**3.0** **Distributor SAR Guidance for Non-manufacturers**

1. If you would like to become an AMCOM approved distributor for a restricted source part (or parts) currently being manufactured by an AMCOM approved source, you must first submit a Distributor SAR, consisting of two letters, to the System Readiness Directorate (SRD) for review and approval: 1) a letter from the prospective distributor (you) and 2) a letter from the AMCOM approved manufacturer (see Section 3.D below). The letters must be written on company letterhead, signed by an officer of the company, and dated. An “officer of the company” could be anyone employed within the company who has the appropriate signature authority to sign a legally binding document.
2. Should you wish to become a distributor for a manufacturer of a part for which the manufacturer is not an AMCOM approved source, a Manufacturer SAR package must be submitted for each part (See Section 3.B below). It is preferable to receive the Manufacturer SAR package directly from the part(s) manufacturer. However, a prospective distributor may submit the Manufacturer SAR package on behalf of the unapproved manufacturer provided they have an agreement in place to do so.

1. Due to time constraints and lead times involved, the Government cannot guarantee expedited processing of SARs submitted in response to a solicitation announcement in the SAM.beta.gov. Once a solicitation appears in the SAM.beta.gov, there is not normally enough time to process a SAR for the current solicitation. **Pursuant to Federal Acquisition Regulations (FAR) 9.202(e) - The contracting officer need not delay a proposed award in order to provide a potential offeror with an opportunity to demonstrate its ability to meet the standards specified for qualification. In addition, when approved by the head of an agency or designee, a procurement need not be delayed in order to comply with 9.202(a).**
2. How to Become a Distributor for an AMCOM approved manufacturer: Submit the following two letters to the SRD for review and approval:
   1. **A** **letter from the distributor -** written on company letterhead, signed by an officer of the company ([Example Letter from the Prospective Distributor](#Example_Distributor_Letter)), which includes the following:
      * 1. The manufacturer and distributor name, address, and CAGE code.

* + - 1. A statement requesting to become an AMCOM approved distributor for a restricted source part, or list of parts (including NSNs), which identifies your company as an authorized distributor of the AMCOM approved manufacturer.
      2. A statement that the restricted source part(s) are certified as new (never used), and meet all technical data requirements.

1. A statement that the parts will only be received directly from the AMCOM approved manufacturer and will not be removed from their packaging. It is highly preferred that parts are not removed from the AMCOM approved manufacturer’s packaging. However, if parts need to be removed from the approved manufacturer’s packaging, provide an explanation justifying the removal, describe any actions performed on the parts after removal (measurements, weighing, visual inspection, cleaning, etc.), and provide a detailed description of the repackaging process. The SRD will review distributor requests to repackage parts on a case by case basis.
2. A statement that the part(s) are not surplus parts and the manufacturer’s parts will not be delivered from a source other than the AMCOM approved manufacturer (i.e. Magnificent Manufacturing).
3. The original documentation, from the AMCOM approved manufacturer, will be delivered with the restricted source parts and will not, in any way, be altered by the distributor.
4. A statement identifying which party (either the distributor or the AMCOM approved manufacturer) is responsible for final packaging to the specific contract requirements. In addition to all other marking requirements, the packaging for each individual part must include contract number, distributor’s CAGE Code, manufacturer’s CAGE Code and any serial number (if applicable).
5. In the case of CSIs, a statement that all CSI Requirements (QE-STD-1, etc.) will be (or have been) flowed down to the actual manufacturer of the part.
6. A statement providing a telephone number with a point of contact to resolve any discrepancies found with any distributor delivered parts.

2) **A** **letter from the AMCOM approved manufacturer** -written on company letterhead, signed by an officer of the company ([Example Letter from the AMCOM Approved Manufacturer](#Example_Manufacturers_Letter)) which includes the following:

1. The manufacturer and distributor name, address, and CAGE code.
2. A statement identifying the authorized distributor for the part (or list of parts).
3. A statement regarding any limitation of the distributor, if applicable (for example, “Use distributor for all procurements less than $XX”, etc.).
4. A statement that all parts are certified as new (never-used) and that they meet all technical data requirements.
5. A statement providing a telephone number with a point of contact to resolve any discrepancies found with any distributor delivered parts.
6. In the case of CSIs, a statement that the part (or list of parts) will be manufactured to all CSI Requirements (QE-STD-1, etc.) applicable to these parts.
   1. How to Become a Distributor for an Unapproved Manufacturer:
   2. An unapproved manufacturer is a manufacturer that is not an AMCOM approved source for the restricted source part (or parts) for which you wish to become a distributor. If a distributor wishes to represent a manufacturer who is not an approved source for the restricted source part (or parts), the following documentation is required and must be submitted:
7. A complete Manufacturer SAR package for each of the manufacturer’s restricted source parts must be submitted to the SRD for review and approval (see Section 2.0 Detailed SAR Preparation Guidance for Parts Manufacturers). It is preferable to receive the Manufacturer SAR package directly from the part manufacturer; however, a prospective distributor may submit a Manufacturer SAR package on behalf of the unapproved manufacturer, provided they have an agreement in place to do so. In this case, the manufacturer must provide a letter to the SRD which clearly explains the intent of the proposed manufacturer to be represented by the proposed distributor and should describe the manufacturer/distributor business relationship.
8. The Manufacturer SAR package must first be approved by the SRD before the distributor can be approved to supply the manufacturer's part. After the manufacturer becomes an AMCOM approved source for the restricted source part(s), the prospective distributor must then submit a Distributor SAR, as required by Section 3.A above. Any questions you may have regarding submission of a SAR may be e-mailed to [usarmy.redstone.devcom-avmc.mbx.amr-ss-sar@army.mil](mailto:usarmy.redstone.devcom-avmc.mbx.amr-ss-sar@army.mil) or call the SAR Team at 256-313-8978, 256-313-6389 or 256-313-8975.
9. More stringent Distributor SAR requirements may be levied at SRD's discretion depending on part complexity, application, or criticality (i.e. Critical Safety Items [CSIs], etc.). Any questions you may have regarding submission of a SAR may be e-mailed to[usarmy.redstone.devcom-avmc.mbx.amr-ss-sar@army.mil](mailto:usarmy.redstone.devcom-avmc.mbx.amr-ss-sar@army.mil) or call the SAR Team at 256-313-8978, 256-313-6389 or 256-313-8975. Distributor SAR submissions can be e-mailed to [usarmy.redstone.devcom-avmc.mbx.amr-ss-sar@army.mil](mailto:usarmy.redstone.devcom-avmc.mbx.amr-ss-sar@army.mil).

Example Letter from the Prospective Distributor

**YOUR COMPANY LETTERHEAD Four Corners Distributing**

|  |  |  |
| --- | --- | --- |
|  |  | 123 Anywhere Boulevard  Anytown, State 12345  Phone: (123) 456-7890  Fax: (123) 456-7891 |

DEVCOM, System Readiness Directorate

Sustainment Division

Quality Requirements Branch

Attn: FCDD-AMR-SS, Mr. Michael Stim

5400 Fowler Road

Redstone Arsenal

Huntsville, AL 35898-5000

To Whom It May Concern:

Four Corners Distributing, CAGE 6YXXX, is requesting to become an AMCOM approved distributor of NSN 1680-01-563-XXXX, Part Number 111abc-1XXX for Magnificent Manufacturing, CAGE 9TXXX, located at 456 Somewhere Drive, Somecity, State 98765.

All parts delivered by Four Corners Distributing are new (never used) and meet all technical requirements for Part Number 111abc-1. The parts have been received directly from Magnificent Manufacturing and have not been removed from their packaging. These parts are not surplus parts and will not be delivered from a source other than Magnificent Manufacturing.

This part is a Critical Safety Item and all Critical Safety Items requirements have been flowed down to Magnificent Manufacturing (Note: \*\*use this statement only if the part(s) is a Critical Safety Item (CSI) \*\* - if you do not know whether the part(s) is a CSI, email [[usarmy.redstone.devcom-avmc.mbx.amr-ss-sar@army.mil](mailto:usarmy.redstone.devcom-avmc.mbx.amr-ss-sar@army.mil)](mailto:%20usarmy.redstone.ccdc-avmc.mbx.amr-ame-sar@mail.mil) and request this information).

The original documentation from Magnificent Manufacturing will be delivered with the parts and will not be altered in any way by Four Corners Distributing. Magnificent Manufacturing will be responsible for the final packaging of the parts and will adhere to all required part marking requirements.

If you need to resolve any discrepancies or issues with our delivered parts, please contact:

John Doe

Four Corners Distributing Government Contracts Team

Phone: (123) 456-7877

Fax: (123) 456-7895

John.doe@fourcorners.com

Sincerely,

Jane Smith

Contracts

[Example Letter from the AMCOM Approved](file:///\\\\ae-ss1\\aek_share\\SAR%20memos\\Dave%20Christy%20Letters\\02_SAR_FILES\\%23%23%23%20!%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20CMO%20SAR%20Guidance%20Rewrite\\AMCOM%20Spares%20Example%20Distributor%20Letter%202.pdf) Manufacturer

**YOUR COMPANY LETTERHEAD** **Magnificent Manufacturing**

456 Somewhere Dr

Somecity, State 98765  
 Phone: (789) 333-1234

Fax: (789) 333-1235

|  |  |  |
| --- | --- | --- |
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DEVCOM, System Readiness Directorate

Sustainment Division

Quality Requirements Branch

Attn: FCDD-AMR-SS, Mr. Michael Stim

5400 Fowler Road

Redstone Arsenal

Huntsville, AL 35898-5000

To Whom It May Concern:

Magnificent Manufacturing, CAGE 9TXXX, has designated Four Corners Distributing, CAGE 6YXXX, 123 Anywhere Boulevard, Anytown, State, 12345, as its distributor for NSN 1680-01-563-XXXX, Part Number 111abc-1XXX.

All parts delivered to Four Corners Distributing are new (never used) and meet all technical requirements for Part Number 111abc-1.

Magnificent Manufacturing is responsible for the manufacturing, quality, and performance of their parts delivered by Four Corners Distributing to the Government.

This part is a Critical Safety Item and all Critical Safety Items requirements have been flowed down to Magnificent Manufacturing (Note: \*\*use this statement only if the part(s) is a Critical Safety Item (CSI) \*\* - if you do not know whether the part(s) is a CSI, email [[usarmy.redstone.devcom-avmc.mbx.amr-ss-sar@army.mil](mailto:usarmy.redstone.devcom-avmc.mbx.amr-ss-sar@army.mil)](mailto:usarmy.redstone.rdecom-amrdec.mbx.ed-sar@mail.mil) and request this information).

For questions regarding this distributor/manufacturer relationship, please contact:

David Smith

Magnificent Manufacturing Customer Team

Phone: (789) 333-1237

Fax: (789) 333-1239

David.smith@magnificient.mfg.com

Sincerely,

John Conners

President