

**Office of the Deputy Assistant Secretary of the Army
(Infrastructure Analysis)**



BRAC 2005 Installation Administrator Training

4-14 November 2003

The Army Basing Study Data Support Team

Mr. Larry Wright
Team Chief
(703) 696-9588

LTC Tom Crabtree
(703) 696-9787

Ms Kathy Manners
(703) 696-9786

LTC Greg Fleming
(703) 696-9788

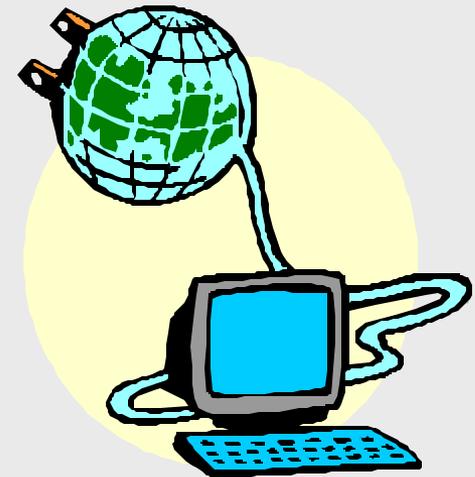
Ms Peggy Mencil
(703) 696-9785

Mr. John Markatos
VISTA Information Technologies, Inc.
(703) 561-4120



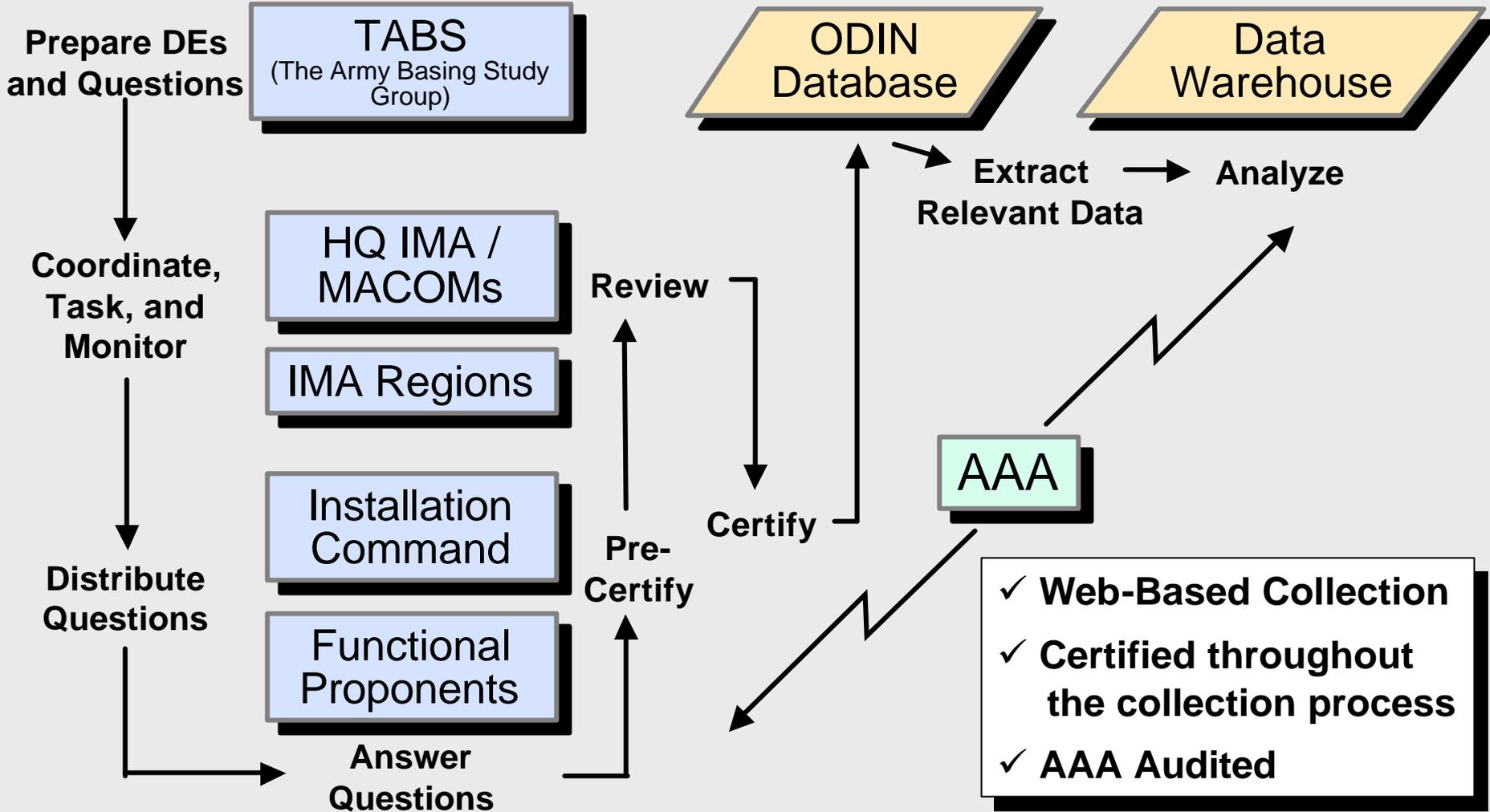
Agenda

- Overview of Data Collection
- Installation Critical Tasks
- Audit Requirements
- Practical Exercise
- Next Steps



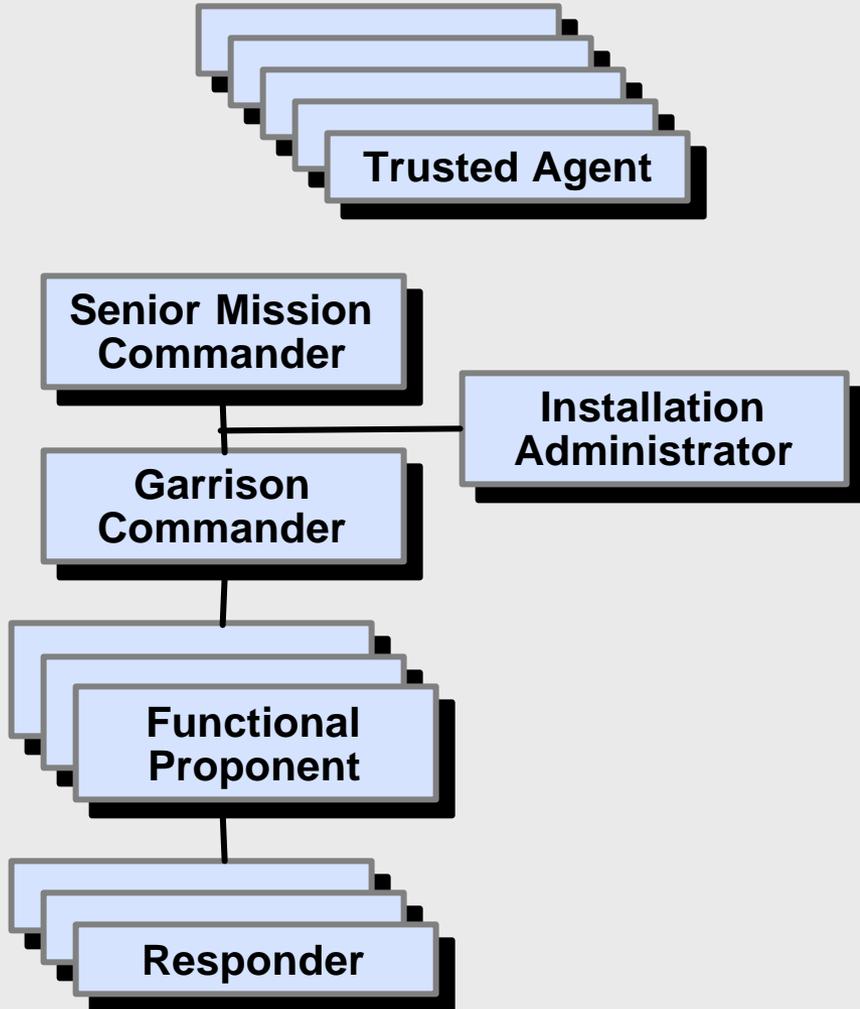


Data Collection Process





Installation Roles



- ✓ Senior Mission Commander –
 - overall responsibility
 - certifier of data
- ✓ Garrison Commander –
 - coordinates garrison staff
 - pre-certifier of data
- ✓ Installation Administrator –
 - creates accounts and assigns questions
- ✓ Functional Proponent –
 - answers questions or
 - assigns to Responders
- ✓ Responders –
 - answers questions



Technical Overview

- Relational database built on Oracle 9i product suite
 - Efficient transactional processing over the internet
 - Encrypted database
- Hosted by Chief Technology Office at Ft. Belvoir, Virginia
 - Resides on .mil domain
 - Secured by Secure Sockets Layer (SSL)
- User accounts integrated with Army Knowledge Online (AKO)
 - Single Sign-on using AKO userid/password



Installation Critical Tasks

1. Accessing the site
2. Viewing questions
3. Creating new users
4. Assigning questions
5. Answering questions
6. Changing and approving answers
7. Precertifying the installation
8. Opening the installation for review
9. Certifying the installation



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

Welcome George.Patton | Here is a list of things you can do:

Role: COMMANDER

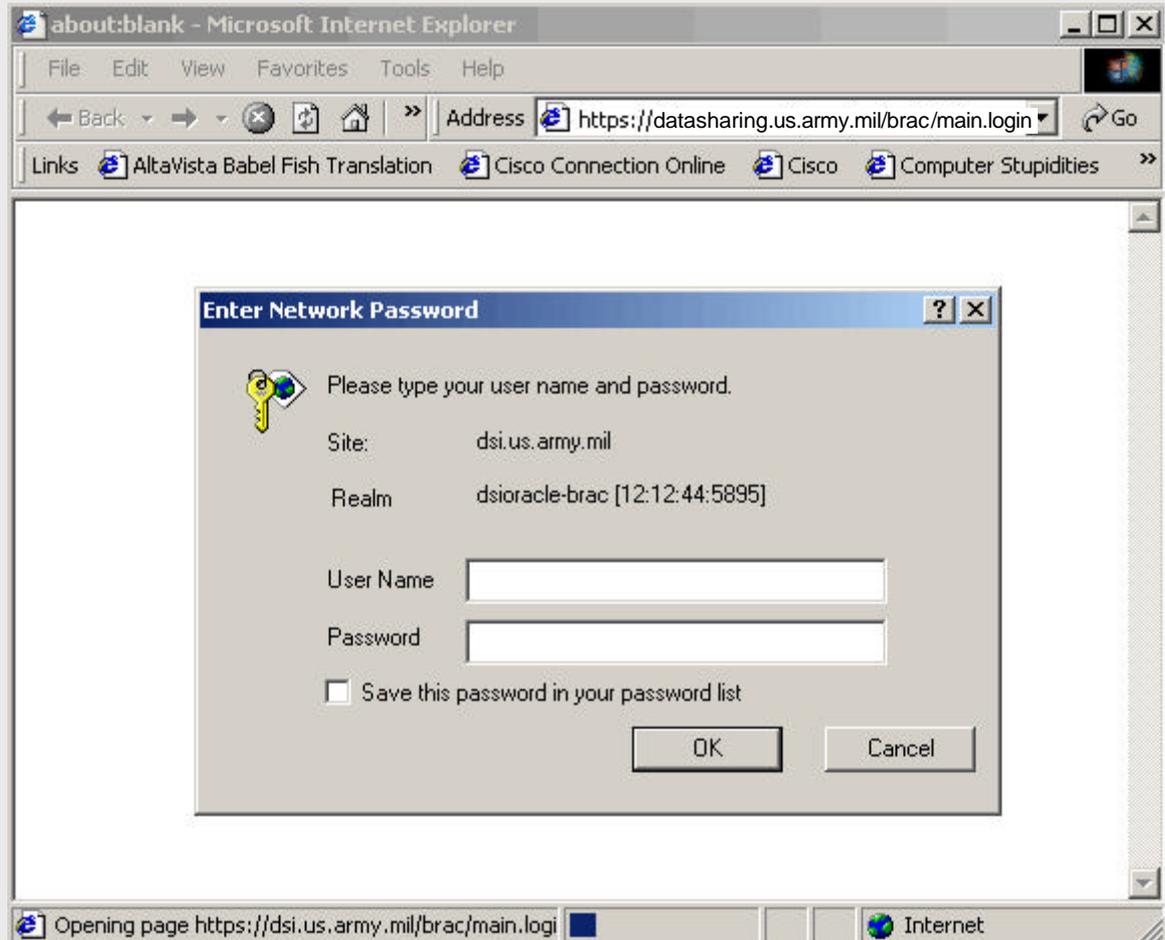
- ▶ [View and Assign Questions to Functional Proponents/Responders](#)
- ▶ [PreCertify Installation](#)
- ▶ [Change your Password](#)
- ▶ [Add a Functional Proponent/Responder](#)
- ▶ [Your Stats at a Glance](#)



Accessing the Site

Access web site and login

- <https://datasharing.us.army.mil/brac/main.loginframe>
- Browser settings





Accessing the Site

Accepting the Non Disclosure Agreement



BRAC 2005 - Data Collection Application

NONDISCLOSURE AGREEMENT

My duties include work assignments and responsibilities in which I may acquire personal knowledge of or access to information concerning the potential closure or realignment of military installations in the Base Realignment and Closure (BRAC) 2005 process. I understand and agree that it is my duty and obligation to comply with the provisions of this agreement respecting such information, and that my violation of this agreement may result in disciplinary action.

I understand that the development of BRAC 2005 information, written or oral, pursuant to the Defense Base Closure and Realignment Act of 1990, as amended, is official, sensitive information developed as part of a deliberative process. I further understand that the public and all levels of federal, state, and local government have a right to expect and trust that the BRAC 2005 process will be conducted objectively and impartially. Any unauthorized disclosure of this pre-decisional BRAC information undermines that expectation and trust and is therefore prohibited. Unauthorized disclosures may also constitute a violation of law and DoD or Military Department directives, regulation, instructions, policies, or guidance. I promise not to disclose any BRAC information developed as part of the deliberative BRAC 2005 process, except as specifically authorized.

I understand that "Written" information includes all electronic and hard copy forms of communication and that the development of such information is not limited to final documents or products, but also includes all draft and feeder documents, briefing and notes, as well as any other related oral or written communication.

I further understand that any document or any other written communication, developed as part of the deliberative BRAC 2005 process, whether draft or final, is the official property and record of the Department of Defense and shall be retained, disseminated, released, and destroyed in accordance with requirements of law and applicable DoD or Military Department directives, regulations, instructions, polices, and guidance.

Finally, I understand that the provisions of this agreement bind me personally until the Secretary of Defense transmits BRAC recommendations to the Commission and Congress even if I am reassigned to other duties or stations, retire, or otherwise cease employment or any contract, agency, or other relationship or association with the Department of Defense.

First Name:

Last Name:

Rank/Title:

Organization:

Job Title:

Installation:

AKO Email Address:



Installation Critical Tasks

1. Accessing the site
2. Viewing questions
3. Creating new users
4. Assigning questions
5. Answering questions
6. Changing and approving answers
7. Precertifying the installation
8. Opening the installation for review
9. Certifying the installation



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

Welcome Ian.Anderson ! Here is a list of things you can do:

Role: INSTALLATION ADMINISTRATOR

→ [View and Assign Questions to Functional Proponents/Responders](#)

▶ [Change your Password](#)

▶ [Add a Functional Proponent/Responder](#)

▶ [Your Stats at a Glance](#)



Viewing Questions



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

Results	Filters	Ian.Anderson	FORT BRAGG	Assign	Assign to N/A	Choose a User
Seq # - Group	Data Element	Assigned To	Answer Status	Role	User	
All Questions						
Acquisition						
<input type="checkbox"/> 10003-(ACQ)	MinDE	George.Patton	Approved	COMMANDER	George.Patton	
Community						
<input type="checkbox"/> 12001-(CMTY)	DoD Schools	George.Patton	N/A	N/A	N/A	
Engineering						
<input type="checkbox"/> 13043-(ENG)	Water Treatment Facilities	George.Patton	N/A	N/A	N/A	
<input type="checkbox"/> 13080-(ENG)	Special Permits	George.Patton	N/A	N/A	N/A	
Information Technology						
<input type="checkbox"/> 15005-(IT)	OC3 Lines	George.Patton	N/A	N/A	N/A	
<input type="checkbox"/> 15006-(IT)	OC6 Lines	George.Patton	N/A	N/A	N/A	
<input type="checkbox"/> 15007-(IT)	OC12 Lines	George.Patton	N/A	N/A	N/A	
Operations						
<input type="checkbox"/> 17007-(OPNS)	Flight Restrictions	George.Patton	N/A	N/A	N/A	
Personnel						
<input type="checkbox"/> 18002-(PER)	predefined tabletype	George.Patton	Approved	COMMANDER	George.Patton	



Viewing Questions (continued)



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

Results

Filters

Submit

Groups	Owner	Assigner	Status	Answer Type
<input checked="" type="checkbox"/> Acquisition	<input checked="" type="checkbox"/> Ian.Anderson	<input checked="" type="checkbox"/> Ian.Anderson	<input checked="" type="checkbox"/> SAVED	<input checked="" type="checkbox"/> FORM TYPE
<input checked="" type="checkbox"/> Command and Staff	<input checked="" type="checkbox"/> George.Patton	<input checked="" type="checkbox"/> George.Patton	<input checked="" type="checkbox"/> ANSWERED	<input checked="" type="checkbox"/> NUMERIC
<input checked="" type="checkbox"/> Community	<input checked="" type="checkbox"/> fp	<input checked="" type="checkbox"/> fp	<input checked="" type="checkbox"/> APPROVED by FP	<input checked="" type="checkbox"/> FREE TEXT
<input checked="" type="checkbox"/> Engineering	<input checked="" type="checkbox"/> rsp		<input checked="" type="checkbox"/> APPROVED by IA/CMDR	<input checked="" type="checkbox"/> YES/NO
<input checked="" type="checkbox"/> Health Services			<input checked="" type="checkbox"/> CERTIFIED	<input checked="" type="checkbox"/> MULTIPLE CHOICE (Single Answer)
<input checked="" type="checkbox"/> Information Technology			<input checked="" type="checkbox"/> PRECERTIFIED	<input checked="" type="checkbox"/> MULTIPLE CHOICE (Multiple Answers)
<input checked="" type="checkbox"/> Logistics			<input checked="" type="checkbox"/> UNANSWERED	<input checked="" type="checkbox"/> DATE
<input checked="" type="checkbox"/> Operations			<input checked="" type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> TABLE TYPE
<input checked="" type="checkbox"/> Personnel			<input checked="" type="checkbox"/> DELETED	<input checked="" type="checkbox"/> PREDEFINED TABLETYPE
<input checked="" type="checkbox"/> Production			<input checked="" type="checkbox"/> CHANGED AFTER PRECERTIFY	
<input checked="" type="checkbox"/> Resource Management				
<input checked="" type="checkbox"/> Training				
<input checked="" type="checkbox"/> Transportation				
<input checked="" type="checkbox"/> Other (Non-Installation)				



Installation Critical Tasks

1. Accessing the site
2. Viewing questions
3. Creating new users
4. Assigning questions
5. Answering questions
6. Changing and approving answers
7. Precertifying the installation
8. Opening the installation for review
9. Certifying the installation



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

Welcome Ian.Anderson ! Here is a list of things you can do:

Role: INSTALLATION ADMINISTRATOR

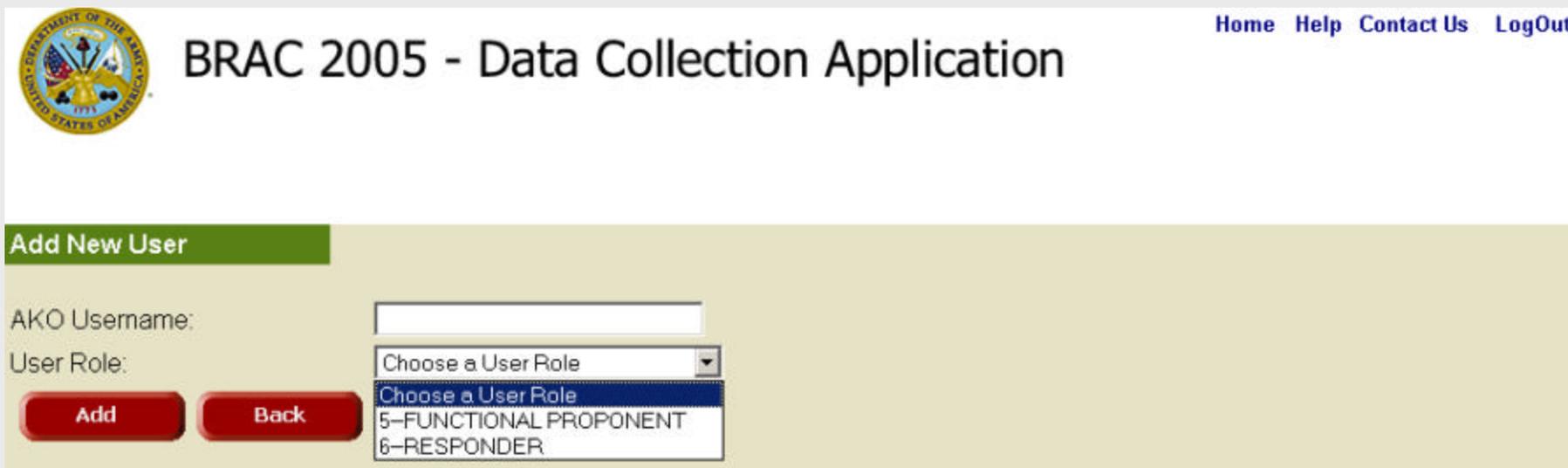
- ▶ [View and Assign Questions to Functional Proponents/Responders](#)
- ▶ [Change your Password](#)
- ▶ [Add a Functional Proponent/Responder](#)
- ▶ [Your Stats at a Glance](#)





Creating New Users

IA creates Functional Proponent (FP) user accounts



The screenshot shows the "BRAC 2005 - Data Collection Application" interface. At the top left is the Department of the Army logo. At the top right are navigation links: "Home", "Help", "Contact Us", and "LogOut". Below the title is a green header bar with the text "Add New User". The main form area contains two input fields: "AKO Username:" followed by a text box, and "User Role:" followed by a dropdown menu. The dropdown menu is open, showing the following options: "Choose a User Role" (highlighted in blue), "5-FUNCTIONAL PROPONENT", and "6-RESPONDER". Below the form are two red buttons: "Add" and "Back".



Installation Critical Tasks

1. Accessing the site
2. Viewing questions
3. Creating new users
4. Assigning questions
5. Answering questions
6. Changing and approving answers
7. Precertifying the installation
8. Opening the installation for review
9. Certifying the installation



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

Welcome Ian.Anderson ! Here is a list of things you can do:

Role: INSTALLATION ADMINISTRATOR

▶ View and Assign Questions to Functional Proponents/Responders

▶ Change your Password

▶ Add a Functional Proponent/Responder

▶ Your Stats at a Glance



Assigning Questions



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

Results Filters Ian.Anderson FORT BRAGG Assign Assign to N/A

fp

 rsp

Seq # - Group	Data Element	Assigned To	Answer Status	Role	
All Questions					
Acquisition					
<input type="checkbox"/> 10003-(ACQ)	MinDE	George.Patton	Approved	COMMANDER	George.Patton
Community					
<input type="checkbox"/> 12001-(CMTY)	DoD Schools	George.Patton	N/A	N/A	N/A
Engineering					
<input type="checkbox"/> 13043-(ENG)	Water Treatment Facilities	George.Patton	N/A	N/A	N/A
<input type="checkbox"/> 13080-(ENG)	Special Permits	George.Patton	N/A	N/A	N/A
Information Technology					
<input type="checkbox"/> 15005-(IT)	OC3 Lines	George.Patton	N/A	N/A	N/A
<input type="checkbox"/> 15006-(IT)	OC6 Lines	George.Patton	N/A	N/A	N/A
<input type="checkbox"/> 15007-(IT)	OC12 Lines	George.Patton	N/A	N/A	N/A
Operations					
<input type="checkbox"/> 17007-(OPNS)	Flight Restrictions	George.Patton	N/A	N/A	N/A
Personnel					
<input type="checkbox"/> 18002-(PER)	predefined tabletype	George.Patton	Approved	COMMANDER	George.Patton



Assigning Questions (continued)



Functional Proponents either

- Answer questions; or
- Create Responder user accounts and assign questions

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)



BRAC 2005 - Data Collection Application

15005: Information Technology => OC3 Lines [View all Questions](#) [Next](#) [Export to PDF](#)

Location: FORT BRAGG
Question Status: UnAnswered
Question Text: How many OC3 lines enter your installation?
Answer Data must be as of: 30 SEP 03
Data Element Definition: Number of OC3 lines going into the post.

Answer: **Unit of Measure:** # (Number) **No Decimal**

Answer Source:

[Save](#) [Submit](#)

Assignment History

Assigned To	Date	Time
Frank.Pierce	10/22/003	14:55:49
Ian.Anderson	10/22/003	14:55:49



Installation Critical Tasks

1. Accessing the site
2. Viewing questions
3. Creating new users
4. Assigning questions
5. Answering questions
6. Changing and approving answers
7. Precertifying the installation
8. Opening the installation for review
9. Certifying the installation



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

Welcome Ian.Anderson ! Here is a list of things you can do:

Role: INSTALLATION ADMINISTRATOR

→ [View and Assign Questions to Functional Proponents/Responders](#)

▶ [Change your Password](#)

▶ [Add a Functional Proponent/Responder](#)

▶ [Your Stats at a Glance](#)



Answering Questions


[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

BRAC 2005 - Data Collection Application

Results		Filters		Ian.Anderson		FORT BRAGG		Assign		Assign to N/A		Choose a User	
Seq # - Group	Data Element	Assigned To	Answer Status	Role	User								
All Questions													
Acquisition													
<input type="checkbox"/> 10003-(ACQ)	MinDE	George.Patton	Approved	COMMANDER	George.Patton								
Community													
<input type="checkbox"/> 12001-(CMTY)	DoD Schools	George.Patton	N/A	N/A	N/A								
Engineering													
<input type="checkbox"/> 13043-(ENG)	Water Treatment Facilities	George.Patton	N/A	N/A	N/A								
<input type="checkbox"/> 13080-(ENG)	Special Permits	George.Patton	N/A	N/A	N/A								
Information Technology													
<input type="checkbox"/> 15005-(IT)	OC3 Lines	George.Patton	N/A	N/A	N/A								
<input type="checkbox"/> 15006-(IT)	OC6 Lines	George.Patton	N/A	N/A	N/A								
<input type="checkbox"/> 15007-(IT)	OC12 Lines	George.Patton	N/A	N/A	N/A								
Operations													
<input type="checkbox"/> 17007-(OPNS)	Flight Restrictions	George.Patton	N/A	N/A	N/A								
Personnel													
<input type="checkbox"/> 18002-(PER)	predefined tabletype	George.Patton	Approved	COMMANDER	George.Patton								



Answering Questions (continued)



Basic Navigation tasks

- Previous / Next
- Getting Help

BRAC 2005 - Data Collection Application

Home Help Contact Us LogOut

15006: Information Technology => OC6 Lines [View all Questions](#) [Previous](#) [Next](#) [Export to PDF](#)

Location: FORT BRAGG
 Question Status: Answered
 Question Text: How many OC6 lines enter your installation?
 Answer Data must be as of:
 Data Element Definition: Number of OC6 lines going into the post.
 Answer: Unit of Measure: # (Number) No Decimal
 Answer Source:

[Make Changes](#) [Submit](#)

Answer History

Answer	By	Date	Time
3	Ree.Sponder	10/22/003	15:12:48

Assignment History

Assigned To	Date	Time
Ree.Sponder	10/22/003	15:06:25
Frank.Pierce	10/22/003	15:06:25
Ian.Anderson	10/22/003	14:55:49



Answering Questions (continued)

Responders answer questions



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

15006: Information Technology => OC6 Lines
[View all Questions](#)
Export to PDF

Location: FORT BRAGG

Question Status: UnAnswered

Question Text: How many OC6 lines enter your installation?

Answer Data must be as of:

Data Element Definition: Number of OC6 lines going into the post.

Answer: **Unit of Measure:** # (Number) **No Decimal**

Answer Source:

Save
Submit

Assignment History

Assigned To	Date	Time
Ree.Sponder	10/22/003	15:06:25
Frank.Pierce	10/22/003	15:06:25
Ian.Anderson	10/22/003	14:55:49

Microsoft Internet Explorer [X]


 Once you submit your answer, only a Functional Proponent, Trusted Agent Or Commander can Change it!



Answering Questions (continued)



Answers in tabular format

10003: Acquisition => Buildings [View all Questions](#)

Location: FORT BRAGG
Question Status: UnAnswered
Question Text: Enter the data about your buildings.
Answer Data must be as of:
Data Element Definition: Enter the data about your buildings.
Answer Source :

1 => building number	2 => name	3 => total square footage
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add 5 More](#)



Answering Questions (continued)



Questions with multiple parts

12001: Community => DoD Schools

[View Parent Question](#)

Submission 1

Location: FORT BRAGG
Question Status: [UnAnswered](#)
Question Text: Submit the information requested below for EACH of your DoD schools on post.
Answer Data must be as of: 30 SEP 03
Data Element Definition: Student capacity of DoD schools located on the installation.
Answer Source :

1 => School Name:

Answer:

2 => Grade Level(s) Supported

Answer:

- Kindergarden (K)
 Elementary (1-5)
 Middle School (6-8)
 High School (9-12)

3 => Total MAX Capacity

Answer: **Unit of Measure:**PN **No Decimal**

4 => Cafeteria Facilities?

Answer: Yes No

5 => Swimming Pool?

Answer: Yes No

Save

Save and Add

Delete

Submit and Add

Submit



Installation Critical Tasks

1. Accessing the site
2. Viewing questions
3. Creating new users
4. Assigning questions
5. Answering questions
6. Changing and approving answers
7. Precertifying the installation
8. Opening the installation for review
9. Certifying the installation



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

Welcome Ian.Anderson ! Here is a list of things you can do:

Role: INSTALLATION ADMINISTRATOR

- ▶ **View and Assign Questions to Functional Proponents/Responders**
- ▶ Change your **Password**
- ▶ Add a **Functional Proponent/Responder**
- ▶ Your **Stats at a Glance**



Changing and Approving Answers



Functional Proponents either approve.....

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)



BRAC 2005 - Data Collection Application

15006: Information Technology => OC6 Lines
[View all Questions](#)
[Previous](#)
[Next](#)
[Export to PDF](#)

Location: FORT BRAGG
Question Status: Answered
Question Text: How many OC6 lines enter your installation?
Answer Data must be as of:
Data Element Definition: Number of OC6 lines going into the post.
Answer: **Unit of Measure:** # (Number) **No Decimal**
Answer Source:

[Make Changes](#)
[Submit](#)

Answer History				Assignment History		
Answer	By	Date	Time	Assigned To	Date	Time
3	Ree.Sponder	10/22/003	15:12:48	Ree.Sponder	10/22/003	15:06:25
				Frank.Pierce	10/22/003	15:06:25
				Ian.Anderson	10/22/003	14:55:49





Changing and Approving Answers



..... or change answers

Home Help Contact Us LogOut

BRAC 2005 - Data Collection Application

15006: Information Technology => OC6 Lines View all Questions Previous Next Export to PDF

Location: FORT BRAGG
 Question Status: Answered
 Question Text: How many OC6 lines enter your installation?
 Answer Data must be as of:
 Data Element Definition: Number of OC6 lines going into the post.

Answer: **Unit of Measure: # (Number) No Decimal**

Answer Source:

Reason for Change:

Submit

Answer History				Assignment History		
Answer	By	Date	Time	Assigned To	Date	Time
3	Ree Sponder	10/22/003	15:12:48	Ree Sponder	10/22/003	15:06:25
				Frank Pierce	10/22/003	15:06:25
				Ian Anderson	10/22/003	14:55:49

Microsoft Internet Explorer

Once you Approve this answer, only Trusted Agent Or Commander can Change it!

OK Cancel



Installation Critical Tasks

1. Accessing the site
2. Viewing questions
3. Creating new users
4. Assigning questions
5. Answering questions
6. Changing and approving answers
7. Precertifying the installation
8. Opening the installation for review
9. Certifying the installation

Welcome George.Patton | Here is a list of things you can do:

Role: COMMANDER

- ▶ View and Assign Questions to Functional Proponents/Responders
- ▶ PreCertify Installation ←
- ▶ Change your Password
- ▶ Add a Functional Proponent/Responder
- ▶ Your Stats at a Glance



Pre-Certifying the Installation

Garrison Cdr and IA have the option of reviewing some or all answers prior to pre-certifying

Garrison Cdr pre-certifies installation

Home Help Contact Us LogOut

BRAC 2005 - Data Collection Application

Welcome George.Patton | Here is a list of things you can do: Role: COMMANDER

- ▶ View and Assign Questions to Functional Proponents/Responders
- ▶ PreCertify Installation ←
- ▶ Change your Password
- ▶ Add a Functional Proponent/Responder
- ▶ Your Stats at a Glance



Pre-Certifying the Installation



BRAC 2005 - Data Collection Application

[Home](#) [Help](#) [Contact Us](#) [LogOut](#)

George.Patton

You are about to certify your installation's answers. Once the certification process is complete, you cannot make any changes to the answers submitted. Changes may only be made by the Senior Mission Commander or Installation Administrator.

Precertify

Cancel

Microsoft Internet Explorer



Are you sure you wish to pre-certify the Installation? You will not be able to make any changes to the answers submitted.

OK

Cancel



Installation Critical Tasks

1. Accessing the site
2. Viewing questions
3. Creating new users
4. Assigning questions
5. Answering questions
6. Changing and approving answers
7. Precertifying the installation
8. Opening the installation for review
9. Certifying the installation

Home Help Contact Us LogOut

 BRAC 2005 - Data Collection Application

Welcome Omar.Bradley! Here is a list of things you can do: **Role: SENIOR MISSION COMMANDER**

- ▶ View my Installation Questions
- ▶ Change your Password



Opening the Installation for Review



Senior Mission Commander (SMC) reviews answers, then opens installation for review by MACOM & IMA Region
Higher level reviewers contact IA (or SMC) if changes are required

Home Help Contact Us LogOut

BRAC 2005 - Data Collection Application

Choose an Installation

FORT BRAGG View Stats Open for Review

Microsoft Internet Explorer

? You are about to open your installation answers for review by your IMA Region TA and all MACOM TAs. They will not be able to change any answers--they must contact you or your Installation Administrator to make changes. At the end of the review period, you must return to this page and click CERTIFY in order to certify your answers and submit them to HQDA.

OK Cancel



Installation Critical Tasks

1. Accessing the site
2. Viewing questions
3. Creating new users
4. Assigning questions
5. Answering questions
6. Changing and approving answers
7. Precertifying the installation
8. Opening the installation for review
9. Certifying the installation

Welcome Omar.Bradley! Here is a list of things you can do:

Role: SENIOR MISSION COMMANDER

- ▶ View my Installation [Questions](#)
- ▶ Change your [Password](#)





Certifying the Installation

Senior Mission Commander certifies installation data



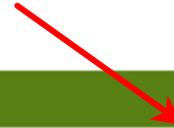
BRAC 2005 - Data Collection Application

Choose an Installation

FORT BRAGG

[View Stats](#)

[Certify Installation](#)





Certifying the Installation

Senior Mission Commander certifies installation data

 BRAC 2005 - Data Collection Application [Home](#) [Help](#) [Contact Us](#) [LogOut](#)

Omar.Bradley

You are about to certify your installations answers. Once the certification process is complete, you cannot make any changes to the answers submitted. You will be prompted to print and sign a certification memo with your installations certified answers at the end of this process.

If you want to review your answers, return to [View My Questions](#)

You will be required to sign the following certification:

The responses for FORT BRAGG are certified as accurate and complete to the best of the certifiers knowledge and belief. Attached is the response report printed from the Data Collection Tool.



Microsoft Internet Explorer

 You are about to certify that ALL answers are correct and accurate. NO changes can be made once this process is complete. Are you sure?



Data Call Audit Procedures

- USAAA and DoDIG will visit selected installations to validate data call submissions
- Backup documentation for all answers is required to be kept at Installation level in hard copy
 - Annotate in ODIN “Source” field the reference for each answer
- AAA will accept 3 types of evidence to support data:
 - Physical Evidence – memorandums, schedules, actual samples, photographs, charts, maps, graphs, etc.
 - Documentary Evidence – letters, contracts, accounting records, invoices, and the like.
 - Analytical Evidence – computations, comparisons, reasoning, and separation of info into components.
- All evidence should be factual, valid, reliable, consistent, and the most current data (unless specified otherwise)



Practical Exercise

Data Element Editor View all Data Elements and Questions Previous Next

Group	Other (Non-Installation)	Sequence Number	99002	Data Element	Excess Capacity-Maintenanc
Variable Name		As of Date	30 SEP 03	Collection	Data Call - I
Certifier	MACOM	Source	Installation	Answer Type	NUMERIC
POC Name	John Jones	POC Phone	703-555-1234	POC Email	john.jones@us.army.mil

Definition	Used For	Requestor
Excess capacity is the amount of maintenance capacity, in vehicles per day, that your installation can maintain above its current average requirement.	<input checked="" type="checkbox"/> Environmental Baseline <input type="checkbox"/> MVA <input type="checkbox"/> OSAF <input type="checkbox"/> IVT <input type="checkbox"/> COBRA <input type="checkbox"/> Capacity	<input type="checkbox"/> Education and Training <input type="checkbox"/> TABS <input type="checkbox"/> Hqs and Support <input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Medical <input type="checkbox"/> Supply and Storage <input type="checkbox"/> Technical <input type="checkbox"/> Intelligence
Question	View Questions	
What is your installation's excess vehicle maintenance capacity, in vehicles per day?		
Internal Note		
Review the wording of this question.		

Question Created:
Last Modified: 08/11/03 John.Markatos

Update
Delete
Inactivate





Next Steps

- Complete PE on your own
 - Contact POCs on slide #1 for assistance w/ training
- TABS will conduct live exercise for all installations 1-5 Dec 03. Exercise directive forthcoming...
- Ensure **key roles** are filled by personnel who will be present thru end of the data call (Feb 04)
- Data Call #1 is projected for Dec 03 – Feb 04
 - Data call tasking memo forthcoming
- Data Calls #2 (Mar 04) & #3 (Sep 04) as needed
- Getting help during the data call –
 - 1st – users contact their Installation Administrator (That's You!)
 - Email to: ODINHELP@hqda.army.mil
 - Call helpdesk at (703) 696-9779