

## REPAIR AND SERVICE CHECKLIST

**Purpose:** This form is designed to facilitate Purchase Instrument (PI) development. IAW AFMCI 20-102, Requirements Definition and Purchase Instruments Development, all NSN-level activities will use Purchase Request Processing System (PRPS) regardless of the PI processing system used to initially establish requirements. PI package contents vary depending on the circumstances of each requirement and are not all-inclusive. **Note:** Check appropriate box when attachments are included with PI package.

**This form contains additional information and references for some topics. Please slowly roll over the blocks before clicking on them to display additional information.**

Purchase Request:

Type PR:

### ACQUISITION STRATEGY, FUNDING AND REQUIREMENT DEFINITION

- Acquisition Plan (AP)
- MORD
- Item Description
- Other Station Funds (OSF)
- Contract Repair Team Minutes
- Engineering Requirement Team Minutes
- Memorandum of Agreement (MOA)
- Memorandum of Understanding (MOU)
- Multi-year Contract (MYC)
- Possible MYC Exemption:
- Performance Work Statement (PWS)
- Commodity Council Coordination
- Statement of Need (SON)
- Statement of Objective (SOO)
- Government/Industry Data Exchange Program (According to Simplified Acquisition Threshold)
- Statement of Work (SOW)
- Warranty Application or Plan
- Streamlined Acquisition Strategy (SASS)
- Contractual Engineering Task

## SAFETY/ENVIRONMENTAL

- Safety Specifications, Industrial Safety and Health Requirements (Appendix C)
- Ozone Depleting Substance (ODS) Waiver
- Green Procurement Policy Document (GPP)
- Industrial Safety and Health Requirements (Service Only)

## FOREIGN MILITARY SALES ATTACHMENTS

- International Agreement Competitive Restriction (IACR)
- Letter of Offer & Acceptance (LOA)

## CONTRACT REPAIR/SERVICE ATTACHMENT

- Performance/Quality Assurance Surveillance Plan (PP/QASP) (IAW SAT)
- Workload Approval Document (WAD)
- Work Requirement Document (Formerly Appendix A)
- Government Property Management (Formerly Appendix B)
- GFM/Loan/Lease Availability Supportability Request/Acquisition Assessment
- Requirement Approval Document (RAD)
- Wage Determination Document (WDD)
- Inherently Governmental Function (IGF) Determination Checklist
- Source of Repair Assignment Process (SORAP)
- Recovered Material Determination Form (RMDF)
- Repair Parts Kit List Worksheet
- In House Pre-Award Survey (PAS)
- Voluntary Protection Program (VPP) Checklist (Service only)
- Personal Service Determination (Service only)

## SECURITY REPAIR/SERVICE PI COVERSHEET

- Contract Security Classification Specification (DD Form 254)
- Foreign Disclosure Procurement Decision (Export control equals "YES")

- Security Classification Guide
- Visitor Group Security Agreement (VGSA)

### STRATEGY RATIONALE

- Justification & Approval (J&A) IAW SAT
- Coordination and Approval Document (CAD) (Accompanies J&A)
- Market Research IAW SAT (Use max range dollar amount)
- Procurement History Record (Accompanies J&A)
- Back Order Listing
- Sole Source Justification (SSJ) IAW SAT
- Urgent Justification Statement

### PERFORMANCE REQUIREMENTS/SOURCE COMPETITION

- New Start Validation
- Source Qualification Statement (SQS)
- Quality Assurance Letter of Instruction (QALI)

### ENGINEERING SCREENING

- Contract Repair Screening Analysis Worksheet (CRSAW)
- Repair Data List (RDL)
- Engineering Instruction/Notes
- First Article Requirement (Initial Production Evaluation (IPE))
- Recommended Quality Assurance Provision and Special Inspection Requirements
- Counterfeit Prevention Plan (CPP)
- Item Unique Identification (IUID)
- Waiver for Qualification Requirements (WQR)
- Justification for Qualification Requirement (JQR)                       Qualification Requirement (QR)

### ITEM DESCRIPTION/CONTRACT DATA REQUIREMENTS LIST (CDRL)

- Data Item Description (DIDs)     First Article Test Report/Plan Initial Production Evaluation (IPE)
- Time Compliance Technical Order (TCTO)                                       Material Certification

CPP DID

Certificate of Conformance

Commercial Asset Visibility Air Force (CAV-AF)

Comprehensive Engine Management System (CEMS)

Depot Maintenance Production Report (DMPR)

Supply Deficiency Report (SDR)

Teardown Deficiency Report (TDR)

Other:

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**MARKING, MOVEMENT and PACKAGING REQUIREMENTS**

Transportation Data for Solicitations (DD Form 1653)

Packaging Requirements (AFMC Form 158)

Accelerated Delivery Request (ADR)

Request for Issuance of Shipping Instructions

Special Packaging Instructions (SPI) (DD Form 2169)

**THIS SECTION FOR HILL AFB ONLY**

Air Specifications (AIR SPEC)

REPSHIP

**Additional Information**

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## INSTRUCTIONS

The prescribing document is as issued by AFSC.

The Requirement Owner (RO) is responsible for developing a complete requirements package. The purpose of this form is to help ensure Purchase Request (PR) packages have the required contents and are coordinated on by the applicable support functions. Supporting Air Force Contracting and Financial Management Analysis offices will use this checklist to review PR packages that result in a contract action. ROs refer to AFMCI 20-102\_AFSCSUP for additional guidance.

Purchase Request. Input the local Purchase Request (PR) number plus amendment if applicable.

Type PR. This block features a drop down menu with four available options. Select the type of PR for this requirement.

Planning - Select when current fiscal year requirement is known and funding is not available or may not become available.

Advance. Select when using future year requirements.

Zero Dollar. Select when initiation of an unfunded, executable PR for requirement(s) used to: establish a basic Indefinite-Delivery Contract (type D); or modification to existing contracts.

Funded. Select when a current fiscal year requirement with an identified funding source is available for either "initiation" or "commitment".

### **ACQUISITION STRATEGY, FUNDING AND REQUIREMENT DEFINITION**

In this section, only check the box when supporting documentation of indicated activity/attachment is included with the PR package when returning it to the Local PR Specialist.

Acquisition Plan. Required for repair or services \$10 million or greater. Contains a clear description of the user's requirement, market research findings, risks involved, forecast CLIN structure, contract type by CLIN and any unique aspects of the acquisition. Refer to FAR Part 7, DFARS 207.1 and AFFARS 5307.

MORD. Required when temporary obligating document are used in lieu of an actual obligating document. Used for DPEM funded contracts with Government Furnished Material (GFM) regardless of Budget Code, Material Support Division funded contracts with General Support Division (Budget Code 9) GFM. Use AF Form 406.

Item Description. Required when procuring a National Stock Number (NSN). Obtain from PRPS generated form which provides detail item characteristics for the item being purchased. Must be initiated after 20 August 2010.

Other Station Funds. Required when PR is funded with offsite funds. Include the DD Form 448 and DD Form 448-2.

Contract Repair Team Minutes. Required unless another strategic procurement plan, like a Commodity Council strategic contract is used. The Center expectation is AFMC weapon system acquisition and sustainment procurements will be managed using a multi-functional approach. Refer to AFMCI 21-149.

Engineering Requirement Team Minutes. Required for engineering services contracts unless another strategic procurement plan, like a Commodity Council strategic contract is used. The Center expectation is AFMC weapon system acquisition and sustainment procurements will be managed using a multi-functional approach. Refer to AFMCI 21-149.

Memorandum of Agreement or Memorandum of Understanding. Required when there is an established, documented working relationship of roles/responsibilities for recurring support between requiring activity and assisting agency. Support agreements may be intra-agency (between DoD agencies) or interagency (between DoD and non-DoD federal agencies).

Multiple Year Contract (MYC). Required if requirement is a one-year contract with option years spanning up to a total of five years for an item that can be reasonably forecasted over several years. Use AFMC Form 338.

Possible MYC Exemption: This block features a drop down menu with seven available options. Select the appropriate exemption if the item buy is not considered a candidate for a MYC.

(1) Numeric Stockage Objective – Select if requirement is for an item that has insufficient demands to establish stock safety levels based on previous demand history.

(2) Minimum Buy – Select if item and procurement cost for the required quantity is less than \$25K, but other cost makes it more economical to buy in excess of the requirement.

(3) Insurance Buy – Not applicable to Repair or Service.

(4) Foreign Military Sales (FMS) – Select when other than competitive with non-DoD user.

(5) Emergency/Urgent Requirement – Select for priority A, B, C, or D.

(6) NC/ND NSNs – Select for non-catalogued or new items with existing NC/ND NSN.

(7) Cage Code PN PRs – Select for items that do not have a NSN.

Performance Work Statement (PWS). Required selection for repair/service requirement only when the agency needs details regarding what to accomplish, but not specific on the methods how the requirement is accomplished.

Commodity Council Coordination. Required for all NSN requirements unless exempt.

Statement of Need (SON). Only required when there is an Appendix A to the contract for repair or service requirements only. SON identifies technical and contractual history of the acquisition. See FAR Part 7.105.

Government/Industry Data Exchange Program (According to Simplified Acquisition Threshold). Required when organizations participating in GIDEP agree to supply appropriate types of information such as parts related engineering and management reports. Not required if documented in SOW, PWS, SOO, SON regardless of hours worked on contract.

Statement of Work (SOW). Only required when there is an Appendix A to the contract for repair or service requirements. Document that establishes the bona-fide need of the government. Refer to FAR Part 37.602 and FAR Part 8.405-2(b).

Warranty Application or Plan. Required when Program Manager determines a warranty is appropriate.

Streamlined Acquisition Strategy Summary (SASS). Required if total requirement is equal to or above the SAT and less than \$10M dollars. SASS is a tool used to accomplish acquisition planning documentation required in FAR 7.1 and detailed in AFFARS 5307.104-92.

Contractual Engineer Task. Required when adding new tasks to existing engineering service contracts unless another strategic procurement plan like a Commodity Council strategic contract is used. The Center expectation is AFMC weapon system acquisition and sustainment procurements will be managed using a multi-functional approach.

#### **SAFETY/ENVIRONMENTAL**

Safety Specification, Industrial Safety, Health Requirements (Appendix C). Required when system safety provisions and requirements will be acquired from the weapon system safety program officer. Not required if documented in SOW, PWS, SOO, SON regardless of hours worked on contract. See AFMCI 21-149.

Ozone Depleting Substance (ODS) Waiver. Required when Class I ozone-depleting substance is used and waiver lifts ODS storage restrictions and/or allows contractors to use ODSs while performing services for the Air Force. Refer to Public Law 102-484, Section 326, DFARS 223 and AFFARS 5323.

Green Procurement Policy Documentation (GPP). Required. This is a written determination by technical or requirements personnel of the reasonableness of use of green products in performance. Requires contractors to use green products while performing services provided the item/service can be competitively sourced within a reasonable period of time, at reasonable prices, or meets reasonable performance standards in specification. Must be included with the justification and included in the PCO's contract file. If requesting an exemption from this policy, RO must have written determination.

Industrial Safety, Health Requirements (Service only). Required when system safety provisions and requirements will be acquired from the weapon system safety program officer. Refer to Public Law 91-596.

#### **FOREIGN MILITARY SALES ATTACHMENTS**

International Agreement Competitive Restriction (IACR). Required for FMS only if over the SAT. Used in lieu of a Justification and Approval (J&A) when a particular source per treaty or international agreement is specified. Refer to DFARS 206.302-4.

Letter of Offer and Acceptance. Required for FMS Only. LOA authorizes the US Government to procure something for a foreign government. If the LOA directs procurement from a particular source(s), an IACR must also be prepared. Refer to DFARS 206.302-4.

#### **CONTRACT REPAIR/SERVICES ATTACHMENT**

Performance/Quality Assurance Surveillance Plan (PP/QASP) (If over the SAT). Required only if contract specifies when government contract quality assurance shall be performed (including any stage of manufacture or performance of services) and where (including subcontractors' plants) and the frequency necessary to determine if the supplies or services conform to contract requirements throughout its life cycle. Refer to FAR Part 46 and AFMCI 21-113.

Workload Approval Document (WAD). Required when request is for a temporary assignment of workload. Refer to Title 10, U.S.C. 2464 and 2466.

Work Requirement Document (Formerly Appendix A). Required when there are specific directions and procedures contractors must follow to perform work requirements including quality, acceptance and test requirements, and security. Refer to FAR Part 45.5 and AFMCI 21-149.

GFM/Loan/Lease Availability Supportability Request/Acquisition Assessment. Required when responsible technical specialist identifies there is a potential or actual use of GFP to support the contractor. Refer to FAR Part 45 and AFMCI 21-149.

Requirement Approval Document (RAD). Required to obtain approval for contract repair/support services IAW SAT. Refer to AFMCI 63-403.

Wage Determination Document (WDD). Required when contractually incorporated in the contract. Refer to FAR Part 52 and AFMCI 20-102\_AFSCSUP for additional guidance.

Inherently Governmental Function (IGF) Determination Checklist. Required for all service/repair contracts unless provided in RAD. Refer to FAR Part 7.5.

Source of Repair Assignment Process (SORAP). Required for a form, fit function, replace an item if the item is built and repaired at a different contractor. SORAP is the primary process used to posture depot level workloads for both hardware and software. It applies to both new acquisition and fielded programs and designed to help ensure compliance with public law; refer to Title 10 USC 2460, Title 10 USC 2464, Title 10 USC 2466, Title 10 USC 2469, Title 10 USC 2474 and AFI 63-101/20-101.

Recovered Material Determination Form (RMDF). Required when supplies/services apply to all procurement actions (other than Government purchase card) that have items listed in Comprehensive Procurement Guidelines, Biobased, Energy Start, or Federal Energy Management Program low Standby Power programs. Refer to Title 42 U.S.C. 6962.

Repair Parts Kit List Worksheet. Required for repair only when a single line item is used to restore an assembly or subassembly to a serviceable condition. Refer to AFMC Form 221 and AFMCMAN 25-1.

In House Pre-Award Survey (PAS). Contracting Officer determines if this is required. Used before award of contract to verify availability and adequacy of the applicable Material Requirement List (MRL) and availability of Modification Kits, Support Equipment, ST/STE technical data and overseas contractors. Refer to FAR Part 9 and AFMCI 21-149.

Voluntary Protection Program (VPP) Checklist (Service Only). Required for service only requirements. VPP recognizes and promotes effective work-site based Safety and Health Management Systems. Refer to AF Contracting VPP Support Guide available at the AF Contracting Knowledge Center and OSHA Website at <http://www.osha.gov/dcspp/vpp/index.html> for additional guidance.

Personal Service Determination (Service Only). Required for service only requirements to ensure personal service contracts are according to civil service laws. Refer to FAR Part 37, Subpart 37.1.

#### **SECURITY REPAIR/SERVICE PI COVERSHEET**

Contract Security Classification Specification (DD Form 254). Required when contractor needs a higher security clearance level to access, process, store, and transmit classified items/information during contract period of performance.

Foreign Disclosure Procurement Decision (Export control equals "YES"). Required on all purchases that need a data package for solicitation as annotated on the AMC/AMSC Screening Analysis Worksheet (SAW) when Export Control is "YES". Use AFMC Form 191. Refer to AFI 16-201.

Security Classification Guide. Required only when Contract Security Classification is needed. Use DD Form 254.

Visitor Group Security Agreement. Required when Contract Security Classification is needed. Provides agreement with all contractor operations located on Air Force installations that will require access to classified information. Refer to DoD 5200.1-M and AFI 31-601.

### STRATEGY RATIONALE

Justification and Approval (J&A) IAW SAT. Required IAW SAT when using other than full & open competition.

Coordination and Approval Document (CAD) (Accompanies J&A). Required when a J&A is attached. This is the signature page of the J&A.

Market Research. Required for all procurements over the SAT. Refer to FAR Part 10.

Procurement History. Required when J&A is needed. Pulled from J018R to show past contracts for a particular requirement.

Back Order Listing. Required for Emergency or Urgent requirements when backorders exist. Refer to AFMCI 20-102\_AFSCSUP.

Sole Source Justification (SSJ) IAW SAT. Required when the requirement is other than full and open competition. SSJ must demonstrate a unique capability to a contractor, time is of the essence and only one known source can meet the government needs within the required time frame, data is unavailable for competitive procurement; and it is necessary that the item being acquired be compatible and interchangeable with existing equipment. Refer to FAR 6.302 and FAR Part 13.

Urgent Justification Statement (UJS). Required on all priority PRs. Documents compelling circumstances for accelerating technical requirements, such as engineering studies/other miscellaneous services, through central procurement. Refer to AFMCI 20-102\_AFSCSUP.

### PERFORMANCE REQUIREMENT/SOURCE COMPETITION

New Start Validation. Required when a determination has been made wherein support efforts meet New Start criteria. A New Start is any program, subprogram, modification, project, or sub-project not previously justified to and funded by Congress. Refer to AFFARS 5332.702, AFI 63-101 and AFI 20-101.

Source Qualification Statement (SQS). Required when CRSAW identifies a Waiver for Qualification Requirement (WQR) or SQS is applicable to the procurement of the item. Refer to AFMCI 21-149.

Quality Assurance Letter of Instruction (QALI). Required when detailed instructions to the Quality Assurance Representative (QAR) to perform specific tasks and oversight requirements assuring product quality and consistent process performance on the part of the contractor exist. Refer to DoD 5160.65-M.

### ENGINEERING SCREENING

Contract Repair Screening Analysis Worksheet (CRSAW). Required for all repair procurements. Refer to AFMC Form 762, AFMCI 21-113 and AFMCI 21-149.

Repair Data List (RDL). Required when CRSAW identifies listing of all applicable documents, software, tooling, test equipment, and/or other items necessary to accomplish a repair. Use AFMC Form 762A. Refer to AFMCI 21-149.

Engineering Instruction/Notes. Required when CRSAW identifies special notes or instructions accompany requirement. Refer to AFMC Form 762A and AFMCI 21-149.

First Article Requirement (Initial Production Evaluation (IPE)). Required when CRSAW identifies when additional testing is required by contractor. Refer to AFMC Form 260.

Recommended Quality Assurance Provisions and Special Inspection Requirements. Required for all NSN procurements. Refer to AFMC Form 807.

Counterfeit Prevention Plan (CPP). Will be used by RO to determine and evaluate items which contain electronic components. Note: This activity is mandated for 448th Supply Chain Management Wing (SCMW) personnel use only.

Item Unique Identification (IUID) Checklist. Item Unique Identification (IUID) Checklist. Required for items with a unit price of \$5,000 and above. Optional for items under \$5,000 if required. Refer to DFARS Subpart 211.274 and DoDI 8320-04 for additional guidance.

Waiver for Qualification Requirement (WQR). Required when SAW identifies a WQR is applicable to the procurement of the item. Refer to FAR Part 9.2.

Justification for Qualification Requirement (JQR). Required when SAW or Contract Repair SAW (CRSAW) identifies a JQR is applicable to the procurement of the item. Refer to FAR Par 9.202.

Qualification Requirements (QR) - Defines Pre-Award qualification requirements are tests and other quality assurance demonstrations that must be completed before contract awarded.

### ITEM DESCRIPTION/CONTRACT DATA REQUIREMENTS LIST (CDRL) (DD FORM 1423, Contract Data Requirements List)

CDRL is a document that identifies potential data requirements, in a standard DoD format the Procuring Contracting Officer (PCO) uses to solicit and award contracts for data requirements. This section provides eight different type documents that may be used to satisfy this requirement plus an others field to add additional information/data. Select all that apply.

Data Item Description (DIDs). Defines intended use, preparation instructions, content and format requirements for a specific data product.

Time Compliance Technical Order (TCTO). Defines required format and content for technical orders and manuals as well as specific repair and maintenance instructions.

CPP DID. Mandate for 448 SCMW personnel only. Required when items have identified electronic components.

Commercial Asset Visibility Air Force (CAV-AF). Defines contractual requirements and must be specifically stipulated in the PWS.

Comprehensive Engine Management System (CEMS). Refer to Item Description if item is tracked in CEMS.

First Article Test Report/Plan (Initial Production Evaluation (IPE)). Required Report or Plan IAW AFMC Form 260.

Material Certification. Defines that the material complies with the requirements.

Certificate of Conformance. Document certified by a competent authority declaring the supplied good(s) or service(s) meet(s) required specifications.

Depot Maintenance Production Report (DMPR). Defines when high-level maintenance performed on equipment requiring major overhaul or substantial or complete rebuilding.

Supply Deficiency Report (SDR). Define report shipping or packaging discrepancies attributable to the responsibility of the shipper, (including U.S. Government sources and contractors/manufacturers/vendors) and to provide appropriate responses and resolution, including financial action when appropriate

Teardown Deficiency Report (TDR). Defines the withdrawal of material from the inventory to test, inspect, teardown, etc., to determine the actual condition, quality, or functionality of a part or assembly.

Other. Required when other documents are attached to a CDRL, but are not listed above.

### **MARKING, MOVEMENT, and PACKAGING**

Transportation Data for Solicitations (DD Form 1653). Required for items that require a deliverable end product. Form is provided by the Transportation Specialist to make recommendation to obtain the most advantageous shipping terms for the government.

Packaging Requirements (AFMC Form 158). Required for hardware, spares, supplies, etc. Must be coordinated with the applicable packaging specialists to ensure packaging specifications, e.g., Special Packaging Instructions (SPI), are included in item buy and repair contracts to secure proper asset protection.

Accelerated Delivery Request (ADR). Required to request the PCO renegotiate delivery if an asset that is required earlier than specified on a current contract delivery schedule. Use AFMC Form 200; emergency or urgent buys.

Request for Issuance of Shipping Instructions. Optional selection that may be used for Initial Shipping Instructions (ISI) or for Amended Shipping Instructions (ASI). Use AFMC Form 270.

Special Packaging Instructions (SPI) (DD Form 2169). Required with Packaging Requirements. Review to ensure adequate protection of expensive, mission critical material during handling, shipping, and storage. Provided by Packaging Specialist.

### **THIS SECTION FOR HILL AFB ONLY**

Air Specification (AIRSPEC). Required for munitions items only.

REPSHIP. Used only for ammunitions. Refer to FAR 52.247-58.

### **OTHER DOCUMENTS ATTACHED BUT NOT LISTED ABOVE**

Input all other activities and/or attachments not previously listed.

### **DISPOSITION OF FORM**

This form shall be maintained in accordance with the AF Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) or in an approved PI processing system; hard copies will be maintained in the official file folder.