



DEFENSE LOGISTICS AGENCY

VALUE ENGINEERING

SOURCE APPROVAL REQUEST

Source Approval Request (SAR) package is an assembly of information required of a prospective new supplier for a specific item that is currently procured as other than full-and-open. A SAR contains all technical data needed to demonstrate that the prospective contractor can competently manufacture the item to the same level of quality or better than the approved source.

What goes into a SAR package? Detailed information on SAR technical data package submissions for DLA Aviation and L&M are on the DLA Small Business website [Resources](http://www.dla.mil/SmallBusiness/Resources/) page located at <http://www.dla.mil/SmallBusiness/Resources/>.

If you are submitting a SAR for a NSN with no active solicitation, you will need to send your SAR package to the appropriate point-of-contact for DLA Aviation & DLA L&M. For DLA Aviation, address it to DLA Aviation, Attn: DLA AVN-DU (SAR Program Manager), 8000 Jefferson Davis Highway, Richmond, VA 23297-5100. For DLA L&M, send it via [email](mailto:DSCC_AO-SAR@dla.mil) at DSCC_AO-SAR@dla.mil. (Note the underscore _ between DSCC and AO)

If there is an active solicitation for a NSN for which you want to submit a SAR as an "Alternate Offer," 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 active solicitations only).

The SAR package process typically takes between 90 to 120 days to complete.

ALTERNATE OFFERS

An Alternate Offer (AO) is a package of data, submitted for evaluation against an active solicitation, so your company and product information can be reviewed and potentially qualify to be listed as an "Approved Source" in future procurements.

Per Integrated Policy Memorandum NO. 97-0011, an AO is an offer, under an active solicitation, to provide an item which is from other than an approved source and/or is not the exact part numbered item cited in the Acquisition Identification Description (AID). To be approved the alternate offeror's product must be identical to, or be physically, mechanically, electrically, and functionally interchangeable with, the product cited in the AID.

An AO should not be confused with a SAR. A SAR is a manufacturer's proposal supplemented by data that includes all of the Engineering Support Activity (ESA) data required for a competent manufacturer to produce an item that is equal or better than the Original Equipment Manufacturer (OEM) designed part.

Suppliers should submit AOs in response to a solicitation or open purchase request directly to the assigned contracting officer. Suppliers must submit a valid quote along with the complete technical data package to the buyer.

SMALL BUSINESS OFFICE CONTACT INFORMATION

DLA Aviation	
Email:	DAAVNSMALLBUS@dla.mil
Toll Free:	800-227-3603
Business Opportunity Specialist (BOS):	804-279-4302
Source Approval Request (SAR) Analyst:	804-279-5114
Depot Level Repairable/BOS/SAR Team Lead:	804-279-3877
DLA Land & Maritime	
Email:	SMBIZLandCOLS@dla.mil
Toll Free:	800-262-3272
Local:	614-692-3541
Business Opportunity Specialist	614-692-3377

FREE TRAINING



DLA provides free training opportunities to small businesses through [Training, Knowledge, and Opportunities](#) (TKO) Seminars and Webinars. Topics include, but are not limited to, AOs, Pricing, RPPOB/Reverse Engineering, First Article Testing/Product Lot Test, Technical Data Packages, and SARs.

Register at <https://tko.dla.mil>.