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CANADIAN  
ARMED FORCES

OFFICE OF DEPUTY MINISTER

Director Land Command Systems Program Management

# APPENDIX A3 to ANNEX A LOGISTICS STATEMENT OF WORK

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## LAND C4ISR APPLICATIONS SUSTAINMENT SERVICES



OFFICE OF DEPUTY MINISTER

Director Land Command Systems Program Management

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# 1 OVERVIEW OF PUBLICATION

## 1.1 System of Record

- 1.1.1 **DRMIS:** Defence Resource Management Information System (DRMIS) provides total asset visibility of all Canadian Forces (CF) materiel, whether it is in use, in stock, or on a repair line. The contractors' responsibilities related to management of the accounts in DRMIS are explained and outlined below. Contractors having access to DRMIS must process required transactions as instructed in this publication.
- 1.1.2 Contractors requiring access to DRMIS must obtain a PKI (Public Key Infrastructure) card in accordance with the recently implemented Two-Factor Authentication.
- 1.1.3 Refer to Chapter 1.1 of A-LM-184-001/JS-001 for further information on the System of Record.

## 1.2 Supply Accounts

- 1.2.1 **RMA (Repairable Material Account):** is an account that must be allocated to the contractor to hold the authorized material for repair that is approved on the contract.
- 1.2.2 **CRPA (Contractor Repair Parts Account):** DRMIS provisioning account (\_P) with a Serviceable and an Unserviceable storage location.
- 1.2.3 **SLOC (Storage Locations):** are used to manage and warehouse National Spares.
- 1.2.4 Refer to Chapter 1.2 of A-LM-184-001/JS-001 for further information on Supply Accounts.

## 1.3 Spares

- 1.3.1 **CIS (Contract Issue Spares):** CIS are government owned materiel issued to R&O contractor facilities for incorporation into DND equipment undergoing repair, overhaul and modification.
- 1.3.2 **GFOS (Government Furnished Overhaul Spares):** GFOS are non-catalogued spare parts that are salvaged by the Contractor, on PA/NDQAR authority, from DND materiel undergoing repair, overhaul, re-life or modification.
- 1.3.3 **AAS (Accountable Advance Spares):** are purchased by the contractor using DND funds, in order to support DND equipment on the repair line.

#### 1.3.4 **GFE/GFI:**

- 1.3.4.1 **Government Furnished Equipment (GFE)** is government owned equipment provided by DND to a contractor, on a loan agreement, to be used during the contract period and returned in essentially the same condition (subject to fair wear & tear) at the end of the contract.
- 1.3.4.2 **Government Furnished Information (GFI)** is any information that DND will provide, on a loan agreement, to the contractor to enable contract fulfillment.
- 1.3.5 Refer to Chapter 1.3 of A-LM-184-001/JS-001 for further information on Spares.

## 2 RECEIPTS

- 2.1.1 The Contractor is responsible for the receipt, identification, inspection and distribution of all incoming materiel, as well as the processing of receipt documentation.
- 2.1.2 Refer to Ch. 2.0 of A-LM 184 for complete instruction on how to process receipts.

### 2.2 Selection Notice Observation Message (SNOM)

- 2.2.1 Contractors must use a SNOM to report any or all observations to the Supply Manager or the DND Contract Manager for in and out of country contracts.
- 2.2.2 Refer to Chapter 2.1 of A-LM-184-001/JS-001 for further information on SNOMs.

### 2.3 Discrepancies in Shipments

- 2.3.1 The Contractor must contact their supporting NDQAR/OCRS to report and action discrepancies in shipments.
- 2.3.2 The Contractor must act in accordance with Chapter 2.1 of A-LM-184-001/JS-001.

### 2.4 Hazardous Materiel and Controlled Goods

- 2.4.1 Due diligence must be exercised when carrying out duties and responsibilities associated with hazardous materiel and controlled goods.
- 2.4.2 Refer to Chapter 2.4 of A-LM-184-001/JS-001 for further information on HAZMAT and controlled goods.

## 3 NVOICE/CLAIMS FOR PAYMENT (ACCOUNTABLE ADVANCE SPARES)

- 3.1.1 The Contractor must submit monthly invoices for AAS, but only after receipt and acceptance of the materiel and inspection in accordance with the CGCS quality assurance code (QAC) in the event that a certificate of conformance or test data is required.
- 3.1.2 Refer to Chapter 6.1 of A-LM-184-001/JS-001 for further information on invoices for AAS.



## 4 ENGINEERING & MAINTENANCE SERVICES

4.1.1 Refer to Chapter 7.0 of A-LM-184-001/JS-001 for more information on engineering and maintenance services.

### 4.2 DND 626 Task Authorization

4.2.1 Refer to Chapter 7.1 of A-LM-184-001/JS-001 for further information on DND 626 Task Authorizations.

### 4.3 Mobile Repair Party

4.3.1 A Mobile Repair Party (MRP) is an individual or group of individuals who perform repair work away from a Contractor's plant and regional area.

4.3.2 Refer to Chapter 7.2 of A-LM-184-001/JS-001 for more information on MRP.

### 4.4 Special Investigations & Technical Studies (SITs)

4.4.1 When authorized by the Procurement Authority via a Task Authorization/DND 626, the Contractor must open a work order to undertake special investigation and technical studies and must provide relevant data to these investigations as and when required.

4.4.2 Refer to Chapter 7.5 of A-LM-184-001/JS-001 for more information.

### 4.5 Technical Investigations & Engineering Studies (TIES)

4.5.1 When authorized by the PA, via a Task Authorization/DND 626, the Contractor must undertake technical investigations and engineering studies.

4.5.2 Refer to Chapter 7.6 of A-LM-184-001/JS-001 for more information.



## 5 SUPPLY SUPPORT/SUSTAINMENT SUPPORT

### 5.1 Transaction Documentation

- 5.1.1 The DND 2227 is the supply document used by all contractors when performing supply related transactions. Contractors can use their own templates, provided all of the same information appears on their templates.
- 5.1.2 Refer to Chapter 8.1 of A-LM-184-001/JS-001 for more information.

### 5.2 Contractor Supply Accounting

- 5.2.1 Prime Contractors will be provided an RMA and CRPA for holding spare parts for repair and overhaul of DND materiel. Total National holdings of government owned materiel are not to be held on an RMA or CRPA.
- 5.2.2 Refer to Ch. 8.2 of A-LM-184-001/JS-001 for more information.

### 5.3 Management of Government Owned Spares

- 5.3.1 All government owned materiel (CIS, AAS, GFOS) must be brought on charge to ensure total asset visibility.
- 5.3.2 Refer to Chapter 8.3 of A-LM-184-001/JS-001 for more information.

### 5.4 Spares Review

- 5.4.1 In conjunction with the two year stocktaking schedule, the Contractor must carry out a review of CIS, AAS (must be done on a yearly basis), and GFOS. This will ensure all of the material is brought on charge on completion of the stocktaking.
- 5.4.2 Refer to Chapter 8.4 of A-LM-184-001/JS-001 for more information.

### 5.5 Stocktaking

- 5.5.1 The PA, working with the supporting NDQAR must initiate and have the contractor carry out a one hundred per cent (100%) manual stocktaking of in country RMAs, and CRPAs, as well as, CIS, GFOS, AAS and Loan Accounts must be counted at a minimum of once every two years or as indicated by Cycle Count Indicator.
- 5.5.2 Refer to Chapter 8.5 of the A-LM-184-001/JS-001 for more information and the processes for Stocktaking.

## **5.6 Warehousing**

- 5.6.1 The Contractor must be responsible for the appropriate warehousing and storage of government owned materiel.
- 5.6.2 Refer to Chapter 8.7 of A-LM-184-001/JS-001 for further information on Warehousing.

## **5.7 Loss or Damage to DND Materiel**

- 5.7.1 The Contractor must report to the supporting NDQAR/OCRS all instances of loss or damage to government owned materiel in his custody within two (2) working days of confirmation of its discovery.
- 5.7.2 Refer to Chapter 8.8 of A-LM-184-001/JS-001 for further explanation and detail.

## **5.8 Scrap - Custody & Disposal**

- 5.8.1 The Contractor must safeguard, control and dispose of scrap material.
- 5.8.2 Refer to Chapter 8.9 of A-LM-184-001/JS-001 for further explanation and detail on scrap materiel.

## **5.9 Packaging**

- 5.9.1 Specific packaging instructions must be adhered to by the Contractor in order to assure maximum life, utility and performance of materiel.
- 5.9.2 Refer to Chapter 8.10 of A-LM-184-001/JS-001 for further explanation and detail on packaging.

## **5.10 Transportation**

- 5.10.1 If Contractors are required to return equipment back to DND, they must follow the terms and conditions of the contract in place.
- 5.10.2 Refer to Chapter 8.12 of the A-LM-184-001/JS-001 for more information pertaining to transportation.



## 6 CONTRACTOR USE OF DND EQUIPMENT AND PUBLICATIONS

- 6.1.1 Written consent must be provided by DND for contractor use of DND publications, tools, test-equipment or jigs and fixtures for commercial work.
- 6.1.2 Refer to Chapter 10.0 of A-LM-184-001/JS-001 for more information.

## 7 PUBLICATIONS

- 7.1.1 The Contractor must document requirements for publications and submit to the PA. The Contractor must develop procedures to control all DND publications in their possession and be responsible for amending all DND publications in his custody. The record of amendments must be maintained as indicated in the applicable area of each publication.
- 7.1.2 Refer to Chapter 11.0 of A-LM-184-001/JS-001 for more information.

### 7.2 Availability of Publications

- 7.2.1 The Contractor must provide the PA with a list of all DND publications obtained from the Contract Authority prior to signing the contract.
- 7.2.2 Refer to Chapter 11.1 of A-LM-184-001/JS-001 for more information.

### 7.3 Disposal of Publications

- 7.3.1 When a publication is no longer needed, the Contractor must request disposal instructions and take action as directed.
- 7.3.2 Refer to Chapter 11.2 of A-LM-184-001/JS-001 for more information.



## 8 REPORTS

### 8.1 Materiel Management Reports

- 8.1.1 Reports are available to the Contractor in DRMIS or from their supporting NDQAR.
- 8.1.2 Refer to Chapter 15.1 of A-LM-184-001/JS-001 for a complete list of reports available to contractors.

### 8.2 Annual Government Owned Inventory Report

- 8.2.1 The Contractor must submit a report annually to the PA on the value of all government owned materiel.
- 8.2.2 Refer to Chapter 15.4 of A-LM-184-001/JS-001 for further information.

