

## 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 are shipped before the end of the fiscal year, forward orders to AFSAT by 1 May.**

### 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  
JBSA-Randolph TX 78150-4354

E-mail: [AFSAT\\_Country\\_Manager@us.af.mil](mailto:AFSAT_Country_Manager@us.af.mil)

Info copy to: DLIELC/INF

E-mail: [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 charge at 50% of materials excluding the cost of CBT disks.

#### Example:

Total materials cost	\$50,000
Cost of CBT disks	\$20,000
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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	<b>\$15,000</b>

### 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: [LEN@us.af.mil](mailto:LEN@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 ordering (filling out the DD Form 1149/Order Form), shipping, or your received order, contact the Training Logistics Branch:

DLIELC/TLF  
E-mail: [dlielc.leslwork@us.af.mil](mailto:dlielc.leslwork@us.af.mil)

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

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

## Ordering Information

# Instructions to Complete Requisition and Invoices/Shipping Document DD Form 1149 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 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 <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:** 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
<b>EXAMPLE</b>	D	I	T	0	-	-	6	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.