



## DEPARTMENT OF THE AIR FORCE

WASHINGTON, DC 20330-1000

OFFICE OF THE ASSISTANT SECRETARY

27 Jan 05

## MEMORANDUM FOR SAF/ILEP

SAF/DPM  
SAF/FMC  
AF/REX  
ANG/XPY

FROM: SAF/IEBB

SUBJECT BRAC COBRA Scenario Documentation

1. As we approach the final stages of the BRAC process, the ops tempo and stress level in our work areas continue to increase. It is critical that as we focus on finalizing Air Force scenarios and recommendations and the documentation required to support our analysis. The Air Force Internal Control Plans requires all data used for the analysis is certified and methods and/or sources of the data be documented.
2. The Air Force Audit Agency identified issues with the HAF process used to gather data supporting COBRA analysis. In order to assure compliance with the intent of the ICP, all members of our BRAC team need to comply with the following instructions and refer to Attachment 1, Minimum BRAC COBRA Scenario Documentation, (no exceptions).
  - a. All inputs collected that feed into COBRA must have proper certification and sources or methods of computation identified.
  - b. All original products used for COBRA input will reside in SAF/IEBB as soon as the initial analysis is complete. This means all DP/IL/FM outputs along with all original work done by AFRC and ANG provided to the DP/IL/FM core team.
  - c. SAF/IEBB will collect and store all original paperwork. Copies may be retained in originating offices.
  - d. All updates will be provided to SAF/IEBB when updated analysis is complete.
3. Our POC is Mr. Steve Cornish, SAF/IEBB, (703) 697-7005.

A handwritten signature in black ink, appearing to read "C. Kapellas".

CHRISTOPHER KAPELLAS, Col, USAF  
Chief, Basing & Infrastructure Analysis Division

Attachment:

1. Minimum BRAC COBRA Scenario Documentation

## MINIMUM BRAC COBRA SCENARIO DOCUMENTATION

**Purpose:** This product is provided to give the minimum documentation, assumptions, and methodologies the auditors will be looking for when evaluating scenario folders. This document is not all-inclusive and should be used as a guide only.

### **Why it's needed:**

Senior members of the SAF or Air Staff may be called to testify to the Base Closure Commission and will have only the scenario documentation to use in preparing for the testimony. Therefore, the documentation supporting numbers entered to COBRA must be adequate so that no other explanatory material is necessary. Further, the scenario documentation will be selectively reviewed by the Air Force Audit Agency, the Government Accountability Office, and others. Therefore, the documentation must also be sufficient to allow replicating numbers input to the COBRA and to allow tracking the number back to the source of the data, such as the HQ Air Force Manpower Data System.

### **What minimum documentation is necessary:**

Purpose: Describe the COBRA input data developed. For example, MILCON cost.

Name of Preparer: Name, office symbol, and phone number of the person who computed the data for input to COBRA.

Data Used: Describe data used and the source(s) and dates of the data. This is data that was collected and compiled and/or used in computations to determine numbers for entry to COBRA. For example, the Unit Manning Document from the HQ AF Manpower Data System for personnel cost computations. The data description should include a pointer to the source document page number and item number on the page.

Written Guidance Used: Describe any written guidance used, including page and paragraph number, and publication date. For example, AFH 32-1084, Facility Requirements, and AFCESA's Historical Air Force Construction Cost Handbook for MILCON cost computations.

Certification: Include the certification that data compiled and/or used in computations are accurate and complete. The certification should be signed by the official responsible for the data. Also, the number entered to COBRA should be certified by the functional representative. The certification document should include the certifier's name, title, office symbol, telephone number, and date certified.

Standard Methodology Used: Establish and document a standard methodology for compiling/computing each number entered to COBRA. The documentation should be sufficiently detailed to allow someone not previously familiar with the methodology to compile/compute the number(s). The documentation of the standard methodology should:

- a. Provide a detailed description of the process used to compile/compute number(s) entered to COBRA, including all calculations.
- b. Explain how the written guidance shown in 'Written guidance used' was used in performing data compilation/computations. Include a copy of the page(s) of the written guidance.
- c. Explain any algorithms used and the basis for individual algorithm components.
- d. Explain any assumptions used and the basis for the assumptions.
- e. Provide sources and dates for rates, factors, and estimates.
- f. If documentation of the standard methodology is voluminous, suggest filing the documentation in a separate binder rather than including in each scenario folder. For example, documentation of the methodology for compiling/computing environmental non-MILCON costs. The respective section of the scenario folder should then include a reference to the separate binder.

Deviations from Standard Methodology: Provide a detailed description of any deviations from the standard methodology. Explain each deviation and why it was necessary. Also provide all information described above for the standard methodology, if the information changed. File the description in the scenario folder, even if voluminous.

Missing Input: If any input to the COBRA, such as Services (input provided by AF/ILV) does not apply, include documentation in the scenario folder explaining why there is no input.

Data Retention: Retain a hard copy of the source data used in compiling and/or computing numbers for entry to COBRA. The hard copy should be filed in the scenario folder, but if too voluminous, should be filed in a separate binder. If a binder was previously established for the standard methodology, file there. As noted in "Data Used" above, the data description should include a pointer to the separate binder and the source document page number and item number on the page.