

Supply Request Package (SRP) Checklist

Item Nomenclature:	
Liaison Office (Name & Contact Information):	
DLA Troop Support Customer Relationship Manager (CRM):	
Date submitted to DLA Troop Support:	

All SRP packages to Clothing & Textiles shall include the information detailed in the pages that follow.
Failure to provide complete and accurate information may result in rejection of the package; advance coordination is strongly encouraged.

<u>Items Required</u>	<u>√</u>	<u>Name & department of responsible party</u>	<u>Comments</u>
-----------------------	----------	---	-----------------

1	GENERAL REQUIREMENTS			
1.1	DD Form 1277			
1.2	Service cover letter*			
1.3	Cataloging data*			
1.4	One of the following:			
1.4.1	○ Complete and coordinated Technical Data Package*			
	OR			
1.4.2	○ CAGE & Part Number data*			

**More detail below regarding required information*

<u>Items Required</u>	<u>√</u>	<u>Name & department of responsible party</u>	<u>Comments</u>
-----------------------	----------	---	-----------------

2	SERVICE COVER LETTER		
2.1	SERVICE COVER LETTER, GENERAL		
2.1.1	New Item Description		
2.1.2	When new item is replacing an old item, breakdown of differences between old and new items		
2.1.3	Standardization Position indicating coordination with other Services on item requirements		
2.1.4	Price Estimate and basis for estimate		
2.1.5	Procurement history		
2.1.5.1	Known Sources		
2.2	SERVICE COVER LETTER, TECHNICAL DATA <i>(Coordinate with DLA Product Specialist in advance before including with final SRP submittal)</i>		
2.2.1	Determination of Shade Criticality		
2.2.2	Suggested Sources, when applicable		
2.2.3	Clear references to all necessary technical data elements, as applicable:		
2.2.3.1	○ Requirements document(s);		
2.2.3.2	○ Sewing Patterns;		
2.2.3.3	○ Standard Samples;		
2.2.3.4	○ Engineering Drawings		
2.2.3.5	○ Production Testing data, when available		
2.2.4	The identification of any preferred environmental components, qualification testing, or process to be utilized in the production of the submitted new items		
2.2.5	Certification that Research and engineering phase is completed and specification is ready for production tests, first article testing, or mass procurement		

<u>Items Required</u>	<u>√</u>	<u>Name & department of responsible party</u>	<u>Comments</u>
-----------------------	----------	---	-----------------

2.3	SERVICE COVER LETTER, SUPPLY DATA <i>(Coordinate with DLA Supply Planner in advance before including with final SRP submittal)</i>		
2.3.1	Demand Data (quantitative requirements by quarter for 12 quarters)		
2.3.2	Peacetime requirement statement		
2.3.3	War Reserve requirements statement		
2.3.4	Disposition of Item Being Replaced (Phase-In/Phase-Out Plan) when new item is replacing an old item		
2.3.5	Service Fielding Plan, identifying primary customer DODAACs and issue priority		
2.3.6	Size Tariff, when applicable, stipulating percent stockage required of each size		
2.3.7	Size Correlation Chart, for replacement items, matching sizes between old and new items, when applicable		
2.4	SERVICE COVER LETTER, ACQUISITION <i>(Coordinate with DLA Contracting Officer in advance before including with final SRP submittal)</i>		
2.4.1	Sole source justification, when applicable, identifying rationale based on FAR 6.302, Circumstances permitting other than full and open competition		

<u>Items Required</u>	<u>√</u>	<u>Name & department of responsible party</u>	<u>Comments</u>
-----------------------	----------	---	-----------------

2.5	SERVICE COVER LETTER, ADDITIONAL INFORMATION (as needed)		
2.5.1	Urgency of need		
2.5.2	Suggested number of production test contracts		
2.5.3	List of new or special production equipment		
2.5.4	Suggested minimum quantities		
2.5.5	Suggested or mandatory sources		
2.5.6	Identification of long lead time or short supply materials or components		
2.5.7	Recommendations regarding critical and/or desired in-process production control points or procedures		
2.5.8	“State of the Art” precautions highlighted during development process		
2.5.9	Known royalty or other special business agreements		
2.5.10	Work statement delineating potential problem areas		
2.5.11	A recommendation for establishment of a qualified products list when life support items are to be procured		
2.5.12	Coding or other information related to security classification, export control, nuclear attributes or special procedures		

<u>Items Required</u>	<u>√</u>	<u>Name & department of responsible party</u>	<u>Comments</u>
-----------------------	----------	---	-----------------

3	CATALOGING DATA (as applicable)		
3.1	Item Name		
3.2	Unit Price		
3.3	Demilitarization Code (DEMIL)		
3.4	Controlled Inventory Item Code (CIIC)		
3.5	Federal Supply Class (FSC)		
3.6	Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC)		
3.7	Unit of Issue (U/I)		
3.8	Precious Metals Indicator Code (PMIC)		
3.9	MOE Rule		
3.10	Quantity Unit Pack (QUP)		
3.11	Acquisition Advice Code (AAC)		
3.12	Criticality Code		
3.13	Contractor and Government Entity (CAGE) Code		
3.14	<i>For Shelf Life items:</i>		
3.14.1	○ Code		
3.14.2	○ Type I or II		
3.14.2.1	○ Reinspection months (type II only)		
3.14.2.2	○ Inspection limit (type II only)		
3.15	<i>For CAGE/Part Number items:</i>		
3.15.1	○ Part Number		
3.15.2	○ Reference Number Variation Code (RNVC)		
3.15.3	○ Reference Number Category Code (RNCC)		

<u>Items Required</u>	√	<u>Name & department of responsible party</u>	<u>Comments</u>
-----------------------	---	---	-----------------

4	TECHNICAL DATA PACKAGE <i>(Coordinate with DLA Product Specialist in advance before including with final SRP submittal)</i>		
4.1	<i>COMPLETE TECHNICAL PACKAGE</i>		
4.1.1	All data elements provided to DLA, as applicable:		
4.1.1.1	○ Requirements document (Detail/Performance specification; CID; PD)		
4.1.1.2	○ Sewing patterns		
4.1.1.3	○ Shade standards		
4.1.1.4	○ Engineering drawings		
4.1.1.5	○ Hubs, molds, models and/or production lasts		
4.1.2	Product Sample		
	OR		
4.2	<i>CAGE/PART NUMBER ITEMS</i>		
4.2.1	Contractor and Government Entity (CAGE) Code		
4.2.2	Part Number		
4.2.3	If demand calls for contracts exceeding \$150,000, sole source justification is required		