



**MCA-QP7511**

**Revision A**

**08 July 2002**

**Maintenance Center, Albany  
Marine Corps Logistics Base, Albany, GA 31704-0325**

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## **MCA QUALITY PROCEDURE**

**CODE 883**

# **CONTROL OF ATS PRODUCTION AND SERVICE**

### **SIGNATURE/APPROVAL**

The signature and date below indicates approval of this procedure for implementation at the Maintenance Center, Albany.

\_\_\_\_\_  
(Signature on File)  
S. H. FOREMAN  
Commander, Maintenance Center, Albany

\_\_\_\_\_  
08 July 2002  
DATE

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**DOCUMENT HISTORY LOG**

<b>Status (Baseline/Revision/ Canceled)</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Description</b>
Baseline		26 Feb 02	
Revision	A	08 July 02	Corrected references to level 2 & 3 documents throughout and corrected flow diagram.

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Procurement Request, Performance Specification, CDRLs, Statement of Work, Drawing Package, and other documents. Also crucial at this phase is identification/coordination of any GFE required. This effort is governed in the following level 3 documents: MCA-QI7511-EL0004, MCA-QI7511-EL0014, MCA-QI7511-EL0018, and MCA-QI7511-EL0019.

4.4 Submit to PM-TMDE for Contracting. When ready, the Acquisition package is submitted to MARCORSYSCOM PM-TMDE for contracting. A working copy of the package is retained by the ATEP Branch, normally in the Acquisition logbook and in electronic form on the G: network drive.

4.5 Contract. MARCORSYSCOM PM-TMDE (or funding agency) decides when to proceed to contracting phase. This decision is normally made by funding the requirement and forwarding the Acquisition package to Contracts.

4.6 Contract Award. The Contracts department is responsible for awarding the contract. ATEP Branch provides support as needed during this phase, and normally performs the Proposal evaluation following the Level 3 document MCA-QI7511-EL0029. Upon contract award, the Acquisition package previously retained by the ATEP Branch is replaced by the final (signed) contract. Contract is also submitted to C/DM.

4.7 In-house development. A development/production effort is managed similarly whether performed in-house or contracted out. In-house jobs have additional level 3 work instructions that must be followed.

4.8 Contract Execution. The performance of the contract is monitored by a member of the ATEP Branch's Acquisition Team. Schedule and quality of the development /production effort are monitored and reported regularly. This person ensures government reviews are performed in a timely fashion, and resolves or coordinates resolution of problems as they arise. The Acquisition Team works under the authority of MARCORSYSCOM PM-TMDE (or funding agency) and Contract officer/administrator. The following level 3 documents apply: MCA-QI7511-EL0160 and MCA-QI7511-EL0004.

4.9 Develop APS/TPS. This applies to in-house development efforts. Effort will be managed "contractually" under 4.8 above. The in-house development process defined by level 3 documents MCA-QI7511-EL0015, MCA-QI7511-EL0017, and MCA-QI7511-EL0018 will be tailored if required to comply with specific contractual requirements. Any required tailoring will be identified by the ATEP Project Coordinator and documented during post-award project planning.

4.10 Validation/Verification and Acceptance Testing. Validation, Verification, and Acceptance are normally defined in the Acceptance Test Plan (ATP), which is a contractually required deliverable document. The ATP will define in detail who performs tests and audits, what tests will be performed, how tests will be performed, where will tests be performed, and how will test results be documented and distributed. This process ensures all noncompliances are clearly identified to appropriate parties. Level 3 document MCA-QI7511-EL0004 applies.

4.11 Contractor Corrects Deficiencies. When noncompliances are identified, contractor must correct all deficiencies and resubmit product for retest per 4.10 above. In-house efforts must follow this process also.

4.12 Contract Successfully Executed. Upon delivery and acceptance of all contract deliverables, the job is considered completed. ATEP Branch Acquisition Team coordinates deliveries, notifications, and approvals as defined by the contract and required by the contracting officer and MARCORSYSCOM PM-TMDE. The Acquisition logbook and configurable contract deliverables will be submitted to C/DM at this time.

4.13 Conduct Fielding. Upon direction from MARCORSYSCOM PM-TMDE, ATEP Branches Fleet Support Team will coordinate and conduct product fielding. Fielding will normally be conducted in accordance with fielding plan distributed by MARCORSYSCOM PM-TMDE via Naval Message. Fleet Support Team will info MARCORSYSCOM PM-TMDE and appropriate weapon system program office on fielding progress. Level 3

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document MCA-QI7511-EL0159 applies. Any problems with the product encountered during fielding will be handled via STR defined in 4.16 below.

4.14 New Equipment Training (NET). When NET is required, ATEP Branches Fleet Support Team coordinates and conducts training. Need for NET is identified by the fielding plan, or determined by Fleet Support Team or User request.

4.15 Conduct NET. ATEP Branches Fleet Support Team coordinates and conducts NET. A database of NET classes and students is maintained by Fleet Support Team on the ATEP website. Level 3 documents MCA-QI7511-EL0159 and MCA-QI7511-EL0004 apply.

4.16 Life Cycle Management. MARCORSSYSCOM PM-TMDE is responsible for all ATS life cycle support, and has delegated all post deployment software support to the ATEP Branch via MCO 10510.18C. Post deployment hardware support has been/is delegated by PM-TMDE to various agents including ATEP Branch and contractors. Life Cycle Management involves identification, tracking, and resolution of STRs and management, acquisition, and implementation of ECPs and ECOs. ATEP Branches Acquisition Team tracks and coordinates life cycle management activities. Level 3 documents MCA-QI7511-EL0159, MCA-QI7511-EL0005, and MCA-QI7511-EL0017 apply, as does MCA-QP8210.

5. NOTES. None.

6. DATA, FORMS AND REPORTS. None.

7. QUALITY RECORDS. Quality records shall be maintained in accordance with MCA-QP4240.

Requirements Analysis, Acquisition Package documents, Contract, Contract Modifications, Test Strategy Reports, Acceptance Test Plan, Acceptance Test Reports, Engineering Change Proposals.

Storage Location:	ATEP Branch LAN G:/ drive or ATEP TMDE web site
Indexing:	By Project Name and File Name
Access:	Product Team Members
Filing:	Electronically
Storage Medium:	Computer
Maintenance:	LAN Manager
Disposition:	Erased
Retention:	Indefinite

Note: Baseline documentation will be configured in C/DM.

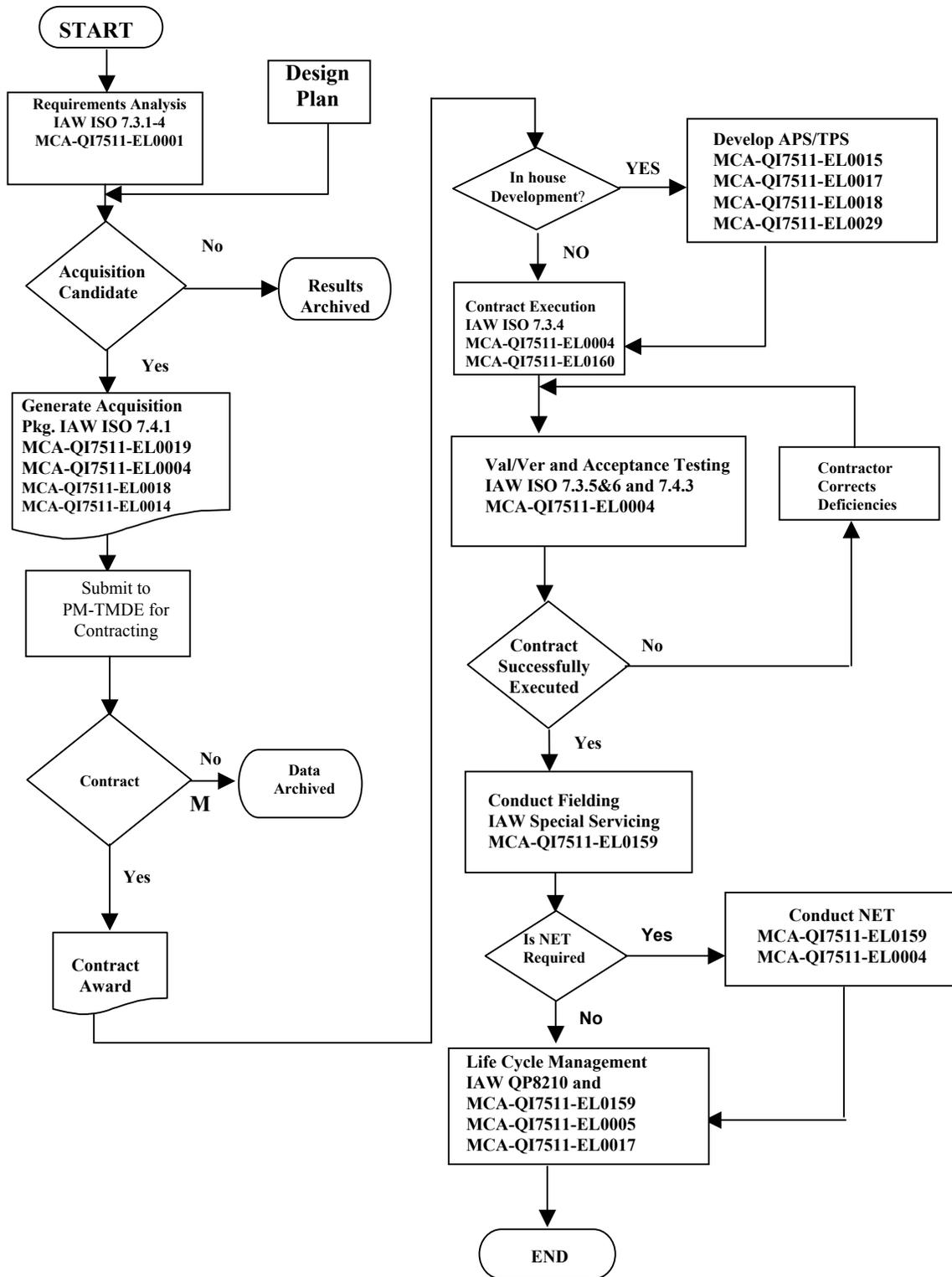
## 8. FLOW DIAGRAM

Production and Service - Appendix A

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**APPENDIX A**



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