



DEFENSE SECURITY COOPERATION AGENCY
2800 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-2800

18 FEB 2016

MEMORANDUM FOR 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 LOGISTICS AGENCY DISPOSITION
SERVICES
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY
DIRECTOR, MISSILE DEFENSE AGENCY
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,
NATIONAL SECURITY AGENCY

SUBJECT: Updates to Security Assistance Management Manual (SAMM) Chapters 5 and 11
Regarding Country Team Assessments (CTAs) and Letters of Request (LOR) for
Excess Defense Articles (EDA), DSCA Policy 16-10, SAMM E-Change 298

REFERENCE: Identifying Foreign Military Financing Recipient Units in the Letter of Request,
DSCA Policy 13-19, July 17, 2013

This memorandum revises the SAMM to clarify that CTAs should be unclassified to the extent possible. It also provides policy guidance on a Department of State (DoS) requirement that expands upon the referenced policy memorandum to require Security Cooperation Organizations (SCOs) to include detail on expected recipient units in LORs requesting EDA as described in this memorandum.

In accordance with the referenced policy memo, DoS recognizes that the information provided in the LOR represents the host nation and SCO's best understanding of the final recipients at those points in time. SCOs are not required to submit unit data for cases already implemented. Definitions and procedures from the referenced policy memorandum are attached.

For any questions regarding this policy, please contact Mike Slack DSCA/STR/SPI, at (703) 697-9058 or micheal.d.slack.civ@mail.mil. The attached revisions to Chapters 5 and 11

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 298.

A handwritten signature in black ink, appearing to read "Robert P. Helfant", with a long horizontal stroke extending to the right.

Robert Helfant
Principal Director
Strategy

Attachments:
As stated

cc:

USAFRICOM
USCENTCOM
USEUCOM
USNORTHCOM
USSOUTHCOM
USPACOM
USTRANSCOM
USSOCOM
STATE/PM-RSAT
USASAC
SATFA
TRADOC
NAVSUPWSS
NETSAFA
AFSAC
AFSAT
DISAM
MARCORIP
SCETC
USCG International Affairs (G-CI)

Definitions and Procedures

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.

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).

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.

Defense Security Cooperation Policy Memorandum 16-10 [SAMM E-Change 269]

1. Revise Paragraph C5.1.4. to read as follows (new text is underlined for reference):

C5.1.4. Country Team Assessment (CTA). The CTA presents the coordinated position of senior U.S. Embassy leadership in support of a proposed sale and provides key information necessary to evaluate and explain it. See Chapter 2 for a description of the Country Team. It should be viewed as an important opportunity to provide valuable information that will expedite the decision process and should be unclassified to the greatest extent possible. Any classified information should be confined to separate, individually marked paragraphs. The CTA must accompany any LOR that:

2. Revise Line 7 in the list attached to Paragraph C5.1.2. to read as follows (new text is underlined for reference):

7. Identify the intended/anticipated recipient unit for any defense articles and/or services to be purchased:
 - a) with Foreign Military Financing (FMF) funds or
 - b) for any request for grant transfer of Excess Defense Articles, 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.

3. Revise Line 3 of Table C11.T7. to read as follows (new text is underlined for reference):

Step	Action
3 Purchaser Requests for EDA	<p>A foreign country or international organization identifies a requirement for EDA by:</p> <ul style="list-style-type: none">• Responding to a survey message. SCO responses to these surveys should include a transfer justification as well as an assessment of the proposed recipient's capabilities to fund follow-on operational, maintenance, and training requirements. SCO responses are provided to the IA with a copy to the CCDR, the Joint Chiefs of Staff (J-5), and DSCA; or• Submitting a Letter of Request (LOR); or• Visiting DLA Disposition Services location or locating items via the DLA Disposition Services website. <p>Purchaser requests for grant EDA should identify the intended/anticipated recipient unit for any defense articles and/or services to be granted, 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.</p>