

Synopsis
of the
BAC 2005
Web-Based Installation Data Gathering Entry Tool
(WIDGET)
Instruction Manual Version 1.0
(undated)

I. HIERARCHY OF THE COLLECTION PROCESS:

Installation Commander

Trusted Agent (TA)

Functional POCs

Answerers

II. WIDGET WARNINGS/CAUTIONS/COMMENTS:

1. WIDGET is an AF web-based, client-server database for collecting certified data in support of BRAC 05 analysis efforts.
2. A Logon ID and password are required to access WIDGET.
3. Installation Commanders and their designated BRAC Lead, the Trusted Agent, will be assigned web site passwords by AF BRAC Office, SAF/IEB.
4. All users of BRAC WIDGET shall sign a Nondisclosure Agreement (NDA).
5. Names of individuals shall not be used anywhere within WIDGET.
6. **IMPORTANT:** Once a question/answer, section, or Installation has been LOCKed, one cannot re-gain access to change or manipulate the data. All subsequent changes to the data are made at the next higher level of responsibility, e.g., answer level changes are made at the section level, etc.

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III. ROLES/RESPONSIBILITIES OF THE HIERARCHY:

1. Installation Commander:

- a. Shall identify the TA to lead data collection.
- b. Shall ensure all Tenant Units are included in the data collection.
- c. Shall certify, through WIDGET online, the Installation including data from Tenant Units.
- d. Shall Sign and forward Installation certification memo to AFMC/XP.

2. Trusted Agent (TA):

- a. Shall issue/create/assign passwords/accounts for Functional POCs, as needed
 - (1) Shall maintain records, including name and login ID, of any accounts created.
- b. Shall assign additional TAs and/or Functional POCs as required and issue passwords/accounts.
- c. Shall ensure data are collected for entire Installation including Tenant Units.
 - (1) Shall include Tenant Units, as required, on data collection team.
 - (2) Shall assign a Tenant Unit TA, as required.
- d. Shall assign sections/questions to appropriate Functional POCs.
- e. Shall ensure all questions/sections are completed, reviewed, and certified.
- f. Shall ensure documentation is consolidated/reconciled.
- g. Shall ensure data response is ready for Commander's certification of the Installation.
- h. Shall maintain the Installation's Master Record (hardcopy) of certified answers, sources, account letters, and NDAs.

3. Functional POCs:

- a. Shall assign passwords/accounts to Answerers.
 - (1) Shall maintain records, including name and login ID, of any accounts they create.

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- b. Shall assign Answerers to questions within sections assigned by the TA.

(1) IMPORTANT: Only one (1) Answerer shall be assigned to a question!

- c. Shall be the reviewer/approval/change authority for all questions assigned once Answerer has LOCKed the questions.

- d. Shall print a copy of all questions, including source data, and ensure Answerer and Functional POC have signed/certified the question.

(1) Shall forward above along with Answerer accounts and NDAs to TA.

- e. Shall LOCK section once all questions have been reviewed/approved.

4. Tenants Units:

- a. Shall be a member of the Host Installation data collection team, as required.

- b. Shall forward their consolidated documentation to the Host Installation TA for the Installation Master Record.

5. Answerer:

- a. Shall provide answers to assigned questions based on the source identified within the question page.

(1) Shall provide name of document/database/source used with publication date when one is not directed.

(2) Shall explain steps and/or thought processes and methodology used in arriving at answer if no specific source is directed.

(3) Shall avoid the use of “professional judgment” as a source.

- b. Shall forward a copy of the source page used to answer the question to the Functional POC to be attached to the certified answer sheet.

- c. Shall LOCK the answer to the question assigned.

(1) IMPORTANT: Once answer is LOCKed, Answerer is prevented from making any subsequent changes.

6. Installation Master Record:

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- a. Shall be the official paper record of the questionnaire data that reflects the certified answers and other pertinent BRAC data gathering information for a specific Installation.
- b. Shall be maintained for audit purposes at the Installation for six (6) years after the BRAC Commission recommendations are enacted into law.
- c. Shall include, at a minimum:
 - (1) All certified question pages and attached source documents.
 - (2) Installation Commander and TA login account letters and NDAs including Tenant Units.
 - (3) Installation Functional POC and Answerer account letters and NDAs including Tenant Units.
 - (4) All change adjudication pages (signed and forwarded from the MAJCOM and/or HAF).
 - (5) Copy of Installation Commander and TA certification letters.

As of: 6 August 2003