



DCMA Manual 4301-13

DCMA Acquisitions

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Approved by: David G. Bassett, LTG, USA, Director

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Purpose: In accordance with the authority in DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” this issuance implements DCMA Instruction 4301, “Stewardship,” and establishes Stewardship governance, structure, and procedures as follows:

- Implements policy, assigns responsibility, and provides standardized procedures for acquisition and procurement-related processing across DCMA
- Implements the process for a Multi-Functional Team for services contract requirements as required by DoD Instruction 5000.74, “Defense Acquisition of Services”
- Establishes the DCMA Services Requirements Review Board
- Describes how to prepare and process Purchase Requests, Services Requirements Review Board Packages, and Ratification of Unauthorized Commitment documentation
- Implements policy and Agency procedures for business functions necessary to obtain goods and services through the DCMA Procurement Center using procurement processes and procedures including executing procurement requirements, procurement planning, strategy, procurement award and management, receipt and acceptance, and closeout
- Implements policy and prescribes Agency procedures for DCMA Contracting Officer’s Representatives

SUMMARY OF CHANGES

The following reflects the major changes to the Manual:

- Adds Operations Security and Information Security requirements
- Adds Controlled Unclassified Information requirements for procurement documents where applicable
- Adds Risk Management Internal Control requirements to the DCMA Procurement Division policy analyst responsibilities
- Updates Services Requirements Review Board Future Years Defense Program period to 5 years
- Adds external contracting actions for services to the Services Requirements Review Board process
- Updates training requirement to remove ambiguity between “required” and “recommended”
- Clarifies that Multi-Functional Team is not required for option exercise actions

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Manual applies to all DCMA activities involved in the acquisition of supplies or services for the Agency through the DCMA Procurement Division (AQP).

1.2. POLICY. This Manual applies the governing principles to the Stewardship Capability for acquisition by establishing a process for management and execution of DCMA requirements. It is DCMA policy to:

- a. Establish and maintain clearly written, current DCMA policy issuances to achieve the Agency's mission and comply with laws, regulations, and DoD policies.
- b. Execute this Manual in a safe, efficient, effective and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The Director will:

- a. Direct and manage activities within the agency consistent with the policies, requirements, principles, standards, procedures, and practices prescribed by the Office of the Under Secretary of Defense (OUSD) Acquisition and Sustainment (A&S).
- b. Delegate Head of the Contracting Activity (HCA) responsibilities to the Executive Director, Contracts.

2.2. DEPUTY DIRECTOR, DCMA. The Deputy Director will:

- a. Chair the DCMA Services Requirements Review Board (SRRB).
- b. Approve Services Acquisition Category Level III, IV, and V solicitations and contracts according to DoD Instruction (DoDI) 5000.74, "Defense Acquisition of Services."

2.3. EXECUTIVE DIRECTOR, GENERAL COUNSEL (GC). The Executive Director, GC will:

- a. Review contractual documents to determine legal sufficiency when required.
- b. Review all Protests, Undefined Contract Actions, and Ratifications.
- c. Participate in the SRRB meetings as a voting member.
- d. Provide GC representation on Multi-Functional Teams (MFT) to ensure legal sufficiency and proper funds.
- e. Review certain Justification and Approvals (J&A) according to the Review Thresholds Chart.
- f. Review certain DCMA Procurement Center (PC) Acquisition Strategies/Acquisition Plans according to the Review Thresholds Chart.

2.4. EXECUTIVE DIRECTOR, CONTRACTS. The Executive Director, Contracts will:

- a. Maintain overall responsibility for managing PC contracting activity.
- b. Review and approve/disapprove all contracting documents that require higher level authority.
- c. Manage the competency and structure of the contracting and property administration workforce.

- d. Interface with the OUSD (A&S) on policies, procedures, and other executive decisions.
- e. Ensure consistency in execution of contract administration and procurement.
- f. Participate in the SRRB as a voting member.
- g. Support the Deputy Director, Contracts in their obligation to:

(1) Act as the Executive Director, Contracts, in their absence, when delegated, and participate in the SRRB as a voting member.

(2) Review and approve/disapprove all procurement-related documents that require higher-level approval authority according to the Review Thresholds Chart.

2.5. HCA. The HCA will:

- a. Approve J&As according to Federal Acquisition Regulation (FAR) Subpart 6.304(a)(4).
- b. Review and approve/disapprove acquisition strategies/plans for bundled DCMA-contracted services requirements according to FAR Subpart 7.107, if applicable.
- c. Approve/disapprove Services Acquisition Category Level II solicitations and contracts according to DoDI 5000.74.
- d. Select, appoint, and terminate the appointments of Contracting Officers (KO). The HCA is authorized to delegate this authority.
- e. Ratify/deny Unauthorized Commitments (UC) and serve as the Agency ratification authority.

2.6. EXECUTIVE DIRECTOR, FINANCIAL AND BUSINESS OPERATIONS (FB).
The Executive Director, FB will:

- a. Provide FB representation on MFTs to ensure fiscal law compliance.
- b. Participate on the SRRB as a voting member.

2.7. DIRECTOR, SUBCONTRACT & SMALL BUSINESS (SB) COMPLIANCE CENTER. The Director, Subcontract & SB Compliance Center will:

- a. Provide oversight of SB and socio-economic goals assigned to, and achievements made by, the PC.
- b. Provide assistance with locating viable SB companies.

- c. Review and approve acquisition strategies/plans for requirements.
- d. Monitor the prime contractor's subcontracting performance against subcontracting goals through the electronic Subcontract Reporting System for applicable DCMA contracts.
- e. Ensure that a DD Form 2579, "Small Business Coordination Record," located on the Resource Page, is completed and approved according to the Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 219.201 and DFARS Procedures, Guidance and Instruction (PGI) Subpart 253.219-70. DD Form 2579 is not required for commercial contract actions that are totally set-aside for SB below the Simplified Acquisition Threshold (SAT) (see Resource Page).
- f. Participate in the SRRB in an advisory role when required.

2.8. COMPONENT HEADS. Component Heads will:

- a. Ensure SRRB packages and services requirements/purchase request (PR) packages are developed and submitted to the AQP (SRRB) or PC (PR packages) for appropriate level of review, approvals/disapprovals, and processing. Ensure the MFT Checklist is uploaded in the Defense Agencies Initiative (DAI) system, as an authoritative source, before approving the package.
- b. Identify and confirm that requirements are captured in the Program Control Document or Spend Plan document and funded in the year of execution or across the Future Years Defense Program if the requirement is enduring.
- c. Certify/deny that requirements represent a bona fide Agency need.
- d. Ensure funding availability within baseline controls.
- e. Ensure qualified Program Managers (PM) with relevant career field certifications (e.g., Program Management, Life Cycle Logistics, or Information Technology (IT)) are identified and appointed to lead the MFTs for major program acquisitions in accordance with (IAW) DoDI 5000.02, "Operation of the Defense Acquisition System," DoDI 5000.74, and DoDI 5000.75, "Business Systems Requirements and Acquisition;" or a knowledgeable Requirement Owner (RO) is appointed for other acquisitions.
- f. Nominate Contracting Officer's Representatives (COR) early in the acquisition cycle to provide subject matter expertise during contract planning and formation, and familiarity with the COR responsibilities that will be delegated.
- g. Ensure that PMs and CORs perform contract-related duties according to appointment.

h. For UCs, take positive action to preclude future UCs requiring ratification (see Section 4 of this Manual), and in the case of an occurrence of a UC, appoint a fact finder to investigate the circumstances and complete the Statement of Facts (SoF) describing the situation that led to the UC.

i. Complete and sign the SoF for UCs.

j. Ensure appropriate preventative, administrative, and/or disciplinary action is taken if warranted by the circumstances and the SoF.

k. Ensure Operations Security (OPSEC) requirements associated with Critical Information and Indicators are identified in procurement documents providing guidance to contractors IAW DCMA Manual (DCMA-MAN) 3301-06, "Operations Security."

l. Ensure Controlled Unclassified Information (CUI) provided to contractors or to be produced by the contractor associated with the contract action is identified in all procurement documents IAW DoDI 5200.48, "Controlled Unclassified Information." Greater than basic CUI safeguarding or dissemination controls requirements, if applicable, will also be identified in all contractual documents.

2.9. ADVOCATE FOR COMPETITION. The Deputy Director, Contracts will serve as the Advocate for Competition and approve J&As according to FAR Subpart 6.304(a)(2).

2.10. DIRECTOR, AQP. The Director, AQP will:

a. Develop and maintain internal contracting policy, procedures, and oversight of the DCMA procurement process as it pertains to the PC.

b. Review PC requirements and acquisition plans or strategies for compliance with law and regulatory guidance according to the Review Thresholds Chart.

c. Participate in SRRB meetings as an advisory member and a voting member as delegated only in the absence of Executive Director, Contracts and Deputy Executive Director, Contracts.

d. Review and approve/disapprove all documents going to higher-level approval authorities according to the Review Threshold Chart.

e. Serve as mediator and final reviewing official between the KO and contractor when a disagreement takes place between the two parties regarding the contractor's performance assessment. In the instance of a disagreement, the Director, AQP will review, sign, and close the evaluation in the Contractor Performance Assessment Reporting System (CPARS). The HCA is authorized to delegate this authority.

2.11. DIRECTOR, PC. The Director, PC will:

- a. Manage the personnel and work load within PC to award contracts through the PC or to be awarded by the PC through another DoD component's contract vehicles, including military departments or other Federal agencies as authorized in support of the Agency mission.
- b. Maintain KO oversight of Economy Act Determination and Findings (D&F) for outgoing Military Interdepartmental PRs when required.
- c. Participate in the SRRB meetings in an advisory role.
- d. Review solicitation and award documentation for consistency and compliance with laws and regulations according to the Review Thresholds Chart.
- e. Assign personnel to an MFT for PC services requirements equal to or greater than the SAT.
- f. Verify the integrity of Federal Procurement Data System Contract Action Reports in System for Acquisition Management and incorporate data accuracy reporting objectives in procurement personnel written performance standards/plans.
- g. Ensure KOs and Contract Specialists (CS) are monitoring COR qualifications/certifications, and performance; and ensuring COR monthly reports are completed and contractor is performing according to the contract terms and conditions.
- h. Ensure that only duly appointed KOs, acting within their authority per DCMA-MAN 4201-01, "Acquisition Warrants and Appointments," legally bind the Government in the procurement of supplies and services.
- i. Ensure that all KOs and CSs are properly certified and trained according to their rank or grade-level and level of responsibility.
- j. Review all procurement-related documents going to higher-level authorities according to the Review Thresholds Chart. Provide a decision in cases of disagreement between AQP Policy and the KO resulting from a review.

2.12. DCMA KO. The KO will:

- a. Review documents prepared by the CS to ensure all requirements of law, executive orders, regulations, and other applicable procedures have been met. Review PR package documentation and appropriation type to ensure accuracy.
- b. Provide advice and assistance to customers and participate in MFTs for DCMA-contracted services requirements equal to or greater than SAT.

- c. Conduct negotiations on cost/pricing and other contractual terms and conditions with contractors.
- d. Ensure appropriate approvals have been obtained prior to releasing acquisition documentation.
- e. Approve or deny and sign acquisition documents within their warrant appointment authority IAW DCMA-MAN 4201-01.
- f. Ensure final resolution of Procurement Policy review comments are returned to the AQP Policy Branch before solicitation, award, or modification release/signature.
- g. Determine the COR Type and define the minimum COR competencies, experience, and training requirements based on the nature and complexity of the contract requirements and performance risk.
- h. Review and approve/deny COR nominations and appoint CORs in the Procurement Integrated Enterprise Environment (PIEE) (see link on Resource Page) Joint Appointment Module (JAM).
- i. Review COR monthly reports according to the Quality Assurance Surveillance Plan (QASP), Performance Requirements Summary (PRS), and contract terms and conditions.
- j. Ensure the COR is familiar with and understands the contract.
- k. Review the COR's surveillance files annually.
- l. Approve J&As per FAR Subpart 6.304(a)(1).
- m. Participate in SRRB meetings in an advisory role in the absence of the PC Director.

2.13. DCMA CS. The CS will:

- a. Receive work assignments and directions from the KO or PC Director.
- b. Provide procurement advice and assistance to customers.
- c. Review PR package documentation to ensure accuracy.
- d. Coordinate with customer to obtain missing documentation or information.
- e. Create solicitation and award documentation according to law, regulation, and Agency procedures.
- f. Conduct thorough market research to verify and supplement the PM/Requiring Activity (RA) market research, according to FAR Part 10.

- g. Keep customers informed on status of their procurement package.
- h. Resolve Procurement Policy Review comments and submit for KO concurrence and/or signature.
- i. Return final resolution of Procurement Policy Review comments before solicitation, award, or modification release/signature.
- j. Review COR monthly reports to ensure completion and verification that contractor is performing according to the contract terms and conditions. Elevate concerns to the KO for resolution.
- k. Assist the KO in administration of contracts to include oversight of CPARS data on open contracts.
- l. Participate in MFTs for DCMA-contracted service requirements and participate in SRRB reviews, if required.
- m. Participate in post-award performance reviews if required as an MFT member for DCMA services contracts.
- n. Prepare DD Form 254, "Contract Security Classification Specification," if applicable for DCMA Information Security (INFOSEC) review.

2.14. COR.

- a. Ensure the appropriate technical qualifications, training, and experience requirements according to DoDI 5000.72, "DoD Standard for Contracting Officer's Representative (COR) Certification," and this Manual have been met prior to requesting a COR appointment.
- b. Review, understand, and familiarize themselves with the terms and conditions of the contracts to which they are assigned.
- c. Perform appointed/delegated COR duties according to DoDI 5000.72, DoD COR's Guidebook, and additional DoD COR policies, and this Manual.
- d. Promptly notify the KO of employment changes or other circumstances necessitating termination of COR appointment so that proper oversight is maintained throughout the life of the contract.

2.15. PM/RO/RA. The PM, RO, or RA will:

- a. Manage risk and structure a tailored, responsible, and efficient program or action.

- b. Provide input to the applicable Component Head on process design, requirements, trainings, and other matters that may influence the acquisition strategy for Defense Business Systems IAW DoDI 5000.75.
- c. Complete and self-certify the DCMA-required training suite for all ROs outlined in Paragraph 3.3 of this Manual (See Resource Page for training links).
- d. Form and lead MFTs if required, schedule meetings with MFT team members, document meeting results, and ensure the team fully coordinates on the creation and assembly of services requirements/PR packages.
- e. Assemble and submit SRRB briefings (see Paragraph 3.1).
- f. Ensure services requirements/PR packages are complete, accurate, and submitted properly to PC or external contracting activity for processing.
- g. Keep the applicable Component Head informed on status of the package.
- h. Identify prospective CORs and verify that the COR nominees have the necessary technical qualifications, training, and experience commensurate with the contract requirements. Ensure to the maximum extent practicable that the COR nominees have no personal conflicts of interest in performing their COR responsibilities.
- i. Verify CORs are regularly monitoring contractor performance to ensure performance is according to the contract terms and conditions, and uploading the monthly COR reports to the Surveillance Performance and Monitoring Module. Elevate COR performance issues to the CS and KO immediately for resolution.

2.16. MFTs. MFT members will:

- a. Conduct meetings and discussions to develop the procurement documentation, including market research.
- b. Work together as early as possible, at inception of the requirement, to build successful programs/procurements; identify and resolve issues, make sound and timely recommendations, assist in defining requirements, develop services requirements/PR package documentation, and maintain oversight of the program or requirement throughout acquisition phases.
- c. Participate in the SRRB meetings, if applicable at the SRRB stage, to represent service requirements and answer the Board's questions.

2.17. PROCUREMENT POLICY ANALYST/SRRB COORDINATOR. The AQP Procurement Policy Analyst will:

- a. Review PC solicitation, award, and modification documentation to ensure compliance with law and regulatory guidance (see Review Thresholds Chart on Resource Page).
- b. Provide written comments to PC personnel for corrections to documents reviewed.
- c. Serve as Procurement Action Officers for the coordination and review of all internal DCMA policy issuances as well as Office of the Secretary of Defense issuances, taskers/suspenses, and data calls. Act as Agency points of contact for all applicable Office of the Secretary of Defense procurement reporting.
- d. Manage the DCMA SRRB program.
- e. Review SRRB packages.
- f. Participate in SRRB meetings as moderators and policy advisory members.
- g. Serve as DCMA Risk Management POC for AQP-related initiatives.

SECTION 3: PROCEDURES

3.1. SRRB.

a. AQP is responsible for the SRRB per DoDI 5000.74 to report annually all services requirements at the required dollar values (see Paragraph 3.1.b) and any savings or cost increases to the OUSD (A&S). Therefore, applicable services requirements (see Paragraph 3.1.c.) are required to be submitted by the PM/RO/RA to the DCMA SRRB for review and approval. The RA is defined as the organization generating the procurement action; whereas the RO is defined as the individual with the responsibility within the organization for the action. SRRB actions must be submitted 9 months plus the Procurement Action Lead Time (PALT) required by the PC or external contracting office (see Paragraph 3.4.c. and Resource Page) prior to the projected start date. The SRRB is not intended to be an acquisition package review, and the requirement can be unfunded at the time. The SRRB is only for Senior Leadership approval to proceed with the procurement.

b. SRRB approval is required for all service requirements with estimated value of \$10 million and greater over the Future Years Defense Program (5 years), upon establishment of spend plan and **prior** to beginning the procurement process (see Resource Page for briefing template). The DCMA SRRB approval validates the Agency's bona fide need for the service requirement and intent to procure, but does not constitute approval of the acquisition strategy or other contractual requirements, nor is it an approval to execute funds. Those activities will be discussed outside of the SRRB with the appropriate procurement points of contact, GC, FB, SB, Policy, and PM/RA as required (see Threshold Chart on this Manual's Resource Page).

c. SRRB approval **is required** for the following:

(1) New services requirements equal to or greater than \$10 million total value, including those acquired on DCMA's behalf by external agencies.

(2) Follow-on/renewal requirements for services contract actions equal to or greater than \$10 million total value, including those acquired on DCMA's behalf by external agencies.

(3) Requests to exercise an option period for *services* contract actions equal to or greater than \$10 million total value.

(4) Requests for task/delivery orders under Indefinite Delivery Indefinite Quantity or Blanket Purchase Agreement eCalls equal to or greater than \$10 million total value; Indefinite Delivery Indefinite Quantity based on total contract value; and per eCall value for Blanket Purchase Agreements).

(5) Bridge actions \$10 million or greater in total value (extensions pursuant to FAR Clause 52.217-8 are not considered bridges).

d. The following requirements, even if classified under a Services Product Services Code, **do not require** SRRB approval:

(1) Utilities.

(2) Web based subscriptions (electronic, digital) such as safety codes, military specifications and standards, human resource/civil services publications (CyberFeds), and Federal Contract Reports.

(3) Electronic mail postage for metering equipment.

(4) Delivery charges incidental to supply purchases.

(5) Construction not funded by Operations & Maintenance Funds.

(6) Conferences that have been properly vetted through the conference review process and approved by the DCMA Director.

(7) Government Purchase Card (GPC) transactions.

e. The Board will consist of the DCMA Deputy Director (Chair) and the Senior Executives of GC, AQ, and FB. It will convene monthly during the months that valid package submissions are received, normally the last Wednesday of the month depending upon the Chair's schedule. The AQP Policy SRRB team will schedule and publish SRRB meeting calendars in advance of each fiscal year. Completed SRRB briefing chart templates (see Resource Page) will be submitted to the SRRB team **no later than the first Monday of each month**. Slides received after this deadline **will not** be processed until the following month's SRRB.

f. SRRB briefings must be complete and have Component Head signed approval for the planned acquisition. The SRRB team will determine if and when packages are complete.

g. Incomplete briefings will be returned to the RA and will copy the RA's Deputy Executive Director for awareness. Additionally, it **will not** be scheduled for that month's SRRB meeting.

h. SRRB packages received after the monthly cut-off will be scheduled for the next monthly session, providing the packages are complete by the first Monday of the following month.

i. Upon initial review of a complete package, the SRRB team will return the briefing with written comments and will assign a suspense date for resubmittal with corrections. A missed suspense date may cause the package to be rejected and removed from the current month's SRRB agenda. Packages rejected for this reason will not be considered for Out-of-Cycle (OOC) processing. The AQP Policy SRRB team will send agendas, briefings, and calendar invites to participants.

j. Board decisions may result in one of the following: approval to proceed with the requirement; in-source the requirement; modify the requirement and resubmit for review/approval; or disapprove and terminate the requirement.

k. The SRRB team will document Board discussions, approvals/disapprovals associated with the Senior Leaders' decisions, and action items in meeting minutes, which will be distributed to meeting participants within 3 workdays of the meeting. Approvals will also be captured on the SRRB approval slide. Both the minutes and approval documents will be maintained by the team in the DCMA SharePoint SRRB Library. The SRRB team will also summarize the monthly results for the DCMA DoD SRRB annual report.

l. PMs/RAs are expected to plan requirements and assemble briefings with sufficient time to obtain approval and begin processing the action for execution. As a rule, SRRB actions must be submitted 9 months plus the PALT required by the PC or external contracting office (see Paragraph 3.4.c. and Resource Page) prior to the projected start or delivery date.

m. In the rare event that a requirement cannot wait for the next scheduled SRRB and must be processed as OOC, the Component Head will submit a justification in the form of an Action Memo (see Resource Page for sample OOC Memo) to the DCMA Deputy Director via AQP Policy, along with a complete SRRB briefing. The Director, AQP will review the justification and approve or disapprove the OOC request. If approval is received, the approval and briefing will be reviewed and the RA will be responsible to respond promptly to SRRB team requests to update the package. Once the package is complete, it will be forwarded by the SRRB team to the Board and either an OOC meeting will be scheduled or electronic review coordinated, or both. If disapproved for any reason other than termination of the requirement, the package will be returned to the RA and scheduled for the next regular SRRB monthly meeting.

n. If costs increase substantially (10 percent or more) after SRRB approval in the same fiscal year, the PM/RA is responsible to notify AQP of the increase so that the DCMA Senior Leadership Team may be notified and the annual report to DoD can be adjusted. The Board may or may not require an additional funds briefing.

3.2. ACQUISITION PLANNING.

a. Early acquisition planning is vital to ensure that products and/or services are acquired utilizing the most efficient approach and result in the best value for the Government. Acquisition planning coordinates the efforts of all personnel responsible for an acquisition by creating a comprehensive strategy or plan for fulfilling the Agency need in a timely manner and at a reasonable cost, pursuant to FAR Subpart 7.104.

b. Acquisition planning begins as soon as the requirement is identified and is conducted in coordination with the MFT and contracting activity. The complexity of an acquisition strategy or plan depends on the requirement and will maximize competition and SB participation in order to meet assigned Agency goals.

c. An acquisition strategy is required for actions above the micro-purchase threshold with an estimated dollar value less than or equal to \$50 million (or less than or equal to \$25 million within any one fiscal year). The PC KO and CS develops acquisition strategies in coordination with the RA or MFT. The acquisition strategy format is located on the Resource Page.

d. An acquisition plan is required for actions with an estimated dollar value greater than \$50 million (or greater than \$25 million within any one fiscal year) IAW DFARS 207.103(d)(i)(B). The PM develops acquisition plans in coordination with the MFT, if applicable. The acquisition plan format is located on the Resource Page.

e. Requirements awarded to the SB Administration's 8(a) program participants must remain in the 8(a) program. If the current vendor graduates from the program, they are ineligible to receive the follow-on award; rather the requirement will be required to be offered to and accepted by the SB Administration on behalf of another qualified vendor under the program. See Resource Page for sample SB Administration 8(a) Offering Letter.

3.3. MFTs.

a. The MFT will be established for services requirements with an aggregated dollar value of SAT or greater at a **minimum of 3 weeks** before the services requirements/PR package is due to the PC/contracting activity IAW PALT guidance (see Paragraph 3.4.c and Resource Page for PC PALTS). The MFT requires adequate time for the team to review, discuss the requirement, provide valuable input, and resolve any pending issues. The PM/RA will submit timely requests for participating DCMA GC, FB, INFOSEC (if applicable), and PC personnel (if applicable) through their respective email boxes (see Resource Page). An MFT emphasizes the involvement of all stakeholders and can be made up of any relevant DCMA personnel involved in the acquisition of supplies or services for the Agency. The MFT must include a representative from FB and GC as well as the PM or RA, and a PC representative (if applicable). It will likely include additional personnel during various stages of the acquisition process based on the complexity of the requirement and the skills and knowledge required at that stage (e.g., customers, management, budget, policy, SB, manpower, engineer, security, or DCMA Commercial Item Group).

b. The emphasis is on involvement of all stakeholders (users, customers, management, GC, budget, SB, competition, and procurement) in requirements development and to conduct reviews of current strategy, funding, perform market research, define requirements, develop acquisition strategies, and conduct other pre-award activities as required. DoDI 5000.74, Section 4.2.c, requires that the MFT should be comprised of individuals with various critical functional skills (including subject matter experts), and may be unique to an acquisition. Certified PMs are required to be appointed for major acquisition programs and/or portfolios according to DoD Directive 5000.01, "The Defense Acquisition System," DoDI 5000.02, DoDI 5000.74, and DoDI 5000.75.

c. DCMA requires targeted training for all PMs/RAs/ROs, including all MFT members, and other personnel involved in the creation of services requirements/PR packages **who are not current contracting certification holders**. In addition to contracting certification holders, DCMA GC is exempt from this requirement. This training is available at Defense Acquisition University (DAU) online and completion will be self-certified by the user. As an oversight function, AQ may ask PMs/RAs/ROs to produce proof of their certifications; therefore users should retain copies of their official course completion certificates. All courses are available at DAU.edu.

(1) DAU Credential CAC-Q001, consists of the following courses:

- (a) CON 0130, “Services Acquisition” (Prerequisite for ACQ 265) – 2 hours.
- (b) ACQ 0030, “Overview of Acquisition Ethics” – 2 hours.
- (c) CLC 011, “Contracting for the Rest of Us” – 2 hours.
- (d) ACQ 265, “Mission-Focused Services Acquisition”* - 3.5 class days.

Note: DAU specifies that Credential CAC-Q001 expires 5 years from date earned; refresher training is not available, therefore the Credential must be repeated after 5 years.

*ACQ 265 is a resident/virtual class with limited seats available for which applicants may experience delays based on availability. In the event of unavailability, please notify the AQP Policy office.

(2) Additional required DAU Courses are as follows:

- (a) ACQ 0061, “Independent Government Cost Estimate (IGCE) for Services Acquisition” – 4 hours.
- (b) CLE 028, “Market Research for Engineering and Technical” (recommended taking before ACQ 265) – 3 hours.
- (c) CLM 031, “Improved Statement of Work” – 3 hours.
- (d) WSM 008, “Developing Performance Requirements for Service Acquisitions” (Workshop) – 1 class day.
- (e) DAU Webcast – “Introduction to Fiscal Law” at DAUWebcasts.dau.edu.

d. The MFT will be documented using the MFT Package Approval Checklist with a signature from each team member for each applicable package document on the form (available on the Resource Page). The fully executed MFT Package Approval Checklist will be included in the services requirements/PR package and will serve as the authoritative source.

e. The PM/RO will adhere to MFT guidelines set forth in DoDI 5000.74, Section 4.2 and this Manual.

f. The PM/RO will obtain Component Head assistance if experiencing difficulties obtaining MFT member participation and/or cooperation.

g. The PM/RO leads the MFT through the acquisition phases and will utilize the guidance and best practices according to the DAU Defense Acquisition Guidebook (link available on the Resource Page) for program planning and management. The team will utilize the Acquisition Milestone Checklist, establish source selection/evaluation plans, and complete all required services requirements/PR package documentation (see Resource Page).

h. MFT members will conduct pre-award research to develop the requirement documentation. All meetings and discussions will be coordinated and results of each meeting/discussion will be documented by the PM/RO. Examples of documentation that may need to be developed are listed below, as well as the PR package documents listed in Paragraph 3.6.

- (1) Business Case.
- (2) Analysis of Alternatives.
- (3) Acquisition Strategy or Plan.
- (4) Market Research Report.
- (5) IGCE.
- (6) Performance Work Statement (PWS) and QASP.
- (7) PRS.
- (8) Contract Data Requirements List (CDRL), if applicable.
- (9) Source Selection Plan.
- (10) DCMA Security Review Worksheet.
- (11) Evaluation Criteria and Evaluation Factors.

i. The MFT will work together to create and assemble a complete services requirements/PR package according to this Manual and the Acquisition Milestone Checklist. The use of DAU Services Acquisition Mall Acquisition Requirements Roadmap Tool (ARRT) suite of tools is recommended to assist with this process (see Resource Page).

j. The MFT should use the DAU ARRT suite to the maximum extent possible for preparation of the services requirements/PR package documentation, to include, but not limited to, development of PR package documents (see listings at Paragraph 3.6 of this Manual for complete listing of PR package documents).

k. The RA/MFT will submit the services requirements/PR package according to the appropriate timelines for PC actions as described in Paragraph 3.4 and the Resource Page. The PC PR packages will be accompanied by the signed DCMA Acquisition Milestone Checklist. A blank checklist is available on the Resource Page.

l. In some cases, the MFT also assists the COR by conducting post-award reviews and oversight when contractor performance reviews are required prior to invoice acceptance or approval.

3.4. PALT.

a. PALT is the approximate number of calendar days from the time the PC accepts a complete PR package to the time of award.

b. The PC requires sufficient time to conduct adequate market research, develop sound acquisition strategies, and build out the package to allow for maximum competition and SB participation. The minimum steps and mandatory timeline involved in the acquisition process are detailed and available on the Acquisition Milestone Checklist located on the Resource Page. The PC process is covered in detail in the PC Desk Guide (see References).

c. The PR package submission timeframes detailed in the table below gives an example of the typical required annual PALT times and should be incorporated into the acquisition planning process for all requirements and added to the SRRB timelines discussed in Paragraph 3.1.(1).

Table 1. Procurement Submission Timeframes (Notional)

Requirement Type	PALT
Purchase Orders \$2,500 to \$149,999	60 days
\$150,000 to \$249,999	75 days
\$250,000 to \$7,000,000	90 days
Contracts/Indefinite Delivery Contracts \$250,000 to \$699,999	
\$700,000 to \$9,999,999	120 days
\$10,000,000 to \$49,999,999	180 days
Greater than \$50,000,000	300 days
Delivery/Task Orders – Multiple Award Indefinite Delivery/Indefinite Quantity \$2,500 to \$10,000,000 Services & Supplies	At least 366 days (contact Procurement Center)
Modifications – Administrative and Funding (incremental funding or Subject to Availability of Funds)	
Option Exercise or Change Order	90 days
New Work and Supplemental Agreement	180 days
Definitization	90 days

d. RAs will prepare and submit PRs through the DAI system’s Procure to Pay module, using the Location and Address Code S5121A, to ensure receipt by the PC no later than the time frames as reflected in the annual PR deadline memorandum (current memorandum is posted on the Resource Page for this Manual).

e. A PR package is considered complete when funded, approved, and the package is ready for execution at the time of submission without rework. Requirements will be properly funded and certified by the appropriate individuals or boards. The package will be forwarded to the PC via the PC Mailbox (except the funded PR document and MFT Checklist (if applicable), which will be sent via DAI, see above).

3.5. DAI PROCURE TO PAY.

a. The DAI system Procure to Pay module will be utilized to submit PRs to PC.

b. The RA monitors progress to ensure there are no delays within the system and that the funded PR reaches the PC.

3.6. PR PACKAGE.

a. The PR package consists of all required documentation, including signatures and dates, necessary to support the proposed contract action. The completed package documents, with the exception of the funded PR document, should be submitted to the PC via the PC Mailbox (see Resource Page).

b. A PR package is required for supplies or services when the total anticipated value exceeds the micro-purchase threshold, regardless of procurement method utilized, except GPC, which is covered in DCMA-MAN 4301-03-V2, "Contracting and Acquisition: Government Purchase Cards."

c. The PR package checklist identifies the DCMA documents required, dependent on the type and total dollar value of the requirement (see Resource Page).

d. The PM or RO will contact the PC at the time the requirement is identified in order to obtain participation on the MFT (not required for options), and to assist with the PR package completion.

e. The PR package will be submitted electronically and will consist of:

- (1) SRRB briefing slides with the Board approvals, if applicable.
- (2) The IT Procurement Assessment Tool approval and Clinger-Cohen Act of 1996 compliance validation memo (obtain from IT for IT requirements).
- (3) MFT Document Checklist signed by all members listing what was reviewed and that documents were determined to be acceptable (for services contract actions with total value of SAT or greater).
- (4) Acquisition Milestone Checklist, complete with dates and signatures.
- (5) IGCE, signed and dated by preparer.
- (6) Market Research Report and source listing identifying potential sources and their business size.
- (7) Justification template for limiting competition, if applicable.
- (8) PWS and QASP for service requirements.
- (9) Technical specifications (for supplies/equipment requirements).
- (10) CDRL, if applicable.
- (11) Data Item Description (DID), if applicable.

(12) COR nomination from the JAM module and proof of all required training, if a COR is required. Nomination should identify by type of COR standard (A, B, or C) from DoDI 5000.72.

(13) Contracted Services Approval Checklist (for services requirements).

(14) DCMA Security Review Worksheet (for services requirements).

(15) Government Furnished Property (GFP) Listing, if applicable.

(16) Evaluation Factors Form.

(17) Acquisition Strategy or Plan.

(18) Authorization for Conferences or Speakers, if applicable.

f. Additional documentation or justifications may be necessary for complex procurements, or actions awarded by DCMA through other agencies; therefore, personnel are encouraged to contact PC early to discuss the required documents.

3.7. POLICY REVIEWS.

a. PC procurement actions with dollar values SAT or greater will be reviewed by AQP Policy Branch (see Review Thresholds Chart on Resource Page).

b. Acquisition Plans or Strategies, J&As, Evaluation Plans, Solicitations, and new Awards will be reviewed and approved/disapproved by AQP Policy based on the aggregate dollar value, including all options and surge/optional Contract Line Item Numbers (see Review Thresholds Chart on Resource Page).

c. Contract modifications, Task Orders, and Delivery Orders under existing contract vehicles will be reviewed based on the stand-alone dollar value only and not on aggregated costs.

d. Solicitation amendments do not require review by Policy, unless the aggregate estimated dollar value becomes greater than SAT, and was previously less than or equal to SAT.

3.8. ACQUISITION MILESTONE CHECKLIST.

- a. For DCMA contract actions, the Acquisition Milestone Checklist is a living document that lists the required acquisition phases and documentation, milestone dates per phase (goal and actual), and ensures the PC and RA are in agreement with the timeline required to complete the acquisition process.
- b. PC personnel will provide a copy of the checklist to the RO and/or MFT members if applicable, who will coordinate the dates as a team.
- c. Milestone dates are calculated starting with the performance start or delivery date and worked backwards through the requirement development stage. The KO, RO, and/or MFT must allow for the regulatory and policy-required days as indicated on the checklist.
- d. The KO, RO, and/or the MFT will fill in the projected completion dates with guidance from the CS or KO, and CS/KO will track and record the actual completion dates.
- e. All members of the MFT, if one is required, must sign and date the Acquisition Milestone Checklist indicating agreement with the required timelines. If an MFT is not required, the respective signature blocks will be marked N/A.

3.9. MARKET RESEARCH REPORT.

- a. Market research is required for all requirements in excess of the SAT, and for those SAT or below when adequate information is not available and the circumstances justify its cost (see FAR Subpart 10.001(a)(2)); and is the method of collecting and analyzing information about capabilities within the market to satisfy Agency needs.
- b. The PM/RO conducts initial market research to identify sources, with an emphasis on SB. Market research should answer:
 - (1) Are sources available to satisfy the Government's requirement?
 - (2) Are there commercial items available, or items that can be modified to meet the requirement?
 - (3) What is the standard industry practice for this type of item (contract type, warranty terms, production, distribution, support, etc.)?
 - (4) Do the items meet recovered materials and domestic source requirements, energy conservation, and Section 508 compliance standards (electronic and IT)?
 - (5) Are there qualified SBs capable of providing the product or service?
 - (6) Are there sufficient sources to ensure effective competition?

c. RA personnel may contact contractors to determine whether they are capable of providing the product or service required; however, **they must refrain from asking vendors for price quotes/proposals.**

d. In the case where market research indicates either a single or limited sources, RA personnel must use the J&A template for RAs from Resource Page to:

(1) Include whether there are sources available that offer a similar product or service.

(2) Determine whether the similar product or service is acceptable, or what makes alternate products or services unacceptable.

(3) Enclose an analysis specifying how the cost of the single or limited sources represents the best alternative for the Government versus the product or service offered by the alternate source or sources.

(4) Have a statement that the results of the market research will be supported with a J&A for requirements that recommends limiting the number of sources, if applicable.

e. The DCMA Market Research Report form, located on the Resource Page, contains instructions on how to complete the form. The form also contains a 508 Compliance Checklist addendum which must be completed for all acquisitions. The last pages of the 508 Compliance Checklist contains a useful list of websites and resources for conducting market research.

f. The RA completes and signs the Market Research Report and submits the form along with the Source List, which is available on the Resource Page.

g. Assistance in preparing the form will be provided by contracting professionals.

h. PC contracting personnel will conduct independent market research to validate information received from the RA, and will summarize their final recommendation for the procurement strategy or plan. The RA and the KO will sign the form.

3.10. JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION.

a. KOs must promote and provide for full and open competition in soliciting offers and awarding Government contracts (see Section 3201 of Title 10, United States Code (U.S.C.), FAR Subpart 6.101, and Review Thresholds Chart/Resource Page).

b. Requirements that restrict competition to one source, limit the number of sources, or specify a brand name must be supported by a written J&A, unless an exception to contracting without providing for full and open competition is advocated by the FAR/DFARS.

c. Contracts valued at less than SAT, awarded using the simplified acquisition procedures of FAR Part 13 are generally exempt from the requirement to be supported by a written J&A to restrict competition, therefore the KO's determination that only one source is reasonably available will be sufficient in lieu of a formal J&A, and that determination will be documented in the contract file (see Memorandum For Record on the Resource Page).

d. The use of simplified procedures is authorized for the acquisition of supplies and services in amounts greater than the SAT but not exceeding \$7.5 million. Sole source acquisitions (including brand name) conducted under this subpart must be justified in writing and approved at levels specified IAW Agency procedures (see FAR Subpart 13.5 and Review Thresholds Chart).

e. Lack of advance planning is not a valid or authorized reason to limit competition.

f. RA personnel will provide complete and comprehensive information on the justification template, located on the Resource Page. Information provided will substantiate the need for other than full and open competition and include details and analysis as outlined in the market research documentation. The justification template is submitted as part of the PR package to PC.

g. The PC will recommend the appropriate J&A regulatory citation, incorporate the information from the justification template into a J&A document, obtain a J&A control number from AQP Policy, and submit the draft J&A to AQP Policy for initial review in the case of J&As for actions equal to or greater than SAT.

h. Policy will assign the J&A control number, provide initial review comments/suggestions, and return the draft J&A to PC.

i. The CS or KO will finalize the J&A and route for the appropriate signatures (see Review Thresholds Chart).

3.11. IGCE. The IGCE is an independent cost or price estimate, developed by the RA, based on the requirements of the PWS or technical specifications. The IGCE will:

a. Be based on an independent analysis of the total market research results, **not on a contractor's quote or proposal or verbatim prices cut and pasted from a single existing or prior contract. Only contracting personnel are authorized to request quotes/proposals from contractors.**

b. Provide a reasonable estimate for funds required.

c. Serve as a useful tool for assisting the CS/KO in negotiating and determining the price/cost reasonableness of a proposal.

d. Include the basis/rationale for the price/cost estimate, i.e., how the prices/costs were determined or calculated.

e. Contain procurement sensitive markings and be maintained securely. Law prohibits unauthorized release of procurement sensitive information.

f. Be signed and dated by the preparer.

g. The DCMA IGCE form template is available on the Resource Page. See Resource Page for the DoD IGCE Handbook, which may be utilized as a guide in developing IGCEs.

3.12. PWS/STATEMENT OF WORK (SOW).

a. A PWS describes services requirements in clear, specific, objective terms, with measurable performance standards and methods to assess contractor performance against those standards as set forth in FAR Subparts 37.602 and 37.603. This is a principle known as the performance-based contracting approach. A PWS describes work in terms of the required results rather than the method used to achieve the results or the number of hours or tasks required. Statements of Work are less common but are required when ordering services priced at hourly rates from a Federal Supply Schedule. See FAR Subpart 8.405-2.

b. The RO and/or the MFT should consider utilizing the DAU ARRT suite for preparation of the PWS and accompanying documents.

c. The PWS allows the contractor maximum flexibility to determine the best method to accomplish the required result.

d. The PWS must be written to ensure all offerors have the opportunity to compete equally and will not include any restrictive conditions that would limit competition.

e. The PWS/SOW will include all OPSEC and INFOSEC CUI-related requirements to provide contractors the appropriate guidance for information protection, if applicable.

3.13. QASP.

a. The QASP is prepared by the government in conjunction with the PWS and is used to determine if a contractor's performance meets the performance standards required in the contract/PWS and establishes procedures on how the assessment and inspection process will be conducted (see FAR Subpart 46.401, DFARS Subpart 237.172). Each performance objective in the PWS will be linked to an inspection method identified in the QASP.

b. A QASP is required for services contracts with a total dollar value (including base and options) greater than the SAT and will be used to conduct required COR performance surveillance inspections. A copy will be maintained in the official contract file.

c. The RO and/or the MFT should consider utilizing the DAU ARRT suite for preparation of the QASP in conjunction with creation of the PWS.

d. Each performance objective in the PWS or PRS will be linked to an inspection method identified in the QASP.

e. The QASP will identify what will be inspected, how the elements will be inspected, and who will perform the inspection.

f. The results of the inspections will be documented in the monthly COR surveillance report and maintained in the Surveillance and Performance Monitoring (SPM) module within PIEE.

g. A thorough QASP ensures the Agency has a detailed process in place for providing continuous oversight to ensure the contractor is performing acceptably according to contract terms and conditions. A QASP should never be provided to a contractor or attached or made part of a contract; it is for the Government's use only as an aid to contractor surveillance. A PRS outlining inspection parameters is allowed to be made part of solicitations/contracts.

h. PR packages for services valued at SAT or greater submitted without a QASP will be returned to the RA by PC.

i. The QASP will include all OPSEC and INFOSEC CUI-related requirements to provide for information protection, if applicable.

3.14. TECHNICAL SPECIFICATIONS. A technical specification is required for the acquisition of most supplies, equipment, and some types of software and will state the requirement in terms of material, product, part number, and/or brand name criteria. The specifications will be written to describe the Government's minimum acceptable requirement and will not unduly restrict competition. The technical specifications will include all OPSEC and INFOSEC CUI-related requirements to provide contractors guidance for information protection, if applicable.

3.15. CONTRACTED SERVICES CHECKLIST.

a. The DCMA Contracted Services Checklist (see Resource Page) is a consolidated form that, when completed accurately, assists the KO in determining whether a services acquisition contains inherently Governmental or closely associated with inherently Governmental functions, personal services (see DFARS PGI 237.503), and/or critical functions as defined in Section 2463 of Title 10, U.S.C. The checklist also assists with identification of personal services functions that are prohibited according to Section 2461 of Title 10, U.S.C.

b. The Contracted Services Checklist must be completed and signed by the RA before new service solicitations or task or delivery orders are issued, and before contracts are modified to include new work (not included in previously negotiated options). The checklist will be included in the PR package.

c. The RA will certify that the answers provided are accurate and complete when signing the checklist.

d. The KO will review the checklist and ensure the RA assessment represents an accurate reflection of the services provided as detailed in the PWS. The KO will make the final determination on whether the requirements contain functions outlined in the checklist, with consultation from GC if necessary, and sign the checklist.

e. Upon award, the KO or CS will ensure the Federal Procurement Data System Contract Action Report is correctly coded to reflect the KO's final determinations from the checklist.

f. DCMA will not award any personal services contracts unless specifically authorized by statute and approved in writing by the HCA.

3.16. CDRL.

a. The RA completes and signs the CDRL for requirements associated with the development, generation, preparation, modification, maintenance, storage, retrieval, and/or delivery of data in a system or program IAW DoD Manual 5010.12, "Procedures for the Acquisition and Management of Technical Data." Each deliverable should be listed on a separate DD Form 1423, "Contract Data Requirements List." See Resource Page for DD Form 1423 Fillable Template.

b. CDRLs will be directly connected to each specific PWS deliverable (see DFARS PGI 215.470).

c. A DID may accompany a CDRL if there is a need to further define the specific data required in the CDRL or to provide a format to be utilized in data submission. Standard DIDs can be used and are available from the Defense Logistics Agency ASSIST database (see Resource Page).

d. The COR manages the CDRLs and ensures receipt of contract deliverables.

e. PR packages that require a CDRL, but are submitted without one, will be returned by the PC without action until CDRLs are created and signed.

3.17. DCMA SECURITY REVIEW WORKSHEET.

a. A DCMA Security Review Worksheet is required to ensure OPSEC, INFOSEC, CUI, and Industrial Security requirements are identified in procurement actions if applicable; especially when a contractor will have routine physical access to a Government site, building, or system to perform their contractual duties IAW DoD Manual 5220.32, Volume 2, "National Industrial Security Program: Industrial Security Procedures for Government Activities," (See References). See Resource Page for the current DCMA Security Review Worksheet template.

b. The RA completes the first portion of the worksheet, indicating the appropriate security criteria as outlined in the PWS, SOW, or Technical Specifications, and submits the form along with the PWS, SOW, or Technical Specifications to the IT Directorate, Cybersecurity Division for a security review using the group mailbox (see Resource Page) for concurrence within 5 business days of required PR package completion date.

c. DCMA IT Cybersecurity will review and complete the worksheet as needed and review the PWS within 3 business days and forward the worksheet to the DCMA Information Security Program Manager (ISPM) Inbox via the email address provided on the DCMA Security Review Worksheet (see Resource Page).

d. The ISPM will review the worksheet and associated documents to ensure security requirements are properly identified, and render a decision within 3 business days. If the DD Form 254 is required, the ISPM will validate and coordinate all security requirements actions and certify the DD Form 254 in the Defense Counterintelligence and Security Agency, National Industrial Security Program Contract Classification System. The ISPM will acknowledge the actions taken regarding the DD Form 254 on the DCMA Security Review Worksheet and return the worksheet to the contracting officer/contract specialist who will complete in the PIEE suite.

e. The RA is responsible for ensuring the worksheet is submitted to and completed by the appropriate personnel and submitting to the PC with the PR package. The DCMA Security Review Worksheet is periodically updated by DCMA INFOSEC; the latest version of the form is available on the Resource Page.

3.18. GFP.

a. GFP is property in the possession of, or directly acquired by the Government and subsequently furnished to the contractor for performance of a contract. GFP includes, but is not limited to, spares, equipment, and property furnished for repair, maintenance, overhaul, or modification, IAW FAR Part 45. GFP also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost type contract, when accepted by the Government for continued use under the contract.

b. The RA will complete the fillable electronic “Requisitioned Government Furnished Property” and/or “Scheduled Government Furnished Property” formats according to DFARS PGI 245.103-72 and submit with the PR package. See DFARS for current version.

c. The KO will ensure the forms are attached to solicitations and resultant awards and ensure the appropriate FAR and DFARS provisions and clauses pertaining to Government property are included.

d. The KO will ensure that the contractor accounts for GFP in the PIEE suite.

e. The COR will monitor contractor performance to ensure GFP is accounted for as required and that property inventories and disposition are properly performed as required by the FAR.

3.19. EVALUATION FACTORS FORM.

a. The Evaluation Factors Form is used to identify the critical evaluation factors that will be utilized when reviewing/evaluating quotes or proposals. The form template is available on the Resource Page.

b. The RA will provide each factor, sub-factor, or element that requires evaluation to determine acceptance of a contractor's quote or offer. Price is always a factor and cannot be omitted.

c. For each factor, sub-factor, or element identified, the RA will list the submission requirements (what the contractor should include in their proposal).

(1) For the lowest-price technically acceptable evaluation method, the limitations and prohibitions in DFARS Subpart 215.101-2-70 apply, including to commercial item procurements.

(2) If the KO deems that the lowest-price technically acceptable evaluation method is appropriate for an affected commodity, a justification will be prepared, signed, and placed in the file according to DFARS Subpart 215.101-2-70. The RA will ensure that the Government's minimum acceptable level for each factor, sub-factor, or element is included.

(3) When a tradeoff evaluation method is used, the order of importance will be included to indicate whether technical capability and past performance are more important, less important, or equal to price.

d. The RA will submit a past performance questionnaire that will be sent to commercial references, if required. A sample questionnaire is included with the Evaluation Factor Form on the Resource Page.

3.20. AUTHORIZATION FOR CONFERENCES OR SPEAKERS.

a. Personnel will follow the DoD Conference Guidance and DCMA internal guidance and forms as referenced in DCMA-MAN 4201-17, "Training, Tuition Assistance, Conferences, and Leadership Development," when scheduling guest speakers or conducting procurements for conferences.

b. The appropriate required Agency approvals to conduct a conference or retain a guest speaker will be included in the PR package. Packages submitted without approvals are considered incomplete and will be returned to the RA by PC without action.

3.21. COR NOMINATION PROCEDURES AND CONTRACT SURVEILLANCE.

a. The COR serves a critical and vital role in contract development and administration (see FAR Subpart 1.602-2 and DFARS PGI 201.602-2(d)(v), “Responsibilities”). To that end, CORs are required to have the appropriate technical qualifications, training, and experience. Only fully qualified personnel meeting the training and experience standards in DoDI 5000.72 and this Manual, will be appointed as CORs.

b. COR nomination and appointment will follow the policy and procedures outlined in the DoD COR Handbook, DoDI 5000.72, additional DoD COR guidance, and in Paragraph 2.14 of this Manual.

c. A COR will be appointed for service contracts that exceed the SAT, and for any other contracts the KO deems a COR to be necessary. If a COR is required, a COR must be formally appointed no later than the contract award date, and must not be appointed without completion of the required training.

d. The KO may appoint CORs for service contracts less than the SAT if they deem necessary.

e. Certain contracts/orders may be exempted from the requirement to appoint a COR appointment for services greater than SAT, providing the conditions at DFARS PGI 201.602-2(d)(v)(A) are met. The three conditions are:

(1) The contract will be awarded using simplified acquisition procedures.

(2) The requirement is not complex; and

(3) The KO will make the determination and document the official contract file in writing as to why the appointment of a COR is unnecessary and is exempted (See Resource Page for sample justification).

f. COR nominations, appointments, and terminations will be processed through the PIEE JAM application. The KO will ensure COR appointment letters are promptly forwarded to the contractor. Surveillance will be performed in the PIEE SPM application.

g. The KO will ensure the COR is familiar with and understands the contract, provide post-award orientation if necessary to all CORs regardless of experience or formal training completed, and explain roles and responsibilities. The KO will also provide feedback to the COR related to performance on individual contracts as necessary.

h. The KO will review the COR’s surveillance file at least annually according to FAR Subpart 1.604 and DFARS PGI 201.602-2 in the PIEE SPM Module; as well as timely past performance input into CPARS, including annual updates for contractor’s performance on open contracts.

i. DoD requires that CORs nominated and appointed to administer and monitor contracts awarded by an external agency (e.g., Defense Information Systems Agency) must complete all DoD mandatory training. The additional DCMA training in this Manual is also required, as well as any additional training required by the contracting agency/office.

j. All DCMA CORs will:

(1) Follow the requirements of DoDI 5000.72 and procedures contained in the DoD COR Handbook (most current version), as well as updated DoD COR policies (see References), and this Manual. This Manual will be updated when DCMA COR policies change, not necessarily when higher-level policies change; therefore, CORs are responsible to regularly seek out updated higher-level guidance and maintain compliance with COR policies.

(2) Perform appointed COR duties according to DoDI 5000.72, DoD COR Handbook, additional DoD COR policies, and this Manual.

(3) Ensure COR profile and trainings are complete and current prior to first nomination in JAM. The COR is responsible for all applicable COR training as required by the DoDI and DCMA for certification, as well as any refresher training. Note: COR types are described in DoDI 5000.72. DCMA COR training and agency experience requirements are reflected in Table 2 - COR Training Requirements Summary – Type A, Table 3 - COR Training Requirements Summary – Type B, and Table 4, COR Training Requirements Summary - Type C.

(4) Participate in the development of the IGCE, PWS, QASP, and other contractual documentation.

(5) Review, understand, and familiarize themselves with the terms and conditions of the contract and monitor contractor performance to ensure the contractor is performing according to the terms and conditions, PWS, and QASP. Perform QASP inspections at least monthly and submit the reports to the KO via SPM. Elevate performance issues promptly to the CS and KO immediately for resolution.

(6) Promptly perform receipt and acceptance of goods and services and certify invoices, if KO delegates this function to the COR. In the case of Cost-Reimbursement, Time and Materials, and Labor-Hour contracts, the COR will work with the Defense Contract Audit Agency for the appropriate acceptance of interim cost vouchers.

(7) Perform collection, recording, maintaining, and providing contractor performance information for input into the CPARS according to current Guidance for CPARS.

(8) Perform annual review of the contractor's timely input of contractor manpower information into the System for Acquisition Management, if required, and report any discrepancies to the KO.

(9) Conduct post-award performance reviews, including inspection of contractor deliverables, and contractor oversight according to DCMA-MAN 2303-01, “Surveillance,” and this Manual.

(10) Establish and maintain individual COR contract files for each assigned contract or order, and make available COR files for review by the KO at least annually.

(11) The duty station of the COR or Alternate COR must be located at or near the services being performed.

(12) The PIEE SPM is the DoD system of record for contractor surveillance, performance monitoring, and COR reporting and will be utilized by all DCMA CORs.

(13) Make all records and communications available to the supervisor, the successor COR, and the KO whenever the COR appointment is terminated for any reason.

Table 2. COR Training Requirements Summary - Type A

TYPE A		
Training	Refresher Training	Agency Experience
<ul style="list-style-type: none"> • DAU CLC 106, “Contracting Officer’s Representative with a Mission Focus” https://www.dau.mil • DAU CLC 206, “COR in a Contingency Environment,” when applicable. https://www.dau.mil • Minimum 1 hour Acquisition Ethics Training (Agency provided training OR DAU CLM 003, “Overview of Acquisition Ethics,” (annually)) https://www.dau.mil • CTIP training http://ctip.defense.gov • WAWF training. https://wawf.eb.mil/ or PIEE https://piee.eb.mil/piee-landing/ • Contract-specific training from the KO <p><u>ADDITIONAL DCMA TRAINING</u>, when applicable:</p> <ul style="list-style-type: none"> • DAU Course FAC-089 for contracts exceeding \$1 mil, https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385 (Formerly CPARS Overview and Quality/ Narrative Writing) • Any additional training mandated by the agency KO 	<ul style="list-style-type: none"> • Minimum of 8 hours COR specific training every 3 years OR prior to assuming COR responsibilities, if the individual has not served as a COR within the previous 24 months • Minimum of 1 hour of Ethics training (annually) (Agency provided training or DAU CLM 003) • CTIP (tri-annually) 	<ul style="list-style-type: none"> • Minimum of 6 months unless waived. The waiver must be included in the nomination package • <u>Relevant technical experience</u>: As determined by the nominating supervisor for the KO’s consideration • <u>General competencies</u>: As determined by the nominating supervisor for the KO’s consideration

Table 3. COR Training Requirements Summary - Type B

training and agency experience requirements are shown below.		
TYPE B		
Training	Refresher Training	Agency Experience
<ul style="list-style-type: none"> • DAU CLC 106, “Contracting Officer’s Representative with a Mission Focus” https://www.dau.mil • DAU COR 222, “Contracting Officer’s Representative” (classroom) or DAU CLC 222 “Contracting Officer’s Representative” (online) https://www.dau.mil • DAU CLC 206, “COR in a Contingency Environment,” when applicable. https://www.dau.mil • Minimum 1 hour Acquisition Ethics Training (Agency provided training OR DAU CLM 003, “Overview of Acquisition Ethics”, (annually)) https://www.dau.mil • CTIP training http://ctip.defense.gov • WAWF training. https://wawf.eb.mil/ or PIEE https://piee.eb.mil/piece-landing/ • Contract-specific training from the KO <p><u>ADDITIONAL DCMA TRAINING</u>, when applicable:</p> <ul style="list-style-type: none"> • DAU Course FAC-089 for contracts exceeding \$1 mil, https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385 (Formerly CPARS Overview and Quality/ Narrative Writing) • Any additional training mandated by the agency KO 	<ul style="list-style-type: none"> • Minimum of 16 hours COR specific training every 3 years OR prior to assuming COR responsibilities, if the individual has not served as a COR within the previous 24 months • Minimum of 1 hour of Ethics training (annually) (Agency provided training or DAU CLM 003. • CTIP (tri-annually) 	<ul style="list-style-type: none"> • Minimum of 12 months unless waived. The waiver must be addressed in the nomination package • <u>Relevant technical experience:</u> As determined by the nominating supervisor for the KO’s consideration • <u>General competencies:</u> As determined by the nominating supervisor for the KO’s consideration

Table 4. COR Training Requirements Summary - Type C

specialized training. The training and agency experience requirements are shown below.		
TYPE C		
Training	Refresher Training	Agency Experience
<ul style="list-style-type: none"> • DAU CLC 106, “Contracting Officer’s Representative with a Mission Focus” https://www.dau.mil • DAU COR 222, “Contracting Officer’s Representative” (classroom) or DAU CLC 222 “Contracting Officer’s Representative” (online) https://www.dau.mil • DAU CLC 206, “COR in a Contingency Environment,” when applicable https://www.dau.mil • Minimum 1 hour Acquisition Ethics Training (Agency provided training OR DAU CLM 003, “Overview of Acquisition Ethics”, (annually)) https://www.dau.mil • CTIP training http://ctip.defense.gov • WAWF training. https://wawf.eb.mil/ or PIEE https://piee.eb.mil/piee-landing/ • Contract-specific training from the KO <p><u>ADDITIONAL DCMA TRAINING</u>, when applicable:</p> <ul style="list-style-type: none"> • DAU Course FAC-089 for contracts exceeding \$1 mil, https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385 (Formerly CPARS Overview and Quality/ Narrative Writing) • Any additional training mandated by the agency KO 	<ul style="list-style-type: none"> • Minimum of 16 hours COR specific training every 3 years OR prior to assuming COR responsibilities, if the individual has not served as a COR within the previous 24 months • Minimum of 1 hour of Ethics training (annually) (Agency provided training or DAU CLM 003) • CTIP (tri-annually) • Any training necessary for license/certification/etc. 	<ul style="list-style-type: none"> • Minimum of 12 months unless waived. The waiver must be addressed in the nomination package • <u>Relevant technical experience:</u> As determined by the nominating supervisor for the KO’s consideration • <u>General competencies:</u> As determined by the nominating supervisor for the KO’s consideration

3.22. PROTESTS.

a. DCMA PC KOs will follow the guidance in FAR Part 33 on receipt, handling, and disposition of solicitation and/or award protests.

b. The KO will promptly notify AQP Policy and GC upon receipt of the protest and provide copies of the protest, all relevant attachments, and a copy of the solicitation or contract under protest. The KO will also make the full contract file available to the policy analyst or GC if requested. AQP Policy will annotate the DCMA Official Protest Log, upload the documentation, and track the protest until final decision, and retain the documentation for audit purposes.

3.23. CONTRACT RECONCILIATION/DEOBLIGATION/CLOSEOUT.

a. Sixty days after the end of contract period of performance, final option expiration, or delivery period, the KO or CS will send a letter/email (with a 'Read Receipt' request) to the contractor confirming that all invoices have been entered into Wide Area Workflow (WAWF) and payment for all invoices has been received. See Resource Page for Sample Letter to Contractor for de-obligation/contract close out. The contractor is given 15 days to respond. If email or telephone response is not received by the suspense date, the KO/CS will proceed with de-obligation of the funds. If the funds are equal to or less than \$1,000 and the expedited closeout clause is in the contract, the contractor does not have to be contacted; the contract can be de-obligated IAW DFARS 204.804-70.

b. If there are outstanding invoices, the CS will work in collaboration with the contractor, COR, and FB, as well as the Defense Finance and Accounting Service, to get invoices paid as quickly as possible.

c. Upon confirmation from the contractor that all invoices have been paid, the CS will contact FB to request a contract reconciliation to determine if excess funds are available for de-obligation.

d. If excess funds are identified, the CS will de-obligate the funds in one of two ways: 1) close out the contract in the PIEE, which will produce a signed DD Form 1594, "Contract Completion Statement;" or 2) creation of a modification or Standard Form (SF) 30, "Amendment of Solicitation/Modification of a Contract," with the KO's signature. All reconciliation documentation and vendor emails that the CS prepared/received will become a part of the official contract file.

e. PIEE will transmit the closeout to Electronic Data Access (EDA) in PIEE so the KO/CS will transfer the physical file folder to the CLOSED cabinet. **Automated closeout in the PIEE Closeout Module will be utilized if these requirements are met: Firm Fixed Price, contract value of \$500,000 or less, and does not contain any provisions requiring administrative action at closeout.** See DFARS PGI 204.804(3)(1) for the complete list of applicable clauses/provisions. Further instructions on automated closeouts are available in PIEE and the DoD Procurement Toolbox (see Resource Page).

f. Distribution of modification is required if processed for de-obligation: EDA should be set up on all contracts so distribution will route automatically. If EDA is not set up, an email will be

prepared and sent to all parties on the order/contract distribution list. Hard-copy files will be retained locally for 2 years.

g. Retention dates are determined as follows:

(1) Cut off Period is based on fiscal year. Contracts with final payment date from October 1st of one year through September 30th of the next year are all considered closed in the same fiscal year, regardless of the actual closed date. For example,

Final Payment: June 15, 2019
Cut Off Date: September 30, 2019 (fiscal year 19)
Retention: October 1, 2021
Destruction: October 1, 2025

****ALL retention and destruction dates are October 1st, regardless of the year.****

h. Transferring Files to Records Holding:

(1) The KO, CS, or Administrative Assistant will box up the physical files and put files with the same destruction date in same box. For example, all files with a destruction date of October 2024 should be boxed in the same series of boxes. When the PC transitions to the new 4th Estate contract writing system, contract files will be stored electronically. No hard copy files will be created or physically stored in the office.

(2) Prepare SF 135, "Records Transmittal and Receipt," with following information:

Block 1. TO: Records Holding Area, Fort Lee, VA 23801-5100
Block 3. Transferring Agency: Division & Director Information
Block 4. Records Received By:
Block 5. DCMA Address
Block 6. Fill in (b) (e) (f) (h)

(3) Send an email to the DCMA Records Management Office (see Resource Page) and notify them of the number of boxes. Submit the original SF 135s to Records Management (retain a copy for contract files).

(4) Records Management will issue labels to put on the boxes and annotate on the original SF 135 the label numbers corresponding to each box.

(5) Put the labels on the boxes and contact Records Management for pickup.

SECTION 4: RATIFICATION OF UNAUTHORIZED COMMITMENT

4.1. RATIFICATION PACKAGE. Only a duly appointed KO or GPC holder acting within his or her authority may legally procure goods or services and obligate DCMA to pay for them. A UC occurs when a Government official makes an agreement that is not binding on the Government solely because the individual lacked the appropriate authority to make the agreement (FAR Subpart 1.602-3). The individual causing the UC may be liable to the contractor and/or the Government for the costs unless the action is ratified. All goods and services procured and/or received without following proper acquisition procedures, whether intentional or not, must be processed as UCs.

- a. It is the COR's and/or the RA's responsibility to reject any unauthorized goods or services immediately upon discovery and notify the cognizant KO.
- b. Inaction or any action other than complete rejection amounts to unauthorized acceptance will be subject to ratification procedures.

4.2. RATIFICATION PROCEDURES. Ratification procedures will not be used lightly or in a manner that encourages such commitments being made by any individual.

- a. A person designated as the fact finder will be assigned and must be an impartial person that resides in the same chain of command that incurred the UC.
- b. The individual who committed the unauthorized act or incurred the unauthorized product or service, or the appointed fact finder will:
 - (1) Internally, gather all relevant facts, interview personnel, and generate a timeline of events; and complete the Ratification Checklist (on Resource Page).
 - (2) Contact AQP Policy, who maintains the Official Agency Ratification Log, for a DCMA Ratification Control Number, and provide basic information for the initial Ratification Log entry.
 - (3) Contact the PC for assistance if information from a contracting perspective is needed.
 - (4) Notify their immediate supervisor, their Component Head, and/or directorate Executive Director, GC, and the PC Director.
 - (5) Complete SoF and the Request for Ratification of UC Form pages 1 and 2, Part I, Section A. The fact finder must thoroughly investigate facts and circumstances from all parties involved and prepare and sign the SoF as the preparer.
 - (6) Assemble the form, the SoF, and all pertinent supporting documentation, and present to their immediate supervisor.

c. The SoF must, at a minimum, include:

(1) Description of the pertinent facts and circumstances surrounding the unauthorized act with supporting documents and records.

(2) The reason(s) that proper acquisition procedures were not followed.

(3) Description of the bona fide Government need that caused the UC, if applicable.

(4) Discussion of the value or benefit received by the Government.

(5) Any other relevant documents (correspondence, receipts, invoices, PRs, etc.).

d. The immediate supervisor will:

(1) Review the package documentation.

(2) Complete Part I, Section B of the Request for Ratification of UC form indicating attempts to resolve the commitment, any disciplinary action taken, if applicable, and measures taken to prevent a reoccurrence.

(3) Forward the package to the Component Head.

e. The Component Head will review, adding a statement of measures taken to prevent a reoccurrence, and that appropriate corrective actions were taken, sign the Ratification of UC form, and forward the ratification package to AQP Policy and the PC. The ratification should provide a definitive statement of recommendation from the Component Head as to whether to ratify, partially ratify, or nullify and hold the individual responsible for the UC.

f. The appropriate Component Head or finance office must also complete a PR payment package.

g. The PC Director will assign a KO and CS to work the ratification.

h. The KO will review the SoF and supporting documentation and conduct their own investigation into the incident, and will:

(1) Notify the Component Head if deficiencies or corrections need to be rectified, or additional information provided, within 5 business days.

(2) Recommend approval or denial of the ratification. If approval is recommended, the KO will prepare a D&F for the ratification official's review (see Resource Page for a sample D&F).

(3) Obtain a signed recommendation from GC. This is required and may be included in the D&F.

(4) Whether approval or denial of the ratification is recommended, AQP Policy will review/approve the package for completeness/compliance with applicable regulatory and DCMA guidance.

(5) Notify the Component Head if ratification is not recommended and allow a one-time opportunity to submit additional facts that would support ratification.

(6) Forward the package to the ratifying official/GC/HCA for final decision.

i. The Ratifying Official/HCA will review all documentation and issue a final decision by signing the Request for Ratification of UC form and marking approved or disapproved, and return the action to PC for final processing. As the Agency ratification authority, the HCA will make the final ratification decision.

j. The KO must make a determination as to fair and reasonableness of pricing, and will finalize the ratification, if approved, by:

(1) Executing a contract award or modification.

(2) Coordinating with the GPC PM if payment will utilize the Government credit card.

(3) Coordinating with the Funds Control Officer if payment will utilize SF 1034, "Public Voucher for Purchases and Services Other Than Personal," procedures.

(4) Coordinating with AQP Policy to finalize the Ratification Log and maintain the final decision and ratification documentation in the ratification library for audit purposes.

GLOSSARY

G.1. DEFINITIONS.

Component. A DCMA organization whose leader reports directly to the DCMA Director.

Component Head. The leader of a DCMA component or organization who reports directly to the Office of the Director, DCMA.

Economy Act. The Economy Act (31 U.S.C., Section 1535) permits one Federal agency (the requesting or ordering agency) to use its appropriated resources to obtain from another Federal agency (the performing or servicing agency) supplies or services for the requesting agency passed by Congress (1933) to obtain economies of scale and to eliminate overlapping activities of the Federal Government Provides the basis for Economy Act orders.

MFT. A team comprised of representatives from appropriate functional disciplines working together and supporting the Functional Services Manager (a term used in the DoDI roughly equivalent to RA) to create successful acquisition of services, identify and resolve issues, and make sound and timely recommendations to facilitate decision-making. Per DoDI 5000.74, the MFT should be formed at the beginning of the acquisition process.

Post-award Performance Review. Activities performed by the MFT to determine contractor progress and compliance to the contract terms and conditions.

RA. Component that identifies the need necessary to meet mission objectives. The RA is responsible for obtaining funding, defining the program objectives, developing the documentation required for contracted support, and providing a trained and qualified COR capable of determining whether requirements are performed IAW the contract.

Requirement. The need or demand for personnel, equipment, facilities, or services necessary to perform mission.

RO. Individual charged with assessing, developing, validating, and prioritizing requirement and associated requirement products (falls under the umbrella of “RA,” see below).

SRRB. A process used to review, validate, prioritize, and approve service requirements to accurately inform the budget and acquisition process. The SRRB should also be conducted to build a contractual services forecast on an annual basis. The SRRB will be conducted as early in the services acquisition process as practical before a PR request package is transferred over to a DoD Component’s office for execution. It will not be combined with contract review boards chaired by contracting authorities that occur throughout the year and are focused on approving individual contract actions before release of requests for proposals (see DoDI 5000.74, Section 4.3).

GLOSSARY

G.2. ACRONYMS.

A&S	Acquisition and Sustainment
AQP	Procurement Division
ARRT	Acquisition Requirements Roadmap Tool
CDRL	Contract Data Requirements List
COR	Contracting Officer's Representative
CPARS	Contractor Performance Assessment Reporting System
CS	Contract Specialist
CUI	Controlled Unclassified Information
D&F	Determination and Findings
DAI	Defense Agencies Initiative
DAU	Defense Acquisition University
DCMA-MAN	DCMA Manual
DD Form 254	Contract Security Classification Specification
DD Form 1423	Contract Data Requirements List
DD Form 1594	Contract Completion Statement
DD Form 2579	Small Business Coordination Record
DFARS	Defense Federal Acquisition Regulation Supplement
DID	Data Item Description
DoDI	DoD Instruction
EDA	Electronic Data Access
FAR	Federal Acquisition Regulation
GC	General Counsel
GFP	Government Furnished Property
GPC	Government Purchase Card
HCA	Head of the Contracting Activity
IAW	in accordance with
IGCE	Independent Government Cost Estimate
INFOSEC	Information Security
ISPM	Information Security Program Manager
IT	Information Technology
J&A	Justification and Approval
JAM	Joint Appointment Module
KO	Contracting Officer

MFT	Multi-Functional Team
OOO	Out-of-Cycle
OPSEC	Operations Security
OUSD	Office of the Under Secretary of Defense
PALT	Procurement Action Lead Time
PC	Procurement Center
PGI	Procedures, Guidance, and Instruction
PIEE	Procurement Integrated Enterprise Environment
PM	Program Manager
PR	purchase request
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
RA	Requiring Activity
RO	Requirement Owner
SAT	Simplified Acquisition Threshold
SB	Small Business
SF	Standard Form
SF 30	Amendment of Solicitation/Modification of a Contract
SF 135	Records Transmittal and Receipt
SF 1034	Public Voucher for Purchases and Services Other Than Personal
SoF	Statement of Facts
SOW	Statement of Work
SPM	Surveillance and Performance Monitoring
SRRB	Services Requirements Review Board
UC	Unauthorized Commitment
U.S.C.	United States Code
WAWF	Wide Area Workflow

REFERENCES

Clinger-Cohen Act of 1996
DCMA Manual 2303-01, "Surveillance," December 28, 2022
DCMA Manual 3301-06, "Operations Security," November 4, 2018
DCMA Manual 4201-01, "Acquisition Warrants and Appointments," December 2, 2020
DCMA Manual 4201-17, "Training, Tuition Assistance, Conferences, and Leadership Development," February 1, 2022
DCMA Manual 4301-03-V2, "Contracting and Acquisition: Government Purchase Cards," April 19, 2021
Defense Acquisition Guidebook, March 28, 2021
Defense Federal Acquisition Regulation Supplement, current edition
DoD Conference Guidance, Version 4.0, June 26, 2016, as amended
DoD Contracting Officer's Representative (COR) Guidebook, current edition
DoD Directive 5000.01, "The Defense Acquisition System," September 9, 2020
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
DoD Independent Government Cost Estimate (IGCE) Handbook, December 2017, as amended
DoD Instruction 5000.02, "Operation of the Defense Acquisition System," January 23, 2020
DoD Instruction 5000.72, "DoD Standard for Contracting Officer's Representative (COR) Certification," November 6, 2020, as amended
DoD Instruction 5000.74, "Defense Acquisition of Services," January 10, 2020
DoD Instruction 5000.75, "Business Systems Requirements and Acquisition," January 24, 2020, as amended
DoD Instruction 5200.48, "Controlled Unclassified Information," March 6, 2020
DoD Manual 5010.12, "Procedures for the Acquisition and Management of Technical Data," August 31, 2018, as amended
DoD Manual 5220.32, Volume 2, "National Industrial Security Program: Industrial Security Procedures for Government Activities," December 10, 2021
Economy Act of 1933, March 20, 1933
Federal Acquisition Regulation, current edition
United States Code, Title 10