

**848TH SUPPLY CHAIN MANAGEMENT GROUP (SCMG)  
MANUFACTURING QUALIFICATION REQUIREMENTS (MQR)  
FOR COMMODITY CRITICAL SAFETY ITEMS (CSI) AND CRITICAL APPLICATION ITEMS (CAI)**

**AUGUST 2020**

**1. OVERVIEW**

**1.1** This Manufacturing Qualification Requirement (MQR) applies to Air Force Sustainment Center (AFSC) commodity items managed by the 848th Supply Chain Management Group (848 SCMG) that are Critical Safety Item (CSI) and Critical Application Items (CAI) and are listed in the 848 SCMG, Master Item List. CSI and CAI definitions may be found in Air Force Material Command Instruction (AFMCI) 23-113, Pre-Award Qualification of New or Additional Parts Sources and the use of the Source Approval Request (SAR) and Air Force Instruction (AFI) 20-106, Management of Aviation Critical Safety Items.

- 848 SCMG Master Item List:  
<https://org2.eis.af.mil/sites/22666/848%20SCMG%20MQRs/848%20SCMG%20Manufacturing%20Qualification%20Requirements>
- Air Force Publishing Website: <https://www.e-publishing.af.mil/>

**1.2** The intent of this MQR is to meet the requirements of Operational Safety, Suitability, and Effectiveness (OSS&E) and AFMCI 23-113. This MQR is to be used in conjunction with the Joint Aeronautical Commander's Group (JACG) Aviation Source Approval and Management (SAM) Handbook (Naval Air Systems Command (NAVAIR) 11-514) and the Joint Aeronautical Logistics Commanders' Aviation Critical Safety Item Management Handbook (Defense Logistics Agency (DLA) Instruction (DLAI) 3200.4). Should a conflict exist between this MQR and official published guidance (e.g., AFIs, AFMCIs, NAVAIR 11-514, Federal Regulations, etc.), subject official published guidance shall take precedence. Link to 848 MQR: <https://org2.eis.af.mil/sites/22666/848%20SCMG%20MQRs/848%20SCMG%20Manufacturing%20Qualification%20Requirements>

**1.3** Source approval requests for items managed by the Defense Logistics Agency (DLA) are processed in accordance with (IAW) the JACG SAM Handbook and are not applicable to this MQR (See also, AFMCI 23-113).

**1.4** This MQR helps clarify requirements governed by AFMCI 23-113 and Federal Acquisition Regulation (FAR), Subpart 9.2, Qualification Requirements. The proposed offeror (i.e., potential supplier) must satisfy these requirements in order to obtain Engineering Support Activity (ESA) source approval to manufacture commodity items for the specific application. The actual Level-of-Effort (LOE) to manufacture a specific commodity item will be specified by the applicable technical data and contract documents.

- 1.5** The terms “make” or “manufacture” are utilized throughout this document to represent a generic LOE. In addition, the primary source document, AFMCI 23-113 also addresses repair requirements; this MQR is relevant to only manufacturing requirements and has no bearing on repair requirements. Approval to repair an item is not equivalent to approval to manufacture that item and separate SARs must be submitted for repair and/or manufacturing. AFMCI 23-113 has recently been revised with a new publishing date of 31 March 2020. This MQR is structured to align with the new AFMCI in regard to SAR content and how the content is organized.

## **2 RESPONSIBILITIES**

- 2.1** AFMCI 23-113, Section 2 covers government responsibilities to include specific responsibilities for the AFMC Staff, the Engineering Support Activity [ESA], the Procurement Contracting Officer [PCO], the Small Business Office [SBO], the Competition Advocate, Screeners, and Logistics Management Specialists.

## **3 SAR CORE PROCESS**

### **3.1 AFMCI 23-113, Section 3, SAR Core Processes**

Section 3 covers the entire set of SAR Core Processes. Processes most relevant to the proposed manufacturing offeror include:

- Pre-award qualification requirements (Fig 3.1., flowchart)
- SAR Evaluation/Approval procedures (Paragraph 3.5. and Fig 3.2., flowchart)
- SAR Categories (see 3.2 below)
- Site Survey requirements (Paragraph 3.7 [which includes a link to the Site Survey checklist found in the JACG Aviation Source Approval SAM])

### **3.2 AFMCI 23-113, Section 3.6, SAR Categories**

The four following SAR Categories are listed with relevant information pertaining to each (Note: Category I and II definitions include the use of the term Repair, Overhaul, Maintenance, and Modification (ROMM). This document covers manufacturing qualification requirements and as such, ROMM is not applicable.)

- Category I, Actual Item - Proposed offerors have manufactured the exact (Subject) item for the prime contractor, OEM, another service, civil agencies, or foreign governments.
- Category II, Similar Item - Proposed offerors have not manufactured the subject item but have manufactured items similar in complexity, design, criticality, processes, materials, and application for prime contractor, OEM, another service, civil agencies, or foreign government.
- Category III, New Manufacturer - SARs from proposed offerors, who do not meet Category I or II criteria
- Category IV, Alternate Item - Offeror is proposing an alternate part (part with like fit, form, function) as potentially equivalent to the OEM part. These can be reverse engineered, but not reengineered components. Some alternate parts are provided for the civil sector under FAA PMA via tests and computations or identity without a license agreement.

## **4 AFMCI 23-113, Attachment Section**

The attachment section of the AFMCI provides several lists, forms, checklists, tables, and instructions. Attachments most relevant to the proposed manufacturing offeror are:

- **Attachment 1:** Glossary of References and Supporting Information  
(A list of source references, published Forms, a list of Abbreviations and Acronyms, and Terms with definitions [and embedded links])
- **Attachment 5:** SAR Evaluation Checklist  
(A checklist used by the ESA to evaluate SAR submittals; tailorable by the ESA as necessary)
- **Attachment 6: SAR Contents Checklist**
  - (A checklist for preparing a SAR. The ESA may add any information or adjust according to the Qualification Requirement as necessary)
  - **Table A6.2 Required Elements by SAR Category**  
(A list of required items [e.g., Cover Letter, Quality History, Test Results, etc.] broken down into requirements for each SAR Category)
  - **Table A6.3 SAR Elements Description**
    - 4.1** (A detailed description of each Element called out in the SAR submission packages [e.g., Cover Letter, Technical Data Rights Certification Statement, Company Brochure, Quality Assurance Documents, Technical Data [to include a DD Form 2345, Military Critical Technical Data Agreement], Subject Item Specifications, similarities and differences comparison [Category II SARs], etc.

## 5 SAR Package Submissions

SAR Packages may be submitted as a physical package or an electronic package

### 5.1 Physical Package

Read-only, compact disc (CD) or Digital Versatile Disc (DVD). All CD/DVD's shall be scanned for viruses prior to submittal.

### 5.2 Electronic Package

Via the "Department of Defense (DoD) Safe", Web site: safe.apps.mil

### 5.3 SAR Package format

The format for the submission may be either:

- Multiple files in a Portable Document File (pdf) format
- Single .pdf file with bookmarks to each element or a series of files and/or folders for each element. File/folder names shall correspond with the element identifier.
  - All financial data must be redacted from all documents submitted.
  - It is advised that the proposed offeror retain a copy of the SAR package submitted to the government for their permanent records.

## 6 Loss of Qualification Approval

The proposed offeror should be aware that qualification approval may be lost per the conditions specified in FAR Part 9.207.

## 7 GOVERNMENT FURNISHED TECHNICAL DATA REQUESTS

- 7.1** Requests related to any procurement announcement should be submitted to the announcing Contracting Officer. If no procurement announcement exists, requests should be submitted to the Tinker Engineering Drawing Public Sales Office at the following address/email:

AFLCMC/LZPEF  
Tinker Engineering Drawing Public Sales

3001 Staff Drive, Suite 1AB82A  
 Tinker AFB, OK 73145-3041  
 Phone: 405-736-4676  
 Email: [OCALC.LGLDO.PUBLIC@US.AF.MIL](mailto:OCALC.LGLDO.PUBLIC@US.AF.MIL)

**7.2** Requests should identify the specific drawing(s) and specification(s) being requested, along with the solicitation information (if a procurement announcement exists). Requests should be made on company letterhead along with an approved DD Form 2345 or Export Control License.

**8 OPTIONAL TEMPLATES**

The following templates may be used as a basis to capture/organize information required in the SAR Package Submission.

**8.1 COVER LETTER TEMPLATE**

Specific requirements are defined in AFMCI Table A6.3, Item A.

COVER LETTER	
Company Name	All NSNs and P/Ns and Nomenclature
Company Address	SAR Submittal Category
CAGE Code	Company Size (Large or Small)
Company Point of Contact Including email and phone	Type – Manufacture Distributor/Mfg
Solicitation Number (If applicable)	QR Designation and Revision (Ex: 848 SCMG MQR)
PCO or Buyer Name (If applicable)	Inventory of Package
ERRC code (if known)	

**8.2 SUB-TIER SUPPLIER (STS) INFORMATION TEMPLATE**

Specific requirements are defined in AFMCI Table A6.3, Item G.

Sub-Tier Supplier (STS) Information				Yes	No	N/A	
Is the STS used for manufacture?							
If the STS is used for manufacture, enter relevant data below (all that apply)				Certifications or Approval (Expiration Date)			
CAGE Code	STS Name	Specification/Process	Prime/OEM	DoD	Nadcap	AS9100	ISO 9001:2015+

NOTES:

- 1: CAGE Code = Commercial and Government Entity Code
- 2: OEM = Original Equipment Manufacturer

3: Nadcap = A global cooperative accreditation program for aerospace engineering, defense and related industries (formerly known as: National Aerospace and Defense Contractors Accreditation Program)

### 8.3 SIMILARITY COMPARISON CAPTURE TEMPLATE

Specific requirements are defined in AFMCI Table A6.3, Item J.

Subject Item Nomenclature	Similar Item Nomenclature
Subject Item NSN	Similar Item NSN
Subject Item Part Number	Similar Item Part Number
Subject Item TMS (if known)	Similar Item TMS (if known)
Subject Item Material	Similar Item Material
Subject Item Function	Similar Item Function
Subject Item Coatings	Similar Item Coatings
Subject Item Manufacturing/ROMM Processes	Similar Item Manufacturing/ROMM Processes
Subject Item Inspection Processes	Similar Item Inspection Processes
Subject Item Surface Finish	Similar Item Surface Finish
Subject Item Tightest Tolerance	Similar Item Tightest Tolerance

### 9 CONTACT INFORMATION

AFSC Small Business Office (Submittals for Air Force-managed parts)	
Website:	<a href="http://www.afsc.af.mil/Units/SBO.aspx">http://www.afsc.af.mil/Units/SBO.aspx</a>
Email:	<a href="mailto:AFSC.SB.Workflow@us.af.mil">AFSC.SB.Workflow@us.af.mil</a>
Phone:	(405) 739-2601
Mailing Address:	AFSC/SB Attn: Source Development Specialist 3001 Staff Drive, Suite 1AG85A Tinker AFB, OK 73145-3009

Defense Logistics Agency (DLA) (Submittals for DLA-managed parts)	
Mailing Address:	DLA Aviation Richmond ATTN: Small Business Office/DU SAR Program Manager Solicitation Number: (If known) 8000 Jefferson Davis Highway Richmond, VA 23297

Tinker AFB, Engineering Drawing Public Sales
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Email	<a href="mailto:OCALC.LGLDO.PUBLIC@US.AF.MIL">OCALC.LGLDO.PUBLIC@US.AF.MIL</a>
Phone	405-736-4676
Mailing Address	AFLCMC/LZPEF Tinker Engineering Drawing Public Sales 3001 Staff Drive, Suite 1AB82A Tinker AFB, OK 73145-3041

TO Public Sales Office	
Email:	<a href="mailto:AFLCMC.ezgtp.PubSale@us.af.mil">AFLCMC.ezgtp.PubSale@us.af.mil</a>
Mailing Address:	Technical Order Sales 7851 Arnold Ave. Tinker AFB, OK 73145

Strategic Alternate Sourcing Program Office (SASPO)	
Website:	<a href="http://www.tinker.af.mil/Home/429SCMSSASPO.aspx">http://www.tinker.af.mil/Home/429SCMSSASPO.aspx</a>
Email:	<a href="mailto:429SCMS.SASPO.Workflow@us.af.mil">429SCMS.SASPO.Workflow@us.af.mil</a>
Phone:	(405) 736-5246
Mailing Address:	429 SCMS/GUMD Alternate Sourcing Flight Strategic Alternate Sourcing Program Office (SASPO) 3001 Staff Drive, Suite 2AC194B Tinker AFB, OK 73145-3009