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Description of document: List of all Defense Contract Management Agency (DCMA) policies contained on the DCMA intranet, 2013

Request date: 12-April-2013

Released date: 01-May-2013

Posted date: 16-March-2015

Source of document: Freedom of Information Act Request
Defense Contract Management Agency
ATTN: FOIA Office
Building 10500
3901 A Avenue
Fort Lee, VA 23801
Email: DCMA.FOIA@dcma.mil

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DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A AVENUE, BUILDING 10500
FORT LEE, VA 23801-1809

This is in response to your Freedom of Information Act request, directed to the Defense Contract Management Agency (DCMA) on or about April 12, 2013. Your request seeks a list of all DCMA policies contained on the DCMA intranet. We assigned control number 13-103 to your request for administrative purposes.

Enclosed is a listing of all DCMA policies, as printed from DCMA's intranet. Your FOIA request has been granted in full. I am not assessing fees for the search in this instance.

If you have questions regarding your request, please contact the DCMA FOIA Officer, Ms. Donna Williamson at donna.williamson@dema.mil, or (804) 734-1488.

Sincerely,

A handwritten signature in cursive script that reads "Kimberly Turner".

KIMBERLY TURNER
FOIA Analyst

Enclosure: As stated

DCMA POLICY PUBLICATIONS

Sort instructions by clicking on a heading or use the drop-down menu to FILTER instructions by function (mission processes, business support, etc.)

View By Filter:

Title	Type	Policy No	Version	CPR	Action 1	Action 2
ALRE CSI Surveillance	Instruction	317	12/01/11	QA	View Publication	-
ATAAPS	Instruction	705	10/01/09	FB	View Publication	-
Absence and Leave	Instruction	605	09/01/04	HC	View Publication	-
Academic Tuition Assistance	Instruction	615	10/26/12	HC	View Publication	-
Accessing and Safeguarding Official Personnel Folders (OPFs)	Instruction	622	07/09/12	HC	View Publication	-
Accident Reporting	Instruction	673	06/01/06	HC	View Publication	-
Advance Payments	Instruction	110	03/19/13	AQ	View Publication	-
Aircraft Operation - DCMA	Instruction	8210-2	03/01/13	AO	View Publication	View Resource Page
Alternate Dispute Resolution (ADR)	Instruction	902	09/01/04	GC	View Publication	-
Alternative Dispute Resolution	Director's Policy Statement	005	10/01/12	DC	View Publication	-
Anti-terrorism/Force Protection	Instruction	558	10/01/09	DS	View Publication	-
Assessment Architecture	Instruction	972	07/01/08	DE	View Publication	-
Assignments/Reassignments	Instruction	1060	01/01/09	DC	View Publication	-
Bellringer Reporting	Instruction	411	01/29/13	PI	View Publication	-
Boards of Review	Instruction	134	10/15/12	AQ	View Publication	View Resource Page
Break-Fix	Instruction	812		IT	View Publication	-
CCAS Force Deployment Instruction	Instruction	1001	11/01/10	DC	View Publication	-
COMSEC/COMSEC Monitoring	Instruction	554	08/01/04	DS	View Publication	-
COTS	Instruction	813		IT	View Publication	-
Canceling Funds	Instruction	112	10/31/09	AQ	View Publication	-
Civilian Personnel Employment	Instruction	635	05/31/11	HC	View Publication	-
Combat Trafficking In Persons (CTIP)	Instruction	1004		DC	View Publication	-
Competitive Sourcing	Instruction	703	08/01/07	FB	View Publication	-
Complaint / Hot Line Process	Instruction	932	03/01/10	DM	View Publication	-
Comprehensive Subcontracting Plan	Instruction	141		AQ	View Publication	-
Concept of Operations (CONOPS) Validation	Instruction	712	12/03/12	FB	View Publication	-
Configuration Change Management	Instruction	217	11/28/12	EA	View Publication	View Resource Page
Congressional Affairs	Instruction	521	04/02/12	DS	View Publication	View Resource Page
Consent to Subcontract	Instruction	143	03/19/13	AQ	View Publication	View Resource Page
Contingency Contract Administration Services	Instruction	1202	04/02/13	AQ	View Publication	View Resource Page
Continuous Improvement Idea Identification (CIII)	Instruction	592	07/01/10	DS	View Publication	-
Continuous Process Improvement/Lean Six Sigma (CPI/LSS) Program	Instruction	591	04/02/13	DS	View Publication	View Resource Page
Contract Audit Follow-Up (CAFU)	Instruction	126	12/31/11	AQ	View Publication	-
Contract Claims and Disputes	Instruction	905	11/01/07	GC	View Publication	-
Contract Closeout	Instruction	135	03/02/12	AQ	View Publication	-
Contract Debt	Instruction	104	12/11/12	AQ	View Publication	View Resource Page
Contract Modifications	Instruction	103	04/30/04	AQ	View Publication	-
Contract Property Management	Instruction	124	02/01/13	AQ	View Publication	View Resource Page
Contract Receipt and Review	Instruction	118	10/01/10	AQ	View Publication	-
Contract Safety Requirements - Ammunition, Explosives and Other Postaward Hazardous/Safety Requirements	Instruction	306	11/01/09	QA	View Publication	-
Contract Technical Review	Instruction	325	05/24/12	QA	View Publication	-

Contracting Officer's Representatives (CORs)	Instruction	121	07/01/11	AQ	View Publication	-
Contractor Business Systems	Instruction	131	12/31/11	AQ	View Publication	-
Contractor Insurance and Pension Review (CIPR)	Instruction	107	10/01/04	AQ	View Publication	-
Contractor Past Performance Information	Instruction	201	09/01/04	EA	View Publication	-
Contractor Performance Assessment Reporting System Guidance	Instruction	114	10/01/09	AQ	View Publication	-
Contractor Purchasing System Reviews	Instruction	109	11/28/12	AQ	View Publication	-
Contractor's Flight And Ground Operation - DCMA	Instruction	8210-1	04/01/07	AO	View Publication	-
Controlled Tour Lengths	Instruction	1061	01/01/09	DC	View Publication	-
Corrective Action Process	Instruction	1201	12/10/12	MULTI	View Publication	View Resource Page
Correspondence and Official Documents	Instruction	502	02/28/11	DS	View Publication	-
Cost Accounting Standards(CAS) Administration	Instruction	108	04/03/13	AQ	View Publication	-
Cost Monitoring	Instruction	123	01/05/12	AQ	View Publication	View Resource Page
Crisis Management	Instruction	1003	08/17/12	DC	View Publication	View Resource Page
Critical Safety Items - QA	Instruction	303	04/10/13	QA	View Publication	View Resource Page
Customer Engagement	Instruction	407	02/15/13	PI	View Publication	-
Customer Liaison Representatives (CLRs)	Instruction	405	08/02/12	PI	View Publication	-
Customer Satisfaction	Instruction	404	09/04/12	PI	View Publication	View Resource Page
DAWIA Training Management	Instruction	629	03/07/12	HC	View Publication	-
DCMA IT Acquisitions - Non-Programmed Acquisitions Valued at \$3,000 or Below	Instruction	810	04/02/13	IT	View Publication	View Resource Page
DCMA Order of Precedence	Director's Policy Statement	010	12/18/12	DS	View Publication	-
DCMA-Unique Software Development - IT Acquisitions	Instruction	804	04/01/09	IT	View Publication	-
Data Collection and Analysis	Instruction	323	09/30/11	QA	View Publication	-
Data Management	Instruction	808	05/01/09	IT	View Publication	-
Defense Acquisition Executive Summary (DAES)	Instruction	406	11/01/10	PI	View Publication	-
Deficiency Reports	Instruction	305	10/15/12	QA	View Publication	View Resource Page
Delegate Surveillance	Instruction	316	09/01/10	QA	View Publication	-
Detail of Employees	Instruction	670	09/01/04	HC	View Publication	-
Disallowance of Costs	Instruction	128	12/31/11	AQ	View Publication	-
Distinguished Visitor Notification	Instruction	410	04/02/13	PI	View Publication	-
Diversity and Inclusion	Director's Policy Statement	004	10/01/12	DC	View Publication	-
E-Tools Reports - Requesting - IT Operations	Instruction	802	09/01/04	IT	View Publication	-
Earned Value Management System (EVMS) - Program Analysis Pamphlet	Pamphlet	200-1	10/29/12	EA	View Publication	View Resource Page
Earned Value Management System (EVMS) - Standard Surveillance Instruction	Instruction	210	02/29/12	EA	View Publication	View Resource Page
Earned Value Management System - Compliance Reviews	Instruction	208	06/30/11	EA	View Publication	-
Earned Value Management System Specialist Certification Training Program	Instruction	206	01/04/13	EA	View Publication	View Resource Page
Electronic Records Access - IT Operations	Instruction	801	09/01/04	IT	View Publication	-
Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees	Instruction	620	12/01/09	HC	View Publication	-
Employment of Experts and Consultants	Instruction	627	02/21/12	HC	View Publication	-
Employment of Federal Civilian Annuitants	Instruction	624	09/30/11	HC	View Publication	-
Energy Management	Instruction	537		DS	View Publication	-
Enterprise Supply Chain Analysis and Reporting	Instruction	220	04/03/13	EA	View Publication	-
Equal Employment Opportunity	Director's Policy Statement	001	10/01/12	DC	View Publication	-
Estimating System Review	Instruction	133	02/28/12	AQ	View Publication	-
External Audits	Instruction	934	01/15/13	DM	View Publication	-

Facilities Management	Instruction	531	09/01/05	DS	View Publication	-
Family Support	Instruction	671	09/01/04	HC	View Publication	-
Final Overhead Rates	Instruction	125	12/31/11	AQ	View Publication	-
Financial Analysis	Instruction	105	05/30/04	AQ	View Publication	-
Firearms and Use of Force	Instruction	551	08/01/04	DS	View Publication	View Resource Page
First Article and Production Lot Testing	Instruction	302	06/08/12	QA	View Publication	-
First Level Supervisory Review	Instruction	315	01/31/13	QA	View Publication	-
Fitness Memberships - Civilian	Instruction	672	11/01/09	HC	View Publication	-
Foreign Government Decorations and Gifts	Instruction	903	09/01/04	GC	View Publication	-
Foreign Liaison	Instruction	553	08/01/04	DS	View Publication	-
Forward Pricing Rate Agreements	Instruction	130	12/31/11	AQ	View Publication	-
Fraud, Waste, and Abuse	Instruction	906	10/01/10	GC	View Publication	-
Freedom of Information (FOIA) Requests	Instruction	503	08/01/04	DS	View Publication	-
Funding Employee Activities	Instruction	601	09/01/04	HC	View Publication	-
Funds Control	Instruction	791	02/01/10	FB	View Publication	-
GCQA Surveillance Planning	Instruction	309	02/01/12	QA	View Publication	-
GIDEP and DCMA Forum Regarding Defective/Nonconforming Product and Process Notifications	Instruction	301	01/01/06	QA	View Publication	-
GOV Management	Instruction	534	07/01/09	DS	View Publication	-
General Orders (GO)	Instruction	711	10/31/11	FB	View Publication	-
General Payment Support	Instruction	136	03/09/12	AQ	View Publication	-
Government Purchase Cards	Instruction	117	03/29/13	AQ	View Publication	View Resource Page
Government Travel Charge Card	Instruction	536	10/01/09	DS	View Publication	-
Grants, Agreements and Other Transactions	Instruction	137	04/02/13	AQ	View Publication	-
Graphics, Framing and Engraving Services	Instruction	523	05/31/11	DS	View Publication	View Resource Page
Harassment	Director's Policy Statement	003	10/01/12	DC	View Publication	-
Hardware	Instruction	814		IT	View Publication	-
Homeowners Assistance Program	Instruction	682	09/01/04	HC	View Publication	-
Hours of Duty, Work Schedules and Compensation	Instruction	604	09/01/04	HC	View Publication	-
IBM Cognos Metric Studio	Instruction	974	01/31/11	DE	View Publication	-
Individual workstation peripherals & consumable supplies valued at less than \$500 each - IT Acquisitions	Instruction	803	04/01/09	IT	View Publication	-
Individuals with Disabilities and Disabled Veterans	Director's Policy Statement	002	10/01/12	DC	View Publication	-
Industrial Analysis	Instruction	401	08/20/12	PI	View Publication	View Resource Page
Industry Management Councils (IMC)	Instruction	403	04/11/13	PI	View Publication	View Resource Page
Information Security	Instruction	552	08/01/04	DS	View Publication	-
Inprocessing and Outprocessing	Instruction	1028	01/31/11	DC	View Publication	-
Intelligence/Counterintelligence	Instruction	559	06/01/10	DS	View Publication	-
Inter-Agency Support Agreements (ISSA)/Memoranda of Agreement (MOA)	Instruction	532	09/01/04	DS	View Publication	-
Inter/Intra-Agency Agreement Reimbursable Work (Non-Procurement and Non-Facility Support)	Instruction	713		FB	View Publication	-
Internal Review Process	Instruction	935	01/15/13	DM	View Publication	-
International Agreements / International Memoranda of Understanding / Host Nation Contract Management Services	Instruction	313	06/01/10	QA	View Publication	-
International and Federal Business (Reimbursable and Non-Reimbursable)	Instruction	709	09/30/11	FB	View Publication	-
Investigations	Instruction	931	03/01/10	DM	View Publication	-
Keystone	Instruction	621	01/01/10	HC	View Publication	-
Lead Platform Command	Annex	205-01	12/04/12	EA	View Publication	View Resource Page

Lead Platform Command (LPC) Pamphlet	Pamphlet	200-2		EA	View Publication	-
Legislation - Proposing	Instruction	904	09/01/04	GC	View Publication	-
Lost, Damaged, and Destroyed DCMA Property	Instruction	533	04/01/08	DS	View Publication	-
Maintaining Discipline	Instruction	608	09/01/04	HC	View Publication	-
Major Program Support	Instruction	205	09/06/12	EA	View Publication	-
Management Evaluation - Civilian Personnel	Instruction	684	09/01/04	HC	View Publication	-
Management Policies, Authorities, and Responsibilities - Civilian Personnel	Instruction	606	06/25/12	HC	View Publication	-
Managers' Internal Control Program	Instruction	710	09/30/11	FB	View Publication	-
Manpower Management	Instruction	793	04/30/11	FB	View Publication	-
Manufacturing and Production	Instruction	204	08/16/12	EA	View Publication	View Resource Page
Material Management and Accounting Systems (MMAS)	Instruction	211	05/01/12	EA	View Publication	-
Memorandum of Agreement for Contract Management	Instruction	409	03/27/13	PI	View Publication	View Resource Page
Mentor Pretege Program for Small Business	Instruction	142		AQ	View Publication	-
Merit Promotion Program	Instruction	617	05/01/09	HC	View Publication	-
Military DAWIA Training	Instruction	1025	01/01/09	DC	View Publication	-
Military Decorations	Instruction	1027	06/18/12	DC	View Publication	-
Military Evaluations	Instruction	1030	06/11/12	DC	View Publication	-
Military Fitness	Instruction	1023	06/25/12	DC	View Publication	-
Military Fitness Membership	Instruction	1062	09/01/06	DC	View Publication	-
Military Interdepartmental Purchase Request (MIPR), Acceptance Process for Services Provided by DCMA	Instruction	704	10/01/08	FB	View Publication	-
Military Joint Position Management	Instruction	1064	10/15/12	DC	View Publication	View Resource Page
Military Justice	Instruction	901	03/01/02	GC	View Publication	-
Military Personnel Casualty	Instruction	1026	07/09/12	DC	View Publication	-
Military Promotions	Instruction	1021	06/18/12	DC	View Publication	-
Military Quarterly and Annual Awards	Instruction	1029	03/27/12	DC	View Publication	-
Military Retirements	Instruction	1032	07/17/12	DC	View Publication	-
Military Sponsorship and Orientation Program	Instruction	1033	02/08/13	DC	View Publication	View Resource Page
Military Spouse and Family Member Preference Program	Instruction	630	05/18/12	HC	View Publication	-
Military Uniform and Personal Appearance	Instruction	1031	06/18/12	DC	View Publication	-
Mission Review Process	Instruction	933	03/01/10	DM	View Publication	-
Mobility Program - Civilian	Instruction	609	09/01/04	HC	View Publication	-
Multifunctional Letter of Delegation	Instruction	216		EA	View Publication	-
National Aeronautics and Space Administration Support	Instruction	307	02/01/10	QA	View Publication	-
Navy Special Emphasis Programs (NSEP)	Instruction	320	06/30/11	QA	View Publication	-
Networks and applications access	Instruction	806	04/01/09	IT	View Publication	-
Nonconforming Material	Instruction	321	09/30/11	QA	View Publication	-
Novation, Change of Name and Business Combination	Instruction	132	12/19/12	AQ	View Publication	-
Official Representation Funds	Instruction	707	12/01/10	FB	View Publication	-
Onboarding - Civilian Personnel	Instruction	632		HC	View Publication	-
Operations Security	Instruction	556	03/31/11	DS	View Publication	-
Order Issuance and Definitization	Instruction	138	02/28/13	AQ	View Publication	View Resource Page
Overhaul and Repair	Instruction	328		QA	View Publication	-
Packaging Management Program	Instruction	304	09/01/09	QA	View Publication	-
Patents and Royalties	Instruction	115	12/31/09	AQ	View Publication	-
Pay Administration	Instruction	610	09/01/04	HC	View Publication	-
Pay Setting	Instruction	633	02/04/13	HC	View Publication	-
Payment of Fees for Guest Lecturers, Speakers, and Panelists	Instruction	190	03/29/13	AQ	View Publication	-

Performance Architecture	Instruction	973		DE	View Publication	-
Performance Labor Accounting System (PLAS)	Instruction	706	04/01/10	FB	View Publication	-
Performance Management	Instruction	614	12/01/07	HC	View Publication	-
Performance-Based Payments	Instruction	116	06/01/10	AQ	View Publication	View Resource Page
Permanent Change of Station (PCS) and First Duty Station (FDS) Travel Determination	Instruction	603	07/29/12	HC	View Publication	-
Personnel Duty Status Changes and Air Force Personnel Action Requests	Instruction	1063	09/01/04	DC	View Publication	-
Personnel Security	Instruction	555	10/22/12	DS	View Publication	View Resource Page
Physical Security	Instruction	557	08/31/11	DS	View Publication	-
Planning & Programming	Instruction	714		FB	View Publication	-
Plant Clearance	Instruction	111	07/24/12	AQ	View Publication	View Resource Page
Policy Program	Instruction	501	09/20/12	DS	View Publication	View Resource Page
Position Classification Administration	Instruction	625	01/31/12	HC	View Publication	-
Position-Based Distribution of Information Technology Assets	Instruction	811		IT	View Publication	-
Post Award Orientation Conference	Instruction	327	02/28/12	QA	View Publication	-
Pre-appointment Investigation Waivers	Instruction	560	08/01/10	DS	View Publication	-
Preaward Surveys	Instruction	209	03/22/13	EA	View Publication	-
Pricing and Negotiation	Instruction	120	03/05/13	AQ	View Publication	View Resource Page
Privacy Program	Instruction	504		DS	View Publication	-
Process Review	Instruction	311	06/01/11	QA	View Publication	-
Product Acceptance and Release	Instruction	314	01/17/13	QA	View Publication	View Resource Page
Product Examination	Instruction	324	10/31/11	QA	View Publication	-
Progress Payments Based on Cost	Instruction	102	11/07/12	AQ	View Publication	View Resource Page
Public Affairs	Instruction	522	06/30/11	DS	View Publication	View Resource Page
Public Vouchers	Instruction	106	05/31/04	AQ	View Publication	-
Purchase Requests Above Micro-Purchase Threshold	Instruction	140		AQ	View Publication	-
QA Development	Instruction	318	10/01/10	QA	View Publication	-
QA Stamps	Instruction	310	05/01/10	QA	View Publication	-
Quality Assurance Engineer Pamphlet	Pamphlet	300-1	03/31/12	QA	View Publication	-
Quality System Audit	Instruction	322	09/30/11	QA	View Publication	-
Ratification of Unauthorized Commitments	Instruction	122	02/26/13	AQ	View Publication	-
Recognition and Awards Program - DCMA	Instruction	613	12/01/05	HC	View Publication	-
Records Management	Instruction	809	05/01/09	IT	View Publication	-
Recruitment, Relocation and Retention Incentives, Superior Qualification Appointments and Student Loan Repayments	Instruction	628	02/28/12	HC	View Publication	-
Reduction in Force	Instruction	607	09/01/04	HC	View Publication	-
Relocation Assistance Program	Instruction	683	09/01/04	HC	View Publication	-
Reporting the Death of a Civilian Employee	Instruction	612	10/25/12	HC	View Publication	-
Resourcing and Budgeting	Instruction	701	05/01/04	FB	View Publication	-
Return Rights	Instruction	626	11/30/12	HC	View Publication	-
Review of commitments and obligations	Instruction	702	12/01/04	FB	View Publication	-
Risk Assessment	Instruction	326	02/28/12	QA	View Publication	-
Rotation of Civilian Personnel	Instruction	631		HC	View Publication	-
Safety and Occupational Health	Instruction	611	09/01/04	HC	View Publication	-
Safety of Flight - QA	Instruction	308	02/15/13	QA	View Publication	View Resource Page
Security - Headquarters DCMA	Instruction	561	08/01/04	DS	View Publication	-
Situation Reports (SITREP)	Instruction	1002	01/31/12	DC	View Publication	-
Small Business	Instruction	119	02/28/11	AQ	View Publication	-
Software Acquisition Management	Instruction	203	07/27/12	EA	View Publication	-

Special Access Security	Instruction	1081		SP	View Publication	-
Sponsorship Policy	Instruction	634		HC	View Publication	-
Stability of Civilian Employment - DoD Program for	Instruction	602	09/01/04	HC	View Publication	-
Standard Inspection Requirements	Instruction	312	05/01/10	QA	View Publication	-
Strategic Planning	Instruction	971	11/19/12	DE	View Publication	-
Structuring DCMA Organizations	Instruction	708	03/31/11	FB	View Publication	-
Supplier Risk Management Through Standard Contract Surveillance	Instruction	219	04/03/13	EA	View Publication	-
Supply Chain Predictability	Instruction	215		EA	View Publication	-
Surveillance of Supply Chain Management Processes	Instruction	218	04/03/13	EA	View Publication	-
Systems Engineering Surveillance	Instruction	207	09/21/12	EA	View Publication	View Resource Page
Technical Pricing Support	Instruction	213	04/03/13	EA	View Publication	View Resource Page
Technical Support to Negotiations	Annex	213-01	04/03/13	EA	View Publication	View Resource Page
Telework	Instruction	619	10/01/09	HC	View Publication	-
Termination for Convenience	Instruction	101	09/19/12	AQ	View Publication	-
Theater Business Clearance/Contract Administration Delegation	Instruction	139	04/03/13	AQ	View Publication	View Resource Page
Training Management	Instruction	616		HC	View Publication	-
Transportation and Traffic Management	Instruction	319	03/19/13	QA	View Publication	View Resource Page
Travel (Official) - TDY and Local	Instruction	535	10/01/09	DS	View Publication	-
Travel - OCONUS (Int'l lead agent)	Instruction	1081	03/13/13	INTL	View Publication	-
Travel Gainsharing	Instruction	623	02/28/11	HC	View Publication	-
Voluntary Refunds	Instruction	113	10/31/09	AQ	View Publication	-
Warrants and Other Official Appointments	Instruction	129	12/31/11	AQ	View Publication	-
Web Site Changes and Standards	Instruction	807	05/01/09	IT	View Publication	-
Work/Life Programs	Instruction	618	10/01/09	HC	View Publication	-
Workload Acceptance	Instruction	402	12/04/12	PI	View Publication	View Resource Page
					View Publication	-

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