



DEPARTMENT OF THE ARMY  
U.S. ARMY AUDIT AGENCY  
Office of the Deputy Auditor General  
Installations Management  
3101 Park Center Drive  
Alexandria, VA 22302-1596

DCN 9383

SAAG-IMT (36-2c)

20 February 2004

MEMORANDUM FOR Director, The Army Basing Study Group

SUBJECT: Review of Online Data Collection Tool: Process Controls  
(Project Code A-2003-IMT-0440.003), Audit Report: A-2004-0184-IMT

1. **Introduction.** The Director, The Army Basing Study Group asked us to review process controls for the Study Group's online data collection tool, which it will use to collect data from Army activities. The Study Group will combine the data with data from other sources and corporate databases and use the information to analyze and develop base realignment and closure recommendations for The Secretary of the Army. The Study Group will provide the data to functionally aligned Joint Cross-Service Groups for similar analyses using comparable data from the other Services and DOD agencies. This memorandum summarizes the results of our review. We will include these results, as well as additional observations based on the Army's actual use of the tool, in a separate overall report on the 2005 Army Basing Study process.

2. **Background.** The Secretary of Defense initiated Base Realignment and Closure (BRAC) 2005 on 15 November 2002. The Secretary of the Army established the Deputy Assistant Secretary of the Army (Infrastructure Analysis) to lead the Army's efforts to support BRAC 2005. The Deputy Assistant Secretary directs The Army Basing Study Group, which serves as the Army's single point of contact for planning and executing the Army's responsibilities in the development of BRAC 2005 recommendations. The Study Group will:

- Assess the military value of Army installations.
- Evaluate base realignment and closure alternatives.
- Develop recommendations for BRAC 2005 on behalf of The Secretary of the Army.

To accomplish this, the Study Group will obtain and analyze certified data from Army installations, industrial base sites and leased properties; Army corporate databases; and open source data. A flowchart of The

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Army Basing Study process is at enclosure 1. In June 2003 the Study Group awarded a contract to develop an online data collection tool. A flowchart showing how the tool will be used to collect data from Army installations and industrial base sites is in enclosure 2.

3. **Objective and Scope of the Review.** Our objective was to determine whether the online data collection tool has controls that minimize the risk of processing corrupted data. We performed the review from October to December 2003 in accordance with generally accepted government auditing standards. We limited the scope of this review based on The Army Basing Study Group's planned use of the tool—data collected will pass through the tool to a data warehouse—and our plans to review subsequent samples of collected data to verify if the data is supported and accurate. We reviewed only those process controls built into the online data collection tool that relate to access, data entry and submission, and data review and certification. We also:

- Interviewed key personnel from The Army Basing Study Group and the contractor developing the tool.
- Participated in a test of the tool on 2 December 2003 and examined process controls.
- Retested the tool on 10 December 2003.

4. **Results of the Review.** The online data collection tool has process controls that should minimize the risk of processing corrupted data. Access controls:

- Prevented unauthorized users from logging in.
- Required authorized users to sign nondisclosure agreements.

Data entry and submission controls prevented users from:

- Submitting answers to questions without citing sources.
- Submitting text answers for questions that require numeric answers.

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- Changing answers after submission without including reasons why the answers were changed.

The data collection tool did allow responders to skip questions by using the space bar, and they could enter numeric data for questions that require text answers. In addition, data review and certification controls prevented:

- Senior managers from reviewing answers before precertification by garrison commanders.
- Major command or U.S. Army Installation Management Agency region personnel from using the tool to change answers during the open review period before certification by senior mission commanders.

5. **Suggested Actions.** To ensure maximum integrity for the data The Army Basing Study Group receives from installations using the online data collection tool, the Study Group should:

- Instruct installations to review answers before certification to make sure all questions are answered and text answers don't include numeric data.
- Review all data received from installations to ensure that questions are answered and that answers are in the appropriate format. The group should follow up with installations to obtain corrected data as necessary.

The Study Group agreed to implement our suggestions and said it would take corrective actions in conjunction with the capacity data call. This data call was initiated on 6 January 2004 and should be completed in early April 2004.

6. **Closing Remarks.** This report isn't subject to the official command-reply process described in AR 36-2. If you have any questions or need additional information, please contact Mr. Lawrence Wickens at (703) 697-9769 or (703) 428-6524, or Mr. Clarence Johnson at

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(410) 278-4287 or DSN 298-4287. They also can be reached via e-mail  
at [Lawrence.Wickens@aaa.army.mil](mailto:Lawrence.Wickens@aaa.army.mil) or [Clarence.Johnson@aaa.army.mil](mailto:Clarence.Johnson@aaa.army.mil).

FOR THE AUDITOR GENERAL:

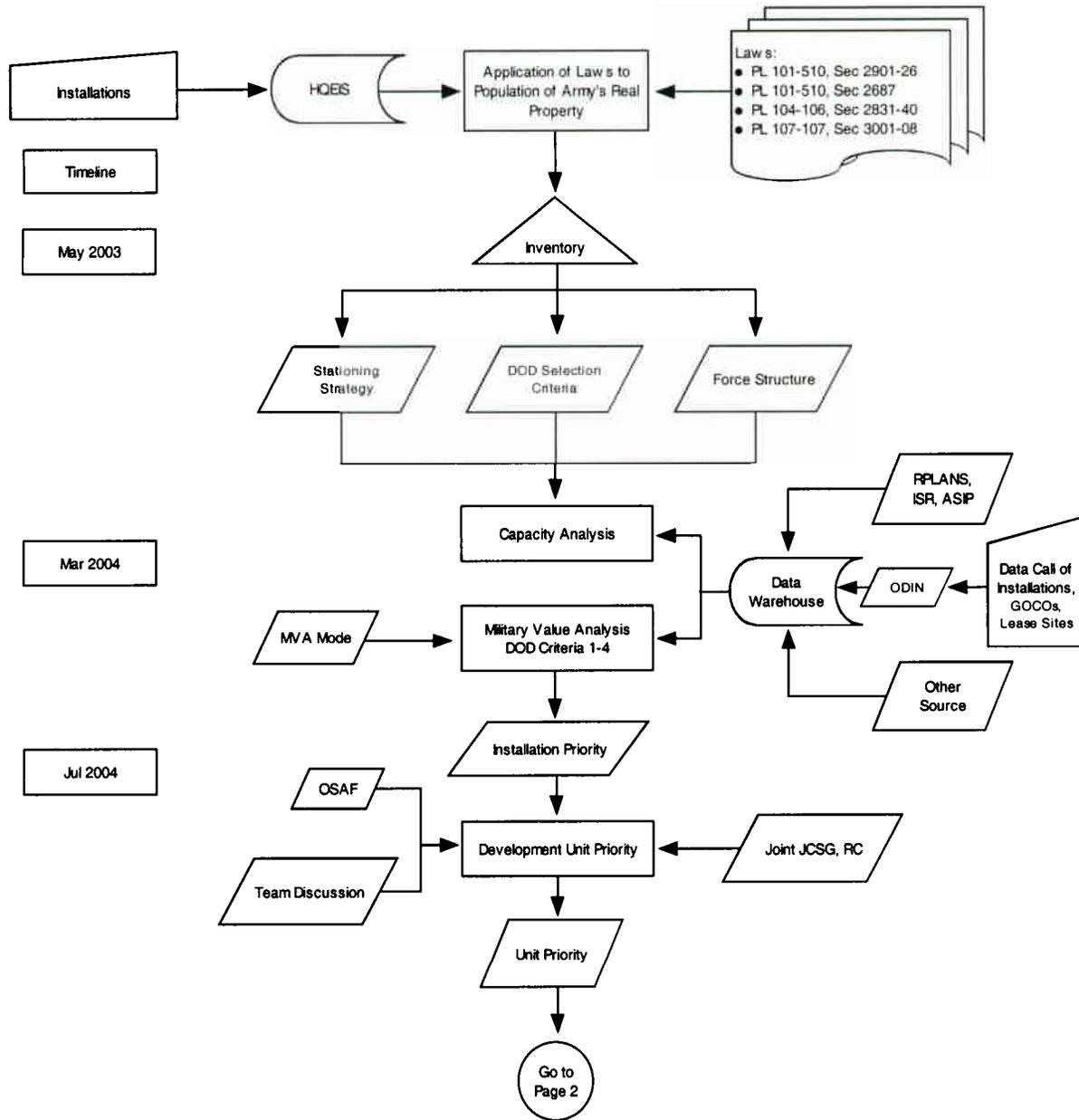


DAVID H. BRANHAM  
Program Director  
Installation Studies

2 Encls

CF:  
Office of the Inspector General, DOD  
The Auditor General, Air Force Audit Agency  
The Auditor General, Naval Audit Service

# THE ARMY BASING STUDY PROCESS



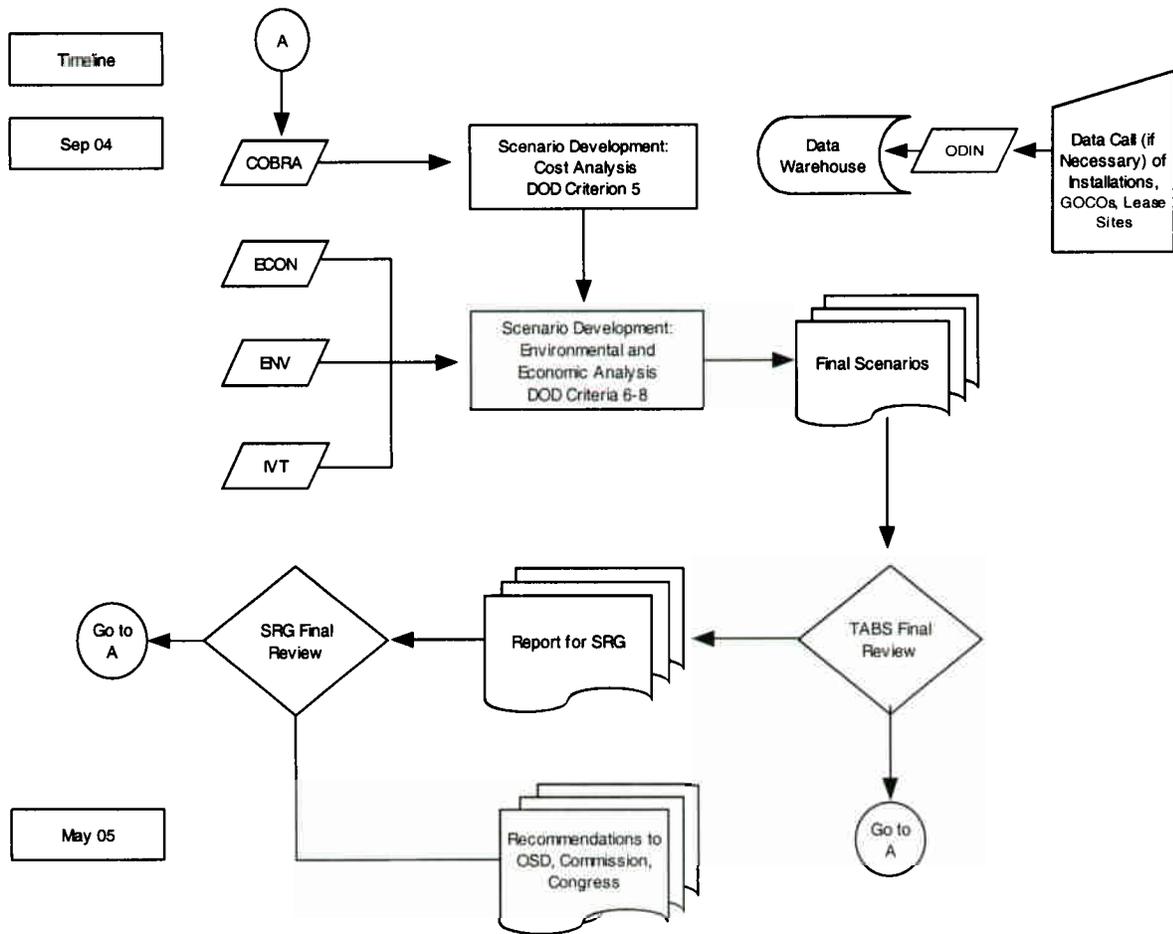
Acronyms and Abbreviations Used:

- |   |   |
|---|---|
| ASIP = Army Stationing and Installation Plan      | JCSG = Joint Cross-Service Group                    |
| COBRA = Cost of Base Realignment Action Model     | MVA = Military Value Analyzer Model                 |
| ECON = Economic Model                             | ODIN = On-Line Data Interface Collection            |
| ENV = Environmental Model                         | OSAF = Optimal Stationing of Army Forces            |
| GOCO = Government-Owned, Contractor-Operated      | OSD = Office of the Secretary of Defense            |
| HQEIS = Headquarters Executive Information System | PL = Public Law                                     |
| ISR = Installation Status Report                  | RC = Reserve Components                             |
| IVT = Installation Visualization Tool             | RPLANS = Real Property Planning and Analysis System |

Enclosure 1

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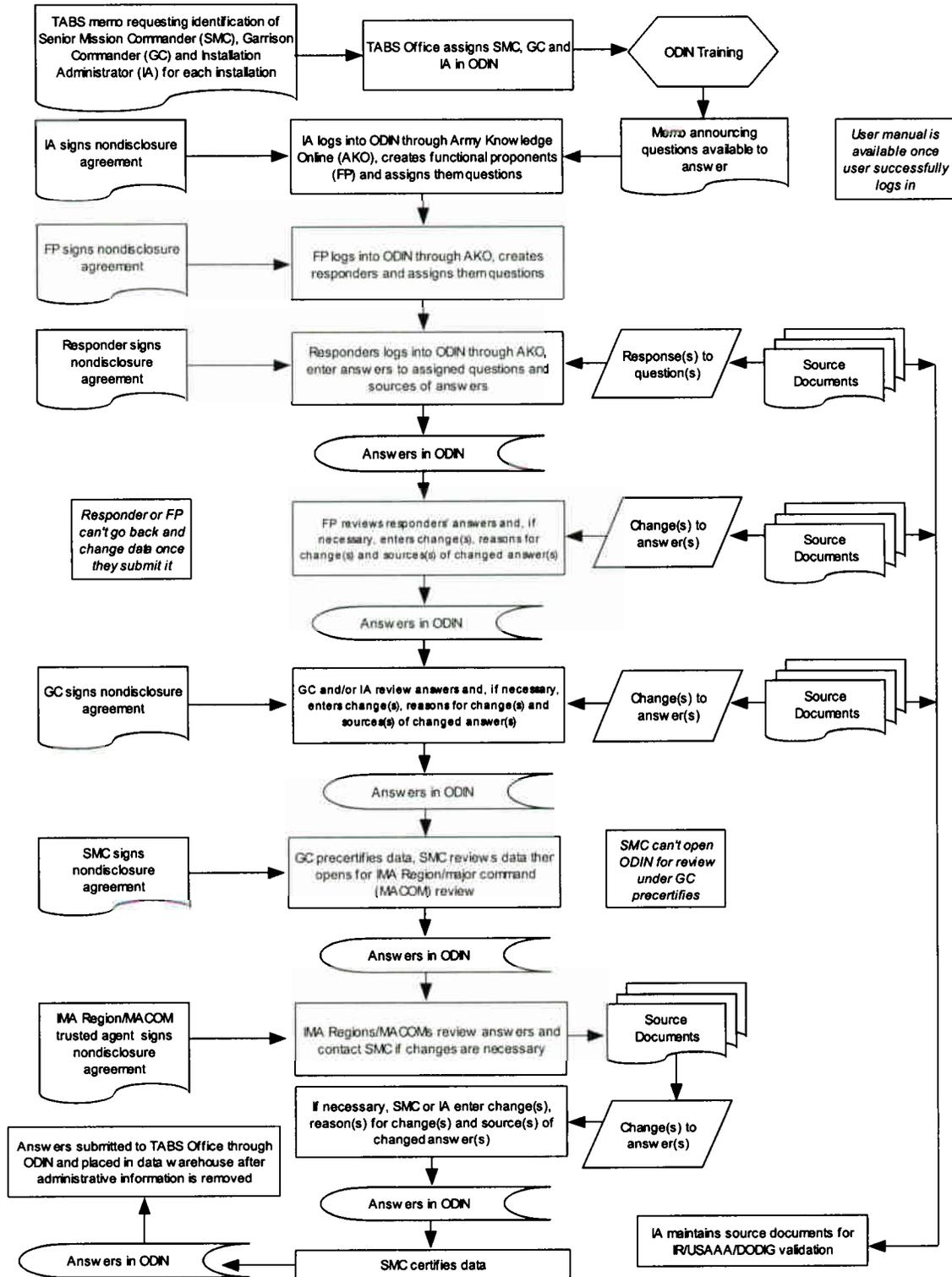
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**U.S. Army Audit Agency:**

1. Reviews inventory of Army installations subject to review.
2. Audits MVA model.
3. Audits ODIN.
4. Reviews OSAF.
5. Audits Validation of data used in process.
6. Audits COBRA model.
7. Audits management controls.
8. Audits The Army Basing Study Process.

## THE ARMY BASING STUDY'S ONLINE DATA COLLECTION TOOL (ODIN)



Enclosure 2