



# DCMA INSTRUCTION 501

## POLICY ISSUANCES PROGRAM

---

<b>Office of Primary Responsibility:</b>	Chief of Staff
<b>Effective:</b>	April 13, 2017
<b>Releasability:</b>	<b>Cleared for public release</b>
<b>Reissues and cancels:</b>	DCMA-INST 501, "Policy Publications Program," October 1, 2013, as amended
<b>Internal Control:</b>	Process flows and key controls are located on the Resource Page
<b>Labor Codes:</b>	Located on Resource Page
<b>Resource Page:</b>	<a href="https://360.dcms.mil/sites/policy/DC/SitePages/501r.aspx">https://360.dcms.mil/sites/policy/DC/SitePages/501r.aspx</a>
<b>Approved by:</b>	Wendy M. Masiello, Lt Gen, USAF Director

---

**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64 and DoD Instruction 5025.01:

- Establishes and updates policy, responsibilities, and procedures governing DCMA policy and procedures management.
- Establishes a procedural manual (DCMA Manual 501-01) to address producing and managing DCMA policy issuances.

## **SUMMARY OF CHANGES**

This Instruction was rewritten. Agency users and stakeholders should read this Instruction in its entirety. The following identifies the most notable changes:

- Renames Policy Publications Program to Policy Issuances Program
- Renames DCMA Annex to DCMA Manual
- Establishes DCMA Manual 501-01, “Policy Issuances Procedures”
- Establishes Stages and Timelines to use for issuance development through publication
- Establishes a Policy Preparation Checklist
- Publish concurrently, process Manual(s) and/or training curriculum linked to a new, rewritten, or substantive changed Instruction. Exceptions to concurrently publishing these issuances must be approved in writing by the Director, DCMA. If an Instruction already exists and changes are not required, a Manual may be updated on its own.

## TABLE OF CONTENTS

SUMMARY OF CHANGES .....	2
SECTION 1: GENERAL ISSUANCE INFORMATION .....	4
1.1. Applicability. ....	4
1.2. Policy. ....	4
SECTION 2: RESPONSIBILITIES .....	5
2.1. Director, DCMA. ....	5
2.2. Chief of Staff.....	5
2.3. DCMA Component Heads and/or Capability Managers. ....	5
2.4. General Counsel (GC).....	6
2.5. Executive Director, Human Capital (HC).....	6
SECTION 3: GENERAL PROVISIONS .....	7
3.1. Policy Issuances. ....	7
3.2. DCMA Policy Sites.....	8
3.3. Deviation or Waiver Request.....	8
3.4. Other Publications.....	8
GLOSSARY .....	10
G.1. Definitions.....	10
G.2. Acronyms. ....	12
REFERENCES .....	13

## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This Instruction applies to all DCMA organizational elements.

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

a. Establish and maintain clearly written and current DCMA Policy Issuances to achieve the Agency's mission and comply with laws, regulations, and DoD issuances.

b. Generally, base policy issuances on integrated collaboration processes to produce a single comprehensive issuance.

c. Publish concurrently, process Manual(s) and/or training curriculum linked to a new, rewritten, or substantive changed Instruction. Exceptions to concurrently publishing these issuances must be approved in writing by the Director, DCMA. If an Instruction already exists and changes are not required, a Manual may be updated on its own.

d. The governing principles of the Policy Issuances Program are:

(1) The issuance process will be timely, responsive, repeatable, and transparent.

(2) The development and maintenance of DCMA policy requires DCMA Component/Capability collaboration.

(3) Methods to elevate critical issues or legal objections will be an integral part of the issuance process.

## SECTION 2: RESPONSIBILITIES

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

- a. Establish and provide strategic oversight of the policy issuances program in accordance with DoD Directive (DoDD) 5105.64.
- b. Approve policy issuances and their changes or delegate this authority in writing.

### 2.2. CHIEF OF STAFF. In addition to the responsibilities in Paragraph 2.3., the Chief of Staff will:

- a. Manage the DCMA Policy Issuances Program.
- b. Assign a policy program manager (PPM) to develop, implement, and administer the Program. The PPM will:
  - (1) Administer the Policy Issuances Program in accordance with DoDD 5105.64 and DoD Instruction (DoDI) 5025.01.
  - (2) Create and maintain standard formats, templates, procedures, and supporting documents for developing and processing issuances.
  - (3) Maintain and publish approved issuances on official DCMA Policy sites.
  - (4) Serve as the official record keeper for DCMA issuances by overseeing the maintenance and preservation of documents that constitute the official records of issuances according to DCMA records management guidance.
  - (5) Maintain the documentation for policy issuance approval, delegation of authority.
- c. Through the Director, Security, provide Operations Security/Information Security (OPSEC/INFOSEC) review during coordination for DCMA issuances.
- d. Through the Director, Strategic Communication, provide a public information review during coordination for DCMA issuances proposed for public release.
- e. Ensure Components Heads/Capability Managers comply with DoDD 5105.64, this Instruction, DCMA Manual (DCMA-MAN) 501-01, and supporting documents.

### 2.3. DCMA COMPONENT HEADS AND/OR CAPABILITY MANAGERS. DCMA Component Heads/Capability Managers will:

- a. Implement the Policy Issuances Program in their respective Component/Capability as described in this Instruction, DCMA-MAN 501-01, and supporting documents.

b. Serve as office of primary responsibility (OPR) to develop, revise, coordinate, maintain, and cancel issuances within their functional/capability area or on behalf of the Agency as delegated by the Director, DCMA.

c. Serve as the office of coordinating responsibility (OCR) for cross-functional and/or collaborative development of issuance activities.

d. Approve/disapprove deviation/waiver requests for issuances within their functional/capability area as authorized by law, directive, or delegated by the Director, DCMA.

**2.4. GENERAL COUNSEL (GC).** In addition to the responsibilities in Paragraph 2.3., the GC will provide legal advice during the drafting process of proposed issuances and during the adjudication of coordination comments. GC will conduct a legal sufficiency review for proposed and coordinated DCMA policy issuances.

**2.5. EXECUTIVE DIRECTOR, HUMAN CAPITAL (HC).** In addition to the responsibilities in Paragraph 2.3., HC will provide labor relations advice during the drafting process of proposed issuances and during the adjudication of coordination comments. HC will also review issuances during coordination for labor relations requirements.

## SECTION 3: GENERAL PROVISIONS

### 3.1. POLICY ISSUANCES.

**a. Development and Maintenance.** This Instruction establishes DCMA-MAN 501-01, providing step-by-step procedures for the development, coordination, publication, and maintenance of DCMA issuances. Use the Stages and Timelines Chart and Policy Preparation Checklist (both located on the resource page) for processing policy issuances.

**b. Types.** There are four types of DCMA policy issuances:

(1) Instruction (DCMA-INST). A DCMA-INST is the Agency's primary issuance used to establish broad policy, assign **high-level** roles and responsibilities impacting DCMA employees (civilian and military), and may provide **high-level** general procedures to support Agency functions. The primary purpose of a DCMA-INST is to establish how the Agency will execute responsibilities assigned to it by higher-level policy, regulation, or law. DCMA-INSTs must be coordinated and approved for publication by the Director, DCMA (or designated authority).

(2) Manual (DCMA-MAN). A DCMA-MAN is a supplemental document implementing a DCMA-INST by prescribing **detailed** responsibilities and **step-by-step** procedures for carrying out the process. DCMA-MANs target user audience of Division Chiefs (Managers) and staff. A DCMA-MAN cannot establish policy; nor can it contradict, supersede, or cancel policy established in an Instruction. DCMA-MANs must be coordinated and approved for publication by the Director, DCMA (or designated authority).

(3) Policy-type Memorandum (DCMA-PTM). A DCMA-PTM is issued **only** for time-sensitive actions and **only** when time constraints prevent publishing a new issuance or incorporating a change to an existing issuance pertaining to policy, responsibilities, and high-level or general procedures. DCMA-PTMs must be coordinated and signed by the Director, DCMA, and will be effective for no more than 12 months from the date of signature. DCMA-PTMs must not be used to permanently change or supplement existing issuances. Time sensitive actions are those that are:

- Directed by Executive order;
- Directed by the Director; Deputy Director, or higher-level authority;
- A matter of urgent national security;
- Required by recent (less than 3 months) change in law, statute, or government-wide regulation; or
- Necessary to prevent imminent danger to life and health.

(4) Director's Policy Statement (DCMA-DPS). A DCMA-DPS is used to communicate brief statements of policy applicable to the workforce or to the public. A DCMA-DPS pertains to general workplace practices such as Equal Employment Opportunity (EEO) statements and workplace safety. A DCMA-DPS is signed by the Director, DCMA, published on the DCMA Policy site, and normally displayed in public areas (bulletin board). The Component

Head/Capability Manager must reissue a DCMA-DPS as directed by the new Director when there is a change of command.

**c. Resource Page.** Each DCMA-INST and DCMA-MAN must have an associated resource page. This page contains information relating to the issuance and hyperlinks to associated material. A resource page does not establish Agency policy, but enables the OPR to quickly post or update dynamic information about the issuance without needing to modify the issuance itself. Support documents may be located on the resource page; however, the issuance takes precedence should any conflict arise. OPRs are responsible for the development, publication, and maintenance of their resource page. At a minimum, the resource page will have a link to the current issuance, a policy history section containing links to superseded issuances, list of labor codes, and a valid point of contact. A DCMA-INST and associated DCMA-MANs may share the same resource page.

**3.2. DCMA POLICY SITES.** Only Director approved issuances are published on a DCMA Policy site. There are three official DCMA Policy sites that the PPO maintains:

**a. Unclassified Site - Public.** On the unclassified public DCMA Policy site (DCMA's public website), resides current, approved, unclassified issuances cleared for public release.

**b. Unclassified Site - Internal.** On the unclassified internal DCMA Policy site resides current, approved, unclassified and For Official Use Only (FOUO) issuances that are cleared for public release and not cleared for public release (internal only).

**c. Classified Site.** On the classified DCMA Policy site, resides current, approved, classified issuances up to and including SECRET.

**3.3. DEVIATION OR WAIVER REQUEST.**

**a.** A Request for Deviation or Request for Waiver is a specific written authorization to depart from a particular requirement(s) of a current approved policy issuance. A deviation/waiver may be authorized to carry out certain provisions and procedures due to unique operating conditions. A deviation/waiver allows operating elements to more closely align themselves with their customer's needs.

**b.** For deviations/waivers to the Federal Acquisition Regulation (FAR)/Defense Federal Acquisition Regulation Supplement (DFARS), refer to FAR Subpart 1.4/DFARS 201.4. Any deviation/waiver to FAR/DFARS must be coordinated through the DCMA Defense Acquisition Regulations (DAR) Council representative.

**3.4. OTHER PUBLICATIONS.** Other publications (Standard Operating Procedures (SOP), Business Practices, etc.) are component/capability generated publications that provide personnel with systematic guidance for performance of a component/capability internal process. They are not intended to circumvent or replace established policy or statutes issued by higher headquarters. These document may be used to capture standards and/or detailed steps



prescribing how to perform specific tasks within a DCMA office, section, division, center, or component/capability and are only applicable to the signing official's employees. They are mentioned in this Instruction to provide clarification of their intended use, development, publishing requirement, and relationship to issuances. Other Publications are controlled, published, and maintained by the originating component/capability and are not part of the DCMA Policy Issuances Program.

## GLOSSARY

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

**Action Officer.** A DCMA employee who serves as the subject matter expert (SME) and primary focal point for an issuance and associated resource page.

**Capability Manager.** The individual or individuals identified by the Director, DCMA, as the proponent with advocacy for all Agency efforts under a given Capability. The Capability Manager is responsible for the doctrine (instructions and manuals), tools, and training associated with the process and activities that fall under the purview of the Capability.

**Component/Capability.** A Component/Capability is an organization within DCMA. (See resource page for list of components/capabilities.)

**Component Head.** The leader of a DCMA component who reports directly to the Office of the Director, DCMA.

**Deviation.** A deviation is an approved temporary departure from policy that is limited to a specific time period.

**Issuance Number.** Issuances are assigned an issuance number as a unique identifier. The number is displayed on each page of the issuance. The PPO issues and maintains the DCMA Issuances Numbering System.

**Office of Coordinating Responsibility (OCR).** The DCMA Component Head/Capability Manager designated to coordinate on the development, management, and maintenance of an issuance. OCRs support the OPRs.

**Office of Primary Responsibility (OPR).** The DCMA Component/Capability designated as being responsible for the development, coordination, management, and maintenance of an issuance. Although issuances are typically developed in collaboration with other components/capabilities, OPRs are ultimately responsible for their issuances.

**Policy.** Rules and requirements approved by the Director used throughout the Agency to efficiently and effectively comply with higher authority policy and mission objectives. Policy provides clear and concise direction to policy users.

**Policy Issuance.** Official documents issuing DCMA policies and procedures. There are four types of policy issuances: DCMA-INST, DCMA-MAN, DCMA-PTM, and DCMA-DPS.

**Policy Issuance Program.** A single, uniform program DCMA Components/Capabilities must use to develop, coordinate, approve, publish, and review DCMA issuances.

**Procedures.** Standard, detailed steps prescribing how to perform specific tasks in support of one or more policy statements and are written in an approved issuance.

**SME.** A person with expert knowledge and deep understanding of a particular process and function and who is an authority in a particular area or topic. SMEs are responsible for defining the business processes, policies, and the application requirements within a function.

**Waiver.** A waiver is an approved permanent departure from policy.

**G.2. ACRONYMS.** Unless otherwise noted, these acronyms are for the purpose of this issuance.

DCMA-DPS	DCMA Director's Policy Statement
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DCMA-PTM	DCMA Policy-type Memorandum
DFARS	Defense Acquisition Regulation Supplement
DoDD	DoD Directive
DoDI	DoD Instruction
FAR	Federal Acquisition Regulation
GC	General Counsel
HC	Human Capital
OCR	office of coordinating responsibility
OPR	office of primary responsibility
PPM	Policy Program Manager
SME	subject matter expert

## **REFERENCES**

DCMA Manual 501-01, "Policy Issuances Procedures" current edition  
Defense Federal Acquisition Regulation Supplement 201.4  
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013  
DoD Instruction 5025.01, "DoD Issuances Program," August 1, 2016  
Federal Acquisition Regulation Subpart 1.4