
Beginner's Guide to Publications

by

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Once again our diligent Security Assistance Officer (SAO) overseas is faced with answering a question for his counterpart in the purchasing country. This time the question is on publications. But wait a minute! They didn't cover publications in any detail at DISAM. So where do you turn when the host country asks where they can get the publications they need to fix the equipment they received through the Foreign Military Sales (FMS) program?

One of the first issues you might want to determine for yourself is exactly what are publications? According to the *FMS Financial Management Manual*:

The term 'publications' includes technical orders, technical manuals, supply catalogs, training publications, administrative publications, engineering drawings and associated documents, Integrated Logistics Support publications and associated documents, equipment component lists, special file extracts, decals, forms, and audiovisual products. A publication may be bound or looseleaf, imprinted form, ADP listing, operator's card, microfilm, slide, motion picture film, etc.[1]

From this lengthy list, you can see that supplying publications can be, and actually is, a complicated and time consuming business. In FY 1987 the Navy Publications and Forms Center (NPFC) managed over 242,500 different publications and forms and received over 400,000 individual requisitions each month.[2] As of December 1986, the USAF International Logistics Center (ILC) was managing publication cases for over 80 countries with a case value of \$2,600,000.[3] The Army Materiel Command alone has over 24,000 manuals containing more than 2,750,000 pages. The Air Force maintains at least 100,000 technical orders and the Navy over 200,000 manuals.[4] These figures do not include the numerous changes which are issued daily, monthly, and quarterly.

As with other aspects of the FMS program, no special system has been developed to requisition publications to support the FMS customer. The systems already used by each of the Military Departments (MILDEPs) and other Department of Defense (DOD) organizations to meet internal requirements have all been adapted for the FMS customer. The general policy followed by all three MILDEPs can be summarized by the following statement from AR 12-8: "The Department of the Army will support and meet all customer requests for US Army information and documents as fully and as quickly as possible. It will be according to existing procedures, administrative capability, and applicable release policy." [5] It is the customer's responsibility to understand and use the systems already in place. The purpose of this article is to help both SAOs and purchasers 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.

PUBLICATION REFERENCES

To be able to understand and initiate requisitions for Department of Defense (DOD) publications, the customer country must have the various publications listed in Table 1 in its library. These publications are the authors' recommendations. Additional publications to enhance this 'library' will be specifically addressed during the discussion of each services' requisition procedures.

TABLE 1
PUBLICATIONS: POLICY AND INDEX GUIDANCE

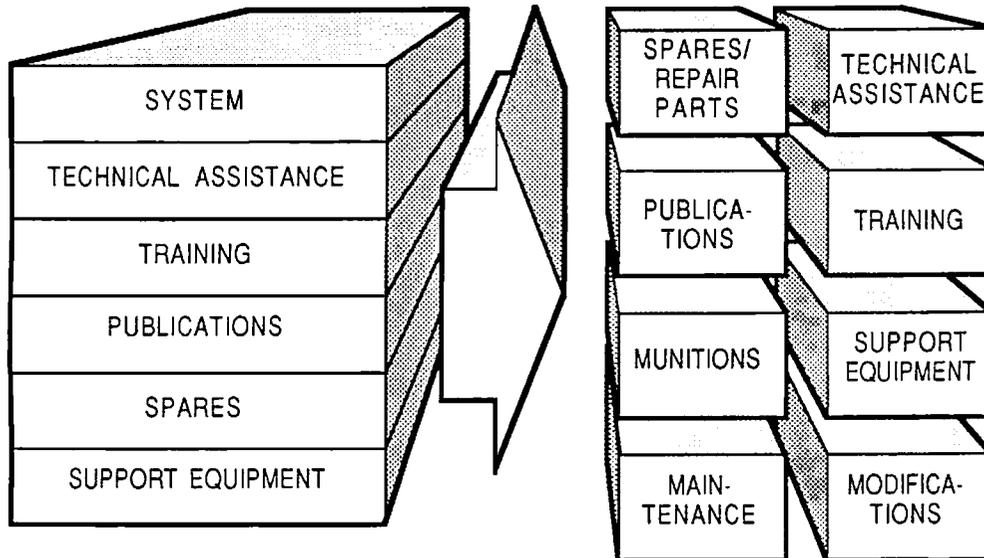
DOD AGENCY	POLICY LOGISTICAL/FINANCIAL	ORDERING INDEX
DOD	DOD 7290.3-M	DOD 5025.1-1
ARMY	AR 12-8 AR 37-60	DA PAM 25-30 DA PAM 25-32
NAVY	NAVSUP 526 NAVCOMPT VOL 3	NAVSUP PUB 2002
NPFC (MILSPECS)	DOD 4120.3	DOD INDEX OF SPECIFICATIONS AND STANDARDS (DODISS)
AIR FORCE	AFR 130-1 AFR 170-2 AFM 67-1, VOL IX	TO 00-5-19 TO 0-1-01 TO 0-1-02 AFR O-20/O-22 USAF INDEXES
DLSC	DOD 4130.2	FEDERAL SUPPLY CATALOG INDEX C1 VOL 1

INITIAL VS. FOLLOW ON SUPPORT

Under the Total Logistic Support concept (Figure 1) publications 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." [6]

Nevertheless, it is up to the purchaser 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 insure that the system will perform as required. Follow-on cases for publications are a must. To aid in this effort, each of the MILDEPs has developed procedures for automatic distribution on which the purchaser can rely. This is the easiest method to insure that publications are kept up-to-date.

FIGURE 1
Total Logistics Support



TYPES OF CASES/CATEGORIES OF PUBLICATIONS

The purchaser 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.[7] It makes administration of the case much simpler and permits the more rapid filling of purchaser 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
- Engineering Drawings/Aperture Cards
- Stocklists, Cataloging Documents, Tables of Allowance, Decalcomanias
- Technical Orders/Manuals
- Software

In addition, 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
- Professional Military Education Correspondence Courses
- Classified Publications

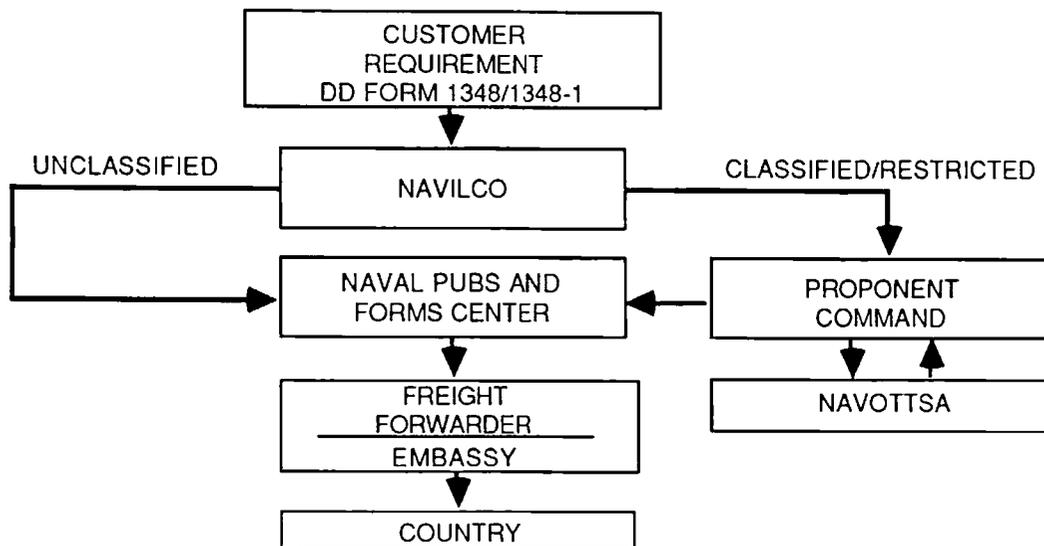
In addition to the above types of publications, each of the service's has placed restrictions on other publications. More specific guidance on the restrictions covering the ordering of Navy publications is found in NAVSUP 526; for the Army, guidance is in DA PAM 25-32; and for the Air Force, AFM 67-1, Vol. IX.

As noted above, each of the MILDEPs have their own unique system for requisitioning publications. These will be discussed separately in the following sections.

NAVY PUBLICATIONS

Perhaps the least confusing system for the FMS customer is that used by the United States Navy. Figure 2 is a simplified flow chart.

FIGURE 2
Navy Publication Flow Chart



The customer determines which publication is needed using NAVSUP Publication 2002 (provided on microfiche). This is the source for identifying all Navy publications and forms. Since 1 January 1988, a sanitized, non-classified version of NAVSUP 2002 has been available for distribution to all commercial companies and FMS customers. Each publication/form, including changes, has been assigned a National Stock Number (NSN) allowing the use of the standard MILSTRIP format to order publications. The customer then fills out a standard DD Form 1348-1, using the document identifier "A04" in card columns 1-3. All other information on the DD Form 1348-1 is the same as used in a normal requisition for a spare part.

When NAVILCO receives the customer's requisition it determines whether it is for an unclassified or classified/restricted publication. Requests for unclassified publications are sent to the Navy Publications and Forms Center (NPFC). If the publication is classified/restricted, the request is first sent to the proponent command (NAVAIR, NAVSEA, etc.) and possibly to the Navy Office of Technology Transfer and Security Assistance (NAVOTTSA) for approval prior to forwarding to NPFC. Filled requisitions are sent to the freight forwarder/Embassy for delivery to the customer.

When NPFC receives a requisition for a publication from the Navy International Logistics Control Office (NAVILCO), it will send the basic publication and all current changes. If only changes are needed, they can be ordered separately but an individual MILSTRIP requisition must be prepared for each specific change.

Customers wishing to have changes/revisions sent to them automatically can do so by submitting a MILSTRIP with the basic publication NSN. However, document identifier "A05" must be used in this case in card columns 1-3, and the words REQUEST FOR AUTOMATIC DISTRIBUTION should be entered in the remarks section. Since this requisition contains "exception data," it must be mailed to NAVILCO. It is very important that the customer advise

NAVILCO of any changes since it takes a minimum of 3 months to process a request for either initial establishment for automatic distribution or for changes to existing services.

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.

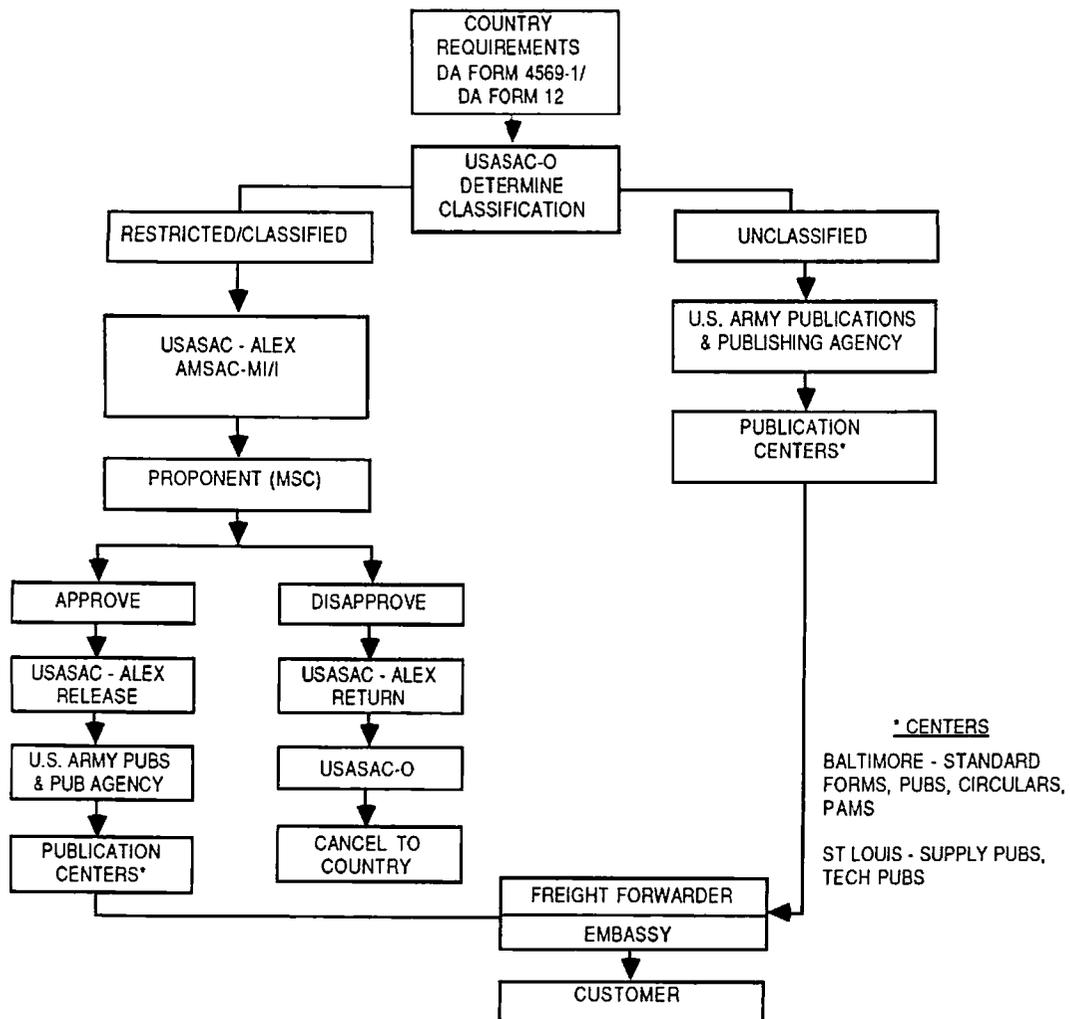
What additional publications should the well-stocked Navy publications office have on hand? Those listed in Table 1 should be sufficient.

The contact point for all Navy publications is the Naval Publications and Forms Center, NPFC-43, 5801 Tabor Avenue, Philadelphia, PA 19120. Telephone numbers are Autovon 442-2660/2661, Commercial (215) 697-2660/2661.

ARMY PUBLICATIONS

The Army system is a bit more complicated than the one used by the Navy. See the simplified flow chart at Figure 3.

FIGURE 3
Army Publications Flow Chart



First, we need to define two terms used to describe the methods of distribution employed by the Army: resupply and initial distribution. The resupply method includes both defined and blanket order (BOE) cases and the publications are requisitioned using the DA Form 4569-1-R, "Security Assistance DA Publication Requisition Code Sheet." On the other hand, the customer uses the DA Form 12-series, "Subscription For Miscellaneous Administrative Publications and Posters," to obtain publications using the initial distribution method (sometimes called pinpoint distribution).

The resupply method 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. The customer has to use this method to order specific categories of publications such as classified or restricted.

The initial distribution (ID) method is the most desirable, since the customer will receive automatic shipment (without requisitioning) all newly printed publications, changes, revisions, and reprints.[8] For technical publications applicable to specific major items, this is accomplished by completing the applicable DA Form 12-series, listing the major item. DA Form 12s have been drastically changed over the past few years. They now list more specific major items of equipment. This change has helped to reduce the one drawback to this method that did not allow the customer to be selective in what publications they received. To use this method, the customer must have a blanket order case for \$25,000 or more (See DA PAM 25-32 for exception policy).

What additional publications should the well stocked ARMY publications office have on hand? You might consider requisitioning the following:

DA PAM 25-30	Consolidated Index (Microfiche) of Army Publications and Blank Forms
DA PAM 25-32	FMS Publication Guide
DA PAM 25-33	Standard Army Publication System Describes the standard Army Publication System (STARPUBS) and use of DA Form 12-series
DA Form 4569-1	Security Assistance DA Publications Requisition Code Sheet--needed to requisition publications and/or blank forms

FMS customers requiring advice and assistance on publications problems should contact Commander, US Army Security Affairs Command, ATTN: AMSAC-OL/C, 3rd Street and M Avenue, New Cumberland Army Depot, New Cumberland, PA 17070-5096. Telephone numbers as of 1 January 1989 are: Autovon 977-6530/6911, Commercial (717) 770-6530/6911.

AIR FORCE PUBLICATIONS

The Air Force guidance for ordering publications can be found in AFM 67-1, Volume IX and TO-00-5-19. It should be noted that AFM 67-1, Vol IX has recently been completely revised. The new section on publications is more detailed than the previous edition.

**Figure 4
Air Force Publications Flow Chart**

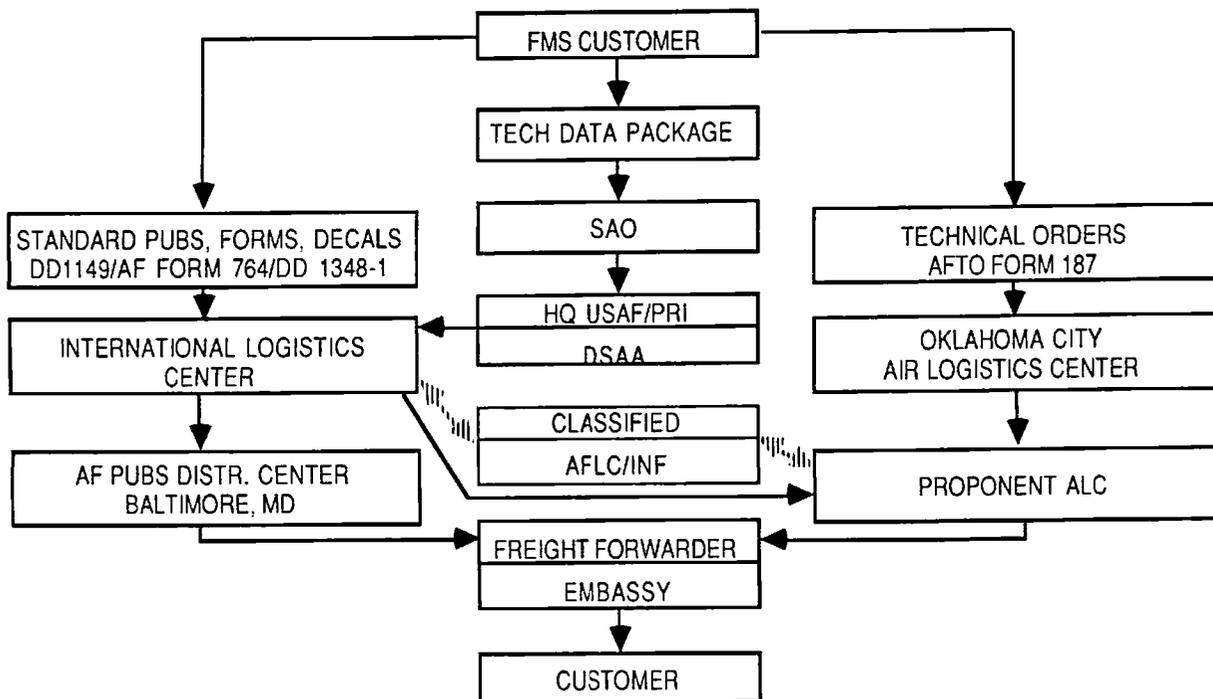


Figure 4 is a simplified publications request flow. Requirements for standard publications are determined using AFR O-20 and AFR O-22, while technical orders are gleaned from the TO/CSTO indexes. Once the customer has determined the actual publications needed, one of several forms must be completed as indicated in Table 2:

**TABLE 2
AIR FORCE PUBLICATION REQUISITIONING FORMS**

TYPE OF PUBLICATION	USE FORM
Standard Publications/Forms/ Decals/Engineering Drawings	DD1149/AF Form 764/DD 1348-1 (6-PART)
Tech Data Packages	Letter
Technical Orders	AFTO Form 187/276

Requests for standard publications, forms, engineering drawings, and decals are sent to the International Logistics Center (ILC) using DD Form 1149 or DD Form 1348-1. The USAF has just begun using the DD Form 1348-1. However, since each publication does not have a stock number assigned, the purchaser must use the current publication short title. The form must still be mailed to the ILC. Any request should be directed to either EC-2 or GB-2 depending on the geographic deputation supporting the specific country. If the publication is unclassified, the requisition is forwarded to the AF Publications Distribution Center for filling. Classified publications are released only after approval by USAF/CVAII and/or AF/INF. Technical orders are requisitioned from the Oklahoma City ALC at Tinker AFB on AFTO Form 187 or AFTO Form 276.

Automatic distribution for standard publications listed in AFR O-20 and all stocklists can be requested by filling out the AF Form 764. AFTO Form 187 is also used to set up automatic distribution of changes, revisions, and supplements to technical orders. Automatic distribution of decals is not authorized.

All standard publications, forms, decals, and technical orders are sent to the country's freight forwarder/Embassy. Any request for a technical data package (TDP) must be reviewed by the SAO who forwards it to HQ USAF/PRI. DSAA is the final release authority for all TDPs.

What additional publications should the well stocked AIR FORCE publications office have on hand? Recommendations include:

AFR O-14	<i>Engineering and Miscellaneous Federal and Commercial Publications</i>
AFR O-22	<i>Numerical Index of Standard and Recurring Publications Available to NATO Security Assistance Customers</i>
S-2A-1	<i>Index of USAF and DOD Supply Catalogs and Related Cataloging Publications</i>
TO 00-5-2	<i>Technical Order Distribution System</i>

Contact points are also based on geographic location and type of publication:

STANDARD PUBLICATIONS

For European, African,
Middle Eastern Programs:

For Asian, Americas, Arabian
Programs:

AFLC ILC/EC-2
Wright-Patterson AFB, OH 45433

AFLC ILC/GB-2
Wright-Patterson AFB, OH 45433

Autovon 787-8120/8118
Commercial (513) 257-8120/8118

Autovon 787-5977/8126
Commercial (513) 257-5977/8126

TECHNICAL ORDERS

Oklahoma City ALC
Attn: MMEDUF
Tinker AFB, OK 73145-5979

Autovon 336-7684
Commercial (405) 736-7684

DOD PUBLICATIONS PRICING POLICY

Now that we have determined how publications are requisitioned, the question of pricing arises. A priority of sources for pricing data has been developed for use by the MILDEPs:

- I. Discrete Pricing (invoices)
- II. Service Developed Tables
- III. DOD 7290.3-M Guidelines

DISCRETE PRICING

Discrete pricing is the simplest method used to determine the cost of a publication. Using actual costs or invoices, the exact costs to produce a publication are employed to determine the final price. This is the preferred method for all services.

SERVICE DEVELOPED TABLES

When actual publication costs cannot be readily determined, the *FMS Financial Management Manual* DOD 7290.3-M, provides instructions for constructing and using publication pricing tables based on factored costs. Numerous factors make up the final price, including acquisition costs (AC), copy production costs (CPC), special costs (SC), and surcharges. A complete discussion of Publication Pricing can be found in Section 716, DOD 7290.3-M.

Acquisition costs include all the costs borne by the DOD using either in-house or contractor assets to create the reproducible master. Factors which contribute to the total acquisition cost include technical writing, administrative writing, editing, illustrating, animation, and copy preparation. Copy production costs includes all the costs incurred in the printing or reproduction of copies from the reproducible master.

On occasion, there are special costs which may affect the final price of a publication, including sanitization, classified handling, development and maintenance of country-peculiar publications, and technology changes. A special charge for technology changes may be required, particularly where software development is involved. See Section 715, DODD 2140.2 and DOD 7290.3-M, for further guidance.

Using a representative sample of the various types of publications, the service develops unit prices for the various categories of publications. The FMS price for a joint military service publication is established by the MILDEP responsible for the acquisition and management of the publication. Once all the figures have been gathered and the total quantity of publications determined, it becomes a relatively simple mathematical problem to calculate the average unit price:

$$\frac{\text{Acquisition Cost} + \text{Copy Production Cost} + \text{Special Costs}}{\text{Total Quantity Produced}} = \text{Average Unit Price}$$

In addition, there are several FMS surcharges which may be applicable to publications, including, but not limited to, packaging, crating and handling, transportation, administrative, and asset use.

Both the Army and the Navy use these procedures. In the Navy, each of the major commands determines the price of each publication based on the above formulas. Once determined, the prices are forwarded to NPFC. NPFC uses these publication prices to charge the FMS customer.

USASAC-Alexandria has developed a table which is used by USASAC-New Cumberland to price many Army publications.[9] The prices in Table 3 became effective on 1 November 1985 and are subject to change without notice. Each publication provided through the USAPPA ID System is now billed separately under a unique document number. Prior to 1 November 1988, such publications had been billed as a roll up of several publications under one document number.

TABLE 3
U.S. ARMY PUBLICATION PRICING GUIDE

GENERAL CATEGORY	PUBLICATIONS	PRICING (see notes)
Administrative	Army Regulations (AR)	\$11.00 each/\$5.00 fiche
	DA Circulars (CIR)	\$11.00 each/\$5.00 fiche
	DA General Orders (DAGO)	\$11.00 each/\$5.00 fiche
	DA Pamphlets (PAM)	\$11.00 each/\$5.00 fiche
	DA Posters	\$11.00 each/\$5.00 fiche
	Department of Defense Publications (DOD)	\$11.00 each/\$5.00 fiche
	Joint Chiefs of Staff Publications (JCS PUB)	\$11.00 each/\$5.00 fiche
Supply	Federal Supply Catalogs, DOD sections (C)	\$11.00 each/\$ 5.00 fiche
	Publications Units (PUB UNIT)	\$11.00 each/\$ 5.00 fiche
	Supply Bulletins (SB)	\$11.00 each/\$ 5.00 fiche
	Supply Catalogs (SC)	\$11.00 each/\$ 5.00 fiche
	Supply Manuals (SM)	\$11.00 each/\$ 5.00 fiche
Doctrinal Training Organizational	Army Subject Schedules (ASUBJSCD)	\$22.00 each/\$ 5.00 fiche
	Army Training and Evaluation Program (AETEP)	\$22.00 each/\$ 5.00 fiche
	Army Training Program (ATP)	\$22.00 each/\$ 5.00 fiche
	Army Training Tests (ATT)	\$22.00 each/\$ 5.00 fiche
	Common Table of Allowances (CTA)	\$22.00 each/\$ 5.00 fiche
	Field Manuals (FM)	\$22.00 each/\$ 5.00 fiche
	Firing Tables (FT)	\$22.00 each/\$ 5.00 fiche
	Firing Table Regulations (FTR)	\$22.00 each/\$ 5.00 fiche
	Trajectory Charts (TJC)	\$22.00 each/\$ 5.00 fiche
	Joint Table of Allowances (JTA)	\$22.00 each/\$ 5.00 fiche
	Tables of Distribution and Equipment (TDA)	\$22.00 each/\$ 5.00 fiche
	Tables of Organization and Equipment (TOE)	\$22.00 each/\$ 5.00 fiche
	Training Circulars (TC)	\$22.00 each/\$ 5.00 fiche
	TRADOC Bulletins (TRADOC BUL)	\$22.00 each/\$ 5.00 fiche
Technical	Lubrication Orders (LO)	\$38.00 each/\$ 5.00 fiche
	Technical Bulletins (TB)	\$38.00 each/\$ 5.00 fiche
	Technical Manuals (TM)	\$38.00 each/\$ 5.00 fiche
	Modification Work Orders (MWO)	\$11.00 each/\$ 5.00 fiche
Changes	If ordered without the basic publication	\$ 5.00 each
Blank Forms	All	\$.08 copy (Minimum order is \$4.00)

Notes: Add additional 20% for classified publications. All prices are rounded up to nearest whole dollar.

DOD PRICING GUIDES

The third method of pricing is to use either Table 716-2, Sample Pricing Guide for Technical Publications, or Table 716-3, Guide For Publications Pricing, which are found in DOD 7290.3-M. The US Air Force uses these tables to determine prices on all USAF managed publications. The two tables have been reproduced as Table 4 and Table 5 respectively.

TABLE 4
SAMPLE PRICING GUIDE FOR TECHNICAL PUBLICATIONS
(Subcategory Title, When Desired)

UNITS	All pubs 100 units or Less
PRICE PER COPY	\$16.00 (based on a 60-unit count average)

UNITS	All pubs over 100 units
PRICE PER COPY	Extrapolate from below

UNITS	1	2	3	4	5	6	7	8	9	10
PRICES (\$)	0.26	0.51	0.78	1.04	1.30	1.55	1.81	2.08	2.34	2.59

UNITS	50	60	70	80	90	100	200	300	400	500
PRICE(\$)	12.80	16.00	17.60	20.80	24.00	25.60	51.20	78.40	104.00	129.60

INSTRUCTIONS

1. Determine unit cost of publication.
2. If unit count is at or below minimum, set price at \$16.00.
3. Extrapolate when unit counts are above the minimum. For example, the calculation for a unit count would be computed from the table as follows:

	Units	Price
	300	\$78.40
	80	20.80
	<u>+ 2</u>	<u>+ .51</u>
Total	382	\$99.71

Rounding to the nearest dollar, the price charged to the FMS customer would be \$100.00.

4. Add 20% to the price for classified publications.

**TABLE 5
GUIDE FOR PUBLICATIONS PRICING (PER COPY)**

PRICE PER COPY²					
CATEGORIES OR PUBLICATION					
NO.UNITS¹	TECH	TRNG	ADMIN	SUPPLY	OTHER³
1-100	\$16.00	10.00	5.00	5.00	
101-200	38.00	22.00	11.00	11.00	
201-300	66.00	38.00	19.00	19.00	
301-400	91.00	54.00	27.00	27.00	
401-500	117.00	67.00	34.00	34.00	

Engr. Drawings All Categories
Aperture or copy cards @ \$.88 per copy
Hard-copy - \$3.20 per copy

Letter Type Bulletins
and Direct All Categories
\$3.20 per copy

Forms All Categories
\$.08 per copy with a minimum charge
of \$3.20. If standard inventory price
is available, use standard price.

1. Unit: A page, a roll of microfilm, a microfiche frame, or a running foot of tape or motion picture film.
2. An additional charge of 20% is added for classified items.
3. Other selected categories of publications, such as audiovisual products, decals, etc.

ORDERING SPECIALIZED PUBLICATIONS FROM OTHER DOD SOURCES

Publications are normally ordered through FMS cases with the three MILDEPS; however, some publications can be ordered directly from the agency which acts as the single manager for a particular series. Requisitioning from these sources directly can speed up the delivery. In some cases, the agency is the only source of the publications. The remainder of this article deals with these unique sources.

DOD SPECIFICATIONS AND STANDARDS

Specifications and standards may not be part of an original weapons system sale, but they may become necessary for follow-on support and maintenance purposes. The single DOD manager and stockpoint for obtaining specifications and standards is the Naval Publications and Forms Center (NPFC).[10] As the single stock point, NPFC stores and distributes the following types of documents:

- Military Specifications and Standards
- Federal Specifications and Standards
- Qualified Products Lists
- Industry Documents (DOD Adopted [issued to DOD only])
- Military Handbooks
- Air Force-Navy Aeronautical Standards
- Air Force-Navy Aeronautical Design Standards
- U.S. Air Force Specifications
- Air Force-Navy Aeronautical Bulletins
- U.S. Air Force Specification Bulletins
- Other Departmental Documents
- Data Item Descriptions

Foreign governments as well as commercial firms, both national and foreign, can obtain these documents by submitting their requests direct to NPFC. This is outside of the normal FMS processing rules, and an FMS case is not needed to obtain these publications.

To order specifications or standards, the customer must identify the document symbol as recorded in the DOD Index of Specifications and Standards (DODISS), e.g. MIL-A, MIL-STD, etc. The DODISS contains alphabetical, numerical and Federal Supply Class (FSC) listings of all current standardization documents. The DODISS (Stock Number 908-004-000001) can be ordered in hard copy format from the:

Superintendent of Documents
Government Printing Office
Washington, DC 20402

The Government Printing Office Customer Service telephone number is (202) 783-3238. The current price for a hard copy of the DODISS is \$68.00 for a one year subscription. It can also be obtained in a microfiche format for about \$30.00 from the:

Director, Navy Publishing and Printing Service Office
700 Robbins Avenue
Philadelphia, PA 19111

Requests for the basic specifications and standards should be mailed to:

Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia, PA 19120-5094

Although there is a charge for the DODISS as noted above, the basic specifications and standards are generally issued free of charge depending on the size of the order. Requests for large quantities will have fees assessed.[11]

Besides mail orders, the documents can also be requisitioned from NPFC by telex, or by using an automated telephone ordering system known as the Navy Print on Demand System. To obtain further information on ordering and on procedures for the automatic distribution of changes, contact NPFC at (215) 697-2179 and ask for handout NPFC 4120/3, *A Guide for Obtaining DOD Specifications and Standards*.

DOD DIRECTIVES

There are many DOD directives, instructions, and publications that may be of interest to FMS customers. A complete list of all DOD publications can be found in DOD 5025.1-1, *DOD Directives System Annual Index*. This index costs about \$20.00 and is available from the:

US Department of Commerce
 National Technical Information Service (NTIS)
 5285 Port Royal Road
 Springfield, VA 22161
 Telephone: (703) 487-4600

The DOD publications that are listed in the Index are available directly from various sources which are also listed in the Index. The *Security Assistance Management Manual (SAMM)* and the *FMS Financial Management Manual* are among the publications. This may be the quickest route to obtain these documents; however, as noted earlier, all DOD publications can also be obtained through normal MILDEP publication cases. Typical DOD publications that an FMS customer may find useful are listed in Table 6.

TABLE 6
 USEFUL DOD PUBLICATIONS

DOD PUBLICATION	TITLE	AVAILABILITY/SOURCE
DOD 2140.2	<i>Recoupment of Nonrecurring Costs on Sales of U.S. Products and Technology</i>	OASD (C)
DOD 7290.3-M	<i>FMS Financial Management Manual</i>	DISAM
DOD 5105.38-M	<i>Security Assistance Management Manual</i>	DISAM
DOD 4140.17-M	<i>MILSTRIP FMS Customer Procedures</i>	DLA
DOD 4140.60	<i>Processing Discrepancy Reports Against FMS Shipments</i>	DLA

FEDERAL SUPPLY CATALOGS

The Defense Logistics Services Center (DLSC) is a Defense Logistics Agency (DLA) field activity designated as the central control and monitoring point for the Federal Catalog System.[12] The Federal Catalog system is the official DOD program under which equipment and supplies are uniformly named, described, classified, and stock numbered. Once again, the FMS purchaser can obtain numerous publications directly from DLSC rather than going through the MILDEP. The following are typical DLSC publications that are available to FMS customers directly from DLSC:

Identification List (IL)
Management Data List (ML)
Master Cross Reference List (MCRL)
Federal Supply Catalog Index of Federal Catalog System
Publications (C1-VOL 1)

FMS customers can obtain these publications through FMS cases negotiated with DLSC or through cases with the MILDEPS. Requests for information or placing of orders should be directed to:

Defense Logistics Services Center
Attn: DLSC-JB
Federal Center
Battle Creek, MI 49017-3084

SUMMARY

This article has presented an overview of the requisitioning and pricing systems used by the three services 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. "Both the FMS customer and the US users must carefully monitor the receipt of changes to publications in order to ensure that all changes are received. There is no automatic or "short cut" method of ensuring that all changes have been received. While subscribing to automatic distribution services is the most effective way of ensuring receipt of all changes to publications, even this method is not infallible." [13] If you encounter any problems, contact your representative in the appropriate International Logistics Control Office.

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NOTES

1. DOD 7290.3-M, *Foreign Military Sales Financial Management Manual*, Page 716-1, Paragraph 71601.
2. Navy Publications and Forms Center, *1986 Annual Report*, Page 4.

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3. Data was provided by the International Logistics Center, Wright-Patterson AFB, Ohio.
 4. *Army Logistician*, PB 700-87-4, "The Paperless Manual," James Chasse and Joseph J. Rogowski, September-October 1987, Page 40.
 5. AR 12-8, *Foreign Military Sales Operations/Procedures*. Chapter 13.
 6. NAVSUP PUB 526, *Foreign Military Sales Customer Guide*, Paragraph 10330.
 7. AFR 130-1, *Security Assistance Management*, 6 November 1987, Paragraph 17-46.
 8. DA PAM 25-32, *Foreign Military Sales Publications Guide*, 14 Aug 1987. Paragraph 3.
 9. Chart was provided by the Publications Section, AMSAC OL/C, New Cumberland Army Depot, Pennsylvania.
 10. NPFC-4120/3(REV. 4-88), Department of Defense Single Stock Point (DOD-SSP) for Specifications and Standards, "A Guide for Private Industry".
 11. Ibid
 12. Federal Catalog System Training Program, H55-1A Supplement, March 1988, Page i.
 13. NAVSUP PUB 526, Paragraph 2379

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