

SOURCE APPROVAL

INTRODUCTION

This information is designed to advise contractors of the documentation, requirements and procedures to obtain source approval for aircraft, commodities, and equipment for which AFSC/Hill has management responsibility. The identification and development of new sources by the Small Business Office (AFSC OL:H/SB) is not limited to small business companies. Both large and small businesses are afforded equal consideration for source approval.

NOTICE

1. To ensure proper processing of Source Approval Requests (SARs), include the following information in your cover letter:

- a. Category of your SAR.
- b. National Stock Number (NSN) and part number (P/N) of the item for which you seek approval and for items used to prove manufacturing capability.
- c. Your Commercial and Government Entity (CAGE) Code.
- d. Name, address, telephone and email address of a responsible point of contact.
- e. Number of solicitation and buyer's name, if applicable.

2. If your SAR contains data that you do not want disclosed outside the U.S. Government, please mark your data package with the following statements:

a. **MARK THE TITLE PAGE WITH THE FOLLOWING LEGEND:** This Source Approval Request includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed -- in whole or in part -- for any purpose other than to evaluate this request. This restriction does not limit the Government's right to use information contained in the data package if it is obtained from another source without restriction.

b. **MARK EACH SHEET WITH THE FOLLOWING LEGEND:** Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this request.

SOURCE APPROVAL

1. Address source approval requests which are **not responding to a current solicitation** to AFSC OL: H/SB, Bldg. 1289 CE, 6038 Aspen Ave., Hill AFB UT 84056-5805. Processing time depends on current or projected requirements. It is to your advantage to submit data packages well in advance of a solicitation.

2. When **responding to a current solicitation**, submit a source approval request with your bid or proposal to the address designated in the solicitation. Award will be made to an approved source. If evaluation of your source approval request cannot be processed in time to meet the logistics support ability requirements, it will be processed for future consideration. Request the buyer forward your SAR to AFSC OL: H/SB if your SAR cannot be completed prior to contract award to be processed for future consideration.

SUBMISSION OF COMPLETE DOCUMENTATION IS ESSENTIAL FOR TIMELY CONSIDERATION. If the documentation is inadequate or incomplete, you will be notified of deficiencies. Your package will be returned or held pending receipt of the requested documentation.

SOURCE APPROVAL REQUESTS:

1. The following describes each of the categories and the minimum documentation required to request source approval for a specific item. It is **IMPORTANT** to provide **ALL** the information at the time of your request. These requirements are provided as a guideline for initial submissions.
2. Submission of the requested information does not guarantee source approval. Additional information, documentation or samples may be required in any of the above categories.
3. If you are not the actual manufacturer, select the category below which applies to the actual manufacturer -- the vendor that has plant equipment and personnel to manufacture on the premises the item(s) for which you request approval (ref FAR 22.606). You **MUST** provide name, address and CAGE code of the actual manufacturer.
4. The cognizant System Engineer is the approval authority for all source approval requests. These procedures apply only to newly manufactured items and exclude surplus goods.

FOUR CATEGORIES OF SOURCE APPROVAL (provide the documentation described for the category you select)

- *1. Item Previously Provided to Original Equipment Manufacturer (OEM) (SAME ITEM)*
 - Documentation showing that your company has previously or is currently providing the item to the OEM or DOD (copies of purchase orders, shipping documents, DOD contract numbers, DD Form 250, etc.).

- Current configuration drawings. Top drawings will suffice in most instances. Identify whether your company is the actual manufacturer or a non-manufacturing firm.
 - Identification of major sub-vendors (vendors for forgings, castings, exotic materials, etc.).
 - A description of your quality programs and the OEM's quality rating.
 - Brochures and literature describing your capabilities and experience. Include facility's listings showing plan equipment, machinery, special tooling, etc.
- *II. Item Is Similar To Item Previously Provided OEM or U.S. Government Agency (SIMILAR ITEM)*
 - If available, a complete set of drawings for the item for which you are requesting source approval.
 - A complete set of drawings for the similar item.
 - Identification of the differences between the similar item and the item for which you are requesting approval.
 - All documentation required in Category 1 above.
- *III. Item Does Not Meet Category I or II criteria (NEW ITEM)*
 - If available, a complete set of drawings of the item for which you are requesting source approval.
 - A brief description of the manufacturing process.
 - A list of your major sub-vendors for forgings, castings, exotic materials, etc.
 - Brochures and literature describing your capabilities and experience. Include a facilities list showing plant equipment, machinery, special tooling, etc.
 - A description of your quality program.
 - A technical briefing and in plant survey may be required
 - Submission of sample item (s) is normally required.
- *IV. Repair Overhaul, or Modification of Items/Systems*
 AFSC/Hill also contracts for overhaul, modification and repair of aircraft, avionics, electronic warfare, vehicle, and missile components and systems. In order to evaluate your capabilities, you are encouraged to provide the following information relative to each system or component.
 - Evidence of capability and experience:
 - Listing of contracts for same or similar requirements.
 - Brief description of the contract requirements performed.
 - Organization issuing contract – Include point of contact & phone number.
 - Period of performance.
 - Company background and workforce experience level.
 - Industry certifications.
 - Brochures and literature providing insight into plant, facilities, special tooling, support/test equipment, etc.

- Level of security clearance, programs for protection of government assets, availability of technical orders, kit and piece part availability, and a description of your quality programs.

SPARE PARTS PURCHASE OR BORROW PROGRAM

The Spare Parts Purchase or Borrow Program is another avenue which the Government can achieve competition on sole-source items. This program is mandated by Public Law 98-525. The purpose of the program is to allow aerospace contractors to purchase or borrow sample parts for reverse engineering to meet established qualification requirements.

For further information, contact the following:

AFSC OL:H/SB
Attn: SAR Program
Bldg. 1289 CE
6038 Aspen Ave.
Hill AFB UT 84056-5805

Phone: 801-777-4143

SOURCE PRE-QUALIFICATION: Source Pre-Qualification, pursuant to FAR Part 9, is a formal pre-contract award qualification that contractor's must meet. The cognizant system engineer develops a justification and specific qualification criterion which may range from submission of capability documentation to submission of fully tested sample items.