



## DCMA Manual 4502-02

### Workload Acceptance

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<b>Office of Primary Responsibility</b>	Corporate Governance Capability
<b>Effective:</b>	September 15, 2021
<b>Releasability:</b>	Cleared for public release
<b>New Issuance:</b>	
<b>Implements:</b>	DCMA Instruction 4502, "Corporate Governance," January 14, 2019
<b>Internal Control:</b>	Process flow and key controls are located on the Resource Page
<b>Labor Codes:</b>	Located on the Resource Page
<b>Resource Page Link:</b>	<a href="https://360.intranet.dcmsa.mil/Sites/Policy/CG/SitePages/4502-02r.aspx">https://360.intranet.dcmsa.mil/Sites/Policy/CG/SitePages/4502-02r.aspx</a>
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**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA);" Federal Acquisition Regulation 42; Defense Federal Acquisition Regulation Supplement 242; Subpart 22.710 of Title 32, Code of Federal Regulations; and other relevant authorities:

- Implements DCMA Instruction 4502, "Corporate Governance"
- Defines Workload Acceptance criteria for all contract administration activities occurring during the acquisition life-cycle, including those before Contract Receipt and Review
- Provides and defines procedures and processes for workload acceptance and declination
- Assigns responsibility for workload acceptance and declination
- This Manual is not intended to address local resource constraints

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence. Exceptions to this Manual apply to DCMA Special Programs Command (DCMAS), and Sensitive Compartmented Information (SCI) contracts that must be processed in accordance with (IAW) DCMAS and customer security requirements following the intent of this Manual.

**1.2. POLICY.** It is DCMA policy to review, prioritize, and accept mission work within assigned resources to perform Contract Administration Services (CAS) functions and to accept non-mission work when a support agreement is approved by the DCMA Director. It is DCMA policy that this Manual:

a. Supersedes the applicable sections of all other DCMA issuances, publications, references, etc., regarding the Workload Acceptance (WA) process published prior to the effective date of this Manual (e.g., Manuals, Guidebooks, Standard Operating Procedures, and Policy-Type Memorandums).

b. Must be executed in a safe, efficient, effective, and ethical manner.

## SECTION 2: RESPONSIBILITIES

**2.1. DIRECTOR, DCMA.** The DCMA Director will render decisions as the final authority to decline mission work due to inadequate resources.

**2.2. HEADQUARTERS, GENERAL COUNSEL.** Headquarters (HQ), General Counsel will provide legal advice and recommendations concerning WA.

**2.3. EXECUTIVE DIRECTORS, OPERATIONAL UNIT COMMANDERS/DIRECTORS, CENTER DIRECTORS.** The Executive Directors, Operational Unit Commanders/Directors, Center Directors will:

- a. Ensure WA secondary reviews are completed IAW established timelines.
- b. Ensure WA decisions at the secondary levels are retained in the WA Trackers.
- c. Adjudicate conflicting WA positions as presented by the Contract Management Office (CMO) Commanders/Directors, Group Directors, and the customer's senior contracting activity representatives.
- d. Review and approve/disapprove Secondary WA Lead (WAL) WA Decision Package recommendations pertaining to lack of resources or expertise within the CMO.

**2.4. CONTRACT MANAGEMENT OFFICE COMMANDERS/DIRECTORS, GROUP DIRECTORS.** The CMO Commanders/Directors, Group Directors will:

- a. Ensure WA initial reviews are completed IAW established timelines.
- b. Ensure work is not accepted unless it meets Agency WA criteria.
- c. Review and approve/disapprove Initial WAL recommendations pertaining to lack of resources or expertise within the CMO.
- d. Assign Initial WALs within CMO/Group that have the expertise to perform the WA initial review.
- e. Ensure contracts or Nonprocurement Instruments (NPI) are modified in support of the WA process as required.
- f. Redirect other work requests to the correct organizational component.
- g. Ensure changes to the contract/request are recorded in the appropriate system(s) of record to reflect corrected assignments.

**2.5. REGION CONTRACTS/CENTER DIRECTORS.** The Region Contracts Directors, Center Directors, or equivalent will:

- a. Review and affirm declination of non-mission work.
- b. Coordinate in the establishment of support agreements.

**2.6. TERTIARY WORKLOAD ACCEPTANCE LEAD.** The Tertiary WAL:

- a. Is the office of primary responsibility at HQ for WA issues. See this Manual's Resource Page for current assignment.
- b. Will adjudicate conflicting WA positions between the Regional Commands.

**2.7. SECONDARY WORKLOAD ACCEPTANCE LEAD.** The Secondary WAL is typically at the Operational Unit or corresponding level. The Secondary WAL will:

- a. Evaluate requests that fail the initial review and perform the secondary WA decision.
- b. Coordinate within the Region and when necessary across Regions regarding resource and expertise availability.
- c. Collaborate in the preparation of support agreements, as required.
- d. Prepare and submit declination decision package to the DCMA Director when there is a lack of resources.
- e. Prepare declination memorandum for the Region Contracts Director or corresponding level in the organization to decline non-mission work.
- f. Notify the customer when work is declined.
- g. Retain all secondary level WA decisions in the appropriate WA Tracker.

**2.8. INITIAL WORKLOAD ACCEPTANCE LEAD.** The Initial WAL, identified by the CMO Commander/Director, Group Director, will perform the WA initial review. The Initial WAL will:

- a. Perform the WA initial review.
- b. Make initial WA decision to accept the contract/request, or forward the contract/request for secondary review.
- c. Annotate WA decision in the WA Tracker.

**2.9. WORKLOAD ACCEPTANCE POSTAWARD SCREENER.** The WA Postaward Screener may be any individual within the organization, typically assigned at the Operational Unit Level. The WA Postaward Screener will prepare the Postaward Filtered List and add the List to the designated location.

**2.10. ADMINISTRATIVE CONTRACTING OFFICER.** The cognizant Administrative Contracting Officer (ACO) will:

a. Perform the functions delegated to DCMA as the cognizant Contract Administration Office (CAO) and/or as the Cognizant Federal Agency Official (CFAO) IAW Federal Acquisition Regulation (FAR) 42.302(a).

b. Execute modifications in support of the WA process, as required.

**2.11. ADMINISTRATIVE AGREEMENTS OFFICER AND ADMINISTRATIVE GRANTS OFFICER.** The Administrative Agreements Officer or Administrative Grants Officer will administer NPIs IAW Section 8 of this Manual.

## SECTION 3: WORKLOAD OVERVIEW

**3.1. OVERVIEW.** The fundamental goal of WA is to ensure that the Agency properly accepts, prioritizes, and conducts CAS work IAW DoD mandates. This Section outlines the general types of CAS DCMA must accept and provides an overview of the WA process.

**3.2. WORK DCMA IS AUTHORIZED TO PERFORM.** All work will be subject to the WA process, unless excepted from it by another authority. There are five types of work that DCMA is authorized to perform.

**a. Contracts or Modifications.** These consist of:

- (1) New contracts that identify DCMA as the CAO.
- (2) Contracts that were not assigned to DCMA in the initial award but have since been assigned to DCMA with a modification.
- (3) Foreign Military Sales (FMS) contracts authorized IAW Title 22, United States Code (U.S.C.), also known and referred to in this Manual as the Arms Export Control Act (AECA).
- (4) Direct Commercial Sales (DCS) contracts authorized IAW the AECA.

**b. NPIs.** These consist of newly assigned grants, cooperative agreements, Other Transactions (OT), and Technology Investment Agreements (TIA) assigned to DCMA for administration IAW Subpart G of Title 32, Code of Federal Regulations (CFR).

**c. Preaward Life-Cycle Acquisition Support.** Requests for support by contracting activities before contract award. Examples consist of acquisition planning, preaward surveys, preaward pricing, contractor capability reviews, etc.

**d. Multiple Contracts Work.** Examples consist of contractor business system approvals/disapprovals, indirect rate settlement, disclosure statements, quality system reviews, and program-level work.

**e. Secondary Delegations/Special Surveillance.** These consist of CAS functions performed pursuant to FAR 42.202(e) or (f), or FAR 42.302(a)(57). Refer to Paragraph 4.8. for secondary delegations of contract administration.

**3.3. METHODS OF RECEIVING WORKLOAD.** Work requests may flow into the Agency electronically or in the form of hardcopy requests. If a WA request is received informally (e.g., a telephone call, meetings with customers, and other professional contacts), the recipient must inform the customer that the WA will not begin until the request has been submitted in writing (e.g., a letter or email) to clearly document the requirement.



**3.4. WORKLOAD ACCEPTANCE PROCESS.** WA is performed at three levels; Initial, Secondary, and Tertiary. These processes entail both evaluation and elevation steps, which are covered in greater detail in Sections 5, 6, and 7. Postaward WA will be performed parallel with the Contract Receipt and Review (CRR) process IAW DCMA Manual (DCMA-MAN) 2501-01, “Contract Receipt and Review.” There are independent timelines for each process. The WA review timelines for completion are included within the Job Aid, posted on this Manual’s Resource Page.

**3.5. WORKLOAD ACCEPTANCE DOCUMENTATION.** Documents will be protected/marked IAW DCMA-MAN 3301-08, “Information Security,” and maintained/disposed of IAW DCMA-MAN 4501-04, Volume 1: “Records and Information Management Program.”

## SECTION 4: WORKLOAD ACCEPTANCE CRITERIA

**4.1. OVERVIEW.** This Section sets forth criteria to evaluate whether DCMA will accept and perform various types of work. Work may be accepted, declined, or performed on a reimbursable basis IAW DCMA-MAN 4301-12, “Reimbursable and Reciprocal Programs.” Sections 5 and 6 of this Manual describe how to apply criteria to work requests.

**4.2. DCMA AUTHORITY TO ACCEPT CONTRACT ADMINISTRATION SERVICES WORKLOAD.** DCMA performs delegated CAS functions pursuant to authorities such as CAO, Cognizant Federal Agency (CFA)/CFAO, and the DoD Central Control Point (DoDCCP):

**a. CAO.** Most of DCMA’s operational work comes from its authority as the CAO.

(1) The CAO, as defined IAW FAR 2.101, performs assigned preaward and postaward CAS functions.

(2) Contracting activities will assign contract administration to DCMA as the CAO, IAW FAR 42.202(a) and Defense Federal Acquisition Regulation Supplement (DFARS) 242.202. Certain contracts should be retained by the contracting activity pursuant to DFARS 242.202(a)(i)-(ii).

(3) As CAO, DCMA performs the CAS functions IAW FAR 42.302, DFARS 242.302, and requests supporting contract administration pursuant to FAR 42.202(e) and (f) when required.

(4) DCMA will accept contracts and perform CAS as the CAO IAW FAR 42.302, regardless of CFAO assignment.

(5) The Federal Directory of Contract Administration Services Components (CASD) is used to determine the cognizant CAO, based on either geographic assignment or Commercial and Government Entity (CAGE) Code exception. A link to the CASD is posted on this Manual’s Resource Page.

**b. CFA/CFAO.** Pursuant to FAR 2.101, the CFA is the agency responsible, on behalf of all Federal agencies, for:

- Establishing forward pricing rates IAW FAR 42.302(a)(5)
- Establishing final indirect cost rates IAW FAR 42.302(a)(9)
- Administering Cost Accounting Standards IAW FAR 42.302(a)(11)
- Determining the adequacy of a contractor’s accounting system IAW FAR 42.302(a)(12)

(1) Pursuant to FAR 42.003, the CFA is the agency with the largest dollar value of negotiated contracts, and since DoD usually has a significantly higher amount of negotiated contracts than the other executive departments, DoD is typically the CFA. CFA assignment begins upon issuance of the first contract. If a DoD activity initiates the first contract award, DoD assumes cognizance as the CFA for that contractor.

(2) As the CFA, DoD will assign a CFAO to perform the functions required. If the DoD is the CFA, then DCMA is normally the CFAO. There is a single contracting officer designated as the CFAO because it would be inefficient and duplicative to have numerous individual contracting officers from numerous agencies performing these functions. For more information on how the CFAO is determined within DoD, see the CFAO Determination Business Rules posted on this Manual's Resource Page.

(a) DCMA is the primary provider of CAS for the DoD; therefore DCMA will perform CFAO duties for DoD, unless an alternate CFAO has been identified. The list of alternate DoD CFAOs is called the CFAO Exception List, and is available on the Resource Page.

(b) If DCMA is listed as the cognizant CAO in the CASD and another agency has not retained or been assigned CFAO duties pursuant to the CFAO Exception List. The cognizant DCMA ACO will perform functions as CFAO.

**c. DoDCCP.** The DoDCCP at DCMA HQ, is responsible for receiving and managing all foreign government and international organizations requests for CAS, including requests for audit services on DCS contracts IAW DFARS 242.002. The DoDCCP is responsible for WA of these requests; therefore, CMO WA is not required; see Paragraph 5.3.b.(6).

**4.3. CUSTOMERS.** DCMA performs CAS for Military Departments, DoD components, International Organizations, Foreign Governments, or other Federal agencies when requested IAW DoD Directive 5105.64.

**a. Mission Customers.** Mission customers are the DoD contracting activities listed in and IAW DFARS Procedures, Guidance, and Information (PGI) 202.101.

**b. Non-Mission Customers.** In certain instances, DCMA may perform work for customers not identified as mission customers. They are considered non-mission customers and a support agreement must be established between the two Agencies. When DCMA has a support agreement with a non-mission customer, DCMA accepts the work IAW the support agreement. A link to the Support Agreement Repository is posted on this Manual's Resource Page.

**4.4. ASSIGNMENT OF CONTRACT ADMINISTRATION.** DCMA may only accept assignment of CAS functions or preaward support if required by law, regulation, or policy or if a reimbursable support agreement has been established. DCMA will only provide preaward support if it also administers the resulting contract. Contracts that should be retained by the contracting activity are:

- a. Contracts identified IAW DFARS 242.202(a)(i).
- b. Contracts identified IAW DFARS 242.202(a)(ii).

c. Contracts for:

- (1) Federally Funded Research and Development (R&D) Centers.
- (2) Contingency CAS.
- (3) Medical Support Services.
- (4) Medical chemical defense R&D.
- (5) Nuclear non-proliferation.
- (6) Navy Shipyard work (shipbuilding, maintenance, and repair work performed on Naval installations and other shipyards, ports, and harbors or onboard ships afloat).
- (7) Single-agency assignment for Quality Assurance IAW FAR 46.408.
- (8) Ammunition at a Government-owned, Contractor-operated facility.

d. Mixed work. Work within the contract/request may be subdivided, possibly at the Contract Line Item Number (CLIN) level. Contracts/requests containing CLINs that could be retained by the contracting activity and CLINs that could be delegated to DCMA are considered mixed work. Preponderance may be determined by calculating the dollar values of the CLINs of the mission and non-mission work. Evaluate IAW Paragraph 5.6.c.

**4.5. CONTRACT ADMINISTRATION SERVICES FUNCTIONS.** DCMA performs CAS functions on behalf of DoD contracting activities IAW FAR, DFARS, and under DoD leadership. The complete list of mission functions in Paragraph 4.5.a. is available within the Job Aid, posted on this Manual's Resource Page.

**a. Mission Functions** are:

- (1) CAS IAW FAR 42.302(a).
- (2) CAS IAW DFARS 242.302(a).
- (3) A specifically delegated function IAW FAR 42.302(b) or DFARS 242.302(b).
- (4) Functions authorized by the DCMA Director or higher level authority:
  - (a) Industrial Capabilities Analysis.
  - (b) Cybersecurity.
  - (c) Commercial Item Determinations.

(d) Defective Pricing.

(e) Other functions as listed in the Job Aid, posted on this Manual's Resource Page.

**b. Non-mission functions.** Contracting activities must retain responsibility for CAS functions not listed in Paragraph 4.5.a. DCMA may only accept assignment of such CAS functions if provided specific authority (e.g., delegation of Fixed Price Incentive Price Revisions) or pursuant to a reimbursable support agreement.

**c. Commingled Functions.** If a contract or request contains both mission and non-mission functions, DCMA will accept assignment of only mission functions and decline non-mission functions by sending the contracting activity a Contract Deficiency Report pursuant to DFARS PGI 204.270-2.

**4.6. HIGH VALUE AND HIGH RISK.** DCMA prioritizes and executes mission work, including work received prior to CRR and prior to CAS, based on a "High Value/High Risk" (HV/HR) concept that ensures the DoD garners the best return on its investments. The HV/HR concept consists of dollar threshold and risk identification and mitigation which allows the entirety of DCMA's mission work, including work received prior to CRR and prior to CAS, to be prioritized and executed accordingly. DFARS and/or DCMA policies provide many CAS function HV/HR criteria which can be found in the Job Aid, posted on this Manual's Resource Page.

**4.7. RESOURCE AVAILABILITY.** IAW FAR 42.202(g), requests to perform CAS mission functions may be declined on a case-by-case basis if DCMA lacks resources needed to complete the request. The DCMA Director or appointed designee retains the final authority to decline mission work due to unavailability of resources. A lack of resources could be considered inadequate personnel, or a temporary situation in which the Agency lacks appropriate certifications, knowledge, skills, and/or expertise to execute the requested CAS. Information on how to address resource constraints within the respective Operational Units, CMOs, and/or Centers is IAW the DCMA 4301-Series Stewardship issuances.

**4.8. SECONDARY DELEGATIONS/SPECIAL SURVEILLANCE OF CONTRACT ADMINISTRATION.** DCMA may provide support for contracts/requests IAW FAR 42.202(e) or (f), and/or FAR 42.302(a)(57).

a. If a CAO external to DCMA makes a secondary delegation or special surveillance then it is subject to the WA process.

(1) The Agency may perform secondary delegations if DCMA is the cognizant CAO. If DCMA is not the cognizant CAO, then a support agreement must be established. More information on identifying the CAO is available in Paragraph 4.2.

(2) Function specific delegations must be forwarded to the appropriate WAL in the cognizant DCMA organization. For example, a secondary delegation from an external customer to perform property administration on a contract will be forwarded to the property WAL.

b. If a CAO internal to DCMA makes a secondary delegation request, then it is not subject to the WA process because the work has already been accepted. Most of these requests are for subcontractor surveillance. Follow additional guidance IAW DCMA-MAN 2101-04, “Delegate Surveillance.”

**4.9. INFORMAL REQUESTS FOR SUPPORT.** DCMA develops and maintains accessible Agency and contractor business information resources that could result in informal requests for support. It could be a one-time request to perform a CAS function that is non-recurring and short in duration that would not meet WA criteria. An example would be providing a copy of a Forward Pricing Rate Agreement to a customer for non-mission work. A WA decision is not required for informal requests and support may be provided if it is in the best interest of the Government. If there is a question or concern about the requested support or the resources required, the chain of command will be consulted.

**4.10. PAY ONLY VERSUS PAYMENT ADMINISTRATION ONLY.**

a. Some contracting activities use MOCAS only for payment purposes; these are referred to as pay only contracts/NPIs. These have not been assigned to DCMA for administration, and the contracting activity retains all CAS responsibility. Pay only contracts/NPIs do not require WA decisions.

b. There are instances where DCMA receives contracts/NPIs where the delegated functions are limited to payment related CAS IAW applicable payment clauses. DCMA will be assigned administration and WA decisions are required.

**4.11. QUALITY LETTER OF INSTRUCTION.**

a. If a Quality Letter of Instruction (QALI) is issued for a contract/request that has already been accepted by DCMA, a WA decision is not required. If the QALI received increases workload requirements and is not issued IAW DFARS PGI 246.103, issue a Contract Deficiency Report.

b. If the CAO is external to DCMA, it is considered a secondary delegation, and the QALI is subject to the WA process.

## SECTION 5: WORKLOAD ACCEPTANCE INITIAL REVIEW

**5.1. OVERVIEW.** Once a contract/request has been received, the initial review ensures the contract/request meets the criteria in Section 4 to determine if the work must be accepted or declined by DCMA. The Initial WAL will process preaward requests and post award contracts through five gates of criteria which are introduced in Paragraph 5.1.a. The automated filtering process starts the postaward WA initial review process as described in Paragraph 5.2. The preaward WA initial review process begins with the procedures in Paragraph 5.3.

a. **WA Initial Review Process.** The Initial WAL will:

- Confirm they are the correct cognizant reviewer to perform the WA initial decision
- GATE 1 - Determine if the contracting activity is a mission customer (See Paragraph 5.4.)
- GATE 2 - Determine if DCMA is the CAO and/or the CFAO (See Paragraph 5.5.)
- GATE 3 - Determine if contract administration should have been retained by the contracting activity (See Paragraph 5.6.)
- GATE 4 - Determine if the contract/request is for functions that DCMA is authorized to perform (See Paragraph 5.7.)
- GATE 5 - Determine if the contract/request contains any high risk factors and/or is above the Agency HV/HR threshold for acceptance (See Paragraph 5.8.)
- Complete the WA initial decision by accepting the contract, or elevating the request for secondary review following 5.1.a.(1) or (2).

(1) If a contract/request meets the criteria for all five Gates, the Initial WAL will accept the contract/request.

(2) If a contract/request fails to meet the criteria for one or more Gates, the Initial WAL will complete the review of all other Gates, annotate the results on the appropriate WA Tracker, and then forward the request for secondary review. There are WA Trackers for preaward and postaward (supply and service). Links to the WA Trackers are posted on this Manual's Resource Page.

(a) Preaward requests that do not pass Gates 1 through 5 will be manually entered on the Preaward Tracker by the Initial WAL.

(b) The WA Postaward Screener will identify contracts that require an initial review, using the filtering process in Paragraph 5.2. These contracts are provided to the Initial WAL via the Postaward Tracker. The Initial WAL will perform the initial review and update the Postaward Tracker with the results. A link to the WA Tracker is posted on this Manual's Resource Page.

b. If a WA error or condition is identified during CRR, Mechanization of Contract Administration Services (MOCAS) Data Integrity Screening, or other postaward review that would change the WA decision, the Functional Specialist will provide the contract to the Initial

WAL. The Initial WAL will perform the WA and notify the Secondary WAL to add the contract to the Postaward Tracker and perform the secondary WA review.

## **5.2. WORKLOAD ACCEPTANCE POSTAWARD AUTOMATED FILTERING.**

Contracts that are newly assigned to DCMA are filtered using data from authoritative data sources prior to initial review. The Postaward WA Screener will prepare the Postaward Filtered List from the total list of received contracts in MOCAS and add it to the WA Postaward Tracker.

a. Contracts that are not on the Postaward Filtered List meet the WA criteria and do not require a manual WA review.

b. Contracts on the Postaward Filtered List are potential declinations that will undergo the WA process, starting with Gate 1.

**5.3. COGNIZANT DCMA ORGANIZATION.** The individual who receives the contract/request will determine if their organization is the correct one to perform the WA initial review.

a. To verify the contract/request was correctly routed, the CAO and CAGE Code alignment may be confirmed by doing a CASD lookup in the Purpose Code Management application.

(1) If the contract/request has been correctly routed and the correct individual is performing the WA process, that individual is the Initial WAL and is responsible for performing the initial review.

(2) If the contract/request was correctly routed, but the CASD has an incorrect CAO assignment, the Initial WAL will notify the Functional Information Resource Management Center using the email address provided in the WAL Reviewer Matrix, posted on this Manual's Resource Page.

(3) If the contract/request was incorrectly routed, the Initial WAL will identify the correct Team/CMO/Organization using the Agency's capability for contract management team identification or the POC listed in the WAL Reviewer Matrix, posted on this Manual's Resource Page, and forward the request to the cognizant Team/CMO/Organization.

b. There are organizations within DCMA that have specialized experience for certain types of contracts/requests and will have cognizance over all contracts/requests of those types. If a contract/request meets any of the criteria in Paragraphs 5.3.b.(1) through (6), the individual that received the request will follow the procedures in Paragraphs 5.3.b.(1) through (6), or forward the request to the specialized organization. Those organizations are identified in the WAL Reviewer Matrix, posted on this Manual's Resource Page, and include:

(1) Aircraft Overhaul, Maintenance, Modification, or Repair Related Work. Any contract/request that contains Aircraft Overhaul, Maintenance, Modification, or Repair Related Work must be coordinated with Aircraft Integrated Maintenance Operations Command (AIMO)



to ensure proper assignment of workload. Coordinate with AIMO using the email address provided in the WAL Reviewer Matrix, posted on this Manual's Resource Page.

(2) Aircraft Operations. This Directorate develops and codifies DCMA policy associated with the flight test and acceptance of government aircraft pursuant to DFARS Clause 252.228-7001, and IAW the Tri-Service Agreement on Policy and Procedures for Support/Accomplishment of Flight Test and Acceptance, Flight Operations and Flight Safety. DCMA's Eastern Region, Central Region, Western Region, DCMA International Command, DCMAS, and AIMO all have an assigned Director of Aircraft Operations to facilitate the adjudication of WA under their purview. If additional input is necessary, the HQ Aircraft Operations Directorate will provide final guidance on the requirements of WA.

(3) Special Access Programs (SAP) or SCI. If the requested work involves classified items above SECRET to include SECRET/SPECIAL ACCESS REQUIRED and TOP SECRET/SCI, initial evaluation of the work requests (preaward and postaward) will be conducted by DCMAS Initial WAL (HQ Senior Acquisition Analyst by default). Indications SAP or SCI are involved include a DD Form 254, "DoD Contract Security Specification," with Block 10.e.(1) or 10.f. marked "YES;" some of the contract documents are provided under separate means such as a classified system; and the contract is paid by other sensitive disbursement offices (i.e., Special Pay/Defense Finance Accounting Service). A DD Form 254 link is posted on this Manual's Resource Page.

(a) If while performing CAS activities, unclassified work becomes TOP SECRET/SCI or SAP, coordinate with DCMAS Senior Acquisition Analyst to determine if DCMAS must perform the work. CMOs will request DCMAS assistance to review business systems and rates (forward pricing rate recommendations/agreements or final rates) for the CAGE Code or business segments they oversee. In some cases, the Operational Unit may retain the work and issue a Letter of Delegation to DCMAS for classified portions. This is commonly done with contracts already existing in MOCAS. Internal DCMA systems may be used, but classified information must not be entered or saved in unclassified systems or computers.

(b) All requests for SAP or SCI access must be coordinated through the DCMAS Director to assess and preserve limited resources and manage the number of DCMA personnel who are granted access IAW DCMA-MAN 4201-07, "Personnel Security."

(4) Navy Special Emphasis Program (NSEP). All WA requests potentially involving CAS for NSEP related material will be assigned to and conducted by the CMO with cognizance over the contractor. Any WA questions on NSEP contracts must be forwarded to the DCMA Navy Special Emphasis Operations (NSEO) Contracts Director or Technical Director. The Initial WAL must consider:

(a) Contracts for Nuclear Plant material, Level I/Submarine Safety Program, Naval Propulsion Program, Deep Submergence Systems/Scope of Certification Program, Fly-by-Wire Ship Control Systems, Ship Critical Safety Items IAW DCMA-MAN 2301-05, "Navy Special Emphasis Program."

(b) The Navy, public and private shipyards, and reactor plant planning yards use special codes to identify NSEP contracts and purchase orders. The majority of contracts administered by DCMA for NSEP material will contain a Special Material Identification Code or a Higher Level Quality clause or requirement (see “NSEP Contract Identifiers-3B” IAW the DCMA-MAN 2301-05 Resource Page).

(5) Navy Nuclear Propulsion Program (NNPP). Contracts/Requests to support NNPP material will be assigned to and conducted by DCMA NSEO as received in a secondary delegation IAW the support agreement.

(a) The Initial WAL will forward requests for NNPP material to the DCMA NSEO inbox using the email address provided in the WAL Reviewer Matrix, posted on this Manual’s Resource Page.

(b) DCMA does not administer contracts for NNPP material; however, IAW the support agreement, DCMA will conduct Government Source Inspections and Quality Assurance for NNPP Principal Suppliers and may be delegated Plant Clearances, Property Administration, Production and Industrial Resources, Industrial Manpower, Transportation, Industrial Security, Comptroller, Small Business and Labor Surplus, and Industrial Safety. Questions on WA supporting NNPP administered contracts will be referred to the DCMA NSEO Contracts Director or Technical Director.

(6) International Work. Requests for CAS for contractors that are external to Continental U.S. must be forwarded to the cognizant DCMA International CMO. If any individual at the CMO receives a request for services on a foreign DCS contract directly from the contractor or the Foreign Government/International Organizations, the individual will send the request to the DoDCCP inbox using the email address provided in the WAL Reviewer Matrix, posted on this Manual’s Resource Page. DoDCCP will process DCS contracts by:

(a) Determining whether the request is from an eligible foreign government or an international agency in which the United States is a member country;

(b) Ensuring that the reimbursement arrangements are consistent with published International Agreements. For services provided on a fee-for-service basis, the DoDCCP implements and manages cases to cover costs incurred in providing CAS/audit services. Charges are based on the annual reimbursable rate set by Office of the Under Secretary of Defense Comptroller;

(c) Coordinating with the appropriate Continental U.S. CMOs/Defense Contract Audit Agency (DCAA) to determine whether DCMA or the DCAA can provide the services;

(d) Notifying the customer that the request has been received, accepted, rejected, and the justification. DCS contracts will not be processed past Gate 1;

(e) Issuing delegation and distributing the required acquisition documents and related materials to the CMO and/or the DCAA.

**5.4. GATE 1: MISSION CUSTOMERS.** The Initial WAL will review the Mission Customer List within the Job Aid, posted on this Manual's Resource Page, to determine if the customer is a mission customer as defined in Paragraph 4.3. DCMA may perform CAS for non-mission customers after entering into a reimbursable support agreement.

a. If the customer is a mission customer on the Mission Customer List the Initial WAL will proceed to Gate 2.

b. If the contract/request is from a non-mission customer with a known existing support agreement, the WA review must be done IAW with support agreement.

c. If the Initial WAL determines that the requestor is a non-mission customer without a support agreement, the Initial WAL will annotate the decision on the appropriate WA Tracker and proceed to Gate 2.

**5.5. GATE 2: DCMA AUTHORITY.** The Initial WAL will use the criteria in Paragraph 4.2. to determine DCMA's authority to perform the contract/request.

a. **CAO.** The Initial WAL will determine if DCMA is the CAO through familiarity with the contractor CAGE code or by looking up the CAO in the CASD, at the link posted on this Manual's Resource Page. The correct CAGE Code or postal code for the contractor's physical address must be used in the CASD search to obtain correct results.

(1) If DCMA is the CAO, the Initial WAL will proceed to Gate 3, unless the contract/request includes performing CFAO functions as identified in Paragraph 4.2.b. and within the Job Aid, posted on this Manual's Resource Page. If the contract/request includes performing CFAO functions, proceed to Paragraph 5.5.b. to determine if DCMA is the CFAO.

(2) If DCMA is not the CAO, then the Initial WAL will annotate the decision on the appropriate WA Tracker and proceed to Paragraph 5.5.b. to determine if DCMA is the CFAO.

(3) If the Initial WAL believes the CAO designation in the CASD is incorrect, the request will be elevated to the Secondary WAL using the process in Paragraph 6.1.

b. **CFAO.** If the contract/request includes the performance of CFAO functions, the Initial WAL must determine if DCMA is the CFAO. This can be accomplished by familiarity with the contractor CAGE code or by checking the CFAO Exception List. The CFAO Exception List is available on this Manual's Resource Page.

(1) If the WAL determines DCMA is the CFAO, proceed to GATE 3.

(2) If the CFAO Exception List states that DCMA is not the CFAO, the Initial WAL will annotate the decision on the appropriate WA Tracker and proceed to Gate 3.

(3) If a contract/request is received and DCMA has not administered a prior contract for the contractor or the Initial WAL believes an activity other than DCMA should be the CFAO, an

assessment must be performed to determine if DCMA is the correct CFAO. The Initial WAL will determine if the contractor has other government contracts (e.g., contact the contractor, check the Federal Procurement Data System).

(a) If the contractor does not have any other government contracts, then DoD is the CFA, and DCMA is the CFAO. Proceed to Gate 3.

(b) If the contractor has other government contracts, the Initial WAL will annotate the need for a CFAO determination on the appropriate WA Tracker. Proceed to Gate 3.

**5.6. GATE 3: ASSIGNMENT OF CONTRACT ADMINISTRATION.** DCMA may accept a contract/request, provided the contract/request should not have been retained by the contracting activity. Contracts/requests that should be retained by the contracting activity are listed in the Job Aid, posted on this Manual's Resource Page. The Initial WAL will determine if the contract/request is eligible for assignment to DCMA as stated in Paragraph 4.4.

a. If the Initial WAL determines that the contract/request contains work that is eligible for DCMA CAS and is not required to be retained by the contracting activity, the work may be delegated for contract administration to DCMA and it passes Gate 3. Proceed to Gate 4.

b. If the Initial WAL determines that the contract/request is from one of the contracting activities on the list, and it does not contain any work that could have been delegated to DCMA, it is not eligible for contract administration by DCMA and it fails Gate 3. The Initial WAL will annotate the decision on the appropriate WA Tracker and proceed to Gate 4.

c. If the Initial WAL determines the contract is for mixed work as defined in Paragraph 4.4.d., the Initial WAL will decide if the preponderance of the work is mission or non-mission. This is determined by comparing the dollar value of the CLINs.

(1) If the preponderance of the work is mission work, it passes Gate 3. The Initial WAL will proceed to Gate 4.

(2) If the preponderance of the work is non-mission work, it fails Gate 3. The Initial WAL will annotate the non-mission work preponderance decision on the appropriate WA Tracker and proceed to Gate 4.

d. If the contracting activity has retained administration and the request is for the performance of a secondary delegation as identified in Paragraph 4.8. the request passes the gate. The Initial WAL will proceed to Gate 4.

**5.7. GATE 4: MISSION FUNCTIONS.** The Initial WAL will determine if the contract/request is for functions that DCMA is authorized to perform.

a. The Initial WAL will determine if the requested functions are mission functions as identified in Paragraph 4.5.a. The Mission Functions List is available within the Job Aid, posted on this Manual's Resource Page. If the requested functions are on the Mission Functions List, the Initial WAL will proceed to Gate 5.

b. If the Initial WAL is unable to identify the requested functions as mission functions, then the Initial WAL will annotate the decision on the appropriate WA Trackers and proceed to Gate 5.

c. If the Initial WAL determines the contract/request is for commingled work as defined in Paragraph 4.5.c. the Initial WAL will accept mission functions and will determine whether the contract/request passes the Gate. The Initial WAL will discuss the determination with the functional specialist, who during the performance of CRR will decline non-mission functions back to the contracting activity with a Contract Deficiency Report IAW DCMA-MAN 2501-01.

**5.8. GATE 5: HIGH VALUE/HIGH RISK.**

a. The Initial WAL will review the contract/request and determine if there are any high risk factors in the contract/request. The high risk factors are located within the Job Aid, posted on this Manual's Resource Page, with separate lists for preaward and postaward.

b. The Initial WAL will review the contract/request and determine if it is above the Agency HV/HR threshold for the requested CAS functions. The thresholds for requested CAS functions are identified within the Job Aid posted on this Manual's Resource Page.

c. If the contract/request has any of the high risk factors or is above the Agency HV/HR threshold for the requested CAS functions, the contract/request meets the criteria for Gate 5.

d. If the contract/request does not have high risk factors and is below the Agency HV/HR threshold for the requested CAS functions, the contract/request does not meet the criteria for Gate 5.

e. The Initial WAL will annotate the decision on the appropriate WA Tracker, and the Initial WAL will follow the procedures in Paragraph 5.10.

**5.9. RESOURCES.** If the Initial WAL has a concern regarding the CMO/Components' capacity or expertise to perform the contract/request as defined in Paragraph 4.7. the Initial WAL will discuss the concern with the team members within the CMO/Component.

a. If there is consensus regarding the resource concern, obtain concurrence from the CMO/Components' Commander/Director before elevating the concern to the Secondary WAL.

(1) If the CMO Commander/Director concurs, elevate the request to the Secondary WAL.

(2) If the CMO Commander/Director does not concur with elevating the request, the Initial WAL will notify the CMO/Component team members that the CMO/Component will perform the contract/request.

b. The Initial WAL **does not** have the authority to decline mission work based on resource constraints. The DCMA Director, or a duly appointed designee, retains the final authority to decline mission work due to inadequate resources.

#### **5.10. COMPLETE THE WORKLOAD ACCEPTANCE INITIAL REVIEW.**

a. If the Initial WAL determines that the contract/request meets the criteria in Gates 1 through 5 in Paragraphs 5.4. through 5.8. or for NPIs Paragraph 8.2. the Initial WAL will accept the contract/request and CAS performance begins. For preaward, this WA decision **is not** added to the preaward WA Tracker. For postaward, this WA decision **is** added to the postaward WA Tracker.

b. If the Initial WAL determines that the contract/request does not meet the criteria in Gates 1 through 5 in Paragraphs 5.4. through 5.8. or for NPIs Paragraph 8.2. the Initial WAL will annotate the decision on the appropriate WA Tracker to elevate the contract/request to the Secondary WAL IAW Section 6 after completion of the initial review.

(1) For preaward requests work does not start until a WA decision has been finalized. The Initial WAL will provide pertinent documents to the Secondary WAL for secondary review.

(2) For postaward contracts, necessary CAS function support continues until declination decision is finalized. For postaward contracts under WA review for possible declination, perform CRR and execute any necessary CAS functions where the Government inaction would negatively impact contractor performance.

c. Requests for declination of mission work due to lack of resources must be approved by the DCMA Director. The Initial WAL will coordinate these situations within the chain of command prior to elevation to the Secondary WAL. Operational Units, CMOs, and/or Centers will continue to perform necessary CAS functions until a declination decision is finalized.

## **SECTION 6: WORKLOAD ACCEPTANCE SECONDARY REVIEW**

**6.1. OVERVIEW.** If the Initial WAL determines that the contract/request does not meet the requirements in Gates 1 through 5 in Paragraphs 5.4. through 5.8. the Initial WAL will annotate the decision on the appropriate WA Tracker and elevate the contract/request to the Secondary WAL. The Secondary WAL will assume responsibility for the WA decision and request pertinent documents needed to perform the steps in Paragraphs 6.2. through 6.5. to determine if there are other factors that must be considered before making the final WA decision.

**6.2. WORKLOAD ACCEPTANCE CRITERIA CONFIRMATION.** The Secondary WAL will review the Initial WAL's determination, as annotated in the Tracker, to confirm proper application of the WA criteria. If the Secondary WAL identifies a misapplication of the WA criteria in the initial review and the contract/request must be accepted, the Secondary WAL will override the initial review decision. The Secondary WAL will update the appropriate WA Tracker and should discuss the misapplication of the WA criteria with the Initial WAL.

**6.3. COGNIZANT FEDERAL AGENCY/COGNIZANT FEDERAL AGENCY OFFICIAL DETERMINATION.** Upon identification that a CFAO determination is needed, the Secondary WAL will follow the CFAO Determination Business Rules, posted on this Manual's Resource Page.

a. If the contract/request is for a new contractor that has other government contracts, and the contract/request includes CFAO functions, the CFAO determination will be completed before accepting or declining the work.

b. If the determination relates to a contractor for which DCMA is currently the CFAO and may require reassignment to another Federal Agency, DCMA will accept the work and continue performing the CFAO functions while the CFAO determination is in progress. DCMA will retain CFAO responsibility until it is transferred from DCMA to another activity.

**6.4. MIXED WORK REQUESTS.** If the contract/request is for mixed work as defined in Paragraph 4.4.d. the Secondary WAL will verify the Initial WAL preponderance assessment.

a. If the preponderance of the contract/request is categorized as non-mission, the Secondary WAL will decline the entire contract/request using the procedures in Paragraph 6.8.a. and ask the customer to reassign the contract/request to an alternative non-DCMA CAO pursuant to FAR 42.002(a). After the contract has been reassigned and the contracting activity issues a secondary delegation to DCMA for the mission work, DCMA may accept the work provided it passes the WA process.

b. Exceptions: For work under DCMAS cognizance, the DCMAS Director may accept mixed work regardless of the preponderance if it is in the best interests of program security or supports a larger mission work effort, resources permitting.

**6.5. REIMBURSABLE SUPPORT AGREEMENTS.** DCMA may establish agreements to provide customer support that may deviate from the criteria in Section 4. Guidance for establishing reimbursable support agreements are IAW DCMA-MAN 4501-05, “Enterprise Agreements,” and DCMA-MAN 4301-12. Direct all questions related to support agreements to the Agency Support Agreement Manager via the Agency Support Agreements inbox using the email address linked on this Manual’s Resource Page. Completed support agreements are posted in the Support Agreements Repository, linked on this Manual’s Resource Page.

a. The Secondary WAL will review the contract/request requirements and the Support Agreement Repository to determine if the contract/request is within the scope of an existing support agreement. A link to the Support Agreement Repository is posted on this Manual’s Resource Page. If the contract/request is covered by an existing support agreement, the Secondary WAL will follow the steps in Paragraph 6.7.

b. If the contract/request is not covered by an existing support agreement, the Secondary WAL may contact the customer to discuss whether the customer would be interested in DCMA performing the requested services on a reimbursable basis. The Secondary WAL must ensure all stakeholders are included in discussions. The Secondary WAL will follow the process IAW DCMA-MAN 4501-05 and DCMA-MAN 4301-12, and will notify the Tertiary WAL at their inbox using the address provided in the WAL Reviewer Matrix, posted on this Manual’s Resource Page. The contract/request will be conditionally accepted based on the premise a support agreement will be approved.

c. If the contract/request is not covered by an existing support agreement, and the Secondary WAL or the customer does not pursue establishing a new support agreement, the Secondary WAL will recommend declination of non-mission work IAW Paragraph 6.8.

**6.6. LACK OF RESOURCES.** IAW FAR 42.202(g), DCMA is authorized to decline work if the Agency does not have the resources to perform a contract/request. The DCMA Director, or a duly appointed designee, retains the final authority to decline mission work due to inadequate resources.

a. The Secondary WAL will attempt to find resources to perform the contract/request. The Secondary WAL will coordinate within their Regional Command/Component to determine if resources or expertise are available. This may be performed as part of a Regional Command or Agency-level workload and resourcing event IAW DCMA-MAN 4301-09, “Manpower and Mission Analysis.”

b. If resources are available within the Regional Command/Component, the Secondary WAL will coordinate reassignment of the work.

c. If resources or expertise are not available within their Regional Command/Component, the Secondary WAL will coordinate with other Agency Regional Command/Component offices to determine if resources or expertise are available. If resources are available within the Agency, the Secondary WALs will coordinate reassignment of the work.



d. If resources or expertise are not available elsewhere within the Agency, the Secondary WAL will prepare a draft WA decision package using the template located on this Manual's Resource Page. Obtain endorsement from the authority in Paragraph 2.3. and route the WA decision package to the DCMA Director via Correspondence Control IAW DCMA-MAN 4501-02, "Correspondence Program." Send a courtesy copy to the WA inbox using the email address posted on this Manual's Resource Page.

(1) Upon receipt of an approved resource declination decision from the Director, the Secondary WAL will prepare a declination memorandum to the customer, obtain Region Contracts Director or corresponding Center level signature, forward signed declination memorandum via email, and update the appropriate Tracker.

(2) When the Director disapproves a resource declination request, the Secondary WAL will notify the Initial WAL via email, and update the appropriate Tracker. For preaward, begin CAS and for postaward continue CAS.

#### **6.7. ACTIONS TO TAKE IF THE CONTRACT/REQUEST WILL BE ACCEPTED.**

a. If the Secondary WAL determines that the contract/request can be performed using an existing support agreement, the Secondary WAL will provide a written response to the Initial WAL with the details of the support agreement and update the appropriate Tracker. The Initial WAL will accept the contract/request and the activity will perform the work.

b. If the Secondary WAL determines that the contract/request can be performed after establishment of a support agreement, the Secondary WAL will provide a written response to the Initial WAL with the details of the support agreement. Upon receipt of the support agreement, the assigned CMO/Component will accept the contract/request and perform the work. No CAS work will begin without an established support agreement unless directed by appropriate command authority.

c. If the Secondary WAL determines that the contract/request can be performed using resources from a different organization CMO/Component, the Secondary WAL will forward the contract/request to the other CMO/Component, and notify the Initial WAL. The other CMO/Component will respond to the customer to accept the contract/request.

**6.8. ACTIONS TO TAKE IF THE CONTRACT/REQUEST WILL BE DECLINED.** If the Initial WAL determines that the contract/request does not satisfy the criteria in Gates 1 through 5 in Paragraphs 5.4. through 5.8. and the Secondary WAL determines that the contract/request will not be performed using a support agreement, the contract/request will be declined.

a. The Secondary WAL will seek Region Contracts Director, Center Director, or equivalent approval to decline non-mission work. The Secondary WAL will prepare a declination memorandum to be signed by the Region Contracts Director, Center Director, or equivalent.

b. The Secondary WAL will forward the signed memorandum to the customer and update the Tracker.

c. For postaward, the Secondary WAL will coordinate issuance of a modification with the contracting activity and the ACO to change the CAO. Performance of CAS for the contract will terminate upon issuance of the modification.

**6.9. RETENTION OF WORKLOAD ACCEPTANCE DECISIONS.** The Secondary WAL will annotate and retain all secondary WA decisions in the appropriate WA Tracker.

## **SECTION 7: WORKLOAD ACCEPTANCE TERTIARY REVIEW**

**7.1. TERTIARY WORKLOAD ACCEPTANCE LEAD ASSISTANCE IN WORKLOAD ACCEPTANCE PROCESS.** If the Secondary WAL needs assistance with the application of WA criteria, the issue may be elevated to the Tertiary WAL. The Tertiary WAL's email address is provided in the WAL Reviewer Matrix, posted on this Manual's Resource Page.

a. The Tertiary WAL may assist with the interpretation of the criteria and customer engagement for adjudication of the issue.

b. The Tertiary WAL will facilitate adjudication of WA issues between Regional Commands.

## SECTION 8: WORKLOAD ACCEPTANCE FOR GRANTS, COOPERATIVE AGREEMENTS, AND OTHER TRANSACTIONS

**8.1. OVERVIEW.** DCMA performs administration services for DoD NPIs such as Grants, Cooperative Agreements, OTs, and TIAs IAW DCMA-MAN 2501-08, “Grants, Cooperative Agreements, and Other Transactions.” NPIs are generally not covered by the FAR, and are instead governed IAW the U.S.C., CFR, DoD Grants and Agreements Regulation, and/or other DoD issuances. The Administrative Agreements Officer, Administrative Grants Officer, or other assigned DCMA employee must perform WA for NPIs, or requests to support a NPI prior to award. NPIs may be identified by the 9th position of the Procurement Instrument Identifier.

**Table 1. Procurement Instrument Identifier Codes**

Identifier in the 9 <sup>th</sup> Position of the Award Number	Procurement Instrument Identifier
Grants	1
Cooperative Agreements/TIAs	2
OTs/TIAs/OTs Research	3
OTs Prototype	9

**8.2. GRANTS AND COOPERATIVE AGREEMENTS.** DCMA provides grants and cooperative agreements administration services for entities described IAW Section 22.710 of Title 32, CFR. Initial WALs will perform grant and cooperative agreement WA to determine if DCMA will accept the request for administration.

- a. Confirm the Initial WAL is the cognizant reviewer IAW procedures in Paragraph 5.3.
- b. GATE 1. Determine if the customer is a DoD component IAW Section 1125.937 of Title 2, CFR. A “DoD Component” means the OSD, a Military Department, a Defense Agency, a DoD Field Activity, or any other organizational entity of the DoD that is authorized to award or administer grants, cooperative agreements, or other nonprocurement transactions.
- c. GATES 2 and 3. Determine Grants and Cooperative Agreements Administration Authority. Determine whether DCMA will perform administration IAW Section 22.710 of Title 32, CFR.
  - (1) DCMA must accept work for grants and cooperative agreements with these entities:
    - (a) For-profit organizations.
    - (b) Nonprofit organizations identified in appendix VIII to 2 CFR part 200 that are subject to for-profit cost principles in 48 CFR part 31.
    - (c) Nonprofit organizations subject to the cost principles in subpart E of 2 CFR part 200, if their principal business with the DoD is other than research and development.
    - (d) State and local governments.

(2) The Office of Naval Research is responsible for, and DCMA must not accept work with these entities for which the Office of Naval Research is responsible:

(a) Institutions of higher education and laboratories affiliated with such institutions, to the extent that such organizations are subject to the university cost principles IAW Part 200 of Title 2, CFR.

(b) Non-Profit Organizations if the NPI is for R&D.

d. GATE 4. The DCMA mission functions for the administration of grants and cooperative agreements are those identified IAW Section 22.715 of Title 32, CFR.

e. GATE 5. Determine if the grant or cooperative agreement contains any high risk factors and/or is above the threshold for acceptance. The high risk factors for grants and cooperative agreements are listed in the Job Aid, posted on this Manual's Resource Page, and differ from contract high risk factors.

f. Determine if the NPI administration request must be accepted or declined and follow the procedures in Paragraph 5.10.

g. Grant and cooperative agreement administration may be delegated to other organizations when it is necessary to create a single administration office, pursuant to Section 22.705 of Title 32, CFR. Support agreements must be created IAW DCMA-MAN 4501-05.

**8.3. OTHER TRANSACTIONS.** DCMA provides administration services for its customers IAW DCMA-MAN 2501-08. The Initial WAL performs WA on OTs to determine if DCMA will accept the request for administration. The Initial WAL will:

a. Confirm they are the correct cognizant reviewer to perform the WA initial decision IAW Paragraph 5.3.

b. GATE 1. Determine if the issuing activity is a DoD component. Pursuant to Section 1125.937 of Title 2, CFR, "DoD Component" means the OSD, a Military Department, a Defense Agency, A DoD Field Activity, or any other organizational entity of the DoD that is authorized to award or administer grants, cooperative agreements, or other nonprocurement transactions."

c. GATES 2 and 3. Determine OT Administration Authority. Determine if a support agreement exists which applies to the specific OT. If no support agreement exists, establish a support agreement with the customer IAW Paragraph 6.5.

d. GATE 4. Ensure the service requested falls within the OT services that DCMA is authorized to perform pursuant to the support agreement.

e. GATE 5. Determine if the OT contains any high risk factors and/or is above the threshold for acceptance. The high risk factors are located within the Job Aid, posted on this Manual's

Resource Page. Only high risk factors applicable to OTs are relevant. Do not apply any high risk factors related to contracts.

f. Upon completion of these steps, elevate all OTs for secondary review. The Secondary WAL will perform the procedures in Section 6. Administration for OTs may only be performed using support agreements. DCMA may enter into a support agreement for the administration of an OT IAW DCMA-MAN 4501-05.

**8.4. WORKLOAD DECLINATIONS.** When an Initial WAL has a concern about accepting a request for administration of a NPI, then the request will be elevated to the Secondary WAL for coordination.

**8.5. RETENTION OF WORKLOAD ACCEPTANCE DECISIONS.** The Secondary WAL will annotate and retain all secondary WA decisions in the appropriate WA Tracker.

## GLOSSARY

### G.1. DEFINITIONS.

**ACO.** ACO refers to a contracting officer who is administering contracts. Also includes Divisional ACO and Corporate ACO.

**AECA.** The AECA of 1976 is the basic U.S. law providing the authority and general rules for the conduct of FMS and commercial sales of defense articles, defense services, and training. The AECA came into existence with the passage of the FMS Act of 1968. IAW Section 2751 of Title 22, U.S.C.; an amendment to the International Security Assistance and AECA changed the name of FMS Act to the AECA.

**CAS.** Performance of the contract administration function IAW Chapter 1 of Title 48, CFR.

**CASD.** The Directory of CAS components identified IAW FAR 42.203.

**Cognizant CAO.** The cognizant CAO of the contractor location, as identified in the CASD, where performance of specific contract administration functions is required.

**Component.** A DCMA organization that reports directly to the Office of the Director, DCMA.

**Decision Package.** A package routed to DCMA Director for approval to accept non-mission work, or decline mission work due to a lack of resources.

**Declination Package.** A package routed to the Regional Contracts Director, Center Director, or equivalent for approval to decline non-mission work.

**DCS.** DCS is one of the DoD Security Assistance Programs authorized by the AECA, where eligible foreign partners may contract directly with our U.S. suppliers for the purchase of defense articles. A sale of defense articles or defense services made pursuant to a Department of State issued license by U.S. industry directly to a foreign buyer, and which is not administered by DoD through FMS procedures. For paying customers the DoDCCP implements Cases/Letter of Offer and Acceptance (LOA) to cover our service cost.

**DoDCCP.** IAW DFARS 242.002, Interagency agreements, the DoDCCP at the DCMA HQ was established to receive and coordinate requests for CAS from Foreign governments and international organizations in support of their DCS procurements. CMOs provide services only upon request from the DoDCCP. The DoDCCP will operate IAW DFARS PGI 242.002.

**FMS.** FMS is that portion of U.S. security assistance authorized IAW Title 22, U.S.C., also known and referred to in this Manual as the “Foreign Assistance Act,” and the AECA. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred.

**Functional Specialist.** Technical expert in a specific discipline.

**International Agreement.** Includes Reciprocal Defense Procurement Memoranda of Understandings (MOU) established by OSD Defense Pricing & Contracting for the exchange of CAS, also known as Reciprocal Agreements; International Cooperative Agreements established by OSD (Acquisition & Sustainment) International Cooperation, also known as MOU or Memoranda of Agreements, Projects Agreements and Arrangements, and Equipment and Material Transfer Arrangements; and LOA, also known as cases. International Cooperative Agreements are not the same as Cooperative Agreements pursuant to DCMA-MAN 2501-08. Examples of International Cooperative Agreements include the Joint Strike Fighter Production, Sustainment, and Follow-on Development MOU, and the United Kingdom Polaris MOU.

**International Organizations.** Eligible North Atlantic Treaty Organization and other participating Groups or Projects are designated IAW Defense Security Cooperation Agency Manual 5105.38-M, “Security Assistance Management Manual (SAMM),” Chapter 4, Tables 2a through 2d.

**LOA.** DoD letter by which the U.S. Government offers to sell to a foreign government or international organization U.S. defense articles and defense services pursuant to the AECA. The LOA lists the items and/or services, estimated costs, and the terms and conditions of sale; it also provides for the acceptance signature of an appropriate foreign government official.

**Mission Functions.** CAS as defined IAW FAR 42.302(a)(1-71); DFARS 242.302(a); specifically delegated function IAW FAR 42.302(b) or DFARS 242.302(b); and other work as identified in the Job Aid posted on this Manual’s Resource Page.

**Mission Work.** Work DCMA is authorized to perform IAW DoD Directive 5105.64.

**NPI.** NPIs fall into three basic types: grants, agreements, and OTs. TIAs may be either a cooperative agreement or OT.

**Operational Unit.** Operational Units serve at the operational level and are responsible for contract administration functions within their area of responsibility or as aligned by other means IAW DCMA-MAN 4501-03, “Organization Structure, Mission and Functions.”

**Pay Only Contracts/NPIs.** Contracts/NPIs that DCMA does not administer and are processed through MOCAS for payment. Pay only contracts and NPIs do not require a WA decision.

**Support Agreement.** An Interservice/Intragovernmental support agreement established between DCMA and another DoD component or Federal agency or another organization within DCMA.

**WA.** The review, prioritization, and acceptance of mission work, considering assigned resources to perform CAS functions, and to accept non-mission work when a support agreement is approved by the DCMA Director.



**WAL.** The individual (Initial, Secondary and Tertiary) with organizational expertise responsible for performing WA.

## GLOSSARY

### G.2. ACRONYMS.

ACO	Administrative Contracting Officer
AECA	Arms Export Control Act
AIMO	Aircraft Integrated Maintenance Operations Command
CAGE	Commercial and Government Entity
CAO	Contract Administration Office
CAS	Contract Administration Services
CASD	Contract Administration Services Directory
CFA	Cognizant Federal Agency
CFAO	Cognizant Federal Agency Official
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CMO	Contract Management Office
CRR	Contract Receipt and Review
DCAA	Defense Contract Audit Agency
DCMA-MAN	DCMA Manual
DCMAS	DCMA Special Programs Command
DCS	Direct Commercial Sales
DD Form 254	DoD Contract Security Specification
DFARS	Defense Federal Acquisition Regulation Supplement
DoDCCP	DoD Central Control Point
FAR	Federal Acquisition Regulation
FMS	Foreign Military Sales
HQ	Headquarters
HV/HR	High Value/High Risk
IAW	in accordance with
LOA	Letter of Offer and Acceptance
MOCAS	Mechanization of Contract Administration Services
MOU	Memoranda of Understandings
NNPP	Navy Nuclear Propulsion Program
NPI	Nonprocurement Instrument
NSEO	Navy Special Emphasis Operations
NSEP	Navy Special Emphasis Program

OT	Other Transactions
PGI	DFARS Procedures, Guidance, and Information
QALI	Quality Letter of Instruction
R&D	Research and Development
SAP	Special Access Programs
SCI	Sensitive Compartmented Information
TIA	Technology Investment Agreements
U.S.C.	United States Code
WA	Workload Acceptance
WAL	Workload Acceptance Lead

## REFERENCES

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