



**DEFENSE CONTRACT AUDIT AGENCY**  
**DEPARTMENT OF DEFENSE**  
8725 JOHN J. KINGMAN ROAD, SUITE 2135  
FORT BELVOIR, VA 22060-6219

IN REPLY REFER TO

PPS 730.4.A.4

February 7, 2012  
12-PPS-003(R)

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

SUBJECT: New Procedures for Publication and Distribution of the Contract Audit Manual  
(CAM)

Effective January 2012, we will be making changes to the procedures for the publication and distribution of the hard copy CAM. Additionally, we will be making some changes to the downloaded desktop version and the intranet version to ensure that everyone will have the tools needed to effectively perform their audits.

In the past, the hard copy CAM has been published twice a year, in January and July, and each auditor in the Agency received a copy. In these two editions of the CAM, shading was considered to be a useful tool to alert individuals of any significant changes that were made since the previous hard copy version. Additionally, an electronic version of the hard copy CAM was downloaded to each employee's desktop, and the online version was available on the intranet. The online version was updated real-time.

Policy has received a number of suggestions from auditors across the Agency pertaining to the publication and distribution of the CAM. For example, several auditors commented that they were satisfied with the electronic version of the CAM and did not require a hardcopy. Therefore, Policy performed an analysis to determine if changes are needed to the existing CAM publication process. During this analysis, we tried to find ways to reduce production costs without diminishing the availability and effectiveness of the CAM.

After considering the employee feedback, Policy arrived at a new process for the publication and distribution of the CAM. Effective January 2012, the following new process will be used:

- (1) The hard copy CAM will be published only once a year (January). It is estimated that cutting production to one time a year will save the Agency approximately \$35,000 a year.
- (2) The hard copy CAM will be provided only to those auditors who request a copy. Each region will be asked to provide the number necessary for their Region by soliciting input from each FAO. When FAOs provide the number necessary, they

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must be sure to consider the arrival of new hires and transfers. Since the publication will take place only once a year, the FAOs/Regions must be sure that they have an adequate number of CAMs available to last through the entire year.

- (3) In addition to the shading of the hardcopy CAM, shading of significant changes will be included in the online version of the CAM to allow auditors to identify changes that have taken place since the issuance of the most recent hardcopy version.
- (4) The desktop CAM will be downloaded on a quarterly basis to allow those who do not have constant intranet access the ability to access a more recent version than the hardcopy. (The version on the intranet will still be the most up-to-date.)

DCAA employees should direct any questions to Policy Publications and Systems Division, at (703) 767-3274 or by e-mail at [DCAA-PPS@dcaa.mil](mailto:DCAA-PPS@dcaa.mil).

/Signed/

Kenneth J. Saccoccia  
Assistant Director  
Policy and Plans

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