



## DCMA Manual 2501-01

### Contract Receipt and Review

---

---

**Office of Primary Responsibility**

**Contract Maintenance Capability**

**Effective:**

March 24, 2019

**Releasability:**

Cleared for public release

**New Issuance**

**Implements:**

DCMA-INST 2501, "Contract Maintenance," August 14, 2017

**Incorporates and Cancels:** DCMA-INST 118, "Contract Receipt and Review," June 17, 2015  
DCMA-INST 325, "Contract Technical Review," April 28, 2015  
DCMA-INST 327, "Postaward Orientation Conference - QA,"  
April 6, 2015  
DCMA-PTM 19-003, "Workload Acceptance," January 25, 2019

**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/CM/SitePages/2501-01r.aspx>

**Approved by:**

David H. Lewis, VADM, USN, Director

---

**Purpose:** This issuance, in accordance with the authority in DoD Directive (DoDD) 5105.64:

- Implements policies established in DCMA-INST 2501, "Contract Maintenance"
- Establishes procedures for the identification of contract requirements
- Establishes procedures for the identification of contract defects and deficiencies

## SUMMARY OF CHANGES

Agency users and stakeholders should read this Manual in its entirety. It incorporates and cancels in part:

- DCMA-INST 115, “Patents and Royalties,” Paragraphs 3.1. & 3.2., August 9, 2016
- DCMA-INST 124, “Government Property,” Paragraphs 3.1., 3.2., 3.3., 3.4. & 3.5. January 6, 2016
- DCMA-INST 131, “Business Systems,” Paragraph 3.1.1., December 1, 2015
- DCMA-INST 133, “Estimating System,” Paragraph 3.1., September 8, 2014
- DCMA-INST 137, “Grants, Agreements and Other Transactions,” Paragraph 3.1., March 31, 2014
- DCMA-INST 138, “Order Issuance and Definitization,” Paragraphs 3.1., 3.2., 3.3. & 3.5., February 10, 2014
- DCMA-INST 143, “Consent to Subcontract,” Paragraph 3.1., March 6, 2014
- DCMA-INST 203, “Software Acquisition Management,” Paragraph 3.4., June 25, 2013
- DCMA-INST 204, “Manufacturing and Production,” Paragraph 3.1.1., March 20, 2014
- DCMA-INST 207, “Engineering Surveillance,” Paragraph 3.2., December 8, 2014
- DCMA-INST 208, “EVMS Compliance Review,” Paragraph 2.2.1., March 7, 2017
- DCMA-INST 211, “Material Management and Accounting System (MMAS) ,” Paragraph 1.1., May 30, 2013
- DCMA-INST 219, “Supplier Risk Management Through Standard Contract Surveillance,” Paragraphs 3.3. & 3.4., May 22, 2013
- DCMA-INST 221, “Integrated Surveillance Plan,” Paragraph 3.2., April 14, 2014
- DCMA-INST 303, “Critical Safety Items,” Paragraph 3.1., November 9, 2016
- DCMA-INST 304, “Packaging Management Program,” Paragraph 3.1., March 16, 2015
- DCMA-INST 309, “GCQA Surveillance Planning,” Paragraph 3.1., April 13, 2018
- DCMA-INST 313, “International Requests for Contract Administration Services,” Paragraphs 3.1. & 4.2., July 7, 2015
- DCMA-INST 328, “Overhaul, Maintenance, Modification and Repair (OMMR) ,” Paragraph 3.1., July 7, 2015
- DCMA-INST 1207, “Effective Control of Non-Conforming Material,” Paragraph 3.1.2., July 29, 2015

## TABLE OF CONTENTS

<b>SUMMARY OF CHANGES</b> .....	2
<b>SECTION 1: GENERAL ISSUANCE INFORMATION</b> .....	5
1.1. Applicability.....	5
1.2. Policy .....	5
<b>SECTION 2: RESPONSIBILITIES</b> .....	6
2.1. Contract Management Office (CMO) Commander/Director.....	6
2.2. Functional Group Leads .....	6
2.3. First Level Supervisor (FLS).....	6
2.4. Administrative Contracting Officer (ACO).....	6
2.5. Functional Specialist .....	6
<b>SECTION 3: CONTRACT REVIEW</b> .....	7
3.1. General Guidance.....	7
3.2. Contract Receipt.....	7
3.3. CRR Assignment.....	7
3.4. Workload Prioritization (WP) Criteria for CRR.....	8
3.5. Incorrect Contract Assignment.....	8
3.6. Identifying Contract Requirements .....	8
3.7. Other Places of Manufacture.....	9
3.8. Postaward Orientation Determinations.....	9
<b>SECTION 4: CONTRACT DEFECTS &amp; DEFICIENCIES</b> .....	10
4.1. Identifying Contract Defects and Deficiencies (CDDs) .....	10
4.2. MOCAS Data Integrity Screening (DIS).....	10
<b>SECTION 5: MODIFICATIONS</b> .....	11
5.1. Introduction .....	11
5.2. Modification Receipt.....	11
5.3. Modification Routing .....	11
5.4. Modification Review .....	11
<b>SECTION 6: SPECIAL PROGRAMS</b> .....	12
6.1. Contract Receipt.....	12
6.2. Contract Review .....	12
<b>SECTION 7: PROGRAM SUPPORT</b> .....	13
7.1. Contract Receipt and Review .....	13
7.2. New Program or High Visibility Commodity .....	13
7.3. Existing Program or High Visibility Commodity.....	13
<b>GLOSSARY</b>	
G.1. Definitions .....	14
G.2. Acronyms .....	18
<b>REFERENCES</b> .....	19

## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA activities involved with contract administration services (CAS). Exceptions to this Manual apply to Special Programs and Sensitive Compartmented Information contracts due to their security requirements. These contracts must be processed in accordance with supplemental instructions maintained by the Special Programs Command.

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

a. Conduct an initial review of contracts assigned to DCMA within 30 calendar days of receipt. This review assures contracts are correctly assigned as well as identifies contract requirements for which DCMA Functional Specialists provide surveillance and oversight of contract compliance.

b. Ensure functional specialists properly review, identify, and document contract requirements associated with their area of responsibility.

c. Conduct Contract Receipt and Review (CRR) consistent with Federal Acquisition Regulation (FAR) Subpart 42.201, Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 242.202, DoD Directive 5105.64, and DCMA Instruction (DCMA-INST) 2501, "Contract Maintenance."

d. Promote an environment of cross functional integration during requirements identification.

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

## **SECTION 2: RESPONSIBILITIES**

### **2.1. CONTRACT MANAGEMENT OFFICE (CMO) COMMANDER/DIRECTOR.**

Ensures necessary resources are available to implement workload acceptance procedures and for the identification of contractual requirements.

**2.2. FUNCTIONAL GROUP LEADS.** Implement the risk based methodology for CRR for their organization's workload.

**2.3. FIRST LEVEL SUPERVISOR (FLS).** The FLS must ensure maintenance of the Contract Management Team (CMT); ensure employee workload assignments to Contractors, Programs, and Contracts are made and communicated; and implement internal controls to ensure CRR is performed within scheduled timeframes. Further, the functional FLSs ensure that non-mission work is identified and processed in accordance with Agency Workload Acceptance procedures.

**2.4. ADMINISTRATIVE CONTRACTING OFFICER (ACO).** The ACO identifies functional key contract requirements (KCRs) and functional contract requirements at the contract or Contract Line Item Number (CLIN) level; issues modifications; reviews and approves Contract Deficiency Reports (CDR); makes Postaward Orientation (PAO) determinations when required or upon request of the Procurement Contracting Officer (PCO) or functional specialists; and ensures CRR is performed within the scheduled timeframes.

**2.5. FUNCTIONAL SPECIALIST.** The Functional Specialist (e.g., Contract Administrator (CA), Industrial Specialist (IS), Procurement Technician (PT), Property Administrator (PA), Quality Assurance Specialist (QAS), Engineer (ENG), etc.) forwards identified Workload Acceptance issues to the ACO for modification or FLS for a Workload Acceptance decision, initiates and prepares CDRs for ACO approval, and forwards Mechanization of Contract Administration Services (MOCAS) input errors to the Data Integrity Screening (DIS) Personnel for correction when applicable. The Functional Specialist identifies functional KCRs and functional contract requirements at the contract or CLIN level, makes a postaward recommendation as required, and ensures CRR is performed within the scheduled timeframes.

## SECTION 3: CONTRACT REVIEW

**3.1. GENERAL GUIDANCE.** CRR is the process by which DCMA receives and reviews contracts and modifications to identify customer requirements for CAS. Assignment of contract administration and functions are governed by FAR Subpart 42.202, FAR Subpart 42.302, DFARS Subpart 242.202, and DFARS Subpart 242.302 (see References on the Resource Page).

a. DCMA receives requests for CAS support that either meet mission requirements (core work) or don't meet mission requirements (non-core work). DCMA's core mission work is directed and funded by the Office of the Secretary of Defense to provide CAS in support of the Military Services and DoD agencies (mission customers) as well as other federal agencies, foreign governments and international organizations as authorized in accordance with DoDD 5105.64. Requests to perform non-core work must be processed in accordance with paragraph 3.5.c. of this manual.

b. DCMA Functional Specialists performing CRR must be familiar with the process and tools for identifying and addressing core work and non-core work.

c. Complete to include cross functional/multifunctional/integrated review.

**3.2. CONTRACT RECEIPT.** In accordance with DFARS Procedures, Guidance, and Information (PGI) 204.201(3)(i), issuing offices must distribute contracts and modifications electronically. DCMA retrieves electronic information for contracts and modifications that have been assigned to DCMA for administration to populate its systems to begin the contract administration process.

### 3.3. CRR ASSIGNMENT.

**a. Workload.** Workload is assigned by the FLS and can be based on programs, facilities and geographic areas. Routing assignments must be managed on a continuous basis to ensure that mission objectives are met, skillsets and competencies are assigned appropriately, and that resources are efficiently and effectively managed.

**b. Contract Routing.** Contracts are routed to specific Functional Specialists for CRR based upon requirements identified in the contract and the associated mapping within CMT. At a minimum, one Functional Specialist within each of these functional areas (i.e., AQ (Contracts), QA (Quality Assurance), ENG & MFG (Engineering & Manufacturing)) must have routing established at the Contract Management Office (CMO) DoD Activity Address Code (DoDAAC) level. This allows for routing of new contracts/contractors that do not have an established CMT profile. See the Resource Page for additional guidance on routing under "Support Documents."

**c. CRR Metric.** Contracts assigned to DCMA for contract administration must receive a review within 30 calendar days of receipt. For purposes of calculating the 30 day time frame, the date the contract is received is defined as the date a CRR task is generated in the Agency's system of record for CRR (see the resource page under "Support Documents" for identification of this system).

**d. Multi-functional Review.** During contract review, if a functional specialist determines that a contract requirement was not identified, and subsequently not routed to that function, they are to notify the specific function of the requirement.

**3.4. WORKLOAD PRIORITIZATION (WP) CRITERIA FOR CRR.** DCMA utilizes a risk-based order of precedence for contract review. Contracts that meet the requirements established on the WP Filter tab of the CRR Job Aid (located on the Resource Page under Required Documents, Forms and Templates) do not require detailed review or documentation. Contracts that do not meet the WP Filter criteria require review and documentation by the applicable Functional Specialist.

### **3.5. INCORRECT CONTRACT ASSIGNMENT.**

**a. CRR Incorrectly Assigned to the Functional Specialist.** As soon as this is recognized, the Functional Specialist should notify their FLS. The FLS will review the assignment to determine the responsible Functional Specialist and reassign it accordingly. The 30-day CRR time period is not reset upon reassignment to another Functional Specialist. The FLS must ensure the CMT is updated to reflect the correct reassignment.

**b. Contract Assigned to Incorrect CMO.** If a contract has been assigned to an incorrect CMO, the Functional Specialist that discovers the mistake must notify the cognizant ACO to issue an administrative modification correcting the administration office to the proper CMO in accordance with the CAS Directory. Additionally, the Functional Specialist must create a CDR in accordance with DFARS PGI 204.270-2(c)(4)(i).

**c. Non-Mission Work.** If the contract is erroneously assigned to DCMA (not in accordance with DFARS 242.202(a)(i)), the CMO responsible for CRR must follow the Workload Acceptance Desk Procedure located on the resource page of this manual under “Related DCMA Policy.”

**3.6. IDENTIFYING CONTRACT REQUIREMENTS.** In order for DCMA Functional Specialists to provide surveillance and oversight of contract compliance, timely identification of contract requirements is necessary. During the Functional Specialist’s review of the contract/modification, to include any attachments such as the Contract Data Requirements List (CDRL), Statement of Work (SOW), drawings, technical data packages (TDP), etc., the Functional Specialist will identify functional specific requirements, also known as KCRs. For a list of KCRs broken down by function, please see the CRR Job Aid located on the Resource Page under “Required Documents, Forms and Templates.” Documentation of the Functional Specialist’s validated contract requirements will be maintained in the Agency system of record for record retention. In addition to identifying KCRs, Functional Specialists must be aware of ancillary contract requirements, such as contract deliverables, delivery schedule data, payment data, etc. that is maintained in the Agency’s payment and administration system. These ancillary contract requirements will be reviewed and validated during DIS. For more information on DIS, please see DCMA Manual (DCMA-MAN) 2501-05, “MOCAS Data Integrity Screening.”

**3.7. OTHER PLACES OF MANUFACTURE.** In some instances, contracts awarded to the prime contractor will identify other places of manufacture. These are sometimes referred to as Place of Performance or “PoP” contracts. Normally the prime Quality Assurance Representative (QAR) does not need to do any CRR on these contracts unless his or her supplier is one of the locations identified in the contract. (When activities occur at a subcontractor’s facility that require surveillance or oversight of contract compliance, Functional Specialists must delegate these requirements to the cognizant DCMA Functional Specialist in accordance with DCMA-MAN 2101-04, “Delegate Surveillance.”) The QAR(s) at the manufacturing location(s) will perform CRR in accordance with Section 3.6. Contract defects and deficiencies (CDD) must be communicated to the prime CMO who will submit a CDR in accordance with Section 4.1.

**3.8. PAO.** PAO aids both the Government and contractor personnel in achieving a clear and mutual understanding of all contractual requirements. It also enables the identification and resolution of potential contract administration problems. PAOs can be conducted by a meeting, or in lieu of a meeting via letter or other written form of communication to the contractor (see sample letters on the Resource Page under Required Documents, Forms, and Templates).

**a. PAO Recommendations.** Not all new contracts require a PAO; therefore, during CRR, Functional Specialists must decide whether or not a PAO would be beneficial. If so, they must submit a PAO recommendation to the ACO, including reasons for the orientation and the type of orientation if one is recommended. Functional Specialists should consider the criteria listed at FAR Subpart 42.502, “Selecting Contracts for Postaward Orientation” when deciding whether PAO is necessary. Modifications do not require PAO recommendations or determinations (FAR 42.503 and FAR 42.504). PAO recommendations will be documented in the Agency system of record for CRR.

**b. PAO Determinations.** While cognizant Government or contractor personnel may request the contracting officer to arrange for orientation, it is up to the contracting officer to decide whether a PAO in any form is necessary. Upon receipt of a Functional Specialist PAO recommendation, including rationale and recommended type of orientation, the ACO must determine the type of orientation, if any, to be initiated. When varying opinions exist regarding whether or not to hold an orientation, the ACO shall make the final decision. The ACO must document the file with rationale for their decision that is contrary to team recommendations. PAO determinations will be documented in the Agency system of record for CRR.



## **SECTION 4: CONTRACT DEFECTS AND DEFICIENCIES (CDDs)**

**4.1. IDENTIFYING CDDs.** Contract defects are defined as legal, regulatory, or fiscal errors/omissions in the contract that require correction. Contract deficiencies are defined as errors in contract that should be corrected, but do not delay contractor performance or government surveillance. The CDDs contained on the CRR Job Aid include the CDD criteria and the functional area responsible for identification. The CDDs are mapped to the CDR Reason Codes found in the CDR system. See the Resource Page for the CDD tab contained within the CRR Job Aid located under “Required Documents, Forms and Templates.” If CDDs are identified, the Functional Specialist documents the CDDs and also submits a CDR as required. Documentation of the Functional Specialist’s identified CDDs will be maintained in the Agency system of record for records retention.

**4.2. MOCAS DIS.** MOCAS DIS is the process of ensuring an exact match of the data elements contained in the contract to the data fields that are electronically translated into MOCAS. It is a separate but parallel process to CRR. Both processes can be performed simultaneously. For more information on MOCAS DIS, see DCMA-MAN 2501-05.

## SECTION 5: MODIFICATIONS

**5.1. INTRODUCTION.** Contract modification, as defined at FAR Subpart 2.101, means any written change in the terms of a contract. Modifications require review to determine any changes to contract requirements which could have an impact on surveillance and oversight of contract compliance. For additional information on contract modifications, refer to DCMA-MAN 2501-02, “Contract Modification Actions.”

**5.2. MODIFICATION RECEIPT.** The automated modification list, maintained within the Agency’s system of record, serves to document the receipt and processing of modifications.

### **5.3. MODIFICATION ROUTING.**

a. All modifications are routed to the appropriate function(s) in accordance with requirements identified.

b. Termination for Convenience modification, refer to DCMA-MAN 2501-06, “Terminations,” Section 3.

c. Termination for Default modification, refer to DCMA-MAN 2501-07, “Contract Closeout,” Sections 6.1.b. and 6.2.d.

**5.4. MODIFICATION REVIEW.** Functional Specialists routed modifications for CRR must review the changes implemented by the modification. If the modification adds/removes KCR(s) identified previously, the previous review documentation must be updated to reflect these changes by the applicable Functional Specialist. This updated review documentation will be maintained in the Agency system of record for record retention. If the modification makes changes to the ancillary contract requirements, such as contract deliverables, delivery schedule data, payment data, etc., those changes will be reviewed and validated during DIS. For more information on DIS, please see DCMA-MAN 2501-05. When a modification transfers administration to DCMA, CRR should be accomplished as if it is a new contract to include making a Workload Acceptance determination if needed, and reviewing the contract and modification(s), in accordance with this Section and Section 3.6.

## **SECTION 6: SPECIAL PROGRAMS COMMAND**

**6.1. CONTRACT RECEIPT.** In the Special Programs Command, work (both new and follow-on) is accepted by the Customer Liaison Representative (CLR) on behalf of the Special Programs Director. In some cases, the customer may make the request for continued support directly to Eastern, Central, Western, or International CMO leadership and/or their functional personnel providing current support. Upon receipt, these requests must be forwarded to the Special Programs CLR.

**6.2. CONTRACT REVIEW.** Special Programs shall utilize authorized CMO tools to record/validate KCRs identified in their contract and modification reviews. Records of CRR will be retained and managed in accordance with local and customer procedures.

## **SECTION 7: PROGRAM SUPPORT**

**7.1. CRR.** All new contracts and modifications will be evaluated during CRR to determine if they belong to a new program or are associated with an existing program or high visibility commodity.

**7.2. NEW PROGRAM OR HIGH VISIBILITY COMMODITY.** Upon receipt of a new program contract, the Functional Specialist must notify the FLS of receipt of a contract associated with a program for processing IAW DCMA-MAN 3101-01, “Program Support Life Cycle.” CRR will be completed by the CMT.

### **7.3. EXISTING PROGRAM OR HIGH VISIBILITY COMMODITY.**

a. If a Program Support Team (PST) is assigned, contracts and modifications will be routed to the PST to perform CRR in collaboration with the ACO to ensure complete and timely CRR.

b. If a PST is not assigned, CRR will be performed by the CMT (i.e., an existing program that does not have a Program Reporting Requirement).

## GLOSSARY

### G.1. DEFINITIONS.

**ACO.** The government contracting officer (CO) responsible for government contract administration.

**CDDs.** Contract defects are defined as legal, regulatory or fiscal errors/omissions in the contract that require correction. Contract deficiencies are defined as errors in contract that should be corrected, but do not delay performance.

**CDR.** A web application in the Procurement Integrated Enterprise Environment (PIEE) used to report, route, track and resolve identified contract deficiencies.

**CDRL.** A list of authorized data requirements for a specific procurement that forms part of a contract. It is comprised of either a single DD Form 1423, Contract Data Requirements List (CDRL),” or a series of DD Forms 1423 containing data requirements and delivery information.

**CLINs.** CLINs are specified in FAR Subpart 4.10. They serve two purposes: (1) They break the contract down by the commodities being procured (labor hours of services, funding for travel, quantity of product A, quantity of product B, etc.) and (2) they provide for traceable accounting classification citations.

**CMO.** An organizational unit within DCMA that serves at the tactical level responsible for managing and administering assigned contracts from contract receipt to contract closeout in accordance with FAR Part 42, DFARS Part 242, DoD Regulations and Agency instructions. CMOs normally perform contract administration functions for an assigned geographic area or at resident contractor locations.

**CMT.** An application that provides functionality to permit routing procurement instruments and documents to personnel with functional roles.

**Contract.** A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by Section 6301 of Title 31, United States Code (U.S.C.)

**CRR.** The act of receiving and reviewing procurement instruments for requirements within DCMA’s purview by various functional areas.

**DCMA Form 1797.** A DCMA form used to document/request adjustments to MOCAS.

**DD Form 1423.** The standard format for identifying potential data requirements in a solicitation and deliverable data requirements in a contract.

**DIS.** A separate administrative process that matches payment system data to contract data and coordinate all necessary corrections.

**DoDAAC.** A six position code that uniquely identifies a DoD unit, activity, or organization that has the authority to requisition, contract for, receive, have custody of, issue, or ship DoD assets, or fund/pay bills for materials and/or services.

**EDA.** A web-based system that provides: secure online access, storage, and retrieval of contracts, contract modifications, Government Bills of Lading (GBLs), Defense Finance and Accounting Service (DFAS) Transactions for Others, vouchers, and CDRs to authorized users throughout the DoD.

**Electronic Document Records Management System (eDRMS).** Electronic document and records management used by DCMA to manage, retain, and destroy official records IAW the records management policy.

**Functional Specialist.** Technical expert in a specific discipline.

**Functional Center.** Organizational element that performs contract administration at other than the CMO DoDAAC level. For example, Property, Cost & Pricing, Small Business Compliance Center, etc.

**Functional Group Lead (FGL).** Highest ranking functional representative at any level for distribution of new and existing workload at the functional level.

**KCR.** Contract requirements defined by function that drive surveillance events.

**Mission Work.** FAR 42.302(a) and (b), DFARS 242.302(a) and (b), FAR 42.202 for Defense agencies. DoD Agencies are the military departments and the defense agencies. The military departments are the Departments of the Army, Navy, and Air Force. The defense agencies are the following: Defense Advanced Research Projects Agency, Defense Commissary Agency, DCMA, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Logistics Agency, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Missile Defense Agency, National Geospatial-Intelligence Agency, National Security Agency, United States Special Operations Command, and United States Transportation Command.

**MOCAS.** Database designed to provide DCMA with electronic information necessary to accomplish their mission of contract and payment administration.

**Modification.** A contract modification is any written change in the terms of the contract (FAR 2.101).

**Non-Mission Work.** Anything that does not conform to the definition of mission work in DFARS 242.202(a)(i).

**PAO.** A postaward orientation aids both Government and contractor personnel to achieve a clear and mutual understanding of all contract requirements, and to identify and resolve potential problems. However, it is not a substitute for the contractor's fully understanding the work requirements at the time offers are submitted, nor is it to be used to alter the final agreement arrived at in any negotiations leading to contract award.

**PCO.** The only individual authorized to issue a solicitation and award a contract. The PCO is warranted and appointed by the Head of the Contracting Agency. In most instances, the term "contracting officer" refers to the PCO.

**PT.** Prepares and reviews procurement documents and reports; verifies or paraphrases abstract information contained in documented reports; contacts vendors to get status of orders and expedites deliveries; maintains procurement files; resolves a variety of shipments and payments and other discrepancies.

**Requirements.** Terms and conditions identifiable with clauses and keywords.

**Risk.** Event or condition that may have a negative effect on achieving objective.

**Risk Mitigation.** Action that accepts/avoids/transfers/mitigates risk.

**Schedule Data.** Time of delivery or performance.

**SOW.** A portion of a contract that establishes and defines all non-specification requirements for contractor's efforts either directly or with the use of specific cited documents.

**TDP.** A technical description of an item adequate for supporting an acquisition strategy, production, engineering and logistics support. It consists of all applicable technical data such as drawings and associated lists, specifications, standards, performance standards, quality assurance requirements, software and packaging details.

**Trusted Agent (TA).** TA access is designed to provide expanded capability to correct the MOCAS database after initial input (manual or electronic) of a contract/modification.

**Working File.** Files that are housed in DCMA's shared platform, which consist of temporary files containing data, computations, documents, drafts, records, and rough notes employed in the analysis or preparation of plans, projects, or other documents.

**Workload Acceptance.** A process that controls what work DCMA accepts.

## GLOSSARY

### G.2. ACRONYMS.

ACO	Administrative Contracting Officer
CAS	Contract Administration Services
CDD	Contract Defects and Deficiencies
CDR	Contract Deficiency Report
CDRL	Contract Data Requirements List
CLIN	Contract Line Item Number
CLR	Customer Liaison Representative
CMO	Contract Management Office
CMT	Contract Management Team
CRR	Contract Receipt and Review
DFARS	Defense Federal Acquisition Regulation Supplement
DIS	Data Integrity Screening
DoDAAC	DoD Activity Address Code
DoDD	DoD Directive
EDA	Electronic Document Access
FAR	Federal Acquisition Regulation
FLS	First Level Supervisor
KCR	Key Contract Requirement
MOCAS	Mechanization of Contract Administration Services
PAO	Postaward Orientation
PCO	Procurement Contracting Officer
PGI	Procedures, Guidance, and Information
PST	Program Support Team
QAR	Quality Assurance Representative
SOW	Statement of Work
TA	Trusted Agent
TDP	technical data packages
WP	workload prioritization



## REFERENCES

DCMA-INST 809, "Records Management," May 1, 2011  
DCMA-MAN 2101-04, "Delegate Surveillance," Justly 30, 2018  
DCMA-MAN 2501-02, "Contract Modification Actions," May 31, 2018  
DCMA-MAN 2501-05, "MOCAS Data Integrity Screening," TBD  
DCMA-MAN 3101-01, "Program Support Life Cycle," October 23, 2017  
DCMA-PTM 19-003, "Workload Acceptance," January 25, 2019  
DoDD 5105.64, "Defense Contract Management Agency," January 10, 2013  
FAR Subpart 2.101, "Definitions"  
FAR Subpart 4.10, "Uniform Use of Line Items"  
FAR Part 42, "Contract Administration and Audit Services"  
FAR Subpart 42.201, "Contract Administration Responsibilities"  
FAR Subpart 42.202, "Assignment of Contract Administration"  
FAR Subpart 42.3, "Contract Administration Office Functions"  
FAR Subpart 42.302, "Contract Administration Function"  
FAR Subpart 42.5, "Postaward Orientation"  
DFARS Subpart 237.172, "Service Contracts Surveillance"  
DFARS Subpart 242.202, "Assignment of Contract Administration"  
DFARS Subpart 242.302, "Contract Administration Functions"  
DFARS PGI 204.201(3)(i), "Procedures"  
DFARS PGI 204.270-2(c)(4)(i), "Procedures"  
United States Code, Title 31, Section 6301, "Using Procurement Contracts and Grants and Cooperative Agreements"