



DEPARTMENT OF DEFENSE  
Defense Contract Management Agency

## INSTRUCTION

### Defense Acquisition Executive Summary (DAES)

Portfolio Management and Integration Directorate  
DCMA-PII

DCMA-INST 406  
July 1, 2013

*Change 1, December 9, 2013*

*Validated current, December 10, 2014*

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***SUMMARY OF CHANGES:*** *The Portfolio Management & Integration (PM&I) Directorate no longer uses the Program Assessments Charts (PAC) in support of its Agency DAES responsibilities. Accordingly, this change removes the requirement for Program Integrators to provide PACs when requested by PM&I. Additionally, this change reflects the change in the title of PM&I's Integration Support Division (DCMA-PII) to the Integrated Policy and Analysis Division (DCMA-PII) effective September 13, 2013. Finally, this change updates selected acronyms and adds terms/dates for increased clarity.*

**1. PURPOSE.** This Instruction:

a. Replaces DCMA Instruction (DCMA-INST) 406, "Defense Acquisition Executive Summary" (Reference (a)).

b. Describes DCMA's assigned roles and responsibilities in the direct support of the Office of the Secretary of Defense (OSD) DAES process by:

(1) Delivering actionable predictive acquisition insight to the Department of Defense (DoD) enterprise through DAES program assessments "DCMA Strategic Management Plan FY13-FY14," (Reference (b)).

(2) Preparing the Portfolio Management and Integration (PM&I), executive director, with the necessary program analysis and insights to be a valued participant as DCMA's representative at the monthly DAES program selection and review meetings.

c. Complies with DoD Directive 5105.64, "Defense Contract Management Agency," (Reference (c)).

**2. APPLICABILITY.** This Instruction applies to all organizational elements of DCMA.

**3. MANAGERS' INTERNAL CONTROL PROGRAM.** This Instruction contains Managers' Internal Control provisions that are subject to evaluation and testing as required in DCMA-INST 710, "Managers' Internal Control Program," Reference (d)). The process flowcharts are located on the Policy Resource Web Page.

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

**5. PERFORMANCE LABOR ACCOUNTING SYSTEM (PLAS) CODE(S).**

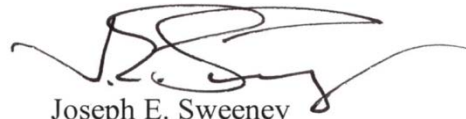
a. Process: 004, Customer Outreach  
038, Program Integration

b. Programs: Acquisition Category (ACAT)/Other Customers (when applicable).

c. Other National; Training and Travel; Local Programs (when applicable).

**6. POLICY RESOURCE WEB PAGE.** <https://home.dcma.mil/policy/406r>

**7. EFFECTIVE DATE.** By order of the Director, DCMA, this *change is effective December 9, 2013 and all applicable activities shall be fully compliant within 60 days from this date.*



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## REFERENCES

- (a) DCMA-INST 406, “Defense Acquisition Executive Summary,” November 2010 (hereby canceled)
- (b) DCMA Strategic Management Plan FY13-FY14
- (c) DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
- (d) DCMA-INST 710, “Managers’ Internal Control Program,” September *12, 2011 (C1)*
- (e) Assistant Secretary of Defense, Acquisition, DAES Assessment Guidance Memorandum, December 6, 2012
- (f) Office of the Under Secretary of Defense (OUSD) Acquisition, Technology and Logistics (AT&L), “Defense Acquisition Executive Summary Assessment Guidance,” December 13, 2012
- (g) Federal Acquisition Regulation (FAR), 42.302(a), “Contract Administration Functions”
- (h) DCMA-INST 205, “Major Program Support,” January 7, 2013
- (i) OUSD(AT&L) “DAES Assessment Deskbook,” December 14, 2012
- (j) DCMA DAES Assessment Guidelines, *July 18, 2013 (C1)*
- (k) Defense Acquisition Management Information Retrieval (DAMIR) DAES Review User’s Guide, March 4, 2011
- (l) DCMA-INST 407, “Customer Engagement,” *July 26, 2013 (C1)*

## CHAPTER 1

### POLICY

#### 1.1. OVERVIEW.

1.1.1. The DAES process assists the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) in providing management and oversight of all Major Defense Acquisition Programs (MDAP), Major Automated Information Systems (MAIS), and special interest programs. DAES program assessments and DAES meetings are prominent methods by which the USD(AT&L) maintains awareness of the execution status of programs under USD(AT&L) purview (Reference (e)).

1.1.2. DCMA DAES program assessments (hereby referred to as program assessments) play an integral role in supporting the DoD Acquisition Enterprise decision-making process. Due to the Agency's unique role in managing defense contracts, DCMA brings an unbiased perspective to assess contractor performance and to share this insight with our customers. Employing integrated multifunctional teaming, DCMA provides objective, independent, and actionable information to the Acquisition Enterprise to enhance customer satisfaction and positively influence MDAP and MAIS success. DCMA is an OSD assessing organization directly supporting the DAES process, specifically assessing 3 of the 11 DAES assessment categories: contract performance, management, and production (Reference (f)).

1.1.3. DCMA's contribution to the DAES process is fundamental to fulfilling the agency's responsibilities pursuant to the Federal Acquisition Regulation (FAR) Part 42 contract administration functions. Specifically, providing DAES support directly fulfills the following FAR Part 42.302(a) functions (Reference (g)):

- (16) Ensure timely notification by the contractor of any anticipated overrun or underrun of the estimated cost under cost-reimbursement contracts.
- (31) Perform production support, surveillance, and status reporting, including timely reporting of potential and actual slippages in contract delivery schedules.
- (40) Perform engineering surveillance to assess compliance with contractual terms for schedule, cost, and technical performance in the areas of design, development, and production.
- (67) Support the program, product, and project offices regarding program reviews, program status, program performance and actual or anticipated program problems.

1.1.4. The Engineering and Analysis Directorate (EA) is responsible for the Major Program Support (DCMA-INST 205 (Reference (h))) providing Agency policy on MDAP/MAIS program integration. Since DAES programs are MDAPs, this DAES Instruction relies on major program support policy fundamentals to include program assessment reports/~~program assessment charts~~ (PAR/~~PAC~~), use of lead platform commands (LPC), program support plans, etc., to fulfill the Agency's DAES program assessment requirements to USD(AT&L). (C1)

**1.2. BACKGROUND INFORMATION ON THE DAES PROCESS.** The following information provides a framework to support the general understanding of this Instruction.

1.2.1. DAES Review Purpose. The DAES review serves as the principal mechanism for tracking programs under USD(AT&L) purview between milestones. This process is designed to identify and address program issues as early as possible (Reference (f)). Program managers and OSD components report DAES program assessments using the Defense Acquisition Management Information Retrieval (DAMIR) system. OSD assessing organizations rate program performance in their assigned DAES assessment categories each month. Accordingly, the DAES review process enables the USD(AT&L) to fulfill its obligation to manage and oversee MDAPs, MAIS, and special interest programs.

1.2.2. DAES Review Timeline. USD(AT&L) assigns programs to one of three categories defined as either Group A, B, or C and is codified in the Group ABC list. The list ensures that each MDAP/MAIS program receives an assessment at least quarterly, with all MDAP/MAIS programs reviewed over the course of a quarter. By direction, program managers submit program assessments to USD(AT&L) on the last working day of each month using the DAMIR System (e.g., January 31<sup>st</sup>). OSD components submit program assessments by the eighth working day of the following month (e.g., February 12<sup>th</sup>), also using the DAMIR system. Upon receipt of all program assessments, USD(AT&L) will convene a DAES program selection meeting during the third or fourth week of the month (e.g., February 26<sup>th</sup>) to identify specific programs for review. Once programs are selected for review (typically four, one from each service and a MAIS), USD(AT&L) will convene a DAES review meeting at the end of the following month (e.g., March 29<sup>th</sup>). Note that at the DAES review meeting there may be programs selected for review from one or more DAES Groups (i.e., out of cycle selections). This completes one quarterly review cycle.

**1.3. POLICY.** It is DCMA Policy that:

1.3.1. Program assessments must be developed in accordance with the Assistant Secretary of Defense, Acquisition, DAES Assessment Guidance Memorandum (Reference (e)), OUSD(AT&L) DAES Assessment Guidance (Reference (f)), OUSD(AT&L) DAES Assessment Deskbook (Reference (i)), and DCMA DAES Assessment Guidelines (Reference (j)).

1.3.2. Provide Program Assessments to USD(AT&L). When a program managed contract has been awarded to multiple primes, such as in a joint venture or teaming agreement, or is of such a scale that many contract management offices (CMO) support it, an LPC must be designated by the Chief Operations Officer (COO) in accordance with DCMA-INST 205, (Reference (h)). LPCs must develop aggregate program assessments for those programs identified in the OUSD(AT&L) DAES Group ABC schedule and coordinate the assessments with the appropriate operations sector divisions. The program assessments are approved by the COO or designee, then released to the PM&I ~~Integration Support~~ *Integrated Policy and Analysis* Division (~~ISDIPAD~~) director for analysis and final posting into DAMIR, signifying release to USD(AT&L). *(CI)*

1.3.3. Recommend Programs at the USD(AT&L) DAES Program Selection Meeting. The PM&I executive director participates in the DAES program selection meeting. In preparation for this meeting, the PM&I ~~ISDIPAD~~ director receives input from the PM&I Analysis and Information Integration (A&II) Branch, operations sector divisions, PM&I Service Portfolio Divisions (SPD), and the PM&I Industrial Analysis Center (IAC) to develop a recommended list of potential programs for the PM&I executive director's consideration. The PM&I executive director reviews the list and represents the Agency at this meeting. *(CI)*

1.3.4. Generate Strategic Measures. Per the DCMA Strategic Management Plan Fiscal Year (FY)13-FY14, the PM&I ~~ISDIPAD~~ director must develop and track strategic measures of program assessments in coordination with the operations sector divisions (Reference (b)). These measures will ensure DCMA is delivering quality, actionable predictive acquisition insight to the DoD enterprise through program assessments. The PM&I ~~ISDIPAD~~ director must distribute these measures and engage with stakeholders to influence improvement as applicable. *(CI)*

1.3.5. Participate in USD(AT&L) DAES Review Meetings. ~~Once USD(AT&L) selects programs for review, the LPC must develop a PAC for each selected program. The LPC provides the PAC(s) through their designated Operations Sector Division to the PM&I ISD director. In addition, the~~ PM&I A&II branch manager will provide a comprehensive reference package to the PM&I ~~ISDIPAD~~ director for the *OSD* selected programs. The ~~consolidated reference~~ package will be used by the PM&I executive director to provide DCMA insight at the DAES review meeting. *(CI)*



## CHAPTER 2

### ROLES AND RESPONSIBILITIES

#### 2.1. PORTFOLIO MANAGEMENT AND INTEGRATION DIRECTORATE (PM&I).

2.1.1. PM&I Executive Director. The PM&I Executive Director must:

2.1.1.1. Maintain final approval authority of program assessments.

2.1.1.2. Recommend programs to USD(AT&L) for DAES review.

2.1.1.3. Act as the DCMA principal representative in both the monthly DAES program selection and review meetings.

2.1.1.4. Assign the DCMA point of contact (POC) role for DAMIR.

2.1.2. PM&I ~~Integration Support~~ Integrated Policy and Analysis Division Director. The PM&I ~~Integration Support~~ Integrated Policy and Analysis Division Director must: *(CI)*

2.1.2.1. Represent the PM&I executive director at the monthly DCMA Operations Directorate review of program assessments.

2.1.2.2. Release program assessments in the DAMIR system on behalf of the PM&I executive director.

2.1.2.3. Recommend programs to the PM&I executive director to support DAES program selection meeting.

2.1.2.4. Provide results of strategic measures to the operations sector divisions and EA Major Program Support Division on behalf of the PM&I executive director.

2.1.2.5. Serve as the DCMA focal point for Significant Acquisition Watchlist (SAW) program level trends and analysis.

2.1.2.6. Lead the process of preparing the PM&I executive director to participate in the DAES review meeting.

2.1.2.7. Serve as the DCMA POC for DAMIR, responsible for authorizing access to the system by DCMA personnel (Reference (k)) as appointed by the PM&I executive director.

2.1.3. PM&I Analysis and Information Integration (A&II) Branch Manager. The PM&I A&II Branch Manager must:

2.1.3.1. Manage and maintain the currency of the DAES Group ABC list for DCMA.

2.1.3.2. Manage and publish on a monthly basis the program assessment spreadsheet.

2.1.3.3. Conduct strategic analysis of DCMA and program manager program assessments ~~and PAC(s)~~, requesting clarifications from the operations sector divisions as necessary. *(CI)*

2.1.3.4. Maintain awareness of the execution status of all programs by evaluating them at regular intervals and identify emerging execution issues and trends that warrant the attention of Agency senior leadership.

2.1.3.5. Manage the DAES program selection meeting preparation process.

2.1.3.6. Notify operations sector divisions of programs selected by USD(AT&L) for DAES review. ~~and establish suspense for submission of PAC(s).~~*(CI)*

2.1.3.7. Provide monthly updates to strategic measures.

2.1.3.8. Manage the DAES review meeting preparation process.

2.1.3.9. Notify the DCMA enterprise when USD(AT&L) publishes DAES review meeting minutes. Summarize DCMA taskings or actions, and post minutes to the eCommunity.

2.1.3.10. Manage the process for authorizing access to DAMIR by DCMA personnel.

2.1.4. PM&I Service Portfolio Division Directors. PM&I Service Portfolio Division Directors must:

2.1.4.1. Support the PM&I ~~ISD~~*IPAD* director in the preparation of the PM&I executive director for participation in the monthly DAES program selection and review meetings. Provide customer intelligence on recommended and subsequently selected programs. *(CI)*

2.1.4.2. In the event of a program assessment disparity between the LPC and program manager (PM), work with all parties to ensure the disparity is communicated to the program executive office (PEO) in advance of the DAES review meeting.

2.1.5. PM&I Industrial Analysis Center Director. PM&I Industrial Analysis Center Director must:

2.1.5.1. Provide industrial base analysis and supply chain risks identified in recent DCMA IAC products to assigned LPCs, program integrators (PI), operations sector divisions, and the PM&I ~~ISD~~*IPAD* director. Input must pertain to major/critical suppliers associated with DAES programs. *(CI)*

2.1.5.2. Support PM&I ~~ISD~~*IPAD* director in the preparation of the PM&I executive director for participation in the monthly DAES program selection and review meetings. *(CI)*

## **2.2. OPERATIONS DIRECTORATE.**

2.2.1. Chief Operations Officer (COO). The COO must:

2.2.1.1. Approve LPC DAES program assessments.

2.2.1.2. Provide input to the PM&I executive director to support the DAES program selection meeting.

~~2.2.1.3. Provide PACs to the PM&I executive director to support the DAES review meeting. (CI)~~

2.2.2. Operations Sector Division Directors. Operations Sector Division Directors must:

2.2.2.1. Identify appropriate operations sector divisions and LPCs for all programs listed in the program assessment spreadsheet. In addition, an LPC must be designated for all OUSD(AT&L) DAES Group ABC reportable programs.

2.2.2.2. Input program assessments received from LPCs into DAMIR and consolidate into a single report for posting to the eCommunity.

2.2.2.3. Review and determine acceptability of the program assessments.

2.2.2.4. Facilitate and coordinate any revisions to the program assessments, as applicable.

~~2.2.2.5. Notify LPC(s) of requirement to submit PAC(s) pursuant to the established suspense date. (CI)~~

~~2.2.2.6. Forward final PAC(s) to the PM&I SD director by the required suspense date. (CI)~~

2.2.2.75. Coordinate with the PM&I *ISDIPAD* director to obtain DAMIR system access privileges for operations directorate personnel. (CI)

2.2.3. Lead Platform Command (LPC). The LPC must:

2.2.3.1. Develop aggregate program assessments, incorporating IAC input on major/critical suppliers, and deliver to the applicable operations sector division director.

2.2.3.2. Make revisions to program assessments, as applicable.

~~2.2.3.3. Ensure PACs are updated and maintained in the PAR eTool. (CI)~~

2.2.3.3. Ensure program assessment information is communicated to the PM prior to the DAES review meeting, and notify the applicable SPD director when accomplished. (CI)

**2.2.3.4.** Review DAES meeting minutes for action items on assigned programs. *(CI)*

**2.2.3.5.** Request DAMIR system access privileges for CMO personnel through the applicable operations sector division director. *(CI)*

**2.2.4.** DCMA Program Integrator (PI). The DCMA PI must:

2.2.4.1. Assure real-time, objective communication with the LPC and PM on development and content of the program assessments supporting both the DAES program selection and review meetings.

~~2.2.4.2. Assure real time, objective communication with the LPC and PM on development and content of the PAC in support of the DAES review meeting. *(CI)*~~

**2.2.4.2.** Lead the program support team (PST) and serve as the primary interface for program issues to the LPC and PM according to DCMA INST-205 (Reference (h)). *(CI)*

**2.3 ENGINEERING AND ANALYSIS DIRECTORATE (EA).** EA Directorate must:

2.3.1. Provide DAES Training for the Agency.

2.3.2. Solicit PM&I input on training requirements to improve the quality of program assessments.

## CHAPTER 3

### PROCEDURES

#### 3.1. GENERATE ASSESSMENTS.

3.1.1. Set Schedule for Operations Directorate DAES Review. On the 11<sup>th</sup> working day of the previous month, the operations sector division directors will schedule a meeting to review program assessments. This date serves as a milestone for LPCs and operations sector division personnel to work towards. This meeting must be scheduled to occur not later than (NLT) the seventh working day of the month and must be chaired by the COO or designee.

3.1.2. Publish Program Assessment Spreadsheet to eCommunity. The program assessment spreadsheet serves as an integration point for DCMA organizations involved in the DAES process. It serves as the authoritative tasking for a given month by listing all programs requiring program assessments. The PM&I A&II branch manager must ensure the spreadsheet is derived from the latest DAES Group ABC list and is posted to the eCommunity NLT the last working day of the previous month.

3.1.3. Input Program Assessments into Program Assessment Report (PAR) eTool.

3.1.3.1. Program assessments are embedded in Section 1 of the PAR per paragraph 7.6.2. of DCMA-INST 205 (Reference (h)).

3.1.3.2. The LPC must ensure program assessments are developed in accordance with the Program Assessment Criteria described in Paragraph 1.3.1 of this Instruction (References (e), (f), (i), and (j)).

3.1.3.3. The PI must input the PAR into PAR eTool, and receive LPC approval, NLT the final day of the previous month per paragraph 7.6.4. of DCMA-INST 205 (Reference (h)).

3.1.4. Input Program Assessments into DAMIR.

3.1.4.1. Operation sector division directors must review program assessments on assigned programs to ensure they meet the Program Assessment Criteria described in paragraph 1.3.1. of this Instruction (References (e), (f), (i), and (j)). As a result of this review, the operations sector division directors must facilitate any revisions, updates, clarifications, and/or improvements as required.

3.1.4.2. Once the operations sector division directors complete their review, the program assessments are input into DAMIR by the operations sector division action officer NLT the fourth working day of the month.

3.1.5. Update Program Assessment Spreadsheet in eCommunity. The operations sector division action officer must update the program assessment spreadsheet in the eCommunity by checking it out, populating the required fields reflecting the program assessment, and checking it

back in. No changes to format or programs listed are authorized. Changes to the program assessment spreadsheet template must only be done by the PM&I A&II branch manager.

3.1.6. Select Program Assessments for Briefing to COO or Designee. The operations sector division directors must select a subset of programs for briefing to the COO or designee. The operations sector division directors must notify the PM&I *ISDIPAD* director of the selection. The criteria used to select programs for this briefing is at the discretion of the COO or designee (*CI*).

3.1.7. Generate Program Assessment Summary Report and Distribute.

3.1.7.1. The operations sector division directors must generate a report containing all program assessments for the programs selected to brief the COO or designee.

3.1.7.2. The report must be distributed to all stakeholders within the Operations Directorate and PM&I, to include the PM&I *ISDIPAD* director (*CI*).

3.1.7.3. The operations sector division directors must notify the LPCs of the selected programs.

3.1.8. Brief Selected Program Assessments to COO or Designee.

3.1.8.1. An invitation for this briefing must be provided to the COO, operations sector division directors, region commanders/deputies, LPCs, headquarters and operations functional directorates, the PM&I *ISDIPAD* director, and the SPD directors. (*CI*)

3.1.8.2. The LPC or designee for the selected programs must brief the COO or designee, typically by teleconference, and answer all applicable questions.

3.1.9. Revise Program Assessments as Necessary.

3.1.9.1. As a result of the briefing to the COO, LPCs must revise program assessments, as applicable. These changes are often required to be made within 1 business day or less.

3.1.9.2. The LPC must ensure any changes made as a result of the briefing are reflected in the PAR eTool, as applicable.

3.1.9.3. The operations sector division director must ensure all changes are properly captured in DAMIR.

3.1.9.4. The operations sector division directors must update the program assessment spreadsheet in the eCommunity to reflect any changes made as a result of the briefing.

3.1.10. Prioritize Program Selection Recommendations.

3.1.10.1. The operations sector division director must provide the PM&I ~~ISDIPAD~~ director with a list of programs recommended for DAES review NLT the eighth working day of the month. *(CI)*

3.1.10.2. The operations sector division directors must ensure the program recommendations are annotated in the appropriate field in the program assessment spreadsheet located in the eCommunity.

3.1.11. Release Program Assessments in DAMIR.

3.1.11.1. The operations sector division action officers must release all DAES program assessments to the supervisor role NLT the seventh working day of the month.

3.1.11.2. The PM&I A&II branch manager must perform the supervisor role in DAMIR. This role must include ensuring all program assessments required for the month have been released to the supervisor review level by the operations sector division action officers. This role must also ensure no obvious errors are present prior to releasing the program assessments to the release authority role NLT the eighth working day of the month.

3.1.11.3. The PM&I ~~ISDIPAD~~ director must perform a final review of all program assessments and release to OSD AT&L in DAMIR NLT the eighth working day of the month. *(CI)*

**3.2. RECOMMEND PROGRAMS FOR SELECTION.**

3.2.1. Analyze Program Assessments for Strategic Trends. The PM&I A&II branch manager must ensure the A&II group lead performs an analysis of program assessments in accordance with the PM&I A&II branch standard operating procedures.

3.2.2. Develop Program Selection Recommendation Briefing. The PM&I A&II branch manager must ensure the A&II group lead produces a program selection recommendation briefing in accordance with the PM&I A&II branch standard template. This briefing must consider input from the operations sector division directors, SPDs, and IAC, as applicable.

3.2.3. Conduct DAES Program Selection Meeting Pre-Brief.

3.2.3.1. The PM&I ~~ISDIPAD~~ director must lead the DAES program selection meeting pre-brief to the PM&I executive director. *(CI)*

3.2.3.2. The PM&I A&II branch manager must distribute a meeting invitation and the briefing to the Deputy PM&I executive director, SPD directors, and IAC director.

3.2.3.3. The PM&I A&II branch manager and A&II group lead must present the briefing developed in paragraph 3.2.2. of this Instruction to the PM&I executive director.

3.2.3.4. The PM&I A&II branch manager must ensure any action items are captured and revisions made to the briefing prior to the DAES program selection meeting. The PM&I executive director may elect to use the briefing as reference material during the DAES program selection meeting.

3.2.4. Recommend Programs for Selection to USD(AT&L). The PM&I executive director represents DCMA at the DAES program selection meeting, and provides program selection recommendations to the USD(AT&L). The PM&I A&II branch manager will summarize the engagement with OSD using the Customer Engagement Recording (CER) eTool to distribute customer intelligence.

**3.3. STRATEGIC MEASURES.** These measures must be developed and maintained by the PM&I ~~ISDIPAD~~ director to satisfy the DCMA Management Strategic Plan, Business Goal 2 (Reference (b)) which states in part, “Progress will be measured and monitored by... assessing the quality of the acquisition intelligence delivered in predictive reports supporting program managers and Office of the Secretary of Defense.” (CI)

3.3.1. Generate Agency Strategic Measures. The PM&I A&II branch manager must ensure the A&II group lead generates strategic measures for the DAES program assessments released in DAMIR NLT 7 working days following the DAES program selection meeting pre-brief. The measures must be documented per A&II branch standard operating procedures.

3.3.2. Distribute Strategic Measures to Stakeholders. The PM&I ~~ISDIPAD~~ director must distribute the strategic measures to all stakeholders, to include the operations sector division directors and the EA Program Integration and Analysis Division Director. (CI)

3.3.3. Support Policy, Tools, and Training Initiatives. The PM&I ~~ISDIPAD~~ director will engage with headquarters functional directorates to ensure policy, tools, and training are available to address potential issues reflected in the strategic measures and synchronize with DAES policy changes. (CI)

### **3.4. PROVIDE DCMA PERSPECTIVE AT DAES REVIEW MEETING.**

3.4.1. Provide Notification of Programs Selected for Review. OUSD(AT&L) provides notification of programs selected for review to a distribution list of stakeholders. The PM&I A&II branch manager must notify the DCMA enterprise of the program selections.

#### ~~3.4.2. Issue Tasking for Program Assessment Chart (PAC) Updates.-(CI)~~

~~3.4.2.1. The PM&I A&II branch manager must issue a tasking to the operations sector division directors for PAC updates on the programs selected for review. The tasking must include a suspense date that leaves sufficient time for the PM&I A&II branch manager’s review, briefing to PM&I executive director, and revisions as necessary prior to DAES review meeting. (CI)~~



~~3.4.2.2. The applicable operation sector division directors must forward the tasking to the appropriate LPCs, request updates to the PAC, and establish a suspense date for submission. (C1)~~

~~3.4.2.3. Upon receipt of tasking, the LPC must ensure the PAC is current and complete, and then notify the operations sector division director when they have completed the PAC. (C1)~~

~~3.4.2.4. The operations sector division director must review the PAC and determine if it meets expectations outlined in the PAC template prescribed in DCMA INST 205 (Reference (h)). If the PAC does not meet expectations, the operations sector division director must return it to the LPC within 1 working day with comments and/or recommendations for improvement. The LPC must respond to the operations sector division director within 1 working day. (C1)~~

~~3.4.2.5. LPCs and PIs, in compliance with DCMA INST 205 (Reference (h)), must ensure that the PM is knowledgeable of the information in the PAR and PAC. (C1)~~

~~3.4.2.6. The operations sector division directors must forward the final PAC to the PM&I A&II branch manager by the required suspense date. The operations sector division directors must include the following on distribution of the final PAC: COO, operations functional directorates, headquarters functional directorates, and DCMA Aircraft Operations, as appropriate, for their situational awareness. (C1)~~

~~3.4.2.7. The PM&I A&II branch manager must ensure the A&II group leads review the PACs and request any clarifications and updates from the operations sector division directors. (C1)~~

~~3.4.2.8. If there is a rating disparity between the PM program assessment and a DCMA program assessment, the responsible LPC must advise the applicable SPD director to communicate the disparity with the PEO. Accordingly, the SPD director must notify the PM&I ISD director once the PEO has been advised (ensure the notification takes place NLT 24 hours before the DAES review meeting). The SPD director must summarize the engagement with the PEO using the CER eTool in accordance with DCMA INST 407, "Customer Engagement" (Reference (i)). (C1)~~

**3.4.2. Develop DAES Review Meeting Reference Package.** The PM&I A&II branch manager must ensure the PM&I A&II group lead produces a DAES review meeting reference package and briefing in accordance with the PM&I A&II standard template. This must include ~~the PACs~~, information contained in DAMIR (to include SAW), and input from the SPD directors and IAC director. *(C1)*

### **3.4.3. Conduct DAES Review Meeting Pre-Brief.** *(C1)*

**3.4.3.1.** The PM&I ~~ISDIPAD~~ director must lead the DAES review meeting pre-brief to the PM&I executive director. *(C1)*

**3.4.3.2.** The PM&I A&II branch manager must distribute a meeting invitation and the briefing to the Deputy PM&I executive director, SPD directors, and IAC director. *(CI)*

**3.4.3.3.** The PM&I A&II branch manager and A&II group lead must present the package developed in paragraph 3.4.3. of this Instruction to the PM&I executive director. *(CI)*

**3.4.3.4.** The PM&I A&II branch manager must ensure any action items are captured and revisions made to the briefing prior to the DAES review meeting. The PM&I executive director may elect to use the package as reference material during the DAES review meeting. *(CI)*

**3.4.3.5.** *If there is a rating disparity between the PM program assessment and a DCMA program assessment, the responsible LPC must advise the applicable SPD director to communicate the disparity with the PEO (pursuant to responsibilities identified in subpara 2.2.3.3.). Accordingly, in line with duties identified in subpara 2.1.4.2 of this instruction, the SPD director must notify the PM&I IPASD director once the PEO has been advised (ensure the notification takes place NLT 24 hours before the DAES review meeting). The SPD director must summarize the engagement with the PEO using the CER eTool in accordance with DCMA-INST 407, "Customer Engagement" (Reference (1)). (CI)*

**3.4.4.** Provide DCMA Insight at DAES Review Meeting. The PM&I executive director represents DCMA at the DAES review meeting, and provides unique program insight to the USD(AT&L). *(CI)*

**3.4.4.1.** PM&I A&II branch manager must post the DAES review meeting minutes to the eCommunity pending OSD coordination and must notify the DCMA enterprise when the reports are issued, summarizing significant issues, and identifying DCMA taskings or actions. *(CI)*

**3.4.4.2.** The PM&I ~~ISD~~**IPAD** director must provide regular feedback received from the DoD Acquisition Enterprise on the quality and timeliness of the DCMA program assessments and the PM&I A&II branch manager or designee must summarize the engagement with OSD using the CER eTool. *(CI)*

## CHAPTER 4

### DEFENSE ACQUISITION MANAGEMENT INFORMATION RETRIEVAL (DAMIR)

#### 4.1. USER ROLES. (See Resource Web Page)

##### 4.1.1. Viewers (Non-DAES).

4.1.1.1. This role may be used by DCMA users with a clear need to access the program purview module of DAMIR, but do not require access to the DAES review module.

4.1.1.2. The program purview module of DAMIR contains a significant amount of useful program information including program overview, POCs, applicable contracts, budgets (Program Objective Memorandum, President's Budget, etc.), Selected Acquisition Report information, Acquisition Program Baseline milestones, Nunn-McCurdy breaches (if applicable), and summary of earned value management information.

##### 4.1.2. Viewers.

4.1.2.1. This role may be used by LPCs, PIs, and other DCMA users with a clear need to access DAES program assessments contained in DAMIR.

4.1.2.2. Access to assessments at various points in the review process. Users will always be able to view fully released assessments and may have access to other assessments. They may not, however, create new assessments or promote them in the review process. Requests for viewing privileges should include the point in the release process at which the user requires access.

##### 4.1.3. Action Officers.

4.1.3.1. This role must be reserved for personnel within the operations sector divisions.

4.1.3.2. These users have access to all released assessments and any assessments that are in process for their office. They can also create assessments, edit any assessments that are at their level of review, and promote them for further review.

##### 4.1.4. Supervisors.

4.1.4.1. This role must be reserved for the PM&I A&II branch manager, at the discretion of the PM&I executive director.

4.1.4.2. Users who supervise the release process have access to all released assessments. They also have access to any assessments that are in process for their office and have been released to their level of review. The main role of these users is to review assessments that have been promoted to them and to promote these assessments forward in the release process.

#### 4.1.5. Release Authority.

4.1.5.1. This role must be reserved for the PM&I ~~ISDIPAD~~ director at the discretion of the PM&I executive director. *(CI)*

4.1.5.2. Users at this level of release have access to all released assessments. They also have access to any assessments that are in process for their office and have been released to their level of review. This is the last level of review for any office working with OSD assessments. The main role of these users is to review assessments that have been promoted to them and determine if it is appropriate to move them forward to the DAMIR DAES community.

#### **4.2. ACCESS AND ADMINISTRATION.** (See Resource Web Page for specific POCs.)

4.2.1. Requesting Access for Viewers (Non-DAES) Role. Send request for access to PM&I A&II branch manager or designee. Ensure the request includes full name, email address, position title, office, and sufficient rationale justifying access to the system.

4.2.2. Requesting Access for Viewers Role. Send request for access to applicable operations sector division director. Ensure the request includes full name, email address, position title, office, program, and sufficient rationale justifying access to the system. Operations sector division director must vet and consolidate the requests prior to forwarding to PM&I A&II branch manager or designee.

4.2.3. Requesting Access for Action Officer Role. Send request for access to applicable operations sector division director. Ensure the request includes full name, email address, position title, office, and sufficient rationale justifying access to the system. The operations sector division director must vet and consolidate the requests prior to forwarding to the PM&I A&II branch manager or designee.

4.2.4. Requesting Access for Supervisor or Release Authority Role. Per the direction of the PM&I executive director, the PM&I A&II branch manager must assign the supervisor or release authority role within DAMIR. In the absence of the PM&I A&II branch manager, the PM&I ~~ISDIPAD~~ director must perform this function. *(CI)*

## GLOSSARY

### DEFINITIONS

**Acquisition Category I (ACAT I).** Programs categorized as MDAPs or MAIS programs designated ACAT I by the Milestone Decision Authority (MDA).

**Component Head.** The leader of a DCMA organization that reports directly to the Director, DCMA.

**Defense Acquisition Executive Summary (DAES).** Principal mechanism for tracking programs between milestone reviews. It is both a reporting and review process serving two primary purposes: (1) Provide awareness of the execution status of all reporting programs, and (2) Provide assessments that enable identification of emerging execution issues that warrant the attention of senior leadership.

**Defense Acquisition Management Information Retrieval (DAMIR).** OSD tool used to communicate program assessments and information across the DoD Acquisition Enterprise.

**Major Automated Information Systems (MAIS).** DoD acquisition program for an automated information system that is either designated by the MDA as a MAIS, or estimated to exceed certain dollar levels.

**Major Defense Acquisition Programs (MDAP).** ACAT I programs are MDAPs. Programs estimated by the USD(AT&L) to require eventual expenditure for Research, Development, Test and Evaluation of more than \$365 million (FY 2000 constant dollars) or procurement of more than \$2.19 billion (FY 2000 constant dollars), or those designated by the USD(AT&L) to be MDAPs.

**Performance Assessment and Root Cause Analyses (PARCA).** Carries out performance assessments of MDAPs and conducts root cause analyses for MDAPs with Nunn-McCurdy breach status or when requested by senior DoD officials.

**Program Integrator (PI).** Primary DCMA representative to the procuring customer and leads a PST comprised of functional experts. PI assesses contractor performance, predicts future performance, and makes actionable recommendations related to future programmatic efforts.

**GLOSSARY****ACRONYMS**

A&II	Analysis & Information Integration Branch
ACAT	acquisition category
AT&L	Acquisition, Technology & Logistics
CER	Customer Engagement Recordings eTool
CMO	contract management office
COO	Chief Operations Officer
DAES	Defense Acquisition Executive Summary
DAMIR	Defense Acquisition Management Information Retrieval
DCMA-INST	DCMA Instruction
EA	Engineering and Analysis
FY	fiscal year
HQ	headquarters
IAC	Industrial Analysis Center
<del>ISDIPAD</del>	<del>Integration Support</del> <i>Integrated Policy and Analysis</i> Division(CI)
LPC	lead platform command
MAIS	Major Automated Information System
MDA	Milestone Decision Authority
MDAP	Major Defense Acquisition Program
NLT	not later than
OUSD	Office of the Under Secretary of Defense
OSD	Office of the Secretary of Defense
<del>PAC</del>	<del>program assessment chart</del> (CI)
PAR	program assessment report
PARCA	Performance Assessments and Root Cause Analyses
PEO	program executive office
PI	program integrator
PLAS	Performance Labor Accounting System
PM	program manager
PM&I	Portfolio Management & Integration Directorate
POC	point of contact

PST	program support team
SAW	Significant Acquisition Watchlist
SPD	service portfolio division
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology and Logistics