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://www.cape.osd.mil/CostGuidance/
    - Must have common access card (CAC) to complete cost summary

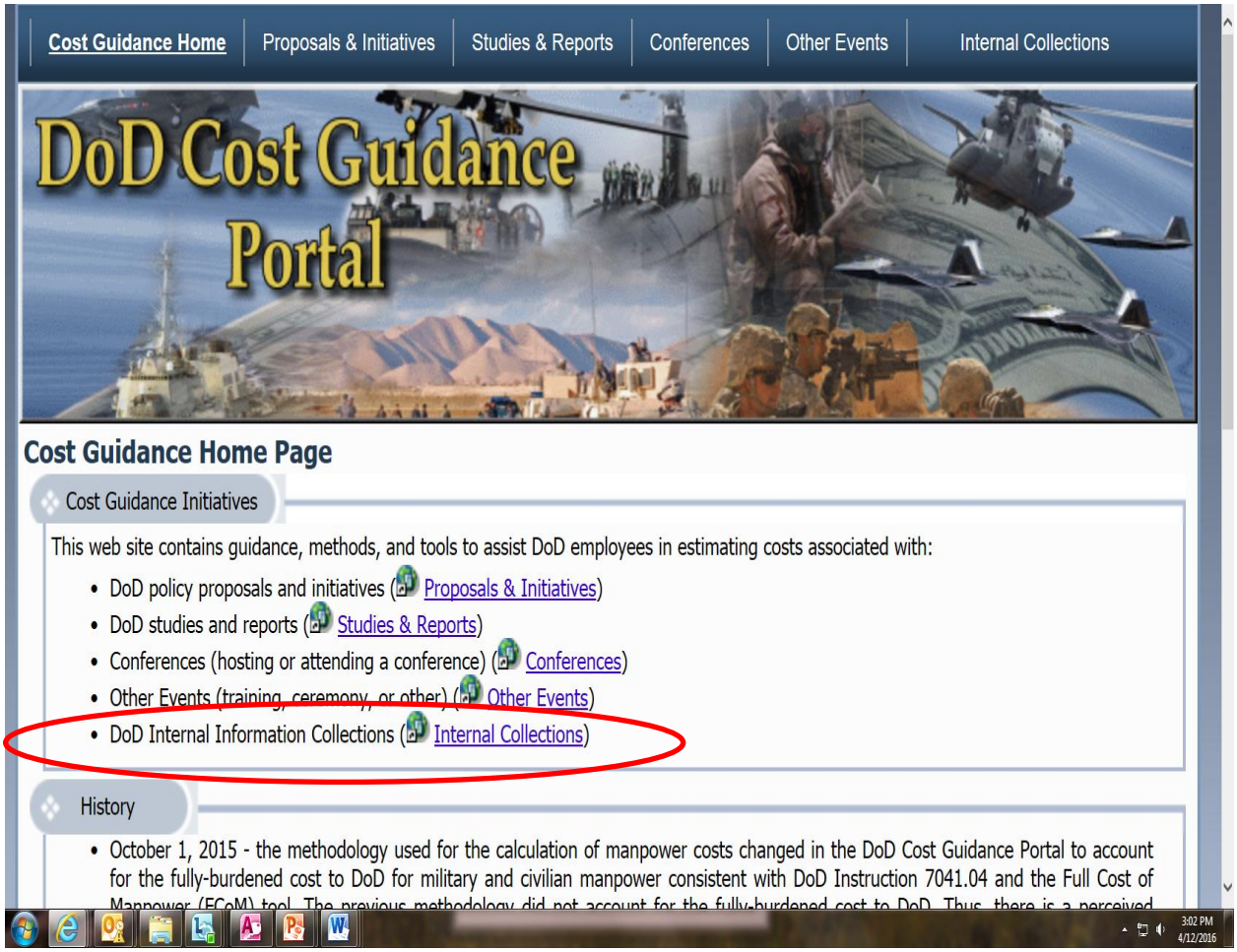
- Under "Cost Guidance Initiatives", select "DoD Internal Information Collections (Internal Collections)"

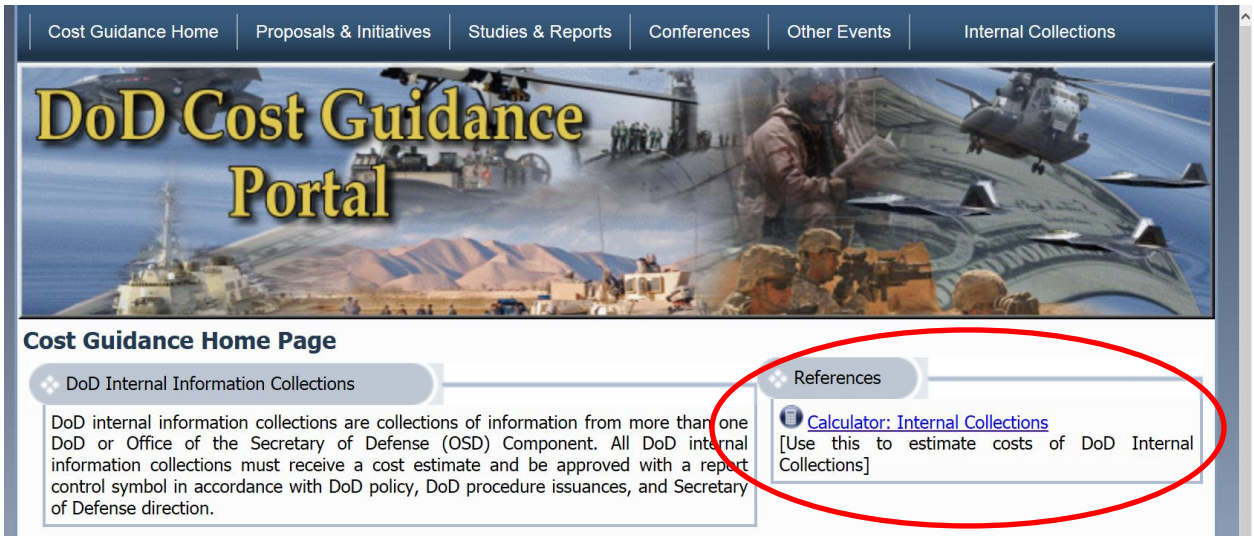
- Cost summaries must be completed before routing the DD Form 2936 package to your SES (or higher depending on cost threshold) for signature and before routing to the responding Components for coordination

- Cost estimate (CAPE Report) will generate next step, DD Form 2936

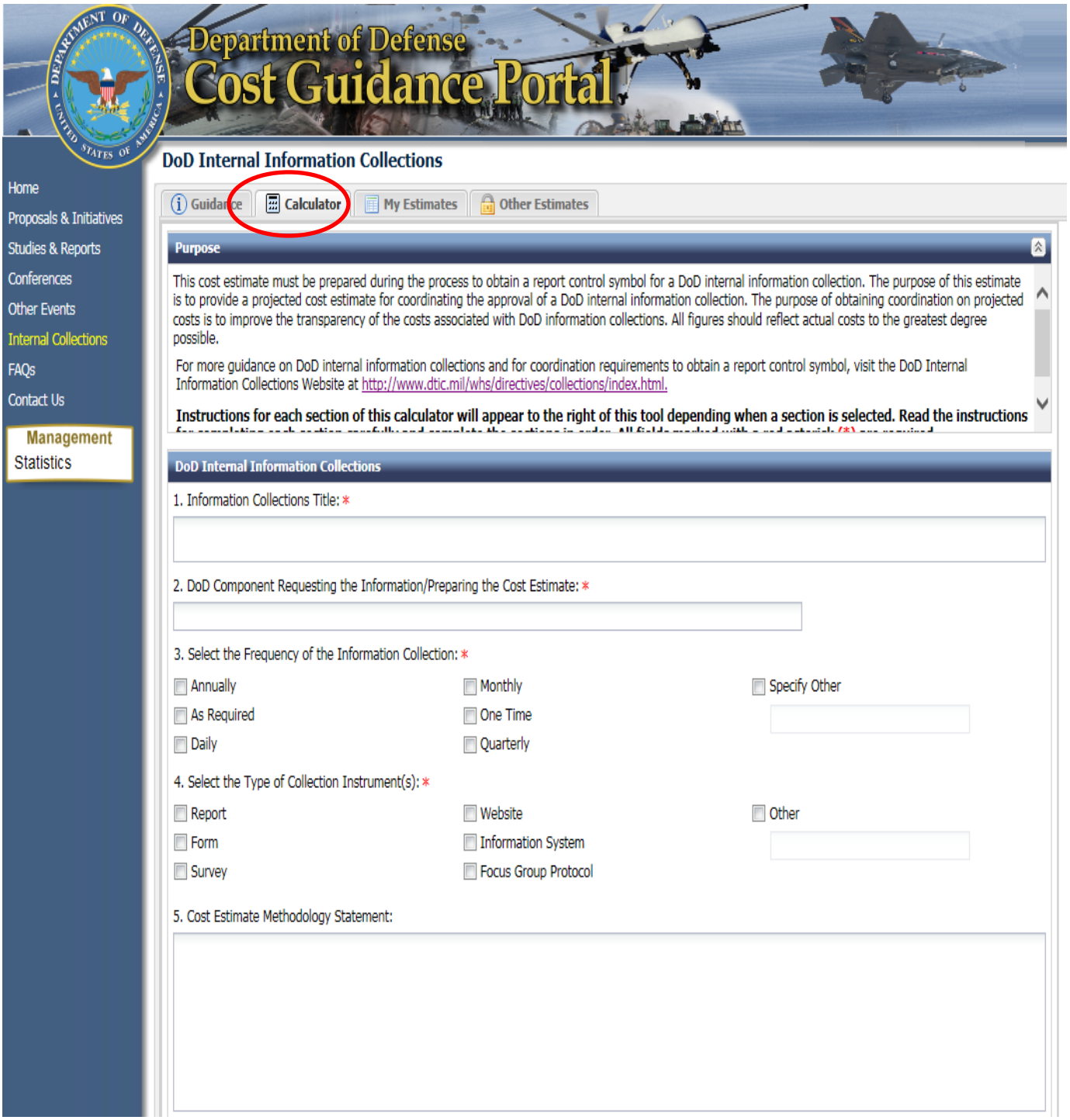
DoD Cost Guidance Portal Homepage

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





In the Cost Guidance Portal



In the Cost Guidance Portal (continued)

Example of a Printed CAPE Report

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

DoD Cost Guidance

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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; 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) 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

Total = 10.c.

8. Costs to the Responding DoD and OSD Components :

Each Component's section 12

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

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.