

STATEMENT OF WORK FOR  
REPAIR PART SUPPLY SUPPORT FOR  
STANDARD AUTOMOTIVE TOOL SET (SATS)

1. **PURPOSE:** This Statement Of Work (SOW) delineates the contractor's responsibility to provide repair parts to the Government for those items that will not have National Stock Numbers (NSNs) initially assigned and to provide a parts list for high demand items to assist the Government in NSN assignment.
2. **APPLICABLE DOCUMENTS:** This document shall be used in conjunction with Instructions for Requisitioning Parts from Commercial Sources (encl 1), an example parts order form (encl 2), Military Shipment Label and guidance procedures (encl 3), and Shipment Priority Codes information (encl 4).
3. **REQUIREMENTS:**
  - 3.1. The contractor shall be responsible for the performance of requirements specified under paragraph 3 throughout the life of the SATs contract. Upon conclusion of that contract, the Government may negotiate for an additional 5-year repair part supply support. The contractor shall insert the substance of this SOW into all subcontractors' contracts.
  - 3.2. The contractor shall be responsible and maintain the capability to process requisitions by Government agencies through several methods:
    - 3.2.1. Method 1: Contractors that receive orders through the Government's use of the information contained in the Instructions for Requisitioning Parts from Commercial Sources (encl 1) shall have the capability to process that requisition information from Government activities by either electronic or conventional mail. The contractor shall provide a POC who shall be identified by an e-mail address as well as a conventional mail address with telephone number in the system's technical manual. Contractors that also have a website and/or a 1-800 phone number shall also furnish that info in the technical manual. A separate SOW covers the system manual's requirements. Subject POC shall be identified to the Procuring Contracting Officer (PCO) NLT then 30 days prior to delivery of the first unit produced.
    - 3.2.2. Method 2: Contractors that receive orders through the use of the "parts order form" (encl 2 (example)) provided in the system's manual shall have the capability to process that requisition from Government activities by either electronic or conventional mail or over the phone. The "parts order form" is mandated in a separate SOW for publications. The following method shall be utilized to ship those parts.

3.2.2.1. VERIFICATION REQUIREMENT: The contractor shall verify that orders placed with the “parts order form” have all the necessary information filled out by the user in order to process and ship the required part. If the contractor receives a “parts order form” in hard copy that is missing necessary information to allow shipment, the contractor shall attempt to contact the requesting unit or individual by phone if possible to gain the additional information. If no phone number is listed, the contractor shall contact the PCO stating the problem and the Government shall assist in providing the necessary information. If a contractor is taking an order over the phone, the contractor shall ensure that they request and document all the necessary information on the order form in order to ship the required parts.

3.2.2.3. MILITARY SHIPMENT LABEL: Upon verification that all required information is received, the contractor shall process and ship the required parts with a Military Shipment Label (DD FORM 1387)(encl 3) attached to the package that is completely filled out in accordance with the definitions and requirements provided in encl 3. The contractor shall retain necessary copies of the DD FORM 1387 for use during the contract period.

3.2.2.4. The contractor shall ship all parts ordered by the “parts order form” to only areas within the Continental United States (CONUS). Orders placed by units stationed within CONUS shall be shipped directly to them. Orders placed by units stationed Outside CONUS (OCONUS), shall be shipped to a Bulk Break Point within CONUS. Information pertaining to Bulk Break Points based on OCONUS location is discussed in encl 3. That Government operated CONUS BBP shall assume responsibility upon receipt of the package and shall military ship the item to the OCONUS unit based on the Required Delivery Date (RDD) and Priority Designator (PD) (see encl 4 for RDD and PD definitions). Dependent upon the Priority Designator and RDD designated by the requisitioner, the contractor shall utilize the following methods to ensure shipment to CONUS units and CONUS BBPs within the designated timeframe.

- i. FED EX, Priority, UPS, etc. for those items needed in a short time frame.
- ii. Normal U.S. mail for those items with a long time priority code.

3.3. The contractor shall accept and process all requisitions within two days from receipt of the requisition. The contractor shall issue for shipment items in inventory within 5 business days. For those items not in inventory, the contractor shall notify the requisitioner within 5 business days of the estimated day of delivery. If the estimated delivery date slips, the contractor shall notify the requisitioner of the slippage and the “new” delivery date within five business days after the original estimated delivery date. The contractor shall fill all requisitions for repair parts that are not in inventory within 90 days after the contractor received the requisition. If the contractor does not meet the 90 day suspense for any requisition, the contractor shall furnish to the PCO, within 2 business days, all that requisition’s information (to include but not limited to initial requisition date, requisitioner, and part number), the rationale for not meeting the 90 day suspense, and an estimated time to actually fill the requisition. If that requisitioned part

deadlines (i.e. renders the entire system inoperable) the SATS, the contractor shall pay a penalty of \$50 per day to the Government for every day that that requisition exceeds the 90 day maximum. The Government will total all penalties by calendar year and deduct the penalty sum from the next year's contractor's support payment. For those late delivered requisitions that do not deadline the SATs system, the Government reserves the right to negotiate compensation for that requisition not filled within the 90 day period.

3.4. DEMAND HISTORY: Once a year beginning the day the first SATs system is fielded and throughout the contract period, the contractor shall provide the PCO a list of items that were ordered during that year. The list shall contain the part number, item name, qty ordered, and if demand was due to warranty claim. Subject list shall be utilized by the Government in follow on determinations as to whether NSNs shall be assigned for those items.

3.5. HIGH DEMAND ITEMS LISTING: The contractor shall perform a demand analysis on the SATS system and shall submit to the PCO, one week prior to the first unit produced, a list of spares, repairs, consumables and tools that the contractor's analysis shows will be needed within a 2 year period after fielding of the first unit. That analysis shall be conducted utilizing the contractor's own list of components, the contractor's own prepared system's manual, and any called out in commercial literature for major assemblages. The contractor shall bear the responsibility to coordinate with its subcontractors in the development of that list. The list shall have the following data elements: Original Equipment Manufacturer's (OEM) Commercial And Government Entity (CAGE) code, OEM part number, item name, full description, a picture or illustration, unit of issue, quantity per system, and estimated price. In the event the item's price is determined by the Government to appear unreasonable, the Government reserves the right to negotiate in good faith a fair and reasonable price. This High Demand List shall be utilized by the Government to establish NSNs. The Government reserves the right to add to or delete from this list, as it deems necessary.

#### 4.0. QUALITY ASSURANCE PROVISIONS:

4.1. Unless otherwise specified in the contract, the contractor is responsible for the performance of quality inspections/review to insure the requirements of paragraph 3 of this SOW are met. The Government reserves the right to witness/perform any quality inspection review to assure SOW compliance.

4.2. Failure to fulfill requirements of paragraph 3 shall be cause for rejection of any or all of the required deliverables required from this SOW.

4.3. Concerning paragraph 3.3. and the 90 day delivery requirement, verifications of delays shall be either by the contractor's own admission in accordance with 3.3. or by receipt of user/requesting unit ordering data with dates.

#### 5.0. PACKAGING:

5.1. All deliverables required in this SOW shall be packaged utilizing best commercial practice provided they meet the requirements of this SOW.

5.2. Deliverables to the PCO shall be sent via a method determined by the contractor provided that method ensures delivery in accordance with this SOW's requirements/timeframes.

5.3. Deliverables to the Government of ordered parts shall be packaged in accordance with all Federal, State, and Local laws and shall have DD FORM 1387 (Military Shipment Label) completely filled out and attached to the package.

6.0. NOTES: The following information is general in nature and is not mandatory in this SOW but only to provide additional information.

6.1. INTENDED USE: The intent of this SOW is to obtain supply support for the ordering of non-NSN spares/repairs/consumables and tools from the contractor. It also to intended to obtain a list of high demand items to be utilized for NSN establishment.

6.2. SOW BASIS: This SOW was written to fulfill Combat Developer requirements as agreed upon in the SAT's Supportability Strategy (ILS Plan).

6.3. SATs: SATS is the acronym for Standard Automotive Tool Set

6.4. TM: Technical Manual. The Technical Manual (or System's Manual) referenced within this SOW is covered by its own SOW for Publications.

INSTRUCTIONS FOR REQUISITIONING PARTS  
FROM COMMERCIAL SOURCES

The supply officer shall identify the prime manufacturer of the repair part by Commercial and Government Entity (CAGE) Code Number and requisition the repair part from the prime manufacturer. When requisitioning parts from commercial sources, it is mandatory that the following information be provided the supply officer by the unit.

1. Commercial And Government Entity (CAGE) Code Number.
2. Manufacturer's Part Number - Exactly as listed in the commercial literature.
3. Nomenclature - Exactly as listed in the commercial literature, including dimensions if available.
4. Manufacturer's Model Number.
5. Manufacturer's Serial Number - (End Item).
6. Any additional information such as type, size, thread, frame number, and electrical characteristics.

Encl 1 ~~of 3~~  
Encl 3



<b>MILITARY SHIPMENT LABEL</b>		<i>Form Approved. OMB No. 0704-0188</i>
<b>1. TRANSPORTATION CONTROL NUMBER</b>		<b>2. POSTAGE DATA</b>
<b>3. FROM</b>		<b>4. TYPE SERVICE</b>
<b>5. SHIP TO/POE</b>		<b>6. TRANS PRIORITY</b>
<b>7. POD</b>		<b>8. PROJECT</b> .
<b>9. ULTIMATE CONSIGNEE OR MARK FOR</b>	<b>10. WT. (This piece)</b>	<b>11. RDD</b>
	<b>12. CUBE (This piece)</b>	<b>13. CHARGES</b>
	<b>14. DATE SHIPPED</b>	<b>15. FMS CASE NUMBER</b>
	<b>16. PIECE NUMBER</b>	
	<b>17. TOTAL PIECES</b>	

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ENC 3

**MILITARY SHIPMENT LABEL  
DD FORM 1387, JUL 1999**

**DEFINITION OF FIELDS:**

- 1. TRANSPORTATION CONTROL NUMBER(TCN):** The TCN is a tracking number used by the military for its shipments. It is assigned by the Inventory Control Point (or by the Contractor) by taking the Customer Document Number and adding "XXXX" after it. However if by chance the shipment was to be split into separate deliveries, instead of using "XXXX" after the Customer Document Number, a suffix would be added and then "XXX". For example. If a unit ordered 10 doors and the contractor planned on shipping 5 first and then 5 the next day or so, the TCN for the first shipment would be the Customer Document Number followed by "AXXX" to show first shipment. Subsequently, the TCN for the second shipment would be the Customer Document Number followed by "BXXX" to show the second shipment. Concerning the Customer Document Number, it is assigned by the requisitioner (ordering unit) and is taken from the Requisitioning Form or Contractor Order Form. Examples of TCNs are: W52H091072D001XXXX , W52L231173D001AXXX, or W52L231173D001BXXXX.
- 2. POSTAGE DATA:** This field can be left blank.
- 3. FROM:** This field contains the ship from address. If the ship from address is from a contractor, the company's full name, full address, and phone number shall be entered in this field.
- 4. TYPE SERVICE:** This field shall be filled in with the word "ARMY"
- 5. SHIP TO/POE:** This field is utilized only for shipments that will go overseas (OCONUS). For shipments within CONUS, this field is left blank. For overseas shipments, this address is a Bulk Break Point (BBP) within the United States. There are 2 areas in the Continental United States (CONUS) that are BBPs. The DODAACs for these 2 are W25N14 meaning New Cumberland, PA and W62N2A meaning Tracy, CA. BPPs are used by the military for oversea shipments and act as a central receiving point within the U.S. Once a shipment reaches this BBP, it is shipped by the military to the oversea point based on the DODAAC and clear address provided in Field 9 of this form. For shipment Outside the Continental United States (OCONUS), the DODAAC of the oversea unit is the determining factor of what the BPP is. The shipping contractor can determine the BPP by going to WEBSITE:  
<http://daynt6c.daas.dla.mil/dodaac/dodaac.htm>. In this website, the contractor can type in the requisitioning units DODAAC and it will provide the proper info to determine the BBP within the U.S. that the contractor will ship to. It will also allow the contractor to verify the requisitioning unit's DODAAC and their mailing address for Field 9 of this form. The BBP is determined by the AOR of the file located at the top right corner of the website screen. AOR of "PACOM"

means that the BPP is Tracy, CA while an AOR of "EUCOM" means the BPP is New Cumberland. In the instance where the AOR is blank in the WEBSITE, the contractor can look for a BPP in TAC 2 of the website page for either W25N14 or W62N2A. Once the BPP is established, the contractor can fill out this field with that BPP DODAAC number and full mailing address. Complete DODAAC and address information is provided (See Encl) for both New Cumberland and Tracy.

6. **TRANS PRIORITY:** This field contains the priority which is assigned by the requisitioning unit. It can be taken off the contractor's order form from the shipment priority the requisitioner requested. This is a 2 digit code.
7. **POD:** This field can be left blank.
8. **PROJECT:** This field can be left blank.
9. **ULTIMATE CONSIGNEE OR MARK FOR:** For OCONUS shipments, this is the ultimate delivery point of the shipment. For example, if the DODAAC for the unit said the destination was Bosnia, the DODAAC number and full mailing address as well as a point of contact and in-country phone number would be put in this field. For CONUS shipments, this is the DODAAC and full mailing address with POC and phone number of the requisitioning unit.
10. **WT:** This is a mandatory fill field and shall contain the weight of the piece being shipped.
11. **RDD:** The RDD is Required Delivery Date and it is assigned by the Requisitioning Unit. It is a 3 digit code based on the 365 day calendar. For example, Mar 14, 2001 is the 73rd day of the calendar year. Thus the 3 digit code would be "073". This information can be gained from the contractor's order form.
12. **CUBE:** This is a mandatory field and shall contain the cubic volume of the piece being shipped.
13. **CHARGES:** This field can be left blank.
14. **DATE SHIPPED:** This field contains the ship date of when the item was actually shipped by the contractor.
15. **FMS CASE NUMBER:** This field can be left blank.
16. **PIECE NUMBER:** If the shipment is only one package, the piece number is 1. However, if the shipment contains several separate packages, this is the piece number of Field 17 "Total Pieces". This allows tracking of each package since each will have its own Military Shipment Label.

**17. TOTAL PIECES:** This field contains the total number of pieces being shipped within this shipment order.

**ADDRESS INFORMATION FOR BULK BREAK POINTS (BBP)**

**If the BBP for the unit's DODAAC is W25N14 use the following address in field 5**

**DODAAC W25N14  
XU CONSOLIDATION AND CONTAINERIZATION POINT  
DDSP NEW CUMBERLAND FACILITY  
BLDG 2001 CCP DOOR 135 THRU 168  
NEW CUMBERLAND, PA 17070-5001**

**If the BBP for the unit's DODAAC is W62N2A use the following address in field 5**

**DODAAC W62N2A  
XU DEFENSE DISTRIBUTION DEPOT SAN JOAQUIN  
CCP WAREHOUSE 30  
25600 SOUTH CHRISTMAS ROAD  
TRACY, CA 95376-5000**

<b>MILITARY SHIPMENT LABEL</b>		<i>Form Approved. OMB No. 0704-0188</i>
<b>1. TRANSPORTATION CONTROL NUMBER</b> (Example of overseas shipment (OCONUS)) TCN Consists of Customer Document Number followed by "XXXX" Customer Document Number is assigned by ordering customer (Example: W52H091072D001XXXX)		<b>2. POSTAGE DATA</b>
<b>3. FROM</b> Company name, Full address and phone number		<b>4. TYPE SERVICE</b> ARMY
<b>5. SHIP TO/POE</b> BBP in DODAAC File which is either one of the following W25N14                      or                      W62N2A New Cumberland, PA                      Tracy, Ca Address from file                      Address from file		<b>6. TRANS PRIORITY</b> Customer Assigned Priority
<b>7. POD</b> "Leave this area Blank"		<b>8. PROJECT</b> "Blank"
<b>9. ULTIMATE CONSIGNEE OR MARK FOR</b> Ship to DODAAC In the clear address from DODAAC file  Customer POC Name Customer in country phone number	<b>10. WT. (This piece)</b> Mandatory	<b>11. RDD</b> Customer Assigned
	<b>12. CUBE (This piece)</b> Mandatory	<b>13. CHARGES</b>
	<b>14. DATE SHIPPED</b> Mandatory	<b>15. FMS CASE NUMBER</b> "Blank"
	<b>16. PIECE NUMBER</b>  <div style="text-align: center;">1</div>	
	<b>17. TOTAL PIECES</b>  <div style="text-align: center;">1</div>	

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SAMPLE LABEL

## SHIPMENT PRIORITY CODES

**DEFINITION: Required Delivery Date (RDD):** The RDD is a maximum ending date by which normal processing and shipping will permit the consignee to receive and record the materiel. The requisitioner will assume, unless requisition status information shows otherwise, that the materiel will be delivered not later than the RDD.

**Priority Designators (PDs):** The PD is a 2 digit code assigned by the requisitioner in accordance with the unit's rules and is used to determine the RDD.

**CONUS:** Continental United States

**OCONUS:** Outside the Continental United States (Overseas)

### DETERMINATION OF RDD FOR EACH PD

#### PD:01-03

**CONUS or intratheater RDD from date of requisition to receipt of materiel: 7 days**

**Overseas RDD from date of requisition to receipt of materiel: 11-12 days**

#### PD:04-08

**CONUS or intratheater RDD from date of requisition to receipt of materiel: 11 days**

**Overseas RDD from date of requisition to receipt of materiel: 15-16 days**

#### PD:09-15

**CONUS or intratheater RDD from date of requisition to receipt of materiel: 29 days**

**Overseas RDD from date of requisition to receipt of materiel: 67-82 days**

### EXAMPLES:

(1) A unit in Bosnia orders a replacement door. On their order form they put a shipping priority of 03. In other words, the PD is 03. Since the unit is in Bosnia making it an overseas shipment (OCONUS), the contractor would have 11-12 days from receipt of requisition to process, ship and have in the hands of the unit the replacement door.

(2) A unit at Ft. Benning, GA orders a replacement roof assembly. On their order form they put a shipping priority of 11. Since the unit is CONUS, the contractor would have 29 days to process, ship, and have in the unit's hand the replacement roof assy.