

Air Force Security Assistance Center

AFSAC

War-winning Capabilities ... On Time, On Cost



Air Force Letter of Request Automation (LOR-A) Tool Tutorial

U.S. AIR FORCE

May 2016

Integrity - Service - Excellence



LOR-Automation Tool



- This tutorial is provided as a visual aid to assist in learning to use the LOR-Automation Tool.
- Please save your information often, especially if you need to check sources or will leave the application idle for any length of time. A time-out warning message will appear after 20 minutes, and the application session will terminate after 30 minutes. Once the session is terminated, any data not saved will be lost and will need to be re-entered.
- Further details are available in the LOR-Automation Tool User's Guide.



LOR-Automation Tool



AFSAC

Choose this option
to access the
LOR-Automation
Tool and related
information.

AFSAC Online

Supporting Worldwide Partnerships

AFSAC Online offers a range of business applications providing customers with visibility into their country programs.

PROS
PROS provides procurement and maintenance support for a wide range of nonstandard and difficult-to-support standard items and is also a contracting vehicle for specialized technical services through task orders.
[View details >](#)

WWRS
World Wide Warehouse Redistribution Services (WWRS) accepts materiel back on behalf of the US Government in order to fill other FMS requisitions.
[View details >](#)

LOR
The LOR Automation Tool was developed to reduce the process time from an LOR to a Letter of Acceptance (LOA), Price and Availability (P&A), or an Amendment or Modification to an existing LOA.
[View details >](#)

Metrics
The AFSAC Metrics tool automates the production of regularly produced metrics and provides quick access to data.
[View details >](#)



LOR-Automation Tool



AFSAC Online

Apps Resources Help Sign In / Register

LOR

The LOR Automation Tool was developed to reduce the process time from an LOR to a Letter of Acceptance (LOA), Price and Availability (P&A), or an Amendment or Modification to an existing LOA.



[LOR Automation Tool](#)

LOR Resources

- LOR Preparation Checklist**
 - USAF Cargo Checklist
 - USAF Airborne Early Warning & Control Aircraft (AEW&C) Checklist
 - USAF Acquisition of Advanced Medium-Range Air-to-Air Missile (AMRAAM) Checklist
 - USAF Blanket Order Training Checklist
 - USAF Fighter, Attack, Bomber Checklist
 - FMS Checklist for Developing Acquisition of Remotely Piloted Aircraft
 - GPS Items
 - Pre-Case Transportation Assessment
- LOR Submission**
 - [LOR Automation Tool Guide](#)
 - [LOR Automation Tool Tutorial](#)
 - [LOR Frequently Asked Questions \(FAQs\)](#)

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Choose this option to access the user guide. The guide will assist in the preparation of the LOR.



LOR-Automation Tool



AFSAC Online

Apps Resources Help Sign In / Register

LOR

The LOR Automation Tool was developed to reduce the process time from an LOR to a Letter of Acceptance (LOA), Price and Availability (P&A), or an Amendment or Modification to an existing LOA.



[LOR Automation Tool](#)

LOR Resources

LOR Preparation Checklist	LOR Submission
<ul style="list-style-type: none">• USAF Cargo Checklist• USAF Airborne Early Warning & Control Aircraft (AEW&C) Checklist• USAF Acquisition of Advanced Medium-Range Air-to-Air Missile (AMRAAM) Checklist• USAF Blanket Order Training Checklist• USAF Fighter, Attack, Bomber Checklist• FMS Checklist for Developing Acquisition of Remotely Piloted Aircraft• GFS Items• Pie-Case Transportation Assessment	<ul style="list-style-type: none">• LOR Automation Tool Guide• LOR Automation Tool Tutorial• LOR Frequently Asked Questions (FAQs)

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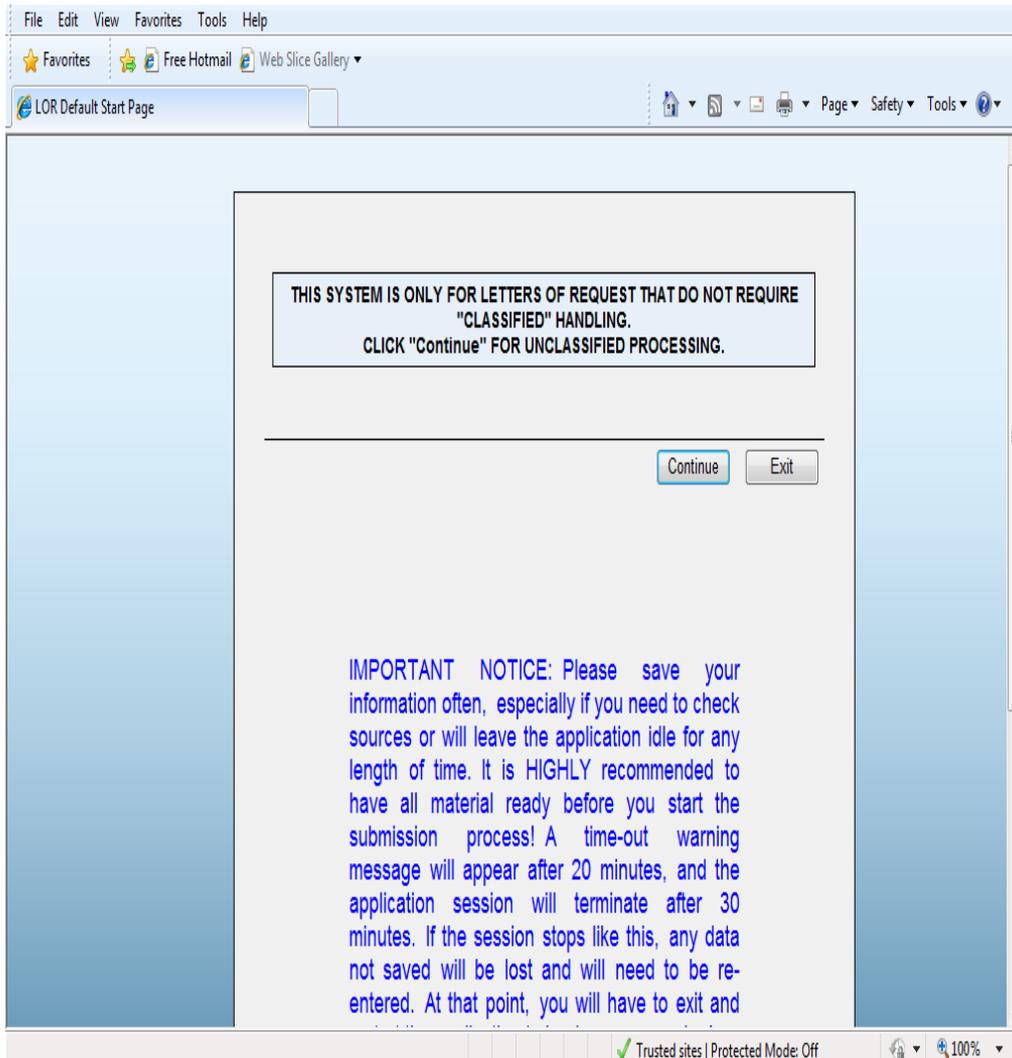
Choose this option to access the LOR Automation Tool to prepare and submit LORs.



LOR-Automation Tool

Classified Challenge

AFSAC



This tool is for unclassified use only.

It cannot accept classified information.

If you do not want classified processing, please click continue.

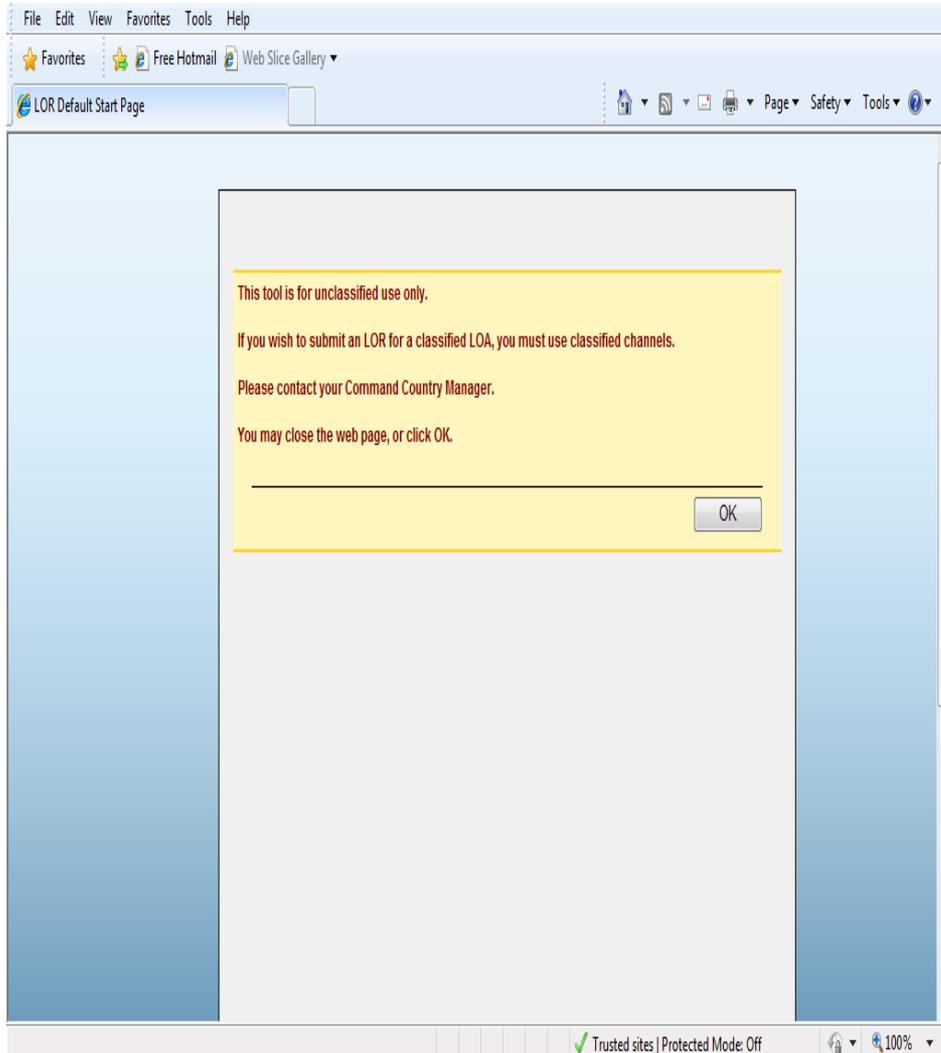
If you want classified processing, please click exit.



LOR-Automation Tool

Classified Challenge

AFSAC



If you selected “Exit” on the previous screen, you will receive this message.

Clicking on “OK” will return the user to the AFSAC Online main menu.



LOR-Automation Tool

Log In Screen

here.' The browser window shows the address bar with 'LOR Login' and the status bar at the bottom with 'Trusted sites | Protected Mode: Off' and '100%' zoom."/>

File Edit View Favorites Tools Help

Favorites Free Hotmail Web Slice Gallery

LOR Login

Home Page Safety Tools

Login

(Please use AFSAC Online login credentials)

User Name:

Password:

To obtain a user name and password click [here](#).

Done Trusted sites | Protected Mode: Off 100%

Users log in using their AFSAC Online userid and password.

A user has four chances to enter credentials correctly. After the fourth incorrect attempt the user is returned to the AFSAC Online Home Page.

If there is a problem with your password, please submit a feedback form from the AFSAC Online Home Page.



LOR-Automation Tool

Starting the LOR



Start
Logout
Reference

START

The USG reserves the right to evaluate all Letters of Request (LORs) for eligibility and regulatory compliance, and as a result all requirements may not be provided as requested.

For Country: (Scroll and select from list or enter Country Code in box at left)

- BD (BERMUDA)
- BE (BELGIUM)
- BF (BAHAMAS)
- BG (BANGLADESH)
- BH (BELIZE)
- BK (BOSNIA-HERCE)
- BL (BOLIVIA)
- BM (MAYANMAR)
- BN (Bandana (for testing))

U.S. Branch of Service

Air Force
 Army
 Navy

Start a new LOR

NOTE: Click "Continue" to view/change an existing LOR.

Continue

To begin entering an LOR:

Select the appropriate Country Code (pick from drop down or enter country code)

Select US Branch of Service for the LOA

Identify if this is a new LOR (not previously started) – click in box and then click continue.

If returning to work on an existing LOR, do not check box – hit continue. Instructions for returning to an existing LOR are located on slides 12-14.



LOR-Automation Tool

Entering the LOR



Identify type of LOR:

Start
Logout
Reference

Add a new LOR for: BN (Air Force)

Price & Availability (P&A)

New Letter of Offer and Acceptance (LOA)

Change Letter of Offer and Acceptance (LOA) (Amendment/Modification)

Enter a unique Country Reference Number: (500 characters remaining)

Enter End Item or Service to be supported by this request: (1000 characters remaining)

Clear Changes

Previous New LOR

P&A – request for Rough Order of Magnitude pricing

New LOA – request for New LOA-could be follow on to existing case (if identical to existing case, check box and provide current designator)

Change LOA– request for amendment or modification (must provide current case designator)

Unique Country Reference Number – No required format (must be unique within country)

LOR in support of – high-level description of what the requirements will support (i.e., C-130J program)



LOR-Automation Tool

Entering the LOR



Start
Logout
Reference

Add a new LOR for: BN (Air Force)

Price & Availability (P&A)
 New Letter of Offer and Acceptance (LOA)
 Change Letter of Offer and Acceptance (LOA) (Amendment/Modification)

Enter a unique Country Reference Number: (500 characters remaining)

Enter End Item or Service to be supported by this request: (1000 characters remaining)

Clear Changes

Previous New LOR

After you have completed the information on this screen, **click the New LOR button to continue entering your requirements.**

You have now saved the initial portion of your new LOR. At this point you may continue to enter your requirements (go to slide 15) or logout of the system and return at a later time to finish entering your requirements.

The process for returning to work on your existing LOR is detailed on the following slides.



LOR-Automation Tool

Starting the LOR



Returning to work on existing LORs

Once a partner has started working on an LOR, saved some portion, and exited the system, the LOR can be retrieved to allow for completion of the LOR.

This option is only available for LORS in the “Unreviewed” or “Pending” status. The status of the LOR is listed next to the Unique Country Reference Number on the next screen.

If returning to work on an existing LOR, select your country code and hit continue without clicking in the checkbox.



LOR-Automation Tool

Select an Existing LOR

AFSAC

The screenshot shows the 'View or Change Your LOR' interface. On the left, there are navigation links: 'Start', 'Logout', and 'Reference'. The main content area is titled 'View or Change Your LOR' and contains a table of LORs. The table has two columns: 'Country Reference Number for BN (Air Force)' and 'Archive'. The LORs listed are:

Country Reference Number for BN (Air Force)	Archive
testing mods - (Unreviewed)	<input type="checkbox"/>
test train - (Unreviewed)	<input type="checkbox"/>
fnr23jul37013 - (Unreviewed)	<input type="checkbox"/>
test 4 31 jul 77h - (Review)	<input type="checkbox"/>
test2 31 jul 77h - (Unreviewed)	<input type="checkbox"/>
test1 31 jul 77h - (Unreviewed)	<input type="checkbox"/>
test 30 jul - (Unreviewed)	<input type="checkbox"/>
vfdrtgt - (Unreviewed)	<input type="checkbox"/>
1234 - (Review)	<input type="checkbox"/>
testing 546 - (Review)	<input type="checkbox"/>
training 2 - (Review)	<input type="checkbox"/>

Below the table, there are two checkboxes: Latest at top and Include Archived LORs. There is an 'Archive All Checked' button. At the bottom of the main content area, there are 'View' and 'Change' buttons. A 'Previous' button is located at the bottom left of the interface.

Returning to work on existing LORs

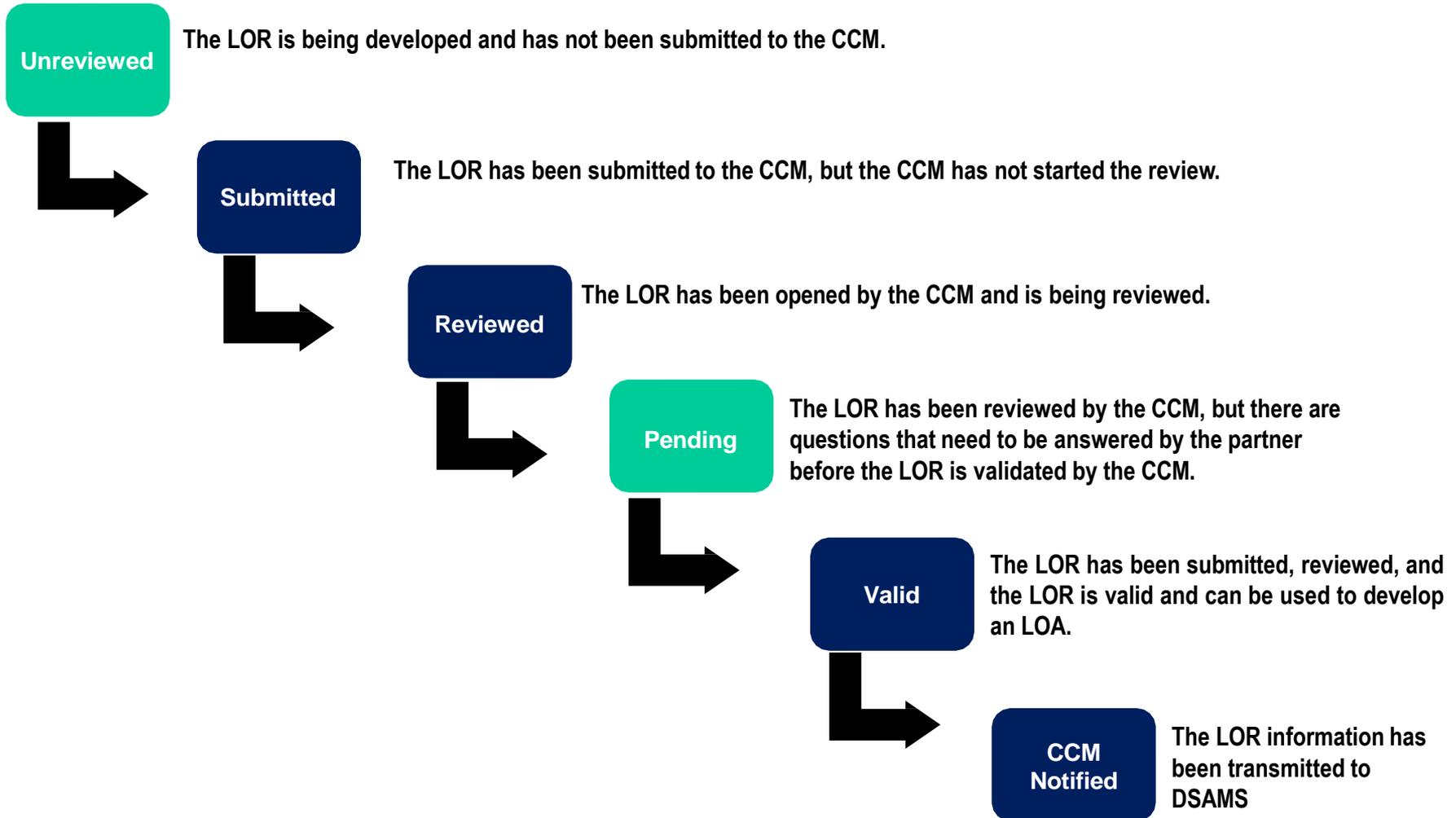
Select the LOR you want to continue work on.

The status of the LOR is displayed after the unique country reference number in the drop down listing.



LOR Status

AFSAC



- LOR may be edited in this status



LOR-Automation Tool

Select an Existing LOR

AFSAC

Managing Existing LORs

The screenshot shows the 'View or Change Your LOR' interface. On the left, there is a sidebar with navigation options: Start, Logout, Reference, Information, Country Code (BN, Bandania (for testing)), Country Reference Number (gyhij), Validation Status (Unreviewed), and Done. The main area contains a table of LORs with columns for Country Reference Number for BN (Air Force) and Archive. The table lists several LORs with their names and review status. Below the table are checkboxes for 'Latest at top' (checked) and 'Include Archived LORs' (unchecked), an 'Archive All Checked' button, and 'Delete', 'View', and 'Change' buttons. A 'Previous' button is located at the bottom left of the main area.

Country Reference Number for BN (Air Force)	Archive
test 3U jul - (Unreviewed)	<input type="checkbox"/>
valdirgt - (Unreviewed)	<input type="checkbox"/>
1234 - (Review)	<input type="checkbox"/>
testing 546 - (Review)	<input type="checkbox"/>
training 2 - (Review)	<input type="checkbox"/>
training - (Unreviewed)	<input type="checkbox"/>
zyhij - (Unreviewed)	<input type="checkbox"/>
2 testing NTE 4 Feb 13 - (Unreviewed)	<input type="checkbox"/>
testing NTE 4 Feb 13 - (Unreviewed)	<input type="checkbox"/>
3 test 6 dec 12 - (Unreviewed)	<input type="checkbox"/>
2 testing 6 dec 12 - (Unreviewed)	<input type="checkbox"/>
testing 6 dec 12 - (Unreviewed)	<input type="checkbox"/>

Display Order: The order in which the existing LORs are displayed can be either latest at top or oldest at top. This checkbox will toggle the display between the choices. The default is latest at top.

Archive Selection: This process allows the user to maintain the listing of LORs by archiving LORs which are no longer needed. Place a checkmark in the archive box next to the LOR name. Once all LORs to be archived are selected, click the Archive All Checked button.

Display Archived LORs : Once an LOR has been archived, it will no longer be displayed unless the "Include Archived LORs" checkbox is marked.



LOR-Automation Tool

Select an Existing LOR

AFSAC

Start
Logout

Reference

Information

Country Code
BN
(Bandaria (for testing))

Country Reference Number
gyhij

Validation Status
Unreviewed

View or Change Your LOR

Country Reference Number for BN (Air Force)	Archive
test 30 jul - (Unreviewed)	<input type="checkbox"/>
vdfoigt - (Unreviewed)	<input type="checkbox"/>
1234 - (Review)	<input type="checkbox"/>
testing 546 - (Review)	<input type="checkbox"/>
training 2 - (Review)	<input type="checkbox"/>
training - (Unreviewed)	<input type="checkbox"/>
gyhij - (Unreviewed)	<input type="checkbox"/>
2 testing NTE 4 Feb 13 - (Unreviewed)	<input type="checkbox"/>
testing NTE 4 Feb 13 - (Unreviewed)	<input type="checkbox"/>
3 test 6 dec 12 - (Unreviewed)	<input type="checkbox"/>
2 testing 6 dec 12 - (Unreviewed)	<input type="checkbox"/>
testing 6 dec 12 - (Review)	<input type="checkbox"/>

Latest at top:
 Include Archived LORs:

Archive All Checked

Delete View Change

Previous

Managing Existing LORs (con't)

Delete – This button will only appear when the user is the creator of the LOR. User's may only delete LORs they create.

View – to view the contents of an existing LOR

Change – to continue entering or modifying an existing LOR which is in editable status (Unreviewed and Pending).

The selection of the view or change button will advance the screen to display the LOR information.



LOR-Automation Tool

Entering the LOR



File Edit View Favorites Tools Help

★ Favorites Free Hotmail Web Slice Gallery

Edit LOR Data

Start

New LOR

Existing LOR

Partner Branch/Funding

Material/Service

Method of Transportation

Add Items

Sole Source Vendor

Attachments

Preview

Country Routing

Submission

Logout

Reference

Current LOR Data

Price & Availability (P&A)

New Letter of Offer and Acceptance (LOA)

If follow-on, enter previous case, if known:

New LOR provides same item or service as previous case:

Funding Change - Add, Delete, or Reallocate

Change Letter of Offer and Acceptance (LOA) (Amendment/Modification)

This LOR is in support of: (995 characters remaining)

C-130

[Clear Changes](#)

NOTE: This screen provides the opportunity to change the purpose of this LOR. If you do not want to change the purpose of the LOR, please click the "Next" button.

[Add Comment](#)

[Previous](#) [Save](#) [Next](#)

Information

Country Code
A1
(AFSAC test Country)

Country Reference Number
A1-testing-RJH

Validation Status
Unreviewed

2011

Trusted sites | Protected Mode: Off 100%

General Screen Information

These features are displayed throughout the rest of the process

Navigation Bar – It is recommended that you complete information in preset order, however, this bar allows movement between screens in any order

Comments Link – Opens and closes text boxes for any information the user want to provide such as waiver requests, unique configurations, etc. Comments will be displayed at the bottom of the LOR.

Information Box – Displays Country Code, Country Reference Number, and Status of LOR as an aid to users



LOR-Automation Tool

Entering the LOR

AFSAC

Start

New LOR

Existing LOR

Partner Branch/Funding

Materiel/Service

Attachments

Preview

Country Routing

Submission

Logout

Reference

Information

Country Code

BN

Country Reference Number

Testing 9 Jun

Validation Status

Unreviewed

[Add Comment](#)

Previous Save Next

2011

LOR Specific Information

All information specific to each LOR will be displayed in the center panel

Partner Branch of Service – which branch of the partner’s government is requesting support

Check Funding Type – Place checkmark in box identifying fund type for purchase (if more than one type selected, the requested dollar amount for at least one funding type must be provided)

Unique Payment Schedule – Open text field-Provide details of requested payment schedule (how many payments, when payments will be made, etc.)



LOR-Automation Tool

Entering the LOR

AFSAC

Selecting Case Category

This screen allows the partner to select what type of case they are interested in. Only one category may be chosen from this box.

If you are unsure what case category to select, definitions for each category are available by holding your cursor over the category names.

Further clarification will be requested on some categories.

Materiel / Service Selection

Choose Materiel/Service for: A1-testing-RJH

Help for category definitions: ?

Does this requirement include Medical Countermeasures? Yes No

CHOOSE MAJOR CASE CATEGORY:
(* Required: Must select one)

Materiel	Service
<input type="radio"/> Ammunition and Other Explosives	<input type="radio"/> Services
<input type="radio"/> CAD/PAD/Air Crew Escape Propulsion System	<input type="radio"/> Maintenance
<input type="radio"/> Communication Equipment (C4) and Facilities	<input type="radio"/> Training
<input checked="" type="radio"/> Equipment <input checked="" type="radio"/> Defined <input type="radio"/> Blanket	
<input type="radio"/> CLSSA	
<input type="radio"/> Information Security	
<input type="radio"/> Spares Requisitioning	
<input type="radio"/> Publications	
<input type="radio"/> Support	
<input type="radio"/> Major Weapon System Sale	
<input type="radio"/> System Modifications	
<input type="radio"/> Leases under AECA (not an FMS case)	

E Case (Equipment) -
This option encompasses all equipment required to support the operation and maintenance of a system. It includes non-expendable, repairable equipment. If items are expendable and not repairable, the items should be processed on a spares case.

[Close Definition](#)

[Add Comment](#)

2011

Trusted sites | Protected Mode: Off



LOR-Automation Tool

Entering the LOR

AFSAC

Start
New LOR
Existing LOR
Partner Branch/Funding
Materiel/Service
Attachments
Preview
Country Routing
Submission
Logout
Reference

Information
Country Code
<Country Code>
(Full Country Name)
Country Reference Number
LOR 0PL-004
Validation Status
Unreviewed

Materiel / Service Selection

Choose Materiel/Service for: LOR 0PL-004
Help for category definitions: ?

Does this requirement include Medical Countermeasures? Yes No

CHOOSE MAJOR CASE CATEGORY:
(* Required: Must select one)

Materiel	Service
<input type="radio"/> Ammunition and Other Explosives	<input type="radio"/> Technical Services
<input type="radio"/> CAD/PAD/Air Crew Escape Propulsion System	<input type="radio"/> Maintenance
<input type="radio"/> Communication Equipment (C4) and Facilities	<input type="radio"/> Training
<input type="radio"/> Equipment	
<input type="radio"/> CLSSA	
<input checked="" type="radio"/> Information Security	
<input type="radio"/> Publications	
<input type="radio"/> Support	
<input type="radio"/> Spares Requisitioning	
<input type="radio"/> Major Weapon System Sale	
<input type="radio"/> System Modifications	
<input type="radio"/> Leases under AECA (not an FMS case)	

0 Cases (Information Security) -
This option includes Controlled Cryptographic Items (CCI) and other associated cryptographic component or other hardware items which perform a critical COMSEC function such as COMSEC spare parts, cables, batteries, loading and other ancillary devices. Additionally, COMSEC Repair/Return and COMSEC Custodians are provided under this case type.
[Close Definition](#)

Select all Materiel or Service Areas that apply
(* Required: MUST select at least one):

Materiel	Service
<input type="checkbox"/> Spares Requisitioning	<input checked="" type="checkbox"/> Custodian(s)
<input type="checkbox"/> Information Security Equipment	<input type="checkbox"/> Training

[Add Comment](#)
[Show Comments](#)

Previous Save Next

Selections which require clarification will prompt the user for further definition of the selection.

Selecting “Information Security” will initiate an additional requirements box to open. This box is used to identify what articles or services the purchaser desires in conjunction with the sale.



LOR-Automation Tool

Entering the LOR

AFSAC

Materiel / Service Selection

Choose Materiel/Service for: LOR 0PL-004

Help for category definitions: ?

Does this requirement include Medical Countermeasures? Yes No

CHOOSE MAJOR CASE CATEGORY:
(* Required: Must select one)

Materiel	Service
<input type="radio"/> Ammunition and Other Explosives	<input type="radio"/> Technical Services
<input type="radio"/> CAD/PAD/Air Crew Escape Propulsion System	<input type="radio"/> Maintenance
<input type="radio"/> Communication Equipment (C4) and Facilities	<input type="radio"/> Training
<input type="radio"/> Equipment	
<input type="radio"/> CLSSA	
<input type="radio"/> Information Security	
<input type="radio"/> Publications	
<input checked="" type="radio"/> Support <input type="radio"/> Specialized <input type="radio"/> Sustainment	
<input type="radio"/> Spares Requisitioning	
<input type="radio"/> Major Weapon System Sale	
<input type="radio"/> System Modifications	
<input type="radio"/> Leases under AECA (not an FMS case)	

Select all Materiel or Service Areas that apply
(* Required: MUST select at least one):

Materiel	Service
<input type="checkbox"/> Major System End Item(s)	<input type="checkbox"/> Technical Services
<input type="checkbox"/> Ammunition and Other Explosives	<input type="checkbox"/> Maintenance
<input type="checkbox"/> CAD/PAD/Air Crew Escape Propulsion System	<input type="checkbox"/> Manpower
<input type="checkbox"/> Communication Equipment (C4) and Facilities	<input type="checkbox"/> Training
<input type="checkbox"/> Equipment	
<input type="checkbox"/> Publications	
<input type="checkbox"/> Spares Requisitioning	
<input type="checkbox"/> Information Security Equipment	

[Add Comment](#)
[Show Comments](#)

Previous Save Next

Some items (Specialized or Sustainment Support and Major Weapon System Sale) will ask for a further definition of type of case.

Specialized or Sustainment Support will ask for clarification between “Specialized” (N case) or “Sustainment “ (Q case).

Major Weapon System Sale will ask for clarification between “Aircraft” (S case) or “Missile” (Y case).

Selection of these categories will also prompt another box to open to allow selection of specific requirements. This box is used to identify what articles or services the purchaser desires in conjunction with the sale. This box will also open when Leases are selected.



LOR-Automation Tool

Entering the LOR



Start

New LOR

Existing LOR

Partner Branch/Funding

Material/Service

Method of Transportation

Add Items

Sole Source Vendor

Attachments

Preview

Country Routing

Submission

Logout

Reference

Method of Transportation

Item Category	Not Applicable	Defense Transportation System	Freight Forwarder	Pilot Pick Up	Ferry
Major System End Item(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Show Method of Transportation Comments](#)

Method of Transportation

This screen is used to identify the desired transportation method for the request items. More than one method of transportation can be selected for each item category.



LOR-Automation Tool

Entering the LOR



Navigation Box

- Start
- New LOR
- Existing LOR
- Partner Branch/Funding
- Material/Service
- Attachments
- Preview
- Country Routing
- Submission
- Logout
- Reference
- Reports

Information

- Country Code
- BN (Bandaria (for testing))
- Country Reference Number
- BN test TMC
- Validation Status
- Unreviewed

Add Items

Major Weapon System Sale - Aircraft

Information Security Equipment -- 2 line item(s)

Add Item (Manual) Add Multiple (Auto)

Single Item Entry -- (Information Security Equipment -- 2 line item(s))

Part Nbr	*Stock Nbr (NSN)	Quantity	Unit of Issue
<input type="text"/>	<input type="text"/>	<input type="text"/>	EACH

*Description \$ Value

* signifies a required field.
Either *Stock Nbr OR *Description is required.

Clear Form

2 Line Items (Information Security Equipment)

Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
	1234-56-789-3215	GTC-210		15	EACH	<input type="checkbox"/>
		SCF-456		8	EACH	<input type="checkbox"/>

This is the item input screen

Navigation Box – Using the drop down arrow, the partner can move between categories of items previously selected.

Add Box – Items may be entered singularly [Add Item (Manual)] or by spreadsheet [Add Multiple (Auto)]. These processes are detailed in the next slides.

Item Summary Box – Shows a listing of all items entered for a specific category. If the item is not required, it may be deleted by clicking “Delete” on the line.



LOR-Automation Tool

Entering the LOR

AFSAC

Start
New LOR
Existing LOR
Partner Branch/Funding
Material/Service
Attachments
Preview
Country Routing
Submission
Logout
Reference
Reports

Information

Country Code
BN
(Bandaria for testing)

Country Reference Number
BN test TMC

Validation Status
Unreviewed

Add Items

Major Weapon System Sale - Aircraft

Information Security Equipment - 2 line item(s)

Add Item (Manual) **Add Multiple (Auto)**

Custom Spreadsheet Download: **Download**

Choose the spreadsheet to upload:

Browse...

Process Spreadsheet

Click to add lines from the spreadsheet

Import All Lines

2 Line Items (Information Security Equipment)

Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
	1234-56-789-3215	GTC-210		15	EACH	<input type="checkbox"/>
		SCF-456		8	EACH	<input type="checkbox"/>

[Add Comment](#)

The “Add Multiple (Auto)” option is available to assist in adding many items more quickly. The system will build an input spreadsheet for you to allow for faster entry.

Click the “Download” button. The tool will then open a spreadsheet for you to enter your requirements.

The next slides provide further explanation of this process.



LOR-Automation Tool

Entering the LOR

AFSAC

The screenshot shows a Microsoft Excel spreadsheet with the following data:

1	NOUN	REMARKS	START DATE	END DATE	DURATION	DESCRIPTION
2		need fix time	1/1/2010	3/1/2010	2	need 3 folks
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						

This is an example of the spreadsheet that the system will create.

The columns shown on the spreadsheet reflect the requested information for each category of item.

The spreadsheet contains a tab for each category of item requested.

After completion, this spreadsheet should be saved to the user's computer for uploading to the tool.



LOR-Automation Tool

Entering the LOR

AFSAC

Start
New LOR
Existing LOR
Partner Branch/Funding
Material/Service
Attachments
Preview
Country Routing
Submission
Logout
Reference
Reports

Information

Country Code
BN
(Bandana (for testing))
Country Reference Number
BN test TMC
Validation Status
Unreviewed

Add Items

Major Weapon System Sale - Aircraft
Information Security Equipment - 2 line item(s)

Add Item (Manual) Add Multiple (Auto)

Custom Spreadsheet Download: Download

Choose the spreadsheet to upload:
Browse...

Process Spreadsheet

Click to add lines from the spreadsheet
Import All Lines

2 Line Items (Information Security Equipment)

	Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
		1234-56-789-3215	GTC-210		15	EACH	
			SCF-456		8	EACH	

Add Comment

After all items have been entered into the spreadsheet, the user should upload it to the tool.

Click on the “Browse” button to begin the uploading process. Locate the spreadsheet on your computer and click the “Open” button. The location of the spreadsheet should show in the browse box.

Once the spreadsheet is showing in the box, click the “Process Spreadsheet” button. The categories from the spreadsheet should show in the box.

After the categories are showing in the box, click on the “Import All Lines” button. The tool will import the data from the spreadsheet and show how many items were uploaded. If some items were not uploaded, there was a problem with the line on the spreadsheet such as required fields not completed.



LOR-Automation Tool

Entering the LOR



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- Existing LOR
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- Material/Service
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- Reference
- Reports

Information

Country Code

BN
(Bandaria (for testing))

Country Reference Number

BN test TMC

Validation Status

Unreviewed

Add Items

Major Weapon System Sale - Aircraft

Information Security Equipment - 2 line item(s)

Add Item (Manual) Add Multiple (Auto)

Single Item Entry -- (Information Security Equipment - 2 line item(s))

Part Nbr	*Stock Nbr (NSN)	Quantity	Unit of Issue
<input type="text"/>	1234-57-895-2150	<input type="text"/>	EACH
*Description		\$ Value	
Communication Braces		<input type="text"/>	

* signifies a required field.
Either *Stock Nbr OR *Description is required.

2 Line Items (Information Security Equipment)

Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
	1234-56-789-3215	GTC-210		15	EACH	
		SCF-456		8	EACH	

If the user prefers to enter their requests articles/services one item at a time, select the “Add Item (Manual)”

Fill in the boxes for each item requested in the category. Click “Save Item” after each entry.

The information should move to the bottom box. If an item is not required, click the “Trash Can” on the line. If you need to edit the entry, click on the “Pencil”. Click Save after completing changes.



LOR-Automation Tool

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Add Items

Major Weapon System Sale - Aircraft
Information Security Equipment - 2 line item(s)

Add Item (Manual) Add Multiple (Auto)

Single Item Entry - (Information Security Equipment - 2 line item(s))

Part Nbr	*Stock Nbr (NSN)	Quantity	Unit of Issue
<input type="text"/>	1234-57-899-2150	<input type="text"/>	EACH
*Description		\$ Value	
Communication Braces		<input type="text"/>	

* signifies a required field.
Either *Stock Nbr OR *Description is required.

Clear Form

2 Line Items (Information Security Equipment)

Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
	1234-56-789-3215	GTC-210		15	EACH	<input checked="" type="checkbox"/>
		SCF-456		8	EACH	<input type="checkbox"/>

Sole Source Vendor

If the purchaser wants an item to be purchased using a sole source vendor, they should place a checkmark in the Sole Source box for that item.

After all items that are being requested as sole source are marked, and the next button is hit, the sole source request section will open.



LOR-Automation Tool

Entering the LOR

AFSAC

Selecting Vendor

If the partner has used a sole source vendor in the past, they may choose them again by selecting them from the drop down menu.

If the vendor has never been requested, they will need to be added to the drop down list. To add a vendor, click the “Add New SSV” link.

Sole Source Vendor (SSV) Information

2 items assigned to
1 SSV

Sole Source Vendors:

--Select Vendor--

[Add New SSV](#)

[Add Comment](#)
[Show Comments](#)

Information

Country Code
<Country Code>
(Full Country Name)

Country Reference Number
LOR OPL 004

Validation Status
Unreviewed



LOR-Automation Tool

Entering the LOR

AFSAC

Adding New Vendor

When the “Add New SSV” link is clicked, another box will appear.

Step 1. This box requests the information on the requested sole source vendor. The partner must supply the “Full Name of Vendor” and either the CAGE Code or “City, State or Other Location.” Then click the “Add SSV” button.

Step 2. After adding the new vendor, they must be selected from the drop down menu.



LOR-Automation Tool

Entering the LOR

AFSAC

Assigning Vendor

When a vendor is chosen, all items which were designated as Sole Source Vendor will appear.

If you are unsure if this is the intended vendor, click "View Details" to compare locations of vendors.

Each item identified as sole source must be assigned to a vendor. This can be accomplished in three ways. These are detailed on the next slide.

Sole Source Vendor (SSV) Information

3 items assigned to
No SSVs

Sole Source Vendors:

Lockeed Martin

[Add New SSV](#) [Show Details](#)

[Assign ALL Items to: Lockeed Martin](#)

[Assign All Unassigned Items to: Lockeed Martin](#)

Unassigned SSV:

Item Text	Vendor Name	Set SSV
Another test 2342-98-679-2634 67LLF	Not Set	Assign
Test 9796-66-759-7985 23423H+H	Not Set	Assign
deicing bladders for hamilton standard propellers	Not Set	Assign

[Add Comment](#)
[Show Comments](#)

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Information

Country Code
-Country Code-
(Full Country Name)

Country Reference Number
LOR 0PL-004

Validation Status
Unreviewed



LOR-Automation Tool

Entering the LOR

AFSAC

Assigning Vendor

There are three methods for assigning vendors to items.

1. Each item listing has an assign button. Select the correct vendor from the drop down menu, and then click the “Assign” link on the line item.
2. If there are multiple items and all of them should be assigned to the same vendor, select the vendor and then click the “Assign ALL Items to:” link.
3. If there are multiple items and most of them should be assigned to a single vendor, assign the ones that do not go to that vendor and then click the “Assign ALL Unassigned Items to:” link.

Sole Source Vendor (SSV) Information

3 items assigned to
No SSVs

Sole Source Vendors:

Lockeed Martin

[Add New SSV](#) [Show Details](#)

[Assign ALL Items to: Lockeed Martin](#)

[Assign All Unassigned Items to: Lockeed Martin](#)

Unassigned SSV:

Item Text	Vendor Name	Set SSV
Another test 2342-98-679-2634 67LLF	Not Set	Assign
Test 9796-56-759-7985 23423HHH	Not Set	Assign
daicing bladders for hamilton standard propellers	Not Set	Assign

[Add Comment](#)
[Show Comments](#)

[Previous](#) [Save](#) [Next](#)

Information

Country Code
<Country Code>
(Full Country Name)

Country Reference Number
LOR 0PL-004

Validation Status
Unreviewed

If you have assigned the wrong vendor, click the “Unassign” link on the item and follow the above procedures for selecting the correct vendor.



LOR-Automation Tool

Entering the LOR

AFSAC

Add / Maintain Attachments

Add Attachments

Choose a file to attach:

Description of attachment (not required):

Attachments: 0

[Add Comment](#)
[Show Comments](#)

Information

Country Code
<Country Code>
(Full Country Name)

Country Reference Number
LOR 0PL-004

Validation Status
Unreviewed

Attachments can be in any electronic format (i.e., documents, pictures, spreadsheets, etc.)

To begin to attach a file to the LOR, click on the “Browse” button. Locate the file and click the “Open” button.

After the file location appears in the browse box, you have an option to enter a brief description of the document.

To attach the file, click the “Attach” button.

The file name and description should appear in the bottom box.

To delete an attachment, click on the delete checkbox located with the attachment and then click the “Delete Attachment” button.



LOR-Automation Tool

Entering the LOR

AFSAC

Country Routing

Country Unique Routing (Optional)

Use this feature to send e-mail notices to officials who should preview your LOR.

Note: Check the "Send Now" box for recipients to review the LOR prior to submission to the Command Country Manager.

Note: Check the "Copy on Submit" box for recipients to receive an e-mail copy when the LOR is submitted to the Command Country Manager.

Current Country Routing List: * Required Field

Recipient E-mail	Send Now	Copy On Submit	
Jc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
Ti	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Ri	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Ni	<input type="checkbox"/>	<input type="checkbox"/>	Delete
*	<input type="checkbox"/>	<input type="checkbox"/>	Add

Information

Country Code
<Country Code>
(Full Country Name)
Country Reference Number
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Validation Status
Unreviewed

Previous Send Country E-mail(s) Save Next

2011

This section is available to aid country in their coordination and distribution processes.

Help is available by clicking the blue question mark.

Any desired email address can be entered by typing in the address in the blank and clicking the "Add" link on the line (name and email address is required).

If an address has a checkmark in the "Copy On Submit" column, that addressee will receive a copy of the LOR when the LOR Point of Contact submits the LOR to the CCM.

If an address has a checkmark in the "Send To Now" column, a copy of the LOR will be sent when the "Send Country Email" button is clicked.

Both columns may be checked for an addressee to receive copies of the LOR prior to and at submission.



LOR-Automation Tool

Submitting the LOR

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Country Reference Number
BN test TMC

Validation Status
Unreviewed

LOR Point of Contact
(*Required - Please select contact submitting the LOR)

Name	Phone	E-mail
Select Howan		Delete

The following issues must be corrected before the LOR may be Submitted:

1) Submitter not selected

[Add Comment](#)

[Previous](#) [Submit LOR](#) [Save](#) [View](#)

Prior to submission of an LOR, the tool will accomplish several reviews to ensure all required information has been provided.

Any missing information will be highlighted for action.

All items must be resolved prior to submission of LOR. To identify what actions need to be taken prior to submission, click on the view button.



LOR-Automation Tool

Submitting the LOR



Method of Transportation

Add Items

Sole Source Vendor

Attachments

Preview

Country Routing

Submission

Logout

Reference

Information

Country Code
A1
(AFSAC test Country)

Country Reference Number
Tina-A1-Amd

Validation Status
Unreviewed

Country Command Manager (CCM):

LOR Purpose: Change Letter of Offer and Acceptance (LOA) (Amendment/Modification) to: A1-D-ABC

Country Reference Number: Tina-A1-Amd

In Support Of: Flying Mission

Partner Branch of Service: Air Force

U.S. Branch of Service: Air Force

Terms of Sale	Dollar Value
Cash	\$50,000
FMS Credit	\$

Unique Pay Schedule: N/A

Sole Source Requested: YES

LOR Point of Contact

LOR Signature Not Selected

Detailed Items or Services

Case Category: Support - Specialized

After clicking on the view button on the previous screen, the tool will then display the LOR using the preview option. All outstanding issues requiring action will be highlighted in red.

To make the necessary changes, click on the red box on the preview screen and the tool will return you to the page that needs correction.



LOR-Automation Tool

Entering the LOR

AFSAC

Start

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Partner Branch/Funding

Material/Service

Attachments

Preview

Country Routing

Submission

Logout

Reference

Information

Country Code

LOR Point of Contact
(*Required - Please select contact submitting the LOR)

	Name	Phone	E-mail	
Select	Sn			Delete
Select	Br			Delete

Add New

1 outstanding action required before signing.
Please use the "View" Button to view the unresolved action.

Add Comment

Previous Submit LOR Save View

The LOR Point of Contact (POC) within the tool is the person who submits the LOR to the CCM for processing. The point of contact list is built as LORs are submitted.

If a submitter is not on the list, they may be added by using the “Add New” link (Name and email are required). If this link does not appear, contact your CCM.

The “Submit LOR” button will not activate unless the person logged into AFSAC Online is the person selected as the LOR Point of Contact. When that button is clicked, the LOR is submitted, the status changes to submitted and the distribution of the LOR to the USG occurs.

If the person logged into the tool is not the country’s signature authority (i.e. if the SCO processes the LOR), the actual signature authority should sign a hardcopy memo stating the LOR is ready for submission. This memo is then saved as an attachment, and the person logged on can select their information and click the “Submit LOR” button to submit the LOR.