AVIATION AND MISSILE SYSTEMS TOTAL PACKAGE APPROACH (TPA) LETTER OF REQUEST (LOR) CHECKLIST

1. What is the equipment or service being requested?

a. If it is equipment, please identify as follows:

   (1) Equipment nomenclature and description.
   (2) Quantity.
   (3) Intended end use.
   (4) Higher assembly or system, if appropriate.
   (5) Part number and/or National Stock Number, if known/appropriate.
   (6) Configuration, if known/appropriate.
   (7) Interface/Software/Equipment Integration requirements, if appropriate.
   (8) Desired condition (new, refurbished as is/where is).
   (9) Desired delivery date and/or reason for expedited delivery (include willingness to pay higher price for expedited delivery, if applicable).
   (10) Previous FMS cases and/or DCS transactions. Identify the FMS case or export license number.
   (11) Transportation issues. Please state preference for Delivery Term code (DTC) on LOA and other requirements such as staging spare parts. Identify any special transportation requirements.
   (12) Non-Standard Equipment Requirements.
   (13) Support requirements during production.
   (14) Software Development Requirements.
   (15) Software Sanitization/Regression Requirements for Release.
   (16) Include sole source procurement request, if desired.

b. If service, please identify as follows:

   (1) Short description of service requested. Include back-up details, if applicable.
   (2) Desired length of service/Period of Performance.
   (3) Location.
   (4) If Purchaser country, describe tools, test equipment and personnel that will be available for U.S. personnel to work with.
   (5) Purchaser participation. Include number and type of Purchaser personnel available if services are to take place in the U.S.
   (6) If similar services have been purchased prior to this request under FMS or DCS procedures, identify the FMS case or export license number.
   (7) Include sole source procurement request, if desired.

2. Additional requirements:

a. In terms of logistics support, the following should be addressed:

   (1) Supply Support.
   (2) Define your spare parts provisioning requirements. The following <u>may</u> apply:
   (*a*) Spare parts list. Support periods being covered, e.g., 12 or 24 months. For end items being supported, provide particulars as to operating plans and program data (Operational Tempo, overhaul periods, maintenance factors, nonstandard repair parts, spares/tools, etc.)
   (*b*) Training Spares.
   (*c*) Installation and Checkout Spares.
   (*d*) Maintenance float (spares to cover repair turn around time).
   (*e*) Consolidated shipment requirement.
   (*f*) Deployment Scenario (number of locations).
   (g) Repair and Return (organic or commercial).
   (h) Post production support services.
   (3) Planned Maintenance/Maintenance Concept (How will it be sustained?). In-country maintenance plan at what level: organization, intermediate, or depot.
   (4) Type of Supply System to be used by Customer and integration of new US system.
   (5) Obsolescence.

b. Technical Assistance requirements:

   (1) Installation requirements. For modifications, will equipment be modified/upgraded in country or brought back to CONUS?
   (2) Post delivery testing requirements.
   (3) Initial/Long Term follow-on maintenance requirements for support. (Organizational, Intermediate, Depot Level).
   (4) For overhauls and/or upgrades, describe the condition of Purchaser owned equipment.
   (5) Contractor Logistics Support (CLS) Requirements
   (6) Contractor Post Production Support
   (7) Contractor Field Service Support Representative (CFSR) Requirements
   (8) Repair and Return Requirements
   (9) Hardware/Software Testing Requirements/ Software Integration Laboratory (SIL) Requirements both Contractor and USG.
   (10) Contractor Materiel Augmentation Team to augment in-country Maintenance Personnel.
c. Training and Training Devices

   (1) Type of training. State whether you believe it to be TRADOC training, on-the-job type training, "Train the Trainer", initial technical training or new equipment training.
   (2) Number, type, skill level of students.
   (3) Location and proposed dates of training desired.
   (4) Training devices required, if known.
   (5) Requirement for site survey.
   (6) Number of training iterations.
   (7) TAFT Requirements

d. Documentation Requirements

    (1) List Documentation by publication number and name if known
    (2) Training texts
    (3) Logistics documentation, as above. (To include DMWRs/NWMRs)
    (4) Hardware (aircraft) Maintenance Records System

e. Support and Test Equipment

    (1) General Purpose Tools and Test Equipment
    (2) Peculiar Ground Support Equipment
    (3) Special tools
    (4) Calibration services/test equipment and diagnostic equipment
    (5) Ancillary equipment
    (6) Test Measurement and Diagnostic Equipment (TMDE) to include Standards
    (7) Identify existing test equipment to be used (ie. IFTE, GETS-1000, etc.)

f. Facilities

    (1) Training Facilities
    (2) Storage of equipment (Specifically, sensitive category items).
    (3) New/upgraded Facility/Construction requirements for aircraft/large equipment.
    (4) Repair Facilities.
    (5) Facility Site Survey Requirement.

g. Identify current weapon systems and any interoperability requirements.

h. Identify any communication or command and control requirements.

i. Miscellaneous requirements:

    (1) Petroleum, oil and lubricants
    (2) Quality assurance team
    (3) Basic issue items (clothing, safety gear items, etc.)
    (4) Communications/electronics equipment (radios, accessory kits, etc.)
    (5) Power generators
    (6) Specialized software
    (7) Cold weather requirements
    (8) Forward Area Refueling/Arming Points (FARPS)
    (9) Special waivers to be requested.