



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Product Acceptance and Release - QA

Quality Assurance Directorate
OPR: DCMA-QA

DCMA-INST 314
January 17, 2013

Validated Current with Administrative Changes, March 16, 2015

1. PURPOSE. This Instruction:

a. Replaces DCMA Instruction (DCMA-INST), “Product Acceptance and Release – QA” (Reference (a)).

b. Ensures Product Acceptance and Release of supplies/services by DCMA Quality Assurance (QA) personnel is consistently performed after the supplies/services are found conforming to contract requirements and meet regulatory requirements.

c. Is established in accordance with (IAW) DoD Directive (DoDD) 5105.64 (Reference (b)).

2. APPLICABILITY. This instruction applies to all DCMA activities performing Product Acceptance and Release of supplies or services.

3. MANAGERS’ INTERNAL CONTROL PROGRAM. This Instruction contains managers’ internal control provisions that are subject to evaluation and testing as required by DCMA-INST 710, “Managers’ Internal Control Program” (Reference (c)).

4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release.

5. PLAS CODE. 085E - Product Acceptance and Release

6. RESOURCE PAGE. <https://home.dcma.mil/policy/314r>
(Includes Instruction point of contact and links to higher level regulatory documents, performance standards and tools, ~~and~~ additional guidance documents, *and process flow chart.*)

7. EFFECTIVE DATE. By the order of the Director, DCMA, this Instruction is effective immediately.

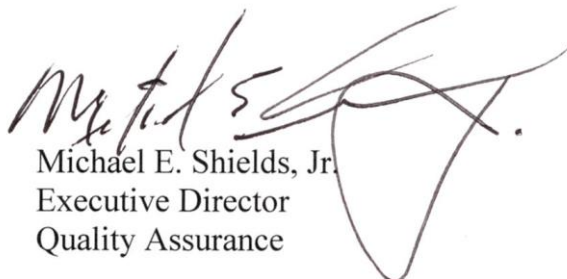

Michael E. Shields, Jr.
Executive Director
Quality Assurance

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REFERENCES

- (a) DCMA Instruction, “Product Acceptance and Release – QA,” June 2012 (hereby canceled)
- (b) DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” ~~September 27, 2000~~ **January 10, 2013**
- (c) DCMA-INST 710, “Managers’ Internal Control Program,” ~~September 12, 2011~~ **April 21, 2014**
- (d) DCMA-INST 318, “QA Development,” ~~October 2010~~ **August 18, 2014**
- (e) DCMA-INST 309, “**Government Contract Quality Assurance (GCQA)** Surveillance Planning,” ~~February 2012~~ **January 27, 2014**
- (f) DCMA-INST 1201, “Corrective Action Process,” ~~March 2009~~ **September 23, 2014**
- (g) DCMA-INST 203, “Software Acquisition Management,” ~~December 2009~~ **June 25, 2013**
- (h) FAR 46.101, “Definitions”
- (i) FAR 46.505, “Transfer of Title and Risk of Loss”
- (j) DCMA-INST 310, “~~QA Stamps~~ **Inspection Stamping**,” ~~May 2010~~ **May 2, 2013**
- (k) Defense Federal Acquisition Regulation Supplement (DFARS) Appendix F, “Material Inspection and Receiving Report”
- (l) DFARS, Subpart 246.471, “Authorizing Shipment of Supplies”
- (m) DFARS, Subpart 252.246-7000, “Material Inspection and Receiving Report”
- (n) Federal Acquisition Regulation (FAR), Subpart 52.246-15, “Certificate of Conformance”
- (o) DFARS, Subpart 246.504, “Certificate of Conformance”
- (p) DFARS, Subpart 232.7003, “Electronic Submission and Processing of Payment Requests and Receiving Reports”

CHAPTER 1

POLICY

1.1. POLICY.

1.1.1. QA personnel accept supplies/services offered by the supplier when there is a basis of confidence that the supplies/services conform to contract requirements.

1.1.2. QA personnel accept supplies associated with subcontract activities when authorized in the prime contract.

1.1.3. QA personnel ensure that:

1.1.3.1. Government Contract Quality Assurance (GCQA) surveillance events, which serve as a basis for this confidence, have been accomplished IAW an established GCQA surveillance plan.

1.1.3.2. When GCQA surveillance plans identify Product Examination (packaging and marking, etc.) associated with product release, and acceptance is based on sampling, a zero based sampling plan shall be used, unless otherwise specified by contract.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. FIRST ~~LINE~~ LEVEL SUPERVISORS (FLS). FLS shall ensure QA personnel possess the necessary competencies to perform the tasks defined in this Instruction as it relates to the assigned facility, contract, or product (DCMA-INST 318, “QA Development” Reference (d)).

2.2. QA PERSONNEL. QA Personnel shall ensure that:

2.2.1. GCQA surveillance events that serve as a basis for this confidence have been accomplished IAW the established GCQA surveillance plan (DCMA-INST 309, “GCQA Surveillance Planning” Reference (e)).

2.2.2. When GCQA surveillance plans identify Product Examination (packaging and marking, etc.) associated with product release, and acceptance is based on sampling, a zero-based sampling plan shall be used, unless otherwise specified by contract.

2.2.3. Wide Area Workflow (WAWF) Receiving Reports (RR), (WAWF-RR/DD Form 250, Material Inspection and Receiving Report) are completed by contractors IAW the contract requirements prior to accepting the supplies/services.

2.3. TERMINAL AREA SECURITY OFFICER (TASO). The TASO approves system access request (SAR) for WAWF based on FLS certification.

2.4 GROUP ADMINISTRATOR (GAM). Assigned GAM grants access/role(s) to WAWF based on FLS attestation of QA personnel qualification and required role(s).

CHAPTER 3 PROCEDURES

3.1. VERIFY GCQA SURVEILLANCE PERFORMED.

3.1.1. QA personnel shall verify that the GCQA surveillance was performed per surveillance plan and that the supplies or service offered for acceptance meet the contractually specified requirements prior to formal acceptance. If the supplies or services do not meet the contract requirements, then a Corrective Action Request shall be issued per DCMA-INST 1201, “Corrective Action Process – QA” (Reference (f)).

3.1.2. If the supplies under consideration are software products, a determination shall be made whether the software being procured is a stand-alone contract line item or embedded in the end item or system. If acceptance authority is granted to DCMA, personnel who are Software Professional Development Program (SPDP) certified shall accept the software IAW DCMA-INST 203, “Software Acquisition Management” (Reference (g)). If the software is embedded in the end item or system, inspection and/or acceptance of the software element of the system shall be coordinated with SPDP certified personnel prior to acceptance of the end item or system.

3.2. AUTHORIZE SHIPMENT OF SUPPLIES. Acceptance, as defined by FAR 46.101 (Reference(h)) and by the contract, transfers title of products and supplies to the Government, unless the contract specifically provides for earlier passage of title. In accordance with FAR 46.505(a) (Reference (i)), QA personnel should determine the method of authorizing product shipment and product acceptance; i.e., determine if Certificate of Conformance (CoC) or Alternative Release Procedures (ARP) should be used based on the contractual terms and conditions and supplier performance. When required by the customer, QA Stamping (DCMA-INST 310 Reference (j)) shall be accomplished as defined by the customer.

3.2.1. Where appropriate, QA personnel are authorized to release product/deliverables using ARP or CoC. ARP and CoC are applied as described in paragraphs paragraphs 3.2.4. and 3.2.6., below. These alternative procedures should not be authorized on any contracts involving shipments for National Aeronautics and Space Administration (NASA), Level 1/Subsafe, and/or Navy Special Emphasis Program (NSEP), unless specifically authorized in writing by the customer.

3.2.2. The primary difference in the requirements for ARP and CoC is the execution of GCQA surveillance. ARP requires continuing surveillance IAW the GCQA Surveillance Plan. CoC, on the other hand, is used in lieu of GCQA surveillance for the contract on which it is invoked. In each case, the supplier releases the deliverable products when they are ready for shipment IAW the contract, and the shipping documents are completed IAW DFARS Appendix F (Reference (k)).

3.2.3. When the conditions described in DFARS 246.471(b) (Reference (l)) are met, QA personnel may release products through ARP. The following should be considered when ARP is used:

3.2.3.1. ARP does not relieve contractors from complying with U.S. Government source inspection requirements and shall not be used in lieu of GCQA surveillance activities.

3.2.3.2. No contract clause is required to utilize ARP.

3.2.3.3. The Contract Management Office (CMO) invokes ARP in writing.

3.2.3.4. ARP is applicable for products but not services.

3.2.3.5. ARP is available/applicable to both prime suppliers and sub-tier suppliers.

3.2.4. When warranted, it is appropriate for QA personnel to invoke ARP at their discretion. ARP shall be authorized in writing by QA personnel. Authorization may be at the facility, program, product line, or contract level. When contracts contain DFARS 252.246-7000, "Material Inspection and Receiving Report" (Reference (m)), and the ARP methodology is applied, ensure that the DD Form 250 is completed IAW DFARS Appendix F, Subparts F-301(b)(20)(ii) and F-401(b)(21)(ii) (Reference (k)) requirements.

3.2.5. WAWF shipments via ARP only require that the supplier has selected the appropriate "radio button" on the WAWF-RR screen.

3.2.6. Certificate of Conformance (CoC). When authorized IAW FAR clause 52.246-15 (Reference (n)), the Contract Administration Office may accept supplies via a CoC. In accordance with DFARS 246.504 (Reference (o)), before authorizing a CoC for aviation or ship critical safety items, obtain the concurrence of the head of the design control activity. When used, CoC shall be authorized or withdrawn in writing on a contract-by-contract basis. Acceptance via CoC is preferred, unless there is insufficient data to assess supplier performance history, the customer has imposed mandatory surveillance tasks, or there is documented evidence of significant adverse supplier performance. When this clause is included in contracts, the Procuring Contracting Officer (PCO) has assured that:

3.2.6.1. Acceptance on the basis of a supplier's CoC is in the Government's interest.

3.2.6.2. Small losses would be incurred in the event of a defect.

3.2.6.3. Because of the supplier's reputation or past performance, it is likely that the supplies or services furnished will be acceptable and any defective work would be replaced, corrected, or repaired without contest.

3.2.7. Consider the following when determining the use of CoC:

3.2.7.1. CoC clause must be contained in the contract.

3.2.7.2. CoC must be authorized in writing by the CMO.

3.2.7.3. CoC is applicable to products.

3.2.7.4. CoC is available/applicable to prime suppliers; invoking the CoC on the prime contract results in no Government surveillance at sub-tier suppliers supporting the prime contract.

NOTE: If a delegation is warranted to mitigate risks identified at a subcontract level, CoC is not appropriate to be authorized.

3.2.8. It is appropriate for QA personnel to invoke CoC when conditions dictate its use. When contracts contain DFARS 252.246-7000 (Reference (m)), and the CoC methodology is applied, ensure that the DD Form 250 is completed IAW DFARS Appendix F, Subparts F-301(b)(20)(ii) and F-401(b)(21)(ii) (Reference (k)) requirements.

3.2.9. WAWF shipments via CoC only require that the supplier has selected the appropriate “radio button” on the WAWF-RR screen.

3.3. VERIFY GOVERNMENT ACCEPTANCE DOCUMENTS. QA personnel shall verify the WAWF-RR is completed IAW the contract requirements after it is determined the supplies conform to contractual technical requirements. If multiple WAWF-RRs are presented at one time, sampling may be used to verify that the WAWF-RRs are correct. Sampling, if used, shall be accomplished using a zero-based Acceptable Quality Level commensurate with the risk associated with the supplier’s WAWF-RR development process. QA shall prepare Product Examination records showing which WAWF-RR, by shipment number, were ~~sampled~~ *reviewed*. The same shall apply when processing a DD Form 250 IAW Reference (k).

3.4. PROCESS ACCEPTANCE DOCUMENTS. The preferred method of submitting contractual supplies for acceptance is supplier submission through WAWF. However, there may be circumstances when a supplier submits a DD Form 250. The WAWF Website may be accessed at <https://wawf.eb.mil>. Per DFARS 232.7003 (Reference (p)), the accepted electronic form for submission of payment requests and receiving reports is WAWF. QA personnel may review the information at the DoD’s Web-Based Invoicing Tool Website for further information and guidance.

3.4.1. When contracts contain DFARS 252.246-7000 (Reference (m)), QA personnel should execute and process the DD Form 250 IAW DFARS Appendix F (Reference (k)).

3.4.2. QA personnel should use the data associated with WAWF-RR-Receipt and Acceptance/DD Form 250 rejections in their data analysis as the basis to determine the risk referenced in paragraph 3.3. Data should be analyzed to identify process drivers; identify problems and solutions; and track progress, in terms of rejection rates.

3.5. PROCESS CORRECTED ACCEPTANCE DOCUMENTS. When corrections are needed for an acceptance document, corrected WAWF-RR’s shall be processed using WAWF and corrected DD Form 250s shall be processed IAW the correction instructions contained in subparagraph F-305 of DFARS Appendix F (Reference (k)).

3.6. PROCESS A REPLACEMENT ACCEPTANCE DOCUMENT. When signing a WAWF-RR or a DD Form 250 replacing an acceptance document lost or incorrectly distributed by the vendor, the date of acceptance on the replacement copy should be the actual date of acceptance from the original acceptance document. This applies to replacements done on hard copy (paper) or in WAWF (electronic).

CHAPTER 4

~~PRODUCT ACCEPTANCE AND RELEASE COMPETENCIES AND CERTIFICATIONS~~

~~4.1. QA DEVELOPMENT.~~ ~~Competency and Certification requirements for all QA personnel are addressed in DCMA-INST 318 (Reference (d)) and the Training Competency Assessment Tool (TCAT).~~

GLOSSARY

ACRONYMS

ARP	alternate release procedure
CMO	Contract Management Office
CoC	Certificate of Conformance
DCMA-INST	DCMA Instruction
DFARS	Defense Federal Acquisition Regulation Supplement
FAR	Federal Acquisition Regulation
FLS	first line <i>level</i> supervisor
GAM	Group Administrator
GCQA	Government Contract Quality Assurance
IAW	in accordance with
PLAS	Performance Labor Account System
QA	Quality Assurance
SAR	System Access Request
SPDP	Software Professional Development Program
TASO	Terminal Area Security Officer
TCAT	Training Competency Assessment Tool
WAWF	Wide Area Workflow
WAWF-RA	Wide Area Workflow-Receipt and Acceptance
WAWF-RR	Wide Area Workflow-Receiving Report