



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221**

PROCLTR 2018-

MEMORANDUM FOR PROCLTR DISTRIBUTION LIST

SUBJECT: Contract Management Plan (CMP) (Defense Logistics Acquisition Directive (DLAD) 7.102-90)

This procurement letter (PROCLTR) is issued to move CMP policy from DLAD 7.105 to new section 7.102-90. This change in placement clarifies that the requirement for CMPs is separate from the requirement to address contract administration in acquisition plans. Current policy requirements language is also revised to clarify when a CMP is required, to address management and oversight of contracting officer representatives (CORs), and to add language clarifying when the CMP is submitted for approval.

This PROCLTR is effective immediately. The DLAD is revised as shown in the attachment, which takes precedence over the published DLAD until this revision is incorporated in the published version. Please ensure widest dissemination of this PROCLTR to your acquisition workforce, and include the information in your training materials. The DLA Policy, Pricing and Contract Compliance Division point of contact is Phyllis Orange, J72, (571) 767-9691, DSN (392) 767-9691, or e-mail: [phyllis.orange@dla.mil](mailto:phyllis.orange@dla.mil).

MATTHEW R. BEEBE  
Director, DLA Acquisition

Attachment

# DEFENSE LOGISTICS ACQUISITION DIRECTIVE

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## PART 7 – ACQUISITION PLANNING TABLE OF CONTENTS

### SUBPART 7.1 – ACQUISITION PLANS

7.102 Policy.

7.102-90 Contract Management Plan (CMP).

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### SUBPART 7.1 – ACQUISITION PLANS

#### 7.102 Policy.

(a)-(e) \* \* \*

7.102-90 Contract management plan (CMP).

(a) *Purpose.* The CMP describes how the contracting officer shall monitor performance over the life of the contract. The primary purpose of the contract management plan (CMP) is to ensure sufficient resources for contract administration and for proper management and oversight of contracting officer's representatives (CORs).

(b) *Applicability.* A CMP is required--

- (1) For all strategic contracts (STRATCONs);
- (2) When the clearance authority is the SPE;
- (3) When the clearance authority is the HCA and the DLA Acquisition Deputy Director is the HCA; or
- (4) As determined by the procuring organization.

(c) *Content.* The CMP identifies the oversight schedule and the parties responsible for performing each function. Oversight functions include, but are not limited to, postaward conference; order receipt/acceptance and invoice process; performance metrics; incidental services; subcontracting plan; exercise of options; domestic preference provisions; repricing actions; contract closeout; and management and oversight of CORs.

(d) *Responsibilities.*

- (1) The CCO shall ensure resources are balanced across all CMPs.
- (2) The contracting officer shall—
  - (i) Tailor each CMP to address the specific acquisition.
  - (ii) Submit the CMP for approval prior to contract award.
  - (ii) Adjust the CMP as necessary throughout the life of the contract.

(e) *Clearance authority.* The CMP clearance authority is the same as for the acquisition plan. For postaward changes to the CMP, the clearance authority is the same as for the original contract action; except that if the contract action approval authority was at a level higher than the CCO, the CCO approves CMP changes.

(f) *Request for waiver.* The HCA shall submit a request for waiver when the clearance authority is the SPE; except that when the DLA Acquisition Deputy Director is the HCA, the CCO shall submit the request.

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**SUBPART 7.1 – ACQUISITION PLANS-\*\*\*\*\***

7.102 Policy.

**[7.102-90 Contract Management Plan (CMP).]**

~~7.105 Contents of written acquisition plans.~~

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**SUBPART 7.1 – ACQUISITION PLANS**

**7.102 Policy.**

(a)-(e) \* \* \*

**[7.102-90 Contract management plan (CMP).**

(a) *Purpose.* The CMP describes how the contracting officer shall monitor performance over the life of the contract. The primary purpose of the contract management plan (CMP) is to ensure sufficient resources for contract administration and for proper management and oversight of contracting officer’s representatives (CORs).

(b) *Applicability.* A CMP is required--

(1) For all strategic contracts (STRATCONs);

(2) When the clearance authority is the SPE;

(3) When the clearance authority is the HCA and the DLA Acquisition Deputy Director is the HCA; or

(4) As determined by the procuring organization.

(c) *Content.* The CMP identifies the oversight schedule and the parties responsible for performing each function. Oversight functions include, but are not limited to, postaward conference; order receipt/acceptance and invoice process; performance metrics; incidental services; subcontracting plan; exercise of options; domestic preference provisions; repricing actions; contract closeout; and management and oversight of CORs.

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(1) The CCO shall ensure resources are balanced across all CMPs.

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(i) Tailor each CMP to address the specific acquisition.

(ii) Submit the CMP for approval prior to contract award.

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**7.105 Contents of written acquisition plans**

~~(b)(19) *Contract administration.* A contract management plan (CMP) is required when an acquisition has performance requirements in addition to delivery and the contracting officer retains administration functions (reference [42.302\(a\)](#)). The CMP describes how performance shall be monitored over the life of the contract. The CMP identifies who is responsible for performing each function and the oversight schedule. Oversight functions include post award conference, order receipt/acceptance and invoice process, performance metrics, incidental services, subcontracting plan, exercise of options, domestic preference provisions, repricing actions, and contract closeout. Each CMP must be tailored to address the specific acquisition. The primary purpose of the CMP is to ensure sufficient resources for contract administration. The CCO must ensure~~

resources are balanced across all CMPs. The CMP approval authority is the same as that of the acquisition plan. Changes to the CMP after contract award shall be approved at the same level as the original contract action, with a copy to the CCO. However, the CCO approves CMP changes if the contract action approval authority was at a level higher than the CCO.

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