



# Night Vision Device (NVD) Request Checklist

## Form instructions:

This form is provided to assist in the processing a NVD Request. Areas for comments are provided in each workflow section.

## SCO

Y	N	Step
		<b>Receive and Review the LOR for NVDs from Country</b>
		<p><b>Does the LOR state in writing whether or not the Country wants U.S. MILSPEC NVDs?</b> If NO, ask Country to state on the LOR or separate memo whether they request MILSPEC or non-MILSPEC NVDs</p>
		<p><b>Does the LOR state the units to receive the NVD, why the unit requires the NVDs, and their operational mission?</b> If NO, return to country for completion</p>
		<p><b>Does the NVD type and quantity match with the purpose/usage?</b> If NO, return to country for correction</p>
		<p><b>Is this the first introduction or a new capability of NVDs to the Country or End-User?</b>  <b>Is this request for performance parameters that are higher than NVEPIG guidelines?</b>  <b>Is this request for end-users that are not specified in <a href="#">Section C1.4.7.1</a>?</b>  <b>Is this request for end-users that do not meet the positive record of protection as stated in <a href="#">Section C1.4.7.4</a>?</b></p> <p>If YES to any one of the previous 4 questions, staff to Country Team for Assessment (CTA) (See <a href="#">SAMM Table C5.T1</a>, and <a href="#">Table C5.T1e</a> for NVD required elements)</p> <p>CTA must specify that the NVD request is supported, i.e., cannot be a general support of the LOR          If the CCMD concurrence is not included in the CTA, staff to CCMD          If separate, CCMD concurrence must specify that NVD request is supported, i.e., cannot be a general support of the LOR</p> <p><b>NOTE: CCMD concurrence can be part of the CTA or a separate memorandum per <a href="#">SAMM Table C5.T1e</a>, element 19</b></p> <p>If NO to all of the previous 4 questions, provide SCO Endorsement by completing <a href="#">SAMM Table C5.T1e</a>.          SCO Endorsement will include a statement that a CTA dated [mmm dd yyyy] was submitted at first introduction on LOA xx-x-xxx          If the SCO does not have this information, contact the IA for the data          SCO Endorsement will state that the CT was informed of this follow-on transfer request on [mmm dd yyyy]</p>

		<p><b>Does Country specify performance parameters for FoM and Halo?</b></p> <p>If YES, are they within the parameters listed in the NVEPIG? Contact IA if unsure of NVEPIG guidelines.                  If yes, send complete LOR packet to the IA                  If no, staff to Country Team for Assessment (CTA) (See <a href="#">SAMM Table C5.T1.</a> and <a href="#">Table C5.T1e.</a> for NVD required elements)                  If no and CCMD concurrence is not included in the CTA, staff to CCMD                  NOTE: CCMD concurrence can be part of the CTA or a separate memorandum per <a href="#">SAMM Table C5.T1e. element 19</a>                  If NO, default performance parameters will be as per NVEPIG</p>
		<p><b>Forward the complete LOR packet to the IA</b></p>
<p><b>Comments:</b></p>		

**IA**

Y	N	Step
		<p><b>Receive LOR packet from the SCO</b></p>
		<p><b>If the SCO does not have the first introduction CTA and LOR information, provide the required data in the IA support memorandum</b></p>
		<p><b>Is the NVD LOR packet complete with the required documentation as per the SCO checklist?</b>                  If NO, return to SCO for completion of the packet</p>
		<p><b>Does the NVD type and quantity match with the purpose/usage?</b>                  If NO, return to SCO for completion of the packet</p>
		<p><b>Staff within the IA per IA policy</b>                  Does the IA support the transfer?                  If YES, prepare, sign, and date the IA support memorandum (See <a href="#">Appendix 1</a> for an example)                  State whether this is an NVD Advisory or an Exception to Policy (See NVEPIG and this Handbook for criteria)                  State the country, case designator (if known), NVD type requested, quantity, user, purpose, operational mission, and endorsement for transfer                  NOTE: NVD type &amp; quantity must match on LOR, CTA/CCMD concurrence/SCO endorsement and IA memorandum or state reasons for lack of agreement                  If NO, same procedure as yes, however IA must state reasons for non-support</p>
		<p><b>Forward the IA support memorandum with LOR packet and supporting documentation to the DSCA CPD</b></p>
<p><b>Comments:</b></p>		

**DSCA CPD**

Y	N	Step
		<p><b>Receive LOR packet from the IA</b></p>
		<p><b>Is the NVD LOR packet complete with the required documentation as per the SCO and IA checklist?</b>                  If NO, return to IA for completion of the packet</p>

		<p><b>Staff with DSCA EUM for support of transfer</b> If EUM does not support, state reasons</p>
		<p><b>Does DSCA support the transfer?</b> If YES, prepare, sign, and date the DSCA memorandum (See <a href="#">Appendix 2</a> and <a href="#">Appendix 3</a> for an example) Address the memorandum to appropriate offices in DTSA, (USD)AT&amp;L, and the Joint Staff (See <a href="#">Appendix 5</a> for an example) State whether this is an NVD Advisory or an Exception to Policy (ETP) (See NVEPIG and this Handbook for criteria) If a pre-review is desired, send to DSCA/WPN to the appropriate service chief and the NVD policy analyst <b>NOTE: NVD type &amp; quantity must match on the LOR, CTA/CCMD concurrence, IA memorandum, and DSCA memorandum</b> If NO, same procedure as yes, however DSCA must state reasons for non-support</p>
		<p><b>Combine the supporting documentation into a single Adobe Acrobat PDF file with the DSCA memorandum as page 1.</b></p>
		<p><b>Send the DSCA memorandum with LOR and supporting documentation in Adobe Acrobat PDF format to the DSCA/WPN service representative and the NVD policy analyst</b></p>
<p><b>Comments:</b></p>		

**DSCA/WPN**

Y	N	Step
		<p><b>Receive LOR packet from the DSCA CPD</b></p>
		<p><b>Did the CPD coordinate with EUM?</b></p>
		<p><b>Is the NVD LOR packet complete with the required documentation as per the SCO, IA, and DSCA CPD checklist?</b> If NO, return without action to the DSCA CPD If YES, enter supporting documentation into SharePoint</p>
		<p><b>Are the SCO, CT, CCMD, IA, and DSCA in agreement with respect to transfer approval/disapproval and the performance capability recommended?</b> If NO, adjudicate the recommendations to arrive at consensus, and explain any discrepancy in the email to DTSA/PD, (USD)AT&amp;L, and the JS</p>
		<p><b>Input the NVD request with supporting documentation to the DSCA Weapons SharePoint for tracking</b></p>
		<p><b>Send the complete LOR packet with supporting documentation to DTSA/PD, (USD)AT&amp;L, and the JS via email</b> If an NVD Advisory, reviewers have 10 working days to respond (silence is consent) If an ETP, request reviewers respond within 10 working days, or let DSCA know that more time is needed so DSCA can inform the IA of delay</p>
<p><b>Comments:</b></p>		

**NOTE: CTA/CCMD, IA, and DSCA must exceptionally justify ETP requests for performance higher than stated in the NVEPIG**

**DTSA, (USD) AT&L, and JS**

Y	N	Step
		<b>Receive LOR packet from the DSCA/WPN</b>
		<b>Staff as appropriate</b> JS staffs with SOCOM requests for capability higher than stated in the NVEPIG
		<b>Respond via email to DSCA/WPN</b> Include provisos as appropriate If an NVD Advisory, respond within 10 working days (silence is consent), or inform DSCA that more time is needed If an ETP, response requested within 10 working days, or inform DSCA that more time is needed
		<b>Comments:</b>

**DSCA/WPN**

Y	N	Step
		<b>Receive reviewer responses via email</b>
		<b>If in disagreement, adjudicate in coordination with DTSA</b>
		<b>If approved, prepare, sign, and date the DSCA Authorization to Transfer memorandum (See <a href="#">Appendix 4</a>)</b> Include DTSA provisos as appropriate Send the Authorization to Transfer memorandum to the DSCA CPD
		<b>If disapproved, notify DSCA CPD for appropriate processing</b>
		<b>Input the DTSA approval/disapproval and Authorization to Transfer documentation into SharePoint</b>
		<b>Comments:</b>

**DSCA CPD**

Y	N	Step
		<b>Receive the Authorization to Transfer memorandum from DSCA/WPN</b>
		<b>Send the Authorization to Transfer memorandum to the IA</b>
		<b>Send response to the SCO and CCMD as appropriate</b>
		<b>If disapproved, the CPD will notify the customer in accordance with <a href="#">SAMM Section C5.2.2.</a></b>
		<b>Comments:</b>

**IA**

Y	N	Step
		<b>Send the Authorization to Transfer memorandum to appropriate recipients</b>
		<b>Send the Authorization to Transfer memorandum to contracting</b> Contracting will include the NVD performance parameters as stated on the Authorization to Transfer memorandum in their contract bid <b>NOTE: Auto-gated NVDs are authorized for all recipients unless disapproved by a coordinating office, confirmed by DTSA, and stated otherwise in the Authorization to Transfer memorandum</b>
<b>Comments:</b>		

<b>Additional comment space if needed:</b>	
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