



## DCMA Manual 4301-12

# Reimbursable Programs

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<b>Office of Primary Responsibility</b>	<b>Organizational Infrastructure Capability</b>
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**Purpose:** In accordance with the authority in DoD Directive 5105.64, this issuance implements DCMA Instruction 4301, "Stewardship," and establishes Stewardship governance, structure, and procedures as follows:

- Implements policy, assigns responsibility, and standardizes processes and procedures related to the preparation, coordination, execution, and administration of foreign and international organizations and DoD and non-DoD Contract Administration Services reimbursable and reciprocal programs.
- Incorporates Treasury-wide policy and procedures for Interagency Agreements and internal policies and procedures established by DCMA, DoD Directive 5135.02, and DoD Instruction 4000.19.

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## SECTION 1: GENERAL INFORMATION

### 1.1. APPLICABILITY.

This issuance applies to DCMA organizational elements performing Contract Administration Services (CAS) for DoD, non-DoD, foreign government/international organization reimbursable programs including Foreign Military Sales (FMS), Direct Commercial Sales (DCS), and DoD Reimbursable or Other Federal Agency CAS (OFCAS); and to Agency activities providing services to DoD or non-DoD organizations on a reimbursable basis under a support agreement.

### 1.2. POLICY.

This Manual implements DCMA policy for reimbursable programs associated with DoD, non-DoD, and foreign government/international organization CAS. It is DCMA policy to execute this Manual in a safe, efficient, effective, and ethical manner within all workplaces.

a. The Agency will provide oversight of reimbursable programs by:

(1) Documenting all reimbursable workload by DCMA activity and customer.

(2) Capturing the total cost for DoD reimbursable work in accordance with (IAW) DoD 7000.14-R, "Department of Defense Financial Management Regulations."

(3) Ensuring an approved support agreement or international agreement exists with the appropriate DoD, non-DoD, and foreign government/international organization before supporting reimbursable workload. Support is reimbursable if the work performed is IAW an approved reimbursable agreement and under an external sub-allotment received from external customer agencies.

b. The Agency will govern how foreign government/international organization, inter-service and intra-governmental reimbursable support will be provided between DCMA and other agencies for approved work requests by:

(1) Describing the procedures for the receipt and processing of external work requests to include guidance to accurately account for applicable CAS delegations.

(2) Providing policy for DCMA CAS cost reimbursement.

(3) Providing policy and guidance for the implementation of Reciprocal No-charge and Cooperative Project Agreements with foreign government/international organizations where appropriate. Work performed under these agreements are fully funded by DCMA Operations and Maintenance (O&M) funds under the authority of agreements between the U.S. Government and foreign government/international organizations. Operational policy and guidance pursuant to DCMA Manual (DCMA-MAN) 2501-11, "International Requests for Contract Administration Services."

## **SECTION 2: RESPONSIBILITIES**

### **2.1. DCMA DIRECTOR.**

The Director retains authority to approve, update, or modify reimbursable support agreements with existing or new customers.

### **2.2. EXECUTIVE DIRECTOR, FINANCIAL AND BUSINESS OPERATIONS DIRECTORATE (FB).**

The Executive Director, FB, will:

- a. Serve as the primary fiduciary advisor for accepting and executing reimbursable and direct authority work in support of reimbursable and international agreements on behalf of the Agency.
- b. Oversee all reimbursable financial business operations and provide required signatory on all support agreements for receipt of reimbursable work.
- c. Advise the DCMA Director, Headquarter (HQ) Component Executive Directors, and Operational Unit (OU) Commanders/Directors on reimbursable agreement financial issues.
- d. Assist the Office of the Under Secretary of Defense (OUSD) Comptroller (OUSD(C)) Chief Financial Officer in determining annual CAS reimbursable rates.
- e. Establish Agency policy, guidance, and procedures for budget formulation of reimbursable requirements.
- f. Establish policy, guidance, and procedures for programming and Future Years Defense Program (FYDP) requirements using reimbursable, reciprocal, and multi-year funded work as planning factors.
- g. Serve as primary advisor to Agency Components on resourcing issues to effectively manage personnel and organizational resources supported by reimbursable funding and ensure proper manpower workload models are in place to support the planning and execution of reimbursable workload and funds.
- h. Ensure the proper financial execution and reporting of all DCMA reimbursable and international agreement programs IAW applicable regulatory guidance.
- i. Oversee reimbursable accounting and finance activities to ensure compliance with federal and DoD regulations.
- j. Coordinate and publish Agency labor charging guidance and procedures for budget execution of reimbursable requirements.

### **2.3. EXECUTIVE DIRECTOR, TECHNICAL DIRECTORATE (TD).**

The Executive Director, TD, will:

- a. Communicate the status of National Aeronautics and Space Administration (NASA) reimbursable program support to the DCMA Director.
- b. Provide technical guidance in support of reimbursable programs.
- c. Ensure compliance with DCMA reimbursable support policy and promote consistent decision making for CAS delegation acceptance or declination.
- d. Manage FMS logistics and transportation requirements in coordination with contract vendors, implementing agencies, the U.S. Transportation Command, Defense Security Cooperation Agency (DSCA), and DCMA's FMS and DoD Reimbursable Program Management Division (PIR).
- e. Work with the FB to develop methods for identifying and assessing reimbursable personnel workloads.
- f. Build coalitions with DCMA support for NASA reimbursable program customers and provide customer intelligence to NASA and the DCMA enterprise.
  - (1) Assess overall DCMA support to NASA strategic level customer relationships and advise the DCMA Deputy Director on opportunities and issues conveyed during customer engagements to promote positive reimbursable program return on investment.
  - (2) Support NASA stakeholders to facilitate the preparation of annual programming and budgeting and provide support to acquisition intelligence for potential new program opportunities.
- g. Engage with NASA strategic level customers and communicate operational service provider efforts in support of designated programs.

### **2.4. EXECUTIVE DIRECTOR, PORTFOLIO MANAGEMENT AND BUSINESS INTEGRATION DIRECTORATE (PI).**

The Executive Director, PI, will:

- a. Interface with the OSD, military service senior acquisition executives, program executive offices, buying activities, and industry leaders to understand the DoD acquisition environment and challenges, opportunities, and concerns as they apply to DCMA's reimbursable customer base.
- b. Direct DoD reimbursable, FMS, and DoD Central Control Point (DoDCCP) operational and strategic program management support through PIR.

## **2.5. DIRECTOR, PIR.**

The Director, PIR, will:

- a. Lead strategic engagements with DoD stakeholders and foreign government/international organizations involved with FMS and DCS programs and appoint customer coordinator for Agency-level support agreements.
- b. Partner with OUs in support of workload management for FMS, DCS, and DoD reimbursable delegations/agreements, including resource projections, resource alignments, and modeling.
- c. Provide continuous insight on FMS strategic programs and workload forecasting to ensure adequate resources are planned, programmed, and executed.
- d. Collaborate and communicate organizational support for FMS and DCS programs to ensure a common approach for international customer operations across the DCMA enterprise.
- e. Monitor establishment and maintenance of all DoD reimbursable agreements to include tracking of Full-Time Equivalent (FTE) allocations.
- f. Serve as the DoDCCP and liaison for foreign government/international organizations requesting CAS, including Defense Contract Audit Agency (DCAA) audit services on DCS contracts placed with U.S. defense suppliers.
- g. Support the Program Objective Memorandum (POM) and Planning, Programming, Budget, and Execution (PPBE) process for all FMS and DoD reimbursable work.
- h. Review all Manpower Request Form-Civilian (MRF-C) requests regarding changes to the FMS and DoD Reimbursable force structure.

## **2.6. AGENCY SUPPORT AGREEMENT MANAGER (ASAM).**

The ASAM will:

- a. Administer the support agreement program IAW DoD Instruction 4000.19, DoD 7000.14-R, and DCMA-MAN 4501-05, "Enterprise Agreements."
- b. Coordinate program matters with support agreement points of contact (POCs), Project Action Officers (AOs), and budget analysts with DCMA and other DoD Components, federal agencies, state, local, or tribal governments, and non-federal entities.
- c. Audit support agreements received by DCMA to ensure accuracy and compliance with statutes, regulations, and policies.

d. Manage Agency Support and Occupancy Agreement repositories and web-based platforms designed to track and manage agreements.

e. Obtain legal review of Memorandum of Agreements (MOAs), Memorandum of Understandings (MOUs), General Term and Conditions (GT&C), and other interagency agreements requiring approval of the Director or Deputy Director.

## **2.7. OU COMMANDERS/DIRECTORS.**

OU Commanders/Directors (International Command (DCMAI), Special Programs Command (DCMAS), Eastern Regional Command, Central Regional Command, Western Regional Command, Aircraft Integrated Management Operations Command, Cost and Pricing Regional Command, Procurement and Small Business Operations Center, Contract Life Cycle Management Center, Earned Value Management System Center, Logistic Center, and the Safety Center) will:

a. Coordinate all regional and subordinate organization support agreements with applicable customers.

b. Ensure organizations can perform services for customers prior to the commitment of Agency resources.

c. Validate/approve subordinate organization annual workload identification and determination actions.

d. Prepare and submit required budget formulation documentation (e.g., annual FMS workload assessment results, travel estimates) to establish adequate reimbursable resourcing requirements to support Agency reimbursable budgetary planning and execution processes.

e. Obtain legal review of all MOAs, MOUs, GT&Cs, and other agreements for which they are the approval authority.

f. DCMAI Functional Directors coordinate with DoD Stakeholders of OCONUS Defense Suppliers IAW Section 2 of DCMA-MAN 2501-11.

## **2.8. CONTRACT MANAGEMENT OFFICE (CMO) COMMANDERS/DIRECTORS.**

CMO Commanders/Directors will:

a. Ensure the availability, responsiveness, and cooperation of personnel performing the delegation from OUs or other primary CMOs.

b. Ensure FMS delegations are completed, and the FMS Letter of Delegation (LoD) is recorded in the delegation system of record.



c. Develop support agreements in coordination with the ASAM and applicable customers using appropriate documentation and forward developed support agreements to OU Commanders/Directors for review and approval.

d. Coordinate with FB and the applicable Agency program office to adequately resource customer-required services and notify the customer of resourcing support. Notify the applicable program office of workload increases/decreases or significant workload scope changes.

e. Ensure the workforce captures all reimbursable workload efforts on timecards using appropriate time and attendance Project and Task codes to ensure reimbursable costs are appropriately charged.

f. Validate and approve FMS Continental United States (CONUS) CAS labor workload, estimated travel, and other applicable non-labor budget requirements so OU Commanders/Directors can update annual workload baselines to support DCMA's annual budget submission to DSCA.

## **2.9. DIRECTOR, NASA PROGRAM OFFICE (NPO).**

The Director, NPO, will:

a. Accept or reject all NASA Prime LoDs and lead, integrate, and manage all NASA technical and production programs on behalf of the Agency. Based on workload distribution within a CMO that supports a NASA place of performance where one or more full-time FTEs are assigned, ensure at least one employee is a DCMA NPO FTE.

b. Promote operational consistency and alignment with DCMA policy and the NASA Federal Acquisition Regulation Supplement and support any update or rewrite of Volume 1 of DCMA-MAN 3101-03, "National Aeronautics and Space Administration Process Support," and Volume 2 of DCMA-MAN 3101-03, "National Aeronautics and Spaces Administration Functional Support."

c. Coordinate and support activities with FB, PI, TD's Manufacturing and Quality Division, and other TD spaceflight groups/commands.

(1) Forecast annual reimbursable budgets and perform monthly execution analysis.

(2) Ensure availability of funds to forecast and execute support of NASA training and certification requirements.

(3) Budget for special mission travel and unique mission requirements.

(4) Maintain regular communication with FB, PI, TD's Manufacturing and Quality Division representatives, and other TD spaceflight groups/commands.

d. Provide a monthly reimbursable execution briefing to FB indicating current trends and a forecast of workload changes across the Agency.

e. Coordinate with TD, the Total Force Directorate, and FB on CMO and Center Commander/Director support when customer requests to increase or decrease DCMA FTEs at the place of performance.

f. Review all MRF-Cs regarding changes to the NASA Reimbursable force structure.

## **2.10. OFFICE OF THE GENERAL COUNSEL (GC).**

The GC will perform legal review of all MOAs, MOUs, GT&Cs, and other interagency agreements. Legal reviews will be conducted before any DCMA party to the agreement signs.

## **SECTION 3: REIMBURSABLE ORDER EXECUTION PROCEDURES**

### **3.1. OVERVIEW.**

DCMA accepts reimbursable orders to provide CAS IAW DCMA-MAN 4502-02, “Workload Acceptance.” DCMA has the responsibility to accurately capture, document, and process the total cost for reimbursable programs IAW approved agreements. DCMA budgets and receives obligation authority from OUSD(C) annually based on the estimated cost of providing reimbursable contract management services.

- a. DCMA submits reimbursable rate exhibits for approval and publication into the OUSD(C) Green Book IAW DoD 7000.14-R.
- b. Guidance for establishing reimbursable support agreements is in DCMA-MAN 4501-05.
- c. All questions related to support agreements will be directed to the ASAM.
- d. All agreements involving the commitment of DCMA resources or that have financial implications to the Agency will be formally staffed through FB and GC to the DCMA Director for legal review and approval IAW DCMA-MAN 4501-05.

### **3.2. REIMBURSABLE CUSTOMERS AND PROGRAMS.**

#### **a. DoD Agencies.**

Military Departments may request the Agency perform a wide array of services that may include or require travel, such as an aircraft ferry. Reimbursable work performed for DoD agencies will be IAW an approved support agreement.

#### **b. Non-DoD Organizations.**

NASA, the Department of Energy, Department of Homeland Security, Environmental Protection Agency, Department of Commerce, Department of State, Department of Transportation, and other non-DoD Federal organizations may request services. Reimbursable work for these organizations will be IAW an approved support agreement.

#### **c. FMS Programs.**

DCMA receives FMS funds from DSCA to provide CAS on DoD contracts in support of FMS cases by implementing agencies such as the Navy International Program Office, Missile Defense Agency, U.S. Army Security Assistance Command, etc. DCMA does not receive funds for FMS cases implemented with foreign government/international organizations in which the U.S. has a Reciprocal Agreement or Cooperative Project Agreement where CAS surcharges have been waived. DSCA 5105.38-M, “Security Assistance Management Manual,” lists approved agreements and waived costs in Tables C9.T5., C9.T6., and C9.T7.

**d. Building Partner Capacity (BPC) Programs.**

BPC programs encompass security cooperation and security assistance activities that are funded with U.S. Government appropriations and administered as cases within the FMS infrastructure. DCMA provides an estimated annual CAS budget to DSCA or the Counter-Islamic State of Iraq and the Levant Training and Equipment Fund Budget Officer, which will provide certain Title 10, United States Code (U.S.C.) direct-funded program appropriation to DCMA for BPC support.

**e. DCS Programs.**

DCMA provides CAS when requested by a foreign customer or international organization through the DoDCCP in support of their DCS contracts with U.S. defense suppliers. The DoDCCP implements FMS cases to recoup funds for CAS when a Reciprocal No-charge or Cooperative Project Agreement does not exist with the requesting customer. DSCA provides FMS administrative funds for DCMA to administer these FMS cases.

**3.3. ORDER NEGOTIATION AND FUNDING.**

a. All reimbursable CAS must be supported by a documented support agreement or implemented FMS case/Letter of Offer and Acceptance (LOA). CAS provided on a non-reimbursable basis is covered by an established Reciprocal No-charge or Cooperative Project Agreement. Agreements must be in place prior to performing reimbursable work and obligating funds IAW DoD 7000.14-R. Negotiations and funding for FMS, NASA, DoD non-mission work, OFCAS, and DCS are stipulated in their respective sections of this Manual.

b. Project Managers will select correct Source Codes and Customer Codes to ensure the proper source is billed when creating new service requests for all work entered into the Agency delegation system of record. Selection of the correct Service Set is imperative to ensure correct charging in the Defense Agencies Initiative (DAI) system.

c. A Document Control Number (DCN) auto-generated by the delegation system of record for reimbursable customers is key for the appropriate management of hours expended at the request level and allows for proper billing and payment for services provided.

d. Estimated hours are defined as the number of hours required to complete tasks requested by the customer. Estimating hours can be informed by workload models or determined by the NPO and other reimbursable program estimating techniques. Estimated hours are input to the delegation system of record at the DCN/Service Set level by fiscal year by the designated Program Office or CMO representatives.

(1) Estimated hours may be prorated or input for the life of the delegation by fiscal year during initial acceptance.

(2) Estimated hours may be adjusted throughout the fiscal year to correspond with the actual workload as necessary following initial acceptance.

e. The DCMA assigned activity will provide estimated hours for accepted delegations in the delegation system of record. The number of hours initially obligated by the delegator (DoDCCP/NPO) is used only to establish the delegation and should be revised by the assigned activity as needed. The DCMA CMO/Operational Center supporting reimbursable LODs must review delegations and estimated hours at least annually and document the annual review in the delegation system of record.

f. If revisions to or additional hours are required, the delegatee must identify the total number of hours needed and forward that information to the delegator for approval. Hours worked/charged should never exceed authorized hours without prior approval by the assigned Project Manager, DoDCCP, or NPO. DCS work performed by CMOs for Reciprocal No-charge or Cooperative Project Agreements also require an estimate of hours but do not require authorization or funding obligation.

(1) Adjustment of authorized hours for DCS work performed for Reciprocal No-charge or Cooperative Project Agreements is made at the CMO/activity level. DCMA personnel must report all direct hours expended in support of the request to the assigned DCN in the DAI system.

(2) Functional specialists must accurately input all hours in support of work using the appropriate Project and Task codes in the DAI system IAW labor charging guidance. For DCS work, hours must be entered in whole hours only (e.g., 1.5 hours worked is charged as 2 hours).

(3) DCAA will report hours worked by DCAA on DCS requests in the DCAA Management Information System IAW DCAA policies. DCAA is responsible for billing Funding Customer Identification Code 3041 and the DCN provided with the audit request and will provide FB with their billing statement to support billing reconciliation.

(4) Upon completion of the requested service for NASA, OFCAS, and DCS contracts the DoDCCP and NPO must close the DCN in the delegation system of record.

### **3.4. FMS CAS PROGRAM.**

Contracts with FMS requirements are based on FMS cases/LOAs between the U.S. Government and foreign governments or international customers.

#### **a. Manpower.**

The characterization of FMS manpower positions determines manpower authorization requirements.

##### **(1) Part-Time FMS Employees.**

Personnel contributing less than 90 percent of their work effort in support of FMS CAS programs are considered part-time for the purpose of administering FMS CAS programs. These

personnel generally occupy full-time authorizations; however, their positions are not identified as FMS CAS in the manpower authoritative data system.

(2) Full-Time FMS Personnel.

Personnel contributing 90 percent or more of their work effort in support of FMS CAS programs are considered full-time FMS personnel. These positions must be documented/identified in the manpower authoritative data system. Documentation of 90 percent or more billets and authorizations must be approved using MRF-Cs as outlined in DCMA-MAN 4301-09, "Manpower and Mission Analysis." Manpower cost codes are allotted based on the category of FMS operations being supported as documented on the Resource Page.

(a) Full-Time FMS Operations.

DCMA organization that is fully supported by FMS funding and defined by unique locations/functions that only exist to perform FMS workload.

(b) Other FMS Operations.

All other FMS workload that is not defined as full-time FMS operations.

(3) Full-Time Local National FMS Positions.

Foreign National Direct Hire employees perform FMS CAS support for the FMS OCONUS mission. DCMAI is responsible for the processing and management of Military Interdepartmental Purchase Requests with the U.S. Department of State or specified government Agency that is funded with reimbursable funds. Full-time FMS Local National position status coding on the Unit Manning Report will be IAW DCMA-MAN 4301-09.

**b. FMS Labor Workload and Budget Requirements.**

FMS workload includes hours worked by DCMA employees in support of CONUS and Outside the Continental United States (OCONUS) CAS missions. FMS workload directly in support of FMS contracts is identified and captured in the DAI system. Personnel will record hours IAW labor charging guidance on the Resource Page. When an employee is not cognizant they are working FMS, FB will compute FMS reimbursable earnings IAW the CAS MOA between DCMA, the Defense Finance and Accounting Service (DFAS), DSCA, and DoD 7000.14-R.

(1) Annually, DSCA provides Security Assistance Program Budget Review budget submission guidance to FB. FB distributes this guidance to associated DCMA organizations/activities to ensure timely execution of labor requirements determination and submission of labor budget request to DSCA. This guidance also provides the foundation for applicable nonlabor budget requirements.

(2) PIR will work in partnership with FB, OUs, and HQ Components to determine final FMS labor workload requirements adjusted by Reciprocal No-charge Agreement and Cooperative Project Agreement workloads. As appropriate, CMO requirements are adjudicated and endorsed/approved by respective OU Commanders/Directors, and Operational Center requirements are adjudicated and endorsed/approved by respective HQ Component Executive Directors. FB will recommend overhead distributions to HQ Components for senior leadership approval.

(3) Delegations are an important consideration to optimally determine requirements. Delegations with FMS requirements must be clearly identified as FMS and will include the required information IAW DCMA-MAN 2101-04, "Delegate Surveillance," (e.g., FMS reimbursable workload percentages and Reciprocal No-charge workload percentages). This information will help to facilitate the annual resource requirements and the PPBE process.

(4) FB will coordinate internally and with PIR to validate and approve CONUS and OCONUS operational labor workload requirements for inclusion into the budget submission. FB will review, adjust, validate, and submit the approved CONUS and OCONUS FMS budget to DSCA IAW the DSCA Security Assistance Program Budget Review annual guidance and CONUS and OCONUS labor component calculation requirements pursuant to DoD 7000.14-R.

(5) PIR and FB will review FMS budgetary requirements to meet DSCA submission timelines and FB will establish FMS reimbursable controls that support the PPBE process. Additionally, PIR will review the POM to ensure the included FMS reimbursable estimates accurately reflect known, projected/forecasted workload requirements.

### **c. FMS Non-labor Requirements.**

FMS OCONUS full-time operations have distinct budgeted reimbursable non-labor FMS requirements. All other non-labor requirements executed in support of FMS operations are reimbursed IAW the FMS CAS rate.

(1) DSCA funding allotments allow FB to update the Agency spend plan, document the approved funding level of each requirement, and distribute the spend plan to applicable stakeholders. DCMA will resource non-labor requirements using revenue generated in the conduct of FMS workload with FMS overhead funding.

(2) DCMAI and subordinate CMOs will establish and maintain budget oversight and execution management of all non-labor requirements in support of OCONUS FMS full-time operations. Requirements will be captured for all applicable FMS non-labor requirements IAW DoD 7000.14-R.

(3) DCMAI will provide OCONUS budgetary requirements/projections to FB and PIR annually.

(4) DCMAI will ensure all FMS non-labor requirements are properly validated and documented in the Program Control Document (PCD). All other DCMA Components will validate FMS travel requirements and document in the PCD.

### **3.5. DOD REIMBURSABLE PROGRAMS.**

PIR manages the Agency's DoD Reimbursable Program using a standard process that adheres to the lifecycle as described below. This process will not always result in a reimbursable agreement; however, it provides a thorough method to assess and negotiate potential support.

#### **a. Engage customer and capture requirements.**

Leads for potential new projects may surface from OU customer contacts while performing workload acceptance or from DCMA senior leader engagements from across the Department. Leads must be shared with PIR using contact information found on the Resource Page for this Manual. PIR will coordinate with OUs and Agency stakeholders to fully capture the scope of customer requirements and identify a DCMA Reimbursable Project AO.

#### **b. Develop a proposal.**

PIR will continue to coordinate with OUs and the DCMA Reimbursable Project AO to review requirements, run workload models, and draft a scope of work to determine the estimated cost DCMA may charge to perform work on a reimbursable basis. The DCMA reimbursable work proposal may take shape as a spreadsheet, email, memorandum, or as a multi-page draft statement of work. The DCMA Reimbursable Project AO will develop the proposal, share the cost estimate with the customer, and assess the customer's willingness to pursue a more formal agreement.

#### **c. Negotiate DoD reimbursable projects.**

The DCMA Reimbursable Project AO may negotiate the size and scope of work to be performed by the Agency on a reimbursable basis after working with CMOs/OUs and HQ subject matter experts from PI and FB to refine estimates. Cost estimates may be honed by identifying locations work will be performed and categorizing the job series and grades of the employees that will perform the work. Once negotiations are complete, the DCMA Reimbursable Project AO will present a final DCMA proposal for requested work to the customer. It is critical to include an advisor from GC early in the proposal development. All DoD Reimbursable Project Agreements will follow guidance and templates provided by the ASAM IAW DCMA-MAN 4501-05.

#### **d. Formal coordination and approval.**

Dedicated manpower requirements and authorization needs should be explored with FB planners. The DCMA Reimbursable Project AO will submit negotiated support agreement packages to the DCMA Ft Gregg-Adams HQ List Agency Support Agreement Owners mailbox with all required documentation. The ASAM maintains appropriate templates and a submission



tracking tool on the DCMA Corporate Operations Directorate site. The ASAM obtains required HQ coordination and submits the support agreement package IAW with DCMA-MAN 4501-05 for signature/approval. DCMA Reimbursable Project AOs must be prepared to respond to questions, comments, or recommendations during the formal coordination and approval phase.

**e. Execution of DoD Reimbursable project.**

Once the support agreement is approved, DoD Reimbursable Projects move to the execution phase. To begin executing work on a reimbursable basis, DCMA must receive and process a new order from the support agreement which will serve as the funding document from the DoD customer. All incoming DoD reimbursable work funding documents will be accepted by FB using procedures outlined in Paragraph 3.8. This acceptance process creates Projects and Tasks in DAI, along with the necessary Commercial and Government Entity codes to be used in the DAI timekeeping system by the employees performing or supervising the work. DCMA Components will conduct periodic reviews to determine reimbursable budget and execution performance measured by established performance metrics outlined in Paragraph 4.4. Activities conduct monthly reviews of DoD Reimbursable budget expenditures to assess execution and to adjust as necessary.

**f. Classified requests.**

The Agency Director delegates oversight of classified programs to the DCMAS Director. Classified or Top Secret Special Access Program support requests are administered by DCMAS. DCMAS will brief the Agency Director on classified reimbursable efforts.

**3.6. NON-DOD PROGRAMS.**

NASA and OFCAS are non-DoD programs that reimburse DCMA for support.

a. FB and NPO will update non-DoD program reimbursable orders and funding annually. NASA source and customer codes and funding documents are established at the Agency-level and interagency agreements are available in the delegation system of record.

b. DCMA field organizations must use guidance IAW DCMA-MAN 3101-03 when providing CAS in support or requests issued by NASA or its components.

c. OFCAS MOAs and funding documents are updated as needed and may require CMO involvement.

d. The functional specialist/team leader receiving an OFCAS delegation must first determine whether the request is covered under an existing support agreement and funding document. The functional specialist/team leader must contact the ASAM for guidance if uncertain or when not covered.

e. Newly approved workloads from non-DoD customers will require a reimbursable order to fund the new work. Once the new order and funding documents are received, the CMO must

build the customer profile and funding information in the delegation system of record. FB will receive and load the funding documents in the DAI system to establish the Line of Accounting. The CMO will use the Commercial and Government Entity code for the facility noted as the place of performance on the contract.

f. OFCAS program service requests and delegations must be added to the delegation system of record by the CMO on behalf of the customer.

g. Personnel that are employed full-time, specifically spending 90 percent or more of their time specifically for the purpose of administering the NASA program, should be identified as such. These positions are normally identified as O&M-R NASA in the manpower authoritative data system. Documentation of 90 percent or more billets and authorizations must be approved using an MRF-C as outlined in DCMA-MAN 4301-09 and vetted through the NPO.

h. DCMA personnel must charge direct work to the appropriate Project and Task codes in the DAI system pursuant to DCMA-MAN 4301-06, "DCMA Civilian Pay." Indirect work must be charged to the appropriate program code without a DCN.

i. The Project Manager will upload an electronic copy of the delegation and other pertinent supporting documents (e.g., contracts, purchase orders, and Letter of Referral) into the delegation system of record when creating a request. No proprietary or sensitive data will be uploaded or attached in the delegation system of record.

j. At a minimum, the DCMA NPO is responsible for reviewing annual requirements in the PPBE for the year of execution. This activity is first conducted in coordination with FB during the Budget Estimate Process and then again no later than one quarter prior to the start of the execution year. Additionally, the NPO should review the POM to ensure the reimbursable estimates support future workload requirements.

### **3.7. DCS PROGRAM.**

DCMA HQ is assigned responsibility as the DoDCCP to receive, process, and manage service requests from foreign government/international organizations for the performance of CAS and contract audit services on DCS contracts IAW Defense Federal Acquisition Regulation Supplement 242.002, "Interagency Agreements." The PIR is designated as the DoDCCP. Procedures for supporting foreign DCS are:

a. DoDCCP will implement an FMS case/LOA IAW DSCA 5105.38-M, if one does not already exist, for those foreign government/international organizations that are required to pay for CAS or audit services. The FMS case/LOA is an agreement between the Agency and foreign government/international organization to perform CAS or audit services in support of their DCS procurement. The foreign government organization will deposit required funds in an FMS Trust Fund to recoup Agency costs.

b. The DoDCCP will coordinate with FB to build DAI projects and load the associated DCNs in the DAI system for reimbursable customers and provide the project and task to the Agency activity.

c. Once a CAS or audit service request is established with the eligible foreign customer, the DoDCCP will enter and process all requests (reimbursable and reciprocal) to include other pertinent documents (e.g., an electronic copy of the delegation, contracts, and purchase orders) in the delegation system of record and submit the delegation to the appropriate Agency activity. CAS delegations in support of foreign DCS is pursuant to DCMA-MAN 2501-11.

d. Requests sent directly to the OU/CMO from the foreign customer or contractor will be directed to the DoDCCP. DoDCCP approval is required before work can be performed on foreign customer requests for CAS or audit services pursuant to DCMA-MAN 2501-11.

e. The Agency activity must accept or reject delegations IAW DCMA-MAN 2101-04 and document the decision in the delegation system of record. The activity must coordinate with the DoDCCP if additional time is required. The activity must not reject a delegation without prior coordination with the DoDCCP.

f. When required, the DoDCCP will coordinate with FB to close the FMS case/LOA IAW DSCA 5105.38-M.

### **3.8. MANUAL REIMBURSABLE ORDER PROGRAMS.**

DCMA accepts incoming reimbursable orders according to the guidelines in DoD 7000.14-R, Volume 11A, Chapter 3 and FB guidance.

a. FB will receive, review, and process all incoming Reimbursable Orders.

b. FB monitors the execution of Reimbursable Orders and provides customers, Agency AOs, and Reimbursable Program Managers with first-line support for labor/travel execution and provides monthly status of funds.

c. The FB reimbursable operations team facilitates and manages efforts for executing the Agency's reimbursable program. The operations team assists with questions that pertain to funding documents, labor charging, and properly recording earnings against Reimbursable Orders.

d. FB reimbursable operations analysts support the execution of policy, review Reimbursable Orders or other funding sources that involve reimbursement of funds, and ensure that billing occurs against the reimbursable order or funding document to prevent DCMA use of O&M funding for reimbursable work. The analysts will:

(1) Review financial POC billing to ensure DFAS bills and collects accordingly.

(2) Input funding information associated with NASA and OFCAS into the delegation system of record for CMOs performing CAS work.

(3) Ensure that all acceptance of reimbursable orders are posted to the Reimbursable Order Log.

(4) Produce monthly earning and billing reports.

(5) Close Reimbursable Orders by taking action to return funds. Copies of all funding documents are maintained as an attachment on the FB SharePoint site and in the DAI system.

## **SECTION 4: REIMBURSABLE PROGRAM BUDGET REVIEW PROCESS**

### **4.1. OVERVIEW.**

DCMA utilizes PPBE to align resources against validated requirements across the FYDP, to include reimbursable requirements such as personnel and equipment. As DCMA uses resources to execute the mission workload, the Agency evaluates the performance of reimbursable programs within a quadrennial planning cycle. Programs (by capability board) and budgets (by component) must be formulated annually and address all resources provided to DCMA from OUSD (Acquisition and Sustainment). When successfully implemented, PPBE facilitates sound management of Agency resources and plays an integral role in achieving business and mission objectives to include:

- a. Supporting the objective to provide the DoD with the most effective mix of CAS services, equipment, manpower, and support attainable within fiscal constraints.
- b. Facilitating the alignment of total Agency resources to prioritize capabilities based on an overarching strategy that includes reimbursable and direct mission considerations and balances necessary mission capabilities with risk, affordability, and effectiveness.
- c. Providing mechanisms for implementing fiscally sound decisions in support of the national security strategy and national defense strategy.

### **4.2. REIMBURSABLE REQUIREMENTS BUDGET SUBMISSION-FYDP.**

It is important to note that reimbursable dollars are not programmed across the FYDP. Only the forecasted first year is included in the POM, Budget Estimates Submission, and President's Budget. While reimbursable funds are not included in the FYDP, forecasted reimbursable dollars significantly shape the Agency's utilization of direct funds. For this reason, it is necessary to identify and document potential revenue generated from supporting a specific CAS mission. Those revenues will be aligned to the Activity performing the work. As with processes developed for programming direct resources, FB is a consumer of information. To successfully execute reimbursable resourcing, input will be required from FMS and PIR, FB, and the Activities IAW the annual Program and Budget Review guidance.

- a. OUSD provides fiscal guidance to FB for dissemination across the Agency.
- b. Components provide fiscal year and projected personnel requirements across the FYDP, inclusive of reimbursable resources.
- c. PIR reviews workload models for insight on FMS workload to project potential workload requirements. NPO will verify and submit DCMA NASA operational/Region workload to project potential revenue. FB aligns reimbursable dollars to Agency activities and revenue thresholds.

d. FB publishes external customer top-line future years projected potential revenue thresholds. They develop business rules for distribution of projected revenue between labor and non-labor and for how the Information Technology Executive Directorate and Facilities Management allocate reimbursable funding for non-labor and identify the ratio for distribution of overhead costs.

e. Regional and CMO Commanders/Directors submit and/or verify that requirements have been approved through Intake. They provide future years memoranda for requirements to FB to update the PCD Tool with requirement resourcing data across future years, to include the Program Element and Object Class.

f. FB manages the PCD Tool for data storage; collects and reviews the future year's memoranda from the Activities; aligns dollars to requirements IAW established reimbursable business rules; generates dashboards from the PCD for leadership and the Activities; and generates the Unresourced Requirements Catalogue.

#### **4.3. REIMBURSABLE REQUIREMENTS BUDGET SUBMISSION-BUDGET YEAR.**

FB will coordinate with PI and applicable program management offices to analyze reimbursable and non-reimbursable programs utilizing projected workload data and request information from external customer agencies to forecast budget year reimbursable program resources.

a. OUSD(C) provides "top line" Resource Management Decisions for FB distribution across the Agency.

b. FB reviews Agency requirements inclusive of FMS, NASA, and other reimbursable and reciprocal programs. FB, in coordination with PIR and NPO, prepares and submits reimbursable requirements to DSCA and NASA respectively.

c. As needed, Component leads evaluate the impact of execution of reimbursable programs on budget estimates, facilitate dialogue of workload estimates and consolidate/submit responses and counterproposals, and review any revisions to DoD reimbursable from support agreement estimates. Manpower analysts may have a role in establishing or revising authorizations in the manpower authoritative data system to support changes in workload.

d. PIR reviews DoD Reimbursable estimates for the budget year and submits to FB.

e. FB projects revenue from reimbursable earnings and adjusts President's Budget controls using revised reimbursable projections. Business rules determine allocation of revenue.

#### **4.4. REIMBURSABLE REQUIREMENTS MONITORING-EXECUTION YEAR.**

DCMA Components conduct periodic reviews to determine direct and reimbursable budget and execution performance as measured by established performance metrics.

a. FB notifies activity Fund Control Officers and Agency stakeholders that customer Agency funding has been received and is available for execution.

b. FB receives notice that reimbursable funding is available and informs applicable HQ Components and OUs. Monthly Commitment Plans (MCPs) are revalidated/updated based on reimbursable funding received and labor quotas/targets are prepared by anticipated FTE hours and dollars. FB also revalidates/updates anticipated non-labor travel execution and distributes to applicable financial POCs.

c. FB updates the final Agency plan and funding letter in conjunction with the labor and non-labor target revalidation at the start of the execution year.

d. HQ Components and OUs revise plans and MCPs for the execution year based on new reimbursable work.

e. Supervisors disseminate labor charging guidance to subordinates and monitor reimbursable labor execution using the DAI Oracle Time and Labor Supervisor Dashboard and/or DAI Oracle Business Intelligence Enterprise Edition reports (i.e., “Labor Cost Report” on the Management Dashboard or the “Timecard Details Report Full Functional” on the HR Executive Dashboard).

f. FB monitors labor and non-labor execution and updates MCPs in coordination with the HQ Components, OUs, and FB.

g. FB reviews labor and non-labor execution and updates the Agency reimbursable plan. In addition, FB conducts monthly reviews with program offices and reports to external customers as required and monitors monthly billings in coordination with DFAS.

h. In support of fiscal year closeout, FB will coordinate final reconciliation of all open orders to close out with final billings and return unexecuted funding to the requesting organization.

#### **4.5. EXECUTION REVIEWS.**

Reimbursable budget expenditures are formally reviewed throughout the year to assess execution and adjust as necessary.

##### **a. Budget Execution Review.**

FB reviews the monthly report of actual reimbursable funds earned by the OU to ensure the Agency does not exceed its annual reimbursable authority. FB will report significant execution variances greater than plus or minus 3 percent in reimbursable programs to the Senior Leadership Team during monthly Workload and Resourcing Room as required.

**b. Monthly Review of Billings.**

Monthly reviews ensure that customer billings occur within 30 days of earnings IAW DoD 7000.14-R, Volume 11A, Chapter 1, “General Reimbursement Policy.” FB calculates and distributes fringe benefit expenditures for labor execution prior to billing each month for DoD reimbursable programs. FB will provide Project Managers with status of funds monthly. FB reviews accounts receivable prior to authorizing DFAS to execute the billing.

**c. Dormant Accounts Review-Quarterly.**

FB reviews selected obligations and expenditures and supporting documents quarterly to ensure they are current and valid. Requested samples are entered in the automated Dormant Account Review-Quarterly tool and submitted to OUSD(C).

**d. Mid-Year Review.**

FB reviews and reports actual reimbursable funds earned by the Regions to ensure they align with reimbursable budgetary plans. Unfunded reimbursable requirements for the year of execution are identified and processed IAW DCMA-MAN 4301-02, Volume 2, “Budget Formulation and Execution: Budget Execution.” FB reports the FMS CAS and administrative reimbursable program execution to DSCA.



## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
AO	Action Officer
ASAM	Agency Support Agreement Manager
BPC	Building Partner Capacity
CAS	Contract Administration Services
CMO	Contract Management Office
CONUS	Continental United States
DAI	Defense Agencies Initiative
DCAA	Defense Contract Audit Agency
DCMA-MAN	DCMA Manual
DCMAI	International Command
DCMAS	Special Programs Command
DCN	Document Control Number
DCS	Direct Commercial Sales
DFAS	Defense Finance and Accounting Service
DoDCCP	DoD Central Control Point
DSCA	Defense Security Cooperation Agency
FB	Financial and Business Operations Directorate
Fiscal Service Form 7600A	United States Government General Term & Conditions
Fiscal Service Form 7600B	United States Government Order Form
FMS	Foreign Military Sales
FTE	Full-Time Equivalent
FYDP	Future Years Defense Program
GC	Office of the General Counsel
GT&C	General Term and Conditions
HQ	Headquarter
IAW	in accordance with
LOA	Letter of Offer and Acceptance
LoD	Letter of Delegation
MCP	Monthly Commitment Plan
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding

MRF-C	Manpower Request Form-Civilian
NASA NPO	National Aeronautics and Space Administration NASA Program Office
O&M	Operations and Maintenance
OCONUS	Outside the Continental United States
OFCAS	Other Federal Agency Contract Administration Services
OU	Operational Unit
OUSD	Office of the Under Secretary of Defense
OUSD(C)	Office of the Under Secretary of Defense (Comptroller)
PCD	Program Control Document
PI	Portfolio Management and Business Integration Executive Directorate
PIR	Foreign Military Sales and DoD Reimbursable Program Management Division
POC	point of contact
POM	Program Objective Memorandum
PPBE	Planning, Programming, Budget, and Execution
TD	Quality Assurance and Technical Directorate
U.S.C.	United States Code

## GLOSSARY

### G.2. DEFINITIONS.

TERM	DEFINITION
AO	Serves as the primary focal point for reimbursable work projects from identifying a lead, through proposal development, negotiation, securing approvals/signatures, and monitoring of the project as executed by OUs.
BPC	Security cooperation and security assistance activities that are funded with U.S. Government appropriations and administered as cases within the FMS infrastructure. These programs provide defense articles and/or services to other U.S. government departments and agencies under the authority of Section 1535 of Title 31, U.S.C., also known and referred to in this issuance as “The Economy Act,” or other transfer authorities for the purpose of building the capacity of partner nation security forces and enhancing their capability to conduct counterterrorism, counter drug, and counterinsurgency operations, or to support U.S. military and stability operations, multilateral peace operations, and other programs.
CAS Delegation	Delegation will be either full or partial CAS delegation. Full CAS delegation entails DCMA administering customer contracts, including both business and technical attributes (i.e., progress payments, award fees, business system reviews/approvals, acceptance, and contract closeout). Partial CAS delegation involves only the delegated Contract Administration Service attributes identified by the customer.
Cooperative Project Agreements	Any acquisition program or technology project that includes participation by one or more foreign nations, through an international agreement, during any phase of a system’s life cycle. These programs are conducted under OUSD (Acquisition and Sustainment) oversight and are referred to by OUSD and the Military Departments by a variety of terms (e.g., Armaments Cooperation, International Armaments Cooperation, Defense Cooperation in Armaments, and International Cooperative Research and Development). Unlike the other forms of international cooperation, the DoD is a full partner in an International Cooperative Program, providing an equitable

share of program costs using appropriated funds, with the effort being jointly managed by the DoD and partner nation or nations to meet mutual requirements.

<b>DAI</b>	A DoD Financial system that is intended to transform the budget, finance, and accounting operations of most Defense Agencies to achieve accurate and reliable financial information in support of financial accountability, and effective and efficient decision-making throughout the Defense Agencies in support of the missions of the warfighter.
<b>DCN</b>	The control or billing number that is auto generated by the delegation system of record for requests CAS customers.
<b>DCS</b>	One of the DoD Security Assistance Programs authorized by Section 2751 of Title 22, U.S.C., also known and referred to in this issuance as “The Arms Export Control Act of 1976,” where eligible foreign partners may contract directly with our U.S. suppliers for the purchase of defense articles. A sale of defense articles or defense services made pursuant to a Department of State issued license by U.S. industry directly to a foreign buyer, and which is not administered by DoD through FMS procedures.
<b>FMS</b>	That portion of U.S. security assistance authorized by The Arms Export Control Act of 1976 and conducted based on formal contracts or agreements, via LOA, between the U.S. Government and an authorized recipient government or international organization. FMS includes government-to-government sales of defense articles or defense services from DoD stocks or through new procurements under DoD-managed contracts, regardless of the source of financing. Security Assistance programs support U.S. national security and foreign policy objectives and increase the ability of friends and allies to deter and defend against possible aggression, promote the sharing of common defense burdens, and help foster regional stability.
<b>GT&amp;C</b>	Used as an agreement between federal program agencies for intergovernmental reimbursable buy and sell activities on Fiscal Service Form 7600A, “United States Government General Term & Conditions.”

<b>Interagency Agreement</b>	Appropriate term for CAS workload acceptance and may be used for referring to an agreement between a DoD Component and non-DoD agencies.
<b>International Agreement</b>	<p>For complete definition, see DoD Instruction 5530.03, “International Agreements.” Any agreement, oral or written, with one or more international organizations and governments (including their agencies or organizations) that:</p> <ul style="list-style-type: none"><li>• Is signed or agreed to by appropriate-level personnel of the DoD.</li><li>• Signifies the intention of the parties to be bound in international law.</li><li>• Can be in the form of an international agreement, MOU, MOA, memorandum of arrangements, technical arrangement, cooperative agreement, or any other name.</li></ul>
<b>LOA</b>	For FMS and DCS, a U.S. DoD letter by which the U.S. government offers to sell to a foreign government or international organization U.S. defense articles and defense services pursuant to The Arms Export Control Act of 1976. The LOA lists the items and/or services, estimated costs, and the terms and conditions of sale; it also provides for the signature of an appropriate foreign government official to indicate acceptance.
<b>Military Interdepartmental Purchase Request</b>	A method of transferring funds amongst U.S. military organizations.
<b>MOA</b>	Used to document and execute or deliver support with or without reimbursement between any two or more parties. An MOA can be used to further detail terms and conditions when a support agreement involves reimbursement.
<b>MOU</b>	Used to document support agreements between DCMA and one or more parties without an expectation of reimbursement.
<b>Non-Mission Work</b>	Work characterized outside of an organization’s mission. DCMA may be reimbursed for performing non-mission work for other entities.
<b>OFCAS</b>	Federal non-DoD programs that are Department of Energy, Department of Homeland Security, Environmental

Protection Agency, U.S. Coast Guard, and Department of Commerce.

**OU**

A DCMA organization that is a Regional Command, DCMAI, DCMAS, Aircraft Integrated Maintenance Operations Command, or Cost and Pricing Command.

**Reimbursable Order**

An agreement between federal program agencies for intergovernmental reimbursable buy and sell activities on Fiscal Service Form 7600B, "United States Government Order Form."

**Unit Manning Report**

Authoritative data source that displays positions attributes of validated requirements, authorizations, and incumbents.

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- United States Code, Title 31