

ACQUISITION,
TECHNOLOGY
AND LOGISTICS**THE UNDER SECRETARY OF DEFENSE**3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

MAR 29 2004

A handwritten signature in cursive script that reads "David".

**MEMORANDUM FOR UNDER SECRETARY OF DEFENSE (PERSONNEL AND
READINESS)****SUBJECT: Standard Factors for Cost of Base Realignment Actions (COBRA)**

As outlined in "Transformation Through Base Realignment and Closure (BRAC 2005) Policy Memorandum One - - Policy, Responsibilities, and Procedures," the Army is the lead Service for upgrading the COBRA model with revised standard factors. DoD Components and the Joint Cross-Service Groups must use the COBRA model to calculate the costs and savings of proposed closure and realignment actions. The Army COBRA staff needs your staff to provide the current standard factors for various personnel (military and civilian) and medical issues.

I have attached a comprehensive list of the requested standard factors, definitions of these factors, and a form for reporting the personnel standard factors. The Army COBRA staff has discussed these requirements with the appropriate ODUSD(P&R) personnel who have cognizance over these issues. As all data used in the BRAC process must meet the statutory data certification provision, I would appreciate it if your points of contact would contact Major Dave Smith (david.a.smith@us.army.mil), 696-9778, from The Army Basing Study Group to discuss the certification process and procedures for forwarding this information. Your response by April 5, 2004 would be greatly appreciated.

A handwritten signature in cursive script that reads "Michael W. Wynne".
Michael W. Wynne
Acting

Attachments:

As stated



COBRA Standard Factors Requiring Upgrade for BRAC 2005

For Personnel Issues:

- Percentage of officers accompanied on PCS
- Percentage of enlisted accompanied on PCS
- Average officer salary (FY03)
- Average enlisted salary (FY03)
- Average GS Grade (FY03)
- Average military time on station (CONUS)
- Average one-time officer PCS cost
- Average one-time enlisted PCS cost
- Civilian turnover rate
- Civilian early retirement rate (CSRS)
- Civilian early retirement rate (FERS)
- Civilian regular retirement rate
- Civilian reduction in force pay factor
- Priority placement program rate
- Priority placement program placement involving PCS
- Average civilian PCS cost

For Medical Issues:

- In-patient admissions cost factor
- Out-patient visit cost factor
- Prescription cost factor
- Active duty MTF in-patient admission
- Active duty MTF out-patient visit
- Active duty MTF prescriptions
- Active duty purchases in-patient admissions
- Active duty purchases out-patient visits
- Retiree claims in-patient admissions
- Retiree claims out-patient visits
- Retiree claims prescriptions
- 65 and older retiree claims inpatient admissions
- 65 and older retiree claims out-patient visits
- 65 and older retiree prescriptions

COBRA Personnel Definitions for BRAC 2005

For the following data elements include officer and enlisted service members from all Services. Values should be for FY03 unless otherwise noted. If FY03 data is unavailable, provide the most recent data and note the year used.

Percentage of Officers Accompanied

From the Defense Eligibility Enrollment Reporting System (DEERS), determine the percentage of military officers who are accompanied and eligible for Family Housing or BAH. Married officer couples, assigned to the same base should be counted as one accompanied officer (do not double-count two officers who are married to each other). For FY00, the value was 72%.

Percentage of Enlisted Accompanied

From the Defense Eligibility Enrollment Reporting System (DEERS), determine the percentage of enlisted service members who are accompanied and eligible for Family Housing or BAH. Married enlisted couples, assigned to the same base should be counted as one accompanied member (do not double-count two enlisted members who are married to each other). For FY00, the value was 60%.

Average Officer Salary

Determine the average annual officer salary. Sum the following military personnel costs: average basic pay plus retired pay accrual, medical health care accrual, basic allowance for housing, basic allowance for subsistence, incentive and special pay, permanent change of station and miscellaneous pay and divide by the number of military officers on duty on 30 September 2003. Estimated value \$105,000.

Average Enlisted Salary

Determine the average annual enlisted salary. Sum the following military personnel costs: average basic pay plus retired pay accrual, medical health care accrual, basic allowance for housing, basic allowance for subsistence, incentive and special pay, permanent change of station and miscellaneous pay and divide by the number of enlisted service members on duty on 30 September 2003. Estimated value \$51,000.

Average Civilian GS Grade

Using Federal Civilian Workforce Statistics, determine the average GS grade for all DoD employees. Estimated grade 9.9.

Average Military Time on Station

Average months at station for all service members, officers and enlisted, from all Services for FY03. Use the Total DoD number for FY03 from the Average Months at Station by Rank and Service-Based on Proxy PCS report. For FY02 the value was 30.57.

One-Time Officer PCS Costs

The average one-time PCS costs for a military officer. Use the per capita permanent change of station (PCS) travel cost and then multiply by the Average Military Time on Station (in units of years not months). Calculate the per capita PCS travel cost by dividing the total amount budgeted for officer PCS moves by the number of officers on duty on 30 September 2003. For FY02 the value was \$10,067.

One-Time Enlisted PCS Costs

The average one-time PCS costs for an enlisted service member. Use the per capita permanent change of station (PCS) travel cost and then multiply by the Average Military Time on Station (in units of years not months). Calculate the per capita PCS travel cost by dividing the total amount budgeted for enlisted PCS moves by the number of enlisted service members on duty on 30 September 2003. For FY02 the value was \$4865.

Civilian Turnover Rate

The average percent of DoD civilian employees who normally leave their positions for reasons not related to closure/realignment actions. This percentage should not include civilian employees who take regular or early retirement. For FY95 the rate was 15%.

Civilian Early Retirement Rate (CSRS)

The average percent of CSRS eligible DoD civilian employees who retire early as a result of closure/realignment actions. This percentage should not include employees who take regular retirement.

Civilian Early Retirement Rate (FERS)

The average percent of FERS eligible DoD civilian employees who retire early as a result of closure/realignment actions. This percentage should not include employees who take regular retirement.

Civilian Regular Retirement Rate

The average percent of DoD civilian employees who retire each year, not as a result of closure/realignment actions. This includes employees in both CSRS and FERS. This percentage should not include employees who take an early retirement. For FY95 the rate was 3%.

Civilian RIF Pay Factor

The average percent of government civilian employee annual pay that will be paid as severance pay to those losing their jobs as a result of Reduction In Force (RIF) associated with the closure/realignment action. For FY95 the rate was 11%.

Priority Placement Program Rate

The average percent of DoD civilian employees who receive other government jobs as a result of the Priority Placement Program (PPP). This includes all placements whether they are local or require a PCS. For FY 95 the rate was 30%.

PPP Placements Involving PCS

The percent of DoD civilian personnel who receive jobs through the Priority Placement Program who must move more than 50 miles. This factor is multiplied by the Priority Placement Program Rate to find the total number of DoD civilians that PCS due to a priority placement. For FY 95 the rate was 41%.

Average Civilian PCS Cost

The average cost of relocating a government civilian employee to a new location, which has received a job through the Priority Placement Program (if the move is over 50 miles). An average Permanent Change of Station cost is used since PPP placements will result in relocations to undetermined locations. (NOTE: this does not apply to personnel moving with their organization a realignment action. It is only used as described above.) Estimated value for FY02 was \$34,000.

COBRA Medical Definitions for BRAC 2005

Please provide the following data elements for each DoD Medical Treatment Facility that serves the dependent and retiree population. When reporting averages, ensure you provide raw values used in your calculations.

In-Patient Admissions Cost Factor

Determine the average cost paid by TRICARE for each in-patient admission visit of retirees and their dependents to civilian (off-base) hospitals/treatment facilities (FY03).

Out-Patient Visits Cost Factor

Determine the average cost paid by TRICARE for each out-patient visit of retirees and their dependents to civilian (off-base) hospitals/treatment facilities (FY03).

Prescription Cost Factor

Determine the average difference between the cost of filling a prescription at the base Medical Treatment Facility (MTF) and commercial sources (FY03).

Active Duty MTF In-Patient Admissions

Using values from FY01, FY02, and FY03 determine the average number of active duty in-patient admissions to a MTF for active duty personnel and their dependents for a year. Includes active duty dependents.

Active Duty MTF Out-Patient Visits

Using values from FY01, FY02, and FY03 determine the average number of active duty out-patient visits to a MTF for active duty personnel and their dependents for a year. Includes active duty dependents.

Active Duty MTF Prescriptions

Using values from FY01, FY02, and FY03 determine the average number of active duty prescriptions filled for active duty personnel and their dependents for a year. Includes active duty dependents.

Active Duty Purchases In-Patient Admissions

Using values from FY01, FY02, and FY03 determine the average number of active duty in-patient admissions to a Private Treatment Facility (TRICARE pays) for active duty personnel and their dependents for a year. Includes active duty dependents.

Active Duty Purchases Out-Patient Visits

Using values from FY01, FY02, and FY03 determine the average number of active duty out-patient visits to a Private Treatment Facility (TRICARE pays) for active duty personnel and their dependents for a year. Includes active duty dependents.

Retiree Claims In-Patient Admissions

Using values from FY01, FY02, and FY03 determine the average number of retiree (include dependents) in-patient admissions to a MTF for retirees and their dependents for a year.

Retiree Claims Out-Patient Visits

Using values from FY01, FY02, and FY03 determine the average number of retiree (including dependents) out-patient visits to a MTF for retirees and their dependents for a year.

Retiree Claims Prescriptions

Using values from FY01, FY02, and FY03 determine the average number of retiree prescriptions filled at a MTF for retirees and their dependents for a year.

65 and Older Retiree Claims In-Patient Admissions

Using values from FY01, FY02, and FY03 determine the average number of over 65 retiree (include dependents) in-patient admissions to a MTF for retirees 65 and older and their dependents for a year.

65 and Older Retiree Claims Out-Patient Visits

Using values from FY01, FY02, and FY03 determine the average number of over 65 retiree (including dependents) out-patient visits to a MTF for retirees 65 and older and their dependents for a year.

65 and Older Retiree Prescriptions

Using values from FY01, FY02, and FY03 determine the average number of retiree prescriptions filled at the MTF for retirees 65 and older and their dependents for a year.

Format for Reporting Personnel Standard Factors

Standard Factor	Value	Units
a. Percentage of officers accompanied on PCS		%
b. Percentage of enlisted accompanied on PCS		%
c. Average officer salary (FY03)		\$/Yr
d. Average enlisted salary (FY03)		\$/Yr
e. Median GS civilian salary (FY03)		\$/Yr
f. Average military time on station (CONUS)		months
g. Average one-time officer PCS cost		\$/PCS move
h. Average one-time enlisted PCS cost		\$/PCS move
i. Civilian turnover rate		%/Yr
j. Civilian early retirement rate (CSRS)		%/Yr
k. Civilian early retirement rate (FERS)		%/Yr
l. Civilian regular retirement rate		%/Yr
m. Civilian reduction in force pay factor		no units
n. Priority placement program rate		%/Yr
o. Priority placement program placement involving PCS		%/Yr
p. Average civilian PCS cost		\$/PCS move