# DCMA Manual 2501-05

# Mechanization of Contract Administration Services

# Data Integrity Screening

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| **Office of Primary Responsibility** | **Contract Maintenance Capability** |
| **Effective:** | April 1, 2019 |
| **Releasability:** | Cleared for public release |
| **New Issuance** | |
| **Implements:** | DCMA-INST 2501, "Contract Maintenance," August 14, 2017 |
| **Incorporates** | DCMA-INST 118, "Contract Receipt and Review," Paragraph 3.2.5.3, June 25, 2013, as amended |
| **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/2501-05r.aspx |
| **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:
- Implements policies established in DCMA-INST 2501, Contract Maintenance.
- Establishes data integrity screening procedures for the identification, validation and correction of data elements within the payment and administration system in reconciliation with contract documents and transactions
- Establishes procedures for the identification, validation and correction of contract defects and deficiencies

# TABLE OF CONTENTS

# SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA activities involved with contract administration services (CAS).

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

a. Manage the data integrity of the DCMA-administered contracts paid by Defense Finance and Accounting Services (DFAS) in the Mechanization of Contract Administrative Services (MOCAS) payment system as well as by Other Disbursing Offices (ODO).

b. Perform Data Integrity Screening (DIS) which is intrinsic to the CAS functional activities.

c. Initiate DIS through multiple transactions during the contract administration lifecycle that include contract receipt, acceptance, shipment, invoicing, payment, and contract closeout.

d. Perform DIS on 100 percent of the contracts delegated to DCMA for administration.

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

**1.3. OVERVIEW.** MOCAS DIS is a key administrative process that matches contract data to payment and administration system data. MOCAS DIS begins with Contract Receipt & Review (CRR) and continues through the Contract Lifecycle until the contract is physically and financially complete and administratively closed. The duties related to the process are fully described in the Procurement Technician (PT) Position Descriptions (PD) and should be primarily the purview of those administrative support professionals from a stewardship perspective. Other functional MOCAS actions are part of the specific functional surveillance execution and should be performed by the cognizant functional specialists.

# SECTION 2:  RESPONSIBILITIES

**2.1.  CONTRACT MANAGEMENT OFFICE (CMO) FUNCTIONAL DIRECTORS.**  The CMO Functional Directors will:

a.  Ensure adequate manning is available to perform MOCAS DIS.

b.  Ensure adequate training and tools are available through working with the operational units and the FIRM (Functional Information Resource Management.)

c.  Establish an adequate performance management system to ensure timely and accurate performance.

d.  Ensure adequate internal controls and key control points are in place to measure and continuously improve the DIS process.

**2.2.  FIRST LEVEL SUPERVISOR (FLS).**  The FLS will:

a.  Assign DIS workload and assure duties associated with requirements are successfully achieved.

b.  Be responsible for the daily execution and performance of CAS duties that contribute to the data integrity of the MOCAS system, CRR, contract close-out, and other duties that are specific to the assigned functional specialist.

c.  Ensure DIS Personnel receive formal and informal MOCAS and other system training.

d.  Ensure an adequate performance management system to ensure timely and accurate performance.

e.  Assign DIS Personnel appropriate systems roles, see MOCAS Incompatible Roles under References on the Resource Page.

**2.3.  FUNCTIONAL SPECIALIST.**  Functional Specialists FS will:

a.  Respond to DIS Personnel requests for support or clarification promptly and completely.

b.  Perform functionally specific CDD, Data Integrity or MOCAS input tasks.

**2.4.  DIS PERSONNEL.**  DIS Personnel will:

a.  Maintain MOCAS eligibility for required MOCAS System Access roles.

b.  Perform MOCAS DIS.

c. Ensure that MOCAS user logins are used in accordance with the DCMA FIRM and DFAS guidelines.

d. Create and maintain logs, electronic contract files, and supporting documentation of changes made to MOCAS or other systems as required by system or agency procedures.

e. Perform contract administration tasks up to the point of signature as directed by the Administrative Contracting Office (ACO) or FLS.

# SECTION 3: INITIAL MECHANIZATION OF CONTRACT ADMINISTRATION SERVICES AND DATA INTEGRITY SCREENING

**3.1. GENERAL GUIDANCE.** MOCAS DIS is the process by which DCMA audits and ensures that payment and administration system mirrors the requirements, terms, and conditions in each contract in accordance with Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions and clauses.

**3.2. MOCAS ACCESS.** There are three types of MOCAS access that support the data integrity process: Routine, Direct Input and Trusted Agent (TA). All have responsibility for and contribute to successful Contract Maintenance with general access to MOCAS. Special MOCAS Systems Access is governed by the duties established in the associated Standardized Position Descriptions (SPD) as well as the MOCAS Separation of Duties Matrix (See the Resource Page under Support Documents).

**3.3. CONTRACT RECEIPT.** In accordance with DFARS Procedures, Guidance, and Information (PGI) 204.201(3)(i), issueing offices must distribute contracts and modifications electronically to the Electronic Document Access (EDA) system. DCMA retrieves information from EDA for contracts and modifications that have been assigned to DCMA for administration to populate its systems to begin the contract administration process. However, there are instances when the contract or modification does not import into MOCAS.

    **a. Received via Hardcopy.** If a contract document is received in hard copy, the DIS Personnel must ensure the document is imported to the electronic contract file. If the contract is a support contract then the DIS Personnel will forward it to the Functional Specialist for input into MOCAS Part C. If it is a MOCAS pay or ODO, ensure processing into MOCAS (see paragraph 3.3 b(1) or (2)).

    **b. Received in EDA but Not Processed in MOCAS.** DIS personnel are responsible to research contracts and modifications that are received by EDA but are not processed in MOCAS to include contracts and modifications input by DCMA and DFAS. For sample early access screening reports, see Resource Page under Required Documents, Forms and Templates.

       (1) For ACO Modifications, Delivery Orders and ODO Contracts, the DIS personnel must ensure that instruments are input to MOCAS within three business days of receipt of either the DIS Task or posted to EDA without a corresponding MOCAS entry.

       (2) For MOCAS paid instruments, DIS personnel will coordinate with DFAS to ensure timely input within the posted DFAS Turn Around Time for Contract Input. The specific actions include reviewing the contract documents from EDA, resolving any defects or errors preventing processing, and working with other Functional Specialists, contractor, ACO and/or Procurement Contracting Officer (PCO). See Resource Page under Support Documents for DFAS Information.

**3.4.  DIS 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.  DIS Routing.**  Contracts and modifications are routed to DIS Personnel based upon the associated mapping within the Contract Management Team (CMT).  See the Resource Page for additional guidance on routing under "Support Documents."

     **c.  DIS Metric.**  Contracts assigned to DCMA for contract administration must receive DIS 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 contract receipt and review (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).

**3.5.  INCORRECT DIS ASSIGNMENT.**

     **a.  DIS Incorrectly Assigned to DIS Personnel.**  As soon as this is recognized, the DIS Personnel should notify their FLS.  The FLS will review the assignment to determine the correct assignment and reassign it accordingly.  The 30-day DIS time period is not reset upon reassignment.  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 contract deficiency report (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 DIS must follow the Workload Acceptance Desk Procedure located on the resource page of DCMA-MAN 2501-01, "Contract Receipt and Review" under "Related DCMA Policy."

**3.6.  INITIAL MOCAS DIS.**  Initial DIS is performed by the DIS Personnel for all contracts and modifications assigned to DCMA for administration regardless of payment office or dollar value.  The process includes validation of payment system data, correction of payment system data, and correction of contract information by ACO or PCO modification.  Initial data integrity screening must be completed within 30 calendar days as defined in paragraph 3.4.c., although it's understood that not all contract corrections requiring a modification may be completed by that date.  See Resource Page under Process Flowcharts for MOCAS Error Correction Flowchart. The following activities are performed during initial MOCAS DIS:

     a.  Input ODO contracts/modifications as required, and validate the correct processing of the modification or delivery order in MOCAS.

b.  Identify, document, correct, refer, and track MOCAS data errors to correction.  Log and retain documentation as required by DFAS/DCMA MOCAS Joint Program Office, ACO and FLS.

c.  Identify and initiate correction of DIS CDDs (see Resource Page under Training for CR Job Aid containing CDD tab).  Track CDRs to resolution.

d.  Validate and correct ACO Coded remarks and Military Standard Contract Administrative Procedures (MilSCAP) Special Provision Codes.

e.  Correct data elements within MOCAS utilizing the appropriate access codes.  Corrections that must be made by DFAS are forwarded via DCMA Form 1797, "Request for MOCAS Action/Information" (see Resource Page under References for MOCAS TA Manual).  See MOCAS DIS Job Aid for a screen by screen breakdown of corrections by function.

**3.7.  FUNCTIONAL MOCAS DATA INTEGRITY.**  In addition to the "two-way match" between the contract or modification and MOCAS performed by DIS personnel, there are data elements in MOCAS that require input and/or validation by the Functional Specialist.  These elements are based on or impact surveillance activities and/or analysis and are typically under the purview of the applicable Functional Specialist.  This includes establishment and maintenance of Progress Payment Masters, Government Property requirements, and delivery schedules.

# SECTION 4: MAINTENANCE TRANSACTIONS AND ACTIVITIES

**4.1. CONTRACT MAINTENANCE TRANSACTIONS.** The activities described in this section are to be performed by the DIS Personnel to ensure MOCAS data integrity during the performance of a contract. See the Resource Page under "Support Documents" for MOCAS Training Resources and the MOCAS TA Manual under "References."

   **a. Daily Activities.** These activities must be performed by the DIS Personnel on a daily basis to ensure payment system accuracy. Sample transactional reports discussed in this section can be found on the Resource Page under "Required Documents, Forms and Templates."

       (1) Daily Delivery List (DDL) – REVEAL Report UNMA420A. For less complex contracts, and as assigned by the respective FLS, DIS personnel will review and manage the DDL to ensure that all contract deliverables are accounted for in MOCAS. If the receiving report or MOCAS has errors, research and resolve.

       (2) Rejected Electronic Data Interchange (EDI) Shipment Transactions by Contract Administration Office (CAO) –REVEAL Report UNMA010J. DIS personnel will review and manage the Rejected EDI Shipment Transactions By CAO report. This report is updated daily with receiving reports that have been rejected, and provides error codes to reconcile and forward to the Industrial Specialist (IS) and the Quality Assurance Specialist (QAS) for corrections by the contractor.

       (3) Receiving Report Input and Corrections – Daily, or as required, DIS personnel will process, input and make corrections as required to account for contract deliverables. This includes input of Notice of Completion (NOC) submitted to satisfy DD Form 1423 Contract Line Item Numbers (CLIN) in MOCAS.

       (4) Recycle Actions – DD Form 250 Recycling Awaiting Action Report UNMC140A. IS personnel will review and manage the recycle report. This report is updated daily with receiving reports that have been recycled. If the receiving report has errors, forward the information to the IS or QAS for corrections by the contractor. If MOCAS requires correcting, the DIS personnel will make the correction.

   **b. Weekly Activities.** These activities must be performed by the DIS Personnel on a weekly basis to ensure payment system accuracy. DIS Personnel will review and manage REVEAL Report UYFD17, Invoices Awaiting Origin/Plant DD Form 250 (A-List) and take the necessary actions to process DD Form 250s. DFAS makes the report available the first working day of each week. DIS Personnel will review and annotate the report with the required coding specified by DFAS and submit the annotated report to DFAS by noon Eastern Standard Time Wednesday each week. DIS Personnel will submit the report via email to dfas.dscc.jai.mbx.mocas-lissr@mail.mil.

   **c. Demand Activities.** As requested, DIS personnel will process DCMA Form 1797 to effect changes/corrections in MOCAS.

**4.2. CONTRACT CLOSEOUT MOCAS DATA INTEGRITY SUPPORT. T**he following activities are performed by the DIS Personnel to support contract closeout as assigned.

a.  Process DD250 Input and Corrections via DCMA Form 1797.

b.  Research and reconcile contracts in MOCAS Section 2.

c.  Maintain the correct and current R2 Delay overage code in MOCAS and the office of primary responsibility R9 codes (see DCMA-MAN 2501-07, "Contract Closeout", paragraph 3.3. and Section 4.).

d.  Research and correct or submit DCMA Form 1797 requesting correction of MOCAS errors for contracts in MOCAS Section 1 that are past their FDD.

e.  Research contracts to determine if they are physically complete (see DCMA-MAN 2501-07, Section 4).

f.  Prepare non-complex administrative modifications including cancellation mods for the ACO.

g.  Input contract closeout Notice of Last Action (NLA).  Refer to DCMA-MAN 2501-07, paragraph 17.1. for more information.

h.  Track and resolve failures of automatic ODO closeout.

i.  Verify contracts moved to closed status.

j.  File all contract documents in the official contract file in preparation for retention and eventual archiving.

# GLOSSARY

## G.1. DEFINITIONS.

**CAS**. FAR 42.302 pre-award and post-award actions accomplished for the benefit of the government, which are necessary to the performance of a contract or in support of the buying offices, system/project managers, and other organizations. CAS includes quality assurance, engineering support, production surveillance, pre-award surveys, mobilization planning, contract administration, property administration, industrial security, and safety.

**CMO.** An organizational unit within DCMA that is assigned pre-award and post award functions related to the administration of contracts. The office is responsible for managing and administering assigned contracts from contract receipt to contract closeout.

**CMT.** A team of functional specialists assigned to contracts and Commercial and Government Entity (CAGE) codes under their geographic purview. They are acquisition professionals whose expertise, advice, and counsel contribute to the accomplishment of CAS.

**DCMA Form 1797.** DCMA Form used to request/document changes in MOCAS.

**DIS.** DIS refers to maintaining and assuring the accuracy, consistency, and completeness of data over its entire life-cycle authenticated through the ongoing use of error checking and validation routines, and is a critical aspect to the design, implementation and usage of any system that stores, processes, or retrieves data.

**DIS Personnel.** DIS personnel are PT and other Functioinal Specialists who perform the DIS process on all of the contracts received ensuring an exact match of the fields of the contract that are translated by the EDI 850 or 860 into MOCAS. The DIS process also includes the DIS personnel identifying CDDs and initiating CDRs, if required.

**EDA.** A Web-based system that provides secure online access, storage, and retrieval of Contracts, Contract modifications, Government Bills of Lading, DFAS Transactions for Others, Vouchers, and CDRs to authorized users throughout the DoD.

**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.

# GLOSSARY

## G.2.  ACRONYMS.

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| ACO | Administrative Contracting Officer |
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| CAS | Contract Administration Services |
| CDD | Contract Defects and Deficiencies |
| CDR | |
| CMO | Contract Management Office |
| CMT | Contract Management Team |
| CRR | contract receipt and review |
| | |
| DD Form 250 | Material Inspection and Receiving Report |
| DCMA Form 1797 | Request for MOCAS Action/Information |
| | |
| DDL | Daily Delivery Listing |
| DFARS | DoD Federal Acquisition Regulation Supplement |
| DFAS | Defense Finance and Accounting Service |
| DIS | Data Integrity Screening |
| | |
| EDA | Electronic Document Access |
| | |
| FAR | Federal Acquisition Regulation |
| FIRM | Functional Information Resource Management |
| FLS | First Level Supervisor |
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| IS | Industrial Specialist |
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| MilSCAP | Military Standard Contract Administration Procedure |
| MOCAS | Mechanization of Contract Administration Services |
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| ODO | Other Disbursing Office |
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| PCO | Procurement Contracting Officer |
| PGI | Procedure, Guidance and Information |
| PT | Procurement Technician |
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| QAS | Quality Assurance Specialist |
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| TA | Trusted Agent |

# REFERENCES

DCMA-MAN 2501-01, "Contract Receipt and Review," TBD
DCMA-MAN 2501-02, "Contract Modification Actions," May 31, 2018
DCMA-MAN 2501-06, "Terminations," October 2, 2018
DCMA-MAN 2501-07, "Contract Closeout," January 14, 2019
DFARS Subpart 242.202, "Assignment of Contract Administration," April 20, 2012
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
FAR Subpart 4.8, "Government Contract Files"
FAR 42.302
FAR Subpart 43.103, "Types of Contract Modifications"