



## **DCMA Manual 4301-13**

### **DCMA Acquisitions**

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**Organizational Infrastructure Capability Board**

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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 provides standardized procedures for acquisition and procurement-related processing across DCMA.
- Implements the process for a Multi-Functional Team for services contract requirements as required by DoD Instruction 5000.74.
- Establishes the DCMA Services Requirements Review Board.
- Describes how to prepare and process Purchase Requests, Services Requirements Review Board Packages, and Ratification of Unauthorized Commitment documentation.
- Implements policy and Agency procedures for business functions necessary to obtain goods and services through the DCMA Procurement Center using procurement processes and procedures including executing procurement requirements, procurement planning, strategy, procurement award and management, receipt and acceptance, and closeout.
- Implements policy and prescribes Agency procedures for DCMA Contracting Officer’s Representatives.

## TABLE OF CONTENTS

<b>SECTION 1: GENERAL ISSUANCE INFORMATION.....</b>	<b>5</b>
1.1. Applicability.....	5
1.2. Policy.....	5
1.3. Summary of Changes.....	5
<b>SECTION 2: RESPONSIBILITIES .....</b>	<b>7</b>
2.1. Director, DCMA .....	7
2.2. Deputy Director, DCMA .....	7
2.3. GC .....	7
2.4. Executive Director, Contracts.....	7
2.5. HCA .....	8
2.6. Executive Director, Financial and Business Operations (FB).....	8
2.7. Director, Subcontract and SB Compliance Center .....	9
2.8. Component Heads.....	9
2.9. Advocate for Competition .....	10
2.10. Director, AQP. ....	10
2.11. Director, PC .....	11
2.12. DCMA KO.....	12
2.13. DCMA CS.....	13
2.14. COR .....	14
2.15. PM/RO/RA .....	14
2.16. MFTs.....	15
2.17. Procurement Policy Analyst/SRRB Coordinator .....	15
<b>SECTION 3: PROCEDURES .....</b>	<b>17</b>
3.1. SRRB .....	17
3.2. Acquisition Planning.....	19
3.3. MFTs.....	20
3.4. PALT.....	23
3.5. DAI Procure to Pay.....	24
3.6. PR Package .....	25
3.7. Policy Reviews.....	27
3.8. Acquisition Milestone Checklist.....	27
3.9. Market Research Report .....	28
3.10. Justification for Other Than Full and Open Competition .....	29
3.11. IGCE .....	30
3.12. PWS/Statement of Work (SOW).....	31
3.13. QASP .....	31
3.14. Technical Specifications.....	32
3.15. Contracted Services Checklist.....	32
3.16. CDRL .....	33
3.17. DCMA Security Review Worksheet .....	33
3.18. GFP .....	34
3.19. Technical Capability Checklist.....	34

3.20. Authorization for Conferences or Speakers .....	35
3.21. COR Nomination Procedures and Contract Surveillance .....	35
3.22. Protests .....	42
3.23. Contract Reconciliation/Deobligation/Closeout.....	42
<b>SECTION 4: RATIFICATION OF UC .....</b>	<b>44</b>
4.1. Ratification Package .....	44
4.2. Ratification Procedures.....	44
<b>GLOSSARY</b>	
G.1. Abbreviations and Acronyms .....	47
G.2. Definitions.....	49
<b>REFERENCES.....</b>	<b>51</b>

## **TABLES**

Table 1. Procurement Submission Timeframes (Notional).....	24
Table 2. Contracting Officer's Representative Training Requirements Summary-Type A .....	39
Table 3. Contracting Officer's Representative Training Requirements Summary-Type B.....	40
Table 4. Contracting Officer's Representative Training Requirements Summary-Type C.....	41

## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This Manual applies to all DCMA activities involved in the acquisition of supplies or services for the Agency through the DCMA Procurement Division (AQP).

### **1.2. POLICY.**

This Manual applies the governing principles for acquisition by establishing a process for management and execution of DCMA requirements. It is DCMA policy to:

- a. Establish and maintain clearly written, current DCMA policy issuances to achieve the Agency's mission and comply with laws, regulations, and DoD policies.
- b. Execute this Manual in a safe, efficient, effective, and ethical manner.

### **1.3. SUMMARY OF CHANGES.**

The following reflects the major changes to the Manual:

- Adds responsibilities for creating Quality Assurance Surveillance Plans (QASPs).
- Adds responsibilities for reporting unsatisfactory performance or departure of Contracting Officer's Representative (COR).
- Clarifies COR guidance.
- Reinforces the need for a Services Requirements Review Board (SRRB) briefing for additional funds when circumstances warrant.
- Updates DCMA SRRB requirements to mirror those outlined in DoD Instruction (DoDI) 5000.74.
- Clarifies that DCMA SRRB procedures apply to bridge contract actions associated with previously approved Services Requirements Review Board actions.
- Clarifies procedures that occur during SRRB processing.
- Updates policy on Ratifications.
- Removes requirement for "Request for Ratification Form" when documenting and submitting ratification actions to the Acquisitions Directorate.
- Adds ratification payment processing documentation instructions.
- Updates guidance on decision maker when DCMA Procurement Division Policy Branch and Procurement Center (PC) disagree on Policy reviews.
- Adds updated link for DAU Credential CACQ-001 in Resource section.
- Updates responsibilities of General Counsel (GC) and Small Business (SB) Office based on current review thresholds.
- Updates guidance on Multi-Functional Team (MFT) package documentation.
- Updates Evaluation Factors Form to the Technical Capability Checklist.
- Clarifies market research policy.

- Clarifies differences between Requiring Activity (RA) and contracting office justification templates.
- Adds procurement sensitivity statements to market research and Justification & Approvals paragraphs.
- Clarifies policy on Contracted Services Checklist.
- Clarifies policy on Contract Data Requirements List.
- Updates guidance on Government Furnished Property (GFP) procedures.
- Clarifies policy on past performance documentation.
- Clarifies policy on processing of contract options.
- Clarifies guidance on technical evaluations.
- Updates issuance formatting for 508 compliance.

## **SECTION 2: RESPONSIBILITIES**

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

The Director will:

- a. Direct and manage activities within the agency consistent with the policies, requirements, principles, standards, procedures, and practices prescribed by the Office of the Under Secretary of Defense (OUSD) Acquisition and Sustainment (A&S).
- b. Delegate Head of the Contracting Activity (HCA) responsibilities to the Executive Director, Contracts.

### **2.2. DEPUTY DIRECTOR, DCMA.**

The Deputy Director will:

- a. Chair the DCMA SRRB.
- b. Approve Services Acquisition Category Level III, IV, and V solicitations and contracts according to DoDI 5000.74, "Defense Acquisition of Services."

### **2.3. GC.**

The Executive Director, GC will:

- a. Review contractual documents to determine legal sufficiency when required.
- b. Review all Protests, Undefined Contract Actions, and Ratifications.
- c. Participate in the SRRB meetings as a voting member.
- d. Provide GC representation on MFTs to ensure legal sufficiency and proper funds.
- e. Review certain Justification and Approvals (J&As) according to the Review Thresholds Chart.

### **2.4. EXECUTIVE DIRECTOR, CONTRACTS.**

The Executive Director, Contracts will:

- a. Maintain overall responsibility for managing PC contracting activity.
- b. Review and approve/disapprove all contracting documents that require higher level authority.

- c. Manage the competency and structure of the contracting and property administration workforce.
- d. Interface with the OUSD (A&S) on policies, procedures, and other executive decisions.
- e. Ensure consistency in execution of contract administration and procurement.
- f. Participate in the SRRB as a voting member.
- g. Support the Deputy Director, Contracts, in their obligation to:
  - (1) Act as the Executive Director, Contracts, in their absence, when delegated, and participate in the SRRB as a voting member.
  - (2) Review and approve/disapprove all procurement-related documents that require higher-level approval authority according to the Review Thresholds Chart.

## **2.5. HCA.**

The HCA will:

- a. Approve J&As according to Subpart 6.304(a)(4) of the Federal Acquisition Regulation (FAR).
- b. Review and approve/disapprove acquisition strategies/plans for bundled DCMA-contracted services requirements according to Subpart 7.107 of the FAR, if applicable.
- c. Approve/disapprove Services Acquisition Category Level II solicitations and contracts according to DoDI 5000.74.
- d. Select, appoint, and terminate the appointments of Contracting Officers (KOs). The HCA is authorized to delegate this authority.
- e. Ratify/deny Unauthorized Commitments (UCs) and serve as the Agency ratification authority.

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

The Executive Director, FB, will:

- a. Provide FB representation on MFTs to ensure fiscal law compliance.
- b. Participate on the SRRB as a voting member.



## **2.7. DIRECTOR, SUBCONTRACT & SB COMPLIANCE CENTER.**

The Director, Subcontract & SB Compliance Center, will:

- a. Provide oversight of SB and socio-economic goals assigned to, and achievements made by, the PC.
- b. Assist with locating viable SB companies.
- c. Monitor the prime contractor's subcontracting performance against subcontracting goals through the electronic Subcontract Reporting System for applicable DCMA contracts.
- d. Ensure a DD Form 2579, "Small Business Coordination Record," located on the Resource Page, is completed, and approved according to Subpart 219.201 of the Defense Federal Acquisition Regulation Supplement (DFARS) and Subpart 253.219-70 of DFARS Procedures, Guidance, and Instruction (PGI). DD Form 2579 is not required for commercial contract actions that are totally set-aside for SB below the Simplified Acquisition Threshold (SAT) or for use of mandatory sources (see Resource Page).
- e. Participate in the SRRB in an advisory role when required.

## **2.8. COMPONENT HEADS.**

Component Heads will:

- a. Ensure SRRB packages and services requirements/purchase request (PR) packages are developed and submitted to AQP Policy Branch (SRRB packages) or PC (PR packages) for appropriate level of review, approvals/disapprovals, and processing. Ensure the signed MFT Checklist is uploaded in the Defense Agencies Initiative (DAI) system, as an authoritative source, before approving the package.
- b. Identify and confirm that requirements are captured in the Program Control Document or Spend Plan and funded in the year of execution or across the Future Years Defense Program if the requirement is enduring.
- c. Certify/deny that requirements represent a bona fide Agency need. The submission of a SRRB package to the AQP Policy Branch, or a PR package to the PC, denotes the Component Head's certification of bona fide need.
- d. Ensure funding availability within baseline controls.
- e. Ensure qualified Program Managers (PMs) with relevant career field certifications (e.g., Program Management, Life Cycle Logistics, or Information Technology (IT)) are identified and appointed to lead the MFTs for major program acquisitions in accordance with (IAW) DoDI 5000.02, DoDI 5000.74, and DoDI 5000.75, or a knowledgeable Requirement Owner (RO) is appointed for other acquisitions.

f. Nominate a COR early in the acquisition cycle to provide subject matter expertise during contract planning and formation and familiarity with the COR responsibilities that will be delegated.

g. Ensure that PMs and CORs perform contract-related duties according to appointment.

h. For UCs, take positive action to preclude future UCs requiring ratification (see Section 4), and in the case of an occurrence of a UC, appoint a fact finder to investigate the circumstances and complete the Statement of Facts (SoF) describing the situation that led to the UC.

i. Complete and sign the SoF for UCs.

j. Ensure appropriate preventative, administrative, and/or disciplinary action is taken if warranted by the circumstances and the SoF.

k. Ensure Operations Security (OPSEC) requirements associated with Critical Information and Indicators are identified in procurement documents providing guidance to contractors IAW DCMA Manual (DCMA-MAN) 3301-06, "Operations Security."

l. Ensure Controlled Unclassified Information (CUI) provided to contractors or to be produced by the contractor associated with the contract action is identified in all procurement documents IAW DoDI 5200.48. Greater than basic CUI safeguarding or dissemination controls requirements, if applicable, will also be identified in all contractual documents.

## **2.9. ADVOCATE FOR COMPETITION.**

The Deputy Director, Contracts, will serve as the Advocate for Competition and approve J&As according to Subpart 6.304(a)(2) of the FAR.

## **2.10. DIRECTOR, AQP.**

The Director, AQP, will:

a. Develop and maintain internal contracting policy, procedures, and oversight of the DCMA procurement process as it pertains to the PC.

b. Review PC requirements and acquisition plans or strategies for compliance with law and regulatory guidance according to the Review Thresholds Chart.

c. Participate in SRRB meetings as an advisory member and a voting member as delegated only in the absence of Executive Director, Contracts, and Deputy Executive Director, Contracts.

d. Review and approve/disapprove all documents going to higher-level approval authorities according to the Review Threshold Chart.

e. Provide a decision in cases of disagreement between the AQP Policy Branch and the KO and/or PC Director resulting from a policy review.

f. Serve as mediator and final reviewing official between the KO and contractor when a disagreement takes place between the two parties regarding the contractor's performance assessment. In instances of disagreement, the Director, AQP, will review, sign, and close the evaluation in the Contractor Performance Assessment Reporting System (CPARS). The HCA is authorized to delegate this authority.

## **2.11. DIRECTOR, PC.**

The Director, PC, will:

a. Manage the personnel and workload within PC to award contracts through the PC or to be awarded by the PC through another DoD component's contract vehicle, including military departments or other Federal agencies as authorized in support of the Agency mission.

b. Maintain KO oversight of Economy Act Determination and Findings (D&F) for outgoing Military Interdepartmental PRs when required.

c. Participate in the SRRB meetings in an advisory role.

d. Review solicitation and award documentation for consistency and compliance with laws and regulations according to the Review Thresholds Chart.

e. Assign personnel to an MFT for PC services requirements equal to or greater than the SAT.

f. Verify the integrity of Federal Procurement Data System Contract Action Reports in System for Acquisition Management and incorporate data accuracy reporting objectives in procurement personnel written performance standards/plans.

g. Ensure KOs and Contract Specialists (CSs) are monitoring COR qualifications/certifications and performance; and ensuring COR monthly reports are completed and contractor is performing according to the contract terms and conditions.

h. Ensure that only duly appointed KOs, acting within their authority per DCMA-MAN 4201-01, "Acquisition Warrants and Appointments," legally bind the Federal Government in the procurement of supplies and services.

i. Ensure that all KOs and CSs are properly certified and trained according to their rank or grade-level and level of responsibility.

j. Review all procurement-related documents going to higher-level authorities according to the Review Thresholds Chart.

## **2.12. DCMA KO.**

The KO will:

- a. Review documents prepared by the CS to ensure all requirements of law, executive orders, regulations, and other applicable procedures have been met. Review PR package documentation and appropriation type to ensure accuracy.
- b. Provide advice and assistance to customers and participate in MFTs for DCMA-contracted services requirements equal to or greater than SAT.
- c. Conduct negotiations on cost/pricing and other contractual terms and conditions with contractors.
- d. Ensure appropriate approvals have been obtained prior to releasing acquisition documentation.
- e. Approve or deny and sign acquisition documents within their warrant appointment authority IAW DCMA-MAN 4201-01.
- f. Ensure Procurement Policy review comments are returned to the AQP Policy Branch before solicitation, award, or modification release/signature.
- g. Determine the COR Type and define the minimum COR competencies, experience, and training requirements based on the nature and complexity of the contract requirements and performance risk.
- h. Review and approve or deny COR nominations and appoint CORs in the Procurement Integrated Enterprise Environment (PIEE) (see link on Resource Page) Joint Appointment Module (JAM).
- i. Review COR monthly reports according to the QASP, Performance Requirements Summary (PRS), and contract terms and conditions.
- j. Ensure the COR is familiar with and understands the contract.
- k. Review the COR's surveillance files annually.
- l. Approve J&As per Subpart 6.304(a)(1) of the FAR.
- m. Participate in SRRB meetings in an advisory role in the absence of the PC Director.

## **2.13. DCMA CS.**

The CS will:

- a. Receive work assignments and directions from the KO or PC Director.
- b. Provide procurement advice and assistance to customers.
- c. Review PR package documentation to ensure accuracy.
- d. Coordinate with customer to obtain missing documentation or information.
- e. Create solicitation and award documentation according to law, regulation, and Agency procedures.
- f. Conduct thorough market research to verify and supplement the PM/RA market research, according to Part 10 of the FAR.
- g. Keep customers informed on status of their procurement package.
- h. Resolve Procurement Policy Review comments and submit for KO concurrence and/or signature.
- i. Return resolution of Procurement Policy Review comments before solicitation, award, or modification release/signature.
- j. Review COR monthly reports to ensure completion and verification that contractor is performing according to the contract terms and conditions. Elevate concerns to the KO for resolution.
- k. Assist the KO in administration of contracts to include oversight of CPARS data on open contracts.
- l. Participate in MFTs for DCMA-contracted service requirements and participate in SRRB reviews, if required.
- m. Participate in post-award performance reviews, if required, as an MFT member for DCMA services contracts.
- n. Prepare DD Form 254, "Contract Security Classification Specification," if applicable for DCMA Information Security (INFOSEC) review.

## **2.14. COR.**

The COR will:

- a. Ensure appropriate technical qualifications, training, and experience requirements according to DoDI 5000.72 and this Manual have been met prior to requesting a COR appointment.
- b. Review, understand, and familiarize themselves with the terms and conditions of the contracts to which they are assigned.
- c. Perform appointed/delegated COR duties according to DoDI 5000.72, DoD COR's Guidebook, additional DoD COR policies, and this Manual.
- d. Promptly notify the KO of employment changes or other circumstances necessitating termination of COR appointment so that appointments can be terminated and replacement CORs appointed so proper oversight is maintained throughout the life of the contract.

## **2.15. PM/RO/RA.**

The PM, RO, or RA will:

- a. Manage risk and structure a tailored, responsible, and efficient program or action.
- b. Provide input to the applicable Component Head on process design, requirements, trainings, and other matters that may influence the acquisition strategy for Defense Business Systems IAW DoDI 5000.75.
- c. Complete and self-certify the DCMA-required training suite for all ROs outlined in Section 3.3. (see Resource Page for training links).
- d. Form and lead MFTs if required, schedule meetings with MFT members, document meeting results, and ensure the team fully coordinates on the creation and assembly of services requirements/PR packages.
- e. Assemble and submit SRRB briefings (see Section 3.1.).
- f. Prepare the QASP for services requirements greater than the SAT (see Subpart 2.1 of the FAR for current dollar value) to establish procedures for the COR on how to track the contractor's performance.
- g. Ensure services requirements/PR packages are complete, accurate, and submitted properly to PC or external contracting activity for processing.
- h. Keep the applicable Component Head informed on status of the package.

i. Identify prospective CORs and verify that the COR nominees have the necessary technical qualifications, training, and experience commensurate with the contract requirements. Ensure to the maximum extent practicable that the COR nominees have no personal conflicts of interest in performing their COR responsibilities.

j. Verify CORs are regularly monitoring contractor performance to ensure performance is according to the contract terms and conditions and upload the monthly COR reports to the Surveillance Performance and Monitoring Module. Elevate COR performance issues to the CS and KO immediately for resolution.

k. Immediately notify the KO of the COR's unsatisfactory performance, transfer to another Service/Agency, or retirement. Additionally, KO notification is required when a new COR is appointed either in lieu of or in addition to the current COR.

## **2.16. MFTs.**

MFT members will:

a. Conduct meetings and discussions to develop procurement documentation, including market research.

b. Work together as early as possible, at inception of the requirement, to build successful programs/procurements, identify and resolve issues, make sound and timely recommendations, assist in defining requirements, develop services requirements/PR package documentation, and maintain oversight of the program or requirement throughout acquisition phases.

c. Participate in the SRRB meetings, if applicable at the SRRB stage, to represent service requirements and answer the Board's questions.

## **2.17. PROCUREMENT POLICY ANALYST/SRRB COORDINATOR.**

The AQP Procurement Policy Analyst will:

a. Review PC solicitation, award, and modification documentation to ensure compliance with law and regulatory guidance at the designated dollar values (see Review Thresholds Chart on Resource Page).

b. Provide written comments to PC personnel for corrections to documents reviewed, if needed.

c. Serve as Procurement Action Officers for the coordination and review of all internal DCMA policy issuances as well as OSD issuances, taskers, and data calls. Act as Agency points of contact for all applicable OSD procurement reporting.

d. Manage the DCMA SRRB program.

- e. Review SRRB packages.
- f. Participate in SRRB meetings as moderators and policy advisory members.
- g. Serve as DCMA Risk Management Internal Control Program representative for AQP-related initiatives.



## SECTION 3: PROCEDURES

### 3.1. SRRB.

a. AQP is responsible for the SRRB to report annually all Agency acquisitions of services by private sector entities at the required dollar values (see Section 3.1.b.) and any savings or cost increases to the OUSD Defense Pricing and Contracting per DoDI 5000.74. Therefore, applicable services requirements (see Section 3.1.b.) are required to be submitted by the PM/RO/RA to the DCMA SRRB for review and approval. The RA is defined as the organization generating the action, whereas the RO is defined as the individual with the responsibility within the organization for the action. SRRB actions must be submitted 9 months plus the Procurement Action Lead Time (PALT) required by the PC or external contracting office, if applicable (see Section 3.4.c. and Resource Page), prior to the projected start date. The SRRB is not intended to be an acquisition package review, and the requirement can be unfunded at the time. The SRRB is not a procurement process; however, for PC service actions at the threshold dollar value (see Section 3.1.b.), a SRRB approval is required. The SRRB is only for Senior Leadership approval to proceed with the procurement and provides senior leaders with the ability to prioritize and approve service expenditures.

b. SRRB approval is required for the service requirements listed below with estimated value of \$10 million and greater over the Future Years Defense Program (5 years), upon establishment of the Spend Plan and **prior** to beginning the procurement process (see Resource Page for briefing template). The DCMA SRRB approval validates the Agency's bona fide need for the service requirement and intent to procure but does not constitute approval of the acquisition strategy or other contractual requirements, nor is it an approval to execute funds. Those activities will be discussed outside of the SRRB with the appropriate procurement points of contact, GC, FB, SB, Policy, and PM/RA as required (see Threshold Chart on this Manual's Resource Page).

(1) New services requirements, including those acquired on DCMA's behalf by external agencies.

(2) Follow-on/renewal requirements for services contract actions including those acquired on DCMA's behalf by external agencies.

(3) Requests to exercise a services' contract option period.

(4) Requests for task/delivery orders under Indefinite Delivery Indefinite Quantity or Blanket Purchase Agreement eCalls; Indefinite Delivery Indefinite Quantity based on total contract value; and per eCall value for Blanket Purchase Agreements.

(5) Bridge contract actions, including those previously approved by the SRRB (extensions pursuant to FAR Clause 52.217-8 are not considered bridges, but extensions may be covered by the additional funds requirement, see Section 3.1.m.). The bridge action SRRB template is available on the Resource Page.

c. The following requirements, even if classified under a Services' Product Service Code, **do not require** SRRB approval:

(1) Utilities.

(2) Web based subscriptions (electronic, digital) such as safety codes, military specifications and standards, human resource/civil services publications (CyberFeds), and Federal Contract Reports.

(3) Electronic mail postage for metering equipment.

(4) Delivery charges incidental to supply purchases.

(5) Construction not funded by Operations & Maintenance Funds.

(6) Conferences that have been properly vetted through the conference review process and approved by the DCMA Director.

(7) Government Purchase Card (GPC) transactions.

d. The Board will consist of the DCMA Deputy Director (Chair) and the Senior Executives of GC, AQ, and FB. It will convene monthly during the months that valid package submissions are received; normally the last Wednesday of the month depending upon the Chair's schedule. The Deputy Director's Executive Assistant, working with the SRRB team, will schedule and publish SRRB meeting calendars in advance of each fiscal year. Completed SRRB briefing chart templates (see Resource Page) will be submitted to the SRRB Team **no later than the first Monday of each month**. Slides received after this deadline **will not** be processed until the following month's SRRB.

e. SRRB briefings must be complete and have Component Head signed approval for the planned acquisition. The SRRB team will review and determine if and when packages are complete.

f. Incomplete briefings will be returned to the RA and will copy the RA's Deputy Executive Director for awareness. Additionally, it **will not** be scheduled for that month's SRRB meeting.

g. SRRB packages received after the monthly cut-off will be scheduled for the next monthly session, providing the packages are complete by the first Monday of the following month.

h. Upon initial review of a complete package, the SRRB team will return the briefing with written comments and will assign a suspense date for resubmittal with corrections. A missed suspense date may cause the package to be rejected and removed from the current month's SRRB agenda. Packages rejected for this reason will not be considered for Out-of-Cycle (OOC) processing. The AQP Policy team will send read-ahead briefings to the Board three business days prior to each session.

- i. Board decisions may result in one of the following: approval to proceed with the requirement; in-source the requirement; modify the requirement and resubmit for review/approval; or disapprove and terminate the requirement.
- j. The SRRB team will document Board discussions, approvals/disapprovals associated with the Senior Leaders' decisions, and action items in meeting minutes, which will be distributed to meeting participants within three workdays of the meeting. Approvals will also be captured on the official SRRB approval slide. Both the minutes and approval documents will be maintained by the team in the DCMA SharePoint SRRB Library. The SRRB team will also summarize the monthly results and incorporate the results into the DCMA DoD SRRB annual report.
- k. PMs/RAs are expected to plan requirements and assemble briefings with sufficient time to obtain approval and begin processing the action for execution. As a rule, SRRB actions must be submitted nine months plus the PALT required by the PC or external contracting office (see Section 3.4.c. and Resource Page) prior to the projected start or delivery date.
- l. In the rare event that a requirement cannot wait for the next scheduled SRRB and must be processed as OOC, the Component Head will submit a justification in the form of an Action Memo (see Resource Page for sample OOC Memo) to the DCMA Deputy Director via the AQP Policy Branch, along with a complete SRRB briefing. The Director, AQP will review the justification and approve or disapprove the OOC request. If approval is received, the approval and briefing will be reviewed, and the RA will be responsible to respond promptly to SRRB team requests to update the package. Once the package is complete, it will be forwarded by the SRRB team to the Board and either an OOC meeting will be scheduled or electronic review coordinated, or both. If disapproved for any reason other than termination of the requirement, the package will be returned to the RA and a meeting and/or discussion with the Board will be conducted if the Board deems it necessary to salvage all or part of the action.
- m. If costs increase by 10 percent or more after SRRB approval in the same fiscal year, the PM/RA is responsible to notify AQP of the increase and prepare a SRRB additional funds briefing (see Resource Page for template) using the procedures outlined in this section so the DCMA Senior Leadership Team may be notified and the annual report to DoD can be adjusted. The additional funds SRRB template is available on the Resource Page.

### **3.2. ACQUISITION PLANNING.**

- a. Early acquisition planning is vital to ensure that products and/or services are acquired utilizing the most efficient approach and result in the best value for the Federal Government. Acquisition planning coordinates the efforts of all personnel responsible for an acquisition by creating a comprehensive strategy or plan for fulfilling the Agency need in a timely manner and at a reasonable cost, pursuant to FAR Subpart 7.104.
- b. Acquisition planning begins as soon as the requirement is identified and is conducted in coordination with the MFT and contracting activity. The complexity of an acquisition strategy or plan depends on the requirement and will maximize competition and SB participation to meet assigned Agency goals.

c. An acquisition strategy is required for actions above the micro-purchase threshold with an estimated dollar value less than or equal to \$50 million (or less than or equal to \$25 million within any one fiscal year). The PC KO and CS develops acquisition strategies in coordination with the RA or MFT. The acquisition strategy format is located on the Resource Page.

d. An acquisition plan is required for actions with an estimated dollar value greater than \$50 million (or greater than \$25 million within any one fiscal year) IAW DFARS 207.103(d)(i)(B). The PM develops acquisition plans in coordination with the MFT, if applicable. The acquisition plan template is located on the Resource Page.

e. Requirements awarded to the SB Administration's 8(a) program participants must remain in the 8(a) program. If the current vendor graduates from the program, they are ineligible to receive the follow-on award. The requirement will then be offered to and accepted by the SB Administration on behalf of another qualified vendor under the program. See Resource Page for sample SB Administration 8(a) Offering Letter.

### 3.3. MFTs.

a. The MFT will be established for services requirements with an aggregated dollar value of SAT or greater at a **minimum of three weeks** before the services requirements/PR package is due to the PC/contracting activity IAW PALT guidance (see Section 3.4.c. and Resource Page for PC PALTS). The MFT requires adequate time for the team to review and discuss the requirement, provide valuable input, and resolve any pending issues. The PM/RA will submit timely requests for participating DCMA GC, FB, INFOSEC/OPSEC (if applicable), and PC personnel (if applicable) through their respective email Inboxes (see Resource Page). An MFT emphasizes the involvement of all stakeholders and can be made up of any relevant DCMA personnel involved in acquisition services for the Agency. The MFT must include a representative from FB and GC as well as the PM or RA, and a PC representative (if applicable). It will likely include additional personnel during various stages of the acquisition process based on the complexity of the requirement and the skills and knowledge required at that stage (e.g., customers, management, budget, policy, SB, manpower, engineer, security, or DCMA Commercial Item Group).

b. The emphasis is on involvement of all stakeholders (i.e., users, customers, management, GC, budget, SB, competition, and procurement) in requirements development and to conduct reviews of current strategy and funding, perform market research, define requirements, develop acquisition strategies, and conduct other pre-award activities as required. DoDI 5000.74, Section 4.2.c., requires that the MFT should be comprised of individuals with various critical functional skills (including subject matter experts) and may be unique to an acquisition. Certified PMs are required to be appointed for major acquisition programs and/or portfolios according to DoD Directive 5000.01, DoDI 5000.02, DoDI 5000.74, and DoDI 5000.75 (see References).

c. DCMA requires targeted training for all PMs/RAs/ROs, including all MFT members, and other personnel involved in the creation of services requirements/PR packages **who are not current contracting certification (DAU or Back to Basics) holders**. In addition to contracting certification holders, DCMA GC is exempt from this requirement. This training is available at

Defense Acquisition University (DAU) online and completion will be self-certified by the user. As an oversight function, PMs/RAs/ROs may be asked to produce proof of their certifications; therefore, users should retain copies of their official course completion certificates. All courses are available at DAU.edu (see Resource Page for link to courses and registration).

(1) DAU Credential CAC-Q001, consists of the following courses:

- (a) CON 0130, “Services Acquisition” (Prerequisite for ACQ 265) – 2 hours.
- (b) ACQ 0030, “Overview of Acquisition Ethics” – 2 hours.
- (c) CLC 011, “Contracting for the Rest of Us” – 2 hours.
- (d) ACQ 265, “Mission-Focused Services Acquisition” \* - 3.5 class days.

\*ACQ 265 is a resident/virtual class with limited seats available for which applicants may experience delays based on availability. In the event of unavailability, please notify the AQP Policy office.

Note: DAU specifies that Credential CAC-Q001 expires five years from date earned. Refresher training is not available; therefore, the Credential must be repeated after five years.

(2) Additional required DAU Courses are as follows:

- (a) ACQ 0061, “Independent Government Cost Estimate (IGCE) for Services Acquisition” – 4 hours.
- (b) CLE 028, “Market Research for Engineering and Technical” (recommended taking before ACQ 265) – 3 hours.
- (c) CLM 031, “Improved Statement of Work” – 3 hours.
- (d) WSM 008, “Developing Performance Requirements for Service Acquisitions” (Workshop) – 1 class day.
- (e) DAU Webcast – “Introduction to Fiscal Law” at DAUWebcasts.dau.edu.

d. The MFT will be documented using the MFT Package Approval Checklist with a signature from each team member on the form (available on the Resource Page). The fully executed MFT Package Approval Checklist will be included in the services requirements/PR package and will serve as the authoritative source for MFT concurrence.

e. The PM/RO will adhere to MFT guidelines set forth in DoDI 5000.74, Section 4.2. and this Manual.

f. The PM/RO will obtain Component Head assistance if experiencing difficulties obtaining MFT member participation and/or cooperation.

g. The PM/RO leads the MFT through the acquisition phases and will utilize the guidance and best practices according to the DAU Defense Acquisition Guidebook (link available on the Resource Page) for program planning and management. The team will utilize the Acquisition Milestone Checklist, establish source selection/evaluation plans, and complete all required services requirements/PR package documentation (see Resource Page).

h. MFT members will conduct pre-award research to develop the requirement documentation. All meetings and discussions will be coordinated, and results of each meeting/discussion will be documented by the PM/RO. Examples of documentation that may need to be developed are listed below, as well as the PR package documents listed in Section 3.6.

- (1) Business Case.
- (2) Analysis of Alternatives.
- (3) Acquisition Strategy or Plan.
- (4) Market Research Report.
- (5) IGCE.
- (6) Performance Work Statement (PWS) and QASP.
- (7) PRS.
- (8) Contract Data Requirements List (CDRL), if applicable.
- (9) Source Selection Plan.
- (10) DCMA Security Review Worksheet.
- (11) Evaluation Criteria and Evaluation Factors.

i. The MFT will work together to create and assemble a complete services requirements/PR package according to this Manual and the Acquisition Milestone Checklist. The use of DAU Services Acquisition Mall Acquisition Requirements Roadmap Tool (ARRT) suite of tools is recommended to assist with this process (see Resource Page).

j. The MFT should use the DAU ARRT suite to the maximum extent possible for preparation of the services requirements/PR package documentation, to include, but not limited to, development of PR package documents (see listings at Section 3.6. for a complete listing of potential PR package documents).

k. The RA/MFT will submit the services requirements/PR package according to the appropriate PALT timelines for PC actions as described in Section 3.4. and the Resource Page. The PC PR packages will be accompanied by the signed DCMA Acquisition Milestone Checklist. A blank checklist is available on the Resource Page.

l. In some cases, the MFT also assists the COR by conducting post-award reviews and oversight when contractor performance reviews are required prior to invoice acceptance or approval.

### 3.4. PALT.

a. PALT is the approximate number of calendar days from the time the PC accepts a complete PR package to the time of award.

b. The PC requires sufficient time to conduct adequate market research, develop sound acquisition strategies, and build out the package to allow for maximum competition and SB participation. The minimum steps and mandatory timeline involved in the acquisition process are detailed and available on the Acquisition Milestone Checklist located on the Resource Page.

c. The PR package submission timeframes detailed in the table below gives **an example** of the typical required annual PALT times and should be incorporated into the acquisition planning process for all requirements and added to the SRRB timelines discussed in Section 3.1.(I). Please note that the Table 1. is an example only.

**Table 1. Procurement Submission Timeframes**

Procurement Action Type	Dollar Value	Package Submission NLT Date
<b>Purchase Order</b>	\$ 2,500 to 149,999	3-Jun-2024
	\$ 150,000 to 249,999	20-May-2024
	\$ 250,000 to 7,000,000	3-May-2024
<b>New Contract and Indefinite Delivery/Quantity (IDIQ) Contract</b>	\$ 250,000 to 699,999	3-Apr-2024
	\$ 700,000 to 9,999,999	2-Feb-2024
	\$ 10,000,000 to 49,999,999	6-Oct-2023
	\$ 50,000,000 and Greater	Accepting for <b>FY25</b> May 1, 2024
<b>Delivery/Task Order and Multiple-Award IDIQ Contract</b>	\$ 2,500 to 10,000,000	3-May-2024
	\$ 10,000,000.01 & Greater	2-Feb-2024
<b>Modification</b>	Administrative Changes	1-Jul-2024
	Funding Changes	
	Option Exercise	<b>All Options Due</b> January 8, 2024
	Change Order	3-Jun-2024
	New Work within Scope	3-May-2024
	Supplemental Agreement	
	Definitization	2-Feb-2024

d. If funds are available, RAs will prepare and submit PRs through the DAI system's Procure to Pay module (see Section 3.5.a.), using the DCMA Location and Address code (e.g., S5121A or S6121A), to ensure receipt by the PC no later than the time frames as reflected in the annual PR deadline memorandum (current memorandum is posted on the Resource Page).

e. A PR package is considered complete when funded, approved, and the package is ready for execution. Requirements will be properly funded and certified by the appropriate individuals or boards prior to award. The package will be forwarded to the PC via the PC Mailbox (except the funded PR document and MFT Checklist (if applicable), which will be sent via DAI, see above).

### 3.5. DAI PROCURE TO PAY.

- a. The DAI system Procure to Pay module will be utilized to submit PRs to PC.
- b. The RA monitors progress to ensure there are no delays within the system and that the funded PR reaches the PC.



### **3.6. PR PACKAGE.**

a. The PR package consists of all required documentation, including signatures and dates, necessary to support the proposed contract action. The completed package documents, except for the funded PR document (see Section 3.4.c.), should be submitted to the PC via the PC Mailbox (see Resource Page).

b. A PR package is required for supplies or services when the total anticipated value exceeds the micro-purchase threshold, regardless of procurement method utilized, except GPC, which is covered in DCMA-MAN 4301-03-V2, “Contracting and Acquisition: Government Purchase Cards.” Customers should not send GPC requests to the PC.

c. The PR package checklist identifies the DCMA documents required depending on the type and total dollar value of the requirement (see Resource Page).

d. The PM or RO will contact the PC at the time the requirement is identified to obtain participation on the MFT (not required for supply buys or options) and to assist with the PR package completion.

e. The PR package will be submitted electronically and will consist of the following for new and follow-on requirements (templates available on Resource Page):

(1) SRRB briefing slides with the Board approvals, if applicable.

(2) The IT Procurement Assessment Tool approval and Clinger-Cohen Act of 1996 compliance validation memo (obtain from IT for IT requirements).

(3) MFT Document Checklist signed by all members listing what was reviewed and that documents were determined to be acceptable (for services contract actions with total value of SAT or greater).

(4) Acquisition Milestone Checklist, complete with dates and signatures.

(5) IGCE, signed and dated by preparer.

(6) Market Research Report and source listing identifying potential sources and their business size.

(7) 508 Determination and Finding Form.

(8) Justification Template for Limiting Competition, if applicable.

(9) PWS and QASP for service requirements.

(10) Technical specifications (for supplies/equipment requirements).

(11) CDRL, if applicable.

(12) Data Item Description (DID), if applicable.

(13) COR nomination from the JAM module and proof of all required training if a COR is required. Nomination should identify by type of COR standard (A, B, or C) from DoDI 5000.72.

(14) Contracted Services Approval Checklist (for services requirements).

(15) DCMA Security Review Worksheet (for services requirements).

(16) GFP-Listing, if applicable.

(17) Technical Capability Checklist.

(18) Acquisition Strategy or Plan.

(19) Authorization for Conferences or Speakers, if applicable.

f. The PR Package for exercise of awarded options is required in January of the option exercise year, will also be submitted electronically, and will consist of:

(1) Completed and signed Confirmation of Requirement Letter, if available (RA will receive from the CS or KO at least seven months in advance of the option exercise date).

(2) If no COR appointed, a performance questionnaire covering the prior option or base contract period of performance (CS or KO will send with the Confirmation of Requirement Letter if applicable).

(3) CPARS evaluation report entered (\$1 Million and above).

(4) Current SAM Manpower information entered (services \$3 Million and above in a single fiscal year).

(5) Funded PR for option entered in DAI. If not available; packages will be accepted and worked to pre-position the option exercise actions for award until funding comes through.

g. Additional documentation or justifications may be necessary for complex procurements, changes in contract scope, or actions awarded by DCMA through other agencies; therefore, personnel are encouraged to contact PC early to discuss the required documents. The KO reserves the right to request all information deemed necessary to make sound procurement decisions.

### **3.7. POLICY REVIEWS.**

a. PC procurement actions with dollar values SAT or greater will be reviewed by the AQP Policy Branch as defined by the AQP Review Threshold Chart on the Resource Page. Policy reviews will occur after the Peer, KO, GC (if required), and the PC Director have reviewed the action and corresponding comments and findings have been resolved. The comments and resolutions will be included in the Policy review request. In cases of extreme urgency, requests for concurrent reviews will be considered and granted by AQP Policy Branch Lead and AQP Director (if required by the action dollar value) on a case-by-case basis.

b. Acquisition Plans or Strategies, J&As, Evaluation Plans, Solicitations, and new Awards will be reviewed and approved/disapproved by AQP Policy Branch based on the aggregate dollar value, including all options and surge/optional Contract Line Item Numbers (see Review Thresholds Chart on Resource Page).

c. Contract modifications, Task Orders, and Delivery Orders under existing contract vehicles will be reviewed based on the stand-alone dollar value only and not on aggregated costs.

d. Solicitation amendments do not require review by the AQP Policy Branch, unless the aggregate estimated dollar value becomes greater than SAT, and was previously less than or equal to SAT.

### **3.8. ACQUISITION MILESTONE CHECKLIST.**

a. For DCMA contract actions, the Acquisition Milestone Checklist is a living document that lists the required acquisition phases and documentation, milestone dates per phase (goal and actual), and ensures the PC and RA agree with the timeline required to complete the acquisition process.

b. PC personnel will provide a copy of the checklist to the RO and/or MFT members if applicable, who will coordinate the dates as a team.

c. Milestone dates are calculated starting with the performance start or delivery date and worked backwards through the requirement development stage. The KO, RO, and/or MFT must allow for the regulatory and policy-required days as indicated on the checklist.

d. The KO, RO, and/or the MFT will fill in the projected completion dates with guidance from the CS or KO, and CS/KO will track and record the actual completion dates.

e. All members of the MFT, if one is required, must sign and date the Acquisition Milestone Checklist indicating agreement with the required timelines. If an MFT is not required, the respective document blocks will be marked “N/A” for not applicable.

### 3.9. MARKET RESEARCH REPORT.

a. Market research is a vital part of the procurement process. It is the method of collecting and analyzing information about capabilities within the market to satisfy Agency needs. Market research is required for 1) all requirements in excess of the SAT, 2) requirements at or below SAT when adequate information is not available, and 3) when circumstances justify the cost.

b. The PM/RO conducts initial market research to identify sources, with an emphasis on SB. Full market research is required on each requirement every 18 months, with certain exceptions, such as priced/awarded options. Market research should answer:

(1) Are sources available to satisfy the Federal Government's requirement?

(2) Are there commercial items available, or items that can be modified to meet the requirement?

(3) What is the standard industry practice for this type of item (contract type, warranty terms, production, distribution, support, etc.)?

(4) Do the items meet recovered materials and domestic source requirements, energy conservation, and Section 508 compliance standards (electronic and IT)?

(5) Are there qualified SBs capable of providing the product or service?

(6) Are there sufficient sources to ensure effective competition?

c. RA personnel may contact contractors to determine whether they can provide the product or service required; however, they **must refrain from asking vendors for price quotes/proposals**. Only KOs and CSs are authorized by law to request and discuss pricing information.

d. In the case where market research indicates either a single source or limited sources, RA personnel must use the Justification Template for Limiting Competition from the Resource Page to:

(1) Include whether there are sources available that offer a similar product or service.

(2) Determine whether the similar product or service is acceptable, or what makes alternate products or services unacceptable.

(3) Enclose an analysis specifying how the cost of single or limited sources represent the best alternative for the Federal Government versus the product or service offered by the alternate source or sources.

(4) Have a statement in the Market Research Report indicating the results of the market research will be supported with a J&A for requirements recommending limiting the number of sources, if applicable.

(5) Ensure Market Research Reports contain procurement sensitive markings and are maintained securely. Law prohibits unauthorized release of procurement sensitive information.

e. The DCMA Market Research Report Form, located on the Resource Page, contains instructions on how to complete the form. The last pages of the Market Research Form contain a list of useful websites and resources for conducting market research.

f. The RA completes and signs the Market Research Report and submits the form along with the Source List, which are both available on the Resource Page.

g. Assistance in preparing the form will be provided by contracting professionals.

h. PC contracting personnel will also conduct independent market research to validate information received from the RA and will summarize their final recommendation for the procurement strategy or plan. The RA and the KO will sign the form.

### **3.10. JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION.**

a. KOs must promote and provide for full and open competition in soliciting offers and awarding Federal Government contracts (see Section 3201 of Title 10, United States Code (U.S.C.), Subpart 6.101 of the FAR, and Review Thresholds Chart/Resource Page).

b. Requirements that restrict competition to one source, limit the number of sources, or specify a brand name must be supported by a written J&A, unless an exception to contracting without providing for full and open competition is advocated by the FAR/DFARS.

c. Contracts valued at less than SAT awarded using the simplified acquisition procedures of Part 13 of the FAR are generally exempt from the requirement for a written J&A to restrict competition. Therefore, the KO's determination that only one source is reasonably available will be sufficient in lieu of a formal J&A, and that determination will be documented in the contract file (see Memorandum for Record on the Resource Page).

d. The use of simplified procedures is authorized for the acquisition of supplies and services in amounts greater than the SAT but not exceeding \$7.5 million. Sole source acquisitions (including brand name) must be justified in writing and approved at levels specified IAW Subpart 13.5 of the FAR and the Agency Review Thresholds Chart).

e. Lack of advanced planning is never a valid or authorized reason to limit competition.

f. RA personnel will provide complete and comprehensive information on the Justification Template mentioned in Section 3.6.e.(8) and located on the Resource Page. Information provided will substantiate the need for other than full and open competition and include details

and analysis as outlined in the market research documentation. Justification is submitted as part of the PR package to PC. RAs should use the “Justification Template for Limiting Competition” and not the “Justification and Approval Template,” which is completed by the PC.

g. The PC will recommend the appropriate J&A regulatory citation, incorporate the information used to complete the Justification Template into a J&A document, obtain a J&A control number from the AQP Policy Branch, and submit the draft J&A to the AQP Policy Branch for initial review in the case of J&As for actions that are equal to or greater than SAT.

h. AQP Policy Branch will assign the J&A control number, provide initial review comments/suggestions, and return the draft J&A to PC.

i. The CS or KO will finalize the J&A and route it for the appropriate signatures (see Review Thresholds Chart).

j. The KO should ensure the J&A contains procurement sensitive markings and is maintained securely. Law prohibits unauthorized release of procurement sensitive information.

### 3.11. IGCE.

a. The IGCE is an independent cost or price estimate developed by the RA based on the requirements of the PWS or technical specifications. The DCMA IGCE Form template is available on the Resource Page, as well as, the DoD IGCE Handbook for Services, which may be utilized as a guide in developing IGCEs.

b. The IGCE will:

(1) Be based on an independent analysis of the total market research results, **not on a contractor’s quote or proposal or verbatim prices cut and pasted from a single existing or prior contract**. Only contracting personnel are authorized to request quotes/proposals from contractors.

(2) Provide a reasonable estimate for funds required.

(3) Serve as a useful tool for assisting the CS/KO in negotiating and determining the price/cost reasonableness of a proposal.

(4) Include the basis/rationale for the price/cost estimate, and how the prices/costs were determined or calculated.

(5) Contain procurement sensitive markings and be maintained securely. Law prohibits unauthorized release of procurement sensitive information.

(6) Be signed and dated by the preparer.

### **3.12. PWS/STATEMENT OF WORK (SOW).**

a. A PWS describes services requirements in clear, specific, objective terms, with measurable performance standards and methods to assess contractor performance against those standards as set forth in Subparts 37.602 and 37.603 of the FAR. This is a principle known as the performance-based contracting approach, which is the DoD-preferred approach. A PWS describes work in terms of the required results rather than the method used to achieve the results or the number of hours or tasks required. SOWs are less common but are required when ordering services priced at hourly rates from a Federal Supply Schedule. See Subpart 8.405-2 of the FAR.

b. The RO and/or MFT should consider utilizing the DAU ARRT suite for preparation of the PWS and accompanying documents.

c. The PWS allows the contractor maximum flexibility to determine the best method to accomplish the required result.

d. The PWS must be written to ensure all offerors can compete equally and will not include any restrictive conditions that would limit competition.

e. The PWS/SOW will include all OPSEC and INFOSEC CUI-related requirements to provide contractors the appropriate guidance for information protection, if applicable.

### **3.13. QASP.**

a. The QASP is prepared and used by the Federal Government, in conjunction with the PWS to determine if a contractor's performance meets the standards required in the contract/PWS and establishes procedures on how the assessment and inspection process will be conducted (see Subpart 46.401 of the FAR and Subpart 237.172 of the DFARS). Each performance objective in the PWS will be linked to an inspection method identified in the QASP.

b. A QASP is required for services contracts with a total dollar value (including base and options) greater than the SAT and will be used to conduct required COR performance surveillance inspections. A copy will be maintained in the official contract file.

c. The RO and/or the MFT should consider utilizing the DAU ARRT suite for preparation of the QASP in conjunction with creation of the PWS.

d. Each performance objective in the PWS or PRS will be linked to an inspection method identified in the QASP.

e. The QASP will identify what will be inspected, how the elements will be inspected, and who will perform the inspection.

f. The results of the inspections will be documented in the monthly COR surveillance report and maintained in the Surveillance and Performance Monitoring (SPM) module within PIEE.

g. A thorough QASP ensures the Agency has a detailed process in place for providing continuous oversight to ensure the contractor is performing acceptably according to contract terms and conditions. A QASP should never be provided to a contractor or attached or made part of a contract; it is for the Federal Government's use only as an aid to contractor surveillance. A PRS outlining inspection parameters is allowed to be made part of solicitations/contracts.

h. PR packages for services valued at SAT or greater submitted without a QASP will be returned to the RA by PC.

i. The QASP will include all OPSEC and INFOSEC CUI-related requirements to provide for information protection, if applicable.

### **3.14. TECHNICAL SPECIFICATIONS.**

A technical specification is required for the acquisition of most supplies, equipment, and some types of software and will state the requirement in terms of material, product, part number, and/or brand name criteria. The specifications will be written to describe the Federal Government's minimum acceptable requirement and will not unduly restrict competition. The technical specifications will include all OPSEC and INFOSEC CUI-related requirements to provide contractors guidance for information protection, if applicable.

### **3.15. CONTRACTED SERVICES CHECKLIST.**

a. The DCMA Contracted Services Checklist (see Resource Page) is a consolidated form that, when completed accurately, assists the KO in determining whether a services acquisition contains inherently governmental or closely associated with inherently governmental functions, personal services (see DFARS PGI 237.503), and/or critical functions as defined in Section 2463 of Title 10, U.S.C. The checklist also assists with identification of personal services functions that are prohibited according to Section 2461 of Title 10, U.S.C.

b. The Contracted Services Checklist must be completed and signed by the RA before new service solicitations or task or delivery orders are issued, and before contracts are modified to include new work (not included in previously negotiated options). The checklist will be included in the PR package.

c. The RA will certify that the answers provided are accurate and complete when signing the checklist.

d. The KO will review the checklist and ensure the RA assessment represents an accurate reflection of the services provided as detailed in the PWS. The KO will make the final determination on whether the requirements contain functions outlined in the checklist, with consultation from GC if necessary, and sign the checklist.

e. Upon award, the KO or CS will ensure the Federal Procurement Data System Contract Action Report is correctly coded to reflect criticality, inherently governmental, and/or closely



associated with inherently governmental functions per the KO's final determinations from the checklist.

f. DCMA will not award any personal services contracts unless specifically authorized by statute and approved in writing by the HCA.

### **3.16. CDRL.**

a. The RA completes and signs the CDRL for requirements associated with the development, generation, preparation, modification, maintenance, storage, retrieval, and/or delivery of data in a system or program IAW DoD Manual 5010.12. Each deliverable should be listed on a separate DD Form 1423, "Contract Data Requirements List," and be signed by the RA prior to solicitation. See Resource Page for DD Form 1423 Fillable Template.

b. CDRLs will be directly connected to each specific PWS deliverable (see DFARS PGI 215.470).

c. A DID may accompany a CDRL if there is a need to further define the specific data required in the CDRL or to provide a format to be utilized in data submission. Standard DIDs can be used and are available from the Defense Logistics Agency ASSIST database (see Resource Page).

d. The COR manages the CDRLs and ensures receipt of contract deliverables.

e. PR packages that require a CDRL, but are submitted without one, will be returned by the PC without action until CDRLs are created and signed.

### **3.17. DCMA SECURITY REVIEW WORKSHEET.**

a. A DCMA Security Review Worksheet is required to ensure OPSEC, INFOSEC, CUI, and Industrial Security requirements are identified in procurement actions if applicable; especially when a contractor will have routine physical access to a Federal Government site, building, or system to perform their contractual duties IAW Volume 1 of DoD Manual 5220.32 and Part 117 of Title 32, Code of Federal Regulations. See the Resource Page for the current DCMA Security Review Worksheet template.

b. The RA completes the first portion of the worksheet, indicating the appropriate security criteria as outlined in the PWS, SOW, or Technical Specifications, and submits the form along with the PWS, SOW, or Technical Specifications to the IT Directorate, Cybersecurity Division for a security review using the group mailbox (see Resource Page) for concurrence within five business days of required PR package completion date.

c. DCMA IT Cybersecurity will review and complete the worksheet as needed and review the PWS within five business days and forward the worksheet to the DCMA Information Security Program Manager (ISPM) Inbox via the email address provided on the DCMA Security Review Worksheet (see Resource Page).

d. The ISPM will review the worksheet and associated documents to ensure security requirements are properly identified and correct security classification markings have been applied (see worksheet template on the Resource Page) and render a decision within five business days. If the DD Form 254 is required, the ISPM will validate and coordinate all security requirements actions and certify the DD Form 254 in the Defense Counterintelligence and Security Agency, National Industrial Security Program Contract Classification System. The ISPM will acknowledge the actions taken regarding the DD Form 254 on the DCMA Security Review Worksheet and return the worksheet to the KO/CS who will complete in the PIEE suite.

e. The RA is responsible for ensuring the worksheet is completed by the appropriate personnel and submitted to the PC with the PR package. The DCMA Security Review Worksheet is periodically updated by DCMA INFOSEC. The latest version of the form is available on the Resource Page.

### **3.18. GFP.**

a. GFP is property in the possession of, or directly acquired by the Federal Government and subsequently furnished to the contractor for performance of a contract. GFP includes, but is not limited to, spares, equipment, and property furnished for repair, maintenance, overhaul, or modification, IAW Part 45 of the FAR. GFP also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost type contract, when accepted by the Federal Government for continued use under the contract.

b. GFP procedures shall not be used for the issuance of laptop computers or phones to contractor personnel if it is the only property to be issued (see Subpart 45.000(b)(5) of the FAR, property incidental to place of performance).

c. The RA will complete the fillable electronic “Requisitioned Government Furnished Property” and/or “Scheduled Government Furnished Property” formats according to DFARS PGI 245.103-72 and submit with the PR package. See DFARS for current version.

d. The KO will ensure the forms are attached to solicitations and resultant awards and ensure the appropriate FAR and DFARS provisions and clauses pertaining to Federal Government property are included.

e. The KO will ensure that the contractor accounts for GFP in the PIEE suite.

f. The COR will monitor contractor performance to ensure GFP is accounted for as required, and that property inventories and disposition are properly performed as required by the FAR and DFARS.

### **3.19. TECHNICAL CAPABILITY CHECKLIST.**

a. The Technical Capability Checklist is used to identify critical technical characteristics that will be utilized as evaluation factors when reviewing/evaluating quotes or proposals. The form template is available on the Resource Page.

b. The RA will provide each factor, sub-factor, or element that requires evaluation to determine acceptance of a contractor's quote or offer. Price and past performance are always factors and cannot be omitted.

c. For each technical factor, sub-factor, or element identified, the RA will list the submission requirements (what the contractor should include in their proposal).

(1) For the lowest-price technically acceptable evaluation method, the limitations, and prohibitions in Subpart 215.101-2-70 of the DFARS apply, to include commercial item procurements.

(2) If the KO deems that the lowest-price technically acceptable evaluation method is appropriate for an affected commodity, a justification will be prepared by the CS, signed by the KO, and placed in the file according to Subpart 215.101-2-70 of the DFARS. The RA will ensure that the Federal Government's minimum acceptable level for each factor, sub-factor, or element is included.

(3) When a tradeoff evaluation method is used, the order of importance will be included to indicate whether technical capability and past performance are more important, less important, or equal to price.

d. The RA will submit a past performance questionnaire that will be sent to commercial references, if required. A sample questionnaire is included with the Technical Capability Checklist on the Resource Page.

### **3.20. AUTHORIZATION FOR CONFERENCES OR SPEAKERS.**

a. Personnel will follow the DoD Conference Guidance and DCMA internal guidance and forms as referenced in DCMA-MAN 4201-17, "Training, Tuition Assistance, Conferences, and Leadership Development," when scheduling guest speakers or conducting procurements for conferences.

b. The appropriate required Agency approvals to conduct a conference or retain a guest speaker will be included in the PR package. Packages submitted without approvals are considered incomplete and will be returned to the RA by the PC without action.

### **3.21. COR NOMINATION PROCEDURES AND CONTRACT SURVEILLANCE.**

a. The COR serves a critical and vital role in contract development and administration (see Subpart 1.602-2 of the FAR and DFARS PGI 201.602-2(d)(v)). To that end, CORs are required to have the appropriate technical qualifications, training, and experience. Only fully qualified personnel meeting the training and experience standards in DoDI 5000.72 and this Manual, will be appointed as CORs.

b. COR nominations and appointments will follow the policy and procedures outlined in the DoD COR Handbook, DoDI 5000.72, additional DoD COR guidance, and in Section 2.14. of this Manual.

c. A COR will be appointed for service contracts that exceed the SAT, and for any other contracts the KO deems a COR to be necessary. If a COR is required, a COR must be formally appointed no later than the contract award date and must not be appointed without completion of the required training.

d. The KO may appoint CORs for service contracts less than the SAT if they deem necessary.

e. Certain contracts/orders may be exempted from the requirement for a COR appointment for services greater than SAT, providing the conditions at DFARS PGI 201.602-2(d)(v)(A) are met. The conditions are:

(1) The contract will be awarded using simplified acquisition procedures.

(2) The requirement is not complex.

(3) The KO will make the determination and document the official contract file in writing as to why the appointment of a COR is unnecessary and is exempt.

f. COR nominations, appointments, and terminations will be processed through the PIEE JAM application. The KO will ensure COR appointment letters are promptly forwarded to the contractor. Surveillance reporting will be performed in the PIEE SPM application.

g. The KO will ensure the COR is familiar with and understands the contract, provide post-award orientation if necessary to all CORs regardless of experience of formal training completed, and explain roles and responsibilities. The KO will also provide feedback to the COR related to performance on individual contracts as necessary.

h. The KO will review the COR's surveillance file at least annually according to Subpart 1.604 of the FAR and DFARS PGI 201.602-2 in the PIEE SPM Module; as well as timely past performance input into CPARS, including annual updates for contractor's performance on open contracts.

i. DoD requires that CORs nominated and appointed to administer and monitor contracts awarded by an external agency (e.g., Defense Information Systems Agency) must complete all DoD mandatory training. The additional DCMA training in this Manual is also required, as well as any additional training required by the contracting agency/office.

j. All DCMA CORs will:

(1) Follow the requirements of DoDI 5000.72 and procedures contained in the DoD COR Handbook (most current version), as well as updated DoD COR policies (see References),

and this Manual. This Manual will be updated when DCMA COR policies change, not necessarily when higher-level policies change; therefore, CORs are responsible to regularly seek updated higher-level guidance and maintain compliance with COR policies.

(2) Perform appointed COR duties according to DoDI 5000.72, DoD COR Handbook, additional DoD COR policies, and this Manual.

(3) Ensure COR profile and trainings are complete and current prior to first nomination in JAM. The COR is responsible for all applicable COR training as required by the DoDI and DCMA for certification, as well as any refresher training. COR types are described in DoDI 5000.72. DCMA COR training and Agency experience requirements are reflected in Table 2 - COR Training Requirements Summary – Type A, Table 3 - COR Training Requirements Summary – Type B, and Table 4, COR Training Requirements Summary - Type C.

(4) Participate in the development of the IGCE, PWS, QASP, and other contractual documentation.

(5) Review, understand, and familiarize themselves with the terms and conditions of the contract and monitor contractor performance to ensure the contractor is performing according to the terms and conditions, PWS, and QASP. Perform QASP inspections at least monthly and submit the reports to the KO via SPM. Elevate performance issues promptly to the CS and KO immediately for resolution.

(6) Promptly perform receipt and acceptance of goods and services and certify invoices, if KO delegates this function to the COR. In the case of Cost-Reimbursement, Time and Materials, and Labor-Hour contracts, the COR will work with the Defense Contract Audit Agency for the appropriate acceptance of interim cost vouchers and for certification of final voucher under these type contracts.

(7) Collect, record, maintain, and provide contractor performance information for input into the CPARS according to current Guidance for CPARS.

(8) Annually review the contractor's timely input of contractor manpower information into the System for Acquisition Management, if required, and report any discrepancies to the KO.

(9) Conduct post-award performance reviews, including inspection of contractor deliverables, and contractor oversight according to DCMA-MAN 2303-01, "Surveillance," and this Manual.

(10) Establish and maintain individual COR contract files for each assigned contract or order and make available COR files for review by the KO at least annually.

(11) Have a duty location at or near the location services are being performed, along with assigned alternate CORs.

(12) Use PIEE SPM as the DoD system of record for contractor surveillance, performance monitoring, and COR reporting and will be utilized by all DCMA CORs.

(13) Make all records and communications available to the supervisor, the successor COR, and the KO whenever the COR appointment is terminated for any reason.

**Table 2. COR Training Requirements Summary - Type A**

TYPE A		
Training	Refresher Training	Agency Experience
<ul style="list-style-type: none"> <li>• DAU CLC 106, “Contracting Officer’s Representative with a Mission Focus” <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• DAU CLC 206, “COR in a Contingency Environment,” when applicable. <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• Minimum 1 hour Acquisition Ethics Training (Agency provided training OR DAU CLM 003, “Overview of Acquisition Ethics,” (annually)) <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• CTIP training <a href="http://ctip.defense.gov">http://ctip.defense.gov</a></li> <li>• WAWF training. <a href="https://cac.piee.eb.mil/xhtml/auth/web/homepage/governmentCustomerSupport.xhtml">https://cac.piee.eb.mil/xhtml/auth/web/homepage/governmentCustomerSupport.xhtml</a></li> <li>• Contract-specific training from the KO</li> </ul> <p><u>ADDITIONAL DCMA TRAINING,</u> when applicable:</p> <ul style="list-style-type: none"> <li>• DAU Course FAC-089 for contracts exceeding \$1 mil, <a href="https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385">https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385</a> (Formerly CPARS Overview and Quality/ Narrative Writing)</li> <li>• Any additional training mandated by the agency KO</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 8 hours COR specific training every 3 years OR prior to assuming COR responsibilities, if the individual has not served as a COR within the previous 24 months</li> <li>• Minimum of 1 hour of Ethics training (annually) (Agency provided training or DAU CLM 003)</li> <li>• CTIP (tri-annually)</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 6 months unless waived. The waiver must be included in the nomination package</li> <li>• <u>Relevant technical experience:</u> As determined by the nominating supervisor for the KO’s consideration</li> <li>• <u>General competencies:</u> As determined by the nominating supervisor for the KO’s consideration</li> </ul>

**Table 3. COR Training Requirements Summary - Type B**

training and agency experience requirements are shown below.		
TYPE B		
Training	Refresher Training	Agency Experience
<ul style="list-style-type: none"> <li>• DAU CLC 106, “Contracting Officer’s Representative with a Mission Focus” <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• DAU COR 222, “Contracting Officer’s Representative” (classroom) or DAU CLC 222 “Contracting Officer’s Representative” (online) <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• DAU CLC 206, “COR in a Contingency Environment,” when applicable. <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• Minimum 1 hour Acquisition Ethics Training (Agency provided training OR DAU CLM 003, “Overview of Acquisition Ethics”, (annually)) <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• CTIP training <a href="http://ctip.defense.gov">http://ctip.defense.gov</a></li> <li>• WAWF training. <a href="https://cac.piee.eb.mil/xhtml/auth/web/homepage/governmentCustomerSupport.xhtml">https://cac.piee.eb.mil/xhtml/auth/web/homepage/governmentCustomerSupport.xhtml</a></li> <li>• Contract-specific training from the KO</li> </ul> <p><u>ADDITIONAL DCMA TRAINING</u>, when applicable:</p> <ul style="list-style-type: none"> <li>• DAU Course FAC-089 for contracts exceeding \$1 mil, <a href="https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385">https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385</a> (Formerly CPARS Overview and Quality/ Narrative Writing)</li> <li>• Any additional training mandated by the agency KO</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 16 hours COR specific training every 3 years OR prior to assuming COR responsibilities, if the individual has not served as a COR within the previous 24 months</li> <li>• Minimum of 1 hour of Ethics training (annually) (Agency provided training or DAU CLM 003.</li> <li>• CTIP (tri-annually)</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 12 months unless waived. The waiver must be addressed in the nomination package</li> <li>• <u>Relevant technical experience</u>: As determined by the nominating supervisor for the KO’s consideration</li> <li>• <u>General competencies</u>: As determined by the nominating supervisor for the KO’s consideration</li> </ul>



**Table 4. COR Training Requirements Summary - Type C**

specialized training. The training and agency experience requirements are shown below.		
TYPE C		
Training	Refresher Training	Agency Experience
<ul style="list-style-type: none"> <li>• DAU CLC 106, “Contracting Officer’s Representative with a Mission Focus” <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• DAU COR 222, “Contracting Officer’s Representative” (classroom) or DAU CLC 222 “Contracting Officer’s Representative” (online) <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• DAU CLC 206, “COR in a Contingency Environment,” when applicable <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• Minimum 1 hour Acquisition Ethics Training (Agency provided training OR DAU CLM 003, “Overview of Acquisition Ethics”, (annually)) <a href="https://www.dau.edu">https://www.dau.edu</a></li> <li>• CTIP training <a href="http://ctip.defense.gov">http://ctip.defense.gov</a></li> <li>• WAWF training. <a href="https://cac.piee.eb.mil/xhtml/auth/web/homepage/governmentCustomerSupport.xhtml">https://cac.piee.eb.mil/xhtml/auth/web/homepage/governmentCustomerSupport.xhtml</a></li> <li>• Contract-specific training from the KO</li> </ul> <p><u>ADDITIONAL DCMA TRAINING</u>, when applicable:</p> <ul style="list-style-type: none"> <li>• DAU Course FAC-089 for contracts exceeding \$1 mil, <a href="https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385">https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385</a> (Formerly CPARS Overview and Quality/ Narrative Writing)</li> <li>• Any additional training mandated by the agency KO</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 16 hours COR specific training every 3 years OR prior to assuming COR responsibilities, if the individual has not served as a COR within the previous 24 months</li> <li>• Minimum of 1 hour of Ethics training (annually) (Agency provided training or DAU CLM 003)</li> <li>• CTIP (tri-annually)</li> <li>• Any training necessary for license/certification/etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 12 months unless waived. The waiver must be addressed in the nomination package</li> <li>• <u>Relevant technical experience</u>: As determined by the nominating supervisor for the KO’s consideration</li> <li>• <u>General competencies</u>: As determined by the nominating supervisor for the KO’s consideration</li> </ul>

### **3.22. PROTESTS.**

a. DCMA PC KOs will follow guidance in Part 33 of the FAR on receipt, handling, and disposition of solicitation and/or award protests.

b. The KO will promptly notify the AQP Policy Branch and GC upon receipt of the protest and provide copies of the protest, all relevant attachments, and a copy of the solicitation or contract under protest. The KO will also make the full contract file available to the policy analyst and/or GC if requested. AQP Policy Branch will annotate the DCMA Official Protest Log, upload the documentation, and track the protest until final decision, and retain the documentation for audit purposes.

### **3.23. CONTRACT RECONCILIATION/DEOBLIGATION/CLOSEOUT.**

a. When the PC transitions to the new 4th Estate contract writing system, contract files will be stored electronically. No hard copy files will be created or physically stored in the office.

b. Sixty days after the end of contract period of performance, final option expiration, or delivery period, the KO or CS will send a letter/email (with a 'Read Receipt' request) to the contractor confirming that all invoices have been entered into the Wide Area Workflow and payment for all invoices has been received. See the Resource Page for Sample Letter to Contractor for de-obligation/contract close out. The contractor is given a 15-day suspense to respond. If email or telephone response is not received by the suspense date, the KO/CS will proceed with de-obligation of the funds. If the funds are equal to or less than \$1,000 and the expedited closeout clause is in the contract, the contractor does not have to be contacted and the contract can be de-obligated IAW Subpart 204.804-70 of the DFARS.

c. If there are outstanding invoices, the CS will work in collaboration with the contractor, COR, and FB, as well as the Defense Finance and Accounting Service, to get invoices paid as quickly as possible.

d. Upon confirmation from the contractor that all invoices have been paid, the CS will contact FB to request contract reconciliation on non-electronically closed files to determine if excess funds are available for de-obligation. Note that reconciliation is not required on electronically closed files.

e. If excess funds are identified, the CS will de-obligate the funds in one of two ways: 1) close out the contract in PIEE, which will produce a signed DD Form 1594, "Contract Completion Statement;" or 2) creation of a modification or Standard Form (SF) 30, "Amendment of Solicitation/Modification of a Contract," with the KO's signature. All reconciliation documentation and vendor emails that the CS prepared/received will become a part of the official contract file.

f. PEE will transmit the closeout to Electronic Data Access (EDA) in PEE so the KO/CS will designate the contract file as CLOSED. Automated closeout in the PEE Closeout Module will be utilized if the contract is Firm Fixed Price, has a value of \$500,000 or less, and does not contain any provisions requiring administrative actions at closeout. See DFARS PGI 204.804(3)(1) for the complete list of applicable clauses/provisions. Further instructions on

automated closeouts are available in PIEE and the DoD Procurement Toolbox (see Resource Page).

g. Distribution of a modification is required if processed for de-obligation: EDA should be set up on all contracts so distribution will route automatically. If EDA is not set up, an email will be prepared and sent to all parties on the order/contract distribution list. Any hard-copy files that still exist will be retained locally for two years.

h. Cut off Period is based on fiscal year. All retention and destruction dates are October 1st, regardless of the year. Retention dates are determined by the cut off period based on fiscal year. Contracts with final payment date from October 1st of one year through September 30th of the next year are considered closed in the same fiscal year, regardless of the actual closed date. For example,

Final Payment: June 15, 2019

Cut Off Date: September 30, 2019 (fiscal year 19)

Retention: October 1, 2021

Destruction: October 1, 2025

i. When transferring files to Records Holding:

(1) The KO, CS, or Administrative Assistant will box up the physical files that still exist with the same destruction date in same box. For example, all files with a destruction date of October 2024 should be boxed in the same series of boxes.

(2) Prepare SF 135, "Records Transmittal and Receipt," with following information:

Block 1. TO: Records Holding Area, Fort Gregg-Adams, VA 23801-5100

Block 3. Transferring Agency: Division & Director Information

Block 4. Records Received By:

Block 5. DCMA Address

Block 6. Fill in (b) (e) (f) (h)

(3) Send an email to the DCMA Records Management Office (see Resource Page) and notify them of the number of boxes. Submit the original SF 135s to Records Management (retain a copy for contract files).

(4) Records Management will issue labels to put on the boxes and annotate on the original SF 135 with the label numbers corresponding to each box.

(5) Put the labels on the boxes and contact Records Management for pickup.

## **SECTION 4: RATIFICATION OF UC**

### **4.1. RATIFICATION PACKAGE.**

Only a duly appointed KO or GPC holder acting within their authority may legally procure goods or services and obligate DCMA to pay for them. A UC occurs when a Federal Government official makes an agreement that is not binding on the Federal Government solely because the individual lacked the appropriate authority to make the agreement (See Subpart 1.602-3 of the FAR). The individual causing the UC may be liable to the contractor and/or the Federal Government for the costs unless the action is ratified. All goods and services procured and/or received without following proper acquisition procedures, whether intentional or not, must be processed as UCs.

a. It is the responsibility of the COR and/or RA to reject any unauthorized goods or services immediately upon discovery and notify the cognizant KO.

b. Inaction or any action other than complete rejection amounts to unauthorized acceptance will be subject to ratification procedures.

### **4.2. RATIFICATION PROCEDURES.**

Ratification procedures will not be used lightly or in a manner that encourages UCs being made by any individual.

a. A person designated as the fact finder will be assigned and must be impartial and assigned in the same chain of command that incurred the UC.

b. The individual who committed the unauthorized act or incurred the unauthorized product or service, and/or the appointed fact finder will:

(1) Internally, gather all relevant facts, interview personnel, generate a timeline of events, and complete the Ratification Checklist (on Resource Page).

(2) Contact the AQP Policy Branch, who maintains the Official Agency Ratification Log, for a DCMA Ratification Control Number, and provide basic information for the initial Ratification Log entry.

(3) Contact the PC for assistance if information from a contracting perspective is needed.

(4) Notify their immediate supervisor, their Component Head, and/or directorate Executive Director, GC, and the PC Director of the UC.

(5) Complete the SoF. The fact finder must thoroughly investigate facts and circumstances from all parties involved and prepare and sign the SoF as the preparer.

(6) Assemble the form, the SoF, and all pertinent supporting documentation, and present to their immediate supervisor.

c. The SoF must include, at a minimum:

(1) Description of the pertinent facts and circumstances surrounding the unauthorized act with supporting documents and records.

(2) The reason(s) that proper acquisition procedures were not followed.

(3) A description of the bona fide Federal Government need that caused the UC, if applicable.

(4) A discussion of the value or benefit received by the Federal Government.

(5) Any other relevant documents (correspondence (paper or electronic), receipts, invoices, PRs, etc.).

d. The immediate supervisor will:

(1) Review the package documentation and make corrections/additions/deletions as necessary.

(2) Forward the package to the Component Head.

e. The Component Head will review, adding a statement of measures taken to prevent a reoccurrence, any disciplinary actions taken or recommended, and that appropriate corrective actions were taken, and forward the ratification package to AQP Policy and the PC with their endorsement. The ratification should provide a definitive statement of recommendation from the Component Head as to whether to ratify, partially ratify, or nullify and hold the individual responsible for the UC.

f. The appropriate Component Head or finance office must also complete a PR payment package.

g. The PC Director will assign a KO and CS to work the ratification.

h. The KO will review the SoF and supporting documentation, conduct their own investigation into the incident, and will:

(1) Notify the Component Head if deficiencies or corrections need to be rectified, or additional information provided, within five business days.

(2) Recommend approval or denial of the ratification. If approval is recommended, the KO will prepare a D&F for the ratification official's review (see Resource Page for a sample D&F).

(3) Obtain a signed recommendation from GC. This is required and may be included in the D&F.

(4) Whether approval or denial of the ratification is recommended, the AQP Policy Branch will review/approve the package for completeness/compliance with applicable regulatory and DCMA guidance.

(5) Notify the Component Head if ratification is not recommended and allow a one-time opportunity to submit additional facts that would support ratification.

(6) Forward the package to the HCA for final decision.

i. The HCA will review all documentation and issue a final decision by signing the D&F, marking approved or disapproved, and returning the action to PC for final processing. As the Agency ratification authority, the HCA will make the final ratification decision.

j. The KO must decide as to fair and reasonableness of pricing, and will finalize the ratification, if approved, by:

(1) Executing a contract award or modification.

(2) Coordinating with the GPC PM if payment will utilize the Federal Government credit card.

(3) Coordinating with the Funds Control Officer if payment will utilize SF 1034, "Public Voucher for Purchases and Services Other Than Personal," procedures.

(4) Coordinating with AQP Policy Branch to finalize the Ratification Log and maintain the final decision, ratification, and payment disposition documentation in the ratification library for audit purposes, including the form of payment and documentation that payment was made. This information is essential for the Agency to close the ratification action.

## GLOSSARY

### G.1. ABBREVIATIONS AND ACRONYMS.

ABBREVIATION	MEANING
A&S	Acquisition and Sustainment
AQP	Procurement Division
ARRT	Acquisition Requirements Roadmap Tool
CDRL	Contract Data Requirements List
COR	Contracting Officer's Representative
CPARS	Contractor Performance Assessment Reporting System
CS	Contract Specialist
CUI	Controlled Unclassified Information
D&F	Determination and Findings
DAI	Defense Agencies Initiative
DAU	Defense Acquisition University
DCMA-MAN	DCMA Manual
DD Form 254	Contract Security Classification Specification
DD Form 1423	Contract Data Requirements List
DD Form 1594	Contract Completion Statement
DD Form 2579	Small Business Coordination Record
DFARS	Defense Federal Acquisition Regulation Supplement
DID	Data Item Description
DoDI	DoD Instruction
EDA	Electronic Data Access
FAR	Federal Acquisition Regulation
GC	General Counsel
GFP	Government Furnished Property
GPC	Government Purchase Card
HCA	Head of the Contracting Activity
IAW	in accordance with
IGCE	Independent Government Cost Estimate
INFOSEC	Information Security
ISPM	Information Security Program Manager
IT	Information Technology
J&A	Justification and Approval
JAM	Joint Appointment Module

KO	Contracting Officer
MFT	Multi-Functional Team
OOC	Out-of-Cycle
OPSEC	Operations Security
OUSD	Office of the Under Secretary of Defense
PALT	Procurement Action Lead Time
PC	Procurement Center
PGI	Procedures, Guidance, and Instruction
PIEE	Procurement Integrated Enterprise Environment
PM	Program Manager
PR	purchase request
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
RA	Requiring Activity
RO	Requirement Owner
SAT	Simplified Acquisition Threshold
SB	Small Business
SF	Standard Form
SF 30	Amendment of Solicitation/Modification of a Contract
SF 135	Records Transmittal and Receipt
SF 1034	Public Voucher for Purchases and Services Other Than
SoF	Statement of Facts
SOW	Statement of Work
SPM	Surveillance and Performance Monitoring
SRRB	Services Requirements Review Board
UC	Unauthorized Commitment
U.S.C.	United States Code



**G.2. DEFINITIONS.**

<b>TERM</b>	<b>DEFINITION</b>
<b>Component</b>	A DCMA organization whose leader reports directly to the DCMA Director.
<b>Component Head</b>	The leader of a DCMA component or organization who reports directly to the Office of the Director, DCMA.
<b>Economy Act</b>	The Economy Act (31 U.S.C., Section 1535) permits one Federal agency (the requesting or ordering agency) to use its appropriated resources to obtain from another Federal agency (the performing or servicing agency) supplies or services for the requesting agency passed by Congress (1933) to obtain economies of scale and to eliminate overlapping activities of the Federal Government Provides the basis for Economy Act orders.
<b>MFT</b>	A team comprised of representatives from appropriate functional disciplines working together and supporting the Functional Services Manager (a term used in the DoDI roughly equivalent to RA) to create successful acquisition of services, identify and resolve issues, and make sound and timely recommendations to facilitate decision-making. Per DoDI 5000.74, the MFT should be formed at the beginning of the acquisition process.
<b>Post-award Performance Review</b>	Activities performed by the MFT to determine contractor progress and compliance to the contract terms and conditions.
<b>RA</b>	Component that identifies the need necessary to meet mission objectives. The RA is responsible for obtaining funding, defining the program objectives, developing the documentation required for contracted support, and providing a trained and qualified COR capable of determining whether requirements are performed IAW the contract.
<b>Requirement</b>	The need or demand for personnel, equipment, facilities, or services necessary to perform mission.
<b>RO</b>	Individual charged with assessing, developing, validating, and prioritizing requirement and associated requirement products (falls under the umbrella of “RA,” see below).

**SRRB**

A process used to review, validate, prioritize, and approve service requirements to accurately inform the budget and acquisition process. The SRRB should also be conducted to build contractual services forecast on an annual basis. The SRRB will be conducted as early in the services acquisition process as practical before a PR request package is transferred over to a DoD Component's office for execution. It will not be combined with contract review boards chaired by contracting authorities that occur throughout the year and are focused on approving individual contract actions before release of requests for proposals (see DoDI 5000.74, Section 4.3).

## **REFERENCES**

Clinger-Cohen Act of 1996  
Code of Federal Regulations, Title 32, Part 117  
DAU Credential CACQ-001 link to courses and registration  
DCMA Manual 2303-01, "Surveillance," December 28, 2022  
DCMA Manual 3301-06, "Operations Security," November 4, 2018  
DCMA Manual 4201-01, "Acquisition Warrants and Appointments," December 2, 2020  
DCMA Manual 4201-17, "Training, Tuition Assistance, Conferences, and Leadership Development," February 1, 2022  
DCMA Manual 4301-03-V2, "Contracting and Acquisition: Government Purchase Cards," April 19, 2021  
Defense Acquisition Guidebook, March 28, 2021  
Defense Federal Acquisition Regulation Supplement, current edition  
DoD Conference Guidance, Version 4.0, June 26, 2016, as amended  
DoD Contracting Officer's Representative (COR) Guidebook, current edition  
DoD Directive 5000.01, "The Defense Acquisition System," September 9, 2020  
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013, as amended  
DoD Independent Government Cost Estimate (IGCE) Handbook, February 2018, as amended  
DoD Instruction 5000.02, "Operation of the Defense Acquisition System," January 23, 2020  
DoD Instruction 5000.72, "DoD Standard for Contracting Officer's Representative (COR) Certification," November 6, 2020, as amended  
DoD Instruction 5000.74, "Defense Acquisition of Services," January 10, 2020, Change 1, June 24, 2021  
DoD Instruction 5000.75, "Business Systems Requirements and Acquisition," January 24, 2020, as amended  
DoD Instruction 5200.48, "Controlled Unclassified Information," March 6, 2020  
DoD Manual 5010.12, "Procedures for the Acquisition and Management of Technical Data," Change 1, August 31, 2018, as amended  
DoD Manual 5220.32, Volume 1, "National Industrial Security Program: Industrial Security Procedures for Government Activities," August 1, 2018, as amended  
Economy Act of 1933, March 20, 1933  
Federal Acquisition Regulation, current edition  
United States Code, Title 10