

Updated Instructions Regarding Fulfillment of Manufacturer's Obligations Regarding The DD1718 Form, In Accordance With Electronic QML And QPL Guidelines and Requirements, As Implemented By Qualifying Activity DLA LAND AND MARITIME SOURCING AND QUALIFICATION DIVISION (VQ)

BACKGROUND - What is the DD1718 form?

The DD1718 form is a Certification Of Qualified Products, to be completed by manufacturer or manufacturer's representative in accordance with "Manufacturer's Obligations" outlined in Enclosure 14, paragraph 11.a.(6) of the Department of Defense Manual Number 4120.24, Dated September 24, 2014 (incorporating Change 1, December 13, 2017):

"6. Complete and submit, to the qualifying activity, a DD Form 1718 or equivalent information every 2 years. Submit retention of qualification data, or complete requalification testing as required in specification or by the qualifying activity."

(DoD 4120.24 Instruction and Manual are available via <http://www.dsp.dla.mil/Policy-Guidance/Key-Policy-Documents/>)

When does this change go into effect?

All manufacturers currently participating in an electronic QML or QPL as managed by the Qualifying Activity based at DLA Land and Maritime-VQ in Columbus, OH, USA will be required to comply with these updated instructions beginning **January 1, 2018**, in accordance with the policy letter titled "DD FORM 1718, CERTIFICATION OF QUALIFIED PRODUCTS", issued by Sourcing and Qualifications Division Chief (VQ) Alan Will on **22 August, 2017**. At this time, one DD1718 form is required for each primary manufacturing location, AKA "top level" or "parent" entity, regardless of the presence on one or more electronic QML/QPLs (see section 3 of this FAQ for more guidance). Separate DD1718 forms are not required for entities such as approved plants and distributors; instead, manufacturers serving as parent organizations to these entities will include information about these entities (Title, Address, and Point of Contact with phone and email address) on the required DD1718 forms. QTSL, QSLD, QSLM, and Approved Test Labs are not required to submit DD1718 forms at this time.

This letter was originally sent out to all QML and QPL manufacturers via VQ engineers around mid to late 2017; if you did not receive this letter, or if you wish to have another copy for your reference, one is available at the end of this FAQ.

What is the purpose of this FAQ?

This FAQ was prepared as a supplementary reference guide only, to ensure all QML and QPL manufacturers understand what these forms are, why they exist, why they are important, and how to submit these forms to our office in a thorough, consistent, and compliant fashion. All guidance is official unless otherwise indicated by this office or other documentation. We hope that this FAQ will help inform you, minimize unnecessary confusion, and eliminate delay now and in the future, for both our office and yours. In this FAQ, you will find the specific details and requirements for the DD1718 forms along with instructions on what to include in these forms. We greatly appreciate your patience and understanding moving forward; this FAQ represents but a portion of the collective effort across VQ currently in pursuit of value-added process improvements.

1. **GUIDANCE AND DEFINITIONS**

What information is required within the DD1718 form?

Below are general instructions for the DD1718 form. Please note, this list may not be complete or final, and the VQ associate reviewing the submission will make final determination on the acceptability of information provided by the manufacturer:

“Block 0” – (TOP SECTION CONTAINING RETURN ADDRESS): At the top of a form is a blank section that ends with the address, “After completion, please print and sign the form, then either scan and email it - or fax it - to the Qualifying Activity for the document in Block 1 to:” ... Program participants are not required to fill in this section; should a manufacturer desire, they may enter the following text: **“DLA Land and Maritime-VQ, P.O. BOX 3990, Columbus, Ohio, USA 43218-3990”**

Block 1 - GOVERNING SPECIFICATION/STANDARD: List all Military Performance/Detail/Instruction Specifications applicable to active qualifications retained by your manufacturing location/CAGE. Also, list all applicable product detail sheets, or insert the following boilerplate language: “See attached parts, products, manufacturer’s designations, approved plants, and/or materials & processes listed on electronic QML/QPL available at <https://landandmaritimeapps.dla.mil/programs/qmlqpl/> as of the date of this form.”

Block 2 - MANUFACTURER'S DESIGNATION(S): Use this section to list manufacturer designations for QML/QPL parts. If section 4 is too small for the description and/or complete list of part numbers, do not attempt to fit all information in this section. Instead, point the reader to the title/date of the attached document containing this information, and then attach properly titled/dated extra pages containing the information to the end of the form (see section 3, “HOW MANY FORMS TO SUBMIT, SUBMITTING ADDITIONAL DOCUMENTS” for more guidance). If a Manufacturer's designation does not apply to the QML/QPL parts in question, then the manufacturer should insert "Not Applicable" or "N/A" in either the remarks section of the form or on attached documents.

In lieu of a complete list of part numbers, manufacturers may also opt to insert the following boilerplate language in reference to specific QML/QPL data: “In lieu of a complete list of part numbers or qualification listings, refer to parts, products, manufacturer’s designations, approved plants, and/or materials & processes listed on electronic QML/QPL, available at <https://landandmaritimeapps.dla.mil/programs/qmlqpl/>, as of the date of this form.”

Block 3a – LEGAL BUSINESS NAME: List the Legal Business Name for your manufacturing location, which should match what you have listed in your CAGE and SAM registration

Block 3b – POINT OF CONTACT: Info for person signing the form.

Block 3c & 3d – PLANT PHYSICAL ADDRESS AND CAGE CODE and MAILING ADDRESS AND CAGE CODE: This is the section where you define the physical location and CAGE code information for entities related to the production of parts, materials & processes, and/or designs outlined in Block 2 of the form. In Block 3c, enter the physical address and specific CAGE code for the manufacturing location, as well as location information and (if applicable) CAGE codes for all associated plant or plants, pertinent distributors, and Value Added Distributors (VAD). Use of Block 3d is only required if mailing address and CAGE information is different from 3c. If the parent company is registered with a CAGE code but does not perform any manufacturing, then list their plant/distributor info in Block 3c, and parent company info in Block 3d. At least one CAGE code is required for a DD1718 form; if a Block in section 3 is used but there is no CAGE information available, indicated with an N/A in the “CAGE* CODE” section of the Block.

If section 3c and/or 3d is too small for the information, refer the reader to the title/date of the attached document containing this information, and then attach properly titled/dated extra pages containing the information to the end of the form (see section 3, “HOW MANY FORMS TO SUBMIT, SUBMITTING ADDITIONAL DOCUMENTS” for more guidance).

Block 4 - REMARKS: Use this section to capture any additional remarks, and/or refer to any other appendices attached to the DD1718 form that were not previously referenced in Blocks 2 or 3 of this form. (see section 3, “HOW MANY FORMS TO SUBMIT, SUBMITTING ADDITIONAL DOCUMENTS” for more guidance.)

Block 5 (DEFINITIONS FOR TERMS IN THIS BLOCK):

- a. For 5b of the DD 1718 form, the phrase **“Plant is under same management”** is currently interpreted to refer primarily to the head/lead of the Quality Department and/or the designated company representative for the QML/QPL program.
- b. For 5c of the DD 1718 form, the phrase **“Product(s) is (are) being manufactured under the same conditions as originally qualified, i.e., same process, materials, construction, design, and manufacturer's designation.”** is currently interpreted as:
 - The guidance contained within the aforementioned phrase, or
 - The manufacturer complies with the spirit and intent of the phrase by manufacturing in accordance with the most recent design and change/test report/qualification report and process flow data, defining all manufacturing conditions, reviewed and approved by the Qualifying Activity.

Note: If a manufacturer has changed its part designation such that it no longer matches the designation scheme of the originally qualified parts and/or designs, this is not considered a major change so long as the part designation change has zero impact to the original form, fit, function, or design of the qualified part/design and conveys the same qualified, compliant performance characteristics. If such a change occurs between reporting periods, the manufacturer shall note such a change on the Remarks section of the next DD1718 form.

For a submitted DD1718 form, if conditions related to one or more of the certifying statements in Section 5 of the DD1718 form changes, what should we do?

Should changes occur which invalidate or nullify the certification statements agreed to in Block 5 of the DD1718 form by the manufacturer, the form may no longer accurately reflect the status of the qualifications approved by the Qualifying Activity for the manufacturer. In such a case, the manufacturer should inform the Qualifying Activity ASAP of changes to these conditions to avoid future issues of noncompliance. Failure to inform the Qualifying Activity of changes to these conditions may be grounds for suspension or removal from the electronic QML/QPL.

2. WHEN TO SUBMIT THE FORM, WHEN THE FORM IS DUE

When do I need to submit the DD1718 form?

Per the policy letter, the first DD1718 form is due between January 1 and January 31, 2018, and the form (assuming no major changes) is a valid record for 24 months, upon which the manufacturer shall resubmit the form to remain in the program. This is a requirement for all electronic QML/QPL manufacturers. There is no traditional “grace period” associated with DD1718 submissions; a manufacturer must submit the first completed DD1718 form in between the period of January 1 and January 31, 2018, and then submit a renewal form within the same period every 24 months thereafter.

If I am new to the electronic QML/QPL program and I intend to qualify something for the first time in between the standard DD1718 24-month reporting period, then when does my DD1718 reporting period start?

You will file an interim DD1718 form to begin with, and then join the regular reporting cycle later. More specifically, when you initially qualify, you will include a compliant, filled out DD1718 form in your qualification paperwork, and when we approve your qualification package, we will add this DD1718 form to our internal tracking database.

Once we add you to our internal tracking database, you will be required to submit a renewal form at the next 24-month “checkpoint”, regardless of how soon you previously submitted your last DD1718 form. For example, if you submit the DD1718 form with an approved qualification 90 days before the 24-month checkpoint, and the qualification was approved 30 days before the 24-month checkpoint, the company will **still** be required to submit a new DD1718 form at the 24-month checkpoint.

This rigid policy is a direct result of the interpretation of language in DoD 4120.24 and the strategy used by VQ for ensuring manufacturers submit DD1718 forms.

How will I know when the next DD1718 form is due?

For manufacturers who send us DD1718 forms, VQ Engineers are being advised to communicate back the following acknowledgement:

- That the form was received
- The period of time the form is valid for
- Any questions or concerns
- The period for which the company will need to resubmit another DD1718 form

3. HOW MANY FORMS TO SUBMIT, SUBMITTING ADDITIONAL DOCUMENTS

How many DD1718 forms are each manufacturer required to submit? What is the methodology?

Currently, manufacturers are permitted to submit an individual DD1718 form for a single CAGE code held by a “top level” QML/QPL awardee, regardless of the number of electronic QML/QPL’s the manufacturer is qualified to appear on. If your company manages multiple CAGE codes, then your company shall submit a single DD1718 form for each CAGE code, following the guidance outlined in “GUIDANCE AND DEFINITIONS” section of this document. At this time, manufacturers are not permitted to use a single DD1718 form to serve as certification for multiple CAGE codes. Use the visual aid below and references to help determine the number of DD1718 forms required for submission.

Manufacturer and Supplier Location Information

Manufacturer: [Redacted] (CAGE Code: [Redacted])
Location: [Redacted]
Plants: [Redacted]
 1. Plant: Same Address as Manufacturer

Manufacturer: [Redacted] (CAGE Code: [Redacted])
Location: [Redacted]
Plants: [Redacted]
 1. Plant: Same Address as Manufacturer

Manufacturer: [Redacted] (CAGE Code: [Redacted])
Location: [Redacted]
Plants: [Redacted]
 1. [Redacted]
Authorized Distributors: [Redacted]
 1. [Redacted]

Callouts:

- 'Manufacturer' is listed on electronic QML/QPL as the "top level" awardee. CAGE info IS required for this entity.
- 'Plants' – example of plant info being listed under the "top level" awardee. In this case, the manufacturing occurs at the same place as the manufacturer. CAGE info not required for this entity.
- 'Authorized Distributors' – example of distributor info being listed under the "top level" awardee. CAGE info not required for this entity.

(ABOVE: Visual aid of company information listed at the end of QML/QPL summaries available at ASSIST or <https://landandmaritimeapps.dla.mil/programs/qmlqpl/>)

- ☐ I maintain only one top-level CAGE code, which is listed on only one electronic QML/QPL.
 - o As a minimum, you will only need to submit one DD1718 form
- ☐ I maintain only one top-level CAGE code, which is listed on two or more electronic QML/QPLs.
 - o As a minimum, you will only need to submit one DD1718 form, and include information for both within the singular submission
- ☐ I maintain more than one top-level CAGE code, with each CAGE code listed on one or more electronic QML/QPLs.
 - o You need to submit multiple DD1718 forms, one apiece for each unique CAGE code, and include information pertaining to each CAGE within the related DD1718 form.

Do any other documents need to be included with the submission of the DD1718 form?

Ideally, no. This standardization effort includes a simultaneous goal to minimize the reporting burden for all of our customers. By default, no production statements will be required for DD1718 forms - simply fill out the form with the required information as indicated in the "GUIDANCE AND DEFINITIONS" section of this document. However, the VQ associate reviewing the submission will make final determination on the acceptability of information provided by the manufacturer, and reserves the right to request more information upon review of the submission.

Can I include other document(s) with the submission of the DD1718 form? If so, what is an acceptable way of doing so?

You can if you choose to do so, or shall do so if directed to do so by a representative of the Qualifying Activity. The process for properly submitting other documents with the DD1718 form is two-part; A) properly label the additional document(s), and B) reference the document(s) in an appropriate Block on the DD1718 form. When in doubt, use Block 4, "Remarks" section of the DD1718 form to include these details.

- ☐ Extra Document(s) must include a **Title** and a **Date, clear and visibly present, preferably near the top of the document**
- When referencing the document, use a sentence similar in structure to, "For this information, see document **(Title)**, **(Date)** attached to this form."

4. REPORTING SUBSTITUTIONS, HISTORICAL USES OF THE DD1718 FORM

Will submitting the DD1718 form via this new 24-month cycle fulfill, or serve as a substitute for any existing retention reporting/qualification testing requirements?

No – the new process for submitting DD1718 forms is a separate function, and in addition to any existing retention reporting/qualification testing requirements. Fulfilling the requirements as outlined in this FAQ will ONLY fulfill the manufacturer's obligations as outlined in section 11.a.(6) of the Department of Defense Manual Number 4120.24, Dated September 24, 2017 (incorporating Change 1, December 13, 2017):

Currently, there is one exception to this rule. Submission of the DD1718 form via the 24-month cycle will also fulfill retention reporting requirements for QPL/QML listing regarded as "accessories", such as protective covers and dust caps. Please consult with your VQ POC to determine conclusively whether this exception applies to your company's active qualification listings. For QPL/QML listings regarded as "accessories", no additional testing or reporting beyond the periodic submission of the DD1718 form will be required to maintain the listing(s).

Since periodic submission of the DD1718 form does NOT serve as a substitute for any existing retention reporting/qualification testing requirements, manufacturers are also required to submit all other Retention of Qualification reporting requirements (i.e. Group A, B, C, D, E, periodic inspection testing, etc) to this office within their existing mandatory due periods.

Per internal correspondence and existing QML/QPL program guidance, VQ has directed some manufacturers to use the DD1718 form as part of submitting Retention Reports, particularly for "zero" or "negative production reports". How does this new VQ policy affect these existing policies?

First, this new VQ policy immediately overrides any previous guidance issued by VQ for Manufacturers with regards to how often to submit a completed DD1718 form, particularly with each individual Retention Report. As of 1 January 2018, Manufacturers will be required only to submit a completed DD1718 form once every 24 months and/or as subsequently directed by VQ personnel on a case-by-case basis. Manufacturers may still choose to submit these forms with increased frequency.

Second, regarding "zero" or "negative production reports", a specific line regarding this subject is found in the current VQ Certification and Qualification Information for Conventional Specifications booklet. *"Submit a negative report (DD Form 1718 or equivalent), listing all of the qualified part numbers for which there has been no production during the current reporting period. If a specification does not contain retention of qualification requirement, or none is required by the Qualifying Activity (DLA Land and Maritime), the manufacturer must submit a certification (DD Form 1718 or equivalent)."*

As of 1 January 2018, manufacturers are no longer required to use the DD1718 form to submit a "zero" or "negative production report". However, manufacturers will still be required to report "zero" or "negative production" situations to VQ during regular and reoccurring reporting periods, as directed by our office and program guidance. Please refer to a VQ associate for more information.



DEFENSE LOGISTICS AGENCY
LAND AND MARITIME
POST OFFICE BOX 3990
COLUMBUS, OH 43218-3990

DSCC-VQ-17-031680 (Mr. Will/614-692-0620 /aw)

August 22, 2017

SUBJECT: DD FORM 1718, CERTIFICATION OF QUALIFIED PRODUCTS

Industry Distribution:

This letter is being sent to all manufacturers listed on any Qualified Manufacturers List (QML) or Qualified Products List (QPL) administered by DLA Land and Maritime - VQ. Department of Defense Manual Number 4120.24 requires every manufacturer to submit a DD Form 1718 every 2 years. Reference Enclosure 14, paragraph 11.a.(6).

I am sending out this letter as a reminder of this requirement , and to ask each QML/QPL manufacturer start, resume or continue sending in this form for every assembly plant, value added distributor, etc., listed on a QML/QPL. This form will be a reminder that a qualified manufacturer has responsibilities to maintain their listings as originally qualified when a "responsible official of management, hereby certifies to the following statements except as modified under remarks."

- a. Listed product(s) is (are) still manufactured at the plant address shown in 3.c. above.
- b. Plant is under same management.
- c. Product(s) is (are) being manufactured under the same conditions as originally qualified, i.e., same process, materials, construction, design, and manufacturer's designation.
- d. Product(s) will meet the requirements and tests of latest effective issue of specification/standard.
- e. Company name and addresses for CAGE Codes in Block 3 are current in the www.sam.gov database.

The submission of DD Form 1718 is in addition to the retention of qualification data report, or complete requalification testing report, as required by the applicable specification. For this requirement, I am setting a standard reporting period. DD Form 1718 will be due to your DLA Land and Maritime - VQ contact on January 31, 2018 and every two years thereafter.

If you have any questions concerning this letter, please contact Mr. Will at email Alan.Will@dla.mil.

Sincerely,

WILL.ALAN.J.1 230 Digitally signed by
WILL.ALAN.J.1230187076
187076 Date: 2017.08.22 08:54:07 -04'00'

ALAN WILL
Chief
Sourcing and Qualifications Division

Federal Recycling Program, Printed on Recycled Paper