

**ORDERING PROCESS**  
*SPECIAL OPERATIONAL EQUIPMENT (SOE)*  
*TAILORED LOGISTICS SUPPORT PROGRAM (TLSP)*

In an effort to maximize support to our SOE customers, the following information is provided to assist with the ordering process.

**Scope Determination**

**Please note that each line item of every order is reviewed independently by the DLA Troop Support, Construction & Equipment contracting team for scope determination and must be approved prior to solicitation.**

**Prior scope approval and/or order award does not constitute guaranteed scope approval on a new order submission for the same or similar part(s) or incidental service or training.**

**Reference the Customer Guidelines document for additional Program Overview & Scope information at:**  
[https://www.dla.mil/Portals/104/Documents/TroopSupport/ConstructionandEquipment/SOE\\_CustomerGuidelines.pdf?ver=2019-08-06-090929-033](https://www.dla.mil/Portals/104/Documents/TroopSupport/ConstructionandEquipment/SOE_CustomerGuidelines.pdf?ver=2019-08-06-090929-033)

**Additional Information**

**In an effort to facilitate scope determination, it is strongly encouraged that the following information be provided in the Additional Information field (Column I) on the Order Spreadsheet, as applicable to the order. Orders which do not include Additional Information may experience an extended time before loading for the Tailored Vendor Logistics Specialist (TVLS) to obtain this information from the ordering activity point of contact.**

- Provide detailed description of exactly what the item is
- Detail exactly what the item is used for
- Link to website for the item
- Further description of how the item is within scope of the SOE TLS program
- Statement of Work (SOW) if an incidental service or installation is required
- Storage Locker requirements must include statement of intended use detailing specific item(s) that will be stored in/on the unit, dimensions of the storage system, a SOW must be included if installation is required, and a drawing of the item (if drawing is not required per the ordering activity, please indicate)
  - All information should be provided in Additional Information/ Column I in the spreadsheet.  
Additional attachments can be sent in the email with the order.
- Kit requirements should be broken down to component level
  - Note that each individual item in the kit will need to be reviewed and approved for scope

***\*There is no character limit for the Additional Information cell in the order spreadsheet.***

**For any questions regarding the Ordering Process or the SOE program, please contact your designated TVLS or send your inquiry to [SOEOrders@dlamail.mil](mailto:SOEOrders@dlamail.mil).**