PPI Packet (Procurement Package Input) Instructions

Purpose: A PPI packet is required to be submitted to the EAGLE office, if the organization/unit wishes to have the LRC provide services, maintenance or transportation support. These areas include the Supply and Services Division, the Maintenance Division, and the Transportation Division.

Download Sample Document to desktop and fill-in

The forms required for the PPI packet are:

1. **1) TD-02 Workload and Density** – Add unit to header, tab 1 - list equipment to be maintained or serviced and fill in columns; tab 2 – describe, in detail, the organization/unit requirements.
2. **2) MFR** – fill out highlighted sections, LRC will provide guidance on PoP dates, PWS paragraphs, etc. CLINs will be assigned once the packet is sent to the ACC.
3. **3) IGE** – This form is an estimate, when submitted. Depending on the type of maintenance or services required, the positions and FTEs will be filled out on the form. The LRC can provide guidance, if needed. Once the form is filled out, and the unit/organization concurs with number/positions of personnel and costs, please sign roll up tab.
4. **4) Funded LMP request form (PR), DRCH agreement or Funding PRON** – Units shall submit their financial POCs (G8/Finance/Budget Analyst)to Mr. Seals and Mrs. Radden (ryan.k.seals.civ@army.mil and corina.l.radden.civ@army.mil) to work with the LRC Budget Analyst to establish funding. A funded LMP request form will be required. Upon acceptance of the PPI package customer will need to provide a reimbursable fund code. Refer to the Reimbursable Fund Codes Instructions found in this folder.
5. **Please email the complete PPI packet (1-4);** to Mrs. Sledge and Mr. Glenn: lottie.d.sledge.civ@army.mil and brien.m.glenn.civ@army.mil

Please update and add your Units name/designation to each form.

It may take up to approximately 60-90 days to get your requirements added to the Eagle contract once all Doc have been received.