

Report Date: 26 Feb 2014

**Summary Report for Individual Task
805A-36A-7015
Perform Cost Benefit Analysis (CBA)
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are a cost analyst in a Division G8 and you have access to: 1. General office supplies. 2. Internet connected computer, personal/desktop (only cpu w/std mouse, keyboard, sound card, cd-rom, & win os), computer, printer laser (black w/printer cable). 3. The Cost Benefit Analysis (CBA) Guide 4. Historical cost data. This task should not be trained in MOPP.

Standard: Complete the following steps in sequence and brief the decision-maker (Commander) on each course of action using the required template. 1. Develop the problem statement, define the objective, and identify the scope. 2. Formulate assumptions and identify constraints. 3. Document the current state. 4. Define alternatives with cost estimates. 5. Identify quantifiable and non-quantifiable benefits. 6. Define alternative selection criteria. 7. Compare alternatives. 8. Report results and recommendations.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Develop a problem statement, define the objective, and identify the scope.
2. Formulate assumptions and identify constraints.
3. Define and document current state (the status quo).
4. Define alternatives with cost estimates.
 - a. Define alternatives.
 - b. Develop the cost analysis by:
 - (1) Applying ground rules and assumptions (GR&A).
 - (2) Applying data collection and analysis.
 - (3) Employing Work Breakdown Structure (WBS).
 - (4) Applying cost estimates.
 - (5) Ensuring accuracy and reasonableness.
 - c. Identify data sources.
 - d. Apply cost strategy.
 - e. Organize cost data.
5. Identify quantifiable and Non-quantifiable benefits.
 - a. Conduct benefits analysis.
 - b. Identify types of benefits.
 - (1) Quantifiable benefits.
 - (2) Non-quantifiable benefits.
 - c. Identify military benefits (MBA).
 - d. Identify, estimate, and evaluate benefits.
 - e. Determine benefit categories.
 - f. Estimate quantifiable benefits.
 - g. Evaluate non-quantifiable benefits.
6. Define alternative selection criteria.

- a. Determine quantitative methods.
 - b. Determine non-quantitative methods.
7. Compare alternatives.
- a. Compare costs and benefits.
 - b. Apply alternative comparison decision matrix.
 - c. Define trade-offs and billpayers.
 - d. Describe 2nd and 3rd order effects (cause and effect).
 - e. Perform sensitivity analysis and risk assessment.
8. Report results and recommendations.
- a. Document the CBA.
 - b. Brief the results of the CBA using the CBA template.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Developed the problem statement, defined the objective, and identified the scope.			
2. Formulated assumptions and identified constraints.			
3. Defined and documented the current state (status quo).			
4. Defined alternatives with cost estimates.			
5. Identified quantifiable and non-quantifiable benefits.			
6. Defined alternative selection criteria.			
7. Compared alternatives.			
8. Reported results and recommendations.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	CBAG-V3.10	U.S. Army Cost Benefit Analysis Guide 3rd Edition	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805A-36A-8007	Conduct Cost Management	805A - Financial Management (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
14-8-8033	Account for Theater Resources	14 - Finance (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
36B - Financial Management Technician - SL4	Enlisted	MOS: 36B, Skill Level: SL4
36A - Financial Manager - CPT	Officer	AOC: 36A, Rank: CPT