



**DEPARTMENT OF DEFENSE**  
**Defense Contract Management Agency**

# **HANDBOOK**

## **Lead Platform Command**

**Engineering and Analysis Directorate**  
**OPR: DCMA-EAPI**

**DCMA-HBK 205-01**  
**December 4, 2012**

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**1. PURPOSE.** This Handbook:

a. Supplements DCMA-Instruction (DCMA-INST) 205, "Major Program Support" (Reference (a)).

b. Provides the primary reference for establishing Lead Platform Command (LPC) assignments, their roles and responsibilities, and describes the criteria and processes to be used for the LPC Listing.

**2. APPLICABILITY.** This Handbook applies to all DCMA Major Program Support (MPS) platforms and products as addressed in LPC Assignment Criteria (Chapter 3).

**3. MANAGERS' INTERNAL CONTROL PROGRAM.** In accordance with the Managers' Internal Control Program (Reference (b)), this Handbook is subject to evaluation and testing. The process flowchart is located at Figures 1 and 2.

**4. RELEASABILITY – UNLIMITED.** This Handbook is approved for public release.

**5. PLAS CODE.** 038

**6. POLICY RESOURCE WEB PAGE.** <https://home.dcma.mil/policy/205-01r>

**7. EFFECTIVE DATE.** By order of the Director, DCMA, this Handbook is effective immediately upon signature.

A handwritten signature in black ink that reads "Karron E. Small". The signature is written in a cursive, flowing style.

Karron E. Small  
Executive Director  
Engineering and Analysis

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## REFERENCES

- (a) DCMA-INST 205, "Major Program Support," November 2010
- (b) DCMA-INST 710, "Managers' Internal Control Program," September 12, 2011
- (c) DCMA-INST 406, "Defense Acquisition Executive Summary (DAES)," November 2010
- (d) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," September 27, 2000

## CHAPTER 1

### LEAD PLATFORM COMMAND HANDBOOK

#### 1.1. INTRODUCTION.

1.1.1. When a program managed contract has been awarded to multiple prime contractors, such as in a joint venture or teaming agreement, or is of such a scale that many Contract Management Offices (CMO) have to support it, a Major Program LPC should be identified. LPC letters will only be addressed to the DCMA Command and not the individual Commander or Director, to reduce the number of LPC letter changes as Commanders/Directors come and go. If a major program meeting LPC criteria falls under the auspices of a Tertiary CMO Command, then the LPC responsibility should be the responsibility of that Tertiary Command. Additionally, an LPC assignment may be made when products or commodities present a high risk or visibility to the Agency, even if the product or commodity is managed by one CMO.

1.1.2. DCMA-INST 205 (Reference (a)) identifies the requirement for assigning an LPC. This Handbook further identifies roles and responsibilities, and describes the criteria and processes for these LPC assignments. The LPC letter is a dynamic document since programs are continuously changing and program support team responsibilities shift. New LPC letters are not required when a new Commander or Director takes charge of the CMO. The current LPC letter remains in effect unless it is rescinded, program is moved to another location/Command, or the program is canceled or removed. To maintain LPC and program congruency, it is necessary to modify the LPC letter only when the program changes location/Command. This Handbook clarifies the roles and responsibilities of an LPC.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

#### **2.1. LEAD PLATFORM COMMAND. The LPC:**

2.1.1. Serves as the lead platform integrator for Agency oversight and program support of designated programs.

2.1.2. Incorporates delegated CMO support into Performance Management Reviews and Major Program Assessment Reports and evaluates the effectiveness and efficiency of program delegations and surveillance, while maintaining communication with supporting CMOs for assigned programs.

2.1.3. Identifies and reports platform resource requirements via the Operations Directorate's Work Requirements Authorization process or in accordance with functional and headquarter policy to ensure contract administration requirements are developed and coordinated with supporting CMOs.

2.1.4. Provides Defense Acquisition Board /Defense Acquisition Executive Summary input, on applicable assessments, for assigned LPC program(s).

2.1.5. Provides platform supply chain analysis and/or predictability, in collaboration with the appropriate Sector, to identify systemic issues and expedite resolution.

2.1.6. Advises and provides program information status to the appropriate Sector Director on major issues affecting the platform, to include predictive analysis concerning cost, schedule, and technical performance.

2.1.7. Reviews and approves the Major Program Assessment Reports and Program Assessment Charts prior to being submitted to DCMA external and internal customers.

2.1.8. Reviews and ensures that all technical functional surveillance plans in accordance with the functional instructions, to include the program support plan for all of their assigned platforms, are in place.

2.1.9. Has the authority to task supporting CMOs for inputs to Major Program Assessment Reports and Program Assessment Charts within the scope of the above mentioned responsibilities.

**2.2. LPC LETTER MAINTENANCE AND TERMINATION.** LPC assignment letters remain in effect as long as the platform is still in service, unless the platform's contracts (e.g., contract closed, no longer a major program) no longer require Program Integrator/Program Support Team (PI/PST) support. The CMO will email a request to DCMA-EAPI per Reference (a) to remove the record from the PI eTool. This determination will be made with concurrence of the Sector Director, and coordinated with the Chief Operations Officer (COO), if the LPC intent no longer meets the LPC roles and responsibilities objective. To ensure currency, at least annually each Sector Director shall review their LPC listings. LPC assignment letter review shall also occur when a known change to a program is taking place.

## CHAPTER 3

### LPC ASSIGNMENT CRITERIA

#### 3.1. LPC ASSIGNMENT LETTERS.

3.1.1. Acquisition Category (ACAT) I programs that are Defense Acquisition Executive Summary (DAES) reportable (Reference (c)), and supported by an already established PST with a Program Office Memorandum of Agreement (MOA), shall have a DCMA officially designated LPC.

3.1.2. Each program element of the Ballistic Missile Defense Systems meeting ACAT I or II should have a DCMA officially designated LPC.

3.1.3. ACAT II, III, or IV programs supported by a PST with a Program Office MOA, should be considered for DCMA official LPC assignment based on the rationale for establishing the PST; i.e., high level Military Service concerns or Office of the Secretary of Defense (OSD) concerns.

3.1.4. A program managed contract is awarded to multiple primes, such as in a joint venture or teaming agreement. For example, the V-22 program, DCMA Bell is the LPC but DCMA Boeing Philadelphia is also a major prime.

3.1.5. A program is of such a scale that many CMOs support it.

3.1.6. A program which supports a platform where the Program Management Office (PMO) is the systems integrator, should have an LPC identified. An LPC assignment for programs supporting a PMO designated platform is not the norm and oversight from DCMA is not usually performed at the government systems integration facility, but in some instances, may be appropriate for an LPC assignment letter. For example, Bell Helicopter produces the cabins, then ships them to Corpus Christi (Army systems integration facility) where Army mechanics install new or rebuilt engines from Rolls Royce, transmissions from ABC Corp, rotors from Helo Corp, and other components provided from additional prime contractors, which end up being an OH-58 platform or a new platform. However, prior to DCMA officially assigning an LPC to this type of program situation, the location of the LPC should be discussed between the multiple prime CMOs with oversight requirements for these platform components and must consider the contractual arrangement, where the work is being performed, as well as the PMO priorities. Consideration should include LPC assignment at the CMO with historical knowledge on the type of platform where the multiple products will be integrated (e.g., scout, utility, attack or heavy lift helicopters, modular test vehicle or mine resistant ambush protected type vehicles).

NOTE: Some LPCs can also be assigned by the proximity of the Administrative Contracting Officer/Procurement Contracting Officer, while others are at the Place of Performance and can cross Regional Lines. The DCMA Operation's Directorate chain of command, in conjunction with the PMO, should be consulted in these situations to determine an LPC assignment.

3.1.7. When products or commodities present high risk or visibility to the Agency, based on Government Accounting Office or DoD-Inspector General reports (such as the Broad Area

Maritime System program), OSD or Congressional interest (such as Body Armor), a DCMA official LPC assignment letter may be considered for programs or for industrial base commodities critical to national security. Programs and products/commodities may be grouped based on weapon system, product, or commodity commonality. The following organizations were previously considered, and already have designated Commands for their respective commodities; therefore, an additional LPC assignment letter is not required.

- Special Operations Programs
- Navy Special Emphasis Programs - Nuclear Plant Material/Level 1/Submarine Safety, Naval Propulsion, Deep Sea Submergence/Scope of Certification, Fly by Wire
- Aircraft Propulsions Operations
- Aircraft Operations

3.1.8. Programs that do not meet the specific requirements noted in Chapter 3, should take the following into consideration when determining whether or not the program should have a designated LPC: Reference (a), Reference (c), program contractual arrangements, PMO priorities, other prime CMO responsibilities, major work locations, contract type (i.e., Technical Development vice Milestone B approved Engineering Manufacturing and Development programs). Discussions must take place in making the LPC determination with all associated organizations involved with program matters. This includes: Sector Leads; Operations Functional Directorates; Headquarters Engineering and Analysis, and Portfolio Management and Integration Directorates; Region;, and the COO.

3.1.9. In cases where Reference (a), paragraph 6.1 (alternate CMO place of performance) applies, the alternate CMO shall be identified as the LPC.

## CHAPTER 4

### LPC ASSIGNMENT PROCESS

**4.1. LEAD PLATFORM COMMAND (LPC) ASSIGNMENT.** The LPC Operations Command Listing currently resides on the DCMA Community Operations Directorate Portal. The LPC listing captures program information and provides a link to the LPC letters (see the User and Manager LPC Listing instructions located on the Resource Page). When an LPC letter is initiated or modified, an update to the LPC Operations Command Listing is required. Below are the steps required for the LPC assignment (see corresponding LPC Process Chart located at Figures 1 and 2. A sample LPC Letter is at Figure 3).

**4.2. COMMUNICATION AND COORDINATION PROCESS INSTRUCTION FOR LPC ASSIGNMENT LETTERS (See Figure 1).**

4.2.1. The communication and coordination process starts with receipt of the LPC letter initiation or change request via a PI eTools New Program record request/PLAS Program Code Request Form (located on the Resource Page). LPC letter initiation requests may originate from the CMO for legacy programs, since they know when a program status changes. If known, the Sectors may initiate an LPC request for the CMO. LPC letter change requests should be initiated by the CMO if a program needs to be added or removed based on Reference (a).

4.2.2. The Sector Director receives the LPC letter request document for a new program via a PI eTools New Program record request/PLAS Program Code Request Form from the CMO. This request can also initiate action for LPC letter determination. The Sector Director will process/coordinate the LPC letter request through the Region and then to the COO for approval and signature.

4.2.3. Upon receipt of the request, the Sector Director coordinates with the requesting office to ensure that the LPC assignment letter requirements are clearly defined and support an LPC assignment per Reference (a) and this Handbook. If the program does not meet LPC criteria, it will be discussed with the CMO Commander/Director and then returned to the CMO without action. If the program meets LPC criteria, the Sector will draft the LPC letter for processing.

4.2.4. All LPC initial assignment or modification requests shall be coordinated with their respective Sector Directors. An email shall be sent by the lead Sector Director to all other Sector Directors (use the Operations Sector Leads global address entry) notifying them of the pending draft LPC assignment letter or modification and requesting inputs or recommendations.

NOTE: This step provides an opportunity for other Sectors to provide updates to the same letter and eliminates the possibility of updating a letter that may already be in the process of being initiated or modified.

4.2.4.1. Input and recommendations received from other Sectors shall be incorporated into the current or new LPC assignment letter by the lead Sector Director.

4.2.4.2. If the LPC assignment letter update adds and/or removes a platform/program to/from an LPC, the change must be coordinated with the respective LPC Command and through



the appropriate Region Customer Management Specialist for comment/concurrence prior to coordinating final changes with the CMO. This will ensure that the PI eTool is also updated to reflect the change. The Sectors should also coordinate the change internally to ensure there is no miscommunication.

4.2.5. Upon completion of the initial or modified LPC assignment letter, an email containing the LPC assignment letter will be sent by the lead Sector Director to the OPS EXEC CORRESPONDENCE email address for COO approval and signature.

4.2.6. LPC assignment letter is approved and signed by the COO. If the LPC assignment letter is not approved, it will be returned to the lead Sector Director to incorporate any COO directed changes and be coordinated with the affected CMO, Region Customer Management Specialist, and then resubmitted for approval.

4.2.7. The signed LPC assignment letter shall be “checked in” to the Operations Directorate portal by the lead Sector Director.

4.2.8. A courtesy email acknowledging the LPC process completion will be sent to the LPC and the Region Customer Management Specialist, along with a copy of the approved LPC letter, from the Sector Director.

**4.3. LPC LISTING PROCESS.** (See Figure 2 for process and the Resource page for detailed instruction.)

4.3.1. Sector personnel that make LPC Listing updates shall follow protocol with current LPC Listing entries. NOTE: Each Sector shall ensure that at least one Sector team member has system permissions necessary to make changes to the LPC Platform listing.

4.3.2. “Checking in and Publishing” the updated LPC letter into the portal will update the letter link within the LPC Listing.

4.3.3. All other LPC Listing updates can be made by locating the program from within the LPC Listing and editing the program information within the page.

4.3.4. When an LPC is no longer required, amend LPC Rationale/Notes to “No LPC Required” or LPC letter rescinded.

Figure 1. LPC Letter Process

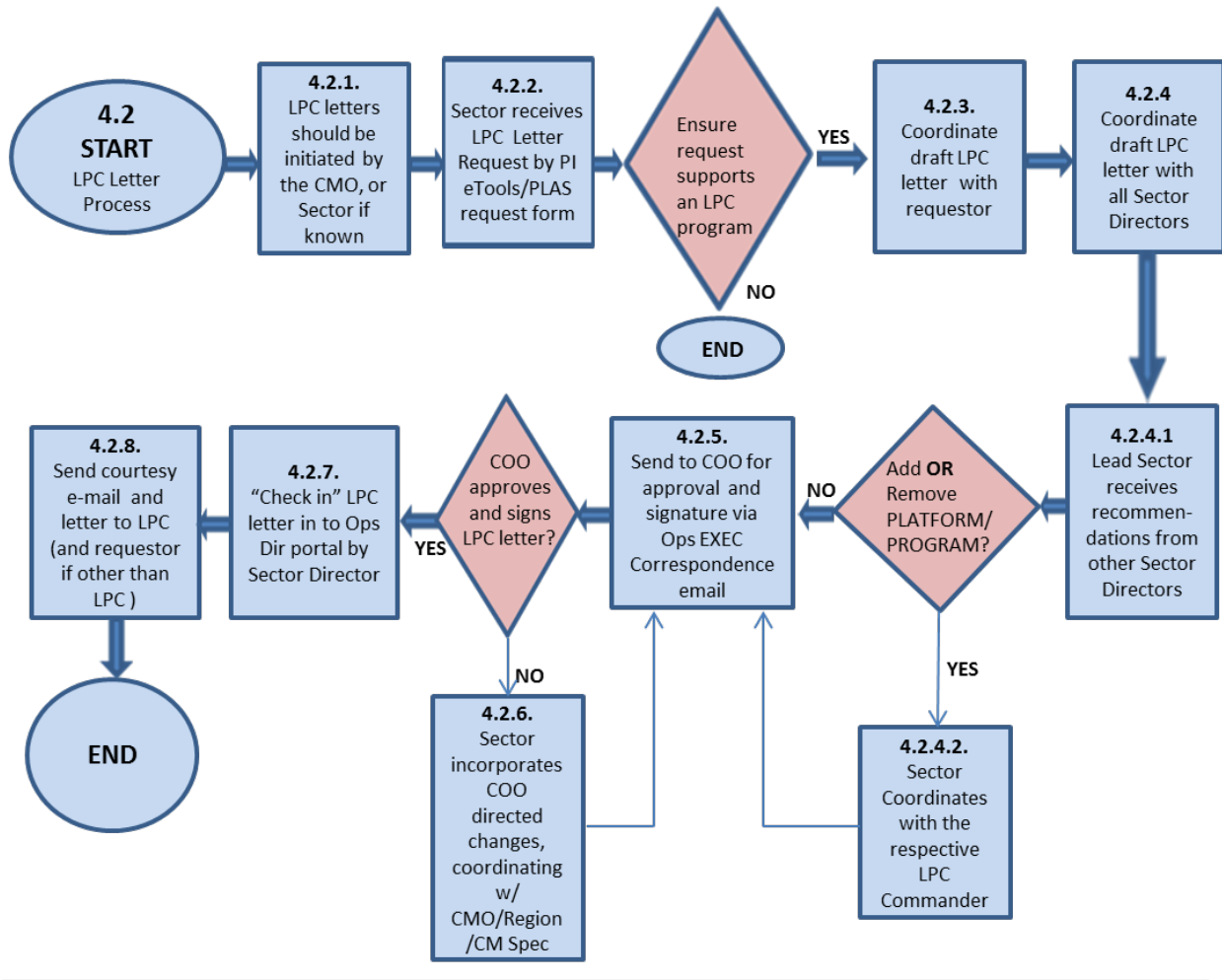
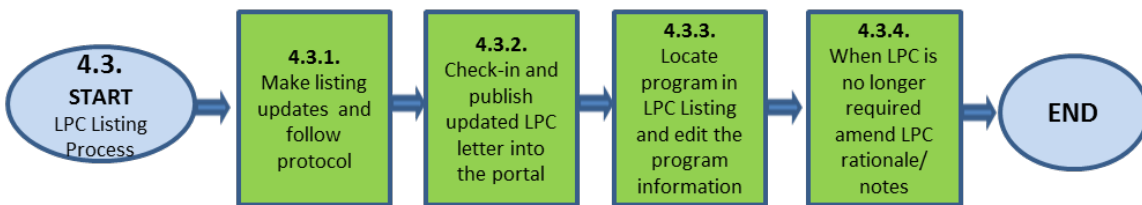


Figure 2. LPC Listing Process



**Figure 3. Sample LPC Letter**



DEFENSE CONTRACT MANAGEMENT AGENCY  
OPERATIONS DIRECTORATE  
13205 N ENON CHURCH ROAD  
CHESTER, VA 23836

DCMAO-D

2 March 2012

MEMORANDUM FOR DCMA BAE YORK

FROM: Marie A. Greening, Chief Operations Officer Operations Directorate

SUBJECT: DCMA Lead Platform Commander Assignment

The DCMA [Major Program Support Instruction](#) establishes Lead Platform Commander (LPC) designation, roles and responsibilities, and the [LPC Handbook](#) describes the criteria and process for these assignments.

This letter officially identifies the programs assigned to you as LPC and shall remain in effect until rescinded:

- C-130J Cargo Aircraft (FWS)
- HC/MC-130J Recaptitization Program (FWS)
- KC-130J USMC Tanker (FWS)
- C-130 Center Wing Replacement (FWS)
- C-5 Reliability Enhancements and Re-Enginging Program (RERP) (FWS)
- F-22A Raptor (FWS)
- Light Utility Helicopter, UH-72A Lakota (RWS)

If you have any questions concerning the LPC roles and responsibilities, contact your [Sector Director](#) or the [Region Commander](#).

MARIE A. GREENING  
Chief Operations Officer  
Operations Directorate

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NOTE: Each program will have a Sector designation noted to the right of each program entry. For example: Fixed Wing Sector will be designated as (FWS) and Rotary Wing Sector will be designated as (RWS), etc. The DCMA-INST 205, paragraph 7.7., spells out the DAES requirements for those type programs.

## ACRONYMS

ACAT	Acquisition Category
CMO	Contract Management Office
COO	Chief Operations Officer
DAES	Defense Acquisition Executive Summary
DCMA-INST	DCMA Instruction
E&A	Engineering and Analysis
eTool	Electronic Tool
FW	Fixed Wing
LPC	Lead Platform Command
MOA	Memorandum of Agreement
MPS	Major Program Support
OSD	Office of Secretary of Defense
PI	Program Integrator
PLAS	Performance Labor Accounting System
PMO	Program Management Office
PST	Program Support Team
RWS	Rotary Wing Sector