



DCMA Manual 4202-05

Military Retirements

Office of Primary Responsibility

Talent Management Capability

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Approved by:

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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," implements policy, assigns responsibility and prescribes general principles associated with the Talent Management capability framework and military personnel management in accordance with applicable DoD issuances.

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION	3
1.1. Applicability.....	3
1.2. Policy	3
SECTION 2: RESPONSIBILITIES	4
2.1. Director, DCMA.....	4
2.2. Director, DCMA Military Personnel Office.....	4
2.3. Military Personnel Program Managers.....	4
2.4. Office of General Counsel.....	4
SECTION 3: RETIREMENTS	5
3.1. Retirements	5
3.2. Service Memobers.....	5
3.3. Talent Management Capability Manager	5
3.4. Military Personnel Liaison Officer.....	5
3.5. Contract Management Office Commanders/Directors and Component Heads	6
GLOSSARY	
G.1. Definitions.....	7
REFERENCES	8

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 and military regulations.

c. Provide military personnel a safe and healthful workplace and comply with federal Occupational Safety and Health Administration (OSHA) regulatory standards (DoD Directive 4715.1E).

d. 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 Director, DCM will execute military personnel programs IAW applicable DCMA Manuals on military personnel.
- 2.3. TALENT MANAGEMENT (TM) CAPABILITY MANAGER.** The TM Capability Manager will provide strategic guidance, advice, and decisions related to TM of military personnel.
- 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 DCMA military member misconduct.

SECTION 3: RETIREMENTS

3.1. RETIREMENTS.

a. Military personnel who submit requests for retirement must meet eligibility requirements and guidelines set forth by each separate military service component.

b. Commanders/Directors, and Component Heads will review and provide recommendations on all requests for military personnel retirement.

3.2. SERVICE MEMBERS.

a. If requested retirement date does not coincide with Projected Rotation Date (PRD), submit retirement request 9 to 12 months in advance of the requested retirement date to allow time for service to identify relief. Retirement requests submitted more than 12 months in advance will not be accepted.

b. Active Duty Army Officers. Requests for Retirement will be prepared in memorandum format on letterhead and forwarded through your chain of command, through Region Liaison to Headquarters (HQ) DCMA, Attention (ATTN): DCM, for review and processing. HQ DCM will forward the application to Fort Lee, Retirement Service Officer (RSO) for submission to Human Resources Command (HRC) for final decision and processing.

c. Active Duty Army Enlisted. Retirement requests will be prepared using DA Form 4187, "Personnel Action," and addressed IAW Approval Authority and routed through the chain of command and submitted through DCMA, ATTN: DCM, for processing. DCM will forward the application to Fort Lee RSO for final processing. The Fort Lee RSO will process the necessary documents and forward the request to Army, HRC for decision.

d. Navy, Air Force, Marine Corps and Army Individual Mobilization Augmentees will process IAW service guidelines.

3.3. DCM PROGRAM MANAGER. DCM Program Manager will:

a. Review and process all Army requests for retirements to/through Fort Lee RSO.

b. Ensure DCM personnel systems are updated to reflect retirement request being tracked for Service submission status.

3.4. MILITARY PERSONNEL LIAISON OFFICER (LNO). The DCM LNO will:

a. Review and process Army and Navy retirement requests.

b. Ensure that each service member meets the basic retirement criteria established by the

appropriate military service personnel headquarters, and that all required endorsements/recommendations are obtained prior to providing the request to the DCM Program Manager for further processing.

3.5. CONTRACT MANAGEMENT OFFICE (CMO) COMMANDERS/DIRECTORS AND COMPONENT HEADS.

a. Commanders/Directors and Component Heads will review and provide recommendations for all retirement requests received from individual military personnel.

b. Commanders/Directors, Component Heads, or their designated representative, will forward requests for retirement to the appropriate LNO for processing.

GLOSSARY

G.1. ACRONYMS.

ATTN	attention
CMO	Contract Management Office
DCM	DCMA Military Personnel
HRC	United States Army, Human Resources Command
HQ	headquarters
IAW	in accordance with
LNO	Military Personnel Liaison Officer
RSO	Retirement Services Officer
TM	Talent Management

REFERENCES

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