DCMA Manual 4502-01, Volume 1
Governance Structure and Procedures:
Requirements Management

Office of Primary Responsibility:	**Corporate Governance Capability Board**
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Purpose: This manual is composed of two volumes, each with its own purpose. In accordance with the authority in DoD Directive 5105.64 and DCMA Instruction 4502, "Corporate Governance," this volume establishes DCMA requirements management as a standardized and transparent process for identifying, documenting, prioritizing, and implementing requirements that support the DCMA mission and strategic objectives. This encompasses both capability requirements by defining what DCMA needs to achieve its mission and implementation requirements by detailing how those capabilities will be realized through specific projects, tools, or process changes. This manual supersedes Sections 3, 4, and 6 of DCMA Manual 4502-01, "Corporate Governance Structure and Procedures."

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This manual applies to all DCMA organizational entities unless higher-level regulations, policy, guidance, or agreements take precedence.

1.2. POLICY.

It is DCMA policy to:

a. Introduce proposed requirements into the agency's evaluation and approval process.

b. Manage existing mission and business requirements and its derived requirements in a controlled environment using a configuration management process.

c. Receive and process derived requirements from employees.

d. Effectively address urgent operational needs in a timely manner.

e. Execute the processes of this manual in a safe, efficient, effective, and ethical manner within DCMA workplaces.

1.3. RECORDS MANAGEMENT.

a. DCMA employees will maintain all records created as a result of this issuance pursuant to DoD Instruction 5015.02, the National Archives and Record Administration General Records Schedules, Volume 1 of DCMA Manual (DCMA-MAN) 4501-04, "Records and Information Management Program," and Volume 2 of DCMA-MAN 4501-04, "Records Retention Schedule."

b. Appendix 1A outlines records created as a result of this issuance, identifies the office of primary responsibility (OPR) records custodian, and details correlating storage requirements. Records responsibilities are pursuant to Volume 1 of DCMA-MAN 4501-04. The approved DCMA Form 4501-04, "Records File Plan," is linked on the resource page for this manual.

1.4. SUMMARY OF CHANGES.

This manual has been rewritten as a result of the maturity of the Authoritative Process List (APL) Process Attribute Library (PAL) and overhaul of the intake process. Users must review this issuance in its entirety. Significant changes include:

- Introduction to requirements management
- Defines and manages the agency's capability requirements
- Refines the intake process and approval process

APPENDIX 1A. DCMA 4502-01 RECORDS

Step, Function, Activity, or Section	Record(s) Created - Key Documentation	Record Series	Storage Location Include direction for OPR records custodian	OPR Records Custodian
APL PAL Change	APL PAL Change Request; Action Officer Recommendation, Capability Board Manager Decision; Monthly Changes Briefing; Annual Changes Report; Archived Requirements;	400.02a	DoD365	APL Manager
APL PAL Gap Analysis	Gap assessment results; gap analysis risk-based plan of action;	400.04a2	DoD365	APL Manager
Intake Submission	Implementation requirements (Intake) submission request; analysis notes; delay notification; integrated product list score spreadsheet; business case; Information Technology feedback; submission validation approval; briefing intake status;	400.01a	DoD365	IT Sustainment Team
Intake Submissions Prioritization	Agency material solution prioritization list	400.04a2	DoD365	IT Sustainment Team
Intake Methodology	Intake and IPL methodology results	400.08	DoD365	Corporate Governance Capability Board Manager
Internal Audit	Reports and Analysis	400.06a2	DoD365	AUA

SECTION 2: RESPONSIBILITIES

2.1. DEPUTY DIRECTOR, DCMA.

The Deputy Director must determine the urgency for urgent operational need disputes.

2.2. CAPABILITY BOARD MANAGERS.

Capability board managers must:

    a. Evaluate capability requirement requests.

    b. Manage existing capability requirements within the APL PAL.

    c. Process intake submissions assigned to their capability board.

    d. Confirm that material solutions meet business requirements and deliver expected benefits prior to deployment.

    e. Create clear traceability between the existing capability requirements and emerging derived requirements.

    f. Ensure new capability requirements do not duplicate existing requirements.

    g. Ensure governance programs and bodies are staffed and resourced.

    h. Perform a gap analysis, create a plan of action, and report on it.

2.3. CORPORATE GOVERNANCE CAPABILITY BOARD MANAGER.

In addition to the responsibilities in Paragraph 2.2., the Corporate Governance Capability Board Manager must:

    a. Establish and oversee the intake system implementation and provide support to capability boards and components.

    b. Develop and implement guidance and procedures for the agency's requirements management and intake processes.

    c. Review and validate the Integrated Priority List (IPL) methodology.

2.4. COMPONENT HEADS.

Component heads must:

    a. Oversee the execution of capability requirements.

b. Assist with capability requirements validation.

c. Serve to improve performance through feedback.

d. Approve intake submissions and IPL scores.

e. Program and budget for material solution lifecycle costs.

f. Update the component's spend plan.

g. Support the capability boards with functionally trained employees.

h. Recommend prioritization of material solutions within and across the capability requirements.

2.5. HEADQUARTERS EXECUTIVE DIRECTORS AND DIRECTORS.

In addition to the responsibilities in Paragraph 2.4., the headquarters executive directors and directors must:

a. Serve as the functional proponent with advocacy for a given capability.

b. Provide the functionally aligned subject matter expertise to support policy, processes, and tools.

2.6. CHIEF DIGITAL AND ARTIFICIAL INTELLIGENCE OFFICER (CDAO).

The CDAO must:

a. Define and manage the agency material solution prioritization list.

b. Establish a standard format and guidance for the agency material solution prioritization list.

c. Coordinate with the agency's senior leaders on adjustments to the agency material solution prioritization list.

2.7. EXECUTIVE DIRECTOR, ENTERPRISE ANALYTICS AND MODERNIZATION.

The Enterprise Analytics and Modernization Executive Director must oversee the APL PAL program.

2.8. APL MANAGER.

Under the authority, direction, and control of the Enterprise Analytics and Modernization Executive Director, the APL manager must manage the APL PAL and:

   a. Define and maintain a standard format and guidance.

   b. Coordinate, process, and report changes.

2.9. ACTION OFFICERS (AO).

APL process owners will serve as intake submission AOs and must:

   a. Lead the evaluation of intake submissions and generate supporting documentation.

   b. Report on status of intake submissions.

2.10. APL ASSESSABLE UNIT ADMINISTRATOR (AUA).

APL AUAs must:

   a. Assist in the evaluation of intake submissions.

   b. Ensure APL PAL changes and intake submission solutions align with the Risk Management and Internal Control program.

2.11. DCMA EMPLOYEES.

DCMA employees must initiate an:

   a. APL PAL request when requesting a change to an existing capability requirement.

   b. Intake submission when requesting a new or change to an implementation requirement.

SECTION 3: REQUIREMENTS MANAGEMENT

3.1. OVERVIEW.

The DCMA capability requirements consist of mission and business requirements. The APL PAL is the repository for all capability requirements and traces to higher-level DoD and Federal requirements. Derived requirements may already exist or be submitted through intake to establish implementation requirements validated by the capability boards. Capability board managers, executive directors, and command executive directors, directors, and commanders provide resources to develop the material solutions for satisfying verified and validated implementation requirements.

3.2. CAPABILITY REQUIREMENTS.

a. Agency capability requirements consist of mission needs in accordance with DoD Directive (DoDD) 5105.64 and DCMA guidance, as well as workforce management requirements directed by the Office of Personnel Management. These requirements are traceable to roles and mission objectives and, to the greatest extent possible, are expressed as processes, standards, and conditions. A capability requirement defines what a system, process, person, or organization must be able to do, specifying the desired outcomes, functions, or performance characteristics necessary to achieve a specific goal.

b. Capability requirements focus on achieving desired outcomes. DCMA policy will detail how to implement these requirements. DCMA leaders are responsible for securing the resources and capacity needed to effectively accomplish these functions and for ensuring employees possess the necessary skills and knowledge.

c. Capability board managers assign process owners via the APL PAL to manage a requirement and its process on behalf of DCMA, ensuring its design aligns with regulations and DoD guidance. The process owner supports internal and external audits, provides expertise in process improvement, manages intake processing, and facilitates tool development related to assigned processes. The capability board manager typically assigns a headquarters resource to fulfill the process owner role. If the capability board manager is unable to identify a process owner within headquarters, they will expand their search beyond headquarters to look across the entire agency. A process owner's responsibilities are significant. AOs may be assigned specific tasks under the capability board's direction to support the process owner in effective process execution and overall objectives.

(1) <u>Change Process</u>.

The requirements management process provides the baseline for requesting, approving, and documenting capability requirements. This process operates through the capability boards, with participation and advice from all other organizations that have equity in capability requirements review and validation.

(2) <u>Request</u>.

A DCMA employee can request to add, modify, or delete a capability requirement, also known as a "change," driven by higher-level DoD requirements, laws, or other guidance.

(3) <u>Document</u>.

The DCMA employee will submit a change request to the APL manager. The APL manager will collaborate with the Issuance Program Office to assign an OPR for the change request.

(4) <u>Evaluation</u>.

The OPR will establish a team and either confirm the process owner as the AO or reassign the AO role. The review process is designed to be flexible to allow the OPR to thoroughly research and understand the change request, including determining appropriate team size and necessary skillsets. The team will include the submitter and subject matter experts. The AO will lead the team to:

(a) Review the request to ensure it does not duplicate an existing capability requirement.

(b) Coordinate with capability boards, AUA, and relevant functional and business communities that would be impacted by the change request.

(c) Provide a recommendation to the OPR on the best course of action for the agency.

(5) <u>Approval</u>.

The OPR will approve or disapprove the change request by documenting their decision in an email or signing a standard memorandum based on the team's recommendation.

(6) <u>Post Change</u>.

The APL manager will update the APL PAL based on the OPR documentation, close the change request with the submitter, upload the documentation to the APL PAL process entry as an attachment, and report the changes in the Business Capability Framework monthly meeting. The APL manager will coordinate with the Issuance Program Office to align capability requirements with published issuances or issuances in coordination.

(7) <u>Issuance Synchronization</u>.

Once the APL reflects the capability requirement change, the OPR will establish, modify, or cancel an issuance in accordance with DCMA-MAN 4501-01, "Agency Issuance Program."

If the OPR cancels an issuance, the APL manager will archive corresponding capability requirements on the APL PAL.

(8) Reporting.

The APL manager will submit a report of changes made within the APL PAL to the senior leadership once per fiscal year.

(9) Capability Gap Assessment.

The capability boards will conduct an annual capability gap assessment to ensure the agency meets all assigned requirements. This assessment will examine the alignment of mission and business requirements with parent higher-level requirements. The capability board manager will annually report on any identified gaps and develop a risk-based plan of action to address them.

3.3. IMPLEMENTATION REQUIREMENTS.

a. Introduction.

Implementation requirements support the fulfillment of capability requirements. An implementation requirement represents an opportunity to enhance (e.g., through automation), modify (e.g., migrating legacy tools to modern platforms), or sustain (e.g., facility maintenance such as carpet replacement) a capability requirement.

b. Intake Process.

Validated implementation requirements will drive and inform the Planning, Programming, Budgeting, and Execution process in accordance with DoDD 7045.14. DCMA employees will use the intake process to evaluate potential solutions, including DoD business system acquisitions and business process reengineering and modernization. DoD business system acquisitions are in accordance with DoDD 5000.01 and DoD Instruction 5000.02.

c. Requirements Management System.

A DCMA employee submits a proposed implementation requirement into the intake system and is designated as the "submitter." The intake system ensures reliable handling, processing, transparency, cross-functional review, and management of all proposed and validated requirements. The intake system is linked on the resource page of this manual.

d. Requirements Documentation.

The intake system serves as the entry point for collecting, processing, and prioritizing all new and recurring implementation requirements.

e. Requirements Identification.

(1) The submitter will enter the following information in the intake system:

(a) Problem Statement.

Specifies a capability implementation gap or inefficiency that represents an unacceptable operational risk.

(b) Business Impact.

Describes the risk to mission execution (e.g., cost, regulatory and policy compliance, work stoppage, inaccurate documentation) if the submission is not implemented.

(c) Success Description.

Describes what the proposed implementation requirement will accomplish.

(d) Agreement Routing.

Two organizational leaders at the local and component level within the submitter's chain of command that will agree or disagree with the submission.

(e) Impacted Capability Requirement.

Specifies the capability requirement affected by this submission.

(2) Local leadership and the component head will validate the reasonableness and necessity of the submission.

f. OPR Assignment.

(1) When the submitter selects the impacted capability requirement process, the intake system assigns the submission to the corresponding capability board. The capability board manager serves as the OPR. The assigned OPR will evaluate each intake submission to determine if it falls within their area of responsibility.

(2) If the submission is urgent, the OPR will follow the Urgent Operational Need process to expedite processing of the request (See Paragraph 3.3.n. for more information on the Urgent Operational Need process)

g. Requirement Validation.

(1) The capability, functional, and operational organizations share responsibility for requirement validation. These organizations are accountable for successful business capability

delivery, encompassing business process design through business system deployment and operation.

(2) When a new implementation requirement requires validation, and the OPR is both the requestor and owner, the OPR must present the requirement to the agency senior leadership group for independent validation.

(3) The OPR will assign an AO, typically the process owner of the applicable APL process. The AO will validate the proposed implementation requirement using a defined process and established criteria:

(a) Resources.

The submitter's component head will support the validation process by providing resources and data based on established criteria.

(b) Data Collection.

The AO will review the intake submission and supporting documentation and interview the submitter and any other individuals who may further clarify the need.

(c) Criteria.

The AO recommendation will consider the following criteria.

1. Aligned with Strategic Goals.

Does the requirement directly support overarching lines of efforts, strategic objectives, mission, or vision?

2. Solves a Validated Problem or Need.

Is there a clearly defined problem or opportunity that this requirement addresses? Has the problem or need been validated with data or stakeholder input?

3. Avoids Duplication.

Does the requirement overlap or conflict with any existing capabilities or requirements?

4. Addresses a Deficiency.

Does the requirement fill a demonstrable gap or inefficiency in current capabilities or processes?

<u>5</u>. Traceability.

Can the requirement be traced back to its source such as the strategic plan, APL PAL process, or regulation?

(d) Validation Recommendation and Approval.

<u>1</u>. The AO will submit their recommendation to the capability board for decision using the intake system. The capability board will evaluate the recommendation and document the decision in the intake system. If the capability board does not agree with the AO recommendation, the AO must document and justify the capability board manager's decision in the intake system.

<u>2</u>. If the requirement is determined to be invalid, the AO through the capability board will reject the intake submission and enter an explanation into the intake system.

(e) <u>IPL Score</u>.

The IPL supports a clear and consistent scoring system that provides objective and defensible resource allocation decisions. The IPL is the agency's integrated, scored requirements list and indicates the levels of key program shortfalls that may require programming of funds in the Planning, Programming, Budgeting, and Execution process.

<u>1</u>. Generation.

The AO will coordinate with the submitter and, using the IPL scoring spreadsheet template and instructions located on the resource page for this manual, calculate the IPL score for each validated requirement.

<u>2</u>. Submission.

The AO will enter the IPL score and attach the completed spreadsheet in the intake system.

<u>3</u>. Adjustment.

The capability board manager will validate the score. If the capability board manager disagrees with the IPL score, the capability board manager must notify the AO and submitter of any adjustments to the score.

(f) IPL Management.

<u>1</u>. Addition.

The validated requirement's IPL score is recognized on the IPL.

2. Rank Order.

Validated requirements are ranked numerically based on the IPL score; the higher the score the higher the priority.

3. Maintenance.

CDAO maintains and controls changes to the IPL.

4. Application.

CDAO keeps the IPL current throughout the year and applies resource decisions for routine mission, as well as emerging agency requirements.

5. Methodology.

The Corporate Governance Capability Board will conduct a review and validation of the IPL methodology every two years, which will involve soliciting feedback from stakeholders and an assessment of its effectiveness in achieving stated objectives.

h. Validated Requirement Business Case.

The AO will create a business case to provide and document the rationale for investing in a validated requirement. The submitter's component must assign resources to lead a portion of the analysis or support the AO analysis for a recommendation. The business case will include an analysis of potential solutions and the level of improvement each solution will deliver in executing the DCMA mission. A business case template is available on the resource page for this manual. To analyze potential solutions for executing the DCMA mission the AO must:

(1) Employ a structured methodology like an analysis of alternatives or cost-benefit analysis.

(2) Evaluate each potential solution based on effectiveness, cost, risk, schedule, feasibility, and alignment with DCMA strategic goals.

(3) Utilize a decision matrix weighted by key criteria to objectively compare options, leveraging input from subject matter experts and historical data. Thorough documentation of assumptions, data sources, and findings is crucial for a defensible and informed recommendation.

(a) Precedence of Recommended Approaches.

The AO will consider both material and non-material solutions and recommend approaches, prioritizing non-material approaches in this order:

1. Implementing changes that do not require development and procurement of a new material solution.

2. Procuring or modifying commercially available products, services, and technologies from approved DoD sources.

3. Modifying systems or equipment developed by the U.S. Government, allies, or coalition partners.

4. Developing a new, joint, DoD component or other U.S. Government agency or department program.

5. Developing a new agency-unique program.

(b) Approach Analysis and Selection.

To ensure the AO considers the full array of solutions and favors less costly and complicated solutions, the AO must perform an analysis on all implementation requirements. If the AO recommends a material solution, they will identify a subject matter expert to support it throughout the solution's lifecycle.

(c) Solution Recommendation and Approval.

1. Solution Submission.

The AO will submit the recommended solution, as described in the business case, to the capability board for decision using the intake system.

2. Business Case Evaluation and Approval.

The capability board manager will evaluate the business case and record their approval in the intake system to start implementation. If the approved solution is a significant material development effort, the AO will provide support throughout the solution lifecycle or identify another subject matter expert to provide it.

3. Revised Solution Documentation.

If the capability board manager does not approve the solution recommended by the AO, the AO will document the capability board manager's revised solution in the updated business case and update the submission in the intake system.

i. **Pending Implementation.**

(1) If the capability board decides to delay the implementation of the solution due to maturity of the enterprise environment or shifting priorities, the AO, in coordination with the capability board, will defer the intake submission and add a note with explanation in the intake

system. The capability board manager must review deferred intake submissions every 12 months from the date of the last note or action timestamp.

(2) The next steps for the capability board and AO depend on the type of approved solution documented in the business case.

(a) Program Control Document (PCD) Identifier.

For a validated requirement that requires funding, the component head will initiate a request for a unique PCD identifier using the PCD identification request link found on the resource page of this manual.

(b) Non-material Solution.

A non-materiel solution modifies doctrine, organization, training, materiel, leadership and education, personnel, and facilities to address a need without requiring new or altered material solutions. The submitter should submit requests for proposed non-materiel solutions through the appropriate change request process.

(c) Material Solution.

Validated implementation requirements with approved material solutions are grouped into one of three categories:

1. Funded Material Solution and In Development.

The capability board manager and AO must provide management and oversight for the approved solution throughout its lifecycle, from development to closure.

2. Material Solution Marked for Future Funding.

The submitter and AO will use the intake system to monitor funding actions for solutions that are currently unfunded but are on the relevant resource prioritization list such as non-labor unfunded list, CDAO prioritization list, DCMAIT Mission Application Division backlog or funded on the program object memorandum.

3. Unfunded Material Solution.

When a solution is not resourced or identified for future funding, capability board managers and component heads may collaborate to request funding for the validated requirement implementation with an approved solution following the Financial and Business Operations (FB) Executive Directorate funding request process found on the FB site. If approved, they may receive funding through the agency program object memorandum cycle or non-labor unfunded requirement list.

(d) Solution Acquisition.

Solution acquisition is in accordance with DCMA-MAN 4301-13, "DCMA Acquisition," which outlines DCMA standardized procedures for acquisition and procurement. This manual encompasses policy implementation, responsibility assignment, and process standardization. It details the use of multi-functional teams for service contracts and establishes the DCMA Services Requirements Review Board. Finally, it provides guidance on preparing essential documentation such as purchase requests and managing the full procurement lifecycle from planning to closeout through the DCMA Procurement Center.

(e) Solution Development.

Solution development is in accordance with DCMA-MAN 4401-16, "Capital Planning and Investment Control," which defines the agency's Capital Planning and Investment Control process for Information Technology (IT). It establishes a framework for managing IT investments to align with the DCMA strategic plan, mission, and business goals, ensuring cost-effectiveness and maximized returns. Ultimately, this process supports informed IT investment decisions that reduce risk and meet Office of Management and Budget requirements.

j. Reporting.

The AO will provide a report to the OPR in accordance with the capability board charter and capture the status in the intake system. The AO will provide monthly progress reports on requirements with funded solutions and in development within the intake system and support capability board intake reviews.

k. Recognition.

Components benefit from implementing employee-generated suggestions that are endorsed and submitted into the intake system. It is recommended to reward individuals or groups to inspire new ideas, encourage innovation and engagement among the workforce, and demonstrate leadership commitment towards improving agency stewardship. Awards will be managed in accordance with DCMA-MAN 4201-25, "Awards and Recognition."

l. Prioritization.

The CDAO will prioritize material solutions identified for implementation requirements.

(1) Prioritization List.

Component heads will use the CDAO material prioritization list to determine resource assignment for tool development. The CDAO may recommend the appropriate development team for each prioritized material solution.

(2) Adjustments.

The CDAO will coordinate with capability board managers, components heads, and other stakeholders to provide them the opportunity to offer feedback before any significant changes are made to the material prioritization list, using the intake system.

(3) Confirmation.

The CDAO will report adjustments to the Deputy Director on an agreed upon frequency.

m. Closure.

The capability board manager will close an intake submission for one of the following reasons:

(1) PCD Assigned.

Once the submitter receives the PCD number, they will enter the PCD number in the intake submission. The capability board manager will close the intake submission.

(2) Material Solution Development Completion.

The submitter or AO will document completion of the first iteration of the material solution or minimum viable product release in the intake system. The capability board manager will confirm that the material solution meets business requirements and delivers expected benefits before deployment, then closes the intake submission.

(3) Non-Material Solution.

The submitter or AO will document the initial release or action of the non-material solution such as change of policy, completion of training, or revision of a plan in the intake system. The capability board manager will close the intake submission.

(4) Material Solution Development Uneconomical.

After each Program Objective Memorandum annual cycle, the capability board manager will determine whether the solution remains an economical option for the agency, considering whether the budget is unrealistic or if the agency could achieve greater benefit from another material solution.

n. Urgent Operational Need.

Urgent operational needs demand focused, dedicated attention to be addressed effectively and naturally pull labor and attention away from the routine, deliberative governance, and decision-making processes.

(1) <u>Identification</u>.

A senior leader must identify a requirement as both urgent and necessary for it to be considered an urgent operational need.

(2) <u>Business Case</u>.

The proponent component head must identify and document a valid solution. A rudimentary business case with supporting documentation may expedite the analysis of rejected solutions and to provide answers for subsequent reviewers.

(3) <u>Submission</u>.

The proponent component head submits the request into the intake system. This endorsement confirms that their higher echelon entity within DCMA supports this claim for urgent handling. The submitter must identify the source of funds or labor, if required in the submission.

(4) <u>Validation</u>.

The capability board manager and AO will confirm the operational need is urgent before the AO expends resources to validate the requirement. If the agency does not validate the operational need as urgent, the capability board manager will notify the component head that the intake submission is no longer marked urgent and will follow the standard process. If the capability board manager and the component head disagree on the urgency determination, the Deputy Director will adjudicate the discussion to reach a decision. The capability board manager and AO will utilize the supporting information provided by the component head to complete the validation as expeditiously as possible assuming adequate information was provided.

(5) <u>Funding Request</u>.

If non-labor funding is needed, the component head may request an out-of-cycle review by senior leadership; otherwise, they will follow the FB funding request process.

(6) <u>Expedited Business Case</u>.

The AO will determine if the level of analysis in the business case is sufficient for the capability board manager to decide whether to proceed with implementation of the solution. If the capability board manager agrees with the solution, the submitter and AO will coordinate implementation.

3.4. FUNDING OF REQUIREMENTS.

a. If the material solution is an IT related solution, the component head must coordinate with the IT program manager on planned expenditures pursuant to Paragraph 3.2. of DCMA-MAN

4401-16. If funding is needed in the year of execution, the component head will decide whether to self-fund or request non-labor funding from the agency for the approved new requirement.

    b. The component head must adjust their annual, approved spend plan to include the approved new requirement and the funding decision.

    c. The component head will submit an unfunded requirement memorandum or self-fund notification for a new requirement identified on the updated spend plan in accordance with the annual FB year of execution guidance in Volume 2 of DCMA-MAN 4301-02, "Budget Formulation and Execution: Budget Execution."

GLOSSARY

G.1. ABBREVIATIONS AND ACRONYMS.

ACRONYM	MEANING
AO	action officer
APL AUA	Authoritative Process List assessable unit administrator
APL	Authoritative Process List
CDAO	Chief Digital and Artificial Intelligence Officer
DCMA Form 4501-04	Records File Plan
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DoDD	DoD Directive
FB	Financial and Business Operations
IPL	Integrated Priority List
IT	information technology
OPR	office of primary responsibility
PAL	Process Attribute Library
PCD	Program Control Document

GLOSSARY

G.2. DEFINITIONS.

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

TERM	MEANING
capability	Defined in DoDD 7045.20.
capability gap	Defined in DoDD Directive 7045.20.
capability gap assessment	To assess the agency's existing capability requirements and DoD or other higher-level documents to identify any potential capability gaps and risks; propose a course of action to fill the identified gaps.
capability requirement	A capability requirement identified on the APL to meet the agency's operational and business requirements.
component head	Defined in DCMA-MAN 4501-03, "Organization Structure, Mission and Functions."
governance	Defined in ISO 37000:2021.
implementation requirement	Define the specific actions, resources, and conditions necessary to realize a capability requirement. They represent opportunities to *enhance* (e.g., through automation), *modify* (e.g., migrating legacy tools to modern platforms), or *sustain* (e.g., facility maintenance such as carpet replacement) the intended function of a capability. Essentially, implementation requirements translate a desired capability into actionable steps.
implementation solution	A material solution or non-material solution to satisfy a capability requirement.
intake submission	A 'proposed' implementation requirement in the form of a suggestion for consideration as a new solution or sustain an existing solution to satisfy a capability requirement.
IPL	A list of DCMA priority requirements, prioritized across capability and functional lines.
material solution	Refers to a solution or a product that provides a tangible, physical, or practical answer to a problem or a need. It is a

concrete and substantial resolution that addresses a specific challenge or requirement, often involving the use of physical materials, technologies, or equipment.

non-material solution   Changes to various aspects of the organization, such as policy and training, that can address capability gaps without requiring the acquisition of new or modified material solutions.

process owner   Assigned by a capability board manager via the APL PAL, manages a requirement and its process on behalf of the DCMA. Ensures the process aligns with regulations and DoD guidance. Key responsibilities include supporting process improvement, managing intake, facilitating tool development, and serving as an intake submission AO.

submitter   The DCMA employee who submits a request to change the APL PAL or submits an intake system request.

REFERENCES

DCMA Instruction 4301, "Stewardship," December 12, 2024

DCMA Instruction 4503, "Planning and Resourcing," April 3, 2019

DCMA Manual 4201-25, "Awards and Recognition," June 20, 2020

DCMA Manual 4301-02, Volume 2, "Budget Formulation and Execution: Budget Execution," April 8, 2024

DCMA Manual 4401-16, "Capital Planning and Investment Control," September 11, 2023

DCMA Manual 4501-01, "Agency Issuance Program," March 18, 2024, as amended

DCMA Manual 4501-03, "Organization Structure, Mission and Functions," April 3, 2019

DCMA Manual 4501-04, Volume 1, "Records and Information Management Program," April 16, 2021

DCMA Manual 4501-04, Volume 2, "Records Retention Schedule," April 14, 2021

DCMA Manual 4503-02, "Programming," February 21, 2020

DoD Directive 5000.01, "The Defense Acquisition System," September 9, 2020, as amended

DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013, as amended

DoD Directive 7045.14, "The Planning, Programming, Budgeting, and Execution Process," January 25, 2013, as amended

DoD Directive 7045.20, "Capability Portfolio Management," September 25, 2023

DoD Instruction 5000.02, "Operation of the Adaptive Acquisition Framework," January 23, 2020, as amended

DoD Instruction 5000.87, "Operation of the Software Acquisition Pathway," October 2, 2020