



## DEFENSE CONTRACT MANAGEMENT AGENCY

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FORT GREGG-ADAMS, VA 23801-1809

MEMORANDUM FOR COMPONENT HEADS

November 14, 2023

SUBJECT: DCMA Policy-type Memorandum 23-003, "Mission Partners Space Management"

References: Agreement Between Defense Contract Management Agency and American Federation of Government Employees (AFGE) Council 170,  
August 1, 2019  
DCMA Manual 4201-16, "Safety and Occupational Health Program,"  
November 5, 2018

**Purpose.** This DCMA Policy-type Memorandum (DCMA-PTM):

- Establishes the roles and responsibilities for Mission Partners, Regions, and Contract Management Offices (CMO) for space management.
- Replaces DAIL 15-023, "Mission Partner Guide," dated April 25, 2016.
- For the purpose of this PTM, defines a mission partner (s) as an agency employee that belongs to a chain of command outside of the organization where they physically reside and receive support.
- Fosters a transparent process for mission partners to request workspace for new hires, internal transferred employees, or a current employee request to work at an alternate worksite.
- Directs management officials, supervisors, and employees involved with Mission Partner seating to familiarize themselves with and adhere to this policy.

**Applicability.** This policy issuance applies to all DCMA activities responsible for assigning workspace for employees unless higher-level regulations, policy, guidance, or agreements take precedence.

**Policy.** It is DCMA policy to:

- Efficiently manage space operations, maximize the responsible use of DCMA real property possessions, and ensure budget auditability.
- Safeguard the Agency's accountability and transparency of budget surveillance as work space reforms continue in the future.
- Comply with the applicable laws and regulations to work together in this effort.
- Pursue opportunities to reduce DCMA's facility by executing the Agency's work-life balance programs which requires each employee's participation.

- Provide a safe, healthy, and readily-accessible work environment.
- Restrict space allocations where the space rental rates exceed the average geographic market rental rates when space is limited.

**Responsibilities.**

- Chief of Staff: The Chief Staff will:
  - Maximize space utilization and reduce excess space across the Enterprise. This includes consolidation or reduction of the footprint at any DCMA location.
  - Issue additional guidance on space management.
- Component Heads: Component Heads will:
  - Select a Space Coordinator for their workspace area(s) of responsibility.
  - Monitor, assess, and make every effort to support workspace for DCMA mission partners ensuring compliance with applicable policies and report any potential space budget impact with these efforts to the Agency Support Agreements Manager.
  - Submit administration space utilization data to the Space Management Office on a semi-annual (February and September) basis for Space Utilization Briefs to the Corporate Governance Capability Management Board (CG CAP BD).
- Regional Facilities Program Manager (RFPM): The RFPM will:
  - Advise commanders on the current facility footprint and make sound recommendations for changes to improve the efficiency of space utilization.
  - Provide expert interpretation on the financial resources for space utilization matters, policies, and regulations to management and supervisors.
  - Task CMO for space utilization data and reviews, consolidate data and reviews ; consolidate data and prepare brief for the CG CAP BD.
  - Validate space data and provide additional information before a final decision is made to disapproval work space.
- CMO Commanders: CMO Commanders will:
  - Assign a Space Coordinator and maintain overall responsibility for personnel seat assignments and space management in their respective CMO areas.

- Ensure Space Coordinator manages assigned workspaces verifying labels corresponds with the floor plan. Additionally, certify workspaces are designated as one of the following categories: dedicated, office/desk share, or hotel seating.
- Supervisors: Supervisors will:
  - Comply with the Collective Bargaining Agreement and Agency policies for telework, remote work and alternate desking as related to employee space assignments.
  - Ensure employees understand the policies related to space assignments.
  - Consistently assess and reassess seat assignments and report changes to dedicated and desk share seating to the local Space Coordinator.
  - Review supervisor safety responsibilities in DCMA Manual 4201-16, “Safety and Occupational Health Program.”
  - Maintain a local host CMO point of contact to ensure all local onboarding requirements are met; maintain copies of Mission Partner Onboarding Checklist and Ergonomic Self-Assessment; in case of an emergency with employee injury.
- Mission Partner Employee: Mission Partner Employees will:
  - Recognize seat assignments are based on the current local seating policies, availability of space, and employee work schedule. Changes to work schedule that increases the number of days at the worksite is subject to the availability of dedicated or shared workspaces which may not be immediately available.
  - Complete all onboarding/transfer requirements from parent and host organizations; become familiar with any additional local safety policies.
  - Maintain copies of completed/signed workplace specific DCMA Form 4201-16-11, “SOH Onboarding Checklist,” and DCMA Form 4201-16-12, “Ergonomic Self-Evaluation.”
  - Practice good safety measures, follow procedures, wear appropriate personal protective equipment, identify unsafe conditions, and report all injuries and mishaps immediately to their supervisor and local management officials.

**Procedures.**

- Mission Partners (Parent Organization): Mission Partners (Parent Organization) will:
  - Initiate requests for space via email to Host CMO prior to the job announcement of a position. Space coordination for announcements as Location Negotiable

must be completed prior to selection notification to the Defense Logistics Agency (DLA).

- Provide full address (city, county, state), position number, title, salary, series, grade, unit identification code, and organization code.
- Notify Host CMO of new employee's Entry on Duty (EOD).
- Assign an employee sponsor.
- Not request work space at contractor facilities unless the Mission Partner has direct mission requirements at the site.
- Provide necessary information required for Host CMO to account for personnel in cases of emergencies.
- Release dedicated or desk share workspace to Host when space becomes vacant or no longer required.
- Host Organization: Host organizations will:
  - Provide mission partners with space management support equal to their assigned employees.
  - Review activity assigned personnel, floor plan, employee seat assignments category (dedicated, office/desk share, hotel, hot seat).
  - Process requests for work space within 5 days of receipt. Dedicated and desk share workspaces should be reviewed for any fiscal impact to the current lease agreement.
  - Disapprove dedicated or desk share space supported with the current seating utilization data.
  - Coordinate with the RFPM prior to disapproving the requested space. The RFPM will validate the supportive data and provide any additional information to support a final decision.
  - Account for mission partners employees during emergency on-site, evacuation procedures, and drills.
  - Provide the name, email, and contact information of a point of contact for all supported mission partners.

**Workspace Considerations:** Workspace considerations include:

- Assessing what percentage of required work must be performed at a specific designated location with quantifiable supportive data.
- Information that may not essentially support a remote work request.

**Labor Code.** IDS031-Logistics

**Resource Page.** MAN 4101-06 Resource Page

**Releasability.** Cleared for public release.

**Effective.** This DCMA-PTM is effective immediately and will convert to a new DCMA Manual 4101-06, “Space Management.” This PTM will expire effective 12 months from the date of issuance.

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