



DCMA Manual 2101-01

Acceptance of Supplies and Services

Office of Primary Responsibility	Product Acceptance and Proper Payment Capability
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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)":

- Implements policy established in DCMA Instruction 2101, "Product Acceptance and Proper Payments"
- Reissues and updates this Manual to establish procedures for Government acceptance of products and service

SUMMARY OF CHANGES

This Manual was rewritten. Agency users should read this Manual in its entirety. The following identifies the most notable changes:

- Updated Manual name to “Acceptance of Supplies and Services” to align with DCMA Instruction 2101, “Product Acceptance and Proper Payments”
- Removed the Performance Advocacy Enterprise Responsibilities from Section 2
- Revised surveillance language to align with DCMA Manual 2303-01, “Surveillance”
- Reorganized process steps to better reflect process flow
- Removed requirements for a First Level Supervisor Review to be accomplished in-line with the Product Acceptance Authorization Form validation
- Removed First Article Test, Production Lot Test, and Production Verification Test Surveillance. (See the “First Article Testing, Production Lot Testing, and Production Verification Testing Surveillance” Guidebook on the Resource Page of this Manual)

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Manual and functional proponent approved guidebook(s) located on the Resource Page apply to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence. Special Programs Command will meet the intent of this Manual and other related issuances to the maximum extent practicable for all Special Access Programs and Sensitive Compartmented Information contracts.

1.2. POLICY. It is DCMA policy:

- a. That only authorized personnel accept supplies/services tendered for acceptance by a contractor when there is a basis of confidence that the supplies/services conform to contract requirements.
- b. To execute this Manual in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. CAPABILITY MANAGER, PRODUCT ACCEPTANCE AND PROPER PAYMENT.

The Capability Manager will:

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

2.2. OPERATIONAL UNIT COMMANDER/DIRECTOR. The Operational Unit (OU) Commander/Director will:

- a. Assist Contract Management Offices (CMO), also referred to as Contract Administrative Offices (CAO), with identifying and tracking aging Receiving Reports (RR)/ Repairables Receiving Report (RRR).
- b. Notify DCMA's Technical Directorate's Manufacturing and Quality Division when Aging RR/RRRs are not within the CMOs and/or OUs area of responsibility.
- c. Ensure an annual inventory of inspection stamps is completed and new requests are managed.

2.3. CONTRACT MANAGEMENT OFFICE COMMANDER/DIRECTOR. The CMO Commander/Director will ensure compliance with the requirements of this Manual.

2.4. CONTRACT MANAGEMENT OFFICE FUNCTIONAL GROUP LEAD(S). The Functional Group Lead(s) will:

- a. Ensure compliance with this Manual.
- b. Ensure locally developed training and guidance is available when deemed necessary.
- c. Assist and mentor the workforce.

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

- a. Ensure their respective Functional Specialists (FS) possess the necessary competencies to perform acceptance as it relates to the assigned contract(s).
- b. Determine the need for inspection stamps in accordance with (IAW) Section 4 of this Manual.
- c. Complete the DCMA Form (DCMAF) 2101-01, "Product Acceptance Authorization," found on the Resource Page of this Manual.

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

- a. Review and if justified, act upon consideration recommendations that are provided by the FS. See Paragraph 6.3. of this Manual.
- b. When requested, assist with decisions regarding acceptability.
- c. Accept 2-in-1 invoices (services).
- d. Determine the need for other functional specialist support prior to performing acceptance.

2.7. FUNCTIONAL SPECIALIST. The FS will:

- a. Participate in the Postaward Orientation (PAO) and/or conduct a Functional Specialist Meeting (FSM) as needed to ensure all parties understand the requirements of the contract (e.g., First Article Testing (FAT), Production Lot Testing (PLT), Production Verification Testing (PVT), and/or place and mode of acceptance, etc.).
- b. Ensure that all applicable Government Contract Surveillance (GCS) events have been completed prior to acceptance.
- c. Communicate with all applicable stakeholders when problems/concerns arise during the execution of acceptance.
- d. Notify the applicable Contract Management Team member(s) with any potential production/delivery delays.
- e. Determine the need for other FS support prior to performing acceptance.

2.8. AGENCY INSPECTION STAMP CUSTODIAN. The Agency Inspection Stamp Custodian will oversee Agency inspection stamp management and inventory.

2.9. OPERATIONAL UNIT INSPECTION STAMP CUSTODIAN. The OU Inspection Stamp Custodian will:

- a. Ensure inventories are complete and accurate.
- b. Maintain adequate on-hand inspection stamp inventory to meet CMO requirements.
- c. Ensure the Custodian information is correct on the Custodian List.
- d. Review and approve/disapprove requests from CMOs for inspection stamps.

2.10. CONTRACT MANAGEMENT OFFICE INSPECTION STAMP CUSTODIAN. The CMO Inspection Stamp Custodian will:

- a. Ensure inspection stamps are inventoried.
- b. Notify the OU when there is a change in custodian.
- c. Issue inspection stamps as required.
- d. Notify the Functional FLS and Functional Group Lead of lost or stolen inspection stamps.
- e. Update the Master Inventory and Custodian Lists located on the Resource Page of this Manual.

SECTION 3: FIRST ARTICLE AND PRODUCTION ACCEPTANCE

SPECIAL TESTING, DOCUMENTATION, REPORTING, AND/OR APPROVALS.

a. Buying commands may impose special testing, documentation, reporting, and/or approvals prior to acceptance that need to be addressed during surveillance planning. A DD Form 1222, “Request for and Results of Tests,” may be required for shipment of samples/reports and is available on the Resource Page of this Manual. Examples of these requirements are FAT, PLT, PVT, and Aircraft Launch and Recovery Equipment Critical Safety Item.

(1) FAT includes extensive testing and evaluating for conformance/capability with specified contract requirements before or in the initial stage of production of the contract quantity. FAT is invoked with the inclusion of Federal Acquisition Regulation (FAR) 52.209-3 for Contractor testing and 52.209-4 for Government testing. FAT usually includes a separate Contract Line Item Number (CLIN) and the contract will contain specific directions for acceptance and disposition of actual FAT samples.

(2) PLT is a randomly selected sample from the production lot to verify critical processes and characteristics comply with contractual requirements during production. PLT is identified in Defense Logistics Agency contracts with the inclusion of the “Production Lot Testing – Contractor (E03)” or “Production Lot Testing – Government (E04).” The contract must contain specific directions for acceptance and disposition of actual PLT samples.

(3) PVT is performed by Government test labs. Samples will be randomly selected from the production lot. PVT will only apply when the contracting officer specifically invokes it in writing and may issue a Quality Assurance Letter of Instruction or provide specific instructions in the contract.

(4) Aircraft Launch and Recovery Equipment Critical Safety Item may apply when product is required to be shipped to a Government testing facility prior to acceptance.

b. All FSs should review these requirements with the contractor to avoid overruns in cost/schedule which could delay acceptance. This is typically completed during a PAO, but can be completed with an FSM if the ACO declines a PAO. An example FSM checklist is available on the Resource Page of this Manual.

SECTION 4: INSPECTION STAMPING

INSPECTION STAMPS. Inspection Stamps must only be used IAW the “Utilization of Inspection Stamping by Functional Specialist Guidebook” on the Resource Page of this Manual.

SECTION 5: STANDARD INSPECTION REQUIREMENTS

5.1. DETERMINING THE ACCEPTABILITY OF THE CONTRACTOR'S INSPECTION SYSTEM. Prior to accepting supplies or services, the FS must determine whether the contractor has and maintains an inspection system that is acceptable to the Government.

a. Validation of an inspection system can be accomplished by utilizing the Standard Inspection System Checklist, found on the Resource Page of this Manual, or equivalent. The Standard Inspection System Checklist contains suggested guidance for evaluating the acceptability of the contractor's inspection system.

b. Where commercial contracts (FAR 52.212-4) require government oversight, an inspection system is not required. These contracts are limited to kind, count, and condition unless specific requirements are outlined in the contract or addendum.

5.2. VALIDATE THE CONTRACTOR'S INSPECTION SYSTEM.

a. The FS will perform an initial validation of the contractor's inspection system. At a minimum, validation will be on an annual basis. Prime contractors are responsible for ensuring 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 controls of their manufacturing and assembly operations.

b. 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.

SECTION 6: PRODUCT ACCEPTANCE AND RELEASE

6.1. AUTHORIZED PERSONNEL PERFORMING ACCEPTANCE. When DCMA is assigned Inspection and/or Acceptance within a contract, authorized FSs must make a determination that supplies or services meet contractual requirements.

a. To accept supplies or services on behalf of the U.S. Government, acceptance will be based upon traceable objective evidence that GCS was performed IAW planned surveillance by a certified or qualified FS in the appropriate competency. Authorized FSs will:

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

(2) Be assessed and certified in the applicable competencies for the supplies or services the FS is accepting.

b. In the event the above conditions cannot be met due to resource constraints or training availability, the following interim limited solution must be utilized to continue mission support, with the exception of software. On an exception basis, DCMA Commanders or Functional Group Leads must:

(1) Authorize an FS to accept supplies and/or services once the FLS has successfully performed an assessment IAW the Product Acceptance and Release Guidebook prior to recommending a Limited Authorization. This assessment will be documented on the DCMAF 2101-01.

(2) Grant limited authorizations, not to exceed 12 months.

c. When the supplies under consideration for acceptance by DCMA are software products, embedded or stand alone, a Software Professional Development Program certified FS must perform the following:

(1) If the developed software is a stand-alone CLIN, perform the role of product acceptance, or

(2) If the developed software is embedded in an end item or system, provide documented concurrence of acceptance for the software portion of the product to the DCMA accepting official.

d. 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 Software Professional Development Program certified personnel. Document acknowledgment that the embedded software meets contractual requirements.

6.2. ACCEPTOR AUTHORIZATION.

a. The DCMAF 2101-01 must be completed and filed IAW the “Product Acceptance and Release Guidebook” located on the Resource Page of this Manual. This applies to any DCMA personnel accepting product without a warrant.

b. The authorization to perform acceptance is based on the FLS’s assessment of the FS to perform acceptance outlined in this Manual, to include review of training and competencies of the FS (e.g., FLS Review).

6.3. PRIOR TO ACCEPTANCE.

a. FSs must ensure all applicable GCS was performed, all contractor tests and inspections were completed, and supplies or services have met the contractual requirements.

b. The FS will ensure that all nonconforming material and/or variances are dispositioned and have been adjudicated prior to Acceptance IAW DCMA Manual 2301-06, “Discrepancy Processing.” See FAR 46.407 for additional information. The adjudication will ensure all requests for consideration have been coordinated with the ACO and documented.

c. Personnel accepting supplies and services will use RR/RRR recycles and rejections in their data analysis as the basis to determine the risk of the contractor's acceptance documentation process.

6.4. VERIFYING PRODUCT ACCEPTANCE DOCUMENTS.

a. Final Shipments: For final acceptance documents, verify that 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, “Material Inspection and Receiving Report,” block 17) when the final shipments contains an authorized variation of quantity and an underrun condition exists IAW Defense Federal Acquisition Regulation Supplement (DFARS) Appendix F, Paragraphs F301 or F401.

b. Critical fields: When validating a RR/RRR or DD Form 250, as a minimum ensure the following fields match the contract and/or delivery order, as applicable:

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

(2) The appropriate radio button is checked, i.e., Alternative Release Procedures (ARP), CoC, supplies, or services.

(3) Acceptance Code (i.e. Source/Destination).

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

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

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

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

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

(9) Military Standard Requisitioning and Issue Procedures, if applicable.

(10) Foreign Military Sales (FMS) RRs:

(a) FMS Case Identifier (mandatory).

(b) Military Standard Requisitioning and Issue Procedures (mandatory if included in the contract).

(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).

c. CMOs will monitor Aging RR/RRRs over 30 days that are in “Correction Required,” “In Process,” “Submitted,” and “Resubmitted” status that are “Active” and “Archive” documents, and will either process or reject back to the contractor. For Aging RR/RRR that are out of the CMO’s control, contact their OU for assistance.

d. DCMA Special Programs will verify acceptance documents are handled and maintained as required by the contractual requirements in the appropriate customer systems of record.

6.5. AUTHORIZE SHIPMENT OF SUPPLIES. The CAO must, consistent with the contract terms and conditions, determine the appropriate method of authorizing shipment of supplies.

a. Where GCS has been completed as planned, the FS will complete the acceptance document or the System of Record (SOR).

b. Where objective evidence supports alternate methods, FSs are authorized to use ARP IAW DFARS 246.471.

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

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

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

(c) ARP must be authorized in writing by the CAO and provided to the contractor.

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

(e) ARP is available/applicable to prime contractors and place of performance contractors.

(f) ARP may be authorized at the facility, program, product line, or contract level.

(2) ARP will not be authorized on any contracts involving shipments for National Aeronautics and Space Administration, Level 1/Subsafe, the Navy Special Emphasis Program, unless specifically authorized in writing by the Procuring Contracting Officer.

(3) ARP is not authorized for FMS shipments.

(4) ARP requires continuing surveillance IAW the GCS Plan e.g., Process Evaluation (PE) or Deliverable Product Evaluation (DPE). ARP does not require the contractor to wait for the FS to accept or sign the RR/RRR or DD Form 250 prior to shipping the supplies. 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.

(5) When shipments are made via ARP using Wide Area Workflow (WAWF), IAW DFARS Appendix F, 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. This document can then be printed and included with the shipments prior to the FS performing acceptance in the SOR.

c. When the contract includes FAR 52.246-15, “Certificate of Conformance,” and when objective evidence supports its use, FSs are authorized to invoke CoC IAW FAR 46.504, “Certificate of Conformance.”

(1) CoC is used in lieu of GCS.

(2) When determining the use of CoC, the following apply:

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

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

(c) CoC is applicable to supplies and services.

(d) 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.

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

(3) 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.

(4) When shipments are made via CoC using WAWF, 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. The FS will complete the acceptance document or the SOR by selecting the Accept/Date/Sign/Submit and communicate with the contractor that shipment of supplies can commence.

6.6. PRODUCT ACCEPTANCE DOCUMENTATION. A risk-based surveillance approach should be used when reviewing the RR/RRR or a DD Form 250.

a. 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.

b. When RR/RRRs are reviewed, the FS must prepare DPE records and ensure the critical fields are recorded as observations (i.e., if there are 20 RRs/RRRs presented for acceptance and 13 are reviewed, record the shipment number of those 13 on the DPE record).

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

6.8. PROCESS A REPLACEMENT ACCEPTANCE DOCUMENT. When replacing a lost or missing RR/RRR, go to the SOR 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.

GLOSSARY

G.1. DEFINITIONS. These terms and their definitions are for the purpose of this Manual 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 the 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 capability 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.

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

DPE. A surveillance category that is used to evaluate an item that is specified in the contract and requires acceptance by the Government.

FS. Personnel assigned to perform various tasks or functions in support of the Agency's mission (e.g., ACO, contract administrator, contracting officer representative, cost monitor, engineer, industrial specialist, information technology specialist, or quality assurance specialist).

FSM. A documented meeting between the FS and the contractor when an ACO determines a PAO is not required. The objective is to achieve a clear and mutual understanding of contract requirements.

GCS. 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.

Guidebooks. Guidebooks are controlled, approved, and maintained by the functional proponent and consist of detailed guidance required to maintain consistency across the Agency for process execution and/or data collection of various processes for a given function or functions.

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.

OU. For purposes of this Manual only, the OUs consist of the three regions: DCMA-East, DCMA-Central, and DCMA-West; and the three commands DCMA-Special Programs, DCMA-International, and Aircraft Integrated Maintenance Organization that oversee the CMOs assigned to them.

PE. A surveillance category that is used for conducting surveillance of a system/subsystem/process (referred to as “process”). PE 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. PE 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.

SOR. Any system used to store data (e.g., WAWF, Procurement Integrated Enterprise Environment, etc.).

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.

GLOSSARY

G.2. ACRONYMS.

ACO	Administrative Contracting Officer
ARP	Alternative Release Procedure
CAO	Contract Administration Office
CLIN	Contract Line Item Number
CMO	Contract Management Office
CoC	Certificate of Conformance
DCMAF	DCMA Form
DCMAF 2101-01	Product Acceptance Authorization
DD Form 250	Material Inspection and Receiving Report
DD Form 1222	Request for and Results of Tests
DFARS	Defense Federal Acquisition Regulation Supplement
DPE	Deliverables Product Evaluation
FAR	Federal Acquisition Regulation
FAT	First Article Test
FLS	First Level Supervisor
FMS	Foreign Military Sales
FS	Functional Specialist
FSM	Functional Specialist Meeting
GCS	Government Contract Surveillance
IAW	in accordance with
OU	Operational Unit
PAO	Postaward Orientation
PE	Process Evaluation
PLT	Production Lot Test
PVT	Production Verification Test
RR	Receiving Report
RRR	Reparable Receiving Report
SOR	System of Record
WAWF	Wide Area Workflow

REFERENCES

- DCMA Manual 2301-06, "Discrepancy Processing," April 1, 2019
- DCMA Manual 2303-01, "Surveillance," May 17, 2020
- Defense Federal Acquisition Regulation Supplement, Appendix F, "Material Inspection and Receiving Report"
- Defense Federal Acquisition Regulation Supplement 246.471, "Authorizing Shipment of Supplies"
- Defense Federal Acquisition Regulation Supplement 246.504, "Certificate of Conformance"
- DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- Federal Acquisition Regulation 46.407, "Nonconforming Supplies or Services"
- Federal Acquisition Regulation 46.504, "Certificate of Conformance"
- Federal Acquisition Regulation 52.209-3, "First Article Approval - Contractor Testing," "SEP 1989"
- Federal Acquisition Regulation 52.209-4, "First Article Approval - Government Testing," "SEP 1989"
- Federal Acquisition Regulation 52.246-15, "Certificate of Conformance," "APR 1984"
- "First Article Testing, Production Lot Testing, and Production Verification Testing Surveillance" Guidebook
- "Product Acceptance and Release" Guidebook
- "Utilization of Inspection Stamping By Functional Specialists" Guidebook