



DEFENSE ACQUISITION UNIVERSITY EMPLOYEE SELF-ASSESSMENT

CMQ 100 - Quality Assurance basics

Note:

- Provide a justification(s) package referencing the numbered outcomes as appropriate on separate paper.
- Only the numbered outcomes (bold font) need to be addressed.
- The enablers (indented if specified) are provided to ensure the outcome is sufficiently addressed.
- The **Achieved** column is for use by the initial (functional) evaluator.
- Attach this guide with the justification to the DD form 2518 for a complete package.

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Outcomes and Enablers		Achieved?	
		Yes	No
1	Identify fundamental concepts of quality assurance (QA) and the role and responsibilities of the Quality Assurance Specialist (QAS)		
	Recognize fundamental concepts of quality assurance		
	Identify the primary responsibilities of the Quality Assurance Specialist		
2	Identify applicable government and supplier requirements for quality assurance as described in the FAR/DFARS		
	Summarize the relationship between FAR/DFARS and quality assurance		
	Recognize key quality assurance-related provisions and policies of the FAR/DFARS		
3	Identify the importance of a process approach to quality assurance		
	Define the process approach to quality assurance		
	Define process mapping and the information that goes into process mapping		
4	Define two continuous improvement techniques for ensuring the government receives quality products: Six Sigma and Lean manufacturing		
	Define Six Sigma and its fundamental concepts		
	Define Lean manufacturing and its fundamental concepts		
5	Identify the purpose and importance of proper calibration		
	Define key terms related to calibration, including metrology, traceability, and calibration		
	Identify the purpose of calibration reviews		
6	Identify tools and measurement standards used to perform quality measurements		
	Identify the two main categories of tools used in measurement		
	Identify the three measurement standards used in quality		
7	Identify important elements of technical drawings		
	Identify the common types of technical drawings		
	Recognize the different component views used in technical drawings		
	Identify common elements of a technical drawing layout		
8	Identify common geometric dimensioning and tolerancing (GD&T) terms and symbols		
	Define GD&T		
	Identify several common GD&T symbols		
	Recognize the meaning of common GD&T terms		
9	Identify the purpose and importance of statistical sampling		
	Define terms associated with statistical sampling		
	Identify the purpose of sampling in industry		
	Identify standards for statistical sampling		
10	Identify the activities and data analysis tools used to determine the supplier's performance		
	Identify the importance of quality evaluation data		
	Identify the three types of quality evaluation data that must be collected		
11	Identify data analysis graphs commonly used in the quality environment		
	Identify the purpose of, and common tools used for, root cause analysis		
	Define root cause analysis		
	Identify root cause analysis tools		



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12	Identify the importance of preventing counterfeit parts from being presented to the government for acceptance		
	Identify risks associated with counterfeit parts		
	Recognize supplier processes that prevent counterfeit parts from being presented for government acceptance		
13	Identify techniques that contribute to the success of a quality assurance team		
	Define the stages of team development		
	Identify meeting management activities that help ensure effective meetings		
	Identify three common methods for helping teams reach consensus		
	Recognize strategies for effective conflict resolution		