



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
DEPUTY CHIEF OF STAFF, G-8  
700 ARMY PENTAGON  
WASHINGTON DC 20310-0700  
HSA-JCSG-GC-FM-35

DAPR-ZB

14 February 2005

MEMORANDUM FOR RECORD

SUBJECT: FM Team Scenario-Cost Of Base Realignment Actions (COBRA) Database  
Methodology-Results

1. The purpose of the memorandum is to record actions taken by the FM Team in preparing data entries for COBRA analysis for the DFAS Candidate Recommendation.

2. References:

- a. FM Team MFR 021, COBRA Responses on Selected Questions, 18 January 2005.
- b. FM Team MFR 017, COBRA or Scenario Data Call Questions 6218 and 6220, 10 December 2004
- c. FM Team MFR 016, COBRA Database Collection MFR, 16 November 2004
- d. FM Team MFR 009, DFAS Base Allowance Housing MFR, 9 November 2004

3. Above references a. and b. were used to define foundational components of the scenario analysis methodology/process used. The FM Team elected to export data responses directly from the DFAS Online Data Integration Tool (ODIN) ACCESS Database to Excel, rather than use ACCESS queries because capacity phase proved ACCESS queries were neither useable nor reliable.

4. Methodology/process as follows:

- a. Scenario-Cobra data call question responses were exported from the DFAS ODIN ACCESS data base, by table (DoD question number), to Excel format.
- b. Question responses were combined to build a view of each reporting location.

Responses were associated with the following subject matter/type:

- (1) FY 2005 through FY 2011 Programmed Personnel Work Year (WY)

Numbers by function and geographic location

- (2) Personnel/Function Relocation by geographic location
- (3) Storage Space – Three Gaining Locations
- (4) Storage/Warehouse Material Movement (Tonnage) to three gaining

locations

- (5) Active Record Storage (Files Tonnage) to three gaining locations
- (6) Mission/Support Equipment Relocation (Tonnage) to three gaining

locations

- (7) Furniture Relocation (Tonnage) to three gaining locations
- (8) Special Handling (Relocation Weight) to three gaining locations
- (9) Vehicle(s) Relocation to three gaining locations

- (10) Leased Facilities – Termination Price (FY 2006 through FY 2011)
- (11) Leased Facilities – Other Costs w/Contract Termination
- (12) Leased Facilities Contract Termination Savings/Cost Avoidance
- (13) Leased Facilities Other Termination Savings/Cost Avoidance
- (14) Administrative/Support Contract Termination Costs
- (15) Other Administrative or Support Contract Termination Costs
- (16) Administrative/Support Contract Termination Savings/Cost Avoidance
- (17) Other Administrative or Support Contract Termination Savings/Cost

Avoidance

- (18) One-Time Information Technology Costs for three gaining locations
- (19) One-Time System Relocation Cost Estimate for three gaining locations
- (20) Personnel Savings Factor and Application
- (21) Information Technology Support Contract Termination Costs
- (22) Information Technology Support Contract Termination Savings/Cost

Avoidance

- (23) Other Procurement Costs
- (24) Other Procurement Savings/Cost Avoidance
- (25) Percentage Accompanied Military Not Receiving BAH

c. Responses were reviewed to determine if any responses were missing or questionable.

d. Identified missing or questionable responses were pursued and memorandums for record prepared to document results of research/inquiries as necessary.

e. Each question's responses were consolidated and sorted into Excel Workbooks by subject area/type of question.

f. Excel Spreadsheets were then developed in each Excel Workbook in order to sort data by location as COBRA entries are based on effected locations.

g. Personnel Adjustments:

i. Programmed Personnel WY numbers and Personnel/Function Relocation numbers were rounded by Excel to enable FM Team to use whole numbers in COBRA.

ii. Because of Force Structure Changes, some Baseline Programmed Personnel Authorizations were adjusted to ensure programmed personnel authorizations and planned relocations balanced.

iii. Scenario Personnel Authorization Changes (Savings) were taken from various locations in year of move.

iv. Some Baseline Personnel and Personnel Relocation numbers were increased to accommodate the customer liaison personnel number(s) reported in optimization at the losing location. This allowed the FM Team to cost movement of these personnel.

v. Programmed personnel authorizations (increases/decreases) beyond year of losing location's move were consolidated and allocated to the three gaining locations.

h. Activity Mission Costs:

i. Additional lease cost begins to accrue at each of the three gaining locations when the required space exceeds the assigned space (as defined in capacity data call), as triggered by the movement in of personnel, mission equipment and support equipment.

ii. A half year of the additional lease cost is used in the first year – because it was assumed that personnel, mission equipment, and support equipment would not move until the middle of the FY.

iii. Lease cost per square foot factor for each of the three gaining sites was developed based on the FY03 fully burdened square foot cost which was escalated annually by 3.5% as defined in GSA FY05 Rent Projects Report, September 2004.

i. Activity Mission Savings:

i. No space savings were identified/included in COBRA for sites moving/closing in FY 06 due to uncertainty of DFAS's ability to execute earlier than end of the year.

ii. For all other FY, mid-year calculation was used to begin savings in year of move/closing.

iii. Lease cost per square foot factor for each of the realigning/closing sites was developed based on the FY03 fully burdened square foot cost, which was escalated annually by 3.5% as defined in GSA FY05 Rent Projects Report, September 2004.

5. Points of contact are Mr. Joe Roj or Donna Oscepinski.

Donna M. Oscepinski  
Financial Management Team  
Geo Cluster & Functional Subgroup  
HSA JCSG

cc:

DoIG – Mr. Joe Kaseler

HSA JCSG – Ms. Susan Zander