



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(RESEARCH, DEVELOPMENT AND ACQUISITION)  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

APR 7 2010

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Resolving Contract Audit Recommendations

By attached memorandum dated December 4, 2009, the Director of Defense Procurement and Acquisition Policy (DPAP) directed the DoD Components to establish procedures for resolving significant disagreements when the contracting officer (CO) does not include significant audit report recommendations (excluding unsupported costs) from the Defense Contract Audit Agency (DCAA) in establishing the pre-negotiation objective. This memorandum sets forth the Department of the Navy's procedures.

A significant disagreement occurs when the CO in the pre-negotiation objective plans to sustain less than 75% of the total recommended questioned costs in a DCAA audit report on a contractor proposal valued at \$10 million or more. When significant disagreements arise, the CO shall first endeavor to resolve the disagreements with the auditor. If the differences can not be resolved, the CO shall document the discussion, including the basis of the disagreements, in the pre-negotiation business clearance and in writing to the auditor (e.g., an e-mail). The CO may commence negotiations after the discussions with DCAA and the basis for the disagreements have been adequately documented, and the pre-negotiation business clearance has been approved.

If DCAA's management requests a higher-level review, the CO shall provide DCAA with the name and contact information for the Chief of the Contracting Office (CCO) and for the senior contracting leader who reports directly to the contracting activity's HCA. If the CCO is unable to resolve the differences, or DCAA elevates the disagreement to DPAP, the cognizant senior contracting leader shall notify the HCA and DASN(A&LM) within 48 hours of determining that the audit differences cannot be resolved at or below the HCA level.

My point of contact for this matter is Mr. Clarence Belton. He can be reached at [clarence.belton@navy.mil](mailto:clarence.belton@navy.mil) or (703) 693-4006.

*Elliott B. Branch*  
Elliott B. Branch  
Executive Director  
DASN(A&LM)

Attachment:  
As stated

Distribution next page

**SUBJECT: Resolving Contract Audit Recommendations**

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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

DEC 4 2009

MEMORANDUM FOR COMMANDER, U.S. SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, U.S. TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
ASSISTANT SECRETARY OF THE ARMY  
(ACQUISITION, LOGISTICS AND TECHNOLOGY)  
ASSISTANT SECRETARY OF THE NAVY  
ASN, (RESEARCH, DEVELOPMENT AND  
ACQUISITION)  
ASSISTANT SECRETARY OF THE AIR FORCE  
(ACQUISITION)  
DIRECTORS, DEFENSE AGENCIES  
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Resolving Contract Audit Recommendations

The Department fully supports contracting officers making informed decisions within the scope of their authority utilizing the advice of specialists in audit, law, engineering, etc., as the case may be, to ensure that our contracts fulfill the requirements of our warfighters while obtaining the best business deal for the taxpayers.

This memorandum sets forth DoD's policy for resolving disagreements when the contracting officer does not include significant audit report recommendations (excluding unsupported costs) from the Defense Contract Audit Agency (DCAA) in establishing his/her pre-negotiation objective. For the purposes of this memorandum, a significant disagreement is when the contracting officer in the pre-negotiation objective plans to sustain less than 75 percent of the total recommended questioned costs in a DCAA audit report on a contractor proposal valued at \$10 million or more.

It is essential that contracting officers attempt to resolve significant issues brought to their attention by DCAA audit reports. When significant disagreements occur, the contracting officer shall discuss the basis of the disagreement with the auditor prior to negotiations. The contracting officer shall document that discussion, and the basis for disagreement in the pre-negotiation objective (or pre-business clearance) and in a written communication to the auditor prior to commencing negotiations, e.g., an email confirming the discussion or a copy of the applicable portion of pre-negotiation objective. Approval of the pre-negotiation objective confirms that the discussion with DCAA and the basis for disagreement is adequately documented and supported. Once the negotiation objective is approved, the contracting officer may proceed with negotiations.

If after the discussion between the contracting officer and the auditor, the auditor does not agree with the contracting officer, DCAA's management may request that the

DoD Component's management review the contracting officer's decision. DCAA's request for the Component's higher-level review shall occur within three business days after receiving the contracting officer's written communication.

If the differences cannot ultimately be resolved at the Component's highest management level, the Director, DCAA, may contact me to discuss the disagreement. If the DCAA Director believes that I have not adequately addressed the matter, the disagreement may finally be elevated to the Under Secretaries for Defense, Acquisition, Technology, Logistics and Comptroller.

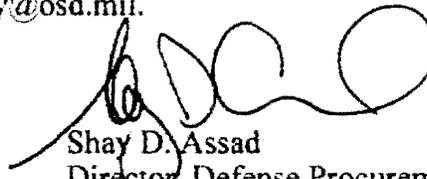
Each DoD Component shall implement procedures for this policy. The procedures will provide DCAA's Senior Executives access to refer significant disagreements for higher-level review to a Component Senior Executive (i.e., SES) or General Officer within the contracting officer's chain of command, prior to reaching my office for review. The component procedures shall also provide that the contracting officer will document the disposition of the higher-level review of disagreements in a memorandum for the contract file.

Notwithstanding the above, the DCAA Director may contact me on any disagreement with audit recommendations which he believes requires my attention, (e.g., precedent setting or of high interest to the Department).

The Military Services, the Defense Contract Management Agency, and the Defense Logistics Agency, will coordinate with Headquarters DCAA on the Components' procedures and provide DCAA with a copy of the final procedures within 60 days of this memorandum. The purpose of this coordination is to provide both parties an understanding of the persons or positions in each organization who will be involved in the higher-level review process. The remaining DoD Components will provide their proposed procedures to my point of contact below within 60 days. My office will coordinate those proposed procedures with DCAA Headquarters.

It is neither expected nor necessary that the contracting officer and the contract auditor agree on every issue. They have different, yet complementary, roles in the process. It is expected that the auditor and contracting officer will work together, recognizing that it is the contracting officer's ultimate responsibility to determine fair and reasonable contract values.

A Defense Acquisition Regulation (DAR) Council Case will be established within the next 30 days to revise the Defense Federal Acquisition Regulations Supplement (DFARS) or its companion document, Procedures, Guidance, and Information (PGI), to incorporate this policy memorandum. The point of contact for this action is Mr. Clyde Wray at 703-602-8387 or [clyde.wray@osd.mil](mailto:clyde.wray@osd.mil).



Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy