



DCMA Manual 2101-01

Acceptance

Office of Primary Responsibility

Product Acceptance and Proper Payment Capability

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Approved by:

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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, implements policy, assigns responsibilities, and provides procedures for:

- Surveillance activities for First Article and Production Lot Testing when contractually required

- Inspection Stamping as requested by the customer where a chain of custody is required
- Standard Inspection Requirements verifying the contractor's inspection system is acceptable to the Government
- Product Acceptance & Release when all contractual requirements are met

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. This Manual applies to all DCMA personnel performing administration and/or surveillance activities leading up to and including acceptance unless higher-level regulations, policy, guidance, or agreements take precedence. DCMA functional elements having unique surveillance requirements must maintain and follow their supplemental instructions that meet the intent of this Manual. Oversight and administration of highly sensitive, classified, cryptologic, and intelligence projects and programs must follow this Manual to the extent practicable.

b. In some instances, federal regulations and DoD Issuances (e.g., Federal Acquisition Regulation (FAR) 46.406, "Foreign Governments," Defense Federal Acquisition Regulation Supplement (DFARS) 225.870, "Contracting with Canadian Contractors," DFARS Procedures, Guidance and Information (PGI) 225.8, "Other International Agreements and Coordination") and Host Nation or Memorandum of Agreements, expressly state the processes of inspection and acceptance are performed by other agencies for certain commodities. This requirement remains in force regardless of whether there are full or partial contract administration responsibilities.

c. FAR 46.408, "Single-Agency Assignments of Government Contract Quality Assurance," requires Government-wide responsibility for quality assurance (QA) support for acquisitions of certain commodities assigned as follows:

(1) For drugs, biologics, and other medical supplies - the **Food and Drug Administration**.

(2) For food, except seafood - the **Department of Agriculture**.

(3) For seafood the **National Marine Fisheries Service of the Department of Commerce**.

1.2. POLICY. It is DCMA policy when Acceptance is delegated to DCMA, that only authorized personnel accept supplies/services tendered for acceptance by the contractor when there is a basis of confidence that the supplies/services conform to contract requirements. It is also DCMA policy to execute this manual in a safe, efficient, effective, and ethical manner. Contractor submitted credible objective evidence of technical conformance will be used as a basis for product acceptance. Credible of that evidence will be determined based upon review of DCMA surveillance activities results.

SECTION 2: RESPONSIBILITIES

2.1. CAPABILITY MANAGER, PRODUCT ACCEPTANCE AND PROPER PAYMENT.

The Capability Manager will:

- a. Serve as approval authority for waiver/deviation requests to this Manual.
- b. Oversee the development, implementation, administration, and management of this Manual.

2.2. PERFORMANCE ADVOCACY ENTERPRISE. The Enterprise Performance Advocacy (DCMA-TDA) Director will:

- a. Exercise staff supervision of this Manual by engaging DCMA Operational Units for oversight and assistance, coordinating technical support for internal and external audits, improving operational efficiencies, and supporting data collection and analysis for decision making and requirements development across the Agency.
- b. Process waiver/deviation requests for this Manual providing technical recommendations to the Product Acceptance and Proper Payment Capability Manager.
- c. Assist DCMA Technical Directorate Manufacturing and Quality (DCMA-TDM) stamp custodian with assigning and distributing stamps to the Operational Unit Directorate (OUD).
- d. Assist DCMA-TDM stamp custodian with verifying Agency stamp inventory levels annually.

2.3. OPERATIONAL UNIT DIRECTORATE. The OUD Commander will ensure their directorate:

- a. Assists CMOs with deleting Aging Receiving Reports (RR) and Repairables Receiving Reports (RRR).
- b. Runs Management Reporting System monthly reports and provides to the CMOs.
- c. Notifies DCMA-TDM quarterly of the status of the Aging RR/RRR.
- d. Notifies DCMA-TDM when issue with cleanup of the Aging RR/RRR are not within the CMOs and/or OUDs area of responsibility.
- e. Maintains an inventory of inspection stamps on hand for issuance to the Contract Management Office(s) (CMOs) when needed.
- f. Adjudicate CMO requests for new inspection stamps based on criteria outlined in Section 4 of this Manual and the Guidebook on the Resource Page of this Manual.

g. Completes an inventory of all stamps on an annual basis and when tasked by a DCMA Headquarters tasking memorandum.

h. Notifies DCMA-TDM point of contact when inventories are completed.

2.4. CONTRACT MANAGEMENT OFFICE COMMANDER/DIRECTOR. The CMO Commander or Director will ensure:

a. The CMO complies with the requirements of this Manual.

b. Appropriate and adequate resources are in place to execute the requirements.

2.5. CONTRACT MANAGEMENT OFFICE FUNCTIONAL DIRECTOR, CONTRACTS, QUALITY ASSURANCE, ENGINEERING AND MANUFACTURING.
The Directors:

a. Will implement this Manual and applicable DOD requirements within their respective function and CMO. The respective Functional Director will serve as the focal point for:

(1) Applicable internal and external performance measures.

(2) The development of Standard Operating Procedures that augment this Manual under their purview to ensure these procedures are consistently applied throughout the CMO's functional community.

b. Ensure Aging RR/RRR are processed accordingly or the contractor is contacted to have them deleted, voided and/or validated as current.

2.6. FIRST LEVEL SUPERVISOR. The First Level Supervisor (FLS) will:

a. Ensure their respective FS possess the necessary competencies/skillsets to perform the tasks defined in this Manual as they relate to their assigned facility, contract, supplies or services.

b. Review requests for technical assistance and provide necessary support.

c. Determine the need for inspection stamps for FS under their purview in accordance with (IAW) section 4. of this Manual and the Guidebook on the Resource Page of this Manual .

d. Complete applicable First Level Supervisor Reviews (FLSR) for tasks defined in this Manual IAW the prescribed time constraints detailed in prevailing guidance.

e. Complete the Product Acceptance Authorization Form, as required, in paragraph 6.2 of this Manual.

f. Relay any negative performance and acceptance information to the Administrative Contracting Officer (ACO) for potential consideration actions and to the industrial specialist for potential impacts to delivery or integrated master product schedules.

2.7. ADMINISTRATIVE CONTRACTING OFFICER. The Administrative Contracting Officer (ACO) will:

a. Review and, if warranted, act upon consideration recommendations that are provided by the FS. See section 6.3 of this Manual.

b. Assist with decisions regarding the acceptability of the supplies, the processes, and the requirements, as well as action to correct defects.

c. Consider specific written instructions from the PCO.

2.8. FUNCTIONAL SPECIALIST. The FS will:

a. Execute and adjust surveillance based on risk assessment (e.g., analysis of data collected, facility awareness, etc.).

b. Ensure that surveillance events are documented and accomplished IAW the surveillance plan.

c. Issue Corrective Action Request(s) (CAR) IAW DCMA-MAN 2303-04, "Surveillance - Document and Provide Feedback" when contractual nonconformances are independently identified during surveillance or when verified nonconformances are identified by customer.

d. Communicate with Functional Lead/Supervisors when problems/concerns arise during the execution of the surveillance plan.

e. Determine the need for FS support (e.g., QA Engineer (QAE) assistance or other FS assistance) to perform the necessary surveillance. The requestor will send the request in writing to their FLS.

f. Participate in the Postaward Orientation Conference (PAOC) and/or conduct a Functional Specialist Meeting (FSM) when conditions as specified in paragraph 3.3. Exist.

g. As required, document and execute a First Article Test (FAT), Production Lot Test (PLT) and/or Production Verification Testing (PVT) surveillance strategy.

h. Notify the Place(s) of Performance (POP) FS that FAT and/or PLT requirements are part of the contract.

i. Conduct meetings with the contractors as needed to ensure all parties understand the requirements (i.e., FAT and/or PLT, place and mode of acceptance, make or buy decisions, etc.), as required.

j. Prepare and submit recommendation for considerations to the ACO in regards to FAT, PLT and PVT IAW section 3 and section 6.3 of this Manual.

k. Relay any negative performance e.g. CARs, PQDRs, delay in deliveries etc. and acceptance data e.g. rejections, information to the Administrative Contracting Officer (ACO) and the Industrial Specialist (IS).

2.9. CONTRACT MANAGEMENT OFFICE INSPECTION STAMP CUSTODIAN. Until the complete elimination of the use of fiscal stamps Stamp Custodians must be maintained. The CMO Inspection Stamp Custodian will:

- a. Ensure inspection stamps are inventoried and are serviceable.
- b. Notify the OUD when there is a change in custodian.
- c. Maintain inspection stamp records.
- d. Issue inspection stamps as required.
- e. Notify the Functional FLS and Functional Director of lost or stolen inspection stamps.

f. Update the Master Inventory and Custodian Lists the link is on the Resource Page of this Manual.

2.10. INSPECTION STAMP CUSTODIAN OPERATIONAL UNIT DIRECTORATE. Until the complete elimination of the use of fiscal stamps Stamp Custodians must be maintained. The OUD Inspection Stamp Custodian will:

a. Ensure inventories are completed and accurate, and the Inspection Stamp List is updated accordingly on the DCMA 360 the link is on located the Resource Page of this Manual.

b. Maintain inspection stamp on-hand quantities to distribute to CMOs as required.

c. Ensure the Custodian information is correct on the Custodian List on the DCMA 360 the link is located on Resource Page of this Manual.

d. Review and approve/disapprove requests from CMOs for inspection stamps IAW section 4.of this Manual and the Guidebook on the Resource Page of this Manual.

SECTION 3: FIRST ARTICLE, PRODUCTION LOT TESTING AND PRODUCTION VERIFICATION TESTING

3.1. CONTRACT RECEIPT AND REVIEW. FAT, PLT and/or PVT requirements may appear in contracts in one of the following methods, which may affect the FS's surveillance strategy:

a. **Contractor Testing.** IAW FAR 52.209-3, "First Article Approval - Contractor Testing," the contractor is required to perform the actual testing and submit a test report to the PCO or the ACO for approval.

b. **Government Testing.** IAW FAR 52.209-4, "First Article Approval - Government Testing," the Government is required to perform the actual testing to verify the supplies conform to specifications.

c. PVT is performed by the government test labs. When PVT is required DLA will issue a Quality Letter of Instruction to invoke it. The CMO will notify the contractor that PVT is invoked and testing will be performed.

3.2. FUNCTIONAL SPECIALIST ASSISTANCE FOR SOFTWARE. When the FAT, PLT and/or PVT requirement includes testing of software embedded in the end item, system, or stand-alone software item, the FLS must ensure a DCMA certified software professional is contacted for functional assistance.

3.3. PARTICIPATE IN POSTAWARD ORIENTATION CONFERENCE OR HOLD A FUNCTIONAL SPECIALIST MEETING.

a. The FS will conduct a FSM when a PAOC is not held if any of the following conditions apply for either Contractor or Government FAT, PLT and/or PVT requirements:

(1) The contractor is performing a FAT, PLT and/or PVT for the first time.

(2) FAT, PLT and/or PVT requirement is for a Critical Safety Item.

(3) When an extended time has passed as defined by the PCO since the last FAT and/or PLT was performed by the contractor.

b. Notify the PCO for guidance when the contractor has significant personnel changes, tooling, machinery, facility, etc. since the last FAT, PLT and/or PVT that may affect manufacturing and/or testing processes.

c. At a minimum, the FS must review and discuss the following criteria at a FSM:

(1) Specific first article/production lot/production verification contractual requirements.

(2) Any inspections or tests to be performed by the contractor and/or DCMA at subcontractor locations.

(3) Government inspection hold points.

(4) Required plans or reports.

d. Contractors who have repetitive contracts or orders with FAT, PLT and/or PVT requirements or a contractor performing satisfactorily on identical items may not require FSM.

3.4. DEVELOP FIRST ARTICLE TEST, PRODUCTION LOT TEST AND/OR PRODUCTION VERIFICATION TEST SURVEILLANCE PLAN OR UPDATE THE CURRENT CONTRACTOR FACILITY OR PROGRAM SURVEILLANCE PLAN.

a. **Contractor or Government Testing.** The surveillance plan must include:

(1) Validation of the contractor's inspection/test records and test reports that clearly demonstrate the supplies are in conformance to the contract and technical data package.

(2) Inspections for any characteristics identified by contractual documents, Quality Assurance Letter of Instruction, and Letter of Delegation are accomplished and documented.

(3) Validation that required records and/or reports are sent to the approval authority.

(4) When required, validate the manufacturing processes, materials, and facilities used to produce the FAT and/or PLT production quantity are at the same facilities IAW FAR 52.209-3, Alternate I paragraph (i) and FAR 52.209-4, Alternate I, paragraph (j), respectively.

b. **Specific to Contractor Testing.** The surveillance plan must ensure:

(1) Validation of the contractor's inspection of characteristics or processes identified in the FAT and/or PLT report by independently inspecting, witnessing or verifying as identified in the contract and technical data package. The plan also must include processes that are deemed a risk at subcontractor facilities.

(2) If sampling is authorized in the contract, perform Process Evaluations (PE) and/or Deliverable Product Evaluations (DPE) of all characteristics to the degree necessary to establish confidence of conformance to the contract and technical data package.

c. **Specific to Government Testing.** The surveillance plan must ensure:

(1) Any additionally required documentation (e.g., material certifications, process operations sheets, inspection method sheets, copies of drawings, and any other pertinent documentation) is included with the exhibit(s) designated for testing as stated in the contract.

(2) Validation that the packaging exterior is clearly marked (as applicable).

d. The FAT, PLT and/or PVT can be part of the existing facility or program plan or a stand-alone plan.

3.5. GOVERNMENT SURVEILLANCE HOLD POINTS.

a. During FAT, PLT, PVT surveillance planning, the FS must determine if there is a customer mandated requirement and/or an identified risk for surveillance hold points at applicable manufacturing process steps.

b. The FS must notify the contractor in writing of hold points. The contractor must acknowledge receipt and a signed copy will be maintained with the surveillance records. The notification should state if the contractor's planning steps are changed or deleted, the contractor must notify the FS.

3.6. DETERMINE THE NEED FOR SURVEILLANCE AT GOVERNMENT SUBCONTRACTOR LEVEL. If risk assessment warrants, and surveillance for critical or major characteristics/processes can only be performed at a subcontractor's facility, a request for subcontract surveillance from the prime FS must be executed IAW DCMA MAN 2101-04, "Delegate Surveillance," to the cognizant CMO performing surveillance activities at the subcontractor.

3.7. EXECUTE FIRST ARTICLE TEST, PRODUCTION LOT TEST AND/OR PRODUCTION VERIFICATION TEST SURVEILLANCE PLAN.

a. The FS performs surveillance as identified on the surveillance plan.

b. The FS ensures the contract specified number of PLT/PVT samples are randomly selected for test/evaluation (as applicable). Refer to random number generator tool located on the Resource Page of this Manual.

c. The FS must identify and document the product characteristics and/or processes inspected, verified, witnessed or tested to the FAT and/or PLT approval authority.

3.8. NOTIFY ADMINISTRATIVE CONTRACTING OFFICER AND PROCURING CONTRACTING OFFICER OF ANY NONCONFORMANCE(S), OR REQUEST(S) FOR VARIANCE AND REQUEST INSTRUCTIONS.

a. The FS will notify the ACO who will contact the PCO of the following circumstances:

(1) Any identified nonconformance of the FAT, PLT and/or PVT unit.

(2) Any request for variance by the contractor (with the appropriate FS recommendation for the variance) and request instructions from the PCO as to how to proceed with the FAT, PLT and/or PVT requirement.

b. The FS will ensure variance requests are processed IAW DCMA-MAN 2301-06, “Discrepancy Processing,” and approved by the ACO and/or PCO prior to shipment of production units.

c. The FS will also recommend to seek consideration to the ACO for repeat testing. Include proposed remedies. Considerations are a contract modification that the contracting officer performs this function. See DCMA-MAN 2301-06 and FAR 46.407 “Nonconforming Supplies or Services” for additional information. The recommendation will consist of as applicable:

- Labor cost
- Defects noted
- Trend analysis
- Note is the item safe to use and will perform as intended
- Note is it a one off or a systemic issue and will it affect other systems or end items
- Total dollar amount for consideration
- Repeat discrepancies
- Corrective Actions issued

d. The FS will notify the IS and any other appropriate stakeholders of any impact or delay in production. For SCD A & B contracts the CMO Commander will be notified along with the ACO. The ACO will document all consideration efforts and whether it was pursued or not.

3.9. DOCUMENT FIRST ARTICLE TEST AND/OR PRODUCTION LOT TEST

RESULTS. The FS may use a DD Form 1222, “Request for and Results of Test,” or equivalent to include with the contractor’s FAT and/or PLT report and/or to report the results of the inspection of the first article/production lot units. When required the DD Form 1222 or equivalent should be separate from and in addition to any contractor reports. When the DD Form 1222 is required the FS must include the following minimum information:

a. A list of names, activities, and telephone numbers of individuals providing technical assistance to the FS and other Government personnel participating in the FAT and/or PLT.

b. A statement identifying the characteristics specifically inspected, witnessed, or verified by the FS. Alternatively, the FS may attach copies of the results if they clearly identify the characteristics actually inspected, witnessed or verified, by the FS using “Observation Record,” located on the Resource Page of this Manual or equivalent DPE Record is acceptable.

c. A detailed description of any nonconformance in the FAT and/or PLT units, test results or departures from the contractually specified FAT and/or PLT procedures (if applicable).

d. A statement identifying the ACO or PCO by name, title, activity, and telephone number authorizing the shipment of nonconforming FAT and/or PLT units or test reports (if applicable).

e. A recommendation for approval or disapproval when the contract requires contractor conducted FAT and/or PLT.

3.10. FIRST ARTICLE TEST AND/OR PRODUCTION LOT TEST APPROVAL.

a. When the PCO retains FAT and/or PLT approval, conditional approval, or disapproval authority, the formal notification of the decision to the contractor must be signed by the PCO.

(1) When FAT and/or PLT approval, conditional approval, or disapproval is received from other than the PCO (i.e., the technical activity), the FS must forward a copy to the appropriate ACO for their coordination with the PCO. Formal notice to the contractor must be signed by the PCO.

(2) When the PCO delegates FAT and/or PLT approval, conditional approval, or disapproval authority to the ACO, formal notification to the contractor must be signed by the ACO.

b. The approval of a nonconforming FAT and/or PLT unit must not be construed as authorization to accept production items containing any nonconformance with the contractual requirements. For retests submit request for considerations to the ACO as outlined in section 6.3. Notify the IS with any potential production/delivery delays and the estimated time for recovery.

c. Contracts may require FAT and/or PLT units to be manufactured using the same facilities, manufacturing processes, methods, and materials as the production units. When this or similar requirements are included in the contract, and the FS observes any changes that may affect the quality of supplies, the FS must advise the Contracting Officer of the circumstances. FS must issue a CAR, if warranted, and withhold formal acceptance pending further direction from the Contracting Officer.

d. Before accepting and/or authorizing shipment of any production quantities, FS must verify and document that the contractor's corrective action(s) resulting from the FAT and/or PLT were implemented and any deficiencies noted in letters of conditional approval were corrected.

3.11. FIRST ARTICLE TEST AND/OR PRODUCTION LOT TEST UNIT SHIPMENT.

a. Prior to shipment of a FAT unit or test report, the Contract Administrative Office (CAO) must provide the receiving activity with advance notification of the shipment IAW FAR 9.307, "Government Administration Procedures."

b. The FS must not authorize the contractor to ship FAT and/or PLT units or test reports containing a known or suspected nonconformance, unless specifically directed in writing to do so by the Contracting Officer.

3.12. RECORDS MANAGEMENT. FAT, PLT and/or PVT surveillance actions are maintained with surveillance records. Records may include but are not limited to:

a. DD Form 1222.

b. FSM record and any other supporting documents related to FAT, PLT and/or PVT surveillance.

c. FAT, PLT and/or PVT Approval, Disapproval or Conditional Approval Letter.

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SECTION 4: INSPECTION STAMPING

4.1. INSPECTION STAMPS. It is DCMA's policy to eliminate Inspection Stamps. Completed surveillance tasks will be documented in the DCMA surveillance report. Currently, Inspection Stamps should only be used for NASA and NSEO as required by current MOAs. Guidance will be found on the Resource Page of this Manual when the use of Inspection Stamps are required.

SECTION 5: STANDARD INSPECTION REQUIREMENTS

5.1. DETERMINING THE ACCEPTABILITY OF THE CONTRACTORS INSPECTION SYSTEM. FAR 52.246-2, "Inspection of Supplies - Fixed-Price", FAR 52-246-3, "Inspection of Supplies - Cost-Reimbursement", FAR 52-246-4, "Inspection of Services - Fixed-Price", FAR 52-246-5, "Inspection of Services - Cost-Reimbursement", FAR 52-246-6, "Inspection - Time-and-Material and Labor-Hour", FAR 52-246-7, "Inspection of Research and Development - Fixed-Price" and FAR 52-246-8, "Inspection of Research and Development - Cost-Reimbursement" requires contractors to have an inspection system acceptable to the Government.

a. Regardless of whether there is a higher level quality requirement (i.e., AS9100, ISO 9000, etc.), the Standard Inspection System Checklist or equivalent is required to be executed for Government contracts to determine the acceptability of the contractor's inspection system.

b. Where commercial contracts require government quality oversight, requirements may be outlined within the contract or addendums. When more detail is needed, contact the PCO for direction. These documents may limit Government oversight to Kind, Count and Condition or may include detailed inspection requirements.

5.2. ASSESS THE CONTRACTOR'S INSPECTION SYSTEM.

a. Prior to accepting supplies and services (for services when applicable), the FS must determine whether the contractor has and maintains an inspection system that is acceptable to the Government. The FS will perform an initial evaluation and at a minimum, this evaluation will be on an annual basis thereafter. Prime contractors are responsible for assuring that all supplies and services procured from their subcontractors conform to all contract requirements. The adequacy of the contractor's inspection system is determined based on supplier quality history, complexity, criticality, and contractor's controls of their manufacturing and assembly operations.

b. The FS must determine the acceptability of the contractor's inspection system based on the effective quality controls of critical processes and critical and major technical characteristics of design.

c. FS that have a question or concern regarding safety of the facility, should follow the procedure in DCMA-MAN 4201-16, "Safety and Occupational Health Program" and the safety Resource Page.

d. The FS should consult with DCMA Contract Safety Manager/Specialist (CSM/CSS) for contract safety specific requirements, or when there is concern about safe processes. Refer to DCMA-MAN 2301-07, "Contract Safety."

e. Surveillance activities must verify that contractor records:

(1) Are available to the Government during contract performance and for as long as the contract requires.

(2) Provide evidence of all inspections made IAW the inspection system and the outcomes.

(3) Are complete to demonstrate conformity to technical requirements, which should include, as applicable:

(a) Nature (characteristics) and number of observations made (e.g., documented results match the method of measurement if the requirement is a dimension $.100 +.002$ (Variable) the measured dimension $.101$ is recorded good or bad (attribute)).

(b) Type and number of deficiencies found.

(c) Number of approved and rejected product and/or services.

(d) Who performed the inspection?

(e) Date of inspection.

(f) Traceability to the supplies (e.g., nomenclature, part number, National Stock Number, serial number, if available).

(g) Traceability to material properties may include Mill Certifications, Heat Lot Numbers, Forge Lot Numbers, and Chemical/Physical Analysis Reports.

f. Surveillance activities must verify the contractor:

(1) Has adequate quantity and type of measuring and test equipment for examination of the items procured.

(2) Maintains an acceptable inspection system IAW paragraph 5.2.b of this Manual to verify the accuracy, precision, and repeatability of measurements taken with measuring and test equipment which includes records, traceability to a recognized national standard, and a recall system.

(3) Maintains records of all inspections and tests and their outcomes.

(4) Understands and properly applies statistically valid sampling plans when used.

(5) Implements corrective action and has a process for control of nonconforming material activities. The contractor:

(a) Has a system for identifying and segregating nonconforming material.

(b) Understands the requirements for presenting nonconforming material to the Government for acceptance.

(c) Maintains records for corrective action.

g. When the contractor provides either a material or process Certificate of Conformance (CoC) (not to be confused with FAR clause 52.246-15) and/or a Certified Test Report from a subcontractor, the FS must have a basis for confidence in the validity of the CoC or Certified Test Report presented. The FS may, on a random basis, request the contractor provide evidence of traceability for materials.

5.3. DOCUMENT THE RESULTS OF INSPECTION SYSTEM REVIEW. The FS must document the results of inspection systems acceptability in the DCMA surveillance report. The Standard Inspection System Checklist contains suggested guidance for evaluating the acceptability of the contractor's inspection system. See the Standard Inspection Checklist located on the Resource Page of this Manual. When contractual nonconformances of the inspection system or with supplies or services which may delay delivery or Progress Payments notify the IS and ACO so that production delay necessary to complete corrective actions may be considered for input.

5.4. ISSUE CORRECTIVE ACTION REQUEST. The FS must initiate an appropriate level CAR when a nonconformity with contractual inspection system characteristics is discovered. The FS will monitor surveillance results during production to ensure that corrective actions are implemented and still are effective. Notify the ACO of the nonconformance(s) and corrective actions plan for their review and action as appropriate. Some nonconformances may have to be elevated to the PCO.

5.5. CONTRACTOR IDENTIFIED DEFICIENCY: When a contractor self identifies nonconformances that effect delivery schedule, notify the appropriate FS. See DCMA-MAN 2303-04 "Surveillance – Document Results, Corrective Action & 10 Provide Feedback".

SECTION 6: PRODUCT ACCEPTANCE AND RELEASE

6.1. AUTHORIZED PERSONNEL PERFORMING ACCEPTANCE. When Acceptance is identified within the contract for DCMA to perform inspection and/or acceptance, the ACO, Contracting Officer's Representative (COR), FS, or other Government official performing Acceptance must make a determination that supplies or services meet contractual requirements.

a. The FS (e.g., QA and Software Professional Development Program (SPDP) certified personnel) possesses the prerequisite training and skillset(s) to adequately determine conformity of supplies or services to contract requirements, and perform the acceptance functions within DCMA when authorized IAW paragraph 6.2 of this Manual. ACOs who choose to perform acceptance should seek input from the FS or CORs concerning whether the supplies or services meet contract requirements. ACOs must document, with supporting rationale, to the contract file any determination to waive FS or COR quality assurance input prior to acceptance.

b. To accept supplies or services on behalf of the U.S. Government, **Acceptance will be based upon traceable objective evidence that Government Contract Surveillance (GCS) was performed IAW planned surveillance by a certified or qualified FS in the appropriate skill set(s) or QA personnel will:**

(1) Be certified in or working towards a Defense Acquisition Workforce Improvement Act (DAWIA) Level I certification in a DOD career field aligned to the position.

(2) Be assessed and certified in QA system skill set core, and applicable core plus courses.

(3) Be certified in the applicable technical skill sets for the supplies or services the FS is accepting. When GCS is performed by Host Nations, the acceptance will be based on the International Agreement with that nation. (Standardization Agreement 4107, as applicable, or the applicable country's Memorandum of Understanding).

c. In the event the above conditions cannot be met due to resource constraints or training availability, the following interim Limited solution may be utilized to continue mission support. On an exception basis, DCMA Commanders or Functional Directors may:

(1) Authorize a FS to accept supplies and/or services once the FLS has successfully completed an "initial" FLSR on "Product Acceptance and Release" prior to recommending a Limited Authorization. This "initial" FLSR will be documented on the DCMAF 2101-01 by checking the FLS Assessment block and the Functional Director or Commander signature in the appropriate block.

(2) Limited authorizations must not exceed 12-months in duration and reissuance of Limited authorizations are not permitted.

d. With respect to software products, only DCMA personnel who are SPDP certified may accept software.

6.2. ACCEPTOR AUTHORIZATION. After this review is completed, the DCMAF 2101-01 “Product Acceptance Authorization Form” (template) located on the Resource Page of this Manual must be completed and filed IAW guidance under the Guidance section of the Resource Page of this Manual. The FLS must grant the FS access to the system of record before acceptance can be accomplished.

a. The authorization to perform acceptance is based on the FLS’s knowledge, observation and review of training and skills of the FS.

b. To maintain acceptance authorization, the FLS must perform an FLSR IAW FLSR guidance to ensure relevant skills are current and maintained at which time the authorization form must be renewed and refiled.

c. Acceptor Revocation: Should an FLS find that the FS is lacking training or skills necessary to perform the acceptance function, the FLS will withdraw authorization to perform Acceptance and revoke access to system of record to prevent further Acceptance unless immediate corrective action to the deficiency can be accomplished.

6.3. PRIOR TO ACCEPTANCE. The FS will ensure that all nonconforming material and/or Variances are dispositioned and have been adjudicated prior to Acceptance IAW DCMA-MAN 2301-06, “Discrepancy Processing” and see FAR 46.407 for additional information. The adjudication will ensure all requests for considerations have been coordinated with the ACO and documented. The FS in coordination with the ACO will determine when to seek consideration based on established criteria. The FS will submit all pertinent documentation to the ACO with recommendation needed to determine considerations. Include proposed remedies. Considerations are a contract modification that the contracting officer performs this function. See DCMA-MAN 2301-06 and FAR 46.407 “Nonconforming Supplies or Services” for additional information. The recommendation will consist of as applicable:

- Labor cost
- Defects noted
- Trend analysis
- Note is the item safe to use and will perform as intended
- Note is it a one off or a systemic issue and will it affect other systems or end items
- Total dollar amount for consideration
- Repeat discrepancies
- Corrective Actions issued

6.4. GOVERNMENT CONTRACT SURVEILLANCE.

a. Prior to acceptance, the FS must ensure planned surveillance was performed IAW the surveillance plan, all contractor tests and inspections are completed, and supplies or services meet the contractual requirements. If supplies or services do not meet the contract requirements, the FS must not accept, or recommend acceptance, of the supplies or services. When a nonconformance is found by a Government Representative, a CAR will be issued by the FS.

b. When the supplies under consideration are software products, the FS must determine whether:

- (1) The supplies are a stand-alone contract line item.
- (2) The supplies are embedded in an end item or system.

c. If the software is embedded in the end item or system, prior to acceptance of the end item or system, inspection and acceptance of the software element of the system must be coordinated with SPDP certified personnel. Document acknowledgment that the embedded software meets contractual requirements.

6.5. AUTHORIZE SHIPMENT OF SUPPLIES. FAR 46.505(a) provides that formal acceptance transfers title of supplies to the Government, “regardless of when or where the Government takes physical possession, unless the contract specifically provides for earlier passage of title.” The CAO must, consistent with the contract terms and conditions, determine the appropriate method of authorizing shipment release.

a. Where appropriate, qualified FS (i.e., QAS, QAE, SPDP certified) are authorized to release supplies using Alternative Release Procedures (ARP) IAW DFARS 246.471, “Authorizing Shipment of Supplies.” Authorized personnel may also accept supplies and services using CoC IAW DFARS 246.504, “Certificate of Conformance,” and FAR 52.246-15, “Certificate of Conformance.” ARP and CoC are applied as described in this Manual.

b. ARP and CoC will not be authorized on any contracts involving shipments for NASA, Level 1/Subsafe, the Navy Special Emphasis Program, unless specifically authorized in writing by the PCO. ARP is not authorized for Foreign Military Sales (FMS) shipments.

c. The primary difference in the requirements for ARP and CoC is the execution of GCS.

(1) ARP requires continuing surveillance IAW the GCS Plan (e.g., PE or DPE) depending on the risks identified. ARP allows QA personnel to focus on areas of risk and does not require the contractor to wait for QA personnel to sign or accept the RR/RRR or DD Form 250 prior to shipping the supplies. Examples are if packaging, final inspection or the RR/RRR input is low risk, the use of ARP may be appropriate. The use of ARP is to eliminate the delay between the time the contractor is ready to ship and the time when DCMA performs Acceptance.

(2) CoC is used in lieu of GCS. FAR Clause 52.246-15 must be included in the contract and invoked in writing by the CAO.

(3) In each case, the contractor releases the supplies when they are ready for shipment IAW the contract, and the RR/RRR or DD Form 250 are completed IAW DFARS, Appendix F.

d. When the conditions described in DFARS 246.471(b) are met, and ARP is used, the following applies:

(1) ARP does not relieve contractors from complying with U.S. Government source inspection requirements and must not be used in lieu of Government Contract surveillance activities.

(2) No contract clause is required to utilize ARP.

(3) ARP must be authorized in writing by the CAO.

(4) ARP is applicable for supplies but not services.

(5) ARP is available/applicable to both prime contractors and sub-tier contractors.

e. ARP may be authorized at the facility, program, product line, or contract level. When the ARP methodology is applied, ensure that the RR/RRR or DD Form 250 is completed IAW DFARS, Appendix F requirements.

f. When shipments are made via ARP, the contractor is only required to select the appropriate “radio button” on the RR/RRR screen in lieu of annotating the statement identified in DFARS 246.471.

g. When authorized IAW FAR clause 52.246-15, the CAO may accept supplies via a CoC. IAW DFARS 246.504, before authorizing a CoC for aviation or ship critical safety items, obtain the concurrence of the head of the design control activity in writing. When used, CoC must be authorized or withdrawn in writing on a contract-by-contract basis. Acceptance via CoC is preferred, unless there is insufficient data to assess contractor performance history, the customer has imposed mandatory surveillance tasks, or there is documented evidence of significant adverse contractor performance. When FAR 52.246-15 clause is included in contracts, the PCO has assured that:

(1) Acceptance on the basis of a contractor’s CoC is in the Government’s interest.

(2) Small losses would be incurred in the event of a defect.

(3) The contractor’s reputation or past performance, it is likely that the supplies or services furnished will be acceptable and any defective work would be replaced, corrected, or repaired without contest.

h. When determining the use of CoC, the following apply:

(1) CoC clause must be contained in the contract.

(2) CoC must be authorized in writing by the CAO.

(3) CoC is applicable to supplies and services.

(4) CoC is available/applicable to prime contractor; invoking the CoC on the prime contract results in no Government surveillance at sub-tier contractor's supporting the prime contract.

(5) If a delegation is warranted to mitigate risks identified at a subcontract level, CoC is not appropriate to be authorized.

i. It is appropriate for CAO to invoke CoC when conditions warrant its use. When the CoC methodology is applied, ensure that the DD Form 250 is completed IAW DFARS, Appendix F requirements.

j. When shipments are made via CoC the contractor is only required to select the appropriate "radio button" on the RR/RRR screen in lieu of annotating the signed certificate identified in FAR 52.246-15.

6.6. PRODUCT ACCEPTANCE DOCUMENT SAMPLING. Document sampling is required when a risk is identified within the contractor's process.

a. Performing risk-based Process Evaluations of the contractor's process is the preferred method for ensuring the RRs/RRRs meet their contractual requirements.

b. If using the DPE method for surveillance and multiple RRs/RRRs are presented at one time, sampling may be used to verify that the RRs/RRRs are correct.

c. Sampling, if used, must be accomplished using a zero-based Acceptable Quality Level commensurate with the risk associated with the contractor's RR/RRR development process.

d. The FS must prepare DPE records showing which RR/RRR were reviewed as described in paragraph 6.5.c of this Manual, (i.e., if there are twenty RRs/RRRs presented for acceptance and five are reviewed, record the shipment number of those five on the DPE record).

e. The same must apply when processing a DD Form 250 IAW DFARS, Appendix F.

6.7. VERIFYING PRODUCT ACCEPTANCE DOCUMENTS. Per DFARS 252.232-7003, "Electronic Submission of Payment Requests and Receiving Reports" the preferred method is an electronic form of the RR/RRR for (contractor) submission of payment requests. However, there may be circumstances when a contractor submits a DD Form 250.

a. Personnel accepting supplies and services via RR/RRR or DD Form 250 will use rejections in their data analysis as the basis to determine the risk referenced in paragraph 6.4. Data must be analyzed to identify process drivers, identify problems and solutions, and track progress in terms of rejection rates.

b. Final Shipments: Final acceptance documents, verify the contractor:

(1) Has placed a "Z" at the end of the shipment number for final shipment.

(2) Has placed a “Z” in the Advice Code (RR/RRR) or below the quantity (DD Form 250 block 17) when the final shipments contains an authorized variation of quantity and an underrun condition exists IAW DFARS Appendix F paragraphs F301 or F401.

c. Critical fields: When validating RR/RRR, as a minimum ensure the following fields match the contract and/or delivery order prior to signing:

(1) Contract Number/Order number (Procurement Instrument Identifier/Procurement Instrument Identifier Number/Supplemental Procurement Instrument Identification Number).

(2) Shipment Number.

(3) Item Description closely matches the contract Item Description, the product identification, Part Number or National Stock Number match.

(4) Contract Line Item/CLIN / Sub Line Items/SLIN / Exhibit Line Items/ELIN.

(5) Unit of Measure (i.e., Lot or Each).

(6) Ship To/Mark for Department of Defense Activity Address Code/DoDAAC.

(7) Military Standard Requisition Issue Procedures/MILSTRIP if applicable.

(8) Quantity (within the specified variance of the contract or less than or equal to the contract quantity).

(9) The appropriate radio button is checked (i.e., ARP, CoC, and/or FMS).

(10) FMS shipments:

(a) FMS Case Identifier (mandatory).

(b) FMS Military Standard Requisitioning and Issue Procedures/MILSTRIP (mandatory).

(c) Ship To/Mark for Location Code/ Military Assistance Program Address Code/MAPAC (mandatory).

(d) Unit Price (mandatory).

(e) Cube (optional).

(f) Project Code (optional).

(g) Transportation Account Code (optional).

- (h) Special Package Markings/Special Handling Requirements (optional).
- (i) Military Articles and Services List/MASL (optional).
- (j) Transportation Control Number/TCN (optional).

d. Ensure the contractor maintains the system of record (e.g., Procurement Integrated Enterprise Environment (PIEE)), WAWF application data integrity by verifying Aging RR/RRR over 30 days are processed or rejected back to the contractor or the contractor confirms, deletes or voids the ones no longer valid. Target population are those in “Correction Required,” “In Process,” “Submitted,” “Resubmitted,” and “Draft” status along with Active and Archive.

(1) Contact the POP cognizant DCMA office (when applicable) for resolution of Aging RR/RRR.

(2) Where contractors no longer exist or do not have contracts with the Government, contact the next higher OUD for resolution.

6.8. PROCESS CORRECTED ACCEPTANCE DOCUMENTS. When corrections are needed for an acceptance document, corrected RR/RRR must be processed using the system of record and corrected DD Form 250s must be processed IAW the correction instructions contained in DFARS, Appendix F.

6.9. PROCESS A REPLACEMENT ACCEPTANCE DOCUMENT. When replacing a lost or missing RR/RRR, go to the system of record and reprint the document. For a lost or missing DD Form 250 acceptance document, the date of acceptance on the replacement copy will be the actual date of acceptance from the original acceptance document.

6.10. FINANCIAL IMPROVEMENT AUDIT REMEDIATION GUIDANCE. Financial Improvement Audit Remediation documentation requirements are on the Resource Page of this Manual under the Guidance section and will be followed.

GLOSSARY

G.1. DEFINITIONS. These terms and their definitions are for the purpose of this policy issuance.

Acceptance. The act of an authorized representative of the Government by which the Government, for itself or as agent of another, assumes ownership of existing identified supplies tendered or approves specific services rendered as partial or complete performance of the contract.

Capability Manager. The capability manager is responsible to serve as Agency proponent for a capability and conduit to the council, participate as a voting member of the DCMA Requirements Oversight Council, champion strategic planning initiatives to include, but not limited to, development and refinement of DCMA goals and initiatives, exercise decision making authority and lead the decision making process and facilitate consensus whenever possible. Employ conflict resolution internal and external to the board, prioritize, assign and manage activities and tasks. Establish working groups, integrated process teams, tiger teams, and Lean Six Sigma/Business Process Re-engineering project teams as required.

Contract quality requirements. The technical requirements in the contract relating to the quality of the supplies or services and those contract clauses prescribing inspection, and other quality controls incumbent on the contractor, to assure that the supply or service conforms to the contractual requirements.

Contractor. An organization or a separate entity of it, such as an affiliate, division, or plant that that produces supplies or services under contract for the Government.

Deliverable Product Evaluation (DPE) or Service Evaluation. Deliverable Product or Service Evaluation is a **surveillance category** that is used to evaluate deliverable product or services. Deliverable product evaluation is used for evaluating what will eventually be provided to the Government for acceptance. These evaluations can be performed in any phase of the product's completion and include those on hardware, software, or CDRLs. Deliverable service evaluation is used for monitoring compliance of deliverable services throughout a specified period of time based on Government requirements, and may involve periodic acceptance and performance assessments for progress and compliance. This Deliverable Product or Service Evaluation can be used for assessing contractual deliverables in DCMA administered contracts, contracts awarded by DCMA, and contracts with delegations (e.g., NASA) to DCMA.

Functional Specialist. Functional Specialists are personnel assigned to perform various tasks or functions in support of the Agency's mission (e.g., Administrative Contracting Officer, contract administrator, Contracting Officer Representative, cost monitor, engineer, industrial specialist, IT specialist, or quality assurance specialist).

Government Contract Surveillance. Surveillance is a function of contract administration used to determine or assess contract progress and/or compliance through "data collection and analysis." In DCMA, surveillance is often a multifunctional insight effort to review and analyze

contractor plans, schedules, policies/procedures, systems, processes, process outputs, product, or services. Surveillance includes reviews for adequacy (when applicable) and to determine compliance to contractual, statutory, regulatory, or contractor requirements. Surveillance involves collecting data and assessing it to make a determination or conclusion.

Inspection. Examining and testing supplies or services (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether they conform to contract requirements.

Nonconformance. The non-fulfillment of a requirement. This includes a failure of a characteristic to conform to the requirements specified in the contract, drawings, specifications, or other approved configuration documentation. These can be further defined as critical, major, or minor.

Operational Unit Directorate (OUD). For purposes of this Manual only, the OUD consist of the 5 regions DCMAE, DCMAC, DCMAW, DCMAS and DCMAI and oversee the CMOs assigned to them.

Process Evaluation. Process Evaluation is a surveillance category that is used for conducting surveillance of a system/subsystem/process (referred to as “process”). Process Evaluation must be used when assessing Contractor Business Systems, quality systems, management systems or processes (primarily at the multi-facility or facility level). It involves evaluating contractor process adequacy, compliance, and outputs. Process evaluations may be conducted or executed as a single review, on a recurring (e.g., weekly, monthly) interval, or on an ongoing basis for a specified duration.

Subcontract. A contract entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract. It includes, but not limited to, purchase orders, and changes and modifications to purchase orders.

Subcontractor. Any contractor, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.

System of Record. The system of record is any system used to store data (i.e., WAWF, PIEE, etc.).

G.2. ACRONYMS.

ACO	Administrative Contracting Officer
APS	Accountable Property System
ARP	Alternative Release Procedure
CAO	Contract Administration Office
CAR	Corrective Action Request
CMO	Contract Management Office
CoC	Certificate of Conformance
COR	Contracting Officer Representative
DD Form 1222	Request for and Results of Tests
DD Form 250	Material Inspection and Receiving Report
DFARS	Defense Federal Acquisition Regulation Supplement
DLAD	Defense Logistics Acquisition Directive
DoD	Department of Defense
DPE	Deliverables Product Evaluation
E&M	Engineering and Manufacturing
FAR	Federal Acquisition Regulation
FAT	First Article Test
FLS	First Level Supervisor
FLSR	First Level Supervisor Review
FS	Functional Specialist
FSM	Functional Specialist Meeting
GCS	Government Contract Surveillance
GMIP	Government Mandatory Inspection Point
IAW	In Accordance With
ID	Identification
IUID	Item Unique Identification
NASA	National Aeronautics and Space Administration
OUD	Operational Unit Directorate
PAOC	Postaward Orientation Conference
PCO	Procuring Contracting Officer
PE	Process Evaluation
PIEE	Procurement Integrated Enterprise Environment
PLT	Production Lot Test
POP	Place of Performance
PVT	Production Verification Testing

QAE	Quality Assurance Engineer
QA	Quality Assurance
QAS	Quality Assurance Specialist
RFID	Radio Frequency Identification
RP&P	Risk Profile & Plan
RR	Receiving Report
RRR	Repairables Receiving Report
SPDP	Software Professional Development Program
TDA	Enterprise Performance Advocacy Division
TDM	Technical Directorate Manufacturing and Quality Division
WAWF	Wide Area Workflow

REFERENCES

DCMA Instruction 1206, "First Level Supervisory Reviews"
DCMA Manual 2101-04, "Delegate Surveillance"
DCMA Manual 2301-06, "Discrepancy Processing"
DCMA Manual 2301-1, "Contract Safety"
DCMA Manual 2303-04, "Surveillance - Document and Provide Feedback"
DCMA Manual 4201-09, "First Level Supervisory Reviews"
DCMA Manual 4501-04 "Records Management"
DFARS Appendix F, "Material Inspection and Receiving Report"
DFARS PGI 225.8, "Other International Agreements and Coordination"
DFARS 225.870, "Contracting with Canadian contractors"
DFARS 246.472, "Inspection Stamping"
DFARS Procedures, Guidance and Information, 246.472, "Inspection Stamping"
DFARS 246.471, "Authorizing Shipment of Supplies"
DFARS 246.504, "Certificate of Conformance"
DFARS 252.232-7003, "Electronic Submission and Processing of Payment Requests and Receiving Reports"
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
FAR 9.307, "Government Administration Procedures"
FAR Part 46, "Quality Assurance"
FAR 46.407 "Nonconforming Supplies or Services"
FAR 46.406, "Foreign Governments"
FAR 46.408, "Single-Agency Assignments of Government Contract Quality Assurance"
FAR 46.505, "Transfer of Title and Risk of Loss"
FAR 52.209-3, "First Article Approval - Contractor Testing" "SEP 1989"
FAR 52.209-4, "First Article Approval - Government Testing" "SEP 1989"
FAR 52.246-2, "Inspection of Supplies - Fixed-Price" "AUG 1996"
FAR 52-246-3, "Inspection of Supplies - Cost-Reimbursement"
FAR 52-246-4, "Inspection of Services - Fixed-Price"
FAR 52-246-5, "Inspection of Services - Cost-Reimbursement"
FAR 52-246-6, "Inspection - Time-and-Material and Labor-Hour"
FAR 52-246-7, "Inspection of Research and Development - Fixed-Price"
FAR 52-246-8, "Inspection of Research and Development - Cost-Reimbursement"
FAR 52.246-15, "Certificate of Conformance" "APR 1984"
NASA Procedural Requirements 8735.2B, "Management of Government Quality Assurance Functions for NASA," August 12, 2013