



HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

Office of the Assistant Secretary

APR 15 2005

MEMORANDUM FOR AF/DPM
AFCAA/TD

SUBJECT: COBRA Manpower Calculations

References: (a) COBRA User Manual

This memorandum provides guidance for entering manpower data into Air Force Cost of Base Realignment Actions (COBRA). This guidance is necessary to ensure consistency of approach and proper accounting of manpower impacts resulting from Base Realignment and Closure (BRAC) developed scenarios. The primary tenet to follow in all entry actions is that Air Force manpower identified as savings in COBRA will be retained and reinvested within the Air Force to accommodate other priority mission requirements.

COBRA users will enter manpower data using these instructions. Enter manpower authorization costs and savings calculated and identified by AF/DPMP in the appropriate COBRA screen. Enter mission and associated base operating support (BOS) manpower authorizations realigning to a specified location in Screen 3 as movement to the new location(s). Because Air Force authorizations identified as going to "BASE X" will be considered a savings, enter the data in COBRA Screen 6 as an "elimination" (-) from the losing location. Enter in Screen 6 manpower identified as moving from "BASE X" into a location as an "addition" (+) at the gaining installation.

Enter non-Air Force manpower authorizations (such as DECA, Army, Navy, USMC) as movements to the specifically identified location unless identified by the owning agency or MILDEP as a savings. Enter other AF non-BRAC programmatic changes and savings in Screen 6 as required.

These data entry procedures will ensure the Air Force manpower savings are identified and allocated as accurately as possible and are consistent with OSD policy and COBRA procedures.

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cc:
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SAF/IEBB
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HEADQUARTERS UNITED STATES AIR FORCE

WASHINGTON, D.C.



003-0000

OFFICE OF THE SECRETARY OF THE AIR FORCE

ATTENTION: CHIEF OF STAFF

WASHINGTON, D.C. 20330

TO: THE SECRETARY OF THE AIR FORCE
FROM: [Illegible]
SUBJECT: [Illegible]

1. [Illegible]
2. [Illegible]
3. [Illegible]

Very truly yours,
[Illegible]

[Handwritten Signature]

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