

SMALL ARMS AND RELATED ITEMS AND SERVICES
LETTER OF REQUEST (LOR) CHECKLIST

U.S. Standard SMALL ARMS:

- _____ 1. Identify NSN or Part Number - if unknown, list specific nomenclature and model number.
- _____ 2. Is ammunition required?
If yes, JMC must be tasked for this item.
- _____ 3. Are support items required? (i.e. SKOs; Special Tools; CSPs; MSIs)
- _____ 4. Are scopes, sight equipment, aiming devices, mounts, bayonets, additional magazines, or other ancillary equipment required?
- _____ 5. List dollar thresholds if applicable.
- _____ 6. List unique non-U.S. configuration requirements (e.g. packaging, markings, publications in a different language).
- _____ 7. List required delivery dates if applicable.
- _____ 8. Identify transportation requirements (freight forwarder, DTS, SAAM airlift) and specify delivery points.
- _____ 9. Additional shipment considerations:
-Identify any difficulties that may be encountered with the movement or receipt of weapon.
-Is your freight forwarder authorized to move sensitive items?
-Do you have an in country seaport or aerial port that can receive the weapons? If not, can your country arrange to pick up the weapons from shipments to a neighboring country?
- _____ 10. Specify training requirements.
- _____ 11. Indicate if there is a recurring requirement due to budget constraints.

_____ 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.

Non U.S. Standard Small Arms:

_____ 1. Give complete description.

_____ 2. Give information about manufacture name and model/serial numbers or give names of retail vendors (and websites if available).

_____ 3. Are support items required? (i.e. SKOs; Special Tools; CSPs; MSIs)

_____ 4. Are scopes, sight equipment, aiming devices, mounts, bayonets, additional magazines, or other ancillary equipment required?

_____ 5. Is ammunition required?
If yes, JMC must be tasked for this item.

_____ 6. List dollar thresholds if applicable.

_____ 7. List required delivery dates if applicable.

_____ 8. Identify transportation requirements (freight forwarder, DTS, SAAM airlift) and specify delivery points.

_____ 9. Additional shipment considerations:
-Identify any difficulties that may be encountered with the movement or receipt of weapon.
-Is your freight forwarder authorized to move sensitive items?
-Do you have an in country seaport or aerial port that can receive the weapons? If not, can your country arrange to pick up the weapons from shipments to a neighboring country?

_____ 10. Specify training requirements.

_____ 11. Indicate if there is a recurring requirement due to budget constraints.

_____ 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.