

SOLDIER SUPPORT AND RELATED ITEMS AND SERVICES
LETTER OF REQUEST (LOR) CHECKLIST

U.S. STANDARD/NON-STANDARD SOLDIER SUPPORT:

- ___ 1. Identify NSN or Part Number - if unknown, list specific nomenclature; model number; provide information about manufacture name and websites if available.

- ___ 2. Are support items required?
 - a. SKOs
 - b. Special Tools
 - c. CSPs
 - d. MSIs
 - e. TMs

- ___ 4. List dollar thresholds if applicable. Indicate if there is a recurring requirement due to budget constraints.

- ___ 5. List unique non-U.S. configuration requirements (e.g. packaging, markings, publications in a different language).

- ___ 6. List required delivery dates if applicable.

- ___ 7. Identify transportation requirements (freight forwarder, DTS, SAAM airlift) and specify delivery points.

- ___ 8. Specify training requirements.

- ___ 9. Indicate if Sole Source procurement has or will be requested. Reminder: Sole Source request and justification must be sent to the U.S. Army Security Assistance Command.

- ___ 10. Facilities to Support Equipment
 - a. Maintenance
 - 1. Organizational
 - 2. Direct Support
 - 3. General Support
 - 4. Contractor Facilities
 - 5. Depot

- ___ 11. Certain Items (i.e. Parachutes) REQUIRE a complete Support Package due to Safety Issues. End Item needs to be reviewed by TACOM-Rock Island prior to adding End Item request to a Blanket Order Cases.