

APPENDIX F

RESOURCES IMPACTS

F-1. General. The instructions in this Appendix should be used to supplement paragraph 3-53.

F-2. Instructions for Completing ENG Form 4841-R, Effect of CA Study on FOA Funds (RCS CSCOA-96). The data included on this form will be expressed in terms of FOA budget dollars and cost to the USACE, and not the costs used in the cost comparison (Appendix E). Backup sheets will show the Unit Identification Code (UIC), Program Development Increment Package (PDIP), and Army Management Structure Code (AMSCO) level of detail that supports the data on this form. The backup sheets will be enclosures to this form when submitted to HQUSACE in the final decision package.

a. Item 1, AVAILABLE FUNDS, reflects the dollars in the FOA budget for the function(s) in the CA study. These are the dollars that appear in the FOA budget to fund the functions as they are structured at the time of final decision, regardless of whether the final decision is to contract the function or retain it in-house.

(1) The FIRST PERIOD column shows the dollars remaining in the FOA budget with which to finance the activity for the remainder of that FY after the planned conversion date. The number of months to be used for this period is the number of months remaining between the planned conversion date and the end of the FY of conversion.

(2) Elements in the FOA budget are CIVILIAN PERSONNEL COSTS, augmentation CONTRACTS (if any), and OTHER costs (supplies, travel, RPMA, etc.). These budget items relate to object classes 11, 12, 13, 16, 17 and 28.

(3) MILITARY PERSONNEL COSTS AND CAPITAL INVESTMENT (facilities and equipment) costs should be shown even though they are not in the FOA budget. Use standard cost factors to compute the military personnel cost.

(4) The CAPITAL INVESTMENT cost should represent the value of facilities and capital equipment used to support present operations.

(5) The data reflected in the FIRST PERIOD column become the benchmark for the computation of savings.

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b. Item 2, MEO, reflects the cost of the MEO in budget dollars. Again, the FIRST PERIOD column shows the period from planned conversion date to the end of the FY. The CAPITAL INVESTMENT costs represent the value of the facilities and capital equipment that will support the new method of operation. An entry will be made against this element only if the function is retained in-house.

c. Item 3, CONTRACT, reflects the cost of contracting as it will be budgeted for in each year of the entire cost comparison period.

(1) CONTRACT will show the bid dollars for the cost comparison period. If the first year of performance is less than a full FY, show the prorated amount for the remainder of the FY in the FIRST PERIOD column.

(2) CONTRACT ADMINISTRATION reflects the contract administration costs in budget dollars.

(3) ONE TIME COSTS shows the one-time conversion costs in the year of actual expenditure.

d. Item 4, EFFECT ON FOA, reflects savings or shortfall for each year of the cost comparison period resulting from the CA study decision. If the function(s) remain in-house, this item is the difference between AVAILABLE FUNDS BUDGET TOTAL and MEO BUDGET TOTAL. If the function(s) convert to contract, this item is the difference between AVAILABLE FUNDS BUDGET TOTAL and CONTRACT BUDGET TOTAL. Show shortfalls in parentheses.

e. Item 5, FOA RMO/CONTROLLER COMMENTS, can be used for any special remarks the FOA wishes to make.

F-3. Instructions for Completing ENG Form 4842-R, Effect of CA Study on FOA Manpower (RCS CSCOA-96).

a. Item 1, CPAS MANPOWER, documents the number of spaces and workyears identified for study in the initial CPAS. Once entered, these data do not change unless activities or functions are added to or deleted from the CA study. Any changes to the CA study relating to CHANGES, below, will not cause changes in CPAS MANPOWER.

(1) CHANGE, reflects any differences from the data reported in the initial CPAS which formed the basis for the Congressional announcement of HQUSACE approval, prior to the start of the management study. Each change represents space and workyear changes occurring after the submission of the CPAS for the following reasons:

(a) Identification of excluded positions and functions during the course of the management study;

(b) ASA-approved exemptions;

(c) Revised policy or statutory requirements that occur after CPAS submission;

(d) Spaces and workyears deleted from study because of management actions (for example, management improvements);

(e) Nonworkload related, "across the board" reductions in manpower authorizations.

(2) Each change will be entered in this section and explained in proper supporting documents attached as enclosures.

b. Item 2, BASELINE, represents the spaces and workyears authorized at the start of the management study.

c. Item 3, MEO, reflects the total spaces and workyears that will be authorized under the MEO. Report this data despite the decision to contract or to retain in-house.

d. Item 4, CONTRACT ADMINISTRATION, reflects spaces and workyears required for contract administration as costed in the Government's in-house cost estimate.

e. Item 5, SAVINGS, reflects the total savings or shortfall resulting from the final decision. Savings are realized from conversion to contract, or the MEO requiring fewer spaces and workyears than those authorized at time of conversion. Shortfalls occur when a decision is made to retain the function in-house and the MEO requires more civilian spaces and workyears than currently authorized (MEO minus BASELINE). Use parentheses when showing shortfalls.

f. Explanation of other data elements on ENG Form 4842-R.

(1) Both the SPACES AND WORKYEARS sections of the form are divided into CIVIL WORKS FUNDED and DOD FUNDED sections for both military positions (green-suiters) and civilian positions.

(2) The data must be shown at the level of detail described in paragraph 3-54. FOA may need to coordinate with DEAN-RMU to obtain the proper PDIP information for the spaces (DOD-funded) being reported.