

Figure C5.F14. Generic Letter of Request Checklist

For Service/Implementing Agency (IA) specific checklists:

- Army: https://usasac.army.mil/checklist_weaponsystems.aspx
- Navy: <http://www.secnav.navy.mil/nipo/Pages/About/Security%20Assistance/Requesting-Products-and-Services.aspx>
- Air Force: <https://afsac.wpafb.af.mil/lor.jsp>
- Defense Logistics Agency (DLA) (Excess Defense Articles (EDA)/Disposition Services): www.dla.mil/Portals/104/Documents/DispositionServices/RTD/DLADSEDAJustificationLORChecklist.docx

1. The Letter of Request (LOR) must be submitted in writing and translated if not in English.
2. Name of country/purchaser.
3. What is being requested through this LOR (e.g., Price and Availability, basic Letter of Offer and Acceptance (LOA) or amendment, grant, or lease)?
4. Has a source of funding been identified? If so, what type (Foreign Military Financing (FMF), National Funds, etc.)? Recipient units must be identified for FMF requests.
5. Is there a requirement for a unique payment schedule?
6. Which Partner Nation military service (Army, Navy, Air Force) is submitting the LOR? Please note if the LOR is being requested on behalf of another military service or government agency.
7. What is the purchaser's timeline for pricing and availability, basic LOA, or amendment development?
8. Identify related weapon systems, end items, and any interoperability requirements, including ammunition. For aircraft, include aircraft survivability equipment requirements, communications, navigations, surveillance, weaponization, ground support equipment, infrastructure availability, etc.
9. Identify any communication or command and control requirements. For aircraft, consider air traffic control and communications plan/strategy that includes voice and data interoperability with indigenous ground, air, and naval armed forces; government organizations; and U.S. joint operations.
10. Is the Partner Nation requesting non-recurring costs be waived?
11. What is the defense article or service being requested?
 - a. If requesting a defense article, please identify as follows:
 1. Defense article nomenclature and description. State if this is a current DoD weapon system/end item (e.g., AN/AVS-9 Night Vision Goggles (NVGs) to be worn by pilots flying H-1s).
 - a. Manufacturer name
 - b. Manufacturer catalog
 - c. Order number
 - d. Manual number
 - e. Item name

Figure C5.F14. Generic Letter of Request Checklist

- f. Item description
 - g. Item color
 - h. Item size
 - i. End item application
 - j. Manufacturer make
 - k. Manufacturer model number
 - l. Manufacturer series number
 - m. Manufacturer serial number
 - n. Drawing number
 - o. Is this item a replacement (Yes/No)
2. Quantity.
 3. Intended end use (state mission usage requirements).
 4. Is this a new capability to be provided to the partner nation?
 5. Has the partner nation bought this service or defense article from the USG before?
 6. Major component or system, if appropriate/known.
 7. Part number and/or National Stock Number (NSN), if known/appropriate.
 8. Configuration, if known/appropriate, and intended integrator.
 9. Interface/software equipment integration requirements, if appropriate.
 10. Desired condition (new, refurbished, as is/where is).
 11. Desired delivery date/schedule, initial operating capability date, and whether expedited delivery is authorized to meet desired delivery date (include willingness to pay higher price for expedited delivery, if applicable).
 12. Identify any special transportation requirements or preferences (e.g., pilot pickup, staging, etc.).
 - a. Purchaser's requested shipping address
 - b. Purchaser's shipping code
 - c. Do you plan to ship through a freight forwarder (Yes/No)
 - d. Is your freight forwarder registered with the U.S. State Department (Yes/No)
 - e. Freight forwarder address
 - f. Freight forwarder code
 - g. Do you have established Military Assistance Program Address Codes for your shipments (Yes/No) ([See Appendix 2 in the SAMM](#))
 - h. Is your freight forwarder certified to process and handle classified material? (Yes/No)
 13. Support requirements during production.
 14. Software development requirements.
 15. Number of locations requiring equipment. Training should be specified as within or outside the continental United States (CONUS).
 16. Joint visual inspection or demonstration, including relevant details.
 17. Is the requested defense article classified, controlled, cryptographic intelligence, or

Figure C5.F14. Generic Letter of Request Checklist

- explosive?
- b. If requesting a defense service, please identify as follows:
 - 1. Short description of service requested. Include back-up details, if applicable (e.g., customer logistics support).
 - 2. Desired length of service/period of performance and service delivery date.
 - 3. Location, including necessary force protection for personnel.
 - 4. If purchaser participation is desired, include number and type of purchaser personnel available if services are to take place in the United States.
 - c. List previous Foreign Military Sales (FMS) cases and/or Direct Commercial Sales (DCS) transactions related to this request for the same item. Identify the FMS case or export license number if known. Indicate whether the export license is generated by Department of State (State) or Department of Commerce (DOC).
 - d. Include sole source procurement request, if desired.
12. Construction and Design-related Requirements:
- a. Does this LOR require construction and/or design (in anticipation of construction) of physical facilities and/or infrastructure? If the answer to this question is "yes," please continue to the following sub-questions. If the answer to this question is "no," please go to the next question.
 - b. Is design in anticipation of construction required as a primary procurement item (e.g. master planning)?
 - c. Is physical construction required as a primary procurement item (e.g. military hospital, installations and support infrastructure, piers) or in support of a systems procurement (e.g. hangar in support of an F-15 requirement, pads in support of a missile requirement)?
 - d. Is the land required for construction identified? If not, by what date will it be identified?
 - e. Is the land required for construction on a military installation or other secured/limited access location where construction contractor access may be impacted?
 - f. Is the land required for construction under the authority of the Partner Nation, or does it need to be acquired?
 - g. Has the land required for construction been cleared?
 - h. Has the land required for construction been surveyed?
 - i. Are the facilities and/or infrastructure requested by this LOR expected to be attached to, interoperable with, or otherwise associated with existing facilities or infrastructure?
 - j. Are there any other ongoing or planned construction projects that may conflict or need to be coordinated with the services requested by this LOR (include any construction on adjacent sites)?
 - k. Are there any existing facilities requiring demolition or potential environmental contamination on the land required for construction?
 - l. Is utility infrastructure present?
 - m. Is the land required for construction occupied by another entity? Will the land required for construction be unoccupied in advance of construction?
 - n. Does the partner nation plan on limiting competition for the required design or construction effort?
 - o. Does the partner nation have any authorities having jurisdiction (e.g. electrical regulators;

Figure C5.F14. Generic Letter of Request Checklist

- domestic constructions codes) that must approve either the design or the construction?
- p. Have there been any prior efforts to procure the required design or construction effort?
 - q. Are there any exemptions from tax or duty, or from licensure or other legal requirements, other than those that may be included in the LOA that the partner nation expects to apply to design or construction work under the LOA?
13. Additional Requirements:
- a. In terms of logistics support, the following should be addressed:
 - 1. Does this require supply support?
 - 2. Define spare parts provisioning requirements and duration. The following may apply:
 - a. Spare parts list. Support periods being covered (e.g., 12 or 24 months). For end items being supported, provide particulars as to operating plans and program data (operational tempo, overhaul periods, maintenance factors, number of operating bases that will store tools and parts, nonstandard repair parts spares/tools, etc.)
 - b. Training spares. List parts, part numbers, and NSNs
 - c. Installation and operational (e.g., "checkout" or "float") spares
 - d. Maintenance float (spares to cover repair turnaround time)
 - e. Consolidated shipment requirement, including hazardous material considerations
 - f. Return, repair, and reshipment
 - 3. Planned maintenance/maintenance concept (how will it be sustained?). Partner nation maintenance plan at what level, including organization, intermediate, or depot.
 - 4. Type of supply system to be used by purchaser for integration of new U.S. system.
 - 5. Purchaser interest in adopting U.S. logistics process, systems, and equipment available for export.
 - 6. Support for country unique items.
 - 7. Is there a requirement to provide cataloging data for initial spares and support equipment to populate customer country's unique Enterprise Resource Planning (ERP) system? Specify data elements and format.
 - 8. Are "serviceable" spares and support equipment acceptable or "new and unused" required?
 - b. Technical Assistance requirements:
 - 1. Installation requirements. For modifications, will defense article be modified/upgraded in country or brought back to CONUS?
 - 2. Post-delivery testing requirements.
 - 3. For overhauls and/or upgrades, describe the condition of partner nation-owned equipment and all configuration changes made since purchase, including return, repair, and reshipment requirements.
 - 4. Hardware/software testing requirements/software integration laboratory requirements for both contractor and USG.
 - 5. Contractor Materiel Augmentation Team to augment partner nation maintenance personnel.

Figure C5.F14. Generic Letter of Request Checklist

6. For aircraft procurements, air worthiness assistance to maintain a U.S. Air Worthiness Release.
7. Delivery support: ferry to port; port operations; ferry to destination.
- c. Support and Test Equipment:
 1. General purpose tools and test equipment.
 2. Peculiar ground support equipment.
 3. Special tools.
 4. Calibration services/test equipment and diagnostic equipment.
 5. Ancillary equipment.
 6. Test measurement and diagnostic equipment.
 7. Identify existing test equipment to be used (e.g., Integrated Family of Test Equipment, General Purpose Electronic Test Station (GETS)-1000, etc.).
 8. Packing, Crating, and Handling (PC&H) and transportation equipment/material.
 9. Acceptable test procedures.
 10. Specify local electrical power (voltage and hertz) and fuel (diesel, gasoline, low-Sulphur, etc.)
- d. Training and Training Devices:
 1. Type of training. State whether training is: service-specific, on-the-job type, "Train the Trainer," initial technical, difference/transition, or new equipment.
 2. Number, type, skill level of students, including English comprehension level.
 3. Location and proposed dates of training desired. Specify if medical and/or Travel and Living Allowance (TLA) management lines are required and number of students requiring medical/TLA.
 4. Operator and/or maintainer training devices required, if known.
 5. Number of training iterations.
 6. Technical Assistance Field Team requirements.
 7. Is certification or accreditation required by purchaser?
 8. Aircrew/maintainer training.
 9. Simulators (fixed or full motion).
- e. Facilities
 1. Training Facilities.
 - a. Number of required classrooms and/or meeting spaces.
 - b. Room size (number of desks/ chairs).
 - c. Training equipment.
 - d. Delivery docks.
 - e. Voltage, if necessary.
 - f. Temperature controls.
 - g. Security systems.
 2. Storage of equipment (specifically, sensitive category items).
 - a. Room size.

Figure C5.F14. Generic Letter of Request Checklist

- b. Delivery docks.
 - c. Voltage, if necessary.
 - d. Temperature controls.
 - e. Security systems.
- 3. New/upgraded facility/construction requirements for aircraft/large equipment.
 - a. Room size.
 - b. Delivery docks.
 - c. Voltage, if necessary.
 - d. Temperature controls.
 - e. Security systems.
- 4. Repair facilities.
- 5. Facility site survey requirement.
- f. Documentation Requirements:
 - 1. List documentation by publication number and name if known.
 - 2. Training texts (field or technical manuals).
 - 3. Logistics documentation, as above (to include Depot Maintenance Work Requests/National Maintenance Work Requests).
 - 4. Hardware/software (aircraft) maintenance management/records system.
 - 5. Country unique publications (e.g., operator manual, checklist, and/or test flight manual).
 - 6. Airworthiness documentation (delivery and post-delivery).
- g. Miscellaneous requirements:
 - 1. Petroleum, oil, and lubricants.
 - 2. Quality assurance team, to include Government Flight Representative.
 - 3. Basic issue items (clothing, safety gear items, etc.).
 - 4. Communications/electronics equipment (radios, accessory kits, etc.).
 - 5. Power generators.
 - 6. Specialized software.
 - 7. Hot or cold weather requirements.
 - 8. Forward Area Refueling/Arming Points.
 - 9. Special waivers to be requested (e.g., non-recurring cost).
 - 10. Digital map or other mission planning products.
 - 11. Munitions (type and quantity).
 - 12. Data base for parts inventory/location.
 - 13. Containerization of parts and tools.
 - 14. Site survey request.
 - 15. Case/program-level reviews and/or program management reviews (e.g., how many and where)?
 - 16. Ensure purchaser submits LOR as UNCLASS.
 - 17. Ensure points of contact for the requirement/technical issues are listed.

Figure C5.F14. Generic Letter of Request Checklist

18. Unique case notes required by purchaser (e.g., Status of Forces Agreement (SOFA), export/import, wood-boring organisms).
- h. Additional Comments: special terms or requests, environmental/hazardous material considerations, value added taxes or country customs charges (including any relevant exemptions), and/or legal requirements/issues.