

## **Our Business and Administrative Service Branch (BAS)**

The BAS branch supports the Directorate of Environmental Compliance and Management Staff in order for the organization to perform its various missions for the Fort Carson population.

The BAS is charged with a wide range of DECAM support activities, including:

- Activity Based Costing (ABC) data
- Activity Based Management (ABM) advice
- AcquiLine purchases
- Administrative support (charts, documents, slides)
- Alternate key and lock custodian
- Awards handbook
- Building management (for Bldgs. 6236, 6237 and 2410)
- Checkbook
- Contract/Scope of Work (SOW) development
- Copier service
- Database development
- DCPS input/FWS time sheets
- Defense Message Services
- Directorate of Public Works (DPW) liaison
- Email access
- Environmental Programs Requirement (EPR) reporting
- Forms and publications
- Geographic Information Systems (GIS) support
- Hand receipts
- Internet access
- Items purchase
- Library
- Mail/distribution
- Environmental media relations
- Mission Support Portal (MSP) support (DECAM's Web-based Information System)
- Open Military Interdepartment Purchase Request (MIPR)/contract tracking
- Personnel actions/advice/information
- Printing
- Property book management
- Records management
- Security
- Server access
- Sharepoint (intra)
- Software/hardware
- SOPs/procedures
- Supply research
- System administrator
- TDY orders
- Telephone service
- Training
- Training requests
- Troubleshoot IT equipment
- Web page development/management

For more information, please call 526-1710.