



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

Date

Company Contact
Company Address

Dear Company Contact:

Re: Audit Preparation for MIL-PRF-38534, Hybrid Microcircuits, MIL-PRF-38534, FSC 5962, VQH-XX-XXXXX, CN#XXXXX

In order to schedule an audit to MIL-PRF-38534, you should provide a formal request to DLA. This can be done via electronic means using the AMRDEC Safe Access File Exchange system at <https://safe.amrdec.army.mil/SAFE/> (user instructions available on website). At this time, the contact assigned to your company is DLA-VQH Company Coordinator Name. Her contact information is DLA-VQH Company Coordinator Email, 614-692-XXXX.

Please note our office cannot accept electronic media in the form of removable flash drives or CDs. Physical correspondence may be sent to the following addresses, however, all official program documentation shall be submitted to this office in an electronic fashion either via email, or the AMRDEC SAFE Access File Exchange service.

FedEx, UPS, etc.
DLA Land and Maritime
Attn: VQH
3990 East Broad Street
Columbus, OH 43213-1199

U.S. Post Office
DLA Land and Maritime
Attn: VQH
P.O. Box 3990
Columbus, Ohio 43218-3990

MIL-PRF-38534 Certification

Before an audit will be scheduled, a sample document review will be performed by DLA Land and Maritime-VQH. A list of sample documents is provided below. In order to ensure a time efficient process, it is encouraged that you travel to Columbus to discuss the documentation in person. However, other accommodations may be made by phone, letter, or electronic media if necessary. A high degree of confidence must be established in the quality system before a formal audit date can be arranged. Additionally, you may submit sample or draft documentation for feedback prior to a formal audit request.



Sample Documents To Be Submitted

1. A Quality Manual (QM) as described in appendix A (para A.3.2.1) of MIL-PRF-38534. This may have been referred to as “Product Assurance Program Plan” in previous revisions of MIL-PRF-38534. The QM may act as a pointer to other controlled procedures, rather than containing detailed information already documented elsewhere.
2. Incoming Inspection procedures including examples of procurement documents and receiving acceptance instructions for active die, packages, adhesives, getter (if used), and passive elements. This information should demonstrate how you meet C.3 of MIL-PRF-38534.
3. Procedures and example travelers (in accordance with A.3.12) for screening, and groups A, B, C, D testing as described in C.5 and C.6 of MIL-PRF-38534.
4. An indication of which class level(s) and product type(s) (D, E, G, H, K, L, F of Table I, MIL-PRF-38534) your facility will produce, and facility location(s). Ideally, all hybrid and MCM products will be produced under one or more of the QML class levels. Our intention is to only certify manufacturers who are committed to selling QML products and expanding their QML capability as additional processes/materials are brought into production.
5. A plan to qualify core processes and materials resulting in a QML listing. This may consist of a test plan in accordance with C.7 of MIL-PRF-38534 or a plan exemplifying the ways in which existing data will be used as evidence of the quality and reliability of your processes and materials.
6. Indications of military or space business for the United States of America to be maintained or gained as a result of this certification/qualification.
7. Results of a self-audit as described in 4.4.1 and A.3.17 of MIL-PRF-38534 which demonstrate that all aspects of MIL-PRF-38534 have been implemented.
8. Documented procedures for MIL-STD-883 test methods being performed on product. This includes all tests performed at your facility as well as (if applicable) any tests performed by Commercial Laboratories suitable for testing military devices.
9. Examples of process procedures. Include wirebonding and process control as defined by C.4.2 of MIL-PRF-38534.
10. Procedure for environmental control including clean room practices and particle count (see A.3.15.2 of MIL-PRF-38534). Include example particle count data.
11. Handling procedure to assure product is not damaged by electro-static discharges (ESD) (see A.3.15.1).
12. Personnel training procedures as described in A.3.18 of MIL-PRF-38534.

Additional Information

Additional information can be obtained at the DLA Land and Maritime -VQ homepage:
https://landandmaritimeapps.dla.mil/Offices/Sourcing_and_Qualification/offices.aspx?section=VQH. Some items you may wish to download include:

- Qualified Manufacturers List Certification and Qualification Procedures for MIL-PRF-38534 Hybrids and MCM Microcircuits
- Quality Manual for DLA LAND AND MARITIME Sourcing & Qualifications Division (DLA LAND AND MARITIME-VQ)
- Design and Construction Baseline form 42H
- Authorization to conduct Qualification Testing form 19H
- Alternate Method Information

You can visit the updated contact information for FSC 5962-Microcircuits and Electronics at:
https://landandmaritimeapps.dla.mil/Offices/Sourcing_and_Qualification/offices.aspx?section=VQH&fsc=5962

Sincerely,

RICHARD BARKER
Chief
Hybrid Devices Branch