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**Subject:** COBRA JPAT Minutes for 20 FEB 04

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The COBRA JPAT meeting on documentation, data collection, and training was held at R&K Engineering on 20 FEB 04 from 0900 to 1500.

## 1. Attendance

a. The following members attended the meeting:

John Desiderio	OSD BRAC
Jack Leather	Navy BRAC
Jack Francisco	DLA / JCSG S&S
Omer Alper	Navy BRAC
Frank Sosa	AF BRAC
John Dovich	R&K
Richard Snow	SAF / IEBB
Bob Ralston	JCSG HSA
COL Stephen Evans	JCSG Tech
Ray Quesenberry	JCSG HSA
Andy Rumbaugh	JCSG HSA
LtCol Don Duckro	JCSG HSA
Joseph Smith	OUSDC Comptroller

b. The following were at the meeting as observers:

Marcia L. Kilby	OIG DoD
Dharam Jain	OIG DoD
Andrea Beck	AAA
Rich Gladhill	AAA
Mimi Yoo	AFAA
Tom Mahalek	GAO
Joe Biscoe	AMSAA

c. The following groups did not send a representative:

JCSG E&T  
JCSG Intel  
JCSG Industrial  
JCSG Medical

## 2. General Session

a. The next JPAT meeting will be called on an as needed basis.

b. **COBRA User's Manual.** The JPAT reviewed all of the COBRA documentation. The JPAT approved the manuals with the listed changes. The following changes were made to the COBRA User's Manual:

- 1) Replace the word re-stationing with realignment for all occurrences in the manual.
- 2) Replace the definition of Net Present Value (NPV) on page 5 with "The Net Present Value is the discounted value of future costs minus the future savings.
- 3) The JPAT clarified that the user will not be able to change the standard factors file. Training will be done using a notional file.
- 4) The JPAT wanted to clarify what was the difference between a base that closes and a base that deactivates. A deactivated base can have parts of it designated as an enclave while a closing base is completely turned over to the reuse authority.
- 5) The JPAT wanted further clarification on what the "data button" actually does. This button loads the installation static data for Screen Four and the programmed personnel changes for Screen Six.
- 6) The JPAT agreed that "Year One", the first fiscal year of the scenario, should be hard coded to 2006.
- 7) The second and third paragraphs that discuss leased facilities and industrial installations on page 24 will also be included in the Analyst Template.
- 8) On Screen Four the JPAT wanted to clarify what the "Base Service" toggle did. This toggle determined which Service's factors would be used in BOS and sustainment calculations.
- 9) In Section 3.5 the JPAT wanted to clarify how the model treats recurring costs and savings entered in the year 2011. Recurring costs and savings entered in 2011 are included in all out years to 2025.
- 10) On page 31, the JPAT wanted clarification on what "restoration costs" meant when dealing with leased facilities. Restoration costs are the costs required to return the leased facility to the condition before the activity moved in.

- 11) The JPAT agreed that new mission MILCON would be taken as an avoidance savings if it had been appropriated by FY 04 or requested by FY 05. New mission MILCON is MILCON that is added to the installation PRV, not MILCON used to replace or upgrade a facility for an existing mission. If the avoidance is taken and the mission is moved elsewhere then the user must enter the new MILCON at the gaining installation.
- 12) The JPAT agreed to spell out the acronym for Medical Treatment Facility (MTF) on page 33.
- 13) The JPAT agreed to add to the manual that whatever square footage is entered in Screen Five is assumed sustained at 100%.
- 14) The JPAT agreed to remove any reference to base support personnel on page 35.
- 15) The JPAT agreed to ensure that the definitions for the average salaries include that they should be at the fully burdened rate.
- 16) The JPAT agreed to clarify the definition of a "red" facility by replacing "all other parts of the building need to be replaced" with "the roofing, plumbing, HVAC, and basic electrical systems need to be replaced."

c. **Algorithm Manual.** - The JPAT agreed that the sustainment algorithm needed to be changed to reflect what was agreed upon during the sustainment JPAT meeting. JPAT minutes state that the 85% savings would begin in the Close Year and run through 2011, in order to reflect caretaker type costs. Prior to the close year, savings would be based on a time-phased savings estimate using the Facilities Shutdown (KSF) data element. The algorithm will be changed to reflect the JPAT guidance.

d. **Checklist and Template.** The JPAT agreed to add the following comments to the Checklist and Template:

- 1) Add a statement in the checklist, template, and manuals that all dollars entered into the model are FY05.
- 2) Ensure the user knows that no changes can be made to the programmed personnel changes on Screen Six.
- 3) Ensure the analyst and user understand that buildings are not constructed with support facilities such as roads and parking lots.

e. **Data Collection.** The JPAT agreed that data would come from open sources, authoritative sources, JPAT approved analysis, OSD FSM sources, and installation data call questions.

- 1) The JPAT approved the open source data references and the method of certification.
- 2) The JPAT agreed that the Maximum Home Sale and Purchase Reimbursement would not increase with the rate of inflation. This value is found in the JTR and is raised arbitrarily.
- 3) The JPAT approved the method of determining military weight allowances by taking a weighted average of the HHG weight allowances in the Joint Forces Travel Regulation (JFTR) based on the rank population in the military.
- 4) The JPAT approved the use of three memos, one to the Surface Deployment and Displacement Command (SDDC) and two to OSD (P&R), to collect the authoritative source data.
- 5) OSD will provide the data for installation PRV, total installation sustainment requirement, Service recap rate, and Service sustainment

rate.

- 6) The JPAT reviewed the installation data call questions and made some modifications.
  - a. All references to expenditures were replaced with obligations. Obligations are the legal reservations of funds that binds the government to make payment at a later date and was deemed more appropriate for use in the data call.
  - b. A data call question was added to determine the housing privatization schedule for each installation.
  - c. In the question on Total Personnel Authorized, statement five in the amplification section was changed to read "Total civilians/FTE's is the number of DoD appropriated/revolving fund employees authorized for FY05 through FY11.
  - d. A discussion occurred on what to do with reimbursable DoD employees. Installations argue that these employees are funded with money outside of their activity, so they should not be counted as salary savings when eliminated. There are two ways to handle this type of employee in COBRA. The first way is to load them into COBRA as students. Students do not show salary savings when eliminated, but they also do not have the same reduction in force (RIF) rights. The second way, and the recommended method, is to eliminate them as normal civilians and then add the total reimbursable cost as a cost in the scenario. This should be done when the mission is moved to the private sector as a recurring contract cost.

f. **COBRA Training.** The concept for COBRA training was briefed to the JPAT. R&K will have three classes with room for 36 personnel. Training slots will be allocated to the JPAT members at a later date. The JPAT recommended that training be postponed until May. There was concern that the March training date was too soon since scenario development is not likely to begin until at least late summer.

### 3. Old Due Outs

R&K Engineering owes a draft copy of COBRA

### 4. New Due Outs

- a. The Services were asked to review the policy on reimbursable employees with their personnel activity.
- b. The Services were also asked to see if there were any problems with conducting training in May and recommend any potential dates.