



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS AND ENVIRONMENT)

ASSISTANT SECRETARY OF THE NAVY (INSTALLATIONS AND ENVIRONMENT)

ASSISTANT SECRETARY OF THE AIR FORCE (INSTALLATIONS, ENVIRONMENT AND LOGISTICS)

DIRECTORS OF THE DEFENSE AGENCIES

DIRECTORS OF THE DOD FIELD AGENCIES

DIRECTOR FOR MANPOWER AND PERSONNEL, J-1

SUBJECT: DoD Guidance on Commercial Activities Management Information System (CAMIS)

CAMIS has served as the execution tracking system for the Competitive Sourcing Program (i.e., A-76) since 1979 and provides study-specific feedback to determine the status of our program. CAMIS is used to respond to a myriad of statutory reporting requirements and inquiries both internal and external to the Department. The existing CAMIS procedures updated on September 3, 1999, are superceded by this memorandum. Section 354 of the National Defense Authorization Act for Fiscal Year 2001 required DoD to develop a competitive and strategic sourcing tracking system to collect reliable data to be used to report annually to Congress. Our statutory obligation will be met through the implementation of a web-based CAMIS to improve our data collection methods, and to reduce redundant and burdensome data reviews.

Attached DoD guidance provides instructions for the web-based CAMIS. DoD components are directed to populate the new DoD system by complying with the guidance by November 15, 2002. As stated in the Implementation Plan, we will assist your transition by providing consultant support.

The DoD CAMIS eliminates the need to import and validate data and reduces the associated workload on our staffs. In developing our system, we incorporated the best aspects of each of the existing Navy, Army and Air Force systems into a single DoD system to serve as the source of real-time data. The system will serve as the DoD official source of competitive sourcing data to meet our legal and program management responsibilities. CAMIS will be used to track the Department's interim goals as reflected in the President's Management Reform Initiative on competitive sourcing.

I appreciate your support as we implement the DoD CAMIS and your continuing emphasis on timely and accurate data submission.

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

Attachment:
As stated



**DoD COMMERCIAL ACTIVITIES MANAGEMENT INFORMATION SYSTEM
(CAMIS) IMPLEMENTATION PLAN**

PHASE-IN PERIOD: OCTOBER – NOVEMBER 15, 2002

DoD Components shall comply with this DoD CAMIS Implementation Plan by October 31, 2002 and shall use DoD CAMIS when converting commercial activities to or from contract performance. DoD's consultant will meet with each Component to assist them in setting-up DoD CAMIS. This shall include establishing appropriate administrative and site control requirements suited to each Component's needs in preparation for entering the Component's CAMIS data into DoD CAMIS.

DoD CAMIS is a web-based system operating in the .mil domain. The components are required to create and maintain records by entering data through the DoD CAMIS data entry screens for all A-76 initiatives announced since October 1, 1994.

For all A-76 initiatives announced since October 1, 1994 when entering records into DoD CAMIS, the following tasks must be accomplished prior to creating a record:

1. Convert from the old DoD function codes (legacy data element 11) to the new DoD function codes.
2. For multi-location and/or multi-function code initiatives, break-out the following data elements by location and by new DoD function code:
 - > Announced authorizations (legacy data elements 14 and 15),
 - > The **difference (Adjustments)** between **Announced** authorizations and **Refined** authorizations (legacy data elements 21 and 22), and
 - > Baseline work years (legacy data elements 23 and 24).

For A-76 initiatives announced since October 1, 1994 **and** reaching final decision (resolution of all disputes) **before** October 1, 2000 (FY 2001), DoD CAMIS enforces DoD requirements that **selected new mandatory** data elements be entered.

For A-76 initiatives announced since October 1, 1994 **and** reaching final decision (resolution of all disputes) **on or after** October 1, 2000 (FY 2001), DoD CAMIS requires that **all mandatory** data elements be entered.

Future DoD CAMIS enhancements include a feature to attach PDF files to a CAMIS record and the capability to electronically import data extracted from win.COMPARE2.

DoD CAMIS DEFINITIONS AND COMPONENT RESPONSIBILITIES

This guidance provides DoD CAMIS description of terms including data element names, definitions, values, trigger events, sections, and phases presented in tabular form and organized in sequence of the data entry phases in the system. Each competitive sourcing initiative (i.e., standard cost comparison, streamlined cost comparison, direct conversion) will have a DoD CAMIS record that tracks execution and savings. Each initiative record has a “Record Administration” section that identifies information associated with DoD CAMIS record maintenance and four separate phases to track the initiative. The major sections are:

Record Administration: Administrative information and initiative status regarding the specific DoD CAMIS record.

Phase 1 – Start Up: This phase includes the DoD CAMIS data required to create and begin an initiative. The last element in this phase is the public announcement.

Phase 2 – In-Progress: This phase includes the DoD CAMIS data related to conducting the initiative. It begins with the establishment of the CA team and ends with the submission of the private sector offers.

Phase 3 – Decision: This phase includes the DoD CAMIS data to document decision actions beginning with the tentative decision, includes resolution of all disputes, and ends with the announcement of a final decision and entry of detailed cost comparison information.

Phase 4 – Post Decision: This phase includes DoD CAMIS data that tracks the actual execution of a final cost comparison decision. It includes transition actions, service provider information and post-MEO review information.

The software will not permit the creation of a record until after the announcement date of the initiative and will require data to be entered in most of the fields for Initiative Administration and Phase 1.

DoD CAMIS has a number of **Comment** and **Explanation** fields. These will normally be linked to the applicable data element vice a separate data element at the end of the DoD CAMIS record. A separate comments field is provided at the end of each section to allow Components to include miscellaneous remarks for each section, if desired.

DoD CAMIS contains a “Milestones” section. The **Original Planned** and **Current Planned** dates are optional and provided for a Component’s convenience to manage/oversee/track an initiative’s progress. The **Actual** dates are drawn from the dates entered in the Phases’ sections.

The term “Performance Period” as used in CAMIS (and win.COMPARE2) may not coincide with the performance periods in the solicitation and the actual contract. In DoD CAMIS (and win.COMPARE2), a performance period is a 12-month period except for the first and last performance periods which may be less than 12 months. If a working capital fund activity has a first performance period in the solicitation and contract of 36 months and a second performance period of 24 months, CAMIS (and win.COMPARE2) treats these as five 12-month performance periods.

The tables of data elements contain the following columns:

- **Data Element Name:** Identifies the name of a specific data element in DoD CAMIS as it appears on the data entry screen (Name equates to the title of the data field).
- **Definition:** Defines the data element.
- **Values:** Lists the valid DoD CAMIS entries permitted for specific data elements governed by an edit table (pick list) (except for large lists such as component major commands). DoD CAMIS normally displays the full name of each value on a screen displayed pick list (most codes are represented in this table by a single character after a dash that follows the full name and are used in DoD CAMIS Reports to condense the size of the report). No entry in this column implies that the user must enter a value via keyboard entry. However, some format restrictions may be imposed by the system, e.g., dollar values must be numeric.
- **Mandatory:** Identifies whether the data field is mandatory or optional and whether the data field is mandatory for only the set of initiatives reaching a “final decision” (after all disputes are resolved) from October 1, 2000 to the present.
- **Legacy CAMIS #:** Identifies the data element number contained in the OSD September 3, 1999 CAMIS guidance. It provides a crosswalk from what will be the “legacy” CAMIS data to DoD CAMIS.

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DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
A-1. DoD Component	<p>Record Administration</p> <p>Identifies the DoD Component (i.e., Military Service, Defense Agency, Field Activity) performing the initiative (Competitive Sourcing Initiative)</p> <p>System Generated</p> <p>Department of the Army – A National Imagery and Mapping Agency (NIMA) – B TRI-CARE Management Activity, Defense Medical Program Activity, and Uniformed Services University of the Health Services (USUHS) – C Washington Headquarters Service (WHS) – D Ballistic Missile Defense Organization (BMDO) – E Department of the Air Force – F National Security Agency (NSA) – G National Reconnaissance Office (NRO) – H Defense Legal Services Agency (DLSA) – I Joint Chiefs of Staff – J Defense Information Systems Agency (DISA) – K Defense Intelligence Agency (DIA) – L United States Marine Corps (USMC) – M United States Navy (USN) – N American Forces Information Service (AFIS) – O Defense Advanced Research Projects Agency (DARPA) – P Department of Defense Education Activity (DoDEA) – Q Defense Contract Audit Agency (DCAA) – R Defense Logistics Agency (DLA) – S Department of Defense Human Resources Activity — Defense Security Service (DSS) – T Defense Threat Reduction Agency (DTRA) – Y Defense Finance and Accounting Service (DFAS) – 2 Defense Commissary Agency (DeCA) – 3</p>	N/A	04	

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