



## DCMA Manual 4202-04

# Position Management, Awards, Decorations, Evaluations, Promotions, Training, and Uniform Wear

---

**Office of Primary  
Responsibility**

**Talent Management Capability**

**Effective:**

May 7, 2019

**Releasability:**

Cleared for public release

**New Issuance**

**Implements:**

DCMA-INST 4202, "Military Personnel," February 14, 2019"

**Incorporates and Cancels:**

DCMA-INST 1021, "Military Personnel Promotions," October 15, 2013  
DCMA-INST 1025, "Military Joint Training Management,"  
September 24, 2013  
DCMA-INST 1027, "Military Decorations," June 19, 2013  
DCMA-INST 1029, "Military Quarterly and Annual Awards,"  
September 5, 2013  
DCMA-INST 1030, "Military Personnel Evaluations," November  
4, 2013  
DCMA-INST 1031, "Military Uniform and Personal Appearance,"  
June 18, 2012  
DCMA-INST 1064, "Military Joint Position Management,"  
October 15, 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/site/policy/TM/SitesPages/4202-04r.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.

## TABLE OF CONTENTS

<b>SECTION 1: GENERAL ISSUANCE INFORMATION</b> .....	5
1.1. Applicability.....	5
1.2. Policy .....	5
<b>SECTION 2: RESPONSIBILITIES</b> .....	6
2.1. Director, DCMA.....	6
2.2. Director, DCMA Military Personnel Office.....	6
2.3. Talent Management Capability Manager. ....	6
2.4. Office of General Counsel.....	6
<b>SECTION 3: POSITION MANAGEMENT</b> .....	7
3.1. Military Personnel Division .....	7
3.2. Establishing New Requirements.....	7
3.3. Military Personnel Data Systems .....	7
3.4. Manpower Change Request.....	7
3.5. Military Position Priority List .....	8
3.6. Banked Billets .....	8
3.7. Joint Assignment List.....	8
3.8. Army Military Acquisition Position List.....	8
3.9. Military Personnel Program Manager .....	8
<b>SECTION 4: AWARDS</b> .....	9
4.1. Quarterly and Annual Awards Program .....	9
4.2. Military Personnel Program Manager .....	9
4.3. Contract Management Office and Component Heads .....	9
4.4. Board Members .....	10
4.5. Recommendation Process.....	10
4.6. Nomination Process.....	12
4.7. Selection Process.....	13
4.8. Award Announcement Process.....	13
4.9. Quarterly Awards .....	14
4.10. Annual Awards.....	15
<b>SECTION 5: DECORATIONS</b> .....	16
5.1. Military Decorations Program.....	16
5.2. Award Approval.....	16
5.3. Recommendation Process.....	16
5.4. Approval Process.....	18
<b>SECTION 6: EVALUATIONS</b> .....	19
6.1. Evaluations .....	19
6.2. Responsibilities .....	19
6.3. Procedures .....	20
<b>SECTION 7: PROMOTIONS</b> .....	21
7.1. Promotion Programs.....	21
7.2. Military Personnel Promotions Program Manager .....	21
7.3. Air Force Promotions .....	21

**SECTION 8: TRAINING** .....23

    8.1. Military Personnel Promotions Program Manager .....23

    8.2. Contract Management Office Commanders/Directors and Component Heads .....23

    8.3. Service Members .....23

    8.4. DAWIA Core Certification Training .....23

    8.5. DCMA Specific Training .....24

    8.6. Professional Development Training .....25

    8.7. DCMA Ancillary Training .....26

**SECTION 9: UNIFORM WEAR**.....27

    9.1. Uniform of the Day .....27

    9.2. Reimbursement.....27

    9.3. Temporary Duty/Attending Meeting on Military Installation .....27

    9.4. DCMA Duty Badge.....27

**GLOSSARY**

    G.1. Acronyms .....28

**REFERENCES**.....31

## **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 (IAW) Service and DoD applicable guidance.

b. Exercise military justice IAW law, military regulations, and within the parameters found in DCMA Manual (DCMA-MAN) 4202-03, "Military Justice."

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.** The Director, DCMA Military Personnel Office (DCM) will:

a. Be responsible for oversight and management of military personnel programs and requirements, such as joint or service positions/billetts, awards, decorations, evaluations, promotions and training.

b. Execute military personnel programs IAW applicable DCMA Manuals on military personnel.

**2.3. TALENT MANAGEMENT CAPABILITY MANAGER.** The Talent Management (TM) Capability Manager provides strategic guidance, advice, and decisions related to TM of 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.** The General Counselor (GC) will provide legal advice to the Director and DCMA component heads on military positions management, awards, decorations, evaluations, and promotions, as needed.

## **SECTION 3: POSITION MANAGEMENT**

**3.1. MILITARY PERSONNEL DIVISION.** Manage all active military Service-provided positions within DCMA.

**3.2. ESTABLISHING NEW REQUIREMENTS.** The number of military positions within DCMA does not increase. If a new requirement is identified, usually DCMA must fill that requirement with billets the Agency already manages. If all positions within a Service are filled, the Region/Directorate must prioritize positions to identify a position to be the “bill payer” for the new requirement. First, a region should find an offset or bill payer within the region. If not possible, another option is to advocate during a Military Acquisition Position List (MAPL) review or submit a Program Objective Memorandum request to DCM, and DCM will recommend a course of action.

### **3.3. MILITARY PERSONNEL DATA SYSTEMS.**

a. Military Online Personnel System (MOPS) is DCMA’s system of record to formally track the Services’ manning documents, which includes information on military billets (authorized skill, grade, position title, Defense Acquisition Workforce Improvement Act (DAWIA), etc.) authorized at each location. Every Service member assigned to DCMA is filling an authorized Agency billet.

b. Fourth Estate Manpower Tracking System (FMST) is DCMA’s system of record which tracks the authorized and assigned civilian, military, contractor and interns within the Agency. FMST provides DCMA with near real-time visibility of both military and civilian positions and personnel.

### **3.4. MANPOWER CHANGE REQUEST.**

a. Manpower Change Requests (MCRs) are accepted for review/coordination during March and August of each year. The actual effective date of the requested action, once approved by the Service, depends on numerous variables, including assignment cycle timing, whether or not the position is encumbered, service functional approval/coordination process, etc.

b. Changes to military manpower requirements are initiated within the Contract Management Office (CMO) or location requiring the change via the Position Description (PD)/MCR Form (DCM Form 1). Only after this form is completely filled out and approved by the appropriate chain of command, will DCM officially begin the process to make changes to military positions. Emails, informal/formal discussions, slide submissions or other unofficial memos will not replace this official document, which is archived for historical tracking. Once initiated, the MCR will be submitted to the appropriate military personnel liaison officers (LNO) for submission to the respective chain of command for approval.

c. MCR action should not be considered if the sole rationale is to benefit a member. MCR actions are based upon a change to a service requirement of the position.

### **3.5. MILITARY POSITION PRIORITY LIST (MPPL).**

a. The number of military authorizations supporting the DCMA mission provided from Office of the Secretary of Defense (OSD) or the Services does not increase. Because the Army and Air Force cannot fill all of DCMA's authorizations, the Agency developed a Military Position Priority List (MPPL).

b. The MPPL is a document created to communicate our military positions with the highest priority to the Services. For the Army, the MPPL is based on the MAPL. A similar process is used for the Air Force based on the entitlement rate for each specialty and grade. Aircrew positions from all Services are prioritized by the Aircraft Operations Directorate as needed.

**3.6. BANKED BILLETS.** A banked billet is a billet which no longer has a valid requirement due to:

- a. The mission no longer exists.
- b. An Army position not supported by the MAPL (listed as "no fill").
- c. An Air Force position below the entitlement fill line.

### **3.7. JOINT DUTY ASSIGNMENT LIST.**

a. A military assignment to DCMA does not automatically entitle a military member to receive joint credit.

b. DCM solicits submission packages six months prior to the announced Joint Duty Assignment List (JDAL) board. Refer to this Manual's Resource Page for package submission instructions.

**3.8. ARMY MILITARY ACQUISITION POSITION LIST.** The Army uses the MAPL review process to validate and manage all approved Army acquisition positions, including those in DCMA. The review process is synchronized with the Army's force structure process and permits commands/agencies to submit force structure documents to the Service.

**3.9. MILITARY PERSONNEL PROGRAM MANAGER.** The DCM Program Manager will:

a. Serve as Agency focal point for all military manpower management actions and is the only authorized agent to communicate these requirements to the military service and Joint Staff. This is coordinated once a year for Command Select Listing (CSL) and Non-CSL positions.

b. Ensure personnel data systems (MOPS/FMTS) are updated to reflect accurate military billet data elements.



## **SECTION 4: AWARDS**

### **4.1. QUARTERLY AND ANNUAL AWARDS PROGRAM.**

- a. All quarterly and annual awards will be processed through DCM.
- b. Recommenders/Commanders should be consistent and judicious in considering military personnel for awards. Judicious use of decorations and awards provides incentives for greater effort and improves morale; injudicious use destroys their basic value.
- c. DCMA top achievers and performers are recognized on a quarterly and annual basis.
- d. Winners of annual awards will automatically be submitted for Service comparable special trophies and awards when eligible.

### **4.2. MILITARY PERSONNEL PROGRAM MANAGER.**

- a. DCM program managers will maintain oversight of the quarterly and annual awards program to ensure proper recognition of outstanding achievements, performance, and leadership by military personnel assigned to DCMA.
- b. DCM will establish and announce quarterly/annual suspense dates to the LNOs electronically at the beginning of each calendar year.
- c. DCM will forward complete packages to the selection board for scoring and staff the recommended winners for the DCMA Director's approval.
- d. DCM will draft an email announcing the quarterly/annual winners and prepare personal notes and certificates for the DCMA Director's signature.
- e. DCM will coordinate with Human Capital (HC) to order trophies/plaques necessary for presentation for annual awards.

### **4.3. CONTRACT MANAGEMENT OFFICE COMMANDERS/DIRECTORS AND COMPONENT HEADS.**

- a. Contract Management Office (CMO) Commanders/Directors, Component Heads, or their designated representative will recommend their military personnel for awards based on outstanding achievement, performance, and leadership.
- b. Award recommendations must be submitted IAW published LNOs suspense dates.
- c. All awards will be processed through the chain of command to DCMA DCM.
- d. Headquarters (HQ)/International, Eastern, Western, and Central Regions must provide one senior officer in the grade of O-6/O-6 selectee or GS-15/NH-4 as selection board members.

e. The Senior Enlisted Adviser (SEA) will serve on all boards as enlisted tie-breaker and consultant to the Board President.

#### **4.4. BOARD MEMBERS.**

a. The Selection Board will consist of senior leaders from HQ/International, Eastern, Western and Central Regions.

b. Board members will receive quarterly/annual nomination packages from DCM and are required to score each nominee's packages based on leadership and job performance in primary duty, significant self-improvement efforts, and community involvement.

c. Each board member will have three duty days to score all nomination packages.

d. If a tie occurs, the Board President will break that tie.

e. Board President will be the senior ranking officer on the current board.

#### **4.5. RECOMMENDATION PROCESS.**

a. Recommendation. Commanders/Directors, Component Heads, or their designated representative will recommend their military personnel based on outstanding achievement, performance, and leadership using the categories:

- Active Duty Field Grade Officer (FGO)
- Active Duty Company Grade Officer (CGO)
- Active Duty Senior Noncommissioned Officer (SNCO)
- Active Duty Noncommissioned Officer (NCO)
- Reserve FGO
- Reserve CGO
- Reserve SNCO
- Reserve NCO

b. Award packages. Commanders/Directors, Component Heads, or their designated representative, will complete an awards recommendation package.

(1) All award recommendations require a nomination form. DCMA Form 1, "DCMA Annual Award Nominations," will be used for annual nominations; DCMA Form 2, "DCMA Quarterly Award Nominations," will be used for quarterly nominations.

(2) No attachments or continuation sheets other than the nomination form are allowed, nor will they be considered by the Selection Board. The headings are included on the form and are listed accordingly to help determine where specific items should be placed.

(a) Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results for component and Agency-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, functional awards/recognition.

(b) Significant Self-Improvement Efforts. Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties. Include any on/off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military member.

(c) Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership or participation in professional military organizations, associations and events; e.g., Air Force Sergeants Association, Marine Corps Association, etc. Projection of leadership into the private community, as evidenced by the nominee's assumption of leadership roles in social, cultural, and religious, as well as other community service activities, may also be considered.

(3) Nomination forms will consist of general nominee information and nomination body. All general information will be completed.

(4) Prepare nomination forms in a results-oriented, factual, yet concise format. Do not use generalities and flowery prose; stress results, be specific and do not repeat the same facts in different bullets or under different headings.

(5) Use only single-line bullets in the nomination body; do not use wrap-around bullets. Sub-bullets may be used to augment single bullets. Use a dash (-) for main bullets and a double dash (--) for sub-bullets.

(6) Templates can be found on the policy resource page.

c. Packages forward. Once an award recommendation package is complete, the Commanders/Directors, Component Heads, or designated representative will forward the package to their designated LNO for review.

d. Submitting. Nomination forms will be submitted electronically, via the chain of command, to the Military Awards 360 page via the LNO's. All awards will be saved as a portable document format (pdf) file.

e. Completed packages. Finally, DCM prepares the nomination and scoresheet for selection board members and staffs the recommended winners for the DCMA Director's approval.

#### 4.6. NOMINATION PROCESS.

a. Nomination. One quarterly/annual DCMA winner will be awarded in each category. Each of the listed organizations may nominate one individual for each category listed in paragraph 4.5. to the quarterly/annual board for consideration:

- HQ DCMA Staff (Aircraft Operations (AO), Corporate Operations, etc.).
- International Command.
- Special Programs Command.
- Eastern Region Command.
- Central Region Command.
- Western Region Command.

b. Criteria. Personnel nominated for the awards must meet one of these criteria:

(1) Be permanently assigned to a unit or organization in DCMA during the award period. Deployed DCMA-assigned personnel are not eligible to be nominated for individual Agency-level quarterly or annual awards, but will receive appropriate recognition through the DCMA's military decorations process.

(2) Be serving in the appropriate grade for the award category as of the last day of the award period.

(3) Meet applicable personal appearance and fitness standards for their respective service.

c. Nominees. Annual award program nominees do not have to be assigned to DCMA for the entire year; however, nomination packages can only include those actions performed/earned while performing DCMA's mission.

d. Prior Nominees. Prior nomination or selection under the quarterly awards program is not required for nomination under the annual awards program.

e. FGO category. Personnel in grades O-4 thru O-5 and WO-4 thru WO-5 are eligible for consideration in the FGO category. O-6 and O-6 selectees are not eligible for consideration in the FGO category.

f. CGO category. Personnel in grades O-1 thru O-3 and WO-1 thru WO-3 are eligible for consideration in the CGO category.

g. SNCO category. Personnel in grades E-7 and E-8 are eligible for consideration in the SNCO category. E-9 and E-9 selectees are not eligible for consideration in the SNCO category.

h. NCO category. Personnel in grades E-4 thru E-6 are eligible for consideration in the NCO category. Marine Corps personnel in grade E-6 are categorized as Staff NCOs.

i. Not eligible. Sitting O-4/5/6 DCMA Commanders are not eligible to be nominated for individual Agency-level quarterly or annual awards.

#### **4.7. SELECTION PROCESS.**

a. Quarterly selection boards will normally be scheduled within 10 business days following each suspense.

b. Annual selection boards will be held in December to meet higher HQ and external agency suspense requirements.

c. Board members will receive access to the nominations and score sheets with a three duty day suspense. Once the members have scored the nominations, DCM will validate the winners.

d. Scoring. Awards selection boards will use a 100-point scoring system.

(1) Quarterly awards selection boards will use the 100-point scoring system broken down as accordingly to score nomination body of each nominee's package:

(a) 80 points – Leadership and Job Performance in Primary Duty.

(b) 10 points – Significant Self Improvement Efforts.

(c) 10 points – Community Involvement.

(2) Annual awards selection boards will use the 100-point scoring system broken down as accordingly to score the nomination body of each nominee's package:

(a) 70 points – Leadership and Job Performance in Primary Duty.

(b) 15 points – Significant Self Improvement Efforts.

(c) 15 points – Community Involvement.

(3) No physical appearances before award selection boards will be required. Scoring will be determined by reviewing the award nomination package only.

(4) The highest scoring individual in each category will be selected as the agency winner.

(5) Ties will be broken by the Board President for officers and the SEA for enlisted.

#### **4.8. AWARD ANNOUNCEMENT PROCESS.**

a. Recommendation. DCM will staff the recommended winners for the DCMA Director's approval, along with the certificates and notes for signature. DCM will draft a ready-to-go email

announcement for the Director and forward to the Director's secretary and carbon copy (cc) HC awards point of contact (POC).

b. Announcement. The DCMA Director will formally announce the quarterly and annual winners. Then DCM will post winners to the public Military 360 page.

#### **4.9. QUARTERLY AWARDS.**

a. Managing. The quarterly awards program will be managed on a calendar year basis and is divided into quarters as outlined:

- (1) First Quarter: 1 January – 31 March.
- (2) Second Quarter: 1 April – 30 June.
- (3) Third Quarter: 1 July – 30 September.
- (4) Fourth Quarter: 1 October – 31 December.

b. Nominee. Quarterly awards program nominees do not have to be assigned to DCMA for the entire quarter; however, nomination packages can only include those actions performed/earned while performing DCMA's mission.

c. Reserve personnel are eligible for quarterly awards when performing duty during that time period; they do not compete against active duty personnel.

d. Packages. DCM award nomination packages will consist of DCMA Form 2. HQ Staff, Directorate or Regional Directors/Commanders digital signature on the form signifies the member meets all eligibility criteria for selection and the nominee is approved to represent their organization at the agency level.

e. Forms. The DCMA Quarterly Award Nomination Form is prepared electronically. No attachments or continuation sheets are allowed, nor will they be considered by the selection board.

- (1) The nomination body is limited to a total of 12 lines and prepared in bullet format.
- (2) 8 lines – Leadership and Job Performance in Primary Duty.
- (3) 2 lines – Significant Self Improvement Efforts.
- (4) 2 lines – Community Involvement.

f. Comments. Restrict comments in quarterly nominations to events/achievements that occurred within the current quarter only. Items that began in one quarter but have been completed or recognized in the quarter being addressed may be considered.

#### **4.10. ANNUAL AWARDS.**

a. **Managing.** The annual awards program will be managed on a calendar year basis (1 January – 31 December).

b. **Nominee.** Active duty and reserve personnel may participate in the annual awards program but compete in their own component category. Each organization, listed in paragraph 4.6.a., is allowed to nominate one individual from any branch of service for each category listed in 4.5.a. The component/regional nominees will compete to be selected as the overall DCMA winner in the respective category.

c. **Packages.** Annual award nomination packages will consist of DCMA Form 1. HQ Staff, Directorate or Regional Director's/Commander's digital signature constitutes a finding that the member meets all eligibility criteria for selection and the nominee is approved to represent their organization at agency level.

d. **Formatting.**

(1) The nomination body is limited to a total of 20 lines and prepared in bullet format.

(2) 12 lines – Leadership and Job Performance in Primary Duty.

(3) 4 lines – Significant Self Improvement Efforts.

(4) 4 lines – Community Involvement.

e. **Comments.** Will cover only accomplishments/events that occurred within the calendar year.

## SECTION 5: DECORATIONS

**5.1. MILITARY DECORATIONS PROGRAM.** All decorations will be processed through DCM.

a. Recommenders/Commanders should be consistent and judicious in considering military personnel for awards. Judicious use of decorations and awards provides incentive for greater effort and improves morale; injudicious use destroys their basic value

b. Recommenders must associate the level of award being recommended with the level of responsibility, the manner of performance, and the impact to the organization.

c. Decorations will not be awarded to any service member who did not serve their entire tour of duty honorably.

**5.2. AWARD APPROVAL.** Approval authority for the Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), and below rests with the Director, DCMA, unless otherwise delegated in writing. The Joint Service Achievement Medal (JSAM) approval authority has been delegated to O-6 Commanders.

### 5.3. RECOMMENDATION PROCESS.

a. Award recommendations must be submitted with sufficient time for processing and preparation of the award package before the desired presentation date. Commanders/Directors, Component Heads, or their designated representatives will complete the award recommendation package and submit it to DCM via their LNO IAW this paragraph. The award submission timelines must be followed for compliance.

(1) Due to DCM 120 days prior to presentation date/150 days to LNO.

(a) Service Awards.

1. Legion of Merit (LOM).

2. Bronze Star Medal (BSM).

3. Aerial Achievement Medal (AAM).

(b) Joint Awards (Approved by Higher HQ).

1. Defense Distinguished Service Medal (DDSM).

2. Defense Superior Service Medal (DSSM).

(2) Joint Awards (approved by DCMA) and due to DCM 60 days prior to presentation date/90 days to LNO.



(a) DMSM.

(b) JSCM.

(c) JSAM.

b. DCM program managers will maintain oversight of the decorations program to ensure proper recognition and rewarding of outstanding achievement, acts, or meritorious service for military personnel assigned and/or attached to DCMA.

c. DCM will review award recommendation packages, prepare the certificate, and assemble and staff the recommendation package for the DCMA Director's approval, recommendation to OSD, or to the appropriate Service.

(1) DCM will make minor corrections to award citations and narratives. Major corrections will be returned to the region LNO for processing. Any Service member departing DCMA due to a permanent change of station would receive the appropriate Defense award versus the Service award. Medals are not automatically awarded.

(2) LNOs will coordinate any changes/corrections requested by DCM with Commanders/Directors, Component Heads, or designated representatives as necessary.

d. For awards approved at HQ DCMA or below, DCM will publish the award order, print the award citation on parchment paper, package the award in the certificate binder and mail the award to the address in the requesting memorandum.

e. Commanders/Directors, Component Heads, or their designated representative, will complete an awards recommendation package. All award recommendations require a recommendation memorandum, signed by the recommender and endorsed by the chain of command, and a citation. Recommendation package requirements for each award are listed as:

(1) DDSM, DSSM, and the DMSM require a recommendation memorandum with endorsements, citation (DSSM and DDSM citations do not have a seal), and narrative justification.

(2) JSCM and JSAM require a recommendation memorandum with endorsements and citation.

(3) The BSM and LOM require a recommendation memorandum with endorsements, citation, narrative justification, and Service-specific form.

(a) For the BSM, the Air Force requires the recommendation package to also include the DÉCOR 6, "Recommendation for Decoration Printout," Air Force (AF) Form 3994, "Recommendation for Decoration Deployment/Contingency Operations," and Form C25.

(b) For the LOM, the Air Force requires the recommendation package to also include the DÉCOR 6. The Army requires the DA Form 638, “Recommendation For Award,” and the Navy requires the Office of the Chief of Naval Operations (OPNAV) Form 1650/3, “Personal Award Recommendation.”

(4) AAM requires a recommendation memorandum with endorsements, citation, DÉCOR 6, AF Form 3994, and USCENTAF Form 1, “Flight Record,” IAW HQ 11th Wing submission guidelines.

f. Any award recommendation package that is not submitted within the allotted timeframe outlined in the Award Submission Timelines must have a late memorandum. The memorandum must outline the reason for the delay and be signed by the commander or component head. Packages received by DCM without the signed memorandum will be returned to the LNO without action.

g. Templates, examples, and instructions can be found on the policy resource page.

h. Once an award recommendation package is complete, the Commanders/Directors, component heads, or their designated representative will forward the package to their region LNO for review and processing.

#### **5.4. APPROVAL PROCESS.**

a. For awards approved at HQ DCMA or below, DCM will mail the award to the address in the recommendation memorandum. A medal set will be provided if this is the first award received for that particular type of award. If a service member has received the same medal previously, it is the service member’s responsibility to purchase an oak leaf cluster.

b. For awards approved at OSD, OSD will notify DCM of status and mail the award to DCM. DCM will then mail the award to the address provided in the recommendation memorandum.

c. For awards approved by the Services, DCM will contact the service periodically for an update and request copies of any approved awards. If the approved award was mailed to DCM it will be forwarded to the address provided on the recommendation memorandum.

d. DCM will electronically file copies of approved award packages.

## SECTION 6: EVALUATIONS

### 6.1. EVALUATIONS.

a. The member's supervisor is responsible for preparing the evaluation, to include suggested comments for all evaluators who are required to comment on the member's performance. In all cases, it is appropriate to request input from the member; however, it is not appropriate to require the member to prepare the evaluation.

b. All senior raters must be the person holding the senior rater position. In DCMA there are six senior rater positions:

- (1) Director, DCMA.
- (2) Commander, DCMA International Command.
- (3) Commander, Eastern Regional Command.
- (4) Commander, Central Regional Command.
- (5) Commander, Western Regional Command.
- (6) Director, Special Programs Command.

c. Rating schemes will be developed and published quarterly.

d. The Rater or CMO Commander sends the report to the Region/Senior Service Representative (SSR) for Service specific comments. SSR reviews communications directly with the rater. This review must be completed before the evaluation is sent forward to the LNO.

e. Rater or CMO Commander/Director also seeks the advice of the DCMA Senior Enlisted Advisor for enlisted personnel prior to finalizing the report. Once this review is completed, the report will be forwarded to the LNO for review.

f. Prepare administratively correct reports, complete with required enclosures and/or recommended comments, and submit to DCM IAW established suspense dates.

### 6.2. RESPONSIBILITIES.

a. CMOs will provide published rating schemes to service members and DCM quarterly.

b. DCM will:

- (1) Maintain an evaluation tracking system, to include suspense dates.

(2) Require all final draft reports to be submitted to LNO's not later than the closeout date in order to meet Service suspense dates.

### **6.3. PROCEDURES.**

a. Air Force. The Director, DCMA is the senior rater for reports on all Lieutenant Colonels and above and HQ Majors. Region Commanders/Directors are senior raters for Majors and below.

b. Army. The Director, DCMA is the senior rater for reports on all Lieutenant Colonels and above and HQ Majors. Region Commanders/Directors are senior raters for Majors and below.

c. Navy. Captain Fitness Report (FITREP) will be signed by DCMA Director.

d. Marine Corps. Colonel FITREP will be signed by DCMA Director. Senior Marine Officer acts on all other evaluations.

## **SECTION 7: PROMOTIONS**

**7.1. PROMOTION PROGRAMS.** Military personnel promotions program is managed IAW each service's instructions, regulations, and guidance in regard to promotions, established competitive categories, promotion zones, testing, eligibility and selection criteria, promotion opportunity, and selection rates.

### **7.2. MILITARY PROMOTIONS PROGRAM MANAGERS.**

a. The military personnel promotions program manager will monitor promotion board information for all Services through systems access and website messages.

b. The Program Manager will forward promotion board results to the Military Personnel Director. The Military Personnel Director will forward results to the DCMA Director and senior leadership. Within 24 hours of the release, an e-mail will also be forwarded to DCMA Public Affairs announcing the promotion release.

### **7.3. AIR FORCE PROMOTIONS.**

a. Air Force officers promotions require submission of a locally-produced Promotion Recommendation Form (PRF), AF Form 709, as accordingly:

(1) Officer pre-selection briefs will be sent to the LNOs and each eligible officer individually along with any promotion board instruction information pertinent for the eligible officer.

(2) PRFs, Record of Performance (ROPs), cross reference sheets, and source documents for all eligible officers are reviewed by the LNOs, senior raters, program manager, Military Personnel Director, and DCMA Director.

(3) Finalized PRFs will be sent with ROPs to the Office of the Under Secretary of Defense for Acquisition and Sustainment for management-level review and processing to the Service.

(4) Signed PRFs are provided to the LNOs for the senior raters to release to eligible officers not earlier than 30 days prior to the Air Force's central selection board.

(5) The DCMA Director is the senior rater for O-5's and above, and HQ personnel. Region Commanders/Directors are senior raters for O-4 and below.

b. Air Force enlisted promotions require local testing. The military personnel promotions program manager receives and reviews the unit eligible and ineligible for promotion listings for all Weighted Airman Promotion System testing eligible active-duty enlisted personnel assigned to DCMA. These listings are forwarded to the Military Personnel Director for signature and returned to the servicing Military Personnel Section (MPS) testing control officer (TCO).

c. The Program Manager then coordinates testing dates for eligible enlisted personnel with the TCO closest to the eligible member's duty location. Upon return receipt of the signed eligible roster, DCM Program Manager will forward to the servicing MPS TCO for filing as a system of TCO testing records.

## SECTION 8: TRAINING

**8.1. MILITARY PERSONNEL PROGRAM MANAGER.** The DCMA DCM TM will be the principal liaison between HQ DCMA divisions/components, subordinate commanders, the DCMA Workforce Development and DAWIA office, and the Service's Director for Acquisition Career Management (DACM) office.

**8.2. CONTRACT MANAGEMENT OFFICE COMMANDERS/DIRECTORS AND COMPONENT HEADS.** CMO Commanders/Directors and Component Heads will:

- a. Ensure all newly assigned personnel are aware of and complete DAWIA certification and Continuous Learning Points (CLP) requirements.
- b. Ensure service members are assigned a learning map in the DCMA Training Management System (TMS) to include applicable requirements in paragraph 8.5.

**8.3. SERVICE MEMBERS.** Service members will:

- a. Complete all DAWIA training requirements IAW their assigned acquisition coded billet.
- b. Complete continuous learning activities IAW service directives and CLPs within 24 months of arrival..
- c. Create a profile in the DCMA TMS and maintain assigned learning maps as required.

**8.4. DAWIA CORE CERTIFICATION TRAINING.**

a. This is the training required to perform primary duties while assigned to DCMA IAW the assigned acquisition billet.

b. All required DAWIA courses for core certification will be requested directly through the member's Service DACM portal (Army – Army Training Requirements Reporting System (ATRRS) - Army Internet Training Application System (AITAS) - Defense Acquisition Talent Management System (DATMS), Air Force Training Acquisition System (ACQNOW), Navy/Marine Corps – eDACM).

c. Online courses are typically available to anyone serving in an acquisition-coded billet, regardless of priority level.

d. Priority levels are assigned by the Service-specific DACM office based upon the criteria outlined:

(1) Priority 1 – Acquisition workforce Service members who must meet core certification standard training requirements (certification) based upon their assigned acquisition billet are given the highest priority for attendance at Defense Acquisition University (DAU) courses and are funded by their respective military Service.

(2) Priority 2 – Acquisition workforce Service members requesting courses required to meet certification requirements for the next higher level of certification above their assigned acquisition billet. Approval for these courses is contingent upon availability of seats and will be funded by the service member’s CMO if paragraph 8.5. does not apply.

(3) Priority 3 – Acquisition workforce Service members who request acquisition courses that are outside of their assigned billet certification standards. Approval for these courses is contingent upon availability of seats. Funding for these courses must be paid for by the CMO. Coordination of available funds must be requested by the Service member before registering for the course via their respective DACM system.

(4) Priority 4 – Non-acquisition Service members, not assigned to an acquisition coded billet (e.g., assigned reserve personnel). May attend online courses. May receive approval for course seats based upon availability. However, a need for the course is determined and approved by the CMO Commander/Director before registration. The course must be at no cost/minimal cost to the CMO.

**8.5. DCMA SPECIFIC TRAINING.** DCMA provides specific training in two areas. Those for performing Program Integrator/Support Program Integrator duty as defined in DCMA-MAN 3101-01, “Program Support Life Cycle,” and those performing Government Flight Representative (GFR)/Government Ground Representative (GGR) duty.

a. Program Integrator/Support Program Integrator Training.

(1) Earned Value Management (EVM) 202, Intermediate EVM. For AF personnel the funding request will be paid for by SAF/AQ. To obtain Priority 1 funding for this course contact the DCM TM before submitting a registration request via ACQNOW. For all other Services, a funding request must be submitted to the DCM TM via the region LNO after a quota is reserved via their respective Service DACM office. The request will then be paid via the DCMA DAWIA Team.

(2) CMI 220, Program Support, Integrated Analysis and Reporting. At this time, this course is not open to the Service DACM offices for military members to register. To attend this course, military personnel must create a profile on the civilian 4th Estate DAU registration site. Once a profile is created, the service member will be able to register for CMI 220. Workforce Development will be notified electronically and will provide funding details directly to the member for their Defense Travel System (DTS) travel authorization. Be advised, service members should register for DAU courses through TMS or DATMS in order to receive course quotas and/or funding approval.

b. GGR/GFR Training.

(1) CMA 241, Government Flight and Ground Representative Course. All inbound military personnel will receive funding as approved by their Service and will be required to



attend the AO 250/350 course in conjunction with CMA 241. Inbound personnel not officially gained to DCMA will be manually added to the AO 250/350 course roster.

(a) Air Force personnel assigned to 11/12/1A or 2A specialties will register for CMA 241 via the ACQNOW portal for a class that is within one month of arrival to DCMA. If the member is being assigned to an overseas DCMA location, temporary duty (TDY) enroute must be coordinated with their assignment manager in advance. Once a quota is reserved, the member must send the reservation notification to the DCM TM for processing. The DCM TM will process a cross-organization funds request for the member to SAF/AQ.

(b) Navy, Marine Corps and Army officers in-bound to DCMA will attend the CMA 241 course along with the DCMA safety course (AO 250/350) enroute to DCMA. The course will be listed on their assignment orders and funded by the Service.

(c) Navy, Marine Corps and Army enlisted personnel will register for CMA 241 using their respective DACM portal. Once a quota is assigned, the member must notify the DCM TM via email. DCM will forward the funding request to Workforce Development for processing.

(2) Enlisted and Warrant Officer Production, Quality and Manufacturing (PQM) Training.

(a) Air Force, Navy and Marine Corps personnel are assigned to PQM billets. Air Force and Navy personnel are PQM level 2, Marine Corps personnel are level 1. Service members are expected to complete the DAWIA training IAW their assigned billet coding by registering for their courses directly through the Service DACM portal (Air Force – ACQNOW, Navy/Marine Corps – eDACM).

(b) Army enlisted GGRs and warrant officer GFRs are not assigned to DAWIA coded billets, but are required to complete PQM level 1 and 2 training. Service members will register for DAWIA training courses via the Army DACM portal, ATRRS-AITAS. For in-residence courses, once the member has an approved registration, they will submit a funding request to the DCM TM via their LNO for processing to the DAWIA Team.

c. Any other specific DCMA training requirements listed in a Service member's PD, not supported by the member's coded acquisition billet or otherwise outlined in this manual, must be requested via the LNO on the Military Training Request form at least 60 days before the class start date to coordinate approval and funding from Human Capital Strategic Learning Division. Funding requests not meeting this timeline will be returned without action and reimbursement after the fact is not authorized.

**8.6. PROFESSIONAL DEVELOPMENT TRAINING.** Service members will be afforded the opportunity to attend appropriate professional development training for their Service. Course quotas are advertised when received.

a. Air Force Personnel. The TM will provide Training RIPs to the member for signature and approval by their supervisor and CMO Commander. The TM will forward signed training

RIPs to the Andrews Air Force Base Formal Training Office for processing.

b. Army Personnel. The Army will only fund Mission Training Specific Allotment (MTSA) courses for assigned Service members. Once the member has an approved course reservation, the DCM TM will submit a cross-organization request for funding via email to the Army MTSA POC to obtain a line of accounting for the member's DTS.

c. Navy Personnel. The Service member's formal training will be processed prior to assignment to DCMA.

d. The Service member will receive notification from their Service on how to process travel orders directly.

**8.7. DCMA ANCILLARY TRAINING.** This is required recurring training as a DCMA employee and is assigned via the TMS learning map. This training may overlap with Service-specific ancillary training requirements. In some instances, this training may be used in place of Service-specific ancillary training requirements but will have to be updated manually (e.g., DCMA Ethics training equivalent to AF Ethics training). Send copies of certificates to the region LNO for processing to the DCM TM.

## SECTION 9: UNIFORM WEAR

**9.1. UNIFORM OF THE DAY:** The uniform of the day (UOD) for DCMA military personnel will be their Utility uniform Monday through Thursday and their Service “Class B-equivalent” uniform on Fridays.

- Army - Class B
- Air Force – Service Uniform “Blues”
- Nave – Winter/Summer Khaki
- Marine Corps – Service “B” or “C”.

**9.2. REIMBURSEMENT.** Military members are required to maintain these uniforms and cannot request any Agency funds for reimbursement if they must purchase new uniforms to comply with this policy. Exceptions to this policy are allowed when Combatant Commander or local installation directives apply to DCMA military personnel.

**9.3. TEMPORARY DUTY/ATTENDING MEETING ON MILITARY INSTALLATION.** Where military personnel are TDY to attend a meeting on a military installation, they may wear the designated duty uniform of that installation. Personnel should be in Class B-equivalent uniforms when attending business meetings in contractor facilities. Personnel working in HQ DCMA location in the Fort Lee area (Building 10500, Rivers Bend, Defense Supply Center Richmond (DSCR)) will continue to have the Utility Uniform as their UOD Monday thru Thursday; Friday UOD is designated as “Class B-equivalent.” The two courtyards of HQ DCMA (Building 10500) are designated as “no hat” areas.

**9.4. DCMA DUTY BADGE.** The DCMA duty badge is for wear by any service member actively assigned to a DCMA billet, IAW each Service’s uniform regulation. To further clarify, the badge is not authorized to be worn upon termination of assignment to this agency. The badge will be available for each service member to acquire through the military exchanges (AAFEES/NEX) at the service member's expense.

## GLOSSARY

### G.1. ACRONYMS.

ACQNOW	Air Force Training Acquisition System
AF	Air Force
AF Form 3994	Recommendation for Decoration Deployment/Contingency Operations
AO	Aircraft Operations Office
AAM	Aerial Achievement Medal
BSM	Bronze Star Medal
CGO	Company Grade Officer
CLP	Continuous Learning Points
CMO	Contract Management Office
CSL	Command Selection Listing
DACM	Director for Acquisition Career Management
DATMS	Defense Acquisition Talent Management System
DAWIA	Defense Acquisition Workforce Improvement Act
DAU	Defense Acquisition University
DCM	Military Personnel Office Directorate
DCMA Form 1	DCMA Annual Awards Nominations
DCMA Form 2	DCMA Quarterly Award Nominations
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DÉCOR 6	Recommendation for Decoration Printout
DoDD	DoD Directive
DDSM	Defense Distinguished Service Medal
DMSM	Defense Meritorious Service Medal
DSSM	Defense Superior Service Medal
EVM	Earned Value Management
FGO	Field Grade Officer
FITREP	Fitness Report - Officer Evaluation
FMTS	Fourth Estate Manpower Tracking System
GFR	Government Flight Representative
GGR	Government Ground Representative
HQ	Headquarters
HC	Human Capital
IAW	in accordance with

JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
LNO	Military Personnel Liaison Officer
LOM	Legion of Merit
MAPL	Military Acquisition Position List
MCR	Manpower Change Request
MPPL	Military Priority Position List
MOPS	Military Online Personnel System
MPS	Military Personnel Section
MTSA	Mission Training Specific Allotment
NCO	Noncommissioned Officer
OSD	Office of the Secretary of Defense
PD	Position Description
PQM	Production, Quality and Manufacturing
PRF	Promotion Recommendation Form
ROP	Record of Performance (Officer)
SEA	Senior Enlisted Advisor
SNCO	Senior Noncommissioned Officer
SSR	Region/Senior Service Representative
TCO	Testing Control Officer
TM	Talent Management
TMS	Training Management System
UOD	Uniform of the day

## **REFERENCES**

- Air Force Memorandum, "HQ 11<sup>th</sup> Wing Criteria for the award of the Aerial Achievement Medal." August 20, 2009  
DCMA Manual 3101-01, "Program Support Life Cycle," October 23, 2017  
DCMA Manual 4202-03, "Military Justice," TBD  
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013