



DEFENSE CONTRACT MANAGEMENT AGENCY

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

MEMORANDUM FOR COMPONENT HEADS

May 18, 2026

SUBJECT: DCMA Policy-type Memorandum 26-002, "Interim Guidance on Acceptance of Services"

References: DCMA Manual 2101-01, "Acceptance of Supplies and Services,"
December 4, 2025

Purpose.

This DCMA policy-type memorandum (DCMA-PTM):

- Amends DCMA Manual (DCMA-MAN) 2101-01 to clarify which types of personnel are authorized to accept services.
- Allows a functional specialist (FS) to accept services.
- Specifies the type of invoice an administrative contracting officer (ACO) accepts for services.

Applicability.

This DCMA-PTM applies to all DCMA FS and ACO who accept services.

Policy.

It is DCMA policy, pursuant to DCMA-MAN 2101-01, that DCMA will perform product acceptance and service acceptance.

Responsibilities.

- FS.

The FS must:

- Perform acceptance of supplies and services pursuant to DCMA-MAN 2101-01 and this DCMA-PTM.
- Have a current, completed, and signed DCMA Form 2101-01-01 that provides authorization to accept products and services according to the identified skillsets they are competent in, as assessed by their first line supervisor.

- ACO.

The ACO must:

- Perform acceptance of services pursuant to DCMA-MAN 2101-01 and this PTM.
- Have a current warrant with authorization to accept services.

Procedures.

Paragraph 4.1.a. of DCMA-MAN 2101-01 is amended by moving Subparagraph 4.1.a.(2) to 4.1.a.(3) and adding a new Subparagraph 4.1.a.(2):

- 4.1.a.(2).

An FS will perform service acceptance when a DD Form 250 is required for the service.

- 4.1.a.(3).

An ACO performs service acceptance when a 2-in-1 invoice is issued.

Labor Codes.

Located on DCMA-MAN 2101-01 Resource Page.

Resource Page.

[https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Product Acceptance Proper Payment/SitePages/2101-01--Acceptance.aspx](https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Product%20Acceptance%20Proper%20Payment/SitePages/2101-01--Acceptance.aspx)

Releasability.

Cleared for public release.

Effective.

This DCMA-PTM is effective immediately and will be incorporated into DCMA-MAN 2101-01. This DCMA-PTM will expire 12 months from the date of issuance.

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