



**DEFENSE CONTRACT MANAGEMENT AGENCY**  
**WESTERN REGIONAL COMMAND**  
DCMA SANTA ANA  
34 CIVIC CENTER PLAZA, ROOM 5001  
SANTA ANA, CA 92701-4056

IN REPLY  
REFER TO:

DCMA-WSQA

Date: APRIL 9, 2015

TO:

Contractor's Representative: MARTHA OSEGUERA  
Contractor Representative's Title: QUALITY MANAGER  
Company Name: ASTRONICS TEST SYSTEMS INC.  
Cage Code: 21793  
Company Address: 4 GOODYEAR STREET IRVINE, CA 92618-2002

SUBJECT:

Authorization for Alternative Release Procedures (ARP)

The Defense Contract Management Agency (DCMA) recognizes contractors who have demonstrated the capability to maintain a satisfactory Quality Management System. DCMA Santa Ana has recommended that ASTRONICS TEST SYSTEMS INC. be authorized to participate in the Alternative Release Program. Alternative Release Procedures allow the contractor to release shipments before obtaining a Quality Assurance Specialist's (QAS') signature in Wide Area Workflow (WAWF), or Block 21A of the DD Form 250, Material Inspection and Receiving Report. However, Alternative Release Procedures will not be used as the sole basis for Government acceptance or in lieu of performing surveillance on the supplies involved.

This authorization will provide mutual benefits by minimizing delays and permitting a more uniform flow of shipments. The Government will continue to review your Quality Management System and perform or witness those inspections and tests deemed necessary to assure the continued satisfactory performance. This authority does not relieve you of the responsibility of notifying the QAS when shipments are ready for inspection/testing. Notification shall be made in sufficient time to allow sampling and inspection if the QAS so requests. In an effort to fully support requests for service by the DCMA office, all requests for Government Source Inspection (GSI) must be requested to the following inbox email address [DCMASantaAnaWSQA@dcma.mil](mailto:DCMASantaAnaWSQA@dcma.mil). Please ensure subject line reads 'GSI Request' and the following details are included in your email message:

- ✓ Contractor Name:
- ✓ Cage Code:
- ✓ Submitted By:
- ✓ Contract Number/Purchase Order:
- ✓ Nomenclature:
- ✓ NSN/Part Number:
- ✓ Quantity:
- ✓ Type of Inspection (select all appropriate): STD , CSI, LOD, FAT, PLT, ALRE

Please be aware that all requests for GSI that are not sent to the email address and are not in the format identified above it will be rejected and will have to be resubmitted. This could cause a delay in our response to your GSI requests.

Alternative Release Procedures are not authorized for Safety of Flight (SOF), Critical Safety Items (CSI), Level 1 Subsafe, NSEP, NASA, first article or qualification units, and customer mandatory requirements. Also, Alternative Release will not be authorized for shipments of data as required by a DD Form 1423.

Upon authorization, DoD FAR Supplement (DFARS) 246.471 (**attachment 1**) will apply for a maximum period of 12 months from the above date unless notified otherwise and can be revoked at any time by the issuing office. When your company has met all the contractual requirements, the preparation and distribution of the DD Form 250, or WAWF Material Inspection and Receiving Report, shall be accomplished in accordance with DFARS, Appendix F requirements. Per Appendix F, please enter, in Block 21A, an "X" in the appropriate CQA inspection and /or acceptance box (s) and, enter in capital letters (DD 250 only), "ALTERNATE RELEASE PROCEDURE" on the next line following the printed CQA/acceptance statement, Also, enter the typed stamped or printed DCMA QAS's name and office DoDAAD Code (S0513A) and phone number of the QAS **DO not sign in Block 21A (DD 250 Only)**.

Per DFARS 246.471, type or stamp, and sign, the following statement on the required copy or copies of shipping paper(s) or as an attachment to the DD Form 250.


"The supplies in this shipment have been subjected to and have passed all examinations and tests required by the contract; were shipped in accordance with authorized shipping instructions; conform to the quality, identity, and conditions called for by the contract; and are of the quantity shown on this document. This shipment was released in accordance with section 246.471 of the Defense FAR Supplement; and authorized by QAS listed below, in a letter dated \_\_\_\_\_.

\_\_\_\_\_  
Signature and Title of Contractor's  
Designated Official

Please provide the names and signatures of the company representatives who will be authorized to sign DD Form 250s for Alternative Release. Please have these representatives complete **attachment 2** and return it to QAS listed below as soon as possible, and advise them of any changes to attachment 2 (not required for WAWF).

I am sure you recognize the significance of the reliance we are placing on your organization and, as such, you will continue to assure that a satisfactory Quality Management System is maintained.

Angie Beckstead  
Supervisor Quality Assurance  
DCMA Santa Ana  
Phone: 714-565-7193  
Fax: 714-565- 7162  
Email: angie.beckstead@dcma.mil

 7/7/2015  
Contractor acknowledgment Date

## ATTACHEMENT 1

### 246.471 Authorizing shipment of supplies.

#### (a) General.

(1) Ordinarily, a representative of the contract administration office signs or stamps the shipping papers that accompany Government source-inspected supplies to release them for shipment. This is done for both prime and subcontracts.

(2) An alternative procedure (see paragraph (b) of this section) permits the contractor to assume the responsibility for releasing the supplies for shipment.

(3) The alternative procedure may include prime contractor release of supplies inspected at a subcontractor's facility.

(4) The use of the alternative procedure releases DoD manpower to perform technical functions by eliminating routine signing or stamping of the papers accompanying each shipment.

#### (b) Alternative Procedures--Contract Release for Shipment.

(1) The contract administration office may authorize, in writing, the contractor to release supplies for shipment when—

(i) The stamping or signing of the shipping papers by a representative of the contract administration office interferes with the operation of the Government contract quality assurance program or takes too much of the Government representative's time;

(ii) There is sufficient continuity of production to permit the Government to establish a systematic and continuing evaluation of the contractor's control of quality; and

(iii) The contractor has a record of satisfactory quality, including that pertaining to preparation for shipment.

(2) The contract administration office shall withdraw, in writing, the authorization when there is an indication that the conditions in paragraph (b)(1) of this subsection no longer exist.

(3) When the alternative procedure is used, require the contractor to—

(i) Type or stamp, and sign, the following statement on the required copy or copies of the shipping paper(s), or on an attachment—

The supplies in this shipment—

1. Have been subjected to and have passed all examinations and tests required by the contract;
2. Were shipped in accordance with authorized shipping instructions;
3. Conform to the quality, identity, and condition called for by the contract; and
4. Are of the quantity shown on this document.

This shipment was—

1. Released in accordance with section 246.471 of the Defense FAR Supplement; and
2. Authorized by (name and title of the authorized representative of the contract administration office) in a letter dated (date of authorizing letter). (Signature and title of contractor's designated official.)

(ii) Release and process, in accordance with established instructions, the DD Form 250, Material Inspection and Receiving Report, or other authorized receiving report.

ATTACHEMENT 2

The following representatives of ASTRONICS TEST SYSTEMS INC. are authorized to sign for Alternative Procedures-Contractor Release of Shipment:

SIGNATURE \_\_\_\_\_

TYPED NAME AND TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TYPED NAME AND TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_


TYPED NAME AND TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TYPED NAME AND TITLE \_\_\_\_\_

ATTACHEMENT 2

The following representatives of ASTRONICS TEST SYSTEMS INC. are authorized to sign for Alternative Procedures-Contractor Release of Shipment:

SIGNATURE 


TYPED NAME AND TITLE Maricela De La Riva Sr. Accounts Receivable Admin.

SIGNATURE 


TYPED NAME AND TITLE David Norman Pricing Program Analyst

SIGNATURE 

TYPED NAME AND TITLE Sean Forghani Manager, Customer Support

SIGNATURE 

TYPED NAME AND TITLE Martha Oseguera Mgr. Quality Assurance

signature 

Name/title Irene Rodriguez Final Inspector

signature HUYHN 04/22/2015

Name/title Huy Huynh Final Inspector: backup