

**SOURCE APPROVAL INFORMATION BROCHURE FOR REPAIR,
OVERHAUL, MAINTENANCE, AND MODIFICATION (ROMM)
Source Approval Request (SAR) Requirements for ROMM Vendors**



DISTRIBUTION STATEMENT A

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NAVAL SUPPLY SYSTEMS COMMAND-WEAPON SYSTEMS SUPPORT**

The information contained herein is applicable to Critical Application Items (CAI) and Critical Safety Items (CSI) as defined by SECNAVINST 4140.2.

Critical Application Item (CAI). An item that is essential to weapon system performance or operation, or the preservation of life or safety of operating personnel, as determined by the military services. The subset of CAIs whose failure could have catastrophic or critical safety consequences (Category I or II as defined by MIL-STD-882) is called CSIs.

Critical Safety Item (CSI). A part, assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapons system that contains a characteristic any failure, malfunction, or absence of which could cause a catastrophic or critical failure resulting in the loss or serious damage to the aircraft or weapons system, an unacceptable risk of personal injury or loss of life, or an uncommanded engine shutdown that jeopardizes safety. Damage is considered serious or substantial when it would be sufficient to cause a "Class A" accident or a mishap of severity category I. The determining factor in CSIs is the consequence of failure, not the probability that the failure or consequence would occur.

Source Approval Request (SAR) Package:

The Navy uses the SAR process to evaluate a vendor's capabilities in order for the vendor to become an approved source of Repair, Overhaul, Maintenance and Modification (ROMM) for CAIs and CSIs. A SAR package contains relevant technical data presented to the approving authority from a vendor for ROMM source approval. The purpose of a SAR package is to demonstrate evidence of the vendor's ability to repair an item with acceptable quality, traceability, and subvendor control. SARs are item-specific; therefore approval of a SAR grants the proposing vendor approval for the subject item only. Vendors are required to submit a unique SAR for each item requiring approval.

SARs are intended for actual repair vendor only. The actual repair vendor is the agency with adequate facilities, equipment and personnel that performs the physical repair processes that produce the deliverable part or other items of supply for the government. The actual repair vendor must repair the part in-house.

Distributors are permitted to supply critical aviation items if traceability to an Engineering Support Activity (ESA) approved source is provided. Distributors are permitted to submit SARs on behalf of the repair vendor, in which case successful approval of the SAR package will result in approval of the repair vendor but distributors will not be considered *approved*.

Business Opportunities (For additional registration information, see Attachment A and DD Form 2345)

FedBizOpps, Federal Business Opportunities, is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government Procurement Contracting Officers (PCOs) are able to publicize business opportunities by posting information directly to FedBizOpps via the Internet. The website to access FedBizOpps is: <https://www.fbo.gov/>

NECO, Navy Electronic Commerce Online is the Navy website that provides business opportunities for commercial vendors to access information regarding Navy procurements. . The website to access NECO is: <https://www.neco.navy.mil/>

Vendors should register with NECO to submit bids and receive daily procurement opportunities. NECO registration requires a valid Commercial And Government Entity (CAGE) Code, which can be obtained from the System for Award Management (SAM) website. The website to access SAM is: <https://www.sam.gov>

SAR Categories: SAR packages for a specific subject item are categorized based on the vendor's previous work. The Navy only accepts Category I and Category II SARs. Category III SARs will not be reviewed by the Navy. Category IV SARs will not be reviewed unless the Navy has specifically requested a reverse engineering effort.

- I. **Category I, Actual Item:** The proposing vendor has repaired the exact same item for the OEM or for another U.S. Government activity within the past 3 years for CSIs or past 5 years for CAIs.
- II. **Category II, Similar Item:** The proposing vendor has not repaired the subject item but has repaired a similar item or items for the OEM or another U.S. Government activity. Similarity comparison includes complexity, design, criticality, repair processes, materials, application and operating environment.

Alternate Source Site Survey

Site surveys can be a critical element of the alternate source qualification process and are specific to the location and the CAGE code of the vendor. A site survey is strongly considered for critical items. Site surveys provide insight into a vendor's capabilities relating to the repair, inspection, production, testing, traceability, subvendor control and delivery of item. Site survey results help the Navy and other Department of Defense (DoD) Service ESAs determine the level of Government surveillance required to ensure that quality items are delivered. While the site survey is an important part of the approval process, the absence of a site survey should not be the sole reason for rejecting a SAR package from a potential alternate source.

The proposing repair vendor should indicate in the SAR package whether a site survey has been performed by the U.S. Government and include the dates of the survey, surveying activity, relevant items and any quality or capability changes that have been implemented since the survey.

Site surveys should be performed if any of the following apply:

- For vendors who have not previously repaired critical items; or
- As required by the cognizant Service ESA, if the vendor has not repaired and delivered the actual or similar critical items in quantities and/or had a site survey within the past three years; or

- As required by the cognizant Service ESA, if there has been a change in the repair vendors location, ownership, and/or name since the last delivery of the actual or similar critical items and the cognizant Service ESA engineer determined that documentation provided by the vendor to describe the nature of the change is not sufficient; or
- As required by the cognizant Service ESA, if quality issues have been identified.

If a site survey is required prior to source approval, the procuring activity or supplier, as applicable, must be notified prior to source approval. In these cases, the repair vendor cannot be added as an approved source of supply until the site survey is completed and thus a source approval/disapproval letter should not be sent until the site survey has been completed. The technical evaluation of the SAR can, however, be completed prior to completion of the survey.

The lead activity or agency for the site survey (survey initiator) will negotiate specific survey dates with the supplier. The survey typically lasts no more than three (3) working days and must be completed prior to SAR approval and contract, unless specifically authorized by the cognizant Service ESA. The lead activity will coordinate the scheduling of surveys with other DoD Services, as appropriate.

The site survey team will, at a minimum, consist of an engineer or equipment specialist with manufacturing, repair and/or industrial experience and quality assurance (QA) personnel from the interested Service(s). Other personnel may be required to support a survey if other specific details need to be addressed (e.g., availability of specific tooling, equipment, jigs, repair or overhaul issues, etc.). The lead activity will gather input from the survey team and publish the formal site survey report.

NAVSUP WSS Source Development Department (Code N23)

Points of Contact and Commodity Cognizance

AIRFRAME ROTARY WING DRIVE TRAIN NAVSUP WSS Code N231 (215) 697-4682	AVIONICS ELECTRONICS NAVSUP WSS Code N232 (215) 697-5220	POWER PLANTS NAVSUP WSS Code N233 (215) 697-1248
STRUCTURAL COMPONENTS	RADARS	BLADES
LANDING GEARS	COMMUNICATIONS	SHROUDS
ARMAMENT	NAVIGATION	BEARINGS
FUEL CONTROLS	FIRE CONTROL	CASES
ENVIRONMENT CONTROLS	AUTO PILOTS	AUXILIARY POWER PLANTS
SUPPORT EQUIPMENT	GYROS	ENGINE ACCESSORIES
AIRCRAFT LAUNCH AND RECOVERY	INFRARED	SUPPORT EQUIPMENT
AVIATION LIFE SUPPORT SYSTEMS	SUPPORT EQUIPMENT	SUPPORT EQUIPMENT
FLIGHT CONTROLS	COCKPIT DISPLAYS	
TRANSMISSIONS	INDICATORS	
MAIN ROTORS	GENERATORS	

Source Approval Request Package Contents Guide:

Section	Description	Cat I	Cat II
-	Table of Contents	X	X
Capability to Perform Repair, Overhaul, Maintenance and Modification (ROMM)			
A	Cover Letter	X	X
B	Vendor Brochure & Synopsis of Capabilities	X	X
C	Technical Data Rights Certification Statement	X	X
D	Licensee Agreement (If Applicable)	X	X
E	Master Tooling Certifications (If Required)	X	X
F	Statement of Value Added by Prime/OEM	X	X
Quality Assurance			
G	Government Quality Assurance Compliance	X	X
H	QA Manual & QA System Certifications (If Applicable)	X	X
I	Government/OEM Surveys and Reports	X	X
J	Quality History	X	X
Technical Data			
K	Subject Item Drawings	X	X
L	Subject Item Specifications (Proof of Possession)	X	X
M	Subject Item Repair Manuals/Local Engineering Specifications (LEs)/Process Specifications (PSs)	X	X
N	Acceptance Test Procedures (ATP)& Acceptance Test Requirements (ATR)	X	X
O	Comparative Analysis of Subject and Similar Item		X
P	Similar Item Drawings		X
Traceability			
Q	Contract Purchase Orders and Shipping Documents (WAWF/iRAPT)	X	X
R	List of Proposed Major Subvendors	X	X
S	Material and Process Purchase Orders and Certifications	X	X
T	Parts Availability & Obsolescence Review	X	X
U	Equipment to be Used (In-House/OEM/Government Furnished)	X	X
V	Process Operation Sheets and Travelers	X	X
W	Inspection Method Sheets	X	X

Requirements for each SAR section are as follows:

A. COVER LETTER - A cover letter stating a repair vendor's request to become an approved source for a particular part must include the following information and enclosures:

1. The repair vendor's name, address, CAGE, telephone number, FAX number, and email/EDI address, and website (if applicable).
2. For the subject item (and similar item if Category II) include the part number (including dash number, if applicable), drawing revision, original part Prime Contractor/OEM name and CAGE code, NSN, nomenclature, and weapon system (i.e. engine model (Type/Model/Series), aircraft designation).
3. The category of SAR being submitted, as defined above.
4. A statement that the contractor is willing to provide a technical briefing on the SAR package submittal to the procuring activity or at any of the cognizant ESAs if required.

B. VENDOR BROCHURE & CAPABILITIES - A company brochure and a synopsis outlining the applicant firm's capabilities, facilities (such as location, number of buildings, square footage, etc.), experience, and equipment list should be provided. For all equipment used in the ROMM of the qualification part, outline the accuracy, size, capability and precision of the equipment. This information should be updated as facility and/or operations change. A completed capabilities form per Enclosure 1, is to be included.

As a potential source for repair, the proposed vendor and its sub-tier suppliers may be required to demonstrate adequate engineering expertise and capabilities to repair, inspect, and test the subject component/item/assembly in accordance with all applicable drawings, material, process, and test specifications. An onsite inspection of these elements may be required by the Government.

C. TECHNICAL DATA RIGHTS CERTIFICATION STATEMENT - This is a certification of rights to use technical data in the format provided below, signed on company letterhead by an authorized binding company official. This is a certification that the data was obtained by legal means and the company has the rights to use the data supplied in the SAR for repair purposes. If proprietary data is involved, a statement from the owner of that data that conveys the rights to specifically use that piece of data must be provided.

Note: This also applies to the use of data the Government possesses but does not have the right to use in competitive manufacturing.

EXAMPLE: Technical Data Rights Certification Letter

I am an officer and employee of the above name legal entity with the responsibility for investigating the facts upon which this certification is made.

To the best of my knowledge and information obtained from my recent investigation:

- a. I certify that the technical data submitted as a part of my company's request for approval as potential source for the purpose of obtaining a contract were obtained by legal means by my company, without breach of any contractual or confidential relations pertaining to said technical data by my company, its current or recent employees; and*
- b. I certify that my company, its current or recent employees did not obtain or receive any technical data marked with a company's proprietary rights legend or a Government limited rights legend from any U.S. Government's agency or employee or other third parties that were used in the preparation of or were incorporated into the request for approval or its supporting technical data other than as described herein; and*
- c. I certify that my company has the legal right to use said technical data to repair the below identified part for the United States Government. To the extent that said technical data are marked with a company's proprietary rights or a Government limited rights legend or are otherwise believed to be or have in the past been the proprietary data of another company, the following documents which are attached hereto and made a part of the certification have formed the basis for claiming legal right to use said technical data. Such documentation must clearly cover the data necessary for source approval.*

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER THE TITLE 18, UNITED STATES CODE, SECTION 1001.

THIS CERTIFICATION APPLIES TO:

NSN _____ P/N _____

Note: *If SAR package is for multiple NSNs, all NSNs must be listed.*

(signature) _____ (date)
(typed or printed name & title)

- D. LICENSEE AGREEMENT (If applicable) - A copy of the licensee agreement between the proposed contractor and the Prime Contractor/OEM must be provided if the submitting contractor has such an agreement with the subject item Prime Contractor/OEM. If a full copy cannot be provided, at a minimum a redacted version showing the details of MRB activity, data rights, configuration control, source control, etc. must be included.**
- E. MASTER TOOLING CERTIFICATIONS (If applicable) - If Government or OEM controlled Master tooling is required to repair or inspect the subject item, provide certification of access to and the certification of the right to use any required master tooling, special tooling/test equipment, mylars (stable base drawings), glass layout, and loft data/contour data as applicable to the latest item drawing revision. Include proof of calibration for all equipment/tooling requiring calibration. If no master tooling or calibration is required, state as such.**
- F. VALUE ADDED (by Prime Contractor or OEM) - Provide a statement identifying any specific value added by the Prime Contractor/OEM in the repair of the item. Value added is considered any action, repair or inspection process, data, instructions, or equipment that is essential to the repair of the item, but is not documented in the data package. Examples of value added are the use of OEM qualification of sources for forgings, castings, raw materials; the use of OEM tooling, fixtures, gages or inspection master hardware; the use of OEM Process Sheets, Inspection Sheets, or other process related data not referenced on the part drawing(s); quality assurance of sub-tier suppliers of significant processes as related to the performance of repair. If there is no value added by the Prime Contractor or OEM, provide a statement confirming the Prime Contractor or OEM does not add value to the subject item during or after the repair process.**
- G. GOVERNMENT QUALITY ASSURANCE COMPLIANCE - Provide a statement that the prospective vendor will comply with all government imposed quality assurance provisions, testing requirements, etc. as identified in the solicitation or contract for the subject item.**

EXAMPLE: Government Quality Assurance Compliance Statement

To: SAR Recipient,

As a representative of the proposing vendor, I certify that any resultant contract for the subject item to be manufactured, repaired, overhauled or modified by (Company Name) will be manufactured, repaired, overhauled or modified in accordance with all Quality Assurance Provisions imposed by the Navy. (Company Name) operates using a compliant quality system and has the appropriate and required quality controls in place to manufacture, repair, overhaul or modify the subject item in accordance with all Quality Assurance Provisions imposed by the Navy.

*(Vendor Signature) _____ (date) _____
(typed or printed name & title)*

- H. QUALITY ASSURANCE (QA) DOCUMENTATION** - Provide a synopsis of the proposed supplier's quality program capabilities and reporting system. A copy of the vendor's QA manual and all referenced documentation must be provided. Quality assurance documentation should include a listing and copies of any independent approvals and certifications of quality programs, special manufacturing processes, etc. If provided electronically (preferred), it is requested in .PDF format. A copy of the supplier's QA manual and all referenced documentation may be kept at the procuring activity. A Quality Rating System (QRS) report from Prime Contractors/OEM should be included if available.
- I. GOVERNMENT/OEM SURVEYS** - If applicable, provide a copy of the latest survey report (survey, findings, and corrective actions) performed by a government agency and survey report (survey, findings, and corrective actions) performed by the OEMs within the past seven years. If there are none, state as such. This section can include any available DoD technical evaluations of the proposing supplier's production capability, quality assurance procedures, industrial resources, material purchasing, and sub-tier supplier controls.
- J. QUALITY HISTORY** - Provide a summary of deficiency reports for all items under the proposing supplier's CAGE code issued within the past 3 years. In addition, provide a summary of deficiency reports for the subject and/or similar item for all proposed sub-tier suppliers within the same time period. For the subject and/or similar item, provide a summary of internal deficiencies, commercial deficiencies, FAA Service Bulletins, Material Review Board (MRB) items, statistical reports of nonconformance, nonconforming material rejection reports, and scrap rates. In addition, provide data relative to sub-tier suppliers, actions and resolutions when applicable, on previous contracts. If there is no quality history, it should be specifically stated.

The summary must include, at a minimum, the following data: part number, nomenclature, feature, deficiency, quantity, date and corrective action.

Note: Nonconformances are not necessarily perceived as an increase in risk when considering alternate source qualification. In fact, identification of nonconformances can illustrate a successful quality assurance program.

- K. SUBJECT ITEM DRAWINGS** - Provide all data required to manufacture, repair, overhaul or modify, assemble and test the subject item. The subject item drawings typically include references to materials, processes and specifications, and may include data relating to mandatory inspections and inspection intervals. In addition to drawings (casting, forging, detail, assembly, source controlled, masters, airfoil data, schematics, etc.), data must include configuration (revision), parts list, any unincorporated Engineering Order (EO), Engineering Change Proposal (ECP), Notice of Revision (NOR), Design Change Notice (DCN), or Change in Design (CID), Requirements Control Card (RCC) and Quality Assurance Document (QAD), etc. For Category II SARs, provide a copy of complete repair specification for the item you are seeking approval.

Note: If casting/forging drawings are unavailable, provide a certification statement verifying that the required data can be obtained upon contract award.

- L. SUBJECT ITEM SPECIFICATIONS** - Provide a complete listing of applicable specifications identified on the subject item drawings as well as a copy of the title page of the latest revision of each specification. Providing the title page demonstrates ownership of the specification. If the drawing requires specifications that have been superseded, cancelled or replaced, identify the original requirement and replacement and include the cover page for the current requirement.

Identify all required raw material and assembly components that will be purchased. Identify all special processes. List each material and each process along with an appropriate subvendor qualified to provide the material or service. See Enclosure 2 for an example.

Note: Listing subvendors provides evidence of the applicant's ability to identify appropriate requirements and demonstrate subcontractor controls. The applicant will be permitted to use sources other than those listed here until process sheets are locked upon completion of First Article Test (FAT).

If any special processes will be performed in-house, identify processes as such.

All processes should be denoted as critical or non-critical. If any assembly components are CAI, CSI, or Source Controlled per OEM drawing, proposed suppliers must be approved sources.

If the applicant proposes the use of suppliers who are not OEM or government approved, complete documentation substantiating the capabilities and qualifications of the sub-tier supplier should be submitted. It should be noted, however, that additional approval testing (as specified by the cognizant Service ESA) may be required in this circumstance.

- M. SUBJECT ITEM REPAIR MANUALS/LOCAL ENGINEERING SPECIFICATIONS (LEs)/PROCESS SPECIFICATIONS (PSs)** - Provide copies of all applicable complete and current Depot Maintenance Technical manual(s)/publications required to repair the item for which your company is currently approved and for the item for which your company is seeking approval.

- N. ACCEPTANCE TEST PROCEDURES (ATP) & ACCEPTANCE TEST REQUIREMENTS (ATR)** - Provide copies of all applicable Acceptance Test Procedures (ATP) and Acceptance Test Requirement (ATR) required to repair and test the item for which your company is currently approved and for the item for which your company is seeking approval.

- O. COMPARATIVE ANALYSIS OF SUBJECT & SIMILAR ITEMS** - For Category II SARs, identify similarities and differences between the subject item and the completed similar item. Relevant characteristics include, but are not limited to criticality, material, size, shape, function, manufacturing processes, tolerance, finish, inspections, application, and operating environment. See Enclosure 3 for an example. Specify if test/repair procedures for the item you are seeking approval to repair require development or modification and the relationship between the similar item's test procedures and those required by the item for which you are seeking approval.

- P. SIMILAR ITEM DRAWINGS** - For Category II SARs, provide all data required to manufacture, repair, overhaul, modify, assemble and test the similar item(s). This information includes drawings (casting, forging, detail, assembly, source controlled, masters, airfoil data, schematics, etc.), configuration (revision), parts list and any unincorporated Engineering Order (EO), Engineering Change Proposal (ECP), Notice of Revision (NOR), Design Change Notice (DCN), or Change in Design (CID), Requirements Control Card (RCC) and Quality Assurance Document (QAD), etc. The similar item drawings will typically include references to materials,

processes, specifications, and may include data relating to mandatory inspections and inspection intervals.

- Q. CONTRACT PURCHASE ORDERS AND SHIPPING DOCUMENTS** - Provide complete copies of purchase order(s) and any amendments for the subject item or similar item depending on SAR category. The purchase orders must be from the Prime Contractor, OEM, or Government. This information should indicate when the supplier last produced the subject item or an item of similar manufacturing complexity (for Category II SARs). Shipping documents must include evidence of lot acceptance by the customer. For government contracts, form DD250 or Invoicing, Receipt, Acceptance and Property Transfer (iRAPT) (formerly Wide Area Work Flow) receiving report should be signed or marked as "accepted" by the DCMA QAR. All documents in this section should be dated and shipping documents should account for all items ordered. All financial information may be removed from these documents. It is important that documented performance is recent in order to adequately reflect the current manufacturing capabilities of the proposed supplier. Therefore, contract performance documentation included in SARs must cover a period of performance no more than three (3) years for CSI and no more than five (5) years for CAI after the date of last delivery, as evidenced by latest shipping document. The threshold should apply from the date the SAR is received by the procuring activity. If a contract was terminated, the reason for termination should be included in this section. The data provided in this section should be for the same contract as those provided in SAR Sections P, Q and R.
- R. LIST OF PROPOSED MAJOR SUBVENDORS** - For the item for which you are seeking approval, provide identification of major sub-vendors, performing selected repair and/or critical processes, together with documentation demonstrating approval and identification of source(s) (e.g., approved suppliers or federal supply system) to be used for spare/repair parts. In cases where spare parts must be obtained from the OEM, provide a statement or documentation confirming that the OEM will supply those parts to the proposing vendor seeking approval .
- S. MATERIAL AND PROCESS PURCHASE ORDERS & CERTIFICATIONS** - Provide a list of all processes and materials used for the completed contract along with the specifications, subvendors and certification numbers. See Enclosure 4 for an example. Provide copies of purchase orders to all subvendors for material and processes. Purchase orders must be traceable to the original contract. Job numbers or order numbers should be indicated to show traceability. Certifications of material and completed processes, including inspection results, are required and must be traceable to the contract. The data provided in this section must be for the same contract as those provided in SAR Sections S, V and W. For Category II packages,
- T. PARTS AVAILABILITY & OBSOLESCENCE REVIEW** - Provide a statement that the prospective vendor has reviewed all available technical data required to manufacture, repair, overhaul or modify, assemble and test the subject item and has determined, to the best of their ability, that there are no obsolescence issues
- U. EQUIPMENT TO BE USED (IN-HOUSE/OEM/GOVERNMENT FURNISHED)** - For the item for which you are seeking approval, identify test equipment to be used to test each item. In addition, specify availability of in house test equipment to be used in lieu of test equipment listed in the approved technical manuals and Acceptance Test Procedures. Specify availability of in house test equipment, whether it has to be purchased, built, or Government furnished.

V. PROCESS/OPERATION SHEETS & TRAVELERS - Provide the detailed sequential step-by-step account of the procedures required to manufacture, repair, overhaul or modify the subject or similar item depending on the SAR category. For Category I packages, copies of the completed sheets used for production of the subject item must be submitted. For Category II packages, copies of the completed sheets used for production of the similar item must be submitted. The sheets should indicate operation number, description, tolerance, specification, location, subvendors, certification numbers, item quantities and dates necessary to control manufacturing operations and must be signed/stamped by in-process operator and/or inspector. For Category II SARs, proposed Operation Sheets to manufacture, repair, overhaul or modify the subject item must be submitted in order to demonstrate the proposing supplier's comprehension of the required manufacturing processes.

The data provided in this section pertaining to manufacturing history must be for the same contract as those provided in SAR Sections Q, S and W. The data provided must be from the actual manufacturer/vendor or subvendor.

Note: Route sheets that may be enclosed in this section are not to be considered a replacement for detailed operation sheets. The absence or omission of detailed process/operations sheets pertaining to manufacture, repair and overhaul history in the SAR is cause for rejection or disapproval of the SAR.

W. INSPECTION METHOD SHEETS (IMS) - Provide the inspection sheets for the production of the subject or similar item. This information should include the nomenclature, part number, characteristics inspected, item quantities, dates, special instructions, zone, tolerances and actual measurements, inspection tooling/method, frequency and inspector's stamp. Provide the actual inspection sheets with the production data for Category I. Provide the actual inspection sheets with the production data for the similar item for Category II. If IMS are included as an integral part of the Operation Sheets in SAR Section Q, show location on Operation Sheets and provide a detailed description of how in process/final inspections are performed as well as the personnel (operator/inspector) performing the inspection. The data provided in this section should be for the same contract as those provided in SAR Sections Q, S and U.

Enclosure 1: SUPPLIER BROCHURE & CAPABILITIES

Capability Statement for SAR Package			
Company Name:		CAGE Code:	
POC's Name:		DUNS #:	
Address:		NAICS Code:	
City, St., Zip:		Position:	
Email:		Office Phone:	
		Fax:	
		Date:	
SMALL BUSINESS SOCIO-ECONOMIC PROGRAM CLASSIFICATIONS			
<input type="checkbox"/>	Small Business	<input type="checkbox"/>	HUBZone Certified
<input type="checkbox"/>	Small Disadvantaged Business	<input type="checkbox"/>	Service Disabled Veteran Owned
<input type="checkbox"/>	Woman Owned Small Business	<input type="checkbox"/>	8(a) Program
<input type="checkbox"/>		<input type="checkbox"/>	NIB / Source America
<input type="checkbox"/>		<input type="checkbox"/>	Economically Disadvantaged Woman Owned SB
INDUSTRY FOCUS What industry is the main focus of your manufacturing capabilities? (mark any that apply)			
<input type="checkbox"/>	Aerospace	<input type="checkbox"/>	Electronics
<input type="checkbox"/>		<input type="checkbox"/>	Maritime
<input type="checkbox"/>		<input type="checkbox"/>	Industrial Equipment
<input type="checkbox"/>		<input type="checkbox"/>	Automotive
COMMODITY FOCUS: (Mark type of commodities manufactured)		List Other Commodities:	
<input type="checkbox"/>	Structural Components	<input type="checkbox"/>	Pumps / Valves
<input type="checkbox"/>	Power train Components	<input type="checkbox"/>	Pneumatics / Hydraulics
<input type="checkbox"/>	Suspension Components	<input type="checkbox"/>	Plumbing / Fixtures
<input type="checkbox"/>	Fuel System Components	<input type="checkbox"/>	Gun / Weapon Parts
<input type="checkbox"/>	Steering / Axle Components	<input type="checkbox"/>	Tubes / Hoses
<input type="checkbox"/>	Arresting / Braking Systems	<input type="checkbox"/>	Electrical / Electronic
PROCESS CAPABILITIES: (Mark all that apply)		List Other Processes:	
<input type="checkbox"/>	Casting	<input type="checkbox"/>	Extrusions
<input type="checkbox"/>	Forging	<input type="checkbox"/>	Packaging
<input type="checkbox"/>	Stamping	<input type="checkbox"/>	Plating
<input type="checkbox"/>	Grinding	<input type="checkbox"/>	Electronic / Electrical Assembly
<input type="checkbox"/>	Screw Threads	<input type="checkbox"/>	Tooling / Pattern Making
<input type="checkbox"/>	Machining	<input type="checkbox"/>	Surface Treatment
<input type="checkbox"/>	Welding	<input type="checkbox"/>	Painting
<input type="checkbox"/>	Assembly	<input type="checkbox"/>	CARC Paint
<input type="checkbox"/>	Kitting	<input type="checkbox"/>	Coatings & Corrosion Treatment
<input type="checkbox"/>	Sewing	<input type="checkbox"/>	Sheet Metal
MATERIAL CAPABILITIES (Mark all that apply)		Any Additional Capabilities:	
<input type="checkbox"/>	Steel (Carbon)	<input type="checkbox"/>	Titanium
<input type="checkbox"/>	Stainless Steel	<input type="checkbox"/>	Nickel
<input type="checkbox"/>	Tool Steel	<input type="checkbox"/>	Bronze
<input type="checkbox"/>	Armor Plate	<input type="checkbox"/>	Brass
<input type="checkbox"/>	Cast Iron	<input type="checkbox"/>	Precious Metals
<input type="checkbox"/>	Aluminum	<input type="checkbox"/>	Hastelloy
<input type="checkbox"/>	Copper	<input type="checkbox"/>	Inconel
<input type="checkbox"/>		<input type="checkbox"/>	Powdered Metals
<input type="checkbox"/>		<input type="checkbox"/>	Fabric
<input type="checkbox"/>		<input type="checkbox"/>	Rubber
<input type="checkbox"/>		<input type="checkbox"/>	Plastic
<input type="checkbox"/>		<input type="checkbox"/>	Ceramic
<input type="checkbox"/>		<input type="checkbox"/>	Composite
<input type="checkbox"/>		<input type="checkbox"/>	Glass
Federal Stock Classes (FSCs) produced			
MANUFACTURING CAPABILITIES OR LIMITATIONS (i.e. Dimensions, Tolerances, etc...)			
1		4	
2		5	
3		6	
EQUIPMENT LIST [(# of), #-axis, Make/Model, Type, CNC/Manual, Press & Crane Tonnage), (xyz), dia x length]			
1		4	
2		5	
3		6	
Military or Industry Certifications / Quality Systems in Place:			
1		4	
2		5	
3		6	

Enclosure 2: SUBJECT ITEM SPECIFICATIONS

Item / Part Number	Material / Process/ Hardware	Required Specification	Current/ Superseding Specification	Proposed Subvendor (if required)
-1007	4130	MIL-S-6758	AMS-S-6758	Market Steel
-1007	Heat Treat	MIL-H-6875	AMS-H-6875	JSA Heat Treat
-1007	MPI	MIL-I-6866	ASTM-E1444	Inspectaco
-1007	Passivate	MIL-S-5002	QQ-P-35	Final Steps, Inc.
-1007	Cadmium Plate	QQ-P-416	AMS-QQ-P-416	Final Steps, Inc.
MS4055	Bushing	BR4035	AS-4035	Master Brass

Enclosure 3: COMPARATIVE ANALYSIS OF SUBJECT & SIMILAR ITEMS

This list is an example. Comparative Analysis submitted should be tailored to the specific types of items required, i.e. Fasteners, Gears, Electronics.

Description/ Characteristic	Subject item	Similar item
Part Number		
NSN		
Nomenclature		
Prime Contractor/OEM		
Application/Platform		
Criticality		
Material		
Size (Min/Max length or diameter)		
Complexity		
Tightest Tolerance		
Surface Roughness		
Threads		
Heat Treat		
Finish Treatment		
Joining (Welding/Brazing)		
Nondestructive Testing		
MPI		
FPI		
Hardness		
Salt Spray		
Ultrasonic		

Enclosure 4: MATERIAL AND PROCESS PURCHASE ORDERS & CERTIFICATIONS

Include the actual certifications for the previously manufactured, repaired, overhauled or modified item (Subject Item for Category I SAR or Similar Item for Category II SAR)

Item / Part Number	Material / Process	Required Specification / Current Specification	Process/Material Subvendor	Purchase Order # or In-House I.D.	Certificate of Conformance Number
-1001	4340	MIL-S-6758/ AMS-S-6758	Market Steel	PO# 51332	45V12364
MS4035	Brass Alloy	BR4035 / AS-4035	Master Brass	PO# 52483	15861BB437
-1001	Heat Treat	AMS-H-6875	JSA Heat Treat	PO# 56112	SFG456779213332

GLOSSARY

APPENDIX A

Acceptance Test: A test conducted under specified conditions, by or on behalf of the government, using delivered or deliverable items in order to determine the item's compliance with specialized requirements.

Acquisition Method Code (AMC): A single digit numeric code, assigned by a DoD activity to describe to the Contracting Officer and other Government personnel the results of a technical review of a part and its substantiation for breakout.

Acquisition Method Suffix Code (AMSC): A single digit alpha code, assigned by a DoD activity, which provides the Contracting Officer and other Government personnel with engineering, manufacturing and technical information.

Actual Repair Source: An individual, activity, or organization that performs the physical material repair processes that produce the deliverable part or other items of supply for the Government. The actual repair source must repair the part in-house. The actual repair source may or may not be the design control activity.

ATP: Acceptance Test Procedure

ATR: Acceptance Test Requirement

Calibration: A comparison between two instruments, one of which is a standard of known accuracy, to detect and adjust any variation in accuracy of the instrument being compared.

Components: A separate identifiable part of an end item which performs a function within the system or subsystem and is necessary for the proper operation of the end item.

Contractor: The successful offeror awarded a contract or issued a project work order.

Critical Safety Item (CSI): A part, assembly, installation or production system with one or more critical characteristics that, if not conforming to the design data or quality requirements would result in an unsafe condition. Unsafe conditions relate to hazard severity categories I and II of MIL-STD-882, System Safety Program Requirements, and include conditions which could cause loss or serious damage to the end item or major components, loss of control or serious injury to the personnel (MIL-STD-100E).

Depot Maintenance: For the purposes of this work specification, depot maintenance, as described by the technical manuals and other directives listed in Section 2.0 of the work specification, is equivalent to overhaul.

End Item: The assembly, subassembly, or component that is to be returned to the Navy as a completed item.

Immediate (Live) Buy: A buy which must be executed as soon as possible to prevent unacceptable equipment readiness reduction, unacceptable disruption in operational capability and increased safety risks, or to avoid other costs.

Inspection Method Sheets: Sheets used to document the inspection of items produced. Sheets must be certified by an authorized representative empowered to comply with the inspection process.

Inspection Procedures: An outline of the step by step procedures used for the inspection.

Maintenance Facility: An industrial type facility established to perform the processes necessary to complete the overhaul of item/system identified on the cover page of the work specification.

NADEP: Naval Aviation Depot.

National Stock Number: A 13 digit number assigned by the Defense Logistics Service Center (DLSC) to identify each item of material in the federal supply distribution system of the United States.

NAVAIR: Naval Air System Command - the hardware systems command for Naval aviation parts.

New Item: Item has not been previously repaired for the Original Equipment Manufacturer (OEM), Navy, Air Force or Army nor is it similar to other items repaired for the OEM, Navy, Air Force or Army.

Non-Conforming Material: The failure of a unit of product to conform to specified requirements for any quality characteristic.

Overhaul: The disassembly, cleaning, inspection, repair or replacement of parts or components, reassembly, and test of end item and/or components(s) as directed by the applicable technical manuals and other directives, to return the end item to a serviceable condition.

Prime Contractor: A contractor having responsibility for design control and/or delivery of a system/equipment such as aircraft, engines, ships, tanks, vehicles, guns and missiles, ground communications and electronics systems, and test equipment.

Purchase Order: The original order with precise accounting and tracking for each item referenced on order.

Quality Assurance Document: Document showing a planned and systematic pattern of all actions necessary to provide adequate confidence that the item or product conforms to established technical requirements.

Quality Program: Program that assures adequate quality throughout all areas of contract performance, for example, design, development, fabrication, processing, assembly, inspection, test, maintenance, packaging, shipping and site installation.

Repair: Repair, overhaul, upgrade or modification as required by the contract.

Repairable: An end item or component that can be returned to a serviceable condition; an end item that is deemed repairable by NAVAIR. The item has sub- assemblies or piece parts that can be repaired and/or replaced to facilitate the restoration of a serviceable item.

Same Item: Item previously repaired for the Original Equipment Manufacturer (OEM) within the last three years.

Serviceable: An end item or component that meets or exceeds all minimum specified inspection and test requirements delineated by the work specification.

Similar Item: Item is similar to item previously repaired for the Original Equipment Manufacturer (OEM), Air Force, Army or Navy within the last three years. A similar item in this context is one whose design, application, operating parameters, material and manufacturing processes are similar to those of the item for which you are seeking source approval.

Shipping Documents: DD form 250 or documents related to the movement of items which reflect the point of origin and destination.

Test Procedures: A document that provides a step by step description of the operations required to test a specific item.

COMMON PROBLEMS AND SOLUTIONS

APPENDIX B

The following is a list of the most common problems encountered during the review of Source Approval Request (SAR) Packages.

Problem	Effect	Solution
Unapproved source submitted a response to a requirement without a data package.	Source will not be considered.	Upon identifying an item of interest, submit a complete data package for review and potential approval.
Initial data submitted by source is not complete.	Package held in abeyance for time not to exceed 30 days. Additional data is requested by letter. Receiving, data package will again be reviewed.	Initial data submission is in accordance with the requirements of the Upon Source Approval Information Brochure.
Additional data requested by NAVICP not received in required time.	Data package is returned to the source unprocessed. Source may resubmit at such time as all requested data is available.	Respond to NAVSUP request within the limits stated and with all data requested.
Additional data requested and received by NAVICP.	Additional data received, but still is not complete. The package will be returned to the source unprocessed.	If you are unable to supply the completed additional data requested, or do not understand what is requested, contact NAVSUP Source Development Department (Code N23) for assistance.
Source unable to determine data needed to complete a data package.	Unacceptable data package. Missed opportunity to compete on NAVICP items.	Contact NAVSUP Source Development Department (Code N23) for assistance.
Source submits operational Routers/Route sheets only in lieu of detailed process/operational sheets.	Unable to assess capability and determine appropriate test requirements, etc.	Submit detailed process operation sheets describing in detail the steps of manufacture, including sketches.
Part requires special gauging, and/or master tooling, etc. not addresses by source requesting approval.	Letter requesting data must be sent.	Provide statement of availability or method of replication and calibration.

Attachment A: REGISTRATION INFORMATION

There are two (2) programs available for requesting **NAVAIR engineering drawings and publications**.

US/Canada Joint Qualified Contractor

Technical data may be requested under the US/Canada Joint Qualified Contractor Program, per the Department of Defense Directive (DoDD) 5230.25, Withholding of Unclassified Technical Data from Public Disclosure.

To purchase NAVAIR publications and engineering drawings under this program, a current, signed, certified DD Form 2345, "Militarily Critical Technical Data Agreement" must accompany your request. This certification is obtained through the Defense Logistics Information Service (DLIS). If you have purchased data in the past, you may still have an active certification. For further information please contact DLIS:

United States/Canada Joint Certification Office
Defense Logistics Information Service
74 Washington Avenue North, Suite 7
Battle Creek, Michigan 49017-3084
Commercial: 1-800-352-3572, 616-961-7431/4358
email address: www.dlis.dla.mil/jcp

Upon receipt of your certification from DLIS forward a copy to NATEC along with the following information:

For NAVAIR publication requests provide the publication number(s) and title(s); or part number of the components for which you need the publication. For engineering drawing requests, provide the engineering drawing number(s), vendor CAGE code number(s), and the revision level if known. Also include your mailing address; email address, phone number and a point of contact.

The request and certification can be sent via email [to: naniqualfiedcontractor@navy.mil](mailto:naniqualfiedcontractor@navy.mil) and/or faxed to 619-545-2722; you can also mail the data to NATEC at the following address:

DEPARTMENT OF THE NAVY
COMMANDING OFFICER
Code 3.3A21

NATEC NAS North Island
P.O. Box 357031 Bldg. 90
San Diego, CA 92135-7031

Research and duplication fees are calculated in accordance with the NAVSO P- 1000-3, Navy Comptroller Manual Vol. 3. The clerical/research fee is \$13.25 per hour with a minimum charge of \$8.30. The duplication fee is \$.75 cents per engineering drawing image, \$.05 a page for publications.

Freedom Of Information Act (FOIA)

Technical data can be requested under the Freedom Of Information Act (FOIA), per SECNAVINST 5720.42, Department of the Navy Freedom Of Information Act (FOIA) Program. Per the SECNAV instruction the minimum requirements of a FOIA request are as follows:

- The request must be in writing and cite or imply FOIA.
- The requester must reasonably describe the records (publications and/or drawings) being sought, so that NATEC can conduct a search with reasonable effort.
- The requester should include a statement regarding willingness to pay all fees or those up to a specified amount or request a waiver or reduction of fees.

Your FOIA request can be sent via email [to: nanifoia@navy.mil](mailto:nanifoia@navy.mil) and/or faxed to 619-545-2722; you can also mail the data to NATEC at the following address:

DEPARTMENT OF THE NAVY
COMMANDING OFFICER
Code 3.3A21

NATEC NAS North Island
P.O. Box 357031 Bldg 90
San Diego, CA 92135-7031

Research, review and duplication fees are calculated in accordance with the SECNAVINST 5720.42. For further information regarding FOIA, visit the NAVAIR FOIA Web Site: <http://www.foia.navair.navy.mil>.

How do I get a CAGE Code?

Step 1:

To start New CAGE Code Registration." You must first have or obtain a [Data Universal Number \(DUNS\)](#) Once you have obtained a DUNS Number from D&B, you are eligible for a CAGE Code through the new [\(SAM\) System for Award Management will start replacing the \(CCR\) Central Contractors Registration.](#)

If requested over the phone, DUNS is provided immediately.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

For U.S., Puerto Rico, and US Virgin Islands Requests only: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1) Monday - Friday 7 AM to 8 PM C.S.T.

For Hearing Impaired Customers Only call 1-877-807-1679 (TTY Line)

You will need to provide the following information:

Legal Name

Trade style, Doing Business As (DBA), or other name by which your organization is commonly recognized

Physical Address, City, State and Zip Code

Mailing Address (if separate)

Telephone Number

Contact Name

SIC Code (Line of Business) [2012 SIC/NAICS Codes](#)

Number of Employees at your location

Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

Is this a home-based business?

Webform requests take 1 - 2 business days.

If you already have the necessary information on hand ***the online registration takes approximately one hour*** to complete, depending upon the size and complexity of your business or organization.

MILITARILY CRITICAL TECHNICAL DATA AGREEMENT

INSTRUCTIONS FOR COMPLETING DD FORM 2345

MAIL THE ORIGINAL COMPLETED COPY OF THIS FORM, AND A COPY OF YOUR COMPANY'S INCORPORATION CERTIFICATE, OR STATE/PROVINCIAL BUSINESS LICENSE, OR SALES TAX IDENTIFICATION FORM OR ANY OTHER DOCUMENTATION WHICH VERIFIES THE LEGITIMACY OF THE COMPANY TO THE BATTLE CREEK, MI ADDRESS INDICATED AT THE TOP OF THE DD FORM 2345.

Item 1. **(Type of submission)** mark only one box.

Item 2a. **(Name)** Enter full legal company name, or parent company (if applicable), or institution.

Item 2b. **(Address)** The address, street address included, of the entity applying for "certified contractor" status is required in Item 2b. If a P.O. Box is used for mailing purposes, include street address as well.

Item 2c. **(Name of subsidiary/division/department)** Enter the name of the subsidiary, division, or department applying for "certified status". If not applicable, state none or leave item blank.

Item 2d. **(CAGE Code)** Enter CAGE Code. If you do not have a CAGE Code, leave blank.

Item 3. **(DATA CUSTODIAN)** enter the full name, business telephone number, and title of the individual who will receive military critical technical data for the company, and be responsible for its further dissemination. **A position designation may be used only when conditions described in Item 5a. are prerequisites for holding that position.**

Item 4. **(DESCRIPTION OF RELEVANT BUSINESS ACTIVITY)** Describe the business activity of the entity identified in Item 2a. in sufficient detail for the U.S. or Canadian agency controlling the data to determine whether the military critical technical data that you may request is related to your stated business activity. For example, state that you design and construct high-pressure, high volume hydraulic pumps for use in connection with aircraft control surfaces; do not state simply "hydraulic pumps." **Provide concise statements within the space provided, if necessary, a continuation page may be used.**

Item 5a. **(CITIZENSHIP/RESIDENCY STATUS)** If the location of the entity is the United States, the individual named in Item 3a. must be a U.S. citizen or a person admitted lawfully for permanent residence into the United States. If the location of the entity is in Canada, the individual named in Item 3a. may be either a Canadian or U.S. citizen or a person admitted lawfully for permanent residence into Canada.

Item 6. **(CONTRACTOR CERTIFICATION)** This must be the original signature of a person who can obligate the entity to a contract.

*****MUST INCLUDE ALONG WITH YOUR COMPLETED DD FORM 2345 A COPY OF YOUR COMPANY'S INCORPORATION CERTIFICATE, OR STATE/PROVINCIAL BUSINESS LICENSE, OR SALES TAX IDENTIFICATION FORM OR ANY OTHER DOCUMENTATION THAT VERIFIES THE LEGITIMACY OF THE COMPANY*****

Before you can be eligible for any solicitation or contract, you must be registered with the "System for Award Management" (SAM) registry.

What is SAM?

The **System for Award Management** (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

Use the link below to access this site and follow the instructions for registration.

<https://www.sam.gov/portal/SAM/#1#1>

Websites that will aid in the review of open solicitations include:

- > Navy Electronic Commerce Online:
<https://www.neco.navy.mil/>
- > Federal Business Opportunities: (FED BIZ OPPs):
<https://www.fbo.gov/>