

1. INTRODUCTION

The Navy Cost of Manpower Estimating Tool (COMET) was developed to enable defense contractors and Navy cost analysts to accurately and consistently estimate personnel-related costs associated with the acquisition process. The program allows users to view the direct and variable indirect costs associated with an individual and also, to view the final variable costs for specific skill groups. Users can view all-Navy costs as well as occupation-specific costs. With this capability, system developers and project officers are able to assess the economic impact on life cycle costs of hardware/manpower tradeoff alternatives.

The COMET program is a Windows95 program. The data files are quite robust, and considerable experimentation is possible with no danger of corrupting the underlying cost data. From the user's point of view, COMET is divided into three functional parts: (1) individual billet data, (2) final cost file creation/modification, and (3) life cycle cost modeling. Individual billet data may be viewed down to the level of specific variable costs by selecting a rating or designator. Individual average costs per pay grade may be viewed as well. Final cost file creation/modification allows the user to create a final cost estimate using assumptions other than the COMET defaults. These files are then available as cost "building blocks" and are used by analysts in creating a variety of costing scenarios.

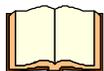
There are three operative modules in the COMET Active program that execute the following tasks:

1. Input new structured cost and final cost default datasets from input files.
2. Create user datasets from default and customized cost parameters, and enable or disable premium pays.
3. Define manpower requirements for a project and run final costs over a variable-length period, then view, print, or export results.

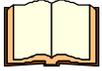
1.1 COMET PROGRAM DOCUMENTATION

There are separate cost estimation modules for the Navy's Active Duty, Reserve, and Civilian components. Since each component has both an *Operations Manual* and a *User's Manual*, the entire COMET Program documentation set encompasses six manuals, as shown below:

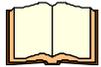
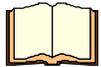
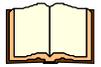
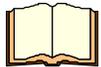
Active Component:



Active Component Operations Manual



Active Component User's Manual

Reserve Component:*Reserve Component Operations Manual**Reserve Component User's Manual* (this document)**Civilian (Government employees) Component:***Civilian Component Operations Manual**Civilian Component User's Manual***1.2 PURPOSE OF THIS MANUAL**

It is recommended that users read the *Reserve Component Operations Manual* before reading this document. The *Operations Manual* describes data flows, algorithms, and processes used in calculating costs for COMET, and will enable users to better understand how the model works, under what circumstances the model is used, and the methodology and data sources used.

In contrast, this manual is more of a typical user's manual that provides applicable information and instruction on how to run the model, including a tutorial that teaches how and where to enter data, identify elements critical to the model, and produce output.

1.3 SYSTEM REQUIREMENTS

The following minimum system requirements are necessary to run the COMET program:

- IBM compatible with 486 CPU or higher
- At least 8mg RAM installed
- Color EGA, VGA, or SVGA monitor
- At least 20MB of hard disk space available
- Windows95

1.4 INSTALLATION

1. Go to Start Menu, Settings option
2. Click on Control Panel
3. Click on the "Add/Remove Programs" icon
4. Load disk number one and click the "Install" button. Windows95 will automatically locate the setup and prompt you with more instructions
5. At the end of the installation, a "Setup Complete" dialog box will inform you that the installation is complete and give you the option to reboot the computer. At this time, reboot the computer. The program will not work correctly unless the computer is rebooted.

6. To start program, go to the Start Menu and point to "Programs." The Program menu will appear. A separate folder has been created for COMET programs. Point to the COMET folder. This folder contains the short cuts for all COMET models installed on the computer.
7. Click "COMET_RESERVE_COMPONENT" to start the program.
8. To uninstall application, use the "Add/Remove Programs" option

1.5 ORGANIZATION OF THIS MANUAL

The remainder of this manual is organized as follows:

- Section 2 presents an overview of menu options available when running the program.
- Section 3 provides a detailed description of the Life Cycle Cost Module, the most complex module in the program.

2. OVERVIEW OF MENU OPTIONS

The COMET Reserve Component main menu is the starting point to view, edit, run and print both enlisted and officer cost data by skill. It also the place to activate the Life Cycle Cost Module. Each of these functions is described below.

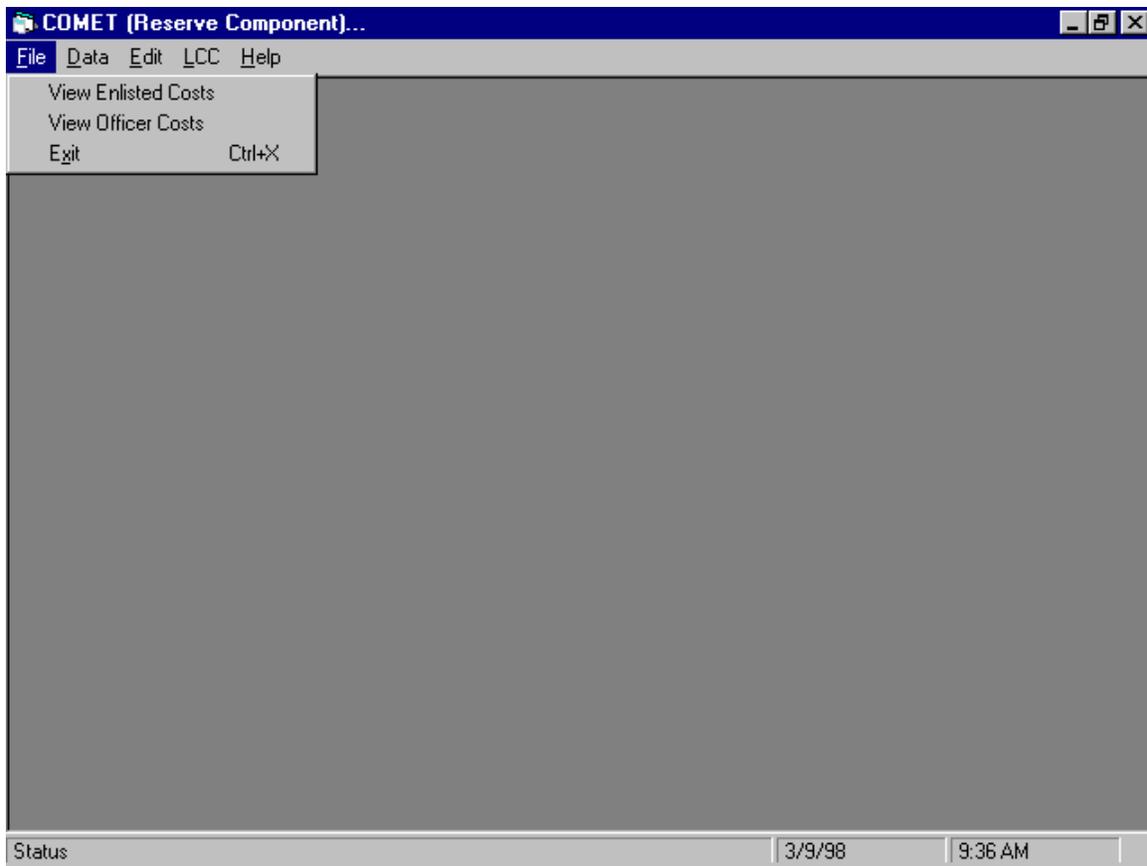
To begin COMET-R, double click on the appropriate icon. The main menu provides the following options:

- File
- Data
- Edit
- LCC
- Help

As is common in Windows95 programs, each option on a menu can be accessed by either clicking the key word with the mouse or holding down the <Alt> key and the underlined letter (F, D, E, L or H).

2.1 FILE

This menu option provides the user the option to view either enlisted or officer costs.



COMET-R File Menu

2.1.1 View Enlisted Costs

After selecting the “View Enlisted Costs” option, the user will see a box with all of the available enlisted cost files listed. Highlight the cost file of interest and press <Enter>. The all-Navy costs associated with that cost file will then appear. The name of the cost file and the rating appear at the top of the screen.

View Enlisted Database
X

DATABASE: TEST 1.FRE RATING: ZZZZZZ ALL NAVY

Type of Cost	E1-3	E4	E5	E6	E7	E8	E9
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Final Cost From TEST 1.FRE

Direct Cost							
RPN	3783.90	4429.63	5480.72	6612.15	8053.11	9711.86	11648.94
Other (non-Navy)	128.19	128.19	128.19	128.19	128.19	128.19	128.19
Sub Total (Direct)	3912.09	4557.82	5608.91	6740.34	8181.30	9840.05	11777.12
Variable Indirect Cost							
RPN	4109.45	4109.45	4109.45	4109.45	4109.45	4109.45	4109.45
OMN	1638.30	1638.30	1638.30	1638.30	1638.30	1638.30	1638.30
Other (non-Navy)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total (Var. Indirect)	5747.75	5747.75	5747.75	5747.75	5747.75	5747.75	5747.75
TOTALS	9659.84	10305.57	11356.66	12488.09	13929.05	15587.80	17524.88

DIRECT COSTS

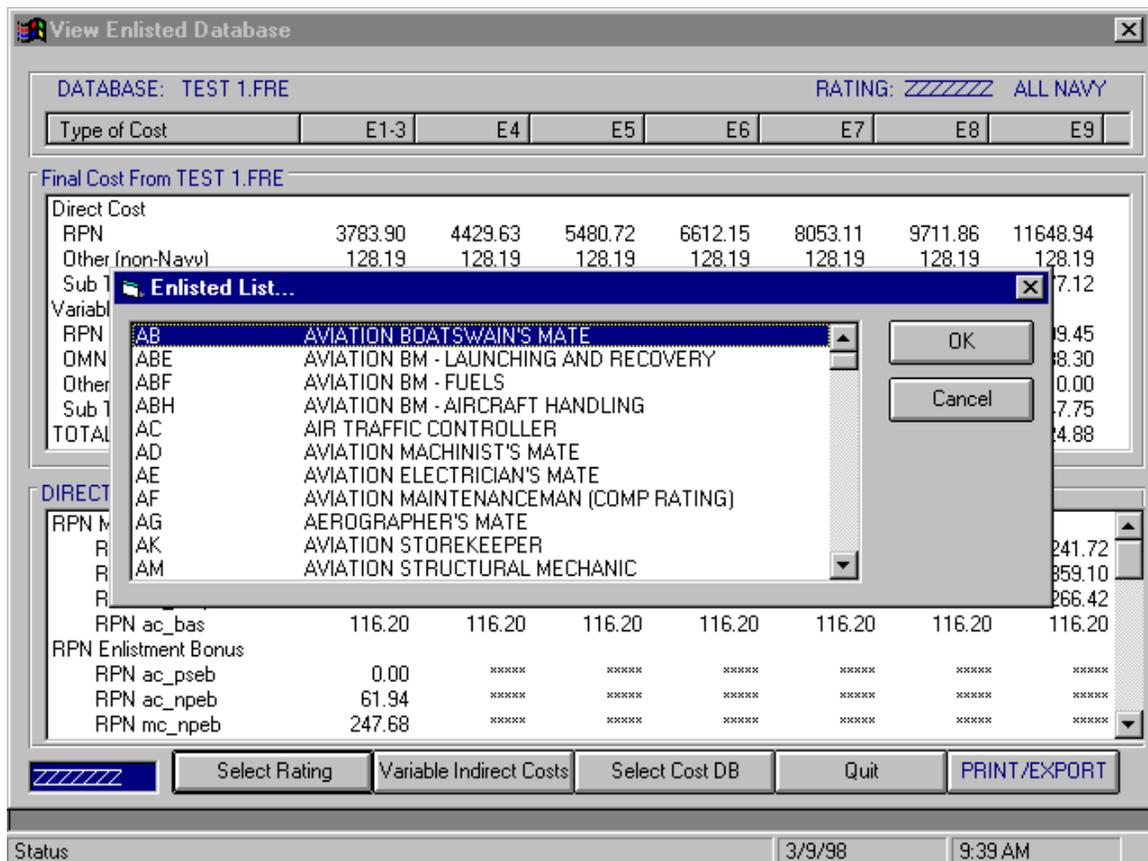
RPN Military Compensation							
RPN ac_mc	2497.01	2924.03	3582.55	4322.63	5103.31	6070.81	7241.72
RPN ac_bp	2235.49	2704.94	3316.36	4011.93	4762.72	5703.17	6859.10
RPN ac_baq	145.32	102.89	149.98	194.50	224.40	251.44	266.42
RPN ac_bas	116.20	116.20	116.20	116.20	116.20	116.20	116.20
RPN Enlistment Bonus							
RPN ac_pseb	0.00	*****	*****	*****	*****	*****	*****
RPN ac_npeb	61.94	*****	*****	*****	*****	*****	*****
RPN mc_npeb	247.68	*****	*****	*****	*****	*****	*****

Select Rating
Variable Indirect Costs
Select Cost DB
Quit
PRINT/EXPORT

Status 3/9/98 9:38 AM

View Enlisted Database

By pressing the “Select Rating” button located at the bottom of the screen, the user will activate a scroll box containing the names of all the occupations available (both ratings and EMCs). Scroll through the box until the selected rating is highlighted and press <Enter>.



Select Rating Screen

The subtotals and totals for the major cost appropriations is listed on the top half of the screen. When the costs first appear, the detail associated with the direct costs are listed on the bottom half. Use the scroll bar on the left side to scroll down through the costs. To see the variable indirect costs, click on the “Variable Indirect Costs” button. The user may change the cost file he or she is viewing by pressing the “Select Cost DB” button.

2.1.2 VIEW OFFICER COSTS

This menu item is functionally identical to the first. Select designators by pressing the “Select Designator” Button.

View Officer Database
✕

DATABASE: TEST 1.FRO
DESIGNATOR: 9999 All Navy Reserve Officer

Type of Cost	01	02	03	04	05	06
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Final Cost From TEST 1.FRO

Direct Cost						
RPN	6228.78	7489.99	10368.98	12226.38	14722.31	18416.60
Other	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total (Direct)	6228.78	7489.99	10368.98	12226.38	14722.31	18416.60
Variable Indirect Cost						
RPN	0.00	0.00	0.00	0.00	0.00	0.00
OMN	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total (Var. Indirect)	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	6228.78	7489.99	10368.98	12226.37	14722.30	18416.60

DIRECT COSTS

RPN Military Compensation						
RPN ac_mc	4361.39	5233.74	7118.02	8293.21	10128.97	12816.99
RPN ac_bp	4107.87	4965.93	6796.72	7898.73	9667.87	12323.31
RPN ac_baq	137.31	151.61	205.10	278.28	344.90	377.48
RPN ac_bas	116.20	116.20	116.20	116.20	116.20	116.20
RPN Retired Pay Accrual						
RPN ac_retpay	1495.27	1807.60	2474.01	2875.14	3519.10	4485.68
RPN Special Pays						
RPN ac_sp	26.00	36.11	210.98	393.76	283.09	131.27

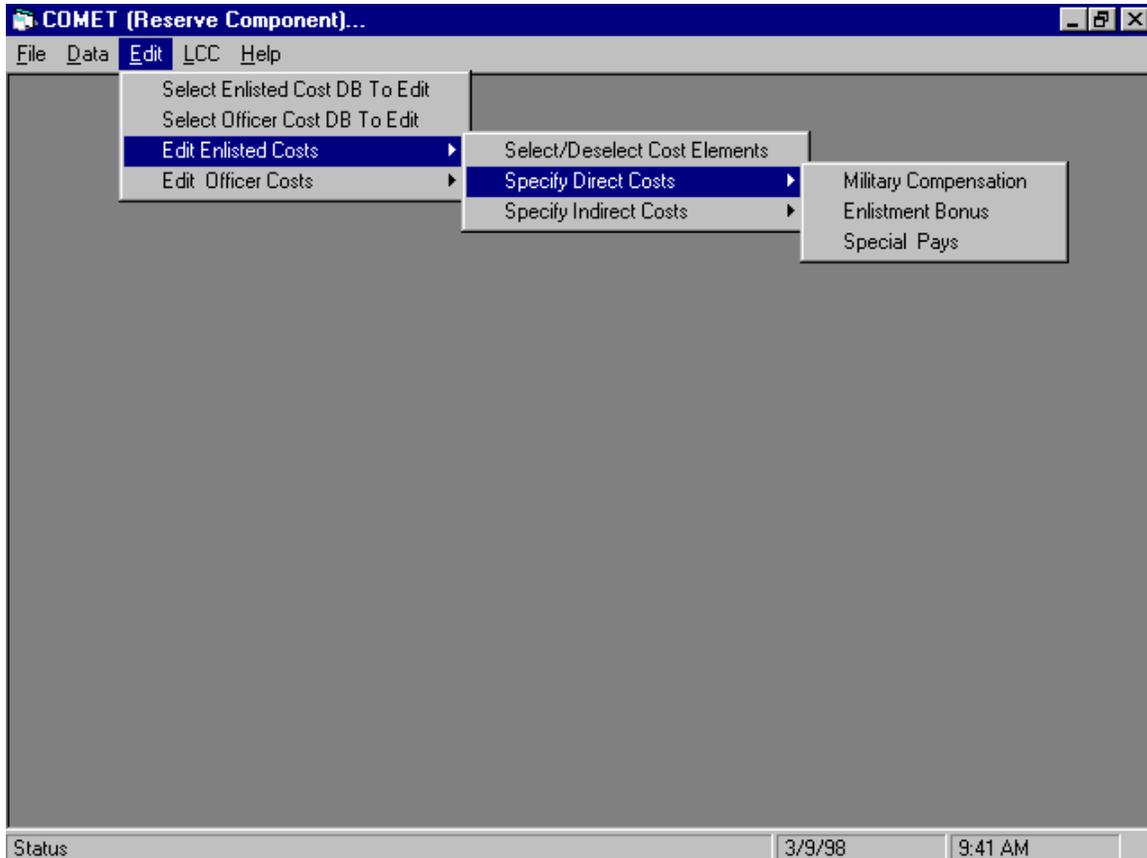
9999
Select Designator
Variable Indirect Costs
Select Cost DB
Quit
PRINT/EXPORT

Status
3/9/98
9:39 AM

View Officer Costs

2.2 EDIT COSTS

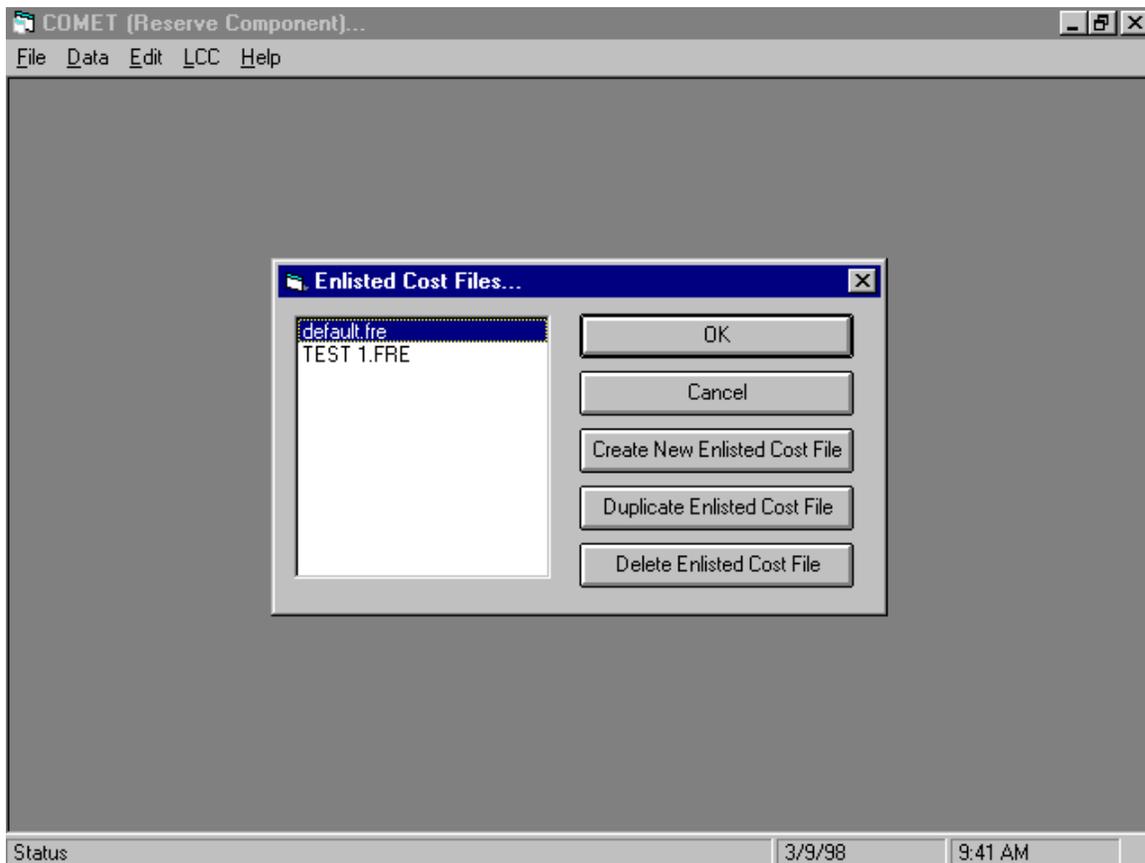
The cost file parameters for both the enlisted and officer final cost files can be changed to create customized datasets for various run scenarios.



Edit Menu Option

2.2.1 Select Cost DB to Edit

The user must select or create a cost database before editing any of the cost parameters. On initial installation, the only file in the list will be the DEFAULT final file. The user may not edit this file. The “Select Enlisted Cost DB to Edit” and the “Select Officer Cost DB to Edit” options work identically, so only the enlisted option will be discussed here.



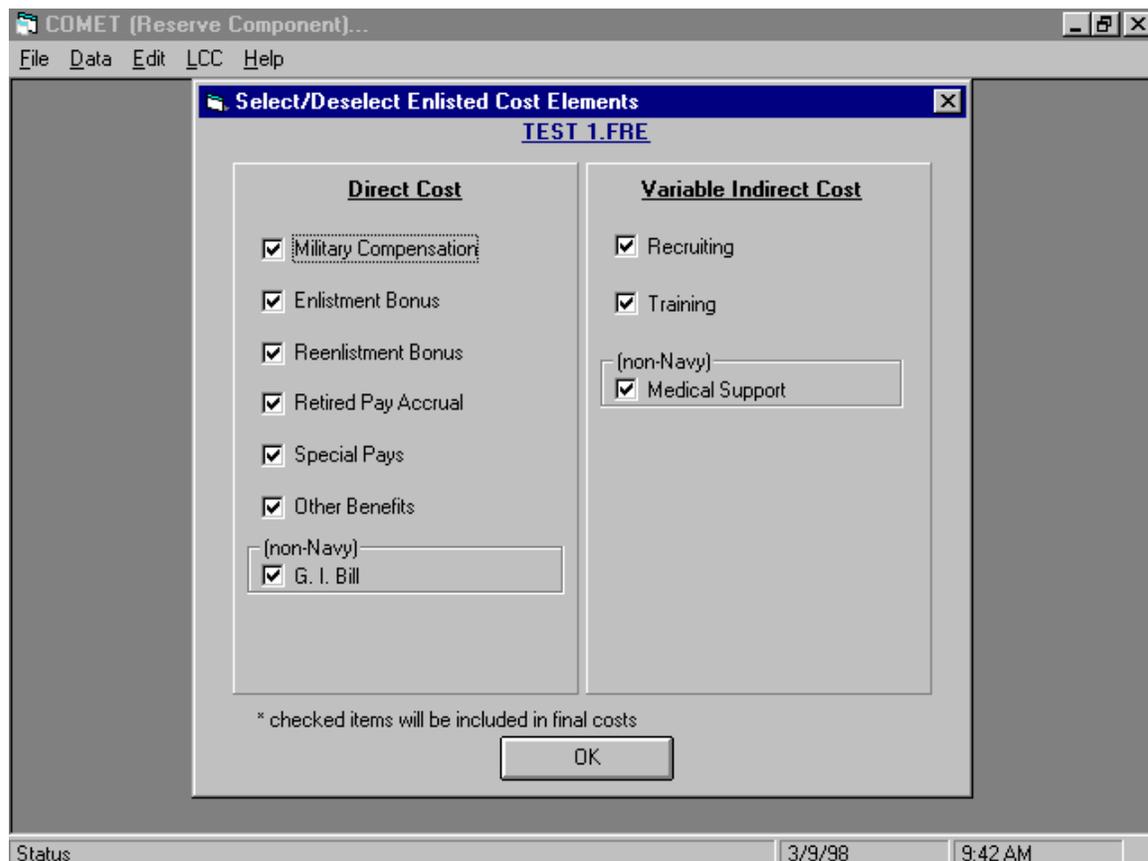
Select Enlisted Cost DB Screen

To create a new final file, type in a name for the new file (without an extension) when prompted, and press <Enter>. This new file will then be added to the list of choices. Before any editing, this new file will be a replica of the DEFAULT.FRE file. Once selecting a final cost file to edit, the screen will change to display the Final Cost File Editor where one may change elements of the final cost file. To create a copy of an existing cost DB (other than the default), highlight the filename of the cost DB to be copied and press “Duplicate Enlisted Cost File” button. All cost DB’s with the exception of the default can be deleted by highlighting its name and pressing the “Delete Enlisted Cost File” button. To select the cost DB to be edited, highlight its file name and press “OK.”

2.2.2 Edit Enlisted Costs

In the Final Cost File Editor the user may change some of the underlying assumptions associated with a final cost file. Some of the choices are merely toggles to force the final file to take different weights or variables into account when calculating, while others are more elaborate.

The first step in creating a user-specific final cost file is to select the major cost elements to be included. Simply use the mouse to click on the included costs. Click the "OK" button when finished.



Select/Deselect Enlisted Cost Elements

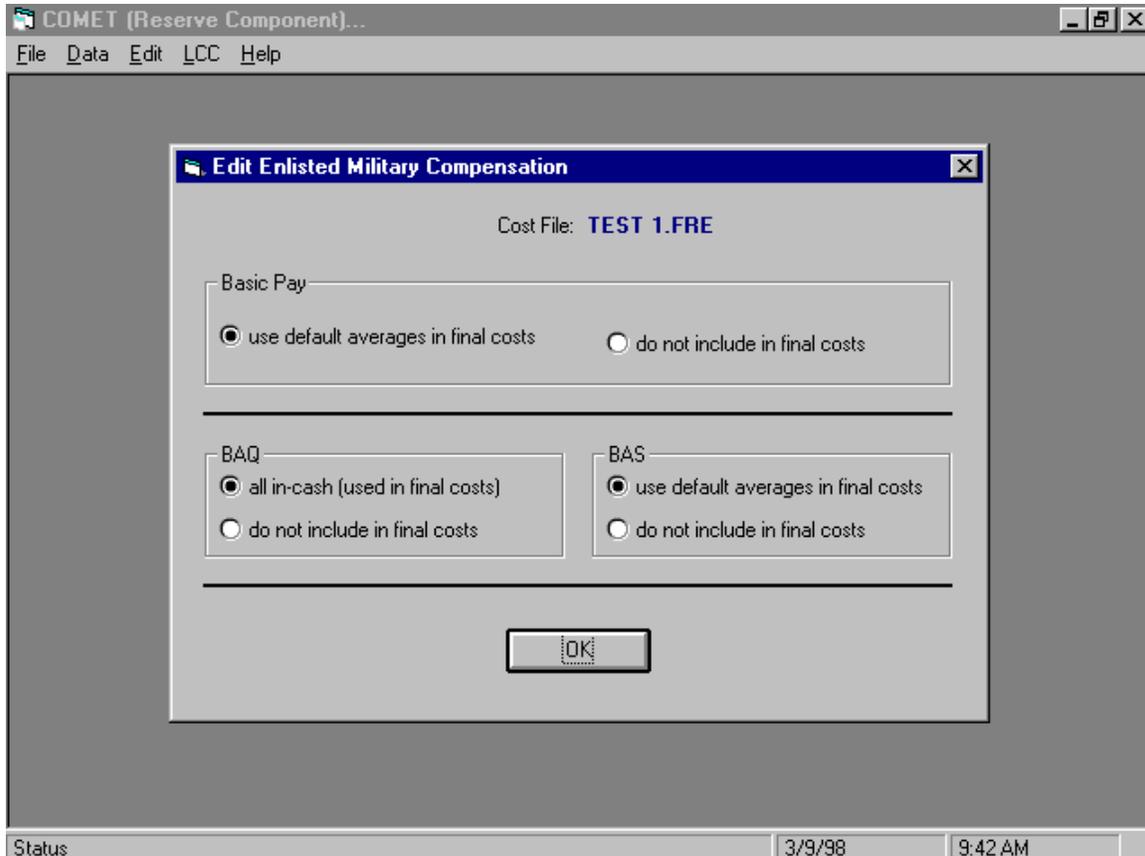
2.2.2.1 Specify Direct Costs - Enlisted

The next step is to specify the direct cost options. The following cost elements are available for additional editing:

- Military Compensation
- Enlistment Bonus
- Special Pays

Military Compensation

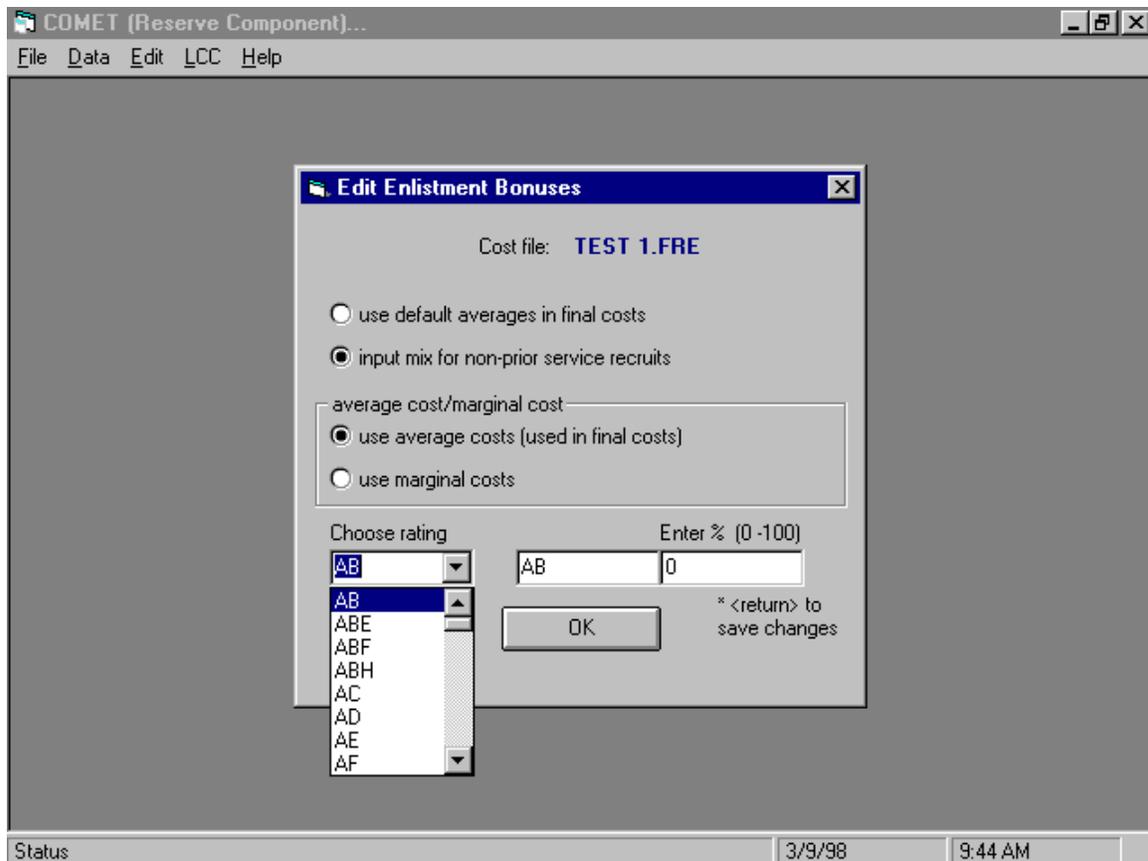
There are three components of military compensation - basic pay, BAQ, and BAS. All three can be edited from this screen. The user can choose whether to include basic pay and BAS. He or she can select to calculate BAQ assuming some members receive some BAQ payments in-kind.



Edit Military Compensation

Enlistment Bonus

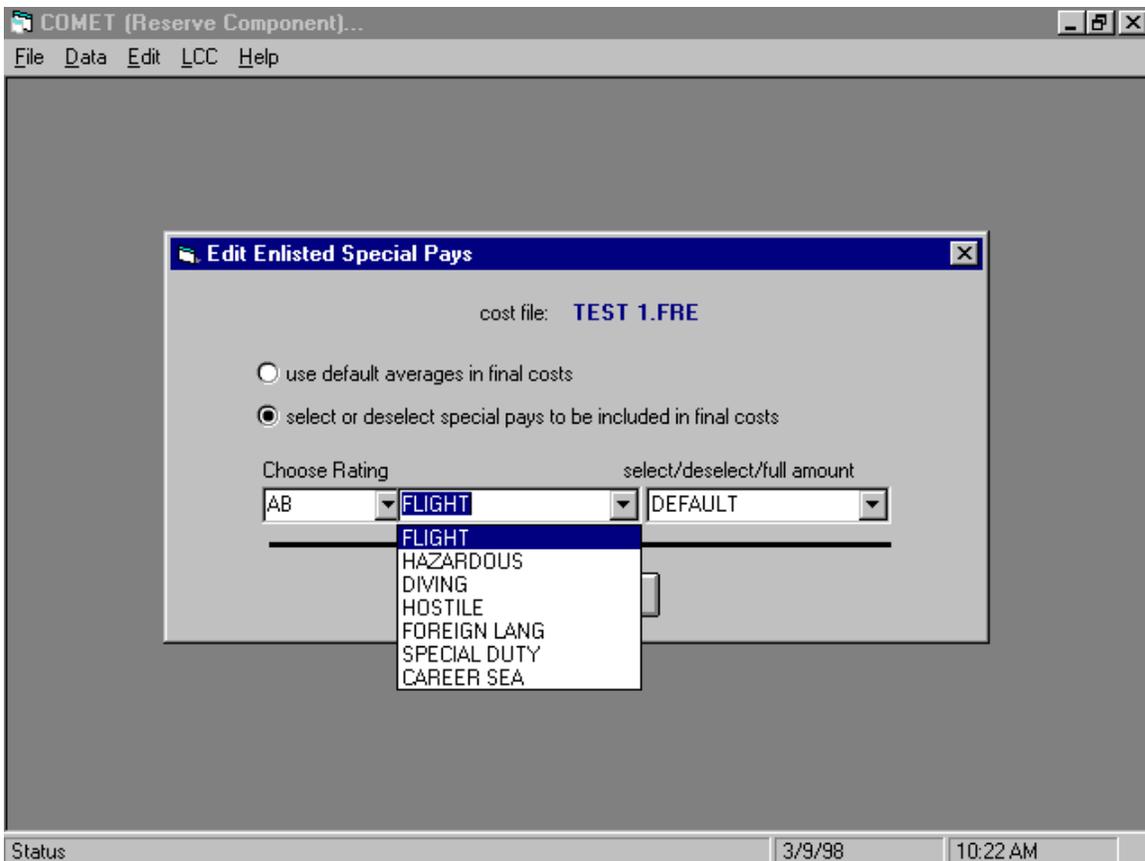
The user has the option of using the default quality mix or inputting a new mixture for any rating. Any changes to the quality mix entered here will also be reflected on the indirect side under enlisted recruiting. If the user chooses to input a new percentage of high quality mix, the bottom of the screen will become active. The user must then pick the ratings that he or she wishes to edit and enter a new percentage of high quality recruits. Any rating that does not have a new percentage entered here will receive the default average. Note that the user must press the *<return>* key to save any percentage changes. In addition, the user can decide to use either marginal or average costs.



Edit Enlistment Bonuses

Special Pays

The user may choose to either use the default averages or to select or deselect the special pays to be included in each rating. In this screen, the user must select the rating to which actual costs of a special pay are attached. The COMET program has already weighted the special pays for each rating using inventories. However, in creating a final file for use in a new system, one may have specific knowledge of the unanticipated special pays to be awarded in the associated billets. The user may chose for each rating to use the default average, deselect the pay or use the full amount. The following special pays are included in the model: flight, hazardous duty, diving pay, hostile fire, foreign language proficiency pay, special duty, and career sea.



Edit Special Pays

2.2.2.2 Specify Indirect Costs - Enlisted

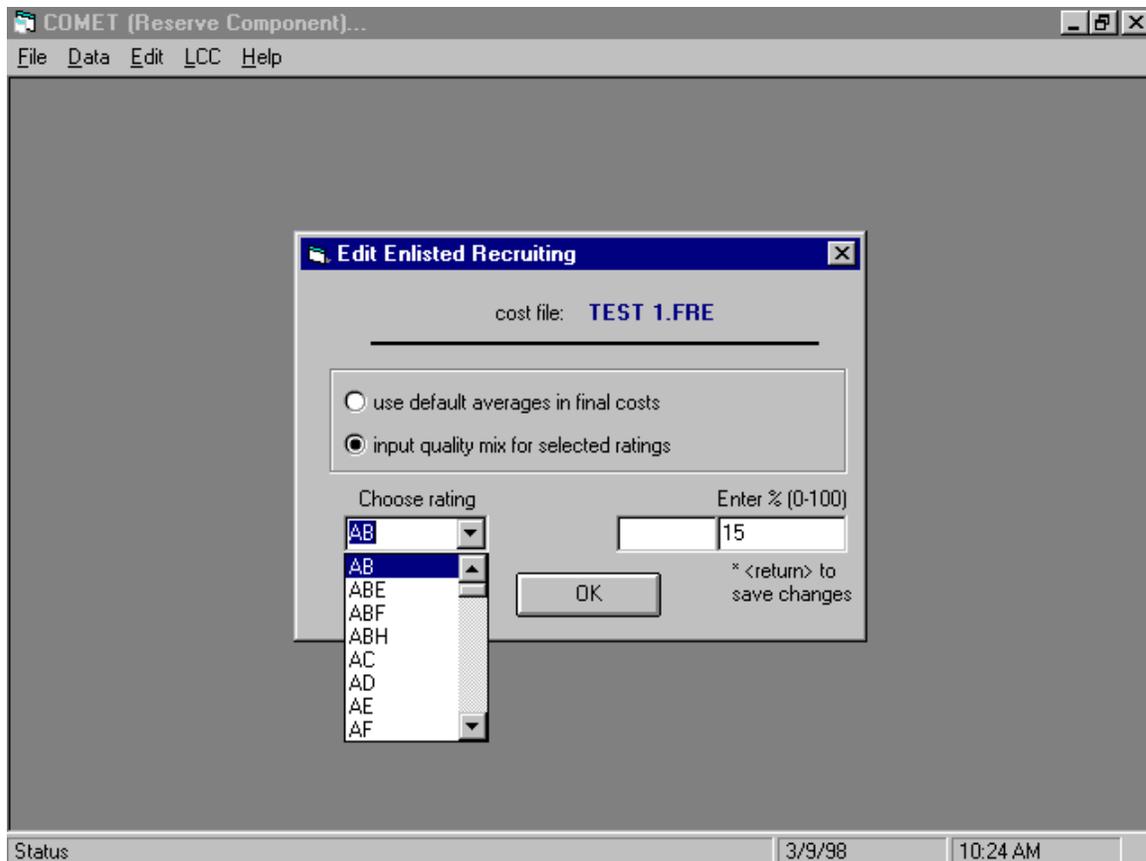
The next step is to specify the direct cost options. The following cost elements are available for additional editing:

- Recruiting
- Training
- Other Medical Support

Recruiting

The user has the following three options under recruiting:

- Use default averages
- Input quality mix



Edit Enlisted Recruiting

Use default averages

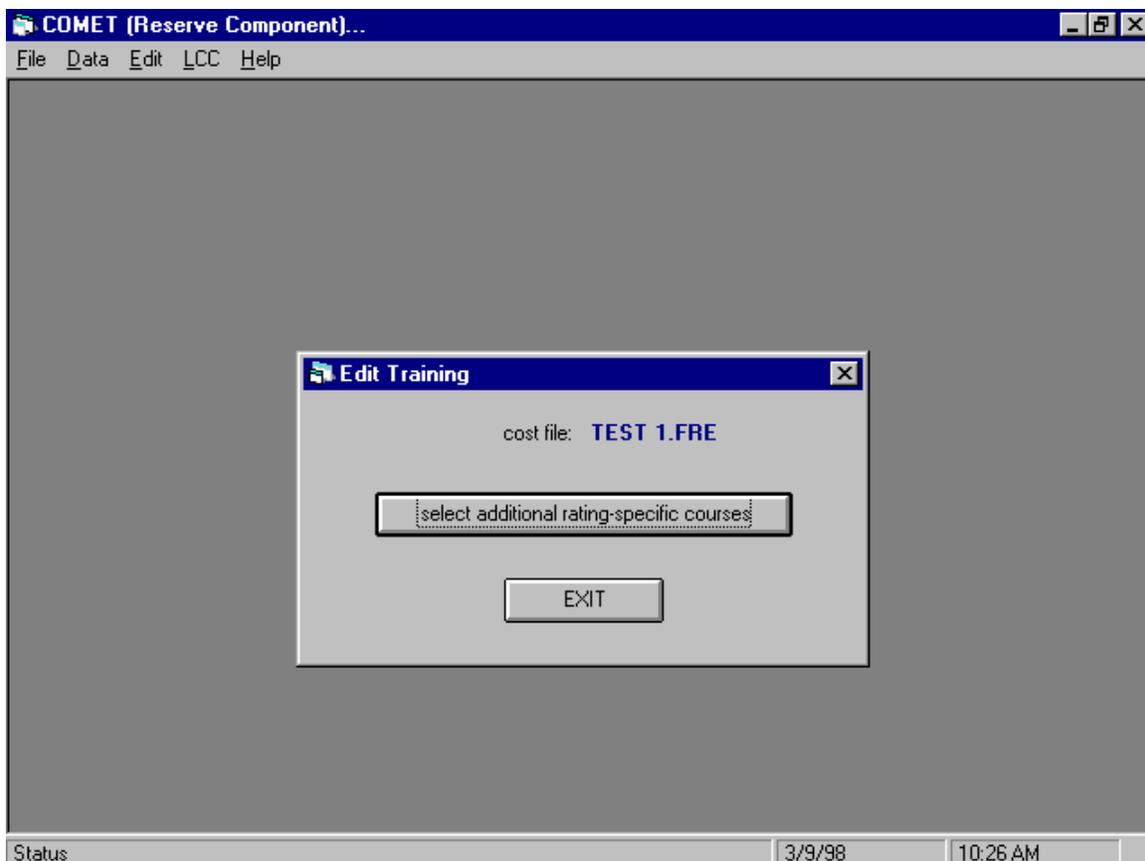
Under this option, the model uses the recruiting costs provided by the Navy Recruit Command to calculate skill-specific recruiting costs. The model uses the variation in quality mix by rating to appropriate the costs. The user may not change the quality mix.

Input quality mix

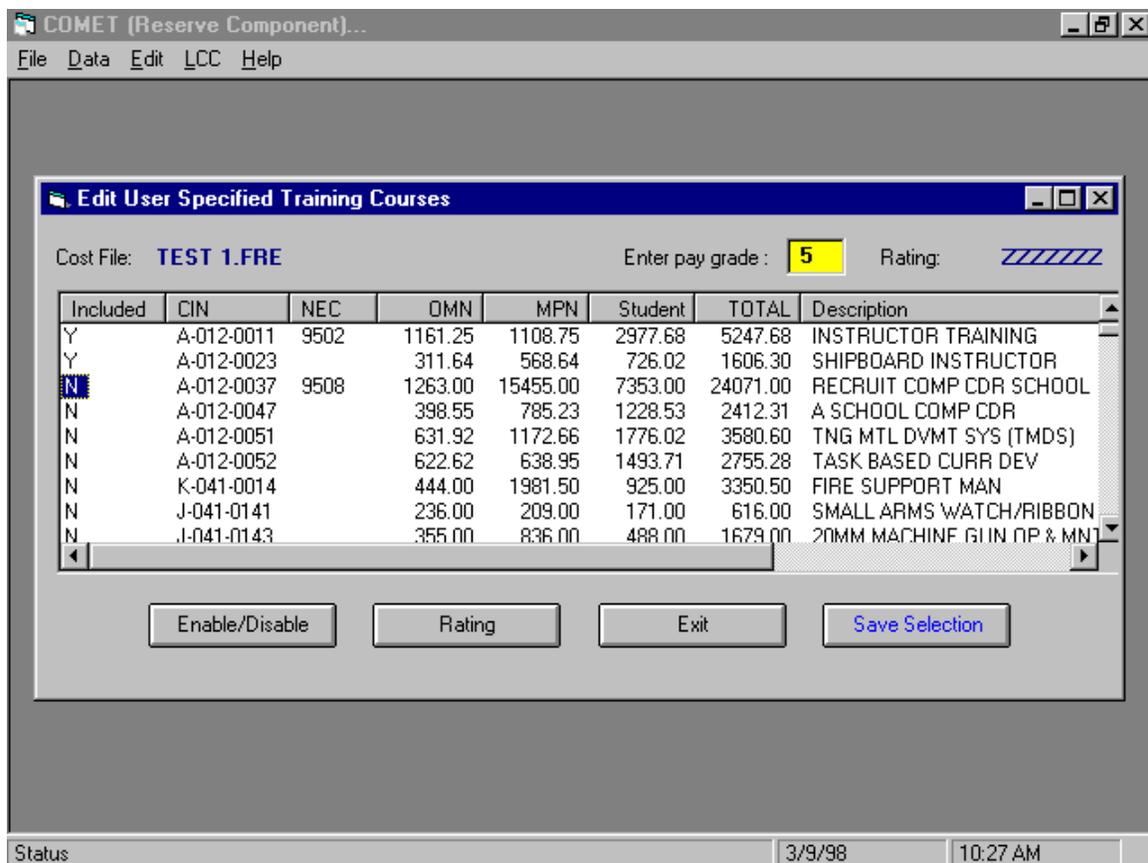
Under this option, the model uses the recruiting costs provided by the Navy Recruit Command to calculate skill-specific recruiting costs. The model uses the variation in quality mix by rating to appropriate the costs. The user may change the quality mix for selected ratings by selecting that option on the bottom half of the screen. Any change to the mixture is also reflected in the enlistment bonus costs. Note that the user must press the *<return>* key to save any percentage changes.

Training

The user is able to add user-specified training by clicking on the “select additional rating-specific courses” button.

*Edit Training*

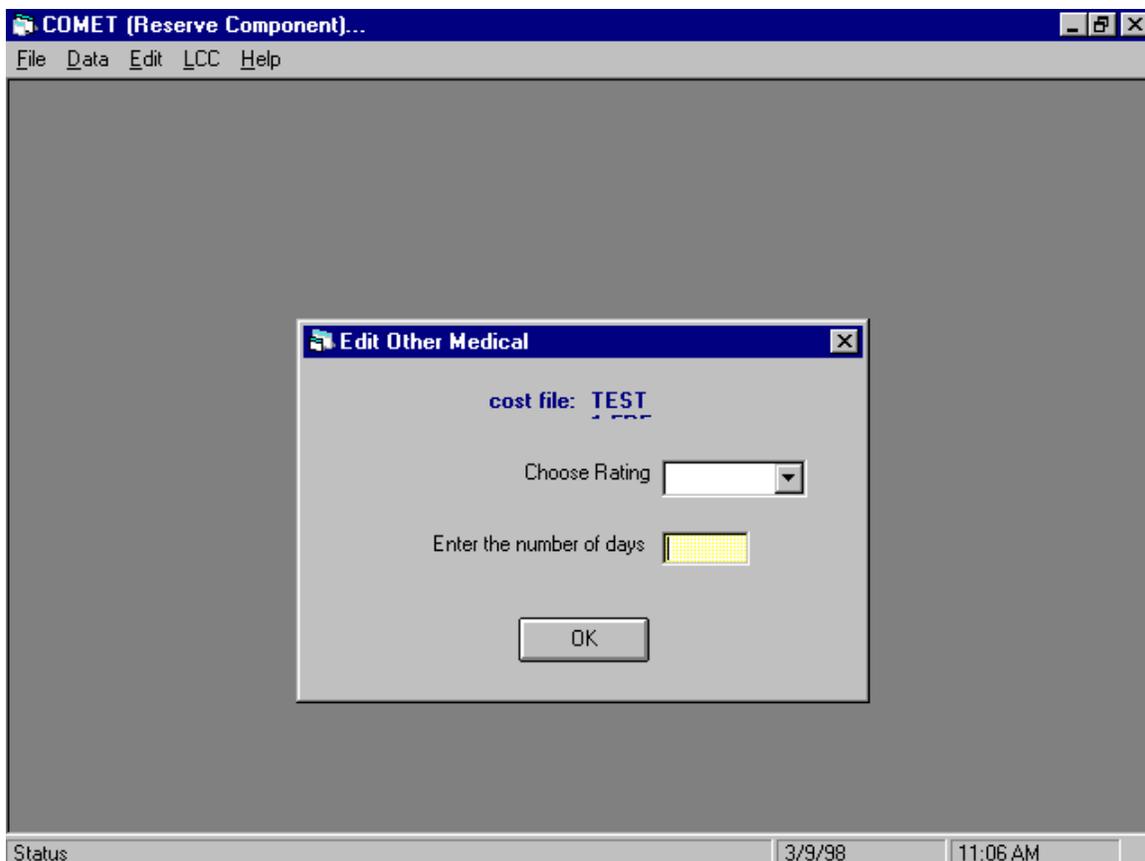
With this option, users will be able to add specific courses from the training cost database to any skill. This will give users the ability to construct a different billet type for an existing rating based on NEC requirements even when using the all-Navy average as a starting point. The user will first select the rating to be modified. The model will display a set of courses available to members of that rating. The user may select up to 20 courses by using the select/deselect button. Note that the letter in the left column changes to a Y when a course is selected. The user must select a grade prior to exiting the screen. Only one grade may be selected per skill. The user must press the "Save Selection" button to write the courses selected to the database.



User-Specified Training

Other Medical Support

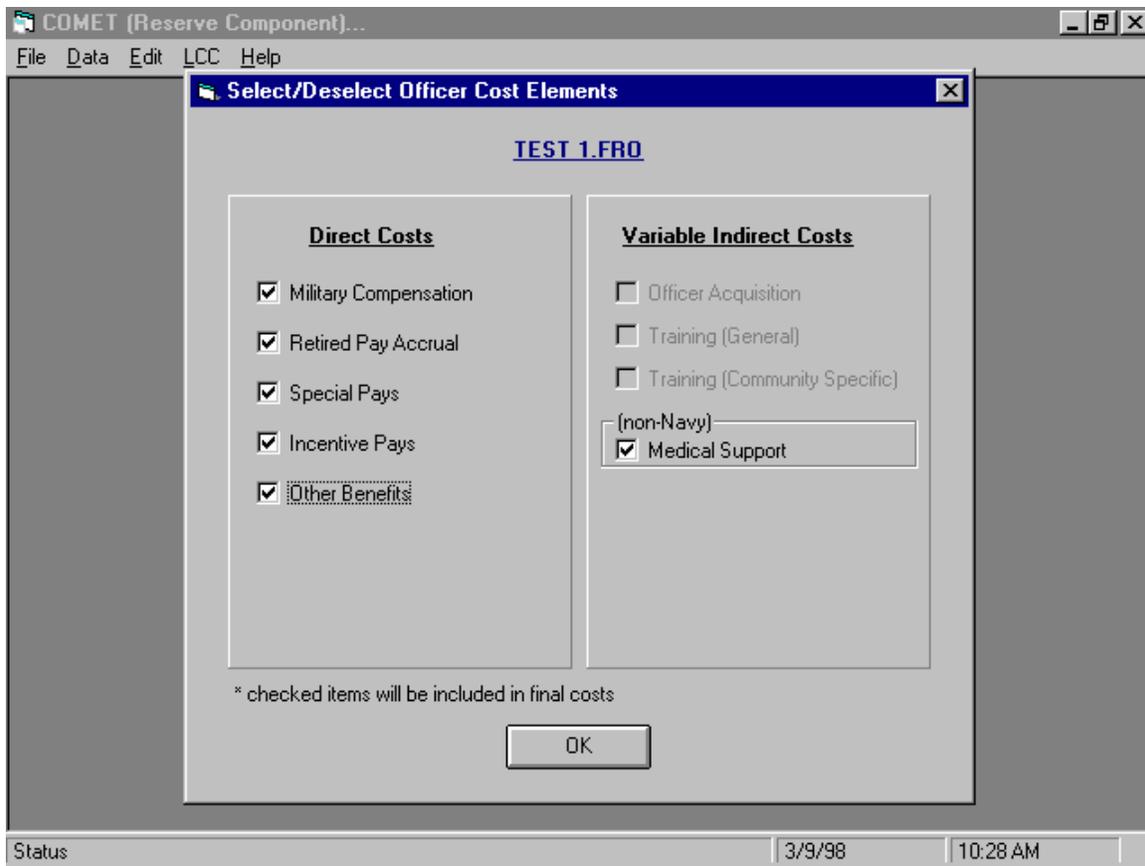
Reservists receive medical support based only when activated for more than 30 days. This cost option allows the user to select the designators and the number of days.

*Edit Other Medical*

2.2.3 Edit Officer Costs

In the Final Cost File Editor the user may change some of the underlying assumptions associated with a final cost file. Some of the choices are merely toggles to force the final file to take different weights or variables into account when calculating, while others are more elaborate.

The first step in creating a user-specific final cost file is to select the major cost elements to be included. Simply use the mouse to click on the included costs. Click the "OK" button when finished. Note that under the default, incentive pays are not selected.



Select/Deselect Officer Cost Elements

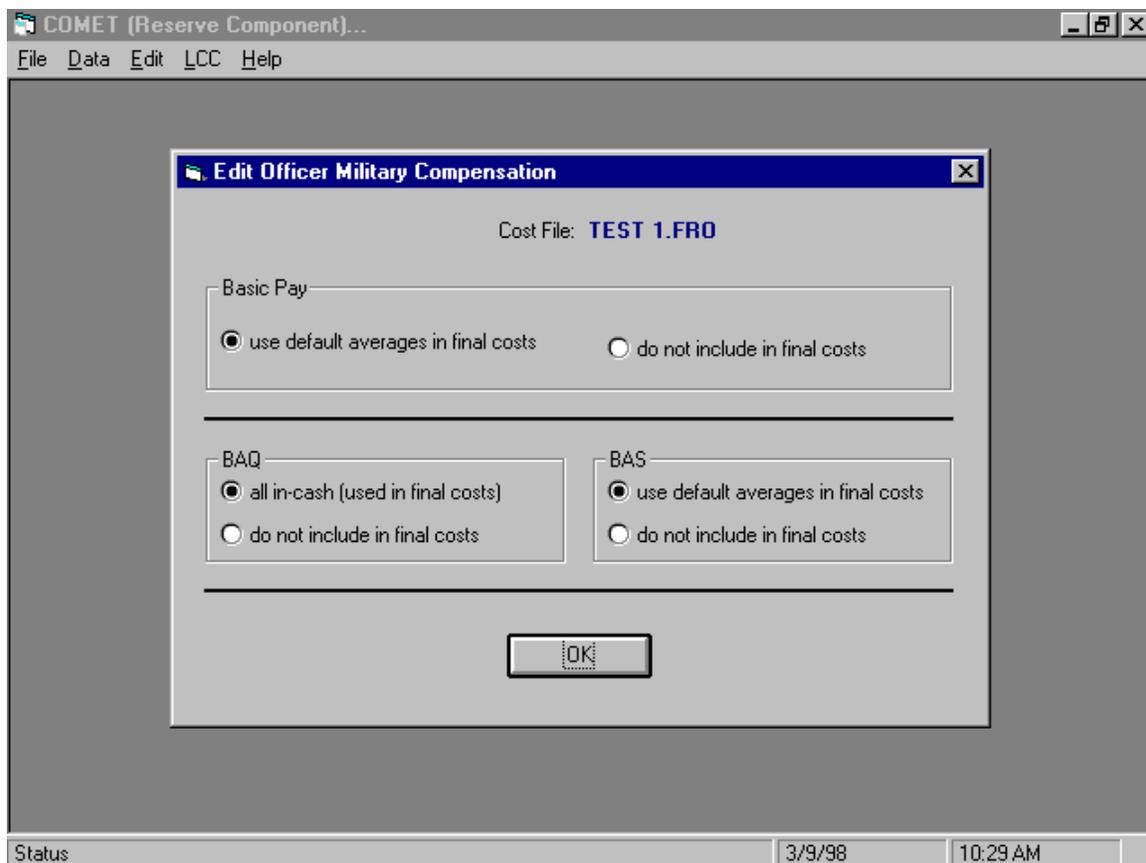
2.2.3.1 Specify Direct Costs - Officer

The next step is to specify the direct cost options. The following cost elements are available for additional editing:

- Military Compensation
- Special Pays
- Incentive Pays
- Medical Officer Incentive Pay

Military Compensation

There are three components of military compensation - basic pay, BAQ and BAS. All three can be edited from this screen. The user can choose whether to include basic pay and BAS. He or she can select to calculate BAQ assuming some members receive some BAQ payments in-kind.

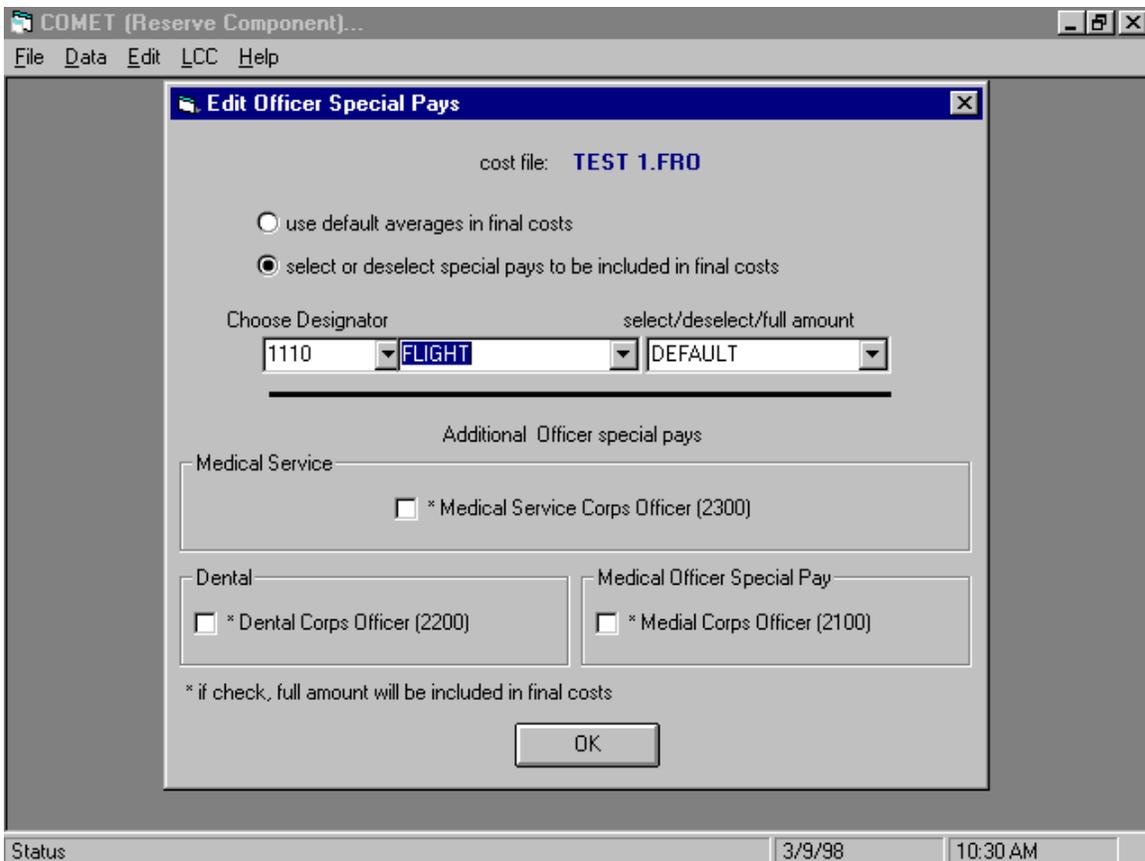


Edit Military Compensation

Special Pays

The user may choose to select or deselect the special pays to be included in each designator. In this screen, the user must select the designator to which actual costs of a special pay are attached. The COMET program has already weighted the special pays for each designator using inventories. However, in creating a final file for use in a new system, one may have specific knowledge of the unanticipated special pays to be awarded in the associated billets. The user may chose for each designator to use the default average, deselect the pay or use the full amount. The following special pays may be edited in this manner: flight, hazardous duty, diving duty, hostile duty, foreign language, and career sea.

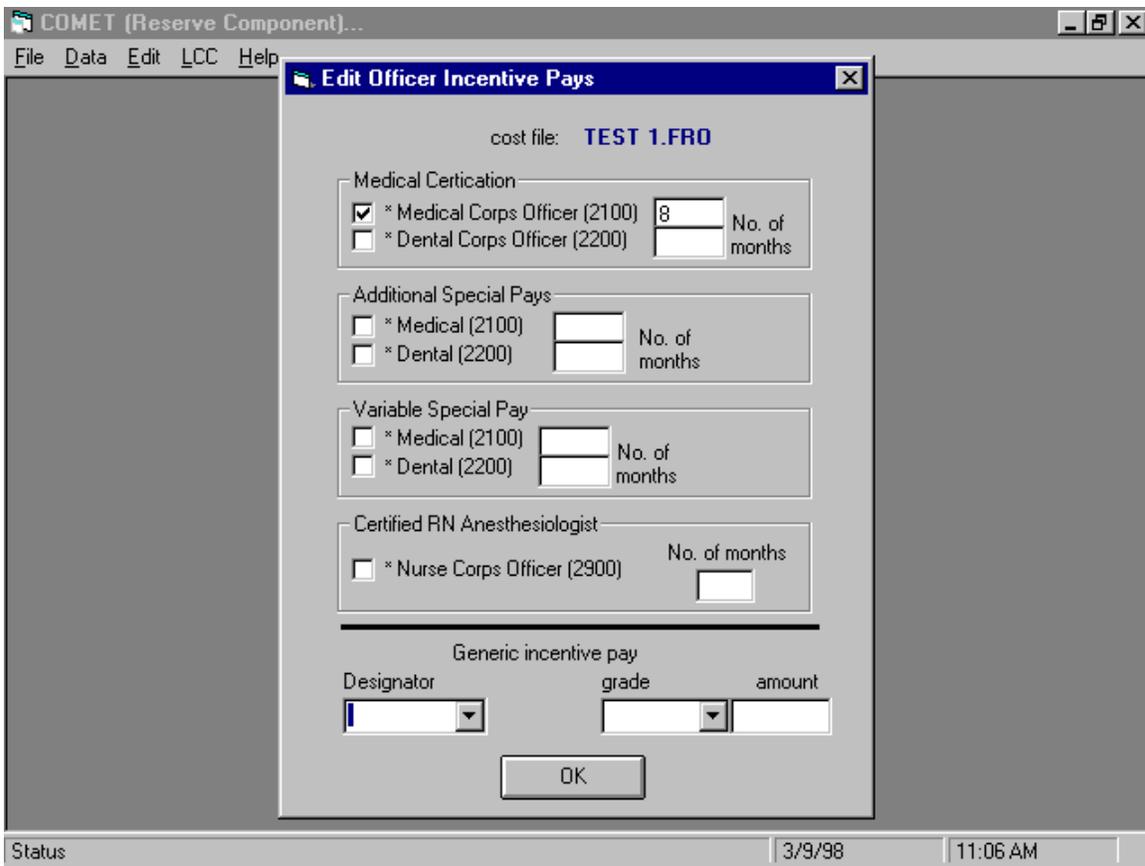
Special pays awarded to the medical communities are edited separately. The user may select whether to include or not include each of the medical pays. If a pay is selected, the full amount of that pay is awarded to the designator listed to the right of the pay on the screen.



Edit Special Pays

Incentive Pays

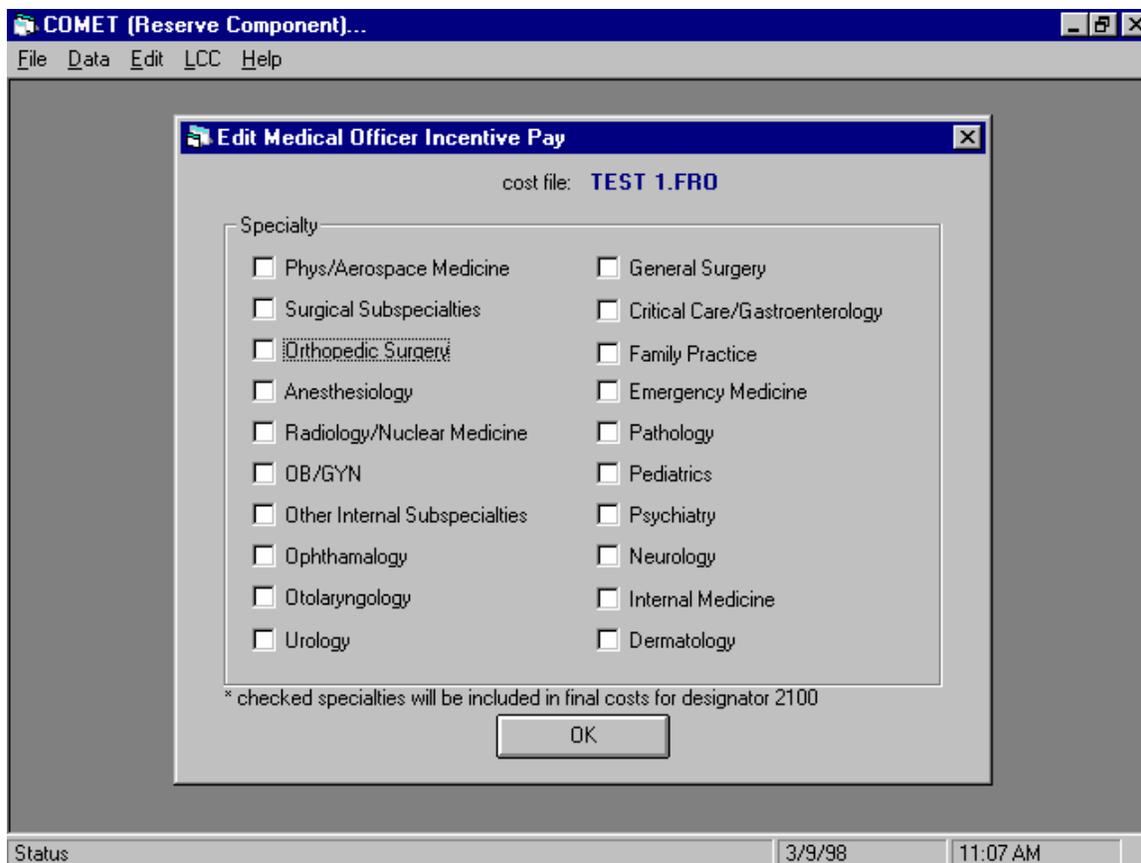
The user may choose to select or deselect the incentive pays to be included in the cost file. The user must also input the number of months the officer will receive the pay. Note that if the user enters a number of months outside of that permitted by the regulation, the model will return an error. In addition, the user can create a generic incentive pay to be awarded to any designator and grade combination. To do this, the user must select the designator and grade from the bottom half of the screen and then type in the annual amount of the incentive pay.



Select Incentive Pays

Medical Officer Incentive Pay

The user can select which medical incentive pays to award to designator 2100. The model will add the full amount of all pays selected to that designator.



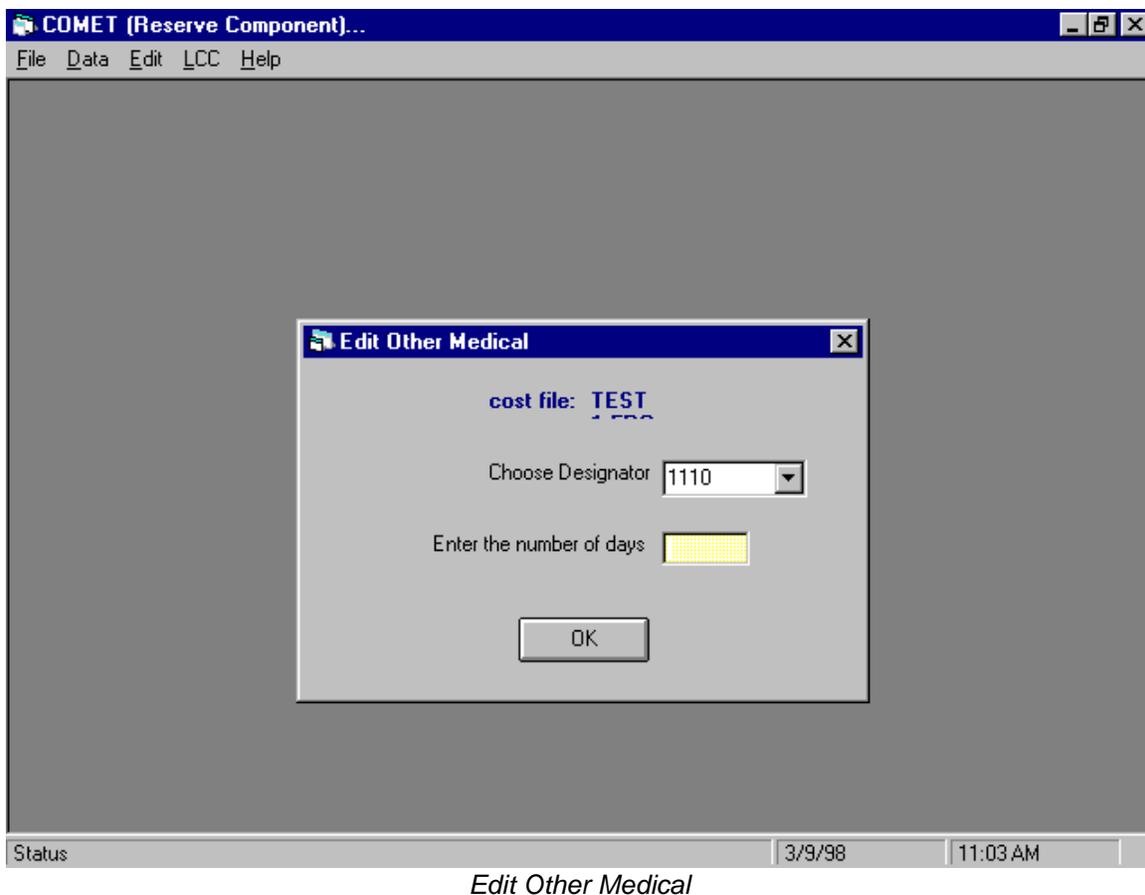
Edit Medical Officer Incentive Pay

2.2.3.2 Specify Indirect Costs - Officers

The next step is to specify the indirect cost options. Currently, only other medical support is available for editing.

Other Medical Support

Reservists receive medical support based only when activated for more than 30 days. This cost option allows the user to select the designators and the number of days.



2.3 LIFE CYCLE COST OPTION

The Life Cycle Cost Module (LCCM) computes the total undiscounted and discounted costs projected over a variable-length horizon. Each project file contains unit requirements, manpower requirements, and final enlisted and officer cost data. The steps required to build and run a project file are described in this section.

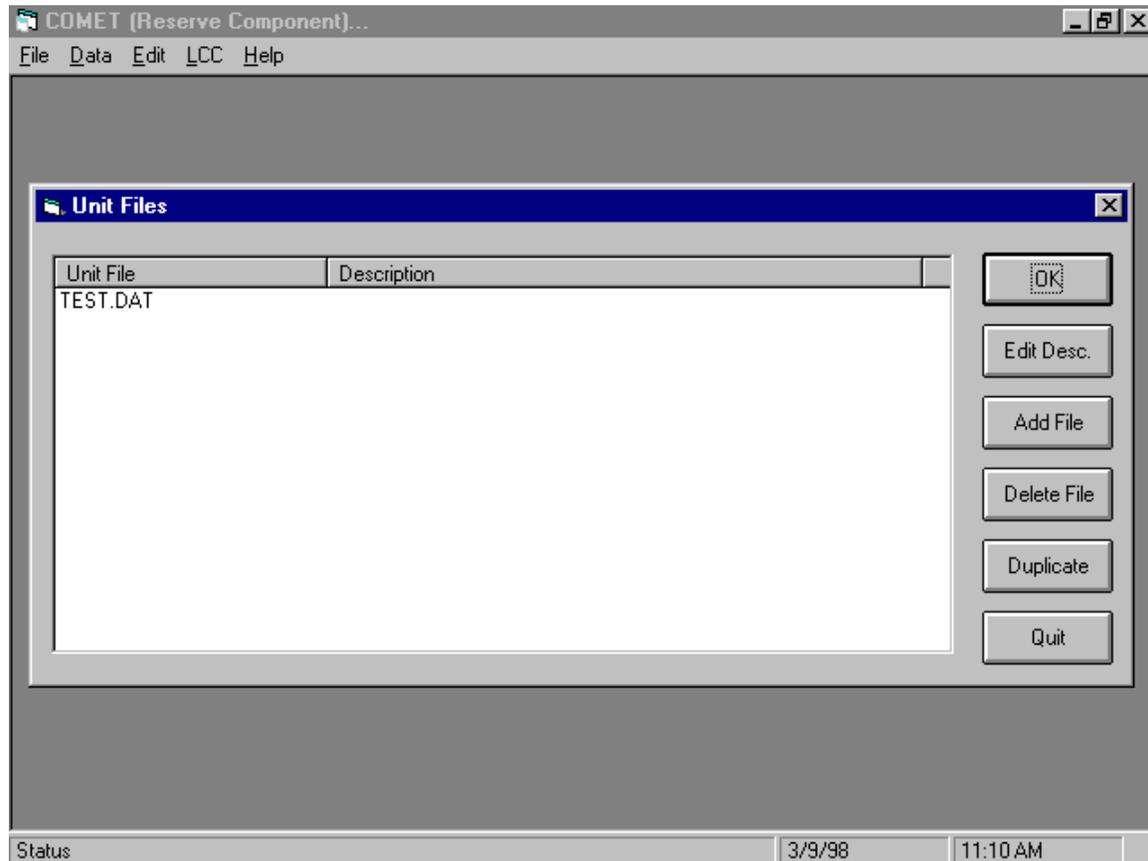
The following menu options are available under the LCC menu option:

- Build Units
- Build System Platform
- Run LCC
- Delta Analysis

2.3.1.1 Build Unit

The unit files contain ratings and designators selected by the user. The user enters the grade counts for each rating and designator. There must be at least one unit file defined for the system to operate correctly.

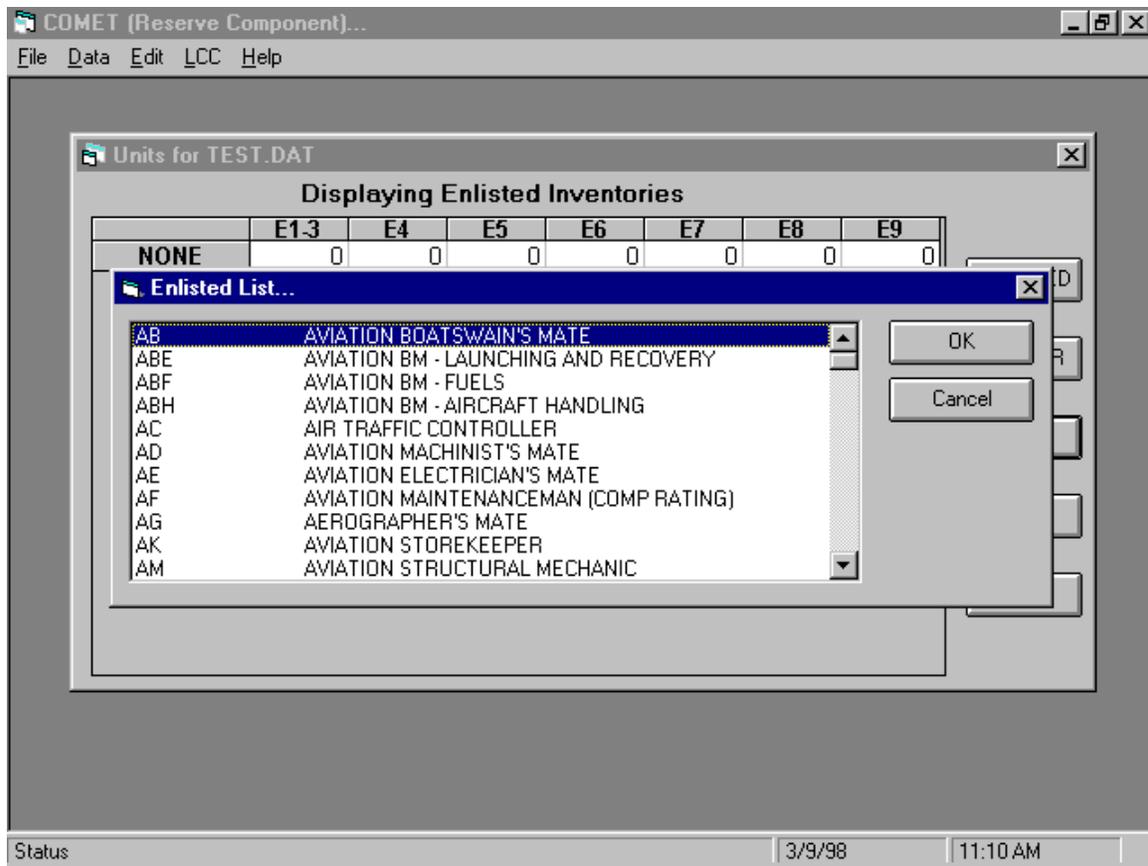
The first screen that appears when selecting the “Unit Files” option is used to create and select the units.



Unit Files

To create a new unit file, select “Add File,” type in a name for the new file (without an extension) when prompted, and press *<Enter>*. This new file will then be added to the list of choices. Before any editing, this new unit will be empty. After selecting a unit file to edit, the screen will change to display the Unit File Editor where one may add or delete rating and designator inventories. To create a copy of an existing unit file, highlight the filename of the unit to be copied and press the “Duplicate” button. Any unit can be deleted by highlighting its name and pressing the “Delete Enlisted Cost File” button. To select the unit to be edited, highlight its file name and press “OK.”

The Unit File Editor allows the user to add and delete enlisted and officer inventories.



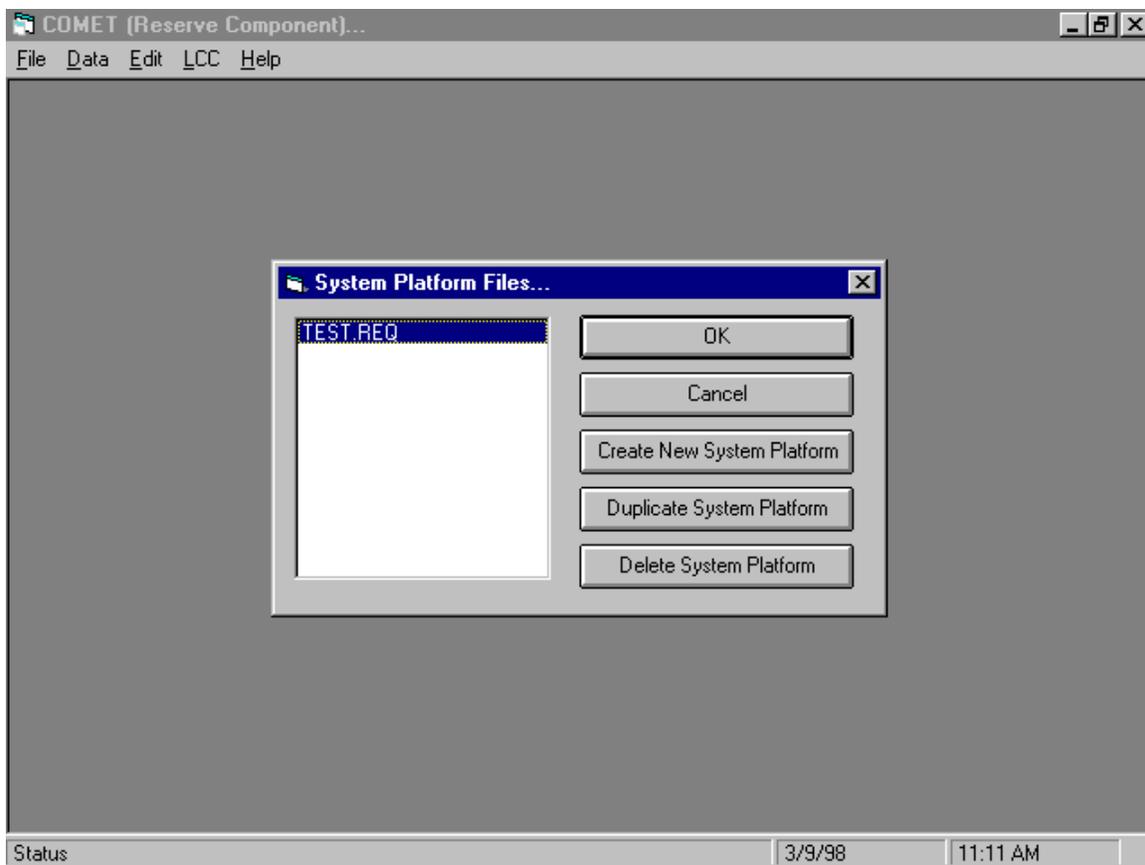
Unit File Editor

Move between the enlisted and officer screens by pressing the “Enlisted” or “Officer” buttons. The screen will display the unit inventories by skill and grade. To add an additional skill, press the “Add” button. A list box containing all the available skills will be displayed. Select the desired skill by highlighting it and pressing “OK.” The skill will be added to the list displayed on the Unit File Editor screen. Edit the inventories by clicking in the grade/skill box and entering a new number. When finished, click the “quit” button.

2.3.1.2 Build System Platform

The system platform file contains unit files defined by the user from the “Build Units” option. The user may edit the unit file multiplier that is used to multiply the rating or designator counts by that number. A unit file may exist in one or more years for up to 99 years. The following section describes the steps required to build the system platform.

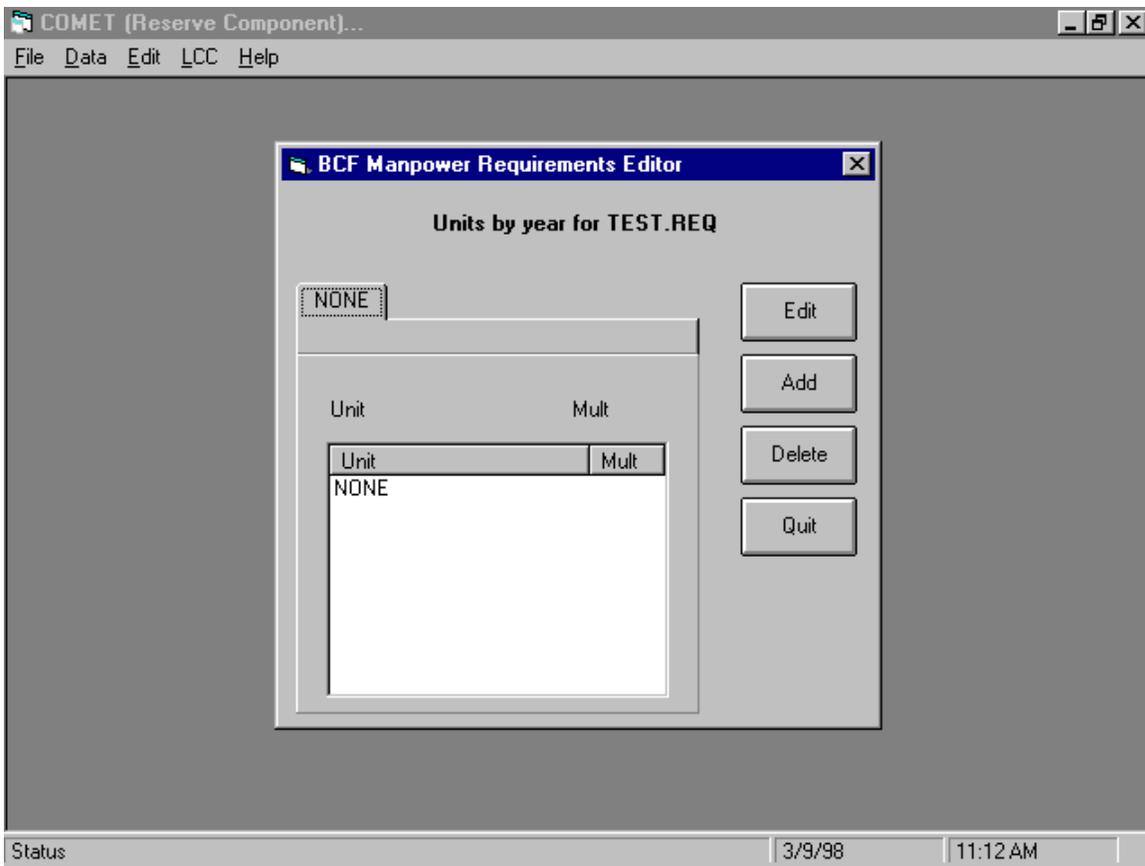
The first screen that appears when selecting the “Unit Files” option is used to create and select the system platforms.



System Platform

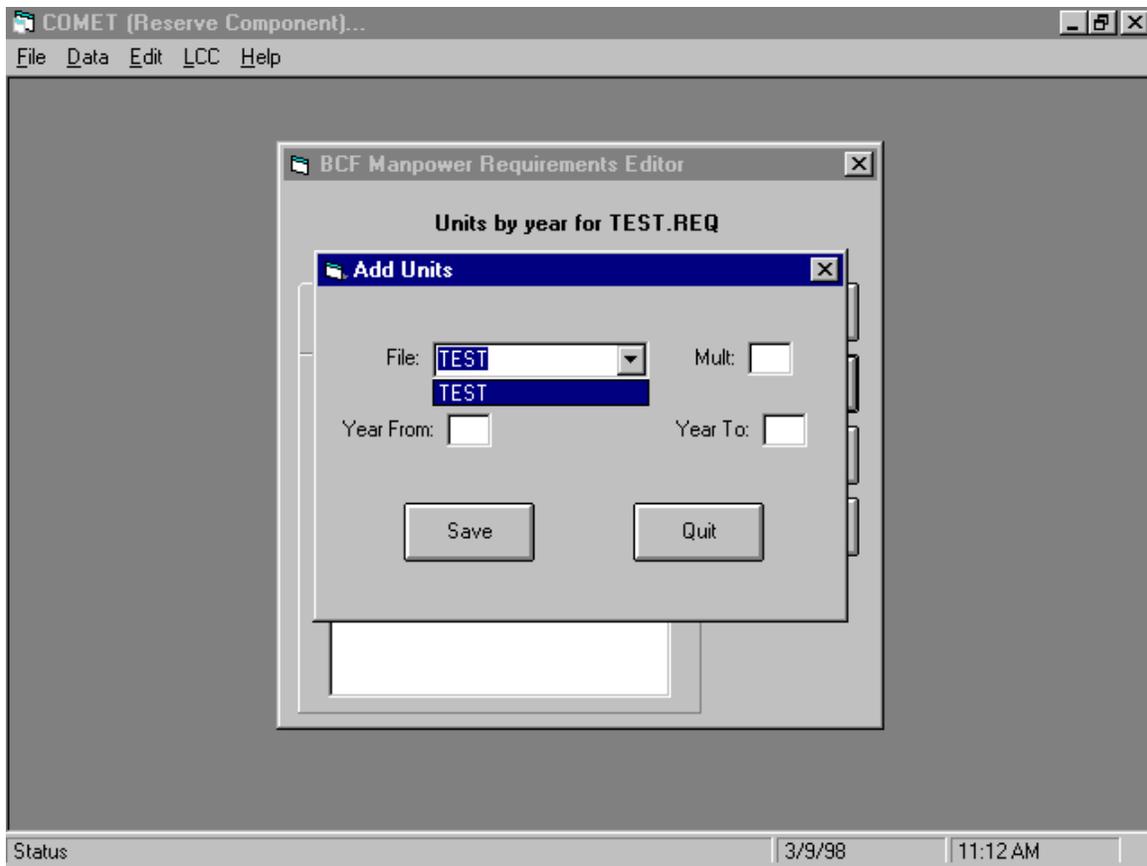
To create a new system platform file, select “Create New File,” type in a name for the new file (without an extension) when prompted, and press *<Enter>*. This new file will then be added to the list of choices. Before any editing, this new system will be empty. After selecting a system file to edit, the screen will change to display the System Platform Editor where one may add or delete units and multipliers. To create a copy of an existing system file, highlight the filename of the system to be copied and press the “Duplicate” button. Any system can be deleted by highlighting its name and pressing the “Delete File” button. To select the system to be edited, highlight its file name and press “OK.”

After a system is selected, the system platform editor will be displayed. This screen is used to add and delete units from the system as well as edit the multipliers associated with each unit.



System Platform Editor

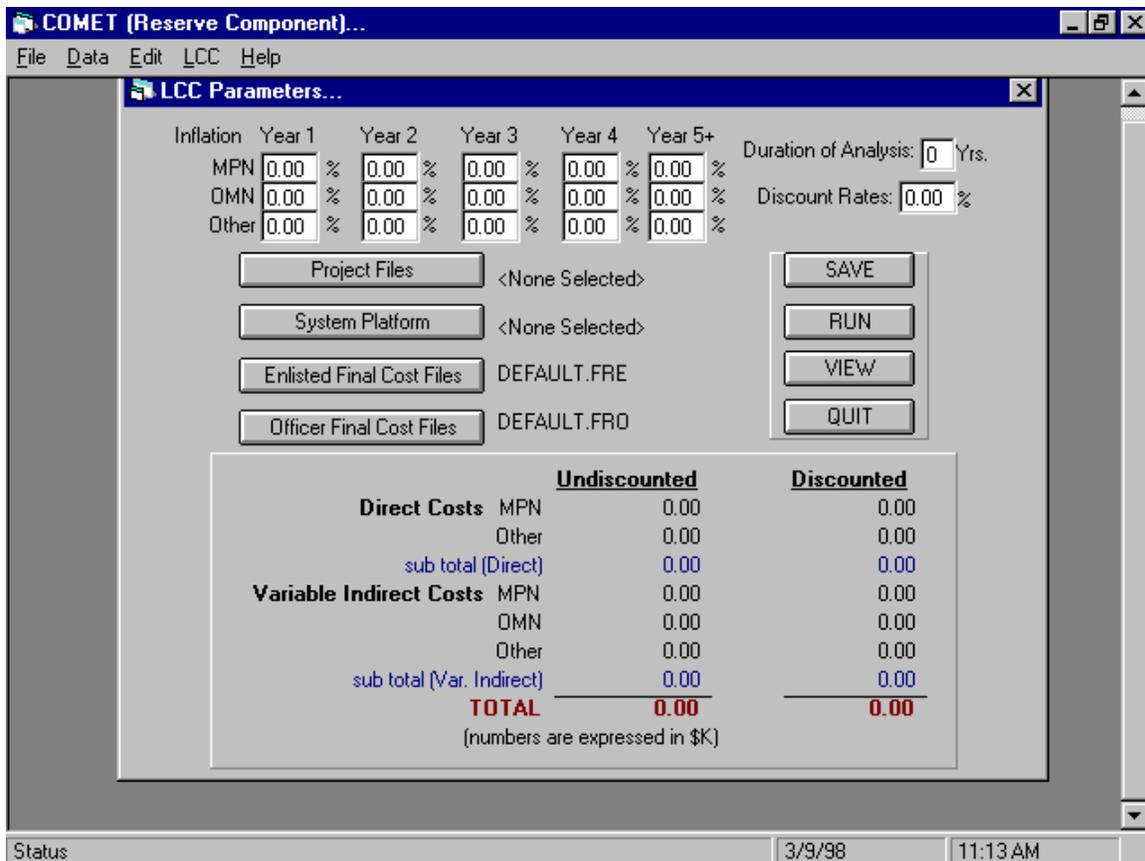
Select the year of analysis to edit by clicking on the appropriate tab. Use the arrow keys to the right of the year tabs to move beyond Year 5. Use the “Add” button to add units to a year and the “Delete” button to delete units. To change a unit’s multiplier, highlight the unit and press the “Edit” button. The “Add” button will bring up the add units box. The user will select the unit to be added, input the number of units per year in the multiplier box, and enter the starting and ending years.



Add Units

Run LCC

This option allows the user to set the parameters for each Life Cycle Project. To begin, the user must either select or create a project by pressing the “Project Files” button.



LCC Parameters

To create a new project, select “Create New Project,” type in a name for the new file (without an extension) when prompted, and press <Enter>. This project will then be added to the list of choices. To create a copy of an existing project file, highlight the filename of the project to be copied and press the “Duplicate” button. Any project can be deleted by highlighting its name and pressing the “Delete File” button. To select the project to be edited, highlight its file name and press “OK.”

After a project has been selected, the user must select the system platform, enlisted cost database and officer cost database to be associated with this project. Once these are selected, they will be saved under the project heading so that the same selections appear each time the project the project is chosen. These parameters can be changed for any project. Just make different selections and re-save the project. In addition, the user must set the inflation and discount rates and the duration of analysis for the project. Save changes to the project by pressing the “Save” button. Once everything is selected, press the “Run” button to calculate the Life Cycle Costs. The total costs will be displayed on the bottom portion of the screen.

Inflation	Year 1	Year 2	Year 3	Year 4	Year 5+
MPN	3.00 %	3.00 %	3.00 %	3.00 %	3.00 %
OMN	3.00 %	3.00 %	3.00 %	3.00 %	3.00 %
Other	3.00 %	3.00 %	3.00 %	3.00 %	3.00 %

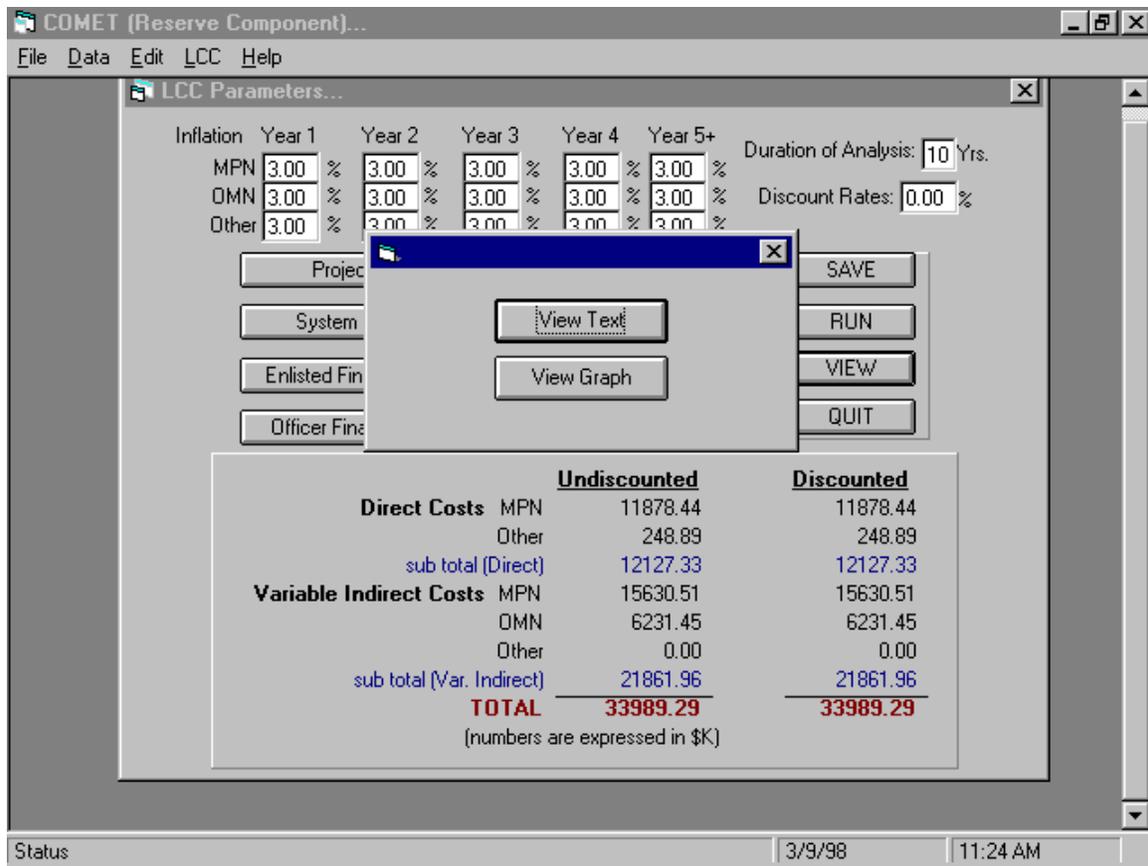
	Project Files	System Platform	Enlisted Final Cost Files	Officer Final Cost Files
	TEST	TEST.REQ	TEST 1.FRE	TEST 1.FRO

	Undiscounted	Discounted
Direct Costs		
MPN	11878.44	11878.44
Other	248.89	248.89
sub total (Direct)	12127.33	12127.33
Variable Indirect Costs		
MPN	15630.51	15630.51
OMN	6231.45	6231.45
Other	0.00	0.00
sub total (Var. Indirect)	21861.96	21861.96
TOTAL	33989.29	33989.29

(numbers are expressed in \$K)

Final Cost Totals

To view detailed output, press the “View” button. The user will have the option to view either text or a graph.



View Detailed Costs Option

The "View Text" button will display detailed costs by year, rating/designator and appropriation. It will also display the LCC parameters set for this project. The user may print the output or export to a comma-separated file.

```

FILE
  Print   e Cycle Cost Module Results ...
  Export
  Exit
Monday 3/9/98 11:23:44 AM
Project File..... TEST
Officer Final Cost File..... TEST 1.FRO
Enlisted Final Cost File..... TEST 1.FRE
Requirements File..... TEST.REQ

Inflation Rates:      Year1      Year2      Year3      Year4      Year5+
MPN                   3.00      3.00      3.00      3.00      3.00
OMN                   3.00      3.00      3.00      3.00      3.00
Other                 3.00      3.00      3.00      3.00      3.00

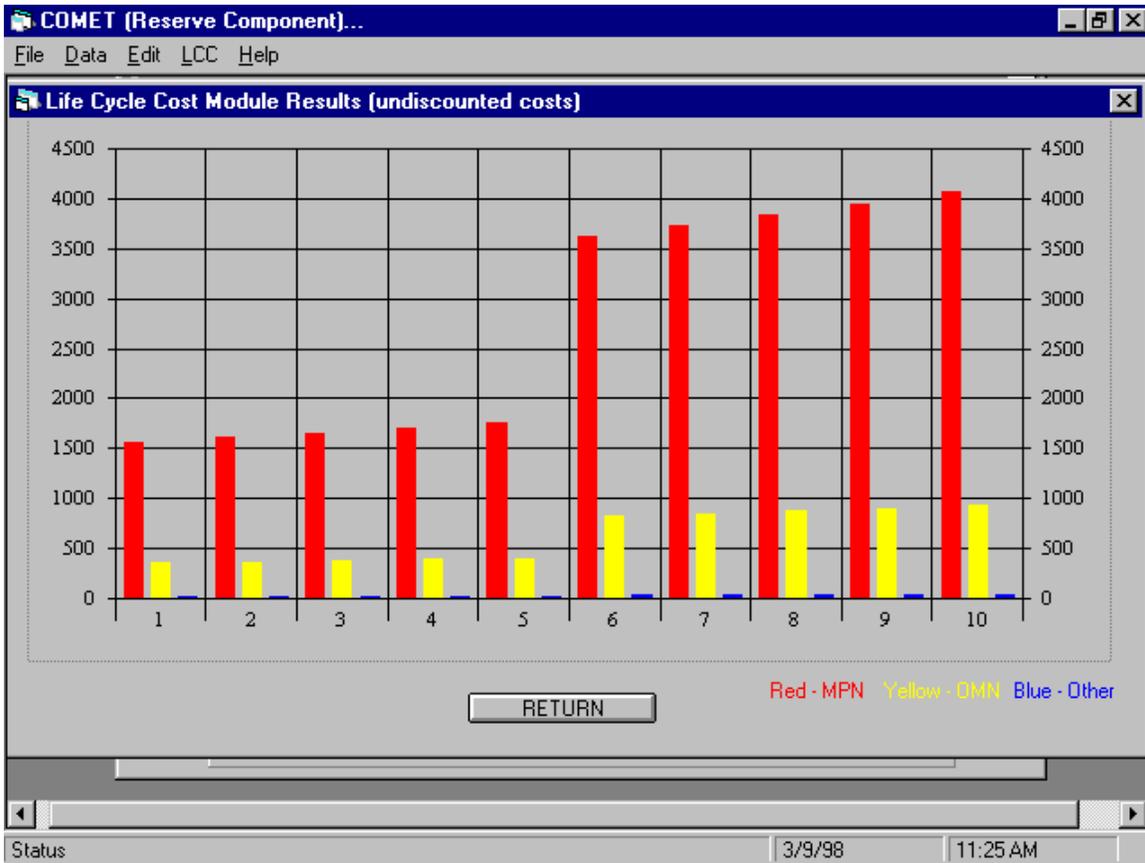
Duration of Analysis: 10 Years
Discount Rate:       0.00

Direct Costs RPN                Undiscounted      Discounted
Direct Costs Other              248.89            248.89
Direct Costs sub total          832.78            832.78
Variable Indirect Costs RPN     15,630.51        15,630.51
Variable Indirect Costs OMN     6,231.45         6,231.45
Variable Indirect Costs Other   0.00             0.00
Variable Indirect Costs sub total 21,861.96       21,861.96
TOTALS                          33,989.29       33,989.29
(numbers are expressed in $K)

Year 1
Unit File: TEST                RPN      OMN      Other      Total
  
```

View Text

In addition to viewing the text output, the user may view a graphical display of the costs by pressing the “View Graph” button. The model will produce a bar graph of cost by year by appropriation.



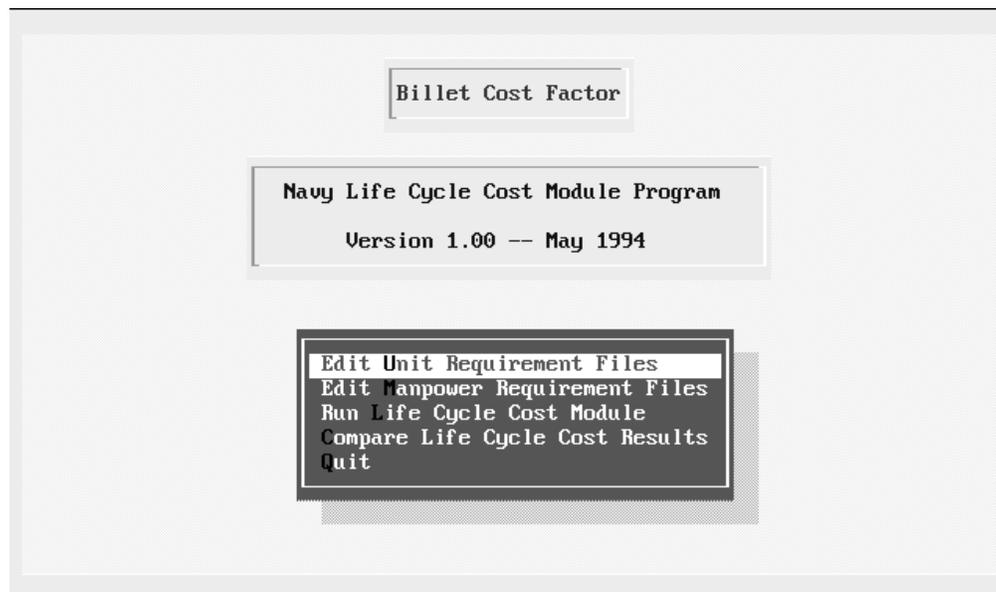
View Graph

3. BCF NAVY LIFE CYCLE COST MODULE PROGRAM

The Life Cycle Cost Module (LCCM) computes the total undiscounted and discounted costs projected over a 30-year horizon. Each project file contains unit requirements, manpower requirements, and final enlisted and officer cost data. The steps required to build and run a project file are described in this section.

Use the cursor keys to select the “Life Cycle Cost Module” menu option from the BCF main menu, then press the <Enter> key. The following menu options are displayed on the “Billet Cost Factor - Navy Life Cycle Cost Module Program” screen:

- Edit Unit Requirement Files
- Edit Manpower Requirement Files
- Run Life Cycle Cost Module
- Compare Life Cycle Cost Results
- Quit



Billet Cost Factor - Navy Life Cycle Cost Module Program Screen

3.1 EDIT UNIT REQUIREMENT FILES

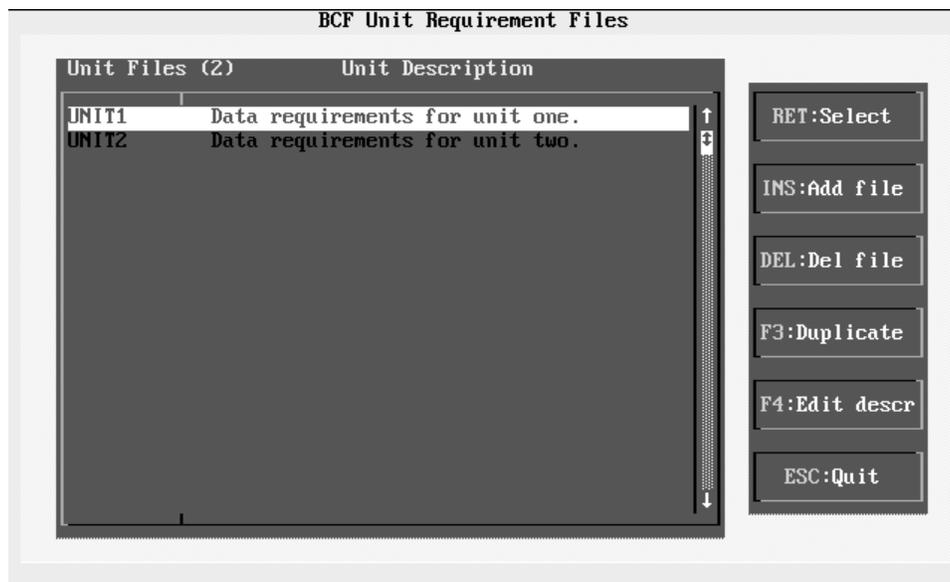
The unit requirement file contains ratings and designators selected by the user. The user enters the grade counts for each rating and designator. There must be at least one unit file defined for the system to operate correctly.

Use the cursor keys to select the “Edit Unit Requirement Files” menu option from the “BCF Life Cycle Cost Module Program” screen, then press the <Enter> key.

3.1.1 Main Screen

The “BCF Unit Requirement Files” screen appears with a list of all unit files and options to the right:

<Enter>	Select a unit file for edit.
<Ins>	Add a new unit file and description.
	Delete a unit file.
<F3>	Duplicate a unit file.
<F4>	Edit the unit file description.
<Esc>	Return to the “BCF - Navy Life Cycle Cost Module Program” screen.

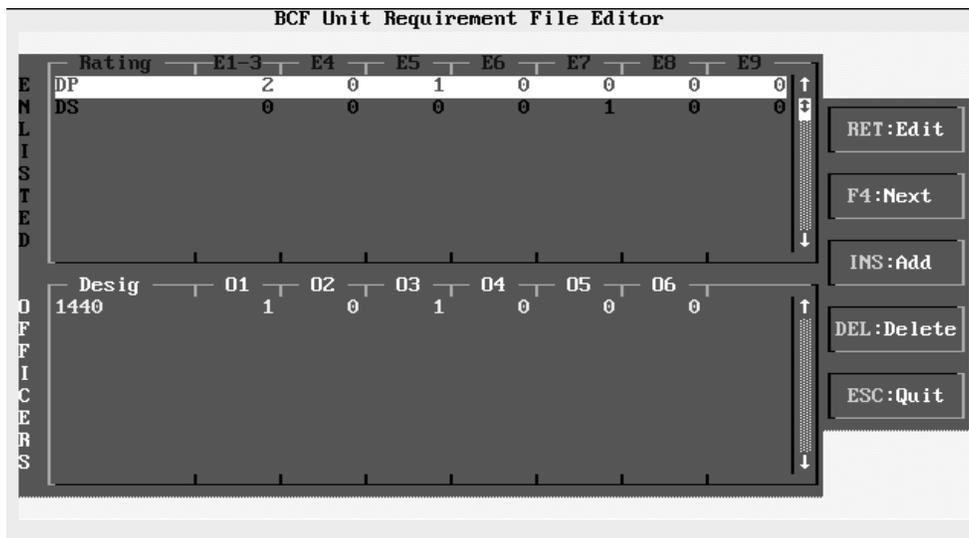


BCF Unit Requirement Files Screen

3.1.2 File Editor

The “BCF Unit Requirement File Editor” screen appears with edit menu options after selecting a unit file for edit:

<Enter>	Edit enlisted ratings or officer designator counts.
<Ins>	Add a new rating or designator.
	Delete a rating or designator.
<Esc>	Return to the “BCF Unit Requirement Files” screen.



BCF Unit Requirement File Editor

3.2 EDIT MANPOWER REQUIREMENT FILES

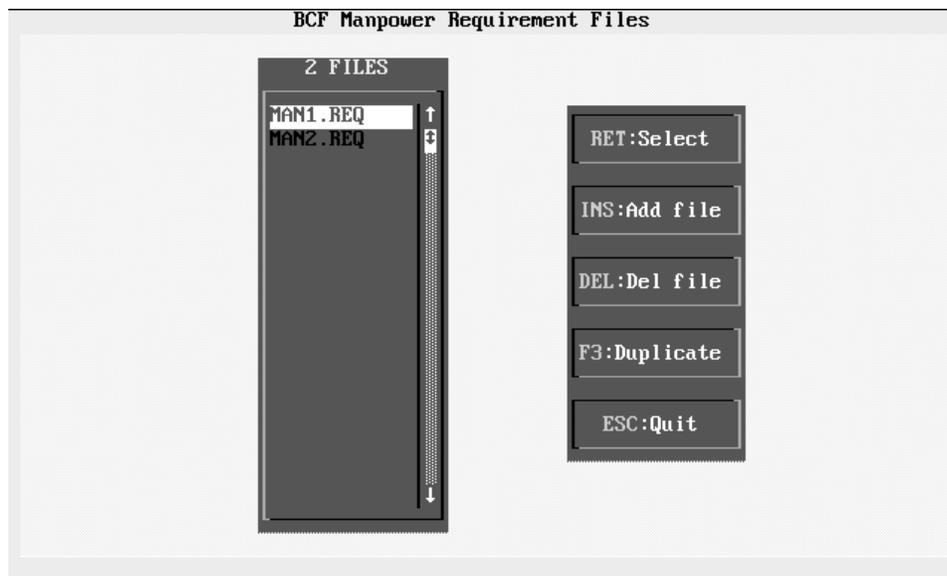
The manpower requirements file contains unit files defined by the user from the “Edit Unit Requirement File” option. The user may edit the unit file multiplier that is used to multiply the rating or designator counts by that number. A unit file may exist in one or more years for up to 30 years. The following subsections describe the steps required to build the manpower requirements file.

Use the cursor keys to select the “Edit Manpower Requirement Files” menu option from the “BCF - Navy Life Cycle Cost Module Program” screen, then press the <Enter> key.

3.2.1 Main Screen

The “BCF Manpower Requirement Files” screen appears with a list of all requirement files and the following main menu options to the right:

<Enter>	Select a manpower requirements file for edit.
<Ins>	Add a new manpower requirements file to the list.
	Delete a manpower requirements file.
<F3>	Duplicate a manpower requirements file.
<Esc>	Return to the “BCF - Navy Life Cycle Cost Module Program” screen.

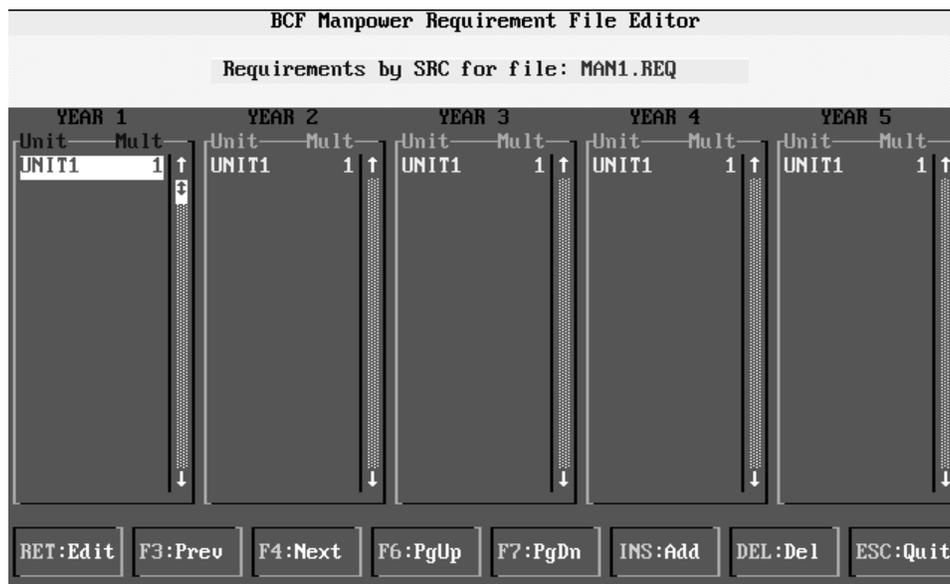


BCF Manpower Requirement Files Screen

3.2.2 File Editor

The “BCF Manpower Requirement File Editor” screen appears with menu buttons after selecting a manpower requirements file for edit:

<Enter>	Edit a unit file multiplier.
<F3>	Scroll left to the previous list.
<F4>	Scroll right to the next list.
<F6>	Scroll left to the previous five lists.
<F7>	Scroll right to the next five lists.
<Ins>	Add a new unit file.
	Delete a unit file.
<Esc>	Return to the “BCF Manpower Requirement Files” screen.



BCF Manpower Requirement Files Editor

3.2.3 Insert/Update/Delete

The insert/update/delete unit file dialog box appears after selecting keys <Ins> or from the “BCF Manpower Requirement File Editor” screen.

<F4>	Select a unit file.
	Enter the unit file multiplier and the year range for the unit file insertion.
<F10>	Confirm selection.
<Esc>	Return to the “BCF Manpower Requirement File Editor” screen.



Insert/Update/Delete Unit File Dialog Box

3.3 RUN LIFE CYCLE COST MODULE

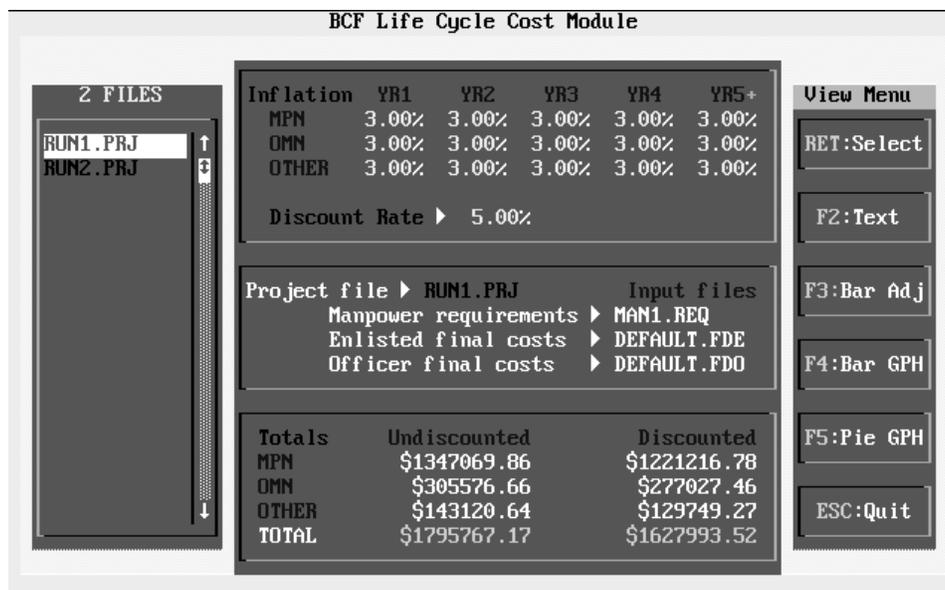
The LCCM allows the user to create, edit, and run a project file. The project file contains the manpower requirement file name, final enlisted cost data file name, final officer cost data file name, inflation rates, and the discount rate. The user may change any of these project file parameters as described below.

Use the cursor keys to select “Run Life Cycle Cost Module” menu option from the “BCF - Navy Life Cycle Cost Module Program” screen, then press the <Enter> key.

3.3.1 Main Screen

The “BCF Life Cycle Cost Module” screen appears with a list of all project file menu options to the right:

<Enter>	Select a project file.
<F2>	Access the project menu options.
<F3>	Access the edit menu options.
<F4>	Run a project file.
<F5>	Access the view menu options.
<Esc>	Return to the “BCF - Navy Life Cycle Cost Module Program” screen.



BCF Life Cycle Cost Module Screen

3.3.2 Project Menu Options

<Enter> >	Select a project file.
<Ins>	Add a new project file.
	Delete a project file.
<F3>	Duplicate a project file.
<F4>	Edit project file notes.
<Esc>	Return to the previous menu.

BCF Life Cycle Cost Module

2 FILES

RUN1.PRJ ↑

RUN2.PRJ ↓

Inflation	YR1	YR2	YR3	YR4	YR5+
MPN	3.00%	3.00%	3.00%	3.00%	3.00%
OMN	3.00%	3.00%	3.00%	3.00%	3.00%
OTHER	3.00%	3.00%	3.00%	3.00%	3.00%

Discount Rate ▶ 5.00%

Project file ▶ RUN1.PRJ Input files

Manpower requirements ▶ MAN1.REQ

Enlisted final costs ▶ DEFAULT.FDE

Officer final costs ▶ DEFAULT.FDO

Totals	Undiscounted	Discounted
MPN	\$12071157.33	\$5839591.76
OMN	\$2738287.05	\$1324684.79
OTHER	\$1282510.92	\$620432.66
TOTAL	\$16091955.31	\$7784709.21

Project Menu

RET:Select

INS:Add

DEL>Delete

F3:Dup

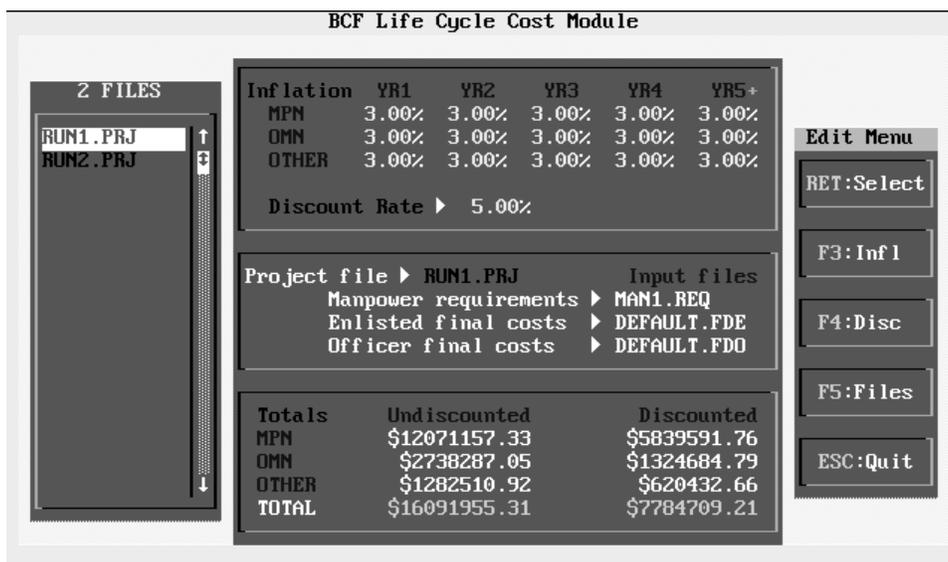
F4:Notes

ESC:Quit

Project Menu Options

3.3.3 Edit Menu Options

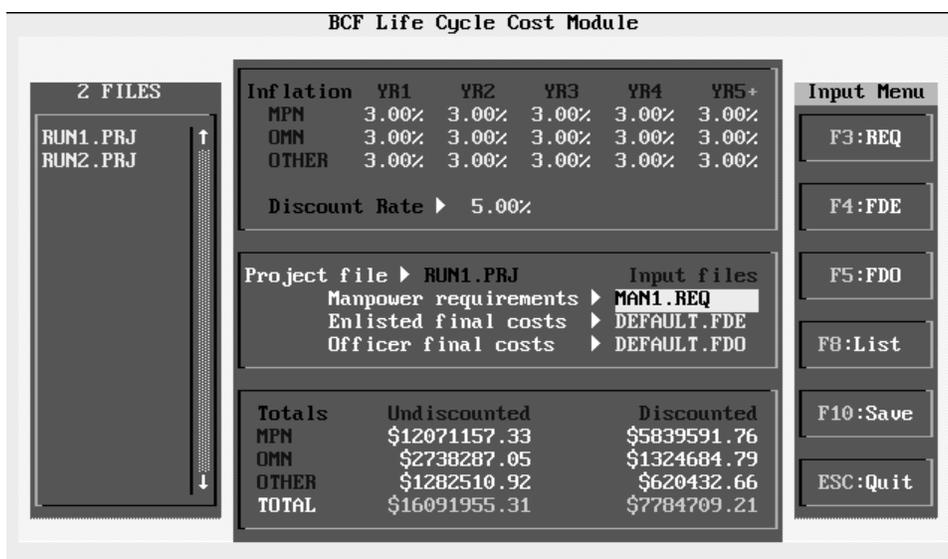
<Enter>	Select a project file.
<F3>	Edit the inflation rates.
<F4>	Edit the discount rate.
<F5>	Access the file menu options.
<Esc>	Return to the previous menu.



Edit Menu Options

3.3.4 File Menu Options

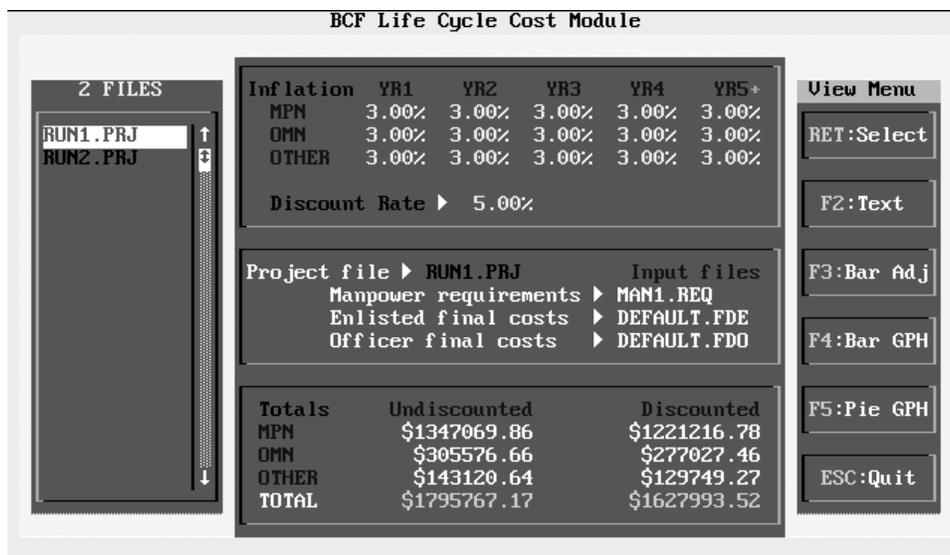
<F3>	Edit the manpower requirement file name.
<F4>	Edit the final enlisted cost file name.
<F5>	Edit the final officer cost file.
<F8>	Select an input file from a list.
<F10>	Save input files and return to the edit menu.
<Esc>	Return to the previous menu.



File Menu Options

3.3.5 View Menu Options

<Enter>	Select the highlighted project file.
<F2>	View the run project text file.
<F3>	Set the bar graph parameters.
<F4>	View the bar graph for yearly costs.
<F5>	View the pie graph for thirty year costs.
<Esc>	Return to the previous menu.



View Menu Options

3.3.6 Print Options

The print project text file dialog box appears after selecting <F6> while viewing the project text file:

<F4>	Select the type of printer.
	Enter the year range and number of copies to print.
<F6>	Print the project text file.
<Esc>	Return to the previous menu.

3.4 COMPARE LIFE CYCLE COST RESULTS

The Life Cycle Cost Comparison Module displays the appropriation cost differences between a base project file and an alternative project file. The following describes the compare options.

Use the cursor keys to select the “Compare Life Cycle Cost Results” menu option from the “BCF - Navy Life Cycle Cost Module Program” screen, then press the <Enter> key.

3.4.1 Main Screen

The “BCF Life Cycle Cost Module Comparisons” screen appears with a list of all project files menu options to the right:

<F3>	View inflation rates or project cost results.
<F5>	Select the base project file.
<F6>	Select the alternative project file.
<Esc>	Return to the “BCF - Navy Life Cycle Cost Module Program” screen.

UNDISCOUNTED (alt - base)			
Totals	Base	Alternative	Difference
MPN	\$1347069.86	\$78754971.04	\$77407901.17
OMN	\$305576.66	\$11317104.87	\$11011528.20
OTHER	\$143120.64	\$15818997.86	\$15675877.22
TOTAL	\$1795767.17	\$105891073.77	\$104095306.59

DISCOUNTED (alt - base)			
Totals	Base	Alternative	Difference
MPN	\$1221216.78	\$78754971.04	\$77533754.25
OMN	\$277027.46	\$11317104.87	\$11040077.40
OTHER	\$129749.27	\$15818997.86	\$15689248.59
TOTAL	\$1627993.52	\$105891073.77	\$104263080.25

BCF-Life Cycle Cost Module Comparisons Screen

3.5 QUIT THE LCCM PROGRAM

Press the <Esc> key to quit the “BCF - Navy Life Cycle Cost Module” screen and return to the “BCF - Main Program” screen.

<Esc>	Return to the “BCF - Main Program”
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	screen.
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