

FOREIGN MILITARY SALES (FMS) LETTER OF REQUEST (LOR) PREPARATION CHECKLIST

PURPOSE

Use this checklist to ensure you are prepared to begin drafting a Letter of Request (LOR).

⚠ Throughout the checklist, the caution sign is used to notate common mistakes and pitfalls that are easily overlooked when drafting an LOR.

WHAT THIS CHECKLIST IS NOT

- Replacement for official checklists and tools offered by U.S. Government and implementing agencies
- This is not policy, rather it is meant to streamline tasks and provide advanced warning of common pitfalls
- This is not a replacement for training, although this document is used as training aid in some instances

1. LOR READINESS CONFIRMATION

Before drafting the LOR, confirm the following:

- The operational requirement has been validated by the appropriate national authority
- Funding has been identified or is reasonably anticipated
- Internal stakeholders are aligned (Ministry of Defense, Service, Finance, Legal)
- The request supports approved defense and security cooperation objectives
- A realistic timeline has been considered based on FMS processes

⚠ **Common Mistake: Submitting an LOR Too Early**

Many delays occur when an LOR is submitted before requirements, funding, or internal coordination are complete.

Why it matters: Premature submissions almost always trigger clarification cycles.

Avoid this by: Confirming readiness and stakeholder alignment before submission.

2. LOR TYPE IDENTIFICATION

Confirm the correct type of request:

- Price and Availability (P&A) or Rough Order of Magnitude (ROM) request
- Letter of Offer and Acceptance (LOA) request
- Amendment to an existing case
- Modification to an existing case
- Blanket Order request
- Defined Order request

⚠ Common Mistake: Selecting the Wrong LOR Type

Requesting an LOA when a P&A or ROM is required first is a frequent issue.

Why it matters: The implementing agency cannot proceed without the correct request type.

Avoid this by: Clearly identifying whether pricing, availability, or formal case development is required.

3. REQUESTING COUNTRY INFORMATION

Ensure all required country details are included:

- Purchasing country name
 - Authorized requesting authority
 - Complete mailing address
 - Primary point of contact (name, title, email, phone)
 - Alternate point of contact
-

4. DESCRIPTION OF REQUESTED ARTICLES AND SERVICES

Clearly describe what is being requested:

- Defense articles, services, or both
- Quantities and configurations
- System or equipment nomenclature
- Associated services (training, logistics, engineering, sustainment)
- Intended operational use

⚠ Common Mistake: Vague or Incomplete Descriptions

General descriptions such as “standard configuration” or “similar to existing system” are often insufficient.

Why it matters: Lack of detail leads to repeated clarification requests.

Avoid this by: Clearly defining quantities, configurations, and associated services.

5. DELIVERY AND SCHEDULE REQUIREMENTS

Specify expectations clearly:

- Desired delivery location(s)
- Required delivery timeline or priority
- Phased delivery requirements, if applicable
- Training delivery location and timing
- Special transportation or packaging considerations

⚠ Common Mistake: Unrealistic Delivery Timelines

Compressed timelines that do not account for FMS processes create delays.

Why it matters: Unrealistic timelines cannot be prioritized without justification.

Avoid this by: Aligning delivery expectations with known FMS case development timelines.

6. TECHNICAL AND INTEROPERABILITY DETAILS

Provide sufficient technical clarity:

- Technical specifications or standards
- Interoperability requirements with existing systems
- Compatibility with current platforms
- Configuration preferences or constraints
- Identification of classified or sensitive elements

⚠ Common Mistake: Assuming “Interoperable” Is Self-Explanatory

Interoperability requirements are often implied but not defined.

Why it matters: Assumptions increase risk of misalignment and rework.

Avoid this by: Clearly stating interoperability expectations and constraints.

7. TRAINING AND SUPPORT REQUIREMENTS

If training or support is requested, confirm:

- Type of training (operator, maintainer, instructor, sustainment)
- Number of personnel to be trained
- Training location (in-country, U.S., or third country)
- Language requirements
- Follow-on or long-term support expectations

⚠ Common Mistake: Treating Training as an Afterthought

Training and sustainment are frequently added late or omitted.

Why it matters: Late additions increase cost and extend timelines.

Avoid this by: Including training and sustainment in the initial LOR.

8. FINANCIAL AND FUNDING INFORMATION

Ensure financial details are addressed:

- Funding source identified (national funds, FMF, mixed)
- Budget estimate or funding ceiling, if available
- Payment schedule considerations
- Transportation and packing funding responsibility understood
- Case notes included for special financial conditions

⚠ Common Mistake: Assuming Funding Details Can Be Finalized Later
Missing or unclear funding information delays case development.

Why it matters: Financial clarity is required to move forward.

Avoid this by: Including known funding details and constraints up front.

9. COMPLIANCE AND POLICY CONSIDERATIONS

Address policy and regulatory factors early:

- ITAR considerations reviewed
- Technology release concerns identified
- Third-party transfer issues disclosed
- End-use and end-user clearly defined
- Export control sensitivities highlighted

⚠ Common Mistake: Addressing Policy Too Late
Compliance issues discovered late can stop or significantly delay a case.

Why it matters: Policy approval is a gating factor.

Avoid this by: Flagging compliance considerations early in the LOR.

10. ATTACHMENTS AND SUPPORTING DOCUMENTATION

Verify all supporting materials are included:

- Technical annexes
- Statements of Work or performance descriptions
- Diagrams, configuration tables, or system layouts
- Country approvals or authorization letters
- References to prior FMS cases, if applicable

⚠ Common Mistake: Missing or Misaligned Attachments

Supporting documents often conflict with the main request or are missing.

Why it matters: Incomplete packages cannot move forward.

Avoid this by: Verifying all attachments are complete and consistent.

11. FINAL PRE-SUBMISSION REVIEW

Complete a final quality check:

- LOR reviewed by legal and financial authorities
- Terminology aligned with FMS standards
- No conflicting or unclear requirements
- Points of contact verified and current
- Submission format meets implementing agency requirements

⚠ Common Mistake: Assuming Silence Means Progress

Lack of feedback does not always indicate forward movement.

Why it matters: Clarifications may still be required.

Avoid this by: Maintaining active coordination after submission.

12. AFTER SUBMISSION: WHAT TO EXPECT

- Clarification requests are normal
 - Incomplete LORs lead to processing delays
 - Changes after submission extend timelines
 - Early coordination reduces rework
-