DEFENSE CONTRACT MANAGEMENT AGENCY
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AUG 1 4 2017

DCMA-DPS 006

MEMORANDUM FOR ALL DCMA EMPLOYEES

SUBJECT: Policy Statement on Proposing Legislation

At any time, DCMA employees are encouraged to identify challenges which require corrective action through legislative proposals and to discuss those challenges and initiatives with supervisors. Likewise, to permit meaningful input and feedback, DCMA directorates should ensure the widest possible dissemination of other non-DCMA initiated legislative proposals. Such opportunities are the principle focus of the Department of Defense's legislative program.

As part of the Department's program, DCMA annually is presented with the ability to submit proposals it would like to have considered for submission to Congress. This opportunity is a unique one, whereby DCMA can identify a deficiency or anomaly and propose a legislative solution which enhances the capabilities and the quality of the acquisition workforce.

Typically, every June or July, the Deputy Secretary of Defense issues notification regarding the commencement of the Department's legislative program for a particular fiscal year's legislative cycle. DCMA's Office of General Counsel and Congressional and Public Affairs shall disseminate that notification agency-wide, further detailing the overall submission process. As part of that notification, the Office of Legislative Counsel (OLC) issues very strict guidelines for the preparation and submission of legislative proposals. As highlighted by OLC, any proposal must (1) set forth the proposed legislative language; (2) provide a section-by-section analysis; (3) identify budget implications; (4) prioritize the proposal among others being submitted by DCMA; (5) contain contact information; (6) demonstrate the changes that the proposal would make to existing law; and (7) meet the strict deadlines for submission identified by OLC.

To ensure these strict parameters for submission are satisfied, DCMA employees desiring to present legislative proposals should carefully review OLC requirements and ensure proper internal coordination of any proposal within DCMA. Specifically, in deciding whether or not a submission is necessary, DCMA employees are highly encouraged to coordinate with supervisors and other personnel, within their component, who may have equities in the proposal. Once it is determined that a proposal is desirable, to assist with drafting and preparing a proposal, DCMA employees and components should immediately seek the assistance of the Office of General Counsel and Congressional and Public Affairs at DCMA Headquarters. Once the proposal is drafted and in the format required by OLC, then the proposal will be coordinated for input by all DCMA directorates, with final review by the DCMA Office of the Director.

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If satisfactory and consistent with DCMA's mission and priorities, the DCMA Office of the Director will present the legislative proposal to the Under Secretary of Defense (Acquisition, Technology and Logistics) for further review and submission to OLC. OLC will then carefully screen the proposal for potential inclusion into the DoD legislative program for a given fiscal year. As a sponsoring component of proposed legislation, DCMA and the identified internal DCMA point of contact for the specific proposal must be prepared to provide further justification for the proposal, to respond to various inquiries from DoD components and to actively participate in the Legislative Review Panel, which determines whether or not to accept the proposal into the legislative program. Only those proposals which have been accepted and reflect a single and fully-coordinated DoD position will be presented to OMB and Congress for consideration.

Through a proactive approach, consistent with this statement and OLC requirements, DCMA will be ready when the annual call is received from the Deputy Secretary of Defense to submit well-considered proposals designed to increase productivity and to ensure the absolute best products and services to the warfighter.

David H. Lewis
VADM, USN
Director