

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. 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. (**NOTE:** This applies to open solicitations only).

If you are submitting a SAR for a NSN with no open solicitation, please send it to: DLA Aviation, Attn: DLA AVN-DU (SAR Program Manager), 8000 Jefferson Davis Highway, Richmond, VA 23297-5100

For help in completing the request, access the Source Approval Handbook. Please submit your nonreturnable SARs on CDs.

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 (hotlink) <https://www.dibbs.bsm.dla.mil/ra/srva/default.aspx> for estimated forecasting requirements before submitting a SAR.

You need to provide SARs for each of the services that manage the item (i.e. two copies of the SAR is needed if the item is managed by the Navy and Air Force.) You will need to 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 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 SARs needed. Failure to provide the correct number of copies will delay your SAR review.

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 call the DLA Aviation SAR analyst at 804-279-5114