DLAI 3200.1
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NAVSUPINST 4120.30A
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MMSLP
31 Oct 94

ENGINEERING SUPPORT PROCEDURES FOR ITEMS SUPPLIED BY DEFENSE LOGISTICS AGENCY AND GENERAL SERVICES ADMINISTRATION

(RCS DLA (A)259 MM)

[This publication has been revised significantly and must be reviewed in its entirety.]

A. REFERENCES

1. DLAR 3200.1, Engineering Support for Items Supplied by Defense Logistics Agency and General Services Administration, 13 Mar 86, superseded.

2. DLAD 3200.1, Engineering Support for Items Supplied by Defense Logistics Agency and General Services Administration, 28 Oct 94.

3. DLAR 4140.38, DLA Weapon Systems Support Program, 9 Jun 89.

4. DoD 4100.39-M, Federal Logistics Information System, Volume 10, date varies.

5. DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items, Jan 92.

6. MIL-STD-973, Configuration Management.

7. MIL-Q-9858, Quality Program Requirements.

8. MIL-I-45208, Inspection System Requirements.

B. PURPOSE. This instruction:

1. Supersedes reference A1.

2. Provides procedures for engineering support provided by the Military Services to the Defense Logistics Agency (DLA) and to the General Services

Administration (GSA).

C. APPLICABILITY AND SCOPE

1. This instruction is applicable to HQ DLA;Defense Supply Centers (DSCs), including the Defense Personnel Support Center, except as noted in subparagraph 2 below; the Military Services (Army, Navy, Air Force and Marine Corps), and has been concurred in by GSA. References to DLA in this instruction will also include GSA.

2. The Directorate of Subsistence, Defense Personnel Support Center, is excluded from the requirements of this instruction. Because its commodities are perishable, it has negotiated with its sole source of engineering support, U.S. Army Natick Research, Development and Engineering Center, specific, mutually acceptable requirements governed by a separate memorandum of agreement. For medical, dental, and veterinary equipment in Federal Supply Group (FSG) 65 and Federal Supply Classes (FSC) 6630 and 6640, and medical peculiar repair parts within any FSC, the Engineering Support Activity (ESA) is DPSC-Medical in collaboration with the Defense Medical Standardization Board.

D. DEFINITIONS

1. AIR FORCE MATERIEL MANAGEMENT AGGREGATION CODE (MMAC). A two-position
alphabetic code authorized to identify specific items (National Stock Numbers) to be managed by a specific manager. MMACs apply to systems, programs, aggregation to related equipment, and selected FSCs. Reference DoD 4100.39-M, Vol 10, Chapter 4, Table 66.

2. CONFIGURATION CONTROL. The systematic proposal, justification, evaluation, coordination, approval or disapproval of proposed changes, and the implementation of all approved changes, in the configuration of a Configuration Item (CI) after the establishment of the configuration baseline(s) for the CI. Reference MIL-STD-973 for the definitions of "configuration control," as used in this instruction, and "configuration item."

3. CRITICAL APPLICATION ITEM. An item that is essential to weapon system performance or operation, or the preservation of life or safety of operating personnel, as determined by the Military Services.

4. ENGINEERING SUPPORT. Engineering and technical assistance, including the development, validation and approval of technical data and engineering criteria, engineering representation, guidance and decisions required in the

management of an item.

5. ENGINEERING SUPPORT ACTIVITY (ESA). The Military Service organization designated as responsible for engineering support and technical decisions for a given part or component in that Service. In the case of multiple recorded users in a Service, there may be more than one ESA.

6. ENGINEERING SUPPORT FOCAL POINT. Entry and exit point for DLA Form 339, Request for Engineering Support, activity within each Service. Focal point interfaces directly with DLA and ensures DLA Form 339 request is forwarded to the correct and proper ESA. Focal point also provides records and tracks associated timeliness and quality metric data. Focal point is identified in DoD 4100.39-M, Vol 10, Chapter 4, Table 104.

7. EXTENDED ENGINEERING EFFORT. A DLA request for engineering or technical support from a Service which requires the use of dedicated resources to work a defined requirement, has an end product clearly specified by DLA and incurs a one-time negotiated charge.

8. FLIGHT SAFETY CRITICAL PART. An aircraft part, assembly, installation or production system with one or more critical characteristics, which, if not conforming to the design data or quality requirements, would result in an unsafe condition.

9. WEAPON SYSTEM ITEM. An item identified in the DLA Weapon System Support Program. (Reference DLAR 4140.38, Weapon System Support Program).

E. PROCEDURES

1. Determining the ESA

a. Instructions for determining the proper ESA are in enclosure 1.

b. Defense Supply Centers will identify Service focal points from the Total Item Record (TIR) of the Federal Logistics Information System. Segment B of the TIR, Major Organizational Entity (MOE) Rule, identifies Secondary Inventory Control Activities (SICAs). These correlate to a Service focal point. Focal point addresses are found in DoD 4100.39-M, Volume 10, Chapter 4, Table 104.

2. Determining Critical Application Items (CAIs)

a. For new items, Military Services assign essentiality codes during provisioning and transmit to DSCs via Supply Support Requests as provided for in DoD 4140.26-M. DSCs will follow enclosure 2 of this instruction to convert the essentiality code provided by the Service to a CAI code.

b. For items to be transferred to DLA, the Services will identify CAI to the appropriate DSC when item management transfers, as specified by DoD 4140.26-M, or upon request from the DSC.

c. For weapon system items DLA already manages, the DSCs will follow enclosure 2 of this instruction to convert the essentiality code provided by the Services to a CAI code before initiating procurement. This action is required in all cases where the Services have not previously provided a critical application determination.

3. Determining the need for engineering support. DSCs will use enclosure 3 to determine when engineering support is required from the Military Service ESA. Engineering support requirements may include:

(a) Approving or updating technical data.

(b) Assigning critical application coding.

(c) Approving Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC).

(d) Defining quality assurance requirements, to include First Article requirements.

(e) Providing decisions on Alternate Offers.

(f) Evaluating Value Engineering Proposals.

(g) Providing engineering decisions on requests for waivers, deviations, or Engineering Change Proposals as determined by MIL-STD-973.

(h) Communicating end item or next higher assembly information.

(i) Controlling shelf life management.

(j) Approving reverse engineering projects and data packages.

(k) Assuring adequate technical or procurement data for those items provisioned by the Military Services.

(l) Providing decisions on item interchangeability and substitutability.

(m) Providing hazardous material instructions or item material content, nonhazardous material or process substitutes.

4. Obtaining engineering support

a. DSCs will refer to DoD 4100.39-M, Vol 10, Chapter 4, Table 104, for Military Service engineering focal point addresses.

b. DSCs shall submit to the designated focal point(s) requests for engineering support on DLA Form 339, Request for Engineering Support. Enclosure 4 provides an example with instructions. DSCs will include a proposed suspense date, following the guidelines in enclosure 5, and will transmit the request using the most efficient communication medium. Urgent requests requiring immediate attention may be conveyed by telephone with concurrent notification using DLA Form 339.

c. Data requirements for alternate sources and unsolicited source approval are described in enclosure 6.

d. The ESA will acknowledge receipt of a request for engineering support from a DSC. The DSC which initiated the request will be notified if the point of contact changes or the estimated completion date cannot be met. It is recognized that there will be variation in ESA response times driven by priority, workload, complexity of the task, availability of data or other factors. When these contribute to ESA responses exceeding the requested due date, they will be documented to support process improvements. Also, emergencies may dictate the necessity for quicker-than-normal response times. Enclosure 5 provides standard response times.

5. Extended engineering effort

a. DSCs will, in the request for support, include a complete statement of the problems or recommendation and the economic, operational or technical advantage to be gained from the recommendation. This will be done either at the time of initial submission to the ESA or when liaison reveals extended engineering support is required. Later, to substantiate those DLA requests for support which, upon evaluation, are found to require an extended engineering effort.

b. The ESA will:

(1) Respond to the DSC, advising whether action toward resolution will be undertaken upon receipt and evaluation of DLA-identified problems or recommendations.

(2) Provide the DSC with all of the following when it agrees to undertake the extended engineering effort:

(a) A statement of the technical scope.

(b) A completion schedule.

(c) The estimated cost.

(d) Periodic progress reports.

(3) Provide the DSC with the rationale for the rejection when it declines to undertake the extended engineering effort. The ESA will recommend alternate sources for extended engineering support as appropriate.

6. Conflict resolution

a. Conflicts will be resolved at the lowest possible level. If resolution cannot be achieved, DSCs will advise HQ DLA, ATTN: MMSLP, and include the following information:

(1) The facts which motivated the DSC's proposal.

(2) The Service's nonconcurrence.

(3) The effect failure to provide the proposed support will have on DLA operational efficiency and economy.

b. The DSC will notify the ESA that it has forwarded the problem to HQ DLA for resolution. The ESA will notify its chain of command as appropriate.

c. Where there is disagreement regarding the response to an engineering support request, the ESA will coordinate as necessary to respond, and refer the case to its military departmental headquarters through established channels.

7. Metrics

a. DLA and the Military Services are responsible for developing and implementing the measures and metrics that indicate the effectiveness of the engineering support process. Specifically, the timeliness and quality of engineering support activities will be measured throughout the process. Enclosure 7 provides guidance.

b. Timeliness will be measured from the point a DSC requests engineering or technical support to receipt of a response executable by the DSC, compared to the agreed-upon timeframe.

c. Quality will be a twofold measure:

(1) The Services will assess the quality of the initial request for engineering or technical support from the DSC on DLA Form 339 (e.g., is the form complete, has all pertinent data been included, was the form provided to the correct ESA, is a proposed due date included?).

(2) DLA will assess the quality of the Services' initial response to requests for engineering or technical support (e.g., does it answer the question asked, is the ESA response executable?).

d. DLA and the Services will periodically review metrics to determine if corrective action is necessary, and if metrics must themselves be modified to capture the necessary information. Metrics will provide evaluations of:

(1) DLA quality: The ratio of initial requests executable to the number of DLA Forms 339 submitted by the DSCs to the Service.

(2) ESA quality: The ratio of the Services' initial responses executable by the DSCs to the total number of responses provided.

(3) Timeliness: The ratio of standard or negotiated response time to actual response time.

8. Funding

a. DSCs will provide engineering support workload forecasts to support the DBOF funding cycle, using enclosure 8 as guidance.

b. DLA will establish procedures to reimburse the individual Services at either the Department or DSC-to-ESA level, consistent with current reimbursement practices.

c. DLA and the Military Services will periodically review the budget process to compare future workload estimates with past performance and make changes as appropriate.

F. RESPONSIBILITIES

1. HQ DLA

a. Executive Director, Supply Management will:

(1) Ensure DSCs comply uniformly with this instruction.

(2) Review metrics with the Military Services to determine if corrections to the engineering support process are needed.

(3) Review DSC requests for resolution of problems which may require consultation with appropriate Service counterparts.

(4) Ensure DLA participation in joint forums to monitor and update the engineering support process.

(5) Maintain this Joint Services instruction and ensure it implements the policy prescribed by DLAD 3200.1.

b. The Comptroller will:

(1) Coordinate DoD and DLA engineering support budgetary decisions.

(2) Ensure engineering support the Services charge -- unit cost or fee for service -- DLA conforms to the principles of the Defense Business Operating Fund (DBOF).

(3) Participate in a program review group of representatives from DLA and the Services to validate requirements and review performance indicators.

2. The Military Services will:

a. Designate ESA(s).

b. Ensure uniform compliance with this instruction within their Service.

c. Ensure weapon system items and critical application items are identified to DLA.

d. Review metrics with DLA to determine if corrections to the engineering support process are needed.

e. Review requests for resolution of problems which may require consultation with appropriate DLA counterparts.

f. Ensure Service participation in joint forums to monitor and update the engineering support process.

g. Coordinate DoD/DLA engineering support budgetary decisions and participate in budget reviews with DLA to ensure accurate workload forecasts for engineering support are addressed.

h. Maintain the currency of the engineering support focal point data in DoD 4100.39-M, Volume 10, Chapter 4, Table 104, and notify DLA and the Defense Logistics Services Center (DLSC) of any changes.

3. Defense Supply Centers are responsible for:

a. Developing technical data procurement packages on items managed by DLA.

b. Developing engineering support workload forecasts to support the DLA DBOF cycle.

c. Making engineering decisions and requesting ESA support on DLA Forms 339 following the procedures and limitations of this instruction.

d. Submitting to the ESA recommendations or requests for improvements in design or in specifications based on experience gained in the procurement, supply, standardization or value engineering of items managed by DLA.

e. Submitting for approval to the ESA candidate and completed reverse engineering projects on weapon system and critical application items.

f. Maintaining an active dialogue with ESAs.

g. Negotiating extended engineering efforts with the ESAs.

4. Engineering Support Activities are responsible for:

a. Preparing, maintaining, validating and approving engineering and technical data to support effective and competitive DLA procurement actions.

b. Identifying those items which have critical application.

c. Providing timely and responsive engineering judgments to requests for engineering support submitted by DSCs.

d. Providing technical justification to DSCs when required to support a sole source procurement.

e. Reviewing and approving reverse engineering candidates submitted by DSCs.

f. Negotiating extended engineering effort with DSCs on a case by case basis.

g. Maintaining an active dialogue with the DSCs.

G. EFFECTIVE DATE AND IMPLEMENTATION. This publication is effective and shall be implemented upon distribution of the Jan 95 DLAPS CD-ROM.

H. INFORMATION REQUIREMENTS

1. DLA Form 652, Engineering Support Workload Estimates, RCS DLA (A) 259 (MM). DSCs will prepare and submit this form in accordance with the instructions contained in enclosure 8 of this instruction.

2. DLA Form 339, Request for Engineering Support. DSCs will prepare and submit this form as outlined in paragraph E4. A sample is provided in enclosure 4.

BY ORDER OF THE DIRECTOR

8 Encl
1. Determining the Engineering Support Activity

GARY C. TUCKER
Colonel, USA
DASC Commander

2. Weapon System Support Coding
3. Service Approval for Engineering Determinations Needed
4. Sample DLA Form 339, Request for Engineering Support
5. Engineering Support Activity Standard Response Times
6. Alternate Sources
7. Engineering Support Process Metrics
8. Defense Supply Center (DSC) Estimates of Engineering Support Required from Military Service Engineering Support Activity (ESA)

COORDINATION: CAHS, CAIL, FO, MM, AMCRD-IM, NAVSUP (Code 423), HQ AFMC/ENS, MCLB (Code 850), GSA-FSS-FCREP

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DETERMINING THE ENGINEERING SUPPORT ACTIVITY

A. Defense Supply Centers will use the following processes to identify the correct Military Service Engineering Support Activity focal point (see paragraph E1a).

1. For items in Federal Supply Classes (FSCs) other than those identified in paragraphs b.,c., and d., below, obtain engineering support by using the following steps:

Step 1 Identify the Military Service inventory control activity by referring to the Total Item Record (TIR) of the Federal Logistics Information System. At the SELECT INQUIRY OUTPUT OPTIONS screen, choose MOE RULE DATA DECODED to ensure inventory control activity is shown.

Step 2 Refer to Segment B of the TIR and identify the two-digit code under the heading "SECONDARY INVENTORY CONTROL ACTIVITY" (SICA).

Step 3 Use DoD 4100.39-M, Volume 10, Chapter 4, Table 104, to correlate the MOE rule SICA code to a corresponding engineering support activity focal point.

Step 4 The DSC forwards the engineering support request to the focal point identified by the MOE rule SICA code.

Step 5 The focal point refers the engineering support request to the proper engineering support activity or activities qualified to render technical determinations.

2. Obtain engineering support for items in FSGs 83 and 84 from the applicable Military Service ESAs listed below:

ARMY

Commander
U.S. Army Natick Research, Development and Engineering Center
ATTN: SATNC-ES,
Natick, MA 01760-5014

NAVY

Director
Navy Clothing and Textile Research Facility
ATTN: NCTRF Code 60
2800 S. 20th Street
Philadelphia, PA 19145-0530

AIR FORCE

Chief
Air Force Clothing and Textile
ATTN: AFCTO-HSC/YAGS,
2800 S. 20th Street
Philadelphia, PA 19145-0350

MARINE CORPS

Commanding General
Marine Corps Logistics Base
ATTN: Code 855
814 Radford Boulevard
Albany, GA 31704

3. Obtain engineering support for items in FSCs 9110, 9130, 9140 and 9150 from the applicable Military Service ESAs listed below:

Liquid Fuels:

Army U.S. Army Petroleum Center, SATPC-L,
New Cumberland, PA 17070-5008

Navy Navy Petroleum Office, Code 40,
Cameron Station, Alexandria, VA 22304-6180

Air Force San Antonio Air Logistics Center, SA-ALC/SF,
Kelly AFB, TX 78241-5000

Solid Fuels (Coal):

Army U.S. Army Petroleum Center, SATPC-L
New Cumberland, PA 17070-5008

Navy Naval Facilities Engineering Service Center,
560 Center Drive, Port Hueneme, CA 93043

Air Force HQ Air Force Civil Engineering Support Agency,
Code ENM, 139 Barnes Drive, Suite 1,
Tyndall AFB, FL 32403-5319

GSA General Services Administration Fuels Operation,
Code 3FBCFW, 6812 Loisdale Road, Bldg A,
Springfield, VA 22150-0001

4. Engineering support for other items in FSG 91, Fuels, Lubricants, Oils, and Waxes, and for Chemicals, Dyes, Gases and Miscellaneous Chemical Commodities in FSCs 6810, 6820, 6830, 6840 and 6850, is obtained from the following guide:

B. NOTE: A complete mailing address for the ESAs will correspond to the number in the last column. (All ESA addresses/information may be updated by DLA without formal Service coordination.)

FSC	ITEM CATEGORY	ENGINEERING SUPPORT ACTIVITY CODE
6810	Acetone, Technical	(1)

6810 Bromochloro Methane (2)

6810 Ethylene Glycol (2)

6810 n-Butyl Acetate, Technical (1)

6810 Isoamyl Acetate, Technical (1)

6810 Petroleum Ether, Technical (1)

6810 Propylene (2)

6810 Toluene, Technical (1)

6810 Toluene-Methyl Isobutyl Ketone Mixture (1)

6810 n-Butyl Alcohol, Technical (3)

6810 Methyl Ethyl Ketone, Technical (3)

6810 Methyl Isobutyl Ketone, Technical (3)

6810 Naphtha, Aromatic (3)

6810 Naphtha, Solvent Aliphatic-Aromatic Mixture (3)

6810 Xylene, Technical (3)

6810 Naphtha, Aliphatic (4)

6810 Naphtha, Compass (2)

6810 Tricresyl Phosphate (2)

6810 Miscellaneous chemicals not assigned (1)

6820 Dyes (1)

6830 Gases, Compressed & Liquefied (5)

6840 Deodorant, Aircraft Lavatory (2)

6840 Insecticides, Rodenticides, Fumigants (3)

6840 All other (1)

6850 Antistatic & Cleaner Compound (1)

6850 Cleaning Compound, Aircraft Surface (2)

6850 Cleaning Compound, Solvent (3)

6850 Calibrating Fluid, Aircraft Fuel System Components (2)

6850 Corrosion Preventive, Aircraft Engine (2)

6850 Corrosion Preventive, Soluble Oil (2)

6850 Corrosion Preventive, Aircraft Engine (Static Preservation) (4)

6850 Inhibitor, Corrosion, Petroleum Fuel (2)

6850 Cleaning Solution, Watch (3)

6850 Dry Cleaning Solvent (3)

6850 Leak Detection Compound (2)

6850 Magnetic Particle Inspection Fluids (2)

6850 Anti-icing, Deicing and Defrosting Fluids (2)

6850 Rinsing Solution, Watch (3)

6850 Water Indicating Paste (2)

6850 Miscellaneous chemical specialties except petroleum (1)

and petroleum products

9110	Fuels, Solid (except Coal)	(5)
9160	Beeswax, Technical	(6)
9160	Indicating Fluid, Instrument	(1)
9160	Insulating Oil, Electrical	(6)
9160	Tallow, Inedible	(6)
9160	Wax, Gasket Sealing	(4)
9160	Wax, Hand Sewing and Machine Stitching	(6)
9160	Wax, Microcrystalline	(1)
9160	Wax, Paraffin, Technical	(3)
9160	Wax, Ski	(6)

ESA mailing addresses:

U.S. Army Armament
Munitions and Chemical Command
ATTN: SMCAR-BAC-CR
Rock Island, IL 61299-7300

San Antonio Air Logistics Center
ATTN: SA-ALC/SFT
485 Quentin Roosevelt Road
Kelly AFB, TX 78241-6425

Navy Ships Parts Control Center
P.O. Box 2020
ATTN: Code 05423
Mechanicsburg, PA 17055-0788

Naval Air Engineering Center
ATTN: NAEC Code 93
Lakehurst, NJ 08733

U.S. Army Belvoir Research

Development and Engineering Center
ATTN: STRBE-F
Fort Belvoir, VA 22060-5606

Natick Research, Development and Engineering Center
ATTN: STRNC-ES,
Natick, MA 01760-5014

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ENGINEERING SUPPORT ACTIVITY STANDARD RESPONSE TIMES
(for use with DLA Form 339, Block 5)

PRIORITY	SUSPENSE	REASON (Examples)
A.	NEGOTIATED	Mission Capable (MICAP), Casualty Report (CASREP), maintenance depot line stoppage, etc.
B.	30 DAYS	Issue Priority Group I, contract waiver/deviation.
C.	45 DAYS	Issue Priority Group II.
D.	60 DAYS	Issue Priority Group III, Procurement pending and out of stock.
E.	90 DAYS	Competitive alternate evaluations, stock on hand.
F.	NEGOTIATED	Extended Engineering Support

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ALTERNATE SOURCES

A. This procedure applies to the evaluation of alternate sources for flight safety critical application parts. An alternate source evaluation requires the following supporting documentation:

1. If the alternate source is a dealer or supplier (a nonmanufacturing source) of the item for which the offeror is seeking approval, the category of the actual manufacturer supplying parts to the dealer or supplier will apply for the purpose of evaluation procedures. An actual manufacturer is defined as that vendor with plant equipment and personnel necessary to manufacture , on the premises, the item for which alternate source approval is being requested. The name and address of the manufacturer must be provided for consideration for source approval. The source evaluation/approval procedures apply only to newly-manufactured items. Surplus offers will not be covered by these procedures.

2. There are three categories involving alternate source evaluation/approval:

a. Category 1 - Alternate source for the same item previously provided by the offeror to the Original Equipment Manufacturer (OEM).
b. Category 2 - Alternate source for a similar item provided by the offeror to the OEM or Military Services.
c. Category 3 - Alternate source that has neither provided the same nor similar item(s) to the OEM or Military Services.

3. The following data requirements are necessary to be forwarded by the DSCs when requesting alternate source approval for a specific item outlined in the three categories above. It is important to provide all of the information together with the DLA Form 339. Submission of the requested information does not guarantee approval. Additional information, documentation or samples may be required in any of the categories to allow for further evaluation of the submitting company's request for source approval. Regardless of the category, a site survey visit of the facility may be conducted to further evaluate their capabilities.

a. Categories 1, 2, and 3:
(1) Brochures or synopses of the company's capabilities, if not previously provided. Identify if the company seeking approval is a nonmanufacturing source or the actual manufacturer.
(2) When a source identified must perform to a prime contractor's specifications, that source shall be approved for the specific process by the prime contractor. It is recommended that, wherever available, certifications from the prime contractor be provided, since submittal of

this evidence of capability will assist in expediting the processing of the source approval request. If the company requesting source approval plans to use a subvendor not currently approved by the prime, the source approval package provided to the Military Service must include complete documentation substantiating the capabilities and qualifications of that subvendor. It should be noted, however, that additional testing will, in most cases, be required.

(3) Description of Quality Program (e.g., MIL-I-45208, MIL-Q-9858, OEM quality rating) and a copy of the company's Quality Assurance Manual. In addition, a copy of the latest survey results performed by a Government Agency and/or prime contractor, including site or pre-award surveys.

b. Category 1:

(1) Complete set of current configuration drawings required to manufacture the item, including test procedures. This shall include copies of the associated specifications or verification that the company has all required specifications in their possession.

(2) Copies of detailed process/operation sheets used to manufacture the item, including, but not limited to, detailed shop sketches used in manufacturing.

(3) Most recent copies of purchase orders or shipping documents to OEM. When available, attach a copy of the current "Requirements Control Card/Quality Assurance Document."

(4) Summarization of quality deficiencies experienced in the past 2 years during manufacture. Include data relative to subvendorss, Nonconforming Material and Material Review Board (MRB) actions and resolutions, and contract, if not within the last 2 years.

(5) Copy of inspection method sheets used in manufacturing and final inspection.

(6) Identification of "value added" by the prime contractor.

c. Category 2:

(1) Complete set of current configuration drawings for the item for which the company is seeking source approval.

(2) Complete set of current configuration drawings for the similar item for which the company seeking source approval is currently approved.

(3) Copies of detailed process/operation sheets used to manufacture the similar item, including, but not limited to, detailed shop sketches used in manufacturing.

(4) Copies of purchase orders or shipping documents to OEM or Military Services, for the similar item. When available, attach a copy of the current "Requirements Control Card/Quality Assurance Document."

(5) Identification of the difference between similar items and the item the company is seeking approval to manufacture.

(6) Summarization of quality deficiencies experienced in the past 2 years during manufacture of similar items. Include data relative to subvendorss, actions and resolutions when applicable and/or previous

contract if not within the last 2 years.

(7) Copy of inspection method sheets used in manufacturing and final inspection of the similar item.

(8) Identification of "value added" by the prime contractor.

d. Category 3:

(1) Complete set of current configuration drawings for the item for which the company is seeking approval.

(2) Identification of process/operations the company intends to use in the manufacture of the item.

(3) Identification of acceptance test/inspection procedures the company intends to incorporate and independent test labs, including name, the company intends to use.

(4) Technical briefing, if requested.

(5) Submission of samples by the company seeking source approval may be required. Advise on ability to supply.

B. If any of the information specified in paragraphs c(1), (2), (3), or (4) cannot be provided by the prospective source(s), the DSC shall reject the offer, advising the contractor of what data are missing. Source approval requests which do not contain the above listed data should not be forwarded to the Military Service.

DEFENSE SUPPLY CENTER (DSC) ESTIMATES OF ENGINEERING SUPPORT REQUIRED FROM MILITARY SERVICE ENGINEERING SUPPORT ACTIVITY (ESA)

A. PREPARER: Each DSC will prepare an estimate indicating the support required from each ESA for each fiscal year. Negative reports are required if no engineering support requirements are foreseen.

B. FORMAT: Estimates are to be prepared on DLA Form 652, Engineering Support Workload Estimates. The number of actions will be shown. Space for man-hour computations will be reserved for use by the ESA.

C. WHEN SUBMITTED: By 1 April each year, for the fiscal year beginning 18 months from that date.

D. WHEN REVISED: When significant changes occur or are anticipated.

E. DISTRIBUTION:

1. By DSCs directly to each Military Service focal point listed in this instruction, and to HQ DLA, ATTN: MMSLP.

2. HQ DLA will provide a summary to each Military Service.