



## DCMA Manual 2303-02

### Surveillance – Plan Events

---

**Office of Primary Responsibility**

**Contractor Effectiveness Capability**

**Effective:**

April 28, 2019

**Releasability:**

Cleared for public release

**New Issuance**

**Implements:**

DCMA-INST 2303, “Surveillance,” November 5, 2018

**Incorporates:**

DCMA-INST 124, “Contract Property Management,” January 26, 2016

DCMA-INST 131, “Contractor Business Systems,” December 1, 2015

DCMA-INST 203, “Software Acquisition Management,” June 25, 2013

DCMA-INST 204, “Manufacturing and Production,” November 5, 2018

DCMA-INST 207, “Engineering Surveillance,” December 8, 2014

DCMA-INST 208, “Earned Value Management System- Compliance Review,” March 7, 2017

DCMA-INST 210, “Earned Value Management System (EVMS) - Standard Surveillance,” November 8, 2016

DCMA-INST 211, “Material Management and Accounting System (MMAS),” May 30, 2013

DCMA-INST 219, “Supplier Risk Management Through Standard Contract Surveillance,” May 22, 2013

DCMA-INST 221, "Integrated Surveillance Plan," April 14, 2014  
DCMA-INST 303, "Critical Safety Items - QA," November 9, 2016  
DCMA-INST 308, "Safety of Flight – QA," July 6, 2016  
DCMA-INST 309, "GCQA Surveillance Planning," April 13, 2018  
DCMA-INST 311, "Process Review – QA," July 31, 2013  
DCMA-INST 313, "International Requests for Contract Administration Services," July 7, 2015  
DCMA-INST 317, "ALRE CSI Surveillance," July 1, 2013  
DCMA-INST 318, "QA Development," August 18, 2014  
DCMA-INST 322, "Quality System Audit," September 8, 2015  
DCMA-INST 324, "Product Examination," July 26, 2013  
DCMA-INST 326, "Risk Assessment," February 28, 2012  
DCMA-INST 328, "Overhaul, Maintenance, Modification and Repair (OMMR)," July 7, 2015  
DCMA-PAM 300-1, "Quality Assurance Engineer Pamphlet," March, 5 2012

**Internal Control:** Process flow and key controls are located on the Resource Page

**Labor Codes:** Located on the Resource Page

**Resource Page Link:** <https://360.dcma.mil/sites/policy/CE/SitePages/2303-02R.aspx>

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

---

**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)":

- Implements policy established in DCMA-INST 2303
- Assigns detailed responsibilities and prescribes step-by-step procedures for scheduling surveillance activities

## TABLE OF CONTENTS

<b>SECTION 1: GENERAL ISSUANCE INFORMATION</b> .....	4
1.1. Applicability.....	4
1.2. Policy .....	4
<b>SECTION 2: RESPONSIBILITIES</b> .....	5
2.1. DCMA Component Heads and/or Capability Managers.....	5
2.2. Operational Unit Commanders/Directors.....	5
2.3. Contract Management Office (CMO) Commanders/Directors, Group Leaders, and First Level Supervisors.....	5
2.4. Functional Specialists.....	5
<b>SECTION 3: PLAN SURVEILLANCE EVENTS</b> .....	7
3.1. Standard Surveillance Process Overview .....	7
3.2. Assess Risk .....	7
3.3. Plan Events.....	8
3.4. Plan Events Process.....	8
3.5. Surveillance Schedule Review and Approval.....	13
<b>GLOSSARY</b>	
G.1. Definitions.....	15
G.2. Acronyms .....	17
<b>REFERENCES</b> .....	18
<b>FIGURES</b>	
Figure 1. Surveillance Model.....	7
Figure 2. Plan Events .....	8

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

### **1.1. APPLICABILITY.**

- a. This manual applies to all DCMA organizational elements who enable or perform surveillance on or in support of: DCMA administered contracts, contracts awarded by DCMA.
- b. This manual is the Agency source for scheduling surveillance events and activities in conjunction with contract requirements identified during contract receipt and review and risk assessments per DCMA Manual (DCMA-MAN) 2303-01, "Surveillance – Assess Risk. Other issuances containing scheduling surveillance requirements will reference this Manual.

### **1.2. POLICY.** It is DCMA policy that:

- a. The Agency will identify and schedule surveillance events and activities to perform contract administration duties outlined in the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and other applicable regulations and directives in accordance with (IAW) DCMA Issuances.
- b. The Operational Unit/Contract Management Office (CMO) will determine the extent of surveillance after a through consideration of risk factors.
- c. The Operational Unit/CMO will develop a surveillance schedule based on the risk level determined during a risk assessment.
- d. The Operational Unit/CMO will modify the surveillance schedule to incorporate special surveillance requirements for individual contracts, including surveillance requirements identified by the contracting officer.
- e. The Agency will execute the requirements of this Manual in a safe, efficient, effective, and ethical manner.

## SECTION 2: RESPONSIBILITIES

**2.1. DCMA COMPONENT HEADS AND/OR CAPABILITY MANAGERS.** DCMA Component Heads/Capability Managers will:

- a. Ensure compliance with this Manual.
- b. Align issued/deployed surveillance related publications, training, guidance, and tools with this Manual.

**2.2. OPERATIONAL UNIT COMMANDERS/DIRECTORS.** Operational Unit Commanders/Directors will:

- a. Ensure compliance with this Manual.
- b. Establish and maintain program to monitor unit surveillance activities and establish standard operating procedures, business practices, training, tools, etc. as necessary to fill any policy gaps.
- c. Special Programs Command should comply with DCMA Instruction (DCMA-INST) 2303, "Surveillance," and meet the intent of this Manual to the maximum extent practicable for all Special Access Programs (SAP) and Sensitive Compartmented Information (SCI) contracts.

**2.3. CMO COMMANDERS/DIRECTORS, GROUP LEADERS, AND FIRST LEVEL SUPERVISORS (FLS).** CMO Commanders/Directors, Group Leaders, and FLS will:

- a. Ensure compliance with this Manual.
- b. Establish and maintain a program to monitor unit surveillance activities and establish standard operating procedures, business practices, etc., and training and tools, as necessary to fill any policy gaps.
- c. Serve as the conduit between functional specialists and Operational Unit Command to resolve shortcomings in policy/manuals/guidance and issue determinations when business cases are not captured by issuances.
- d. Assign responsibility to a functional specialist to perform the Plan Events process resulting in a surveillance schedule(s) for contract requirements and other requirements identified as needing surveillance during the "Assess Risk" process step (e.g., surveillance requirements received through other procurement instruments, customer requested activities, FAR/DFARS, Memorandum of Agreement or Understanding (MOA/MOU), Letter of Delegation (LOD), or Quality Assurance Letter of Instruction (QALI)).

**2.4. FUNCTIONAL SPECIALISTS.** Functional Specialists will:

a. Perform Plan Events process when assigned responsibility to create surveillance schedule(s) for contract requirements and other requirements identified as needing surveillance during the “Assess Risk” process step (e.g., surveillance requirements received through other procurement instruments, customer requested activities, FAR/DFARS, MOA/MOU, LOD, or QALI).

b. Comply with this Manual.

## SECTION 3: PLAN SURVEILLANCE EVENTS

### 3.1. STANDARD SURVEILLANCE PROCESS OVERVIEW.

a. Contractors use systems, processes, policies/procedures, controls, plans, and schedules to meet contract requirements and deliver product/services IAW the FAR, DFARS and other regulations in the contract. During surveillance, DCMA evaluates contractor plans, schedules, policies/procedures, systems, processes, process outputs, product, or services to assess adequacy, compliance, and/or progress toward compliance with the contract, FAR, DFARS and other regulations. These evaluations are discrete Contract Administration Service (CAS) events and activities that occur throughout the life of a contract and must be properly planned.

b. DCMA-INST 2303 depicts surveillance as being comprised of four recurring steps, as shown in Figure 1. These steps may not always be performed sequentially and may often be performed repetitively depending on surveillance results, changes in contract requirements and/or other requirements identified as needing surveillance during the “Assess Risk” process step (e.g., surveillance requirements received through other procurement instruments, customer requested activities, FAR/DFARS, MOA/MOU, LOD, or QALI).



### 3.2. ASSESS RISK.

a. The first step of the Surveillance Model is Assess Risk. The risk assessment process provides a risk rated workload list with these inputs to the Plan Events process:

(1) Risk Rated Workload list of Key Contract Requirements (KCRs) and other requirements identified as needing surveillance during the “Assess Risk” process step (e.g., surveillance requirements received through other procurement instruments, customer requested activities, FAR/DFARS, MOA/MOU, LOD, or QALI).

(2) The associated justification of the risk rated workload.

b. The risk rated workload and the associated justification of the workload is discussed in DCMA-MAN 2501-01, “Contract Receipt and Review,” and DCMA-MAN 2303-01 respectively. Additional planned events could be derived from surveillance requirements received through customer requested activities, FAR/DFARS, MOA/MOU, LOD, or QALI.

c. Throughout this Manual, the term “surveillance requirement” refers to KCRs identified in the Contract Receipt and Review process as well as other requirements identified as needing surveillance during the “Assess Risk” process step (e.g., surveillance requirements received through other procurement instruments, customer requested activities, FAR/DFARS, MOA/MOU, LOD, or QALI).

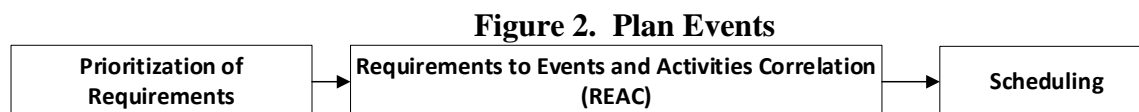
**3.3. PLAN EVENTS.** The second process step in the Surveillance Model shown in Figure 1 is Plan Events. This Manual focuses on the “Plan Events” steps. The overview of the Plan Events process is:

a. After requirements have been identified and risk assessed, the Plan Events process begins with the identification and scheduling risk-based CAS events and activities to evaluate contractor adequacy and compliance to surveillance requirements and federal regulations.

b. Each FLS or assigned functional specialist must assign surveillance categories and schedule surveillance events and activities to evaluate contractor adequacy and compliance to contract/regulatory requirements identified as needing surveillance during the “Assess Risk” process step.

c. The output of the Plan Events process is a schedule of surveillance events and activities to assess the contractor performance against contract requirements and applicable regulations for risk mitigation purposes. This schedule of events contains the details of who, what, when, where, why (risk), and how much surveillance is needed to adequately assess contractor performance against the contract/regulatory requirement(s). Refer to functional guides on the Resource Page for further guidance on creating schedules and functional area Facility, Contract, and Program level Surveillance Plan documents using programs such as Word, Excel, and others.

**3.4. PLAN EVENTS PROCESS.** The Plan Events process, as shown in Figure 2, consists of three steps: Prioritization of Requirements, Requirements to Events and Activities Correlation (REAC), and Scheduling. These steps may not always be performed sequentially and may often be performed repetitively during the Plan Events process. This Manual defines and standardizes a consistent process model for DCMA scheduling surveillance events and activities. A detailed flow chart, key control table, and guides to assist in function specific surveillance planning are included on the Resource Page.



**a. Prioritization of Requirements.**

(1) “Assess Risk” Input. The “Assess Risk” process provides the input risk factors associated with KCRs and other customer requested activities needed to Plan Events. Use this group of risk rated factors to plan events and activities for each surveillance requirement; KCRs and other customer requested activities, identified as needing surveillance during the “Assess Risk” process step. See surveillance requirement definition.

(2) Identify Surveillance Category. Use the surveillance requirement and associated risk rated justification to identify the type of surveillance category or categories to evaluate IAW DCMA-MAN 2303-03, “Surveillance – Execute with Standard Techniques”:



- (a) Process Evaluation.
- (b) Progress Evaluation.
- (c) Deliverable Product or Service Evaluation.

(3) Degree and Extent of Surveillance. Use the level of risk to determine the degree and extent of surveillance:

(a) Higher level of risk may warrant heightened surveillance (more comprehensive reviews in breadth and depth).

(b) Lower level of risk may warrant basic to no surveillance, (limited focus reviews in breadth and depth to no review).

(4) Limited Resources. When resources and functional specialists are limited in scheduling surveillance to the degree and extent required based on the level of risk:

(a) Request personnel IAW Agency manpower management procedures.

(b) Prioritize scheduling events and activities across existing surveillance strategies and schedules to best utilize Agency resources while mitigating risk. Prioritize scheduling IAW DCMA-MAN 2303-01 as well as functional guides located on the Resource Page.

**b. REAC**. The REAC is the process of selecting surveillance events and activities from the Events Data Table (EDT) to assess the contractor performance to specific contract requirements and other requirements identified as needing surveillance during the “Assess Risk” process step (e.g., surveillance requirements received through customer requested activities, FAR/DFARS, MOA/MOU, LOD, or QALI). This traceability back to surveillance requirements aids in non-compliance documentation of corrective actions and key control in the Plan Events process.

(1) Standardized List of Events and Activities. The EDT is a data table with potential surveillance events and activities correlated with KCRs and other surveillance requirements. Use the EDT as guide to ensure standardized surveillance event/activity correlation to surveillance requirements and consistency with scheduling terminology across functional areas and CMOs.

(a) These functional area surveillance events and activities are documented in the EDT located on the Resource Page.

(b) Use the most current EDT version from the Resource Page when correlating events and activities.

(c) If the EDT does not contain a commonly performed activity, submit a request to add this information to the EDT, see the EDT document change request guide on the Resource Page. The change request will be reviewed and the EDT will be updated as necessary.

(2) REAC Required Data Elements. The EDT contains a number of data elements. When correlating the events and activities to the requirements, the correlation data elements must be included in each surveillance schedule:

- (a) Contract Number(s) or Unique Identifier(s).
- (b) KCR (or Surveillance Requirement).
- (c) Surveillance Category.
- (d) Surveillance Event/Activity.
- (e) Risk Rating (from “Assess Risk”).

(3) REAC Contingent KCRs. Some KCRs are contingent upon other activities or actions occurring before the requirement can be addressed. Assign No Event/No Activity and document the contingencies that address the requirement, when this occurs. For example, the risk rated KCR indicates to the functional specialists that progress payments are authorized as financing in the contract and needs surveillance; however, progress payment review by the functional specialist is contingent upon a request from the Administrative Contracting Officer (ACO) to perform a review. Similarly, specific Engineering Change Proposals (ECPs) are not predictable for scheduling and are considered demand tasks when the ECP is available for review.

(4) REAC Non-Contract Specific Requirements. Requirements not found in a contract are designated as non-contract specific requirements (e.g., requirements in service requests and some FAR and DFARS and Business System Reviews). For REAC of non-contract specific requirements:

(a) Use a unique identifier for the Contract Number data element. For example, use the Request Identification Number for service requests and the FAR/DFARS clause or DoD Directive for the Contract Number data element.

(b) Use the associated KCR functional area service set or FAR/DFARS clause in the EDT to document the KCR or Surveillance Requirement data element.

(5) REAC Complete. To complete the REAC process, each requirement identified as needing surveillance during the “Assess Risk” process step must be addressed for surveillance by either assigning one or more surveillance event(s) from the EDT, event(s) not in the EDT, or documenting justification for not performing surveillance (e.g., low priority/no resource, No Event/No Activity for Contingent KCRs).

**c. Scheduling.** Surveillance scheduling is an iterative process of adjusting surveillance strategies and activities in a surveillance schedule. Base the adjustments on changes in priorities or risk, in order to optimize resources and mitigate risk.

(1) Surveillance Strategy. There are three levels of surveillance scheduling strategies used to optimize resources and assess contractor performance to requirements.

(a) Contract Surveillance. A contract surveillance schedule is developed to assess contractor performance of those KCRs and other surveillance requirements received through customer requested activities, FAR/DFARS, or QALI that are uniquely tied to an individual contract. This is the lowest level surveillance strategy.

(b) Facility Surveillance. If a contractor place of performance has multiple active Government contracts, common or similar surveillance requirements may exist. When this happens, a facility surveillance schedule is developed to assess contractor performance. Examples include process evaluations for quality management systems, aircraft operations, business systems, etc.

1. Where a facility surveillance schedule exists, compare the surveillance requirements of a new contract to the existing schedule. If the existing schedule covers the surveillance risks, simply document the new contract number as addressed in the existing schedule.

2. If the surveillance requirement is not included in the existing schedule, add the surveillance as a contract surveillance event/activity schedule. Surveillance plans where the CMO groups surveillance activities for a program having multiple contracts with duplicate surveillance requirements at the same place of performance is another form of a facility plan.

(c) Program Surveillance. Contracts that have surveillance requirements across multiple facilities that are tied to the same program should consider using a Program Surveillance strategy. This is common in major programs such as Joint Strike Fighter. The surveillance for these requirements will be done IAW the DCMA-MAN 3101-02, "Program Support Analysis and Reporting."

(2) Scheduling EDT Elements. The EDT contains the correlations of KCRs to surveillance events and activities as well as suggested values for Multi-Contract Events, skillset, and allocated hours.

(a) The suggested values for allocated hours are based on data from the Resource Workload Model (RWM) and includes one-hour travel time round-trip. Based on experience, modify allocated hours to address more/less difficult surveillance events and activities and/or zero travel time for resident facilities (e.g., travel time could be four hours from Dallas to Austin and actual surveillance double or half the RWM time).

(b) Allocated hour information is provided to help teams balance workload and must only be used for optimizing resources and not performance evaluations.

(3) Optimizing Resources and Scheduling. Optimizing resources and scheduling surveillance to get the maximum risk mitigation for surveillance events and activities scheduled

is an on-going process throughout the life of a contract. Some suggested optimization when scheduling REAC items is:

(a) Correlate and schedule multiple KCRs surveillance requirements to the same Event/Activity (Multi-KCRs) and document each applicable KCR in the Multi-KCR data field

(b) Correlate and schedule multiple contracts to the same Event/Activity (Multi-Contracts) and document each contract number in the Multi-Contracts data field

1. Surveillance events and activities can be conducted at various levels or strategies: multi-facility (e.g., Business Segment), facility, program, or contract level.

2. When appropriate, schedule surveillance at the higher levels (e.g., facility vs. contract) to improve surveillance efficiencies; however, unique program or contract specific processes must be considered.

(4) Adding Surveillance Events and Activities to a Schedule.

(a) After scheduling as many REAC as possible to existing facility and program level surveillance schedules, identify and schedule as many remaining REAC as possible to new Multi-KCR and Multi-Contract facility and program level events and activities.

(b) Schedule the remaining REAC at the contract surveillance level.

(c) When adding correlated surveillance events and activities to the schedule, the data elements (or equivalent data elements), in addition to the required REAC data elements, must be included in the activity schedule:

- Surveillance Strategy (Facility, Program, Contract)
- Program Name (if applicable)
- Location Commercial and Government Entity (CAGE)
- Delegatee CAGE (Delegated to Location CAGE) (if applicable)
- Delegator CAGE (Delegated from Location CAGE) (Optional)
- Start Date
- Allocated Hours (Duration per occurrence in hours)
- Frequency
- End Date (Optional) (usually Final Delivery Date for recurring activities)
- Need Finish Date
- Functional Specialist (at the Location CAGE)
- Multi-Contracts (list if applicable) (see definitions)
- Multi-KCRs (and Surveillance Requirements) (list if applicable) (see definitions)

(5) Delegating Activities. Delegation of surveillance activity is performed IAW DCMA-MAN 2101-04 “Delegate Surveillance.” The Location CAGE where the delegated surveillance activities are performed is documented in the “Delegatee CAGE” data field in the surveillance

schedule. The Location CAGE that is delegating events and activities to another CMO is documented in the "Delegator CAGE" data field in the schedule.

(6) Scheduling Modifications.

(a) Contract Modifications. When contract modifications are received containing new KCRs or changes to KCRs, the Plan Events process resumes to determine the priority of the new KCR(s) and/or changes to KCR(s) and the potential changes to the current surveillance strategies and schedule.

(b) Surveillance Feedback. When surveillance feedback results indicate a change in priority or risk and a decision to modify the existing surveillance schedule, the Plan Events process of optimizing scheduled events and activities resumes.

(7) Scheduling Demand Task. A demand task is a CAS activity not having a known need date upon receipt of the requirement or a non-contract specific CAS activity. Examples include request for technical support to negotiations (TSN), ECP review, and pre-award CAS activities. These events should only be scheduled to account for resources when the demand task effort causes previously scheduled surveillance activities to be deferred or cancelled. For example: TSNs usually take more time to complete than most surveillance events and should be scheduled when duration is more than a week. Attending an impromptu meeting would not need surveillance scheduling.

(8) Scheduling Complete. Scheduling is complete when all surveillance requirements identified during the "Assess Risk" process step have assigned activities and required schedule data elements documented.

(9) Scheduling Format. See the functional implementation guides on the Resource Page for guidance on surveillance scheduling formats.

### **3.5. SURVEILLANCE SCHEDULE REVIEW AND APPROVAL.**

**a. Cross-Functional Coordination.** Once the functional specialists and FLS have drafted the surveillance schedule, review by the Contract Management Team or Program Support Team should take place to eliminate redundant surveillance between functional areas and leverage efficiencies where possible (e.g., Quality Management System Audit, Business System Reviews, etc.).

**b. Surveillance Schedule Approval.** Once the contract, facility, or program surveillance strategy is scheduled and reviewed, the schedule must be approved at the appropriate level. See functional implementation guides on the Resource Page for definition of appropriate approval levels.

**c. Updating the Surveillance Schedule.**

(1) Once the schedule has been approved, the schedule will be executed IAW DCMA-MAN 2303-03. Results of the surveillance events will be documented IAW DCMA-MAN 2303-04, “Surveillance – Document Results, Corrective Actions and Provide Feedback.”

(2) The surveillance schedules are living documents that are updated based on changes in risk rated surveillance requirements through new contracts, contract modifications, other requirements and surveillance results IAW DCMA-MAN 2303-04.

(3) See functional implementation guides on the resource page for the frequency of this analysis and the documentation, review, and approval requirements.

## GLOSSARY

### G.1. DEFINITIONS.

**Allocated Hours.** The planned time in hours to start and complete one occurrence of a scheduled item in the surveillance schedule. An increment of eight hours is considered a day. Allocated Hours includes travel time to and from the Location CAGE.

**Delegatee CAGE.** The CAGE Code associated with where the surveillance activity is delegated to and the surveillance will be executed.

**Delegator CAGE.** The CAGE Code from which the surveillance activity was delegated. This is used for re-delegation of surveillance requirements and events/activities and to track multiple re-delegations. (National Aeronautics and Space Administration (NASA) request)

**Event.** The culmination of one or more CAS activities associated with a surveillance category.

**KCR.** A DCMA-unique term. The KCR is a contract requirement which the Agency has ascertained mandatory surveillance or a performance difficulty, indicating a potential need for surveillance, review or analysis. This also refers to contract requirements which the program office has designated as either critical or high risk indicating a potential need for surveillance, review or analysis.

**Location CAGE.** The CAGE Code associated with where the surveillance Event/Activity is executed.

**Multi-Contracts.** List of all contracts associated with the same scheduled Event/Activity having the same REAC/Frequency/Allocated Hours and either the same Location CAGE or same Location CAGE and Program Name.

**Multi-KCRs.** Scheduled item where the surveillance activity will satisfy multiple KCRs and other surveillance requirements. Usually associated with the surveillance of a system or a process with multiple Data Item Deliverables (e.g., KCR-EN-0003 satisfies KCR-EN-0003-01 through KCR-EN-0003-11).

**Need Finish Date.** Date the surveillance activity must be completed or it is considered not complete for metrics. For one-time surveillance activity occurrences independent of other events/activities, the need finish date is flexible until Final Delivery Date. For a recurring surveillance activity, the need finish date of each occurrence is the start date of the next occurrence.

**Program Name.** The program name as listed in the Agency system of record.

**Planning.** Planning is the act of creating "a detailed formulation of a course of action" (a plan) for how something will be achieved. That is, planning describes the intention to do something, coupled with a proposal or strategy for getting it done. Planning includes many things outside of

scheduling (such as deciding where to do work, tools and processes that will be used, skillset needed, etc.).

**Scheduling.** Scheduling is the act of deciding when something will be done, and allocating the time for it out of a functional specialist's schedule. Scheduling can be considered a subset of planning.

**Surveillance Activity.** The execution of a specific surveillance technique to complete a task or tasks on the surveillance schedule.

**Surveillance Category.** Surveillance Category is an overarching grouping of surveillance evaluations with similar objectives. All types of surveillance fall within one or more of the three overarching surveillance categories:

- Process Evaluation
- Progress Evaluation
- Deliverable Product or Deliverable Service Evaluation

**Surveillance Event.** An event is a group of surveillance activities, tasks, or mandatory functions that are required to complete a scheduled activity. There can be many tasks in one scheduled activity. Example: evaluating entry or exit criteria for completion of a Systems Engineering Technical Review, Complete Quality Management System Audit or other system audits.

**Surveillance Requirement.** A DCMA-unique term. Surveillance requirements are key contract requirements and other requirements received through customer requested activities, FAR/DFARS regulations, MOA/MOU, LOD, or QALI identified as needing surveillance during the "Assess Risk" process IAW DCMA-MAN 2303-01.

**Surveillance Strategy.** A surveillance strategy is a group of scheduled surveillance activities associated with each other based on one of three levels:

- Contract Surveillance Strategy - A group of scheduled activities associated with one contract
- Facility Surveillance Strategy - A group of scheduled activities associated with multiple contracts from one contractor at a specific Location CAGE is a Facility surveillance strategy
- Program Surveillance Strategy - A group of scheduled activities associated with multiple contracts in one Major Program



## GLOSSARY

### G.2. ACRONYMS.

CAGE	Commercial and Government Entity
CAS	Contract Administration Service
CMO	Contract Management Office
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DFARS	Defense Federal Acquisition Regulation Supplement
ECP	Engineering Change Proposal
EDT	Events Data Table
FAR	Federal Acquisition Regulation
FLS	First Level Supervisor
IAW	in accordance with
KCR	Key Contract Requirement
LOD	Letter of Delegation
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NASA	National Aeronautics and Space Administration
QALI	Quality Assurance Letter of Instruction
REAC	Requirements to Events and Activities Correlation
RWM	Resource Workload Model
TSN	Technical Support to Negotiation

## **REFERENCES**

- DCMA Manual 2101-04, "Delegate Surveillance," July 24, 2018  
DCMA Manual 2303-01, "Surveillance – Assess Risk" TBD  
DCMA Manual 2303-03, "Surveillance - Execute with Standard Techniques," November 5, 2018  
DCMA Manual 2303-04, "Surveillance - Document Results, Corrective Action and Provide Feedback" TBD  
DCMA Manual 2501-01, "Contract Receipt and Review" March 24, 2019  
DCMA Manual 3101-02, "Program Support Analysis and Reporting," November 22, 2017  
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013