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# Foreign Military Sales (FMS) Checklist for Development of Blanket Order Training Letter of Request (LOR)

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**THIS BLANKET ORDER FMS CHECKLIST WILL BE USED IN DEVELOPMENT OF THE LETTER OF REQUEST (LOR). ONCE COMPLETED ANY CHANGES TO THESE REQUIREMENTS MUST BE REVIEWED AND AGREED TO BY ALL STAKEHOLDERS OF THIS PROJECT.**

Please ensure no classified information is included with the completed checklists. Classified information should be provided to your Command Country Manager through appropriate channels.

Receipt of this checklist by the US Government does not constitute an agreement to sell. Final configuration and offer of sale is subject to USG Approval.

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## Blanket Order Training Foreign Military Sales (FMS) Checklist

1. PARTNER GENERAL INFORMATION					
<b>International Customer:</b>		<b>Date:</b>			
<b>Requested Action</b> (Please Check One of the Following):					
New LOA <input type="checkbox"/>	Amendment (AMD) <input type="checkbox"/>	Modification (MOD) <input type="checkbox"/>	Price & Availability (P&A) <input type="checkbox"/>		
<b>Existing Program or Country Reference Document/Number:</b>					
<b>Description of Case *</b> (i.e. Blanket Order Training, to include Medical, MTTs, TLA, Contractor Training, ETSS, LTD, etc.). (Attach any course listings or specifics to package if needed):					
<b>Country SCO/ODC POC:</b>					
<b>Optional: If a particular date is needed for the OED – please specify:</b>					
<b>Pricing Category</b> (Please Check One of the Following):		FMS <input type="checkbox"/>	FMS-I <input type="checkbox"/>	FMF <input type="checkbox"/>	NATO <input type="checkbox"/>
<b>Terms of Sale (From front page of an old case):</b>					
<b>New Total Case Value** to include Admin Fees, CAS, etc.:</b>		\$			
<b>Will Student Medical Costs be requested /added to case?</b>		YES	NO		
<b>Will a SAMRs/MTDS be required?</b>		YES	NO		
2. ADMINISTRATIVE INFORMATION					
<b>POC &amp; complete mailing address to receive FEDEX packages (with comm. Phone # &amp; postal code, needs to be a physical address and not a P.O. Box.)</b>					
<b>NAME:</b>					
<b>ADDRESS:</b>					
<b>POSTAL CODE:</b>					
<b>COMM PHONE NUMBER:</b>					
<b>E-MAIL ADDRESS:</b>					
3. NOTES					
1. For any training which cannot be identified by MASL or has not previously been trained or attended – please identify the source document or other identifying information that can assist in researching the training for country:					
2. Indicate if contractor or any other training requirements such as manpower will be above SLS.					
3. Attach Sole Source Request (SAMM Tbl C9.T2) if requesting Contractor Training with a specific company.					
4. If requesting TLA or other requirements requiring waivers – please attach approved waivers to package. A TLA management line WILL BE ADDED to case totals if TLA is requested. TLA is above the Standard Level of Service (SLS) for an LOA.					

**\*NOTE:** Please **specify preferred FY & Qtr** (i.e. 11/3 for 3<sup>rd</sup> Qtr of FY11) **for each course or MTT**

**\*\*NOTE:** If Admin Fees & other Charges are not considered – above figure will be increased

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# ABBREVIATIONS AND ACRONYMS

AFSAT	AIR FORCE SECURITY ASSISTANCE TRAINING SQUADRON
CAS	CONTRACT ADMINISTRATIVE SERVICES (SURCHARGE)
ETSS	EXTENDED TRAINING SERVICE SPECIALIST
FMS	FOREIGN MILITARY SALES
LOA	LETTER OF OFFER AND ACCEPTANCE
LOR	LETTER OF REQUEST
MASL	MILITARY ARTICLES AND SERVICES LIST
MTT	MOBILE TRAINING TEAMS
OED	OFFER EXPIRATION DATE
ODC	OFFICE OF DEFENSE COOPERATION
POC	POINT OF CONTACT
SCO	SECURITY COOPERATION OFFICER
TLA	TRAVEL AND LIVING ALLOWANCE