

# Instructions for FMS Forecast and Javits Submission

## Forecast - Javits Workbook

The Forecast\_JavitsWorkbook.xls file contains a worksheet to be used for data entry for the Sales Forecast and Javits Report. In order to streamline the data for these two separate but distinct tasks, the worksheet has been developed to enable users to submit entries for both requirements in one worksheet. 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 workbook is opened, there should be a message to let you know that macros are contained within the workbook. Click on 'Enable Macros' to open.

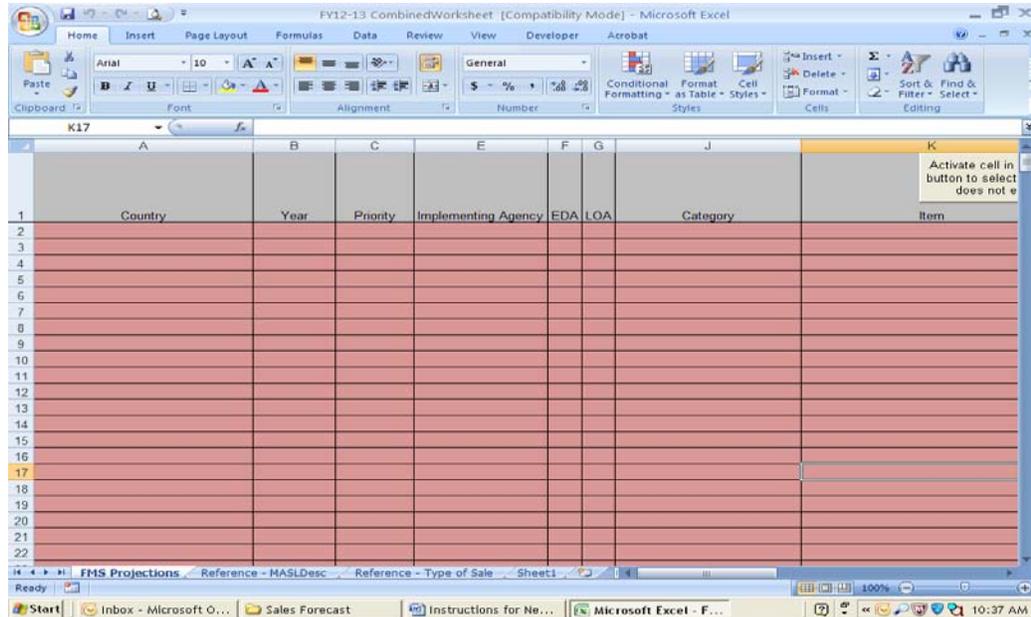


If the above message does NOT appear, then the security level on the excel application is too high to allow the macros to run. You will not be able to use the button to insert an item from the MASL list. In order to correct this, open Excel, select 'Tools' from the toolbar across the top, select 'Macros',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

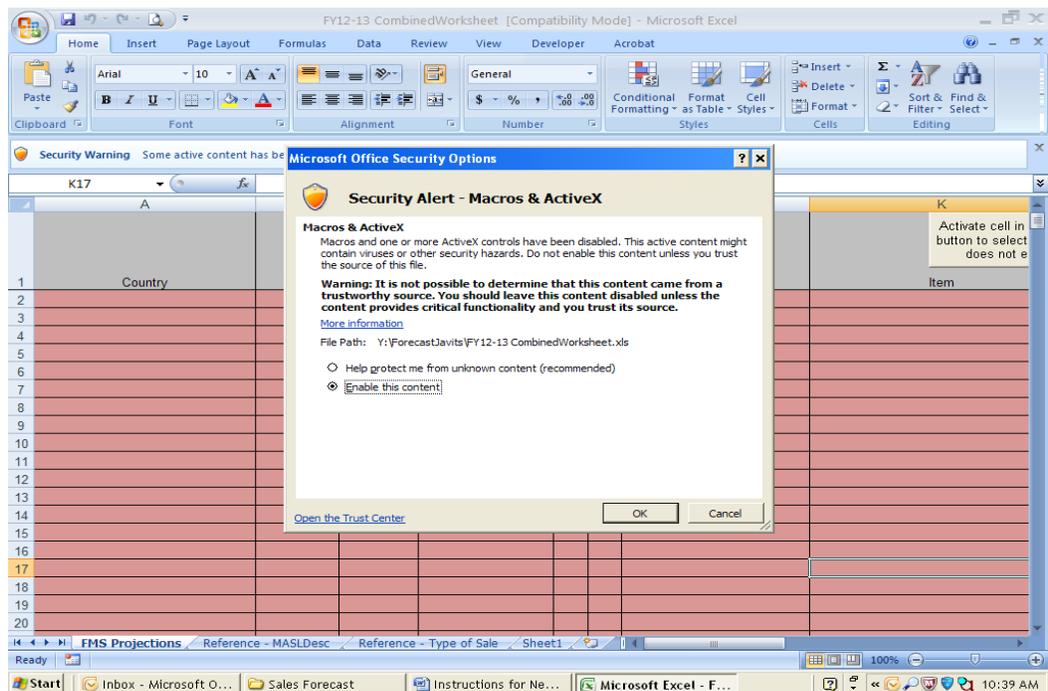


## Instructions for using Excel 2007

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'.



## Instructions for the “Sales Forecast – Javits” Worksheet

The excel spreadsheet should open with the “Sales Forecast – Javits” worksheet displayed with light red background in the columns that require information which will turn white when the required data has been entered in each cell. Use this worksheet to submit forecasted sales for the next two fiscal years, no other spreadsheet will be accepted. This information will be used by DSCA to derive Javits Report data.

The worksheet is incorporated with drop-down list boxes to be used for submissions. Click on the drop-down arrows and select the data desired by clicking on it. There is also a button for the ‘Item’ list. To use this feature, click on the cell where you would like to enter the item, and then click on the button located in the spreadsheet header above the Item and Description columns. A form will pop-up displaying a list of the pre-defined items. Highlight the desired item and then click on the button. The item will be entered into the cell selected and the description cell will automatically be filled in. To view a list of the items and their descriptions, click on the second tab titled “Reference – ITEM Desc”. All items will not be listed, when this occurs, enter the descriptive information as best you can.

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

**The information to be entered for Sales Forecast and Javits projections includes the following fields:** Country, Year, LOR Status, LOA Delivery, Priority, Implementing Agency, EDA, LOA, Category, Item, Description, Remarks, TotalSale (\$in Millions), Quantity, Type of Sale (indicates type of funds used for the sale, eg. 1206, FMF) and English Language Trng # Students (annual projection associated with a particular sale; this would usually be in conjunction with major system sales).

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

Column	Definition/Details
Country	Select the country from the drop-down list.
Year	Select the forecasted YR (2011, 2012) for line item sale.
LOR Status	Select “Received” if LOR-for-LOA has been received. Otherwise, select what quarter the LOR-for-LOA is expected to be received or unknown if unable to estimate.
LOA Delivery	If the LOA has been offered, indicate “Delivered” otherwise select which quarter the LOA is expected to be delivered to the country.
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.
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.
Category	Select the general category of the item to be sold to the country.
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 item/model number. However, if you add a new item, a description of the item/system/support/etc. must be typed in the “Description” block.
Description	Enter a description <b>ONLY IF</b> the Item/Model number was not listed in the drop down menu otherwise the description will automatically appear when the item is selected.
Remarks	Enter any additional comments that are relevant to the line item for Forecasting or Javits. 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 strongly supported, indicate why. Describe any other potential issues with this sale, i.e. ENDP, MTCR, funding availability, etc.
TotalSale(\$in Millions)	Enter the estimated dollar amount for the sale in millions. Enter number ONLY. Do not enter alphabetic characters. (i.e. \$5M – 5.000, \$250K – 0.250). <i>Note:</i> It is important the values are <b>not</b> underestimated as this could be problematic when we pull Javits data.
Quantity	Enter the estimated quantity for Forecasting. <i>Note:</i> It is important that the quantities are <b>not</b> underestimated as this could be problematic when we pull Javits data.
Type of Sale	Select the Type of Sale from the drop-down list. The selections refer to the type of funds that will be used: National Funds (NF), FMF, ASFF, ISFF, PCCF, 1206, 1207, 1208, PKO (includes GPOI), and Direct Commercial Sale (DCS). <i>Note:</i> Do not include DCS lines unless full knowledge of the details of the potential DCS sale is known.
English Language Trng # Students (annually)	Indicate the approximate number of students requiring English Language Training if the projected sale is implemented. Any number or range (e.g. 20-50)

## **Considerations and Tips**

### FMF Funding Levels.

When forecasting potential sales take into account the FMF funding amounts proposed for your country and include line items in your forecast for these amounts, where appropriate. Since FMF funding for most countries is not provided until late in the fiscal year, some amount of FY12 FMF will likely result in sales in FY13, some amount of FY13 will result in sales for FY14, and some of FY 14 FMF will not result in sales until FY 15. Also account for prior year uncommitted funds and take this availability of funds sequence into account when preparing your forecast.

Funding levels are resident in the FMF/IMET Budget Web Tool on the Budget Cut Line Report. Use the following selection parameters when running the report: Budget Call FY – FY2014, Fund Type- FMF, Submission – DoD, View – SAO, Region – appropriate COCOM, Subregion – appropriate COCOM, Country – appropriate country, Regional Programs – select all; Options – Show Execution Year Estimates. For FY14, use the last column on the report. If you require data on specific requirements that make up the totals on the Budget Cut Line report, you can run a Budget Request Report. For FY12 and FY13, select OMB as the submission level. For FY14, select DoD as the submission level.

Letter of Request (LOR) Status. This refers to an LOR from the country for an LOA, not Price and Availability (P&A). If an LOR for LOA has not yet been submitted that should be considered as to whether an LOA can be presented in time for the case to be implemented by fiscal year end. If an estimate can be made as to when the LOR will be submitted that can assist DSCA and the Military Departments in determining case development timelines.

Letter of Officer and Acceptance (LOA) Delivery. When is the country looking for the LOA to be delivered (Offer status). This should be based on a country or COCOM plan and not arbitrary. Consideration should be given to how long it will take to develop the case, especially if the LOR has not yet been received. This information is also useful in determining the likelihood of a sale based on historical timelines or ops tempo issues that may influence when the sale will take place.

Priority (Probability of Sale). Keep in mind how long it will take for an LOA to be presented and how much time the country needs for consideration before accepting. Are there technology transfer or policy concerns that will impact the timeline. Can the country afford the item.

## **Finalizing the Submission**

Projections are to be reviewed by the Combatant Command and only one country per worksheet. The Combatant Commands will forward to DSCA via SIPR: [debra.morgan@dca.osd.smil.mil](mailto:debra.morgan@dca.osd.smil.mil).

If you have any questions regarding forecasts for your country or this process, you may contact your DSCA Country Program Director, or:

### ***FMS Forecast***

Debra Morgan                      DSCA Strategy Division                      (703) 601-3705 or DSN 329-3705  
Debra.Morgan@dca.mil                      or                      Debra.Morgan@dca.osd.smil.mil

### ***Javits Report***

CDR Jeffrey Hammer                      DSCA Weapons Division                      (703) 604-6527 or DSN 644-6527  
Jeffrey.Hammer@dca.mil                      or                      Jeffrey.Hammer@dca.osd.smil.mil

### ***Excess Defense Articles***

June Squire                      DSCA Programs Division                      (703) 601-3833 or DSN 329-3833  
[June.Squire.CTR@dca.mil](mailto:June.Squire.CTR@dca.mil)                      or                      June.Squire@dca.osd.smil.mil

### ***FMF Web Tool***

Judy Washington                      DSCA Strategy Division                      (703) 601-4292 or DSN 329-4292  
[Judy.Washington@dca.mil](mailto:Judy.Washington@dca.mil)                      or                      [Judy.Washington@dca.osd.smil.mil](mailto:Judy.Washington@dca.osd.smil.mil)

### ***DSCA IT Directorate (Technical Support)***

Ms. Sandra Pinder                      DSCA Headquarters Applications                      (703) 601-3759 or DSN 329-3759  
[Sandra.Pinder@dca.mil](mailto:Sandra.Pinder@dca.mil)                      or                      Sandra.Pinder@dca.osd.smil.mil