

**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY VETERINARY COMMAND**

**OPERATIONAL RATIONS INSPECTION PROCEDURE (IP31)
Revision 4, 3 March 2011**

Health and Comfort Pack Procurement Verification Inspection

1.0 **PURPOSE**: To establish standardized procedures in performing the procurement verification inspection of Health and Comfort Pack (HCP).

2.0 **SCOPE**: This document applies to Army Veterinary Inspectors (AVI) tasked with the responsibility for performing procurement verification inspection of HCP at origin on stationary lot basis.

3.0 **DEFINITIONS**:

3.1 HCP – Provides forward area troops everyday necessities required for their health and comfort when the Post Exchange system or local stores are not available.

3.1.1 Type I HCP (8970-01-368-9154) – Contains articles used by both males and females. It will supply 10 individuals for approximately 30 days. Each shipping container contains 10 prepackaged polyethylene bags with a drawstring closure containing a designed quantity of 14 items for issue to 10 individuals. Each shipping container also contains other items intended as general supply for replacement or issue as needed.

3.1.2 Type II HCP (8970-01-368-9155) – For females only and contains articles for feminine hygiene. It will supply 10 females for approximately 30 days.

3.1.3 Type III HCP (8970-01-487-7488) – Consists of a personal body wipe packet, bulk packed with 44 packets per box. Each packet contains 10 washcloth-size body wipes. Contents of each box are intended for 10 individuals.

3.2 Shelf-life – At time of assembly shall be 2-years at 50-72 degrees Fahrenheit.

3.3 Stationary Lot – Fully assembled unit loaded lot.

3.4 Unit Load – Palletized shipping containers.

3.5 VETCOM OPRATS IP02

4.0 **REFERENCES**:

4.1 Natick Pam 30-25, 8th Edition.

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4.2 DSCP Website, <https://www.dscp.dla.mil/subs/rations/programs/index.asp> , select “MENUS” for additional information and guidance

4.3 ASTM D1974, Standard Practice for Methods of Closing, Sealing, and Reinforcing Fiberboard Boxes

4.4 ASTM D 4727, Standard Specification for Corrugated and Solid Fiberboard Sheet Stock (Container Grade) and Cut Shapes

4.5 ASTM D 5118, Standard Practice for Fabrication of Fiberboard Shipping Boxes

4.6 DSCP Form 3507, Unit Loads: Preparation of Semiperishable Items

4.7 DSCP Form 3556, Marking Instructions for Shipping Cases, Sacks, and Palletized/Containerized Loads of Perishable and Semiperishable Subsistence

4.8 ANSI/ASQ Z1.4-2003

4.9 MEDCOM Regulation 40-28

4.10 MEDCOM Pamphlet 40-13

4.11 DSCP Technical Data Packet (TDP) for Health and Comfort Pack

5.0 PROCEDURES:

5.1 The Chief, Operational Ration Section, VETCOM HQ will:

5.1.1 Notify the RVC Commander or his/her representative that a contract has been awarded to a contractor in their region.

5.1.2 Provide all the required documents to assemble an inspection data packet (IDP).

5.2 The RVC will assign the required Army Veterinary Inspectors (AVI) to staff the procurement inspection verification mission.

5.3 The AVI will:

5.3.1 Assemble a complete IDP from the documents provided by the Chief, Operational Rations Section, VETCOM HQ.

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5.3.2 Review the IDP to identify the quality assurance provisions applicable to contractor inspection and government verification. Particular attention will be paid to requirements that are new, different from previous requirements, or open to broad interpretation.

5.3.3 Arrange a meeting with the contractor management to inform the management of the purpose of the inspection verification, documents that will be used to perform the inspection, inspection procedures, nonconformance reporting procedures; obtain any waivers granted by DSCP, and inspection office or area requirements.

5.3.4 The AVI will inspect the HCP at origin IAW TDP Section E-1.

5.4 Examination of Unitization (TDP Section E-4).

5.4.1 The sample unit is one palletized unit load.

5.4.2 The lot size is the total palletized unit loads.

5.4.3 Determine the sample size IAW ANSI/ASQ Z1.4-2003. The Inspection Level is S-4 with Acceptable Quality Level (AQL) of 10.0.

5.4.4 Defects will be expressed in defects per hundred units.

5.4.5 The contractor will palletize the unit loads IAW DSCP Form 3507, Type III, Class G requirements (TDP Section D-6).

5.4.5.1 Type III – Commercial loads (DSCP Form 3507).

5.4.5.2 Class G – On commercial pallets (DSCP Form 3507).

5.4.5.2 Wooden pallet requirements will be IAW TDP Section D-6.

5.4.6 The AVI will inspect unit loads IAW TDP Section E-4, Table III Unitization Defects.

5.5 Examination of Filled and Closed Shipping Container (TDP Section E-3).

5.5.1 The sample unit is one complete box.

5.5.2 The lot size is expressed in total number of boxes.

5.5.3 Determine sample size IAW ANSI/ASQ Z1.4-2003. The Inspection Level is S-3 with AQL of 4.0 for Major defects and 10.0 for Total defects.

5.5.4 Defects will be expressed in defects per hundred units.

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5.5.5 Examine the marking of shipping containers for requirements compliance IAW TDP Section E-5 and DSCP Form 3556.

5.5.6 Examine the shipping container for requirements compliance for Type I, II, and III HCP (TDP Section D-3). Examine for:

5.5.6.1 Fiberboard shipping container construction IAW TDP Section D-3 and ASTM D 5118.

5.5.6.2 Shipping container closure IAW Sealing Method B of ASTM D 1974.

5.5.7 The AVI will inspect the filled and closed shipping containers for defects listed in TDP Section E-3, Table II – Closed Container Defects.

5.6 Examination of the Filled Shipping Container (Unclosed) (TDP Section E-2).

5.6.1 Since a stationary inspection will be performed, the AVI will open the filled and sealed sample units (shipping container) for this inspection following the guidelines below.

5.6.2 The lot will consist of shipping containers of the same type pack.

5.6.3 The sample unit is one filled and sealed shipping container.

5.6.4 Determine sample size IAW ANSI/ASQ Z1.4-2003. The Inspection Level is S-3 with AQL of 2.5 for Major defects and 10.0 for Minor defects.

5.6.5 Defects will be expressed in defects per hundred units.

5.6.6 Examine Type I HCP for:

5.6.6.1 Compliance with box liner requirements IAW TDP Section D-3, Type I and ASTM D 4727

5.6.6.2 Compliance with the intermediate packaging requirement for Type I HCP IAW TDP Section D-2, Type I and both ASTM D 5118 and 4727.

5.6.7 Examine the individual components for Types I, II, and III HCP for packaging requirements under Good Manufacturing Practices (GMP).

5.6.8 Examine the sample unit for required components for Type I, II, and III HCP will be IAW TDP Section C-3. A list of the various required components are as follows:

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5.6.8.1 Type I HCP (Individual Pack) required components IAW TDP
page 8.

5.6.8.2 Type I HCP (Supplemental Pack) required components IAW TDP
page 9.

5.6.8.3 Packing requirements for Type I HCP IAW TDP Section D-3, type
I.

5.6.8.3 Type II HCP (Female Supplemental Pack) required components
IAW TDP page 9.

5.6.8.4 Type III HCP (Bathing Supplemental Pack) required components
IAW TDP page 9.

5.6.9 Examine the components for labeling requirements IAW TDP Section D-4
and shelf life requirements IAW TDP C-2.

5.6.10 The AVI will inspect the opened shipping containers' contents for defects
listed in TDP Section E-2, Table I - Shipping Container Assembly (Unclosed) Defects.

5.7 Nonconformance Reporting.

5.7.1 The AVI will report nonconformance/s immediately and directly to the
Senior Quality Assurance Specialist, DSCP-FTR at (215) 737- 7802 for a decision and/or further
instructions.

5.7.2 In the event that the DSCP's SQAS cannot be reached, the AVI will
directly contact the Chief, Operational Rations Section, VETCOM HQ, at (210) 221-6209 for
further guidance.

5.8 The AVI will use DD Form 1714 for documenting all sampling and inspection
findings to include results of the nonconformance reporting.

5.8.1 The AVI will attach a copy of the entire Order for Supplies or Services for
the HCP to the completed DD Form 1714.

5.8.2 The AVI will distribute the completed DD Form 1714 and required
enclosures as follows:

5.8.2.1 Original copy for the DVC's local file.

5.8.2.2 A copy for the contractor.

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5.8.2.3 Fax a copy to the Chief, Operational Rations Section, VETCOM HQ at (210) 221-7981.

5.9 When the shipment has been designated as “accepted at origin,” the AVI will sign the contractor prepared DD Form 250, Material Inspection and Receiving Report (MIIR), or the contractor’s invoices as final government acceptance.

6.0 RECORDS, REPORTS AND FORMS:

6.1 DD Form 1714 (**Enclosure 1**)

6.2 Example DD Form 1714 (**Enclosure 2**)

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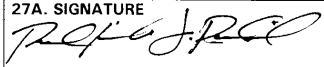
PRODUCT VERIFICATION RECORD										1. CONTRACT NUMBER	
2. LOT NUMBER			3. DATE OF VERIFICATION			4. PRIME CONTRACTOR (Name, City and State)					
5. LOT SIZE			6. VERIFICATION OF <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> QCR			7. PLANT LOCATION (City and State)					
8. DRAWN FROM <input type="checkbox"/> ORIGINAL LOT <input type="checkbox"/> RESUBMITTED LOT <input type="checkbox"/> OTHER (Specify)							9. DEFECTS BASED ON <input type="checkbox"/> DHU <input type="checkbox"/> % DEFECTIVE				
10. ITEM DESCRIPTION				11. TYPE OF VERIFICATION			12. RESULT OF VERIFICATION <input type="checkbox"/> COMPARABLE <input type="checkbox"/> NON-COMPARABLE				
13. SPECIFICATION NUMBER AND DATE					14. NUMBER OF LOTS VERIFIED TO DATE			15. DISPOSITION <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED			
SAMPLING PLANS											
16. EXAMINATION	17. INSP. LEVEL	18. AQL	19. CLASS OF DEFECT	20. <input type="checkbox"/> CONTR. <input type="checkbox"/> QCR		21. ACCEP- TANCE NUMBER	22. REJEC- TION NUMBER	23. VERIFICATION SAMPLE		24. ACTION NUMBER	
				A. SAMPLE SIZE	B. NO. OF DEF.			A. SAMPLE SIZE	B. NO. OF DEF.		
25. RESULTS (Continue on reverse side)											
A. EXAMINATION		B. DEFECTS					C. TALLY MAJOR: MINOR:				
26. TYPED NAME AND SIGNATURE OF ASST. QCR (When applicable)			27. TYPED NAME OF SENIOR QCR OR SQCR AND OFFICE SYMBOL				27A. SIGNATURE				

DD Form 1714, JUN 69 USAPPC V1.00

(Enclosure 1)

Enclosure 1

**OPERATIONAL RATIIONS INSPECTION PROCEDURE (IP31)
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PRODUCT VERIFICATION RECORD							1. CONTRACT NUMBER SPO303-03-D-Z110			
2. LOT NUMBER Delivery Order #s		3. DATE OF VERIFICATION 26 March 2003		4. PRIME CONTRACTOR <i>(Name, City and State)</i> Federated Wholesale Exchange Inc, 3731 Northcrest Road Suite 16, Atlanta, GA 30340						
5. LOT SIZE 2515 Boxes / 210 Pallets			6. VERIFICATION OF <input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> QCR		7. PLANT LOCATION <i>(City and State)</i> Atlanta, GA					
8. DRAWN FROM <input checked="" type="checkbox"/> ORIGINAL LOT <input type="checkbox"/> RESUBMITTED LOT <input type="checkbox"/> OTHER <i>(Specify)</i>						9. DEFECTS BASED ON <input checked="" type="checkbox"/> DHU <input type="checkbox"/> % DEFECTIVE				
10. ITEM DESCRIPTION Health and Comfort Pack Type I				11. TYPE OF VERIFICATION Technical Data Packet		12. RESULT OF VERIFICATION <input checked="" type="checkbox"/> COMPARABLE <input type="checkbox"/> NON-COMPARABLE				
13. SPECIFICATION NUMBER AND DATE Technical Data for Health and Comfort Pack					14. NUMBER OF LOTS VERIFIED TO DATE 0		15. DISPOSITION <input checked="" type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED			
SAMPLING PLANS										
16. EXAMINATION	17. INSP. LEVEL	18. AQL	19. CLASS OF DEFECT	20. <input type="checkbox"/> CONTR. <input checked="" type="checkbox"/> QCR		21. ACCEP- TANCE NUMBER	22. REJEC- TION NUMBER	23. VERIFICATION SAMPLE		24. ACTION NUMBER
				A. SAMPLE SIZE	B. NO. OF DEF.			A. SAMPLE SIZE	B. NO. OF DEF.	
Unit Load	S-4	10.0		13		3	4	13	2	4
Filled and Closed	S-3	4.0	Major	13		1	2	13	1	2
		10.0	Total			3	4		1	4
Filled and Unclosed	S-3	2.5	Major	20		1	2	20		2
		10.0	Minor			5	6		2	6
25. RESULTS <i>(Continue on reverse side)</i>										
A. EXAMINATION		B. DEFECTS					C. TALLY			
							MAJOR:		MINOR:	
Table III		Pallet not stretch wrapped as specified								1
		Type of pallet not as specified								1
Table II		Tape not applied as specified					1			1
		Not a snug pack							1	1
Table I		Toothbrush not clean (201)							2	2
26. TYPED NAME AND SIGNATURE OF ASST. QCR <i>(When applicable)</i>		27. TYPED NAME OF SENIOR QCR OR SQCR AND OFFICE SYMBOL WO1 Roelfelix S. Pulido MCVS				27A. SIGNATURE 				

DD Form 1714, JUN 69

USAPPC V1.00

Enclosure 2