

## 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 <http://www.DLIELC.edu>. After completing the requisition, forward to the appropriate MILDEP International Logistics Center (see addresses below).

### 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:**  
AFLC ILC WPAFB OH//CMAO//

### Shipping Costs and Procedures

- › Include a freight forwarder address with POC including phone number and email address.
- › Indicate if partial orders are not acceptable; order will be held until all materials are available.
- › 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.

#### 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	<b>\$15,000</b>

**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.

### Questions

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

DLIELC/INF  
2235 Andrews Ave.  
JBSA-Lackland, TX  
78236-5259  
COMM: (210) 671-3783  
COMM FAX: (210) 671-5362  
DSN: (312) 473-3783  
DSN FAX: (312) 473-5362  
E-mail: [LEN@us.af.mil](mailto:LEN@us.af.mil)

If you have questions about ordering (filling out the DD Form 1149/Order Form), shipping, or your received order, contact the Training Logistics Flight:

DLIELC/TLF  
E-mail: [dliehc.leslwork@us.af.mil](mailto:dliehc.leslwork@us.af.mil)  
COMM: (210) 671-4711  
COMM FAX: (210) 671-3063  
DSN: (312) 473-4711  
DSN FAX: (312) 473-3063

# Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 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. For small orders only, an APO or pouch room address is acceptable.
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 <http://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 <http://www.DLIELC.edu>.

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