

## APPENDIX D – TEMPLATE FOR CBA FINAL REPORT

This appendix contains the final report template for the CBA.

-----Cover Page-----

<Name of Project>

### Capabilities-Based Assessment (CBA) Final Report

<Lead MAJCOM>

<Date>

#### Distribution Statement

Refer to these sources for more information:

1. Department of Defense Directive (DODD) 5230.24, “Distribution Statements on Technical Documents”
2. Air Force Pamphlet (AFP) 80-30, “Marking Documents with Export-Control and Distribution-Limitation Statements” (to be reissued as Air Force Instruction (AFI) 61-204)

Ask the Scientific & Technical Information (STINFO) Officer for help in choosing which of the available statements best fits the AoA

REMEMBER -- CBA information may be PROPRIETARY, SOURCE SELECTION SENSITIVE, OR CLASSIFIED, therefore mark as appropriate

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#### Executive Summary

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-----Body of Final Report-----

#### Executive Summary

- Briefly describe the overarching problem addressed in the study and relevant background information.
- Describe the purpose and scope of the study.
- Identify the key stakeholder organizations involved in the study.
- Summarize the results of the study.

- Discuss the recommendations.

**1. Introduction**

- Briefly describe the overarching problem addressed in the study and relevant background information.
- Describe the purpose and scope of the study.
- If study guidance was published by the sponsor, special group, or other organization, discuss the main points and significance to the study.
- Identify the organization/office of the official sponsor and decision maker of the CBA as well as the organization/office of the study director, team members, stakeholders, and special groups (if any).
- Briefly describe the baseline capability (existing and planned systems) and how it is employed in the operational environment.
- Identify the GRC&As for the study (including the source and rationale).
- Briefly describe the operational context that was used in the study to include the operational scenarios, conditions, locations, environments, and threats.

**2. Gap Analysis Results**

- Describe the results of the gap analysis; include the results of the gap characterization, risk assessment, and gap prioritization.

**3. Solution Analysis Results**

- Describe the results of the solution analysis.

**4. Cost Analysis**

- Describe the results of the cost analysis. This includes presentation of the rough order of magnitude (ROM) life cycle cost (LCC) estimate.

**5. Solution Viability Assessment**

- Describe the results of the solution viability assessment.

**6. Conclusion and Recommendations**

- Discuss the conclusion and recommendations.

-----Appendices-----

- A. Acronyms
- B. References
- C. Other appendices as necessary