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# The New Guide to Security Assistance Publications

By

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## Introduction

From the late 1980’s until 1999, the Defense Institute of Security Assistance Management (DISAM) provided the foreign military sales (FMS) customer with a *Guide to Security Assistance Publications*. The guide began as a special pamphlet and was eventually incorporated into the DISAM textbook, *The Management of Security Assistance*. The information remained a part of this textbook until 1999 when space constraints within the textbook necessitated its removal. However, due to the numerous new customers which have joined the FMS community since 2001, we feel it is once again needed to help them understand the correct method to order publications. This article contains an updated version of the original materials.

In the past, many aspects of providing publication support to the FMS program, was reliant upon using pre-existing military departments (MILDEP) and Department of Defense (DoD) systems with modifications adapted for the FMS customer. The general policy was that FMS publication requests would be filled as fully and quickly as possible using the procedures, administrative capabilities, and release policies that existed at the time. Today, with the development of new more efficient systems, much consideration is being made during program development and implementation to include specific processes to meet the unique needs of the FMS customer. Whether the supporting system is new or old, the FMS customer must commit themselves to understanding the purpose of the system and learning how to use it to best meet their needs.

The purpose of this guide is to help FMS customers and security assistance officers (SAOs) understand the procedures used by the United States Navy, Army, Air Force, and other DoD organizations to fill requests for publications and determine the publication prices. One final consideration is the recent proliferation of internet and compact disk (CD) based publications. All the implementing agencies are now using this technology. In fact, many Navy, Air Force, Army, and Defense Logistics Agency (DLA) publications are available only on the internet or CDs.

It is the customer’s responsibility to understand and use the systems already in place. The purpose of this guide is to help both SAOs and customers estimate the costs and understand the procedures used by the United States Navy, Army, Air Force, and other DoD organizations to fill requests for publications, and determine the publication prices. One final consideration is the recent proliferation internet and compact disk (CD) based publications. All the implementing agencies are now using this technology. In fact, many Navy, Air Force, Army, and DLA publications are available only on the internet or CDs.

## Publication References

To be able to understand and initiate requisitions for DoD publications, the customer country should have access to the various publications listed throughout this article. These publications are the authors’ recommendations. A summary of all the publications mentioned herein are listed in Table 1.

## Publications on the Internet

The growth of the internet access has given the FMS customer a new source to get publications. The previous article “Publications and Foreign Military Sales” by Robert Van Horn, on page 137 in this *Journal*, contain a list of links to sources of information such as commercial and military newspapers, magazines, databases, libraries, and other related sites. Publications

that had to be ordered through the MILDEPs and other government agencies in the past are now available for free on the internet. An excellent starting point would be the LogTool website at <http://logtool.net/>.

<b>Table 1</b> <b>Internet Sources of Useful Publications for Your Foreign Military Sales Library</b>		
<b>Publication</b>	<b>Title</b>	<b>Internet Sources</b>
DoD 4000.25-1-M	Military Standard Requisitioning and Issue Procedures (MILSTRIP)	<a href="http://www.dla.mil/j6/dlms/eLibrary/Manuals/dlms_pubs.asp">http://www.dla.mil/j6/dlms/eLibrary/Manuals/dlms_pubs.asp</a>
DoD 4120.24-M	Defense Standardization Program (DSP) Policies and Procedures	<a href="http://dodssp.daps.dla.mil/">http://dodssp.daps.dla.mil/</a>
DoD 4120.3	DoD Index of Specification (DoDISS)	
DoD 5105.38-M	Security Assistance Management Manual (SAMM)	<a href="http://www.dsca.mil/samm/">http://www.dsca.mil/samm/</a>
DoD 7000.14-R, Vol 15	DoD Financial Management Regulation, Volume 15	<a href="http://www.dod.mil/comptroller/fmr/15/index.html">http://www.dod.mil/comptroller/fmr/15/index.html</a> <a href="http://www.dla.mil/j-6/dlms/eLibrary/Manuals/SDR/">http://www.dla.mil/j-6/dlms/eLibrary/Manuals/SDR/</a>
DLAI 4140.55	Reporting Supply Discrepancies	
AFMAN 16-101	International Affairs And Security Assistance Management	<a href="http://www.e-publishing.Air Force.mil/">http://www.e-publishing.Air Force.mil/</a>
AFMAN 23-110, Vol 9	USAF Supply Manual: Security Assistance Program Procedures	
T.O. 00-5-17	USAF Computer Program Identification Numbering (CPIN) System	<a href="https://www.toindex-s.wpafb.Air Force.mil/http://137.240.249.5/tild/to/00517.pdf">https://www.toindex-s.wpafb.Air Force.mil/http://137.240.249.5/tild/to/00517.pdf</a>
T.O. 00-5-19	Security Assistance Technical Order Program	<a href="https://www.toindex-s.wpafb.Air Force.mil/http://137.240.249.5/tild/to/00519.pdf">https://www.toindex-s.wpafb.Air Force.mil/http://137.240.249.5/tild/to/00519.pdf</a>
AR 12-8	Security Assistance: Operations and Procedures	<a href="http://www.usapa.army.mil/">http://www.usapa.army.mil/</a>
AR 725-50	Requisitioning, Receipt, and Issue System	
DA PAM 25-30	Consolidated Index of Army Publications and Blank Forms	
DA PAM 25-33	User's Guide for Army Publications and Forms	
NAVSUP PUB 526 (UNDER REVISION) NAVAIR TM 00-25-100	Foreign Military Sales Customer Supply System Guide Program Naval Air Systems Command Technical Manual	<a href="http://www.nll.navsup.navy.mil/">http://www.nll.navsup.navy.mil/</a>

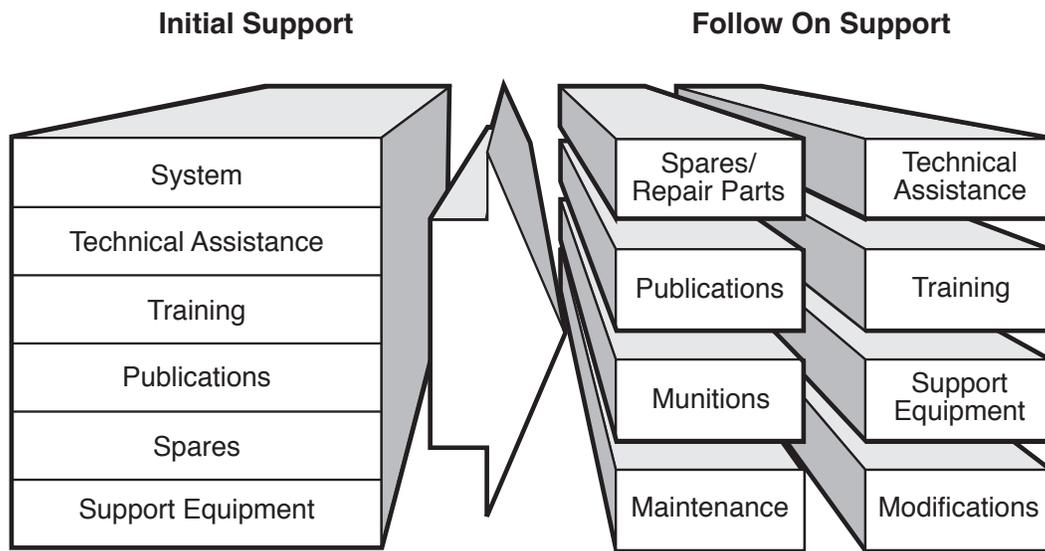
### **Initial Support and Follow-on Support**

Under the Total Logistics Support concept, publications shown in Figure 1 are an integral part of the support package for major weapons systems. Each major system sale includes those publications required to maintain the system. Technical publications are crucial items in the FMS program. They often provide the only operating and maintenance instructions for the equipment purchased by FMS customers. Without the proper publications, equipment may be misused or improperly maintained.

Nevertheless, it is up to the customer to ensure that such publications are kept current. Lack of up-to-date publications can keep a weapon system inoperative. Publications are just as important as training, spares, and support equipment to ensure that the system will perform as required. Follow-on cases for publications are a must. To aid in this effort, each of the MILDEPs

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has developed procedures for automatic distribution which the customer can use to ensure their publications are kept up-to-date.



**Figure 1 Total Package Approach-Logistics Support**

At this point, it should be mentioned that the exact handling of publications by the freight forwarder depends upon the contract between the FMS customer and the freight forwarder. Some special services which might reduce problems include the adding of unique markings on the packages and the use of faster modes of delivery.

### **Types of Cases/Categories of Publications**

The customer has a choice of two types of FMS cases for ordering publications, either a blanket order or a defined order case. The blanket order is the preferred type of case to use. It makes administration of the case much simpler and permits the more rapid filling of customer requests. If the customer desires to participate in the automatic distribution program, a blanket order case is mandatory. The blanket order case can be used to order publications in the following categories:

- Standard Forms and Publications;
- Films;
- Stocklists;
- Cataloging Documents;
- Tables of Allowance;
- Decalomania and Technical Orders;
- Manuals; and
- Computer Program Identification Numbers (CPINs).

A customer might wish to order publications using a defined order case. In fact, certain categories of publications can only be ordered using a defined order case. Publication categories falling under this restriction include:

- Defense Language Institute Publications; and
- Professional Military Education Correspondence Courses.

MILDEP procedures may vary as to the type of cases used.

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In addition to the above types of publications, each service has placed restrictions on other publications. More specific guidance on the ordering of publications is found in the following:

- For the Navy NAVSUP 526; *Foreign Military Sales Customer Supply System Guide* [Note: Under revision at time of this publication].
- For the Army in DA PAM 25-33, *User's Guide for Army Publications and Forms*; and
- For the Air Force in AFMAN 23-110 Volume 9, *USAF Supply Manual: Security Assistance Program Procedures*.

Each of the MILDEPs has its own unique system for requisitioning publications. These will be discussed separately in the following sections.

### Accessing Publications Not Available via the Internet

The following lists ways for FMS customers to submit requisitions for publications:

- The Defense Data Network (DDN);
- The International Logistics Communication System (ILCS);
- The Supply Tracking and Reparable Return/Personal Computer (STARR/PC) system, one of the unique web-based programs AFSAC On-Line, Navy eBusiness Suite is illustrated in Figure 2;
- The Security Cooperation Information Portal (SCIP); and
- The Defense Security Cooperation Agency (DSCA), messages, facsimiles, E-mail, or the telephone.

**Figure 2 Navy eBusiness Suite Requisition Screen**



### Navy Publications

The Naval Logistics Library (NLL) is a web-based application that provides a broad range of information about Navy publications and directives. It is the central link in the Navy publications supply chain. For FMS Customers, the NLL is most valuable as a research tool for obtaining publication stock number information. Its most significant feature is the P2003 Index, which contains a catalogue of publications for performing research beneficial to maintaining a publications library. The NLL also contains an order status module that allows query capability for individual requisitions as well as an expanded search capability for requisitions placed within the last twenty-four month period.

The NLL requires a valid userid and password. Applications for access to the NLL are processed via the NAVICP-OF eBusiness Suite and therefore, an eBusiness Suite userid is required. To apply for a userid and password or to access the NLL go to the following website: <http://nll.navsup.navy.mil/> and follow the instructions for registering as an FMS customer.

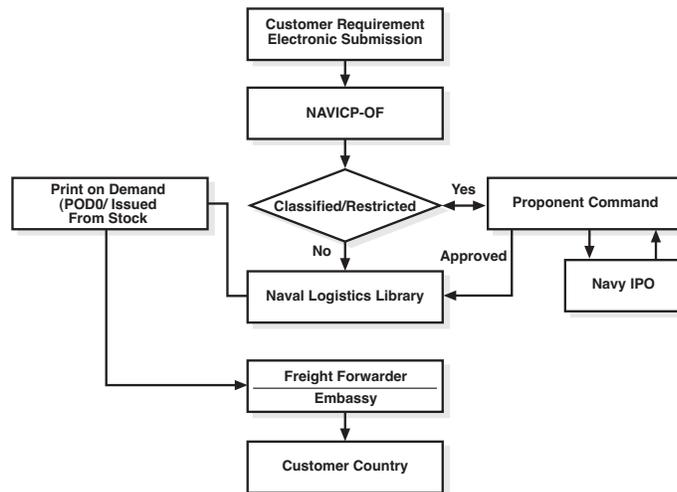
To obtain a basic publication and all of its changes, an individual MILSTRIP must be submitted for the basic publication and each change. Some basic Naval Air Systems Command (NAVAIR) publications do contain all the changes and require only one MILSTRIP requisition to receive the entire publication. These publications are identified in the title field of the NLL as a "P/U" revision. Requesting distribution of publications sponsored by NAVAIR involves unique procedures. The instructions are found in NAVAIR TM 00-25-100, *Naval Air Systems Command Technical Manual Program*.

Requisitions should be submitted electronically via the NAVICP-OF eBusiness Suite, STARR-PC, ILCS, DDN or SCIP. If electronic submission is not possible, contact the NAVICP FMS Operations Directorate for assistance. The Document Identifier should be A04 and the publication stock number should contain "LP" or "LD" in positions 5 and 6 of the stock number field. This will identify the MILSTRIP transaction as a request for a publication or a directive. The MILSTRIP transaction will be processed and recorded in the *Management Information System, International Logistics* (MISIL) first, and will be electronically sent to the NLL for further validation and processing.

Most requests for publications require release approval by the publication sponsoring activity or agent. The sponsor approval process is transparent to the customer. The requisition will remain in BD status until the sponsor approves release of the publication to the customer. There

are instances when the publication release determination process could be lengthy. This usually occurs with initial (first time) issues because the publication must be sent to the sponsor's security office and/or logistics manager to verify things such as configuration. Sponsor release determination could take up to 120 days. If release is denied, the requisition will be rejected and cancellation status code D8 or BQ will be applied. Figure 3 depicts the simplified flow of documentation requests for publications.

Status will be provided for each individual requisition number. If a particular change is not received with a basic publication, the customer should



**Figure 3 Navy Publications Flowchart**

review the status documents. It is possible to receive back ordered (BB) status on one or more changes and still receive the basic publication and all other changes.

Many publications are sponsored by Naval Air Systems Command (NAVAIR). An initial distribution of a NAVAIR publication is sometimes provided as part of a new FMS case for NAVAIR material. When this happens, NAVAIR initiates automatic distribution services for changes to that publication for the customer. These services will normally continue for a period of one to three years. The period covered depends on the conditions stated on the LOA. These cases are usually blanket order, Direct Requisitioning Procedure (DRP) cases managed by NAVICP.

During the follow-on support phase, customers can initiate automatic distribution services for changes to NAVAIR sponsored publications, or change the existing service. They must send a request to the NAVICP-OF Integrated Country Program Manager. It is very important that the customer advise NAVICP-OF of any changes to automatic distribution requirements. This includes changes to shipping addresses, quantities, and changes to shipping instructions.

The Automatic Distribution requirements are handled as “push” requisitions. Usually, the requisition serial number will be in the 9000 series. When a requirement is initiated, the requisition will be established on MISIL with a document identifier “X04” and the stock number will contain “LZ” in positions 5 and 6 of the stock number field. The “LZ” further identifies these requisitions as automatic distribution. Therefore, the customer may wish to convert these stock numbers to reflect “LP” in positions 5 and 6 of the stock number field for more accurate library management. When the requisition is shipped, a document identifier “AS3” MILSTRIP transaction will be provided.

For customers who do not have full time, reliable access to the internet, unclassified SECNAV and OPNAV Directives are available on CD from the Document Automation and Production Service (DAPS). These CDs are produced in five-disk sets every quarter January, April, July, and October.

The Points of Contact for Navy publications as of March 1, 2005 are:

- For Naval Logistics Library (NLL) related questions: Contact the NLL help desk via email, [nllhelpdesk@navy.mil](mailto:nllhelpdesk@navy.mil), or telephone, (215) 697-2626 or toll free (866) 317-3130.
- For Policy related questions: Contact the NAVICP FMS Policy and Systems Division, Code 761, 700 Robbins Avenue, Philadelphia, Pennsylvania 19111-5098. Telephone: DSN 442-6445 or Commercial (215) 697-6445.
- For FMS Case related questions: Contact the NAVICP FMS Operations Directorate, Code 75, 700 Robbins Avenue, Philadelphia, Pennsylvania 19111-5098. Telephone DSN 442-4654 or Commercial: (215) 697-4654

### Army Publications

Publications requisitioning from the Army is accomplished under a combination of MILSTRIP and non-MILSTRIP requisition processes because the U.S. Army Publishing Agency (USAPA) does not have an automated internal supply system capable of accepting MILSTRIP requisition actions. USASAC and USAPA, working together have established various automated and manual processes to build a bridge between a MILSTRIP and a non-MILSTRIP system. Requisitions for publications can be submitted electronically by the customer via DDN, ILCS, STARR/PC2 or the SCIP using the “BMB” format. If electronic means are not available, then the customer can use messages, facsimiles, and E-mail. USASAC records all publication orders in the Centralized Integrated System for International Logistics (CISIL) so that the customer always has visibility of the requests. See Army Regulation 725-50, Requisitioning, Receipt, and Issue System, for more details. The Army FMS publication system is depicted in Figure 4.

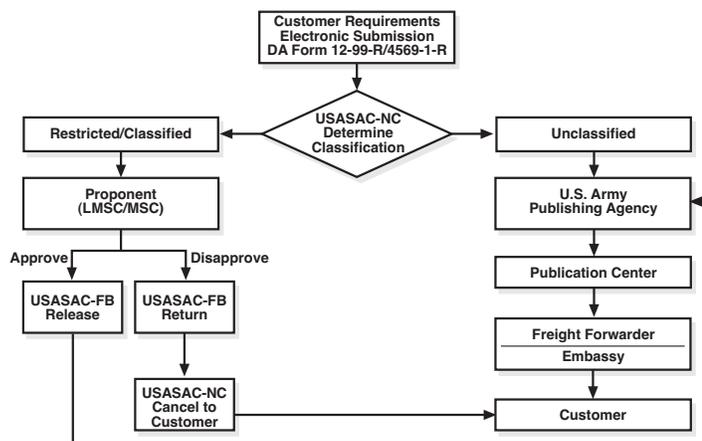


Figure 4 Army Publications Flowchart

To understand the system the customer needs to comprehend two terms used to describe the methods of distribution:

- Resupply copy system; and;
- Initial distribution.

The resupply copy system is used to order specific publications on a one-time basis, to replace lost or damaged publications, or to update basic publications. No automatic distribution is authorized under this method. Under resupply, requisitions for restricted and classified publications, and requisitions for unclassified publications must be submitted on separate DA Form 4569-1-R, *Security Assistance Publication Requisition Code Sheet*, see Figure 5 on page 155. Customers should ensure that the proper spacing, dashes, and slashes are used in the publication number. If these are omitted, the request will be rejected for corrections and processing will be delayed.

The initial distribution method is used to keep publications current, since the customer will receive automatic shipment without requisitioning of all newly printed changes, revisions, and reprints. However, only unclassified and unrestricted publications are eligible for initial distribution.

The DA Form 12-99-R, *Initial Distribution Requirements for Publications* is used to establish initial distribution, Figure 6 on page 156. The initial distribution customer will receive only those changes, revisions, etc., from the time that initial distribution is established forward. It is assumed that the customer has the basic publication and changes up to this point.

As of February 1, 2005, all FMS customers requiring advice and assistance on publications problems should contact:

Commander, U.S. Army Security Assistance Command  
 ATTN: AMSAC-OL/C  
 3rd Street & M Avenue  
 New Cumberland, Pennsylvania 17070-5096  
 Telephone DSN 977-8286, or Commercial (717) 770-8286.

### Air Force Publications

The Air Force guidance for ordering publications/forms can be found in AFMAN 23-110, Volume 9, *USAF Supply Manual: Security Assistance Program Procedures*, T.O. 00-5-17, *USAF Computer Program Identification Numbering System*, and T.O. 00-5-19, *Security Assistance Technical Order Program*. The Air Force uses a combination of MILSTRIP and non-MILSTRIP procedures. Figure 7 is a simplified publications and forms request flow for the Air Force. Once the customer has determined the actual type of publications and form needed, one of several forms must be completed.

For standard publications, forms, and decals the customer needs to first check the Air Force Publications Distribution Center (AFPDC) Baltimore, Maryland website: <https://afpubs.hq.AirForce.mil> to see if the document is downloadable.

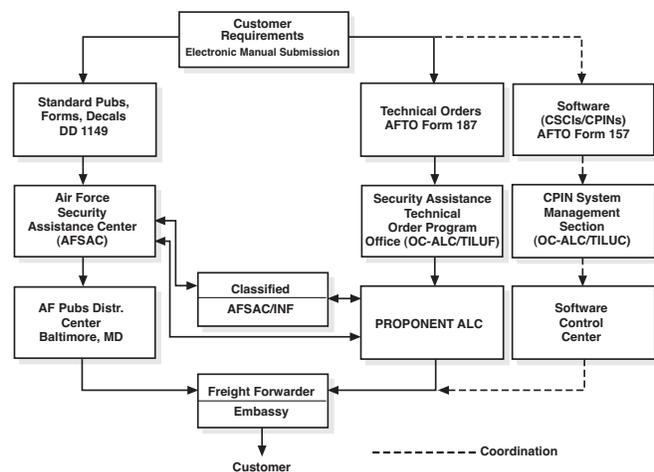


Figure 7. Air Force Publications Flowchart





If the document is not accessible via the website, the customer must fill out a DD Form 1149, *Requisition and Invoice/Shipping Document* which includes a 14-digit country MILSTRIP document number, and submit the form to AFSAC. Details on filling in the DD Form 1149 are available in AFMAN 23-110, Chapter 8, Attachments 8H1 and 8H2. If automatic distribution is required the DD Form 1149 must be annotated, Request of Automatic Distribution. Automatic distribution of decals is not authorized.

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REQUISITION AND INVOICE/SHIPPING DOCUMENT										Form Approved OAS no. C204-0246 Expires Feb 28, 2006																																																							
<small>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>										PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.																																																							
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PREVIOUS EDITION IS OBSOLETE.

Figure 8. DD Form 1149 Requisition and Invoice/Shipping Document

Initial Distribution (ID) is the first or automatic distribution of a Technical Order (TO), a Time Compliance Technical Order (TCTO), and all follow-on support, changes, revisions, and supplements to established customers after the initial printing. ID is based upon ID/follow-on requirements established in the Security Assistance Technical Order Distribution System (SATODS). Once the TO is published and ID is made, the TO may be obtained by requisition, but ID requirements must be established if follow-on updates are required. AFTO Form 187, *Technical Order Publications Request*, see Figure 9, is used as the source document for either, electronic, DDN, ILCS, STARR-PC, AFSAC On-Line, or hardcopy, fax, mail, e-mail attachment requests for TO's. Complete information for establishing distribution of USAF Technical Orders can be found in TO 00-5-19, Section 13.

TECHNICAL ORDER PUBLICATIONS REQUEST														
1. TODO/TM ACCOUNT ADDRESS (Exactly as established with OC-ALC/LG/LUF or AAC/NWL7) <b>DURHAM-MALONE FREIGHT FORWARDER FMS BN-PBA-001 FA 4 M/F7 124 RIGHT WAY ANYWHERE US 73145</b>				3. I certify that the requirements herein are the minimum requirements to support the mission of all organizations served by this distribution code. Requirements are approved IAW the provisions of TOs 00-5-1 and 00-5-19 and any supplements thereto.										
2. NW TODO CODE OR FMS TM ACCOUNT NUMBER <b>D X 039W</b>				4. APPLICABLE TO FMS AND NW TODO/TM ACCOUNTS. The approving/validating official certifies the requesting activity has valid requirement and need to know for the TOs requested below.										
NOTE: If address has changed submit revised AFTO Form 43				(Government Approving Agency Officer (Signature, Title, Grade))										
NOTE: For FMS ONLY, the 6 Digit TM Account Number replaces the 4 digit TODO Code.				USAF/US GOVERNMENT APPROVING VALIDATING OFFICER (Signature, Grade, Title)										
COMMAND VALIDATING/CONTRACTING OFFICE														
LINE NO.	DATE REQUEST PREPARED			TODO/TM ACCT REQUEST NUMBER (5)	TECHNICAL ORDER NUMBER (Up to 40)	INITIAL DISTRIBUTION QUANTITY (1) (1)	ONE-TIME REQUISITION QUANTITY (4)	← USE ONLY FOR BACKORDER CANCELLATION →				1. H 2. O 3. R 4. Z		
	YYYY	MM	DD					ORIGINAL REQUEST DATE YYYY MM DD	ORIGINAL TODO/TM ACCT REQUEST NUMBER (5)	C	1		2	
1	2005	02	24	00001	00-S-19	U	0001							
2	2005	02	24	00002	IF-S	U	0001							
3	2005	02	24	00003	IF-4	U	0001	0001						
4	2005	02	24	00004	00-S-19	U	0005	0004						
5	2005	02	24	00005	00-S-19	U	0001							
6	2005	02	24	00006	IF-S-598	U	0001							
7	2005	02	24	00007	IF-S	U	XXXX							
8	2005	02	24	00008	00-S-19	U	0001	2004 07 24	00003					C1Z
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														

AFTO FORM 187, 20030716 (IMT-V1) PREVIOUS EDITION IS OBSOLETE

**Notes:**

**Line 1.** Establishing a first time requirement, initial distribution (ID), for the TO. If release is approved, an automatic requisition will issue to ship the TO. TODO will receive future updates automatically.

**Line 2.** Establishing a first time requirement (ID) for a TO Series Header. TODO will receive one copy of future published TCTOs and supplements, if releasable. TODO will not receive copies of previously issued TCTOs and supplements.

**Line 3.** Establishing a first time requirement (ID) for a TCTO Series Header and submitting a one-time requirement for all active TCTOs and supplements. One copy of each releasable TCTO and supplements will be shipped. TODO will automatically receive one copy of future published TCTOs and supplements, if releasable.

**Line 4.** Requesting the ID quantity be increased to five copies and a one-time requisition for four additional copies. Previous ID quantity was one copy. A requisition for four copies of the basic and all active increments will generate. TODO will automatically receive one copy of future published TCTOs and supplements, if releasable.

**Line 5.** Requesting the ID quantity be decreased to one copy. Previous ID was four. No requisition will generate and the TODO will receive only one copy of all future updates

**Line 6.** Making a one-time request for a TCTO. If releasable, a requisition to ship the TCTO and all active supplements will generate. This action does not establish a requirement for future TCTOs that may issue in the series or any new supplements that may issue to the requested TCTO.

**Line 7.** Requesting cancellation of the ID requirement for this TO/TCTO Series Header. TODO will no longer receive automatic distribution for an update to this TO or any TCTOs that issue after the ID cancellation has processed.

**Line 8.** Previously submitted one-time requisition placed this TO on backorder, as advised by AFTO Form 215 with a BB action code. TODO decided the back ordered TO is not needed. The C1Z will cancel the backorder.

Figure 9 AFTO Form 187 - Technical Order Publications Request

AFTO Form 157, *Computer Program Configuration Item Request*, Figure 10, is used to establish requirements for software covered under the USAF Automated Computer Program Identification Number Systems (ACPINS). Complete information for establishing distribution of USAF Compendiums, Index of Compendiums, Cross-References, and software can be found in TO 00-5-17, Section V. More information on the ACPINS program can be found at <http://www.stsc.hill.Air Force.mil/crosstalk/2000/03/ozment.html>.

COMPUTER PROGRAM CONFIGURATION ITEM REQUEST						
Signature in Blocks 1 thru 4 certifies that the requirements established herein are the minimum essential requirements to support the mission of organizations served by distribution code listed below. Applicable security directives have been complied with in establishing requirements for classified material.						
1. TODO CODE YOUR TODO HERE	2. TODO REQUISITION NO. START WITH 00001	3. REQUEST DATE 5 Sep 96	4. SECURITY CLASS	5. ORDER CONTROL NUMBER		
6. TODO ADDRESS (DSN/Commercial Phone) 1. INPUT YOUR ADDRESS AS IT SHOWS ON YOUR LATEST AFTO FORM 43 2. 3.			7. ADMINISTRATIVE CONTRACTING OFFICER ADDRESS (Contractors Only)			
4. CONTRACTING OFFICER (Signature, Grade and Title)			9. APPROVING ALC SCC/MAJCOM FOCAL POINT ADDRESS			
5. REQUESTING OFFICER (Signature, Grade and Title)			APPROVING OFFICIAL (Signature, Grade and Title)			
8. APPROVING OFFICIAL ADDRESS (USAF Government)			APPROVING ALC SCC/MAJCOM FOCAL POINT (Signature, Grade and Title)			
PART 1 ID AND OR ONE TIME REQUISITION QUANTITIES						
1. COMPUTER PROGRAM IDENTIFICATION NUMBER	2. REV NO	3. SEC CLASS	4. MEDIA TYPE	5. ID QTY	6. ONE TIME RQST QTY	7. EMER CODE
99A-TEST/CPIN-T001-00A (11JUN95)	000	U	BASF 53066 HD16		0002	
" " " " " (PENDING)	001	U	" " "	0002		
HOW TO ORDER BOTH ID & 1 TIME RQN WHEN THE LATEST REVISION IS PENDING				future rqmts	ship now	
99A-TEST/CPIN-T002-00A (11JUN96)	002	U	DISKETTE	0003	0003	
HOW TO ORDER BOTH ID & 1 TIME RQN WHEN ONLY REVISION IS DATED				future rqmts	ship now	
99A-TEST/CPIN-T002-01A (16JUL96)	003	S	DISKETTE 3.5 DSDD	0001	0001	
" " " " " "	"	"	DISKETTE 5.25 HD	0001	0001	
HOW TO ORDER A CPIN THAT IS AVAILABLE IN MORE THAN ONE MEDIA TYPE				future rqmts	ship now	
99A-TEST/CPIN-T002-01A (PENDING)	004	S	DISKETTE 5.25 HD	0002		
ABOVE: HOW TO INCREASE ID QTY(WAS 1) BELOW: HOW TO CANCEL ID QTY (WAS 1)				future rqmts		
99A-TEST/CPIN-T002-01A (PENDING)	004	S	DISKETTE 3.5 DSDD	0000	0000	

AFTO FORM 157, SEP 95 (EF-V2) (PerFORM PRO)

PREVIOUS EDITION IS OBSOLETE

H9700206

Figure 10 AFTO Form 157 - Computer Program Configuration Item Request

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The point of contact as of 1 March 2005 for standard publications is:

AFSAC/COMV  
1822 Van Patton Drive  
Wright-Patterson Air Force Base, Ohio 45433-5337  
Telephone DSN 787-8226 Ext. 4018  
Commercial (937) 257-8226 Ext. 4018.

All inquires concerning Technical Orders (TO/CSTO) shipping status should be directed to:

OC-ALC/LGLUF  
7851 Arnold Street, Suite 213  
Tinker Air Force Base, Oklahoma 73145-9147  
Telephone numbers are DSN 336-7684, Commercial (405) 736-7684.

All inquires concerning the Automated Computer Program Identification Number Systems (ACPINS) should be directed to:

OC-ALC/LGLUC  
7851 Arnold Street, Suite 205  
Tinker Air Force Base, Oklahoma 73145-9147  
Telephone numbers are DSN: 336-2227  
Commercial 405-736-2227  
Toll Free: 888-742-4461  
Fax: DSN: 336-7734. COMM 405-736-7734.

### **Federal Supply Catalogs**

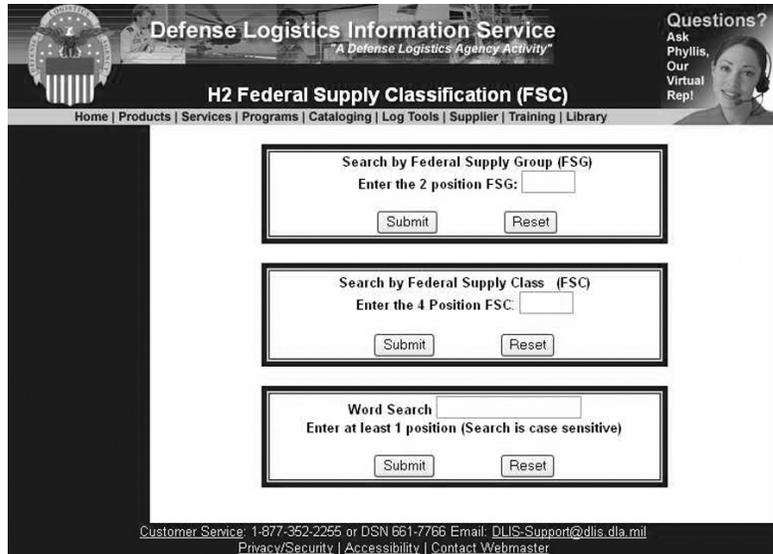
The DLIS is the DLA field activity designated as the manager of the FCS. The FCS is the official U.S. government program under which equipment and supplies are uniformly named, described, classified, and stock numbered. DLIS offers a range of products containing FCS information.

DLIS's Customer Contact Center (DLIS-VSS) can assist you with any questions or problems you may encounter. Customers can call

Toll Free: 877-DLA-2255  
DSN: 661-7776, or Commercial: 269-961-47776  
FAX numbers are DSN: 661-5305 and Commercial: 269-961-5305  
E-Mail address is [dlis-support@dlis.dla.mil](mailto:dlis-support@dlis.dla.mil).

Certain products are available only to NATO and NATO Codification System (NCS) sponsored countries because they contain proprietary data and characteristics data of countries other than the U.S. The NATO STANAGs which are a part of the NCS sponsorship agreements contain language regarding the protection of restricted data. The restricted publications:

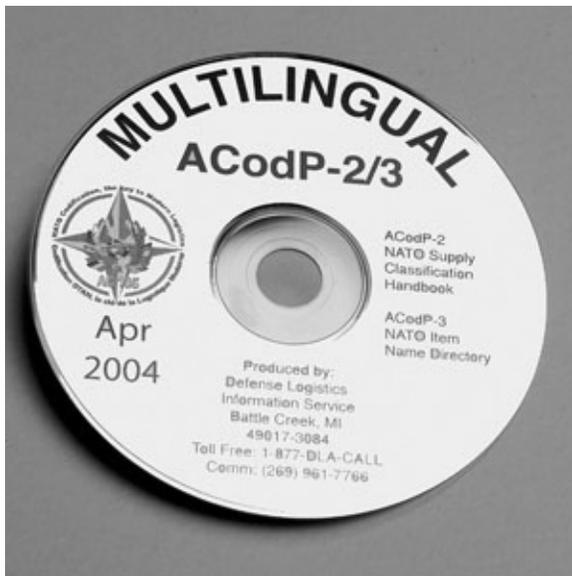
Federal Logistics Data (FED LOG): A five compact disk or one digital versatile disc (DVD) product, FED LOG can be searched using Part Number or Partial Part Number, NSN/NIIN/PSCN, Item Name or Partial Item Name, CAGE Code or NCAGE and CAGE Code to Part Number Picklist, Supplier Name or Partial Supplier Name, Item Name Code (INC), and Combination Searches. Data is displayed in the following groups: Reference Number, Management Data, including Interchangeability and Substitutability (I&S), CAGE/Supplier, Characteristics, and Freight. In addition to the data listed above, it contains service unique data for Army, Navy, Air Force, and Marines. It contains an option called FED LOG Characteristics Search that allows the user to search for NSNs by technical characteristics defined by the user. It also contains a FED LOG drawing and photo extractor option that allows the user to extract all photos and/or drawings associated with a NSN or for a related group of NSNs.



**Figure 11 - H2 Federal Supply Classification Web Access**

DLIS on the world wide web (WWW): DLIS has a home page on the WWW. The home page has a large amount of information about DL-IS, DLIS's products and services, and contact points within DLSC, as well as links to other U.S. government home pages. The URL is <http://www.dlsc.dla.mil>. The following products are available on the internet or CDs to all customers:

- The H-Series is a one disk product that incorporates the following:
  - H2 the Federal Supply Group and Class information;
  - H3 Ammunition Code Data;
  - H4/H8 Corporate Names and Address Information Referenced to CAGEs/NCAGEs;
  - H5 Corporate Parent and Affiliate Information; and
  - H6 Item Name Dictionary.



**Figure 12 - Multilingual ACodP-2/3**

Multilingual ACodP-2/3: This one disk product shown in Figure 12, contains the *NATO Multilingual Supply Classification Handbook*, equivalent to the U.S. H2 containing the *Federal Supply Group and Class information* and the *NATO Multilingual Item Name Directory*, equivalent to the U.S. H6 containing the *Item Name Dictionary*. The data is provided in thirteen languages.

Characteristics Data (CHAR DATA) CD-ROM. The Characteristics Data provides characteristics information on each National Stock Number (NSN) in the Federal Catalog System. This product is published quarterly. It contains a total file replacement and supersedes all previous editions. It is a 3-disc interactive set which includes the following:

- CHAR DATA contains information that describes the NSN such as:

- 
- The Item Name;
  - Environmental Attribute Codes (ENACs);
  - Master Requirement Code (MRC);
  - Requirement Statement; and
  - Clear Text Reply for each NSN Master Cross-Reference Data (MCRD) CD-ROM.

The MCRD CD-ROM is one disc and is published in its entirety quarterly. It is intended to be used by anyone needing to relate reference and stock numbers assigned to items in the Federal Catalog System in order to accomplish the following:

- Make certain the manufacturer of an item when a reference number or stock number is known;
- Determine whether the reference number is item-identifying or requires additional data;
- Correctly identify the item of supply; or
- Cross-reference a superseded/cancelled number to a valid one.

The Master Cross Reference Data (MCRD) is on a two disk product which contains CAGE, reference number, and reference number coding data cross referenced to NSN data.

Management Data (MD) and Interchangeability and Standardization (I&S): This two disc product contains management data to assist requisitioners in acquiring and accounting for items of supply, cross referenced to NSNs. The Management Data CD includes the following data:

- Acquisition Advice Code (AAC);
- Source of Supply (SOS);
- Unit of Issue;
- Price;
- Reparability Coding; and
- Interchangeability and Substitutability Data (I&S).

DEMIL Catalog is a one disk product which provides active and inactive NSNs that are cross-referenced to the applicable Demilitarization Codes and related demilitarization specifications, such as:

- Source of Supply;
- Hazardous Material Indicator Code (HMIC); and
- Precious Metals Indicator Code (PMIC).

The Medical Catalog is a one disk product providing descriptive, management, and reference data for the selection and identification of items to support the medical community.

Magnetic Tape Products are also available to the customer, prices vary. Contact DLIS for price quotes and sample data layouts. DLIS can also tailor magnetic tape products to your needs.

DLIS offers a wide range of training classes related to cataloging and the Federal Catalog System and the use of DLIS's information products. Additional information is available from the following:

Commander, Defense Logistics Information Service  
ATTN: DLIS-VST, 74 North Washington Street  
Battle Creek, Michigan 49017-3084.

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The telephone number is (616) 961-5181/5425

FAX: (616) 961-4307

E-Mail: [dlis.tng@dlis.dla.mil](mailto:dlis.tng@dlis.dla.mil).

The FMS customer may obtain DLIS publications directly from DLIS or through cases with the MILDEP. Requests for information about DLIS information products or placing an order should be directed to:

Commander, Defense Logistics Services Center

ATTN: DLIS-KI, 74 North Washington Street

Battle Creek, Michigan 49017-3084

DSN 661-4310/4328

Commercial (269) 961-4310/5271

FAX (269) 961-4760

E-Mail: [Mary.Lloyd@dla.mil](mailto:Mary.Lloyd@dla.mil) or [Gerald.Kalemkiewicz@dla.mil](mailto:Gerald.Kalemkiewicz@dla.mil).

### **Department of Defense Specifications and Standards**

Although the FMS process is not used to access specifications and standards, and they are not part of an original weapons system sale, they may become necessary for follow-on support and maintenance purposes.

The DoD Single Stock Point (DODSSP) was created to centralize the control, distribution, and access to the extensive collection of Military Specifications, Standards, and related standardization documents either prepared by or adopted by the DoD. The DODSSP mission and responsibility was assumed by Document Automation and Production Service (DAPS). Customers can use the Acquisition Streamlining and Standardization Information System (ASSIST) to find data. The website is <http://dodssp.daps.dla.mil/assist.htm>. To register, visit the ASSIST-online page or call the ASSIST help desk at: (215) 697-6257. ASSIST is comprised of three standardization databases:

- The Department of Defense Index of Specifications and Standards;
- The SD-4; and
- The AMSDL.

The DODISS contains catalog listings of the following document types:

- Military, Performance and Detail Specifications;
- Military Standards;
- DoD-adopted Non-government and Industry Specifications and Standards;
- Federal Specifications and Standards;
- Military Handbooks;
- Qualified Products and Manufacturers Lists (QPL/QMLs);
- Commercial Item Descriptions (CIDs);
- Air Force and Navy Aeronautical Standards and Design Standards; and
- Air Force Specifications Bulletins.

The SD-4 contains standardization project tracking data. The AMSDL is an index listing all active and cancelled Data Item Descriptions (DIDs).

Government agencies as well as commercial firms, both national and foreign, can use ASSIST or can obtain these documents by submitting their requests directly to DAPS. ASSIST is outside the normal FMS processing rules, and an FMS case is not needed to obtain these publications. All ASSIST documents are now available to users free of charge.

If internet access is not available customers can order individual documents by submitting the Form DAPS-Phila 1425, DODSSP Specifications and Standards Order Form, see example in Figure 13, by mail to the following address or phone numbers:

DODSSP, Building 4/ Section D  
 700 Robbins Avenue  
 Philadelphia, Pennsylvania 19111-5098  
 Fax at DSN 442-1462  
 Commercial (215) 697-1462.

The DODSSP special assistance desk can be reached at  
 DSN: 442-2179  
 Commercial (215) 697-2179

**DODSSP Specifications & Standards Order Form** DAPS Phila 1425E (10/98)

Date Submitted:

Name / Code:

Organization / Department:

Address (If new, please check here):

1234 Massachusetts Ave, NW  
 Washington DC 29999

Please select one:  
 USA  USN  USAF  DLA   
 OTHER DOD  FEDERAL  OTHER

Phone Number:

Customer Account Number:

*If this is your first order, a Customer Account Number will be assigned to you.*

Documents ordered must appear in the DOD Index of Specifications and Standards (DODISS). Reorder forms will be enclosed with each shipment.

STANDARDIZATION DOCUMENT NUMBER	TITLE (as it appears in the DODISS)	QTY
MIL-STD-2073-1D (1)	DOD Standard Practice for Military Packing	2
MIL-A-8869B NOT 1	Aircraft Strength and Rigidity Ground Tests	1

- Requests for Official Use Documents must be submitted via cognizant DOD Inspection Officer or Contract Administrator for certification of "need to know."
- Non-Government Standardization documents will not be furnished to commercial concerns. Copies may be purchased from the appropriate Non-Government Association.
- Questions concerning documents not listed in the Department of Defense Index of Specifications and Standards (DODISS) should be directed to Code: DPM-9, or call the DODSSP Special Assistance Desk: (215) 697-2179 DSN: 442- FAX: (215) 697-1462.

Closing Date: (IFB, RFQ, or RFP)	DODSSP BUILDING 4 / SECTION D 700 ROBBINS AVENUE PHILADELPHIA, PA 19111-5098
-------------------------------------	---

**Figure 13. DAPS Phila 1425E (10/98) -  
 DODSSP Specifications and Standards Order Form**

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## Publications from the North Atlantic Treaty Organization Sources



**Figure 14. North Atlantic Treaty Organization NMCRL Screen.**

The NATO Maintenance and Supply Agency (NAMSA) is the focal point for the NATO Master Catalogue of References for Logistics (MCRL) on DVD (NMCRL). This product contains all of the NSNs, reference numbers, CAGEs/NSCMs, item names, and manufacturer's data (name and address) of all the NATO countries, including the U.S. Since it does not contain any restricted data, it is available to all countries. The NMCRL is issued six times each year, with each issue updated to include any changes since the last issue. The NATO MCRL operates in the same hardware and software environment as DLIS's CD products. The NMCRL is produced and distributed, by NATO, Figure 14. For further information and current pricing data go to the following web sight: <http://www.nmcrl.com/start.htm>.

### North Atlantic Treaty Organization Ammunition Data Base on CD-ROM

There is growing need within NATO for a single authoritative source of NATO ammunition interchangeability, technical and logistic information which is portable and available even under field conditions.

The state of the art user interface software will provide powerful search capabilities while remaining simple to use. Users will be able to search on NATO Stock Number, item name, ammunition model number, manufacturer, weapon, user nation and other similar criteria. The North Atlantic Treaty Organization Ammunition Data Base (NADB) will provide a list of all ammunition natures which meet all selected criteria. Users will then be able to obtain full technical details on each of these items. Information can be printed or exported for use in another software application.

Similarly, Allied Publications will be indexed by publication number, title, custodian, publication date, and sponsoring group. These documents can be viewed, printed or electronically searched for specific text. If you would like more information concerning the NADB please see the following web site: <http://www.king.igs.net/~ammo/>.

### Conclusion

This guide has presented an overview of the requisitioning procedures used by the Army, Navy and Air Force and other DoD agencies. Ordering publications is not a simple process but it is an important one. Out-of-date publications can complicate the supply and maintenance processes. The importance of monitoring publications can not be stressed enough.

Foreign military sales customers will find it very helpful to maintain current copies of the various publications used by the U.S. supply system. Information contained in these publications will help reduce errors and avoid delays in supply transaction processing. For these reference documents to be beneficial to the customer, they must include the most recent changes. The best way to ensure this is to request automatic distribution of changes and revisions when requisitioning the basic publications. [Current NAVSUP PUB 526, para 020413].

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If you encounter any problems accessing publications, contact the appropriate representative at the International Logistics Control Organization (ILCO) supporting your military service or defense agency.

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- Mary Lloyd (DLIS-KI);
- Bette Conover (NAVICP-OF);
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- Terry Allred (USASAC-NC);
- Cynthia Ray (OC-ALC/LGLUF); and
- Cheryl Glover (OC-ALC/LGLUC).

#### **About the Author**

Mr. Forrest “Ed” Smith has an extensive background in security assistance programs and training. He is an Associate Professor of Security Assistance Management at the Defense Institute of Security Assistance Management. He has held positions as a Logistics Analyst for DSAMS Training and Field Support, Chief, Arabian Programs Branch, Air Force Security Assistance Center AFLC Security Assistance Program Liaison Officer to PACOM, and Security Assistance Program Manager, International Logistics Center. He was awarded a Master of Science and Logistics Management from the Air Force Institute of Technology, and a Bachelor of Business Administration and Finance from the University of Massachusetts.