

# Roles & Responsibilities – Service & Agencies

Roles & Responsibilities	Action	Guidance – DoD Warranty
Program Managers	<ol style="list-style-type: none"> <li>1. Determine the value of warranties and whether appropriate &amp; cost effective</li> <li>2. Overall responsibility for warranty planning and identify warranty team</li> <li>3. Specify government required warranty, type, terms and duration</li> <li>4. Reassess warranty strategies throughout acquisition cycle</li> </ol>	DoD Warranty Guide - 2009
Warranty Manager	<ol style="list-style-type: none"> <li>1. Manage, track and administer a specific contractual warranty</li> <li>2. Integrate performance and the operational &amp; support requirements for both using &amp; acquisition commands during contract development and planning</li> </ol>	DoD Warranty Guide - 2009
Warranty Team	<ol style="list-style-type: none"> <li>1. Prepare the warranty plan</li> <li>2. Coordinates warranty plan with all parties (acquisition, sustainment, using commands, contracting administration office and contractor)</li> </ol>	DoD Warranty Guide - 2009
Using Command/Agencies	<ol style="list-style-type: none"> <li>1. Participate in warranty planning efforts</li> <li>2. Identify responsible party and concur methodology for administering the warranty &amp; tracking is useable, enforceable and cost effective</li> </ol>	DoD Warranty Guide - 2009
Contracting Officer Representatives	<ol style="list-style-type: none"> <li>1. Participate in warranty planning efforts</li> <li>2. Adjudicate and negotiate warranty issues</li> <li>3. Assist PM with warranty tracking</li> </ol>	DoD Warranty Guide - 2009

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Contracting Officers/Contract Specialist	<ol style="list-style-type: none"> <li>1. Communicate the intent and specifics of the planned warranty</li> <li>2. Document the decision to purchase a warranty</li> <li>3. Pursue warranty coverage through RFP and RFI</li> <li>4. Gather data in solicitation about commercial warranties</li> <li>5. Obtain assurance that the capability to track and enforce a warranty exist prior to the purchase</li> <li>6. Ensure required information is uploaded to the applicable system</li> </ol>	DoD Warranty Guide – 2009 and DFARS 252.246.700
Industry/Contractors	<ol style="list-style-type: none"> <li>1. Provide the warranty</li> <li>2. Submit data in solicitations about commercial warranties</li> <li>3. Complete required information in the WTI and SOR forms</li> <li>4. Enter data in WAWF or direct to Warranty database</li> </ol>	DFARS 246.710
PDREP – Warranty Database	<ol style="list-style-type: none"> <li>1. Storage and collection</li> <li>2. User retrieval</li> </ol>	DFARS 246.710
PIEE Users (WAWF, EDA, SPM)	<ol style="list-style-type: none"> <li>1. Complete data in WTI and SOR</li> </ol>	DFARS 246.710
DoD	<ol style="list-style-type: none"> <li>1. Ensure capturing and sharing of warranty data occurs</li> </ol>	