

Foreign Military Sales (FMS)

Procedures

- DLIELC is the sole source for all ALC materials.
- › FMS-funded purchases of ALC materials may be obtained by developing a Letter of Offer and Acceptance (LOA) to establish a new FMS case for the purchase of ALC materials. We recommend setting up a blanket order case since it does not require a detailed order of materials to set it up; instead, a case value (total dollar amount) can be requested for ALC materials.
 - › Or, purchases may also be funded from a suitable existing FMS case. Please refer to DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter Seven: “Preparation and Processing of FMS Cases” for instructions.
 - › Once the FMS case is set up, download DD Form 1149 and the Order Form from our web site www.DLIELC.edu. After completing the requisition, forward to the appropriate MILDEP International Logistics Center (see addresses below).
 - › **Submit fully funded book orders to DLIELC by 1 June. Book orders submitted after 1 June require coordination with DLIELC/TLF as to whether or not the order can be filled before the end of the fiscal year.**

MILDEP International Logistics Centers

ARMY

Commander
 US Army Security Assistance Center
 ATTN: AMSAC
 3rd St. & M Avenue
 New Cumberland PA 17070-5096
Message Address:
 CDR USASAC NEW CUMB PA//DRSAC-OP/S//

NAVY

Commander
 US Navy International Logistics Control
 Office (NAVILCO)
 700 Robbins Ave.
 Philadelphia PA 19111-5095
Message Address: NAVILCO PHILADELPHIA PA

AIR FORCE

Air Force Security Assistance Center/ CMAO
 1822 Van Patton Dr.
 Wright-Patterson AFB OH 45333-5337
Message Address: AFMC ILC WPAFB OH//CMAO//

Shipping Costs and Procedures

- › Include a freight forwarder address with POC including phone number and email address.
- › Add 4% fee based on cost of materials for packing, crating and handling.
- › Include air shipment charge at 50% of materials excluding the cost of CBT disks.
- › APO, FPO or DPO orders cannot exceed three boxes.

Example:

Total materials cost	\$50,000
Cost of CBT disks	\$20,000
Air shipment would be calculated by subtracting CBT cost from total materials cost times 50%.	\$50,000 - \$20,000 \$30,000 x .50
Total shipping cost would be	\$15,000

Important Note: DLIELC cannot take action on a DD Form 1149 requisition until the US MILDEP International Logistics Center or Security Assistance Center has approved the requisition with an authorized accounting fund cite code and FMS Case. The requisition, including shipping and POC information, is then forwarded to DLIELC/TLF for processing.

If you have questions about what materials to order, contact the International Nonresident Flight:

DLIELC/INF
 2235 Andrews Ave.
 JBSA-Lackland, TX 78236-5259
 E-mail: DLIELC.NonResident.Programs@us.af.mil

COMM: (210) 671-3783
 COMM FAX: (210) 671-5362
 DSN: (312) 473-3783
 DSN FAX: (312) 473-5362

If you have questions about shipping, or your received order, contact the Training Logistics Flight:

DLIELC/TLF
 E-mail: dlielc.leslwork@us.af.mil

COMM: (210) 671-4711
 COMM FAX: (210) 671-3063
 DSN: (312) 473-4711
 DSN FAX: (312) 473-0633

Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 (page 50-51) for FMS Orders

- Block 1. **From:** Name and address of authorized in-country representative
2. **To:** Freight forwarder* address to include POC name, telephone number and email address.
 3. **Ship to: mark for:** Special in-country instructions: include in-country POC name, telephone number and email address. Check customs regulations.
 4. **Accounting and funding data:** Download DD Form 1149 and the Order Form from our web site www.DLIELC.edu. Order Form replaces 4a-i on the DD Form 1149.
 5. **Requisition date:** Current date
 6. **Requisition number:** See below for instructions.
 7. **Date material required:** Indicate date materials are needed in country.
 8. **Priority:** Indicate air or surface shipment (for shipment to CONUS freight forwarder only).
 9. **Authority or purpose:** Shipping of training materials purchased for use by (country name).
 10. **Signature:** Signature of authorized representative
 - 11 through 18: Leave blank
 19. **Sheet total:** *Total of each page of DD 1149*
Grand total: *Total of all pages of DD 1149*
 20. **Receiver’s voucher number:** Leave blank.

Instructions to complete *Block 6*, DD Form 1149

Block 6. Requisition number: This is a **14-digit MILSTRIP** requisition number (*AFM 67-1, Volume 9, Chapter 6*). The following table provides an explanation of the number identification.

IDENTIFICATION USAGE	Service Designator: D = Air Force B = Army P = Navy	Country Alpha Designation		For IMET requisitions, indicate 0	Leave Blank		Julian Calendar date (year and day)				Serial number of requisition prepared on Julian date.			
DIGIT NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14
EXAMPLE	P	I	T	0	-	-	6	0	0	1	0	0	0	1

NOTE: DD Form 1149 and Order Form are available at www.DLIELC.edu.

* **Freight forwarder** – The company that handles US shipments sent to the host country. Check with the host country transportation representative.