

Product Assurance
INSTALLATION QUALITY ASSURANCE INSTRUCTIONS

SUPPLEMENTATION. Further supplementation of this regulation is prohibited except upon approval of AFZF-DOC-QAD.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is Directorate of Contracting and Commercial Activities. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-DOC-QAD.

OVERVIEW SECTION 1 1

Purpose This regulation

- establishes policies and procedures for all installation organizations and activities, when requesting
 - assistance on quality assurance (QA) matters or
 - continuing assistance to the
 - procuring and administrative contracting officer (PCO, ACO)
 - contracting officer's representatives (COR)
 - quality assurance evaluators (QAE)
 - staff agencies, and
 - tenants of III Corps and in the Fort Hood area of responsibility.
- prescribes requirements to ensure compliance with pertinent Federal, DOD, DA, and FORSCOM regulations on QA matters
- prescribes specific responsibilities applicable to activities concerning the commercial activity program delineated in FH Reg 5-4 (Department of the Army Productivity Improvement Program (DAMRIP)).

1a

Applicability This regulation applies to all activities at Fort Hood and in the Fort Hood area of responsibility. 1b

Scope The delineated policies and procedures govern local installation activities concerning QA matters. 1c

General All organizations and activities, shall

- plan QA programs as integral parts of all phases of the acquisition and support process
- use as a guide
 - Office of Federal Procurement Policy Pamphlet No. 4 (OFPP), for all service contracts when appropriate,
 - FORSCOM Handbook for Surveillance of Service Contracts and FH DOC Contracting Division COR Handbook, 15 August 1984.

1d

DEFINITIONS SECTION 2 2

QA QA includes Government performed inspections to determine whether a contractor has fulfilled contract obligations pertaining to quality and quantity (Federal Acquisition Regulation (FAR) 46.101). 2a

*This regulation supersedes FH Regulation 715-1, 4 January 1985, section 2 and section 4, block 10.

QA Staffing	<p>QA staff</p> <ul style="list-style-type: none"> ● consists of persons whose major duties are concerned with a variety of technical and administrative procedures and functions in a systematic effort to assure <ul style="list-style-type: none"> ● contractual quality requirements are achieved ● products perform, or ● services are received. ● reports to the contracting officer ● includes COR's, QAE's, and inspectors of contract services and products. 	2b
<hr/> RESPONSIBILITIES SECTION 3 3 <hr/>		
Contracting Officer	<p>The contracting officer is any person, who by virtue of his position and warrant, has authority to</p> <ul style="list-style-type: none"> ● enter into and administer contracts (FAR Subpart 2.1) and ● make determinations and findings with respect thereto. 	3a
COR	<p>The contracting officer designates in writing the COR with specific authority and limitations, to assist in the administration of a specific contract (Army Federal Acquisition Regulation Supplement (AFARS) Subpart 42.90).</p>	3b
QAE	<p>QAE inspector</p> <ul style="list-style-type: none"> ● is designated by the functional manager ● checks contractor performance ● findings will be reported to the COR. 	3c
Requiring Activity	<p>The requiring activity is any activity authorized to submit requirements for</p> <ul style="list-style-type: none"> ● supplies ● services, or ● construction projects. 	3d
Property Administrator (PA)	<p>The PA</p> <ul style="list-style-type: none"> ● is provided by the functional manager ● is designated in writing, with specific authority, by the contracting officer ● administers the contract requirements and PA obligations relating to Government property (FAR Part 45). 	3e
Functional Manager	<p>The functional manager is responsible to the installation commander for the execution and management of a functional activity, group of activities, or functional directorate (e.g., DOL, DEH, DPCA).</p>	3f
QAD	<p>The QAD</p> <ul style="list-style-type: none"> ● recommends policy in the area of QA methodology, staffing, and training in coordination with the contracting officer and Chief, CA Division ● reviews the QA section of the performance work statement (PWS), to include the 	

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QAD
(Continued)

- contracting quality control requirements
 - performance requirements summary and
 - government surveillance plans.
- recommends approval or revision as appropriate, to ensure that QA systems are
 - realistic
 - enforceable
 - comprehensive
 - workable, and
 - meets regulation conformance.
 - participates with other subject matter experts and personnel specialists in the development and application of qualification rating instruments designed to refer the best qualified applicants for COR and QAE positions
 - evaluates COR, QAE, and PA effectiveness in QA and government furnished equipment (GFE) matters and coordinates findings with contracting officer prior to providing a copy to the Chief, DCCA, and the pertinent activity chief
 - receives and evaluates monthly COR/QAE contract activities' report and recommends approval and deficiency action to the ACO
 - when a determination has been made to contract for services, provides interim QA assistance to functional managers until training and placement of COR staff is completed
 - evaluates and provides recommendations for functional managers' surveillance plans for commercial activities functions that remain inhouse
 - serves as a permanent member of the installation contract awards board.

3g

GENERAL

SECTION 4

4

Performance
Difficult-
ies or
Deficien-
cies

Upon notification by the contracting officer that performance difficulties or deficiencies can not be resolved with the contractor, QAD shall

- proceed to investigate and
- report written results to the contracting officer with information copy furnished to the Director, DOC of all major problems found in the area of performance, i.e.
 - noncompliance with specifications or other terms of the contract and
 - COR disagreements with the contractor.

4a

Training

The minimum QA training requirement for QA staff levels is listed at appendix A.

All QA staff level personnel may require further training to be effective in the QA program.

Functional managers will ensure that required training is scheduled and accomplished.

4b

Audits

QAD performs periodic quality audits of the activity's COR capability. Items include:

- COR appointment letter
- publications on-hand
- contractor quality control and management plan
- contract file, and
- property administration.

4c

Briefings

All newly appointed COR's will schedule an appointment with the QAD chief for a briefing on the duties and functions of a COR.

NOTE: All disputes will be referred to the contracting officer for resolution.

4d

FOR THE COMMANDER:



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1 Appendix
A. QA Personnel Requirements

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IAW FH FORM 1853,
Plus: IM-Pubs (100)
IM-AO (2)
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APPENDIX A
QA PERSONNEL REQUIREMENTS

General

The requirement for the contractor to develop and maintain a quality program or inspection system is required to assure all products conform to the contract.

To evaluate a contractor's quality control system and implementation, the QA staff must have

- a thorough understanding of contractor processes
- managerial capabilities consistent with contractor's personnel who design and manage the system
- understanding of modern QA techniques
- ability to determine if contractor personnel are used efficiently and effectively
- ability provide a wide level of technical expertise on quality assurance matters, and
- ability to manage inspection efforts and the contract QA elements.

Statistical sampling inspection techniques must be integrated throughout the inspection program except in areas of

- health
- safety, and
- security.

A-1

Selection
of QA
Personnel

Mastery of quality assurance concepts, operating principles, and methodology are to be considered in selecting QA personnel in areas such as

- supply and services
- transportation
- vehicle and aircraft maintenance
- buildings and grounds
- family and bachelor housing
- utilities
- construction
- range operation and maintenance
- education.

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Training

The following are the minimal training levels for QA staff members:

QAE/Inspector

- QM0025 (Procurement Contract Inspection and Acceptance, US Army Quartermaster School Correspondence Course).

COR

- ALMC-CL (*Contracting Officer's Representative Course), ALMC, Fort Lee, Resident or on-site video tape.

Quality Assurance Specialist GS-1910

- 8D-F18 (*Management of the Quality Function), ALMC, Fort Lee.
- 8D-4320 (Management of Defense Acquisition Contracts), ALMC, Fort Lee.

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Training
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- 8A-FZZ/551-F8 (Management of Commercial/Industrial Type Activities Program), ALMC, Fort Lee.
 - 8D-FI (*Defense Specification Management Course), ALMC, Fort Lee
 - 1B-F1 (Installation Management Course), ALMC, Fort Lee.

NOTE: Asterisk courses are for entry level, all others for full journeyman level GS-11 or above.

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