



DEFENSE CONTRACT MANAGEMENT AGENCY

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January 4, 2022

MEMORANDUM FOR COMPONENT HEADS

SUBJECT: DCMA Policy-type Memorandum 21-002, "Multi-Functional Teams (MFT)"

References: DCMA Instruction 121, "Procurement Center Contracting Officer's Representatives,"
July 23, 2014
DCMA Instruction 140, "Purchase Request Package," June 9, 2014, as amended
DoD Instruction 5000.74, "Defense Acquisition of Services," January 10, 2020
DoD Instruction 5000.75, "Business Systems Requirements and Acquisition,"
February 2, 2017
DoD COR Handbook, March 22, 2012
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA),"
January 10, 2013
Federal Acquisition Regulation (FAR), current version

Purpose. This DCMA Policy-type Memorandum (DCMA-PTM) establishes the policy and processes to identify and charter Multi-Functional Teams (MFT). In addition, this DCMA-PTM:

- Cancels PTM 18-005, "Multi-Functional Teams"
- Replaces DCMA Instruction 140, Paragraphs 3.3., through 3.3.2., with the contents of this PTM Requires incorporation into the future DCMA Manual or Instruction (DCMA-INST)

Applicability. This DCMA-PTM applies to all DCMA personnel involved in the acquisition of supplies or services for the Agency.

Definition. An MFT is a group of individuals from different disciplines and activities who work together to build successful programs/procurements; identify and resolve issues; make sound and timely recommendations to facilitate decision making; define requirements; develop DCMA Requirements Oversight Council (DROC) documentation if required, Purchase Request (PR) and Acquisition Review Board (ARB) package documentation; and maintain oversight of the program or requirement through all acquisition phases. The MFT emphasizes involvement of all stakeholders as needed (users, customers, management, general counsel, budget, small business, competition, procurement, etc.).

Policy. It is DCMA policy that:

- Defense Acquisition Workforce Improvement Act (DAWIA) Level III Certified Program Managers (PM) will be appointed for acquisitions, programs, and/or portfolios with a procurement action with a total estimated cost (base and option

periods) at or greater than the current Simplified Acquisition Procedures (SAP) threshold as defined by the FAR, and in accordance with DoD Instructions (DoDI) 5000.74 and 5000.75. A formal MFT will be chartered for all requirements with a total cost (base and option periods) equal to or greater than the *Simplified* Acquisition Procedures (SAP) threshold.

- An informal MFT will be established for requirements with a total value that is less than the SAP (base and all option periods).

Responsibilities.

- Executive Directors and Commanders. Executive Directors and Commanders will ensure:
 - Requirements are developed and submitted to the DROC and ARB for appropriate level of approvals
 - Requirements are identified and approved in the fiscal year Program Control Document (PCD), Enterprise Planner/Hyperion document and budgeted in the year identified
 - Requirements represent a bona fide Agency need
 - Proper funds appropriation will be utilized
 - Individuals certified at DAWIA Level III in the defense acquisition PM career field are identified and appointed to lead the formal MFT
 - PMs and Contracting Officer's Representatives (COR) perform duties in accordance with appointment
 - PM and COR duties are included in the individual's performance standards
 - Performance of the PM and COR duties are monitored and evaluated in annual appraisals
 - MFTs develop the requirements to meet the established milestones and provide status briefings as required
- PM/Requirement Activity (RA). The PM or RA will:
 - Manage risk and structure a tailored, responsive, and efficient program
 - Provide input to the Executive Director/Commander on process design, requirements, training, and other matters that may influence the acquisition strategy for business systems, as detailed in DoDI 5000.75
- MFT. The MFT will:

- At a minimum, include the PM or RA (Lead), COR, functional lead, finance manager, General Counsel (GC), and Contracting Officer (KO) and/or Contract Specialist (CS) (if the requirement is procured through the DCMA Procurement Center).
- Include additional personnel (e.g., policy, small business specialist, manpower, engineer, etc.) during various stages of the acquisition process based on the skills and knowledge required.
- Submit requests for DCMA Procurement Center personnel to the Procurement Center in-box, and requests for Finance & Business Operations (FB), General Counsel (GC), or other DCMA personnel to the appropriate Directorate organizational inbox.
- Conduct pre-award research and requirement definition to include, but not limited to, development of:
 - Business Case
 - Analysis of Alternatives
 - Acquisition Strategy or Plan
 - Market Research Report
 - Independent Government Cost Estimate (IGCE)
 - Performance Work Statement (PWS) or Technical Specifications
 - Quality Assurance Surveillance Plan (QASP)
 - Performance Requirements Summary (PRS)
 - Contract Data Requirements List (CDRL), if applicable
 - Security checklist, if applicable
 - Evaluation criteria and evaluation factors
 - Other purchase request documentation required:
 - Suggest a qualified COR, with the necessary experience and knowledge of the requirement to perform COR duties in accordance with the DoD COR Handbook and DCMA PTM, “Contracting Officer’s Representative,” to the COR supervisor for nomination in JAM.

- Conduct post-award review and oversight to ensure:
 - Members understand the performance or deliverable requirements of the contract and how the contractor will be surveilled
 - Members know what unique terms or conditions apply to the requirement
 - The PM, COR and KO/CS conduct contractor performance reviews on all contracts for services and supplies that are valued above the Simplified Acquisition Threshold SAT, service contracts less than SAT with appointed CORs, and actions awarded via Military Intergovernmental Purchase Requests to other agencies
 - Contractor performance reviews are performed prior to invoice acceptance or approval
- COR. The COR will:
 - Participate in the development of the Independent Government Cost Estimate (IGCE), Performance Work Statement (PWS), Quality Assurance Surveillance Plan (QASP), and all other contractual documentation as identified above
 - Ensure the COR profile in the PIEE Joint Appointment Module is complete with COR information, most current training certifications, and accurate supervisor information
 - Perform duties in accordance with appointment, DoD COR Handbook, and DCMA-INST 121

Procedures.

- **Formal MFT:** The PM or RA will charter a formal MFT for supply or service requirements with a total value that is greater than SAP (base and all option periods) at the time the requirement is identified, and obtain his/her Executive Director or Commander signatory approval of the Charter. MFT members will also be documented on the Acquisition Milestone Checklist (available on DCMA-INST 140 Resource Page).
- The formal MFT charter appoints the team members and outlines the intended purpose, goals, critical success factors, and metrics that will measure team progress. Resources for establishing a MFT charter are available at the Defense Acquisition University (DAU) Program Manager Toolkit, and the DAU Service Acquisition Mall (SAM) (links and sample charter available on DCMA-INST 140 Resource Page).

- The PM or RA will obtain Executive Director or Commander support when experiencing difficulties with MFT member appointment or participation.
- The PM or RA leads the formal MFT through the acquisition phases and will utilize the guidance and best practices outlined in the Defense Acquisition Guidebook for program planning and management.
- MFT meetings and discussions will be coordinated by the PM or RA. Results of each meeting/discussion will be documented in written meeting minutes and will become part of the official ARB package and contract file.
- The MFT should use the SAM Acquisition Requirements Roadmap Tool (ARRT) suite to the maximum extent possible for preparation of the purchase request package documentation. The ARRT is located here - Acquisition Requirements Roadmap Tool (ARRT) Suite (dau.edu).
- MFTs will submit and present purchase request packages that require DROC and ARB approval in accordance with the respective Council or Board procedures.
- **Informal MFT:** An informal MFT will be established for requirements with a total value that is less than the SAP (base and all option periods). The informal MFT will be coordinated between the PM/RA and the Procurement Center Director (for DCMA procurements) and documented on the Acquisition Milestone Checklist.
- MFT meetings and discussions will be coordinated by the PM or RA. Results of each meeting/discussion will be documented and become part of the official contract file via memo or email.
- The PM or RA leads the informal MFT through the acquisition phases and will utilize the guidance and best practices outlined in the Defense Acquisition Guidebook for program planning and management.
- The MFT will create and assemble a complete purchase request package in accordance with the PR Package Checklist and the Acquisition Milestone Checklist (see Resource Page), and the Defense Acquisition University (DAU) Service Acquisition Mall (SAM) (link available on Resource Page).
- MFTs will submit and present purchase request packages that require DROC and ARB approval in accordance with the respective Council or Board procedures.

Table 1. Internal Controls.

TASK	RISK	INTERNAL CONTROL
<u>PM Appointment</u>	<ul style="list-style-type: none"> No oversight of requirements or programs Requirements not strategically aligned with Agency goals 	<ul style="list-style-type: none"> ARB will not accept packages without appointed PM or Requirement Owner identified
<u>MFT Charter</u>	<ul style="list-style-type: none"> Requirement not defined appropriately Incorrect appropriation selected MFT not collaborating on requirement development Requiring activity, KO, CS, COR unaware of requirement details or duty obligations 	<ul style="list-style-type: none"> ARB will not accept packages without formal or informal MFT established Procurement Center will not exercise options against contracts where the MFT members have not participated in performance reviews, or where Contractor Performance Assessment Reporting System (CPARS) evaluation and SAM contractor manpower reporting are not current

Labor Codes. Located on Resource Page.

Resource Page. <https://360.intranet.dcma.mil/Sites/Policy/AQ/SitePages/140r.aspx>

Releasability. Cleared for public release.

Effective. This DCMA-PTM is effective immediately and will remain in effect for 12 months from the date of issuance.

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David G. Bassett
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Director

Attachment(s):
None

Link(s):
None