

## ANALYST TEMPLATES

The purpose of the Analyst Templates is to provide the COBRA analyst with a set of paper forms that replicate all COBRA data entry screens that require the input of scenario specific data. These forms can then be provided to the COBRA user for the input of this data into COBRA. The forms can also be used for documentation of each COBRA scenario analyzed. Special instructions and clarification notes are provided with the forms to assist the analyst in doing his work. A checklist is also provided which lists the steps required to complete the corresponding template forms. This checklist can be used by both COBRA analyst and COBRA user. There are six template forms.

Form 1 – Mirrors Data Entry Screen 1 and defines the bases involved in the scenario

Form 3 – Mirrors Data Entry Screen 3. One form for each base is required with base totals for each relocation of personnel, equipment, or vehicles from one base to another.

Form 5 – Mirrors Data Entry Screen 5. One form is required for each base involved in the scenario. The analyst will enter costs and/or savings associated with the realignment scenario.

Form 6 – Mirrors Data Entry Screen 6. One form is required for each base involved in the scenario. The analyst will enter personnel population changes not included in a relocation as part of the realignment.

Form 7 – Mirrors Data Entry Screen 7. One form is required for each base. All MILCON projects on the base that are associated with the realignment scenario should be entered here.

Form 8 – Mirrors Data Entry Screen 8. One form is required for each base that is designated an enclave.

The analyst will organize these forms into a packet with Form 1 as the cover sheet. Organize the rest of the forms in numerical order with each base form in the same order. Hand the completed packet to the COBRA user who will enter the data into the program.

## **TEMPLATE #1 – GENERAL SCENARIO**

This first data entry screen defines the bases being analyzed in the scenario. All bases included in the scenario must be identified on this screen. Bases can be input in any order. Up to 20 bases can be included in one scenario.

### **ANALYST INSTRUCTIONS:**

**1. Insure that all bases in the scenario are included in the embedded COBRA database available to the user. (If any are not included, the analyst must provide required data for those bases.)**

**NOTE: If more than 20 bases are included in the scenario two or more COBRA runs can be combined with the COBRA post-processor program ADDER. ADDER will combine the results of two, or more, COBRA runs. The COBRA User's Manual provides instructions on using ADDER.**

### **TEMPLATE #1 CHECKLIST:**

**Step 1. In the Option Package Name cell enter a name for the scenario.**

**Step 2. In the Department cell chose a department (i.e., Army, Navy)**

**Step 3. In the Standard Factors Filename cell enter the name and location (directory) of the approved Standard Factors File. (This will be populated when you load the Standard Factors File.)**

**Step 4. In the Basecode cells enter each base included in the scenario. You can find the base codes in the BRAC 2005 base list. (Basecodes will populate Base Name and State after clicking the Database toggle.)**

**Step 5. In the Close/Deact Yr enter the closure year between 1 and 6.**

**Step 6. Using the Realign toggle identify any bases that are deactivating.**

**Step 7. Enter the deactivation year for deactivating bases. (NOTE: Deactivating a base enables the user to build a Reserve Component (RC), or other type of enclave on the former base. An enclave cannot be put on a closing base.**

**Step 8. Activate the Auto Time-Phase button if the schedule for facilities construction and/or shutdown is to be automatically done by COBRA. (NOTE: This feature (enabled, with a check mark) will cause the model to automatically schedule construction and shut downs based on the movement of personnel.**

**Step 9. Footnotes button: use this feature to document the scenario rationale and to enter any other information that might be useful to the reader.**

## **TEMPLATE #3 – MOVEMENT TABLE**

For each pair of bases with movements (realignments) planned, the user will enter the total of the personnel, equipment, and vehicles moving in each of the scenario years. The model will use these figures to calculate personnel and material transportation costs and to automatically schedule construction and shutdown at each base if Auto Time-Phasing was selected on Screen #1. Data on this screen is scenario specific data and, therefore, will not be available from databases. A separate page will be presented for each pair of bases, so the user need simply skip those pairs for which there is no movement involved. The user should take care to note the direction of movement (“GW III to CAMP KEEBA, HI”). Movements should only be entered for the year in which they occur and not repeated for subsequent years.

### **ANALYST INSTRUCTIONS:**

- 1. Provide the authorized number of personnel positions to be moved and the year in which the move occurs.**
- 2. Provide the number of vehicles and the weights (tons) of equipment to be moved and the year in which the move occurs.**

**Use the COBRA definitions for the categories of vehicles and equipment to be entered on this screen:**

**Non-Vehicle Mission Equipment is defined as all of the equipment on a unit’s table of equipment less vehicles.**

**Support Equipment is defined as all other equipment not included in mission equipment that is required by the unit to perform its mission.**

**Two Military Light Vehicles can be loaded on one railcar.**

**Only one Military Heavy/Special Vehicle can be loaded on one railcar.**

**NOTE: If vehicles and equipment are to be moved by means other than rail then the cost for that movement, if known, can be entered on Screen #5. If this is done, the vehicles and equipment should not be entered here.**

### **TEMPLATE #3 CHECKLIST:**

**For each pair of bases in the scenario:**

**Enter in the year of movement:**

#### **Step 1. Authorized Personnel Positions Moving (Relocating)**

**Officers**

**Enlisted**

**Government civilians**

**Students**

**Step 2. Equipment moving**

**Non -Vehicle Mission Equipment**

**Support Equipment**

**Light Vehicles**

**Heavy Vehicles**

## **TEMPLATE #5 – BASE INFORMATION (DYNAMIC)**

This screen provides the user with the flexibility to enter known BRAC costs or savings that are outside COBRA's functionality. For each base identified in the scenario the user will enter the specific information below. A separate page will be presented for each base. This data is scenario specific data and, therefore, will require user entry. COBRA algorithms will not use the dollar entries on this screen. These entries are costs/savings determined by the user that are added to COBRA calculated costs/savings. Particular areas of interest should be contracts, leases, impact on Reserve Component units, and impact on Non-DoD activities. Some of these costs/savings might seem like they could be entered in one of several of the data cells on this screen. In such cases the analyst/user should primarily consider whether the costs/savings are mission or support related. The most important thing is to capture all known costs/savings incurred with the realignment action. (NOTE: Data fields that have an asterick after the 2011 column will use the 2011 value for each of the remaining years of the 20 year planning period used by COBRA.)

NOTE: All dollar entries will be in FY05 dollars.

### **ANALYST INSTRUCTIONS:**

**1. Determine all contract related costs and savings for all bases in the scenario. The following describes the types of contracts and costs that should be considered:**

- a) **Contracts with private firms will fall into one of two categories:**
  - 1) **Support contracts include, but are not limited to, base operations (BOS) contracts, housing privatization, utilities privatization, community support activities, and other service contracts.**
  - 2) **Mission contracts examples include, but are not limited to, instructor pilots, contract maintenance of mission equipment, and government owned contractor operated (GOCO) operations.**
- 2) **COBRA categories of contract costs:**
  - 1) **Termination costs of mission contracts. Add up the termination costs for all mission contracts and input into the Mission Contract Termination Costs cell on this screen.**
  - 2) **Termination costs of support contracts. Add up the termination costs for all support contracts and input into the Support Contract Termination Costs cell on this screen.**
  - 3) **Start-up costs of mission contracts. Add up the start up costs for all mission contracts and input into the Mission Contract Start-Up Costs cell on this screen.**
  - 4) **Some BRAC actions will have other costs associated with moving a contracted activity. For example, a bridge cost is the cost required to perform the mission elsewhere while the activity is being moved. These costs could be entered as One-Time Unique Costs or Activity Mission Costs on Screen 5. (NOTE: Partnership agreements with private industry for industrial activities will be treated as a contract.)**

**2. Determine all identifiable RC related costs and savings. The following types of costs and savings should be examined:**

- a) Loss of informal or formal support, including BOS support. Some reserve units rely on an active component unit or a civilian organization for support. If a BRAC action deactivates or realigns these units or organizations, then the reserve unit might be forced to pay for contracted support. This could include contract berthing (Inactive Duty Training housing). This contracted support cost could exceed the costs that the reserve unit had to pay to the active unit or civilian organization. These costs should be captured for COBRA analysis.**
- b) Recruitment costs due to unit relocation. If a reserve unit is relocated to another part of the country, the unit might have to increase recruiting efforts to replace unit members who chose not to relocate. This is probably not a significant cost for the macro COBRA model, but, if it is, then the costs must be determined outside the COBRA model and then entered.**
- c) Increased mission and training costs. This could include increased transportation costs for movement to and from training sites or the construction/modification of required training facilities to replace those no longer available.**

**3. Determine costs and savings associated with lease agreements.**

- a) The following types of information must be collected for leased facilities:**
  - Terms of present lease**
  - Length**
  - Cost**
  - Utility payment provisions**
  - Lease expiration date**
  - Current market rate for the rent of leased space**
- b) The following costs and savings must be captured when closing a leased facility:**
  - 1) One-time and recurring costs and savings must be determined. One-time costs could be restoration fees or early termination fees. Recurring savings are those captured in rent avoidances after the BRAC action is complete. Even if a lease has expired, recurring savings still need to be calculated out to the sixth year of the BRAC scenario. The recurring savings after lease expiration will be determined using the market rate for the rent of the leased facility.**
  - 2) Costs to non-DoD government agencies when a DoD tenant leaves a leased facility. For instance, if the activity is renting space through GSA and leaves before the lease is up, how much will it cost GSA to rent the space?**
  - 3) Force protection costs must be considered for leased facilities. Force protection standards must be met by FY09. These costs need to be considered for an activity that stays in leased facilities. These could be potential one-time or recurring costs. If a leased facility can not be upgraded to required standards, then an activity may have to leave the leased facility for this reason.**

**4. Determine known Construction Schedules and/or facilities Shutdown Schedules for entry on this screen. This enables the scenario to be executed with these known schedules and bypass COBRA's Auto Time-Phasing, which must not have been activated on Screen One in order to manually enter Construction and Shutdown Percentages. (Auto Time-Phasing will calculate the construction schedule based on percentage of personnel moving in the next year (this is so construction is finished before the people are moved who require those facilities) and calculate the shutdown schedule based on percentage of personnel moving out.)**

**5. Determine Mission MILCON Avoidances for entry on this screen. Mission MILCON avoidances are for programmed new mission construction only. These avoidances are treated as a savings in COBRA. Replacement construction for existing missions is considered recapitalization and costed as such.**

**6. Determine the Facilities Shutdown (KSF) for entry on this screen. The Facilities Shutdown data cell is for non-family housing facilities that have a unit of measure (UM) of Square Feet. Other facilities with a different UM are not considered by COBRA in calculating sustainment savings from facilities shutdown.**

**The Medical Treatment Facility (MTF) buttons on this screen enable the Analyst to:**

- 1) Leave a MTF open – no TRICARE costs will result**
- 2) Close only the in-patient services at a MTF - TRICARE costs for in-patient treatment will result.**
- 3) Close Hospital – TRICARE costs for in-patient, out-patient, and prescription costs will result.**

**NOTES:**

**This screen provides the flexibility to capture costs/savings that can't be captured elsewhere. However, because of this flexibility, the entries on this screen are not as easily defined and identified as data entries on other screens. The user must coordinate with the scenario analyst to ensure that all costs and savings that should be entered on this screen are so entered. In so doing the following steps should be followed:**

**Step 1. Separate mission costs from support costs. This is necessary because of where the costs will be captured in the COBRA output reports.**

**Step 2. Maintain consistency in data elements with respect to the different types of costs/savings being entered. An example would be reporting RC training costs/savings consistently in the Mission Activity Costs/Savings data elements.**

**Step 3. Document, using the Footnotes button, which data cells were used for each cost and saving entered on this screen.**

**Step 4. Take full advantage of the Footnote Option available to document the rationale of how costs were calculated.**

**TEMPLATE #5 CHECKLIST:**

**For each base in the scenario:**

**Step 1. In the One-Time Unique Costs cells enter any one-time costs not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 2. In the One-Time Unique Savings cells enter any one-time savings not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 3. In the One-Time Moving Costs cells enter any one-time moving costs not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 4. In the Environmental Non-Milcon Required cells enter any environmental costs not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 5. In the Activity Mission Costs cells enter any one-time or recurring mission costs not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 6. In the Activity Mission Savings cells enter any one-time or recurring mission savings not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 7. In the Mission Contract Start Costs cells enter any mission contract start costs not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 8. In the Mission Contract Termination Costs cells enter any support contract termination costs not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 9. In the Support Contract Termination Costs cells enter any mission contract termination costs not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 10. In the Miscellaneous Recurring Costs cells enter any miscellaneous recurring costs not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 11. In the Miscellaneous Recurring Savings cells enter any miscellaneous recurring savings not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 12. In the One-Time Information Technology Costs cells enter any one-time information technology costs not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 13. In the Construction Schedule cells enter the percent of construction, if any, to be accomplished in each year. (If “grayed out” Auto Time-Phasing button was activated on Screen #1 – COBRA will determine construction schedule).**

**Step 14. In the Shutdown Schedule cells enter the percent of non-family housing, facilities, if any, to be shutdown in each year. ( If “grayed out” Auto Time-Phasing button was activated on Screen #1 - COBRA will determine shutdown schedule).**

**Step 15. In the Mission MILCON Avoidance cell enter the dollar value of avoided new mission construction projects, if any, in the appropriate year. Cell does NOT HAVE to be filled.**

**Step 16. In the Procurement Avoidances cells enter any procurement avoidances not found elsewhere. Cell does NOT HAVE to be filled.**

**Step 17. Select the appropriate Medical Treatment Facility (MTF) Action button:**

- a) As-Is (No Change) - default
- b) Close In-Patient
- c) Close Hospital

**Step 18. In the Facilities Shutdown cell enter the square feet of non-family housing facilities, if any, shutdown. (Facilities with Unit of Measure of other than square feet are not required.)**

**Step 19. In the Percent of Family Housing Shutdown cell enter the percent of family housing, if any, being shutdown.**

## **TEMPLATE #6 – BASE INFORMATION (PERSONNEL)**

For each base identified in the scenario the user will enter the specific information below. A separate screen will be presented for each base.

### **Analyst Instructions:**

#### **Scenario Changes by Year:**

**1. The entries in this section are not for personnel being realigned (moved). Those personnel are entered on Screen #3. The entries here are for personnel positions being added or eliminated at the base as a result of the BRAC action. Generally, these will be personnel involved in base operations.**

**2. When an enclave is being established on a deactivating base, the analyst must account for the personnel required to operate or “staff” the enclave. Once the number of personnel required to staff the enclave is determined (by category), it should be subtracted from the number of personnel being eliminated at the base. Essentially, this screen enables the analyst to “back into” the enclave operating staff by subtracting them from the number of personnel eliminated. (Note: This assumes that the initial BOS personnel are to be eliminated and the new enclave staff is to be “built up” based on the size and mission of the enclave.)**

#### **Programmed Family Housing Privatization (non-BRAC) by Year:**

**1. Entries in this section are for a privatization implementation schedule that was approved prior to the proposed BRAC action.**

### **TEMPLATE #6 CHECKLIST:**

**For each base in the scenario:**

#### **Scenario Changes by Year Section:**

**Step 1. Enter the number of authorized personnel positions to be added and eliminated in the year of the action. Personnel are grouped into the following categories:**

- Officers**
- Enlisted**
- Government Civilians**

**Step 2. In the Programmed Family Housing Privatization (non-BRAC) by Year Section enter the percentage of family housing to be privatized each year (if a privatization schedule exists).**

## **TEMPLATE #7 – BASE INFORMATION (MILCON)**

A separate screen for MILCON will be presented for each base listed in Screen One. New facility MILCON and/or Rehabilitation requirements must be identified by Facility Analysis Category (FAC) as defined in the OSD Facility Pricing Guide (FPG), (Version 6, April, 2004). A complete FAC listing can be found in the DoD Facilities Pricing Guide (FPG) at <http://www.acq.osd.mil/ie/irm>. The FPG also provides a crosswalk between FACs and facility category codes. Each type of facility can be identified by a FAC. Since construction and rehabilitation requirements are scenario specific data, the user must input the FAC code for each project as well as the size of the facility to be constructed or rehabilitated. Once the FAC code is entered, the Description and UM (unit of measure) fields will be automatically populated. The cost factors associated with each FAC (construction and sustainment) are standard factors. If construction is not needed at the base, the Screen should be left blank.

NOTE: All dollar entries will be in FY05 dollars.

### **ANALYST INSTRUCTIONS:**

**For each base in the scenario:**

- 1. Determine the facilities requirement for realigning activity/organization. COBRA requires that each distinct facility type be identified using the Facility Analysis Category (FAC) from OSD's Facility Pricing Guide (FPG). COBRA also requires the size of the needed facilities.**
- 2. Determine what facilities are available on the gaining installation that can be used by an incoming activity. Existing facilities that can be rehabilitated to meet facility requirements eliminate the need for new construction. The sum of new construction and rehabilitation must equal the incoming activity's facilities requirements for each type (FAC) facility required.**
- 3. Determine which rehabilitation option should be used for each rehabilitation project. The rehabilitation option is selected using the Rehabilitation Toggle. (NOTE: In COBRA, rehabilitation includes conversion from one facility type to another. When converting a facility from one type to another the user should use the FAC to which the building is being converted.) The three Rehabilitation options are for:**
  - A "red" facility has adequate substructure, superstructure, and exterior closure. All other parts of the building need to be replaced.
  - An "amber" facility has adequate substructure, superstructure, exterior closure, roofing, plumbing, HVAC, and basic electrical systems.
  - A default facility. If the condition of the facility is not known, the default option should be used. This represents a facility whose condition is somewhere between "red" and "amber".
- 4. Determine total construction costs for special or unique projects where the COBRA construction costing methodology is not applicable. These manually generated costs**

should be entered in the Total Cost (\$K) column on this screen. (Note; when manual entries are made in the Total Cost (\$K) column, construction costs are not calculated in COBRA. If a construction project is costed outside of COBRA it must, as is the case with all non-standard costing, be documented in Footnotes. Unless there is a unique or feature feature to a construction project, it should be costed using COBRA's construction algorithms.

**TEMPLATE #7 CHECKLIST:**

**For each base in the scenario:**

**Step 1. Enter the Facility Analysis Code (FAC) for each construction and rehabilitation project at each base in the scenario. A complete FAC listing can be found in the DoD Facilities Pricing Guide (FPG) at <http://www.acq.osd.mil/ie/irm>. The FPG also provides a crosswalk between FACs and facility category codes.**

**Step 2. Enter the scope (size) of each construction and rehabilitation project at each base in the scenario. Project scope must be entered for all projects including those where a Total Cost is entered (See Step 4 below). As an example, if a 20,000 square foot administrative facility is to be constructed or rehabilitated, the user would enter '6000' for the FAC and '20,000' in either the New MILCON or Rehabilitation fields.**

**Step 3. Identify, using the Rehabilitation Toggle, which rehabilitation option should be used for each rehabilitation project.**

**Step 4. Enter the Total Cost of any construction or rehabilitation project when you know the specific cost of a project. These cells are only populated by user input. (NOTE: When entries are made here. COBRA does not calculate construction costs for the project.)**

## **TEMPLATE #8 – Enclave**

Enclaves are sections of the military base that remain operational after the base is deactivated. The enclave will continue with its current role and functions subject to specific modifications. (NOTE: While this section emphasizes Reserve Component it applies to any enclave that may result from a BRAC action). This screen enables the analyst to “build-up” an enclave with the facilities of which it will consist. Enclave manning is established by the number of authorized personnel left on the installation on Screen Six. Once this list of facilities is entered on this screen, COBRA can then determine the annual facilities sustainment budget for the enclave. Any new facilities required for an enclave that are entered as MILCON on Screen Seven must be included on this screen.

### **ANALYST INSTRUCTIONS:**

**For each enclave established in the scenario:**

**1. Determine the enclave facility requirements (by FAC and size) based on the mission, population, and activities of the enclave. (NOTE: When a base is deactivated all facilities are shutdown. The only facilities that COBRA will calculate full sustainment costs for are those entered on this screen.)**

### **TEMPLATE #8 CHECKLIST:**

**For each enclave being created in the scenario:**

**Step 1. In the FAC column enter the FAC for each type of facility required on the enclave. A complete FAC listing can be found in the DoD Facilities Pricing Guide (FPG) at <http://www.acq.osd.mil/ie/irm>. The FPG also provides a crosswalk between FACs and facility category codes. The FAC Description and UM will be automatically loaded based on the FAC. (NOTE: If the enclave facility requirement (by FAC) can not be met by existing facilities, then MILCON and/or rehabilitation (including conversion) should be entered on Screen #7 to meet the requirement.)**

**Step 2. In the Quantity column enter the size of each type of facility required on the enclave.**

**Example: if the enclave requires 10,000 Square Feet (SF) of administrative buildings, the user should enter FAC 6000 in the FAC column and 10,000 in the requirement column.**

