

OFFICIAL PROS HANDBOOK

PROS

PARTS AND REPAIR ORDERING SYSTEM

16 June 2015

**Air Force Security Assistance and Cooperation Directorate (AFSAC)
AFLCMC/WFALC
Parts and Repair Ordering System (PROS)
Program Office**

This handbook is intended to provide a point of reference for customers and is not intended to conflict with any guidance regarding Foreign Material Sales or the PROS IV contract. PROS users should contact the PROS Program Management Office with issues, concerns or recommendations with the content of this handbook.

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I. PROS IV Overview

A. PROS IV Purpose

1. The Parts and Repair Ordering System (PROS) is a major procurement system managed by the Air Force Security Assistance and Cooperation (AFSAC) Directorate, Air Force Lifecycle Management Center, Air Force Materiel Command, WPAFB OH, to support logistics requirements for Foreign Military Sales (FMS) customers. PROS provides procurement and maintenance support for a wide range of nonstandard and difficult-to-support standard items and is also a contracting vehicle for specialized technical services through task orders (Note: aircraft support is limited to weapon systems of U.S. origin). PROS is a tri-service program capable of supporting Air Force, Army and Navy FMS customers.

2. Prior to 1990, over 60% of FMS requisitions were cancelled because there was no effective way for FMS customers to acquire non-standard supply and maintenance support. PROS was developed to fill that need. Today, less than 10% of FMS requisitions are cancelled due to inability to locate a qualified source. This fifth-generation program has provided over 24 years of successful support. The current program, PROS IV, has supported over 70,000 requisitions.

B. Roles and Responsibilities

1. The PROS Program Management Office (PMO) manages the overall program and serves as an intermediary, when required, between FMS country teams and the prime contractor. The PROS PMO provides program guidance, contract management, and assistance to country teams in placing requisitions for eligible items, to include supply, repairs, and task orders. Additionally, the PMO reviews Supply Discrepancy Reports (SDRs) and processes invoices for payment to the prime contractor.

2. Customers, to include Foreign Liaison Officers (FLOs) and country teams, are responsible for clearly identifying their supply, repair, and task order requirements. As appropriate, customers will either input their requisitions or provide adequate detail to enable the PMO to input requisitions. The PROS Maintenance/Supply Request Forms will assist in identifying the mandatory and highly recommended information that is required to assist the contractor in providing support.

3. The prime contractor accepts requisitions from customers, ensures competition is achieved, and awards contracts to fill those requisitions. Adequate detail in each requisition is required to enable the contractor to quickly identify the requirement and select a certified source capable of providing supply or maintenance support at a fair and reasonable price. The contractor maintains a stable of qualified sources/vendors who are eligible to compete for supply and repair contracts.

C. Contract Overview/Fees

1. The PROS contract was awarded to S&K Aerospace (SKA) on 15 March 2012 with a 90-day ramp-up period to support the Management Information System programming followed by a 5-year ordering period: one 3-year base ordering period of performance, and two 1-year option ordering periods, with approximately a 5-year close-out period for a maximum of 10 years. It is expected only one option ordering period will be used with PROS V being awarded in 2016.

2. The PROS Program functions similar to an Air Logistics Center with the exception of standard item source approval and first article testing. The contractor is responsible for:

- a. Purchasing supply items to include spares and end items.
- b. Contracting for maintenance services to include repair, overhaul, upgrade, modification and calibration/testing of items identified by the customer.
- c. Task order support for installation, studies, analysis, technical support and familiarization training.

3. To remain a viable program, PROS maintains a fee structure for customers using the program. In addition to material costs, customers incur fees for having the prime contractor research and fill requisitions. Additional fees may be incurred for cancellation, termination, or to expedite a requisition. The PROS PMO also receives a fee based on material value of the requisition.

D. PROS Information and Contacts

Additional information concerning the program to include briefings, POCs, etc, is accessible via AFSAC Online at <https://afsac.wpafb.af.mil/> or by using the contact list below:

Supply Issues:	AFSAC.PROS.supply@us.af.mil
Maintenance Issues:	AFSAC.PROS.repair@us.af.mil
SDRs/Quality:	AFSAC.PROS.SDRs@us.af.mil
Financial Issues:	AFSAC.PROS.billings.invoices@us.af.mil

II. PROS Access/Systems

A. **AFSAC On-Line** (<https://afsac.wpafb.af.mil/>) contains a variety of tools and program information useful to anyone involved in Foreign Military Sales. With respect to PROS, available information includes informational briefings and documents, PROS PMO contact information, Security Assistance Management Information System (SAMIS) codes, requisition forms, and PROS applications for generating reports. The following screen shots are a sample of screens users see when accessing PROS information via AFSAC Online.

The screenshot shows the AFSAC Online homepage. The left navigation menu includes the following items:

- AFSAC Online Links
 - Home
 - Feedback
 - Apply for AFSAC Online and/or SAMIS Account
 - Change Password/Account Issues
 - Security Cooperation Information Portal (SCIP) Web Site
 - Apply for SCIP Portal Account
 - Application Links
 - Applications Suite
 - Supply Application
 - Letter of Request (LOR) Preparation Checklist
 - Letter of Request (LOR) Submission
 - Logistics Applications
 - Financial Applications
 - WWRS
 - PROS Information** (circled in red)
 - Tech Order
 - AFSAC Metrics
 - Supply Discrepancy Reporting (SDR)
 - Financial Tool (This has been moved to Financial Applications menu located above)
 - Briefings
 - Tutorials
 - Other AFSAC Links

The main content area includes:

- AFLCMC/WF Air Force Security Assistance and Cooperation (AFSAC) Directorate, Wright Patterson AFB, Ohio 45433
- Air Force LCMC logo
- Scheduled Outages --> None at this time**
- Links for FY15 CSAG (formerly known as MSD) Prices and a note to read and print documents for continued access.
- Links for PROSIV TriFold, PROSIV Briefing, PROSIV Status Codes, and PROS Program Management Office.
- Links for PROS Status Codes, Maintenance Requisition Form, Supply Requisition Form, and PROS Application Dashboard.
- Text: "Access our business applications directly from our navigation menu on the left side of all our pages."
- Disclaimer: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only."

The PROS Application Dashboard will open in a separate window:

The screenshot shows the PROS Application Suite dashboard. The page title is "PROS Application Suite". The main content area includes:

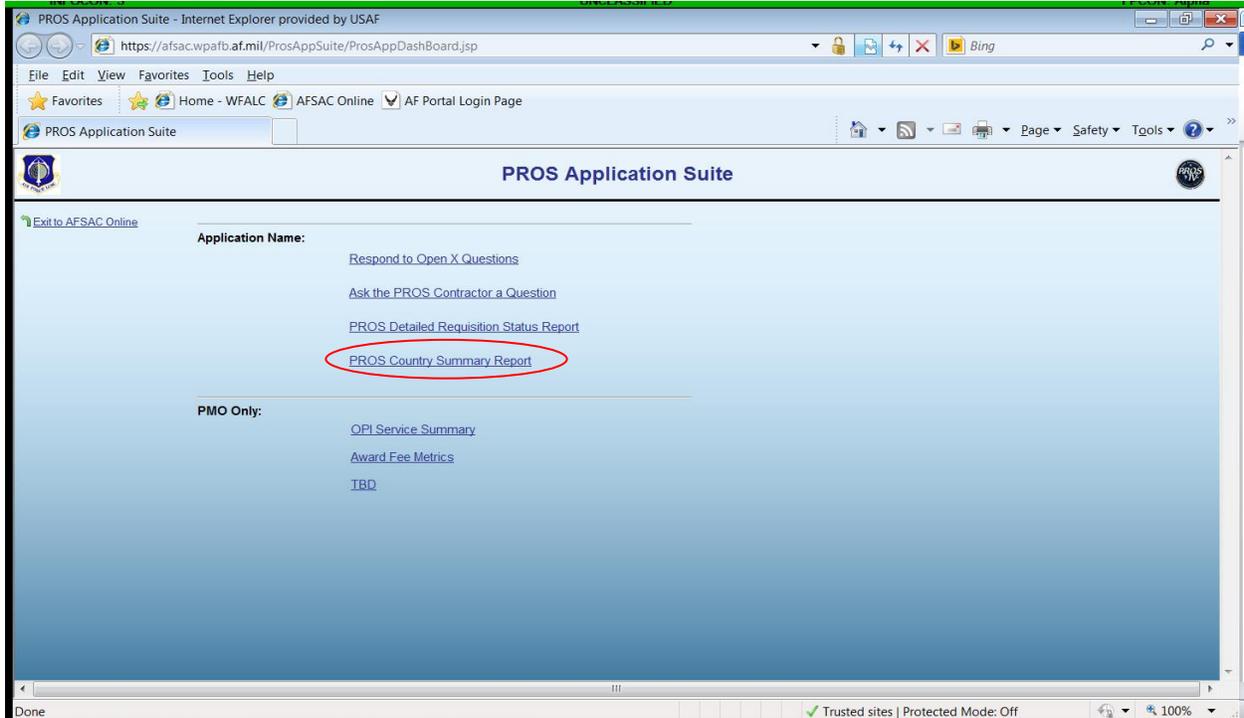
- Application Name:**
 - [Respond to Open X Questions](#)
 - [Ask the PROS Contractor a Question](#)
 - [PROS Detailed Requisition Status Report](#)
 - [PROS Country Summary Report](#)
- PMO Only:**
 - [OPI Service Summary](#)
 - [Award Fee Metrics](#)
 - [TBD](#)

The browser address bar shows the URL: <https://afsac.wpafb.af.mil/ProsAppSuite/ProsAppDashboard.jsp>

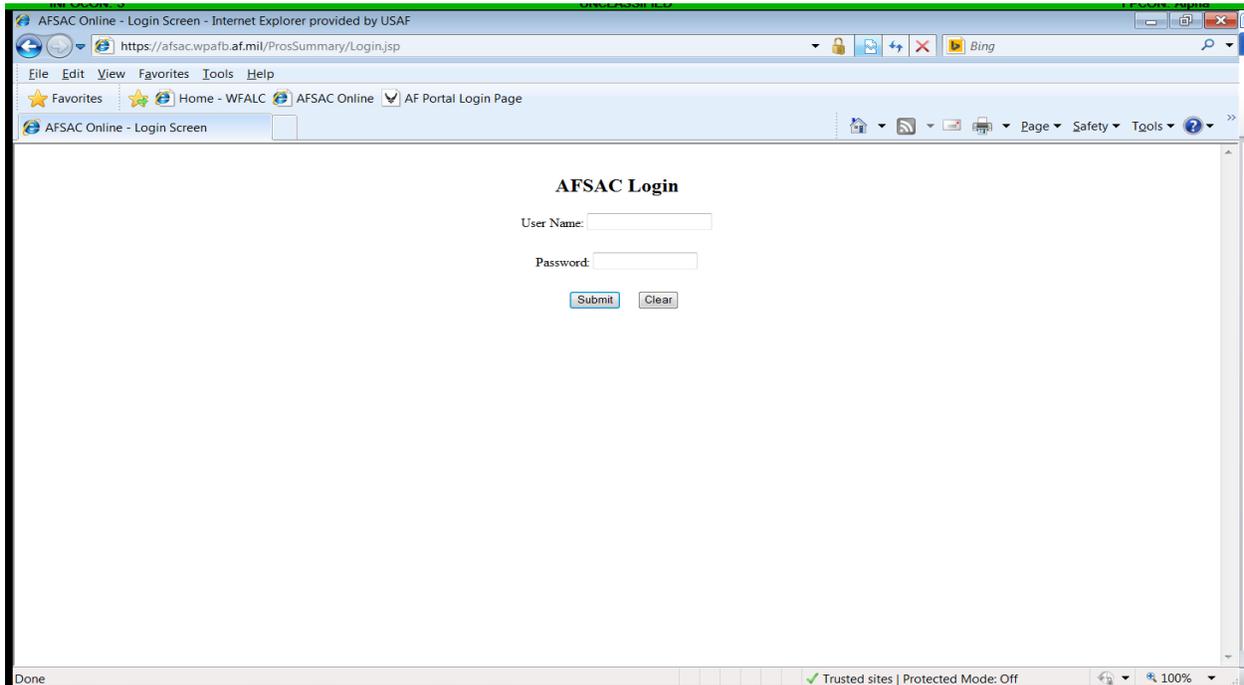
1. AFSAC On-Line, PROS Applications – PROS Country Summary Report

This report provides a summary level view of requisition and financial data by country. The following screen shots illustrate the process to generate the report:

From the PROS Application Suite, Select PROS Country Summary Report:



Use your AFSAC Online login and password:



Select desired options (contract, service, country, date, format, etc.) then submit:

The screenshot shows the 'PROS Summary Report' form. The 'Contract' section has radio buttons for 'PROS III' and 'PROS IV', with 'PROS IV' selected. The 'Service' section has radio buttons for 'Air Force', 'Army', 'Navy', and 'All', with 'Air Force' selected. The 'Country' section has a dropdown menu set to 'All Countries'. The 'Period' section shows 'Start Date: 05-DEC-2006' and 'End Date: 05-MAR-2007'. The 'Data Format' section has radio buttons for 'Excel Spreadsheet' and 'Powerpoint Slide', with 'Excel Spreadsheet' selected. A 'Submit' button is highlighted with a red circle.

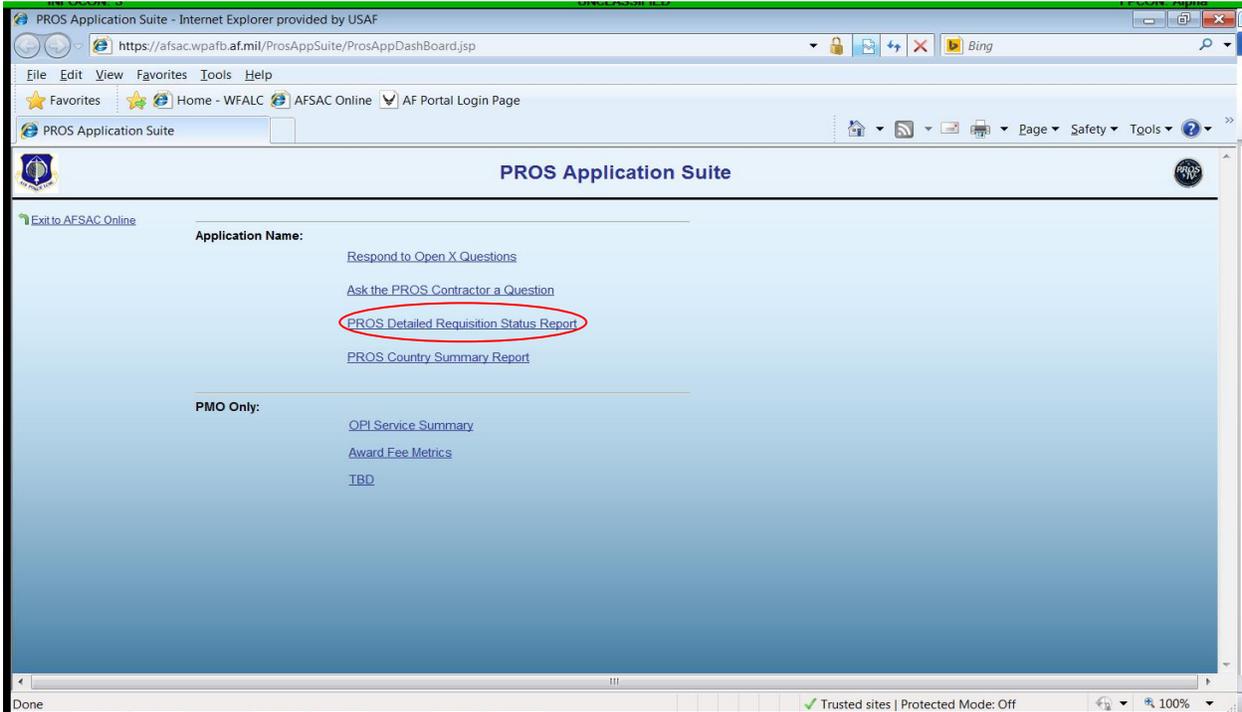
Sample report:

	Supply	Repair	Task Orders	P & A	Total
Total Requisitions	315	26	3	0	344
NMCS	0	0	0	0	0
Urgent	310	22	0	0	332
Routine	5	4	3	0	12
Total Open/Unshipped	205	19	0	0	224
Total Shipped	110	7	0	0	117
Not Final Billed	2	13	0	0	15
Final Billed	97	5	0	0	102
Total TO/P&A Completed	0	0	3	0	3
Total Value	\$940,126.90	\$52,597.28	\$30,835.04	\$0.00	\$1,023,559.22
Value Committed	\$135,812.44	\$20,006.05	\$20,587.36	\$0.00	\$176,405.85
Value Filled/Billed	\$801,036.22	\$31,280.31	\$10,247.68	\$0.00	\$842,564.21
Vendor Costs	\$779,322.20	\$29,542.12	NA	NA	\$808,864.32
Fill Fees	\$10,262.57	\$987.35	NA	NA	\$11,249.92
Program Fees	\$11,451.45	\$750.84	NA	NA	\$12,202.29
Value Cancelled	\$3,278.24	\$1,310.92	NA	NA	\$4,589.16
Total Cancelled	184	9	0	0	193
Contractor Initiated	117	0	0	0	117
CA	2	0	0	0	2
CG	95	0	0	0	95
CU	1	0	0	0	1
D3	4	0	0	0	4
CY/CJ/GY	15	0	NA	NA	15
Country Initiated	67	9	0	0	76
Prior to Quote	22	5	0	0	27
After Quote	45	4	0	0	49
Research Fees	\$4,175.00	\$305.00	NA	NA	\$4,480.00
Cancel Fees	\$10,278.24	\$947.92	\$0.00	\$0.00	\$11,226.16
Termination	\$345.23	\$1,763.63	\$0.00	\$0.00	\$2,108.86

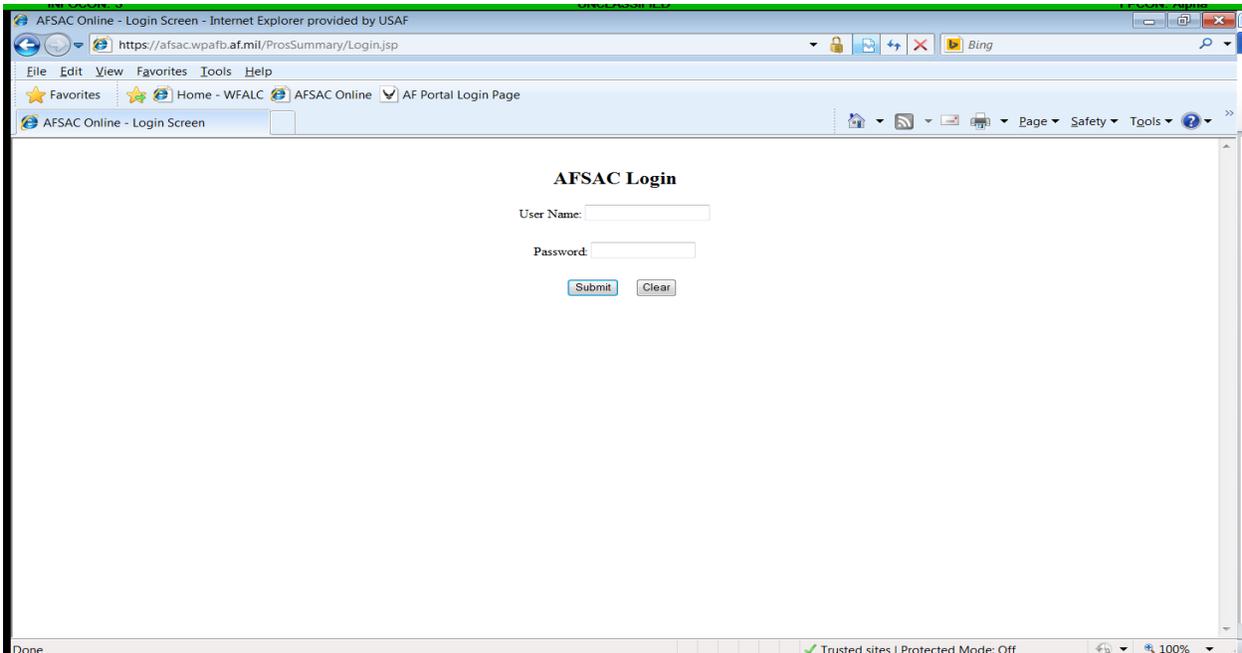
2. AFSAC On-Line, PROS Applications – PROS Detailed Requisition Status Report

This report provides detailed status on a country's requisitions to include Document Control Number (DCN), NSN, current status and applicable dates. The following screen shots illustrate the process to generate the report.

First select PROS Detailed Status Report from the PROS Application Dashboard:



Provide your AFSAC Online User Name and Password:



Select appropriate parameters (PROS IV, Service, and Country) then Submit:

PROS Requisition Status

Contract: PROS III (radio), **PROS IV** (radio)

Service: **Air Force** (radio), Navy (radio), Army (radio), All (radio)

Country: [Dropdown menu open showing list of countries]

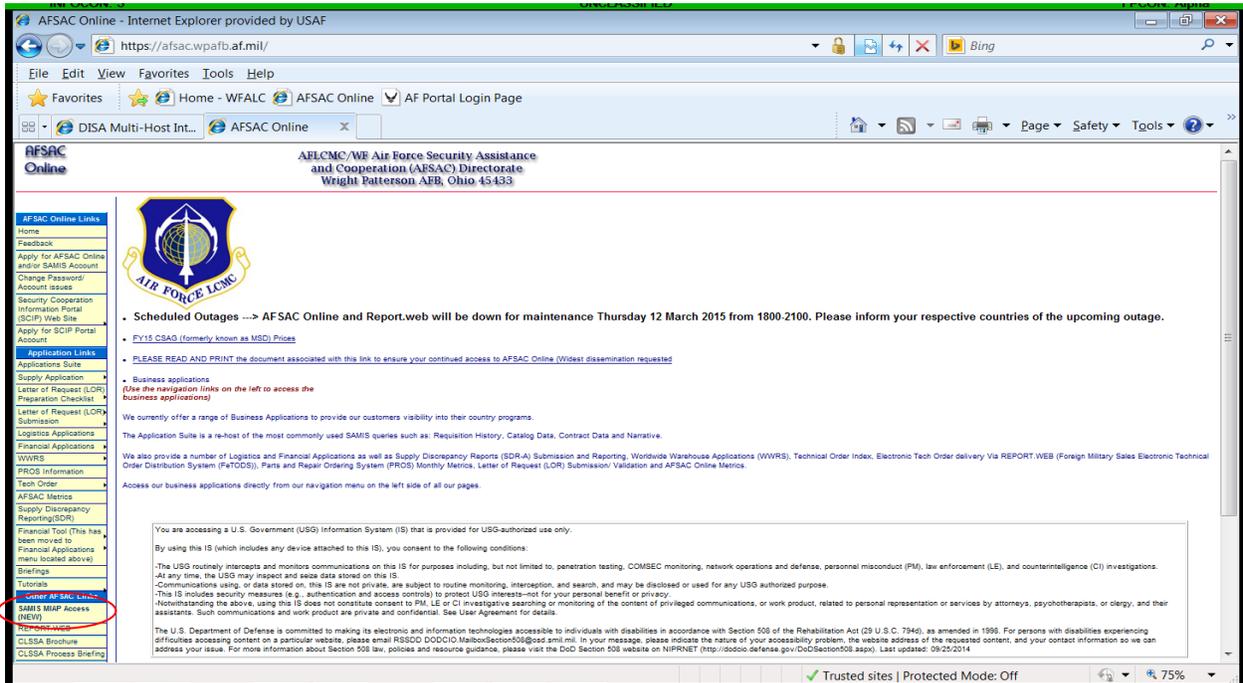
Buttons: **Submit**, Exit

Choose Country

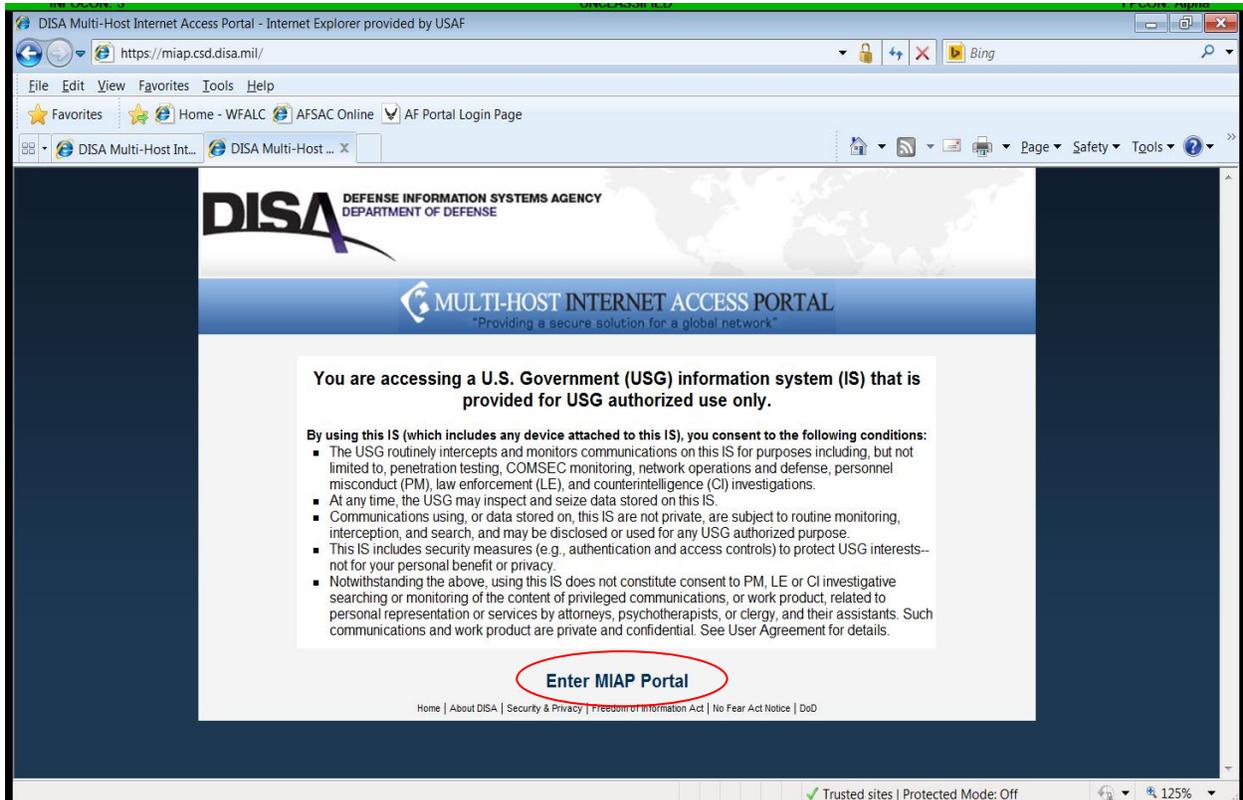
Sample Report: Tabs at the bottom will allow you to review open, completed (shipped and invoiced) and shipped requisitions; as well as those with open X2s, X5s and XHs.

Case	COG	DID	DCN	NSN/Part No.	LOS	BD Date	BV Dt	BV Age	Current Status	Current Status Date	Last Status	Last Status Date	ESD
XX	XXX	01	A01	DXXG5433052001	1615001814127	U 15-NOV-13	23-JAN-14	61	BV	23-JAN-14	RK	13-FEB-14	24-MAR-14
XX	XXX	01	A01	DXXG5V42392041	5310001604277LG	U 10-OCT-14	30-OCT-14	0	BV	30-OCT-14	BV	30-OCT-14	04-SEP-15
XX	XXX	01	A01	DXXM5V32733006	5960010107896BY	R 17-JAN-14	06-MAY-14	86	BV	06-MAY-14	XK	03-JUN-14	18-JUN-14
XX	XXX	01	A01	DXXG5450432001	2915007988271	U 27-FEB-15		0	BZ	27-FEB-15	BZ	27-FEB-15	
XX	XXX	01	A01	DXXG5V41892236	5340012478658	U 24-DEC-14	29-JAN-15	13	BV	29-JAN-15	BV	29-JAN-15	23-MAR-16
Totals:													

B. SAMIS – The Security Assistance Management Information System (SAMIS) is used to manage supply and repair requisitions for AFSAC’s FMS customers. SAMIS can be accessed via the MIAP link on AFSAC Online.

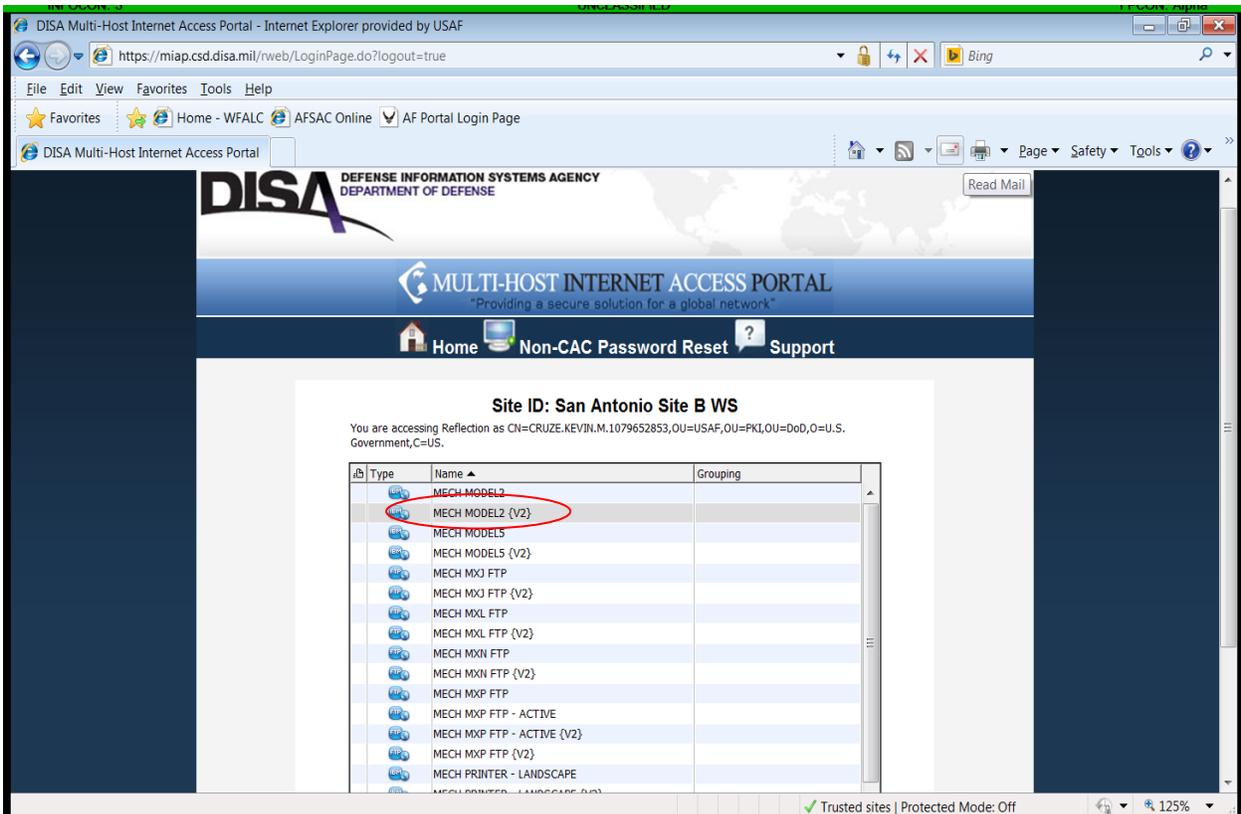


Then enter portal and log into MIAP:





After authenticating, access SAMIS:



C. Other Logistics Information Sources: Numerous other resources are available to help in research of supply or repair requisition. Two of the more commonly used resources are Haystack and WebFLIS.

1. Haystack

A parts and logistics system that enables users to find data using a wide range of search criteria across multiple databases. A link to access Haystack Gold is available on Good Morning AFSAC (<https://org.eis.afmc.af.mil/sites/FOAFSAC/GMA/default.aspx>). Public searches are available at that web site, but customers are able to obtain a subscription to Haystack by submitting a requisition under PROS. In order to do so, the customer needs to input an A05 requisition into SAMIS and include all the below information:

- a. CAGE: 6A920 (Customers can input different cage code if one is available)
- b. PN: Haystack
- c. QTY: 1
- d. UI: EA
- e. RIC – FXC
- f. MODE TRANSMISSION/DISP – M
- g. ROUTING MEDIA PROCESS CODE – N
- h. Include all essential data in the narrative, to include the number of users, location of users, and the duration of the subscription(i.e. 1 year)

If you have questions, please send email to afsac.pros.supply@wpafb.af.mil.

2. WebFLIS

The Federal Logistics Information System Web Search (WebFLIS) provides essential information about supply items including the National Stock Number, the item name, manufacturers and suppliers (including part numbers), through a web interface connected to FLIS data. This information will be primarily used by DLA, military services, and United States Government (USG) sponsored contractors doing business with the USG. Access at <http://www.logisticsinformationservice.dla.mil/webflis/>

III. Requisitions

A. Requisitions Overview

1. Eligible Items

As PROS exists to support non-standard and difficult-to-support standard material, PROS eligible items may consist of any part numbered (P/N) or national stock numbered (NSN) item included in government data bases (e.g. D043A - Master Item Identification Data System) or commercial data bases (e.g. Haystack or WebFlis) that is needed in support of the Security Assistance country’s military infrastructure. NOTE: Ammunition and explosive portions of cartridge actuated devices and propellant devices (CAD/PAD), classified items, items with hazardous materials and items containing ozone depleting substances may be supported by PROS but require PMO approval and contractor acceptance **PRIOR** to requisition submission.

a. Non-Standard

Any item that is not actively managed by the USAF (see table below). The contractor is required to openly compete all non-standard requisitions, and contracts must be awarded to qualified sources.

b. Standard

Any item that is actively managed by the USAF (see table below). The PROS contract allows for the support of standard items when the USAF does not have the capability and/or contractual support available. The contractor is required to award all standard item requisitions to the provided USAF ESA approved source.

Eligibility Determination	Managed by ALC	Acquisition Advice Code (AAC)	Material Management Aggregation Code (MMAC)	Expendability, Recoverability, Reparability Code (ERRC)
Nonstandard	No	P, V, Y, L, T, X, F and J ¹	EX, PU, XA, XG, XL, XN, XT, XU, XV, XW, XY and XZ	N or P (maintenance only)
Standard (AF PICA) ²	Yes	All Others	All Others	All others
Standard (AF SICA) ³	Yes	All Others	All Others	All Others

¹If PN/NSN is identified with Acquisition Advice Code (AAC) J and the ALC provided a directed source, that source shall be used. If there is not a directed source, contractor shall treat as non-standard.

²Standard (USAF Primary Inventory Control Agency (PICA)) are eligible for PROS support, contractor shall use AF ESA approved source(s).

³Standard (AF SICA) are eligible for PROS support and shall be openly competed.

c. Cases

PROS orders are to be processed against blanket order requisition cases such as E, M, Q, R, S and the cross-reference codes need to be either blank, spares (R) or maintenance (M). D, L, and Y cases may be used, but should be coordinated with the

process owner. A, C, G, K*, N, O, P, T, V, and Z cases are not able to be used for PROS requisitions.

*If a standard supply item is passed to PROS, it can continue on the K-Case. Maintenance efforts will have to be moved to another case.

d. Type of Assistance Codes (TACs)

Eligible TACs are 3-8, M, N, U, or Z. It is not necessary to establish a PROS specific line to use this program.

e. PROS Exclusions: SAMIS conducts internal checks to determine if requisitions are eligible for PROS support. For instance, SAMIS checks the project code, case, etc. when making its determination. The following is a list of PROS exclusions identified by SAMIS, these could be helpful when needing to identify why a requisition did not process for PROS support.

- 1) Any advice code that reflects fill/kill, e.g. 2C, 2J, 22.
- 2) New material with a not yet defined "ND" NSN.
- 3) Project code 857 = SDAF.
- 4) Sole source of 6V/BV advice code on defined order cases.
- 5) Drawdown or "H" coded requisitions.
- 6) Requisitions with assigned cases that are not eligible for PROS cases (see Cases paragraph above); some ineligible cases may be used if the PROS Program Management Office (PMO) provides approval.
- 7) MG1 transactions are not eligible for PROS.
- 8) Classified material; classified material may be supported if PROS PMO provides approval.

f. DLA/GSA Items

When customers submit a DLA managed item directly to PROS, that item will be retained and PROS will proceed with attempting to award a contract to a qualified source. ESA approved sources are not required.

g. Night Vision Devices (NVDs)

PROS can procure NVDs, please reference NVD section for specific guidance on processing procedures.

h. PMO Review Required

The below Items require review/coordination/waiver by the PROS PMO **PRIOR** to SAMIS input. PMO will ensure item eligibility and validate security, transportation, and other logistics plans are in place to manage the requisition through all phases of movement.

- 1) Military Defense Equipment (MDE)
- 2) Significant Military Equipment (SME)
- 3) Classified

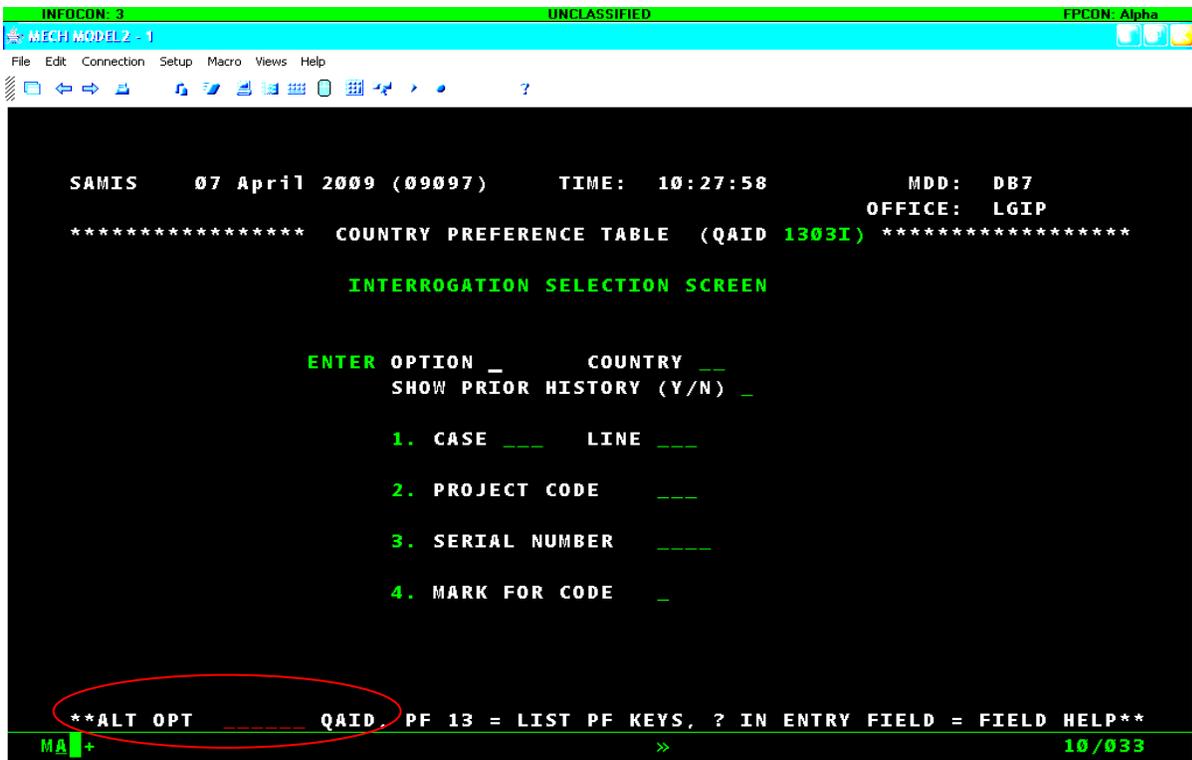
- 4) CAD/PAD (Explosive type items)
- 5) Munitions
- 6) Ozone Depleting Agents
- 7) Hazardous Items
- 8) Package Buys
- 9) NVDs
- i. Re-cataloging of AAC by ALC

When the Item Manager (IM) determine that a standard item needs to be re-cataloged as nonstandard they will initiate a catalog change. The IM will input a SAMIS NIIN narrative advising the change has been initiated. When procuring non-standard NSNs, the customer must document SAMIS narrative with the complete NIIN narrative before passing the requisition to the contractor for procurement. Failure to do so, could result in a cancellation and research fee. For assistance, contact the PMO.

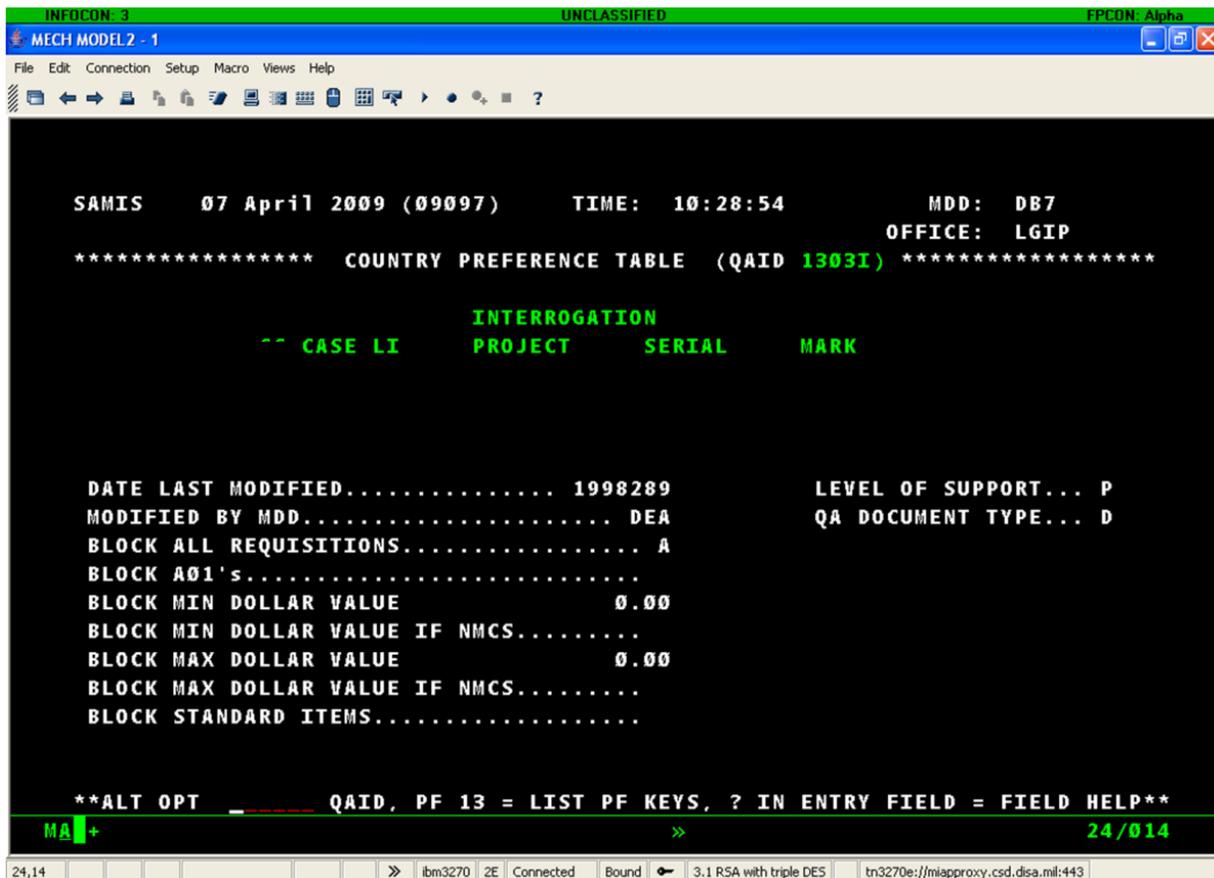
- j. Country Preference Tables (QAID – 1303I)

SAMIS allows customers to electronically advise the system of special requisition requirements. The Country Preference Table function enables customers to prohibit certain requisition types from passing to PROS for support. See below for screen shots and instructions.

Enter 1303I into QAID field:



Enter data in fields based on the below instructions:



BLOCK ALL REQUISITIONS: Defines which requisitions are to be blocked from passing to the PROS contractor. Blocked requisitions will generate a controlled exception for review by the Command Country Manager (CCM) or ALC system program director.

A = prevents **ALL** requisitions from passing to the contractor

N = allows NMCS only requisitions to be passed to the contractor (NMCS will be downgraded to Urgent)

Blank = allows all requisitions to be routed to the contractor (NMCS will be downgraded to Urgent)

BLOCK A01s: Defines A01 requisitions to be blocked from passing to the PROS contractor. Blocked requisitions will generate a controlled exception for review by the Command Country Manager (CCM) or ALC system program director.

A = prevents **ALL** A01 requisitions from passing to the contractor

N = allows NMCS A01 only requisitions to be passed to the contractor (NMCS will be downgraded to Urgent)

Blank = allows all A01 requisitions to be routed to the contractor (NMCS will be downgraded to Urgent)

BLOCK MIN/MAX DOLLAR VALUE: Defines which requisitions are to be blocked from passing to the PROS contractor based on dollar value. Blocked requisitions will generate a controlled exception for review by the CCM or ALC system program director.

BLOCK MIN/MAX DOLLAR VALUE IF NMCS: Defines which NMCS requisitions are to be blocked from passing to the PROS contractor based on dollar value. This allows customer to exempt NMCS requisitions from the defined criteria.

A = prevents NMCS requisitions that have a dollar value less/exceeding the specified minimum/maximum value from being passed to the contractor

N = allows your NMCS requisitions with a dollar value less than/exceeding your specified minimum/maximum dollar value to be passed to the contractor (NMCS will be downgraded to Urgent)

Blank = no minimum/maximum dollar value

BLOCK STANDARD ITEMS: Defines standard item requisitions to be blocked from passing to the PROS contractor via the standard item process. Blocked requisitions will generate a controlled exception for review by the CCM or ALC system program director.

A = prevents standard requisitions from being passed to the contractor

N = allows NMCS only requisitions to be passed to the contractor (NMCS will be downgraded to Urgent)

Blank = allows standard requisitions to be passed to the contractor (NMCS will be downgraded to Urgent)

k. NVD

WR-ALC has management authority for USAF NVDs; WR-ALC has identified PROS as the support vehicle for FMS customer NVD requirements. PROS is responsible for the procurement of the NVD and any associated support equipment; WR-ALC is the source of procurement for Test Sets.

Exelis is the approved source for procurement of NVDs and Intensifier Tubes and will be used for all NVD requisitions. LOA sole source is not required.

The CCM is responsible for contacting Exelis to obtain pricing in support of the LOA. The PROS PMO recommends increasing the obtained price quote to account for the following; this will alleviate underestimating the procurement cost:

- 1) Add 10% to cover any unforeseen price changes
- 2) Contractor fill fee
- 3) AFSAC Program fee (2% of material value, Not To Exceed \$4,000)
- 4) Transportation cost (recommended figure - \$2,000)

The PROS PMO is responsible for inputting **ALL** NVD and Intensifier Tube requisitions. Requisitions received by the contractor without FDO and PMO approval will be cancelled. The following information must be provided to the PMO for input of the requisition:

- 1) Document number, supplementary address, priority.
- 2) DSCA Releasability letter.
- 3) DSCA or Defense Technology Security Administration approval letter
- 4) Copy of the Defined Order LOA clearly identifying the items to be procured; NVDs are Significant Military Equipment (SME) and must be on defined order lines. Non-SME NVD support equipment and spare parts can be procured on Blanket Order lines.
- 5) A copy of the approved Transportation plan Annex C; items must be transported via DTC 7, 8, or 9 IAW DTR, Part II, Chapter 205, Table 205-7 and IAW SAMM Chapter C7.15.2 since these are identified as a security risk with a CIIC code of 4.
- 6) NVDs being shipped via Pilot pick-up must have a supplementary address of D2Z. DCMA will be involved with all shipments going DTS (DTC 7, 8 or 9) or pilot pickup.
- 7) Name, title and phone number of the person authorized to sign for NVDs at the freight forwarder to ensure traceability as items are considered highly pilferable and are to be controlled by serial number tracking. This information will be documented in SAMIS narrative. Assets will have to be signed for at each delivery point.

All the above required info should be sent to: Jacqueline.rockas@us.af.mil

NOTE: Requisitions for NVD related support equipment and spare parts are to be input by country team or customer.

I. COMSEC Support

It is the customer' responsibility to identify COMSEC items for supply or maintenance requisitions. This determination can be made by reviewing the CIIC code associated with the PN/NSN in Haystack, WebFLIS, etc.

All COMSEC requirements must be processed against an O, Q or S case and submitted to the PROS PMO for review and input.

If a supply or maintenance requisition is received by the contractor and determined to be COMSEC, and there is **NOT** a PMO narrative providing authorization to proceed with procurement, the contractor will immediately secure the item and notify the PMO to determine if the item is classified. The customer is liable for all associated costs the contractor incurs due to investigation/incident report and storage.

Process for submitting COMSEC requisitions:

- 1) Customer responsibilities
 - a) Complete the Supply/Maintenance Requisition Form located on AFSAC Online beneath the PROS tab. The following must be included in addition to the "Mandatory Information" on the PROS Worksheet:
 - (1) CIIC Code
 - (2) Customer's COMSEC Account (CA) Information
 - (3) Suggested Source COMSEC Account (CA) Information (if known)

- b) Provide a copy of the approved transportation plan. It is the customer's responsibility to ensure the mode of transportation in the plan agrees with the LOA.
 - c) All documentation is to be emailed to the applicable mailbox: afsac.pros.supply@wpafb.af.mil or afsac.pros.repair@wpafb.af.mil.
- 2) PMO responsibilities
- a) Review customer request for completeness
 - (1) Ensure the requested item is included in the approved transportation plan. For NATO countries, Australia, and New Zealand, COMSEC material may be transported through the designated freight forwarder; for all other countries, material MUST be transported by Delivery Term Code (DTC) 8, 9, or 7 only.
 - (2) For supply requisitions, PMO will contact AFSAC Policy Office to confirm customer is authorized to procure material; for maintenance requisitions, PMO will continue with processing.
 - (3) Advise contractor of pending COMSEC requirement and provide copy of the transportation plan.
 - b) Input requisition
 - (1) COMSEC will clearly be identified in SAMIS Narrative
 - (2) SAMIS narrative will be documented confirming transportation plan was provided to the contractor
- 3) Contractor responsibilities
- a) Solicit qualified sources
 - b) For maintenance requisitions, if vendor's COMSEC information was not provided in the original Transportation Plan, the country team will be responsible for updating the Transportation Plan and providing to the contractor via maintenance@prosiv.com.
 - c) For maintenance requisitions, process an X8 instructing customer to ship the asset directly to the repair vendor and ensure the item is packaged and marked appropriately. Failure to follow shipping guidance will result in a reportable security violation.
- m. Classified Support

It is the customer's responsibility to identify classified items for supply or maintenance requisitions. This determination can be made by reviewing the CIIC code associated with the PN/NSN in Haystack, WebFLIS, etc.

Classified requirements are to be approved by the PMO **PRIOR** to requisition input. Customer shall contact the PMO to obtain special code required for the input of classified requisitions; contractor will not proceed without PMO approval. Customer shall inform PMO of classified requirements via email (afsac.pros.supply@us.af.mil or afsac.pros.repair@us.af.mil); message shall include a copy of Transportation Plan. PMO will review the request and provided transportation plan, coordinate with contractor to

ensure a qualified vendor can be located, and advise customer when requisition is input. If support is able to be provided, PMO will input requisition.

For maintenance requisitions, the contractor will process an X8 instructing the customer to ship the asset directly to the repair vendor and ensure the item is packaged and marked appropriately. Failure to follow shipping guidance will result in a reportable security violation.

Material will be tracked throughout the procurement to ensure proper handling; an AS3 will be processed when the material is shipped.

If a supply or maintenance requisition is received by the contractor and determined to be classified, and there is **NOT** a PMO narrative providing authorization to proceed with procurement, the contractor will immediately secure the item and notify the PMO. The customer is liable for all associated costs the contractor incurs due to investigation/incident report and storage.

n. Kits

A kit is a group of associated items linked together by a vendor and able to be processed as a single procurement. When inputting requisitions for a kit, KT shall be input as the unit of issue. In order for PROS to process a kit requisition, the associated kits must have an assigned P/N and be listed in Haystack/Fedlog/WebFLIS or within the vendor's catalog.

If the kit is developed by a vendor to support a customer's unique requirements, and is NOT cataloged, the requisition will be rejected by the PROS contractor. Kits will only be supported by single vendor and shall only include non-standard items.

2. LOS Categories

PROS IV contains two levels of service; Urgent and Routine. Urgent requirements have accelerated contract award objective timeframes and a higher fill fee. The level of service is based on the Priority/RDD that is documented in SAMIS when the requisition is input. The following service levels apply to the associated Priority/RDD:

Level of Service	Priority/RDD
Urgent	2, 3, 7, 8
Routine	5, 6, 9, 10, 12, 13, 14, 15

NOTE: If a requisition is submitted with a NMCS indicator, SAMIS will automatically downgrade the requisition to Urgent and send an email to the CCM advising of change.

3. Fill Fees

The contractor earns a fill fee for each requisition in which a contract is awarded. The contractor's fill fee is based on the level of service (Urgent, Routine) and their ability to meet the associated ESD as documented in SAMIS. When the contractor does not meet the ESD, their fill fee is reduced in accordance with the below table.

Contractor Days				
	At/Before 1 st BV/ESD	1-10 days after ESD	11-20 days after ESD	>21 days after ESD
Fill Fee Earned	100%	85%	70%	55%

4. Contract Awards

- a. The contractor is to award contracts IAW the objectives established in the below table, but no later than contractor day 120. Contractor days are calendar days minus any time the contractor is awaiting response from customer (X status). The contractor will cancel requisitions not awarded on contractor day 121. Supply requisitions will be measured from receipt of requisition (BD) to contract award (BV). Maintenance requisitions will be measured from receipt of requisition (BD) to contract award for TTI (IV), and then from the Price Quote (PQ) to the contract award for the actual repair (BV).

Category	Supply Contractor Days to Award (BD to BV)	Maintenance Test Teardown and Inspection (TTI) Contractor Days to Award (IV) (BD to IV)	Maintenance Contractor Days to award (BV) after PQ for maintenance (PQ to BV)
Urgent	30 days	40 days	7 days
Routine	60 days	75 days	14 days

- b. The contractor will post a BD status code in SAMIS to acknowledge the requisition has been received within 5 days. The BZ status code indicates the solicitation period has begun, meaning the requisition has been posted to the contractor's bid board. This is the most time-consuming phase in that it also entails the receipt and evaluation of proposals, the determination that pricing is fair and reasonable, negotiations, the selection of a vendor, and then finalization of the terms and conditions of the contract. The BV status code will be posted for supply requisitions when the contract has been awarded. Maintenance requisitions have a two-phase approach; there is a TTI phase where the contractor evaluates the item to be repaired to determine the extent of the repair and the associated cost; the second phase is where the contractor performs the repair of the item. The IV status code will be posted when the TTI contract has been awarded. The BV status code will be posted when the actual repair contract is awarded. Requesting status before the contract objective timeframes have been exceeded can cause delays in the processing of requisitions.

- c. The contractor has a maximum of 120 contractor days to award a contract. If the contractor is unable to locate a qualified vendor within that timeframe, a CG cancellation will be applied, and the contractor will earn no fee. The following exceptions apply:
 - 1) If the contractor has a vendor who is unable to provide a quote within the 120 contractor days, the contractor will process an X3 status code advising the customer of the situation and request approval to leave the requisition open beyond the 120 day cancellation timeframe. The customer has 30 days to respond to the X3. If the customer fails to respond, the contractor shall process a CJ cancellation and earn a research fee.
 - 2) If the contractor has obtained a quote late in the solicitation phase (BZ) and is unable to award the contract within the 120 cancellation timeframe, the contractor shall process an X3 status code advising the customer of their need for additional time. The contractor will then proceed with processing the PQ and awarding the contract. No customer response is required in this instance.

5. Suggested Sources

- a. The customer is encouraged to provide suggested source information within the SAMIS narrative at the time the requisition is submitted. At a minimum, the information should include the vendor's name, POC, telephone number and any other information pertaining to the defined requirement (i.e. pricing, terms and conditions, etc.) A suggested source is not to be construed as an LOA sole source or directed source, meaning a suggested source does not guarantee the source will be selected. PROS is required to openly compete all non-standard requisitions, all provided quotes will be reviewed and considered.
- b. Suggested sources will be reviewed by the contractor to determine the vendor's qualification to support the customer's requirement. If the vendor is qualified, a RFQ (Request For Quote) will be sent to the suggested source.
- c. If the customer maintains a vendor database, the customer can provide the list to the PROS contractor for review; the contractor will be responsible for determining if the sources are qualified. Customers can encourage sources to become registered PROS vendors by visiting <https://www.prosiv.com/Vendors.aspx>. Vendor registration can save time in the requisition process.

6. Contractor Tasks

- a. **Research.** The contractor is only authorized to procure PROS eligible items (see ELIGIBLE ITEMS section of this document). The customer should verify items are PROS eligible prior to submitting a requisition. This is especially important since SAMIS cannot perform an electronic check to determine if a Part Numbered (P/N) item has a National Stock Number (NSN) assigned.
- b. If a customer submits an A05 (P/N) requisition directly to PROS and the contractor identifies it has an associated NSN that is actively managed by the USAF, the contractor will CY cancel the requisition. SAMIS will automatically pass the requisition to the supporting USG SoS. The contractor will earn a research fee.

- c. If customer submits an A05 (P/N) requisition and research reveals the item is not supportable, but a substitute item does exist which has an associated NSN that is actively managed by the USAF, the contractor will process a CJ cancellation. SAMIS will automatically pass the requisition to the supporting USG SoS. If the requisition contains a “Do Not Substitute” advice code (e.g. 2B, 26), the contractor must obtain customer approval via X2 transaction before passing the requirement to the USG SoS. If customer does not provide a response (R2), the contractor will cancel the requisition using a CJ status code. SAMIS will automatically pass the requisition to the supporting USG SoS. In either instance, the contractor earns a research fee.
- d. If the customer submits an A05 (P/N) requisition and research reveals the item is not supportable, but the contractor is able to locate an alternate/replacement P/N (does not possess an actively managed NSN), the contractor will request customer approval to proceed with the alternate/replacement P/N via an X2 message before proceeding. The contractor will obtain the applicable technical data from vendor and forward to customer for review. If customer does not accept the replacement/alternate P/N, the requisition will be cancelled (CJ).
- e. **Customer Price Approval.** The contractor is required to obtain adequate price competition as defined in the Federal Acquisition Regulation (FAR) 15.403-1 to the maximum extent possible. If the vendor’s price meets the criteria contained in the price matrix (see PRICE APPROVAL MATRIX section of this document), the contractor must request customer price approval through an X5 message.
- f. **Consolidation of Requisitions.** The contractor will review requisitions to consolidate purchase requirements in an attempt to obtain a reduced unit price whenever practicable. For instance, when an item has large production start-up costs, the contractor may issue a call to all known users requesting the procurement be consolidated in order to take advantage of quantity price breaks and share the costs. Consolidation efforts will not occur if it will impact the contract award timeframes.
- g. **Shipping.** The contractor is required to package to level A/B (standard packaging requirements for FMS shipments) (IAW MIL STD 2073-1D) and ship IAW with the requisition’s Delivery Term Code(DTC)/shipping instructions. When material is shipped an AS3 transaction will be processed in SAMIS; when material is brought into the contractor’s warehouse prior to final shipment (AS3), an ASH transaction will be posted. All DTS shipments are delivered to the contractor’s warehouse and identified with an XK status code; the contractor will coordinate with the Defense Contract Management Agency (DCMA) to obtain shipping instructions. The item will be shipped IAW the received instructions and an RK status code will be processed upon shipment.
- h. **Supply Status.** As requisitions process through the various phases of procurement, the contractor is required to update SAMIS with the applicable status codes and narrative. The customer should refrain from requesting updated status until they have reviewed the latest transactions in SAMIS; the contractor is expected to post the most current status. Also, requests for updated status should not occur until the contract award timeframes have been exceeded (see Contract Awards section). Please reference Paragraph VI for a listing of the status codes and definitions.

7. Estimated Shipping Date (ESD)

- a. Valid Estimated Ship Dates (ESD) are provided when a requisition is placed on contract. The ESD processed with the contract award of the maintenance TTI (IV) is actually an estimated completion date for the TTI effort. The actual ESD is processed in SAMIS with the BV transaction for both maintenance and supply requisitions, is it is displayed in the RDD/ESD field. Any other date in the SAMIS RDD/ESD field should be disregarded. For expired ESDs, the customer should check SAMIS status, to include narratives, before contacting the PMO or contractor to request an update.
- b. The PROS Contractor is responsible for monitoring requisition status and tracking vendors' progress in meeting ESDs. If an ESD is projected to slip, the contractor will:
 - 1) Notify the customer at least 7 days prior to the ESD expiration
 - 2) Document SAMIS narrative with explanation for revised ESD
 - 3) Provide updated ESD in SAMIS

The PMO monitors the contractors' performance in meeting and updating ESDs.

8. Finance

- a. Not To Exceed (NTE)
 - 1) The NTE function allows the customer to identify the maximum material value they are willing to pay for a supply requisition; this capability is beneficial for customers who have budget limitations. The customer will input a dollar value (no cents) into SAMIS (see snapshot below) identifying the NTE value for the material ordered. NTE requests are to be input in the "NTE" field, the contractor is not required to honor NTEs listed in SAMIS narrative. Note: The NTE value is to account for the total quantity being ordered.
 - 2) If the Contractor is able to obtain a quote at or below the NTE value, they are allowed to proceed with awarding a contract. A price quote (PQ) will be processed, and upon receipt of the financial approval (OK) from SAMIS, contract is authorized to be awarded. The price matrix does not apply if the NTE function is used.
 - 3) If the Contractor receives a quote above the NTE value, an X5 status code and narrative will be processed in SAMIS requesting customer price approval. If customer does not approve the offered price, the requisition will be cancelled. The contractor will earn a cancellation fee.
 - 4) The NTE feature is available through SAMIS; STARR-PC users must contact AFSAC/WFS to obtain functionality.

```
INFOCON 3 UNCLASSIFIED FPCON Alpha
MECH MODEL2 - 1
File Edit Connection Setup Macro Views Help
DO YOU WANT TO STAGE REQUISITION? _ (ENTER Y OR N)
OFFICE: ARC/ITSA
***** INPUT A05 TRANSACTION: A05 *****

DOCUMENT IDENTIFIER..... A05      ROUTING IDENTIFIER..... FXC
MEDIA AND STATUS..... V          CAGE/PART NUMBER 13499799-5462__
UNIT OF ISSUE..... EA          QUANTITY..... 5
DOCUMENT NR.. D 454 2020 0525    DEMAND CODE..... N
SUPPLEMENTARY ADDRESS.... DA4QAF  DISTRIBUTION CODE..... N
LINE ITEM NUMBER CODE..... 01     PROJECT CODE.....
PRIORITY DESIGNATOR..... 3       RAD/RDD.....
ADVICE CODE..... 2L            TRANSACTION DATE..... 086
BYPASS CODE..... W            ROUTING MEDIA PROCESS CODE.... N
MODE TRANSMISSION/DISP..... M    UNIT PRICE..... 75.00
WEAPON SYSTEM.....             NOT TO EXCEED (TOTAL)... 2000

*ALT-OPT _____ QAID, H-HELP, Q-QUIT, R-RETURN TO TOP, ?-FIELD HELP
RQN-RETURN TO SMRQN PF-1 - 283 INTERROGATION
MA + >> 03/043
```

b. Price Approval Matrix

To avoid unexpected costs or price increases to the customer, the contractor shall obtain concurrence from a representative of the customer prior to awarding contracts which meet the stipulations contained in the below table. When communicating with the customer through DAMES/Email/SAMIS, the contractor shall provide the total requisition value. The customer has 60 days to respond to the message requesting price approval (X5 status code). If no response is received or customer chooses to not accept the price, SAMIS will automatically generate a cancellation request (AC4). The requisition will be canceled and the contractor will earn a cancellation fee.

IF	AND
Supply requisition is between (\$3,000) and (\$150,000)	Exceeds by 50% or more the last procurement price from any source; USG data systems, D043, contractor generated data could be used for assessment.
Supply requisition	Greater than \$150,000.
Maintenance requisition	Greater than \$100,000
Supply requisition is greater than (\$3,000)	No procurement history exists
Price Revision (PR): Supply requisition is between (\$3,000 and \$150,000)	PR exceeds previously approved price quote by 15% or more
Price Revision (PR): Supply requisition is greater than (\$150,000)	PR exceeds the previously approved price quote by 10% or more
Price Revision (PR): Maintenance requisition exceeds the previously approved quote	PR exceeds the previously approved price quote by more than \$100,000
Supply requisition with an increase in quantity due to minimum buy	Quantity increase results in PR which exceeds the previously approved price quote by more than \$250
Beyond Economical Repair (BER) - the estimated cost of a maintenance requisition is determined to be greater than 75% of a new acquisition item cost	The Contractor will notify the customer of: (1) The repair cost for the original asset (2) The cost of a serviceable replacement if available (3) Other alternatives unique to the situation, subject to AFSAC PMO approval.
Termination of a supply or maintenance requisition on contract	Before processing a cancellation, the contractor will notify the customer of estimated termination charges and request concurrence to pay those costs before cancellation action is finalized.
Not To Exceed feature used	If quote exceeds NTE value, the contractor must ask for price approval.

c. Taxes

- 1) Per FAR 29.303(b), federal immunity to state taxes does not apply to a contractor buying for the federal government. Federal immunity only applies when the federal government is doing the purchasing for itself.
- 2) State and local tax codes decide whether state and local taxes apply to an asset bought for the federal government by a contractor (due-diligence is recommended). Therefore, a contracting firm should expect vendors to include state taxes in their costs, when appropriate. This cost gets passed on to the purchasing country. When a requisition is exempt of taxes that information should be annotated in the purchase order.

B. Supply

1. National Stock Number (NSN) Requisitions

All USAF managed NSN requisitions (A01s) will be routed to the USG SoS to check for asset availability. If the item is available, the SoS will fill the requirement. If the SoS can only fill a portion of the requirement, the remaining balance will be canceled -- SAMIS will NOT forward the remaining balance to PROS.

If the item is not available, the requisition will be cancelled and passed to SAMIS. SAMIS will check the customer blocker edits contained in the preference table. If the country has no edits and the item is **not** actively managed by the USAF, the requirement will automatically pass to the PROS contractor. If the country has no edits and the item is actively managed, SAMIS will generate a P200 controlled exception (see next Paragraph for instructions). If the country has blocker edits, SAMIS will generate a PR03 controlled exception. The PR03 will need to be worked IAW SAMIS help screens (see CEX Error section).

Actively Managed items can be passed by the USG SoS to PROS for support. If the SoS determines organic or contractual support does not exist, the SoS will cancel (CA) the requirement. This CA cancellation should generate a P200 controlled exception within SAMIS. The P200 controlled exception allows the customer to determine whether to pass the requirement to PROS or not. The P200 will need to be worked IAW SAMIS help screens (see CEX Error section). Additionally, the USG SoS must also provide the USAF ESA approved source data package which identifies the approved sources to be used in support of the requirement. This information is provided to the contractor via SAMIS narrative. Actively managed NSNs (standard items) are only to be awarded to the provided approved source(s). If approved sources are not provided, the customer or country team must contact the FMS Workflow and request assistance in obtaining the approved source data package prior to releasing the P200 error.

2. Part-Numbered (P/N) Requisitions

SAMIS will send P/N requisitions (A05s) directly to the PROS contractor for support when the requisition reflects FXC as the routing identifier code (RIC). A05 requisitions shall **not be** input for USAF actively managed (standard) items in an attempt to circumvent the SAMIS edits. If a NIIN narrative, to include approved source data, exists in SAMIS identifying an actively managed NSN as being eligible for PROS, that NIIN narrative/approved source data package must be included in the SAMIS narrative upon requisition input; otherwise, the requisition may be cancelled.

3. **Supply Requisition Form:** Identifies information that is necessary to input a supply requisition. The form is available at AFSAC Online and appears as follows:

PROS SUPPLY REQUEST FORM		
Submit completed form to your Country Manager/Program Support Manager/Case Manager for processing. Incomplete forms will not be processed and will be returned.		
Mandatory Information		
ITEM	ITEM DESCRIPTION	ITEM RESPONSE
1	Document Number:	
2	Case and Line:	
3	Supplementary Address:	
4	Priority:	
4a	Requested Delivery Date:	
5	NSN	
5a	Part Number	
5b	Quantity	
5c	Unit of Issue: EA, PG. SE. etc	
6	Part Name:	
7	Classification:	<input type="checkbox"/> Secret
Highly Recommended Information		
ITEM	ITEM DESCRIPTION	ITEM RESPONSE
8	Suggested Source (if none, leave blank):	CAGE:
9	Manufacturer's CAGE Code (if known):	
10	Next Higher Assembly (NHA) Part Name:	
11	NHA NSN/Part Number (if known):	
12	MDS (model, designation, series, if applicable, Ex: F16C, J56, etc):	
13	Model/make (if not aircraft):	
14	Current/Effective Technical Data Reference (include latest change number/date):	
15a	Color:	
15b	Size:	
15c	Voltage, Phase, Frequency, etc:	
15d	Other:	
CCM/PSM/CM Mandatory Information		
16	Is this an ALC Standard item?	ALC approved sources required.
DO NOT ATTEMPT TO INPUT A STANDARD ITEM DIRECTLY TO PROS WITHOUT CONTACTING THE FMS WORKFLOW FOR APPROVED SOURCES AND COORDINATING WITH THE PMO. IF THE MENTIONED PROCESS IS NOT FOLLOWED, YOUR REQUISITION MAY BE CANCELLED, PASSED TO THE USG SOS, AND A RESEARCH FEE APPLIED.		

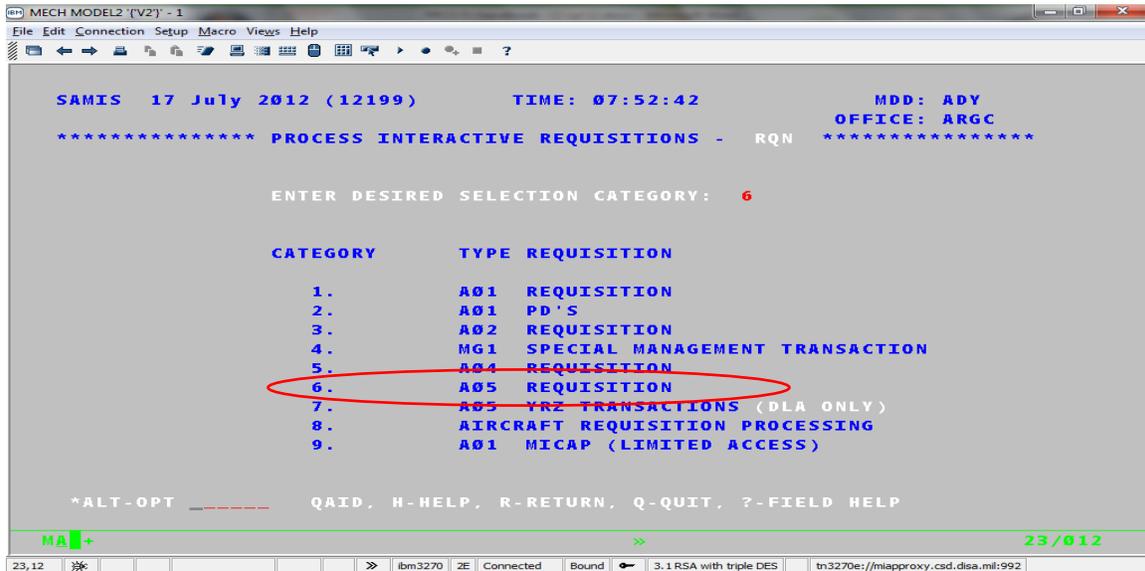
4. **Entering Supply Requisitions:** It is the customer’s responsibility to ensure the items procured through PROS are eligible for PROS support. Failure to perform research could result in cancellations and fees.

a. SUPPLY - A05; non-standard requisitions input by P/N.

1) Step 1

a) Enter “RQN” in QAID field to get to below screen.

b) Enter “6” to select “A05 Requisition” option.



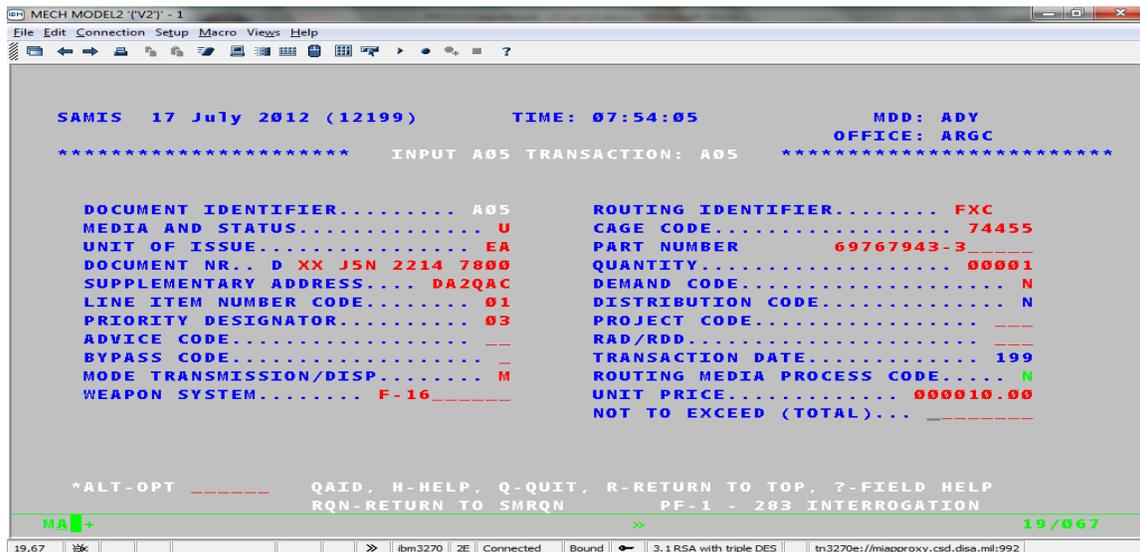
2) Step 2 (Helpful tips for the A05 Input Transaction screen)

a) Enter “FXC” as “Routing Identifier”

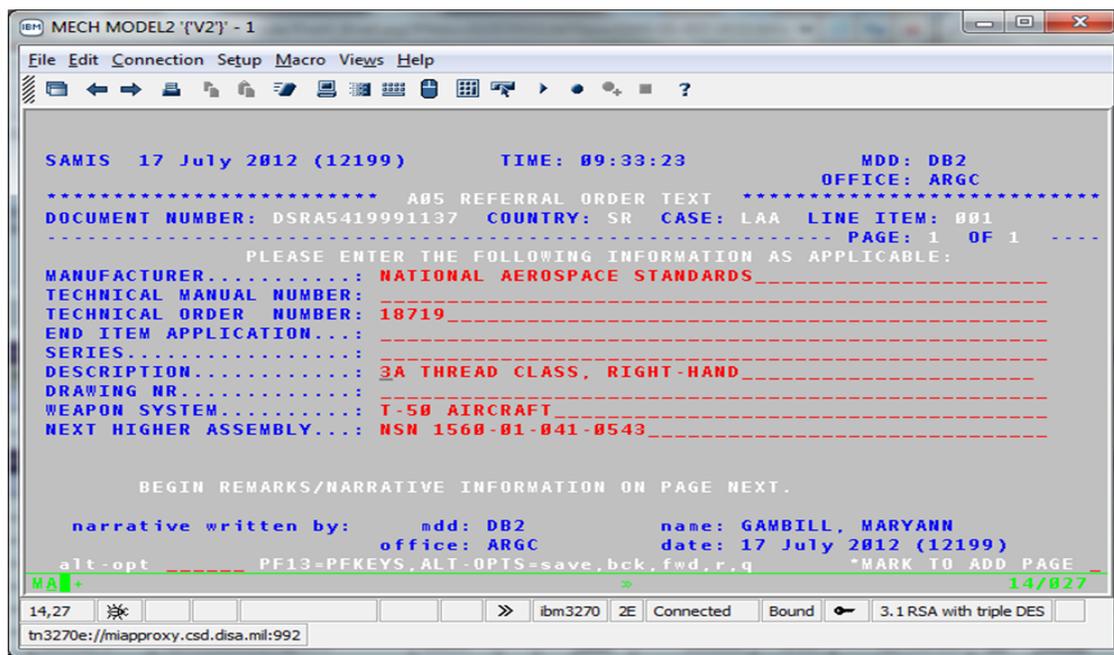
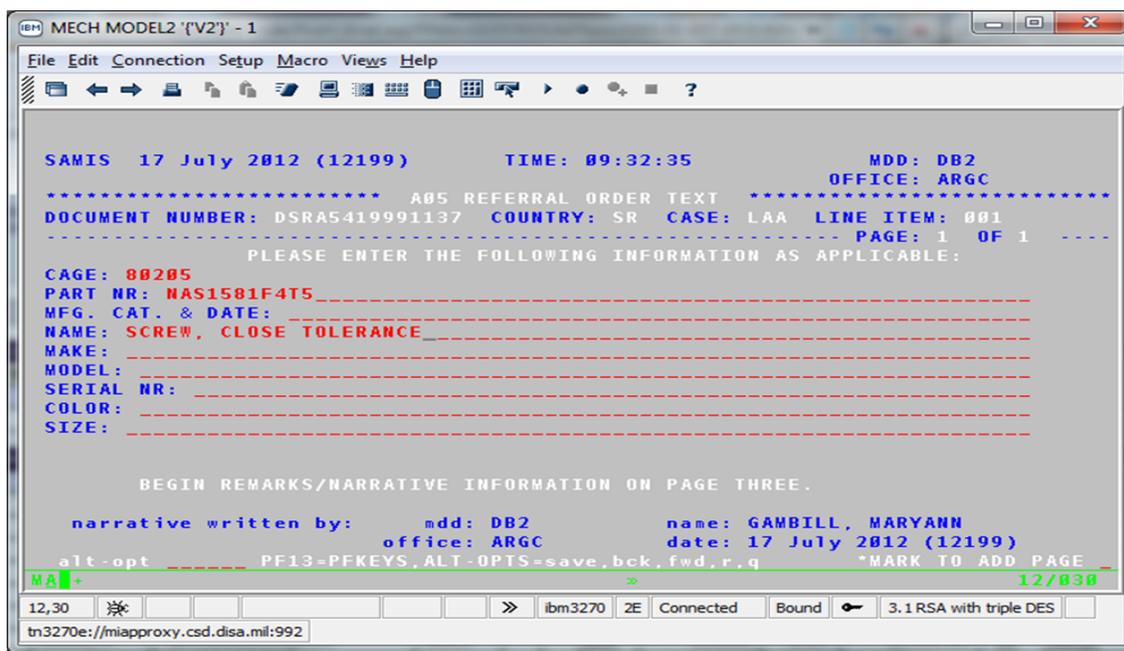
b) Enter manufacturer’s CAGE code in the “Cage Code” field; sources can be identified by using systems such as Haystack or BINCS

c) Input the P/N in the “Part Number” field; if the P/N field does not hold the complete P/N, ensure the P/N is complete in the P/N field in the narrative.

d) Enter “N” in “Routing Media Process Code” field

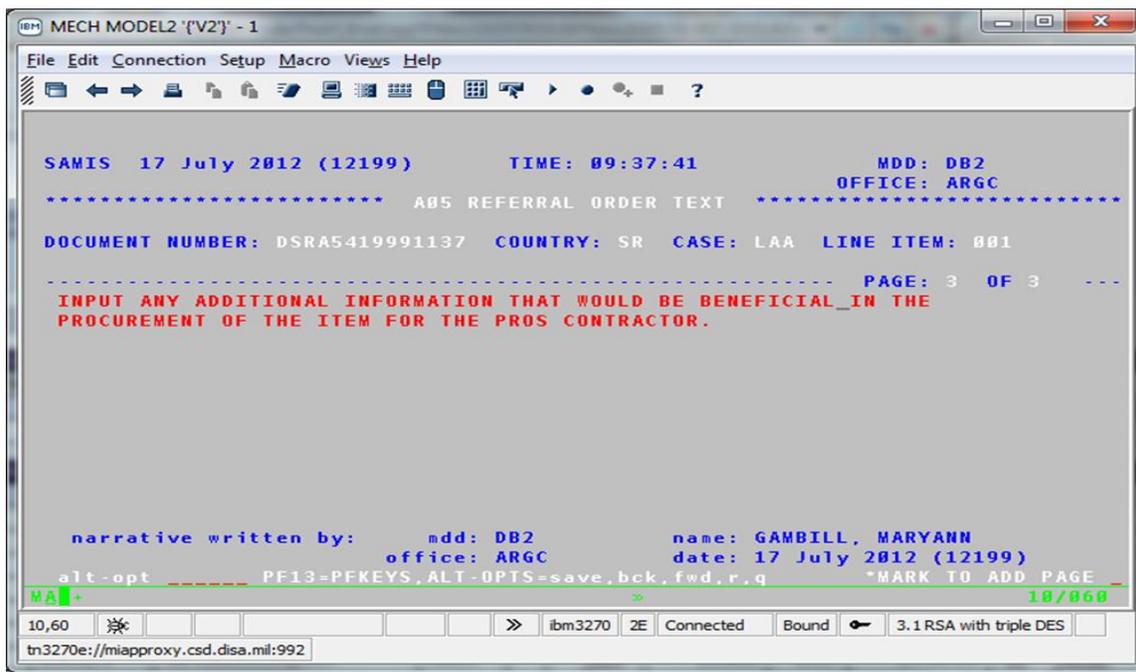


The below screens reflect additional information to be supplied in support of the requirement; providing as much information as possible can eliminate the need for the contractor to request clarification and reduce the procurement timeline.



3) Step 3 (Enter narrative)

Input any additional information to assist the contractor in defining exactly what is to be procured. If there is a known/suggested source, input the company's name, point of contact, telephone number, email, etc. If a quote has been provided, input a statement concerning the quote value, terms and conditions, warranty and forward a copy of the quote to supply@prosiv.com. Be sure to include the document number on the front page of the quote. A narrative must be entered.



5. Surplus/Alternate Items:

- a. If customer accepts surplus material, the contractor will bring the material into their warehouse to confirm the condition prior to sending to customer.
- b. If a vendor cannot provide the requested part in new condition and offers either surplus or alternate item condition, the contractor must request customer approval via a X2 message prior to proceeding. If the item is in alternate condition, the vendor will provide documentation to allow customer to make an informed decision as to whether the material is same form, fit, and function.

6. Package Buys:

- a. Package Buy Criteria, requisitions may qualify as a package if the following criteria is met:
 - 1) The number of line items under a single requisition may range from 2 to 10; on an exception basis with USG and contractor approval, the line items may exceed this determined range.
 - 2) Only available on supply requisitions.
 - 3) Only to include non-standard items.
 - 4) Level of support is routine as requirements are manually intensive.

- 5) All items must be available and purchased from a single supplier.
- 6) One SHIP TO address per requisition - Items will be staged for a single shipment; no split shipments.

NOTE: The fill fee will be based on the sum total of line item material costs in the requisition.

b. Package Buy Process:

- 1) The customer must forward an e-mail requesting package buy authorization to the PROS Supply mailbox - AFSAC.PROS.supply@us.af.mil. All package buys require PMO approval before input. The request must contain the following information:
 - a) A list of all items to be included in the package buy; **country team or customer must research items and ensure they are eligible for PROS prior to submission to the PMO.** The list of items is to include:
 - (1) NSNs (if known)
 - (2) PNs
 - (3) AACs
 - (4) Nomenclature/Item Name ((if known, include a description, catalog information/number, make, model, etc).
 - (5) CIIC (classified/unclassified)
 - (6) HMIC (Hazardous Material Indicator Code)
 - (7) Quantities of each individual item in the package buy
 - (8) Manufacturer's CAGE code if a recommended source is known, to include point of contact information and address
 - (9) Estimated unit cost of each item (if the cost is unknown, must state unknown)
 - (10) Document number
 - (11) Priority – Must be Routine
 - (12) Case/Line (Country team must ensure adequate funds are available and in direct cite)
 - (13) Supplemental address.
 - (14) AFSAC point of contact, including phone number.
- 2) The PROS PMO will review the list for completeness and upon approval return the list to country team and customer for requisition input. The package buy will be processed as an A05 requisition. If PMO disapproves request due to lack of requested data, the list will be returned to the country team and customer for re-accomplishment. The list can be sent back to the PMO for review once required data is complete.
- 3) In order for the PROS PMO to monitor the contractor's package buy performance, all proposed changes to package buys **MUST** be provided to the PMO in writing. Information sent directly to the contractor will be forwarded to the PMO for approval. Always check SAMIS before requesting an update; if there is not a current status or narrative reflected in SAMIS, the customer may request an update by using the "Ask the PROS Contractor a Question" function on the AFSAC Online Communication Tool.

- 4) Upon input of the A05 requisition, the following data must be provided:
 - a) CAGE field must contain the vendor's CAGE
 - b) PKGBUY must be entered in the P/N field
 - c) Quantity must be 1
 - d) Unit of Issue must be PK
 - e) Narrative must include a list of each individual item in the package buy, to include P/N or catalog number, NSN (if known), nomenclature, quantity of each item, estimated cost, and any other known data.
- 5) Once the above steps are complete, the Package Buy requisition will generate a PRPK controlled exception error to the PMO. After PMO review has been accomplished, the error will be released, and the PROS contractor will receive the requisition for processing. PMO review is accomplished to ensure the package buy requisition is correctly documented.
- 6) Upon receipt of the requisition, the contractor will:
 - a) Research the items to confirm eligibility and contact customer if any items need to be removed.
 - b) If contractor identifies to the PMO that lead time on some items will impact total delivery schedule, customer will be notified that it may be beneficial to separate into multiple package buys based on expected lead times.
- 7) Package Buy Cancellation/Research Fees:
 - a) When the customer cancels the entire package buy requisition after a PQ status code has been posted in SAMIS, the contractor will earn a cancellation fee.
 - b) When the customer cancels any line item within the package buy after a **PQ** status code has been posted in SAMIS, there will be no cancellation fee; however, the fill fee will be based on the initial PQ, which included the cancelled item.
 - c) When the customer cancels the entire package buy requisition before a **PQ** status code has been posted in SAMIS, the contractor will not earn a cancellation fee, a research fee may apply.
7. **Price and Availability (P&A):** P&A allows customers to submit a requisition for the purpose of determining if material is available and to obtain an estimated price for that material.
 - a. P&A Process:
 - 1) The country team will input a COP requisition to SAMIS requesting P&A.
 - 2) The contractor will then process a PA status code and narrative in SAMIS reflecting the total requisition value of the item and the estimated availability date. The P&A provided will be valid for 60 calendar days. The contractor will notify the customer if the 60 day validity timeframe is not achievable or when a lower price is available for a shorter period of time. If the price and availability data needs to be revised, the contractor will transmit a PB status code to SAMIS. The contractor earns a P&A fee for the providing the pricing and availability data, the fee will be waived if the customer submits a new requisition to actually procure the material quoted in the P&A. If the customer decided to proceed with procurement, a new requisition must be input within 60 days of when the P&A quote was provided. Upon receipt of a

new funded requisition, the contractor will submit a 'no fee' cancellation code against the initial P&A requisition. The country team or customer should cross-reference both document numbers (the P&A document number and the new document number) within SAMIS narrative for traceability purposes.

- 3) If the items are not ordered within 60 days, or a new requisition is input and canceled, the contractor will be paid a fee (cancellation, research, or P&A) for accomplishing the work related to providing the P&A.

b. P&A Guidance:

- 1) P&A only pertains to supply orders, not maintenance.
- 2) There is no priority for a COP requisition; default priority is Routine.
- 3) The price will reflect the total requisition value.
- 4) P&A will be provided no later than 60 days after receipt of requisition. If P&A is not provided within this timeframe, the contractor will cancel (CG) the requisition.
- 5) Customer only pays a P&A fee if the item is not ordered on a new requisition within 60 days from receipt of the P&A information.
- 6) If the item is ordered within 60 days, customer only pays the fill fee associated with the new requisition, the P&A fee is waived.

c. Factors to consider when using the P&A option:

- 1) Timeframe of when the item is needed: If the requirement is Urgent, valuable lead-time is lost awaiting P&A data.
- 2) Many large vendors do not respond to P&A requests quickly; therefore, it could be quicker to input the requisition and accept the cancellation fee if necessary.
- 3) Prior to inputting a P&A requisition, query the QAID 180R to identify if past procurement data is available.
- 4) P&A does not apply for maintenance; therefore, suggest using 75% of acquisition cost for an estimate of the repair price.

C. Maintenance/Repair Requisitions

1. **General:** Items eligible for repair in PROS includes material that is not actively managed by the USAF (non-standard) and items that are actively managed by the USAF (standard items), in which the USG SoS is unable to provide support and, therefore, provides approval for use of PROS. Reference Eligible Items section.
 - a. **Overview.** All maintenance efforts are repair and return, meaning the same item is returned to the customer that was shipped for maintenance. Each repairable must have its own document number; the document number and serial number (if available) are used for tracking purposes.
 - b. **P/N Requisitions.** The country team or customer is responsible for inputting P/N (non-standard) maintenance requisitions (CORs); SAMIS will send P/N requisitions directly to the PROS contractor for support when the requisition reflects FXC as the RIC. It is the customer's responsibility to ensure the P/N does not cross-reference to an actively managed NSN (standard item). The country team must ensure case and direct cite funds are available; the case also must be coded as "I" prior to COR input.

- c. **Maintenance Requisition Form.** The PROS Maintenance Requisition Form, available on AFSAC Online, provides information the contractor will require to properly support the repair effort. It is critical the customer fully describe the failure/fault and indicate if they expect the item to be repaired, overhauled, upgraded, modified, etc. The more information provided at requisition input will result in fewer delays in the contracting process.

PROS MAINTENANCE REQUEST FORM		
Submit completed form to your Country Manager/Program Support Manager/Case Manager for processing. Incomplete forms will not be processed and will be returned.		
Mandatory Information		
ITEM	ITEM DESCRIPTION	ITEM RESPONSE
1	Document Number:	
1a	Standard or NonStandard Item? (circle one)	1b If Standard, are the Approved Sources in NIIN Narrative? Yes or No (if no, contact ALC)
2	Is the case open (?): Yes or No	
2a	Case and Line:	
3	Category of work to be performed (check one):	Repair (fix what is broken) Repair & Upgrade Overhaul (complete refurbishment) Overhaul & Upgrade Upgrade (to specific configuration) Specify in Item #4
4	Specify Upgrade:	
5	Supplementary Address:	
6	Priority:	
6a	Requested Delivery Date:	
7	NSN/Part Number:	
8	Part Name:	
9	Classification:	Secret Confidential Unclassified
Highly Recommended Information		
ITEM	ITEM DESCRIPTION	ITEM RESPONSE
10	Suggested Source (if none, leave blank):	CAGE:
11	Serial Number (if known):	
12	Manufacturer's Part Number (if known):	
13	Manufacturer's CAGE Code (if known):	
14	Next Higher Assembly (NHA) Part Name:	
15	NHA NSN/Part Number (if known):	
16	MDS (model, designation, series, if applicable, Ex: F16C, J56, etc):	
17	Model/make (if not aircraft):	
18	Current/Effective Technical Data Reference (include latest change number/date):	
19	Description of Problem (provide as much detail and test data as possible):	
20	Item Intact or Missing Parts (check one)?	Intact Missing Parts Unknown
21	Does Item Contain Embedded Software/Firmware (check one)?	Yes No Unknown
22	What Technical Data and Method (bench, ops, etc) will be used for acceptance?	
23	Special Requirements (complete as applicable in 22a, 22b, 22c, and/or 22d):	
23a	Color:	
23b	Size:	
23c	Voltage, Phase, Frequency, etc:	
23d	Other:	
CCM/PSM/CM Mandatory Information		
ITEM	ITEM DESCRIPTION	ITEM RESPONSE
24	Item is :	Standard (completed AFMC Form 807 required) Nonstandard

- d. **NSN/Classified Requisitions.** Only the PMO is authorized to input NSN (standard) or classified item CORs. If the National Stock Number (NSN) is actively managed by the USAF, the country team or customer must ensure there is a NIIN narrative authorizing PROS support with the ESA approved source information. If a NIIN narrative is not available, the country team or customer must contact the appropriate USG SoS to obtain approval for PROS to support the repair; the SoS also must provide the ESA approved source information. This action must be taken prior to requesting support from the PMO. If the SoS authorizes PROS support, the FMS Workflow organization will document SAMIS with a NIIN narrative, including the ESA approved source(s), CAGE code, POC, name, phone number, expiration date, and approving engineer.
- 1) **PMO Responsibility.** Once the above actions are complete, the customer must provide a completed Maintenance Requisition Form, available on AFSAC Online, to the AFSAC PROS repair team (afsac.pros.repair@us.af.mil). The PMO repair team will input the requisition using the provided information. NOTE: The country team must ensure case and direct cite funds are available; the case also must be coded as "I" prior to COR input.
- e. **Contractor Responsibility.** Within five calendar days of the COR being input, the contractor will transmit a BD status code in SAMIS to acknowledge receipt of the requisition. The contractor will also comply with any special instructions included in the requisition narrative (e.g. special shipping instructions, etc).

A BZ status code will then be posted indicating the requisition is in the research/solicitation phase. Do not contact the contractor for status until the contract award objectives have elapsed (see Contract Awards section). Contacting the contractor for status prior to these timeframes could result in a delay.

The contractor will locate a qualified vendor, obtain a quote for the TTI portion of the repair, and process that quote with an IQ status code. The IQ will be followed by an IV status code signifying the contract award of the TTI, to include an ESD which reflects an estimated date for completion of the TTI.

Once the contractor has identified a qualified repair vendor, customer will be instructed (via X8 message) to ship the asset to the repair facility or contractor's warehouse. If the repair asset has not been received within 120 days, the requisition will be cancelled.

Upon completion of TTI, the contractor will obtain a fixed price quote for the actual repair of the item. The contractor will transmit a PQ and X5 (If necessary) status code in SAMIS indicating the cost of the repair. If an X5 is required, customer had 60 days to respond. Upon receipt of country's response provided within the AFSAC Online Communication Tool, an R5 and narrative will be posted in SAMIS.

Should customer disapprove the cost identified in the X5 message through the AFSAC Online Communication Tool, an AC cancellation code will be generated in SAMIS. The contractor will then contact the vendor to determine termination costs; the customer will be informed of the associated cost to cancel the repair requisition and will need to confirm if they want to proceed with the cancellation. If customer decides to cancel, they must provide disposition instructions for the asset.

If the contractor identifies a need to revise a previously provided quote (IQ/PQ), an IR or a PR status code will be processed along with an X5 status code and narrative if necessary.

The contractor will process a BV status code in SAMIS when the repair contract has been awarded along with an ESD. Notification of shipment (AS) will occur when the repair vendor has invoiced the PROS contractor and provided proof of shipment.

- f. **Scheduled/Unscheduled Maintenance.** There are two methods for processing maintenance requirements, scheduled and unscheduled. Unscheduled maintenance is when the customer ships the material to the PROS contractors' warehouse or vendor prior to submitting a COR and receiving shipping instructions. If the unscheduled process is used, the customer must provide all mandatory information identified on the Maintenance Request Form to the PROS PMO; the PMO will input a requisition, allowing the contractor to proceed with the repair process.

1) **Scheduled Shipment**

- a) Scheduled is the preferred maintenance method; the customer submits a COR for non-standard requirements and the above process defined in the Contractor Responsibility section is followed.

2) **Unscheduled Shipment**

- a) The use of unscheduled maintenance is highly discouraged, is not intended for large volumes of material, and should be used on an exception basis only. Unscheduled maintenance is not authorized for classified or urgent requirements. Be advised that the use of unscheduled maintenance could result in a lengthy delay in processing and customer will incur storage fees.
- b) If an item is received at the contractor's warehouse prior to receipt of shipping instructions, the contractor will process an XDW transaction to SAMIS. The PMO will receive the XDW notification and work with the customer to resolve the error and establish a replacement maintenance requisition.

g. **Receipt/Shipment Transactions**

- 1) Upon receipt of the repair asset, the contractor will process an XDA transaction in SAMIS for signifying receipt of a scheduled repair, and an XDW for an unscheduled repair. When the contractor is highly confident a repair contract will be awarded, they may request the customer send the repair asset to their warehouse; this serves the purpose of getting the material moving prior to a contract being awarded in order to save processing time. The contractor will then forward the asset to the appropriate repair vendor. To provide visibility of the reparable through the maintenance process, the following XDA/XDB codes will be used:

2) **Scheduled**

- a) **XDA** - Receipt of scheduled asset at the repair vendor
- b) **XDB** - Shipped by repair vendor to location as directed by customer (warehouse, FF, special shipping instructions)

- 3) **Unscheduled**
 - a) **XDW** - Receipt of unscheduled asset by contractor
 - b) **XDB** - Shipped to repair vendor
 - c) **XDA (1)** - Received at repair vendor
 - d) **XDB (2)** - Shipped by repair vendor to location as directed by customer (warehouse, FF, special shipping instructions)

2. **Receipt of Asset After Cancellation:** If the repair asset is received after the requisition has been cancelled in SAMIS, the contractor will request a replacement document number to continue the maintenance process. The country team or customer will provide the replacement document number to the PMO for processing.

3. **Pricing:** Upon COR input, SAMIS checks the 505 PROS Price Table Procurement History and defaults the order for maintenance to one of the following: 1) Catalog Maintenance, 2) latest PROS maintenance cost, 3) 75% of last PROS Price material cost (including fees), 4) \$2000 default price or 5) manual price.

4. **Repair and Replace (H-Coded Requisitions)**
 - a. The PROS contract incorporates repair of actively managed NSNs (standard items) when the USG SoS does not have the organic capability or contractual supportability available.
 - b. Policy: There will occasionally be supply support issues that prevent timely support of FMS programmed and H-coded requisitions. These requisitions may be identified as PROS candidates; country review and approval is necessary prior to forwarding to the PROS contractor. Prior approval is necessary because the maintenance method is changing from on-hand/on-order stock to lead-time away support. Additionally, the support is changing from repair and replace at average repair cost to repair and return at actual repair costs.
 - c. Identification Process: The USG SoS will identify programmed and H-coded PROS candidate requisitions to AFSAC via the normal communication channels. To aid in making the decision on whether or not to send the requisition to PROS, the SoS should consider if they have current repair capability or an existing contract to support the FMS customer; if not, PROS could assist but the SOS must identify the USAF approved sources and coordinate with the PROS PMO if the asset is located at the USG source.
 - d. PROS PMO Notification. For H-coded requisitions approved for PROS by the customer, AFSAC will provide the PROS PMO a copy of the SoS recommendation for PROS support along with a written statement of approval from the customer or country team. The H-coded requisition will then be canceled by the USG source and the unserviceable asset will be shipped to PROS (Note: this transaction will generate an XDW code indicating unscheduled shipment). Maintenance is accomplished by repair and return; be aware that it is possible PROS will receive a different serial number than assigned to the original document number.

5. **Beyond Economical Repair (BER)/Beyond Physical Repair (BPR):** If a vendor completes the TTI phase and identifies the item as BER/BPR, the contractor will input a X6 status code and narrative; the narrative will identify the condition of the material and disposition instructions if necessary. Customers have 30 days to respond to X6 transactions. If the

repair asset is BPR and customer does not provide a response to the X6 within the AFSAC Online Communication Tool, the requisition will be cancelled and the asset will be returned to country.

6. **Shipment:** Upon completion of the repair, the vendor will ship the asset as directed by customer. If the asset is shipped to the freight forwarder, the contractor will input an AS3 transaction in SAMIS upon notification of shipment. If the contractor is required to move the material through their warehouse due to the requisition being a DTS shipment, the contractor will process a XK status code. Upon shipment, the contractor will process an RK status code along with an AS3 transaction in SAMIS. The contractor will then process the invoice completing the maintenance requirement.

7. **Maintenance Funding Issues**

- a. SAMIS checks for the availability of funds; if funds are not available, SAMIS will generate an OH status code and a PRNM/PR28 CEX error. The two most common funding issues are:
 - 1) PRNM - Not Enough Case Funds to Support this order. Resolution: Add/move sufficient case funds and "A" release the CEX error.
 - 2) PR28 - CMCS Funds Not Available. Resolution: Add/move sufficient direct cite funds and "A" release the CEX error.

- a) **No Fee Cancellation**

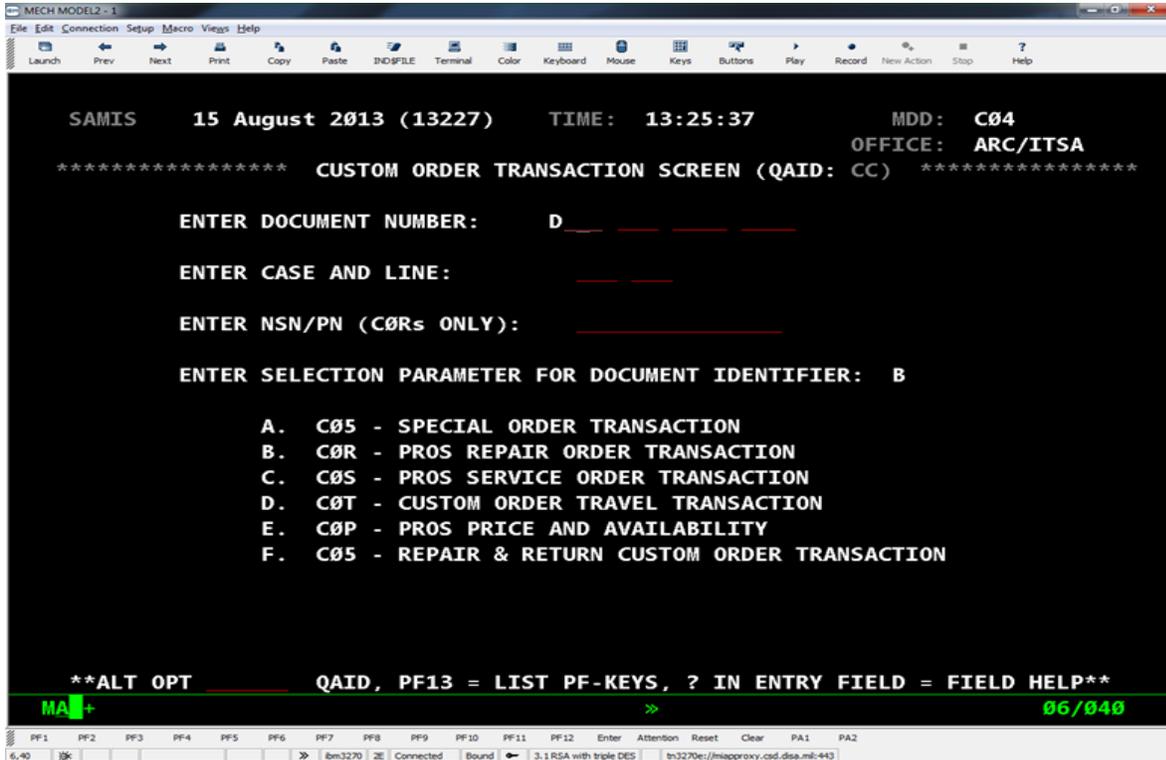
If the PRNM/PR28 errors cannot be worked due to case or direct cite funds not being available, and the customer is going to input a replacement requisition with a new case/line, the customer may request a No Fee (NF) cancellation for the original maintenance requisition. NOTE: the NF is not a contractual requirement since the contractor has expended effort against the original requirement and additional effort may be required to re-accomplish the work. Therefore, contractor has the right to deny the NF request. The country team or customer will cancel the original DCN and forward the NF request to the contractor through a SAMIS narrative. The contractor will review the NF request and determine if approval will be granted. If the NF is approved, the contractor will hold the NF until a price quote has been posted to the replacement requisition. A BQ status code will be processed to complete the original requisition. The country team or customer will input the replacement requisition and cross-reference the original document number; this enables the contractor maximum visibility for processing the replacement DCN as quickly as possible by linking the two DCN's together. The contractor will acknowledge receipt of the replacement requisition by processing a BD status code. Once the PQ has been transferred onto the replacement requisition and SAMIS has checked and confirmed the availability of funds, the SAMIS will generate an OK status code. At this time the CEX error generated on the original requisition can be deleted.

8. Entering Maintenance Requisitions:

a. Step 1: Start at the ALT OPT field, then enter "CC" within SAMIS. Press enter key.

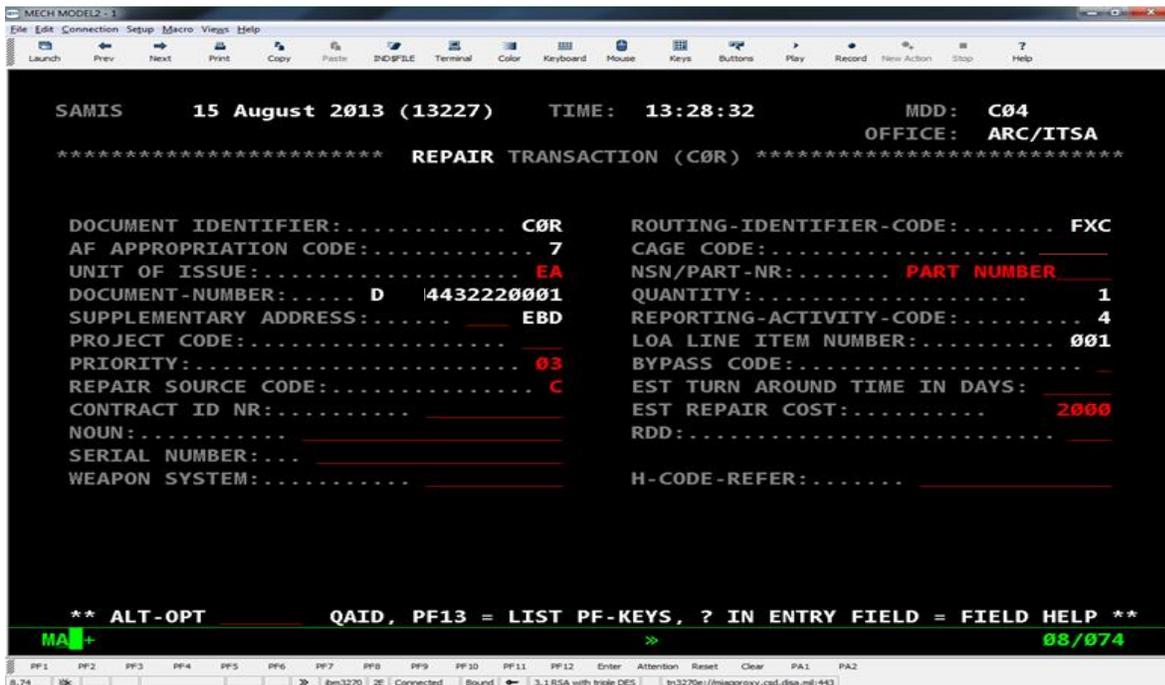
Enter the following information:

- 1) Document Number
- 2) Case and Line
- 3) NSN if available , if not use the P/N
- 4) Select "b" for COR
- 5) Press enter key



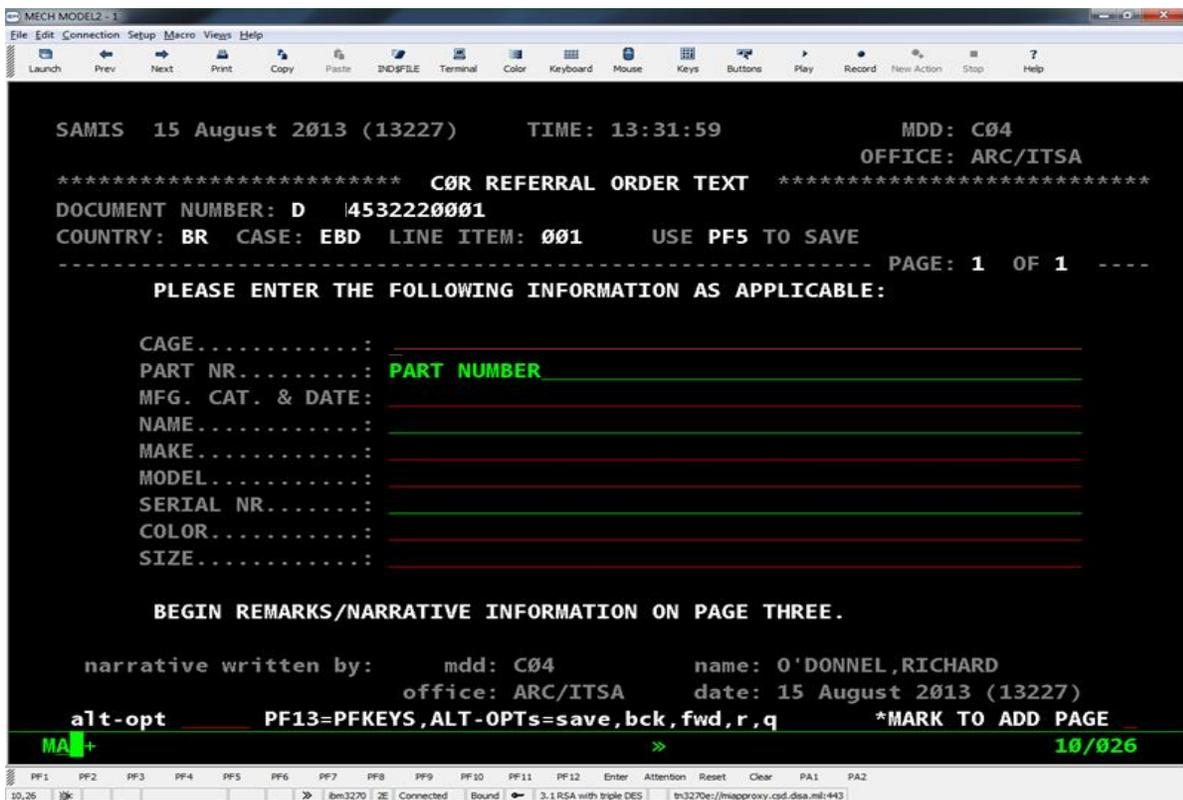
b. Step 2: Enter the following information (press Tab key after each entry):

- 1) Unit of issue: EA
- 2) Supplementary Address
- 3) Priority
- 4) Noun
- 5) CAGE Code
- 6) Serial Number
- 7) Weapon System
- 8) If requisition is replacing an H-coded requisition, enter H-coded document number as a cross-reference
- 9) Press Enter

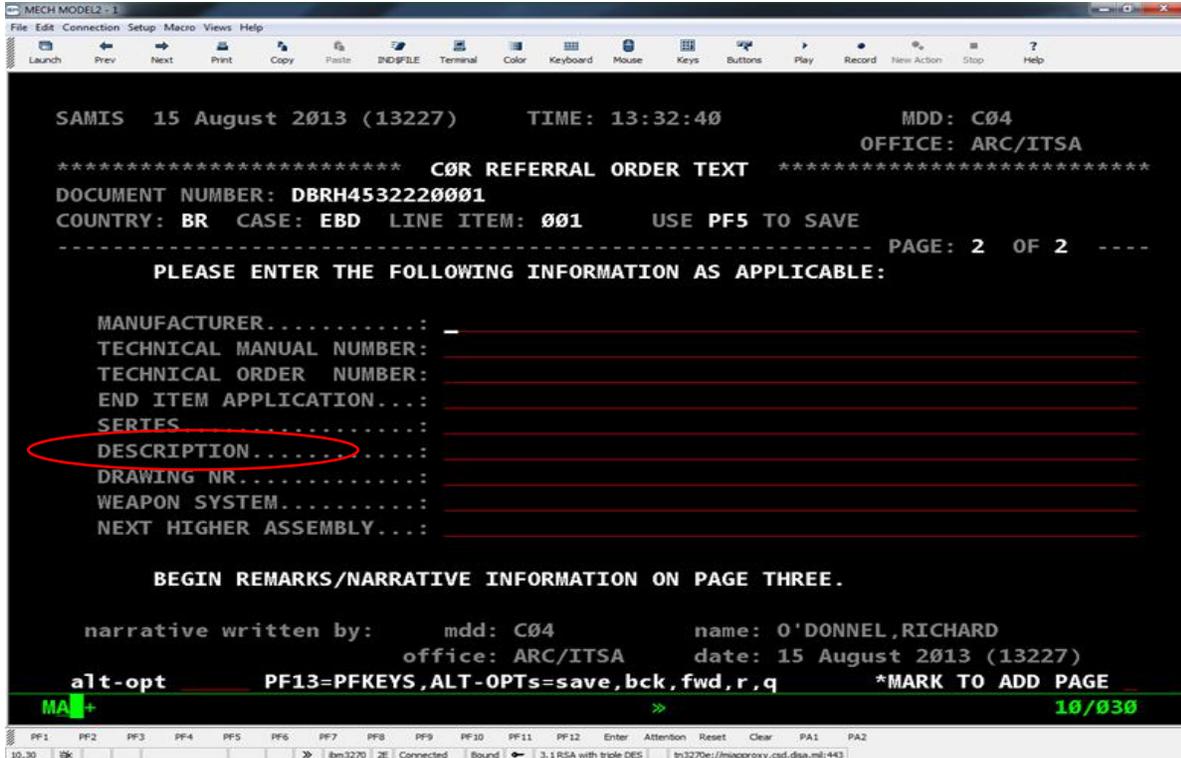


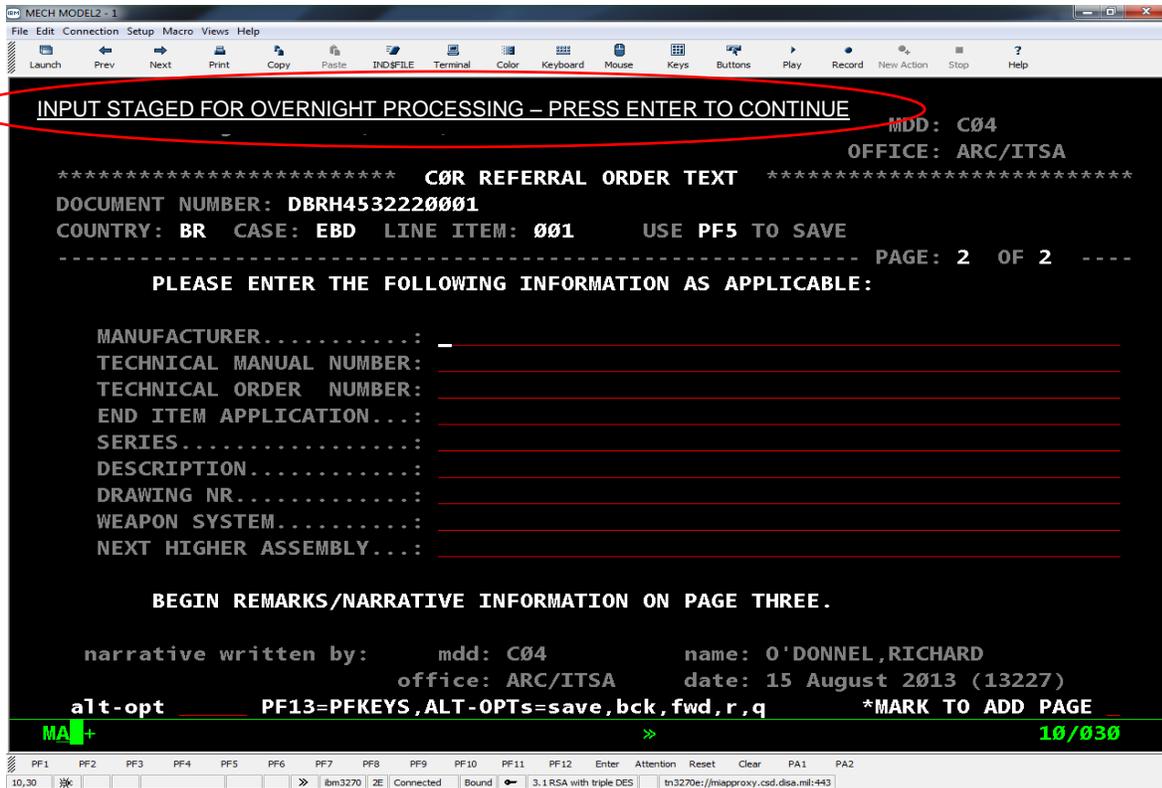
c. Step 3: Include as much information as possible in the narrative fields. The more information provided upfront, the fewer questions and delays will be experienced.
 NOTE: SAMIS will auto-populate CAGE and P/N fields, if not able to provide complete CAGE or P/N on initial input screens, ensure the complete information is provided on this screen. (press Tab key after each entry)

- 1) Cage Code MANDATORY – Known Vendor
- 2) P/N MANDATORY
- 3) MFG. CAT & DATE
- 4) Name (noun)
- 5) Serial Number
- 6) Provide the Make, Model, Color, and/or Size data if available; if there's no additional information, select the F5 key to save data, proceed to next screen.



- d. Step 4: Insert description of repair in "Description" field, e.g. repair, overhaul, upgrade, etc.
- 1) If additional comments are needed, select "Mark to Add Page" then press F5 (Do not press Enter, this will stage the requisition without providing opportunity to document narrative screens).
 - 2) Press F5 to save and stage.
 - 3) Requisition is staged. Check SAMIS the next day to ensure it processed (see last screen shot).





D. Communications

1. Customer – Contractor

- a. When customers have a question related to a specific requisition or are in need of a status update, the “Ask the PROS Contractor a Question” function on the AFSAC Online Communication Tool is to be used. Prior to posting a question, the customer should ensure they have adequately researched SAMIS to ensure the information is not already posted in SAMIS. As a guide, questions concerning contract award should not be submitted to the PROS contractor until the contract award objective timeframes have expired (see Contract Awards section). Questions/requests submitted via the Communication Tool are automatically posted in SAMIS with an XQ status code and narrative. See the Communication Tool Users Guide for step-by-step instructions on use of the tool. The contractor is required to provide timely responses to the PMO and customer. Responses are to be complete and specific to allow customers to make necessary decisions. The contractor is to provide responses submitted via the communication tool within 7 calendar days; please allow 10 calendar days due to system processing time. Contractor responses are documented in SAMIS with an RQ status code and narrative.
- b. Per the contract, all communications between the customer, USG, and contractor is to be documented in SAMIS. SAMIS is the official system of record for the PROS Program; Microsoft Office Email and DAMES (coordination with the PMO and PROS contractor is required for use of DAMES) are utilized for the purposes of communication. The customer and contractor are responsible for ensuring all communication is documented

in the SAMIS narrative. The use of SAMIS narrative provides a clear audit trail for all actions that have been requested and/or taken.

- c. The PROS contractor is authorized to communicate with the customer when approvals or additional information is required. The following list (not all inclusive) includes some instances where the contractor will communicate with the customer:
 - 1) X5 status code/narrative – Contractor is requesting price approval because a price quote meets the criteria contained in the Price Approval Matrix (see Price Approval Matrix section).
 - 2) X2 status code/narrative – Contractor is requesting clarification because the requisition contains inaccurate or missing information.
 - 3) X6 status code/narrative – Contractor is identifying termination costs due to customer requesting cancellation after the item is on contract.
 - 4) X6 status code/narrative – Contractor is notifying customer that a repair asset is BER/BPR.
 - 5) ESD - When an ESD expires, the contractor will update the system with a new BV/ESD transaction and notify the customer as to the reason for the update.
 - 6) XH – Contractor is notifying customer that supporting vendor is offering less than a one-year warranty.
- d. The customer is required to respond to all X messages through the AFSAC Online Communication Tool; the tool will automatically update SAMIS with the corresponding R message and narrative.

2. **Customer/Vendor Relations**

- a. The customer is not to communicate with the vendor after a requisition has been submitted to the PROS contractor for processing. Communication after the contractor has accepted the order can impact support time, cost, and add confusion. If a vendor contacts the customer, the customer is not engage in discussion; the customer is to direct the vendor to the PROS contractor.
- b. The customer is encouraged to provide any information received from vendor prior to or at the time the requisition is submitted to PROS. This would include company name, POC, phone number, address, etc. If customer has a vendor quote, they are encouraged to document SAMIS narrative with that information and send the quote to the applicable contractor mailbox (supply@prosiv.com or repair@prosiv.com). When providing quotes, ensure the Document Number is provided in the title of the email message.

3. **Customer/PMO Relations**

The PMO exists to support the customer and manage the PROS contractor; we provide support to both parties. If the customer has an issue, needs assistance, requires meeting support, etc., please contact the PROS office. PROS office contact information is available on AFSAC Online beneath the PROS Information tab.

4. **Message Matrix**

- a. The contractor is required to use DAMES and Microsoft email to transmit messages to the customer. The contractor is responsible for ensuring messages are posted to SAMIS narrative to support the official audit trail. The contractor sends messages per the PROS

Message Matrix. The matrix identifies the emails/COMMRIs each country has designated for receipt of messages from the PROS contractor.

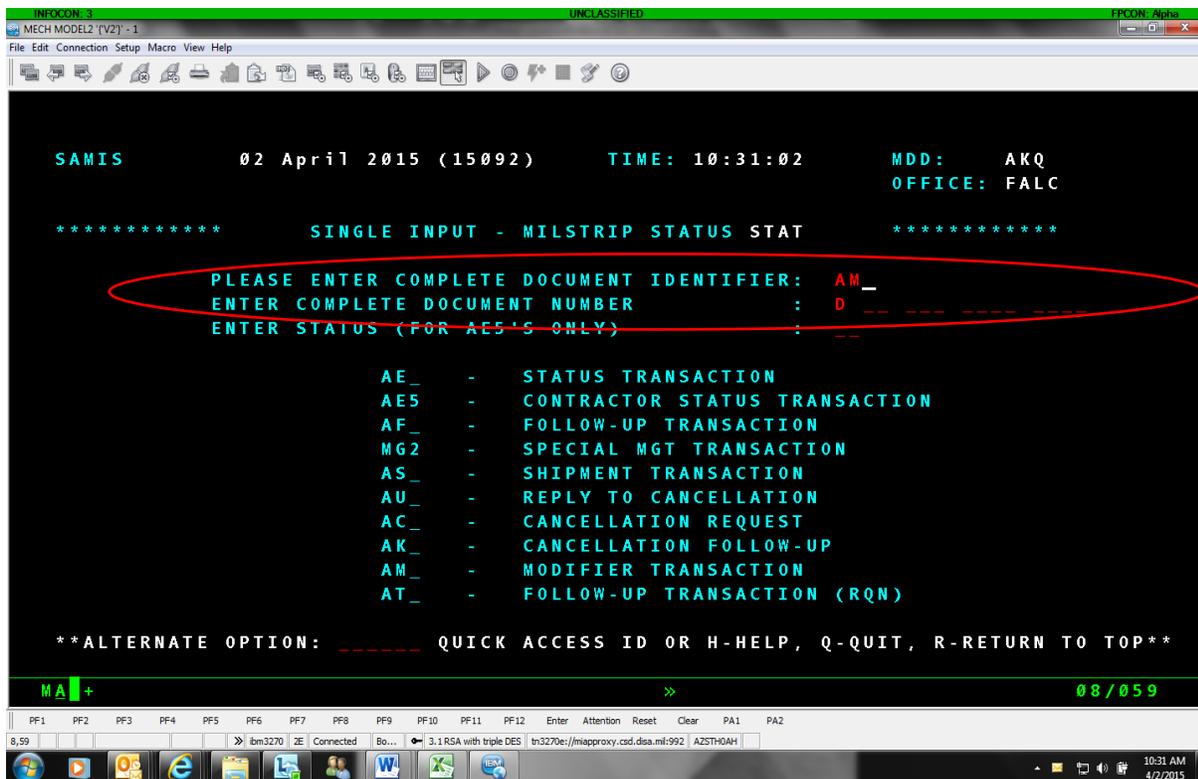
- b. The Message Matrix is maintained by the PMO. It is the responsibility of the customer to identify updates to the matrix; updates are to be communicated to the PMO.

E. Controlled Exception (CEX) Errors

1. CEX errors occur when a transaction fails one or more of the SAMIS internal validations. During overnight batch processing, SAMIS validates each transaction and assigns a CEX error number to each one that fails the validation process.
2. All CEX errors are now pull-products; there is no automatic notification. CEX errors can be viewed by using the SAMIS QAID 138A screen, an Oracle query, or through AFSAC Online beneath the Supply Application tab. For additional information pertaining to CEX errors please see the Process Desk Guides (PDGs) for CEX Errors. On screen help in SAMIS will guide users through clearing processes for each type of error. Listed below are some of the common CEX errors received against PROS requisitions:
 - a. **PR28:** Case Management Control System funds not available.
 - b. **PRNM:** Not enough case funds to support the provided price quote
 - c. **PRNT:** PROS P/N Order (A05) with no text narrative
 - d. **PRNF:** Status of "NF" received with no fees committed in SAMIS
 - e. **PRWC:** Wrong or inconsistent CAGE
 - f. **PRWP:** Wrong P/N
 - g. **PR20:** RIC of FX_ conflicts with case type
 - h. **PRCM:** CAGE Code missing
 - i. **P200:** Notification that USG SoS is attempting to pass requisition to PROS
 - j. **PR03:** Notification that country preference table has assigned blocker edits that are prohibiting the requisition from passing to PROS

F. Modifying Requisitions

1. Customer(s) may modify the Project Code, Priority, RDD and the first three positions of the supplemental address; no part of the document number can be changed. If the requisition requires any other changes, customer is required to cancel and resubmit a new requisition. A modification is signified in SAMIS by either an AM1 or AM5 transaction. When a modification is required, follow these steps:
 - a. Enter STAT In the ALT Option field in SAMIS.
 - b. Input AM1 or AM5, and enter the document number to be modified.
 - c. Press Enter.
 - d. Recommend posting narrative in SAMIS describing reason for modification request.



2. Level Of Service Change Prior to Contract Award for Routine Requisition. If the modification request is received prior to requisition being placed on contract with the vendor (IV/BV), and the priority designator and/or the RAD/RDD field have been updated, the LOS may be upgraded from routine "R" to urgent "U" by reassigning the LOS code. If the requisition LOS is urgent, the requirement is already being treated in the most expeditious manner; inputting an AM modifier prior to contract award on an urgent requisition will not generate a change.
3. Expedite Request. If the modification request is submitted after the requisition is on contract (IV/BV), no further changes are required, this will constitute an expedite request from the customer to obtain an improved ESD. The priority or level of support will not be upgraded; however, due to the additional workload for the contractor, an expedite fee will be incurred regardless of whether or not an improved ESD can be obtained. Further guidance on the Expedite Process is provided below.
4. Support during Contingency. In the event a customer has been assigned a project code by DSCA, a modification request must be submitted with an updated Project Code to advise the PROS contractor of a surge requirement.
5. Confirmation of modification to requisition: The contractor confirms modification by processing a BK status code in SAMIS. If the BK status code is received in response to an expedite request (after IV/BV), it indicates PROS contractor has obtained an improved ESD; the contractor will process a new BV with an updated ESD.
6. Rejection of modification to requisition: The contractor is able to reject a modification request with a B2 status code; when the B2 is in response to an expedite request, the

contractor will document SAMIS narrative with rationale as to why the vendor could not improve the ESD.

G. Cancellations

1. **Common AC cancellations:**
 - a. AC1 – Cancellation generated by in-country personnel.
 - b. AC3 – Cancellation generated by CONUS personnel (AFSAC).
 - c. AC4 – Automatic Cancellation generated by SAMIS due to non-response from customer, see below.
2. **Automatic Cancellations (AC4).** The contractor processes an X_ status code and narrative in SAMIS whenever a customer response is required. When customer fails to respond within the timeframe identified in the narrative/ email/DAMES message, SAMIS will automatically generate an AC4. The contractor will earn a research or cancellation fee in all instances.
 - a. **X2:** Request for customer clarification, additional information, approval of alternate P/N, etc. Customer has 90 days, unless otherwise documented, to provide response.
 - b. **X3:** Request for customer to approve delay in contract award due to vendor's inability to provide a quote within the 120 day cancellation timeframe. Customer has 30 days, unless otherwise documented, to provide response.
 - c. **X5:** Request for customer price approval. Customer has 60 days, unless otherwise documented, to provide response.
 - d. **X6:** Request for approval of cancellation/termination as result of an asset being determined BER/BPR for maintenance requisitions. Customer has 30 days, unless otherwise documented, to provide response.
 - e. **X8:** Provides shipment instructions to customer for maintenance requisitions. Customer has 120 days, unless otherwise documented, to provide proof of delivery.
 - f. **XH:** Request for approval of warranty that is less than one year in duration. Customer has 60 days, unless otherwise documented, to provide response.
 - g. **OH:** Signifies requisition lacks sufficient funding to continue with support. Customer has 60 days to resolve the funding issue.

3. Contractor Initiated Cancellations (Status Codes/Fees)

CODE	EXPLANATION	FEE ASSESSED
D3	Cancellation for non-response to X message prior to a PQ/PR/IQ/IR being posted.	Research Fee
CA	Cancellation of a standard or LOA sole source item due to contractor being unable to obtain a quote.	Research Fee
CG	Cancellation due to contractor being unable to locate and/or obtain a quote from a qualified source.	No Fee
CU	Cancellation of a previously CG cancelled requisition due to contractor's inability to locate a qualified vendor.	Research fee
CY	Cancellation of standard item supply requisition, will be passed to the USG SoS for continued support.	Research fee
GY	Cancellation of standard item maintenance requisition, USAF maintenance capability exists, will be passed to USG SoS for continued support.	Research fee
CJ	(1) Cancellation due to a substitute NSN being available and actively managed by USAF. Information to be provided to customer for input to USG source. (2) Customer is unwilling to wait beyond the 120-day timeframe for receipt of vendor quote (X3/R3)	Research fee

4. **Customer Initiated Cancellations (Status Codes/Fees)**

CODE	EXPLANATION	FEE ASSESSED
BQ	Contractor confirmation of a cancellation request (AC1/AC3 transaction) - Prior to quote (IQ/PQ) - After quote (IQ/IR/PQ/PR)	Research Fee Cancel fee
B8	Contractor denial of a cancellation request	None
B4	Contractor confirmation of a cancellation Request <u>after</u> requisition is on contract (IV or BV). Contractor cancellation fees apply and vendor termination charges may be incurred	Cancel fee Termination charges

H. Quality Assurance / SDRs / Title and Ownership

1. **SDR Submission:** The customer submits warranty claims via the SDR process. SDRs can be reported within the warranty timeframe for the following reasons: overage, duplicate shipment, wrong item, misdirected material, non-receipt, shortage, quality/material deficiency, damaged or improperly packed shipment, insufficient shelf life, warranty, and billing errors. SDRs are submitted by customer to USG and contractor via Standard Form (SF) 364 using WebSDR or SDR-A.
2. **SDR Validation:** The contractor will cooperate with the USG and provide a recommendation for the USG to determine SDR validity.
 - a. Except for latent defects, the period of liability is determined by either one year from date of shipment from vendor or the expiration of the customer accepted warranty period, effective from the date of shipment from the vendor.
 - b. For latent defect SDRs, the time period is governed by the latest version of Defense Logistics Manual (DLM) 4000.25
 - c. SDRs for total non-receipt must be submitted within one year from the billing period.
3. **Passage of title and ownership** of the materiel occurs at the vendor's out-shipment dock on the date of shipment from the vendor to the freight forwarder or other shipping agent. This means that the customer **OWNS** the material AT THE VENDOR'S DOCK and the warranty period begins at that moment.
4. **One Year Warranty:** The PROS contractor will attempt to obtain a one year warranty on materials and workmanship. If a one year warranty cannot be obtained or if vendor requires exhibit to be at its facility (versus USG turn-in point) within specified warranty timeframe, contractor will notify customer (XH) and must receive approval (RH) prior to award. If vendor requires exhibit to be at its facility and turn-in date will occur in less than 180 days, contractor will notify customer of condensed return time. For latent defects, the warranty timeframe is governed by the latest version of DLM 4000.25. It is customer's responsibility to be cognizant of and abide by warranty terms and conditions for all PROS

supported requirements. A copy of the warranty terms and conditions will be provided as part of the shipping documentation. It is the customer's responsibility to ensure all SDRs are submitted in a timely manner.

5. **Process:** Customer submits a SDR (SF 364) through their AFSAC On-line (AOL) account. If country does not have access to AOL, a hardcopy of the SF 364 with all supporting documentation is sent to the AFSAC SDR Office which will load the SDR into AOL. If the SDR passes all the edits (extended dollar value is greater than \$200.00, filed within one year; and details are adequate to support the customer's complaint in accordance with DLM 4000.25, AOL will feed the SDR into WebSDR. WebSDR sends notification to the contractor and the PROS PMO that an SDR exists. The contractor will use WebSDR to review the report and ensure it is within the warranty period. If the warranty has expired, the contractor will reject the SDR and state that the SDR was received outside of the warranty period. If the SDR is within the warranty period, the contractor will provide the documentation to the vendor involved. Vendor will provide their analysis to the contractor who, in turn, will determine if the vendor's response is adequate. If it is not, the contractor will return the response to the vendor for re-accomplishment; if sufficient, the contractor will input response via WebSDR. WebSDR feeds the information into AOL which is released to the customer. The purpose of WebSDR is to move all SDRs into an integrated transaction environment which provides an effective means to report and measure discrepancy related data.
6. **SDR Documentation:** It is very important that the FMS customer perform a receipt inspection at the time the asset is received. SDRs are more easily resolved when they are submitted promptly, especially since vendor warranties are involved. Also, a complete document package is key to effective SDR resolution such as photographs, test data, test equipment used, software versions or Tech Order data and especially the Next Higher Assembly into which a sub-unit is installed, its version (commercial or military) and/or useable-on-code. Photos must have CURRENT digital date/time stamp that coincides with CURRENT SDR. Photos from previous SDRs not having current date/time will be rejected and current photos will be required for further consideration of the claim.
7. **SDR Time Frames:** After customer submits the SF 364 to the SDR Office within AFSAC, The SDR Office will review the customer's complaint within 5 work days and either validate it and pass to the contractor or reject it back to customer for additional information. The contractor has 50 days to review the complaint, pass it to vendor and ensure vendor responds with either an interim response indicating why there is a delay in processing or provide an actionable response back to customer. If vendor needs additional information, the customer will be notified and will be given 45 days to provide the necessary information. If vendor requests return of SDR exhibit, customer will be notified and will be given 180 days to return the exhibit to USG custody. If customer does not meet these timeframes, the SDR Office will close-out the SDR in the SDR system and no further action will be allowed. It is imperative that the customer files the SDR in a timely manner since all orders processed through PROS have vendor warranties.
8. **Shipping:** When a customer must return material, it is critical material be packaged, handled and shipped as if new to prevent further damage. The customer must strictly adhere to ESD procedures at all levels of material handling from shop to shipping and all points in between even on failed units to prevent further damage. ESD sensitive devices will

first be tested for indications of ESD damage and claims will be rejected if ESD damage is discovered.

9. **Final Authority:** The SDR office, PROS PMO and Contracting Officer employ a team approach throughout the entire SDR process. PROS PMO Contracting Officer is the final authority for determining SDR validity and closure.

IV. Task Orders

- A. **Task Order Overview:** There will be times when a Foreign Military Sales (FMS) customer has a requirement that cannot be supported through the “mainstream” supply or maintenance PROS processes. The Contracting Office (CO) and the PROS PMO will determine if a PROS Task Order (TO) is the appropriate vehicle to provide support. Task Orders are typically used for requirements of a technical nature, such as studies, analysis, installation, familiarization training, and travel that may be associated with a spares or repair requirement for a nonstandard or hard to support standard requirement that has been purchased thru PROS. PROS Task Orders must be directly associated with supporting non-standard or hard to support standard item requirements.

If a future requirement will involve the procurement of material and task order (i.e., site survey, installation, familiarization training), it is highly suggested the customer ensure the LOA reflects sole source. If this does not occur, there is potential risk the material and task order service will be awarded to different vendors.

Contact the PMO for scenarios not addressed in this handbook.

B. Task Order Process

1. Initial Request

- a. The process begins when the FMS customer submits a requirement to the AFSAC Command Country Manager (CCM). This can be in the form of e-mail, telefax, letter or message. It must be in writing.
- b. The CCM forwards the request to the PROS PMO.
- c. The PMO and AFSAC CO review the request to determine the best means for supporting the requirement. If it is determined that the requirement would be best supported via the PROS supply or maintenance processes, the appropriate transaction (A05 or C0R) is processed by the PMO or CCM. Sometimes a separate services contract (not through PROS) is determined by the CO to be the best course of action.

2. Statement of Objective (SOO)

- a. A SOO is required for all task orders
- b. If the PMO and CO determines the requirement should be supported via Task Order, preliminary planning meeting(s) may be held or email traffic generated with the PMO, CCM, contractor and FMS customer representative(s) to clearly define the requirement.
- c. Having a clear definition of the requirement, the FMS Customer in conjunction with the CCM is responsible for developing the SOO. See sample SOO at end of this section. (NOTE: Under no circumstances shall the SOO be written by the PROS contractor.) Once the FMS Customer/CCM develops/reviews the SOO, it is submitted to the PMO, via email. The PMO reviews the SOO to ensure sufficient information has been supplied, makes changes as required, and forwards the documents to CO for review and approval/disapproval.

- d. If CO approves the SOO as written, the PMO will generate a formal requirements package through email to CO to be forwarded to the contractor. The CCM must also provide a copy of the LOA/Amendment funding this effort. If the Task Order is for familiarization training, the CCM must obtain an email from AFSAT concurring that AFSAT will not be contracting for the training effort and provide to the PMO. (Note: AFSAT has the first right of refusal for all training). The PMO will enter the DCN provided in the SOO into SAMIS as a placeholder (usually \$2000.00). PMO will input the Task Order using a COS code in SAMIS. The contractor will use this DCN to enter their proposal cost preparation for this task order effort.
 - e. If CO disapproves the documents, a meeting may be held or email traffic generated with CO, the PMO and the CCM to address the reason for disapproval (usually additional information required from customer).
 - f. Once sufficient information is obtained, the revised SOO is resubmitted to PMO who in-turn forwards to the CO, who then forwards the documents to the contractor.
 - g. After the task order has been initiated with the PMO, the customer shall not communicate with the PROS contractor or the vendor. All communications will be coordinated through the PMO.
3. Funds Commitment: Once negotiations are completed by PK and the quoted price has been approved by the FMS customer, the PMO requests a fund cite from PMO Financial Manager for the negotiated amount plus 2 percent to cover the PROS Program Fee.
4. Task Order Issued/Performance:
 - a. The certified fund cite is provided to CO, who then issues a task order (DD Form 1155, Order for Supplies or Services) to the contractor for performance of the Task Order. The task order encompasses the services, costs, hours and hourly rates for personnel, including subcontractors, accounting/appropriation data and period of performance. An electronic copy of the task order is provided to the PMO for their records.
 - b. After receipt of task order, the PROS contractor has 21 days to provide proposal preparation cost in SAMIS. The contractor will request vendor provide proposal within 30 days of notification. Upon receipt of vendor's proposal, the PROS PMO will perform a technical evaluation and contract negotiations begin. After negotiations are concluded, the PROS PMO will request funding for the total cost of effort, and the final contract is awarded.
 - c. The PMO monitors performance of the Task Order, participating in meetings and performing TDY, as necessary, reviews performance and expenditures, approves invoices prior to payment, and works with the CO, contractor, CCM and FMS customer to resolve any problems that may arise.
5. Task Order Completion: The Task Order is complete when all requirements have been satisfied and an FMS customer representative or Command Country Manager has signed the Certificate of Conformance (CoC). The contractor submits a final report and invoice to the PMO for certification and final delivery reporting in SAMIS. The value of submitted invoice must match the negotiated value of the task order; requisition is completed in SAMIS.

SAMPLE STATEMENT OF OBJECTIVE (SOO)

**FOR
(Equipment)
FAMILIARIZATION TRAINING
TASK ORDER XXXX
(Date)**

Description: Installation and Familiarization Training for (Equipment)

Country:

Country POC: (Name)
(Flight)
(Phone)
(Email address)

Contracting Officer: Todd Schack
(937) 656-3489
Todd.Schack@us.af.mil

Contract Negotiation: Tammy L. Tobe
(937) 656-1434
Tamara.tobe@us.af.mil

Task Order Manager: Jackie J. Rockas
Task Order Manager
(937) 522-6576
Jacqueline.rockas@us.af.mil

Contract POC (S&K): PMO will complete this section

1.0 BACKGROUND

The (Customer/Service, i.e., BN Air Force, BN Navy) purchased (Equipment) via the PROS contract under document numbers XX, XX, FMS Case/LOA XX-X-XXX, Line XXX. The equipment has an estimated ship date of XXX. The supplier is (Vendor). The recommended source to perform the familiarization training at XX Air Force Base – (Country) is (Vendor). This effort will be supported under FMS Case/LOA XX-X-XXX Line XXX, which authorizes transfer of the material/services. The DCN for this effort is _____.

2.0 APPLICABLE DOCUMENTS

No special documents required.

3.0 REQUIREMENTS

3.2. FAMILIARIZATION WORKSCOPE

3.2.1 The contractor shall provide familiarization to the (Country) personnel in the operation, calibration and maintenance of the supplied system. This familiarization shall be provided at the XX Air Force Base Operations facility in (Country). All familiarization shall be performed on the (Equipment). The familiarization shall be limited to X persons for X days and provided in written and spoken English.

3.2.2 Familiarization shall include, but not limited to:

- (a) Student shall be able to set up and operate the debriefing station
- (b) Student shall be familiar with how to use the software applications to conduct a mission debrief

3.3 Export Requirements: The contractor shall be responsible for obtaining any required Technical Assistance Agreements, Manufacturing License Agreements, and/or Export Licenses if required for the deliverables specified in this SOW.

4.0 WORK SITUATION:

4.1 Task Order Location: XX Air Force Base – XXX.

4.2 Normal working hours will be Monday - Friday, 0800 -1700.

4.3 Use of telephone, e-mail, fax services, as needed to perform this Task Order, shall be the responsibility of the contractor and shall be reimbursable at cost.

4.4 Acceptance of services performed will be by XXX, Squadron Commander, XXX Air Force. Final acceptance will be by a USAF in-country representative.

4.5 Point of contact is (USG POC, office symbol, phone number).

5.0 REPORTS:

5.1 The contractor shall submit a Certificate of Conformance. Required signatures shall be the contractor's field technician and (Country) project officer or the USG in-country government representative listed above.

V. Program Reviews

- A. **Overview:** The PROS Program Office and PROS contractor provide support for program reviews as follows. Based on contractual requirements for contractor attendance/participation in meetings, the PMO and/or a USG representative **MUST** accompany the contractor at all times and minutes of all discussions are to be provided by the customer to the PMO upon completion. The PMO shall be contacted prior to any meetings between the contractor and country.
1. **CONUS Support:**
 - a. **Data Only:** Provide the PMO three weeks' notice to generate data in support of a program review. First step is for country team or customer to check the reports available on AFSAC On-Line to identify if the needed information already exists. If you are in need of unique data, forward an email to the PROS Program Manager (kevin.cruze.1@us.af.mil) and Deputy Program Manager (Chad.vorhis@us.af.mil) and request assistance.
 - b. **Participation of PMO (Customer Funded):** As soon as need is known, and at least four weeks in advance, the CCM shall send an email detailing the requirement to the PROS Program Manager and Deputy Program Manager requesting meeting attendance. Agenda items not provided in advance may result in action items to be worked after return from the meeting.
 - c. **Participation of PROS contractor (Customer Funded):** As soon as need is known, and at least two to three months in advance, the CCM shall contact the PROS Task Order Manager for additional guidance. See Task Order portion of handbook for additional information.
 2. **OCONUS Support:**
 - a. **Data Only:** Same as above.
 - b. **Participation:** At least 3-4 months' notice is required or as determined by the need for country clearance/notification. Country must fund all OCONUS travel for government PMO and PROS Contractor support.

Upon PMO approval, the contractor must contact the PROS Task Order Manager for additional guidance. Further information is contained in the Task Order portion of this handbook.
- B. **Quarterly FLO Meetings.** The prime contractor and the PMO will host a quarterly FLO meeting to discuss program performance and present items of interest. During the quarterly meeting, FLOs will be provided the opportunity to schedule individual meetings with the PMO to discuss specific requisitions or items of interest specific to the country.

VI. Commonly Used SAMIS Codes

Code	Explanation
B2	Rejects modifications requested via AM transaction.
B4	Confirms customer cancellation after contract award, termination charges may apply.
B8	Denies cancellation request (AC1, AC3, AC4).
B7	SAMIS generated, provides the unit cost to customer; total requisition value, to include all applicable fees, divided by the ordered quantity.
BD	Acknowledges receipt of a customer requisition.
BH	Reports change in item identification.
BK	Confirms modifications requested via AM transaction.
BQ	Confirms cancellation requested via AC transaction.
BV	Reports requisition is on contract; ESD provided.
BZ	Signals the beginning of the solicitation phase.
CA	(1) Cancels order of a standard or LOA sole source requisition due to vendor no-bid. (2) When a standard requisition has been previously CG cancelled and contractor receives another requisition for the same P/N and/or NSN, if a qualified source is still not able to be located, this cancellation code will be applied. Contractor earns research fee.
CG	(1) Cancels order of non-standard requisition due to contractor being unable to locate a qualified source. Subsequent CGs for same NSN or PN will receive CA for standard items and CU for non-standard items. (2) For use with X3 process, cancels requisition due to vendor failing to provide a quote within the extended timeframe. (3) For use with X3 process, cancels requisition due to contractor failing to award contract within the extended 45-day timeframe. No fee earned.
CJ	(1) Rejects A05 standard NSN requisition to the USG SoS. (2) Rejects an A01 standard item requirement received without approved sources. (3) Rejects an order when OEM has confirmed obsolescence and no further means of support is available/approved. (4) Cancellation applied when customer rejects a X3 for delayed quote. Contractor earns a research fee.
CY	5) Rejects A05 standard P/N requisition to the USG SoS. Item identification field shows cross referenced NSN available from USG source. 6) Reject items that are ineligible for PROS support. 7) Rejects a standard item that vendor cannot perform UID. Contractor earns a research fee.
CU	When a non-standard requisition has been previously CG cancelled and contractor receives another requisition for the same P/N and/or NSN, if a qualified source is still not able to be

	located, this cancellation code will be applied. Contractor earns research fee.
D3	<p>Cancels requisition when customer fails to respond to an X message request and no quote (IQ/PQ) has been posted in SAMIS.</p> <p>Contractor earns research fee.</p>
GY	<p>Rejects a maintenance order either because the item is ineligible or because USG maintenance capability exists.</p> <p>Contractor earns research fee.</p>
IQ	Quotes for test, teardown and inspection (TTI) portion of maintenance effort.
IR	Reports revision to the TTI quote.
IV	Reports requisition is on contract for TTI; ESD provided reflects estimated completion date of TTI
NF	<p>Most commonly applies when the customer needs to input a replacement requisition; customers may request a no fee (NF) cancellation for the original requisition. The NF is processed after an AC is received on the original requisition and a PQ is processed on the replacement. No fee determinations are at the contractor's discretion.</p>
OH	Signifies there are insufficient country funds to award the contract. Customer must resolve funding to allow for the financial approval (OK) to process in SAMIS.
OK	Signifies funds are available and authorizes the contractor to continue with procurement.
PA	Reports the results of a Price & Availability study.
PB	Reports a revision of a Price & Availability study.
PQ	Reports price quote, includes material value, transportation costs, and contractor fill fee)
PR	Reports, revision of the original price quote (material, transportation, and fill fee).
X1/	Reports a request for technical data from USG SoS in support of standard items.
R1	Reports receipt of technical data.
X2/	Reports a request for country clarification; will have associated narrative.
R2	Reports receipt of country clarification.
X3/	<p>(1) Reports a delay due to vendor's inability to provide a quote within the 120 day cancellation timeframe will have associated narrative.</p> <p>(2) Reports a delay due to late receipt of quote, the X3 allows for an additional 45 days to award contract; will have associated narrative.</p>
R3	Reports closure of X3.
X4/	Reports a delay awaiting PMO decision; will have associated narrative.
R4	Reports receipt of PMO decision.
X5/	Reports request for country price approval; will have associated narrative.

R5	Reports receipt of country's price decision.
X6/	Reports a request for approval of termination charges; will have associated narrative.
R6	Reports receipt of country's termination decision.
X8/	Reports shipping instructions have been sent to country; will have associated narrative.
R8	Reports receipt of reparable asset.
XH/	Reports requisitions where vendor is offering unique warranty conditions (e.g. less than one year warranty).
RH	Reports response from customer.
XK/	Identifies requisitions required to be moved through DTS channels, material shipped to an in-transit warehouse while awaiting shipping instructions from DCMA.
RK	Reports shipment from warehouse to country.
XQ/	Signifies customer has asked the contractor a question.
RQ	Reports response from contractor.

VII. Acronyms

AAC	Acquisition Advice Code
ACO	Administrative Contracting Officer
AF	Air Force
AFB	Air Force Base
AFMAN	Air Force Manual
AFMC	Air Force Materiel Command
AFR	Air Force Regulation
AFSAC	Air Force Security Assistance and Cooperation Directorate
ALC	Air Logistics Complex
ANSI	American National Standards Institute
CAGE	Commercial and Government Entity
CCM	Command Country Manager
CLIN	Contract Line Item Number
CPAS	Central Procurement Accounting System.
CM	Configuration Management
CO	Contracting Officer
CM	Configuration Management
CO	Contracting Officer
DAASC	Defense Automated Addressing System Center
DAMES	DAASC Automated Message Exchange System
DCMA	Defense Contract Management Agency
DCMC	Defense Contract Management Command
DFAS	Defense Finance Accounting Service
DLA	Defense Logistics Agency
DOD	Department of Defense
DSCA	Defense Security Cooperation Agency
DTC	Delivery Term Code (found on requisition)
DTS	Defense Transportation System
ERRC	Engine Regional Repair Center
ESD	Estimated Ship Date
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FEDLOG	Federal Logistics
FF	Freight Forwarder
FLO	Foreign Liaison Officer
FMS	Foreign Military Sales
GBL	Government Bill of Lading
GSA	General Services Administration

HUBZone	Historically Underutilized Business Zone
ILCS	International Logistics Communication System
ILS	Integrated Logistics Support
ISO	International Standards Organization
LOS	Level Of Service
MAPAD	Military Assistance Program Address Directory
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MIS	Management Information System
MMAC	Materiel Management Aggregation Code
NATO	North Atlantic Treaty Organization
NIIN	National Item Identification Number
NMCS	Non Mission Capable Support
NOA	Notice of Availability
NSN	National Stock Number
NTE	Not-To-Exceed
OC-ALC	Oklahoma City Air Logistics Complex (Tinker AFB)
OEM	Original Equipment Manufacturer
OC-ALC	Ogden Air Logistics Complex (Hill AFB)
P&A	Price and Availability
PMO	Program Management Office
P/N	Part Number
PQ	Price Quote
PROS	Parts & Repair Ordering System
PWS	Performance Work Statement
QA	Quality Assurance
QAID	Quick Access Identification
RDD	Required Delivery Date
SA	Security Assistance
SAMIS	Security Assistance Management Information System
SDR	Supply Discrepancy Report
SOO	Statement of Objectives
SoS	Source of Supply
SPEC	Specification
STD	Standard
T&E	Test and Evaluation
TAT	Turn Around Time
TIP	Task Implementation Plan

TTI	Test, Teardown & Inspection
UI	Unit of Issue
US	United States
USAF	United States Air Force
USG	United States Government
WPAFB	Wright-Patterson Air Force Base
WR-ALC	Warner Robins Air Logistics Complex (Robins AF)

VIII. Glossary

Acquisition Advice Code (AAC): A code indicating how (as distinguished from where) and under what restrictions an item will be acquired.

Administrative Contracting Officer (ACO) - The contracting focal point with the authority to obligate government funds and enter into, administer, and/or assist with termination of contracts; also applies to any authorized representatives of the contracting officer acting within their limits of delegated authority.

Advice Code - The coding structure for the purpose of transmitting instructions for requisitions, is considered by the creators of the requisitions to be essential to the desired supply action. Insertion of advice codes is at the discretion of the initial document creator.

Air Force Security Assistance and Cooperation Directorate (AFSAC) - AFSAC, located at WPAFB, Ohio, is responsible for managing Foreign Military Sales (FMS) programs for the Air Force and is the program manager for PROS.

Air Logistics Complex (ALC) - An Air Force inventory control point that normally fills FMS requisitions. SAMIS will first send Air Force stock numbered orders to the ALC for possible fill action before passing them to the PROS contractor. The ALC also serves as the PROS contractor's source for technical data, when needed to procure an item. Each ALC has a focal point assigned to process these data requests.

Beyond Economic Repair (BER) – Determination on a repair item where cost to repair is at least 75% of procurement cost.

Beyond Physical Repair (BPR) – Determination that a repair item cannot be returned to serviceable condition due to excessive damage or component obsolescence.

Billing Error Rate (BER) - The number of detail invoice record errors divided by detail invoice records submitted on the weekly invoice during the semiannual timeframe. This also includes errors and lack of documentation provided to DFAS.

Business Days – Five (5) days per week, Monday through Friday, except US Government holidays.

Case - A contractual sales agreement between the United States (US) and an eligible foreign country or international organization documented by a Letter of Offer and Acceptance (LOA) (DD Form 1513). One Foreign Military Sales (FMS) case identifier is assigned for the purpose of identification, accounting, and data processing for each offer (DD Form 1513).

Case Manager (CM) - an Air Force individual, usually located in the Air Force Security Assistance and Cooperation Directorate (AFSAC), who is responsible for an FMS case from receipt of the Letter of Request (LOR) for a Letter of Offer and Acceptance (LOA) through case closure. The case manager has the authority to direct case actions necessary to satisfy case management and purchaser requirements.

Certificate of Conformance (COC) - A certificate signed by a specific representative of a company stating that the item meets specifications and quality assurance standards.

Command Country Manager (CCM) - AFSAC personnel responsible for ensuring command support for the Country Program, including all FMS sales and Security Assistance (SA) needs for a given customer country.

Competitive quotes (for Supply) – Satisfactory performance is demonstrated with an average of **at least 2.5 competitive quotes** obtained semiannually for all supply requisitions (excluding NMCS and LOA-directed sole source).

Consolidation - Situation when several customers' requisitions for one item (may be multiple quantities) are grouped together by the contractor for the sole purpose of obtaining a discount buy while still maintaining individual shipping, packaging, etc., and instructions per the customer's individual requisition. To ensure sufficient funds are available, stand-alone pricing is provided for each individual requisition before the requisitions are consolidated for a reduced cost.

Contracting Office - An office that prepares solicitations and awards or executes a contract for supplies or services and performs post-award functions not assigned to a contract administration office. AFSAC acts as the contracting office for the PROS contract.

Contractor Days – Calendar days minus customer delay calendar days

Controlled Item – Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity.

Customer – The Foreign country procuring material or services.

Customer Delay Calendar Days - Anytime the Contractor requires a response from customer, they will place the requisition in an X-status. This time is not counted against the contractor.

Defense Automatic Addressing System Center (DAASC) - Located at Wright-Patterson Air Force Base (AFB), houses the database that maintains the DAMES message addresses for the DoD.

Defense Automated Message Exchange System (DAMES) - A fully automated telecommunications system that provides the subscriber with a standalone, also referred to as a turn-key, telecommunications terminal, or it can be designed to function as a communications front-end processor which is linked to a subscriber's existing telecommunications network.

Defense Automatic Addressing System (DAAS) - An automated communication system used by DOD logistics activities, FMS customers and contractors. It is located at Wright Patterson AFB, Ohio. The "ILCS" communication system mentioned later in this document is a part of DAAS.

Defense Finance and Accounting Service (DFAS): The FMS Comptroller office, DFAS personnel maintain official accounting records and certify all PROS invoices submitted against the PROS contract.

Defense Transportation System (DTS) - Department of Defense (DOD) transportation resources (air or surface transportation that is owned, operated, controlled, or arranged by DOD). This includes air or surface movement by government bill of lading (GBL) on US flag commercial carriers or by foreign flag carriers when movement is DOD or USAF arranged and shipment remains under DOD or USAF auspices and control.

Delivery – Billing transaction posted in SAMIS.

Document Identifier Code (DIC) - A means of identifying the kind of transaction being used to add, change, or delete information (e.g., requisition, referral action, status document, follow-up, and cancellation) in logistical records.

Expendability, Recoverability, Repairability Code (ERRC) - A code employed by the Air Force to categorize inventory into management groupings. The three-position ERRC designator and the one-position ERRC Code are interchangeable. Generally, the three-position designator is used in correspondence and publications and the one-position designator is used in automatic data processing programs.

Estimated Shipping Date (ESD) - The date the item is to be shipped from the vendor, identified in the **BV** status transaction.

Fair and Reasonable Prices (FRP) – The PROS contractor must document how fair and reasonable prices were obtained for all requisitions, competitive or non-competitive. A Fair and reasonable price is the price paid by a prudent person in a similar situation.

Freight Forwarder (FF) - The agent designated by a Security Assistance (SA) customer country to complete or control FMS materiel shipment from CONUS or third countries to the purchaser's destination. This is usually a licensed international broker or freight forwarding agent.

Interchangeable - Two or more items which possess such functional and physical characteristics as to be equivalent in performance, fit and durability, and are capable of being exchanged one for the other without alteration of the items themselves or of adjoining items, except for adjustment.

International Logistics Communication System (ILCS) - A subsystem of DAAS specializing in Foreign Military Sales (FMS) business. The PROS contractor uses ILCS text messages to communicate with ALCs, AFSAC managers and FMS customers. Depending on practical considerations, ILCS may also be prescribed as the channel for mechanized communication between the PROS contractor and SAMIS. Alternatively, direct file transfer may be prescribed.

In-Transit Staging - The collecting and holding of materiel in specified areas prior to shipment to a final destination. Staging may be necessary to facilitate beneficial consolidations of shipments or simply to delay shipment until storage facilities are made ready at the final point of receipt.

Kit Requisition – A cataloged part number or national stock number with a unit of issue of Kit (KT). For commercial items, the part must be listed as a kit in the vendor's catalog in order to be procured through PROS.

Letter of Offer and Acceptance (LOA) - The document (DD Form 1513) by which the US Government offers to sell to a foreign government or international organization defense articles and defense services pursuant to the Arms Export Control Act of 1976, as amended. The form lists the items and/or services, estimated costs, the terms and conditions of the sale, and provides for the foreign government's signature to indicate acceptance.

Level of Service (LOS) – The country determined level at which the service will be provided/performed. There are two LOS for supply and maintenance, being Urgent and Routine.

Long Lead-Time – Delivery of an item 12 months after contract award or when the item requires production to support the part or materials.

Material Management Aggregation Code (MMAC) - A two position alpha code used in conjunction with/at the end of the national stock number (NSN) (rp 21-22 of DLSS transactions), to identify specific items (NSNs) to be managed by a specific manager. Separate MMACs apply to systems, programs, aggregations, selected federal stock classifications (FSCs), and technology groups.

Metrics - A measurement used to quantify performance levels.

Military Assistance Program Address Directory (MAPAD) - Reference DOD 4000.25-8-M. This reference is a guide for interpreting shipment information contained in MILSTRIP orders. The MAPAD is a DOD directory which provides clear text addresses of country representatives, freight forwarders, and customer-within-country required for releasing FMS shipments processed in accordance with MILSTRIP, and addresses required for forwarding of related documentation. These can be identified by a combination of the country code and the "Mark-For" or "Ship-To" codes contained in the requisition.

Military Standard Requisitioning and Issue Procedures (MILSTRIP) - A DOD standard for automated logistics transactions. It defines a variety of records, differentiated by 3-position "Document Identifier" codes (DICs), and is used to requisition items and report status. Most of the transactions outlined in the data flow derive from MILSTRIP (reference DOD 4000.25-1-M).

National Stock Number (NSN) - A number assigned to each item of supply under the Federal Catalog System. It consists of the 4-digit Federal Supply Class (FSC) and 9-digit National Item Identification Number (NIIN).

National Stock Number (NSN) Items - 13-position number in the DOD catalog. Normally, assigned to items the DOD manages (or once managed) for its own use. The PROS contractor will receive orders for these items on the DIC "A41" transactions. By contrast, there are also part-numbered orders (see "part number items" below). The PROS contract differentiates between stock numbered and part numbered orders.

Non-Standard Items – An item that is not actively managed (procured, stocked, stored, or issued) within the DoD logistics system. All part numbers not cross-referencing to active NSNs are considered non-standard items. AACs of P,V,Y,L, T, X or F, ERRC of N or P (for maintenance only), and MMAC of EX, NM, PU, XA, XG, XL, XN, XT, XU, XW, XV, XY, and XZ.

Not Mission Capable-Supply (NMCS) - The condition of an item which renders the aircraft, equipment or system inoperable, and maintenance work cannot be performed to return it to an operational condition until the required item(s) of supply become available at the work site.

Notice of Availability (NOA) – A document that notifies the designated FMS Country Representative or freight forwarder that the material is ready for shipment.

On Contract - A contract is awarded to a vendor.

Package Buy - Procurement of multiple line items against a single document number; for one customer; supplied from one vendor; shipped at the same time; with status and pricing provided against the single requisition. It is not applicable to Urgent or maintenance requisitions. The number of line items (identified in the narrative) a single requisition may range from two to ten.

Part Numbered (P/N) Items - Items ordered by manufacturers part number. The PROS contractor receives this type of order on a DIC "A45" transaction (and, occasionally, on a DIC "A42" transaction). The PROS contract calls for special research on these orders, since a P/N often relates to a good NSN. When such a match exists and the NSN is in Air Force stock or is an NSN actively managed by DOD or GSA, the PROS contractor rejects the order back to SAMIS for supply through standard government channels.

Parts and Repair Ordering System (PROS) Contractor - The contracted organization responsible for satisfying FMS orders and reporting status similar to the way the ALCs do. The PROS contractor receives MILSTRIP requisitions, reports MILSTRIP (and unique) status to SAMIS, supplies the required materiel/service and provides invoices that result in billings to the FMS customer.

Price and Availability Data (P&A) - A response to a foreign government request for preliminary data for the possible purchase of a defense article or service. This is not to be used in support of LOA data.

Program Management Office (PMO) - The office responsible for monitoring the performance of the PROS program. AFSAC at WPAFB acts as the program manager for PROS.

PROS Program Fee – The cost charged by the PMO which is 2 % of the material cost, not to exceed \$4K.

PROS Item - PROS eligible requisitions may consist of any part numbered item or any national stock numbered item directed to the contractor by the United States Government (USG). These requirements, though, will not include requisitions for which residual stock or FMS repair support exists at a DOD/GSA source of supply/repair. Ammunition, explosive portions of cartridge actuated devices and propellant actuated devices (CAD/PAD), and items with hazardous materials will not be passed to PROS without contractor acceptance and the program management office approval. Items containing ozone depleting chemicals (without waiver) are excluded from PROS eligibility.

Qualified Source – For standard items, a qualified source is a vendor determined to be competent by the cognizant Design Control Activity to manufacture or repair parts for specific weapon systems. For nonstandard items, a qualified source must meet or exceed the design specifications, e.g., commercial, or Federal Aviation Administration, or previously established by the OEM.

Qualified Vendor – For standard items, a qualified vendor is a vendor determined to be competent by the cognizant Design Control Activity to manufacture or repair parts for specific weapon systems.

Quality Assurance (QA) - A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established, that products and services conform to established technical requirements, and that satisfactory performance is achieved.

Requisition - An order for materiel or services that defines an SA customer country's requirement, i.e., quantity, stock number.

Routine Requisitions - Requisitions that do not require special monitoring and on-contract/delivery times are less stringent. This represents "business as usual."

Routing Identifier Code (RIC) - Three position code identifying the source of supply.

Safety of Flight Item - An aircraft or missile item that if it fails or malfunctions would present a hazardous or fatal condition to an end article or personnel during pre-flight, in-flight, or post-flight operations.

Security Assistance (SA) - A group of programs authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended, or other related statutes by which the United States provides defense articles, military training, and other defense-related services, by grant, loan, credit, or cash sales in furtherance of national policies and objectives.

Security Assistance Management Information System (SAMIS) - The AFSAC system for managing and accounting for FMS orders. SAMIS transmits electronic orders to the PROS contractor, receives status, approves purchases (except where additional customer approval is mandated), accepts invoices and interfaces with the FMS customer. As such, SAMIS acts as the official instrument AFSAC uses to manage the PROS contract.

Shipped Not Billed (SNB) –Consists of open requisitions for country case or line items for which the shipment status has been processed but no delivery action has been recorded and the shipped quantity is equal to or less than the open requisition quantity.

Source Development - The contractor's identification of new sources. The solicitation of new sources is critical to the viability of the program. Due to the low percentage of repeat items and the age of the items requested, new sources offer the opportunity for lower prices while retaining a quality base. Satisfactory source development performance is the identification of **no less than 5 new sources per quarter**.

Standard Item – An item that has a valid and active NSN that is centrally acquired and managed or supports DoD logistics needs.

Substitute Item - An item that performs the same functions as the one it replaces.

Supply Discrepancy Report (SDR) - Standard Form 364 used by a customer country to report a discrepancy in an item or service supplied by the USAF (i.e., overages, shortages, expired shelf life, non-receipt, wrong item, duplicate shipment, damaged or improperly packaged shipment, or misdirected shipment).

Information required includes description of discrepancy, circumstances associated with it, and resolution recommendations. (NOTE: Used to be called Report of Discrepancy (ROD).)

Total Requisition Value - The price provided to the customer which includes the vendor's cost (i.e., freight, packaging, handling charges, and any additional reported costs), the contractor's fee, and the AFSAC-applied 'PROS fee'. (It's the B7 value multiplied by Requisition quantity)

Transportation – The mode by which items are delivered to and from the customer. Successful processing of requirements includes correct freight forwarder shipment location, country address, and mode of transportation. Accurate package markings and inclusion of documentation helps allow for easy identification per the contract.