

MEMORANDUM OF AGREEMENT (MOA)  
 BETWEEN  
 (NAME OF PROGRAM OFFICE OR COMPANY)  
 AND  
 DEFENSE CONTRACT MANAGEMENT AGENCY

1. **PURPOSE:** Clearly state the purpose of your MOA...i.e. This MOA defines...xxxxxxx xxx  
 xxxxxx xx xxx xx xxxxxx xxx x xxxxxxxxxxx xxx xx xxxxxxxxxxx xxxxxxxxxxx xxx xxx xxxxxx
2. **SCOPE:** Describe the work or activity to be performed...i.e. DCMA will perform the fol-  
 lowing test of the xxxxxx xx xxxxxxxxxxx xxx x xxxxxxxxxxx xxx xxx xxxxxxxxxxx xxxxxx
3. **AGREEMENT:** List the contracts/contractors, to include CAGE codes, applicable to this  
 agreement

This agreement applies to the following Contracts and Contractors: i.e.

- a. Contract number: XXXXXX-XX-X-XXXX // Contractor's name (CAGE Code)
- b. Contract XXXXXX-41-C-C002 // MOOG (12XXX)

4. **CUSTOMER GOALS (outcomes):** Self Explanatory

The current Customer Outcomes are listed in ANNEX A.

5. **POINTS of CONTACT:** Self Explanatory

See ANNEX B.

6. **PMO REQUIRED SURVEILLANCE:** State surveillance activities requirements ...xxxxx xx  
 x xxxxxxxxxxx xxxxxx xxx xx x xxxxxxxxxxx xxxxx xxxxx xxxxx xxxx xx x xxx xx x

7. **CAS FUNCTIONS WITHHELD BY THE PMO:** Self Explanatory...if none, state None

8. DISCRETIONARY CONTRACT ADMINISTRATION FUNCTIONS DELEGATED BY THE PMO: [Self Explanatory](#)...if none, state None

9. SURVEILLANCE PLANNING: [Describe the specific type surveillance plan to be used...](#)  
[xxx xx xxxxxx xxxxxxxxxxx xx x xxxxxxxxxxx xxx xxxxx xxx xxxxxx xxx xx xxxxxx xxxxx](#)

10. PROGRAM ASSESSMENT REPORTING (PAR) PROGRAM ASSESSMENT CHART (PAC) FREQUENCY:

The PAR and PAC are independent, Agency required DCMA assessments of contractors' performance.

- a. Frequency: Monthly following contract awards.
- b. Due dates: PMO can access drafts no later than the xxth working day of the month

11. SUPPLIER PERFORMANCE INDICATORS: [If applicable, list supplier's Performance Indicators](#)

[Note:](#) When practical, performance indicators will be established at prime and sub contractor locations. These indicators could be based on the PMO's desired contractor outcomes, expectations or other risk factors which will assist DCMA and its customers with making informative decisions regarding resources and Courses of Action (COA) that will have a positive effect on the Program.

12. CONTRACTING OFFICER REPRESENTATIVE (COR) RESPONSIBILITIES: [Self Explanatory](#)

13. VISIT REQUEST PROCEDURES: [See note below](#)

Visits to stakeholder parties' locations will be preceded with the following information required at the time of request: visitor name, location to be visited, and a POC at that location.

14. EFFECTIVE/TERMINATION DATES: [Self Explanatory](#)

This MOA is effective as of the date of the last signature below and will remain in effect for a minimum of [XX](#) months (or till the end of the contract whichever occurs first), at which time it may be terminated unilaterally by either party with [xx](#) days' notice to the other party. Updates and reviews will be performed by DCMA, and re-executed with the [Program Management Office POC](#) on an annual basis.

Sample

Sample

Sample

15. Signatures blocks: [Self Explanatory](#)

\_\_\_\_\_  
Name, Rank  
Title, Office

Date \_\_\_\_\_

\_\_\_\_\_  
Name, Rank  
Title, Office

Date \_\_\_\_\_

Sample

Sample

ANNEX A – Customer Outcomes ([Examples](#))

- a. Software process maturity
- b. Prime Contractors' ability to flow down and incorporate Earned Value (EV) baseline changes in a timely manner.
- c. Prime Contractors' effective Failure Reporting Analysis & Corrective Action System (FRACAS) Planning
- d. Readiness & Execution of Technical Reviews

## ANNEX B – POINTS OF CONTACT (Example)

**DCMA (CMO) LEADERSHIP**

FUNCTION	NAME	PHONE	E-MAIL
DCMA (CMO) Commander			
DCMA (CMO) Deputy			
DCMA Contracts Director			
DCMA Engineering & Mfg Dir			
DCMA Quality Director			

**PROJECT MANAGERS LEADERSHIP**

FUNCTION	NAME	PHONE	E-MAIL
Project Manager			
Deputy Project Manager			
Director Business Management			
Director Acquisition			
Director Product Assurance & Test			
Director Logistics			
Director Engineering			
System Integration & Production			
Procurement Contract Officer			

**DCMA CMO PROGRAM SUPPORT TEAM**

FUNCTION	NAME	PHONE	E-MAIL
Program Integrator			
ACO			
Contract Administrator			
Contract Cost/Price Analyst			
Systems Engineer			
Earned Value Management			
Software Specialist			
Quality Assurance			
Industrial Specialist			

**PRODUCT MANAGER SUPPORT TEAM**

FUNCTION	NAME	PHONE	E-MAIL
Product Manager			
Deputy Product Manager			
Platform Integration			
Systems Engineering			
Lead Engineer/COR			
Force Protection Engineer			
Procurement Analyst			
Cost Analyst			