



**DEPARTMENT OF DEFENSE**  
**Defense Contract Management Agency**

# **INSTRUCTION**

## **Engineering Surveillance**

**Engineering and Analysis**  
**OPR: DCMA-EA**

**DCMA-INST 207**  
**December 8, 2014**

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**1. PURPOSE.** This Instruction:

- a. Rewrites, reissues, and renames DCMA-INST 207, “Systems Engineering Surveillance” (Reference (a)).
- b. Provides agency engineers a procedure to accomplish Engineering surveillance in accordance with the Federal Acquisition Regulation (FAR) (Reference (b)) through a set of processes, tools, and competencies; mitigates/reduces contract risk; and assures contractual compliance when Engineering requirements exist in the contract.
- c. Is established in accordance with the authority in DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (c)).
- d. Is established in accordance with the DCMA-INST 219, “Supplier Risk Management Through Contract Surveillance” (Reference (d)).
- e. Is established in accordance with the DCMA-INST 221, “Integrated Surveillance Plan” (Reference (e)).
- f. Implements higher-level DoD directives, instructions and policy, Federal regulations, and public law pursuant to References (f) through (q).
- g. Identifies the major deliverables resulting from the execution of this Instruction.

**2. APPLICABILITY.** This Instruction applies to all DCMA activities unless higher-level regulations, policy, guidance, waiver, or agreements take precedence; e.g., DCMA International and Special Programs. For classified contracts with security requirements, exceptions to this Instruction shall be in accordance with supplemental instructions maintained by the Special Programs Directorate.

**3. MANAGERS’ INTERNAL CONTROL PROGRAM.** In accordance with DCMA-INST 710, “Managers’ Internal Control Program” (Reference (f)), this Instruction is subject to evaluation and testing. The process flowchart is located on the policy resource page of this Instruction.

**4. RELEASABILITY – UNLIMITED.** This Instruction is approved for public release.

**5. PLAS CODE(S).**

a. Processes:

069A - Identify Contract Engineering Requirements

069B - Plan Engineering Surveillance

069C - Execute Engineering Surveillance

069D - Document Engineering Surveillance

069E - Accomplish Engineering Corrective Action

069F – Other Engineering Support

b. Programs: ACAT/Other Customers (when applicable).

c. Other National; Training and Travel; Local Programs (when applicable).

**6. POLICY RESOURCE WEB PAGE.** The policy resource page link provides access to references, guidance, policy templates, training, and points of contact  
<https://home.dcma.mil/policy/207r>.

**7. EFFECTIVE DATE.** By order of the Director, DCMA, this Instruction is effective December 8, 2014, and all applicable activities shall be fully compliant within 90 days from this date.



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## SUMMARY OF CHANGES

This Instruction has been rewritten and should be read in its entirety. Three working groups from across the Agency, including engineers from Region Commands, Contract Management Offices (CMO), Mission Review Team (MRT), Operations, Special Programs, and International, identified issues with DCMA-INST 207 (Reference (a)). The issues specifically covered include Instruction clarification, simplification, and MRT findings from October 2012 to October 2013. The following identifies the most notable changes.

- Instruction name change from “Systems Engineering Surveillance” to “Engineering Surveillance”
- Two logs created to address MRT findings regarding completion of documentation and supervisor approval of Engineering work products
- Creation of Requirements Log to:
  - Document receipt and review of Engineering requirements in contracts, contract modifications, letters of delegation, letters of commitment, and memorandums of agreement/understanding documents
  - Ensure Engineering requirements are added to a new surveillance plan or an existing surveillance plan
  - Simplify the Engineering Team Lead/Engineering-Manufacturing Team Lead (ETL/EMTL) approval process and prevent MRT findings
- Creation of Surveillance Data Record Log to:
  - Simplify the supervisor approval process and prevent MRT findings
  - Simplify tracking status of surveillance events
- Surveillance planning and documentation changes made to:
  - Eliminate requirement to use the 16 Defense Acquisition Guide Systems Engineering Processes
  - Eliminate requirement to use 226 Systems Engineering Performance Indicators
  - Replace 226 Systems Engineering Performance Indicators with the contractor processes, principles, and best practices identified by the engineer
  - Eliminate the Systems Engineering Surveillance Record (SESR)
  - Eliminate requirement to use the electronic Functional Input Template (eFIT)
  - Provide Required Data Fields-Flexible Format (RDF3) for detailed planning, execution, and documentation of surveillance events
- Instruction update includes the new integrated policy requirements associated with the DCMA-INST 219, “Supplier Risk Management Through Standard Contract Surveillance” (Reference (d))
- Instruction update includes the new integrated policy requirements associated with the DCMA-INST 221, “Integrated Surveillance Plan” (Reference (e))
- Identifies the major deliverables resulting from the execution of this policy

## TABLE OF CONTENTS

<b>SUMMARY OF CHANGES</b> .....	3
<b>REFERENCES</b> .....	5
<b>CHAPTER 1 – POLICY</b>	
1.1. Policy .....	6
1.2. Policy Applicability .....	6
1.3. Security .....	6
<b>CHAPTER 2 – ROLES AND RESPONSIBILITIES</b>	
2.1. Contract Management Office (CMO) Commander/Director .....	7
2.2. Engineering/Manufacturing Group Lead (EMGL) .....	7
2.3. Engineering Team Lead (ETL) or Engineering/Manufacturing Team Lead (EMTL) .....	7
2.4. Engineer .....	8
<b>CHAPTER 3 - PROCEDURES</b>	
3.1. Contract Screening.....	9
3.2. Engineering Contract Receipt and Review .....	9
3.3. Engineering Surveillance Planning.....	10
3.4. Engineering Surveillance Execution and Documentation .....	11
<b>GLOSSARY</b>	
Definitions .....	15
Acronyms .....	16

## REFERENCES

- (a) DCMA-INST 207, “Systems Engineering Surveillance,” September 21, 2012 (hereby canceled)
- (b) Federal Acquisition Regulation, October 2013
- (c) DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
- (d) DCMA-INST 219, “Supplier Risk Management Through Standard Contract Surveillance,” May 22, 2013
- (e) DCMA-INST 221, “Integrated Surveillance Plan,” December 4, 2013
- (f) DCMA-INST 710, “Managers’ Internal Control Program,” April 21, 2014
- (g) DCMA-INST 552, “Information Security Program,” October 29, 2013
- (h) DCMA-INST 629, “DAWIA Training Management,” March 7, 2012
- (i) Defense Federal Acquisition Regulation Supplement, October 2013
- (j) DCMA-INST 118, “Contract Receipt and Review,” June 25, 2013
- (k) DCMA-INST 217, “Configuration Change Management,” November 28, 2012
- (l) “Risk Management Guide for DoD Acquisition,” (Sixth Edition, Version 1.0)
- (m) DCMA-INST 205, “Major Program Support,” December 4, 2013
- (n) DCMA-INST 316, “Delegate Surveillance – Quality Assurance,” September 2010
- (o) “Defense Acquisition Guidebook,” Chapter 4 – Systems Engineering, April 2013
- (p) DCMA-INST 1201, “Corrective Action Process,” September 23, 2013
- (q) DCMA Memorandum #13-202, “EDW Document Clean-up and “Old” Documents Purge,” July 31, 2013

## CHAPTER 1

### POLICY

#### 1.1. POLICY.

1.1.1. The purpose of this Instruction is to enable agency engineers to accomplish Engineering surveillance through a set of processes, tools, and competencies. This Instruction will provide risk mitigation/reduction and assure contractual compliance when Engineering requirements exist in the contract.

1.1.2. This Instruction implements higher-level DoD policy and regulations, including Federal Acquisition Regulation (FAR) 42.302(a)(40 through 49) and (67), by providing Engineering oversight of contracts through surveillance planning, execution, and documentation of contract, program, and facility events.

1.1.3. The Surveillance Data Record (SDR) and inputs to the Major Program Support (MPS) Program Assessment Report (PAR) are the deliverables resulting from the execution of this Instruction.

#### 1.2. POLICY APPICABLILITY.

1.2.1. This Instruction is applicable to all DCMA Engineering entities who perform Engineering surveillance within DCMA organizations.

1.2.2. Exceptions due to security requirements will be mitigated through the DCMA Special Programs Directorate.

**1.3. SECURITY.** Protecting information is critical and integral when conducting the processes associated with this Instruction. DCMA personnel are responsible for protecting classified and controlled unclassified information (CUI) entrusted to them. Prudent steps shall be taken to ensure final disposition of classified and CUI per DCMA and DoD policy. These procedures vary based on the type, access, and nature of the material involved. Refer to DCMA-INST 552, "Information Security Program" (Reference (g)) for guidance in the control, transmission, destruction, and storage of such material.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

**2.1. CONTRACT MANAGEMENT OFFICE (CMO) COMMANDER/DIRECTOR.** The CMO Commander/Director or designee shall ensure the CMO meets the requirements of this Instruction by the following actions:

- 2.1.1. Ensure the appropriate resources are in place to execute this Instruction.
- 2.1.2. Approve the local procedure for contract screening annually or when changed.

**2.2. ENGINEERING/MANUFACTURING GROUP LEAD (EMGL).** The EMGL shall be responsible and accountable for the following actions:

2.2.1. Evaluate resource requirements and provide Engineering resources to accomplish the contract management mission.

2.2.2. Verify that the ETL/EMTL team leads are working toward or have achieved level III certification in accordance with DCMA-INST 629, “DAWIA Training Management” (Reference ((h))), and the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics Workforce Desk Guide.

2.2.3. Assure all aspects of this Instruction are accomplished.

2.2.4. Perform the responsibilities of the ETL or EMTL in his or her absence.

**2.3. ENGINEERING TEAM LEAD (ETL) OR ENGINEERING/MANUFACTURING TEAM LEAD (EMTL).** As the supervisor of Engineering personnel, the ETL or EMTL shall be responsible and accountable for the following actions:

2.3.1. Verify engineers with responsibilities for Engineering surveillance are working toward and attain “Engineering” certification at the appropriate level in accordance with DCMA-INST 629 (Reference ((h))) and the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics Workforce Desk Guide.

2.3.2. Perform contract/contractual document screening and assign contract/contractual documents to the appropriate engineer for detailed review, surveillance, and demand tasks.

2.3.3. Document the screening process for contract/contractual documents.

2.3.4. Sample Engineering Requirements Reports (ERR) based on risk. The ETL/EMTL shall document sampling frequency in the First Level Supervisor Review (FLSR). The sampling review includes verifying the ERR is completed and the ETL or EMTL concurs with the content. Approval of the sampled ERR is documented by ETL or EMTL signature and date in the appropriate data field of the Requirements Log.

2.3.5. Verify ERRs are assigned to a surveillance plan as appropriate. Verifying the ERRs are included in a plan and acknowledging ERRs currently not assigned to a plan are accomplished by ETL or EMTL signature and date in the appropriate data field of the Requirements Log.

2.3.6. Review and approve all new Engineering Surveillance Plans (ESP) and updated ESPs. Review and approval are not required when the Event Base Surveillance Table (EBST) is modified due to surveillance results.

2.3.7. Review and approve all updated ESPs annually.

2.3.8. Review and approve SDRs using a risk-based sampling method and identifying the records reviewed in the SDR log or equivalent. Sampling is documented by ETL or EMTL signature and date in the appropriate data field of the SDR log. The review includes verifying the RDF3 requirements are met, the ETL or EMTL concurs with the content, and the EBST is updated if changes are needed.

2.3.9. Document rationale for all risk-based approaches.

2.3.10. Encourage engineer peer review of work products to promote a consistent approach.

**2.4. ENGINEER.** The engineer shall:

2.4.1. Gather, organize, and retain data and information for analysis and impact to cost, schedule, and performance of assigned contracts.

2.4.2. Review assigned contracts for production, Engineering, and program management requirements applicable to contractors and as applicable to subcontractors.

2.4.3. Plan, execute, and document surveillance tasks and activities to mitigate risk to cost, schedule, and performance on assigned contracts.

2.4.4. Perform surveillance, demand tasks, and Program Support Team tasks as assigned.

2.4.5. Provide technical assistance to the administrative contracting officer (ACO) in making determinations, identifying findings, and evaluating contractual solutions for noncompliance with the contract.

2.4.6. Assure surveillance and documented efforts provide a basis of confidence for product acceptance and supplier process health.

2.4.7. Perform the processes in Chapter 3 of this Instruction on assigned contract/contractual documents.

## **CHAPTER 3**

### **PROCEDURES**

#### **3.1. CONTRACT SCREENING.**

3.1.1. Contract/Contractual Documents (see Glossary Definition). All Engineering contractual requirements contained in contracts, contract modifications, letters of delegation (LOD), letters of commitment (LOC), and/or memorandums of agreement/understanding (MOA/MOU) (contract or contractual documents) assigned to DCMA for administration shall be subject to Engineering surveillance unless Engineering functions are specifically withheld in accordance with FAR 42.201 (Reference (b)) or in accordance with the exceptions listed in Defense Federal Acquisition Regulation Supplement (DFARS) 242.202 (Reference (i)).

3.1.2. The ETL or EMTL shall perform contract/contractual document screening in accordance with local procedures.

3.1.3. The ETL or EMTL shall assign the screened contract/contractual documents to the engineer to identify all Engineering requirements.

#### **3.2. ENGINEERING CONTRACT RECEIPT AND REVIEW.** Review Contract/Contractual Document.

3.2.1. The engineer shall review assigned contract/contractual documents to identify and record Engineering requirements in the ERR template or in a document containing equivalent data fields. The ERR template, scenarios, and associated guidance are provided on the policy resource page of this Instruction.

3.2.2. The engineer documents completion of this review process in the Requirements Log or equivalent document. The minimum required data fields in the log appear in the “Requirements Log Data Fields” file located on the policy resource page of this Instruction.

3.2.3. The engineer shall complete the ERR in accordance with the scenarios in the ERR Preparation Guide identified on the policy resource page of this Instruction.

3.2.4. If the engineer determines that any required FAR/DFARS clause(s) is/are missing or incorrectly included, or any of the contractual specifications are deficient or missing, the engineer shall resolve them in accordance with DCMA-INST 118, “Contract Receipt and Review” (Reference (j)). The engineer shall complete the “Engineering Contract Discrepancies/Deficiencies” section of the ERR, as appropriate.

3.2.5. When the engineer determines a post award orientation conference is necessary, the engineer shall document in the ERR the reasons for the orientation and the type of orientation, and send the request to the ACO in accordance with DCMA-INST 118 (Reference (j)).

### **3.3. ENGINEERING SURVEILLANCE PLANNING.**

3.3.1. Surveillance Planning Strategy. The engineer and the ETL or EMTL shall collaborate to create an Engineering surveillance strategy that meets CMO needs based on risk, contract/contractual requirements assigned, program acquisition lifecycle(s) phase, resources available, and workload. The strategy is applied during the creation of the EBST and reflected by the allocated hours for each surveillance event.

#### **3.3.2. Surveillance Planning.**

3.3.2.1. The engineer shall create ESPs in accordance with the Engineering Surveillance Plan Template located on the policy resource page of this Instruction. The ESP contains the ERRs or links to ERRs for all contract/contractual documents associated with the surveillance plan. The ERR is the summary of the identified Engineering requirements.

3.3.2.2. The engineer shall document Engineering surveillance planning in the EBST and coordinate surveillance planning with other functional specialists as applicable. The EBST lists all the planned events associated with monitoring the fulfillment of contract/contractual requirements identified in the ERRs. EBST events are created as facility, contract, or program surveillance items. The EBST template and associated guidance are located on the policy resource page of this Instruction.

3.3.2.2.1. Potential sources for surveillance items may include Configuration Change Management Logs developed in accordance with DCMA-INST 217, "Configuration Change Management" (Reference (k)); contractor Cost Performance Report Earned Value Management (EVM) Format 5 root cause analysis data; Work Breakdown Structure (WBS) elements; Integrated Master Plan/Integrated Master Schedule (critical path high risk items, dependencies, test plans); Systems Engineering Management Plans; Risk Management Plans; Configuration Management Plans; and contractor Control Account Manager interviews.

3.3.2.2.2. Prioritization of surveillance events is based on risk in accordance with the "Risk Management Guide for DoD Acquisition," (Reference (l)).

3.3.2.2.3. Surveillance Resource and Scheduling (SR&S) is documented in the EBST. This is reflected in the expected level of effort (hours) and schedule frequency (months) for each event.

3.3.2.2.4. Surveillance events listed in the EBST that can be risk rated against contract cost, schedule, or performance require an SDR. The engineer shall determine when an SDR is required and document this in the appropriate data field in the EBST.

3.3.2.3. The engineer shall develop a new ESP or update an existing ESP when new Engineering surveillance requirement(s) are received. If an existing ESP is sufficient to address the new Engineering requirement(s), the engineer may incorporate the new Engineering requirement(s) into the existing ESP.

3.3.2.4. After completing the new ESP or updating the existing ESP, the engineer shall submit the ESP to the ETL or EMTL for review and approval.

3.3.2.4.1. The engineer shall submit all approved ESPs to the Operations Directorate as described in the ESP Template on the policy resource page of this Instruction.

3.3.2.4.2. The engineer shall provide a copy of the approved ESP to the program integrator (PI) in accordance with DCMA-INST 205, "Major Program Support" (Reference (m)).

3.3.2.4.3. The engineer shall submit ESPs for review and approval annually as described in the ESP Template on the policy resource page of this Instruction.

### 3.3.3. Delegate Engineering Surveillance.

3.3.3.1. The engineer responsible for contractor processes/product surveillance shall determine if Engineering requirements were subsequently contracted to a lower tier supplier and delegate surveillance associated with those requirements to the CMO responsible for oversight of that lower tier supplier. Delegations to CMOs shall be risk based and initiated in accordance with FAR 42.202 (Reference (b)). A detailed process for delegating Engineering surveillance is provided in DCMA-INST 316, "Delegate Surveillance – Quality Assurance" (Reference (n)).

3.3.3.2. The engineer issuing Engineering-related delegations shall use the Delegation e-Tool for DoD work or Electronic Contract Administration Request System (ECARS) for non-DoD work. Non-DoD work is work received from Federal agencies, foreign governments, and international organizations.

3.3.3.3. The Engineering portion of MPS multi-functional delegation shall be performed in accordance with the guidelines specified in DCMA-INST 205 (Reference (m)).

3.3.3.4. Engineers receiving Engineering surveillance delegations may further delegate to sub-tier CMOs to accomplish the delegation.

3.3.3.5. Engineers may delegate Engineering surveillance responsibility to other CMOs when the contract requirement, such as test and evaluation activities or flight test, is being executed at a location other than that of the prime contractor.

3.3.4. MPS Program Support Plan (PSP). The engineer shall support the PSP in accordance with DCMA-INST 205 (Reference (m)).

## **3.4. ENGINEERING SURVEILLANCE EXECUTION AND DOCUMENTATION.**

### 3.4.1. Execute Scheduled EBST Events.

3.4.1.1. When the EBST event documentation requires an SDR, the engineer shall record surveillance observation and analysis data in a document created from the RDF3 construct. The

RDF3 table and an example of an SDR satisfying the RDF3 construct are located on the policy resource page of this Instruction.

3.4.1.2. Examples of events that do not require an SDR might include demand task items (Technical Support to Negotiations (TSN), Engineering Change Proposal (ECP), administrative activities, etc.). The engineer executes these EBST events and documents results per applicable policy and local procedures.

3.4.2. Detailed Planning for Surveillance Execution. Prior to surveillance, the engineer shall document EBST traceability and detailed surveillance planning in accordance with the RDF3 table and associated guidance located on the policy resource page of this Instruction.

3.4.2.1. Detailed surveillance planning includes identifying the contractor's Engineering processes, systems, or products required by the contract. The engineer shall identify the surveillance approach and criteria to evaluate the contractor process, system, or product. This criteria may be obtained from the contractor sub-processes and best practice principles hierarchy identified in the contractor command media, standard operating procedures, Engineering manuals, or contracted industry standards. A traceability matrix or hierarchy of evaluation criteria for these industry standard processes is located on the policy resource page of this Instruction.

3.4.2.2. When performing Engineering work product reviews, the engineer shall identify criteria based on Contract Data Requirements Lists (CDRL) and Data Item Descriptions (DID).

### 3.4.3. Surveillance Execution and Documentation.

3.4.3.1. When surveillance events identified within the EBST slip or are not executed, the engineer shall document reasons for not accomplishing surveillance for these events in the appropriate SDR data field.

3.4.3.2. The engineer shall execute the surveillance event identified in the EBST per the detailed plan in the SDR.

3.4.3.2.1. The Engineer shall gather and record data for these events in the appropriate SDR data field.

3.4.3.2.2. The Engineer shall perform data analysis and document results in the appropriate SDR data field. The results include the outcome of the surveillance, recommendations, updated weighted risk ratings, and any change in surveillance.

3.4.3.2.2.1. When the surveillance action is not in conjunction with a formal Quality Management System (QMS) audit, the engineer shall identify and document any deficiencies in performance of Engineering contract requirements and issue Corrective Action Requests (CAR) in accordance with the DCMA-INST 1201, "Corrective Action Process" (Reference (p)).

3.4.3.2.2.2. When the surveillance action is in conjunction with a formal QMS audit (DCMA internal or International Standards Organization (ISO), AS9100 external third party, etc.), the engineer defers management of the audit to the lead auditor. The engineer should verify contractual Engineering requirements are addressed, and any deficiencies in performance of Engineering contract requirements identified during the audit are documented as CARs issued by the Quality Assurance lead.

3.4.3.2.2.3. If the engineer identifies any Engineering process or improvement area not determined to be a contractual deficiency, the engineer may document it as a Continuous Improvement Opportunity (CIO). CIOs are not used in the case of a contract noncompliance, are not directive from the Government, and do not authorize any constructive changes to the contract. Contractors are not required to adopt CIOs. If the contractor decides to adopt the improvements, the contractor assumes all associated risks and costs of implementation. The engineer documents the improvement opportunity in the SDR, issues the CIO using the CIO feature available in the enterprise CAR eTool, tracks the CIO progress, and closes the CIO when the contractor completes the improvement. When the contractor does not adopt the CIO, the engineer closes the CIO in the enterprise CAR eTool.

3.4.3.2.2.4. When the surveillance event results in issuing a CAR or CIO, the engineer shall document the CAR/CIO number in the appropriate SDR data field. For Level 3 CARs and above, the engineer should coordinate with the Region engineer for additional information.

3.4.3.2.2.5. When an issue or risk is identified, the engineer shall document the description of the risk or issue, the root cause if known, the potential impact, the contractor mitigation plan, and the recommendation in the appropriate SDR data field.

3.4.3.3. The engineer shall update the EBST including weighted risk rating, frequency, and allocated hours based on surveillance observations, data collection, and analysis of contractor performance when results affect risk to contract cost, schedule, or performance.

3.4.3.4. The engineer shall provide monthly inputs to the PIs PAR in accordance with DCMA-INST 205 (Reference (m)). To preclude duplication of information, the requirement for completing the appropriate data fields in the SDR may be met by completing the comparable data fields required by DCMA-INST 205 (Reference (m)).

3.4.3.5. The engineer shall document completion of the SDR in a log or equivalent record. The minimum required data fields in this log are presented in the “SDR Log Data Fields” table located on the policy resource page of this Instruction.

3.4.4. Engineering Records Maintenance. The engineer shall maintain records of all Requirements Logs, ERRs, ESPs, CARs, CIOs, SDRs, and SDR logs in accordance with DCMA Memorandum #13-202, “EDW Document Clean-up and ‘Old’ Documents Purge” (Reference (q)).

3.4.5. Engineering Surveillance Completion. The engineer shall continue surveillance until all planned surveillance events in the EBST are completed and the contract is physically completed.

## GLOSSARY

### DEFINITIONS

**contract/contractual documents.** Contract, contract modification, LOD, LOC, MOA/MOU and all contract attachments and Appendix documents (statement of work (SOW), CDRL, etc.).

**Engineering process.** Process the contractor/supplier engineer uses to manage, design, develop, test, and produce contract deliverables.

**Engineering requirements.** Contract/contractual requirements identified by Engineering and fulfilled through the application of Engineering skills. These are Engineering-identified contract requirements which must be met by the contractor to design, develop, test, produce, and deliver uniquely Government-specified hardware and/or software.

**Engineering Requirements Report (ERR).** Document containing the required checklist of potential Engineering requirements found in a contract document. This checklist is located on the policy resource page of this Instruction and may be incorporated into other documents.

**Engineering surveillance.** Events performed by contract management engineers to manage Engineering contract compliance.

**Engineering Surveillance Plan (ESP) and Template.** Word document containing the background information about the program, facility, or contract plan, and scope, risk, EBST, and links or attachments of the ERRs associated with the Engineering surveillance plan. The ESP Template is located on the policy resource page of this Instruction.

**event.** An event is an activity that can be scheduled and demonstrated through action, such as preparing and attending a meeting, conducting a review, or performing an inspection.

**Event Based Surveillance Table (EBST).** A table of events identified as opportunities to evaluate the contractor/supplier for contract compliance and adequacy. The table may be used to manage labor resource requirements and prioritization.

**Surveillance Data Record (SDR).** The indexed and mineable collection of Engineering surveillance data that fulfills the requirements of the RDF3 table and may include other necessary data.

**Surveillance Resource and Scheduling (SR&S).** Activities that occur once the selected surveillance events are identified. Resourcing shall also address the expected level of effort (e.g., how much time) to be expended on each event.

## GLOSSARY

### ACRONYMS

ACO	Administrative Contracting Officer
CAR	Corrective Action Request
CDRL	Contract Data Requirements List
CIO	Continuous Improvement Opportunity
CMO	Contract Management Office
CUI	Controlled Unclassified Information
DAWIA	Defense Acquisition Workforce Improvement Act
DCMA-INST	Defense Contract Management Agency Instruction
DID	Data Item Description
DFARS	Defense Federal Acquisition Regulation Supplement
EBST	Event Based Surveillance Table
ECARS	Electronic Contract Administration Request System
ECP	Engineering Change Proposal
eFIT	electronic Functional Input Template
EMGL	Engineering/Manufacturing Group Lead
EMTL	Engineering/Manufacturing Team Lead
ERR	Engineering Requirements Report
ESP	Engineering Surveillance Plan
ETL	Engineering Team Lead
EVM	Earned Value Management
FAR	Federal Acquisition Regulation
FLSR	First Level Supervisor Review
ISO	International Standards Organization
LOC	Letter of Commitment
LOD	Letter of Delegation
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPS	Major Program Support
MRT	Mission Review Team
PAR	Program Assessment Report
PI	Program Integrator
PLAS	Performance Labor Accounting System
PSP	Program Support Plan

QMS	Quality Management System
RDF3	Required Data Fields - Flexible Format
SDR	Surveillance Data Record
SESR	Systems Engineering Surveillance Record
SOW	Statement of Work
SR&S	Surveillance Resource and Scheduling
TSN	Technical Support to Negotiations
WBS	Work Breakdown Structure