



DEFENSE CONTRACT MANAGEMENT AGENCY

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MAR 14 2019

MEMORANDUM FOR COMPONENT HEADS

SUBJECT: DCMA Policy-type Memorandum 19-005, "Multi-Functional Teams (MFT)"

References: DCMA Instruction 121, "Procurement Center Contracting Officer's Representatives," August 22, 2013
DCMA Instruction 140, "Purchase Request Package," December 9, 2013, as amended
DoD Instruction 5000.74, "Defense Acquisition of Services," January 5, 2016 as amended
DoD Instruction 5000.75, "Business Systems Requirements and Acquisition," February 2, 2017
DoD COR Handbook, March 22, 2012

Purpose. This DCMA Policy-type Memorandum (DCMA-PTM) establishes the policy and processes to identify and charter Multi-Functional Teams (MFT). In addition, this DCMA-PTM:

- Institutes the requirement for a MFT.
- Requires incorporation into DCMA Manual 4301-03, "Acquisitions."

Applicability. This DCMA-PTM applies to all DCMA personnel involved in the acquisition of supplies or services for the Agency.

Policy. It is DCMA policy that:

- Defense Acquisition Workforce Improvement Act (DAWIA) Certified Program Managers (PM) will be appointed for acquisitions, programs, and/or portfolios in accordance with DoD Instructions (DoDI) 5000.74 and 5000.75.
- A formal MFT will be established for requirements with a total cost (base and option periods) greater than the Simplified Acquisition Threshold (SAT).
- An informal MFT will be established for requirements with a total value that is less than or equal to the SAT (base and all option periods).

Responsibilities.

- Executive Directors and Commanders. Executive Directors and Commanders will ensure:

- Requirements are developed and submitted to the DCMA Requirements Oversight Council (DROC) and Acquisition Review Board (ARB) for appropriate level of approvals
- Requirements are identified and approved in the fiscal year Program Control Document (PCD), Enterprise Planner/Hyperion document and budgeted in the year identified
- Requirements represent a bona fide Agency need
- Proper funds appropriation will be utilized
- DAWIA certified PMs are identified and appointed to lead the formal MFT
- PMs and Contracting Officer's Representatives (CORs) perform duties in accordance with appointment
- PM and COR duties are included in the individual's performance standards
- Performance of the PM and COR duties are monitored and evaluated in annual appraisals
- MFTs develop the requirements to meet the established milestones and provide status briefings as required
- PM/Requirement Owner. The PM or Requirement owner will:
 - Manage risk and structure a tailored, responsive, and efficient program
 - Provide input to the Executive Director/Commander on process design, requirements, training, and other matters that may influence the acquisition strategy for business systems, as detailed in DoDI 5000.75
- MFT. A MFT is a group of individuals from different disciplines and activities who work together to build successful programs; identify and resolve issues; make sound and timely recommendations to facilitate decision making; define requirements; develop DROC, Purchase Request (PR), or ARB package documentation; and maintain oversight of the program or requirement through all acquisition phases. The MFT emphasizes involvement of all stakeholders (users, customers, management, general counsel, budget, small business, competition, procurement, etc.) and will:

- At a minimum, include the PM or requirement owner (Lead), COR, functional lead, finance manager, General Counsel (GC), and Contracting Officer (KO) and/or Contract Specialist (CS) from the appropriate contracting activity (i.e., Defense Information Systems Agency/Defense Information Technology Contracting Organization (DISA/DITCO) contracting personnel for IT requirements that will be contracted by DISA/DITCO, or the DCMA Procurement Center personnel for DCMA contracted requirements)
- Include a Compliance Verification Team (CVT) representative for IT requirements
- Include additional personnel during various stages of the acquisition process based on the skills and knowledge required at that stage (e.g., policy, small business specialist, manpower, engineer, etc.)
- Submit requests for DCMA Procurement Center personnel to the Procurement Center in-box, and requests for Finance & Business Operations (FB), General Counsel (GC), or other DCMA personnel to the appropriate Directorate in-box.
- Conduct pre-award research and requirement definition to include, but not limited to, development of:
 - Business Case
 - Analysis of Alternatives
 - Acquisition Strategy or Plan
 - Market Research Report
 - Independent Government Cost Estimate (IGCE)
 - Performance Work Statement (PWS) or Technical Specifications
 - Quality Assurance Surveillance Plan (QASP)
 - Performance Requirements Summary (PRS)
 - Contract Data Requirements Lit (CDRL), if applicable
 - Security checklist, if applicable
 - Evaluation criteria and evaluation factors

- Other purchase request documentation required
- Suggest a qualified COR, with the necessary experience and knowledge of the requirement to perform COR duties in accordance with the DoD COR Handbook and DCMA Instruction (DCMA-INST) 121, to the COR supervisor for nomination in the CORT Tool
- Conduct post-award review and oversight to ensure:
 - Members understand the performance or deliverable requirements of the contract and how the contractor will be surveilled
 - Members know what unique terms or conditions apply to the requirement
 - The PM, COR and KO/CS conduct contractor performance reviews on all contracts for services and supplies that are valued above the SAT, service contracts less than SAT with appointed CORs, and actions awarded via Military Intergovernmental Purchase Requests to other agencies
 - Contractor performance reviews are performed prior to invoice acceptance or approval
- COR. The COR will:
 - Participate in the development of the Independent Government Cost Estimate (IGCE), Performance Work Statement (PWS), Quality Assurance Surveillance Plan (QASP), and all other contractual documentation as identified above
 - Ensure the COR profile in the Contracting Officer Representative Tracking (CORT) Tool is complete with COR information, most current training certifications, and accurate supervisor information
 - Perform duties in accordance with appointment, DoD COR Handbook, and DCMA-INST 121

Procedures.

- The PM or requirement owner will charter a formal MFT for supply or service requirements with a total value that is greater than the SAT (base and all option periods) at the time the requirement is identified, and obtain his/her Executive Director or Commander signatory approval of the Charter. MFT

members will also be documented on the Acquisition Milestone Checklist (available on DCMA-INST 140 Resource Page).

- An informal MFT will be established for requirements with a total value that is less than or equal to the SAT (base and all option periods). The informal MFT will be coordinated between the PM/requirement owner and the Procurement Center Director and documented on the Acquisition Milestone Checklist.
- The formal MFT charter appoints the team members and outlines the intended purpose, goals, critical success factors, and metrics that will measure team progress. Resources for establishing a MFT charter are available at the Defense Acquisition University (DAU) Program Manager Toolkit, and the DAU Service Acquisition Mall (SAM) (links and sample charter available on DCMA-INST 140 Resource Page).
- The PM or requirement owner will obtain Executive Director or Commander support when experiencing difficulties with MFT member appointment or participation.
- The PM or requirement owner leads both the formal and informal MFT through the acquisition phases and will utilize the guidance and best practices outlined in the Defense Acquisition Guidebook for program planning and management
- MFT meetings and discussions will be coordinated by the PM or requirement owner. Results of each meeting/discussion will be documented and become part of the official contract file
- The MFT will create and assemble a complete purchase request package in accordance with the DCMA-INST 140 and associated manuals, the Acquisition Milestone Checklist, and the Defense Acquisition University (DAU) Service Acquisition Mall (SAM) (link available on DCMA-INST 140 Resource Page)
- The MFT will use the SAM Acquisition Requirements Roadmap Tool (ARRT) suite to the maximum extent possible for preparation of the purchase request package documentation.
- MFTs will submit and present purchase request packages that require DROC and ARB approval in accordance with the respective Council or Board procedures
- The MFT will participate in post-award performance reviews to discuss contractor performance, COR surveillance, invoicing, and other contractual issues

- The MFT will provide lifecycle milestone briefings to the ARB as required. Milestone briefings will include a summary of the contractor performance assessments

Internal Controls.

TASK	RISK	INTERNAL CONTROL
<u>PM Appointment</u>	<ul style="list-style-type: none"> • No oversight of requirements or programs • Requirements not strategically aligned with Agency goals 	<ul style="list-style-type: none"> • ARB will not accept packages without appointed PM or Requirement Owner identified
<u>MFT Charter</u>	<ul style="list-style-type: none"> • Requirement not defined appropriately • Incorrect appropriation selected • MFT not collaborating on requirement development • Requiring activity, KO, CS, COR unaware of requirement details or duty obligations 	<ul style="list-style-type: none"> • ARB will not accept packages without formal or informal MFT established • Procurement Center will not exercise options against contracts where the MFT members have not participated in performance reviews, or where Contractor Performance Assessment Reporting System (CPARS) evaluation and Contractor Manpower Reporting Activity (CMRA) reporting are not current
<u>Quarterly Reviews</u>	<ul style="list-style-type: none"> • PM not identified • MFT not collaborating within team 	<ul style="list-style-type: none"> • Random sampling of contract files to determine if PM appointed • Random sampling of contract files to determine if MFT discussions documented

Labor Codes. Located on Resource Page

Resource Page. <https://360.dcmamil/sites/policy/AQ/SitePages/140r.aspx>

Releasable. Cleared for public release.

Effective. This DCMA-PTM is effective immediately and will be incorporated in a DCMA instruction and/or manual. This PTM will expire effective 12 months form the date of issuance.



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