



DCMA Manual 3101-01

PROGRAM SUPPORT

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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)”:

- Implements policies in DCMA Instruction 3101, “Program Support”

- Provides procedures for Program Establishment, Lead Contract Management Office Assignment, Program Planning, Program Reporting, Program Transition, Suspension and Termination, and Program Support Training
- Addresses the Agency's responsibilities pursuant to Federal Acquisition Regulation 42.3, "Contract Administration Office Functions" (Federal Acquisition Regulation 42.302(a)(31) and (67)), Defense Federal Acquisition Regulation Supplement 242.302(a)(S-75)

SUMMARY OF CHANGES

The following reflects the major changes to the Manual:

- Specifies establishment of Non-Major Programs with Program Assessment Report requirements
- Updates Training section with Back-to-Basics requirements
- Updates Program Assessment Report distribution requirements
- Updates High Visibility Commodity requirements
- Adds supplier requirements
- Breaks out Foreign Military Sales into major components
- Updates Major End Item prediction requirements

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to all DCMA organizational elements implementing Program Support (PS) requirements unless higher-level regulations, policy, guidance, waiver, or agreements take precedence. This issuance applies to the following programs and categories as described below and defined in Paragraph 3.2.

a. Major Programs. All requirements of this Manual apply.

b. Non-Major Programs with Program Assessment Report (PAR) Requirements. All the requirements of this Manual apply except for Paragraph 5.8., which is at the discretion of the Contract Management Office (CMO). Prime control of subcontractor risks and issues must still be documented with a Risk, Issue, Opportunity or Observation (RIO).

c. Non-Major Programs without PAR Requirements. CMOs must establish and maintain program information per Paragraphs 3.1., 3.2., 3.3., 3.5., 7.1., and 7.2. No other paragraphs apply.

d. National Aeronautics and Space Administration (NASA) Programs. This Manual does not apply. For NASA programs, refer to DCMA Manual (DCMA-MAN) 3101-03, “NASA Support.”

e. Special Programs. When executing Special Access Programs (SAP) and Sensitive Compartmented Information (SCI) contracts, Special Programs will meet the intent of this Manual to the maximum extent practicable. Special Programs will use offline documents as described in the Program Support-3101-User Guide (PS-3101-UG)-01S, “Program Support Offline Supplement.” See Resource Page.

f. High Visibility Commodity (HVC). Paragraphs 5.3., 5.5., 5.6., 5.7., 5.8., 6.1., and 6.2., of this Manual do not apply to HVCs.

g. Foreign Military Sales (FMS). For programs with FMS contracts or Contract Line Item Numbers (CLIN), the requirements of this Manual apply as described in the above program categories. Defense Agencies Initiative charging should be in accordance with (IAW) published charging guidance and memos.

h. International Cooperative Program (ICP). For programs with ICP contracts or CLINs, the requirements of this Manual apply as described in the above program categories.

i. Building Partner Capacity (BPC). For programs with BPC contracts or CLINs, the requirements of this Manual apply as described in the above program categories.

j. Pre-Reporting Programs. When Pre-Reporting Programs are initiated, CMOs must establish and maintain program information per Paragraphs 3.1., 3.2., 3.5., 7.1., and 7.2. Section 6 does not apply. However, all other requirements of this Manual may be performed at the discretion of the CMO.

k. Sustainment Programs. CMOs that establish Sustainment Programs within the Program Support Team (PST) Collaboration Site (PST Site) must follow either:

- (1) For programs producing a PAR, all requirements of this Manual.
- (2) For programs only using the PST Site, Paragraphs 3.1., 3.2., 3.3., 3.5., 7.1., 7.2., and Section 5 of this Manual apply to meet the needs of the CMO.

l. Major Efforts. CMOs that establish Major Efforts within the PST Site must follow either:

- (1) For efforts producing a PAR, all requirements of this Manual.
- (2) For efforts only using the PST Site, Paragraphs 3.1., 3.2., 3.3., 3.5., 7.1., 7.2., and Section 5 of this Manual apply to meet the needs of the CMO.

m. Middle Tier of Acquisition (MTA) Programs. MTA programs may be categorized as Major, Non-Major, Pre-Reporting, or Major Efforts and must adhere to the requirements within the established category.

1.2. POLICY. It is DCMA policy to:

- a. Deliver global acquisition insight for programs and HVCs by providing objective, independent, relevant, timely, and actionable information to the Acquisition Enterprise.
- b. Comply with the OSD or Service Component guidelines when reporting on programs.
- c. Provide support to customers by maintaining dialog and good relationships through: a mutual agreement of DCMA support, periodic engagements, and an assessment of their level of satisfaction pertaining to DCMA services.
- d. Execute the processes of this Manual in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. EXECUTIVE DIRECTOR, PORTFOLIO MANAGEMENT AND BUSINESS INTEGRATION (PM&BI). The Executive Director, PM&BI, must:

- a. Approve Major Program and HVC designations within DCMA.
- b. Designate the Lead CMO for Major Programs and HVCs.

2.2. DIRECTOR, PROGRAM SUPPORT DIVISION (PSD). The Director, PSD must:

- a. Notify Operational Unit (OU) of program establishment, program designation, Lead CMO designation, and substantive program changes.
- b. Establish and maintain the program information record in the PS Application.
- c. Maintain the PS Application.
- d. Maintain PS training.
- e. Produce other Agency reports as required.

2.3. DIRECTOR, EARNED VALUE MANAGEMENT SYSTEM (EVMS) CENTER. The Director, EVMS Center must:

- a. Provide supporting information concerning any EVMS Contractor Business System (CBS) issues within the PST Site.
- b. Provide an impact statement for any EVMS Level III and IV Corrective Action Request (CAR) affecting a program.

2.4. COMMANDERS/DIRECTORS, OU. The Commanders/Directors, OU must:

- a. Approve or disapprove requests for Major Program initiation and Lead CMO designations.
- b. Approve or disapprove requests for Non-Major Program and other program category initiation and designate Lead CMO as appropriate.
- c. Assist CMOs in the resolution of program-related issues in support of customer requirements.
- d. Evaluate quality of the CMO developed PARs and PS processes.
- e. Ensure appropriate and adequate resources are in place to execute PS requirements.
- f. Review HVC performance metrics at least every two years.

2.5. DIRECTOR, SPECIAL PROGRAMS. The Director, Special Programs must:

- a. Ensure this Manual's requirements are applied to the maximum extent practicable for all applicable SAP and SCI contracts.
- b. Designate Lead CMO for SAP.

2.6. COMMANDERS/DIRECTORS, CMOS. The Commanders/Directors, CMOS must:

- a. Ensure appropriate and adequate resources are in place to execute PS requirements.
- b. Initiate, coordinate, and sign Program Support Agreements (PSA) or HVC Support Agreements (HSA) as required.
- c. As Lead CMO for a program or HVC:
 - (1) Serve as the lead for Agency oversight of designated programs and HVCs. Establish and maintain communication with program/commodity managers, as appropriate.
 - (2) Request establishment, suspension, and termination of a program and Lead CMO.
 - (3) Appoint the Program or Platform Integrator (PI). CMOS should note DCMA does not receive additional FMS funding reimbursement for military personnel assigned as a PI for FMS programs.
 - (4) Sign and approve Program Support Plans (PSP) or HVC Support Plans (HSP).
- d. As supporting CMO with a signed PSA:
 - (1) Appoint the Support Program Integrator (SPI).
 - (2) Approve and sign Support Program Support Plans (SPSP).
- e. Review and approve PARs, HVC Reports, and Program Management Office (PMO) Reports.
- f. Appoint signature designees in writing specific to assigned signature authority as allowed within the contents of this manual. Signature appointment memorandums must be uploaded to the applicable PST Site(s) IAW PS-3101-UG-01. Appointment in writing is not required for PAR signature designees as that is done within the PST Site.

2.7. COMMANDERS/DIRECTORS, SPECIAL PROGRAMS CMOS. The Commanders/Directors, Special Programs CMOS must meet the intent of this Manual to the maximum extent practicable for all applicable SAP and SCI contracts.

2.8. PI OR SPI OF PROGRAM. The PI or SPI of a Program must:

- a. Lead the PST or Support Program Support Team (SPST).
- b. In coordination with First-Level Supervisors (FLS), identify the personnel with specific skill sets needed to perform PS requirements.
- c. Coordinate with the PST or SPST and FLSs to ensure the PST or SPST functions as a cohesive, integrated multi-functional team.
- d. Develop and execute the PSP or SPSP with the support of the PST or SPST members and the FLSs.
- e. Maintain currency and integrity of program information in the PS Application.
- f. Develop and maintain PSA, as applicable.
- g. Draft, submit, and distribute reports, as applicable.

2.9. PI OF HVC. The PI of an HVC must:

- a. Lead the HVC Support Team (HST), as applicable.
- b. Write and execute the HSP, as applicable.
- c. Maintain program information records, as applicable.
- d. Issue and maintain HSA, as applicable.
- e. Draft, submit, and distribute reports, as applicable.

2.10. CORPORATE ADMINISTRATIVE CONTRACTING OFFICER (CACO), DIVISIONAL ADMINISTRATIVE CONTRACTING OFFICER (DACO), OR ADMINISTRATIVE CONTRACTING OFFICER (ACO). The CACO, DACO, or ACO (herein and collectively referred to as ACO) must ensure required information is provided to the PST concerning CBS issues.

2.11. PST, HST, SPST, CONTRACTS, AND MATRIXED PERSONNEL. The PST, HST, SPST, Contracts, and Matrixed personnel must:

- a. Provide required support to the PI or SPI.
- b. Execute to the PSP, HSP or SPSP.
- c. Prioritize functional surveillance based on identified program risks.

- d. Document and submit functional inputs, as applicable.

2.12. FLS. The FLS must:

- a. Support the PI/SPI in identifying the personnel with specific skill sets needed to meet PS requirements and recommend resource requirements to the CMO Commander/Director.
- b. Approve and appoint PST/HST/SPST members to execute the PSP/HSP/SPSP and ensure their members execute to the PSP/HSP/SPSP.
- c. Comply with PSP/HSP/SPSP requirements.
- d. Enroll PST/HST/SPST members into their associated PS curriculum.
- e. Review and provide feedback for functional inputs IAW the PSP/HSP/SPSP.
- f. Ensure Earned Value Management (EVM) Contract Data Requirements List (CDRL) document analysis is conducted as required.

SECTION 3: PROGRAM INITIATION

3.1. CONTRACT RECEIPT AND REVIEW (CRR). CRR must be accomplished IAW DCMA-MAN 2501-01, “Contract Receipt and Review.” When the CRR process identifies a program, as defined in Paragraph 3.2., or the Executive Director, PM&BI determines a HVC needs to be established, the CMO must request an initial program information record IAW Paragraph 3.3.b.

3.2. PROGRAM CATEGORIES AND DEFINITIONS. For the purposes of DCMA PS, the following categories and definitions apply (see PS-3101-UG-02, “PS Forms User Guide” for program categories matrix):

a. Program Categories:

(1) Major Program. A term adopted by DCMA to identify programs with PAR reporting requirements within Engineering and Manufacturing Development (EMD) phase or Production and Deployment (P&D) phase. Major Programs include:

(a) Acquisition Category (ACAT) I. Reference DoD Instruction (DoDI) 5000.85, “Major Capability Acquisition,” for definition and dollar value thresholds.

(b) Missile Defense Agency Ballistic Missile Defense System Programs with ACAT I dollar value thresholds.

(c) Strategic Systems Programs with ACAT I dollar value thresholds.

(d) MTA Programs categorized as a major system with ACAT I dollar value thresholds.

(e) FMS standalone Programs with ACAT I dollar value thresholds.

(f) ICP Programs with ACAT I dollar value thresholds.

(g) BPC Programs with ACAT I dollar value thresholds.

(h) Additional Programs or sub-programs designated by the PM&BI Executive Director.

(2) Non-Major Program. A term used by DCMA to identify programs not identified as Major Programs under the following conditions:

(a) Programs on a Service list or OSD list within EMD or P&D phases that are not designated as a Major Program. See Resource Page for lists.

(b) MTA programs not designated as a Major Program.

- (c) FMS standalone programs not designated as a Major Program.
- (d) ICP programs not designated as a Major Program.
- (e) BPC programs not designated as a Major Program.

(3) HVC. A family or class of similar material or product, of significant interest to a customer, designated by the PM&BI Executive Director, and organized together for the purpose of managing and providing systemic insights.

(4) Major Effort. A contract or set of contracts not designated as a program on a service acquisition list in which DCMA is conducting surveillance and desires to establish a PST Site for the purposes of either:

- (a) Producing a PAR and adhering to PS requirements or
- (b) Using the PST Site to collaborate with team members and use the various functional inputs to collect data and insights.

(5) Pre-Reporting Program. A program with anticipated future PAR requirements for which CMOs desire to establish a PST Site and begin PS requirements; including programs with all contracts in an Acquisition Phase of “Rapid Prototyping” path for MTA programs not designated as a Major Program, “Materiel Solution Analysis,” or “Technology Development.”

(6) Sustainment Program. A program with all contracts in Acquisition Phase “Operations and Support” that transitioned from the P&D phase where a CMO desires to continue using the PST Site for the purposes of either:

- (a) Producing a PAR and adhering to PS requirements or
- (b) Using the PST Site to collaborate with team members and use the various functional inputs to collect data and insights.

b. Other Program Definitions:

(1) Sub-Program. A program that provides components to another program.

- (a) Sub-programs may be designated as a Major Program if:
 - 1. They separately meet the Major Program definition,
 - 2. OSD or Service considers them separate programs for reporting, or
 - 3. They have separate prime contractors or PMs and it’s in the best interest of DCMA to report them separately.

(b) Unless designated a Major Program, sub-programs will provide support to a Lead CMO if they are components of a Major Program.

(2) MTA Program. A program that has a capability with a level of maturity to allow it to be rapidly prototyped or fielded within 5 years of program start as described in DoDI 5000.80, “Middle Tier of Acquisition.” For the purpose of DCMA PS, the following applies:

(a) Major Program. An MTA program will be considered a Major Program under the following conditions:

1. It is in the rapid fielding path or in the rapid prototyping path conducting EMD type activities,
2. It is categorized as a major system in the Defense Acquisition Visibility Environment, and
3. The acquisition cost is equivalent to an ACAT I program as described in DoDI 5000.85.

(b) Non-Major Program. An MTA program will be considered a Non-Major program if it is in the rapid fielding path or in the rapid prototyping path conducting EMD type activities and does not meet the conditions of a Major Program.

(c) Pre-Reporting Program. An MTA program may begin as a Pre-Reporting program if it will become a Major program.

(d) MTA Procurement Actions. Major Programs may have MTA procurement actions, both Federal Acquisition Regulation (FAR) based contracts and non-FAR based non-procurement instruments (see DCMA-MAN 2501-08, “Grants, Cooperative Agreements, and Other Transactions”), without the whole program being a MTA. In this case, regardless of the type of procurement action, the MTA procurement action will be reported under the overarching Major Program.

(3) FMS. Programs with either all or partial FMS contracts will follow the definitions as outlined in Paragraph 3.2.a. Contracts within reporting programs must follow all the procedures of this Manual and annotate the contract as FMS IAW PS-3101-UG-01, “PST Collaboration Site User Guide.”

(4) ICP. Programs with either all or partial ICP contracts will follow the definitions as outlined in Paragraph 3.2.a. Contracts within reporting programs must follow all the procedures of this Manual and annotate the contract as ICP IAW PS-3101-UG-01.

(5) BPC. Programs with either all or partial BPC contracts will follow the definitions as outlined in Paragraph 3.2.a. Contracts within reporting programs must

follow all the procedures of this Manual and annotate the contract as BPC IAW PS-3101-UG-01.

(6) Other Acquisition Paths. All other acquisition paths will be considered for PS on a case-by-case basis. CMOs that receive contracts or other procurement instruments believed to merit PS must coordinate with their OU to determine appropriate level of support prior to requesting program initiation.

3.3. PROGRAM ESTABLISHMENT.

a. Introduction. Upon program establishment, a Lead CMO will be designated. The Lead CMO serves as the Agency lead to execute PS processes and addresses all matters related to their assigned programs. Supporting CMOs assist the Lead CMO by executing requirements outlined in the signed PSA or functional delegations. A Lead CMO assignment remains in effect until program termination or another Lead CMO is designated. The following programs and efforts require a program information record:

- (1) Major Programs in EMD phase or P&D phase.
- (2) Non-Major Programs in EMD phase or P&D phase.

(a) Non-Major Programs requiring PARs are initiated by the Lead CMO and approved by the OU. The requirement for a PAR is negotiated between the CMO and the customer.

(b) Non-Major Programs without PAR requirements only require a program information record with a minimum of one contract listed on the PST Site.

- (3) HVCs.
- (4) Pre-reporting programs.
- (5) Sustainment programs producing a PAR or requiring use of the PST Site.
- (6) Major Efforts producing a PAR or requiring use of the PST Site.

b. Requesting Program Initiation and Lead CMO Designation. The CMO requesting to be the lead must submit DCMA Form (DCMAF) 3101-01-01, "Program Initiation Request Form," to request establishment of a program or HVC, IAW PS-3101-UG-02. See Resource Page.

- (1) Lead CMO Designation. Lead CMOs will be designated as follows:

(a) For Major Programs and HVCs, the PM&BI Executive Director or designee establishes the Lead CMO.

(b) For all other Program types and efforts, the OU establishes the Lead CMO.

(2) Program Initiation and Lead CMO Submission and Approval.

(a) If multiple CMOs are affected, they must coordinate to determine the recommended Lead CMO prior to submitting a request. If no decision can be made, escalate to the OUs or PM&BI. Programs in source selection are exempt from this rule; a separate program will be established for each prime contractor during the selection process.

(b) After the DCMAF 3101-01-01 has been submitted, the CMO Commander/Director or designee must approve or disapprove the request.

(c) The OU Commander/Director or designee must approve or disapprove the request.

(d) The PM&BI Executive Director or designee makes the final determination on the Lead CMO and Program/Category Type designation.

(e) The PSD creates the program information record and notifies the CMO of program establishment.

3.4. PI/SPI AND PST/HST/SPST.

a. Introduction. The PST/HST/SPST is an integrated multifunctional team led by the PI/SPI to execute PS requirements. The PI and SPI, with support from functional supervisors, are responsible for identifying the specific personnel skill sets required to perform PS requirements.

b. PI/PST. PIs, PSTs, HSTs will be appointed within the PST Site as follows:

(1) Major Programs. A Lead CMO must appoint a PI and PST. CMOs should note DCMA does not receive additional FMS funding reimbursement for military personnel assigned as a PI for FMS programs.

(2) HVCs. A Lead CMO must appoint a PI and may appoint an HST.

(3) Pre-Reporting and Other Program types and Categories producing a PAR. A CMO may appoint a PI and PST with existing resources if producing a PAR.

c. SPI/SPST. SPIs and SPSTs must be appointed when a PSA is signed. See Paragraph 4.3.

d. Maintaining the Team Member List. All PI/PST/HST and SPI/SPST members must be maintained in the program's PST Site. Other members (i.e., functional specialists supporting an HVC) and other roles as defined in PS-3101-UG-01 requiring the use of the PST Site must also be maintained.

(1) PI. The Lead CMO Commander/Director or designee must appoint and approve the PI. Only one PI is allowed per program.

(2) SPI. The supporting CMO Commander/Director or designee must appoint and approve the SPI. Only one SPI is allowed per program at each supporting CMO location.

(3) PST/HST/SPST, HVC support (support from other CMOs that are not the lead), and Matrixed Personnel. Functional FLS must appoint and approve PST/HST/SPST members, HVC support, and matrixed personnel.

(4) Frequency. The PST Site members list must be updated within 30 calendar days of Lead CMO approval, PSA signature, or changes to CMO/PST/HST/SPST, HVC support, or other personnel assignments.

e. Data Integrity. PIs and SPIs must maintain the currency, accuracy, and integrity of the data and metadata contained within their program's PST Site.

f. Other CMO Personnel. The CMO must maintain the currency, accuracy, and integrity of other personnel; these include CMO Commander/Director, CMO Deputy Director, PAR Reviewers, and FLS approvers, which are maintained through the PS Forms App IAW PS-3101-UG-02.

g. Curriculum Assignment. FLS must assign PST/HST/SPST members to their appropriate curriculum within 60 calendar days of approval into the team members list.

3.5. PROGRAM INFORMATION RECORD.

a. Introduction. The program information record supports Agency-level analysis for reports to external organizations and therefore needs to be accurate.

b. Program Information Record Review and Update. Lead CMOs must:

(1) Maintain the accuracy and completeness of the program information records within the PS Application. See PS-3101-UG-01 for access and information on the PS Application.

(2) Request changes to program information fields to the PSD using DCMAF 3101-01-03, "Program Information Change Form," IAW PS-3101-UG-02.

c. Program Information Record Establishment and Data Integrity. PSD must:

(1) Conduct program initiation approval determination and establish program information record.

(2) Review and process requested changes to program information record fields IAW PS-3101-UG-02.

SECTION 4: PROGRAM SUPPORT PLANNING

4.1. SUPPORT AGREEMENTS.

a. Introduction. A CMO-level support agreement (Memorandum of Understanding or Memorandum of Agreement) identifies the goals of DCMA support beyond FAR, Defense Federal Acquisition Regulation Supplement (DFARS) and Contract Administration Service (CAS) mission requirements or when required by DCMA-MAN 4501-05, “Enterprise Agreements,” on specific programs.

b. CMO-Level Support Agreement Conditions. CMOs must document support agreements with PMOs (program, product, or project) through CMO-level support agreements when required IAW DCMA-MAN 4501-05.

c. CMO-Level Support Agreement Storage. The PI must upload the latest, signed CMO-level support agreement into the PST Site and the Agency Support Agreement repository IAW DCMA-MAN 4501-05.

d. Enterprise Agreements. The PI should be aware of any enterprise or OU level support agreement(s) that may affect their program and include requirements in the PSP as appropriate.

4.2. PSP, HSP, AND SPSP.

a. Introduction. The PSP and HSP documents how the PST, HST, and SPIs operate and communicate with the PI; it is approved by the CMO Commander/Director or designee. The SPSP serves the same function for SPSTs and lower tier SPIs. These documents assist in onboarding new PST, HST and SPST members and transitioning PIs and SPIs by communicating the program scope, reporting requirements, and local processes and timelines of PST, HST, and SPST members, supervisors, and management. They are intended to be living documents that the PI and SPI update as needed.

b. Develop PSP, HSP, and SPSP.

(1) Program PIs producing a PAR must develop a PSP using the latest PSP Template and PS-3101-UG-03, “Program Support Planning,” for each program. See Resource Page.

(2) HVC PIs must develop a HSP using the latest HSP Template and PS-3101-UG-03, “Program Support Planning,” for each commodity.

(3) The SPI must develop an SPSP using the latest SPSP Template and PS-3101-UG-03 for each program.

(4) PSPs, HSPs, and SPSPs may reference local CMO process documents if they are the same across programs or commodities.

(5) The initial PSP, HSP or SPSP must be approved and signed by the respective CMO Commander/Director or designee within 60 calendar days of program or commodity establishment, Lead CMO change, or PSA signature.

c. Execute PSP, HSP, and SPSP.

(1) The PI/PST/HST and SPI/SPST must follow the approved respective plan.

(2) FLS must comply with PSP, HSP, or SPSP requirements and ensure their members execute to the applicable plan.

d. Review, Update, and Approve PSP, HSP, and SPSP. The PSP, HSP and SPSP must be reviewed and updated as necessary. The document must be signed using the latest template annually. In addition, the document must be signed within 60 days after any of the following events:

(1) When there are changes to reporting requirements, local processes, or timelines, or

(2) PI/SPI or CMO Commander/Director changes

e. Upload PSP, HSP, and SPSP. Only the latest, approved final PSP, HSP, and SPSP must be uploaded and maintained in the PST Site.

4.3. PSA.

a. Introduction. For PAR 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/Director 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.

4.4. OTHER DELEGATIONS AND SUPPORT AGREEMENTS.

a. Introduction. Additional delegations and support agreements may be required to fully execute PS requirements including those to delegate surveillance requirements.

b. HSA. HVCs require additional support to ensure Agency reporting is complete.

(1) The Lead CMO may issue an overarching HSA to HVC support CMOs to establish support and reporting requirements. The Lead CMO will coordinate the HSA with all support CMOs using a coordination sheet. The Lead CMO will sign the HSA after coordination and attach the coordination sheet as the signatory of the support CMOs. The HSA may be developed using the PSA template.

(2) CMOs in receipt of an HSA from the Lead CMO for HVC must provide requested information and support IAW the HSP and the HSA.

(3) The issuing CMO must distribute the HSA to the receiving CMO.

(4) The latest, approved HSA must be uploaded to the PST Site.

(5) In lieu of an HSA, if agreed upon by support CMOs, the Lead CMO may establish support requirements within the HSP. CMOs in receipt of an HSP with support requirements from the Lead CMO for HVC must provide requested information and support IAW the HSP.

c. Surveillance Requirements. In addition to the PSA or HSA or when an SPI is not required, appropriate surveillance requirements and responsibilities will be delegated IAW

DCMA-MAN 2101-04, “Delegate Surveillance.” The delegation should include the communication strategy and whether the receiver of the delegation should use the PST Site.

SECTION 5: PROGRAM ANALYSIS AND FUNCTIONAL INPUTS

5.1. PROGRAM ANALYSIS.

a. Introduction. The PI and SPI rely on documented inputs from PST and SPST members to provide independent acquisition insight about the program to DCMA customers. These inputs will reside in the PST Site. See Resource Page.

b. Program Surveillance. PST and SPST members must perform their assigned surveillance and analysis tasks identified in their surveillance plan IAW DCMA-MAN 2303-01, “Surveillance.” PST and SPST members conduct surveillance with an emphasis on the cost, schedule, and technical performance impacts resulting from contractor performance to the program. Program reviews (e.g., Integrated Baseline Review, Preliminary Design Review, Critical Design Review, etc.) must be supported as requested by the Program Office.

5.2. DOCUMENTING RIOS.

a. Introduction. It is important to document risks, issues, opportunities and significant observations on the program for communication, collaboration, insights, and creation of the PAR with emphasis on quantifiable impacts. All RIOS that are accepted by the PI/SPI must be documented as prescribed in the PS-3101-UG-01. See Resource Page.

b. RIO Documentation.

(1) RIOS must include the minimum required fields as prescribed in the PS-3101-UG-01 and any known additional information.

(2) PST/SPST members must document RIOS in a timely manner after identification.

(3) The local RIO process in the PSP/SPSP must be followed.

(4) RIOS must be kept updated (no more than 180 days since last modification) to ensure analysis and decisions are made using current, accurate, and timely data.

c. RIO Functional Assessment. The functional assessment is an important element of the RIO that provides the PI with specific analysis and insights from the perspective of the functional specialist. These assessments provide the PI specific details to determine an overall DCMA assessment for the RIO.

(1) Functional specialists must conduct analysis and provide insights to RIOS within their PST, HST, or SPST in their area of expertise. RIOS may not need an assessment from every function, and it is therefore up to functional specialists to determine whether they can provide valuable insights to the RIO. At least one functional assessment must be entered for each RIO. The PI or FLS may assist in determining whether a RIO needs a functional specialist to provide an assessment to a RIO.

(2) The PSP/SPSP must document the process in which PST/SPST members review RIOs and provide a functional assessment.

(3) Functional assessments identified in paragraph 5.2.c.(1) must be entered in the Functional Assessments form of the RIO Application on the PST Site.

d. SPST RIO Submissions. SPIs must submit RIOs that may impact the overall program to the PST IAW the PSA and the PS-3101-UG-01.

5.3. DELIVERIES.

a. Introduction. Major End Item (MEI) delivery information and analysis provide delivery requirements, status, and impacts for the PAR. The data may also be used in other DCMA reports to OSD and external customers.

b. Review and Update Requirements. Upon receiving a new contract or contract modification, the PI/SPI or team member designated in the PSP must review and update new or modified MEI delivery requirements, including FMS, in the PST Site.

c. Update Actuals and Forecasts.

(1) The PI/SPI or the PST/SPST member designated in the PSP must review and update the delivery information IAW the PS-3101-UG-01, as required.

(2) The CMO must assess the accuracy of their MEI predictions at least quarterly, recorded IAW PS-3101-UG-06, "Program Support Predictive Analysis Accuracy," and update forecasts as necessary with the following exceptions as defined in PS-3101-UG-06:

(a) Programs with low quantity deliveries.

(b) Programs within the acceptable level of tolerance.

(3) Predictive analysis accuracy metrics and results are intended for the purpose of improving future predictions and must not be used to impact individual performance appraisals.

d. Delivery RIOs. RIOs, such as delivery delays, identified in the deliveries analysis must be documented per Paragraph 5.2. of this Manual so PST members are made aware of the potential need for surveillance.

5.4. HVC PERFORMANCE MONITORING.

a. Requirement. The Lead CMO must establish and maintain metrics at either the supplier or product level. Metrics should characterize the performance of the supplier or state of the product and must be suitable for time-phased tracking in order to demonstrate historical performance trends. Metrics based on well-established indicators like On-Time Delivery, Product Quality Deficiency Report counts, and/or batch/lot test failures are good choices. If the

volume of prime suppliers and number of products exceed the HST's ability to individually track, the HST will select a manageable subset by risk, customer priority or other reasonable, defensible rationale. The Lead CMO must report HVC status against established metrics on a quarterly basis within an established location on the PS Application.

b. Timeline. At the end of each even numbered calendar year, the Lead CMO will provide the OU with a report summarizing the health and viability of the HVC. Trends in the HVC's performance metrics are a central feature of the biennial HVC report. Beyond that, each Lead CMO has wide discretion with the contents of the report. The OU must review each HVC performance report to determine if Lead CMO's metric(s) continue to serve as adequate indicators of the health and viability of the HVC, and if changes need to be made to the HVC. The last review date will be annotated on the metrics page.

5.5. CBS REPORTING.

a. Introduction. CBSs (See DCMA-MAN 2301-01, "Contractor Business Systems") are the first line of defense against fraud, waste, and abuse in DoD contracts. Approved business systems allow the contractor and the DoD to more confidently rely upon the information produced, which helps assist in managing programs more effectively.

b. Assess CBS Disapproval or Not Evaluated. The CBS information on the PST Site must be reviewed and updated monthly per PS-3101-UG-01.

- (1) The ACO responsible for the CBSs must document reasons for any:
 - (a) "Disapproved" CBS.
 - (b) "Not Evaluated" CBS.
 - (c) "Approved" CBS with a draft or transmitted Level III or IV CAR.
- (2) The ACO responsible for the CBSs must include and update CAR and Corrective Action Plan (CAP) information for any CBS with a draft or transmitted Level III or IV CAR.
- (3) EVMS Center personnel must supplement the ACO information for their responsible area concerning any CBS, including the reliability of contractor data used for program analysis.
- (4) Functional specialists may supplement the ACO information concerning any CBS, including the reliability of contractor data used for program analysis.
- (5) The PI or the team member designated in the PSP must review ACO comments and assess program impacts IAW the PS-3101-UG-04, "Program Support Reporting User Guide." See Resource Page.

5.6. EVM ANALYSIS.

a. Introduction. EVM analysis identifies risks and issues evident through the EVM data, quantifies cost and schedule impacts of PST identified RIOs where appropriate, and evaluates the cost and schedule performance against contract requirements and established baseline. EVM Analysis is required for PAR reporting programs with contractual EVMS clauses, and the contractor is submitting an EVM CDRL deliverable. The DCMA cost or schedule analysis tools may be used to perform EVM Analysis. EVM Analysis must be performed IAW PS-3101-UG-05, "PS EVM Analysis User Guide." See Resource Page. This is not to be confused with EVMS reviews or surveillance performed by the EVMS Center.

b. EVM Data. Whenever possible, the PST/SPST must use contractor EVM data from the government's official EVM data repository per PS-3101-UG-05.

c. CDRL Analysis. The EVM Analyst must perform data integrity and variance analysis each month, unless risk rated to a reduced frequency per the PS-3101-UG-05. The FLS must verify completion of CDRL analysis.

(1) Data Integrity Checks. The EVM Analyst will download the contractor's EVM data and import the data into the appropriate DCMA cost or schedule analysis tools. The EVM Analyst must ensure the data is complete, Data Item Description compliant, consistent, and reliable per PS-3101-UG-05.

(a) The EVM Analyst must provide a recommendation of rejection if the CDRL is determined to be non-compliant to the Data Item Description, or other concerns based on the data review, to the program office no later than 5 calendar days after CDRL delivery, or before the Program Office's CDRL determination for submissions in the EVM data repository.

(b) The CMO may issue a CAR IAW DCMA-MAN 2303-01 for a contractual noncompliance, missing or late EVM CDRL deliverable, or incorrect CDRL data. The EVM Analyst must not create EVM System CARs as those may only be written by the EVMS Center.

(c) This analysis is not a system review or system surveillance. Suspect data or recurring deficiencies that may indicate areas of concern with the EVMS must be forwarded to the EVMS Center for review and determination IAW DCMA-MAN 2301-01.

(2) Variance Analysis. As part of the CDRL analysis, the EVM Analyst must evaluate variances to ensure the contractor is reporting the correct variances, identify new RIOs and assist in determining the impact of existing RIOs.

(a) For Work Breakdown Structure (WBS) elements with effort remaining, the EVM Analyst must perform Cost Variance (CV), Schedule Variance (SV), and Variance at Completion (VAC) analysis at the lowest reporting level in order to determine the WBS elements that significantly contribute to the overall contract variances.

(b) WBS elements with variances significantly impacting the overall contract or program, as defined in the PSP, must be documented per Paragraph 5.2., of this Manual so other functions are made aware of the potential need for surveillance.

d. Cost and Schedule Analysis. DCMA Cost and Schedule Estimates are of paramount importance to the acquisition community and must be performed at least once per quarter, unless risk rated to a reduced frequency per the PS-3101-UG-05. The analysis takes into account the contractor's root cause, feasibility of the corrective actions, estimated recoverability of variances, and any additional impacts to the contractor's values.

(1) The EVM Analyst must perform an assessment of the contract's cost and schedule performance to determine the DCMA Estimate at Completion (EAC_{DCMA}), DCMA Variance at Completion (VAC_{DCMA}), and DCMA Estimated Completion Date (ECD_{DCMA}) and days of schedule slippage per PS-3101-UG-05.

(2) Using the PST Site, the EVM Analyst must enter the assessment results per PS-3101-UG-01.

(3) Each month, the EVM Analyst will make a determination whether the EAC_{DCMA} or ECD_{DCMA} needs to be reviewed outside of the scheduled analysis process. If any of the below conditions have occurred since the last time these values were calculated, perform an out-of-cycle analysis per Paragraph 5.6.d., review the risk assessment, and as needed update the associated risk rating and surveillance plan.

(a) Over Target Baseline or Over Target Schedule.

(b) Notable contractor Estimate at Completion (EAC_{Ktr}) change without a corresponding Total Allocated Budget (TAB) change.

(c) Missed previously reported forecast date for milestone or contractually required event.

(d) Nunn-McCurdy Breach.

e. EVM Analysis RIOs. RIOs must be created or updated based on data integrity checks, variance analysis or other identified issues. Cost and schedule analysis is used to determine the contractual-level impact of the RIO, using the task-level impact resulting from the PST/SPST surveillance. RIOs must be considered when generating the EAC_{DCMA} and ECD_{DCMA} and the outcomes of the analysis captured in the PST Site EVM Analysis area.

5.7. SUPPLIERS.

a. Introduction. Suppliers are key contributors to the overall success of the program. Identifying supplier types and relationships allows the Agency to perform analysis and provide insights within and across programs. When identifying a supplier for the first time in any type of document, correspondence or PST Site work area, list the full supplier name, followed by the supplier's CAGE in parentheses, e.g., MCFLY CORPORATION (\$MFLY).

b. Identifying Suppliers. The goal for identifying, documenting, and tracking suppliers is to drive an understanding of who the high-risk suppliers are so that DCMA can use that information to influence better oversight from the Prime Contractor. At a minimum, the following categories of suppliers must be entered into the PST Site Supplier Application:

- (1) Major suppliers;
- (2) Significant suppliers;
- (3) Suppliers on the Important Capabilities List (see DCMA-MAN 3401-02, “Defense Industrial Base Critical Asset Identification and Prioritization”);
- (4) Suppliers covered by delegation; and
- (5) Suppliers whose performance is affecting or likely to affect a prime’s ability to meet contractual requirements.

Including other suppliers is optional but encouraged. Doing so allows for a more complete understanding of key supplier relationships within and across programs and is a best practice for quickly disseminating emerging information among programs that share a high-risk supplier.

c. Documenting Suppliers in RIOs. CMOs must document the source suppliers that impact the overall contract or program cost, schedule, or technical objectives IAW Paragraph 5.2., of this Manual so PST members are made aware of the potential need for surveillance.

5.8. PRIME CONTROL OF SUBCONTRACTOR ASSESSMENT (PCSA).

a. Introduction. The PCSA is a DCMA assessment of the prime contractor’s compliance to established subcontractor management processes, procedures, and controls for each specific program. The PCSA is not a facility-based assessment; do not aggregate program assessments.

b. Quarterly Assessment. A PCSA must be conducted for each Major Program. The PST must assess all six (6) prime contractor supplier management processes and submit a new multifunctional PCSA within the PST site per PS 3101-UG-01 at least quarterly. Updating a previously created PCSA report does not satisfy this requirement.

c. PCSA RIOs. RIOs identified during the assessment that may impact the overall contract or program cost, schedule, or technical performance must be documented per Paragraph 5.2., of this Manual so PST members are made aware of the potential need for surveillance. A RIO is required for each of the six processes (continuous assessment, purchasing process, sourcing strategy, supplier performance monitoring, supplier surveillance, work transfer) with a score less than 3.0 to explain what the prime contractor failed to do. Any suppliers identified/addressed in a PCSA RIO are considered Significant Suppliers and must be documented IAW Paragraph 5.7.

5.9. FLS REVIEW OF FUNCTIONAL INPUTS.

a. Introduction. In order to provide Agency-level Program Analysis, Program Support relies on well-written, concise, and accurate inputs from PST and SPST members. The FLS uses their technical expertise and experience to the functional specialist in the form of feedback, training and mentorship to ensure inputs provide meaningful program insights and impacts.

b. FLS Review. CMOs must establish the frequency and process for FLS reviews of functional inputs (including RIOs, deliveries, CBS, cost, schedule, and PCSA) to ensure accuracy and quality. The FLS should review comments with their subordinates. The local review process must be documented in the PSP/HSP/SPSP.

SECTION 6: PROGRAM REPORTING

6.1. PROGRAM ASSESSMENT REPORT.

a. Introduction. PARs provide our acquisition partners (e.g., OSD, Services, Program Executive Office, Program Offices) with a comprehensive and unbiased assessment of the health of the program. For programs producing a PAR, CMOs must begin submitting PARs as soon as possible but no later than 90 days following program establishment or change to a reporting status. The following programs must produce a PAR:

(1) Major Programs.

(2) Other program types (Non-Major, Major Efforts, Sustainment) as requested by the CMO and approved by the OU.

b. Review Functional and SPI Inputs. The PI must be familiar with and verify the integrity of the inputs provided by their PST members and SPIs in the PST Site.

c. Draft PAR. The PI must draft the monthly PAR using the latest data IAW the PS-3101-UG-04.

d. CMO Review and Approval.

(1) The CMO must establish an internal review process in order to ensure PAR quality and compliance to the PS-3101-UG-04.

(2) The CMO must provide a copy of the draft PAR to the program office if required.

(3) Any changes to the PAR from the review must be made in the PST Site prior to approval of the PAR.

(4) The PI will generate and submit the revised PAR to the CMO Commander/Director for approval.

(5) The CMO Commander/Director or designee must approve the PAR by the 6th business day of the month.

e. OU PAR Review. OUs must establish a review process in order to ensure PAR quality and compliance.

f. Headquarters (HQ) PAR Review. HQ may review PARs in order to ensure report quality and compliance. Data issues not corrected by the CMO in a timely manner may be corrected by HQ staff.

g. PAR Storage and Distribution. DCMA PARs are intended for the use of the U.S. Government. DCMA personnel must only provide PARs to U.S. Government Agencies (i.e.,

government civilian or military personnel) IAW PS-3101-UG-04. DCMA personnel must not distribute PARs to contractors, support contractors (including those in PMO and OSD offices), foreign nationals, the news media, etc. DCMA personnel may advise Government Agencies, that they may distribute PARs to office support contractors meeting Controlled Unclassified Information (CUI) requirements.

(1) PARs must be distributed to DCMA external acquisition partners NLT the 7th business day of the month IAW the PS-3101-UG-04.

(2) PARs may be sent directly to Program Office government personnel.

(3) PARs must be loaded into the Agency's official document repository NLT the 8th business day of the month IAW PS-3101-UG-04.

h. Programs in Source Selection. When a program is undergoing source selection, the CMO must exercise caution so that source selection information, as defined in the Federal Acquisition Regulation (FAR) 2.101 and protected IAW FAR 3.104-4, is not released to any outside entities other than the Program Office. The PI must submit DCMAF 3101-01-03 located on the PS Application to establish a source selection period. The PI must distribute these PARs outside DCMA using direct communication and post a notification memo, see "Restricted Access to Program Assessment Report (PAR) Memo" Template on the Resource Page, to the OSD official repository.

6.2. PMO REPORT.

a. Introduction. In addition to the PAR, CMOs may negotiate additional reporting requirements with PMOs. Requirements within the scope of normal CAS operations will be captured in the PSP. Requirements above and beyond CAS must be captured in a support agreement.

b. PI or SPI Develops PMO Report. The PI/SPI develops the report according to negotiated requirements.

c. PMO Report Review. The CMO must establish and document a review and approval process within the PSP. The PI/SPI must submit the completed report for review and approval, IAW the PSP.

d. PMO Report Distribution. DCMA personnel must only provide reports to U.S. Government Agencies (i.e., government civilian or military personnel). DCMA must not distribute reports to contractors, support contractors (including those in PMO and OSD offices), or foreign nationals.

(1) Reports may be sent directly to the program office by an agreed upon method. DCMA personnel may advise program offices, that they may distribute reports to office support contractors meeting CUI requirements.

(2) Reports must be loaded into the Agency's official document repository within 2 business days after submission to the program office. Procedures for uploading reports to the Agency's repository are located in PS-3101-UG-04.

6.3. HVC REPORT.

a. Agency-Level. The designated Lead CMO PI must perform routine (at minimum, quarterly) reporting as negotiated with the customer. If customers do not desire a formal report, the CMO will establish a report with the minimum content to account for work accomplished.

(1) Reporting requirements will be documented in the HSP and HSA. Minimum report content:

(a) Top Risks and Issues discovered by DCMA.

(b) Significant activities conducted by the CMO, such as, assistance provided to customers, issues solved by the CMO, significant events held or attended by the CMO, other items of interest that the CMO wants to document.

(2) The Lead CMO will distribute reports to customers as required.

(3) The Lead CMO must upload reports to the Program Documents Application on the PST Site and Agency's official document repository within 2 business days after submission to the customer.

b. CMO-Level. CMOs for any HVC contracts will perform routine reporting to the Lead CMO PI IAW the HSP and the HSA.

6.4. OTHER AGENCY REPORTS.

a. Introduction. In addition to the reports cited in Paragraphs 6.1., 6.2., and 6.3., PSD may produce recurring or ad hoc reports based on the PARs and supporting PST Site information to support both internal and external customer requirements for program insight.

b. DCMA HQs Develops Report. The PSD develops each report according to customer requirements.

c. Report Distribution. DCMA personnel must only provide reports to U.S. Government Agencies (i.e., government civilian or military personnel). DCMA must not distribute reports to contractors, support contractors (including those in PMO and OSD offices), or foreign nationals.

(1) Reports may be sent directly to the internal DCMA customer or external Government Agency by agreed upon method.

(2) Reports sent to external customers must be loaded into the Agency's official document repository.

SECTION 7: PROGRAM TRANSITION, SUSPENSION, OR TERMINATION

7.1. PROGRAM TRANSITION TO ANOTHER CMO.

a. Introduction. To ensure the seamless transition of required program surveillance, CMOs conduct the activities in Paragraphs 7.1.b., 7.1.c., and 7.1.d., in addition to the standard CAS workload transition. HVC's and other category types will follow the same procedures outlined below to transition commodities or other categories, as applicable. CMOs should receive approval from the OU prior to beginning transition.

b. Transition Meeting. The losing CMO must conduct transition meetings with the PMO, the gaining CMO, and associated OUs.

c. Lead CMO Transition Requirements.

(1) The gaining CMO must:

(a) Appoint an interim PI to work transition issues.

(b) Reestablish or transfer delegations and support agreements under the new CMO.

(c) Submit DCMAF 3101-01-03 to request Lead CMO designation and to update the program information record. Proof of coordination (e.g., coordination sheet, email between the parties, etc.) between the gaining and losing CMOs must be attached. The coordination must indicate that both parties concur with the change.

(d) Update the PST Site with any new program information as required. At a minimum update:

1. PST Team Members

2. PSP

3. Contract Information

4. MEI Information

5. Removal of outdated documentation

(e) Coordinate and issue new PSAs.

(2) The losing CMO must:

(a) Provide the gaining CMO with the following, as applicable:

CDRLs).
1. Contractual documents (e.g., contract numbers, statement of work (SOW),

2. Contractor deliverables not readily available (e.g., Integrated Program Management Report (IPMR), Integrated Master Schedule (IMS), drawings, test plans).

3. The PST Site, repository, and OSD site locations.

4. Point of contact (POC) List.

5. Program performance (cost, schedule, technical).

6. RIOs, associated assessments, and POCs as necessary.

7. Over Target Baseline, Over Target Schedule, and Single Point Adjustment history.

8. Integrated Baseline Review (IBR) status (e.g., open action items, impacts).

9. Subcontractor performance (cost, schedule, technical).

10. Delegations (e.g., major suppliers, functional delegations, POCs).

11. Future program developments.

12. List of recent CARs impacting the program.

13. Lessons learned.

14. Program acronym list.

15. List of upcoming and standing program meetings.

16. Other documents or information requested by the gaining CMO.

(b) Close delegations and PSAs once new delegations and PSAs are established by the gaining CMO if not transferred.

(c) Notify the appropriate POCs of any site access that are no longer required.

(d) Update the PST Site Team List.

(e) If applicable, transition to SPI/SPST and support the new Lead CMO.

d. Supplier CMO Transition. To ensure the seamless transition of required supplier surveillance, the losing CMO should conduct transition meetings with the Lead CMO, gaining

CMO, and associated OUs. PIs/SPIs may use the requirements in Paragraph 7.1.c., to facilitate the transition.

7.2. SUSPENSION OR TERMINATION OF PROGRAM SUPPORT REQUIREMENTS.

a. Introduction. To ensure resources are properly allocated, CMOs need to suspend program support or terminate programs when completed, cancelled, or inactive. HVC's and other category types will follow the same procedures outlined below to suspend or terminate commodities or other categories, as applicable.

b. Review of PS Requirement. The Lead CMO must review the program to determine when to reduce, terminate or suspend program support when one or more of the following conditions exist:

- (1) Near completion (e.g., 90 percent complete in deliveries).
- (2) Under a temporary stop work.
- (3) Program is terminated.

(4) Entering the sustainment phase. CMOs that will continue PAR reporting must submit DCMAF-3101-01-03 to change the program to a Sustainment Program per Paragraph 3.2.a.(6).

c. Suspension of PS Requirements. The Lead CMO may request relief from some or all PS requirements.

(1) Suspensions should be reevaluated quarterly by the Lead CMO and OU to determine if the program should remain suspended, be returned to active status, or terminated.

- (2) The Lead CMO must submit DCMAF-3101-01-03 to reinstate a program.
- (3) Programs must begin PAR reporting within 90 days after reinstatement.

d. Conditions for Terminating PS. The Lead CMO may request program termination when one or more of the following conditions exist:

- (1) All EMD and P&D contracts have been completed.
- (2) PS requirements are no longer desired (i.e., contracts are near completion and reporting is no longer required by OSD).

e. Suspension or Termination Request Process.

(1) When requesting to terminate or suspend PS, the Lead CMO must submit DCMAF 3101-01-04, "Suspension/Termination Request Form," IAW PS-3101-UG-02.

- (2) The OU will review and provide a recommendation to PM&BI.
- (3) The PM&BI Executive Director or designee will reject the request or relieve the Lead CMO of PS requirements.
- (4) The Lead CMO must submit a final PAR addressing suspension or termination of program reporting.
- (5) When suspending program support, the PSD will change the program status to Suspended.
- (6) When terminating PS:
 - (a) The PSD will coordinate with the Lead CMO, OUs, Program Office, and the responsible Customer Service Division to determine the Program Information Record status.
 - (b) The Lead CMO must rescind PSAs, support agreements, and Letters of Delegation. Additionally, from the terminated Program's PST Site: remove Team Members, close RIOs, and mark contracts as "PS Surveillance Complete" (this completes contracts from a PS perspective, contracts not fully completed are worked by the CMO through the CMT).
 - (c) The Lead CMO must notify the appropriate POCs of any site access that is no longer required.
 - (d) The PSD will mark the program Terminated within the Program Information Record 30 days after termination approval. The PSD will also delete all items in the PST site at this time that were not removed by the CMO.
 - (e) The CMO will continue standard CAS functions with the contract management team (CMT) on active contracts.

7.3. TERMINATION OF PROGRAM SUPPORT TO A LEAD CMO.

a. Introduction. To ensure resources are properly allocated, Lead and supporting CMOs must terminate program support when contracts to a program at a support CMO are completed or cancelled, when support is no longer required, or the support cannot be resourced. HVC's and other category types will follow the same procedures outlined below to terminate support to a Lead CMO, as applicable.

b. Terminating Support.

(1) The Lead CMO must terminate support by informing the supporting CMO and removing the PSA from the PST Site. The Lead CMO will document the end of the contract on the PAR.

(2) The supporting CMO must close all SPST RIOs, and remove SPST members from the team members list, SPSP, and other SPST documents from the PST Site.

SECTION 8: TRAINING

8.1. DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) TRAINING.

a. PI Major Program and HVC Training. PIs assigned to Major Programs or HVCs must be DAWIA certified as “Advanced” in Program Management within 4 years of assignment.

b. PI Non-Major Program and SPI Training. PIs assigned to Non-Major Programs and all SPIs on the standardized Program Management Analyst Position Description (PD) must be DAWIA certified as a “Practitioner” in Program Management within 5 years of assignment.

c. EVM Analysts Training. EVM Analysts on the standardized EVM Analyst PD assigned to a PST/SPST must be DAWIA certified as “Practitioner” in Business Financial Management (BFM) within 5 years of assignment.

8.2. MILITARY PERSONNEL.

a. Program Management. Military personnel assigned as a PI or SPI must be on a DCMA and Service Program Management billet and:

(1) Pursue DAWIA certification in Program Management to the level of their assigned billet. This level of certification may deviate from this Manual’s DAWIA Training Requirements.

(2) Adhere to the DCMA Program Support Training requirements and associated curricula.

b. Non-Program Management. Military personnel assigned to other acquisition billets:

(1) May assist PIs or SPIs in their function by serving as a Deputy PI or Deputy SPI. Deputies must work under or along-side personnel assigned as the PI or SPI who are on a Program Management billet.

(2) Will not be required to adhere to the DAWIA Program Management certification requirements in this Manual; however, they are required to take the Program Support Curricula outlined on the PS Learning Center of the PS Application.

8.3. PS TRAINING.

a. PS Curricula. The items contained within each PS curriculum addressed below can be found in the Learning Center of the PS Application.

b. PI and SPI. PIs/SPIs must be enrolled in the PI/SPI curriculum by their supervisor and complete it within 24 months of assignment.

c. PST, HST, and SPST. PST/HST/SPST members must be enrolled in the PST/SPST curriculum by their supervisor and complete it within 24 months of assignment.

d. EVM Analysis. PST/SPST members assigned EVM Analysis responsibilities must be enrolled in the EVM Analyst curriculum by their supervisor and complete it within 24 months of assignment.

f. Other PS Training.

(1) New Commanders/Directors, FLS, PI/SPIs, and PST/HST/SPT members should review training posted in the PS Learning Center.

(2) PST/HST/SPST members should attend other PS training opportunities provided throughout the year.

SECTION 9: WAIVERS AND DEVIATIONS

9.1. WAIVER PROCESS. Requests for exceptions to this Manual must follow the waiver process in DCMA-MAN 501-01, “Policy Issuances Procedures.”

9.2. WAIVER STORAGE. Approved waivers must be uploaded to the PST Site in addition to the process outlined in DCMA-MAN 501-01.

9.3. RESTRICTED PAR WAIVER. Programs with waivers that have restricted PARs must distribute these reports outside DCMA using direct communication and post a notification memo, see “Restricted Access to PAR Memo” Template on the Resource Page, to the OSD official repository.

SECTION 10: RECORDS AND INFORMATION MANAGEMENT

10.1. RECORDS AND INFORMATION MANAGEMENT PROCESS. Records and information management of Program Support processes will be executed IAW DCMA-MAN 4501-04, Volume 1, “Records and Information Management Program,” and DCMA-MAN 4501-04, Volume 2, “Records Retention Schedule.”

10.2. RECORDS FILE PLAN. The approved records file plan containing disposition timelines, records storage location, and associated metadata requirements is located on the PS Resource Page.

10.3. DOCUMENT MARKING. PS documents must be marked IAW DCMA-MAN 3301-08, “Information Security.”

GLOSSARY

G.1. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

ACAT I. Programs categorized as a Major Defense Acquisition Program that have been designated ACAT I by the Milestone Decision Authority or meet the designated dollar value threshold (ref DoDI 5000.85).

BPC Program. Security cooperation and security assistance activities that are funded with United States Government appropriations and administered as cases within the FMS infrastructure. These programs provide defense articles and/or services to other United States Government departments and agencies under the authority of Section 1535 of Title 31, United States Code (also known as the “Economy Act”) or other transfer authorities for the purpose of building the capacity of partner nation security forces and enhancing their capability to conduct counterterrorism, counter drug, and counterinsurgency operations, or to support U.S. military and stability operations, multilateral peace operations, and other programs.

CMO-Level Support Agreement. A bi-lateral or multi-lateral document endorsed by the CMO Commander/Director and PMO Manager that identifies the goals of DCMA support.

Deputy PI or SPI. The Deputy PI or Deputy SPI may perform the same roles as those of the PI but do not require CMO Commander approval. Deputies can be used as backups for when the PI/SPI is out of the office and are created from existing CMO resources. A Deputy PI or SPI can have multiple roles and can be of any function.

FMS. That portion of United States security assistance for sales programs that require agreements/contracts between the United States Government and an authorized recipient government or international organization for defense articles and services to be provided to the recipient for current stocks or new procurements under DoD-managed contracts, regardless of the source of financing.

FMS standalone Program. A program as define with the context of this manual in which all its procurement vehicles (contracts, CLINs, etc.) are categorized as FMS.

Functional Inputs. PST or SPST member inputs to the PI to include Contract Information, Deliveries, EVM Analysis, PCSA, RIOs, etc.

HSA. An agreement between CMOs to establish responsibilities for Commodity Support requirements.

HSP. Formal documentation of how the HST operates and communicates with the PI, defines local CMO processes, and is signed by the CMO Commander/Director.

HST. An integrated multifunctional team led by a PI that supports an HVC. The HST may include functional specialists from contract administration, EVM, quality assurance, engineering, software, manufacturing and production, and other functions.

ICP. Any acquisition program or technology project that includes participation by the United States and one or more foreign nations, through an international agreement, during any phase of a system's life cycle.

Joint Venture Member. Joint Venture Members are tier 1 suppliers contracted by a Joint venture office. As the Joint venture office is mostly administrative, the Joint Venture Members are relevant to Business Systems and PCSA analysis and insights.

Lead CMO. DCMA CMO responsible for oversight of all elements of a Program or HVC and serves as the integration point for DCMA planning, surveillance, analysis, and reporting for all CMOs supporting the program.

Major Supplier. Subcontractor or other prime corporate business unit that has contractual EVMS requirements or represents a significant percentage of the contract acquisition cost (i.e., at least 20 percent of contract acquisition cost).

MEI. A term adopted by DCMA for delivery analysis focusing on production units of an item, defined set of items, kit, complete system or commodity that embodies the core purpose or capability of the program and is delivered for operational use (e.g., aircraft, missile, unmanned aerial vehicle with launcher, recovery system and ground control station). MEIs typically do not include support items, such as test articles, spares, training equipment, or technical services.

Nunn-McCurdy Breach. A Nunn-McCurdy unit cost breach occurs when a Major Defense Acquisition Program experiences an increase of at least 15 percent in Program Acquisition Unit Cost or Average Procurement Unit Cost above the unit costs in the Acquisition Program Baseline IAW Section 2433 of Title 10, United States Code.

Other Supplier. Suppliers other than “major” or “significant” considered relevant to program performance by the PI/SPI.

OU. DCMA organizational entity charged with ensuring mission accomplishment for their organization. For purposes of this Manual only, OUs include: Eastern, Central, and Western Region Commands, International Command, Aviation Integrated Maintenance Operations, and Special Programs Command.

PAR. Standardized, periodic report to external customers. In the PST site, the column Heading “Reporting” is marked “Yes” only for PAR producing programs.

PI. Primary DCMA representative of a program or commodity who leads a PST or HST comprised of functional experts. The PI assesses contractor performance, predicts future performance, and makes actionable recommendations related to future programmatic efforts.

The term Platform Integrator is used for HVC while Program Integrator is used for all other program categories.

Program Support Application. Is the DCMA system of record for most of the program support processes and the authoritative source of program information. This application contains several functionalities to include Program Information Record, PST Site, PS Forms, PS Reporting, PS Analysis and Dashboards, PS Resources, and PS Training.

PSA. An agreement between CMOs to establish responsibilities for Program requirements. The PSA is the basis for appointing an SPI and creating an SPST.

PSP. Formal documentation of how the PST operates and communicates with the PI and CMO leadership, defines local CMO processes, and is signed by the CMO Commander/Director.

PST. An integrated multifunctional team led by a PI that supports a Major or PAR producing Program. The PST may include functional specialists from contract administration, EVM, quality assurance, engineering, software, manufacturing and production, and other functions.

Reporting Level. The reporting level specified in the CDRL. Usually at least at Contract WBS level 3 except for high cost and high risk items where the level is established to ensure the necessary information for effective management control. It is not necessary for the reporting levels in different legs of the Contract WBS to be the same.

Reporting Program. A program that produces a PAR.

Responsible ACO. The ACO responsible for performing the duty per this Manual, includes the DACO, CACO, and ACO.

Significant Supplier. A Non-Major Supplier whose failure to perform can significantly diminish program success, or any supplier that is currently impacting program level cost, schedule, or performance requirements. These may include single source suppliers and suppliers of long lead item or obsolete/diminishing material supply.

SPI. Primary DCMA representative to either the PI or the next higher tier SPI. The SPI provides input to the PI concerning their independent assessment of the program elements they have been delegated. The SPI leads an SPST comprised of functional experts.

SPST. The SPST is an integrated multifunctional team led by an SPI that supports a significant element, subcontract, or subsystem of a major acquisition program.

Strategic Systems Program. Submarine-launched fleet ballistic missiles and strategic weapon system marine-launched fleet ballistic missiles and strategic weapon systems managed by the Navy's Strategic Systems Program office.

GLOSSARY

G.2. ACRONYMS.

| | |
|---------------------|---|
| ACAT | Acquisition Category |
| ACO | Administrative Contracting Officer |
| BPC | Building Partner Capacity |
| CACO | Corporate Administrative Contracting Officer |
| CAR | Corrective Action Request |
| CAS | Contract Administration Services |
| CBS | Contractor Business System |
| CDRL | Contract Data Requirements List |
| CMO | Contract Management Office |
| CRR | Contract Receipt and Review |
| CUI | Controlled Unclassified Information |
| DACO | Divisional Administrative Contracting Officer |
| DAWIA | Defense Acquisition Workforce Improvement Act |
| DCMAF | DCMA Form |
| DCMAF 3101-01-01 | Program Initiation Request Form |
| DCMAF 3101-01-03 | Program Information Change Form |
| DCMAF 3101-01-04 | Suspension/Termination Request Form |
| DCMA-MAN | DCMA Manual |
| DoDI | DoD Instruction |
| EAC _{DCMA} | DCMA's Estimate at Completion |
| ECD _{DCMA} | DCMA's Estimated Completion Date |
| EMD | Engineering and Manufacturing Development |
| EVM | Earned Value Management |
| EVMS | Earned Value Management System |
| FAR | Federal Acquisition Regulation |
| FLS | First Level Supervisor |
| FMS | Foreign Military Sales |
| HQ | Headquarters |
| HSA | High Visibility Commodity Support Agreement |
| HSP | High Visibility Commodity Support Plan |
| HST | High Visibility Commodity Support Team |
| HVC | High Visibility Commodity |
| IAW | in accordance with |
| ICP | International Cooperative Program |

| | |
|---------------------|---|
| MEI | Major End Item |
| MTA | Middle Tier of Acquisition |
| NASA | National Aeronautics and Space Administration |
| OU | Operational Unit |
| PAR | Program Assessment Report |
| P&D | Production and Deployment |
| PCSA | Prime Control of Subcontractor Assessment |
| PD | Position Description |
| PI | Program or Platform Integrator |
| PM&BI | Portfolio Management and Business Integration Directorate |
| PMO | Program Management Office |
| POC | Point of Contact |
| PS | Program Support |
| PS-3101-UG | Program Support 3101 User Guide |
| PSA | Program Support Agreement |
| PSD | Program Support Division |
| PSP | Program Support Plan |
| PST | Program Support Team |
| PST Site | Program Support Team Collaboration Site |
| RIO | Risk, Issue, Opportunity or Observation |
| SAP | Special Access Program |
| SCI | Sensitive Compartmented Information |
| SPI | Support Program Integrator |
| SPSP | Support Program Support Plan |
| SPST | Support Program Support Team |
| VAC | Variance at Completion |
| VAC _{DCMA} | DCMA Variance at Completion |
| WBS | Work Breakdown Structure |

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