



DEPARTMENT OF THE ARMY
PROJECT AND CONTRACTING OFFICE – IRAQ
APO AE 09316

11 Nov 2005

MEMORANDUM FOR THE RECORD

SUBJECT: Procedures for Completing and Submitting the Logistical Information Requirements Form

1. The information provided on this form will provide the LMCC the necessary information needed to effectively maintain visibility and accountability of goods and materials purchased under contracts awarded in support of the Iraqi Reconstruction Effort. The information on this form is required information in accordance with Federal Acquisition Regulations.
2. The following instructions will assist in completing the form:
 - a. Fill in the following fields, most of which are self explanatory:

1. General Contract Info:

Contract #: This is the primary contract number from the contract generated from the Program and Contracting Office.

Solicitation #: This number is located on the front of the contract.

Task Order/Purchase Order/Order Number: If applicable

Line Item #'s/Individual Items: This is all the items identified in the contract as requirements and is often attached to the contract or incorporated into the contract. Please provide a listing of these items by Line Item # and description and attach to this form.

2. Contractor/Vender: (Self Explanatory)

Organization:
Position Title:
POC Name:
Phone:
E-mail:

3. Contract Requirements:

Total Requirement: Total identified in the contract as planned purchase amount.

Ordered: Total ordered thus far on the contract

On Hand (Already Delivered): According to your records what has already been delivered.

Remaining Requirement: According to your records what remains to be delivered.

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4. Shipper Information:

Name of Shipper Organization: Sometimes this is a Freight Forwarder or a sub contractor and this information becomes important when shipments can not be located.

Shipper POC Name: Must be name.

Phone Number: Self Explanatory

E-mail: Self Explanatory

5. Shipment Information: This is shipment specific information, and necessary for multiple shipments of line items under a single contract.

Total Number of Shipments: Total number of expected shipments under the contract.

Border Point of Entry: Not all points of entry are currently Iraqi Customs occupied. The following list is manned by Customs:

Ibrahim II Kalil
Rebea'a
Al Waleed
Trebil
Safwan
Umm Qasr
Khor Al Zubair
Abu Flus
BIAP
Baghdad Rail Road Station

Total Shipment Value: (Required) This amount could be different from the contract value.

Estimated Arrival Date at the Border: Self Explanatory

5% Exempt Form: Please attach a copy of you completed Iraqi Customs Levy Exemption Waiver Form.

6. Warehouse Information: Self Explanatory

Final Destination: Provide as much description as possible for the final delivery point for each shipment if multiple shipments are necessary.

Shipment Description: Must be provided for each shipment.

Point of Entry into Iraq: Identify Point of Entry for each shipment.

Expected Date Shipment will reach Customs: This should be projected for each known shipment.

Final Delivery Address: Provide as much description as possible for the final delivery point for each shipment if multiple shipments are necessary.

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Final Delivery Grid: Same as above.

Receiving POC at Final Destination/Customer Info: (Self Explanatory)

Name of Organization:

Final Destination Address:

POC: (Note1)

POC Phone Number:

POC Email Address

Final Delivery Date: This is also referred to as the required delivery date for each shipment or the date the vendor expects the delivery to reach final

3. If you have any problems with completing this form please contact the point of contact listed at the bottom of the form via e-mail.

4. Please be advised that our system is constantly being improved and developed to increase efficiency and the procedures discussed along with the form are subject to change. Eventually this information will be collected via our website; however, until then this is a requirement of all vendors.

Note1: All POC's must be identified by name and not solely by organization; failure to do so may result in delaying the processing of information. Additionally, failure to submit this form in a timely manner could result in our ability to provide any necessary assistance in Iraq. Assistance with Customs issues will be limited only to those contracts in which we have the necessary data identified on this form.

JOHN HOLLY
Director of Logistics
Project and Contracting Office