

DPSC-HQP
15 Jan 88

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DPSC SUBSISTENCE INSPECTION MANUAL 4155.6

I. REFERENCES. The documents listed form the basis for the subsistence inspection program.

A. Acts.

1. Humane Slaughter Act (1958: 7USC 1901-1906) Public Law 86-547.

2. Federal Meat Inspection Act (9CFR 301-329)

3. Poultry Products Inspection Act (9CFR 381)

4. Federal Food, Drug and Cosmetic Act (21 U.S.C. 301-392)

B. Agreements.

1. Tea Testing Agreement with Food & Drug Administration (FDA), Department of Health and Human Services.

2. Defense Logistics Agency (DLA)/U.S. Department of Commerce (USDC) Agreement for Inspection Services by USDC.

3. Defense Logistics Agency (DLA)/U.S. Department of Agriculture (USDA) Agreement regarding export certification.

4. Memorandum of Understanding between U.S. Department of Defense, Defense Logistics Agency and the U.S. Department of Agriculture, Agricultural Marketing Service and Federal Grain Inspection Service relative to the inspection, certification, and acceptance of subsistence products.

5. Memorandum of Agreement for Subsistence Items Between Defense Personnel Support Center and U.S. Army Natick Research and Development Center.

C. Handbooks.

1. MIL-HDBK 52, Military Standardization Handbook, Evaluation of Contractor's Calibration System.

2. Quality and Reliability Assurance Handbook H-50, Evaluation of a Contractor's Quality Program.

3. Quality and Reliability Assurance Handbook H-51, Evaluation of a Contractor's Inspection System.

4. Quality and Reliability Assurance Handbook H-53, Guide for Sampling Inspection.

D. Manuals.

1. DLAM 4140.2, Supply Operations Manual, Distribution System Procedures Vol. 1.

2. DLAM 4155.2, Quality Assurance Program Manual for Defense Supply Centers and Industrial Plant Equipment Center.

3. DLAM 4155.5, Appendix S, Quality Control Depot Serviceability Standards, Subsistence.

This Subsection supersedes Subsection 101.1, 25 Sep 85.

* Denotes Changes.

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4. DPSCM 4155.7, Perishable Subsistence In-Storage Quality Control and Inspection Manual.

5. The Federal In-Plant Food Quality Assurance Manual, USDA.

E. Regulations.

1. DLAR 4140.21, DLA Value Engineering Program.

2. DLAR 4155.3/AR 30-12/NAVSUPINST 4355.28/AFR 74-51/MCO 10110.21, Inspection of Subsistence Supplies and Services.

3. Federal Acquisition Regulation (FAR).

4. DLAR 4155.26/AR 40-660/NAVSUPINST 10110.8/AFR 161-42/MCO 10110.38B, DoD Hazardous Food and Nonprescription Drug Recall System.

5. AR 40-70/NAVSUPINST 4355.6/AFR 161-46/MCO 10110.44, Veterinary/Medical Wholesomeness Assurance Program for Fresh and Cultured Dairy Products and Frozen Desserts.

6. AR 40-657/NAVSUPINST 4355.4/AFR 161-32/MCO P10110.31, Medical Services, Veterinary/Medical Food Inspection.

7. AR 40-920/AFR 163-9, Veterinary Laboratory Service.

F. Military Specifications.

1. MIL-Q-9858, Quality Program Requirements.

2. MIL-I-45208, Inspection System Requirements.

G. Military Standards.

1. MIL-STD-105, Sampling Procedures and Tables for Inspection by Attributes.

2. MIL-STD-109, Quality Assurance Terms and Definitions.

3. MIL-STD-129, Marking for Shipment and Storage.

4. MIL-STD-668, Sanitary Standards for Food Plants.

5. MIL-STD-904, Guidelines for Detection, Evaluation, and Prevention of Pest Infestation of Subsistence.

6. MIL-STD-45662, Calibration System Requirements.

II. PURPOSE AND SCOPE. This Manual is published to provide technical instructions to certain activities which furnish subsistence quality assurance and inspection support to the Defense Personnel Support Center (DPSC); to promote uniform and satisfactory accomplishment of DPSC subsistence inspection; to describe the interface between Quality Assurance Representatives (QAR), personnel performing the contract quality assurance function, contracting officers, and ordering officers, and to control all phases of quality assurance and inspection incident to DPSC subsistence items.

III. POLICY.

A. The terms of the contract take legal precedence.

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B. This Subsection may be used for reference purposes by DPSC, and other DPSC Subsistence Acquisition Elements (Defense Subsistence Regions (DSR), Defense Subsistence Officers (DSO), Defense Contract Administration Services (DCAS), and Administrative Contracting Officers (ACO)), and by others who may be interested. This Manual is not a contractual document. It is a compilation of instructions concerning inspection and reporting procedures.

C. Verification procedures not pertaining to the U.S. Department of Agriculture (USDA)/U.S. Department of Commerce (USDC) need not be distributed to these agencies.

D. When the QAR is directed elsewhere in this Manual to report inspection findings to the Subsistence contracting officer or the contracting officer, reporting shall be through the appropriate personnel performing the contract quality assurance function. These personnel shall be the point of contact between such contracting officers and QARs. When the QAR is directed to report to the DCAS ACO, reporting shall be directly to the ACO. When the QAR is directed to report to the ordering officer, reporting shall be directly to the Commissary/Troop Issue Ordering Officer as applicable.

IV. DEFINITIONS. For the purpose of this Manual, the following definitions shall apply:

A. Contract Quality Assurance. An acquisition support function assigned to Quality Assurance Specialists (Subsistence). This function is performed at the following locations:

1. Animal Products Branch (DPSC-HQPA) or Non Animal Products Branch (DPSC-HQPN), Quality Assurance Division, Directorate of Subsistence, Defense Personnel Support Center, Philadelphia.

2. Office of Quality Assurance, Defense Subsistence Region Pacific, Alameda, California (HDSRP-Q).

3. Office of Quality Assurance, Defense Subsistence Region Europe, Zweibruecken, Germany (HDSRE-Q).

B. Quality Assurance Specialists (QAS). Personnel performing administrative and technical work concerned with monitoring, controlling, and maintaining the quality and reliability of goods and/or services.

C. Quality Assurance Representatives (QAR). All Government (Military, USDA, USDC, DCAS) personnel acting in their official capacity as the agency or service which they represent. This term "QAR" excludes all contractor-paid Government grading/inspection personnel.

D. Subsistence Contracting Officer (also see subparagraph V.A.). This term applies to an individual warranted by the Directorate of Subsistence, located in DPSC as well as in other DPSC Subsistence Contracting Elements (SCE) for the acquisition of subsistence items. Also referred to as contracting officer.

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1. Contracting Officers are Subsistence contracting officers, such as those located at DPSC and other DPSC SCEs, who are primarily responsible for the negotiations for the acquisition of subsistence.

2. Administrative Contracting Officers (ACO) are contracting officers located at various Defense Contract Administration Services Regions (DCASR), who are involved with administering the contract after the award has been made.

E. Ordering Officer. This term applies to the Commissary or Troop Issue Ordering Officer authorized to place orders for subsistence items against a DPSC requirements type/indefinite delivery type contract.

F. Verification Inspection. Inspection performed by Government inspection personnel to verify the reliability of the contractor's inspection system. The term is not applicable to examinations and grading performed by USDA/USDC personnel hired by the contractor to perform those functions required by the contract. However, under "Optional Contractor Testing" Clause and "Certificate of Conformance" Clause in DPSC contracts, the USDA/USDC inspectors perform the verification function of sending samples of the contractor's end product and/or components to a Government laboratory.

V. BACKGROUND.

A. Contract Administration Services Functions performed by the Defense Contract Administration Services (DCAS) for certain semiperishable and non-food contracts include the major functional areas of production, transportation, contract administration, and contractor payment. This includes semiperishable contracts inspected by the USDA and Military Veterinary/Medical Services in addition to those inspected by DCAS QARs. This assignment of contract administration responsibilities results in separation of duties with some duties performed by a Subsistence contracting officer and some by DCASR. The contracting officer is responsible for contract administration duties in perishable subsistence areas and certain semiperishable areas (e.g., local purchase items). For DCASR administered contracts, the general method of operation is for the Subsistence contracting officer to award the contract and make the inspection assignment. Subsequently, the contract package is transferred to the DCASR in whose geographic area the contractor's plant is located. DCASR shall administer the contract through the ACO, except for non-delegated functions retained by the contracting officer.

B. Manual Organization and Numbering System.

1. The Subsistence Inspection Manual is divided into two parts. Each has a number of sections pertaining to general topics. Within each section may be Subsections dealing with material related to the general topic. The sections numbered in the "100" series pertain primarily to administrative policies. Sections numbered in the "200" series pertain to technical quality assurance and inspection policies and procedures.

2. The Subsistence Inspection Manual numbering system is a modification of the Dewey Decimal System. All pages are identified as to Section, Subsection, and page number.

EXAMPLE:

207 TESTING (This is the Section number and General Topical Heading).

207.3 Contractor Testing (This is the Subsection number and specific Subtopical heading).

VI. RESPONSIBILITIES. The basic responsibilities associated with the various types of inspection services to be performed in compliance with the quality assurance and inspection program are:

A. Supervisory Inspection Personnel are responsible for assuring that the QARs are properly trained and qualified to perform inspection on contracts assigned to them.

B. The QAR is responsible for assuring that:

1. He/she is familiar with all phases of the quality assurance and inspection program.

2. Subsistence offered for acceptance conforms with the terms of the contract.

3. All pertinent contractual documents are immediately available for each assignment. In the event documents are not available, the QAR shall confirm requirements with the applicable personnel performing the contract quality assurance function.

C. The Product Quality Branch (DPSC-HQP) shall maintain this publication in a current status and review it annually.

D. DPSC Contracting Personnel are responsible for supplying QARs with contracts and other necessary documents for inspections.

VII. PROCEDURES.

A. Normally, inspection shall not be performed unless a copy of the contract (or other acquisition instrument) and related documents are at hand. Every effort shall be made to accomplish prior notice of formal inspection assignment to field inspection activities before the contractor begins production on a contract.

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Occasionally, circumstances may require initiation of inspection prior to receipt of an inspection assignment or formal request from the SCE awarding the contract. In such instances, the QAR may initiate inspection based on a contractor furnished Notice of Award, Invitation for Bid/Request for Proposal (IFB/RFP), Subsistence Master Solicitation, or similar document containing adequate information as to contract requirements. Reports shall be annotated to reflect source of data. If the contractor is unable to furnish this, or if there is a serious question as to its accuracy, the QAR is authorized to telephone (collect if necessary) the appropriate personnel performing the contract quality assurance function in support of the subsistence contracting element which awarded the contract to request the necessary information to perform the inspection. Good judgment should be exercised to preclude expenditure of time and monies for nonessential communications. End item and subsidiary specifications are generally made available to inspection personnel on a one time basis. Upon completion of an assignment, the Subsistence Master Solicitation, Specifications, Amendments and Deviations shall be retained for future use.

B. The findings of inspection personnel shall be properly reported through normal channels to the appropriate contracting officer, ordering officer and/or receiving officer, including use of appropriate forms referenced in this Manual.

C. Inspection personnel are urged to submit suggestions, comments, and recommendations (through appropriate channels) to DPSC, ATTN: Quality Assurance Division (DPSC-HQ) for improvement of quality assurance provisions, sampling plans, specifications and other related inspection documents, with a copy of the letter to the Commander, U.S. Army Natick Research, Development and Engineering Center, ATTN: Engineering Programs Management Directorate, Standardization Branch (STRNC-EMS), Natick, Massachusetts 01760-5018. Generally, suggestions, comments and recommendations shall first be reviewed, approved, or resolved at the inspection office or supervisory inspection level within the scope of the contractual terms.

D. Comments are also invited on matters pertaining to procedures and instructions contained in this Manual or other material which affect the Quality Assurance mission. Such suggestions, comments and recommendations shall be acknowledged and given due and careful consideration. When deficiencies exist in either technical data packages or specifications referenced in Subsistence contracts with short lead time, the QAR shall notify DPSC-HQPA, DPSC-HQPN, HDSRP-Q or HDSRE-Q, as applicable. Written report of technical data package deficiency shall be made by submittal of completed DD Form 1716, Procurement Data Package Recommendation/Deficiency Report. Written report of specification deficiency shall be submitted on DD Form 1716, accompanied by DD Form 1426, Standardization Document Improvement Proposal.

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E. Material published in this Manual which needs interpretation shall be referred to the next in line of responsibility for clarification. The order of responsibility shall be: The Supervisory QAR, DPSC-HQPA, DPSC-HQPN, HDSRP-Q or HDSRE-Q, as applicable. If a doubt still exists as to intent, the question shall be referred through channels to DPSC, ATTN: DPSC-HQ for resolution.

VIII. HQ DISTRIBUTION CODES. DPSCM 4155.6 is distributed to the organizations (coded as shown) having an interest in the subject matter:

- A. Quality Assurance Division, Directorate of Subsistence, and other DPSC elements.
- B. Defense Contract Administration Services Regions (DCASR) and Defense Contract Administration Services Management Areas (DCASMA).
- C. Defense Subsistence Offices (DSOs) and Defense Depots.
- D. Inspector General Regional Offices.
- E. Army Veterinary and Air Force Medical/Food Inspection Units.
- G. Defense Subsistence Regions.
- H. U. S. Department of Agriculture.
- I. U. S. Department of Commerce.

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NOTE: These are the standard distribution codes for all other DPSC Subsistence Manuals and all other Subsistence quality assurance material published by the Quality Assurance Division, Directorate of Subsistence (DPSC-HQ).

BY ORDER OF THE COMMANDER

1 Encl

LEONARD N. AQUILINO
Chief, Administrative Services Division
Office of Installation Services

DISTRIBUTION

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DPSC SUBSISTENCE QUALITY ASSURANCE
PUBLICATIONS AND HQ DISTRIBUTION

<u>PUBLICATION NO.</u>	<u>TITLE</u>	<u>HQ DISTRIBUTION</u>
4155.2H	Inspection of Composite Operational Rations	A thru G
4155.2 Appendix A	Inspection of Meal, Ready-to-Eat (MRE) Rations	A thru G
4155.2 Appendix B	Inspection of T-Rations	A thru G
4155.6M	DPSC Subsistence Inspection	A thru I
4155.7M	Perishable Subsistence In-Storage Quality Control and Inspection	A, C thru F
4155.9M	Estimating Count Per Shipping Container	A thru I
4155.12M	Computation Guide	A thru I
4155.15M	Causes and Prevention of Damage to Canned Foods	A, C and D
4155.18	Sampling Plans	A thru I
4155.20	Determining Temperature of Chilled and Frozen Products	A, C thru I
4155.21R	Export Certification for Fresh Fruit and Vegetables	A, C and D
4155.24R	ADP Listings of Nonconforming Subsistence Supplies	A, C and D
4155.25M	Coding of Nonconformance Reports	A, C and D
4155.27M	Sanitary Inspection of Establishments	A, C thru F. H thru I
4155.28M	Reinspection	A, C thru F
4155.29M	Inspection Assignment	A thru D
4155.34M	Bid and Production Sample Approval	A, D and H
4155.35M	Test Evaluation	A, C, D and H

4155.41M	Nonconforming Subsistence Supplies	A, C, D and E
4155.42M	Supply Point Quality Assurance Management	A, C thru E
4155.43M	Arrival Condition Report-Subsistence (DD Form 1691)	A, C and G

M-Manual
R-Regulation

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Subsection 101.1

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30 Nov 89

CHANGE NO. 1
DPSCM 4155.6
Subsection 101.1

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I. Subsection 101.1, 15 Jan 88 is changed as follows:

Page 7, paragraph VIII.: Delete and replace with the following:

VIII. HQ DISTRIBUTION CODES. DPSCM 4155.6 is distributed to the organizations (coded as shown) having an interest in the subject matter:

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- C. Defense Subsistence Offices (DSOs) and Defense Depots.
- D. Inspector General Regional Offices.
- E. Army Veterinary and Air Force Medical/Food Inspection Activities, and Medical Centers.
- F. Medical Detachments.
- G. Defense Subsistence Regions.
- H. U. S. Department of Agriculture.
- I. U. S. Department of Commerce.
- J. Air Force CONUS.
- K. Air Force Overseas.

II. Remove enclosure 1 and insert revised enclosure 1.

III. This change sheet will be filed in front of the Subsection for reference purposes after change has been made.

BY ORDER OF THE COMMANDER

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Chief, Administrative Services Division
Office of Installation Services

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