



DEFENSE CONTRACT MANAGEMENT AGENCY

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

MEMORANDUM FOR COMPONENT HEADS

January 6, 2025

SUBJECT: DCMA Policy-type Memorandum 24-006, "Changes to DCMA Manual 3101-01, 'Program Support'"

References: DCMA Manual 3101-01, "Program Support," April 14, 2021, as amended
DCMA Manual 4501-01, "Agency Issuance Program," March 18, 2024

Purpose.

This DCMA policy-type memorandum (DCMA-PTM) amends DCMA Manual 3101-01, "Program Support," as follows:

- Provides a process for internal contract management office (CMO) establishment of Support Program Integrator (SPI) and Support Program Support Team (SPST).
- Changes the name of Program Support Agreement (PSA) to SPI Establishment Document (SED).
- Requires Operational Unit (OU) approval prior to establishment of a SPI and SPST.

Applicability.

This DCMA-PTM applies to all DCMA activities producing a Program Assessment Report.

Policy.

It is DCMA policy to deliver global acquisition insight for programs by providing objective, independent, relevant, timely, and actionable information to the Acquisition Enterprise.

Responsibilities.

Paragraph 2.4. is amended as follows:

- 2.4. The Commanders or Directors, OU, must:
 - New Text:

g. Approve or disapprove requests by CMOs to establish a SPI and SPST that resides within their CMO but is at a separate location from the Program Integrator (PI) for a specific program.

h. Approve or disapprove requests by CMOs to negotiate with another CMO to establish a SPI and SPST for a specific program.

Procedures.

The following sections are amended:

Section 3: Paragraph 3.4. is amended as follows:

- Previous Text:

c. SPI and SPST.

SPIs and SPSTs must be appointed when a PSA is signed (See Paragraph 4.3.).

- Amended Text:

c. SPI and SPST.

CMO commanders must appoint SPIs and SPSTs when a SED is approved. SPIs for program categories other than Major are assigned from existing CMO resources (See Paragraph 4.3.).

Section 4: Paragraph 4.3. is amended as follows:

- Previous Text:

a. Introduction. For PAR [Program Assessment Report] producing programs, the PSA is an agreement between CMOs or between a CMO and a Streamlined CMO that establishes responsibilities for PS requirements. The PSA is the basis for appointing an SPI and creating an SPST. PSAs do not include functional surveillance requirements (See Paragraph 4.4.c.).

b. Conditions for PSA. A PSA is required when reporting and integration of multiple functional areas at a single supplier location requires an SPI at that location. A PSA is required under the following conditions:

(1) Multiple Primes on PAR Producing Programs. The PI must issue a PSA when a supporting CMO has a prime contract and not designated the Lead CMO.

(2) Major or Significant Suppliers on PAR Producing Programs. The PI/SPI must issue a PSA when an SPI is required to integrate multiple functional areas at a supporting CMO.

(3) Sub-Programs supporting PAR Producing Programs. The PI must issue a PSA to support CMOs for sub-programs that are not designated as a Major Program themselves when reporting and integration of multiple functional areas is required.

c. Develop PSA. For PAR producing programs, the issuing CMO must determine the requirements of the PSA (e.g., PST meeting attendance, reports, etc.) and initiate negotiations with the receiving CMO leadership. The issuing CMO is responsible for developing and maintaining the PSA. The PSA must be completed using the latest PSA template.

d. Review, Update and Approve PSA.

(1) The issuing CMO, in coordination with the receiving CMO, must review, update, and approve the PSA at least annually or more often, at the discretion of the CMO(s), when significant changes occur to support requirements. CMOs must use the latest PSA template (See Resource Page).

(2) The issuing CMO Commander or designee and receiving CMO Commander/Director or designee must sign the PSA.

(3) If support or an SPI is no longer required, the PSA will be removed from the PST Site (See Paragraph 7.3.).

e. Upload PSA. Only the latest, approved PSA must be uploaded and maintained in the PST Site.

- Amended Text:

a. Introduction.

For PAR producing programs:

(1) The SED establishes responsibilities for program support requirements between CMOs, a CMO and a streamlined CMO, or separate locations within a CMO.

(2) The SED is the basis for appointing an SPI and creating an SPST. SEDs do not include functional surveillance requirements (See Paragraph 4.4.c.).

b. Conditions for SED.

An SED is required when reporting and integration of multiple functional areas at a single supplier location requires an SPI at that location. An SED is required under the following conditions:

- (1) Multiple Prime Contractors on PAR Producing Programs.

The PI must coordinate and the lead CMO issue an SED when a supporting CMO has a prime contract and not designated the lead CMO.

(2) Major or Significant Suppliers on PAR Producing Programs External to the Lead CMO.

The PI or SPI must coordinate and the lead or higher tier supporting CMO issue an SED when an SPI is required to integrate multiple functional areas at a supporting or CMO.

(3) Sub-Programs supporting PAR Producing Programs.

The PI must coordinate and the lead CMO issue an SED to support CMOs for sub-programs that are not designated as a major program themselves when reporting and integration of multiple functional areas is required.

(4) Major or Significant Suppliers on PAR Producing Programs within the Lead CMO.

The PI or SPI must coordinate and the lead or higher level supporting CMO issue an SED when an SPI is desired to integrate multiple functional areas at a separate location from the PI or SPI and beyond the control of the PI or SPI.

c. Develop SED.

When an SED is required, the issuing CMO must:

(1) Determine the requirements of the SED (e.g., PST meeting attendance and reports).

(2) Request approval from the OU to establish an SPI and SPST. Upon OU approval:

(a) Initiate negotiations with the receiving CMO leadership, for support external from the issuing CMO.

(b) Develop, issue, and maintain the SED using the SED Application.

d. Review, Update, and Approve SED.

(1) The issuing CMO, in coordination with the receiving CMO, must review, update, and approve the initial SED and at least annually thereafter, or when significant changes occur to support requirements.

(2) For external support, the issuing CMO commander or designee and receiving CMO commander or designee must approve the SED.

(3) For internal support, the issuing CMO commander or designee must approve the SED.

(4) The PI must remove the SED from the PST site if support or an SPI is no longer required (See Paragraph 7.3.).

(5) For SED rejection due to resource constraints:

(a) The receiving CMO can reject the SED in the SED Application if the CMO is unable to support the issuing CMO due to resource constraints. The lead and receiving sites will coordinate prior to final rejection to ensure there is agreement and understanding that the workload cannot be supported. The respective OU will be included in the coordination discussion as well.

(b) A CMO with an internal SPI requirement can reject their own SED due to resource constraints after OU approval to document the unsupportable need. The CMO will notify the OU of the rejection.

(c) It is important to document the rejection within the PST site as it provides a mechanism to track unsupported workload.

e. SED Documents.

The SED Application automatically generates a final SED once the SED is approved by the lead CMO for internal support or receiving site for external support. Only the latest, approved SED PDF must be uploaded and maintained in the PST site.

Labor codes.

Located on Resource Page.

Resource Page.

<https://play.apps.appsplatform.us/play/e/28738b65-f434-ed94-9a84-b82e6b1db501/a/d28b19a0-348e-49f1-92c1-a95d26ff13e5?tenantId=102d0191-eeae-4761-b1cb-1a83e86ef445>

Releasability.

Cleared for public release.

Effective.

This DCMA-PTM is effective immediately and will be incorporated into DCMA-MAN 3101-01, "Program Support." This DCMA-PTM will expire 12 months from the date of issuance.

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Sonya I. Ebright
Deputy Director

Attachment(s):
None

Link(s):
None