Department of Defense

DIRECTIVE

NUMBER 5105.64

DA&M

SUBJECT: Defense Contract Management Agency (DCMA)

References: See Enclosure 1

1. PURPOSE. Pursuant to the authority vested in the Secretary of Defense by title 10, United States Code (U.S.C.) (Reference (a)), this Directive reissues DoD Directive (DoDD) 5105.64 (Reference (b)) to update the mission, organization and management, responsibilities and functions, relationships, authorities, and administration of DCMA.

2. APPLICABILITY. This Directive applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

4. MISSION. DCMA shall perform Contract Administration Services (CAS) and Contingency Contract Administration Services (CCAS) for the DoD, other authorized Federal agencies, foreign governments, international organizations, and others as authorized.

5. ORGANIZATION AND MANAGEMENT

a. DCMA is a Defense Agency, in accordance with sections 191 and 192 of Reference (a), under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), through the Assistant Secretary of Defense for Acquisition (ASD(A)).

b. DCMA is a Combat Support Agency (CSA), in accordance with section 193 of Reference (a) and DoDD 3000.06 (Reference (c)).

Comment [g1]: Commentary identifies major changes to the proposed DCMA charter compared to the extant September 27, 2000 version.

Comment [g2]: CCAS added to mission statement consistent with DCMA's Combat Support Agency status.

Comment [g3]: Explicit mention of DCMA's relationship with the ASD(A)

Comment [g4]: Expanded citation of DCMA's CSA status, typical of CSA charters.

c. DCMA shall consist of a Director and subordinate organizational elements established by the Director within resources assigned by the Secretary of Defense.

6. RESPONSIBILITIES AND FUNCTIONS. The Director, DCMA, shall:

a. Organize, direct, and manage the DCMA and all assigned resources in accordance with this Directive.

b. Develop policies, plans, and procedures; develop resource requirements; ensure security compliance by DCMA personnel; and provide for the management and direction of DCMA overseas activities.

c. Perform CAS functions in accordance with part 42.302 of the Federal Acquisition Regulation (FAR) (Reference (d)) and part 242.302 of the Defense Federal Acquisition Regulation Supplement (DFARS) (Reference (e)), as amended, except for those functions exempted in part 242.202 of Reference (e). DCMA will not normally provide CAS support on ammunition contracts, Navy Supervisor of Shipbuilding contracts, and Office of Naval Research contracts, unless requested by the cognizant Military Department.

d. In a contingency environment, in addition to CAS functions, address CCAS planning and execution requirements and considerations specified under parts 207.105 (b)(20)(C)(7) and (8) of DFARS Procedures, Guidance, and Information (Reference (f)), as well as part 225.7404 of Reference (e) and part 225.7404 of Reference (f).

Comment [g5]: Added CCAS responsibility.

e. Administer, manage, and operate the Defense Procurement Management Review program.

f. Provide membership on the Defense Acquisition Regulations Council in accordance with DoD Instruction (DoDI) 5000.35 (Reference (g)).

g. Plan for and perform CCAS in support of the CJCS and the Combatant Commanders in the planning and execution of military operations, consistent with DCMA's other established responsibilities and functions and in accordance with Reference (c).

h. In the execution of CCAS:

(1) Exercise the contractual authority (i.e., consistent with FAR and DFARS Head of Contracting Activity Authority responsibilities for DCMA requirements) and fulfill the responsibilities of a supporting agency to Combatant Commanders planning or executing military operations.

(2) Establish and resource sufficient positions to support requirements for DCMA personnel to deploy into a theater of operations and to ensure these personnel are properly trained and prepared.

Comment [g6]: Added responsibility related to CSA status.

i. Design and manage DCMA programs and activities to improve standards of performance, economy, and efficiency and demonstrate DCMA's attention to the requirements of its organizational customers, both internal and external to the DoD, consistent with the requirements of the Secretary of Defense Biennial Review of Defense Agencies and DoD Field Activities.

Comment [g7]: Added typical Defense Agency responsibility regarding Biennial Review.

j. Perform such other duties as may be assigned by the Secretary of Defense, Deputy Secretary of Defense, the USD(AT&L), or the ASD(A).

7. RELATIONSHIPS

a. In the performance of assigned responsibilities and functions, the Director, DCMA, shall:

(1) Report directly to the ASD(A).

Comment [g8]: Added explicit reporting arrangement to ASD(A).

(2) Use existing systems, facilities, and services of the DoD and other Federal agencies, when possible, to avoid duplication and to achieve maximum efficiency and economy.

(3) Be responsive to the CJCS for combat support and other related activities, as appropriate. For these purposes, the CJCS is authorized to communicate directly with the Director, DCMA, and may task the Director, DCMA, to the extent coordinated with the USD(AT&L) and the ASD(A).

(4) Coordinate and exchange information with the OSD Principal Staff Assistants (PSAs) and the Heads of other DoD Components having collateral or related responsibilities and functions.

b. The CJCS shall task DCMA to provide CCAS capabilities in the context of Secretary of Defense-approved deployment or execution orders and, in accordance with Reference (c), execute those responsibilities applicable to DCMA's status as a CSA.

Comment [g9]: Added CJCS relationship typical of CSA charters.

c. The USD(AT&L) shall, in accordance with Reference (c), execute those PSA responsibilities applicable to DCMA's status as a CSA.

Comment [g10]: Added PSA relationship typical of CSA charters.

d. The Combatant Commanders shall, in accordance with Reference (c), execute those responsibilities applicable to DCMA's status as a CSA and shall:

(1) Request DCMA CCAS capabilities through the Joint Capabilities Requirements Management System (JCRMS) and validate a Joint Manning Document (JMD) for the performance of a CCAS mission, when and where appropriate, to support contingency operations.

(2) Review the anti-terrorism status of DCMA activities within their respective geographic area of responsibility in accordance with DoDD 2000.12 (Reference (h)).

(3) Approve access and transportation to areas of contingency operations for the Director, DCMA, and the CCAS Commander (DCMA-International), as required.

e. The Director, Defense Logistics Agency (DLA), under the authority, direction, and control of the USD(AT&L), through the Assistant Secretary of Defense for Logistics and Materiel Readiness, shall ensure the DLA Joint Contingency Acquisition Support Office provides planning and assistance to Combatant Commands regarding CCAS and the role of DCMA as a CSA.

f. The OSD PSAs and the Heads of other DoD Components shall coordinate with the Director, DCMA, on all matters under their purview related to the authorities, responsibilities, and functions assigned to the Director, DCMA.

8. AUTHORITIES. The Director, DCMA, is hereby delegated authority to:

a. Communicate directly with the Heads of the DoD Components, as necessary, to carry out assigned responsibilities and functions, including the transmission of requests for advice and assistance. Communications to the Military Departments shall be transmitted through the Secretaries of the Military Departments, their designees, or as otherwise provided in law or directed by the Secretary of Defense in other DoD issuances. Communications to the Combatant Commanders normally shall be transmitted through the CJCS, except those communications dealing solely with CAS or CCAS functions.

b. Communicate with other Government officials, representatives of the Legislative Branch, State and local officials, members of the public, and representatives of foreign governments, as appropriate, to carry out assigned responsibilities and functions. Communications with representatives of the Legislative Branch shall be coordinated with the Assistant Secretary of Defense for Legislative Affairs and the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense, as appropriate, and be consistent with the DoD Legislative Program.

c. Obtain reports and information, in accordance with DoDI 8910.01 (Reference (i)), as necessary, to carry out assigned responsibilities and functions.

d. Prescribe procedures, standards, and practices governing the execution of assigned responsibilities and functions.

e. Exercise the administrative authorities contained in Enclosure 2.

9. ADMINISTRATION

a. The Director, DCMA, shall be appointed by the Secretary of Defense with recommendations provided by the CJCS and the USD(AT&L).

Comment [g11]: Added CCDR relationship typical of CSA charters.

Comment [g12]: Added specific relationship with DLA regarding CSA role.

Comment [g13]: Added typical Defense Agency caveat regarding communications to MilDeps.

Comment [g14]: Added typical Defense Agency authority regarding external DoD communications.

b. The Secretaries of the Military Departments shall:

(1) Assign military personnel to DCMA in accordance with approved authorizations and established procedures for assignment to joint duty.

(2) When force structure sourcing of military personnel in support of CCAS leaves operational deficiencies, assist in providing civilian expeditionary workforce personnel to support in-theater contract management requirements. During contingency operations, JMD requirements for the performance of the CCAS mission will be sourced through the JCRMS, to balance the availability of Military Department and CSA-assigned military and civilian expeditionary workforce. Requests for CCAS personnel shall be in accordance with CJCS Instruction 1301.01D (Reference (j)), as applicable.

(3) Inform the USD(AT&L) when unable to provide requested personnel and provide recommendations to resolve or mitigate shortfalls.

c. The USD(AT&L) shall, in coordination with the CJCS, when the Military Departments do not adequately source DCMA military billets and cause operational deficiencies, assist DCMA resourcing efforts to ensure DCMA can fulfill its CAS and CCAS mission requirements.

Comment [g15]: Added specific language to address and mitigate potential personnel issues regarding CSA missions.

10. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.

11. EFFECTIVE DATE. This Directive is effective upon its publication to the DoD Issuances Website.

Ashton B. Carter
Deputy Secretary of Defense

Enclosures
1. References
2. Delegations of Authority

Glossary

ENCLOSURE 1

REFERENCES

(a) Sections 191, 192, and 193 of title 10, United States Code
(b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," September 27, 2000 (hereby cancelled)
(c) DoD Directive 3000.06, "Combat Support Agencies," July 10, 2007
(d) Federal Acquisition Regulation, current edition
(e) Defense Federal Acquisition Regulation Supplement, current edition
(f) Defense Federal Acquisition Regulation Supplement Procedures, Guidance, and Information , current edition
(g) DoD Instruction 5000.35, "Defense Acquisition Regulations (DAR) System," October 21, 2008
(h) DoD Directive 2000.12, "DoD Antiterrorism (AT) Program," August 18, 2003
(i) DoD Instruction 8910.01, "Information Collection and Reporting" March 6, 2007
(j) Chairman of the Joint Chiefs of Staff Instruction 1301.01D, "Joint Individual Augmentation Procedures," February 12, 2011

ENCLOSURE 2

DELEGATIONS OF AUTHORITY

Comment [g16]: Administrative authorities updated, but unchanged.

Pursuant to the authority vested in the Secretary of Defense, and subject to the authority, direction, and control of the USD(AT&L), and in accordance with DoD policies and issuances, the Director, DCMA, or in the absence of the Director, the person acting for the Director, is hereby delegated authority as required in the administration and operation of the DCMA to:

a. Exercise the powers vested in the Secretary of Defense by sections 301, 302(b), 3101, and 5107 of title 5, U.S.C. on the employment, direction, and general administration of DCMA civilian personnel.

b. Fix rates of pay of wage-rate employees exempted from the Classification Act of 1949 by section 5102 of title 5, U.S.C. on the basis of rates established under the Federal Wage System. In fixing such rates, the Director, DCMA, shall follow the wage schedule established by the DoD Wage Fixing Authority.

c. Administer oaths of office to those entering the Executive Branch of the Federal Government or any other oath required by law in connection with employment therein, in accordance with section 2903 of title 5, U.S.C., and designate in writing, as may be necessary, officers and employees of the DCMA to perform this function.

d. Establish a DCMA Incentive Awards Board, and pay cash awards to, and incur necessary expenses for the honorary recognition of, civilian employees of the Government whose suggestions, inventions, superior accomplishments, or other personal efforts, including special acts or services, benefit or affect the DCMA, in accordance with section 4503 of title 5, U.S.C., Office of Personnel Management regulations, and DoDI 1400.25.

e. Maintain an official seal and attest to the authenticity of official records under that seal.

f. Use advisory committees and employ temporary or intermittent experts or consultants, as approved by the Secretary of Defense or the Director of Administration and Management, for the performance of DCMA functions consistent with sections 173 and 174 of title 10, U.S.C.; section 3109(b) of title 5, U.S.C.; the Federal Advisory Committee Act (Appendix 2 of title 5, U.S.C.); and DoDI 5105.04.

g. In accordance with Executive Order 10450, “Security Requirements for Government Employment,” April 27, 1953; Executive Order 12968, “Access to Classified Information,” August 4, 1995; and DoDD 5200.2, as appropriate:

(1) Designate any position in the DCMA as a “sensitive” position.

(2) Authorize, in exceptional circumstances where official functions must be performed prior to the completion of an investigation and adjudication process, temporary access to a

sensitive position in the DCMA for a limited period to individuals for whom an appropriate investigation is underway.

(3) Initiate personnel security investigations and, if necessary, in the interest of national security, suspend a security clearance for personnel assigned, detailed to, or employed by the DCMA. Any actions under this subparagraph shall be taken in accordance with procedures prescribed in DoD 5200.2-R.

h. Authorize and approve:

(1) Temporary duty travel for military personnel assigned or detailed to the DCMA in accordance with Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition.

(2) Travel for DCMA civilian personnel in accordance with Joint Travel Regulations (JTR), Volume 2, "Department of Defense Civilian Personnel," current edition.

(3) Invitational travel to non-DoD personnel whose consultative, advisory, or other highly specialized technical services are required in a capacity that is directly related to, or in connection with, DCMA activities, in accordance with JTR, Volume 2.

(4) Overtime work for DCMA civilian personnel in accordance with section 5542 of title 5, U.S.C. and part 550 of title 5, Code of Federal Regulations.

i. Approve the expenditure of funds available for travel by military personnel assigned or detailed to the DCMA for expenses incident to attendance at meetings of technical, scientific, professional, or other similar organizations in such instances when the approval of the Secretary of Defense, or designee, is required by section 412 of title 37, U.S.C. and sections 4110 and 4111 of title 5, U.S.C.

j. Develop, establish, and maintain an active and continuing Records Management Program, pursuant to section 3102 of title 44, U.S.C. and DoDD 5015.2.

k. Use the Government-Wide Purchase Card for making appropriate purchases of material and services, other than personal services, for the DCMA when it is determined more advantageous and consistent with the best interests of the Government.

l. Authorize the publication of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, as required for the effective administration and operation of the DCMA, in accordance with section 3702, title 44, U.S.C.

m. Establish and maintain, for the functions assigned, an appropriate publications system for the promulgation of common supply and service regulations, instructions, and reference documents, and changes thereto, pursuant to the policies and procedures prescribed in DoDI 5025.01.

n. Enter into interdepartmental and intragovernmental support agreements, as the receiver or the supplier, with the other DoD Components, non-DoD Federal Government departments and agencies, and State and local governments, as required for effective performance of DCMA responsibilities and functions, in accordance with section 1535 of title 31, U.S.C. and DoDI 4000.19.

o. Enter into and administer contracts, directly or through a Military Department, a DoD contract administration services component, or other Federal agency, as appropriate, for supplies, equipment, and services required to accomplish the mission of the DCMA. To the extent that any law or Executive order specifically limits the exercise of such authority to persons at the Secretarial level of a Military Department, such authority shall be exercised by the appropriate Under Secretary or Assistant Secretary of Defense.

p. Establish and maintain appropriate property accounts for the DCMA and appoint boards of survey, approve reports of survey, relieve personal liability, and drop accountability for DCMA property contained in the authorized property accounts that has been lost, damaged, stolen, destroyed, or otherwise rendered unserviceable, in accordance with applicable laws and regulations.

q. Issue the necessary security regulations for the protection of property and places under the jurisdiction of the Director, DCMA, pursuant to DoDI 5200.08.

r. Lease property under the control of the DCMA, under terms that will promote the national defense or that will be in the public interest, pursuant to section 2667 of title 10, U.S.C.

s. Redelegate these authorities as appropriate, and in writing, except as otherwise specifically indicated in this Directive or as otherwise provided by law or regulation.

PART I. GLOSSARY

ACRONYMS AND ABBREVIATIONS

ASD(A)	Assistant Secretary of Defense for Acquisition
CJCS	Chairman of the Joint Chiefs of Staff
CAS	Contract Administrative Services
CCAS	Contingency Contract Administrative Services
CSA	Combat Support Agency
DCMA	Defense Contract Management Agency
DFARS	Defense Federal Acquisition Regulation Supplement
DoDD	DoD Directive
DLA	Defense Logistics Agency
DoDI	DoD Instruction
FAR	Federal Acquisition Regulation
JCRMS	Joint Capabilities Requirements Management System
JMD	Joint Manning Document
JTR	Joint Travel Regulations
PSA	Principal Staff Assistant
U.S.C.	United States Code
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics

PART II. DEFINITIONS

This term and its definition are for the purpose of this Directive.

CCAS. Those services, outlined in part 42.302 of Reference (d) and part 242.302 of Reference (e), performed in support of contingency operations.

Comment [g17]: CCAS definition added.