



## DCMA Manual 2101-04

### Delegate Surveillance

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<b>Office of Primary Responsibility</b>	<b>Product Acceptance and Proper Payment Capability</b>
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**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," implements policy, assigns responsibilities, provides and defines procedures for:

- DCMA surveillance effort to ensure prime contractor control of subcontracted work in accordance with Federal Acquisition Regulation (FAR) 46.401- 46.406 and FAR 42.202 (e) and (f).
- Ensuring coordination of delegated contract administration functions for DCMA activities when those activities must occur at the subcontractors' plant

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This Manual applies to all DCMA activities unless higher-level regulations, policies, guidance, waivers, or agreements take precedence (e.g., DCMA Aircraft Operations, DCMA International and Special Programs, Memorandum of Agreement (MOA) etc.). Support Contract Administration delegations for Government flight representatives and Government ground flight representatives on contracts that include flight operations must be in accordance with (IAW) appropriate DCMA Instruction (DCMA-INST) 8210.1, “Contractor’s Flight and Ground Operations” series or DCMA-INST 8210.2, “Aircraft Operations.” For classified contracts with security requirements, DCMA Special Programs maintains and follows supplemental instructions that identify procedures which meet the intent of this manual where it cannot comply. Classified Contracts are not delegated through unsecure means.

**1.2. POLICY.** It is DCMA policy to use subcontract delegations in an effective, efficient, safe and ethical manner, and only when it is in the Government’s interest. Functional specialists must assure prime contractors provide effective prime contractor management of subcontracted work, maintaining conformity of high consequence risk subcontracted products and services. It is the prime contractor’s responsibility to manage its subcontractors. When delegations are considered, they will only be issued when the conditions of Federal Acquisition Regulation (FAR) 46.401-46.406 and FAR 42.202 (e) and (f) have been met.

## SECTION 2: RESPONSIBILITIES

**2.1. CONTRACT MANAGEMENT OFFICE (CMO) COMMANDER/DIRECTOR.** The CMO Commander/Director must:

- a. Identify the level within the organization to accept delegations.
- b. When necessary, designate in writing, a point of contact with full authority to reject a delegation or accept with limitations.
- c. Elevate to Regional Commander or their designee of the receiving CMO's inability to support a delegation request.
- d. Inform the applicable Regional Commander or Special Programs/International Directorate staff of any delegation which is rejected.
- e. Follow the procedures in paragraph 3.2.d. of this manual when elevating a delegation for resolution.
- f. Refer to DCMA-PTM 18-001, "Workload Acceptance," when necessary, to determine if a delegation is for core versus non-core mission workload.
- g. Ensure all delegations are issued and maintained IAW this manual.

**2.2. FUNCTIONAL GROUP LEAD.** The Functional Group Lead must:

- a. Ensure First Level Supervisor Reviews (FLSR) are completed IAW DCMA-INST 1206 "First Level Supervisor Review."
- b. Assist in resolving conflicts involving CMO acceptance of delegations.
- c. Coordinate with CMO Commander when elevating a delegation for acceptance resolution.
- d. Assess workload across their organization and prioritize new delegations against existing risks and workload.

**2.3. FIRST LEVEL SUPERVISOR (FLS).** The FLS must:

- a. Ensure functional specialists possess the necessary competencies to perform the tasks defined in this manual.
- b. Assist functional specialists in negotiating acceptance of delegations when necessary.
- c. Ensure delegating functional specialists only issue delegations when the conditions of FAR 46.401- 46.406 and FAR 42.202 (e) & (f) and the intent of this manual are met.

d. Ensure delegating functional specialists properly document delegated surveillance activities on their surveillance plan.

**2.4. FUNCTIONAL SPECIALIST.** Functional specialists must:

a. Review the prime contractor's subcontracting plan to determine if controls are adequate and that risk to contract performance is mitigated.

b. Review prime contractor's subcontracting plan.

c. Determine the need to issue delegations based on assessed risk associated with prime contractor supplier controls, subcontractor performance history, when surveillance may only be adequately accomplished through direct DCMA involvement at the subcontract level, or when the prime contractor is performing on an FMS contract in the FMS customer's country.

d. Initiate communications with the intended receiver prior to issuing any delegation to clarify requirements/expectations.

e. Prepare, send/receive, monitor, and execute delegations IAW the procedures established in this manual.

## SECTION 3: PROCEDURES

### 3.1. DELEGATE SURVEILLANCE DECISION.

**a. Considerations.** Before issuing delegations for subcontract support, the functional specialist must consider:

(1) The prime contractor's plans for purchasing of materials and components (make or buy) must be thoroughly reviewed and understood.

(2) If lack of adequate prime contractor management of subcontractors has been identified, which results in late delivery of supplies or services and/or supplies or services that do not conform to contract requirements, and a corrective action request (CAR) has been issued.

(3) For contractors where AS9100 series quality systems are on contract, functional specialists must first follow the AS9100 decision process flow document located on the resource page for this manual.

(4) Critical path activities should be reviewed to identify potential long lead time processes that may impact production schedule and delivery.

(5) Factors affecting the need for a delegation IAW FAR 46.4 and FAR 42.202 (e) and (f) are properly identified.

(6) FMS contracts where the prime contractor is performing on a contract in the FMS customer's country consistent with FAR 46.406.

**b. Delegate.** Delegations must not be issued unless the subcontracted effort has been identified as a risk on the prime CMO's surveillance plan or program support plan. Before issuing a delegation, at least one of the following conditions must be present:

(1) DCMA has accepted a quality letter of instruction (QALI), MOA, or memorandum of understanding (MOU) from the customer outlining required surveillance activities that the contractor has subcontracted out and the required surveillance can only be conducted at the subcontract level.

(2) It is determined that the prime contractor's control of subcontracted work is contractually noncompliant and a CAR has been issued to the prime contractor.

(3) It is otherwise required by the contract or determined to be in the government's interest and the prime CMO's surveillance plan or program support plan identifies high/moderate risks associated with:

(a) National Aeronautics and Space Administration (NASA) work. NASA Program Office (NPO) is the entry point for all NASA delegations. All NASA sub-tier delegations are made in Electronic Contract Administration Request System (ECARS).

(b) Critical Safety Items (CSI) and Safety of Flight (SOF) items (e.g., critical characteristics, processes, or software that cannot be appropriately verified upon receipt at the prime contractor's facility), First Article Test (FAT), Production Lot Test (PLT), Product Verification Test (PVT), etc. Prime contractor's controls over these areas of risk must be evaluated; Quality System Audit (QSA), process review, etc.

(c) Negative subcontractor performance history; e.g., Product Quality Deficiency Report (PQDR) investigations attributable to the subcontractor, high level of failures at the prime contractor caused by subcontracted items. Prime contractor's controls over these areas of risk must be evaluated; QSA, process review, etc.

(d) Surveillance activities for a feature/characteristic or process which has high or moderate risk consequence of failure combined with high or moderate risk likelihood of failure and conformity can only be determined at the subcontractor level. Prime contractor's controls for these areas of risk must be evaluated.

(e) Safety surveillance, pricing reviews, contract administration, property administration, plant clearance.

(f) The contract specifies certain quality assurance (QA) functions, which can only be performed at the subcontractor's facility, are to be performed by the government.

(4) Communication with the CMO cognizant of the FMS country indicates that a delegation is necessary to support FAR 46.406.

**c. Method of Delegation.** There are two methods for delegating once a decision to issue a delegation has been rendered; selective evaluation delegations and subcontractor surveillance delegations. A single delegation that includes both of these requirements may be issued when appropriate to minimize the need for multiple delegations.

(1) Selective Evaluation Delegation. Selective evaluation delegation validates prime contractor surveillance and/or corrective action activities at the subcontractor's facility.

(a) Selective evaluation delegations are used to determine level of confidence in the prime contractor's controls at the subcontractor. They can be used to periodically spot check subcontractor performance data and confidence. Request for a selective evaluation delegation at subcontract level must indicate the specific actions to be performed or information verified; e.g., verification of prime contractor's source inspection activities of critical applications, processes, testing activities, documentation of records, reports, and/or certificates to be verified.

(b) Selective evaluations may also be used to request a risk evaluation of the prime contractor's controls at the subcontractor's facility and may include evaluation of potential risk for any processes used for production of the subcontracted item.

(c) Selective Evaluation Delegation should be used when prime contractor performs on the contract in the FMS customer's country

(d) Selective evaluations are of a one-time nature, short in duration, and do not require recurring surveillance.

(2) Subcontractor Surveillance Delegation to mitigate risk to the Government.

(a) Subcontract surveillance delegations may be issued to protect the Government's interests until the prime contractor's corrective action plan (CAP) is implemented at the subcontract level and the CAP is determined to be effective.

(b) Subcontract surveillance delegations may also be issued when an accepted QALI/MOA/MOU from the customer outlines required surveillance activities that the contractor has subcontracted out and the required surveillance can only be conducted at the subcontract level.

(c) Subcontract surveillance delegations may be based on a single purchase order or in the form of a blanket delegation covering multiple purchase orders and multiple prime contracts.

**d. Do Not Delegate.** The following are factors that normally do not require a delegation:

(1) Non-complex and/or Non-critical items.

(2) Low risk subcontractors with positive performance history.

(3) Items with features, characteristics, and processes with minimal influence/impact on contract performance as determined by Risk Assessment.

(4) Items with moderate and low risk consequence of failure with positive subcontractor performance history.

(5) The subcontract CMO is already engaged in surveillance of the risk(s) identified by the prime CMO or is also performing as a prime CMO and provides recurring evidence of the surveillance activities indicating positive subcontractor performance.

(6) Reporting requirements between a Lead CMO and a Support CMO. For these, use a Program Support Agreement and follow procedures in DCMA Manual (DCMA-MAN) 3101-01, "Program Support Life Cycle."

**3.2. ISSUING A DELEGATION.** When a decision to issue a delegation has been made under paragraph 3.1. of this manual, the following guidance must be followed:

**a. Communication.** Delegator must open lines of communication with receiving CMOs prior to delegating to ensure requirements are understood and will maintain communication



throughout the life of the delegation. Communication must be documented and readily available to assure continuity of information transferred between functional specialists. Any mode of communication is acceptable.

(1) Where a Place of Performance (POP) is identified in a contract, a delegation is not normally needed. However, the prime contractor CMO must notify the CMO cognizant of the subcontractor of the POP contract. Notification must include the contract number and Commercial and Government Entity (CAGE) code or provide a copy of the contract when not available through Electronic Data Access (EDA).

(a) The prime contractor CMO is still responsible for review of the prime contractors subcontracting plan and assure prime contractor controls are adequate as described in paragraphs 1.2. and 3.1. of this manual. The CMO cognizant of the subcontractor must acknowledge receipt of the POP contract to the prime CMO and obtain the contract through EDA when available.

(b) Personnel at both locations must communicate to assure that each party clearly understands the relationship between the prime contractor and the subcontractor and that all appropriate requirements and responsibilities are thoroughly communicated.

(c) In some situations, a delegation may be needed to support the POP CMO; however, before a delegation is issued, discussions should take place between the Prime CMO and POP CMO to determine if transfer of the Contract Technical Review (CTR) to the POP CMO is more appropriate to accomplish the POP work. Refer to DCMA-INST 325, "Contract Technical Review" resource page for guidance on transfer of CTR.

(d) If it is mutually agreed that a CTR transfer is not appropriate, delegations supporting POP contracts may be issued to the receiving CMO when:

1. More specific instructions need to be flowed to the receiving CMO to ensure that surveillance activities and mandatory requirements are understood.

2. Multi-functional surveillance is necessary at the POP.

3. Requested by the receiving CMO to facilitate issuance of sub-tier delegations or CAR's in eTools.

(2) POP and direct shipments are not synonymous terms or situations. POP contracts may identify line items that are to be shipped directly to the government. Regardless of the type of contract, direct shipments to the government from a contractor/subcontractor are not authorized unless specifically identified in the prime contract.

(3) Communication should include any resource estimates that are known prior to the issuance of the delegation and attempts must be made to resolve any gaps identified.

(4) The delegator and receiver must collaborate in determining any special considerations to be included in the delegation and select the specific type of delegation needed. Factors to consider include, but are not limited to:

(a) Corporation Inter/Intra-Divisional Work Transfer. Where contract performance is shared between different divisions within the same major corporate entity, the sending CMO cognizant of the division that is identified in the contract must coordinate and issue delegations to the receiving CMO's cognizant of the divisions involved with performance. Typically, the company will use an inter-divisional work order to document this transfer of responsibility between divisions. DCMA offices at corporate locations must be aware of this workload and engage with the prime contractor to gain insight into those transferred work requirements. When Corporation Inter/Intra-Divisional Work Transfer surveillance occurs within the same CMO covering geographically dispersed facilities of the same corporate entity, delegations may not be required if the CMO effectively plans and coordinates the development and execution of surveillance plans and actions among the CMO contract management teams (CMT). Where this effective coordination and planning cannot be accomplished a letter of delegation (LOD) should be established.

(b) Blanket delegations may be issued where issuance of individual delegations would be an administrative burden and for a particular group of prime contracts and purchase orders for:

1. Surveillance of repetitive processes or tasks in a facility.
2. Purchases of the same or similar items.
3. Specific efforts in a particular facility (e.g., ongoing nondestructive testing (NDT) surveillance).

(c) When blanket delegations cover multiple prime contracts, the delegating CMO is responsible for maintaining traceability of the products to the purchase orders and the associated government contract numbers. The delegating CMO is also responsible for ensuring blanket delegations with multiple prime contracts are based only on active contracts with future final delivery dates. Blanket delegations with expired final delivery dates must be closed and reissued as necessary based on active contracts with future final delivery dates.

(d) When issuing blanket delegations is considered, the administrative burden on both the delegator and the receiver should be considered and discussed during the communication phase. In some situations, the use of individual delegations may be the more efficient method for managing delegated surveillance activities.

(e) Host Nation delegations are delegations issued to, or received from, a foreign government for the exchange of contract management services and are issued by the cognizant foreign government or DCMA International CMO. DCMA Continental United States (CONUS) to DCMA Outside the Continental United States (OCONUS) delegations must be processed IAW this manual; however, when sending delegations to or receiving delegations from a foreign

government DCMA-INST 313, “International Requests for Contract Administration Services” or DCMA-INST 709, “International and Federal Business Reimbursable and Non-Reimbursable Support” must take precedence as applicable. When receiving a delegation from a foreign government, DCMA is the Host Nation.

(5) All PQDR support investigation requests must be delegated to the sub-tier location via the Product Deficiency Report and Evaluation Program (PDREP). Delegation of PQDRs must not be processed in the Delegation 1.0 eTool.

(6) International Traffic in Arms Regulation/Export Administration Regulation (ITAR/EAR) are the implementing regulations for export control laws established by the Arms Export Control Act/Export Administration Act (AECA/EAA), respectively, that prohibits the unauthorized transfer of defense articles, defense services, related technical data, commodities, information, technology, and software to foreign persons.

(a) If export-control requirements are imposed on the prime contract and the prime contractor intends to sub-contract to a foreign supplier, the prime CMO must contact the prime contractor to determine if, during the performance of the sub-contract, the sub-supplier will generate or require access to export-controlled articles or technical data.

(b) If the sub-supplier will generate or will require access to export-controlled articles or technical data, DCMA personnel at the prime must ensure that subcontracts/purchase orders, and delegations to the Contract Administration Support component cognizant of the subcontractor identify ITAR/EAR restrictions, the appropriate Defense Federal Acquisition Regulations (DFARS) clause, and the number and expiration date of the applicable export license.

(c) Delegating CMOs should send a copy of the applicable Export License, Manufacturing License Agreement (MLA), Technical Assistance Agreement (TAA), and Technical Data Package (TDP) to the receiver, if available. See DCMA-INST 313 for additional requirements. These requirements should be thoroughly understood before issuing delegations.

(d) The supplier is responsible for compliance with ITAR/EAR, not DCMA. However, violations of the ITAR/EAR by DCMA personnel carry civil and criminal penalties under U.S. law that could include up to \$1 million in fines or up to 10 years in prison. Agency administrative sanctions are also possible up to and including termination of employment.

(7) DCMA Centers receive delegations from and issue delegations to other Centers and CMOs. The prime CMO is responsible for identifying other organizations whose assistance is necessary for contract oversight. It is the Functional Group Leads responsibility to coordinate with the Centers to understand how work effort is to be delegated to them, because work is not automatically directed to the Centers.

(8) Additional information and/or requirements regarding delegations can be found on the DCMA-MAN 2101-04 resource page.

**b. Prepare and Send the Delegation.** The delegation must be prepared and sent after initial communications have been completed. The delegator and receiver should have already agreed on content, requirements and ability to successfully execute the delegation. Any known issues that would result in rejection of the LOD must be resolved between the delegator and receiver before the delegation is submitted. Unresolved minor issues that would not be cause for rejection should not prevent issuance of the LOD.

(1) The functional specialist must upload all appropriate supporting documents; e.g., support contracts, purchase orders, source of Customer Directed Activity (MOA, QALI if applicable), specific regulatory requirements, risk statements and any risk causes identified during the communication process to the Delegation 1.0 eTool before the delegation is submitted IAW FAR 42.202 (e). Supporting documents must be annotated to identify those portions of the customer directed activities that are applicable to the delegated surveillance.

(2) The prime CMO functional specialist must verify government access rights have been incorporated into the applicable subcontract purchase order by the prime contractor to ensure timely government access to the subcontractor facility. Assure the access wording is consistent with the government rights expressed in the prime contract, reference FAR 52.246-2 through 9.

(3) Delegations will include the surveillance activities which must be performed; e.g., verify critical characteristics for CSI, verify SOF characteristics, and scope of Property Administration surveillance. These surveillance activities must be the result of the communication between the delegator and receiver. General statements such as “Perform government contract quality assurance (GCQA)” or “Perform surveillance” are not acceptable.

(4) Delegations for subcontract support must include or reference the location in the appropriate documents, as applicable:

- (a) Appropriate quality/inspection system requirements.
- (b) Appropriate and accurate technical requirements or reference thereto.
- (c) Identification of CSI's, critical product characteristics, and critical processes.
- (d) System safety risks that may result in catastrophic failure (i.e., Failure Modes and Effect Criticality Analysis (FMECA) category 1).
- (e) Required personnel, system, process, or material certifications.
- (f) Subcontractor/supplier authority relative to processing waivers and deviations.
- (g) Requirements relative to subcontractor generated plans; i.e., quality plans, risk management plans, frozen manufacturing planning, configuration management plans.

(h) Requirements relative to frozen/locked configurations, design reviews, configuration management requirements and audits, first article inspection and/or specific testing requirements.

(i) Earned Value requirements.

(j) Export Control restrictions, appropriate ITAR DFARS clause, and the number and expiration date, of the applicable export license.

(5) The decision to involve the receiver in the product release process should be based upon a need by the Government for objective evidence of completed surveillance activities that can only be accomplished by the receiver at the subcontractor location. DCMA product release is not a substitute for prime or subcontractor inspection requirements and should not be engaged unless in the Government's best interests. DCMA product release at the subcontract level is not a substitute for appropriate surveillance that can be accomplished at the prime CMO; e.g., receiving inspection surveillance at the prime contractor. When the receiver must be involved in product release at the subcontract level, follow the guidance procedures identified in DFARS Appendix F, "Material Inspection and Receiving Report" and DFARS Procedures, Guidance, and Information (PGI) F, Part 2, "Contract Quality Assurance on Shipments between Contractors," PGI F-201 "Procedures."

(6) The Delegation 1.0 eTool must be used to delegate surveillance activities. The exceptions are those which utilize the ECARS system; e.g., International and NASA delegations.

(7) Delegation of surveillance for classified programs must be processed IAW supplemental instructions maintained by the Special Programs Directorate. Classified Contracts are not delegated through unsecure means.

**c. Acknowledge the Delegation.** The receiver must review delegated work requirements. Any required changes identified by the receiver during the review must be coordinated with the delegator prior to accepting the delegation. Once requirements are verified at the functional level, the receiving CMO must Accept, Accept with Limitations, or Reject Delegation.

(1) Reassigning a delegation back to the delegator is not a substitute for rejecting a LOD. Decisions must be made within 14 calendar days. Each CMO Commander identifies the level within the organization to accept or reject delegations. The Commander, Director, or designee must be informed of the rationale for limited acceptance or rejection.

(2) The reference to designee for limited acceptance or rejection of delegations is operationally defined as the individual formally identified in writing by the Commander/Director to act with the full authority of the Commander/ Director.

**d. Rejection of a Delegation.** When receiving CMO resources are limited in functional areas, limited acceptance of the delegation should be discussed and negotiated with the delegator. Only the receiving CMO Commander/Director or Center Director or their designee can reject a

delegation. CMOs should assess workload across their organization and prioritize new delegations against existing workload. If a mutual agreement is reached on a limited delegation, further escalation is not required. The applicable Regional Commander(s) must be informed of any delegation which is rejected due to workload acceptance criteria or resources.

(1) The following additional steps must be taken when a delegation is rejected for resource related issues:

(a) CMO Commander/Director or designee elevates to Regional, International, Center or Special Programs Command as appropriate with notification of their inability to support the delegation request.

(b) Region determines if the required resources and skills are available within the Region.

(c) Region determines if a full time equivalent (FTE) can be reallocated, temporarily or permanently, to the CMO requested to support the delegation.

(d) If Region cannot support the delegation, elevate to headquarters (HQ) Office of the Director for final resolution and determination if assets are available from other Regions or HQ assets.

(e) If required, inform customer of inability of DCMA to support workload.

(2) When a rejection occurs for reasons other than resource related; e.g., the factors referenced in paragraph 3.1., the applicable issue must be elevated to the Region(s) for resolution. If a mutual agreement is reached on a limited delegation, further escalation is not required. If the rejection cannot be resolved at the Region level, the applicable issue must be elevated to the HQ Office of the Director for final resolution.

**e. Re-delegate.** The receiving CMO can re-delegate throughout the supply chain, as required. The same process as described in paragraphs 3.1. through 3.2. must be followed with the initial delegating CMO. When re-delegations are necessary, they should follow the same supply chain path as the purchase orders without bypassing cognizant CMOs of sub-tier suppliers.

**f. Execute the Delegation.** The receiver must perform the accepted delegated work requirement(s) IAW applicable agency mission policies and procedures. When the prime contractor has a prime representative onsite at the sub-contractor location, and that representative conducts surveillance at the same mandatory inspection point as DCMA personnel, the DCMA personnel at the sub-contractor location will execute Government surveillance only after the contractor representative's has completed their surveillance, and has accepted the result as conforming.

**g. Manage the Delegated Workload.** The delegator must manage the delegation and workload including tracking the status of open delegations and performance, and identifying

required changes to the delegation. The delegator must maintain the delegation and keep all requirements current. Any newly identified requirements should be uploaded to the Delegation 1.0 eTool upon receipt; e.g., support contracts, purchase orders, source of customer directed activity (MOA, QALI if applicable). Uploading of new requirements to the Delegation 1.0 eTool must be accomplished within 2 business days of receipt. The receiver must manage, track, and measure work accomplished.

(1) The need for continued delegation support must be jointly reviewed and determined annually as a minimum, by both delegator and receiver. If both parties agree that the delegation is no longer appropriate, the delegation should be completed and closed. Delegations must be updated in Delegation 1.0 eTool at least annually to document that they are still appropriate.

(2) Provide feedback. The receiver must communicate with the delegator on a recurring basis throughout the life of the delegation, keeping them informed of performance status, significant issues, and concerns. Before the delegation is closed, the receiver and delegator should discuss any lessons learned.

(3) Close the delegation. The receiver completes the delegation and informs the delegator that efforts have been completed. Records of work performed in support of the delegation must be retained IAW Records Management guidance. The delegator closes the delegation once all delegated activities have been completed.

## GLOSSARY

### G.1. DEFINITIONS.

**AS9100.** Internationally recognized quality management standard commonly used in the aerospace industry

**Blanket Delegations.** Delegations issued for a particular group of prime contracts and purchase orders.

**Corporation Inter/Intra-Divisional Work Transfer.** Work order to document the transfer of responsibility between divisions where contract performance is shared between different divisions within the same major corporate entity.

**Critical Safety Item.** A subset of Critical Application Item. A part, assembly, or support equipment whose failure could cause loss of life, permanent disability, major injury, loss of a system, or significant equipment damage.

**Place of Performance Contract.** A contract that has the subcontract place of performance identified in the body of the contract.

**Selective Evaluation Delegation.** Delegations used to determine level of confidence in the prime contractor's controls of the subcontractor. They can be used to periodically spot check subcontractor performance data and confidence. They are generally of a one-time nature, short in duration and do not require recurring surveillance.



## GLOSSARY

### G.2. ACRONYMS.

CAP	Corrective Action Plan
CAR	Corrective Action Request
CMO	Contract Management Office
CSI	Critical Safety Item
CTR	Contract Technical Review
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DFARS	Defense Federal Acquisition Regulation Supplement
EAR	Export Administration Regulation
ECARS	Electronic Contract Administration Request System
EDA	Electronic Data Access
FAR	Federal Acquisition Regulation
FLS	First Level Supervisor
HQ	Headquarters
IAW	In Accordance With
ITAR	International Traffic in Arms Regulation
LOD	Letter of Delegation
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NASA	National Aeronautics and Space Administration
PGI	Procedures, Guidance, and Information
PLT	Production Lot Test
POP	Place of Performance
PQDR	Product Quality Deficiency Report
QA	Quality Assurance
QALI	Quality Assurance Letter of Instruction
QSA	Quality System Audit
SOF	Safety of Flight

## REFERENCES

- DCMA-INST 203, “Software Acquisition Management,” June 25, 2013
- DCMA-INST 308, “Safety of Flight (SOF) – QA,” February 15, 2013
- DCMA-INST 313, “International Requests for Contract Administration Services,” July 7, 2015
- DCMA-INST 320, “Navy Special Emphasis Programs (NSEP),” October 24, 2013
- DCMA-INST 325, “Contract Technical Review”, January 23, 2014
- DCMA-INST 709, “International and Federal Business Reimbursable and Non-Reimbursable Support,” March 10, 2014
- DCMA-INST 1206 “First Level Supervisor Review,” August 24, 2017
- DCMA-INST 1208, “National Aeronautics and Space Administration (NASA) Support,” November 17, 2015
- DCMA-INST 8210.1B, “Contractor’s Flight and Ground Operations - DCMA,” March 1, 2007
- DCMA-INST 8210.1C, “Contractor’s Flight and Ground Operations - DCMA”, April 05, 2017
- DCMA-INST 8210.2, “Aircraft Operations,” February 27, 2017
- DCMA-MAN 3101-01, “Program Support Life Cycle,” October 23, 2017
- DCMA-PTM 18-001, “Workload Acceptance,” April 30, 2018
- DFARS Appendix F, “Material Inspection and Receiving Report” May 26, 2015
- DFARS 246.4, “Government Contract Quality Assurance”, October 01, 2010
- DFARS PGI F Part 2 “Contract Quality Assurance on Shipments between Contractors” F-201 Procedures, November 04, 2016
- DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
- FAR 42.202 (e), “Secondary Delegations of Contract Administration”
- FAR 46.4, “Government Contract Quality Assurance”
- FAR 52.246-2, “Inspection of Supplies – Fixed-Price”