



# CTC

## COST-TO-COMPLETE



The term “cost-to-complete” (CTC) refers to the estimated cost of future cleanup of environmental contamination at Department of Defense facilities. Active Army and overseas installations, closing and realigning installations, and installations deemed excess to Army needs must all prepare CTC estimates for cleanup activities conducted under the Defense Environmental Restoration Programs (DERP) and the Compliance-related Cleanup (CC) Program. Installation Restoration Program and Military Munitions Response Program activities must be included. From site identification through site closeout, the CTC identifies costs for cleanups resulting from both past and current activities; including response actions for unexploded ordnance, discarded military munitions, and munitions constituents.

### HOW DOES THE ARMY USE CTC ESTIMATES?

CTC estimates are prepared to identify all requirements and costs required to complete environmental cleanup actions at a remediation site on an Army installation. Army environmental cleanup program managers use CTC estimates in planning, programming, budgeting, and cleanup execution; to report environmental liabilities; to track cost avoidance; and to report future program funding requirements.

### COST-TO-COMPLETE REQUIREMENTS

#### SCOPE

Army DERP and CC guidance requires installations to prepare CTC estimates for each remedial site in the Army Cleanup Program and to update the estimate annually. Cleanup activities at Formerly Used Defense Sites (FUDS) are not

### For more information

U.S. Army Environmental Command  
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<http://aec.army.mil>

covered by the Army Cleanup Program; FUDS managers should refer to U.S. Army Corps of Engineers guidance for developing their CTC estimates. Day-to-day environmental compliance, pollution prevention, or conservation costs are not included and neither are expenses for operating, maintaining, or managing operational ranges.

Installations must prepare CTC estimates for approved sites with “Underway” or “Future” phases reported in the Army Environmental Database – Compliance-related Cleanup or Army Environmental Database – Restoration. All CTC estimates are subject to being audited and must include documentation of data sources, methods of estimation, and management review.

### FINANCIAL COMMUNITY

Army personnel, Corps of Engineers staff, and private consultants engaged in developing and reviewing CTC estimates must have documented training and/or experience as specified in the Army’s CTC Guidance.

### PREPARING AND UPDATING CTC ESTIMATES

Ten things to remember about CTC estimates:

- (1) Annual update
- (2) Site specific
- (3) Based on current available technologies
- (4) Not based on availability of funds
- (5) Reflect environmental cleanup strategy in the Installation Action Plan
- (6) Include all costs to complete the cleanup
- (7) Use Remedial Action Cost Engineering Requirements prior to decision documents
- (8) Use historical (actual) costs for recurring actions greater than 2 years
- (9) Reported on current cost basis
- (10) Must be supported by adequate documentation



For more information on Cost-To-Complete, go to <https://aero.apgea.army.mil> (password required)

