

Figure C5.F1. Standard Letter of Request (LOR) Advisory Format

MEMORANDUM FOR:

DIRECTOR, J-5, JOINT CHIEFS OF STAFF ATTN: JS/J5
OFFICE OF THE UNDER SECRETARY OF DEFENSE
ACQUISITION, TECHNOLOGY, AND LOGISTICS
ATTN: INTERNATIONAL COOPERATION

SUBJECT: Letter of Request (LOR) Advisory - [Insert Country or International Organization Name]

DSCA has received a request from [insert Country or International Organization Name] for [identify articles requested and whether they are Major Defense Equipment (MDE) that is being introduced for the first time; MDE that is expected to result in a notification to Congress under AECA, section 36(b); involve coproduction or licensing agreements for MDE; items/services of a sensitive nature; or MDE that has not yet completed operational testing and evaluation (OT&E)]. (Additional information may be provided specific to this request if desired.)

The purpose of this memorandum is to advise you of this request and provide you with a copy for your use and information. If you have any questions or desire additional information regarding this potential sale, please contact [insert name, office symbol, phone number, and e-mail address of DSCA Country Program Director].

It should be noted that this notification does not take the place of any Exception to National Disclosure Policy (ENDP) processes or releasability requirements that may need to be addressed by the Military Departments.

Attachment:
[Insert Purchaser Request Information]

cc: [Insert Applicable USDP Regional ASD (e.g., ISA, etc.)]
DoS (PM/RSAT)
[Insert Applicable SCO]
[Insert Applicable MILDEP]
[Insert Applicable Combatant Command]

NOTE: Memorandum is classified if applicable.