



## DCMA Instruction 3301

### Agency Mission Assurance

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<b>Office of Primary Responsibility</b>	<b>Integrating Capability - Agency Mission Assurance</b>
<b>Effective:</b>	May 14, 2018
<b>Releasability:</b>	Cleared for public release
<b>New Issuance</b>	
<b>Internal Control:</b>	Process flow and key controls are located on the Resource Page
<b>Labor Codes:</b>	Located on Resource Page
<b>Resource Page Link:</b>	<a href="https://360.dcm.mil/sites/policy/MA/SitePages/3301r.aspx">https://360.dcm.mil/sites/policy/MA/SitePages/3301r.aspx</a>
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**Purpose:** This issuance, in accordance with the authority found in DoD Directive (DoDD) 5105.64, DoDD 3020.40 and DoD Instruction (DoDI) 3020.45 establishes policy and assigns responsibility for:

- Agency Mission Assurance risk management processes
- Agency Mission Assurance information exchange forums
- The integration of Agency Mission Assurance related activities required to ensure the continued function and resilience of the Agency's Mission Essential Functions

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA Operational Units and Mission Assurance (MA) related activities identified in Section 3.2. of this Instruction unless higher-level regulations, policy, guidance, or agreements take precedence.

**1.2. POLICY.** It is DCMA policy to utilize the MA construct to ensure the continued function and resilience of capabilities and assets that directly support the execution of DCMA's MEFs by:

- a. Identifying and prioritizing critical missions, capabilities, functions, systems, and supporting assets and activities.
- b. Developing and implementing comprehensive and integrated MA risk-management processes.
- c. Using risk-informed decision making to optimize risk reduction solutions.
- d. Partnering with non-DoD entities, as appropriate and as permitted by law, to reduce risk.
- e. Integrating and synchronizing supporting risk-management programs and activities into an overarching MA construct while ensuring these programs continue to meet individually established goals and responsibilities that are operational and regulatory in nature.
- f. Execute this Instruction in a safe, efficient, effective, and ethical manner.

**1.3. OVERVIEW.** MA is intended to inform mission owners and senior leaders of operational risk to critical capabilities that support the Agency's mission essential functions utilizing a standardized framework across the Department of Defense. The MA construct will assist commanders to identify, assess, manage, and monitor the risk to the Agency Mission Essential Functions (MEF's) and MEF Output Tasks. The MA construct requires the synchronization and integration of MA related programs and activities at the DCMA Headquarters and Operational Unit levels to achieve an acceptable level of risk. Agency Mission Assurance is a working group within the Integrating capability of DCMA's Capabilities Model Framework (CMF). Within DCMA's Integrating capability are Defense Industrial Base MA and Agency MA working groups, the two MA activities enable and execute the agencies MA responsibilities: Defense Industrial Base (DIB) MA and Agency MA.

## SECTION 2: RESPONSIBILITIES

### 2.1. DIRECTOR, DCMA. The Director, DCMA will:

- a. Assign a member of the Senior Executive Service (SES), a general officer (GO), or a flag officer (FO) as the MA Lead for integrating MA efforts across the Agency.
- b. Establish and resource an office of primary responsibility for Agency MA. Provide sufficient authorities to accomplish assigned tasks, including MA process execution and the synchronization of security, protection, and risk-management efforts across the Agency.
- c. Maintain staffing and resource levels necessary to meet continuing Defense Critical Infrastructure (DCI) responsibilities under an MA construct.
- d. Represent DCMA at the Mission Assurance Executive Steering Group (MA ESG), Mission Assurance Coordination Board (MACB), and other MA senior leadership forums, as required.

### 2.2. AGENCY MISSION ASSURANCE LEAD. The Agency MA Lead will:

- a. Integrate and synchronize Agency MA related programs and activities through the DCMA CMF and other MA forums as appropriate.
- b. Develop and maintain, policy, training, and tools in support of the MA construct, the integration of the MA related programs and activities, and the MA processes related to the DIB.
- c. Validate all Agency Task Critical Asset (TCA) submissions to DoD.
- d. Perform the duties of mission owners for DCMA under DoDD 3020.26, "Department of Defense Continuity Programs," by reviewing and validating the Agency MEFs and MEF Output Tasks.
- e. Direct the elevation of any MA strategic risk that endangers the execution of DoD MEF.

### 2.3. CORPORATE OPERATIONS. The Corporate Operations Directorate will:

- a. Facilitate the integration and synchronization of MA related programs and activities under the cognizance of Corporate Operations into the Agency MA construct. (Section 3.2. "Agency Mission Assurance Related Activities").
- b. Develop manuals to facilitate the performance of MA responsibilities identified in the applicable Department of Defense Directives and Instructions (Section 3.2. "Agency Mission Assurance Related Activities").

**2.4. HUMAN CAPITAL.** The Human Capital Directorate will:

- a. Facilitate the integration and synchronization of MA related programs and activities under the cognizance of the Human Capital Directorate into the Agency MA construct (Section 3.2. “Agency Mission Assurance Related Activities”).
- b. Develop manuals to facilitate the performance of MA responsibilities identified in the applicable Department of Defense Directives and Instructions (Section 3.2. “Agency Mission Assurance Related Activities”).
- c. Coordinate and resource workforce development in support of Section 3.2 activities.

**2.5. TECHNICAL DIRECTORATE.** The Technical Directorate will:

- a. Facilitate the integration and synchronization of MA related programs and activities under the cognizance of the Technical Directorate into the Agency MA construct (Section 3.2. “Agency Mission Assurance Related Activities”).
- b. Develop manuals to facilitate the performance of MA responsibilities identified in the applicable Department of Defense Directives and Instructions (Section 3.2. “Agency Mission Assurance Related Activities”).

**2.6. INFORMATION TECHNOLOGY.** The Information Technology Directorate will:

- a. Direct the integration and synchronization of Cybersecurity into the Agency MA construct. (Section 3.2 “Agency Mission Assurance Related Activities”).
- b. Develop manuals to facilitate the performance of MA responsibilities identified in the applicable Department of Defense Directives and Instructions (Section 3.2. “Agency Mission Assurance Related Activities”).

**2.7. COMMANDERS/DIRECTORS of OPERATIONAL UNITS.** The Commanders of the Operational Units will:

- a. Designate an MA representative to participate in MA forums and processes as required.
- b. Utilize the Agency MA construct to identify, assess, manage, and monitor the risk to Agency MEF’s, MEF Output Tasks, essential supporting activities, and assets.
- c. Establish any and all organizational plans necessary to ensure the continued operations of Agency MEFs.
- d. Elevate and report any operational risk that endangers the execution of Agency MEFs to appropriate MA related programs or reporting chains; for example, Situation Report (SITREP).

### SECTION 3: GENERAL PROVISIONS

**3.1. CONSTRUCT DESCRIPTION.** MA is a risk management construct that integrates and synchronizes the MA related activities listed below. The intention is to protect or ensure DCMA's MEFs in any operating environment or condition. These risk management activities focus primarily on the capabilities and assets that are critical to the execution of the Agency's MEF Output Tasks. Within DCMA's Intergrating capability there are two separate, but parallel and complementary activities: Agency MA and DIB MA. Combined, they allow DCMA to meet its MA responsibilities and execute an Agency MEF. Both activities provide comprehensive DoD mission risk management through the MA construct (identify, assess, manage, and monitor), but they differ in their mission set focus. Agency MA focuses on agency-internal capabilities and risks to DCMA MEFs and MEF output tasks; DIB MA focuses on external DIB capability and asset risks that could impact the supply of mission essential goods or services required by the warfighter.

**3.2. AGENCY MISSION ASSURANCE RELATED ACTIVITIES.** MA Related Activities associated with the MA Working Group include, but are not limited to:

- a. Adaptive Planning.
- b. Antiterrorism.
- c. Continuity of Operations.
- d. Cybersecurity.
- e. Defense Security Enterprise.
- f. Emergency Management.
- g. Energy Resilience.
- h. Fire Protection and Response.
- i. Force Health Protection.
- j. Insider Threat.
- k. Law Enforcement
- l. Munitions Operations Risk Management.
- m. Operational Energy.
- n. Readiness Reporting.

**3.3. AGENCY MISSION ASSURANCE RELATED PRODUCTS.** Products related to the MA Working Group:

- a. MEFs and MEF Output Tasks.
- b. Validated Agency TCA List.
- c. Crisis Action Team.
- d. Agency Common Operation Picture.
- e. Risk Mitigation Decision Packages.
- f. MA Advisory.
- g. Situational Reports.
- h. Mission Assurance Assessments (MAA).

## GLOSSARY

**G.1. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

**Asset.** A distinguishable entity that provides a service or capability. Assets are people, physical entities, or information located either within or outside the United States and employed, owned, or operated by domestic, foreign, public, or private sector organizations.

**Defense Critical Infrastructure (DCI).** The composite of DoD and non-DoD assets are essential to project, support, and sustain military forces and operations worldwide. DCI is a combination of task critical assets and defense critical assets.

**Defense Critical Asset (DCA).** An asset of such extraordinary importance to operations in peace, crisis, and war that its incapacitation or destruction would have a very serious, debilitating effect on the ability of the DoD to fulfill its missions.

**Defense Security Enterprise (DSE).** The organizations, infrastructure, and measures (to include policies, processes, procedures, and products) in place to safeguard DoD personnel, information, operations, resources, technologies, and facilities against harm, loss, or hostile acts and influences. This system of systems comprises personnel, physical, industrial, information, and operations security, as well as Special Access Programs (SAP) security policy, critical program information protection policy, and security training. It addresses, as part of information security, classified information, including sensitive compartmented information, and controlled unclassified information. It aligns with counterintelligence, information assurance, foreign disclosure, security cooperation, technology transfer, export control, cyber security, nuclear physical security, chemical and biological agent security, antiterrorism, force protection, and MA policy and is informed by other security related efforts.

**Essential Supporting Activities (ESAs):** ESAs are the many activities that must be performed in order to support DCMA's performance of its MEFs. Typically, ESAs are common to most agencies (paying staff, providing a secure workplace, ensuring computer systems are operating, etc.), but do not directly accomplish the mission. ESAs are facilitating activities that enable DCMA to perform MEFs; they are important and urgent, but accomplishing the ESA does not accomplish the output task or MEF.

**Hazard.** A condition with the potential to cause injury, illness, or death of personnel; damage to or loss of equipment or property; or mission degradation.

**Infrastructure.** The framework of interdependent physical and cyber-based systems comprising identifiable industries, institutions (including people and procedures), and distribution capabilities that provide a reliable flow of products and services essential to the defense and economic security of the United States, to the smooth functioning of government at all levels, and to society as a whole.



**Integrate.** The arrangement of efforts to reduce redundancy and operate as a whole.

**Mission Assurance Asset List (MAAL).** The composition of all assets required for mission execution. DCI is a subset of the MAAL.

**Mission Assurance (MA).** A process to protect or ensure the continued function and resilience of capabilities and assets, including personnel, equipment, facilities, networks, information and information systems, infrastructure, and supply chains, critical to the execution of DoD mission-essential functions in any operating environment or condition.

**Mission Assurance Assessment (MAA).** Assessment of the disciplines under the MA umbrella (antiterrorism; Defense Critical Infrastructure Program; chemical, biological, radiological, nuclear, and high-yield explosive preparedness; emergency management; cybersecurity; explosives safety; physical security; continuity of operations) to identify vulnerabilities and gaps that could prevent accomplishment of a unit, installation, or higher authority mission.

**Mission Execution Aspects.** Requirements of DoD risk-management programs that identify and address risk to mission execution rather than administrative or programmatic needs.

**Mission Essential Function (MEF).** The specified or implied tasks required to be performed by, or derived from, statute, Executive order, or other appropriate guidance, and those organizational activities that must be performed under all circumstances to achieve DoD Component missions or responsibilities in a continuity threat or event. Failure to perform or sustain these functions would significantly affect DoD's ability to provide vital services or exercise authority, direction, and control.

**Mission Mitigation Plan.** A plan developed by a mission owner that reflects how to respond to the loss or incapacitation of identified DCI.

**Mission Owner.** The OSD or DoD Component having responsibility for the execution of all or part of a mission assigned by statute or the Secretary of Defense.

**Mitigation.** Actions taken in response to a warning or after an incident occurs that are intended to lessen the potentially adverse effects on a given military operation or infrastructure.

**Network.** A group or system of interconnected or cooperating entities, normally characterized as nodes (assets) and the connections that link them.

**Output Tasks.** These are the critical deliverables that support the accomplishment of the MEF. Output tasks are enabled by ESA, but are accomplished through the tasks that define this capability that delivers the Output Task.

**Remediation.** Actions taken to correct known deficiencies and weaknesses once a vulnerability has been identified.

**Risk.** Probability and severity of loss linked to threats or hazards and vulnerabilities.

**Risk Assessment.** A systematic examination of risk using disciplined processes, methods, and tools. A risk assessment provides an environment for decision makers to evaluate and prioritize risks continuously and to recommend strategies to remediate or mitigate those risks.

**Risk Management.** A process by which decision makers accept, reduce, or offset risk and subsequently make decisions that weigh overall risk against mission benefits. Risk management is composed of risk assessment and risk response.

**Risk-Management Plan.** A plan that describes the risks to a mission arising from an asset's operational factors and the decisions that balance risk cost with mission benefits.

**Risk Response.** Actions taken to remediate or mitigate risk or reconstitute capability in the event of loss or degradation.

**Task Critical Asset (TCA).** An asset that is of such extraordinary importance that its incapacitation or destruction would have a serious, debilitating effect on the ability of one or more DoD or OSD Components to execute the task or mission-essential task it supports. TCAs are used to identify DCAs.

**TCA Tier 1.** An asset whose loss, incapacitation, or disruption could result in mission failure of a MEF or essential capability.

**TCA Tier 2.** An asset whose loss, incapacitation, or disruption could result in severe mission degradation of a MEF or essential capability.

**Threat.** An adversary having the intent, capability, and opportunity to cause loss or damage.

**G.2. ACRONYMS.**

DCA	Defense Critical Asset
DCI	Defense Critical Infrastructure
DIB	Defense Industrial Base
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
ESA	Essential Supporting Activities
MA	Mission Assurance
MAAL	Mission Assurance Asset List
MEF	Mission Essential Function
TA	Task Asset
TCA	Task Critical Asset

## REFERENCES

- CJCS Instruction 3100.01C, “Joint Strategic Planning System,” November 20, 2015
- DoD Directive 3020.26, “Department of Defense Continuity Programs,” February 14, 2018
- DoD Directive 3020.40, “Mission Assurance”, November 29, 2016
- DoD Directive 4180.01, “DoD Energy Policy,” April 16, 2014 as amended
- DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
- DoD Directive 5200.43, “Management of the Defense Security Enterprise,” October 1, 2012, as amended
- DoD Directive 5205.16, “The DoD Insider Threat Program,” September 30, 2014 as amended
- DoD Directive 6200.04, “Force Health Protection (FHP),” October 9, 2004
- DoD Directive 7730.65, “Department of Defense Readiness Reporting System (DRRS),” May 11, 2015
- DoD Instruction 2000.26, “Suspicious Activity Reporting (SAR),” September 23, 2014 as amended
- DoD Instruction 3020.42, “Defense Continuity Plan Development,” April 11, 2011
- DoD Instruction 3020.45 V1 (Draft), “Mission Assurance Construct,” March 2017
- DoD Instruction 4170.11, “Installation Energy Management,” December 11, 2009, as amended
- DoD Instruction 6055.06, “DoD Fire and Emergency Services (F&ES) Program,” December 21, 2006
- DoD Instruction 6055.17, “DoD Emergency Management (EM) Program,” February 13, 2017, as amended
- DoD Instruction 8500.01, “Cybersecurity,” March 14, 2014
- DoD Instruction 2000.12, “DoD Antiterrorism (AT) Program, May 8, 2017 as amended
- DoD Instruction O-2000.16 (volume 1), “DoD Antiterrorism (AT) Program Implementation,” November 17, 2016
- DoD Mission Assurance Strategy, April 2012
- Federal Continuity Directive 2, June 2013