



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

IMMEDIATE POLICY CHANGE

Inspection Stamping

Quality Assurance (QA) Directorate
OPR: DCMA-QAA

DCMA-INST 310 (IPC-1)
May 26, 2015

- 1. POLICY.** This Immediate Policy Change (IPC) implements changes to DCMA-INST 310, "Inspection Stamping," May 2, 2013.
- 2. PURPOSE.** This IPC is issued to update Agency policy and to incorporate new requirements and clarifications on inspection stamping.
- 3. APPLICABILITY.** This IPC applies to all DCMA personnel that have a contractual requirement to use inspection stamps and have not converted to digital signatures to verify both product and associated documentation to meet contractual requirements.
- 4. BACKGROUND.** Inspection stamps have been used for decades and may have become archaic, obsolete and costly. The Agency is looking to minimize or eliminate the use of inspections tamps where they are not required, e.g., customer mandated through contracts, memorandum of understanding (MOU), QALIs. This effort is to help minimize Agency costs, logistics of maintaining stamp control, resource requirements, and to move the Agency to the digital signature. There is no mandatory Federal Acquisition Regulation/Defense Federal Acquisition Regulation Supplement (FAR/DFARS) requirement for the use of inspection stamps. Where there is a valid requirement, the CMO will document their requirements for the use of inspection stamps. Where electronic work instructions are not utilized, the Agency is attempting to move the proof of inspection to a digital signature using a common access card (CAC). This can be done by scanning or emailing the documents and turning them into a portable document format (PDF), then placing a digital signature on the document. Where using an electronic signature is not practical, legibly printed name, signature, with the DCMA employees' number, and date would be considered acceptable. Where not justified and approved, turn in of stamps shall be by the end of FY15.

Provide feedback/questions through the chain of command through the respective Operations and International Directorates.

5. NEW GUIDANCE.

- a. Change paragraph 3. to read:

3. MANAGERS' INTERNAL CONTROL PROGRAM. This Instruction is subject evaluation and testing IAW DCMA-INST 710, "Managers' Internal Control Program" (Reference (d)). The process flowcharts ~~are located in Appendix A~~ and the Key Control Chart of Identified Process Risk ~~is are located in Appendix B~~ **on the Policy Resource Web page.**

b. Change paragraph 3.1.1. to read:

3.1.1. The authorities, as previously indicated in Chapter 2 of this Instruction, determine the need for inspection stamps based on customer and contract requirements for stamping products and/or documentation. ***In rare instances where there may not be specific customer or contract requirements and the CMO deems the continued use of Sstamps may also be issued to facilitate execution of surveillance activities even though there may not be a specific customer or contract requirement is needed, the CMO will send a justification request to their respective next higher level Directorate (Operations or International) inspection stamp custodian for their review, approval, and authorization to continue stamp usage.***

c. Add new paragraph 3.1.1.1.:

3.1.1.1. For DCMAO CMO requesting to keep inspection stamps, the DCMA Operations reviewer/approvers points of contact for justification are as follows: DCMAO Stamp Custodian, DCMAO QAA Group Manager reviewer, and DCMAO QA Director approver.

d. Add new paragraph 3.1.1.2.:

3.1.1.2. Where it is determined stamps are not required (i.e., no contractual requirement or electronic work instructions are used by the contractors) or justified, all stamps shall be returned to the next higher-level stamp custodian Directorate (Operations or International) by the end of FY 2015 for further disposition.

e. Add new paragraph 3.1.1.3.:

3.1.1.3. Where electronic work instructions are not utilized, the Agency is attempting to move the proof of inspection to a digital signature using a CAC. This can be done by scanning or emailing the documents and turning them into a PDF, then placing a digital signature on the document.

f. Add new paragraph 3.1.1.4.:

3.1.1.4. Where using an electronic signature is not practical and a physical signature is used, a legibly printed name, full signature, the DCMA User ID/employees' number (e.g., ZA00000, DC00000, AG00000) and date. Date format shall be two digit day, three digit month, and four digit year (e.g., 01 Apr 2015).

g. Change paragraph 3.1.3.1. to read:

3.1.3.1. **Partial (Circle) Surveillance Approval Stamp.** The partial (circle) surveillance approval stamp is used *as objective evidence* to identify *that* partial completion of Government surveillance activities *were* performed (e.g., in-process product examinations/*inspections*) *and further GCQA surveillance is needed to determine the product/material does meet all prime contract requirements.* Further surveillance is to be performed at another time and/or location.

h. Add new paragraph 3.1.3.1.1.

3.1.3.1.1. The circle surveillance approval stamp is used to signify that planned in-process surveillance inspections have been executed. When required, they are used for shipments made from one contractor to another contractor prior to final inspection. If all planned surveillance tasks have not been executed at the subcontractor level, the cognizant quality assurance specialist (QAS) will document these on the shipping document and notify the next level QAS where the inspection(s) will be accomplished.

i. Change paragraph 3.1.3.2. to read:

3.1.3.2. **Complete (Square) Surveillance Approval Stamp.** The complete (square) surveillance approval stamp is used ~~to indicate~~ *as objective evidence to identify the completion that of* all *planned* Government surveillance activities stipulated IAW DCMA-INST 309, “GCQA Surveillance Planning” (Reference (I)) were performed and all requirements subject to surveillance and applicable to the product conform to contractual requirements. Complete surveillance approval establishes that material that once was partially approved has subsequently been completely approved.

j. Add new paragraph 3.1.3.2.1.

3.1.3.2.1. The square surveillance approval stamp is used to signify final inspection is completed and the product meets all prime contract requirements. This can be accomplished at both prime contractor and subcontractor locations when delegated.

k. Add new paragraph header 3.3.6:

3.3.6. National Aeronautics and Space Administration (NASA).

l. Renumber paragraph 3.3.6. to read 3.3.6.***I.*** and change to read:

3.3.6.I. When stamping in support of NASA LoD/contracts, personnel must ensure the application of the stamp impression or data entry represents their professional, individual warranty (guarantee) that the operator/inspector personally examined the product, witnessed the process, or verified the record as literally stated on the Government Mandatory Inspection Point acceptance criteria and surveillance plan. ~~NASA stamps issued to DCMA personnel must be controlled IAW this Instruction. DCMA serialized/issued inspection stamps may be substituted for NASA stamps.~~

m. Add new paragraph 3.3.6.1.1.

3.3.6.1.1. Where there are previous agreements to continue the use of DCMA inspection stamps in lieu NASA inspection stamps, follow paragraphs 3.1.1.1. and 3.1.1.2. in this IPC for retention procedures. Otherwise, personnel will use signature and or electronic procedures to signify execution of surveillance activities.

n. Add new paragraph 3.3.6.1.2.

3.3.6.1.2. If requested by NASA Centers, DCMA shall use NASA issued quality status stamps in accordance with current NASA requirements and DFARS, Part 246.472, "Inspection Stamping" (Reference (e)).

o. Change paragraph 3.5.2. to read:

3.5.2. Stamps turned-in to the stamp custodian, which are serviceable and were not reported as lost or stolen, ~~must remain idle for a minimum period of 6 months prior to re-issuance.~~ *can be reissued immediately, as long as positive control of the stamp has been maintained and no other reasons exist.*

p. Add the following to the Glossary – Acronyms:

- *CAC* *common access card*
- *PDF* *portable document format*

6. RELEASABILITY – UNLIMITED. This IPC is approved for public release.

7. EFFECTIVE DATE. By order of the Director, DCMA, this IPC is effective immediately and shall remain in effect until rescinded, superseded, or incorporated in a DCMA policy, whichever is sooner.



Michael E. Shields, Jr.
Executive Director
Quality Assurance



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Inspection Stamping

Quality Assurance (QA) Directorate
CPR: DCMA-QA

DCMA-INST 310
May 2, 2013

Validated Current with Administrative Changes, April 10, 2014

1. PURPOSE. This Instruction:

a. Reissues and establishes current DCMA inspection stamp policy in accordance with (IAW) DoD Directive 5105.64 (Reference (a)), DCMA-INST 501, "Policy Publications Program" (Reference (b)), and all references listed.

b. Cancels and replaces DCMA-INST 310, "QA Stamps" (Reference (c)).

c. Establishes policies, roles and responsibilities, and provides procedures for DCMA personnel using inspection stamps.

2. APPLICABILITY. This Instruction applies to all DCMA personnel using inspection stamps to verify both product and associated documentation meet contractual requirements. Exceptions to this Instruction apply to the Special Programs Directorate (DCMAS), which does not issue inspection stamps to personnel; therefore, this Instruction is not applicable to the DCMAS.

3. MANAGERS' INTERNAL CONTROL PROGRAM. This Instruction is subject to evaluation and testing IAW DCMA-INST 710, "Managers' Internal Control Program" (Reference (d)). The process flowcharts are located in Appendix A and the Key Control Chart of Identified Process Risk is located in Appendix B.

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

5. PLAS CODE. 085F – Other Direct – SQA

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/Policy/310r>

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective immediately.



Michael E. Shields, Jr.
Executive Director
Quality Assurance

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REFERENCES

- (a) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (b) DCMA-INST 501, "Policy Publications Program," October 1, 2013
- (c) DCMA-INST 310, "QA Stamps," May 2010 (hereby canceled)
- (d) DCMA-INST 710, "Managers' Internal Control Program," September 12, 2011
- (e) Defense Federal Acquisition Regulation Supplement (DFARS), Part 246.472, "Inspection Stamping"
- (f) Defense Federal Acquisition Regulation Supplement (DFARS), Procedures, Guidance and Information (PGI), 246.472, "Inspection Stamping"
- (g) National Aeronautics and Space Administration (NASA) Procedural Requirements (NPR) 8735.2A, "Management of Government Quality Assurance Functions for NASA," August 12, 2013
- (h) DoD Instruction (DoDI), 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," May 19, 2011
- (i) DCMA-INST 318, "QA Development," October 2010
- (j) DCMA-INST 307, "National Aeronautics and Space Administration Support," February 2010
- (k) DCMA-INST 203, "Software Acquisition Management," June 25, 2013
- (l) DCMA-INST 309, "GCQA Surveillance Planning," January 27, 2014

CHAPTER 1

POLICY

1.1. POLICY. It is DCMA policy that:

1.1.1. In addition to inspection stamping procedures addressed in DFARS, Part 246.472, “Inspection Stamping” (Reference (e)), DFARS, PGI, 246.472, “Inspection Stamping” (Reference (f)), and National Aeronautics and Space Administration (NASA) Procedural Requirements (NPR) 8735.2A, “Management of Government Quality Assurance Functions for NASA” (Reference (g)), this Instruction provides enhanced procedures to ensure the proper use, control, and disposition of DoD inspection stamps. This Instruction also outlines responsibilities for DCMA personnel in terms of accountability for inspection stamps as defined in DoDI, 5000.64, “Accountability and Management of DoD Equipment and Other Accountable Property” (Reference (h)).

1.1.2. Stamps and stamping devices must not be intentionally defaced, copied, modified, or altered in any way. Stamps, stamping devices and associated records must be maintained in a secure environment to prevent unauthorized access and to mitigate any loss or potential theft.

1.1.3. Stamp custodians must be established at the Operations Directorate, International Directorate, and the Contract Management Offices (CMO) to issue, control, and dispose of inspection stamps as required.

1.1.4. Only authorized functionally qualified personnel are permitted to obtain and use stamps.

1.1.5. When either contract or customer requirements require the use of inspection stamps for non-Quality Assurance (QA) personnel (e.g., software engineers, software specialists), hereafter referred to as Engineering and Analysis (EA) functional specialists, the EA group chief (or appointed designee) must assure personnel receiving stamps are properly qualified IAW established functional criteria for issuance of inspection stamps.

1.1.6. All deviation/waiver requests for this Instruction must be IAW DCMA-INST 501, “Policy Publications Program” (Reference (b)).

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DCMA HEADQUARTERS (HQ) DIRECTORATE STAMP CUSTODIAN. The HQ stamp custodian must:

2.1.1. Procure stamps and stamping devices for the Agency and assign them to the next organizational level stamp custodian for further distribution to the field.

2.1.2. Oversee the Agency inventory for the purpose of procurement of new stamps as needed.

2.1.3. Issue a Tasking Memorandum annually to verify the Agency stamp inventory levels.

2.2. DCMA OPERATIONS AND INTERNATIONAL DIRECTORATES' STAMP CUSTODIANS. The Operations and International Directorates' stamp custodians must:

2.2.1. Assist the DCMA HQ Directorate stamp custodian with assigning and distributing stamps to the field.

2.2.2. Assist the DCMA HQ Directorate stamp custodian with verifying Agency stamp inventory levels via the annually issued Tasking Memorandum.

2.3. ENGINEERING AND ANALYSIS (EA) GROUP CHIEF (OR APPOINTED DESIGNEE). The EA group chief (or appointed designee) must, for non-QA personnel, certify and authorize any EA functional specialist to be issued inspection stamps by the stamp custodian whenever they are needed to complete the EA functional specialist's mission.

2.4. QA FIRST LEVEL SUPERVISOR (FLS). The QA FLS must:

2.4.1. Determine the need for inspection stamps for QA personnel based on customer and contract requirements for stamping products and/or documentation.

2.4.2. Determine QA personnel qualifications when authorizing inspection stamps to be issued.

2.5. CMO STAMP CUSTODIANS. CMO stamp custodians must:

2.5.1. Issue inspection stamps to qualified personnel as authorized by the EA group chief (or designee) and/or QA FLS.

2.5.2. Maintain all stamp records.

2.5.3. Maintain control of stamp inventory to preclude unauthorized use or access.

2.6. STAMP RECIPIENTS. Stamp recipients must:

2.6.1. Use stamps within the qualifications determined by the EA group chief (or appointed designee) or QA FLS.

2.6.2. Maintain control of their assigned stamp at all times.

2.6.3. Immediately report unusable, damaged, and confirmed lost or stolen stamps to both their FLS/group chief and stamp custodian.

CHAPTER 3

PROCEDURES

3.1. DETERMINE NEED FOR DoD INSPECTION STAMPS.

3.1.1. The authorities, as previously indicated in Chapter 2 of this Instruction, determine the need for inspection stamps based on customer and contract requirements for stamping products and/or documentation. Stamps may also be issued to facilitate execution of surveillance activities even though there may not be a specific customer or contract requirement.

3.1.2. Only personnel qualified IAW DCMA-INST 318, “QA Development” (Reference (i)); DCMA-INST 307, “National Aeronautics and Space Administration Support” (Reference (j)); or DCMA-INST 203, “Software Acquisition Management” (Reference (k)) can be authorized and issued inspection stamps.

3.1.3. There are two DoD quality surveillance approval marking designs (stamps). The designs of the two stamps and the differences in their uses are:

3.1.3.1. Partial (Circle) Surveillance Approval Stamp. The partial (circle) surveillance approval stamp is used to identify partial completion of Government surveillance activities performed (e.g., in-process product examinations). Further surveillance is to be performed at another time and/or location.

3.1.3.2. Complete (Square) Surveillance Approval Stamp. The complete (square) surveillance approval stamp is used to indicate that all Government surveillance activities stipulated IAW DCMA-INST 309, “GCQA Surveillance Planning” (Reference (l)) were performed and all requirements subject to surveillance and applicable to the product conform to contractual requirements. Complete surveillance approval establishes that material that once was partially approved has subsequently been completely approved.

3.2. ISSUE DoD INSPECTION STAMPS.

3.2.1. Utilizing the DCMA Inspection Stamp Record, the stamp custodian records and issues stamps to authorized personnel. (DCMA Inspection Stamp Record and instructions are located on the Policy Resource Web page).

3.2.1.1. This record must indicate type, size, serial number of stamps, and the name of the individual to whom each stamp is issued. The applicable DCMA or NASA stamp warranty statement must be selected. For personnel performing both DoD and NASA workload, both warranty statements must be selected.

3.2.1.2. Personnel must sign for the stamp(s) upon receipt. Digital signatures are acceptable.

3.3. USE OF DoD INSPECTION STAMPS.

3.3.1. The stamping of each item is neither required nor prohibited. Ordinarily, the stamping of shipping containers, packing lists, or routing tickets serves to adequately indicate the status of material and to control or facilitate its movement.

3.3.2. Stamping may be requested by the customer in Quality Assurance Letters of Instruction (QALI) or Letters of Delegation (LoD). When stamping the product is required, the stamp impression must be applied IAW the applicable technical data package (TDP) or documented customer instructions. Stamping does not mean the product has been accepted by the Government. Evidence of acceptance is ordinarily a digitally-signed acceptance in Wide Area Workflow (WAWF) or physically-signed acceptance on the DD Form 250, Material Inspection and Receiving Report.

3.3.3. When authorized to waive a self-imposed surveillance task, the waived task may be indicated by annotating “waived” along with the individual’s initials and date on the supplier’s records. Stamps must not be used in conjunction with waiving a surveillance task.

3.3.4. When stamping, personnel must:

3.3.4.1. Indicate the date of inspection.

3.3.4.2. Ensure the legibility and durability of stamp impressions.

3.3.4.3. Ensure that stamp impressions provide direct traceability to the individual applying the stamp.

3.3.4.4. If required, and where surveillance performance is attested to by application of stamps directly to the supplies, the stamp must not be applied in a manner prohibited by drawings or specifications or which may degrade the quality of the product.

3.3.4.5. Assure the application of stamps or data entry represents their professional, individual warranty that the surveillance was performed as literally stated on the applicable Government Contract Quality Assurance (GCQA) surveillance plan (e.g., inspect, test, witness and verify) and found conforming.

3.3.5. Previously applied stamp impressions must only be voided by the individual that applied the initial impression or, the applicable FLS, EA group chief or appointed designee. When voiding stamp impressions, individuals will apply the following:

- A single ink line through the impression
- “Void” immediately adjacent to the lined-out impression
- Initials of the person voiding the impression
- Date the impression is voided

3.3.6. When stamping in support of NASA LoD/contracts, personnel must ensure the application of the stamp impression or data entry represents their professional, individual warranty (guarantee) that the operator/inspector personally examined the product, witnessed the process, or verified the record as literally stated on the Government Mandatory Inspection Point acceptance criteria and surveillance plan. NASA stamps issued to DCMA personnel must be controlled IAW this Instruction. DCMA serialized/issued inspection stamps may be substituted for NASA stamps.

3.4. INVENTORY OF DoD INSPECTION STAMPS.

3.4.1. A stamp inventory must be maintained. At the discretion of the CMO, a stamp inventory may be scheduled monthly, quarterly, or annually. At a minimum, a complete inventory of all stamps must be accomplished by the stamp custodian on an annual basis.

3.4.2. If the appointed stamp custodian is reassigned, or leaves the Agency for any reason, the newly appointed stamp custodian must accomplish a stamp inventory to ensure a successful transfer of custody and accountability of all stamps within 60 days.

3.4.3. A fresh stamp impression for each stamp is required on the DCMA Inspection Stamp Record during the inventory. At the time of the inventory, personnel with issued stamps must re-execute the stamp warranty by selecting the applicable DCMA or NASA stamp warranty statement and signing the DCMA Inspection Stamp Record. For personnel performing both DoD and NASA workload, both warranty statements must be selected.

3.4.4. Unserviceable (see Definitions), destroyed, lost/stolen, or excess stamps must be accounted for and their inventory verified by the stamp custodian.

3.4.4.1. Stamp custodians must destroy unserviceable stamp(s) in a manner that renders the stamp(s) unusable.

3.4.4.2. There must be an immediate and reasonable search conducted for any lost stamp(s). Stamp(s) not found must be immediately reported to the stamp custodian and FLS/group chief.

3.4.4.3. The stamp custodian and FLS/group chief must be notified immediately when there is confirmation that a stamp has been stolen.

3.4.4.3.1. The stamp recipient must collaborate with their respective FLS/group chief to immediately notify all potentially affected suppliers via letter or email that a stamp has officially been reported as lost or stolen. The notification letter or email must alert the supplier of the following:

- Where the stamp was last used
- The date the stamp was last used
- The stamp number (XXX) is no longer valid after the date of this letter
- To immediately report if the lost/stolen stamp is found

- To immediately report any usage of the lost/stolen stamp is discovered after the date of this letter on any product and/or documentation

3.4.4.3.2. Due to its compromised integrity, if a lost or stolen stamp is later recovered, the stamp must be destroyed in a manner that renders the stamp unusable and the stamp number must be retired and reported as such on the stamp inventory.

3.4.4.3.3. The DCMA Inspection Stamp Record must be used to record the date and manner in which a stamp is destroyed if the stamp becomes unserviceable for any reason and/or to record the date and events concerning any lost or stolen stamp(s).

3.4.5. Stamp custodians in need of additional stamps must notify the next higher level custodian. Where there is a need for specialty stamps (such as, metal or lumber stamps) stamp custodians must identify such needs through their respective Directorate to HQ QA.

3.5. TURN-IN OF DoD INSPECTION STAMPS.

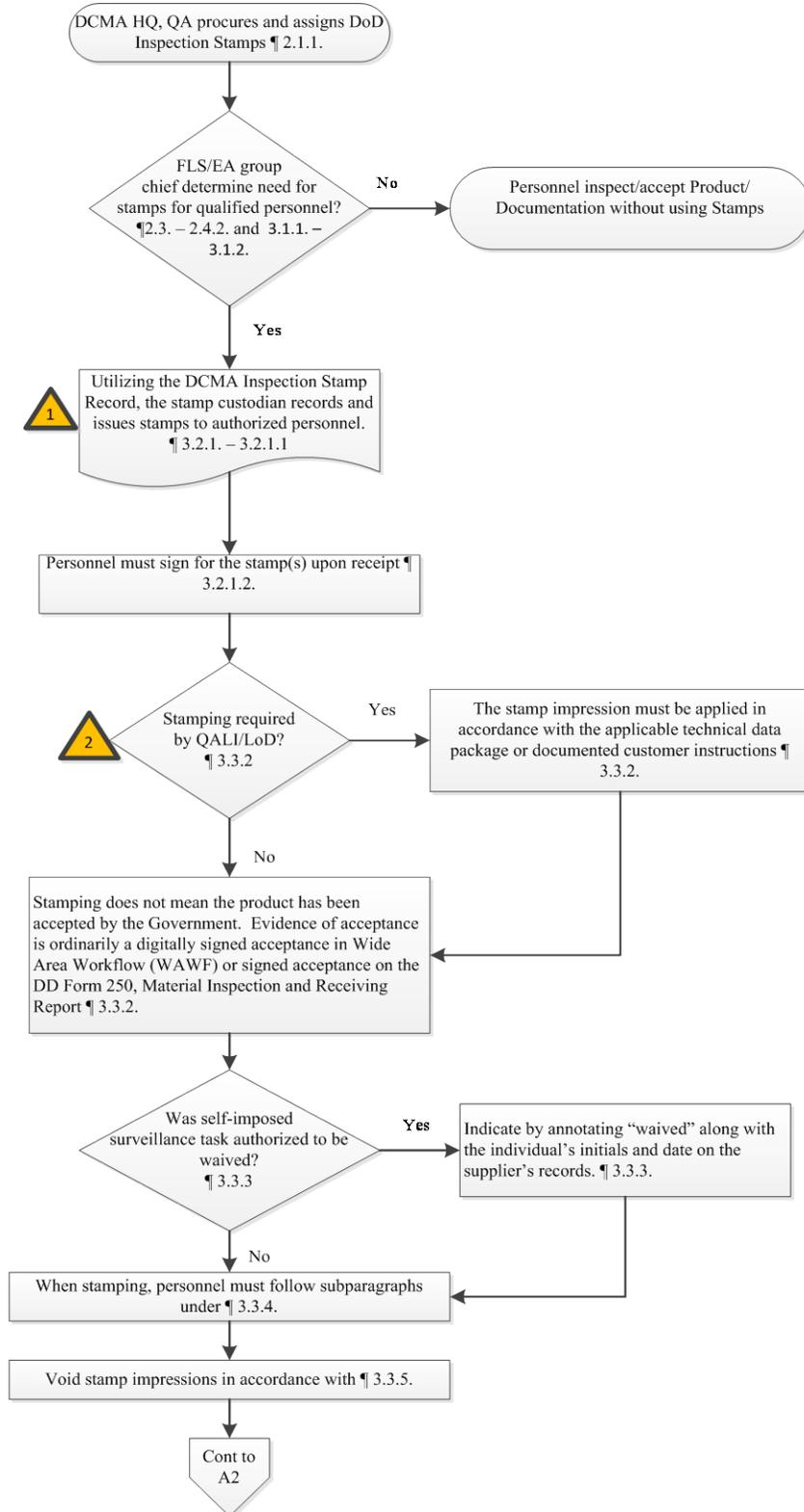
3.5.1. Stamp recipients must turn-in stamps to the stamp custodian under the following conditions:

- When the stamps become unserviceable
- Upon transfer out of the CMO to another organization
- When leaving the Agency
- Upon transfer to a new job/function that does not require the use of inspection stamps

3.5.2. Stamps turned-in to the stamp custodian, which are serviceable and were not reported as lost or stolen, must remain idle for a minimum period of 6 months prior to re-issuance.

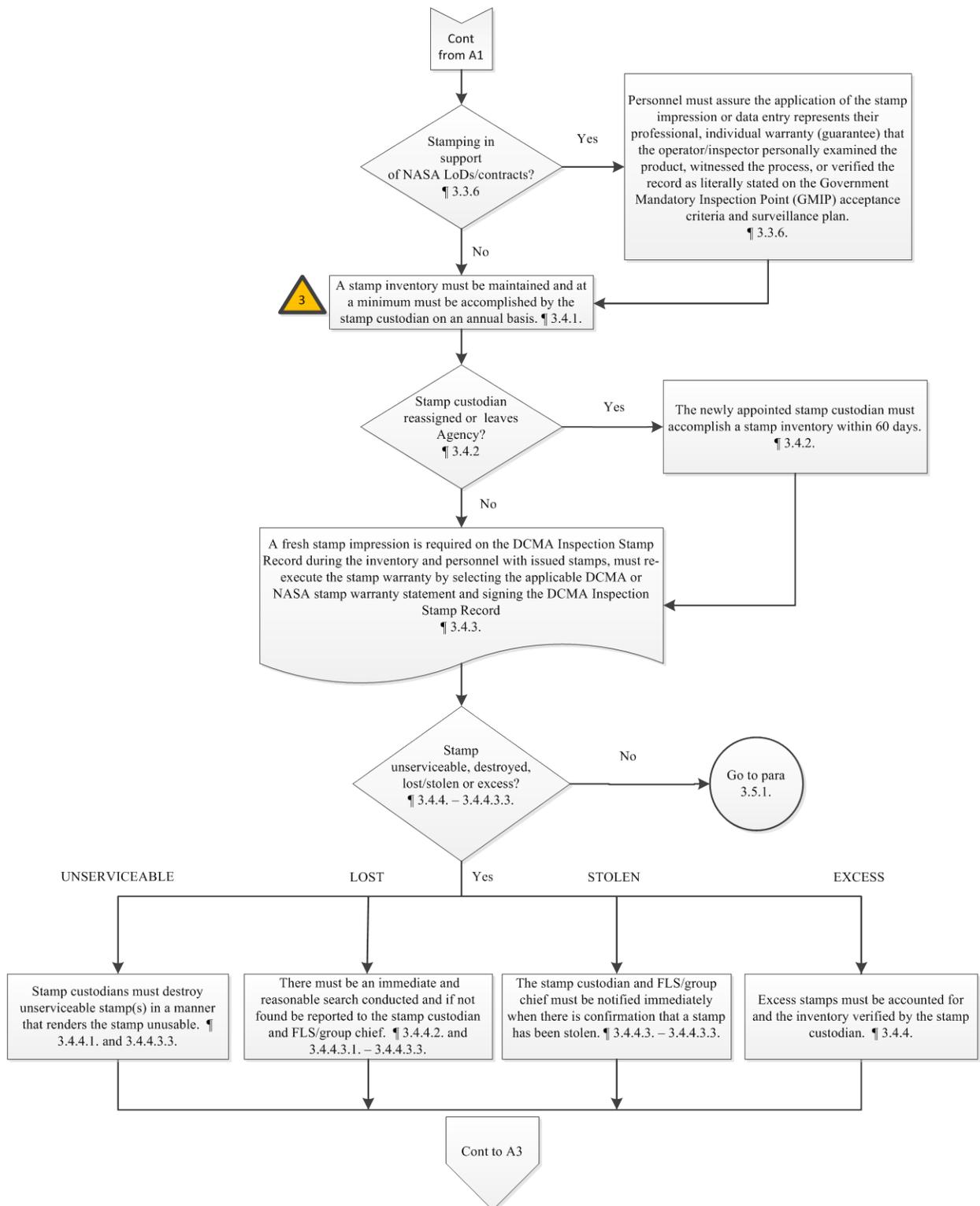
3.5.3. All stamp turn-in actions must be documented on the DCMA Inspection Stamp Record which must be retained for a minimum of 3 years. Either hard copy or scanned copy is acceptable.

APPENDIX A
INSPECTION STAMPING PROCESS FLOWCHART w/Risk Identified



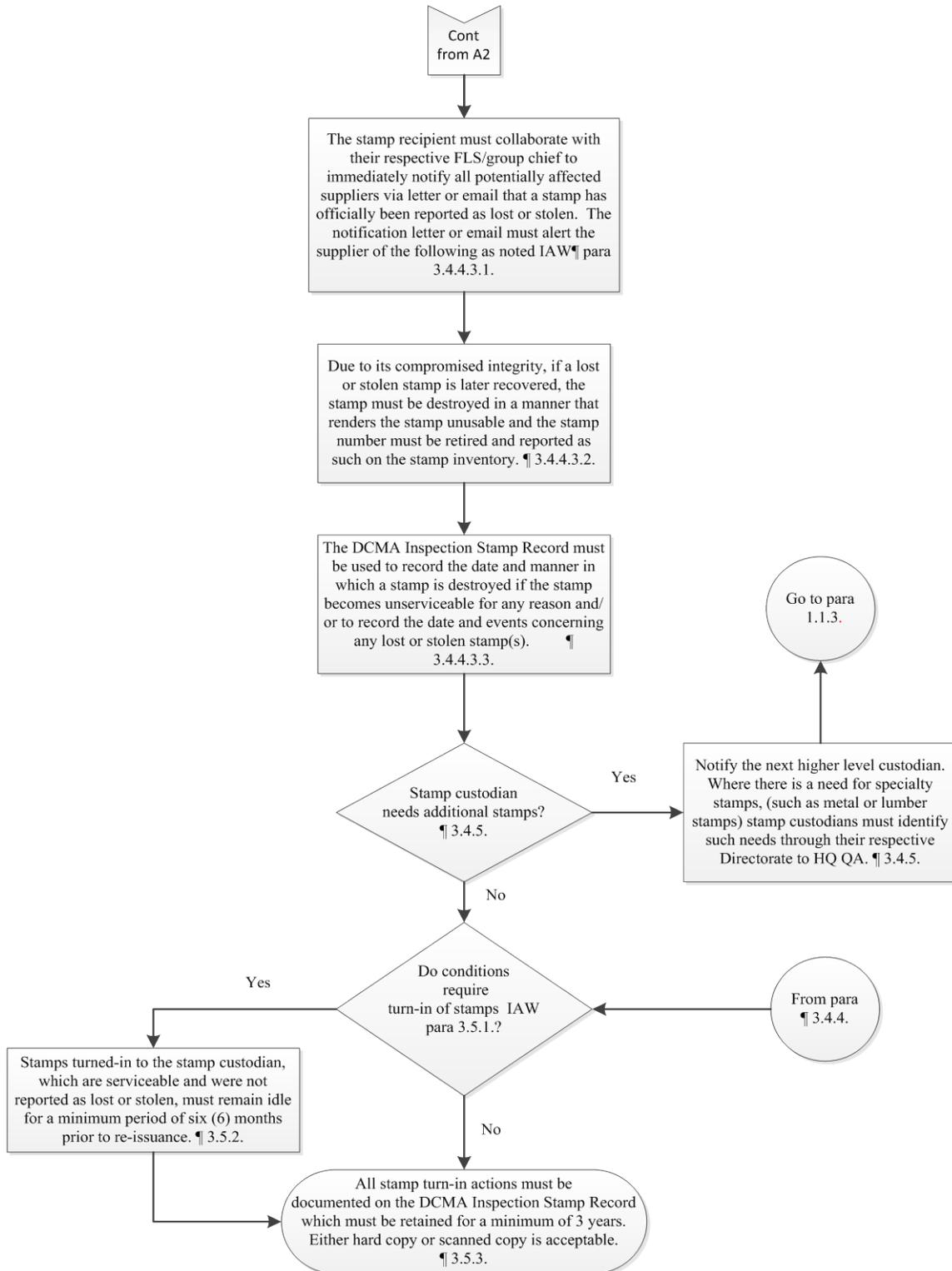
APPENDIX A

INSPECTION STAMPING PROCESS FLOWCHART (cont.) w/Risk Identified



APPENDIX A

INSPECTION STAMPING PROCESS FLOWCHART (cont.) w/Risk Identified



APPENDIX B

MICP KEY CONTROL (KC) CHART OF IDENTIFIED PROCESS RISK

KC	Functional Area	Risk	Possible Controls
1	➤ Issue of DoD Inspection Stamps	➤ Unauthorized use of inspection stamps	<ul style="list-style-type: none"> ➤ Stamps are not mandatory; personnel may inspect/accept using digital or physical signatures ➤ Stamps issuance authorized by the FLS/EA Group Chief to qualified personnel ➤ DCMA Inspection Stamp Record ➤ Recipient signs for stamps ➤ Recipient maintains control of issued stamps and reports lost, stolen, or unserviceable stamps to the FLS and stamp custodian
2	➤ Use of DoD Inspection Stamps	<ul style="list-style-type: none"> ➤ Improper or unauthorized use of inspection stamps ➤ Unauthorized Product Acceptance ➤ Unauthorized Waiver of Surveillance Task 	<ul style="list-style-type: none"> ➤ Stamp IAW QALI/LoD/NASA Contracts ➤ Assure stamp impression represents individual warranty ➤ Digitally-signed WAWF or physically-signed DD 250 ➤ Initials and Dates on Supplier's Records ➤ Follow instruction procedures outlined under paragraphs 3.3. ➤ Notify higher level custodians additional stamps are needed
3	➤ Inventory of DoD Inspection Stamps	<ul style="list-style-type: none"> ➤ Loss of inventory control ➤ Unauthorized use of inspection stamps 	<ul style="list-style-type: none"> ➤ Mandatory inventory control ➤ Limited authority and access for accomplishing stamp inventory ➤ HQ Tasking Memo issued annually to verify Agency-wide stamp levels ➤ DCMA Inspection Stamp Record <ul style="list-style-type: none"> • Fresh stamp impression • Recipient's signature ➤ Lost/Stolen stamps are reported ➤ Supplier notified of confirmed lost/stolen stamps ➤ Unserviceable/lost/stolen stamps are destroyed ➤ Stamps must be turned in for conditions outlined in paragraph 3.5.1. ➤ Serviceable stamps turned in remain idle for a minimum of 6 months ➤ DCMA Inspection Stamp Record retained for a minimum of 3 years

GLOSSARY

DEFINITIONS

excess stamps. Spare stamps not currently issued to an individual but assigned and accounted for at the CMO.

physical inventory. The verification of property existence, accountable property record completion, location, and quantity. The process may also involve verifying additional information, performing reconciliations, and modifying the accountable property records.

stamp custodian. An appointed individual who accepts custodial responsibility for property (stamps), by signing the DCMA Inspection Stamp Record. The stamp custodian is directly responsible for the physical custody of accountable property under their control.

stamp recipient. An authorized individual, assigned an inspection stamp, who accepts responsibility for property (stamps) by signing the DCMA Inspection Stamp Record. The stamp recipient is directly responsible for the physical custody of accountable property under their control.

EA Functional Specialists. Non-QA personnel (e.g., Software Engineers, Software Specialists, etc.) who are required to use inspection stamps to verify product and associated documentation meet contractual requirements.

unserviceable. Any condition/damage (e.g., illegible, worn-out, broken, bent, crushed, etc.) that renders an inspection stamp unsuitable for proper use or creates uncertainty as to its assigned recipient/owner.

GLOSSARY

ACRONYMS

CMO	Contract Management Office
DCMA-INST	DCMA Instruction
DCMAS	Special Programs Directorate
DFARS	Defense Federal Acquisition Regulation Supplement
EA	engineering and analysis
FLS	first level supervisor
GCQA	Government Contract Quality Assurance
HQ	headquarters
IAW	in accordance with
KC	key control
LoD	Letter of Delegation
MICP	Managers' Internal Control Program
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirement
OPR	office of primary responsibility
PGI	Procedures, Guidance, and Information
PLAS	Performance Labor Accounting System
QA	quality assurance
QALI	Quality Assurance Letter of Instruction
TDP	technical data package
WAWF	Wide Area Workflow