

# DLA Land and Maritime Source Approval Request (SAR) and Alternate Offer (AO) Guide





# DLA Land and Maritime Source Approval Request (SAR) and Alternate Offer (AO) Guide

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## SAR/AO Process Resources

**SAR/AO Monitor:** Jamie Spangler

**SAR Email Address:** [dsccao-sar@dla.mil](mailto:dsccao-sar@dla.mil)

**Technical Issues:  
(Engineering/Analysts)** [ve.sar@dla.mil](mailto:ve.sar@dla.mil)

**RPPOB:** [DSCC.PartRequest@dla.mil](mailto:DSCC.PartRequest@dla.mil)

**Land & Maritime  
Small Business Office** [SMBIZLandCols@dla.mil](mailto:SMBIZLandCols@dla.mil)

### Links:

#### Value Engineering

<https://www.dla.mil/Land-and-Maritime/Offers/Technical-Support/Value-Management/>

#### Selling to DLA Land and Maritime

<https://www.dla.mil/Land-and-Maritime/Business/Selling/>

**DIBBS:** <https://www.dibbs.bsm.dla.mil/>

## Definition of SAR vs AO

**Source Approval Request (SAR)** – A Source Approval Request is a package of information provided by a prospective new supplier to become an approved source for procurement of a National Stock Number (NSN). This package must contain all technical data needed to demonstrate competence to manufacture the NSN to the same, or better, level of quality than the current approved source(s).

To be eligible for source approval, material must be currently procured on an “other than full and open competition” basis, such as the following Acquisition Method Suffix Codes (AMSC): Source Controlled (AMSC B), Source Restricted (AMSC C), Code & Part Number (AMSC D). AMSC G will not be evaluated as material in this status is already full and open competition.

**Alternate Offer (AO)** – An “Alternate Offer” is submitted for evaluation against an active solicitation in order for a company and their product information to be reviewed, potentially qualifying them as an “Approved Source” on the current (and future) solicitations. When submitting an alternate offer for a specific solicitation, this should be clearly stated in the package cover letter with the solicitation number, and the name of the Contracting Officer listed



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on the solicitation. ***The solicitation number must be included in the package to be considered as an alternate offer.***

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**\*\*NOTE: Alternate Offers submitted under an Automated Solicitation (with “T” or “U” in the 9<sup>th</sup> position of the solicitation number) will NOT be considered for instant procurement. Alternate Offers submitted against an Automated Solicitation will only be considered for future DLA procurement requirements consideration.**

**\*\*NOTE: If submitting an Alternate Offer against a “Manual Solicitation” procurement (a solicitation with letters OTHER THAN “T” or “U” in the 9<sup>th</sup> position of the solicitation number) – Contracting Officers may consider submitted Alternate Offers, so these requests are to be sent to the Contracting Officer listed in the body of the Solicitation.**

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## Purpose

### Competition

The purpose of the SAR and Alternate Offer program is to increase acquisition competition for material that requires an approved manufacturer to produce. DLA Land and Maritime manages millions of NSNs used by the military customer. To provide the best service to the warfighter in need of repair parts for their equipment and weaponry, it is necessary for the government to make a concerted effort to increase competition for these source-controlled items.

Through the source approval process, the intent is to bring material from single source (or a small number of sources) to multiple sources of supply, when possible.

To successfully become an approved source of supply through the SAR/AO program, the responsibility is on the submitter to thoroughly document and demonstrate that their capability is equal to, or better than, the currently approved material quality and manufacturing process. It is important for offerors to submit as complete a technical data package as possible. The packages submitted shall include all the required items laid out in this guidance package.

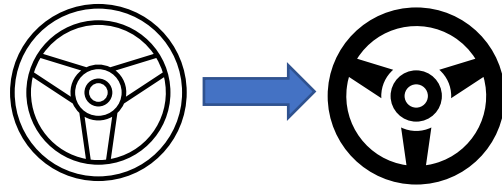
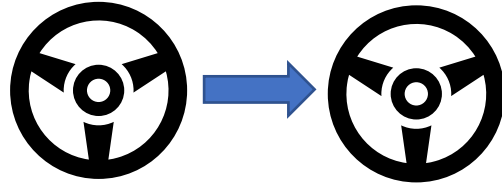


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## Process Overview

### Package Categories

- **Category I – Actual Item:** A company may submit a Category I package if they make the exact part.
  - Submissions for material under Category I are received from suppliers who have manufactured exact products, (within the last 3-5 years depending on item criticality), that have been provided to an Original Equipment Manufacturer (OEM), one of its subcontractors, the Government, Department of Defense (DoD) or Defense Logistics Agency (DLA). The vendor shall have legal rights, to possess, use and re-distribute the technical data for the actual part.
- **Category II – Similar Item:** A company may submit a Category II package if they make a similar part and can prove they have the capability to make the exact part.
  - Submissions for material under Category II are received from suppliers who have manufactured similar products that have been provided to an OEM, one of its subcontractors, the Government, DoD or DLA. Similar part(s) must be similar in complexity, design, criticality, materials, and application. The vendor shall have legal data rights to possess all of the OEM's Technical Data Package for the Actual Part.



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**Note: 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 source approval is being sought. Multiple items having similar features, materials, etc. can be used to show manufacturing capability in lieu of one similar item.**

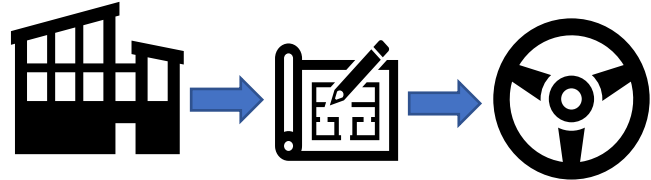
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- **Category III – New Manufacturer:** This category covers items that do not meet Category I or II criteria, but the company may have capabilities to make the exact part and can fully demonstrate those capabilities.

- Submissions for material under Category III are received from a new manufacture, or new prospective source, which



does not meet Category I or II criteria, but legally possesses the OEM's technical data and intends to manufacture the part using the approved technical data package. Submissions for material under Category III are received from suppliers that have experience in manufacturing that require equal or greater technical capabilities to the current approved sources technical data. The manufacturer may not have provided a similar item to an OEM, one of its subcontractors, the Government, DoD or DLA, but intends to manufacture to the approved technical data package.

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**The contractor shall select the appropriate category for their source SAR/AO package. The contractor must provide all the required elements in their technical data package, as defined in the Source Approval Request and Alternate Offer Checklist for their category. If a requirement does not exist for a specific part, provide a statement to that fact.**

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## Timeline and Notification

The review process will generally take a minimum of 90 days, and possibly up to 180 days or longer depending on the technical complexity of the material, and many other factors.

The review timeline is also dependent on the quality of the package submitted. The process will take longer if there is missing information that needs to be clarified. Once a decision is made, the offeror will receive a notification from the SAR/AO Monitor. The package will either be accepted with authorization to participate as an approved source for the specific NSN in future procurements, or rejected with explanation.

**\*\*NOTE\*\* Becoming an approved source only grants the opportunity to compete and supply the item – it does not guarantee future contracts, orders, or a specific level of financial commitment. DLA Land and Maritime will make an effort to retain newly approved sources, and reserves the right to make multiple awards. If a multiple award basis exists, it is important to note that the offer representing the best value to the government shall receive no less than 60% of the total requirement. Unit prices submitted**



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for the total requirement will apply to any partial awards unless an offeror submits unit process for other quantities.

**\*\*NOTE\*\* Award of solicitations will not be delayed due to pending AO/SAR package evaluations, with limited exceptions.**

## Format

- Electronic Copy meeting the following conditions:
  - One .pdf file for each submission (no ZIP files)
  - PDF file **must** be named with the NSN and company CAGE code
    - Example: **NSN 1234-56-789-1011 CAGE 0ABC1**
  - No password protected files will be accepted
  - **NOTE\*\* Retain a copy of your package, AO and SAR submissions will not be returned.**
- Files should be submitted via email to [dsccao-sar@dla.mil](mailto:dsccao-sar@dla.mil)
  - If file is above 8MB in size, send an email to [dsccao-sar@dla.mil](mailto:dsccao-sar@dla.mil) requesting a DoD Safe Link for submission.
- Submissions via CD
  - Before making your submission via CD, please email [dsccao-sar@dla.mil](mailto:dsccao-sar@dla.mil) for prior authorization.
  - CDs must be labeled with NSN, CAGE and Company Name
  - NO password protected CDs will be accepted.
  - Retain a copy, AO and SAR submissions will not be returned.

## Tracking

The SAR/AO Monitor will log in all submissions for tracking and will notify contractor of receipt. The SAR/AO Monitor will perform the initial administrative review to ensure required elements are present for the package, and will coordinate with engineering analysts, product specialists and contracting officers as required.

Packages that appear to meet minimum requirements are forwarded to the Value Engineering (VE) department for further review. If the packages meet minimum requirements, and there is a need for further technical review and approval, a request is sent to the services for thorough study, evaluation, and testing (if necessary).

## Considerations before beginning:

1. The manufacturer should first select which category is appropriate for the item it is seeking approval to manufacture. The manufacturer must provide a SAR package containing all required sections marked with an “X” in table below for the category selected.
2. Each lettered paragraph below corresponds to a SAR section in the table. If a requirement does not exist for a specific part for example, no test plan required, then provide a statement to that fact.





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## Source Approval and Alternate Offer Checklist

The following section includes the Source Approval and Alternate Offer Checklist that defines the required elements for each package category. A detailed explanation of all elements and expected content follows the checklist.

### Checklist

**Category I – Same Part    Category II – Similar Part    Category III – New Part/Manufacturer**

Section	Required Element	Category		
		I	II	III
*	Table of Contents	X	X	X
A	Cover Letter	X	X	X
B	Actual Item Drawings	X	X	X
C	Actual Item Detailed Manufacturing Plan	X	X	X
D	Master Tooling Certification	X	X	X
E	Data Certification (requires Company Officer signature)	X	X	X
F	Actual Item Subcontractor/Vendor List	X	X	X
G	Actual Item Shipping Docs	X		
H	Similar Item Drawings		X	
I	Similar Item Shipping Documents		X	
J	Comparative Analysis		X	
K	Similar Item Manufacturing Plan		X	
L	Similar Item Subcontractor/Vendor List		X	
M	Test Plans	X	X	X
N	Licensee Agreement (if applicable)	X	X	X
O	Summary of Quality Deficiency	X	X	
P	Inspection Method Sheets	X	X	X
Q	Engine Part Special Requirements	X	X	X
R	Technical Briefing (if requested)			X
S	Sample Part (if requested)	X	X	X
T	Value Added	X	X	X



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## Section \* - Table of Contents

The Table of Contents should contain, **at a minimum**, the name of each section presented in the package, as well as the page number the content begins on. (For an example, feel free to see the Table of Contents provided in this guidance package.)

## Section A – Cover Letter

The Cover Letter shall include all of the following elements:

- National Stock Number (NSN)
- Item Description (Nomenclature)
- Weapon system/platform (if known)
- Company Part Number (with dash number if applicable)
- Unit Price (Estimation) with quantity price breaks (if quantity breaks are applicable)
- Solicitation Number (if submitting an Alternate Offer)
- Company Information
  - Name
  - Address (provide both physical address AND mailing address, if different)
  - CAGE Code
  - Website
  - Phone Number
- Point of Contact (if submission is made by a third party, please ensure that there is a point of contact for the actual manufacturer, as well as the submitter) including:
  - Name
  - Email address
  - Phone number (including extension information)
  - Position
- Attachments as follows:
  - Description of company quality program (i.e. MIL-I-45208, MIL-Q-9858, ANSI/ISO series documents)
  - Quality control manual
  - Latest survey results performed by a Government agency and/or prime contractor, including DCMA Pre-Award Survey Reports (if applicable)
  - A copy of the Actual Manufacturer's Quality System document shall be provided (example rating, quality manual, inspection sheets, etc.).
    - Please include a statement, if you have manufactured this item for the current approved source, as a sub-contractor in the past. This document provides evidence of your quality system reporting process. Quality history may also be included. This data will be considered when making a determination of manufacturer viability and if a site pre-award survey will be required.
    - If you've never made the part for the current Approved Source and are requesting qualification based on manufacturing of the actual or a similar part for a U.S.



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Military Service, please identify which Service ESA and what methods were used in your qualification by the Military Service.

- A company brochure and a synopsis outlining your firm's capabilities, facilities, experience, and equipment list. For all equipment used in the manufacture of the qualification part, outline the accuracy, size, capability and precision of the equipment. This information must be updated, as your facility and facility operation change. As a potential source for parts, you and your sub-vendors may be required to demonstrate adequate engineering expertise and manufacturing & production capabilities to manufacture, inspect and test the subject item or assembly in accordance with applicable drawings, material, process and test specifications. "On Site" inspection of these elements may be required by the Government or its designee.

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**Note: Approval to supply an assembly is not an approval to manufacture all the components, unless the proposal clearly demonstrates your ability and intent to manufacture said components - excluding source-controlled items. A separate source approval request technical data package must be submitted for each NSN.**

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## Section B – Actual Item Drawings

This section provides data required to manufacture, assemble and test the subject item. This information includes drawings (casting, forging, detail, assembly, source controlled, masters, airfoil data), configuration (revision), parts list, any unincorporated Engineering Order, Engineering Change Proposal, Notice of Revision, Design Change Notice, Change in Design, etc. This section should also contain clear documentation related to materials, processes, specifications, and may include data relating to mandatory inspections and inspection intervals. This section should also provide Original Equipment Manufacturer (OEM) specifications, approved drawings and reference where test plans necessary to completely manufacture the part. Drawings are to be included if the item is a design control drawing or design control specification that indicates the actual manufacturer's name and part number as an approved source.

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**Note: Source Control Design Drawing items will list approved source CAGE and Part Number on the Source Control Drawing. Dependent upon the limitation of rights even if DLA has possession, DLA may not be able to release Source Control Design Drawings to your company.**

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## **Section C – Actual Item Detailed Manufacturing Plan**

Copies of detailed process/operation sheets used to manufacture the part, including but not limited to processes, materials, configurations, tolerances, testing, part function, overall dimensions and detailed shop sketches. Manufacturing Plans must list all processes & steps in proper sequence and 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 confidential & be stamped proprietary. 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.

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**Note: Routing sheets that may be enclosed in this section will not be considered an adequate replacement for detailed Manufacturing Plan.**

**Note: The information provided in this section shall be for the same contract(s) as those provided in Sections G and P.**

**Note: Manufacturing Plans for Critical Safety, Critical Application or Weapons System Items must also contain the following information: Identification that the part is a “Critical Weapons System Item”, and a statement that any change to operations affecting Critical Weapons System Item characteristics must be and have been approved in writing by DLA, and identification which assemblies and/or operations may contain and/or affect said Critical Weapons System Item characteristics.**

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## **Section D – Master Tooling Certification**

If Government or OEM controlled Master tooling is required to produce or inspect the subject item, provide certification of access to (and the right to use) any required master tooling, special tooling/test equipment, mylars (stable base drawings), glass layout, and loft data/contour data as applicable to the latest item drawing revision. Include proof of calibration for all equipment/tooling requiring calibration. Provide a statement if no master tooling or calibration is required.



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## Section E – Data Certification

**Compliance with the Data Certification statement shall be typed on the actual manufacturer company letterhead and must be signed by a company officer, authorized to legally bind the company.** This certification confirms to the Government, that the company has obtained the data by legal means and has the legal rights to use the data submitted in the source approval request technical data package for the manufacturing purposes of the item (NSN). This certification will also apply to the use of any data or hardware, to which the Government may not have the right here to fore to use for manufacturing. **Required Data Certification text on next page, in full.**

(Rest of page left intentionally blank)



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## TECHNICAL DATA RIGHTS CERTIFICATION LETTER

**I am an employee and authorized Officer 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, the information obtained from my recent investigation the following is true:**

- a) **I believe and certify that the technical data submitted to the Defense Logistics Agency 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 technical data marked with a company's proprietary rights legend or a Government limited rights legend from any U.S. Government's agency or employee or other third parties that were used in the preparation of or were incorporated into the request for approval or its supporting technical data other than as described herein; and**
- c) **I certify that my company has the legal right to use said technical data to manufacture and supply the below identified part for use by the United**
- d) **States Government. To the extent that said technical data are marked with a company's proprietary rights or a Government limited rights legend or are otherwise believed to be or have in the past been the proprietary data of another company, the following documents which are attached hereto and made a part of the certification have formed the basis for claiming legal right to use said technical data. Such documentation must clearly cover the data necessary for source approval.**

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

**THIS CERTIFICATION APPLIES TO NSN \_\_\_\_\_ P/N \_\_\_\_\_**

\_\_\_\_\_  
(Signature of Company Officer)  
(Title of Company Officer)  
(Date)



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## **Section F – Actual Item Sub/Contractors/Vendors List**

Names, address, telephone numbers, and CAGE codes, of all subcontractors/suppliers to be used for forging, casting or exotic material, 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. If you plan to use a sub vendor not currently approved by the prime, you 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 G – Actual Item Shipping Documents**

Provide the most recent copies of purchase order(s) and any amendments for the subject item. The purchase orders must be from the Prime Contractor, OEM, or Government. This information should indicate when the supplier last produced the subject item. Shipping documents must include evidence of lot acceptance by the customer. For government contracts, provide a signed DD Form 250. All documents in this section should be dated and shipping documents should account for all items ordered. If OEM is one of the Engine Manufacturers, attach a copy of the current Requirements Control Card (RCC) and Quality Assurance Document (QAD). The RCC and QAD are Pratt & Whitney peculiar.

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**Note: The information provided in this section shall be for the same contract(s) as those provided in Sections C and P.**

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## **Section H – Similar Item Drawings**

This section provides data required to manufacture, assemble and test the proposed similar item(s). This information includes drawings (casting, forging, detail, assembly, source controlled, masters, airfoil data), configuration (revision), parts list, any unincorporated Engineering Order, Engineering Change Proposal, Notice of Revision, Design Change Notice, or Change in Design, Requirements Control Card, Quality Assurance Document, etc.

This section should *also* contain documentation related to materials, processes, specifications, and may include data relating to mandatory inspections and inspection intervals. Drawings must be included if drawing is a design control drawing or design control specification and shall identify the manufacturer's Name, CAGE code and part number as an approved source. Drawings provide Original Equipment Manufacturer specifications and test plans necessary to manufacture the similar(equivalent) item.



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**Note: 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 source approval is being sought. Multiple items having similar features, materials, etc. can be used to show manufacturing capability in lieu of one similar item.**

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## **Section I – Similar Item Shipping Documents**

Copies of purchase orders, shipping documents for production quantities, for the proposed similar (equivalent) part provided to the OEM or signed DD Form 250 if shipped to DOD. All documents in this section shall be dated and you should provide the most recent copies of the documents. If OEM is an Engine Manufacturer, attach copy of the current Requirements Control Card and Quality Assurance Document.

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**NOTE: In cases where the most recent production of the proposed Similar (Equivalent) Item are in excess of three years, the manufacturer must include an explanation for the elapsed time of its production. Moreover, a data package demonstrating continued experience in the production of an additional similar (equivalent) part will be required.**

**Note: The information provided in this section shall be for the same contract(s) as those provided in Sections K and P.**

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## **Section J – Comparative Analysis**

A detailed Comparative Analysis of the differences/similarities between the Similar Item(s) and the Actual Item for which you are requesting approval. This analysis should include materials, configuration, tolerances, processes requirements, dimensions, castings, forgings, etc.

A vague Comparative Analysis will not be considered adequate and may hurt your opportunity for successful approval. Follow the following standard format to detail the significant differences between proposed Similar Item(s) and the Actual Item.





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## COMPARATIVE ANALYSIS OF SIMILAR (EQUIVALENT) ITEM & QUALIFICATION PART

**(Note, Similar (Equivalent) Item is the part you are proposing for approval.)**

<u>DESCRIPTION CHARACTERISTIC</u>	<u>ACTUAL ITEM</u>	<u>SIMILAR ITEM</u>
<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. Tightness Tolerance	_____	_____
h. Smoothest Surface Finish	_____	_____
<b>2. Quality Assurance Techniques (i.e. FPI, MPI, Radiographic Inspection, etc.)</b>	_____	_____
<b>3. Heat Treats</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>		

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

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## **Section K – Similar Item Manufacturing Plan**

Provide a manufacturing plan for the Similar (Equivalent) part, include processes, materials, configuration, tolerances, testing, part functionality and dimensions, as well as your company's drawings. In addition, copies of the actual sheets used to produce 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 Critical Safety Items (CSI) must contain the following information:

1. Identification that the part is a CSI, and
2. A statement that any change to operations that may affect a CSI characteristic must be approved by DLA, and
3. Identification of which operation(s) contain or affect CSI characteristics.

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**Note: The information provided in this section shall be for the same contract(s) as those provided in Sections I and P**

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## **Section L – Similar Item Subcontractor/Vendor List**

Provide names, address, telephone numbers, and CAGE codes, of all subcontractors/suppliers to be used for forging, casting or exotic material, 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. If you plan to use a subcontractor not currently approved by the prime, you must provide complete documentation substantiating the capabilities and qualifications of that subcontractor. It should be noted, however, that additional approval testing will, in most cases, be required in this circumstance.

## **Section M – Test Plans**

Testing may 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 beginning testing. Testing is done to validate the performance of the part after the test plans have been approved. Test requirements are part specific, and many weapon system items will require testing. Depending on the item and its application, First Article Testing may be required by the ESA.



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**\*\*NOTE: Depending on the item and its application, First Article Testing may be required by the ESA.**

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## **Section N – Licensee Agreement (if applicable)**

A copy of the licensee agreement between the actual manufacturer/contractor and the OEM must be provided, IF the submitting company requesting approval has such an agreement with the OEM.

## **Section O – Summarization of Quality Deficiencies**

Summarization of 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 materials rejection reports and scrap rates. Submitter should note any deficiencies identified by the OEM or prior Government Inspections.

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**NOTE: Nonconformance is not necessarily perceived as an increase of risk when considering alternate source item qualification and in fact, identification of nonconformance issues may illustrate a successful quality assurance program.**

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## **Section P – Inspection Method Sheets (IMS)**

Provide the inspection method sheets used in manufacturing and at final inspection for the qualification or similar item depending on SAR category. These sheets should include the nomenclature, part number, characteristics inspected, item quantities, dates, special instructions, zone, tolerances and actual measurements, inspection tooling/method, frequency, and inspector's stamp. The inspection method sheets may be included as an integral part of the operation sheets in SAR Sections C and K., if so, please state as such.

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**Note: The information provided in this section shall be for the same contract(s) as those provided in Sections C, G, I, and K.**

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# DLA Land and Maritime

## Source Approval Request (SAR) and Alternate Offer (AO) Guide

### Section Q – Engine Part Special Requirements

ACTUAL MANUFACTURER OF ENGINE SPARE PARTS:

**THE FOLLOWING DOCUMENTATION IS REQUIRED ONLY FROM ENGINE PART "SUPPLIERS" (Applicable to sources identified by engine companies via letter and/or divestiture list or in the SAR package):**

1. Copy(s) of purchase order(s) from engine OEM showing date, quantity, special requirements, restrictions, etc.; all modifications to original purchase order(s) also required.
2. Copy of dated shipping documents showing full acceptance/release by the OEM, and total quantity shipped against contract.
3. Copy of the "Requirements Control Card" (RCC) included with the purchase order(s) from the Engine OEM's.
4. Copy of detailed process sheets used to manufacture the part for the OEM. This must include the sheets for operations performed in house and by subcontractors. Such sheets will be kept confidential and may be stamped proprietary.
5. List of all subcontractors/vendors used in manufacture of the parts for the OEM. If none so state.
6. Summary of all Material Review Board (MRB) actions and non-conforming material produced on the contracts for the OEM.

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

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### Section R – Technical Briefing

A Technical Briefing to allow 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. This briefing could be at DLA or at any of the Engineering Support Activities (ESA's) if required.



# DLA Land and Maritime Source Approval Request (SAR) and Alternate Offer (AO) Guide

## **Section S – Sample Item**

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

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**\*\*NOTE: DO NOT submit samples unless instructed to do so by the procurement activity in writing.**

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## **Section T – Value Added**

Provide a statement identifying any specific value added by the Prime Contractor or OEM in the manufacture of the item. Value added is considered 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. Examples of value added are the use of OEM qualification of sources for forgings, castings, raw materials; the use of OEM tooling, fixtures, gages, or inspection master hardware; the use of OEM Process Sheets, Inspection Sheets, or other process related data not referenced on the part drawing(s); quality assurance of sub-tier suppliers of significant processes as related to the performance of manufacture. If there is no value added by the Prime Contractor or OEM, provide a statement confirming the Prime Contractor or OEM does not add value to the subject item during or after the manufacturing process.

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**\*\*NOTE: Surplus Items or Surplus Offers are NOT included in these procedures and are not evaluated by the alternate offer/source approval process.**

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# DLA Land and Maritime Source Approval Request (SAR) and Alternate Offer (AO) Guide

## Reference Glossary

**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.

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

**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 part, assembly, installation or production system with one or more critical characteristics that, if not conforming to the design data or quality requirements would result in an unsafe condition. Unsafe conditions relate to hazard severity categories I and II of MIL-STD-882, System Safety Program Requirements, and include conditions which could cause loss or serious damage to the end item or major components, loss of control or serious injury to the personnel (ASME Y14.100). The determining factor in CSIs is the consequence of failure, not the probability that the failure or consequence would occur.

*\* Refer to Mil-STD-882 for further explanation of aircraft and personal safety hazard severity categories.*

**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.



# DLA Land and Maritime

## Source Approval Request (SAR) and Alternate Offer (AO) Guide

**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.

**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.

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

**Same part:** Item previously provided to original equipment manufacturer (OEM), within the last three years.

**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 aircraft 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.