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/)
In the Cost Guidance Portal
In the Cost Guidance Portal (continued)

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## DoD Internal Information Collections

### 6. Labor Costs to the Requesting Component:

<table>
<thead>
<tr>
<th>Description</th>
<th># of Persons</th>
<th>Grade</th>
<th>Hours or D.</th>
<th>Qualifier</th>
<th>Recurrence</th>
<th>Frequency</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 7. Non-Labor Costs to the Requesting Component:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Recurrence</th>
<th>Frequency</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 8. Costs to the Responding DoD and OSD Components:

<table>
<thead>
<tr>
<th>Responding Component</th>
<th># of Persons</th>
<th>Grade</th>
<th>Hours or D.</th>
<th>Qualifier</th>
<th>Recurrence</th>
<th>Frequency</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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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; 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)

1. Information Collections Title:
   Example For Internal Information Collections Training 5.a.

2. DoD Component Requesting the Information/Preparing the Cost Estimate:
   Office of the Deputy Chief Management Officer (DCMO) 7.

3. Frequency of Information Collection:
   - Annually
   - Monthly
   - As Required
   - One Time
   - Daily
   - Quarterly

4. Type of Collection Instrument(s):
   - Report
   - Website
   - Form
   - Information System
   - Survey
   - Focus Group Protocol 5.f.
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:

<table>
<thead>
<tr>
<th>Description</th>
<th># of Personnel</th>
<th>Grade</th>
<th>Hours or Days</th>
<th>Qualifier</th>
<th>Recurrence</th>
<th>Frequency</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-14 hours to compile results each time survey done</td>
<td>1</td>
<td>GS-14</td>
<td>1 Man Hours</td>
<td>Recurring</td>
<td>13</td>
<td>$1,051.70</td>
<td></td>
</tr>
</tbody>
</table>

Total: $1,050

7. Non-Labor Costs to the Requesting Component:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Recurrence</th>
<th>Frequency</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time contract cost to create survey</td>
<td>1000</td>
<td>One-time</td>
<td>1</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Postage each time survey is sent out</td>
<td>100</td>
<td>Recurring</td>
<td>13</td>
<td>$1,300.00</td>
</tr>
</tbody>
</table>

Total: $2,300

8. Costs to the Responding DoD and OSD Components:

<table>
<thead>
<tr>
<th>Description</th>
<th># of Personnel</th>
<th>Grade</th>
<th>Hours or Days</th>
<th>Qualifier</th>
<th>Recurrence</th>
<th>Frequency</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of the Air Force</td>
<td>10</td>
<td>O-4</td>
<td>0.5 Man Hours</td>
<td>Recurring</td>
<td>13</td>
<td>$5,910.90</td>
<td></td>
</tr>
<tr>
<td>Department of the Army</td>
<td>10</td>
<td>O-4</td>
<td>0.5 Man Hours</td>
<td>Recurring</td>
<td>13</td>
<td>$5,910.90</td>
<td></td>
</tr>
<tr>
<td>Department of the Navy</td>
<td>10</td>
<td>O-4</td>
<td>0.5 Man Hours</td>
<td>Recurring</td>
<td>13</td>
<td>$5,910.90</td>
<td></td>
</tr>
<tr>
<td>Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&amp;L))</td>
<td>10</td>
<td>GS-12</td>
<td>0.5 Man Hours</td>
<td>Recurring</td>
<td>13</td>
<td>$3,748.00</td>
<td></td>
</tr>
<tr>
<td>Office of the Under Secretary of Defense for Personnel and Readiness (USD(P&amp;R))</td>
<td>10</td>
<td>GS-12</td>
<td>0.5 Man Hours</td>
<td>Recurring</td>
<td>13</td>
<td>$3,748.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: $25,000

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.