



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

CMR

January 10, 2008

DCAA INSTRUCTION  
NO. 5025.2

**INDEX OF DCAA NUMBERED PUBLICATIONS**

1. REISSUANCE AND PURPOSE. To provide an index of DCAA publications as required by DCAA Publication System Manual 5025.15 and the Freedom of Information Act (FOIA), 5 U.S.C. 552.

1.1. The FOIA requires each agency to maintain and make available for public inspection and copying a current index identifying the Agency's documents considered public information material.

1.2. DCAA documents considered public information materials are published under the DCAA publications system as regulations, manuals, instructions, pamphlets, and bulletins, which are occasionally amended or supplemented by interim memorandums for regional directors and field audit office managers pending formal revision to the numbered publications. Current publications are found under Enclosure 1. Canceled publications are found under Enclosure 2. A definition of distribution codes for printed publications is found under Enclosure 3.

2. CANCELLATION. DCAA Instruction 5025.2, Index of DCAA Numbered Publications, dated January 26, 2007, is hereby canceled.

3. APPLICABILITY AND SCOPE.

3.1. This instruction applies to all organizational elements of DCAA.

3.2. This instruction establishes user charges to be applied for DCAA Numbered Publications.

4. RESPONSIBILITIES.

4.1. Headquarters. The Headquarters Publications Control Officer, located in the Information and Records Management Branch, Administrative Management Division, is responsible for maintaining a copy of each DCAA publication listed in the current Index of DCAA Numbered Publications and for making it available to the Agency webmaster for placement on the intranet and/or public website as appropriate.

## 4.2. Regions and Field Audit Offices.

4.2.1. The Regional Publications Control Officer is responsible for maintaining a copy of all publications issued by the region and a copy of any other DCAA publication that is applicable to the region that is not available on the intranet.

4.2.2. Field Audit Offices are responsible for maintaining a copy of each DCAA publication that is applicable to them that is not available on the intranet.

5. AVAILABILITY, SOURCES, AND CHARGES. DCAA publications are available to the public from the DCAA website, the DCAA Headquarters Publication Control Officer, or the Superintendent of Documents, U.S. Government Printing Office (GPO), as follows:

5.1. DCAA. DCAA public website ([www.dcaa.mil](http://www.dcaa.mil)) or DCAA Headquarters Publication Control Officer, Defense Contract Audit Agency, ATTN: CMR, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

5.1.1. DCAA publications posted on the Defense Contract Audit Agency public website ([www.dcaa.mil](http://www.dcaa.mil)) are available at no charge.

5.1.2. The DCAA Bulletin, published quarterly by DCAA Headquarters, is available on an annual subscription basis at a rate determined by a biennial evaluation prescribed by DCAAR 5120.1. The current rate is \$75.00 for a one-year subscription.

5.1.3. Publications other than the DCAA Bulletin are not available on a subscription basis from DCAA, and DCAA does not maintain a mailing list for notification of updates to publications.

5.1.4. DCAAM 7640.1, Defense Contract Audit Manual (CAM), is available for purchase from the GPO as described in section 5.2.

5.1.5. Requesters are charged for publications acquired through DCAA that are not available on the public website (and for which pricing is not addressed above). These charges are used to defray administrative expenses for DCAA time and materials. The following fees apply: 15 cents per page; \$1.50 per CD; \$20.00 per clerical hour of processing time; and \$44.00 per professional hour of processing time.

5.1.6. Publications are limited to one copy per requester. Additional copies may be reproduced by the requester as necessary.

5.1.7. DCAA will not mail publications until payment has been received from the requester. Requesters should make checks payable to DFAS-Columbus and mail them to the attention of the Headquarters Publications Control Officer at the address given above. Cash is not acceptable.

5.1.8. DCAA employees will safeguard collections through the use of a safe, locked file cabinet, or locked drawer or room, pending turn-in to the servicing accounting and finance office.

5.2. GPO Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

5.2.1. The Superintendent of Documents sets the charges for the DCAA publications that GPO makes available.

5.2.2. DCAAM 7640.1, Defense Contract Audit Manual (CAM), issued semiannually, is available for an annual subscription rate of approximately \$52.00 in the U.S. and \$72.80 in foreign countries.

5.2.3. Requests for the CAM should be forwarded to the address in 5.2 above with check or money order made payable to "Superintendent of Documents."

5.2.4. Questions should be directed to: Superintendent of Documents, Customer Information Division, Service Section (SSOS-UCP), Washington, DC 20402, phone (202) 512-1706.

6. FILING INSTRUCTIONS. Individuals responsible for maintaining office publications files and public reference libraries will check these files against Enclosures 1 and 2 of this instruction to ensure new publications are on file and canceled publications are withdrawn.

FOR THE DIRECTOR:

/s/  
Gary L. Simpson /for/  
J. Philip Anderson  
Assistant Director, Resources

Enclosures: 3

1. Index of DCAA Publications
2. Canceled DCAA Publications
3. Distribution Codes

## Index of DCAA Publications as of January 2008

NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION
			<b>1000 - 1399 Manpower and Personnel</b>		
1001.1	R	02/14/06	Accident Prevention, Safety, and Occupational Health	CMR	B
1100.1	R	03/31/06	DCAA Manpower Management System	CFB	Available Electronic
			<b>1400 - 1499 Civilian Personnel</b>		
1400.1	M	10/22/07	DCAA Personnel Management Manual	CPP	Available Electronic
1400.4	R	02/02/94	Stability of Employment	CPP	C
1403.2	HI	07/25/00	Reduction-In-Force Competitive Areas	CPO	A
1404.2	I	04/05/07	Senior Executive Services Reassignments	CPP	S
1411.6	R	01/31/95	Defense Contract Audit Agency Agency-Wide Veterans Employment Assistance Plan	CPP	S
1421.3	P	FY 2008	Catalog of Training Courses	OAI	Real-time on-line
1422.1	HI	02/13/06	Overtime Approval for DCAA HQ Personnel	CFA	Available Electronic
1422.2	HI	10/30/07	HQ Hours of Duty and Flexible Work Schedules	CPO	A
1434.1	HI	11/09/06	Operating Procedures for DCAA Senior Executive Service Performance Review Boards	CPP	B
1444.2	HI	05/04/87	Personnel Action Requests	CPO	A
1460.1	HI	12/27/02	Headquarters Telework Policy	CPP	A
			<b>3000 - 3999 Plans and Operations, Research and Development, Intelligence, and Computer Language</b>		
3020.1	I	08/10/89	Classified Guidance for Use in Developing DCAA COOP (Not for Sale or Public Release, Available in CS for Review Only)	CS	C
3020.2	M	09/04/07	Emergency Plans Manual (Not for Sale or Public Release)	CS	C
3020.4	R	02/10/06	DCAA Antiterrorism (AT) Program (Not for Sale or Public Release)	CS	Available Electronic
			<b>4100 - 4499 Materiel and Property</b>		

## Index of DCAA Publications as of January 2008

NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION
			<b>Management</b>		
4105.2	HI	01/05/04	Governmentwide Commercial Credit Card Program	CMA	Available Electronic
4140.2	R	09/13/02	Use of Government Office Equipment	OTS	Available Electronic
4205.2	R	07/05/05	Acquisition Policies and Procedures for Procuring Information Technology Resources	CMA	Available Electronic
4205.3	HI	03/21/05	Acquisition Policies and Procedures for Procuring Supplies, Equipment, Publications, Furniture, IT Hardware, Software, and Services	CMA	Available Electronic
			<b>4500 - 4599 Transportation</b>		
4505.1	I	09/11/91	Motor Vehicle Rental	CMR	
4515.2	HI	04/04/06	Management and Use of DCAA Staff Cars	CMA	A
			<b>5000 - 5099 Acquisition and Administrative Management</b>		
5000.1	R	08/15/03	Core Library	PAS	Available Electronic
5000.5	R	02/10/06	Special Credentials Cards	CS	B
5000.15	R	06/09/00	Actual Expense Allowance	CMR	Available Electronic
5010.3	R	11/20/79	Productivity Enhancement Measurement and Evaluation	OWD	B
5010.7	R	08/25/03	Internal Management Control Program	DX	Available Electronic
5015.1	M	03/20/01	Files Maintenance and Disposition Manual	CMR	Available Electronic
5015.2	R	12/96	Records Management Program	CMR	Available Electronic
5015.3	R	08/04/06	Forms Management Program	CMR	Available Electronic
5015.4	R	05/15/00	DCAA Mail Program	CMR	Available Electronic
5015.6	P	04/06/05	DCAA Forms Index	CMR	Available Electronic
5020.1	M	10/25/05	DCAA Correspondence Manual	CMR	Available Electronic
5020.3	HI	11/15/05	Headquarters Correspondence and Telephone Calls Directed to Branches and Residencies	DX	A
5020.3	R	12/22/06	Preparation and Processing of Legislation, Executive Orders, Proclamations	DL	Available Electronic
5025.1	HI	06/21/06	Procedures for Coordinating Proposed	PAS	Available Electronic

## Index of DCAA Publications as of January 2008

NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION
			Revisions to the DCAA Contract Audit Manual		
5025.2	I	01/08	Index of DCAA Numbered Publications	CMR	Available Electronic
5025.3	R	03/20/06	Use of DoD Seal and DCAA Insignia	DX	Available Electronic
5025.7	HI	02/14/06	Implementing and Processing of DoD Issuances	CMR	Available Electronic
5025.9	I	02/14/06	Commercial Publications	CMR	Available Electronic
5025.11	R	05/23/01	DCAA Electronic Mail System	OITN	Available Electronic
5025.15	M	02/02	DCAA Publication System	CMR	Available Electronic
5030.13	R	05/07/92	Federal Executive Boards	CPP	C
5030.14	I	12/19/07	Reimbursement for GSA Space, Services, and Facilities	CMA	Available Electronic
5030.15	R	07/24/90	Performance of Contract Administration and Audit Services on Direct Commercial Contracts of Foreign Governments or International Organizations	OAL	C
5030.16	R	08/01	Supporting Congressional Requests for Information	PAS	Available Electronic
			<b>5100 - 5199 Organization and Functions</b>		
5100.7	I	04/04/06	DCAA Key Personnel Roster (Not for Sale or Public Release)	CMA	S
5110.1	M	01/05	DCAA Organization Manual	CMR	Available Electronic
5110.4	R	04/28/06	Officials Authorized to Act During Temporary Absence of Heads of Principal Staff Elements, Regional Directors, and the Director, Field Detachment	DX	B
5120.1	R	08/27/07	Defense Contract Audit Agency Periodical – The DCAA Bulletin	DX	Available Electronic
5120.2	P		The Bulletin (Quarterly)	DX	E
5145.1	R	11/30/06	Alternative Dispute Resolution (ADR) Program for Equal Employment Opportunity Cases	DL	Available Electronic
			<b>5200 - 5299 Security</b>		
5200.4	R	02/10/06	Security Control Officers	CS	Available Electronic

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NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION
5200.16	R	02/10/06	Communications Security	CS	Available Electronic
5205.1	R	02/10/06	DCAA Information Security Program	CS	Available Electronic
5205.3	R	02/10/06	Security Inspections and Surveys	CS	Available Electronic
5205.10	R	07/25/07	Special Access Programs (SAPS)	FD	Available Electronic
5210.1	M	03/31/98	Personnel Security Program Manual	CS	C
5210.3	R	02/10/06	Access to and Dissemination of Restricted Data	CS	Available Electronic
5210.8	I	02/10/06	Visits, Assignments, and Exchanges of Foreign Nationals to DCAA Facilities	CS	Available Electronic
5230.1	R	09/07/99	Clearance of Department of Defense Public Information	DX	Available Electronic
5240.2	I	05/02/06	Department of Defense Counterintelligence	CS	Available Electronic
			<b>5300 - 5399 Office and Administrative Services</b>		
5340.1	R	07/08/02	Video Information (VI)	OAI	Available Electronic
			<b>5400 - 5499 Public Information</b>		
5400.2	R	02/15/06	Web Site Administration Policies	OTS	Available Electronic
5400.3	I	01/03/00	Web Site Administration Procedures	OTS	Available Electronic
5410.3	R	11/28/05	Delineation of DoD Audiovisual Public Affairs Responsibilities and Policies	DX	Available Electronic
5410.7	R	04/28/06	Community Relations	DX	Available Electronic
5410.8	R	02/16/01	DCAA Freedom of Information Act (FOIA) Program	CMR	Available Electronic
5410.10	R	10/24/06	DCAA Privacy Act Program	CMR	Available Electronic
5410.11	R	10/05/06	Release of Official Information in Litigation and Testimony by DCAA Personnel as Witnesses	DL	Available Electronic
5410.14	P	01/24/03	DCAA Freedom of Information Act Processing Guide	CMR	Available Electronic
5410.17	P	02/14/06	The Freedom of Information Act, A Manager's Guide to a Complex Law	CMR	Available Electronic
5410.18	P	01/09/08	The Privacy Act, An Employee Guide to Privacy	CMR	Available Electronic
			<b>5500 - 5699 Legislative Affairs</b>		

## Index of DCAA Publications as of January 2008

NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION
5500.4	R	07/20/06	Coordination of Significant Litigation and Other Matters Involving the Department of Justice	DL	Available Electronic
5500.5	R	10/10/06	Subpoenas of Defense Contractor Records	DL	Available Electronic
5500.6	R	08/13/86	Cooperation with the Office of Special Counsel of the Merit Systems Protection Board	DL	Available Electronic
5500.8	I	08/25/00	Allegations Against Senior Officials of DoD	DL	Available Electronic
5600.1	R	03/26/07	Delegation of Signature Authority for Audit Reports and Other Audit Related Documents	PQA	Available Electronic
			<b>6000 – 6099 Health General</b>		
6050.1	R	01/31/07	DCAA Ergonomics Program	CMR	Available Electronic
			<b>7000 – 7599 Budget, Finance, and Information Control</b>		
7050.1	I	08/22/03	Access to Defense Contract Audit Agency Records and Information by the Inspector General, Department of Defense	PQA	Available Electronic
7050.2	I	08/28/03	Responding to Oversight Reviews	PQA	Available Electronic
7230.1	P	12/06	DCAA Reimbursable Audit Program Pamphlet	OWD	Available Electronic
7230.3	I	02/13/06	User Charges	CFA	Available Electronic
7530.1	R	01/24/05	Property Management	CMA	Available Electronic
			<b>7600 – 7699 Auditing</b>		
7600.1	R	05/30/07	Detection and Prevention of Fraud, Waste, and Mismanagement, including the Defense Hotline Program	OTS	Available Electronic
7600.3	I	04/21/07	Contractor Pension and PRB Reporting	PAC	Available Electronic
7640.1	M	12/07	Defense Contract Audit Manual Vol 1 and 2 (Sold by Government Printing Office 202-512-1800)	PAS	Real-time on-line
7640.12	R	03/30/01	Follow-up on Oversight Reports Concerning Defense Contract Audit	PQA	Available Electronic

## Index of DCAA Publications as of January 2008

NUMBER	TYPE	DATE	SUBJECT	OPR	DISTRIBUTION
			Agency Operations		
7640.15	R	06/30/06	Management and Monitoring of Suspected Contractor Fraud and Other Contractor Irregularities Program	OTS	Available Electronic
7640.16	I	02/09/06	Reporting Suspected Contractor Fraud and Other Contractor Irregularities	OTS	Available Electronic
7640.17	I	02/10/06	Formal Reporting Procedures for Denial of Access to Contractor's Records	PAS	Available Electronic
7640.20	I	12/22/06	DCAA Audit Quality Assurance Program	PQA	Available Electronic
7641.74	P	08/05	Use of Economic Indexes in Contract Audits	OTS	Available Electronic
7641.81	P	08/02	The Defense Contract Audit Agency Independent Financial Advisors for Government Contracting, A Report on Activities	OTS	Available Electronic
7641.90	P	01/05	Information for Contractors	PAS	Available Electronic
7642.1	I	05/08/07	Peer Review Policies and Procedures	PQA	Available Electronic
7643.1	I	07/27/07	Audit Coordination Between Regional and Field Detachment Offices	PPD	Available Electronic
			<b>7700 – 7799 Information Resources Management</b>		
7730.10	I	02/09/06	Reporting of Operations Audit Findings: Operations Audit Summary Information System (OASIS)	OTS	Available Electronic
7730.13	I	11/04/05	Contract Disputes Reporting	PAC	Available Electronic
			<b>8000 – 8999 Information Management</b>		
8000.2	I	05/01/01	Review Procedures for DCAA Knowledge Base	OTS	Available Electronic
8190.1	R	07/06/05	DCAA Common Access Card (CAC) Program	CS	Available Electronic
8190.2	I	03/23/07	DCAA Common Access Card (CAC) Program Operating Systems	OITN	Available Electronic
8500.1	I	04/14/05	Information Assurance Vulnerability Management (IAVM) Program	OITN	Available Electronic
8500.1	R	02/14/03	Information Assurance (IA) Program	OITN	Available Electronic
8500.3	P	12/03	DCAA Computer Incident Response Plan	OITN	Available Electronic
8500.4	I	08/25/05	Enclave Boundary Defense	OIT	Available Electronic

**Index of DCAA Publications  
as of January 2008**

<b>NUMBER</b>	<b>TYPE</b>	<b>DATE</b>	<b>SUBJECT</b>	<b>OPR</b>	<b>DISTRIBUTION</b>
8500.5	P	08/28/06	Information Operations Condition (INFOCON) Plan	OITN	Available Electronic
8550.1	I	02/08/06	Network Monitoring Process	OITN	Available Electronic
8910.1	R	02/14/06	Management and Control of Information Requirements and Reports Management	CMR	Available Electronic
8910.1	P	03/07/05	Index of Approved Information and Reporting Requirements	CMR	Available Electronic
8910.3	HI	02/02/05	DCAA Headquarters Task Tracking System Procedures	OITN	Available Electronic

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### DCAA Publications Canceled

NUMBER	TYPE	DATE	SUBJECT
1400.9	R	09/20/90	Adoption. Canceled by DCAA Form 5025-7 dated 07/24/06. Superseded by DCAAM 1400.1, Chapters 76 and 77.
1430.2	R	04/26/93	Training and Development. Canceled by DCAA Form 5025-7 dated 06/06/05. Information incorporated into Chapter 21 of DCAAM 1400.1, Personnel Management Manual.
1432.2	I	09/11/91	Time Off Award. Superseded by DCAAM 1400.1, Chapter 41.
1465.1	HI	04/16/03	Headquarters Official Work and Core Hours. Canceled by HI 1422.2, 04/05/05.
3020.6	HI	06/28/00	Headquarters Telephone Cascade Plan. Canceled by DCAA Form 5025-7 dated 11/07/07.
4205.1	R	06/30/92	Acquiring and Managing Contracted Advisory and Assistance Services (CAAS). Canceled by DCAA Form 5025-7 dated 11/28/07.
5000.3	R	02/10/06	Auditor Credential Cards. Canceled by DCAA Form 5025-7 dated 11/07/07.
5005.2	I	05/22/00	Directory of DCAA Offices. Canceled by DCAA Form 5025-7 dated 01/09/08.
5015.5	HI	05/10/00	Headquarters Filing Operations. Canceled by DCAA Form 5025-7 dated 03/17/06.
5015.8	HI	09/15/99	Headquarters Mail Program. Canceled by DCAA Form 5025-7 dated 02/14/06.
5020.10	I	04/27/99	Monthly Report of Agency Accomplishments. Canceled by DCAA Form 5025-7 dated 02/14/06.
5025.13	P	03/05	Index of DCAA Memorandums for Regional Directors (MRDs). Canceled by DCAA Form 5025-7 dated 01/09/08.
5030.17	I	07/31/01	Reporting of Information Concerning the Protection of the President of the United States and Other Officials. Canceled by DCAA Form 5025-7 dated 02/10/06.
5100.1	P	10/04	Directory of DCAA Offices. Canceled by DCAA Form 5025-7 dated 01/09/08.
5110.5	P	12/88	History of the Defense Contract Audit Agency. Canceled by DCAA Form 5025-7 dated 02/02/06.
5210.7	R	11/12/85	DCAA Polygraph Programs. Canceled by DCAA Form 5025-7 dated 07/07/06.
7641.47	P	04/07/05	Earned Value Management Implementation Guide. Canceled by DCAA Form 5025-7 dated 05/01/06.
7641.92	P	05/01/96	C/SSR Joint Guide. Canceled by DCAA Form 5025-7 dated 05/01/06.
8000.1	R	06/25/93	DCAA Information Management (IM) Program. Canceled by DCAA Form 5025-7 dated 11/15/06.
8320.1	R	05/26/92	Data Administration. Canceled by DCAA Form 5025-7 dated 05/11/06.

## Index of DCAA Publications as of January 2008

### DISTRIBUTION CODES FOR PRINTED PUBLICATIONS

CODE	EXPLANATION
A	Headquarters DCAA only. One copy for each Headquarters principal staff element through the branch level.
B	Headquarters and Regional Offices. One copy for each Headquarters principal staff element through the branch level and five copies for each regional office. Regional offices are responsible for duplicating sufficient copies to meet their internal needs.
C	Headquarters, Regional Offices, and all Field Audit Offices. One copy for each Headquarters principal staff element through the branch level, five copies for each regional office, and one copy for each Field Audit Office (FAO). The regional office will make distribution to each FAO under their cognizance.
D	All Auditors (personal file copy). One copy for each auditor at all levels of DCAA. Copies distributed in the quantity and manner outlined for Distribution C above.
E	All Personnel. One copy for each DCAA employee. Copies are distributed in the quantity and manner outlined for Distribution C above.
F	Headquarters, Regional Offices, and all Field Audit Offices. Distribution F is the same as Distribution C except that under Distribution F copies are mailed directly to FAOs by Headquarters.
G	Information Copies. Must appear on every unclassified publication issued by Headquarters, DCAA, in addition to one of the distribution codes above. Distribution G designates that two copies of the publication are to be sent to the Office of the Assistant Secretary of Defense (Comptroller) by Headquarters CMR.
P	Public Reference Facility. Must appear on every unclassified publication issued by Headquarters, DCAA, and regional offices. One copy for each public reference library (FOIA reading room) in Headquarters, regional offices, and FAOs consistent with the distribution code determined by the originating office. For example, one copy of unclassified publication with Distribution A, B, C, F and S for Headquarters public reference library; one copy of publication with Distribution B, C and F for the regional public reference library; and one copy of publication with Distribution C and F for public reference library at FAOs.
S	Special. May be used when one of the above distribution codes is not appropriate. The originating office will determine the distribution requirements based on a need-to-know. A list of addressees must be provided to the office responsible for mailing and must be retained with the historical file in the event this information is needed at a later date. All classified publications will reflect the Distribution S code only. NOTE: Special distribution will not include FAOs. If FAOs are to receive a copy of the publication, Distribution C or F will be used.