



DCMA Instruction 4501

Administration

**Office of Primary
Responsibility**

Corporate Governance Capability

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Approved by:

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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64. "Defense Contract Management Agency (DCMA)," establishes policy and assigns responsibility for the following programs: Policy Issuances Program; Correspondence Management; Agency Organization Structure, Mission and Functions; and Records and Information Management.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence.

1.2. POLICY. The Administration portion of the Corporate Governance Capability sets forth the foundation upon which the Agency will accomplish its mission. This is the framework that supports administrative processes and procedures. It is DCMA policy to:

a. Establish and maintain clearly written and current DCMA Policy Issuances, in accordance with DoD Instruction (DoDI) 5025.01, “DoD Issuances Program,” and ensure appropriate process manuals and/or training curriculum is available concurrently.

b. Establish and maintain an Organization Structure, Mission and Functions Program that defines the structure and ensures the Agency is organized in a manner that allows for seamless and efficient communication across organizational lines, coupled with effective mission execution capabilities.

c. Establish and maintain a Correspondence Program that supports the Agency’s intent to improve written communication, ensure accountability, and align correspondence to DoD standards and practices as set forth in DoD Manual 5110.01-M Volumes 1 and 2, “Manual for Written Material.”

d. Establish and maintain a Records and Information Management Program, in accordance with Part 1220.34 of Title 36, Code of Federal Regulations, that sets forth the life-cycle management (creation, maintenance, use, and disposition) of information (records) in all media.

e. Execute this Instruction in a safe, efficient, effective, and ethical manner.

f. Implement and execute the above elements in paragraphs 1.2.a. through 1.2.e., by following the processes and procedures set forth in the manuals subordinate to this instruction.

SECTION 2: RESPONSIBILITIES

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

- a. Ensure the establishment and assignment of four programs under Administration:
 - (1) Policy Issuances Program.
 - (2) Organization Structure, Mission, and Functions Program.
 - (3) Correspondence Program.
 - (4) Records and Information Management Program.
- b. Implement the four programs above by staffing and equipping the proper organizational components to manage them.
- c. Appoint, in writing, the appropriate personnel in order to assign authorities for their respective programs.

2.2. DIRECTOR, CORPORATE OPERATIONS. The Director, Corporate Operations will:

- a. Manage three programs under Administration:
 - (1) Policy Issuances Program.
 - (2) Correspondence Program.
 - (3) Records and Information Management Program.
- b. Ensure the programs are properly staffed and resourced.
- c. Conduct periodic program reviews to evaluate the efficiency and effectiveness of the programs.

2.3. EXECUTIVE DIRECTOR, FINANCE AND BUSINESS OPERATIONS. The Executive Director, Finance and Business Operations will:

- a. Manage the Organization Structure, Missions, and Functions Program.
- b. Ensure the program is properly staffed and resourced.
- c. Conduct periodic program reviews to evaluate the efficiency and effectiveness of the program.

2.4. COMPONENT HEADS. Component Heads will ensure all assigned employees and DCMA contractors abide by the provisions of this Instruction and its subordinate Manuals.

REFERENCES

Code of Federal Regulations, Title 36, Part 1220.34
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
DoD Instruction 5025.01, "DoD Issuances Program," August 1, 2016 (as amended)
DoD Manual 5110.01-M Volume 1, "Manual for Written Material: Correspondence Management," October 26, 2010
DoD Manual 5110.04-M Volume 2, "Manual for Written Material: Examples and Reference Material," October 26, 2010