



DCMA Manual 2301-05

Navy Special Emphasis Program

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| Approved by: | David G. Bassett, LTG, USA, Director |

Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)":

- Implements policy established in DCMA Instruction 2301

- Provides and defines procedures for use by Navy Special Emphasis Operations personnel responsible for in-plant quality assurance oversight of Navy Special Emphasis Program suppliers

SUMMARY OF CHANGES

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

- Section 3 has been reduced in size by 30 percent and those process details are now reflected in the Navy Special Emphasis Program Quality Assurance Representative Instruction Guidebook signed by the Executive Director of Quality Assurance on February 27, 2020
- The term Quality Assurance Representative has been used throughout this document to meet the requirements set forth in Navy Operational Instruction for DCMA Navy Special Emphasis Operations Quality Assurance Support signed by the Naval Sea Systems Command Technical Representative office and DCMA on August 24, 2020
- Emphasis has been made throughout the rewritten manual to comply with Section IV General – Technical, Paragraph B.5., of the Operational Instruction which precludes implementing standard DCMA oversight methodologies or record keeping practices on Navy Special Emphasis Program suppliers

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Manual applies to all Navy Special Emphasis Operations (NSEO) personnel with oversight and/or administrative responsibilities and must be followed unless higher-level regulations, policy, guidance, or agreements take precedence.

a. This Manual does not apply to Naval Nuclear Propulsion Program (NNPP) principal suppliers. For suppliers designated by Assistant NAVSEA Technical Representative (ANSTR) as NNPP principal Suppliers, ANSTR-2000 must always take precedence over this Manual or other DCMA quality assurance (QA) instructions.

b. The terminology utilized throughout this Manual for Navy Special Emphasis Programs (NSEP) oversight, while similar to DCMA terminology, is mandated through the Memorandum of Agreements (MOA), operational instructions (OPINST), and mandatory inspection (MI) agreed to by Naval Sea Systems Command (NAVSEA) and DCMA.

1.2. POLICY. It is DCMA policy to:

a. Assign contracts which include the unique and specialized oversight of the NSEPs, outlined within MOA, OPINST, and MI requirements agreed to with NAVSEA Code 08, Naval Supply Systems Command Weapon Systems Support (NAVSUP WSS) or ANSTR, to the DCMA NSEO Contract Management Office (CMO) to provide support.

b. Acknowledge the designated NSEP programs include:

- Nuclear Plant Material (NPM) Program
- Level I (LI) Program
- Naval Propulsion Program (NPP)
- Deep Submergence Systems/Scope of Certification Program (DSS-SOC)
- Fly-By-Wire Ship Control Systems (FBWSCS)
- Ship Critical Safety Item (SCSI)
- NNPP

c. Recognize NSEPs require maximum confidence in the materials, components, documents, and systems used onboard all United States Navy vessels, including nuclear powered aircraft carriers and submarines, and nonnuclear powered surface ships. These materials, components, documents, and systems are of the highest level of criticality and are essential to the continued safe operation and maintenance of the entire United States Naval fleet. This level of criticality requires additional, non-standard DCMA oversight outlined in this Manual and detailed in the NSEP Guidebook/Quality Assurance Representative Instruction (QARI) and extreme vigilance to ensure procured materiel meets all contractual, technical, and administrative requirements.

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

SECTION 2: RESPONSIBILITIES

2.1. NAVY SPECIAL EMPHASIS OPERATIONS COMMANDER.

- a. Act as the focal point for coordination with the DCMA Headquarters Contract Operations, Headquarters QA East Region, and other stakeholders on QA matters or requirements that have national impact referenced by NAVSEA (Code 08) or ANSTR.
- b. Serve as primary liaison with NAVSEA (Code 08) and ANSTR on QA matters relating to DCMA support of NNPP.
- c. The NSEO Commander must approve a "No Award" entry into the Preaward Survey System.

2.2. NAVY SPECIAL EMPHASIS OPERATIONS QA DIRECTOR. Approves changes, deletions or deviations from NSEO standard forms located on the Resource Page.

2.3. NAVY SPECIAL EMPHASIS OPERATIONS QA GROUP LEADER.

- a. Ensures consistent application of this Manual and all other applicable Instructions across all NSEO QA teams.
- b. Approves non-NSEP special requests from customers for items that normally would not require NSEO oversight.
- c. Reviews training certifications and approves non-NSEO Quality Assurance Representative QARs providing oversight of NSEP products.

2.4. NAVY SPECIAL EMPHASIS OPERATIONS QA TEAM LEADER. Verifies assigned NSEO QARs have the required certifications.

SECTION 3: PROCEDURES

3.1. GENERAL.

a. DCMA NSEO QARs are required to perform the work described herein on all NSEO contracts assigned for inspection and/or acceptance unless directed otherwise by a delegating activity. NSEO QARs must perform oversight of all in-plant NSEP and non-NSEP contracts/purchase orders (at NSEO administered suppliers) in accordance with (IAW) this Manual and all applicable DCMA instructions/manuals.

b. DCMA NSEO QARs must identify quality, technical, and administrative requirements for QA oversight of NSEO prime contractors and their subcontractors. Full contract management of NSEP contracts is accomplished by the NSEO CMO for contractors that are administered by the NSEO. Contractors with NSEP contracts that are administered by other CMOs are referred to as shared suppliers. The non-NSEP contracts are administered by the local, geographically located CMO. NSEO QARs must perform the QA oversight for the NSEP contracts at these shared suppliers. NSEO QARs must identify contracts for applicable NSEP-designated programs, as noted in Paragraph 1.2.b., of this Manual, using the "NSEP Contract Identifiers" document located on the NSEO Resource Page. Careful coordination is required at shared suppliers to ensure QA oversight of NSEP contracts is accomplished only by NSEO QARs. NSEO QA Team Leaders will verify NSEO QARs have the required certifications. Example Contract Identifiers are located in the glossary for each NSEP.

3.2. DOCUMENTATION REQUIREMENTS AND RECORDS MANAGEMENT. NSEO QARs must use the documentation requirements and records management document located on the NSEO Resource Page to identify the required documentation and records retention requirements for both NSEO QARs and NSEP suppliers.

a. NSEO documents located on the NSEO Resource Page are controlled, the correct revision, and are the only authorized versions of QA documents to be used by the NSEO.

b. QA documents located on the NSEO Resource Page may have minor, administrative changes made that do not affect their content, but any changes that would remove or change content or any mandatory fields on the documentation must be approved by the NSEO quality assurance director (QAD) prior to use.

3.3. PREAWARD SURVEYS. NSEO QARs follow DCMA-MAN 2401-01, "Negotiation Intelligence Procedures." For a Preaward Survey whose resulting recommendation is "No Award," NSEO QARs must obtain approval from the NSEO Commander prior to entering "No Award" in the Preaward Survey System of record. See NSEP Guidebook/QARI located on the NSEO Resource Page for specific guidance for this and all procedures identified in this manual.

3.4. CONTRACT RECEIPT AND REVIEW. NSEO QARs must perform all contract receipt and review consistent with Federal Acquisition Regulation (FAR) Subpart 42.201, DCMA-MAN 2501-01 "Contract Receipt and Review," (CRR), Navy/DCMA MOAs, and Navy operational

instructions. Due to the extensive, detailed technical requirements of NSEP contracts, NSEO QARs must document all CRR IAW the following:

- a. NSEO QARs must document all specific technical requirements IAW DCMA-MAN 2501-01 for all non-NSEP contracts received.
- b. NSEO QARs must document all specific technical requirements using the Product Examination Planning Document or a similar, adequate form approved by the NSEO QAD for all NSEP contracts received.
- c. NSEO QARs must also document the technical requirements associated with received letters of delegation (LOD) and quality assurance letters of instruction (QALI) for non-prime contract procurement documents (purchase orders, interplant work orders, etc.) using one of the these documentation methods.

3.5. QUALITY ASSURANCE LIMITED POSTAWARD MEETING. When the administrative contracting officer and procurement contracting officer determines that a full post award orientation will not be performed, the NSEO QARs must determine the need for a QA limited postaward meeting using NSEO specific guidance.

3.6. DELEGATIONS.

- a. NSEO QARs follow DCMA-MAN 2101-04, “Delegate Surveillance.” However, some NSEPs require delegations to be sent without using the Delegation system of record such as sensitive or classified information which cannot go into an unclassified system of record. These delegations are manually tracked by the delegator.
- b. NSEO QARs must ensure the customer technical and administrative requirements of NSEP customer issued LODs are accomplished as requested by the customer IAW existing DCMA/NAVY MOA and OPINST.

3.7. SURVEILLANCE PLAN. NSEO QARs must ensure the activities associated with the NSEP oversight strategy discussed in Paragraphs 3.7.a., through 3.7.f., have been accomplished IAW this Manual and applicable MOAs, MIs and NAVSEA OPINSTs. For NSEO administered suppliers, the NSEP surveillance plan (SP) will be used to plan and conduct all GCQA surveillance activities. At shared suppliers, the NSEP SP will be used to plan and conduct all NSEO GCQA activities.

- a. The fundamental element of the NSEO supplier oversight program is the SP. An SP must be developed, maintained, and implemented for all active (having an active NSEP contract or purchase order) NSEP suppliers. The SP indicates periodic recurring oversight and evaluation, acts as a vehicle to document the NSEO QAR’s concerns, and serves as a means for communication and coordination of oversight efforts with customers. The SP is documented in the Product Data Reporting and Evaluation Program (PDREP) system. NSEO QARs must prepare and review site specific Job Hazard Analysis to be cognizant of hazards, exposures,

health clearances and controls associated with their surveillance activities IAW DCMA-MAN 4201-16, “Safety and Occupational Health Program.”

b. NSEO QARs must develop their SP in the PDREP system. See Resource Page for link to the PDREP system. The SP will be developed, transmitted, and be made available through the SP application in PDREP. The SP will be developed IAW the “Surveillance Plan User Guide” located on the NSEO Resource Page and in PDREP. This guide provides instructions on how to create and update the SP. These plans must be tailored to the supplier based on activity.

c. DCMA NSEO QARs at NSEO administered suppliers will include the applicable non-NSEP programs in their NSEO SP in PDREP.

d. The SP must address the manufacturing and quality systems processes that were identified during CRR as requiring process oversight (PO). GCQA surveillance activities must be established to meet customer-directed requirements, to ensure the supplier is meeting contractual requirements, and to establish and maintain a basis of confidence for product/service acceptance.

e. The SP must be developed and implemented as either facility based surveillance (FBS), one based on continuous process surveillance (PS) to cover all supplier contracts/purchase orders; or contract based surveillance (CBS), one that tailors independent surveillance to each separate contract/purchase order. Nonresident facilities that have a sufficient number of overlapping contracts to support continuous PS may be managed by FBS. Nonresident facilities that have non-overlapping and sporadic contracts may be managed by CBS, if advantageous. If there is the opportunity to conduct continuous PS at a nonresident facility, the team leader and NSEO QAR may consider managing the facility as an FBS.

f. NSEO SPs for place of performance (POP) only Prime Contractors (see the NSEO Glossary) and NNPP Principal Supplier SPs. The NSEO QAR will maintain a PDREP SP with limited information. NSEO QARs will use the POP/NNPP SP Guidance document located on the NSEO Resource Page to develop these SPs. Any questions regarding facility oversight or product inspection must be raised to the team leader/group leader.

3.8. SURVEILLANCE EXECUTION.

a. Execution of the NSEP SP is based on the NSEP oversight strategy consisting of quality system audit (QSA), PO, product examination (PE) and Additional Oversight Requirements as fully detailed in the NSEP Guidebook/QARI.

(1) QSA. An NSEO QSA is a second party audit which focuses on ensuring the contractor’s quality management system is acceptable to the government and meets contractual requirements. QSA results must be included in data collection and analysis (DC&A).

(a) NSEP suppliers must adhere to standard quality requirements which must be audited. MIL-I-45208A is a cancelled specification, however many Navy contracts have a waiver to allow its use IAW DoD Manual 4120.24, “Defense Standardization Program (DSP)

Procedures,” and it must also be audited when it is the supplier's stated inspection/quality management system.

(b) NSEO QARs must perform and document QSAs at all active NSEP suppliers. QSAs consist of QSA baselines and/or annual assessments.

(2) PO. NSEP PO consists of process review (PR) and PS. PRs consist of manufacturing process review (MPR) and quality process review (QPR), and PS consists of manufacturing process surveillance (MPS) and quality process surveillance (QPS).

(a) PR. Is a method to determine the suitability, adequacy, effectiveness, and consistency of a supplier’s process to meet contractual requirements, and is performed as part of the NSEP oversight strategy at FBS facilities. If possible, PRs must be accomplished at the first opportunity to review NSEP material being manufactured, inspected, or tested through the specific process at FBS facilities.

(b) PS. Is the floor-level surveillance of a process by direct observation of supplier personnel performing manufacturing, inspection, and test operations to assess compliance with established methods, procedures, and requirements applicable to the contract/purchase order. It is a real-time snapshot evaluation of people and process steps at the place being performed to determine conformity to established procedures or expected results. PS is part of the NSEP oversight strategy for both FBS and CBS facilities. It is a tool used on a recurring basis to monitor continued compliance to supplier procedures, and at FBSs, of the process baseline established by the PR.

(c) Mandatory PO.

1. MPR #6 (Material Control) and MPR #15 (Supplier Control of objective quality evidence (OQE) and Material Traceability) are required to be performed every 2 years at all FBSs that have Nuclear Propulsion Material workload for LI nuclear material (X1, X2, X4, and X6 special material identification codes (SMIC)) or LI workload with DI-MISC-81020, “Certification Data for Non-Nuclear LI Material,” requirements. MPR #15 need not be delegated nor performed at sub tier suppliers whose processes do not affect the material traceability (i.e., non-destructive testing (NDT) or preservation, packaging, packing, and marking).

2. MPS #6 and MPS #15 are required to be performed at all CBSs that have NPM workload for LI nuclear material (X1, X2, X4, and X6 SMICs) or LI workload with DI-MISC-81020 requirements. MPS #15 need not be delegated nor performed at sub tier suppliers whose processes do not affect the material traceability (e.g., NDT or preservation, packaging, packing, and marking).

(3) PE. NSEO QARs are required by customer agreements to perform PE to confirm that the product manufactured by the supplier complies with contractual technical (Drawings/Specifications) and quality requirements by independent verification of specific

product or process characteristics. NSEO QARs will document all PE on the PE Planning Document or a similar, adequate PE record approved by the NSEO QAD.

(a) NSEO QARs have various mandatory oversight requirements (MOR) directing them to perform PE sampling per the specific customer request, and there may be non-standard sampling required. QARs will document the specific customer directed sampling in their PE records. NSEO QARs will also document all non-NSEP PE sampling requirements (Aircraft Launch and Recovery Equipment/National Aeronautics and Space Administration/CSI) when applicable.

(b) QARs must verify any outgoing purchase orders requiring Government Source Inspection to ensure appropriate requirements and government access rights are being flowed by prime contractors down to subcontractors at all levels, and QARs must document the verification in their PE records. If requirements are missing a corrective action request (CAR) may be appropriate.

(c) PE characteristics will be determined by important manufacturing process list, NSEO Significant Characteristics list, MORs and DC&A, as applicable.

(d) Contract Data Requirements List (CDRL) (DD Form 1423 Requirements). CDRL oversight requirements for NSEPs are covered in the NAVSUP WSS Code N94 and Code N97 Minimum MI document located on the NSEO Resource Page. Non-NSEP CDRLs must be reviewed during CRR.

(4) Additional Oversight Requirements.

(a) The NAVSUP WSS Code N94 and Code N97 Minimum MI document located on the NSEO Resource Page contains required MORs for NAVSUP WSS LI and NPM Contracts, Defense Logistics Agency Maritime LI, and shipyard LI and NPM contracts. QARs must also perform any additional MORs received by a QALI or LOD. These minimum, mandatory requirements also apply for any replacement material due to product quality deficiency reports (PQDR). Additional NPM contractual information can be found in the Navy E-Commerce Online application referred to as NECO. The link to NECO is located on this manual's Resource Page.

(b) NPP oversight must be IAW the NPP requirements documents located on the NSEO Resource Page and any additional QALIs or LODs received.

(c) Control of NSEP Material. Administration of NSEP suppliers requires additional security measures to ensure matters of national security are not compromised. NSEO QARs must comply with applicable DCMA-MAN 3301-08, "Information Security," and Naval Sea Systems Command instructions on identification, handling, safeguarding, transmitting, and destruction of naval nuclear propulsion information (NNPI) and not releasable to foreign nationals marked information and hardware. Unclassified naval nuclear propulsion information (U-NNPI) must be stored in a locked container, file drawer, or cabinet. U-NNPI must be properly shredded or placed in burn bags for disposal. Transmission of U-NNPI via the internet

(e.g., Wide Area Workflow, integrated workload management system) or DCMA email is forbidden and must be immediately reported to DCMA NSEO management when observed.

1. U-NNPI is sensitive military information relating to naval nuclear propulsion technology. NNPI is defined as “Classified or Unclassified information concerning the design, arrangement, development, manufacture, testing, operation, administration, training, maintenance and repair of the propulsion plants of naval nuclear-powered ships and prototypes, including the associated shipboard and shore-based nuclear support facilities.” Office of the Chief of Naval Operations Instruction N9210.3, “Engineering Department Manual for Naval Nuclear Propulsion Plants,” provides detailed guidance on this type of information to include safeguarding requirements.

2. Security incidents involving U-NNPI information. Spillage occurs when classified information or U-NNPI information is introduced to an unapproved or nonaccredited electronic devices (DCMA network) or electronic environment. Actual or potential spillages of U-NNPI involving automated information systems or computer systems, terminals, or equipment require immediate action to contain the situation and prevent further unauthorized disclosures. All actual or suspected spillages must be promptly reported to the NSEO chain of command and the DCMA Network Operations Center (NOSC) at (678) 626-4422.

(d) Navy Source Certification Process. When Navy (LI/DSS-SOC) contract/purchase orders contain customer source certification requirements at the supplier’s facility, QARs must follow the guidance provided in the Navy Source Certification Guidance document on the NSEO Resource Page.

(e) Commercial Item Contracts. Contracts issued under FAR Part 12, “Acquisition of Commercial Items,” may have limitations on the level of contract oversight. A commercial item contract should contain FAR clause 52.212-4, “Contract Terms and Conditions-Commercial Items.” Refer to NSEP Guidebook/QARI for detailed procedures.

b. NSEO QARs will use the results of DC&A in the development/adjustment of surveillance planning for all three activities of QSA, PO, PE and Additional Oversight Requirements detailed the NSEP guidebook/QARI.

c. NSEO personnel must comply with DCMA-MAN-2303-01, “Surveillance,” for the CAR process. In addition, NSEO personnel must comply with any customer request for copies of CARs.

(1) Customer observed deficiency. CARs will only be issued to a supplier for a customer observed deficiency covered under a PQDR if there is a failure to comply with any implementation actions as stated by the supplier in their PQDR response.

(2) Customer QALI. QARs must include the purchase order number in CARs associated with customer issued QALI.

3.9. NAVY SPECIAL EMPHASIS OPERATIONS NON-DESTRUCTIVE TESTING.

a. NSEO QARs assigned to NSEP suppliers with NSEP NDT requirements on contracts and/or purchase orders must be trained and certified in the specific specifications and methods prior to performing QA oversight of supplier NDT processes IAW ANSTR-99-DCMA, “Naval Nuclear Propulsion Program Qualification and Monitoring Requirements for Defense Contract Management Agency Nondestructive Test Personnel.”

(1) NSEO QARs who are delegated NDT oversight must not perform to a delegation without being trained and certified in the delegated methods of NDT. The NSEO QAR performing certification package reviews which contain NDT reports are not required to be certified in the NDT method reflected in the report.

(2) All NSEO QARs requiring NDT certifications must follow the requirements of NSEO local instruction EX-027, “NSEO Nondestructive Testing Program.” Refer to DCMA-MAN 4201-16 and DCMA-MAN 4201-17 “Training, Certifications, Tuition Assistance and Career Broadening” for NSEO training requirements.

(3) Noncertified QARs may assist certified NDT specialist QARs with oversight of NDT processes without being NDT Specialist certified. Non-NDT certified specialists will not independently perform oversight of product with NDT requirements.

b. NSEO assigned personnel or any other personnel performing oversight of NSEPs must complete all NSEP technical skill courses, including NSEP NDT if applicable. Non-NSEO personnel will only perform oversight of NSEP product if they have completed the applicable NSEP courses and have the applicable NSEO Group Leader’s concurrence.

GLOSSARY

G.1. DEFINITIONS.

Active NSEP supplier. A supplier that has open NSEP contracts or NSEP purchase orders with government source inspection requirements at source.

CBS. Oversight of a supplier that tailors surveillance to each individual contract/purchase order. Non-resident facilities that have non-overlapping and sporadic contracts may be designated as CBS if advantageous.

Continuous PS. In the context of performing PO of a FBS, this means that the QAR schedules recurring, periodic process surveillance of supplier processes at the facility at a minimum frequency of semi-annual (quarterly, monthly, and per contract are the additional options).

DC&A. A tool to assess and evaluate supplier performance. The outcome will direct the NSEO QAR's in-plant efforts toward those products and processes that present the highest risk and be used when developing/revising the SP, as applicable. It entails collecting and analyzing supplier, government, and customer data and then adjusting oversight based on the analysis.

DSS-SOC. Deep Submergence Systems/Scope of Certification program associated with the overhaul and maintenance of special purpose submarine vehicles. SMIC - D0, D4, D5, D6, D7, D8, etc. (See NSEO Resource Page for the contract identifiers document)

FBS. Oversight of a supplier's facility that is based on continuous process surveillance to cover all supplier contracts/purchase orders. Resident facilities will always fall into this category. Non-resident facilities that have a sufficient number of overlapping contracts/purchase orders to support continuous process surveillance will also be designated FBS.

FBWSCS. Program associated with the fly-by-wire maneuvering technology. The technology is an all-electronic control system, in lieu of traditional manual drive devices. It uses joy sticks and a series of touch screen flat panel displays that make up the ships control center. (SMICs - VU for Virginia Class FBW; SW - for Seawolf Class FBW) (See NSEO Resource Page for the contract identifiers document).

LI. A program instituted by the Navy after the loss of the USS Thresher. Typically referred to as the LI program. Previously referred to as subsafe or LI subsafe. Consists of components involved with the hull integrity boundary of the naval nuclear reactor and the ability of submarines to control and recover from flooding casualties. This also includes the various piping and valve systems throughout the vessel. (SMICs - LI, S1, C1, SB, VG, Q3, Q5) (See NSEO Resource Page for the contract identifiers document.)

MI. Mandatory inspection agreed to with buying command.

MOR. QALI, LOD, Mandatory PR, MI and any other requests that are mandatory to comply with.

MPR. PR of manufacturing system processes using MPR checklists located in the NSEO Resource Page.

MPS. PS of a manufacturing process using an MPS checklist located on the NSEO Resource Page.

NDT. A testing and analysis technique used by industry to evaluate the properties of a material, component, structure or system for characteristic differences or welding defects and discontinuities without causing damage to the original part. Includes Visual, Liquid Penetrant, Magnetic Particle, Radiographic, Ultrasonic, and Eddy Current methods.

NNPI. NNPI is classified or unclassified information concerning the design, arrangement, development, manufacture, testing, operation, administration, training, maintenance and repair of the propulsion plants of naval nuclear-powered ships and prototypes, including the associated shipboard and shore-based nuclear support facilities.

NNPP. Program comprised of the military and civilian personnel who design, build, operate, maintain, and manage the nuclear-powered ships and facilities that support the U.S. nuclear-powered naval fleet. The Program has “cradle-to-grave” responsibility for all naval nuclear propulsion matters and delegates specific QA oversight activities to DCMA NSEO personnel. NNPP products are associated with navy nuclear reactors and support systems.

NNPP Principal Supplier. Key suppliers designated by the NNPP that require specialized oversight IAW ANSTR-2000.

Non-resident facility. An NSEP supplier where the NSEO QAR perform their in-plant oversight efforts on an itinerant basis. (The QAR may have his/her duty station at the supplier but is not primarily assigned to that facility.)

NPM (NAVSUP WSS code 94). Program governing all nuclear plant material components within the secondary loop boundary of the naval nuclear reactor. Associated SMICs (X1, X2, X3, X4, X5, X6, X7, etc.) (See NSEO Resource Page for the contract identifiers document.)

NPP. Program involving oversight of ship propulsion and sharing issues and related items including propellers, propulsors, propulsion shaft bearings. Propellers and Propulsion shafting national stock numbers include Cognizant (COG) (Prefix) numbers of 2S or 4Y and SMIC (suffix) of LI, P2 or P3. (See NSEO Resource Page for the contract identifiers document)

NSEP Supplier. A supplier that receives NSEP contracts or delegations from Government buying activities. This may include, but is not limited to, contracts or delegations from NAVSUP WSS (NPM, L1, NPP, DSS-SOC, FBWSCS and SCSI contracts), Government (Public) Shipyards, purchase orders from NNPP Prime Contractors, LOD from Supervisor of Shipbuilding (SUPSHIP), and/or as otherwise designated in the contract or by DCMA NSEO and NAVSEA management determination.

PE Planning document. A NSEP term for a PE record that has sufficient detail to be considered a suitable record as either a standalone CRR record or part of a CRR record as well as a PE record.

PO. The generic term referring to PR and PS. It is used as a method of oversight to determine the suitability, adequacy, effectiveness and consistency of a supplier's processes to meet contractual requirements.

POP only prime contractor. A non-manufacturing facility where product is never physically processed (Product never flows through the facility). The location of all manufacturing and processes take place at other than the prime contractor location.

PR. A detailed review of a supplier's manufacturing or quality process from beginning to end which considers manpower, manufacturing, machinery, methods, and environmental factors to determine the suitability, adequacy, effectiveness and consistency of a supplier's process to meet contractual requirements. Performed on either manufacturing processes using MPR checklists or quality processes using QPR checklists. The PR establishes a baseline for oversight of the process at FBS suppliers, and completed PRs support the Navy supplier audit program.

PS. Real-time snapshot evaluation of people and process steps at the place of performance to determine conformity to established procedures or expected results. Performed on either manufacturing processes using MPS checklists or quality processes using QPS checklists. Used to assess compliance with established methods, procedures, and requirements applicable to contract/purchase orders. It is a tool used on a recurring basis to monitor continued compliance with the process baseline established by the MPR/QPR at FBS suppliers or as a verification of compliance with established procedures at a CBS supplier. MPS/QPS checklists are derived from the MPR/QPR checklists.

QPR. The PR of a quality process using a NSEO QPR checklist.

QPS. PS of a quality process using a NSEO QPS checklist.

QSA. An evaluation of the contractor's established quality system to meet the contractual quality requirements. This evaluation establishes a supplier's quality system acceptability to the government, regardless if they have an inspection system or a quality management system.

Resident Facility. An NSEP supplier that has an NSEO QAR assigned in-plant with the supplier facility serving as the QAR's official duty station and primary oversight responsibility.

SCSI. Other products identified by the customer as ship critical but that do not fall within the other NSEPs. (See NSEO Resource Page for the contract identifiers document)

Second party audit. An external audit performed on a supplier by a customer or by a contracted organization on behalf of a customer. A contract is in place, and the goods or services are being, or will be, delivered.

Shared supplier. Non-NSEO administered suppliers that have an assigned primary DCMA QAR but have the requirement that an NSEO QAR perform inspection and/or acceptance on a particular Contract or Purchase Order having NSEP requirements. The primary QAR will perform the oversight on all non-NSEP contracts and purchase orders at a shared supplier. The NSEO QAR must perform all required QA oversight **only** on NSEP products, contracts, and/or purchase orders.

SP. The QAR's SP detailing the in-plant QA oversight efforts for the assigned active NSEP supplier. This plan is located in PDREP. This plan, with its associated inspection records and DC&A Plan and results constitute the SP.

Traceability. A positive means of identifying material to its OQE. Traceability marking is determined by specific contractual requirements, but will normally either be heat/lot number, a unique vendor traceability number/code, or a combination thereof to maintain complete traceability to certified material test reports/reports of test and inspections/OQE.

GLOSSARY

G.2. ACRONYMS.

| | |
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| ANSTR | Assistant Naval Sea Systems Command Technical Representative |
| CAR | corrective action request |
| CBS | contract based surveillance |
| CDRL | contract data requirements list |
| CMO | Contract Management Office |
| CRR | contract receipt and review |
| CSI | critical safety item |
| DC&A | data collection and analysis |
| DCMA-MAN | DCMA Manual |
| DD | DoD Form |
| DD 1423 | Contract Data Requirements List |
| DSS-SOC | Deep Submergence Systems/Scope of Certification Program |
| FAR | Federal Acquisition Regulation |
| FBS | facility based surveillance |
| FBWSCS | Fly-By-Wire Ship Control Systems |
| GCQA | government contract QA |
| IAW | in accordance with |
| LI | Level I |
| LOD | letter of delegation |
| MI | mandatory inspection |
| MOA | Memorandum of Agreement |
| MOR | mandatory oversight requirement |
| MPR | manufacturing process review |
| MPS | manufacturing process surveillance |
| NAVSEA | Naval Sea Systems Command |
| NAVSUP | Naval Supply Systems Command |
| NDT | non-destructive testing |
| NECO | Navy E-Commerce Online Application |
| NNPI | naval nuclear propulsion information |
| NNPP | Naval Nuclear Propulsion Program |
| NPM | Nuclear Plant Material |
| NPP | Naval Propulsion Program |
| NSEO | Navy Special Emphasis Operations |
| NSEP | Navy Special Emphasis Program |

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| OPINST | Operational Instruction |
| OQE | objective quality evidence |
| PDREP | Product Data Reporting and Evaluation Program |
| PE | product examination |
| PO | process oversight |
| POP | place of performance |
| PQDR | product quality deficiency report |
| PR | process review |
| PS | process surveillance |
| QA | quality assurance |
| QAD | quality assurance director |
| QALI | quality assurance letter of instruction |
| QAR | quality assurance representative |
| QARI | quality assurance representative instruction |
| QPR | quality process review |
| QPS | quality process surveillance |
| QSA | quality system audit |
| SCSI | ship critical safety item |
| SMIC | special material identification code |
| SP | surveillance plan |
| U-NNPI | unclassified naval nuclear propulsion information |
| WSS | Weapon System Support |

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