

AIRCRAFT COMMODITIES DIVISION 1 (DSCR-FAJ)

FUNCTIONS:

Supply Planning - Supply Planning and Management Personnel within the IST who are responsible for supply planning and management will perform the following functions on assigned Federal Supply Classes, and on Weapons Integrated Materiel Management (WIMM) NSNs. While many of these functions will be performed by Supply Planners, some of them will involve other IST personnel.

- Review forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
- Direct stock replenishment action.
- Execute the War Reserve program for assigned items, including review and validation of military service item selection and requirements submission; maintain updated item management data; analyze War Reserve acquisition objectives; and control War Reserve assets.
- Authorize local purchase actions.
- Assure sound investment of stock fund monies and provide financial management data.
- Coordinate unusual storage matters with distribution activities.
- Issue disposition instructions for excess stock fund materiel.
- Approve return of customer excesses or authorize disposal.
- Direct the recoupment of materiel from property disposal.
- Authorize loans of stock fund materiel, including GFM, to contractors.
- Determine need and direct repair, rebuild, or modification of assigned items.
- Conduct periodic reviews of supply management data to control and improve the supply position.
- Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
- Work with Resolution Specialist for processing RODs.
- Recommend termination of existing procurement actions when warranted.
- Expedite stock buys when actual or potential backorders exist.
- Perform inventory accounting functions related to assigned items
- Process capitalization and de-capitalization actions.
- Resolve discrepancies resulting from distribution activity reports.
- Investigate inventory discrepancies, initiate Letters of Investigation, and Reports of Survey.
- Maintain inventory and accounting records for materiel on loan, shelf-life testing, and process related supply documentation.
- Generate Materiel Release Orders for shipments of test samples to labs for shelf-life maintenance, returns to vendor, and project orders.
- Process Materiel Return Program inquiries and messages.
- In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

Procurement (Acquisition) - Personnel within the IST who are responsible for acquisition will perform the following functions on assigned items:

- Participate in acquisition planning.
- Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
- Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
- Determine method of contracting and appropriate contract clauses.
- Determine range of competition to be solicited.
- Implement the Small Business and Disadvantaged Business Utilization Programs.
- Solicit bids, proposals, and quotations.

- Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
- Conduct negotiations on price, type of contract, and other contractual provisions.
- Obtain required contract approvals and clearances.
- Provide contractually for progress, advance, and other financial arrangements to contracts.
- Provide contractually for performance bonds, as appropriate.
- Award contracts, exercise options, and place purchase and delivery orders.
- Issue contract modifications.
- Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Product Center Support Division.
- Implement the Automated Best Value Model evaluation in making award decisions.
- Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, CAS elements, and requisitioning activities.
- Perform contract management actions as noted below and as otherwise provided in the DAR, FAR, and implementing guidance.
- Administer contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Review hearings or other administrative/judicial forums on contract disputes.
- Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
- Handle processing of performance bonds.
- Process progress and advance payments, guaranteed loans and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
- Evaluate and approve subcontractors for existing contracts as required.
- Issue show cause letters, cure notices, and terminations for convenience/cause.
- Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information.
- Respond to inquiries by requisitioning activities relative to status of contract actions.
- Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
- Maintain liaison with field contract administration and production elements.
- Initiate and process to conclusion necessary warranty actions, as appropriate.
- Coordinate management actions with field contract administration organizations when delegations exist.
- Participate in conferences and seminars with higher echelon/professional/educational organizations, field contract administration offices and with customers to enhance mission effectiveness.

Tech/Quality - Personnel within the IST who are responsible for tech/quality perform the following functions on assigned items:

- Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
 - Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other ICP elements and military services, as necessary.
 - Determine the appropriate type of contract quality requirement the contractor must establish and implement.
 - Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
 - Determine shelf-life requirements for inclusion in contracts.
 - Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.

- Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
- Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depots on contract quality requirements.
- Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
- Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
- Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies.
- Establish, maintain, and use quality history data by item, contractor, and specification.
- Identify and/or resolve QA problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
- Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a Shared Service in the Supplier Support Division.
- Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers.
- Participate, as requested, in pre-award surveys for technical packaging support.
- Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
- Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
- Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
- Determine necessity for and obtain military services' authorization for the preparation of engineering drawings; request military services' development of engineering drawings.
- Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
- Determine interchangeability and substitutability of items in support of the directorate.
- Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
- Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
- Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
- Provide technical support for provisioning as required by Provisioning Control Activity.
- Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
- Obtain management data for submission with new item identifications.
- Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.
- Provides technical support services to procurement by performing material reviews and updating the Material Master as a result of PRs with release strategies.
- Provide expertise on preservation, packaging, packing, marking, palletization, packaging testing and quantity unit pack/unit of issue requirements and the application of proper levels of protection for DLA purchased materials.

COMBINED COMPONENTS IST (DSCR-FAJD)

FUNCTIONS:

- Consult with Customer Teams/WSSMs regarding customer kit requirements.
- Accept data and project requirements from Customer Teams/WSSMs.
- Perform data analysis of NSNs comprising all Kits being established.
- Determine resources required to implement kitting solution.

- Collaborate with services, ICPs, DLIS, DDC, and DSCR subject-matter experts in development of kits.
- Performs technical reviews, evaluations, catalogs NSNs, and codes DLA systems.
- Determine Best Value Kitting Solution.
- Perform supply management.
- Technically review and approve kit configurations.
- Initiate Procurements/Projects for all kits assigned to team.
- Contract with commercial entities to build and deliver kits.
- Develop projects with Defense Distribution Command to build and deliver kits report status and kitting projects.
- Develop policy and procedures for kitting within DSCR.
- Coordinate with HQ DLA and other ICPs on kitting matters.