

## Instructions for Downloading and Using HSA-JCSG Data

These instructions are designed to make downloading and navigating HSA-JCSG data as easy as possible on the user. Please follow the instructions of this READ ME file and all subsequent instruction sheets.

The first item that all users should download is the “HSA Data.zip” file. This zip file should be downloaded directly onto either your C:drive or a network drive (it should **NOT** be downloaded onto your desktop or into a folder that is embedded too deep into other folders; this will create too long of a naming construct and may result in some files not being downloaded or unzipped properly).

When unzipped, this zip file will create a folder named “HSA Data”. The “HSA Data” folder contains four sub-folders (“Additional Data”, “Guidance”, “Minutes”, and “SDC Data”) these sub-folders in turn contain sub-folders of their own and instruction sheets. All of the HSA-JCSG data on the Defenselink BRAC website will be downloaded into these folders and sub-folders. The folder construct is as follows:

Folder: **HSA Data**

Sub-folder: **Additional Data**

Sub-folder: **Capacity**

PDF file: *Capacity Instructions*

Sub-Folder: **Databases**

PDF file: *Databases Instructions*

Sub-folder: **COBRA**

PDF file: *COBRA Instructions*

Sub-folder: **Military Value**

PDF file: *Military Value Instructions*

Sub-folder: **Secondary Data**

PDF file: *Secondary Data Instructions*

Sub-folder: **Guidance**

PDF file: *Guidance Instructions*

Sub-folder: **DFAS**

PDF file: *DFAS Instructions*

Sub-folder: **Minutes**

PDF file: *Minutes Instructions*

Sub-folder: **SDC Data**

PDF file: *SDC Data Instructions*

Sub-folder: **Optimization**

PDF file: *Optimization Instructions*

The instruction sheets in each of the sub-folders give guidance as to which zip files are to be downloaded and where they are found on the website. In addition, the instruction sheets indicate what is being downloaded.