

## 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

Download DD Form 1149 and Order Form from our web site <http://www.DLIELC.edu>. After completing the requisition, forward to:

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

### Message Address:

AFSAT RANDOLPH AFB TX//TOC//

### Info copy to:

DLIELC/LEN  
Message Address:  
[LEN@us.af.mil](mailto:LEN@us.af.mil)

### 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 are available.
- Include air shipment cost at 50% of materials cost.

### 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  
COMM: (210) 671-3783/90  
COMM FAX: (210) 671-5362  
DSN: (312) 473-3783/90  
DSN FAX: (312) 473-5362  
E-mail: [LEN@us.af.mil](mailto:LEN@us.af.mil)

If you have questions about ordering (filling out the DD Form 1149/Order Form), shipping, or your received order, contact the Logistics Branch:

DLIELC/LESL  
COMM: (210) 671-4711  
COMM FAX: (210) 671-3063  
DSN: (312) 473-4711  
DSN FAX: (312) 473-3063  
E-mail: [dlielc.leslwork@us.af.mil](mailto:dlielc.leslwork@us.af.mil)

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# Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 (page 57) 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:** Download DD Form 1149 and the Order Form from our web site <http://www.DLIELC.edu>. Order Form replaces 4a-i on the DD Form 1149.
  5. **Requisition date:** Current date
  6. **Requisition number:** See below for instructions.
  7. **Date material required:** Indicate date materials are needed in country.
  8. **Priority:** Indicate air or surface shipment (for shipment to CONUS freight forwarder). All air shipments that exceed 50% 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
  - 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
<b>EXAMPLE</b>	D	I	T	0	-	-	2	0	0	1	0	0	0	1

NOTE: DD Form 1149 and Order Form are available at <http://www.DLIELC.edu>

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