

Subchapter 3042.2 Contract Administration Services**3042.202 Assignment of contract administration.**

(a) Contracting officers shall comply with FAR 42.202 when ordering contract administration support services from DCMA. Each request for contract administration services from DCMA shall be sent via a Letter of Delegation to the cognizant DCMA field office(s). However, prior to formally requesting contract administration support services, contracting officers should contact the Non-DoD Customer Liaison Representative (CLR) at the DCMA Non-DoD Service Portfolio Division, at (703) 647-6074. The CLR will identify the appropriate contract management office and interface with the DHS contracting officer regarding any potential issues in the delegation. All new contract administration support services work requests should be considered on a case-by-case basis under DCMA's standard policies for accepting new work requests from non-DoD customers.

If DCMA accepts the delegation, follow up with the Component's Chief Financial Officer using the Component's financial transaction process to reimburse DCMA for the services provided.

(c) *Delegating additional functions.*

(2) The authority to approve the delegation to the contract administration office (CAO) is delegated to one level above the contracting officer. In no case shall the authority be delegated below one level above the contracting officer.