

**NAME OF SYSTEM:**

**Building Space Information**

**ORIGINATOR:**

**U.S. Army Information and  
Data Systems Command**

**Department of the Army**

**Washington, D.C. 20314**

**OBJECTIVE.** To provide management current information on the status of building space used by Army organizations in the National Capital Region.

**BACKGROUND.** The administrative building space reporting system was developed to better respond to property management requirements in the National Capital Region. The former manual methods of collecting and compiling building space data became impractical as new information requirements were added. Additionally, the closing of many temporary buildings under Army jurisdiction necessitated modern methods for managing the program. As a result of these factors an automated system was established in 1967 to better respond to the new requirements. Since then the system has been modified several times to comply with Office of Management and Budget and General Services Administration policies.

**THE NEW METHOD.** Under current policy the system requires tabular data to be reported under four specifications. These are building specifications; organization specifications; administrative space reporting master file, with update transactions and edit specifications; and administrative space master file conversion specifications.

In order to meet these requirements three magnetic tape files are maintained, which collectively are affected by 16 different computer programs. Eleven card sorts are also required to establish, maintain and produce the needed outputs. The three master files are as follows:

1. The *Space Management Master File* wherein each record contains 16 data

elements that identify applicable buildings, organization, transaction data, record creation data, date of space assignment, plus individual totals of office, storage, and special-type space. In addition, each record includes the total building space managed during the previous quarter; personnel occupancy space on other than a prime shift; plus several other data elements. Each of the above element breakouts are maintained for each building and each organization occupying any portion of the building.

2. The *Building and Organization Table Master File* includes data elements that identify the type of file (building or organization), transaction date and code, and the Department of Defense (DOD) building code or organization code, as applicable. The building records contain location code ownership, condition code, State code, and building name and location. The organization records comprise Office of the Secretary of Defense (OSD) component code, total code, activity code, and organization name and address.
3. The *OSD Valid Transactions File* contains transaction data relative to building or organization changes.

System files are updated quarterly from administrative space reports. The processing is accomplished in initial, intermediate, and final cycles. This is to insure that all data and information contained in the initial reports are correct or are corrected as shown by intermediate cycle reports (reruns of initial cycle), and that final cycle reports accurately reflect building space status.

**REMARKS.** This system consists of several basic information categories with numerous reporting elements therein. Many status changes occur between reporting periods that require posting to the file record. While this information could be rendered manually, it would take considerable manpower and "lead-time" to meet reporting schedules. However,

conversion of source data to machine-readable language, coupled with sequential updating programs, make the meeting of these requirements a routine task for the computer. Additionally, the fast processing speed can give more currency to the data contained in the

report. The system not only automatically produces information in a format that permits the users to conduct their own searches, but in addition has the potential for conducting an endless variety of data manipulation and retrieval actions on demand.

## BUILDING SPACE INFORMATION

