ARTILLERY/MORTARS AND RELATED ITEMS AND SERVICES
LETTER OF REQUEST (LOR) CHECKLIST

U.S. STANDARD/NON-STANDARD ARTILLERY/MORTARS:

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

_____ 2. Is ammunition required?
If yes, JMC should be tasked for this item.

_____ 3. Are support items required?
   a. SKOs
   b. Special Tools
   c. Communication/Electronic Equipment
   d. Chemical Protective Equipment
   e. Test, Measurement, Diagnostic Equipment
   f. Calibration
   g. CSPs
   h. MSIs
   i. TMs
   j. Other Ancillary Equipment

_____ 4. Maintenance Float/Training Asset required?

_____ 5. List dollar thresholds if applicable.

_____ 6. Indicate if there is a recurring requirement due to budget constraints.

_____ 7. List required delivery dates if applicable.

_____ 8. List unique non-U.S. configuration requirements (e.g. packaging, markings, publications in a different language).

_____ 9. Identify transportation requirements (Freight Forwarder; DTS) and specify delivery points.

_____ 10. Specify training requirements (US; In-Country; Both).

_____ 11. Facilities to Support Equipment
   a. Maintenance
      1. Organizational
      2. Direct Support
      3. General Support
      4. Contractor Facilities
      5. Depot

       b. Climate (Cold; Hot Arid; or Hot Humid)

_____ 12. 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.

_____ 13. Other Special Requirements:
     a. Paint Requirements:
        1. Forest Green
        2. Sand
        3. Camouflaged
        4. Other_____

_____ 14. Quality Assurance Team

_____ 15. Site Survey