

RATUZYUW RUGNOA0537 1091045-UUUU--RUVAFMC.  
ZNR UUUUU  
R 181025Z APR 00  
FM USCINCEUR VAIHINGEN GE//ECJ4-ID//  
TO AIG 995  
INFO RUEKJCS/SECDEF WASHINGTON DC//USDP: DSCA//  
RUEADWD/HQ DA WASHINGTON DC//SAUS-IA//  
RULSSAK/NAVY IPO WASHINGTON DC  
RUEAHQA/OSAF WASHINGTON DC//IAE//  
RUEAHOF/CDRUSASAC ALEXANDRIA VA  
RULSJGA/COMDT COGARD WASHINGTON DC//G-CI//  
RUEKJCS/JOINT STAFF WASHINGTON DC//J4/J5-WTC//  
RHHMUNA/USCINCPAC HONOLULU HI//J4//  
RUCJACC/USCINCCENT MACDILL AFB FL//CCJ4/7//  
RUCBACM/CINCUSACOM NORFOLK VA//J55//  
RUMIAAA/USCINCSO MIAMI FL  
RUEADLA/DLA FT BELVOIR VA  
RUGNOA/USCINCEUR VAIHINGEN GE//ECJ4/ECJ4-ID//

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UNCLAS

SUBJ:CHECKLIST FOR LETTER OF REQUEST (LOR)

REF: SECURITY ASSISTANCE MANAGEMENT MANUAL (SAMM, DOD 5105.38M)

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1. AT THE RECENTLY COMPLETED 2000 SECURITY ASSISTANCE CONFERENCE, THE ISSUE CONCERNING TIMELY PROCESSING OF LORS WAS RAISED AGAIN. THIS ISSUE WAS ALSO A TOPIC OF DISCUSSION DURING OUR 1998 AND 1999 SECURITY ASSISTANCE CONFERENCES. ACCORDING TO DSCA, ONE PROBLEM THAT CONTINUES TO CAUSE DELAYS IN DEVELOPING THE LETTER OF OFFER AND ACCEPTANCE (LOA) IS SUBMISSION OF INCOMPLETE OR INACCURATE LOR'S. AS DISCUSSED AT THE CONFERENCE, IN ADDITION TO FOLLOWING THE CHECKLIST OUTLINED BELOW, ODC'S ARE DIRECTED TO PRE-COORDINATE LOR'S WITH THE APPROPRIATE IMPLEMENTING AGENCY TO ENSURE QUALITY SUBMISSIONS.

2. IAW THE GUIDELINES SPECIFIED IN REF A, THE FOLLOWING CHECKLIST/GUIDELINES WILL BE USED FOR EVALUATING/DEVELOPING ALL LOR'S.

A. IS THE REQUEST A VALID MILITARY REQUIREMENT? YES/NO

B. IS THE REQUEST FOR AN FMS CASE (LOR FOR AN LOA IMPLIES THE COUNTRY HAS IDENTIFIED A SOURCE OF FUNDING) OR IS IT A REQUEST FOR PRICE AND AVAILABILITY DATA? P&A

C. DOES THE REQUESTOR HAVE THE AUTHORITY TO SUBMIT PROCUREMENT REQUEST FOR THE MINISTRY OF DEFENSE OF THE FOREIGN GOVERNMENT? YES/NO

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D. IS THE REQUEST SPECIFIC ENOUGH, IN YOUR JUDGEMENT, TO ENABLE A CONTRACTING OFFICER TO OBTAIN PRICE AND AVAILABILITY? YES/NO

1. IF 'NO', CONSULT WITH THE COUNTRY TO OBTAIN SUFFICIENTLY DETAILED DATA SIMILAR TO THAT PREPARED FOR A REQUEST FOR QUOTATION.

2. IF THE COUNTRY CANNOT PROVIDE ADDITIONAL DEFINITION, ADVISE THAT THEY SHOULD REQUEST A 'REQUIREMENTS SURVEY TEAM' OR 'DEFINITION CONFERENCE' WITH U.S. EXPERTS TO HELP DEFINE THE REQUIREMENTS. NOTE: THE CUSTOMER MUST FUND THESE EXPERT TEAMS ON A SEPARATE FMS CASE.

E. ENSURE THE LOR CONTAINS THE FOLLOWING ITEMS (AS APPROPRIATE):

1. ARE ALL HARDWARE REQUIREMENTS SPECIFIED, INCLUDING NSN'S IF POSSIBLE? YES/NO

2. ARE ALL COUNTRY UNIQUE SUPPORT AND TRAINING REQUIREMENTS IDENTIFIED? YES/NO

3. DOES THE REQUIREMENT SPECIFIED PROVIDE A REALISTIC OPERATIONAL CAPABILITY AND IS THE COUNTRY UTILIZING THE 'TOTAL PACKAGE' APPROACH, TO INCLUDE CONCURRENT SPARES, TRAINING, AND FOLLOW ON SUPPORT? YES/NO

4. HAS AN ADEQUATE SOURCE OF FUNDING BEEN IDENTIFIED? IF SO, WHAT TYPE?

F. HAS THE COUNTRY BEEN IN NEGOTIATION DIRECTLY WITH A COMPANY TO PAGE 4 RUFGNOA0537 UNCLAS

POSSIBLY OBTAIN THE ITEM ON A DIRECT COMMERCIAL BASIS? YES/NO

NOTE: IF 'YES', THE U.S. GOVERNMENT CANNOT PROVIDE ANY INFORMATION UNTIL AND UNLESS THE COUNTRY ADVISES US IN WRITING THAT THEY HAVE TERMINATED COMMERCIAL NEGOTIATIONS. IT IS U.S. GOVERNMENT POLICY NOT TO HAVE SALES VIA GOVERNMENT TO GOVERNMENT FMS CHANNELS COMPETE WITH DIRECT COMMERCIALS SALES.

G. SUBMIT ALL REQUESTS FOR PRICE AND AVAILABILITY DATA OR FMS CASES FORMALLY VIA FRONT CHANNEL CORRESPONDENCE TO THE APPROPRIATE MILITARY DEPARTMENT WITH INFORMATION TO DSCA, STATE, AND ECJ4-ID.

H. IF YOU HAVE ANY QUESTIONS REGARDING THE LOR PROCESS, CONTACT YOUR EUCOM OR DSCA COUNTRY DESK OFFICER. AS NOTED EARLIER, PRE-COORDINATION WITH THE APPROPRIATE IMPLEMENTING AGENCY IS CRUCIAL TO ENSURING TIMELY COMPLETION OF LORS.

4. USEUCOM POC IS MR. STEVE JONES, ECJ4-IDS, AT 49-711-680-8581 OR LTCOL BILL DOYLE, ECJ4-ID, AT 49-711-680-5852.

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