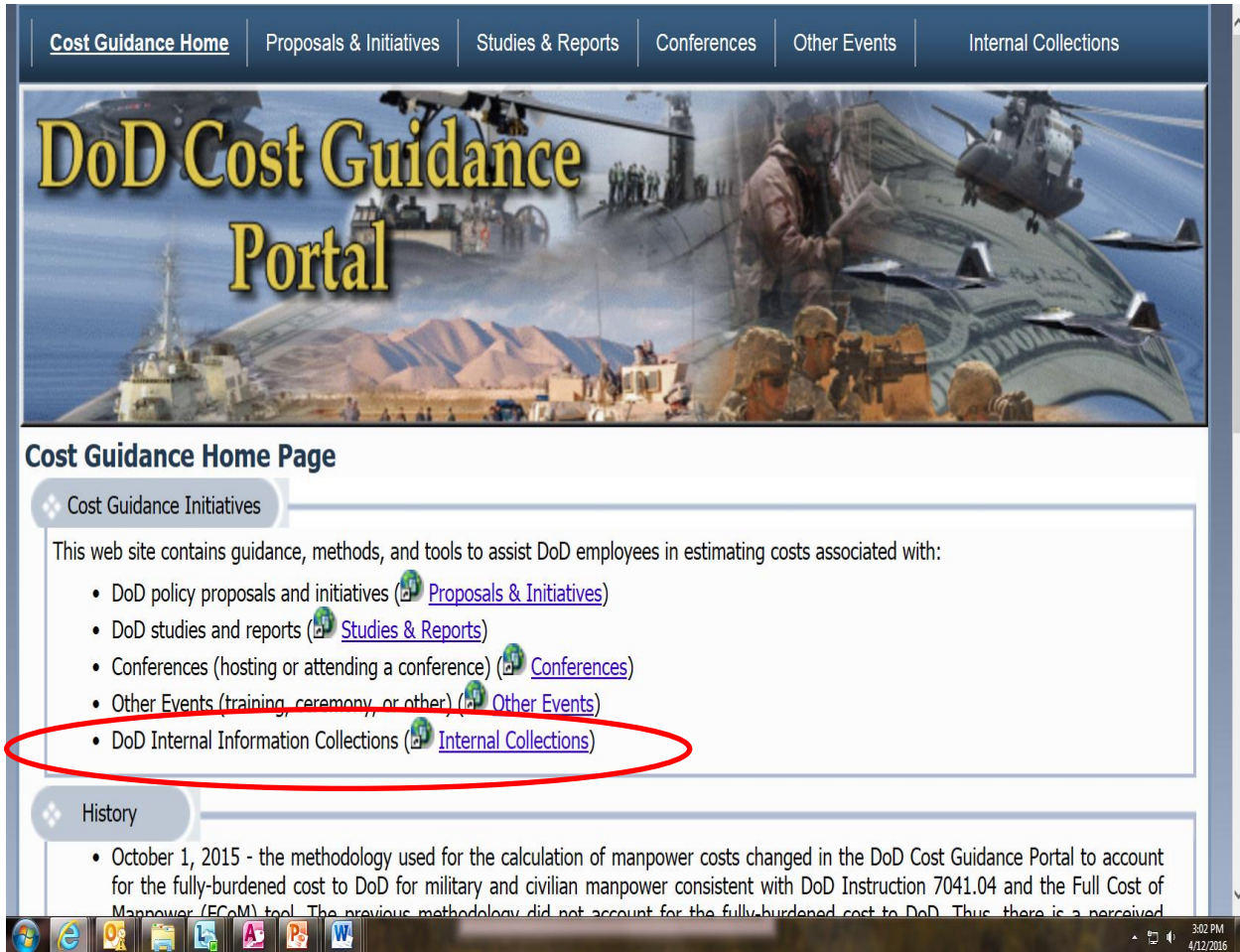


# Cost Guidance Summary – CAPE Report

- The first step in beginning your Internal Information Collections package is to do a Cost Guidance Summary, or a CAPE Report. This report lists basic information about your collection as well as a breakdown of labor, non-labor, and respondent costs of the producing and participating in the collection
- The website to complete your CAPE Report is:  
<https://costguidance.osd.mil/CostGuidance/>
  - Must have common access card (CAC) to complete cost summary
- Under “Cost Guidance Initiatives”, select “DoD Internal Information Collections ([Internal Collections](#))”
- Cost summaries must be completed before routing the DD Form 2936 package to your SES (or higher depending on cost threshold) for signature and before routing to the responding Components for coordination
- Cost estimate (CAPE Report) will generate next step, DD Form 2936

# DoD Cost Guidance Portal Homepage

(<https://www.cape.osd.mil/CostGuidance/>)



**Cost Guidance Home** | **Proposals & Initiatives** | **Studies & Reports** | **Conferences** | **Other Events** | **Internal Collections**

## DoD Cost Guidance Portal

### Cost Guidance Home Page

❖ **Cost Guidance Initiatives**

This web site contains guidance, methods, and tools to assist DoD employees in estimating costs associated with:

- DoD policy proposals and initiatives ([Proposals & Initiatives](#))
- DoD studies and reports ([Studies & Reports](#))
- Conferences (hosting or attending a conference) ([Conferences](#))
- Other Events (training, ceremony, or other) ([Other Events](#))
- DoD Internal Information Collections ([Internal Collections](#))

❖ **History**

- October 1, 2015 - the methodology used for the calculation of manpower costs changed in the DoD Cost Guidance Portal to account for the fully-burdened cost to DoD for military and civilian manpower consistent with DoD Instruction 7041.04 and the Full Cost of Manpower (FCoM) tool. The previous methodology did not account for the fully-burdened cost to DoD. Thus, there is a perceived

3:02 PM 4/12/2016



**Cost Guidance Home** | **Proposals & Initiatives** | **Studies & Reports** | **Conferences** | **Other Events** | **Internal Collections**

## DoD Cost Guidance Portal

### Cost Guidance Home Page


❖ **DoD Internal Information Collections**

DoD internal information collections are collections of information from more than one DoD or Office of the Secretary of Defense (OSD) Component. All DoD internal information collections must receive a cost estimate and be approved with a report control symbol in accordance with DoD policy, DoD procedure issuances, and Secretary of Defense direction.

❖ **References**

- [Calculator: Internal Collections](#)  
[Use this to estimate costs of DoD Internal Collections]

# In the Cost Guidance Portal



**Department of Defense  
Cost Guidance Portal**

**DoD Internal Information Collections**

Home  
Proposals & Initiatives  
Studies & Reports  
Conferences  
Other Events  
Internal Collections  
FAQs  
Contact Us

**Management  
Statistics**

Guidance **Calculator** My Estimates Other Estimates

**Purpose**

This cost estimate must be prepared during the process to obtain a report control symbol for a DoD internal information collection. The purpose of this estimate is to provide a projected cost estimate for coordinating the approval of a DoD internal information collection. The purpose of obtaining coordination on projected costs is to improve the transparency of the costs associated with DoD information collections. All figures should reflect actual costs to the greatest degree possible.

For more guidance on DoD internal information collections and for coordination requirements to obtain a report control symbol, visit the DoD Internal Information Collections Website at <http://www.dtic.mil/whs/directives/collections/index.html>.

**Instructions for each section of this calculator will appear to the right of this tool depending when a section is selected. Read the instructions for each section before you attempt to complete the section in order. All fields marked with red asterisks (\*) are required.**

**DoD Internal Information Collections**

1. Information Collections Title: \*

2. DoD Component Requesting the Information/Preparing the Cost Estimate: \*

3. Select the Frequency of the Information Collection: \*

Annually       Monthly       Specify Other  
 As Required       One Time  
 Daily       Quarterly

4. Select the Type of Collection Instrument(s): \*

Report       Website       Other  
 Form       Information System  
 Survey       Focus Group Protocol

5. Cost Estimate Methodology Statement:

# In the Cost Guidance Portal (continued)



**Department of Defense  
Cost Guidance Portal**

**DoD Internal Information Collections**

Home  
Proposals & Initiatives  
Studies & Reports  
Conferences  
Other Events  
**Internal Collections**  
FAQs  
Contact Us  
**Management  
Statistics**

**Guidance** | **Calculator** | **My Estimates** | **Other Estimates**

6. Labor Costs to the Requesting Component ⓘ:

Add New Cost   Delete   \$0							
Description	# of Person...	Grade	Hours or D...	Qualifier	Recurrence	Frequency	Estir

7. Non-Labor Costs to the Requesting Component:

Add New Cost   Delete   \$0					
Description	Cost	Recurrence	Frequency	Estimated Cost	

8. Costs to the Responding DoD and OSD Components ⓘ: \*

Add New Cost   Add All OSD and DoD Components   Delete   \$0							
Responding Component	# of Person...	Grade	Hours or D...	Qualifier	Frequency	Estimated Cost	

9a. Enter Your Email Address: \*

9b. Re-enter Your Email Address: \*

# Example of a Printed CAPE Report

*(the red areas show where the information on CAPE correlates to the DD Form 2936)*

## DoD Cost Guidance

This email, and any files transmitted with it, may contain proprietary or competition sensitive information and is intended solely for Department of Defense use. Unauthorized disclosure may result in civil or criminal penalties. If you are not an intended recipient, do not disclose, copy, distribute or take any action in regarding the contents of this information.

### Your next steps:

1. Select the "**Generate DD Form 2936**" button from the summary page (follow the link provided below to access the summary page). Costs to the requesting Component and costs to the responding Components will be automatically populated on a draft DD Form 2936, "Request for Approval of DoD Internal Information Collection."
2. You must contact your Component Information Management Control Officer ([https://whsddpubs.dtic.mil/corres/intinfocollections/IMCO\\_contact\\_FOUO.pdf](https://whsddpubs.dtic.mil/corres/intinfocollections/IMCO_contact_FOUO.pdf); DoD personnel only; CAC validation required) and complete the remainder of the DD Form 2936 approval process in accordance with the procedures outlined on the DoD Internal Information Collections Website.
3. Visit the DoD Internal Information Collections Website ([http://www.dtic.mil/whs/directives/corres/intinfocollections/iic\\_home.html](http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html)) or contact your Component Information Management Control Officer with questions on the DoD internal information collections approval process.

## DoD Internal Information Collections (Link [7-584A828](#)) 10.a.

1. Information Collections Title:

Example For Internal Information Collections Training 5.a.

2. DoD Component Requesting the Information/Preparing the Cost Estimate: 7.

Office of the Deputy Chief Management Officer (DCMO)

3. Frequency of Information Collection: 5.c.

Annually

Monthly

Specify Other

As Required

One Time

Daily

Quarterly

4. Type of Collection Instrument(s): 5.f.

Report

Website

Other

Form

Information System

Survey

Focus Group Protocol

5. Cost Estimate Methodology Statement:

This survey will be administered to Army, Navy, Air Force, the OUSD(P&R), and the OUSD(AT&L) monthly and annually. We will survey 10 individuals in each responding DoD/OSD Component and it will take each individual approximately 30 minutes to complete the survey. The cost to the requesting Component to develop this survey is an initial contract cost of \$1000. Each time the survey is administered, the requesting Component incurs a \$100 cost for postage and 3 hours of GS-14 level labor.

6. Labor Costs to the Requesting Component:

Description	# of Personnel	Grade	Hours or Days	Qualifier	Recurrence	Frequency	Estimated Cost
GS-14 hours to compile results each time survey done	1	GS-14	1	Man Hours	Recurring	13	\$1,051.70
Total:							\$1,050

7. Non-Labor Costs to the Requesting Component:

Description	Cost	Recurrence	Frequency	Estimated Cost
One-time contract cost to create survey	1000	One-time	1	\$1,000.00
Postage each time survey is sent out	100	Recurring	13	\$1,300.00
Total:				\$2,300

8. Costs to the Responding DoD and OSD Components :

Description	# of Personnel	Grade	Hours or Days	Qualifier	Frequency	Estimated Cost
Department of the Air Force	10	O-4	0.5	Man Hours	13	\$5,910.90
Department of the Army	10	O-4	0.5	Man Hours	13	\$5,910.90
Department of the Navy	10	O-4	0.5	Man Hours	13	\$5,910.90
Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L))	10	GS-12	0.5	Man Hours	13	\$3,748.00
Office of the Under Secretary of Defense for Personnel and Readiness (USD(P&R))	10	GS-12	0.5	Man Hours	13	\$3,748.00
Total:						\$25,000

Total = 10.c.

Each Component's section 12

10.d.

Costs are displayed as rounded costs throughout this calculator and on this summary sheet. Costs are not rounded when they are added to the DD Form 2936 (i.e., there may be a slight difference in the costs listed on the summary sheet from this calculator and the costs listed on the DD Form 2936.

- The cost to the requesting Component is approximately **\$3,350** 10.c.
- The total cost to the DoD and OSD Components responding to the collection is approximately **\$25,000** 10.d.
- The total cost of this information collection to the Department is approximately **\$28,000** 10.e.