

Management
MANAGEMENT OF CONTRACTED ADVISORY AND ASSISTANCE SERVICES

Purpose. This publication covers Forces Command (FORSCOM) supplementary policies to AR 5-14 for Management of Contracted Advisory and Assistance Services (CAAS).

Applicability. This supplement applies to HQ FORSCOM and its subordinate installations, FORSCOM Major Subordinate Commands and their subordinate installations, and separate installations and activities reporting directly to HQ FORSCOM.

Supplementation. Supplementation of this regulation is prohibited without prior approval from CDR, FORSCOM, ATTN: AFRM, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

Suggested improvements. The proponent of this supplement is Deputy Chief of Staff for Resources and Evaluation (DCSRE). Users are invited to send comments and suggested improvements on DA Form

2028 (Recommended Changes to Publications and Blank Forms) to CDR, FORSCOM, ATTN: AFRM-RI-PS, 1777 Hardee Avenue, SW., Fort McPherson, Georgia 30330-1062.

FOR THE COMMANDER:

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Distribution is for HQ FORSCOM, FORSCOM installations, FORSCOM units on non-FORSCOM installations, HQ USARC, USAR, CONUSA, ASC, and ASC activities.

Copies furnished:
HQ FORSCOM (AFCI-A) (record copy)

Page 3, paragraph 1-1, Purpose, Add the following subparagraph d: This supplement assigns responsibility and provides guidance for effective management of Contracted Advisory and Assistance Services (CAAS) throughout FORSCOM to ensure compliance with directives from higher headquarters.

Page 3, paragraph 1-4, Contracted Advisory and Assistance Services, Add the following subparagraph c: The Federal Acquisition Regulation (FAR) Subpart 37.2 further defines advisory and assistance services.

Page 4, Add the following paragraph: 2-12 Responsibilities of the HQ FORSCOM, Assistant Deputy Chief of Staff for Resources and Evaluation (ADCSRE): The ADCSRE has the primary responsibility for managing CAAS procurement within FORSCOM. In addition to the responsibilities included in AR 5-14, para 2-10, the ADCSRE will:

- a. Provide overall staff supervision for the effective management of FORSCOM's CAAS.
- b. Provide policy and procedures for managing FORSCOM's CAAS.
- c. Give technical advice and guidance to subordinate commands, activities, and HQ FORSCOM staff elements on all aspects of CAAS procurement.
- d. Coordinate staff review and approval of all CAAS procurement requirements packages that require approval by a management official at HQ FORSCOM or HQDA. The CAAS procurement requirements package includes the management decision document (MDD), statement of work (SOW), independent government estimate (IGE), justification for other than full and open competition if applicable, identification of security requirements, and certification of fund availability by the requiring activity.
- e. Maintain a comprehensive file on each approved CAAS procurement requirements package.

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f. Ensure that the correct element of resource (EOR) is assigned to all CAAS contracts in accordance with AR 37-100-XX and Army Resource Formulation Plan-BES Schedule.

g. Approve Studies, Analyses and Evaluations (SAE) CAAS procurement requests less than \$250,000, and all Management Support Services (MSS) and Engineering and Technical Services (ETS) CAAS procurement requirements packages for major subordinate commands and installations/activities reporting directly to HQ FORSCOM that do not meet the management approval validation criteria in paragraph 4-3.

Page 4, Add the following paragraph: 2-13 Responsibilities of the HQ FORSCOM, Deputy Chief of Staff for Logistics and Readiness (DCSL&R): The DCSL&R Staff will assist the ADCSRE with managing CAAS procurement within FORSCOM. Duties may be delegated to the supporting contracting office as appropriate. The DCSL&R will:

a. Ensure that technical certification supporting contracting officer justifications for other than full and open competition procurements are prepared according to the FAR and AR 5-14.

b. Ensure that unsolicited proposals for CAAS procurement are evaluated per the FAR/DFARS/AFARS and AR 5-14.

c. Ensure that existing contracts and new contract actions are screened to identify CAAS items subject to the provisions of this regulation.

d. Continue to maintain a comprehensive file on each CAAS contract, including all documents originating from the requiring activity.

Page 4, Add the following paragraph: 2-14 Responsibilities of the HQ FORSCOM Staff Judge Advocate (SJA): The FORSCOM SJA will provide legal review of CAAS procurement actions, subsequent to review by DCSRE action officer, DCSL&R, and other appropriate staff.

Page 4, Add the following paragraph: 2-15 HQ FORSCOM Staff Responsibilities:

a. Elements, headed by a General Officer, member of the Senior Executive Service, or Colonels in authorized General Officer positions will review and take appropriate action as required by AR 5-5 and AR 5-14 on all CAAS procurement requirements packages, within their areas of responsibility, for approval by ADCSRE or by HQDA.

b. Elements not headed by a General Officer, member of the Senior Executive Service, or Colonels in authorized General Officer positions will review and make appropriate recommendations within their areas of responsibility on all CAAS procurement requirements packages and submit for approval by the ADCSRE or HQDA.

Page 5, paragraph 3-3h (3)(d), Limitations. Add the following: Orders issued under an indefinite delivery contract do not require management approval if the basic contract is approved and a review of the file indicates the specific CAAS being ordered is within the scope of the contract and therefore included in the original approval.

Page 7, paragraph 4-3f (6)(c) Validation. Add the following subparagraphs 1, 2, and 3:

1. **FORSCOM Major Subordinate Commands and Installations, FORSCOM Installations, and Installations/Activities Reporting Directly to FORSCOM.** All CAAS procurement requirements packages shall as a minimum, be approved by an official at a level above the requiring activity. For example, if the requiring activity for a MSS CAAS procurement is a division, approval authority will be performed at the Director level. In addition, approval for all CAAS procurement requirements initiated during the fourth quarter of the fiscal year for award during the same fiscal year shall be by an official at a second level or higher above the requiring activity. For example, if the requiring activity for a MSS CAAS procurement is a division, approval authority will be performed by the Garrison or Installation Commander. HQ FORSCOM delegates management approval authority for SAE CAAS procurement requirements packages under \$250,000, and MSS and ETS CAAS procurement requirements packages under \$500,000 to commanders of major subordinate-commands, commanders of FORSCOM installations, and separate installations and activities reporting directly to HQ FORSCOM. SAE CAAS procurement requirements packages estimated to be more than \$250,000, and MSS and ETS CAAS

procurement requirements packages estimated to be more than \$500,000 must be sent for coordination and approval to Commander, FORSCOM, ATTN: AFRM, 1777 Hardee Avenue, SW., Fort McPherson, Georgia 30330-1062. (See Table 4-1)

a. All division and office chiefs can approve SAE, MSS, and ETS CAAS procurement requirements packages estimated to be less than \$50,000.

b. Approval authority for CAAS procurement requirements packages estimated at \$50,000 or more can not be delegated below the General Officer or Senior Executive Service (SES) level. However, at those subordinate organizations headed by a Colonel (O6) but which are authorized a General Officer position, or where SES personnel are subordinate to the commander, approval authority may be delegated to the commander.

c. Major Subordinate Commands, FORSCOM Installations and Installations/Activities reporting directly to HQ FORSCOM with CAAS procurement requirements exceeding the approval criteria in this paragraph will send procurement requirements packages for coordination and approval to the Commander, FORSCOM, ATTN: AFRM, 1777 Hardee Avenue, SW., Fort McPherson, Georgia 30330-1062.

2. **HQ FORSCOM.** All CAAS procurement requirements packages shall as a minimum, be approved by an official at a level above the requiring activity. For example, if the requiring activity for a MSS CAAS procurement requirement is at the director level, the ADCSRE will forward to the Chief of Staff for approval. In addition, approval for all CAAS procurement requirements initiated during the fourth quarter of the fiscal year for award during the same fiscal year shall be by an official at a second level or higher above the requiring activity. For example, if the requiring activity for a MSS CAAS procurement is a division, the ADCSRE will forward to the Chief of Staff for approval.

Management approval authority within HQ FORSCOM is delegated as follows (See Table 4-2):

a. The ADCSRE has management approval authority for SAE CAAS procurement requirements packages estimated to be less than \$250,000, and all MSS and ETS CAAS procurement requirements packages. The ADCSRE must forward SAE CAAS procurement requests estimated to be more than \$250,000 to HQDA (see AR 5-5, Chapter, para 5-5b(2) and para 5-5c(5)).

b. The DCSL&R will assist with management approval by reviewing SAE CAAS procurement requirements packages estimated to be less than \$250,000, and all MSS and ETS CAAS procurement requirements packages prior to approval by the ADCSRE. Also, the DCSL&R will review SAE CAAS procurement requirements packages estimated to be more than \$250,000 prior to the ADCSRE forwarding CAAS procurement requirements package to HQDA.

c. All activities within HQ FORSCOM will coordinate CAAS procurement requirements packages including SAE CAAS procurement requirements packages estimated to be more than \$250,000 with the DCSL&R staff and DCSRE staff prior to approval by the ADCSRE or HQDA.

3. **HQDA.** Management approval authority for SAE CAAS procurement requirements packages over \$250,000 are the responsibility of the Deputy Under Secretary of the Army - Operations and Research. (see AR 5-5, Chapter 5, para 5-5b(2) and para 5-5c(5)).

**TABLE 4-1
FORSCOM MAJOR SUBORDINATE COMMAND, FORSCOM INSTALLATION AND
INSTALLATION/ACTIVITY APPROVAL AUTHORITY FOR CAAS PROCUREMENT
REQUIREMENTS PACKAGE ***

THRESHHOLD	SAE	MSS	ETS
<\$50K	DIV/OFC CHIEF	DIV/OFC CHIEF	DIV/OFC CHIEF
>\$50K UP TO \$250K POS	GO/SES/COL IN GO POS	GO/SES/COL IN GO POS	GO/SES/COL IN GO
>\$250K UP TO \$500K POS	HQDA	GO/SES/COL IN GO POS	GO/SES/COL IN GO
>\$500K	HQDA	HQ FORSCOM	HQ FORSCOM

***NOTE:** All CAAS procurement requirements packages shall as a minimum be approved by an official at a level above the requiring activity. For example, if the requiring activity for a MSS CAAS procurement is a division, approval authority will be performed at the Director level.

***NOTE:** Approval for all CAAS procurement requirements packages initiated during the fourth quarter of the fiscal year for award during the same fiscal year shall be by an official at a second level or higher above the requiring activity. For example, if the requiring activity for a MSS CAAS procurement is a division, approval authority will be performed by the Garrison or Installation Commander.

**TABLE 4-2
HQ FORSCOM APPROVAL AUTHORITY FOR CAAS PROCUREMENT REQUIREMENTS PACKAGE

THRESHHOLD	SAE	MSS	ETS
<\$50K	ADCSRE	ADCSRE	ADCSRE
>\$50K UP TO \$250K	ADCSRE	ADCSRE	ADCSRE
>\$250K	ADCSRE/HQDA	ADCSRE	ADCSRE

***NOTE:** All CAAS procurement requirements packages shall as a minimum be approved by an official at a level above the requiring activity. For example, if the requiring activity for a MSS CAAS procurement is at the director level, the ADCSRE will forward to the Chief of Staff for approval.

***NOTE:** Approval for all CAAS procurement requirements initiated during the fourth quarter of the fiscal year for award during the same fiscal year shall be by an official at a second level or higher above the requiring activity. For example, if the requiring activity for a MSS CAAS procurement is a division, the ADCSRE will forward to the Chief of Staff for approval.