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*Materiel Management*



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

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This instruction implements Federal Acquisition Regulation (FAR) Subpart 9.2 -- Qualifications Requirements which is implementing 10 U.S.C. 2319 and 41 U.S.C. 253c, **DoD 4140.1-R** and **AFMCPD 23-1** by prescribing policy and procedures to implement the manufacturing Source Approval Request (SAR) process throughout AFMC. It is applicable to any organization which is managing items (both critical and non-critical) for AFMC. While primarily applicable to the ALCs, it could apply to any items managed by weapon system at Product Centers. The Competition In Contracting Act of 1984 (PL 96-369) established requirements to increase competition in defense procurements. 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 through consistent documentation as required by Federal Acquisition Regulation (FAR) 9.202. It is to be used by all AFMC organizations and its contractors to provide war-winning capabilities - on time, on cost. This instruction is not applicable to the Air National Guard and the AF Reserve. This instruction does not apply to the repair source approval process. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

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**1. Objectives:**

1.1. This instruction provides the procedures for qualification of new sources to ensure requests 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.

**2. Policy.** It is AFMC policy that:

2.1. The need to identify additional sources to increase competition is a direct outcome of the screening process described in the Defense Federal Acquisition Regulation (DFARS), PGI 217.7506 Spare Parts Breakout Program as implemented through AFMCI 23-102, Chapter 12, The Technical Screening Process. When the Engineering Support Activity (ESA) identifies pre-award qualifications of a new and or additional source as a requirement, qualification requirements must be generated. A qualification requirement waiver must be generated when it is determined unreasonable to specify the standards for qualification which a prospective offeror (or its product) must satisfy.

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

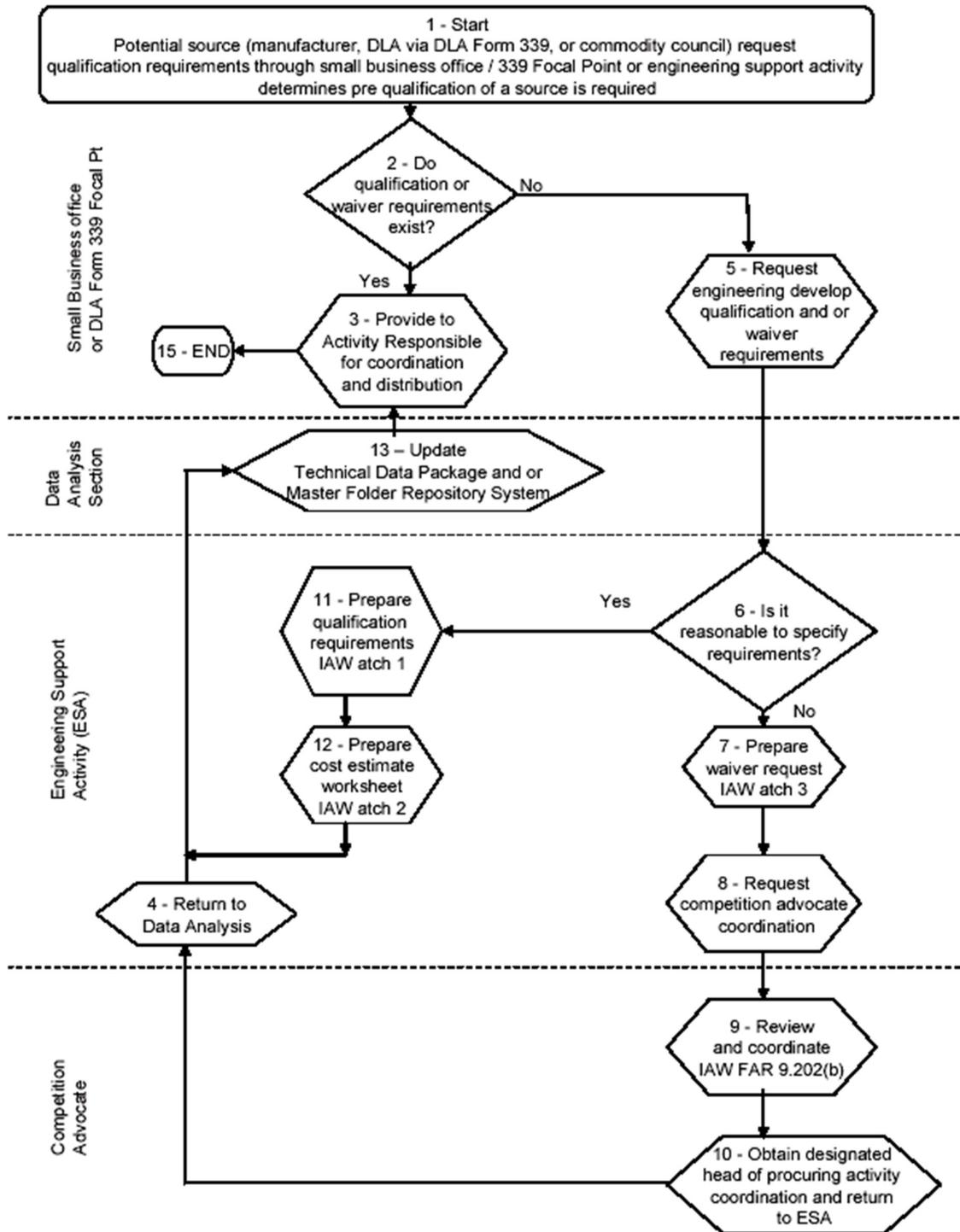
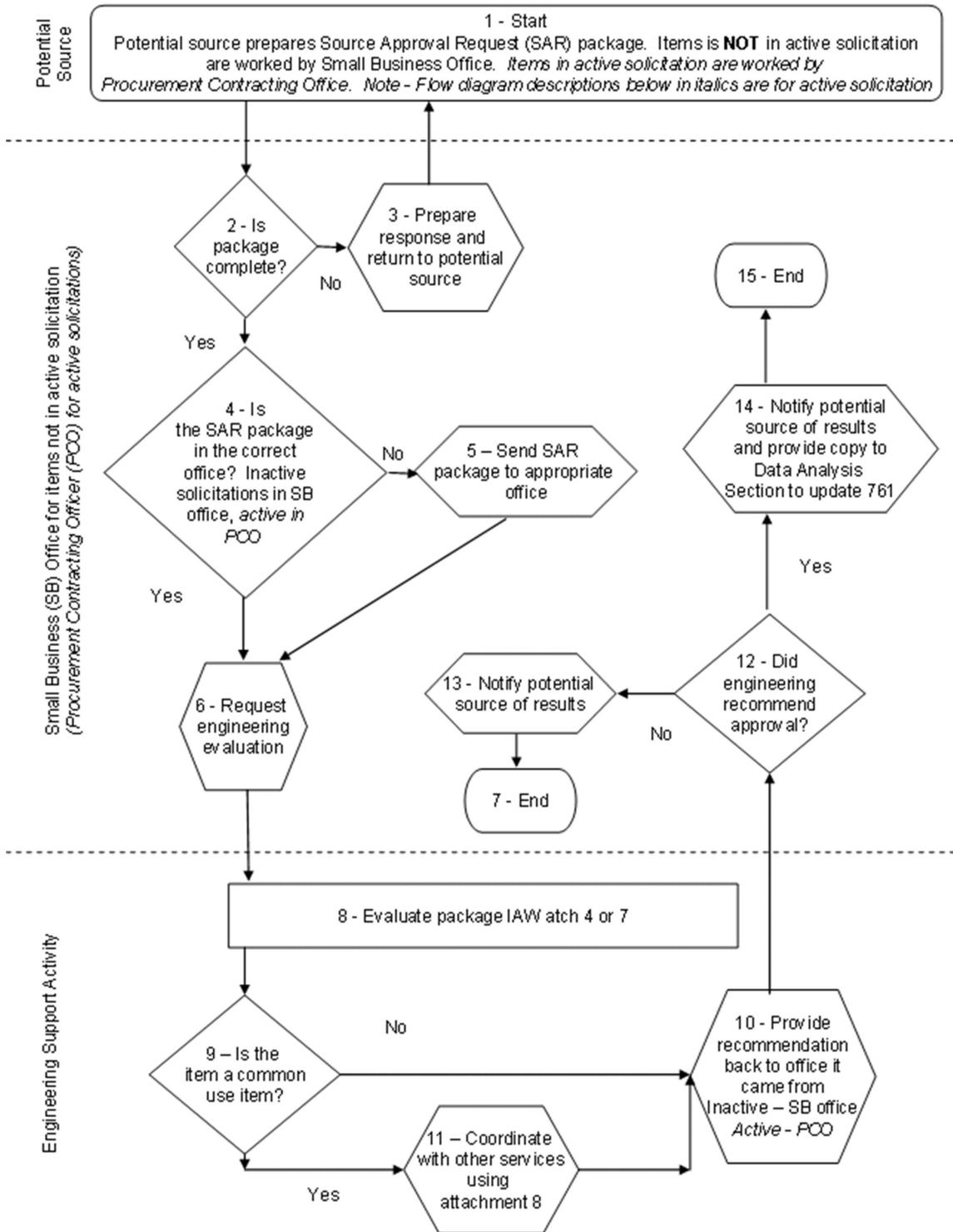


Figure 2. Source Approval Request (SAR) Package Generation and Review Process.



## 2.2. Establishing pre-award qualification requirements

2.2.1. **Figure 1.** describes the process to generate qualification requirements.

2.2.2. The ESA will establish the qualification requirements for potential parts being considered. The qualification requirements will be in accordance with FAR 9.2 Qualification Requirements and DoD 4120.24-M Qualifications and documented as described in **Attachment 2.**

2.2.2.1. Pre-award qualification requirements shall be prepared whenever prequalification of a source or its product is required and it has not been determined that it is unreasonable to develop or specify the standards for qualification which a prospective offeror or its product must satisfy.

2.2.2.1.1. The waiver process is available when prequalification is required and it is unreasonable to develop or specify the standards for qualification which a potential offeror or its product must satisfy. Waivers shall be prepared in accordance with FAR 9.202(b) and documented as described in **Attachment 4.**

2.2.2.2. The ESA will assign and document item-criticality (Critical Safety Item, Critical Application Item, Non-critical), along with Critical Characteristics, if any, for potential parts being considered. DFARS 209.270-2 defines Aviation Critical Safety Items. In addition, there may be other definitions tailored to a specific type of weapon system.

## 2.3. Evaluating source approval packages

2.3.1. 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 sources for items not in active solicitation are processed through the Small Business Office and those received against active solicitations are processed through the Procurement Contracting Officer. Differences between active and inactive solicitations are depicted on **Figure 2.** by the use of italics for active solicitations.

2.3.2. The ESA will evaluate the qualification requirements for potential sources being considered.

2.3.3. A potential offeror seeking approval as a qualified source must meet the specified source qualification statement requirements established by the ESA. The potential source must meet the standards established for qualification before the date specified for award of the contract. Potential sources, 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.

2.3.4. Common items used in multiple systems must have the coordination of all users including the other services. If all AF users approve SAR but other services do not, then a separate NSN shall be initiated for AF use only, if there is a technical or business case for doing so.

## 2.4. Source Approval Categories -- there are four categories under which SARs will be submitted:

2.4.1. SAME PART (Category I) - Item previously provided to Prime System Vendor / Original Equipment Manufacturer (OEM), or Department of Defense (DoD). This category will be used when the manufacturer has produced the item to OEM technical data in the past, but did not provide it directly to DoD.

2.4.2. SIMILAR PART (Category II) - Item to be provided is similar to an item previously provided to the Prime System Vendor / OEM, or DoD. A similar item in this context is one whose design, application, operating parameters, material, and manufacturing processes required are similar to those of the item for which the manufacturer is seeking source approval. This category will be used when the item requested will be produced using approved technical data, but the manufacturer has not produced the same part before, but has manufactured and provided similar items.

2.4.3. NEW MANUFACTURER\_(Category III) - Manufacturer has not provided the same or any item similar to item being solicited to the Prime System Vendor / OEM or DoD. A similar item in this context is one whose design, application, operating parameters, material, and manufacturing processes required are similar to those of the item for which the manufacturer is seeking source approval. This category will be used when the item requested will be produced using approved technical data, but the manufacturer has not produced the same or similar items.

2.4.4. FAA-Parts Manufacturer Approval (PMA) / REPLACEMENT PART MANUFACTURER (CATEGORY IV) – Manufacturer has received FAA PMA certification to provide the same or similar item being solicited to DoD or desires to propose, through identity or test and computation (reverse engineering) that the part is the same or better than the part it seeks to replace. This category will be used when the item requested will be produced by a manufacturer having FAA PMA certification or for any proposed part for which the manufacturer is not using OEM technical data.

2.4.4.1. Each ALC will establish an FAA-PMA / Replacement Part Review Board to review the recommendations of the ESA for Category IV approval. The Board shall consist of 3-5 members with at least one chief engineer and at least one logistics officer. The Board will ensure process compliance and provide a senior level perspective of engineering and cost issues with the goal of promoting appropriate technical oversight of pre-award qualification of FAA-PMA / Replacement parts.

2.4.4.2. A weapon system Configuration Control Board (CCB) can function as the final approval for FAA-PMA/Replacement Part Review Board for Category IV parts if the potential offer is approved and the CCB ensures the SAR is evaluated using a sanctioned process and that decisions are documented and provided to the center competition advocate for tracking and annual reporting. Disapprovals will need to be forwarded to and reviewed by the FAA PMA/Replacement Part Review Board.

### **3. Responsibilities:**

#### **3.1. HQ AFMC/A4:**

- 3.1.1. Serves as the AFMC OPR for the Source Approval Request (SAR) process for AFMC.
- 3.1.2. Prepares, coordinates, and issues SAR policy consistent with Air Force and DoD efforts; ensures processes and procedures are implemented within AFMC.
- 3.1.3. Coordinates SAR efforts with other DoD activities, federal agencies, and industry.

#### **3.2. Single Manager System Responsibilities:**

- 3.2.1. Provides the Operational Safety Suitability and Effectiveness (OSS&E) authority to the Chief Engineer to perform all actions necessary to qualify sources for spares or repairs.

**3.3. Engineering Support Activity (ESA) Responsibilities:** The ESA is the Chief Engineer (system or item) and Subordinate Lead Engineers/System Engineers delegated with OSS&E authority/responsibility from the single manager.

3.3.1. Determines the need for establishing a qualification requirement per FAR 9.204 (a) and prepares the source qualification requirements statement using **Attachment 2** as a guideline. Per FAR 9.204 (a)(1), the ESA will ensure that a notice seeking additional sources or products for qualification is periodically published in FedBizOpps. 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.

3.3.2. Evaluates the source approval request packages and estimates the costs for testing and evaluation which a potential offeror will incur to become qualified using **Attachment 3** as a guideline.

3.3.3. If unreasonable to specify the pre-award qualification requirements, a two year request for waiver of this requirement (for the development of the pre-award requirements qualification) can be made using **Attachment 4** as a guideline. Reasons for the waiver may include:

3.3.3.1. Extensive design engineering effort to determine exact requirements.

3.3.3.2. Limited government technical expertise to determine exact requirements.

3.3.3.3. Design instability of the article.

3.3.3.4. The government does not possess either the information or the rights to the engineering data required to develop the qualification requirements and it is cost prohibitive to obtain those rights.

3.3.4. In accordance with Federal Acquisition Regulation (FAR) 9.202(b) on waiver requirements, the determination must be submitted first to the Competition Advocate for review and comment and then submitted for approval to the designated Head of the Procuring Activity (HPA), or delegee. The procuring activity are defined per AFMC Federal Acquisition Regulation Supplement (AFMCFARS) 5306.501.

3.3.5. Forward the qualification requirement or an approved waiver to the ALC Data Analysis Section and a copy to the requesting organization.

3.3.6. Upon receipt of a Category I-III source approval request, the ESA will evaluate and determine approval/disapproval of the potential source. Upon receipt of a Category IV source approval request, the ESA will evaluate and recommend approval/disapproval of the potential source to the FAA-PMA/Replacement Part Review Board. A weapon system Configuration Control Board (CCB) can function as the final approval for FAA-PMA/Replacement Part Review Board for Category IV parts if the potential offer is approved and the CCB ensures the SAR is evaluated using a sanctioned process and that decisions are documented and provided to the center competition advocate for tracking and annual reporting. Disapprovals will need to be forwarded to and reviewed by the FAA PMA/Replacement Part Review Board. The ESA will perform a comprehensive evaluation to determine if the prospective source complies with quantitative and qualitative pre-award qualification requirements.

3.3.6.1. The checklist provided in **Attachment 5**, or tailored as approved by the ESA, will be used to ensure consistent and thorough evaluation for Category I-III.

3.3.6.2. The checklist provided in **Attachment 8**, or tailored as approved by the ESA, will be used to ensure consistent and thorough evaluation for Category IV parts.

3.3.6.3. 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 9**.

3.3.7. Approval of new sources will be contingent upon the ESAs determination (as outlined in **paragraph 3.3.6.**) that the prospective source has satisfied the pre-award qualification requirements. 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:

3.3.7.1. Product verification testing.

3.3.7.2. Quality assurance measures.

3.3.7.3. Plant facility reviews and tooling inspection.

3.3.7.4. Form, fit, function and interface verification of a part.

3.3.8. If the ESA is planning to consider qualification by similarity, 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 current or original item must be accomplished by the prospective source as a key element of the pre-award qualification requirements and must be evaluated subsequently by the ESA.

3.3.8.1. The comprehensive analysis of the SAR must contain a detailed engineering evaluation of the two items that is reasonably proportioned to the complexity of the current or original item.

3.3.8.2. Typical elements of such an analysis of the SAR 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 (including manufacturability, special tooling & processes) , limited-life parts availability, obsolescence, test methodology and tested performance as well as form, fit, and function.

3.3.8.3. If correlating experience (qualification by similarity) is useful in determining a potential offeror's ability to meet the qualification requirements, use the information in **Attachment 2** in the qualification justification to promote the use of Category II submissions. If no correlating experience is applicable, the potential offeror must meet other source qualification requirements defined in **Attachment 2** through the use of Category I, III, & IV submissions.

3.3.9. If a decision on the manufacturer's request for approval can not be provided within 30 days (60 days for items not on active solicitation), provide a written response to the requestor (Small Business Office or procurement contracting officer if there is an active solicitation) as to when the evaluation will be complete. When the evaluation is complete, provide a written response to the requestor as to the success or failure of the potential offeror in meeting the qualification requirements. The system/product engineer will also provide specific reasons for disapproval to the requestor.

3.3.10. Timely update of engineering drawings, as required shall be accomplished by the ESA to add additional source(s) as an outgrowth of approval of SAR proposal packages. Copies of signed/ approved/released Engineering Orders (EO) for the item and next higher assemblies shall be provided to the system Equipment Specialist for updating of Technical Orders, as well as cataloging action for new NSN(s). Copies of such EOs shall also be submitted for JEDMICs utilization. More than one P/N (OEM and non-OEM) may be listed under the same NSN. The owning-service IPT may decide to create a new NSN if it is determined to be in the best interests for their program or if upon approval of a Category IV SAR it is determined that a new NSN is needed (i.e. common item not approved by all services). That NSN must then be linked to the master NSN to show equivalency, and to facilitate competitive procurement of the item if applicable, by DLA for the use of the approving service.

#### **3.4. The Procurement Contracting Officer (PCO) (who is part of the Single Manager organization) Duties:**

3.4.1. 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 qualification 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. The contracting officer need 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. 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 Small Business Office for possible future requirements. The ESA shall continue with the engineering evaluation of the SAR proposal package and take the appropriate actions upon conclusion of the project.

3.4.2. The PCO will forward any source approval packages received in response to a solicitation directly to the ESA for processing. The PCO will also notify the SB Office Source Development Specialist and make available a copy of the SAR and final disposition, if requested. .

3.4.3. If a SAR is received for a DLA managed item, it should be forwarded to the appropriate DLA center.

#### **3.5. Small Business Office Duties:**

3.5.1. In accordance with AFI 64-201, the Source Development Specialist (SDS) manages the source development program at the ALCs. For items managed by a weapon system at a Product Center, the responsibilities identified in paragraphs 3.5.1.1. through 3.5.1.6. and paragraph 3.5.2. would be 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.

3.5.1.1. The SDS acts as the primary liaison with industry on all SAR proposal packages that are not in active solicitation. The receipt of a SAR proposal package from industry is the starting point in the process. If a SAR proposal package is received against an active current acquisition, the SDS will forward the SAR proposal package to the PCO for disposition.

3.5.1.2. The SDS monitors source approval requests, participates in source development surveys and market surveys (not to be confused with a Market Research Report which can only be performed by the ESA), to include the initiation of sources sought synopses.

3.5.1.3. Upon request by a prospective source/offeree, the SDS explains the pre-award qualification process, provides the pre-award qualification requirements as prescribed by the ESA, and disseminates the resultant SAR proposal packages. See [Attachment 6](#) (for Cat I-III) and [Attachment 7](#) (for Cat IV) for a sample SAR format for prospective sources/offerees.

3.5.1.4. The SDS reviews the non-technical aspects of any SAR proposal package received, to ensure compliance with submittal format, presence of relevant documentation and information, then forwards SAR proposal packages to the ESA for evaluation.

3.5.1.5. If the ESA approves a SAR proposal package, SDS will provide the Data Analysis Section a copy of the SAR approval notice for updating of the existing AFMC Form 761, *Screening Analysis Worksheet*.

3.5.1.6. The SDS notifies the potential offeror if approved. If disapproved, notify the potential offeror and provide reasons for disapproval.

3.5.2. Sources that were previously qualified and are now determined not qualified will be advised of the reasons in accordance with FAR 9.207. The ESA will provide the Small Business Office 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 Small Business Office 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 Data Analysis Section for updating the AFMC Form 761.

### **3.6. Competition Advocate Duties:**

3.6.1. 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 delegee for consideration in the decision to approve or disapprove the waiver request. The procuring activities are defined per AFMC Federal Acquisition Regulation Supplement (AFMCFARS) 5306.501.

3.6.2. At the request of the Small Business Office, the Competition Advocate will also review the justification for disapproved source qualification requests.

3.6.3. Per AFI 63-301, *Air Force Competition and Commercial Advocacy Program* the Competition Advocate tracks competition data to ensure center competition goals, including the objectives of this policy, are met and reported to HQ AFMC on an annual basis.

### **3.7. Data Analysis Section:**

3.7.1. Provides source qualification requirements, as requested and documented by ESA, to Small Business Office

3.7.2. Maintains current information on source qualification

3.7.3. Requests Engineering Support Activity prepare a pre-award qualification requirements or waiver if they do not exist and are required.

### 3.8. Commodity Council Duties:

3.8.1. To further competition, the Commodity Councils can perform a modified business case analysis for FAA Parts Manufacturer Approved (PMA) certified parts that have AF application. The business case analysis shall combine, as a minimum, part usage, forecast, last known unit price, source approval qualification cost estimate, and number of current sources to determine potential benefit from increased competition. Other factors for consideration may include current source's responsiveness, production lead times and other supportability issues.

3.8.1.1. Parts identified through a business case analysis as having potential benefit should be identified to the Small Business Office for further source development.

3.8.2. Establish and facilitate an FAA-PMA/Replacement Part Review Board (PMA Board) for Category IV parts. The PMA Board membership should include the Wing Chief Engineer, the Group Chief Engineer, and a Logistics Officer, at a minimum. The PMA Board will ensure the Category IV SARs are evaluated using a sanctioned process. ESA engineers will evaluate Category IV SARs in accordance with a Category IV SAR evaluation document ([Attachment 8](#)), and make approval/disapproval recommendation to the PMA Board. PMA Board will make final approval/disapproval decision. PMA Board may choose to delegate final approval authority to engineering flight/element chiefs if the Category IV part is non-CSI.

3.8.2.1. A weapon system Configuration Control Board (CCB) can function as the final approval for FAA-PMA/Replacement Part Review Board for Category IV parts if the potential offer is approved and the CCB ensures the SAR is evaluated using a sanctioned process and that decisions are documented and provided to the center competition advocate for tracking and annual reporting. Disapprovals will need to be forwarded to and reviewed by the FAA PMA/Replacement Part Review Board.

LORNA B. ESTEP, Deputy Director for Supply  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Public Law 96-369, *Competition In Contracting Act of 1984* or 10 USC 2304 (f)(5) establishes requirements to increase competition in defense procurements.

Defense Federal Acquisition Regulation Supplement (DFARS) PGI 217.7506 *Spare Parts Breakout Program*, prescribes the Acquisition Method Codes (AMC) and Acquisition Method Suffix Codes (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.

Federal Acquisition Regulation (FAR) Subpart 9.2 as supplemented by DFARS Subpart 209.2, and DFARS Procedures, Guidance and Information (PGI) 209.2 and Air Force FAR Supplement Subpart 5309.2, which prescribes the policies and procedures regarding qualification requirements and the acquisitions that are subject to such requirements.

DoD 4120.24-M, *Defense Standardization Program (DSP) Policies & Procedures Appendix 2 Qualification* provides procedures for establishment and maintenance of the qualification requirements.

***Abbreviations and Acronyms***

**A/C**—Aircraft

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFMC**—Air Force Materiel Command

**ALC**—Air Logistics Center

**CA**—Corrective Action

**CAI**—Critical Application Item

**Cat I**—Category I

**CDRL**—Contract Data Requirement List

**CID**—Change In Design

**CSI**—Critical Safety Item

**DCN**—Design Change Notice

**DFARS**—Defense Federal Acquisition Regulation Supplement

**DoD**—Department of Defense

**ECP**—Engineering Change Proposal

**EMP**—Eletro-Magnetic Pulse

**ESA**—Engineering Support Activity

**FAA**—Federal Aviation Administration

**FAR**—Federal Acquisition Regulation

**FIS**—Fabrication Inspection System

**IAW**—In Accordance With

**IMS**—Inspection Method Sheets

**IPB**—Illustrated Parts Breakdown

**MAJCOM**—Major Command

**ME**—Maintenance Engineering

**MRB**—Material Review Board

**NCMR**—Non-Conforming Material Report

**NDI**—Non-Destructive Inspection

**NDT**—Non-Destructive Testing

**NOR**—Notice of Revision

**NSN**—National Stock Number

**OEM**—Original Equipment Manufacturer

**OP**—Operation Sheet

**OPR**—Office of Primary Responsibility

**OSS&E**—Operational Safety, Suitability, and Effectiveness

**QA**—Quality Assurance

**QAM**—Quality Assurance Manual

**PCO**—Procurement Contracting Officer

**PM**—Program Manager

**PMA**—Parts Manufacturer Approval; Federal Aviation Administration

**PMAHs**—Parts Manufacturer Approval; Federal Aviation Administration Holders

**PMS**—Production Management Specialist

**PQDR**—Product Quality Deficiency Report

**P/N**—Part Number

**TO**—Technical Order

**USAF**—United States Air Force

**UID**—Unique Identification

**QWC**—Qualification Waiver Criteria

**SAR**—Source Approval Request

**SCM**—Supply Chain Manager

**SDS**—Source Development Specialist

**SE**—Sustaining Engineering

**TDBD**—Top Down Break Down

**TO**—Technical Order

**WS SCM**—Weapon System Supply Chain Manager

### *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)**—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.

**Acquisition Method Suffix Code (AMSC)**—A single digit alpha code, assigned by a DOD activity which provides the Contracting Officer and other Government personnel with engineering, manufacturing and technical information.

**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 by Operational Safety Suitability and Effectiveness policy or their delegated representative.

**Common Use Item**—A part, assembly, subsystem, or store used in different military aviation systems or that are unique to a specific aviation 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, 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 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.

**Engineering Support Activity (ESA)**—The ESA is the Chief Engineer for the item and or system, and his/her delegated lead/system engineers having Operational Safety Suitability and Effectiveness (OSS&E) authority / responsibility. ESA and cognizant engineering authority are used interchangeably.

**FAA-PMA Part**—Federal Aviation Administration (FAA) approved replacement for an FAA type-certificated part. PMA Holders (PMAHs) must demonstrate to the FAA through identity or test and computation (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 inspection of items produced. 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 the Defense Logistics Information Service (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 of product to conform to specified requirements for any quality characteristic.

**Non-Manufacturers**—Non-manufacturers including dealers, distributors, assemblers, kitters, and others that supply items manufactured by an approved source may be granted a waiver

**Potential 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 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 & 10USC2319(a))

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

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

**Reverse Engineering**—The process of developing reprourement 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 as a replacement part 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**—DoD Form 250 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 Critical Safety Item, 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 process for system/subsystem parts that the prime contractor or other party provided, which is otherwise not documented or described in operation sheets, drawings, specifications, quality assurance procedures in the technical data package.

**Vendor, 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

#### FAR 9.202(a) and DoD 4120.24M

(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) as amended by DFARS 209.270-4(a)(2)

#### *Section A: Item Identification*

1. Stock Number (NSN): \_\_\_\_\_
2. Part Number (P/N): \_\_\_\_\_
3. Noun: \_\_\_\_\_
4. Application: \_\_\_\_\_

***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, identification and Section D, signature requirements 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 can not 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 or, if responding to a solicitation, the contracting officer in Center PKs, of intent to qualify as a source for this item.
- 2. *Facilities.*** The offeror must certify to the government that he has the required facilities and equipment to manufacture, inspect, test, and package the item. The offeror shall make his facilities, equipment, tooling, and personnel available for evaluation and inspection by the government.
- 3. *Data Verification.*** The offeror must verify that he 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 Engineering Support Activity -approved engineering data package. The offeror must show compliance with Unique Identification (UID) requirements in accordance with DFARS 211.274 as prescribed within the Engineering Support Activity-approved engineering data package. The offeror must provide, at their 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 Engineering Support Activity. The offeror shall also identify its sources for materials and its standards for internally used processes.
- 5. *Test and Evaluation and/or Verification.*** The offeror, at his own expense, shall prepare and submit to the design control authority (\_\_\_\_\_), for their prior approval, a qualification test plan/procedure detailing how he 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 their 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. To allow accomplishing this, 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 his 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 the contract, a post-contract award first article exhibit may be required to verify production capability.

**7. Waiver.** Sources who meet any of the following Source Qualification Waiver Criteria (QWC) may apply for a waiver of all or part of the qualification requirements. If a waiver is granted and the offeror is awarded a contract, the offeror may still be required to provide a post-contract award first article exhibit to verify production capability:

**QWC1:** The potential source submits written certification that the articles have been supplied to the government or original equipment manufacturer (e.g., DD Form 250, *Material Inspection and Receiving Report*, *Purchase Order* invoice, e.g.).

**QWC2:** The potential source 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.

**QWC3:** A source qualified to provide an assembly is usually qualified to provide subassemblies, major components, and items of that assembly.

**QWC4:** A source qualified to provide earlier dash numbers of a basic part number may be qualified to provide other dash numbers of that same basic part number, provided there is no increase in complexity, criticality, or other relevant requirements.

**QWC5:** A source qualified to provide a similar or like item can be qualified to provide the required item. However, for approval, the engineering authority must verify that there is no increase in complexity, criticality, or other requirements over that of the similar item. At a minimum, the source shall provide a complete set of drawings for the similar item and written proof, such as purchase orders, shipping documents, etc., to show that the similar item was provided to the original equipment manufacturer or DoD.

**QWC6:** 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.

**QWC7:** Other

Section D: Signatures

Weapon System or Specific System Engineer	Signature	Date
Engineering Support Activity ( <i>This is the Head of the Design Control Activity or the chief/lead engineer in the AF</i> )	Signature	Date

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 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. This signature is not required if the item is identified in block A as an aviation critical safety item per DFARS 209.202(a)(1))

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 Standardization Office

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 Signature

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 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

**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 10USC2319(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 Production Management Specialist (PMS) 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) \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

**Section G SAR Package Development/Evaluation Cost:** A potential new source's development of a Source Approval (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 born by the government if it is in the best interest of the Government to qualify alternate sources.

**Attachment 4****QUALIFICATION REQUIREMENT WAIVER****FAR 9.202(b)*****Section A. Description of Supplies or Services:***

(National Stock Number (NSN), Part Number (P/N), NOUN/Nomenclature, Applicable end item or WEAPON SYSTEM)

***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 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)

***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.

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

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ALC Competition Advocate

***Approval:***


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Head of Procuring Activity or Designee

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Date (*Expires 2 years after approval*)

**Attachment 5**

**SAR MANUFACTURING REVIEW CHECKLIST**

PACKAGE CONTROL NUMBER: \_\_\_\_\_

RECOMMENDATIONS:

VENDOR: APPROVAL: \_\_\_\_\_ DISAPPROVAL: \_\_\_\_\_ CONDITIONAL:

REVIEWING ACTIVITY:

DATE RECEIVED: \_\_\_\_\_ DUE: RELEASED:

PREPARED BY: \_\_\_\_\_ CODE: \_\_\_\_\_ PHONE:

REVIEWED BY: \_\_\_\_\_ CODE: \_\_\_\_\_ PHONE:

*Section A. Technical Data Package Information*

A: PROPOSED VENDOR (NAME/CAGE):

B: SUBJECT ITEM NOMENCLATURE:

C: SUBJECT PART NUMBER *or* REVISION NUMBER:

D: NATIONAL STOCK NUMBER (NSN):

E: TYPE MODEL SERIES (TMS):

F: NEXT HIGHER ASSEMBLY:

G: SUBJECT ITEM PRIME CONTRACTOR (NAME/CAGE):

H: SUBJECT ITEM IS FATIGUE SENSITIVE: \_\_\_\_\_ LIFE LIMITED:

I: CRITICAL SAFETY ITEM LISTED IN CSI DATABASE: \_\_\_\_\_

J: HAS DESIGN CHANGE PENDING:

K: ABOVE INFO PER (LTR REFERENCE):

L: SIMILAR PART NUMBER (if applicable):

M: SIMILAR ITEM PRIME CONTRACTOR (NAME/CAGE):

**Section B: PACKAGE INVENTORY**

SAR PREPARER \_\_\_\_\_ CODE \_\_\_\_\_ PHONE \_\_\_\_\_

NOTE AND EXPLAIN ANY PACKAGE INVENTORY ITEMS NOT INCLUDED IN THE SAR  
(TECH INITIAL)

A: Cover Letter  
YES \_\_\_ NO \_\_\_

B: SAR Summary of Production History and Capacity  
YES \_\_\_ NO \_\_\_

C: Vendor Correspondence and Brochure  
YES \_\_\_ NO \_\_\_

D: Quality Control Documentation  
YES \_\_\_ NO \_\_\_

E: Subject Item Drawings  
YES \_\_\_ NO \_\_\_

F: Subject Item Specifications  
YES \_\_\_ NO \_\_\_

G: Sub-vendor Information  
YES \_\_\_ NO \_\_\_

H: Illustrated Parts Breakdown (IPB)  
YES \_\_\_ NO \_\_\_

I: Differences between Subject and Similar Items  
YES \_\_\_ NO \_\_\_

J: Quality Deficiency Reports  
YES \_\_\_ NO \_\_\_

K: Similar Item Drawings  
YES \_\_\_ NO \_\_\_

L: Purchase Orders and/or Shipping Documents, if Category I or II SARs  
YES \_\_\_ NO \_\_\_

M: Process / Operation Sheets (OP Sheets)  
YES \_\_\_ NO \_\_\_

N: Inspection Method Sheets (IMS)  
YES \_\_\_ NO \_\_\_

O: Material Review Board (MRB) / Item Quality History  
YES \_\_\_ NO \_\_\_

P: Quality Rating with a Prime Contractor, if Category I or II SARs  
YES \_\_\_ NO \_\_\_

Q: Test Plans

YES \_\_\_ NO \_\_\_

R: Licensee Agreement (If Applicable)

YES \_\_\_ NO \_\_\_

S: Technical Briefing (If Required)

YES \_\_\_ NO \_\_\_

T: Sample Part (If Required)

YES \_\_\_ NO \_\_\_

U: Value Added

YES \_\_\_ NO \_\_\_

COMMENTS (indicate item)

**Section C. SAR REVIEW**

A. COVER LETTER (reviewer to complete and initial)

(TECH INITIAL)

1. Does the cover letter match the data presented in the package?

YES \_\_\_ NO \_\_\_

COMMENTS:

B. SAR SUMMARY (reviewer to complete and initial)

(TECH INITIAL)

1. Statement of source qualification?

YES \_\_\_ NO \_\_\_

2. Statement of production history?

YES \_\_\_ NO \_\_\_

3. Statement of production capacity?

YES \_\_\_ NO \_\_\_

4. Statement concerning current buy information?

YES \_\_\_ NO \_\_\_

5. Have there been SARs previously submitted for this part?

YES \_\_\_ NO \_\_\_

6. Has Vendor previously submitted a SAR for review?

YES \_\_\_ NO \_\_\_

COMMENTS:

C. VENDOR CORRESPONDENCE and BROCHURE (reviewer to complete and initial - data to be kept on file at Engineering Support Activity(ESA))

(TECH INITIAL)

1. Does the vendor have the facilities for the necessary processes?

YES \_\_\_ NO \_\_\_

2. Are there any special concerns to be noted? (If YES, explain)

YES \_\_\_ NO \_\_\_

COMMENTS: TECH TO REVIEW AND COMMENT. THE ABOVE INFORMATION TO BE FORWARDED IF THE COMPANY HAS NO PRIOR APPROVALS.

D. QUALITY CONTROL DOCUMENTATION (reviewer to complete and initial - data to be kept on file at ESA)

(TECH INITIAL)

1. Has a site visit and or pre-award survey been completed by the USAF?

YES \_\_\_ NO \_\_\_

2. Has a site visit and or pre-award survey been completed by the US Navy or US Army?

YES \_\_\_ NO \_\_\_

3. Were site visit and or pre-award survey results acceptable?

YES \_\_\_ NO \_\_\_

4. Was effective correction action (CA) taken by vendor? (If 'YES', CA documentation must be included in SAR or updated vendor list showing them to be acceptable)

YES \_\_\_ NO \_\_\_

5. Is Quality Assurance Manual (QAM) on file at ESA? (If "YES", no QAM is needed in the SAR. If "NO" QAM is required in the SAR only for first (1st) time SAR submittal or when no site visit and or pre-award survey was conducted. Otherwise, QAM needs to be on file at ESA.)

YES \_\_\_ NO \_\_\_

6. Is QAM required in SAR?

YES \_\_\_ NO \_\_\_

7. Has a site visit and or pre-award survey been conducted within the past 8 years?

YES \_\_\_ NO \_\_\_

8. Have there been any other site visit and or pre-award surveys by other government agencies?

YES \_\_\_ NO \_\_\_

9. Is a copy of the survey included in the SAR?

YES \_\_\_ NO \_\_\_

10. Were deficiencies noted?

YES \_\_\_ NO \_\_\_

11. Is a follow up site visit and or pre-award survey necessary? (Explain)

12. Is a Pre-Award Survey recommended?

YES \_\_\_ NO \_\_\_

YES \_\_\_ NO \_\_\_

COMMENTS

E. SUBJECT ITEM DRAWINGS

(TECH INITIAL)

1. Subject Part Drawings: (reviewer to complete, include in SAR)

a. Are the drawings for the latest revision?

YES \_\_\_ NO \_\_\_

b. Is a current Parts Lists included?

YES \_\_\_ NO \_\_\_

c. Are all drawings sheets/frames included?

YES \_\_\_ NO \_\_\_

d. Are all Forgings and/or Casting drawings included?

YES \_\_\_ NO \_\_\_

e. Are all drawings legible? (If no, list drawings /sheets/frames required)

YES \_\_\_ NO \_\_\_

f. Are any drawings marked "SOURCE CONTROLLED or SPECIFICATION CONTROL"? (If yes, list)

YES \_\_\_ NO \_\_\_

COMMENTS

(TECH INITIAL) (ENGINEERING)

2. RAW MATERIAL:

a. Is the material identified?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

b. List Material: \_\_\_\_\_

c. Are statements concerning supply of raw material understandable?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

3. Part Dimensions:

a. Top Down Break Down (TDBD) performed? (List missing data)

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

b. Dimensional check performed?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

c. Are there any Critical Dimensions? (If YES, list)

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

4. Manufacturing Processes:

a. Are any processes controlled by specification? (If YES, list)

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

b. Are there any Critical processes? (List)

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

5. Special Tooling: (reviewer to complete)

a. Is there any special tooling required? (If YES, list)

YES \_\_\_ NO \_\_\_

b. Is the tooling owned by the proposed vendor?

YES \_\_\_ NO \_\_\_

c. Is the tooling available to the proposed vendor?

YES \_\_\_ NO \_\_\_

d. Does the proposed vendor have use rights from the Prime?

YES \_\_\_ NO \_\_\_

e. Will the proposed vendor build tooling?

YES \_\_\_ NO \_\_\_

f. Are drawings available?

YES \_\_\_ NO \_\_\_

NON-TECHNICAL ISSUE - ESA to resolve before contract award

(Reviewer to complete)

(TECH INITIAL)

6. Does any of the data in the SAR contain Proprietary Statements/Markings? (If YES, list)

YES \_\_\_ NO \_\_\_

COMMENTS:

F. SUBJECT ITEM SPECIFICATIONS: (reviewer to complete)

(TECH INITIAL)

1. Are all specifications required for the subject item listed?

YES \_\_\_ NO \_\_\_

2. Are all applicable specifications for all sub-assemblies identified?

YES \_\_\_ NO \_\_\_

3. Is there a statement by Tech verifying that the proposed vendor is in possession of each required specification?

YES \_\_\_ NO \_\_\_

COMMENTS:

G. SUBVENDOR INFORMATION (reviewer to complete)

(TECH INITIAL)

1. Is a statement provided by Reviewer stating that all listed sub-vendors are prime-certified?

YES \_\_\_ NO \_\_\_

2. Is each required specification matched with an approved sub-vendor?

YES \_\_\_ NO \_\_\_

3. Is the proposed vendor certified for the remaining processes?

YES \_\_\_ NO \_\_\_

COMMENTS:

H. ILLUSTRATED PARTS BREAKDOWN (IPB)

(TECH INITIAL)

1. Is the IPB included in the SAR?

YES \_\_\_ NO \_\_\_

2. List any concerns below

COMMENTS:

I. DIFFERENCE BETWEEN SUBJECT and SIMILAR PARTS

(Explain any NO answers)

(TECH INITIAL) (ENGINEERING)

1. Are the items similar in size/shape?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

2. Are the items similar in function?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

3. Do the items operate in similar environments?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

4. Are they made of the same material?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

5. Do the items require similar manufacturing processes?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

6. Are the items similar in surface finish?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

7. Are tolerance requirements similar?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

8. Is the same level of expertise required to produce both items?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

COMMENTS:

J. QUALITY DEFICIENCY REPORTS

(TECH INITIAL)

1. Is there a PQDR included for the subject item?

YES \_\_\_ NO \_\_\_

2. Is there a PQDR included for the proposed vendor?

YES \_\_\_ NO \_\_\_

3. Is there a PQDR included for the similar item?

YES \_\_\_ NO \_\_\_

List any concerns below:

K. SIMILAR ITEM DRAWING

(TECH INITIAL)

1. Is a parts list included?

YES \_\_\_ NO \_\_\_

2. Are all drawing sheets/frames included?

YES \_\_\_ NO \_\_\_

3. Are all Forging and/or Casting Drawings included?

YES \_\_\_ NO \_\_\_

4. Are drawings legible? (If NO, list drawings sheets/frames required)

YES \_\_\_ NO \_\_\_

5. Is the material identified?

YES \_\_\_ NO \_\_\_

List Material: \_\_\_\_\_

COMMENTS:

L. PURCHASE ORDERS and SHIPPING DOCUMENTS (APPLICABLE TO CATEGORY I AND II SARs ONLY)

(TECH INITIAL)

1. Was the order completed within the last 3 years?

YES \_\_\_ NO \_\_\_

2. Is a complete copy of the Purchase Order (including latest amendment) included?

YES \_\_\_ NO \_\_\_

3. Is a schedule of delivery included?

YES \_\_\_ NO \_\_\_

4. Is a complete copy of Shipping Documents included?

YES \_\_\_ NO \_\_\_

5. Was the order completed according to the schedule? (If NO, explain)

YES \_\_\_ NO \_\_\_

COMMENTS:

M. PROCESS/OPERATION SHEETS (OP SHEETS)

(TECH INITIAL) (ENGINEERING)

1. Are ALL operation sheets included? (Travelers or Routers are NOT sufficient)

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

2. Can the proposed vendor control the special processes required of the item?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

3. Are operation sheets complete?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

4. Are proposed operation sheets included for a category II package?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

COMMENTS:

N. INSPECTION METHOD SHEETS (IMS)

(TECH INITIAL) (ENGINEERING)

1. Are complete IMS included?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

2. Are actual measurements noted as well as drawing dimensions? If not ESA shall verify the data provided on the IMS are all that were required by the prime contractor/other Service. Include findings in comment section below.

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

3. Does the vendor adequately document inspections?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

4. Explain any concerns below.

COMMENTS:

O. MATERIAL REVIEW BOARD (MRB) / ITEM QUALITY HISTORY

(TECH INITIAL) (ENGINEERING)

1. Are there any MRB actions concerning the production of the subject item?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

2. Are there any MRB actions concerning the production of the similar item?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

3. Have there been any major quality problems with either parts? (If YES, identify)

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

4. Has the Berry Amendment been complied with?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

5. Evaluate QA Deficiency Reports (MRB, SRON, PQDRs, Non-conforming Material Report (NCOMR), inspection reports, etc.) and note any concerns below.

COMMENTS:

P. QUALITY RATING WITH A PRIME CONTRACTOR (APPLICABLE TO CATEGORY I AND II SARs ONLY)

(TECH INITIAL) (ENGINEERING)

1. Is the submitted Quality Rating the most recent? DATE: \_\_\_\_\_

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

2. Is the rating satisfactory?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

3. Does the rating show any negative trends?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

4. Explain any concerns below.

COMMENTS

Q. TEST PLANS

(TECH INITIAL) (ENGINEERING)

1. Is a test plans included in the package?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

2. If test plans are included, are they part specific?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

R. LICENSEE AGREEMENT (IF APPLICABLE) COMMENTS:

1. Is a copy of the licensee agreement between manufacturer/contractor and original equipment manufacturer provided?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

2. Is the agreement current?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

## S. TECHNICAL BRIEFING (IF REQUIRED)

1. Has the manufacturer/contractor offered to provide a technical briefing?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

## T. SAMPLE PART (IF REQUIRED)

1. Has the manufacturer/contractor offered to provide a sample part?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

## U. VALUE ADDED

1. Has the manufacturer/contractor identified value provided by prime contractor?

YES \_\_\_ NO \_\_\_ YES \_\_\_ NO \_\_\_

## ADDITIONAL COMMENTS:

*Section D. ENGINEERING EVALUATION OF SUBJECT ITEM*

## (ENGINEERING)

A. Are there any known engineering changes (CIDs, ECPs, DCNs, EOs, etc.) proposed but not yet released in-work affecting the item?

YES \_\_\_ NO \_\_\_

B. Are there any engineering investigations that affect this item? (If YES, provide details)

YES \_\_\_ NO \_\_\_

C. Has the vendor demonstrated the capability to perform and comply with all the special processes and specification required for the manufacture of the item?

YES \_\_\_ NO \_\_\_

D. If item C is NO, has the proposed vendor listed sub-vendors?

YES \_\_\_ NO \_\_\_

E. Are there any performance characteristics, which cannot be verified by Non-destructive Inspection / Non-destructive Test (NDI/NDT)?

YES \_\_\_ NO \_\_\_

F. Are all critical characteristics and processes IDENTIFIED? YES \_\_\_ NO \_\_\_

G. Would you specify any substantiation or qualification requirements for this item? (If YES, identify)

YES \_\_\_ NO \_\_\_

H. Evaluate the potential failure modes and the effect of each in COMMENTS below.

YES \_\_\_ NO \_\_\_

I. Are there any other matters of concern? (Identify)

YES \_\_\_ NO \_\_\_

***Section E. CONCLUSIONS /RECOMMENDATIONS:***

USE ADDITIONAL SHEETS IF NEEDED - TO INCLUDE COMMENTS

## Attachment 6

**SOURCE APPROVAL REQUEST FORMAT FOR CATEGORIES I-III SARS**

A source approval request should have the following sections depending upon the category of part being requested: The content of each section is described in the following sections to this attachment.

I SAME PART

II SIMILAR PART (EQUIVALENT)

III NEW MANUFACTURER

**Table A6.1. Source Approval Request Format for Categories I-III SARS.**

SECTION	REQUIRED ELEMENT	CATEGORY		
		I	II	III
A	Cover Letter	X	X	X
B	Production History & Capacity	X	X	X
C	Vendor Correspondence & Brochure	X	X	X
D	Quality Control Documentation including Quality Certification, if any	X	X	X
E	Subject Item Drawings	X	X	X
F	Subject Item Specifications	X	X	X
G	Sub-vendor Information	X		
H	Illustrated Parts Breakdown (IPB)		X	
I	Differences between subject and similar items		X	
J	Quality deficiency reports	X	X	X
K	Similar item drawings		X	
L	Purchase order and shipping documents	X	X	
M	Process / operation sheets (OP sheets)		X	X
N	Inspection Method Sheets (IMS)	X	X	X
O	Material Review Board (MRB) / Item quality history	X	X	
P	Quality rating with a prime contractor	X	X	
Q	Test Plans (If listed in the part Qualification Requirements)	X	X	X
R	Licensee Agreement (If Applicable)	X	X	X
S	Technical Briefing (If Required)	X	X	X
T	Sample Part (If Required)	X	X	X
U	Value Added	X	X	X

**SECTION A. Cover Letter**

A cover letter must state that the offeror wishes to become an approved source for a particular part. The cover letter must include:

1. The firm's name, address, CAGE code, telephone number, FAX number, email/electronic data interchange (EDI) address, and website (if applicable).
2. The part number (and dash number, if applicable, NSN, nomenclature, and weapon system (i.e. engine model, A/C designation)
3. The type model series
4. The next higher assembly
5. Identification of fatigue sensitive, life limited, critical safety item, or design change pending
6. Similar part number
7. Similar item prime contractor name and CAGE

Note: Approval to supply an assembly is not an approval to manufacture all tier components. A separate package must be submitted for each component.

**SECTION B. Summary of Production History and Capacity**

This section provides a description of the firm's qualifications, capabilities, capacity, facilities, and experience to make the subject item.

**SECTION C. VENDOR CORRESPONDENCE AND BROCHURE**

A copy of the company brochure should be included. This brochure should outline and describe the accuracy, size, capability and precision of all the equipment used in the manufacture of the qualification part. This information should be updated as the facility and facility operation change. As a potential source for parts, sub-vendors may be required to demonstrate adequate engineering expertise and manufacturing/

production capabilities to manufacture, inspect and test the subject component/item/assembly in accordance with all applicable drawings, material, process and test specifications. "On-site" inspection of these elements may be required by the Government or its designee.

#### **SECTION D. QUALITY CONTROL DOCUMENTATION**

This section should include a description of the quality program (i.e., MIL-I-45208, MIL-Q-9858, ANSI/ISO 9000 series documents); and a copy of the quality control manual. In addition, copies of the latest survey results performed by a government agency and/or prime contractor, including pre-award surveys (if applicable), should be included.

A copy of the Prime Manufacturer's Quality Rating shall be provided if the item has been manufactured for the Prime manufacturer. This document needs to provide a prime contractor's quality system report for the proposing manufacturer. This rating must be from the prime contractor that is the Design Control Activity for the required item, since the potential manufacturing will be in accordance with the prime's policies and processes. Quality history may also be included. This data will be considered when making a determination of manufacturer viability and the need for a site survey or pre-award survey. If the proposed source has never made the part for the prime and is requesting qualification based on manufacturing the actual or similar part for another service, obtain what methods were used in qualification for the other services.

#### **SECTION E. SUBJECT ITEM DRAWINGS**

This section provides data required to manufacture, assemble and test the similar item(s). This information includes drawings (casting, forging, detail, assembly, source controlled, masters, airfoil data), 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),, etc. This section should also contain documentation related to materials, processes, specifications, and may include data relating to mandatory inspections and inspection intervals. Drawings should be included if the drawing is a design control drawing or design control specification that indicates the manufacturer's name and part number as an approved source, controlled source, or recommended source.

Drawings: Provide original equipment manufacturer specifications (a copy of page 1 of the specification will suffice) and the test plans necessary to completely manufacture the similar (equivalent) part. Drawings, should also be included, if the drawing is a design control drawing or design control specification, that indicates the manufacturer's name and part number as an approved source, controlled source, or recommended source.

## DATA CERTIFICATION

This is where a certification that has been obtained for the legal use of the data is stated. A Certification of Compliance statement on company letterhead signed by an authorized binding company official is required. This also applies to the use of any data or hardware the government does not have the rights to use for competitive manufacturing.

### 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 believe and certify that the related technical data package submitted to the Defense Supply Center Richmond, as a part of my company's request for approval as potential 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;

b. I believe and certify that my company, its current or recent employees did not obtain or receive any related technical data package 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 related technical data package other than as described herein; and

c. I certify that my company has the legal right to use said related technical data package to manufacture the below identified part for the United States Government. To the extent that said related technical data package 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 related technical data package. 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 \_\_\_\_\_

(signature)\* \_\_\_\_\_ (typed or printed name & title) \_\_\_\_\_ (Date) \_\_\_\_\_

## **TOOL CERTIFICATION**

This documentation is for the identification of any certification of, possession of, or access to, any required master tooling, mylars (stable base drawings), glass layouts, loft data/contour data, special tooling/special test equipment (ST/STE), proof of calibration, and their applicability to the latest drawing revision. If there are none, it should be stated that there is no master tooling required.

## **SECTION F. SUBJECT ITEMS SPECIFICATIONS**

A proposed manufacturing plan for a similar (equivalent) part needs to include processes, materials, the configuration, the part function, testing, tolerances, overall dimensions and detailed sketches. In addition, copies of the actual sheets used for the production of the similar item must be submitted. These plans must note those operations and processes performed by subcontractors/vendors and the identity of the source. Manufacturing plans must list all processes/steps in the proper sequence, and list all special processes. Such sheets will be kept confidential and may be stamped proprietary.

Manufacturing plans for CSIs must contain the following information: identification that the part is a critical safety item; a statement that any changes to operations affecting critical characteristics must be approved; and identification of the operations which contain or affect critical characteristics.

## **SECTION G. SUB-VENDOR INFORMATION**

Sub-vendor information should include the names, addresses, telephone numbers, and CAGE codes of all subcontractors/suppliers to be used for forgings, castings of exotic materials; special processes such as finishing, heat treating, inspecting, etc.; and vendor/subcontractor part numbers, if applicable. Special processes are those manufacturing processes which produce critical characteristics that cannot be verified after manufacture by non-destructive inspection/testing. When an identified source must perform to a prime contractor's specification, that source shall be approved for the specific process by the prime contractor. It is recommended that certification from the prime be provided since submittal of this evidence of capability will assist in expediting the processing of the source approval request. In a plan to use a sub-vendor, not currently approved by the prime, the request must provide complete documentation substantiating the capabilities and qualifications of that sub-vendor. It should be noted, however, that additional approval testing will, in most cases, be required in this circumstance.

## SECTION H. ILLUSTRATED PARTS BREAKDOWN (IPB)

Include an illustrated parts breakdown in this section.

This information will be provided by the ES and used to ensure the correct identification and location of the subject part.

Describe any changes to the IPB to accommodate new part numbers as required.

## SECTION I. DIFFERENCES BETWEEN SUBJECT AND SIMILAR ITEMS

A detailed comparative analysis of the differences/similarities between the qualification part and the similar (equivalent) part(s) is required when requesting approval of the similar (equivalent) part(s) as a required part. This analysis should include materials, configuration, tolerances, processes requirements, dimensions, castings, forgings, etc. A vague analysis is not adequate. Use the following standard format for detailing the differences between similar (equivalent) part(s) and the qualification part.

**NOTE:** Required part refers to the part for which you are requesting source approval.

**"NOTE:** For electrical, electro-mechanical, electronic, RF and other complex device types, see **paragraph 3.3.8.2.** of the basic document for requirements".

**Table A6.2. Differences Between Similar (Equivalent) Part And Qualification Part.**

DESCRIPTION CHARACTERISTIC	QUALIFICATION	SIMILAR (EQUIVALENT)
<b>1. General</b>		
A. Part Number	_____	_____
B. Nomenclature	_____	_____
C. Application	_____	_____
D. Material	_____	_____
E. Rotating Part (Y or N)	_____	_____
F. Max. Length or Diameter	_____	_____
G. Tightest Tolerance	_____	_____
H. Smoothest Surface Finish	_____	_____
I. Manufacturing Processes Differences cast vs forged vs machined, etc)	_____	_____
<b>2. Quality Assurance Techniques (i.e., FPI, MPI, Radiographic Inspection, etc.)</b>		
	_____	_____
	_____	_____
<b>3. Heat Treatments</b>		
	_____	_____
	_____	_____
<b>4. Joining (i.e., Brazing, TIG, etc.)</b>		
	_____	_____
<b>5. Surface Treatments (i.e., Diffusion Coating, Black Oxide, etc.)</b>		
	_____	_____
	_____	_____
<b>6. Nonconventional Material Removal (i.e. EDM, Laser Machining and Drilling)</b>		
	_____	_____
	_____	_____
	_____	_____
<b>7. For Gears</b>		
A. Type	_____	_____
B. Number of Teeth	_____	_____
C. Outside Diameter	_____	_____
D. Diametrical Pitch	_____	_____
E. Pressure Angle	_____	_____
F. Pitch Angle	_____	_____
G. Case/Core Hardness	_____	_____
<b>8. Additional Comments</b>		

*NOTE: All Prime Certified Processes and Inspections must be listed.*

## **SECTION J. QUALITY DEFICIENCY REPORTS**

Describe the quality deficiency reporting program. This documentation should include the processes to identify, report, and resolve deficiencies.

## **SECTION K. SIMILAR ITEM DRAWINGS**

This section provides data required to manufacture, assemble and test the similar item(s). This information includes drawings (casting, forging, detail, assembly, source controlled, masters, airfoil data), 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), etc. This section should also contain documentation related to materials, processes, specifications, and may include data relating to mandatory inspections and inspection intervals. Drawings should be included if drawing is a design control drawing or design control specification that indicates the manufacturer's Name and part number as an approved source, controlled source, or recommended source. Drawings: Provide original equipment manufacturer specifications (a copy of page 1 of the specification will suffice) and the test plans necessary to completely manufacture the similar (equivalent) part. Drawings, should also be included, if the drawing is a design control drawing or design control specification, that indicates the manufacturer's name and part number as an approved source, controlled source, or recommended source.

**"NOTE:** For electrical, electro-mechanical, electronic, RF and other complex device types, see paragraph [3.3.8.2](#) of the basic document for requirements".

## **SECTION L. PURCHASE ORDERS AND SHIPPING DOCUMENTS APPLICABLE TO CATEGORIES I AND II SARS ONLY**

This section should include copies of purchase orders, shipping documents for production quantities for the similar (equivalent) part(s) provided to the OEM; or a signed DD Form 250 or a printed Wide Area Work Flow (WAWF) electronic report, if the item is being shipped to DoD.

**NOTE:** In cases where the most recent production of the similar (equivalent) parts is in excess of three years, it is requested that there be an explanation for the elapsed time in production. Moreover, a data package demonstrating continued experience in the production of an additional similar (equivalent) part is required.

**SECTION M. PROCESS / OPERATION SHEETS (OP SHEETS)**

Once this documentation is provided, the contractor will be required by contract to utilize the same process sheets and subcontractors to manufacture parts for the government. No changes are allowed without approval of the cognizant engineer. The contractor must notify the cognizant engineer of any changes approved by the OEM subsequent to submittal to the government.

Section M should include copies of detailed process/operation sheets used to manufacture the part, including but not limited to, processes, materials, configuration, tolerances, testing, part function, overall dimensions and detailed shop sketches. Manufacturing plans must list all processes/steps in the proper sequence, and should include all special processes. These plans must note those operations and processes performed by subcontractors/vendors and the identity of the source. Such sheets will be kept confidential and may be stamped proprietary unless the data is government owned. The sheets must be copies of the actual sheets used for production of the required item and must indicate operation number, description, tolerance (specification), location, sub vendors, etc. necessary to control manufacturing operations and be signed/stamped off by in-process operator and/or inspector.

**NOTE:** Route sheets that may be enclosed in this section are not to be considered a replacement for detailed operation sheets. Lack of detailed process/operations sheets in the SAR is cause for disapproval of vendor.

Manufacturing plans for CSIs must contain the following information: identification that the part is a critical safety item; a statement that any changes to operations affecting critical characteristics must be approved; and identification of the operations which contain or affect critical characteristics.

**SECTION N. INSPECTION METHOD SHEETS (IMS)**

Once this documentation is provided, the contractor will be required by contract to utilize the same process sheets and subcontractors to manufacture parts for the government. No changes are allowed without approval of the cognizant engineer. The contractor must notify the cognizant engineer of any changes approved by the OEM subsequent to submittal to the government.

Copies of the actual inspection method sheets used in manufacturing and at final inspection for the actual or similar item, depending on the SAR category, should be included. These sheets should include the actual tolerance, blue-print tolerance, inspection device, sources performing the inspection, level of inspection, special instructions, frequency, and inspector's stamp. Critical characteristics should be discernible from all other characteristics.

**SECTION O. MATERIAL REVIEW BOARD (MRB) / ITEM QUALITY HISTORY**

Summarize quality deficiencies experienced in the past three years during manufacture of the Qualification or Similar (equivalent) part. Include data relative to sub-vendors, actions and resolutions when applicable and previous contracts. This data includes, but is not limited to, material review board items, statistical reports of nonconformance, nonconforming material rejection reports and scrap rates. The submitter should note the deficiencies identified by the OEM.

**NOTE:** Nonconformance's are not necessarily perceived as an increase in risk when considering alternate source qualification. In fact, identification of nonconformance may illustrate a successful quality assurance program.

**SECTION P. QUALITY RATING WITH A PRIME CONTRACTOR APPLICABLE TO CATEGORIES I AND II SARS ONLY**

A copy of the prime Manufacturer's Quality Rating shall be provided. If a sub-contractor has not produced this item for the Prime manufacturer, state as such. This document provides a prime contractor's quality system report for the proposing manufacturer. This rating must be from the prime contractor that is the Design Control Activity for the required item. Quality history may also be included. This data will be considered when making a determination of manufacturer viability and the need for a site survey or pre-award survey. If a sub-contractor has never manufactured the part for the prime and is requesting qualification based on manufacturing the actual or similar part for another service, it should be stated what methods were used in the qualification for the other service.

**SECTION Q. TEST PLANS (IF REQUIRED IN THE PART QUALIFICATION REQUIREMENTS)**

Testing may also be required at the contractor's expense. If testing is required, the acceptance test/inspection procedures proposed to be incorporated, and independent test laboratories proposed to be used, have to be identified by name, cage, address and telephone number.

All proposed test plans necessary to completely manufacture the part must be approved prior to the beginning of testing. Testing is done to validate the performance of the part after the test plans have been approved. Test requirements are part-specific.

**SECTION R. LICENSEE AGREEMENT (if applicable)**

A copy of the licensee agreement between the manufacturer/contractor and the OEM must be provided if the submitting contractor has such an agreement with the OEM.

**SECTION S. TECHNICAL BRIEFING**

A Technical Briefing allows contractor personnel the opportunity to provide assurances to the Government of their firm's ability to manufacture a quality product. A statement that the contractor is willing to provide such a briefing is required.

**SECTION T. SAMPLE PART**

Submission of samples by the company seeking source approval may be required. A statement that the contractor is willing to provide sample parts at no cost to the government is required.

**SECTION U. VALUE ADDED**

Identify any value added or provided by the prime contractor in the manufacture of the item.

Value added is any action, manufacturing or inspection process, data, instructions, or equipment that is essential to the manufacture of the item, but is not documented in the data package.

## Attachment 7

**SOURCE APPROVAL REQUEST FORMAT CATEGORY IV PARTS**

A Category IV. "FAA-PMA" SAR must include the following documentation: (if not applicable/available, state such):

**Table A7.1. Source Approval Request Format.**

1	Sample part (optional)
2	PMA part application letter
3	PMA part drawing - for USAF use only
4	FAA-PMA Authorization Letter
5	FAA Design Approval Letter
6	FAA-PMA Supplement Letter
7	Fabrication Inspection System (FIS) Document**
	Quality Manual
	Quality control of all active sub-vendors
8	Licensing Agreements, if applicable
9	Design analysis – compare to OEM dimensions, statistical analysis, tolerancing, materials, surface treatments, special processes, etc.
10	Quantity in OEM sample lot and method used to obtain sample lot for test and computation (evidence of new, unused, serviceable parts used)
11	Design Control Methods
12	FAA-approved Substantiation Test Plan or equivalent test plan with results
13	Tech Data Rights Certification Letter
14	Sub-vendor List**
15	PMAH's ISO 9001:2000 and/or AS9100 Certification, if any
16	Sub-vendor ISO 9001:2000 and/or AS9100 Certification, any
17	Active Customer List
18	Inspection methods sheet(s)**
19	Continued Airworthiness Instructions to include interchangeability analysis (form, fit, function)
20	Commercial list price and formal PMA part price quote
21	Part history to date (quantity sold, operation exp, Service Bulletins and/or Airworthiness Directives and/or Service Difficulty Reports against the PMA and/or OEM part)
22	Continued Operation Safety Document

\*\* Once this documentation is provided, the contractor will be required by contract to utilize the same process sheets and subcontractors to manufacture parts for the government. No changes are allowed without approval of the cognizant engineer. The contractor must notify the cognizant engineer of any changes approved by the OEM subsequent to submittal to the government.

Attachment 8

SOURCE APPROVAL EVALUATION OF FAA-PMA AND REPLACEMENT PARTS

Figure A8.1. Checklist Sections.

FAA Approval Type Item Criticality	Identity w/ Licensing	Identity w/o Licensing	Test and Computation (Reverse Engineered)
Non-Critical Item	Parts I, III 1-5 only, IV	Parts I, III 1-5 only, IV	PARTS I, III, IV
Critical Application Item*	Parts I, III 1-5 only, IV	Parts I, III 1-5 only, IV	PARTS I, III, IV
Critical Safety Item*	Parts I, II, III 1-5 only, IV	Parts I, II, III 1-5 only, IV	PARTS I, II, III, IV

The following information needs to be provided and evaluated for a Category IV SAR

USAF Cognizant Engineer's Name, Ofc Symb, Date, Ph:

\_\_\_\_\_

PMA Holder Name \_\_\_\_\_

Part Noun: \_\_\_\_\_

PMA P/N and FAA Approval Type (if applicable):

\_\_\_\_\_ Ident w/ Licens Ident w/o Licens Test and Computation (Reverse Engrd)

OEM Name and OEM NSN, P/N: \_\_\_\_\_

Used on USAF engine/aircraft type: \_\_\_\_\_

Part location in engine and function: \_\_\_\_\_

“FAA PMA” marked on part (if applicable)?

Yes No Part Too Small \_\_\_\_\_

Name of PMA holder marked on part?

Yes No Part Too Small \_\_\_\_\_

Part number marked?

Yes No Part Too Small \_\_\_\_\_

Item criticality determination\*

NON-CRIT CAI CSI

Item criticality documented in e-workspace YES \_\_\_\_\_

List critical characteristics: \_\_\_\_\_

\_\_\_\_\_

List consequence and probability of failure: \_\_\_\_\_

\_\_\_\_\_

Is OEM part serialized?

Yes No Part Too Small \_\_\_\_\_

Is a new NSN for the PMA part recommended?

Yes No Part Too Small \_\_\_\_\_

Document OEM part UID requirements \_\_\_\_\_

Document applicable checklist sections (See figure below) **I II III 1-5 Only, All IV**

\*Item must be identified as CAI or CSI in Propulsion Engineering Workspace, along with Critical Characteristics (DFARS 209.270-2) If the items are not identified in the Workspace, but should be (legacy system are exempt per AFI 21-106), then the Workspace will be updated to include the item(s) as part of this review. <https://www/lpa.tinker.af.mil/csi/>

Figure A8.2. Part I - Document FAA-PMA and Replacement Part Source Approval Package Content.

	PMA Source Approval Package Content	Comments/Resources	√	Cognizant Engineer's Comments (and Question Rating*)
1	Sample part (Optional)			
2	PMA/Replacement part application letter			
3	PMA/Replacement part drawing - for USAF use only	PMA drawing is propr. to PMAH		
4	FAA-PMA Authorization Letter	Applicable to FAA PMAs only		
5	FAA Design Approval Letter	Applicable to FAA PMAs only		
6	FAA-PMA Supplement Letter	Or equivalent, for Replacement Parts		
7	Fabrication Inspection System (FIS) Document	Or equivalent, for Replacement Parts		
	Quality Manual	Part of FIS		
	Quality control of all active sub-vendors	Part of FIS		
8	Licensing Agreements, if applicable	Req for Identicality w/ Licensing		
9	Design analysis – compare to OEM dimensions, statistical analysis, tolerancing, materials, surface treatments, special processes, etc.	Applicable only to Test and Computation parts		
10	Quantity in OEM sample lot and method used to obtain sample lot for test and computation (evidence of new, unused, serviceable parts used)	Applicable only to Test and Computation parts; Refer to PART III, item 15		
11	Design Control methods	Test and Computation only		

12	FAA-approved substantiation Test Plan or equivalent Test Plan with Results	Test and Computation only, Test Plan with Results for reverse engineered alternate parts			
13	Tech Data Rights Certification Letter	Not an FAA requirement			
14	Sub-vendor List				
15	PMAH's ISO 9001:2000 and/or AS9100 Certification	Or Equivalent (ISO/AS not req'd by FAA)			
16	Sub-vendor ISO 9001:2000 and/or AS9100 Certification	Or Equivalent (ISO/AS not req'd by FAA)			
17	Active Customer List	Not an FAA requirement			
18	Inspection methods sheet(s)				
19	Continued Airworthiness Instructions to include interchangeability analysis (form, fit, function)	Or statement that OEM TOs apply			
20	Commercial list price and formal PMA part price quote	Not an FAA requirement; American Airlines precedence			
21	Part history to date (quantity sold, oper exp, Service Bulletins, Airworthiness Directives and/or Service Difficulty Reports against the PMA and/or OEM part)				
22	Continued Operation Safety document				

Figure A8.3. Part II – Evaluate Internal Engine Conditions/Part Environment (Applicable to Engine Critical Safety Items Only).

	<b>Evaluation Point</b>	<b>Comments/Resources</b>	√	<b>Cognizant Engineer's Comments (and Question Rating*)</b>
<b>1</b>	What commercial mission does the engine for which the PMA part is approved serve?	Trans-continental or short hops?		
<b>2</b>	Do internal engine conditions for the military application of an engine differ from the comm'l application? Will it affect subject part?			
<b>3</b>	Base operating environment (base in desert w/ sand, or PACAF w/ salty air) Mil spec (JSSG/ PID spec) for hot and cold temp extremes	Who are your customers/rotating squadrons?		
<b>4</b>	Max EGT condition?	For gas-path parts only		
<b>5</b>	If part requires replacement, can it be replaced w/o engine removal or engine disassembly?	Refer to Maintenance TOs and document on right		
<b>6</b>	Any feature that is affected by its calendar age (total physical age)? (e.g. corrosion-resist paint)	Look for shelf-life specifications, if any		
<b>7</b>	Differences introduced by fuel? (more additives in JP8 than Jet A)	For fuel-wetted components		
<b>8</b>	Cycle count for touch and go (this is a comparison, may not be relevant to all CSIs)	For CSIs only		

**Figure A8.4. Part III – Evaluate Part Design (Only 1-5 Are Applicable to Identity With Licensing and Identity Without Licensing Parts).**

	<b>Evaluation Point</b>	<b>Comments/Resources</b>	√	<b>Cognizant Engineer's Comments (and Question Rating*)</b>
<b>1</b>	Is OEM drawing available?	Drawing not required for evaluation		
<b>2</b>	Is OEM drawing of a similar part/other TMS avail?	Ex: F110 or F101 for F108 part?		
<b>3</b>	What is the current OEM drawing revision?	Evaluate actual drawings differences, if any		
<b>4</b>	Service Bulletins and/or Airworthiness Directives against the PMA and/or OEM part?	Document any SBs and ADs; disapprove if safety-related		
<b>5</b>	OEM part known to be experiencing operational problems?	Refer to PQDR records (Equipment Specialist-tracked)		
<b>6</b>	Collect data from new, unused parts with traceable sources (FAA serviceable tag)	Refer to PMAH's Design Analysis, PART I, item 11		
<b>7</b>	What measuring devices were used to obtain OEM part geometry?	Refer to PMAH's Design Analysis, PART I, item 11		
	Manual data collection (micrometer, radius gauge, optical comparator)	Document		
	Automated data collection (CMM, surface finish measurement, form measurement, Advanced Topometric Optical Scanner)	Document		
<b>8</b>	Was statistical analysis used to determine dimension tolerancing?	Refer to PMAH's Design Analysis, PART I, item 10		
<b>9</b>	Are there characteristics identified as critical major or minor?	Refer to PMAH's Design Analysis, PART I, item 10		

10	Are there any drawing dimensional specifications that are outside those obtained from OEM parts?	Refer to PMAH's Design Analysis, PART I, item 10	
11	Explanations for any dimensions/surface finish outside of measured dimensions fully justified?	Refer to item criticality determination and critical characteristics listing	
12	Are any of the expanded dimensions critical to operation/durability?	Refer to item criticality determination and critical characteristics listing	
13	Can any of the expanded dimensions present a risk that can be mitigated w/ a fit-check?		
14	Do any of the expanded dimensions present a risk that can be mitigated w/ bench testing?	Where applicable	
15	Document OEM sample size used; consult mil handbook for guidance on appropriate sample size	<a href="#">CI-115-MH-2974-2004.pdf</a> paragraph 3.1.2.2	
16	Can any of the dimensions be verified with gov't data/TO (similar part on another engine)?	Ex: F110 or F101 drawing similar for the F108 part?	
17	What type of loading is the part subjected to?	Refer to GEK/GEEK/TO	
18	What temperatures does the part encounter in service?	For gas-path parts only; refer to GEK/GEEK or other engine TO	
19	Can PMA part influence: EGT Margin?	Gas-path & fuel-metering part only	
20	Stall Margin?	Gas-path & fuel-metering part only	
21	Fuel consumption?	Gas-path & fuel-metering part only	

22	Are existing TOs (Inspections & Repairs) applicable to PMA part?	Refer to PMAH's Con't Airworth Instrs, PART I, item 20		
23	Is the part interchangeable w/ OEM parts?	Refer to PMAH's Supplement Letter or equiv, PART I, item 7		
24	Can the part be mixed with OEM parts in inventory?	Refer to PMAH's Supplement Letter or equiv, PART I, item 7		
25	Can part be monitored by existing periodic visual/sensor and/or borescope inspections?	Look in Field-level TOs		
26	Was the PMA part substantiated with general analysis?	PART I, item 13, Test Plan including results		
27	Was the PMA part substantiation with comparative testing (OEM vs PMA part)?	PART I, item 13, Test Plan including results		
28	Identify <b>critical processes that may affect durability</b> ; materials and special process reverse engineering	For CAIs and CSIs only; Circle one and document others, as applicable Refer to PMAH's Design Analysis, PART I, item 10		
a.	Chemistry			
	Alloy make-up, trace elements			
	Material name and/or specification number			
b.	Mechanical properties			
	grain size and flow/orientation			

	hardness, strength and fatigue characteristics		
c.	Form of material		
	casting, forging, bar stock, sheet		
	broaching, blending, reworking		
	drilling, reaming, boring		
	milling, finish turning		
	electrochemical machining, chem. milling		
	electro-discharge machining		
	electro-stream drilling		
	electron beam, laser beam metal removal		
	welding, fusion, brazing, soldering		
d.	Surface treatment		
	heat treatment, surface hardening		
	peening, metal electroplating, nitriding		
e.	Surface finishing		
	media blasting (plastic/glass bead, silicon carbide, Al Oxide)		

	tumbling, honing				
f.	Coatings				
	thermal spray				
	diffusion coatings, plating				
29	Test Plan				
a.	For an FAA-PMA part, look for an FAA-approved Test Plan, and PMAH Results submitted		Refer to PMAH's Test Plan, PART I, item 11		
b.	What testing was accomplished as part of the FAA design substantiation requirement and/or per customer requirement?				
	Fit Check, Dimensional Testing				
	Metallurgical Testing, Bench Performance Test				
	Test Cell Run, Service Evaluation				

Figure A8.5. Part IV – Evaluate Manufacturing, Inspection Processes and Quality.

	Source Approval Package Content	Comments/Resources	√	Cognizant Engineer's Comments (and Question Rating*)
1	Manufacturer's name	May or may not be same as PMAH		
2	Does the manufacturer of the PMA part make the OEM part?			
3	How long has the PMA part been in production? Within last 36 months?	PART I, item 22		
4	Approximate quantity manufactured to date	PART I, item 22		
5	Were statistical methods used to determine manufacturing process accuracy, repeatability, reproductibility, and stability?	Refer to PMAH's Fabrication Inspection System, PART I, item 8, and the Quality Manual, PART I, item		
6	Are the special processes contracted out?	Document sub-vendors, if any		
7	Identify Non-destructive Inspection methods specified to inspect special processes	If test and computation evaluation, refer back to PART III, item 28		
	Fluorescent Penetrant, Eddy Current, Ultrasonic			
	Radiography, Laser Holography, Visual Inspect			
	Magnetic Particle Inspection			
8	What dimensional inspection tools are employed?	Refer to PART III, item 7		
9	What are the in-process and final inspection processes?	Refer to PMAH's Fabrication Inspection System, PART I, item 9		

10	Are there documented methods employed to isolate possible discrepant part populations?	Refer to PMAH's Fabrication Inspection System, PART I, item 9	
11	Is the material process-sensitive or process-insensitive?	Materials Lab	
12	Is the OEM part currently a repairable item with an existing, verified repair in USAF use?	Refer to engine tech manuals	
13	Is the OEM repair applicable to the PMA part?	Refer to PMAH's Con't Airworth Instr, PART I, item 20	
14	Is the OEM repair cost-effective for the PMA part?	If the PMA part price is less than 75% of the last known gov't price for the OEM part; refer to PMAH's PMA part price, PART I, item 21	
15	What testing does the cognizant engineer require for approval above the testing accomplished for FAA and/or PMAH customer?	Refer to PMAH's Test Plan, PART I, item 13	
	Fit Check, Dimensional Testing	Provide detailed tech justification	
	Metallurgical Testing, Bench Performance Test	Provide detailed tech justification	
	Test Cell Run, Service Evaluation	Provide detailed tech justification	

16	How will PMA holder accomplish accident investigation?	Refer to PMAH's Con't Oper Safety document, PART I, item 23	
17	Does PMAH have documented recall policy and procedure for discrepant parts?	Refer to PMAH's Con't Oper Safety document, PART I, item 23	
18	Does PMAH maintain quality tracing records by serial number, (if serialized)?	Refer to PMAH's Con't Oper Safety document, PART I, item 23	
19	Does PMAH use/require documented 100% inspection for critical and major part characteristics?	Refer to PMAH's Quality Manual, PART I, item 9	
20	Are all active sub-contractors controlled by the manufacturer QA system?	Refer to PMAH's Quality Manual, PART I, item 9	
21	Does PMA vendor/his subs have an ISO9001:2000, AS9100, or equivalent certification for manufacturing?	Refer to PMAH's Quality Manual, PART I, item 9	

\*Engineer’s Questioning Rating (Optional) – Use scale of -3 to +3 to document the weight a particular question carries in the SAR evaluation of a specific PMA part when a concrete, technical answer is not feasible, but should be considered in the decision process toward approval/disapproval of the request

**USAF Cognizant Engineer Recommendation:**

**APPROVE                      CONDITIONALLY APPROVE                      DISAPPROVE**

Technical justification for other than approval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

USAF Cognizant Engineer signature: \_\_\_\_\_ Date: \_\_\_\_\_

**USAF FAA-PMA/Replacement Part Board final disposition:**

**APPROVE                      DISAPPROVE**

FAA-PMA/AP Board notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FAA-PMA/AP Board Chair (or designee) signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment 9

COMMON USE ITEM COORDINATION SHEET AND INSTRUCTIONS

Figure A9.1. Common Use Item Coordination Sheet.

TRACKING NO _ _ _ _____	<b>COMMON USE ITEM COORDINATION SHEET</b>	<input type="checkbox"/> OPEN <input type="checkbox"/> CLOSE
TITLE: _____ NSN: _____ PN: _____ PRIMARY CAGE: _____ ISSUE DATE: _____ CLOSURE DATE: _____ ISSUE ORIGINATOR: _____ POC: _____ <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DLA		
<b>SERVICES AFFECTED</b> <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DLA	<b>CATEGORY</b> <input type="checkbox"/> CS/C C DETERMINATION <input type="checkbox"/> ALTERNATE SOURCE QUALIFICATION <input type="checkbox"/> FIRST ARTICLE TEST <input type="checkbox"/> SITE SURVEY <input type="checkbox"/> CSI ALERT <input type="checkbox"/> COORDINATION OF APPROVED SOURCES <input type="checkbox"/> OTHER _____	
339 NO. (If Applicable): _____ PLATFORM/SUBSYSTEM: _____		
ISSUE DESCRIPTION:		
RECOMMENDED CLOSURE:		

<b>ASSESSMENT:</b>									
<b>ARMY</b>	<b>DATE:</b> _____	<b>AIR FORCE</b>	<b>DATE:</b> _____						
POC: _____	<input type="checkbox"/> CONCUR	POC: _____	<input type="checkbox"/> CONCUR						
POC PHONE: _____	<input type="checkbox"/> NON-CONCUR	POC PHONE: _____	<input type="checkbox"/> NON-CONCUR						
POC EMAIL: _____	<input type="checkbox"/> NOT APPLICABLE	POC EMAIL: _____	<input type="checkbox"/> NOT APPLICABLE						
CSI HELP POC: RONIE TAYLOR (If non-concur Provide Rationale in "Review Comments" Section) <a href="mailto:Ronie.taylor@us.army.mil">Ronie.taylor@us.army.mil</a> 301-342-2246		CSI HELP POC: HECTOR GAGOT (If non-concur Provide Rationale in "Review Comments" Section) <a href="mailto:Hector.gagot@wpafb.af.mil">Hector.gagot@wpafb.af.mil</a> 937-257-5448							
<b>NAVY</b>	<b>DATE:</b> _____	<b>DLA</b>	<b>DATE:</b> _____						
POC: _____	<input type="checkbox"/> CONCUR	POC: _____	<input type="checkbox"/> CONCUR						
POC PHONE: _____	<input type="checkbox"/> NON-CONCUR	POC PHONE: _____	<input type="checkbox"/> NON-CONCUR						
POC EMAIL: _____	<input type="checkbox"/> NOT APPLICABLE	POC EMAIL: _____	<input type="checkbox"/> NOT APPLICABLE						
CSI HELP POC: JEFF ALLAN (If non-concur Provide Rationale in "Review Comments" Section) <a href="mailto:Jeffrey.allan@navy.mil">Jeffrey.allan@navy.mil</a> 301-342-2246		CSI HELP POC: MARSHA JOHNSON (If non-concur Provide Rationale in "Review Comments" Section) <a href="mailto:Marsha.johnson@dla.mil">Marsha.johnson@dla.mil</a> 804-279-5834							
<b>SERVICE/PROGRAM</b>	<b>POC</b>	<b>PHONE</b>	<b>DATE</b>	<b>CONCUR</b>	<b>NON-CONCUR</b>	<b>NOT APPLICABLE</b>			
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>REVIEW/COMMENTS</b>									
<b>ARMY:</b>									
<b>AIR FORCE:</b>									
<b>NAVY:</b>									
<b>DLA:</b>									

**Instructions For Completing The Common Use Item Coordination Sheet**

Title: Enter short description of part or assembly of concern

NSN: Self-explanatory

PN: Self-explanatory

Primary CAGE: CAGE of the manufacturer who maintains the drawings. If there is a proposed CAGE who is not presently recognized by all services, the details of that nomination should be included in the "Issue Description" area below.

Issue Date: Self-explanatory

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

Issue Originator: Self-explanatory

POC: Name, phone and email of the POC within the originator's organization.

Services Affected: Self-explanatory

Category: Self-explanatory

Platform/Subsystem: System and subsystem on which the part is used.

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

Recommended Closure: Originating service's near-term and long-range recommendations for completing this coordination.

Assessment: Service POCs will be assigned to provide coordination between all affected services and DLA. Critical Safety Item 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 their conclusion. Phone numbers of the Service POCs are particularly important since they will be the first level of persons who can resolve differences between services. 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, starting with the systems/chief engineer. Lack of resolution there will result in elevation to the Aviation Engineering Board (AEB) for critical safety items.

Review Comments: Self-explanatory

Continuation Sheet: To be used as needed for continuation of any previous areas.