



## DEFENSE CONTRACT MANAGEMENT AGENCY

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

MEMORANDUM FOR COMPONENT HEADS

September 3, 2025

SUBJECT: DCMA Policy-type Memorandum 25-001, "Changes to DCMA Manual 3101-01, 'Program Support' – Supplier Risk Factor Analysis"

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

### **Purpose.**

This DCMA Policy-type Memorandum (DCMA-PTM) amends DCMA Manual (DCMA-MAN) 3101-01, "Program Support," as follows:

- Provides a process for Supplier Risk Factor Analysis (SRFA) for utilization by the Program Integrator/ Program Support Team and in coordination with associated Support Program Integrator /Support Program Support Teams.
- Requires contract management offices to perform SRFA on all major reporting programs.

### **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.

### **Procedures.**

Paragraph 5.7. is amended by adding the following:

- **5.7.d. Supplier Risk Factor Analysis (SRFA).**

Reporting programs must perform SRFA for each supplier identified in Paragraph 5.7.b. They must document the SRFA results and supporting information in the Supplier application on the Program Support Collaboration site.

**Labor codes.**

Located on resource page of DCMA-MAN 3101-01.

**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. This DCMA-PTM will expire effective 12 months from the date of issuance.

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Attachment(s):  
TAB A. SRFA Flowchart

Link(s):  
None