

Perform Air International, Inc.
Administrative Systems Manual
Procedure: III.47 Department of Defense (DoD) Technical Data Acquisition

Revision	Revision Date	Revision Change
N/I	10/31/2023	Initial Release
1	03/29/2024	Added Section 6.0
2	08/20/2025	Revised 2.1.1 and 2.1.2

1.0 Purpose:

To acquire U.S. Military Controlled Unclassified Information (CUI) in the form of technical data, engineering data, and drawings from U.S. government sources in support of repair and overhaul scenarios required to compete for and win U.S. Government contracting opportunities. Military technical data acquisition is critical in support of Perform Air International, Inc. and their current domestic and international broker customer base. This technical data enables Perform Air International, Inc. to conduct appropriate repair and overhaul maintenance functions strictly in accordance with U.S. Air Force, Army, and Navy technical requirements.

2.0 Scope:

Perform Air International, Inc. shall acquire necessary technical data documents in accordance with U.S. Department of Defense (DoD) directives and specifically via U.S. Air Force, Army and Navy regulations, requirements, or instructions. The requirements for requesting technical data are defined in the following DoD reference materials:

2.1 United States Air Force:

- 2.1.1** *AFMCI 23-113, dtd. 20 February 2024, Pre-Award Qualification of New or Additional Parts Sources And The Use Of The Source Approval Request (SAR)*
- 2.1.2** *RQR-848, Rev 2, dtd. 14 May 2024, Repair/Remanufacture Qualification Requirements for Commodity Critical Safety and Critical Application Items (Section 9, pg. 6)*

2.2 United States Army:

- 2.2.1** *Maintenance and Overhaul (M&O) Source Approval Request (SAR) Preparation and Submittal Guidance, dtd. 22 January 2020 (Attachment A, pg. 22)*

2.3 United States Navy:

- 2.3.1** *NAVSUP-WSS-N23-ROMM, Eleventh Revision, dtd. 9 April, 2021, Source Approval Information Brochure for Repair, Overhaul, Maintenance, and Modification (ROMM) (Section 3.0, pg. 10)*

- 2.4** Current copies of each of the aforementioned documents may be found via a simple internet search of the document name, e.g., “AFMCI 23-113”.

- 2.4.1** Paper copies can be found in the VP of Government Line of Business Office, located on the bookshelf in a binder.

3.0 Responsibility:

- 3.1** The maintenance of this procedure is the responsibility of the Vice President, Government Programs.

- 3.1.1** The Vice President, Government Programs may delegate responsibility for ordering Technical Data to the Government Programs Coordinator.

4.0 Definitions:

- 4.1 AED: AMCOM Engineering Directive
- 4.2 AED: Aviation Engineering Directorate
- 4.3 AMCOM: U.S. Army Aviation and Missile Life Cycle Management Command
- 4.4 CUI: Controlled Unclassified Information
- 4.5 DMWR: Depot Maintenance Work Requirement
- 4.6 DoD: Department of Defense
- 4.7 EDL: Engineering Data List
- 4.8 IAW: In accordance with
- 4.9 MEO: Maintenance Engineering Order
- 4.10 NAVAIR PUB: U.S. Naval Air Systems Command Technical Publication
- 4.11 NSN: National Stock Number
- 4.12 OEM: Original Equipment Manufacturer
- 4.13 PWS: Performance Work Statement
- 4.14 P/N: Part Number
- 4.15 RDL: Repair Data List
- 4.16 SAM: System for Award Management
- 4.17 SAR: Source Approval Request
- 4.18 SASPO: Strategic Alternate Sourcing Program Office
- 4.19 TM: U.S. Army Technical Manual
- 4.20 T.O.: U.S. Air Force Technical Order

5.0 Procedure

5.1 Air Force

- 5.1.1** Once an OEM P/N is known, a NSN may be determined by querying the following website: <https://lqlite.com/>. LogiQuest Lite allows input of an OEM P/N to cross-reference virtually all P/Ns to their relevant NSN.

- 5.1.1.1** Once a NSN is known, search the P/N and/or NSN in the System for Award Management (SAM) at: <https://sam.gov/content/home>.

- 5.1.1.1.1** SAM is the official U.S. government system for contract opportunities, contract data, wage determinations, federal Hierarchy, Entity Information, and Entity Reporting.

5.1.1.1.2 SAM is the primary vehicle used in the performance of U.S. government contract market research.

5.1.1.2 In many cases, the government will have previously announced contract opportunities for the subject P/N and NSN in question. Incorporated in these announcements, in many cases, are relevant technical documents necessary for Repair, Overhaul, Modification, and Maintenance of a given NSN.

5.1.1.2.1 Should technical documents not exist in the body of a SAM announcement; a further search in the announcement will reveal a link to a Performance Work Statement (PWS).

5.1.1.2.1.1 Virtually all PWS identify applicable technical documents necessary for Repair, Overhaul, Modification, and Maintenance of a given NSN

5.1.2 Should previous efforts fail to determine necessary technical documents, prepare an RDL/EDL Request and send, via email, to the Strategic Alternate Sourcing Program Office (SASPO) at: 429scms.saspo.workflow@us.af.mil.

5.1.2.1 If a technical document exists for the repair management of the subject NSN, U.S. Air Force SASPO office will supply an RDL/EDL document. The RDL/EDL document identifies appropriate T.O. and/or Drawing Numbers for maintenance management of the P/N in question.

5.1.3 Technical Data requests, for all Active Solicitations in SAM, shall be submitted to the appropriate Procurement Contracting Officer (PCO). This contact will be listed at the bottom of the Solicitation found in SAM.

5.1.3.1 The request will be made, via email, with an attached letter on company letterhead and include the solicitation number, the specific technical data being requested. A valid copy of Perform Air International, Inc. DD Form 2345 must be included with the submission.

5.1.3.2 Examples of technical data request letters may be found in the Perform Air International, Inc. database at: Executive (V:)/Sales/Government LOB/Technical Data/T.O. Request Letters

5.1.4 Technical Data Requests, where no active Solicitation exists in SAM, shall be submitted to the T.O. Public Sales Office. Requests shall be made on company letterhead and include reference to specific T.O.s being requested. A valid copy of Perform Air International, Inc. DD Form 2345 must be attached.

5.1.4.1 Requests such as these will be sent to the Public Sales Office at:
AFLCMC.LZP.PUBSALES@us.af.mil

- 5.1.5** To request Engineering Data/Drawings, complete PSA request form (this form must be created/returned as an excel document) and include DD Form 2345.
- 5.1.5.1** PSA request form format is found in the Perform Air International, Inc. database at: Executive (V:)/Sales/Government LOB/Technical Data/PubSalesForm_Rev8_2020910.
- 5.1.5.2** Once documented, return completed PSA Request form to AFLCMC/LZPES Public Sales Desk at: ocalc.lgldo.public@us.af.mil.
- 5.1.6** Upon request approval, Public Sales Office generates and returns a fee letter to Perform Air International, Inc. This fee letter will include a price quote and return instructions.
- 5.1.6.1** Send received Fee Letter via email to Perform Air International, Inc. Accounting for payment preparation. Contact is currently: Michelle Sperry michelle.sperry@performair.com.
- 5.1.6.2** State Solicitation number, if applicable, T.O. number, and how the check is to be shipped (i.e. overnight, 2 day), depending on requirement urgency, in email to Perform Air International, Inc. accounting.
- 5.1.6.2.1** Once check is prepared and sent, Perform Air International, Inc. shipping provides Waybill tracking number to Perform Air International, Inc. Government Programs Coordinator.
- 5.1.6.2.2** Perform Air International, Inc. Government Programs Coordinator emails tracking number to the public sales office for their tracking of payment. This expedites receipt of required technical documentation.
- 5.1.7** If request is denied, Perform Air International, Inc. will receive an email from one of the government sources listed above. The email will provide detail regarding the denial.
- 5.1.7.1** Denial of technical data access is normally attributed to the lack of Government data rights.
- 5.1.8** Once payment is received and processed by the Air Force, Public Sales Office provides email notification, to the requester, for an encrypted data transfer from DoD Safe.
- 5.1.8.1** This email will provide a website URL and passcode for data retrieval. The link and passcode provides secure and encrypted data transfer.
- 5.1.8.1.1** This DoD Safe Drop will be available for a limited period of time; normally seven days.

- 5.1.8.1.2** The Data Custodian listed on the DD Form 2345 is the only person eligible to receive data per DoD policy.

5.2 U.S. Army

- 5.2.1** U.S. Army requests for technical data shall be processed in much the same manner as that of U.S. Air Force requests. Follow the same basic formatting as that listed above. The only change in process shall be where requests are sent. Please see below for U.S. Army contacts.
- 5.2.2** Depot Maintenance Work Requirements (DMWR) and Technical Manual (TM) requests are sent to the AMCOM Publications Office at, usarmy.redstone.amcom.list.immc-pub-epco@army.mil. Requests must include DMWR/TM being requested and a valid DD Form 2345.
- 5.2.3** MEO and AED data are obtained via email from the Maintenance Engineering Directorate, Maintenance Engineering Division's MEO Library, usarmy.redstone.ccdc-avmc.ama-m-library@mail.mil.
- 5.2.3** Once a request is approved, a Fee Letter will be generated with the required price for each request. Fee Letters shall be processed as indicated in sections 5.1.6 - 5.1.6.2.2 above.
- 5.2.4** If request is denied, Perform Air International, Inc. will receive an email from one of the sources listed above. This email will state specific details as to why the request was denied.
- 5.2.4.1** Denial of technical data access is normally attributed to a lack of Government data rights.
- 5.2.5** Once the check is received and processed by the U.S. Army AMCOM Publications Office or Maintenance Engineering Directorate, an email will be generated and received by Perform Air International Inc. via DoD Safe. Follow the same process as that described in 5.1.8 thru 5.1.8.1.2 above.

5.3 U.S. Navy

- 5.3.1** U.S. Navy requests for technical data shall be processed in much the same manner as that of U.S. Air Force requests above. Follow the same basic formatting as that listed above. The only change in process shall be where requests are sent. Please see below for U.S. Navy contacts.
- 5.3.2** NAVAIR Publication Requests require the publication number and title, or parts of the components for which publication is required. Mailing address, email address, phone number, point of contact and a valid DD-Form 2345 must be included with each request. These requests are sent via email to naniqualfiedcontractor@navy.mil.

- 5.3.3** Engineering Drawing Requests must include the engineering drawing number, vendor CAGE code number and the revision level if known. Additionally, include mailing address, email address, phone number, point of contact and a valid DD-Form 2345 with each request. These requests are sent via email to naniqualifiedcontractor@navy.mil.
- 5.3.4** Once a request is approved, a Fee Letter will be generated with the required price for each request. Fee Letters shall be processed as indicated in sections 5.1.6 - 5.1.6.2.2 above.
- 5.3.5** If request is denied, Perform Air International, Inc. will receive an email from the source listed above. This email will state specific details as to why request was denied.
- 5.3.5.1** Denial of technical data access data is normally attributed to the lack of Government rights to the data.
- 5.3.6** Upon receipt/processing of Perform Air International, Inc. payment by U.S. Naval Air Technical Data and Engineering Service Command (NATEC), an email is generated by NATEC and received by Perform Air International Inc. via DoD Safe. Follow the same process as that described in 5.1.8 thru 5.1.8.1.2 above to receive requested documents.

6.0 Records:

- 6.1 DD-Form 2345 – Militarily Critical Technical Data Agreement
- 6.2 AFMCI 23-113, dtd. 31 March 2020
- 6.3 RQR 848, dtd. June 2017
- 6.4 Maintenance and Overhaul (M&O) Source Approval Request (SAR) Preparation and Submittal Guidance, dtd. 22 January 2020