



## DCMA Manual 2301-07

### Contract Safety

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<b>Office of Primary Responsibility</b>	<b>Contractor Effectiveness Capability</b>
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<b>Internal Control:</b>	Process flow and key controls are located on the Resource Page
<b>Labor Codes:</b>	Located on the Resource Page
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**Purpose:**

- Implements policy established in DCMA-Instruction 2301, “Contractor Effectiveness”
- Assigns detailed responsibilities and prescribes procedures for evaluating the contractors’ effectiveness and compliance with contractual safety requirements

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This Manual applies to all DCMA organizational elements involved with Contract Safety. For classified contracts with security requirements, exceptions to this Manual must be in accordance with (IAW) Supplemental Instructions maintained by the Special Programs Directorate. Waivers and/or Deviations to this Manual will be submitted through the Contract Safety (CS) organizational chain of command to the Executive Director of the Technical Directorate.

**1.2. POLICY.** It is DCMA policy to:

a. Establish and maintain a CS Program that minimizes, to the extent practical, potential accidents that could interrupt Department of Defense (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.

b. Ensure that the DCMA CS community adheres to the requirements of this Manual.

c. Maintain a CS workforce that is certified IAW this Manual; 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 operation.

d. Consistently apply the CS requirements or Federal Acquisition Regulation (FAR) 42.302(a)(39), "Contract Administration Functions," and ensure contractor compliance with contractual safety requirements of this Manual, and other federal, state, and local regulations as applicable.

e. Execute this Manual in a safe, efficient, effective, and ethical manner.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. DIRECTOR, DCMA.** The DCMA Director will:

- a. Ensure a CS Program, with a risk management strategy process, is in place to evaluate contractor compliance and the ability to meet all applicable contractual safety requirements.
- b. Support the Department of Defense Explosive Safety Board (DDESB) IAW DoD Directive (DoDD) 6055.09E, “Explosives Safety Management (ESM).”

### **2.2. DIRECTOR, SAFETY CENTER.** The DCMA Safety Center Director will:

- a. Serve as the final recommendation authority for CS policy and processes.
- b. Oversee the development, implementation, administration, and management of this Manual.
- c. Provide input to commercial endeavors connected with the DoD Military munitions life-cycle, including Preaward and post-award contract monitoring in the Agency’s Explosive Safety Management Program.

### **2.3. DIRECTOR, CS.** The CS Director will:

- a. Ensure the implementation of this Manual and applicable DoD requirements throughout the DCMA CS community.
- b. Develop standardized support documents that augment this Manual. This authority may be delegated in writing to the appropriate level.
- c. Support inspection and audit teams, both internal and external customers, with auditors for field evaluations and internal process audits to determine organizational compliance.
- d. Support the development of potential lessons learned and tools to assist in the overall improvement of the CS within the Agency.
- e. Serve as the lead Ammunition and Explosives (AE) certified Explosives Safety Officer for the Agency and will also assign an alternate certified Explosive Safety Officer.
- f. Serve as the lead DCMA Headquarters (HQ) representative to the DDESB, working groups, and councils.
- g. Serve as the reviewing authority for all contractual safety-related waivers and deviations.
- h. Maintain a consolidated CS Risk Based Schedule.

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

j. Serve as a member of the DCMA Safety Working Group (SWG) providing CS input/slides as established by Senior Leadership.

k. Support and provide technical expertise, as needed, to the DCMA Technical Directorate Safety and Occupational Health Division (TDSO) for AE, Aviation Ground Safety (AGS), and Industrial (to include Fire Protection) Safety.

l. Serve as the approval/revocation authority for CS certification.

**2.4. CS OPERATIONS MANAGER.** The CS Operations Manager will:

a. Serve as the operational tasking authority on behalf of the CS Director.

b. Serve as the training coordinator for the CS personnel including Special Programs CS personnel.

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

d. Serve as the focal point for all CS metrics.

**2.5. AE PROGRAM MANAGER, CS.** The CS AE Program Manager will:

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

b. Develop internal methodologies, guidance, initiatives, and programs on behalf of the CS Director by supporting the application of AE CS requirements IAW this Manual to ensure compliance with all directives, policies, or regulations.

c. Review and process AE related waivers and deviations to the CS Director.

d. Serve as the CS focal point for processing recommended changes to internal DCMA AE safety processes/surveillance and for technical support to the DDESB for changes to the DoD Manual (DoDM) 4145.26, "DoD Contractors Safety Manual for Ammunition and Explosives."

e. Review and process requests and/or provide formal interpretations of AE-related contractual safety requirements to the CS Director for review and issuance.

**2.6. AVIATION PROGRAM MANAGER, CS.** The CS Aviation Program Manager will:

a. Serve as the focal point for all the CS Aviation Operations.

- b. Develop and implement methodologies, programs, and guidance for the CS community that supports the consistent application of Aviation Operations.
- c. Review and process aviation-related safety waivers and deviations to the CS Director.
- d. Review and process requests and/or provide formal interpretations of CS aviation-related contractual requirements to the CS Director for review and issuance.
- e. Serve as the CS focal point for recommended changes to applicable aviation safety requirements.

**2.7. FIRST LEVEL SUPERVISOR (FLS), CS.** The CS FLS will:

- a. Comply with the mandatory provisions of all associated regulations and policies.
- b. Ensure risk management methodology is utilized by their team's CS Managers (CSM)/Contract Safety Specialists (CSS) throughout the acquisition lifecycle of contracts under their cognizance.
- c. Maintain the teams consolidated RBS. Ensure the surveillance schedule is updated to reflect current risk and overall surveillance activities.
- d. Ensure that the CSM/CSS under their cognizance generate and maintain risk-based surveillance plans IAW this Manual and internal CS guidance found on the Resource Page.
- e. Use the assigned DCMA FLS Review (FLSR) e-capabilities site to document and schedule the FLSR per DCMA Manual (DCMA-MAN) 4201-09, "First Level Supervisory Review."
- f. Ensure assigned employees meet all training requirements to include formal and on-the-job training (OJT).
- g. Ensure the employee's training plan is maintained and updated by the employee in the appropriate training tracking system.
- h. Assure team members are requesting (as applicable) work location/contractor hazard data to complete and maintain employee Job Hazard Analysis (JHA).

**2.8. CSM/CSS.** The CSM/CSS will:

- a. Use this Manual and guidance on the Resource Page.
- b. Develop and maintain risk-based safety surveillance plans that document the use of a systematic surveillance approach and activities for all moderate to extremely high risk contractors under their cognizance.

c. Maintain a RBS and ensure the schedule is updated to reflect current contractor risk and surveillance efforts.

d. Complete all mandatory CS certification courses and DCMA required training within the specified timelines.

e. Request work location/contract hazard data (as applicable) to assist in the completion and maintenance of employee JHAs, identification of safety training, and issuance of the proper Personal Protective Equipment (PPE).

**2.9. DCMA COMMANDERS/DIRECTORS OF OPERATIONAL UNITS, CONTRACT MANGEMENT OFFICES (CMO) AND STREAMLINED CMOS.** DCMA Commanders/Directors will:

a. Supply information technology and facilities support to CS personnel commensurate with like personnel at that site.

b. Coordinate CS issues through the assigned area CS personnel (see Resource Page).



## **SECTION 3: PREAWARD SAFETY SURVEYS/LETTERS OF INTENT (LOI) AND CAPABILITY SURVEYS**

**3.1. PREAWARD SAFETY SURVEYS.** The intent/purpose of the Preaward safety survey process is to provide DCMA customers with an accurate assessment of a prospective contractor's capabilities as they relate to specific government safety requirements for United States Government procurements. The Preaward safety survey can significantly reduce the possibility of serious contractor nonconformities of contractual safety requirements and fire protection/prevention provisions during contract performance.

a. Procurement Contracting Officer (PCO) requests a preaward safety survey through the Preaward Survey Manager (PASM) to determine whether the contractor and/or subcontractor has the capabilities to meet the identified contractual safety clauses.

b. The CSM/CSS will conduct Preaward safety surveys to evaluate each prospective contractor's ability to comply with contractual safety requirements.

c. The Preaward safety survey is an opportunity for the contractor to request clarification of any safety requirement or other issues that may affect the contractor's ability to comply with the contract.

(1) Any such clarification must be issued by the PCO.

(2) The PASM receives the PCO's request and issues a pre-award safety survey to the cognizant CSM/CSS.

(a) If a CSM/CSS is not listed in the contract management team, the PASM will notify the cognizant Supervisor.

(b) The pre-award safety survey is issued and submitted in the DCMA Preaward Safety Survey System, which is used to report all Preaward safety surveys.

(c) The DCMA CS Preaward form must be used to document the Preaward safety survey results.

(d) See the Resource Page for additional Preaward safety survey guidance and step-by-step process instructions for using the DCMA CS Preaward form.

(3) The Preaward safety survey is normally the first and one of the most important steps in the contract management process.

(a) It is mandatory that Preaward safety surveys be performed by certified CSMs knowledgeable in the required technical areas involved.

(b) Preaward safety surveys must be performed when requested by the procurement command/PCO.

(4) It is recommended that the CSM/CSS establish a working relationship with the area of responsibilities CMO PASM.

d. When a Preaward safety survey request is received with no safety requirements and the CSM has assured that no AE is involved (supplies or services) with the solicitation, the responsible CSM/CSS will notify the PASM, who will in turn notify the procurement command/PCO and request the Preaward safety survey be cancelled.

e. When the procurement command/PCO provides the safety requirement in the request, a preaward safety survey will be performed.

f. AE Operations. The CSMs/CSSs will perform Preaward safety surveys on AE solicitations and contracts to which the Defense Federal Acquisition Regulation Supplement (DFARS) 252.223-7002, "Safety Precautions for Ammunition and Explosives" and/or DFARS 252.223-7003, "Change in Place Of Performance-Ammunition and Explosives" clauses apply.

g. Aircraft Operations (AO) Preaward safety surveys for aircraft acquisition locations/facilities will be accomplished IAW this guidance and DCMA Instruction (DCMA-INST) 8210.1, "Contractor's Flight and Ground Operations," when officially requested by the PCO.

h. Preaward safety surveys conducted on Army Government-Owned, Contractor-Operated facilities will be accomplished IAW this Manual. Preawards for Army Ammunition Plants are normally accomplished via a safety delegation/request to the local Army safety personnel IAW the Armament Retooling and Manufacturing Support (ARMS) Initiative Act. If the Army Ammunition Plant does not fall under ARMS Initiative, the normal Preaward process will be followed.

i. National Aeronautics and Space Administration (NASA) Preaward Survey System efforts are cost reimbursable. All hours worked on a reimbursable basis will be tracked and traceable to an assigned Document Control Number (DCN). Support to NASA will be conducted consistent with DCMA-MAN 3101-03, "National Aeronautics and Space Administration (NASA) Support."

j. Types of Preaward safety surveys are found in DCMA-MAN 2401-01, "Negotiation Intelligence."

k. Additional guidance is on the Resource Page.

### **3.2. SECONDARY (SUBCONTRACT) SAFETY PREAWARD SURVEY.**

a. IAW DoDM 4145.26, proposed contractors must include a list of all proposed AE subcontractors and other places of performance.

(1) This allows the procurement command/PCO the ability to request Preaward safety surveys of both prime and subcontractors simultaneously.

(2) If the procurement command/PCO exercises this option, the CSM/CSS surveying the prime does not need to request a secondary Preaward safety survey. When this situation exists, the secondary Preaward safety survey will be routed to the primary PASM to be included in the report to the applicable procurement command/PCO.

(3) When secondary Preawards are performed, the final safety recommendation will be dependent upon the combined results of both primary and secondary surveys.

b. If, during the Preaward safety survey, the CSM/CSS learns that a portion of operations covered by the safety clause/requirement or a portion of that work or service is to be performed by a previously unidentified subcontractor, the PASM will be notified immediately. A secondary Preaward safety survey will be requested for the proposed subcontractor.

c. DFARS 252.223-7003 requires that prime contractors obtain the PCO's written approval before any changes in subcontractors or other places of performance after the award of the contract. If this does not occur, the CSM/CSS will contact the PCO/Administrative Contracting Officer (ACO) for clarification.

### **3.3. OTHER TRANSACTIONAL AGREEMENT (OTA).**

a. U.S. Army Contracting Command-New Jersey (ACC-NJ) currently is the chief proponent for the use of OTAs.

(1) OTA use is limited to research and development solicitation/contracts and normally is assigned to a consortium.

(2) The consortium acts as the administrative agent between ACC-NJ, the consortium members (Primes/Subs), and DCMA.

(3) Consortium members are contractors that actually perform the Research and Development AE workload (supplies and services) in support of the OTA.

b. Normally, the OTAs will be very limited or vague in addressing specific information (e.g., exact item, National Stock Number (NSN), quantity); therefore, OTAs that have undefined supplies, services, and safety criteria will be handled as such and no recommendation of award/no award will be provided.

c. Additional guidance for an OTA is located on the Resource Page.

**3.4. PREPARING AND CONDUCTING PREAWARD SURVEY.** The survey will be conducted IAW DCMA-MAN 2401-01, Section 9, "Preaward Surveys," utilizing the Preaward form found on the Resource Page. The form is also available on the Resource Page.

**3.5. LOI.** The LOI is a document that may be generated by the prospective contractor for the correction of safety non-compliant conditions identified during the Preaward safety survey. Additional information can be found on the Resource Page.

**3.6. DOCUMENT SURVEY.** Survey evaluation elements and data are identified on the Preaward form located on the Resource Page. The form and instructions are also available on the Resource Page.

## SECTION 4: FACILITY DATA

**4.1. FACILITY DATA SHEET (FDS).** The intent/purpose of the FDS is to document important contractor point of contact, facility, customer, and process information that assist the CSM/CSS in surveillance planning and to reduce the redundant reporting of contractor process data that does not routinely change.

- a. FDSs will be developed and maintained for all AE and Aircraft contractor locations.
- b. Additional guidance for developing AE and Aircraft FDSs is located on the Resource Page.

**4.2. AE FACILITY BUILDING DATA SHEET (FBDS).** The intent/purpose of the FBDS is to document generally high risk AE process and locations that have a higher probability of experiencing an energetic event or mishap. This information assists the CSM/CSS in surveillance planning and also collects process operations, location, and program data that is required for accident/mishap reporting to DCMA HQ, our customer base, and applicable military service safety organizations.

- a. AE FBDSs will be completed for High or Extremely High risk-rated AE process locations on a contractor's facility.
- b. These locations may be, but are not limited to:
  - (1) Buildings.
  - (2) Test sites.
  - (3) Storage magazines.
  - (4) Demilitarization areas.
- c. Specific guidance for AE FBDS completion and data elements is located on the Resource Page.

## **SECTION 5: POST AWARD SAFETY PROCESS**

**5.1. POST AWARD SAFETY SURVEILLANCE.** The CS Surveillance Tool is used to assist the CSM/CSS in the performance of post award risk-based surveillance planning and the development of contractor risk-based surveillance plans.

a. The CSM/CSS will prepare risk-based surveillance plans for all contractors that have a risk ratings of moderate, high, or extremely high utilizing the CS Surveillance Tool.

b. Surveillance plans must be reviewed and approved annually by the assigned FLS and updated as required by the CSM/CSS.

c. Surveillance plans document the systematic safety surveillance methods, elements, and frequency utilized by the CSM/CSS for each of their assigned contractors.

**5.2. POST AWARD SAFETY SURVEY.** The post award safety survey is conducted to validate the contractor's contractual safety compliance. This process is performed by the CSM/CSS as scheduled on their individual RBS.

a. The post award safety survey is a comprehensive on-site evaluation of the contractor's safety and fire protection program as it relates to the contractual AE, Aircraft, or Industrial safety requirements. It includes a review of both management effectiveness and program evaluation with regard to specific contractual requirements.

b. The frequency of post award safety surveillance will primarily be based upon the degree of risk, the magnitude of potential Government loss associated with the type of work being performed, and the material involved.

c. FLSs are responsible for meeting organizational performance objectives and ensuring that the workload assigned to each CSM/CSS on the FLS's team is performed to the highest standards.

### **5.3. RISK.**

a. Risk ratings for CS are identified as Extremely High, High, Moderate, or Low.

b. This is determined during each survey conducted at the contractor's facility by using the Industrial, Explosive, or Aircraft Risk Assessment Program located on the Resource Page.

(1) Extremely high risk contractor will be scheduled for 4 or more surveys a year.

(2) High risk contractor will be scheduled for 3 to 4 surveys a year.

(3) Moderate risk contractor will be scheduled for 2 to 3 surveys a year.

(4) Low risk contractor will be scheduled for 1 to 2 surveys a year.

c. In the event of limited resources and/or funding shortfalls:

(1) The CSM/CSS must determine if low risk contractors will be surveyed during the interim.

(2) This determination must have FLS approval. See “Risk Assessment Program” documentation located on the Resource Page for additional guidance.

#### **5.4. SCHEDULING.**

a. The CS teams will post a copy of the most current team RBS on their DCMA team home page so that all applicable CMOs that they support (e.g., CMO Commander/Director, Deputy, ACO) have access to the information/schedules.

b. Specific information and requirements are found on the Resource Page.

## **SECTION 6: SUPPORT OF DCMA AIRCRAFT OPERATIONS (AO)**

**6.1. AO.** This section provides guidance on how the CSM/CSS must work in support of AO within DCMA.

a. Oversight of aviation related contracts is primarily defined by DCMA-MAN 8210.2, “Aircraft Operations.”

(1) All contracts containing DFARS 252.228-7001, must adhere to DCMA-INST 8210.1.

(2) The CSM/CSS will be appointed to the Aviation Program Team to oversee these contracts.

(a) DCMA-MAN 8210.2 defines how the APT will function within DCMA.

(b) The CSM/CSS is bound by the requirements of DCMA-MAN 8210.2.

b. The CSM/CSS will be appointed to each APT by the cognizant CMO Commander/ Director in coordination with the Director of CS.

c. CS personnel will be certified IAW the requirements on the Resource Page.

### **6.2. SAFETY SURVEILLANCE PLANS.**

a. Resident and non-resident CS personnel will document a surveillance plan for all of their contract locations. CS surveillance plans will be generated using the CS Safety Surveillance Plan tool located on Resource Page.

b. At a minimum, CS surveillance plans will contain all applicable items found in the DCMA Aircraft Operations Guide to Safety, see Resource Page.

c. The surveillance plan must include the following information:

(1) CS elements to be surveyed.

(2) Frequency of element surveillance.

d. CS surveillance plans, once signed by the FLS, will be provided to the Government Flight Representative (GFR) for inclusion in the APT Surveillance Plan.

e. All audits conducted as part of the APT surveillance plan will be annotated in the DCMA Audit Results Tracker (DART).

### **6.3. ANNUAL/SEMI-ANNUAL SURVEYS.**



a. Annual/Semi-Annual surveys of the contractor's AOs are primarily focused on the contractor's compliance with contractual requirements.

b. The CSM/CSS who are members of an APT are required to participate in the Annual/Semi-Annual Survey of each contractor IAW DCMA-MAN 8210.2. The itinerant CSM/CSS needs to schedule an independent survey if there is a conflict in schedule and communicate information to the GFR.

c. The CSM/CSS must use numerous sources of information to formulate this assessment including their observations throughout the year, Corrective Action Requests (CAR), AO Inspection (AOI) findings, etc.

d. Formal Aircraft surveys must be forwarded to the cognizant CMO/GFR for inclusion into the final Annual/Semi-Annual Survey Report.

#### **6.4. AIRCRAFT PRE-OPERATIONAL SAFETY SURVEYS.**

a. In lieu of, or as a result of, an incomplete Preaward safety survey, the APT may determine that a pre-operational safety survey is necessary prior to arrival of the first aircraft.

b. If this is the case, treat the pre-operational safety survey as you would a pre-AOI survey, covering all aspects of the AOI Guide to Safety as a minimum.

c. Pre-Operational Safety Survey Reports must be forwarded to the cognizant CMO/GFR.

#### **6.5. AOI.**

a. An AOI is a risk-based evaluation of contracts with DFARS 252.228-7001, the "Ground and Flight Risk Clause" (GFRC) on contract, requiring a GFR, Ground Government Flight Representative (GGFR) or a Government Ground Representative (GGR).

b. AOIs look at both Government and contractor operations. The goal is to determine where the Government's risks lie and how well those risks are managed.

c. Further guidance is contained within the DCMA-MAN 8210.2 and the Resource Page.

#### **6.6. CORRECTIVE ACTION PLAN (CAP) AND CMO RISK ADVISORY BOARD (CRAB).**

a. A CAP is a set of actions taken to mitigate or remove hazards and/or their causes (known as root causes) associated with contract discrepancy.

b. All write-ups with elevated risk documented in an AOI report will have a CAP developed and entered into the CRAB database.

c. Each CAP will be reviewed quarterly by the AO CRAB process until closed by the AO CRAB Commander.

d. The cognizant CSM/CSS will ensure that safety-related CAP data is updated with the most current information pursuant to the AO CRAB procedures prior to each scheduled AO CRAB meeting. The CSM/CSS should be available to brief the CRAB meeting; if unable to brief the CRAB, the CMO Commander/GFR must be briefed on each CAP prior to CRAB meeting.

e. Further guidance is contained within the DCMA-MAN 8210.2 and the Resource Page.

#### **6.7. AIRCRAFT WAIVER PROCESS.**

a. A waiver is a written request from the contractor for relief from a specific contractual requirement.

b. Waivers to aviation contractual requirements will be processed IAW DCMA-INST 8210.1.

c. For waivers involving Aircraft Rescue and Fire Fighting (ARFF), Facilities Fire Protection, or other contractual safety requirements, an evaluation and recommendation is required from CS, prior to submittal to DCMA HQ AO. This is in addition to the APT's assigned CSM evaluation/recommendation.

d. Further guidance is contained within the DCMA-MAN 8210.2 and the Resource Page.

#### **6.8. AIRCRAFT OPERATIONS TRAINING SEMINAR (AOTS).**

a. The AOTS is a safety stand-down training requirement for all DCMA flight operations personnel, CSMs/CSSs, and quality assurance representatives who are members of an APT.

b. The CSMs/CSSs will complete this training requirement IAW DCMA-MAN 8210.2.

#### **6.9. SAFETY MEETINGS.**

a. As a member of the APT, there are several periodic meetings that the CSM/CSS should plan to attend. If on-site attendance is not possible, participation through telecommunications should be used.

b. Further guidance is contained within the DCMA-MAN 8210.2 and the Resource Page.

## **SECTION 7: CORRECTIVE ACTION REQUEST (CAR)**

### **7.1. CAR GUIDANCE.**

a. This section provides guidance for CS personnel on safety-related discrepancies. Additional guidance, as required, can be found on the Resource Page.

b. DCMA-MAN 2303-04, "Document and Provide Feedback," outlines procedures for all DCMA functional elements to address and resolve:

- (1) Contract non-compliances.
- (2) Item non-conformances and deficiencies.

c. All CSMs/CSSs will utilize the authorized DCMA corrective action process tools (more guidance can be found on the Resource Page):

- (1) Issue.
- (2) Track.
- (3) Trend.
- (4) Close CARs.

d. The CSM/CSS must ensure that the contractor is promptly notified of any non-compliance found during site safety surveillance.

e. Non-compliance must be objectively analyzed by the CSM/CSS prior to the selection of a corrective action request level.

(1) This analysis must consider timeliness of desired actions but must also consider relative importance, worse case potential for mishap, prior responsiveness of the contractor, criticality of the non-compliance, and repetitiveness of similar non-compliances.

(2) Contractor corrective actions/CAP must address specific causes of the non-compliance and management action to prevent recurrence.

f. The CSM/CSS must determine the effectiveness of contractor corrective actions/CAP by validating at the facility and consider the possible need for increased surveillance until the contractor's corrective actions yield compliant results prior to closing CAR (Level II or above).

g. If the condition may affect health and safety of DCMA personnel, notify TDSO for personnel controls and risk mitigation.

## **SECTION 8: ACCIDENT INVESTIGATION AND REPORTING**

### **8.1. ACCIDENT INVESTIGATION AND REPORTING CRITERIA.**

a. Accident investigation and reporting within the DoD is generally governed by DoD Instruction (DoDI) 6055.07, “Mishap Notification, Investigation, Reporting, and Record Keeping.” DCMA civilian employees injured in contractor mishaps will be reported to TDSO for DoD and Occupational Safety and Health Administration (OSHA) Reporting Record Keeping requirements IAW DCMA-MAN 4201-16, “Safety and Occupational Health Program.”

b. Individual contracts may specify different or additional reporting and investigation requirements.

c. Aircraft Mishaps. Specific instructions on the notification/reporting and investigation of aircraft mishaps are detailed in DCMA-MAN 8210.2.

d. AE Accident Investigation and Reporting.

(1) Accidents/mishaps that involve AE at contractor locations will be documented and reported by contractors IAW the provisions of DoDM 4145.26.

(2) DCMA CS personnel will review and report the contractor’s information through the DCMA reporting and notification chain IAW this Manual, and the TDSC Mishap Reporting guidance and form on the Resource Page.

e. Industrial mishap reporting will be IAW the specific provisions of the contract. These provisions may be contained within the contract (e.g., Appendix C (Air Force contracts) or within Section H of the contract (all other services)).

f. CSM/CSS for AE and aircraft-related incidents will advise, as necessary, the CMO Commander/Director for situational report information/status IAW DCMA-MAN 3301-01, “Agency Mission Assurance Construct.”

## **SECTION 9: SAFETY INDEMNIFICATION**

### **9.1. SAFETY INDEMNIFICATION REVIEWS.**

a. The requesting agency (typically Air Force, Navy, NASA, or Missile Defense Agency (MDA)) may submit a request for CS to perform an indemnification review of a prospective contractor.

(1) This occurs if a contractor is currently or will be soon performing unusually highly hazardous or nuclear risk operations within the scope of an existing awarded contract, established solicitation, contract modification, or proposed solicitation's statement of work.

(2) Indemnification safety surveys are conducted to protect the Government and contractor against damage, loss of property, and/or injury to people. Additionally, they are to assure that contractor operational or manufacturing risks of unusually highly hazardous or nuclear in nature are appropriately insured and/or indemnified.

b. The safety portion of the indemnification requests will be accomplished IAW guidance located on the Resouce Page by the CSM/CSS.

(1) All safety indemnification requests will be processed through the CS Director or designated representative for tracking purposes, prior to being released to the field.

(2) The request will then be passed on to the CSM/CSS via the appropriate FLS.

(3) If a CSM/CSS receives an indemnification request from any other source, the CSM/CSS must contact the FLS for further instruction.

## **SECTION 10: AE PRE-OPERATIONAL SAFETY SURVEY**

### **10.1. AE PRE-OPERATIONAL SAFETY SURVEY CRITERIA.**

a. CSM/CSS will perform a Pre-Operational safety surveys as warranted when it is determined during the safety Preaward that the prospective contractor has the ability to perform to the imposed contractual safety requirements but lacks some basic process elements or falls within the criteria listed below:

- (1) New to AE Contracting.
- (2) Limited experience with the item.
- (3) Starting up a new explosive operating line.
- (4) Line has been inactive or mothballed more than 6 months.
- (5) After major new construction.
- (6) After major process or facility modifications.
- (7) After an AE accident.

(8) When an LOI, waiver, or deviation request is submitted to the PCO as part of the Preaward.

b. When the above criteria apply to contractor operations, it is DCMA CS methodology to recommend to the PCO that an AE pre-operational safety survey be accomplished prior to any contractor workload start-up.

- (1) If possible, it must be identified as a requirement at the time of the safety Preaward.
- (2) The Preaward survey must clearly state the requirement and request the PCO to impose a pre-operational safety review.

c. All unresolved observations and recommendations resulting from the pre-operational review must be clearly communicated to the contractor, documented (CAR), and discussed with the ACO. Additional information and guidance is on the Resource Page.

## **SECTION 11: POST AWARD ORIENTATION CONFERENCE (PAOC) – CS**

### **11.1. PAOC SUPPORT.**

a. PAOC will be conducted with the contractor, as necessary, IAW FAR 42.5, “Post Award Orientation,” DFARS 242.5, “Post Award Orientation,” and DCMA-MAN 2501-01, “Contract Receipt and Review.”

b. The ACO or PCO normally determine when a full PAOC is required. CS participation usually occurs when:

- (1) Participation is requested by the ACO, buying activity, or contractor.
- (2) Contract involves significant new AE operations or major new production, overhaul, maintenance, or modification of Government aircraft.
- (3) Buying activity safety personnel are participating in or holding a conference.
- (4) Contractor made documented commitments at the time of Preaward survey.
- (5) Contract contains a specific safety clause requiring clarification.

c. The CSMs/CSSs should thoroughly review the contract for applicability of current CS requirements prior to participating in a full PAOC. Additional information and guidance is on the Resource Page.

## **SECTION 12: CONTRACT SAFETY VISIT**

### **12.1. OTHER SAFETY VISIT.**

a. CS visits may be performed for a variety of reasons. Generally these visits are performed for limited purposes and are not intended as a substitute for normal safety surveys.

b. A memorandum of record will document the visit reports and contain the same basic information as a regular survey report regarding the:

- (1) Contractor visited.
- (2) Contract number involved.
- (3) Personnel contacted.
- (4) Any relevant actions taken or recommended as a result of the visit.



## **SECTION 13: CS PROGRAM ADMINISTRATION**

**13.1. RBS.** Annual RBS provides the data that supports the surveillance schedule.

a. Documentation and format is located on the Resource Page.

b. The Annual RBS is an efficient method to plan, identify, report, and track workload. The intent of the plan is to properly identify workload, assign surveillance levels, track workload accomplishment, and determine resources necessary for proper program implementation.

c. It provides the data needed to analyze the workload for proper program implementation, management as well as keep the FLS informed.

d. All current contractors requiring surveillance are entered into the RBS spreadsheet. The spreadsheet must list all post award surveys projected to be accomplished during the fiscal year by month and include each contractor's name and address, type, and risk level.

e. The FLS will consolidate into a team schedule and provide to the CS Operations Manager by the designated CS suspense date.

f. The CS Operations Manager will consolidate all Teams into one CS schedule and submit to the CS Director by the designated CS suspense date. Further guidance/requirements are located on the Resource Page.

### **13.2. CS REVIEW AND WORKLOAD IDENTIFICATION.**

a. The FLS/CSM/CSS that receive solicitations, contracts, and other workload delegated to DCMA will perform initial review to identify administrative support requirements and ensure data integrity within the allotted timeframe, dependent upon the source of the workload.

b. The CSM/CSS will identify and apply the proper administration skills and techniques necessary to support contracts delegated for administration.

(1) Workload receipt, acceptance and review will be conducted consistent with DCMA-MAN 3101-03 and DCMA-MAN 2101-04.

(2) Additional guidance or instruction concerning the CS Contract Receipt and Review (CRR) process can be found in the Resource Page.

c. Classified contracts will be handled, processed, and stored IAW the program-unique security requirements.

### **13.3. CONTRACTOR EXPLOSIVE SITE PLAN (ESP) REVIEWS**

a. Contractor ESP reviews and processing will be accomplished IAW guidance located on the Resource Page.

#### **13.4 WAIVER AND DEVIATION.**

- a. During the Preaward and post award phases, a contractor's request for an AE waiver and/or deviation will be processed by the CSM/CSS through the FLS to the AE Program Manager.
- b. The AE Program Manager will review the submittal and forward to the CS Director, who will provide a recommendation through the ACO to the PCO for their review and determination.
- c. Aircraft waivers and/or deviations will be processed IAW DCMA-MAN 8210.2.
- d. The Aircraft Aviation Program Manager will review the submittal and forward to the CS Director. Aircraft waivers and deviation will normally be processed within 10 business days upon receipt by the CS.
- e. Documentation of the CS waiver/deviation safety assessments/risk recommendations (all coordination levels) will be provided. The PCO/ACO documentation package will include an overall position from CS concerning the risk and impact.
- f. The CSM/CSS must maintain documentation as required by the FLS. Specific guidance regarding waiver and deviation formats, coordination, and completion is on the Resource Page.

#### **13.5. SAFETY DELEGATIONS.**

- a. CSM/CSS issuing a delegation or sub-delegation to another CSM/CSS, the delegating CSM/CSS will follow the delegation process outlined in the DCMA-MAN 2101-04, "Delegate Surveillance" or the DCMA-MAN 3101-03 when redelegating (sub-delegating) NASA workload.
- b. All Safety delegations external to the Special Programs Directorate will be issued in writing to the CSM/CSS through the FLS for geographical/workload assignment.
- c. During-the post award phase, when an AE subcontractor/supplier is identified, a delegation must be issued to the CSM/CSS of the subcontractor/supplier so they are aware of the work being conducted and proper surveillance is scheduled.
- d. If an AO subcontractor/supplier is identified, a sub-delegation may be required.
- e. Specific guidance for CS delegations and sub-delegations is on the Resource Page and contained in DCMA-MAN 2101-04.

**13.6. CS MONTHLY METRICS COLLECTION.** The metrics that support CS are combined into a report, summarized, and results briefed at the SWG. Guidance on metrics and metrics collection can be found on the Resource Page.

### **13.7. QUARTERLY CONTRACT SAFETY REPORT (QCSR).**

a. The QCSR collects workload data and tracks CSM/CSS accomplishments against the annual RBS.

(1) QCSRs, at the Group level, are completed to compare performance to the overall fiscal year Annual RBS submissions and identify unscheduled work necessary to meet Agency and Group Performance Indicators, goals, and mission.

(2) The QCSR is not rated; it is utilized as a working tool for the Technical Directorate-Contract Safety to focus on and provide assistance to those Teams experiencing difficulty in meeting workload projections and identify areas where the greatest needs are for Component and Team alignment.

b. The CS will prepare a consolidated QCSR on a quarterly basis.

(1) The CSM/CSS will submit their QCSR to their FLS by their designated internal Team suspense date.

(2) The FLS will consolidate the QCSR into a team spreadsheet and provide it to the CS Operations Manager by the designated CS suspense date, which is 15 days after the end of each Fiscal Year quarter (January 15, April 15, July 15, and October 15).

(3) Each CSM's/CSS's workload must be listed separately, even if more than one individual works at the same duty location.

(4) QCSRs will be reviewed for accuracy by each FLS prior to submission to the CS Operations Manager.

(5) The CS Operations Manager will consolidate all team QCSRs into one CS QCSR and submit to management no later than 30 days after the end of each Fiscal Year quarter.

(6) Specific guidance regarding the QCSR data and format is contained in the CS Resource Page. Results are briefed at SWG as appropriate.

### **13.8. SAFETY AND OCCUPATIONAL HEALTH (SOH) SUPPORT.**

a. When directed by the CS Director, the CSMs/CSSs may augment the TDSO division in local matters impacting the safety and/or health of DCMA employees within contractor's location.

(1) DCMA Safety & Occupational Health (SOH) Division will request for CSM/CSS support through the CS Director or appointee when beyond the scope of routine matters or the CSM/CSS normal programmed duties.

(2) When accepted/authorized, the support request will be forwarded to the respective DCMA CS FLS for action.

(3) Routine matters may include the following:

(a) Conversations between CS and SOH field personnel of known operations/hazards at a specific contractor.

(b) Recommendations for SOH on sites visits.

(c) Past observed Occupational Safety and Health performance/compliance of a contractor.

(d) Areas of concern reciprocal to CS and SOH personnel.

(e) SOH program administrative spot check or validation in conjunction with programmed CSM/CSS duties.

b. During a CS Survey, if the CSMs/CSSs observes a condition that poses actual or potential harm to government employees, it will be documented and reported by the following steps:

(1) The information will be provided to the site FLS and the SOH point of contact for incorporation into the DCMA Hazard Reporting system through DCMA-MAN 4201-16.

(2) If issues/concerns are identified that present an imminent danger condition to government employees, the following personnel/organizations must be notified immediately:

(a) The Contractor.

(b) Government employees that reside in or frequent the affected area.

(c) Supervisor responsible for the employees.

(d) CMO Commander/Director, Deputy, and CMO SOH point of contact responsible for government employees.

(e) SOH Division, assigned component SOH Manager.

(f) ACO responsible for the contract.

(3) Occupational Safety and Health nonconformities will be documented in the CSM/CSS written report for abatement actions and transferred to SOH.

(4) The CMO leadership team and DCMA SOH representative will coordinate and be responsible for SOH issues that impact Government personnel.

(5) When transferred to DCMA SOH, SOH will track the hazard through abatement by assuming the responsibility for follow-up of issues pertaining to DCMA employee exposures to nonconformities and non-compliance issues.

c. If no SOH issues are identified during the visit, the CSM/CSS will include the following statement in their report, “During the post award safety survey, there were no unsafe or unhealthy conditions identified, which would pose actual or potential hazards to DCMA personnel.”

d. Occupational Safety and Health/SOH issues presented to field CSMs/CSSs will be referred to local SOH personnel (Collateral Duty Safety Advocate) or DCMA SOH Division whenever SOH requests, concerns, and/or questions arise.

## **SECTION 14: COMPETENCIES AND CERTIFICATIONS**

**14.1. CSM/CSS EDUCATION AND CERTIFICATION PROGRAM.** This section identifies mandatory training and certification requirements for all 0018 CS personnel in the CS Community.

a. The intent of this program is to ensure that highly qualified, skilled, and competent personnel are performing acquisition contract safety management services on customer contracts and programs.

b. All personnel certified under the previous certification program requirements remain certified.

c. FLS/CSS trainees who have not been awarded a certification upon publication of this Manual, will be required to complete all mandatory provisions of the new certification program.

d. Guidance on the CS certification process can be found on the Resource Page.

**14.2. CERTIFICATION PACKETS.** Certification packets will be developed by FLSs as required IAW the CS Certification Program guide on the Resource Page. Certification packets will be submitted electronically through the CS Operations Manager for staffing to the Director, CS, for review and approval.

**14.3. CERTIFICATION TYPES.** There are three professional certification areas within the DCMA CS career field: Industrial, Aircraft, and Explosives.

**14.4. CERTIFICATION LEVELS.** There are two certification levels: Provisional and Full. Detailed requirements for each certification level and certification type are contained within the CS Certification Program work instruction.

**14.5. EQUIVALENCIES.** Requests for equivalencies will be justified in writing by the FLS and submitted with certification packets per the CS Certification Program guide.

**14.6. RECERTIFICATION.** Recertification is mandatory for any FLS/CSM previously awarded full certification if they worked outside of the CS community for more than 3 years.

a. Recertification courses and requirements are outlined in the CS Certification Program guide and will be updated by the CS Operations Manager to provide current information.

b. CSMs previously awarded full certifications will submit a recertification packet through the FLS to the CS Director. The recertification packet will be in the format outlined in the CS Certification Program guide.

**14.7. CERTIFICATION MAINTENANCE.**

- a. The time requirement for maintenance training begins with the original date of certification and will thereafter be based on the date of the most recent currency training completed.
- b. The use of one training course will only apply to one certification area.
- c. Certified personal are required to obtain the following training within the prescribed time limits to remain certified:
  - (1) Explosives safety area, personnel must attend at least one prescribed explosives safety course every 2 years.
  - (2) Industrial safety area, personnel must attend at least one prescribed industrial safety course every 3 years.
  - (3) CS personnel assigned to an Aviation Program Team, per DCMA INST 8210.2, will complete the Aircraft Ground Safety Course every 5 years.
    - (a) The Aircraft Ground Safety Course can be utilized to fulfill Industrial safety certification maintenance requirements.
    - (b) Aircraft safety area personnel must attend the bi-annual Virtual Aircraft Operations Training Seminar or resident AOTS.
- d. Careful consideration must be given to the selection of the training for the employee's career development.
- e. CS employees should take course available through the DCMA website that apply to CS.

#### **14.8. CERTIFICATION REVOCATIONS.**

- a. Each of the following is considered to be an adequate cause for revocation of CS certifications:
  - (1) Falsification of surveillance documentation.
  - (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.
  - (3) The FLS does not certify that a CSM has the knowledge, skills, or abilities to maintain their certification.
- b. The CS Director is the revocation authority. Certification revocation is based on FLS recommendation and documentation.

## GLOSSARY

### G.1. DEFINITIONS.

**CSM.** A fully certified safety professional.

**CSS.** Either seeking certification or is provisionally certified.

**FDS.** A document important to the contractor points of contact, facility, customer, and process information that assist the CSMs/CSSs in surveillance planning and to reduce the redundant reporting of contractor process data that does not routinely change.

**FBDS.** A document important to contractor process/facility data for AE locations that are likely to suffer an energetic event/mishap during its process lifecycle.

**Indemnification.** Provides somebody with protection, especially financial protection, against possible loss, damage, or liability.

**LOI.** A document that may be generated by the prospective contractor for the correction of AE safety non-compliant conditions identified during the Preaward safety survey.

**Preaward Safety Survey.** Process documentation provided to DCMA Customers with an accurate assessment of a prospective contractor's capabilities as they relate to specific government safety requirements for Government procurements. The Preaward survey can significantly reduce the possibility of serious contractor nonconformities of CS and fire protection provisions during the contract performance.

**Operational Units.** Eastern Region Command, Central Region Command, Western Region Command, International Command, Special Programs Commands and Centers.

**OTA.** Authority to enter into transactions other than contracts agreements.

**Secondary (Subcontract) Safety Preawards.** Preaward safety surveys requested for and performed at proposed contractors identified by the prime contractor as an AE subcontractor and other AE places of performance.

**RBS.** Contractor Surveillance Schedule that identifies surveillance frequency based upon identified process, inherent, and strategic risks.



## GLOSSARY

### G.2. ACRONYMS.

ACC-NJ	Army Contracting Command-New Jersey
ACO	Administrative Contracting Officer
AE	ammunition and explosive
AO	Aircraft Operations
AOTS	Aircraft Operations Training Seminar
AOI	aircraft operations inspection
APT	Aircraft Program Team
ARMS	Armament Retooling and Manufacturing Support
CAP	corrective action plan
CAR	corrective action request
CMO	Contract Management Office
CRAB	CMO Risk Advisory Board
CS	contract safety
CSM	Contract Safety Manager
CSS	Contract Safety Specialist
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DDESB	Department of Defense Explosive Safety Board
DFARS	Defense Federal Acquisition Regulation Supplement
DoDM	DoD Manual
ESP	Explosive Site Plan
FAR	Federal Acquisition Regulation
FBDS	facility building data sheet
FDS	facility data sheet
FLS	First Level Supervisor
FLSR	first level supervisor review
GFR	Government Flight Representative
HQ	Headquarters
IAW	in accordance with
JHA	Job Hazard Analysis
LOI	letter of intent
NASA	National Aeronautics and Space Administration

PAOC	post award orientation conference
PASM	Preaward Survey Manager
PCO	Procurement Contracting Officer
OTA	other transactional agreement
QCSR	quarterly contract safety report
RBS	risk-based schedule
SOH	safety and occupational health
SWG	safety working group

## REFERENCES

- DCMA-INST 8210.1, "Contractor's Flight and Ground Operations," August 21, 2013
- DCMA-MAN 2101-04, "Delegate Surveillance," July 30, 2018
- DCMA-MAN 2303-04, "Document and Provide Feedback," TBD
- DCMA-MAN 2401-01, "Negotiation Intelligence," December 20, 2018
- DCMA-MAN 2501-01, "Contract Receipt and Review," TBD
- DCMA-MAN 3101-03, "National Aeronautics and Space Administration (NASA) Support,"  
TBD
- DCMA-MAN 3301-01, "Agency Mission Assurance Construct," December 17, 2018
- DCMA-MAN 4201-09, "First Level Supervisor Review," TBD
- DCMA-MAN 4201-16, "Safety and Occupational Health Program," November 5, 2018
- DCMA-MAN 8210.2, "Aircraft Operations," November 5, 2018
- DFARS Subpart 242.5, "Post award Orientation," current edition
- DFARS 252.223-7002, "Safety Precautions for Ammunition and Explosives," current edition
- DFARS 252.223-7003, "Change in Place Of Performance-Ammunition and Explosives," current  
edition
- DFARS 252.228-7001, "Ground Flight Risk Clause," current edition
- DoD Manual 4145.26, "DOD Contractor's Safety Manual For Ammunition and Explosives," March  
30, 2018
- DoD Directive 6055.09E, "Explosives Safety Management (ESM)," July 28, 2017
- FAR Subpart 42.5, "Post Award Orientation," current edition