

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5701

TRADOC Regulation 11-20

5 June 2013

Organization and Functions

COST-BENEFIT ANALYSIS TO SUPPORT ARMY ENTERPRISE DECISIONMAKING

FOR THE COMMANDER

OFFICIAL:

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History: This publication is a new United States Army Training and Doctrine Command (TRADOC) regulation.

Summary. This regulation establishes policies, procedures, and responsibilities for cost-benefit analysis to support Army Enterprise decisionmaking within TRADOC.

Applicability. This regulation is applicable to all TRADOC units, activities, and organizations.

Proponent and exception authority. The proponent for this circular is the TRADOC Deputy Chief of Staff (DCS), G-3/5/7. The proponent has the authority to approve exceptions or waivers to this circular that are consistent with controlling law and regulations.

Army management and control procedures. This regulation does not contain management control provisions.

Suggested improvements. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the TRADOC DCS, G-3/5/7 (ATTG-TRQ-TR), 950 Jefferson Ave, Fort Eustis , VA 23604.

Distribution. This publication is available only on the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs>.

Summary of Changes

TRADOC Regulation 11-xx Cost-Benefit Analysis to Support Army Enterprise Decision Making

This new regulation, dated 5 June 2013-

- o Establishes requirements for submission of a Cost-Benefit Analysis (para 2.2).
- o Prescribes the process for submission of cost-benefit analysis (para 2.3).
- o Provides alternatives for cost-benefit analysis and cost management training and instructor certification (para 2.5).
- o Establishes cost-benefit analysis requirement for course resource increases (app C).

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Chapter 1 Introduction

1-1. Purpose

This regulation establishes policies, procedures, and responsibilities for the preparation of cost-benefit analysis (C-BA) to support Army Enterprise decision making within United States Army Training and Doctrine Command (TRADOC).

1-2. References

Referenced and related publications and referenced forms are listed in [appendix A](#).

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The TRADOC Deputy Commanding General/Chief of Staff. The Deputy Commanding General/Chief of Staff will approve changes to this regulation.

b. The TRADOC Deputy Chief of Staff (DCS), G-3/5/7. The TRADOC DCS, G-3/5/7 will:

(1) Serve as the lead for this regulation.

(2) Serve as the authority for all C-BA specified in paragraph 2.2 except those conducted in support of Army Joint Capabilities and Development System documents.

(3) Review and coordinate proposed changes and forward recommendations for approval to the TRADOC Deputy Commanding General/ Chief of Staff.

(4) Serve as the staff lead for the C-BA Review Board (CBARB).

c. The TRADOC DCS, G-8. The TRADOC DCS, G-8 will:

(1) Assist the DCS, G-3/5/7.

(2) Serve as co-chair of the TRADOC CBARB.

(3) Validate all cost data included in the C-BAs.

d. The TRADOC Deputy Commanding General, Futures/Director, Army Capabilities Integration Center ARCIC will:

(1) Serve as the authority for all C-BA conducted in support of Joint Capabilities and Development System documents. ARCIC guidance is located in TRADOC Regulation 71-20, Concept Development, Capabilities Determination, and Capabilities Integration.

(2) Serve on CBARB as required.

e. The TRADOC DCS, G-1/4, G-2, and G-6 will provide subject matter expertise, when requested by the G-3/5/7, to assist with CBARB.

Chapter 2

Policies and Procedures

2-1. Policy

This policy is designed to ensure scarce Army resources are only expended on programs in which benefits outweigh costs, meet requirements while building affordable capabilities, endorse/reinforce Army policy within TRADOC, and to institutionalize a cost-benefit mindset within TRADOC.

2-2. Cost-benefit analysis (C-BA) requirement

C-BAs will be prepared for all requirements (new programs or modification to existing programs) that require additional resources. This includes:

- a. Requirements exceeding \$5M in one year or \$25M over the program objective memorandum years. The Program Evaluation Group (PEG) may require a C-BA for any dollar threshold.
- b. Army Campaign Plan decision points.
- c. Budget Review Plan or Army Requirements and Resource Board submissions.
- d. All concept plans, regardless of cost.
- e. In response to any directive from Army leadership, Office of the Secretary of Defense, Congress, or as requested by TRADOC leadership.
- f. All new contract requirements that will be reviewed and approved through the AMO process provided they meet any of the thresholds listed above. The C-BA approval must be obtained during the FRB stage of the AMO process.
- g. All new courses and course changes that incur resource increases will be staffed IAW HQ TRADOC Course Resource Increase Policy, dated 29 April 2011. These actions are not subject to TRADOC or Headquarters, Department of the Army CBARB review. This policy is located at Appendix C.

2-3. C-BA process

a. The Office of the Deputy Assistant Secretary of the Army for Cost and Economics (DASA-CE) has developed a C-BA guide, a C-BA Checklist, and a decision brief format for use in preparing C-BA packages. These documents can be found at the Cost & Performance Portal (CPP) located at

https://cpp.army.mil/portal/page/portal/Cost_Performance_Portal/ CPP_Main_Page/CBA_Portal

(The CPP requires registration for access.) All C-BAs must adhere to the template and briefing format specified in the C-BA Guide. C-BA packages should include all spreadsheets with documented analysis and any supporting documents, including the C-BA checklist. If possible, proposed "tradeoffs" or bill payers to offset the cost of the new requirement should be included (Note: Headquarters, Department of the Army requires identification of bill payers or tradeoffs).

b. The C-BA will be submitted through the appropriate decision maker who controls the required resources within the chain of command. For requirements meeting the threshold specified in paragraph 2-2 above, submit C-BAs through the TRADOC DCS, G-8, Programs, Analysis, and Evaluation Directorate to the DCS, G-3/5/7, Program, Analysis, and Requirements Directorate. Submit C-BAs supporting Joint Capabilities and Development System capabilities documents to Director, ARCIC for approval.

c. All C-BAs and supporting documentation being submitted IAW para. 2-3a above for decision to HQ TRADOC will be submitted electronically using the C-BA Workflow Tool located on the CPP. After clicking "Input New C-BA," follow the instructions for entering the required information. Once uploaded the C-BA will be processed by the HQ TRADOC staff and if approved by the TRADOC CBARB, submitted to DASA-CE for Headquarters, Department of the Army review.

2-4. United States Army Training and Doctrine Command (TRADOC) C-BA review board (CBARB)

A TRADOC CBARB has been established, not to alter the decision making authority of commanders, but to ensure that decisions are analytically sound and based on robust analysis. The standard operating procedures for the CBARB are located at [appendix B](#). The TRADOC CBARB is patterned after the DA board to facilitate hand-off of requirements. Standing members of the TRADOC board include representatives from the offices of the DCS, G-3/5/7, the DCS, G-8, who will co-chair the board, and on an as needed basis, a representative from office of the Director, ARCIC. Other organizations may have representatives on the board, dependent on the content/subject matter of the C-BA. Once approved for decision making by the board, the board will send the C-BA to the appropriate resourcing forum for consideration, and will go through the usual decision making process.

2-5. C-BA training

C-BA training is available through three options:

a. For those individuals identified as Cost Management Advisors, General Fund Enterprise Business System cost advisors or are interested in learning more about measuring and managing

cost in your command, training is available through nomination and attendance at the Cost Management Certificate Course, Naval Postgraduate School in Monterey, California. The Cost Management Certificate Course is designed to teach students at the GS-13/O4/E8 level and above, how to manage Army business operations efficiently and effectively through the accurate measurement and thorough understanding of the "Full Cost" of business processes, products, and services. While instruction involves an overview of C-BA development, the primary focus is on understanding the importance of cost-informed decision making. Nominees should demonstrate expertise both operationally and analytically to provide the necessary credibility for instituting a cost benefit mindset in the organization. Upon graduation, this individual should serve as a trusted advisor to the senior leader on cost management issues.

For Cost Management Certificate Course attendance, candidates should prepare applications in accordance with guidelines established by the DASA-CE at <https://www.us.army.mil/suite/page/616700>

b. For C-BA specific training, training is available through:

(1) The United States Department of Agriculture Graduate School. The course is titled, "Cost Benefit Analysis Workshop," with course number PGMT8100. This is a 3-day course, taught at United States Department of Agriculture locations across the United States.

(2) Cost-Benefit Analysis Workshop. The DASA-CE conducts a 4-hour course on C-BA, taught at the Pentagon. The four-hour C-BA course provides an overview for Army analysts who prepare and review C-BAs, and decision makers who use CBAs to make resource-informed decisions to schedule training, contact the C-BA Training Administrator at 703-692-7496 or the CBA mailbox: usarmy.pentagon.hqda-asa-fm.mbx.cost-benefit-analysis-trng@mail.mil. Information on this course is available on the CPP. This course is also available via a Defense Connect Online (DCO) video. It includes all of the content of the live course except for the practical application exercises. To watch the video:

(a) Log into DCO. If you need to register you can do so from <https://www.dco.dod.mil>

(b) Click on the link, "On Demand CBA Training."

(3) The DASA-CE also conducts a "Train the Trainer" course. This is a 4-day course taught at Ft Belvoir. This course teaches C-BA concepts in a rigorous, analytical format that includes opportunities for hands-on C-BA application and one-on-one evaluation of work produced. The desired outputs from this course will be instructors of this C-BA material **in the field**. To schedule training, contact the C-BA training administrator at 703-692-7496 or send your resume to usarmy.pentagon.hqda-asa-fm.mbx.cost-benefit-analysis-trng@mail.mil, the C-BA training mailbox. Information on this course is available on the CPP.

Appendix A
References

Section I
Required Publications

Army Regulation 11-18, The Cost and Economic Analysis Program, dated 31 January 1995

CBA Guide, version 3.0, dated 1 February 2013

VCSA/USA Memorandum, subject: Cost-Benefit Analysis to Support Army Enterprise Decision Making, dated 30 December 2009

Section II
Related Publications

Cost Management Handbook, dated 13 April 2009

TRADOC Regulation 71-20, Concept Development, Capabilities Determination, and Capabilities Integration

Section III
Prescribed Forms

C-BA Checklist, dated 28 January 2013

C-BA Briefing Format, version 3.0, dated 10 Jan 2011

Section IV
Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B

Standard Operating Procedures for C-BA Review Board

B-1. Purpose

This document details the mission, membership, and operating procedures for the TRADOC-BA Review Board (CBARB).

B-2. CBARB mission

To ensure that TRADOC C-BA submissions are completed within established guidelines, are analytically sound, and provide the necessary analysis, TRADOC has instituted a CBARB comparable to the DA CBARB.

B-3. Membership

The TRADOC CBARB will have two standing members and a number of optional members that will vary from case to case.

a. Standing members: In all cases, the CBARB will include one or more representatives from the G-3/5/7 and the G-8, with a representative from ARCIC as needed:

- (1) DCS, G-3/5/7 (chair) (Programs, Analysis and Requirements Directorate)
- (2) DCS, G-8 (Planning, Analysis, and Evaluation Directorate) (co-chair)
- (3) Director, ARCIC (as needed)

b. The standing members may designate additional required reviewers in other organizations to assist as needed.

B-4. Responsibilities of CBARB members

All CBARB members may offer comments and recommendations on any aspect of a C-BA that was submitted for review. However, primary responsibility for portions of the review is assigned to designated members.

a. The TRADOC DCS, G-3/5/7 representative(s) has the primary responsibility for determining whether a C-BA is complete and clearly and logically presented. The DCS, G-3/5/7 also has the responsibility for determining whether the C-BA identifies information on benefits, contains adequate backup documentation on benefits, and whether a proposed bill payer is consistent with the commander's priorities and considers all reasonably feasible courses of action.

b. The TRADOC DCS, G-8 representative(s) is primarily responsible for ensuring cost data is from authoritative sources, is supported by adequate backup documentation, makes economic sense, and uses analytical techniques appropriate for the situation.

c. If called upon, the TRADOC DCS, G-1/4, DCS G-2, and DCS, G-6 members have the primary responsibility for determining whether issues within their areas of expertise are properly addressed.

d. If called upon, members from branch proponent organizations (TRADOC subject matter experts) assist in determining that the problem statement, assumptions, and constraints are clear and realistic; that all reasonably feasible courses of action have been considered; and that the recommended course of action is functionally sound and can be reasonably expected to achieve the stated objective.

B-5. Procedures

a. The C-BA and supporting documents will be distributed electronically via the CPP. CBARB meetings and discussions may be conducted in person (primary method), using the CPP or via e-mail, as deemed appropriate by the chair.

b. The CBARB review process begins when the C-BA proponent submits the C-BA for review. Using the Cost Benefit Analysis Guide, the submission must include the complete C-BA, supporting documentation, and the name and contact information for the C-BA point of contact (POC). The supporting documentation must identify data sources, models, inflation indexes, and rationale used to complete all eight steps of a C-BA, as summarized on pages 15 and 16 of the CBA Guide, and must be sufficiently detailed so that it can stand alone, without explanation by the preparer. Before submitting the C-BA, the C-BA POC must ensure it is complete by completing and submitting the C-BA checklist provided at the CPP.

c. The CBARB chair will forward the package to appropriate analysts in his/her division or other staff elements, as required for review. Each reviewer will forward the C-BA, as needed to address areas of responsibility and will, as necessary, contact the C-BA POC to address any questions or resolve any issues. Upon completing the review, each member will send one of the following messages to the chair:

(1) I concur with the C-BA as submitted. There are no unresolved issues or questions.

(2) I have discussed the C-BA with the C-BA POC, who has submitted revised information to address questions or recommendations. I concur with the C-BA as revised.

(3) I have been unable to resolve issues with the C-BA POC. Recommend the C-BA be considered deficient for the following reasons: [specify any shortcomings].

Those C-BAs determined to be insufficient will be sent through the DCS, G-3/5/7 to the originator for correction. The chair will review all responses and may discuss unresolved issues with the CBARB members or with the C-BA POC to reach a viable solution/conclusion. Once approved by the board, C-BAs will be sent to the appropriate resourcing forum for consideration, and will go through the usual decision making process.

Appendix C

Course Resource Increase Policy HQ TRADOC (TOMA) Memorandum, subject: "Course Resource Increase Policy," dated 29 April 2011.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

29 April 2011

ATTG-TRI-MP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Course Resource Increase Policy

1. Reference memorandum, HQ TRADOC, ATTG-MP, 17 May 06, subject: Course Growth Policy.
2. Effective the date of this memorandum, the policies and procedures contained herein supersede memorandum cited in paragraph 1, and will support the FY15 Structure Manning Decision Review (SMDR) submission.
3. TRADOC continues to face many challenges in the execution and resourcing of our training mission. We anticipate that resource levels will not improve and most likely will decline in the foreseeable future. In order to exercise better stewardship of Army resources, we must continue to scrutinize resource increases and ensure we maximize internal resources before we present them to HQDA. In keeping with this, we will slightly modify the Training Requirements and Analysis System (TRAS) staffing and validation process to require a more comprehensive explanation of resource increases required for those necessary new courses and course changes.
4. Commanders and commandants will continue to manage resources within their available baselines. Still, during the current and foreseeable resource constrained environment, commanders and commandants need to place greater emphasis on resolving resource increases within their baselines by offsetting resources from lesser priority missions/courses. New courses or changes to existing courses with internal bill payers still require submission of programs of instruction to HQ TRADOC for validation and documentation. TRAS actions that do not involve resource changes but require changes to the Army Training Requirements and Resource System (ATRRS) must be submitted to HQ TRADOC for validation and documentation.
5. When all options to internally resource are exhausted, new courses or course changes that incur resource increases require the submission of a TRAS Abbreviated Cost-Benefit Analysis (TAC-BA) with supporting TRAS documents (Encl). The TAC-BA aligns TRADOC with SECARMY guidance for decisions that involve resource changes. It is not part of the process outlined in TRADOC Circular 11-11-1, Cost Benefit Analysis to Support Army Enterprise Decisionmaking. This will serve to standardize the process across the command, and provide a more accurate means to project and program resource requirements. TAC-BA will also provide the foundational information required to manage resources within Army budgeting and resource systems and increase ability to consider out-of-cycle or fast-track requests.
 - a. Proponents that request additional resources are responsible for developing, staffing, and submitting the TAC-BA in accordance with the enclosed format. Proponents will use the TAC-BA to identify all resource increases (i.e., manpower, trainees, transients, holdees and students, funding, equipment, facilities, land, ranges, ammunition, TADSS, etc). Since resources are

ATTG-TRI-MP

SUBJECT: Course Resource Increase Policy

frequently shared across the installation or across the CoE, staffing and concurrence from those organizations is required when resources are shared.

b. HQ TRADOC (TOMA) will validate the TAC-BA and submit to the responsible Line of Operation (LOO) or staff element for approval/disapproval. This includes DCG, IMT for initial military training courses; CAC for professional military education (PME) and functional courses; and INCOPD for PME-NCOES courses.

c. Courses disapproved by the responsible LOO/staff element will be returned to the school for further action. Courses approved by the LOO/staff element will be forwarded to HQ TRADOC for disposition and a determination if resources are available internally within TRADOC. If TRADOC can resource internally, the course will be approved and returned to the school for implementation. However, if resources are not available within TRADOC, the action may be returned to the school for no further action or forwarded to HQDA for discussion at the next SMDR and subsequent disposition.

6. We must continue to use our resources wisely to meet the challenges of persistent conflict. I appreciate your support in this effort.

Encl


JOHN E. STERLING, JR.
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

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Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

I. JUSTIFICATION

EXAMPLE

<p>A. Needs Statement:</p> <p>-Operational Needs Statement identified a need to conduct an intelligence decision analysis to directly support the BCT in the operational environment (OE). Through a needs analysis, we determined a gap in the current training capability to conduct an intelligence decision analysis.</p> <p>-Intelligence Decision Analysis was identified as a critical capability gap and deficiency at CENTCOM Army Deployed Analyst Seminar (Oct 10). This is a Critical gap in Army's ability to model/conduct future/current operations in decision analyses.</p> <p>-12 Dec 10, CSA Directed TRADOC to establish a plan to train intelligence decision analysts in current modeling technology NLT end of FY 13.</p>	<p>B. Objective: Use the most cost-effective and efficient concept to implement the CSA intent to train intelligence decision analysis at the tactical level (BCT) in institutional training to fulfill the acknowledged and validated need.</p> <hr/> <p>C. Assumptions:</p> <ul style="list-style-type: none"> -- TRADOC will not receive DA funding to implement the new course -- New ASI will require trained decision analysts at the BCT/Division levels -- Projected load is 200 per year beginning in FY13 -- Other lower priority missions will have to be reduced to offset resource increase. <p>Constraints:</p> <ul style="list-style-type: none"> -- School/COE does not have available resources to train the course
---	--

INSTRUCTIONS:

- **Needs Statement:** Describes the reason why the Army need to establish this new course or why a currently existing course must change. Explain the reason for the resource increase.
- **Objective:** What is the objective resulting in the increase of resources? This can be stated in terms of improved performance, reduced cost, or desired end state for the issue under consideration.
- **Assumptions and Constraints:** Include any assumptions and constraints used in the planning process. An assumption is something that is essential to the success of the recommended COA and over which we have no control. Constraints are schedule, resource, budget, staffing, technical, and other limitations that may impact the success of the COA.

II. Course of Action (COA)

EXAMPLE

A. Description: Combination of Resident & dL . Establish a 1 week Intel Decision Analysis resident course with a 24 hour dL prerequisite	
B. Advantages: -Meets CSA guidance to fill a current gap with trained Intel decision analysts -Can be established and up and running quickly -Reduces resident course length with a dL prerequisites to cover knowledge level material	C. Disadvantages: -Lack of available subject matter expertise to teach resident course -Start up costs of \$100K
B. Benefits: N/A	E. Projected Cost Summary for Increases(\$ in thousands): FY 13 \$ 203K FY 14 \$ 201K FY 15 \$ 201K FY 16 \$ 201K FY 17 \$ 5951K Total Cost FY 13-17: \$ 6757K

INSTRUCTIONS: Include a slide for each COA considered. Should include a minimum of three COAs (status quo, plus two).

- A. Description** - Provide a short description of the COA.
- B. Advantages:** List or describe the quantifiable and/or non-quantifiable advantages with the COA.
- C. Disadvantages:** List or describe the quantifiable and/or non-quantifiable disadvantages and risks associated with the COA.
- D. Benefits.** List any benefits of the COA to the Army (if applicable).
- E. Cost:** List IMCOM and TRADOC costs of the COA; include the years which are pertinent.
 - Include if internally/mission-resourced, as possible.
 - Only list TRADOC and IMCOM costs for increased resources

IV. Risk Assessment

EXAMPLE

Risk Assessment Matrix		Probability					Risk Level			
		Frequent	Likely	Occasional	Seldom	Unlikely				
		1	2	3	4	5				
Severity	Catastrophic	1	2	3	4	5	6	Extremely High		
	Critical	2	3	4	5	6	7	High		
	Marginal	3	4	5	6	7	8	Moderate		
	Negligible	4	5	6	7	8	9	Low		
								Probability	Severity	Total
Hazard:	Inability to analyze enemy activities in theater with new modeling techniques. Intelligence analysts are not trained on new modeling techniques in decision analysis. This becomes critical to have a trained analyst in the BCT for enemy decision loops. Could result in loss of life in the operational environment.						Occasional	Catastroph	4	
Rating										
Justification:										
Hazard:										
Rating										
Justification:										
							Total Risk Rating:	High	4	

Remarks: Risk to the Army is High for not establishing the Intelligence Decision Analyst course. This course is currently needed to establish a current operational Gap that directly supports the BCT in combat and could prevent loss of life in combat.

- Instructions:** Determine the overall risk level to the **Army** of not conducting this course by using the above risk assessment matrix.
- Step 1. Identify and list each risk/hazard
 - Step 2. Determine the severity (catastrophic, critical, marginal, negligible) of each risk
 - Step 3. Determine probability (frequent, likely, occasional, seldom, unlikely) of each risk.
 - Step 4. Using the risk assessment matrix, score each risk
 - Step 5. Total all risk scores and divide by number of risks to get overall total score.
 - Step 6. Determine where the overall total score falls on the risk assessment matrix (extremely high, high, moderate, low).
- Use remarks block to list the overall impact /risk of not conducting the course as recommended.

** May use other risk assessment sources, but must provide data.*

V. Staff Coordination/Concurrence

EXAMPLE

Concur	Non-Concur	Agency	Name (Title, Full Name)	Phone #	Email address	Remarks
X		IMCOM, Resource Management Integration	Chief, Joan Tigress	822-456- 7899	Joan.tigress@ us.army.mil	

Instructions:

1. Provide staff coordination POC information .
2. Enter POC's agency
3. Enter POC's title and full name
4. Enter POC's phone #
5. Enter POC's email address
6. Enter any remarks needed

Annex A. Manpower Data

EXAMPLE

	MILITARY REQ current/new	Auth	CIVILIAN REQ current/new	Auth	CM REQ current/new	Auth	IMCOM \$\$ (additional cost)	OMA \$\$ (additional cost)	TOTAL COST (additional cost)	DSTE
Course	0/2	0	0/2	0	0	0		120K	120K	

Table 1

Table 1 Instructions:

- 1. Provide the current requirement and the new requirement for military, civilian, and CME.
- 2. Provide the military, civilian, and CME authorization for the course.
- 3. Provide the annual IMCOM and OMA increase cost for civilian and CME ONLY. Do not provide cost for military manpower increase.

	MILITARY REQ	Auth	CIVILIAN REQ	Auth	CME REQ current	Auth	O/H	DSTE
School	255	255	148	148	56	56	56	
CoE	649	649	444	444	182	182	182	

Table 2

Table 2 Instructions:

- Provide same as above for School and CoE.

Course New Manpower Requirement by Grade	
Grade	Quantity
E-7	1
E-6	1
GS 11	2

Table 3

Table 3 Instructions: Provide a breakout (by quantity and grade) of the increase in manpower for the course.

* OMA cost can be obtained by contacting ATSC at 757-878-7001 ext 6510 or email david.doctor@us.army.mil

Annex B. Equipment

EXAMPLE

1	2	3	4	5	6	7	8	9
NSN (LIN)	NOMENCLATURE	CRS REQ/ AUTH/ NEW	School REQ/ AUTH/ O-H	COE REQ/ AUTH/ O-H	IMCOM COST	OMA COST	TOTAL COST	Remarks: Include Procurement (P) or Sustainment (S)
2320-01- 432-4847	TRK tractor M915A3	0/0/2	16/16/16	56/56/56		63K	63K	Sustainment
Z36683	M149 Trailer Water (800gal)	0/0/1	0/0/0	0/0/0	25K		25K	Procurement: COTS in lieu of two M149. Estimate from Westcorp Pumps.

Table 4

Table 4 Instructions:

- 1. Provide the NSN for additional equipment for course.
- 2. Provide the nomenclature for additional equipment for course.
- 3. Provide the Requirement, Authorization, and new equipment for course.
- 4. Provide the Requirement , Authorization, and On-Hand for the school.
- 5. Provide the Requirement, Authorization, and On-Hand for the CoE.
- 6. Provide IMCOM costs.
- 7. Provide OMA costs.
- 8. Provide total costs.
- 9. Specify if cost is a procurement or annual sustainment. When standard Army equipment is not practical or available, use the remarks section to annotate an Off The Shelf (COTS) equipment solution. Identify the name of the military system the COTS is being used in lieu of and the source used for cost estimate. In order to fund COTS as an enduring requirement, provide a comprehensive explanation of COTs strategy and funding.

* OMA cost can be obtained by contacting ATSC at 757-878-7001 ext 6510 or email david.doctor@us.army.mil

Annex C. Ammunition

EXAMPLE

1	2	3	4	5	6
DODIC	DESCRIPTION	LESSON #	QUANTITY	AMRCOC Approved?	REMARKS
A058 1305011555455	5.56MM m855 500	255SAB02/100	500	Yes	

Table 5 Instructions:

Table 5

- 1. Provide the DODIC for additional ammunition.
- 2. Provide the ammunition description.
- 3. Provide the lesson number requiring the ammunition.
- 4. Provide additional quantity for the course.
- 5. Large ammunition resource increases will have to be approved by the DA G-3 Army Munitions Requirements Council of Colonels (AMRCoC). Provide a yes or no in the table.

Annex D. Facilities

EXAMPLE

1	2	3	4	5	6	7	8	9
Facility Description	Construction method	Qty (Each)	Size (SF)	Required (Qtr & FY)	MILCOM \$\$	OMA \$\$	Total Cost \$\$	Remarks
General Instruction BLDG	new construction	1	10 KSF	2Q 2018	\$ 4.3M		\$ 4.3M	Scheduled course start is 3Q18.
Classroom XI	modification	2	600 SF ea	4Q 2012		\$ 450K	\$ 450K	Each classroom requires 20 student computer stations plus 1 instructor computer station for total of 21 computer stations.

Table 6

Table 6 Instructions:

- 1. Enter description of required facility.
- 2. Enter construction method (new construction, renovation, modification etc).
- 3. Enter quantity of facilities required.
- 4. Enter size (in square feet or acres) for each facility.
- 5. Enter Quarter and FY that the facility is needed.
- 6. Enter estimated MILCON and/or OMA costs to provide the facility.
- 7. Enter pertinent remarks.

* OMA cost can be obtained by contacting ATSC at 757-878-7001 ext 6510 or email david.doctor@us.army.mil

Annex E. Ranges/Land

EXAMPLE

1	2	3	4	5	6	7	8	9
ITEM	DESCRIPTION	QTY	FY RQD	IMCOM COSTS	OMA COSTS	PROCUREMENT OR SUSTAINMENT COST	TOTAL COST	REMARKS
Multi Purpose Tank Range	modification	1	2017		750K	Procurement	750K	

Table 7

Table 7 Instructions: (Installation Range Control can assist)

- 1. Provide the range/land that is required.
- 2. Provide a description of the range/land requirement (new construction, renovation, modification etc).
- 3. Provide quantity for each range/land.
- 4. Provide the FY that the range/land is needed.
- 5. Provide the IMCOM cost for range/land.
- 6. Provide the OMA cost for range/land.
- 7. Specify if cost is procurement or annual sustainment.
- 8. Provide total cost

Annex F. TADSS

EXAMPLE

1	2	3	4	5	6	7	8	9
NSN (LIN)	NOMENCLATURE	DESCRIPTION	QTY	IMCOM COST	OMA COST	PROCUREMENT OR SUSTAINMENT COST	TOTAL COST	REMARKS
583500LBH0020	Little Big Horn MegaPhone	MegaPhone	2		1K	Procurement	2K	

Table 8

Table 8 Instructions:

- 1. Provide the NSN For additional TADSS for course.
- 2. Provide the nomenclature for additional TADSS for course.
- 3. Provide the description of the TADSS.
- 4. Provide the quantity of required equipment.
- 5. Provide IMCOM cost for equipment.
- 6. Provide OMA cost for equipment.
- 7. Specify if cost is a procurement or an annual sustainment.
- 8. Provide total cost

* OMA cost can be obtained by contacting ATSC at 757-878-7001 ext 6510 or email david.doctor@us.army.mil

Annex G. MTSA

EXAMPLE

1	2	3	4	5	6
ANNUAL STUDENT REQUIREMENT	FY13	FY14	FY15	FY16	FY17
200	\$1,000K	\$1,000K	\$1000K	\$1,000K	1,000K

Table 9

Table 9 Instructions: Provide projected MTSA costs based on projected student load or requirement. List by fiscal year in thousands (K) .

- 1. Provide additional annual student requirement.
- 2-6 Provide projected annual MTSA costs.

Annex H. Other

EXAMPLE

ITEM	DESCRIPTION	QUANTITY	FY RQD	IMCOM COST	OMA COST	TOTAL COST	REMARKS

Table 10

Table 10 Instructions: Provide other cost estimates for increased resources that do not fall into any of the other annexes.

* OMA cost can be obtained by contacting ATSC at 757-878-7001 ext 6510 or email david.doctor@us.army.mil

Table 10

Annex I. Funding Estimate

EXAMPLE

	FY 13	FY 14	FY15	FY16	FY17	FY 13-17 TOTAL
MANPOWER	112K	112K	112K	112K	112K	560K
EQUIPMENT	88K	88K	88K	88K	88K	440K
FACILITIES	N/A	N/A	N/A	N/A	5000K	5000K
RANGES/LAND	N/A	N/A	N/A	N/A	750	750K
TADSS	2K	N/A	N/A	N/A	N/A	2K
MTSA	1K	1K	1K	1K	1K	5K
OTHER	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL COST	203K	201K	201K	201K	5951K	6757K

Table 11

Table 11 Instructions: Provide IMCOM and TRADOC costs of the COA; include the years which are pertinent. Costs should come from annexes.

* internally/mission-resourced, as possible.

* **!!!** Only list TRADOC and IMCOM costs for increased resources

Glossary

Section I Abbreviations

ARCIC	Army Capabilities Integration Center
C-BA	cost-benefit analysis
CBARB	CBA review board
CPP	Cost & Performance Portal
DASA-CE	Deputy Assistant Secretary of the Army for Cost and Economics
DCS	Deputy Chief of Staff
POC	point of contact
TRADOC	U.S. Army Training and Doctrine Command