

SOURCE APPROVAL INFORMATION BROCHURE FOR SPARES

Source Approval Request (SAR) Requirements for Manufacturers



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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 manufacturer's capabilities in order for the vendor to become an approved sources of supply for CAIs and CSIs. A SAR package contains relevant technical data presented to the approving authority from a manufacturer seeking source approval. The purpose of a SAR package is to demonstrate evidence of the manufacturer's ability to produce an item with acceptable quality, traceability, and subvendor control. SARs are item-specific; therefore approval of a SAR grants the proposing manufacturer approval for the subject item only. Manufacturers are required to submit a unique SAR for each item requiring approval.

SARs are intended for actual manufacturers only. The Actual Manufacturer is the supplier with plant equipment and personnel that performs the physical fabrication processes that produce the deliverable part or other items of supply for the government. The actual manufacturer must produce 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 manufacturers, in which case successful approval of the SAR package will result in approval of the manufacturer 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/>

DIBBS, DLA Internet Bid Board System, is a web-based application that provides the capability to search for, view, and submit secure quotes on Requests For Quotations (RFQs) for Defense Logistics Agency (DLA) items of supply. DIBBS also allows users to search and view Request For Proposals (RFPs), Invitations For Bid (IFBs), previous contract awards and other procurement information related to DLA. The website to access DIBBS is: <https://www.dibbs.bsm.dla.mil/>

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 manufacturer'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 manufacturer has produced 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 manufacturer has not produced the subject item but has produced a similar item or items for the OEM or another U.S. Government activity. Similarity comparison includes complexity, design, criticality, manufacturing processes, materials, application and operating environment.
- III. **Category III, New Manufacture of Item:** The proposing manufacturer has the appropriate equipment, capability, staff, procedures, quality system, and technical data required to manufacture the subject item according to the technical requirements but has never manufactured the subject item or any similar items for the OEM or any government activity. **Category III SARs will not be accepted by the Navy.** If this situation occurs, NAVSUP-WSS may work with the manufacturer in order to identify similar items that can be used for a Category II SAR.
- IV. **Category IV, Alternate Item (Reverse Engineering):** The manufacturer is proposing an alternate item as an equivalent to the OEM part. These items may be reverse engineered, but not reengineered components. Reverse engineering requests will only be reviewed when requested by the Navy for a specific demand or technical need.

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 supplier. A site survey is strongly considered for critical items. Site surveys provide insight into a supplier's capabilities relating to the manufacture, 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 manufacturer 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 suppliers who have not previously manufactured critical items; or
- As required by the cognizant Service ESA, if the supplier has not manufactured and delivered the actual or similar critical items in production 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 manufacturer's 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 manufacturer 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 manufacturer 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 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.

Source Approval Request Package Contents Guide:

| Section | Description | Cat I | Cat II |
|----------------------------------|--|--------------|---------------|
| - | Table of Contents | X | X |
| Capability to Manufacture | | | |
| A | Cover Letter | X | X |
| B | Supplier Brochure & 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 (Endorsed by QAR) | 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 | Comparative Analysis of Subject and Similar Item | | X |
| N | Similar Item Drawings | | X |
| Traceability | | | |
| O | Contract Purchase Orders and Shipping Documents (WAWF/iRAPT) | X | X |
| P | Material and Process Purchase Orders and Certifications | X | X |
| Q | Process Operation Sheets and Travelers | X | X |
| R | Inspection Method Sheets | X | X |

Requirements for each SAR section are as follows:

- A. COVER LETTER** - A cover letter stating a supplier's request to become an approved source for a particular part must include the following information and enclosures:
1. The applicant manufacture'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. SUPPLIER 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 manufacture 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 parts, the proposed supplier and its sub-tier suppliers may be required to demonstrate adequate engineering expertise and manufacturing/production capabilities to manufacture, 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 manufacturing 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 manufacture 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 produce 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 manufacture of the item. Value added is considered any action, manufacturing or inspection process, data, instructions, or equipment that is essential to the manufacture 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 manufacture. 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 manufacturing process.

- G. GOVERNMENT QUALITY ASSURANCE COMPLIANCE** - Provide a statement that the prospective supplier will comply with all government imposed quality assurance provisions, testing requirements, etc. as identified in the solicitation or contract for the subject item. This statement of compliance must be endorsed by the Defense Contract Management Agency (DCMA) Quality Assurance Representative (QAR) supporting the supplier.

EXAMPLE: Government Quality Assurance Compliance Statement

To: SAR Recipient,

As a representative of the proposing manufacturer, I certify that any resultant contract for the subject item to be manufactured by (Company Name) will be manufactured in accordance with all Quality Assurance Provisions imposed by the Navy.

(Manufacturer Signature) _____ (date) _____
 (typed or printed name & title)

Defense Contract Management Agency (DCMA) Quality Assurance Representative (QAR) endorsement certifies that (Company Name) operates using an approved quality system and has the appropriate and required quality controls in place to manufacture the subject item in accordance with all Quality Assurance Provisions imposed by the Navy.

(DCMA QAR 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 manufacturer'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, 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.

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. 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.

- N. SIMILAR ITEM DRAWINGS** - For Category II SARs, provide all data required to manufacture, 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.

- O. 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.

P. 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 O, Q and R.

Q. PROCESS/OPERATION SHEETS & TRAVELERS - Provide the detailed sequential step-by-step account of the procedures required to manufacture 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 CSI Category II SARs, proposed Operation Sheets to manufacture 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 O, P and R. The data provided must be from the actual manufacturer.

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 manufacturing history in the SAR is cause for rejection or disapproval of the SAR.

R. 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 O, P and Q.

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"/> NIB / Source America | |
| <input type="checkbox"/> Small Disadvantaged Business | <input type="checkbox"/> Service Disabled Veteran Owned | <input type="checkbox"/> Economically Disadvantaged Woman Owned SB | |
| <input type="checkbox"/> Woman Owned Small Business | <input type="checkbox"/> 8(a) Program | | |
| 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"/> Maritime | <input type="checkbox"/> Industrial Equipment |
| | | | <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"/> Powdered Metals | |
| <input type="checkbox"/> Stainless Steel | <input type="checkbox"/> Nickel | <input type="checkbox"/> Fabric | |
| <input type="checkbox"/> Tool Steel | <input type="checkbox"/> Bronze | <input type="checkbox"/> Rubber | |
| <input type="checkbox"/> Armor Plate | <input type="checkbox"/> Brass | <input type="checkbox"/> Plastic | |
| <input type="checkbox"/> Cast Iron | <input type="checkbox"/> Precious Metals | <input type="checkbox"/> Ceramic | |
| <input type="checkbox"/> Aluminum | <input type="checkbox"/> Hastelloy | <input type="checkbox"/> Composite | |
| <input type="checkbox"/> Copper | <input type="checkbox"/> Inconel | <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 |
| | | | | |
| | | | | |
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| | | | | |

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 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 |
| | | | | | |
| | | | | | |

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), manufacture 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: nani_qualifiedcontractor@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: nani_foia@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 2.a. **(Name)** Enter full legal company name, or parent company (if applicable), or institution.

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

Item 2.c. **(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 2.d. **(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 5.a. are prerequisites for holding that position.**

Item 4 **(DESCRIPTION OF RELEVANT BUSINESS ACTIVITY)** Describe the business activity of the entity identified in Item 2.a. 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 5.a. **(CITIZENSHIP/RESIDENCY STATUS)** If the location of the entity is the United States, the individual named in Item 3.a. 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 3.a. 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 "System for Award Management" (SAM).

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/>
- Defense logistics Agency / DLA Bid Board System (DIBBS)
<https://www.dibbs.bsm.dla.mil/default.aspx>