

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND
INSTRUCTION 23-113**



20 FEBRUARY 2024

Materiel Management

***PRE-AWARD QUALIFICATION OF
NEW OR ADDITIONAL PARTS
SOURCES AND THE USE OF THE
SOURCE APPROVAL REQUEST (SAR)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DAFPD 23-1, *Supply Chain Materiel Management*, Federal Acquisition Regulation (FAR), Subpart 9.2, *Qualifications Requirements*, Title 10 United States Code (USC) Section 3243, *Encouragement of new competitors: qualification requirement*, and 41 USC § 3311, *Qualification requirement*. It provides guidance and procedures to implement the manufacturing and repairing Source Approval Request process throughout Air Force Materiel Command (AFMC). It is applicable to any organization which is managing items (Critical Application Items (CAIs), Critical Safety Items (CSIs), and non-critical items) for the United States Air Force (USAF) or the United States Space Force (USSF). It is applicable to any items managed by weapon systems at any AFMC Center. This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). The source approval requirements and process described within this instruction are not intended to restrict competition, but rather to provide for consistent application of the process required by FAR 9.202, *Policy*, through consistent documentation. This instruction should be used in conjunction with the Joint Aeronautical Commanders' Group (JACG), *Aviation Source Approval and Management Handbook* and the *Defense Logistics Agency Source Approval Request (SAR) and Alternate Offer (AO) Guide*, but this instruction takes precedence if there are conflicts with the handbook. It is to be used by all AFMC organizations and its contractors to provide war-winning capabilities - on time, on cost. This instruction is applicable to both the manufacture and repair source approval process. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322,

Records Management and Information Governance Program, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF847, *Recommendation for Change of Publication*; route DAF847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or to the Publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

Major changes include the addition of Repair Development and Source Approval Request Category V, Developing Repair. Other updates include minor grammatical administrative changes and updates to reference material.

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1. Overview:

1.1. This instruction provides the procedures for qualification of new manufacture and repair sources to ensure Source Approval Requests (SARs) are submitted with complete information

and are evaluated thoroughly and consistently. Procedures are being provided to formalize the activities for ensuring appropriate responsible technical oversight of the pre- award source qualification process within AFMC.

1.2. Approval to repair an item is not equivalent to approval to manufacture that item. Separate SARs are required to obtain approval to both repair and manufacture an item; one SAR must be submitted for repair and another SAR for manufacture. **(T-3)**

2. Responsibilities:

2.1. AFMC/A4/10-EN:

2.1.1. Serves as the AFMC Office of Primary Responsibility (OPR) for the Source Approval Request process for AFMC.

2.1.2. Prepares, coordinates, and issues SAR policy consistent with USAF and Department of Defense (DoD) efforts; ensures processes and procedures are implemented within AFMC.

2.1.3. Coordinates SAR efforts with other DoD activities, federal agencies, and industry.

2.2. Single Manager/Program Manager Responsibilities:

2.2.1. Responsible for Operational Safety, Suitability, and Effectiveness (OSS&E) implementation, execution, and assurance for their system(s)/end-item(s) as assigned/applicable; may delegate OSS&E authority per AFMCI 63-1201, *Integrated Life Cycle Systems Engineering and Technical Management*. May serve as an Engineering Support Activity (ESA).

2.2.2. Ensures qualification requirements (QR) are advertised in advance of a solicitation or linked to a Sources Sought Synopsis in Contract Opportunities on SAM.gov with sufficient time to allow potential offerors the opportunity to gain qualification.

2.3. Engineering Support Activity (ESA) Responsibilities: The ESA is the engineer delegated with OSS&E authority/responsibility. ESA for USAF items is established through delegated/documented agreements with System Program Managers/System Support Managers.

2.3.1. Evaluates the Technical Data Package (TDP) completeness, Data Rights availability and item Criticality (Critical Safety Item (CSI), Critical Application Item (CAI), Non-Critical).

2.3.1.1. Establishes the Acquisition Method Suffix Codes / Repair Method Suffix Code (AMSC/RMSC) before or at the same time as criticality determination along with the identification of critical characteristics. **Note:** Both AMSC and RMSC must be established prior to making the determination to identify pre-award qualifications.

2.3.1.2. Determines if QR per FAR 9.204(a), *Arranging publicity for the qualification requirements*, can be established. If the TDP is complete and data rights are available, the ESA prepares the source QR statement using [Attachment 2](#) as a guideline. The QR must meet the minimum requirements established and identified by this Instruction. If there are fewer than 2 available sources, Per FAR 9.204(a)(1), the ESA will ensure that a notice seeking additional sources or products for qualification is periodically published in Contract Opportunities on SAM.gov and for Defense Logistics Agency

(DLA) in the DLA Internet Bid Board System (DIBBS). The ESA will maintain a record of each publication. Only those qualification requirements which are least restrictive to meet the purposes necessitating the qualification requirements shall be specified. **(T-0)**

2.3.1.3. Tailors as needed the SAR Contents Checklist provided in [Attachment 6](#), to enable consistent and complete SAR package submissions from potential offerors.

2.3.1.4. Tailors as needed the SAR Evaluation Checklist provided in [Attachment 5](#) prior to the evaluation of any SAR packages, to ensure consistent and thorough evaluation for all SARs.

2.3.2. Estimates the costs for testing and evaluation which a potential offeror will incur to become qualified using [Attachment 3](#) as a guideline.

2.3.3. If the ESA determines it is unreasonable to develop or specify the pre-award qualification requirements, the ESA requests a waiver of up to two years (for the development or specification of the pre-award qualification requirements) using [Attachment 4](#) as a guideline. In accordance with FAR 9.202(b), the ESA submits the determination first to the Competition Advocate for review and comment. **(T-0)** Reasons for the waiver may include:

2.3.3.1. Extensive design engineering effort to determine exact requirements.

2.3.3.2. Limited government technical expertise to determine exact requirements.

2.3.3.3. Design instability of the article.

2.3.3.4. The government does not possess either the Technical data or the data rights needed to develop the qualification requirements and it is cost prohibitive to obtain those rights.

2.3.4. Forwards the qualification requirement or an approved waiver to Screening and a copy to the requesting organization. Uses the store attachments function in the Purchase Request Process System (PRPS) to attach either the waiver; or the QR, cost estimate, tailored SAR Contents Checklist, and tailored SAR Evaluation Checklist to the National Stock Number (NSN) / National Item Identification Number (NIIN).

2.3.5. Upon receipt of a SAR, the ESA ensures the SAR package has been assigned a tracking number by the Source Development Specialist (SDS) at the appropriate Small Business Office (SBO). For items managed by a weapon system single manager/program manager at an AFMC Center, see [paragraph 2.5](#). The ESA performs a comprehensive technical evaluation (using [Attachment 5](#) as previously tailored) to determine if the prospective source complies with quantitative and qualitative pre-award qualification requirements and determine approval/disapproval of the potential offeror.

2.3.5.1. Common use items require coordination and approval by the other weapon systems or services prior to source approval. A common use item coordination sheet is provided at [Attachment 7](#). **(T-0)**

2.3.5.2. In addition to comprehensive Qualification Testing, submittal of engineering data and evaluation of samples, typical pre-award qualification requirements may include but are not limited to the following elements:

2.3.5.2.1. Product verification testing.

2.3.5.2.2. Quality assurance measures.

2.3.5.2.3. Site Surveys and tooling inspection consistent with the new program requirements for Manufacturing Readiness Assessments (MRAs) and Manufacturing Readiness Levels (MRLs).

2.3.5.2.4. Form, fit, and function (FFF) and interface verification of a part.

2.3.6. If the ESA is planning to consider qualification by similarity, category (CAT) II, a comprehensive analysis of the differences and the similarities (as opposed to just the similarities) between the item proposed by the prospective source versus the exact or subject item must be accomplished by the prospective source as a key element of the pre-award qualification requirements. **Note:** Source Approval Request Categories are defined in **Section 3.6**. The ESA evaluates this analysis.

2.3.7. If a decision on the proposed offeror's SAR cannot be provided within 90 days, the ESA provides a written response to the appropriate SBO or procurement contracting officer as to when the evaluation will be complete. For items managed by a weapon system single manager/program manager at an AFMC Center, see **paragraph 2.5**. When the system/product engineer's evaluation is complete, ESA provides a written response to the SBO as to the success or failure of the submitter in meeting the qualification requirements. If disapproved, ESA provides a detailed listing of all SAR faults.

2.3.8. If the SAR package is approved, the ESA shall notify screening and request an updated SAW (AFMC Form 761, *AMC/AMSC Screening Analysis*) or CR-SAW (AFMC Form 762, *Contract Repair Screening Analysis Worksheet*), as required, to update the Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC) or add additional source(s). After sources have been approved for a NSN, the ESA will consider assignment of the most appropriate AMSC to foster competition and meet technical requirements. DLA Logistics Information Services (DLIS) will make AMSC code changes as directed by the ESA. Copies of signed/approved/released Engineering Change Orders (ECOs) for the item and next higher assemblies shall be provided to the system Equipment Specialist for updating of Technical Orders (TOs), Illustrated Parts Breakdown (IPB), as well as cataloging action for new NSN(s). Copies of such Engineering Orders (EOs) shall also be submitted to Joint Engineering Data Management Information Control System (JEDMICS) or other authorized engineering data repository for incorporation. More than one Part Number (P/N) (Original Equipment Manufacturer [OEM] and non-OEM) may be listed under the same NSN, all P/Ns listed under an NSN must represent interchangeable items, without any modification.

2.3.9. If the ESA approves a Repair SAR package, ESA will provide the Logistics Management Specialist (LMS) a copy of the SAR approval notice to update the existing AFMC Form 762, *Contract Repair Screening Analysis Worksheet (CR-SAW)*.

2.3.10. Upon approval of Category IV SAR, owning-service Integrated Product Team (IPT) may decide to create a new NSN if it is determined to be in the best interest for their program (i.e. common item not approved by all services). **Note:** Refer to **paragraph 3.6** for category definitions. That NSN must then be one-way linked to the sub master NSN to

show equivalency, and order of use, and to facilitate competitive procurement of the item if applicable, by appropriate source of supply for the use of the approving service. **(T-0)**

2.3.11. Forms the site survey team. Schedules site visits with supplier and coordinates with the other service ESA on participation. Conducts the site survey using checklist in JACG *Aviation Source Approval and Management Handbook*, Exhibit C, and tracks the findings, corrective action plans and implementation. Creates and distributes formal report. Issues SAR approval/disapproval letter only after survey is complete and all findings have been closed. Maintains a record of all lead site surveys for internal and other service ESA use.

2.3.12. Monitors status of site survey and schedules the initial and follow up site survey as required.

2.4. The Procurement Contracting Officer (PCO) Duties:

2.4.1. The PCO (who is part of the Single Manager organization) shall follow FAR 9.202(c) if a potential offeror (or its product) meets the standards established for qualification or can meet them before the date specified for award of the contract. **(T-0)** The PCO shall follow the FAR 9.202(e) procedures to not delay a proposed award in order to provide a potential offeror with an opportunity to demonstrate its ability to meet the standards specified for qualification. **(T-0)** If a Program Manager determines that timeliness of the acquisition will not allow a delay for SAR proposal package evaluation, the PCO will document the supporting rationale in the contract file for that acquisition and provide notification back to the appropriate SBO for possible future requirements. The ESA shall continue with the SAR evaluation and take the appropriate actions upon conclusion of the analysis. **(T-0)**

2.4.2. The PCO will forward any SAR received in response to a solicitation directly to SBO SDS to assign a tracking number and to distribute to the ESA for processing. The SBO will notify the PCO of final disposition.

2.4.3. If a SAR is received for a DLA managed item, it should be forwarded to the appropriate DLA center. The procuring activity is defined per Department of the Air Force Federal Acquisition Regulation Supplement (DAFFARS) 5306.501, *Requirement*.

2.5. Small Business Office (SBO) Duties:

2.5.1. In accordance with AFI 90-1801, *Small Business Programs*, the SDS manages the source development program at the Air Force Sustainment Center (AFSC). If a SAR package is received for an item managed by another AFSC location, it must be forwarded to that location's SDS, and the responsibilities identified within this instruction as SBO Duties are the responsibility of the AFSC location which manages the item. For items managed by a weapon system at an AFMC Center, the responsibilities identified within this instruction as SBO Duties are the responsibility of the weapon system single manager. Weapon system single managers may apply the following requirements on prime contractors, but the method of compliance should not be limited by the examples in this instruction. Any requirements applied to prime contractors must be applied through their contract.

2.5.2. The SDS acts as the primary liaison with industry on all SAR packages. The receipt of a SAR package from industry is the starting point in the process. When a SAR package

is received the SDS will assign a tracking number, forward the SAR package to ESA for evaluation and notify the PCO that SAR has been received.

2.5.3. The SDS monitors SARs, participates in source development surveys and market surveys (not to be confused with a Market Research Report which is a joint effort performed by the ESA, Program Manager, Item Manager, Equipment Specialist, Buyer/PCO and SDS), to include the initiation of sources sought synopses.

2.5.4. Upon request by a prospective source, the SDS explains the qualification process, provides the ESA's pre-award qualification requirements ([Attachment 2](#)) and ESA's tailored SAR Contents Checklist ([Attachment 6](#)), and disseminates the resultant SAR packages.

2.5.5. The SDS conducts a non-technical review of any SAR package received, to ensure compliance with submittal format and presence of relevant documentation and information, using [Attachment 5](#) part II. If the documentation is inadequate or incomplete, the submitter will be notified of deficiencies. The potential offeror will be given a specific amount of time (normally 72 hours, or as defined by the ESA) to provide the missing data, submit proof of the deficiency correction or ask for an extension. The evaluation will be continued with the available data after the defined correction period has closed. If the SAR cannot be approved as submitted it will be returned with a full disclosure of all missing data and deficiencies or instruction on what course of action the submitter can take. The potential offeror is encouraged to resubmit the SAR.

2.5.6. If the ESA approves a SAR package, SDS will provide Screening a copy of the SAR approval notice to update the existing AFMC Form 761, *AMC/AMSC Screening Analysis Worksheet (SAW)*.

2.5.7. The SDS notifies the potential offeror if approved. If disapproved, the SDS notifies the potential offeror and provides reasons for disapproval.

2.5.8. Sources that were previously qualified and are now determined not qualified will be advised of the reasons in accordance with FAR 9.207, *Changes in status regarding qualification requirements*. The ESA will provide the SBO a valid, documented reason for requesting removal of the source consistent with the qualification requirements set forth in the written justification for qualification requirements and the specific reason the product no longer meets the specification. The SBO will coordinate on the request and notify the source so that they may take action to become re-qualified. A copy of the notification letter, along with the attachments, will be forwarded to the Competition Advocate and to Screening to update the AFMC Form 761. (T-0)

2.5.9. If a SAR is received for a DLA managed item, it should be forwarded to the appropriate DLA center. The procuring activity is defined per DAFFARS 5306.501, *Requirement*.

2.6. Competition Advocate:

2.6.1. In accordance with FAR 9.202(b) The Competition Advocate shall review all requests for waiver of the requirement to specify standards for qualification. The Competition Advocate review comments will be forwarded to the HPA or delegate for

consideration in the decision to approve or disapprove the waiver request. The procuring activities are defined per DAFFARS 5306.501. (T-0)

2.6.2. At the request of the SBO, the Competition Advocate will review the justification for disapproved source qualification requests.

2.7. Screening:

2.7.1. Provides or updates the TDP or Engineering Data List (EDL) as required, as requested by ESA.

2.7.2. Maintains current information on source qualification in AFMC Form 761, AMC/AMSC Screening Analysis Worksheet.

2.7.3. Requests ESA prepare the pre-award qualification requirements or a waiver if they do not exist and are required.

2.8. Logistics Management Specialist:

2.8.1. Maintains current information on the AFMC Form 762.

2.8.2. Requests ESA prepare the pre-award qualification requirements or a waiver if they do not exist and are required.

3. SAR Core Process.

3.1. The screening process described in DFARS Procedures, Guidance and Information (PGI) 217.7506, *Spare Parts Breakout Program*, requires identification of additional sources to increase competition.

3.2. The AMSC/RMSC must be established by the ESA before or at the same time as the criticality. Both of these elements must be established prior to making the determination to identify pre-award qualifications.

3.3. When the ESA establishes pre-award qualifications of a new or additional source as a requirement, qualification requirements must be generated. If the ESA determines it is unreasonable to develop or specify the pre-award qualification requirements, the ESA requests a waiver of up to two years using [Attachment 4](#) as a guideline. (T-0)

3.4. Establishing pre-award qualification requirements. [Figure 1](#) describes the process to generate qualification requirements.

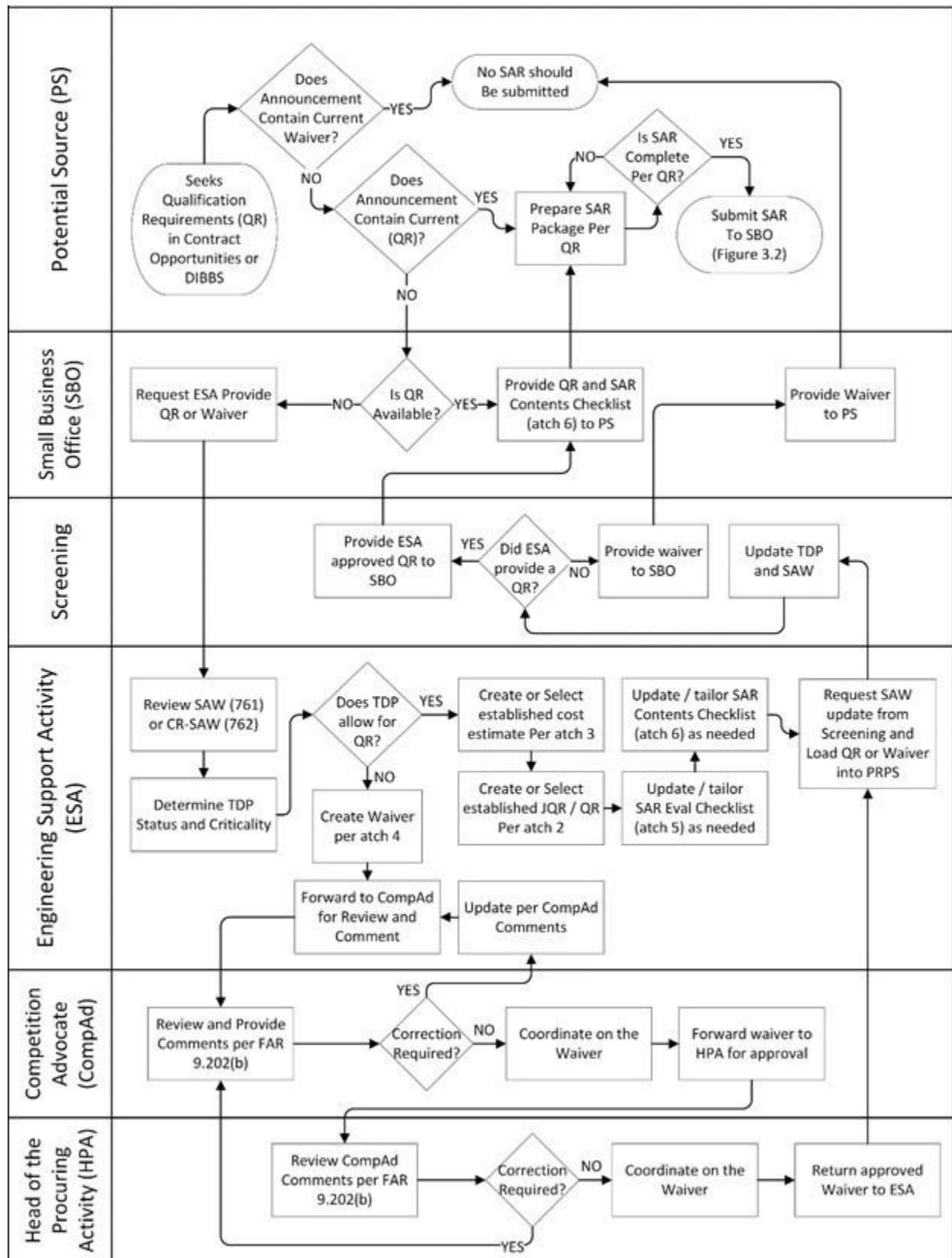
3.4.1. The ESA will establish the qualification requirements for parts being considered. The qualification requirements will be in accordance with FAR 9.2 and DoDM 4120.24, *Defense Standardization Program (DSP) Procedures*. Qualification requirements will be documented as described in [Attachment 2](#). (T-0)

3.4.2. The ESA will assign and document item-criticality (Critical Safety Item, Critical Application Item, Non-critical), along with critical characteristics, for parts being considered. **Note:** DFARS 209.270-2, *Definitions*, defines Aviation CSI. In addition, there may be other definitions tailored to a specific type of weapon system.

3.4.3. The ESA will prepare pre-award qualification requirements whenever prequalification of a source or its product is required. The waiver process is available when prequalification is required but the ESA determines it is unreasonable to develop or specify

the standards for qualification which a potential offeror or its product must satisfy. Prepare waivers in accordance with FAR 9.202(b) and documented as described in [Attachment 4](#).
(T-0)

Figure 1. Source Approval Request Pre-Award Requirements Generation Process.



3.5. Evaluating source approval request packages.

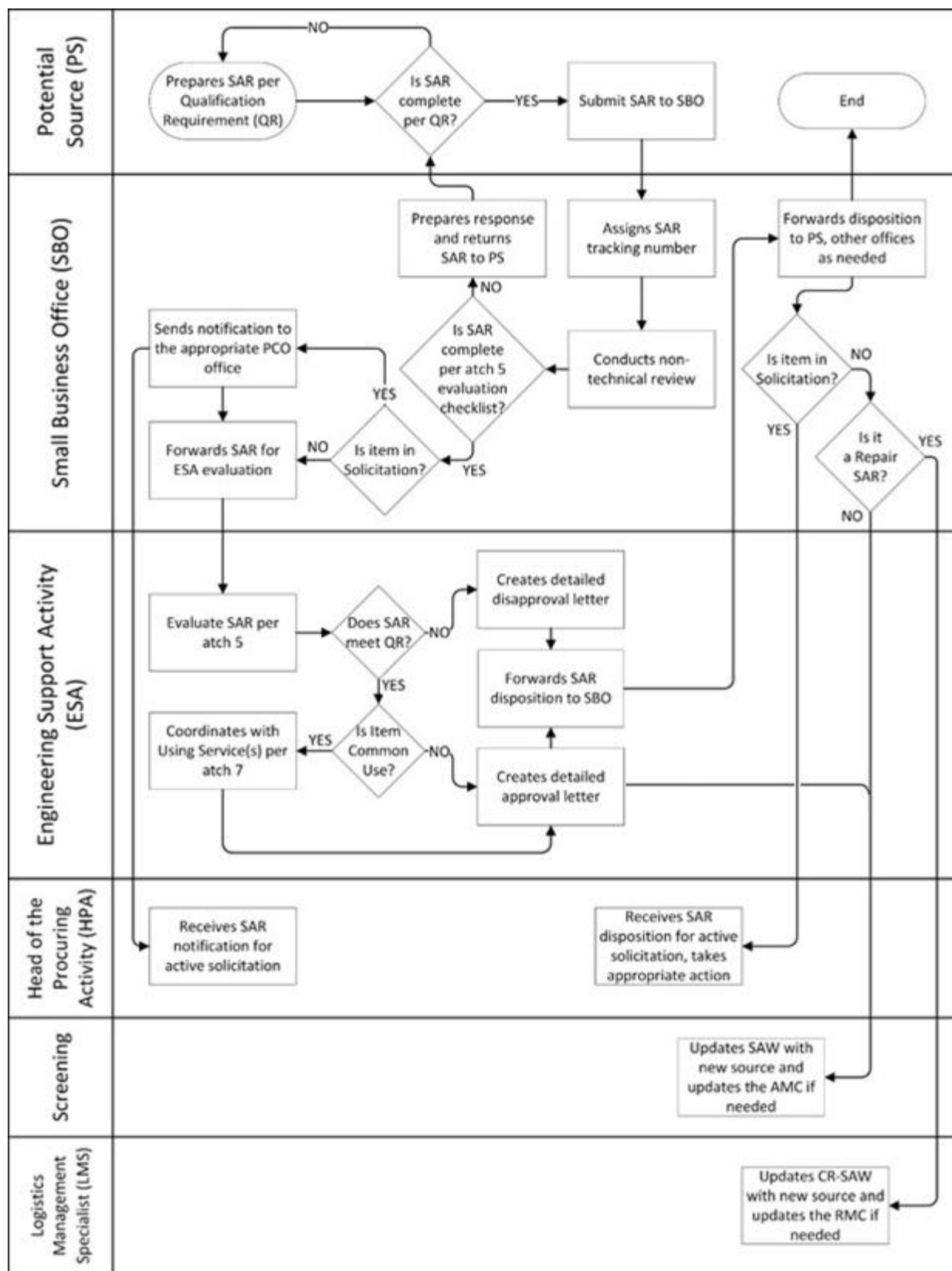
3.5.1. The process depicted in [Figure 2](#) describes the cycle for pre-award qualification requirements by prospective sources, and the subsequent evaluation and disposition of the resultant technical proposals. SARs received from potential offerors are processed through the SBO. The ESA will evaluate the qualification requirements for potential offerors being considered.

3.5.2. A potential offeror seeking approval as a qualified source must meet the specified source qualification statement requirements established by the ESA. The potential offeror must meet the standards established for qualification before the date specified for award of the contract. Potential offerors, at their own expense, with exceptions noted in FAR 9.204(a)(2), will be given an opportunity to demonstrate their abilities to meet the standards specified for qualification. **(T-0)**

3.5.3. Common items used in multiple systems must have the coordination of all users, unless that ESA has the documented delegated authority, as required by AFMCI 63-1201 of the users, including the other services. If all AF users approve SAR but other services do not, then a separate NSN shall be established for AF use only using a new part number (P/N) as the reference, if there is a technical or business case for doing so. **(T-0)**

3.5.4. Federal Aviation Administration (FAA) Parts Manufacturer Approval (PMA) – These are items that are developed for FAA type certificated products which may be included in Air Force commercial derivative aircraft (CDA). The FAA PMA is both a design and manufacturing approval governed by Title 14 Code of Federal Regulations (CFR), Part 21, Subpart K, *Parts Manufacturer Approvals*, current edition. To make the SAR process more efficient, the ESA may use the PMA data package submitted to the FAA to evaluate potential offerors. The ESA may require additional SAR elements for pre-award qualification for CAIs or CSIs with a current FAA PMA approved manufacturer's part or repair for SAR Category I.

Figure 2. Source Approval Request Package Approval Process.



3.6. Source Approval Request Categories. there are five categories under which SARs may be submitted:

3.6.1. **SAR Category I, ACTUAL ITEM** – These SARs are received from proposed offerors who have manufactured or performed Repair, Overhaul, Maintenance and Modification (ROMM) on the exact (Subject) item, using ESA or Original Equipment Manufacturer (OEM) technical data, for the prime contractor, OEM, another service, civil agencies, or foreign governments. This category includes SARs for the exact (identical) item from manufacturers who have been granted Federal Aviation Administration (FAA) Parts Manufacturer Approval (PMA) via identity with a license agreement. The item will be produced and evaluated against the current ESA approved technical data package. Separate SARs are required to obtain approval to both repair and manufacture an item.

3.6.2. **SAR Category II, SIMILAR ITEM** – These SARs are received from proposed offerors who have not previously manufactured or performed ROMM on the subject item but have manufactured or performed ROMM on items similar in complexity, design, criticality, manufacturing or ROMM processes, materials, and application for the prime contractor, OEM, another service, civil agencies, or foreign governments. The item will be produced and evaluated against the current ESA approved technical data package. Separate SARs are required to obtain approval to both repair and manufacture an item.

3.6.3. **SAR Category III, NEW MANUFACTURER OR SOURCE OF REPAIR OF AN ITEM** – These SARs are received from proposed offerors, who do not meet Category I or II criteria but have access to current ESA or OEM approved technical data and intend to produce or repair to the current ESA or OEM approved technical data package. Separate SARs are required to obtain approval to both repair and manufacture an item.

3.6.4. **SAR Category IV, ALTERNATE ITEM** – These are SARs received from proposed offerors who are proposing an alternate part (substitute part with like fit, form, function) or ROMM as potentially equivalent part to the OEM part or repair. These can be reverse engineered, but not reengineered components. Some alternate parts are provided for the civil sector under FAA PMA via tests and computations or identity without a license agreement. Separate SARs are required to obtain approval to both repair and manufacture an item. **Note:** Reengineering is the creation of an alternative design or manufacturing process and should be addressed via Engineering Change Process MIL-HDBK-61, *Configuration Management Guidance*.

3.6.5. **SAR Category V, REPAIR DEVELOPMENT** – This category applies only to repairs that are not already established in USAF technical data for the TMS in which the repair is proposed. This category covers the offerors who have a repair, or could develop a repair, that will satisfy the need of the USAF IAW an advertised requirement. Approval of a Category V SAR may still require repair verification, validation, and testing prior to complete approval of the offeror as an approved source.

3.6.6. The ESA may tailor the content and required elements of the SAR package for pre-award qualification for any SAR category.

3.7. Site Survey.

3.7.1. The lead service ESA for the site survey (survey initiator) will negotiate specific survey dates with the supplier. The survey typically lasts no more than three working days

and should be completed prior to SAR approval and contract award, unless specifically authorized by the Service ESA. As appropriate, the lead activity will coordinate the scheduling of surveys with other Services.

3.7.2. The site survey team will minimally consist of an engineer with manufacturing and/or industrial experience and quality assurance personnel from the interested Service ESA(s). Other personnel may be required to support a survey if there are specific details that need to be addressed (e.g., availability of specific tooling, equipment, jigs, repair or overhaul issues, etc.). The lead service ESA will gather input from all survey team members and publish the formal site survey report.

3.7.2.1. If a site survey is required prior to source approval, notification to the procuring activity or supplier, as applicable, is required prior to source approval. In these cases, the supplier cannot be added as an approved source of supply until the site survey is completed and thus the source approval/disapproval letter should not be sent until the site survey has been completed. However, the technical evaluation of the SAR can be completed prior to completion of the survey. The Standard Form (SF) 1403, *Pre-award Survey of Prospective Contractor (General)*, provides a means for requesting survey participation or survey support from the Defense Contract Management Agency (DCMA).

3.7.2.2. Site survey teams conduct pre- and post-survey contractor briefings. Any concerns or findings are shared with the company at the exit brief.

3.7.2.3. A formal report of each survey is prepared by the lead service ESA within ten days of completion of the survey. The report consolidates the comments, observations, and recommendations of all team members and provides a schedule for follow-up actions, if required. Copies of the formal report are provided to team members and sent to the supplier. A copy of the report and any corrective actions will be maintained. Checklist and documentation will be retained by the survey lead for reference to support future SAR submissions. The supplier has 30 days to address any major concerns and provide corrective action plans.

3.7.3. The Site Survey Checklist found in JACG Aviation Source Approval and Management Handbook, Exhibit C, (<https://www.dla.mil/Portals/104/Documents/Aviation/Source%20Approval%20Handbook.pdf>) can be tailored for a variety of survey requirements including source approval, site surveys, pre-award surveys, Supplier Interface and Oversight Program (SIOP) surveys, etc. The checklist can be tailored for a particular inspection, and should be provided to the supplier prior to the visit. The checklist should be completed as fully as possible so that it can serve as a record of review to help preclude duplicate effort for other purposes (e.g., even though a site survey may have been initiated for a source approval request, it suffices the CSI or quality program review). The checklist has three main parts:

3.7.3.1. Part 1 contains an introduction with instructions for completing the checklist. It provides general questions about the facility (location, size, points of contact, DoD contracts/parts, etc.) and listing of all survey participants.

3.7.3.2. Part 2 is a comprehensive list of questions that cover: (1) Production and Contract History, (2) Production Engineering and Planning, (3) Industrial Resources and (4) Quality Assurance Program Compliance.

3.7.3.3. Part 3 is a Finding Report containing two forms – one for individual findings, and one to be used as a summary of findings. Detailed instructions and definitions are provided on the forms. These forms will be used to track follow-up actions and corrective actions.

3.7.4. Site surveys should be performed if any of the following apply:

3.7.4.1. For CAT III suppliers who have not previously manufactured or performed ROMM on Critical Items (CIs);

3.7.4.2. As required by the Service ESA, if the supplier has not performed ROMM on, or manufactured and delivered the actual item in production quantities and/or had a site survey, for CSI within the past three years or CAI or within the past seven years. If multiple items are produced by the supplier, then only one site survey must be performed within the given time period based on the criticality of items produced.

3.7.4.3. As required by the Service ESA, if there has been a change in company location, ownership, and/or name since the last delivery of the actual or similar critical items and the cognizant Service ESA engineer determined that documentation provided by the company to describe the nature of the change is not sufficient (Reference FAR 9.207).

3.7.4.4. As required by the cognizant Service ESA, if quality issues have been identified.

3.7.4.5. As required by the service ESA, when supplier's SAR includes information that is incomplete or unclear. This includes changes in capabilities, processes, specialized staff, manufacturing or quality problems, or issues unresolved from a previous survey.

3.7.4.6. As required by the service ESA, when item-specific issues (i.e., complex items, problematic items, etc.) are identified, a need exists to verify requirements in the solicitation or for suppliers who have previously repaired, overhauled or manufactured items in production quantities for DoD but the actual item requires operations, processes, or inspections not previously demonstrated by the supplier.

3.7.5. When a pre-award survey is required as the result of a SAR review, the decision to perform the survey will be included in the disposition letter from the Service ESA, and the procuring activity will issue a letter to DCMA documenting the Quality Assurance Letter of Instruction (QALI) requirements.

LYLE K. DREW, Brigadier General, USAF
Director of Logistics, Civil Engineering, Force
Protection, and Nuclear Integration

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

10 USC § 3243, *Encouragement of new competitors: qualification requirement*

14 CFR, Part 21, Subpart K, *Parts Manufacturer Approvals*, current edition

41 USC § 3311, *Qualification requirement*

AFI 20-106, *Management of Aviation Critical Safety Items*, 25 January 2006

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 90-1801, *Small Business Programs*, 2 August 2018

AFMCI 63-1201, *Integrated Life Cycle Systems Engineering and Technical Management*, 2 December 2022

AFMCMAN 21-149, *Contract Depot Maintenance (CDM) Program*, 28 April 2020

DAFFARS 5306.501, *Requirement*, current edition

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFPD 23-1, *Supply Chain Materiel Management*, 1 June 2023

Defense Logistics Agency Source Approval Request (SAR) and Alternate Offer (AO) Guide, November 2002

DFARS 209.270-2, *Definitions*, current edition

DFARS 209.270-4, *Procedures*, current edition

DFARS PGI 209.202, *Policy*, current edition

DFARS PGI 217.7506, *Spare Parts Breakout Program*, current edition

DoDM 4120.24, *Defense Standardization Program (DSP) Procedures*, 24 September 2014

DoDM 4140.01V3, *DoD Supply Chain Materiel Management Procedures: Materiel Sourcing*, 9 October 2019

DoD-STD-2101, *Classification of Characteristics*, 10 May 1979

FAR 9.2, *Qualification Requirements*, current edition

FAR 9.202, *Policy*, current edition

FAR 9.204, *Responsibilities for establishment of a qualification requirement*, current edition

FAR 9.207, *Changes in status regarding qualification requirements*, current edition

JACG, *Aviation Source Approval and Management Handbook*, 16 March 2011

MIL-HDBK-61, *Configuration Management Guidance*, 7 April 2020

MIL-HDBK-115, *US Army Reverse Engineering Handbook (Guideline and Procedures)*, 21 March 2016

MIL-STD-882, *Standard Practice System Safety*, 27 September 2023

Public Law 108-136, Section 802, *Quality Control in Procurement of Aviation Critical Safety Items and Related Services*, 24 November 2003

SAE AS9100D, *Quality Management Systems - Requirements for Aviation, Space and Defense Organizations*, September 2016

Title 14 CFR, Part 21, Subpart K, *Parts Manufacturer Approvals*, current edition

TO 00-20-3, *Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System*, 17 December 2021

Adopted Forms

AFMC Form 206, *Temporary Work Request*

AFMC Form 761, *AMC/AMSC Screening Analysis Worksheet*

AFMC Form 762, *Contract Repair Screening Analysis Worksheet*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 250, *Materiel Inspection and Receiving Report*

DD Form 1654, *Evaluation of Transportation Cost Factors*

DD Form 2345, *Militarily Critical Technical Data Agreement*

SF 1403, *Pre-award Survey of Prospective Contractor (General)*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFMCI—Air Force Materiel Command Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Sustainment Center

AMC—Acquisition Method Code

AMSC—Acquisition Method Suffix Code

ANG—Air National Guard

CAGE—Commercial and Government Entity

CA—Corrective Action

CAI—Critical Application Item

CAT—Category

CD—Compact Disc

CDA—Commercial Derivative Aircraft

CE—Chief Engineer

CEA—Cognizant Engineering Authority

CFR—Code of Federal Regulations

CI—Critical Item

CIP—Component Improvement Program

CR-SAW—Contract Repair Screening Analysis Worksheet

CSI—Critical Safety Item

DAFFARS—Department of the Air Force Federal Acquisition Regulation Supplement

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Air Force Policy Directive

DCMA—Defense Contract Management Agency

DFARS—Defense Federal Acquisition Regulation Supplement

DIBBS—DLA Internet Bid Board System

DLA—Defense Logistics Agency

DLIS—DLA Logistics Information Services

DoD—Department of Defense

DoDM—Department of the Defense Manual

DVD—Digital Versatile Disc

ECO—Engineering Change Order

ECP—Engineering Change Proposal

EDL—Engineering Data List

EMP—Electro-Magnetic Pulse

EO—Engineering Order

ESA—Engineering Support Activity

FAA—Federal Aviation Administration

FAR—Federal Acquisition Regulation

FFF—Form, Fit, and Function

HPA—Head of the Procuring Activity

IAW—In Accordance With

IMS—Inspection Method Sheets

IPB—Illustrated Parts Breakdown

IPT—Integrated Product Team
JACG—Joint Aeronautical Commanders' Group
JEDMICS—Joint Engineering and Data Management Information Control System
LMS—Logistics Management Specialist
LSE—Lead Systems Engineer
MRA—Manufacturing Readiness Assessment
MRL—Manufacturing Readiness Level
NIIN—National Item Identification Number
NSN—National Stock Number
OEM—Original Equipment Manufacturer
OPR—Office of Primary Responsibility
OSS&E—Operational Safety, Suitability, and Effectiveness
PAH—Production Approval Holder
PBL—Performance Based Logistics
PCO—Procurement Contracting Officer
PDF—Portable Document Format
PGI—Procedures, Guidance, and Information
PL—Public Law
PMA—Parts Manufacturer Approval
PMAH—Parts Manufacturer Approval Holder
P/N—Part Number
PRPS—Purchase Request Process System
QALI—Quality Assurance Letter of Instruction
QAM—Quality Assurance Manual
QR—Qualification Requirements
QWC—Qualification Waiver Criteria
RDS—Records Disposition Schedule
RMC—Repair Method Code
RMSC—Repair Method Suffix Code
ROMM—Repair, Overhaul, Maintenance and Modification
SAE AS—Society of Automotive Engineers International Aerospace Standard
SAR—Source Approval Request

SAW—Screening Analysis Worksheet

SBO—Small Business Office

SDS—Source Development Specialist

SF—Standard Form

SIOP—Supplier Interface Oversight Program

SPC—Statistical Process Control

STS—Sub-Tier Supplier

TDBD—Top Down Break Down

TDP—Technical Data Package

TO—Technical Order

UID—Unique Identification

USAF—United States Air Force

USC—United States Code

USSF—United States Space Force

WRE—War Readiness Engines

Office Symbols

AFMC/A4/10-EN—Air Force Materiel Command Engineering Technology and Technical Policy

Terms

Acceptance Test—A test conducted under specified conditions, by or on behalf of the government, using delivered or deliverable items in order to determine the item's compliance with specialized requirements.

Acquisition Method Code (AMC) and Acquisition Method Suffix Code (AMSC)—AMC is a single digit numeric code, assigned by a DoD activity to describe to the Contracting Officer and other Government personnel the results of a technical review of a part and its substantiation for breakout. AMSC is a single digit alpha code, assigned by a Department of Defense (DoD) activity which provides the Contracting Officer and other Government personnel with engineering, manufacturing and technical information. DFARS PGI 217.7506, *Spare Parts Breakout Program*, http://www.acq.osd.mil/dpap/dars/pgi/pgi_hm/PGI217_75.htm prescribes the AMC and AMSC which indicate if the purchase of an item(s) is restricted to known, responsible, or an approved source(s) and the reason for that restriction.

Actual Manufacturer—An individual, activity, or organization that performs the physical material fabrication processes that produce the deliverable part or other items of supply for the Government. The actual manufacturer must produce the part in-house. The actual manufacturer may or may not be the design control activity.

Approved or Qualified Source—Any potential offeror which has satisfactorily furnished or has formally demonstrated the ability to meet the qualifications established for the spare parts or

services, as determined by the responsible engineering activity. **Note:** A subcontractor, which has previously provided parts through a prime contractor, may be approved when it can be demonstrated that the subcontractor has the ability to meet the qualification requirements.

Cognizant Engineer—The chief or lead engineer as defined in AFMCI 63-1201, or their delegated representative.

Cognizant Engineering Authority—see ESA.

Common Use Item—A part, assembly, subsystem, or store used in different Air Force systems or that is unique to a specific system used by multiple military services.

Complete Current Configuration Drawings—Complete set of the latest revision drawings including forging/casting data and all drawings referenced therein, when applicable.

Correlating Experience (Qualification by Similarity)—Previous experience in the manufacture and qualification of articles which can be correlated with the part being procured.

Critical Application Item (CAI)—An item essential to weapon system performance or operation, or the preservation of life or safety of operating personnel, as determined by the military services.

Critical Characteristic—A critical characteristic is one that analysis indicates is likely, if defective, to create or increase a hazard to human safety, or result in failure of a weapon system or major system to perform a required mission.

Critical Safety Item (CSI)—A critical safety item means a part, an assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapon system if the part, assembly, or equipment contains a characteristic any failure, malfunction, or absence of which could cause: (1) A catastrophic or critical failure resulting in the loss of or serious damage to the aircraft or weapon system; (2) An unacceptable risk of personal injury or loss of life; or (3) An uncommanded engine shutdown that jeopardizes safety.

Data Certification (Certificate of Law)—A certification statement on company letterhead signed by an authorized binding company official that states the said company has obtained the data by legal means and has the right to use the data for manufacturing or repair purposes.

Design Control Authority—A contractor or government activity having responsibility for the design of a given part and for the preparation and updating of engineering drawings and other technical data for that part. The design control authorities within the product directorates are the weapon system engineers.

Distributor—A buyer who buys and sells products, parts, appliances, components, or materials. Distributors do not manufacture these items.

Engineering Support Activity (ESA)—The ESA is the engineer for the item and or system having delegated Operational Safety Suitability and Effectiveness (OSS&E) authority / responsibility. ESA and cognizant engineering authority (CEA) are used interchangeably.

Federal Aviation Administration (FAA) Parts Manufacturer Approval (PMA) Part—An approved replacement for an FAA type-certificated part. PMA Holders (PMAHs) must demonstrate to the FAA through identity or test reports and computations (reverse engineering) that the part is the same or better than the part it seeks to replace.

First Article—An item manufactured after contract award to verify the contractor's capability to produce the item in accordance with the requirements of the contract. **Note:** First article is a post-contract award process and NOT a part of the pre-contract source qualification process.

Inspection Method Sheets—Sheets used to document the produced item inspection. Sheets must be certified by an authorized representative empowered to comply with the inspection process.

Inspection Procedures—An outline of the step-by-step procedures used for the inspection.

National Stock Number—A 13-digit number assigned by DLIS to identify each item of material in the federal supply distribution system of the United States.

Non-Conforming Material—The failure of a unit or product to conform to specified requirements for any quality characteristic.

Potential Offeror (Supplier or Source)—Any potential offeror who wants to be considered as a source for a given part, but who has not yet been approved/disapproved. A source of this type would normally be required to meet prequalification requirements prior to contract award and may also be subjected to production inspection or surveillance if a contract is received.

Prime Contractor—A contractor having responsibility for design control and/or delivery of a system/equipment such as aircraft, engines, ships, tanks, vehicles, guns and missiles, ground communications and electronics systems, and test equipment.

Process/Operation Sheets—Sheets used in manufacturing to reflect the step-by-step process / operation used to manufacture or repair the complete item. Includes detailed shop sketches.

Production Sample—A sample item taken from the production line that will be subjected to testing and evaluation to verify that it meets the requirements of the contract.

Purchase Order—The original order with precise accounting and tracking for each item referenced on order.

Qualification Article—An item manufactured prior to contract award to verify a potential offeror's capability to produce the item in accordance with the qualification requirements.

Qualification Requirement—A government requirement for testing or other quality assurance demonstration that must be completed before award of a contract (FAR 2.101 & 10 USC 3243(a)).

Qualification Waiver Criteria (QWC)—A set of guidelines that may be used to determine if part or all of the qualification requirements may be waived for a potential source.

Repair Method Code (RMC) and Repair Method Suffix Code (RMSC)—AFMCMAN 21-149, *Contract Depot Maintenance (CDM) Program*, prescribes the RMC and RMSC which indicate if the repair of an item(s) is restricted to known, responsible, or an approved source(s) and the reason for that restriction.

Replacement Part—A reverse-engineered part for a military-only application.

Reverse Engineering—The process of developing procurement data by analyzing and testing serviceable spare parts to duplicate the parts as designed. Qualification and proofing requirements are determined by the product directorate engineers and will meet the requirements outlined in this guide.

Spare Parts—A repairable or consumable item purchased for use in maintenance, overhaul or repair of next higher assembly.

Similar Part—Item is similar to item previously provided to the OEM, Air Force, Army or Navy within the last three years. A similar item in this context is one whose design, application, operating parameters, material and manufacturing processes are similar to those of the item for which you are seeking source approval.

Shipping Documents—DD Form 250, *Materiel Inspection and Receiving Report* or documents related to the movement of items which reflect the point of origin and destination.

Source Approval Request Package—A vendor proposal that should include all of the technical data required for a competent manufacturer to manufacture an item, including a CSI, to a level of quality that is equal or better than an OEM part.

Source Approval Request Review—A technical and engineering review to determine the viability of a part and vendor for breakout. A review is performed to ensure complete data is available, the vendor is capable, and a complete quality source plan is defined to support the alternate source qualification effort.

Test Procedures—A document that provides a step-by-step description of the operations required to test a specific item.

Value Added—Any technical support or required manufacturing or ROMM process for system/subsystem parts that the prime contractor, OEM or other party provides, which is otherwise not documented or described in operation sheets, drawings, specifications, quality assurance procedures in the technical data package.

Vendor, Proposed Offerors, Supplier, or Subcontractor—An individual, partnership, company, firm, corporation, or association who enters into an agreement with the prime contractor to perform work or furnish supplies- usually the actual manufacturer of a part.

Attachment 2

JUSTIFICATION FOR QUALIFICATION REQUIREMENTS

Figure A2.1. JUSTIFICATION FOR QUALIFICATION REQUIREMENTS.

FAR 9.202(a) *Policy* and DoDM 4120.24 *Defense Standardization Program (DSP) Procedures*
Or, if section A of the below identifies the item as an aviation critical safety item, revise the heading to:

QUALIFICATION REQUIREMENTS

FAR 9.202(a), *Policy* as amended by DFARS 209.270-4, *Procedures*

Section A: Item Identification

1. Stock Number (NSN): _____
2. Part Number (P/N): _____
3. Noun: _____
4. Application: _____
5. Criticality: _____

Section B: Justification For Establishing a Qualification Requirement and Reason Why Qualification Requirement Must Be Demonstrated Prior to Any Contract Award. (Section B may be documented separately, providing the separate document contains Section A, Item Identification and Section D, Signatures required as identified in this attachment.)

(Identify in this section criticality of part, defining criticality in terms of failure which would result in loss of weapon system or life or extensive secondary damage; complexity of part, special material or manufacturing process; and rationale why requirements must be met prior to any contract awards. Include the hazardous consequence of not performing tests as pre- award qualification test and specify why tests cannot be conducted post award. Address only the item circumstances. ***Do not identify*** the particular material, processing procedures, testing, etc. These are to be part of Section C: Qualification Requirements).

For example:

1. Characteristics associated with machining and processing of the components within this assembly can result in product structural or durability degradation. Close tolerance matching of components is required. Special care and attention is required for surface finish, assembly, and sealing of this item to assure compliance with specified acceptance test requirements.
2. The qualification requirements specified herein are necessary to verify the structural and/or functional integrity and/or fit and form of the item being procured.
3. Failure to procure these items from a fully qualified source can result in structural or functional deficiencies that will compromise the mission capability of the respective weapon system.
4. Completion of the specified pre-contract award qualification requirements will assure the

government that the offeror is capable of producing the item in compliance with the applicable technical specification/data and within the schedule and economic constraints of our contracts. There are significant technical and schedule risks which can only be minimized by a completion of the requirements prior to contract award.

Section C: Qualification Requirements That Must be Satisfied to Become a Qualified Source and Qualification Waiver Requirements.

Identify specific detailed requirements for the item, material, processing or test procedures. Limit requirements to least restrictive. Pre-award qualification requirements shall contain comprehensive requirements for ensuring the preservation of the OSS&E-approved configuration baseline. The ESA must take into consideration the risk of performance degradation when new manufacturers attempt to produce replacements for older technology items which they did not design.

Identify any item security restrictions, site survey requirements, and ability to obtain contract security of facility clearance. Identify forging requirements, special tooling, special testing, etc. Identify other means of becoming qualified, such as manufacturing similar item or part for prime contractor and providing verification documentation of such.

For example:

1. ***Prequalification Notice.*** The offeror shall notify the Small Business Office of intent to qualify as a source for this item.
2. ***Facilities.*** The offeror must provide a statement certifying to the government that it has the required facilities and equipment to manufacture or ROMM, inspect, test, package, and store the item. The offeror shall make the facilities, equipment, tooling, and personnel available for evaluation and inspection by the government.
3. ***Data Verification.*** The offeror must verify that it has a complete data package. This verification must include a complete list of all drawings and specifications, including change notices, in the offeror's possession. The offeror may also be required to produce copies of the drawings or specifications.
4. ***Manufacture.*** The offeror must manufacture this item to conform to the government requirements as prescribed within the ESA -approved engineering data package. The offeror must show compliance with Unique Identification (UID) requirements in accordance with DFARS 211.274-2 as prescribed within the ESA-approved engineering data package. The offeror must provide, at its own expense, data showing the results of all quality, performance, and environmental evaluations conducted by the offeror to show compliance with the government requirements as prescribed by the ESA. The offeror shall also identify its sources for materials and its standards for internally used processes. For Critical Safety Items (CSIs) or items containing critical characteristics, the offeror must provide evidence of a management process which defines the handling of CSIs and all of the critical characteristics.
5. ***Test and Evaluation and/or Verification.*** The offeror, at its own expense, shall prepare and submit to the design control authority (_____), for their prior approval, a qualification test plan/procedure detailing how it intends to verify compliance with all performance, environmental, mechanical and quality assurance requirements identified by Drawing (_____). After completion of the approved qualification testing, the offeror shall be

required to submit a complete test report of the results to the design control authority

() for review and approval prior to the contract award. The government retains the right to exercise the option to inspect the testing processes, including on-site witnessing of any or all documented testing. The offeror shall notify the government at least 30 days in advance of the occurrence of any testing that will be used as a basis for qualification. The offeror's facilities shall be made available for government inspection during these tests.

6. Article Verification. The offeror must provide, at its own expense, a pre-contract award qualification article for evaluation by the government. This article must comply with all of the requirements of Specification Control Drawing (). This article shall be subjected to a form, fit and function evaluation to demonstrate compatibility with the weapon system and to evaluate the manufacturing capability of the offeror. Successful offerors shall be identified as an approved source for this item. However, successful completion of the qualification testing does not guarantee any contract award. If the offeror is deemed qualified and awarded a contract, the offeror may still be required to provide a post-contract award first article exhibit to verify production capability.

7. Qualification Waiver Criteria (QWC). Sources who meet any of the following QWC may apply for a waiver of all or part of the qualification requirements. If the waiver is granted by the ESA, the offeror shall be identified as an approved source for the item. If the offeror is subsequently awarded a contract, the offeror may still be required to provide a post-contract award first article exhibit to verify production capability. If source wishes to pursue a QWC, the request shall be submitted to the SDS, and will forward to ESA. ESA will approve or disapprove the QWC request in writing. If approved ESA will identify Waived elements. The QWC Waiver shall be approved by the Chief Engineer.

7.1. QWC 1: The potential offeror is qualified on the right-hand article and requests to be qualified on the left-hand article. If the right-and left-hand articles are mirror images of each other, then approval can generally be given.

7.2. QWC 2: A source qualified to provide an assembly and manufacturers the subassemblies, major components, or items of that assembly, is usually qualified to provide subassemblies, major components, or items of that assembly.

7.3. QWC 3: A source qualified to provide earlier dash numbers of a basic P/N may be qualified to provide other dash numbers of that same basic P/N, provided there is no increase in complexity, criticality, or other relevant requirements.

7.4. QWC 4: A source previously qualified to provide an item, but which has been purchased, sold, merged, absorbed, reformed, split, etc., may qualify if it can be established that the qualification is currently with the requester and that the requester has the same or equivalent facilities, tooling, equipment, personnel, and utilizes the original forging, castings, etc., in the manufacturing process.

7.5. Other: The potential offeror provides written explanation of the condition to SBO and why the ESA should evaluate the company's waiver request. If the ESA agrees to review the waiver request, the ESA will document what additional SAR elements/tabs apply and the potential offeror must submit prior to final ESA evaluation of the waiver.

Section D: Signatures

Weapon System or Specific System Engineer

Date

Engineering Support Activity Signature

Date

(This is the Head of the Design Control Activity or the AF chief/lead engineer)

Chief of Contracting Office Signature

Date

Note: The Chief of Contracting signature is only required if the qualification requirements being specified are for products that are NOT to be included on a Qualified Products List, or manufactured by business firms NOT being included on a Qualified Manufacturers List per DFARS PGI 209.202, *Policy*. This signature is not required if the item is identified in block A as an aviation CSI per DFARS PGI 209.202(a)(1).

Standardization Office Signature

Date

Note: The Standardization Office signature is only required if the qualification requirements being specified are for products that ARE included on a Qualified Products List, or manufactured by business firms BEING INCLUDED on a Qualified Manufacturers List per DFARS PGI 209.202.

The authority granted by the signatures for qualification requirement shall not exceed seven (7) years past the last signed date. Qualification requirements shall be examined and revalidated if the last signed date is over 7 years old (FAR 9.202(f)).

Attachment 3

QUALIFICATION REQUIREMENT COST ESTIMATE

Figure A3.1. QUALIFICATION REQUIREMENT COST ESTIMATE.

Estimate the likely cost for testing and evaluation which will be incurred by the potential offeror to become qualified. This is a requirement of FAR 9.202(a)(1)(ii) and 10 USC 3243 (b)(3) (The following categories may not apply in all cases. The product engineer should identify the costs applicable to the project and indicate N/A on all sections that do not apply.)

Section A. Shipping. If required, use DD Form 1654, *Evaluation of Transportation Cost Factors* to develop the information. Refer any questions to the Procurement Contracting Officer for cost estimation. \$ _____

Section B. Dimensional/Electronic Verification. Contact the science/engineering laboratory to obtain cost estimates (bids) for tests such as:

- | | |
|-------------------------------|----------|
| a. Chemical | \$ _____ |
| b. Metallurgical | \$ _____ |
| (1) Destructive | \$ _____ |
| (2) Non-Destructive | \$ _____ |
| c. Dimensional | \$ _____ |
| d. Electronic | \$ _____ |
| e. Mechanical | \$ _____ |
| f. Non-Destructive Inspection | \$ _____ |

Section C. Nuclear Hardness This includes cost of shock, vibration, and Electro-Magnetic Pulse (EMP). Contact Systems Engineering Integration and Test Division for hourly rate.

\$ _____

Section D. Form, Fit, Function and Interface. Contact your organizational Logistics Management Specialist (LMS) to obtain information on the same or similar item where work has been accomplished in the past using AFMC Form 206, *Temporary Work Request*.

\$ _____

Section E. Original Equipment Manufacturer (OEM) Qualification Testing. (If required)

- a. **Laboratory Costs** (Costs are directly dependent on the type of testing to be accomplished and the location and duration of the testing. For example, landing gear laboratory testing is normally accomplished on a dynamometer and costs vary from \$25,000 to \$500,000 depending on the depth of testing. Aircraft and missile testing will vary as the requirement dictates and the cost will have to be identified by the source of testing). \$ _____

b. *Flight/Data Reduction & Analysis Costs.* \$ _____

Section F. Travel to Contractor or Test Site. (If required)

a. Lodging \$ _____

b. Per Diem \$ _____

c. Rental Cars \$ _____

d. Incidentals (Verified) \$ _____

Section G. SAR Package Development/Evaluation Cost. A potential offeror's development of a Source Approval Request (SAR) package may cost as much as \$ _____. In addition, the cost incurred for Government evaluation of their SAR may be as much as \$ _____. Evaluation cost may be borne by the government if it is in the best interest of the Government to qualify alternate sources.

Attachment 4

**WAIVER FOR DEVELOPMENT/SPECIFICATION OF QUALIFICATION
REQUIREMENT – FAR 9.202(B)**

Figure A4.1. WAIVER FOR DEVELOPMENT/SPECIFICATION OF QUALIFICATION REQUIREMENT.

Section A. Description of Supplies or Services:

(National Stock Number (NSN), Part Number (P/N), NOUN/Nomenclature, Acquisition Method Code (AMC)-Acquisition Method Suffix Code (AMSC)/Repair Method Code (RMC)- Repair Method Suffix Code (RMSC), Applicable end item or WEAPON SYSTEM) **NOTE:** The AMSC/RMSC codes that require a waiver are B, L, S, and U.

Section B. Rationale Supporting Unreasonableness:

(Detailed, specific actions, milestone, or dates) Include considerations as to why it is unreasonable to develop or specify the qualification requirements such as lack of technical data or data rights, source controlled item, extensive design engineering efforts to determine exact requirements, extensive research to determine exact requirements, limited Government technical expertise in determining exact requirements, design instability of the part. Also consider if the data to define and control reliability limits is or is not available, can such data be obtained and is it possible or not possible to draft adequate specifications for this purpose.

Section C. Planned Corrective Action and Schedule: (if feasible)

(Detailed, specific actions, milestone, or dates) Include if/when the Technical Data was requested from the Data Rights Owner.

Section D. Determination: Due to the rationale in Part B above, it is hereby determined that it is unreasonable to develop or specify the qualification requirements for the supplies or services in Part A above.

Engineering Support Activity

Date

(This is the Head of the Design Control Activity or the chief/lead engineer in the AF)

Competition Advocate

Date

Approval:

Head of the Procuring Activity (HPA) or Designee

Date

(Waiver expires 2 years after approval)

Attachment 5

SAR EVALUATION CHECKLIST

A5.1. The ESA may add any information deemed necessary. **Note:** Use additional comment sheets as needed.

Figure A5.1. SAR EVALUATION CHECKLIST.

SAR Review Checklist					
SAR PACKAGE CONTROL NUMBER:					
RECOMMENDATIONS:					
OFFEROR :		APPROVAL:		DISAPPROVAL:	
EVALUATING ACTIVITY:					
DATE RECEIVED:		DUE:		RELEASED:	
SCREENED BY:		ORG:		PHONE:	
EVALUATED BY:		ORG:		PHONE:	
I. TDP INFORMATION					
A: PROPOSED OFFEROR (NAME/CAGE):					
B: SUBJECT ITEM NOMENCLATURE:					
C: SUBJECT ITEM (PRIME/OEM) PART NUMBER / REVISION:					
D: ALTERNATE ITEM PART NUMBER/REVISION:					
E: NATIONAL STOCK NUMBER (NSN):					
F: TYPE MODEL SERIES (T/M/S):					
G: NEXT HIGHER ASSEMBLY:					
H: SUBJECT ITEM PRIME CONTRACTOR (NAME/CAGE):					
I: ITEM CRITICALITY: (Select One)					
CRITICAL SAFETY ITEM (CSI): CRITICAL APPLICATION ITEM (CAI): NON-CRITICAL:					
J: SUBMITTED SAR CATEGORY (Select One):	CAT I:	CAT II:	CAT III:	CAT IV:	CAT V:
K: IS A DESIGN CHANGE PENDING:					
ABOVE INFO PER (LTR REFERENCE):					
L. SIMILAR ITEM NUMBER(s): (if applicable)					
M: SIMILAR ITEM PRIME CONTRACTOR(s) (NAME/CAGE):					

II. PACKAGE INVENTORY (Non-Technical Review)				
SAR SCREENER:			ORG/CODE:	
PHONE:			E-MAIL:	
NOTE: Explain any package element not included in the SAR			(SCREENER INITIAL):	
			YES	NO
A*	Cover Letter			
B	Technical Data Rights Certification Statement			
C	Offeror's Brochure & Correspondence			
D	Quality Assurance Documentation			
E*	Subject Item Technical Data			
F*	Subject Item Specifications			
G*	Sub-tier Supplier (STS) Information			
H*	Quality History			
I*	Similar Item Technical Data			
J*	Similarities/Differences between Subject/Similar Items			
K*	Purchase Orders & Shipping Documents			
L*	Travelers & Process/Operations Sheets (POS/Op Sheets)			
M*	Inspection Method Sheets (IMS)			
N	Prime Contractor's Quality Rating System Report			
O	Licensee Agreement (if agreement exists)			
P	Value Added (By Prime or OEM)			
Q	Government / Prime Contractor Surveys			
R	Pre-Qualification Test Plans			
S	Test Results			
T*	Tooling			
U	Government Quality Assurance Compliance			
V	FAA PMA Letter or Supplement (if PMA applicable)			
W	Alternate Item Offeror Component Purchase Orders			
X*	Statistical Data			
Y	Reverse Engineering Management Plan			
Z	Alternate Application Mission			
AA	ESA/OEM Approval Letter			
AB	Novation Letter			
Note: * = Element may have multiple P/N sections and may require additional evaluation				
NOTES & COMMENTS: (indicate item)				

III. SAR TECHNICAL EVALUATION (evaluator to complete and initial)			
A. COVER LETTER		(EVALUATOR INITIALS):	
A copy of the offeror's documentation may be kept by ESA.		YES	NO N/A
1. Does the cover letter provide the required data described in the QR?			
2. Is the <u>offeror</u> willing to provide a technical briefing?			
NOTES & COMMENTS:			
B. TECH. DATA RIGHTS CERTIFICATION STATEMENT		(EVALUATOR INITIALS):	
A copy of the offeror's documentation may be kept by ESA.		YES	NO N/A
Based upon the data rights certification letter from the <u>proposed offeror</u> :			
1. Did the <u>offeror</u> provide the required Technical data right certification statement?			
2. Did the <u>offeror</u> legally obtain the tech data used in the SAR?			
3. Does the proposed <u>offeror</u> legally have the rights to use the tech data?			
NOTES & COMMENTS:			
C. OFFEROR'S BROCHURE AND CORRESPONDENCE		(EVALUATOR INITIALS):	
Based upon the brochure and correspondence from the <u>proposed offeror</u> :		YES	NO N/A
1. Does the <u>offeror</u> have the facilities for the necessary processes?			
2. Did the <u>offeror</u> provide the equipment list?			
3. Did the equipment list have the required data?			
4. Did the proposed <u>offeror</u> provide a <u>synopsis outlining the firm's capabilities, facilities (such as location, number of buildings, sq. footage, etc.), and experience?</u>			
5. Did the proposed <u>offeror</u> provide a <u>statement certifying to the government that the company has the required facilities and equipment to manufacture or ROMM, inspect, test, package, and store the item?</u>			
4. Are there any special concerns to be noted? (If YES, explain below)			
NOTES & COMMENTS:			
D. QUALITY ASSURANCE DOCUMENTATION		(EVALUATOR INITIALS):	

A copy of the offeror's documentation may be kept by ESA.	YES	NO	N/A
1. Was a synopsis of the proposed <u>offeror's</u> quality program capabilities and reporting system provided?			
2. Is the Quality Assurance Manual (QAM) provided with the SAR package?			
QAM TITLE: DATE:			
3. If required, was the higher quality system to QAM matrix provided?			
4. Were all QAM subordinate documentation (sub-tier procedures, etc.) included?			
5. Was a higher level quality certificate or approval, ISO9001, ANSI/ISO/ASQC Q9001-2015; ANSI/ASQC Q9001, AS9100; ANSI/ASQC E4; ANSI/ASME NQA-1 or equivalent), provided? Equivalence is ESA determined.			
6. Are the NADCAP Or OEM certification(s) for the <u>offeror's</u> in-house processes provided?			
7. Is the proposed <u>offeror</u> certified for all the in-house processes?			
8. For critical safety item or items containing critical characteristics, did the proposed <u>offeror</u> provide evidence of management process to manage CSIs and all of the critical characteristics?			
9. Production Statistical Process Control (SPC)			
a. Does the proposed <u>offeror</u> use 100% inspection? (If Yes, go to 2).			
b. Does the proposed <u>offeror</u> provide a SPC plan/schedule for the subject item? (If Yes, Activate notification in N&C.)			
c. Does the proposed <u>offeror's</u> SPC plan/schedule meet the identified quality level?			
d. Is the SPC plan ESA approved?			
NOTES & COMMENTS:			
E. SUBJECT AND ALTERNATE ITEM DRAWINGS	(EVALUATOR INITIALS):		
	YES	NO	N/A
1. Is a DD form 2345 provided?			
2. Subject Item Manufacturing Technical Data			
a. Drawings			
1) Is a current Parts List or EDL included?			
2) Are the drawings for the latest revision?			
3) Are all drawings sheets/frames included?			

4) Are all drawings legible? (If NO, list drawings/sheets/frames required)			
5) Are any drawings marked "Proprietary"?			
6) Are all Forgings and/or Casting drawing included?			
b. Raw Material:			
1) Is the material(s) identified?			
2) List material(s):			
c. Item Dimensions:			
1) Was Top Down Break Down (TDBD) performed?			
2) Are there any Critical Dimensions marked on the drawing? (If YES, list)			
d. Manufacturing Processes:			
1) Are any significant processes listed? (If Yes, list below)			
2) Are there any processes controlled by specification? (if Yes, list below)			
3) Are there any source controlled processes? (if Yes, list below)			
e. Is Special or Master Tooling Required? (If Yes, see Tab T)			
3. Subject Item Repair Technical Data			
a. Technical Order (TO) or Repair Manual			
1) Is a current RDL included?			
2) Are the TOs the latest revision?			
3) Are all TOs and Work packages included?			
4) Are all TOs legible? (If NO, list work packages required)			
5) Are any TO marked "Proprietary"?			
b. Raw Material:			
1) Is the material(s) identified?			
2) List material(s):			
c. Item Dimensions:			
1) Are there any Critical Dimensions marked on the drawing? (If YES, list below)			
d. ROMM Processes:			
1) Are any significant processes listed? (If Yes, list below)			
2) Are there any processes controlled by specification? (if Yes, list below)			
3) Are there any source controlled processes? (If Yes, list below)			
e. Is Special or Master Tooling Required? (If Yes, see Tab T)			
4. Alternate Item Drawings			
a. Drawing Package	YES	NO	N/A

1) Is an alternate Parts Lists included?			
2) Are the drawings for the latest revision?			
3) Are all drawings sheets/frames included?			
4) Are all Forgings and/or Casting drawing included?			
5) Are all drawings legible? (If NO, list drawings/sheets/frames			
6) Are any drawings marked "Proprietary"? (If YES, Were Data Rights defined?)			
b. Raw Material:			
1) Is the material(s) identified?			
2) List material(s):			
c. Item Dimensions:			
1) Was Top Down Break Down (TDBD) performed? (List missing data.)			
2) Are there any Critical Dimensions marked on the drawing?			
(If YES, list)			
d. Manufacturing Processes:			
1) Are any significant processes listed? (If Yes, list below)			
2) Are there any processes controlled by specification? (if Yes, list below)			
3) Are there any source controlled processes? (If Yes, list below)			
e. Is Special or Master Tooling required? (If Yes, see Tab T)			
NOTES & COMMENTS:			
F. SUBJECT ITEM SPECIFICATIONS:	(EVALUATOR INITIALS):		
	YES	NO	N/A
1. List all specifications referenced in drawings or TO (from Section E), (list in comments or attached sheet):			
2. Are all Prime/OEM/Commercial specifications (cover page only) provided?			
3. Are all non-Prime/OEM/Commercial or Alternate specifications in their entirety provided?			
4. Are all applicable specifications for all sub-assemblies provided?			
NOTES & COMMENTS:			
G. SUB-TIER SUPPLIER (STS) INFORMATION:	(EVALUATOR INITIALS):		
A copy of the offeror's documentation may be kept by ESA.	YES	NO	N/A
1. Are STSs required? (If No, go to H.)			

2. Is DD form 2345 for all STS provided?			
3. Is the Name, CAGE, and address for each STS provided by the proposed <u>offeror</u> ?			
4. Is an AS9100 or ISO9001:2015 certificate for each STS provided?			
5. Did the proposed <u>offeror</u> provide a statement declaring that all STSs are Prime/OEM/DoD approved?			
6. Is each required specification matched with an approved STS?			
7. If applicable, is a NADCAP or OEM certificate provided for each STS per specification?			
8. Are all the certificates current?			
9. Do the STS addresses match the CAGE information?			
10. Do the certificate addresses match the STS addresses?			
11. For assemblies, did the proposed <u>offeror</u> identify the sub-			
12. Did the proposed <u>offeror</u> provide the STS audits for each STS?			
NOTES & COMMENTS:			
H. QUALITY HISTORY		(EVALUATOR INITIALS):	
A copy of the offeror's documentation may be kept by ESA.	YES	NO	N/A
1. Did the <u>proposed offeror</u> state that the CAGE and its STS had no deficiencies or events?			
2. Was a 36 month summary of Deficiency Reports for the CAGE code provided for the subject item?			
3. Was a 36 month summary of Deficiency Reports for the CAGE code provided for the similar item? (CAT II Only)			
4. Was a summary of Deficiency Reports provided for all the STSs?			
5. Was a scrap rate for the CAGE provided? (If Yes, list below)			
6. Is a summary of other quality history provided?			
7. Was corrective action for the deficiencies provided?(List any concerns below)			
8. Evaluate summary of QA Deficiency Reports and note any concerns below. If issues noted in summary of deficiency reports, pull and evaluate full Deficiency Reports and analyze.			
9. Have there been any major quality problems with either item? (If YES, identify below)			
NOTES & COMMENTS:			
I. SIMILAR ITEM TECHNICAL DATA (For Cat II Only)			

	(EVALUATOR INITIALS):		
	YES	NO	N/A
1. Is a parts list(s), EDL or RDL provided?			
2. Are all drawing sheets/frames or TO provided?			
3. For Manufacturing, are all Forging and/or Casting drawings provided?			
4. Is the Technical Data legible? (If NO, list drawings/sheets/frames or work packages below)			
5. Is the raw or consumable material identified? List material(s) below.			
NOTES & COMMENTS:			
J. SIMILARITIES/DIFFERENCES BETWEEN SUBJECT/SIMILAR ITEMS		(EVALUATOR INITIALS):	
(Explain any NO answers), (If multiple similar items submitted, at least one similar item must comply with each question below)		YES	NO
		N/A	
1. Are the items made of the same material?			
2. Are the items similar in size/shape?			
3. Are tolerance requirements similar?			
4. Are the items similar in surface finish?			
5. Do the items require similar Manufacturing/ROMM processes?			
6. Do the items require similar Inspection processes?			
7. Are the items similar in function?			
8. Do the items operate in similar environments?			
NOTES & COMMENTS:			
K. PURCHASE ORDERS and SHIPPING DOCUMENTS		(EVALUATOR INITIALS):	
		YES	NO
		N/A	
1. Was the order completed within the last 3 years (for CSIs)?			
2. Was the order completed within the last 7 years (for CAIs)?			
3. Is a complete copy of the Purchase Order (including latest amendment) provided?			
4. Is a complete copy of Shipping Documents included?			
5. Was the order completed (and not terminated)? (If NO, explain)			
NOTES & COMMENTS:			

L. TRAVELERS and PROCESS/OPERATION SHEETS (POS/OP SHEETS)		(EVALUATOR INITIALS):		
A copy of the <u>offeror</u> 's documentation may be kept by ESA.		YES	NO	N/A
1. Were the Travelers and/or POS/Op sheets written by proposed offeror?				
a. Is the proposed <u>offeror</u> 's name, address and CAGE on top of each page?				
b. Are STS identified by name, address, and CAGE in each applicable operation?				
c. Do STS steps clearly identify process or procedure?				
d. Is the part flow clearly documented?				
e. Does each production step have manner to show completion and operation buyoff?				
f. For production lots, is the item quantity controlled throughout the entire production sequence?				
g. For assemblies:				
1) Are sub-component suppliers identified?				
2) For Critical Items, are sub-component suppliers DoD approved?				
2. Are the manufacturing/ROMM operations detailed and in the proper sequence?				
3. Can the proposed <u>offeror</u> control the special processes required of the item?				
4. Are ALL POS/OP sheets included? (Travelers or Routers alone are NOT sufficient)				
5. Do POS/OP sheets give detailed dimensions, callout specific drawing references, and/or include operation sketches as called out?				
6. Are the proposed POS/OP sheets included? (For category II only)				
7. Do POS/OP sheet dimensions comply with drawing dimensions?				
NOTES & COMMENTS:				
M. INSPECTION METHOD SHEETS (IMS)		(EVALUATOR INITIALS):		
A copy of the <u>offeror</u> 's documentation may be kept by ESA. Explain any concerns below.		YES	NO	N/A
1. Based on the category, are the required IMS(s) provided? (Cat II requires subject and similar items IMS)				
2. Are the IMS detailed and in the proper sequence?				
3. Are IMS dimensions within drawing dimensions?				

4. Are actual measurements noted as well as drawing dimensions? If not, the Service ESA should verify the data provided on the IMS to ensure that all were required by the prime contractor/other Service. Include findings in comment section below.			
5. Are units of measure called out on IMS?			
6. Are units of measure on the IMS the same as on the drawing?			
7. For SPC items, are the actual measurements for each required measurement noted per the sampling plan? (Measurement averages or ranges will not meet the requirement)			
8. Does the <u>offeror</u> adequately document inspections?			
9. Was Element K, L and M data provided from the same contract(s)?			
NOTES & COMMENTS:			
N. PRIME CONTRACTOR'S QUALITY RATING SYSTEM REPORT		(EVALUATOR INITIALS):	
	YES	NO	N/A
1. Was a Quality Rating from a Prime/OEM provided?			
2. Is the submitted Quality Rating from the past 12 months? (Enter Date Below)			
Date:			
3. Is the rating satisfactory? (Enter Score Below)			
Score:			
4. Does the rating show any negative trends? Explain any concerns below.			
NOTES & COMMENTS:			
O. LICENSEE AGREEMENT (If Applicable)		(EVALUATOR INITIALS):	
A copy of the offeror's documentation may be kept by ESA.	YES	NO	N/A
1. Is a Licensee Agreement required? (If No go to P.)			
2. Was a Licensee Agreement provided?			
3. Does the Licensee Agreement describe if the prime/OEM will provide technical support to the licensee?			
4. Is the Licensee required to purchase only from Prime/OEM approved suppliers?			
5. Will the Prime/OEM provide support in case of a mishap involving a licensed item?			
6. Will the Prime/OEM retain item configuration control?			

7 Is the Prime/OEM required to approve Class I Engineering Change Proposals (ECPs) and major deviations/waivers?			
8. Is the Prime/OEM required to approve Class II ECPs and minor deviations/waivers?			
9. Does the License agreement delegate MRB authority?			
(Explain any concerns below)			
NOTES & COMMENTS:			
P. VALUE ADDED (BY PRIME OR OEM)	(EVALUATOR INITIALS):		
A copy of the offeror's documentation may be kept by ESA.	YES	NO	N/A
1. Did the proposed <u>offeror</u> list any value added provided by the prime or OEM? Explain any concerns below.			
NOTES & COMMENTS:			
Q. GOVERNMENT/PRIME CONTRACTOR SURVEYS:	(EVALUATOR INITIALS):		
A copy of the <u>offeror</u> 's documentation may be kept by ESA.	YES	NO	N/A
1. Has a DoD site survey been conducted within the past 7 years?			
Date:			
2. If applicable, did the proposed <u>offeror</u> provide a statement that they would submit to DoD site survey?			
3. Have there been any other surveys by other government agencies?			
If yes, which agency?			
4. Have there been any surveys performed by the prime contractor or OEM within the past 7 years?			
If so, enter date:			
5. Is a copy of the survey provided?			
6. Were findings noted?			
7. Were the proposed <u>offeror</u> 's survey results acceptable?			
8. Was effective correction action (CA) taken by proposed <u>offeror</u> ?			
9. Is a follow up site survey or Pre-Award survey necessary? (Explain below)			
NOTES & COMMENTS:			
R. PRE-QUALIFICATION TEST PLANS	(EVALUATOR INITIALS):		
A copy of the offeror's documentation may be kept by ESA.	YES	NO	N/A

1. Was pre-qualification testing required?			
If YES, did the proposed <u>offeror</u> provide a test plan?			
2. Was the test plan adequate?			
3. Was a 30 day notification given to the ESA prior to the testing been conducted?			
4. Were any independent certified test laboratories identified?			
5. Explain any concerns below.			
NOTES & COMMENTS:			
S. TEST RESULTS	(EVALUATOR INITIALS):		
	YES	NO	N/A
1. If the qualification or other testing completed:			
a. Was test plan provided?			
b. Was level of testing adequate?			
c. Did the test results match the test plan?			
d. If yes, were the test results acceptable?			
2. If the qualification or other testing was not conducted:			
a. Did the proposed <u>offeror</u> comply with Tab R?			
b. Did the test results match the test plan?			
c. If yes, were the test results acceptable?			
NOTES & COMMENTS:			
T. TOOLING	(EVALUATOR INITIALS):		
A copy of the offeror's documentation may be kept by ESA.	YES	NO	N/A
1. Tooling			
a. Is any special tooling required?			
b. Is any Master tooling required?			
c. Is any test equipment required?			
d. Is any Mylars (stable base drawings), glass layout, and loft or contour data required?			
e. If yes, does the proposed <u>offeror</u> possess or have access or have data rights to construct? Explain any concerns below			
2. Calibration			
a. Is calibration required? (If No, was a statement provided?)			

b. Does the calibration comply with ISO10012-1 or ANSI/NC SL Z540.1?			
c. Was calibration schedule for all equipment and tooling requiring calibration provided?			
NOTES & COMMENTS:			
U. GOVERNMENT QUALITY ASSURANCE COMPLIANCE	(EVALUATOR INITIALS):		
A copy of the offeror's documentation may be kept by ESA.	YES	NO	N/A
1. Did the proposed <u>offeror</u> state that they would comply with all quality assurance provisions and testing requirements as listed in the solicitation and contract for the subject item? (Explain any concerns below.)			
NOTES & COMMENTS:			
V. FAA PMA LETTER or SUPPLEMENT	(EVALUATOR INITIALS):		
A copy of the <u>offeror</u> 's documentation may be kept by ESA.	YES	NO	N/A
1. Was the proposed <u>offeror</u> 's part approved by the FAA?			
2. Does the letter show the platform and model that the item was approved for?			
3. Does the using Service(s) use the same or military derivative version of the same platform and model?			
4. Has information been provided which describes the basis for the FAA's Parts Manufacturer Approval (PMA) and is it consistent with the category submitted?			
5. Has the proposed <u>offeror</u> provided design packages and test results?			
6. Is the proposed <u>offeror</u> the actual manufacturer? (Dealer/Distributor cannot be approved as sources) (note in comments below)			
7. Has the proposed <u>offeror</u> provided the approved item in sufficient quantity to develop a statistically sound quality history?			
8. Explain any concerns below.			
NOTES & COMMENTS:			
W. ALTERNATE ITEM SOURCE COMPONENT PURCHASE ORDERS	(EVALUATOR INITIALS):		
Applies to Cat IV Test and Computation only	YES	NO	N/A

1. Were the Subject parts used for the reverse engineering purchased from the Government?			
If YES, when:			
2. If Subject parts were not purchased from DoD, were they purchased from the Prime, OEM, or DoD approved supplier?			
If YES, who (Name and CAGE):			
If YES, when:			
3. Were the proposed <u>offeror</u> component parts purchased to the latest Technical Data revision?			
4. Were the certificates of conformance for the subject part provided? Explain any concerns below.			
NOTES & COMMENTS:			
X. STATISTICAL DATA	(EVALUATOR INITIALS):		
A copy of the offeror's documentation may be kept by ESA.	YES	NO	N/A
1. Test and Computation SPC (Cat IV Test/Comp Only) (MAJOR)			
a. Does the statistical data used to derive the alternate item design appear acceptable?			
b. Explain any concerns below.			
NOTES & COMMENTS:			
Y. REVERSE ENGINEERING MANAGEMENT PLAN	(EVALUATOR INITIALS):		
Applies to Cat IV only.	YES	NO	N/A
A copy of the offeror's documentation may be kept by ESA.			
1. Was the plan constructed using MIL-HDBK-115?			
2. Does the plan provide acceptable detail?			
a. Does it define specific tasks to be accomplished as detailed in MIL-HDBK-115?			
b. Order in which the tasks must be performed			
c. Resources (personnel, materials, and costs) required for each task?			
d. Start and completion times for each task?			
3. Does it adequately describe all aspects of the proposed reverse engineering process? Explain any concerns below.			
a. Reverse engineering design?			
b. Materials?			

c. Critical characteristics?			
d. Critical inspection processes?			
e. Critical manufacturing processes?			
4. Will the proposed plan allow for successful reverse engineering of the subject item? Explain any concerns below.			
NOTES & COMMENTS:			
Z. ALTERNATE APPLICATION MISSION	(EVALUATOR INITIALS):		
	YES	NO	N/A
1. Does the part have commercial application? (If No. go to IV)			
2. Was the commercial operating mission provided?			
3. Was the commercial environment information provided with adequate detail?			
4 Does the commercial application operate in similar environments to the military application?			
5. Does the part have similar weight?			
6. Does the commercial application undergo similar safety assessments as would be performed in military environment?			
NOTES & COMMENTS:			
AA. ESA/OEM APPROVAL LETTER	(EVALUATOR INITIALS):		
	YES	NO	N/A
1. Does the ESA/OEM Approval Letter reference the correct P/N or NSNS with respect to the QWC being asserted?			
NOTES & COMMENTS:			
AB. NOVATION LETTER	(EVALUATOR INITIALS):		
	YES	NO	N/A
1. Is the Novation Letter signed by the government?			
2. Does the Novation Letter reference the correct Transferor and Transferee as expected?			
NOTES & COMMENTS:			

IV. ENGINEERING EVALUATION OF SUBJECT ITEM	(EVALUATOR INITIALS):		
	YES	NO	N/A
A. Are there any known engineering changes (ECPs, EOs, etc.) proposed but not yet released in-work affecting the item?			
B. Are there any engineering investigations that affect this item? (If YES, provide details below)			
C. Has the proposed offeror demonstrated the capability to perform and comply with all the special processes and specification required for the manufacture or ROMM of the item?			
D. If item C is NO, has the proposed supplier listed prime approved sub-tier suppliers?			
E. Are there any performance characteristics which cannot be verified by NDI?			
F. Are all critical characteristics and processes identified? (If YES, provide details below)			
G. Would you specify any substantiation or qualification requirements for this item? (If YES, identify)			
H. Evaluate the potential failure modes and the effect of each in COMMENTS below.			
I. Are there any other matters of concern? (Identify)			
I. Has the proposed <u>offeror</u> demonstrated the capability to perform and comply with all the special processes and specification required for the manufacture or ROMM of the item?			
NOTES & COMMENTS:			
SAR PACKAGE CONTROL NUMBER:			
CONCLUSIONS & RECOMMENDATIONS:			

Attachment 6

SOURCE APPROVAL REQUEST CONTENTS CHECKLIST

A6.1. Purpose. The purpose of this attachment is to provide guidance for preparing a Source Approval Request (SAR).

A6.1.1. The responsible Engineering Support Activity (ESA) may add any information deemed necessary or adjust according to the Qualification Requirement (QR). **Note:** Use additional comment sheets as needed.

A6.2. Definitions. This information pertains to items identified as requiring source approval.

A6.2.1. **Critical Safety Item (CSI)** - As defined in Public Law 108-136, Section 802, *Quality Control in Procurement of Aviation Critical Safety Items and Related Services*, and AFI 20-106, *Management of Aviation Critical Safety Items*, is: "A part, assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapon system if the part, assembly, or equipment contains a characteristic any failure, malfunction, or absence of which could cause: a catastrophic or critical failure resulting in the loss of or serious damage to the aircraft or weapon system; an unacceptable risk of personal injury or loss of life; or an uncommanded engine shutdown that jeopardizes safety."

A6.2.2. **Critical Characteristic** - DoD-STD-2101, *Classification of Characteristics* defines a critical characteristic as: "A characteristic that analysis indicates likely, if defective, to create or increase a hazard to human safety, or to result in failure of a weapons system or major system to perform a required mission."

A6.2.3. **Critical Application Item (CAI)** As defined in AFI 20-106, *Management of Aviation Critical Safety Items* is: "An item that is essential to weapon system performance or operation, or the preservation of life or safety of operating personnel, as determined by the military services. The subset of CAIs whose failure could have catastrophic or critical safety consequences (Category I or II as defined by MIL-STD-882, *Standard Practice System Safety*) is called CSIs."

A6.3. Guidance.

A6.3.1. For items not coded for full and open competition, only those sources currently approved by the ESA will be solicited. The time required for approval of a potential offeror is normally such that award cannot be delayed pending approval of the new source.

A6.3.1.1. If a potential offeror can demonstrate to the satisfaction of the contracting officer that the potential offeror (or its product) meets the standards established for source approval or can meet them before the date specified for award of the contract, a potential offeror may not be denied the opportunity to submit and have considered an offer for a contract solely because the potential offeror is not currently approved.

A6.3.1.2. If evaluation of the source approval request cannot be processed in time to meet logistics support requirements, award will be made to a currently approved source. The request can still be processed for consideration against future requirements.

A6.3.1.3. The submission of complete documentation as specified in the QR is essential for ESA review and consideration of the SAR. If the documentation is inadequate or

incomplete, the submitter will be notified of deficiencies. The potential offeror will be given a specific amount of time (normally 72 hours, or as defined by the ESA) to provide the missing data, submit proof of the deficiency correction or ask for an extension. The evaluation will be continued with the available data after the defined correction period has closed. If the SAR cannot be approved as submitted it will be returned with a full disclosure of all missing data and deficiencies or instruction on what course of action the submitter can take. The potential offeror is encouraged to resubmit the SAR.

A6.3.2. If the potential offeror intends to qualify using Qualification Waiver Criteria (QWC) provided by the ESA in the QR, the SAR submission must include the required elements that are identified in **Table A6.1**.

A6.3.3. **Repair Development. Note:** For Federal Aviation Administration (FAA) type certified engines, each program will determine the applicability of the following policy.

A6.3.3.1. Repairs should only be developed in instances where the cost to perform the repair does not exceed the beyond economical repair limit established in TO 00-20-3, *Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System*. The exception to this rule is when there is a need for immediate support to maintain an acceptable level of War Readiness Engines (WRE).

A6.3.3.2. Repairs only restore part features to the original configuration. Any alteration of the original configuration is considered a modification. Repairs will not be developed that reduce the life remaining of the item.

A6.3.3.3. OEM Routine Repair Development. The OEM under AF direction as part of the Component Improvement Program (CIP) or other appropriate contract, performs routine engine part repair development.

A6.3.3.3.1. The OEM will typically develop all required technical data for the repair including repair procedures, spare parts drawings, and any special tooling required to perform the repair.

A6.3.3.3.2. During the repair development process, the USAF will coordinate with the OEM on all aspects of the repair. Early in the process the USAF should conduct a repair concept review. This review should at the minimum cover: the sequence of operations, tooling, spare parts drawings concept, unique facilities requirements, qualification criteria, program cost projections, projected validation, and qualification date.

A6.3.3.3.3. The USAF or Performance Based Logistics (PBL) contractor will determine if the repair should be performed organically or via contractor.

A6.3.3.3.4. Finalized OEM repair development will result in a fully validated, verified, and qualified repair that may be performed by either organic or contract repair facilities.
(T-3)

A6.3.3.4. Non-OEM Contract Repair.

A6.3.3.4.1. There are two types of non-OEM contract repair: those that a non-OEM repairer has already developed and fielded into a real-world operations environment (pre-developed repair) and those that the USAF has a need for but have not been developed (developing repair).

A6.3.3.4.1.1. Pre-Developed Repair

A6.3.3.4.1.1.1. Potential repair sources may submit an unsolicited pre-developed repair SAR IAW the Repair Qualification Requirements (RQR) assigned to a part if all the following requirements have been satisfied:

A6.3.3.4.1.1.2. The repair has been fully validated and verified.

A6.3.3.4.1.1.3. The repair has been successfully performed on regular production parts.

A6.3.3.4.1.1.4. Parts that have undergone the repair have had sufficient operational experience, including either accelerated mission testing or field operational use.

A6.3.3.4.1.1.5. Pre-developed repair SAR packages will be submitted as Category IV (see [paragraph A6.3.4.4.](#)).

A6.3.3.4.1.2. Developing Repair.

A6.3.3.4.1.2.1. When a repair requirement is established by the USAF for a non- OEM contractor, the ESA will develop a repair qualification requirement detailing the desired repair and qualification testing necessary. The desired repair will then be advertised to the public along with qualification requirements detailing how a new source may become qualified. **(T-3)**

A6.3.3.4.1.2.2. Any contractors who believe that they have an existing repair, or could develop a new repair, that will satisfy the need by the USAF will submit a SAR IAW with the RQR referenced in the advertisement. The ESA will then assess the contractor SAR packages per the RQR utilizing the checklist found at the following SharePoint site: LPS Form815 20220613 SAR Evaluation Checklist New QR.docx (dps.mil). Developing Repair SAR packages will be submitted as Category V (see [paragraph A6.3.4.5.](#)).

A6.3.3.4.2. Upon approval of the non-OEM repair the ESA will modify the Technical Order (TO) as required to add new repair data. If the repair results in a proprietary process, the T.O. and the AFMC Form 762, Contract Repair Screening Analysis Worksheet, will be updated with the Commercial and Government Entity (CAGE) of the vendor that the parts should be sent to for repair. **(T-3)** The comments section of the Form 762 should include any repair authorization limits for specific vendors. The ESA will issue an approval letter to the non-OEM repair vendor with the appropriate expiration date.

A6.3.3.4.3. Finalized non-OEM repairs will result in a fully validated, verified, and qualified repair that may be performed by an approved repair facility.

A6.3.3.5. USAF Developed Repair.

A6.3.3.5.1. When a repair requirement is established by the USAF for a USAF developed repair, the ESA will develop a requirement detailing the desired repair and qualification testing necessary. The qualification requirements for the desired repair will then be communicated to the government repair entity detailing how it may become qualified.

A6.3.3.5.2. Upon completion of the repair development and qualification the ESA will modify the TO as required to add new repair data. In the event that the repair results in a USAF-only process (i.e. non-FMS or proprietary), the TO will be updated with the government entity CAGE of the facility that the parts should be sent to for repair. Once all the approval requirements have been met, the ESA will issue an approval letter to the government entity with the appropriate expiration date and update the AFMC Form 762.

A6.3.3.6. At the discretion of the USAF ESA, qualification of a repair may be accomplished through demonstration, analysis, inspection, or testing and will be documented in an ESA-approved qualification plan. The extensiveness of the repair and prior history of performing similar repairs will be considered by the ESA when determining the level of qualification. As determined by the ESA, qualification of the repair may be performed by the following methods:

A6.3.3.6.1. Similarity: Little to no testing performed to qualify the repair. This method should only be used for repairs that the ESA has extensive experience with, or for repairs that have been previously qualified on common items between engine platforms.

A6.3.3.6.2. Component Test: Testing that may include bench testing, destructive laboratory testing, and/or non-destructive laboratory testing. For contract repairs this may require submission of initial product evaluation items.

A6.3.3.6.3. Engine Test: The most extensive and expensive qualification method. Engine test may include test cell qualification runs, field service evaluations, or accelerated mission tests.

Table A6.1. SAR Required Elements by QWC.

Tab	Element Description	Qualification Waiver Criteria			
		1	2	3	4
TOC	TABLE OF CONTENTS	X	X	X	X
A	Cover Letter	X	X	X	X
B	Technical Data Rights Certification Statement		C	C	C
C	Offeror's Brochure & Correspondence	X	X	X	X
D	Quality Assurance Documentation		C	C	X
E	Subject Item Technical Data				
F	Subject Item Specifications				
G	Sub-Tier Supplier (STS) Information		C	C	C
H	Quality History	X	X	X	X
I	Similar Item Technical Data				
J	Similarities / Differences between Subject / Similar Items	X		X	
K	Purchase Orders & Shipping Documents	X	X	X	X
L	Travelers and Process/Operations Sheets (POS/Op Sheets)		C	C	C
M	Inspection Method Sheets (IMS)		C	C	C
N	Prime Contractor's Quality Rating System Report				X

O	Licensee Agreement (if applicable)		C	C	C
P	Value Added (By Prime or OEM)				
Q	Government / Prime Contractor Surveys			X	X
R	Pre-Qualification Test Plans				
S	Test Results				
T	Tooling				C
U	Government Quality Assurance Compliance				C
V	FAA PMA letter or Supplement (if PMA applicable)				
W	Alternate Item Offeror Component Purchase Orders				
X	Statistical Data		C	C	C
Y	Reverse Engineering Management Plan				
Z	Alternate Application Mission				
AA	ESA/OEM Approval Letter	X	X	X	X
AB	Novation Letter				X
Note 1: X = All SARs requesting approval under this QWC must include this element. Note 2: C = SARs for CSIs requesting approval under this QWC must include this element. Note 3: Explain any package element not included in the SAR					

A6.3.4. Source Approval Request Categories -- there are five categories under which SARs may be submitted:

A6.3.4.1. **SAR Category I, ACTUAL ITEM** – These SARs are received from proposed offerors who have manufactured or performed ROMM on the exact (Subject) item, using ESA or OEM technical data, for the prime contractor, OEM, another service, civil agencies, or foreign governments. This category includes SARs for the exact (identical) item from manufacturers who have been granted FAA PMA via identity with a license agreement. The item will be produced and evaluated against the current ESA approved technical data package. Separate SARs are required to obtain approval to both repair and manufacture an item.

A6.3.4.2. **SAR Category II, SIMILAR ITEM** – These SARs are received from proposed offerors who have not previously manufactured or performed ROMM on the subject item, but have manufactured or performed ROMM on items similar in complexity, design, criticality, manufacturing or ROMM processes, materials, and application for the prime contractor, OEM, another service, civil agencies, or foreign governments. The item will be produced and evaluated against the current ESA approved technical data package. Separate SARs are required to obtain approval to both repair and manufacture an item.

A6.3.4.3. **SAR Category III, NEW MANUFACTURER OR SOURCE OF REPAIR OF AN ITEM** – These SARs are received from proposed offerors, who do not meet Category I or II criteria but have access to current ESA or OEM approved technical data and intend to produce or repair to the current ESA or OEM approved technical data package. Separate SARs are required to obtain approval to both repair and manufacture an item.

A6.3.4.4. **SAR Category IV, ALTERNATE ITEM** – These are SARs received from proposed offerors who are proposing an alternate part (substitute part with like fit, form, function) or ROMM as potentially equivalent part to the OEM part or repair. These can be reverse engineered, but not reengineered components. Some alternate parts are provided for the civil sector under FAA PMA via tests and computations or identity without a

license agreement. Separate SARs are required to obtain approval to both repair and manufacture an item. **Note:** Reengineering is the creation of an alternative design or manufacturing process and should be addressed via Engineering Change Process MIL-HDBK-61, *Configuration Management Guidance*.

A6.3.4.5. **SAR Category V, DEVELOPING REPAIR** – This category applies only to aircraft engine component repairs that are not already established USAF technical data for the TMS in which the repair is proposed. This category covers the offerors who have a repair, or could develop a repair, that will satisfy the need of the USAF IAW an advertised requirement. Approval of a Category V SAR may still require repair verification, validation, and testing prior to complete approval of the offeror as an approved source (see [paragraph A6.3.3.4.1.2.](#)).

A6.3.5. A SAR package can be submitted for one (1) NSN with one or multiple part numbers, multiple similar NSNs or an assembly NSN with many part numbers. A maximum of five (5) part numbers or NSNs may be submitted on a single SAR. However, the submitter must alter the cover letter to ensure all the part numbers are included. For multiple parts or assemblies, the SAR format will have slightly different construction in that certain required element tabs will have multiple sections relating to the specific part numbers. The elements that must be provided for each individual part are indicated in [Table A6.2](#) (see Note 1).

A6.3.6. The potential offeror (or its product) must be qualified to a QR issued by the ESA. A SAR must be linked to a QR issued by the ESA.

A6.3.6.1. If the ESA has been granted a FAR 9.202(b) waiver to not issue a QR, the potential offeror should not submit a SAR.

A6.3.6.2. If a QR (or a FAR 9.202(b) waiver) cannot be found, the potential offeror should contact SBO for assistance in locating a QR prior to making the decision to begin the construction of a SAR for an item, a group of items or an assembly.

A6.3.7. The potential offeror should review the QR and determine which category best fits the company's technical position to manufacture or ROMM that item and determine the SAR category elements that are required. The potential offeror should construct the SAR and conduct an internal evaluation of the SAR content and format prior to submitting to SBO for ESA review.

A6.3.8. The SAR contents must be placed in the correct element tab per the category selected to ensure that the documentation can be accredited to the correct requirement. If an element is not applicable, the offeror must provide a reason why the element is not applicable.

A6.3.9. The documentation in the SAR should be free of all financial data and should be reviewed by the submitter to ensure that all the material has the required connectivity defined in the QR elements. If mistakes are found in the documentation provide a statement in the element tab, that the error was noted and provide the specific section of the company Quality Assurance Manual (QAM) that addresses that issue, and any corrective action taken to overcome the deficiency with an implementation schedule if not complete.

A6.3.10. The SAR information and documentation can be submitted digitally or via hard copy. The preferred method for SAR documentation is digitally using Compact Disc (CD) or Digital Versatile Disc (DVD). If the data is submitted via CD or DVD, it must be in Portable Document

Format (PDF). All SAR cover sheets and/or individual documents must be labeled with the government's data rights, not only with the company's proprietary markings. The company's proprietary designation does not direct the government as to what can be done with the data. **Note:** Many proposed offerors consider this information competition sensitive and have been reluctant to disclose. Only the DoD personnel required to have access to the data are granted access. The DoD will ensure that adequate safeguards are taken to prevent this or any other proprietary data from being disclosed to third parties.

A6.3.11. Dealer/Distributor (D/D). The D/D will not be approved as a manufacturing or ROMM source, but should be listed in the SAW or CR-SAW as a supplier for the actual manufacturer/repairer. If a dealer/distributor (non-manufacturing offeror) is seeking approval to provide a subject or alternate item, the actual manufacturer must be an approved source or submit a complete SAR in accordance with above listed categories for purposes of approval procedures. The actual manufacturer's name, address, CAGE code and distribution agreement must be provided with the dealer/distributor approval request. Approval of a dealer/distributor is based upon the traceability to an approved source and approval of the dealer/distributor will be removed from the approved supplier list if the distributor changes their source after approval or if the actual source is removed. FAA Production Approval Holders (PAH) are considered to be dealer/distributors. **Note:** Surplus offers are not covered by these procedures.

A6.3.12. A site survey, or on-site inspection, of these elements may be required by the government or its designee.

A6.3.13. The required elements by SAR Category are shown as a checklist in [Table A6.2](#). The reviewing activity may add any information deemed necessary. **Note:** Use additional comment sheets as needed.

Table A6.2. Required Elements by SAR Category.

Tab	Element Description	Category					
		I		II	III	IV	V
		–	PMA				
TOC	TABLE OF CONTENTS	X	X	X	X	X	X
A*	Cover Letter	X	X	X	X	X	X
B	Technical Data Rights Certification Statement	X		X	X	X	X
C	Offeror's Brochure & Correspondence	X		X	X	X	X
D	Quality Assurance Documentation	X		X	X	X	X
E*	Subject Item Technical Data	X		X	X	X	X
F*	Subject Item Specifications	X		X	X	X	X
G*	Sub-Tier Supplier (STS) Information	X		X	X	X	X
H*	Quality History	X	X	X	X	X	X
I*	Similar Item Technical Data			X			
J*	Similarities / Differences between Subject / Similar Items			X		X	
K*	Purchase Orders & Shipping Documents	X	X	X		X	X
L*	Travelers and Process/Operations Sheets (POS/Op Sheets)	X		X	X	X	X
M*	Inspection Method Sheets (IMS)	X		X	X	X	X

N	Prime Contractor's Quality Rating System Report	X		X	X	X	X
O	Licensee Agreement (if applicable)	X		X	X	X	X
P	Value Added (By Prime or OEM)	X		X	X	X	X
Q	Government / Prime Contractor Surveys	X		X	X	X	X
R	Pre-Qualification Test Plans	X		X	X	X	X
S	Test Results	X		X	X	X	X
T*	Tooling	X		X	X	X	X
U	Government Quality Assurance Compliance	X		X	X	X	X
V	FAA PMA Letter or Supplement (if PMA applicable)		X	X	X	X	X
W	Alternate Item Offeror Component Purchase Orders					X	
X*	Statistical Data					X	
Y	Reverse Engineering Management Plan					X	
Z	Alternate Application Mission					X	
Note 1: * = Required for each P/N in a multiple P/N SAR submittal							
Note 2: Explain any package element not included in the SAR							

A6.3.14. FAA PMA approved manufacturers or repairers must submit the SAR with all the required information in the correct tabs and in the USAF format.

A6.3.14.1. Current FAA PMA Holders (PMAHs) – qualified to produce or repair the exact and identical (not a similar or an alternate) item for the commercial aviation industry – may submit a Category I PMA SAR with the reduced set of required elements as indicated in **Table A6.2**.

A6.3.14.2. The ESA may modify the Category I PMA SAR required elements for pre-award qualification for CAI or CSI parts or repairs.

A6.3.14.3. If applicable, FAA PMA status may be evaluated by the ESA for SAR Category II, III, or IV submissions.

A6.3.15. The ESA may modify the SAR required elements for pre-award qualification for any SAR category.

Figure A6.1. SAR Elements Description.

A. COVER LETTER

1. The cover letter shall include the following information, Company Name, Address, CAGE, point of contact information, solicitation number (if applicable), all NSNs, Part Number(s), and Nomenclature, Submittal Category, Company Size (Large or Small), ERRC code (if known), Type (Manufacture, Overhaul, Distributor (Manufacture), or Distributor (Overhaul)), Qualification Requirement Designation and Revision (i.e. RQR-PSD-1, Basic), inventory of all SAR package items submitted (documents, CDs/DVDs or sample parts), and the name of the buyer or contracting officer if known.
2. Include a description of the company's quality program (i.e., AS9100, ISO9001, ANSI/ISO/ASQC Q9001-2015; ANSI/ASQC Q9001, ANSI/ASQC E4; ANSI/ASME NQA-1 or equivalent, and the identification of the reviewing/approving organization and date for the quality program).
3. If available, provide a list of relevant certifications (i.e. National Aerospace and Defense Contractors Accreditation Program, NADCAP), such as casting/forging, plating, grinding of high-strength steel, non-destructive inspection (NDI), etc.
4. Include a statement that the contractor is willing to provide a technical briefing on the SAR package submittal to the procuring activity or at any Service Engineering Support Activity (ESA) or Cognizant Engineering Authority (CEA) if required.

B. TECHNICAL DATA RIGHTS CERTIFICATION STATEMENT – This is a certification of rights to use technical data in the format provided below, signed on company letterhead signed by an authorized binding company official. This is a certification that the data were obtained by legal means and the company has the rights to use the data supplied in the SAR for manufacturing/ROMM purposes. If proprietary data is involved, a statement from the owner of that data that conveys the rights to specifically use that piece of data must be provided, as shown below. **NOTE:** This also applies to the use of data the Government possesses but does not have the right to use in competitive manufacturing.

The following is an example of a technical data rights letter.

EXAMPLE: TECHNICAL DATA RIGHTS CERTIFICATION LETTER

I am an officer and employee of the above named legal entity with the responsibility for investigating the facts upon which this certification is made. To the best of my knowledge and information obtained from my recent investigation:

a. I certify that the technical data submitted as a part of my company's request for approval as potential offeror (source) for the purpose of obtaining a contract were obtained by legal means by my company, without breach of any contractual or confidential relations pertaining to said technical data by my company, its current or recent employees; and

I certify that my company, its current or recent employees did not obtain or receive any technical data marked with a company's proprietary rights legend or a Government limited rights legend from any U.S. Government's agency or employee or other third parties that were used in the preparation of or were incorporated into the request for approval or its supporting technical data other than as described herein; and

I certify that my company has the legal right to use said technical data to manufacture or repair the below identified part for the United States Government. To the extent that said technical data are marked with a company's proprietary rights or a Government limited rights legend or are otherwise believed to be or have in the past been the proprietary data of another company, the following documents which are attached hereto and made a part of the certification have formed the basis for claiming legal right to use said technical data. Such documentation must clearly cover the data necessary for source approval.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER THE TITLE 18, UNITED STATES CODE, SECTION 1001.

THIS CERTIFICATION APPLIES TO:

NSN _____ P/N _____

Note: If SAR package is for multiple NSNs, all NSNs and P/Ns must be listed.

(signature)

(date)

(typed or printed name & title)

C. OFFEROR'S BROCHURE AND CORRESPONDENCE – Provide a company brochure and a synopsis outlining the proposed offeror's capabilities, facilities (such as location, number of buildings, sq. footage, etc.), experience, and equipment list. The manufacture/ROMM equipment list will outline the accuracy, size, capability and precision of the equipment. This information should be updated as facility and facility operations change. As a potential offeror for parts, the proposed offerors and its sub-tier suppliers (STS) may be required to demonstrate adequate engineering expertise and manufacturing/production/ROMM capabilities to manufacture or ROMM, inspect, and test the subject component/item/assembly in accordance with all applicable technical data, drawings, material, process, and test specifications. An onsite inspection of these elements may be required by the Government or its designee. Provide proposed offeror's company web site if available.

D. QUALITY ASSURANCE DOCUMENTATION – Provide a synopsis of the proposed offeror's quality program capabilities and reporting system. Provide a copy of the company's quality assurance manual (QAM) and all subordinate documentation. Quality assurance documentation should include a listing and copies of any independent approvals and certifications of quality programs, special manufacturing processes, etc. If the QAM does not follow the standard AS9100 or ISO9001:2015 format, provide a cross matrix referencing the

proposed offeror's QAM to the corresponding AS9100 or ISO9001:2015 paragraphs. Provide a copy of (all) certification(s) or approval(s), AS9100, ISO9001, ANSI/ISO/ASQC Q9001-2015; ANSI/ASQC Q9001, ANSI/ASQC E4; ANSI/ASME NQA-1 or equivalent. Equivalency will be determined by the ESA. Provide a copy of all NADCAP certification(s) for each in-house process. If 100% inspection is not used in manufacture or ROMM, provide the sampling plan used and the latest statistical control data and charts for the part number submitted for approval. ESA must approve the sampling plan. If the data is provided electronically (preferred), it should be in .PDF format with a built-in hyperlinked table of contents. A copy of the proposed offeror's documentation may be kept by ESA.

E. SUBJECT ITEM TECHNICAL DATA

1. For Manufacturing: Provide a DD Form 2345, *Militarily Critical Technical Data Agreement*, and a copy of the proposed offeror's request and proof of payment for the drawings and specifications or all data required to manufacture, assemble and test the subject item. If the data was not obtained from the Government, then provide all data required to manufacture, assemble and test the subject item. The subject item drawings typically include references to materials, processes, specifications, and may include data relating to mandatory inspections and inspection intervals. In addition to drawings (casting, forging, detail, assembly, source controlled, masters, airfoil data, schematics, etc.), data should include configuration (revision), parts list, any unincorporated Engineering Order (EO), Engineering Change Proposal (ECP), Notice of Revision (NOR), Design Change Notice (DCN), or Change in Design (CID), Requirements Control Card (RCC) and Quality Assurance Document (QAD), etc. For CAT IV, Alternate Item packages, if the vendor possesses or utilizes OEM drawings, complete copies of those drawings must also be included in the package. A copy of the proposed offeror's DD form 2345 may be kept by ESA.

2. For ROMM: Provide a DD form 2345 and all data required to ROMM, assemble and test the subject item or copy of the proposed offeror's request and proof of payment for the Technical Data. If the data was not obtained from the Government, then provide the latest and legible revision of all data required to disassemble, clean, inspect, repair, assemble and test the subject item. The subject item Technical Orders or Commercial Manuals typically include processes sequences, specifications, and may include data relating to mandatory inspections and inspection intervals. Provide special tool statement detailing availability to the tooling or tooling drawings, ownership and usage rights. If the special tooling or tooling drawings will be purchased or manufactured, then provide a statement of intent. For CAT IV, if the submitter possesses or utilizes OEM commercial manuals, complete copies of the technical repair procedures must be included in the package. A copy of the proposed offeror's DD form 2345 may be kept by ESA.

F. SUBJECT ITEM SPECIFICATIONS – Provide a complete listing of applicable specifications identified on the subject item drawings and a copy of the title page of the latest revision of each specification. For CAT IV, Alternate Item packages, where OEM or commercial specifications are not utilized, a complete copy of internal specifications, latest and legible, will be provided. For internal specifications, identify the commercial equivalent specification (if known/available). The list will be presented by specification title and number sequence and will include superseded documents, and will include the vendors who will use/implement each specification. The specification title page will be used to verify that the proposed offeror possesses all the required specifications. For CAT IV, Alternate Item

packages, if the vendor possesses or utilizes OEM specifications, complete copies of those specifications must also be included in the package.

G. SUB-TIER SUPPLIER (STS) INFORMATION – If no STS(s) will be used, provide a statement that all work will be performed in-house. The proposed offeror shall identify all STS(s) intends to be used for material and sub-vended process. All STS should be listed in a matrix. The matrix should list each STS's CAGE, name, address, specification or sub-vended process, process significance, OEM or Government certification or approval, AS9100, ISO9001:2015, ANSI, ASQC, NATO AQAP-2070 or equivalent certification and NADCAP certification(s). Provide copy of all the STS certificate(s) and DD form 2345. The potential offeror will provide a copy of last internal or external supplier audit conducted for all STS. If the potential offeror proposes the use of STSs, who are not OEM or government approved, submit complete documentation substantiating the STS's capabilities and qualifications. Process criticality will be denoted as critical or non-critical. For assemblies, identify the sub-components suppliers in the above mentioned matrix. CSI or CAI sub-component suppliers must be DoD approved. It should be noted, that additional approval testing (as specified by the Service ESA) may be required in this circumstance. A copy of the offeror's documentation may be kept by ESA.

H. QUALITY HISTORY – If there is no quality history, provide a statement that proposing offeror and STS(s) have experienced no such events. Provide a Deficiency Report or summary for the subject and/or similar item(s) depending on the SAR category selected for the proposing offeror and STS(s) experienced in the past 3 years for the specific part number or the entire CAGE. Deficiency Report will provide a summary of (including but not limited to) internal deficiencies, commercial deficiencies, FAA Service Bulletins, Material Review Board (MRB) items, statistical reports of nonconformances, nonconforming material rejection reports, and scrap rates. The summary will include at a minimum the following data: P/N, Nomenclature, feature, deficiency, quantity, date, and corrective action. If corrective action was taken by proposing offeror or STS(s), provide all resolution(s) and implementation status when applicable, on previous contracts. A copy of the offeror's documentation may be kept by ESA. Note: Nonconformances are not necessarily perceived as an increase in risk when considering alternate source qualification. In fact, identification of nonconformances can illustrate a successful quality assurance program.

I. SIMILAR ITEM TECHNICAL DATA –

1. For manufacturing Category II SARs, provide all technical data required to manufacture, assemble and test the subject and similar item(s). This data includes drawings (casting, forging, detail, assembly, source controlled, masters, airfoil data, schematics, etc.), configuration (revision), parts list, any unincorporated Engineering Order (EO), Engineering Change Proposal (ECP), Notice of Revision (NOR), Design Change Notice (DCN), or Change in Design (CID), Requirements Control Card (RCC) and Quality Assurance Document (QAD), etc. The technical data will typically include references to materials (raw and consumables), processes, specifications, and mandatory inspections and inspection intervals. Provide a special and master tool statement detailing requirement and availability for the tooling or tooling drawings, ownership and usage rights.

2. For ROMM Category II SARs, provide the latest and legible revision of all technical data required to disassemble, clean, inspect, repair, assemble and test the subject and similar

item(s). The technical data typically include materials (raw and/or consumables), processes sequences and specifications, and mandatory inspections and inspection intervals. Provide a special and master tool statement detailing requirement and availability for the tooling or tooling drawings, ownership and usage rights.

J. SIMILARITIES AND DIFFERENCES BETWEEN SUBJECT AND SIMILAR

ITEMS – For Category II SARs, the SAR must identify the specific similarities and differences in materials, coatings, design, manufacturing or ROMM processes, operating environment, etc. between the similar and the subject item. A matrix comparison is the preferred method. This comprehensive analysis must contain a detailed engineering evaluation of the two items that is reasonably proportioned to the complexity of the exact or subject item. Typical elements include: design features including circuits, components, electrical characteristics, mechanical/physical characteristics, select-at-test components, characteristic- matched components, engineering design shortcuts, grounding, plating, composites, component reliability, sub-assembly integration, manufacturing / repair (comparative capacity assessments, tooling analysis for both new and old, shop floor procedures, work instructions, and process control characteristics and management), limited-life parts availability, obsolescence, test methodology and tested performance as well as form, fit, and function. A copy of the proposed offeror's documentation may be kept by ESA.

K. PURCHASE ORDERS AND SHIPPING DOCUMENTS – Provide copies of at least one purchase order(s), shipping document(s), and any amendments from the prime contractor, OEM, Government or other customers based upon the SAR category selected with all financial data redacted or removed. The shipping document(s) must not be older than three (3) years for CSI or seven (7) years for CAI from the date the SAR is received by SBO or the procuring activity. The shipping document(s) should account for all items ordered in the PO provided. If a contract was terminated, state the termination reason. For Cat I or II, the purchase orders must be from the prime contractor, OEM, DoD, foreign government, or commercial customer. This information should indicate when the offeror last produced the subject or similar item depending upon the SAR category selected. For Cat III, provide a statement the part has not been provided to any customer. For Cat IV, the purchase orders must be from commercial customers or PMA holder. The data provided in this section should be for the same contract(s) as those provided in SAR Elements L and M. A copy of the offeror's documentation may be kept by ESA.

L. TRAVELERS AND PROCESS/OPERATION SHEETS (POS/OP SHEETS) – Provide production documentation, traveler(s) or router(s) and process operation sheet(s) (POS), with a detailed step-by-step account of the procedures necessary in the proper sequence to manufacture or ROMM for the subject or similar item depending on the SAR category. The traveler(s) must have the Company Name and CAGE on top of every page and include at a minimum the part nomenclature and number, operation number, description, tolerance (specification), location, POS(s), software data file name, STS call out by Company name and CAGE, operator/inspector stamp locations or equivalent necessary to control manufacturing or ROMM operations. If traveler is used for a lot, the traveler requires a method to track the lot production at each step to include quantity in, rejects or defectives and quantity out. The production documentation must be from the actual manufacturer or repair offeror. For Category I SARs, provide copies of the actual completed traveler and POS(s) used for manufacture or ROMM of the subject item. For Category II SARs, provide copies of the

completed traveler(s) and POS(s) for similar item(s) and copy of the proposing offeror's traveler and POS(s) for subject item used for manufacture or ROMM. If a First Article Test (FAT) is required, the proposed travelers and the POS can be updated at the completion of the FAT. For Category III SARs, provide copies of the proposed traveler(s) and POS(s) to be used for manufacture or ROMM of the subject item. For Category IV SARs, provide the actual completed traveler(s) and POS(s) used for manufacture or ROMM of the alternate item. The production documentation provided in this section must be for the same contract(s) as those provided in SAR Elements K and M. A copy of the offeror's documentation may be kept by ESA. **Note:** Traveler(s) or Router(s) that may be provided are not a replacement for detailed POS. The lack of detailed POS(s) pertaining to manufacturing or ROMM in the SAR is cause for SAR disapproval.

M. INSPECTION METHOD SHEETS (IMS) – Provide the inspection method sheets (IMS) for the production or ROMM of the subject and/or similar item(s) depending on the SAR category selected. This IMS will include the part nomenclature and number, characteristics inspected, special instructions, zone, tolerances and actual measurements, inspection tooling/method, frequency and inspector's stamp. For Category I SARs, provide the actual completed IMS with the production or ROMM data from the subject item. For Category II SARs, provide the actual completed IMS with the production or ROMM data for the similar item and proposed IMS for subject item. For Category III SARs, provide proposed IMS for subject item. For Category IV SARs, provide actual completed IMS for alternate item. If sampling is required, the IMS must have the actual results for each item inspected and the sampling schedule and/or the sampling specification reference. Sampling averages or ranges are not acceptable. IMS may be included as an integral part of the Travelers or POS/OP Sheets in SAR Element L, if so provide a statement and reference to which tab the data is located. The data provided in this section should be for the same contract(s) as those provided in SAR Elements K and L. A copy of the proposed offeror's documentation may be kept by ESA.

N. PRIME/OEM CONTRACTOR'S QUALITY RATING SYSTEM REPORT – Provide the proposing offeror's quality system report or rating from the prime contractor and/or OEM responsible for the subject and/or similar item from the past 12 months depending on the SAR category selected. If the company has not manufactured or ROMM any item(s) for a prime contractor/OEM and thus no quality rating is available, state as such. Provide any manufacturing or ROMM process certifications or approvals should be included along with any independent approvals and certifications provided by independent evaluators (e.g., NADCAP for special processes).

O. LICENSEE AGREEMENT (If applicable) – If the proposed offeror has provided proprietary documentation in SAR or is licensed service or product provider, a copy of the licensee agreement between the proposed offeror and the data rights holder, prime contractor, OEM or other, must be provided. If a copy cannot be provided, at a minimum provide a redacted portion showing the details of, data rights for the required technical data, MRB activity configuration control, source control, etc. This applies to all SARs for NSNs with an AMSC or RMSC code of A, B, D, H, N, P, Q, R, V & Z. A copy of the offeror's documentation may be kept by ESA.

P. VALUE ADDED (BY PRIME OR OEM) – Provide a statement that identifies any value added provided by the prime contractor or OEM in the manufacture or ROMM of the item(s). Value added is considered any action or support, material sourcing, STS Control,

manufacturing, ROMM, or inspection process, technical data or commercial manual(s), instructions, equipment or tooling that is essential to the manufacturer ROMM of the item(s), but is not documented in the technical data package. Examples of value added are the use of OEM qualification of supplier for forgings, castings, raw materials, replacement parts, and/or significant processes; the use of OEM master or special tooling, fixtures, gages or inspection master hardware; the use of OEM MPS, IMS, or other process related data not referenced on the part drawing(s) or technical data; quality assurance of STS of significant processes all as related to the performance of manufacture or ROMM. A copy of the offeror's documentation may be kept by ESA.

Q. GOVERNMENT/PRIME CONTRACTOR SURVEYS – If no DoD or Service site

survey has been conducted, provide a statement stating that the proposed offeror will submit to site survey if requested and the point of contact. If applicable, provide a copy of the latest government, DoD, prime contractors or OEM site survey report (audit, findings, corrective actions and acceptance documentation) conducted in the last seven years. This section can include any available DoD technical evaluations of the proposing offeror's production capability, quality assurance procedures, industrial resources, material purchasing, and sub-tier supplier controls.

R. PRE-QUALIFICATION TEST PLANS – If testing is required, all proposed test plans necessary to completely qualify the part must be submitted for ESA approval prior to beginning testing. Testing may be at the offeror's expense. The pre-qualification proposed test or inspection procedures and independent certified test laboratories to be used have to be identified by Name, CAGE, address and telephone number. Test requirements are part specific. Testing may be at the contractor's expense.

S. TEST RESULTS – If testing has already been conducted, provide part specific test plan and results. If testing has not been conducted, comply with element R. The test results should match the approved ESA pre-qualification test plan.

T. TOOLING – Provide certification of access to and the right to use any required master tooling, special tooling, test equipment, Mylars (stable base drawings), glass layout, and loft or contour data as applicable to the latest item drawing revision. Provide a statement that all calibrations comply with ISO10012-1 or ANSI/NCSL Z540.1. Provide the calibration schedule for all equipment and tooling requiring calibration. Provide a statement if no equipment or tooling calibration is required. A copy of the offeror's calibration documentation may be kept by ESA.

U. GOVERNMENT QUALITY ASSURANCE COMPLIANCE – Provide a statement that the proposed offeror will comply with all government imposed quality assurance provisions, testing requirements, etc. as identified in the solicitation and contract for the subject item. A copy of the offeror's documentation may be kept by ESA.

V. FAA PMA LETTER or SUPPLEMENT (If PMA applicable) – If commercial application purchase orders and shipping documents for subject item were provided, provide the FAA approval letter or supplement. The FAA PMA letter, method of approval and documentation provided to and from the FAA should describe the basis of the FAA's PMA approval. The documentation should show the applicability to the subject item platform and model. A copy of the offeror's documentation may be kept by ESA.

W. ALTERNATE ITEM OFFEROR COMPONENT PURCHASE ORDERS – Provide the original offeror component purchase orders and certificates of conformance for the actual manufacturer components used to derive alternate item design or repair.

X. STATISTICAL DATA – Provide the statistical data from the actual manufacturer components used to derive alternate item design. If the part is in production, provide the statistical control data and charts for the part number submitted for approval. A copy of the offeror's documentation may be kept by ESA.

Y. REVERSE ENGINEERING MANAGEMENT PLAN – Provide a reverse engineering management plan which describes the approach used to develop the specifications and drawings meeting MIL-HDBK-115, *US Army Reverse Engineering Handbook (Guideline and Procedures)*. The plan must describe all aspects of the proposed reverse engineered design, materials, critical characteristics, critical inspection processes, and critical manufacturing processes to satisfy requirements and how these were derived. A copy of the offeror's documentation may be kept by ESA. The plan will be constructed in accordance with MIL-HDBK-115 or current revision. **Note:** If the proposed offeror has not begun a reverse engineering effort, the offeror should provide the reverse engineering management plan to ESA for approval prior to submittal of the SAR package.

Z. ALTERNATE APPLICATION MISSION – For parts with a commercial application as described in element V, provide commercial operating mission, including environment, weight, and safety assessments.

AA. ESA/OEM APPROVAL LETTER – Provide a copy of the ESA-issued letter showing the potential offeror is qualified to manufacture or repair the mirror-image part (QWC 1); a higher level assembly (QWC 2); an earlier dash number of the subject part (QWC 3); or the subject part itself prior to a company merger/split/sale/etc. (QWC4).

AB. NOVATION LETTER – Provide a copy of the executed Novation Agreement, signed by both parties and the government. The Transferor in the agreement should match the party named in the ESA/OEM Approval Letter (Tab AA), and the Transferee should be the potential offeror submitting the current SAR.

Attachment 7

COMMON USE ITEM COORDINATION SHEET AND INSTRUCTIONS

Figure A7.1. Common Use Item Coordination Sheet.

TRACKING NO.	Common Use Item Coordination Sheet		OPEN CLOSED
NOMENCLATURE: NSN: P/N: PRIMARY ISSUE DATE: CLOSURE ISSUE ORIGINATOR: POC:			
Army Navy Air Force DLA			
SERVICES AFFECTED: Army Navy Air Force DLA DLA FORM 339 # (if applicable): PLATFORM/SUBSYSTEM:		CATEGORY: CSI/CC Determination Alternate Source Qualification First Article Test Site Survey CSI Alert Coordination of Approved Sources Other	
<u>ISSUE DESCRIPTION:</u>			
<u>RECOMMENDED CLOSURE:</u>			
<u>ASSESSMENT:</u>			

TRACKING NO.		Common Use Item Coordination Sheet		OPEN CLOSED	
<u>Army</u>		Date:		<u>Air Force</u>	
POC:		Concur		POC:	
POC Phone:		Non-Concur*		POC Phone:	
POC e-mail:		Not Applicable		POC e-mail:	
Help POC: 256-313-8981				Help POC: 937-257-5448	
<u>Navy</u>		Date:		<u>DLA</u>	
POC:		Concur		POC:	
POC Phone:		Non-Concur*		POC Phone:	
POC e-mail:		Not Applicable		POC e-mail:	
Help POC: 301-757-2505				Help POC: 804-279-4628	
* (If non-concur, provide rationale in —Review Comments section)					
PROGRAMS AFFECTED AND ASSESSMENT:				INTRASERVICE	
				Non- Not	
Service/Program	POC	Phone	Date	Concur	Concur Not Applicable Army:
Air Force: Navy:					
DLA:					
<u>REVIEW COMMENTS:</u>					
Army: Air Force: Navy: DLA:					

A7.1. Instructions for Completing the Common Use Item Coordination Sheet. **Note:** The Common Use Item Coordination process is discussed in the JACG Aviation Critical Safety Item Management Handbook Section 2.6.2. and examples are available in Exhibit A.

A7.1.1. Tracking Number Scheme: xx/xxxxx/xxxxxx/xx

A7.1.1.1. The first field is a two-letter Service/Agency code (AR, NA, AF, DL, DC).

A7.1.1.2. The second field is a one to five-letter activity code (PAX, JAX, CP, LKHST, CL, ICP, etc.). This field may be used as required for internal Service/Agency coordination, or may be left blank.

A7.1.1.3. The third field requires a date – ddmmmyyy.

A7.1.1.4. The fourth field requires a sequential numbering in cases where there are more than one coordination sheets initiated on a given date (i.e., 1, 2, 3,).

A7.1.2. Nomenclature: Enter a short description of the part or assembly of concern.

A7.1.3. NSN: Self-explanatory.

A7.1.4. P/N: Self-explanatory.

A7.1.5. Primary Commercial and Government Entity (CAGE): Enter the CAGE code of the manufacturer who maintains the drawings. If there is a proposed CAGE which is not presently recognized by all Services, the details of that nomination should be included in the Issue Description area below.

A7.1.6. Issue Date: Self-explanatory.

A7.1.7. Closure Date: Projected date of closure or actual closure date for closed actions.

A7.1.8. Issue Originator: Self-explanatory.

A7.1.9. POC: Name, phone and e-mail of the POC within the originator's organization.

A7.1.10. Services Affected: Self-explanatory.

A7.1.11. Category: Self-explanatory.

A7.1.12. DLA FORM 339 #: Self-explanatory.

A7.1.13. Platform/Subsystem: Aircraft and subsystem(s) on which the part is used.

A7.1.14. Issue Description: Self-explanatory; should include any details of a proposed new CAGE for inclusion.

A7.1.15. Recommended Closure: Originating Service's provides near-term and long-range recommendations for completing this coordination.

A7.1.16. Assessment: Service POCs will be assigned to provide coordination between all affected Services and DLA. Help POCs from each Service will be available to assist in the process. Service POCs will be identified by the Help POCs, and will work non-controversial actions to conclusion. When there are differences that cannot be resolved at the Help POC level, the problem resolution process will take place at the lowest level possible. Lack of resolution will result in elevation to the head of the engineering activity for each affected ESA.

A7.1.17. Intra-service Programs Affected and Assessment: In those instances where an item requiring Inter-service coordination affects more than one weapon system/program within a given Service, this section can be used to identify and coordinate intra-service resolution of the item of concern.

A7.1.18. Review Comments: Self-explanatory.

A7.2. A continuation sheet may be used as required for any areas.