



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

JUL 12 2010

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Contract Administration Services for Special Access Program (SAP)/
Sensitive Compartmented Information (SCI) Contracts

The attached memorandum from the Under Secretary of Defense for Acquisition Technology and Logistics of July 6, 2010, reiterates the applicability of Department of Defense (DoD) acquisition directives and regulations to SAP and SCI contracts. It also emphasizes a need for SAP program managers and SCI contracting officers to comply with the requirements of DFARS 242.202, *Assignment of contract administration*, by delegating contract administration functions to the cognizant contract administration office (CAO), if SAP and SCI contracts require performance at or near contractor facilities, unless one or more of the exceptions at DFARS 242.202(a)(i) apply. The designated CAO for these sensitive contracts is the Defense Contract Management Agency Special Programs Division (DCMAS). Additional details about DCMAS and its support services are available at <http://www.dcm.mil/about.cfm>.

To instill awareness of and assure compliance with the DoD requirements governing these sensitive contracts, please disseminate this memorandum to all SAP program managers, SCI contracting officers and others, as appropriate.

A handwritten signature in black ink that reads "Bruce A. Sharp".

Bruce A. Sharp
Director, Program Analysis and
Business Transformation
Deputy Assistant Secretary of the Navy
(Acquisition and Logistics Management)

Attachment:
As stated

Distribution:
See page 2

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THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

JUL - 6 2010

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
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DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES**

**SUBJECT: Contract Administration Services for Special Access Program (SAP)/
Sensitive Compartmented Information (SCI) Contracts**

Department of Defense (DoD) contracts with Special Access Program/Sensitive Compartmented Information (SAP/SCI) are vital to our national security. Even though these sensitive contracts require special management measures, they are still subject to all DoD acquisition directives and regulations. This includes the DFARS 242.202 requirement to delegate to the Defense Contract Management Agency any of the FAR 42.302 and DFARS 242.302 contract administration functions performed at or near contractor facilities unless one or more of the referenced exceptions apply.

The Defense Contract Management Agency Special Programs Division (DCMAS) was established to assist SAP program managers and SCI contracting officers. This Division meets the requirements of DoDD 5205.07 to maintain a sufficient cadre of SAP-trained personnel to perform agency-unique tasks associated with SAPs. DCMAS is accredited to store and handle both SAP and SCI documents.

SAP program managers and SCI contracting officers are expected to delegate post-award administration of these sensitive contracts to DCMAS. I strongly encourage program managers and contracting officers to use DCMAS contract management services during the pre-award phase of the acquisition process, e.g., acquisition planning, source selections, and review of draft proposals/model contracts.

ATTACHMENT

Please ensure SAP program managers and SCI contracting officers are aware of and comply with this memorandum, as this is an integral part of my overall effort to improve the acquisition process. The point of contact at DCMAS is James W. Norris, Executive Director, (703) 428-1900.

A handwritten signature in black ink, appearing to read "Ashton B. Carter". The signature is fluid and cursive, with the first name being the most prominent.

Ashton B. Carter