DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
Fort Monroe, Virginia 23651-5000

TRADOC Regulation   31 August 1984
No 11-5

Army Programs
COST ANALYSIS PROGRAM
(MOS/FMS TRAINING COSTS)
RCS ATRM-159 (R2)

This revision updates reporting requirements for the development of training costs for both US and foreign students. Supplementation of this regulation is prohibited unless prior approval is obtained from the HQ TRADOC, ATTN:ATRM-RA.

_____

This regulation supersedes TRADOC Reg 11-5, 21 Nov 1977 and cancels TRADOC Form 808-R.

CHAPTER 1

GENERAL GUIDANCE

_____

1-1. Purpose. This regulation assigns responsibility and provides guidance for preparation and submission of annual reports required by HQ TRADOC for development of military occupational specialty (MOS) and functional type training costs for both US and foreign students.

1-2. Objective. To provide a means of defining and collecting data necessary for estimating MOS and functional training costs for each course taught at TRADOC schools and training centers as part of the overall Army cost analysis program and foreign military training program.

1-3. Value and uses. The data obtained by this regulation and the resultant MOS and functional training cost estimates for each course have many uses. Some examples are listed below.

   a. Computation of reimbursable training costs for foreign students attending TRADOC courses under the foreign military sales (FMS) and the international military education and training (IMET) programs.

   b. Development of resource estimating relationships (cost and manpower).

   c. Establishment of base line cost information for cost and training effectiveness analyses (CTEA) and cost and operational effectiveness analyses (COEA).

   d. Training cost data for the Force Cost Information System (FCIS) and the military occupational specialty training cost handbook (MOSB).

1-4. Reporting responsibilities. Commanders of Army Training Centers and Commandants of TRADOC schools will identify and report costs and other pertinent data as outlined in Chapter 2 of this regulation.

1-5. Recommendations. Recommendations for improvement of this regulation are encouraged and should be forwarded to Commander, TRADOC, ATRM-RA, Fort Monroe, VA 23651-5000.

CHAPTER 2

REPORTING INSTRUCTIONS

_____

2-1. Title and RCS. "Cost Analysis Program (MOS/FMS training costs),"
requirements control symbol ATRM-159 (R2).

2-2. Description of requirements. Instructions for reporting training data
are contained in appendices A and B.

   a. Appendix A contains forms and instructions for reporting installation
support costs and related data. Installation support activities are those
activities not directly involved in conducting training, but are necessary to
support the training mission. They include safety or social activities,
transportation, personnel, security police, facility engineering and other
special installation level activities.

   b. Appendix B contains forms and instructions for reporting all training
costs and mission-related data for TRADOC's schools and training centers.
Mission costs are those which are specifically identified with the management
and operation of the training mission. They include costs attributable to the
students (pay and allowances), the instructors, administrative personnel,
training supplies and equipment, and any other costs related to the actual
training.

   c. It may not be necessary to complete all the forms contained in
Appendices A and B. Schools on nonTRADOC installations, for example, have
different reporting requirements than schools on TRADOC installations. A
reporting "guide" is provided in paragraph 2-5.e, and at the beginning of each
appendix, to assist the preparers of this report.

2-3. Responsibility. All TRADOC schools and training centers are responsible
for preparing accurate and timely data on the appropriate forms as prescribed
by this regulation. Schools on nonTRADOC installations are responsible for
obtaining installation support data from the host installation. The following
guidelines apply to all submissions:

   a. Submit the name, telephone number, and office symbol of each
individual responsible for preparation and submission of all or part of this
requirement.

   b. Furnish two copies to HQ, TRADOC, ATTN: ATRM-RA, to arrive no later
than the third Friday in December following the close of each fiscal year.

2-4. Forms supply. The TRADOC forms to be used for submission of data are
identified, with applicable instructions, at appendices A and B. Local
reproduction is authorized.

2-5. Preparation instructions. Detailed reporting instructions for the
preparation of data are outlined in appendices A and B. The following general
guidelines apply to all forms and sections:

a. Report all cost data as total expenses (to include reimbursements), and not obligations. Report dollars in thousands of dollars and round to the nearest hundreds. (i.e. report $126,595 as $126.6, $458 as $.5, $12,234 as $12.2, etc.)

b. Identify and report costs for a specific course whenever possible. Account processing codes (APCs) should be established at the course level, where possible, to capture this data.

c. Report military manyears assigned for both officer and enlisted personnel. Include all "other-service" personnel.

d. When costs that are incurred in a particular Army management structure (AMS) code support training in other AMS codes, the report should include a statement to this effect. For example, if a committee group which is accounted for in the basic training (BT) AMS Code (814711) also supports One Station Unit Training (OSUT) (814761), the committee group should be footnoted. The amount of support provided to each type training should be identified when possible.

e. Use the following reporting guide to determine which forms need to be submitted:

Form no. and Title	Schools TRADOC installations	nonTRADOC installations	ATC	Page no.
836-R Installation Support Profile				
Section A		X		8
Section B	X	X	X	8
837-R Installation Support Costs by Element of Expense				
Section A	X		X	10
Section B		X		11
812-R Course Data				
Section A	X	X	X	16
Section B	X	X		17
858-R School Mission Data	X	X		20,21
838-R ATC Mission Data			X	24,25
809-R TOE Unit Support	X	X	X	27
810-R Ammunition Costs	X	X	X	29
811-R Equipment Data	X	X	X	31
813-R Flying Hour Costs	X	X		33
806-R Costs Directly Attributable to a Single Course	X	X	X	36
807-R Expense Memo Entries	X	X	X	38

APPENDIX A

INSTALLATION SUPPORT DATA

This appendix contains forms and instructions for reporting installation support costs and related data. Installation support activities are those activities not directly involved in conducting training, but are necessary to support the training mission. They include safety or social activities, transportation, personnel, security police, facility engineering and other special installation level activities.

The following table provides guidelines on which forms must be prepared for submitting installation support data:

Form no. and Title	Schools		ATC	Page no.
	TRADOC installations	nonTRADOC installations		
836-R Installation Support Profile				
Section A		X		8
Section B	X	X	X	8
837-R Installation Support Costs by Element of Expense				
Section A	X		X	10
Section B		X		11

A-1. INSTRUCTIONS FOR COMPLETING TRADOC FORM 836-R, INSTALLATION SUPPORT
      PROFILE
_____

   a. Use Form 836-R to report installation support data for schools and
training centers on both TRADOC and nonTRADOC installations.

   b. SECTION A (TRADOC Schools on nonTRADOC Installations).

    (1) For each population category listed in column a, report military,
civilian, and total manyears of support in columns b, c, and d, respectively.

    (2) Report active square feet of building space for each category, in
column e.

    (3) Include students and permanent party associated with nonTRADOC
schools under "OTHER TENANTS."

    (4) See footnotes on form that pertain to Lines 5 and 8 and column e.

   c. SECTION B (All TRADOC Schools and Training Centers).

    (1) For each population category listed, report an estimate of the
percent of maintenance effort expensed for Maintenance of Materiel (815796.C
account) and Tactical Support - Logistics Units (202818 account) in columns f
and g, respectively.

    (2) Also report an estimate of the percent of training facilities
occupied, based on active square feet of building space, in column h.

    (3) See footnotes on form that pertain to Lines 25 and 29, and column h.

COST ANALYSIS PROGRAM MOS/FMS TRAINING COSTS (TRADOC Reg 11-5)	INSTALLATION SUPPORT PROFILE	REQUIREMENTS CONTROL SYMBOL ATRM-159(R2)	
	NAME/LOCATION OF ATC OR SCHOOL:		
	FISCAL YEAR :	PAGE OF PAGES	

SECTION A - TRADOC SCHOOLS ON NON TRADOC INSTALLATIONS

L I N E	POPULATION CATEGORIES	POST POPULATION PROFILE			ACTIVE SQUARE FEET OF BUILD-ING SPACE (000) 3 4
		MILITARY MANYEARS	CIVILIAN MANYEARS	TOTAL MANYEARS	
	a	b	c	d	e
1	Garrison-Incl TDA & GSF TOE				
2	TRADOC School PP				
3	School Troops (814771.5)				
4	TRADOC School Students				
5	Other TOE Units1				
6	Retirees				
7	Dependents on Post				
8	Other Tenants2				
9	Satellites				
10	Instl Total (Sum Lines 1-9)				

SECTION B   ALL TRADOC SCHOOLS AND TRAINING CENTERS

	POPULATION CATEGORIES	PERCENTAGE OF MAINTENANCE EFFORT		PERCENTAGE OF TRAINING FACIL-ITIES OCCUPIED 5
		815796.C0000	202818	
	a	f	g	h
11	Garrison			▒▒▒▒▒
12	Satellites			▒▒▒▒▒
13	Tenants			▒▒▒▒▒
14	School (List each school separately)			
15				
16				
17				
18	NCOA/DSS			
19	Army Training Centers			
20	Basic Training (BT)			
21	One Station Unit Training (OSUT)			
22	General Skill Training			
23	Reception Station			▒▒▒▒▒
24	School Troops (814771.5)			
25	TOE Units1			▒▒▒▒▒
26	US Army Troop Support Agency (TSA)			▒▒▒▒▒
27	US Army Communications Command (ACC)			▒▒▒▒▒
28	US Army Health Services Command			▒▒▒▒▒
29	Other Tenants2			▒▒▒▒▒
30	Total (Sum Lines 11 - 29)	100%	100%	100%

REMARKS:

NOTES: 1Exclude Garrison and P8 TOE Units.
2Exclude off post dependents and satellites.
3Exclude square feet for family housing.
4Include square feet for Enlisted Barracks & BOQ on each line entry as possible.
5Exclude square feet for Enlisted Barracks & BOQ.

TRADOC FORM 836-R Jul 84   Previous editions are obsolete.   8½ x 11

A-2. INSTRUCTIONS FOR COMPLETING FORM 837-R, INSTALLATION SUPPORT COST BY
      ELEMENT OF EXPENSE
_____

   a. Use Form 837-R to report installation support costs and military
manyears, by AMS Code and element of expense, for training centers and schools
on both TRADOC and nonTRADOC installations. Note the following general
instructions prior to completing this form:

   (1) DO NOT write in the shaded areas.

   (2) Enter total expenses and manyears assigned for each account listed in
the appropriate "unshaded" areas. DO NOT attempt to adjust any accounts by
their MEMO entries (i.e., line 18 must not have lines 19, 20, 21, and 22
subtracted).

   (3) Report total expenses in thousands of dollars and round to the
nearest hundreds. (see examples in paragraph 2-5.a)

   b. SECTION A (All TRADOC schools and training centers on TRADOC
installations.).

   (1) Report total OMA/FHMA expenses in columns b, c, d, and e for those
AMS Codes listed in column a that do not show shaded regions. They are Lines
5, 8, 20, 21, and 22.

   (2) Enter officer and enlisted man-years assigned in columns h and i, for
all AMS codes listed in column a (except lines 2, 3, and 9).

   c. SECTION B (All TRADOC schools on nonTRADOC installations).

   (1) Report total expenses in columns b thru g for all AMS Codes listed,
plus military manyears assigned in columns h and i. DO NOT write in shaded-
areas.

   d. If any data reported on this form requires an explanation, use the
REMARKS area and reference all data by line number.

COST ANALYSIS PROGRAM MOS/FMS TRAINING COSTS (TRADOC Reg 11-5)

INSTALLATION SUPPORT COSTS BY ELEMENT OF EXPENSE
NAME/LOCATION OF ATC OR SCHOOL

FISCAL YEAR

REQUIREMENTS CONTROL SYMBOL ATRM-159 (R2)

PAGE 1 OF 2 PAGES

SECTION A - ALL TRADOC SCHOOLS AND TRAINING CENTERS ON TRADOC INSTALLATIONS

			TOTAL EXPENSES ($000)				MILITARY MANYEARS	
AMS CODE	CIV PAY 110 & 120	SUP & EQP 260 & 310	ALL OTHER 210 - 250	TOTAL OMA/FHMA	MIL PAY & ALLOW OFF	MIL PAY & ALLOW ENL	MILITARY MANYEARS OFFICER	MILITARY MANYEARS ENLISTED
a	b	c	d	e	f	g	h	i
1. 1900								
2. EOE 2573 (MEMO)								
3. EOE 2574 (MEMO)								
4. 202818								
5. 395701.1-4								
6. 722892								
7. TNG/AUDIO VISUAL SPT ACT								
8. 840000								
9. BASE OPERATIONS								
10. .B XXXX								
11. .C XXXX								
12. .D XXXX								
13. .E XXXX								
14. .F XXXX								
15. .G XXXX								
16. .H XXXX								
17. .J XXXX								
18. .K XXXX								
19. .K21XX (MEMO)								
20. .K25XX (MEMO)								
21. .K291X (MEMO)								
22. TNG FAC MAINT OTHER THAN BUILDINGS(MEMO)								
23. .L XXXX								
24. .M XXXX								
25. .M9300 (MEMO)								
26. .N XXXX								
27. .P XXXX								
28. .S XXXX								
29. .T XXXX								

REMARKS.

COST ANALYSIS PROGRAM
MOS/FMS TRAINING COSTS
(Continued)

INSTALLATION SUPPORT COSTS BY ELEMENT OF EXPENSE

NAME/LOCATION OF ATC OR SCHOOL:

REQUIREMENTS CONTROL SYMBOL ATRM-159(R2)

FISCAL YEAR   PAGE 2 OF 2 PAGES

SECTION B - ALL TRADOC SCHOOLS ON NON TRADOC INSTALLATIONS

LINE	AMS CODE	TOTAL EXPENSES ($000)						MILITARY MANYEARS	
		CIV PAY 110 & 120	SUP & EOP 260 & 310	ALL OTHER 210 - 250	TOTAL OMA/FHMA	MIL PAY & ALLOW OFF	MIL PAY & ALLOW ENL	MILITARY MANYEARS OFFICER	MILITARY MANYEARS ENLISTED
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
30	1900								
31	EOE 2573 (MEMO)								
32	EOE 2574 (MEMO)								
33	202818								
34	395701.1 - .4								
35	722892								
36	728010.1								
37	TNG & AUDIO VISUAL SPT ACT								
38	840000								
39	BASE OPERATIONS								
40	.B XXXX								
41	.C XXXX								
42	.D XXXX								
43	.E XXXX								
44	.F XXXX								
45	.G XXXX								
46	.H XXXX								
47	.J XXXX								
48	.K XXXX								
49	.K21XX (MEMO)								
50	.K25XX (MEMO)								
51	.K291X (MEMO)								
52	TNG FAC MAINT OTHER THAN BUILDINGS (MEMO)								
53	.L XXXX								
54	.M XXXX								
55	.M9300 (MEMO)								
56	.N XXXX								
57	.P XXXX								
58	.S XXXX								
59	.T XXXX								

REMARKS:

APPENDIX B

MISSION DATA

This appendix contains forms and instructions for reporting all training costs
and mission-related data for TRADOC schools and training centers. Mission
costs are those which are specifically identified with the management and
operation of the training mission. They include costs attributable to the
students (pay and allowances), the instructors, administrative personnel,
training supplies and equipment, and any other costs related to the actual
training.

The following table provides guidelines on which forms must be prepared for
submitting mission-related data.

| Form no. and Title | : | Schools | | | : ATC | : Page |
	:	TRADOC installations	:	nonTRADOC installations	:	: no.
812-R Course Data	:		:		:	:
Section A	:	X	:	X	: X	: 16
Section B	:	X	:	X	:	: 17
858-R School Mission Data	:	X	:	X	:	:20,21
838-R ATC Mission Data	:		:		: X	:24,25
809-R TOE Unit Support	:	X	:	X	: X	: 27
810-R Ammunition Costs	:	X	:	X	: X	: 29
811-R Equipment Data	:	X	:	X	: X	: 31
813-R Flying Hour Costs	:	X	:	X	:	: 33
806-R Costs Directly Attributable to a Single Course	:	X	:	X	: X	: 36
807-R Expense Memo Entries	:	X	:	X	: X	: 38

B-1. <u>INSTRUCTIONS FOR COMPLETING FORM 812-R, COURSE DATA</u>

   a. Use Form 812-R to report course data for both schools and training
centers. General guidlines are as follows:

   (1) Enter one course per line, numbering each line sequentially in the
column marked "LINE."

   (2) Report all information requested for each course taught during the
fiscal year. In situations where several courses have a common core course
followed by several tracks, list the core course and each track separately.

   (3) Two additional items of information are requested at the bottom of
Section A for ATCs with reception stations. In box number 1 report the
average number of processing days spent at the reception station for all
receptees. Report both the total number of receptees and the number of Active
Army receptees in box number 2.

   (4) Submit a separate Form 812-R for staff and faculty development
courses. (e.g., instructor training courses, methods of instruction, etc.)

   b. SECTION A. All schools and training centers.

   (1) COURSE TITLE (col. a). Enter the full course title using official
military abbreviations, where necessary, and no acronyms.

   (2) COURSE NUMBER (col. b). Enter the entire current course number.

   (3) COURSE LENGTH (WKS) (col. c). Consider one training day as .2
weeks. (Example: a course length of 2 weeks, 3 days would be reported as 2.6
weeks). If a course was taught with different course lengths during the given
fiscal year, treat each as a separate course and indicate which length is
current. Where course length varies because of self-paced instruction or
electives, use the average length.

   (4) INPUT - US/FGN (cols. d and e). Report both the US and foreign input
during the given fiscal year.

   (5) NO. STUDENTS IN TRAINING - 1 OCT - US/FGN (cols. f and g). Report
both the number of US students and the number of foreign students in training
on 1 Oct of the given fiscal year. The number of students in training at the
beginning of the given fiscal year must match the number of students in
training on 30 Sep of the prior fiscal year.

   (6) NO. STUDENTS IN TRAINING - 30 SEP - US/FGN (cols. h and i). Report
both the number of US students and the number of foreign students in training
on 30 Sep of the given fiscal year.

   (7) ACTUAL GRADS - US/FGN (cols. j and k). Graduates are defined as
students who satisfactorily complete the course of instruction. Enter the
number of both US and foreign graduates.

(8) ATTRITION - US/FGN (cols. l and m). Attrition is defined as the noncompletion of a course, regardless of the reason. Enter the actual number (not a percentage) of both US students and foreign students who did not complete the course during the given fiscal year.

(9) ONE-WAY TVL (col. n). Enter the estimated average one-way mileage from the student's last duty station or accession point to the school. It is recommended that this be computed from a records sample from the last class of the given fiscal year.

(10) MODAL GRADE (col. o). Enter the modal pay grade (i.e. E-3, O-4, W2, GS-09 etc.) of students attending the course. When an officer, warrant officer, civilian or enlisted student attends the same course, enter their respective modal pay grades.

  c. SECTION B. Schools only.

  (1) Enter the course numbers in Section B in the same order as entered in Section A. Course numbers in both sections must match. (i.e. , line 5 in Section B should contain the same course number as line 5 in Section A)

  (2) NUMBER OF CLASSES - START/GRAD (cols. q and r). Enter the number of classes that began during the given fiscal year (NOT classes carried over from the prior year) in column q. Enter the number of classes that graduated during the given fiscal year (NOT classes carried over into the next fiscal year) in column r. (Note: Classes that are carried forward from the prior year and that do graduate during the given fiscal year must be included in the number of classes entered in column r.

  (3) DISTRIBUTION OF INSTRUCTOR CONTACT HOURS BY DEPARTMENT (cols. s thru ab). Enter the name of each department in the heading area of each column and report the ICH, by department, for ONE CLASS TAUGHT.

  (4) TOTAL ICH (col. ac). For each course, add the ICH of all the departments reported. This number should represent the total ICH for one class taught in the course being reported.

  (5) STATUS (col. ad). Enter the modal status of the students in the course as "TDY" or "PCS." TDY in conjunction with PCS should be entered as "TDY/PCS."

  d. Check data entered on this form as follows:

  (1) Total STUDENTS IN TRAINING ON 1 OCT must equal the PRIOR FISCAL YEAR'S total STUDENTS IN TRAINING ON 30 SEP.

  (2) Total INPUT plus total STUDENTS IN TRAINING ON 1 OCT must equal the sum of total STUDENTS IN TRAINING ON 30 SEP plus total ACTUAL GRADS plus total ATTRITION.

(3) TOTAL ICH reported in column ac must equal the sum of all ICH reported in all the columns for each course reported.

COST ANALYSIS PROGRAM MOS/FMS TRAINING COSTS
(TRADOC Reg 11-5)

COURSE DATA

NAME/LOCATION OF ATC OR SCHOOL:

REQUIREMENTS CONTROL SYMBOL
ATRM-159(R2)

PAGE 1 OF 2 PAGES

FISCAL YEAR:

SECTION A - ALL SCHOOLS AND TRAINING CENTERS

L I N E	COURSE TITLE a	COURSE NUMBER b	COURSE LENGTH (WKS) c	INPUT		STUDENTS IN TRAINING				ACTUAL GRADE				ATTRITION		ONE WAY TVL n	MODAL GRADE o
				US d	FGN e	1 OCT		30 SEP		US j	FGN k	US l	FGN m	US i	FGN		
						US f	FGN g	US h	FGN i								

RECEPTION STATION DATA

1. AVERAGE PROCESSING DAYS

2. NUMBER OF RECEPTEES PROCESSED DURING THE YEAR

    ACTIVE ARMY

    TOTAL

TRADOC FORM 812-R   Previous editions are obsolete.
Jul 84

11 x 8½

COST ANALYSIS PROGRAM
MOS/FMS TRAINING COSTS
(Continued)

COURSE DATA

REQUIREMENTS CONTROL SYMBOL
ATRM-159(R2)

PAGE 2 OF 2

PAGES

NAME/LOCATION OF ATC OR SCHOOL:

FISCAL YEAR:

SECTION B - SCHOOLS ONLY

DISTRIBUTION OF INSTRUCTOR CONTACT HOURS BY DEPARTMENT

LINE	COURSE NUMBER p	NO. OF CLASSES		DISTRIBUTION OF INSTRUCTOR CONTACT HOURS BY DEPARTMENT															TOTAL ICH ac	STATUS ad
		START q	GRAD r	s	t	u	v	w	x	y	z	aa	ab							

TRADOC Form 812-R, Jul 84

B-2.   INSTRUCTIONS FOR COMPLETING FORM 858-R, SCHOOL MISSION DATA

   a.   Use Form 858-R to report total OMA expenses (including
reimbursements); officer and enlisted military manyears assigned and civilian
manyears assigned for each function and AMS code that pertains to the school's
training mission. Use page 1 of this form to report data for the general
skill training PE 814731.2xx (or 814733/34/41/43/51) and Page 2 to report all
other PE data as listed.

   b. General skill training, intelligence training, flight training, and
Professional Military Education (814731.2xx or 814733/34/41/43/51).

   (1) For purposes of this reporting requirement, page 1 of this form is
divided into the following five categories:

   (1) Command Group . . . . Line 2
   (2) School Secretary. . . . . . . Lines 3 – 10
   (3) School Brigade. . . . . Lines 11 – 16
   (4) Training Departments. . . . . Lines 17 – 27
   (5) Other . . . . Lines 28 – 33

   c. Report all expense and manpower data for the command group on line 2.

   d.   Report data for the school secretary in terms of the following
functional areas: academic records, the learning center, and the Foreign
Liason Office.

   (1) Use line 7 to report as a single line entry all other functions and
organizations within the school secretary that support all mission activities.
(i. e., resource management, supply, etc.)

   (2) Use lines 8, 9, and 10 to report data on "Other" school secretary
functions not listed which directly support the training mission.

   e.   Report data for the school brigade in terms of its staff and faculty
battalions and its student battalions on lines 12 and 13, respectively.

   (1) If there are other "brigade" functions, report them on lines 14, 15,
16 and in the REMARKS area, as necessary.

   f.   Use lines 18 thru 27 to report data on each training department under
the school mission.

   (1) Enter the name of each department in column a using standard Army
abbreviations. (DO NOT use acronyms) Department names which appear on this
form must be identical to those entered in columns s thru ab, on Form 812-R
(Course Data).

   g. Report other school-related functions, in the appropriate program
element, such as POI support and FMS/IMET information programs, on lines 29
thru 33 and in the REMARKS area.

   h. The sum of lines 2 thru 33 should equal the total reported by program element in the RCS CSCFA 218 Report.

   i. On page 2 of this form report expense and manpower data for the AMS codes listed in column a, lines 34 thru 37: PE 208018.2 (Combat Developments); 814722 (OCS); 814761.xx (OSUT taught in the school), and 814771.6 (Evaluation and Standardization). DO NOT WRITE IN THE SHADED AREAS.

    (1) Report data for PE 814772.xxx, training developments, on lines 39 and PE 819731.1, training support to the units, on line 46.

   j. List school troops in column a on lines 48 thru 50 and list P2/3 TOE units in column a on lines 52 thru 61.

    (1) Report each unit's resources in the appropriate columns. Units listed here must be reported on Form 809-R, TOE Unit Support.

   k. Report data for other PE on lines 62 thru 64 and in the REMARKS area.

   l. Attach a copy of the most current school organization chart to this form.

COST ANALYSIS PROGRAM
MOS/FMS TRAINING COSTS
(TRADOC Reg 11-5)

TRADOC SCHOOL MISSION DATA

NAME/LOCATION OF SCHOOL:

REQUIREMENTS CONTROL SYMBOL ATRM-159(R2)

PAGE 1 OF 2 PAGES

FISCAL YEAR

LINE	AMS CODE/FUNCTION	TOTAL EXPENSES ($000)					MILITARY PAY & ALLOW		MANYEARS ASSIGNED		
		CIV PAY 110 & 120 h	SUP & EQP 260 & 310 c	TDY 210 d	ALL OTHER 220-250 e	TOTAL OMA f	OFFICER k	ENLISTED h	MILITARY OFFICER i	MILITARY ENLISTED j	CIVILIAN k
1	81473L 2XX (733/34/41/43/51)										
2	COMMAND GROUP										
3	SCHOOL SECRETARY										
4	ACADEMIC RECORDS										
5	LEARNING CENTER										
6	FOREIGN TRAINING OFFICE										
7	OTHER										
8											
9											
10											
11	SCHOOL BRIGADE										
12	STAFF/FACULTY BNS										
13	STUDENT BNS										
14	OTHER										
15											
16											
17	TRAINING DEPTS (LIST)										
18	(1)										
19	(2)										
20	(3)										
21	(4)										
22	(5)										
23	(6)										
24	(7)										
25	(8)										
26	(9)										
27	(10)										
28	OTHER										
29	POI SUPPORT										
30	FMS/IMET INFO PROG										
31	RESIDENT TRAINING DIV										
32	STAFF & FACULTY DIV										
33	OTHER										

REMARKS:

COST ANALYSIS PROGRAM
MOS/FMS TRAINING COSTS
(Continued)

TRADOC SCHOOL MISSION DATA

NAME/LOCATION OF SCHOOL

FISCAL YEAR

REQUIREMENTS CONTROL SYMBOL
ATRM-159(R2)

PAGE 2 OF 2 PAGES

LINE	AMS CODE/FUNCTION a	TOTAL EXPENSES ($000)						MILITARY PAY & ALLOW		MANYEARS ASSIGNED		
		CIV PAY 110 &120 b	SUP & EQP & 310 260 c	TDY 210 d	ALL OTHER 220-250 e	TOTAL OMA f		OFFICER g	ENLISTED h	MILITARY		CIVILIAN k
										OFFICER i	ENLISTED j	
34	208018 COMBAT DEV											
35	814722 OCS											
36	814761.XX OSUT											
37	814771.6 EVAL & STAND											
38	814772.XXX TRAINING DEV											
39	COURSE DEV DIV											
40	RESIDENT CRS											
41	NON-RESIDENT CRS											
42	TRAINING DEPARTMENTS											
43	OTHER											
44												
45												
46	819731.1 TNG SPT TO UNITS											
47	P8 SCH TRPS (LIST)											
48												
49												
50												
51	P2/3 TOE SUPPORT (LIST)											
52												
53												
54												
55												
56												
57												
58												
59												
60												
61												
62	OTHER PE											
63												
64												

REMARKS:

TRADOC Form 858-R, Jul 84

B-3. INSTRUCTIONS FOR COMPLETING FORM 838-R, TRAINING CENTER MISSION DATA

   a. Use Form 838-R to report total OMA expenses (including
reimbursements); officer and enlisted military manyears
manyears assigned for each function and organizational
to the training center's mission.

   c. Overhead.

   (1) For this report, overhead is defined as any function or
organizational element which supports more than one training Program Element
(PE). Each line entry under overhead should identify the major training PE
under which the overhead expense is funded.

   (2) Overhead will generally include range operations, the DPT test
division, the special training company, and the Leadership Academy. Due to
the diversity of organizational structures among ATC, it is impossible to
specify under which cost category (Overhead, BT, AIT or OSUT) every function
and organizational element should fall. Therefore, identification by cost
category is left to the discretion of the local analyst. For example:

   <u>a</u> Range operations are shown on this form as an element of overhead.
However, if at a particular ATC, basic training is the only training PE using
ranges, then range operations would be listed under BT. Specify in the
REMARKS area the types of training supported.

   <u>b</u> Situations may exist that make it logical to distribute overhead
organizational element costs to training PE. For example, the testing
division of the G3 may be supporting BT, AIT, and OSUT and, hence, meet the
definition for overhead. However, if the testing division consisted of three
branches, one for each category of training, then it would be appropriate to
list the resources for each branch under each category of training.

   <u>c</u> Functions and organizations listed under overhead that support more
than one PE, and which cannot be broken out by training PE, should be
footnoted, and an identification of the training categories supported made in
the REMARKS section. For example, the special training company will normally
support BT and OSUT, but not AIT.

   d. BT/OSUT.

   (1) All BT and OSUT brigades, battalions and companies may be entered as
a single line entry.

   (2) In the event a single committee group supports both BT and OSUT, but
is carried in a single PE, identify the committee group under its appropriate
PE. Note in the REMARKS section the types of training supported and enter an
estimate of the amount of support for each.

   e. AIT.

(1) When each brigade or battalion can be identified as supporting only a portion of the total AIT courses (or OSUT courses), then each brigade or battalion and its associated resources should be listed separately.

f. Other Programs.

(1) Include under other programs, those programs which contribute materially to the accomplishment of training.

(2) Indicate the appropriate AMS code next to each item listed. As a minimum, include the following:

a Reception Station:

(1) Receptee Clothing.

(2) Individual Clothing.

b FMS/IMET Information.

c P8/P2/P3 TOE unit support.

g. Attach a copy of the training center's most current organization chart to this form.

COST ANALYSIS PROGRAM
MOS/FMS TRAINING COSTS
(TRADOC Reg 11-5)

TRAINING CENTER MISSION DATA

NAME/LOCATION OF ATC:

FISCAL YEAR:

REQUIREMENTS CONTROL SYMBOL ATRM-159(R2)

PAGE   1   OF   2   PAGES

LINE	FUNCTION/ORGN ELEMENT a	TOTAL EXPENSES ($000)					MILITARY PAY & ALLOW		MANYEAR DATA			
		CIV PAY 110&120 b	SUP & EQP 260 & 310 c	TDY 210 d	ALL OTHER 220-250 e	TOTAL OMA f	OFFICER g	ENLISTED h	MILITARY MANYEARS		CIVILIAN MAN-YEARS k
									OFFICER i	ENLISTED j	
1	P8 TRAINING										
2	OVERHEAD										
3	DPT TEST DIV (PE										
4	LDRSHIP ACAD (PE										
5	RANGE OPS (PE										
6	SP TNG CO (PE										
7	DED FGN STU SPT (PE										
8	OTHER (LIST)										
9											
10											
11											
12											
13											
14	BT (PE814711)										
15	BDE/BN/CO I										
16	COMMITTEE/TRAINING GRP										
17	ORGN CLO & EQUIP										
18	OTHER (LIST)										
19											
20	AIT (PE 814731.1)										
21	BDE/BN/CO I										
22	ORGN CLO & EQUIP										
23	OTHER (LIST)										
24											
25											
26											
27											

REMARKS:

COST ANALYSIS PROGRAM
MOS/FMS TRAINING COSTS
(Continued)

TRAINING CENTER MISSION DATA

REQUIREMENTS CONTROL SYMBOL ATRM-159(R2)

ATC:

FISCAL YEAR:

PAGE 2 OF 2 PAGES

LINE	FUNCTION/ORGN ELEMENT	TOTAL EXPENSES ($000)					MILITARY PAY & ALLOW		MANYEAR DATA			
		CIV PAY 110 & 120	SUP & EQP 260 & 310	TDY 210	ALL OTHER 220-250	TOTAL OMA	OFFICER	ENLISTED	MILITARY MANYEARS OFFICER	MILITARY MANYEARS ENLISTED	CIVILIAN MANYEARS
	a	b	c	d	e	f	g	h	i	j	k
28	OSUT (PE 814761)										
29	BDE/BN/CO [1]										
30	COMMITTEE/TRAINING GRP										
31	ORGN CLO & EQUIP										
32	OTHER (LIST)										
33											
34	OTHER PROGRAMS (LIST)										
35	RECEPTION STATION (PE)										
36	REP CLOTHING (PE)										
37	INDIVIDUAL CLOTHING [2]										
38	FMS/IMET INFO PROG [3]										
39	P8/P2/P3 TOE SPT (LIST) [4]										
40											
41											
42											
43											
44											
45	OTHER (LIST)										
46											
47											
48											
49											

REMARKS

NOTE: [1] Exclude food service personnel costs and manpower that are included under the base operations food service account.
[2] Report only that portion of individual clothing which can be identified to resident training.
[3] Attach a listing of FMS/IMET courses for which the information program is conducted.
[4] List each P8/P2/P3 TOE unit or school troop unit supporting training. Exclude garrison units such as the band or military police.

TRADOC FORM 838-R, Jul 84

B-4. <u>INSTRUCTIONS FOR COMPLETING FORM 809-R, TOE UNIT SUPPORT</u>

  a. General

   (1) Use Form 809-R to report either P8 school troop unit support data or P2/P3 TOE unit support data.

   (2) Prepare one form for each unit reported on Form 858-R (School Mission) and Form 838-R (ATC mission). Battalion and larger units should be broken down to their appropriate sub-units.

   (3) Check the appropriate boxes to indicate "P8" and "School" or "ATC".

   (4) Enter fiscal year of data being reported, name and location of school or ATC, and the name of the P8 troop unit in the appropriate boxes.

  b. SECTION A (P8 Units Only, Distribution of Support)

   (1) For P8 units only, enter the military manyears expended in support of post (line 1), school (line 2), reserves (line 3), self-support (line 4), and others (line 5) in column b.

   (2) The total entered on line 6 should equal the unit's total military manyears assigned and correspond to the number of manyears assigned as reported on Forms 858-R (School Mission Data) and 838-R (ATC Mission Data).

   (3) Enter the total current value of equipment on hand in the box marked "Total Equipment - Current Value." This data should be obtained from the Property Book officer who maintains the unit's equipment records.

  c. SECTION B (Mil ManYears/Equipment Cost)

  (1) For P2/3 units only, enter the unit's total military manyears assigned in Box 1. DO NOT enter the sum of the manyears of support provided to the courses as identified in SECTION C.

  (2) For both P2/3 and P8 units, enter the total current value of equipment on hand in the box marked "Total Equipment - Current Value." This figure should be obtained from the Property Book officer who maintains the unit's equipment records.

  d. SECTION C (Course Support)

   (1) For each course entered in column a, enter the total mandays of support in column b. Mandays to be reported are the totals for each course, not the number of mandays for one class.

   (2) If more space is required in this section, attach additional forms and mark the "Page _____ of _____ Pages" box as appropriate.

COST ANALYSIS PROGRAM MOS/FMS TRAINING COSTS (TRADOC Reg 11-5)	TOE UNIT SUPPORT		FISCAL YEAR:	REQUIREMENTS CONTROL SYMBOL ATRM-159(R2)
	☐ PS	☐ ATC		
	☐ P2/3	☐ SCHOOL		PAGE ___ OF ___ PAGES

NAME/LOCATION OF ATC OR SCHOOL:	UNIT:

SECTION A-(P8 UNITS ONLY) DISTR OF SUPPORT		SECTION B-MIL MAN-YEARS/EQUIPMENT COSTS

LINE	CATEGORY .	MAN-YEARS ASSIGNED b	1. TOTAL MIL MAN-YEARS (P2 UNITS ONLY)
1	POST		
2	SCHOOL SPT		
3	RESERVES		2. TOTAL EQUIP-CURRENT VALUE
4	SELF-SUPPORT		
5	OTHER		
6	TOTAL		

SECTION C - COURSE SUPPORT		
LINE	COURSE NUMBER c	MAN-DAYS OF SPT d	(LEAVE BLANK) e

TRADOC FORM 809-R Jul 84   Previous editions are obsolete.   8½ x 11

B-5. <u>INSTRUCTIONS FOR COMPLETING FORM 81O-R, TRADOC AMMUNITION COSTS</u>

   a. Use Form 810-R to report course-related ammunition expenses for both TRADOC schools and training centers.

   b. Enter the fiscal year of data being reported and the name and location of the school or ATC in the appropriate boxes.

   c. Enter the course number in column a; report the total cost of ammunition expended during the fiscal year by the instructors for demonstration purposes, in column b and the total cost of ammunition expended by the students (during the fiscal year) in column c.

  d. The total cost of ammunition expended in a course must equal the cost reported in column b plus the cost reported in column c for that course.

   e. If ammunition costs are only available at the total level and not by instructor or student expenditure, as requested above, then the Program of Instruction (POI) should be used to compute the required costs. If the POI is used, ammunition costs reported in column b, for ammunition expended for demonstration purposes, should be based upon the amount of ammunition expended by the instructors as prescribed by the course's POI.

   f. Student-related ammunition costs reported in column c should be based upon the number of students (US plus foreign) reported as input in column d, Form 812-R (Course Data) and the amount of ammunition expended per student as prescribed in the POI.

		AMMUNITION COSTS	REQUIREMENTS CONTROL SYMBOL
COST ANALYSIS PROGRAM MOS/FMS TRAINING COSTS (TRADOC Reg 11-5)		NAME/LOCATION OF ATC OR SCHOOL:	ATRM-159(R2)
		FISCAL YEAR:	PAGE ___ OF ___ PAGES
L I N E	COURSE NUMBER a	COURSE RELATED AMMUNITION COST (AMMO EXPENDED BY STAFF AND FACULTY) b	INCREMENTAL STUDENT RELATED AMMO COST (AMMO EXPENDED BY THE STUDENTS) c

B-6. <u>INSTRUCTIONS FOR COMPLETING FORM 811-R, EQUIPMENT DATA</u>

   a. Use Form 811-R to report, by function, organization or course, the current value of training equipment used by the TRADOC schools and training centers.

   b. Prepare a separate Form 811-R for each resident training department and the school brigade reported on Form 858-R (School Mission Data) or function or organization reported on Form 838-R (ATC Mission Data).

   c. Report any other school function or organization which has more than $25,000 worth of equipment supporting resident training.

   d. Check the box marked "ATC" or "School" , as appropriate, and enter the name and location of the ATC or school. Identify the department, function or organization in the box marked "function/organization."

   e. Report the total current value of equipment on hand in the box marked "Total Equipment Cost (Current Value)." Obtain this value from the Property Book Officer in charge of the equipment for the function or organization being reported.

   f. If equipment can be identified as supporting a single course, or group of courses, enter the course number(s) in column a and the current value of that course(s) equipment in column b (costs reported in column b must be included in the figure reported for total equipment ccct (Current Value)).

   g. Leave column c blank.

COST ANALYSIS PROGRAM MOS/FMS TRAINING COSTS (TRADOC Reg 11-5)	EQUIPMENT DATA	REQUIREMENTS CONTROL SYMBOL ATRM-159(R2)
	☐ ATC ☐ School'	
	FISCAL YEAR :	PAGE OF PAGES
NAME/LOCATION OF ATC OR SCHOOL:	FUNCTION/ORGANIZATION:	TOTAL EQUIPMENT COST (Current Value)

L I N E	COURSE NUMBER ᵃ	CURRENT VALUE ($000) ᵇ	(LEAVE BLANK) ᶜ

B-7. <u>INSTRUCTIONS FOR COMPLETING FORM 813-R, FLYING HOUR COSTS</u>

   a. Use Form 813-R to report total flying costs by type aircraft and by course number for all schools and training centers.

   b. Enter the course number in column a, the program element in column b, and the type aircraft used by the course in column c. If more than one type aircraft is used for a single course, enter the course number only once and each type of aircraft on a separate line.

   c. Enter the total number of flying hours expended by type aircraft in the course in column d.

   d. Report the TOTAL expenses for REPAIR PARTS in column e, POL in column f, MAINTENANCE CONTRACTS in column g, and REFUELING CONTRACTS in column h.

   d. If the type aircraft entered in column c is an Air Force aircraft, enter the total Air Force flying hours in column d and the total flying hour costs for that aircraft (in that course) in column i.

   e. Enter the total flying hour costs in column j. Column j must equal the sum of columns e thru i for each type aircraft reported.

COST ANALYSIS PROGRAM
MOS/FMS TRAINING COSTS
(TRADOC Reg 11-5)

REQUIREMENTS CONTROL SYMBOL
ATRM-159(R2)

NAME/LOCATION OF ATC OR SCHOOL:

FISCAL YEAR:

PAGE _____ OF _____ PAGES

FLYING HOUR COSTS

LINE	COURSE NUMBER a	PROGRAM ELEMENT b	TYPE AIRCRAFT c	FLYING HOURS d	REPAIR PARTS e	POL f	MAINT CONTRACT g	REFUEL CONTRACT h	USAF COSTS i	TOTAL COSTS j

TOTAL FLYING HOUR COSTS ($000)

TRADOC FORM 813-R Jul 84   Previous editions are obsolete.

11 x 8½

B-8. INSTRUCTIONS FOR COMPLETING FORM 806-R, COSTS DIRECTLY ATTRIBUTABLE TO A
      SPECIFIC COURSE

   a. Use Form 806-R to report costs which can be directly attributable to a
specific course or group of courses.

   b. All type expenses, whether listed below or not, which can be
attributable to a specific course or group of courses, must be reported on
this form.

   c. Do not attempt to adjust entries made on any other form in this
regulation as a result of entries made on this form. (Example: if training
and audio visual support activity costs are reported on this form, the figure
reported on Form 837-R (Installation Support Costs by Element of Expense),
line 37, should NOT be adjusted.)

   d. As a minimum, report appropriate expenses and military manyears
assigned for the cost elements listed below:

   (1) Staff/Faculty TDY   (A)

   (2) Student TDY (special course-related TDY)   (B)

   (3) Training materials and supplies (minus POL)   (C)

   (4) POL   (D)

   (5) Individual clothing   (E)

   (6) Training & audio visual support activities   (F)

   (7) New projects   (G)

   (8) NonRecurring projects   (H)

   (9) Other   (I)

   e. Enter the course number in column a.

   f. Read each cost element at the bottom of the form to determine which
letter code must be entered in column b. If the costs being reported do not
apply to any of the cost categories listed, enter the letter I in column b and
explain the costs in the REMARKS area.

   g. If a new project can be associated with one or more courses, use
letter code G to report the project's recurring costs and use letter code H to
report the project's nonrecurring costs. (Note: New projects that can not be
attributed to a single course or group of courses must be reported on Form
807-R (Expense Memo Entries).)

   h. If expenses for a particular cost element can be identified to a group of courses rather than an individual course, list the courses in column a and repeat the cost element letter-code that applies, in column b, for each course listed.

   i. Each course listed in column a must have an associated letter code in column b.

COST ANALYSIS PROGRAM
MOS/FMS TRAINING COSTS
(TRADOC Reg 11-5)

COSTS DIRECTLY ATTRIBUTABLE TO A SPECIFIC COURSE

REQUIREMENTS CONTROL SYMBOL
ATRM-159(R2)

NAME/LOCATION OF ATC OR SCHOOL:

FISCAL YEAR:

PAGE ___ OF ___ PAGES

LINE	COURSE NUMBER	TOTAL EXPENSES ($000)						MILITARY PAY & ALLOW		MANYEAR DATA		
		CIV PAY 110&120	SUP&EQP 260&310	TDY 210	ALL OTHER 220-250	TOTAL OMA		OFFICER	ENLISTED	MILITARY MANYEARS		CIVILIAN MANYEARS
										OFFICER	ENLISTED	
C												
O												
D												
E		c	d	e	f	g		h	i	j	k	l

REMARKS:

CODES:
A -- Staff and faculty TDY
B -- Student TDY (Performed during course)
C -- Training Materials & Supplies (Minus POL)
D -- POL
E -- Individual Clothing

F -- Training & Audio Visual Spt Activities
G -- New Projects
H -- Non-Recurring Projects
I -- Other

TRADOC FORM 806-R
Jul 84

11 x 8½

B-9. <u>INSTRUCTIONS FOR COMPLETING FORM 807-R, EXPENSE MEMO ENTRIES</u>

    a. Use this form to report all nonrecurring costs and manpower data for those projects, missions, and functions that can not be identified to a specific course or group of courses, but are related to the training mission.

    b. Prepare a separate Form 807-R for the school and one for the ATC. (i.e. DO NOT mix school and ATC data on one form.) Additionally, use this form to report any other items that need to be identified separately.

    c. List separately each new project, function or mission that incurred a one-time cost during the fiscal year and report total expenses in columns b thru f and total manpower resources in columns i thru k.

    d. Use the REMARKS area to fully define projects and functions listed in column a.

COST ANALYSIS PROGRAM
MOS/FMS TRAINING COSTS
(TRADOC Reg 11-5)

EXPENSE MEMO ENTRIES

NAME/LOCATION OF ATC OR SCHOOL:

REQUIREMENTS CONTROL SYMBOL ATRM-159(R2)

FISCAL YEAR

PAGE　　OF　　PAGES

L I N E	FUNCTION/ORGN ELEMENT a	TOTAL EXPENSE ($000)						MANYEAR DATA		
		CIV PAY 110&120 b	SUP&EQP 260&310 c	TDY 210 d	ALL OTHER 220-250 e	TOTAL OMA f	MILITARY PAY & ALLOW OFFICER g	MILITARY PAY & ALLOW ENLISTED h	MILITARY MANYEARS OFFICER i	MILITARY MANYEARS ENLISTED j	CIVILIAN MANYEARS k

NON-RECURRING

OTHER

REMARKS:

FORM 807-R
Jul 84

TF

11 x 8½

> The proponent of this regulation is the Office of
> the Deputy Chief of Staff, Resource Management.
> Users are invited to send comments and suggested
> improvements on DA Form 2028 (Recommended Changes
> to publications) through channels, to the Cdr,
> TRADOC, ATTN: ATRM-RA, Fort Monroe, Virginia
> 23651-5000.

FOR THE COMMANDER:

OFFICIAL: ROBERT H. FORMAN
                                       Major General, CS
                                       Chief of Staff

T. WARD
Colonel, GS
Adjutant General

DISTRIBUTION:
TRADOC Instl, (3 cy ea
except Ft. Monroe); S1 (8
cy ea except USA Elm Sch of
Music and Pres, USATB)
S2 (6 cy ea)

Copies furnished:
HQDA (DACA)
Cdr
USA Health Svc Comd
DARCOM
FORSCOM