



## DCMA INSTRUCTION 4202

### Military Personnel

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**Office of Primary  
Responsibility**

**Talent Management Capability**

**Effective:**

February 14, 2019

**Releasability:**

Cleared for public release

**New Issuance**

**Incorporates:**

DCMA-INST 901, "Military Justice," April 4, 2014, as amended  
DCMA-INST 1021, "Military Personnel Promotions,"  
October 15, 2013

DCMA-INST 1023, "Military Fitness," January 23, 2014

DCMA-INST 1025, "Military Joint Training Management,"  
September 24, 2013

DCMA-INST 1027, "Military Decorations Program,"  
June 19, 2013

DCMA-INST 1028, "Military In-Processing and Out-Processing,"  
May 14, 2013

DCMA-INST 1029, "Military Quarterly and Annual Awards  
Program" September 5, 2013

DCMA-INST 1030, "Military Personnel Evaluations,"  
November 04, 2013

DCMA-INST 1031, "Military Uniform and Personal Appearance,"  
June 18, 2012

DCMA-INST 1032, "Military Retirements," January 16, 2014

DCMA-INST 1033, "Military Sponsorship and Orientation Program," February 8, 2013

DCMA-INST 1060, "Military Personnel Assignments," November 18, 2013

DCMA-INST 1062, "Military Fitness Membership," November 18, 2013

DCMA-INST 1064, "Military Joint Position Management," October 15, 2012

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**Approved by:** David H. Lewis, VADM, USN, Director

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**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency," establishes policy, assigns responsibility and prescribes general principles associated with the Talent Management capability framework and military personnel management in accordance with applicable Department of Defense issuances.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This issuance applies to all DCMA organizational elements employing military personnel.

**1.2. POLICY.** It is DCMA policy to:

a. Manage the integration, performance, and recognition of military personnel in accordance with Service and DoD applicable guidance. Examples are position management, awards, decorations, evaluations, promotions, fitness, assignments (includes in/out-processing, sponsorship) and training.

b. Military justice will be exercised in accordance with law, military regulations, and within the parameters found in DCMA Manual (DCMA-MAN) 4202-03, "Military Justice."

c. Provide military personnel a safe and healthful workplace, work operations and comply with DoD environmental, safety, and occupational health (ESOH) directive.

## SECTION 2: RESPONSIBILITIES

**2.1. DIRECTOR, DCMA.** The DCMA Director will be responsible for oversight and management of military personnel programs.

**2.2. TALENT MANAGEMENT (TM) CAPABILITY MANAGER.** The TM Capability Manager provides strategic guidance, advice, and decisions related to TM of military personnel. This may include policy management, monitoring performance management and metrics, inter-agency coordination, agency level issues, strategic planning and programming, budget and finance decisions, and resource allocations.

**2.3. DIRECTOR, DCMA MILITARY PERSONNEL OFFICE (DCM).** The DCM will:

- a. Be responsible for oversight and management of military personnel programs and requirements, such as joint positions, awards, decorations, evaluations, promotions, and training.
- b. Execute military personnel programs in accordance with applicable DCMA Manuals on military personnel.

**2.4. OFFICE OF GENERAL COUNSEL (GC).** The GC will provide legal advice to the Director and DCMA Component Heads on the investigation and disposition of allegations of DCMA military member misconduct.

## SECTION 3: GENERAL PRINCIPLES

### 3.1. TM CAPABILITY DESCRIPTION.

**a. Military Personnel.** The TM capability for military personnel ensures effective and efficient, consistent and repeatable policies and procedures are employed throughout the military personnel cycle. This includes assignments, training and development, performance, evaluations, promotions, fitness, benefits and health services, discipline, reenlistment and retention. DCMA's mission, vision and goals are designed to strengthen military members who support DCMA's mission readiness. The management of this critical personnel capability is key to the success of DCMA's mission.

(1) Assignments. The movement and transfer of military personnel from other Military Departments to DCMA provides key specialized experience needed to support DCMA operations. This includes administering assignment actions, executing individual assignments and generating transfer orders.

(2) Training and Development. Once a service member is assigned to DCMA, career development is vital for individual and organizational mission success. This capability will enhance professional skills, competency development, and outline career paths. It will identify credentialing and certification requirements (e.g., Defense Acquisition Workforce Improvement Act (DAWIA) and Acquisition Corps Membership), professional military education requirements, manage class seat quotas, manage continuous learning points and other agency training requirements.

(3) Performance. This activity is associated with administering the performance evaluation process, personnel promotions and recognition programs.

(4) Fitness. This activity ensures military members meet their respective Service's physical fitness standards and requirements, which supports DCMA's military readiness.

(5) Separations and Retirement. This activity manages military separations and retirements. Processes and procedures will be effected through checklists and out-processing functions.

**b. DCMA Strategic Plan Alignment.** The TM capability aligns to the DCMA strategic plan through the Goal 3 Human Capital initiatives to create an agile learning organization and culture that strives to exceed customer expectations by hiring, training, developing and retaining a diverse, motivated and engaged workforce.

### 3.2. MILITARY PERSONNEL OFFICE ACTIVITIES, PROCESSES AND PRODUCTS.

a. Military Personnel activities include policy development, statistical analysis of military personnel trends, customer services and technical military personnel expertise.

b. Processes will be defined in required DCMA Manuals.

## GLOSSARY

### G.1. DEFINITIONS.

**Military Services.** The Army, the Navy, the Marine Corps, and the Air Force.

### G.2. ACRONYMS.

DCM                      DCMA Military Personnel Office

GC                        General Counsel

TM                        Talent Management

## **REFERENCES**

DCMA Manual 4202-03, "Military Justice" TBD

DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013