

EFFECTIVE

July 1, 2015.

Subject(s)**Contract Policy Manual (CPM) Section 302 revisions**

The introduction, which stated a unit rate cannot be increased during the term of a contract, was deleted.

The approval process for rate adjustments was revised so that the OCP analyst forwards the CM-0003, Rate Adjustment Request, to his or her OCP manager after review. The OCP manager then forwards it to the OCP director for approval.

Upon approval, the OCP director forwards the CM-0003 to the appropriate business service center or program administration instead of the Financial Services Administration director.

Reason: Policy update.

Communication Plan: Publication announcement on DHS-Net What's New.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[CPM 302](#)