



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

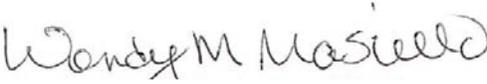
IMMEDIATE POLICY CHANGE

Contract Safety

Quality Assurance Directorate
OPR: DCMA-QA

DCMA-INST 306 (IPC-1)
June 12, 2015

- 1. POLICY.** This Immediate Policy Change (IPC) implements changes to DCMA-INST 306, “Contract Safety Requirements,” November 2009.
- 2. PURPOSE.** This IPC rewrites and reissues DCMA-INST 306, “Contract Safety Requirements” to establish policy, assign roles and responsibilities for activities that involve explosives and ammunition contract safety oversight and inspection to ensure all rules and regulations in administering contractual requirements of DCMA contracts are in compliance.
- 3. APPLICABILITY.** This IPC applies to all DCMA activities involved with contract safety explosives and ammunition for DCMA contract oversight.
- 4. RESPONSIBILITIES.** All affected DCMA activities are to implement this change immediately.
- 5. BACKGROUND.** This change is needed to establish policy, assign roles and responsibilities for all activities that involve contract safety oversight for ammunitions and explosives safety and to assure that all contracts are properly managed, investigated, and documented for compliance in accordance with all mandatory governmental and local regulations and directives.
- 6. NEW GUIDANCE.** This IPC closes the gap to a completely rewritten DCMA Instruction in an effort to bring current. The updated DCMA Instruction is in the attached Enclosure.
- 7. RELEASABILITY – UNLIMITED.** This IPC is approved for public release.
- 8. EFFECTIVE DATE.** This IPC is effective immediately and shall remain in effect until rescinded, superseded, or incorporated in a DCMA policy, whichever is sooner.


Wendy M. Masiello, Lt Gen, USAF
Director

Enclosure:
As stated

DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Contract Safety

Quality Assurance Directorate
OPR: DCMA QA

DCMA-INST 306

1. PURPOSE. This Instruction:

- a. Rewrites and reissues DCMA Instruction (DCMA-INST) 306, “Contract Safety Requirements” (Reference (a)).
- b. Establishes policy, guidelines, procedures, roles, and responsibilities for activities that involve contract safety (CS) planning requirements and to administer the requirements of DCMA contracts.
- c. Identifies safety risk areas in contractor operations in order to preclude the loss of Government property; critical private industry production base; delay of delivery schedules; injury to Government personnel; and protection of the general public from hazardous contractor operations.
- d. Is established in accordance with (IAW) the DoD Directive (DoDD) 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (b)), DCMA-INST 501, “Policy Publications Program” (Reference (c)), and all other references listed or applicable.

2. APPLICABILITY. This Instruction applies to all DCMA organizational elements involved with CS. Exceptions to this Instruction (for classified contracts due to security requirements that involve Special Programs for CS) will be IAW supplemental instructions maintained by the Special Programs Directorate. Waivers and/or deviations to this Instruction will be submitted through the CS organizational chain of command via the contract safety performance advocate (CSPA) to the Executive Director of Quality Assurance for flow determination.

3. MANAGERS’ INTERNAL CONTROL PROGRAM. This Instruction is subject to evaluation and testing IAW DCMA-INST 710, “Managers’ Internal Control Program” (Reference (d)).

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

5. PLAS CODES. The Performance Labor Accounting System (PLAS) codes are as follows:

June 12, 2015

- 160 – Contract Safety Requirements
- 021 – Pre-award Surveys
- 064 – Contractor Aircraft Operations
- 064A – Military Aircraft Operations
- 215 – Safety and Occupational & Health

6. POLICY RESOURCE WEB PAGE. Information related to CS and this Instruction will be published on the Resource Page <https://home.dcma.mil/policy/306r> and updated as all Instructions and processes are created and approved as required. The Resource Web Page includes reference links, Work Instructions, work flowcharts, applicable tools, CS products, and training links. Documents developed by the Contract Safety Group (CSG), in support of this Instruction, will be submitted to the CSPA for placement on the Resource Web Page. **NOTE:** Work flowcharts will be developed in conjunction with Work Instructions when this Instruction is distributed to the CSG.

SUMMARY OF CHANGES

This Instruction has been rewritten and should be read in its entirety. The following identifies the most notable changes:

- The DCMA-INST 306 title has changed from “Contract Safety Requirements” to “Contract Safety”
- Identifies the roles and responsibilities of DCMA personnel in the safety arena
- Removes the Risk Assessment Matrix wording and content with the onset of the CS Work Instructions that will be created at the publication of this Instruction
- Clarifies sequence of events on securing contractor corrective actions and reporting of property loss in Chapter 3, “Contract Receipt and Review (CRR)”
- Performance Standards, On-the-Job (OJT) Checklist, Verification For Competency and Equivalency form has been removed and replaced with Chapter 4, “Competencies and Certification Requirements”

TABLE OF CONTENTS

SUMMARY OF CHANGES	4
REFERENCES	7
 CHAPTER 1 – POLICY	
1.1. Policy	8
 CHAPTER 2 – ROLES AND RESPONSIBILITIES	
2.1. Director, DCMA	9
2.2. Executive Director, DCMA Quality Assurance (QA)	9
2.3. Contract Safety Performance Advocate (CSPA), DCMA QA	9
2.4. DCMA Commanders/Directors	10
2.5. Director, Logistics and Safety Division, DCMA Operations (DCMAO)	10
2.6. Director, Contract Safety Group (CSG), DCMAO.....	10
2.7. Contract Safety Operations Manager, DCMAO.....	11
2.8. Ammunition and Explosives (AE) Program Manager, DCMAO.....	11
2.9. Aircraft Ground Safety (AGS) Program Manager, DCMAO.....	12
2.10. Contract Safety First-Level Supervisor (FLS), DCMAO.....	12
2.11. Contract Safety Manager (CSM), DCMAO	13
2.12. Contract Safety Specialist (CSS), DCMAO	13
 CHAPTER 3 – PROCEDURES	
3.1. Contract Receipt and Review (CRR)	14
3.2. Annual Risk Based Schedules (RBS)	15
3.3. Facility Data Sheets (FDS)	15
3.4. Pre-Award Surveys/Letter of Intent (LOI)/Capability Survey	16
3.5. Post-Award Orientation Conferences (PAOC).....	19
3.6. Pre-Operational Reviews	19
3.7. Contract Safety (CS) Surveillance Plans	20
3.8. Post-Award Safety Survey.....	21
3.9. Corrective Action Requests (CAR)	21
3.10. Contractual Accident Reporting and Investigations	22
3.11. Explosive Site Plan (ESP).....	23
3.12. Waiver/Deviations	24
3.13. Delegations	24
3.14. Indemnification Reviews	25
3.15. Reports	25
3.16. First-Level Supervisory Review (FLSR).	26
3.17. Support to Safety and Occupational Health (SOH).....	26
3.18. Support to the National Aeronautics and Space Administration (NASA).....	27

CHAPTER 4 – COMPETENCIES AND CERTIFICATIONS

4.1. CSM/CSS Education and Certification Program28
4.2. Certification Packets28
4.3. Certification Types28
4.4. Certification Levels28
4.5. Equivalencies30
4.6. Recertification30
4.7. Professional Development Courses30
4.8. Certification Revocations30
4.9. Required Courses31

GLOSSARY

Acronyms32

REFERENCES

- (a) DCMA-INST 306, "Contract Safety Requirements," November 2009 (hereby cancelled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 501, "Policy Publications Program," May 12, 2014
- (d) DCMA-INST 710, "Managers' Internal Control Program," April 21, 2014
- (e) DoD Directive 6055.9(e), "Explosives Safety Management and the Department of Defense Explosives Safety Board (DDESB)," August 19, 2005
- (f) DoD 4145.26-M, "DoD Contractor's Safety Manual for Ammunition and Explosives," March 13, 2008
- (g) DoD Instruction (DoDI) 4145.26, "DoD Contractor's Safety Requirements for Ammunition and Explosives," April 9, 2005
- (h) DCMA-INST 118, "Contract Receipt and Review," June 25, 2013
- (i) DFARS 252.223-7002, "Safety Precautions for Ammunition and Explosives," May 1994
- (j) DFARS 252.223-7003, "Change in Place of Performance for Ammunition and Explosives," December 1991
- (k) DFARS 252.228-7001, "Ground Flight Risk," June 2010
- (l) DFARS 252.228-7002, "Aircraft Flight Risk," September 1996
- (m) DCMA-INST 209, "Preaward Surveys," March 22, 2013
- (n) DCMA-INST 219, "Supplier Risk Management Through Standard Contract Surveillance," May 22, 2013
- (o) DCMA-INST 221, "Integrated Surveillance Plan," April 14, 2014
- (p) DCMA-INST 1201, "Corrective Action Process," September 23, 2013
- (q) DCMA-INST 8210.2, "Aircraft Operations," January 27, 2015
- (r) FAR 52.250-1, "Indemnification" under Public Law 85-804
- (s) DCMA-INST 307, "National Aeronautics and Space Administration Support," February 2010
- (t) Federal Acquisition Regulation (FAR) Part 42-Subpart 42.3, "Contract Administration Office Functions"

CHAPTER 1

POLICY

1.1. POLICY. It is DCMA policy to:

1.1.1. Establish and maintain a Contract Safety Program that minimizes, to the extent practical, potential accidents that could interrupt DoD operations, delay DoD contract production and execution, damage DoD property, cause injury to DoD personnel or contractors, and/or endanger the public during DoD contract work or services.

1.1.2. Ensure that the DCMA CS community adheres to the requirements of this Instruction.

1.1.3. Maintain a CS workforce that is certified IAW this Instruction; is staffed and organized to support customer acquisition objectives; and has the knowledge, skills, and abilities to review the technical aspects of a contractor's operations.

1.1.4. Consistently apply the CS requirements of this Instruction and other federal, state, and local regulations as applicable.

1.1.5. Support and provide technical expertise, as needed, to the DCMA Safety and Occupational Health Division (SOHD) for explosive and aircraft ground safety (AGS).

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The DCMA Director will:

2.1.1. Establish, resource, implement, and maintain effective DoD component-level Ammunition and Explosive (AE), Aircraft, and Industrial Contract Safety Management Programs. Annually audit the DCMA Explosive Safety Management Program to assess efficacy and provide timely assessment reports to the Chairman, Department of Defense Explosive Safety Board (DDESB).

2.1.2. Include requisite aspects of commercial endeavors connected with the DoD Military munitions life-cycle, including pre-award and post-award contract monitoring in the Agency's Explosive Safety Management Program and in coordination with the Chairman, DDESB.

2.1.3. Support the DDESB IAW DoDD 6055.9(e), "Explosives Safety Management and the Department of Defense Explosives Safety Board (DDESB)" (Reference (e)), as the Agency technically responsible for maintaining direct coordination with the Army Joint Munitions Command and the Joint Ordnance Commanders' Group Safety Subgroup.

2.1.4. Appoint, in writing, a primary and alternate explosive safety officer for the Agency.

2.2. EXECUTIVE DIRECTOR, DCMA QUALITY ASSURANCE. The DCMA Quality Assurance Executive Director will:

2.2.1. Oversee the development, implementation, administration, and management of this Instruction.

2.2.2. Ensure this Instruction is reviewed IAW DCMA-INST 501 (Reference (c)) to assure currency and effectiveness.

2.2.3. Serve as the approval and revocation authority for CS certifications.

2.2.4. Serve as the approval authority for all waiver/deviation requests to this Instruction.

2.3. CONTRACT SAFETY PERFORMANCE ADVOCATE (CSPA), DCMA QUALITY ASSURANCE. The CSPA will:

2.3.1. Exercise staff supervision over the CS policy, training, and procedures (tools).

2.3.2. Develop and submit CS-related Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulations Supplement (DFARS) cases.

2.3.3. Serve as the DCMA headquarters (HQ) representative to the DDESB, working groups, and councils as required or needed.

2.3.4. Provide formal interpretations of this Instruction.

2.3.5. Develop, as needed, CS-related metrics and serve as the focal point for CS performance indicators.

2.3.6. Develop and update as needed, the Contract Safety Certification Program in conjunction with the CSG.

2.3.7. Forward and submit waiver/deviation requests for this Instruction to the Executive Director, Quality Assurance.

2.3.8. Conduct annual audits of the CSG, or more frequently as needed, to determine compliance of required functions stated in this Instruction or required by other federal policies, statutes, procedures, or regulations.

2.3.9. Serve as a member of the DCMA Safety Working Group.

2.4. DCMA COMMANDERS/DIRECTORS. DCMA Commander/Directors (i.e., COO, Commander DCMAI, Commander DCMAS, CMO) will implement this Instruction and ensure compliance within their respective area(s) of responsibility (AOR).

2.5. DIRECTOR, LOGISTICS AND SAFETY DIVISION, DCMA OPERATIONS DIRECTORATE (DCMAO). The Logistics and Safety Division Director will serve as the approval authority for CSG Work Instructions.

2.6. DIRECTOR, CONTRACT SAFETY GROUP (CSG), DCMAO. The CSG Director will:

2.6.1. Implement this Instruction and applicable DoD requirements throughout the DCMA CS community.

2.6.2. Develop standardized written field work instructions and flowcharts that augment this Instruction no later than (NLT) 6 months after the publication. **NOTE:** Information pertaining to CS will be maintained and updated on the Resource Page within 15 business days after first suspense is received.

2.6.3. Conduct annual field evaluations and audits, or more frequently as needed, to determine compliance by the CSG as per mandates required per this Instruction.

2.6.4. Conduct supervisory reviews every 6 months unless there is data supporting a longer interval. A full review will be conducted on each employee at least every 12 months and will be documented.

2.6.5. Be appointed as the explosives safety manager for the Agency.

2.6.6. Serve as the alternate DCMA HQ representative to the DDESB, working groups, and councils, as required or needed.

2.6.7. Serve as the final reviewing authority for all contractual safety-related waivers and deviations. This authority will be delegated in writing.

2.6.8. Appoint, in writing, all DCMA second-level explosives site plans (ESP) reviewers.

2.6.9. Appoint, in writing, qualified instructors for DCMA AGS.

2.6.10. Maintain a consolidated CSG Risk-Based Schedule (RBS).

2.6.11. Issue DCMA interpretations of applicable DoD CS-related regulations as needed or required.

2.6.12. Serve as a member of the DCMA Safety Working Group.

2.7. CONTRACT SAFETY OPERATIONS MANAGER, DCMAO. The CS operations manager will:

2.7.1. Serve as the operational tasking authority on behalf of the CSG Director.

2.7.2. Serve as the training coordinator for the CSG personnel and based on other requirements, to include CS personnel assigned to Special Programs.

2.7.3. Serve as the operational focal point for the development, coordination, and management of DCMA CS courses.

2.7.4. Serve as the focal point for all CSG metrics.

2.7.5. Maintain the CSG waiver logs.

2.8. AMMUNITION AND EXPLOSIVES (AE) PROGRAM MANAGER, DCMAO. The AE program manager will:

2.8.1. Serve as the focal point for all CS AE operations including the oversight of the AE surveillance resource tools.

2.8.2. Serve as the approval authority for letter of intent (LOI) corrective action plans (CAP).

2.8.3. Develop internal methodologies, guidance, initiatives, and programs on behalf of the CSG Director, which will support the application of AE CS requirements IAW this Instruction to ensure compliance with all directives, policies, or regulations.

2.8.4. Maintain CS-related AE metrics (e.g., accident log, LOI log) which will be made available for review when requested.

2.8.5. Process AE-related waivers and deviations for the CSG Director.

2.8.6. Process requests for formal interpretations of AE-related contractual safety requirements. Guidance for routing is included in DoD 4145.26-M, "DoD Contractor's Safety Requirements for Ammunition and Explosives" (Reference (f)) and DoD Instruction (DoDI) 4145.26, "DoD Contractor's Safety Requirements for Ammunition and Explosives" (Reference (g)).

2.8.7. Serve as the CSG focal point for recommended changes to applicable AE safety requirements.

2.8.8. Periodically review pre-award reports and pre-award metrics to ensure consistency and identify trends.

2.9. AIRCRAFT GROUND SAFETY (AGS) PROGRAM MANAGER, DCMAO. The AGS program manager will:

2.9.1. Serve as the focal point for all AGS operations.

2.9.2. Develop and implement methodologies, programs, and guidance for the CS community that supports the consistent application of AGS operations.

2.9.3. Maintain CS-related aircraft metrics which will be made available for review as needed or required.

2.9.4. Process aircraft related-waivers and deviations for the CSG Director.

2.9.5. Process requests for formal interpretations of AGS-related contractual requirements.

2.9.6. Serve as the CSG focal point for recommended changes to applicable AGS requirements.

2.10. CONTRACT SAFETY (CS) FIRST-LEVEL SUPERVISOR (FLS), DCMAO. The CS FLS will:

2.10.1. Comply with the mandatory provisions of this Instruction.

2.10.2. Ensure risk management is utilized by their team's contract safety managers (CSM)/contract safety specialists (CSS) throughout the acquisition lifecycle of contracts under their cognizance.

2.10.3. Maintain a consolidated RBS. Ensure the surveillance schedule is updated to reflect current risk and overall surveillance activities.

2.11. CONTRACT SAFETY MANAGER (CSM), DCMAO. The CSM will:

2.11.1. Comply with the provisions of this Instruction.

2.11.2. Develop and maintain risk-based safety surveillance plans that document the use of a systematic surveillance approach and activities for all AE contractors and associated locations under their cognizance.

2.11.3. Maintain an RBS and ensure the schedule is updated to reflect current risk and surveillance efforts.

2.11.4. Complete all mandatory CS certification courses and training within required timelines.

2.12. CONTRACT SAFETY SPECIALIST (CSS), DCMAO. The CSS will:

2.12.1. Comply with the provisions of this Instruction.

2.12.2. Develop and maintain risk-based safety surveillance plans that document the use of a systematic surveillance approach and activities for all AE contractors and associated locations under their cognizance.

2.12.3. Maintain an RBS and will ensure the schedule is updated to reflect current risk and surveillance efforts.

2.12.4. Complete all mandatory CS certification courses and training within the required timelines. **NOTE:** CSS is synonymous for both journeymen trainees and interns with regards to training and certification requirements.

CHAPTER 3

PROCEDURES

3.1. CONTRACT RECEIPT AND REVIEW (CRR).

3.1.1. The CSM/CSS will develop and maintain documentation in a DCMA database system to ensure contracts are reviewed for the appropriate safety requirements. The system will include: utilization of the Electronic Document Access (EDA) or Integrated Workflow Management System (IWMS) as applicable, Contract Receipt and Review eTool, and communication/coordination with the administrative contracting officers (ACO), contract administrators, quality assurance specialists, industrial specialists, Government flight representatives, etc. Procedures and policies regarding CRR will be IAW DCMA-INST 118, "Contract Receipt and Review" (Reference (h)) and as follows:

3.1.2. The CSM/CSS will review the contract to determine whether the safety requirement(s) are appropriate or are included in the contract. The CSM/CSS will submit a contract deficiency report (CDR) via EDA or IWMS, as applicable, through the ACO, to the procuring contracting officer (PCO) when required safety clauses and regulations have not been included in the contract.

3.1.3. Contracts requiring surveillance may have the following contractual clauses, terms, or other requirements delineated in the statement of work and/or appendices including the following:

3.1.3.1. AE as used in the clause DFARS 252.223-7002, "Safety Precautions for Ammunition and Explosives" (Reference (i)) to include the following forms:

- Bulk
- Ammunition
- Rockets
- Missiles
- Warheads
- Devices
- For all other definitions and exclusions, refer to DFARS 252.223-7002 (Reference (i))

3.1.3.2. "Change in Place of Performance for Ammunition and Explosives" cited in DFARS 252.223-7003 (Reference (j)).

3.1.3.3. "Aircraft" as cited in the clause and per definition in DFARS 252.228-7001, "Ground Flight Risk" (Reference (k)).

3.1.3.4. "Aircraft Flight Risk" – as cited in DFARS 252.228-7002 (Reference (l)).

3.1.4. Government-Owned Contractor-Operated (GOCO). Safety requirements must be outlined in facilities use and lease contracts for the operation or use of Government-owned plants by private contractors. Facilities use and lease contracts for the operation or use of Government-owned plants by private contractors normally contain industrial plant protection and environmental requirements. These requirements must be reviewed to determine if CS surveillance is required.

3.1.5. Air Force Industrial Contracts. Safety requirements outlined in some Air Force industrial-related contracts must be reviewed to determine if CS surveillance is required or necessitated for intervention.

3.1.6. National Aeronautics and Space Administration (NASA) Contracts. Safety requirements outlined in letter of delegations (LOD), memorandum of understanding, and other related requirements must be reviewed to determine if CS surveillance is required.

3.2. ANNUAL RISK-BASED SCHEDULE (RBS).

3.2.1. The RBS will be IAW the format developed by the CSG within 6 months after the publication of this Instruction. The CSS/CSM will submit the schedule to the FLS NLT 30 business days prior to the beginning of each fiscal year (FY). FLS will submit the consolidated team schedule to the CS operations manager and courtesy copy the AE and AGS program managers NLT 15 business days prior to the beginning of each FY. The CSG will submit a consolidated schedule to the CSPA NLT October 1 of each FY.

3.2.2. The final revision of each RBS will be kept on record for 3 years and will be available for review by the CSG.

3.2.3. Justification for the surveillance frequency will be based on a quantitative/qualitative risk analysis methodology and documented in the applicable CS surveillance plan.

3.2.4. Justification for reducing or increasing the frequency of surveillance will be documented by the CSM and approved by the FLS. Justifications and approvals/disapprovals by the FLS will be maintained by the CSM for 3 years.

3.2.5 The AE and AGS program managers will periodically review changes in surveillance frequency at the team and group level in order to ensure, to the extent feasible, consistency in the documentation and application of risk decisions.

3.3. FACILITY DATA SHEET (FDS).

3.3.1. The FDS format, once formulated after this Instruction is implemented, will be located on the Resource Page within 15 business days after approval or certification by the CSG and CSPA. The FDS format will be developed and approved by the CSG jointly with the CSPA involvement. All publishing of the FDS information will be conducted by the Director of CS and/or representatives, as directed.

3.3.2. FDS will be developed for all existing high risk contractor owned contractor operated, GOCO, and Government owned Government operated facilities NLT 6 months after publication of the FDS format. FDS related to aircraft facilities will be developed jointly with Aircraft Operations.

3.3.3. FDS for AE and aircraft moderate-risk facilities will be developed within 9 months.

3.3.4. FDS for AE and aircraft low-risk facilities will be developed within 12 months.

3.3.5. FDS for new AE and aircraft facilities will be developed within 30 business days.

3.3.6. FDS for industrial facilities will be at the FLS discretion.

3.3.7. Request for extension of time limits will be reviewed and approved by FLS.

3.3.8. FLS will document and report the status of their respective FDS completions on the RBS.

3.4. PRE-AWARD SURVEYS/LETTER OF INTENT (LOI)/CAPABILITY SURVEY.

3.4.1. CSM/CSS will utilize the Pre-Award Survey System eTool.

3.4.2. CSM/CSS will complete a pre-award metrics data form IAW the format on the Resource Page for all pre-awards and capability studies completed. CSM/CSS will complete the data form NLT 3 business days after the completion of the report.

3.4.3. The AE program manager will periodically review pre-award reports and pre-award metrics to ensure consistency and to identify trends.

3.4.4. On the first pre-award of the FY for a prospective contractor/subcontractor, the CSM/CSS will forward a pre-award data element request to the contractor/subcontractor. The initial request shall contain all data elements outlined in DoD 4145.26-M (Reference (f)) plus the following information:

3.4.4.1. The contractor's written AE accountability system including the frequency of inventories.

3.4.4.2. Identification of and compliance with other federal, state, and local AE requirements.

3.4.4.3. Non-reportable AE mishap/incident history including near misses, dropped or damaged ordnance, activation of energetic devices or materials, lost ordnance, etc.

3.4.4.4. The contractor's proposal.

3.4.5. On subsequent pre-awards in the FY, the CSM/CSS will request from the contractor as a minimum, the list of proposed AE subcontractors and the contractor's proposal. The CSM/CSS will compare the subcontractor list provided against the AE subcontractors identified in the contractor's proposal. A secondary pre-award will be immediately requested via the pre-award survey manager for all AE subcontractors identified by the CSM that are not identified in the contractor's proposal.

3.4.6. Review of Bid Package/Pre-Award Data Request. The CSM/CSS will obtain, when possible, a complete copy of the solicitation package and contractors' proposal prior to visiting the contractor or conducting a desk audit. The CSM/CSS will review both documents along with the data elements provided by the contractor. The review will include, as a minimum, the requirements outlined in CSG Work Instruction that will be developed and implemented once this Instruction is published.

3.4.7. Conduct On-Site Pre-Award Safety Surveys.

3.4.7.1. Conducting on-site pre-award safety surveys will be IAW DCMA-INST 209, "Preaward Surveys" (Reference (m)). CSG Work Instructions will also be developed and implemented IAW the Resource Page.

3.4.7.2. On-site pre-award surveys will be conducted a minimum of once each FY per contractor, if applicable.

3.4.7.3. The pre-award safety survey will result in a determination of the prospective contractors' ability to perform the proposed work in compliance with the safety requirements of the contract. The prospective contractor must provide demonstrable proof of capability. General statements or a signed LOI do not constitute demonstrable proof unless supported by documented information. The Government is not required to discover capability when the prospective contractor fails to demonstrate it.

3.4.7.4. Pre-award reports that do not contain an LOI will be submitted to the FLS for review and approval.

3.4.7.5. Pre-award reports that contain an LOI/CAP will be submitted through the FLS to the AE program manager for review and approval.

3.4.8. Desk Audits.

3.4.8.1. Desk audits of contractors and subcontractors currently under surveillance are an acceptable alternative to on-site pre-award safety surveys when justified by historical data and current documented knowledge. The CSM will document in the pre-award survey report their justification for conducting a desk audit. The FLS will review justifications upon submission. Desk audits will be conducted IAW CSG Work Instruction as noted on the Resource Page.

3.4.8.2. Desk audits may not be performed for pre-awards that may result in a recommendation of no-award or would require the contractor to submit an LOI.

3.4.9. Letter of Intent.

3.4.9.1. Contractors are required to submit an LOI for any noncompliance identified during the pre-award survey they are unable to correct by the end of the survey.

3.4.9.2. Final determination by the AE program manager will be based, as a minimum, on the contractor or subcontractors' capability to execute the LOI. If the contractor has the capability to execute the LOI and there are no other outstanding issues, then a recommendation of award is warranted. The criteria for final determination will be consistently applied to the extent feasible for all AE contractors. The minimum criteria for non-acceptance of an LOI are the following:

3.4.9.2.1. If the contractor submits an LOI for ESP noncompliances, the review requirements of CSG Work Instruction will apply. **NOTE:** All CSG Work Instructions are to be developed when this Instruction is signed and approved.

3.4.9.2.2. The CSM/CSS will ensure the contractor's LOI includes timelines to correct the noncompliances. Contractors will normally be allotted 30 business days to correct noncompliances that are non-ESP related unless a longer timeline is approved by the PCOs. For ESP-related noncompliances, the AE program manager will determine the amount of time the contractor has to correct the noncompliances.

3.4.9.2.3. CSM/CSS will verify if the contractor was awarded the contract as well as ensuring the LOI was included in the contract. If the LOI was not included in the contract, the CSM will submit a CDR via EDA or IWMS, as applicable, through the ACO to the PCO to include the LOI in the contract.

3.4.9.2.4. If the PCO overrides a no-award recommendation, the FLS will notify the AE or AGS program manager.

3.4.9.2.5. The AE program manager will document and explain to the PCO the risk they are accepting.

3.4.9.2.6. The AE program manager will document the PCO justification for awarding the contract and accepting the risk.

3.4.10. Plant Capability Surveys.

3.4.10.1. CSM/CSS will request a plant capability survey after the award of a contract, through the ACO to the PCO when the prime contractor requests a change in place of performance for themselves or their subcontractor(s) IAW DFARS 252.223-7003 (Reference (j)).

3.4.10.2. Plant capability surveys will be performed and documented in the same manner as regular on-site pre-award safety surveys, with the exception that no recommendation for

award is required. If noncompliances are identified during a plant capability study, the CSM/CSS will inform the contractor that a CAP is required with their change in place of performance request.

3.4.10.3. The capability report will include a recommendation whether or not the change in place of performance should be accepted.

3.4.10.4. Plant capability survey reports will be submitted to the FLS for review and approval.

3.5. POST-AWARD ORIENTATION CONFERENCE (PAOC).

3.5.1. PAOC are conducted to assure that all contractual matters requiring clarification or resolution between contractor and Government are considered and explained. PAOCs are normally established by the ACO. The CSM/CSS may initiate a request for a PAOC to the ACO and with approval, conduct safety-only conferences. CSM/CSS will participate in a PAOC if requested by the ACO/PCO.

3.5.2. The CSM/CSS will document the PAOC on a memorandum for record (MFR).

3.6. PRE-OPERATIONAL REVIEWS.

3.6.1. A pre-operational safety review shall be conducted for all new AE contractors and all contractors whose contracts require significant new or modified operations, facilities, and/or equipment IAW DoD 4145.26-M (Reference (f)). Pre-operational reviews will be conducted IAW CSG Work Instructions per the Resource Page, as required by this Instruction.

3.6.2. If the pre-award safety survey identified areas in which a subcontractor was not complying with the manual, and the subcontractor was supposed to correct the deficiencies before start-up, the contracting officer will require a pre-operations survey to verify that the corrections were made.

3.6.3. The pre-operational reviews should be conducted prior to the start of actual production or contract work. The reviews will be directed at providing reasonable assurance that hazards have been identified and adequate controls established prior to the introduction of hazardous materials.

3.6.4. Pre-operational safety reviews of other contractors may be conducted as deemed necessary.

3.6.5. If the results of the reviews could potentially affect the assigned contractor risk level, a new change in the risk rating may be appropriate.

3.6.6. Pre-operational safety reviews will be documented as part of the post-award safety survey report if conducted in conjunction with one or as a CS visit, if conducted separately.

3.6.7. The CSM/CSS will document the pre-operational review on a MFR.

3.7. CONTRACT SAFETY (CS) SURVEILLANCE PLAN.

3.7.1. CSM/CSS will develop contractor safety surveillance plans for all contractors' facilities under their cognizance IAW DCMA-INST 219, "Supplier Risk Management Through Standard Contract Surveillance" (Reference (n)); DCMA-INST 221, "Integrated Surveillance Plan" (Reference (o)). CSG Work Instructions are to be constructed to support CSS/CSM requirements and direction for creating safety surveillance plans. The plans document the CSM/CSS systematic surveillance strategy to manage the risk associated with DoD contracts. Development of plans will begin IAW with the timelines and risk ratings noted on the Resource Page. Contractor safety surveillance plans will be reviewed and approved by the FLS. Deviations from the timelines listed below will be approved by the CSG Director. Contractor safety surveillance plans for subsequent FYs will be submitted to the FLS for review and approval NLT the end of each FY.

3.7.2. CS surveillance plans will vary based on the contractual safety requirements, contractor safety compliance, complexity of operations, type of processes, number of facilities/locations, and documented associated risks. Initial safety surveillance frequency will be based on the current risk analysis and documented risk ratings.

3.7.3. Safety Surveillance Plan Details. Surveillance plans will identify or reference each of the planned surveillance activities that correspond to all required contractual safety elements that apply to the contractor and/or the contractor operations being audited. The plan will address each mandatory requirement identified therein and strategic risk identifiers issued by the CSG Director. The surveillance methods, intensity, and frequency will be commensurate with the identified risk. For the purposes of safety surveillance planning, frequency can be expressed in terms of time (e.g., daily, weekly, monthly, semi-annually, and annually).

3.7.3.1. The initial contractor surveillance plans for high and moderate risk contractors will be developed NLT 12 months after the release of this Instruction.

3.7.3.2. Contractor surveillance plans for subsequent FYs will be submitted to the FLS for review and approval NLT 30 business days prior to the beginning of the next FY. Current plans will be updated as needed.

3.7.3.3. Contractor surveillance plans for low risk contractors will be developed at the discretion of the FLS and will be submitted to the CSG Director for review.

3.7.3.4. Deviation requests to modify development timelines will be submitted to the FLS. The FLS will review and provide a recommendation to the CSG Director. The CSG Director will make the final determination. Requests for deviations will be justified and documented IAW the Resource Page and directions; instructions for handling and creating deviation requests are to be developed and approved by the CSG Director.

3.7.3.5. The plans will identify all contractual safety requirements applicable to the contractor as follows:

3.7.3.5.1. The plan will include the CSM/CSS methodology to systematically review all contractual required safety requirements applicable to each contractor under their cognizance. Emphasis will be placed on high risk operations, processes, etc., with additional criteria to be determined by the CSG Director.

3.7.3.5.2. CSM/CSS will use the surveillance plan format and instructions provided by the CSG Director on the Resource Page and the CSG Work Instructions.

3.7.3.5.3. To assist in the development of the plan, the CSM will ensure an FDS is documented and applicable ESP are reviewed.

3.7.3.5.4. Valid statistical sampling of the contractor's operations are acceptable. The CSG Director will determine the methodology and criteria for statistical sampling.

3.8. POST-AWARD SAFETY SURVEY.

3.8.1. Post-award safety surveys will be accomplished IAW with the approved CS surveillance plans, the RBS, and CSG Work Instructions per the Resource Page.

3.8.2. Survey reports will consist of an MFR that includes the following elements:

3.8.2.1. The surveillance plan number, facility name, cage code, date of survey, contract number as applicable, point of contact contacted, changes to the FDS, activities conducted IAW with the surveillance plan, any deviations from the surveillance plan, statistical sampling criteria utilized, a determination of overall compliance, level of CAR issued and CAR eTool identifier as applicable, and the risk rating formulated by the CSG Surveillance Audit Tool.

3.8.2.2. All survey results will be documented into the CSG Surveillance Audit Tool created by DCMA within 5 business days and forwarded to the CSPA.

3.8.2.3. The MFR will be filed in the approved CSG documentation management system within 10 business days.

3.8.2.4. All CARs will be issued IAW Section 3.9 of this Instruction and DCMA-INST-1201, "Corrective Action Process" (Reference (p)).

3.8.2.5. MFR will be provided to the applicable ACO for incorporation into the official contract/contractor files. MFR will not be provided to other entities inside or outside of DCMA unless approved by the FLS.

3.9. CORRECTIVE ACTION REQUEST (CAR).

3.9.1. All DCMA CSG CARs will be IAW DCMA-INST 1201 (Reference (p)) and input via the CAR eTool published by DCMA.

3.9.1.1. CSM/CSS will maintain a CAR log IAW with DCMA-INST 1201 (Reference (p)) and CSG Work Instruction on the Resource Page.

3.9.1.2. FLS will maintain a consolidated log for their team IAW CSG Work Instruction as required per the Resource Page.

3.9.2. FLS will conduct a quarterly Corrective Action Review IAW CSG Work Instruction as required per the Resource Page.

3.9.3. Semi-annually, FLS will brief the CSG Director or designee on the status of CARs within their organization.

3.9.4. The AE and AGS program managers will review CARs quarterly for trends and will issue a written report to the CSPA and CS Director.

3.10. CONTRACTUAL ACCIDENT REPORTING AND INVESTIGATIONS.

3.10.1. Notification. When the CSM/CSS is notified of a potentially reportable AE or AGS, industrial mishap, or a significant non-reportable mishap/incident, the CSM/CSS will make immediate e-mail or telephonic notification to his or her FLS and the CSG Director. The CSG Director will determine the level of notification necessary to the applicable PCO/ DoD component(s) and DCMA Director. The CSM/CSS will, as soon as practical, provide a digital copy of the Initial Mishap Report to his or her FLS, CSG Director, AE program manager, and the CSPA. Work Instructions regarding CSM/CSS requirements for the proper procedures of providing notification will be placed on the Resource Page. Aircraft accidents will follow the mishap reporting guidelines outlined in DCMA-INST 8210.2, "Mishap-Prevention Aircraft Operations" (Reference (q)).

3.10.2. Upon determining that an AE, AGS, or industrial mishap is reportable or a significant non-reportable mishap requires investigation, the CSG Director will:

3.10.2.1. Make recommendations for an AE technical accident investigation and identify who should conduct the investigation (DoD or contractor) to the applicable PCO for determination. **NOTE:** The cognizant service safety official makes the determination for aircraft mishaps.

3.10.2.2. The CSG Director will document the PCO(s) decisions to conduct or not conduct the technical investigation and who should investigate (DoD or contractor). A technical accident investigation will be conducted as long as one PCO requests it.

3.10.2.3. The CSG Director will appoint, in writing, an Accident Investigation Board (AIB) from a CSG team other than the one experiencing the mishap, to manage the contractor's investigation or conduct a technical investigation if requested by the PCO. CSM/CSS from the team experiencing the mishap may be designated as advisors (non-voting) to enhance the investigation and reporting of the mishap.

3.10.3. Contractual Investigations. There are two types of contractual accident/incident investigations, Contractor Accident Investigations (CAI) and DoD Technical Accident Investigations (DTAI). The purpose of the AIB for a CAI is to ensure the contractor meets their contractual requirements for investigating the mishap. The AIB will monitor the progress of the contractor's investigation, its impact on the contract performance and production, ensure the contractor meets timelines, ensure mishap reports contain the mandatory information, and to process contractor reports IAW DoD 4145.26-M (Reference (f)) and/or other contractual requirements. The purpose of the AIB for DTAI is to investigate the mishap to determine findings and develop recommendations to prevent future accidents. The AIB will complete a formal report IAW CSG Work Instructions and out brief individuals or entities designated by the CSG Director. Accident out briefs will be IAW with CSG Work Instruction which will be placed on the Resource Page.

3.10.4. DCMA Internal Reviews. The purpose of DCMA Internal Reviews is for accident prevention purposes only. The reviews are used to determine the surveillance actions of the CSM/CSS, the oversight responsibilities of the FLS, and/or ESP reviewer's impact to the accident/incident, development of lessons learned, improvements to training, and internal DCMA policy/CSG Work Instructions.

3.10.4.1. DCMA Internal Reviews are non-releasable outside of the CSG unless approved by the CSG Director and cannot be used for adverse action.

3.10.4.2. The CSG Director will appoint, in writing, an internal auditor from a CSG team other than the one experiencing the mishap to manage the internal review. Internal reviews will be documented in writing IAW CSG Work Instruction per the Resource Page. Formal out briefs are at the discretion of the CSG Director.

3.10.5. Accident reports (contractual/internal) will be maintained for a minimum of 6 years after the investigation is complete. Completed reports will be forwarded to the DCMA AE program manager for tracking purposes.

3.10.6. All CSM/CSS personnel will maintain an accident/incident log of all reportable and non-reportable AE accidents/incidents including near misses, dropped or damaged ordnance, activation of energetic devices or materials, lost ordnance, etc., for contractors under their cognizance IAW with direction and instructions included in CSG Work Instructions which will also be placed on the Resource Page.

3.10.7. The AE program manager will maintain a consolidated accident/incident log for the CSG. The AE program will review and document accident/incidents quarterly for trends.

3.11. EXPLOSIVE SITE PLAN (ESP).

3.11.1. The CSG shall conduct first and second level ESP reviews IAW CSG Work Instructions per the Resource Page and DoD 4145.26-M (Reference (f)). First and second level reviewers will not be the same CSM or CSS. **NOTE:** Notification of site plan

recommendations/modifications to respective parties requires compliance with DFARS 252.228-7002 (Reference (l)).

3.11.1.1. AE trained and certified CSM are authorized to sign off on first level reviews.

3.11.1.2. CSM conducting second level reviews will be AE certified and appointed in writing by the CSG.

3.11.2. ESPs that propose reduced quantity distances, based upon protective construction or contains other types of engineering analysis, will be reviewed by an engineer in the 0800 series with the appropriate skill set that includes certification and training for the analysis conducted.

3.11.3. All CSM/CSS personnel will maintain a copy of all review memorandums and approval letters indefinitely.

3.11.4. The AE program manager will maintain all documentation related to his or her technical engineering reviews.

3.11.5. FLS and the AE program manager will maintain an ESP log for their team and/or CSG and CSG Work Instruction IAW and as required per the Resource Page.

3.12. WAIVER/DEVIATIONS.

3.12.1. AE waivers and/or deviations will be processed by the CSM/CSS through the FLS to the AE program manager. The AE program manager will ensure the waiver/deviation request contains all pertinent data and rationale that allows the CSG Director to make a recommendation to the PCO via the ACO or Military Service(s). The AE program manager will maintain a log of all AE waivers and deviations managed by the CSG.

3.12.2 Aircraft waivers and/or deviations will be processed IAW DCMA-INST 8210.2 (Reference (q)). The AGS program manager will ensure the waiver/deviation package contains all pertinent data and rationale that allows the CSG Director to make an informed recommendation. Waivers and/or deviations will normally be processed within 30 business days upon receipt by the CSG; however, some waivers may have to be expedited to meet mission requirements. The AGS program manager will coordinate with Aircraft Operations to ensure all CSS waivers are processed in a timely manner and will maintain a log of all aircraft safety-related waivers and/or deviations managed by the CSG. CSG Work Instructions will be created as required per the Resource Page.

3.13. DELEGATIONS.

3.13.1. Only the following types of delegations will be issued and accepted within the CSG:

- NASA delegations: **NOTE:** NASA delegations will be processed utilizing the ECARs system
- Missile Defense Agency (MDA) delegations

3.13.2. The CSM will maintain a log IAW CSG Work Instruction as required per the Resource Page of all issued and/or received delegations.

3.13.3. Only the CSG Director or higher may disapprove a safety-related delegation.

3.13.4. Delegation of surveillance for classified programs will be processed IAW supplemental instructions maintained by the Special Programs Directorate.

3.14. INDEMNIFICATION REVIEWS.

3.14.1. CS supports the DoD in performing industrial safety surveys at facilities that have requested indemnification. Prime contractors with launch operations at Government facilities are authorized by FAR 52.250-1, "Indemnification" under Public Law 85-804 (Reference (r)) to request indemnification for themselves and their subcontractors for unusually hazardous or nuclear risk.

3.14.2. Request for indemnification received by a CSM/CSS will be forwarded through their FLS to the CSG Director. The CSG Director will determine the selection or appointment of personnel, with technical expertise required, to support the customer's request.

3.14.3. Indemnification reports will be created and completed IAW CSG Work Instructions which will also be recorded on the Resource Page.

3.14.4. Indemnification reports will be submitted through the FLS to the CSG Director for review and approval.

3.14.5. The CSG operations manager will maintain a log of all indemnification requests/reports.

3.15. REPORTS.

3.15.1. The CSG Director will submit an annual report through his or her chain of command through the CSPA to the Quality Assurance (QA), Executive Director NLT the 5th business day after the beginning of the new FY. The report will contain the following data elements:

- Number and type of contractors managed
- Pre-award numbers and trends
- Post-award numbers and trends
- Accident/incident numbers and trends
- Surveillance plans status
- ESP status

- CAR status/trends
- Certification status
- Training challenges

3.15.2. CSM/CSS will submit a CSM/CSS report to the FLS monthly. The CSS/CSM report will be created and completed IAW CSG Work Instructions which will also be recorded on the Resource Page.

3.15.3. The FLS will submit a team consolidated quarterly report to the Operations manager quarterly and the report will be created and completed IAW CSG Work Instructions which will also be recorded on the Resource Page.

3.16. FIRST-LEVEL SUPERVISORY REVIEWS (FLSR).

3.16.1. FLSR will be conducted a minimum of annually. The FLSR may not be delegated; however, FLS may seek technical assistance in conducting reviews. The FLSR will be created and completed IAW CSG Work Instructions which will be recorded on the Resource Page. The format will be developed by the CSG and approved via the CSPA and the CSG Director. FLSR will be conducted every 6 months; unless there is data supporting a longer interval. A full review will be conducted on each employee every 12 months. This process will become fully implemented once the policy is official and will be audited by the CSPA for completion and progress.

3.16.2. The FLSR will consist of a review of all mandatory CSM/CSS requirements required by this Instruction and a determination in writing that the CSM/CSS has the knowledge, skills, and abilities to maintain their current level of certification or has the capability to achieve the next level of certification. All FLSR instructions will be created and completed IAW CSG Work Instructions which will be recorded on the Resource Page.

3.17. SUPPORT TO SAFETY AND OCCUPATIONAL HEALTH (SOH).

3.17.1. During regularly scheduled contractual surveillance, CS personnel will immediately report any unsafe and healthful condition(s) observed that pose actual or potential hazard(s) to DCMA personnel working in a contractor's facility to the DCMA SOH Director, SOH Regional Manager, and applicable CMO Commander. The SOH Director will record and report all applicable unsafe and healthful conditions as required by DCMA and other applicable regulatory instructions and directives.

3.17.2. CSM/CSS will request approval from the CSG Director for SOH-related inspections. CSM/CSS requested to conduct an SOH inspection from an organization other than SOH will coordinate and receive approval from the Safety and Occupational Health Director (SOHD) and the Contract Safety Center Director. Reports will be submitted to the SOHD.

3.17.3. SOHD requests for support from the CSG group will be submitted to the CSG Director for review and approval.

3.17.4. CSM/CSS **will not** be designated as **or perform** the duties of a collateral duty safety advocate.

3.17.5. Outside the continental United States (OCONUS) CSM/CSS **will not perform** the duties of an Occupational Series 0018 SOH Specialist without the concurrence of both the SOHD and the CSG Director. OCONUS CSM/CSS acting in the capacity of a SOH specialist will utilize applicable DCMA SOH Instructions.

3.18. SUPPORT TO NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA).

3.18.1. NASA LOD requesting CS support will be forwarded to the CSG Director for approval/disapproval.

3.18.2. CS support to NASA will meet the requirements of DCMA-INST 307, “National Aeronautics and Space Administration Support” (Reference (s)) and all mandatory provisions of this Instruction.

CHAPTER 4

COMPETENCIES AND CERTIFICATIONS

4.1. CSM/CSS EDUCATION AND CERTIFICATION PROGRAM. This section identifies mandatory training and certification requirements for FLS, CSM/CSS at the GS-13 level or below who are engaged in the CS function to fulfill the contract administration responsibilities delegated by FAR Subpart 42.3, "Contract Administration Office Functions" (Reference (t)), and NASA. The intent of this program is to assure that highly qualified, skilled, and competent personnel are performing acquisition contract management safety services on customer contracts and programs. This section describes and defines responsibilities and procedures for providing training and certification for CS personnel. This section also provides information and guidance for technical competence and career management for the CS workforce using a training matrix and other training requirements for developing the CS workforce. All personnel certified under the previous Instructions' certification program requirements are considered certified under the new requirements of this Instruction. FLS/CSS trainees who have not been awarded a certification upon publication of this Instruction will be required to complete all mandatory provisions of the new certification program.

4.2. CERTIFICATION PACKETS. Certification packets will be developed as required IAW CSG Work Instruction which will be included on the Resource Page. Certification packets will be submitted electronically through the CSPA to the Director, DCMA QA for review and approval.

4.3. CERTIFICATION TYPES. There are three professional certifications areas within the DCMA CS career field: ammunition and explosives (AE), aircraft safety (ACS), and industrial (I).

4.4. CERTIFICATION LEVELS. There are two certification levels: provisional and full.

4.4.1. AE Provisional Certification. The following minimum requirements will be met prior to awarding AE provisional certification: **NOTE:** The CSG Director can waive provisional certification requirements with justification. Justifications will be documented and maintained in the FLS/CSM/CSS training records.

4.4.1.1. CSS/CSM assigned personnel will be required to complete all formal AE courses outlined in the current certification for CSS/CSM designation. CSG Work Instructions will be developed which will include information regarding the requirements of the formal AE courses required to be awarded industrial (I) certification:

4.4.1.2. A minimum of 1-year experience as an FLS/CSS trainee.

4.4.1.3. Completion of 10 monitored AE pre/post award surveys each. Pre-award surveys must be on-site and there must be a completion of 3 first level ESP reviews.

4.4.1.4. FLS/CSS awarded AE provisional certifications are limited to surveying low and moderate risk AE facilities that contain encapsulated hazard classification 1.4 items only.

4.4.1.5. Provisional certifications are valid for 2 years.

4.4.2. Full AE Certification Requirements. Full AE certification is the highest level certification that can be awarded to an FLS/CSM.

4.2.1. Completion of all DAWIA Level II requirements.

4.4.2.2. Completion of all formal AE courses IAW CSG Work Instruction and the awarding of I/ACS certifications.

4.4.2.3. A minimum of 1-year experience as a CSM trainee. This requirement is non-waiverable.

4.4.2.4. Completion of a minimum of 15 monitored AE pre/post award surveys each at moderate and high risk facilities and completion of 5, first level ESP reviews of moderate or high risk contractors. Pre-award surveys must be on-site. FLS/CSS trainees will complete at least one each pre-award and post-award survey at contractor facilities that perform the following work: large rocket motor manufacturing, flare manufacturing, propellant/pyro manufacturing, and demilitarization. One facility will be a GOCO.

4.4.2.5. FLS/CSM awarded full AE certifications may conduct unlimited surveillance of AE, ACS, or industrial (I) facilities associated with their assigned workload. Additional training may be required if the FLS/CSM are assigned AE facilities that are outside of their skillset/experience. The CSG Director is responsible for determining what additional training or experience is required.

4.4.2.6. CSM who primarily oversee aircraft contractors will complete a minimum of 3 AE surveys of moderate or high risk contractors every 12 months and one first ESP review in order to maintain full AE certification. If the requirements are not completed within the timeframe noted, full certification will revert to a temporary AE provisional status. Three new monitored AE surveys of medium or high risk categories must be completed within 12 months and a certification packet will be submitted to the Executive QA Director for review and approval.

4.4.3. Full ACS Certification Requirements.

4.4.3.1. Completion of all DAWIA Level II requirements.

4.4.3.2. Completion of all formal ACS courses IAW CSG Work Instructions that will be developed as required per the Resource Page, will be required for receiving industrial (I) certification as described in the following:

4.4.3.2.1. A minimum of 1-year experience as an FLS/CSM trainee.

4.4.3.2.2. Completion of 15 monitored aircraft surveys of moderate and/or high risk facilities, completion of 2 monitored aircraft operations inspection surveys, and 1 Aircraft Operations Inspection (AOI) as part of the CSM/CSS OJT training.

4.4.4. Full Industrial (I) Certification Requirements.

4.4.4.1. Completion of all DAWIA Level I requirements.

4.4.4.2. Completion of all formal industrial (I) courses IAW CSG Work Instruction per the Resource Page.

4.4.4.3. A minimum of 6 months experience as an FLS/CSM trainee.

4.4.4.4. Completion of five monitored industrial (I) surveys.

4.5. EQUIVALENCIES. Request for equivalencies will be justified in writing by the FLS and submitted with certification packets. Equivalencies may not be granted for the mandatory courses outlined on the Resource Page which will be updated as needed and required.

4.6. RECERTIFICATION. Recertification is mandatory for any FLS/CSM at the GS-13 level and below previously awarded full certification if they worked outside of the CS community for more than 3 years. Recertification courses are outlined on the Resource Page and will be updated by the CSM or CSG training coordinator to provide current information.

4.6.1. FLS/CSM will also complete three monitored AE/AC/I pre/post-award surveys each of moderate and/or high risk facilities. Pre-award surveys must be on-site. Additionally, they will conduct one first level ESP review of a moderate or high risk contractor.

4.6.2. CSM previously awarded full AE certifications will resubmit a recertification packet to the QA Executive Director. The recertification packet will be in the format outlined on the Resource Page and will be updated by the CSM or CSG training coordinator.

4.7. PROFESSIONAL DEVELOPMENT COURSES. CSM will complete 40 hours of professional development courses annually. Courses will be approved by the CSG operations manager.

4.8. CERTIFICATION REVOCATIONS. Each of the following is considered to be an adequate cause for revocation of CS certifications:

4.8.1. Falsification of surveillance documentation.

4.8.2. Repetitive documented instance/occurrences of gross negligence or serious incompetence related to safety surveillance activities that could potentially endanger the public, DoD personnel, or DoD programs.

4.8.3. The FLS does not certify that a CSM has the knowledge, skills, or abilities to maintain their certification.

4.8.4. Review of processes, systems, programs, etc., or areas that are not within the qualifications of the certified persons' current assignment.

4.9. REQUIRED COURSES. See Resource Page <https://home.dcma.mil/policy/306r>. The information will be updated and maintained by the CSM or training administrator/coordinator. All changes, deletions, additions, or alternative courses must also be coordinated through the CSPA for vetting and approval.

GLOSSARY**ACRONYMS**

ACO	administrative contracting officer
ACS	aircraft safety
AE	ammunition and explosives
AGS	aircraft ground safety
AIB	Accident Investigation Board
CAI	contractor accident investigation
CAP	corrective action plan
CAR	corrective action request
CDR	contract deficiency report
CRR	contract receipt and review
CS	contract safety
CSG	contract safety group
CSM	contract safety manager
CSPA	contract safety performance advocate
CSS	contract safety specialist
DCMA-INST	DCMA Instruction
DCMAO	DCMA Operations Directorate
DoDD	Department of Defense directive
DoDI	Department of Defense instruction
DDESB	Department of Defense Explosive Safety Board
DFARS	Defense Federal Acquisition Regulation Supplement
DTAI	DoD Technical Accident Investigation
EDA	Electronic Document Access
ESP	explosive site plan
FAR	Federal Acquisition Regulation
FDS	facility data sheet
FLS	first level supervisor
FLSR	first level supervisory review
FY	fiscal year
GOCO	Government owned contractor operated
HQ	headquarters
I	industrial
IAW	in accordance with
IWMS	Integrated Workflow Management System

LOD	letter of delegation
LOI	letter of intent
MFR	memorandum for record
NASA	National Aeronautics and Space Administration
NLT	no later than
PAOC	post-award orientation conference
PCO	procuring contracting officer
PLAS	Performance Labor Accounting System
OCONUS	outside the continental United States
QA	quality assurance
RBS	risk-based schedule
SOH	safety and occupational health
SOHD	Safety and Occupational Health Division