



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Postaward Orientation Conference - QA

Quality Assurance Directorate
OPR: DCMA-QA

DCMA-INST 327
April 26, 2013

Validated Current with Administrative Changes, April 6, 2015

1. PURPOSE. This Instruction:

a. Reissues and updates DCMA Instruction (DCMA-INST) 327, Post Award Orientation Conference - Quality Assurance (Reference (a)).

b. Establishes updated policy, assigns roles and responsibilities, and provides procedures for accomplishing the quality assurance (QA) portion of the postaward orientation conference (PAOC).

c. Is established in accordance with (IAW) DoD Directive 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 a QA PAOC.

3. MANAGERS' INTERNAL CONTROL PROGRAM. This Instruction is subject to evaluation and testing IAW DCMA-INST 710, Managers' Internal Control Program (Reference (d)). The process flowchart, *key controls, and competencies/certifications section is are* located ~~at Appendix A~~ *on the policy resource Web page for this Instruction.*

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

5. PLAS CODE. Process 085A - SQA - Surveillance - Customer Requirements.

6. POLICY RESOURCE WEB PAGE. <https://home.dcmamil/policy/327r>

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

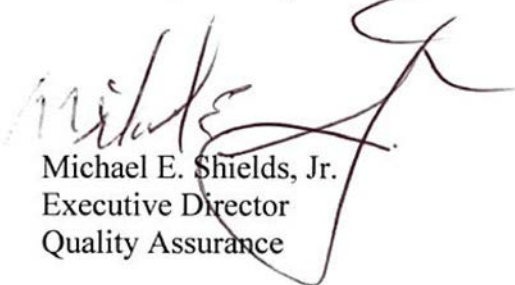

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REFERENCES

- (a) DCMA-INST 327, "Post Award Orientation Conference - Quality Assurance," February 2012 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 501, "Policy Publications Program," ~~October 1, 2013~~ **May 12, 2014**
- (d) DCMA-INST 710, "Managers' Internal Control Program," ~~September 12, 2011~~ **April 21, 2014**
- (e) Federal Acquisition Regulation (FAR), 42.5, Postaward Orientation
- (f) Defense Federal Acquisition Regulation Supplement (DFARS), 242.5, Postaward Orientation
- (g) DCMA-INST 325, "Contract Technical Review" January 23, 2014
- (h) DCMA-INST 1202, "Contingency Contract Administration Services," April 2, 2013
- (i) DCMA-INST 209, "Preaward Surveys," ~~March 22, 2013~~ **February 2012**
- (j) DCMA-INST 317, "Air Launch and Recovery Equipment Critical Safety Items (ALRE CSI) Surveillance," July 1, 2013
- (k) DCMA-INST 302, "First Article and Production Lot Testing," December 17, 2013
- (l) DCMA-INST 318, **(IPC-1)**, "QA Development," ~~February 11, 2014~~ **August 18, 2014**

CHAPTER 1

POLICY

1.1. POLICY. It is DCMA policy that:

1.1.1. Postaward orientation conferences be conducted with the contractor, as necessary, IAW FAR, 42.5, Postaward Orientation (Reference (e)), and DFARS, 242.5, Postaward Orientation (Reference (f)), to achieve a clear and mutual understanding of all contract requirements and identify and resolve potential problems.

1.1.2. This Instruction establishes procedures for accomplishing the QA portion of the PAOC as well as arranging and conducting a QA PAOC when it is determined there is no need for Government participation other than QA or if there is a need to supplement the QA portion of a completed or proposed PAOC.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. ADMINISTRATIVE CONTRACTING OFFICER (ACO)/PROCURING CONTRACTING OFFICER (PCO). The ACO or PCO may determine a full PAOC is required.

2.2. QA PERSONNEL. QA personnel must:

2.2.1. Thoroughly review the contract for applicability of current contract quality and technical requirements prior to participating in a full PAOC or conducting a separate QA PAOC.

2.2.2. When a QA PAOC is required:

2.2.2.1. Prepare the agenda as determined from the contract technical review (CTR) IAW DCMA-INST 325, Contract Technical Review (Reference (g)), and agenda topics in [paragraph 3.2.3](#).

2.2.2.2. Conduct a meeting with all involved Government personnel prior to meeting with the contractor to ensure that all participants are in agreement with the agenda items and interpretation of the contract quality requirements.

2.2.2.3. Schedule and conduct the QA PAOC to include, when appropriate, other contract management office technical specialists, as well as technical representatives from the buying activity.

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

2.3. THEATER TECHNICAL DIRECTOR (TTD). IAW DCMA-INST 1202, Contingency Contract Administration Services (Reference (h)), when Contingency Contract Administration Services (CCAS) PAOCs are required, the TTD or his or her designee must perform all QA personnel responsibilities specified in this Instruction.

CHAPTER 3

PROCEDURES

3.1. PARTICIPATE IN FULL PAOC. If the ACO or PCO determines a full PAOC is required, cognizant DCMA QA personnel assigned responsibility for the contractor must participate. For classified programs, DCMA QA personnel, who have the appropriate security accesses, will participate in the PAOC with the contractor. The QA portion of the conference must be used to discuss/clarify the following:

- The quality and technical requirements specified in the contract
- The responsibilities of the Government QA personnel for ensuring that the contract quality requirements are met
- The contractor's plans and procedures for satisfying the contract quality requirements

3.2. PLAN FOR QA PAOC.

3.2.1. Prior to the PAOC, QA personnel must thoroughly review the contract, including the technical data package (TDP), as well as any other available records, including preaward surveys (PAS) IAW DCMA-INST 209, Preaward Surveys (Reference (i)), and past performance information for applicability to the current contract quality requirements.

3.2.2. IAW DCMA-INST 317, "Air Launch and Recovery Equipment Critical Safety Items (ALRE CSI) Surveillance" (Reference (j)), all ALRE CSIs require a QA PAOC and must, at a minimum, include DCMA QA personnel, Naval Air Warfare Center Lakehurst representative(s), and the contractor.

3.2.3. Agenda topics. The following agenda topics with consideration of CTR assessment results must be discussed/clarified as they pertain to the contract:

- Contractor's written quality management system
- All documented commitments made by the contractor at the time of the PAS, if one was performed
- Contract TDP requirements, including drawings, specifications, and standards
- Inspection or test requirements, including test equipment, test reports, calibration, reference standards, and maintenance of inspection and test records
- First article testing or production lot testing IAW DCMA-INST 302, First Article and Production Lot Testing (Reference (k))
- Product verification testing requirements
- Preservation, packaging, packing, and marking
- Radio frequency identification and shipping requirements
- Part marking - item unique identifier requirements
- Control of subcontractors for purchased supplies
- Contractor's obligation to provide facilities and inspection equipment for Government QA personnel to perform surveillance activities

- Any specific requirements for personnel certification such as nondestructive testing
- Special process controls for “Important Manufacturing Processes” (copy located on the [Resource Web page](#))
- Any vague quality or technical requirements
- Entering the contractor’s facility with a camera as a Government contract QA surveillance tool
- Counterfeit parts mitigation strategies, as applicable
- Types and location(s) of services to be performed (CCAS only)
- Performance feedback mechanisms; i.e., award fee data collection and analysis on incentive and award-fee contracts (CCAS only)

3.2.4. A QA PAOC may not be required when repetitive orders are issued with the same contractor or if the contractor is performing satisfactorily on identical items.

3.3. CONDUCT QA PAOC. The QA PAOC may be conducted via teleconference, if appropriate. DCMA QA personnel must chair the QA PAOC and ensure discussions are comprehensive enough to assure nothing in the quality area is left open to assumption or misinterpretation. DCMA QA personnel must clearly confirm to the contractor that DCMA QA personnel have no authority to bind the Government and must not take any action that alters the terms and conditions of the contract.

3.4. DOCUMENTATION AND DISTRIBUTION OF QA PAOC INFORMATION.

3.4.1. The following QA PAOC information must be documented via meeting minutes on either a “QA Postaward Orientation Conference (PAOC) Record” (copy located on the [Resource Web page](#)); a DD Form 1484, “Post-Award Conference Record” (copy located on the [Resource Web page](#)); or a combination thereof:

- List of attendees
- PAOC discussion topics
- Agreements
- Decisions
- Action items
- Any other pertinent information

3.4.2. The documented meeting minutes must be formally acknowledged by the contractor's point of contact indicating concurrence with the content.

3.4.3. Distribution of the information listed in paragraph 3.4.1. must be made to the following:

- All attendees
- ACO and PCO
- The contractor

- The official contract file (e.g., Electronic Document Workflow for unclassified contracts)
- The buying activity, regardless of their participation

3.5. ACTION ITEM FOLLOW-UP/COMPLETION. Documented action items from the QA PAOC must clearly specify the individual(s) responsible for each action and an estimated completion date. DCMA QA personnel must monitor all action items related to quality, verify completion of action items, and notify parties on original distribution when all action items are completed.

CHAPTER 4

PAOC COMPETENCIES AND CERTIFICATIONS

~~**4.1. QA DEVELOPMENT.** Competency and certification requirements for all QA personnel are addressed in DCMA-INST 318, QA Development (Reference (1)), and the Training Competency Assessment Tool link located on the Resource Web page.~~

GLOSSARY

DEFINITIONS

Theater Technical Director (TTD). The TTD is responsible for the proper execution of DCMA HQ QA instructions throughout an assigned area of responsibility. The TTD provides functional direction to field personnel to ensure proper and consistent application of QA oversight.

GLOSSARY

ACRONYMS

ACO	Administrative Contracting Officer
ALRE	aircraft launch and recovery equipment
CCAS	contingency contract administration services
CSI	critical safety item
CTR	contract technical review
DCMA-INST	DCMA Instruction
DFARS	Defense Federal Acquisition Regulation Supplement
FAR	Federal Acquisition Regulation
IAW	in accordance with
PAOC	postaward orientation conference
PAS	preaward survey
PCO	Procuring Contracting Officer
PLAS	Performance Labor Accounting System
QA	quality assurance
TDP	technical data package
TTD	Theater Technical Director