

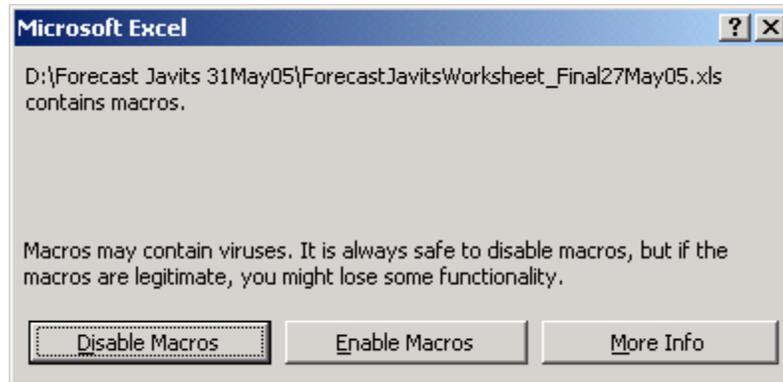
## Instructions for Sales Forecasting/JAVITS/EDA Worksheet

The ForecastJavitsWorksheet.xls file is a worksheet to be used for data entry for the FMS Sales Forecast and JAVITS/EDA Report. In an attempt to streamline these two tasks, the worksheet has been developed to enable users to submit entries for both requirements. It has been formatted with pre-defined fields and drop-down lists for data entry.

First, copy/download the excel file down to your PC.

### Instructions for using Excel 2003 or lower for Security

When the worksheet is opened, there should be a message to let you know that macros are contained within the worksheet. Click on 'Enable Macros' to open.

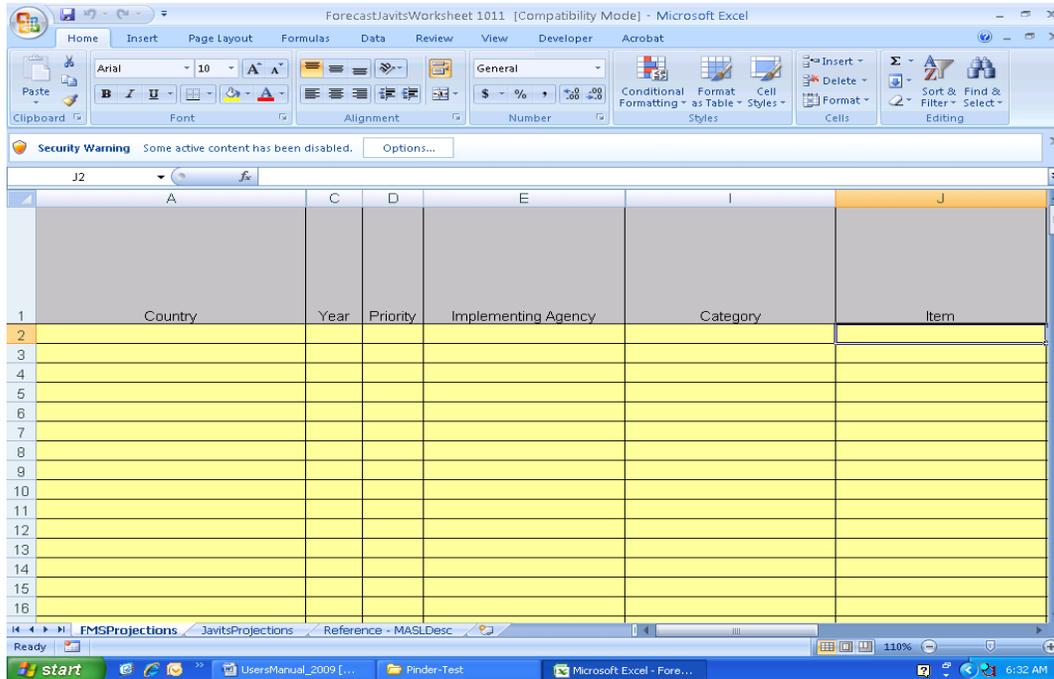


If the above message does NOT appear, then the security level on the excel application is too high to allow the macros to run. You will not be able to use the button to insert an item from the MASL list. In order to correct this, open Excel, select 'Tools' from the toolbar across the top, select 'Macros', then select 'Security...' the form shown below will appear. Make sure 'Medium' is selected and click OK. Close Excel and re-open the worksheet.

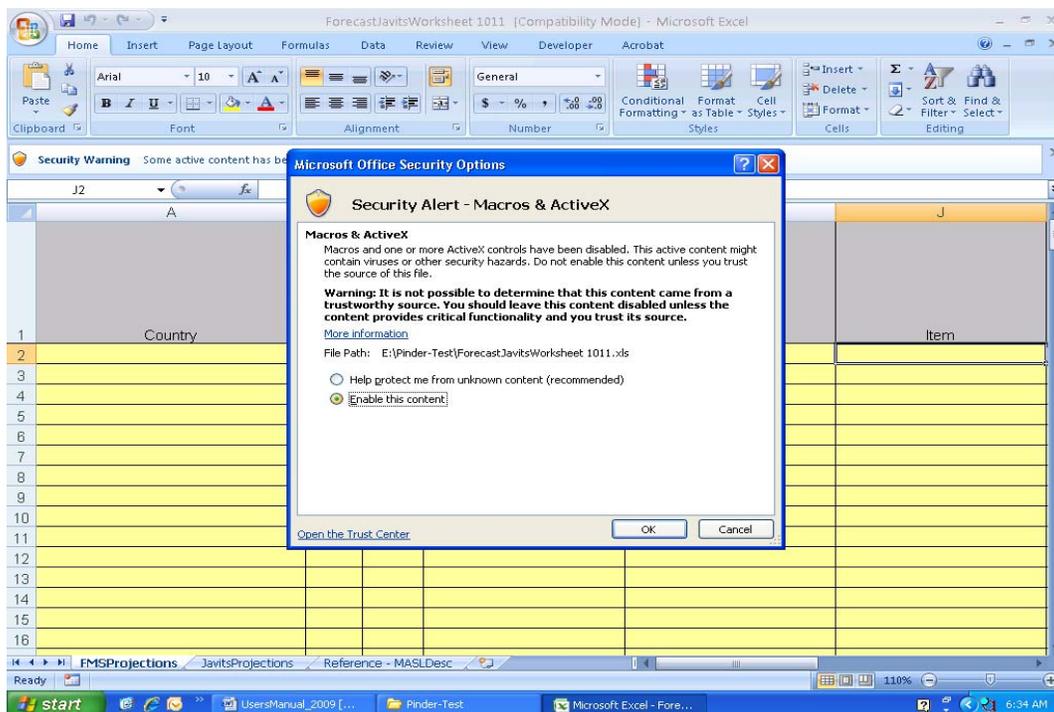


## Instructions for using Excel 2007

Copy the excel worksheet to your PC. Double click on the excel file to open the worksheet. When opening the worksheet, a Security Warning will appear at the top.



Click on the 'Options...' button, the Security Alert screen will appear, select 'Enable this content' and click 'OK'.



## FMS Forecast Submissions

The excel file should open with the 'FMSProjections' worksheet displayed. Use this worksheet to submit FMS forecasted sales for the next two out-years.

Most of the columns contain drop-down lists to choose from. Click on the drop-down arrows and select the data desired by clicking on it.

The dollar amount must be entered as a number, in increments of millions. For example, \$5M would be entered as 5.000, \$250K should be entered as 0.250. Never include alphabetical characters, only enter numbers.

**The information to be entered for the FMS Sales Projections includes the following fields:** Country, Year, Priority, Implementing Agency, Category, Item, TotalSale (in Millions), Quantity, Comments, Type of Sale and 36B.

The table below contains the list of the columns and a definition of the data required for each field for the FMS Sales Projections.

Column	Definition/Details
Country	Select the country from the drop-down list.
Year	Select the forecasted YR (2010, 2011) for line item sale.
Priority	Select priority level. Select A if sale is highly likely to occur in FY <i>or</i> select B if the sale is somewhat likely to occur in the FY.
Implementing Agency	Enter the implementing agency responsible for the sale.
Category	Select the general category of the item to be sold to the country.
Item	Select the appropriate item from the drop-down list. If a particular item is not listed, you can type in a new model number.
TotalSale (in Millions)	Enter the estimated dollar amount in millions. Enter numbers ONLY. Do not enter alphabetical characters. (I.e. \$5M – 5.000, \$250K – 0.250)
Quantity	Enter the estimated quantity.
Comments	Enter any additional comments that are relevant to the line item for the Forecast.
Type of Sale	Select the Type of Sale from the drop-down list. The selections are National Funds (NF), FMF, PKO (includes GPOI), ASFF, ISFF, 1206, 1207, 1208 and DCS.
36B	Enter True or False to designate the line item as a 36B sale.

## Javits Submissions

To submit information for the Javits report, click on the ‘JavitsProjections’ tab at the bottom of the worksheet. If there are items listed on the ‘FMS Projections’ tab that should be included in the Javits report, the user can copy the line(s) and paste it (them) in the ‘JavitsProjections’ worksheet.

The worksheet is incorporated with drop-down list boxes to be used for submissions in the same format as the FMSPredictions worksheet. There is also a button for the ‘Item’ list. To use the MASL list provided, click on the cell where you would like to enter the MASL item, then click on the button that says ‘Select Item if Known’. A form will pop-up displaying a list of pre-defined items. Highlight the desired item and then click on the ‘Enter MASL Item’ button. The item will be entered into the cell the user selected. In the Javits worksheet, the description will also appear in the column to the right of the selected cell. However, if the description is longer than 255 characters the following error will appear... #VALUE! If this happens, the user can click on the third tab titled ‘Reference – MASL Description’ and copy and paste the description.

**The information to be entered for the JavitsProjections include the following fields:** Country, Agency, EDA, LOA, Sale Type, Item, Description, Total Sale, Quantity, Comments (mandatory for offensive weapons systems) and 36B.

The table below contains the list of the columns and a definition of the data required for each field for the Javits report.

Column	Definition/Details
Country	Select the country from the drop-down list.
Agency	Select the implementing agency responsible for the sale.
EDA	Enter a double asterisk (**) if the item is an EDA sale.
LOA	Enter an asterisk (*) if the sale is most likely to occur in the calendar year and should be reported as such in Javits.
Sale Type	Select whether the line item is an FMS or DCS sale. SAOs, DSCA and IAs should not include DCS lines unless full knowledge of the details of the potential DCS sale is known.
Item	Select the appropriate item name or model number from the drop-down list. If a particular item is not listed, you can type in a new model name or model number. However, if you add a new item, a description of the item/system/support/etc must be typed in the “General Description” block.
Description	Enter a description <b>ONLY IF</b> the Item/Model # was not listed in the drop down menu. (I.e. If you typed a new item into the Item/Model # column, please enter a description.)
Total Sale	Enter the estimated dollar amount for the sale in millions. (I.e. \$5M – 5.000, \$250K – 0.250) <i>Note:</i> It is important that the values for the JAVITS Report <b>not</b> be underestimated. <b>ONLY</b> report sales of major weapons or weapons-related defense equipment valued at \$7M or more, or any other weapons and weapons-related defense equipment for \$25M or more which may be offered during the next calendar year.
Quantity	Enter the estimated quantity of items to be purchased. <i>Note:</i> It is important that the quantities for the JAVITS Report <b>not</b> be underestimated.
Comments	Enter any additional information that you feel is relevant to the line item for the JAVITS report. Following information is <b>REQUIRED</b> for all offensive weapons systems: Include whether the sale is a first introduction into the country or the region. State whether any in-country or regional opposition to the sale is expected. Indicate the reason for the purchase, i.e. as a sub-system of a ship; replace outdated equipment; replace

	losses; or need to counter a threat; etc. Also indicate if the U.S. Unified Commander approves the sale. If he strongly supports the sale please indicate why. Describe any other potential issues with this sale, i.e. ENDP, MTCR, funding availability, etc.
36B	Enter True or False to designate the line item as a 36B sale.

Once submissions are completed, save the excel worksheet and email it to the appropriate Country Program Director who will save it into the DSCA Access database for compilation..

If you have any questions regarding this operation, please contact our DSCA Country Program Director, or:

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***Javits Report***

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