



DCMA Manual 4202-01

Assignments

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| Office of Primary Responsibility | Talent Management Capability |
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| New Issuance | |
| Implements: | DCMA-INST 4202, "Military Personnel, February 14, 2019" |
| Incorporates and Cancels: | DCMA-INST 1028, "Military In-Processing and Out-Processing", May 14, 2013 DCMA-INST 1033, "Military Sponsorship and Orientation Program", March 25, 2014 DCMA-INST 1060, "Military Personnel Assignments", November 18, 2013 |
| 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/TM/SitePages/4202.01r.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" implements policy, assigns responsibility and prescribes general principles associated with Talent Management capability framework and military personnel management in accordance with applicable DoD issuances.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to all DCMA organizational elements employing military personnel.

1.2. POLICY. It is DCMA policy to:

- a. Manage the integration, performance, and recognition of military personnel in accordance with Service and DoD applicable guidance.
- b. Military justice will be exercised in accordance with law and military regulations.
- c. Execute this manual in a safe, efficient, effective and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The DCMA Director will be responsible for oversight and management of military personnel programs.

2.2. DIRECTOR, DCMA MILITARY PERSONNEL OFFICE (DCM). The DCM Director will:

- a. Be responsible for oversight and management of military personnel programs and requirements, such as military assignments, in/out processing, and the sponsor program.
- b. Execute military personnel programs in accordance with applicable DCMA Manuals on military personnel.

2.3. TALENT MANAGEMENT (TM) CAPABILITY MANAGER. The TM Capability Manager provides strategic guidance, advice, and decisions related to military personnel. This may include policy management, monitoring performance management and metrics, inter-agency coordination, agency level issues, strategic planning and programming, budget and finance decisions, and resource allocations.

2.4. OFFICE OF GENERAL COUNSEL (GC). The GC will provide legal advice to the Director and DCMA Component Heads on the investigation and disposition of allegations of misconduct by a DCMA military member.

SECTION 3: MILITARY PERSONNEL ASSIGNMENTS

3.1. ASSIGNMENTS.

a. Military personnel will be utilized to perform duties based on their official designated skill code (Air Force Specialty Code (AFSC), Military Occupational Specialty (MOS), etc.) as identified on the official manning document. The military services send surveys to their members requesting feedback on their utilization. If a military member is not being utilized appropriately, the military service may not fill the position in the future.

b. Permanent change of station (PCS) authority for military personnel performing duty with DCMA is retained by each military service. Any change of duty requiring a physical relocation, even within the same municipal area, may be a PCS and requires determination of PCS entitlements by the appropriate military service.

c. Internal moves of military personnel within a Contract Management Office (CMO) whereby the individual will be moved from one service position number to another require prior coordination with DCM and approval by the military service before the move can be effective. Officers assigned to joint duty positions must serve a minimum of 3 years to receive full joint credit, unless waived by the Assistant Secretary of Defense for Force Management Policy.

3.2. CONTROLLED TOUR LENGTHS (ACTIVE DUTY ONLY).

a. The standard tour length for DCMA stateside assignments is 3 years. There must be legitimate reasons for extensions and curtailments. Tour change requests must be staffed in writing through the member's chain of command. Each request will be staffed through the CMO Commander to the Region/Headquarters/International Military Personnel Liaison to DCM for recommendation of approval/disapproval and forwarding to the appropriate Service for a final decision.

b. Requests for tour extensions or curtailments will be in memorandum format for all military services (exception Army can use Department of the Army (DA) Form 4187, "Personnel Action") and will arrive at DCM no more than 12 months before but no less than 9 months prior to the individual's rotation date or projected retirement/separation date. All requests must be staffed through the chain of command for their recommendation and then to DCM for staffing.

(1) The Agency Director holds the authority to make recommendations on extension or curtailment requests for all O-6s and Commanders. Final approval authority for these requests resides with the Service.

(2) Extension/curtailment requests of less than 60 days for non-command officers O-6 and below and enlisted members may be approved by Commanders/Directors. In these cases, DCM must be notified in writing of the Commander's/Director's decision.

(3) The DCM Director has the authority to recommend approval or disapproval of extension and curtailment requests on O-5 and below officers (non-commanders) and all enlisted members who are requesting extensions or curtailments of 12 months or less.

(4) Requests submitted less than 9 months prior to the member's rotation date or after DCM submitted a valid requisition to the service will be processed as an exception to policy.

(5) The justification for an extension or curtailment must clearly indicate the reason for submission and include impact statements on the mission and individual if the request is not favorably approved. In the case of an approved curtailment, Commanders should remain cognizant the services are not required to back-fill the position until the incumbent's original end of tour date arrives. All curtailment requests must include a mission impact statement briefly explaining how the CMO will cover the requirements of the position should no backfill be available until the member's original rotation date.

c. The individual's chain of command will be notified by DCM once a final decision has been provided by the military service.

3.3. MILITARY SERVICE. The military service will:

a. Initiate and publish PCS orders.

b. Fund all PCS costs of their members. Military PCS costs are specifically budgeted for and funded through military personnel appropriations. DCMA is prohibited from directly funding any military PCS costs.

c. In conjunction with DCMA, fund required enroute training.

3.4. DIRECTOR OF MILITARY PERSONNEL (DCM).

a. Command positions are currently worked via a command selection process. These nominations are coordinated with each service by DCM and Director, DCMA.

b. Submits and tracks requisitions for non-command military grades O-6 and below to the appropriate service approximately 12 months before the incumbent's rotation date or within the appropriate requisition cycle for the individual service.

c. Analyzes service nominations to determine the acceptability of the member nominated, based on qualifications and position requirements as stated in the position description (PD). DCM is required to advise the service of acceptability in accordance with specific service flowcharts.

d. Analyzes waiver of qualifications when nominated personnel do not meet the required qualifications or rank.

e. Coordinate internal reassignments with the appropriate military service.

f. Navy Reserve Unit and Army Reserve Element (ARE) hiring is external to DCMA process.

3.5. COMMANDERS. Commanders will:

a. Provide DCM a concur or non-concur (with a detailed justification) concerning the acceptability of member nominated by the service within 7 calendar days after receiving the nomination. If no response is received within 7 calendar days, acceptance of the nomination is implied.

b. Provide recommendations to DCM regarding desired military personnel realignments before the normal military personnel requisitioning cycle. Emergency changes may be submitted as required.

3.6. AIRCRAFT OPERATIONS (AO). AO will:

a. Provide aviation-related functional expertise and recommendations to DCM concerning the acceptability of military aviation personnel for assignment.

b. Provide recommendations to DCM regarding desired military personnel realignments before the normal military personnel requisitioning cycle. Emergency changes may be submitted as required.

c. Act as a liaison with Service personnel center functional managers with respect to report dates, specialized training (i.e., safety school, flight training, and government flight representative or government ground representative course, grade, and specialty submissions).

SECTION 4: SPONSORSHIP AND ORIENTATION PROGRAM

4.1. SPONSORSHIP.

a. Commanders, Component Heads, or their designated representative will assign a sponsor to incoming military personnel and notify DCM of their appointment NLT 60 days prior to departure.

b. The sponsor should be someone who will be accessible to the member, answer questions prior to reporting, and be available to the member on a regular basis during their first week in DCMA and thereafter, as needed.

c. A welcome letter will be sent from the gaining activity to the incoming service member NLT 30 days prior to departure from their current permanent duty station.

4.2. SPONSORS. Sponsors must contact incoming members NLT 30 days prior to departure from their current permanent duty station.

a. If the new military member indicates to the sponsor that sponsorship is not desired, a welcome letter will still be forwarded to the new member and, no further action is required.

b. The sponsor should arrange to meet the new service member at a pre-designated arrival point, secure temporary billeting, assist with household goods shipment, and travel voucher processing, if requested.

SECTION 5: MILITARY IN-PROCESSING AND OUT-PROCESSING

5.1. IN-PROCESSING. Commanders/Directors and sponsors provide new military personnel with the DCMA Military In-Processing Checklist. The checklist is located on the Resource page.

a. Within 24 hours of arrival, all military personnel will complete an initial check-in to report their arrival to the region and DCM using the DCMA Military Check-In Form located on the policy resource page.

b. All military personnel must complete the DCMA Military Personnel In-Processing Checklist with 72 hours of arrival or within 72 hours from house-hunting permissive temporary duty return. Forward attachments to the appropriate LNO.

c. Military reservists **MUST** in-process upon assignment to DCMA, although they may not physically arrive in person for duty. If they do not in-process, this will delay their access to all DCMA systems. In these cases, the sponsor should work with them to ensure they have access to the in-processing checklist. Reservists should provide as much information as possible upon assignment notification and provide an update when they physically report.

5.2. OUT-PROCESSING

a. Military personnel departing their DCMA assignment will complete the DCMA Military Out-Processing Checklist prior to departing their DCMA assignment. Once the form is complete forward to the appropriate Region Military Personnel LNO.

b. Military out-processing checklist will be retained by DCM. Records pertaining to the member's assignment will be retained for 1-year following member's departure from DCMA.

GLOSSARY

G.1. ACRONYMS.

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| AO | Aircraft Operations |
| CMO | Contract Management Office |
| DCM | Military Personnel Office |
| GC | General Counsel |
| PCS | Permant change of station |
| TM | Talent Management |

REFERENCES

DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013