

APPENDIX N

SAMPLE LETTER/MESSAGE FOR EXPEDITE ACTION

APPENDIX N-1

SAMPLE LETTER/MESSAGE FOR EXPEDITE ACTION ON PURCHASE REQUESTS

FM: DLA ICP
TO: SERVICE ICP
INFO: SERVICE HDQTRS
HQ DLA CAMERON STA ALEX VA//MMSP-CIMO//

UNCLAS

SUBJ: JUSTIFICATION FOR URGENT ACQUISITION OF WEAPON SYSTEM
NSN_____

1. REQUEST OUTSTANDING PURCHASE REQUEST(S) (PR) FOR SUBJECT NSN BE PROCESSED EXPEDITIOUSLY AS AN URGENT ACQUISITION. THIS ITEM, A(N)_____ (NOMENCLATURE/ITEM NAME)_____, HAS BEEN IDENTIFIED IN THE WEAPONS SUPPORT PROGRAM AS REQUIRED TO SUPPORT THE FOLLOWING CRITICAL WEAPON SYSTEMS: _____

2. THE DATA AVAILABLE TO DLA INDICATES DUE(S)-IN AS FOLLOWS:

QTY_____ QTY_____ QTY_____ QTY_____
DATE_____ DATE_____ DATE_____ DATE_____
PR #_____ PR #_____ PR #_____ PR #_____

3. THE FOLLOWING CONDITION(S) SUPPORT URGENT CONTRACTING ACTION:

() THIS OR THESE PR(S) SUPPORT _____ (NUMBER OF) _____ LINES FOR _____ OF ISSUE PRIORITY DESIGNATOR 01 THROUGH 04 REQUISITIONS FOR THE ABOVE CRITICAL SYSTEM SERVICE.

() AN OUT OF STOCK CONDITION EXISTS OR WILL EXIST FOR THIS ITEM WHICH HAS JCS/999/NMCS REQUISITIONS FOR THE CRITICAL SYSTEMS SERVICE.

4. FAILURE TO PROCEED WITH AN URGENT BUY COULD RESULT IN THE END ITEM

BEING IMPAIRED, OR REDUCED IN EFFECTIVENESS; OR RENDERED INOPERABLE.

5. ROUTINE ACQUISITION EFFORTS WILL NOT MEET THE TIMEFRAMES NECESSARY TO ACQUIRE AND ISSUE THE ITEMS OF SUPPLY. THE CRITICAL POSITION IS ATTRIBUTABLE TO: _____

6. IN VIEW OF THE CRITICAL REQUIREMENTS BY _____ (SERVICE UNIT IDENTIFICATION CODE) _____ FOR THIS ITEM, REQUEST THE AWARD BE MADE TO A SOURCE WHICH CAN MOST CLOSELY SATISFY THE FOLLOWING DELIVERY SCHEDULE: _____ (QUANTITY) BY _____ (DATE) FOR THE CRITICAL SERVICE REQUIREMENT. ADDITIONAL SHIPMENTS OF _____ (QUANTITY) EACH MONTH UNTIL COMPLETION OF THE CONTRACT WILL PREVENT FURTHER DEGRADATION OF THE ITEM. USE OF PREMIUM PRICES, CONTRACTOR OVERTIME, ETC., SHOULD BE PART OF THE CONSIDERED ACTIONS. PREMIUM COSTS INCURRED TO EXPEDITE PROCUREMENT ACTIONS WILL BE REIMBURSED.

7. POC FOR THIS ACTION IS _____ (NAME/DSN/OFFICE SYMBOL) _____

APPENDIX N-2

**SAMPLE LETTER/MESSAGE FOR EXPEDITED DELIVERY OF
MATERIEL ON LIM-GENERATED CONTRACTS**

FM: DLA ICP

TO: SERVICE ICP

INFO: SERVICE HDQTRS
HQ DLA CAMERON STA ALEX VA//MMSP-CIMO//

UNCLAS

SUBJ: JUSTIFICATION FOR EXPEDITED DELIVERY OF WEAPON SYSTEM

1. REQUEST EXPEDITE ACTION TO ACCELERATE DELIVERY FOR SUBJECT NSN.
THIS ITEM> A(N) (NOMENCLATURE/ITEM NAME), HAS BEEN IDENTIFIED IN THE
WEAPONS SUPPORT PROGRAM AS REQUIRED TO SUPPORT THE FOLLOWING CRITICAL
WEAPON SYSTEMS: _____

2. THE DATA AVAILABLE TO DLA INDICATES DUE(S)-IN AS FOLLOWS:

QTY _____	QTY _____
DATE _____	DATE _____
CONTRACT # _____	CONTRACT # _____

3. THE FOLLOWING CONDITION(S) SUPPORT EXPEDITED DELIVERY OF MATERIEL
ON LIM-GENERATED CONTRACT:

() THIS LIM-GENERATED CONTRACT NR _____
SUPPORT _____ (NUMBERS OF) _____ LINES FOR _____ OF ISSUE PRIORITY
DESIGNATOR 01 THROUGH 04 REQUISITIONS FOR THE ABOVE CRITICAL SYSTEM
SERVICE.

() AN OUT OF STOCK CONDITION EXISTS OR WILL EXIST FOR THIS ITEM
WHICH HAS JCS/999/NMCS REQUISITIONS FOR THE CRITICAL SYSTEMS SERVICE.

4. FAILURE TO PROCEED WITH AN EXPEDITED DELIVERY COULD RESULT IN THE END ITEM BEING IMPAIRED, OR REDUCED IN EFFECTIVENESS; OR RENDERED **INOPERABLE**.

5. THE CURRENT DELIVERY SCHEDULE WILL NOT MEET THE TIMEFRAMES REQUIRED BY THE CUSTOMER. THE CRITICAL POSITION IS ATTRIBUTABLE TO: _____

6. IN VIEW OF THE CRITICAL REQUIREMENTS BY _____ (SERVICE UNIT IDENTIFICATION CODE) _____ FOR THIS ITEM, REQUEST THE CONTRACT DELIVERY SCHEDULE BE ACCELERATED AS FOLLOWS: _____ (**QUANTITY**) BY _____ (DATE) _____ FOR THE CRITICAL SERVICE REQUIREMENT. ADDITIONAL SHIPMENTS OF _____ (**QUANTITY**) _____ EACH MONTH UNTIL COMPLETION OF THE CONTRACT WILL PREVENT FURTHER DEGRADATION OF THE ITEM. USE OF PREMIUM PRICES, CONTRACTOR OVERTIME, ETC., SHOULD BE PART OF THE CONSIDERED ACTIONS. PREMIUM COSTS INCURRED TO EXPEDITE PROCUREMENT ACTIONS WILL BE REIMBURSED

7. POC FOR THIS ACTION IS _____ (**NAME/DSN/OFFICE SYMBOL**) _____