



## DEFENSE CONTRACT MANAGEMENT AGENCY

3901 ADAMS AVENUE, BUILDING 10500  
FORT LEE, VA 23801-1809

MEMORANDUM FOR COMPONENT HEADS

March 13, 2026

SUBJECT: DCMA Policy-type Memorandum 24-005, "Agency Correspondence Update"

References: DCMA Instruction 4501, "Administration," February 23, 2019  
DCMA Manual 4501-02, "Correspondence Program," May 26, 2019

### **Purpose.**

This DCMA Policy-type Memorandum (DCMA-PTM):

- Implements policy established in DCMA Instruction 4501, "Administration," and amends DCMA Manual (DCMA-MAN) 4501-02, "Correspondence Program."
- Defines annual tasking memorandums.
- Amends task suspense timelines.
- Is time-sensitive as directed by the DCMA Deputy Director.

### **Applicability.**

This DCMA-PTM applies to all DCMA activities.

### **Policy.**

It is DCMA policy to:

- Provide an overview of the basic concepts and principles concerning the correspondence program and establish broad program policy.
- Establish the scope of control for the various types and categories of agency correspondence.

### **Responsibilities.**

- Chief of Staff.

The Chief of Staff will approve or disapprove formal coordination waivers for tasking memorandums.

- Correspondence Control Analyst.

The correspondence control analyst, within the Correspondence Control Team (CCT), will review annual tasking memorandum submissions.

- Correspondence Point of Contact (POC).

The correspondence POC will:

- Ensure tasking memorandum suspense dates include adequate time for formal coordination and publication.
- Ensure tasking memorandum grammar and format are correct prior to submitting to CCT.

- Action Officer.

The action officer will:

- Draft tasking memorandums in accordance with DCMA-MAN 4501-02.
- Set tasking memorandum suspense dates.

### **Tasking Memorandums.**

- Component heads and capability board managers may use a tasking memorandum to assign work to another component or capability board. In order to avoid duplication of effort, the action officer must consider previously-issued tasks and formally coordinate the tasking memorandum agency-wide prior to release.
- When submitting the tasking memorandum to CCT for formal coordination, the action officer must:
  - Format the tasking memorandum with line numbers in Microsoft Word.
  - Set the tasking memorandum suspense date to allow for a 10 business day formal coordination period and 10 business day tasking suspense.
  - Request a waiver if a tasking memorandum requires a less than 10 business day formal coordination suspense or if the action officer would like to waive the formal coordination requirement.
    - The action officer must justify and request a waiver from the Chief of Staff via an email or memorandum.
    - This amends Paragraph 7.2.a.(2) of DCMA-MAN 4501-02.

- Email the tasking memorandum, DCMA Form 4501-01-1, “DCMA Issuance Coordination Response Record,” and DCMA Form 4501-01-2, “DCMA Issuance Coordination Comments Matrix,” and applicable approved waivers to the CCT.
  - Include in the request email a brief background of the document, a POC for the coordination, and a coordination suspense date of at least 10 business days.
  - This amends Paragraph 7.2.a.(1) of DCMA-MAN 4501-02.
- If a tasking memorandum is an annual requirement and has gone through formal coordination, that coordination is valid for 5 years and the action officer is not required to repeat formal coordination. To qualify as an annual tasking memorandum, the memorandum must:
  - Not include any substantive changes.
    - Retain the same address line and target audience as the original tasking memorandum.
    - Retain at least the same number of days for task suspense.
  - Be published within 30 days of the date it was originally published (e.g., if the original tasking memorandum was published October 21, 2024, the subsequent tasking memorandums must be published between September 24 to November 20 thereafter).
- The tasking memorandum Administrative Information section is mandatory and must include the labor code(s), operational coordination statement, and the POC. The action officer must use one of the following operational coordination statements:
  - The appropriate components coordinated on this tasking memorandum.
  - The appropriate components coordinated on this annual tasking memorandum on DD MMM YY.
  - The Chief of Staff has waived coordination for this tasking memorandum.
- After receiving a tasking memorandum publication request in accordance with Paragraph 6.6.c. of DCMA-MAN 4501-02, CCT will:
  - Return tasking memorandums with suspense dates less than 10 business days from the publication date to the action officers.

- Return tasking memorandums without formal coordination or a waiver to the action officers.

**Labor Codes.**

Located on the DCMA-MAN 4501-02 resource page.

**Resource Page.**

[https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Corporate\\_Governance/SitePages/4501-02--Correspondance-Program.aspx](https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Corporate_Governance/SitePages/4501-02--Correspondance-Program.aspx)

**Releasability.**

- Cleared for public release.

**Effective.**

This DCMA-PTM is effective immediately, will be incorporated into DCMA-MAN 4501-02, and will expire 12 months from the date of issuance.

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