

**THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL  
JSP 886**

**VOLUME 2  
INVENTORY MANAGEMENT**

**PART 313  
PROCUREMENT OF MATERIEL AND SERVICES  
FROM COMMERCIAL SOURCES IN THE  
UNITED STATES OF AMERICA  
(Formerly JSP 886, Volume 13, Leaflet MM 27/3)**

**The master version of JSP 886  
is published on the Defence Intranet.  
For technical reasons, external links  
on this Internet version  
have been removed.**

<b>AMENDMENT RECORD</b>		
<b>Amendment Number</b>	<b>Amendment Date</b>	<b>Details of Amendment</b>

List of Contents:

**SECTION 1 - MM 27/3 - PROCUREMENT OF MATERIEL AND SERVICES FROM  
COMMERCIAL SOURCES IN THE UNITED STATES OF AMERICA**

Purpose

BACHGROUND

Suppliers

Quality/Inspection Standards

Commercial Information For Planning Purposes

Commercial Procurement Procedure

Freight Forwarding

ANNEX A - MM 27/3 - SMB REQUEST FOR PRICE AND AVAILABILITY (P&A) STUDY

EXPEDITE REQUEST PROFORMA ROUTINE/PRIORITY

## **SECTION 1 - MM 27/3 - PROCUREMENT OF MATERIEL AND SERVICES FROM COMMERCIAL SOURCES IN THE UNITED STATES OF AMERICA**

### **PURPOSE**

1. The purpose of this leaflet is to detail the procedures available for the procurement of materiel from US commercial sources.

### **BACHGROUND**

2. The United Kingdom Defence Procurement Office (UKDPO) at the British Embassy in Washington has delegated powers to place contracts with US industry on behalf of project offices and supply managers. UK contracts Assistant Directors agree with the UKDPO which of them take the lead in handling the procurement and the degree of support which the lead office will require from the other. For smaller (1M or less) or more straight forward purchases, the UKDPO's greater familiarity with the US market will usually make it appropriate for them to take the lead; in other cases, the lead will be taken either by the UK contracts branch or by the UKDPO subject to direct guidance from the UK

### **SUPPLIERS**

3. The UKDPO maintain details on US commercial companies who have the appropriate technical, quality assurance and financial standing required for the supply of aircraft material. Only companies approved by the UKDPO are invited to tender for MOD contracts. New vendors must be approved by the UKDPO before being added to the database.

### **QUALITY/INSPECTION STANDARDS**

4. The methodology and effectiveness of the US Government Quality Assurance (GQA) organization differ from that of DQA for UK procurement. The US Government place considerable responsibility on contractors for quality assurance and where this is paramount (ie. aerospace parts) the GQA organization will audit manufacturers' quality procedures in the same way as DQA does within the UK. The Defence Contract Administration Service (DCAS) which is a directorate of the Defence Logistic Agency is responsible for implementing US DoD quality assurance policy. Particular attention is to be paid to the quality and inspection standards required, which are to be stated against each item on the requisition, based on the following criteria:

- a. **AQAP 120/MIL-I-45208A.** For all 'on-aircraft' spares, including stores and GSE. This quality assurance requirement requires the contractor to manufacture the equipment and material specifically for the contract placed and requires DCAS to inspect all material called upon it.
- b. **AQAP 130/Standard Inspection Requirements.** All non aircraft spares, less GSE.

Advice on current quality assurance arrangements for international procurement can be found in MOD QA REG 7, Issue 1 dated Aug 1995. Additional help in determining the required QA standard should be sought from the SMG Quality Assurance Support Staff within each Deputy Directorate. Where the inspection standards requested on the

requisition cannot be achieved, the UKDPO must inform the item manager at once, to allow further guidance to be sought.

## COMMERCIAL INFORMATION FOR PLANNING PURPOSES

5. **Price and Availability (P&A) Studies.** P & A is a means to obtain information for planning purposes. This should only be requested in exceptional circumstances and is not to be authorised below Head of Section (HOS) level. The agreed format for the submission of a P study is at Annex A. The request may be sent to the UKDPO by signal or fax if time is of the essence; however, as a P&A has to be followed by a requisition, the need for a P&A where a high priority requirement exists should be challenged by the authorising officer. A subsequent commercial requisition should be cross-referred to the original P&A. Under no circumstances is a commercial requisition to be used to initiate a P&A study. As the results of P studies have a limited period of validity, and to ensure the same price and delivery terms will apply to any formal follow on order, the requisition must be advised to the UKDPO in sufficient time for a contract to be placed on the successful vendor.

## COMMERCIAL PROCUREMENT PROCEDURE

6. **Need For Commercial Procurement.** Item managers are to use the flow chart at Annex B to determine the need for, and routing of, commercial procurement in the US.

7. **Commercial Requisitions (CR).** The preferred method for the procurement of US sourced spares is through the use of the SM80(RAF)-USPA MOSAIC automated commercial requisition creation facility. If for any reason the Supply Manager does not have access to MOSAIC, use can be made of the appropriate form from the suite of requisition forms described in JSP 886 Volume 2 Part 306.

8. **MOSAIC.** This menu driven system, which is accessed through the SMTN, is designed to make the creation and progression of commercial requisitions (CR) more efficient and management information more accessible. The formatted fax output from the system contains a unique serial/requisition number which is an essential point of reference for follow-on progression. The MOSAIC fax is printed by SM80(RAF) which, together with an output to assist in the creation of SCCS contract data, is passed to item managers. SM80(RAF) receive the copy of the contract from the UKDPO and, after updating MOSAIC with the contract details and the SCCS price database, pass the contract to the item manager. The updated system information provides details to the item manager so that the SCCS contract data can be amended accordingly. Instructions on the use of the MOSAIC system are available from SM80c(RAF) on request.

9. **Progression of requisitions.** The item manager is responsible for the progression, through the UKDPO, of all requisitions to contract. SM80(RAF)-USPA have introduced an IT link with the UKDPO for the transmission of CR information, which will be distributed to the SMB on a weekly basis. After contract placement, the relevant SM80(RAF) - USPA Field Office (FO) should be contacted to expedite delivery of items from the supplier. A copy of the agreed expedite form is at Annex C.

10. **Priority 01- 04 Requirement.** Before submitting a requisition to meet a priority 01-04 requirement, the item manager is to check whether the MDG has a FMS case (contract) which it is appropriate to use and that the quantity required can be obtained either in part or completely through FMS. The item manager should research FMS

availability through the appropriate SM80(RAF) FO. If the item is available through FMS then a MILSTRIP requisition is to be raised in accordance with JSP 886 Volume 2 Part 312 and the item expedited through the FO. Should the item not be available through FMS within the required timescale, either in part or not at all, then the item manager is to check whether a commercial requisition or contract already exists for the item with parts yet to be delivered. Where applicable, the item manager should initiate hastening action on the appropriate FO for delivery of the part. Should early delivery result in extra cost then the MDG is to evaluate the situation and authorise any additional expenditure as it sees necessary. If a requisition or contract does not exist, the item manager is to raise a new commercial requisition.

## **FREIGHT FORWARDING**

11. **Responsibility.** The UKDPO is responsible for arranging the export and shipment of MOD materiel from the US to the UK and for the import licensing of MOD owned materiel from the UK to the US. The task of freight forwarding is contracted out to a US company by the UKDPO, who have a representative on the contractor's premises.

12. **Shipping Enquiries.** Enquiries regarding shipment from the Freight Forwarder are available to the SMB through SMTN, on the Freight Forwarder facility. Should the item manager have difficulty accessing this facility, SM80c(RAF)-USPA has direct contact with the US Freight Forwarder through an in-house IT link and can be contacted in an emergency.

## ANNEX A - MM 27/3 - SMB REQUEST FOR PRICE AND AVAILABILITY (P&A) STUDY

1. From : SM (RAF)                      Date:                      Reference:

2. To:                      Manager Contracts  
 United Kingdom Defence Procurement Office  
 British Embassy  
 3100 Massachusetts Avenue NW  
 Washington, DC 20008

3. Please conduct a P&A Study for the following item. Note that this data is for planning purpose only and no equipment is to be bought. Should a purchase be necessary, a Commercial Requisition (CR) will be raised, cross referenced to this P&A Study.

a. Part Number	
b. NSN/DMC	
c. Description	
d. D of Q	
e. Quantity	
f. Priority/RDD	
g. Class of Store	
h. Manufacturer's Code	
j. Next Higher Assy/End Item	
k. Tech Pubs Detail	
l. Reason for P&A	
m. Authority (HOS or above)	
n. Rank/Grade	

## EXPEDITE REQUEST PROFORMA ROUTINE/PRIORITY

To:  
SM80 (RAF)

From:

Tel No:  
Fax:

Date:

NSN/DMC:

PART No:

DESCRIPTION:

MILSTRIP/CONTRACT No:  
STATUS/ESD:

CURRENT

LATEST D/F or EDD:  
CURRENT PRI:

A/C PROD No:

QTY ON MILSTRIP/  
CONTRACT:

MIN QTY REQD:

QTY per A/C

CONTRACTOR:

ADDRESS:

CAGE No:

UNIT & DMD No:

APPROVED SUBSTITUTE/ALTERNATIVE ITEMS BY NSN or PART No:

NSN/PART No AND DESCRIPTION OF NHA:

OTHER REQUISITIONS OR CONTRACTS OUTSTANDING:

MILSTRIP/ CONTRACT No	PRIORITY	QUANTITY	DATE RAISED	STATUS
--------------------------	----------	----------	----------------	--------

REASON FOR EXPEDITE:

**SM80(RAF) FIELD OFFICE REPLY:**