



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

ATRM-M

14 OCT 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority for Contracted Advisory and Assistance Services (CAAS) Contracts

1. References:

a. Department of Defense Directive 4205.2, 10 Feb 92, Acquiring and Managing Contracted Advisory and Assistance Services (CAAS).

b. AR 5-14, 15 Jan 93, subject: Management of Contracted Advisory and Assistance Services.

c. TRADOC DCG/Cofs Memorandum, 24 Feb 03, subject: Contracted Advisory and Assistance Services (CAAS).

2. Approval authority for CAAS contracts is delegated to the Major Subordinate Command Commanders and School Commandants as of 1 Oct 03.

a. This approval authority may not be delegated lower than the School Commandants or major subordinate organizations commanded/directed by a Senior Executive Service (SES) or General Officer (GO). IAW reference 1b, approval must be one level above the requiring activity if the contract is awarded within the first three quarters of the fiscal year, and two levels above the requiring activity if the contract is awarded in the fourth quarter. If the proposed contract is estimated at \$50K or more, approval may not be below the SES or GO level.

b. HQ TRADOC contract requests will continue to be managed through Deputy Chief of Staff for Resource Management (DCSRM). Copies of all approved Management Decision Document packages and approved exemptions will be provided to HQ TRADOC DCSRM for maintenance of the required file and database. These contracts will be randomly checked, both at HQ TRADOC and the subordinate elements, to ensure compliance with CAAS guidance.

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3. As a result of a contractor review that identified noncompliance with mandatory requirements governing CAAS, HQ TRADOC, per reference 1c, began enforcing the provisions of AR 5-14. The approval authority for all CAAS contracts had resided with myself, as CAAS Director. The CAAS efforts were coordinated through the TRADOC DCSRM, designated as CAAS Coordinator.

4. Enforcement of CAAS approvals for contract requests has been beneficial for TRADOC, as well as for subordinate elements. CAAS reviews have resulted in improvements in management controls over use of contractors, the quality of Statements of Work, and understanding and avoidance of impermissible Personal Services contracts. It also provided needed certification that contract requirements, costs, and performance have been approved by leadership and that the contracts get necessary command visibility.

5. DCSRM will disseminate formal CAAS guidance in the form of a CAAS Circular after the Army Audit Agency (AAA) report on CAAS audit of HQ TRADOC is published. The AAA report is tentatively scheduled for release in November. Until issuance of the CAAS Circular, reference 1c continues to be in effect, except for the specific requirement for HQ TRADOC CAAS Director approval.

6. HQ TRADOC point of contact is Mr. Jeffrey Mones, 757-788-5306, DSN 680-5306, monesj@monroe.army.mil.

7. TRADOC--Where Tomorrow's Victories Begin!



ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

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