



DCMA Manual 4401-20

Position-Based Distribution of Information Technology Assets

**Office of Primary
Responsibility**

Organizational Infrastructure Capability

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Internal Control:

Process flow and key controls are located on the Resource Page

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Located on the Resource Page

Resource Page Link:

[https://dod365.sharepoint-mil.us/sites/DCMA-BCF-
Information_Technology_Management/SitePages/4401-20r--
Position-Based%20Distribution%20of%20Information%20Techno
logy%20Assets.aspx](https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Information_Technology_Management/SitePages/4401-20r--Position-Based%20Distribution%20of%20Information%20Technology%20Assets.aspx)

Approved by:

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

- Implements policy in accordance with DCMA Instruction 4401, “Information Technology Management.”
- Provides and defines procedures for governing issuance of Position-Based Distribution of Information Technology Assets for DCMA personnel.
- Provides a description of Information Technology Equipment Categories and their associated information technology assets and identifies specific requirements of positions assigned to these categories.
- Aligns Information Technology Equipment Categories with new computing requirements for each position pursuant to DCMA’s Future of Work Vision.
- Updates existing Information Technology Equipment Categories to include mobile wireless devices and other technology to enable those approved for telework and remote work.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This Manual applies to all authorized DCMA information systems activities and its users unless higher-level regulations, policy, guidance, or agreements take precedence.

1.2. POLICY.

It is DCMA policy to ensure all DCMA personnel receive the most appropriate and necessary Information Technology (IT) equipment to perform their job duties and responsibilities to effectively meet the mobility requirements of their position in accordance with (IAW) DCMA Strategic Initiatives. In addition, it is DCMA policy to execute this Manual in a safe, efficient, effective, and ethical manner.

a. IT Assets Assigned Based on Equipment Category.

IT assets included in this Manual consist of, but will not be limited to:

- Laptops
- Mobile wireless devices with data, email, voice, and mobile hotspot
- Monitors
- Portable Monitors
- Printers (as required for remote workers)

b. IT Equipment Categories.

Specific IT assets will be allotted and assigned to IT Equipment Categories to meet the mission requirements of a position. IT Equipment Categories based upon job duties, mobility, and special use requirements include:

- Basic Office
- Enhanced Office
- Data Analysis Office
- Basic Traveler
- Enhanced Traveler
- Data Analysis Traveler
- Executive
- Special Use

If an employee's position falls within more than one IT Equipment Category, the one with the greater allotment of equipment will be assigned to the position and the employee will receive the allotted equipment for each category.

c. Position-Based Distribution of IT Assets (PBDA) Program Sustainment.

The standard procedures to establish, implement, and sustain the PBDA program include:

- Assigning IT Equipment Categories for new positions
- Processing changes to positions assigned IT Equipment Categories
- Requesting changes to specific IT assets assigned to IT Equipment Categories
- Requesting new or revised IT Equipment Categories to meet new or emerging mission requirements

SECTION 2: RESPONSIBILITIES

2.1. DCMA COMPONENT HEADS.

DCMA Component Heads will:

a. Assign IT Equipment Categories.

An IT Equipment Category will be assigned to each Position Identification (ID)/Billet Number within the Component. This responsibility may be delegated by the Component Head to a delegated approving authority (DAA).

b. Assign PBDA Roles.

Establish Points of Contact (POCs) throughout their Component, including supervisors/requesters, Equipment Managers, and DAAs. Equipment Managers will be identified in a memo to the Executive Director and Chief Information Officer, DCMA Information Technology Directorate (DCMAIT).

c. Manage Change Requests.

Establish procedures to initiate, approve, and process change requests within their Component to include new positions and changes to existing positions.

d. Maintain Internal Web Access Management (IWAM).

Maintain individual IWAM PBDA entries for all Component personnel using the Current and Approved Equipment Category fields in IWAM. IWAM entries validate the type of equipment personnel are entitled to receive based on their job position.

e. Maintain Asset Accountability.

Ensure proper asset accountability is maintained IAW DCMA's Acceptable Use Policy at all times and with DCMA Manual 4201-12, "Out-Processing and Transfers," when personnel arrive, depart, or change a billet assignment or official duty location.

2.2. EXECUTIVE DIRECTOR AND CHIEF INFORMATION OFFICER, DCMAIT.

The Executive Director and Chief Information Officer, DCMAIT, is the primary process owner and will oversee the development, implementation, sustainment, and delegation of the PBDA process by performing:

a. IT Equipment Category Coordination.

Coordinating IT Equipment Categories to meet the mission/mobility requirements of the Agency.

b. Proper Asset Assignment.

Assigning appropriate IT assets to IT Equipment Categories to effectively align technological capabilities with position requirements.

c. IWAM & Change Requests.

Processing DCMA Component change requests and maintaining a master PBDA database through implementation of the IWAM PBDA.

d. Regional/Division/Center POCs & DAA.

Maintaining a master list of Regional/Division/Center POCs and DAAs for the PBDA program on this Policy's Resource Page.

e. Asset Acquisition & Distribution.

Procuring, issuing, and collecting IT assets to and from personnel based on approved IT Equipment Categories and personnel changes, including new hires, reassignments, and departures.

f. Process Owner.

Serving as the primary process owner for all IT-procured equipment and overseeing the development, implementation, administration, inventory, and management of all IT assets.

2.3. SYSTEM USER.

All personnel using DoD automated information systems will be responsible for utilizing IT assets in an authorized manner and maintaining proper accountability for assigned IT equipment IAW DCMA's Acceptable Use Policy, DCMA's Remote Printer User Agreement (where applicable), and DCMA Manual 3301-08, "Information Security."

SECTION 3: PROCEDURES

3.1. ASSIGNING IT EQUIPMENT CATEGORIES.

Components will assign an IT Equipment Category to each Position ID/Billet Number within their Component and update IWAM accordingly to reflect the IT Equipment Category. IT Equipment Categories consist of:

a. Basic Office.

This position has a permanent desk/office and little or no mobility is required. This is the default IT Equipment Category.

b. Enhanced Office.

This position requires out-of-office mobility on a regular and recurring basis and is not expected to report to the Agency worksite on a regular and recurring basis. The position requires voice connectivity and after-hours access to email via a mobile wireless device and may require scan and printing capability (with justified need and supervisory approval). This IT Equipment Category includes remote work IAW DCMA Manual 4201-28, "Remote Work."

c. Data Analysis Office.

This position has little or no mobility required. The position requires a laptop with enhanced specifications (e.g., memory, processing, and disk input/output (I/O) power) to support complex data analysis capability. Complex data analysis functions (e.g., cost and pricing, earned value, contractor performance) are typically performed with limited license software applications.

d. Basic Traveler.

This position is in the office three days a week or more but requires out-of-office mobility on a regular and recurring basis. The position requires voice connectivity and after-hours access to email via a mobile wireless device.

e. Enhanced Traveler.

This position requires out-of-office mobility on a regular and recurring basis. The position requires voice connectivity and after-hours access to email via a mobile wireless device. This IT Equipment Category includes the ability to telework three days a week or more or the requirement to travel on a frequent basis.

f. Data Analysis Traveler.

This position requires out-of-office mobility on a regular and recurring basis. The position requires a laptop with enhanced specifications (e.g., memory, processing, and disk I/O power) to support complex data analysis capability. Complex data analysis functions (e.g., cost and

pricing, earned value, and contractor performance) are typically performed with limited license software applications. The position requires voice connectivity and after-hours access to email via a mobile wireless device.

g. Executive.

This position requires almost constant contact with other Agency leadership. Frequency of contact requires an additional mobile device with a larger screen and maximum ease of use. The position also requires voice connectivity and access to email via a mobile wireless device. This IT Equipment Category includes Executive Component Heads, Regional Commanders/Directors/Deputies, and Contract Management Office (CMO) Commanders/Directors/Deputies.

h. Special Use.

This category is for common use or “shared” equipment (i.e., conference rooms and desk share space such as hoteling stations, shared cubicles and offices, or any area that does not have equipment permanently assigned to a DCMA employee). The allowable standard, per conference room and desk share space, is a monitor and an option for connecting a laptop, keyboard, mouse, and other approved universal serial bus (USB) devices. When the need exceeds the allowable standard equipment, a business case analysis and justification must be submitted through the Agency’s intake process. If approved by the Executive Director, DCMAIT, Components will work closely with the local IT staff to determine the most appropriate means to satisfy the requirement. For all special use equipment, the CMO will identify, in writing, the CMO employee who will be the hand receipt holder for it.

Table 1. IT Equipment Categories and Authorized Equipment

Equipment Categories	Description
Basic Office	This position has a permanent desk/office and little or no mobility is required. This is the default IT Equipment Category.
Enhanced Office	This position requires out-of-office mobility on a regular and recurring basis and is not expected to report to the Agency worksite on a regular and recurring basis. The position requires voice connectivity and after-hours access to email via a mobile wireless device and may require scan and printing capability (with justified need and supervisory approval). Includes remote work IAW DCMA Manual 4201-28 .
Data Analysis Office	This position has little or no mobility required. The position requires a laptop with enhanced specifications (e.g., memory, processing, and disk I/O power) to support complex data analysis capability. Complex data analysis functions (e.g., cost and pricing, earned value, contractor performance) are typically performed with limited license software applications.
Basic Traveler	This position requires out-of-office mobility on a regular and recurring basis. The position requires voice connectivity and access to email via a mobile wireless device.
Enhanced Traveler	This position requires out-of-office mobility on a regular and recurring basis, though employee will still use DCMA office space/desk sharing. The position requires voice connectivity and access to email via a mobile wireless device. Includes telework three days a week or more or the requirement to travel on a frequent basis .

Table 1. IT Equipment Categories and Authorized Equipment, Continued

Data Analysis Traveler	This position requires out-of-office mobility on a regular and recurring basis, though employee will still use DCMA office space/desk sharing. The position requires a laptop with enhanced specifications (e.g., memory, processing, and disk I/O power) to support complex data analysis capability. Complex data analysis functions (e.g., cost and pricing, earned value, etc.) are typically performed with limited license software applications. The position requires voice connectivity and access to email via a mobile wireless device. Includes telework three days a week or more or the requirement to travel on a frequent basis.						
Executive	This position requires almost constant contact with other Agency leadership. Frequency of contact requires an additional mobile device with a larger screen and maximum ease of use. The position also requires voice connectivity and access to email via a mobile wireless device. Includes Executive Component Heads, Regional Commanders/Directors/Deputies, and CMO Commanders/Directors/Deputies.						
Special Use	This category is for common use or “shared” equipment (i.e., conference rooms and desk share space such as hoteling stations, shared cubicles and offices, or any area that does not have equipment permanently assigned to a DCMA employee).						
Authorized Equipment	Basic Office	Enhanced Office	Data Analysis Office	Basic Traveler	Enhanced Traveler	Data Analysis Traveler	Executive
Laptop Computer	X	X		X	X		X
Enhanced Laptop Computer			X			X	
Monitor	X	X	X	X	X	X	X
Portable Monitor					X	X	X
Remote Printer		X					
iPad							X
Mobile Wireless Device with Data, Email, Voice and Mobile Hotspot		X		X	X	X	X

3.2. NEW POSITIONS.

All new Position IDs/Billet Numbers must be established in the Unit Manning Report (UMR) and are imported into IWAM with an IT Equipment Category of Basic Office. The Component Equipment Manager will update IWAM based on the IT Equipment Category approved during the new position approval process.

3.3. CHANGE REQUESTS.

An IT Equipment Category change request for an employee must follow the Component’s established approval process. Components will establish procedures to initiate, approve, and process change requests within their Component. (See Paragraph 2.1.c.) Only Component Equipment Managers are authorized to change IT Equipment Categories in IWAM.

- a. Component Heads are responsible for determining IT Equipment Categories for the positions within their organization. This responsibility may be delegated by the Component Head to a DAA.
- b. The Component Head or applicable DAA will review and approve/disapprove IT Equipment Category change requests.
- c. If approved, the Component Equipment Manager will process the IT Equipment Category change within IWAM.
- d. If additional equipment is authorized IAW the IWAM change, a supervisor will request the equipment for the employee via an IT Service Center service request IAW DCMAIT Knowledge Base Article KB-0001963, "Requesting IT Equipment for Employees," located on the Resource Page.
- e. DCMAIT will obtain and issue equipment to the employee within 10 business days of being notified, pending the availability of IT equipment. If equipment is not available, DCMAIT will provide the requester with an estimated date of issuance.
- f. Prior to the issuance of equipment, DCMAIT will prepare a hand receipt for the employee. A digital signature from the individual is required and both parties will retain a copy of the hand receipt.
- g. Requests for exceptions to the special use allowable standard will be submitted via the Agency's intake process. If approved, the requester will submit an IT Service Center service request for the equipment. DCMAIT will obtain and issue equipment within 10 business days of receipt of the service request, pending equipment availability. If equipment is not available, DCMAIT will provide the requester with an estimated date of issuance. Prior to the issuance of equipment, DCMAIT will prepare a hand receipt for the responsible individual identified in the intake request. A digital signature from the individual is required and both parties will retain a copy of the hand receipt.

3.4. EQUIPMENT ISSUANCE.

DCMAIT is responsible for equipment issuance.

a. Remote Employees (i.e., Enhanced Office).

DCMAIT will provide the necessary government-furnished equipment (GFE) for remote employees at approved alternative worksites by next-day shipping or request remote employee to report to the closest DCMA workplace with IT support. Upon receiving replacement equipment or departing the Agency, the employee must ship the equipment back to an Agency worksite at the expense of DCMAIT, who will provide a prepaid shipping label and box. IT Specialists are not authorized to visit an employee's residence while performing in an official capacity. Costs associated with in-person GFE issuance/turn-in, if any, will be funded by the employee's Component.

b. All other IT Equipment Categories.

Employees may be requested to travel to the office where an IT Specialist is assigned to receive/turn in equipment. Costs associated with in-person GFE issuance/turn-in, if any, will be funded by the employee's Component.

3.5. SERVICING OF EQUIPMENT.

DCMAIT is responsible for the service and maintenance of GFE.

a. All IT Equipment Categories.

Employees will immediately report GFE failure by telephone, e-mail, IT Service Center incident request, or other established communication method(s). If hands-on support is necessary, support will be provided by the nearest IT Specialist, and the employee may be required to travel to the office where that IT Specialist is assigned. Costs associated with in-person IT support, if any, will be funded by the employee's Component.

b. Remote Employees (i.e., Enhanced Office).

If hands-on support is necessary, support will be provided by the nearest IT Specialist and the employee may be required to travel to the office where that IT Specialist is assigned. The employee must return faulty GFE to an Agency worksite, or a worksite approved by DCMAIT for service. DCMAIT and the employee/employee's supervisor will determine the most efficient method for servicing equipment. If equipment will be shipped back to an Agency worksite, it will be at the expense of DCMAIT, who will provide a prepaid shipping label and box, and DCMAIT will provide a replacement device via next-day shipping. Hand receipts will be updated when equipment is received on either end. IT Specialists are not authorized to visit an employee's residence while performing in an official capacity.

3.6. TRANSFERS OF PERSONNEL OR POSITIONS.

a. IT Equipment Category Assignment.

A PBDA IT Equipment Category is assigned to a Position ID/Billet Number, not an individual.

b. Departures.

When an employee leaves a Position ID/Billet Number, the employee's supervisor or Equipment Manager must coordinate with DCMAIT, whether they are anticipating a permanent change of station, transferring to another position within the Agency, or departing the Agency. Personnel are authorized to take/transfer any equipment for use in another Position ID/Billet Number and/or in another location (to include remote work) only if coordinated through the appropriate command and approved by DCMAIT. If the turn-in of IT equipment is required, this

is accomplished by contacting the nearest IT Specialist and arranging an appointment or by submitting an IT Service Center service request. Hand receipts will be updated to reflect property accountability and responsibility.

c. Deployments.

Personnel deploying in support of a Contingency Contract Administrative Services (CCAS) mission will be reassigned to a CCAS ID/Billet Number for which PBDA also applies. Deploying personnel will leave all assigned equipment for their permanent Position ID/Billet Number with the nearest IT Specialist, unless DCMAIT management explicitly approves them to deploy with assigned equipment. This equipment may be made available to temporary personnel assigned to the permanent Position ID/Billet Number while the employee is deployed. Deploying personnel will be made aware of this possibility to afford them or their supervisor the opportunity to make appropriate disposition of any electronically stored information or records stored or maintained on the assigned IT equipment prior to deploying. Deployees will be assigned equipment by an IT Specialist upon arrival at their CCAS-assigned location. Personnel deploying for more than 60 days on military orders will leave all assigned equipment for their permanent Position ID/Billet Number with the nearest IT Specialist. Turn-in of IT equipment must be accomplished by contacting the IT Specialist and arranging an appointment or by submitting an IT Service Center service request. Hand receipts will be updated to reflect property accountability and responsibility.

d. Extended Leave of 60 Days or More.

Personnel on leave for more than 60 days will leave all assigned equipment for their permanent Position ID/Billet Number at their CMO/duty location in the possession of the nearest IT Specialist or coordinate with DCMAIT for a prepaid shipping label and box if there is no worksite within their commuting area. Turn-in of IT equipment is accomplished by contacting the IT Specialist and arranging an appointment or by submitting an IT Service Center service request. Hand receipts will be updated to reflect property accountability and responsibility. The equipment may be made available to temporary personnel or others assigned to the permanent Position ID/Billet Number while the employee is on extended leave. Personnel on extended leave must be made aware of this possibility to afford them or their supervisor the opportunity to make appropriate disposition of any electronically stored information or records maintained on the assigned IT equipment prior to beginning extended leave.

e. Position ID/Billet Number Transfers.

When transferring a Position ID/Billet Number to another location, the equipment associated with that Position ID/Billet Number will be handled at the discretion of DCMAIT in the most cost-effective manner. This may require DCMAIT to reallocate equipment locally at both the gaining and losing sites or to ship the assets. Components must submit an IT Service Center service request as soon as a Position ID/Billet Number transfer decision is determined in order to maintain asset accountability. Personnel are not authorized to relocate equipment to a new duty station (to include a remote employee's alternative worksite) without DCMAIT approval. Hand receipts will be updated to reflect property accountability and responsibility.

3.7. DISPOSITION OF EQUIPMENT.

Any GFE provided to an employee or contractor remains the property of the U.S. Government and must be managed and disposed of IAW Agency-specific policies and guidance.

GLOSSARY

G.1. ACRONYMS.

CCAS	Contingency Contract Administrative Services
CMO	Contract Management Office
DAA	delegated approving authority
DCMAIT	DCMA Information Technology Directorate
GFE	government-furnished equipment
IAW	in accordance with
ID	Identification
I/O	input/output
IT	Information Technology
IWAM	Internal Web Access Management
PBDA	Position-Based Distribution of IT Assets
POCs	Points of Contact
UMR	Unit Manning Report
USB	universal serial bus

GLOSSARY

G.2. DEFINITIONS

TERM

DEFINITION

Equipment Manager.

These individuals assign IT Equipment Categories to Position IDs/Billet Numbers using the Admin feature of IWAM. They can see anyone in the Agency by using the Activity/Team filter to switch teams. These individuals are also responsible for the collection of requests for IT Equipment Category changes for an organizational Component.

IT assets/equipment.

Personal IT equipment assigned to individual DCMA employees as part of the PBDA Program. IT assets/equipment include:

Laptop. A portable, personal computer that can easily be transported and used in temporary spaces such as on transportation, in libraries, temporary offices, meetings, etc. A laptop computer typically weighs less than five pounds and is three inches or less in thickness.

Mobile Wireless Device. A device that provides electronic mail, voice, and broadband connectivity capability.

Monitor. An electronic device with a screen used to visually display information on a computer.

Printer. An output device that accepts text and graphic output from a computer and transfers the information to paper.

iPad. A touchscreen tablet PC made by Apple.

IT Equipment Category.

A category of a 'suite of IT assets' designed to provide an employee with the most appropriate and necessary IT tools based on job duties and mobility requirements.

IT Service Center incident request

A request for IT technical support through the IT Service Center; IT technical support includes repairing or restoring something that is broken/disrupted.

IT Service Center service request.	A request for IT technical support through the IT Service Center; IT technical support includes new equipment issuance.
IWAM.	Allows supervisors to maintain DCMA employee information, including access permissions to eTools modules, emergency contact numbers and assignment of Position IDs/Billet Numbers and IT Equipment Categories.
IWAM Position-Based Distribution.	<p>Incorporates the ability to manage the PBDA through the IWAM Admin module, including the assignment of IT Equipment Categories to Position IDs/Billet Numbers according to the UMR. The IWAM PBDA automated process includes the ability of the cognizant executive to assign the approved IT Equipment Category. Specific IWAM roles include:</p> <p>Supervisor/CMO Admin. Authorized to assign Position IDs/Billet Numbers according to the UMR through the Position ID Management function.</p> <p>Equipment Manager. Authorized to assign/update IT Equipment Categories when approved by the Component Head or DAA.</p>
PBDA.	Assignment and dissemination of IT assets based on position and position ID.
PBDA DAA.	Component Head or delegated authority for approval of IT Equipment Categories or changes.
Position ID/Billet Number.	A unique number derived from the UMR that identifies a specific position/billet.
Supervisor/Requester.	Individual responsible for initiating a request for an IT Equipment Category or change in IT Equipment Category for subordinates.
UMR.	Authoritative data source that displays positions attributes of validated requirements, authorizations, and incumbents.

REFERENCES

DCMA Acceptable Use Policy

DCMA Homepage, "Future of Work Vision," September 9, 2022

DCMA Instruction 4401-01, "Information Technology Management," January 20, 2020

DCMA Manual 3301-08, "Information Security," January 21, 2019

DCMA Manual 4201-12, "Out-Processing and Transfers," August 24, 2019

DCMA Manual 4201-28, "Remote Work," October 14, 2022

DoD Director 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013

KB-0001963, "Requesting IT Equipment for Employees"