

## **COBRA USER CHECKLIST**

The purpose of this checklist is to walk the COBRA user through all the screens to input a realignment scenario into the model. COBRA data is grouped into three categories: standard factors, installation specific static data, and scenario specific data. The COBRA user is only responsible for inputting scenario specific data. Standard Factors are input once a Standard Factors File is loaded while installation specific data is loaded with installation databases.

COBRA is designed to guide the user through a series of Data Entry Screens. For each screen, the checklist provides a brief explanation of the screen and then a series of checks for the user. The checks cue the user to input the required information for a scenario. The checks also direct the user where to look for certain information.

### **COBRA DATA ENTRY SCREENS**

#### **DATA ENTRY SCREEN 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. Screen #1 is contained on one page.

#### **USER CHECKLIST FOR SCREEN #1:**

**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 0 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.**

Screen One - General Scenario

Option Package Name: Demo for User Manual Department: US Army  
 Standard Factors Filename: Year One = FY: 2006

Basecode:	Base Name:	State:	Close/Deact Yr.	Basecode:	Base Name:	State:	Close/Deact Yr.
04711	CAMP ROCKY	AR	0 Realn	22344	CAMP SWAMPY	LA	0 Realn
37488	FORT EMD	NC	0 Realn	02468	FORT DISTANT	AK	0 Realn
24426	GW III	MD	0 Realn	25025	LAB COMPLEX II	MA	5 Close
15253	CAMP KEEBA	HI	0 Realn	21120	FORT JELLICO	KY	0 Realn
			0 Realn				0 Realn
			0 Realn				0 Realn
			0 Realn				0 Realn
			0 Realn				0 Realn
			0 Realn				0 Realn
			0 Realn				0 Realn

Time/Date of Data: 12/3/2003 9:05:02 AM Set Auto Time-Phase:

? Databases Footnotes Next OK

## DATA ENTRY SCREEN 2 – DISTANCE TABLE

This entire screen should be populated from a database file. If this information is not available then the database containing Base Specific Data has the Latitude and Longitude of all bases for which data has been collected. This Latitude/Longitude can be used to calculate the distance between any two bases if the value is not known. COBRA will do this automatically. However, if a base is not in the COBRA database, then the distances to other bases must be manually populated. Distances are important in COBRA because they are used to determine transportation and moving costs.

### USER CHECKLIST FOR SCREEN #2:

**The user should generally not be required to enter any data on this screen.**

The screenshot shows a window titled "Screen Two - Distance Table" with a close button in the top right corner. The window contains a table of distances between bases. The table is as follows:

CAMP ROCKY							
1218	CAMP SWAMPY						
2084	1006	FORT EMO					
3246	3754	3884	FORT DISTANT				
2258	1246	354	3869	GW III			
2596	1639	754	0	406	LAB COMPLEX II		
3117	4254	5080	5324	5249	0	CAMP KEEBA	
1711	747	604	3494	658	974	4689	FORT JELICO

At the bottom of the window, there is a label "Distance Between Bases (in Miles)" and a row of five buttons: "?", "Footnotes", "Previous", "Next", and "OK".

## **DATA ENTRY SCREEN 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 (in screen below, “GW III to CAMP KEEBA, HI”). Movements should only be entered for the year in which they occur and not repeated for subsequent years.

### **USER CHECKLIST FOR SCREEN #3:**

**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**

Screen Three - Movement Table						
	2006	2007	2008	2009	2010	2011
<b>CAMP KEEBA, HI (15253) to GW III, MD (24426)</b>						
Officer Positions:	0	0	0	57	0	0
Enlisted Positions:	0	0	0	32	0	0
Civilian Positions:	0	0	0	128	0	0
Student Positions:	0	0	0	27	0	0
Non-Vehic Mission Equip (Tons):	0	0	0	36	0	0
Support Equipment (Tons):	0	0	0	72	0	0
Military Light Vehicles:	0	0	0	6	0	0
Military Heavy/Special Vehicles:	0	0	0	12	0	0
<b>GW III, MD (24426) to CAMP KEEBA, HI (15253)</b>						
Officer Positions:	0	0	0	0	0	0
Enlisted Positions:	0	0	0	0	0	0
Civilian Positions:	0	0	0	0	0	0
Student Positions:	0	0	0	0	0	0
Non-Vehic Mission Equip (Tons):	0	0	0	0	0	0
Support Equipment (Tons):	0	0	0	0	0	0
Military Light Vehicles:	0	0	0	0	0	0
Military Heavy/Special Vehicles:	0	0	0	0	0	0
<b>List Moves in Year ONLY!</b>						
<span>?</span> <span>Footnotes</span> <span>&lt; 2</span> <span>Previous</span> <span>Next</span> <span>&gt; 4</span> <span>OK</span>						

## **DATA ENTRY SCREEN 4 – BASE INFORMATION (STATIC)**

For each base identified in the scenario the specific base information on this screen is required. This data defines the starting point (status quo) at each base from which BRAC changes are measured. A separate page will be presented for each base. All of the information on this page should be loaded from a base specific database file.

Leased facilities will be treated like any other base on this screen. Some of the data cells will be zero, but it is possible for a leased facility to have some of the costs of an owned base, such as BOS and communications costs.

Industrial bases should also be treated like any other base. When an industrial activity resides on an operational base, then the host base will report all Sustainment and BOS costs including those of the industrial activity.

NOTE: All dollar values will be in FY05 dollars.

**USER CHECKLIST FOR SCREEN #4: None.**

**Screen Four - Base Information (Static)** ✖

**FORT EMO, NC (37488)**

(Enter Authorized Positions for Year 2005)

Total Officers:	<input type="text" value="6209"/>	Base Service (for BOS/Sustainment):	<input type="text" value="Army"/>
Total Enlisted Personnel:	<input type="text" value="36432"/>	Total Sustainment Budget (\$K./Year):	<input type="text" value="37725.4"/>
Total Students:	<input type="text" value="2620"/>	Sustainment Payroll Budget (\$K./Year):	<input type="text" value="0"/>
Total Civilians:	<input type="text" value="5375"/>	BOS Non-Payroll Budget (\$K./Year):	<input type="text" value="100316.63"/>
% Accompanied Mil Not Receive BAH:	<input type="text" value="20.800"/>	BOS Payroll Budget (\$K./Year):	<input type="text" value="59953.71"/>
	%	Family Housing Budget (\$K./Year):	<input type="text" value="30732.86"/>
Officer Housing Units Vacant:	<input type="text" value="29"/>	Installation PRV (\$K):	<input type="text" value="0"/>
Enlisted Housing Units Vacant:	<input type="text" value="168"/>	Service/Agency Recap Rate (Years):	<input type="text" value="0"/>
Starting Facilities (non-FH, KSF):	<input type="text" value="20772"/>	Latitude:	<input type="text" value="0.000000"/>
		Longitude:	<input type="text" value="0.000000"/>
Officer BAH (\$/Month):	<input type="text" value="716"/>	<b>TRICARE</b>	
Enlisted BAH (\$/Month):	<input type="text" value="638"/>	In-Patient Admissions:	<input type="text" value="0"/>
Civilian Locality Factor:	<input type="text" value="1.000"/>	Out-Patient Visits:	<input type="text" value="0"/>
Area Cost Factor:	<input type="text" value="0.88"/>	Prescriptions:	<input type="text" value="0"/>
Per Diem Rate (\$/Day):	<input type="text" value="94.00"/>	Cost Factor (\$):	<input type="text" value="0"/>
Freight Cost (\$/Ton/Mile):	<input type="text" value="0.17"/>	Active Duty MTF:	<input type="text" value="0"/>
Vehicle Shipping Cost (\$/Lift/Mile):	<input type="text" value="0.00"/>	Active Duty Purchases:	<input type="text" value="0"/>
		Retiree Claims:	<input type="text" value="0"/>
		65 and Older Retiree Claims:	<input type="text" value="0"/>
		Howowner Assistance Program:	<input type="checkbox"/>

?   Footnotes   < 3   Previous   **Next**   > 5   OK

## **DATA ENTRY SCREEN 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.

### **USER 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 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 entries on this screen.**

### **USER CHECKLIST FOR SCREEN #5**

**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 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:**

- 1) As-Is (No Change) - default
- 2) Close In-Patient
- 3) Close Hospital

**Step 18. In the Facilities Shutdown cell enter the square feet of 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.**

Screen Five - Base Information (Dynamic) ✕

**FORT JELICO, KY (21120)**

	2006	2007	2008	2009	2010	2011	
One-Time Unique Costs (\$K):	0	0	0	0	0	0	
One-Time Unique Savings (\$K):	0	0	0	0	0	0	
One-Time Moving Costs (\$K):	0	0	0	0	0	0	
One-Time Moving Savings (\$K):	0	0	0	0	0	0	
Env Non-MilCon Required (\$K):	0	0	0	0	0	0	
Activity Mission Costs (\$K):	0	0	0	0	0	0	*
Activity Mission Savings (\$K):	0	0	0	0	0	0	*
Mission Contract Start Costs(\$K):	0	0	0	0	0	0	
Mission Contract Term Costs(\$K):	0	0	0	0	0	0	
Support Contract Term Costs(\$K):	0	0	0	0	0	0	
Misc. Recurring Costs (\$K):	0	0	0	0	0	0	*
Misc. Recurring Savings (\$K):	0	0	0	0	0	0	*
One-Time IT Costs (\$K):	0	0	0	0	0	0	
Construction Schedule (%):	0.000	0.000	0.000	0.000	0.000	0.000	%
Shutdown Schedule (%):	0.000	0.000	0.000	0.000	0.000	0.000	%
Mission Milcon Avoidances (\$K):	0	0	0	0	0	0	
Procurement Avoidances (\$K):	0	0	0	0	0	0	*
MTF Action:	Facilities Shutdown (KSF): 0		% of Family Housing Shutdown: 0.000				%
<input checked="" type="radio"/> As-Is (No Change) <input type="radio"/> Close In-Patient <input type="radio"/> Close Hospital	Costs and Savings are in thousands of 2005 dollars.					* Year 2011 Value used in Beyond years	

? Footnotes < 4 Previous Next > 6 OK

## **DATA ENTRY SCREEN 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.

### **USER’S CHECKLIST FOR SCREEN #6:**

**For each base in the scenario:**

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

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

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

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

**Step 2. Enter the percentage of family housing to be privatized each year (if a privatization schedule exists).**

#### **Programmed Installation Population Changes Section**

**The user should not be required to make any entries in this section of Screen #6. These are base population changes that are programmed to take place at the base in each year, independent of the closure/realignment action. All fields in this section should be populated from a database file.**

**Screen Six - Base Information (Personnel)** ✖

**CAMP ROCKY, AR (04711)**

	2006	2007	2008	2009	2010	2011
<b>Scenario Changes by Year (+Additions / -Eliminations)</b>						
Officer Positions:	0	0	0	0	0	0
Enlisted Positions:	0	0	0	0	0	0
Civilian Positions:	0	0	0	0	0	0
<b>Programmed Installation Population Changes (non-BRAC) by Year (+Increases / -Decreases)</b>						
Officer Positions:	-54	58	4	-9	0	0
Enlisted Positions:	-26	-467	2	-69	0	0
Civilian Positions:	10	-19	-68	-48	-37	0
Student Positions:	31	-363	52	-78	0	0
<b>Programmed Family Housing Privatization (non-BRAC) by Year</b>						
Percent Privatized:	0 %	0 %	0 %	0 %	0 %	0 %

**List Changes in Year ONLY!** ? Footnotes < 5 Previous Next > 7 OK

## **DATA ENTRY SCREEN 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 5, March, 2003). 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.

### **USER CHECKLIST FOR SCREEN #7**

**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.)**



## **DATA ENTRY SCREEN 8 - Enclaves**

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.

### **USER CHECKLIST FOR SCREEN #8**

**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, 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.**



