



1. PURPOSE

This document provides SPAWAR policy on Claimancy wide guidance on assignment of contract administration under DOD contracts. It does not address the role of the Contracting Officer Representative (COR) or administration actions that fall under Other Transactions (OT).

Related guidance is available at CMPG [4.2.6 Assign Contract Administration](#).

2. POLICY

All contracts shall be assigned to a Contract Administration Office (CAO) for administration to the maximum extent practicable. Exceptions may be found at [DFARS 242.202](#). Normal contract administration functions performed by the CAO are listed in [FAR 42.302\(a\)](#) and [DFARS 242.302\(a\)](#). The Procuring Contracting Officer (PCO) may withhold specific functions listed in [FAR 42.302](#) when they can be best accomplished by the PCO. The functions listed under [FAR 42.302\(b\)](#) and [DFARS 242.302\(b\)](#) are only performed when specifically authorized by the PCO. See site-specific policy in paragraph (c). Do not delegate the responsibility to make contract payments to the Defense Contract Management Agency (DCMA).

The PCO shall assign Contract Administration to DCMA, Office of Naval Research (ONR), or Southwest Regional Maintenance Center (SRMC) (for shipbuilding and repair only), as applicable. For delegating functions see [FAR 42.302](#). PCOs are required to assign a Criticality Designator (SCD Code) on the face page of every contract, task order, and scope increase modification. Without this designator, DCMA is unable to determine priority and administration responsibilities. Criticality Designator criterion ([FAR 42.1105](#) and [DFARS 242.1105](#)):

- **A - Critical contracts**, including DX-rated contracts (see [FAR Subpart 11.6](#)), contracts citing the authority in [6.302-2](#) (unusual and compelling urgency), contracts for major systems and to items with a priority 01, 02, 03, or 06 (if emergency supply of clothing) under [DoD 4140.1-R, DoD Materiel Management Regulation](#).
- **B - Production contracts** (other than those designated "A") for items needed to maintain Government or contractor production or repair line, to preclude out-of-stock conditions or to meet user needs for non-stock items.
- **C - Other contracts** not designated as "A" or "B." The contracting officer shall ordinarily assign criticality designator C to unilateral purchase orders ([DFARS 242.1105](#)).

3. RESPONSIBILITIES

3.1 PCO

Assigns contract administration functions to the CAO; withholds those functions that can best be performed by the SPAWAR claimancy.

3.2 Contract Specialist

Includes the appropriate CAO, payment, and audit office in the procurement vehicle.

3.3 PMW/Technical Code

Assists the contract specialist on matters relative to quality assurance, inspection and acceptance criteria, and other matters requiring specific qualifications and resources outside the contracting office.



4. PROCEDURE

1. **PCO** designates the appropriate CAO, consulting the [Federal Directory of Contract Administration Services Components](#).
2. **PCO** assigns contract administration to DCMA, ONR, or SRMC; documents the assignment using a  [CAS Designation Letter](#).
 - a. The SCD Code appears in the same space as the designated CAO.
 - b. Only the contracting officer may change the assigned designator.
3. If the **PCO** chooses to incorporate a Contract Administration Plan (CAP) into Section G, a memo to DCMA is still required.
4. **PCO** requests Administrative Contracting Officer (**ACO**) acknowledge acceptance or denial via e-mail or official correspondence.
5. **ACO** acknowledges acceptance of designation in writing.

5. APPROVALS

There are no special approvals for basic delegation; however, if a delegation letter is used for further administration, **PCO** approval is necessary.

6. TOOLBOX

1. [Role of Defense Contract Management Agency \(DCMA\)](#) – DPAP, April 2011
2.  [CAS Designation Letter](#)
3.  [Assignment of Contract Administration SCPPM Template](#)
4.  [Sample Contract Administration Plan \(CAP\)](#)
5.  [Sample Contract Administration Plan \(CAP\) Transmittal Letter](#)

7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
April 2016	Content reorganized and reformatted.
July 2014	Last version created in old format. Latest change under this topic was to add SRMC.