



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Air Launch and Recovery Equipment Critical Safety Items (ALRE CSI) Surveillance

Quality Assurance Directorate
DCMA-QA

DCMA-INST 317
July 1, 2013

Validated Current with Administrative Changes, August 19, 2015

1. PURPOSE. This Instruction:

- a. Cancels and replaces DCMA Instruction (DCMA-INST) 317, “ALRE CSI Program” (Reference (a)).
- b. Ensures DCMA surveillance is focused on Air Launch and Recovery Equipment (ALRE) Critical Safety Items (CSI) to reduce the number of ALRE CSI deficiencies discovered by Naval Air Warfare Center (NAWC) Lakehurst and to improve customer satisfaction of DCMA ALRE CSI surveillance.
- c. Establishes policies, assigns responsibilities, and provides procedures for DCMA quality assurance (QA) personnel to plan for and execute Government Contract Quality Assurance (GCQA) surveillance on ALRE CSIs.
- d. Is established in accordance with (IAW) DoD Directive (DoDD) 5105.64 (Reference (b)), DCMA-INST 501, “Policy *Publications* Program” (Reference (c)), and all references listed.

2. APPLICABILITY. This Instruction applies to all DCMA activities performing GCQA on shipboard ALRE CSI systems IAW Naval Air Systems Command (NAVAIR) Instruction 13800.18, “Establishment of Aircraft Launch and Recovery Equipment (ALRE) Flight Safe Program” (Reference (d)).

3. MANAGERS’ INTERNAL CONTROL PROGRAM. This Instruction is subject to evaluation and testing IAW DCMA-INST 710, “Managers’ Internal Control Program” (Reference (e)). The process flowchart *and key controls are* is located at [*Appendix A the Resource Web page.*](#)

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

5. PLAS CODES. Process 085A - SQA - Surveillance - Customer Requirements
Process 085B - SQA - Surveillance - Key Processes
Process 085C SQA - Surveillance - Risk Handling Methods

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Process 085D - SQA - Corrective Action
Process 085E - SQA - Acceptance
Process 066 - Deficiency Reports (DRs)
Program NP045 - Shipboard ALRE CSI
Program NN 157 - Advanced Arresting Gear (AAG)
Program NN158 - Electromagnetic Aircraft Launch System (EMALS)

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/317r>

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



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REFERENCES

- (a) DCMA-INST 317, "ALRE CSI Program," December 2011 (hereby canceled)
- (b) DoDD 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 501, "Policy Publications Program," May 12, 2014
- (d) NAVAIR Instruction 13800.18, "Establishment of Aircraft Launch and Recovery Equipment (ALRE) Flight Safe Program," February 21, 2006
- (e) DCMA-INST 710, "Managers' Internal Control Program," April 21, 2014
- (f) Memorandum of Agreement (MOA) between Naval Sea Systems Command (NAVSEA), Naval Air Systems Command (NAVAIR), Naval Supply Systems Command (NAVSUP), and DCMA, September 5, 2008
- (g) DCMA-INST 325, "Contract Technical Review," January 23, 2014
- (h) DCMA-INST 316, "Delegate Surveillance - Quality Assurance," September 2010
- (i) DCMA-INST 327, "Postaward Orientation Conference - QA," April 26, 2013
- (j) DCMA-INST 326, "Risk Assessment - QA," February 2012
- (k) DCMA-INST 303, "Critical Safety Items - QA," April 10, 2013
- (l) DCMA-INST 309, "**Government Contract Quality Assurance (GCQA) Surveillance Planning**," January 27, 2014
- (m) DCMA-INST 324, "Product Examination," July 26, 2013
- (n) DCMA-INST 311, "Process Review - QA," July 31, 2013
- (o) DCMA-INST 322, "Quality System Audit," September 2011
- (p) DCMA-INST 305, "Deficiency Reports," ~~October 15, 2012~~ **July 7, 2015**
- (q) DCMA-INST 1201, "Corrective Action Process," September 23, 2013
- (r) DCMA-INST 323, "Data Collection and Analysis," ~~February 2012~~ **June 26, 2015**
- (s) DCMA-INST 318, "QA Development," February 11, 2014

CHAPTER 1

POLICY

1.1. OVERVIEW. It is DCMA policy that DCMA surveillance is focused on ALRE CSI to reduce the number of ALRE CSI deficiencies discovered by the NAWC Lakehurst Receipt Inspection Activity (RIA) and to improve customer satisfaction of DCMA ALRE CSI surveillance.

1.2. DCMA NAVAL SPECIAL EMPHASIS OPERATIONS (NSEO). The strategic partnership memorandum of agreement (MOA) entered into on September 5, 2008 (Reference (f)), with senior leaders from DCMA, Naval Sea Systems Command (NAVSEA), NAVAIR, and Naval Supply Systems Command (NAVSUP) outlines the Navy's expectation for acquisition of critical material and GCQA on ships' CSI across the industrial base and throughout the Navy's supply chain. The DCMA NSEO is identified as the designated program integrator/manager and primary customer interface/single point of entry for QA oversight of shipboard CSI throughout DCMA.

1.3. CONTRACT MANAGEMENT OFFICE (CMO). Under DCMA's current Concept of Operations, CMOs that have QA responsibilities for shipboard CSIs will maintain command and control over resources, funding, and contract administration of suppliers under their purview. Operational execution of this arrangement will be defined via Team Assignment Agreements and/or inter-divisional MOAs signed by the executive directors of the respective Product Divisions that have shipboard CSI QA workload.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. ALRE CSI PROGRAM MANAGER (PM). The ALRE CSI PM monitors performance levels and provides assistance to CMOs performing GCQA on contracts for ALRE CSI to include auditing, analyses, and coordinated assistance visits.

2.2. ALRE CSI PROGRAM INTEGRATOR (PI). The ALRE CSI PI is responsible for:

2.2.1. Monitoring ALRE CSI metric performance indicators.

2.2.2. Ensuring affected CMOs are kept apprised of situations warranting direct contact with CMO QA personnel.

2.2.3. Coordinating with the ALRE CSI PM.

2.2.4. Participating in special investigations or needed actions, when requested by the customer or when technical problems arise.

2.2.5. Providing assistance to CMOs on issues pertaining to ALRE CSI surveillance.

2.2.6. Maintaining communication with customers.

2.3. QA FIRST-LEVEL SUPERVISOR (FLS). The FLS must assure QA personnel possess the necessary competencies to perform the tasks defined in this Instruction as it relates to the assigned facility, contract, or product.

2.4. QA PERSONNEL. QA personnel must:

2.4.1. Identify contracts with ALRE CSI requirements during their contract technical review (CTR).

2.4.2. Coordinate with customers to correct any problems/concerns identified during the CTR.

2.4.3. Acknowledge receipt of all quality assurance letter of instructions (QALI) and advise the ALRE CSI PI of any concerns with compliance of the QALI requirements and of any relief of requirement submitted to the procuring agency/customer.

2.4.4. Monitor supplier activities associated with their specific functions and initiate delegations to receiving CMOs at the subcontract and further sub-tier levels.

2.4.5. Perform a postaward orientation conference (PAOC) and, as a minimum, include NAWC Lakehurst representative(s), customer(s), and the supplier(s).

2.4.6. Use the QALI-identified specific critical, major, and minor characteristics and the associated contract technical data packages to comply with the questions in the Risk Statement Generator as “Yes” and develop an appropriate risk statement(s).

2.4.7. Develop a GCQA surveillance strategy and document it on the Risk Profile and Plan. The identified important manufacturing processes (IMP) for the associated CSI complex item(s) must be used as a planning tool. Adjust the plan, as warranted, by changes in risk and results of data analysis.

2.4.8. Provide the ALRE CSI PM/PI copies of ALRE CSI surveillance plans when requested.

2.4.9. QA personnel will independently investigate all customer complaints and participate in the ALRE CSI Product Quality Deficiency Report (PQDR) Review Board and provide input, as requested.

2.4.10. Participate with the ALRE CSI PM during process reviews at habitually high-risk vendors providing nonconforming product identified at NAVAIR Lakehurst RIA.

2.4.11. Where QA engineers are assigned, they may be utilized where complex or technical issues arise.

CHAPTER 3

PROCEDURES

3.1. IDENTIFY CONTRACTS FOR ALRE CSI ITEMS. QA personnel must identify contracts for ALRE CSI during their CTR IAW DCMA-INST 325, “Contract Technical Review - QA” (Reference (g)).

3.1.1. Within the body of Defense Logistics Agency (DLA) and NAVSUP contracts, CSI will be annotated and/or identified by the following statement: “This part is identified as an Aircraft Launch and Recovery Equipment (ALRE) Critical Safety Item (CSI) requiring mandatory inspection of critical and major characteristics.”

3.1.2. Determination of a National Stock Number (NSN) as either a Critical Application Item (CAI) or a CSI. The Joint Services Critical Item Data Viewer database is a Web-based resource accessible for verification of the classification of the NSN and Special Procedures Codes associated with CAI and CSI items.

3.1.3. GCQA for CSIs Obtained from Distributors. QA personnel should request the procuring activity either provide specific acceptance criteria or require acceptance at destination (vice source) when the contract for a CSI is awarded to a distributor and the applicable drawings, specifications, and test or inspection equipment or facilities are not available to the DCMA specialist to verify product conformance.

3.2. QUALITY ASSURANCE LETTER OF INSTRUCTION (QALI). ALRE CSI procuring agency/customers have committed to issue a QALI for every ALRE CSI contract. QA personnel must acknowledge receipt of all QALI and advise the ALRE CSI PI of any concerns with compliance to the QALI requirements. The ALRE CSI PI will address the QALI issues with the customer to facilitate resolution in support of QA personnel.

3.2.1. QA personnel must issue a Letter of Delegation as described in DCMA INST-316, “Delegate Surveillance - Quality Assurance” (Reference (h)), for subcontract QA surveillance where identified critical characteristics/processes or IMPs are produced/accomplished at a subcontractor facility and cannot be adequately verified at the prime supplier location.

3.3. CONDUCT QA POSTAWARD ORIENTATION CONFERENCE (PAOC). All ALRE CSI contracts require a QA PAOC and must, as a minimum, include a DCMA quality assurance representative (QAR), ALRE CSI PI, NAWC Lakehurst representative(s), customer(s), and the supplier(s). QA personnel must conduct the PAOC IAW DCMA-INST 327, “Postaward Orientation Conference - QA” (Reference (i)).

3.4. PERFORM RISK ASSESSMENT. QA personnel must perform a risk assessment IAW DCMA-INST 326, “Risk Assessment - QA” (Reference (j)).

3.4.1. ALRE CSI QALI identifies the specific critical, major, and minor characteristics for the associated contract and/or technical data packages. QA personnel must utilize the critical

and/or major characteristics to perform risk impact assessment and to develop risk statement(s) as described within DCMA-INST 326 (Reference (j)) and DCMA-INST 303, “Critical Safety Items - QA” (Reference (k)).

3.5. DEVELOP/UPDATE GCQA SURVEILLANCE PLAN. QA personnel must develop/update their GCQA surveillance plan as described in DCMA-INST 303 (Reference (k)) and DCMA-INST 309, “*Government Contract Quality Assurance (GCQA) Surveillance Planning*” (Reference (l)).

3.5.1. In addition to the critical characteristic and IMP surveillance described in DCMA-INST 303 (Reference (k)), product examination (PE) of major and minor characteristics must be included.

3.5.2. PE must be accomplished IAW the mandatory inspection requirement(s) and/or statistically valid zero-based sampling plan for critical, major, and minor characteristics required by the QALI. QA personnel must coordinate with the ALRE CSI PI to request relief from the customer of the QALI requirement(s).

3.5.3. Unless otherwise specified in the QALI or other similar tasking vehicle provided by the customer, PE must be accomplished as described in DCMA-INST 324, “Product Examination-~~QA~~” (Reference (m)).

3.5.4. Critical characteristics identified on ALRE CSI drawings and associated technical data must be inspected using an acceptable quality level (AQL) of 0.40. Within the selected sample, PE must be performed on 100 percent of the critical characteristics.

3.5.5. For DCMA-identified CSI significant characteristics, use an AQL of 1.0.

3.5.6. Major characteristics identified on ALRE CSI drawings and associated technical data must be inspected using an AQL of 1.0. When tightening is required, the AQL applied to major characteristics must be .25.

3.5.7. Minor characteristics on ALRE CSI drawings and associated technical data must be inspected using an AQL of 4.0 or as specified by the QAR. When tightening is required, the AQL applied to minor characteristics must be .65 or one level tighter than that used for normal sampling.

3.5.8. For ALRE, there is no reduced sampling plans; only normal and tightened plans are used. The following switching rules must apply:

- Normal to Tightened: 2 within 5 consecutive lots are rejected
- Tightened to Normal: 10 consecutive lots found conforming
- Also, see the sampling example located on the [Resource Web page](#)

3.6. IMPORTANT MANUFACTURING PROCESS (IMP) SURVEILLANCE. The identified IMPs for the associated CSI complex item(s) must be used as a planning tool as described in DCMA-INST 311, “Process Review - QA” (Reference (n)).

3.7. ALRE CSI SURVEILLANCE PLAN DISTRIBUTION. When requested, QA personnel must provide the ALRE CSI PM/PI copies of ALRE CSI surveillance plans. The ALRE CSI PM/PI must review requested surveillance plans for the appropriateness of the surveillance scope and frequency applicable to the identified risk. Feedback will be provided to CMO QA personnel for all surveillance plans requested.

3.8. EXECUTE PLANNED SURVEILLANCE. QA personnel must execute planned surveillance. Surveillance will be documented IAW DCMA-INST 324 (Reference (m)), DCMA-INST 311 (Reference (n)), and DCMA-INST 322, “Quality System Audit” (Reference (o)).

3.9. CUSTOMER COMPLAINTS. Customer complaints, including NAWC Lakehurst inspection reports (IR) for products previously inspected or accepted by the Government, must be processed IAW DCMA-INST 305, “Deficiency Reports” (Reference (p)), and DCMA-INST 1201, “Corrective Action Process” (Reference (q)).

3.9.1. Product Quality Deficiency Report (PQDR) Review Board. The ALRE CSI PI will coordinate with NAVAIR Lakehurst RIA to establish a PQDR Review Board, as required, to review and validate all rejected IRs. The ALRE CSI PI will chair the PQDR Review Board with participation of the customer and input from responsible QA personnel. QA personnel will independently investigate all customer complaints. NAVAIR Lakehurst will initiate a PQDR as a result of the Receipt Inspection Report.

3.9.2. Important Manufacturing Process (IMP) Surveillance. The ALRE CSI PI will notify local CMOs when other risk factors warrant the performance of a Quality Management System audit. Using inputs from CMO risk assessments and the customer, the ALRE CSI PM will assist QA personnel with process reviews at habitual high-risk vendors providing nonconforming product identified at NAVAIR Lakehurst RIA. The IMPs are described in DCMA-INST 303 (Reference (k)).

3.10. ANALYZE DATA. QA personnel must plan, collect, and analyze data as described in DCMA-INST 323, “Data Collection and Analysis” (Reference (r)).

3.10.1. The ALRE CSI PI must manage the ALRE CSI First Pass Yield metric as an NSEO performance indicator in Metrics Studio.

3.10.1.1. The ALRE CSI PI will obtain NAWC Lakehurst IR data from the NAWC Lakehurst receiving activity.

3.10.1.2. The data will be charted, analyzed, and posted in Metrics Studio on a monthly basis.

3.10.1.3. The ALRE CSI PI must monitor data and assure goals are being met.

3.10.2. Failure information and unfavorable trends must be forwarded to the CMOs and assigned QA personnel for action as required.

3.11. ADJUST SURVEILLANCE. QA personnel must adjust the appropriate risk assessment and corresponding surveillance plan as a result of data analysis.

3.12. MAINTAIN COMMUNICATION. Effective communication is essential among QA personnel responsible for ALRE CSI contracts and the ALRE CSI PI, ALRE CSI PM, DLA, NAVSUP, and the NAWC Lakehurst customer.

3.12.1. The ALRE CSI PI will maintain communication with customers. The ALRE CSI PI will attend ALRE CSI forums, as necessary, and interact with customers to include visits, written correspondence, reports, and participation in teleconferences; performing data analysis and providing reports of analysis results; and preparing and distributing ALRE CSI summary reports concerning issues and resultant actions taken. The ALRE CSI PI will advise CMO commanders, supervisors, affected QA personnel, and CMO ALRE points of contact of customer concerns.

3.12.2. The ALRE CSI PI provides assistance to CMOs in implementing special customer instructions and establishes and maintains a consolidated DCMA-level ALRE CSI supplier and QA personnel list to ensure visibility of all ALRE suppliers with active ALRE workload.

CHAPTER 4

TRAINING

4.1. COMPETENCIES/CERTIFICATIONS. Competency and certification requirements for all QA personnel are addressed in DCMA-INST 318, “QA Development” (Reference (s)), and the Training Competency Assessment Tool link located on the [Resource Web page](#).

4.1.1. Competencies. QA personnel must be certified to the QA Systems Skills Set. Core requirements must be completed by all QA personnel assigned oversight of ALRE CSI workload.

4.1.2. QUAL 120 (A) ALRE CSI Program Awareness computer-based training. Course required for all QA personnel assigned oversight of ALRE CSI workload IAW the QA Mechanical Skills Set under the Core Plus courses located on the [Resource Web page](#).

4.1.3. QUAL 120 (B) onsite training at NAVAIR Lakehurst RIA. Attendance by QA personnel will be determined by the ALRE CSI PI IAW the QA Mechanical Skills Set under the Core Plus courses located on the [Resource Web page](#).

GLOSSARY

DEFINITIONS

Critical Safety Item. 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 GCQA purposes, CSIs include aviation CSIs; personal protective devices such as Small Arms Protective Insert (SAPI) vests, gas masks, chemical/biological suits and parachutes; conventional ammunition including small/large caliber munitions, artillery rounds, bombs, and missiles; critical items associated with unmanned space launch vehicles (manned and unmanned), satellites, mission critical items for Missile Defense; and Naval Sea System ships CSIs.

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.

Technical Data Package. 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, quality assurance requirements, software, and packaging details.

GLOSSARY**ACRONYMS**

ALRE	air launch and recovery equipment
AQL	acceptable quality level
CAI	critical application item
CMO	contract management office
CSI	critical safety item
CTR	contract technical review
DCMA-INST	DCMA Instruction
DLA	Defense Logistics Agency
DoDD	Department of Defense Directive
FLS	first-level supervisor
GCQA	Government Contract Quality Assurance
IAW	in accordance with
IMP	important manufacturing process
IR	inspection report
MOA	Memorandum of Agreement
NAVAIR	Naval Air Systems Command
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NAWC	Naval Air Warfare Center
NSEO	Naval Special Emphasis Operations
NSN	National Stock Number
PAOC	postaward orientation conference
PE	product examination
PI	program integrator
PLAS	Performance Labor Accounting System
PM	program manager
PQDR	Product Quality Deficiency Report
QA	quality assurance
QUALI	Quality Assurance Letter of Instruction
QAR	quality assurance representative
RIA	receipt inspection activity