



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

08 FEB 2018

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: Security Assistance Management Manual (SAMM), Administrative Changes,
Defense Security Cooperation Agency (DSCA) Policy 18-10, [SAMM E-Change
364]

This memorandum updates the SAMM with clerical and administrative changes. This memorandum does not contain contextual policy changes. DSCA will issue contextual policy changes to the SAMM under a separate policy memo/SAMM E-change. These administrative changes will be included in the online version of the SAMM at <http://www.samm.dsca.mil>.

The SAMM changes identified in this memorandum are effective immediately. For questions, please contact Andrew Mayer, Andrew.P.Mayer.civ@mail.mil, (703) 697-9480.

A handwritten signature in blue ink, appearing to read "Holly Haverstick", is positioned above the printed name.

Holly Haverstick
Acting Principal Director
Strategy

Attachment:
As stated.

cc:

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

**Security Assistance Management Manual (SAMM), E-Change 364
Administrative Changes**

1. Chapter 9, Table C9.T2. Case-Related Manpower Functions and Funding Source Manpower Matrix:

a. Row 37. Change “Transportation Plan” to “Transportation Assessment” for purposes of document provided to CWD, in near future admin update.

Row	Activity	Admin	Case	Non-Standard	Frequency
37	Transportation assessments - determine transportation mode, staging requirements, storage, etc. This document will be provided in the LOA package to CWD. The international partner needs to provide mark for and freight forwarder codes in order for the USG to develop the plan.	X	If the purchaser requires subsequent changes to the transportation plan due to changing requirements, the additional costs will be included in the implemented LOA.	Additional planning required for item unique transportation requirements	Development of multiple transportation options at the purchasers request will be funded from the LOA.

b. Row 38. Change reference from C4.5.16 to C4.3.12 and C5.4.11 to C5.4.10.

Row	Activity	Admin	Case	Non-Standard	Frequency
38	Development of an LOA as CLASSIFIED at the request of the purchaser (would not be deemed CLASSIFIED by the USG) See SAMM Sections C4.3.12. and C5.4.10. for restrictions on classifying LOAs.	Efforts required for case development that happen regardless of classification.	All incremental (additional) costs to develop the case as CLASSIFIED.		

c. Row 63.Change "Tech Orders" to "Technical Manuals/Publications/Orders.

Row	Activity	Admin	Case	Non-Standard	Frequency
63	Prepare customer unique technical manuals/ publications/ orders.		X		

d. Row 64. Add “or” between “Efforts related to the transparency initiative. Dedicated support requested by the international partner” for clarity.

Row	Activity	Admin	Case	Non-Standard	Frequency
64	Develop integrated master schedule for items on the LOA.	X	Efforts related to the transparency initiative, or dedicated support requested by the international partner.		

e. Rows 66 and 67. Remove gray line in the Non-Standard column/block between these two lines. There should be one big block for the Non-Standard column with the note addressing Rows 45-79

Row	Activity	Admin	Case	Non-Standard	Frequency
66	Financial management and reconciliation of financial and logistical management systems until the case is supply/services complete including evaluation of case/line expenditure rates.	X	Dedicated financial management services requested by the international partner included in the LOR. Tailored financial reports requested by the international partner.		
67	Contracting efforts required to procure items for the LOA	Placing an order from an existing US DoD contract (executing a task order or contract option). Writing a new contract for an FMS	Country unique additional efforts performed by the program management		

Row	Activity	Admin	Case	Non-Standard	Frequency
	<p>1. Item procurement</p> <p>2. Contract vehicle amendment, modification and cancellation.</p>	<p>purchase. Amendments/modifications to these contracts.</p>	<p>offices and security assistance management directorates in support of contracting officers/negotiators to perform independent government cost estimate, source selection evaluation board, unique statement of work, program plan, master integrated schedule, etc. for contracts not already in place for the DoD. Also, if the annual procurement has passed and an additional contracting action is required to amend it. Accelerated contracting efforts included in the LOR. More frequent requisition from the existing contract item delivery schedule.</p>		<p>Contracting Action (UCA) or placing an order on an existing DoD contract requiring modification to accommodate purchaser requests (i.e. configuration changes shall be Case Funded).</p>

f. Row 84. Delete "prior to LOA implementation

Row	Activity	Admin	Case	Non-Standard	Frequency
84	<p>Develop Standard Operating Procedures (SOPs) for collateral facilities and Collateral Security Classification Guide.</p> <ul style="list-style-type: none"> If the partner nation wants to create a new classification system specific to the program 		X		

	<p>and wants our help in how to develop the SOPs, that is a defense service that we would typically charge for on the LOA.</p> <ul style="list-style-type: none"> • If the USG is merely ensuring USG SECRET information is classified and treated as SECRET in the partner nation facility, which is an O&M responsibility. 				
--	---	--	--	--	--

- g. Row 100. Add a “Business Sustainment / Other” gray bar before Row 100 to separate “Reviews” from Business Sustainment / Other Activities.

Row	Activity	Admin	Case	Non-Standard	Frequency
Business Sustainment Activities					
100	<p>Security Assistance Teams</p> <p>Services such as: studies and surveys; technical assistance; etc. to include, but not limited to advisory personnel or members of Mobile Training Teams (MTTs); Extended Training Service Specialists (ETSS); Technical Assistance Field Teams (TAFTs); Contractor Engineering Technical Services (CETS); program task forces; Technical Assistance Teams (TATs); Quality Assurance Teams (QATs); Engineering Change Proposals (ECPs) etc.</p> <p>Includes training for MTTs or TAFTs and other personnel for their direct support to a case (does not include certification requirements).</p> <p>Required either:</p> <ul style="list-style-type: none"> • By the USG based on analysis of the requirements, or • By the purchaser request for specific additional support. 		X		

2. Chapter 7

- a. Effective 1 Oct 2017, NGDS will be the mandatory-use small package delivery services contract(s). NGDS is the consolidation of Total Delivery Services (TDS), GSA's Domestic Delivery Services (DDS3), Surface Small Package (SSPII), and Small Package Ground Tenders. The PMO functions for the above listed programs have all been consolidated at TRANSCOM J4-L.

C7.15.4.2.1.1. Next Generation Delivery Services (NGDS). NGDS may be used by the USG to move Controlled Cryptographic Items for OCONUS FMS customers. NGDS provides international commercial express package (Letter to 300 lbs) time-definite, door-to-door pick-up and delivery, with accurate in-transit visibility service for DOD and

USG Civil agencies. USG shippers must establish an account and arrange individual shipments. If CCI is shipped by NGDS, external markings on the packaging must not identify the contents as CCI. For additional guidance on the use of NGDS, see Chapter 202 of the DTR. For further information, such as Performance Work Statement (PWS), rates, domestic service levels offered, international transit-times, along with other pertinent information related to NGDS can be found on GSA's Acquisition Hallway, located at <https://hallways.cap.gsa.gov/login-information> . All questions related to NGDS should be directed to the TRANSCOM J4-L.

- b. C7.4.2. This change is because the Enterprise Readiness Center's functions have been split between TRANSCOM J3 and J5. For operational considerations, TRANSCOM J3 can assist.

Revise: “Coordination with TRANSCOM's Enterprise Readiness Center at transcom.scott.tcj3.mbx.fms@mail.mil may be necessary,” to read, “Coordination with TRANSCOM J3 at transcom.scott.tcj3.mbx.fms@mail.mil may be necessary.”

3. Chapter 4

- a. Insert the following sub table into Tables C4.T2A., C4.T2B., C4.T2C., and C4.T2D. The sub table was omitted during the last SAMM rewrite.

Notes:

- 1) Combatant Commands:

NR - Non-Regional	PA - Pacific CMD
AF - Africa CMD	SO - Southern CMD
CE - Central CMD	NO - Northern CMD
EU - European CMD	

- 2) Regional Grouping:

NR - Non-Regional	EUR - European
AFR - Africa Region	EAP - East Asia/Pacific
AR - American Republic	NESA - Near East/South Asia

- 3) Purchaser’s eligibility may change. See paragraph C4.1.3.
- 4) Affiliated with NATO but not eligible for FMS.
- 5) Included for historical purposes.
- 6) Responsibility for Security Cooperation transitioned from U.S. Southern Command to the U.S. Northern Command on October 1, 2008.
- 7) Responsibility for Security Cooperation transitioned from U.S. Southern Command to the U.S. Northern Command on October 1, 2003.