



DEFENSE SECURITY COOPERATION AGENCY

2800 DEFENSE PENTAGON

WASHINGTON, D.C. 20301-2800

17 JUL 2013

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

SUBJECT: Identifying Foreign Military Financing Recipient Units in the Letter of Request,
DSCA Policy 13-19, [SAMM E-Change 224]

Reference: Department of State Political-Military Affairs Bureau Cable 080658, "Identifying
Foreign Military Financing (FMF) Recipient Units," May 28, 2013

This memorandum provides policy guidance and clarification on a new Department of State (DoS) initiative to increase oversight of Foreign Military Financing (FMF) execution. Beginning in FY 2014, DoS will require the collection of available information on the intended recipients of FMF-funded defense articles and services (including training) at the unit level. In anticipation of this requirement, and in response to the DoS request, Security Cooperation Organizations (SCOs) should include detail on FMF recipient units as described in this memorandum. This information will help facilitate FMF program planning, justification, oversight, and assessment.

DoS recognizes that the information provided in the annual FMF budget proposal, the Letter of Request (LOR), and the Letter of Offer and Acceptance (LOA) represents the host nation and SCO's best understanding of the final recipients at those points in time. In addition, DoS recognizes that recipients must use assistance in accordance with the Standard Terms and Conditions of the LOA. While the DoS and the Defense Security Cooperation Agency (DSCA)

encourage SCOs to include recipient unit data as part of the LOR submission immediately, the DoS and DSCA will not officially mandate the provision of information about recipient of FMF until FY 2014 (i.e. beginning in October 2013). SCOs are not required to submit unit data for cases already implemented.

Definition of Unit: For military units, DoS requests SCOs enter as much uniquely identifiable unit information as possible such as the equivalent of the individual unit's division, brigade, and battalion in U.S. Army organization terms, or comparable Service-equivalent organizational elements. For cases where assistance is intended for specialized units, such as higher headquarters units or training institutions, SCOs should provide as much specific information as possible to sufficiently identify the unit or organizational entity. The detail needed for unit identification may be unique to the country, security force, and unit type. Partner nations often organize non-military security forces, such as border patrol forces, paramilitary units, and coast guards, differently than military forces. In such cases, SCOs should work with host country counterparts to identify the appropriate identifiable organizational element in such forces that will allow for accurate reporting.

Recipient Identification in the SCO Budget Request: To provide greater clarity in the budget process, DoS requests SCOs include the anticipated recipient information for each project in the SCO's FMF budget proposal submitted through the Security Assistance Budget Web Tool. While DoS is aware that the information SCOs submit in the Security Assistance Budget Web Tool represents the SCO's expectation at a very early stage in FMF program development and could be subject to change as planning progresses, it requests SCOs provide as much detailed information as possible for the anticipated recipient units. Such information strengthens the proposal as it indicates the SCO's familiarity with the host-nation security organizations and the level of detailed planning involved in the budget submission. This requirement will begin with the FY 2016 SCO budget submission (the cycle of which starts in September 2013).

Unit Identification in Conjunction with the LOR: SCOs should work with the recipient nation to identify intended unit recipients in LORs and reference the intended recipient unit information when submitting the LOR to the Implementing Agency (IA), DSCA, and DoS. The IA should then input this information into the Defense Security Assistance Management System (DSAMS). The information on recipient units will be automatically transmitted to the Security Cooperation Information Portal (SCIP) for future access by SCOs, IAs, DSCA, and the DoS.

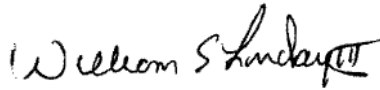
Unit Confirmation in Conjunction with a Signed LOA: When the recipient nation signs the LOA, the SCO should confirm the intended recipient unit with the recipient nation and provide DoS, DSCA, and the IA with updated information if available. The IA should upload updated information, if available, into DSAMS.

Assistance for General Inventory: Some assistance may not be intended for a specific unit, but for general inventory or reserve stock. This also includes blanket order training cases where multiple units may be involved or the exact recipient is unknown at the time. In these cases, SCOs should note that fact in lieu of recipient data when submitting the LOR and provide as much context as possible (e.g., general inventory for specified service, blanket order training). In the majority of cases, assistance should be based on jointly developed requirements and support specific capabilities in the interest of both the host nation and the United States.

Data Capture and Access: The IA will manually enter recipient unit information into a special field in DSAMS which will be automatically transmitted to SCIP and subsequently

accessed via the "Case Information" tab. Until this special field is created in DSAMS in November 2013, recipient unit information should be manually entered by the IA in the "LOR Remarks" tab in DSAMS. For cases requiring Congressional Notification, unit information should still be collected by SCOs, but the IA should not input the information into DSAMS until after Congressional Notification has occurred. For cases partially funded with FMF, SCOs should also provide as much information about the recipient units as possible.

For any questions regarding this policy, please contact Mr. Chris Danielewski, DSCA/STR/POL, at (703) 601-4368 or christopher.danielewski@dca.mil. The attached revisions to Chapter 5 will be included in the on-line version of the Security Assistance Management Manual (SAMM) found on the DSCA Web Page as SAMM E-Change 224.



William E. Landay III
Vice Admiral, USN
Director

Attachment:
As stated

cc:
STATE/PM-PPA
AFSAC
STATE/PM-RSAT
JOINT STAFF (J5)
AFRICOM
CENTCOM
EUCOM
NORTHCOM
PACOM
SOCOM
SOUTHCOM
TRANSCOM
USASAC
USASAC-NC
SATFA
TRADOC
NAVSUP WSS
NAVICP
NETSAFA
AFSAT
DISAM
MARCOR IP
SCETC
USCG International Affairs (G-CI)

Security Assistance Management Manual (SAMM), E-Change 224

- 1) Change SAMM Chapter 5.1.2. (C5.1.2.) LOR Format and Information Requirements, to read as follows:

C5.1.2. LOR Format and Information Requirements. Requests are generally referred to as Letters of Request (LORs), whether provided through formal correspondence, requests for proposal (RFPs), discussions, electronic mail (e-mail), letters, or messages. Although no specific format is required for an LOR, they must be in writing and the partner nation should ensure that the request is complete in that it shall:

1. Identify the desired defense articles and/or services in sufficient detail for the United States Government (USG) to prepare an accurate cost estimate;
2. Indicate whether Price and Availability (P&A) data, a Letter of Offer and Acceptance (LOA), an LOA Amendment, or an LOA Modification is desired;
3. If for a blanket order LOA, include the desired materiel and services value or the desired total case value;
4. Indicate the proposed method of financing;
5. Identify any anticipated involvement in the requested case by anyone not a duly appointed officer or government civilian employee of the requesting government – i.e., a “third party” – so that the receiving Military Department (MILDEP)/Implementing Agency (IA) may initiate appropriate reviews and approval requests;
6. Contain the name and address of the originator and a traceable reference number, e.g. letter serial number; and
7. Identify the intended/anticipated recipient unit for any defense articles and/or services to be purchased with Foreign Military Financing (FMF) funds, recognizing such unit designations may change as the case is implemented and equipment is delivered to the host nation. The SCO will update the recipient unit designation at the time of LOA signature, if applicable, by alerting the IA who will input updated information into DSAMS.