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## BASICS OF CONTRACT RECEIPT AND REVIEW

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## Why Is Contract Receipt and Review Important?

As you participate in this part of your orientation, you will learn “why” Contract Receipt and Review (CRR) is important. Later, when you complete other training, you will learn “how” to conduct CRR.

CRR policy states that CRR is “...an initial review to identify administrative support requirements and ensure data integrity...” It’s performed on new contracts and contract modifications or when you are assigned a contract.

You will learn more about its importance, the basics of CRR, and your role in the next few sections.

## How Are Contracts Assigned to DCMA?

### FAR 42.202(a)

- Outlines the contract administration functions that can be delegated to the contract administration office (CAO). We need to ensure we only accept core work from core customers and do not accept non-core work from non-core customers. Only the Director, DCMA or duly appointed designee retains the final authority to accept non-core work. This is one of the important aspects of doing CRR.
- “As provided in agency procedures, contracting officers may delegate contract administration or specialized support services, either through interagency agreements or by direct request to the cognizant Contract Administration Office (CAO) listed in the Federal Directory of Contract Administration Services (CAS) Components.” Note: The term CAO has been replaced with Contract Management Office (CMO).

### DFARS 242.202

- “DoD activities shall not retain any contract for administration that requires performance of any contract administration function at or near contractor facilities, except contracts for...” (see the 18 reasons listed in DFARS).
  - DoD activities must delegate contracts to DCMA when the performance of contract administration functions is at or near a contractor facility, with certain exceptions.
  - This rule is the basis for geographic assignment of CMO workload.

Refer to the glossary located in the webpage Resources tab to learn more about these three levels of delegation: full, partial, and reimbursable (i.e., service contracts).

## DCMA Workload Acceptance Process

Contracts are delegated to DCMA and managed through our workload acceptance process. Typically, DCMA provides oversight of multiple contracts to support production/service of weapon systems.

DCMA has two types of contract management offices (CMOs) - resident and geographic.



Resident CMOs typically manage large contracts/contractors involved in the manufacture of major end items such as the F-35 Joint Strike Fighter.



Geographically dispersed CMOs typically manage multiple contractors/contracts dispersed across a geographic area which may supply end items and/or parts, supplies, etc. for major weapon systems or other warfighter requirements.

## Typical Scenarios for CRR Assignments

- Resident CMOs may choose to maintain experienced CRR teams due to contract length and complexity.
- Non-resident CMOs may choose to rely on individuals to perform CRR due to contract volume and less complicated requirements.

## Common Procurement Instrument Types

As you read a contract, you will notice the contract number is comprised of thirteen alpha-numeric characters. The character in the ninth position represents the type of instrument. Read the chart to learn a description of common procurement types. All types can be found in [DFARS 204.7003](#) as well as the other characters within the contract number.

Type	Procurement Instrument Description
C	Contracts of all types except indefinite delivery contract (IDC), facilities, sales, those placed with/through other Government departments/agencies or departments outside DoD
D	Indefinite Delivery Contracts
F	Delivery Order/Task Order to an existing Basic (IDIQ or BOA)
G	Basic ordering agreement (BOA)—NOT a contract, but a written agreement between a supplier and an agency, DoD or otherwise, that details terms and clauses, descriptions of the supplies or services, and the method of pricing
L	Lease agreement
P	Purchase Orders (POs) – Changes to V when numbering capacity of P is exhausted during FY. See FAR 4.1603 Procedures.

These will make more sense to you after you read the mock contract and callout descriptions. Share your questions and comments during networking as well.

You have just read about these topics that are critical to understanding CRR:

- Reasons why CRR is important
- How contracts are assigned to DCMA
- Primary governing regulations for CRR
- Procurement instrument types

Now, it's time to learn about YOUR role in CRR!

## What Is Your Role During Contract Receipt and Review?

All functional specialists assigned to a contract management team/program support team (CMT/PST) play an important role in getting the warfighters their required capabilities on time and within cost while providing the highest level of quality oversight. We all want to do our job correctly from the beginning, and that means performing CRR, so we know what we need to do. Here are some other highlights of your role in CRR.

### Read the Contract

Reading contracts—a part of CRR—drives your activities during the administration of contracts. A contract is a mutually binding legal relationship obligating the seller to furnish supplies or services (including construction) and the buyer to pay for them.

Later in the "How to Read a Contract" scenario, you will compare a contract for a large personal purchase to a DCMA mock contract. You will probably be reminded of some basic elements or contract requirements for the purchase of a car, home or RV (for your next vacation).



What would you do if you were planning a vacation? Read documents including maps and tourism brochures to drive your decisions about the places to visit and the cost required to get there. You do the same for CRR.

In addition to reading contracts in your role, each member of the multifunctional team provides different CRR functions.

## Perform Your Function in Consideration of the Team

Functional-specific requirements for documentation of CRR exist. Your first-level supervisor (FLS) should advise you on those requirements, as applicable. This chart includes the major functions that you will perform during CRR. Ultimately, follow your CMO guidance for documenting CRR findings! Think about how your function might impact the work of other members in the multifunctional team.

Your Function	Will Perform These Actions
<p><b>Contracting</b> Provides contract administration support and advice on all contract related matters and improve the overall contracting mission.</p>	<ul style="list-style-type: none"> <li>• Identify contractual requirements</li> <li>• Perform data integrity screening</li> <li>• Identify potential performance risks</li> <li>• Identify contractual deficiencies</li> <li>• Make postaward orientation conference (PAOC) determination</li> <li>• Negotiate and execute Administrative Contracting Officer (ACO) mods</li> <li>• Point of contact for all contract matters</li> <li>• Document in the CRR eTool or DCMA’s integrated modification logs that are typically generated locally at the CMO level and/or the ACO/CA level to track contract mods</li> </ul>
<p><b>Engineering (EN) and Software Acquisition Management</b> Provide our customers the FAR-driven engineering, software, and manufacturing in-plant services for compliance oversight and insight needed to meet our warfighter’s needs.</p>	<ul style="list-style-type: none"> <li>• Identify contractual requirements (i.e. Engineering and Software Surveillance requirements; Configuration Change Management Support Requirements (ECP's/RFV's))</li> <li>• Identify potential contract risks</li> <li>• Identify contractual deficiencies</li> <li>• Make postaward orientation conference (PAOC) recommendation</li> <li>• Document in an excel format called Engineering Requirements Report (ERR)</li> <li>• Perform data integrity screening</li> </ul>
<p><b>Manufacturing and Production Industrial Specialist (IS)</b> Provide manufacturing and production support by verifying and validating that each contractor has the manpower, machinery, materials, methods, and facilities in place for successful on-time contract completion.</p>	<ul style="list-style-type: none"> <li>• Identify contractual requirements</li> <li>• Perform data integrity screening</li> <li>• Identify potential contract risks</li> <li>• Identify contractual deficiencies</li> <li>• Make postaward orientation conference (PAOC) recommendation</li> <li>• Advise and assist contractors regarding their Defense Priorities and Allocations System (DPAS) responsibilities</li> <li>• Document CRR and utilize what they find during CRR to influence the development of their surveillance plan, which may include a recommendation of the PAOC</li> </ul>
<p><b>Quality Assurance (QA)</b> Continuously improves operational efficiency and maintain warfighter confidence in the quality of products and services provided.</p>	<ul style="list-style-type: none"> <li>• Identify contractual requirements</li> <li>• Identify potential contract risks</li> <li>• Identify contractual deficiencies</li> <li>• Make postaward orientation conference (PAOC) recommendation</li> <li>• Review contractor quality control plans</li> <li>• Document in the contract technical review (CTR) eTool</li> <li>• Perform data integrity screening</li> </ul>



## Access Contracts Using Different Applications

We talked about the types of contracts and some of the actions you will perform in your role. Now, we want to explain how you will receive contracts or information about contracts. Work with your FLS to view assigned contract workload using these external and internal applications.

### **Electronic Document Administration (EDA)**

The procuring contracting officer (PCO) releases a contract (or contract modification) to EDA. It is the primary access point to review contracts and modifications.

### **Mechanization of Contract Administration Services (MOCAS)**

Contract information is uploaded to MOCAS for tracking contract payments. All functions perform data integrity in MOCAS to ensure accuracy.

### **Contract Technical Review (CTR)**

CTR is used to capture and review salient technical requirements from contracts and delegations. CTR data will be passed to the other eTools.

### **Contract Management Team Administration (CMT) and Integrated Workload Management System (IWMS)**

Your FLS assigns your contract workload based on your role(s) using two eTools: CMT and IWMS. CMT defines what contracts you will be able to access and your role in IWMS. IWMS provides your workload distribution and is the central access point to the DCMA contract file.

### **Contract Deficiency Report (CDR)**

CDR is used to document contract errors (e.g., missing clauses, incorrect payment office, incorrect WAWF DODAAC codes, incorrect administration office, missing attachments such as contract data requirements list (CDRL), statement of work (SOW), etc.).

### **CRR eTool**

Supports the prime initial review of contracts received through MOCAS. It is used to make PAOC recommendations.

## Recommend a Postaward Orientation Conference

In certain situations, you or other members of the multifunctional team may want to recommend a PAOC upon completion of CRR. Why? You may feel there are potential problems that need to be resolved upfront or have concerns that one or both parties do not have a clear and mutual understanding of the contract requirements. What are some specific reasons to recommend a PAOC? Let's look at the recommendations based on function and system.

Function	Why would your function recommend a PAOC?
Quality Assurance (QA)	<ul style="list-style-type: none"> <li>• May have higher-level quality requirements (e.g., critical safety items) to formally discuss with the contractor</li> </ul>
Engineering (EN)	<ul style="list-style-type: none"> <li>• May need to review Technical Data Packages (TDP) with the contractor to ensure a shared understanding</li> </ul>
Industrial Specialist (IS)	<ul style="list-style-type: none"> <li>• May need to conduct a PAOC on a new contractor to ensure they understand the terms and conditions of the contract as they relate to performance and delivery schedule.</li> </ul>
Administrative Contracting Officer (ACO)	<ul style="list-style-type: none"> <li>• May recommend a meeting to explain contract terms and conditions to contractors who are new to Government contracting (e.g., WAWF table instructions, contract financing requirements)</li> </ul>
Earned Value (EV)	<ul style="list-style-type: none"> <li>• May need to review EVMS requirements with the contractor. If over \$100M, notify the Earned Value Center.</li> </ul>