



DEFENSE CONTRACT MANAGEMENT AGENCY

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MEMORANDUM FOR COMPONENT HEADS

July 31, 2026

SUBJECT: DCMA Policy-type Memorandum 26-010, "Organizational Contribution Plan Process"

References: DCMA Manual 4501-01, "Agency Issuance Program," March 18, 2024, as amended
DCMA Instruction 4503, "Planning and Resourcing," July 22, 2019
DCMA Manual 4503-01, "Strategic Planning," August 24, 2019

Purpose.

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

- Establishes the Organizational Contribution Plan (OCP) as the primary mechanism for translating the DCMA Annual Performance Plan (APP) and other higher-level authorities into actionable, measurable organizational targets and individual employee performance and contribution plans.
- Clarifies that upon implementation of the OCP framework, existing performance reporting mechanisms (e.g., Capability Performance Reviews, LOE reviews) will be adapted to utilize OCP-derived metrics and dashboards as the authoritative data source. Redundant or parallel performance reporting activities will be retired.

Applicability.

This issuance applies to all DCMA organizational elements, including Headquarters (HQ), directorates, commands, centers, divisions, and contract management offices (CMOs). However, Special Programs Command will adhere to the responsibilities and procedures of this PTM to the maximum extent practicable for all Special Access Programs and Sensitive Compartmented Information contracts. Due to the classified nature of the data sources managed and maintained, exceptions to this PTM must be executed in accordance with supplemental instructions maintained by the Special Programs Command.

Policy.

It is DCMA policy to:

- Use the OCP as the official framework to implement and execute the initiatives outlined in the DCMA APP and other higher-level authorities.
- Implement a standardized, top-down "Cascading Framework" to achieve strategic alignment across the enterprise. Under this framework, directorate and command

OCPs must derive directly from the Lines of Effort (LOEs) and Objectives within the current, approved APP.

- Establish the annual timeline and procedures for OCP development, including the integration of the Operational Analytics and Integration Center (OAIC) to verify that data-driven metrics sourced from official agency systems of record support all quantitative goals.

Responsibilities.

The following are new responsibilities:

- Component Heads.

Component heads must:

- a. Develop a Tier 2 Directorate or Command OCP that cascades directly from the APP and other higher-level authorities.
- b. Provide actionable guidance to subordinate leaders for developing localized targets.
- c. Chair and conduct Operational and Staff Directorate Internal Reviews to monitor internal progress against their Tier 2 OCP goals.
- d. Facilitate summits by developing targeted agendas focused on programmatic health, cross-functional risk, and applicable OCP metrics, which serve as the authoritative source for performance assessment.

- Commanders and Directors, Divisions, Centers, and CMOs.

CMO, division, and center commanders, directors, and chiefs must:

- a. Develop Tier 3 Local/Tactical OCP targets that directly nest within their parent organization's Tier 2 OCP.
- b. Require finalized local targets, as referred to as the tier 3 OCP, to serve as a foundational document used by supervisors to draft and approve employee Individual Contribution Plans (ICP) and Individual Performance Plans (IPP).
- c. Monitor local execution via enterprise-level dashboards.
- d. Verify that all local performance data is accurately and timely entered into official systems of record.
- e. Escalate unresolved barriers to mission delivery up to Tier 2 Internal Reviews or Portfolio and Capability Summits.

- Director, OAIC.

The OAIC Director must:

- Provide consultation to directorates and commands during the OCP drafting phase to verify that proposed OCP goals are measurable via existing systems of record.
- Build, maintain, and publish the automated data architecture, metrics, and dashboards required to track finalized OCP goals.
- Serve as the metrics and dashboards lead during ESEs, verifying that the information used in summits and Internal Reviews reflect real-time, accurate system data.

- Program Manager, Business Capability Framework (BCF).

The BCF Program Manager must structure BCF event agendas to focus on programmatic health, cross-functional risk, and the specific OCP metrics impacting their respective portfolios.

Procedures.

ANNUAL OCP DEVELOPMENT.

a. Cascading Framework.

The OCP process is a top-down framework that translates the agency's strategic plan into individual execution:

- (1) Tier 1 (Agency Strategic).

The APP establishes the agency's LOEs and Objectives.

- (2) Tier 2 (Operational/Functional).

Directorates and commands draft OCPs to execute the APP and other higher-level authorities.

- (3) Tier 3 (Tactical).

Lower-level leadership (i.e., CMOs, Divisions, Centers) refines Tier 2 OCPs into localized targets.

- (4) Tier 4 (Individual).

Individuals translate localized tier 3 OCP into Acquisition Workforce Personnel Demonstration Project (AcqDemo) ICPs and Defense Performance Management and Appraisal IPPs.

b. Annual OCP Development Timeline.

The OCP development cycle begins following the publication of the APP. All components will adhere to the following cycle:

Phase	Action / Deliverable	Responsible Party	Target Deadline
1. OCP Drafting & OAIC Consultation	Draft Tier 2 OCPs based on the APP (mid-June). Consult and initiate discussions with the OAIC to verify goals are measurable. Submit signed OCPs to Front Office Deliverable: Tier 2 OCPs	Component Heads	End of Third Week July
2. OCP Finalization	Incorporate Front Office changes into Tier 2 OCPs (if applicable). Deliverable(s): Tier 2 OCPs	Agency Director & Component Heads	End Second Week September
3. Lower-Level Refinement	Building Tier 3 OCPs into local targets for their units. Incorporate commands and directorates changes into Tier 3 OCPs. Finalize and approve (sign) all OCPs. Deliverable: Tier 3 OCPs	CMO Commanders and Directors & Division/Center Directors	End of Month August
4. Metric Development	Leads the building of data architecture, dashboards, and automated reporting for the finalized goals.	OAIC Director	End of Month September
5. ICP Alignment	Publish final OCPs/Dashboards via Information Memorandum. Deliverable(s): Published OCPs and Dashboards & Tools	First Level Supervisors and above	End of Month September
6. Execution	Begin executing the OCP for the new Fiscal Year.	All Personnel	Beginning of fiscal year

c. OCP Phases.

(1) OCP Drafting and Coordination (Phases 1-4).

(a) Draft Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) Goals.

Component heads must evaluate the APP's latest status of the Strategic Plan goals, objectives, initiatives, and other applicable higher-level authorities to develop the Tier 2 OCP. All drafted OCP goals should be SMART to allow accurate tracking by the OAIC.

(b) Standardization and Alignment.

All cascading OCPs, regardless of level, must be organized in accordance with the DCMA BCF and use the OCP template.

(c) Parallel Coordination.

Directorates and commands must coordinate during the drafting phase to ensure functional goals (e.g., a new IT system rollout by a directorate) do not disrupt execution goals (e.g., surveillance targets at a command).

(d) Metric Development.

Component heads must coordinate with the OAIC during the initial drafting of the Tier 2 OCP to evaluate the targets and goals for metrics feasibility and development. Upon finalization of the Tier 2 OCP, the OAIC must lead the effort to verify the corresponding metrics and dashboards accurately align with the OCP. To prevent duplicative work and leverage existing investments, these metrics and dashboards will be built by automating data extraction from established agency systems of record, such as the strategic plan reporting application, not by requiring manual data entry into a new system.

(e) OCP Coordination and Finalization.

Component heads must submit Tier 2 OCPs to the Front Office.

(2) Implementation of the AcqDemo and DoW Performance Management and Appraisal Program Execution (Phases 5-6).

(a) Individual Plan Translation.

Upon publication, lower-level leadership will guide supervisors in translating the localized OCPs into specific AcqDemo Factor and Contribution statements for applicable employees.

(b) Monitoring and Reporting.

Leadership will monitor progress against OCP objectives using the designated dashboards. These dashboards will serve as an input for AcqDemo mid-point reviews and end-of-year assessments.

Labor Codes.

IDC03 - Strategic Planning / Performance Management

Resource Page.

https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Corporate_Governance/SitePages/4503-03r-Executive%20Review,%20Assessment%20&%20Performance%20Evaluation-.aspx.

Releasability.

Cleared for public release.

Effective.

This DCMA-PTM is effective immediately, will be incorporated into DCMA-INST 4503, and will expire 12 months from the date of issuance.

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