



Operational Order

This operational order contains information to facilitate Strategic Sourcing Program Office (SSPO) reporting in the mandatory Department of Defense Commercial Activities Management Information System (DCAMIS). The system is used by the Assistant Chief of Staff for Installation Management (ACSIM) and the Office of the Secretary of Defense (OSD) to track competitions and high-performing organizations throughout their life cycle. Included in this operational order are staff sources responsible for providing information for specific data elements.

13 DEC 2006

G. RAY NAVIDI
Strategic Sourcing Program Manager



1. REFERENCES

- a. Deputy Under Secretary of Defense (Installations and Environment) memorandum dated 6 December 2006, subject: Competitive Sourcing Program Policy – DoD Commercial Activities Management Information System (DCAMIS).
- b. Attachment to reference 1.a., Department of Defense Commercial Activities Management Information System (DCAMIS) Component Responsibilities and Data Elements under OMB A-76 Circular Revisions, September 22, 2006.
- c. DCAMIS Interim Guidance with Updated A-76 Data Elements dated October 29, 2002 (Updated on May 25, 2004).
- d. COMPARE User's Manual, Chapter 7 – DCAMIS Data Export (DoD Only)
- e. Operational Order No. 3, Performance Accountability.
- f. Operational Order No. 4, Performance Accountability Execution.

2. GENERAL

- a. DCAMIS is the mandatory Department of Defense (DoD) automated system used to track competitive sourcing information. DoD uses information in DCAMIS to meet its official reporting requirements on public-private competitions and the results of implementing public-private competition decisions.
- b. References 1.a. and 1.b. apply to competitions announced under the revised OMB Circular A-76 dated May 29, 2003. The instructions are used to initiate and maintain records separate from the legacy system.
- c. Reference 1.c. applies to only one USACE competitions announced since October 1, 1994 and for which a decision was reached on or after October 1, 2000 under the previous circular. Only one U.S. Army Corps of Engineers (USACE) competition – the Red River Waterway – falls into this legacy system category.
- d. Data and records in DCAMIS require validation and review. For each DCAMIS record, each section contains a “validate” and “review” button. The “validate” and “review” icons are only available to users granted those privileges.
 - (1) Only individuals who are not designated to maintain a DCAMIS record on a routine or recurring basis have “validate” privileges. In USACE the Strategic Sourcing Program Office (SSPO) Administrative Officer inputs DCAMIS data and the Deputy Strategic Sourcing Program Manager (DSSPM) has “validate” privileges.



Operational Order No. 5 DCAMIS Reporting

(2) Only individuals at the headquarters level and who are not designated to maintain a DCAMIS record on a routine or recurring basis and who are also not granted validation privileges have review privileges. In USACE the Strategic Sourcing Program Manager (SSPM) has "review" privileges.

e. DCAMIS records must be validated and reviewed on at least an annual basis no later than 30 September. No further action is required after the validation or review of a section unless an update to a section occurs.

f. When a DCAMIS record is terminated or closed, a final validation and review of the record's last recorded section(s) is required.

g. DCAMIS consists of the following sections to record information about a competition throughout its life cycle -

(1) Record Administration – identifies information associated with record maintenance.

(2) Preliminary Planning – data required to create and begin a competition including baseline costs and competition officials.

(3) In-Progress – data related to conducting the competition including manpower adjustments, competition actions, and offers and tenders determination.

(4) Decision – data documenting actions beginning with the announcement of a performance decision including the performance decision, adjusted baseline costs, incremental costs of conducting the competition, dispute information, final decision, and the Standard Competition Form (SCF)/Streamlined Competition Form (SCF) cost details.

(5) Post Decision – data tracking the actual execution of the final decision including personnel transition actions and service provider (SP) post competition execution information to include phase-in and post competition accountability.

(6) Competition Milestones – current and planned dates. (Original Planned and Actual dates are displayed in this section and are taken from the dates entered into the Preliminary Planning, In-Progress and Decision phase sections.)

h. A separate Documents section houses mandatory and optional documents uploaded to the system.

i. DCAMIS reporting by performance periods applies as follows:

(1) The 1st performance period is the phase-in period. It can be for any period of time (e.g., days, a year, two years, etc.)



(2) The 2nd performance period is the first period of full performance. It is the period when the SP becomes fully responsible for performance. Costs for the period is for 12 months or less based upon the actual start and actual end dates.

(3) The 3rd performance period covers full performance and actual costs reported are for those expended for the 12 month period. This requirement applies to all except the last performance period.

(4) Last Performance Period is a period of full performance of 12 months or less based upon the actual start and actual end dates.

3. DCAMIS Data Elements

a. The SSPO depends on information from a variety of sources to populate the DCAMIS data elements. The following table shows the DCAMIS section, data element and staff source (other than the SSPO).

DCAMIS Section	Contracting Officer (KO)	Human Resource Advisor (HR)
Preliminary Planning	1-14, 1-15	
In-Progress	2-12 to 2-18, 2-22, 2-23, 2-26, 2-28 to 2-37	
Decision	3-1 to 3-3, 3-21 to 3-47, 3-66 to 3-68, 3-70, 3-72, 3-79	3-48 to 3-55
Post Decision	4-22 to 4-27, 4-30 to 4-32, 4-42 to 4-46	4-1 to 4-20

b. The next table shows the DCAMIS sections and data and other data input-related information. The purpose of the table is to help the SSPO Administrative Officer to gather the data and documents required prior to beginning data input. It also provides information for those staff sources who provide information to the SSPO to support DCAMIS reporting.



LEGEND: Data Element Input and Staff Sources
COMPARE
DCAMIS
ACSIM
Office of the Secretary of Defense (OSD)
Functional Proponent Project Manager (FPPM)
Contracting Officer (KO)
Human Resource Advisor (HRA)
Resource Management (RM)

Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
Record Administration						
A-1	DoD Component	ACSIM	CPAS			
A-2	Competition Number	ACSIM				
A-3	Managing Organization	ACSIM				
A-4	Incumbent	SSPO	Preliminary Planning Report	(C) Private Sector (E) Expansion (I) Agency (N) New Requirement (S) Public Reimbursable Provider	I	I
A-5	Competition Status	DCAMIS	Unless Cancelled			
A-6	Conversion or Cancellation Documents	SSPO	DCSO Conversion or Cancellation Letter CSO Conversion or Cancellation Letter			
A-7	Conversion or Cancellation Approval Date					
A-8	Cancellation Explanation					
A-9	Competition Title	ACSIM	CPAS			
A-10	Time Limit Waiver Approval	SSPO	DCSO Time Limit Waiver Letter	Option (Y) or (N)	Y	Y
A-11	Time Limit Waiver Approval Date			Selected from calendar utility	3/13/06	3/13/06
A-12	Time Limit Waiver Documents			Upload CSO approval document	See file name	
A-13	OMB Approved Deviations		DCSO, CSO, OMB Deviation Letters	None Deviation Attachment B to the Circular Deviation Attachment D to the Circular		



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
				Deviation Attachment D to the Circular Other deviation form the Circular		
A-14	OMB Deviation Explanation					
				Upload Memos from the DoD CSO deviation to OMB and the OM approval		
A-15	OMB Deviation Documents					
A-16	Competition Coordinator			Pick name of SSPM		Ray N
A-17	Last Updated					
A-18	Last Updated By					
A-19	Last Reviewed					
A-20	Last Reviewed By					
A-21	Last Validated					
A-22	Last Validated By					
		DCAMIS	See reference 1.1 on how the system does this			
A-23	Competition Comments	SSPO		Use this block as an alert that the competition is a combination of defense and civil works appropriations. Show the percentage split.	31% civil works 69% defense funded	78% ci work 22% defens funde
Phase 1 - Preliminary Planning						
Preliminary Planning Data						
1-1	Scope: Location Name					
1-2	Scope: Function Code					
1-3	Scope: Announced Civilian Authorizations				55	80
1-4	Scope: Announced Military Authorizations					1461
1-5	Scope: Announced Officer Authorizations					
		ACSIM	These are optional elements. If ACSIM requires data, SSPO will request RM to provide information from the IMD used for the CPAS information	Optional		
1-6	Scope: Announced Enlisted Authorizations					



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
1-7	Competition Type	SSPO	CPAS	Response is either A – standard competition or B – streamlined competition	A	A
1-8	DoD Function Code Classification	DCAMIS				
1-9	Basis for SLCF, Line 7	SSPO	Preliminary Planning Report	Market Research Solicitation	Market R	
1-10	Statutory Classification	DCAMIS				
1-11	Feasibility Study/Business Case Analysis Start Date	SSPO	HR Strategic and Competitive Sourcing Plan submitted to OMB in Sept 2002	Selected from calendar utility	Septemb	
1-12	Preliminary Planning Start Date		Milestone Schedule		10/3/03	10/3/0
1-13	Congressional Notification Date (Announcement)		E-mail form ACSIM indicating notification		7/16/04	1/25/0
1-14	Incumbent Service Provider Notification Date		E-mail from KO to local KOs		Need from Cathey	Need from Cathe
1-15	Start Date		KO E-mail indicating FedBizOpps Public Announcement date		8/27/04	3/2/0
1-16	Schedule: Planned PWS Development Start Date		Milestone Schedule		8/31/04	3/22/0
1-17	Schedule: Planned PWS Development End Date				12/17/05	8/31/0
1-18	Schedule: Planned Agency Tender Development Start Date				8/31/04	3/22/0
1-19	Schedule: Planned Solicitation Issue Date				3/14/05	9/6/0
1-20	Schedule: Planned Solicitation Closing Date				6/30/05	11/10/
1-21	Schedule: Planned Initial Performance Decision Date				8/19/05	1/20/0
1-22	Schedule: Planned Service Provider Start Date				11/15/05	2/3/0
1-23	Section Comments					Delayed due to protests to agenc
Preliminary Planning Baseline Costs						
1-24	Preliminary Planning Baseline Cost From Line 1: Personnel Costs		COMPARE	DPW, UFC	See Preliminary P	



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
1-25	Preliminary Planning Baseline Cost From Line 2: Material and Supply Costs	SSPO		require manual input since preliminary planning was completed before COMPARE was modified to calculate baseline costs		
1-26	Preliminary Planning Baseline Cost From Line 3: Other Specifically Attributable Costs					
1-27	Preliminary Planning Baseline Cost From Line 4: Overhead Costs					
1-28	Preliminary Planning Baseline Cost From Line 5: Additional Costs					
1-29	Preliminary Planning Baseline Cost From Line 6: Total Cost of Performance					
1-30	Preliminary Planning Baseline Cost for Incumbent Private Sector or Public Reimbursable Provider		Preliminary Planning Report	Only required if incumbent is not USACE		
1-31	Preliminary Planning Competition Savings		Projected savings provided to OMB during annual reporting		1.5M	2.5M
1-32	Section Comments			Optional		
Competition Officials						
1-33	PWS Team Leader Name	SSPO	Appointment Letter	See appointment letters (where a for all three competitions, see the under IM/IT		
1-34	PWS Team Leader Phone		Global Address Book			
1-35	PWS Team Leader Email		Appointment Letter			
1-36	Agency Tender Official Name		Global Address Book			
1-37	Agency Tender Official Phone		Appointment Letter			
1-38	Agency Tender Official Email		Global Address Book			
1-39	Human Resource Advisor Name		Appointment Letter			
1-40	Human Resource Advisor Phone		Global Address Book			
1-41	Human Resource Advisor Email		Appointment Letter			
1-42	Contracting Officer Name		Global Address Book			
1-43	Contracting Officer Phone		Appointment Letter			
1-44	Contracting Officer Email		Global Address Book			
1-45	Baseline Costing Official Name		Appointment Letter			
1-46	Baseline Costing Official Phone		Global Address Book			
1-47	Baseline Costing Official Email	Appointment Letter				
1-48	Source Selection Authority Name					
1-49	Section Comments					



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
Phase 2 - In-Progress						
Adjustments to Manpower						
2-1	Adjustments to Announced Civilian Authorizations	SSPO	Verified Affected Employee Spreadsheets	User entered in a table by location and DoD function.		
2-2	Adjustments to Announced Military Authorizations					
2-3	Adjustments to Announced Officer Authorizations					
2-4	Adjustments to Announced Enlisted Authorizations	DCAMIS	This is an optional data element, if ACSIM requires data, SSPO will provide from above spreadsheets.			
2-5	Refined Civilian Authorizations					
2-6	Refined Military Authorizations					
2-7	Refined Officer Authorizations					
2-8	Refined Enlisted Authorizations					
Competition Actions						
2-9	Actual PWS Development Start Date	SSPO	Published Milestone Schedule	Selected from a calendar utility	8/31/04	3/22/05
2-10	Actual PWS Completion Date				2/15/05	8/15/05
2-11	Actual Agency Tender/Cost Estimate Development Start Date				8/31/04	3/22/05
2-12	Market Research Methods		KO	Choices are: Request for Information Research existing contracts	Request for Info	Request for Info
2-13	Solicitation Kind			Choices are: (U) Unrestricted (A) Restrict to small business (E) SBA (8a) set aside Tribal Owned Business (F) Hawaiian Owned Org. (B) SBA (8a) set aside (NOT E or F) (C) JWOD	A	A



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
2-14	Acquisition Type			Choices are: (N) Negotiated (S) Sealed Bid	N	N
2-15	Source Selection Process			Choices are: (A) Lowest Price Technically Acceptable (B) Tradeoff (C) Hybrid* (previous circular only) (D) Phased Evaluation	A	A
2-16	Tradeoff Source Selection Approval Date			Selected from calendar utility (date of DoD CSO memo approving tradeoff source selection process)		
2-17	Tradeoff Source Selection Explanation			DoD letter above		
2-18	Tradeoff Source Selection Documents			DoD letter above		
2-19	Government Furnished Property			Choices are: (Y) or (N)	N	N
2-20	GFP Approval Document Date			Selected from a calendar utility		
2-21	GFP Approval Document		Upload document			
2-22	Contract Type		KO	Choices are: (A) Firm Fixed Price (or predominantly FPF) (B) Cost Reimbursable (or predominantly so)	A	A
2-23	Incentives Offered			Pick One Award Fee Incentive Fee None	None	Non
2-24	Solicitation Issue Date		Milestone Schedule	Confirm w/KO	3/31/05	10/12/05
2-25	Initial Solicitation Closing Date		Milestone Schedule		6/30/05	1/10/06
2-26	Number of Closing Date Amendments		KO		5	0
2-27	Actual Solicitation Closing Date		Milestone Schedule		1/12/06	1/10/06
Offers/Tenders Determination						
2-28	Number of Private Sector Offers Received		KO		1	3



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
2-29	Number of Public Reimbursable Tenders Received	SSPO		(Zero or positive value) Responsible and responsive Responsible but not-responsive Not responsible but responsive Not responsible and non-responsive	0	0
2-30	Offers Determination				Not Responsible and non-responsive	1 offer responsible and responsive 2 offers not responsible and non-responsive
2-31	Impact of Offers Determination				Choices: Revise solicitation Implement agency tender	Implement Agency
2-32	DoD CSO Determination Approval Date				Selected from a calendar utility	
2-33	DoD CSO Determination Document(s)				Upload CCSO memo and DoD CSO written approval	
2-34	Offers Determination Comments					
2-35	Number of Private Sector Offers Received on Resolicitation					
2-36	Number of Public Reimbursable Tenders Received on Resolicitation					
2-37	Offers Determination for Resolicitation				User entered zero or positive value into a grid for: Responsible and responsive Responsible but non-responsive Not responsible and non-responsive	
2-38	Impact of Offers Determination for Resolicitation				DCAMIS	



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
2-39	Section Comments	SSPO				
Phase 3 - Decision Performance Decision						
3-1	Performance Decision	SSPO	KO	Choices are: (C) Private Sector (I) Agency (S) Public Reimbursable Source	I	I
3-2	Performance Decision Date			Date the SSA signed the initial SCF or SLCF	6/28/06	6/28/06
3-3	Decision Rationale			Choices are: (C) Cost (O) (OSD USE ONLY) (N) No satisfactory commercial source	C	C
3-4	Explanation for Other	OSD				
3-5	Section Comments	SSPO				
Cost of Conducting Competition						
3-6	Total Regular Pay Staff Hours for Permanent Civilian Employees	SSPO	Annual Report to OSD and CEFMS A-76 element		Fred	Fred
3-7	Total Staff Hours for Military Officer Personnel					
3-8	Total Staff Hours for Military Enlisted Personnel					
3-9	Total Regular Pay Staff Hours for Temporary Civilian Employees				Fred	Fred
3-10	Total Paid Overtime Staff Hours				Fred	Fred
3-11	Consultant Costs (\$000)				Fred	Fred
3-12	All Other Costs (\$000)				Fred	Fred
3-13	Average DoD Cost for a Civilian Staff Hour			OSD		Where data element 3-3 is (O)
3-14	Average DoD Cost for a Military Officer Staff Hour					
3-15	Average DoD Cost for a Military Enlisted Staff Hour					
3-16	Average DoD Incremental Cost for a Temporary Civilian Staff Hour					
3-17	Average DoD Incremental Cost for an Overtime Staff Hour					
3-18	Incremental Costs of Conducting the Competition (\$000)	DCAMIS				
3-19	Total Costs of Conducting the Competition (\$000)					
3-20	Incremental Costs Comments	SSPO	Annual Report to OSD			



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC		
			and CEFMS A-76 element					
Disputes								
3-21	Contest Received?	SSPO	KO	Option (Y) or (N)	N	N		
3-22	Date Contest Filed							
3-23	Contest Source			Choices are: (C) Private Sector Offeror (S) Public Reimbursable Certifying Official (U) Agent of Agency Employees				
3-24	SCF Recomputed?			Options (Y) or (N)				
3-25	Contest Impact			Choices are: Unchanged Changed Recomputed				
3-26	Performance Decision Reversal			Choices are: (C) Private Sector (I) Agency (S) Public Reimbursable Source				
3-27	Contest Resolution Date			Selected from a calendar utility				
3-28	Contest Comments							
3-29	GAO Protest Filed?			Option (Y) or (N)			N	N
3-30	GAO Protest Received Date			Date the first protest was filed with GAO				
3-31	GAO Protest Resolution			Choices are: (G) GAO Written Decision (C) Corrective Action by Agency				
3-32	GAO Protest Case Number							
3-33	SCF Recomputed?			Choices (Y) or (N)				
3-34	GAO Protest Impact					Choices are:		



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
				Unchanged Changed Recomputed		
3-35	Performance Decision Reversal			Choices are: (c) Private Sector (I) Agency (S) Public Reimbursable Source		
3-36	GAO Protest Resolution Date			Selected from a calendar utility		
3-37	GAO Protest Comments					
3-38	Court Action Filed?			Option (Y) or (N)	N	N
3-39	Court ID					
3-40	Court Action Filing Date			Selected from a calendar utility		
3-41	Court Action Source			(C) Private Sector Offeror (S) Public Reimbursable Certifying Official (E) Agency Tender Official (U) Agent of Agency Employees		
3-42	Court Case Resolution			Out of Court Settlement Court Decision		
3-43	SCF Recomputed?			Option (Y) or (N)		
3-44	Court Decision Impact			Choices are: Unchanged Changed Recomputed		
3-45	Performance Decision Reversal			(C) Private Sector (I) Agency (S) Public Reimbursable Source		
3-46	Court Action Explanation					
3-47	Court Action Date			Select from calendar utility		



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC		
3-48	Unfair Labor Practice Action Filed?		HRA	Option (Y) or (N)				
3-49	Unfair Labor Practice Action Received Date?			Select from calendar utility				
3-50	Unfair Labor Practice Action Resolution			(G) Written Decision (C) Corrective Action by Agency				
3-51	SCF Recomputed?			Option (Y) or (N)				
3-52	Unfair Labor Practice Action Impact			Unchanged Changed Recomputed				
3-53	Performance Decision Reversal			(C) Private Sector (I) Agency (S) Public Reimbursable Source				
3-54	Unfair Labor Practice Action Resolution Date			Select from calendar utility				
3-55	Unfair Labor Practice Action Comments							
Final Decision								
3-56	Planned First Period of Full Performance Start Date			COMPARE				
3-57	Planned First Period of Full Performance End Date							
3-58	Planned Last Period of Full Performance End Date							
3-59	Final Decision	SSPO	SCF/SLCF	(C) Private Sector (I) Agency (S) Public Reimbursable Source				
3-60	Final Decision Date			Selected from calendar utility				
3-61	Decision Rationale			(C) Cost (O) Other (OSD USE ONLY)				
3-62	Explanation for Other	OSD						
3-63	Signed SCF/SLCF	SSPO	Upload SCF/SLCF					
3-64	Name of MEO Letter of Obligation POC		LOO					
3-65	Position of MEO Letter of Obligation POC							
3-66	Contractor/Public Reimbursable Source Name		KO					
3-67	Prime Contractor Size	(L) Large (S) Small and/or Small Disadvantaged						



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
				business		
3-68	Solicitation Cancellation Date			Select from calendar utility		
3-69	Congressional Notification Date (Decision)		ACSIM E-mail to SSPO indicating notification made			
3-70	Public Announcement Date for Decision		KO			
3-71	Section Comments					
Adjusted Baseline Cost						
3-72	Baseline Government Furnished Property Costs		KO	Cost (or value) of the GFP		
3-73	Adjusted Baseline Cost Form Line 1: Personnel Costs	SSPO	COMPARE	Download utility in COMPARE (see Table 3)		
3-74	Adjusted Baseline Cost Form Line 2: Material and Supply Costs					
3-75	Adjusted Baseline Cost Form Line 3: Other Specifically Attributable Costs					
3-76	Adjusted Baseline Cost Form Line 4: Overhead Costs					
3-77	Adjusted Baseline Cost Form Line 5: Additional Costs					
3-78	Adjusted Baseline Cost Form Line 6: Total Cost of Performance					
3-79	Adjusted Baseline Cost for Incumbent Private Sector or Public Reimbursable Provider	SSPO	KO	Contract costs of the fee-for-service agreement costs of the incumbent provider over all projected performance periods		
3-80	Section Comments	SSPO				
Competition Form Cost Details						
3-81	Phase-In Period Start Date	SSPO	COMPARE	Download utility in COMPARE (see Table 3)		
3-82	Period of Full Performance Start Date					
3-83	Period of Full Performance End Date					
3-84	Agency Tender FTES					
3-85	SCF/SLCF Line 1: Personnel Costs					
3-86	SCF/SLCF Line 2: Material and Supply Costs					
3-87	SCF/SLCF Line 3: Other Specifically Attributable Costs					
3-88	SCF/SLCF Line 4: Overhead Costs	COMPARE				
3-89	SCF/SLCF Line 5: Additional Costs					
3-90	SCF/SLCF Line 6: Total Cost of Agency Performance					



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
3-91	SCF/SLCF Line 7: Contract Price or Public Reimbursable Cost Estimate					
3-92	SCF/SLCF Line 8: Contract Administration Costs					
3-93	SCF Line 9: Additional Costs					
3-94	SCF Line 10: One-time Conversion Costs					
3-95	SCF Line 11: Gain on Assets					
3-96	SCF Line 12: Federal Income Tax Adjustment					
3-97	SCF Line 13: Total Adjusted Cost of Private Sector or Public Reimbursable Performance					
3-98	SCF/SLCF Line 14: Conversion Differential					
3-99	SCF/SLCF Line 15: Adjusted Total Cost of Agency Performance					
3-100	SCF Line 16: Adjusted Total Cost of Private Sector or Public Reimbursable Performance					
3-101	SCF/SLCF Line 17: Cost Difference					
3-102	Estimated Savings	DCAMIS				
3-103	Section Comments	SSPO				
Phase 4 - Post Decision						
Transition Actions						
4-1	Civilian Workforce Actions	SSPO	HRA	None VERA VSIP RIF		
4-2	VERA Period Start Date			Select from calendar utility		
4-3	VERA Period End Date					
4-4	VSIP Period Start Date					
4-5	VSIP Period End Date					
4-6	RIF Period Start Date					
4-7	RIF Period End Date					
4-8	Civilians Accepting VERA					
4-9	Civilians Accepting VSIP					
4-10	Civilian Transfers					
4-11	Civilian Retirements					
4-12	Civilian Involuntary Separations					
4-13	Vacant Civilian Authorizations					



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
4-14	Vacant Military Authorizations			Coordinate with RM		
4-15	Involuntarily Separated Employees on Right of First Refusal List					
4-16	Employees Paid Severance Pay					
4-17	Total Amount of Relocation Costs					
4-18	Total Actual Amount of Severance Paid					
4-19	Total Actual Amount of Retraining Costs					
4-20	Total Actual Continuing Health Care (TCC) Paid					
4-21	Section Comments					
Service Provider Phase-In Information						
4-22	Contract Award/Letter of Obligation/Fee-for-Service Agreement Date	SSPO	KO	Selected from calendar utility		
4-23	Contractor Address					
4-24	Contract or Fee-for Service Agreement Number					
4-25	Actual Phase-In Period Start Date					
4-26	Actual Phase-In Period End Date					Selected from calendar utility
4-27	Actual Phase-In Period Total Costs					
4-28	Section Comments					
Post Competition Execution Information						
4-29	Actual Period of Full Performance Start Dates	DCAMIS				
4-30	Actual First Period of Full Performance End Date	SSPO	KO	Selected from calendar utility		
4-31	Actual Last Period of Full Performance End Date					
4-32	Contract/Public Reimbursable Source Actual Cost					
	MEO Actual FTEs					
	Actual MEO Personnel Costs					
4-35	Actual MEO Estimated Overhead Costs	DCAMIS				
	Actual MEO Subcontract Cost	SSPO				
	Actual MEO Other Costs					
4-38	Actual MEO Total Costs	DCAMIS				
	Reason for Change in Costs or MEO FTEs	SSPO		(A) Requirements Added (F) Requirements Reduced or Eliminated		



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
				(R) Actual MEO Pay Rates (not grades) Greater than Reflected in SCF/SLCF (W) Pay Rate Increases (from DOL, collective bargaining, or OPM-directed changes) (N) Common Costs Not Included (see data elements document) (U) Unfilled Authorizations (see data elements document)		
	New Service Provider			Option (Y) or (N) (If yes, complete 4-41 through 4-46 below)		
	New Service Provider Type			(C) Private Sector (I) Agency (S) Public Reimbursable Source		
4-42	New Service Provider Start Date		KO	Selected from calendar utility		
				Options: Service provider defaulted Option year not renewed Consolidation Reorganization Name Change		
4-43	Reason for Change in Service Provider			Streamlined Competition Standard Competition New Contract Interim contract (limited to one year) Interim LOO (limited to one year) Interim Fee-for-Service Agreement (limited to one year)		
4-44	Default Resolution	SSPO				



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
4-45	New Prime Contractor Size			(L) Large (S) Small		
4-46	New Prime Contractor Name					
4-47	Early closure of Competition Record?			Option (Y) or (N)		
4-48	Record Closure Date			Selected from calendar utility		
4-49	Reason for Early Closure			Service provider defaulted Option year not renewed Requirements eliminated Functions recompleted Divestiture Privatization Reorganization Restructuring Base Realignment and Closure National Defense Homeland Security		
4-50	Early Closure Approval Document			Upload DoD CSO approval memo		
4-51	Section Comments					
Post Competition Accountability for MEO						
4-52	Post Competition Review Conducted?			SSPO	Option (Y) or (N)	
4-53	Period of Full Performance Reviewed				Pick (1) or (2)	
4-54	Review Period Start Date	DCAMIS				
4-55	Review Period End Date					
4-56	Post Competition Review Start Date	SSPO		Select from calendar utility		
4-57	Post Competition Review Completion Date					
4-58	Post Competition Review Results			(A) Acceptable (including correction of minor deficiencies) (M) Acceptable pending correction of major deficiencies (S) Unacceptable, scheduled for		



Table 2 – Data Element Input Information

Data Element	Data Element Name	Who Inputs	Source	Note	DPW	UFC
				recompetition		
4-59	Projected Date for Recompetition			Select from calendar utility		
4-60	Post Competition Review Comments					
Competition Milestones						
X-1	Original Plan Date	DCAMIS		Select from calendar utility for the following milestone events: 1- PWS Development Start Date 2 - PWS Development End Date 3 - Agency Tender/Cost Estimate Development Start Date 4 – Solicitation Issue Date 5 – Solicitation Closing Date 6 – Performance Decision Date 7 – Service Provider Start Date for Full Performance		
X-2	Current Plan Date					
X-3	Actual Completion Date	DCAMIS				
X-4	Section Comments					



4. Exporting COMPARE data to DCAMIS

a. The following table shows the data elements populated through a download utility in COMPARE¹

Table 3 - COMPARE Generated Data Elements			
Data Element Number	Data Element	Data Element Number	Data Element
1-24	Preliminary Planning Baseline Cost From Line 1: Personnel Costs	3-84	Agency Tender FTEs
1-25	Preliminary Planning Baseline Cost From Line 2: Material and Supply Costs	3-85	SCL/SLCF Line 1: Personnel Costs
1-26	Preliminary Planning Baseline Cost Form Line 3: Other Specifically Attributable Costs	3-86	SCF/SLCF Line 2: Material and Supply Costs
1-27	Preliminary Planning Baseline Cost Form Line 4: Overhead Costs	3-87	SCF/SLCF Line 3: Other Specifically Attributable Costs
1-28	Preliminary Planning Baseline Cost Form Line 5: Additional Costs	3-88	SCF/SLCF Line 4: Overhead Costs
1-29	Preliminary Planning Baseline Cost Form Line 6: total Cost of Performance	3-89	SFC Line 5: Additional Costs
3-56	Planned First Period of Full Performance Start Date	3-90	SCF/SLCF Line 6: Total Cost of Agency Performance
3-57	Planned First Period of Full Performance End Date	3-91	SCF/SLCF Line 7: Contract Price or Public Reimbursable Cost Estimate
3-58	Planned Last Period of Full Performance End Date	3-92	SCF/SLCF Line 8: Contract Administration
3-73	Adjusted Baseline Cost Form Line 1: Personnel Costs	3-93	SCF Line 9: Additional Costs
3-74	Adjusted Baseline Cost Form Line 2: Material and Supply Costs	3-94	SCF Line 10: One-time Conversion Costs
3-75	Adjusted Baseline Cost Form Line 3: Other Specifically Attributable Costs	3-95	SCF Line 11: Gain on Assets
3-76	Adjusted Baseline Cost Form Line 4: Overhead Costs	3-96	SCF/SLCF Line 12: Federal Income Tax Adjustment
3-77	Adjusted Baseline Cost Form Line 5: Additional Costs	3-97	SCF/SLCF Line 13: Total Adjusted Cost of Private Sector or Public Reimbursable Performance
3-78	Adjusted Baseline Cost Form Line 6: Total Cost of Performance	3-98	SCF/SLCF Line 14: Conversion Differential
3-81	Phase-In Period Start Date	3-99	SCF/SLCF Line 15: Adjusted Total Cost of Agency Performance
3-82	Period of Full Performance Start Date	3-100	SCF Line 16: Adjusted Total Cost of Private Sector or Public Reimbursable Performance
3-83	Period of Full Performance End Date	3-101	SCF/SLCF Line 17: Cost Difference

b. Uploading COMPARE data to DCAMIS is a two-step process. First, a COMPARE file must be exported as an .xpt file in COMPARE; and second, the .xpt file must be imported while in DCAMIS. Reference 1.c. describes the DCAMIS Data Export which is only available to DoD organizations. It supports exporting data from a COMPARE file directly into DCAMIS. This feature exports only certain data elements from COMPARE that match data elements contained in DCAMIS.

c. The DCAMIS data export is performed once the cost data is complete and accurate. **A DCAMIS export file cannot be edited or modified after the export**

¹ COMAPRE is the mandatory software used to compute baseline, adjusted baseline, and agency cost estimates.



process is complete. If COMPARE cost data must be modified after running the export, the entire export must be run again and the previous export data file must be deleted.

d. The export feature in COMPARE automatically generates a filename for the data export file. The filename starts with either p76_ (Preliminary Planning Baseline Costs), b76_ (Adjusted Baseline Costs), or a76_ (Agency Cost Estimate) followed by a unique numerical equivalent of when the file was created followed by an underscore and the competition number from the COMPARE file. The file extension is .xpt.²

e. After successfully exporting and saving the COMPARE file the next step is to import the file with the necessary data to DCAMIS by executing the DCAMIS import feature. This functionality will upload data from the .xpt file creating during the COMPARE export procedure.

f. The following describes COMPARE - DCAMIS Data Export Process –

(1) From the Competition Information screen in COMPARE **click on the DCAMIS DATA EXPORT button** and enter the current COMPARE password. COMPARE will then display a warning message giving you a chance to cancel the operation.

(2) If ready to proceed, **click YES** and a save dialog box will appear which will allow saving the export file to a location of choice. Once satisfied with the location, **click the OPEN button** to continue and start the automatic data export process. After **clicking OK** to a COMPARE processing message on the time to complete the process, the program will notify the user of the COMPARE lines containing no value. **Click OK** for each dialog box that appears until the export is complete.

(3) Once the export is complete, COMPARE will display a message indicating the export process was successful. **Click OK to complete the DCAMIS data export.**

g. The following describes the DCAMIS – COMPARE Import Process

Using DCAMIS proceed to open the corresponding study file to the appropriate section, and while in the INPUT working mode, complete the following steps to import COMPARE data contained in the .xpt file created during the Export process:

(1) **Select the UPLOAD button**, – a single file to import window will open along with a browse and import button.

(2) **Click on the BROWSE button** and in the opened explorer window, highlight the desired COMPARE export file.

² For further details on this COMPARE feature see reference 1.c.



(3) Click on the IMPORT button, COMPARE information immediately populates the screen.

(4) Click on the sections SAVE button, the import of the COMPARE data is now complete.

Schedule of DCAMIS Actions

- DUSD(I&E) memorandum dated 6 Dec 06, subject: Competitive Sourcing Policy – DoD Commercial Activities Management Information System (DCAMIS)
 - Requires DoD components to comply with the above policy and populate the new system by 31 Dec 06
 - Assigns validation and review privileges
 - Validate privileges are granted only to individuals who are not designated to maintain DCAMIS records on a routine and recurring basis
 - Review privileges are granted only to individuals not designated to maintain records and also not granted validation privileges
 - In USACE Betty maintains the records, Lois validates, and Ray reviews
- The following is the recommended schedule to meet the OSD 31 Dec 06 suspense

Action	Responsibility	Start Date	End Date
Complete data input for all competitions up to current point in time	Betty	15 Dec	19 Dec
Validate all records	Lois	20 Dec	20 Dec
Review all records	Ray	21 Dec	21 Dec