



DCMA Manual 4101-01, Volume 1 Enterprise Facilities Management

Office of Primary Responsibility:	Organizational Infrastructure Capability Board
Effective:	April 13, 2026
Releasability:	Cleared for public release
New Issuance	
Implements:	DCMA Instruction 4101, “Facilities Management Capability,” August 3, 2018
Incorporates and Cancels:	DCMA Instruction 531, “Facilities Planning and Management,” September 1, 2005
Internal Control Plan:	Linked on the resource page for this issuance
Labor Codes:	Located on the resource page of this issuance
Resource Page Link:	https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Organizational_Infrastructure/SitePages/4101-01r.aspx
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Purpose: This manual, in accordance with the authority in DoD Directive 5105.64, implements policy, assigns responsibility, and prescribes general processes and procedures associated with the acquisition and release of real property, furniture, and equipment at sites where DCMA occupies or uses real property agency-wide.

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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 that:

- a. The acquisition, management, and disposal of real property will be performed to advance the overall mission of the agency, in accordance with DoD Directive 4165.06, DoD Instruction (DoDI) 4165.70, and Unified Facilities Criteria 4-610-01, “Administration Facilities.”
- b. DCMA cannot exert jurisdiction over real property, pursuant to Section 2682 of Title 10, United States Code (U.S.C.). Real property under the jurisdiction of the DOW, which is used by an activity or agency of DOW (other than a Military Department (MILDEP)), will be under the jurisdiction of a MILDEP designated by the Secretary of War.
- c. Pursuant to Section 585 of Title 40, U.S.C., DCMA works with the General Services Administration (GSA) and its federally authorized leasing agents (e.g., Washington Headquarters Services (WHS), U.S. Army Corps of Engineers (USACE), and Naval Facilities Engineering Command (NAVFAC)), as well as MILDEP Host Commands, to acquire use of real property. Only GSA, WHS, USACE, or NAVFAC realty specialists are authorized to deal directly with private sector property owners and their representatives about the acquisition of real property rights or interests.
- d. Pursuant to Executive Order 13327, “Federal Real Property Asset Management” and the Office of Management and Budget (OMB) “National Strategy for the Efficient Use of Real Property” and “Reduce the Footprint” policies, DCMA will manage real property occupied and used to promote the most efficient and economic use of DOW real property assets and to ensure management accountability for implementing Federal real property reforms.
- e. Pursuant to the OMB “Reduce the Footprint,” policy, Federal entities must move aggressively to dispose of surplus properties, make more efficient use of the U.S. Government’s real property assets, and reduce the total square footage of domestic office and warehouse space relative to an established baseline. As such, real property occupied and used by DCMA no longer required for current or projected agency requirements will be promptly returned to the leasing agent or the host installation.
- f. Pursuant to Section 102-73 of Title 41, U.S.C. as well as DoDI 5305.05, DCMA will not seek new government-leased space when requirements can be met in government-owned facilities or in space presently under lease to the government.

g. Pursuant to the Utilizing Space Efficiently and Improving Technologies (“USE IT”) Act, as outlined in Section 2302 of the Thomas R. Carper Water Resources Development Act of 2024, and OMB Memorandum 25-25, “Implementation of the Utilizing Space Efficiently and Improving Technologies Act,” Federal entities must monitor and report space utilization (occupancy) data for federally leased space. The USE IT Act also dictates that DOW must ensure building utilization in each federally leased space is not less than 60 percent on average over each 1-year period. OMB Memorandum 25-25 further orders that office space acquired after April 2025 must not be designed to exceed an office space design standard of 150 usable square feet per person. As such, DCMA will ensure that space utilization of all office space meets or exceeds these mandates. For procedures associated with agency compliance, refer to Paragraph 4.10.

h. Pursuant to Section 3307 of Title 40, U.S.C. and Deputy Secretary of Defense Memorandum, “Land Acquisition and Leasing in the United States,” dated February 22, 2021, DCMA will prepare a prospectus for Congressional approval for all construction, alteration, and leased build-out projects that exceed the GSA annual prospectus threshold, and submit the prospectus either directly to the Under Secretary of Defense for Acquisition and Sustainment or through the appropriate MILDEP for processing. This prospectus is formally called a Major Land Acquisition Proposal, or MLAP.

i. Design, construction, rearrangement, and alteration of assigned space will be in accordance with this manual; related DCMA policies; applicable codes, standards, and guidance on interior treatment of space; and standard industry layout practices. Currently occupied space will not be modified solely to meet the criteria outlined in this manual.

j. This manual will be executed safely, efficiently, effectively, and ethically within DCMA workplaces.

1.3. SPECIFIED FORMS AND INFORMATION COLLECTION.

DoD Form (DD Form) 1450, “DoD Space Requirements Data.”

a. The purpose of the DD Form 1450 is to document and analyze space requirements within DOW. A fillable version that calculates total requirements is linked on the resource page for this manual.

b. DD Form 1450 instructions:

(1) The requesting field office will prepare the form with help and endorsement from their applicable requirement sponsor (e.g., command, executive directorate, or other agency entity with facilities oversight), the Operational Business Center (DCMA-DCM) Facilities Representative (Fac Rep), as well as the Facilities and Logistics Division (DCMA-DCF) Facilities Program Manager (FPM).

(2) Space requirements data will conform with this issuance and the standards pursuant to Volume 2 of DCMA Manual (DCMA-MAN) 4101-01, “Enterprise Facilities Standards.”

(3) The requirement sponsor will electronically sign the form prior to the DCMA-DCM Fac Rep uploading it into the agency requirements intake system of record, in accordance with DCMA-MAN 4502-01, “Corporate Governance Structure and Procedures,” and the guidance in this manual.

1.4. RECORDS MANAGEMENT.

DCMA employees will maintain all records created as a result of this issuance pursuant to DoDI 5015.02, “DoD Records Management Program,” Volume 1 of DCMA-MAN 4501-04, “Records and Information Management Program,” and Volume 2 of DCMA-MAN 4501-04, “Records Retention Schedule.”

1.5. GUIDING PRINCIPLES.

DCMA will use an integrated approach in designing, acquiring, and maintaining office spaces to meet agency and DOW requirements. Using this approach, DCMA will strive for designs that achieve good quality aesthetics, as well as cost effective operation and maintenance, from original acquisition to disposal of DCMA-controlled space. DCMA will use a collaborative, integrated design process that:

a. Meets Federal and DOW goals for building orientation, energy, water, materials, accessibility, and indoor environmental performance.

b. Incorporates the DCMA Integrated Workplace Concept in accordance with Volume 2 of DCMA-MAN 4101-01, to include the key tenets of sustainability, flexibility, comfort, connection, reliability, sense of place, and safety and security.

c. Involves all relevant stakeholders working together from the beginning of a project. These stakeholders include, but are not limited to, field office leadership, DCMA DCF, DCMA-IT, DCMA Security, DCMA Safety, DCMA Special Programs, etc.

d. Establishes and documents comprehensive design and performance goals at the beginning of a project and incorporates them throughout the building acquisition process.

e. Considers all stages in the life cycle of DCMA-controlled office space, including operations, maintenance, and disposal.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA.

The DCMA Director must:

- a. Ensure that real property and equipment are acquired as necessary for the performance of the mission.
- b. Ensure a facilities planning and requirements management program is established and resourced to meet the agency and DOW requirements.
- c. Ensure the facilities program adheres to all laws, policies and regulations governing facilities.

2.2. EXECUTIVE DIRECTOR, DIRECTOR, AND COMMANDER, COMMANDS.

On behalf of their affiliated field offices, the command executive director, director, and commander must:

- a. Take part in the corporate governance decision-making process by thoroughly reviewing and endorsing valid facilities-related requirements packages submitted by field office leadership.
- b. Work closely with the DCMA-DCM Fac Rep as they specifically represent the interests of the command at program and project coordination meetings and serve as a key point of contact with DCMA-DCF.
- c. Review and prioritize facilities work requests and brief requirements to the FMB WG for approval.
- d. Validate the continuing need for each site within the command's purview and confirm that the space is being used to the maximum extent.

2.3. CHIEF INFORMATION OFFICER, INFORMATION TECHNOLOGY DIRECTORATE (DCMA-IT).

The DCMA-IT Chief Information Officer must:

- a. Work with DCMA-DCF throughout the project development, execution process, and occupancy, to perform the tasks necessary for proper agency facilities program management and ensure that the agency's facilities inventory incorporates requisite information technology equipment and amenities.
- b. Participate as an advisory member of the FMB WG and help the Corporate Operations Director in developing appropriate facilities to support the agency mission.

c. Formally designate a DCMA-IT Facilities Representative (IT Fac Rep) to serve as a key point of contact with DCMA-DCF and specifically represent the interests of DCMA-IT at program and project coordination meetings.

2.4. DIRECTOR, CORPORATE OPERATIONS DIRECTORATE (DCMA-DC).

The DCMA-DC Director must:

- a. Ensure the performance of proper agency facilities planning and requirements management.
- b. Fund and execute FMB WG-approved, validated facilities requirements.
- c. Have discretion to act in the capacity of FMB WG Manager to approve time-sensitive validated project scope increases less than 10 percent and cost increases less than 25 percent and promptly notify the FMB WG of such an approval.

2.5. TEAM LEAD, FMB WG.

In support of the FMB WG in its role as an operational element under the Organizational Infrastructure Capability Board within the agency's business capability framework, the FMB WG Team Lead must:

- a. Preside over the FMB WG in its planning, development, management, approval, and execution of the agency's evolving strategic Facilities Master Plan, Capital Improvement Plan, and the Integrated Priority List (IPL).
- b. Facilitate the FMB WG decision-making process and resolve pre-decisional conflicts through collaboration and consensus building among FMB WG members.
- c. Enact FMB WG-driven funding decisions within the purview of the assigned Facilities budget.
- d. Take part in the corporate governance decision-making process by thoroughly vetting and approving submitted facilities-related requirements packages and advising higher authorities.
- e. Maintain situational awareness of emerging disaster and damages related to facility, equipment, furniture repair, restoration and replacement requirements and their resulting impact to the Facilities Master Plan and IPL and will brief the specifics of these instances through the Urgent Operational Need process. See Paragraph 4.7.d.
- f. Continually survey and seek feedback to assess effectiveness of established facilities policies, guidelines, standards, and procedures to identify and pursue streamlining and improvement opportunities.

2.6. DIRECTOR, DCMA-DCF.

The DCMA-DCF Director must:

- a. Perform the tasks necessary for proper agency facilities program management.
- b. Review and validate bona fide agency need and proper funds appropriation in accordance with the Federal Acquisition Regulation (FAR).
- c. Prepare adequate and prioritized budget and out-year funding requests for fiscal year projects, pursuant to FMB WG direction.
- d. Prepare an annual Agency Strategic Facilities Master Plan, 5-year Capital Improvement Plan, IPL, and Facilities Program Budget for approval by the FMB WG in accordance with the corporate decision-making process, pursuant to DCMA-MAN 4502-01, and the guidance in this manual.
- e. Develop and present facility program performance metrics, facility program, and project briefs to the FMB WG that provide program and project transparency and indicate the status and health of individual projects and the program holistically.
- f. Review all command-endorsed facility-related requirements packages and tentatively include in the 5-year Capital Improvement Plan, IPL, and Facilities Program Budget as appropriate, and advise of impacts to the FMB WG.
- g. Approve facilities-related funding documents such as a Military Interdepartmental Purchase Request, Department of Treasury Form 7600A/B, and purchase request, within delegated authority to do so.
- h. Coordinate with local military installations, on the availability of excess MILDEP-controlled space on installations for possible use by DCMA.
- i. Ensure proper coordination with the agency customer (e.g., command, headquarters (HQ) element, and/or field office leadership) and assist in requirements package development.
- j. Review and approve validated requests for facility-related equipment and furniture requirements within the Government Purchase Card (GPC) limit for DCMA HQ requirements.
- k. Assure energy and water assessments of permitted facilities are in place to ensure energy and water efficiency practices. Identify opportunities, develop projects, and implement energy and water efficiencies, pursuant to the U.S. Department of Energy's Federal Energy Management Program.
- l. Provide consultation and review for DCMA designs for renovation and improvement projects ensuring energy and water efficiency practices are implemented.

- m. Collaborate with requirement sponsors and DCMA-DCM Fac Reps to develop practices that encourage conservation of resources.
- n. Review facility plans and projects and ensure conformance with Federal and DOW energy mandates and goals.
- o. Work with GSA and its authorized delegates when they conduct water quality assessments.

2.7. DIRECTOR, DCMA-DCM.

The DCMA-DCM Director must:

- a. Represent the interests of the commands and closely work with DCMA-DCF throughout project development, the execution process, and occupancy, to perform the tasks necessary for proper agency facilities program management.
- b. Participate as an advisory member of the FMB WG and help the Corporate Operations Director in developing appropriate facilities to support the agency mission.
- c. Ensure facilities scopes and projects are consistent with DOW policy and space utilization mandates.
- d. Review and approve validated requests for facility-related equipment and furniture requirements within the GPC limit for field office requirements.

2.8. FAC REP, DCMA-DCM.

On behalf of their affiliated command, the DCMA-DCM Fac Rep must:

- a. Take part in the corporate governance decision-making process by thoroughly vetting and assisting in the preparation of facilities-related requirements packages submitted by field office leadership.
- b. Review and vet facilities work requests and brief requirements to the command executive director, director, or commander for endorsement.
- c. Work with DCMA-DCF throughout the project development, execution process, and occupancy to perform the tasks necessary for proper agency facilities program management and ensure that the agency's facilities inventory incorporates requisite physical security criteria.
- d. Evaluate organizational Facilities Master Plan compliance and performance.
- e. Seek and support Facilities Master Plan continuous improvements and initiatives.
- f. Based on available resources, support FMB WG and other forums.

g. Identify, validate, prioritize, report, and advocate for command and executive directorate facilities requirements and logistics-related needs.

h. Participate as an advisory member of the FMB WG and help the Corporate Operations Director in developing appropriate facilities to support the agency mission.

i. Review and validate requests for facility-related equipment and furniture requirements within the GPC limit for field office requirements.

2.9. DIRECTOR, SECURITY DIVISION (DCMA-DCS).

The DCMA-DCS Director must:

a. Work with DCMA-DCF throughout the project development, execution process, and occupancy, to perform the tasks necessary for proper agency facilities program management and ensure that the agency's facilities inventory incorporates requisite physical security criteria.

b. Participate as an advisory member of the FMB WG and help the Corporate Operations Director in developing appropriate facilities to support the agency mission.

c. Ensure facilities projects are consistent with DOW policy and the Director's risk posture published in DCMA Security manuals.

2.10. DIRECTOR, SAFETY CENTER (DCMA-TDS).

The DCMA-TDS Director must:

a. Work with DCMA-DCF throughout the project development, execution process, and occupancy, to perform the tasks necessary for proper agency facilities program management and ensure that the agency's facilities inventory incorporates requisite safety criteria.

b. Participate as an advisory member of the FMB WG and help the Corporate Operations Director in developing appropriate facilities to support the agency mission.

c. Ensure facilities projects are consistent with DOW policy and the procedures published in DCMA safety manuals.

2.11. DIRECTOR, SPECIAL PROGRAMS COMMAND SECURITY DIVISION (DCMAS-MHC).

The DCMAS-MHC Director must:

a. Work with DCMA-DCF throughout the project development, execution process, and occupancy, to perform the tasks necessary for proper agency facilities program management and ensure that the agency's facilities inventory incorporates requisite physical security criteria for Special Programs spaces.

b. Participate as an advisory member of the FMB WG and help the Corporate Operations Director in developing appropriate facilities to support the agency mission.

c. Ensure facilities projects are consistent with DOW policy and the Director's risk posture published in DCMA Special Programs-related manuals.

2.12. FIELD OFFICE LEADERSHIP.

The leadership of a field office must:

a. Validate the continuing need for each site within its purview and confirm that the space is being used to the maximum extent.

b. Identify the delineated area for use in locating new facilities based on mission requirements and locations.

c. Manage local facilities day-to-day operations.

d. Prepare and vet facilities-related requirements packages and advise higher authorities.

e. Prepare, validate, and prioritize requests for facilities work and brief requirements to the DCMA-DCM Fac Rep for endorsement of the request.

f. Identify a representative to serve as the on-site contracting officer's representative for performance of DCMA-contracted services for janitorial, custodial, landscaping, snow removal or other services, if applicable.

g. Ensure that employees understand that they are not allowed to engage GSA or the local lessor in space discussions or job orders at any time. This includes discussions about potential expansion, acquisition, return of space, closure, acceptance, or task orders. The local field office should contact the lessor's building manager for day-to-day maintenance issues (such as thrown breakers, plumbing issues, snow removal, etc.), but DCMA-DCF is the only authorized entity to represent the needs of DCMA in negotiations with GSA for changes in the GSA occupancy agreement, such as expansion, acquisition, return of space, closure, acceptance, or task order. Refer to Paragraph 4.8.b. for requirements and specific precautions.

h. Support their colocated DCMA mission partners.

i. Support their colocated Fourth Estate mission partners, such as those from the Defense Contract Audit Agency, Defense Information Services Agency, and others, in accordance with the applicable support agreement (SA).

j. Pursuant to Paragraph 3.4., serve as the DCMA Host for each site within its purview and identify a representative to serve as the primary point of contact for communication with DCMA-DCF and DCMA-DCM on facilities-related issues.

SECTION 3: TYPES OF DCMA-CONTROLLED SPACE AND WORKSPACE ARRANGEMENTS

3.1. OVERVIEW.

DCMA acts as a tenant, controlling the use of designated office space and other real property that is formally owned and managed by a wide array of entities. An understanding of the various types of workspaces and workplace arrangements is essential to providing proper facilities support to the DCMA workforce.

3.2. DCMA-CONTROLLED SPACE.

The main types of space that DCMA controls are:

a. DOW Space.

This is office space or other real property (e.g., parking lot or warehouse) that DCMA occupies under a SA on a military base, hosted by one of the military services, and on which DCMA typically expends appropriated funds. The DOW entity that “owns” the installation is referred to herein as the “DOW Host.” SA procedures are pursuant to DCMA-MAN 4501-05, “Enterprise Agreements.”

b. GSA Space.

This is office space or other real property (e.g., parking lot or warehouse) that DCMA occupies in a Federal Courthouse, Federal Office building, or a commercial leased building, and on which DCMA typically expends appropriated funds. Simply referred to herein as “GSA Space,” this space is acquired and managed by GSA or any one of its authorized delegates, such as USACE. Because DCMA has no direct relationship with the owners of any commercial leased building, DCMA must use the services of GSA, or its delegates, to limit risk of unauthorized commitments. See Paragraph 4.8.b. for requirements and specific precautions.

c. Contractor Space.

This is office space owned or leased by a commercial company that has a contractual arrangement with DOW or other DCMA mission customer and, within the parameters of that contract, provides office space for government personnel who have contract oversight responsibility. The commercial company that owns the facility (“contractor plant”) is referred to herein as the “Contractor Host.” This space is typically provided to DCMA without cost; however, the cost of the space may be included in the cost of the overarching contract and, therefore, is ultimately funded by a DCMA mission customer. Specific FAR clauses apply to the DCMA relationship with the Contractor Host. See Paragraph 4.8.c. for requirements and specific precautions.

3.3. ALTERNATIVE WORKPLACE ARRANGEMENTS (AWA).

In accordance with Section 587 of Title 40, U.S.C., the term “alternative workplace arrangements” includes telecommuting, hoteling, virtual offices, and other distributive work arrangements. With the prevalence of virtual communication, DCMA can support workforce productivity from a variety of work locations and using a variety of AWAs. Some AWAs require facilities management support and may affect the need to acquire or dispose of office space or other real property, furniture and equipment, as appropriate. In accordance with Section 587 of Title 40, U.S.C., when determining whether to acquire any space, quarters, buildings, or other facilities for use by employees, the head of an executive agency will consider whether the needs can be met using AWAs. If commands, functional components, or other agency entities need help with analyzing the facilities-related cost-benefits of AWA, DCMA-DCF will provide guidance and assistance on establishment, operation, and cost of providing traditional vs. alternative facilities. The main types of AWAs in DCMA include:

a. Telework.

Teleworking is an AWA where an employee periodically works at an alternate site either on a scheduled or on an ad hoc basis pursuant to DCMA-MAN 4201-23, “Telework,” and the current Collective Bargaining Agreement.

b. Remote Work.

Remote work is an AWA where an employee works full-time from a worksite that DCMA does not otherwise occupy or control, in accordance with DCMA-MAN 4201-28, “Remote Work.”

c. Mobile Work.

Mobile work is a concept of AWA in accordance with DCMA Policy-type Memorandum 25-002, “Interim Guidance on Mobile Work,” and subsequent guidance for eligible positions. Mobile work is characterized by routine and regular travel to conduct work with customers at other worksites as opposed to a single authorized alternative worksite with a dedicated workstation in a DCMA-controlled office. As such, these employees do not require a dedicated, permanent workspace within a DCMA-controlled office, and should use hoteling or other shared use accommodation when required to report to a DCMA-controlled office in-person.

d. Hoteling.

Hoteling is a concept of AWA listed in Section 587 of Title 40, U.S.C. Hoteling is a method of office management in which workers dynamically schedule their use of shared workspaces such as desks, cubicles, and offices. When hoteling, employees use non-dedicated, non-permanent workspaces on an as-needed basis.

3.4. DCMA HOST AND MISSION PARTNERS.

The designated DCMA Host will be the entity at a given location that has the largest number of permanent party assigned, to include full-time, telework, and remote workers supported. The designated DCMA Host will perform the responsibilities of field office leadership for their assigned facilities, as described in Paragraph 2.12. of this manual. In some field offices, a situation exists where employees from one contract management office (CMO) or DCMA entity—referred to as “mission partners”—utilize physical workspace that is officially managed by a different DCMA entity, that serves as the “DCMA Host.” Mission partners may also include employees of non-DCMA Federal entities that occupy space in DCMA-controlled facilities. DCMA Hosts are expected to support their mission partners by providing safe and adequate office space, equipment, and supplies; granting access to shared collaboration rooms and break areas; issuing building passes and access codes; providing for and integrating within security posture; and including them in personnel accountability activities and other routine support services, in accordance with the DCMA Instruction (DCMA-INST) 4201 series.

a. Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU).

Mission partners and their DCMA Host may elect to use an MOA or MOU to formalize their agreement on the use of the space. MOA and MOU guidance is in accordance with DCMA-MAN 4501-05 and DoDI 4000.19.

b. Change in DCMA Host Designation.

As the DCMA mission is dynamic, the workplace is expected to be dynamic, as well. From time to time, the designated DCMA Host at a given location may change. Any proposed changes to DCMA Host designation at a given site will be coordinated between the entities affected, and the decision will be formally submitted through the chain of command to DCMA-DC.

SECTION 4: FACILITIES PROGRAM MANAGEMENT

4.1. OVERVIEW.

This section addresses the overall management and execution of the agency facilities program, from initial requirements identification to the acquisition and outfitting of space to meet the mission.

4.2. FACILITIES MASTER PLAN AND THE CAPITAL IMPROVEMENT PLAN.

a. The Facilities Master Plan documents the current agency strategy to provide the facilities that support the mission, as guided by the strategic vision and defined goals. The Facilities Master Plan identifies the type, quantity and location of spaces required to fully support the organization's mission, compares the validated requirements to current assets, identifies existing gaps, and proposes a logical, prioritized program of projects to best support the mission.

b. DCMA-DCF will develop and publish an enterprise-level Facilities Master Plan that provides a long-range outlook for facilities management. Commands and executive directors will have input into the plan, based on their validated requirements and priorities.

c. In the process of scoping and siting new facilities, the proposed scope and location of a new facility may affect operational patterns of adjacent organizational units. Therefore, project location analysis, which is conducted as part of project scope development, will serve to test and potentially update the Facilities Master Plan, as well as re-examine current thinking in management objectives, operation improvements, and other aspects involving facility support. DCMA-DCF will annotate significant changes in an update to the Facilities Master Plan, as required.

d. An output of the Facilities Master Plan is the 5-year Capital Improvement Plan. The Capital Improvement Plan aligns validated facilities requirements (i.e., approved projects) into a logical, chronological, 5-year execution plan, based on need and available resources. DCMA-DCF will update the Capital Improvement Plan annually and submit to the FMB WG for approval, using the corporate decision-making process in accordance with DCMA-MAN 4502-01.

e. The FMB WG will execute projects that are part of the approved Capital Improvement Plan as efficiently as possible and as resources allow. Significant deviations from the Capital Improvement Plan will be vetted by and through the FMB WG prior to funding and implementation.

4.3. FACILITIES ASSET MANAGEMENT DATABASE.

a. Maintenance of a facilities asset database is the joint responsibility of DCMA-DCF, DCMA-DCM, the FMB WG, the executive directorates, and commands that have managerial oversight of DCMA-controlled space.

b. Requirement sponsors will inventory, validate current usage and provide the information into the agency facilities asset database system of record by October 1st of each year, outlining the amount of square footage and number of personnel housed in DOW space, GSA space, and contractor space, as described in Paragraph 3.2. and in accordance with the format located on the resource page of this manual.

c. When applicable, the annual submission will identify opportunities for reducing space to bring the command's total square footage more in line with the agency's square feet per position target goal, pursuant to Volume 2 of DCMA-MAN 4101-01.

d. The FMB WG will collect validated inventory information and house it in the agency facilities asset database system of record, as identified on the resource page of this manual.

4.4. FACILITIES FINANCIAL MANAGEMENT.

a. Maintenance and execution of the DCMA-DCF spend plan and Program Objective Memorandum, or POM, are the joint responsibility of DCMA-DCF and the DCMA Financial and Business Operation Directorate, pursuant to DCMA-INST 4301 series.

b. A significant portion of facilities-related annual funding is executed by external entities such as GSA, WHS, USACE, NAVFAC, Military Host Procurement Offices, etc. The preparatory work these entities perform can take many months, and sometimes years, prior to the funding and execution of a contract action. Without early and definitive funding assurance from DCMA, these entities are unable to do significant project preparatory work. It is also important to note that when these entities are unable to execute late in the fiscal year, they expect DCMA to immediately process and fund their efforts if they "slip" to a later fiscal year. See procedural guidance in Paragraph 4.7.e.

4.5. PROJECT PROPOSAL DEVELOPMENT.

A project proposal provides the rationale for investing in a requirement by describing a problem that needs to be solved and capturing the impact that solving the problem will have on the agency's mission effectiveness. The project proposal provides the minimum requirements for decision-makers to make sound investment, planning, resourcing, and acquisition decisions. It shows traceability between strategic guidance, operational mission, and concept of operations. The project proposal process also captures agency intent and key points in the validation and decision-making process for audit purposes. A project proposal is required to articulate new mission requirements as well as continuing needs at lease expiration (e.g., lease renewal or extension).

a. Initial Problem Statement (IPS), DD Form 1450, and Optional Business Case.

Requirement sponsors will follow the overarching documentation process pursuant to DCMA-MAN 4502-01, for requirement validation and documentation of all facilities-related requests. Facilities-unique requirements validation, IPS submission, business case development, deliberative submission procedures, and emergency submission procedures are described as follows:

(1) The requesting field office, with help and endorsement from their applicable requirement sponsor, will identify a bona fide need for facilities-related support, and will submit an IPS, DD Form 1450, and optional business case for new requirements, proposed relocations, lease expirations, expansions, reconfigurations, closures, and other conditions.

(a) The IPS is described on the submission form of the agency requirements intake system of record, in accordance with DCMA-MAN 4502-01. It is developed and submitted by the field office for validation and approval through the agency requirements intake system.

(b) The DD Form 1450 is attached to the agency requirements intake IPS and serves as a more in-depth statement of project requirements, objectives to be met, and facility requirements.

(c) The standard business case template can be found on the resource page of DCMA MAN 4502-01. It is especially useful in conducting preliminary project analysis. However, for facilities-related requirements, a DD Form 1450 can typically be substituted for the standard DCMA business case. If substituting the DD Form 1450 for the business case document, the DD Form 1450 must have sufficient information to articulate the requirement. Supplemental pages and photographs may be attached.

(2) Timeliness is essential. As soon as a projected facilities requirement is identified, the requesting field office must begin the process of collecting the information required to articulate the need and develop the project proposal package as identified herein. GSA is the entity with the longest lead-time and typically requires DCMA requirements to be validated and submitted no less than 36 months prior to lease expiration. To allow DCMA to pursue all available options, including GSA space, the requesting field office will upload their project proposal package into the agency system of record at least 42 months prior to lease expiration or other anticipated date to vacate.

(3) The requesting field office may append additional supporting data and analysis to the project proposal package, such as an impact statement, required timeline, windshield analysis spreadsheet, delineated area map, contractors' location map, and other courses of action (COAs) as attachments. Templates for these specific facilities-related attachments are located on the resource page of this manual.

(4) The requesting requirement sponsor will review the agency requirements project proposal package, giving special attention to the considerations outlined in Section 6. This reviewer will endorse or not endorse the package submitted by the field office at this step.

(5) If the project proposal package is endorsed by the requirement sponsor, this entity becomes the formal sponsor of the endorsed requirement and is responsible for the veracity and completeness of the package going forward to the FMB WG.

(6) In accordance with DCMA-MAN 4502-01, DCMA-DCF will then receive the agency requirements intake item and endorsements and review for sufficiency. Agency

requirements intake items that provide insufficient information will be returned to the appropriate command or executive directorate for rework.

b. Notification to DCMA Stakeholders of a Proposed Requirement.

Once DCMA-DCF is in receipt of a validated, proposed requirement to pursue space acquisition or lease renewal in a general physical location, DCMA-DCF will provide notification to potential stakeholders, including the requirement sponsor's Fac Rep, DCMA-IT, DCMA-DCS, the agency SA Manager, the agency Property Manager, the agency Non-Tactical Vehicle (NTV) Program Manager, etc. This notification also serves as a formal request for the stakeholders to attend a working meeting, which is referred to as the "Facilities Intake Requirements Pre-Review," to discuss the project scope and work with DCMA-DCF to review, refine, and develop the recommended project scope, especially to include the associated requirements of each stakeholder (e.g., DCMA-IT, DCMA-DCM, DCMA-DCS, DCMA-TDS, DCMAS-MHC).

c. Memorandum 1 – Request for Analysis of Alternatives.

DCMA-DCF will capture the general scope and intent of the identified in the project proposal package, using what is referred to as "Memorandum 1." This internal memorandum will also include any additional requirements identified by the DCMA stakeholders, such as expected fiscal year of execution, etc. Memorandum 1 also serves as an approval to begin formal project scope development, analysis, and cost estimating by DCMA-DCF and the DCMA stakeholders. The analysis done at this step should be fact-based, impartial, and lead the ultimate approver (i.e., FMB WG) to make an educated decision. The resulting brief to the FMB WG will document the "pros and cons" of various alternatives as well as the "status quo" alternative, and should not be written in a way as to presuppose a particular solution. When conducting their analysis and making a recommendation from among several viable options, DCMA-DCF and the agency support stakeholders (e.g., DCMA-IT, DCMA-DCM, DCMA-DCS, DCMA-TDS, DCMAS-MHC) will work together to:

(1) Conduct a location analysis. Location of mission, perhaps more than any other factor, affects the decision of where a proposed facility will be located, the ability to effectively manage the facilities, and the cost of overall management activities. In support of this analysis, the requirement sponsor may need to provide DCMA-DCF with a list of the main contractor sites along with information on frequency of visits. In response, DCMA-DCF is expected to develop and provide the requirement sponsor and FMB WG with the following information:

(a) List of available DOW facilities, including Reserve and National Guard sites, within a 50-mile radius of the proposed location.

(b) Assessment as to whether GSA space is likely to be available in the immediate area of need.

(c) Information about specific legislation and agency direction that may preempt some location options from further study.

(d) Threat analysis of the proposed delineated area(s) provided by DCMA-DCS or DCMA Special Programs Command, in accordance with Section 10 of DCMA-MAN 3301-04 and DCMA-MAN 3301-07, “Antiterrorism.”

(2) Ensure that all viable alternatives under consideration will similarly meet mission needs.

(3) Evaluate sites or buildings under consideration to identify potential development, operating, maintenance, and occupancy costs, and list specific conditions or attributes. Analyze the life-cycle cost of top candidates, including travel costs for methods of performing a tradeoff analysis.

(4) Review conceptual layouts, identify space requirements to compare alternative sites with existing facilities, and estimate the cost of leasing compared to the cost of renovation.

(5) Develop an independent government cost estimate (IGCE) for the recommended project scope and viable alternatives, with proposed fiscal year(s) for funding identified. In accordance with standard construction industry practice, the ICGE should be tailored to the geographic location using area cost factors, as well as capture inflation factors representing the anticipated year(s) of execution. The IGCE should estimate the total anticipated cost of the basic project for programming purposes. It is acknowledged that GSA may ultimately amortize part of the total project cost as tenant improvement allowances (TIA), which may incur additional interest charges to the agency over the life of the lease, however, the initial IGCE will not identify TIA as a separate expense.

(6) Develop a plan of action and milestones (POAM) for each viable COA to fulfill the recommended project requirement. The POAM will be structured to identify proposed expenditures per fiscal year, such as design fees, phased construction costs, furniture, and move costs, as applicable.

(7) Advise if alternative locations or alternative COAs should be considered by the requirement sponsor and FMB WG.

(8) Formalize the recommended project scope, to include alternative COAs if appropriate, and present to the FMB WG for approval and funding.

d. Requirement Sponsor Re-submittal, if required.

DCMA-DCF will advise the requirement sponsor if there is no viable COA that can fully meet the requirement sponsor’s proposed scope. At this point, DCMA-DCF will invite the requirement sponsor to participate in developing a scope that is executable. DCMA-DCF will decide if the requirement sponsor should submit a new requirements intake item, or if the current intake item can be adequately modified to show the new scope.

e. IPL Scoring.

The IPL is the agency's single, integrated, and prioritized list of capability gaps, prioritized in order of risk and value to the agency towards meeting our assigned roles, missions, and functions. DCMA-DCF will develop and conduct IPL scoring for each recommended COA in accordance with DCMA-MAN 4502-01. The IPL score becomes part of the FMB WG decision-making process and, for impartial consistency, will be developed by DCMA-DCF based on the information provided in the project proposal package. This score allows the FMB WG to prioritize multiple requirements into a single list, thereby aligning limited resources to meet the agency's highest needs, highest risk areas, and strategic goals.

4.6. PROJECT SUBMISSION INTO THE CORPORATE DECISION-MAKING PROCESS.

a. Project Proposal Review and Approval.

(1) For projects that are estimated to cost less than \$500,000, including furniture and other standard amenities, DCMA-DCF may internally review and approve for execution. In close coordination with the requirement sponsor, the DCMA-DCF may elect to approve or not approve a specific COA, approve a COA subject to funds availability, refer the matter to the FMB WG, or return the package for additional information, at this step. A DCMA-DCF-validated and approved COA becomes a project to be funded and executed by DCMA-DCF. DCMA-DCF will subsequently advise the FMB WG of all projects thus approved at the next scheduled meeting.

(2) For projects that are estimated to cost more than \$500,000, DCMA-DCF, with help from the requirement sponsor, will brief their facilities requirement (e.g., project proposal package, with IGCE and POAMs for each viable COA) to the FMB WG for its consideration. In close coordination with the requirement sponsor, the FMB WG may elect to approve or not approve a specific COA, approve a COA subject to funds availability, or return the package for additional information, at this step. An FMB WG-validated and approved COA becomes a project to be funded and executed by DCMA-DCF.

b. Memorandum 2 – Documentation of Approval to Proceed.

Using what is referred to as a “Memorandum 2,” DCMA-DCF will capture the approved scope and rough order of magnitude (ROM) estimated cost of the project, to include any additional caveats as set forth by either the DCMA-DCF Director or the FMB WG. This internal memorandum serves as a formal document of the approved scope and ROM cost, and authorizes project execution and funding, with the continued support of the agency support stakeholders.

4.7. PROJECT SCOPE AND COST DOCUMENTATION.

a. Capital Improvement Plan Documentation.

The FMB WG will manage all FMB WG-validated and approved current and future year facilities projects and ensure they are included and up-to-date in the overall FMB WG IPL and 5-

year Capital Improvement Plan for facilities-related projects. The amended Capital Improvement Plan, which will include the prioritized list of COAs, is then reviewed and approved by the FMB WG, as described in Paragraph 4.6. The approved projects in the Capital Improvement Plan constitute the total list of validated facilities requirements that the FMB WG will authorize and fund DCMA-DCF to execute. Approved and tentative projects on the IPL can be viewed on the facilities-related DCMA-DC and FMB WG DCMA SharePoint sites.

b. Memorandum 3 – Official Notice to Vacate.

Using what is referred to as “Memorandum 3,” when appropriate, DCMA-DCF will officially advise GSA of the agency’s intent to vacate a specified leasehold, typically providing 120- to 180-days’ notice. Memorandum 3 becomes a record document in the requirements intake system of record, as well as the agency facilities asset database system of record, as described in Paragraph 4.3.

c. Memorandum 4 – Scope and Cost Change Documentation.

If a project or significant part of a project “slips” to a later fiscal year for execution, has a scope change greater than 10% of the initial approved Memorandum 2, has a total project cost change greater than 25% of the total project cost of the approved Memorandum 2, or otherwise requires new FMB WG review and approval after the initial Memorandum 2 is issued, DCMA-DCF will document the changes to be presented and considered in an internal memorandum referred to as a “Memorandum 4.” Memorandum 4 will include the rationale for the cost increase, the scope increase, or both, and include a technical assessment of the validity of the change request, an explanation of the total cost change, and an explanation of any effects to the POAM. The Memorandum 4 review process follows:

(1) If the scope change is less than 10%, or the total cost of the scope change is both less than 25% of the original FMB WG-approved Memorandum 2 and less than \$500,000, DCMA-DCF may internally review the recommendations of the Memorandum 4 and approve if appropriate. DCMA-DCF would then issue an updated Memorandum 2 to document the newly approved cost, scope, or both, and route to DCMA-DC for signature.

(2) If the scope change exceeds 10%, the total cost of the scope change exceeds \$500,000, or both, DCMA-DCF will review and present to the FMB for new approval and funding. All proposed scope and cost increases above this threshold require FMB WG review and approval, if appropriate. DCMA-DCF would then issue an updated Memorandum 2 to document the new, FMB-approved cost, scope, or both, and route to DCMA-DC for signature.

(3) If time is of the essence, DCMA-DC, acting in the capacity of FMB WG Manager, has the authority to approve validated project scope increases greater than 10 percent and cost increases greater than 25 percent, and will notify the FMB WG of such an approval.

(4) All Memorandums 4 must show the proposed deviations from the initial Memorandum 2, to avoid processing a series of incremental changes that could ultimately thwart the intent of this policy.

d. Urgent Operational Need Project Documentation.

If an urgent project or substantial change to a previously approved project scope greater than 10 percent, or cost greater than 25 percent, cannot be deferred for approval until the next Capital Improvement Plan submission cycle, the proposal may be submitted and reviewed for decision using the Urgent Operational Need process and documentation in accordance with DCMA-MAN 4502-01. The FMB WG will prioritize an urgent project added to the execution list of a current fiscal year, which may result in a previously approved project to fall below the funding cut line and therefore become an unfunded requirement and potentially be moved to an out-year for execution.

e. Memorandum 5 - Documentation of Project Close-Out.

At the completion of an executed facilities project (i.e., site closure, site build-out, furniture installation, or other definitive action), DCMA-DCF will document the full scope and cost of the completed effort, to include the date of lease termination, square footage, number and types of workspaces provided, total agency funds expended to date, description of special amenities installed, and other pertinent information. This is referred to as a “Memorandum 5.” On issuance of the Memorandum 5, DCMA-DCF will update the agency facilities asset database system of record and file the as-built construction documents, if provided, as described in Paragraph 4.3.

4.8. ACQUISITION STRATEGIES AND WORKING WITH THE HOST ACTIVITY.

Facilities and furnishings may be procured to meet a validated requirement in several ways, depending on the available sources and the designated Host Activity. Construction acquisition is typically managed by the federally authorized leasing agent or leaseholder (i.e., Host Activity), such as GSA, WHS, USACE, NAVFAC, or MILDEP Host Commands. DCMA is generally not responsible for development of any overarching construction acquisition strategies, however, DCMA interests are typically represented and managed by a designated DCMA-DCF FPM, whose responsibility it is to work with the acquisition service agent to ensure agency requirements are met. The FPM also works with the DCMA requirement sponsor and all DCMA stakeholders to keep them apprised of status. This section reviews the main types of acquisition resources available and provides specific guidance for working with each type of Host Activity.

a. Working with DOW Hosts.

DOW houses a significant amount of DCMA office and other space. Moving onto, and remaining as tenants on, DOW property is the highest priority for selection of available real property, as explained in Paragraph 3.2.

(1) If a command seeks available space on a DOW installation to fill a valid requirement, the requestor should submit a request using the agency requirements intake process outlined in Section 4.5. Once the project proposal package and recommended COA is FMB WG-approved, DCMA-DCF will manage and finalize the negotiations with the DOW Host to obtain and retain space on DOW properties, in conjunction with established responsibilities for SAs and SA negotiation. For situational awareness, the negotiations may include participation by the

designated representatives of the command or executive director with command oversight of the space, as well as that of the field office. DCMA-DCF will fund the annual Base Operations costs associated with the SA.

(2) Construction acquisition on DOW sites is typically managed by the DOW Host, with DCMA-DCF FPM oversight and using DCMA-DCF funding.

(3) Furniture acquisition on DOW sites can be accomplished in multiple ways, depending on size and complexity of the requirement. Small furniture items may be funded and acquired directly by the DCMA-DCM Fac Rep. Larger furniture acquisitions are funded by DCMA-DCF and may either be acquired through the DOW Host, DCMA Procurement, or other vetted entity.

(4) For day-to-day management of the site and to ensure local field office needs are addressed, field office leadership will designate a Fac Rep to serve as a liaison with the DOW Host, working within guidelines in accordance with DCMA-MAN 4501-05.

b. Working with GSA.

In its role as the Federal Government's authorized commercial real property manager for all property not on a military installation, GSA manages the largest share of the inventory of office and other space on which DCMA expends appropriated funds. For clarification, GSA has delegated some commercial real estate property management authorities to other entities such as WHS, USACE, and NAVFAC; however, their acquisition procedures are generally the same as GSA procedures and are therefore included and addressed in this section for simplicity. Because of the relatively high cost of leasing, GSA leaseholds are the lowest priority for obtaining use of real property, as explained in Paragraph 3.2.

(1) Authorized Entity for Negotiations.

DCMA-DCF is the only authorized entity to represent the needs of DCMA in negotiations with GSA for new and continuing space needs. For situational awareness, these negotiations may include participation by a designated representative of the command, executive director with facilities oversight of the space, the field office, or all of the above, as applicable.

(2) GSA Procurement Process.

The GSA procurement process generally has the longest lead-time of all space acquisition strategies. This should be taken into consideration for all space acquisition strategies.

(3) Delineated Area.

GSA requires any proposal for acquiring leased space to include the description of a delineated area. The delineated area is the demarcation of the entire land area where a DCMA office space may be located to best meet the mission requirements. This area will be defined jointly between field office leadership and DCMA-DCF. The delineated area should be small

enough to minimize local travel time (“windshield time”), but large enough to ensure adequate competition among available lessors.

(4) Construction Acquisition.

Construction acquisition (“build-out”) of commercial and Federal sites is typically managed by GSA and via interactions with the assigned DCMA-DCF FPM, using DCMA-DCF funding.

(5) Furniture Acquisition.

Furniture acquisition at commercial and Federal sites is done in many ways, depending on size and complexity of the requirement. Small furniture items may be acquired directly by the DCMA-DCM Fac Rep. Larger furniture acquisitions are funded and acquired by DCMA-DCF through GSA, DCMA Procurement, or other vetted entity.

(6) Day-to-Day Facilities Management.

For day-to-day management of the leased site and to ensure local DCMA needs are addressed, field office leadership will designate a local Fac Rep to serve as a liaison with the GSA leasing agent and local building manager or lessor’s representative, as applicable. The local Fac Rep may discuss weather-related issues, day-to-day facilities and parking concerns, safety concerns, security concerns, etc., but may not discuss potential space acquisition or potential space return with either the GSA leasing agent or local building manager. See Section 6 for additional guidance on day-to-day site management.

(7) Memorandum 3 – Official Notice to Vacate.

Using what is referred to as “Memorandum 3,” when appropriate, DCMA-DCF will officially advise GSA of the agency’s intent to vacate a specified leasehold, typically providing 120- to 180-days’ notice. The Memorandum 3 becomes a record document in the requirements intake system of record, as well as the agency facilities asset database system of record, as described in Paragraph 4.3.

c. Working with Contractor Hosts.

With hundreds of locations worldwide, DCMA has a very extensive, visible presence in contractor plants. Because DCMA has no direct contractual relationship with the contractors who host the majority of DCMA employees, the command with facilities oversight will consult with DCMA General Counsel and the Buying Command’s administrative contracting officer when space considerations are presented to field office leadership for review and action, in accordance with FAR clause 52.246-2 and others, as applicable.

(1) The command with facilities oversight of DCMA-controlled space in a contractor plant will retain responsibility for the condition of the occupied space.

(2) DCMA-DCF will provide advice to articulate minimum space and equipment requirements.

(3) For day-to-day management of the site and to ensure local DCMA needs are addressed, field office leadership will designate a Fac Rep to serve as a liaison with the Contractor Host or designated building manager, as applicable.

(4) While it is contractually expected that this office space will meet all local building codes and Federal requirements, the space provided may or may not meet DCMA minimum standards. When it does not meet DCMA minimum standards, field office leadership, the appropriate administrative contracting officer, and sponsoring command will jointly identify this as a requirements gap, and in consultation with DCMA General Counsel, consider seeking remedy from the contractor.

(5) In instances where a new DCMA office is required, or an existing office is requested to relocate or close within a contractor facility, the CMO commander or director must submit a request using the agency requirements intake process outlined in Section 4.5. Although DCMA-DCF does not centrally manage space in contractor facilities, the requirements intake request will be provided to DCMA-DCS and DCMA-IT to ensure DCMA office space meets DCMA safety, security, and technical requirements.

4.9. PROJECT MANAGEMENT AND DOCUMENTATION.

DCMA-DCF is committed to maintaining open communication and transparency with all relevant parties working together on a project, whether it is large or small. DCMA-DCF will assign an individual (i.e., FPM) to be the main point of contact to ensure that the agency's interests are met, pursuant to the FMB WG-approved COA, scope, cost, and schedule. The FPM will be responsible for overall project coordination and execution and will manage all day-to-day project coordination. In this role, the DCMA-DCF will:

a. Coordinate with the requirement sponsor, DCMA Host, and field office leadership, as applicable, to plan and execute projects according to the estimated cost, fiscal year, and scope approved by the FMB WG.

b. Serve the requirement sponsor, DCMA Host, and field office client as their focal point for all aspects of the project from start to finish. Provide regular project status reports to the Fac Reps of the pertinent DCMA Host and field office leadership, Command, FMB WG, subject matter experts from DCMA-IT and DCMA-DCS, and programming managers from DCMA-DCF.

c. Act as the agency's staunch advocate for all standards as stipulated by policy and requirements approved by the FMB. This advocacy continues throughout the project lifecycle to include project acceptance prior to closure of the action.

d. Coordinate proper site visit notification with DCMA requirement sponsor, DCMA Host, field office leadership, and subject matter experts from DCMA-IT, DCMA-DCS, DCMA Special Programs, and others as appropriate.

e. Actively manage and monitor project scope changes. Promptly advise DCMA-DCF programming managers, stakeholders, and FMB WG of anticipated funding or other significant project impacts.

f. Ensure scope items in the project cost estimate are properly classified as repair or construction and the project meets applicable statutory thresholds for funding and notification.

g. Maintain a thorough, organized, and accessible project file that documents the approved scope, cost, funding, status, schedule, decisions, final project summary of work done, total cost expended at project close-out, and correspondence relative to all vetted project requirements, in accordance with Volume 1 of DCMA-MAN 4501-04.

h. Maintain records of the condition and suitability of all occupied facilities, to include contractor sites. Provide input to the annual sustainment plan for DOW occupied facilities to ensure continued serviceability for agency needs.

i. Provide facility-related subject matter expertise on the condition assessment and proper disposal of equipment and furniture.

j. At the completion of an executed facilities project such as a site renewal, closure, site build-out, furniture installation, or other action, document the full scope and cost of the completed effort in a “Memorandum 5,” as described in Paragraph 4.7.e.

k. Following project close-out, arrange for an after-action review with the project stakeholders to formally capture, document, and publish lessons learned from the executed facilities project.

l. Collect as-built drawings of the executed facilities project for inclusion in the official system of record.

4.10. OCCUPANCY RATES AND SPACE UTILIZATION.

The USE IT Act and OMB Memorandum 25-25 require Federal entities to monitor and report space utilization (i.e., occupancy) data for all GSA commercial leased and Federal space.

a. Occupancy Rates.

(1) The USE IT Act dictates that DOW must ensure building utilization in each leased space is not less than 60 percent on average over each 1-year period. DCMA-DCF will collect data and provide reports to DOW as required. Should occupancy rates of any individual commercial leased facility fall below a 60 percent space utilization rate for 6 months within any 1-year period during the effective dates of the pertinent GSA occupancy agreement, DCMA-DCF must formally notify key stakeholders in the FMB WG and command, as well as implicated field office leadership, to develop and establish a corrective action plan.

(2) Occupancy rates are used in developing new project scopes in accordance with Volume 2 of DCMA-MAN 4101-01.

b. Space Utilization.

OMB Memorandum 25-25 further orders that office space acquired after April 2025 must not exceed an office space design standard of 150 usable square feet per person. Agency policy regarding facilities standards is in accordance with Volume 2 of DCMA-MAN 4101-01.

4.11. ACQUISITION OF PARKING SPACES.

Authorized parking spaces (i.e., parking requirements specifically described in accordance with Volume 2 of DCMA-MAN 4101-01), are typically provided to the field office at no cost, as part of the GSA occupancy agreement or the Military Host SA, as applicable. In some cases, however, parking is required at locations where there is no field office in the vicinity, or the local commercial lessor or GSA Federal Building does not provide parking as part of the GSA occupancy agreement. In these cases, GSA has generally delegated the acquisition of authorized parking spaces to DCMA. The requirement sponsor will directly procure a parking contract in accordance with appropriate acquisition rules and regulations, and DCMA-DCF will provide funding and technical support for the procurement action.

SECTION 5: REQUIREMENT SPONSOR FACILITIES OVERSIGHT

5.1. OVERVIEW.

In this section, the term “requirement sponsor” typically refers to a command, however, this guidance also applies to executive directors, and other agency entities with facilities oversight. The overarching principles of facilities oversight include:

a. Strategic Oversight.

The requirement sponsor with managerial oversight of DCMA-controlled spaces will develop and disseminate strategic guidance for DCMA-controlled facilities and facilities-related projects within their purview.

b. Teaming between the Requirement Sponsor and DCMA-DCF.

DCMA-DCF is committed to maintaining open communication and transparency and will coordinate with all relevant parties working together on a project, whether it is large or small.

c. Good Stewardship.

Requirement sponsors will take actions to provide, maintain, and dispose of real property and equipment to ensure effective space and facilities use and to obtain maximum efficiency and economy in site selections.

5.2. REQUIREMENT SPONSOR MASTER PLANNING.

a. Executive directors and commands with managerial oversight of DCMA-controlled space will inventory, validate current usage, and upload the information into the agency facilities asset database system of record, as described in Paragraph 4.3.

b. Commands with facilities oversight must develop and maintain a strategic Command Facilities Master Plan that identifies and addresses the long-term needs of the field offices and mission partners under the command’s purview, proposes strategies to address identified requirement gaps, and identifies current and anticipated excess space. This Master Plan will be submitted to the FMB WG annually in October. Specific requirements of the Master Plan are:

(1) Describe continuing needs, proposed new office requirements, office consolidations and closures due to reorganization decisions and changing program mission requirements, as applicable and as dictated by short- and long-term mission planning.

(2) Articulate personnel numbers per location, to include DCMA mission partners, Fourth Estate mission partners, contractors, and military personnel.

5.3. PROPOSAL REVIEW.

a. The command with facilities oversight will thoroughly review all facilities requests (i.e., project proposal packages) within their area of responsibility for completeness, clarity of thought, justification, and compatibility with DCMA and command overarching facilities goals. They will approve or disapprove accordingly.

b. The command is the formal sponsor of the project proposal package it endorses, and it retains responsibility for the veracity and completeness of the package going forward to the FMB WG.

5.4. MINOR FURNITURE AND EQUIPMENT PURCHASES.

Command acquisition of certain furniture, kitchen equipment and equipment less than \$3,500 are called “micro purchases.” They will be executed in accordance with the micro purchase business rules on the resource page of this manual.

SECTION 6: FIELD OFFICE FACILITIES MANAGEMENT

6.1. OVERVIEW.

This section reviews the aspects of facilities management at the local level, referred to herein as the “DCMA Host” of the field office. However, DCMA Host facilities management responsibilities described herein apply to the principals of all types of local offices, including DCMA HQ, commands, CMOs, tertiary CMOs, and stand-alone elements of executive directorates outside of the Fort Lee area.

a. Overarching Principles.

(1) Consideration for the Workforce.

The physical space of a field office can be a key factor in recruiting and retaining our high-performing workforce. Small changes have a large impact to the affected employees, so the physical office space must be managed thoughtfully, keeping in mind the principles of the Integrated Workplace concepts, in accordance with Volume 2 of DCMA-MAN 4101-01.

(2) Teaming between the Field Office and DCMA-DCF.

DCMA-DCF is committed to maintaining open communication and transparency with all relevant parties working together on a project in support of a field office, whether it is large or small. Field office leadership will assign an individual to be the single on-site point of contact for facility matters and to manage all day-to-day facilities operational requirements. Examples include contacting the property owner for minor repairs, snow removal, deliveries, etc. The list of authorized Field Office Fac Reps will be maintained on the resource page of this manual.

(3) Good Stewardship.

Actions taken to acquire, maintain and dispose of real property and equipment will ensure effective space and facilities use and to obtain maximum efficiency and economy in site selections.

b. Designation of the DCMA Host.

When two or more DCMA entities share a common field office, they will jointly use office space, equipment, personnel, office supplies, and other resources associated with that field office. The DCMA entity that occupies the preponderance of space will serve as the main Host of the site and manage the facility. As mission needs change, the DCMA entity that occupies the preponderance of space may change over time, and the main Host will be redesignated, as appropriate. A request to reassign DCMA Host responsibilities from one DCMA entity to another at a given location will be adjudicated by the entities’ chain of command.

c. Navigating Relationships with Various Hosts.

DCMA acts as a tenant, controlling the use of office space and other real property, which is owned and managed by a wide array of external entities, including DOW Hosts, GSA, and Contractor Hosts, as described in Section 3.2. The field office relationship with the external Host may be governed by various agreements, contractual arrangements, and regulations as applicable. Refer to guidance provided in Paragraph 4.8.

6.2. OFFICE SPACE ALLOCATION.

a. Seat Assignments.

(1) Specific seat assignments will be made by the DCMA Host or field office leadership, as applicable. Spaces will be assigned under the standards in accordance with Volume 2 of DCMA-MAN 4101-01 and follow procedures set forth in the Collective Bargaining Agreement.

(2) DCMA Host or field office leadership, as applicable, will maximize utilization of the mobile work flexibilities pursuant to DCMA Policy-type Memorandum 25-002 and subsequent guidance for eligible positions, as appropriate. This flexibility allows a location to accommodate and support a greater number of personnel in less space, creating greater efficiency in the use of DCMA-controlled spaces.

(3) DCMA Host or field office leadership, as applicable, will ensure that all mission partners, hoteling employees, and tenant organizations are provided with appropriate workspace within the facility and fair access to amenities.

b. Space for New Employees and Positions at a Given Site.

Hiring actions, management reassignments, and support for mission partners can all affect the workplace at the receiving field office. Proposed actions that change the number of employees assigned to a given location need to be coordinated well in advance, to ensure a positive experience for the individual as well as the DCMA Host.

(1) Hiring officials must coordinate new space requirements directly with impacted stakeholders prior to initiating the manpower request process. When submitting a manpower request in accordance with the DCMA-MAN 4301-09, "Manpower and Mission Analysis," hiring officials will proactively coordinate with the receiving DCMA Host and field office leadership, as applicable, as well as DCMA-DCF and the leadership of the command with facilities oversight, to ensure that there are proper facility accommodations for these positions.

(2) The requirement sponsor with a pending workspace action that impacts the cost of rent or SA must notify DCMA-DCF and seek approval from the FMB WG at least 180 days before the intended hiring or relocation action.

c. Teaming with Mission Partners.

The DCMA Host will maintain open communication and transparency with all mission partners working within their facility. They will be responsive to meeting mission partner requirements, in accordance with the guidelines in this manual. Space allotted to the mission partner remains under the controlling responsibility of the DCMA Host and is not “owned” by the mission partner or the mission partner’s higher HQ. Mission partners are responsible for managing the space they are allotted in the most economical manner to reduce costs to the agency. If their space is underused, field office leadership retains the authority to reassign underutilized seats and otherwise reduce their footprint.

6.3. REASONABLE ACCOMMODATION PROGRAM.

DCMA will provide reasonable accommodation to qualified employees with disabilities. Examples of facilities-related reasonable accommodations include restructuring work sites, providing flexible work sites (i.e., telework), and providing accessible technology or other workplace adaptive equipment.

a. DCMA Host or field office leadership, as applicable, will facilitate and acquire reasonable accommodations in accordance with the DCMA-INST 4201 series.

b. DCMA-DCF will provide advice and support in addressing reasonable accommodations.

6.4. CONTRACTED SERVICES.

a. DOW Space.

(1) Contracted services, such as those for janitorial, custodial, landscaping, snow removal, and other services on military installations, will be provided by the DOW Host according to their common level of support as stated in the SA between DCMA and the installation, when possible. In some DOW, National Guard, and Reserve locations, DCMA may be required to procure its own contracts for these services.

(2) When DCMA procures its own contract for these services, the DCMA Host or field office leadership, as applicable, must identify a representative to serve as the on-site contracting officer’s representative for performance of the DCMA-contracted service. The contracting officer’s representative will:

(a) Develop and submit the annual procurement package for approval, pursuant to DCMA-MAN 4301-13, “DCMA Acquisitions,” and the DCMA 4301 “Stewardship” series.

(b) Be responsible for all monthly inspections and reports ensuring contract payment, as required.

(c) Once approved, develop and submit annual acquisition packages to the procurement center for processing the contract.

(3) DCMA-DCF will provide funding for these services, whether they are contracted by DCMA or provided by the Host.

b. GSA Space.

The building owner or GSA will typically provide these services in leased facilities. If DCMA must procure its own contract for any required services, the DCMA Host or field office leadership, as applicable, must identify a representative to serve as the on-site contracting officer's representative for performance of the DCMA-contracted service, as described in Paragraph 6.4.a.(2).

c. Contractor Space.

The building owner will typically provide these services in contractor facilities. If DCMA must procure its own contract for any required services, the DCMA Host or field office leadership, as applicable, must identify a representative to serve as the on-site contracting officer's representative for performance of the DCMA-contracted service, as described in Paragraph 6.4.a.(2).

6.5. UNPLANNED FACILITIES-RELATED EXPENSES.

During occupancy, unplanned expenses may arise that are not specifically addressed in the active occupancy agreement or SA, such as weather-related damage, HVAC or other system repairs, carpet replacement, interior paint, overtime utilities, etc. In all circumstances, the standard process to request facilities-related support and services is described in Section 4.5. It is noted, however, that the approval process for unplanned expenses, and especially emergency situations, is more streamlined, as most instances would not require FMB WG approval. Typical unplanned facilities-related expenses are addressed briefly as follows:

a. Weather-Related Damages.

These can include downed trees, flooding, burst pipes, roof leaks, etc. For GSA leased spaces, unless the damage is clearly due to DCMA negligence, the lessor will generally address the situation at no cost to DCMA, however, DCMA-DCF should be advised via the requirements intake system of record, following the procedures in Paragraph 4.5., so that they can provide technical advice and hasten assistance. For DOW spaces, once notified via the requirements intake system of record, DCMA-DCF will work with the DOW Host to address and fund the necessary repairs.

b. HVAC or Other System Repairs.

For GSA leased spaces, the lessor will maintain basic heating and air conditioning in proper working order. However, some locations are equipped with DCMA-purchased, stand-alone air handling units in local area network rooms, etc., for which DCMA is solely responsible. In either case, DCMA-DCF should be advised via the requirements intake system of record, following the procedures in Paragraph 4.5., so that they can provide technical advice, hasten assistance, and, if necessary, fund repairs. For DOW spaces, once notified via the requirements

intake system of record, DCMA-DCF will work with the DOW Host to address and fund the necessary repairs.

c. Carpet Replacement, Painting, and Other Routine Work.

For GSA leased spaces, the lessor will generally refresh paint and carpet, if requested, at lease renewal. However, if the damage is clearly due to DCMA negligence, or should an interior refresh be desired at an earlier time, DCMA-DCF should be advised via the requirements intake system of record, following the procedures in Paragraph 4.5., so that they can assess and program for the work as appropriate. For DOW spaces, once notified via the requirements intake system of record, DCMA-DCF will work with the DOW Host to assess and fund the necessary work.

d. Overtime Utilities.

Overtime utilities are the cost of lighting, heating, and air conditioning of a leased space beyond the lessor's normal operating hours, which are typically 0700 - 1700 hrs., Monday through Friday. Not all lessors charge for these additional hours, but it is a GSA-authorized upcharge, should they choose to bill for it. In the same vein, not all CMOs require their offices to be conditioned after hours on a routine basis, but they may or may not have a requirement for overtime weekend hours, for example, at the end of the fiscal year. This cost is unpredictable. If overtime utilities are required during occupancy, the field office leadership will advise DCMA-DCF via the requirements intake system of record, following the procedures in Paragraph 4.5., so that they can provide technical advice and hasten funding. Overtime utilities charges typically do not apply to DOW spaces.

e. Physical Security Electronic and Mechanical Equipment.

In accordance with DCMA-MAN 3301-04, security systems and equipment play an integral role in support of any comprehensive physical security program. DCMA activities are located in a variety of environments where facility hosts are assigned security and facility protection responsibilities by statute or higher-level policy. These offices are sited in locations such as DOW installations, GSA and USACE leased or owned spaces, contractor facilities, and Chief of Mission locations that are managed by the Department of State in overseas offices. Policy regarding responsible Host or other agency for security-related maintenance and security lifecycle upgrades that are managed through the DCMA-DCS Physical Security Program Manager is pursuant to DCMA-MAN 3301-04.

6.6. CONSTRUCTION PROJECTS THAT IMPACT THE OCCUPIED WORKSPACE.

Construction projects for DCMA offices generally take one of three paths: Either the path is toward a new build-out at a site that the workforce is relocated to, or the existing workplace requires remodeling and the employees must temporarily adapt to on-site construction, or the site is closed altogether. All of these actions have impacts on the workforce that field office leadership should consider and address. Mitigating strategies include:

- Maximizing communication to allay employee concerns with change.
- Sharing progress updates to reduce speculation and concerns.
- Partnering with the Union, as appropriate.
- If employees desire, coordinate with the assigned DCMA-DCF FPM to see the work-in-progress by arranging a mid-construction visit, if possible, to the new site.

a. Build-out at an Alternate Location.

If an existing site must be closed due to lease termination or other considerations, but there is still a continuing need, then building-out a new replacement office is required to maintain a brick-and-mortar presence. Unless a major downsizing is envisioned, the field office typically vacates a fully outfitted office and moves to a new, similarly sized and outfitted office. In this case, specific workforce concerns include possible impacts to the employee's commute and other issues. Therefore, a major consideration of this relocation process is the physical move itself. With DCMA-DCF support, the DCMA Host or field office leadership, as applicable, must address several aspects, to include:

- Develop move plan
- Coordinate with DCMA Copier Manager for relocation of contracted copiers and printers
- Coordinate with DCMA NTV Manager for relocation of NTVs
- Coordinate with DCMA-DCS personnel as they manage security-related hardware, equipment, and services
- Coordinate with DCMA Safety for guidance before and during the move
- Coordinate with DCMA-IT personnel as they manage hardware, equipment, and services and rid the space of excess IT cabling and equipment, in accordance with Building Industry Consulting Service International, or BICSI, standards
- Manage and prepare for transport all non-IT-related government-owned files and equipment and rid the space of excess prior to the move
- Ensure employees remove individual personal property prior to the move

b. Phased Construction at the Existing Site.

(1) On-site construction may occur to renovate the existing space, downsize the existing space, or expand the space to better meet the mission. The construction work may consist of cubicle teardown or installation, carpet replacement, security system installation, physical construction of walls and doors, or any combination of these. Phasing a construction project is typically done by vacating parts of the space in sequence to allow build-out or renovation to take place, then later moving the employees, in turn, into the newly renovated spaces. It complicates the build-out process but allows the workplace to remain more or less intact and functional. It is generally more expensive, and takes longer, to phase a project in an occupied workplace than it does to do the construction work in an unoccupied space. Therefore, the impacts of phased construction strategies should be carefully considered and mitigated where possible.

(2) If a phased approach is considered more practical or cannot be avoided, DCMA-DCF will work with the DCMA Host or field office leadership, as applicable, to design a phasing plan

that minimizes negative impacts to the existing workforce during construction and move-in. DCMA Host or field office leadership, as applicable, will retain decision-making authority on development and use of a phasing plan during construction, if cost and schedule considerations are not consequential. Once set, the phasing plan should only be modified on advice of and in full coordination with the DCMA-DCF FPM, and approval by the DCMA-DCF Director.

(3) When considering phasing of a construction project, DCMA Host or field office leadership, as applicable, and DCMA-DCF will keep personnel safety as a paramount consideration, for example, addressing noise and dust issues that arise when personnel are in or near the construction area, in accordance with DCMA-MAN 4201-16, “Safety and Occupational Health Program.” To minimize safety risks, DCMA Host and field office leadership, as applicable, should consider maximum use of one or more AWA options described in Section 3.

c. Site Closure.

Pursuant to the USE IT Act and OMB Memorandum 25-25, facilities that are chronically underutilized must be slated for downsizing or closure. This makes good economic sense and allows DCMA to more effectively apply limited funds to those locations where in-person collaboration is required for the mission. Site closure considerations may include the setting up of alternative worksites, if needed, and furniture disposal. Alternative worksite considerations must be in accordance with the DCMA-INST 4201 series. For furniture disposal, see Paragraph 6.6 of this manual. With DCMA-DCF support, the DCMA Host or field office leadership, as applicable, must address several aspects, to include:

- Develop a closure plan
- Coordinate with DCMA Copier Manager for relocation of contracted copiers and printers
- Coordinate with DCMA NTV Manager for relocation of NTVs
- Coordinate with DCMA-DCS personnel as they remove Security-related hardware, equipment, and services
- Coordinate with DCMA Safety for guidance before and during closure activities
- Coordinate with DCMA-IT personnel as they manage hardware, equipment, and services and rid the space of excess IT cabling and equipment, in accordance with Building Industry Consulting Service International, or BICSI, standards
- Manage and prepare for transport all non-IT-related government-owned files and equipment and rid the space of excess prior to closure
- Ensure employees remove individual personal property prior to closure

6.7. FURNITURE AND EQUIPMENT INVENTORY, REUSE, DISPOSAL, AND REPLACEMENT.

a. Inventory.

An accurate inventory of office furniture and equipment is necessary for the local leadership to make decisions about reuse and disposal. The DCMA Host or field office leadership, as applicable, will manage, inventory and dispose of furniture and equipment in accordance with DCMA-MAN 4101-04, “Accountable Property and General Equipment.”

b. Reuse.

Serviceable furniture and equipment as identified through the inventory process that are not needed at the field office's current or future location, may potentially be reused at another DCMA location, if the items are in like-new condition, and the cost of palletizing and shipping is not excessive. For facilities-related furniture and equipment relocation and reuse, follow the instructions provided on the resource page of this manual.

c. Disposal.

Broken, irreparable, and unusable furniture and equipment should be identified and discarded as soon as practical. There are also procedures to appropriately dispose of serviceable furniture that is to be abandoned because of a move. Facilities-related furniture and equipment disposal procedures will be in accordance with DCMA-MAN 4101-04 and in the Furniture and Equipment Reuse and Disposal Guidebook on the resource page of this manual.

d. Replacement.

To purchase replacement furniture or equipment, follow the procedures in the Small Furniture Purchase Program provided on the resource page of this manual.

GLOSSARY

G.1. ABBREVIATIONS AND ACRONYMS.

ACRONYM	MEANING
AWA	alternative workplace arrangement
CMO	contract management office
COA	course of action
DCMA-DC	Corporate Operations Directorate
DCMA-DCF	Corporate Operations Directorate, Facilities & Logistics Division
DCMA-DCM	Corporate Operations Directorate, Operational Business Center
DCMA-DCS	Corporate Operations Directorate, Security Division
DCMA-INST	DCMA Instruction
DCMA-IT	DCMA Information Technology Directorate
DCMA-MAN	DCMA Manual
DCMA-TDS	Technical Directorate, Safety Center
DCMAS-MHC	Command Security Division, Special Programs Command
DD Form	DoD Form
DD Form 1450	DoD Space Requirements Data
Fac Rep	facilities representative
FAR	Federal Acquisition Regulation
FMB WG	Facilities Management Board Working Group
FPM	facilities program manager
GPC	government purchase card
GSA	General Services Administration
HQ	Headquarters
IGCE	independent government cost estimate
IPL	integrated priority list
IPS	initial problem statement
MILDEP	military department
MOA	memorandum of agreement
MOU	memorandum of understanding
NAVFAC	Naval Facilities Engineering Command
NTV	non-tactical vehicle

OMB	Office of Management and Budget
POAM	plan of action and milestones
ROM	rough order of magnitude (cost)
SA	support agreement
UMD	unit manning document
USACE	U.S. Army Corps of Engineers
U.S.C.	United States Code
USE IT	Utilizing Space Efficiently and Improving Technologies (Act)
WHS	Washington Headquarters Services

GLOSSARY

G.2. DEFINITIONS.

TERM	MEANING
agency location	This is an established physical office setting where DCMA performs specific services or functions. DCMA employees may perform functions at work sites that are not in office settings and that are not agency locations. These work sites specifically include site inspection at facilities privately owned contractor plants. In some cases, employees working at these sites report to a specific supervisor that may be at an agency location that differs from their own work site.
DCMA Host	The DCMA Host is the DCMA entity with overall responsibility for the office space. They support not only their own employees but also assigned mission partners.
field office	A field office is a DCMA-controlled location. Field office guidance in this manual applies to all types of local offices, including DCMA HQ, commands, CMOs, tertiary CMOs, and stand-alone elements of executive directorates outside of the Fort Lee area. Field office leadership includes the ranking CMO or executive directorate senior leaders having oversight of the specific field office. Field office leadership is also called the “DCMA Host.”
IPL	The IPL is a list of DCMA’s highest priority requirements, prioritized across Capability and functional lines, defining shortfalls in key programs that, in the judgment of the agency, may adversely affect DCMA’s ability to accomplish its assigned mission. For procedures, see DCMA-MAN 4502-01.
lease	A lease is a written agreement, which conveys a possessory interest in real property, usually exclusive, for a period of time for a specified consideration. A lease carries a present interest and estate in the real property for the period specified. The estate of the lessee, or tenant, is called the term and the estate of the lessor, or property owner, is the reversion. Generally, the lessee may occupy and use the premises for any lawful purpose not injurious to the reversion. However, the lease may have express provisions or conditions restricting the use of the property.
lessor	Any individual, firm, partnership, Limited Liability Company, trust, association, state or local government, or legal entity that

is the rightful owner of the property leased to the Federal Government. Synonym for property owner.

Memorandum 1	Captures the general scope and intent of the identified in the agency Intake item, DD Form 1450, and optional business case, to include any additional requirements identified by the DCMA stakeholders, such as expected fiscal year of execution, etc. This internal memorandum also serves as an approval to begin formal project scope development, analysis, and cost estimating by DCMA-DCF and the DCMA stakeholders.
Memorandum 2	Captures the FMB WG-approved scope and ROM cost of the project, to include any additional caveats as set forth by the FMB WG. This internal memorandum serves as a formal document of the FMB WG-approved scope and cost and authorizes project execution and funding.
Memorandum 3	DCMA-DCF official advisement to GSA of the agency's intent to vacate a specified leasehold, typically providing 120- to 180-days' notice. Becomes a record document in the Intake system of record, as well as the agency facilities asset database system of record.
Memorandum 4	Documents changes for a project or significant part of a project that "slips" to a later fiscal year for execution, has a scope change greater than 10% of the initial approved Memorandum 2, has a total project cost change greater than 25% of the total project cost of the approved Memorandum 2, or otherwise requires new FMB WG review and approval after the initial Memorandum 2 is issued.
Memorandum 5	Documents the full scope and cost of the completed effort.
mission partners	Mission partners are employees that occupy physical workspace that is under the purview of a non-affiliated CMO or other DCMA entity (called the "DCMA Host"). "DCMA mission partners" are supported agency employees from another CMO or executive directorate. "Fourth Estate mission partners" are supported DOW employees from the Defense Contract Audit Agency, Defense Information Systems Agency, or other entities.
occupancy agreement	An agreement between GSA and DCMA to occupy a certain space. This agreement has: the property address, the amount of space to be occupied, the term of the lease, the firm and

renewal option periods, the amount of rent to be paid, and the terms for paying tenant build-out costs, which are specified as either an up-front lump sum or amortized throughout the lease term. The agreement also includes any additional clauses required by GSA or the tenant, signatures of both parties, and the dates signed.

real property

The full definition of real property is in Section 102-71.20 of Title 41, Code of Federal Regulations, and in part includes land and rights in land, together with the improvements, structures, and fixtures located thereon. Real property includes prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, and house trailers with or without undercarriages. It also includes office space and warehouse space but does not include furnishings or equipment. DCMA cannot own (exert jurisdiction over) real property, in accordance with Section 2682 of Title 10, U.S.C.

requirement sponsor

This refers to commands, executive directors, and other agency entities with facilities oversight and responsibility that have a valid requirement for facilities space or services.

tenant

A unit or activity of one agency or organization that occupies facilities on, and receives specified types of supply and support from, another agency or organization. DCMA is a tenant at several DOW Host installations.

TIA

A GSA TIA is a dollar amount that GSA provides to cover the minimal costs of constructing, altering, and finishing space for customer occupancy within GSA leased premises. This includes design, labor, materials, contractor costs if applicable, management, and inspection, but excludes personal property and furniture. The allowance is determined by GSA and can vary by agency, bureau, and location. The cost of tenant improvements is amortized over the useful life of the improvements, which is typically 5 years.

UMD

A detailed work force listing showing the distribution of work force allocations into a finite structure of authorizations. UMDs are the approved statements of work force requirements and authorizations for an activity to accomplish its assigned missions. UMDs account for all workforce resources (DOW civilian, military, and locally engaged staff) and provide pertinent workforce management information on funded and unfunded work force requirements. The UMD is the single

authoritative source used to identify validated requirements, funded positions, and significant work force changes.

usable area

Spaces of a building that can be assigned to exclusive use by a specific occupant.

REFERENCES

Code of Federal Regulations, Title 41
DCMA Instruction 4201, “Civilian Personnel,” October 31, 2024
DCMA Instruction 4301, “Stewardship,” December 12, 2024
DCMA Manual 3301-04, “Physical Security Program,” January 17, 2019
DCMA Manual 3301-07, “Antiterrorism,” January 24, 2019, as amended
DCMA Manual 4101-01, Volume 2, “Enterprise Facilities Standards,” April 13, 2026
DCMA Manual 4101-04, “Accountable Property and General Equipment,” March 3, 2019
DCMA Manual 4201-16, “Safety and Occupational Health Program,” November 5, 2018
DCMA Manual 4201-23, “Telework,” May 17, 2020
DCMA Manual 4201-28, “Remote Work,” October 14, 2022
DCMA Manual 4301-09 “Manpower and Mission Analysis,” July 14, 2019
DCMA Manual 4301-13, “DCMA Acquisitions,” November 16, 2022, as amended
DCMA Manual 4501-04, Volume 1, “Records and Information Management Program,”
April 16, 2021
DCMA Manual 4501-04, Volume 2, “Records Retention Schedule,” April 14, 2021
DCMA Manual 4501-05, “Enterprise Agreements,” March 7, 2022
DCMA Manual 4502-01, “Corporate Governance Structure and Procedures,” July 22, 2019
DCMA Policy-type Memorandum 25-002, Interim Guidance on Mobile Work,”
September 9, 2025
DoD Directive 4165.06, “Real Property,” July 19, 2022
DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013,
as amended
DoD Instruction 4165.70, “Real Property Management,” April 6, 2005, as amended
DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015
DoD Instruction 5305.05, "Space Management Procedures for the National Capital Region and
Washington Headquarters Services-Serviced Components," November 4, 2015, as amended
Executive Order 13327, “Federal Real Property Asset Management,” February 6, 2004
Federal Acquisition Regulation, current edition
Office of Management and Budget Issuance, “National Strategy for the Efficient Use of Real
Property, 2015 - 2020,” March 25, 2015
Office of Management and Budget Management Procedures Memorandum No. 2015-01,
“Reduce the Footprint,” March 25, 2015
Office of Management and Budget Memorandum M-25-25, “Implementation of the Utilizing
Space Efficiently and Improving Technologies Act,” April 21, 2025
Public Law 118-272, Division B, Title III § 2302, 138 Statute 2992, 3218, “Thomas R. Carper
Water Resources Development Act of 2024,” January 4, 2025
Unified Facilities Criteria 4-610-01, “Administration Facilities,” January 5, 2021, as amended
United States Code, Title 10, Section 2682
United States Code, Title 40
United States Code, Title 41