



## Supplier Request Package (SRP) Submission Reference Guide

### NEW CLOTHING AND TEXTILE ITEMS (C&T)

#### **Enclosures**

1. TDP and SRP Flowchart
2. Internal Process Flowchart

#### **Submission of the Technical Data Package and Supplier Request Package**

A completed and coordinated TDP will be submitted by the Service Agency Uniform Office to the Service Agency Liaison Office **electronically**. The required elements of a completed and coordinated TDP are defined in the TDP Form Field Description. In addition the Service Agency Uniform Office is provided with a checklist for ensuring all required elements of the TDP have been included. The appropriate TDP checklist shall be submitted with the TDP documents.

Once the Service Agency Liaison Office receives the completed and coordinated TDP, they will review the TDP and complete an SRP for submission to Troop Support Clothing and Textiles (C&T) with copies to all other Services who indicated user interest or are affected by the new item. The required elements of a completed SRP are defined in the SRP Form Field Description and the SRP checklist contains all required elements of the SRP. The SRP checklist shall be submitted with the SRP documents.

The Defense Logistics Agency TROOP SUPPORT C&T will only accept a completed and coordinated SRP that contains all required elements listed in TDP and SRP checklists. SRPs that do not contain all required elements will be returned to the Service Agency Liaison Office for completion within 30 days.

#### **Requirements**

The introduction of new clothing and textile items into the Department of Defense (DoD) supply system, as a result of proposed DoD Service action, shall be planned and coordinated with the TROOP SUPPORT C&T to ensure optimal economic use of all existing stocks of affected items.

Clothing and textile items shall be subject to the highest degree of standardization possible while preserving the distinctiveness necessary to maintain high morale in the Military Services and essential for continued combat readiness and effectiveness. The variety of items shall be minimized, consistent with effective support of military operations.

## **Collaboration Procedures**

Research, development, test and engineering (RDT&E) efforts associated with clothing and textile development shall be coordinated to facilitate item standardization among other DoD Services to maximize standardization without jeopardizing the DoD Services' ability to accomplish their missions and maintain combat readiness.

1. Such coordination shall:
  - a. Include maximum participation of potential users during the development and execution of test plans.
  - b. Provide for integration and consolidation of development efforts where applicable.
  - c. Provide TROOP SUPPORT C&T with advance planning information on items that are candidates for introduction into the DoD supply system.
2. When RDT&E projects on clothing and textile items that are subject to standardization reach the advanced development or engineering development phase:
  - a. The initiating DoD Service shall formally coordinate with the other DoD Services.
  - b. The DoD Services that receive requests for formal coordination shall review the development and/or test plan and formally provide any additional requirements that they desire.
  - c. The TROOP SUPPORT C&T shall inform all interested DoD Services of any existing items that may satisfy the stated requirement.
3. After the initiating DoD Service completes developing a proposed new item and is satisfied that it will meet the requirements of potential users, the Service shall coordinate the proposed new item with each potential user before final adoption of the item.
  - a. When applicable, proposals should address the cost considerations, phasing schedules, and budgetary issues associated with new item introductions.
  - b. When the new item is a replacement clothing item, the initiating DoD Service shall prepare a phase-in schedule for the new item and an inventory reduction plan for residual stocks of the old item while the new item is being procured.
  - c. The TROOP SUPPORT C&T shall evaluate the DoD Service proposals introducing new items to determine the effect that the scheduled introduction of a new item will have on existing wholesale and retail stocks.
  - d. The TROOP SUPPORT C&T, shall advise the DUSD(L&MR), either initially or during the introduction process, when the residual wholesale and retail stocks of both the end item and the constituent textiles are estimated to exceed \$1 million in value on the effective date of supply of the new item.

- e. The TROOP SUPPORT C&T shall concur with DoD Service proposals or recommend alternatives for introduction dates and the length of time required to get funds for the initial procurement of each new item.

### **Standardization**

C&T items will be subject to the highest degree of standardization practicable while preserving the distinctiveness necessary to maintain the high Service morale essential for continued combat readiness and effectiveness. The variety of items shall be minimized, consistent with effective support of military operations. Whenever feasible, existing military and/or commercial design will be utilized in developing requirements to meet military operational requirements. The following standardization guidelines are established:

1. Clothing items, including combat, field, fatigue, special purpose clothing, underwear, and individual equipment will be standardized insofar as functionality, maintenance, combat readiness, and mission accomplishment permits. Any desired distinctiveness will be obtained by use of separate items of insignia, emblems, patches, etc.
2. Blankets, towels, other items in FSC 7210, Household Furnishings, etc. will be standardized except in cases of justifiable differences. Distinctive markings which would preclude standardization will not be used.
3. Although the DoD Services will actively seek to reduce costs by standardization of basic materials and accessories, the following categories of standardization of C&T items are NOT subject to standardization:
  - a. Dress uniforms, as regards distinctive Service design and color to include distinctive uniforms such as for bands and honor guards.
  - b. Accessories to dress uniforms (i.e., shirts, ties, raincoats, optional wear items) where the compatibility with uniforms would be destroyed.
  - c. Ribbons, insignia, brassards, and other items in FSC 8455 that feature heraldic symbols, design, and compatibility with other items.

### **Request for NSNs/ only**

An abbreviated SRP is required for services that are requesting NSNs only. This SRP only includes:

1. Nomenclature
2. Specification
3. Part Number
4. Cage Code
5. Projected Requirements (Optional) - These will be included when it is intended that TROOP SUPPORT will be added as an Ordering Activity to the DoD Service's contract for the item being assigned NSNs.

Once service requests TROOP SUPPORT to provide sustainment for this item, a completed and updated SRP is required for the sustainment request of this item.

### **TROOP SUPPORT Internal Processing**

In an effort to improve the internal processing of SRPs, TROOP SUPPORT will establish a new process for improving SRPs. Upon SRP submission to C&T Standardization, the Customer Relationship Manager (CRM) Cell Supervisor will establish a team consisting of a product specialist, demand planner, supply planner, buyer, comptroller, and pattern specialist. This team will have an initial meeting to discuss the SRP, and a final meeting to provide official approval. This final meeting will occur within 30 days of SRP submission, concluding with an official approval or non-approval of the SRP.

The Service Agency Liaison Office and or the Engineering Service Agency representative will be invited to attend both the initial and final meeting. These service agency representatives will have immediate feedback on their SRP package and a greater understanding of additional requirements. This internal process will improve communication channels between TROOP SUPPORT and service agencies as well as reduce the internal processing time for approving SRPs.

# TDP and SRP Flowchart

Process Flow.igx

Service Agency  
Uniform Office

Initiate R&D  
based on  
uniform needs

Engineering  
Service Agency

Develop prototype,  
complete testing,  
write requirements,  
etc.

Coordinate with  
Uniform Office  
and DSCP  
CRM Team \*

Develop a  
complete and  
coordinated TDP

Troop Support  
CRM Team

Provide feedback to  
ESA and Uniform  
Office on prototype and  
specifics

Service Agency  
Liaison Office

Review submitted  
TDP to ensure  
completeness and  
accuracy

Develop a  
complete and  
coordinated  
SRP

Troop Support  
Standardization

Receive SRP  
and input for  
internal  
processing



**Internal TROOP SUPPORTSRP Processing**

