



**DEFENSE LOGISTICS AGENCY  
AVIATION  
6090 STRATHMORE ROAD  
RICHMOND, VIRGINIA 23237**

IN REPLY  
REFER TO DLA Aviation SBO

## Source Approval Requests

If there is an open solicitation for a national stock number for which you want to submit a SAR, please submit it directly to the buyer noted on the solicitation. (NOTE: This applies to open solicitations only).

SAR's will not be evaluated for items that are already designated as fully competitive such as those items coded AMSC "G" or "T" and described by drawings and specifications.

If you are submitting a SAR for a NSN with no open solicitation we are no longer accepting CDs by mail. SARs must be submitted using the DoD SAFE file transmission site, <https://safe.apps.mil/>. The new process streamlines processing with electronic transmission and eliminates the need for multiple mailings of CDs.

To submit your SAR please send an email to: [dlaavnsmallbus@dla.mil](mailto:dlaavnsmallbus@dla.mil), subject "request a SAR drop off" with the information below in the body. After we receive your email request a "request for drop off" will be returned, where you can download your file. Include CAGE code, the NSN and the email address where you want to receive the link.

Include in the body:  
Category X (1-4) SAR package  
RPPOB Program: Yes or No  
NSN: ####-##-###-####  
CAGE: 13873  
POC: [supplieremail@supplier.com](mailto:supplieremail@supplier.com)  
Phone: 555-123-1234

For guidance on completing a SAR package please review the [Source Approval Handbook](#) and the [Source Approval Request \(SAR\) Guide](#).

SARs may not be processed if it is determined that the SAR is not cost effective due to low item demand. Please review the DLA Supplier Requirements Visibility Application: <https://www.dibbs.bsm.dla.mil/ra/srva/default.aspx> for estimated forecasting requirements before submitting a SAR.

If you would like to see how many services use the NSN you can download PUB LOG FLIS to see how many services use the item and who approved sources are. You can download the PUB LOG FLIS using the instructions at: [FLISSearchDownloadInstructions.pdf](#)

The PUB LOG FLIS executable file connects to a secured server that stores and returns data with each query. This data is updated weekly. Once in the database, put in the NSN, hit Search. Under the "Management" tab, you will see the MOE code for the number of ESAs involved.

The DLA Aviation Replenishment Parts Purchase or Borrow (RPPOB) program that allows contractors to purchase, borrow, or visually inspect parts is now processing SARs through this process. If you are submitting a SAR for this program, please specify in your "Request a SAR drop off" email that it is for the RPPOB program in the subject line and body. This way it will get routed to the correct team to be worked.

The review process can take over 180 days from the date the SAR is received by DLA Aviation. Once a decision is made, you will receive a formal notification letter advising you of the results.

If you have any questions, please email the DLA Aviation SAR analyst at [dlaavnsmallbus@dla.mil](mailto:dlaavnsmallbus@dla.mil).