



DCMA Instruction 4101

Facilities Management Capability

Office of Primary Responsibility

Facilities Management Capability

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DCMA-INST 531, "Facilities Management," September 1, 2005
DCMA-INST 532, "Inter-Agency Support Agreements (ISSA)/
Memoranda of Agreement (MOA)," September 1, 2004
DCMA-INST 533, "Lost, Damaged, and Destroyed DCMA
Property," April 1, 2008
DCMA-INST 534, "GOV Management," July 1, 2009

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<https://360.dcmsa.mil/sites/policy/FM/SitePages/4101r.aspx>

Approved by:

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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64:

- Establishes policy, assigns responsibility, and prescribes general provisions associated with the execution of the Facilities Management Capability
- Endeavors to fulfill Agency responsibilities pursuant to the DoD Financial Management Regulation, Volumes 1 and 2, and other applicable higher-level doctrine
- Provides the authority to establish supplemental DCMA instructions, manuals, and forums for implementing the requirements under this issuance

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence.

1.2. POLICY. It is DCMA policy to:

a. Establish, deliver, and maintain an integrated Facilities Management Capability (FMC) that fulfills the Agency's mission and complies with the spirit and intent of applicable statutes, regulations, and DoD issuances.

b. Perform FMC associated functions in an integrated, synchronized, and coordinated manner.

c. Provide facilities and enterprise logistics support in a fiscally efficient, consistent, timely, repeatable, and transparent manner.

d. Execute activities associated with this Instruction in a safe, efficient, effective and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The DCMA Director will:

- a. Provide strategic oversight of the FMC.
- b. Appoint a capability manager and charter a standing cross-functional capability board.

2.2. FMC MANAGER. The FMC Manager will:

- a. Serve as chairperson for the Facilities Management Capability Board (FMCB), as chartered.
- b. Serve as the Agency proponent for the FMC and conduit to the DCMA Executive Council.
- c. Ensure the development, revision, coordination, and maintenance of FMC doctrine necessary to establish the processes and procedures to allow for consistent, standard, and repeatable work across the enterprise as it relates to the Facilities Management Capability.
- d. Champion the identification, development, and revision of measures and metrics to monitor FMC compliance and performance.
- e. Promote the development of training and tools required to execute FMC requirements.
- f. Lead, facilitate, and support FMC and other capability continuous improvement efforts.
- g. Facilitate support and coordination across all capabilities within the DCMA Business Capabilities Framework.
- h. Appoint Action Officers to serve as subject matter experts (SME) and primary focal points for FMC issuances and associated resource pages, as well as working groups and other necessary forums.

2.3. COMPONENT HEADS. The Component Heads will:

- a. Execute and oversee their organizations' day-to-day FMC processes as published in the DCMA Instruction (DCMA-INST) 4101 series of manuals.
- b. Evaluate organizational FMC compliance and performance.
- c. Seek and support FMC continuous improvements and initiatives.
- d. Based on available resources, support FMCB working groups and other forums.

e. Identify, validate, prioritize, report, and advocate for facilities and logistics related requirements.

2.4. CONTRACT MANAGEMENT OFFICE (CMO) COMMANDERS/DIRECTORS AND CENTER DIRECTORS. The CMO Commanders/Directors and Center Directors will:

a. Execute and oversee day-to-day organizational FMC processes as published in the DCMA-INST 4101 series of manuals.

b. Establish organizational-specific processes to ensure FMC compliance and performance.

c. Seek and support FMC continuous improvements and initiatives.

SECTION 3: GENERAL PROVISIONS

3.1. DESCRIPTION. The FMC exists to coordinate, synchronize, prioritize, and provide agency strategic guidance and decisions related to facilities management and enterprise logistics (accountable property and equipment, support agreements, non-tactical vehicles, and furniture purchase and refresh) requirements. These efforts will ensure cost efficient facilities and enterprise level logistics requirements are available to DCMA organizations and personnel at the right time and at the right place to meet mission requirements.

a. The FMCB, comprised of multi-functional and cross-organizational members, will serve as the agency-level forum for ensuring accomplishment of the capability's assigned goals and responsibilities, as well as provide opportunity for integration with other capabilities. In this capacity, the FMCB will ensure situational awareness of the activities of the FMC and render resource and other recommendations to the DCMA Requirements Oversight Council (DROC) for a decision.

b. The FMC Manager will establish the FMCB membership and direct the establishment of such activities, processes, procedures and working groups as deemed necessary to facilitate the internal operation of the capability. Component Heads will support FMCB requirements.

3.2. ACTIVITIES. The following is a list of activities assigned to the FMC. Specific responsibilities and processes, as well as training and tool requirements supporting the activities listed, are addressed in corresponding capability instructions and manuals.

a. Shape how DCMA delivers the capability by providing guidance, advice, coordination, and decisions.

b. Provide strategic direction for Agency facilities acquisition, management and disposal, to include the prioritization and approval of such requirements and projects.

c. Set Agency policy, guidelines and standards for the acquisition, assignment, design, construction, allocation, furnishing, and effective use of DoD, Federal, commercial, and other occupied space in compliance with applicable regulatory guidance.

d. Implement life-cycle facilities and logistics management in accordance with DoD Unified Facilities Criteria, applicable construction codes, space standards, and logistics policies to ensure DCMA Components have the right capabilities, at the right location, at the right time to conduct operations.

e. Validate that work requests follow DoD and Agency policy requirements and that they are consistent across the enterprise.

f. Facilitate and support continuous improvement of DCMA's delivery and performance of this capability to include championing initiatives such as Lean Six Sigma and Business Process Reengineering for consideration by the DROC and/or DCMA Executive Council based on cross-functional feedback, field input, and gap analysis.

- g. Identify gaps or redundancies for this capability and make recommendations to the DROC and/or DCMA Executive Council.
- h. Champion Agency Strategic Plan Initiatives that influence this capability.
- i. Program and execute projects and initiatives as approved by the DROC or self-initiate lower threshold efforts.
- j. Develop a strategic facility plan (10-year plan to include 2-5 year Agency facility footprint initiatives) for DROC approval and execution by the Directors of Facilities, Information Technology and Security.
- k. Improve facility use and planning by leveraging the capabilities of current and emerging technologies, telework, and transparent data systems to enable appropriate planning, programming and budgeting.
- l. Develop actionable performance metrics that describe progress towards achieving strategic objectives.
- m. Coordinate, integrate and direct implementation of the enterprise logistics programs, which include but are not limited to the support agreement, non-tactical vehicle, and accountable property programs.
- n. Ensure effective energy and environmental management in compliance with applicable DoD policies.

3.3. PRODUCTS. Products required to ensure the effective and efficient execution of the FMC include, but are not limited to:

- a. Agency-level policy, training, tools, and standards.
- b. Program, Planning, Budgeting and Execution (PPB&E) documents and reports.
- c. Strategic non-tactical fleet management plans.
- d. Enterprise support agreements repository.
- e. Enterprise property data repository.
- f. Recurring reports to the DCMA Executive Council.

GLOSSARY

G.1. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this policy issuance.

Action Officer. A DCMA professional who serves as the SME and primary focal point for an issuance and associated resource page.

Capability. An organizational construct that enables the implementation of integrated solutions in the areas of doctrine, organization, training, material, leadership and education, personnel, and facilities to execute a specified course of action.

Capability Manager. The individual identified by the Agency Director as the advocate for all Agency efforts under a given capability. The Capability Manager is overall responsible for establishing and maintaining doctrine, instructions, manuals, tools, and training associated with activities that fall under the purview of the capability.

Component Head. The leader of a DCMA component who reports directly to the Office of the Director, DCMA.

Facility Management Capability Board. The agency-level forum for ensuring accomplishment and oversight of the FMCs assigned goals and responsibilities.

GLOSSARY

G.2. ACRONYMS.

CMO	Contract Management Office
DROC	DCMA Requirements Oversight Council
FMC	Facilities Management Capability
FMCB	Facilities Management Capability Board
SME	Subject Matter Expert

REFERENCES

- Code of Federal Regulations, Title 41, Part 101
DoD 7000.14-R, DoD Financial Management Regulation,” June 2017
DoD Directive 4165.06, “Real Property,” October 13, 2004
DoD Directive 4715.1E, Environment, Safety, and Occupational Health (ESOH),”
March 19, 2005
DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
DoD Instruction 4000.19, “Support Agreements,” November 30, 2017
DoD Instruction 4170.11, “Installation Energy Management,” March 16, 2016
DoD Instruction 4715.06, Environmental Compliance in the United States,” October 27, 2017
DoD Instruction 5305.05, “Space Management Procedures for the National Capital Region
(NCR), “November 4, 2015
DoD Instruction 7041.03, “Economic Analysis for Decision-making,” October 2, 2017
DoD Manual 4500.36, “Acquisition, Management, and Use of DoD Non-Tactical Vehicles,”
July 7, 2015
Executive Order 13327, “Federal Real Property Asset Management,” February 6, 2004