DCMA Manual 2304-01

Critical Safety Items

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Office of Primary Responsibility	**Contractor Effectiveness Capability Board**
Effective:	July 24, 2024
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Approved by:	G. L. Masiello, Lieutenant General, U.S. Marine Corps, Director

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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64:

- Implements the requirements of SECNAVINST 4140.2, DCMA INST CSI (AV), "Management of Aviation Critical Safety Items"
- Implements policy and assigns responsibilities for the execution of critical safety item surveillance

TABLE OF CONTENTS

TABLES

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This Manual applies to all DCMA personnel assigned to Headquarters (HQs), Operational Unit (OU) staff, and Contract Management Offices (CMOs) performing functions described in this Manual and SECNAVINST 4140.2, DCMA-INST CSI (AV), "Management of Aviation Critical Safety Items."

1.2. POLICY.

It is DCMA policy to:

a. Comply with Defense Federal Acquisition Regulation Supplement (DFARS) 209.270, which implements Section 802 of the National Defense Authorization Act for Fiscal Year 2004 and Section 130 of the National Defense Authorization Act for Fiscal Year 2007.

b. Adhere to the requirement cited in DoD Manual 4140.01, Volume 11.

c. Comply with SECNAVINST 4140.2, DCMA INST CSI (AV).

d. Execute this Manual in a safe, efficient, effective, and ethical manner within all DCMA workplaces.

e. Focus on Critical Safety Items (CSIs) to mitigate risk of failure of those items with Critical Characteristics or Important Manufacturing Processes (IMPs), which if nonconforming, would likely cause serious injury or death to the user or catastrophic failure of a major platform, and to ensure conformity of those items prior to acceptance.

f. Ensure Government surveillance for CSIs is performed using government contract surveillance pursuant to DCMA Manual (DCMA-MAN) 2303-01, "Surveillance." See DCMA-MAN 2303-01, paragraph 3.2.g. for guidance on Quality Assurance (QA) oversight of Naval Special Emphasis Programs contracts and non-Navy Special Emphasis Programs contract/purchase orders (POs) at Navy Special Emphasis Operations (NSEO) administered suppliers.

g. Report identified problems or concerns with CSIs and coordinate with customer's Engineering Support Activities (ESAs), Procuring Contracting Officer (PCO), and the CMO Award Management Team (AMT).

h. Ensure specific requests for deviations or waivers from HQ agency policies, instructions, or manuals follow the DCMA-MAN 4501-01, "Agency Issuance Program."

i. Ensure CSI as used in this Manual is synonymous with Aircraft Launch and Recovery Equipment (ALRE) CSI.

j. Ensure the Defense Contract Management Agency Special Program community complies with the intent of this Manual and other related issuances to the maximum extent practicable for all Special Access Program and Sensitive Compartmented Information contracts.

SECTION 2: RESPONSIBILITIES

2.1. EXECUTIVE DIRECTOR, TECHNICAL DIRECTORATE.

Executive Director, Technical Directorate, will:

a. Ensure CSI training is developed and standardized.

b. Ensure CSI-related requests for deviations and waivers are adjudicated per the policy.

c. Ensure CSI relevant measures or metrics are evaluated for trends and overall Agency performance.

2.2. DCMA HQ TECHNICAL DIRECTORATE ENTERPRISE COMPETENCY PLANNING DIVISION DIRECTOR.

DCMA HQ Technical Directorate Enterprise Competency Planning Division Director will develop and maintain training to standardize execution of CSI surveillance.

2.3. DCMA HQ TECHNICAL DIRECTORATE POLICY OPERATIONS DIRECTOR.

DCMA HQ Technical Directorate Policy Operations Director will adjudicate all CSI-related functionally specific requests for deviations or waivers from agency policies/instructions/manuals per the DCMA-MAN 4501-01.

2.4. DCMA HQ TECHNICAL DIRECTORATE ENTERPRISE PERFORMANCE ADVOCACY DIVISION DIRECTOR.

DCMA HQ Technical Directorate Enterprise Performance Advocacy Division Director will develop and evaluate any relevant measures or metrics that are CSI-related for trends and overall Agency performance.

2.5. OUs, SPECIAL PROGRAMS, AND INTERNATIONAL COMMANDERS/DIRECTORS.

OUs, Special Programs, and International Commanders/Directors will**:**

a. Provide operational execution direction or assist in developing procedures that complement the policies, instructions, and manuals for functional specialists (FSs) or processes in their operational areas.

b. Assist CMOs with specific CSI-related training based on locally identified training gaps.

c. Serve as focal point for feedback and/or adjudication for CMO level CSI issues by resolving them before the need to elevate them to HQ.

d. Aggregate and report any relevant CSI measures or metrics as requested by HQ to support the Agency's Business Capabilities status.

2.6. CMO COMMANDERS/DIRECTORS.

CMO Commander/Director will**:**

a. Ensure compliance with this Manual and other related issuances.

b. Align CSI training, guidance, and tools with this Manual.

c. Facilitate CSI assistance and mentoring of the workforce with the implementation of this Manual.

d. Elevate CMO challenges and work with OUs to identify gaps and improve the specific CSI processes and training.

e. Ensure CSI surveillance activities and results are coordinated with AMT members.

f. Ensure issues are resolved with internal and external customers that pertain to CSI surveillance results and written reports.

g. Ensure root cause analysis and preventive measures are incorporated to correct internal findings (e.g., Staff Assistance Visit, Management Internal Control Review, Internal Evaluation Team CSI).

h. Ensure CSI written reports are reviewed and endorsed, as applicable.

i. Ensure other publications are developed pursuant to DCMA-MAN 4501-01 to capture standards or detailed steps for the performance of specific tasks prescribed in an issuance. Other publications include business rules and practices, guidebooks, and job aids. Other publications provide detailed systemic guidance at a sufficient level to be executable, ensuring employees have additional information needed for compliance and efficiency. This guidance may be written for independent or multiple processes.

j. Ensure relevant CSI measures or metrics along with any other operational reports requested by the OUs are combined and reported to support all Agency Business Capabilities.

k. Ensure AMT members assigned to a supplier with ALRE CSI requirements conduct surveillance as required at their designated location.

2.7. TECHNICAL/QUALITY GROUP LEADERS.

Technical/Quality Group Leaders will**:**

a. Ensure compliance with this Manual and other related issuances.

b. Ensure any local CSI training, guidance, and tools align with this Manual.

c. Assist and mentor the workforce with the implementation of this Manual.

d. Serve as the conduit between the supervisor and the Commander/Director to resolve gaps in surveillance policy/manuals/guidance.

e. Resolve issues with internal and external customers that pertain to CSI surveillance results and written reports.

f. Ensure CSI surveillance activities and results are coordinated across functional areas.

g. Perform review and endorsement of CSI written reports, as applicable.

h. Ensure CSI surveillance results are communicated and coordinated with individuals performing Contract Management System Evaluation reviews.

i. Perform root cause analysis to correct CSI internal findings and incorporate preventive measures.

2.8. TECHNICAL/QUALITY SUPERVISORS.

Technical/Quality Supervisors will:

a. Ensure compliance with this Manual and other related issuances.

b. Ensure locally developed training, guidance, and tools align with this Manual.

c. Assist and mentor the workforce with the implementation of this Manual.

d. Serve as the conduit between the FS and the Group Leader to resolve any identified gaps in surveillance policy/manuals/guidance.

e. Resolve issues with internal and external customers that pertain to CSI surveillance results and written reports.

f. Mentor the FSs in the best practices for assessing and reporting on the contractor’s management, operations, and performance of CSIs.

g. Ensure CSI surveillance activities and results are communicated and coordinated across the organization or Components with key technical and financial stakeholders.

h. Ensure root cause analysis to correct internal CSI noncompliances and incorporate preventive measures.

i. Review documentation, corrective actions, and feedback records generated by the OU, CMO, Center, or the FSs for accuracy, completeness, and validity of resources.

j. Review and provide comments on CSI reports as appropriate.

2.9. TECHNICAL/QUALITY DCMA ALRE CSI PROGRAM INTEGRATOR (PI).

CMOs cognizant of the supplier are responsible for the surveillance of ALRE CSIs. NSEOs serves as the lead CMO for ALRE. The DCMA ALRE PI will:

a. Verify ALRE shipboard CSI workloads are maintained by Naval Air Warfare Center Aircraft Division Lakehurst (NAWCAD-LKE).

b. Verify NAWCAD-LKE provides First Pass Yield metrics to the NSEO PI.

c. Validate NAWCAD-LKE establishes guidance (e.g., inspection reporting and request for salvage actions, on CSI).

d. Verify ALRE CSI material is not designated a NSEO commodity.

e. Ensure appropriate surveillance requirements are understood by the cognizant CMO.

2.10. TECHNICAL/QUALITY FS.

Technical/Quality FS will:

a. Review contracts, POs, and delegations, perform surveillance planning, and execute surveillance in accordance with DCMA-MAN 2303-01.

b. Make a Postaward Orientation (PAO) recommendation pursuant to DCMA-MAN 2501-01, “Contract Receipt and Review.”

c. Coordinate with customer’s ESA if there is a problem or concern identified in Joint Services Critical Item Data Viewer (JSCIDV).

d. Notify the DCMA NSEO ALRE CSI PI, (see resource page) of a PAO when ALRE CSI is identified per paragraphs 3.1.a. and b.

e. Share data with the rest of the AMT to ensure awareness of contract information per CMO guidance.

SECTION 3: PROCEDURES

3.1. PERFORM CONTRACT RECEIPT AND REVIEW (CRR).

a. The FS must perform a CRR as described in DCMA-MAN 2501-01 to identify that the appropriate Key Contract Requirements (KCRs) are recorded in the Agency system of record. CSIs and their associated Critical Characteristics are identified by the ESAs. The FS must review contracts for CSI requirements to identify the quality and technical requirements, IMPs, and acceptance criteria, particularly those associated with Critical Characteristics. CSI/Critical Characteristic requirements are typically found in one or more of the following:

(1) Contract

(2) Technical Data Package (TDP)

(3) Quality Assurance Letter of Instruction (QALI)

(4) PO (Between two contractors)

(5) Letter of Delegation (LOD)

(6) JSCIDV Joint Services Critical Item Data Viewer

(7) Air Force CSI List (Located on the resource page)

(8) QA Provisions

(9) Memorandum of Agreement

(10) Statement of Work

b. To ensure there is a mutual understanding by the Government and Contractor on the applicable CSI requirements, the FS will:

(1) Recommend PAO as part of the CRR.

(2) Conduct a FS Meeting if the Administrative Contracting Officer (ACO) declines the recommendation for a full PAO when First Article Test, Product Verification Test, or Production Lot Test requirements exist on contract. Perform the FS Meeting as follows:

(a) Make every effort to combine the meeting to prevent separate site visits and interference of the contractor's operations when multiple FSs are involved.

(b) Create a specific agenda pursuant to the "PAO Guidebook" posted on the DCMA-MAN 2501-01 resource page to conduct the PAO or FS Meeting to address requirements in the contract or order.

c. CSIs from legacy systems may be identified as Flight Safety Part, Flight Critical Part, Flight Critical, Fracture Critical, Safety of Flight Structure, Critical I, II, and Special.

d. The JSCIDV is used for identifying CSIs by using the item's National Item Identification Number, Part Number or Commercial and Government Entity (CAGE). A link to the JSCIDV viewer is available on this Manual's resource page.

e. The JSCIDV is to be used as a reference when the FS, based on knowledge or during technical data review, suspects an item should be identified as a CSI or is incorrectly identified as a CSI. When the services have additional viewers and tracking systems (e.g., Joint Deficiency Reporting System for CSI called out in the contract), the FS must consider those systems when identifying CSI requirements.

f. When the FS has objective evidence that an item's CSI status is incorrect, the FS must notify the ACO who will inform the ESA via the PCO at the Procuring Activity of the occurrence and request guidance on how to proceed.

g. Where the subcontract calls for CSI requirements, the FS for the subcontract will follow the procedures outlined in this Manual and DCMA-MAN 2101-04 "Delegate Surveillance."

h. Where the Contract or TDP does not formally identify Critical Characteristics, the FS must establish a risk-based surveillance plan and must implement a System/Process Evaluation of IMPs tied directly to a corresponding KCR pursuant to DCMA-MAN 2501-01.

i. Documentation for Critical Characteristics (identified as a physical characteristic, installation characteristic, test parameter or process (e.g., shot peen) may be found in the contract, TDP, PO, LOD, Memorandum of Agreement, QA Provisions, and Statement of Work.

j. The ESA at NAWCAD-LKE will provide the Technical Data Requirements to the PCO for each ALRE contract issued. The PCO prepares a QALI (which is required for all ALRE CSI contracts), based on the requirements in the Technical Data Requirements and forwards it to the assigned FS. The FS must notify the ACO who will inform the ESA via the PCO at the procuring activity upon receipt of the QALI.

3.2. ASSESS RISK.

a. When CSI is identified in the contract, the FS will use the associated CSI KCR when risk assessing CSI surveillance events. Use the surveillance planning category to determine the surveillance interval pursuant to the CSI surveillance Table 1. Surveillance on Critical Characteristics and IMPs will be conducted at the overall moderate or high-risk rating level pursuant to the "moderate or high-risk CSI Surveillance tables," established in Table 1. There are three CSI surveillance tables identified under Table 1.

TABLE 1. CSI SURVEILLANCE TABLES

TABLE A

Critical Characteristics are on Contract and have been identified by ESA

Consequence	Likelihood	Overall	Surveillance Category	"Minimal" Surveillance	Surveillance Category	"Minimal" Surveillance
5	5	High	System/Process Evaluation	Monthly	Deliverable Product Evaluation	Monthly
5	4	High	System/Process Evaluation	Monthly	Deliverable Product Evaluation	Monthly
5	3	High	System/Process Evaluation	Monthly	Deliverable Product Evaluation	Monthly
5	2	Moderate	System/Process Evaluation	Quarterly	Deliverable Product Evaluation	Quarterly
5	1	Moderate	System/Process Evaluation	Quarterly	Deliverable Product Evaluation	Quarterly

TABLE B

Critical Characteristics are not on Contract and have not been identified by ESA, (see paragraph 3.6.e.)

Consequence	Likelihood	Overall	Surveillance Category	"Minimal" Surveillance
5	5	High	System/Process Evaluation	Monthly
5	4	High	System/Process Evaluation	Quarterly
5	3	High	System/Process Evaluation	Quarterly
5	2	Moderate	System/Process Evaluation	Semi-Annual
5	1	Moderate	System/Process Evaluation	Semi-Annual

TABLE C

Data Collection and Analysis (DC&A), Supplier Risk System (SRS)/Quality Performance Index (QPI), or Data Collection and Analysis (DCA) - Contractor Process Controls (CPCs) is Positive (See paragraph 3.2.c.(4))

Consequence	Likelihood	Overall	Surveillance Category	"Minimal" Surveillance	Surveillance Category	"Minimal" Surveillance
5	3	High	System/Process Evaluation	Semi-Annual	Deliverable Product Evaluation	Semi-Annual
5	2	Moderate	System/Process Evaluation	Annually	Deliverable Product Evaluation	Annually
5	1	Moderate	System/Process Evaluation	Annually	Deliverable Product Evaluation	Annually

(1) Table A: "Critical Characteristics are on Contract and have been identified by ESA." This table must be used to determine intervals of surveillance when there are Critical Characteristics on contract.

(2) Table B: "Critical Characteristics are not on Contract and have not been identified by ESA, see paragraph 3.6.e." This table must be used to determine intervals of surveillance when Critical Characteristics are not on contract.

(3) Table C: "Data Collection and Analysis (DC&A), Supplier Risk System (SRS)/Quality Performance Index (QPI), or Data Collection Analysis - Contractor Process Controls (DCA-CPC) is Positive (See DCMA-MAN 2304-01, paragraph 3.2.c.(4))." This table provides wider surveillance intervals for the FS when data is positive. The surveillance intervals outlined in this table should only be used when there is positive data supporting its use. Use Table 2 in the "QA Consequence & Likelihood Tables" (located on the DCMA-MAN 2303-01 resource page) for likelihood determinations.

b. The FS must use the following when assessing risk consequence:

(1) Since the failure of the CSI will be catastrophic or critical, all identified Critical Characteristics and IMPs will receive a consequence risk rating of 5.

(2) All identified CSIs that include IMPs and Critical Characteristics will have an overall (consequence and likelihood) risk rating of no lower than moderate since its failure will be catastrophic, refer to the 5x5 Risk Matrix, Table 1 of the QA Surveillance Job Aid (located on the DCMA-MAN 2303-01 resource page) for more information.

c. The FS must use the following when assessing risk likelihood:

(1) The results of DC&A from the following data sources: Customer, Supplier, and Government data. Refer to Table 2 of the QA Surveillance Job Aid Rev 1 (located on the DCMA-MAN 2303-01 resource page) for more information.

(2) The DCA-CPC supports Predictive Analysis (see resource page for link to DCA-CPC Gold Card website) by providing data for use in forecasting the contractor's future performance. The output of the DCA-CPC process pursuant to DCMA-MAN 2303-01 will be followed in the performance of a risk assessment.

(3) The FS is encouraged to use the results of the SRS analysis in Product Data Reporting and Evaluation Program (PDREP) during risk assessments.

(4) Positive performance is reflected in an SRS QPI rating of 80% or greater and/or a DCA-CPC process output of 95% or greater First Pass Yield or Process Capability Index (Cpk) value greater than or equal to 1.50. The risk assessment must be documented and retained in the Agency system of record and include rationale for the rating. The outcome of the DCA-CPC analysis will be used to make adjustments to risk ratings requiring changes to surveillance events and/or activities impacting CSIs. The results of DCA-CPC analysis must be used in conjunction with DC&A and SRS data when making risk rating and surveillance adjustments.

(5) When the contract has requirements for the supplier to develop a system, product, and/or design Failure Mode and Effects Analysis (FMEA) or Failure Mode, Effect and Criticality Analysis (FMECA) and/or is required to generate a System Assessment Report (SAR) – System Safety, the FS will review the FMEA/FMECA Criticality Matrix and/or the SAR to help identify a portion of the risk associated with the CSI.

3.3. PLAN SURVEILLANCE.

a. The FS will perform CSI Surveillance which includes Critical Characteristics (where applicable) and risk-based IMPs.

b. When a Critical Characteristic is defined as a product feature, the FS will perform the following:

(1) Initial Surveillance.

The FS will perform a Deliverable Product Evaluation of the Critical Characteristics on the first available production piece.

(2) Continuing surveillance.

The FS will perform Deliverable Product Examinations pursuant to DCMA-MAN 2303-01 and the CSI Surveillance Tables on all items with Critical Characteristics utilizing a zero-based statistically valid sampling plan using an acceptable quality level (AQL) of 0.40% or Verification Level IV for contracts requiring Military Standard (MIL-STD)-1916, "DoD Preferred Methods for Acceptance of Product," unless a sampling plan is defined specifically in

the contract, TDP, QALI, PO, or LOD. AQLs for CSI with Critical Characteristics can be tightened to 0.25% but cannot be reduced past 0.40%.

(3) Initial surveillance for System/Process Evaluation.

Perform a full System/Process Evaluation including validation of the process effectiveness on the Critical Characteristics from the process output to verify they meet the contract requirement.

(4) Continuing surveillance for System/Process Evaluations.

After the FS has performed and found the Initial System/Process Evaluation to be effective in producing Critical Characteristics, the FS will conduct either a full, partial, or incremental System/Process Evaluations pursuant to the CSI Surveillance Table (see Table 1) until the risk ratings have changed. The CSI Surveillance Table will be used in establishing surveillance intervals. The FS will document the results of the System/Process Evaluation in the Agency system of record. Production rates must be considered when establishing the frequency for recurring System/Process Evaluations. When the overall consequence and likelihood ratings are moderate or high, the frequency of System/Process Evaluations and Deliverable Product Evaluation must be commensurate with the risk and frequencies established using the CSI Surveillance Tables.

(a) When Critical Characteristics are identified in any one of the components listed under paragraph 3.1.a.(1) – (9), System/Process Evaluations and Deliverable Product Evaluations will be conducted by the FS monthly (as a minimum) when the overall risk rating is high as a result of a likelihood risk rating of 3, 4 or 5 as per Table A. When Critical Characteristics are not in the contract, System/Process Evaluations will be conducted by the FS as cited on Table B. Finally, when DC&A, SRS/QPI, or DCA-CPC is Positive, System/Process Evaluations and Deliverable Product Evaluations will be conducted by the FS as cited on Table C.

(b) For Critical Characteristics that cannot be verified by Deliverable Product Evaluations due to automated manufacturing, the FS is required to verify the process by conducting a System/Process Evaluation on the contractor's inspection system used for the automated manufacturing.

c. When a process is identified as a Critical Characteristic and the contract contains the Federal Acquisition Regulation (FAR) 52.246-11, “Higher Level Quality Requirement clause,” the following applies:

(1) Baseline surveillance.

FS will conduct an initial System/Process Evaluation in addition to verifying the output of the process through Deliverable Product Evaluations pursuant to DCMA-MAN 2303-01.

(2) Continuing surveillance.

The FS will analyze the process until all process characteristics are validated. The schedule of the FS' review (see Table 1) is dependent on the process activity, supplier performance, and as detailed in the applicable surveillance plan.

d. When a process is identified as an IMP, which means CSI is on contract, but there are no Critical Characteristics and the contract quality requirement is FAR 52.246-11, the following applies:

(1) Baseline Surveillance.

The FS will ensure an evaluation for process effectiveness is performed during the initial System/Process Evaluation pursuant to paragraph 3.6.e. of this Manual.

(2) Continuing surveillance.

The FS will analyze the process for effectiveness to ensure outputs meet requirements.

e. When a process is defined as a Critical Characteristic and the contract quality requirement is any standard inspection clause (i.e., FAR 52.246-2 through 52.246-9), the following applies: The FS will recommend that the FAR 52.246-11 clause be added via a Contract Deficiency Report pursuant to DCMA-MAN 2501-01. Pending direction, assure that the supplier inspection system verifies the output of the process defined as a Critical Characteristic.

f. Develop an alternate surveillance strategy if the CSI is contracted to the prime or Original Equipment Manufacturer (OEM) with design authority and surveillance of Critical Characteristics requires a significant resource investment. This will not be a cause for delay in the inspection and acceptance of supplies or services. The ESA via the PCO at the procuring activity, or the customer's technical representative for non-aviation items, will be contacted by the FS and provided with the planned alternative surveillance strategy. The alternate surveillance strategy will consist of System/Process Evaluations on the processes that goes into the development of the Critical Characteristic. Rationale for the use of an alternative surveillance strategy will be documented by the FS in an Agency system of record and kept as a part of the surveillance strategy.

g. When Critical Characteristics/processes or IMPs are produced/accomplished at a subcontractor facility and the prime contractor's oversight of subcontractor control processes are likelihood risk rated as high or moderate, the FS will follow the applicable CSI Surveillance Table and DCMA-MAN 2101-04 guidance for delegation of surveillance. CSI delegations to foreign Host Nations will be issued pursuant to DCMA-MAN 2501-11, "International Requests for Contract Administration Services."

h. In a case where items are being manufactured at a location other than the prime contractor's and the process is rated at a 3, 4 or 5 likelihood risk rating as cited on Table 2 of the "QA Surveillance Job Aid Rev 1" (located on the DCMA-MAN 2303-01 resource page) the FS must monitor the prime contractor's control over the subcontractor.

i. The FS will verify and validate compliance to "control of externally provided processes, products, and services" pursuant to Quality Management System requirements, review Product Quality Deficiency Reports, Prime Contractor's Corrective Action Requests (CARs) that are issued to a Subcontractor, OASIS results, National Aerospace and Defense Contractors Accreditation Program results, 3rd Party Assessment Results, Subcontractor's First Pass Yield, Receiving Inspection results, and material stored in a bonded area.

j. Where Critical Characteristics apply to the item's installation, sometimes known as "installation critical," and that installation is not accomplished where the item is produced, the point of installation is responsible for those Critical Characteristics. This may be the military service in the case of spare parts or the next higher assembly where a component or platform is being procured/overhauled.

3.4. SURVEILLANCE OF CSI ON COMMERCIAL CONTRACTS.

a. CSIs procured under a commercial contract requirement pursuant to FAR 52.212-4, "Contract Terms and Conditions-Commercial Items," will need a clause addendum to give the Government the authority to perform the necessary in-process Deliverable Product Evaluations and/or System/Process Evaluations to verify conformity. This clause, FAR 52.212-4 without the addendum, limits Government surveillance to what is compatible with common industry practice for inspection and acceptance, at the point of tender. Where CSIs are procured with a commercial contract clause with no clause addendum, the FS will determine if the necessary Deliverable Product Evaluations and/or System/Process Evaluation(s) could be accomplished to determine critical characteristic conformity. If the FS is unable to perform the necessary Deliverable Product Evaluations, the procuring activity will immediately be notified, and an addendum or acceptance instructions requested.

b. DCMA CSI surveillance strategies do not apply to commercial aircraft or subsystems purchased and maintained in accordance with Federal Aviation Administration regulations unless required by the customer service ESA.

3.5. DETERMINE THE IMP THAT NEEDS TO BE MONITORED WITH IDENTIFIED CRITICAL CHARACTERISTICS.

a. Surveillance of a CSI is not limited to verification of Critical Characteristics.

b. IMPs will be considered when identifying risk factors.

c. An IMP list is located on the on this Manual's resource page.

d. The processes associated with the CSI KCR in PDREP are not all inclusive.

e. If there are other IMPs identified by the FS through the planning effort, surveillance strategies must be established for them accordingly.

f. All identified IMPs must be assessed commensurate with their appropriate consequence and likelihood risk level(s) by the FS.

g. Deliverable Product Evaluations on CSIs with Critical Characteristics will be conducted at a minimum AQL of 0.40%.

3.6 DETERMINE SURVEILLANCE STRATEGY FOR CSI WITHOUT IDENTIFIED CRITICAL CHARACTERISTICS.

a. Although the ESAs are ultimately responsible for identifying critical characteristics, pursuant to SECNAVINST 4140.2, DCMA-INST CSI (AV), there will always be an outstanding population of CSIs without defined Critical Characteristics.

b. When CSI is on contract and there are no associated Critical Characteristics, the FS will use the results of the risk likelihood assessment pursuant to paragraph 3.2. of this Manual to determine the IMPs and associated outputs (e.g., dimension and feature) to surveil. IMPs selected to surveil will be associated to the appropriate KCR. The FS is encouraged to request technical assistance from DCMA Engineering to assist in IMP determination.

c. Since the failure of the CSI will be catastrophic, all identified IMPs will receive a consequence risk rating of 5 by the FS. The Likelihood Risk Table in the "QA Consequence & Likelihood Tables" located on the DCMA-MAN 2303-01 resource page will be used in conjunction with DC&A, SRS/QPI, DCA-CPC data to determine the appropriate likelihood risk level. The Likelihood Risk Table provides the risk level, performance history, process complexity, and supplier experience.

d. The FS will use the CSI Surveillance Tables to determine minimum surveillance requirements for System/Process Evaluations. If the minimum surveillance requirements for a System/Process Evaluation cannot be accomplished, (e.g., be it scheduled, manufacturing output or throughput) the FS will provide justification in the Agency's system of record pursuant to DCMA-MAN 2303-01.

e. The FS will ensure an evaluation of process effectiveness is performed during each System/Process Evaluation by performing a review of the process outputs. This is determined by evaluating whether the process provides outputs meet requirements.

3.7. DEVELOP THE SURVEILLANCE PLAN FOR CSI.

a. The FS must develop/update their surveillance plan as described in DCMA-MAN 2303-01 and associated manuals referenced on the resource page. The FS will ensure the appropriate CSI KCR is included in the surveillance plan. The plan must identify at a minimum:

(1) Surveillance category (e.g., System/Process Evaluation and/or Deliverable Product Evaluation).

(2) Items as CSI by adding (CSI) at the product Nomenclature/Description in the Surveillance Plan.

(3) ESA critical characteristics.

(4) The intensity and frequency of surveillance.

(5) QALI mandated customer communication requirements.

b. Surveillance of Government surplus items on surplus contracts should be performed by the FS and consist of the following:

(1) Verify acceptable, kind, count, and condition of the item(s).

(a) Item(s) appear to be in the original packaging with traceability to original contract via MIL-STD 129.

(b) Items appear unused, unrepaired, and free of obvious damage or corrosion.

(2) Request ESA instructions if the original contract is associated with a negative quality history.

c. Surveillance of CSIs manufactured in advance of a contract will require the FS to request the contractor to provide objective evidence of conformity. Objective evidence substantiating conformity must include and should be limited to: lab reports, lab certifications, test data, certifications of conformance (not to be confused with FAR 52.246-15, "Certificate of Conformance") and QA records. If these sources of objective evidence are not available, the FS will request the ACO contact the PCO at the procuring activity to obtain ESA definition of specific acceptance criteria or obtain ESA approval to change the contract from acceptance at source to acceptance at destination. If CSIs offered for acceptance were manufactured by an ESA approved source in advance of a contract, the FS will request the vendor to provide objective evidence of conformity.

d. Risk based surveillance on non-CSI items will still need to be performed on the other processes associated with the contract (e.g., QA systems compliance, inspection system compliance, Wide Area Work Flow, Receiving Report, packaging).

e. CSIs will not be accepted by the Government pursuant to FAR 52.246-15, "Certificate of Conformance," unless specifically approved in writing by the ESA or the cognizant technical representative via the Procuring Activity.

f. Alternate Release Procedure (ARP) is authorized for CSIs. ARP only eliminates the clerical function of signing the shipping document prior to product release. The FS must continue to perform their CSI surveillance activities as detailed on the surveillance plan. ARP authorization does not relieve the FS from performing the planned surveillance activities detailed

on their surveillance plan. ARP is not a method of accepting items in lieu of performing the required surveillance.

3.8. DOCUMENT RESULTS.

Documentation of surveillance results will be conducted by the FS and as required pursuant to DCMA-MAN 2303-01. In addition, the following requirements must be included in the surveillance record, as required:

a. The specific CSI serial or lot number, as applicable.

b. Associated critical characteristics, when applicable.

c. Associated IMPs, as applicable.

3.9. MANAGING NONCONFORMING CSI.

a. Management of nonconforming CSIs must be conducted pursuant to DCMA-MAN 2301-06, "Discrepancy Processing."

b. The authority to disposition minor non-conformances of Aviation CSIs is vested with the ESA unless specifically delegated pursuant to DFARS 246.407 (S-70). All use-as-is or repair dispositions being applied to contractually designated CSIs will be forwarded through the PCO to the ESA for approval. In certain situations, the PCO has vested authority for disposition of minor non-conformances with DCMA. In these cases, the ESAs have delegated minor nonconformance authority to DCMA by CAGE code or have detailed DCMA authority in the contract. The following documents (located on this Manual's resource page) identify where the customer ESAs have delegated minor nonconformance authority to DCMA:

(1) Army CSI Material Review Board (MRB) authorization.

(2) Navy CSI MRB authorization.

(3) Air Force CSI MRB authorization letter.

3.10. ISSUING CSI CORRECTIVE ACTIONS.

a. Contractual nonconformities noted during CSI surveillance will be documented by the FS and require contractor Root Cause and Analysis as part of the response pursuant to DCMA-MAN 2303-01.

b. See paragraph 3.13. of this Manual for customer communication requirements.

3.11. ADJUST SURVEILLANCE.

a. Data will be analyzed by the FS periodically and as detailed in the surveillance plan pursuant to DCMA-MAN 2303-01.

b. The FS must adjust the risk likelihood level, surveillance frequency and intensity based on DC&A, SRS QPI output value, and DCA-CPC process output data as appropriate. All adjustments and data values must be documented in the appropriate surveillance plan.

c. Process deficiencies that require Corrective Action must have immediate analysis conducted by the FS to determine risk and surveillance adjustments. Analysis must be documented in the Agency system of record.

3.12. MANAGING CSI SUPPLIED BY DEALERS/DISTRIBUTORS.

a. Dealers or Distributors do not always possess the measuring devices and/or technical data associated with the CSIs they are offering for acceptance.

b. If the FS is unable to perform Deliverable Product Evaluations due to the unavailability of measuring devices or technical drawings/specifications, the FS must notify the ACO who will inform the ESA via the PCO at the Procuring Activity to request that they either provide specific acceptance criteria or require inspection and acceptance at destination in lieu of source.

c. Instances of procurement office non-responsiveness will be elevated to the next level of management.

3.13. MINIMUM CUSTOMER COMMUNICATION REQUIREMENTS.

a. The following constitutes minimum customer communication requirements:

(1) ESA notification of alternate surveillance strategies when surveillance activities are too resource intensive and/or data shows there is not a likelihood risk.

(2) The FS will advise the ESA at the procuring activity of any CARs issued by DCMA to the supplier relative to nonconforming CSI, Critical Characteristics, or deficient manufacturing, configuration management, quality management, or supplier management processes. Advise ESA through the procuring activity of supplier responses and status of corrective actions relating to defective CSI or CSI processes.

(a) The FS will notify the PCO through the ACO of any potential safety issues so that appropriate action pursuant to DFARS PGI 246.370 can be accomplished.

(b) The FS will follow DCMA-MAN 2301-06 for guidance on non-conforming CSIs.

(3) The FS will advise the DCMA NSEO ALRE CSI PI of any CARs issued by DCMA to the supplier relative to nonconforming ALRE CSI or deficient manufacturing, configuration

management, quality management, or supplier management processes. Advise the DCMA NSEO ALRE CSI PI of supplier responses and status of corrective actions relating to defective ALRE CSI processes.

b. The FS notifies the ACO who will inform the ESA via the PCO at the procuring activity when DCMA becomes aware that a supplier removes a source from the supplier's approved subcontractors because of improper or suspect manufacturing, quality management, or configuration management processes that may have an impact on CSIs.

c. The FS advises the ACO who will inform the ESA via the PCO at the procuring activity of recommendations for the use of the Certificate of Conformance in lieu of surveillance and assure that the contract has been appropriately modified prior to implementing an ESA approved Certificate of Conformance.

d. The FS initiates contact with the ACO who will inform the ESA via the PCO at the procuring activity to request guidance when an item may be inappropriately identified as a CSI or when an item is not identified as a CSI and the FS believes it should be. Instances of procurement office non-responsiveness will be elevated to the next level of management.

e. The FS will provide comments and recommendations regarding concessions (formerly known as waivers), requests for deviation permits, and engineering change proposals to the PCO via the ACO. The FS will monitor the submitted Request for Variation and will take the necessary actions only when final disposition has been provided by the ESA via the PCO, to include any necessary contract administrative actions that may be necessary.

f. When frozen planning is required by the contract and the supplier proposes to make a change to frozen planning that could affect a Critical Characteristic, the FS will ensure the change is sent to the ESA via the PCO for approval.

GLOSSARY

G.1. ABBREVIATIONS AND ACRONYMS

ACO	Administrative Contracting Officer
ALRE	Aircraft Launch and Recovery Equipment
AMT	Award Management Team
AQL	acceptable quality level
ARP	Alternate Release Procedure
CAGE	Commercial and Government Entity
CAR	Corrective Action Request
CMO	Contract Management Office
CSI	Critical Safety Item
CRR	Contract Receipt and Review
DCA-CPC	Data Collection - Analysis for Contractor Process Controls
DC&A	Data Collection and Analysis
DCMA-MAN	DCMA Manual
DFARS	Defense Federal Acquisition Regulation Supplement
ESA	Engineering Support Activity
FAR	Federal Acquisition Regulation
FMEA	Failure Mode and Effects Analysis
FMECA	Failure Mode, Effect and Criticality Analysis
FS	functional specialist
IMP	Important Manufacturing Process
JALC	Joint Aeronautical Logistics Commanders
JSCIDV	Joint Services Critical Item Data Viewer
KCR	Key Contract Requirement
LOD	Letter of Delegation
MIL-STD	Military Standard
MRB	Material Review Board
NAVAIR	Naval Air Systems Command
NAWCAD-LKE	Naval Air Warfare Center Aircraft Division Lakehurst
NSEO	Navy Special Emphasis Operations
OEM	Original Equipment Manufacturer

OU	Operational Unit
PAO	Postaward Orientation
PCO	Procuring Contracting Officer
PDREP	Product Data Reporting and Evaluation Program
PI	Program Integrator
PO	Purchase Order
QA	Quality Assurance
QALI	Quality Assurance Letter of Instruction
QPI	Quality Performance Index
SAR	System Assessment Report
SRS	Supplier Risk System
TDP	Technical Data Package

GLOSSARY

G.2. DEFINITIONS

ALRE	All shipboard and land-based equipment used for launch and recovery of fixed and rotary wing aircraft such as: catapults, arresting gear, and other equipment used in aircraft carrier takeoff and landing operations.
AMT	Formally CMT is a group of DCMA professionals responsible for overseeing and managing various aspects of awards and grants. Their role involves tasks related to the administration, compliance, surveillance, and coordination of contracts/awards.
ARP	Alternative procedure that permits the contractor to assume the responsibility for the releasing of supplies for shipment in accordance with DFARS 246.471(b).
Alternative Source	An offeror (Government or contractor), other than the prime contractor or OEM, approved by the ESA to manufacture, repair, or overhaul a prime's or OEM's part. The alternate source uses the prime's or OEM's technical data but does not have design control of the data."
Authorized Supplier	DFARS 252.246-7007(a) defines a supplier, distributor, or an aftermarket manufacturer with a contractual arrangement with, or the express written authority of, the original manufacturer or current design activity to buy, stock, repackage, sell, or distribute the part.
Critical Application Item	An item that is essential to weapon system performance or operation, or the preservation of life or safety of operating personnel as determined by the military services. The subset of CAIs whose failure could have catastrophic or critical safety consequences (Category I or II as defined by MIL-STD-882, "System Safety") is called a CSI.
Critical Characteristic	Any feature throughout the life-cycle of a critical item, such as dimension, tolerance, finish, material or assembly, manufacturing or inspection process, operation, field maintenance, or depot overhaul requirement that, if nonconforming, missing, or degraded, may cause the failure or malfunction of the item. Critical characteristics are a subset of product or process key characteristics.

CSI	A part, assembly, installation equipment, launch equipment, recovery equipment, or support equipment for a weapons system that contains a characteristic, any failure, malfunction, or absence of which could cause a catastrophic or critical failure resulting in the loss or serious damage to the weapons system, an unacceptable risk of personal injury or loss of life, or an uncommanded engine shutdown that jeopardizes safety. For DCMA surveillance purposes, CSIs include aviation CSIs; personal protective devices such as Small Arms Protective Insert (SAPI) vests, gas masks, chemical/biological suits; parachutes; conventional ammunition including small/large caliber munitions, artillery rounds, bombs, and missiles and Naval Sea System ships CSIs.
CSI Surveillance Tables	Is a tool used to determine the minimum surveillance requirements for System/Process Evaluation or Deliverable Product Evaluation. If the minimum surveillance requirements for a System/Process Evaluation or Deliverable Product Evaluation cannot be accomplished, e.g., (be it scheduled, manufacturing output or throughput) the FS will provide justification in the Agency's system of record pursuant to DCMA-MAN 2303-01.
DC&A	Seeks or collects and synthesizes information from a variety of stakeholders and sources in an objective, unbiased manner to reach a conclusion, goal, or judgment, and to enable strategic decision making based on risk. "Types of quality evaluation data are: (1) Quality data developed by the contractor during performance; (2) Data developed by the Government through contract QA actions; and (3) Reports by users and customers pursuant to DFARS PGI 246.470-2, Quality evaluation data".
Dealer/Distributor	Any business organization that sells, conveys, or otherwise transfers a product (not his own) to another party. The dealer/distributor performs no manufacturing or testing and may sell a manufacturer's product without the manufacturer's control or knowledge. Dealers/distributors must be able to provide the required product traceability documentation from manufacturer.
Deliverable Product Evaluation	A Surveillance Category used to determine a deliverable product's compliance to contractual requirements.

ESA	The military service organization assigned responsibility and authority to perform and approve engineering and QA actions necessary to evolve detail design disclosures for systems, subsystems, equipment, and components exhibiting attributes essential for products to meet specific military requirements. During the operational phase, it includes any engineering activity, the results of which would add to or alter the design of equipment in such a manner, or to such an extent, as to change its operational capabilities or its design attributes of performance, reliability, maintainability and parts interchangeability, or to render it capable of alternative or additional use. For the purpose of this Instruction, the ESA is the Service's designated technical representative. With respect to formal Requests for Engineering Support, the ESA is the military service organization designated as responsible for engineering support and technical decisions for a given part or component in that Service. In the case of multiple recorded users in a Service, there may be more than one ESA.
Frozen Planning	An ESA approved methodology by which contractors will control manufacturing, repair, and/or overhaul processes to achieve consistent quality results in the production of CSI designated features/characteristics of parts and assemblies.
Government Surveillance	Surveillance performed by a Government entity.
IMP	Processes that are associated with the manufacturing, production, and assembly of CSIs. Something that will affect the form, fit or function of the CSI part.
KCR	Contract requirements defined by function that drive surveillance events.
Management of Aviation Critical Safety Items	This regulation applies to all Department of Defense (DoD) Military Services, the Defense Logistics Agency (DLA), and the Defense Contract Management Agency (DCMA). DCMA recognizes Management of Aviation Critical Safety Items/SECNAVINST 4140.2 instruction as DCMA-INST 2304. DCMA-INST 2304 is posted on the DCMA policy page.
MRB	A joint DCMA/Contractor's cross-functional group normally composed of representatives from quality, engineering, and manufacturing/production which reviews

	minor NCM on hold due to usability concerns and determines and/or recommends a disposition to the government for approval. Acceptance of supplies and services with critical or major nonconformances is outside the scope of the review group. (FAR 46.407(d))
Nonconformance	The failure of an item to meet a defined characteristic or process. A non-conformance is a sign that something went wrong in a service, process, product or in the system itself by not meeting a certain set of specifications.
Nonconformance Minor	A nonconformance that is not likely to materially reduce the usability of the supplies or services for their intended purpose or is a departure from established standards having little bearing on the effective use or operation of the supplies or services. Minor nonconformances are departures from contract requirements and do not affect performance, durability, interchangeability, effective use or operations, weight or appearance (where a factor), health, or safety.
OEM	For the purpose of this Manual, an OEM is the individual, activity, or organization that performs the physical fabrication processes that produce the deliverable part or other items of supply for the prime contractor. The OEM must produce the part in-house. The OEM may or may not be granted design responsibility by the prime contractor for preparation and technical currency of drawings and technical data.
Prime Supplier	A contractor having responsibility for design and/or delivery of a system, subsystem, or equipment such as aircraft, engines, ships, tanks, vehicles, guns and missiles, ground communications and electronics systems, and test equipment. Synonymous with Prime Contractor.
Processes	A set of interrelated or interacting activities that use inputs to provide an intended result.
Process Effectiveness	An evaluation of whether the process(es) provides outputs that meet requirements.
Procuring activity	The government agency who awards the contract. It is usually found in Block 6 of the contract document.

Product Feature	The particular characteristics or attributes of a product that makes it unique from the other products in the market, delivering a significant value to the consumers.
Risk Assessment	Includes the evaluation of risk, issues, and opportunities to determine whether a contractual requirement will be satisfied.
Significant resource investment	May include multiple FS, extended time researching and acquiring specifications, and coordination in determining appropriate levels of surveillance.
Source	Any commercial or noncommercial organization that can supply a specified part. Sources may include actual manufacturers, prime contractors, organic manufacturing facilities, vendors, dealers, surplus dealers, distributors, and other organizations.
Surplus material	Unused material that was purchased and accepted by the U.S. Government and subsequently sold by the "DLA Disposition Services" or their predecessor organization.
Surveillance	A multifunctional effort using Data Collection and Analysis that provides a holistic insight of the contractor's compliance with the contract(s). Surveillance consists of activities to review and analyze contractor plans, financials, 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 support a determination or conclusion (e.g., acceptance, disapproval, recommendation). Surveillance activities apply primarily to post-award but may apply to some pre-award activities.
System/Process Evaluation	A Surveillance Category used to evaluate interrelated or interacting elements or activities of a system (e.g., higher level quality system, management system, control of nonconforming material) or process.
Technical Data	Data required for the accomplishment of logistics and engineering processes in support of the contract end item. It includes drawings, operating and maintenance instructions, provisioning information, specifications, inspection and test procedures, instruction cards and

	equipment placards, engineering and support analysis data, special purpose computer programs, and other forms of audiovisual presentation required to guide personnel in the performance of operating and support tasks.
TDP	A technical description of an item adequate for supporting an acquisition strategy, production, engineering and logistics support. The description defines the required design configuration and procedures required to ensure adequacy of item performance. It consists of all applicable technical data such as drawings and associated lists, specifications, standards, performance standards, QA requirements, software and packaging details.
Traceability	Documented evidence that the item to be supplied was/will be manufactured and/or maintained by the prime contractor, approved manufacturer, or FAA certificate/approval holder is identical to the product that was initially manufactured, and is in full compliance with all specifications, drawings, storage, packaging, and handling requirements, and other associated requirements. Documentation is required to demonstrate, to the government's satisfaction, the Government's ability to obtain all information necessary to trace the items back through the manufacturing and inspection process in the event of the item failure. The manufacturing process information includes, date and place of actual manufacturing and additional information as appropriate, such as verification of all aspects of material, manufacture, special processes, personnel certifications, assembly, inspection, installation, and repair.
Verification	Confirms that the system/process, progress, product, or service meets requirements at a single point in time. For corrective actions, verification seeks to confirm the recommended actions were completed.

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Public Law 108-136, Section 802, "Quality Control in Procurement of Aviation Critical Safety Items and Related Services,", November 24, 2003.