 126; White Ceiling Paint	0.11% Lead
B083094-PD9	Room 123; Green Door Trim Paint	7.91% Lead
B083094-PD10	Column Across From Room 123; Yellow Wall Paint	0.36% Lead
B083094-PD11	Room 119; Janitors' Closet; Orange Wall Paint	4.23% Lead
B083094-PD12	Room 120; Top Layer; Gray Deck Paint	0.02% Lead
B083094-PD13	Room 120; Gray Paint on Stall Divide	0.39% Lead
B083094-PD14	Room 120; Lower Layer; Dark Gray Deck Paint	0.02% Lead
B083094-PD15	Room 115; Back Room; Bright Yellow Wall Paint	0.20% Lead
B083094-PD16	Room 113; White Ceiling Paint	0.13% Lead
B083094-PD17	Stairway #1; Black Paint on Railing	0.14% Lead
B083094-PD18	Room 320; Original Light Green Wall Paint	7.61% Lead
B083094-PD19	Front Entrance Door; White Paint	0.14% Lead
B083094-PD20	Exterior; South of Front Door; Beige Paint	1.17% Lead
B083094-PD21	Room 218; Blue Wall Paint	0.01% Lead
B083094-PD22	Stairway #2; Yellow Wall Paint	0.11% Lead
B083094-PD23	Stairway #1; Original Light Green Paint	0.18% Lead

SUMMARY OF SPACE PROGRAM

DIS SPACE REQUIREMENTS SUMMARY
30% Circulation Factor
1994, 1995 AND 1998

	TOTAL SQUARE FEET		
	1994	1995	1998
Division			
IC & AIS	1,348	1,348	1,348
Personnel Investigations Center (PIC)	41,963	41,963	41,963
Office of Support Services (OSS)	20,765	20,802	21,424
National Computer Center (NCC)	18,956	19,717	19,645
Field Elements (FE)	5,267	5,267	5,267
Subtotal Interior Spaces	88,298	89,097	89,647
Joint Use Shared Spaces	8,835	8,835	8,760
TOTAL INTERIOR SPACES	**97,134**	**97,932**	**98,407**
Exterior Space	3,825	3,825	3,825

NOTE: All calculations include 30% circulation factor

PHOTOGRAPHS

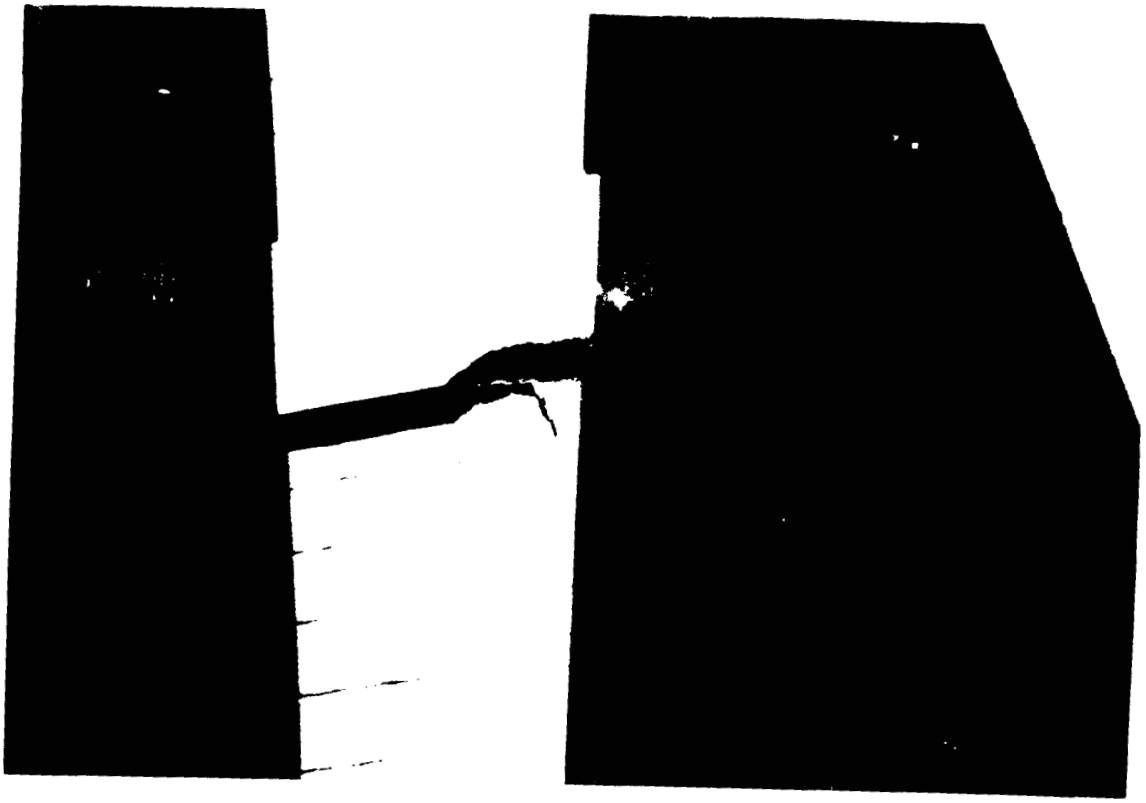


Photo 1 - View of Building Corner depicting Spalling Concrete

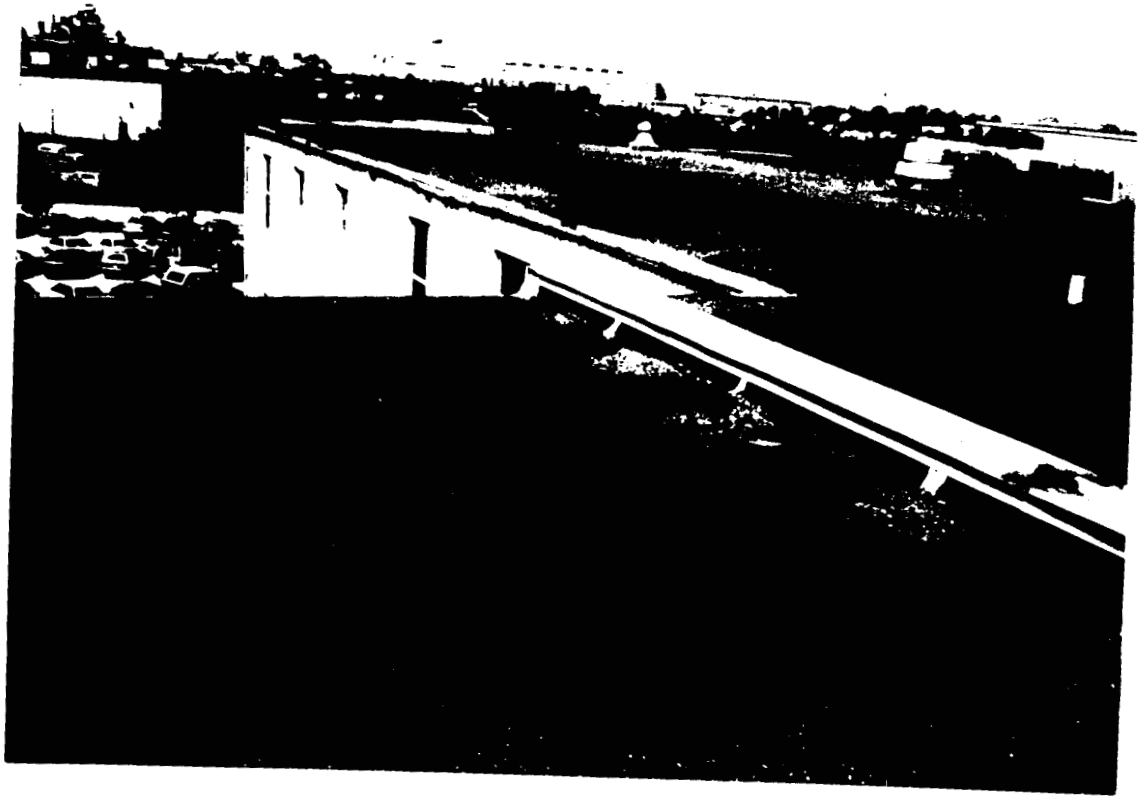


Photo 2 - View of Roof depicting Ponding Water and Poor Condition of Gutters

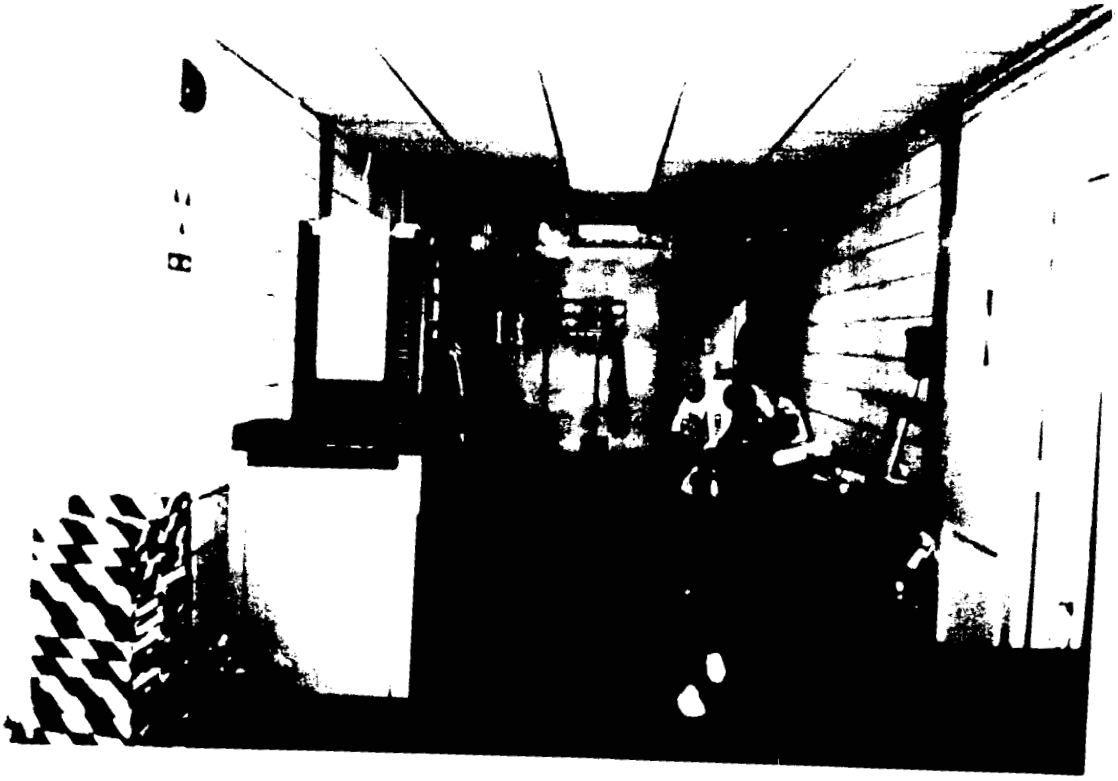


Photo 3 - View of Corridor which is excessively wide and being used for illegal storage

Photo 4 - View of Rear Portion of Building

TRAINING CERTIFICATES

CERTIFICATE NUMBER: 13025

THIS IS TO CERTIFY THAT

MARC PLISKO

HAS MET THE ATTENDANCE REQUIREMENTS
AND SUCCESSFULLY COMPLETED THE EXAM
IN THE COURSE ENTITLED

EPA AHERA INSPECTOR/MANAGEMENT PLANNER RECERTIFICATION

AEROSOL MONITORING & ANALYSIS, INC.
TRAINING PROVIDER

DECEMBER 20, 1993
COURSE DATE

1340 ASHTON ROAD, HANOVER, MARYLAND
ADDRESS

DECEMBER 20, 1994
EXPIRATION DATE

21-02-02 IMPR
COURSE APPROVAL NUMBER

Marc J. Plisko
STUDENT'S SIGNATURE

E. RUSH DARNETT
COURSE DIRECTOR (NAME AND SIGNATURE)

STATE OF MARYLAND

CERTIFICATE NUMBER: 12476

THIS IS TO CERTIFY THAT

ALECE BOWMAN

HAS MET THE ATTENDANCE REQUIREMENTS
AND SUCCESSFULLY COMPLETED THE EXAM
IN THE COURSE ENTITLED

EPA AHERA INSPECTOR

AEROSOL MONITORING & ANALYSIS, INC.
TRAINING PROVIDER

1340 ASHTON ROAD, HANOVER, MARYLAND
ADDRESS

21-02-02 I
COURSE APPROVAL NUMBER

OCTOBER 25 - 27, 1993
COURSE DATE

OCTOBER 27, 1994
EXPIRATION DATE

STUDENT'S SIGNATURE

E. RUSH BARNETT
COURSE DIRECTOR (NAME AND SIGNATURE)

BCSPOA
E. RUSH BARNETT
7912
CERTIFIED
SAFETY PROFESSIONAL

STATE OF MARYLAND

nore information call MDE (410) 631-3844.

CERTIFICATE NUMBER: 13024

THIS IS TO CERTIFY THAT

PAUL DYER

HAS MET THE ATTENDANCE REQUIREMENTS
AND SUCCESSFULLY COMPLETED THE EXAM
IN THE COURSE ENTITLED

EPA AHERA INSPECTOR/MANAGEMENT PLANNER RECERTIFICATION

AEROSOL MONITORING & ANALYSIS, INC.
TRAINING PROVIDER

1340 ASHTON ROAD, HANOVER, MARYLAND
ADDRESS

21-02-02 IMPR
COURSE APPROVAL NUMBER

DECEMBER 20, 1993
COURSE DATE

DECEMBER 20, 1994
EXPIRATION DATE

STUDENT'S SIGNATURE

E. RUSH BARNETT
COURSE DIRECTOR (NAME AND SIGNATURE)

STATE OF MARYLAND

BCSPOA

ASBESTOS PROFESSIONAL

more information call MDE (410) 631-3844.

Costs Associated with Relocating the Investigations Control and Automation Directorate (IC&AD) Outside the Local Commuting Area*

Total Employees	457
Eligible to Retire	21
	436

PERSONNEL STATUS:
(excluding retirees)

% Employees Remaining	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
% Employees Leaving	90%	80%	70%	60%	50%	40%	30%	20%	10%	0%
# Employees Remaining	43.6	87.2	130.8	174.4	218	261.6	305.2	348.8	392.4	436
# Employees Leaving	392.4	348.8	305.2	261.6	218	174.4	130.8	87.2	43.6	0

COSTS:

PCS	$1,547,800.00	$3,095,600.00	$4,643,400.00	$6,191,200.00	$7,739,000.00	$9,286,800.00	$10,834,600.00	$12,382,400.00	$13,930,200.00	$15,478,000.00
Severance	$7,546,244.40	$6,707,772.80	$5,869,301.20	$5,030,829.60	$4,192,358.00	$3,353,886.40	$2,515,414.80	$1,676,943.20	$838,471.60	$0.00
Training										
Formal Training--new hires	$1,938,019.20	$1,733,622.40	$1,529,225.60	$1,324,828.80	$1,120,432.00	$916,035.20	$711,638.40	$507,241.60	$302,844.80	$98,448.00
Formal Training--current emp.	$140,640.00	$140,640.00	$140,640.00	$140,640.00	$140,640.00	$93,760.00	$70,320.00	$46,880.00	$23,440.00	$0.00
On the Job Training--Year 1	$4,560,401.43	$4,079,430.21	$3,598,458.99	$3,117,487.77	$2,636,516.55	$2,155,545.33	$1,674,574.11	$1,193,602.89	$712,631.67	$231,660.45
On the Job Training--Year 2	$1,520,133.81	$1,359,810.07	$1,199,486.33	$1,039,162.59	$878,838.85	$718,515.11	$558,191.37	$397,867.63	$237,543.89	$77,220.15
Investigations (SSBI's)	$727,584.00	$650,848.00	$574,112.00	$497,376.00	$420,640.00	$343,904.00	$267,168.00	$19[illegible],432.00	$113,696.00	$36,960.00
Total Cost	**$17,980,822.84**	**$17,767,723.48**	**$17,554,624.12**	**$17,341,524.76**	**$17,128,425.40**	**$16,868,446.04**	**$16,631,906.68**	**$16,395,367.32**	**$16,158,827.96**	**$15,922,288.60**

Assumptions:
1) The IC&AD will be moved outside the local commuting area.
2) All personnel will be eligible for PCS.
3) All personnel eligible for retirement, will retire.
4) Personnel not willing to move will be separated and receive severance pay,a lump sum for annual leave, and unemployment compensation.
5) Staffing levels will remain constant (i.e., all retirees and personnel leaving will be replaced).
6) Average cost of PCS--$35,500 (estimated).
7) Average cost of severance--$19,231 (estimated).
8) The median hourly wage of IC&AD personnel is $14.65.
9) The median hourly wage of new hires will be $14.65.
10) Formal training of all new hires will take 8 weeks.
11) Formal training will require differing numbers of IC&AD employees depending upon the percentage of the workforce being replaced (30 employees when 50-90% personnel are replaced; 20 for 40%; 15 for 30%; 10 for 20%; 5 for 10%).
12) On the job training will require an average of 1.5 hours per day for both the trainee and the trainer during the first year.
13) On the job training will require an average of 0.5 hours per day for both the trainee and the trainer during the second year.
14) Investigations (SSBI's) will cost at least $1,760.
15) All new hires will require an SSBI.

*Excludes building/leasing costs

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST U.S. ARMY AND FORT GEORGE G. MEADE
FORT GEORGE G. MEADE, MARYLAND
20755-5080

REPLY TO
ATTENTION OF:

AFKA-ZI-DL-RMI (5-8a) 21 MAY 1993

MEMORANDUM FOR

COMMANDER, FORCES COMMAND, ATTN: FCJ4-LMD, FORT MCPHERSON, GA 30330-6000
DIRECTOR, PERSONNEL INVESTIGATIONS CENTER, DEFENSE INVESTIGATIVE SERVICES, ATTN: DO640, P.O. Box 1211, BALTIMORE, MD 21203-1211

SUBJECT: Interservice Support Agreement W23A71-92183-016 between First U.S. Army and Fort George G. Meade (Supplier) and Personnel Investigations Center, Defense Investigative Service (Receiver)

1. A finalized copy of subject agreement is forwarded for your information and files.

2. Point of contact is Allegra Howie, DSN 923-2759.

FOR THE COMMANDER:

Charles W. Dunn
CHARLES W. DUNN
Acting Director of Logistivs

Encl

CF:
AFKA-ZI-RM-B
AFKA-ZI-PA
AFKA-ZI-EH
AFKA-IM
AFKA-ZI-DL-M
AFKA-ZI-DL-S
AFKA-ZI-DL-T
DFAS-IN/EM-JM

MAY

Mr. Charles W. Dunn
Department of the Army, Headquarters
Acting Director of Logistics
First U.S. Army and Fort George G. Meade
Fort G. George, MD 20755-5080

Dear Mr. Dunn:

In reference to your memorandum dated March 2, 1993, subject, Interservice Support Agreement W23A71-92183-016 between First U. S. Army and Fort George G. Meade (Supplier) and Personnel Investigations Center, Defense Investigative Service (Receiver). The attached ISA has been reviewed and approved by DISHQ.

Request a copy of the ISA be forwarded to V0952.1 after signatures have been affixed to Blocks 8 and 8c (4) of the DD Form 1144.

Sincerely,

Robert D. Horne

ROBERT D. HORNE
Logistics Management
Specialist

Attachment

V0950/R. HORNE/tmb/4-27-93
doc: Dunn
disc: WP (C)

SUPPORT AGREEMENT

1. AGREEMENT NUMBER (Provided by Supplier)	2. SUPERSEDED AGREEMENT NO. (If this replaces another agreement)	3. EFFECTIVE DATE (YYMMDD)	4. EXPIRATION DATE (May be "Indefinite")
W23A71-92183-016	W23A71-86182-191	92-07-01	Indefinite

5. SUPPLYING ACTIVITY	6. RECEIVING ACTIVITY
a. NAME AND ADDRESS	a. NAME AND ADDRESS
Commander, First U.S. Army and Fort George G. Meade ATTN: AFKA-ZI-DL-RMI Fort Meade, MD 20755-5080	Director, Personnel Investigations Center, Defense Investigative Services, ATTN: D0640, P.O. Box 1211, Baltimore, MD 21203-1211
b. MAJOR COMMAND	b. MAJOR COMMAND
FORSCOM	Defense Investigative Services

7. SUPPORT PROVIDED BY SUPPLIER

a. SUPPORT (Specify what, when, where, and how much)	b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT
MANDATORY REIMBURSEMENT SUPPORT CATEGORIES:		
(A2) Command Element - Social Action	Assigned Personnel	($2,910 NR)
(A3) Common Use Facility Operations, Maintenance, Repair and Construction	New Category	($1,000 NR)
(A5) Environmental Compliance	M&R Overhead	($100 NR)
(A6) Fire Protection	Prevention Only	($1,500 NR)
(A11) Shuttle Services	GSA Leased Only	$0
OPTIONAL REIMBURSEMENT SUPPORT CATEGORIES:		
(B9) Custodial Services	Performance by Contract	$81,600
(B11) Engineering Support	Demand Service	$0

ADDITIONAL SUPPORT REQUIREMENTS ATTACHED [X] YES [ ] NO

8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. COMPTROLLER SIGNATURE	b. DATE SIGNED	a. COMPTROLLER SIGNATURE	b. DATE SIGNED
JOSEPH F. WATSON JR., DRM	5-18-93	MARY A. JESSUP, CERTIFYING OFC	4/19/93
APPROVING AUTHORITY		c. APPROVING AUTHORITY	
Typed Name: ARLES W. DUNN		(1) Typed Name: AARON C. MOYE, CHIEF, MATERIEL BRANCH	
Organization: ng Director of istics	(3) Telephone Number: DSN 923-2146	(2) Organization: DEFENSE INVEST SERVICE	(3) Telephone Number: 703-325-6108
Signature	(5) Date Signed: 21May93	(4) Signature	(5) Date Signed: 3-22-93

TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)

APPROVING AUTHORITY SIGNATURE | b. DATE SIGNED

SUPPORT AGREEMENT

AGREEMENT NUMBER (Provided by Supplier)	2. SUPERSEDED AGREEMENT NO (If this replaces another agreement)	3. EFFECTIVE DATE (YYMMDD)	4. EXPIRATION DATE (May be "Indefinite")
W23A71-92183-016	W23A71-86182-191	92-07-01	Indefinite

5. SUPPLYING ACTIVITY	6. RECEIVING ACTIVITY
a. NAME AND ADDRESS	a. NAME AND ADDRESS
Commander, First U.S. Army and Fort George G. Meade ATTN: AFKA-ZI-DL-RMI Fort Meade, MD 20755-5080	Director, Personnel Investigations Center, Defense Investigative Services, ATTN: D0640, P.O. Box 1211, Baltimore, MD 21203-1211
b. MAJOR COMMAND	b. MAJOR COMMAND
FORSCOM	Defense Investigative Services

7. SUPPORT PROVIDED BY SUPPLIER

a. SUPPORT (Specify what, when, where, and how much)	b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT
OPTIONAL REIMBURSEMENT SUPPORT CATEGORIES (CONT'D):		
(B12) Equipment Operation, Maintenance and Repair	Actual Cost	$6,000
(B14) Facilities and Real Property Support	Standard Service	$0
(B15) Facility Maintenance and Repair	Direct Only	$152,192
(B21) Installation/Retail Supply and Storage Operations	Actual Cost	$6,000 for SSSC
(B29) Refuse Collection, Disposal, and Recycling	Performance by Contract	$7,200
(B32) Transportation Services		$0
(B33) Utilities	Performance by Contract	$228,300

ADDITIONAL SUPPORT REQUIREMENTS ATTACHED [X] YES [ ] NO

8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. COMPTROLLER SIGNATURE	b. DATE SIGNED	a. COMPTROLLER SIGNATURE Mary A. Jessup MARY A. JESSUP, CERTIFYING OFC	b. DATE SIGNED 4/19/93
APPROVING AUTHORITY		c. APPROVING AUTHORITY	
(1) Typed Name		(1) Typed Name AARON C. MOYE, CHIEF, MATERIEL BRANCH	
(2) Organization	(3) Telephone Number	(2) Organization DEFENSE INVEST SERVICE	(3) Telephone Number 703-325-6108
Signature	(5) Date Signed	(4) Signature Aaron C. Moye	(5) Date Signed 3-22-93

TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)

APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE

11. **GENERAL PROVISIONS** *(Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)*

a. The receiving components will provide the supplying component projections of requested support. *(Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)*

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of DOL RM DIV, AFKA-ZI-DL-RMI prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to DAO FORT MEADE, DFAS-IN/EM-JM

d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.

e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

ADDITIONAL GENERAL PROVISIONS ATTACHED [ ] YES [X] NO

12. **SPECIFIC PROVISIONS** *(As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)*

f. Distribution:

Commander, Forces Command, ATTN: FCJ4-LMD, Fort McPherson, GA 30330-6000

Director, Personnel Investigations Center, Defense Investigative Services, ATTN: D0640, P.O. Box 1211, Baltimore, MD 21203-1211

Internal:	AFKA-ZI-RM-B	AFKA-ZI-PA	AFKA-ZI-DL-S	AFKA-ZI-RM-F
	AFKA-IM	AFKA-ZI-DL-T	AFKA-ZI-EH	AFKA-ZI-DL-M

ADDITIONAL SPECIFIC PROVISIONS ATTACHED [X] YES [ ] NO

11. **GENERAL PROVISIONS** *(Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)*

a. The receiving components will provide the supplying component projections of requested support. *(Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)*

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of DOL, RM DIV, AFKA-ZI-DL-RMI prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to: DAO FORT MEADE, DFAS-IN/EM-JM

d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.

e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

g. Establishment of a Military Interdepartmental Purchase Request (DD Form 448) will be required for each reimbursable support area to include appropriate funds allotted and a dollar value for the specific support. Monthly billings will be performed through TFO/TBO procedures in accordance with AR 37-1 and AR 37-103. An information copy will be provided to the receiver for each billing period.

h. When the Defense Business Operating Fund (DBOF) becomes effective, cost of the non-reimbursable support will be reimbursable.

ADDITIONAL GENERAL PROVISIONS ATTACHED [ ] YES [X] NO

SPECIFIC PROVISIONS *(As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)*

See Appendix A.

Support is being provided by Fort George G. Meade for administrative space in Building 320, Holabird Industrial Park.

Strength of activity is:	Military	Civilian	Total
	0	500	500

DODAAC is HS002; UIC is None.

Points of Contact:
1. Meade: Ms. A. Howie, DSN 923-2759 or Commercial (410)677-2759
2. Ms. S. Chiveral, DSN 283-9640 or Commercial (410)234-9640

ADDITIONAL SPECIFIC PROVISIONS ATTACHED [X]

APPENDIX A-SPECIFIC PROVISIONS
AGREEMENT NUMBER W23A71-92183-016

ANDATORY REIMBURSEMENT SUPPORT CATEGORIES:

/TEGORY OF UPPORT	SUPPLIER WILL	RECEIVER WILL
A2) Command Ele-ent - Social ctions Counselling ervices	Provide services, assistance, or training to civilian and military personnel, on matters pertaining to alcohol and drug abuse.	Arrange for transportation to and from Fort Meade. Comply with all provisions of AR 600-21, AR 600-85, and Supplier's regulations and guidance.
A3) Common Use acility Operation, aintenance, Repair nd Construction	Provide facility services to common use facilities which includes maintenance and repair and provide reasonable utility services to common use facilities.	Identify and request routine maintenance and repair. Identify and prioritize construction requirements.
Environmental ompliance	Provide the administration of programs for the control of air, water, noise, hazardous material, and other forms of pollution, including resource recovery programs.	Comply with Federal, State local, and Army laws and directives. Reimburse Supplier for the disposal/destruction of all hazardous waste generated IAW AR 200-1 and AR 200-2.
6) Fire Protec-on	Provide fire prevention, and inspection services for facilities occupied by the Receiver.	Request assistance as needed. Designate a building Fire Marshal to ensure compliance with FGGM Fire Regulation 420-7 and Army Regulation 420-90.
1) Transporta-n Services	Provide TMP/GSA vehicle(s) on an as requested basis, if available. Bill receiver for all costs associated with vehicle including normal monthly/daily and mileage rates. Bill receiver for accident/incident damages where GSA cannot determine third party liability.	Reimburse for all vehicles provided. Provide Transportation Coordinator for vehicle(s). Request vehicle support IAW FGGM Suppl 1 to AR 58-1. Park vehicle(s) in a secure place if away from TMP. Provide drivers. Provide fund cite for back billing of all costs associated with GSA vehicles. Perform before, during and after operation maintenance. Comply with TMP directives.

NAL REIMBURSEMENT SUPPORT CATEGORIES:

Custodial ces	Provide janitorial services.	Request services.

APPENDIX A-SPECIFIC PROVISIONS
AGREEMENT NUMBER W23A71-92183-016

ATEGORY OF UPPORT	SUPPLIER WILL	RECEIVER WILL
PTIONAL REIMBURSEMENT SUPPORT CATEGORIES (CONT'D):		
B11) Engineering upport	Provide planning, design and programming functions necessary for the construction, fabrication and repair of facilities and installed equipment.	Request services. Reimburse for services provided.
B12) Equipment aintenance and Repair	Provide within maintenance facilities at FGGM DS/GS support to maintain safes and office furniture.	Reimburse Supplier for services rendered.
B14) Facilities Real Property rt	Provide real property facilities. Perform construction and alteration of real and installed property. Provide 84,862 SqFt of space in bldg 320, Fort Holibird.	Designate POC in rank/grade 01/GS9 or above as assignee for facilities provided. Utilize space IAW AR 405-70 and Government Space Management Reform Work Plan. Execute and maintain a current DA Permit for assigned space, and agree not to sublet space within provided facilities.
5) Facility ntenance and air	Provide routine maintenance and repair as for other like facilities.	Identify and request routine maintenance and repair requirements.
1) Installation/ ail Supply and rage Operations	Provide self-service supply center (SSSC) for expendable items, as provided by Chapter 3, Section XII, AR 710-2.	Establish a customer's monetary credit before supplies are drawn as provided by Chapter 3, Section XII, AR 710-2. Reimburse the Supplier for supplies received. Estimated annual reimbursement $6,000.
) Refuse ection, osal, Recycling	Provide for the collection/disposal of trash and waste materials.	Utilize the exterior trash receptacles properly.
Shuttle es	Book common carrier transportation and issue tickets for DIS PIC personnel with official travel orders.	Provide fund cite for transportation documents (DD Form 1610)

APPENDIX A-SPECIFIC PROVISIONS
AGREEMENT NUMBER W23A71-92183-016

ATEGORY OF UPPORT	SUPPLIER WILL	RECEIVER WILL
PTIONAL REIMBURSEMENT SUPPORT CATEGORIES (CONT'D):		
B33) Utilities	Provide water, sewerage, electricity, A/C, and heat.	Comply with AR 11-27, Army Energy Program.

[147] From: Susan J. Marshall at ~DIS_CEN_0601_EMAIL 11/14/94 12:18PM (692 bytes in)
To: Denise M. Hendrix at DISHQ5
Receipt Requested
Cc: Andrew F. Coumes at DISHQ5, Cynthia F. Ehinger at DISHQ5, James B. Carnaggio at ~DIS_CEN_0602_EMAIL
Subject: Personnel Strength

---------- Message Contents ----------

Dee,

Here are the figures for the projected drawndown through 2001:

1996	1997	1998	1999	2000	2001
425	416	301	263	263	263

I have all the documentation to support the totals. As a side note, Bill Hughes has approved the numbers.

Sue

FY 93

Ft. Meade ISSA Cost	$101,809.85
A/C Chiller Repairs/Rental	129,470.50
Minor Construction OA	5,158.95
Boiler Gate Valve	1,120.00
Utility Costs	198,000.00

FY 94

Ft. Meade ISSA Cost	$136,489.72
Minor Construction OA	6,373.89
1262's Building Maint.	11,002.00
A/C Vane Repair	3,000.00
Oil Leak Repair/Cleanup	20,000.00
Repair A/C Unit	764.50
Repair A/C Unit	764.50
Carrier Compressor	1,040.00
Leak Test Chiller	4,082.28
Emergency Repair Chiller	5,677.55
Emergency Repair A/C	5,956.98
Utility Costs	200,000.00

FY 95

Ft. Meade ISSA Cost	$140,992.00
1262 Building Maint.	2,822.00
Utility Costs	200,000.00

ACCEPTANCE OF OFFER

Defense Investigative Service 1340 Braddock Place (V0920) Alexandria, VA 22314-1651	W23A71-86182-191 11 Apr 94	3 AMENDMENT NO 1 $7500.00

X

4 [ ]

[illegible] CONTINGENCIES AS TO FINAL PRICE
[illegible] DETERMINATION OF DEFINITIZED

7 [ ] [illegible] REJECTED FOR THE REASONS

8 TO BE [illegible] REQUIRED BY DIRECT CITATION OF FUNDS
AT COURT II

ITEM NO a	SCHEDULE OF SUPPLIES/SERVICES b	QUANTITY c	ESTIMATED PRICE e
	Maintenance & Repair cost thru 30 Sep 94 Increase $7500.00		

d. TOTAL ESTIMATED PRICE $7500.00 f. TOTAL ESTIMATED PRICE

10 ANTICIPATED DATE [illegible] GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS
$177,928.[illegible]

12 FUNDS DATA [illegible]
a [ ] ADE[illegible] ARE REQUIRED (See Justification in Block 13)
b [ ] FUNDS [illegible] ARE NOT REQUIRED AND MAY BE WITHDRAWN

13 REMARKS

Reference: D94-466

14 ACCEPTANCE [illegible]
Directorate of Public Works
Attn: ANME-PWR-B
Ft. George G. Meade, MD 20755-5115

15 TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL
NANCY S. PATTERSON, CH, Budget Branch

16 SIGNATURE
[illegible] PAC-[illegible]

17 DATE
[illegible]

DD Form 448-2, JUL 71

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
	D94-466 (D0600)	16 Aug 94	W23A71-86182-191	1

7. TO:
Directorate of Public Works
Attn: ANME-PWR-B
Ft. George G. Meade, MD 22314-1651

8. FROM: *(Agency, name, telephone number of originator)*
Defense Investigative Service (V0920)
1340 Braddock Place
Alexandria, VA 22314-1651

9. ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION *(Federal stock number, nomenclature, specification and/or drawing No., etc.)* b	QTY. c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
	Funds are provided for the Maintenance and Repair costs for the Bldg #320 for the period 1Jul thru 30 Sep 94				Increase $7500.00

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL $7500.00

12. TRANSPORTATION ALLOTMENT *(Used if FOB Contractor's plant)*

13. MAIL INVOICES TO *(Payment will be made by)*
Defense Investigative Service, #320
PO Box 1211, Holabird Industrial Park
Baltimore, MD 21203
PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
	9740100.49	1264	9749 506000 1285 D94-466	676900	$7500.00

15. AUTHORIZING OFFICER *(Type name and title)*
MARY A. JESSUP
Fund Certifying Officer

16. SIGNATURE

17. DATE 25 AUG 1994

DD FORM 1 JUN 72 448 PREVIOUS EDITION IS OBSOLETE.

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC

3. CONTROL SYMBOL NO. D94-466 (D0600)

4. DATE PREPARED 22 Apr 94

5. MIPR NUMBER W23A71-86182-191

6. AMEND NO. 1

7. TO:
Directorate of Public Works
Attn: ANME-PWR-B
Ft. George G. Meade, MD 20755-5115

8. FROM: (Agency, name, telephone number of originator)
Defense Investigative Service
1340 Braddock Place
Alexandria, VA 22314-1651

9. ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature specification and/or drawing No., etc.) b	QTY. c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
	Funds are provided for the Maintenance and Repair costs fo Building #320 for the period 1 Apr thru 31 May 1994				Increase $3000.00

APR 28 ... JIS, FIN MGMT

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL $3000.00

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

13. MAIL INVOICES TO (Payment will be made by)
Defense Investigative Service, Bldg #320
P.O. Box 1211, Holabird Industrial Park
Baltimore, MD 21203
PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
	9740100.49	264	9749 506000 1285 D94-466	676900	$3000.00

15. AUTHORIZING OFFICER (Type name and title)
MARY A. JESSUP

16. SIGNATURE

17. DATE

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include ZIP Code)	2. MIPR NUMBER	3. AMENDMENT NO.
Defense Investigative Service 1340 Braddock Place (V0920) Alexandria, VA 22314-1651	W23A71-86182-191	1
	4. DATE (MIPR Signature Date): 4/11/94	5. AMOUNT (As Listed on the MIPR): $3000.00

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

a. [ ] ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)

b. [ ] ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)

c. [ ] ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW

d. [ ] THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. [ ] MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c
		Maintenance & Repair Cost thru 31 May 1994 Increase $3000.00			
d. TOTAL ESTIMATED PRICE		$3000.00	d. TOTAL ESTIMATED PRICE		

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS	11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS
	$3000.00

12. FUNDS DATA (Check if Applicable)

a. [ ] ADDITIONAL FUNDS IN THE AMOUNT OF $ _____ ARE REQUIRED (See Justification in Block 13)

b. [ ] FUNDS IN THE AMOUNT OF $ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

Reference: D94-466 (DIS)

14. ACCEPTING ACTIVITY (Complete Address)	15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL	
Directorate of Public Works Attn: ANME-PWR-B Ft. George G. Meade, MD 20755-5115	NANCY S. PATTERSON, CH, Budget Branch 16. SIGNATURE	17. DATE

22 April 94

FT Holabird Bldg 320

Request additional Funds be sent From Ft Holabird BIDG 320 under the Repair + Maintenance Contract 94-M-2255 for JCM controls for the amount of $3,000.00. The additional funds are for the repairs of the chiller unit to correct the Vane Actuactor Diaphragm. Also any additional labor + parts that maybe associated. to completly make the chiller operational.

Mark Winton

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
	D94-466 (D0600)	15 Aug 94	W23A71-86182-191	2

7. TO:
Directorate of Public Works
Attn: ANME-PWR-B
Ft. George G. Meade, MD 20755-5115

8. FROM: *(Agency, name, telephone number of originator)*
Defense Investigative Service
1340 Braddock Place (V09L0)
Alexandria, VA 22314-1651

9. ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION *(Federal stock number, nomenclature, specification and/or drawing No., etc.)* b	QTY. c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
	Funds are provided for the Maintenance and Repair costs for Bldg #320 for the period 1 Apr thru 31 May 94				Increase $5677.55

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL $5677.55

12. TRANSPORTATION ALLOTMENT *(Used if FOB Contractor's plant)*

13. MAIL INVOICES TO *(Payment will be made by)*
Defense Investigative Service, Bldg #320
PO Box 1211, Holabird Industrial Park
Baltimore, MD 21203
PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ITEM NO.	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
	9740100.49	264	9749 506000 1285 D94-466	676900	$5677.55

PURCHASE REQUEST AND COMMITMENT

(For use of this form, see AR 37-1, the proponent agency is OASA(FM))

1. PURCHASE INSTRUMENT NO: W23UJ5-4193-7189	2. REQUISITION NO.: 2D-FE135-4J	3. DATE: 12 July 1994	PAGE 1 OF 1 PAGES

4. TO: Directorate of Contracting

5. THRU: DPW, Engineer Resource Management Division, Budget Branch, Fort George G. Meade, MD 20755-5115

6. FROM: DPW, EPS Division, Contract Management Branch, Bldg 229, ATTN: ANME-PWP-C, Fort George G. Meade, MD 20755-5115

It is requested that the supplies and services enumerated below or on attached list be

7. PURCHASED FOR: DPW, Engineering Plans and Services Division, Fort George G. Meade, MD 20755-5115

8. DELIVERED TO: Fort Holabird, Building 320, Baltimore, MD

9. NOT LATER THAN (Date): 19 July 1994

The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: *(Check appropriate box and complete item.)*

10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION: Mark Winton

11. TELEPHONE NUMBER: 301-677-9020

X — 12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY: AR 420-43

13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY:

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED UNIT PRICE a	18. ESTIMATED TOTAL COST b
	FSC: Z111 SERVICE: Emergency repairs were required at Fort Holabird, Building 320 to repair chiller. This work was accomplished on 05 May 1994. JCM sent a certified Carrier mechanic in able to accomplish this work. The emergency repair was authorized by DOC Vera Moore whom called JCM in reference to subject repair.				
	LABOR	1	JB	$4,550.40	$4,550.40
	MATERIALS	1	JB	$1,125.15	$1,125.15

19. ACCOUNTING CLASSIFICATION AND AMOUNT: $5,677.55

FUND CERTIFICATION

The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER: EVA M. JONES, Funds Certifying Officer

21. SIGNATURE:

22. DATE:

23. DISCOUNT TERMS:

24. PURCHASE ORDER NUMBER:

25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE

VENDOR: J.C.M. Control Systems, Incorporated
1165 Gorsuch Avenue
Baltimore, MD 21218 PHONE: 410-366-5720 FAX: 410-243-3291

26. DELIVERY REQUIREMENTS

ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES: YES ☐ NO ☐

IF YES, NUMBER OF DAYS REQUIRED:

27. TYPED NAME AND GRADE OF INITIATING OFFICER: MARK WINTON

28. SIGNATURE: Mark Winton

29. DATE: 18 July 94

30. TELEPHONE NUMBER: 301-677-9562

31. TYPED NAME AND GRADE OF SUPPLY OFFICER: KAREN M. DEAN

32. SIGNATURE: Karen M. Dean

33. DATE: 18 July 1994

34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE: MICHAEL GONCE, Acting, Chief, Contract Management Branch, Directorate of Public Works

35. SIGNATURE: Michael Gonce

36. DATE: 18 JULY 1994

DA FORM 3953, EDITION OF AUG 76 IS OBSOLETE — USAPPC V1.00

INFORMATION

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. CONTROL SYMBOL NO. D0600/PIC

4. DATE PREPARED 23 MAY 1994

5. MIPR NUMBER W23A71-86182-191

6. AMEND NO 4

7. TO:
Directorate of Public Works
Attn: ANME-PWR-8
Ft. Meade, Maryland 20755-5115

8. FROM: (Agency, name, telephone number of originator)
Defense Investigative Service
1340 Braddock Place
Alexandria, Virginia 22314-1651

9. ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) b	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
	Funds are provided against ISSA W23A71-86182-191 to cover the cost to repair a defective vane activator diaphrag.				$3,000.00

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL $3,000.00

12. TRANSPORTATION ALLOTMENT (See 1 FOR Contractor's plant)

13. MAIL INVOICES TO (Payment will be made by)
Defense Investigative Service, Bldg. #320
P.O. Box 1211, Holabird Industrail Park
Baltimore, Md. 21203
PAY OFFICE DODAAD

14. [illegible] HAS BEEN ALLOTTED TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE [illegible] ENTER THE ACTUAL MATERIAL TOTAL PRICE

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	ACCTG STA DODAAD	AMOUNT
9740100.49	264	9749	506000	1285	D94-466	676900	$3,000.00

15. A. [illegible] NAME

MARY AL JESSUP, DIS FUND CERTIFYING OFC.

17. DATE 23 MAY 1994

DIS HIN, MGMT DIV
RECEIVED

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include ZIP Code)
Defense Investigative Service
1340 Braddock Place
Alexandria, Virginia 22314-1651

2. MIPR NUMBER
W23A71-86182-191

3. AMENDMENT NO
4

4. DATE (MIPR Signature Date)
5/23/94

5. AMOUNT (As Listed on the MIPR)
$3000.00

6. The MIPR identified above is accepted and the items requested will be provided as follows (Check as Applicable)

a. [X] ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)
b. [ ] ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)
c. [ ] ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW
d. [ ] THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. [ ] MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c
		Repair of a Defective Vane Activator Diaphrage $3000.00			
d. TOTAL ESTIMATED PRICE		$3,000.00	d. TOTAL ESTIMATED PRICE		

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS

11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS

12. FUNDS DATA (Check if Applicable)

a. [ ] ADDITIONAL FUNDS IN THE AMOUNT OF $ _____ ARE REQUIRED (See Justification in Block 13)
b. [ ] FUNDS IN THE AMOUNT OF $ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

Reference: D94-466

14. ACCEPTING ACTIVITY (Complete Address)
Directorate of Public Works
Attn: ANME-PWR-B
Ft. George G. Meade, Md. 20755-5115

15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL
NANCY S. PATTERSON, CHIEF BUDGET BRANCH

16. SIGNATURE
Linda J. McGahran

17. DATE
05-24-94

DD FORM 448-2

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF 1 PAGES

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
	D94 466	7 Jan 94	W23A71-86182-191	Basic

7. TO:
Directorate of Public Works
Attn: ANME-PWR-B
Fort George G. Meade, MD 20755-5115

8. FROM: (Agency, name, telephone number of originator)
Defense Investigative Service
1340 Braddock Place
Alexandria, VA 22314-1651

9. ITEMS ☒ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) b	QTY. c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
	Funds are provided for the FY94 ISSA #W23A71-86182-191 for the following categories for the period 1 Oct 93 - 30 Sep 94.				
1	Category AF - Custodial Service Contract #92-C-0013				$70,677.72
2	Category AX - Refuge Removal Contract #94-M-0004 1 Oct 93 - 31 Dec 93 1 Jan 94 - 30 Sep 94				 1,357.50 4,212.00
3	Category AW - Real Property Maintenance Contract #94-M-0110 M&R Bldg 320 Contract #94-M-0040				47,676.00
4	Category AW - Real Property Maintenance Contract #93-C-0035 M&R of Elevator/Dumbwaiter				2,566.00
5	Category AW - Emergency Work Funds Contract #93-C-0035 1 Oct 93 - 30 Sep 94				10,000.00

RECEIVED JAN 13 1994 DIS AED

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL $136,489.22

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

13. MAIL INVOICES TO (Payment will be made by)
Defense Investigative Service
1340 Braddock Place
Alexandria, VA 22314-1651
PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
	9740100.49	264	9749 506500 1285 D94- 466	676900	$136,489.22

15. AUTHORIZING OFFICER (Type name and title)
MARY A. JESSUP

16. SIGNATURE
Mary A. Jessup

17. DATE
13 JAN 1994

DD FORM 1348 Fund Certifying Official PREVIOUS EDITION IS OBSOLETE

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include ZIP Code)	2. MIPR NUMBER	3. AMENDMENT NO.
Defense Investigative Service 1340 Braddock Place Alexandria, VA 22314-1651	W23A71-86182-191	Basic
	4. DATE (MIPR Signature Date) 1/13/94	5. AMOUNT (As Listed on the MIPR) $136,489.22

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

a. [X] ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)

b. [ ] ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)

c. [ ] ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW

d. [ ] THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. [ ] MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c
1		$70,677.72			
2		$ 1,357.50 $ 4,212.00			
3		$47,676.00			
4		$ 2,566.00			
5		$10,000.00			
d. TOTAL ESTIMATED PRICE		$136,489.22	d. TOTAL ESTIMATED PRICE		

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS	11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS
	$136,489.22

12. FUNDS DATA (Check if Applicable)

a. [ ] ADDITIONAL FUNDS IN THE AMOUNT OF $_____ ARE REQUIRED (See Justification in Block 13)

b. [ ] FUNDS IN THE AMOUNT OF $_____ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

9740100.49 264 9749 506500 1285 676900 D94- 466

14. ACCEPTING ACTIVITY (Complete Address)	15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL	
Directorate of Public Works ATTN: ANME-PWR-B Ft. Meade, MD 20755-5115	Nancy S. Patterson, Ch, Budget Branch	
	16. SIGNATURE	17. DATE

DD FORM 448-2 PREVIOUS EDITION WILL BE USED UNTIL EXHAUSTED

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include ZIP Code)	2. MIPR NUMBER	3. AMENDMENT NO.
Defense Investigative Service 1340 Braddock Place Alexandria, Virginia 22314-1651	W23A71-86182-191	BASIC
	4. DATE (MIPR Signature Date) 11/30/93	5. AMOUNT (As Listed on the MIPR) $50,200.00

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

a. [X] ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)

b. [ ] ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)

c. [ ] ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW

d. [ ] THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. [ ] MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c
	Utility Funding	$50,200.00			
d. TOTAL ESTIMATED PRICE		$50,200.00	d. TOTAL ESTIMATED PRICE		

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS	11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS
	$50,200.00

12. FUNDS DATA (Check if Applicable)

a. [ ] ADDITIONAL FUNDS IN THE AMOUNT OF $_____ ARE REQUIRED (See Justification in Block 13)

b. [ ] FUNDS IN THE AMOUNT OF $_____ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

Reference: D94-466

14. ACCEPTING ACTIVITY (Complete Address)	15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL
Directorate of Public Works ATTN: AXME-PWR-B	Linda E. McGAHAGAN, FCO, DP
	16. SIGNATURE
	17. DATE

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

2. FSC

3. CONTROL SYMBOL NO. D94-466 (V0600/PIC)

4. DATE PREPARED 19 NOVEMBER 93

5. MIPR NUMBER W23A71-86182-191

1. PAGE 1 OF PAG

6. AMEND BAS/C

7. TO:
Directorate of Public Works
ATTN: AFKA-ZI_EH-RB
FT. MEADE, MD 20755-5115

8. FROM: (Agency, name, telephone number of originator)
Defense Investigative Service
1340 Braddock Place (V0920)
Alexandria, Virginia 22314-1651

9. ITEMS [ ] ARE [ ] ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING [ ] HAS [ ] HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and or drawing No., etc.) b	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
	Funds are provided for Utilities Services against ISSA #W23A71-86182-191 for the period 1 October 1993 to 31 December 1993 (First Qtr. of FY94)				$50,200.00

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

13. MAIL INVOICES TO (Payment will be made by)
Defense Investigative Service, Bldg. #320
P.O. Box 1211, Holabird Industrial Park
Baltimore, Md. 21203
PAY OFFICE DODAAD

11. GRAND TOTAL $50,200.00

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ALLOTMENT	APPROPRIATION	SUBALLOT	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
9740100.49	264	9749	506000 1285 D94-466	676900	$50,200.00

15. AUTHORIZING OFFICER (Type name and title)
RY A. JESSUP, DIS FUND CERTIFYING OFFICIAL

16. SIGNATURE

17. DATE

FORM 1 JUN 72 448

PREVIOUS EDITION IS OBSOLETE

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include ZIP Code)	2. MIPR NUMBER	3. AMENDMENT NO.
Defense Investigtive Service 1340 Braddock Place Alexandria, Virginia 22314-1651	W23A71-86182-191	
	4. DATE (MIPR Signature Date) 2 February 1993	5. AMOUNT (As Listed on the MIPR) $50,198.44

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

a. ☐ ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)

b. ☐ ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)

c. ☐ ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW

d. ☐ THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. ☐ MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c
	Utility Services	$50,198.44			
d. TOTAL ESTIMATED PRICE		$50,198.44	d. TOTAL ESTIMATED PRICE		

FEB 14 1994

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS

11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS
$100,398.44

12. FUNDS DATA (Check if Applicable)

a. ☐ ADDITIONAL FUNDS IN THE AMOUNT OF $_____ ARE REQUIRED (See Justification in Block 13)

b. ☐ FUNDS IN THE AMOUNT OF $_____ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

keference: D94-466 (PIC ISSA)

14. ACCEPTING ACTIVITY (Complete Address)	15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL	
Directorate of Public Works Attn: ANME-PWR-B Ft. George G. Meade, Md. 20755-5115	NANCY S. PATTERSON, CHIEF, BUDGET BRANCH	
	16. SIGNATURE	17. DATE

DD FORM 448-2 PREVIOUS EDITION WILL BE USED

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC

3. CONTROL SYMBOL NO.: D94-466

4. DATE PREPARED: 3 FEBRUARY 94

5. MIPR NUMBER: W23A71-86182-191

6. AMEND NO.:

7. TO:
Directorate of Public Works
Attn: ANME-PWR-B
FT. Meade, MD 20755-5115

8. FROM: Agency, name, (telephone number of originator)
Defense Investigative Service
1340 Braddock Place
Alexandria, Virginia 22314-1651

9. ITEMS ___ ARE ___ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ___ HAS ___ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and or drawing No., etc.) b	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
	Funds are provided for Utility Services against ISSA #W23A71-86182-191, for the period 1 Jan 94 to 31 March 1994. (2nd Quarter FY94)				$50,198.44

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL $50,198.44

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

13. MAIL INVOICES TO (Payment will be made by)
Defense Investigative Service, Bldg. #320
P.O. Box 1211, Holabird Industrial Park
Baltimore, Md. 21203
PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ALLOTMENT	SUBALLOTMENT	SUPPLEMENTAL ACCOUNT	NS CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
9740100.49	264	9749	506000 1285 D94-466	676900	$50,198.44

15. AUTHORIZING OFFICER (Type name and title) SIGNATURE

16. DATE

17. DATE

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include ZIP Code)	2. MIPR NUMBER	3. AMENDMENT NO.
Defense Investigative Service 1340 Braddock Place Alexandria, Virginia 22314-1651	W23A71-86182-191	2
	4. DATE (MIPR Signature Date): 4/11/94	5. AMOUNT (As Listed on the MIPR): $50,200.00

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

a. [X] ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)

b. [ ] ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)

c. [ ] ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW

d. [ ] THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. [ ] MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c
		3rd Quarter Utility Services (4/1/94 to 6/30/94) $50,200.00			
d. TOTAL ESTIMATED PRICE		$50,200.00	d. TOTAL ESTIMATED PRICE		

RECEIVED
US FIN MGMT DIV

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS

11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS: $150,598.44

12. FUNDS DATA (Check if Applicable)

a. [ ] ADDITIONAL FUNDS IN THE AMOUNT OF $_____ ARE REQUIRED (See Justification in Block 13)

b. [ ] FUNDS IN THE AMOUNT OF $_____ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

REFERENCE NO. D94-466

14. ACCEPTING ACTIVITY (Complete Address)
Defense Investigative Service
1340 Braddock Place
Alexandria, Virginia 22314-1651

15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL

16. SIGNATURE: Linda E. McGahagan

17. DATE: 20 Apr 94

DD FORM 448-2 PREVIOUS EDITION WILL BE USED UNTIL EXHAUSTED

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC | 3. CONTROL SYMBOL NO. D0600/PIC/D94-466 | 4. DATE PREPARED 1 APRIL 1994 | 5. MIPR NUMBER W23A71-86182-191 | 6. AMEND NO. 2

7. TO:
Directorate of Public Works
Attn: ANME-PWR-B
Ft. George G. Meade, Md. 20755-5115

8. FROM: (Agency, name, telephone number of originator)
Defense Investigative Service
1340 Braddock Place
Alexandria, Virginia 22314-1651

9. ITEMS ___ ARE ___ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ___ HAS ___ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) b	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
	Funding is provided for Utility Services against ISSA #W23A71-86182-191 for the period 1 April 94 to 31 June 1994. (3rd Quarter FY94				$50,200.00

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL $50,200.00

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant.)

13. MAIL INVOICES TO (Payment will be made by)
Defense Investigative Service, Bldg. #320
P.O. BOX 1211, Holabird Industrial Park
Baltimore, Md. 21203
PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE

APPROPRIATION			SUPPLEMENTAL ACCOUNT NO.	CLASSIFICATION		ACCTG STA DODAAD	AMOUNT
9740100.49	264	9749	506000	1285	D94-466	676900	$50,200.00

15. AUTHORIZING OFFICER (Typ. name and title) MARY A. JESSUP, DIS FUND CERTIFYING OFFICIAL

16. SIGNATURE

17. DATE 11 APRIL 1994

DD FORM 448

DEFENSE INVESTIGATIVE SERVICE REQUISITION/FUNDING AUTHORIZATION

DATE:

TO: V0910 (BUDGET OFFICE)

3. [illegible] PIC
ISSA [illegible] of air conditioner

TOTAL DOLLAR AMOUNT REQUESTED: $ 19134.23

[signature]
SIGNATURE

TO: V0920 (ACCOUNTING & FINANCE OFFICER)

DATE: 8/22/94

FUNDING AUTHORITY IS APPROVED FOR THE ABOVE ITEM(S)
COST CENTER CODE 506000
ELEMENT OF EXPENSE INVESTMENT CODE (EEIC) 1285
PROGRAM ELEMENT 35128V
TYPE OF EXPENSE
(CHECK ONE)

	OPERATION AND MAINTENANCE	97 0100.49
	PROCUREMENT	97 0300.49
	CONSTRUCTION	97 0500.49

CURRENT LIMITATION	ADJUSTMENT	REVISED LIMITATION
$	INCREASE $	$
	DECREASE $	

Marlene Cook
SIGNATURE BUDGET ANALYST

D 94-4666

Do not Inc Obligation
funding cert of ISSA I Needs

TO: REGION/CENTER

THIS COPY OF MY FUNDING REQUEST FOR THE ABOVE ITEM(S)/SERVICE(S) ACKNOWLEDGES RECEIPT OF YOUR VERBAL/WRITTEN REQUEST DATED
THIS COMPLETED FORM MEANS THAT YOUR REQUEST HAS BEEN APPROVED AND ACTION IS BEING TAKEN. IF THIS IS AN AMENDMENT TO A PREVIOUS OA, YOU MAY PROCEED WITH YOUR ACTION. IF A NEW OA IS REQUIRED, ACCOUNTING WILL FORWARD IT WITHIN THE WEEK. CALL ACCOUNTING IF THE OA NUMBER IS NEEDED ASAP.

In Budget, don't increase the PIC ISSA - file in folder for

Defense Investigative Service Procurement/Funding Authorizati

: V0952 Chief, Material Branch _____ Date _____

quest procurement/funding authorization for the following listed items
pe of service/item to be procured: _____

_____

al dollar amount required$ _____

nature _____

****

V0955 Date _____

ve listed item (s) will be procured by:

Form 1155 (Purchase Order) _____

ndard Form 44 _____

strip, _____

Other, _____

Will be procured by DIS Procurement Officer (DD 1262)

Will be procured by requestng Activity (DIS Form 7- Obligation Authority (OA

nature DIS Procurement Officer _____

****

V0920 Accounting & Finance Office By the Budget Office Date 8-22-94

authority is apporved for the above item(s)

Center code 506000

ent of Expense Investment Code (EEIC) 1285

ram Element 35128V

of expense (Check One)

Operation & Maintenance	97 0100.49
Procurement	97 0300.49
Construction	97 0500.49

Not Incl Obligation

ent Limitation		Ajustments	Revised Limitation
_____	Increase	$ _____	$ _____
	Decrease	$ _____	

D 94-466

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST U.S. ARMY AND FORT GEORGE G. MEADE
FORT GEORGE G. MEADE, MARYSLAND

REPLY TO
ATTENTION OF:

[illegible]

[illegible]

[illegible] [illegible], ATTN: Support Services [illegible], Baltimore, MD [illegible]

SUBJECT: [illegible] 4 Funding for Recurring Service Contracts

1. Request your office provide funding in the amount of $16,439.22 to support yearly recurring service contracts. Enclosed is a listing of subject services and applicable dollar amounts requested. These dollar amounts are estimates in cases where the contract will be being [illegible] during the year to complete a full year of services. Estimates are based on identical contractual services with no price increases.

2. Funding can be provided by a DD Form 448, Military Interdepartmental Purchase Request (MIPR), or its equivalent to be used exclusively for services and in-house work requests. This MIPR can be amended as additional requirements are known. When possible, please provide the corresponding DD Form 448-2, Acceptance MIPR, to facilitate the processing of this request. Please use the following address to forward funding:

Directorate of Public Works
ATTN: ANME-PWR-B
Fort George G. Meade, MD 20755-5115

3. If this office can be of further assistance, please contact Ms. Linda McGahagan, 677-9261/9665.

FOR THE DIRECTOR:

for Alice C. Clayton
NANCY S. PATTERSON
Chief, Budget Branch
Directorate of Public Works

CF:
Defense Investigative Service, ATTN: V0920, Room 6031 (M. Cook),
1900 Half Street, SW, Washington, DC 20324-1700

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	M2	[illegible] 1 OCT 93 - 30 SEP 94	[illegible]
4J8556050	94-M-0004	M2	REPORT ASBESTOS 1 OCT 93 - 31 DEC 93 1 JAN 94 - 30 SEP 94	1,357.50 4,212.00
2CM554043	94-M-0110 94 M 0040	K5	M & [illegible] BLDG 320 1 OCT 93 - 30 SEP 94	47,676.00
2D554624J	93-C-0035	K5	MSF OF ELEVATORS/DUMBWAITER 1 OCT 93 - 30 SEP 94	2,560.00
		K5	EMERGENCY WORK FUNDS 1 OCT 93 - 30 SEP 94	10,000.00

TOTAL FUNDING REQUEST $136,489.22

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
	D94-466 (D0600)	15 Aug 94	W23A71-86182-191	3

7. TO:
Directorate of Public Works
Attn: ANME-PWE-B
Ft. George G. Meade, MD 20755-5115

8. FROM: *(Agency, name, telephone number of originator)*
Defense Investigative Service
1340 Braddock Place (V0920)
Alexandria, VA 22314-1651

9. ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. *a*	DESCRIPTION *(Federal stock number, nomenclature, specification and/or drawing No., etc.)* *b*	QTY. *c*	UNIT *d*	ESTIMATED UNIT PRICE *e*	ESTIMATED TOTAL PRICE *f*
	Funds are provided for the Maintenance and Repair costs for Bldg #320 for the period 1 Apr thru 31 May 94				Increase $5956.98

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL $5956.98

12. TRANSPORTATION ALLOTMENT *(Used if FOB Contractor's plant)*

13. MAIL INVOICES TO *(Payment will be made by)*
Defense Investigative Service, Bldg #320
PO Box 1211, Holabird Industrial Park
Baltimore, MD 21203
PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

RN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
	9740100.49	264	9749 506000 1285 D94-466	676900	$5956.98

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include ZIP Code)	2. MIPR NUMBER	3. AMENDMENT NO.
Defense Investigative Service 1340 Braddock Place (V0920) Alexandria, VA 22314-1651	W23A71-86182-191	2
	4. DATE (MIPR Signature Date) 11 Apr 94	5. AMOUNT (As Listed on the MIPR) $5677.55

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

a. [X] ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)

b. [ ] ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)

c. [ ] ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW

d. [ ] THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. [ ] MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c
		Maintenance & Repair Cost thru 31 May 94 Increase $5677.55			
d. TOTAL ESTIMATED PRICE		$5677.55	d. TOTAL ESTIMATED PRICE		

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS

11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS $ 183,606.19

12. FUNDS DATA (Check if Applicable)

a. [ ] ADDITIONAL FUNDS IN THE AMOUNT OF $_____ ARE REQUIRED (See Justification in Block 13)

b. [ ] FUNDS IN THE AMOUNT OF $_____ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

Reference: D94-466

14. ACCEPTING ACTIVITY (Complete Address)	15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL	
Directorate of Public Works Attn: ANME-PWR-B Ft. George G. Meade, MD 20755-5115	NANCY S. PATTERSON, CH, Budget Branch	
	16. SIGNATURE Nancy S. Patterson	17. DATE 29 Apr 94

DD FORM 448-2 PREVIOUS EDITION WILL BE USED

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include ZIP Code)	2. MIPR NUMBER	3. AMENDMENT NO.
Defense Investigative Service 1340 Braddock Place (V0920) Alexandria, VA 22314-1651	W23A71-86182-191	3
	4. DATE (MIPR Signature Date): 11 Apr 94	5. AMOUNT (As Listed on the MIPR): $5956.98

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

a. [X] ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)

b. [ ] ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)

c. [ ] ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW

d. [ ] THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. [ ] MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c
		Maintenance & Repair Cost thru 31 May 94 Increase $5956.98			
d. TOTAL ESTIMATED PRICE		$5956.98	d. TOTAL ESTIMATED PRICE		

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS

11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS $189,563.[illegible]

12. FUNDS DATA (Check if Applicable)

a. [ ] ADDITIONAL FUNDS IN THE AMOUNT OF $_____ ARE REQUIRED (See Justification in Block 13)

b. [ ] FUNDS IN THE AMOUNT OF $_____ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

Reference: D94-466

14. ACCEPTING ACTIVITY (Complete Address)	15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL	
Directorate of Public Works Attn: ANME-PWR-B Ft. George G. Meade, MD 20755-5115	NANCY S. PATTERSON, Ch, Budget Branch	
	16. SIGNATURE [illegible]	17. DATE [illegible]

DD FORM 440, 2 PREVIOUS EDITION [illegible]

FACSIMILE TRANSMITTAL HEADER SHEET

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON
DIRECTORATE OF PUBLIC WORKS
ENGINEERING PLANS AND SERVICES
CONTRACT MANAGEMENT BRANCH
BUILDING 229, ATTN: ANME-PWP-C
FORT GEORGE G. MEADE, MD
20755-5115

PHONE NUMBER: 410-677-9020
FAX NUMBER: 410-677-9149

TO: DEFENSE INVESTIGATIVE SERVICE, FORT HOLABIRD, BLDG 320
ATTN: MS. TERRY HINES / MR. MIKE FIGIEL

PHONE: 410-631-0214

SUBJECT: REQUEST FOR MIPR TO DPW, BUDGET SECTION, TO FUND "EMERGENCY" LEAK TEST ON EXISTING A/C SYSTEM. ESTIMATED COST TO CONDUCT LEAK TEST AND ACCOMPLISH FOLLOW-UP REPAIR TO REMEDY LEAKS IS $7,500.00

NUMBER OF PAGES: 2 DATE: 16 AUG '94

REMARKS: SEE ATTACHED DA4283. JCM'S ESTIMATED COST TO ACCOMPLISH LEAK TEST IS $2,515.26. ADDITIONAL LEAK REPAIR COSTS ARE UNKNOWN AT THIS TIME.

THANKS
MIKE GONCE, CONTRACT MGT. BRANCH
301-677-9020/9562

08/16/94 12:10 ☎301 677 9149 DPW PLANS & SVCS 002/002

FACILITIES ENGINEERING WORK REQUEST – XFA, XFB, XFC

For use of this form, see AR 420-17 and DA Pam 420-6; the proponent agency is the Office of the Chief of Engineers.

TRANS CODE	CHANGE	DOCUMENT NUMBER: REQ ID	SERIAL NUMBER	BY	TYPE	BUILDING/FACILITY NUMBER	SUFFIX	DATE YR	MO	DA	OTHER FUND CITATION	SHORT JOB DESCRIPTION	BUILDING/FACILITY NUMBER	SUFFIX	BLANK
2 3	4	5 6	7 8 9 10 11	12	13	14 15 16 17 18 19	20 21 22	23 24	25 26	27 28	29 30 31 32 33 34 35 36 37 38	39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65	66 67 68 69 70 71	72 73 74	75 76 77 78 79 80
dEIA		2DFE1654J				320		94	08	16		CONDUCT LEAK TEST ON SYSTEM			

TRANS CODE	CHANGE	DOCUMENT NUMBER: REQ ID	SERIAL NUMBER	BY	TYPE	BUILDING/FACILITY NUMBER	SUFFIX	BUILDING/FACILITY NUMBER	SUFFIX	BUILDING/FACILITY NUMBER	SUFFIX	BUILDING/FACILITY NUMBER	SUFFIX	BUILDING/FACILITY NUMBER	SUFFIX	BUILDING/FACILITY NUMBER	SUFFIX	BUILDING/FACILITY NUMBER	SUFFIX	BLANK
1 2 3	4	5 6	7 8 9 10 11	12	13	14 15 16 17 18 19	20 21 22	23 24 25 26 27 28	29 30 31	32 33 34 35 36 37	38 39 40	41 42 43 44 45 46	47 48 49	50 51 52 53 54 55	56 57 58	59 60 61 62 63 64	65 66 67	68 69 70 71 72 73	74 75 76	77 78 79 80
XFB	C																			

DESCRIPTION AND JUSTIFICATION OF WORK TO BE ACCOMPLISHED

FORT HOLABIRD'S DEFENSE INVESTIGATIVE SERVICE MS. TERRY HINES REQUESTS THAT M&R CONTRACTOR, ICM CONTROLS, CONDUCT LEAK TEST ON BUILDING'S AIR CONDITIONING SYSTEM. THE TEST WILL BE CONDUCTED ON AN "EMERGENCY" BASIS, SINCE THIS OFFICE WAS INFORMED BY MS. HINES TODAY THAT CHILLER SHUT DOWN OVERNIGHT. EMERGENCY WORK INCLUDES FURNISHING ALL LABOR AND MATERIALS NECESSARY TO IDENTIFY ALL LEAKS IN THE CHILLER'S REFRIGERANT SYSTEM. WORK SHALL INCLUDE THE EVACUATION OF ALL REFRIGERANT FROM THE SYSTEM AND SUBSEQUENT INSTALLATION OF NITROGEN INTO THE SYSTEM TO FACILITATE THE IDENTIFICATION OF ALL EXISTING SOURCES OF REFRIGERANT LEAKS.

DESCRIBE WHAT WILL HAPPEN IF WORK IS NOT ACCOMPLISHED

A/C SYSTEM PROVIDES ENVIRONMENTAL AIR TO FACILITY. DIS MISSION WILL SUFFER SEVERE HARDSHIP AND MAY SHUTDOWN COMPLETELY.

REQUESTER INFORMATION

NAME	ORGANIZATION	TELEPHONE NO.	SIGNATURE
MICHAEL GONCE	DPW, CMB	X79020	Michael Gonce

PERSON TO CALL FOR ADDITIONAL INFORMATION

NAME	ORGANIZATION	TELEPHONE NO.
CARROLL P. HICKS	DPW, CMB	X79562

FORWARD FOR APPROVAL

TO	RECOMMENDED ACTION	ENVIRONMENTAL IMPACT	ESTIMATED COST	WORK TO BE PERFORMED	FROM
APPROVING AUTHORITY	☐ APPROVAL ☐ DISAPPROVAL	NO YES ☐ ☐ ENVIRONMENTAL CONSIDERATIONS ☐ ☐ EIS/EIA INITIATED ☐ ☐ EIS/EIA COMPLETED	FUNDED $ ____ WC K $ ____ WC L $ ____ WC ___ $ ____ UNFUNDED $ ____ TOTAL $ ____	☐ IN-HOUSE ☐ SELF-HELP ☐ CONTRACT ☐ TROOP	FACILITIES ENGINEER DATE

APPROVED FOR DESIGN

SIGNATURE DATE

SOURCE OF FUNDS

☐ DIRECT
☐ AUTOMATIC REIMB.
☐ FUNDED REIMB.

REMARKS

PR# W23U15-4228-7217 – EARMARK $7.5K OF SMALL PURCHASE CONTINGENCY FUND TO ALLOW CONTRACTING OFFICER TO DIRECT ICM. TERRY HINES WILL REQUEST FROM DIS HEADQUARTERS A MIPR FOR $7.5K IN THE INTERIM

APPROVAL ACTION

TRANS CODE	CHANGE	DOCUMENT NUMBER: REQ ID	SERIAL NUMBER	BY	TYPE	ACTION TAKEN	DATE MO	DA		FORWARDED TO: DESIGN MO	DA	ESTIMATOR MO	DA
1 2 3	4	5 6	7 8 9 10 11	12	13 14	A – APPROVED D – DISAPPROVED	15 16	17 18	SIGNATURE OF APPROVAL AUTHORITY	19 20	21 22	23 24	25 26
XFC	C												

DA FORM 1 AUG 78 4283 EDITION OF 1 FEB 78 WILL BE USED UNTIL EXHAUSTED

WHITE (ORIGINAL) PROJECT FILE COPY
PINK – FORWARD TO KEYPUNCH AFTER COMPLETION OF "APPROVAL ACTION" BLOCK
BLUE – SUSPENSE FILE
GREEN – FORWARD TO KEYPUNCH AFTER COMPLETION OF "FORWARD FOR APPROVAL" BLOCK
YELLOW – REQUESTOR'S COPY

CONTROL SYSTEMS, INC.

1165 Gorsuch Avenue • Baltimore, Maryland 21218 • (410) 366-5720 • FAX 243-3291

August 16, 1994

Directorate of Engineering & Housing
Fort Holabird
Baltimore, Maryland 21224
ATTENTION: Mr. Mike Figiel

RE: QUOTATION OF LEAK TEST CHILLER

Dear Mr. Figiel:

Thank you for the opportunity to provide the following quote.

J.C.M. Control Systems, Inc. agree to provide the necessary labor and material to remove all refrigerant from the above mentioned chiller, and conduct leak test.

Be advised that Paul Holzapfel, a certified chiller repair/service technician will perform the above services.

This procedure will entail about (3) labor days. The cost to perform the above service is $2,515.26.

Once we have located the leak(s) in the system, we will have a better determination of a cost to restore the chiller to normal operation.

Sincerely,

Edwin C. Smith

Edwin C. Smith
Operations Coordinator
ES/gj

..., ... AR 37-1, the proponent agency is DASA(FM)	W2 147-	2. REQUISITION NO 2D-FE113-4J	3. DATE 08 June 1994
			PAGE OF PAGES

irectorate of Contracting	5. THRU: DPW, Engineer Resource Management Division, Budget Branch, Fort George G. Meade, MD 20755-5115	6. FROM: DPW, EPS Division, Contract Managemen Branch, Bldg 229, ATTN: ANME-PWP-C, Fort George G. Meade, MD 20755-5115

It is requested that the supplies and services enumerated below or on attached list be

7. PURCHASED FOR DPW, Engineering Plans and Services Division, Fort George G. Meade, MD 20755-5115	8. DELIVERED TO Defense Investigative Facility, Fort Holabird, Bldg 320, Baltimore, MD 21203	9. NOT LATER THAN (Date) 15 June 1994

The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: *(Check appropriate box and complete item)*

10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION: Mark Winton	11. TELEPHONE NUMBER: 301-677-9020	

X	12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY AR 420-54	13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED UNIT PRICE a	TOTAL COST b
	FSC: K043 SERVICE: Emergency service ocurred on 26 & 28 May 1994 at Bldg 320, Fort Holabird when the A/C service went out of service. JCM was required to perform overtime to install a compressor for the Lybrett A/C unit. Contracting Officer, Mr. Dave Green authorized the contractor to perform these services on 26 May 1994.				
001	Labor Costs	23	HRS	$86.40	$1,987.20
002	Material Costs	1	JB	$3,969.78	$3,969.78

19. ACCOUNTING CLASSIFICATION AND AMOUNT: $5,956.98

FUND CERTIFICATION

The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER: EVA M. JONES, Funds Certifying Officer	21. SIGNATURE	22. DATE

23. DISCOUNT TERMS

24. PURCHASE ORDER NUMBER

25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE

VENDOR J.C.M. Control Systems, Incorporated
1165 Gorsuch Avenue
Baltimore, MD 21218 PHONE: 410-366-5720 FAX: 410-243-3291

26. DELIVERY REQUIREMENTS

ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES ☐ NO ☐

IF YES, NUMBER OF DAYS REQUIRED

27. TYPED NAME AND GRADE OF INITIATING OFFICER: MARK WINTON	28. SIGNATURE: Mark Winton	29. DATE: 6/8/94
30. TELEPHONE NUMBER: 301-677-9562		
31. TYPED NAME AND GRADE OF SUPPLY OFFICER: ERNEST HARTMAN	32. SIGNATURE: Ernest Hartman	33. DATE: 6/8/94

34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE: CARROLL P. HICKS, Chief, Contract Management Branch, Directorate of Public Works	35. SIGNATURE: Carroll P. Hicks	36. DATE: 8 June 1994

DA FORM 3953, EDITION OF AUG 76 IS OBSOLETE USAPPC V1.00

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include ZIP Code)	2. MIPR NUMBER	3. AMENDMENT NO.
Defense Investigative Service 1340 Braddock Place (V0920) Alexandria, VA 22314-1651	W23A71-86182-191	3
	4. DATE (MIPR Signature Date): 4/11/94	5. AMOUNT (As Listed on the MIPR): $3000.00

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

a. [X] ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)

b. [ ] ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)

c. [ ] ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW

d. [ ] THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. [ ] MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c
		Maintenance & Repair Cost thru 31 May 1994 Increase $3000.00			
d. TOTAL ESTIMATED PRICE		$3000.00	d. TOTAL ESTIMATED PRICE		

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS

11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS: ~~$3000.00~~ $62,220.45

12. FUNDS DATA (Check if Applicable)

a. [ ] ADDITIONAL FUNDS IN THE AMOUNT OF $_____ ARE REQUIRED (See Justification in Block 13)

b. [ ] FUNDS IN THE AMOUNT OF $_____ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

Reference: D94-466 (DIS)

14. ACCEPTING ACTIVITY (Complete Address)	15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL	
Directorate of Public Works Attn: ANME-PWR-B Ft. George G. Meade, MD 20755-5115	NANCY S. PATTERSON, CH, Budget Branch	
	16. SIGNATURE: Linda E. McTahagan	17. DATE: 16 May 94

DD FORM 448-2 PREVIOUS EDITION WILL BE USED

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
	D94-466 (D0600)	22 Apr 94	W23A71-86182-191	~~1~~ 3

7. TO:
Directorate of Public Works
Attn: ANME-PWR-B
Ft. George G. Meade, MD 20755-5115

8. FROM: *(Agency, name, telephone number of originator)*
Defense Investigative Service
1340 Braddock Place
Alexandria, VA 22314-1651

9. ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION *(Federal stock number, nomenclature, specification and/or drawing No., etc.)* b	QTY. c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f
	Funds are provided for the Maintenance and Repair costs fo Building #320 for the period 1 Apr thru 31 May 1994				Increase $3000.00
					$62,226.45

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL ~~$3000.00~~

12. TRANSPORTATION ALLOTMENT *(Used if FOB Contractor's plant)*

13. MAIL INVOICES TO *(Payment will be made by)*
Defense Investigative Service, Bldg #320
P.O. Box 1211, Holabird Industrial Park
Baltimore, MD 21203
PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

CRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
	9740100.49	264	9749 506000 1285 D94-466	676900	$3000.00

15. AUTHORIZING OFFICER *(Type name and title)*
MARY A. JESSUP
DIS Fund Certifying Official

16. SIGNATURE

17. DATE
28 APR 1994

DD FORM 1 JUN 72 448 PREVIOUS EDITION IS OBSOLETE.

28 APR 1994

22 April 94

FT Holabird Bldg 320

Request additional Funds be sent From FT Holabird BIDG 320 under the Repair + Maintenance Contract 94-M-2255 for JCM controls for the amount of $3,000.00. The additional funds are for the repairs of the chiller unit to correct the Vane Actuactor Diaphragm. Also any additional labor + parts that maybe associated. to completly make the chiller operational.

Mark Winton

] From: Susan J. Marshall at ~DIS_CEN_0601_EMAIL 11/14/94 12:18PM (692 bytes
ln)
Nise M. Hendrix at DISHQ5
ceipt Requested
: Andrew F. Coumes at DISHQ5, Cynthia F. Ehinger at DISHQ5, James B. Carnaggio
at ~DIS_CEN_0602_EMAIL
bject: Personnel Strength
---------- Message Contents ----------

Dee,

Here are the figures for the projected drawndown through 2001:

1996	1997	1998	1999	2000	2001
425	416	301	263	263	263

I have all the documentation to support the totals. As a side note, Bill Hughes has approved the numbers.

Sue

] From: Susan J. Marshall at ~DIS_CEN_0601_EMAIL 11/21/94 10:41AM (896 bytes
: 22 ln)
To: Denise M. Hendrix at DISHQ5
Receipt Requested
Subject: Contractors
---------- Forwarded ----------
From: Ernestine L. Dickerson at ~DIS_CEN_0603_EMAIL 11/21/94 9:26AM (659 bytes:
12 ln)
To: Susan J. Marshall at ~DIS_CEN_0601_EMAIL
cc: Irvin L. Becker, William A. Hughes at ~DIS_CEN_0602_EMAIL,
Ernestine L. Dickerson
Subject: Contractors
---------- Message Contents ----------

Sue,

The following is in response to your query about the number of contractors housed in IC&AD (NCC):

1. One and a half (1 1/2) contractors were housed in NCC in 1989.

2. Nine (9) contractors are expected to be housed in IC&AD for the remainder of FY95.

Lavonne

As of: 09:40 06 January 1995

Economic Impact Data

Activity: FORT HOLABIRD IC&AD, DEFENSE INVESTIGATIVE SERVICE
Economic Area: Baltimore, MD PMSA

Impact of Proposed BRAC-95 Action at FORT HOLABIRD IC&AD, DEFENSE INVESTIGATIVE

Total Population of Baltimore, MD PMSA (1992):	**2,433,800**
Total Employment of Baltimore, MD PMSA, BEA (1992):	**1,357,930**
Total Personal Income of Baltimore, MD PMSA (1992 actual):	**$54,545,477,000**
BRAC 95 Total Direct and Indirect Job Change:	**(424)**
BRAC 95 Potential Total Job Change Over Closure Period (% of 1992 Total Employment)	**0.0%**

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Relocated Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other Jobs:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	(33)	(9)	(115)	(103)	0	0	(260)
BRAC 95 Direct Job Change Summary at FORT HOLABIRD IC&AD, DEFENSE INVESTIGATIVE SERVICE:										
	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	(33)	(9)	(115)	(103)	0	0	(260)
	TOT	0	0	(33)	(9)	(115)	(103)	0	0	(260)
									Indirect Job Change:	(164)
									Total Direct and Indirect Job Change:	(424)

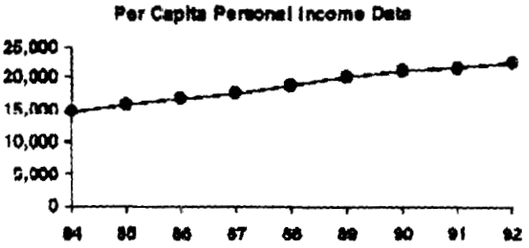
Other Pending BRAC Actions at FORT HOLABIRD IC&AD, DEFENSE INVESTIGATIVE SERVICE (Previous

MIL	0	0	0	0	0	0	0	0	0
CIV	0	0	0	0	0	0	0	0	0

Baltimore, MD PMSA Profile:

Civilian Employment, BLS (1993): 1,125,762

Average Per Capita Income (1992): $22,412



Annualized Change in Civilian Employment (1984-1993

Employment:	9,434
Percentage:	0.9%
U.S. Average Change:	1.5%

Annualized Change in Per Capita Personal Income (1984-1992

Dollars:	$956
Percentage:	5.4%
U.S. Average Change:	5.3%

Unemployment Rates for Baltimore, MD PMSA and the US (1984 - 1993):

	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
Local	6.2%	5.3%	5.2%	4.7%	4.9%	4.0%	5.1%	6.6%	7.4%	7.3%
U.S.	7.5%	7.2%	7.0%	6.2%	5.5%	5.3%	5.5%	6.7%	7.4%	6.8%

1 Note: Bureau of Labor Statistics employment data for 1993, which has been adjusted to incorporate revised methodologies and 1993 Bureau of the Census metropolitan area definitions are not fully compatible with 1984 - 1992 data.

Economic Impact Data

Activity: FORT HOLABIRD IC&AD, DEFENSE INVESTIG
Economic Area: Baltimore, MD PMSA

Cumulative BRAC Impacts Affecting Baltimore, MD PMSA:

Cumulative Total Direct and Indirect Job Chang	817
Potential Cumulative Total Job Change Over Closure Period (% of 1992 Total Employ	0.1%

Other Proposed BRAC 95 Direct Job Changes in Economic Area (Excluding FORT HOLABIRD IC&AD, DEFENSE INVESTIGATIVE SERVICE)

		1994	1995	1996	1997	1998	1999	2000	2001	Total
Army:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Navy:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Other Pending Prior BRAC Direct Job Changes in Economic Area (Excluding FORT HOLABIRD IC&AD, DEFENSE INVESTIGATIVE SERVICE)

Army:	MIL	(16)	475	114	0	0	0	0	0	573
	CIV	(67)	339	11	0	0	0	0	0	283
Navy:	MIL	(1)	(25)	412	0	0	0	0	0	386
	CIV	(58)	(79)	(79)	(13)	0	0	0	0	(229)
Air Force:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0
Other:	MIL	0	0	0	0	0	0	0	0	0
	CIV	0	0	0	0	0	0	0	0	0

Cumulative Direct Job Change in Baltimore, MD PMSA Statistical Area (Including FORT HOLABIRD IC&AD, DEFENSE INVESTIGATIVE SERVICE)

MIL	(17)	450	526	0	0	0	0	0	959
CIV	(125)	260	(101)	(22)	(115)	(103)	0	0	(206)
TOT	(142)	710	425	(22)	(115)	(103)	0	0	753

Cumulative Indirect Job Change:	64
Cumulative Total Direct and Indirect Job Change:	817

ECONOMIC IMPACT DATABASE

Service: DIS

BRAC95 Input:

GM:

1 | 0 | 458 | 9 | 0

Action: REALIGNING

1994	1995	1996	1997	1998	1999	2000	2001
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	33	2	116	103	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0

[37] From: Susan J. Marshall at ~DIS_CEN_0601_EMAIL 12/8/94 8:39AM (1360 bytes: 43 ln)
To: Denise M. Hendrix at DISHQ5
cc: Cynthia F. Ehinger at DISHQ5, Andrew F. Coumes at DISHQ5, William A. Hughes at ~DIS_CEN_0602_EMAIL, Helmut H. Hawkins at ~DIS_CEN_0602_EMAIL, Trent E. Bowen at ~DIS_CEN_0602_EMAIL, James M. Clark at DISHQ7, James B. Carnaggio at ~DIS_CEN_0602_EMAIL
Subject: Force Drawdown

---------- Message Contents ----------

Dee,

This is how I came up with the force drawdown:

FY96
Personnel 458
Losses 33 (early-out, retirements)

End Strength 425

FY97

Personnel 425
Losses 9 (from NCC)

End Strength 416

FY98

Personnel 416
Losses 115 (CCMS full deployment, losses from Investigations Div., NAC Div., and NCC)
End Strength 301

FY99

Personnel 301
Losses 38 (Files Automation full deployment, losses from Files/Facilities Div. and NCC)

End Strength 263

FY2000 and FY2001 - Personnel 263 for both FYs.

If you need any other info, just call me.

Thanks,

Sue

DIVISION STRENGTH/SALARY (D0620)

GRADE	STRENGTH CURRENT	STRENGTH PROJECTED	SALARY CURRENT	SALARY PROJECTED		
GS-11	68	68	$3,241,084	$3,241,084		
GS-09	83	53	$3,269,370	$2,087,670		
GS-06	5	3	$144,850	$86,928	(49)	(49)
GS-05	20	20	$519,920	$519,920		
GS-04	31	14	$720,316	$325,304		
TOTALS	207	158	$7,895,570	$6,260,906		

DIVISION STRENGTH/SALARY (D0640)

GRADE	STRENGTH CURRENT	STRENGTH PROJECTED	SALARY CURRENT	SALARY PROJECTED		
GS-07	3	2	$96,603	$64,402		
GS-06	9	3	$260,784	$86,928		
GS-05	4	2	$163,984	$81,992	(25)	(25)
GS-04	26	12	$604,136	$278,832		
GS-03	2	0	$41,402	$0		
TOTALS	44	19	$1,166,909	$482,154		

DIVISION STRENGTH/SALARY (D0670)

GRADE	STRENGTH CURRENT	STRENGTH PROJECTED	SALARY CURRENT	SALARY PROJECTED		
GS-09	6	4	$236,340	$157,560		
GS-07	25	8	$835,025	$257,608		
GS-06	2	0	$57,952	$0	(34)	(34)
GS-05	14	3	$363,944	$77,988		
GS-04	1	0	$23,236	$0		
GS-03	1	0	$20,701	$0		
TOTALS	49	15	$1,537,198	$493,156		

D0620	24	Supv/Support
	237	
TOTAL	231	
D0640	27	Supv/Facilities Branch
	44	
TOTAL	71	
D0670	9	Supv/Support
	49	
TOTAL	58	

D0610	8
NCC	70
V0600	10
D0660	10
D0620	231
D0640	71
D0670	58
TOTAL	458
	-195
END STRENGTH	263

GRADE	SALARY
GS-12	$57,122
GS-11	$47,663
GS-09	$30,390
GS-08	$35,665
GS-07	$32,201
GS-06	$28,976
GS-05	$25,996
GS-04	$23,236
GS-03	$20,701

SUPERVISORY REDUCTION "ALL DIVISIONS"

GRADE	QTY	SALARY
GS-12	3	$171,366
GS-11	6	$285,978
GS-08	1	$35,665
GS-06	2	$57,952
TOTAL	12	$550,961

NCC PROJECTED REDUCTIONS	(27)	(27)
REDUCTIONS FY94/95 (ATTRITIONS, EARLY-OUT, ETC)	(48)	(48)
TOTAL	(75)	(75)

*( ) SHOWS REDUCTIONS IN PERSONNEL

OPTIONAL FORM 99 (7-90)

FAX TRANSMITTAL

# of pages ► 1

To: LE HENDRIX	From: SUSAN MARSHALL
Dept./Agency: V0951	Phone #: (410) 631-0640
Fax #: (703) 325-1354	Fax #: (410) 631-0214

NSN 7540-01-317-7368 5099-101 GENERAL SERVICES ADMINISTRATION

DEFENSE INVESTIGATIVE SERVICE (DIS)

MODERNIZATION FUNCTIONAL ECONOMIC ANALYSIS (FEA)

NOVEMBER 14, 1994

EXECUTIVE SUMMARY

Facing the prospect of continuing budget cuts and further personnel reductions, the Defense Investigative Service (DIS) undertook a major initiative to streamline and automate its investigative and industrial security processes. Beginning in March 1992, the agency, under the sponsorship of the Director, Defense Information, initiated a series of Corporate Information Management workshops. These workshops led to the development of the DIS Strategic Implementation Plan. The plan identifies a set of functional process improvement projects, supported by automation, that dramatically increase the efficiency, timeliness, and quality of DIS' services to its customers.

This Functional Economic Analysis (FEA) applies the Risk Adjusted Discounted Cash Flow (RADCF) technique to compare two alternatives for implementing the Strategic Implementation Plan against the baseline. Alternative A uses funding levels specified in Program Decision Memorandum I (FY96 - $5M, FY97 - $20M, FY98 - $20M). Alternative B accelerates funding to begin in FY95 (FY95 - $14M, FY96 - $15M, FY97 - $16M).

The RADCF analysis covers the FY95 - FY2000 time period. Results demonstrate that both alternatives provide substantial savings and cost avoidance compared to the status quo (see table). Cumulative savings are realized through reductions in personnel and leased office space costs. Cost avoidance results from reductions in case processing times. However, the return on investment of Alternative B exceeds that of Alternative A by $36 million in cumulative savings and $600 million in cost avoidance. Alternative B achieves these savings by implementing the modernization initiative two years earlier than Alternative A.

ALTERNATIVE BENEFITS COMPARISON FY95 - FY2000

BENEFIT	ALTERNATIVE A	ALTERNATIVE B
Case Processing Time	*120 Days*	*120 Days*
Rejects	*IC&AD - 2.8%* *DISCO - 2.0%*	*IC&AD - 2.8%* *DISCO - 2.0%*
Cost	**$45M**	**$45M**
Cumulative Cost Savings	**$24M**	**$60M**
Cumulative Cost Avoidance*	**$322M**	**$922M**
Scheduled Completion	**FY2000**	**FY98**

* Appendix D describes the calculations for Cost Avoidance.

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1.0 FUNCTIONAL AREA STRATEGIC PLAN SUMMARY

The Department of Defense (DoD) Counterintelligence and Security Countermeasures (CI&SCM) functional area strategic plan establishes a blueprint for improving the CI&SCM programs in a rapidly changing world. The CI&SCM strategic plan charges each functional area manager with developing more effective management techniques and improving customer services by taking advantage of evolving technologies.

In March 1992, Defense Investigative Service (DIS), under the sponsorship of the Director, Defense Information (DDI), conducted a Corporate Information Management (CIM) workshop to model and evaluate its functional processes. The workshop identified major activities performed by DIS elements establishing a baseline model of current operations. Subsequent workshops conducted in all functional areas culminated in the development of the DIS Strategic Implementation Plan, dated April 1994. The initiatives delineated in the plan present an integrated approach to implementing process and system improvements that will substantially reduce DIS's case processing time.

External events have directly impacted DIS's ability to perform its mission. For example, the Administration's focus on reducing the size of government, the goals of the National Performance Review (NPR), and Office of the Secretary of Defense (OSD) downsizing initiatives, culminated in reduced future funding for DIS. Concurrent with downsizing initiatives, a number of national security policy decisions imposed additional investigative requirements designed to strengthen the personnel security programs without providing additional resources. For example, National Security Directive 63 mandated increased investigative coverage for the Single Scope Background Investigation (SSBI), the Director of Central Intelligence increased the investigative requirements for periodic Top Secret reinvestigations, and the Secretary of Defense introduced an expanded periodic reinvestigation program for Secret clearances.

The Joint Security Commission (JSC) further emphasized the need to strengthen the Personnel Security Investigation (PSI) program describing it as "the very heart of the government's security mission and that without adequate personnel screening, the rest of the security mission would be a worthless facade and a waste of resources." The JSC recommended that the Secretary of Defense and the Director of Central Intelligence invest in automation to increase timeliness, reduce cost, and improve the efficiency of the entire personnel security program.

2.0 FUNCTIONAL ACTIVITY STRATEGIC PLAN SUMMARY

2.1 Mission of Organization

DIS is a separate agency of DoD under the direction, authority and control of the Assistant Secretary of Defense (Command, Control, Communications and Intelligence (C^3I)). DIS was established on January 1, 1972. The agency is currently assigned the administration of four programs -- the PSI Program, the Defense Industrial Security Program (DISP), the Arms, Ammunition and Explosives Program, and the Key Asset Protection Program. The PSI Program is designed to elicit information pertinent to individuals assigned to or affiliated with the Defense Department which reflects on the individual's loyalty, character, emotional stability, trustworthiness, and reliability. The DISP was established to ensure that United States (US) Defense industry, while performing on government contracts or engaging in research and development, properly safeguards the classified information in its possession. The Arms, Ammunition and Explosives Program provides for the protection of sensitive conventional arms, ammunition and explosives in the custody of or produced by contractors associated with the DoD.

The Key Asset Protection Program promotes the security of those facilities which provide critical industrial production and services, thereby ensuring emergency mobilization preparedness capability. Investigative jurisdiction and Industrial Security (IS) cognizance extends over the US, US Possessions, and Trust Territories, with offices established in the Far East and Europe to assist the military components and user agencies in assuring proper security in overseas contractor operations.

2.2 Support for Current Work Processes

DIS's workload is governed by national policy decisions on investigative coverage and customer-generated requests for investigations/inspections. Responding to these requirements in a timely manner is difficult today and will become even harder in the face of shrinking resources.

2.2.1 Personnel Security Investigations

The investigative process is supported by the Investigations Control and Automation Directorate (IC&AD), in Baltimore, Maryland. The existing processes and procedures include the preparation of paper documents to assign investigative leads and report results. A Personnel Security Questionnaire (PSQ) is completed by the subject of the investigation and mailed to IC&AD for processing. DIS has made an electronic version of the PSQ available to its customers; however, customer adoption has just begun. The PSQs are copied and forwarded to DIS investigative elements or other federal agencies via the US Postal Service (USPS) or by DIS courier. The investigation is conducted by the field element or the federal agency , a report is prepared, and mailed or sent by courier to IC&AD. Investigative case files are maintained in paper form while a case is open then converted to microfiche when it has been completed. A paper copy of the completed investigation is mailed or sent by courier to the appropriate adjudicative facility. Collectively these processes have led to manual, paper-driven actions which delay case closings. Exhibit 2-1 illustrates the current process for managing PSIs and Exhibit 2-2 illustrates the existing investigative process.

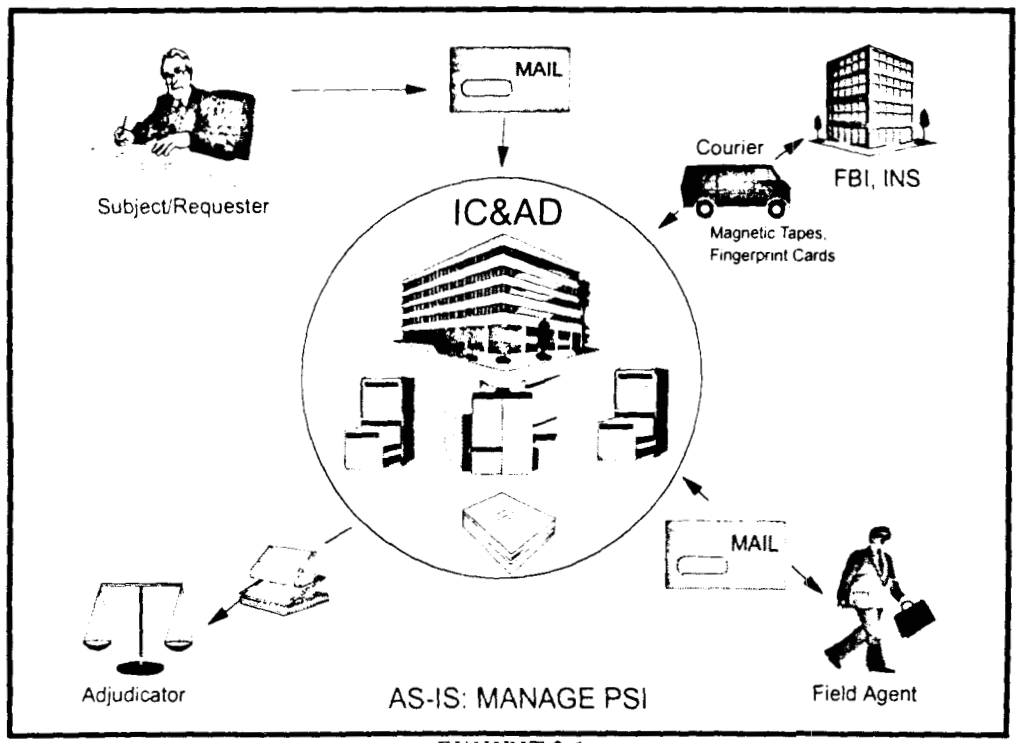


EXHIBIT 2-1

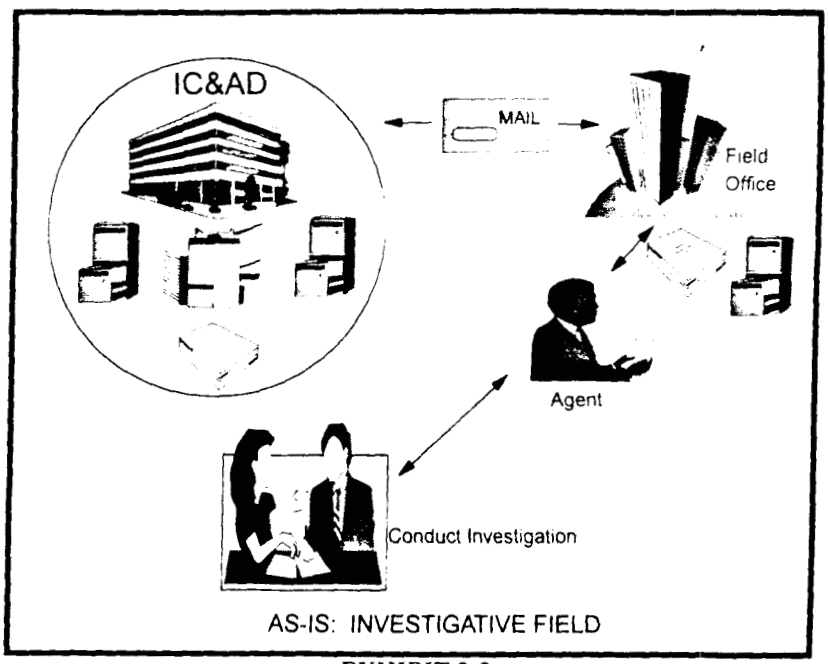


EXHIBIT 2-2

2.2.2 Industrial Security Program

The IS Program is supported by the Defense Industrial Security Clearance Office (DISCO), located in Columbus, Ohio, and a regional/field element structure. DISCO processes actions and maintains records concerning industrial facilities, and contractor personnel security clearances. Records are maintained in databases that cannot be integrated. The IS regional/field structure supports industry in protecting government-owned classified information. Information is sent via the USPS among industry, DISCO, the field elements, and IC&AD. Information used by IS field elements is stored in local paper files and "home grown" database programs which cannot be shared. Exhibit 2-3 provides an overview of the current process.

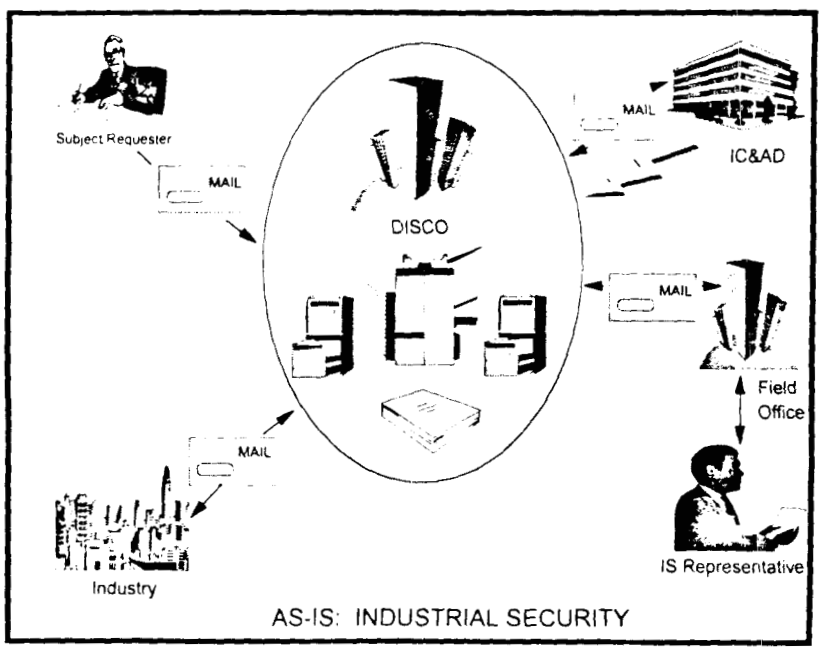


EXHIBIT 2-3

2.2.3 Current Systems Environment

The agency's current information technology (IT) environment consists of 1970's and 1980's hardware and software technologies. Capturing, maintaining, and storing data is performed primarily through batch processing. Data is retrieved via highly structured, pre-programmed queries from separate stovepipe databases (Exhibit 2-4). Only a small portion of the agency's processes have been automated. The manual procedures are labor intensive, relying on manual data entry for the input and update of case file information. A number of systems use duplicate processes for the capture and transcription of source data. Some systems depend on manual checking of completed forms. Current procedures are extremely paper-intensive. For example, each investigative case file generates approximately 300 sheets of paper, which equates to more than 15 million sheets of paper annually.

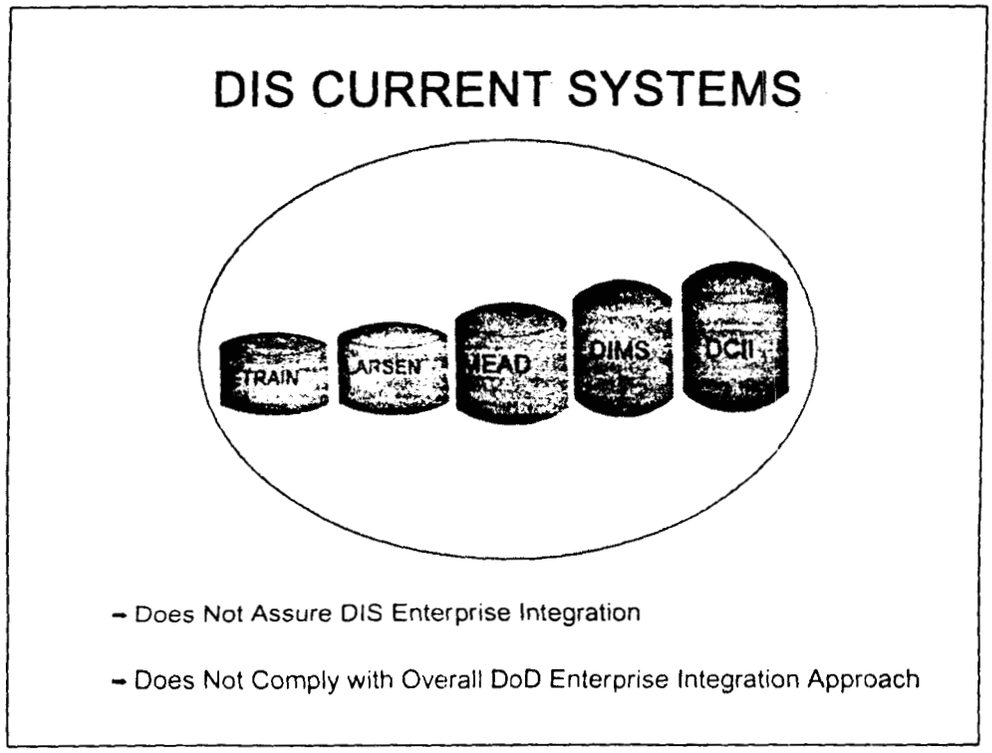


EXHIBIT 2-4

2.3 DIS Strategic Implementation Plan

To respond to customer requirements within the constraints of decreasing resources, DIS has embraced a three-part strategy:

- Redesign functional processes, using CIM methodologies, to eliminate ineffective, inefficient, and redundant operations
- Standardize new processes so that other agencies can benefit from the improvements
- Apply state-of-the-art IT to automate and support the redesigned functional processes.

DIS will capitalize on existing and emerging technologies to complement and support its re-engineered processes. Under the Strategic Implementation Plan, the automation process begins at the customer level with an electronic request for a security action. The customer data is electronically transmitted to DIS, where it is processed, maintained and stored in an electronic file folder. DIS transmits this information to its field elements, various federal agencies, national credit bureaus and other investigative entities for processing. These entities investigate, examine and electronically update the DIS corporate database with their findings. The final results are transmitted back to the customer. Exhibit 2-5 provides a conceptual overview of the key elements supporting the PSI process.

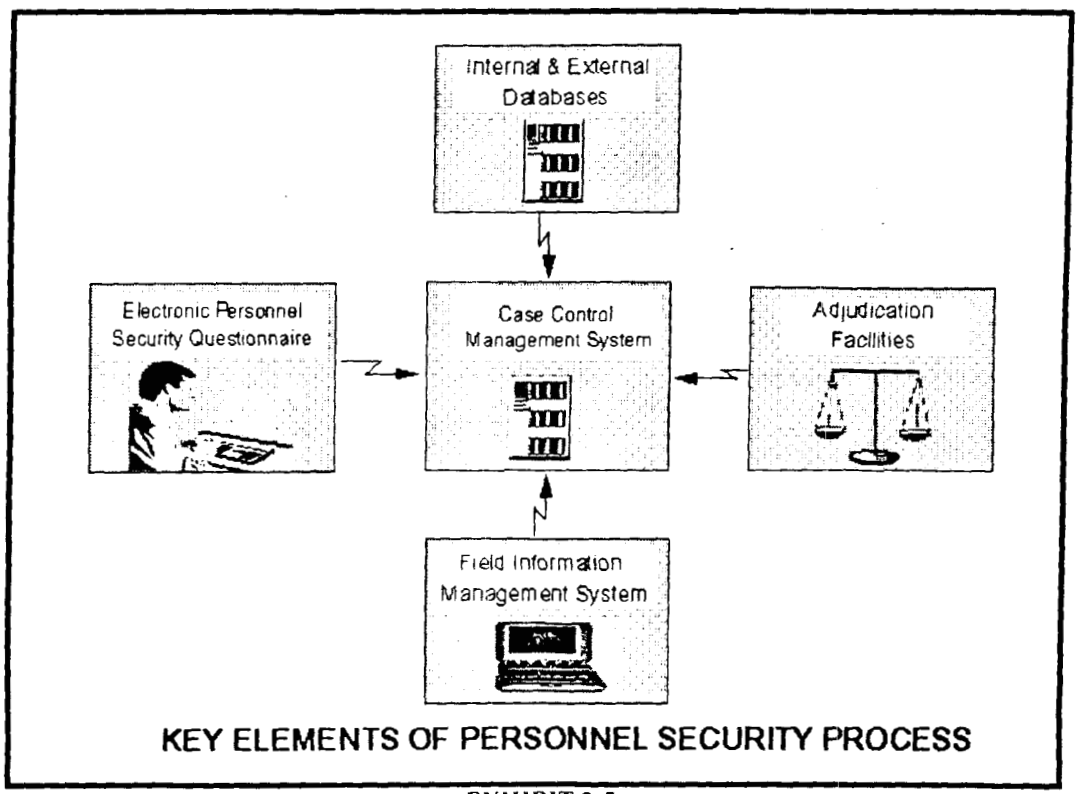


EXHIBIT 2-5

DIS is developing cohesive information and technical architectures to create, collect, process, store and disseminate information to agency offices and DIS customers in a protected mode. The new infrastructure will comply with information protection safeguards mandated by OSD. The agency's application integration strategy is illustrated in Exhibit 2-6. The plan incorporates electronic transfer of information and images between DIS and its customers in an Open Systems Environment (OSE).

3.0 FUNCTIONAL ACTIVITY PERFORMANCE TARGETS AND MEASURES

Performance metrics were established to measure processing time and quality of work. These metrics were also used in evaluating alternatives and projecting benefits.

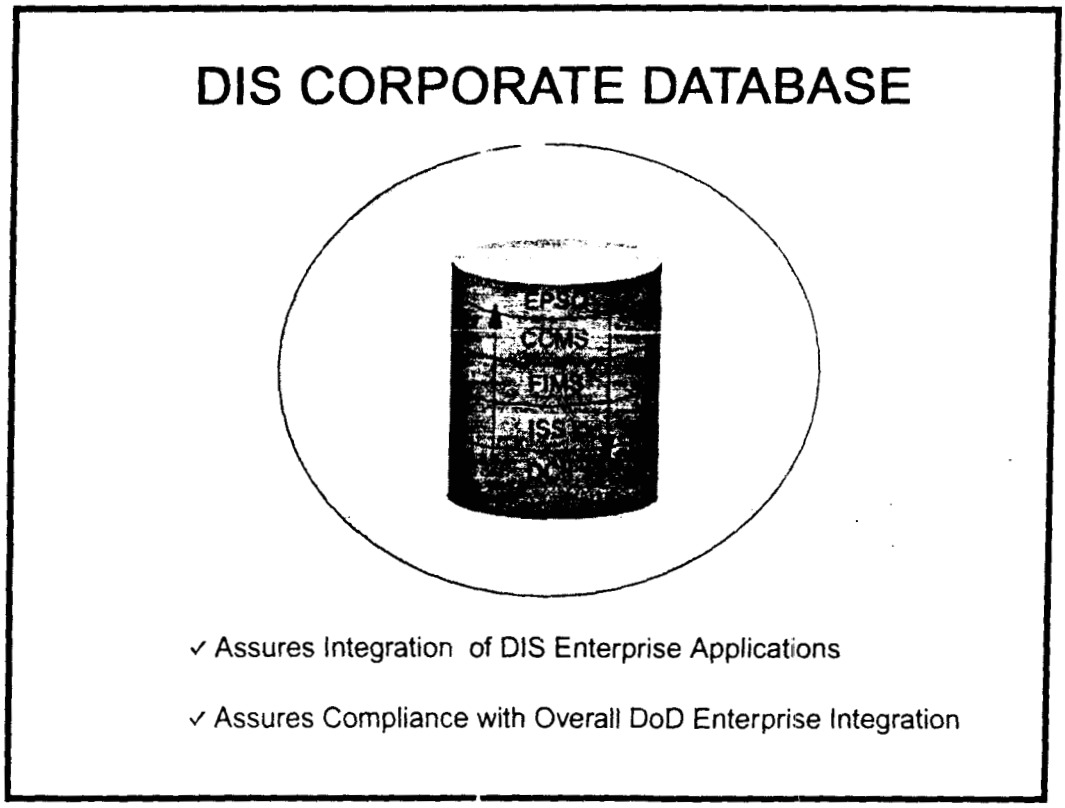


EXHIBIT 2-6

3.1 Performance Metrics

Case Processing Time: The most important performance metric for the processing of PSIs and IS clearance actions is case processing time. This time is defined as the number of days required for DIS to process personnel security actions from the time an investigative request is received by DIS, to the time a response is sent to the customer.

Rejects: A measure of the quality of customer-supplied information is the percentage of personnel security requests that must be returned because of deficiencies in information. Long delays in processing personnel security actions occur when an investigation or IS clearance action must be sent back to the originator of the request for clarification or additional information.

Baseline measures for these indicators are depicted in Table 1. They were derived from CIM workshops and management reports.

Table 1. PERFORMANCE METRICS

PERFORMANCE METRICS	*BASELINE*	*TARGET*
Case Processing Time for PSIs	145 Days	120 Days
Average % of Rejected PSIs per Year	IC&AD - 9.9% DISCO - 25.5%	IC&AD - 2.8% DISCO - 2.0%

Achievement of these targets would be impacted by further budgetary and personnel reductions, as well as security policy changes mandated by executive, legislative or OSD actions.

3.2 Goals and Targets

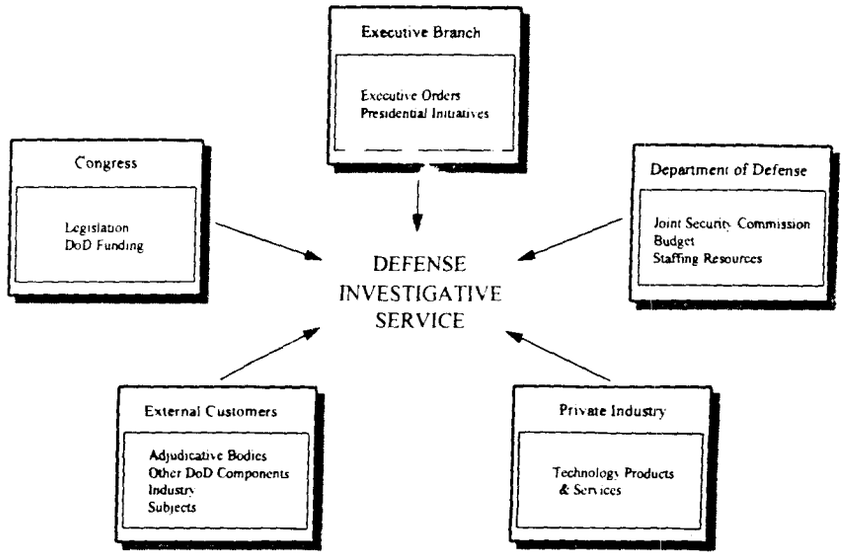
In addition to performance targets, DIS has established management improvement objectives (Table 2) to evaluate the progress of its modernization efforts. These objectives reflect the agency's goals for streamlining its work processes and improving service to the DoD community. DIS will strive to achieve these objectives by the end of FY2000.

Table 2. DIS MANAGEMENT IMPROVEMENT OBJECTIVES

OBJECTIVE	TARGET
Reduce Agency End Strength	Reduce to 2,685
Reduce Material Costs	Reduce by $1M
Reduce PSI and IS Facilities Costs	Reduce Field Office Space by 40%
Reduce IS Field Positions	Reduce by 20%
Reduce DISCO Positions	Reduce by 22%
Reduce PSI Field Clerical Positions	Reduce by 66%
Reduce PSI Supervisory Overhead	Reduce by 43%
Increase PSI Investigative Capability	7% Increase

3.3 External Cost Drivers

Cost drivers are those conditions, decisions, or circumstances that cause an activity to incur costs. They can originate from within or outside the agency. Internal cost drivers can be controlled by management initiatives and direction. External cost drivers are beyond the agency's span of control. External cost drivers impacting DIS's work processes and automation initiatives are identified in Exhibit 3-1.



EXTERNAL COST DRIVERS
EXHIBIT 3-1

4.0 PROPOSED FUNCTIONAL ACTIVITY IMPROVEMENT PROGRAM

4.1 Alternatives

DIS evaluated two alternatives against its baseline to examine opportunities for improving its current functional activities. Under the baseline approach, some improvements to current functional practices would occur, but there would be no significant automation improvements. The two alternatives represent different strategies for improving DIS current functional processes:

- **Alternative A: Modernization $5-20-20M** - This alternative implements the process improvements and supporting automation as outlined in the Strategic Implementation Plan. Program Decision Memorandum (PDM) I approved funding as follows: $5 million in FY96, $20 million in FY97, and $20 million in FY98.

- **Alternative B : Funding Realignment $14-15-16M** - This alternative also supports the Strategic Implementation Plan. However, it realigns PDM I approved funding as follows: $14 million in FY95, $15 million in FY96, and $16 million in FY97. Realignment would reduce system development time and accelerate deployment of modernized systems.

4.2 Alternative A Implementation Plan

Under Alternative A, DIS will begin developing applications to support key processes in FY97. For example, the Case Control Management System (CCMS), the core application that interacts with all other applications and the DIS corporate data structure, will require two years to develop beginning in FY97. It will not be fully deployed until the end of FY99. This alternative will also spread the procurement of notebook computers over a three year period, with full deployment in FY97. Additionally, the investigative files automation will not be operational until FY99. The implementation schedule for Alternative A is presented in Exhibit 4-1.

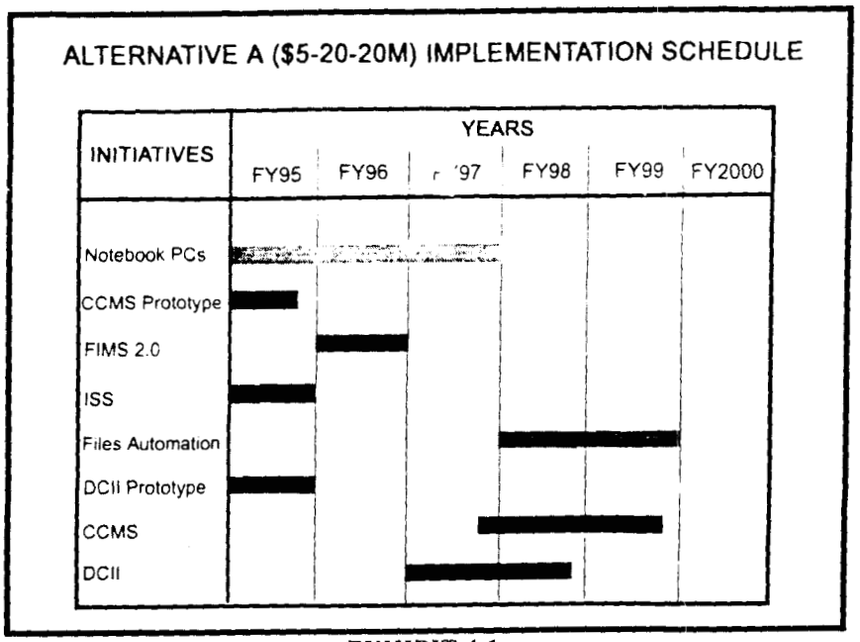


EXHIBIT 4-1

4.3 Alternative B Implementation Plan

Alternative B accelerates the development of key applications, such as CCMS, to FY95. In addition, Special Agents and IS Representatives will be provided with notebook computers by the end of FY95 rather than FY97. CCMS and the corporate data structure will be fully deployed by the end of FY97, and automation of investigative files will be completed in FY98. Exhibit 4-2 illustrates the implementation schedule for Alternative B.

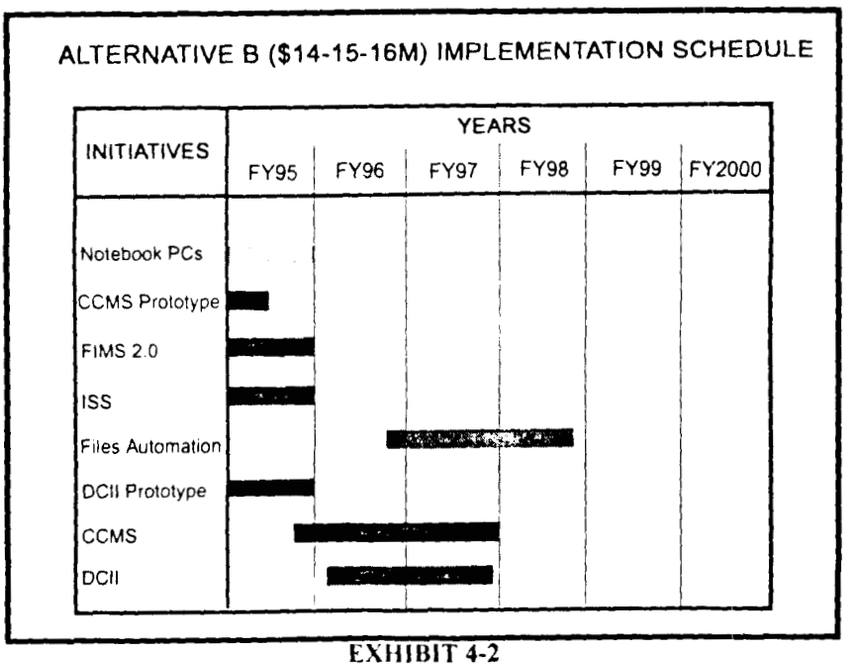


EXHIBIT 4-2

4.4 Evaluation Criteria

The evaluation criteria used to examine the alternatives are:

- Return on Investment (ROI)
- Average Case Processing Time
- Percent of Rejects
- Support for NPR and OSD Objectives.

4.5 Supporting Activities

Activities leading up to this Functional Economic Analysis (FEA) included numerous CIM workshops conducted over a three year period and the development of the CIM Strategic Plan. The CIM efforts involved personnel from throughout the agency, from senior executive management to the people who perform the actual work. Each CIM workshop was composed of functional experts and IT personnel. Each major element of DIS (IC&AD, DISCO, the PSI and the IS Programs) held an activity analysis workshop. These bottom-up reviews produced rigorous activity based costing models and preliminary FEAs. Each analysis resulted in a functional process improvement plan reflecting the specific mission of that discrete element. The Integrated Computer Aided Manufacturing **Def**inition Language (IDEF) modeling techniques was used to validate the functional review findings.

5.0 ECONOMIC ANALYSIS OF ALTERNATIVES

This section presents the costs for the baseline and alternative approaches projected over six years. DIS used the DoD FEA Model (FEAM) Version 3.0, developed by the Institute for Defense Analysis, to evaluate the return on investment afforded by each alternative. The FEAM is a tool for the analysis of alternatives and aids functional managers in preparing a business case. The baseline identifies the cost for annual operations based on existing processes and workload. The FEAM takes the information provided in the baseline and performs a Risk Adjusted Discounted Cash Flow (RADCF) analysis for each alternative.

The following assumptions were applied to the FEAM:

- Baseline cost data reflects constant FY94 funds projected across a six year analysis period (excluding DoD Security Institute (DoDSI) and Counterintelligence (CI) research and development funds)
- No inflation factors were applied to the out years
- A 7% discount rate was applied as directed by Office of Management and Budget (OMB) Circular A-94, dated October 29, 1992
- End-of-year discounting was applied
- High and low ranges for operational and investment costs were not provided.

5.1 Cost Factors

Two types of cost factors are considered in the FEAM - investment and recurring costs. Investment costs represent one time expenditures for specific items/initiatives that occur at a single point in time. Recurring costs are those expenditures that continue across multiple years to cover daily operations. The following cost elements were examined with respect to each alternative:

- Civilian Labor - Includes all civilian personnel costs excluding DoDSI and the CI research and development function. Costs include personnel compensation (base pay with locality pay adjustment) and benefits (20% factor applied to base pay).

- Equipment - Consists of investment type assets (e.g., IT components) that are normally capitalized and depreciated as determined by the OSD Comptroller. For example, hardware purchased using procurement funds.

- Material - Consists of consumable assets (not capitalized and depreciated) that are ordinarily expensed at time of receipt. This element includes IT components such as hardware, software, and telecommunications equipment that could be considered consumable and expensed upon receipt.

- Facilities - All costs involved in leasing, operating, and maintaining a facility. These costs include Interservice Support Agreements (ISSAs) and real property maintenance.

- General & Administrative - Represents general operations support costs paid to external organizations such as Defense Supply Service-Washington (DSS-W) and the Defense Finance and Accounting Service (DFAS).

- Other - Consists of those costs that are not described by any of the other cost elements. Other costs include travel, training, and management of the vehicle fleet.

5.2 Baseline Profile

Table 3. OPERATIONAL COSTS (Millions of Constant Year Dollars)

	YEAR 1	*YEAR 2*	*YEAR 3*	*YEAR 4*	*YEAR 5*	*YEAR 6*
Initiative Total*	195.022	195.022	195.022	195.022	195.022	195.022
Civilian Labor	156.473	156.473	156.473	156.473	156.473	156.473
Equipment	5.057	5.057	5.057	5.057	5.057	5.057
Material	17.095	17.095	17.095	17.095	17.095	17.095
Facilities	9.051	9.051	9.051	9.051	9.051	9.051
General & Administrative	.904	.904	.904	.904	.904	.904
Other	6.442	6.442	6.442	6.442	6.442	6.442

* DIS Operating Budget. There are no investment costs in the baseline profile.

5.3 Alternative A ($5-20-20M)

Table 4. ALTERNATIVE A PROFILE

INVESTMENT COSTS (Millions of Constant Year Dollars)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Initiative Total*	0.0	5.0	20.0	20.0	0.0	0.0
Equipment	0.0	2.5	7.0	11.0	0.0	0.0
Material	0.0	2.5	13.0	9.0	0.0	0.0

* Total Investment

OPERATIONAL COSTS (Millions of Constant Year Dollars)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Initiative Total*	195.022	195.022	195.022	192.616	192.616	176.697
Civilian Labor	156.473	156.473	156.473	154.067	154.067	141.240
Equipment	5.057	5.057	5.057	5.057	5.057	5.057
Material	17.095	17.095	17.095	17.095	17.095	16.095
Facilities	9.051	9.051	9.051	9.051	9.051	6.959
General & Administrative	.904	.904	.904	.904	.904	.904
Other	6.442	6.442	6.442	6.442	6.442	6.442

* DIS Operational Costs

5.4 Alternative B ($14-15-16M)

Table 5. ALTERNATIVE B PROFILE

INVESTMENT COSTS (Millions of Constant Year Dollars)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Initiative Total*	14.176	14.814	16.010	0.0	0.0	0.0
Equipment	8.640	4.860	7.000	0.0	0.0	0.0
Material	5.536	9.954	9.010	0.0	0.0	0.0

* Total Investment

OPERATIONAL COSTS (Millions of Constant Year Dollars)

	YEAR 1	*YEAR 2*	*YEAR 3*	*YEAR 4*	*YEAR 5*	*YEAR 6*
Initiative Total*	195.022	192.616	192.616	176.697	176.697	176.697
Civilian Labor	156.473	154.067	154.067	141.240	141.240	141.240
Equipment	5.057	5.057	5.057	5.057	5.057	5.057
Material	17.095	17.095	17.095	16.095	16.095	16.095
Facilities	9.051	9.051	9.051	6.959	6.959	6.959
General & Administrative	.904	.904	.904	.904	.904	.904
Other	6.442	6.442	6.442	6.442	6.442	6.442

* DIS Operational Costs

5.5 Cost Comparison Summary

The RADCF simulation routine computes the net savings and undiscounted break-even point for each alternative. A beta distribution estimates the discounted expected savings across the six year horizon of the DIS business case. RADCF savings were calculated across six years applying a discount rate of 7% as prescribed by the OMB Circular A-94 dated October 29, 1992.

The savings identified by the FEAM focus on the net benefits to be derived by the agency. The RADCF analysis (Exhibit 5-1) shows that Alternative B provides cost savings beginning in FY97 (year 3). In comparison, Alternative A does not reduce costs compared to the current baseline until FY99 (year 5). Exhibit 5-1 shows the total discounted costs associated with the baseline and the alternatives. Over the analysis period, the projected RADCF savings for Alternative B has an expected value of $15M, compared to Alternative A which has an expected value of $-21M.

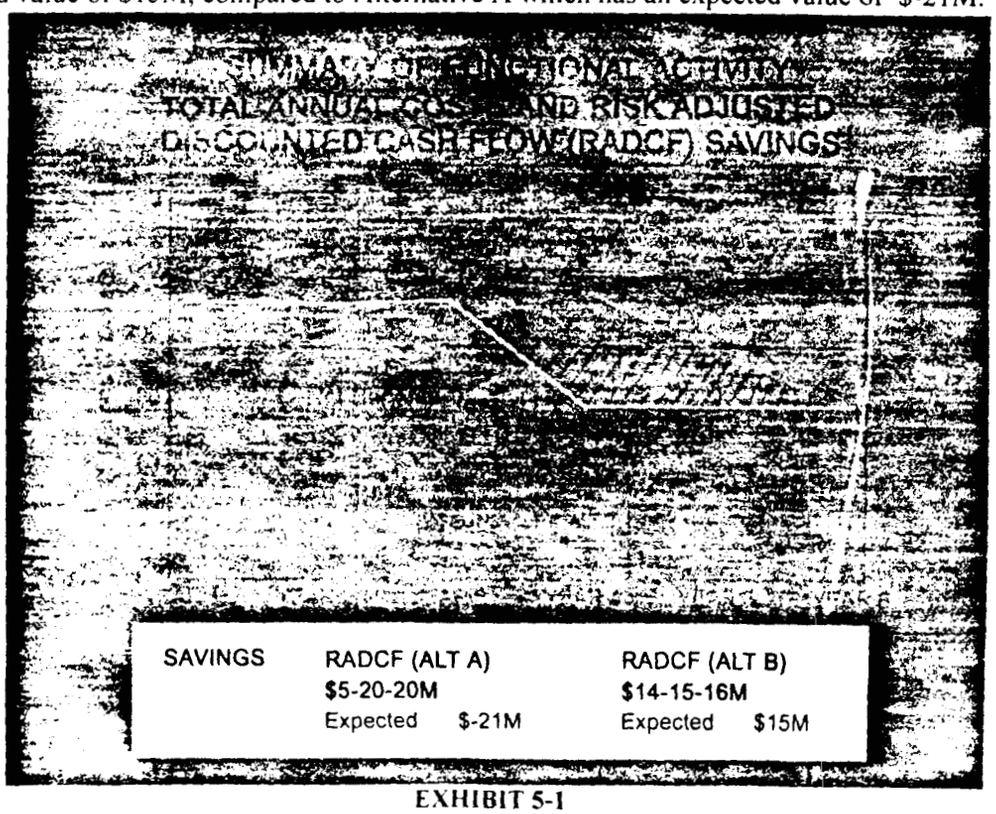


EXHIBIT 5-1

Exhibit 5-2 illustrates the cumulative undiscounted savings over the six year horizon for both alternatives. As illustrated in the exhibit, Alternative B offers an estimated $60M undiscounted ROI over the analysis period. Thus, the return is $15M over the agency's modernization investment. Conversely, Alternative A offers a $24M return over the six year horizon, which is $21M less than the agency's modernization investment.

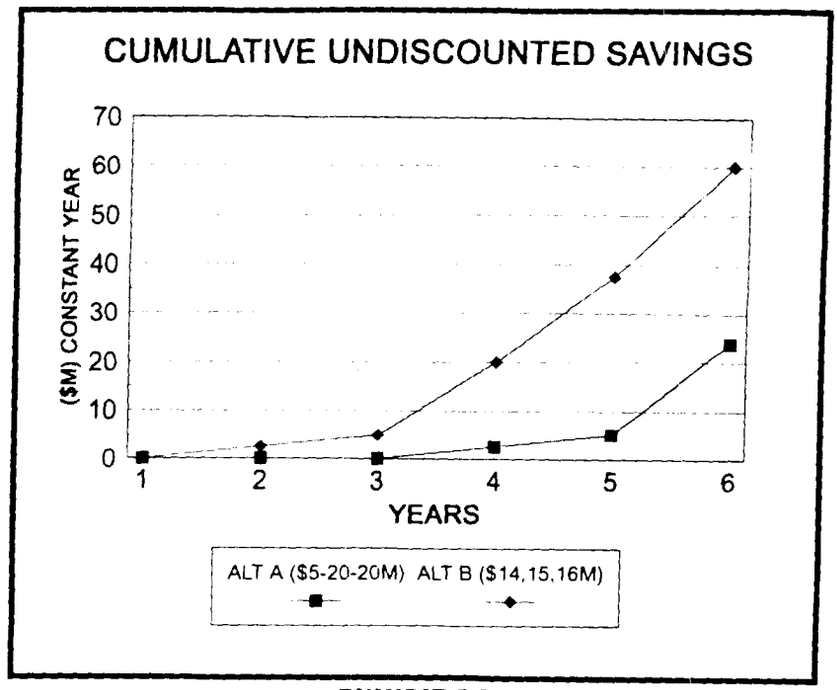


EXHIBIT 5-2

5.6 Benefits

DIS projects both internal and external benefits upon completion of the modernization under both Alternatives A and B. Internal benefits are directly related to cost savings. External benefits represent cost avoidance and service improvements for our customer base. DIS's automation initiatives evaluated in this FEA fully address OSD's goals, objectives, and mandates regarding Department downsizing and improvements in operations.

5.6.1 Internal Benefits

- Streamlines the personnel security process:
  - Eliminates/reduces mailing copies of information between the IC&AD, DISCO, DIS field elements and regions, adjudicators, and industry
  - Reduces PSQ rejections due to incorrect or incomplete data
  - Significantly reduces manual processes
  - Eliminates repetitive data entry functions

- Reduces internal DIS average case processing time for an investigation by 25 days as illustrated in Exhibit 5-3. It should be noted that Alternative B achieves this objective two years sooner than Alternative A.

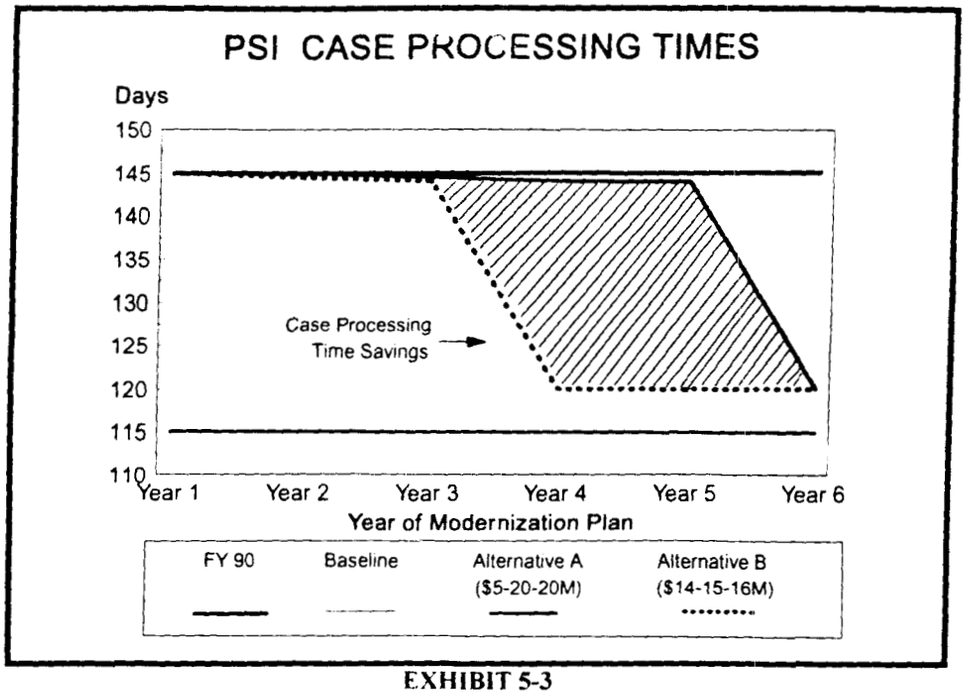


EXHIBIT 5-3

- Establishes a Corporate Database (CDB), eliminating many separate stovepipe data files
- Reduces management and administrative overhead
- Complies with DoD mandate for migration to an OSE
- Stores information from the PSQ for future use by DIS and other agencies
- Provides support for the JSC's recommendations:
  - Supports collateral clearance verification
  - Provides flexibility to incorporate new investigative scope requirements
  - Modernizes the process of gathering, investigating, reporting, and storing investigative and IS information
  - Automates the PSI process
- Reduces DIS's overhead costs for microfilming and reproduction.

5.6.2 External Benefits

- Establishes a central database for all DoD clearances and accesses
- Reduces case processing times thereby providing external users a cost avoidance of $933 million over a six year period
- Eliminates/reduces mailing copies of requests for investigations/clearances from requesters to DIS
- Maintains the Electronic PSQ (EPSQ) data in the CDB for future use when periodic reinvestigations are required
- Substantially reduces PSQ deficiencies from initial request through adjudication
- Supports compliance with DoD's data element standardization initiative
- Single point for data entry, multiple data uses
- Supports migrating to an OSE in compliance with DoD mandates:
  - Improves maintainability, expandability, and portability
  - Eases interaction between DIS and other agencies through use of standard products and efficient electronic interfaces
- Supports NPR and DoD downsizing mandates
- Creates a database to support all Central Adjudication Facilities (CAFs)
- Supports the interchange of investigative information between agencies through electronic storage, transmission, and retrieval
- Provides data protection and security in accordance with the required level of trust.

Exhibit 5-4 identifies the DoD and contractor community cost avoidance estimates for each alternative.

The cost avoidance per day for clearance processing delays was calculated for civilian/military and contractor personnel as follows:

- Civilian/military cost per day was based on the Comptroller General's report to Congress, "Faster Processing of DoD Personnel Security Clearances Could Avoid Millions in Losses," dated September 15, 1981. The cost per day was adjusted to reflect inflation.
- Contractor cost per day was based on a 1992-93 study, Management Survey of the Cost of Security, of industrial contractors.

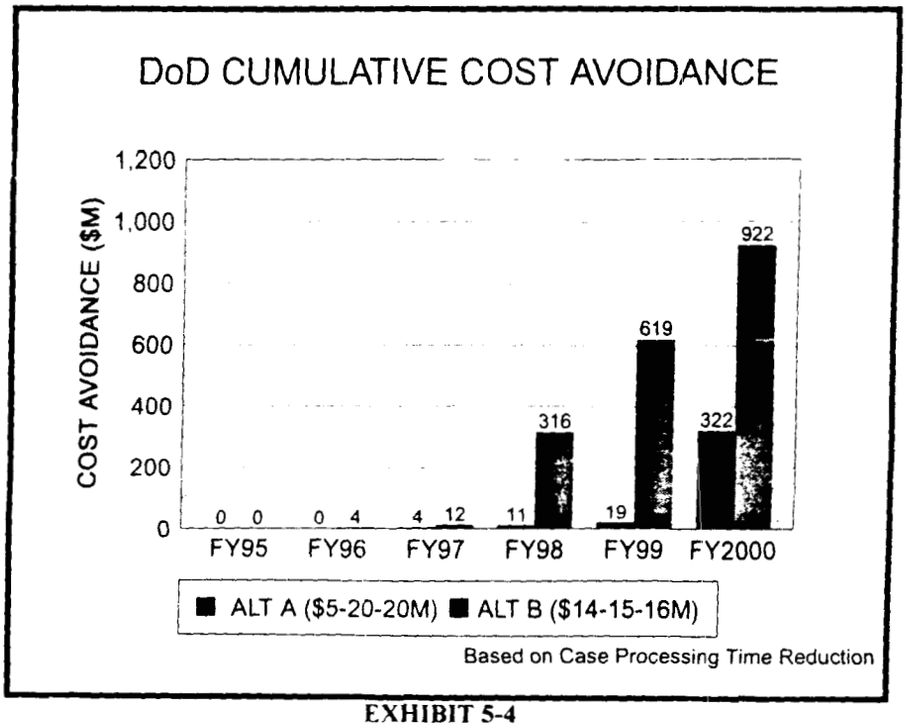


EXHIBIT 5-4

5.7 Recommendation

DIS recommends adoption of Alternative B. realigning the IT funds provided for modernization in the FY96-2001 PDM I as shown in Table 6.

Table 6. IT APPROPRIATION REALIGNMENT REQUEST ($000)

REALIGN FROM: ALTERNATIVE A ($5-20-20M)

Appropriation	*FY95*	*FY96*	*FY97*	*FY98*	*TOTAL*
O&M	$ 0	$ 2,500	$ 13,000	$ 9,000	$ 24,500
Procurement	$ 0	$ 2,500	$ 7,000	$ 11,000	$ 20,500
TOTAL	$ 0	$ 5,000	$ 20,000	$ 20,000	$ 45,000

REALIGN TO: ALTERNATIVE B ($14-15-16M)

Appropriation	*FY95*	*FY96*	*FY97*	*FY98*	*TOTAL*
O&M	$ 5,536	$ 9,954	$ 9,010	$ 0	$ 24,500
Procurement	$ 8,640	$ 4,860	$ 7,000	$ 0	$ 20,500
TOTAL	$ 14,176	$ 14,814	$ 16,010	$ 0	$ 45,000

The funding distribution under Alternative A does not provide DIS with funds to begin developing application systems that support key processes until FY97. For example, the CCMS -- the core application that interacts with all other planned applications -- would not begin development until FY97, and not be operational until the end of FY99. Thus the agency would be unable to fully exploit the electronic information provided by the EPSQ (operational in early FY95) until FY2000, five years later.

Alternative B, which represents the reprogramming of funds to accelerate implementation and deployment of the DIS Strategic Implementation Plan, will provide significant benefits to DIS and the DoD community. Improvements in processing, reductions in personnel costs, integration of JSC recommendations, and OSE architecture mandates will be achieved two years earlier under Alternative B. The RADCF projects DIS has the potential to achieve $34 million in cumulative internal savings over six years. Moreover, the approximate $600 million cost avoidance ($300 million per year) represents substantial savings for the DoD community.

Exhibit 5-5 shows the difference in the projected DIS personnel reductions as a result of Alternative B funding. These reductions reflect the impact of accelerating automation; i.e. notebook computers in the field and deployment of CCMS, by two years over Alternative A.

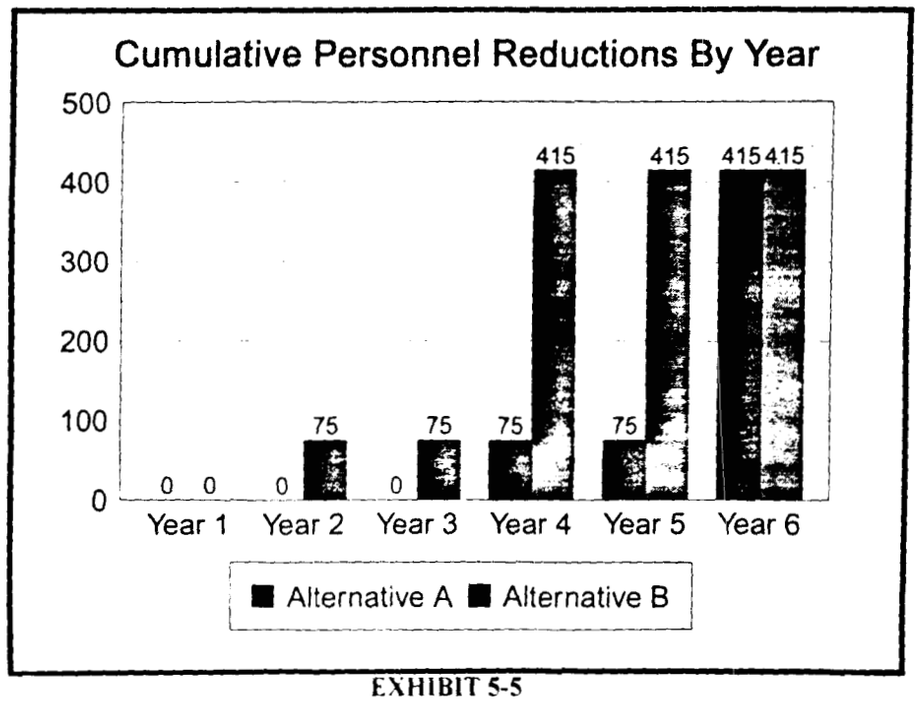


EXHIBIT 5-5

The adoption of Alternative B will enable DIS to achieve all the benefits of Alternative A sooner, thereby providing a faster ROI (Table 7). In addition, each year modernization is accelerated, the DoD community will save approximately $300 million in cost avoidance.

Table 7. ALTERNATIVE COST COMPARISON SUMMARY
FY95 - FY2000

	ALTERNATIVE A ($5-20-20M)	*ALTERNATIVE B ($14-15-16M)*
CUMULATIVE UNDISCOUNTED SAVINGS	$24M	$60M
EXPECTED VALUE	$(-21)M	$15M
DoD CUMULATIVE COST AVOIDANCE	$322M	$922M

6.0 DATA MANAGEMENT AND INFORMATION SYSTEM STRATEGY

6.1 General Strategy

The Strategic Implementation Plan is the blueprint for the process improvement and automation initiatives that are critical to achieving the agency's vision for PSI and IS processing in the 21st century. DIS improved work practices and the supporting automation will:

- Improve the accuracy, timeliness and availability of information
- Facilitate agency downsizing through the effective use of automation and the elimination of "non-value-added" activities
- Eliminate labor intensive work processes through the appropriate use of new technology, including computers, communications devices, and commercial off-the-shelf (COTS) software
- Provide the opportunity for DIS to join with other government agencies to build a common and government-wide infrastructure for PSI and IS processing.

The general strategy for system modernization includes a heavy reliance on user community testing, a strong commitment to technical accuracy, compliance with DoD IT standards, and a continuous functional review of the evolving system. DIS will review and assess the technological infrastructure and development approaches being used to ensure the final system is both functionally effective and cost efficient.

6.2 Data Management Strategy

The DIS Data Management goals are to:

- Enter data once into the CDB for use by all applications
- Maintain a single database for all automated information, including personnel investigative and IS data
- Meet DoD requirements for standardized data models and data elements.

6.3 Functional Requirements Strategy

DIS is taking a team approach to the systems development process. A team approach will foster closer technical interaction between functional user representatives and the IT staff. DIS will assign both a functional manager and technical manager to each application project. Team members will participate from the inception of the project through the deployment. This life cycle management (LCM) approach helps ensure the improved business practices and supporting automation will fully meet user needs and expectations.

6.4 Technical Architecture Strategy

The DIS technical architecture will comply with the Defense Information Systems Agency (DISA) Technical Architecture Framework for Information Management (TAFIM) Standards. The DIS architectural solution and systems development approach includes the following:

- Client-server, OSE
- Integrated security features
- Local Area Network (LAN)/Wide Area Network (WAN) communications architecture
- Federal Information Processing Standards (FIPS)-compliant relational database environment
- Maximum use of COTS
- Graphical user interface (GUI) with a consistent, standardized style among all applications
- Use of Fourth Generation Languages (4GL) for application development, where applicable
- Reuse of existing software to maximize investment.

6.5 System Development Strategy

The DIS system development strategy features early prototyping, continuous functional involvement throughout the development cycle, early testing to assure system requirements are met, and a risk management approach to identify, track, and mitigate risks throughout the development process.

System and functional requirements are defined in highly focused CIM workshops. Representatives from the functional activities and IT staff from software/systems engineering, system test, quality assurance, configuration management, and systems integration offices participate in these up-front requirements workshops.

Rapid prototyping is performed early in the life cycle to validate critical user requirements and the overall user interface of each application. A prototype demonstration also occurs during the development cycle to serve as the initial review of generated products. This demonstration will ensure the system design meets the functional and IT platform requirements. Early system testing is performed to validate the system concepts and approaches with specific users who can make suggestions for final development changes. A Beta Test phase serves as a large scale testing of the application prior to its release. The Beta Test uses production data in a typical working environment, but is closely monitored to ensure proper system execution.

These steps are not all-inclusive; however, all steps under the CIM methodology have strong functional management presence so the resulting products meet both functional requirements and expectations for functional process improvement. While the CIM methodology has its own set of documentation for each step, DIS will also produce the required LCM documentation.

6.6 Procurement Strategy

The DIS objective is to procure products and services in a timely and cost-effective manner. DIS will use existing DoD contracts, wherever possible, to acquire hardware, software, and software services. In addition, DIS is using General Services Administration (GSA) service contracts to obtain support for application development and customer support services.

7.0 DATA AND SYSTEM CHANGES

Significant modifications must be made to the existing IT infrastructure, applications, and data to meet the goals identified in the Strategic Implementation Plan as well as the OSD mandate to OSE. Required system changes apply to both Alternatives presented in this FEA.

7.1 Data Transition

The Strategic Implementation Plan dictates that data will be converted from the current system-dependent files into the CDB. DIS will transition the data from each system into the CDB as it is being developed. The CDB will reside on a system using a FIPS-compliant Relational Database Management System (RDBMS).

Data names and formats will be developed using the DoD Data Repository System (DDRS) standards.

7.2 System Transition

DIS is migrating to an OSE. The following actions are underway to make this change:

- Replace the existing mainframe with multiple, linked Portable Operating System Interface Definition (POSIX) compliant systems. These systems will be linked via a high-speed communications network. A LAN/WAN will interconnect computers DIS-wide to facilitate electronic communication and information exchange throughout the agency.

- Retrain the DIS staff in the use of the new hardware and software. The IC&AD has already held classes in client-server system development and UNIX. Training will continue for all staff in new disciplines as required, and detailed training will be provided to the users of the new system.

- Deploy notebook computers to all Special Agents and IS Representatives.

7.3 Implementation Schedule

Detailed systems implementation schedules are provided in Exhibits 7-1 and 7-2. These exhibits identify the detailed LCM phases for each major initiative, including acquisition of notebook computers, prototypes, and the CCMS application.

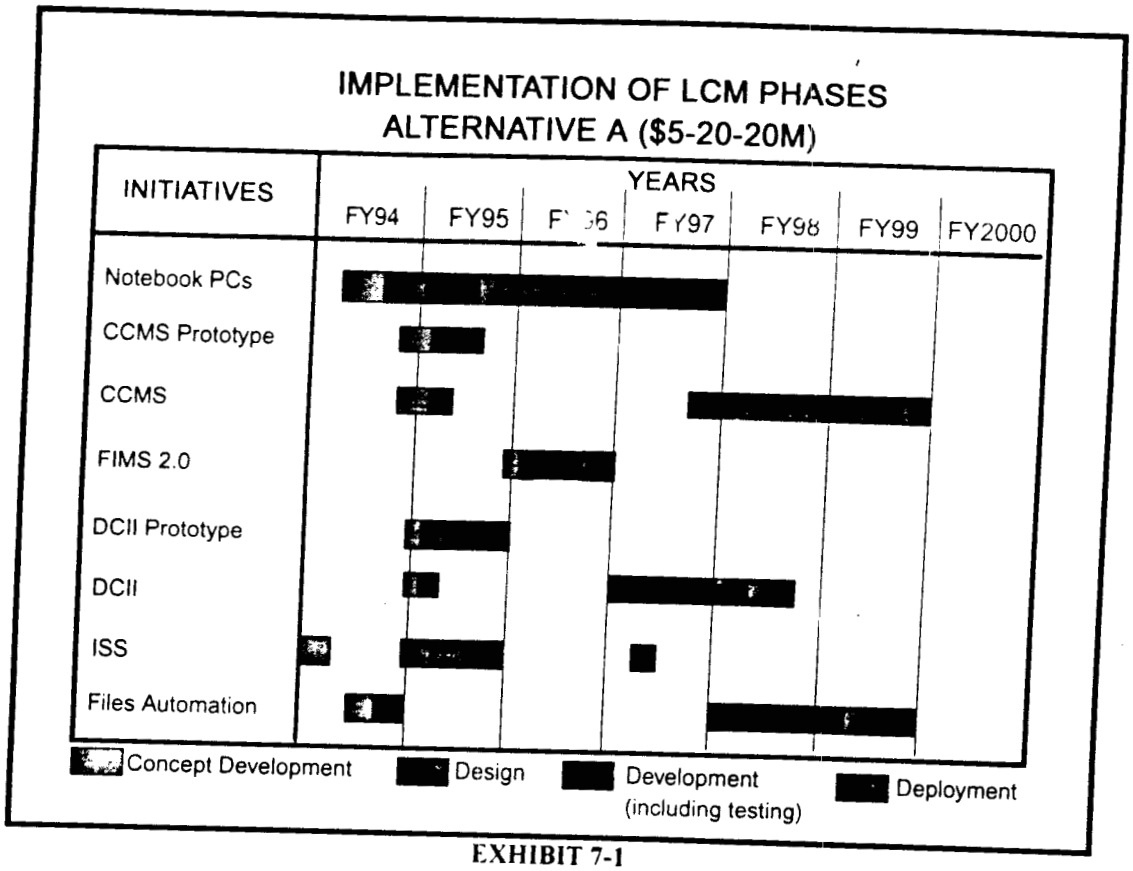


EXHIBIT 7-1

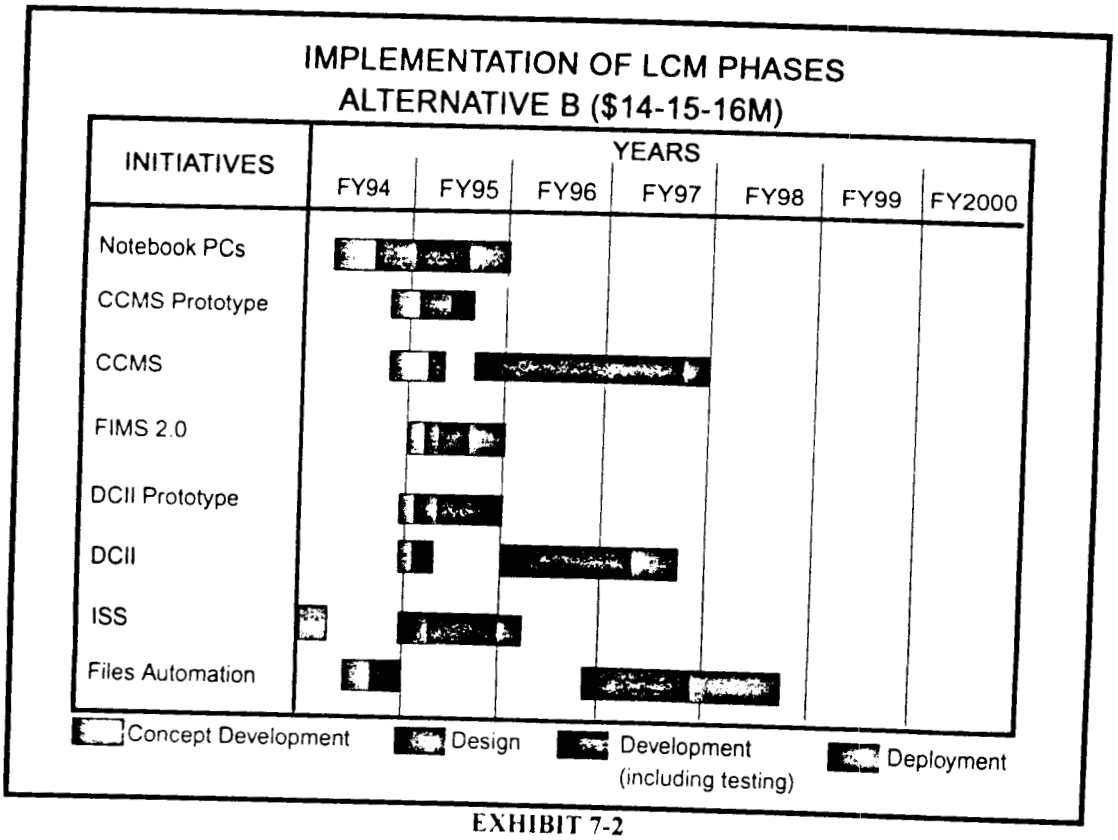


EXHIBIT 7-2

8.0 DATA AND SYSTEM COST ANALYSIS

Table 8 identifies the IT costs associated with the baseline and proposed alternative cost profiles presented in Section 5.0. The figures in the table represent investment and operating costs in accordance with the guidance in the November 10, 1992 memorandum from the Office of the Assistant Secretary of Defense, Program, Analysis and Evaluation entitled "Integration of Functional Economic Analysis with Automated Information System Life Cycle Cost/Benefit Analysis." The cost categories are defined as follows:

- Investment (management & support (M&S) activities) - One time expenditures for hardware, software, and communications components; turnkey application development, integration, testing, and training; hardware installation; program management; and equipment upgrades

- Investment (operations (Ops)) - One time expenditures for application development, training on new applications and technology, program management, system integration services, and office automation supplies

- Operations - Recurring expenditures for application and infrastructure management/maintenance, telecommunication services, peripheral devices, routine training, baseline support (contractor services), and replacement of equipment.

Table 8. COST DETAILS FOR INFORMATION TECHNOLOGY ($MILLIONS)

ALTERNATIVE	COST CATEGORY	FY95	FY96	FY97	FY98	FY99	FY2000
Baseline	Invest (M&S)	1.111	1.674	1.583	1.671	1.767	1.767
	Invest (Ops)	-	-	-	-	-	-
	Operations	3.813	4.004	4.204	4.414	4.635	4.866
	Total	4.924	5.678	5.787	6.085	6.402	6.633
Alternative A	Invest (M&S)	1.111	4.174	8.583	12.671	1.767	1.767
	Invest (Ops)	-	2.500	13.000	9.000	-	-
	Operations	3.813	4.004	4.204	4.414	4.635	4.866
	Total	4.924	10.678	25.787	26.085	6.402	6.633
Alternative B	Invest (M&S)	9.751	6.534	8.583	1.671	1.767	1.767
	Invest (Ops)	5.536	9.954	9.010	-	-	-
	Operations	3.813	4.004	4.204	4.414	4.635	4.866
	Total	19.100	20.492	21.797	6.085	6.402	6.633

The investment (M&S) costs for the baseline include funds set aside for acquiring new technologies to replace obsolete equipment.

The investment (M&S) costs identified for the alternatives represent:

- Developing, testing and deploying a turnkey application and components to automate the investigative files
- Purchasing hardware, software, and communications components to support the technical infrastructure for CCMS, Field Information Management System (FIMS), and the DIS communications network
- Developing, testing, and deploying a turnkey application and components for the DCII
- Acquiring new technology to evaluate its use in the DIS infrastructure and provide specialized tools for disabled employees.

The investment (Ops) costs identified for the alternatives represent:

- Developing the CCMS, Industrial Security System (ISS), and FIMS applications
- Providing training to the user community on new applications
- Providing training for IT staff on new technologies
- Implementing electronic information repositories to support access to, and distribution of reference materials
- Obtaining notebook computers for Special Agents and IS Representatives
- Supporting the conversion of paper PSQ submissions and PSI case related documents to electronic form
- Evaluating and implementing automation tools to improve the flow and tracking of information throughout the agency.

The operations costs identified for the baseline and alternatives represents the estimated annual costs for providing existing services to the agency's customers.

APPENDIX A
ACRONYM LIST

4GL	Fourth Generation Language
C^3I	Command, Control, Communications and Intelligence
CAF	Central Adjudication Facility
CCMS	Case Control Management System
CDB	Corporate Database
CI	Counterintelligence
CI&SCM	Counterintelligence and Security Countermeasures
CIM	Corporate Information Management
COTS	Commercial-Off-The-Shelf
DCII	Defense Clearance and Investigations Index
DDI	Director, Defense Information
DDRS	DoD Data Repository System
DFAS	Defense Finance and Accounting Service
DIMS	Defense Integrated Management System
DIS	Defense Investigative Service
DISA	Defense Information Systems Agency
DISCO	Defense Industrial Security Clearance Office
DISP	Defense Industrial Security Program
DoD	Department of Defense
DoDSI	Department of Defense Security Institute
DSS-W	Defense Supply Service - Washington
EPSQ	Electronic Personnel Security Questionnaire

ETRAIN	**E**lectronic **T**ransmission of **R**eports of Investigation (ROI), **A**ction Lead Sheets (ALS), **I**nformation Summary Reports (ISRs), and **N**ational Agency Checks
FEA	Functional Economic Analysis
FEAM	Functional Economic Analysis Model
FIMS	Field Information Management System
FIPS	Federal Information Processing Standard
GSA	General Services Administration
GUI	Graphical User Interface
IC&AD	Investigations Control and Automation Directorate
IDEF	**I**ntegrated Computer Aided Manufacturing **Def**inition Language
IS	Industrial Security
ISS	Industrial Security System
ISSA	Interservice Support Agreements
IT	Information Technology
JSC	Joint Security Commission
LAN	Local Area Network
LCM	Life Cycle Management
LOC	Letter of Consent
M&S	Management and Support
NAC	National Agency Check
NPR	National Performance Review
OMB	Office of Management and Budget
Ops	Operations
OSD	Office of the Secretary of Defense
OSE	Open Systems Environment

PDM	Program Decision Memorandum
POSIX	Portable Operating System Interface Definition
PSI	Personnel Security Investigation
PSQ	Personnel Security Questionnaire
RADCF	Risk Adjusted Discount Cash Flow
RDBMS	Relational Database Management System
ROI	Return on Investment or Report of Investigation
SSBI	Single Scope Background Investigation
TAFIM	Technical Architecture Framework for Information Management
US	United States
USPS	United States Postal Service
WAN	Wide Area Network

APPENDIX B
GLOSSARY

Alternative	A slate of initiatives or an approach that can achieve a functional activity's desired TO-BE state.
Baseline	Financial profile of the funds needed to satisfy current and future projected workloads. It describes the resources needed, using current processes to provide a basis for comparing alternatives.
Benefits	Positive results that are expected to be received or achieved over time as a result of implementing an alternative. Monetary benefits are normally an in-flow of cash, such as revenues. Within the FEA context, monetary benefits are cost savings. Benefits can be quantifiable in terms of dollar value or some other measure of productivity, or non-quantifiable as in increased morale.
Case Control Management System	The application that manages cases, leads, contractor investigative requests and investigative results. EPSQ and CCMS create the electronic file folders that form the base of the corporate database. It replaces the DIMS and the MEAD applications.
Consumable	A resource that can be expended without any future sales value.
Cost Drivers	Those conditions, decisions, or circumstances that cause an activity to incur costs.
Defense Clearance and Investigations Index	The application that contains pointers to DoD and other agency investigative files, and records of individuals with clearances.
Defense Integrated Management System	The existing DIS case management system that will be replaced by the CCMS.
Discount Rate	The interest rate used in calculating the present value of expected yearly benefits and costs.
Electronic Personnel Security Questionnaire	The DoD system that gathers, transmits, and formats personnel security information (replaces DD Forms 398, 398-2, 1879) from subjects and security officers. This electronic data forms the basis of a CCMS case.

Electronic Transmission of Reports of Investigation, Action Lead Sheets, Information Summary Reports, and National Agency Checks	The DIS application that supports the electronic transmission of reports of investigation (that do not have attachments) to the IC&AD. ETRAIN also produces field office reports.
End of Year Discounting	Assumes costs and benefits occur as lump-sums at year end.
Field Information Management System	The DIS application that manages field office and agent work processes. It replaces and expands the functionality provided by ETRAIN.
Functional Economic Analysis	A management tool to determine and document the costs and benefits of functional process improvements and related investments in information technology.
Industrial Security System	The DIS application that provides the primary source of information concerning IS facility inspections, clearances and safeguarding capabilities. It replaces the LARSEN application.
Investment Cost	One time expenditures for specific items/initiatives that occur at a single point in time.
Larsen	An automated system which contains facility clearance and safeguarding information about DoD contractors. The system is used by DIS, other government agencies, and authorized DoD contractors to verify information on cleared facilities.
Mead	An automated system containing case management support for IS investigations which are managed by DISCO.
Performance Measure	A factor used to gauge the speed or responsiveness, quality, or cost of a process, input, or output.
Recurring Costs	Expenses for personnel, material consumed, operating overhead, support services, maintenance, and other items that are charged annually or repetitively in the execution of a given program or work effort.
Risk Adjusted Discounted Cash Flow	A summary measure of annual cash flows using discounting to convert to present value, and risk analysis to reflect possible deviation from expected costs or savings.
Workload	The time-phased, expected, overall output of a functional activity.

APPENDIX C
REFERENCE DOCUMENTS

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National Security Directive 63, October 21, 1991.

Office of the Assistant Secretary of Defense, C^3I. DoD 8020.1-M, "Functional Process Improvement," August 1992.

Office of the Assistant Secretary of Defense, Program, Analysis and Evaluation Memorandum, "Integration of Functional Economic Analysis with Automated Information System Life Cycle Cost/Benefit Analysis," November 10, 1992.

Office of Management and Budget. Circular A-94 , "Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs," October 29, 1992.

Office of the Secretary of Defense. Defense Budget Review, dated September 7, 1994.

Office of the Secretary of Defense, DoD Counterintelligence and Security Countermeasures Plan for Restructuring Defense Intelligence, March 15, 1991.

Report of the National Performance Review, September 1994.

Under Secretary of Defense (Personnel and Readiness) Memorandum "DoD Civilian Resource Guidance - FY 1994-2001," June 2, 1994.

APPENDIX D
CALCULATION OF COST AVOIDANCE

The total cost avoidance for reducing clearance processing delays was calculated for civilian/military and contractor personnel as follows:

CA = (MCD x NC x ND) + (CCD x NC x ND) + DCA + ICA

Where:

- **CA** = Total Cost Avoidance

- **MCD** = Civilian/Military Cost Per Day. DoD has not made any department-wide studies of internal productivity losses resulting from clearance processing delays. The Comptroller General's report to Congress, "Faster Processing of DoD Personnel Clearances Could Avoid Million in Losses," dated September 15, 1981, estimated that DoD loses $21 each day a clearance is delayed. Adjusting this figure to account for inflation results in $32 per day.

- **NC** = Number of Cases. DIS estimates of future field investigative case loads for the next six years. Only field investigations (excluding non-issue PRs) were used. Based on the percentages in the 1993 DIS Annual Report, 24% of cases were for contractors and 76% were for civilian/military requesters. For contractors, cases were also reduced by the estimated number of Top Secret requesters that can operate under an Interim Secret clearance while the full investigation is in progress (38%).

- **ND** = Number of Processing Days Saved. The Field Case Processing Savings of 25 days is based on DIS projections of reductions in clerical tasks and the processing steps necessary to complete investigative requirements.

- **CCD** = Contractor Cost Per Day. Based upon a 1992-1993 study of industrial contractors, $250 cost per day has been used.

- **DCA** = DISCO Cost Avoidance was based on eliminating mail time, plus some internal DISCO processing, due to the impact of modernization. This includes the time saved for electronic Letters of Consent. Estimated reductions are two to three days per request.

- **ICA** = IC&AD Cost Avoidance was based upon the reduction in days for internal IC&AD processing due to the impact of modernization. National Agency Check improvements are included in this figure. Estimated reductions are one day per request.

For example, applying the above formula to FY2000 case level projections using FY95 MCD and CCD would result in the following estimated cost avoidance:

(MCD x NC x ND) + (CCD x NC x ND) + DCA + ICA = CA
($32 x 92,334 x 25) + (250 x 18,078 x 25) + 71,732,393 + 44,862,402 = 303,449,491

The total cost avoidance for the six year analysis period (FY95 - FY2000) under Alternative B is:

FY96	$ 4,280,715
FY97	$ 7,904,828
FY98	$303,579,517
FY99	$303,357,715
FY2000	$303,449,491
TOTAL	$922,572,266

The two spreadsheets which follow provide a detailed breakout of overall and DISCO cost avoidance figures. Minor differences in figures are due to rounding.

DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, BALTIMORE DISTRICT
REAL ESTATE DIVISION, REALTY SERVICES FIELD OFFICE

COMMERCIAL LINE:
(410) 684 - 7036

TELEFAX NUMBER:
(410) 684 - 3033

FAX TRANSMISSION COVER SHEET

DATE: November 25, 1994 TIME SENT: 9:21am

TO: Cynthia Enjer

SUBJECT: Verifiable Lease Costs in BWI Area

FROM: Mike Johnson / Carol Shutt

NUMBER OF PAGES INCLUDING COVER SHEET: 3

SENT BY: maj
REALTY SERVICES FIELD OFFICE

MESSAGE: Cynthia, the transmitted information was furnished to us by a local broker. These price quotes (rental rates) represent a full service advertized rate and not nessisarily what can be negotiated. The market rates seem to be escalately slowly in proportion to the rise in the prime lending rate, which is normal. Carol will be out of the office until mid next week, my number is (410) 684-7037 should you have any questions.

Mike J.

11/23/94 12:49:22

6791 Baymeadow Dr Baymeadow Industrial Park
Serial No: 044188
Rentable Bldg Area: 96,000
Developer: Dinkinson-Heffner, Inc.
Park Ratio: N/A
Typ. Floor Size: 96,000
Status: Existing, 1977
Covered: N/A
Height: 1 Story
Bldg Type/Space Use: Office/Office
Surface: Free
Amenities: For Sale & Merchandise
CS Page:

Flr	Suite	SFSmall	SFAvail	Rental Rate	Service Type	Date Available	Type	Term	Escalation	Exp Stop
1st		96,000	96,000	$5	Triple Net	December 1994	Relet	5 5 Years	Negotiable	None
Total SF Avail:			96,000							

900 Elkridge Landing Rd Airport Square 2
Serial No: 040159
Rentable Bldg Area: 96,648
Developer: Dinkinson-Heffner, Inc.
Park Ratio: 4/1,000
Typ. Floor Size: 24,162
Status: Existing, Jul 1985
Covered: N/A
Height: 4 Stories
Bldg Type/Space Use: Office/Office
Surface: Free
Amenities: Cafeteria & Atrium
CS Page:

Flr	Suite	SFSmall	SFAvail	Rental Rate	Service Type	Date Available	Type	Term	Escalation	Exp Stop
1st		24,162	24,162	$17.25	Full Service	Immediate	Relet	3-10 Years	Negotiable	$6.00
		24,162	24,162	$17.25	Full Service	Immediate	Relet	3-10 Years	Negotiable	$6.00
		24,162	24,162	$17.25	Full Service	Immediate	Relet	3-10 Years	Negotiable	$6.00
4th		24,162	24,162	$17.25	Full Service	Immediate	Relet	3-10 Years	Negotiable	$6.00
Total SF Avail:			96,648							

920 Elkridge Landing Rd Airport Square 3
Serial No: 040163
Rentable Bldg Area: 83,864
Developer: Dinkinson-Heffner, Inc.
Park Ratio: 4/1,000
Typ. Floor Size: 21,216
Status: Existing, Jun 1982
Covered: N/A
Height: 4 Stories
Bldg Type/Space Use: Office/Office
Surface: Free
Amenities: Atrium
CS Page:

Flr	Suite	SFSmall	SFAvail	Rental Rate	Service Type	Date Available	Type	Term	Escalation	Exp Stop
1st		21,216	21,216	$17.25	Full Service	Immediate	Relet	3-10 Years	Negotiable	$6.00
2nd		21,216	21,216	$17.25	Full Service	Immediate	Relet	3-10 Years	Negotiable	$6.00
3rd		21,216	21,216	$17.25	Full Service	Immediate	Relet	3-10 Years	Negotiable	$6.00
4th		21,216	21,216	$17.25	Full Service	Immediate	Relet	3-10 Years	Negotiable	$6.00
Total SF Avail:			83,864							

7101 Parkway Dr S Parkway Industrial Center
Rentable Bldg Area: 108,568
Typ. Floor Size: 22,642
Height: 5 Stories
Amenities: Delicatessen, Dry Cleaner, Motel & For Sale

Developer: Douglas Ingum Development Inc.
Status: Existing, Jun 1986
Bldg Type/Space Use: Office/Office

Serial No: 0401039
Park Ratio: 3/1,000
Covered: N/A
Surface: Free
CB Page:

Flr	Suite	SFSmall	SFAvail	Rental Rate	Service Type	Date Available	Type	Term	Escalation	Exp Step
1st		2,500	18,300	$16.50	Full Service	Immediate	Relet	3-10 Years	Negotiable	Neg
2nd		2,500	22,642	$16.50	Full Service	Immediate	Relet	3-10 Years	Negotiable	Neg
3rd		2,500	22,642	$16.50	Full Service	Immediate	Relet	3-10 Years	Negotiable	Neg
4th		2,500	22,642	$16.50	Full Service	Immediate	Relet	3-10 Years	Negotiable	Neg
5th		2,500	22,642	$16.50	Full Service	Immediate	Relet	3-10 Years	Negotiable	Neg
Total SF Avail:			108,568							

9115 Meridian River Pky Columbia Executive Ctr 1 Guilford Industrial Ctr
Rentable Bldg Area: 486,000
Typ. Floor Size: 41,200
Height: 1 Story
Amenities: Comparable

Developer: Hooper Eastern Corp
Status: Existing, Mar 1988
Bldg Type/Space Use: Indust/Office

Serial No: 1237JDF
Park Ratio: 4/1,000
Covered: N/A
Surface: Free
CB Page:

Flr	Suite	SFSmall	SFAvail	Rental Rate	Service Type	Date Available	Type	Term	Escalation	Exp Step
1st		41,400	41,400	$9.95	Full Service	Immediate	Relet	3 & Years	Negotiable	Neg
2nd		41,400	41,400	$9.95	Full Service	Immediate	Relet	3-5 Years	Negotiable	Neg
Total SF Avail:			82,800							

Total Listings for Report: 5

	FY 1995 [1]	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001
O&M, Defense-wide (000)	16,340	13,420	5,040	4,480	4,220	3,720	3,720
Procurement, Defense-wide ($000)	16,240	260	280	290	300	320	320

FY 1995 Note:

1/ DIS requests that an out of cycle reprogramming action occur providing funding in FY 1995 to accelerate the implementation of our automation modernization efforts.

RELOCATION OF THE PERSONNEL INVESTIGATIONS CENTER (PIC) AND THE NATIONAL COMPUTER CENTER (NCC)

The 1995 Base Realignment and Closure Act (BRAC) has listed Fort Holabird as a candidate for closing. The PIC and NCC have been housed in Building 320, Fort Holabird, Maryland, a minor installation of Fort Meade, Maryland, since 1972. The facility, originally a classroom building constructed during the Korean War, is poorly suited for computer operations. The cumulative effect of years of minimal maintenance have made it increasingly difficult to sustain the operation. The heating, ventilation, air conditioning (HVAC) systems in the building cannot be updated to new Federal requirements that will become effective January 1, 1996. The air conditioning systems failures during the past four years posed a threat to the NCC computer equipment. The potential rupture of the deteriorated main water supply piping system constitutes a serious threat to the Department of Defense's database of personnel security investigations (The Defense Clearance and Investigations Index (DCII)). Past equipment failures leading to employee dismissals have cost the agency hundreds of thousands of dollars. Even minor repairs are costly and time-consuming due to the facility's obsolete design. The roof needs replacement because it is no longer serviceable. Even if Building 320 could be rehabilitated through major renovations including modification required under the American Disabilities Act, relocating employees of both the PIC and NCC during the construction period would lead to greater cost and disruption. It is imperative that we relocate the Investigations Control and Automation Directorate from its current location in Building 320 to another location on Fort Meade or adjacent leased space. This would collocate the PIC with an important User Agency, the National Security Agency, at Fort Meade. Additionally, it would secure the space and modern physical plant required for our automation efforts. Also, when the Army relocates its Criminal Records Center to more modern facilities on Fort Belvoir, there will be no other Department of Defense activity remaining on this 7.2 acre installation. Although it is apparent that the current facility is inadequate for the present requirements of the agency, the current situation will be exacerbated when the future automation requirements will be realized. The lease costs for the relocation of the PIC and NCC are provided below; however, the cost to relocate will change if DIS must construct a new facility or renovate the existing building.

	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001
O&M, Defense-wide (000)	200	904	11,133	1,650	1,650	1,650
Procurement, Defense-wide ($000)	0	3,422	0	0	0	0

The following is a summary of the additional unfunded resource requirements presented in this transmittal memorandum:

	FY 1995 1/	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001
Civilian Positions	0	529	514	407	284	159	140
O&M, Defense-wide (000)	16,340	45,663	37,928	41,696	24,657	16,123	15,050
Procurement, Defense-wide ($000)	16,240	260	3,702	290	300	320	320

FY 1995 Note:

1/ DIS requests that an out of cycle reprogramming action occur providing funding in FY 1995 to accelerate the implementation of our automation modernization efforts.

The fiscal controls require DIS to reduce 23 percent between FY 1994 and FY 1996. This reduction is greater than the four percent reduction required by the National Performance Review (NPR). Subsequent to the POM fiscal controls, the Under Secretary of Defense (Personnel and Readiness) realigned workyears among DoD components and approved a higher workyear level for DIS than is currently funded. Therefore, DIS requests that funds also be realigned from other DoD components or provided to support the approved workyear levels. In addition, DIS asks for funding to support our Automation Modernization plan and for the relocation of the Personnel Investigations Center located in Baltimore. Your support of these requirements is needed if DIS is to continue to provide the service to our customers and accomplish our missions under this downsized environment.

JOHN F. DONNELLY
Director

Attachment

Cost to Renovate Military Space

,000	FY96	FY97	FY98	FY99	FY2000	FY2001
O&M	-	-	9,525,	520,	540,	540,
MILCOM	400,	9,000,	-	-	-	-
PROCUREMENT	-	3,422,	-	-	-	-

Cost to Build

,000	FY96	FY97	FY98	FY99	FY2000	FY2001
O&M	-	-	9,525,	520,	540,	540,
MILCOM	600,	12,600,	-	-	-	-
PROCUREMENT	-	3,422,	-	-	-	-

Cost to Lease

,000	FY96	FY97	FY98	FY99	FY2000	FY2001
O&M	200,	904,	11,133,	1,650,	1,650,	1,650,
MILCOM	-	-	-	-	-	-
PROCUREMENT		3,422,	-	-	-	-

Cost to Renovate Military Space

,000	FY96	FY97	FY98	FY99	FY2000	FY2001
O&M	-	-	[4]9,525,	[5]520,	540,	540,
MILCOM	[1]400,	[2]9,000,	-	-	-	-
PROCUREMENT	-	[3]3,422,	-	-	-	-

[1] Engineering Studies 1390-1391 Development
[2] 90,000 SF @ $100 SF
[3] Telecommunication System @ 1,000,000 Furniture @ 2,170,000 Security @ 142,000 Emergency Generator @ 110,000
[4] PCS Cost Facilities Ops Cost, moving/parting cost 1,000,000
[5] Out-Year Facilities Ops Cost under ISSA

Cost to Build

,000	FY96	FY97	FY98	FY99	FY2000	FY2001
O&M	-	-	[3]9,525,	[4]520,	540,	540,
MILCOM	[1]600,	[2]12,600,	-	-	-	
PROCUREMENT	-	[5]3,422,	-	-	-	

[1] Engineering Studies 1390-1391 Development
[2] Construction cost 90,000 SF @ $140,000 SF
[3] PCS Cost, Facilities ops Cost, moving/parting cost 1,000,000
[4] Out-Year Facilities Ops Cost under ISSA
[5] Telecommunication System @ 1,000,000 Furniture @ 2,170,000 Security @ 142,000 Emergency Generator @ 110,000

Cost to Lease

,000	FY96	FY97	FY98	FY99	FY2000	FY2001
O&M	[1]200,	[3]904,	[4]11,133,	1,650,	1,650,	1,650,
MILCOM						
PROCUREMENT		[2]3,422,	-	-	-	

[1] Project Planning Studies
[2] Telecommunication System @ 1,000,000 Furniture @ 2,170,000 Security @ 142,000 Emergency Generator @ 110,000
[3] Lease Cost, (reflecting 3rd quarter occupancy) and Project Planning Studies
[4] Lease Cost, moving/parting cost 1,000,000 PCS if relocated out of commuting area as determined by JTR

Level Gas well

MARYLAND DEPARTMENT OF THE ENVIRONMENT

AIR MANAGEMENT ADMINISTRATION
2500 Broening Highway
Baltimore, MD 21224
(410) 631-3265

1992 JUN MD 21

Enclosed is the information or material you requested from our Administration. If you have questions, do not hesitate to call.

TO: Bill Hughes

FROM: Frank Courtright 631-3220

DATE: May 26, 1992

RE: Enclosed is our most recent correspondance w/ Red Star on the odor issue, as you requested. Will keep you apprised. The new construction you asked about is a groundwater treatment facility.

building. To tolerate this problem for another 4 to 5 months, while Universal Foods Corporation obtains a building permit, is not an acceptable excuse to the 550 or so employees who are exposed to this each and every day.

Your assistance is requested in the resolution of this problem as it has been one year since it was surfaced to your office and it has not been corrected. In addition, the malodorous smell is irritating, overpowering and may be causing health-related problems. If you are not the appropriate individual to contact regarding this problem, please provide us with a referral as soon as possible.

Thank you in advance for your assistance in this most serious matter. Please feel free to contact me at area code 410-234-9600 or Mrs. Lynn Kasch, Personnel Officer, at area code 410-234-9660 if you have any questions, to discuss this problem or to schedule an appointment.

Sincerely,

WILLIAM A. HUGHES
Director

Attachments

Copy to: Baltimore City Health Department
Bureau of Community and
Industrial Hygiene
303 East Fayette Street
4th Floor
Baltimore, Maryland 21202

Mr. Boon Lim
Environmental Health Program
2500 Broening Highway
Baltimore, Maryland 21224

ROUTING AND TRANSMITTAL SLIP

Date 6-10-92

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. Division/Office Chiefs			
2. D0601/D0602	D0640		
3. D0602.1	D0670		
4. D0610	D0200 D0120		
5. D0620	D0020		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS SUBJECT: Universal Foods/Red Star Yeast Odors

The Director, PIC, has continued to be involved in the odor problem which was originally addressed April 1991.

Attached you will find the most recent V0600 correspondence dated 3/20/92 and the response from the State of MD dated 5/5/92. Please review this and share it with all employees in your respective Divisions/ Offices.

If any unusual odors are detected, employees can report them directly to Mr. Frank Courtwright, State of MD, telephone 631-3220.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
LYNN A. KASCH Personnel Officer	Phone No. 590

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* US GPO 1988 – 201-759

NOTE: This problem has resurfaced, therefore please share this previous correspondence with all of your employees.

L. Kasch 10/14/92
LYNN A. KASCH
Personnel Officer

DEFENSE INVESTIGATIVE SERVICE
PERSONNEL INVESTIGATIONS CENTER
P.O. BOX 1211
BALTIMORE, MD 21203-1211

MAR 20 1992

Mr. Frank Courtright
State of Maryland
Department of the Environment
Air Management Administration
Enforcement Program
2500 Broening Highway
Baltimore, Maryland 21224

Dear Mr. Courtright:

This is the second time I have written regarding the foul materials being discharged from the Universal Foods Corporation plant. As you may recall you were contacted, in writing, by the undersigned April 12, 1991, regarding the malodorous materials emitting from the Universal Foods Corporation, which were affecting a large number of Federal employees of the Defense Investigative Service (DIS). DIS is a Department of Defense agency located at 2200 Van Deman Street in the Holabird Industrial Park complex. Directly behind the DIS building is the Universal Foods Corporation. A copy of our April 1991 letter is attached.

On May 20, 1991, you provided us with a written response and indicated that the sulfur based compounds which are malodorous were from the wastewater treatment portion of the plant and the problem should be corrected by plant modifications. A copy of your May 1991 letter is also attached. Your letter further stated that if the odors continued the Universal Foods Corporation would have to do whatever possible to eliminate them. It is unknown whether or not Universal Foods ever completed initial modifications. All that is quite evident is the problem has continued.

Since the odor problem has never been resolved, a DIS representative, Mrs. Lynn Kasch, Personnel Officer, met with Mr. Alan Bahl, Environmentalist for Universal Foods Corporation on March 11, 1992, regarding the foul odor which has continued to emit from the plant. Mrs. Kasch was informed that the odor was overburning of the waste from the wastewater treatment section of the plant, but there was nothing that could be done because they had requested a permit from the State of Maryland to construct another boiler. According to Mr. Bahl, the putrid odor would continue for at least another 4 or 5 months, or until the permit to construct is obtained.

The DIS employees are continuing to complain about this problem which cannot seem to be resolved. Quite a few employees continue to experience allergic type reactions because of exposure to the malodorous materials, to include irritated eyes, sore throats, headaches, nasal congestion and nausea. Visitors to the building frequently ask "what is that smell?" As I stated, in the April 12, 1991, letter, I am very concerned with the health, safety and well-being of the approximately 550 employees located in the DIS

1993 MAY -5 AM 11 42

House of Representatives
Washington, D.C. 20515

MEMORANDUM April 21, 1993

Dear Mrs. Swegon:

Enclosed is a copy of a response our office received from the MD Department of the Environment regarding the odor problem at the Defense Investigative Services.

A copy was sent to you in early January. Evidently, you did not receive it. For this I apologize.

As you will see in the letter, MDE has been actively involved with this issue. Progress has been made, but there is room for improvement.

By August, 1993, a plan must be submitted by Universal Foods to further reduce emissions of volatile organic compounds. This will further help to reduce the odor situation.

I truly hope things will get better. MDE has assured us this will happen.

Please let us know if we can help with anything else.

Sincerely,

Doris Kunar

(410) 331-7222

Enclosure

[redacted]

T: Bill Hughes [illegible]
Return to: Diego L. Kasch.

[20] From: ROSE_R at ~DIS_CEN_0200_EMAIL 4/22/93 1:33PM (1573 bytes: 19 ln)
To: LYNN A. KASCH at ~DIS_CEN_0600_EMAIL
Subject: Odor Problem

---------- Forwarded ----------

From: ROBERT_R 4/22/93 12:53PM (1365 bytes: 19 ln)
To: DICKER_E, ROSE_R
cc: ROBERT_R
Subject: Odor Problem

---------- Message Contents ----------

In response to Gerry Jones complaint yesterday about the foul smell coming from the Red Star Yeast Plant, I called Mr. Frank Courtwright at the State of Md., Dept. of the Environment, Air Management Administration Enforcement Program. I was referred to Mr. Greg Franzoni who told me he is the POC--not Mr. Courtwright. I told Greg I was lodging an official complaint because one of my employees was complaining of a headache and nausea because of the odor. Greg told me me talked to Red Star on Tuesday about it. He said they are in the process of getting a compressor to inject a neutralizing agent into the exhaust stacks to determine if this will eliminate the odor. If it does, they will also install a compressor in the fermenting stacks. He said they are actively working on the problem. Greg said he intends to inspect the new system. He said he will call Red Star and let them know another complaint has been lodged and said he will continue to monitor the situation.

Ron R.

Local Companies Listed Among State's Worst Water Polluters

Public-interest Group Seeks Stronger Clean Water Laws

by Matt McLaughlin

Two lists released last week by a Baltimore-based public-interest group revealed that some of the biggest polluters of water in Maryland in 1991 operated in Dundalk.

Bethlehem Steel's Sparrows Point plant was listed as the second-largest polluter of surface waters in the state in 1991, dumping 246,393 pounds of toxic chemicals. Red Star Yeast on Van Deman Street in Fort Holabird Industrial Park was listed second among polluters of sewer systems, into which it released 1,037,550 pounds of toxic chemicals in 1991.

Other local companies that appeared on the lists for dumping toxic chemicals into sewer systems in 1991 were Cleaners Hanger Co. on Wise Avenue, which released 15,300 pounds, & General Motors on Broening Highway, which discharged 5,170 pounds. The list also indicated that Eastern Stainless Corp. on Rolling Mill Road discharged 2,977 pounds of toxics into surface waters in 1991.

Members of the Maryland Public Interest Research Group (MaryPIRG), which released the lists, demonstrated outside Red Star Yeast on June 21. The reports are based on the most recent data available from the U.S. Environmental Protection Agency.

The aim of the release — issued the first day of summer — was to increase public awareness of water pollution during the summer months, when people enjoy swimming & fishing, said Daniel Pontious of MaryPIRG. By increasing public awareness, the Public Interest Research Group, a national organization of which MaryPIRG is a member, hopes to strengthen the Clean Water Act.

"We're educating people about the issues that are being considered in Congress so that they can voice their support of them to their representatives," Pontious said.

The group hopes to have the law changed to bolster enforcement of the Clean Water Act. PIRG proposes penalties for serious & chronic violators & prohibit profits from polluting.

The group also i[illegible]ng for amendments [illegible]e Clean Water Act tha[illegible] expand citizens' righ[illegible]o waterways. Some toxic chemicals that are not reported under current statutes would be if PIRG has its way. Also, companies that discharge toxic chemicals would be required to post signs indicating what toxics are released & in what quantities.

PIRG has enlisted the aid of congressional members to support the effort & has launched a door-to-door campaign to enlighten the public.

"We think it's a commonsense measure," said Pontious. "We believe it will have a lot of support in Con[illegible]

MaryPIRG's report came on the heels of an announcement issued by the Maryland Department of the Environment that toxic releases in the state showed a steady, significant decline each year from 1988 to 1991.

The PIRG report indicated that Maryland ranked 21st (4.6 million pounds) in the U.S. in release of toxics into sewer systems & 29th (682,953 pounds) in discharging toxics into surface water.

Such figures are cause for encouragement, according to Pontious, but not an[illegible] clean water is over.

"We certainly are gl[illegible] that Maryland is not one [illegible] the worst states in t[illegible] country," he said. "Bu[illegible] think the numbers indica[illegible] that we still have a lot [illegible] progress to make."

Signode Corp. on Nor[illegible] Point Boulevard also a[illegible]peared on the lists of tox[illegible] polluters in Maryland b[illegible] for significantly lower le[illegible]els than the other loc[illegible] companies. The report i[illegible]dicated that Signode di[illegible]ch[illegible] 250 pounds of tox[illegible]ch[illegible]s into sewer sy[illegible]tems i[illegible] 991 & thr[illegible]

Members of the Maryland Public Interest Research Group who demonstrated at Red Star Yeast in Fort Holabird Industrial Park last week included (from left) Bill Keimig, Claudia Nichno Justin Soodak, Daniel Pontious & Philana Ng.
photo by Roland Dorse

> *"I think the numbers indicate that we still have a lot of progress to make."*
>
> Daniel Pontious of MaryPIRG

Page 22 Dundalk Eagle, Dundalk, Md. July 1, 1993

HELEN DELICH BENTLEY
2D DISTRICT MARYLAND

WASHINGTON OFFICE
1610 LONGWORTH BUILDING
WASHINGTON, DC 20515-2002
202-225-3061
FAX 202-225-4251

DISTRICT OFFICES
200 EAST JOPPA ROAD
TOWSON, MD 21286
410-337-7222
FAX 410-337-0[illegible]1

7458 GERMAN HILL ROAD
DUNDALK, MD 21222
410-285-2747

6 NORTH MAIN STREET
BEL AIR, MD 21014
410-879-2517

Congress of the United States
House of Representatives
Washington, DC 20515-2002

COMMITTEE ON THE BUDGET
COMMITTEE ON PUBLIC WORKS AND TRANSPORTATION
COMMITTEE ON MERCHANT MARINE AND FISHERIES
SELECT COMMITTEE ON AGING
CAUCUSES
STEEL
ART
TRADE AND TOURISM
MARITIME
ENERGY TASK FORCE

November 19, 1992

Ms. Margaret K. Swegon
3211 Suffolk Lane
Fallston, Maryland 21047

Dear Ms. Swegon:

Thank you for your correspondence to my office regarding the problem you are having with the Universal Foods ~~Service Company~~ Corp.

I'm sorry so many of the employees are suffering. It looks as if you all have tried very hard to have this matter resolved.

I've written to Mr. Robert Perciasepe, Secretary, Maryland Department of the Environment and requested an investigation and expedient resolution to this problem. When I receive a reply, I will be in touch with you.

In the meantime, if I can be of any other assistance to you or any of the other employees, please feel free to call my Towson District Office.

With warmest regards, I am

Sincerely,

Helen Delich Bentley
Member of Congress

12/1

Ms Kasch,
Here is a copy of the letter we received from Representative Bentley. (243 persons signed the letter that was sent her).
May we have these letters posted on bulletin boards?

e following ac- ıts were compiled ... ırd Irwin from ords in Balti- ɩy, Baltimore ıty and Harford ınty.

ltimore City

OBBERY: Western Dis- t — A resident of the) block of Upmanor ad was robbed of more n $1,000, a gold watch ued at $400 and a gold ain valued at $300 Sat- day night in the 1700 ock of W. Lexington St. a man who knocked r to the ground.

ROBBERY: Western Dis- ict — Two men, one rmed with a handgun, obbed a resident of the 300 block of Calverton Heights Ave. of $57 and personal items about 1 a.m. Sunday after stop- ping him in the 800 block of N. Fulton Ave. and ask- ing him for a match.

BURGLARY: Western District — Someone broke into the J & Y grocery in the 1600 block of W. North Ave. Sunday morning through a side door and n undisclosed sum cash register.

..ST: Western Dis- trict — Police responding to a burglar alarm Sunday morning at Yun's grocery store in the 500 block of N. Calhoun St. arrested a man who was attempting to break in. The suspect, a resident of the 1500 block of Franklin St., was being held at the station pending charges.

BURGLARY: Western District — A TV valued at $200 was stolen Saturday night after someone en- tered a house in the 1100 block of N. Fulton Ave. through a rear kitchen win- dow.

BURGLARY: Western District — Someone broke into a house in the 2500 block of W. Fayette St. be- tween Nov. 30 and Sunday through a second-floor bathroom window and stole a TV set.

BURGLARY: Western District — A ... and clothing, all valued at near- ly $400, were stolen from a house in the 1100 block N. Fulton Ave. after the ...ered by someone who ...ered through a rear door.

BURGLARY: Western District — A 20-inch TV, telephone, pool table and an electronic game, all val- ued at $400, were stolen Sunday evening from a house in the 300 block of ...

door.

ROBBERY: Central Dis- trict — Two men, one armed with a handgun, robbed a resident of the 1000 block of Dartmouth Road of his leather jacket Sunday in the 200 block of N. Eutaw St. The jacket was valued at $400.

ROBBERY: Central Dis- trict — After a resident of the 1100 block of St. Paul St. answered a knock at his front door about 3 p.m. Sunday, he was pushed back inside by a man who robbed him of $15, a 35mm camera and a silver necklace, all valued at more than $500.

AUTO THEFT: Central District — A 1985 Dodge with Maryland plates YNT- 181 was stolen Sunday af- ternoon from the first block of W. Biddle St.

THEFT: Central District — Someone broke into a car owned by a resident of the 3400 block, of Guilford Terrace while it was parked in the 700 block of Cathedral St. Sunday night and stole several pieces of clothing and computer equipment, all valued at more than $1,000.

Baltimore County

ROBBERY TRY: White Marsh District — Two men, one armed with a 9mm handgun, attempted to rob the Village Sub Shop in the 6700 block of Belair Road Sunday night. The men, one wearing a green stocking cap and the other a Washington Redskins baseball cap, entered the shop at 11:49 p.m. and ordered a 12- inch pizza. When the clerk told the men it was near closing time and asked them to order something else, one of the men pulled out a handgun and or- dered the employee to open the cash register. When the employee told the gunman the register would not open with a key, the two men turned and fled. They were last seen driving a black compact car toward Baltimore.

BURGLARY: Parkville District — Someone broke into a house in the 8000 block of Ridgetown Drive Sunday morning through a front window while the oc- cupants were asleep and stole a VCR, TV and a compact disc player from the living room. A man in his early 20s was being sought.

ARRESTS: Garrison Dis- trict — Four teen-age resi- dents of a group home for juveniles in the 1700 block of Nicodemus Road were down the driveway. The car is owned by an official of the home. The four boys, all 14, were arrested shortly before ... Officer Jeffrey ... was responding to a call. After their arrest on auto theft charges, the boys were returned to the group home.

SCHOOL BURGLARY: Garrison District — Three teen-age boys were ar- rested Sunday evening by Officer Dwight Burroughs after they broke into Franklin Senior High School in the 12000 block of Reisterstown Road and sprayed the contents of at least one fire extinguisher inside a room. After being charged with burglary and destruction of property, the boys were released in- to the custody of their par- ents.

AUTO THEFT: Garrison District — Someone stole a black two-door 1988 Dodge Colt with Maryland plates ZNX-060 from the 3700 block of Brice Run Road in Randallstown be- tween 3 p.m. Sunday and 1:15 a.m. yesterday.

BURGLARY: Garrison District — Stereo equip- ment was stolen Sunday from a locker in the base- ment of an apartment building in the first block of Otley Court in Rockdale.

Harford County

DOG ATTACK: Edge- wood — Sarah Jane For- rester, 7, of the 900 block of Topview Drive, was bit- ten several times on the face by a dog Saturday af- ternoon while she and two friends were playing in a field near their home. The girl was taken to Fallston General Hospital for treat- ment and released. The owner of the dog, Paulette Caroline Petr, also of the 900 block of Topview Drive, was ordered to keep the dog confined pending its examination by an animal control officer. The dog had its rabies shots, police said.

DESTRUCTION: Abing- don — A resident of the 2800 block of Merrick Way was driving south on Route 24 near McPhail Road Friday evening when one of several youths standing along the road- way threw a rock that shattered the car's pas- senger side window, caus- ing $250 damage. No ar- rests had been made.

AUTO THEFT: Belcamp — Someone stole a 1978 Chevrolet Chevette from the 1200 block of Raven- wood Court over the

Morning Sun 12/9/92

Lothrop Inc. ope... yesterday in its legal fight to stop a mall expansion that will bring rival Nordstrom within a mile of its An- ...nge to Annapo- ...ble its size with a Nordstrom department store and about 50 smaller shops, Woodies ap- pealed a permit allowing construc- tion of a 120,000-square-foot mall addition for the smaller 50 shops.

The county has issued a separate permit for the 150,000-square-foot Nordstrom.

Body is found floating in Patapsco River cove

CARVEL BEACH — A man's body was found yesterday in a cove of the Patapsco River, Department of Natural Resources Police said.

The body of Raymond Timothy Brautigan, 37, of Pasadena, was found by a friend about 4:50 p.m. floating near a small pier behind a business in the 8000 block of Fort Smallwood Road, police said.

BALTIMORE CITY

Printing firm is fined for polluting city's air

BALTIMORE — A city printing firm has been fined $4,000 by the Maryland Department of the Envi- ronment for air pollution violations.

The John D. Lucas Printing Co. was cited for operating its presses "on numerous occasions" between August 1991 and June 1992 when its pollution control equipment was not working properly, the state said.

As a result, the business released excessive amounts of volatile organic compounds, which contribute to the formation of ground-level ozone.

Blaze damages roofs of three city rowhouses

BALTIMORE — A single-alarm fire late last night in the 600 block of S. Fulton Ave., which damaged the roofs of three rowhouses, is under investigation.

Only one of the houses, at 622 S. Fulton Ave., was occupied, but its occupants escaped without injury, said a battalion chief at the scene.

The other two dwellings, 624 and 626 S. Fulton Ave., were vacant.

Shortly before 11:30 p.m., the fire broke out in the upper portions of one of the houses and quickly spread to the roofs of the other two.

Firefighters manning nearly a dozen pieces of fire apparatus brought the fire under control at 11:41 p.m.

It was not immediately known if the occupants of 622 S. Fulton were able to return to their home.

BALTIMORE COUNTY

night.

The vote erases the exemption fo bathrooms in the county's curren anti-smoking law, enacted in 1987.

A bill takes effect in the count 45 days after the executive signs it which is expected this week.

Pikesville Councilman Melvin G Mintz, D-2nd, and Dundalk's Donal C. Mason, D-7th, co-sponsored th bill because of steady complaint about smoke-clogged bathrooms i county office buildings in the gover ment complex here.

With removal of the exemptio for bathrooms, Mr. Mintz said, h now plans to work toward bannin smoking entirely in county buil ings, including private offices, by De cember 1993. Current law allow smoking in private office areas public buildings.

CARROLL COUNTY

Needed for the airport, farm will cost $850,00

WESTMINSTER — Two Carr commissioners agreed yesterday pay a Westminster farmer $165,0 more than the appraised price f 104 acres of land she didn't want sell, but which are crucial for t airport expansion.

"She wouldn't accept the a praised price," Commissioner Don Dell said of Pauline Byers Shaff whose family has farmed the land Pleasant Valley Road for five gen tions.

"There's a little bit of sympa there," Commissioner Elmer L said. "She didn't want to move, dollars and cents can't make u it."

Mr. Dell and Mr. Lippy signe option yesterday to buy the from Mrs. Shaffer for $850,000, $50,000 to help cover her co relocate to another farm.

The appraised price for the — needed for the end of the le ened runway at the Carroll C Regional Airport — was $68 Mr. Dell said.

Carroll transit agen seeks aid and 'sum

WESTMINSTER — The that provides public transp in Carroll needs a jump-sta anyone in the communit wants to help come up with the bus system to stay afloa rector said.

Linda Boyer, director of t Carroll Transit System, county commissioners y that she would like to hold mit" of mayors, communit and businesses who can h sure the county continue public transportation. A asked the commissioners bus maintenance and a lo

Proposed Soil Recycling Plant Faces Yet Another Obstacle

[illegible] Staff Writer

Though Environmental Recycling Associates recently received a preliminary state permit to construct a soil recycling plant in Rosedale, the company has a long way to go before the $5 million plant can be built or operated.

Southeast Association For the Environment extended the already 15-month-old controversy December 29 by filing for an administrative hearing asking the state to repeal the permit.

The brief, which listed 32 complainants, including state Senator Norman Stone & Delegate Lou DePazzo, stated that ERA's application did not meet Maryland air emissions re- [illegible] the state [illegible] according [illegible] ERA president Jerry [illegible]

He is optimistic about the group's chances of getting a hearing.

"I think [the chances] are pretty good, because there are a lot of issues that haven't been resolved," he said.

"I think we've got a good case. It's just getting the right people to hear it."

ERA executive vice president Tom Hood said, "As far as we're concerned we've already proven the case, [but] if that's what it takes to make the community believe the plant is safe, then we'll do it."

"We believe in this plant & we're willing to spend [illegible] to [illegible] it," he added.

The plant would recycle oil-contaminated soil mainly excavated from beneath leaking underground storage tanks. The soil would be used to make asphalt & other products.

ERA president John Cyphers issued a statement Tuesday accusing SAFE of using the hearing process as a "delaying tactic."

"We believe in this plant."

Tom Hood,
vice president, ERA

"The brief information provided in the request to MDE's Air & Radiation Management Administration covered areas & questions raised many times before," he said.

"It is also apparent that responsible citizens will have to do better than say 'not in my backyard' when it's time to work together to clean up the environment."

Maryland Office of Administrative Hearings (OAH) [illegible] cases are heard as long as the complainants can show they have the legal authority to do so.

The office is impartial in deciding whether hearings are granted, according to Nick Owens, OAH assistant director of operations.

"We [illegible] a hearing [illegible] because we [illegible] what they're [illegible]," Owens said. [illegible]

[illegible] office handles about 58,000 hearings a year, 20 to 50 of which are environmental cases.

Beside the hearing, ERA has other hurdles to jump before it can build & operate the facility.

ERA still needs two state permits, one for handling oil & another for operating the plant in accordance with state air emissions standards.

ERA [illegible] waste processing permit. Baltimore County Fire Department & the departments of Public Works & Planning & Zoning already assented to the permit. The county Department of the Environment has not yet made a decision.

County Executive Roger Hayden recently issued an executive order telling county government to stop reviewing the permit until [illegible] ERA received state [illegible]

TWENTY-FIVE THOUSAND TONS of oil-contaminated soil are being stored in a 30,000 square-foot warehouse at Holabird Industrial Park by Environmental Recycling Associates. The company proposed to build a recycling plant in Rosedale to clean the soil & use it to make asphalt. Tom Hood (standing) is the company's executive vice president.

photo by Roland Dorsey

Turner Station – Library Reading, Study Sessions

Turner Station Library holds reading & study sessions on Thursdays from 3 to 6 pm throughout the school year.

Adults are welcome to serve as volunteers.

SUBSCRIBE
See Subscription Blank On Page 11

MDE MARYLAND DEPARTMENT OF THE ENVIRONMENT
2500 Broening Highway • Baltimore, Maryland 21224
(410) 631-3000

1992

William Donald Schaefer
Governor

Robert Perciasepe
Secretary

DEC 2 3 1992

DEC 1 1 1992

The Honorable Helen Delich Bentley
Congress of the United States
House of Representatives
Washington D.C. 20515-2002

Dear Congresswoman Bentley:

Thank you for your letter of November 19, 1992 concerning odors experienced by employees of the Defense Investigative Service (DIS) in the Holabird Industrial Park.

The Department is aware of this situation and has been involved with trying to resolve the problem for some time. We believe that the odors are predominantly produced by the Universal Foods Corporation (the "Company") yeast manufacturing plant located near the DIS building. We have been dealing directly with the Company regarding this problem as is indicated in some of the correspondence from our Air and Radiation Management Administration (ARMA) included with your letter.

We believe that the most offensive odors have been caused by the Universal Foods wastewater treatment plant. This is a new part of the plant that has been in operation since April, 1990. It takes the process wastewater from yeast manufacturing and cleans it up prior to discharge to the sewer. A by-product of this process is "biogas" which contains sulfur compounds which are malodorous at very low concentrations. This biogas is recycled in the plant by being burned in the power boilers to extract its energy content. Small leaks of this gas can cause intense odors.

The wastewater treatment process is a complex operation and the Company has had difficulty getting it to operate properly. It has been an on-going struggle which we have been actively involved in. Many of these start-up problems have led to odor release episodes. We have been insisting that the Company take whatever actions are necessary to reduce these odors. The Company has made major modifications in the past two years to this part of their plant and continues to work on the problem.

ROUTING AND TRANSMITTAL SLIP

Date 5/5

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Ms Kasch		
2.		
3.		
4.		
5.		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate	X	For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

– a copy of the attached was sent to Mr Hughes (via channels)

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
M Skeyon	Phone No. 411

5041-102

GPO : 1987 O - 192-783

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

We respond to odor complaints and inspect the Company's operations frequently. The Company has completed a retrofit to their second boiler to allow burning biogas. This will provide additional capacity to dispose of the biogas. The Company is also experimenting with a method for masking the odor if necessary. They also conduct daily surveys of their plant to attempt to head off problems before they occur.

We believe that the actual yeasting process also produces odor problems. The Company has been addressing this problem by developing a "feed-back" system to maximize process efficiency, thereby reducing air emissions. Recently, they have committed to a major upgrade of this system by purchasing a sophisticated on-line continuous emission monitor to determine exhaust gas concentrations. This new equipment is being brought on-line now and we believe it should improve the situation in the future.

As communicated to DIS in the past, we have done an analysis of the plant's emissions based on our air toxics regulations. The feed-back system discussed above has reduced emissions and the plant is operating in compliance with the air toxics regulations. These regulations are designed to be conservative and protective of public health.

In addition, regulations that will take effect in January, 1993 will require the Company to submit a plan to us by August, 1993 to further reduce emissions of volatile organic compounds. The regulations require all such reductions to be complete by May, 1995. These reductions are required by the Clean Air Act for ground-level ozone reduction, but should also help to further control the odor situation.

As you can see, we have been, and continue to be actively involved with the air pollution problems at the Universal Foods plant in Baltimore. We feel that progress has been made, but there is room for more improvement. We will continue to work hard on this situation until all involved are satisfied. If you have any additional questions, please feel free to call me at (410) 631-3084 or have a member of your staff contact Ms. Merrylin Zaw-Mon, Director of the Air and Radiation Management Administration, at (410) 631-3255.

Sincerely,

Robert Perciasepe
Secretary

RP:ct

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92 05 05

STATE OF MARYLAND
DEPARTMENT OF THE ENVIRONMENT
2500 Broening Highway Baltimore, Maryland 21224
(410) 631-3220

m Donald Schaefer
Governor

Robert Perciasepe
Secretary

May 5, 1992

Mr. Ken Randall
Plant Manager
Red Star Yeast
2100 Van Deman Street
Hollabird Industrial Park
Baltimore MD 21224

Dear Mr. Randall:

...is letter is a follow-up to the inspection conducted by members of my staff on April 2, 1992. As you are aware, the Department continues to receive odor complaints concerning your facility.

During the inspection we were accompanied by Alan Bahl and we specifically looked for potential sources of odors. We noted several areas that might be contributing to the odor problem and pointed these out to Mr. Bahl. Based on these observations, we are requesting that the Company address the following areas in order to control and minimize odors:

1) The two drier stacks that are facing down.
2) Covers on the wastewater treatment plant were not tightly sealed. High readings of hydrogen sulfide were detected at some of the seals.
3) Some areas of the influent and effluent lines from the wastewater treatment plant are still open to the atmosphere.

We are further requesting that the Company conduct a daily odor survey to identify and fix any leaks or other sources of odor that may exist.

Please let me know your intended course of action in writing by May 29, 1992. If you have any questions, please call Mr. Frank Courtright at (410) 631-3220.

Sincerely,

Ronald E. Lipinski, Administrator
Enforcement Program
Air Management Administration

REL:jp

cc: Baltimore City Health Department
Mr. Frank Courtright

143(1)

November 27, 1991

Mr. Jeffrey W. King
631 Rock Run Road
Port Deposit, MD 21904

Dear Mr. King:

Universal Foods Corporation acknowledges receipt of the enclosed estimates from Shipley's Clean Car, Inc. ($250.00), Spin's Body & Fender Shop, Inc. ($250.00), and E&B Body and Paint ($200.00) to remove white spots on your 1991 Plymouth Voyager (VIN#2P4GH25K8MR279282). Universal Foods hereby authorizes you to have one of these firms perform the estimated task, after which you will be reimbursed. Please note that this authorization extends only to the estimates provided from the three firms. Should the actual costs be expected to exceed these estimates, you must obtain prior approval from Universal Foods or else full reimbursement cannot be guaranteed.

If you have any questions, you may contact me at (410) 633-8575.

Sincerely,

Alan Bahl

Alan Bahl
Division Environmental Engineer

/ljj

Enc.

cc: Ken Randall

STATE OF MARYLAND
DEPARTMENT OF THE ENVIRONMENT
2500 Broening Highway Baltimore, Maryland 21224
(410) 631-3220

William Donald Schaefer
Governor

Robert Perciasepe
Secretary

December 3, 1991

Mr. Jeffrey W. King
631 Rock Run Road
Port Deposit MD 21904

Re: Toxic Release Report
Red Star Yeast
Baltimore, MD

Dear Mr. King:

This is in response to your letter of November 21, 1991 (received by us on November 26, 1991) regarding access to information under the Freedom of Information Act.

You may arrange to visit our offices to review the files for the above referenced property/subject. You may then receive copies of any specific documents that you request as provided by law. However, there is a charge for copies of documents as specified in the regulations. You must pay this charge before the copies are given to you.

Please contact Mr. Pars Ramnarain at (410) 631-3220 to set up an appointment to review the file.

Sincerely,

Laramie Daniel

Laramie Daniel
Enforcement Program
Air Management Administration

LD:jp

cc: Mr. Pars Ramnarain

SUE/YEAST.doc/pg2/CHIVERAL/djp/133

1-13 (6)

State of Maryland
Department of the Environment
2500 Broening Highway
Baltimore, Maryland 21224

JUL 18 1991

Gentlemen:

1. Reference your letter dated May 20, 1991, subject: Air Emissions from the Universal Foods Corporation, Red Star Yeast & Products, 2100 Van Deman Street, Baltimore, Maryland.

2. On July 9, 1991, Universal Foods Corporation, Red Star Yeast & Products experienced an accidental leak of ammonia vapors. The emissions from the plant caused considerable concern and physical irritation to a number of the 500 employees of the Personnel Investigations Center.

D0640

3. This prompted the Personnel Investigations Center to contact the plant engineers at Red Star Yeast & Products to express our concern over the effects of this leak on our employees. Through several conversations, the Personnel Investigations Center, and Universal Foods Corporation, Red Star Yeast & Products, have agreed on notification procedures in the event of future hazardous vapor leaks from the Universal Foods Corporation manufacturing plant. A copy of the letter from the Personnel Investigations Center to Universal Foods Corporation is attached.

D0601

4. I feel that with adequate notification we will be able to advise our employees of hazardous conditions as they occur.

5. I will keep you advised of any further developments in this situation.

Signed

WILLIAM A. HUGHES
Director

Attachment

DEFENSE INVESTIGATIVE SERVICE
PERSONNEL INVESTIGATIONS CENTER
P.O. BOX 1211
BALTIMORE, MD 21203-1211

Univeral Foods Corporation
Red Star Yeast & Products
2100 Van Deman Street
Baltimore, Maryland 21224
Attn: Alan Brethauer

July 16, 1991

Dear Mr. Brethauer,

Per our conversation of July 12, 1991, in the event of any hazardous vapor leak, you may contact the Personnel Investigations Center on one of the following numbers:

Guard Station: 234-9000

Facilities Branch: 234-9273

Susan Chiveral
Chief,
Files/Facilities
Division: 234-9640

Thank you for your cooperation in this matter.

Susan J. Chiveral
SUSAN J. CHIVERAL
Chief, Files/Facilities Division

State of Maryland
Department of the Environment
2500 Broening Highway
Baltimore, Maryland 21224

Gentlemen:

On July 9, 1991, Universal Foods Corporation, Red Star Yeast & Products experienced an accidental leak of ammonia vapors. This prompted the Personnel Investigations Center to contact the plant engineers at the manufacturing plant. Through several conversations, the Personnel Investigations Center, and Universal Foods Corporation, Red Star Yeast & Products, have agreed on notification procedures in the event of any future hazardous vapor leak from the Universal Foods Corporation manufacturing plant. A copy of the letter from the Personnel Investigations Center to Universal Foods Corporation is attached.

We will keep you advised of further developments in this situation.

D0640

D0601

WILLIAM A. HUGHES
Director

Attachment

Sue -
See me
when
employee
concerns
tentative agreement
F Y I

DEFENSE INVESTIGATIVE SERVICE
PERSONNEL INVESTIGATIONS CENTER
P.O. BOX 1211
BALTIMORE, MD 21203-1211

Univeral Foods Corporation
Red Star Yeast & Products
2100 Van Deman Street
Baltimore, Maryland 21224
Attn: Alan Brethauer

July 16, 1991

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Guard Station:	234-9000
Facilities Branch:	234-9273
Susan Chiveral Chief, Files/Facilities Division:	234-9640

Thank you for your cooperation in this matter.

Susan J. Chiveral
SUSAN J. CHIVERAL
Chief, Files/Facilities Division

7.240191.2.1
91 05 20

STATE OF MARYLAND
DEPARTMENT OF THE ENVIRONMENT
2500 Broening Highway Baltimore, Maryland 21224
(301) 631- 3220

William Donald Schaefer
Governor

Robert Perciasepe
Secretary

May 20, 1991

Mr. William A. Hughes, Director
Defense Investigative Service
Personnel Investigations Center
Post Office Box 1211
Baltimore MD 21203-1211

Dear Mr. Hughes:

This is in response to your letter requesting information about air emissions from the Universal Foods Corporation.

The plant produces various commercial grades of yeast. Several years ago they installed a wastewater treatment process to clean the liquid effluent from the plant. The treatment process is complicated and involves handling several air streams that contain malodorous materials. As originally designed and constructed, several of the mechanical components of the process turned out to be undersized. This resulted in occasional system overloads with releases to the atmosphere of some malodorous materials.

The end result was the odors that your office has experienced. These odors were mostly caused by sulfur based compounds which are malodorous at very low levels. The plant is aware of the situation and is completing modifications that should resolve that problem. If odors from the wastewater treatment section of the plant continue, the Company will have to do whatever else may be necessary to eliminate them.

The yeast-making part of the plant also produces odors. These odors are distinct from the odors discussed above and are generally not as offensive.

Using our State Air Toxics Regulations, an analysis of the off-site impact of air emissions from the plant has been conducted. Based on that analysis the plant is making several modifications to bring the plant into compliance with those regulations that are designed to assure that the plant does not unreasonably endanger human health. These changes may also reduce off-site odors from the yeast-making portion of the plant.

ROUTING AND TRANSMITTAL SLIP

Date: Apr 12, 91

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ALL PIC SUPERVISORS		
2. ALL TENANT ACTIVITIES		
3.		
4.		
5.		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

FOR YOUR INFORMATION

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
V0600	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

DEFENSE INVESTIGATIVE SERVICE
PERSONNEL INVESTIGATIONS CENTER
P.O. BOX 1211
BALTIMORE, MD 21203-1211

APR 12 1991

Mr. Frank Courtright
Department of the Environment
Air Management Administration
Enforcement Program
2500 Broening Highway
Baltimore, Maryland 21224

Dear Mr. Courtright:

The purpose of this letter is to request an air evaluation from the State Toxicologist due to the rancid odor which is affecting a large number of Federal employees of the Defense Investigative Service (DIS). DIS is a Department of Defense agency located at 2200 Van Deman Street in the Holabird Industrial Park complex. Directly behind the DIS building is the Universal Foods Corporation. For sometime, especially in the last one to two years, the DIS employees have been exposed, on a daily basis, to foul odors discharging from the Universal Foods Plant. I have been informed that the odors are Hydrogen Sulfide and Ammonia.

On April 10, 1991, myself and members of my staff met with Mr. Parsuram Ramnarain, Air Pollution Control Premise Engineer, of your staff. At this meeting we addressed our concerns, and those of our employees, regarding the potential long term effects of these emissions to the approximately 550 individuals located in our Van Deman Street building. Mr. Ramnarain suggested that this issue be referred, in writing, to the State Toxicologist.

Although the majority of the windows in the building are closed, the putrid odor seeps in. When the windows are open or the employees walk to or from the parking lots, the malodorus smell is irritating and overpowering. My concern is in the fact that quite a few employees, appear to experience allergic type reactions as a result of exposure to the odor. To be specific, there are an unusually large number of complaints of nausea, headaches, nasal congestion, irritated eyes and sore throats. As you know, the inside air, even with air conditioning, is only good if the outside air is reasonably clean.

As is apparent, I am concerned with the health, safety and well-being of all employees. Therefore, I request the professional services and opinion of your toxicologist.

Thank you in advance for your assistance in this most serious matter. Please feel free to contact me at area code 301-234-9600 or Ms. Lynn Kasch, Personnel Officer, at area code 301-234-9660 if you have any questions, to discuss our problem or to schedule an appointment.

Sincerely,

WILLIAM A. HUGHES
Director

applied environmental inc.

August 29, 1990

Mr. Andrew Coumes
Chief Logistics and Administration Division
Defense Investigation Service
1900 Half St.
Washington, D.C. 20324-1700

Dear Mr. Coumes:

On August 23, 1990, I met with you, Mr. Mike Newman, Deputy Director, Resources, Mr. Johnny St. Clair, Deputy Director, Personnel Investigation Center (PIC) and various members of Mr. St. Clair's staff, to discuss the concerns of the PIC employees regarding various health issues. These issues were raised in a memorandum to you from Ms. Susan J. Chiveral, Chief, Files/Facilities Division and include the following:

1. The development of a variety of cancers by PIC employees over the last nine years.

2. Medical complaints such as headaches, easy fatigability not identifiable as resulting from any specific source or condition at the PIC.

3. A general concern about the "air quality" as a result of proximity to a yeast manufacturing plant and the presence of asbestos and PCB's at the PIC.

4. "Funny" tasting water and potential lead contamination.

Following our meeting, we conducted a walk-through survey of the building to identify any conditions related to these concerns. The following is a discussion of the results of that survey and my recommendations for further action on each.

Cancer History

Twelve cancer cases have been reported over the last nine years in the PIC work force of approximately 600 employees. Basically, the question to be answered is whether this a higher than expected cancer incidence rate and if so, is this situation related to exposures that employees would be incurring at work.

I have initiated action under our current agreement to obtain information from the National Institute of Health and the Baltimore

County Department of Health to obtain regional and county specific (if available) information on cancer incidence rates. I feel that any further action regarding investigation of a potential environmental cause should be pc tponed until it is determined if these cases are truly unusual. However, to the extent possible, it may be prudent to have your nurse discuss the cases with the employees and/or their physicians to identify those that would most likely be unrelated to an environmental chemical exposure (eg. breast cancers or those individuals with smoking histories or family cancer histories).

Medical Complaints

The types of complaints made by various PIC employees are typical of the symptoms commonly associated with poor indoor air quality. However, it needs to be recognized that these symptoms are also typical of persons suffering from allergies, colds and stress. Some of the key issues to consider in determining whether or not these symptoms would be related to an indoor air quality problem are, whether employees experience a relief from the symptoms when they leave work (especially over a weekend period), how many persons in a given area are experiencing similar problems, and can the initiation of problems be traced to a specific identifiable incident (eg. water damage, HVAC conversion to the heating or cooling cycle, office renovation etc.).

There are currently no regulatory limits established for office worker exposure to chemical or biological hazards and even less information available regarding the health effects of long term low level exposure to the multiple air contaminants that are typically found in an office environment. As we discussed, the U.S. Environmental Protection Agency has identified "trace" concentrations of over 500 different chemicals in normal office air. The sources of these chemicals are basically, building construction materials, interior finishes and furnishings, and outside pollutant sources.

There are, however, commonly accepted criteria that can be evaluated to determine if a building may have an indoor air quality problem due to inadequate ventilation and/or the presence of an obvious contaminant source. The parameters generally measured include carbon dioxide, temperature, humidity, carbon monoxide, total hydrocarbons, respirable particulates, formaldehdye, and bioaerosols.

Based on a walk-through of the building, we identified several areas/conditions that may be contributing to localized sources of indoor air pollutants and could cause the symptoms experienced. These included: water leakage and damage that may have resulted in mold growth, potentially inadequate ventilation of the Diesc

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process, hot, stuffy conditions in some offices with high occupancy (eg. Room 224), and recently installed modular furniture which may contribute various organic compounds and formaldehyde.

It is recommended that a basic indoor air quality study be conducted to obtain a general profile of the building and determine if any unusual conditions exist. In addition it is also recommended that airborne ammonia concentrations from the Diazo Process be evaluated to determine both compliance with OSHA standards and general contribution to indoor air quality.

Although not associated with the health symptoms reported, it may also be prudent to evaluate the first floor area for radon. Radon is an invisible and odorless naturally occurring gas which is produced by the decay of uranium in rock and soil. Radon decays into particles which if inhaled may cause damage to lung tissues and increase risk of lung cancer. Radon testing is recommended due to the fact that the first floor is partially below grade.

Asbestos and PCB's

Conditions which were raised in the health concerns memorandum but would not be associated with the indoor air quality symptoms experienced, include the presence of asbestos and PCB's. Asbestos is a fibrous mineral that can cause a variety of cancers including lung cancer and mesothelioma. However, in order for an exposure to occur the asbestos must become airborne so that it is inhaled. Unless there are large quantities of damaged and friable (fiber releasing) asbestos containing materials present, asbestos exposures are generally insignificant in normal office environments.

A brief inspection of the boiler room and some air handling closets did not show the presence of asbestos insulation. Apparently, there has been an abatement project which involved the replacement of asbestos insulation with fiberglass. The date of the removal and the presence of additional asbestos containing materials in the building is not known at this time. It is suggested that any facility inspection reports and the reports from the abatement project be obtained and reviewed to determine if there are any areas that will require further oversight. All asbestos containing materials should be identified to ensure that proper controls (in accordance with State of Maryland, OSHA and EPA regulations) are used during maintenance and repair operations.

Polychlorinated biphenyls (PCBs) are extremely chemically stable compounds which were previously commonly used in transformer insulating liquids. Although exposure to PCBs may cause a variety

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of problems including respiratory irritation, liver damage, and chloracne, the risk of exposure to office workers from transformer fluids is minimal. The transformer at the PIC is located in a separate concrete enclosed vault. This vault is not entered or used by PIC employees. Although there is evidence of some fluid leakage on the concrete pad under the spigot, there have been no major spills, leaks or fires. As this transformer is scheduled for replacement, it is suggested as a routine procedure, that the pad and floor be wipe tested to determine if any PCB contamination exists.

Water Testing

Due to the age of the building, there is a strong potential that there may be lead present in the water supply due to lead containing fittings, solder, water cooler reservoirs, and possible lead mains to the building. It is suggested that all of the drinking water sources be tested to determine lead concentrations.

Additional water tests can be conducted if other types of contamination are suspected. However, unless some of the building water supply is provided by wells, contamination of publicly supplied water is unlikely from externally contaminated groundwater or soil sources. Funny tasting and discolored water may be the result of proximity to the public water treatment facility (resulting in improper mixing of water treatment chemicals) or general deterioration of the plumbing lines themselves. This problem should be further investigated prior to additional testing.

Although not directly related to the drinking water quality in the building, there are apparently two ground water monitoring wells on the site. The purpose of the wells was to monitor leakage from a previously used underground storage tank containing fuel oil. As we discussed, monitoring data from the wells should be obtained to determine if there would be any impact to the facility.

Attached is our technical and cost proposal for the recommended surveys. A unit price is given for some of the sample costs due to the fact that the total number of samples that will need to be collected is not known. As we discussed, the [illegible] of the proposed survey is to determine if there are [illegible]al conditions that are the result of, or associated with, the PIC facility itself. Environmental monitoring (eg. determination of air, soil or water contamination or exposure from off-site [illegible]) is not recommended at this time. An assessment of the [illegible] for further investigations of that type will be made as a r[illegible] the proposed survey.

Our cost proposal for the survey is valid for a[illegible]30 days. Our invoice terms are net 30 days with 1.5% ad[illegible]th

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for invoices not paid within the 30 day period. If you agree with the terms of this proposal, kindly sign and date this copy and return it to us. We can initiate the survey within seven working days of a notice to proceed. Please contact me if you have any questions.

Very truly yours,

Lauraine A. Segna

Lauraine A. Segna, CIH

Proposal Accepted By:

Name: _____

Title: _____

Date: _____

AEHS Authorization By:

Name: Lauraine A. Segna

Title: Division Director

Date: 8/29/90

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TECHNICAL AND COST PROPOSAL

Personnel Investigation Center
Holabird Industrial Park
Baltimore, Maryland

Scope:

General Indoor Air Quality Survey to be performed by a Certified Industrial Hygienist and Industrial Hygiene Technician including:

1. Measurements for carbon dioxide, temperature, humidity, carbon monoxide and respirable particulates using direct reading instrumentation. Measurements to be collected in select occupied work areas (approximately 10 per floor covering three floors) during both morning and afternoon periods.

2. Collection of total hydrocarbon samples using NIOSH sampling and analytical procedures - one on each floor.

3. Sampling of general air and building foundation areas for volatile organic compounds using a direct reading photoionization detector.

4. General assessment of the ventilation system using smoke tubes and review of mechanical plans.

5. Final report preparation.

Cost: $2,750.00 - Firm Fixed Price

Additional Sample Costs - Unit Prices:

Ammonia	$ 23.00 each	(estimated 3 samples)
Formaldehyde	$ 57.50 each	(should be collected in areas with new modular furniture and high occupancy)
Radon	$ 25.00 each	(by charcoal canister, 2 recommended on 1st floor)

Biological Sampling

Bacterial - Air	$ 52.90 each
Fungal - Air	$ 77.65 each
Bacterial - Bulk	$ 67.85 each
Fungal - Bulk	$ 92.60 each

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Air and bulk samples (eg. carpet, ceiling tile) should be collected in areas where water damage has occurred particularly if individuals are experiencing allergy like or flu like symptoms (estimated 3 sample areas).

Lead in Water $ 30.00 each

Lead in water samples should be collected from each drinking water fountain and any additional source of drinking water (eg. sink taps for coffee) as well as an entry point into the building from the public water main. Samples will be "first draw" and are required to be collected after the water lines have remained idle overnight (normally we collect samples prior to the start of business).

These unit price costs are based on the assumption that the samples will be collected during the General Indoor Air Quality Survey proposed above. Consequently, there will be no additional charge for labor, preparation or final report. If you agree with the estimates made and can obtain information regarding the number of samples for lead in water and formaldehyde, I can reissue the cost proposal as a firm fixed price.

I hope this brief discussion has answered your concerns. The air toxics analysis discussed above is available for public review if you wish. If you have any further questions please feel free to call me at (301) 631-3220. If you have specific questions about the Air Toxics Regulations, please call Mr. Tad Aburn at (301) 631-3225. For further questions about effects of the specific compounds involved, please contact Mr. Boon Lim of our Environmental Health Program at (301) 631-3851.

Sincerely,

B. F. Courtright

B. F. Courtright, Chief
Chemical Process Control Division
Enforcement Program
Air Management Administration

BFC:ct

cc: Baltimore City Health Department
Mr. Tad Aburn
Mr. Boon Lim

REF	NAME OR PROJECT	DETAILS OF MEETINGS - AGREEMENTS - DECISIONS	TIME HRS

3/11/92

I met with Mr. Alan Ball Environmentalist Universal Foods Corporation, Red Star in our back parking lot. I asked what the odors were coming from Red Star (RS) he said those are regular yeast smells. At that pt the wind shifted & the sewage smell became overwhelming - he said that was the Waste Water Treatment Facilities burning of biogas. He said they (RS) have a permit to construct w/MD but it'll be another several 4-5 mos. before they are ready to build because of the waiting period. This was to convert a solid boiler (into natural gas) to burn the waste. (they are ready to convert [illegible] MD state [illegible]) (He said the smell is that outside) In other words they are burning more waste than in 1 boiler [illegible] should be burned in one boiler - the smell is the result of the overburning. I said our people are very disturbed by this & getting tired of breathing the stench. He said we could write a ltr to Donald Andrew, MD State to speed up permit process or contact Mr. Baso (who we previously dealt w/) in State of MD. I told him we would be doing something.

F. Kusch

3/13/92

I called [illegible] of the State [illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

F Kusch

[13] From: MARSH_S 1/22/93 10:54AM (516 bytes: 9 ln)
To mailing list: #EVERYONE
Subject: Odor
------------------------------ Message Contents ------------------------------

I spoke to Alan Bahl, environmental engineer, Universal Foods, regarding the heavy yeast smell. According to Mr. Bahl, a combination of moisture in the air and a shift in the wind direction is causing the strong odor. Mr. Bahl said that neutralizers will be installed in the next few weeks to alleviate this problem.

SUE MARSHALL

SENT BY: Applied Environmental 11-15-90 08:05AM 7036480575→301 633 8426 #

applied environmental inc.
11800 Sunrise Valley Drive, Suite 1200
Reston, Virginia 22091

(703) 648-0822
FAX (703) 648-0575

Fax Transmittal Sheet

To: Bill Hughs FAX #: (301) 633-8426

Company: Defense Investigative Service

From: Laurie Segna - Applied Environmental Date: 11/14/90

Number of Pages: 43 (Including Cover Page)

Notes: Copy of IAQ report for PIC.

Transmission in 2 sets : SET # 1

Copy sent VIA U.S. Mail

If you do not receive all of the pages,
or if they are not legible, please call (703) 648-0822.
Our fax number is (703) 648-0575.

applied environmental inc.

November 1, 1990

Mr. Andrew Coumes
Chief Logistics and Administration Division
Defense Investigative Service
1900 Half Street
Washington, D.C. 20324-1700

Dear Mr. Coumes:

Enclosed is our final report for the indoor air quality and lead in drinking water survey conducted at the Personnel Investigation Center, Baltimore, Maryland on September 26, 1990.

Please contact me if you have any questions.

Very truly yours,

Lauraine A. Segna

Lauraine A. Segna, CIH
Division Director

11800 Sunrise Valley Drive • Suite 1200 • Reston, Virginia 22091 • (703) 648-0822

applied environmental inc.

Indoor Air Quality Survey

DEFENSE INVESTIGATION SERVICE
Personnel Investigation Center
Baltimore, MD

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Attachment 3. Evaluation Criteria and Health Effects
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11800 Sunrise Valley Drive • Suite 1200 • Reston, Virginia 22091 • (703) 648-0822

1.0 INTRODUCTION

On September 26, 1990, Applied Environmental, Inc., conducted an indoor air quality survey at the Personnel Investigation Center (PIC), 2200 Van Deman St., Building 320, Baltimore, Maryland. The survey was requested due to a number of concerns raised by the building occupants which included:

1. The development of a variety of cancers by PIC employees over the last nine years.
2. Medical complaints such as headaches and easy fatigue which were not identifiable as resulting from a specific condition/source at the PIC.
3. A general concern about the "air quality" as a result of the proximity to a yeast manufacturing plant.
4. "Funny" tasting ~~waste~~ water and potential lead contamination.

A meeting was held on August 23, 1990 to address these concerns and conduct a walk-through of the facility. At that time, a preliminary report was issued (August 29, 1990) which included a strategy for a general assessment of the indoor air quality and drinking water lead levels.

This report discusses the results of the follow-up survey which was conducted on September 26, 1990. The survey included the following types of indoor air quality measurements:

- General Building Survey - Carbon dioxide, carbon monoxide, respirable particulate, temperature and humidity
- Total Hydrocarbons
- Radon
- Ammonia - As associated with the Diazo Process

The purpose of the survey was to investigate building conditions that may be contributing to localized sources of indoor air pollutants and which may be causing some of the symptoms experienced. The investigation of outside sources of pollutants was not included in the scope of work at this time.

The site investigation was conducted by Applied Environmental, Inc. staff members Lauraine A. Segna, Certified Industrial Hygienist (CIH), and Thomas Berish, Industrial Hygiene Technician.

2.0 CANCER RISK ASSESSMENT

Twelve cancer cases have been reported over the last nine years in the PIC work force of approximately 600 employees. One of the questions that has been raised is whether this is a higher than expected cancer incidence rate and if so, is this situation related to exposures that employees would be incurring at work or potentially from the general environment.

We have discussed this situation with Mr. Dave Taylor, a statistician with the Baltimore County Department of Health and have also provided him with the additional information he requested including the age, race, and sex of the individuals involved. He in turn, reviewed the data with Dr. Gene Werthan of the Maryland Center for Health Statistics. Based on their attempts to perform standard statistical analyses on the data, their consensus was that no accurate conclusions could be drawn due to the small sample group and the wide variety of cancers and ages involved. (If all of the cancers had been the same, there would be a greater reason to consider a common cause).

Attachment 1. contains some statistical information that was forwarded to us from Mr. Taylor regarding causes of deaths (which includes cancers - malignant neoplasms) for various areas of residence in the State of Maryland. This information is purely informational and should not be used to draw any specific conclusions about the occurrence of cancer or specific conditions at the PIC.

3.0 SURVEY METHODOLOGY

Attachment 2. provides a detailed description of the types of measuring equipment and sampling methods used. The general building survey (which included carbon dioxide, carbon monoxide, respirable particulates, temperature and humidity) was conducted using portable direct reading instrumentation. Measurements were made in a representative number of work areas (approximately 10 rooms per floor covering the three floors) during both the morning and afternoon periods. The purpose of the two sets of measurements was to permit evaluation of "potential" contaminant build up during the day as well as sample during periods when the greatest numbers of people would be present.

Samples for "total hydrocarbons" were collected in accordance with the NIOSH method discussed in Attachment 2. Total hydrocarbons is a generic term used to describe a general group of volatile organic chemicals which may be found in any indoor environment. The test does not identify a specific chemical (such as toluene or xylene) but is used as a relative indicator of air quality and ventilation efficiency. One sample was collected in the hallway area of each floor.

Ammonia samples were collected during the operation of the Diazo processor to evaluate both the effect of ammonia release on indoor air quality and occupational (employee) exposure to ammonia. During this operation, both general area and personal air samples were collected. General area samples were collected by setting an air sampling pump on a desk in the vicinity of the processors. Personal samples were collected by having an employee wear an air sampling pump with appropriate collecting media placed in the breathing zone (clipped to the collar) for the duration of the work shift. From an occupational exposure standpoint, air samples must be collected within the breathing zone of the employee for

comparison to the OSHA Permissible Exposure Limit. The standard workshift is from approximately 7:30 a.m. to 4:00 p.m.

A screening method was used for measuring radon in accordance with the EPA protocol discussed in Attachment 2. Two samples were collected using charcoal canisters which were placed in the lowest occupied area of the building where limited air movement was noted. The sample locations included: Room 130 (on top of the file cabinet at the center of the room) and Room 107B (on top of the file cabinet in the interior room outside the door to 107B).

Lead samples were collected from twelve representative drinking water sources. These included the sinks in several janitors closets (which are used for coffee water), a ladies room sink, the restroom sink in the Director's office, and several brands of water fountains including: Cordley by Elkay, Halsey Taylor, and Sunroc Corp. The drinking water sources tested were selected by Ms. Susan Chiveral as those which potentially receive the highest use and which are most likely to be used first thing in the morning to make coffee. All samples were collected between the hours of 5:20 a.m. and 6:00 a.m. and represent "first draws" or samples of water which had settled overnight (eg. highest potential concentration - worst case).

4.0 SUMMARY OF REGULATORY STANDARDS AND GUIDELINES

Few legal standards exist governing the acceptable level of pollutants within a nonindustrial building. Typically, indoor air quality evaluations are based on the guidelines and recommendations of various recognized technical associations and groups (eg. the World Health Organization, the American Society of Heating Refrigeration and Air Conditioning Engineers); the U.S. Environmental Protection Agency's (EPA) air pollutant levels for outdoor air; or a designated fraction (eg. one-tenth) of the Occupational Safety and Health Administration (OSHA) Permissible Exposure Limits (PELs) for industrial exposures.

The exposure thresholds and toxicities of individual chemicals have been well documented in industrial environments. However, in nonindustrial indoor environments (public and residential buildings), exposures tend to involve very low concentrations of multiple compounds. The effects of long term exposure under these conditions is unknown at this time.

The following is a summary of the applicable standards and guidelines which were used as the criteria for the evaluation of the pollutants measured during this survey. A detailed discussion of the health effects associated with these guidelines can be found in Attachment 3.

Carbon Dioxide

Elevated carbon dioxide concentrations are commonly used as an indicator of poor ventilation. It is felt that an inadequate fresh air supply may result in symptoms, such as the headaches and respiratory difficulties experienced by office workers, due to a general build up of non-specific contaminants and odors. The National Institute for Occupational Safety and Health (NIOSH) has published the following guidelines for indoor carbon dioxide levels:

300 ppm	Outdoor concentration
<600 ppm	Adequate fresh air
600-800 ppm	Occasional complaints
800-1,000 ppm	Complaints more prevalent
>1,000 ppm	Widespread complaints and in excess of NIOSH recommendations

(It should be noted that a carbon dioxide level of 800 ppm is generally used as a "trigger" for further investigation of ventilation problems).

Temperature and Humidity

The American Society of Heat, Refrigeration, and Air-Conditioning Engineers (ASHRAE) recommends that temperatures be maintained between 74 F to 78 F during the summer/transitional season with relative humidity between 30% to 60%. (The ideal

relative humidity range has been reported as 40% to 60%, as long as building materials are not adversely affected).

Carbon Monoxide

OSHA has established PELs of 35 ppm for an eight hour time weighted average exposure and a ceiling of 200 ppm to ensure that employee COHb levels are maintained at or below 5 % and to protect those workers at greater risk because of cardiovascular or pulmonary impairment. It is felt that these limits will also protect healthy workers who must work in environments involving exertion, heat stress, or other strenuous conditions.

The U.S. Environmental Protection Agency, National Ambient Air Quality Primary Standard for carbon monoxide averaged over an 8 hour period is 9 ppm.

Total Hydrocarbons

A threshold for human sensory irritation to total VOCs (volatile organic compounds or hydrocarbons) of 2 to 5 mg/cu.m. has been postulated as a result of studies conducted by Molhave (1986). This threshold is based on concentrations of total VOCs found in buildings where complaints were reported and is associated with mucous membrane irritation and impaired ability to concentrate. It should be noted that over 500 specific VOCs have been isolated in office air sampling studies (including buildings in which there were no occupant complaints). Measurement of total hydrocarbons is used as an indication of the existence of potential specific sources and the efficiency of the ventilation system.

Respirable Particulate

The current OSHA PEL for respirable particulates (not otherwise regulated) is 5 mg./cu.m. as an eight hour time-weighted average concentration. This limit applies to the level of particulates found to present physical irritant hazards (eg. mechanical irritation of throat, skin, eyes, and upper-respiratory tract) and does not consider materials with additional systemic or toxic effects.

Ammonia

OSHA has established an 15 minute Short Term Exposure Limit of 35 ppm to protect against eye, nose and respiratory tract irritation. The American Conference of Governmental Hygienists (ACGIH) recommends an 8 hour time weighted average limit (Threshold Limit Value) of 25 ppm to minimize discomfort during continuous exposure.

Radon

Inhalation of radon particles made cause damage to lung tissues and increase the risk of lung cancer. The EPA has established a limit of 4.0 pCi/l below which follow-up measurements are probably not required. Regarding the potential health risk, exposures below 4.0 pCi/l are considered average or slightly above average for residential structures (data specific to office buildings is not available). However, although exposures in this range do present some risk of lung cancer, reductions of levels below 4.0 pCi/l are considered difficult to achieve and are not strongly recommended.

Lead in Drinking Water

The current Environmental Protection Agency (EPA) standard for lead in drinking water is 50 parts per billion (ppb). However, the EPA has proposed new regulations and currently advises that water should not be consumed if any levels exceed 20 ppb. Such outlets should be taken out of service and follow-up testing should be conducted to determine the source(s) of lead and implement remedial actions.

5.0 SURVEY RESULTS

A summary of the sample results as well as the laboratory data sheets are provided in Attachment 4.

Carbon Dioxide

During the morning sampling period, the majority of the carbon dioxide levels measured on the first floor exceeded 800 ppm with the highest concentrations present in the center and north sections

of the building. The NIOSH guidelines state that concentrations above 800 ppm may result in wide spread complaints among building occupants and this value has been commonly used as an action limit for investigation of the ventilation system. In some areas (eg. Rooms 109, 114, and 130), concentrations exceeded 1,000 ppm which is the NIOSH limit.

Carbon dioxide levels on the second and third floors were well below 800 ppm during the morning sampling period with the following exceptions:

Room 229 - 1,190 ppm
Room 321 - 867-910 ppm
Room 322 - 852-884 ppm
Room 307 - 803 ppm

During the afternoon sampling period, carbon dioxide concentrations in the south end of the building on the first floor were greatly elevated over the morning readings (all of them exceeding 1,000 ppm). However, readings in the center and north end of the floor decreased, with all readings generally below 800 ppm. Readings on the second and third floor were slightly lower than the morning sampling period with many below 700 ppm (Room 229 decreased from 1,190 ppm to approximately 700 ppm). Outside carbon dioxide readings during both the morning and afternoon periods were approximately 350 ppm.

Carbon dioxide readings will fluctuate with the number of people present and the adequacy of the ventilation system to provide good air distribution and dilution. Generally, carbon dioxide readings tend to increase from morning to afternoon periods if ventilation is not adequate (primarily when enough outside air is not provided - See Attachment 2). In the case of the PIC building however, occupants are able to open and close windows. This would have a major impact on the levels of carbon dioxide measured at any point in time.

During the morning sampling period, the majority of the windows in the south section of the first floor (eg. Room 124, 126)

were opened and carbon dioxide levels were relatively low. Higher readings were obtained in Room 127 by the Diazo processor, Susan Chiveral's office, and Rooms 130, 114, 109 etc. where the windows were not opened or there were no windows present. In the afternoon, the windows in the south section of the first floor were closed resulting in a dramatic increase in the carbon dioxide level (levels ranged from 990 - 1,350 ppm). In Susan Chiveral's office (where the windows were closed) carbon dioxide concentrations were 855 - 920 ppm at 7:36 a.m. and 1,290 - 1,320 ppm by 3:26 p.m. In general, during the morning period, most people on the second and third floors had their windows opened and cool conditions and good air movement were noted. As previously indicated carbon dioxide levels were lower on these floors.

During the afternoon, there was a strong wind coming from a northerly direction) which resulted in extremely cool air in the north and center sections of the building. This was reflected in the decreased carbon dioxide levels on all three floors.

One other observation was made during the survey which appeared to have some effect on the carbon dioxide levels. At approximately 10:00 a.m., a strong yeast odor was noted from the Red Star plant. This appeared to cause a temporary increase in the carbon dioxide level of approximately 200 ppm and may have accounted for the high morning reading in Room 229.

Ventilation

There were no mechanical plans available for review of the ventilation system. Consequently, information on the design air volumes for each room, total system volumes, and the percent of outside air was not obtained and comparison of the system design to the ASHRAE standards could not be completed. There apparently has been substantial modification to the system over the years based on conversations with a building engineer and a cursory inspection of the placement of supply diffusers in the rooms. It is questionable however, whether some of the diffusers in the rooms are actually connected, as well as whether they are providing

adequate air volume for the current room sizes and occupancy levels.

An inspection of the fans at roof level showed those believed to be the main system fans, to be in disrepair, rusted, and possibly non-operational. Based on the condition of the fans, it is questionable whether there is any outside air being provided to the systems. Potentially, the air within the building is largely recirculated with fresh air introduced randomly (and depending on the season) through the windows.

Temperature and Relative Humidity

Measurements taken for relative humidity were within the range recommended by ASHRAE of 30% to 60%. Temperature measurements ranged from 77 to 80 F. However, these measurements were considered questionable due to general "comfortable to cool" conditions noted on the day of the survey. Based on a comparison of the instrument readings with known outdoor temperatures (64 to 68 F), the readings were considered to be erroneous and are not included in this report.

Carbon Monoxide

Measurements taken for carbon monoxide were found to be less than 2 ppm throughout the facility. This value is well below the OSHA Permissible Exposure Limit (35 ppm for an 8-hour TWA) and National Ambient Air Quality Standard (9 ppm for an 8-hour TWA).

Respirable Particulate

Respirable particulate concentrations in all building areas were less than 20 ug/cu.m. which is below both the OSHA limits and recommended guidelines.

Total Hydrocarbons

Total hydrocarbon levels were not detected and were reported as less than 0.7 mg/cu.m. (<0.2 ppm) in the Hallway areas on the second and third floors. Levels on the first floor were detected at a concentration of 1.4 mg/cu.m. (0.4 ppm). Levels on the first floor would be expected to be higher due to the greater usage of chemicals on this floor and potentially less effective air

distribution (as noted in the carbon dioxide readings discussed above). The level measured however, was below the range that has been associated with indoor air quality complaints (2 to 5 mg/cu.m.).

Lead in Drinking Water

Lead levels were not detected in any of the samples with the exception of the one collected from the sink in the Director's office restroom. This level was just below the current EPA limit of 50 ppb (sample result was 45 ppb) and above the proposed lower limit of 20 ppb. Apparently, due to other problems with color and odor, employees currently do not drink the water from this sink.

Radon

Both of the radon samples were below the EPA guideline of 4.0 pCi/l (Room 130, less than 0.4 pCi/l and Room 107B, 0.6 pCi/l). However, while these measurements would accurately reflect concentrations on the day of the survey, the levels measured may not be representative of conditions during the winter months. On the day of the survey, morning temperatures were seasonal and mild and many windows were noted to be opened throughout the building. As noted above, by mid-afternoon, the wind had increased considerably and there was high air movement throughout most of the building. Both conditions would affect the variability of the radon concentration.

It is suggested, with the winter season approaching, that a longer term sampling method be used to evaluate concentrations during what is usually "worst case" conditions (eg. normally closed windows). Simple devices, known as alpha-track detectors can be purchased at local hardware and home supply stores. Alpha-track detectors consist of a small sheet of a special plastic material in a filtered container. The material becomes permanently marked when exposed to alpha particles, such as those emitted by the decay of radon or some of the short-lived radon decay products.

The detectors are simply opened and hung in an appropriate sampling area for a minimum of three months. At the end of the

sampling period they are returned to the analytical laboratory in a specially provided envelope that comes with the kit. The cost of analysis is usually included in the price of the kit as well as a complete set of instructions.

The detector should be placed in an occupied room which is expected to have the lowest ventilation rate, such as an interior room with tight doors and few or no windows. For worst case conditions, you may wish to place a detector in one of the air handling rooms, however such a result could only be used to indicate a "potential worst case radon exposure" as these rooms are not normally occupied.

Ammonia

Air samples collected on Ms. Ruth Grump and in the vicinity of the Diazo Processor were all well below the OSHA Permissible Exposure Limits. The full shift sample result for Ms. Grump was 2.5 ppm as compared to an ACGIH TLV of 25 ppm, and the short term sample (15 minute) was 4.5 ppm as compared to the OSHA PEL of 35 ppm. The area sample collected on the desk adjacent to the processor (approximately 10 feet) was 0.65 ppm.

Irritation from ammonia vapors primarily occurs when there is a leak in one of the hose lines. Do to the obvious ammonia odor, leaks are usually quickly detected and corrected. It should be noted that ammonia can be detected by smell at levels of 1 - 5 ppm which is well below the OSHA PEL/ACGIH TLV. Based on observations made on the day of the survey, it does not appear that the Diazo process would present an occupational exposure to ammonia under normal operating conditions. However, during periods of limited air movement in the room itself and poor general ventilation, small quantities of ammonia from the processor, leaks or changing out chemicals may contribute to the overall buildup of chemicals in the indoor environment and consequently affect general air quality.

An additional air sample for ammonia was collected in the Hallway outside of Room 208. The purpose of the sample was to determine if there were any measurable concentrations of ammonia

on an upper floor level (considering both the first floor and potential outside sources). The sample showed general airborne levels of ammonia to be non-detectable.

6.0 CONCLUSIONS

The general building ventilation system does not appear to provide adequate air distribution or dilution. This was evidenced by the extremely high carbon dioxide levels in rooms without windows or with closed windows as well as the increase in carbon dioxide noted when previously opened windows were closed. There appears to be a greater problem on the first floor, most likely due to the partially below grade position of the floor and fewer outside doors and windows.

Carbon dioxide (at the concentrations found) is not itself a toxic gas. However, high concentrations of carbon dioxide indicate poor ventilation and have been associated with indoor air quality complaints due to an assumed general build-up of a variety of air contaminants (basically anything generated inside or outside the building that enters room air: process chemicals, carpet glues, diesel exhaust from the generator, cooking odors, air pollutants from outside the building etc.). During periods when building occupants would tend to keep the windows shut (eg. winter, inclement weather), the building ventilation system would not be able to provide adequate dilution on its own.

During the survey, many building occupants complained of odors released from the adjacent yeast plant as well as raw sewage odors from the river, natural gas smell, rotten eggs, and dead fish odors. As recently as one week prior to this survey, there apparently was a problem at the yeast plant which resulted in many employee complaints and the State of Maryland being contacted. The outcome of that situation was not known by anyone at the PIC. There is an air quality monitoring station adjacent to the yeast plant, but its actual purpose is not known.

Unfortunately, in considering modifications to the building ventilation system to increase dilution with outside air, air quality within the building can generally only be as good as air quality outside of the building unless very sophisticated (and most likely cost prohibitive) air cleaning devices are employed. Also, once a window is opened, outside air will enter the building.

There is very little that can be done at this time to address employee concerns about the environmental pollutants from adjacent companies and further investigation into the problem was beyond the scope of this contract. It is suggested however, that one employee be assigned the responsibility to serve as contact and liaison with the state and county to address these problems and gain a clearer understanding of the potential health hazards and current regulatory activities.

All other chemicals measured were within the regulatory limits or suggested guidelines. As previously discussed however, it is recommended that radon levels be retested during the winter months and additional drinking water sources be tested for lead. Both types of sampling can be conducted by in-house (PIC) personnel.

An additional source of indoor air contaminants (as discussed in the August 23, 1990 report) may be the presence of mold (fungus or bacterial). Microbial contamination usually occurs when porous materials have been subject to water incursion, damage or leakage. Several such areas were noted at the PIC and should be further investigated. Certain species of fungus and bacteria have been associated with hypersensitivity and allergic reactions in some individuals.

7. RECOMMENDATIONS

1. A thorough evaluation should be conducted of the ventilation system to determine the actual distribution of the air supply, equipment that may be damaged and in need of repair and if any outside air is being provided.

The American Society for Heating Refrigeration and Air Conditioning Engineers recommends a minimum of 20 CFM of outside air per person in non-smoking areas and higher air volumes where chemical sources may be present.

2. The plumbing lines associated with the restroom sink in the Director's office should be traced to determine if any additional potential drinking water outlets (eg. sinks, fountains) are fed from the same line. The water from these outlets should be tested for lead concentrations and remedial action taken if required or all outlets on this line should be posted as "not to be used for drinking or making coffee".

3. As funding permits, the remaining water fountains and sinks used for drinking/coffee water should be tested. Sample bottles and analysis can most likely be obtained from Gascoyne Laboratories (located across the street) for this purpose. Employees should be instructed to drink only from those fountains/sinks which have been tested and not to use any water which is discolored.

4. A follow-up radon survey, as discussed in the Results Section should be conducted during the winter period using alpha-track detectors. This type of survey can also be done in-house.

5. Areas where there has been water incursion, leakage or damage should be inspected for mold growth. Hard surfaces may be cleaned with a chlorox solution. Porous materials (eg. ceiling tiles or carpets) should be replaced. All materials should be isolated, wrapped and handled carefully so as to prevent the potential release of spores.

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Fax Transmittal Sheet

To: Bill Hughs FAX #: (301) 633-8426

Company: Defense Investigative Service

From: Laurie Segna - Applied Environmental Date: 11/14/90

Number of Pages: 43 (Including Cover Page)

Notes: Copy of IAQ report for PIC.

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ATTACHMENT 1.

BALTIMORE COUNTY DEPARTMENT OF HEALTH

STATISTICAL INFORMATION

TABLE 1. ESTIMATED MARYLAND POPULATION BY RACE, REGION, AND POLITICAL SUBDIVISION, JULY 1, 1986, WITH COMPARABLE 1980 CENSUS FIGURES

Region and Political Subdivision	Estimated Population, July 1, 1986					Census (April 1, 1980)
	Total	White		All Other Races		
		Number	Percent	Number	Percent	
Maryland State	4,461,390	3,310,620	74.2	1,150,770	25.8	4,216,975
Northwest Area	348,710	333,590	95.7	15,120	4.3	334,924
Garrett	26,400	26,350	99.8	50	0.2	26,498
Allegany	75,160	73,940	98.4	1,220	1.6	80,548
Washington	115,040	108,510	94.3	6,530	5.7	113,086
Frederick	132,110	124,790	94.5	7,320	5.5	114,792
Baltimore Metro Area	2,248,260	1,641,900	73.0	606,340	27.0	2,174,023
Baltimore City	752,060	309,840	41.2	442,220	58.8	786,775
Baltimore County	670,880	595,860	88.8	75,020	11.2	655,615
Anne Arundel	404,590	354,370	87.6	50,220	12.4	370,775
Carroll	112,020	108,720	97.1	3,300	2.9	96,356
Howard	150,200	130,050	86.6	20,150	13.4	118,572
Harford	158,490	143,060	90.3	15,430	9.7	145,930
National Capital Area	1,343,360	909,280	67.7	434,280	32.3	1,244,124
Montgomery County	664,570	554,630	83.5	109,940	16.5	579,053
Prince George's	678,990	354,650	52.2	324,340	47.8	665,071
Southern Area	200,480	164,320	82.0	36,160	18.0	167,284
Calvert	43,780	35,580	81.3	8,200	18.7	34,638
Charles	89,150	71,520	80.2	17,630	19.8	72,751
Saint Mary's	67,550	57,220	84.7	10,330	15.3	59,895
Eastern Shore Area	320,400	261,530	81.6	58,870	18.4	296,620
Cecil	67,260	63,930	95.0	3,330	5.0	60,430
Kent	16,920	13,500	79.8	3,420	20.2	16,695
Queen Anne's	29,830	25,850	86.7	3,980	13.3	25,398
Caroline	24,310	20,270	83.4	4,040	16.6	23,143
Talbot	27,340	21,800	79.7	5,540	20.3	25,604
Dorchester	29,880	21,280	71.2	8,600	28.8	30,623
Wicomico	69,310	54,000	77.7	15,510	22.3	64,340
Somerset	19,360	13,000	67.1	6,360	32.9	19,188
Worcester	35,990	27,900	77.5	8,090	22.5	30,889

Source: MD. Center For Health Statistics, Annual Report 1986.

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: MD. Centa
Statistics, Annual
1986.

7. DEATHS FROM 34 SELECTED CAUSES, BY REGION AND POLITICAL SUBDIVISION, 1986

Area of Residence	All Causes of Death	Tuberculosis (All Forms)	Septicemia	Other Infectious Parasitic Diseases	Malignant Neoplasms of: Total	Digestive Organs and Peritoneum	Respiratory System	Breast
Maryland State	37,321	44	590	184	9,001	2,275	2,520	768
Northwest Area								
Garrett	3,238	-	35	17	725	202	185	49
Allegany	278	-	3	2	54	12	10	10
Washington	958	-	16	5	202	62	51	13
Frederick	1,059	-	7	5	229	64	56	14
	943	-	9	5	240	64	68	12
Baltimore Metro Area								
Baltimore City	20,836	32	395	100	5,057	1,289	1,487	434
Baltimore County	9,626	19	207	56	2,184	610	628	183
Anne Arundel	6,012	8	126	26	1,541	383	452	135
Carroll	2,693	-	35	5	739	158	230	68
Howard	854	-	9	8	196	48	53	20
Harford	680	3	10	-	159	31	44	12
	971	2	8	5	244	59	80	16
National Capital Area								
Montgomery County	8,511	7	110	53	2,081	501	508	208
Prince George's	4,234	4	49	21	1,081	276	239	105
	4,277	3	61	32	1,000	225	269	103
Southern Area								
Calvert	1,279	2	17	3	278	61	80	22
Charles	288	1	4	1	45	7	18	7
Saint Mary's	511	1	5	1	133	28	35	11
	480	-	8	1	100	26	27	4
Eastern Shore Area								
Cecil	3,457	3	33	11	860	222	260	55
Kent	534	-	8	2	135	29	49	8
Queen Anne's	212	2	2	1	55	18	18	-
Caroline	266	-	4	-	58	17	15	3
Talbot	282	-	1	-	77	18	25	6
Dorchester	348	-	4	-	91	23	26	7
Wicomico	416	1	4	2	101	24	23	8
Somerset	689	-	4	3	162	38	53	11
Worcester	300	-	4	1	73	18	23	4
	410	-	2	2	108	37	28	8

Source: MD. Center For Health Statistics, Annual Report 1986.

DEATHS FROM 34 CAUSES, BY REGION AND POLITICAL SUBDIVISION, 1986 (Continued - 2)

Area of Residence	MALIGNANT NEOPLASMS OF: (Continued)					DISEASES OF THE HEART		
	Genital Organs	Urinary Organs	Leukemia	Other	Diabetes Mellitus	Total	Rheumatic Fever and Chronic Rheumatic Heart Disease	Hypertensive Heart Disease
Maryland State	863	353	285	1,937	692	13,151	98	561
Northwest Area								
Garrett	85	36	26	142	63	1,252	8	29
Allegany	8	4	3	7	5	111	1	1
Washington	24	4	6	42	17	393	2	9
Frederick	27	12	9	47	21	429	2	11
	26	16	8	46	20	319	3	8
Baltimore Metro Area								
Baltimore City	435	205	150	1,057	376	7,412	66	356
Baltimore County	178	79	62	444	178	3,295	26	227
Anne Arundel	136	66	46	323	108	2,283	25	72
Carroll	9	34	22	158	44	880	7	21
Howard	18	10	7	40	17	313	1	16
Harford	9	9	5	43	9	252	2	6
	25	7	8	49	20	389	5	14
National Capital Area								
Montgomery County	212	74	80	498	161	2,794	16	107
Prince George's	102	38	45	276	57	1,410	11	34
	110	36	35	222	104	1,384	5	73
Southern Area								
Calvert	43	10	8	54	23	417	1	22
Charles	5	1	2	5	8	100	-	3
Saint Mary's	24	3	6	26	9	170	1	16
	14	6	-	23	6	147	-	3
Eastern Shore Area								
Cecil	88	28	21	186	69	1,276	7	47
Kent	7	5	4	33	16	215	2	8
Queen Anne's	4	2	-	13	2	83	2	1
Caroline	3	2	3	15	3	113	-	4
Talbot	6	1	3	18	8	92	-	2
Dorchester	9	1	3	22	3	125	-	5
Wicomico	16	4	4	22	13	142	1	6
Somerset	20	6	3	31	10	249	1	9
Worcester	12	4	-	12	2	184	-	6
	11	3	1	20	12	153	2	6

: MD. Center For Statistics, Annual 1986.

THREE-YEAR AVERAGE AGE-ADJUSTED* DEATH RATES BY POLITICAL SUBDIVISION**
SELECTED CAUSES, MARYLAND 1984 - 1986

:ea of ıdence	All Causes of Death	Diseases of the Heart	Malignant Neoplasms	Cerebro-vascular Diseases	Accidents & Adverse Effects	Suicide	Homicide	Chronic Liver Disease & Cirrhosis
aryland	579.2	191.3	151.0	31.0	29.6	10.5	8.7	8.5
orthwest Area	555.7	203.6	135.3	31.0	29.9	12.3	3.2	8.2
Garrett	565.0	198.8	105.2	43.6	43.4	13.9	5.4	3.4
Allegany	586.8	221.7	140.4	29.7	32.5	11.5	2.1	11.4
Washington	541.2	207.1	127.0	28.8	28.4	10.4	4.9	8.2
Frederick	545.3	185.6	149.8	31.5	26.8	14.1	1.9	7.3
Altimore Metro Area	621.0	205.8	160.5	31.3	29.5	10.5	12.3	9.4
Baltimore City	798.9	251.4	192.3	40.2	32.2	11.8	29.8	16.8
Baltimore County	525.7	183.6	142.9	26.4	24.7	9.9	4.7	5.8
Anne Arundel	558.8	177.5	157.7	28.8	29.8	9.7	4.5	8.0
Carroll	504.0	178.4	125.2	28.1	42.7	11.2	2.[illegible]	4.4
Howard	489.1	171.5	128.3	21.9	22.0	9.6	2.9	5.1
Harford	552.2	200.7	144.6	25.5	34.1	10.5	2.1	5.6
ational Capital Area	503.7	156.3	137.5	29.6	25.0	9.9	5.6	7.3
Montgomery	428.4	130.7	125.6	25.2	20.6	10.2	2.3	5.6
Prince George's	594.8	189.6	152.6	34.9	30.0	9.6	8.1	9.2
outhern Area	573.9	178.7	143.5	32.4	43.2	12.8	4.0	7.9
Calvert	552.4	187.0	128.0	22.1	40.5	9.3	4.0	8.6
Charles	606.9	185.5	160.2	27.2	46.0	13.6	2.9	8.5
St. Mary's	552.5	163.6	134.8	44.5	41.9	13.7	5.3	6.8
astern Shore Area	584.4	197.7	153.3	33.2	41.5	10.1	5.3	8.7
Cecil	522.4	199.5	138.1	20.2	31.0	6.1	3.9	6.1
Kent	548.3	196.8	146.7	32.0	29.2	6.7	7.1	3.9
Queen Anne's	518.0	189.4	134.4	21.5	41.3	17.7	3.1	4.9
Caroline	611.8	212.1	145.9	38.9	63.2	6.1	5.8	4.4
Talbot	594.3	190.1	161.8	32.3	45.1	16.1	5.5	9.6
Dorchester	674.8	202.5	169.4	41.2	58.1	8.8	6.6	13.8
Wicomico	611.2	206.2	156.6	41.3	36.7	12.1	7.3	13.1
Somerset	674.2	207.6	190.5	41.1	51.4	8.8	5.8	13.8
Worcester	562.0	179.0	153.0	31.2	41.7	9.8	3.0	6.1

*Adjusted to the [illegible] population by the direct method. Age-adjusted rates should only be compared to other [illegible]

TABLE 36. DEATHS FROM 72 SELECTED CAUSES, BY AGE, MARYLAND, 1986 (Continued - 2)

Causes of Death with 9th Revision International List Number	All Ages	DEATHS BY AGE: Under One Year	1-17	18-44	45-64	65-74	75 & Over	Not Stated
Malignant neoplasms, including neoplasms of lymphatic and hematopoietic tissues (140-208)	9,001	3	41	439	2,916	2,909	2,690	3
Lip, oral cavity and pharynx (140-149)	158	1	1	7	75	34	40	-
Digestive organs and peritoneum (150-159)	2,275	-	1	77	648	739	808	2
Respiratory and intrathoracic organs (160-165)	2,520	-	1	59	973	915	571	1
Breast (174-175)	768	-	-	72	311	217	168	-
Genital organs (179-187)	863	1	-	36	194	285	347	-
Urinary organs (188-189)	353	-	1	6	85	111	150	-
All other unspecified sites (170-173, 190-199)	1,275	1	18	106	434	364	352	-
Leukemia (204-208)	285	-	10	28	71	78	98	-
Other malignant neoplasms of lymphatic and hematopietic tissues (200-203)	504	-	9	48	125	166	156	-
Benign neoplasms and neoplasms of unspecified nature (210-239)	154	2	4	13	48	38	49	-
Diabetes mellitus (250)	692	-	-	36	161	211	283	1
Nutritional deficiencies (260-269)	49	-	-	-	4	10	35	-
Anemias (280-285)	60	-	-	12	7	11	30	-
Meningitis (320-322)	26	3	4	1	6	8	4	-

Source: MD. Center For Health Statistics, Annual Report 1986.

ATTACHMENT 2.

SAMPLING METHODS

AIR SAMPLING INSTRUMENTS AND METHODS

Carbon Dioxide

Carbon dioxide was measured using a Metrosonics aq-501 Air Quality Monitor. This instrument continuously draws a sample of the atmosphere to be tested by means of a small pump. The carbon dioxide content is displayed digitally in parts per million (ppm). The unit operates on the principle of non-dispersive infrared spectrophotometry and is accurate to ±3% of full scale (0 - 5,000 ppm at 25 C).

Temperature and Humidity

Relative Humidity and Temperature were measured using a Metrosonics aq-501 Air Quality Monitor. Relative humidity is measured using a capacitive detector with an accuracy of ±3% of full scale (0 - 100% at 25 C) with a resolution of 0.1%. The temperature range for the instrument is 32 F. - 140 F. using an RTD detector and is accurate to ±.9 F with a resolution of 0.1%.

Carbon Monoxide

Carbon monoxide was measured using a Draeger Model 190 Personal Toxic Gas Monitor. The monitor uses a three electrode electrochemical cell sensor, in which oxidation of carbon monoxide produces an electrical signal proportional to the carbon monoxide in the airstream. The instrument has a data logging capability so that a time weighted average concentration, peak concentration and real time concentration can be obtained. The accuracy of the instrument is reported as plus or minus 2 ppm (parts per million).

Respirable Particulate

A Handheld Aerosol Monitor (by PPM, Inc.) was used to determine the respirable particulate level. This unit operates on a light scattering principle using a light emitting diode coupled to a solid-state photodetector to sense the light radiation scattered by micron size dust in an open sensing volume. The accuracy of the instrument is reported as plus or minus 25%.

Ammonia

Ammonia samples were collected in accordance with NIOSH Method S347 by using a calibrated air sampling pump to draw approximately 0.1 to 0.2 Liters per minute (Lpm) of air through a solid sorbent tube (sulfuric acid-treated silica gel). The samples were analyzed by using an ammonia specific electrode after desorption with 0.1 N sulfuric acid.

Total Hydrocarbons

Total hydrocarbons were collected in accordance with NIOSH Method 1550 (for total hydrocarbons as hexane) by using a calibrated air sampling pump to draw approximately 0.5 Liters per minute (Lpm) of air through a solid sorbent tube (charcoal tube). The samples were analyzed by gas chromatography.

Radon

Radon was measured using charcoal canisters in accordance with Environmental Protection Agency specified protocol. This is a short duration screening method which measures average radon concentrations over an approximate 48 hour period and is used to identify potential over-exposures.

Lead in Drinking Water

Water samples are collected in acid preserved plastic bottles and analyzed by atomic absorption in accordance with EPA method 239.2. The samples are collected as "first draws", that is the first water to come from a tap or fountain after the lines have been unused or settled during an overnight period.

ATTACHMENT 3.

EVALUATION CRITERIA AND HEALTH EFFECTS

EVALUATION CRITERIA AND HEALTH EFFECTS

The following is a discussion of recommended standards and criteria used to evaluate indoor air quality:

Carbon Dioxide

Carbon dioxide is a natural by-product of human respiration and body metabolism. Carbon dioxide concentrations found in office buildings are always well below the occupational health exposure limit of 5,000 ppm. However, elevated carbon dioxide concentrations are commonly used as an indicator of poor ventilation. It is felt that an inadequate fresh air supply may result in symptoms, such as the headaches and respiratory difficulties experienced by office workers, due to a general build up of non-specific contaminants and odors. Therefore, the National Institute for Occupational Safety and Health (NIOSH) has published the following guidelines for indoor carbon dioxide levels:

300 ppm	Outdoor concentration
<600 ppm	Adequate fresh air
600-800 ppm	Occasional complaints
800-1,000 ppm	Complaints more prevalent
>1,000 ppm	Widespread complaints and in excess of NIOSH recommendations

(It should be noted that a carbon dioxide level of 800 ppm is generally used as a "trigger" for further investigation of ventilation problems).

Temperature and Humidity

The American Society of Heat, Refrigeration, and Air-Conditioning Engineers (ASHRAE) recommends that temperatures be maintained between 68 F to 75 F during the winter/transitional season and between 74 F to 78 F during the summer/transitional season with relative humidity between 30% to 60%. These values are considered acceptable ranges of operative temperature and humidity for persons wearing typical summer clothing and typical winter clothing. These "comfort zones" assume that occupants are engaged in only light activity.

The ideal relative humidity range has been reported as 40% to 60%, as long as building materials are not adversely affected. Low relative humidity can result in eye irritation and complaints of nose and throat discomfort. It should be noted that a 5 degree temperature increase can cause relative humidity to drop by 5%.

Carbon Monoxide

Carbon monoxide (CO) is a colorless, odorless, gas which is a chemical asphyxiant. Exposure to carbon monoxide decreases the ability of the blood to carry oxygen to the tissues by combining reversibly with the oxygen carrying sites on the hemoglobin molecule, forming carboxyhemoglobin (COHb). Excessive accumulations of COHb may cause hypoxic stress in healthy individuals.

The diagnosis of CO intoxication depends primarily on the demonstration of significantly increased COHb in the blood. While the reaction to a given blood level is extremely variable, levels over 60% are usually fatal; 40% is associated with collapse and syncope; between 15 and 25% there may be headache and nausea. The blood levels of cigarette smokers contains 3 to 10% COHb (a mean of 5.9% if a pack a day is smoked) and nonexposed individuals have an average level of 1%.

The American Conference of Governmental Industrial Hygienists cites a number of studies showing that exposure to 50 ppm of CO in air results in a COHb level of 8 to 10%. Such levels are not generally associated with overt signs and symptoms in healthy individuals under non-stressful conditions. However, this blood level may aggravate pre-existing heart and arterial disease conditions.

OSHA has established PELs of 35 ppm for an eight hour time weighted average exposure and a ceiling of 200 ppm to ensure that employee COHb levels are maintained at or below 5 % in order to protect those workers at greater risk because of cardiovascular or pulmonary impairment. It is felt that these limits will also protect healthy workers who must work in environments involving exertion, heat stress, or other strenuous conditions.

The U.S. Environmental Protection Agency, National Ambient Air Quality Primary Standard for carbon monoxide averaged over an 8 hour period is 9 ppm.

Respirable Particulates

The current OSHA PEL for respirable particulates (not otherwise regulated) is 5 mg./cu.m. (5,000 ug/cu.m.) as an eight hour time-weighted average concentration. This limit applies to the level of particulates found to present physical irritant hazards (eg. mechanical irritation of throat, skin, eyes, and upper-respiratory tract) and does not consider materials with additional systemic or toxic effects. Various guidelines for respirable particulates have been suggested at 100 to 150 ug/cu.m.

Total Hydrocarbons

Although the cause of causes of the group of symptoms described as "Sick Building Syndrome" are unknown, several hypotheses implicate low-level concentrations of Volatile Organic Compounds (VOCs) also known collectively as "total hydrocarbons", as a possible cause. These symptoms include eye, nose, and throat irritation, headaches, neurotoxic symptoms such as depression, irritability, and general fatigue. Molhave (1986) has postulated a threshold for human sensory irritation to total VOCs of 2 to 5 mg/cu.m. based on concentrations of total VOCs found in buildings reporting complaints. The level of 2 - 5 mg/cu.m. is associated with mucous membrane irritation and impaired ability to concentrate. It should be noted that over 500 specific VOCs have been isolated in office air sampling studies (including buildings in which there were no occupant complaints). The exposure thresholds and toxicities of individual chemicals have been well documented in industrial environments. However, in non-industrial indoor environments, exposures tend to involved very low concentrations of multiple compounds. The effects of long term exposure under these conditions is unknown at this time.

Ammonia

Ammonia is a primary eye and upper respiratory tract irritant. Irritant effects, including nasal dryness and moderate eye irritation have been reported at concentrations ranging from 20 to 50 ppm. A concentration of 20 to 25 ppm is generally considered to be the "complaint level" but is not associated with adverse health effects. (The odor threshold for the material is 1 to 5 ppm). OSHA has established a 15 minute Short Term Exposure Limit (STEL) of 35 ppm to protect against irritant effects. Due to the fact that the irritating effects of exposure to ammonia appear to be more dependent upon concentration than length of exposure, OSHA has eliminated the 8-hour TWA PEL for this chemical. The ACGIH, however maintains an 8-hour TWA TLV concentration of 25 ppm to protect against continuous exposure and minimize discomfort. Liquid anhydrous ammonia in contact with the eyes may cause serious eye injury or blindness; on skin contact it can cause first and second degree burns. Vapor concentrations of 10,000 ppm are mildly irritating to the moist skin.

Radon

Radon is a naturally occurring invisible and odorless gas which is produced by the decay of uranium in rock and soil. Radon decays into particles which if inhaled may cause damage to lung tissues and increase the risk of lung cancer. In their Interim Protocol for Screening and Followup Radon and Radon Decay Product Measurements, the Environmental Protection Agency (EPA) recommends that follow-up measurements be made if the results of initial

screening measurements exceed 4 pCi/l. If the screening measurements are less than 4 pCi/l, it is considered highly unlikely that radon levels would exceed 4 pCi/l. as an annual average and the associated health risk would be minimal.

Ventilation

The ventilation of buildings using outside air (ventilation air) is required to (1) establish a satisfactory balance between the oxygen and carbon dioxide in the occupied environment, (2) remove moisture from internal sources, (3) dilute odors to an acceptable level, and (4) remove contaminants produced by human activity, building materials, and other sources within the ventilated space.

The American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) has developed ventilation standards giving recommended and minimum ventilation rates for many types of building spaces. Although voluntary, these widely accepted standards have been adopted by many states and local governments in their building codes. It should be noted that ASHRAE defines "acceptable air quality" as air in which there are no known contaminants at harmful concentrations and with which a substantial majority (usually 80%) of the people exposed do not express dissatisfaction.

Ventilation requirements were originally established to keep odors and carbon dioxide at an acceptable level. In the mid 1970's ASHRAE published a standard for energy efficient building design,

which recommended a minimum ventilation rate of 5 cubic feet per minute (CFM) of outside air per person in occupied spaces. The 5 CFM per person minimum ventilation requirement was partially based on the need to dilute carbon dioxide levels and allows for an adequate safety factor to account for health and diet variations and some increased activity levels beyond that of typical sedentary office workers. This limit has since been revised and increased to 20 CFM/person for office environments.

However, in situations where the major source of pollutants is not the occupants themselves but materials and processes conducted in the building (eg. smoking, formaldehyde from particle board, use of glues and solvents), additional ventilation is recommended. The current ASHRAE standard calls for a minimum of and 60 CFM of outside air per person where smoking is permitted.

Lead in Drinking Water

The current Environmental Protection Agency (EPA) standard for lead in drinking water is 50 parts per billion (ppb). However, the EPA has proposed new regulations and currently advises that water should not be consumed if any levels exceed 20 ppb. Such

outlets should be taken out of service and follow-up testing should be conducted to determine the source(s) of lead and implement remedial actions.

ATTACHMENT 4.

AIR SAMPLE RESULTS AND LABORATORY REPORTS

DEFENSE INVESTIGATIVE SERVICE
Personnel Investigation Center
Baltimore, Maryland

INDOOR AIR QUALITY SURVEY
September 26, 1990
(a.m. readings)

CO2 - Carbon dioxide
CO - Carbon monoxide
Resp. Par. - Respirable Particulates
ppm - parts per million
ug/cu.m. - micrograms per cubic meter

Time	Location	CO2 (ppm)	CO (ppm)	Resp. Par. (ug/cu.m.)
7:36	S. Chiveral Office	855-920	0	11-20
7:47	Room 127 - by Diazo	830	0-1	4-8
7:48	Room 126 - west end	535	0-1	2-4
7:56	Room 126A	648	0	2-3
8:00	Room 124	643	0	8-12
8:04	Room 130	997-1,050	0	1-3
8:10	Room 101	796-810	0	4-9
8:15	Room 114	1,580-1,600	0-1	2-8
8:19	Room 109	986-1,070	0-1	2-4
8:23	Room 108	856-860	0	2-5
8:52	Room 106	922	0-1	4-6
8:54	Room 107A	940	0	4-6
9:00	Room 211	768	0	3-11
9:06	Hallway by Room 211	560	0	2-5
9:08	Room 210	650	0	8-12
9:12	Room 214	650	0	5-7
9:22	Room 208	615-630	0	2-4
9:28	Room 219	536-567	0-1	0-1
9:36	Lobby - 2nd Floor	611-620	0	4-16
9:41	Room 224	715	0	3-4
9:44	Room 234	665-671	0	5-7
9:50	Room 232	694-736	0	6-10
9:55	Room 230A	648-670	0	6-7
10:00	Room 229	1,190	0	8-9
10:06	Room 321	867-910	0	8-10
10:16	Room 322	852-884	0	5-6
10:20	Room 325A	734-742	0	3-4
10:24	Room 316A	614-650	0	6-10
10:30	Room 302	794-836	0	4-5
10:37	Room 314A	659-742	0	3-4
10:55	Room 303	649-659	0-1	5-6
10:59	Room 306	798-830	0	5-6
11:03	Room 309	751-795	0	5-6
11:12	Room 307	803	0	8-10
11:18	Outside	350	0	4-5

DEFENSE INVESTIGATIVE SERVICE
Personnel Investigation Center
Baltimore, Maryland

INDOOR AIR QUALITY SURVEY
September 26, 1990
(p.m. readings)

(See abbreviation key on previous page.)

Time	Location	CO2 (ppm)	CO (ppm)	Resp. Par. (ug/cu.m.)
1:15	Room 124	1,350	1	8-12
1:18	Room 126	1,139-1,151	1	6-11
1:20	Room 126A	1,328-1,350	1	8-12
1:21	Room 127	1,160-1200	1	12-13
1:23	Room 130	990-1,025	1	4-5
1:26	Room 131	1,205	1	11-13
1:30	Room 114	997-1,100	2	11-13
1:32	Room 102	692-850	1	10-12
1:53	Room 102A	573-615	1	7-11
1:56	Room 109	678-801	0	8-10
2:00	Room 108	674-714	0	8-9
2:04	Room 107A	711-729	1	6-8
2:06	Room 106	485-499	1	6-8
2:09	Room 211	510-612	1	3-4
2:12	Hallway by Room 212	489	1	2-5
2:17	Room 210	473-488	1	5-6
2:18	Room 214	481-573	1	7-11
2:23	Room 208	534-711	1	3-4
2:36	Room 224	866-881	1	3-5
2:40	Room 234	568-573	0	5-9
2:43	Room 232	619-670	1	4-6
2:45	Room 230A	610-640	0	4-10
2:47	Room 229	680-734	1	4-8
2:31	Lobby - 2nd Floor	541-606	1	4-5
2:34	Outside	345-350	-	-
2:53	Room 321	495-500	1	7-11
2:55	Room 322	557-575	1	2-3
2:58	Room 325A	582-590	1	4-6
3:01	Room 316A	560-580	1	5-6
3:03	Room 302	623-665	1	6-7
3:08	Room 314A	550-564	0	3-4
3:12	Room 303	570-634	0	6-7
3:13	Room 306	419-424	1	5-7
3:16	Room 309	480-550	1	6-8
3:18	Room 307	417-430	1	5-6
3:26	S. Chiveral Office	1,290-1,320	1	-

Analytics Laboratory
a division of Roche Biomedical Laboratories, Inc.

ANALYSIS REPORT

ANALYTICS LABORATORY
P.O. BOX 25240
RICHMOND, VA. 23260

ANALYTICS NO. 274-531-0092
ACCOUNT NO. 45209060
DATE 10/09/90

APPLIED ENVIRONMENTAL HEALTH &
SAFETY, INC. SUITE #1230
11800 SUNRISE VALLEY DRIVE
RESTON, VA 22091

SAMPLE TYPE: 12 Water(s) for Lead Analysis

DATE RECEIVED: 10/01/90

REMARKS: Graphite furnace analysis; ppb = parts per billion

PROJECT: DEFENSE INVESTIGATIVE SERVICE

SAMPLE #	ANALYTICS #	DATE SAMPLE COLLECTED	TIME SAMPLE COLLECTED	RESULT (ppb)
TB-01 JANITORS CLOSET 119	2745310092-001	09/26/90	5:22	<10.0
TB-02 WATER FOUNTAIN NEAR RM 131	2745310092-002	09/26/90	5:22	<10.0
TB-03 LADIES RM SINK RM 111	2745310092-003	09/26/90	5:34	<10.0
TB-04 WATER FOUNTAIN NEAR RM 111	2745310092-004	09/26/90	5:31	<10.0
TB-05 WATER FOUNTAIN NEAR RM 216	2745310092-005	09/26/90	5:42	<10.0
TB-06 JANITORS CLOSET RM 217	2745310092-006	09/26/90	5:38	<10.0
TB-07 DIRECTORS OFFICE BATHROOM SINK	2745310092-007	09/26/90	5:45	45.0
TB-08 JANITORS CLOSET RM 225	2745310092-008	09/26/90	5:48	<10.0
TB-09 WATER FOUNTAIN NEAR RM 317	2745310092-009	09/26/90	5:52	<10.0
TB-10 JANITORS CLOSET RM 317	2745310092-010	09/26/90	5:53	<10.0

a division of Roche Biomedical Laboratories, Inc.

ANALYSIS REPORT

ANALYTICS LABORATORY
P.O. BOX 25249
RICHMOND, VA. 23260

ANALYTICS NO. 274-531-0092
ACCOUNT NO. 45209060
DATE 10/09/90

APPLIED ENVIRONMENTAL HEALTH &
SAFETY, INC. SUITE #1230
11800 SUNRISE VALLEY DRIVE
RESTON, VA 22091

SAMPLE TYPE: 12 Water(s) for Lead Analysis

DATE RECEIVED: 10/01/90

REMARKS: Graphite furnace analysis; ppb - parts per billion

PROJECT: DEFENSE INVESTIGATIVE SERVICE

SAMPLE #	ANALYTICS #	DATE SAMPLE COLLECTED	TIME SAMPLE COLLECTED	RESULT (ppb)
TB-11	2745310092-011	09/26/90	6:00	<10.0
WATER FOUNTAIN NEAR RM 302				
TB-12	2745310092-012	09/26/90	5:59	<10.0
JANITORS CLOSET ACROSS RM 304				

Analytics Laboratory
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ANALYTICS LABORATORY
P.O. BOX 26249
RICHMOND, VA. 23260

ANALYSIS REPORT

ANALYTICS NO. 274-531-0092
ACCOUNT NO. 45209060
DATE 10/09/90

APPLIED ENVIRONMENTAL HEALTH &
SAFETY, INC. SUITE #1230
11800 SUNRISE VALLEY DRIVE
RESTON, VA 22091

SAMPLE TYPE: 12 Water(s) for Lead Analysis

DATE RECEIVED: 10/01/90

REMARKS: Graphite furnace analysis; ppb = parts per billion

PROJECT: DEFENSE INVESTIGATIVE SERVICE

SAMPLE #	ANALYTICS #	DATE SAMPLE COLLECTED	TIME SAMPLE COLLECTED	RESULT (ppb)
TB-01 JANITORS CLOSET 119	2745310092-001	09/26/90	5:22	<10.0
TB-02 WATER FOUNTAIN NEAR RM 131	2745310092-002	09/26/90	5:22	<10.0
TB-03 LADIES RM SINK RM 111	2745310092-003	09/26/90	5:34	<10.0
TB-04 WATER FOUNTAIN NEAR RM 111	2745310092-004	09/26/90	5:31	<10.0
TB-05 WATER FOUNTAIN NEAR RM 216	2745310092-005	09/26/90	5:42	<10.0
TB-06 JANITORS CLOSET RM 217	2745310092-006	09/26/90	5:38	<10.0
TB-07 DIRECTORS OFFICE BATHROOM SINK	2745310092-007	09/26/90	5:45	45.0
TB-08 JANITORS CLOSET RM 225	2745310092-008	09/26/90	5:48	<10.0
TB-09 WATER FOUNTAIN NEAR RM 317	2745310092-009	09/26/90	5:52	<10.0
TB-10 JANITORS CLOSET RM 317	2745310092-010	09/26/90	5:53	<10.0

P.O. Box 188 • 11091 Main Street
Fairfax, Virginia 22030-0188
Telephone: (703) 691-9120

INDUSTRIAL HYGIENE DEPARTMENT

 S:AF

RECEIVED : 10/02/90
RELEASED : 10/08/90
REPORTED : 10/09/90
WORK ORDER: 34709

7247 APPLIED ENVIRONMENTAL HEALTH
AND SAFETY
#1230, 11800 SUNRISE VALLEY DR
RESTON , VA
22091

PROJECT NAME/JOB ID: PROJ. #205-90-0709

AHL NUMBER		VALUE	UNITS
8199955	7247-19610	ADSORBTION TUBE	
1527	AMMONIA (7664-41-7)		
	SPECIMEN:	NH3-03	
	MASS:	24	ug
	DETECTION LIMIT:	9.4	ug
	CONCENTRATION:	0.65	ppm
	NOTES:	Room 127	
		Air Volume: 52.8 liters	
	ANALYST:	Robert Landry	
8199956	7247-19611	ADSORBTION TUBE	
1527	AMMONIA (7664-41-7)		
	SPECIMEN:	NH3-02	
	MASS:	Less than Detection Limit.	
	DETECTION LIMIT:	9.4	ug
	CONCENTRATION:	Less than Detection Limit.	
	DETECTION LIMIT:	4.5	ppm
	NOTES:	Employee	
		Air Volume: 3.03 liters	
	ANALYST:	Robert Landry	
8199957	7247-19612	ADSORBTION TUBE	
1527	AMMONIA (7664-41-7)		
	SPECIMEN:	NH3-01	
	MASS:	161	ug
	DETECTION LIMIT:	9.4	ug
	CONCENTRATION:	2.50	ppm
	NOTES:	Employee	
		Air Volume: 92.3 liters	
	ANALYST:	Robert Landry	
8199958	7247-19613	ADSORBTION TUBE	
1527	AMMONIA (7664-41-7)		
	SPECIMEN:	NH3-04	
	MASS:	Less than Detection Limit.	
	DETECTION LIMIT:	9.4	ug
	CONCENTRATION:	Less than Detection Limit.	
	DETECTION LIMIT:	0.14	ppm
	NOTES:	Room 207 (Hall)	

CONTINUED ON NEXT PAGE

IRA D. GODWIN, M.D.
DIRECTOR OF LABORATORIES

P.O. Box 188 • 11091 Main Street
Fairfax, Virginia 22030-0188
Telephone: (703) 691-8120

INDUSTRIAL HYGIENE DEPARTMENT

 S:AF

RECEIVED : 10/02/90
RELEASED : 10/08/90
REPORTED : 10/09/90
WORK ORDER: 34709

7247 APPLIED ENVIRONMENTAL HEALTH
AND SAFETY
#1230, 11800 SUNRISE VALLEY DR
RESTON , VA
22091

PROJECT NAME/JOB ID: PROJ. #205-90-0709

AHL NUMBER		VALUE	UNITS
	CONTINUED FROM PRIOR PAGE		
		Air Volume: 101.3 liters	
	ANALYST:	Robert Landry	
8199959	7247-19814	BLANK	
1527	AMMONIA (7664-41-7)		
	SPECIMEN:	Field	Blank
	MASS:	Less than Detection Limit.	
	DETECTION LIMIT:	9.4	ug
	ANALYST:	Robert Landry	

NOTATIONS

Ammonia was determined by NIOSH S347 analytical procedure.

The OSHA Permissible Exposure Limit, (PEL), for ammonia is 35 ppm, (27 mg/M3) as a short term exposure limit, (STEL). The ACGIH 8 hour TLV for ammonia is 25 ppm.

*** FINAL REPORT ***

FRED I. GRUNDER
TECHNICAL DIRECTOR, IND. HYGIENE

IRA D. GODWIN, M.D.
DIRECTOR OF LABORATORIES

a division of Roche Biomedical Laboratories, Inc.

ANALYTICS LABORATORY
P.O. BOX 28249
RICHMOND, VA. 23280

ANALYSIS REPORT

ANALYTICS NO: 274-531-0096
ACCOUNT NO: 4520-9060
DATE: OCTOBER 9, 1990

TOM BERISH
APPLIED ENVIRONMENTAL HEALTH
AND SAFETY, INC. SUITE 1230
11800 SUNRISE VALLEY DRIVE
RESTON, VA 22091

SAMPLE TYPE: 3 Charcoal Tubes

DATE RECEIVED: 10-1-90

REMARKS: ug = micrograms, ppm = parts per million
ND = Not Detected, L = Liters
NIOSH METHOD# 1550 for Total Hydrocarbons as Hexane - THC
Project Name: Defense Investigative Service
Project Number: 206-90-0709

Sample #	Analytics #	Volume(L)	Analyte	ug Found Front	Back	Total	Results, ppm
THC-1 Hallway Outside Rm. 109	2745310096-001	246	THC	325	ND	325	0.4
THC-2 Hallway Outside Rm 206 & 207	-002	241	THC	< 100	ND	< 100	< 0.2
THC-3 Hallway Outside Rm 324	-003	235	THC	< 100	ND	< 100	< 0.2

James A. Calpin, CIH
Laboratory Director
Industrial Hygiene

F:CA100490\27496

JAN 09 1995

MEMORANDUM FOR RECORD

SUBJECT: Verification of Documents Meeting

On Monday, January 8, 1995, the undersigned accompanied by Ms. Shelly Dean, DoDIG-Auditing, met with Ms. Susan Marshall, Chief, Facilities and Files Division, IC&AD, to verify and obtain information pertaining to the Base Realignment and Closure of Fort Holabird.

Ms. Marshall had a handout entitled "Division Strength/Salary D0620" that was used to determine the drawdown of IC&AD over the next 5 years. Ms. Marshall stated that the drawdowns are based on full deployment of the Case Control Management System (CCMS). She also provided verbal information as to how these figures were derived. The information was certified and a copy provided to Ms. Dean and myself.

Ms. Dean requested a copy of accounting documentation pertaining to ISSA and maintenance/repair costs. These documents serve as backup information to figures used in the Detail Analysis and COBRA. The information was also certified and a copy provided to Ms. Dean.

This concluded the meeting.

Dee Hendrix

DEE HENDRIX
Space and Relocation Specialist

Cyn Ehinger

MEMORANDUM FOR THE RECORD

SUBJECT: BRAC Meeting with the DoD IG

On Monday, November 7, 1994, a meeting was held with the DoDIG to discuss and review proposed format of BRAC recommendations. Attendees were Mr. John Delaware and Ms. Shelly Dean, DoD IG; Mr. Andrew Coumes, Mr. Jim Clark, Ms. Cynthia Ehinger and the undersigned.

Mr. Delaware stated that in preparing our analysis we will need to determine our agency's excess capacity. Determine if space needs are smaller/larger in 2 to 6 years than what is currently occupied. Is it adequate to suit our needs in the outyears.

We need to determine how we are impacted by the overall drawdown of DoD.

"DOD drawdowns effects DIS _____ in turn DIS response to drawdown effects PIC/NCC _____."

Information needs to be put together on PICNCC DIS workload through 2001. This will include the effect of DoD/contractor community on DIS workload. Will it increase/decrease/stay the same.

Obtain cost information from V0100 for cost of clearances and downtime of contractors while awaiting clearances. Jim Clark thought a GAO study had referenced a cost per day for contractor downtime for clearance delays. He also suggested perhaps this could be used to extrapolate and show downtime at PIC (training new workforce) would cost contractors x-dollars in down time for idle employees.

Data collection of budget requirements should be obtained from Chuck Forsythe (POM, submission, budget projections) through 2001.

DoD IG stated that they are waiting for PIC/NCC automation plan information which was being provided as a result of the Kathy Moss briefing. Shelly Dean stated that Mr. Hughes was to have forwarded a copy to Cynthia Ehinger, to date it has not been received.

The question was raised about PCS miles. Mr. Delaware stated that for the BRAC/Cobra model the distance is 50 miles, however, JTR is 10 miles. Actual mileage to be used is based on the JTR.

The COBRA model is estimated costs.

Justification for remaining in the Baltimore area has not been received. It was discussed that part of the BRAC 88 justification for remaining at Ft. Holabird could be used to justify remaining in the Baltimore area. We need to locate a copy of the BRAC 88 justification. It is believed that part of the driving force for remaining was retraining employees and pcs costs involved.

Cynthia stated that we are being driven by building conditions not by force drawdown.

It was suggested that a draft outline consisting of the first four criteria and why we need to remain in the Baltmore area be prepared and presented to Dom Miglianico. We also need to stress that DIS does not fall under the same rules as would apply to the military services. The PIC/NCC is one entity that we wish to relocate from a military installation.

John Delaware will call Dom Miglianico to setting up the meeting.

Cynthia is preparing an index for the DoDIG to review of data gathered to date, to ensure that data gathered is verifiable.

Cynthia is to call to call Jim Sweger, Corps of Engineers to ask for a validation of the cost data in the Engineering Report prepared for Ft. Holabird.

Dee Hendrix

DEE HENDRIX
Building Management Specialist

Copy to: BRAC Working Group
DoD IG Reps

file

MEMORANDUM FOR RECORD
PICNCC RELOCATION

On Thursday, November 3, 1994, the BRAC Working Group met in Andy's office to discuss the Detailed Analysis and the Eight Criteria.

Sue Marshall and Jim Carnaggio provided personnel data which will be used in the Cobra model.

We discussed which scenarios are viable options for the possible relocation of our two functions. They are (presuming the justification for remaining in the Baltimore area prevails):

Go into existing military space within the Baltimore area.

Remain at Holabird and totally renovate the building.

Military construction on base in Baltimore area.

Commercially or federally leased space within the Baltimore area.

We also discussed the fact that our situation is very different than other agencies which are under BRAC since we only fall under BRAC because of a personnel threshold. We are not being driven by post-cold war draw down as are other BRAC candidates. Our BRACing is being driven by our own automation efforts and the condition of the current location.

Dee is going to begin the COBRA analysis this afternoon and work on it next week. She also has spoken with Debbie Goldstein with the BRAC Economic Impact Office, and is going to provide information required by Debbie so that she can run our Economic Impact Model.

We (any or all of the Working Group) have a meeting here on Monday November 7, 1994 at 1:00 pm with the DODIG to go over where we are in the process.

Cynthia Ehinger
11/3/94

MEMORANDUM FOR RECORD
PICNCC RELOCATION
ENGINEERING STUDY

On Thursday, September 22, 1994, Andy Coumes and I attended a briefing at the PICNCC which presented a first draft of the engineering report. The list of attendees is attached. The briefing outlined the deficiencies of Building 320, the repairs needed to bring it up to code and to make it habitable, and the environmental deficiencies which need to be corrected. The cost to correct the above mentioned deficiencies was estimated. The study then outlined a cost to construct a new building within the greater Baltimore area (not including land cost).

The attendees reviewed the briefing material and made several comments on it. These comments will be added to the final report which shall be available at our next meeting on September 30, 1994.

Cynthia Ehinger
9/26/94

Dec File

MEMORANDUM FOR RECORD
DISCO RELOCATION

On Wednesday, September 21, 1994, I met with Judy Hughes (DISHQ) and John Delaware and Shelly Dean from DODIG to have Judy esplain the function of the IS program and how DISCO fits into the infrastructure.

John had a concern that the BRAC Commission may ask why we did not consider combining DISCO and PIC under the BRAC 1995. My office had been given the go ahead from Dom Migliannico earlier this summer to move DISCO; however, John wanted to make sure that he was well versed in the reasoning behind the independent moves in case the commission asks questions which we (DIS) cannot answer.

John was satisfied with the briefing by Judy Hughes and said that this issue most likely will not be raised again prior to any committee hearings, if then.

CYnthia Ehinger
9/26/94

From: Denise M. Hendrix at DISHQ5 9/13/94 1:43PM (2247 bytes: 42 ln)
Cynthia F. Ehinger, William A. Hughes at DISHQ, Susan J. Marshall at DISHQ,
ndrew F. Coumes
Denise M. Hendrix
ject: Clarification of Strategic Implementation Plan for PICNCC

FILE

---------- Message Contents ----------

Memorandum for the Record

A copy of the Strategic Implementation Plan, April 1994 was provided to the BRAC DODIG Representatives. After reviewing the plan, Shelly Dean (DODIG) called to ask how much of the $30 million upgrade was being done at PICNCC and if the $30 million included any infrastructure (electrical, cabling, etc).

I called Bill Hughes for clarification. Bill stated that the $30 million was for hardware/software upgrades DIS wide and that the $30 million did not include any infrastructure upgrades at Ft. Holabird to handle the new systems/equipment. The costs to upgrade electrical, cabling, etc will be depend on whether they remain at Ft. Holabird or relocate.

The engineering study is what will determine what is needed to bring the PICNCC up to code (Federal, State, Local and ADA) to remain at Ft. Holabird.

I called Shelly back and provided this information. It was suggested that perhaps a briefing on the ADP implementation plan be arranged with Bill Hughes, DODIG representatives, Cyn, Andy and myself because there is some confusion as to how the $30 million upgrade impacts the BRAC of Ft. Holabird. They also asked what portion of the $30 million upgrade would be used for the PICNCC.

On a different subject the DoDIG asked for a briefing on the Industrial Security Program. I am in training next week, but I have arranged for Judy Hughes to give an overview of the Industrial Security Program on Wednesday, September 21, 1994 at 10:00 a.m. I will arrange for a conference room here at Braddock Place.

Thanks

Dee Hendrix

SEP 12 1994

MEMORANDUM FOR THE RECORD

SUBJECT: BRAC Meeting with DoDIG Representative

On September 8, 1994, a meeting was held to discuss additional action items for the base realignment and closure proposal of Ft. Holabird, Maryland. In attendance were Mr. John Delaware, DoDIG; Mr. Andy Coumes, Ms. Cynthia Ehinger, and Ms. Dee Hendrix, DIS.

Mr. Delaware told us that we needed to do an analysis plan. The analysis plan will be used to determine how we evaluated ourselves against the eight criteria. The plan should contain an executive summary (to include mission statement), statement of purpose, projected force structure through 2001, DIS process, description of analyses, recommendation, and budget impact. As part of the analyses, the current workload, number of people, square footage required, methodology of how the military value is equated (case workload, environmental, economic impact, and the need for remaining in the area) will need to be addressed. This analyses will be prepared by the Brac Sub Working Group with coordination and review by the Base Closure Executive Group and Base Closure Working Group.

Cynthia Ehinger provided Mr. Delaware with a copy of the draft Internal Control Plan for his review and comments. A copy of DIS Strategic Implementation Plan, April 1994 and an Indoor Air Quality survey were also provided to Mr. Delaware.

Dee Hendrix

DEE HENDRIX
Building Management Specialist

Copy to: V0906
V0951
V0060
DODIG

SEP 1 1994

MEMORANDUM FOR THE RECORD

SUBJECT: Kickoff Meeting for the PICNCC Engineering Study

On August 30, 1994, a meeting was held to kickoff the engineering study that was contracted for Ft. Holabird to be conducted by the Baltimore District Corps of Engineers (BDCOE). A list of attendees is attached.

While awaiting the subcontractors, Mr. Trent Bowen gave an overview of the PIC and NCC functions to Mr. John Delaware and Ms. Shelly Dean, DoDIG BRAC representatives. Mr. Delaware inquired as to the resource management for PICNCC. It was related that the accounting and budget functions came out of DISHQs. PICNCC is responsible for the ADP budget for DIS.

Mr. Delaware gave a brief overview of the DoDIGs role in the BRAC process to Mr. Bowen. Mr. Delaware also stated that he does not feel there will be a problem in changing OSDs stand on the closure of Ft. Holabird, even though it was previously on BRAC 88, but we will need to have good support for where we want to relocate. Mr. Delaware asked for a copy of the ADP Implementation plan and the Environmental Survey that had been conducted. Mr. Bowen stated that he would see that a copy was provided.

I inquired as to the status of the mission statement and justification for remaining in the Baltimore/Washington area. Mr. Bowen said that Sue Marshall was working on this project.

Once Grimm and Parker arrived, along with the subcontractors from Custer Environmental and Solar Energy Design, Mr. Bowen provided an overview of the building air conditioning system, plumbing, etc. The BRAC process was explained and our expectations for the engineering study. Which included an overall analysis of Building 320, conservation, Federal State, local code, ADA accessibility, mechanical, electrical (new power, load growth), system descriptions, analyses of major pieces of equipment, determination of sound condition of the building, administrative upgrades, ADP modernization (adequate power for new systems), environmental issues, suitability to repair, cost to replace/retain/refurbish (percentage cost), new construction costs, analysis of new construction vs retrofit, or leased space and also cost for swing space during renovations.

Mr. Grimm asked a few questions, prior to breaking into groups for the physical inspections. One question was whether there were 50 or more individuals in a single room. Trent said there was not. It was explained that the curent security system was

that of a 24-hour guard service and an alarm system in the computer area. It was also asked if losing the fence would effect future security requirements. The answer was yes. Mr. Grimm inquired about the number of parking spaces for government and employee vehicles. I responded that for GSA leased space, consideration is generally not given for employee parking, but we do ask for parking spaces for government vehicles above and beyond that which is allowable per 1000 square feet of space leased. This question was raised, because of the comparison of leased spaces vs new construction/retrofitting. Mr. Grimm asked if there would be a problem with taking photographs. Since the groups will be accompanied by PICNCC employees, the taking of photographs did not pose a problem, as long as the area was clear of any investigative reports or other classified material.

The meeting was concluded and three groups were escorted to begin the study. Additional engineers would return on Thursday, September 1, 1994, to conduct a study of the roof and structure.

After the meeting, Mr. Delaware, Ms. Dean and myself, discussed additional matters. They included the following questions to keep in mind, and requests for information:

> How are we going to present to the committee?
> We need to layout plan of gathering information pertaining to organization/personnel, cost to operate (# personnel) through 2001. Include who is going to gather, verify, and certify information.
>
> Provide a copy of the ADP Plan - Done.
> Provide a copyof the Environmental Survey - Done
> Provide a copy of the MIPR and Contract for the engineering study - Done
> Provide a copy information as to why DISCO and PICNCC cannot be colocated - Done.
> Schedule a briefing of the Industrial Security Program for the DoDIG BRAC Representatives

At the conclusion of our discussion, I asked Mr. Delaware about new construction on an army base and where the funds would come from to pay for the construction. He stated that new construction funds would come from the BRAC Fund and the military service where the building was built would be the responsible service with DIS a tenant agency.

Dee Hendrix

DEE HENDRIX
Building Management Specialist

Copy to: V0906
V0951
V0600
DODIG

LIST OF ATTENDEES

NAME	AGENCY/COMPANY	TELEPHONE
Trent Bowen	DIS	410-631-0002
MARC J. PLISKO	CUSTER ENVIRONMENTAL	301-564-6000
[illegible]	[illegible]	703-604-9337
JOHN DELAWARE	DODIG	703 604-9337
Alece Bowman	Custer Environmental	301-564-6000
Paul Dyer	Custer Environmental	301-564-6000
Dee Hendrix	DIS	(703) 325-6111
CLYDE GRIMM	GRIMM + PARKER	301 595 1000
DON PORTER	GRIMM & PARKER	301-595-1000
Robert Cohen	Solar Energy Design, Inc.	703-978-0873
DAN SCHMIDT	SOLAR ENERGY DESIGN	703-978-0873
ED PRESCOTT	GRIMM & PARKER	301-595-1000

AUG 18 1994

MEMORANDUM FOR THE RECORD

SUBJECT: Engineering Study Meeting at PICNCC

On August 17, 1994, a meeting was held at IC&AD, Ft. Holabird, MD, to determine requirements for an engineering study for Ft. Holabird The engineering study will be part of the BRAC process recommendations. Attached is a list of attendees.

Accompanying the representatives from the Corps of Engineers were architect Clyde Grimm and subcontractor, Robert Cohen. These individuals will be conducting the actual study and reporting to COE with their findings. COE will prepare the report and provide to DIS.

The meeting was opened by Andy Coumes and Cynthia Ehinger, who briefly stated the initial requirements for an engineering study. Bill Hughes then proceeded to recap the history of Ft. Holabird, the building (along with some pertinent information about upgrades that had previously been done, air conditioning/heating systems, etc.), and a brief synopsis of the PICNCC functions.

COE requested ~~were~~ engineering drawings, mechanical maintenance records, and projected space requirements for the architechts to use as a baseline. Cynthia has a copy of the drawings and will provide to COE along with a copy of PICNCC space requirements which are currently in draft form. (These items have been forwarded to PICNCC to be handcarried to Jim Sweger, COE, on Friday, August 19, 1994.) Mechanical maintenance records on file will be provided by Sue Marshall. Per Bill Hughes a sick study of building 320 had previously been done and a copy will also be provided.

The study will include an overall analysis, conservation, Federal, State, local code, ADA accessibility, mechanical, electrical (new power, load growth), system descriptions, analysis of major pieces of equipement (case by case), determination of the sound condition of the building, administrative upgrades, ADP modernization (adequate power for new systems), environmental (toxic waste, asbestos, air quality), suitability to repair, cost to replace/retain/refurbish (Percentage cost), new construction ($ per square foot), analysis of new construction vs retrofit. Cost for swing space during renovations will also be addressed.

Bill Hughes stated that he will be the central point of contact for ~~for~~ information/questions pertaining to the engineering study.

The cost of the study was also discussed. Estimated at approximately $60,000-$70,000. Funds have been verbally requested from budget and a MIPRs is being prepared to obligate the funds.

It was determined that there will be an interim meeting to discuss initial findings. The final report will then be prepared and the final product delivered by October 1, 1994. Any additional or corrections to report will be made shortly thereafter.

DEE HENDRIX
Building Management Specialist

Copy to: A. Coumes
C. Ehinger
B. Hughes
G. Howard
M. Herman

NAME	TELEPHONE #	OFFICE
Cynthia Ehringer	(703) 325-6111	DIS-V0951
Herb Eichler	(410) 962-4477	Corps of Engineers
JAMES SWEGER	(410) 962-2616	CORPS OF ENGR'S
Andrew J. Commer	(703-325-6091	DIS-950
IRU BECKER	410-631-0603	DIS
Bill Hughes	410-631-0600	DIS
Helmut Hawkins	410-631 0635	DIS
Trent Bowen	410-631-0602	DIS
CLYDE GRIMM	301 595-1000	
Robert Cohen	703-978-0873	SED, Inc.
[redacted]AN J. MARSHALL	(410) 631-0640	DIS/IC&AD
DEE HENDRIX	(703) 325-6111	DES V0951

MEMORANDUM FOR RECORD
PICNCC RELOCATION

On Tuesday, August 9, 1994, Andy, Dee and I met with John Delaware (DODIG), John Nerger (Army Brac Steering Committee), Dom Migliannico (BRAC Utilization Office) and Mike McAndrew (Army BRAC Utilization Office). During this meeting, we informed Army that we were going to BRAC the PICNCC. We asked if they would consider BRACing the installation, and we follow; however, they stated that they would have to pay our moving and fit up costs to a new location. Army was not inclined to pay these costs, this being the case they could possibly recommend moving us to where they have room. We agreed that we should work hand in hand in this joint effort, but that we would take the lead and present our case/recommendations. Army stated that they would most likely close the base if we vacated. There administrative costs to keep us there are minimal, especially since any renovation costs would fall upon us to fund. Army stated that they should remain neutral in the BRAC process.

I have spoken with Marion about funding for the engineering study. She says that if we can find some money internally, she can see what she can find elsewhere. I told her that I will be in close contact with her every day this week until we know when we will know how much money we need and when we need it. It looks like our only option is to use 94 funds if we begin the project this fy, which we have to do.

Andy is making contact with the head of COE. He will set up a meeting with Donnelly and the head of COE asap. In the meeting Donnelly will tell them that we need an engineering study which covers a renovation of the PIC admininstratively, with the coming enhancements to our automation, and environmentally. He will also ask that the report include a comparison of the renovations to new construction and perhaps long term lease costs. He will leave the details of the content of the report to us. He will tell the COE that we need it done in 30 days or less to meet our BRAC requirements. He will tell them that we have a limited budget and that we need their best cost.

I spoke with John Delaware (DODIG) to find a contact point for Navy Public Works to ask them if they can do an engineering study. I told John of our concern that a visit from our top brass to COE top brass would not be politically kosher if we were negotiating with another source on the side. He agreed and said that Navy is most likely over burdoned with DLA work; however, we should call them to get a ball park estimate as to how much something of this sort will cost. I asked John of the political implications of doing both.

John gave me the name of Bill Merritt, Navy Public Works (804) 444-7921 and I asked Dee to contact him for some general information. Mr. Merritt said that they could conduct the engineering study, however, they could not begin until October 1, 1994. Dee expressed our need to have the study done at an earlier date. The cost of the study is 28 cents a square foot (includes 15 cents a square foot + travel + per diem for study team). This works out to an estimated $25,200. The study would be an unbiased perspective condition assesment of the roof, mechanical, electrical, etc. Software data would be provided with the findings and a prioritized list of repairs/cost over a 5-year window.

Based on the meeting held today at the Pentagon, the most important thing we can do to further our BRAC argument is to have an engineering study which specifically covers what needs to be done to the building to make it meet our mission needs. This is very important. We must know what our automation requirements are now in order to convey this very important element to the engineers.
It was also discussed that we need to make a strong case to remain in the Baltimore area and make our operational needs the overriding factor when are recommendations are submitted. This in addition to the engineering study are most important.

Once an engineering study is completed this will be the basis for our recommendations to the BRAC Committee on the relocation of PCCNCC.

Dom asked for a copy of the letters to the Services inquiring as to space at other military installations in the area.

MEMORANDUM FOR RECORD
PICNCC RELOCATION

On Monday, August 8, 1994, Andy and I met with Cathy Kelleher at the DLA BRAC office, Cameron Station. The purpose of this meeting was to gain knowledge of how DLA formulated their eight criteria for the BRAC process.

Without going into great detail of each of the eight criteria, we need to concentrate on the following areas (please refer to attached final criteria):

1. We need to locate a copy of the DOD Directive (in the 5000 series) which states our mission function. We also need a copy of the DOD Force Structure Plan. Although we are not specifically mentioned in this, we need to refer to it in our strategic plan for BRACing.

2. Developing criteria 2 is where we will make our case to remain in the Baltimore area and where we discuss where we specifically need to be. No. 2 is where we will discuss (and provide back up) the condition of the building (present and proposed), the cost to train new personnel if we move, etc.

3. We need to find out what our mission is in the event of national emergency. We need to keep this as simple as possible and not get it to the point where the information is classified. Bill Hughes will play a part in this developing this criteria since he has to certify that we do have a contingency plan of operation.

4. This is where is would be helpful if Army BRAC's Holabird and we follow. Even if we have to give up Army paying for the move costs , we should come out ahead since they will incur much more of a cost to keep Holabird open than we will incur if we stay as tenants. In other words, this is the criterion which asks us to explain the costs associated with being on Holabird and the costs to move off of Holabird, including salaries.

5. The return on investment is developed by the COBRA program. We have to be very careful in what we put into the data. The program is geared towards the major commands, not DOD agencies. If we try to BRAC ourselves without the close help from Army, we almost certainly will not be able to prove a return on investment if we vacate Holabird. If this were to be the case, we would have to prove that our Military Value far outweighs the importance of return on investment; therefore it is imperative that we develop a good relationship with Army. I think it would be mutually beneficial.

6-8. The three remaining criteria are based on what impact our relocation will have on the losing and the gaining communities. Since we plan to stay within the same community (as defined in the 1990 Census), we should be able to get through these quite easily. Again this is presuming our first four criteria are very convincing.

Cathy stressed our need to work hand in hand with Army. We will need to get a lot of our information from them anyway. If we can make this BRAC effort a joint one, we will both benefit.

Today we have a meeting with the Army BRAC Steering Committee and the DODIG and the BRAC Utilization Office. I will document this meeting after it is completed.

Cynthia F. Ehinger
8/9/94

gave a copy to John Delaware
8/30/94

MEMORANDUM FOR RECORD
DISCO RELOCATION

On Tuesday, July 12, 1994, a meeting was held at the Pentagon to discuss the possibility of PIC and DISCO being combined for BRAC purposes. The attendees of the meeting were Andy Coumes, Cynthia Ehinger, from DISHQ, Bill Hughes, John Faulkner, from PIC and DISCO, Wayne Million, John Delaware from DODIG and Dom Migliannico from the BRAC Utilization Office at OSD.

The DIS representatives explained that the functions of PIC and DISCO are entirely different for many reasons. After listening to the reasoning, Dom Migliannico said that he felt that there was no reason why DISCO could not move independently from PIC. The primary reason being that it did not fall within the BRAC thresholds and it was not closing or realigning. Globally speaking, the only DIS location which is going to fall under BRAC is the PIC.

I told Dom and the IG representatives that, in light of this meeting, I would begin the process of moving DISCO right away. They agreed that there would be no problem do this.

We further discussed the relocation of the PIC. Dom cautioned all of us about speaking with any congressional representatives since any advertising of our situation may harm our chances of moving to the area which is best for our operational needs. We must tell the commission that we want to find existing military space within the general Baltimore area and prove that we have an operational need to stay in that area. We also have to know what military space will be available after Jan. 1, 1995. THis is hard to do since the military bases are holding their cards close until the outcome of the BRAC initial findings.

Dom said that we should definitely write a memorandum to Mr. Joshua Gotbaum , Assistant Secretary of Defense outlining our need for availability military space and to ask for assistance in finding possible sites prior to Jan. 1.

We also discussed the membership of the executive committee. Both Wayne and Dom suggested that we not have alternates, or if we do, they be as well versed in the process as the regular members. They stressed the importance of the members being available to meet when necessary.

We need to work on our 8 criteria asap and get a draft to the IG and Dom before the end of August.

Agnetha Flanagan

Cindy

MEMORANDUM FOR RECORD

On Friday, June 24, 1994, Andy Coumes and I met with Wayne Million and Gary Padgett regarding the June 8, 1994 memorandum from the DODIG to our Director which officially opened up a case number for the BRACing of the PICNCC.

We asked for guidance as to taking the first step in this process. Apparently the Dept of Army has offered to "help" us BRAC our location; however, Wayne Million cautioned us that if the Army BRAC's us, they will build a case to relocate the PICNCC to where it is convenient for them, not necessarily us, ie, our fate would be twice removed from our hands. In light of this information, I propose that we BRAC ourselves using our own resources and any help we can get from those who have been through the process. In order to let the Dept of Army know this, we need to establish contact with a Col. Jones, Army BRAC Steering Committee Representative (703) 697-1765 and find out what type of notification he needs to NOT BRAC for us. Whatever we decide, we need to send a copy of the outcome to DODIG.

As far as money to move the PICNCC, the DODIG said that we should NOT put it in our POM. This may alert certain officials that we are anticipating a move. I pointed out that no matter what, we will have to move and that we wanted to put something in our budget. The DODIG stated that BRAC funding will pay for our relocation at the appropriate time. Supposedly there is over $1.4 billion in BRAC funding, some of which has already been paid out. This information is conflicting with some other information we have obtained prior to today's meeting. We need to further research this claim.

We need to keep the executive committee as small as possible. The executive committee should be made up of the final decision makers, the people who will be talking to the commission and congress. Our first step now is to write up an Internal Control Plan for the collection and analysis of data. I have the template for such a document. It is in this document that the executive committee is designated and the working staff is designated. Each member of the executive committee or working staff will be required to sign a non-disclosure statement which basically says that we will not discuss the BRACing of the PICNCC with anyone other than those identified as being those government officials with a need to know information about the PICNCC BRACing. This means that rumor-mongering MUST STOP.

We discussed the PCSing of employees if we are forced to relocate outside of the Baltimore area. The JTR states that PCSing will be at the discretion of the Director for any move over 10 miles from the original location; the BRAC regulations say 50 miles. In our analysis for alternative locations for the PICNCC, we have to look at both options since there is no precedent as to which we are required to follow. We will need to work closely with our OGC on this.

I asked if there was a "how to BRAC" or some kind of check list we could follow in the BRAC process. We were told to wing it. Dom Migliani (sp?) of the BRAC Utilization Office should be able to tell us what data we need to have to whom by when. He is also the person to talk to about COBRA training, which we will need to get if we are to do our own analysis.

Prior to leaving the meeting, we were asked about our other DIS location at DCSC and about combining the PICNCC function with the DISCO function. As I suspected, the IG sees our "investigative clearing houses" (government or contractor) as being similar functions. Our operations people have to have a VERY STRONG case as to why PIC and DICSO are not the same or like functions. We will not be able to move DISCO until we get an approval from SECDEF (Doug Hansen) to proceed. This needs to be done immediately. Andy and I are going to meet with Dom M. ASAP to get his reading on the PIC and DISCO like functions. It might be wise for senior program person to accompany us when we go to see Dom. Additionally, it might be wise for a senior program person and Mr. Donnelly to accompany us when we go back to talk to Doug Hansen.

Cynthia Ehinger
6/24/94

Andrew

MEMORANDUM FOR RECORD
PICNCC RELOCATION

On Friday, January 7, 1994, Andy Coumes and I met with Margie McManamay and Nancy Miller of the DLA BRAC Branch to gain some insight on the BRAC process as it relates to the relocation of the PICNCC.

Margie has had the experience of moving a function under BRAC. Their function was permitted to DLA from the base on which it was located; therefore they were more linked to the BRAC process than she feels we are linked to the BRAC process. Since we are tenants of Fort Holabird and pay with a MIPR for the services afforded to us, she feels that we do not fall under BRAC. Their activity paid their own expenses; thus making them independent of the host base.

Nancy Miller had a copy of the same law that I have been carrying around which states that a "function" must be BOTH relocating and reducing to fall under BRAC. Again, we were thinking along the same lines.

We should really try to NOT go through BRAC to relocate. As far as I can determine, there are three major pitfalls if we go through BRAC. They are as follows:

1. If we fall under BRAC we may be relocated anywhere in the US. There is no way to guarantee that we will end up in Maryland, let alone an area within Maryland that is suitable to us.

2. Since BRAC recommendations for the 95 cycle will not be law until after September 95, any prior work may be risky especially if the exact location cannot be determined until the law comes out. In other words, we may not know if we can lease, build, move where, etc until the end of FY 95. This has the potential to cause great delay.

3. There is no "magic pot of money" for BRAC relocations. The following information was revealed to me by Margie and supported by Paul Chistolini in a later meeting. The BRAC assistance funds are taken out of an agency budget prior to the assignment of O&M funds. Additionally, the money is then forwarded to one big pot in WHS where it is doled out to any agency who needs the funds. There is no guarantee that money taken from our O&M budget will go for our relocation. This information should be in our POM Guidance for the 93 Cycle. Also Helen McCoy, the DLA Deputy Comptroller can support this statement.

Jim Clark, of our OGC is reviewing the BRAC law and will provide an opinion as to whether we fall under BRAC. Margie suggested that before we take the interpretation of our OGC to OSD, we speak with Doug Hansen, Director of the OSD Base Closure and Utilization Branch. He is well connected to this process and may be able to help us move on this project. She suggested that we prepare a briefing for Doug to include Donnelly, Newman, Hughes, Andy and myself. THe outline should cover the language which got us involved in BRAC 88, information on the other bases we've looked at and the outcome of that exercise, and listing of the short-comings of the current location.

She suggested that we contact COE for an economic analysis of the building renovation costs, cost benefit analysis of lease vs buy and other factors which will make up our eventual course of action. COE has several contractors who can perform this analysis. We can tag onto one of COE's existing contracts. This analysis can be done in house; however, it will carry more weight if it is done by an independent party. I would like to find out how we can get the money up front to do this . I feel that it will be very important to the justification and documentation of this project.

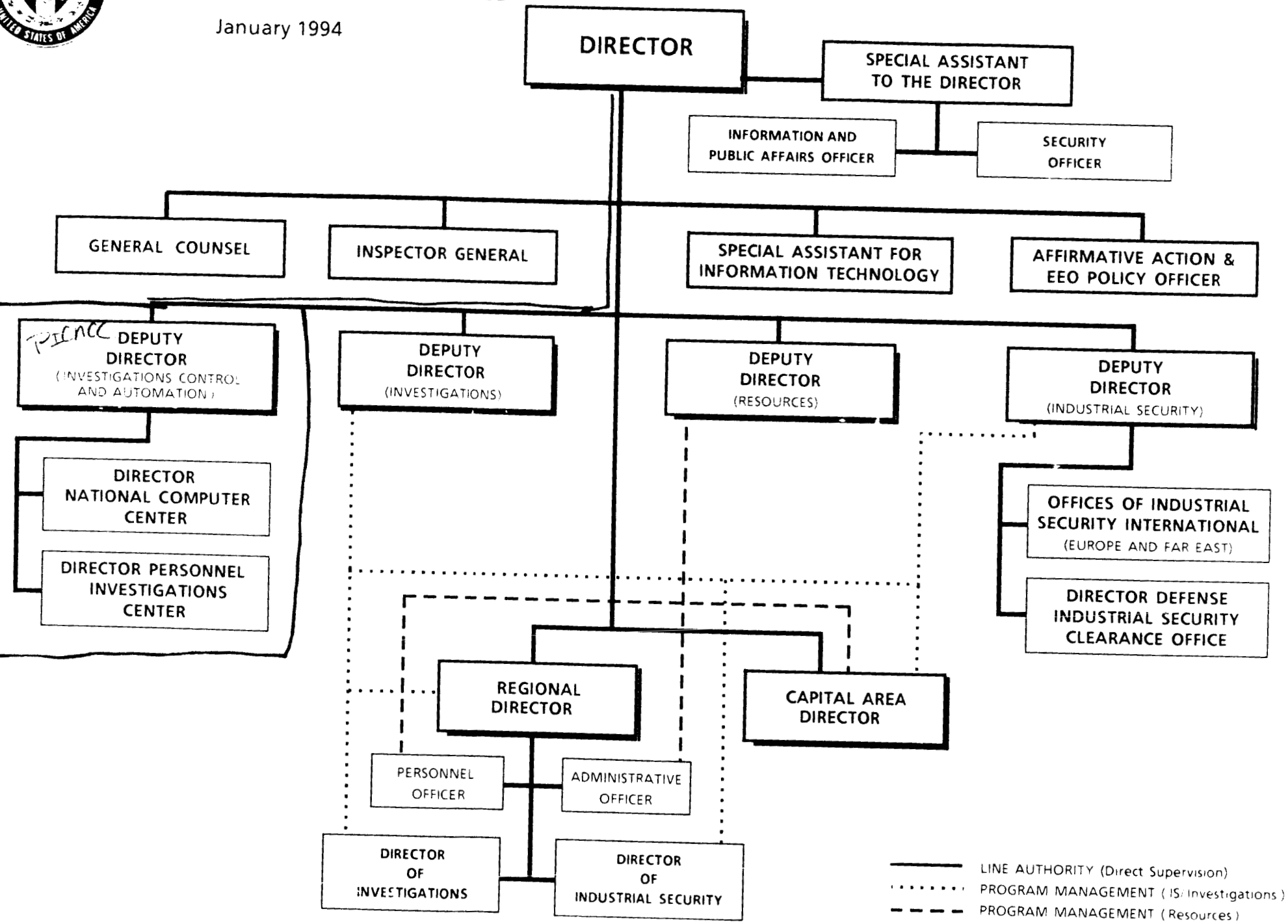
We discussed renovation of the building. A complete renovation will only yield a half life on a building (20-30 years), and may not be cost effective. This is something which will come out in an analysis. DLA has an operations research person who can help me to work on developing the specs for an economic analysis scope of work. There is also a DOD directive on preparing an economic analysis. DLA has an analyst, Bob Barassa who can locate this directive and give me a few pointers.

One last note. If we do fall under BRAC, Margie has offered her assistance in writing a justification to amend a previous BRAC decision.

Cynthia Ehinger
1/13/94

DEFENSE INVESTIGATIVE SERVICE

January 1994



M E M O R A N D U M

TO: David O. Cooke, Director, Washington Headquarters Services

FROM: John F. Donnelly, Director, Defense Investigative Service

DATE:

RE: Relocation of DIS's Personnel Investigations Center (PIC) within Ft. Meade military installation

1. As discussed with you before, the agency is beginning the planning process for our move from the Building ~~(?you toured?)~~ 320 at the former Ft. Holabird, a sub-installation of Ft. Meade.

2. For your background and information, I am enclosing a memorandum which sets out the necessity for the move. Your comments and advice on this process will be greatly appreciated.

JOHN F. DONNELLY
Director

DEFENSE INVESTIGATIVE SERVICE
1340 BRADDOCK PLACE
ALEXANDRIA, VA 22314-1651

FEB 14 1994

Reply to
Attn of: V0000

SUBJECT: Relocation of the Investigations Control and Automation Directorate

TO: Michael G. Newman
Deputy Director, Resources

1. As you are aware, we have expanded the automation initiatives for our agency and are currently on the threshold of significantly increasing the automation of many more processes DIS-wide.

2. Since 1972, the agency's Personnel Investigations Center (PIC) and National Computer Center (NCC) have been housed in Building 320, Fort Holabird, MD, a sub-installation of Fort Meade, MD. The facility was constructed shortly after World War II as the Army Intelligence School.

3. The space is not well suited for computer operations due to the original design of the classroom building. The HVAC systems in the building cannot be updated to new federal requirements that will be effective January 1, 1996.

4. The effects of years of poor building maintenance have made it increasingly difficult for DIS to carry out its mission from that building. As examples, the air conditioning systems have failed on numerous occasions over the past four years, creating emergency situations with the NCC equipment. Due to these and other equipment failures, employees have been sent home, costing the agency hundreds of thousands of dollars in salaries above the cost of repairs. In early November, a 5-inch water main burst over a weekend, posing a serious threat to the Department of Defense's database of personnel security investigations (the "DCII").

5. Because of obsolete design, even minor repairs are costly and time-consuming. For example, the plumbing system is encased in concrete. The roof needs replacement and there were severe leaks during the recent snow and ice storms. It can no longer be patched, but replacement will be very costly since the concrete membrane must be replaced. Other serious maintenance issues can be substantiated by records kept at the PIC and at Fort Meade.

6. Although it is clear that the current facility is inadequate for the present requirements of the agency, it must be stressed that it is completely inadequate to handle the agency's forthcoming automation requirements.

7. After the Army relocates its Criminal Records Center to more modern facilities on Fort Belvoir, there will be no other Department of Defense activities on this sub-installation.

8. Even if Building 320 could be rehabilitated through major renovations, that process would require relocating the employees of both the PIC and the NCC during the construction period, causing even greater cost and disruption to the agency mission.

9. It is therefore critical that we relocate the Investigations Control and Automation Directorate from its current location in Building 320 to another location on Fort Meade or in adjacent leased space. This would relocate the PIC closer to an important user agency, the National Security Agency, also on Fort Meade. Most important, it would secure the space and modern physical plant required for our automation efforts.

10. The relocation is not a realignment or closure under the Base Realignment and Closure Act (BRAC), as it will occur between points within the Fort Meade military installation. In any event, the number of civilians involved is below the "realignment" numerical threshold of 1,000 civilians or 50% of the authorized civilian workforce at Fort Meade.

11. Since this relocation falls under the purview of your directorate, please assure that adequate resources are devoted to this project.

12. Please keep me informed of any significant developments.

JOHN F. DONNELLY
Director

cc: William Hughes

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 89TH AIRLIFT WING (AMC)

FROM: 89 CES/CD
3465 North Carolina Avenue
Andrews AFB MD 20331-4801

OCT 1 5 1993

SUBJ: Tour of Facilities on Andrews AFB

TO: Defense Investigative Service
ATTN: Mr John F. Donnelly
Director
1340 Braddock Place
Alexandria VA 22314-1651

1. Reference your 30 Sep 93 request for space and a tour of facilities on Andrews AFB.

2. The 89th Airlift Wing does not have facilities available to meet your requirement for 85,000 to 90,000 SF of office and computer space. Even with the current downsizing, we are unaware of any future mission changes which will affect the current utilization of our buildings.

3. Although we do not anticipate being able to provide space, you may have your Realty Officer contact Ms Jo Dubyak at DSN 858-5019 to schedule a tour of facilities on Andrews.

THOMAS H. CAIN
Deputy Base Civil Engineer

OCT 25

DEPARTMENT OF THE ARMY
U.S. ARMY ABERDEEN PROVING GROUND SUPPORT ACTIVITY
ABERDEEN PROVING GROUND, MARYLAND 21005-5001

REPLY TO ATTENTION OF

October 14, 1993

Directorate Of Public Works

Mr. John F. Donnelly
Director, Defense Investigative Service
1340 Braddock Place
Alexandria, Virginia 22314-1651

Dear Mr. Donnelly:

Reference your request of September 30, 1993 for space at Aberdeen Proving Ground (APG). We have reviewed all administrative space and all warehouse space in both the Aberdeen and Edgewood Areas of APG, and there is no space available now or within the foreseeable future to fulfill your requirements.

The APG can support your requirement with new construction, if your Agency is willing to consider this option.

If members of your Agency would like to tour APG, a representative of the Directorate of Public Works will provide a tour of possible new construction sites.

My point of contact for this action is Mrs. Mary MacKnight, (410) 278-9564.

Sincerely,

Robert W. Kiely
Lieutenant Colonel, U.S. Army
Director, Public Works

CF:
Director, Plans, Training and Mobilization, ATTN: STEAP-PF
(R. Silcox)

Director of Public Works
LTC. Robert W. Kiely
Attn: STEP-FE
Building 5256
Aberdeen Proving Ground, MD 21005-5001

SEP 3 0 1993

Dear LTC. Kiely:

The Personnel Investigations and Automated Information Systems Support Center for the Defense Investigative Service is currently housed in approximately 90,000 square feet of space at Fort Holabird in Baltimore, MD.

We anticipate a move from this location by 1996 and are considering relocating to a host base within Maryland.

Our requirements are for approximately 80,000 square feet of office and related storage space, plus approximately 5000 - 10,000 square feet of raised floor computer space. Please advise if you would be able to meet our requirements on your base.

I would appreciate it if you would allow representatives of my staff to tour your facilities. Ms. Cynthia F. Ehinger, Realty Officer will be contacting you to schedule an appointment. Please contact her on (703) 325-6111 if you have any questions.

Sincerely,

signed

JOHN F. DONNELLY
Director

V0956/C. Ehinger/tmb/9-28-93
doc: PIC
disc: Tonya

Director of Public Works
Col. Robert Morris
AFKA-ZI-GC
Building 4551
Ft. George G. Meade, MD 20755-5115

SEP 3 0 1993

Dear Col. Morris:

The Personnel Investigations and Automated Information Systems Support Center for the Defense Investigative Service is currently housed in approximately 90,000 square feet of space at Fort Holabird in Baltimore, MD.

We anticipate a move from this location by 1996 and are considering relocating to a host base within Maryland.

Our requirements are for approximately 80,000 square feet of office and related storage space, plus approximately 5000 - 10,000 square feet of raised floor computer space. Please advise if you would be able to meet our requirements on your base.

I would appreciate it if you would allow representatives of my staff to tour your facilities. Ms. Cynthia F. Ehinger, Realty Officer will be contacting you to schedule an appointment. Please contact her on (703) 325-6111 if you have any questions.

Sincerely,

signed

JOHN F. DONNELLY
Director

Naval Air Station
Public Works Division
Attn: Mr. Bobby Bean
Code 841
Patuxent River, MD 20670

SEP 3 0 1993

Dear Mr. Bean:

The Personnel Investigations and Automated Information Systems Support Center for the Defense Investigative Service is currently housed in approximately 90,000 square feet of space at Fort Holabird in Baltimore, MD.

We anticipate a move from this location by 1996 and are considering relocating to a host base within Maryland.

Our requirements are for approximately 80,000 square feet of office and related storage space, plus approximately 5000 - 10,000 square feet of raised floor computer space. Please advise if you would be able to meet our requirements on your base.

I would appreciate it if you would allow representatives of my staff to tour your facilities. Ms. Cynthia F. Ehinger, Realty Officer will be contacting you to schedule an appointment. Please contact her on (703) 325-6111 if you have any questions.

Sincerely,

Signed

JOHN F. DONNELLY
Director

SEP 3 0 1993

Base Civil Engineer
Col. Phillip R. Celmer
3465 North Carolina Street
Andrews AFB, MD 20331-4801

Dear Col. Celmer:

The Personnel Investigations and Automated Information Systems Support Center for the Defense Investigative Service is currently housed in approximately 90,000 square feet of space at Fort Holabird in Baltimore, MD.

We anticipate a move from this location by 1996 and are considering relocating to a host base within Maryland.

Our requirements are for approximately 80,000 square feet of office and related storage space, plus approximately 5000 - 10,000 square feet of raised floor computer space. Please advise if you would be able to meet our requirements on your base.

I would appreciate it if you would allow representatives of my staff to tour your facilities. Ms. Cynthia F. Ehinger, Realty Officer will be contacting you to schedule an appointment. Please contact her on (703) 325-6111 if you have any questions.

Sincerely,

signed

JOHN F. DONNELLY
Director

SEP 3 0 1993

Commander E. K. Thompson
Chief, NMCG - Site R
Ft. Ritchie, MD 21719

Dear Commander Thompson:

The Personnel Investigations and Automated Information Systems Support Center for the Defense Investigative Service is currently housed in approximately 90,000 square feet of space at Fort Holabird in Baltimore, MD.

We anticipate a move from this location by 1996 and are considering relocating to a host base within Maryland.

Our requirements are for approximately 80,000 square feet of office and related storage space, plus approximately 5000 - 10,000 square feet of raised floor computer space. Please advise if you would be able to meet our requirements on your base.

I would appreciate it if you would allow representatives of my staff to tour your facilities. Ms. Cynthia F. Ehinger, Realty Officer will be contacting you to schedule an appointment. Please contact her on (703) 325-6111 if you have any questions.

Sincerely,

signed

JOHN F. DONNELLY
Director

OCT 1 5 1993

Dr. William Middleton
Assistant Director, Carderock Division
Naval Surface Warfare Center
Carderock Center, Code O1A
Bethesda, MD 20084-5000

Dear Dr. Middleton:

The Investigations Control and Automated Information Systems Directorate for the Defense Investigative Service is currently housed in approximately 90,000 square feet of space at Fort Holabird in Baltimore, Maryland.

We anticipate a move from this location by 1996 and are considering relocating to a host base within Maryland.

Our requirements are for approximately 80,000 square feet of office and related storage space, plus approximately 5000 - 10,000 square feet of raised floor computer space. Please advise if you would be able to meet our requirements on your base.

I would appreciate it if you would allow representatives of my staff to visit your facilities. Ms. Cynthia F. Ehinger, Realty Officer, will be contacting you to schedule an appointment. Please contact her on (703) 325-6111 if you have any questions.

Sincerely,

signed

JOHN F. DONNELLY
Director

V0956/C. Ehinger/tmb/10-14-93
doc: PIC-REL
disc: C (WP)

V0003

FEB 7 1994

Reply to
Attn of: V0000

SUBJECT: Relocation of the Investigations Control and Automation Directorate

TO: Michael G. Newman
Deputy Director, Resources

1. As you are aware, we have increased the automation initiatives for our agency and are currently on the threshold of significantly increasing the automation of many more processes DIS-wide.

2. It is therefore more critical than ever that we expedite the relocation of the Investigations Control and Automation Directorate from its current location in Fort Holabird in to a facility which can accommodate the space needs associated with our automation efforts.

3. Since this relocation falls under the purview of V0900, please assure that adequate resources are devoted to this project.

4. Please keep me informed of any significant developments.

signed

JOHN F. DONNELLY
Director

Copy to: William Hughes

V0951/C. EHINGER/tmb/2-7-94
doc: MEMO.DIR
disc: Space and Facilities

DEFENSE INVESTIGATIVE SERVICE
1340 BRADDOCK PLACE
ALEXANDRIA, VA 22314-1651

Reply to
Attn of: V0906

SUBJECT: Relocation of the Investigations Control and Automations Directorate (IC&A)

THRU: Mr. Michael G. Newman, Deputy Director (Resources)

TO: Mr. Thomas N. Willess, General Counsel

1. The Director has decided to relocate the IC&A from Ft. Holabird due to the inability of the current facility's mechanical and electrical structure to meet new automation requirements, and due to the generally poor condition of the building structure.

2. Since DIS was identified in the BRAC 1988 Report to remain on Ft. Holabird, we need to determine if the IC&A can be relocated from Ft. Holabird without falling under a future BRAC decision to close the Fort. Specifically, we wish for an interpretation of the United States Code Annotated, Title 10 Armed Forces 1993 Supplementary Pamphlet Section 2687 which covers Base Closure and Realignment.

3. Although we are moving ahead to accomplish this action, an interpretation of the above-mentioned law, at your earliest convenience, will help us identify the specific course of action needed to be taken by DIS in order to relocate from Ft. Holabird.

4. Should you have any questions or need clarification of this request, please contact Cynthia Ehinger, of my staff, at 325-6111, Ext. 362.

Signed 1/5/94 In coordination

ANDREW F. COUMES
Assistant Deputy Director
(Logistics and Administration)

UNITED STATES CODE ANNOTATED

Title 10

Armed Forces

§§ 1121 to 3000

1993

Supplementary Pamphlet

Covering Years 1984 to 1992

Replacing 1992 Supplementary Pamphlet

Includes the Laws of the
102nd CONGRESS, SECOND SESSION (1992)

For close of Notes of Decisions
See page III

For Later Laws and Cases
Consult
USCA
Interim Pamphlet Service

WEST PUBLISHING CO.
ST. PAUL, MINN.

(c)(1) Except as provided in paragraphs (2) and (3), the Secretary concerned shall establish and enforce as the minimum drinking age on a military installation located in a State the age established by the law of that State as the State minimum drinking age.

(2)(A) In the case of a military installation located—

(i) in more than one State; or

(ii) in one State but within 50 miles of another State or Mexico or Canada,

the Secretary concerned may establish and enforce as the minimum drinking age on that military installation the lowest applicable age.

(B) In subparagraph (A), the term "lowest applicable age" means the lowest minimum drinking age established by the law—

(i) of a State in which a military installation is located; or

(ii) of a State or jurisdiction of Mexico or Canada that is within 50 miles of such military installation.

(3)(A) The commanding officer of a military installation may waive the requirement of paragraph (1) if such commanding officer determines that the exemption is justified by special circumstances.

(B) The Secretary of Defense shall define by regulations what constitutes special circumstances for the purposes of this paragraph.

(4) In this subsection:

(A) The term "State" includes the District of Columbia.

(B) The term "Minimum drinking age" means the minimum age or ages established for persons who may purchase, possess, or consume alcoholic beverages.

(As amended Pub. L. 99–145, Title XII, § 1224(a), (b)(1), (c)(1), Nov. 8, 1985, 99 Stat. 728, 729; Pub.L. 99–661, Div. A, Title XIII, § 1343(a)(18), Nov. 14, 1986, 100 Stat. 3993; Pub.L. 100–526, Title I, § 106(b)(2), Oct. 24, 1988, 102 Stat. 2625.)

[1] So in original.

HISTORICAL AND STATUTORY NOTES

1988 Amendment

Subsec. (c)(2)(B). Pub.L. 100–526, § 106(b)(2)(A), substituted "the term 'lowest possible age' " for " 'lowest possible age' ".

Subsec. (c)(4)(A). Pub.L. 100–526, § 106(b)(2)(B)(i), substituted "The term 'State' " for " 'State' ".

Subsec. (c)(4)(B). Pub.L. 100–526, § 106(b)(2)(B)(ii), substituted "The term 'minimum' " for " 'Minimum' ".

1986 Amendment

Subsec. (b). Pub.L. 99–661 struck out "this" preceding "subsection (a)".

1985 Amendment

Heading. Pub.L. 99–145, § 1224(c)(1), inserted "; minimum drinking age on military installations".

Subsec. (b). Pub. L. 99–145, § 1224(b)(1), substituted "subsection (a)" for "section" preceding "this".

Subsec. (c). Pub. L. 99–145, § 1224(a), added subsec. (c).

Effective Date of 1985 Amendment

Section 1224(d) of Pub. L. 99–145, provided that: "The amendments made by this section [amending subsecs. (b) and (c) of this section and section 473 of Appendix to Title 50, War and National Defense] shall take effect 90 days after the date of the enactment of this Act [Nov. 8, 1985]."

Legislative History

For legislative history and purpose of Pub. L. 99–145, see 1985 U.S. Code Cong. and Adm. News, p. 472. See, also, Pub.L. 99–661, 1986 U.S. Code Cong. and Adm. News, p. 6413. Pub.L. 100–526, 1988 U.S.Code Cong. and Adm. News, p. 3355.

NOTES OF DECISIONS

1. Long-arm jurisdiction

Following recession by the United States to Kentucky of power to serve process on Fort Campbell, actions within the Fort have the same effect, so far as submitting to long-arm jurisdiction of Kentucky is concerned, as actions elsewhere within Kentucky. In re Air Crash Disaster at Gander, Newfoundland on Dec. 12, 1985. W.D.Ky.1987, 660 F.Supp. 1202, on subsequent motion 684 F.Supp. 927.

§ 2687. Base closures and realignments

(a) Notwithstanding any other provision of law, no action may be taken to effect or implement—

(1) the closure of any military installation at which at least 300 civilian personnel are authorized to be employed;

(2) any realignment with respect to any military installation referred to in paragraph (1) involving a reduction by more than 1,000, or by more than 50 percent, in the number of civilian personnel authorized to be employed at such military installation at the time the Secretary of Defense or the Secretary of the military department concerned notifies the Congress under subsection (b) of the Secretary's plan to close or realign such installation; or

(3) any construction, conversion, or rehabilitation at any military facility other than a military installation referred to in clause (1) or (2) which will or may be required as a result of the relocation of civilian personnel to such facility by reason of any closure or realignment to which clause (1) or (2) applies,

unless and until the provisions of subsection (b) are complied with.

(b) No action described in subsection (a) with respect to the closure of, or a realignment with respect to, any military installation referred to in such subsection may be taken unless and until—

(1) the Secretary of Defense or the Secretary of the military department concerned notifies the Committees on Armed Services of the Senate and House of Representatives, as part of an annual request for authorization of appropriations to such Committees, of the proposed closing or realignment and submits with the notification an evaluation of the fiscal, local economic, budgetary, environmental, strategic, and operational consequences of such closure or realignment; and

(2) a period of 30 legislative days or 60 calendar days, whichever is longer, expires following the day on which the notice and evaluation referred to in clause (1) have been submitted to such committees, during which period no irrevocable action may be taken to effect or implement the decision.

(c) This section shall not apply to the closure of a military installation, or a realignment with respect to a military installation, if the President certifies to the Congress that such closure or realignment must be implemented for reasons of national security or a military emergency.

(d) (1) After the expiration of the period of time provided for in subsection (b)(2) with respect to the closure or realignment of a military installation, funds which would otherwise be available to the Secretary to effect the closure or realignment of that installation may be used by him for such purpose.

(2) Nothing in this section restricts the authority of the Secretary to obtain architectural and engineering services under section 2807 of this title.

(e) In this section:

(1) The term "military installation" means a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, the Virgin Islands, or Guam. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.

(2) The term "civilian personnel" means direct-hire, permanent civilian employees of the Department of Defense.

(3) The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, skill imbalances, or other similar causes.

(4) The term "legislative day" means a day on which either House of Congress is in session.

(As amended Pub.L. 98-525, Title XIV, § 1405(41), Oct. 19, 1984, 98 Stat. 2624; Pub.L. 99-145, Title XII, § 1202(a), Nov. 8, 1985, 99 Stat. 717; Pub.L. 100-180, Div. A, Title XII, § 1231(17), Dec. 4, 1987, 101 Stat. 1161; Pub.L. 101-510, Div. A, Title XXIX, § 2911, Nov. 5, 1990, 104 Stat. 1819.)

OCT 2 4 1994

V0003
V0900
V0906
V0951

MEMORANDUM FOR DIRECTOR, CONTRACT MANAGEMENT DIRECTORATE,
INSPECTOR GENERAL, DEPARTMENT OF DEFENSE

SUBJECT: Transmittal of Internal Control Plan and Delegation of Working Group Members (Project No. 4CG-5048.01)

Reference is made to your memorandum dated October 5, 1994, Subject: Review of Defense Investigative Service Internal Control Plan (ICP) for the 1995 Defense Base Realignment and Closure Data Collection Process (Project No. 4CG05048.011). As recommended by reference, changes have been incorporated into the ICP for the Defense Investigative Service. Attached is a final copy for your records.

Also included is a copy of the delegation memorandum which designates the Executive Group and Working Group committee members by position.

Should you have any questions pertaining to this information, please contact Mr. Andrew Coumes, (703) 325-6091 or Ms. Cynthia Ehinger (703) 325-6111.

signed

JOHN F. DONNELLY
Director

Attachments

V0951/D. HENDRIX/tmb/10-19-94
doc: TRANSIG
disc: DEE

DEFENSE INVESTIGATIVE SERVICE
1340 BRADDOCK PLACE
ALEXANDRIA, VA 22314-1651

OCT 18 1997

MEMORANDUM FOR DIRECTOR, DEFENSE INVESTIGATIVE SERVICE

SUBJECT: Delegation of 1995 Base Realignment and Closure Working Groups for the Investigations Control and Automation Directorate, Fort Holabird, Maryland

Pursuant to your directive to house the Investigations Control and Automation Directorate (IC&AD) in space which will meet the needs of the Defense Investigative Service (DIS) mission, I have formed the following groups, Executive Working Group, Working Group and Subworking Groups. The groups will carry out your directive while conforming to requirements set forth by the 1995 Base Realignment and Closure Commission (BRAC).

I have attached a copy of the Internal Management Control Plan (IMCP) which provides terms and definitions of the responsibilities for each of the above mentioned groups. This memorandum will provide you with the titles of the members of each group.

<u>BRAC Executive Working Group</u>

Chairman: Deputy Director, Resources
Deputy Director, IC&AD
Special Assistant to Director, DIS
General Counsel, DIS

<u>BRAC Working Group</u>

Chairman: Assistant Deputy Director, Logistics and Administration
Chief, Space and Facilities Management Division
Space Management Specialist
Representatives from DIS - IC&AD
Assistant General Counsel, DIS

In addition to the Executive Working Group and Working Group, several subworking groups may be established on an as needed basis to assist the efforts of the working group.

Recommend concurrence/approval of the assignment of individuals listed above.

Should you require additional information, please contact Andrew Coumes, 325-6091 or Cynthia F. Ehinger, 325-6111.

MICHAEL G. NEWMAN
Deputy Director
(Resources)

Attachments

DEFENSE INVESTIGATIVE SERVICE
INTERNAL CONTROL PLAN
1995 BASE CLOSURE AND REALIGNMENT PROCESS

PURPOSE

The guidance herein establishes the policies, procedures, and responsibilities that constitute the Defense Investigative Service (DIS) Base Closure Internal Plan. It is designed to ensure that base closure and realignment analysis and recommendations are based on accurate data, and that the process is properly documented and auditable.

AUTHORITY

Title XXIX of Public Law 101-510, the Defense Base Closure and Realignment Act of 1990 (DBCRA), establishes the exclusive procedures under which the Secretary of Defense may pursue the closure or realignment of major military installations inside the United States, its territories and possessions, until December 31, 1995. Consistent with that law, the Deputy Secretary of Defense has directed that base closure, realignment, or consolidation studies that could result in a recommendation for a base closure or realignment must be based on the force structure plan required by Section 2903 of DBCRA; be based on the final criteria for selecting bases for closure and realignment established by the Secretary of Defense under Section 2903 of DBCRA; and consider all military installations inside the United States, not previously selected for closure, on an equal footing without regard to prior consideration for closure or realignment. He has also directed that DoD components establish internal control plans for base closure, realignment, or consolidation studies to ensure the accuracy of data collection and analyses. The Director of DIS has established and chartered the Base Closure Executive Group (BCEG) as the exclusive deliberative body responsible for base closure and realignment analyses and for ensuring that DIS complies with all requirements established by base closure law and Department of Defense policies and procedures. The BCEG has established the policies, procedures, and responsibilities set forth in this Internal Control Plan to ensure that the Director of DIS is provided a highly accurate analysis as a basis for the DIS base closure and realignment recommendations to the Secretary of Defense.

GENERAL

The responsibilities assigned by this Internal Control Plan are designed to provide an "unbroken chain" of accountability for each subelement of information used by DIS in the base closure and realignment process. This systematic approach provides:

- Uniform guidance defining data requirements and sources.

- Procedures for verifying accuracy of data at all levels of management.

- Documentation justifying changes made to data received from subordinate levels of management.

This plan also specifies the process and required documentation to be used in developing the 1995 base closure and realignment recommendations. DIS has incorporated comprehensive auditor participation to ensure a thorough assessment of the data and process. Scheduled audits will assess specific applications of the base questionnaire and accuracy of the data collection process.

RESPONSIBILITIES

Base Closure Executive Group (BCEG) - The BCEG serves as the advisory body to the Director of DIS providing him with their assessment of the PIC and NCC as required by the base realignment and closure process. BCEG activities are primarily deliberative and analytical, with the Chairman presiding over all meetings. To ensure compliance with the base closure law, Department of Defense policy guidance, and the Director of DIS direction, the BCEG will:

- Approve the BRAC 95 Internal Control Plan and otherwise ensure that a fair and complete evaluation of the DIS activity under BRAC is conducted in accordance with BRAC law.

- Approve the ranking factors established by Subworking Groups which form the basis of recommendations for the realignment or closure of the DIS activity.

- Ensure that the process utilized, the conduct of deliberations, and the preparation of the report containing recommendations are timely, thorough, and in compliance with guidance contained in the BRAC Law as well as guidance from the Secretary of Defense and other applicable authority.

- Endorse the recommendation for realignment or closure, and forward to the Director of DIS for approval no later than December 30, 1994.

- Protect the integrity of the process by ensuring that all data, considerations, and evaluations are treated as sensitive and internal to the process.

Base Closure Working Group (BCWG). The BCWG serves as the DIS staff working group responsible to the BCEG for preparing standard and unbiased data pertaining to the closure of Fort Holabird in Dundalk, Maryland. The BCWG activities include the validation and organization of all data supporting base closure and realignment analysis The working group will be chaired by Assistant Deputy Director for Logistics and Administration who will ensure the integration of all aspects of DIS' BRAC process. Membership on the Working Group will be comprised of representatives from the Office of Logistics and Administration, the Investigations Control and Automation Directorate, the Comptroller's Office and other DIS offices as deemed necessary by the Chairperson. The Working Group will act as an advisory body to the Subworking Groups and to the Executive Group. The BCWG will:

- Validate all data provided to the BCEG supporting the analysis of closure of Fort Holabird and the relocation of the PIC and NCC. A written record will be maintained documenting the appropriate DIS staff functional experts' validation of data and/or the appropriate outside experts' validation of data.

- Ensure data gathering efforts by the Subworking Groups are not duplicated.

- From validated data, develop a comprehensive plan which outlines the most advantageous relocation plan for the PIC and NCC in terms of cost effectiveness, mission requirements, and national security.

- Maintain files of all data received, including disputes and resolutions thereof, from 1995 - 2005.

- Ensure that a signed copy of the nondisclosure form is on file for every individual participating in the DIS BRAC process.

- Serve as a liaison between Working Group and legal offices in DIS and OSD to clarify an/or resolve legal issues that may impact DIS' BRAC 95 process.

- Coordinate the public release of all DIS BRAC 95 information with DIS Public Affairs Office.

BRAC Sub Working Groups

Since DIS is looking at closing only one location, the BCWG will also be performing the major portion of the data collection for the base realignment and closure processes. This function is usually performed by individual commands and validated by the BCWG. There will be a few subgroups which will participate in the data collection. They include the Budget Office from DIS, the DISHQ/Centers Supply and Administrative Services Division, and the Files and Facilities Management Division from the Investigations Control and Automation Directorate. As part of this function, the BCWG and the other subgroups will perform the following:

- Perform the necessary surveys, analysis and document preparation required to properly identify all one-time implementation costs of a base closure and/or realignment recommendations.

- Provide any additional information and/or briefings that may be required to support the DIS base closure and realignment process.

- Identify and task the appropriate DIS management level authority to be the person for ensuring compliance with the provisions of this Internal Control Plan.

- Ensure maximum use of objective, existing data sources, and functional area expertise in developing agency position on the base closure process. A written record must be maintained documenting the purpose, source, method/rationale, conclusion and certification by the responsible individual for each element of the data collection and analysis.

- Maintain files of all data received, including disputes and resolutions thereof, from 1995 - 2005. These files will not be destroyed.

- Respond to guidance and direction of the Executive Group in collecting data and performing analysis as necessary.

- Develop analytical methodologies and techniques for consideration by the functional validation experts.

- Work with external organizations, including the Secretary of Defense base closure staff, the General Accounting Office and Congressional staffs, on a day-to-day basis.

- Protect the integrity of the process by ensuring that all data, considerations, and evaluations are treated as sensitive and internal to the process.

- Develop executive summary for the recommendation to close or realign the activity. The summary shall include a detailed accounting of how the final BRAC recommendation was made and provide a justification for the recommendation.

OBJECTIVES

The objectives of this plan are to ensure that:

A. These data are:

(1) Consistent and standard.

(2) Accurate and complete.

(3) Certifiable as required by law.

(4) Verifiable by DIS business and functional managers.

(5) Auditable by DIS internal review offices and external audit and inspection agencies.

(6) Replicable by a third party using documentation developed during the data collection procedures.

(7) Stored and analyzed in a secure area.

B. There shall be a separation of duties so that the collection of data, the analysis of data, and data verification are accomplished by different individuals. Participating DIS personnel will ensure the accomplishment of an unbiased and impartial BRAC process.

C. BRAC 95 information is handled as sensitive, and the release of information is strictly controlled and auditable.

PROCEDURES

Procedures of this plan include the following:

A. Uniform guidance defining data requirements and sources.

1. Members of the Working Group are to define data requirements, and sources for their area of responsibility. The purpose of developing uniform guidance is to ensure that collection of the data is consistent and standard.

2. To ensure accuracy, consistency, and auditability of the data collection process, the data collection plans will be approved by the Executive Group, and published for distribution.

3. Each category of solicited information will have a data collection plan which will include the following as a minimum:

(a) Type of data to be collected.
(b) Source(s) of the data.
(c) Method of collection (e.g., extraction from manual files or ADP systems.
(d) "As of" date represented by the data.
(e) Time period during which data is to be collected.
(f) Position or title of individuals who are to collect data.
(g) Medium in which the data is to be collected (e.g., electronic, paper, data base, spreadsheet, etc.).
(h) Format in which the data is to be reported.
(i) Suspense date for reporting to the Working Group.

B. Systems for verifying the accuracy of data at all levels.

1. The members of the Working Group have overall responsibility for the collection and submission of complete and accurate data.

2. Since the Working Group will be utilizing some information from outside groups (i.e., Corps of Engineers, Architectural Firms, other DIS elements), it is up to each Working Group member to certify, to the best of their knowledge, that the data submitted for consideration in the BRAC process is accurate and complete. The BRAC Internal Control Checklist is to be signed at the level where the data was provided.

3. The BRAC Working Group Chairman will appoint a first level BRAC Working Group Verifier who will ensure:

(a) Uniform data collection guidance is employed in the data collection process.

(b) Internal control checklists are completed for every data collection plan, if warranted.

(c) Internal review audits are completed on time, and copies of the audit are provided to the Working Group Members.

(d) Data to be certified by the Working Group is accurate and complete.

(e) Data submissions to the Working Group and Executive Group are forwarded on time.

(f) BRAC information is handled as "for official use only," treated as sensitive information, and appropriately marked.

4. The DIS Resources Directorate is responsible for auditing the accuracy and completeness of data submitted for the BRAC process.

5. The DIS Resources Directorate will provide audit policy and perform on-site verifications of selected data, as necessary. The DODIG will augment their findings, as well as subject matter experts (engineers, facility specialists, etc.) for performance of on-site verification.

(a) The purpose of the internal audits is twofold. The first purpose is to serve as part of the DIS Director's certification process, and the second is to determine whether the data is supported by an audit trail. Auditors shall test data accuracy, verify that the data was collected in accordance with the data collection plan, and recommend corrective action, if necessary. Internal audits of data can be completed before submission to the Working Group, but not later than 30 days after the initial submission of the data to the Working Group.

C. <u>Documentation justifying changes made to the data.</u>

1. Changes to previously certified data are to be submitted to the Chairperson of the Working Group via the applicable Subworking Group and copies furnished to the DIS Resources Directorate and DODIG for subsequent verification. Discrepancies on previous data shall be corrected by the applicable Subworking group entity or subject matter expert and then verified by the Chairperson of the Working Group.

2. All changes in data must be fully documented in writing. Documentation should consist of, at a minimum:

(a) Reason for the correction.

(b) The data element(s) involved.

(c) A comparison between original and corrected data.

(d) Verification by responsible Sub-Group element.

(e) Certification by Sub-Group Director.

3. The Subworking Groups are responsible for considering all properly justified and substantive data revisions in the overall analysis, and will forward their recommendation to the Working Group.

D. Additional Data and Analysis Requests

1. If additional data is requested from the Office of the Secretary of Defense or from the 1995 Commission, after the original DIS submission, the Working Group will task the appropriate Subworking Group to process the requested data. The Working Group will then evaluate and analyze the data. The Resources Directorate will then be responsible for assuring the consistency and correctness of the data.

E. Analysis of Data

1. Responsibilities. The Subworking Groups are responsible for performing and coordinating all BRAC-related analyses. The Subworking Groups or the Working Group will request analyses from subject matter experts within DIS or other Government agencies in instances where application of functional research or economic analysis is required.

2. Procedures. The Subworking Groups will develop an audit trail that will identify the sources of all data submitted.

3. Safeguarding Documentation. Each Subworking Group will ensure that documentation used in, and resulting from the analysis of data is treated as "for official use only." This includes all working papers, data, models, or any preliminary results of analyses. BRAC-related information will not be released to anyone other than DIS personnel participating in the BRAC process (and DODIG and GAO representatives) unless it has been determined by the Chairperson of the Working Group that they have a need to know. Any release of information to non-BRAC participants will be documented and will identify the information released, the name and organization of the requester, the date released, and the reason(s) for needing the information.

4. Storage and Documentation of Results. All analysis documentation and results will be secured in an area to be designated by the Chairperson of the Working Group.

F. Procedures to check the accuracy of data analysis.

1. All revisions to previously submitted data will be analyzed to determine accuracy, and changes to analyses will be made as appropriate.

2. For audit trail purposes, the original analysis shall be retained and marked appropriately.

3. All revisions will be evaluated by the DIS Resources Directorate.

G. Assessment of adequacy of BRAC Internal Control Plan.

1. The Chairperson of the Executive Group or his/her designated representative will determine whether the internal control plan is adequate by periodically reviewing:

(a) Managerial verifications of the data.

(b) Internal review audit reports on data accuracy.

(c) Subworking Groups certification of data.

2. The Working Group will return data that have not been collected in compliance with the internal control plan. Subworking Group Directors will revise, as necessary, data that have been returned in this manner.

H. Nondisclosure

All individuals with access to base realignment and closure information, whether gathering or reviewing data, will sign a nondisclosure statement. See attachment B.

ATTACHMENT A

Data Certification Procedures

A major goal of the internal control plan is to establish an unbroken chain of accountability for base closure data. Preparers and reviewers of data at all levels will be required to certify that the information is "accurate and complete to the best of my knowledge and belief." This certification is an indication that the work was done professionally, that it used sound methodology, that reasonable inquiries were made and that the certifier does not know of exceptions or omissions that would make the data inaccurate.

Releasibility. Until DoD forwards its recommendations to the Commission, the information gathered by the Working Group and its subelements is still in an "Interim Draft FOUO" stage. As such, the information in it is not to be released to the public. Forward any requests for release of documents to DIS Working Group for action.

The Defense Base Closure and Realignment Commission can be expected to make requests for additional data after they receive the SECDEF's base closure and realignment recommendations. Upon receipt of an inquiry, the Working Group will assign an index number to each request, and take appropriate actions. Existing certified data will usually be sufficient to answer each request; however, previously uncertified data will be forwarded for verification to each appropriate subelement. Documentation by the appropriate Subworking Group and the Working Group will follow.

Once the SECDEF's recommendations are forwarded to the Base Closure and Realignment Commission, unclassified information used in the closure process will be readily available to members of Congress and the site director or any member of any Subworking Group will notify the Working Group of all requests for information, and the Working Group, in turn, will notify the Executive Group of the requests. Inquiries by the press will be handled under normal procedures required for public release of information.

Sources of Information and Documentation. There are no formal questionnaires or worksheets for information obtained for the base closure of our activity at Fort Holabird. All questions raised by the Working Group will be documented as described throughout this internal control plan.

NONDISCLOSURE STATEMENT

I, _____, acknowledge and state that:

1. I have read and understand the requirements of the DIS Base Realignment and Closure (BRAC) Internal Control Plan for the Collection and Analysis of Data.

2. Unless authorized to do so by law, I will not release to anyone outside the Government or to members of Congress any of the information generated as part of the BRAC process which is considered CLOSE HOLD information until the BRAC '95 recommendations, if any, are made public.

3. Unless authorized to do so by law, I will discuss matters under consideration in the BRAC '95 review process only with Government personnel who have an official need to know the matters being discussed.

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