



## DEFENSE SECURITY COOPERATION AGENCY

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WASHINGTON, D.C. 20301-2800

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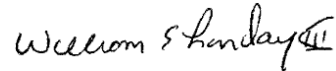
MEMORANDUM FOR THE DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR  
INTERNATIONAL AFFAIRS  
DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR  
DEFENSE EXPORTS AND COOPERATION  
DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR  
INTERNATIONAL PROGRAMS  
DIRECTOR, DEFENSE CONTRACT MANAGEMENT  
AGENCY  
DIRECTOR FOR SECURITY ASSISTANCE, DEFENSE  
FINANCE AND ACCOUNTING SERVICE –  
INDIANAPOLIS OPERATIONS  
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DEFENSE LOGISTICS INFORMATION  
SERVICE  
DIRECTOR, DEFENSE REUTILIZATION AND MARKETING  
SERVICE  
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, NATIONAL GEOSPATIAL- INTELLIGENCE  
AGENCY  
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,  
NATIONAL SECURITY AGENCY

SUBJECT: Revision of the Letter of Request (LOR) Submission Procedures, Security Assistance Management Manual (SAMM) Chapter 5, Section C5.1.3., DSCA Policy 10-71 [SAMM E-Change 174]

SAMM Chapter 5, Section C5.1.3., LOR Submission Procedures, is revised to make it mandatory that all LORs be sent to Defense Security Cooperation Agency (DSCA) Operations Directorate.

This revision is to ensure that DSCA will receive all LORs that are also addressed to the Department of Defense Component or the Implementing Agencies for action. Accordingly, SAMM Chapter 5, Sections C5.1.3.1., C5.1.3.2., C5.1.3.3., C5.1.3.4., and Table C5.T2. are revised as shown in the attached.

Please ensure widest dissemination of this revision within your organization and to your Security Cooperation/Security Assistance points of contact. This policy is effective 30 days after the date of this memorandum. If you have any questions, please contact Ms. Kathy Ton, DSCA-STR/POL, [Kathy.Ton@dscamail](mailto:Kathy.Ton@dscamail), (703) 604-6611.



**William E. Landay III**  
Vice Admiral, USN  
Director

Attachment:  
As stated

cc:  
STATE/PM-RSAT  
AFRICOM  
CENTCOM  
EUCOM  
JFCOM  
NORTHCOM  
PACOM  
SOCOM  
SOUTHCOM  
TRANSCOM  
USASAC  
SATFA  
TRADOC  
NAVICP  
NETSAFA  
AFSAC  
AFSAT  
DISAM

## SAMM E-Change 174

### LOR Submission Procedures

SAMM Chapter 5, Sections C5.1.3.1., C5.1.3.2., C5.1.3.3., C5.1.3.4., and Table C5.T2. are revised to read as follows:

C5.1.3.1. Significant Military Equipment (SME) Requests. SME requests that originate in-country must be addressed to the Defense Security Cooperation Agency (DSCA) (Operations Directorate) and the cognizant Department of Defense (DoD) Component with information copies to the DoS (Bureau of Political-Military Affairs) (DoS (PM)), and the Combatant Command. Requests regarding SME that originate with purchaser representatives in the United States must be addressed to DSCA (Operations Directorate) and the cognizant DoD Component with information copies to DoS (PM), and the SCO. If it appears that the DoS (PM) or the SCO are not on distribution for a purchaser's request, the DoD Component must furnish copies to these organizations as quickly as possible.

C5.1.3.2. Non-Significant Military Equipment Requests. Non-SME requests that originate in-country must be transmitted either by the purchaser's authorized representative or the DoD element of the U.S. country team to DSCA (Operations Directorate) and the appropriate DoD Component with information copies to the Combatant Command. Requests originated by foreign representatives of the purchaser in the United States, must be sent to DSCA (Operations Directorate) and the appropriate DoD Component with information copies to the SCO. If it appears that the SCO is not on distribution for a purchaser's request, the DoD Component must furnish copies to the SCO as quickly as possible.

C5.1.3.3. Major Defense Equipment (MDE) Requests. MDE requests must be addressed to DSCA (Operations Directorate) and the appropriate DoD Component. The DoD Component provides the applicable Combatant Command and SCO with a copy or details of the purchaser's request, as appropriate. The U.S. Embassy or SCO must provide the information in Table C5.T1., commonly referred to as the "country team assessment," in the request transmission.

C5.1.3.4. LORs Submitted by Electronic Mail. To send LORs via electronic means, purchasers must provide a list of authorized signers and senders to the Implementing Agency. LORs submitted using electronic means must be submitted through appropriate channels required in subparagraphs C5.1.3.1., C5.1.3.2., and C5.1.3.3. Purchasers who wish to submit LORs electronically should contact the U.S. Implementing Agency to determine if a file naming convention should be used. Electronic mail attaching the signed LOR is the preferred means of transmission. All electronic LORs must be sent to DSCA (Operations Directorate) at: [LOR-DSCA@dscamil](mailto:LOR-DSCA@dscamil). Information copies of electronic LORs for DoS (PM) should be sent to: [pm-rsat-lor@t.state.gov](mailto:pm-rsat-lor@t.state.gov).

**Table C5.T2. Implementing Agencies Authorized to Receive Letters of Request (LORs)**

Implementing Agency		Purpose	Address
Name	Code		
Army	B	Action Address for LORs other than those for Training and Construction	Commander, U.S. Army Security Assistance Command (USASAC) Attention: USASAC LOR-Inbox 7613 Cardinal Road Redstone Arsenal AL 35898-5000
		Messages for LORs other than those for Training and Construction	CDRUSASAC FORT BELVOIR VA//AMSAC-PW-PO//
		E-Mail Address for LORs other than those for Training and Construction	USASAC-LOR-INBOX@conus.army.mil
		Action Address for LORs for Training	Security Assistance Training Field Activity (SATFA) HQ TRADOC SATFA 173 Bernard Road, Building 139 Fort Monroe VA 23651-1003
		Messages for LORs for Training	DIR SATFA FT MONROE//VA//
		E-Mail Address for LORs for Training	Contact individual SATFA Country Program Managers for e-mail address.
		Action Address for LORs for Construction	U.S. Army Corps of Engineers HQUSACE 441 G Street NW ATTN: CEMP-M Washington DC 20314-1000
		Messages for LORs for Construction	CDRUSACE WASHINGTON DC\\CEMP-M\\
		E-Mail Address for LORs for Construction	Contact individual USACE point of contact (POC) for e-mail address.
		Information Address for all LORs	Department of the Army Deputy Assistant Secretary of the Army for Defense Exports and Cooperation ATTN: SAAL-NP 1777 North Kent Street, Suite 8200 Arlington VA 22209
Message Information Address for all LORs	DA WASHINGTON DC//SAAL-NP//		
Navy	P	Action Address for all LORs	Department of the Navy Navy International Programs Office ATTN: 02C1 2521 South Clark Street, Suite 800 Arlington, VA 22202-3928

Implementing Agency		Purpose	Address
Name	Code		
		Messages for all LORs	NAVY IPO WASHINGTON DC
		E-Mail Address for all electronic LORs	NAVYIPOLORS@navy.mil, with copy to Country Program Director's e-mail address.
Air Force	D	Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems	SAF/IAR 1080 Air Force Washington DC 20330-1080
		Message Address for LORs for Communications, Electronics, Aircraft, and Missile Systems	OSAF WASHINGTON DC//IA//IAPX//
		E-Mail Address for electronic LORs for Communications, Electronics, Aircraft, and Missile Systems	Europe/NATO/Eurasia Division: safiare.workflow@pentagon.af.mil Americas Division: safiarl.workflow@pentagon.af.mil Mid-East/Africa Division: safiarl.workflow@pentagon.af.mil Pacific Division: SAF/IARP W safiarp.workflow@pentagon.af.mil Gulf Cooperation Council Division: safiarl.workflow@pentagon.af.mil Security Assistance Policy and International Training and Education Division: safiapx.workflow@pentagon.af.mil
		Action Address for LORs for Follow-On Support	555 IGP 1822 Van Patton Drive Wright-Patterson AFB OH 45433-5337
		Message Address for LORs for Follow-On Support	AFSAC WRIGHT PATTERSON AFB OH//CC//GB//
		E-Mail Address for electronic LORs for Follow-On Support	afsac.loa@wpafb.af.mil
		Action Address for LORs for Training	AFSAT/CCA 315 J Street West Randolph AFB TX 78150-4354
		E-mail Address for electronic LORs for Training	afsat.loa@randolph.af.mil
		DCMA Defense Contract Management Agency	F
Message Address for LORs for CAS	DCMA ALEXANDRIA VA//FBFR		

Implementing Agency		Purpose	Address
Name	Code		
		E-Mail Address for electronic LORs for CAS	dodccp@dcma.mil
DISA Defense Information Systems Agency	C	Action Address for applicable LORs	Defense Information Systems Agency Attn: IN32 5600 Colombia Pike Falls Church VA 22041-2717
DLA Defense Logistics Agency	R	Action Address for LORs for Excess Property	Defense Reutilization and Marketing Service 74 N. Washington Street Attn: DRMS-J361 Battle Creek MI 49037-3085
		Message Address for LORs for Excess Property	DRMS BATTLE CREEK MI//DRMS//J361//
		Action Address for LORs for Cataloging Services	Defense Logistics Information Service 74 N. Washington Street Attn: DLIS-VBC Battle Creek MI 49037-3084
		Message Address for LORs for Cataloging Services	DLIS BATTLE CREEK MI//DLIS/VBC//
DSCA Defense Security Cooperation Agency	Q	Action Address for all LORs	Defense Security Cooperation Agency Attn: Operations Directorate 201 12 <sup>th</sup> Street South, Suite 203 Arlington VA 22202
		Message Address for all LORs	SECDEF//USDP:DSCA//Operations Division
		E-Mail Address for all electronic LORs	LOR-DSCA@dsc.mil
DTRA Defense Threat Reduction Agency	Z	Action Address for all applicable LORs	Defense Threat Reduction Agency (DTRA) Attn: RMBP 8725 John J. Kingman Road MSC 6201 Fort Belvoir VA 22060-6201
NGA National Geospatial-Intelligence Agency	U	Action Address for all applicable LORs	National Geospatial-Intelligence Agency Office of International Affairs and Policy Mail Stop D-120 4600 Sangamore Road Bethesda MD 20816-5003
NSA National Security Agency	M	Action Address for all applicable LORs	National Security Agency 9800 Savage Road Suite 6576 Ft Meade MD 20755-6576