



DEFENSE CONTRACT AUDIT AGENCY
DEPARTMENT OF DEFENSE
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IN REPLY REFER TO

PPS 540.1

June 1, 2010
10-PPS-017(R)

MEMORANDUM FOR REGIONAL DIRECTORS, DCAA
DIRECTOR, FIELD DETACHMENT, DCAA
HEADS OF PRINCIPAL STAFF ELEMENTS, HQ, DCAA

SUBJECT: Delegation of Signature Authority for Provisional Approval of Public Vouchers

Effective immediately, the Director has authorized Regions and FAO managers to revise their delegations of signatory authority to permit delegation to GS-9 level auditors and above the authorization to provisionally approve interim public vouchers. This approval authority is subject to FAO discretion. FAO managers will ensure that auditors' delegated approval authority possesses the necessary experience and competence to protect the Government's interests considering specific contractor risks.

FAOs are reminded that FAO public voucher review and sampling procedures should be established in accordance with CAM 6-1008. Review and sampling procedures should be documented in the FAO files.

DCAA Regulation 5600.1, Delegation of Signature Authority for Audit Reports and Other Audit Related Documents, has been updated for this revision (Enclosure 1). Instructions for registering new public voucher approval authorities in Wide Areas Work Flow (WAWF) can be found at www.wawf.eb.mil. If you have a problem or question concerning the establishment of a new WAWF account, or the assignment of WAWF roles, you should call your Regional Electronic Business Point of Contact (EB-POC) for WAWF (Enclosure 2).

FAO personnel should direct questions regarding this memorandum to their regional offices. Regional offices should direct their questions to Policy Publications and Systems Division, at (703) 767-3274 or by e-mail at DCAA-PPS@dcaa.mil.

/Signed/

Kenneth J. Saccoccia
Assistant Director
Policy and Plans

Enclosures:
a/s

DISTRIBUTION: C

DELEGATION OF SIGNATURE AUTHORITY FOR AUDIT
REPORTS AND OTHER AUDIT RELATED DOCUMENTS

1. REISSUANCE AND PURPOSE. This regulation establishes procedures for delegation and redelegation of authority to sign audit reports, and office correspondence, to sign DCAA Forms 1, to execute indirect expense rate agreements for contractors with audit determined rates, and to provisionally approve interim public vouchers for payment.

2. CANCELLATION. DCAA Regulation 5600.1, Delegation of Signature Authority, dated August 29, 2008, is hereby canceled.

3. APPLICABILITY AND SCOPE. This regulation applies to DCAA Regional and Field Detachment Offices and Field Audit Offices (FAOs).

4. POLICY.

4.1. General. Authority to sign all audit reports, audit-related office correspondence, and DCAA Forms 1; to execute indirect rate agreements; and to provisionally approve interim public vouchers for payment is hereby delegated to the regional directors, deputy regional directors, regional audit managers, and FAO managers. Each level of management may, by exception, further limit or rescind signatory authority. Such action must be in writing. This delegation may be redelegated only as specified in accordance with paragraphs 4.3. through 4.5.

4.2. FAO Manager Delegation. Delegation to sign audit reports, Forms 1, Indirect Rate Agreements and memorandums issued to close or cancel audit assignments must be to the level of the FAO manager or higher and this delegation cannot be re-delegated. Acting FAO managers have the same signatory authority as FAO managers, and their authority is not considered a redelegation for the purpose of this regulation. However, acting FAO managers should consider delaying the issuance of all audit reports, Forms 1, Indirect Rate Agreements and memorandums to close or cancel audit assignments that he or she supervised until the return of the FAO manager. If issuance of the report or correspondence cannot be delayed due to Agency mission requirements or customer needs, another FAO supervisor must review the report or correspondence prior to the acting FAO manager signing the document. The second supervisory review will be documented in the working papers.

4.3. Supervisory Auditor Delegation. The FAO manager may delegate to the office's supervisory auditors full or limited authority to sign all other audit correspondence not included in paragraph 4.2. Acting supervisory auditors have the same signature authority as delegated to the supervisory auditor while in the acting capacity.

4.4. Technical Specialist and Senior Auditor Delegation. The FAO Manager may further delegate to the office's technical specialists or senior auditors full or limited authority to:

- sign acknowledgement and notification letters, and
- provisionally approve interim public vouchers.

4.5 Auditor Delegation. The FAO Manager may also delegate to auditors at the GS-9 and GS-11 level to provisionally approve interim public vouchers.

5. PROCEDURES.

5.1. Redlegation or rescission of signature authority must be in writing and signed by the regional director, deputy regional director, regional audit manager, or FAO manager.

5.2. Audit reports will be signed as prescribed in CAM 10-211. The preparation and processing of indirect rate agreements, DCAA Forms 1, and interim public vouchers are discussed in CAM Chapter 6.

6. EFFECTIVE DATE. This regulation is effective immediately.



Patrick J. Fitzgerald
Director

**DCAA Electronic Business
Points of Contact
Wide Area Workflow**

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