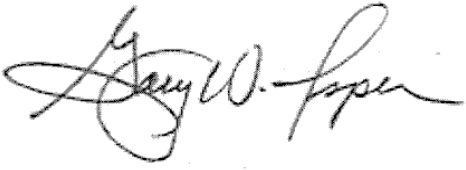



SUPPLEMENTAL QUALITY ASSURANCE REQUIREMENTS

FOR

PURCHASE ORDERS WITH INVOKED CONTRACT QUALITY REQUIREMENTS

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1. SCOPE

- 1.1 When invoked by purchase order, this document identifies administrative and technical quality requirements in addition to those identified in the purchase order and other document referenced by the purchase order.
- 1.2 Attachment A contains administrative requirements that are applicable only when Government Source Inspection is specified in the purchase order. The requirements of Attachment A must be re-delegated by the Supplier when the Government Representative authorizes Government inspection at source on lower-tier supplier procurements.
- 1.3 Appendix A contains preparation instructions for DD Form 250.

2. DEFINITIONS

- 2.1 AR – Approval Request – A standard NRF form (Form 73649) that is completed by the Supplier to obtain NRF approval of Supplier-prepared drawings, procedures, and other documents as required by the NRF purchase order. Note: The AR and RAR are utilized within the same form number.
- 2.2 Characteristic - any dimensional, visual, functional, mechanical, electrical, chemical, physical, or material feature or property and any manufacturing process control element which describes and establishes the design and manufacturing requirements of the product.
- 2.3 DSR- Degradation of Specification Requirements – A standard NRF form (Form 73854-NRF and 73786 for continuation sheet) that is completed by the Supplier to request NRF acceptance of a product or condition that does not meet NRF purchase order requirements.
- 2.4 Gage - a fixed device or a pre-set and non-variable device used for determining whether a specified characteristic (dimension) is within limits. Item - one of the distinct parts of a product.
- 2.5 Item – one of the distinct parts of a product.
- 2.6 Lower-tier Supplier - a material or service supplier or subcontractor who is contracted by the Supplier or any of his lower-tier suppliers. Other subdivisions or activities within the Supplier's parent facility not under the direct cognizance of the Supplier's Quality Control Department shall also be considered lower-tier suppliers.
- 2.7 NRF - NRF is an acronym defining Naval Reactors Facility and refers to the operating contractor (i.e., Bechtel Marine Propulsion Corporation).
- 2.8 POIR – Purchase Order Information Release – A standard NRF form (Form 73302) issued by NRF to provide clarification or supplemental information related to a requirement already invoked by the NRF purchase order.
- 2.9 Product - purchased raw materials, components, assemblies, equipment, supplies, systems, or services.

- 2.10 Purchase Order (PO)- includes the basic purchase order and its several attachments (specifications, drawings, etc.), Technical Ordering Data (TOD), and post placement documents such as Change Notices, Purchase Order Information Releases (POIRs), Approval Requests (ARs), Repair Approval Request (RARs), Requests for Engineering Change (RECs), and Degradation of Specification Requirements (DSRs).
- 2.11 RAR – Repair Approval Request – A standard NRF form (Form 73649) that is completed by the Supplier to obtain NRF approval of the Supplier’s proposed correction (i.e., repair) of a condition on the item being procured, that does not meet the purchase order requirements. Note: The AR and RAR are utilized within the same form number.
- 2.12 REC – Request for Engineering Change – A standard NRF form (Form 73848) that is completed by the Supplier to obtain NRF approval of a Supplier-proposed change in purchase order technical requirements. It should be used to propose a change that corrects a conflict or error, or to identify an improvement in the product or the methods to be used in its manufacture.

3. QUALITY ASSURANCE ADMINISTRATIVE REQUIREMENTS

3.1 Objective Quality Evidence

- 3.1.1 When Certification(s) and/or report(s) are requirements of the purchasing document, two copies of each certification and/or report shall be submitted to NRF. One (1) copy is to be sent to the NRF buyer identified on the purchase order in advance of the shipment and one (1) copy is to accompany the shipment. Certifications and/or reports must be forwarded with each shipment (i.e., complete or partial shipments).
- 3.1.2 Reports shall be in the form of reports issued by the organization performing the inspection/test or exact copies thereof, data transcribed to another organization’s forms are not acceptable. Reports shall be marked so that they are readily identifiable to the material or item that they represent.
- 3.1.3 All data and information entered on test reports shall be entered in ink and shall be clear and legible with no write-overs, tape-overs, or obliteration of any type. Erasures are not permitted. Errors requiring correction shall be lined out with a single line and the corrected data entered adjacent to the lined out information. Each change or addition to data sheets shall be initialed and dated.

3.2 Non-Conforming Product

- 3.2.1 Non-conforming product shall be handled in accordance with Form 73844-NRF, which provides the instructions for preparing Degradation of Specification Requirements (DSR), Request for Engineering Change (REC), and Repair Approval Request (RAR) submittals. No changes to specifications or other contract technical requirements are allowed without NRF approval.
- 3.2.2 If Government source inspection is required by this contract, the Defense Contract Management Agency (DCMA) office authority for acceptance of minor non-conforming supplies in accordance with DLAM 8200.5 is withheld.

3.3 Prefabrication Submittals and Other Documents Submitted for Approval:

3.3.1 All prefabrication submittals or other documents requiring NRF approval shall be submitted in accordance with Form 73844-NRF, Instructions for Seller's Preparation of Submittals.

3.4 Responsibilities of Supplier for Lower-Tier Suppliers

3.4.1 The Supplier is responsible for the performance of their lower-tier suppliers and shall establish and maintain a quality plan to provide for quality system surveillance and for product and process verification at the lower-tier supplier's facilities which ensures that applicable requirements are met.

3.4.1.1 Acceptance of ISO or ASME Boiler and Pressure Vessel Code registration in lieu of quality system audits is an acceptable practice, but does not relieve the Supplier of any responsibility to comply with all contract requirements.

3.4.2 Prior to the start of manufacture, the Supplier shall submit to NRF for information, specific plans for, or adequate evidence of, quality surveillance/evaluations of each of their lower-tier suppliers. This shall be provided via an AR. If manufacture has begun, submittal prior to lower tier order placement will be considered. These plans shall contain the following information:

3.4.2.1 Identification of the product to be obtained from a lower-tier supplier.

3.4.2.2 Identification of the Contract Quality Requirements to be applied to the purchase order, (e.g., NQA-1, MIL-I-45208, ISR-1, ISO 9001, STR-ISO 9000 Supplement B, etc.).

3.4.2.3 Indication as to whether an inspection point program will be imposed.

3.4.2.4 The type of Supplier's quality surveillance to be exercised, i.e., full time or itinerant. If itinerant, state the frequency of visits and indicate the type of surveillance to be applied.

For example: First piece inspection, in-process inspection, in-process system audit, verification of inspection data in process, final inspection, etc.

3.4.2.5 Whether or not the Supplier has performed a quality evaluation to verify that the lower-tier supplier can comply with the level of control indicated in Section 3.4.2.2. If yes, include the approximate date of this evaluation. If no, identify specific plans for determining prior to lower-tier order placement that the involved lower-tier supplier(s) can comply with the level of quality control required.

3.4.3 NRF reserves the right to participate in the Supplier's quality evaluations. Therefore, the Supplier shall notify NRF a minimum of ten working days prior to the date of their evaluation of the sub-tier supplier. If the Supplier will be evaluating the sub-tier during the manufacturing process, notification to NRF may be provided via the AR. Furthermore, a copy of all sub-tier evaluation reports shall be submitted by the Supplier to NRF for information.

3.4.4 Any changes to the approved plan described in paragraph 3.4.2 requires NRF notification.

3.5 Unusual Incidents

3.5.1 The Supplier shall, immediately upon discovery, notify NRF of any unusual incident occurring to products in the Supplier's or a lower-tier supplier's facility or occurring in transit. This notification shall be via an AR, DSR, or RAR dependant upon incident and the resultant needed action (e.g., if repair is needed a Repair Approval Request would likely be the appropriate documentation needed).

3.5.2 An unusual incident is defined as an extraordinary occurrence, unplanned or unapproved, which either has the potential for causing damage to, or for affecting the structural integrity of the product, or results in a violation of a purchase order requirement. Examples include but are not limited to:

3.5.2.1 Inadvertent dropping of an item or product, or the inadvertent dropping of large and/or heavy objects onto an item or product.

3.5.2.2 Inadvertent exposure to excess heat such as fire or application of flame.

3.5.2.3 Inadvertent exposure to possible and/or potential prohibited materials. Inadvertent exposure may be caused by:

3.5.2.3.1 Ruptures or breaks in flasks, cylinders, vessels, and piping systems.

3.5.2.3.2 Natural elements such as snow caving in roofs, wind and rain (tornados, hurricanes) blowing off roofs or blowing out windows.

3.5.2.3.3 Transporting vehicle accident.

3.5.2.4 Unscheduled facility and/or equipment shutdowns caused by strikes, walkouts, bomb threats or power losses.

3.5.2.5 Inadvertent over-voltage applied to electrical or electronic components.

3.6 Records

3.6.1 Duration of Record Maintenance:

3.6.1.1 Record files shall be maintained for a minimum of seven years. At the end of seven years, or a longer period if agreed upon, the Supplier shall request instructions from NRF as to whether the records may be destroyed, are to be forwarded to NRF, or are to be retained by the Supplier for a longer period (as agreed upon by the Supplier and NRF).

3.7 Mandatory Hold Points

- 3.7.1 Mandatory Hold Points (MHP) defining the specific operations in the Supplier's manufacturing and/or inspection sequence that are to be witnessed and/or inspected by a NRF Representative will be identified by NRF in the Purchase Order. The Supplier shall not bypass a MHP unless written authorization has been obtained from NRF via an AR. All operations up to a MHP, or purchase order completion if a MHP is not specified, shall have been accepted by the Supplier as meeting contractual requirements prior to notification of NRF for verification.
- 3.7.2 When a MHP is not issued with a purchase order or change notice requiring NRF source inspection, inspection shall be performed by NRF upon the Supplier's completion of the purchase order requirements
- 3.7.3 When a MHP is identified as "witness", the NRF Representative will observe the test or inspection when it is initially performed by the Supplier or his lower-tier supplier for acceptance of the product. When a MHP is identified as "inspect", the NRF Representative will physically perform the inspection work element specified independent of the Supplier's inspection. However, if extensive set up or use of a complex machine or fixture is required to perform the inspection, or testing is permitted only once or a very limited number of times (e.g., destructive tests, load tests, electrical product insulation testing), the NRF Representative shall perform his inspection concurrently with the Supplier's inspection. In such cases, the NRF Representative will make an independent assessment of the gage or instrument readings for such inspections.
- 3.7.4 The Supplier shall furnish NRF advance notice of inspections for Mandatory Hold Points or final inspection, whichever is applicable, as follows:

Day of Inspection	Notification requirement if inspector location to inspection destination is less than 300 miles:	Notification requirement if inspector location to inspection destination is equal to or greater than 300 miles:
Monday through Friday	Minimum 2 business days Only 24 hour notification is required those cases where a NRF Representative is in residence at the Supplier's facility (unless otherwise specified in the purchase order).	Minimum 15 business days (to allow for air travel).

- 3.7.4.1 If any portion of the purchase order involving a MHP will be performed by a lower-tier supplier, the Supplier shall notify NRF prior to placing the purchase order with that supplier so that arrangements can be made to accomplish source inspection at the MHP. However, it remains the Supplier's responsibility to notify

NRF in accordance with the table above (Section 3.7.4). If the PO is placed with the Supplier's lower-tier supplier, the Supplier shall notify/inform the lower-tier supplier of the MHP requirements and arrangements.

3.8 NRF Authorization to Ship Product

3.8.1 When NRF source inspection is specified, an Inspection Release (Form 73701) will be issued by the NRF Representative and attached to the accepted product. The product shall not be shipped without having an Inspection Release attached unless prior written authorization is received from NRF via an AR.

3.8.2 Preferred shipment responsibilities: Free-On-Board (FOB) destination, freight collect and allow is implied to be Buyer-Pays freight charges, Seller-Bears freight charges, Seller-Owns goods in transit and Seller-Files claims (if any).

3.9 Deficiency Notice

3.9.1 When deficiencies in the Supplier's operations are revealed by a NRF Representative, a Deficiency Notice will be prepared and presented to the Supplier who shall reply in writing to NRF within the time period specified on the Deficiency Notice. The Supplier's reply shall state the root cause(s) of the deficiency, the effect on other components or parts, the immediate corrective action taken or planned, and the action taken to prevent recurrence.

4. QUALITY ASSURANCE TECHNICAL REQUIREMENTS

4.1. Nondestructive Testing (NDT)

4.1.1 The following NDT requirements apply when the specific Nondestructive Test is specified in the purchase order.

4.1.1.1 Radiographic Documentation

4.1.1.1.1 All radiographic films are subject to final review and approval by NRF and/or the Government Quality Assurance Representative (QAR) and shall be accompanied by the Supplier's completed radiographic review form. The record shall identify the specific procedure employed (including procedure number, date and/or revision number) and the specific NRF approval document when applicable.

4.1.1.1.2 NRF reserves the right to review the film at NRF or other such places as may be designated. In such cases, shipment of films shall be requested of the Supplier in writing by NRF. Submittal of film and radiographic review form shall be by registered mail. NRF will assume responsibility for the films to the extent of liability for radiography, until they are returned to the Supplier. When the purchase order requires the performance of a radiographic "technique shot", the technique shot radiographs and appropriate accompanying data shall be submitted to NRF for approval. The technique shot radiographs and accompanying data shall be submitted by use of an "Approval Request" form (reference Section 3.3).

4.1.1.2 Ultrasonic Test Documentation

4.1.1.2.1 All Ultrasonic Test Documentation is subject to final review and approval by NRF. Ultrasonic test procedures shall be detailed to the extent that NRF is able to determine the adequacy and extent of the testing to be performed. When additional information such as position charts, sketches, etc., are pertinent, they shall be submitted with the procedures. Objective evidence of ultrasonic test performance (tapes, traces, charts, etc.) shall be retained by the Supplier, and shall be made available for review by NRF and/or the Government QAR upon request. The record shall identify the specific procedure employed (including procedure number, date and/or revision number) and the specific NRF approval document when applicable.

4.1.1.2.2 NRF reserves the right to review the objective evidence of ultrasonic test performance at NRF or other places as may be designated. In such cases, shipment of records shall be requested in writing by NRF and shall be transmitted from the Supplier by registered mail. NRF will assume responsibility for the test records, to the extent of liability for re-ultrasonic testing, until they are returned to the Supplier. Such records shall be submitted by use of an "Approval Request" form (reference Section 3.3).

4.1.1.3 Visual Weld Inspection (VT), Liquid Penetrant Inspection (PT), Magnetic Particle Inspection (MT) Documentation

4.1.1.3.1 All VT, PT, and/or MT Documentation is subject to final review and approval by NRF. Objective evidence of the VT, PT, and/or MT inspection(s) performed, shall be retained by the Supplier, and shall be made available for review by NRF and/or the Government QAR upon request. The report(s) state the type of inspection performed and shall identify all inspections performed uniquely by weld, weld number, item, or component (for traceability). The report shall clearly reference the applicable specification, standard, and acceptance criteria. The report shall identify the Supplier's inspection or test procedure employed (include procedure number, date, and/or revision number), personnel performing the inspection or test, and the results of the inspection or test including accept/reject disposition and description of discrepancies and location where applicable. Additionally, if procedures, personnel and/or procedure qualifications were required to be submitted to the customer for approval the report(s) shall reference the applicable AR (i.e., Approval Request) number that provided approval.

4.2. Sampling Inspection

4.2.1 If the Supplier proposes to use sampling inspection procedures in lieu of 100% inspection for acceptance, the Supplier's proposed sampling procedures shall be submitted to and approved by NRF prior to use via an AR. Contemplated sampling plans shall define the following type of sampling plan (e.g., MIL-STD-105, MIL-STD-1916, MIL-STD-Z1.4); single, double, or multiple sampling; normal, reduced, or tightened plans; lot sizes; inspection levels; and the Acceptable Quality Level (AQL).

4.3. Supplier Acceptance Inspection

- 4.3.1 The Supplier shall perform an acceptance inspection of all products to ascertain meeting the total requirements of the purchase order prior to submittal of such products to NRF and/or the Government for inspection. The Supplier's acceptance shall be based on 100% inspection, unless sampling inspection is performed in accordance with Section 4.2. As used herein, 100% inspection requires inspection of each characteristic of each piece included in the purchase order. The purchase order drawings, and not the manufacturer's drawings, shall be used for final inspection unless otherwise approved by NRF.
- 4.3.2 Prior to the Supplier's final acceptance and presentation to NRF and/or the Government QAR, all deviations from or exceptions to, the requirements of the purchase order must be covered by approved Requests for Approval of Degradation of Specification Requirements, Form 73854, or approved "Requests for Engineering Change," Form 73848 (reference Section 3.2).
- 4.3.3 All of the requirements of the detail and assembly drawings apply after all of the processes employed to produce the item are completed, unless otherwise noted. Where dimensional and/or other requirements are not specified for an assembly, the requirements specified for the component detail continue to apply after assembly. Reverification of the characteristics of items after assembly is not normally required unless such a requirement appears on a drawing or in the purchase order.

4.4. Recording of Inspection Data

- 4.4.1 In accordance with the guidelines outlined below, the Supplier's dimensional inspection results shall be recorded and reported on an appropriate Supplier supplied data sheet.
 - 4.4.1.1 All dimensions designated by a delta (Δ) symbol must be measured and recorded as actual values.
 - 4.4.1.2 All three or more place decimal dimensions shown on the face of the drawing, and/or identified in the text of the Purchase Order, Change Notices, or other approved purchase order-related document such as a Request for Engineering Change (REC), or Request for Approval of Degradation of Specification Requirements (DSR), shall be measured and recorded as actual values for each dimension and for each occurrence designated, except for thread dimensions checked with Go and No-Go thread gages.
 - 4.4.1.3 All surface finishes and geometric characteristics (concentricity, parallelism, perpendicularity, etc.) shown on the face of the drawing and/or in the purchase order, and whose tolerances are more restrictive than the standard drawing tolerance, shall be measured and recorded as actual values. Isolated scratches, dents, or other depressions and/or raised metal such as weld spatter shall not be included in the surface evaluation (although such surface imperfections may be otherwise rejectable). Geometric characteristics covered by the standard drawing tolerance need not be recorded when within tolerance.
 - 4.4.1.4 All angles with a tolerance of $0^{\circ} 30'0''$ or less shall be measured and recorded as actual values.

- 4.4.1.5 Gages may be used to determine acceptability of the product when specific recording requirements have not been specified. The use of such gages is subject to review and concurrence by NRF during source inspection. The gage types and serial numbers used shall be identified on the Supplier's inspection data sheet. Threads may be checked with Go and No-Go thread gages and recorded as "O.K. to gage" (if part meets limit). The major diameter of external threads and minor diameter of internal threads shall be measured and recorded. When threads are measured using the wire method, measure and record the size of wire used, the major diameter, the pitch diameter, and the minor diameter. In addition, the flank angles and lead shall be measured and recorded when the wire method is used.
- 4.4.1.6 Any characteristic not included in Section 4.4.1.1 through 4.4.1.5 above shall be listed on the data sheet and shall be measured, and if within tolerance, be recorded as "Accept" or the actual value recorded. If not "Accept", the actual value must be recorded.
- 4.4.1.7 Inspection data sheets and sketches shall include purchase order number, drawing number, revision inspected to, date of inspection, item serial number, heat number, date, and signature of the inspector who actually performed the inspection. Additionally, the data sheets and sketches shall be annotated to reflect and reference that specific recorded data values may be the result of changes to drawing requirements that may have been invoked by text in the Purchase Order, Change Notices, or other approved purchase order-related document such as a Request for Engineering Change (REC), or Request for Approval of Degradation of Specification Requirements (DSR), without issuance of a formal drawing revision.
- 4.4.1.8 Evidence of performance and acceptability of the results of all test requirements shall be recorded, including nondestructive testing and material qualification compliance. Where the involved test yields actual test values, they shall be so recorded.
- 4.4.1.9 Inspection results which are not in accordance with the purchase order requirements shall be indicated by a symbol (e.g., asterisk) adjacent to the recorded result. If the discrepant condition was accepted on a Degradation of Specification Requirement (DSR) Form, the DSR number shall be referenced on the data sheet.
- 4.4.1.10 The temperature at which the dimensional inspection was performed shall be entered on each data sheet.

4.5. Repair Procedures

- 4.5.1 Prior approval of repair procedures is required via a RAR if the extent of the repair is beyond the scope of drawings, specifications, or procedures approved by NRF.

4.6. Material to Latest Issue of Specification

- 4.6.1 If the inquiry technical requirements specify a superseded issue, the Supplier may, at the time of bidding, request a change to the latest issued.
- 4.6.2 If existing purchase order requirements specify material to a superseded specification, the Supplier may request approval to supply material to the superseding issue.

Attachment "A"

QUALITY ASSURANCE ADMINISTRATIVE REQUIREMENTS FOR PURCHASE ACTIONS
INVOLVING GOVERNMENT SOURCE INSPECTION

1. GOVERNMENT NOTIFICATION POINTS

- 1.1 Notification points are steps in the Supplier's manufacturing and/or inspection sequence wherein the Government QAR shall be notified; these steps are identified to the Supplier by the Government QAR who may require the Supplier to submit or confirm notifications in writing. Notifications shall not be bypassed by the Supplier unless authorization has been obtained from the Government QAR.
- 1.2 If any portion of the purchase order involving a notification point is to be performed (with probable likelihood) by a lower-tier supplier, the Supplier shall notify the Government QAR, prior to placing the purchase order with that lower-tier supplier, to arrange for probable source inspection at the lower-tier supplier's facility. If the PO is placed with the Supplier's lower-tier supplier, the Supplier shall notify/inform the lower-tier supplier of the notification point requirements and arrangements.
- 1.3 Unless otherwise agreed to in writing via an AR, the Supplier shall notify the Government QAR, per the same criteria as listed in section 3.7.4, in advance of readiness of inspections and tests designated by the Government QAR as requiring witnessing or inspecting.

2. REQUIREMENTS OF GOVERNMENT SOURCE INSPECTION

2.1 Facilities to be Furnished to the Government QAR

- 2.1.1 When requested by the Government QAR because of the workload involved, the Supplier shall provide such representative with adequate office supplies, including limited clerical assistance, office space, plain office furniture, and storage cabinets for drawings and papers, which meet applicable security requirements. The Supplier shall present products for Government inspection in such a manner as to afford inspection conditions satisfactory to the Government QAR.

2.2 Access to Supplier's Facilities

- 2.2.1 The Government QAR may be assigned as itinerant or resident at the Supplier's facility. The Government QAR shall have immediate and free access at all times to all parts of the Supplier's facilities utilized in the performance of the purchase order, and shall be permitted to examine and inspect the products, witness the processes of manufacture, and perform quality program and inspection system audits. The Government QAR assigned to the Supplier's facility is there in the performance of duty with reference to the

purchase order and not present at the will or by other grace of the Supplier. His duties are to protect the interest of the Government. He is under no obligation to waive compensation for any injury to persons or property which he may sustain in the performance of his duties and may refuse to sign a visitor's register or pass which includes such a waiver or he may delete the waiver clause before signature.

2.3 Information Required by the Government QAR

2.3.1 The Supplier shall honor all reasonable requests by the Government QAR for applicable documents, including the Supplier submittals.

2.4 Corrective Action Request

2.4.1 The Supplier shall reply in writing, within the time period requested by the Government QAR, to any corrective action requests resulting from Quality Deficiency Records (QDRs) issued by the Government QAR. The reply shall state the root cause of the deficiency, the effect on other components or parts, the immediate corrective action(s) taken or planned and the action taken to prevent recurrence.

3. SHIPPING

3.1 Government Release for Shipment

3.1.1 At the time of each delivery of supplies or services under this purchase order, the Supplier shall prepare and furnish to the Government a Material Inspection and Receiving Report (DD Form 250). Specific instructions related to the preparation of DD Form 250 are contained in Appendix A.

3.1.2 The Product(s) shall not be released until the Government QAR has signed the Material Inspection and Receiving Report (DD Form 250). The Government QAR will furnish inspection report forms to the Supplier, upon request. If any product is shipped without proper authority or is unaccompanied by the inspection report, the product may be returned to the Supplier at his expense for inspection, or inspection may be conducted at destination by the Government and the cost of inspection may be charged to the Supplier.

3.2 Shipment of Supplies at Government Expense

3.2.1 Whenever delivery of product Free-On-Board (FOB) origin and transportation at Government expense is required, the Supplier shall request Government Bills of Lading, when necessary, in accordance with instructions received from NRF.

3.2.2 If products are mailable, the Supplier shall arrange for shipment in accordance with instructions provided by the purchase order. The Supplier shall make the necessary arrangements with the carrier for shipment and shall distribute Government Bills of Lading as required by NRF. Shipment of products at Government expense does not imply acceptance by the Government or that products comply with the requirements of the purchase order

Appendix "A"

PREPARATION INSTRUCTIONS - DD FORM 250

DD Form 250 (Material Inspection and Receiving Report) shall be prepared in accordance with the following instructions (the numbers and titles refer to the like numbered and titled sections of the DD Form 250):

1. Procurement Instrument Identification Number (Contract and Order Number, as applicable) - Enter the Government prime contract number and the NRF purchase order number, the latter to be shown in parentheses. Both may be found on the face sheet of the purchase order.
2. Shipment Number - Enter the three alphabetic characters that comprise the shipment number prefix assigned by the Buyer followed by the four numerical digit serial number. The final shipment shall be identified by a "Z" suffix, e.g., 0009Z.
3. Date Shipped - Enter the date the shipment is released to the carrier or the date of completion of services (e.g., 20 Nov 2010). When the date is estimated, enter an "E" after the date (20 Nov 2010E). Reissuance of the Material Inspection and Receiving Report (MIRR) is not required to show the actual shipping date.
4. Bill of Lading/Transportation Control Number -Transportation Control Number (TCN) -For all shipments to be made via the Defense Transportation System, whether they be overseas or domestic shipments, enter the proper Transportation Control Number (TCN). The TCN is a 17 position alphanumeric code number assigned to each shipment unit entering the Defense Transportation System and serves as a shipment control from the origin to the destination. The TCN is to be constructed in accordance with DOD Regulation 4500.32-R, "Military Standard Transportation and Movement Procedures", and the following:

Position	Description
1-6	Enter N92487 (Activity Address Code which identifies NRF).
7	Enter last digit of calendar year in which shipment is being made.
8-10	Enter Julian day of the shipment.
11	Enter "X" ("X" indicates miscellaneous shipment code).
12-14	Shipment serial number (numeric). Enter in three-digit form, the number of the specific shipment for that day (e.g., 003 would indicate the third shipment made on that day via the Defense Transportation System -the day indicated in positions 8-10).

Position	Description
15	<p>Under normal circumstances, enter "X". However, when a single TCN is assigned and the Supplier must ship from two or more plant or warehouse locations, alphabetic characters will be used in the fifteenth position to isolate the TCN used by each shipping point e.g.:</p> <p>A - First location B - Second location C -Third location D-Z - Assigned as appropriate, except letter "X"</p> <p>NOTE: When a single TCN is assigned, but shipments are made from various locations, only the fifteenth position of the TCN changes even if the various locations ship on different dates. (In this way the single, original TCN identity is retained.)</p>
16	<p>Partial Shipment Code</p> <p>When the shipment unit can be released as a complete entity on a single conveyance, enter "X" signifying a complete shipment.</p> <p>When the shipment unit is being released in more than one increment (e.g., the shipment unit exceeds the capacity of a single conveyance or for some other reason must be shipped in two or more conveyances by the same or mixed modes), enter the following in position 16:</p> <p>For the first partial shipment enter "A".</p> <p>For subsequent partial shipments enter subsequent letters (B, C, D, etc., except "X").</p> <p>NOTE:</p> <p>a) Regardless of the number of partial shipments required to complete the release of the shipment unit, the last increment will always be identified by entering "Z" in position 16.</p> <p>b) For partial shipments only the sixteenth position of the TCN changes even if the partial shipments are made on different dates. (In this way, the single, original TCN identity is retained.)</p>

Position	Description
17	<p>Split Shipment Code - Always enter "X".</p> <p>Example</p> <p>The following is a sample TCN:</p> <p>N92487 2255X003XXX</p> <p>which is deciphered as follows:</p> <p>N92487 = NRF</p> <p>2 = 2002</p> <p>255 = September 11</p> <p>X = Miscellaneous shipment (constant)</p> <p>003 = Third shipment via the Defense Transportation System for September 11, 2002</p> <p>X = Shipment from one location</p> <p>X = Complete shipment</p> <p>X = Constant</p>

5. Discount Terms - Leave blank.
6. Invoice Number/Date - Enter the invoice number and date. When the date is estimated, enter an "E" after the date.
7. Page/of - Enter the consecutive number of each of the pages of the MIRR and the total number of pages in the MIRR.
8. Acceptance Point - Enter "D".
9. Prime Contractor - Enter "Bechtel Marine Propulsion Corporation (BMPC), Naval Reactors Facility, P. O. Box 2068, Idaho Falls, Idaho 83403, Attention: Receiving Inspection" and enter the number N92487.
10. Administered By - Enter "Manager, Idaho Branch Office, Pittsburgh Naval Reactors, U.S. Dept. of Energy, P. O. Box 2469, Idaho Falls, Idaho 83403-2469" and enter the number

N92487*.

*Unless otherwise requested by the Buyer, a copy of the DD 250 shall be sent to the Idaho Branch Office.

11. Shipped From/Code/FOB

- a) Enter the code (to be provided by NRF) and address of the "Shipped From" location.
- b) For performance of service line items which do not require delivery of the items upon the completion of services, enter the code and address of the location at which the services were performed.
- c) Enter on the same line and to the right of "FOB" an "S" for Origin or "D" for Destination as specified in the order. Enter an alphabetic "O" if the F.O.B point cited in the order is other than the origin or the destination.

12. Payment Will Be Made By - Enter "Accounting Department, Bechtel Marine Propulsion Corporation (BMPC), Bettis Atomic Power Laboratory, P. O. Box 79, West Mifflin, Pennsylvania 15122".

13. Shipped To/Code - Enter the code and address as contained in the shipping instructions.

14. Marked For/Code - Enter the "Mark For" code and address contained in the order or shipping instructions.

15. Item Number - Enter the order line item, subline, exhibit line or exhibit subline identification as set forth in the order.

16. Stock/Part Number and Description - Enter the following information for each different item, maintaining the order in which the information is listed (Use DD Form 250C Continuation Sheet(s) if additional space is required but provide appropriate block cross reference(s)).

- a) Federal Stock Number, if assigned.
- b) Item description including Identification Code Number, the suffix design letter, serial number and the Supplier's part number, if any.
- c) Drawing number, revision number and piece number.
- d) Under a heading "Field Changes Incorporated", list by component serial number (IC No.) the Field Changes (if any) that have been incorporated into the component. Give the field change number and appropriate suffix letter(s) (if applicable). Enter each item on the approved Bill of Materials.
- e) Under a heading "Deviations As Follows (Authorized by Approved Degradation of

Specification Requirements)", list by component serial number (IC No.) the applicable DSRs and asterisk only those affecting shipyard inspection and installation. (Define the asterisk as affecting shipyard inspection and installation.) Attach DSR(s) per paragraph 4.2.2.2 of Form 73850.

17. Quantity Shipped/Received

- a) Enter the quantity shipped, using the unit of measure indicated in the order for payment. When a second unit of measure is used for purposes other than payment, enter the appropriate quantity directly below in parentheses.
- b) On the final shipment of a line item of an order containing a clause permitting a variation of quantity and an underrun condition exists, the Supplier shall enter a "Z" below the last digit of the quantity.
- c) If a replacement shipment is involved, enter, below the last digit of the quantity, the letter "A" to designate first replacement, "B" for second replacement, etc. The final shipment indicator "Z" on underrun deliveries shall not be used when a final line item shipment is replaced.

18. Unit - Enter the abbreviation of the unit measure as indicated in the order for payment. Where a second unit of measure is indicated, enter the second unit of measure directly below in parentheses. Authorized abbreviations are listed in MIL-STD-129 (Marking for Shipment and Storage).

19. Unit Price - Leave blank.

20. Amount - Leave blank.

21. Procurement Quality Assurance -Enter an "X" in the box for PQA at origin. Do not "X" the box for acceptance at origin.

22. Receiver's Use - Leave blank.

23. Contractor Use Only

- a) Enter a heading of "Shipping Release", and the following: "Shipping Instructions Change Notice No. _____" (fill in the number of the change notice that authorized shipment, if appropriate).
- b) So that NRF may effect prompt payment to the Supplier, the Supplier is to ensure that the DD-250 bears the following statement in block 23:

"Consignee, upon receiving this equipment, must acknowledge receipt by signing and dating one copy of the DD-250. Forward this copy to Bechtel Marine Propulsion Corporation (BMPC), Naval Reactors Facility, P. O. Box 2068, Idaho Falls, Idaho 83401

Form 73850-NRF
Revision 3
April 2011

Attention: _____, Buyer"
(Buyer's Name)