

## Ordering Information

# International Military Education and Training (IMET)

### Programming

- DLIELC curriculum materials are programmed on the USAF Standardized Training Listing (STL) under Worksheet Control Number (WSCN) 0003/DBKPUBO for materials and WSCN 0004/DOOPCHT for packing and shipping.
- Air Force Security Assistance Training (AFSAT) will provide funding authorization.

### Requisitions

Requisitions should be made using a DD 1149, Requisition and Invoice/Shipping Document (see page 55) and an Order Form (see page 57) or by electronic message. IMET requisitions must be forwarded directly to:

AFSAT/TOC  
315 J ST WEST  
RANDOLPH AFB TX 78150-4354

### Message Addresses:

AFSAT RANDOLPH AFB TX//TOC//

Info:  
DLIELC LEO(UC)

### 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 area available.
- Include shipping charge in order.
- Calculate surface shipment charge at 10% of order. Be aware that surface shipment could result in a long delay.
- Calculate air shipment cost at 50% of order.

### Questions

If you have questions about what materials to order, contact the Nonresident Programs Division:

DLIELC/LEN  
2230 Andrews Ave.  
Lackland AFB TX 78236-5207

DSN: (312) 473-3783/90  
DSN FAX: (312) 473-5362  
COMM: (210) 671-3783/90  
COMM FAX: (210) 671-5362  
E-mail: LEN@lackland.af.mil

If you have questions about ordering, shipping, or your received order, contact the Logistics Branch:

DLIELC/LESL  
DSN: (312) 473-4711  
DSN FAX: (312) 473-3063  
COMM: (210) 671-4711  
COMM FAX: (210) 671-3063  
E-mail: DLIELC.LESL.workflow@lackland.af.mil