



OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

February 28, 2007

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS
AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE NAVY (INSTALLATIONS
AND ENVIRONMENT)
DEPUTY CHIEF OF STAFF FOR PERSONNEL, UNITED STATES
AIR FORCE
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Competitive Sourcing Program Policy – DoD Public-Private Competition Cost
Tracking Form

As a Component Competitive Sourcing Official (CCSO) in charge of a DoD Component's Competitive Sourcing Program, you are responsible for the implementation of Office of Management and Budget (OMB) Circular A-76, Performance of Commercial Activities, and compliance with guidance issued by the DoD Competitive Sourcing Office.

The Office of the Inspector General Audit Report, D-2006-028, "DOD Reporting System for the Competitive Sourcing Program," November 22, 2005 (Project No. D2004-D000CH-0187), reviewed six competitions and found that written documentation was lacking. The report stated that while the DCAMIS guidance is sufficiently detailed, the written documentation supporting the accuracy of the DCAMIS data was insufficient.

DCAMIS policy issued by the Competitive Sourcing Official on December 6, 2006, requires DoD Components to record competition costs each fiscal year for in-progress competitions. To sufficiently document our competition costs, DoD Components shall record data using the attached DoD Public-Private Competition Cost Tracking Form and enter this recorded data in DCAMIS data elements (DEs) 3-6 through 3-12 by fiscal year for the duration of the competition process. This completed form shall be the written documentation substantiating the costs for conducting a specific public-private competition that is retained in the competition file. Furthermore, individuals reviewing and validating the DCAMIS record for a specific competition shall use this form to verify data entered DCAMIS.

The Competitive Sourcing point of contact for this policy is Mrs. Annie Andrews at (703) 602-2608 or Annie.Andrews@osd.mil.

Joseph K. Sikes
Director, Housing and Competitive Sourcing

Attachment:
DoD Public-Private Competition Cost Tracking Form



DoD PUBLIC-PRIVATE COMPETITION COST TRACKING FORM

DoD Components shall use this form to record data reported in DCAMIS data elements (DEs) 3-6 through 3-12. This data shall be recorded by **Fiscal Year** only for the duration of the competition process (Start Date through Performance Decision Date). When staff hours are entered in DEs # 3-6 through 3-10, DCAMIS automatically calculates the associated competition costs. This completed form shall be the written documentation substantiating the costs for conducting the specified standard competition that is retained in the competition file.

COMPETITION NUMBER (DE # A-2)	COMPETITION TITLE (DE # 1-9)				START DATE (DE # 1-15)	PERFORMANCE DECISION DATE (DE # 3-2)	
GOVERNMENT PERSONNEL STAFF HOURS							
Personnel Category	FY = Regular	Overtime	FY = Regular	Overtime	FY = Regular	Overtime	Notes
Competition Oversight							
Permanent Civilian							
Officer							
Enlisted							
Temporary Civilian							
PWS Team							
Permanent Civilian							
Officer							
Enlisted							
Temporary Civilian							
MEO Team							
Permanent Civilian							
Officer							
Enlisted							
Temporary Civilian							
Human Resources							
Permanent Civilian							
Officer							
Enlisted							
Temporary Civilian							
Contracting							
Permanent Civilian							
Officer							
Enlisted							
Temporary Civilian							
Legal							
Permanent Civilian							
Officer							
Enlisted							
Temporary Civilian							
TOTAL COMPETITION STAFF HOURS							
Permanent Civilian							DEs # 3-6 & 3-10
Officer							DE # 3-7
Enlisted							DE # 3-8
Temporary Civilian							DEs # 3-9 & 3-10
CONSULTANT COSTS							
	FY =		FY =		FY =		
PWS Development Company Name							
PWS Development Consultant Cost							
Agency Tender Dev Company Name							
Agency Tender Dev Consultant Costs							
Other Consultant Support Costs							
Total Consultant Costs							DE # 3-11
ALL OTHER COSTS							
	FY =		FY =		FY =		
Training							
Travel							
Reproduction							
Materials/Supplies							
Other Costs							
Total All Other Costs							DE # 3-12