



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

# **INSTRUCTION**

## **DCMA IT Acquisitions - Non-Programmed Acquisitions Valued At \$3,000 Or Below**

**Information Technology Directorate**  
**OPR: DCMAIT-D**

**DCMA-INST 810**  
**November 22, 2011**

*Validated current, April 2, 2013*

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**1. PURPOSE.** This Instruction:

1.1. Reissues and updates current DCMA policy (Reference (a)) and guidance for the purchase of non-programmed commercial off-the-shelf (COTS) or government off-the-shelf (GOTS) software and hardware (i.e., desktop and laptop computers, switches, peripherals, miscellaneous parts) valued at \$3,000 or below. (Note: This instruction does not cover the acquisition of non-programmed IT-related commercial services. Those are covered in a separate instruction).

1.2. Changes the Government Purchase Card limit to \$3,000, in accordance with Federal Acquisition Regulation (FAR) (Reference (b)), and Department of Defense (DoD) FAR Supplement (Reference (c)) information.

1.2.1. Adds conformity and uniformity within the agency to meet required configuration management controls (Public Law 104-106, Reference (d)).

1.2.2. Adds an electronic PDF GPC form for Information Technology Customer Service Organization (ITCSO) use only when local purchase is required.

1.2.3. Adds the requirement for a Service Center ticket.

1.2.4. Adds a checklist process for Field Services personnel.

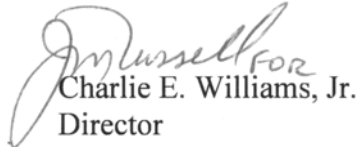
1.2.5. Provides the background information to address software acquisitions and licensing before the mission is adversely impacted.

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

**3. MANAGERS' INTERNAL CONTROL SYSTEM.** This instruction contains managers' internal control provisions that are subject to evaluation and testing as required by Reference (e).

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

5. **POLICY RESOURCE PAGE.** <https://home.dcmamil/policy/810r>
6. **PLAS CODE.** D212 – Applications Software
7. **EFFECTIVE DATE.** This Instruction is effective immediately.

  
Charlie E. Williams, Jr.  
Director

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**REFERENCES**

(Links are located on the Policy Resource Page)

- (a) DCMA Instruction, "IT Acquisitions – Non-Programmed Acquisitions Valued at \$3,000 or Below," April 2009 (hereby canceled)
- (b) Federal Acquisition Regulation (FAR), June 21, 2011
- (c) Agency FAR Supplements, June 21, 2011
- (d) Public Law 104-106 (Clinger – Cohen Act), February 10, 1996
- (e) DCMA Instruction, "Managers' Internal Control Program," September 12, 2011
- (f) DoD Directive 5105.64, "Defense Contract Management Agency," September 27, 2000

## **CHAPTER 1**

### **POLICY**

#### **1.1. POLICY.**

1.1.1. This Instruction implements Federal Acquisition Regulation and DoD Agency FAR Supplement information (References (b) and (c)). This Instruction updates established policy and guidance that DCMA components will use to request non-programmed COTS or GOTS software and hardware (i.e., desktop and laptop computers, switches, peripherals, miscellaneous parts) valued at \$3,000 or below.

1.1.2. Components are responsible for the effective and efficient implementation of processes within their functional area and the reporting of information technology (IT) practices, adhering to the Agency's strategic goals.

1.1.3. Information Technology Customer Service Organization, as the primary process owner, shall oversee the development, implementation, administration, and management of the DCMA IT Acquisitions - Non-Programmed Acquisitions Valued At \$3,000 Or Below process.

## **CHAPTER 2**

### **RESPONSIBILITIES**

#### **2.1. DCMA COUNCIL.** The DCMA Council shall:

2.1.1. Be the review body that oversees the Information Technology Steering Panel (ITSP) and the Technical Architecture Steering Group (TASG), described below.

2.1.2. Be composed of the agency director, deputy director, headquarters executive directors, and division directors.

2.1.3. Provide advice and recommendations to the DCMA Director.

#### **2.2. INFORMATION TECHNOLOGY STEERING PANEL (ITSP).** The ITSP shall:

2.2.1. Authorize the initiation, concept development, and coding or acquisition for all DCMA software development projects. Software can be developed by the DCMA Software Development Division (DCMAIT) by its own efforts alone, or by a combination of DCMAIT-A development and integration of acquired GOTS and/or COTS software.

2.2.2. Approve or deny software acquisition requests brought to it by the TASG.

#### **2.3. TECHNICAL ARCHITECTURE STEERING GROUP (TASG).** The TASG shall:

2.3.1. Be charged with providing top-level management and oversight of DCMA's current and planned technical architecture, including change requests, and providing sound and effective advice to the DCMA Chief Information Officer, ITSP, and other DCMA senior management officials.

2.3.2. Oversee a significant range of IT issues related to interoperability of DCMA IT networks and applications. Such issues include infrastructural software (e.g., operating systems, database software, office productivity suites); networks (Wide Area, Metropolitan Area, Local Area); and servers, storage, and network architectures.

2.3.3. Oversee the Technical Architecture Working Group (TAWG).

2.3.4. Approve or deny software acquisition requests brought to it by the TAWG.

2.3.5. Determine if a software request impacts enterprise architecture (and requires ITSP approval).

2.3.6. Provide advice and recommendations to the ITSP.

**2.4. TECHNICAL ARCHITECTURE WORKING GROUP (TAWG).** The TAWG shall:

2.4.1. Provide sound technical advice to the TASG, and through the TASG, to top-level management concerning DCMA's current and planned technical architecture, including change requests.

2.4.2. Recommend or deny software acquisition requests based on technical merits, alternative solutions, or existing solutions already employed at DCMA.

**2.5. CONFIGURATION MANAGEMENT CENTER (CMC).** The CMC shall:

2.5.1. Oversee the state of software and hardware assets acquired by DCMA.

2.5.2. Provide reporting to the agency concerning the license compliance for all software assets.

2.5.3. Provide reporting to the agency concerning the number of software assets employed at DCMA.

2.5.4. Provide reporting to the agency concerning approved and unauthorized software.

2.5.5. Facilitate and coordinate the software asset management life cycle, from procurement to disposal.

**2.6. FIELD SERVICES.** ITCSO Field Services shall:

2.6.1. Oversee the distribution and removal of software and its proper installation on servers and workstations.

2.6.2. Be the liaison between the end user and the CMC, concerning license compliance issues and software requests.

2.6.3. Remediate software installation requests from end users, including software procurement requests.

2.6.4. Approve or deny new software requests based on license compliance and approved/unauthorized software reports.

2.6.5. Implement software deployment/installation.

2.6.6. Remediate license overages by determining where software can be removed and implementing removal.

**2.7. APPLICATION TEST CENTER (ATC).** The ATC shall:

2.7.1 Be involved during software acquisition to test new software and verify its impact on DCMA's enterprise architecture.

2.7.2. Provide test verification of suitability of new software for use in DCMA's environment.

**2.8. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR).** The COTR shall:

2.8.1. Be responsible for most software acquisition duties involving vendor assessment, software requirements specification, and proper handling of the software contractual items for the duration of the contract.

2.8.2. Provide contract and license information to the CMC, as well as auditing guidance.

2.8.3. Serve as a liaison between the agency and the software supplier or manufacturer and provide clarification of license, registration, support, and usage data provided by the manufacturer.

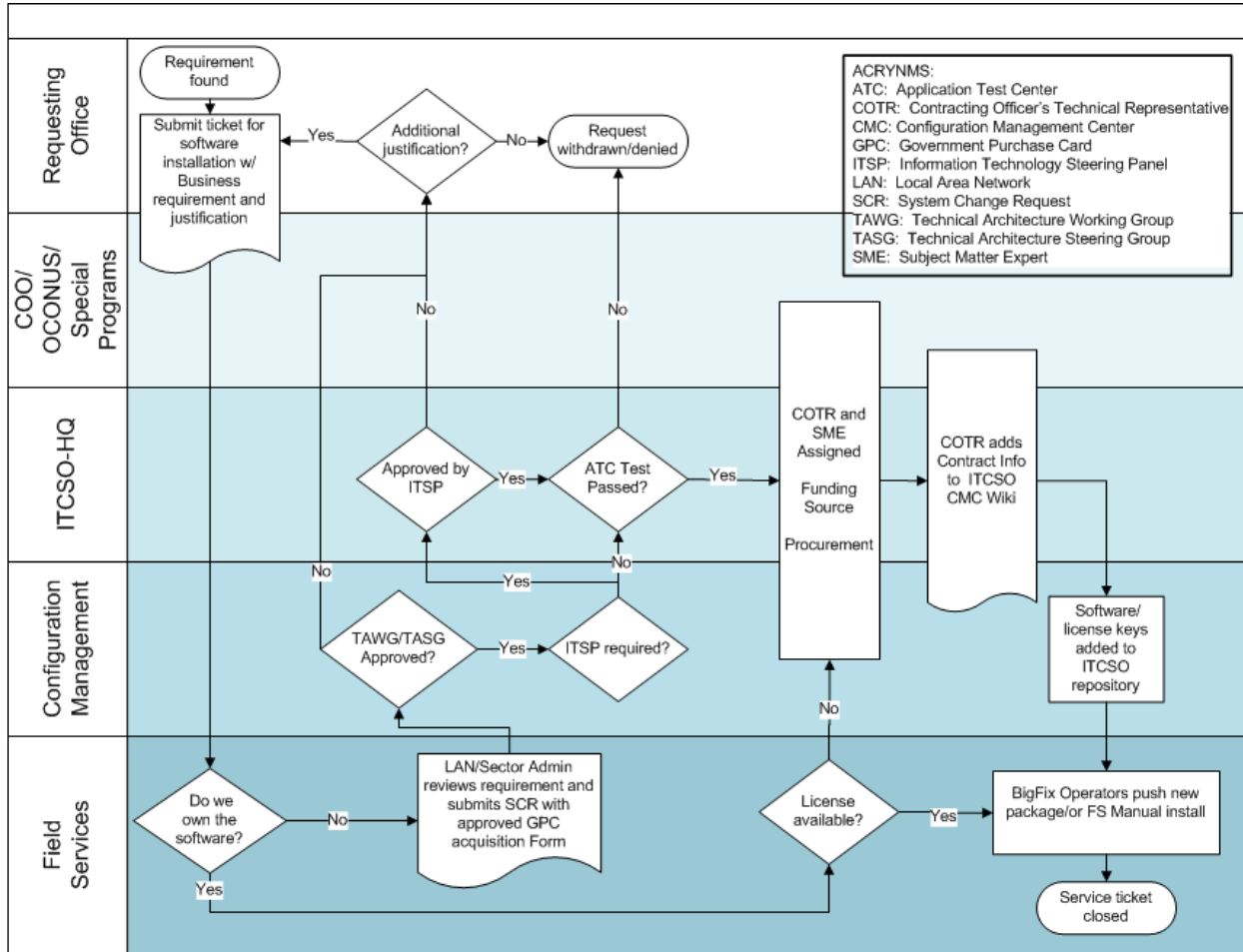
2.8.4. Provide advice to Field Services and the CMC for planned acquisitions so as to avoid license overages or software asset shortfalls.



## CHAPTER 3 PROCEDURES

**3.1. COTS or GOTS ACQUISITION.** Figure 1 illustrates the overall process for software acquisition.

**Figure 1. COTS or GOTS Acquisition Under \$3,000**



**3.2. REQUESTER SUBMITS SERVICE CENTER TICKET.** The requester begins the acquisition process by submitting a service center ticket. Requests can be submitted by calling (888) 576-3262 or on the web from the DCMA home page. The request should include the name of the software or hardware and any pertinent information that ITCSO may need (total number of licenses needed, estimated cost if new software or hardware is being requested, etc.). ITCSO Field Services will determine the status of the request, whether it is approved for use and whether licenses are available for installation, and work with the customer through the acquisition process, if needed. The remainder of this process assumes that the software is not owned by DCMA.

**3.3. FIELD SERVICES/REQUESTER SUBMITS SYSTEM CHANGE REQUEST (SCR) AND GOVERNMENT PURCHASE CARD (GPC) REQUEST FORM.** A LAN/Sector Admin is assigned to assist requester with SCR and GPC forms. IT personnel fills-in the GPC form. Include justification and the appropriate command approval. LAN/Sector Admin creates the SCR form and will attach the approved GPC form.

**3.4. DCMAIT-K/TAWG/TASG REVIEWS SCR.** DCMAIT-K/TAWG/TASG evaluates purchase request and determines if software impacts enterprise architecture (and requires ITSP approval). DCMAIT-K reviews package to resolve any security issues in preparation for TAWG. COTR and subject matter expert (SME) are recommended. Additional documentation may be required; TAWG makes recommendation.

**3.5. PURCHASE GREATER THAN \$3,000.** If the purchase is greater than \$3,000 and/or requires ITSP approval, ITSP reviews the package. ITSP reviews the purchase request and may require additional documentation (e.g., Milestone AI).

NOTE: See DCMA Instruction, "DCMA IT Acquisitions - Non-Programmed Acquisitions Valued Above \$3,000."

**3.6. ATC TESTS EVALUATION COPY OF SOFTWARE.** ATC makes recommendation to TAWG for acceptance, rework, or rejection of proposed software.

**3.7. CMC PROCESSES PACKAGE.** COTR assignment is requested, if none already exists. Contract license terms are reviewed with the COTR.

### **3.8. PROCUREMENT.**

3.8.1. If purchase is less than \$3,000, COTR executes procurement. COTR sends approvals and acquisition request to appropriate ITCSO purchaser for processing.

3.8.2. If purchase is greater than \$3,000, Contracting executes procurement. Contract is finalized, reviewed, and then executed.

3.8.3 Contract Preaward Review. Prior to signing, contracting or purchaser forwards contract to COTR and CMC for review and comment. COTR and CMC verify that satisfactory auditable license terms appear in the contract, in the vendor documentation for the product, or in any other associated documentation from the vendor. Issues with license terms are communicated back to contracting or purchaser and resolved prior to contract award.

3.8.4. COTR and CMC Preaward Review. COTR provides contract, license, and software information to CMC. COTR deposits contract and license vendor documentation into CMC contract repository. COTR updates the published contract/license documentation maintained jointly by COTR and CMC. COTR sends notice of receipt of software media/keys to CMC for posting. CMC reviews all items and finalizes changes to auditing, as needed.

**3.9. FIELD SERVICES INSTALLS SOFTWARE.** Original LAN/Sector Admin implements installation of software package either by implementing automated distribution process or by manually installing software on target computer.

## ACRONYMS

ATC	Automated Test Center
CMC	Configuration Management Center
COTR	contracting officer technical representative
COTS	commercial off-the-shelf
DoD	Department of Defense
FAR	Federal Acquisition Regulation
GOTS	government off-the-shelf
GPC	government purchase card
IT	information technology
ITSCO	Information Technology Customer Service Organization
ITSP	Information Technology Steering Panel
SCR	system change request
SME	subject matter expert
TASG	Technical Architecture Steering Group
TAWG	Technical Architecture Working Group