

Directions for the Financial Benefits Submission Form, Army Financial Benefits Reporting and Tracking (AFBRT) Process Tool

1. **Introduction**: This document provides guidance for the AFBRT process tool.
 - a. One of the goals of the process is to identify required changes to this guidance; we solicit your comments on the clarity and completeness of these instructions.
 - b. It is vital that all applicable fields are completed. This will ensure that the review analyst can validate the initiative, with minimal rework.

2. **Terminology and symbols**:
 - a. In this document, the terms “initiative” and “project” are used interchangeably.
 - b. Due to the form’s technical nature it is strongly recommended that a local comptroller or resource manager fill out this form. DFAS-IN Manual 37-100 is the definitive source for the Army Management Structure (<http://www.asafm.army.mil/offices/BU/Dfas37100.aspx>). Some of the GFEBs elements are in ePROBE. Contact the Help Desk if you need assistance identifying any of these elements for your organization.

3. **Tab 2. Narrative**: Use this section to “tell the story” of the initiative. Initiative owners will be required to provide the following narratives regarding each project:
 - a. **Financial Benefit Initiative Intent**. Explain the goal or the “why” of the initiative. If the initiative is directed, cite the document directing the initiative (i.e. memo, NDAA, etc.).
 - b. **Operational Benefit(s)**. Explain the non-financial benefits of the initiative. For example, analysts can process more reports in less time and the reports are more accurate, with few to no mistakes.
 - c. **Financial Benefit(s)**. Explain the financial benefits and how they were derived. Are the benefits cost savings and/or cost avoidance? Explain any assumptions used to calculate the financial benefits.
 - d. **Operational Risk(s)**. Explain any risks to the affected program and/or mission that will be incurred if the initiative is or is not implemented.
 - e. **Project Risks and Contingencies**. Explain any risks to the project and how they will be mitigated. For example: if the project is contingent on an ERP being implemented, what is the implication to the project if the ERP roll out is delayed?

- f. Needed Changes/Investments/DOTMLPF. Explain any implementation costs and how they were derived.
4. **Tab 3 (Section 1): Project Information:** Initiative owners will be required to provide the following information regarding each project:
- a. Project name.
 - b. Sponsoring command. From the drop down list, identify the appropriate Operating Agency. For an explanation of the codes, refer to the Operating Agency tab (8).
 - c. Sponsoring organization. Identify the Unit Identification Code (UIC) and the four-digit GFEBS cost center.
 - d. Type of initiative. Identify the category or source of the initiative from the drop down list. For an explanation of the initiative types, refer to the Initiative Type tab.
 - e. Project ID. For CBA and LSS projects, enter the PowerSteering or CBA ID. For other types of projects, this field will be left blank; an ID number will be assigned.
 - f. Primary PEG. From the drop down menu, identify the PEG that is responsible for most of the funding where the financial benefit will occur.
 - g. Secondary PEG(s). If needed, identify the PEG that is responsible for the remainder of the funding where the financial benefit will occur from the drop down list. If the financial benefit occurs in only one PEG, leave blank.
 - h. POC info (name, phone, e-mail) for project leader and alternate. These should be the two key people to contact if there are questions.
5. **Tab 4 (Section 2): Project Flags:** Indicate whether the initiative applies to any of the project flags listed in Section 2, tab 4. In each case, from the drop down select “yes”, if the tag applies, or “no”, if it does not. Multiple “yes” answers are possible. Provide clarifying information in the “Description” field; for example, if the initiative is “Directed efficiency” put the document/reference that directed this initiative. Clarifying examples and definitions for the flag types are provided on Tab 9. Initiative Type.
6. **Resource Information:**
- a. The next three tabs (# 5-7), sections 3 (Baseline), 4 (Revised), and 5 (Investment or Implementation), address resource information. For an initiative that is projected to generate more than one benefit type, each resource shown in sections 3 and 4 must be decomposed into values for each benefit type.

- b. All dollar values must be entered in current full dollars.
7. **Tab 5 (Section 3): Baseline:** Baseline information captures resource data for the status quo or as-is state of the process or function (as of the most recent PB lock position), before it is impacted by the initiative.
- a. Cost name. This entry will be at a level of granularity appropriate for the project. DASA(CE) analysts will assess the appropriate level of granularity and follow up with the submitter if more information is required. For example, there might be one entry for all equipment, or separate entries for various items of equipment.
 - b. Expense/Savings Type. Identify, from the drop down list, whether the projected financial benefit is savings, cost avoidance, or revenue generation. Definitions for these benefit types can be found in the Financial Guidebook ([https://www.milsuite.mil/book/groups/cost-warriors/content?filterID=contentstatus\[published\]~category\[afbrt-tool\]](https://www.milsuite.mil/book/groups/cost-warriors/content?filterID=contentstatus[published]~category[afbrt-tool])). Most initiatives will generate one benefit type, but it is possible for a given initiative to generate two or three types of benefits. In the case of multiple benefit types, a separate set of resource data must be entered for each benefit type. If the benefit type is revenue generation, the dollar values entered in Sections 3 and 4 will be revenue, not cost.
 - c. Budget Object. From the drop down list, enter a “1” if this is Total Obligation Authority (TOA), “6” for FTEs, and “9” for proposed changes in authorizations.
 - d. Rate and Units. These data elements are used together to calculate a total cost for each resource. The Rate is the per-unit cost of the resource, and Units is the number of each resource needed. For manpower, the Rate will be the appropriate CEAC rate. For some resources, such as contracts, the rate and number of units will vary by contract type. It should be based on a labor rate or a rate per product or service.
 - e. Total Cost. The total anticipated value of that particular type of cost or savings item. For example: if the initiative requires an investment in equipment, the acquisition cost for the total number would be captured in this field (it can be spread over multiple FYs).
 - f. Comments. Enter comments to explain what the cost is. Enter the data source for a particular set of costs. If detailed, lengthy comments are needed, include the comments in the Narrative.
 - g. Resource Organization Code (ROC). From the drop down list, identify the appropriate ROC. For an explanation of the codes, refer to the ROC tab (10).

- h. Fund Code. From the drop down list, choose the first four characters of the Fund Code. For example, the Operations & Maintenance appropriation (OMA) would be "2020". For an explanation of the codes, refer to the Fund tab (11).
- i. APPN. From the drop down list, choose the Appropriation acronym. For an explanation of the codes, refer to the Fund tab (11).
- j. FY. For one or multi-year appropriations enter the first year of availability using the drop down list. In the case of a revolving fund, enter N/A.
- k. MDEP. From the drop down list, identify the appropriate MDEP. For an explanation of the codes, refer to the MDEP tab (12). If multiple MDEPs are involved, multiple rows will be required to separately identify the resources associated with each MDEP. For further definition of each MDEP refer to DFAS-IN Manual 37-100, section 2-C.
- l. APE. Identify the Army Program Element, using DFAS-IN 37-100. If multiple APEs are involved, multiple rows will be required to separately identify the resources associated with each APE.
- m. Supplemental. Supplemental Appropriations is a term that includes Overseas Contingency Operations (OCO) funds. This is a nonstandard appropriation and should be annotated on the comment line. From the drop down, select "yes" if it applies and "no" if it does not.
- n. Reimbursable. Identify whether the resource is funded through an intra-Army or interagency reimbursement. From the drop down, select "yes" if it applies and "no" if it does not.
- o. Cost Object & Type. Identify the appropriate Cost Object & Type. The Type is the first character in the string:
 - i. Cost Center begins with "C"
 - ii. Internal Order begins with "O"
 - iii. Work Breakdown Structure begins with "W"
 If this applies to multiple Cost Objects, enter one line, with the appropriate amount, for each Cost Object (Cost Center, Internal Order, or Work Breakdown Structure). The Resource Manager can find this in GFEBs.
- p. Funds Center. Identify the appropriate Funds Center. The Resource Manager can find this in GFEBs or ePROBE.
- q. Commitment Item. From the drop down list, identify the appropriate Commitment Item. For an explanation of the codes, refer to the Commitment Item tab (13).

- r. Fiscal years, 20nn-20nn (placeholders entered). In these columns, enter the dollar value for each year in current dollars. The years shown will be the execution and POM years. Adjust the years on the spreadsheet depending on when the Baseline or Revised years occur. For the “Baseline” tab enter the dollar values in the year column for the last year before the initiative is implemented. For the “Revised” tab enter the dollar values in the appropriate year columns for the years after the initiative is implemented. For example, in May 2015 the POM years are FY17-21. All dollar values should be entered in current full dollars.
8. **Tab 6 (Section 4): Revised**: This section captures resource data for the revised or to-be state of the process or function if the initiative is successfully implemented as projected. The detailed guidance in paragraph 7 applies here as well. If the benefit type is increased revenue, the dollar values entered in Sections 3 and 4 will be revenue, not cost.
9. **Tab 7 (Section 5): Investment or Implementation**: This section captures the incremental cost of conducting a process improvement project, redesigning the process, and putting the redesigned process in place. Note that this includes only the *incremental* cost. For example, if the initiative was developed by three GS civilians supported by one contractor, brought on board specifically to support the project, only the cost of the contractor would be reported here. The costs associated with the three civilian personnel would be incurred whether or not the project is conducted and therefore are not incremental. The detailed guidance in paragraph 7 applies here as well.
10. **Tab 14 Work Set**: This tab is automatically populated from the previously entered data. This tab is used for programming and budgeting.
11. **Submit**: Report initiatives, with future years financial benefits, as soon as the cost avoidance and/or cost saving estimate is complete. Email the Benefits Submission Form to the AFBRT Help Desk mailbox: usarmy.pentagon.hqda-asa-fm.mbx.afbrt-help-desk@mail.mil. Send any questions regarding the AFBRT tool or process to the AFBRT Help Desk.