

International Military Education and Training (IMET)

Programming

- › DLIELC curriculum materials are programmed on the USAF Standardized Training List (STL) under Worksheet Control Number (WCN) 0003/DBKPUBO for materials and WCN 0004/DOOPCHT for packing and shipping.
- › Air Force Security Assistance Training (AFSAT) will provide funding authorization.
- › **In order to ensure IMET orders can be processed by DLIELC/TLF before the end-of-fiscal-year, forward orders to AFSAT by 1 May.**

Requisitions

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

AFSAT/TOC
315 J St West
JBSA-Randolph TX 78150-4354

E-mail: AFSAT_Country_Manager@us.af.mil

Info copy to: DLIELC/INF

E-mail: DLIELC.NonResident.Programs@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 90 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

- › Include air shipment charge at 50% of materials excluding the cost of CBT disks.
- › APO, FPO or DPO orders cannot exceed three boxes.

Example:

Total materials cost	\$50,000
Cost of CBT disks	\$20,000
Air shipment would be calculated by subtracting CBT cost from total materials cost times 50%.	\$50,000 - \$20,000 \$30,000 x .50
Total shipping cost would be	\$15,000

Questions

If you have questions about what materials to order, contact the International Nonresident Flight:

DLIELC/INF
2235 Andrews Ave.
JBSA-Lackland, TX 78236-5259

E-mail: DLIELC.NonResident.Programs@us.af.mil

COMM: (210) 671-3783
COMM FAX: (210) 671-5362

DSN: (312) 473-3783
DSN FAX: (312) 473-5362

If you have questions about shipping, or your received order, contact the Training Logistics Flight:

DLIELC/TLF
E-mail: dlielc.leslwork@us.af.mil

COMM: (210) 671-4711
COMM FAX: (210) 671-3063

DSN: (312) 473-4711
DSN FAX: (312) 473-3063

Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 (page 50-51) 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 surface shipments, freight forwarder* address to include POC name, telephone number and email address.
 3. **Ship to: mark for:** Special in country instructions: include in-country POC name, telephone number and email address. Check customs regulations.
 4. **Accounting and funding data:** Download DD Form 1149 and the Order Form from our web site 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:** Shipping of training materials purchased for use by (country name).
 10. **Signature:** Signature of SCO 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
EXAMPLE	D	I	T	0	-	-	6	0	0	1	0	0	0	1

NOTE: DD Form 1149 and Order Form are available at www.DLIELC.edu.

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