

Ordering Information

International Military Education and Training (IMET)

Programming

- DLIELC curriculum materials are programmed on the USAF Standardized Training Listing (STL) under Worksheet Control Number (WSCN) 0003/DBKPUBO for materials and WSCN 0004/DOOPCHT for packing and shipping.
- Air Force Security Assistance Training (AFSAT) will provide funding authorization.

Requisitions

Requisitions should be made using a DD 1149, Requisition and Invoice/Shipping Document (see page 55) and an Order Form (see page 57) or by electronic message. IMET requisitions must be forwarded directly to:

AFSAT/TOC
315 J ST WEST
RANDOLPH AFB TX 78150-4354

Message Addresses:

AFSAT RANDOLPH AFB TX//TOC//

Info:
DLIELC LEO(UC)

Important Recommendations

- Work closely with your AFSAT IMET country manager to ensure that your USAF STL is properly programmed and funding is authorized.
- Plan on a minimum of six months lead-time when you submit your requisition. While DLIELC normally packs and ships within 15 days of receipt of requisition from AFSAT, there are many contributors to delays in the shipping process, including customs clearance in country. Be sure you consign the IMET shipment to the US Embassy or Military Mission to assist customs clearance.
- Whenever possible, request air shipment to avoid a long delay.

Shipping Costs and Procedures

- Indicate if partial orders are not acceptable; order will be held until all materials area available.
- Include shipping charge in order.
- Calculate surface shipment charge at 10% of order. Be aware that surface shipment could result in a long delay.
- Calculate air shipment cost at 50% of order.

Questions

If you have questions about what materials to order, contact the Nonresident Programs Division:

DLIELC/LEN
2230 Andrews Ave.
Lackland AFB TX 78236-5207

DSN: (312) 473-3783/90
DSN FAX: (312) 473-5362
COMM: (210) 671-3783/90
COMM FAX: (210) 671-5362
E-mail: LEN@lackland.af.mil

If you have questions about ordering, shipping, or your received order, contact the Logistics Branch:

DLIELC/LESL
DSN: (312) 473-4711
DSN FAX: (312) 473-3063
COMM: (210) 671-4711
COMM FAX: (210) 671-3063
E-mail: DLIELC.LESL.workflow@lackland.af.mil

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Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 (page 55) for IMET Orders

- Block 1. **From:** Name and address of authorized in-country representative
2. **To:** For air shipments, the physical address in country (office/suite number, building number, street, city and country). For small orders only, an APO or pouch room address is acceptable. For surface shipments, freight forwarder** address to include POC name, telephone number, fax number and email address.
 3. **Ship to: mark for:** Special in country instructions: include in-country POC name, telephone number, fax number and email address. Check customs regulations.
 4. **Accounting and funding data:** Identify the appropriate country IMET RCN in the block.

If you have a large order, DLIELC recommends you use the Order Form, page 57, or you may provide the information for items 4a, 4b, 4c, 4d, 4h, and 4i on a separate piece of paper. Please double space between entries.
 - 4a. **Item number:** Numerical sequence listing of ALC materials; each item must have an item number line; for instance, *Bk. 2*
 - 4b. **Federal stock number, description, and coding of material and /or services:** Item description from catalog; for instance, *Instructor Text*
 - 4c. **Unit of issue:** Indicate unit by each (ea.) or set
 - 4d. **Quantity requested:** As defined in 4c
 - 4e. **Supply action:** Leave blank
 - 4f. **Type of container:** Leave blank
 - 4g. **Container number:** Leave blank
 - 4h. **Unit price:** As listed in catalog
 - 4i. **Total cost:** Total cost of item line
 5. **Requisition date:** Current date
 6. **Requisition number:** See next page for instructions.
 7. **Date material required:** Indicate date materials are needed in country.
 8. **Priority:** Indicate surface or air shipment. All air shipments that exceed 40% and all AMC shipments require a DSCA waiver. Coordinate waivers with the AFSAT country manager prior to submission of the order. DLIELC will hold the shipment until the waiver is received.
 9. **Authority or purpose:** AFR 400-23
 10. **Signature:** Signature of SAO or Authorized Representative

* **Freight forwarder** – The company that handles US shipments sent to the host country. Check with the host country transportation representative.

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11 through 18: Leave blank

19. **Sheet total:** Total of each page of DD 1149
Grand total: Total of all pages of DD 1149

20. **Receiver's voucher number:** Leave blank

Instructions to complete *Block 6*, DD Form 1149

Block 6. Requisition number: This is a **14-digit MILSTRIP** requisition number (AFM 67-1, Volume 9, Chapter 6). The following table provides an explanation of the number identification

IDENTIFICATION USAGE	Service Designator: D = Air Force B = Army P = Navy	Country Alpha Designation		For IMET requisitions, indicate 0	Leave Blank		Julian Calendar date (year and day)			Serial number of requisition prepared on Julian date.				
DIGIT NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14
EXAMPLE	D	I	T	0	-	-	0	0	0	1	0	0	0	1

NOTE: DD Form 1149 is available at http://www.dlielc.edu/ordering_info/imet.html

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Additional Instructions for FMS and IMET Orders

For large orders, FMS and IMET customers need to complete DD Form 1149 and the Order Form that begins on page 57. For small orders, a separate piece of paper that includes the information required by blocks **4a**, **4b**, **4c**, **4d**, **4h**, and **4i** may be used and attached to the 1149. If the order is very small, type the information on the DD Form 1149. **Please enter Order Form Totals into blocks 4e and 19 of the DD Form 1149.**

In addition, the Excel spreadsheet (electronic document) and the Order Form in PDF format can be downloaded from our website:

<http://www.dlielc.edu>

After completing the DD Form 1149 and the Order Form, send hard copies to the appropriate address—listed on pages 48 and 51. If possible and in order to assist us in getting your order ready as quickly as possible, *send an e-mail, with an attached copy of the electronic (Excel worksheet) Order Form, to the appropriate person as follows:*

- AFSAC country manager for FMS orders, (firstname.lastname@wpafb.af.mil)
and a copy to
DLIELC.LESL.workflow@lackland.af.mil
- AFSAT country manager for IMET orders, (firstname.lastname@randolph.af.mil)

FMS and IMET customers should be aware that their orders will not be processed until DD Form 1149 is received by AFSAT or AFSAC.