



**DEFENSE CONTRACT MANAGEMENT AGENCY  
DEFENSE CONTRACT MANAGEMENT AGENCY CENTRAL REGION**  
DEFENSE CONTRACT MANAGEMENT AGENCY DAYTON  
1725 VAN PATTON DRIVE, AREA C, BUILDING 30  
WRIGHT-PATTERSON ARB OH 45433-5302

**IN REPLY**

**REFER TO:**

DCMAA-ACBQB

Date 10 Jul2013

**TO:**

Chris Powell

Director of Quality Systems

The PDI Group (0W357)

6225 Cochran Rd. Solon Ohio 44139

**SUBJECT:**

Facility 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. The assigned DCMA Quality Assurance Representative (QAR), listed below, has recommended that **The PDI Group** be authorized to participate in the Alternative Release Program. Alternative Release Procedures allow the contractor to release shipments before obtaining a QAR's 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. Further, If the QAS determines to ARP a shipment, you must forward all certs, labels and traceability documents to the QAS then the contract number and if applicable specific delivery order will be added to an ARP log and sent to you for your verification that the shipment has in fact been placed on ARP.**

Alternative Release Procedures are not authorized for Critical Safety Items (CSI), First Articles or Qualification Units and will not be authorized for shipments of data as required by a DD Form 1423.

Upon authorization, DoD FAR Supplement (DFARS) 246.471 (attached) 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 QAR's name and office DODAAD Code (S3605A) and phone number of the QAR **DO not sign in Block 21A (DD 250 Only).**

**NOTE:** When the WAWF Receiving Report indicates ARP applies, the vendor is not required to include, nor attach, the ARP statement required by DFARS 246.471(b)(3) on the shipping papers.

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 QAR listed.

 *Christopher Powell* DIR. QA

Signature and Title of Contractor's  
Designated Official

In accordance with DFARS Appendix F, please provide the CAO copy of the DD Form 250 to the QAR for signature as soon after supplies are released (for shipment), but not more than 4 days after release. Timely distribution of the DD Form 250 to the PAR cannot be overemphasized since payment cycle time will be impacted if not distributed in a timely manner.

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 the enclosure and return it to QAR listed below as soon as possible, and advise them of any changes to the enclosure (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.

John Daniels  
Quality Assurance Specialist  
DCMA Dayton – S3605A  
Phone: 440-248-6045  
Email: john.daniels@dcma.mil