

## Update, Review, and Validation of CAMIS Records

DCAMIS supports *Update*, *Validate*, and *Review* functionality. These functions exist within each phase of an initiative and these actions are recorded using a screen icon present in each DCAMIS record. The Icons are provided at the top right corner of each Phase, they appear as a V, R, and U. The same three icons appear at the top right corner of the “Initiative Identification” box. This set of icons records the update, validation, and review information of the most recent action taken and identifies the section in which the action was performed. *Validate* and *Review* Icons are available only in the “Read Only” mode and only to users granted validate and review privileges. These privileges are separate and distinct from the Permission Group privileges granted to a user.

**Update:** An *Update* automatically occurs any time a user enters information into a phase. The “U” icon at the top right of each section identifies the date, time, name and organization of the user who performed the last update.

**Validate:** Each phase of the CAMIS record contains a “Validate” button available to users assigned *Validate* authority. When activated, this icon captures the date, time, name and organization of the user performing validation responsibilities for that phase of an initiative.

To “validate” a CAMIS record, a Component is indicating the data entered is supported with proof or evidence available for audit. The activation of the “Validate” button means the individual has specifically validated the data entered by comparing data entered into a specific CAMIS section with appropriate written documentation. The *Validate* responsibility in CAMIS is an internal quality control feature used to ensure accurate CAMIS data for the local level, commanders, major commands, claimants, A-76 program offices, OSD, OMB, GAO, congress, and auditors.

**Review:** Each phase of the CAMIS record contains a “Review ” button available to users assigned *Review* authority, which when activated will capture the date and time of the activation of the button (or re-activation) for that phase and the name and organization of the user who performed the latest review

To “review” a CAMIS record, a Component is indicating the data entered into the phase has been examined for compliance with DoD CAMIS policy and the required information relating to the specific A-76 initiative reflects content that is accurate, complete, reasonable, and consistent. These reviews include an assessment of date fields requiring detailed explanations to determine if the information sufficiently explains the specific circumstance. The *Review* responsibility in CAMIS reflects a Component’s approval of data in the CAMIS record. It may be delegated no lower than the headquarters level if the Component is comfortable that a review at the headquarters level can serve as the Component’s coordination for the CAMIS record.

**Implementing Procedures:** The *Update*, *Validate*, and *Review* responsibility added to each section provides components and agencies with a positive approach to data management for each CAMIS record.

- The *Update* button will provide information on who makes a CAMIS record change, when the change is made, and what change is made to a specific section in the CAMIS record.
- The *Validate* button provides information on who checked the record to ensure correctness of the data recorded in the record if the record reflects an accurate account of the competition as supported by written documentation.
- The *Review* button provides information on accountability for the CAMIS record at the Component level indicating Component concurrence that the data is correct, reasonable, and compliant with DoD policy. After data in a section in a CAMIS record has been updated, a user (with access to the written documentation for the A-76 initiative) validates the updated data (in that section) within 10 working days.

If an update occurs after a review or validation, another validation and review of the data is required. Once a specific section in a CAMIS record has been completed based upon the completion of specific actions in the competition, the data in this section indicates a completed (or “closed”) section and validation and review actions occur, respectively. Once a section is “closed” no other changes are permitted. Inactive initiatives (terminated or closed initiatives) are also “closed” records. Changes to these records should not be necessary but are permitted with the assistance of the OSD user.

CAMIS provides two reports: (1) a report listing the active initiatives and individual sections requiring validation and/or review, and (2) a report listing the dates of the latest update, validation, and review for each active initiative

To comply with 10 USC 2461a. and 10 USC 2463, DoD Components are required to perform the following for each active CAMIS record by the end of each fiscal year:

1. **Review Responsibility:** Users responsible for reviewing initiatives comply with this guidance to review all announced initiatives recorded in CAMIS and all sections in initiatives have been validated. Users responsible for initiatives can print a report at the end of the fiscal year identifying updated and validated but not subsequently reviewed sections in each initiative. All reviews should be completed and any required data entries and corrections should be made, validated, and reviewed by 31 October.
2. Information in the Post Decision Service Provider Execution Section is critical for building the 354 Report, but information on the actual costs for contract support is often not available for several months. Consequently, the actual costs **for contracts with annual performance years ending in the last quarter of the**

**fiscal year** may not be available by the end of the fiscal year. However, the actual cost data should be available by the end of the calendar year. Users responsible for reviewing initiatives will ensure all execution data for these initiatives is entered, validated, and reviewed by 15 January following the end of the fiscal year.

In addition to the fiscal year end policies above, the components are urged to implement the following policies to ensure the data in CAMIS is current and maintained accurately on a continuing basis:

1. Users will record (update) initiative data in CAMIS, as the data becomes available.
2. Users responsible for reviewing initiatives will ensure, on a monthly basis, all announced initiatives are recorded in CAMIS.
3. All data entries (updates) will be validated, at a minimum, on a monthly basis. Users responsible for validating data can print a report on the 1<sup>st</sup> of each month identifying the sections in each initiative that have been updated but not subsequently validated. Any required data corrections should be made and validated by the 15<sup>th</sup> of each month.
4. All records and validated sections will be reviewed, at a minimum, on a quarterly basis. Users responsible for reviewing initiatives can print a report at the end of a quarter identifying the sections in each initiative that have been updated and validated but not subsequently reviewed. All reviews should be completed and any required data entries and corrections should be made, validated, and reviewed within 30 calendar days of the end of the quarter.