



DEFENSE ACQUISITION UNIVERSITY

CMC 100 - Contract Administration Fundamentals

150511

Course Learning/Performance Objectives followed by its enabling learning objectives on separate lines if specified.

1	<p>Given a contract scenario, select the contract administration assignment/delegation for Defense Contract Management Agency (DCMA) contract administration.</p> <p>Recognize the type of contract or nonprocurement instrument (NPI).</p> <p>Identify the Administrative Contracting Officer (ACO) assignment.</p> <p>Recognize if the contract located in Enterprise Records Management System (ERMS) or listed in the Contract Receipt and Review (CRR) eTool is acceptable for administration.</p>
2	<p>Given a sample contract, recognize contract deficiency reporting.</p> <p>Recognize the purpose of a Contract Deficiency Report (CDR).</p> <p>Recognize the components of a Contract Deficiency Report (CDR).</p> <p>Recognize the process for generating a Contract Deficiency Report (CDR).</p> <p>Recognize how to process a Contract Deficiency Report (CDR) response.</p>
3	<p>Given a sample Contract Deficiency Report (CDR) indicating the contract has been incorrectly assigned for administration, recognize the process for reassigning a contract/delegation.</p> <p>Recognize the contract/delegation reassignment process.</p>
4	<p>Given a sample contract, identify the acceptability to administer the contract.</p> <p>Recognize the purpose of an initial Contract Receipt and Review (CRR).</p> <p>Recognize how functional specialists are involved in the contract review process.</p> <p>Recognize if a new contract has reimbursable work.</p>
5	<p>Given a sample contract, recognize the completeness and accuracy of an initial Contract Receipt and Review (CRR).</p> <p>Recognize if Contract Section A, Solicitation/contract form is complete and accurate.</p> <p>Recognize if Contract Section B, Supplies or services and prices/costs is complete and accurate.</p> <p>Recognize if Contract Section C, Description/specifications/statement of work is complete and accurate.</p> <p>Recognize if Contract Section D, Packaging and marking is complete and accurate.</p> <p>Recognize if Contract Section E, Inspection and acceptance is complete and accurate.</p> <p>Recognize if Contract Section F, Deliveries or performance is complete and accurate.</p> <p>Recognize if Contract Section G, Contract administration data is complete and accurate.</p>
6	<p>Given a sample contract, recognize the completeness and accuracy of an initial Contract Receipt and Review (CRR).</p> <p>Recognize if Contract Section H, Special contract requirements is complete and accurate.</p> <p>Recognize if Contract Section I, Contract clauses is complete and accurate.</p> <p>Recognize if Contract Section J, List of attachments is complete and accurate.</p> <p>Recognize if Contract Sections K, L, and M, pre-award instructions is complete and accurate.</p> <p>Identify inaccurate or incomplete terms and conditions of a Contract Deficiency Report (CDR).</p>
7	<p>Given a contract scenario, review a contract in a simulated Mechanization of Contract Administration Services (MOCAS) database.</p> <p>Recognize the corrective action process if the contract is not in a simulated Mechanization of Contract Administration Services (MOCAS) database.</p> <p>Recognize the process to review contract terms and conditions for accuracy in a simulated Mechanization of Contract Administration Services (MOCAS) database.</p>
8	<p>Given a contract scenario, identify the process for correcting a contract in the Mechanization of Contract Administration Services (MOCAS) database.</p> <p>Recognize whether the Mechanization of Contract Administration Services (MOCAS) database corrections are routine Contract Management Office (CMO) changes.</p> <p>Select contract corrections in the Mechanization of Contract Administration Services (MOCAS) database.</p> <p>Recognize the process to request Trusted Agent action to correct a contract in the Mechanization of Contract Administration Services (MOCAS) database.</p> <p>Recognize the process to request Defense Finance and Accounting Services (DFAS) action to correct a contract in the Mechanization of Contract Administration Services (MOCAS) database.</p>
9	<p>Given a contract scenario, identify the process for contract recommendation documentation.</p>



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	Recognize the need for a Post-Award Orientation Conference (PAOC).
	Select Contract Receipt and Review (CRR) documentation.
10	Given a contract scenario, recognize the Post-Award Orientation Conference (PAOC) process.
	Recognize the process to plan a Post-Award Orientation Conference (PAOC) with functional specialists, customer, and contractor.
	Recognize the process to conduct a Post-Award Orientation Conference (PAOC) with a contractor.
11	Given a contract scenario, identify Post-Award Orientation Conference (PAOC) documentation.
	Recognize Post-Award Orientation Conference (PAOC) documentation.
	Recognize how to process Post-Award Orientation Conference (PAOC) documentation.
12	Given a contract modification scenario, recognize whether a contract modification documentation is complete and accurate.
	Recognize the information found in Standard Form 30 (SF30) for documenting changes to the material aspect of a contract.
	Recognize whether Standard Form 30 (SF30) is complete and accurate.
	Compare Standard Form 30 (SF30) and Mechanization of Contract Administration Services (MOCAS) data to determine if a Contract Deficiency Report (CDR) or MOCAS change is required.