OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MAR 2 9 2004

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: Responsibilities of the Department of Defense (DoD) Competitive Sourcing Official (CSO) and Component Competitive Sourcing Officials (CCSO)

The Office of Management and Budget (OMB) published the revision to OMB Circular A-76, Performance of Commercial Activities, on May 29, 2003. On September 12, 2003, the Deputy Secretary of Defense appointed the Deputy Under Secretary of Defense (Installations and Environment) as the Department of Defense (DoD) Competitive Sourcing Official (CSO), in accordance with paragraph 4.f. of the revised Circular. The DoD CSO is responsible for the implementation of OMB Circular A-76 in DoD and is the principal official in charge of the Department's Competitive Sourcing Program.

The above addressees are appointed as the Component Competitive Sourcing Officials (CCSO) for their respective DoD Components. As the CCSO, you are responsible for the implementation of OMB Circular A-76 within your Component and any implementing guidance applicable to your Component. As such, you are the principal official in charge of your Component's Competitive Sourcing Program.

Attachment 1 sets forth the DoD CSO's responsibilities, under the revised Circular, that I will not delegate, either because the Circular prohibits delegation or because I have elected to retain the specified responsibilities. I hereby delegate the responsibilities identified in Attachment 2 to each CCSO. Re-delegation of these CCSO responsibilities is permitted, except as indicated in Attachment 2.

The Department of Defense Strategic and Competitive Sourcing Programs Interim Guidance, issued on April 3, 2000, is rescinded. DoD Components shall continue to comply with the DoD A-76 Costing Manual, issued on March 14, 2001, except where costing guidance is superseded by Attachment C to the revised Circular.

Clear, transparent, and consistently applied policies and procedures are the essential elements of successful public-private competitions. CCSOs must ensure that their Components conduct fair and efficient public-private competitions without bias for any preferred outcome or preferential treatment of any source (private sector, government personnel, or other agencies). Public-private competition continues to be a proven process that is essential in determining cost-effective and efficient sources to perform the Department's commercial activities.

Raymond F. DuBois
Deputy Under Secretary of Defense
(Installations and Environment)

Attachments:
1. DoD CSO Responsibilities
2. CCSO Responsibilities

DoD CSO RESPONSIBILITIES

March 2004

As required by the Office of Management and Budget (OMB) Circular A-76, May 29, 2003, and the DoD Competitive Sourcing Official (CSO), this chart identifies the responsibilities of the DoD CSO.		
	DoD CSO RESPONSIBILITIES	OMB Circular A-76 References
1	The DoD CSO shall submit a DoD request to OMB to deviate from OMB Circular A-76.	**Circular:** Paragraph 5.c.
2	The DoD CSO shall determine if the Circular applies to DoD during times of a declared war or military mobilization.	**Circular:** Paragraph 5.h.
3	The DoD CSO shall approve any cancellation of a streamlined and standard competition.	**Attachment B:** Paragraph B.3.a.
4	The DoD CSO shall (a) approve a time limit waiver and extension to an approved time limit waiver for a specific standard competition and (b) notify OMB of such approvals or extensions.	**Attachment B:** Paragraph D.1.
5	When no satisfactory private sector or public reimbursable source responds to a solicitation issued for a standard competition, the DoD CSO shall make a written determination to revise and reissue the solicitation or implement the agency tender.* If revising and reissuing the solicitation may result in a performance decision date that exceeds the standard competition's time limit, the DoD CSO shall consult with OMB prior to approving the course of action.	**Attachment B:** Paragraph D.4.d.(2)
6	The DoD CSO shall (a) approve the use of the trade-off source selection process for a specific standard competition, and (b) notify OMB of such an approval.	**Attachment B:** Paragraph D.5.b.(3)
7	The DoD CSO shall approve the determination that a most efficient organization (MEO) is a high performing organization and exempt from follow-on competition.	**Attachment B:** Paragraph E.5.b.
8	The DoD CSO shall approve the termination of a source (determined by a standard or streamlined competition) based on reasons other than failure to perform, and shall notify OMB of such an approval.	**Attachment B:** Paragraph E.6.b.
9	The DoD CSO shall fund and maintain the currency and accuracy of COMPARE, the COMPARE User's Guide, and COMPARE tables for all federal agencies and the DoD A-76 Costing Manual.*	**Circular:** Paragraph 4.i. **Attachment C:** Paragraph A.2.a.
10	The DoD CSO shall fund and maintain the DoD best practices website known as SHARE A-76! for all federal agencies.*	**Circular:** Paragraph 4.h. **Attachment B:** Paragraph E.1.
11	The DoD CSO shall fund and maintain a DoD database [the DoD Commercial Activities Management Information System (CAMIS)] to track the execution of DoD streamlined and standard competitions.*	**Circular:** Paragraph 4.j. **Attachment B:** Paragraph E. 2.
12	The DoD CSO shall conduct the requirements stated in the Circular to communicate with OMB.*	**Circular:** Paragraphs 4.l., 5.c., 5.e. **Attachment A:** Paragraphs A.2., B.1., C.2., D.6. **Attachment B:** Paragraphs C.2., D.1., D.3.a.(7), D.4.d.(2), D.5.b.(3), E.3., E.6.b. **Attachment C:** Paragraphs A.2.a., A.2.b.10.

* A DoD CSO responsibility as determined by the DoD CSO that is not a specified CSO responsibility in the Circular.

CCSO RESPONSIBILITIES

March 2004

As required by the Office of Management and Budget (OMB) Circular A-76, May 29, 2003, and as delegated by the DoD CSO, this chart identifies the responsibilities of a DoD Component CSO (CCSO).

	DoD CSO Responsibilities Delegated to CCSO	OMB Circular A-76 Reference(s)	Further Delegation Allowed	
			Military Departments	**Agencies and Field Activities**
1	The CCSO shall conduct the Circular's requirements to communicate with OMB through the DoD CSO.*	**Circular:** Paragraph 5.c. **Attachment B:** Paragraphs B.3.a., C.2., D.1., D.3.a.(7), D.4.d. D.5.b.(3), E.5.b., E.6.b.	Further Delegation Not Permitted	Further Delegation Not Permitted
2	A CCSO shall, to the maximum extent practicable, centralize oversight responsibility and allocate sufficient resources for conducting public-private competitions.*	**Circular:** Paragraph 4.h.	Further Delegation Not Permitted	Further Delegation Not Permitted
3	A CCSO shall ensure public announcements are made announcing the start and end of a streamlined or standard competition.*	**Attachment B:** Paragraphs B.1., B.2., B.3.a.	Further Delegation Not Permitted	Further Delegation Not Permitted
4	A CCSO shall recommend a course of action to the DoD CSO for approval when no satisfactory private sector or public reimbursable source responds to a solicitation for a standard competition prior to reissuing a solicitation or implementing the agency tender.*	**Attachment B:** Paragraph D.4.d.	Further Delegation Not Permitted	Further Delegation Not Permitted
5	A CCSO shall ensure that the Component uses DoD's database [the DoD Commercial Activities Management Information System (CAMIS)] to identify execution data for public-private competitions and that accurate data are provided in a timely manner.*	**Circular:** Paragraph 4.j. **Attachment B:** Paragraphs E.2., E.3.	Further Delegation Not Permitted	Further Delegation Not Permitted
6	A CCSO shall approve time limit waivers and extensions of approved time limit waivers for streamlined competitions.	**Attachment B:** Paragraph C.2.	Further Delegation Not Permitted	Further Delegation Not Permitted
7	A CCSO shall ensure that the Component's inventory is in compliance with the DoD annual inherently governmental and commercial activities (IG/CA) guidance, and Attachment A to Circular A-76, which include, but are not limited to, the following requirements: (a) justifying the designation of government personnel performing inherently governmental activities; and (b) exempting a commercial activity performed by government personnel from performance by the private sector.*	**Circular:** Paragraph 5.b. **Attachment A:** Paragraphs B.1., C.2.	Written Delegation Permitted to Another Assistant Secretary of the Military Department	Further Delegation Not Permitted

* A CCSO responsibility as determined by the DoD CSO that is not a specified CSO responsibility in the Circular.

CCSO RESPONSIBILITIES

(CONTINUED)

March 2004

As required by the Office of Management and Budget (OMB) Circular A-76, May 29, 2003, and as delegated by the DoD CSO, this chart identifies the responsibilities of a DoD Component CSO (CCSO).

	DoD CSO Responsibilities Delegated to CCSOs	OMB Circular A-76 Reference	CCSO Delegation Authority	
			Military Departments	**Agencies and Field Activities**
8	A CCSO shall appoint competition officials for each standard competition, may appoint competition officials for streamlined competitions, and shall hold these officials are accountable for the timely and proper conduct of the public-private competitions.	**Attachment B:** Paragraphs A.8., B.1.	Written Delegation Permitted to (1) Another Assistant Secretary, (2) a General Officer No Lower Than the Major Command Level, or (3) a DoD Senior Executive Service Civilian No Lower Than the Major Command Level	Written Delegation Permitted to the Deputy Director of the DoD Agency or DoD Field Activity
9	A CCSO shall approve the use of government-furnished property, performance bonds, and award fees in a solicitation issued for a standard competition.	**Attachment B:** Paragraphs D.3.a.(8), D.3.a.(10), D.3.a.(12)		
10	A CCSO shall approve a solicitation amendment to change the solicitation closing date to accommodate the submission of the agency tender.	**Attachment B:** Paragraph D.4.a.(2)		
11	A CCSO shall make the determination regarding deficiencies in an agency tender.	**Attachment B:** Paragraph D.5.c.(3)		
12	A CCSO shall ensure that the conversion differential is calculated in the agency cost estimate for a streamlined competition where the incumbent commercial activity is performed by more than ten DoD civilian employees.	**Statutory** Impact on Attachment C:** Paragraphs A.5, D.		

* A CCSO responsibility as determined by the DoD CSO that is not a specified CSO responsibility in the Circular.
** Section 8014 of the DoD Appropriations Act, 2004.