

# 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" 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.

**New Process: To submit your SAR please send an email to: [dlaavnsmallbus@dla.mil](mailto:dlaavnsmallbus@dla.mil), subject "request a SAR drop off". 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.**

For guidance on completing a SAR package please review the Source Approval Handbook.

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.

Electronic transmission eliminates the need for CDs for each of the services that manage the item (i.e. if the item is managed by the Navy and Air Force.) 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 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).