
May 27, 2005



Infrastructure and Environment

Defense Contract Audit Agency Data
Call Submissions and Internal Control
Processes for Base Realignment and
Closure 2005
(D-2005-067)

Department of Defense
Office of Inspector General

Quality

Integrity

Accountability

Additional Copies

To obtain additional copies of this report, visit the Web site of the Department of Defense Inspector General at <http://www.dodig.mil/audit/reports> or contact the Secondary Reports Distribution Unit, Audit Followup and Technical Support at (703) 604-8937 (DSN 664-8937) or fax (703) 604-8932.

Suggestions for Future Audits

To suggest ideas for or to request future audits, contact Audit Followup and Technical Support at (703) 604-8940 (DSN 664-8940) or fax (703) 604-8932. Ideas and requests can also be mailed to:

ODIG-AUD (ATTN: AFTS Audit Suggestions)
Department of Defense Inspector General
400 Army Navy Drive (Room 801)
Arlington, VA 22202-4704

DEPARTMENT OF DEFENSE

hotline

To report fraud, waste, mismanagement, and abuse of authority.

Send written complaints to: Defense Hotline, The Pentagon, Washington, DC 20301-1900
Phone: 800.424.9098 e-mail: hotline@dodig.osd.mil www.dodig.mil/hotline

Acronyms

BRAC	Base Realignment and Closure
COBRA	Cost of Base Realignment Actions
DCAA	Defense Contract Audit Agency
DCAI	Defense Contract Audit Institute
DWO	Defense-Wide Organizations
DoD OIG	Department of Defense Office of Inspector General
ICP	Internal Control Plan
JCSG	Joint Cross Service Group
JPAT 7	Joint Process Action Team Criterion Number 7
OSD	Office of the Secretary of Defense



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

May 27, 2005

MEMORANDUM FOR DIRECTOR, DEFENSE CONTRACT AUDIT AGENCY

SUBJECT: Report on Defense Contract Audit Agency Data Call Submissions and
Internal Control Processes for Base Realignment and Closure 2005
(Report No. D-2005-067)

We are providing this report for information and use. Defense Contract Audit Agency provided comments. We considered management comments on the draft of this report when preparing the final report. The complete text of the comments is in the Management Comments section of the report.

We appreciate the courtesies extended to the staff. Questions should be directed to Deborah L. Carros at (703) 604-9217 (DSN 664-9217) or Ms. Lois J. Wozniak at (703) 604-9270 (DSN 664-9270). See Appendix F for the report distribution. The team members are listed inside the back cover.

By direction of the Deputy Inspector General for Auditing:

A handwritten signature in black ink, appearing to read "Richard B. Jolliffe".

Richard B. Jolliffe
Assistant Inspector General
Contract Management

Department of Defense Office of Inspector General

Report No. D-2005-067

May 27, 2005

(Project No. D2004-D000CH-0054.000)

Defense Contract Audit Agency Data Call Submissions and Internal Control Processes for Base Realignment and Closure 2005

Executive Summary

Who Should Read This Report and Why? Office of the Secretary of Defense personnel, Defense Contract Audit Agency management personnel, and anyone interested in the Base Realignment and Closure (BRAC) process should read this report. The report discusses the validity, integrity, and supporting documentation of the data provided by Defense Contract Audit Agency for BRAC 2005.

Background. BRAC 2005 is the formal process outlined in Public Law 101-510, “Defense Base Closure and Realignment Act of 1990,” as amended, under which the Secretary of Defense may realign or close military installations inside the United States and its territories. As part of BRAC 2005, the Under Secretary of Defense for Acquisition, Technology, and Logistics issued “Transformation Through Base Realignment and Closure (BRAC 2005) Policy Memorandum One—Policy, Responsibilities, and Procedures,” on April 16, 2003, which states that the Department of Defense Office of Inspector General would review the accuracy of BRAC data and the certification process.

The BRAC 2005 process was mandated by the April 16, 2003, memorandum. The BRAC 2005 data collection process was divided into the following data calls: capacity analysis, supplemental capacity, military value, Cost of Base Realignment Actions, Joint Process Action Team Criterion Number 7, and scenario specific. The supplemental capacity, military value, Cost of Base Realignment Actions, and Joint Process Action Team Criterion Number 7 data calls were collectively known as the second data call. The Defense Contract Audit Agency, headquartered at Fort Belvoir, Virginia, performs contract audits for the Department of Defense, and provides accounting and financial advisory services regarding contracts and subcontracts to Department of Defense Components responsible for procurement and contract administration. The Defense Contract Audit Agency has 5 regional offices which manage more than 300 field audit offices, and the Defense Contract Audit Institute which provides training for Defense Contract Audit Agency auditors.

Results. We evaluated the validity, integrity, and supporting documentation of BRAC 2005 data and compliance with the Office of the Secretary of Defense and Defense Contract Audit Agency internal control plans at seven sites for the capacity analysis data call, seven sites for the second data call, and one site for the scenario specific data call. We issued seven site memorandums to the Director, Defense Contract Audit Agency during April and May 2004, summarizing the results of the capacity analysis data call, and seven site memorandums from November 2004 through

January 2005, summarizing the results of the second data call. The scenario specific data call responses were reviewed on January 12, 2005. A site memorandum for the scenario specific data call was not issued. This report summarizes issues related to the Defense Contract Audit Agency BRAC 2005 capacity analysis data call process as of April 5, 2004; the second data call process as of October 8, 2004; and the scenario specific data call process as of January 12, 2005.

The Defense Contract Audit Agency provided BRAC 2005 data that were generally supported, complete, and reasonable after corrections were made. We verified and concurred with changes submitted for the capacity analysis data call between March 23 and April 5, 2004, and for the second data call on October 8, 2004. However, for the capacity analysis data call, the Defense Contract Audit Agency Headquarters had one inaccurate response and one response that was not adequately supported; the Mid-Atlantic Region Office had one response that was partially supported; and the Defense Contract Audit Institute Office had eight responses that were not adequately supported. For the second data call, 21 responses from the five regional offices were inaccurate or inadequately supported. We were unable to determine the materiality of the inaccurate or inadequately supported responses to the capacity analysis and second data calls for the Defense Contract Audit Agency BRAC 2005 analysis. Subsequent to our review, the Joint Process Action Team Criterion Number 7 group sent requests to some Defense agencies and Defense-Wide Organizations for clarification on some responses, which may have resulted in changes to original responses; we did not review those responses. Defense Contract Audit Agency may have made changes subsequent to our review that we did not verify and that could have corrected issues identified.

The Defense Contract Audit Agency data collection process generally complied with applicable internal control plans and properly incorporated and supplemented the Office of the Secretary of Defense internal control plan. However, we identified four Defense Contract Audit Agency internal control plan noncompliances. We determined that the four internal control plan noncompliances were not material and should not affect the integrity of the Defense Contract Audit Agency data for use in BRAC 2005 analysis.

Management Comments and Audit Response. We provided a draft of this report on May 3, 2005. Although no comments were required, the Defense Contract Audit Agency provided comments stating that the report was not accurate or complete because the report failed to adequately discuss that the regions, the Defense Contract Audit Institute, and Headquarters made corrections and changes, and the Office of Inspector General review team verified the corrections. Defense Contract Audit Agency also stated that they continued to meet and discuss clarifications and corrections with the Office of the Secretary of Defense BRAC office resulting in a revised BRAC 2005 Response (Revision 6) submission on April 14, 2005. The draft report statements on the accuracy and reasonableness of Defense Contract Audit Agency responses to BRAC data questions were accurate and complete. The report noted for each data call that responses were generally accurate and reasonable “after corrections were made.” In response to management comments, however, we added statements to the final report to clarify the scope and dates of our review of responses and revised responses. Defense Contract Audit Agency may have made changes subsequent to our review that we did not verify and that could have corrected issues identified. See the Finding section of the report for a discussion of management comments and the Management Comments section of the report for the complete text of the comments.

Table of Contents

Executive Summary	i
Background	1
Objectives	3
Finding	
Defense Contract Audit Agency BRAC 2005 Data Call Submissions and Internal Control Processes	4
Appendixes	
A. Scope and Methodology	10
Management Control Program Review	13
B. Prior Coverage	14
C. Capacity Analysis Data Call Questions Reviewed	16
D. Second Data Call Uncorrected Responses	23
E. Second Data Call Questions Reviewed	25
F. Report Distribution	31
Management Comments	
Defense Contract Audit Agency	33

Background

Base Realignment and Closure 2005. Public Law 101-510, “Defense Base Closure and Realignment Act of 1990,” as amended, establishes the procedures under which the Secretary of Defense may realign or close military installations inside the United States and its territories. The law authorizes the establishment of an independent Commission to review the Secretary of Defense recommendations for realigning and closing military installations. The Secretary of Defense established and chartered the Infrastructure Executive Council and the Infrastructure Steering Group as the Base Realignment and Closure (BRAC) 2005 deliberative bodies responsible for leadership, direction, and guidance. The deadline for the Secretary of Defense to submit BRAC recommendations to the independent Commission was May 16, 2005.

Joint Cross Service Groups. A primary objective of BRAC 2005, in addition to realigning base structure, was to examine and implement opportunities for greater joint activity. The Office of the Secretary of Defense (OSD) established seven Joint Cross Service Groups (JCSG): Education and Training, Headquarters and Support Activities, Industrial, Intelligence, Medical, Supply and Storage, and Technical. The JCSGs addressed issues that affect common business-oriented support functions, examined functions in the context of facilities, and developed realignment and closure recommendations based on force structure plans of the Armed Forces and on selection criteria. Each JCSG developed data call questions to obtain information to analyze the functions.

BRAC 2005 Data Calls. The BRAC 2005 process was mandated for the United States and its territories, and was divided into the following data calls: capacity analysis, supplemental capacity, military value, Cost of Base Realignment Actions (COBRA), Joint Process Action Team Criterion Number 7 (JPAT 7), and scenario specific. The first data call addressed capacity analysis issues. The supplemental capacity, military value, COBRA, and JPAT 7 data calls were collectively known as the second data call. The Services and JCSGs directed scenario specific data calls to the Defense agencies or Defense-Wide Organizations (DWO) affected by that scenario. The Services, Defense agencies, and DWOs used either automated data collection tools or a manual process to collect data call responses. Each data call had a specific purpose as follows.

- The capacity analysis data call gathered data on infrastructure, current workload, surge requirements, and maximum capacity.
- The supplemental capacity data call clarified inconsistent data gathered in the initial capacity analysis data call.
- The military value data call gathered data on mission requirements, land and facilities, mobilization and contingency, and cost and personnel.

-
- The COBRA data call gathered data to develop costs, savings, and payback (formerly known as return on investment) of proposed realignment and closure actions.
 - The JPAT 7 data call gathered data to assess the community's ability to support additional forces, missions, and personnel associated with individual scenarios.¹
 - The scenario specific data call gathered data related to specific scenario conditions for realignment or closure.

Internal Control Plans. OSD distributed the OSD internal control plan (ICP) under the Under Secretary of Defense for Acquisition, Technology, and Logistics' memorandum, "Transformation Through Base Realignment and Closure (BRAC 2005) Policy Memorandum One—Policy, Responsibilities, and Procedures" (Policy Memorandum One), April 16, 2003. The OSD ICP was for all JCSGs and guided DoD Component ICPs. Before the BRAC data calls were released, the OSD ICP required the Services, Defense agencies, and DWOs to prepare ICPs that complied with and supplemented the OSD ICP. To comply with that requirement, the Defense Contract Audit Agency (DCAA) Headquarters prepared an overall DCAA ICP, "Defense Contract Audit Agency (DCAA) Base Realignment and Closure (BRAC) 2005 Internal Control Plan (ICP)." The DCAA ICP was updated on September 10, 2004. DCAA used Microsoft Word to summarize collected data for the capacity analysis data call, and the Data Gathering Tool, a modified Microsoft Access tool developed to collect BRAC data for those not using an automated data collection tool, for the second data call.

Department of Defense Office of Inspector General Responsibility. Policy Memorandum One requires the Department of Defense Office of Inspector General (DoD OIG) to provide ICP development and implementation advice, review the accuracy of BRAC data, and evaluate the data certification processes. In addition, Policy Memorandum One requires DoD OIG personnel to assist the JCSGs and DoD Components as needed. This report summarizes OIG efforts related to the DCAA BRAC 2005 process.

Defense Contract Audit Agency. DCAA, headquartered at Fort Belvoir, Virginia (VA), performs contract audits for DoD, and provides accounting and financial advisory services regarding contracts and subcontracts to DoD Components responsible for procurement and contract administration. DCAA consists of a headquarters office at Fort Belvoir, VA, and five regional offices: Central Region Office, Irving, Texas (TX); Eastern Region Office, Smyrna, Georgia (GA); Western Region Office, La Mirada, California (CA); Mid-Atlantic Region Office, Philadelphia, Pennsylvania (PA); and Northeastern Region Office, Lowell, Massachusetts (MA). The regional offices manage more than 300 field audit offices and sub-offices located throughout the United States, Europe, and the Pacific. The Defense Contract Audit Institute (DCAI) is a component of

¹ A scenario is a description of one or more potential closure or realignment actions identified for formal analysis by either a JCSG or Military Department.

DCAA Headquarters and is located in Memphis, Tennessee (TN). The DCAI mission is to provide knowledge and skills training for DCAA auditors.

Objectives

The overall objective of the audit was to evaluate the validity, integrity, and supporting documentation of data that DCAA collected and submitted for the BRAC 2005 process. In addition, we evaluated whether DCAA complied with the OSD and DCAA ICPs. See Appendix A for a discussion of the scope and methodology and Appendix B for prior coverage related to the audit objectives. This report is one in a series on data call submissions and internal control processes for BRAC 2005.

Defense Contract Audit Agency BRAC 2005 Data Call Submissions and Internal Control Processes

DCAA responses to the BRAC 2005 data calls were generally accurate, supported, and reasonable after corrections were made. However, DCAA had 1 inaccurate response, 1 partially supported response, and 9 responses that were not adequately supported for the capacity analysis data call; and 14 inaccurate responses and 7 responses that were not adequately supported for the second data call. The DCAA data collection process generally complied with the applicable ICPs, and properly incorporated and supplemented the OSD ICP. However, we identified four noncompliances at the Central and Northeastern Region Offices. We were unable to determine the validity of the partially supported and inadequately supported responses, and we could not determine whether these responses had a material effect on the BRAC 2005 analysis for DCAA. The DCAA ICP noncompliances were not material and should not affect the integrity of the DCAA data for use in the BRAC 2005 analysis.

DCAA BRAC 2005 Data Call Submissions

DCAA provided data for the BRAC 2005 analysis that were generally supported, complete, and reasonable once corrections were made. However, 11 responses to the capacity analysis data call were inaccurate, partially supported, or inadequately supported, and 21 responses to the second data call were inaccurate or inadequately supported. DCAA received the data call questions, reviewed the questions for applicability, and targeted specific questions for each site. We evaluated the validity, integrity, and supporting documentation of the responses to DCAA targeted questions. Specifically, we compared responses with supporting documentation for accuracy and reviewed “Not Applicable” (N/A) responses for reasonableness. We did not verify that the responses were entered into the OSD Database.

Capacity Analysis Data Call. DCAA responses to the capacity analysis data call were generally accurate, reasonable, and adequately supported after corrections were made, and the N/A responses were reasonable. We verified and concurred with the changes submitted by the regions, DCAI, and DCAA Headquarters for the capacity analysis data call between March 23 and April 5, 2004. However, DCAA Headquarters had one inaccurate response, and one response that was not adequately supported; the Mid-Atlantic Region Office had one response that was

partially supported;² and DCAI had eight responses that were not adequately supported. Specifically:

- The DCAA Headquarters response to question number 329 was not adequately supported, and the response to question number 463 was inaccurate. Specifically, for question number 463, we identified a difference of four people between the staffing chart and the reported answer.
- The Mid-Atlantic Region response to question number 301 was partially supported. Specifically, support for the response to the second part of question number 301 consisted of e-mail documents and interviews indicating gross square footage calculations were based on manually counting ceiling tiles.
- The DCAI responses to question numbers 105, 107 through 109, 111, 311, 472, and 749 were not adequately supported. DCAI personnel submitted corrections to DCAA Headquarters for question numbers 105, 107, and 111; we were unable to determine if the supporting documents were adequate and question responses were reasonable because supporting documentation for the corrected responses was not available for review at DCAA Headquarters.

We inquired during our second data call site visits whether responses had been revised or additional supporting documentation had been submitted for the unresolved issues associated with the capacity analysis data call. DCAA Headquarters, Mid-Atlantic Region, and DCAI personnel stated that no changes were made since the issuance of the site memorandums. We were unable to determine the validity of the partially supported response and the nine inadequately supported responses, and we could not determine whether these responses had a material effect on the BRAC 2005 analysis for DCAA. However, we determined that the inaccurate response to the capacity analysis data call was not material and should not have a material effect on the BRAC 2005 analysis for DCAA.

The OSD BRAC Office sent DCAA Headquarters 753 capacity analysis data call questions. DCAA BRAC officials reviewed those questions and selected specific questions to forward to each DCAA site. DCAA BRAC officials forwarded 36 questions to DCAA Headquarters, 24 questions to each of the 5 regional offices located in the continental United States, and 8 questions to DCAI. DCAA Headquarters personnel responded to 21 questions with an N/A response and 15 questions with an answer. The regional offices each responded to 20 questions with an N/A response and 4 questions with an answer. DCAI responded to eight questions with an answer. We evaluated the responses and supporting documentation at seven sites in the continental United States: DCAA Headquarters at Fort Belvoir, VA; Central Region Office, Irving, TX; Eastern

² Capacity analysis data call question number 301 asked for the building number, name, address, DoD host, and gross square feet assigned by the host for each building of owned, administrative space occupied outside the Washington, D.C., area. Additionally, the question asked for the personnel breakdown of authorized and on-board contractors per building.

Region Office, Smyrna, GA; Western Region Office, La Mirada, CA; Mid-Atlantic Region Office, Philadelphia, PA; Northeastern Region Office, Lowell, MA; and DCAI, Memphis, TN. See Appendix C for a list of sites visited, the sub-activities for each region, and the questions reviewed. DCAA Headquarters answered on behalf of the Headquarters and 95 Operations Audit Liaison offices, and each of the 5 regional offices answered on behalf of the regional and the field audit offices and sub-offices (referred to as sub-activities in this report) within the region.

Second Data Call. DCAA responses to the second data call were generally accurate and supported once corrections were made, and the N/A responses were reasonable. We verified and concurred with the changes submitted to DCAA Headquarters through October 8, 2004. We identified inaccurate responses and responses with inadequate support during our review. We were unable to determine the validity of the inadequately supported responses. DCAA sites revised responses and provided supporting documentation to correct most of the issues. However, we could not determine whether the inadequately supported and uncorrected responses had a material effect on the BRAC 2005 analysis for DCAA. See Appendix D for details on the uncorrected responses for the five regional offices.

We evaluated the responses and supporting documentation at seven DCAA locations in the continental United States: DCAA Headquarters at Fort Belvoir, VA; Central Region Office, Irving, TX; Eastern Region Office, Smyrna, GA; Western Region Office, La Mirada, CA; Mid-Atlantic Region Office, Philadelphia, PA; Northeastern Region Office, Lowell, MA; and DCAI, Memphis, TN. See Appendix E for a list of sites visited, the sub-activities for each region, and the questions reviewed.

DCAA received targeted questions from the JCSGs. In addition, DCAA was required to answer JPAT 7 and COBRA data call questions for stand-alone facilities, including leased facilities. DCAA Headquarters determined which questions would be answered by DCAA Headquarters, the five regional offices, and DCAI. DCAA Headquarters responded on behalf of the Headquarters and sub-activities located in the statutory National Capital Region. The five regional offices provided responses for the region office and on behalf of the field audit offices and sub-activities within the region.

We did not make a determination as to whether DCAA Headquarters' response to the Headquarters and Support Activities JCSG military value question numbers 1907³ and 1908⁴ were supported, complete, and accurate. We could not verify the supporting documentation because it consisted of personal electronic calendars and a memorandum that could not be validated. In addition, DCAA Headquarters directed the regional offices and DCAI to respond to JPAT 7 question numbers 1400 and 1414 with county data instead of Military Housing Area data as

³ The question asked for the number of meetings between an organization's senior officials, including flag officers, and senior officials from another organization located in the Washington, D.C., area.

⁴ The question asked for the number of meetings between an organization's senior officials, including flag officers, and members of Congress or their staffs.

requested. DCAA Headquarters also directed regional offices and DCAI to respond to JPAT 7 question numbers 1405 and 1406 using data for a 20-mile radius instead of the Military Housing Area as requested. Therefore, none of the DCAA responses to JPAT 7 question numbers 1400, 1405, 1406, and 1414 met the intent of the questions. Subsequent to our review, the JPAT 7 group sent requests to some Defense agencies and DWOs for clarification on some responses, which may have resulted in changes to original responses; we did not review changes to original responses. Therefore, the issues related to these questions may no longer be valid.

Scenario Specific Data Call. DCAA Headquarters responded to one scenario specific data call as of January 12, 2005. We evaluated the responses and support at DCAA Headquarters for the Education and Training JCSG scenario number E&T-0013 and determined the responses to be reasonable and adequately supported.

Internal Control Processes

DCAA generally complied with the ICPs for the data calls, and the DCAA ICP properly incorporated and supplemented the OSD ICP requirements. However, we identified four ICP noncompliances at the Central and Northeastern Region Offices. We determined that the four ICP noncompliances were not material and should not affect the integrity of the DCAA data for use in BRAC 2005 analysis.

We evaluated compliance with the ICPs at seven sites for the capacity analysis data call: DCAA Headquarters at Fort Belvoir, VA; Central Region Office, Irving, TX; Eastern Region Office, Smyrna, GA; Western Region Office, La Mirada, CA; Mid-Atlantic Region Office, Philadelphia, PA; Northeastern Region Office, Lowell, MA; and DCAI, Memphis, TN. We visited the same seven sites for the second data call, and only DCAA Headquarters for the scenario specific data call. We evaluated the BRAC 2005 data collection process at each office to determine compliance with OSD and DCAA ICPs. The evaluations included reviewing whether all personnel participating in the BRAC process completed nondisclosure statements, all BRAC documents were properly marked with the Deliberative Document security markings, and all BRAC data were stored, safeguarded, and maintained in locked containers.

Compliance With ICPs. DCAA generally complied with the ICPs for the capacity analysis, the second, and the scenario specific data calls. However, we identified DCAA ICP noncompliances which were not material and should not impact the integrity of the DCAA data for use in BRAC 2005 analysis. DCAA had one noncompliance with the OSD ICP in that DCAA had not properly marked some of the BRAC-related documents used to support answers to capacity analysis and second data call questions as required. Upon being notified of the noncompliance, DCAA corrected the ICP noncompliance at all locations except Central Region.

DCAA had three noncompliances with the DCAA ICP during the second data call. Specifically, the Central Region Office reviewer approvals were dated

before the responders' preparation dates; DCAA Northeastern Region personnel did not sign each question page for the second data call and did not complete a certification page for each question; and the Central and Northeastern Region Offices did not maintain an access log for the locked storage cabinets containing BRAC documentation.

Completeness of the DCAA ICP. The DCAA ICP properly incorporated and supplemented the requirements established in the OSD ICP and provided guidance on DCAA personnel responsibilities. The DCAA ICP provided a consistent set of management controls to ensure the accuracy, completeness, and integrity of BRAC data and limit the possibility of premature disclosure of BRAC information. The DCAA ICP provided documentation requirements, review procedures, and certification procedures that applied to all DCAA sites. The DCAA ICP also included direction on completing nondisclosure agreements and on collecting, marking, safeguarding, and maintaining BRAC data. In addition, the DCAA ICP identified the documentation required to revise answers after certification and submission to the OSD BRAC Office.

Conclusion

DCAA responses to the BRAC data calls were generally supported, complete, and reasonable after corrections were made. However, 11 responses to the capacity analysis data call were inaccurate, partially supported, or inadequately supported, and 21 responses to the second data call from the 5 regional offices were inaccurate or inadequately supported. The DCAA ICP properly incorporated and supplemented the OSD ICP, and the DCAA data collection process generally complied with the ICPs. However, we identified four noncompliances at the Central and Northeastern Region Offices. We discussed the results of the data call submissions and ICP reviews with DCAA personnel at each location upon completion of data validation and site visit. We could not determine whether the unresolved issues with the responses will have a material effect on the BRAC 2005 analysis for DCAA. The DCAA ICP noncompliances were not material and should not affect the integrity of the DCAA data for use in the BRAC 2005 analysis. DCAA may have made changes subsequent to our review that we did not verify and that could have corrected issues identified.

Management Comments on the Finding and Audit Response

Although not required to comment, the Assistant Director of Operations, DCAA provided the following comments on the report. For the full text of DCAA comments, see the Management Comments section of the report.

DCAA Comments. The Assistant Director of Operations, DCAA stated the report was not accurate or complete, and the statement that the report summarized issues as of January 12, 2005, was misleading because the report did not consider revisions made to BRAC 2005 data and DCAA ICP. The Assistant Director stated that the regions, DCAI, and DCAA Headquarters submitted corrections and changes for all discrepancies and included the corrections in a March 15, 2004,

BRAC response. The Assistant Director stated that the report fails to adequately discuss that DCAA made the changes and the OIG review team verified the changes. Additionally, DCAA submitted BRAC 2005 Response (Revision 1) on May 24, 2004, which corrected four previously cited questions and answers. The Assistant Director further stated that DCAA continued to meet and discuss clarifications and corrections with the OSD BRAC Office and submitted the BRAC 2005 Response (Revision 6) on April 14, 2005.

Audit Response. The draft report statements on the accuracy and reasonableness of DCAA responses to BRAC data questions were accurate and complete. The report noted for each data call that responses were generally accurate and reasonable “after corrections were made.” In response to management comments, however, we added statements to the final report to clarify the scope and dates of our review of responses and revised responses. Specifically, we verified and concurred with changes submitted by the regions, DCAI, and DCAA Headquarters for the capacity analysis data call at DCAA Headquarters between March 23 and April 5, 2004. We were unable to determine if the supporting documents were adequate and question responses were reasonable for DCAI because supporting documentation for the corrected responses was not available for review at DCAA Headquarters. We inquired during our second data call site visits whether additional revisions and supporting documentation had been submitted regarding the unresolved issues for the capacity analysis data call. Management at the DCAA Headquarters, Mid-Atlantic Region, and DCAI stated that no additional changes had been made for the capacity analysis data call. We verified and concurred with the changes submitted for the second data call at DCAA Headquarters on October 8, 2004. This report addresses capacity analysis data call responses as of April 5, 2004, and second data call responses as of October 8, 2004, that we determined were inaccurate or unsupported. We did not review subsequent changes DCAA may have made to responses after April 5, 2004, for the capacity analysis data call and after October 8, 2004, for the second data call. Scenario specific data call responses were reviewed on January 12, 2005.

Appendix A. Scope and Methodology

We evaluated the validity, integrity, and supporting documentation of DCAA BRAC 2005 data. Specifically, we compared question responses to supporting documentation and reviewed N/A question responses to determine whether responses were reasonable. Questions were answered or identified as N/A; an N/A response was provided for questions DCAA determined did not apply. We reviewed documentation dated from July 1991 through September 2004. However, we did not verify that DCAA responses were entered into the OSD Database. We evaluated whether the DCAA ICP incorporated and supplemented the requirements of the OSD ICP. We also evaluated site data collection procedures for compliance with ICP procedures, to include whether all personnel participating in the BRAC process completed nondisclosure statements; all BRAC documents were properly marked with the Deliberative Document security markings; and all BRAC data were stored, safeguarded, and maintained in locked containers. In addition, we interviewed personnel responsible for preparing and certifying data call responses.

Capacity Analysis Data Call. The OSD BRAC Office sent DCAA Headquarters 753 capacity analysis data call questions. DCAA BRAC officials reviewed those questions and selected specific questions to forward to each DCAA site. DCAA BRAC officials forwarded 36 questions to DCAA Headquarters, 24 questions to each of the 5 regional offices located in the continental United States, and 8 questions to DCAI. DCAA Headquarters answered on behalf of the Headquarters and 95 Operations Audit Liaison offices, and each of the 5 regions answered on behalf of the region and its sub-activities. DCAA Headquarters personnel responded to 21 questions with an N/A response and 15 questions with an answer. The regional offices each responded to 20 questions with an N/A response and 4 questions with an answer. The DCAI responded to eight questions with an answer. See Appendix C for a listing of the questions answered by the DCAA Headquarters, regional offices and sub-activities, and DCAI. We did not validate the DCAA Headquarters selection process or the questions not selected.

We evaluated the data call responses at each DCAA site visited, including: DCAA Headquarters, Fort Belvoir, VA; Central Region Office, Irving, TX; Eastern Region Office, Smyrna, GA; Western Region Office, La Mirada, CA; Mid-Atlantic Region Office, Philadelphia, PA; Northeastern Region Office, Lowell, MA; and DCAI, Memphis, TN. We audited the capacity analysis data call responses for DCAA during the period from March through April 2004, and reviewed changes to responses at DCAA Headquarters from March 23 through April 5, 2004. We were unable to determine if the supporting documents were adequate and question responses were reasonable for DCAI because supporting documentation for the corrected responses was not available for review at DCAA Headquarters. We issued seven site memorandums to the Director, DCAA during April and May 2004, summarizing the results of these site visits.

Second Data Call. The OSD BRAC Office sent DCAA Headquarters 192 questions. DCAA Headquarters reviewed the data call questions and further targeted specific questions to DCAA regional offices and DCAI. DCAA BRAC

officials forwarded 192 questions to DCAA Headquarters, 28 questions to each of 3 regional offices, 26 questions to each of 2 regional offices, and 30 questions to DCAI for the second data call.

DCAA Headquarters received targeted questions from the JCSGs. Specifically, DCAA received:

- Headquarters and Support Activities JCSG military value question numbers 1905 and 1907 through 1917;¹
- Headquarters and Support Activities JCSG supplemental capacity question numbers 4072 through 4074, 4079 through 4081, 4096, and 4099 through 4103;
- Education and Training JCSG military value question numbers 1600 through 1760;
- Education and Training JCSG supplemental capacity question numbers 4000 and 4001;
- Medical JCSG supplemental capacity question numbers 4242 through 4246;
- COBRA question numbers 1500 through 1507; and
- JPAT 7 question numbers 1400 through 1417, 1420, and 1421.²

DCAA Headquarters directed the regional offices and DCAI to respond to JPAT 7 question numbers 1400 and 1414 with county data instead of Military Housing Area data as requested. DCAA Headquarters also directed regional offices and DCAI to respond to JPAT 7 question numbers 1405 and 1406 using data for a 20-mile radius instead of the Military Housing Area as requested. We did not validate the DCAA Headquarters selection process or the questions not selected. However, DCAA complied with the requirement to have all stand-alone facilities and host installations, including leased facilities, answer JPAT 7 and COBRA data call questions. DCAA stand-alone facilities included 5 regional offices, 95 sub-activities, and DCAI.

We visited DCAA Headquarters, all five regional offices, and DCAI. We audited the second data call responses for DCAA during the period from August 2004 through October 2004 and reviewed changes to responses at DCAA Headquarters through October 8, 2004. Subsequent to our review, the JPAT 7 group sent requests to some Defense agencies and DWOs for clarification on some responses, which may have resulted in changes to original responses; we did not

¹ We did not make a determination as to whether DCAA Headquarters' response to the Headquarters and Support Activities JCSG question numbers 1907 and 1908 were supported, complete, and accurate. We could not verify the supporting documentation because it consisted of personal electronic calendars and a memorandum that could not be validated.

² The JPAT 7 group replaced question numbers 1418 and 1419 with question numbers 1420 and 1421.

review changes to original responses. In addition to reviewing the second data call responses, we inquired whether initial capacity analysis data call responses identified in our site memorandums as inaccurate had been changed or additional supporting documentation had been provided for inadequately supported responses. Specifically our site memorandums identified issues with the following:

- question numbers 327, 329, 446, 462, and 463 at DCAA Headquarters;
- question numbers 301 and 311 at the Eastern Region Office;
- question number 311 at the Western Region Office;
- question numbers 301, 311, 462, and 463 at the Mid-Atlantic Region Office; and
- question numbers 105, 107 through 109, 111, 311, 472, and 749 at DCAI.

DoD OIG issued seven site memorandums to the Director, DCAA from November 2004 through January 2005 to summarize the results of these site visits. See Appendix E for a listing of the questions answered by the DCAA Headquarters, regional offices and sub-activities, and DCAI for the second data call.

Scenario Specific Data Call. DCAA Headquarters received one scenario specific data call from the JCSGs as of January 12, 2005. Specifically, DCAA headquarters received and answered one scenario specific data call, Education and Training JCSG scenario number E&T-0013. We reviewed DCAA responses to the Education and Training JCSG scenario data call at DCAA Headquarters for reasonableness and support.

We performed this audit from March 2004 through April 2005 in accordance with generally accepted government auditing standards.

Use of Computer-Processed Data. We did not test the accuracy of the computer-processed data used to support answers to data call questions because of time constraints. Potential inaccuracies in the data could impact the results. However, the BRAC data were certified as accurate and complete to the best of the certifiers' knowledge and belief. DCAA used Microsoft Word to summarize collected data for the capacity analysis data call, and the Data Gathering Tool, a modified Microsoft Access tool developed to collect BRAC data for those not using an automated data collection tool, for the second data call. We did not review the data collection tools used.

Government Accountability Office High-Risk Areas. The Government Accountability Office has identified several high-risk areas in DoD. This report provides coverage of the Federal Real Property and DoD Support Infrastructure Management high-risk areas.

Management Control Program Review

We did not review the DCAA management control program because its provisions were not deemed applicable to the one-time data collection process. However, we evaluated the DCAA management controls for preparing, submitting, documenting, and safeguarding information associated with the BRAC 2005 data calls, as directed by the applicable ICPs. The evaluation included reviewing whether all personnel participating in the BRAC process completed nondisclosure statements; all BRAC documents were properly marked with the Deliberative Document security markings; and all BRAC data were stored, safeguarded, and maintained in a locked container. Management controls were adequate as they applied to the audit objective. However, DCAA had four noncompliances with the ICPs which were not material (See finding for additional details).

Appendix B. Prior Coverage

During the last 5 years, the DoD Inspector General has issued 14 site memorandums related to DCAA BRAC 2005.

DoD Inspector General

Site Memorandums

DoD IG Memorandum, “Audit of the Second Data Call Submission From Defense Contract Audit Agency, Western Region to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” January 4, 2005

DoD IG Memorandum, “Audit of the Second Data Call Submission From Defense Contract Audit Agency, Central Region to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” December 23, 2004

DoD IG Memorandum, “Audit of the Second Data Call Submission From Defense Contract Audit Agency, Northeastern Region, to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” December 23, 2004

DoD IG Memorandum, “Audit of the Second Data Call Submission From Defense Contract Audit Agency, Eastern Region, to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” December 3, 2004

DoD IG Memorandum, “Audit on the Second Data Call Submission From Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” December 3, 2004

DoD IG Memorandum, “Audit on the Second Data Call Submission From Defense Contract Audit Agency, Mid Atlantic Region to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” December 3, 2004

DoD IG Memorandum, “Audit of the Second Data Call Submission From Defense Contract Audit Institute to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” November 17, 2004

DoD IG Memorandum, “Audit on the Capacity Analysis Data Call Submission From Defense Contract Audit Institute to Headquarters, Defense Contract Audit Agency for Base Realignment and Closure 2005,” May 24, 2004

DoD IG Memorandum, “Audit on the Capacity Analysis Data Call Submission From Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” May 21, 2004

DoD IG Memorandum, “Audit on the Capacity Analysis Data Call Submission From Defense Contract Audit Agency, Eastern Region to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” May 4, 2004

DoD IG Memorandum, “Audit on the Capacity Analysis Data Call Submission From Defense Contract Audit Agency, Mid-Atlantic Region to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” May 4, 2004

DoD IG Memorandum, “Audit on the Capacity Analysis Data Call Submission From Defense Contract Audit Agency Northeastern Region to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” May 4, 2004

DoD IG Memorandum, “Audit on the Capacity Analysis Data Call Submission From Defense Contract Audit Agency, Western Region to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” May 4, 2004

DoD IG Memorandum, “Audit on the Capacity Analysis Data Call Submission From Defense Contract Audit Agency, Central Region to Defense Contract Audit Agency Headquarters for Base Realignment and Closure 2005,” April 30, 2004

Appendix C. Capacity Analysis Data Call Questions Reviewed

For the capacity analysis data call, DCAA Headquarters answered questions on behalf of the Headquarters Office and the Operation Audit Liaison offices. DCAA regional offices answered questions on behalf of the regional office and the sub-activities within the region. The charts below depict the questions that DCAA Headquarters, DCAI, and regional offices answered for each site.

Table 1. Questions Answered by DCAA Headquarters

Location	Questions Answered	Questions Not Applicable
DCAA Headquarters, Fort Belvoir, VA	327-329, 446, 448, 465, 472, 480, 482, 690, and 691	105, 107-111, 302, 310, 313, 324, 347, 371, 386, 387, 393, 464, 466, 467, 732, 747, and 749
Defense Contract Audit Institute, Memphis, TN	105, 107-109, 111, 311, 472, and 749	
Alexandria, VA	462	
Falls Church, VA	462	
Arlington, VA	463	
Patuxent River, Maryland (MD) (2 sites)	463	
Washington Navy Yard, DC (2 sites)	463	
Washington, DC (2 sites)	463	
15 Operations Audit Liaison Offices (See List 1)	311	
71 Operations Audit Liaison Offices (See List 2)	301	

List 1. 15 Operations Audit Liaison Offices

- Aurora, Colorado (CO)
- Huntsville, Alabama (AL) (2 sites)
- Kansas City, Missouri (MO)
- Killeen, TX
- Lester, PA
- North Charleston, South Carolina (SC) (2 sites)
- Omaha, Nebraska (NE)
- Orlando, Florida (FL)
- Poulsbo, Washington (WA)
- San Diego, CA (3 sites)
- Savannah, GA

List 2. 71 Operations Audit Liaison Offices

- Aberdeen Proving Grounds, MD (2 sites)
- Albuquerque, New Mexico (NM) (2 sites)
- Brooks City-Base, TX
- Camp Pendleton, CA
- China Lake, CA
- Colorado Springs, CO
- Columbus, Ohio (OH) (3 sites)
- Eatontown, New Jersey (NJ) (2 sites)
- Edwards AFB, CA (2 sites)
- El Segundo, CA (3 sites)
- Elgin AFB, FL
- Elmendorf AFB, Alaska (AK)
- Fort Detrick, MD
- Fort Hood, TX
- Fort Irwin, CA
- Fort McPherson, GA
- Fort Monmouth, NJ
- Hanahan, SC
- Hanscom AFB, MA (2 sites)
- Hill AFB, Utah (UT)
- Newport News, VA
- Norfolk, VA (2 sites)
- Philadelphia, PA (2 sites)
- Port Hueneme, CA
- Portsmouth, VA
- Randolph AFB, TX
- Redstone Arsenal, AL (8 sites)
- Richmond, VA
- Rock Island, Illinois, (IL) (2 sites)
- San Antonio, TX (5 sites)
- San Diego, CA (3 sites)
- Scott AFB, IL (2 sites)
- Tinker AFB, Oklahoma (OK)
- Tyndall AFB, FL
- Vandenberg AFB, CA
- Warner Robins, GA
- Warren, Michigan (MI) (3 sites)
- Wright-Patterson AFB, OH (6 sites)

Table 2. Questions Answered by DCAA Central Region Office

Location	Questions Answered	Questions Not Applicable
DCAA Central Region Office, Irving, TX	311, 448, and 472	302, 310, 313, 347, 371, 386, 387, 393, 462, 467, 480, 482, 690, 691, 732, and 747
Iowa Army Ammunition Plant, Middletown, Iowa (IA)	301	
Lockheed Martin, Ft. Worth, TX	301	
Raytheon Missile Systems, Tucson, Arizona (AZ)	301	
Davis-Monthan AFB, Tucson, AZ	301	
19 Sub-activities (See List 1)	311	

List 1. 19 Sub-activities

- Arizona Branch Office,
Tempe, AZ
- Albuquerque Sub-office,
Albuquerque, NM
- El Paso Sub-office,
El Paso, TX
- Arlington Branch Office,
Arlington, TX
- San Antonio Sub-office,
San Antonio, TX
- Chicago Branch Office,
Oakbrook Terrace, IL
- Dallas Branch Office,
Irving, TX
- Denver Branch Office,
Lakewood, CO
- Colorado Springs Sub-office,
Colorado Springs, CO
- Houston Branch Office,
Houston, TX
- Milwaukee Branch Office,
Wauwatosa, Wisconsin (WI)
- Austin Sub-office,
Austin, TX
- Minneapolis Branch Office,
Minneapolis, Minnesota (MN)
- Richardson Branch Office,
Richardson, TX
- Oklahoma City Sub-office,
Oklahoma City, OK
- Salt Lake Valley Branch Office,
West Valley City, UT
- St. Louis Branch Office,
St. Louis, MO
- Kansas City Sub-office,
Independence, MO
- Wichita Sub-office,
Wichita, Kansas (KS)

Table 3. Questions Answered by DCAA Eastern Region Office

Location	Questions Answered	Questions Not Applicable
Eastern Region Office, Smyrna, GA	311, 448, and 472	302, 310, 313, 347, 371, 386, 387, 393, 462-467, 480, 482, 690, 691, 732, and 747
Arnold AFB, TN	301	
Patrick AFB, FL (2 sites)	301	
25 Sub-activities (See List 1)	311	

List 1. 25 Sub-activities

- Special Programs Office,
Greensboro, North Carolina (NC)
- Special Programs Office,
Orlando, FL
- Atlanta Branch Office,
Smyrna, GA
- Fort Rucker Sub-office,
Daleville, AL
- Fort Walton Beach Sub-office,
Fort Walton Beach, FL
- Dayton Branch Office,
Fairborn, OH
- Cincinnati Sub-office,
Cincinnati, OH
- Gulf Coast Branch Office,
Pascagoula, Mississippi (MS)
- Hampton Roads Branch Office,
Hampton, VA
- Huntsville Branch Office,
Huntsville, AL
- Birmingham Sub-office,
Birmingham, AL
- Jackson Sub-office,
Jackson, MS
- Indianapolis Branch Office,
Indianapolis, Indiana (IN)
- Melbourne Branch Office,
Melbourne, FL
- Jacksonville Sub-office,
Jacksonville, FL
- Orlando Sub-office,
Orlando, FL
- Nashville Branch Office,
Nashville, TN
- North Carolina Branch Office,
Greensboro, NC
- Chapel Hill Sub-office,
Chapel Hill, NC
- Charleston Sub-office,
North Charleston, SC
- General Dynamics Advanced
Technology Systems Sub-office,
Greensboro, NC
- Northern Ohio Branch Office,
Brecksville, OH
- Columbus Sub-office,
Gahanna, OH
- Tampa Bay Branch Office,
Clearwater, FL
- Ft. Lauderdale Sub-office,
Ft. Lauderdale, FL

Table 4. Questions Answered by DCAA Western Region Office

Location	Questions Answered	Questions Not Applicable
Western Region Office, La Mirada, CA	311, 448, and 472	301, 302, 310, 347, 371, 386, 387, 393, 462-467, 480, 482, 690, 691, 732, and 747
Alaska Sub-office, Anchorage, AK	311 and 313	
Pacific Branch, Hawaii Sub- office, Honolulu, Hawaii (HI)	311 and 313	
15 Sub-activities (See List 1)	311	

List 1. 15 Sub-activities

- East Bay Branch Office,
Fremont, CA
- Sacramento Sub-office,
Folsom, CA
- North County Branch Office,
San Diego, CA
- Peninsula Branch Office,
Mountain View, CA
- Rainier Branch Office,
Kent, WA
- San Diego Branch Office,
San Diego, CA
- San Fernando Valley Branch
Office, Van Nuys, CA
- Camarillo Sub-office,
Camarillo, CA
- Santa Barbara Sub-office,
Goleta, CA
- San Gabriel Valley Branch Office,
West Covina, CA
- Santa Ana Branch Office,
Santa Ana, CA
- Seattle Branch Office,
Seattle, WA
- Fort Vancouver Sub-office,
Vancouver, WA
- Richland Sub-office,
Richland, WA
- South Bay Branch Office,
Gardena, CA

Table 5. Questions Answered by DCAA Mid-Atlantic Region Office

Location	Questions Answered	Questions Not Applicable
Mid-Atlantic Region Office, Philadelphia, PA	311, 448, and 472	302, 310, 313, 347, 371, 386, 387, 393, 464, 467, 480, 482, 690, 691, 732, and 747
Picatinny Arsenal, Picatinny, NJ	301	
Willow Grove, PA	301	
Fort Monmouth, NJ	301	
Media Sub-office, Media, PA	311	
Pennsylvania Branch Office, King of Prussia, PA	311	
Pittsburgh Sub-office, Pittsburgh, PA	311	
Southern New Jersey Branch Office, Cherry Hill, NJ	311	
New Cumberland Sub-office, New Cumberland, PA.	463 and 465	
10 Sub-activities (See List 1)	462 and 466	

List 1. 10 Sub-activities

- Alexandria Branch Office, Springfield, VA
- Baltimore Branch Office, Baltimore, MD
- Columbia and Chesapeake Bay Branch Offices, Columbia, MD (co-located)
- Fairfax Branch Office, Herndon, VA
- Herndon Branch Office, Herndon, VA
- National Branch Office, Germantown, MD
- Reston Branch Office, Herndon, VA
- Rosslyn Branch Office, Springfield, VA
- State Department Sub-office, Springfield, VA (Washington, D.C.)
- Silver Spring Branch Office, Germantown, MD

Table 6. Questions Answered by DCAA Northeastern Region Office

Location	Questions Answered	Questions Not Applicable
Northeastern Region Office, Lowell, MA	311, 448, and 472	301, 302, 310, 313, 347, 371, 386, 387, 393, 462-467, 480, 482, 690, 691, 732, and 747
Garden City, New York (NY)	301	
12 Sub-activities (See List 1)	311	

List 1. 12 Sub-activities

- Boston Branch Office,
Boston, MA
- Great Lakes Branch Office,
Livonia, MI
- Grand Rapids Sub-office,
Grand Rapids, MI
- Greater Connecticut Branch Office,
Trumbull, Connecticut (CT)
- East Hartford Sub-office,
East Hartford, CT
- Long Island Branch Office,
Central Islip, NY
- New York Branch Office,
New York, NY
- Northern New England Branch
Office, Lexington, MA
- Upstate New York Branch Office,
Schenectady, NY
- Buffalo Sub-office, Buffalo,
Bowmansville, NY
- Dewitt Sub-office,
Dewitt, NY
- Rochester Sub-office,
Rochester, NY

Appendix D. Second Data Call Uncorrected Responses

We verified and concurred with the changes submitted to DCAA Headquarters through October 8, 2004, for the second data call. However, the following responses remained uncorrected as of that date for the five regions. Subsequent to our review, the JPAT 7 group sent requests to some Defense agencies and DWOs for clarification on some responses, which may have resulted in changes to original responses; we did not review changes to original responses.

DCAA Central Region did not correct responses to the following JPAT 7 questions.

- The response to question number 1401 for Independence, MO, was based on an inaccurate Metropolitan Statistical Area.
- Responses to question number 1403 were submitted in decimal format, instead of units of percent, as required.
- The response to question number 1409 for San Antonio, TX, was inaccurate because of transposed digits in the numerical value.
- Responses to question number 1413 for Independence, MO; Tempe, AZ; and West Valley, UT, were not adequately supported.
- Responses to question number 1416 were inaccurate for Albuquerque, NM, and Houston, TX.

DCAA Eastern Region did not correct responses to the following JPAT 7 and COBRA questions.

- Responses to question number 1407 for 3 sub-activities (Clearwater, FL; Ft. Lauderdale, FL; and Hampton, VA) were incorrect.
- Responses to question numbers 1410 and 1415 were accurate and fully supported; however, region personnel incorrectly wrote the county names on the answer pages instead of the Metropolitan Statistical Area.
- Responses to question number 1411 were by county instead of Metropolitan Statistical Area, as requested.
- Responses to question numbers 1420 and 1421 were not adequately supported for 21 of the 25 sub-activities because supporting documentation did not always provide complete information on the person contacted to obtain answers.

-
- Responses to question number 1501 for the region and all sub-activities were not answered in thousands of square feet.

DCAA Western Region did not correct responses to JPAT 7 question numbers 1420 and 1421. Responses to question numbers 1420 and 1421 were not adequately supported. Region personnel assumed that the water systems located within larger populated sub-activities could handle increases in population if the water systems in lesser populated sub-activities were able to handle the increases. Region personnel made this assumption without contacting the water systems' offices in the larger populated sub-activities. The question instructions suggested contacting the largest community water systems first.

DCAA Mid-Atlantic Region did not correct the following responses to JPAT 7 and COBRA questions.

- Regional personnel provided supporting documentation for question number 1407 that did not identify whether the institutions were accredited or the types of degrees offered; therefore, we could not determine whether the answer was accurate.
- The response to question number 1501 for the King of Prussia, PA, sub-activity was not adequately supported.

DCAA Northeastern Region did not correct responses to the following JPAT 7 questions.

- Responses to question numbers 1401 and 1410 for Trumbull, CT, were based on the county the office was located in instead of the Metropolitan Statistical Area, as required.
- The response to question number 1415 for Schenectady, NY, was based on the county the office was located in instead of the Metropolitan Statistical Area, as required.
- Responses to question numbers 1412 and 1416 for DeWitt, NY, were inaccurate.

Appendix E. Second Data Call Questions Reviewed

For the second data call, DCAA Headquarters answered questions on behalf of the Headquarters Office, DCAI, and the sub-activities located in the statutory National Capital Region. DCAA regional offices answered questions on behalf of the regional office and the sub-activities within the region. The charts below depict the questions that DCAA Headquarters and regional offices answered for each site. The JPAT 7 group replaced question numbers 1418 and 1419 with question numbers 1420 and 1421.

Table 1. Questions Answered by DCAA Headquarters

Location	Questions Answered	Questions Not Applicable
DCAA Headquarters, Fort Belvoir, VA	1907, 1908, 1911, and 4099-4103	1601-1604, 1606-1726, 1728-1732, 1734-1759, 1905, 1909, 1910, 1912-1917, 4072-4074, 4079-4081, 4096, and 4242-4246
Defense Contract Audit Institute, Memphis, TN (responses provided by DCAA Headquarters)	1600, 1605, 1727, 1733, 1760, 4000, and 4001	
Defense Contract Audit Institute, Memphis, TN (responses provided by DCAI)	99,* 100,* 1400, 1401, 1403, 1405-1417, 1420, 1421, 1501, and 1505	1402, 1404, 1500, 1502-1504, 1506, and 1507
7 Sub-activities (See List 1)	4099-4103	
* During the second data call, the Education and Training JCSG directed DCAI to answer initial capacity analysis data call question numbers 99 and 100.		

List 1. 7 Sub-activities

- Alexandria Branch Office, Springfield, VA
- Reston Branch Office, Herndon, VA
- Fairfax Branch Office, Herndon, VA
- Rosslyn Branch Office, Springfield, VA
- Herndon Branch Office, Herndon, VA
- Silver Spring Branch Office, Germantown, MD
- National Branch Office, Germantown, MD

Table 2. Questions Answered by DCAA Central Region Office

Location	Questions Answered	Questions Not Applicable
DCAA Central Region Office, Irving, TX	1400, 1401, 1403, 1405-1417, 1420, 1421, 1501, and 1505	1402, 1404, 1500, 1502-1504, 1506, and 1507
19 Sub-activities (See List 1)	1400, 1401, 1403, 1405-1417, 1420, 1421, 1501, and 1505	

List 1. 19 Sub-activities

- Arizona Branch Office, Tempe, AZ
- Albuquerque Sub-office, Albuquerque, NM
- El Paso Sub-office, El Paso, TX
- Arlington Branch Office, Arlington, TX
- San Antonio Sub-office, San Antonio, TX
- Chicago Branch Office, Oakbrook Terrace, IL
- Dallas Branch Office, Irving, TX
- Denver Branch Office, Lakewood, CO
- Colorado Springs Sub-office, Colorado Springs, CO
- Houston Branch Office, Houston, TX
- Milwaukee Branch Office, Wauwatosa, WI
- Austin Sub-office, Austin, TX
- Minneapolis Branch Office, Minneapolis, MN
- Richardson Branch Office, Richardson, TX
- Oklahoma City Sub-office, Oklahoma City, OK
- Salt Lake Valley Branch Office, West Valley City, UT
- St. Louis Branch Office, St. Louis, MO
- Kansas City Sub-office, Independence, MO
- Wichita Sub-office, Wichita, KS

Table 3. Questions Answered by DCAA Eastern Region Office

Location	Questions Answered	Questions Not Applicable
Eastern Region Office, Smyrna, GA	1400, 1401, 1403, 1405-1417, 1420, 1421, 1501, and 1505	1402, 1404, 1500, 1502-1504, 1506, and 1507
25 Sub-activities (See List 1)	1400, 1401, 1403, 1405-1417, 1420, 1421, 1501, and 1505	

List 1. 25 Sub-activities

- Special Programs Office, Greensboro, NC
- Special Programs Office, Orlando, FL
- Atlanta Branch Office, Smyrna, GA
- Fort Rucker Sub-office, Daleville, AL
- Fort Walton Beach Sub-office, Fort Walton Beach, FL
- Dayton Branch Office, Fairborn, OH
- Cincinnati Sub-office, Cincinnati, OH
- Gulf Coast Branch Office, Pascagoula, MS
- Hampton Roads Branch Office, Hampton, VA
- Huntsville Branch Office, Huntsville, AL
- Birmingham Sub-office, Birmingham, AL
- Jackson Sub-office, Jackson, MS
- Indianapolis Branch Office, Indianapolis, IN
- Melbourne Branch Office, Melbourne, FL
- Jacksonville Sub-office, Jacksonville, FL
- Orlando Sub-office, Orlando, FL
- Nashville Branch Office, Nashville, TN
- North Carolina Branch Office, Greensboro, NC
- Chapel Hill Sub-office, Chapel Hill, NC
- Charleston Sub-office, North Charleston, SC
- General Dynamics Advanced Technology Systems Sub-office, Greensboro, NC
- Northern Ohio Branch Office, Brecksville, OH
- Columbus Sub-office, Gahanna, OH
- Tampa Bay Branch Office, Clearwater, FL
- Ft. Lauderdale Sub-office, Ft. Lauderdale, FL

Table 4. Questions Answered by DCAA Western Region Office

Location	Questions Answered	Questions Not Applicable
Western Region Office, La Mirada, CA	1400, 1401, 1403, 1405-1417, 1420, 1421, 1501, and 1505	1402, 1404, 1500, 1502-1504, 1506, and 1507
17 Sub-activities (See List 1)	1400, 1401, 1403, 1405-1417, 1420, 1421, 1501, and 1505	

List 1. 17 Sub-activities

- East Bay Branch Office, Fremont, CA
- Sacramento Sub-office, Folsom, CA
- North County Branch Office, San Diego, CA
- Pacific Branch, Hawaii Sub-office, Honolulu, HI
- Peninsula Branch Office, Mountain View, CA
- Rainier Branch Office, Kent, WA
- San Diego Branch Office, San Diego, CA
- San Fernando Valley Branch Office, Van Nuys, CA
- Camarillo Sub-office, Camarillo, CA
- Santa Barbara Sub-office, Goleta, CA
- San Gabriel Valley Branch Office, West Covina, CA
- Santa Ana Branch Office, Santa Ana, CA
- Seattle Branch Office, Seattle, WA
- Alaska Sub-office, Anchorage, AK
- Fort Vancouver Sub-office, Vancouver, WA
- Richland Sub-office, Richland, WA
- South Bay Branch Office, Gardena, CA

Table 5. Questions Answered by DCAA Mid-Atlantic Region Office

Location	Question Answered	Not Applicable
Mid-Atlantic Region Office, Philadelphia, PA	1400, 1401, 1403, 1405- 1417, 1501, and 1505	1402, 1404, 1500, 1502-1504, 1506, and 1507
15 Sub-activities (See List 1)	1400, 1401, 1403, 1405- 1417, 1501, and 1505	

List 1. 15 Sub-activities

- Alexandria Branch Office,
Springfield, VA
- Baltimore Branch Office,
Baltimore, MD
- Media Sub-office,
Media, PA
- Columbia and Chesapeake Bay Branch
Offices, Columbia, MD (co-located)
- Fairfax Branch Office,
Herndon, VA
- Herndon Branch Office,
Herndon, VA
- National Branch Office,
Germantown, MD
- Pennsylvania Branch Office,
King of Prussia, PA
- Pittsburgh Sub-office,
Pittsburgh, PA
- Reston Branch Office,
Herndon, VA
- Rosslyn Branch Office,
Springfield, VA
- State Department Sub-office,
Springfield, VA
- Silver Spring Branch Office,
Germantown, MD
- Agency for International
Development, Silver Spring, MD
- Southern New Jersey Branch
Office, Cherry Hill, NJ

Table 6. Questions Answered by DCAA Northeastern Region Office

Location	Questioned Answered	Not Applicable
Northeastern Region Office, Lowell, MA	1400, 1401, 1403, 1405- 1417, 1501, and 1505	1402, 1404, 1500, 1502-1504, 1506, and 1507
12 Sub-activities (See List 1)	1400, 1401, 1403, 1405- 1417, 1501, and 1505	

List 1. 12 Sub-activities

- Boston Branch Office,
Boston, MA
- Great Lakes Branch Office,
Livonia, MI
- Grand Rapids Sub-office,
Grand Rapids, MI
- Greater Connecticut Branch
Office, Trumbull, CT
- East Hartford Sub-office,
East Hartford, CT
- Long Island Branch Office,
Central Islip, NY
- New York Branch Office,
New York, NY
- Northern New England Branch
Office, Lexington, MA
- Upstate New York Branch Office,
Schenectady, NY
- Buffalo Sub-office, Buffalo,
Bowmansville, NY
- Dewitt Sub-office,
Dewitt, NY
- Rochester Sub-office,
Rochester, NY

Appendix F. Report Distribution

Office of the Secretary of Defense

Director, Base Realignment and Closure (Installations and Environment)
Director, Defense Contract Audit Agency

Non-Defense Federal Organization

Government Accountability Office

Defense Contract Audit Agency Comments

Final Report
Reference



DEFENSE CONTRACT AUDIT AGENCY
DEPARTMENT OF DEFENSE
8725 JOHN J. KINGMAN ROAD, SUITE 2135
FORT BELVOIR, VA 22060-6219

IN REPLY REFER TO

OTS 730.4

May 12, 2005

MEMORANDUM FOR DEPUTY INSPECTOR GENERAL FOR AUDITING

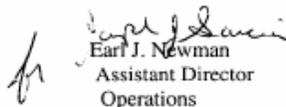
SUBJECT: Report on Defense Contract Audit Agency's Data Call Submissions and Internal Control Processes for Base Realignment and Closure 2005 (Project No. D2004-D000CH-0054.000)

We received and reviewed the subject report dated May 3, 2005. In our opinion the report is not accurate or complete. The statement that "This report summarizes issues related to the Defense Contract Audit Agency BRAC 2005 process as of January 12, 2005" is also misleading because the review did not consider the revisions we made to the BRAC data and Internal Control Plan.

At all of our Regions, Defense Contract Audit Institute and Headquarters virtually all the discrepancies that were pointed out by the IG (whether we agreed or not) were corrected and resubmitted to DCAA headquarters for inclusion in our March 15, 2004 BRAC response. DCAA headquarters provided all of these corrections/changes to the IG headquarters review team to verify. However, the report fails to adequately discuss that these corrections/changes were in fact made and verified. Additionally, we submitted DCAA BRAC 2005 Response (Revision 1) on May 24, 2004 which corrected four previously cited questions/answers.

Further, we continued to meet and discuss clarifications and corrections with the OSD BRAC Office on an ongoing basis. This effort culminated in submission of DCAA BRAC 2005 Response (Revision 6) on April 14, 2005. In our opinion, we took the appropriate corrective actions and our submissions were revised to provide the most accurate and complete data available in accordance with OSD requirements.

Please call John D. Hoffman at (703) 767-2267 if there are any questions or if you require additional information.


Earl J. Newman
Assistant Director
Operations

Draft Deliberative Document- For Discussion Purposes
Do Not Release Under FOIA

Added
statements
to Executive
Summary
pg ii, report
pgs 4, 5, 7,
8, 10, 11,
and 12

Team Members

The Department of Defense Office of the Deputy Inspector General for Auditing, Contract Management prepared this report. Personnel of the Department of Defense Office of Inspector General who contributed to the report are listed below.

Richard B. Jolliffe
Deborah L. Carros
Deborah L. Culp
Lois J. Wozniak
Beth K. Schaefer
Timothy Wimette
Jacqueline J. Vos
Kent E. Shaw
Joseph P. Bucsko
Gloria A. Young
Karen L. Jones–Moradian
Peter I. Lee
Arsenio M. Sebastian
David L. Spargo
Bradford C. Green
Paul M. Gach
Kimberly H. Gianfagna
Brian R. McNamara
Brett N. Ward
Richard O. Williams
Marc D. Santana
Amie M. Coffren
Deanne B. Curry
Chad J. Evans
LeBarron A. Durant
Meredith H. Johnson