



Letter of Request (LOR) Automation Tool

User's Guide

Version 2.3

**Air Force Security Assistance Cooperation
December 2013**

Letter of Request – Automation (LOR-A)

Users Guide

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1 General Information

1.1 Overview

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. On-line edits within the Tool will improve the accuracy of the country's submission, and ultimately reduce the approval cycle time for the LORs.

1.2 Partner Access

Access to the LOR Automation Tool is via AFSAC Online. The screens consist of options to identify requirements, funding needs, the Point of Contact for the LOR, etc. Access is controlled using a user name/password combination.

1.3 Input Screen

All input screens are made up of these basic features: Navigation, Reference, Information Box, Comments Box and Hover Help.

1.3.1 The left side panel contains the navigation area. The user can move through the LOR screens in any order using the navigation links. It is recommended to complete the LOR using the preset order to ensure all required information is entered; however, the option is available to move through the screens as desired. **NOTE:** Data will not be saved if user does not press the "Save" or "Next" button at the bottom of each screen before leaving it.

1.3.2 The navigation panel contains a reference link to the Security Assistance Management Manual (SAMM) DSCA Manual 5105.38-M, located on the Defense Security Cooperation Agency (DSCA) website (<http://www.samm.dsc.mil/>), LOR-A Tool User Guide and Tutorial, and the LOR Preparation Checklists posted on AFSAC Online.

1.3.3 The bottom of the left panel contains an "Information" block that displays the country code, country reference number for the displayed LOR, and the LOR status. This information is available to avoid confusion if the user is working on more than one LOR.

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- 1.3.4 An “Add Comment” button link is displayed in the center panel at the bottom left side of each screen. The link opens a text box which can be used to provide information relevant to the LOR such as waiver requests. Once the comments are saved the box closes. All saved comments can be displayed by clicking the “Show Comments” button link.
- 1.3.5 Many screens also have hover-help (place the cursor over an object and a help box will display on the screen). When you want to see if hover-help is available place the mouse cursor on the screen object and wait a few seconds. If hover-help is available, a text box will appear. **NOTE:** The help will remain visible for as long as the cursor remains over the object.

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2 Accessing the LOR Automation Tool

2.1 Login Screen

In order to log into the Tool, the user is required to use their AFSAC Online user name and password. NOTE: The user name is not case-sensitive (that is you can use upper, lower or mixed-case letters). The password is case sensitive and must be entered exactly as it was entered when first saved. This user name/password restricts each user to the information of the countries or organizations for which they are authorized. The user is given 4 chances to correctly enter the user name and password. If unsuccessful on the 4th attempt, the user will be redirected to the AFSAC Online home page. If the user has forgotten their password, there are buttons on the AFSAC Online home page to reset passwords or request help.

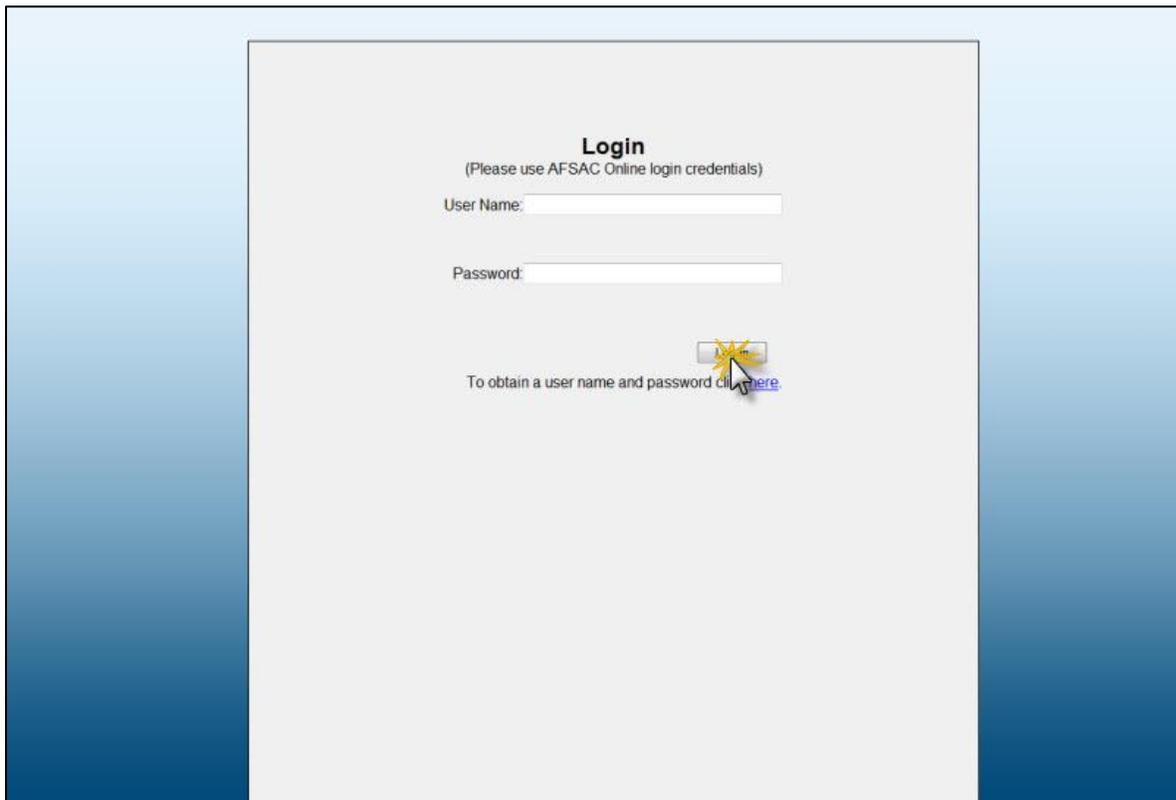


Figure 1: Login - Initial Screen

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2.2 Classified Challenge

The next screen asks the user whether the request is for a classified LOA. If the user selects “Exit”, they receive a screen stating they should contact the Command Country Manager (CCM) in order to proceed with a classified LOA request (Figure 3). If the user selects “Continue”, the user can begin entering information for their LOR.

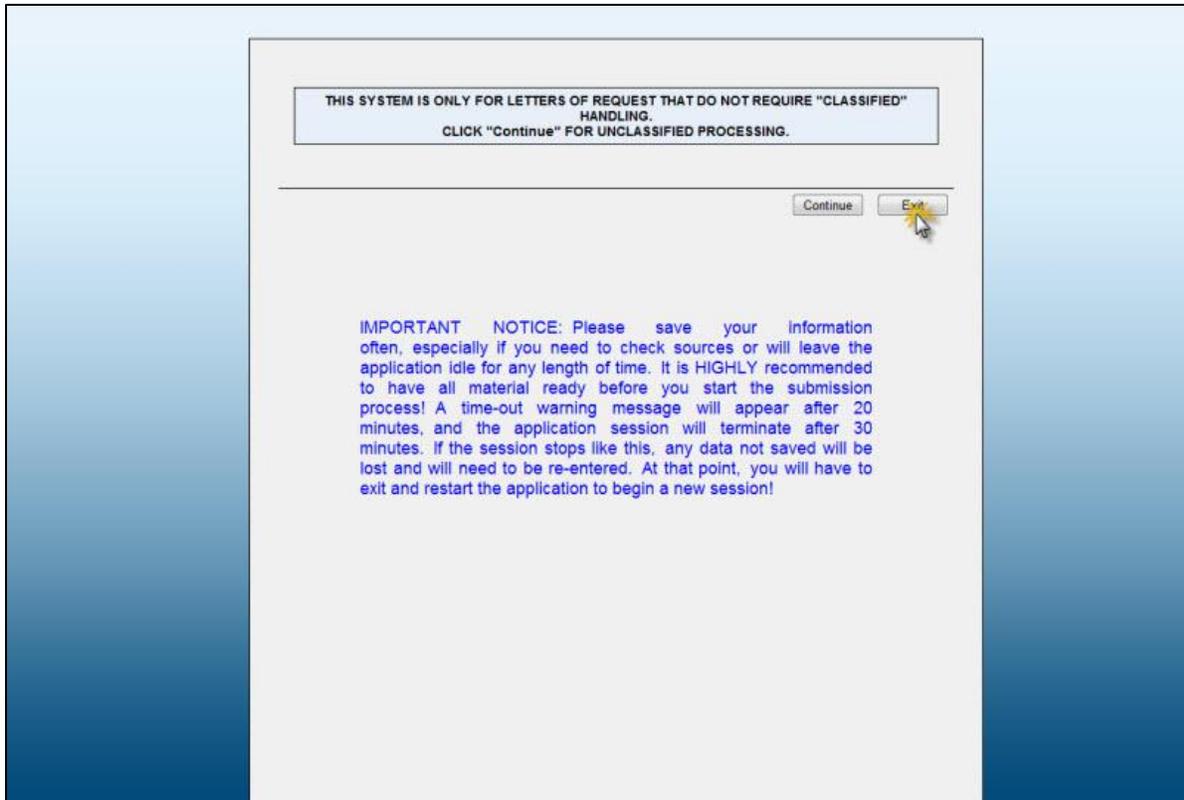


Figure 2: Classified Challenge

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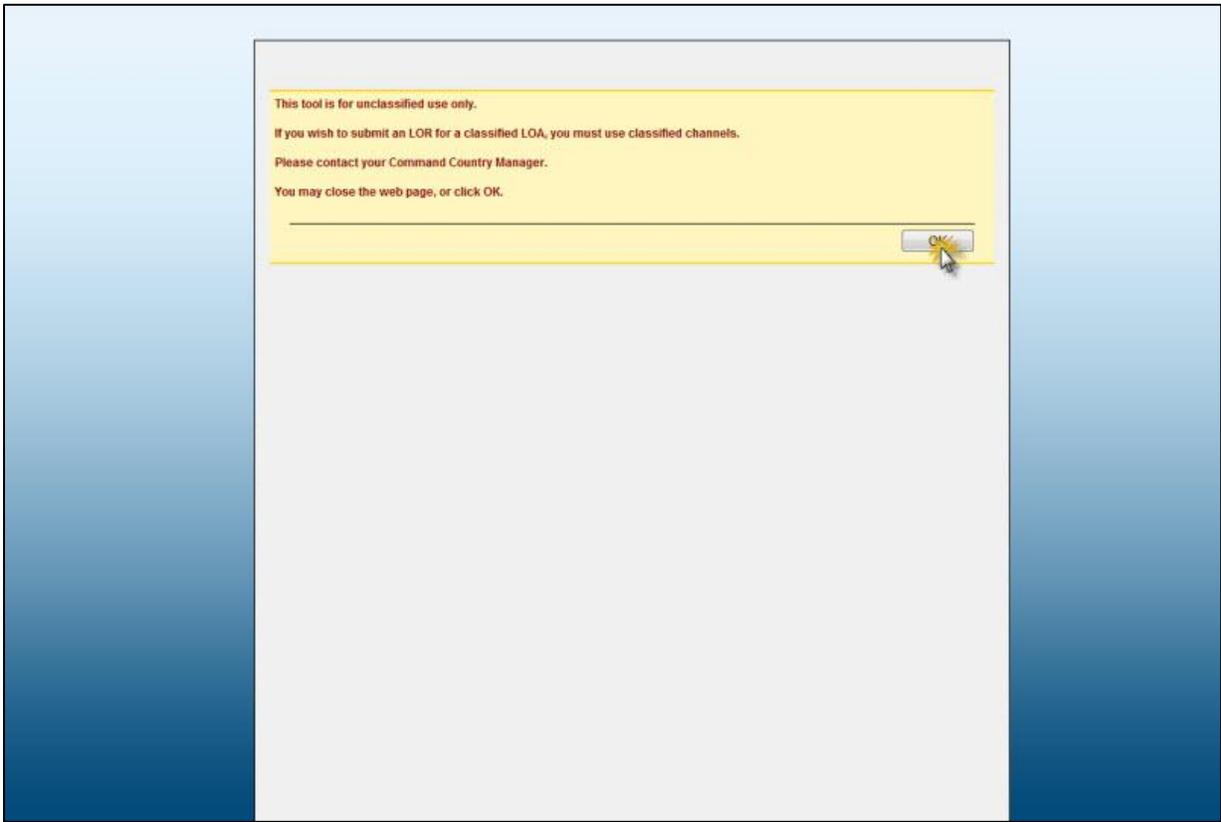


Figure 3: Classified Challenge Exit – Response

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3 Initiating 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: BN (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 (Bandaria (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

Figure 4: Start Page

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3.1 Select Country

3.1.1 This top selection is a country code list box to allow the user to select the country code for which they are submitting the LOR. The two-character code can be entered directly into the box or the user may scroll down the list and click on the desired Country Code.

NOTE: Each user will only be able to choose country codes to which they have been granted access.

3.1.2 The application supports selection of “pseudo” Country Codes. These are normally, but not necessarily, in the form of a beginning letter followed by a number (e.g., S4).

3.1.2.1 The pseudo Country Code may have “benefitting” Country Codes. Many pseudo codes support only one (1) benefitting country. When there is only one, the benefitting country will be selected by default. If a pseudo code has multiple benefitting countries, then the list of benefitting codes will be displayed in the box at the bottom of the page. Hover help on a radio button will show the attached Country Code.

The screenshot shows the 'START' page of the LOR-A application. At the top left, there are links for 'Start', 'Logout', and 'Reference'. The main content area is titled 'START' and contains a disclaimer: '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.' Below this, there is a 'For Country:' field with 'S4' entered and a note '(Scroll and select from list or enter Country Code in box at left)'. A scrollable list of country codes is shown, with 'S4 (FAA SECTION 32 TRANSACTION)' selected. Below the list is a 'U.S. Branch of Service' section with radio buttons for 'Air Force' (selected), 'Army', and 'Navy'. A 'Start a new LOR' checkbox is present. Below that is a 'Select Benefitting Country -- Required for S4 Designation' section with radio buttons for various codes: BK, CO, EC, ET, KG, KZ, MG, MK, MR, NK, RM, RW, SK, SU, UP, UV, UY. A 'NOTE' at the bottom states: 'NOTE: Click "Continue" to view/change an existing LOR.' A 'Continue' button is at the bottom right. Three callout boxes with arrows point to specific elements: '3.2' points to the 'U.S. Branch of Service' section, '3.3.1' points to the selected 'S4' country code, and '3.1.3' points to the 'Select Benefitting Country' section.

Figure 5: Start Page for New or Existing Pseudo Country Codes w/ Multiple Benefitting Country

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3.1.2.2 Selecting the benefitting country will ensure routing of notifications and correct association to the CCM of the benefitting county. If left unselected, the LOR will be associated to the pseudo code and all documentation will record and notifications may be incorrectly routed.

3.2 **Select U.S. Branch of Service**

User selects the U.S. Branch of Service to which they are submitting the LOR. The default is Air Force. Currently, no other selection is possible. The other services (Army and Navy) will be available at a later date.

3.3 **Start/Change an LOR**

3.3.1 To start a new LOR, the user should check the box and then press “Continue”. To view/change an existing LOR, the user should leave the “Start a new LOR” checkbox blank and press “Continue”. These two options will be discussed further below.

3.3.1.1 The “Current LOR Data” screen appears after the user selects “Start a new LOR” from the start page. It will allow the user to begin submission of an LOR for “Price and Availability (P&A)”, “New Letter of Offer and Acceptance (LOA)”, or “Change Letter of Offer and Acceptance (LOA) (Amendment/Modification)”.

3.3.1.2 Enter a unique Country Reference Number:

The user is required to input a unique Country Reference Number. This must be a unique number. There is no standard format for this number, and it may be up to 500 characters. NOTE: This block is required for all LORs.

3.3.1.3 End Item or Service to be supported by this request:

The user is required to provide a short phrase explaining what system or service the LOR is supporting (i.e., C-130 program). There is no standard format and explanation may be up to 1,000 characters.

3.3.1.4 Price & Availability (P&A):

3.3.1.4.1 This option is used to request Price and Availability (P&A) for desired items and/or services.

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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

Information
<u>Country Code</u> BN (Bandaria (for testing))
<u>Country Reference Number</u> BN test TMC
<u>Validation Status</u> Unreviewed

Current LOR Data

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

Edit the unique Country Reference Number: (489 characters remaining)
BN test TMC

Enter End Item or Service to be supported by this request: (985 characters remaining)
Test LOR C-130s

[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](#)

Trusted sites | Protected Mode: Off | 100%

Figure 6: Add new LOR – Price and Availability (P&A)

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3.3.1.5 New Letter of Offer and Acceptance (LOA):

3.3.1.5.1 The user chooses this option to create a request for a new LOA. When this option is selected, the Tool requests a previous case designator if the new LOA is a follow-on case; however, this block is not mandatory unless the request is for an identical follow-on case. If this is not a request for an identical follow-on case, the screens to add requirements will display after the next button is clicked.

3.3.1.5.2 This tool provides a shortcut to request an identical follow-on. The user must provide the previous case designator to use this shortcut. Once you provide the previous case designator, check the box that states: “New LOR provides same item or service as previous case”. This checkbox should be marked if the new case is to be an exact copy of the lines of the previous case. **NOTE:** By choosing this option, the user will not have the opportunity to enter new items.

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

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

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:

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

Edit the unique Country Reference Number: (489 characters remaining)

Enter End Item or Service to be supported by this request: (985 characters remaining)

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](#)

Done Trusted sites | Protected Mode: Off 100%

Figure 7: Add new LOR – New Letter of Offer and Acceptance

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3.3.1.6 Change Letter of Acceptance (LOA) (Amendment/Modification)

This option is used when the user requests a change to an existing LOA. The user is *required* to input the case identifier, in order to identify the case being changed. It is not required that the user stipulate whether the change is an Amendment or a Modification. The CCM will determine this by the information provided.

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/Mod)

Enter Current Case: **Case Identifier** * Current Case required *

Funding Change - Add, Delete, or Reallocate
 Change Period of Performance
 Add and/or Delete Materiel and/or Services
 Internal USG Modification

Enter a unique Country Reference Number: (482 characters remaining)
BN LOR 2013 78-567

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

Figure 8: Add new LOR – Change Letter of Offer and Acceptance (LOA) (Amendment/Modification)

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The screenshot shows the 'Current LOR Data' form in the LOR-A system. The form is titled 'Current LOR Data' and has a sidebar on the left with navigation options. The main form area contains several sections: 'Price & Availability (P&A)', 'New Letter of Offer and Acceptance (LOA)', and 'Change Letter of Offer and Acceptance (LOA) (Amendment/Modification)'. The 'Change Letter of Offer and Acceptance' section is selected and contains several options: 'Funding Change - Add, Delete, or Reallocate', 'Change Period of Performance', 'Add and/or Delete Material and/or Services', and 'Internal USG Modification'. Each option has a corresponding text box and a 'Does this involve a training case (check if Yes)?' checkbox. The text boxes are labeled with callouts: 3.3.1.6.1 for the Funding Change text box, 3.3.1.6.2 for the Change Period of Performance text box, 3.3.1.6.3 for the Add and/or Delete Material and/or Services text box, and 3.3.1.6.4 for the Internal USG Modification text box. The 'Enter End Item or Service to be supported by this request:' field at the bottom contains the text 'Test LOR C-130s'.

Figure 9: Add new LOR – Change LOA with Options Shown

3.3.1.6.1 Funding Change:

This option is used when the user is requesting a funding change to an existing LOA. The Tool provides an open text box for the user to detail the funding adjustments they are requesting. The user should provide the case designator(s), line item and dollar amount they want adjusted. The questions below the box will be used to identify if the dollar amounts do not include all costs (above the line), or include all applicable charges (below the line) and if the change is to a training case managed at AFSAT. The adjustment can be among multiple lines within one case, or multiple lines within different cases. **NOTE:** By choosing this option, the user will not have the opportunity to enter new items.

3.3.1.6.2 Change Period of Performance:

This option is used when the user is requesting a change to the period of performance to lines on an existing LOA. The Tool provides an open text box for the user to detail the changes they are requesting. The user should provide the case designator(s), line item and the desired changes. The question below the box will be used to identify if

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this change is to a training case managed at AFSAT. The adjustment can be among multiple lines within a case. **NOTE:** By choosing this option, the user will not have the opportunity to enter new items.

3.3.1.6.3 Add and/or Delete Materiel and/or Services

This option is used when a user is requesting an addition or deletion of defense items or an increase or decrease to the requested period of performances of services. This option will open the input screens. If the user is requesting additional items/services, they should be entered in the appropriate input screens. If the user is requesting a reduction, the reduction should be shown with a negative value in the detailed in the description block.

3.3.1.6.4 Internal USG Modification

This option is used when the Command Country Manager or USG program office requires a change (i.e., correcting overcommitments, change to line manager codes, etc.) to be made to an LOA. The Tool provides an open text box for the user to detail the changes they are requesting. The user should provide the case designator(s), line item and the desired changes. The question below the box will be used to identify if this change is to a training case managed at AFSAT. The adjustments can be among multiple lines a case. **NOTE:** By choosing this option, the user will not have the opportunity to enter new items.

3.3.2 View or Change Your Existing LOR

This screen appears after the user hits continue on the start page without selecting to “Start a new LOR.” If the partner is returning to an LOR they have already started and would like to continue to work on it or would like to simply view the LOR, they select the country reference number from the listing and whether they want to view or change the LOR.

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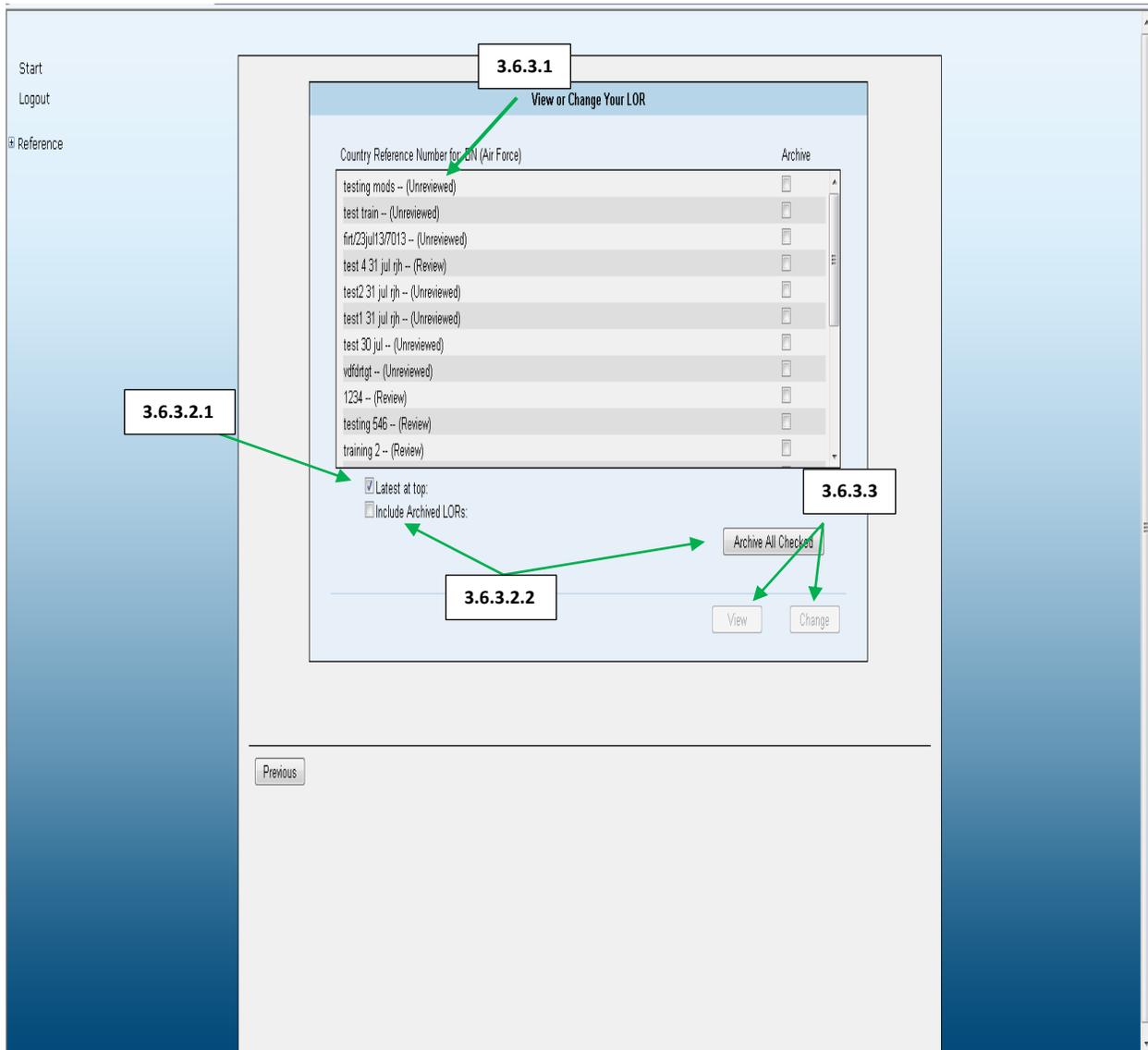


Figure 10: View or Change Existing LOR

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3.3.2.1 Next to every LOR the user can see the current status of the LOR. With a few clicks, the user is able to see the status of the LOR and if they need to take any action. **NOTE:** The user may view all LORs, but can only change LORs that are in **“Unreviewed”** or **“Pending”** status.

3.3.2.1.1 Validation Status Options:

3.3.2.1.1.1 **“Unreviewed”** status means the LOR is being developed and has not been submitted to the CCM.

3.3.2.1.1.2 **“Submitted”** means the LOR has been submitted to the CCM, but the CCM has not started the review.

3.3.2.1.1.3 **“Reviewed”** status means the LOR has been opened by the CCM and is in review.

3.3.2.1.1.4 **“Pending”** means the LOR has been reviewed by the CCM, but there are questions that need to be answered by the submitter before the LOR is validated by the CCM.

3.3.2.1.1.5 **“Valid”** means the LOR has been submitted, reviewed, and the LOR is valid and can be used to develop an LOA. The LOR is waiting for the next scheduled interface for the information to be transferred to DSAMS.

3.3.2.1.1.6 **“CCM Notified”** means the LOR information has been transmitted to DSAMS and DSAMS has returned the DSAMS Customer Request ID number. The tool will then send an email to the country team providing the Customer Request ID.

3.3.2.2 This page allows options for managing the list of Existing LORs.

3.3.2.2.1 The checkbox **“Latest at Top”** allows the display of LORs to be shifted from the oldest on top to the newest on top depending on the desire of the user.

3.3.2.2.2 The other option provided for managing the LORs is the ability to archive completed LORs. The checkboxes on the right side of the listing allows the user to select LORs to be archived. After the LORs are selected, the **“Archive All Checked”** button will archive the selected LORs. The archived LORs can be included or excluded from the listing using the **“Include Archived LORs”** checkbox. Archived LORs cannot be changed from the tool. If an LOR needs to be changed, the user should submit a request using the **FEEDBACK** option on the AFSAC Online home page.

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3.3.2.3 In order to “View” or “Change” an LOR the user must select the Country Reference Number from the list. Choosing the “View” option will take the user to the “Preview” screen and display a printable copy of the data contained in the LOR. In order to change the LOR, the user should use the navigation area in the left side panel. This will direct them back to any section, at which point they can make changes to the LOR or completely start over. If the user chooses the “Change” option they will be presented with a “Current LOR Data” box to allow changes to basic information of the LOR if necessary. After that, they can use the navigation panel or buttons to navigate to any other screen. **NOTE:** LORs may only be changed when they are in an editable status (Unreviewed or Pending).

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4 Partner Branch/Funding

4.1 Complete Screen

This section contains four boxes that identify: the Requester's branch of service, the term of sale to be used, any known dollar limit (not to exceed value) and any unique payment requirements.

The screenshot shows the 'Partner Branch/Funding' screen. On the left is a navigation menu with options like 'Start', 'New LOR', 'Existing LOR', 'Partner Branch/Funding', 'Material/Service', 'Method of Transportation', 'Add Items', 'Sole Source Vendor', 'Attachments', 'Preview', 'Country Routing', 'Submission', 'Logout', and 'Reference'. The 'Reference' section is expanded to show 'Information' with fields for 'Country Code', 'BN (Bandania (for testing))', 'Country Reference Number', 'BN test TMC', and 'Validation Status' (Unreviewed).

The main content area is titled 'Partner Branch/Funding' and 'Change LOR'. It contains several sections:

- Partner Branch of Service:** A box with radio buttons for 'Air Force' (selected), 'Army', 'Navy', 'Marines', and 'Other (Enter Below)'. A callout box labeled '4.1.1' points to this section.
- Check Terms of Sale:** A box with checkboxes for 'Cash' (checked), 'FMS Credit' (checked), 'MAP Merger', and 'Other (Enter Below)'. Next to 'Cash' is a text input field with '\$ 500'. Next to 'FMS Credit' is a text input field with '\$ 0'. A callout box labeled '4.1.2' points to this section.
- Not To Exceed Value:** A text input field with a '\$' symbol. A callout box labeled '4.1.3' points to this field.
- Unique Payment Schedule:** A text box with the text: 'If you require a unique payment schedule, for example 'lump sum payment' or '2 payments per year', click "YES" and enter your request for our evaluation.' followed by radio buttons for 'Yes' and 'No'. A callout box labeled '4.1.4' points to this section.

At the bottom of the screen are buttons for 'Previous', 'Save', and 'Next'.

Figure 11: Funding Type Default

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- 4.1.1 The first box asks for the “Partner’s Branch of Service.” This is to identify which partner’s service is submitting requirements. If the “Other” option is selected, a box will open to allow the user to enter the branch of service.
- 4.1.2 The second box is used to identify the method of payment that will be used for the LOA. Please refer to Paragraph 4.2 for further explanation of this box.
- 4.1.3 The third box allows the entry of a dollar amount that this LOR document should not exceed. This is not a required field.
- 4.1.4 The fourth box asks if the user requires a unique payment schedule. This is not a required field. If the answer is “Yes”, a text box opens. The user should request a special payment schedule for anything other than the standard quarterly payments. The entry should include any special payment arrangements they require, such as, 3 payments over 3 years or an exact schedule of how much each payment should be.
NOTE: Requesting a unique payment schedule does not ensure it will be approved.

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4.2 Method of Payment Identification

4.2.1 If only one method is selected, no other entry is required. The exception is when the “Other” option is selected. Selecting “Other” will open a text box to allow further definition of the funding source.

The screenshot displays the 'Partner Branch/Funding' section of the LOR-A application. On the left is a navigation menu with options like 'Start', 'New LOR', 'Existing LOR', 'Partner Branch/Funding', 'Materiel/Service', 'Method of Transportation', 'Add Items', 'Sole Source Vendor', 'Attachments', 'Preview', 'Country Routing', 'Submission', 'Logout', and 'Reference'. The 'Reference' section is expanded to show 'Information' with fields for 'Country Code', 'BN (Bandania (for testing))', 'Country Reference Number', 'BN test TMC', 'Validation Status', and 'Unreviewed'. The main content area is titled 'Partner Branch/Funding' and 'Change LOR'. It contains two main sections: 'Partner Branch of Service' with radio buttons for 'Air Force' (selected), 'Army', 'Navy', 'Marines', and 'Other (Enter Below)'; and 'Check Terms of Sale:' with checkboxes for 'Cash', 'FMS Credit', 'MAP Merger', and 'Other (Enter Below)' (checked). Below these is a text box for 'Please enter more information: (250 characters remaining)'. At the bottom, there is a field for 'If you have a Not To Exceed Value for this document, enter it here.' followed by a dollar sign and a text input box. A blue box contains the instruction: 'If you require a unique payment schedule, for example 'lump sum payment' or '2 payments per year', click "YES" and enter your request for our evaluation.' with 'Yes' and 'No' radio buttons. The 'No' button is selected. At the bottom left are links for 'Add Comment' and 'Show Comments'. The browser status bar at the bottom shows 'Trusted sites | Protected Mode: Off' and '100%' zoom.

Figure 12: Funding Type Other

4.2.2 If more than one method is selected, boxes will open to the right of the selections for the user to provide a dollar figure for at least one of the methods of payment. For example, if both Cash and FMS Credit are selected, a box will open beside each selection. By entering an amount in one of the boxes, the user is telling the CCM how much of that type of funding should be used. The remaining case value will be assigned to the other method of payment. Figure 13 below shows an LOA requesting use of \$500,000 in national funding and the remaining cost would be funded by FMS Credit.

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Partner Branch/Funding

Change LOR

Partner Branch of Service

Air Force
 Army
 Navy
 Marines
 Other (Enter Below)

Check Terms of Sale:

Cash \$ 500000
 FMS Credit \$ 0
 MAP Merger
 Other (Enter Below)

If you have a Not To Exceed Value for this document, enter it here. \$

If you require a unique payment schedule, for example 'lump sum payment' or '2 payments per year', click "YES" and enter your request for our evaluation. Yes No

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

Trusted sites | Protected Mode: Off 100%

Figure 13: Funding Type Multiple

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5 Identifying Materiel and Service Requirements

This section (Materiel/Service) and its three subsections (Method of Transportation, Add Items and Sole Source Vendor) are used to enter detailed requirements. We will first discuss the “Materiel/Service” section and then move on to the other subsections.

5.1 Medical Countermeasures

Between the help button near the top of the page and the main options panel there is a question about if medical countermeasures are being requested in this LOR. The answer options are “Yes” or “No”. No is the default.

5.2 Choosing a Major Case Category

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- 5.2.1 This screen is used to begin the process of identifying the requirement being requested. This is the first screen that contains a “help” section. The round blue button with a white question mark (?) is a toggle button. Clicking the button will display or close the display of the help information.

Materiel / Service Selection

Choose Materiel/Service for: BN test TMC

Help for category definitions: ?

Does this requirement include Medical Countermeasures? Yes No

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

<u>Materiel</u>	<u>Service</u>
<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 type="radio"/> Equipment	
<input type="radio"/> CLSSA	
<input type="radio"/> Information Security	
<input type="radio"/> Publications	
<input type="radio"/> Support	
<input type="radio"/> Spares Requisitioning	
<input checked="" type="radio"/> Major Weapon System Sale	
<input checked="" type="radio"/> Aircraft <input type="radio"/> Missile	
<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):

<u>Materiel</u>	<u>Service</u>
<input checked="" type="checkbox"/> Major System End Item(s)	<input checked="" type="checkbox"/> 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"/> Training
<input type="checkbox"/> Communication Equipment (C4) and Facilities	
<input type="checkbox"/> Equipment	
<input type="checkbox"/> Publications	
<input type="checkbox"/> Spares Requisitioning	
<input type="checkbox"/> Information Security Equipment	
<input type="checkbox"/> Kits (i.e., modification, spare, etc.)	

Figure 14: Materiel/Service Section

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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

Information

Country Code

BN
(Blandaria (for testing))

Country Reference Number

BN test TMC

Validation Status

Unreviewed

Material / Service Selection

Choose Material/Service for: BN test TMC

Help for category definitions:

- Place the mouse pointer on the text of a radio button.
- Move the mouse over any option to see the definition.
- To close the definition:
 - Select an option.
 - Right-click an option.
 - Click the "Close Definition" link button.

Does this requirement include Medical Countermeasures? Yes No

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

<u>Material</u>	<u>Service</u>
<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 type="radio"/> Equipment	
<input type="radio"/> CLSSA	
<input type="radio"/> Information Security	
<input type="radio"/> Publications	
<input type="radio"/> Support	
<input type="radio"/> Spares Requisitioning	
<input checked="" type="radio"/> Major Weapon System Sale	
<input checked="" type="radio"/> Aircraft <input type="radio"/> Missile	
<input type="radio"/> System Modifications	
<input type="radio"/> Leases under AECA (not an FMS case)	

A Case (Ammunition) –

This option encompasses ammunition and other explosives e.g., bombs and bomb components, rockets, fuses, chaff, flares, arming wire. **If requirement requires training, request must be processed on a Q case - see Support.**

Figure 15: Materiel/Services Page with Helps

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- 5.2.1.1 Figure 15 displays the definition feature available on this page. When the mouse cursor is held over a category (in this example, “Ammunition...”), the help definition can be seen under the blue panel. These definitions detail what type of material or services are supplied under that category.
- 5.2.2 Selecting Major Case Categories: The user may select only one choice from the “Choose Major Case Category” box. Some selections will prompt the user to enter additional clarifying data in a secondary box that will open titled “Select all Materiel or Service Areas that apply”. The secondary box will allow multiple choices to be selected. Below is a listing of the available selections with a brief description of each.
 - 5.2.2.1 Materiel Section
 - 5.2.2.1.1 Ammunition and Other Explosives - This option encompasses munitions, bombs, rockets, explosives and associated items.
 - 5.2.2.1.2 CAD/PAD/Air Crew Escape Propulsion System – This option includes Cartridge Actuated Device/Propellant Actuated Device, seat & canopy ejection devices, engine starter cartridges & catapults, and some munitions items.
 - 5.2.2.1.3 Communication Equipment (C4) and Facilities – This option allows for system sales of communications equipment (i.e., C4I) and facilities.
 - 5.2.2.1.4 Equipment – This option encompasses all equipment required to support the operation and maintenance of a system. It includes non-expendable, repairable equipment. The user will be asked to clarify if they are requesting a blanket order (dollar value) or defined order (qty) case.

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The screenshot displays the 'Material / Service Selection' interface. On the left is a sidebar with navigation links: Start, New LOR, Existing LOR, Partner Branch/Funding, Material/Service, Method of Transportation, Add Items, Sole Source Vendor, Attachments, Preview, Country Routing, Submission, Logout, and Reference. Below the sidebar is an 'Information' box containing: Country Code (BN), (Bandaria (for testing)), Country Reference Number (BN test TMC), Validation Status, and Unreviewed.

The main content area is titled 'Material / Service Selection' and contains the following elements:

- Header: 'Material / Service Selection'
- Sub-header: 'Choose Material/Service for: BN test TMC'
- Question: 'Does this requirement include Medical Countermeasures?' with radio buttons for 'Yes' and 'No' (selected).
- Section: 'CHOOSE MAJOR CASE CATEGORY: (* Required: Must select one)'
- Two columns of radio button options:
 - Material:**
 - Ammunition and Other Explosives
 - CAD/PAD/Air Crew Escape Propulsion System
 - Communication Equipment (C4) and Facilities
 - Equipment**
 - Defined** ← (indicated by a green arrow)
 - Blanket
 - CLSSA
 - Information Security
 - Publications
 - Support
 - Spares Requisitioning
 - Major Weapon System Sale
 - System Modifications
 - Leases under AECA (not an FMS case)
 - Service:**
 - Services
 - Maintenance
 - Training
- Buttons: 'Clear Changes', 'Add Comment', 'Previous', 'Save', and 'Next'.

Figure 16: Materiel/Service – Equipment

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- 5.2.2.1.5 FMSO I and II – This option includes follow-on (or sustainment) spares support under Cooperative Logistics Supply Support Arrangement (CLSSA). Case designators beginning with "KA" are CLSSA FMSO I stock-level cases and case designators beginning with "KB" are CLSSA FMSO II - blanket order cases.

Materiel / Service Selection
Choose Materiel/Service for: BN test TMC

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 type="radio"/> Equipment	
<input checked="" type="radio"/> CLSSA	
<input checked="" type="radio"/> FMSO I <input type="radio"/> FMSO II	
<input 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)	

K Cases (FMSO I and FMSO II) –
This option includes the stock level case (FMSO I) and the requisitioning case (FMSO II) under the Cooperative Logistics Supply Support Arrangement (CLSSA). Only spares and repair parts stocked by the USAF and DLA are eligible for inclusion on the FMSO I stock level case. Ineligible for FMSO I and II: Munitions and munitions-related items, next-numbered items, nonstandard items, equipment items, Communications Security (COMSEC)

Clear Changes
Add Comment

Previous Save Next

Figure 17: Materiel/Service – CLSSA

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5.2.2.1.6 Information Security (formerly COMSEC) – This option can provide Information Security, Communications, etc. Due to the complexity of these cases, a secondary box will launch to allow clarification of all requirements.

The screenshot displays the 'Materiel / Service Selection' interface. On the left is a sidebar with navigation links: Start, New LOR, Existing LOR, Partner Branch/Funding, Materiel/Service (expanded), Method of Transportation, Add Items (expanded), Sole Source Vendor, Attachments, Preview, Country Routing, Submission, Logout, and Reference. Below the sidebar is an 'Information' box containing: Country Code (BN), Country Reference Number (BN test TMC), and Validation Status (Unreviewed).

The main content area is titled 'Materiel / Service Selection' and 'Choose Materiel/Service for: BN test TMC'. It asks 'Does this requirement include Medical Countermeasures?' with radio buttons for 'Yes' and 'No' (selected). Below this is a 'CHOOSE MAJOR CASE CATEGORY: (* Required: Must select one)' section with two columns: 'Materiel' and 'Service'. Under 'Materiel', 'Information Security' is selected. Under 'Service', 'Training' is selected.

Below the category selection is a '0 Cases (Information Security) -' section with a 'Close Definition' link. A descriptive text explains that this option includes Controlled Cryptographic Items (CCI) and other associated cryptographic components or hardware items performing a critical COMSEC function.

At the bottom is a 'Select all Materiel or Service Areas that apply (* Required: MUST select at least one):' section with two columns: 'Materiel' and 'Service'. Under 'Materiel', 'Information Security Equipment' is checked. Under 'Service', 'Training' is checked.

The browser's status bar at the bottom shows 'Trusted sites | Protected Mode: Off' and a zoom level of 100%.

Figure 18: Materiel/Service – Information Security

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5.2.2.1.7 Publications – This option provides for publications, technical orders, Department of Defense (DOD) stock lists and catalogs, training publications, engineering drawings, computer products, etc.

5.2.2.1.8 Support – This option is to purchase follow-on support of major weapon systems sales, mid-life upgrades, and participate in exercise cases. The user will be asked to clarify if they are requesting a “Specialized”, “Sustainment” or “Exercise” case prior to the launch of the secondary box. The types of requirements support by these choices are shown below.

5.2.2.1.8.1 “Specialized” support includes complex technical assistance, aircraft ferry, etc. “Sustainment” options are to provide follow-on support for previously purchased weapon system or combinations of other case types. The “Exercise” option is available to provide the requirements for participation in an exercise (i.e. Green Flag, Red Flag, etc).

Information

Country Code
BN
(Bandaria (for testing))

Country Reference Number
BN test TMC

Validation Status
Unreviewed

Materiel

Ammunition and Other Explosives
 CAD/PAD/Air Crew Escape Propulsion System
 Communication Equipment (C4) and Facilities
 Equipment
 CLSSA
 Information Security
 Publications
 Support
 Specialized Sustainment Exercises
 Spares Requisitioning
 Major Weapon System Sale
 System Modifications
 Leases under AECA (not an FMS case)

Service

Services
 Maintenance
 Training

N/Q Cases (Support) -
This option is to purchase specialized (N) or sustainment (Q) support cases. Specialized support cases include complex technical assistance, intelligence programs, exercises, aircraft ferry, etc. Sustainment support cases include system sales other than aircraft, communication and electronic (CE), such as vehicles, follow-on support for a previously purchased weapon system, and technical assistance with computer hardware, software, communications, as well as Worldwide Warehouse Redistribution Services (WWRS) requests.

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

Materiel

Major System End Item(s)
 Ammunition and Other Explosives
 CAD/PAD/Air Crew Escape Propulsion System
 Communication Equipment (C4) and Facilities
 Equipment
 Publications
 Spares Requisitioning
 Information Security Equipment
 Kits (i.e., modification, spare, etc.)

Service

Services
 Maintenance
 Training

Clear Changes

Figure 19: Materiel/Service – Support

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5.2.2.1.8.2 Due to the complexity of “Specialized” or “Sustainment” cases, a secondary box will launch to allow clarification of all requirements when they are selected. The “Exercise” option will not open the secondary box since further clarification is not required.

5.2.2.1.8.3 The secondary panel displays available option categories for requested items. The type of items/services being requested should be selected. Multiple categories may be selected. **NOTE:** Once a category is selected at least one item must be provided on the Detail Items page.

5.2.2.1.9 Spares Requisitioning – This option encompasses spare and repair parts.

5.2.2.1.10 Major Weapon System Sale – This option is for sales of aircraft or missiles and the associated support. Due to the complexity of these cases, a secondary box will launch to allow clarification of all requirements. The user will be asked to clarify if they are requesting aircraft or missiles prior to the launch of the secondary box.

The screenshot displays the LOR-A web application interface. On the left is a navigation menu with options like 'Partner Branch/Funding', 'Materiel/Service', 'Add Items', and 'Reference'. The main content area is titled 'Does this requirement include Medical Countermeasures?' with radio buttons for 'Yes' and 'No'. Below this is a section titled 'CHOOSE MAJOR CASE CATEGORY: (* Required: Must select one)'. It contains two columns: 'Materiel' and 'Service'. Under 'Materiel', 'Major Weapon System Sale' is selected with a radio button, and it has sub-options for 'Aircraft' (selected) and 'Missile'. Other 'Materiel' options include Ammunition and Other Explosives, CAD/PAD/Air Crew Escape Propulsion System, Communication Equipment (C4) and Facilities, Equipment, CLSSA, Information Security, Publications, Support, Spares Requisitioning, System Modifications, and Leases under AECA (not an FMS case). Under 'Service', options are Services, Maintenance, and Training. Below the category selection is a section titled 'S/Y Cases (Major Weapon System Sale) -' with a 'Close Definition' link. It contains a paragraph explaining that this option is for sales of aircraft such as Cargo, Fighter, Bomber or Unmanned Aircraft, or missiles such as Advanced Medium-Range Air-to-Air Missile (AMRAAM) and Joint Direct Attack Munition (JDAM). At the bottom is a section titled 'Select all Materiel or Service Areas that apply (* Required: MUST select at least one):'. It contains two columns: 'Materiel' and 'Service'. Under 'Materiel', options include Major System End Item(s), Ammunition and Other Explosives, CAD/PAD/Air Crew Escape Propulsion System, Communication Equipment (C4) and Facilities, Equipment, Publications, and Spares Requisitioning. Under 'Service', options are Services, Maintenance, and Training. The browser status bar at the bottom shows 'Trusted sites | Protected Mode: Off' and a zoom level of 100%.

Figure 20: Materiel/Service – Major Weapon System Sale

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5.2.2.1.11 Leases – This option is used when defense articles are leased to foreign partners for a period not to exceed 5 years. The “Lease” option will also open the secondary panel of detail item categories that is opened for Major Weapons System Sale.

The screenshot displays the LOR-A system interface. On the left is a navigation menu with options like 'Partner Branch/Funding', 'Materiel/Service', 'Method of Transportation', 'Add Items', 'Sole Source Vendor', 'Attachments', 'Preview', 'Country Routing', 'Submission', 'Logout', 'Reference', and 'Information'. The 'Information' section is expanded, showing fields for 'Country Code' (BN), 'Country Reference Number' (BN test TMC), 'Validation Status' (Unreviewed), and 'Unreviewed'. The main content area has a question 'Does this requirement include Medical Countermeasures?' with 'No' selected. Below this is a 'CHOOSE MAJOR CASE CATEGORY' section with a note '(* Required: Must select one)'. It lists 'Materiel' and 'Service' categories. Under 'Materiel', 'Leases under AECA (not an FMS case)' is selected. Under 'Service', 'Services' is selected. A 'Z Cases (Leases) -' section provides a definition: 'This option is used when defense articles are leased to foreign partners for a period not to exceed 5 years (renewable). Leases are executed through a lease agreement, with an associated FMS case to cover repair, training, supply support and/or transportation if required.' Below this is another 'Select all Materiel or Service Areas that apply' section with a note '(* Required: MUST select at least one):'. It lists various categories with checkboxes, including 'Major System End Item(s)', 'Ammunition and Other Explosives', 'CAD/PAD/Air Crew Escape Propulsion System', 'Communication Equipment (C4) and Facilities', 'Equipment', 'Publications', 'Spares Requisitioning', and 'Information Security Equipment'. The browser status bar at the bottom shows 'Trusted sites | Protected Mode: Off' and a zoom level of 100%.

Figure 21: Materiel/Service – Leases

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5.2.2.2 Service Section

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 checked="" 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 type="radio"/> Equipment	
<input type="radio"/> CLSSA	
<input 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)	

[Close Definition](#)

G Cases (Services) -
This option includes Technical Coordination Program (TCP) membership, International Engine Management Program (IEMP) Membership, International Logistics Communications Support (ILCS), Foreign Liaison Officer (FLO) support, Contractor Engineering Technical Services (CETS), and Electronic International Security Assistance Program (ECISAP). These cases are considered "services" and cannot have deliverable items.

[Add Comment](#)

Figure 22: Materiel/Service – Services

- 5.2.2.2.1 Technical Services - This option includes IEMP (International Engine Management Program), TCP (Technical Coordination Program), ECISAP (Electronic International Security Assistance Program), FLO (Foreign Liaison Officer and Administrative Support), and Contractor Engineering Technical Services (CETS) as well as other defense services.
- 5.2.2.2.2 Maintenance - This option includes Repair/Replace (user returns an item to be repaired and receives a like item in serviceable condition), Repair/Return (partner returns an item for repair and is returned the same item in serviceable condition (serial number controlled)), or PMEL (Precision Measurement Equipment Laboratory) for items which require periodic repair, calibration & certification by a PME laboratory. When "Maintenance" is selected, users will be asked to specify which of the three options they require on the "Add Items" subsection.
- 5.2.2.2.3 Training - This option is used for formal or informal instruction of foreign students by USG personnel, contractor, or by correspondence.

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5.3 Method of Transportation

Selected categories will be displayed so the planned Method of Transportation may be indicated for each category. **NOTE:** Only “Materiel” options will show since “Services” do not require Methods of Transportation

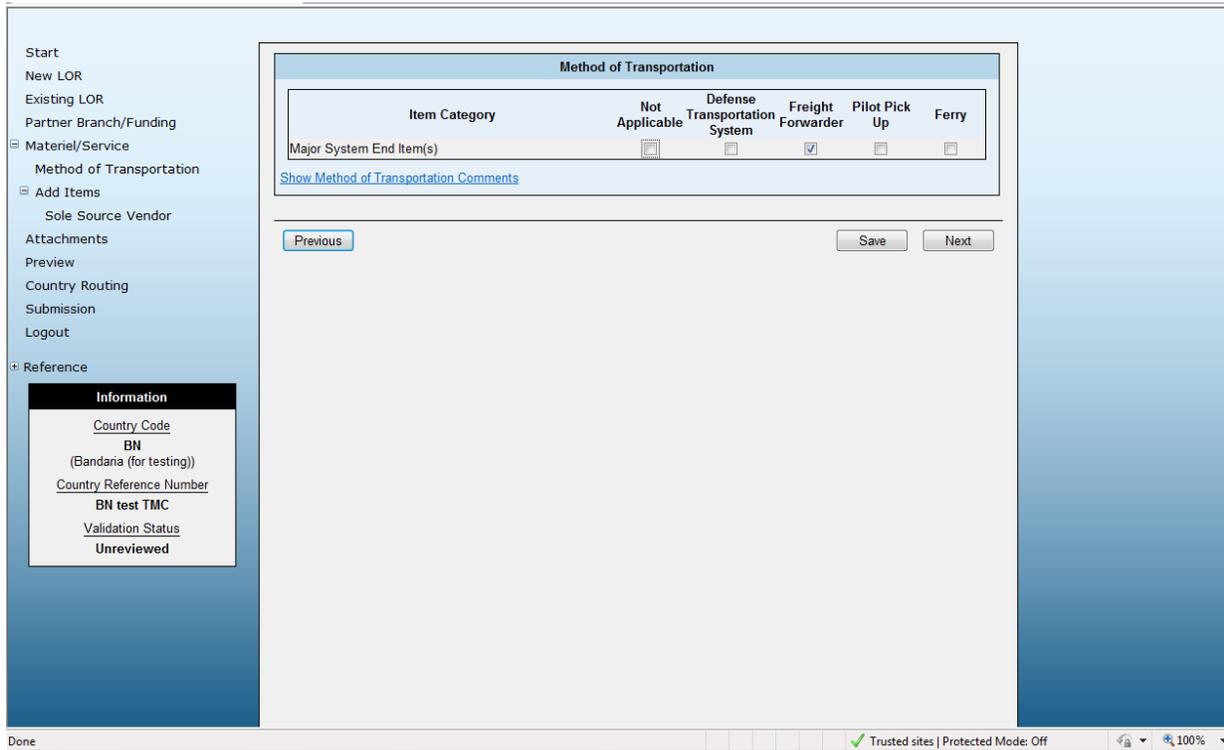


Figure 23: Method of Transportation

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5.4 Add Items.

The “Add Items” is the second subsection of the “Material/Service” section.

5.4.1 This subsection is used to further detail the specific items the user is requesting. Once the user enters the “Add Items” screen, three boxes appear in the center panel. The first box is a drop down box which is used to move through categories. The second box is used to enter the specific information. Different fields will show depending on whether the category is from Materiel or Services. The third box shows the specific item information that has been added to each category. Below is detailed guidance for navigating through the center panel.

Add Items

Major Weapon System Sale - Aircraft

Major System End Item(s) -- 1 line item(s)

Add Item (Manual) Add Multiple (Auto)

Single Item Entry -- (Major System End Item(s) -- 1 line item(s))

Part Nbr *Stock Nbr (NSN) Quantity Unit of Issue

*Description \$ Value

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

Save Item

1 Line Item (Major System End Item(s))

Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
5897	1534-55-578-1568	C-130s		2	EACH	<input checked="" type="checkbox"/>

Figure 24: Add Items

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- 5.4.1.1 Navigating categories through the drop down box: There is a drop down box located in the upper left corner of the center panel. The categories presented inside this box will depend upon the categories selected on the “Materiel/Service Selection” screen. Using this drop down menu will enable the user to navigate between the categories. The number of items which have been added to the LOR is indicated next to the category name inside the drop down box.

Start
New LOR
Existing LOR
Partner Branch/Funding
Materiel/Service
Method of Transportation
Add Items
Sole Source Vendor
Attachments
Preview
Country Routing
Submission
Logout
Reference

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

Add Items

Major Weapon System Sale - Aircraft

Major System End Item(s) -- 1 line item(s)
Major System End Item(s) -- 1 line item(s)
Services -- 1 line item(s)

Add Item (Manual) Add Multiple (Auto)

Single Item Entry -- (Major System End Item(s) -- 1 line item(s))

Part Nbr *Stock Nbr (NSN) Quantity Unit of Issue
\$ Value

*Description

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

Save Item

1 Line Item (Major System End Item(s))

Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
5897	1534-55-578-1568	C-130s		2	EACH	<input checked="" type="checkbox"/>

Add Comment

Done Trusted sites | Protected Mode: Off 100%

Figure 25: Add Item - Select Category

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- 5.4.1.2 Adding items in the second box: There are two ways of adding items. The first tab indicates the “Add Item (Manual)” option. The Manual tab is the default tab. This option is used when a user chooses to add items individually. The manual option will be discussed in paragraph 5.4.2. The second option is located on the second tab, “Add Multiple (Auto)”. This option is used when a user would like to add several items at the same time. This multiple process will be discussed in paragraph 5.4.3.
- 5.4.1.3 Item listing in the third box: The third box inside the center panel will show each item entered for a particular category. Once an item has been either through the manual process or the multiple item process, the item information will move to the third box. Each item is preceded by a pencil and trashcan on the left side of the line. If the user needs to make changes to the item, click on the pencil to open the edit feature and click “save” to save your changes. If the user wishes to delete an item after it has been saved, it can be deleted by clicking the trashcan. *Clicking the trashcan will delete the item from the LOR and it cannot be recovered.* Sole Source Vendor (SSV) requirement for any item can be indicated by entering a checkmark into the “SSV” box next to an item. Sole Source Vendor requirements are discussed in paragraph 5.5.1.5.
- 5.4.2 Add Item(s) (Manual)
Once the user has selected the category, they should click on the “Add Item (Manual)” tab. The user should choose this option if they prefer to manually add items to each category, rather than using the automated Excel spreadsheet.

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5.4.2.1 There is only one required field. Either the Stock Number or the Description must have data entered. It is recommended that the User supply as much detail in other fields as is available to help in determining the actual requirement.

5.4.2.2 The User should click the “Save Item” button and the information will be displayed in the third box.

Add Items

Major Weapon System Sale - Aircraft

Major System End Item(s) -- 1 line item(s)

Major System End Item(s) -- 1 line item(s)

Services -- 1 line item(s)

Add Item (Manual) Add Multiple (Auto)

Single Item Entry -- (Major System End Item(s) -- 1 line item(s))

Part Nbr *Stock Nbr (NSN) Quantity Unit of Issue

*Description \$ Value

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

Save Item

1 Line Item (Major System End Item(s))

	Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
	5897	1534-55-578-1568	C-130s		2	EACH	<input checked="" type="checkbox"/>

Done Trusted sites | Protected Mode: Off 100%

Figure 26: Add Item – Manual

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5.4.2.3 Sole Source Vendor can be indicated on any item after it is saved. The right-most field in the third (bottom) panel is a checkbox to indicate if the requested item is to be supplied by a specific (Sole Source) vendor. (See section 5.5.3 for more information.)

The screenshot displays the 'Add Items' web application interface. On the left is a sidebar with navigation options: Start, New LOR, Existing LOR, Partner Branch/Funding, Materiel/Service, Method of Transportation, Add Items (with sub-option Sole Source Vendor), Attachments, Preview, Country Routing, Submission, Logout, and Reference. The main content area is titled 'Add Items' and shows 'Major Weapon System Sale - Aircraft' with a dropdown menu for 'Major System End Item(s)'. Below this are two tabs: 'Add Item (Manual)' and 'Add Multiple (Auto)'. The 'Add Item (Manual)' tab is active, showing a 'Single Item Entry' form with fields for Part Nbr, *Stock Nbr (NSN), Quantity, Unit of Issue, *Description, and \$ Value. A 'Save Item' button is at the bottom right of this form. Below the form is a table titled '1 Line Item (Major System End Item(s))' with columns: Part Nbr, Stock Nbr, Description, \$ Value, Qty, Unit of Issue, and Sole Source. The table contains one row with values: 5897, 1534-55-578-1568, C-130s, \$ Value, 2, EACH, and a checked checkbox for Sole Source. A callout box labeled '5.4.2.3' points to this checkbox. At the bottom of the page, there is a status bar with 'Trusted sites | Protected Mode: Off' and a zoom level of 100%.

Figure 27: Add Item - Sole Source

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5.4.2.4 Service Items have different fields. Start and End Dates are not required but are extremely helpful in determining when the service is being requested. **NOTE:** Only the “Description” field is required for Services. Other fields are helpful in defining the exact requirements for the service.

5.4.2.4.1 Date-picker widgets help in selecting the dates. The widget will open when the User clicks in a date field.

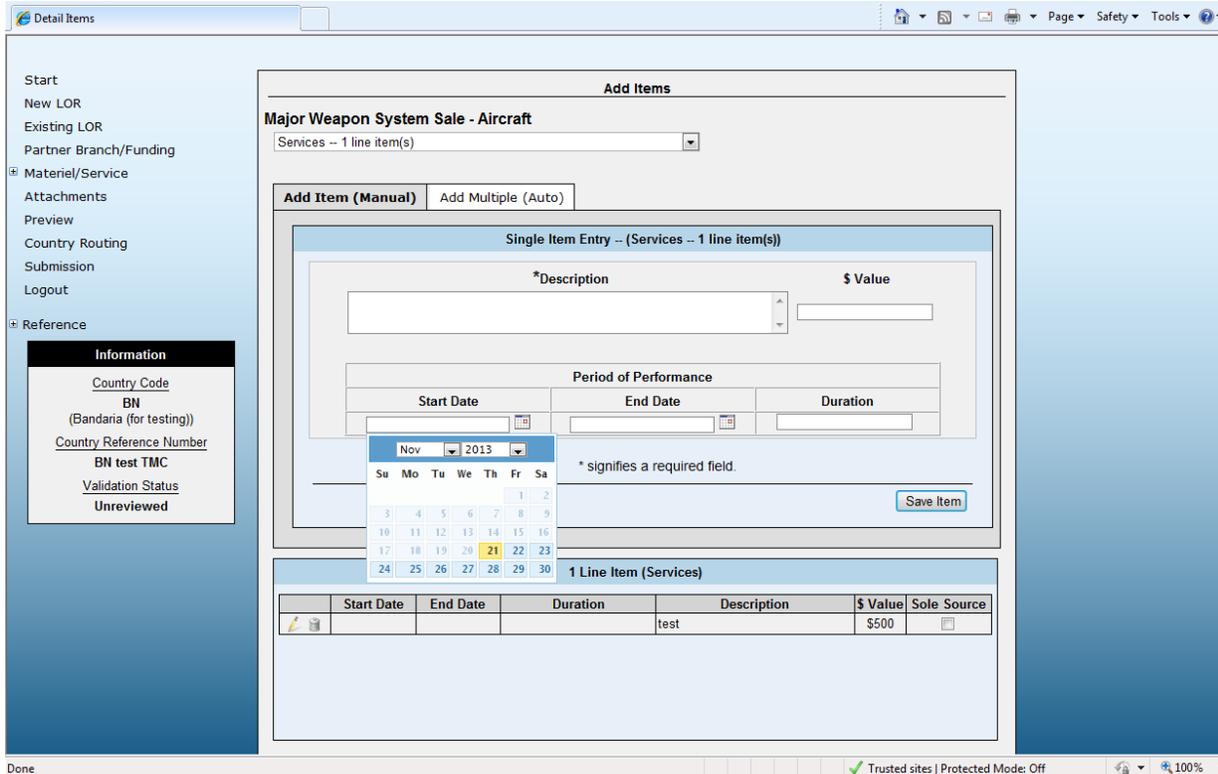


Figure 28: Add Item - Service, Dates

5.4.2.4.2 Maintenance is a special type of service. There is additional information for determining what type of maintenance is requested. The three (3) options are: 1) Repair/Replace, 2) Repair/Return and 3) PMEL.

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Add Items

Major Weapon System Sale - Aircraft

Maintenance -- 0 line item(s)

Add Item (Manual) Add Multiple (Auto)

Single Item Entry -- (Maintenance -- 0 line item(s))

*Description \$ Value

Period of Performance

Start Date End Date Duration

Repair/Replace Repair/Return PMEL

* signifies a required field.

Save Item

0 Line Items (Maintenance)

Information

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

Figure 29: Add Item - Service – Maintenance

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5.5 Add Multiple (Auto)

5.5.1 The User can add items across multiple categories by using the custom spreadsheet downloaded from the “Add Multiple (Auto)” tab.

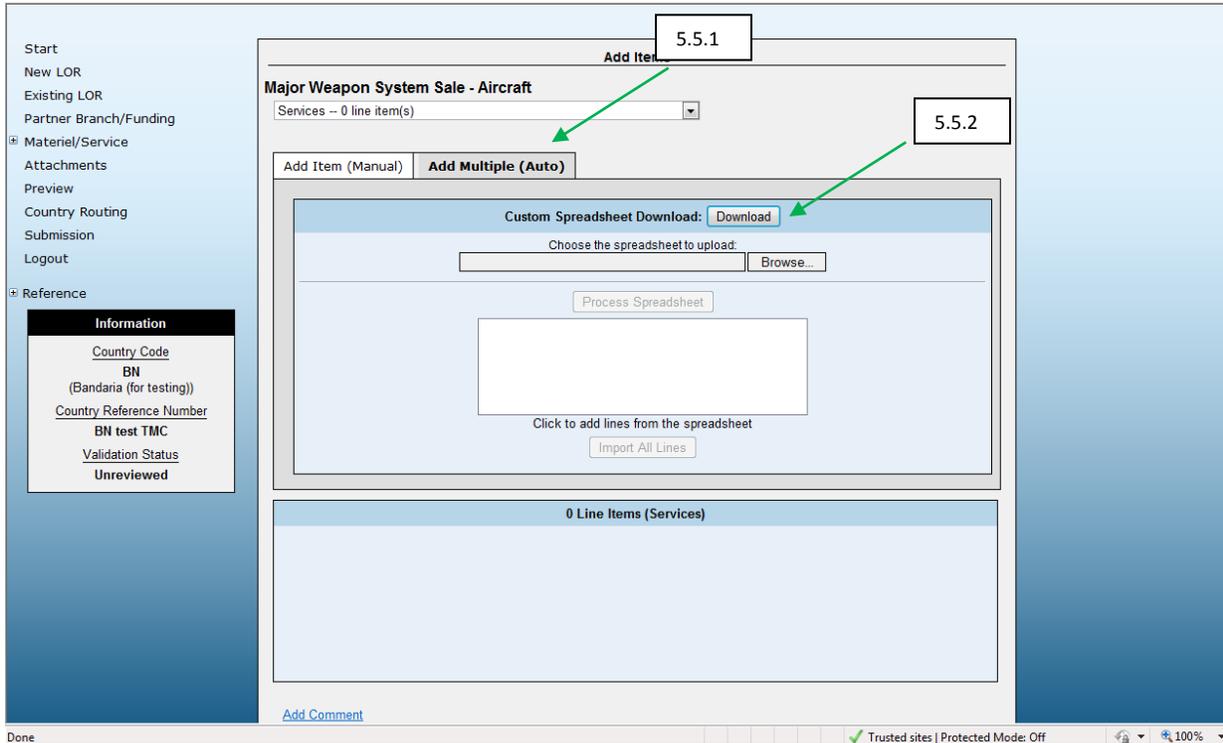


Figure 30: Add Items - Multiple (Auto)

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- 5.5.2 The first step is to download a custom spreadsheet to the computer by clicking on the “Custom Spreadsheet Download” button. Once selected, a window will prompt user to save or open file. The Excel spreadsheet is conveniently customized according to the categories selected in the “Material/Service Selection” screen. NOTE: Saving the spreadsheet to a convenient location on the computer is preferred to prevent accidental loss of data.

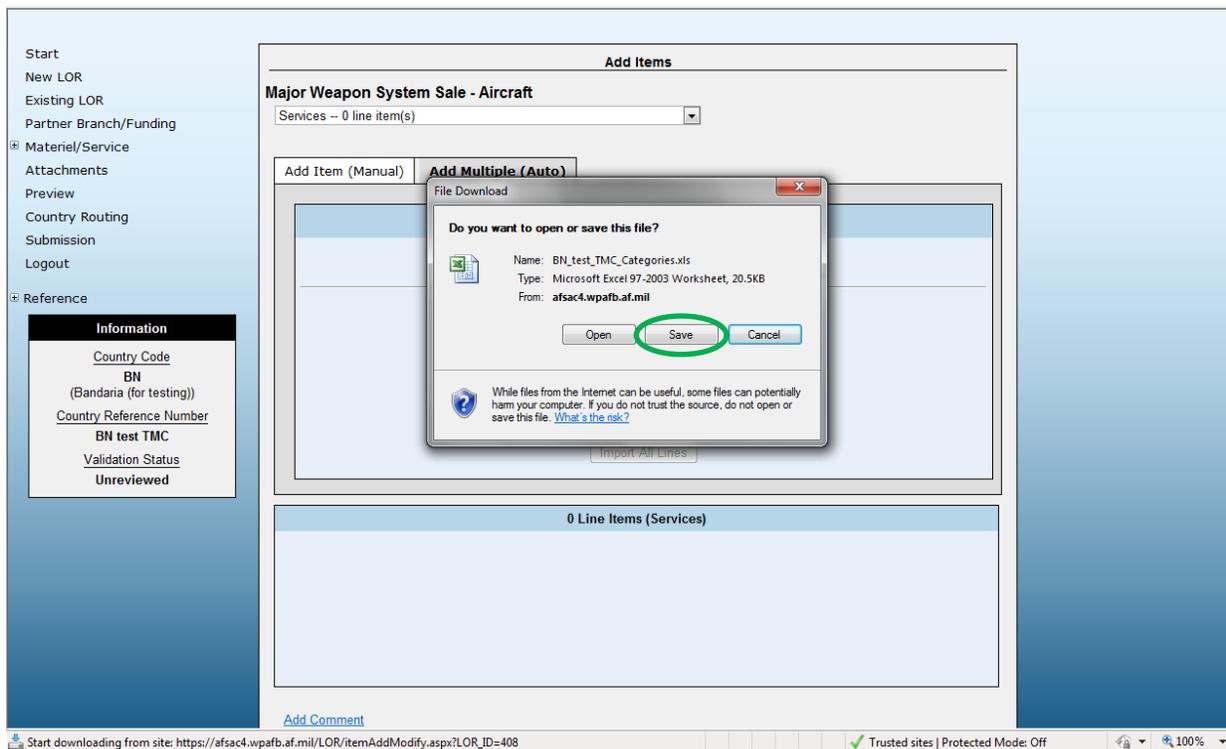


Figure 31: Add Item - Download/Save Custom Spreadsheet

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- 5.5.2.1 A “download” dialog box will open suggesting a name for the spreadsheet. The default is the Country Reference number for the LOR. **Note:** The application can only use the version of Microsoft Excel© compatible to Office 97 – 2003. Do not save the spreadsheet in Office 2007 or greater (with extension .xlsx). This version will fail to upload back into the LOR-A application.

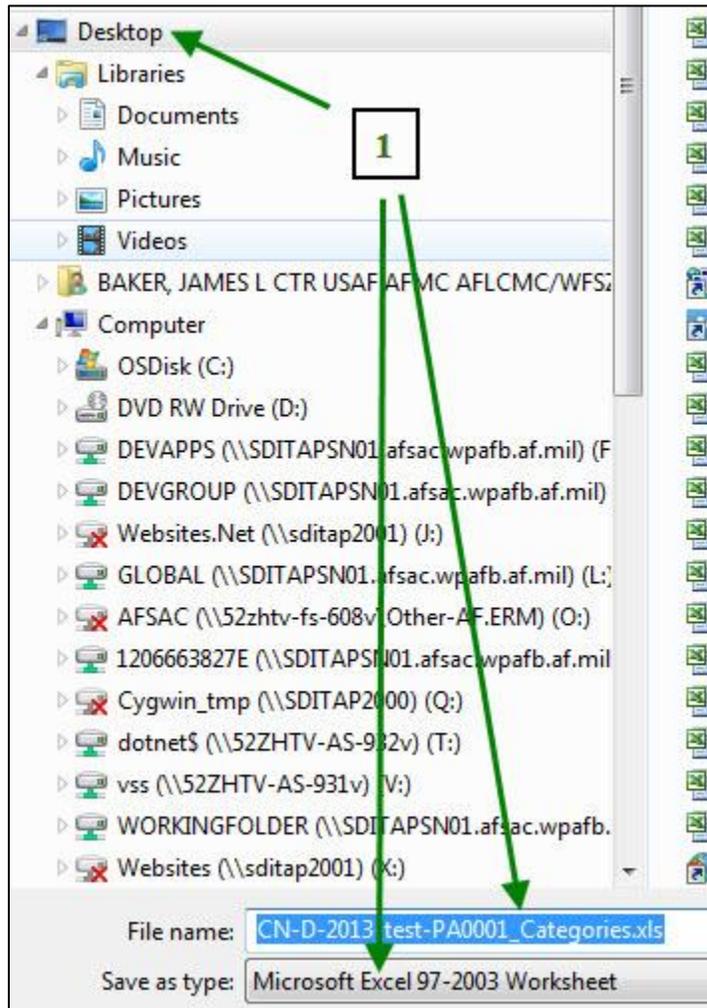


Figure 32: Save Spreadsheet - Dialog Recommendation

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5.5.2.2 The resulting spreadsheet will appear similar to Figure 33 below.

5.5.2.3 Each tab will list the specific category and the applicable fields necessary to be filled out for each category. The user will simply navigate through the tabs and fill out the information. The fields will be exactly like the single item (manual) entry. Figure 33 below shows fields available for “Materiel” items.

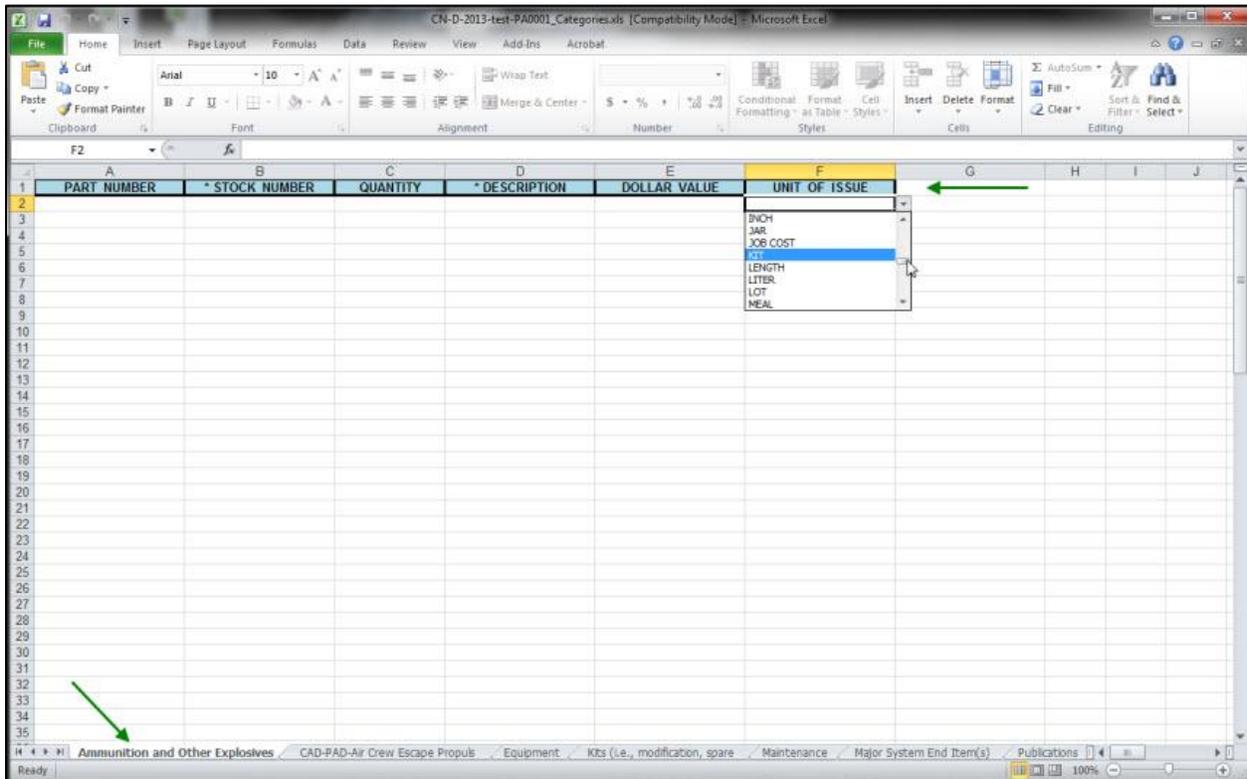


Figure 33: Add Multiple - Custom Spreadsheet (Materiel)

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5.5.2.4 Figure 34 below shows fields available for “Service”. The service chosen in this example is the service for “Maintenance” to show the added drop down selection to the type of maintenance requested.

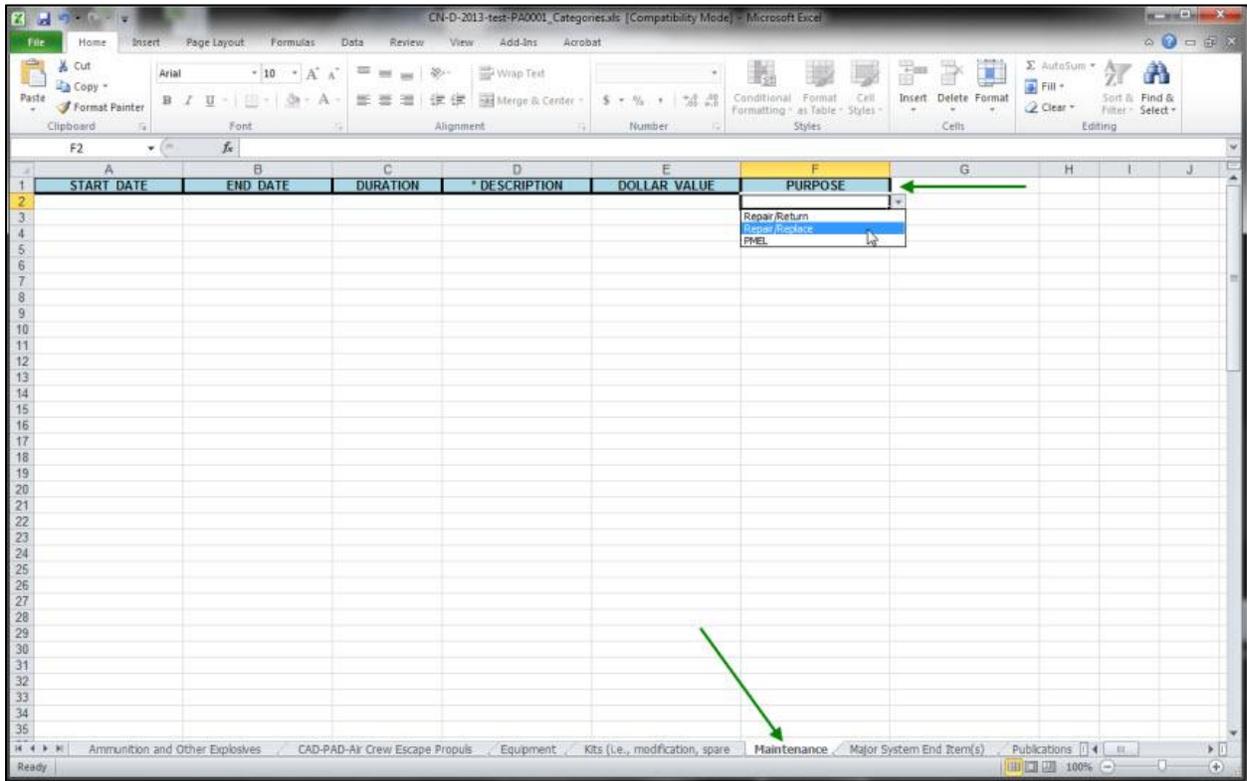


Figure 34: Add Multiple - Custom Spreadsheet (Service-Maintenance)

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5.5.2.5 Once the information has been filled out, the user should save the file. **Note:** When saving, selecting the default options is recommended to avoid “upload” problems when loading the spreadsheet into the LOR-A tool. See Figure 35 below.

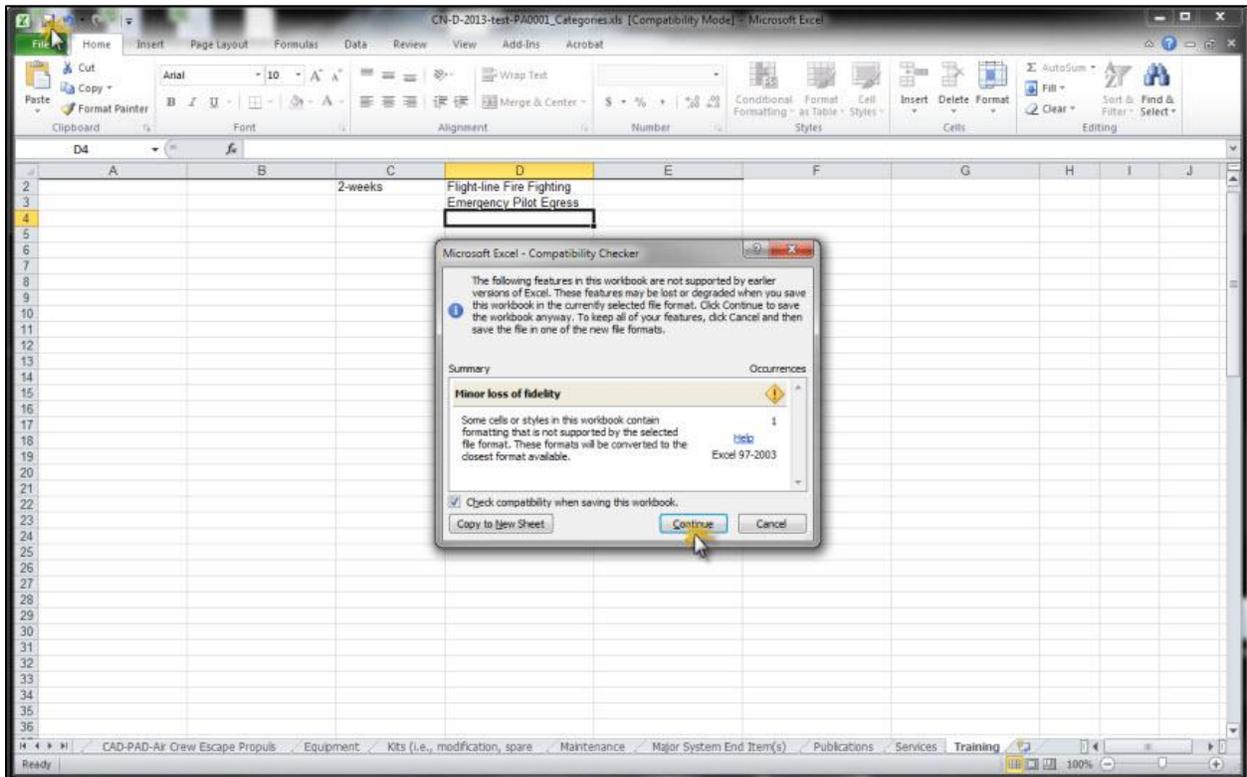


Figure 35: Custom Spreadsheet - Save Recommendation

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5.5.2.6 The next step is to upload the spreadsheet. To do this the user should select the “Browse” button, locate the file, highlight it, and click the open button.

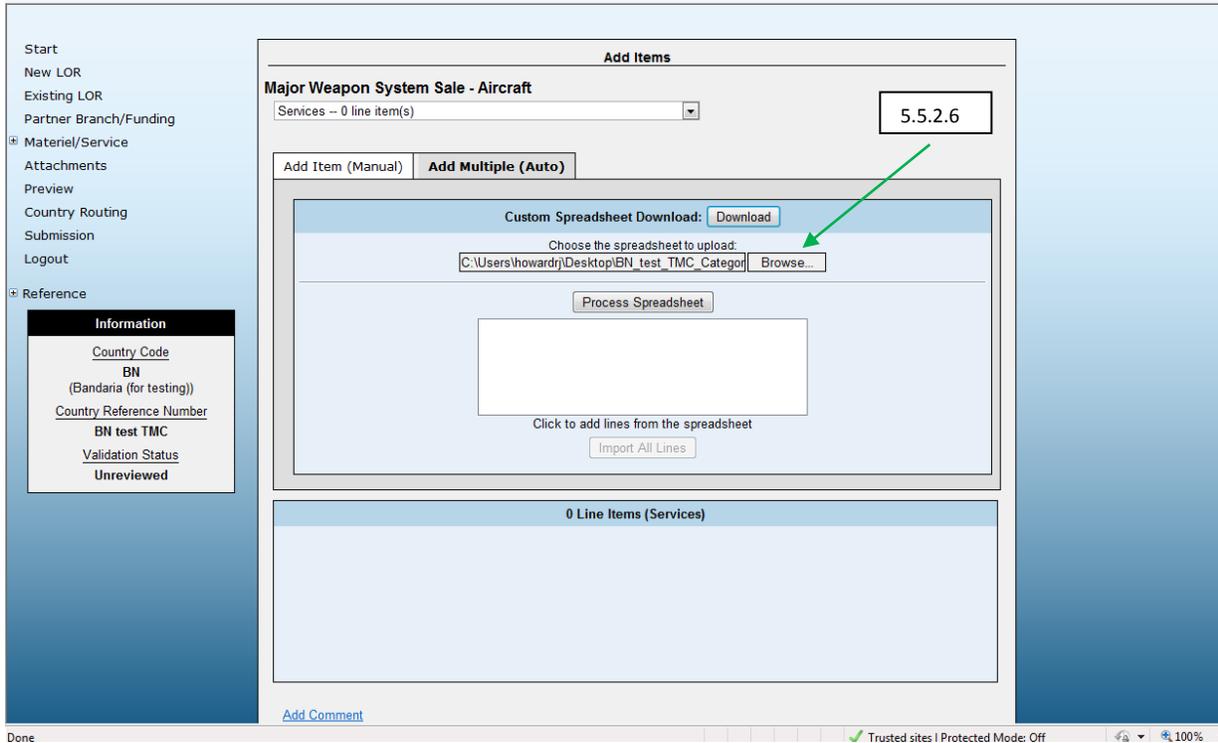


Figure 36: Add Multiple - Process Spreadsheet

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5.5.2.7 Once the file has been located, the user should press the “Process Spreadsheet” button. The user can then click on “Import All Lines” to upload the data from the spreadsheet and the data will appear in the third box on the screen. **NOTE:** If new items need to be added after the spreadsheet has been processed, use the “Add item (Manual)” option and load them individually or download a brand new Excel spreadsheet, save it to the computer and import the new spreadsheet. This is necessary because adding items to the original Excel spreadsheet and uploading it again, will duplicate the already previously entered items inside the spreadsheet, and the user will be required to delete the duplicate items.

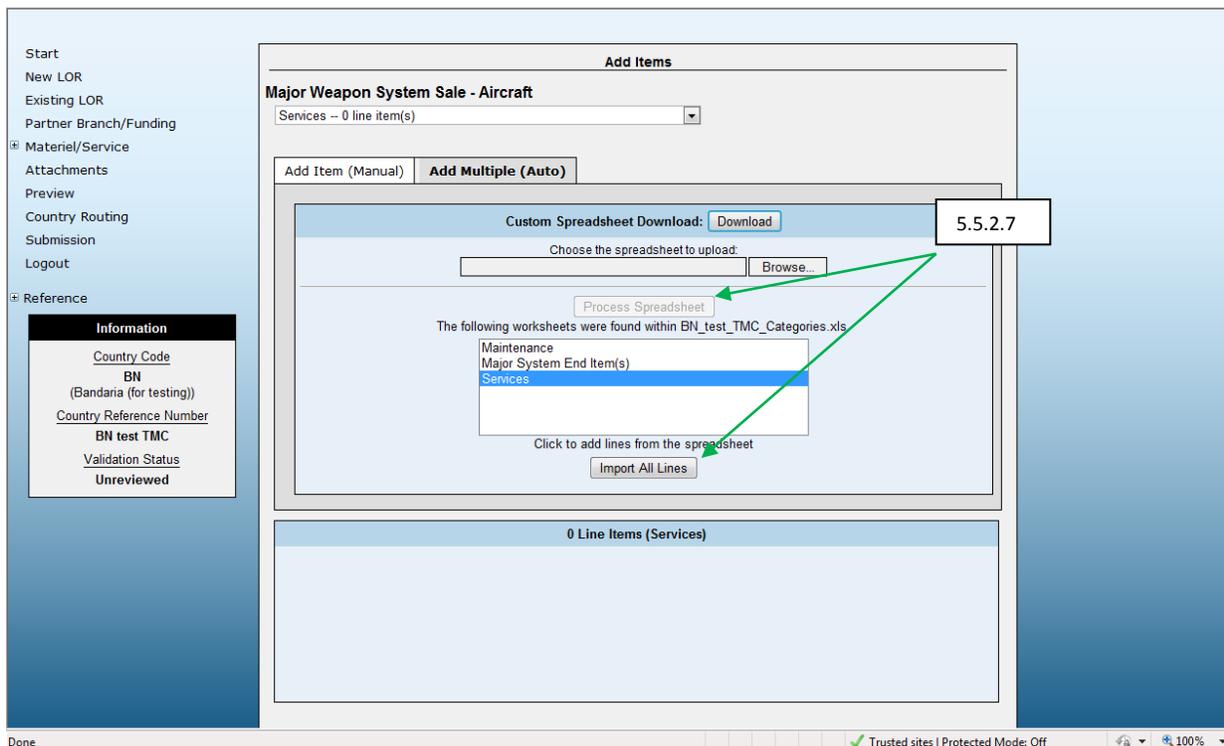


Figure 37: Add Multiple - Process Lines

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5.5.2.8 An example of the result of “Process lines” is shown in Figure 38 below. **Note:** The number of lines processed will be displayed in the box that opens after the spreadsheet has been processed. The actual lines will appear and the various categories can be viewed by selecting the desired category in the top dropdown box.

Information

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

Add Items

Major Weapon System Sale - Aircraft

Services -- 1 line item(s)

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

Custom Spreadsheet Download: [Download](#)

Choose the spreadsheet to upload: [Browse...](#)

[Process Spreadsheet](#)

The following worksheets were found within BN_test_TMC_Categories.xls

Maintenance -- No Items Processed
Major System End Item(s) -- No Items Processed
Services -- 1 Items Processed

Click to add lines from the spreadsheet

[Import All Lines](#)

1 Line Item (Services)

	Start Date	End Date	Duration	Description	\$ Value	Sole Source
			4 years	Field Representative		<input type="checkbox"/>

Done Trusted sites | Protected Mode: Off 100%

Figure 38: Add Multiple - Lines Processed

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5.5.3 “Sole Source” selection

5.5.3.1 The information panel shown in Figure 39 below opens when a Sole Source Vendor checkbox is checked.

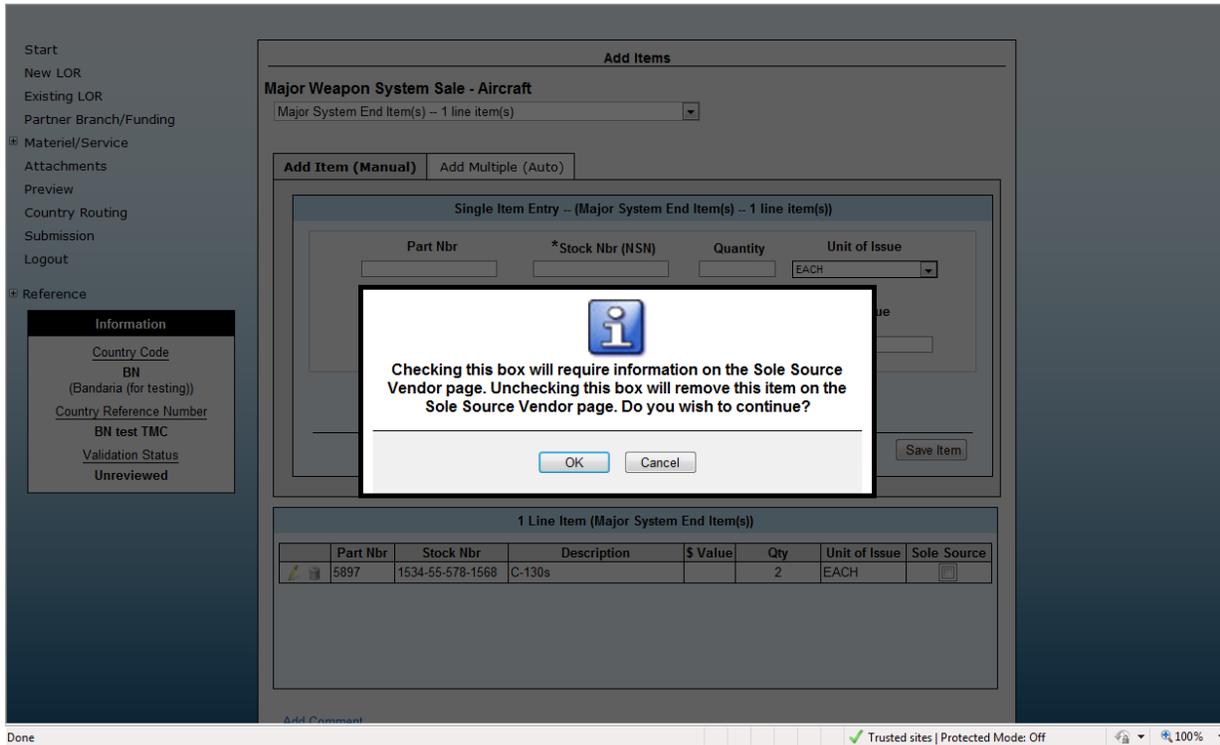


Figure 39: Sole Source Vendor Information Pop-up

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5.5.3.2 The Sole Source Vendor (SSV) checkbox will be checked and the item will be included on the list for the SSV selection page.

5.5.3.3

Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
5897	1534-55-578-1568	C-130s	\$ Value	2	EACH	<input checked="" type="checkbox"/>

Figure 40: Sole Source Indicator

5.5.3.3 Once a SSV requirement has been indicated in the “Add Item” subsection, the SSV subsection will open up when the “Next” button is clicked. If no SSV requirement has been indicated for any item, then this section will be skipped completely, and the user will be directed to the Attachment screen.

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5.6 Sole Source Vendor Identification

5.6.1 The SSV subsection is comprised of a single screen with multiple sections. The first section allows the User to pick a vendor from an existing list or add a new vendor. The second section will open up once a vendor has been selected or added. The following explains these processes.

5.6.1.1 The default Sole Source Vendor (SSV) screen will show. Options are detailed below.

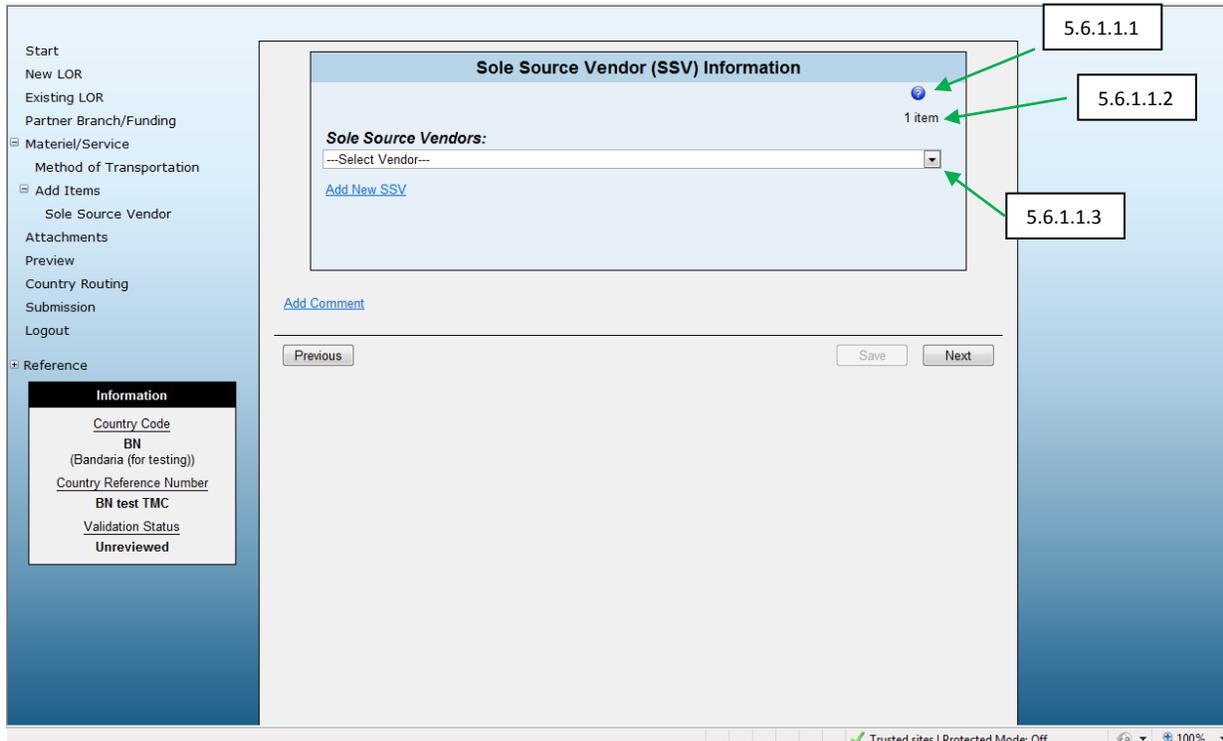


Figure 41: Sole Source Vendor – Default

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5.6.1.1.1 Figure 41 above highlights the help toggle button. Figure 42 below shows the help toggled open.

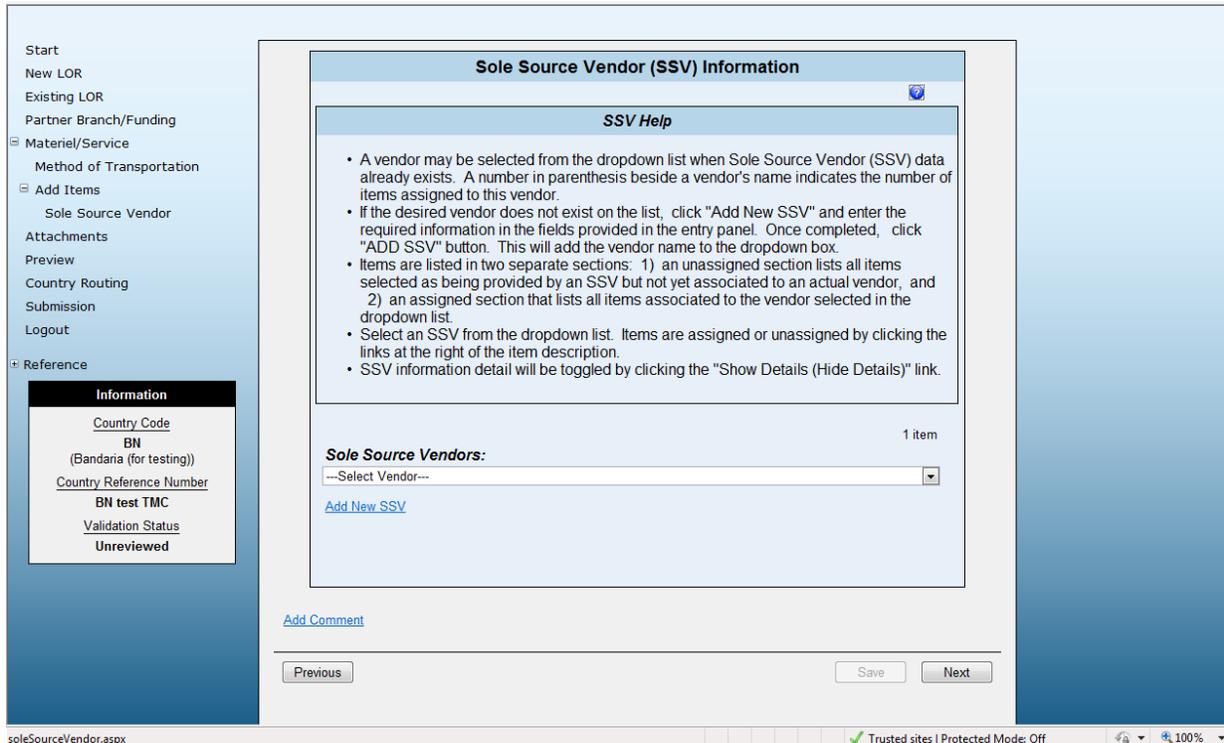


Figure 42: Sole Source Vendor – Help

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5.6.1.1.2 Figure 41 above also shows the number of items that have been requested to be supplied by Sole Source Vendors.

5.6.1.1.3 In order to examine the existing list of vendors, click the drop down button. This will expose the listing of vendors that have been previously requested. If the desired vendor is included on this listing, click on the vendor name. Once the vendor has been selected, the user will be automatically directed to the next screen which has more options and will allow the user to see more details on the vendor as well as the item(s) identified as requiring sole source.

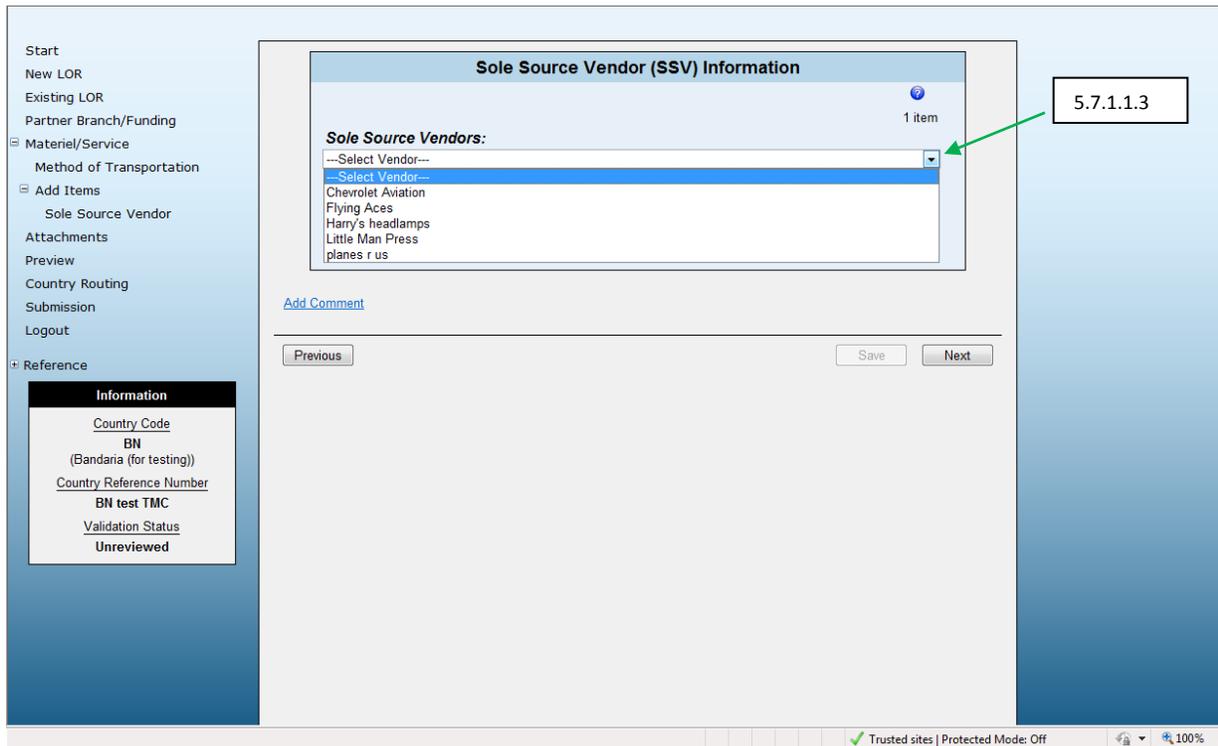


Figure 43: Sole Source Vendor - Existing List

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5.6.1.1.4 Figure 44 displays the link button to “Add New SSV”. If your sole source vendor is not listed in the drop down selection, you may add them to the list. Click on the “Add New SSV” link, and a new box will open up in order to add the new vendor information. The user is required to provide the full vendor name and either Contractor CAGE Number, City, State, or Other Location. After you have filled out the vendor information, click on the “Add SSV” button and the vendor will be added to the drop down box. The user then uses the drop down list to select the newly added vendor. The selection will take the user to the next screen.

The screenshot shows a web application interface for adding a Sole Source Vendor (SSV). On the left is a navigation sidebar with categories like 'Start', 'Reference', and 'Information'. The main content area is titled 'Sole Source Vendor (SSV) Information' and contains a dropdown menu for selecting a vendor, with a red arrow pointing to the 'Add New SSV' link. Below this is a form with instructions: 'Please provide the following information for the Sole Source Vendor (SSV):'. The form includes fields for 'Full name of Vendor', 'Contractor CAGE number', 'City', 'State', and 'Other Location'. There are also radio buttons for 'Is this contractor a United States Contractor?' and 'Add SSV' and 'Cancel' buttons. At the bottom of the form are 'Previous', 'Save', and 'Next' buttons. The browser status bar at the bottom indicates 'Trusted sites | Protected Mode: Off' and '100%' zoom.

Figure 44: Sole Source Vendor - Add New

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5.6.1.2 Once you have selected the vendor you will be directed to the second screen. This screen will show the “SSV” drop down box and the “Add New SSV” link as shown on the previous screen. In addition, several more links are available as well as a box indicating whether or not a vendor has been assigned to an item. These options are discussed in the following paragraphs.

Sole Source Vendor (SSV) Information 1 item

Sole Source Vendors:
Chevrolet Aviation

[Add New SSV](#) [Show Details](#)
[Assign ALL Items to: Chevrolet Aviation](#)
[Assign All Unassigned Items to: Chevrolet Aviation](#)

Unassigned SSV:

Item Text	Vendor Name	Set SSV
1534-55-578-1568 5897 C-130s	Not Set	Assign

[Add Comment](#)

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

Reference

Information

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

5.6.1.2.1 points to the '1 item' indicator.
5.6.1.2.2 points to the 'Chevrolet Aviation' dropdown.
5.6.1.2.3 points to the 'Assign ALL Items to: Chevrolet Aviation' link.
5.6.1.2.4 points to the 'Add New SSV' link.

Figure 45: Sole Source vendor – Selected (Unassigned)

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- 5.6.1.2.1 Show Details: If the user wishes to see further details on a vendor, they can click the “Show Details” link on the right side of the screen. The detailed information will open up. Click “Hide Details” to close the detailed information.
- 5.6.1.2.2 Assign All Items to: (Vendor’s Name): Once the vendor has been selected, the user can click on this link to assign all items marked as sole source to this vendor, rather than manually clicking the “Assign” link for each item inside the “Set SSV” box.
- 5.6.1.2.3 Assign All Unassigned Items to: (Vendor’s Name): This link is an additional option to assign all unassigned items to a vendor, rather than individually assigning items.
- 5.6.1.2.4 Unassigned SSV Box: This box shows all items that have been indicated as a sole source requirement but have not been assigned to a SSV.
- 5.6.1.2.5 Assigned SSV Box: This box shows all items that have been indicated as a sole source requirement and have been assigned to a SSV.

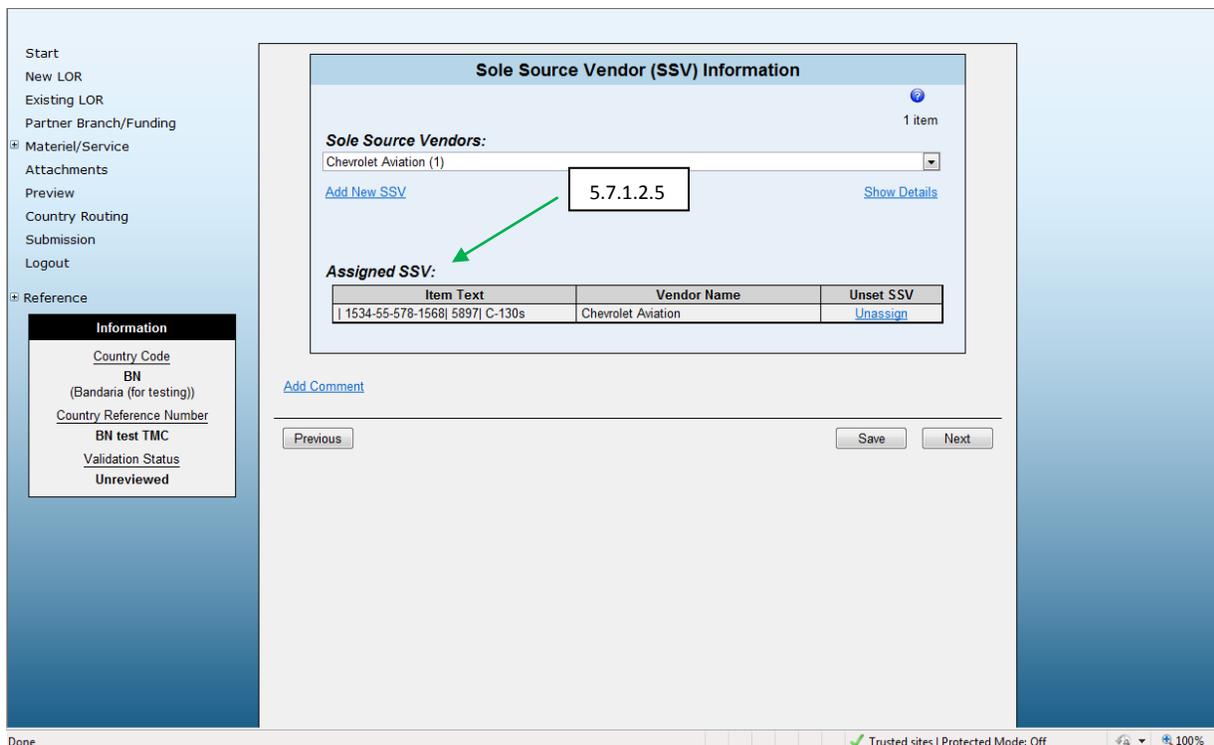


Figure 46: Sole Source vendor - Assigned

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5.6.1.2.6 The Unassigned items will be available until a Sole Source Vendor is selected for that item. This allows an unassigned item to be “Assigned” to any vendor. In addition all “Assigned” items will continue to show the selected vendor while on this screen.

The screenshot displays the 'Sole Source Vendor (SSV) Information' screen. On the left is a sidebar with navigation options: Start, New LOR, Existing LOR, Partner Branch/Funding, Materiell/Service, Attachments, Preview, Country Routing, Submission, Logout, and Reference. The 'Reference' section is expanded to show 'Information' with sub-items: Country Code, BN (Bandaria (for testing)), Country Reference Number, BN test TMC, Validation Status, and Unreviewed.

The main content area is titled 'Sole Source Vendor (SSV) Information' and shows '2 items'. It includes a dropdown menu for 'Sole Source Vendors' currently set to 'Chevrolet Aviation (1)'. Below this are links for 'Add New SSV', 'Show Details', 'Assign ALL Items to: Chevrolet Aviation (1)', and 'Assign All Unassigned Items to: Chevrolet Aviation (1)'. There is also an 'Add Comment' link.

Two tables are displayed:

Unassigned SSV:

Item Text	Vendor Name	Set SSV
fixing sessions	Not Set	Assign

Assigned SSV:

Item Text	Vendor Name	Unset SSV
1534-55-578-1568 5897 C-130s	Chevrolet Aviation	Unassign

At the bottom of the main content area are 'Previous', 'Save', and 'Next' buttons. The footer shows 'Done', 'Trusted sites | Protected Mode: Off', and '100%' zoom level.

Figure 47: Sole Source Vendor - Assigned and Unassigned Items

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6 Add/Maintain Attachments

6.1 Attachment types

This section allows the users to attach electronic copies of documents to the LOR, i.e. system checklists or signature authority LOR authorization. These documents may be in any file format. The center panel of the screen is comprised of two boxes, which are described in further detail below.

6.2 Add Attachments

6.2.1 The “Add Attachments” box is used to load attachments to the LOR. To add an attachment, click the “Browse” button.

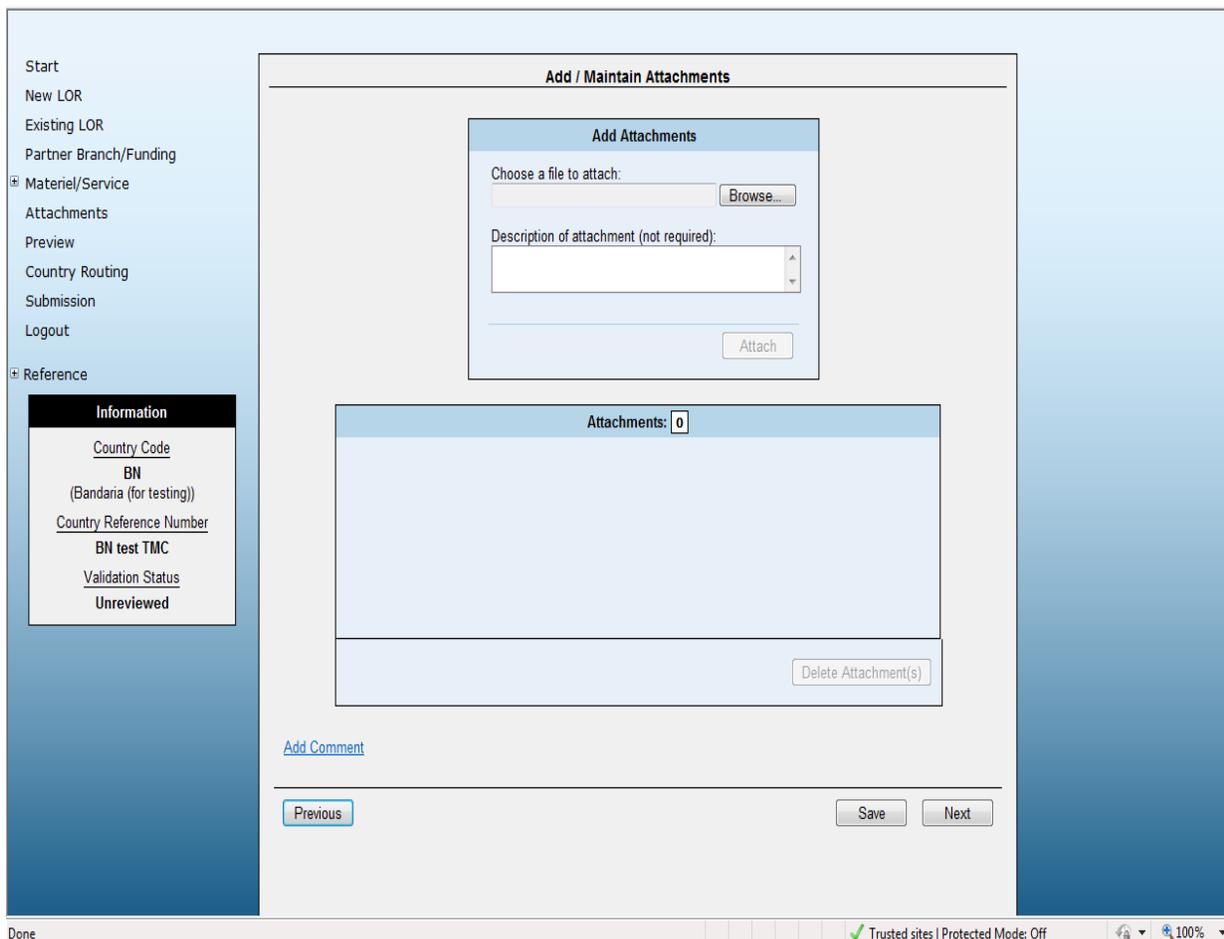


Figure 48: Attachments - Add (Browse for file)

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6.2.2 Locate the file to attach, highlight the file, and click the open button.

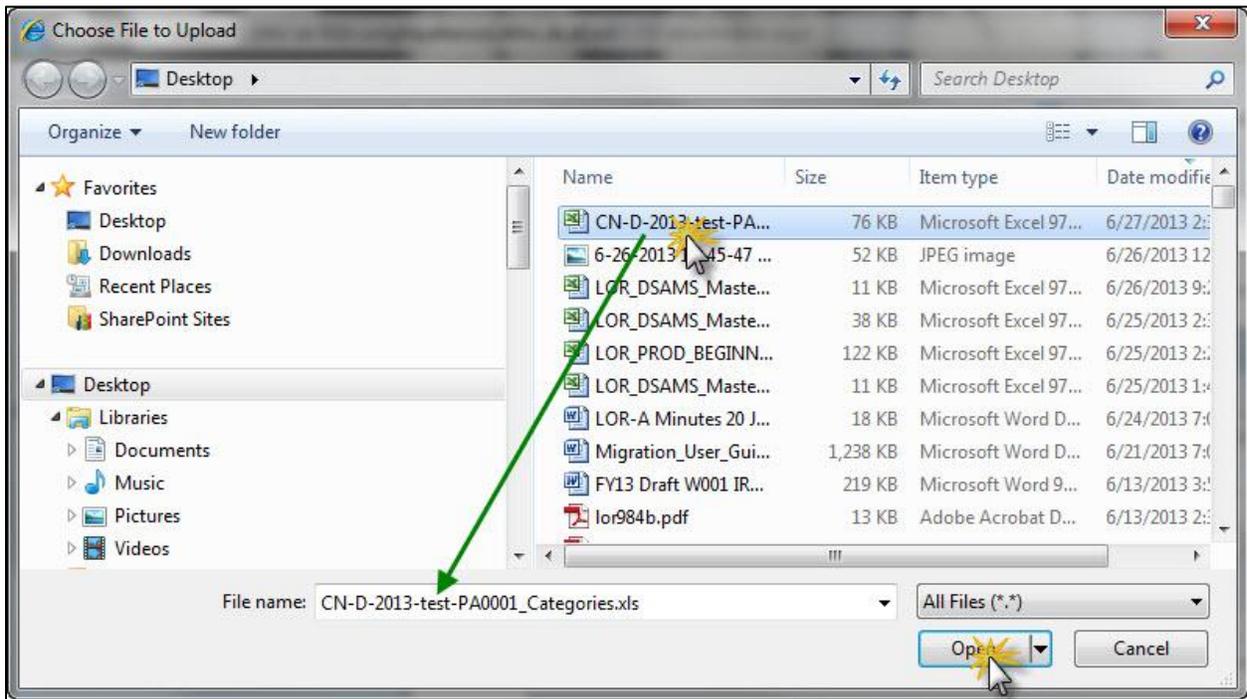


Figure 49: Attachments - Select File Dialog

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- 6.2.3 The file name and location will appear in the “Choose a file to attach” box. Enter a description of the file in the next box; this description is optional, however, it will be helpful if multiple documents are attached. Click the “Attach” button.

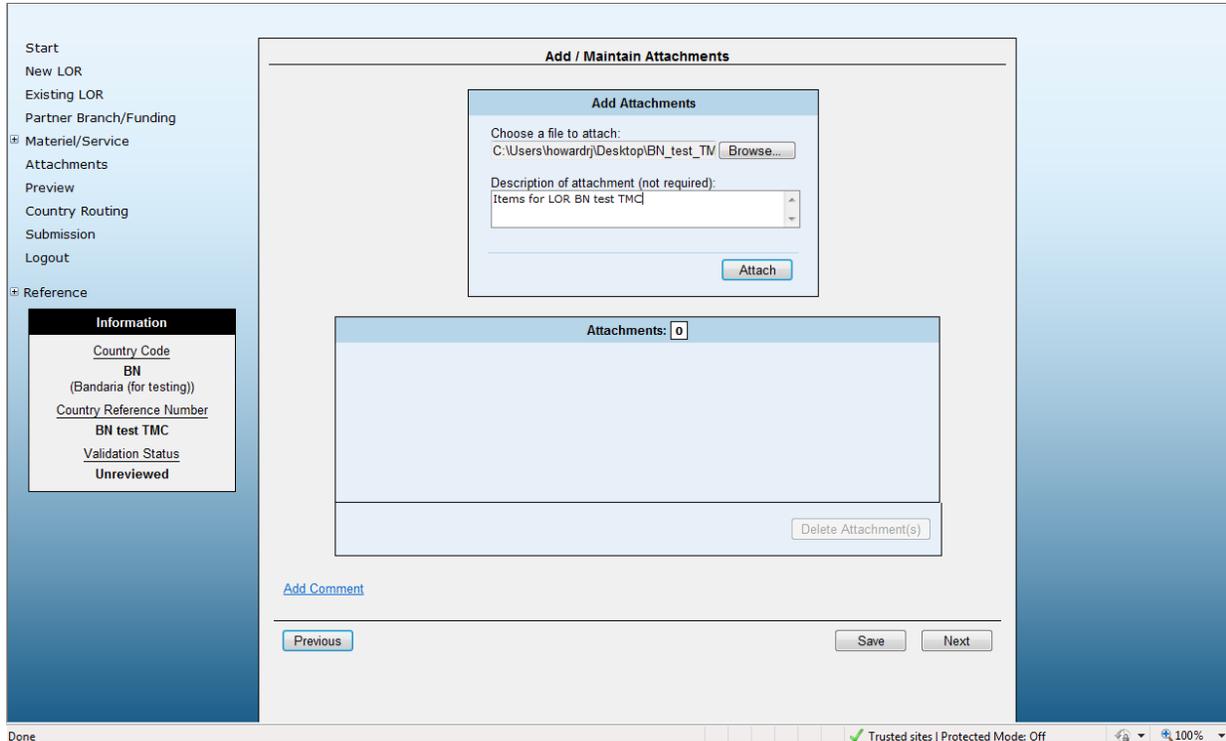


Figure 50: Attachments - Attach

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6.2.4 The document information will appear in the “Attachments” box.

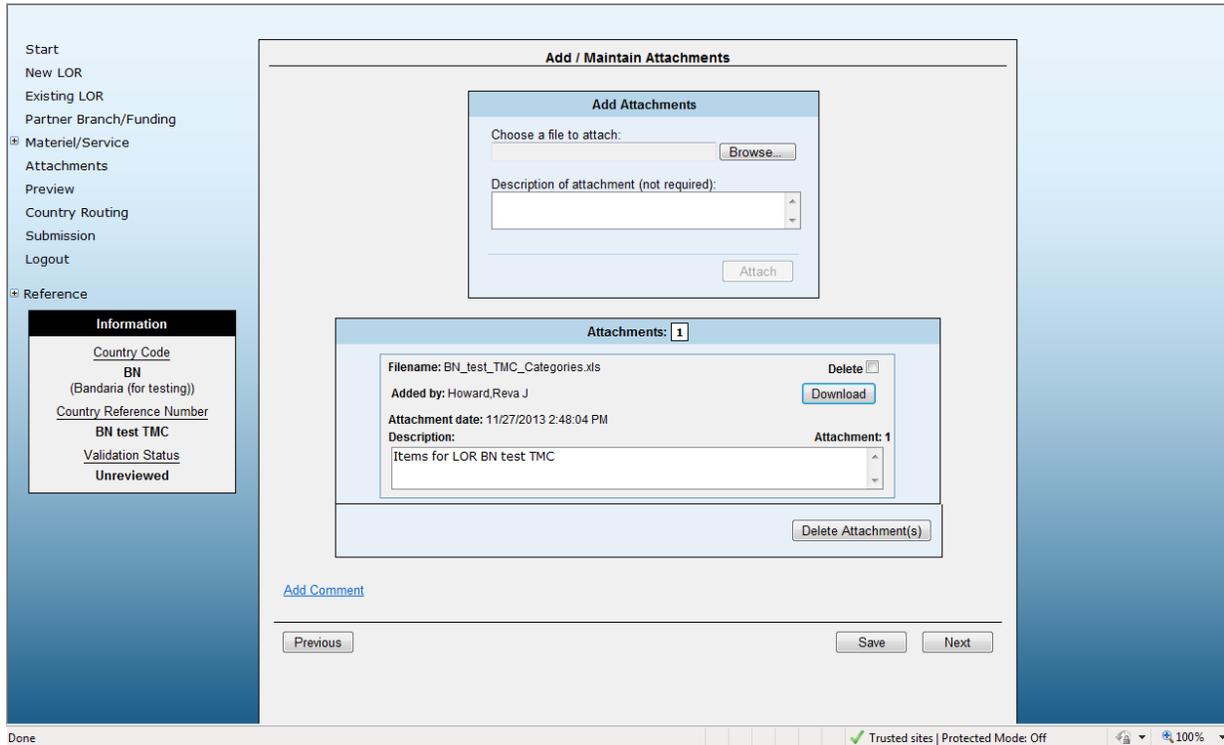


Figure 51: Attachments - Attached / Manage

6.3 Manage Attachments

The “Attachments” box is used to manage all documents that are attached to the LOR. The small block next to the word “Attachments” is a count of files that have been attached to the document. If the user wants to view the attachment, click the download button and select “Open”. If an attachment needs to be deleted, check the “Delete” box in the upper right corner and then click the “Delete Attachment(s)” button to remove the document.

7 Preview

7.1 LOR Preview Layout

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- 7.1.1 This section shows an overview of the entire LOR. Any data item that is not properly completed will be highlighted with red. If the user clicks on this red box, they will be returned to the appropriate page to complete the data. At the bottom, the user has an option to create a PDF version of the LOR by clicking the “Create PDF” button. This PDF version can be saved to the user’s computer and attached for review during coordination. The “Preview” screen is also opened when a user chooses the option to “View” the LOR instead of “Change” at the beginning of the LOR Automation Tool.

The screenshot displays the 'Preview' screen of the LOR-A system. On the left is a navigation menu with options like 'Start', 'New LOR', 'Existing LOR', 'Partner Branch/Funding', 'Material/Service', 'Method of Transportation', 'Add Items', 'Sole Source Vendor', 'Attachments', 'Preview', 'Country Routing', 'Submission', 'Logout', and 'Reference'. The 'Reference' section is active, showing a list of items with 'Country Code' highlighted in red. The main content area is titled 'Preview' and contains several sections:

- LOR Information:** Fields for Country Code (BN), Country Name (Bandaria), Country Command Manager (Reva Howard), LOR Purpose (New Letter of Offer and Acceptance (LOA)), Country Reference Number (BN test TMC), End Item Description (Test LOR C-130s), Partner Branch of Service (Air Force), and U.S. Branch of Service (Air Force). A table shows Terms of Sale (Cash: \$600,000, FMS Credit: \$) and Dollar Value. Unique Pay Schedule is N/A, and Sole Source Requested is YES.
- LOR Point of Contact:** A red box indicates 'LOR Signature Not Selected'.
- Detailed Items or Services:** Case Category: Major Weapon System Sale - Aircraft. Major System End Item(s) table with columns: Part Itr, Stock Itr, Description, \$ Value, Qty, Unit of Issue, Sole Source. Services table with columns: Start Date, End Date, Duration, Description, \$ Value, Sole Source. Maintenance table with columns: Start Date, End Date, Duration, Description, \$ Value, Purpose, Sole Source.
- Attachments:** 1 attachment: 'Items for LOR BN test TMC'.
- Comments:** Two comments from 'Konje, Tina' regarding NRC Waiver and payment schedule.

At the bottom are 'Previous', 'Create PDF', and 'Next' buttons.

Figure 52: View/Preview - Entire View

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7.1.1.1 LOR Information Section. There may be instances when the Country Code entered at the beginning of LOR preparation needs to be changed. To make this change, click on the “Change Country Code” button.

Preview

LOR Information

Country Code: BN

Country Name: Bandaria (for testing)

Country Command Manager (CCM): Reva Howard

LOR Purpose: New Letter of Offer and Acceptance (LOA)

Country Reference Number: BN test TMC

End Item Description: Test LOR C-130s

Partner Branch of Service: Air Force

U.S. Branch of Service: Air Force

Terms of Sale	Dollar Value
Cash	\$500,000
FMS Credit	\$

Unique Pay Schedule: N/A

Sole Source Requested: YES

LOR Point of Contact

LOR Signature Not Selected

Reference

Information

Country Code
BN
(Bandaria (for testing))

Country Reference Number
BN test TMC

Validation Status
Unreviewed

Figure 53: Preview - LOR Information

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7.1.1.1.1 Change Country Code: When the change country code button is clicked a new listing box opens to select a different Country Code.

The screenshot shows a web application interface for LOR information. On the left is a navigation menu with options like 'Start', 'New LOR', 'Existing LOR', 'Partner Branch/Funding', 'Materiel/Service', 'Method of Transportation', 'Add Items', 'Sole Source Vendor', 'Attachments', 'Preview', 'Country Routing', 'Submission', 'Logout', and 'Reference'. The 'Reference' section is active, showing a table with columns for 'Country Code', 'Country Reference Number', 'Validation Status', and 'Unreviewed'. The main content area is titled 'Preview' and contains 'LOR Information'. It shows the current 'Country Code' as 'BN' with a 'Change Country Code' button. Below this is a 'Change To Country' dropdown menu with a list of options: A1 (AFSAC test Country), A2 (SUPREME HDQTRS, ALLIED POWERS, EUROPE (SHAPE)), A3 (ORGANIZATION OF AFRICAN UNITY (OAF)), A4 (OFFICE FOR THE COORD OF UN HUMANITARIAN & ECONOMIC ASST PROGS (UNOCHA)), A5 (EUROPEAN SPACE AGENCY), A6 (NACMA - NATO AIR COMMAND & CONTROL), AA (ARUBA), AC (ANTIGUA), AE (UNITED ARAB EMIRATES (AE)), and AF (AFGHANISTAN). A green arrow points to the dropdown menu. Below the dropdown are fields for 'Country Name', 'Country Command Manager (CCM)', 'LOR Purpose', 'Country Reference Number', 'End Item Description', 'Partner Branch of Service', and 'U.S. Branch of Service'. At the bottom, there is a table for 'Terms of Sale' and 'Dollar Value' with rows for 'Cash' and 'FMS Credit'. The 'Unique Pay Schedule' is 'N/A' and 'Sole Source Requested' is 'YES'. The browser status bar at the bottom shows 'Trusted sites | Protected Mode: Off' and a zoom level of 100%.

Figure 54: Preview - Change Country Code

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- 7.1.1.1.2 If the new Country Code is a standard Country Code then the New Country Code, Country Name and appropriate CCM are displayed. If the new Country Code is a pseudo Country Code an additional panel opens to identify the benefitting country.

Preview

LOR Information

Country Code: BN

Change To Country: S4 (Scroll and select from list or enter Country Code in box at left)

- RU (RUSSIA)
- RB (REPUBLIC OF SERBIA)
- RE (REUNION)
- RM (MALI)
- RO (ROMANIA)
- RQ (PUERTO RICO)
- RS (RUSSIA)
- RW (RWANDA)
- S2 (SERBIA VICE SINAI PEACEKEEPING FORCES)
- S3 (SLOVENIA)
- S4 (FAA SECTION 32 TRANSACTION)

Select Benefitting Country – Required for S4 Designation

BK CO EC ET KG KZ MG MK MR
 NK RM RW SK SU UP UV UY

Country Name: Bandaria (for testing)

Country Command Manager (CCM): Reva Howard

LOR Purpose: New Letter of Offer and Acceptance (LOA)

Country Reference Number: BN test TMC

End Item Description: Test LOR C-130s

Partner Branch of Service: Air Force

U.S. Branch of Service: Air Force

Terms of Sale	Dollar Value
Cash	\$500,000
FMS Credit	\$

Figure 55: Preview - Change Country Code - Benefitting Country

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- 7.1.1.1.3 When the benefitting country is selected, the Country Code and the associated Country Name will reflect the pseudo designation. The Benefitting Country CCM will receive the e-mail notifications regarding this LOR.

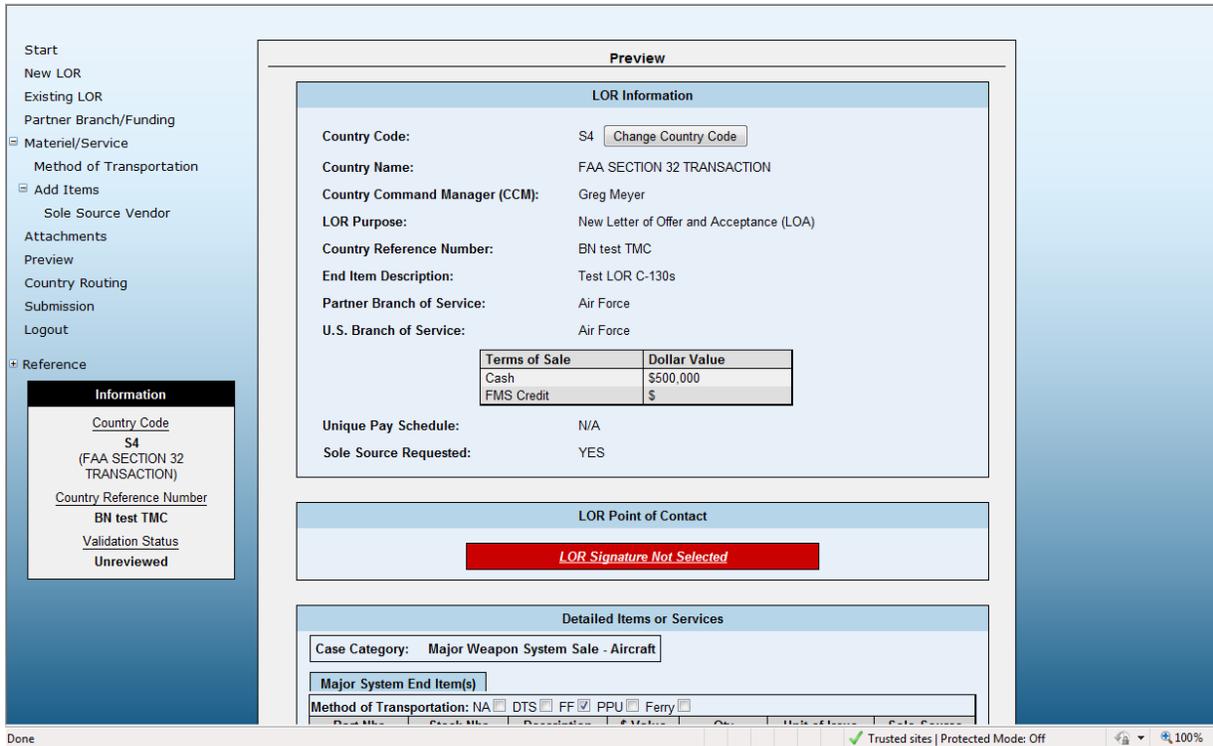


Figure 56: Preview - w/Pseudo Code and Benefitting Country CCM

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7.1.1.1.4 When the LOR Purpose contains multiple purposes, the purposes are displayed in a table. Multiple Terms of Sale also display as a table.

The screenshot displays the 'Preview' section of the LOR Information. On the left is a navigation menu with options like 'Start', 'New LOR', 'Existing LOR', 'Partner Branch/Funding', 'Materiel/Service', 'Method of Transportation', 'Add Items', 'Sole Source Vendor', 'Attachments', 'Preview', 'Country Routing', 'Submission', 'Logout', and 'Reference'. The 'Information' section is highlighted, showing a summary of the LOR details.

Preview

LOR Information

Country Code: BN

Country Name: Bandaria (for testing)

Country Command Manager (CCM): Reva Howard

LOR Purpose: Change Letter of Offer and Acceptance (LOA) (Amendment/Modification) to: BN-P-GRR

Sub Purpose	Supporting Text	Includes Training?	Includes All Charges?
Funding Change - Add, Delete, or Reallocate	FA 1	N	N
Change Period of Performance	EP1	N	-
Add and/or Delete Materiel and/or Services	Please see below for Materiel/Service adjustments: Positive quantities are additions, Negative quantities are deletions.	-	-

Country Reference Number: BN-2013-Navy-JLB-changeLOA-FA_EP_MS-01

End Item Description: Navigation and validation testing

Partner Branch of Service: Navy

U.S. Branch of Service: Navy

Terms of Sale	Dollar Value
Cash	\$2,000,000
FMS Credit	\$175,000
Other	\$60,000

Term of Sale (Other): Approved Credit (non-FMS)

Not To Exceed Total Case Value: \$2,500,000

Unique Pay Schedule: N/A

Figure 57: Preview - Info Section with Tables

7.1.1.2 LOR POC data section. This section reflects the person that submitted the LOR. This may or may not be an authorized signature authority for the partner. If the person displayed on this screen is not an authorized signature authority, there must be an attachment authorizing the LOR processing from an authorized signature authority.

The screenshot displays the 'LOR Point of Contact' section. It contains the following contact information:

LOR Point of Contact

Title: Ms.

First Name: Reva

Last Name: Howard

Office: WFNB

Address1: B210

Address2:

Address3:

City: WPAFB

State: OH

Zip: 45433-5337

Phone: 937-522-6549

E-mail: Reva.Howard@wpafb.af.mil

Figure 58: Preview - POC Section

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7.1.1.3 Detail Item and Method of transportation data section. Each item requested is shown within the category it was entered. The Method of Transportation will be displayed at the top of each Materiel category.

Detailed Items or Services

Case Category: Major Weapon System Sale - Aircraft

Major System End Item(s)

Method of Transportation: NA DTS FF PPU Ferry

Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
5897	1534-55-578-1568	C-130s		2	EACH	Chevrolet Aviation

Services

Start Date	End Date	Duration	Description	\$ Value	Sole Source
		4 years	Field Representative		N/A

Maintenance

Start Date	End Date	Duration	Description	\$ Value	Purpose	Sole Source
		2 years	fixing sessions		Repair/Return	Not Set

Attachments: 1

Filename: BN_test_TMC_Categories.xls [Download](#)

Added by: Howard.Reva J

Attachment date: 11/27/2013 2:48:04 PM

Description: Attachment: 1

Items for LOR BN test TMC

Figure 59: Preview - Detail Items Section w/Method of Transportation

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- 7.1.1.3.1 The Sole Source vendor is listed in the Sole Source Column. If an item was selected to be supplied by a Sole Source Vendor, but was not assigned to a vendor, then “Not Set” will display in place of the Vendor’s name.

Detailed Items or Services

Case Category: Major Weapon System Sale - Aircraft

Major System End Item(s)

Method of Transportation: NA DTS FF PPU Ferry

Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
5897	1534-55-578-1568	C-130s		2	EACH	Chevrolet Aviation

Services

Start Date	End Date	Duration	Description	\$ Value	Sole Source
		4 years	Field Representative		N/A

Maintenance

Start Date	End Date	Duration	Description	\$ Value	Purpose	Sole Source
		2 years	fixing sessions		Repair/Return	Not Set

Attachments: 1

Filename: BN_test_TMC_Categories.xls [Download](#)

Added by: Howard.Reva J

Attachment date: 11/27/2013 2:48:04 PM

Description: Attachment: 1

Items for LOR BN test TMC

Figure 60: Preview - Detail Items Section w/SSV

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7.1.1.3.2 Attachments section. Click the “Download” button to “Open” or “Save” attachments.

Detailed Items or Services

Case Category: Major Weapon System Sale - Aircraft

Major System End Item(s)

Method of Transportation: NA DTS FF PPU Ferry

Part Nbr	Stock Nbr	Description	\$ Value	Qty	Unit of Issue	Sole Source
5897	1534-55-578-1568	C-130s		2	EACH	Chevrolet Aviation

Services

Start Date	End Date	Duration	Description	\$ Value	Sole Source
		4 years	Field Representative		N/A

Maintenance

Start Date	End Date	Duration	Description	\$ Value	Purpose	Sole Source
		2 years	fixing sessions		Repair/Return	Not Set

Attachments: 1

Filename: BN_test_TMC_Categories.xls [Download](#)

Added by: Howard.Reva J
Attachment date: 11/27/2013 2:48:04 PM
Description: Items for LOR BN test TMC

Figure 61: Preview - Attachments Section

7.1.1.3.3 Comments section. Comments are shown in descending date order (most recent comment at the top). The comment, date and person recording the comment are listed.

Comments

Partner Branch/Funding Comment Time: 9/28/2012 2:49:26 PM
Comment: NRC Waiver
User: Konjic, Tina

Partner Branch/Funding Comment Time: 1/12/2012 12:45:40 PM
Comment: Need to discuss payment schedule with DSCA.
User: Konjic, Tina

[Previous](#) [Create PDF](#) [Next](#)

Figure 62: Preview - Comments Section

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8 Country Routing

8.1 Country Routing Purpose

This capability is primarily used to manage LORs via emails within a partner's own government, notifying specified individuals of the LOR. The routing capability provided can be used for coordination with anyone.

8.1.1 The top box in the center panel contains some guidance. If additional information is needed, click the blue question mark circle in the bottom box.

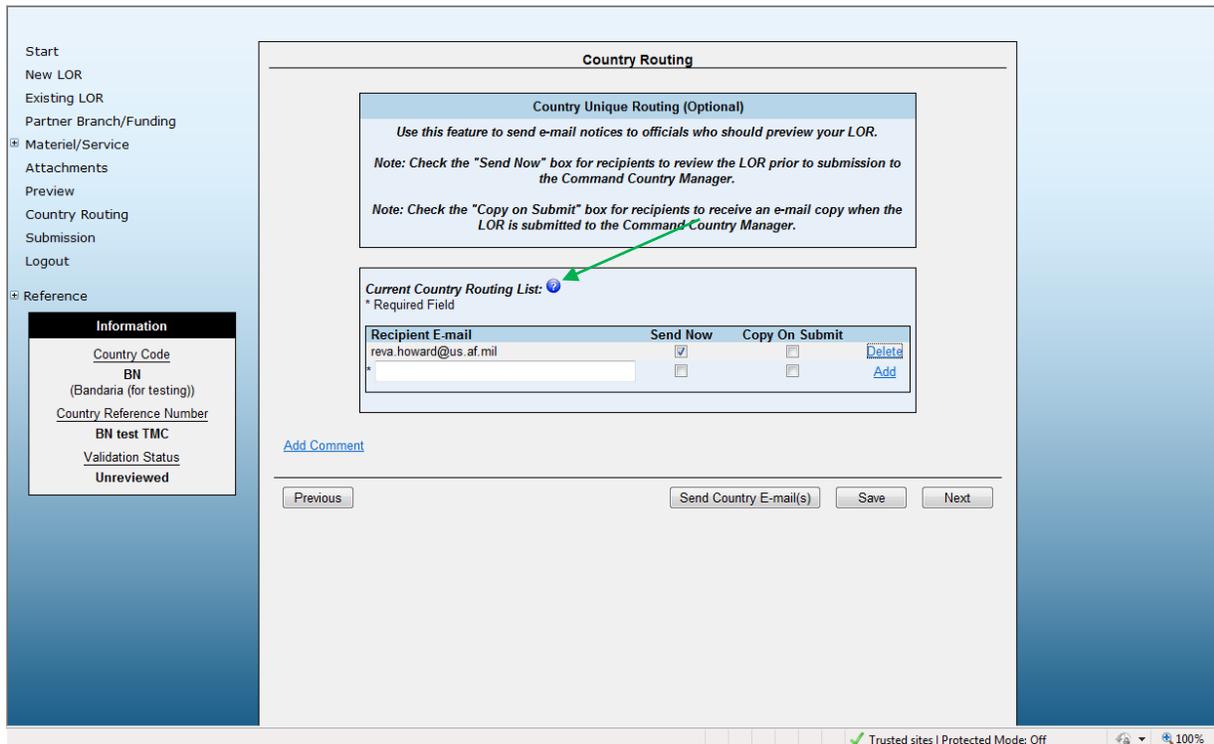


Figure 63: Country Routing – Default

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8.1.1.1 The Country Routing page has a toggle help button.

The screenshot displays the 'Country Routing' interface. On the left is a navigation menu with options like 'Start', 'New LOR', 'Existing LOR', 'Partner Branch/Funding', 'Materiel/Service', 'Attachments', 'Preview', 'Country Routing', 'Submission', 'Logout', and 'Reference'. The 'Reference' section is expanded to show 'Information' with sub-items: 'Country Code', 'BN (Bandaria (for testing))', 'Country Reference Number', 'BN test TMC', 'Validation Status', and 'Unreviewed'. The main content area is titled 'Country Routing' and contains several sections: 'Country Unique Routing (Optional)' with instructions and notes; 'Current Country Routing List:' with a help icon; 'CR Help' with instructions and a numbered list; and a table for 'Recipient E-mail' with columns for 'Send Now', 'Copy On Submit', and actions like 'Delete' and 'Add'. The table has one row with the email 'reva.howard@us.af.mil' and checkboxes for 'Send Now' (checked) and 'Copy On Submit' (unchecked). Below the table is an 'Add Comment' link. The browser's address bar shows 'countryRouting.aspx?LOR_ID=408' and the status bar shows 'Trusted sites | Protected Mode: Off'.

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

CR Help

To add an email to the list of recipients do the following:
Check or uncheck the boxes to set desired routing - emails or copies will not be sent if both boxes are unchecked.

1. Enter the recipient's e-mail address in the text box.
2. Check the "Send Now", "Copy On Submit" or both as desired.
3. Click the "Add" link to save the entry immediately and remain on the page.
4. Click "Save" to save entries.
5. Click "Send Country E-mail(s)" to send emails to the above selected "Send Now" recipients.
6. Click "Next" to continue to the next page.

Recipient E-mail	Send Now	Copy On Submit	
reva.howard@us.af.mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
*	<input type="checkbox"/>	<input type="checkbox"/>	Add

[Add Comment](#)

countryRouting.aspx?LOR_ID=408 Trusted sites | Protected Mode: Off 100%

Figure 64: Country Routing - Help

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- 8.1.2 If the recipient is not located in the list, type their email address in the blank box and then click the “Add” link. If someone on the listing is not to receive an email, ensure no checkmarks are shown next to their address or the address may be deleted if no longer required.

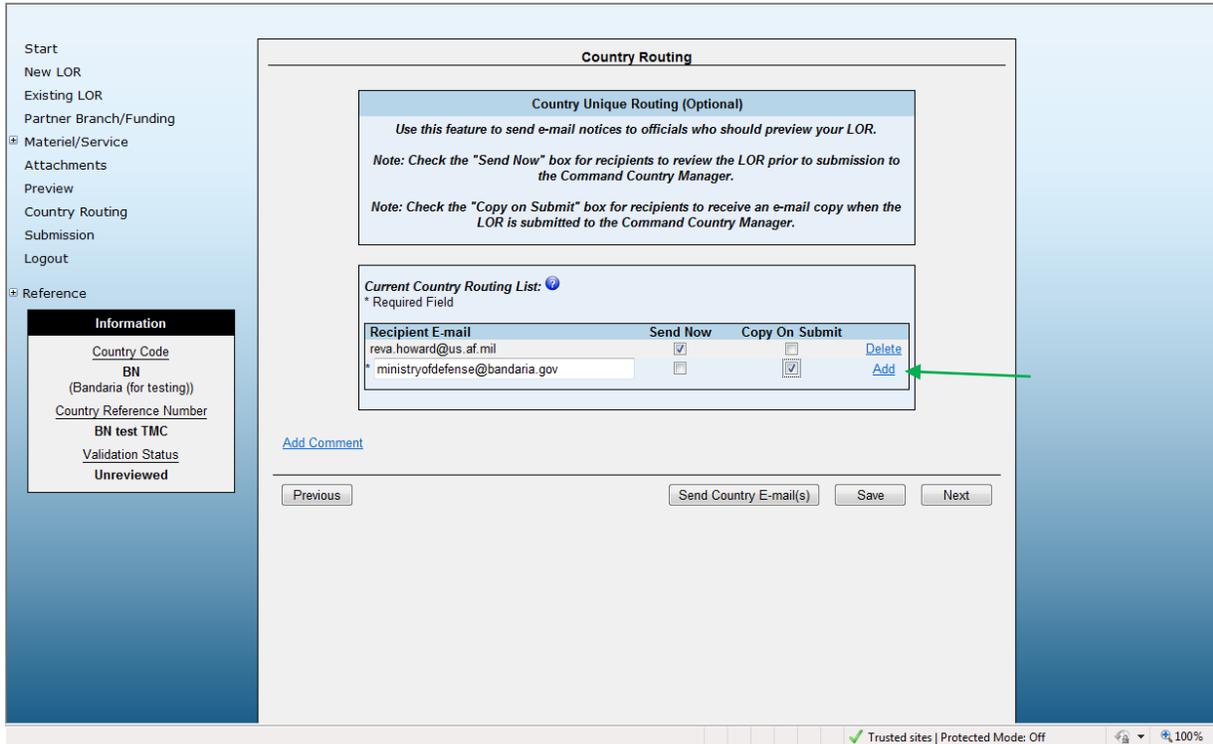


Figure 65: Country Routing - Add Recipient

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- 8.1.3 If the recipient’s email is shown on the listing in the bottom box, check the box(s) to identify when the recipient should receive the email. Checking the “Send Now” box means the recipient(s) will receive a copy of the LOR for review after “Send Country Emails” is clicked. Checking the “Copy On Submit” box means the recipient(s) will receive a copy of the LOR when the LOR is submitted to the CCM. Checking both boxes means the recipient(s) will receive two copies, one for immediate review when the “Send Country E-mail(s)” is clicked and one when the LOR is submitted to the CCM. After all addresses have been added, click the “Send Country Email(s)” to send LOR to addressees. **NOTE:** The “Send Country E-mail(s)” button will only be enabled if recipients are checked in the “Send Now” column.

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	
reva.howard@us.af.mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
*	<input type="checkbox"/>	<input type="checkbox"/>	Add

[Add Comment](#)

[Previous](#) [Send Country E-mail\(s\)](#) [Save](#) [Next](#)

Figure 66: Country Routing - Send now

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8.1.3.1 There will be a dialog text box for the sender to provide information to the recipients marked as “Send Now”.

The screenshot displays the 'Country Routing' interface. On the left is a navigation menu with options like 'Start', 'New LOR', 'Existing LOR', 'Partner Branch/Funding', 'Materiel/Service', 'Attachments', 'Preview', 'Country Routing', 'Submission', 'Logout', and 'Reference'. The 'Information' section is highlighted, showing details for 'Country Code' (CN - CANADA), 'Country Reference Number' (CN-D-2013-test NewLOA), and 'Validation Status' (Unreviewed).

The main content area is titled 'Country Routing' and contains the following sections:

- Country Unique Routing (Optional):** A box with instructions: 'Use this feature to send e-mail notices to officials who should preview your LOR.' It includes two notes: 'Note: Check the "Send Now" box for recipients to review the LOR prior to submission to the Command Country Manager.' and '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:** A table with columns for 'Recipient E-mail', 'Send Now', 'Copy On Submit', and 'Delete'. It lists two recipients: 'AirDefenseMinistry@cn.uk.co' and 'PATRICIA.LONG@WPAFB.AF.MIL', both with 'Send Now' checked and 'Copy On Submit' unchecked. There is an 'Add' button at the bottom of the table.
- Country Routing Feedback to "Send Now" Recipients:** A large text area for providing feedback, with 'Send Email(s)' and 'Cancel' buttons below it.

At the bottom of the interface, there are buttons for 'Add Comment', 'Previous', 'Send Country E-mail(s)', 'Save', and 'Next'.

Figure 67: Country Routing - E-mail Feedback

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9 Signature Authority

9.1 Submission

9.1.1 When an LOR is being submitted for the first time under a specific Country Code, there may not be any POCs identified with permission to submit an LOR for that Country (see section 9.2 for adding submitter POCs).

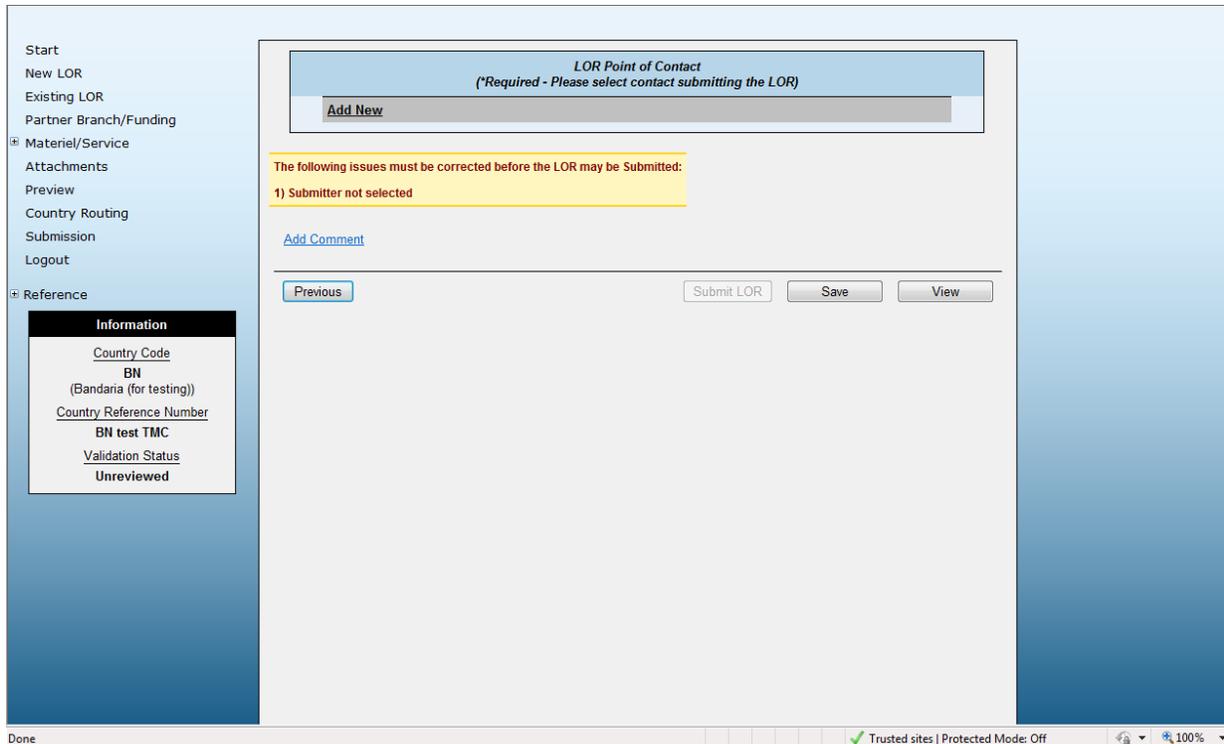


Figure 68: Submission – Default

9.1.2 When the LOR is ready for signature, click on the “Submission” section of the Tool. The “LOR Point of Contact” screen will open. This section will enable the LOR to be signed and submitted; ensuring the authenticity of the request to the CCM. If an LOR contains a point of contact that is not an authorized signature for the country, the CCM should contact the partner to determine disposition of the request. The two ways available to provide a signature on an LOR are detailed below.

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- 9.1.3 Signature Authority Submission. The country representative responsible for signing LORs will log into the Tool in order to sign and submit the LOR. The tool compares the login information and selected “Point of Contact” name to ensure authenticity. To select the point of contact, hit the select button next to the appropriate name. If there are outstanding actions and/or the current User is not the official selected, a warning message will display, the “Sign/Submit LOR” button is greyed out and the LOR cannot be submitted. Once the issues have been resolved, the button is available and submission is allowed. At that point, the LOR is submitted to the CCM and the recipients selected on the previous “Country Routing” screen as “Copy on Submit”.

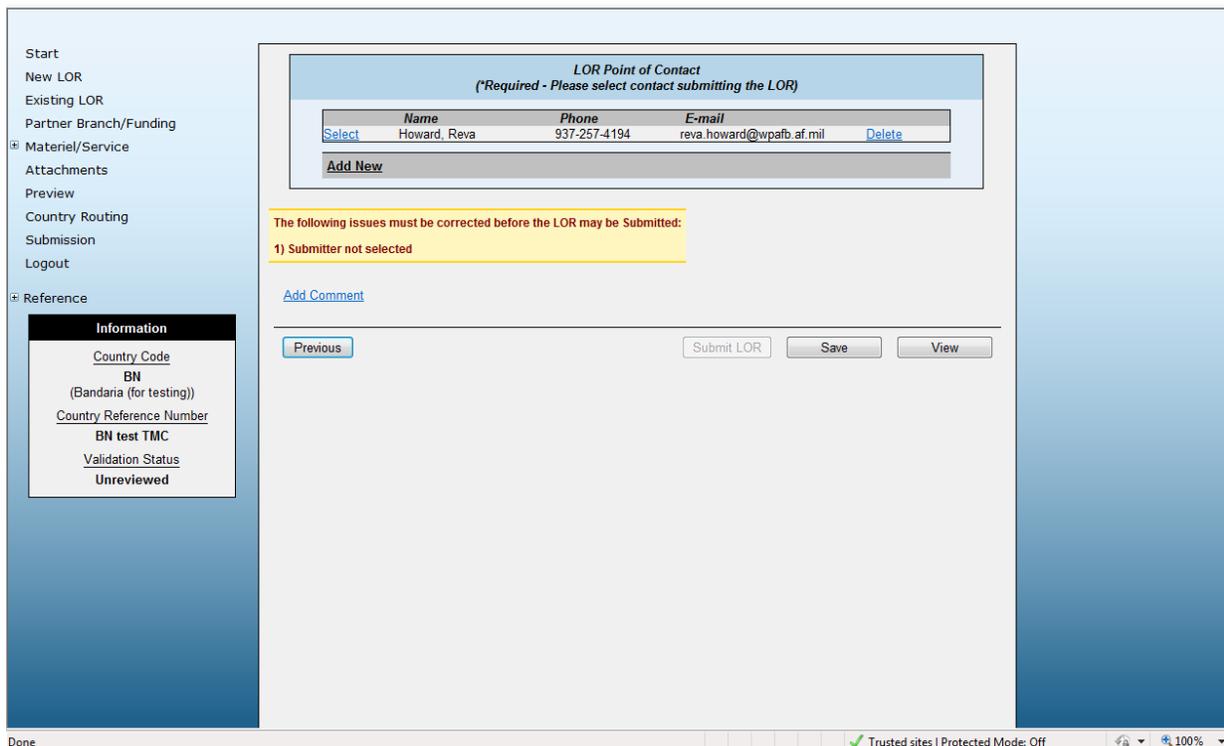


Figure 69: Submission - Button Disabled

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- 9.1.4 If the “signature authority” is not the person logged into the Tool (i.e. a Security Cooperation Officer must submit the LORs for the country), a memorandum can be printed and signed by the country’s “submitting authority” stating this LOR (specified by country reference number) is authorized and submitted for consideration. The logged in user can then scan this signed authorization, attach it to the LOR (see paragraph 6.0), and submit it to the CCM.

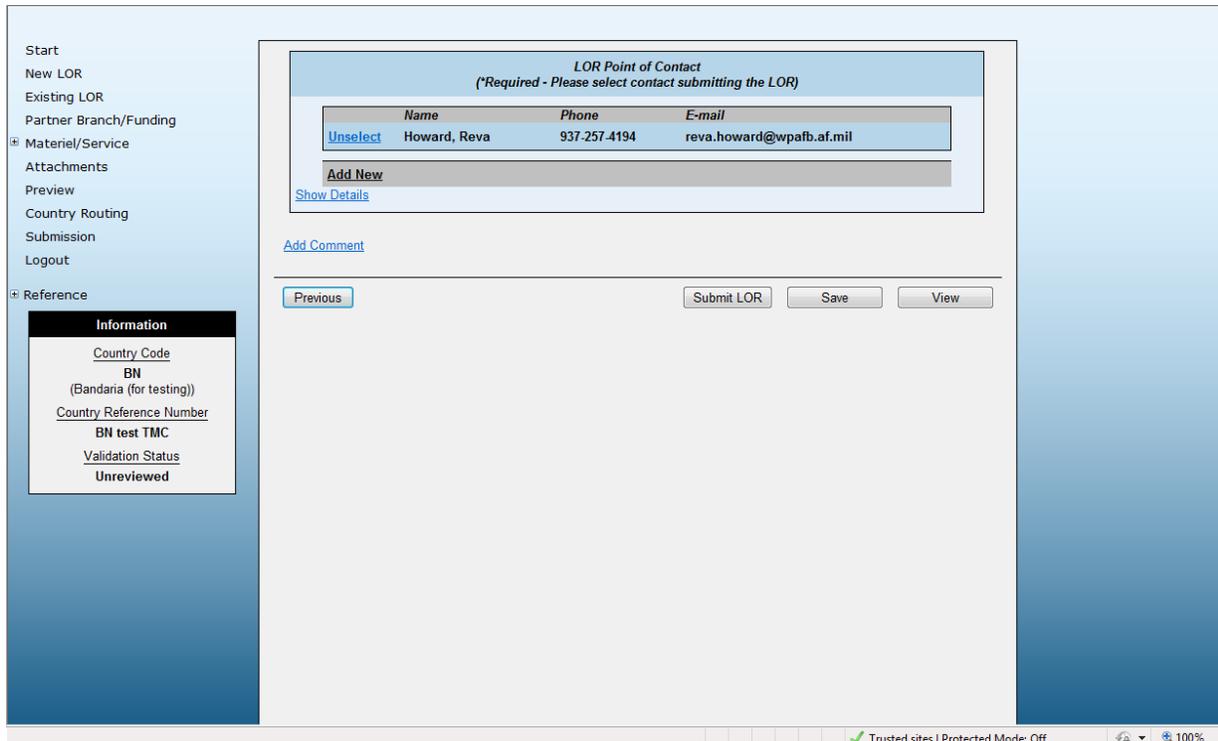


Figure 70: Submission - Submit Enabled

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9.2 Add New Point of Contact

9.2.1 If the signatory's name is not listed, you may add them to the list. Click on the "Add" link, and a new box will open in order to add the new name information. The user is required to provide the full name, and the email address used for their AFSAC Online account. After you have filled out the information, click on the "Save" button and the name will be added to the signature list. The user will have to select the newly added name on the list as the "LOR Point of Contact". **NOTE:** Some countries have limited the personnel that can submit LORs. If the "Add New" link is not visible you cannot add personnel to this list. Changes must be submitted through the CCM to the LOR-A Tool Functional Manager in AFLCMC/WFNB.

The screenshot shows a web application interface for adding a new point of contact. On the left is a navigation menu with options: Start, New LOR, Existing LOR, Partner Branch/Funding, Materiel/Service, Attachments, Preview, Country Routing, Submission, Logout, and Reference. The main content area is titled "LOR Point of Contact" with a sub-header "(*Required - Please select contact submitting the LOR)". It features a table with columns for Name, Phone, and E-mail. The table contains one entry: Howard, Reva, 937-257-4194, reva.howard@wpafb.af.mil. Below the table is an "Add New" button. A dashed box contains the "Required Fields" section with input fields for Title, First name (pre-filled with Reva), Last name (pre-filled with Howard), Office (pre-filled with AFLCMC/WFN), Address1, Address2, Address3, City, State, Zip, and Phone. An E-mail field is pre-filled with reva.howard@wpafb.af.mil. At the bottom are "Save" and "Cancel" buttons.

Name	Phone	E-mail
Howard, Reva	937-257-4194	reva.howard@wpafb.af.mil

*** Required Fields:**

Title:

* First name:

* Last name:

Office:

Address1:

Address2:

Address3:

City:

State:

Zip:

Phone:

* E-mail:

Figure 71: Submission - Add Submitter