



**DEFENSE SECURITY ASSISTANCE AGENCY**  
**WASHINGTON, D. C. 20301**

15 December 1979

In reply refer to:  
Transmittal No. 3  
DOD 5105.38-M

MEMORANDUM FOR RECIPIENTS OF DOD 5105.38-M, MILITARY ASSISTANCE  
AND SALES MANUAL - PARTS I, II, AND III

SUBJECT: MASM I, II, and III Transmittal

Attached are revisions to the MASM which incorporate previously issued guidance.

Highlights of this transmittal include chapters on Machine Readable Codes, International Military Education and Training, Program Submission and Management, MAP Administration and Support Costs, Eligibility for FMS, General Procedures, Defense Requirements Survey Teams, Preparation and Processing of FMS Transactions, Major Defense Equipment List, and Procedures for Processing FMS LOAs Which Must be Reported to Congress.

Update the portions of your current MASM in accordance with the List of Changes. Specific changes are indicated by a broken line in the margin of the chapter.

This transmittal supersedes the following correspondence/messages:

Messages:

- SECDEF 5179/DTG 040650Z MAY 79, subject: Part II, Chapter E, Military Education and Training - Medical Cost Factor
- SECDEF 6046/DTG 051926Z MAY 79, subject: Part III, Chapter A, Eligibility for FMS
- SECDEF 2570/DTG 072050Z JUN 79, subject: Part III, Chapter A, Eligibility for FMS
- SECDEF 3356/DTG 301225Z JUN 79, subject: Part III, Chapter A, Eligibility for FMS
- SECDEF 3682/DTG 082001Z AUG 79, subject: Part III, Chapter C, General Procedures
- SECDEF 3417/DTG 211958Z SEP 79, subject: Part III, Appendix B, Procedures for Processing FMS LOAs Which Must be Reported to Congress (Transmitted Memorandum Change No. 11)
- SECDEF 2512/DTG 012222Z NOV 79, subject: Part III, Chapter A, Eligibility for FMS

Correspondence:

DSAA Memorandum I-8572/79 dated 18 August 1979, subject: Appendix B, Procedures for Processing FMS LOAs Which Must be Reported to Congress (MEMORANDUM CHANGE NO. 11)

*Ernest Graves*  
ERNEST GRAVES

Lieutenant General, USA  
Director,  
Defense Security Assistance Agency

Attachments

- (1) List of Changes
- (2) MASM Update Materiel

NOTE: Corrections to List of Changes:

PART II - add "G-9 - G-12" under both columns.

PART III - delete "G-1 - G-6 and G-15 - G-17" from both columns.

LIST OF CHANGES

Remove and insert the following portions of your current MASM:

REMOVE

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pages xv - xvi, xix - xx,  
xxiii - xxx

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DOD Directives and  
Instructions  
App A-9 - App A-14a  
App A-21 - App A-22

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App B-1 - App B-2

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App B-1 - App B-2a

In addition to the above, post the following pen and ink changes:

PART I -

(1) Chapter H - Page H-12 - middle of page - add "B. Harm" after "A. Shrike".  
Page H-22 - Generic Code J7 - add the following after J7H - "J - General Purpose  
ADP Equipment - FSG 70 - X (under column headed Dollar Line)".

(2) Appendix A - Page App A-17 - para 33 - second column - add Generic Code "A4A Attack". Page App A-18 - para 33 - first column - add Generic Code "B2B Harm".

PART II -

(1) Chapter F - Page F-19 - para 6.a.(1)(a) - second line - change "\$100" to "\$150".

(2) Chapter G - Page G-1 - para 1 - tables at bottom of para - eliminate "N40 MAAG and Command Training Support" in its entirety. Change "T20" to read "Military Mission Expenses". Page G-2 - para 5.c. - 2nd and last line from bottom - change to read "... groupings: T10 and T20; L10; L20 and L60; L30; L40." Page G-3 - para 6.b.(2)(a)2. - 5th and 6th lines from bottom - change to read "... DSAA will determine Budget Project T20 on the ...". Page G-5 - para 6.c.(3)(b) - change "(LIE)" to "(L1D)". Page G-8 - para 6.k.(1) - 5th line from bottom - change "Aerial Aircraft Deliveries" to "Parcel Post". Third, fourth and last lines from bottom - change to read "... Unloading (use Format B-23)." Page G-21 and G-22 - Formats B-24 and B-25 - delete items 14 through 16 and 21 through 23. Change items 17 through 22 to 14 through 17.

PART III -

(1) Chapter A - Page A-2 - add "Botswana" under Africa and "Barbados" under Western Hemisphere; delete the asterisk (\*) after Nicaragua under Western Hemisphere; change the date on Footnote 1 to 15 December 1979. Page A-3 - Egypt - change "No" to "Yes" under columns headed "Authorized Direct Arrangements for Dependable Undertaking" and "Authorized Receipt of DLA Excess Property Listings". Page A-5 - add "Botswana STATE DOD Yes No" under African Countries; Sudan - change "No" to "Yes" under column headed "Authorized Direct Arrangement for Dependable Undertaking"; add "Barbados STATE DOD Yes Yes" under Latin American Countries.

(2) Chapter C - Page C-6 - para 7.f.(3) - 5th line from bottom - change "P&A" to "P&B". Page C-7 - para 7.i.NOTE - last line of para - change "7.e.(3)" to "7.f.(3)".

(3) Chapter D - Page D-2 - para 4.a. - 4th, 6th and 8th lines from bottom - change "75" and "15" to "85" and "25", respectively.

(4) Appendix A - Page App A-3 - Category XI - eliminate "Radar, AN/MPS-11 (AF)" in its entirety.

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## DOD DIRECTIVES AND INSTRUCTIONS

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Significant DOD Directives and Instructions pertaining to the Military Assistance and Sales Program and its administration are as follows:

**\*1005.3 September 16, 1967 as amended—Decorations and Gifts from Foreign Governments.**

This Directive furnishes policy guidance governing the acceptance and retention of decorations and gifts from foreign governments, and establishes procedures regarding receipt and disposition of such decorations and gifts with particular reference to persons performing duties in connection with the Military Assistance Program.

**\*1130.2 October 2, 1965 as amended—Engineering and Technical Services—Management and Control.**

This Directive establishes Department of Defense policies and criteria for the management, programming, use, administration, and reporting of engineering and technical services furnished to foreign governments and international organizations under the Military Assistance Program.

**\*2000.3 March 11, 1959 as amended—International Interchange of Patent Rights and Technical Information.**

This Directive applies to the activities of all Department of Defense personnel involved in the international interchange for defense purposes of patent rights and technical information. The policy prescribed herein applies to unclassified as well as classified information, owned by the United States Government or privately owned, but does not apply to patents, patent applications, and technical information in the field of atomic energy.

**\*2000.8 February 14, 1964 as amended—**

**Cooperative Logistics Support Arrangements.**

This Instruction prescribes policies and criteria for preparing cooperative logistic support arrangements between the U.S. Department of Defense and the defense establishment of foreign governments, and assigns responsibilities for implementation thereof.

**\*2000.9 January 23, 1974—International Co-Production Projects and Agreements Between the United States and Other Countries or International Organizations.**

This Directive prescribes general policies and principles governing international co-production projects negotiated under agreements between the United States Government and eligible foreign governments, international organizations, foreign producers or other approved agencies.

**\*2000.10 January 17, 1972—Selection and Training of Security Assistance Personnel.**

This Directive establishes standard procedures and responsibilities within the Department of Defense for the selection and training of personnel to serve in positions involving the planning and execution of Security Assistance activities. Its provisions apply to all components of the Department of Defense, including the Joint Chiefs of Staff, the Military Departments, Unified Commands and overseas MAAGs.

**\*2010.1 July 23, 1973 as amended—Support of International Military Activities.**

This Instruction assigns responsibility, and establishes methods for providing budgetary,

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financial, logistical, and administrative support by agencies of the Department of Defense to international military headquarters and other international military agencies of the North Atlantic Treaty Organization (NATO), the South East Asia Treaty Organization (SEATO) and the Central Treaty Organization (CENTO).

### \*2010.5 October 4, 1976—DOD Participation in the NATO Infrastructure Program.

This Directive provides guidance for programming and budgeting of the United States share of the common funded NATO Infrastructure Program through the Military Construction Program; issues policies for funding, accounting, recouping, and reporting on the status of DOD funds used to prefinance facilities related to the NATO Program; and delineates responsibilities involved in DOD participation in the Infrastructure Program.

### \*2015.4 November 5, 1963—Mutual Weapons Development Data Exchange Program (MWDDEP) and Defense Development Exchange Program (DDEP).

This Instruction establishes procedures for exchanging certain technical and scientific military information of mutual interest to the United States and other countries through exchange of correspondence, reports, equipment or other material or technical documents, and by visits of technical personnel; and delineates Director of Defense Research and Engineering and military department responsibilities for carrying out the subject programs. The provisions of this Instruction apply to the military department; to the MAAGs as may be determined on a case-by-case basis, and cover the exchange of information concerning a military technical or scientific area, weapon, weapons system, or operational concept.

### \*2100.3 July 11, 1963 as amended—United States Policy Relative to Commitments to

### Foreign Governments Under Foreign Assistance Programs.

This Directive promulgates the policy to insure that the United States, or an individual representing the U.S., does not make commitments, expressed or implied, to furnish funds, including long term credit arrangements, goods, or services to foreign governments without appropriate governmental clearances; satisfactory assurance that such commitments can and will be met and do take into account the best interests of the U.S. in the use of its resources; and a clear understanding with the recipient as to the nature, scope, and time-span of the commitment.

### \*2110.8 June 26, 1972 as amended—Transfer of Releasable Assets of the DOD to Eligible Foreign Countries and International Organizations on a Foreign Military Sales Basis.

This Instruction establishes policies and procedures for the transfer by sale of releasable assets of the Department of Defense to eligible foreign countries and international organizations.

### \*2110.12 March 28, 1978 as amended—Shipment of Military Assistance Program and Foreign Military Sales Materiel.

This Instruction prescribes policies and procedures applicable to shipments of the following types of materiel; Military Grant Aid (MAP), Military Assistance Service Funded (MASF), MAP-owned Redistributable Materiel, and Foreign Military Sales (FMS). It also states policies and procedures for transfer of title of this materiel from the United States to the recipient and payment of transportation and related accessorial costs.

### \*2110.29 September 24, 1979 as amended—Method of Financing, Funding, Accounting, and Reporting for Foreign Military Sales to Friendly Foreign Governments and International Organizations.

This Instruction prescribes uniform procedures for financing, funding, accounting, and reporting for sales of Defense articles and Defense services to friendly foreign countries and international organizations.

**\*2110.31 April 10, 1967 as amended—Contributions by Foreign Governments for Administrative and Operating Expenses of Military Assistance Programs.**

This Instruction prescribes policies and procedures for acquiring, using, accounting and reporting for currencies and assistance-in-kind contributed by foreign governments for administrative and operating expenses of the Military Assistance Program.

**\*2110.32 November 7, 1962 as amended—Financial Procedures for Military Assistance Sales under the Military Procurement Agreement Between the United States and the Federal Republic of Germany.**

This Instruction prescribes uniform procedures and requirements for accounting and preparing requests for monthly advances of funds for Military Assistance Sales cases received from the Federal Republic of Germany.

**\*2110.33 December 27, 1962 as amended—Preparation of U.S. Inventory Materiel for Transfer Under the Grant Aid Military Assistance Program.**

This Instruction prescribes standard conditions for preparation of U.S. military inventory materiel prior to transfer to foreign recipients as Military Assistance only.

**\*2125.1 June 18, 1970 as amended—Military Assistance Program Offshore Procurement (MAP/OSP).**

This Directive establishes Department of Defense policy governing the procurement of articles and services outside the United States, its possessions, and Puerto Rico for use under the Military Assistance Program, and assigns responsibilities for carrying out its provisions.

**\*2140.1 March 9, 1977 as amended—Pricing Sales of Defense Articles and Defense Services to Foreign Countries and International Organizations.**

This Instruction provides policies for uniform DOD application of pricing and cost criteria in connection with sales of Defense articles and Defense services (including training) furnished pursuant to Foreign Military Sales agreements and supply support arrangements with friendly foreign governments and international organizations.

**\*2140.2 January 5, 1977—Recovery of Non-recurring Costs on Sales of USG Products and Technology.**

This Directive provides policy, criteria, and procedures for use by Department of Defense Components in (1) determining the DOD nonrecurring costs associated with the research, development, and production of major defense equipment offered for sale to foreign governments and international organizations; (2) calculating the equitable share of such costs which should be borne by the foreign buyer; (3) including such share in the sales price.

**\*2140.3 April 20, 1976—Foreign Military Sales Materiel Billing Procedures.**

This Instruction establishes the requirements and procedures for supporting the accounting statement or billing for materiel prepared and submitted by the Military Departments to foreign governments and by the Defense Supply Agency and General Services Administration to the Military Departments for Foreign Military Sales (FMS).

**\*3100.3 September 27, 1963 as amended—Cooperation with Allies in Research and Development of Defense Equipment.**

This Directive establishes Defense Department policy for strengthening cooperation with Allies in research and development and assigns responsibilities for implementing it. This policy calls for maximum coordination

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of technical objectives and programs with those of our allies.

**\*4000.25 November 12, 1976—Administration of Military Standard Logistics Systems.**

This Directive prescribes uniform guidance and responsibilities for the assignment, development, and continuous administration of military standard logistics data systems. It is the intent of this Directive to promote the utilization of military standard logistics data systems in the implementation of approved Department of Defense policies in such logistics functional areas as: cataloging, inventory management, procurement, contract administration, storage, distribution, transportation and movement, maintenance, property disposal, international supply support, and integrated support of weapons.

**\*4100.37 June 7, 1974—Retention and Transfer of Materiel Assets.**

This Directive clarifies terms defined in the Foreign Assistance Act which affect transfer of DOD materiel to allied and friendly forces; amends the retention policy concerning retail stock; expands the authorization for non-reimbursable transfer of assets to satisfy prepositioned war reserve deficiencies; and clarifies the policy on pricing and transfers of materiel assets to allied forces.

**\*4140.19 May 1, 1968 as amended—Phased Provisioning of Selected Items for Initial Support of Weapons Systems, Support Systems and End Items of Equipment.**

This Instruction promotes an increased use of phased provisioning as a management technique to defer procurement of selected items during initial provisioning and prescribes the conduct of a time-phased series of provisioning reviews and redeterminations of the range and quantity of selected items to be procured for initial support. The provisions of this Instruction apply to complex weapon and support systems and high-cost end items of equipment being procured by

the military departments and defense agencies, including those procured for the Military Assistance Program and the Foreign Military Sales Program.

**\*4140.34 September 5, 1968—DOD Personal Property Utilization Program.**

This Directive (1) reissues and consolidates DOD policies governing the effective use of DOD personal property, (2) establishes the Defense Utilization Manual (4140.34-M) as a regulation of the DOD, and (3) assigns responsibility for its development and maintenance.

**\*4140.35 June 12, 1972 as amended—Physical Inventory Control for DOD Supply System Materiel.**

This Instruction provides policies, procedures, performance objectives, and effectiveness reporting for improving the accuracy of inventory control and asset information in the supply system of the DOD.

**\*4160.21 February 23, 1972 as amended—DOD Personal Property Disposal Program.**

This Directive (1) provides overall policies and assigns responsibilities for the DOD Personal Property Disposal Program, (2) establishes Defense Disposal Manual (4160.21-M) as a regulation of the DOD, and (3) assigns responsibility for development, maintenance, and issuance of the Manual.

**\*4410.6 February 18, 1971 as amended—Uniform Materiel Movement and Issue Priority System (UMMIPS).**

This Directive provides criteria for the Uniform Materiel Movement and Issue Priority System which prescribes (1) guidance for the proper ranking of materiel requirements considering the mission importance of the activity and the urgency of need for the materiel; and (2) incremental time standards for requisition processing and materiel movement.

**\*5030.28 March 10, 1970—Munitions Control—Procedures for U.S. Munitions List Export License Applications Referred to DOD by Department of State.**

This Directive delineates requirements and responsibilities of the Assistant Secretary of Defense (International Security Affairs), the Director of Defense Research and Engineering, the Military Departments, the Joint Chiefs of Staff, and other DOD components for reviewing and presenting the Department's position to the Department of State on munitions export license applications referred to the Department of Defense.

**\*5100.27 December 29, 1964—Delineation of International Logistic Responsibilities.**

This Directive expands existing Department of Defense international security and logistic responsibilities, assignments and functions, assigns specific international logistic responsibilities, and emphasizes and clarifies the coordination responsibilities of DOD components to assure effective and efficient fulfillment of international logistic plans and programs.

**\*5100.46 December 4, 1975—Responsibilities for Foreign Disaster Relief Operations.**

This Directive establishes the DOD policy for the employment of military resources in foreign disaster emergency relief operations and assigns responsibilities to staff officials in the Office of the Secretary of Defense, particularly the Assistant Secretary of Defense (International Security Affairs), the Joint Chiefs of Staff and the military departments for carrying out this policy.

**\*C-5105.32 March 23, 1973—Defense Attache System.**

This Directive provides general policy and guidance with respect to the maintenance and direction of a single Defense Attache System (DAS). This Directive cross references with DOD Directive 5132.3, "Security Assistance Functions" performed by specified Defense Attaches.

**\*5105.38 August 10, 1978 as amended—Defense Security Assistance Agency (DSAA).**

This Directive establishes the Department of Defense organizational structure for carrying out the responsibilities of the Secretary of Defense under the Foreign Assistance Act of 1961, as amended; the Arms Export Control Act, as amended; and under Executive Orders and Directives relating to the administration of Military Assistance and Foreign Military Sales.

**\*5118.4 March 19, 1970—Deputy Comptroller for Internal Audit—Functions and Responsibilities.**

This Instruction establishes procedures governing activities of the Office of the Deputy Comptroller for Internal Audit (DCIA) with particular reference to DCIA audit coverage of military assistance program activities at the OSD, Unified Commands, MAAGs and missions, and Military Assistance Service Funded (MASF) programs.

**\*5132.2 May 20, 1961 as amended—Assistant Secretary of Defense (International Security Affairs).**

This Directive sets forth the responsibilities, functions, and authorities of the Assistant Secretary of Defense (International Security Affairs).

**\*5132.3 December 20, 1972, as amended—Department of Defense Policy and Responsibilities Relating to Security Assistance.**

This Directive establishes Department of Defense policy for carrying out the responsibilities of the Secretary of Defense under the Foreign Assistance Act of 1961, as amended, and under Executive Orders and Directives relating to the administration of Military Assistance.

**\*5154.18 May 26, 1965—Defense Medical Materiel Board.**

This Directive establishes a Defense Medical Board as a joint activity of Department of Defense, subject to the direction, author-

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ity and control of the Secretary of Defense, and under professional policy guidance of the Assistant Secretary of Defense (Manpower). The provisions of this Directive apply to the military departments and other Department of Defense agencies involved in any phase of the Medical Materiel Program (including the Military Assistance and Emergency Disaster Aid Programs, both domestic and foreign).

### **\*5160.41 August 2, 1977—Defense Language Program.**

This Directive establishes the Army and the Air Force as Executive Agents for the overall management and operation of the Defense Foreign Language Program (DFLP) and the Defense English Language Program (DELP) respectively, including the language training programs supported by the International Military Education and Training Program and Foreign Military Sales program.

### **\*5230.11 March 2, 1979—Disclosure of Classified Military Information to Foreign Governments and International Organizations.**

This Directive implements the provisions of the "National Policy and Procedures for the Disclosure of Classified Military Information to Foreign Governments and International Organizations, 26 August 1978" insofar as they pertain to the Department of Defense and it establishes internal DOD procedures for the disclosure of classified military information to foreign governments and international organizations.

### **\*5230.17 September 23, 1977—Procedures and Standards for Disclosure Activities of Military Information to Foreign Activities.**

This Instruction establishes uniform standards and procedures for use by DOD components in handling cases involving disclosure or denial of classified military information ("disclosure") to foreign governments and international organizations.

### **\*5410.17 January 15, 1965—An Informational Program for Foreign Military Trainees and Visitors in the United States.**

This Directive establishes an Informational Program for foreign military trainees and visitors in the United States to complement their formal training courses and orientation, and assigns responsibilities within the Department of Defense for the establishment, operation and administration of individual informational programs as described herein.

### **\*7060.2 January 16, 1969 as amended—International Balance of Payments Program—Accounting, Reporting, and Estimating.**

This Instruction establishes the DOD system of accounting and reporting for DOD international transactions related to U.S. balance of payments data, including grants and credits extended to foreign countries. It also establishes the DOD management control system for transactions entering the international balance of payments.

### **\*7060.4 March 6, 1971 as amended—International Balance of Payments Program—Construction, Maintenance and Repair of Real Property Facilities in Foreign Countries.**

This Directive establishes policies and procedures governing the construction, maintenance and repair of real property in foreign countries which will minimize expenditures entering the International Balance of Payments (IBOP).

### **\*7200.7 December 16, 1964 as amended—Accounting and Pricing for Materiel Financed by Procurement Appropriations for Military Functions.**

This Directive establishes policies, procedures, and criteria to be followed by Defense components in the pricing of and financial accounting for inventories, receipts, and issues of all materials, supplies, and equipment.



**\*7290.1 June 22, 1970 as amended—Method of Financing, Accounting, and Fiscal Reporting for the Military Assistance Grant Aid Program.**

This Instruction prescribes uniform procedures for financing, funding, accounting, and fiscal reporting for grant aid furnished to eligible foreign countries and international organizations, pursuant to the provisions of the Foreign Assistance Act of 1961.

**\*7290.2 August 30, 1977 as amended—Reimbursable Costs of Defense Articles and Defense Services provided under the Military Assistance Program or training provided under the International Military Education and Training Program as Grant Aid.**

This Instruction provides policy for use in determining reimbursable costs (1) of defense articles and services which are granted or loaned under the Military Assistance Program; and (2) when training is granted under the International Military Education and Training Program.

**\*7360.9 February 11, 1977 as amended—Use of United States-owned Foreign Currencies.**

This Instruction prescribes policies and procedures governing the use of United States-owned foreign currencies for (1) payments of DOD and MAP requirements, programs, and activities and (2) personal expenditures of DOD personnel located overseas.

**\*7420.1 January 26, 1967 as amended—**

**Regulations Governing Stock Fund Operations.**

This Directive establishes regulations concerning stock fund operations and is applicable to MAP with regard to transfer of property to MAP and Foreign Military Sales recipients.

**\*7420.12 March 10, 1977 as amended—Billing, Collection and Accounting for Sales of Materiel from Supply System Stock.**

This Instruction establishes uniform policies and procedures for billing, collecting, and related accounting for sales of materiel from supply system stock, including direct deliveries. The provisions herein apply to DOD sales from inventory of stock fund and appropriation financed materiel within the Department of Defense, including transfers to the Military Assistance Grant Aid Program.

**\*7510.4 April 7, 1967 as amended—Uniform Policy for Charging Accessorial and/or Administrative Costs Incident to Issues, Sales, and Transfers of Materials, Supplies and Equipment.**

This Instruction establishes the policies and procedures to be followed by the military departments and Defense agencies for charging expenses arising from, or incident to, issues, sales, and transfers of all materials, supplies, and equipment (materiel), including issues, sales, and transfers to Military Assistance Programs.

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sequence is segregated by area and is listed by alphabetic name.

Footnote: Certain country activity codes listed below and prescribed for use are at variance with the DOD/FIPS standard for Countries of the World (CO-XV) contained in DOD 5000.12M.

Country	Code	Unified Command Cognizance	Area/Congressional Grouping
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Country	Code	Unified Command Cognizance	Area/Congressional Grouping
Cuba	CU	SO	AR
Cyprus	CY	EU	EUR
Denmark	DE	EU	AFR
Djibouti	DJ	EU	EUR
Dominica	DO	SO	AR
Dominican Republic	DR	SO	AR
Ecuador	EC	SO	AR
Egypt	EG	EU	NESA
El Salvador	ES	SO	AR
Equatorial Guinea	EK	EU	AFR
Ethiopia	ET	EU	AFR
Falkland Islands (UK)	FA	SO	AR
Fiji	FJ	PA	EAP
Finland	FI	EU	EUR
France	FR	EU	EUR
French Guiana (FR)	FG	SO	AR
French Polynesia (FR)	FP	PA	EAP
Gabon	GB	EU	AFR
Gambia	GA	EU	AFR
Germany (Bonn)	GY	EU	EUR
Ghana	GH	EU	AFR
Gilbert Islands	GS	PA	EAP
Gibraltar (UK)	GI	EU	EUR
Greece	GR	EU	EUR
Greenland (DEN)	GL	SO	AR
Grenada	GJ	SO	AR
Guadeloupe (FR)	GP	SO	AR
Guatemala	GT	SO	AR
Guinea	GV	EU	AFR
Guinea—Bissau	PU	EU	AFR
Guyana	GU	SO	AR
Haiti	HA	SO	AR
Honduras	HO	SO	AR
Hong Kong	HK	PA	EAP
Iceland	IL	EU	EUR
India	IN	PA	NESA
Indochina	IC	PA	EAP
Indonesia	ID	PA	EAP
Iran	IR	EU	NESA
Iraq	IQ	EU	NESA
Ireland	EI	EU	EUR
Israel	IS	EU	NESA
Italy	IT	EU	EUR
Ivory Coast	IV	EU	AFR
Jamaica	JM	SO	AR
Japan	JA	PA	EAP
Jordan	JO	EU	NESA

I. Alphabetic

a. Countries

Afganistan	AF	PA	NESA
Algeria	AG	EU	NESA
Andorra	AN	EU	EUR
Angola	AO	EU	AFR
Anguilla	AV	SO	AR
Antigua	AC	SO	AR
Argentina	AR	SO	AR
Australia	AT	PA	EAP
Austria	AU	EU	EUR
Bahamas	BF	SO	AR
Bahrain	BA	EU	NESA
Bangladesh	BG	PA	NESA
Barbados	BB	SO	AR
Belgium	BE	EU	EUR
Belize (UK)	BH	SO	AR
Benin	DA	EU	AFR
Bermuda (UK)	BD	SO	AR
Bhutan	BT	EU	NESA
Bolivia	BL	SO	AR
Botswana	BC	EU	AFR
Brazil	BR	SO	AR
British Virgin Islands (UK)	VI	SO	AR
Brunei	BX	PA	EAP
Bulgaria	BU	EU	EUR
Burma	BM	PA	EAP
Burundi	BY	EU	AFR
Cameroon	CM	EU	AFR
Canada	CN	NR	AR
Cape Verde, Republic of	CV	EU	AFR
Caymen Islands (UK)	CJ	SO	AR
Central African Emp.	CT	EU	AFR
Chad	CD	EU	AFR
Chile	CI	SO	AR
China	CH	PA	EAP
Colombia	CO	SO	AR
Comoros	CR	EU	AFR
Congo	CF	EU	AFR
Costa Rica	CS	SO	AR

MILITARY ASSISTANCE AND SALES MANUAL—PART I

Country	Code	Unified Command Cognizance	Area/ Congres- sional Grouping	Country	Code	Unified Command Cognizance	Area/ Congres- sional Grouping
Kampuchea (Cambodia)	CB	PA	EAP	Reunion (FR)	RE	EU	AFR
Kenya	KE	EU	AFR	Romania	RO	EU	EUR
Korea (Seoul)	KS	PA	EAP	Rwanda	RW	EU	AFR
Kuwait	KU	EU	NESA				
				San Marino	SM	EU	EUR
Laos	LA	PA	EAP	Sao Tome and Principe	TP	EU	AFR
Lebanon	LE	EU	NESA	Saudi Arabia	SR	EU	NESA
Lesotho	LT	EU	AFR	Senegal	SK	EU	AFR
Liberia	LI	EU	AFR	Seychelles	SE	EU	AFR
Libya	LY	EU	NESA	Sierra Leone	SL	EU	AFR
Liechtenstein	LS	EU	EUR	Solomon Islands	BP	PA	EAP
Luxembourg	LX	EU	EUR	Singapore	SN	PA	EAP
				Somalia	SO	EU	AFR
Macao (PORT)	MC	PA	EAP	South Africa	UA	EU	AFR
Madagascar	MA	EU	AFR	Spain	SP	EU	EUR
Malawi	MI	EU	AFR	Sri Lanka	CE	PA	NESA
Malaysia	MF	PA	EAP	St Christopher—Nevia (UK)	SC	SO	AR
Maldives	MV	EU	NESA	St Helena (UK)	SH	EU	AFR
Mali	RM	EU	AFR	St Lucia	ST	SO	AR
Malta	MT	EU	EUR	St Pierre and Miquelon (UK)	SB	SO	AR
Martinique (FR)	MB	SO	AR	St Vincent	VC	SO	AR
Mauritania	MR	EU	AFR	Sudan	SU	EU	AFR
Mauritius	MP	EU	AFR	Suriname	NS	SO	AR
Mexico	MX	SO	AR	Swaziland	WZ	EU	AFR
Monaco	MN	EU	EUR	Sweden	SW	EU	EUR
Mongolia	MG	PA	EAP	Switzerland	SZ	EU	EUR
Montserrat (UK)	MH	SO	AR	Syria	SY	EU	NESA
Morocco	MO	EU	NESA				
Mozambique	MZ	EU	AFR	Taiwan	TW	PA	EAP
				Tanzania	TZ	EU	AFR
Nambia	WA	EU	AFR	Thailand	TH	PA	EAP
Nauru	NR	PA	EAP	Togo	TO	EU	AFR
Nepal	NP	PA	NESA	Tonga	TN	PA	EAP
Netherlands	NE	EU	EUR	Trinidad-Tobago	TD	SO	AR
Netherlands Antilles (NE)	NA	SO	AR	Tunisia	TU	EU	NESA
New Caledonia (FR)	NC	PA	EAP	Turkey	TK	EU	EUR
New Hebrides (UK-FR)	NH	PA	EAP	Turks and Caicos (UK)	TS	SO	AR
New Zealand	NZ	PA	EAP	Tuvalu	TV	PA	EAP
Nicaragua	NU	SO	AR				
Niger	NK	EU	AFR	Uganda	UG	EU	AFR
Nigeria	NI	EU	AFR	Union of Soviet Socialist Republics	UR	EU	EUR
Norfolk Islands (AUST)	NF	PA	EAP	United Arab Emirates	TC	EU	NESA
Norway	NO	EU	EUR	United Kingdom	UK	EU	EUR
				Upper Volta	UV	EU	AFR
Oman	MU	EU	NESA	Uruguay	UY	SO	AR
				Venezuela	VE	SO	AR
Pakistan	PK	PA	NESA	Vietnam	VS	PA	EAP
Panama	PN	SO	AR				
Papua—New Guinea	PP	PA	EAP	Western Somoa	WS	PA	EAP
Paraguay	PA	SO	AR				
Peru	PE	SO	AR	Yemen (Aden)	YS	EU	NESA
Philippines	PI	PA	EAP	Yemen (Sana)	YE	EU	NESA
Pitcairn (UK)	PC	PA	EAP	Yugoslavia	YU	EU	FUR
Portugal	PT	EU	EUR				
Qatar	QA	EU	NESA				

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Country	Code	Unified Command Cognizance	Area/Congressional Grouping
Zaire	CX	EU	AFR
Zambia	ZA	EU	AFR

**b. Activities**

Country	Code	Unified Command Cognizance	Area/Congressional Grouping
Africa Region	R6	EU	AFR
American Republic Region	R5	SO	AR
Central Treaty Organization (CENTO Hq)	T3	NR	NR
Department of Defense (DoD)	00	NR	NR
East Asia/Pacific Region	R4	PA	EAP
European Region	R2	EU	EUR
International Civil Aviation Organization (ICAO Hq)	T7	NR	NR
MAP IC <sup>P</sup> —U.S. Army Logistics Depot, Japan (USALDJ)	D4	PA	NR
MAP Owned Materiel (MAPOM)	M3	NR	NR
MAP Property Sales and Disposal (MAPSAD)	M2	NR	NR
North Atlantic Treaty Organization (NATO)	N2	NR	NR
NATO Airborne Early Warning and Control Program Management Office (NAPMO)	N1	NR	NR
NATO Headquarters	N6	NR	NR
NATO Infrastructure	N5	NR	NR
NATO Integrated Communications System Management Agency (NICSMA)	K4	NR	NR
NATO Maintenance and Supply Agency—General (NAMSA—General)	N4	NR	NR
NATO Maintenance and Supply Agency—Euro NATO Nike Training Center (NAMSA—ENTC)	K6	NR	NR
NATO Maintenance and Supply Agency—F104 (NAMSA—F104)	K2	NR	NR
NATO Maintenance and Supply Agency—HAWK (NAMSA—HAWK)	N7	NR	NR
NATO Missile Fire Installation (NAMFI)	N9	NR	NR
NATO Multi-Role Combat Aircraft (MRCA) Development & Prod. Agency (NAMMA)	K3	NR	NR

Country	Code	Unified Command Cognizance	Area/Congressional Grouping
NATO Mutual Weapons Development Program (MWDP)	N8	NR	NR
NATO Seasparrow	N3	NR	NR
NATO—Weapons Production Program (NATO—WPP)	K1	NR	NR
Near East and South Asia Region (NESA)	R3	EU	NESA
Organization of American States (OAS Hq)	A1	NR	NR
South East Asia Treaty Organization (SEATO Hq)	T4	NR	NR
Supreme Allied Commander Atlantic (SACLANT)	K5	NR	NR
Supreme Headquarters, Allied Powers, Europe (SHAPE)	A2	EU	EUR
United Nations (UN)	T9	NR	NR

**II. Alphabetic by Country/Activity Code**

Code	Country/Activity Name	Unified Command Cognizance	Area/Congressional Grouping
00	Department of Defense (DoD)	NR	NR
A1	Organization of American States (OAS)	NR	AR
A2	Supreme Hq, Allied Forces (SHAPE)	EU	EUR
AC	Antigua (UK)	SO	AR
AF	Afganistan	PA	NESA
AG	Algeria	EU	NESA
AN	Andorra	EU	EUR
AO	Angola	EU	AFR
AR	Argentina	SO	AR
AT	Australia	PA	EAP
AU	Austria	EU	EUR
AV	Anguilla	SO	AR
BA	Bahrain	EU	NESA
BB	Barbados	SO	AR
BC	Botswana	EU	AFR
BD	Bermuda (UK)	SO	AR
BE	Belgium	EU	EUR
BF	Bahamas	SO	AR
BG	Bangladesh	PA	NESA
BH	Belize (UK)	SO	AR
BL	Bolivia	SO	AR
BM	Burma	PA	EAP
BP	Solomon Islands	PA	EAP
BR	Brazil	SO	AR
BT	Bhutan	EU	NESA
BU	Bulgaria	EU	EUR
BX	Brunei	PA	EAP
BY	Burundi	EU	AFR

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Code	Country/Activity Name	Unified Command Cognizance	Area/Congressional Grouping	Code	Country/Activity Name	Unified Command Cognizance	Area/Congressional Grouping
CB	Kampuchea (Cambodia)	PA	EAP	IC	Indochina	PA	EAP
CD	Chad	EU	AFR	ID	Indonesia	PA	EAP
CE	Sri Lanka	PA	NESA	IL	Iceland	EU	EUR
CF	Congo	EU	AFR	IN	India	PA	NESA
CH	China	PA	EAP	IQ	Iraq	EU	NESA
CI	Chile	SO	AR	IR	Iran	EU	NESA
CJ	Cayman Islands (UK)	SO	AR	IS	Israel	EU	NESA
CM	Cameroon	EU	AFR	IT	Italy	EU	EUR
CN	Canada	NR	AR	IV	Ivory Coast	EU	AFR
CO	Colombia	SO	AR				
CR	Comoros	EU	AFR	JA	Japan	PA	EAP
CS	Costa Rica	SO	AR	JM	Jamaica	SO	AR
CT	Central African Emp.	EU	AFR	JO	Jordan	EU	NESA
CU	Cuba	SO	AR				
CV	Cape Verde, Republic of	EU	AFR	K1	NATO—Weapons Production Program (NATO—WPP)	NR	NR
CX	Zaire	EU	AFR	K2	NATO Maintenance and Supply Agency—F104 (NAMSA—F104)	NR	NR
CY	Cyprus	EU	EUR	K3	NATO Multi-Role Combat Aircraft (MRCA) & Prod. Agency (NAMMA)	NR	NR
D4	MAP ICP (USALDJ)	PA	NR	K4	NATO Integrated Communications Systems Management Agency (NICSMA)	NR	NR
DA	Benin	EU	AFR				
DE	Denmark	EU	EUR	K5	Supreme Allied Commander Atlantic (SACLANT)	NR	NR
DJ	Djibouti	EU	AFR	K6	NATO Maintenance and Supply Agency—Euro NATO Nike Training Center (NAMSA—ENTC)	NR	NR
DO	Dominica	SO	AR				
DR	Dominican Republic	SO	AR				
EC	Ecuador	SO	AR				
EG	Egypt	EU	NESA				
EI	Ireland	EU	EUR				
EK	Equatorial Guinea	EU	AFR				
ES	El Salvador	SO	AR				
ET	Ethiopia	EU	AFR				
FA	Falkland Islands (UK)	SO	AR	KE	Kenya	EU	AFR
FG	French Guiana (FR)	SO	AR	KS	Korea	PA	EAP
FI	Finland	EU	EUR	KU	Kuwait	EU	NESA
FJ	Fiji	PA	EAP				
FP	French Polynesia (FR)	PA	EAP	LA	Laos	PA	EAP
FR	France	EU	EUR	LE	Lebanon	EU	NESA
				LI	Liberia	EU	AFR
GA	Gambia	EU	AFR	LS	Liechtenstein	EU	EUR
GB	Gabon	EU	AFR	LT	Lesotho	EU	AFR
GH	Ghana	EU	AFR	LX	Luxembourg	EU	EUR
GI	Gibraltar (UK)	EU	EUR	LY	Libya	EU	NESA
GJ	Grenada	SO	AR	M2	MAP Property Sales & Disposal (MAPSAD)	NR	NR
GL	Greenland (DEN)	SO	AR	M3	MAP Owned Materiel (MAPOM)	NR	NR
GP	Guadeloupe (FR)	SO	AR				
GR	Greece	EU	EUR	MA	Madagascar	EU	AFR
GS	Gilbert Islands	PA	EAP	MB	Martinique (FR)	SO	AR
GT	Guatemala	SO	AR	MC	Macao (PORT)	PA	EAP
GU	Guyana	SO	AR	MF	Malaysia	PA	EAP
GV	Guinea	EU	AFR	MG	Mongolia	PA	EAP
GY	Germany (Bonn)	EU	EUR	MH	Montserrat (UK)	SO	AR
				MI	Malawi	EU	AFR
HA	Haiti	SO	AR	MN	Monaco	EU	EUR
HK	Hong Kong	PA	EAP	MO	Morocco	EU	NESA
HO	Honduras	SO	AR				

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Code	Country/Activity Name	Unified Command Cognizance	Area/Congressional Grouping	Code	Country/Activity Name	Unified Command Cognizance	Area/Congressional Grouping
MP	Mauritius	EU	AFR	RE	Reunion (FR)	EU	AFR
MR	Mauritania	EU	AFR	RM	Mali	EU	AFR
MT	Malta	EU	EUR	RO	Romania	EU	EUR
MU	Oman	EU	NESA	RW	Rwanda	EU	AFR
MV	Maldives	EU	NESA				
MX	Mexico	SO	AR	SB	St Pierre and Miquelon (FR)	SO	AR
MZ	Mozambique	EU	AFR	SC	St Christopher—Nevis (UK)	SO	AR
N1	NATO Airborne Early Warning and Control Program Management Office (NAPMO)	NR	NR	SE	Seychelles	EU	AFR
N2	North Atlantic Treaty Organization (NATO)	NR	NR	SH	St Helena (UK)	EU	AFR
N3	NATO Seasparrow			SK	Senegal	EU	AFR
N4	NATO Maintenance and Supply Agency—General (NAMSAG—General)	NR	NR	SL	Sierre Leone	EU	AFR
N5	NATO Infrastructure	NR	NR	SM	San Marino	EU	EUR
N6	NATO Headquarters	NR	NR	SN	Singapore	PA	EAP
N7	NATO Maintenance and Supply Agency—HAWK (NAMSAG—HAWK)	NR	NR	SO	Somalia	EU	AFR
N8	NATO Mutual Weapons Development Program (MWDP)	NR	NR	SP	Spain	EU	EUR
N9	NATO Missile Firing Installation (NAMFI)	NR	NR	SR	Saudi Arabia	EU	NESA
NA	Netherlands Antilles (NE)	SO	AR	ST	St Lucia	SO	AR
NC	New Caledonia (FR)	PA	EAP	SU	Sudan	EU	AFR
NE	Netherlands	EU	EUR	SW	Sweden	EU	EUR
NF	Norfolk Islands (AUST)	PA	EAP	SY	Syria	EU	NESA
NH	New Hebrides (UK—FR)	PA	EAP	SZ	Switzerland	EU	EUR
NI	Nigeria	EU	AFR	T3	Central Treaty Organization (CENTO Hq)	NR	NR
NK	Niger	EU	AFR	T4	South East Asia Treaty Organization (SEATO Hq)	NR	NR
NO	Norway	EU	EUR	T7	International Civil Aviation Organization (ICAO Hq)	NR	NR
NP	Nepal	PA	NESA	T9	United Nations (UN)	NR	NR
NR	Nauru	PA	EAP	TC	United Arab Emirates	EU	NESA
NS	Suriname	SO	AR	TD	Trinidad-Tobago	SO	AR
NU	Nicaragua	SO	AR	TH	Thailand	PA	EAP
NZ	New Zealand	PA	EAP	TK	Turkey	EU	EUR
PA	Paraguay	SO	AR	TN	Tonga	PA	EAP
PC	Pitcairn (UK)	PA	EAP	TO	Togo	EU	AFR
PE	Peru	SO	AR	TP	Sao Tome and Principe	EU	AFR
PI	Philippines	PA	EAP	TS	Turks and Caicos (UK)	SO	AR
PK	Pakistan	PA	NESA	TU	Tunisia	EU	NESA
PN	Panama	SO	AR	TV	Tuvalu	PA	EAP
PP	Papua—New Guinea	PA	EAP	TW	Taiwan	PA	EAP
PT	Portugal	EU	EUR	TZ	Tanzania	EU	AFR
PU	Guinea—Bissau	EU	AFR	UA	South Africa	EU	AFR
QA	Qatar	EU	NESA	UG	Uganda	EU	AFR
R2	Europe Region	EU	EUR	UK	United Kingdom	EU	EUR
R3	Near East/South Asia Region	EU	NESA	UR	Union of Soviet Socialist Republics	EU	EUR
R4	East Asia/Pacific Region	PA	EAP	UV	Upper Volta	EU	AFR
R5	American Republic Region	SO	AR	UY	Uruguay	SO	AR
R6	Africa Region	EU	AFR	VC	St Vincent	SO	AR
				VE	Venezuela	SO	AR
				VI	British Virgin Islands (UK)	SO	AR
				VS	Vietnam	PA	EAP
				WA	Nambia	EU	AFR
				WS	Western Somoa	PA	EAP

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Code	Country/Activity Name	Unified Command Cognizance	Area/Congressional Grouping
WZ	Swaziland	EU	AFR
YE	Yemen (Sana)	EU	NESA
YS	Yemen (Aden)	EU	NESA
YU	Yugoslavia	EU	EUR
ZA	Zambia	EU	AFR

## III. Area Listing

### 1. East Asia and Pacific (EAP)

Australia	AT
Burnei	BX
Burma	BM
China	CH
East Asia/Pacific Region	R4
Fiji	FJ
French Polynesia (FR)	FP
Gilbert Islands	GS
Hong Kong (UK)	HK
Indochina	IC
Indonesia	ID
Japan	JA
Kampuchea (Cambodia)	CB
Korea (Seoul)	KS
Laos	LA
Macao (PORT)	MC
Malaysia	MF
Mongolia	MG
Nauru	NR
New Caledonia (FR)	NC
New Hebrides (UK-FR)	NH
New Zealand	NZ
Norfolk Islands (AUST)	NF
Papua-New Guinea	PP
Philippines	PI
Pitcairn (UK)	PC
Singapore	SN
Solomon Islands	BP
Taiwan	TW
Thailand	TH
Tonga	TN
Tuvalu	TV
Vietnam	NS
Western Somoa	WS

### 2. Near East & South Asia (NESA)

Afganistan	AF
Algeria	AG
Bahrain	BA
Bengladesh	BG
Bhutan	BT

Egypt  
 India  
 Iran  
 Iraq  
 Israel  
 Jordan  
 Kuwait  
 Lebanon  
 Libya  
 Maldives  
 Morocco  
 Nepal  
 Near East & South Asia Region  
 Oman  
 Pakistan  
 Qatar  
 Saudi Arabia  
 Sri Lanka  
 Syria  
 Tunisia  
 United Arab Emirates  
 Yemen (Aden)  
 Yemen (Sana)

### 3. Europe (EUR)

Andora	AN
Austria	AU
Belgium	BE
Bulgaria	BU
Cyprus	CY
Denmark	DE
European Region	R2
Finland	FI
France	FR
Germany (Bonn)	GY
Gibraltar	GI
Greece	GR
Iceland	IL
Ireland	EI
Italy	IT
Liechtenstein	LS
Luxembourg	LX
Malta	MT
Monaco	MN
Netherlands	NE
Norway	NO
Portugal	PT
Romania	RO
San Marino	SM
Spain	SP
Supreme Headquarters, Allied Powers, Europe (SHAPE)	A2
Sweden	SW
Switzerland	SZ
Turkey	TK
Union of Soviet Socialist Republics	UR
United Kingdom	UK

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Yugoslavia	YU	Argentina	AR
		Bahamas	BF
<b>4. Africa (AFR)</b>		Barbados	BB
Angola	AO	Belize	BH
Africa Region	R6	Bermuda	BD
Benin	DA	Bolivia	BL
Botswana	BC	Brazil	BR
Burundi	BY	British Virgin Islands (UK)	VI
Cameroon	CM	Cayman Islands (UK)	CJ
Cape Verde, Republic of	CV	Chile	CI
Central African Emp.	CT	Colombia	CO
Chad	CD	Costa Rica	CS
Comoros	CR	Cuba	CU
Congo	CF	Dominica	DO
Djibouti	DJ	Dominican Republic	DR
Equatorial Guinea	EK	Ecuador	EC
Ethiopia	ET	El Salvador	ES
		Falkland Islands (UK)	FA
Gabon	GB	French Guinea (FR)	FG
Gambia	GA	Greenland (DEN)	GL
Ghana	GH	Grenada	GJ
Guinea	GV	Guadeloupe (FR)	GP
Guinea-Bissau	PU	Guatemala	GT
Ivory Coast	IV	Guyana	GU
Kenya	KE	Haiti	HA
Lesotho	LT	Honduras	HO
Liberia	LI	Jamaica	JM
Madagascar	MA	Martinique (FR)	MB
Malawi	MI	Mexico	MX
Mali	RM	Montserrat (UK)	MH
Mauritania	MR	Netherlands Antilles (NE)	NA
Mauritius	MP	Nicaragua	NU
Mozambique	MZ	Organization of American States (OAS)	A1
Nambia	WA	Panama	PN
Niger	NK	Paraguay	PA
Nigeria	NI	Peru	PE
Reunion (FR)	RE	St Christopher-Nevia (UK)	SC
Rwanda	RW	St Lucia	ST
Sao and Principe	TP	St Pierre and Miquelon (FR)	SB
Senegal	SK	St Vincent	VC
Seychelles	SE	Suriname	NS
Sierre Leone	SL	Trinidad-Tobago	TD
Somalia	SO	Turks and Caicos (UK)	TS
South Africa	UA	Uruguay	UY
St Helena (UK)	SH	Venezuela	VE
Sudan	SU		
Swaziland	WZ		
Tanzania	TZ	<b>6. Canada</b>	
Togo	TO	Canada	CN
Uganda	UG		
Upper Volta	UV	<b>7. Non-Regional (NR)</b>	
Zaire	CX	Central Treaty Organization (CENTO Hq)	T3
Zambia	ZA	Department of Defense (DoD)	00
		International Civil Aviation Organization	
<b>5. American Republic/Latin America (AR)</b>		(ICAO Hq)	T7
American Republic Region	R5	MAP ICP—U.S. Army Logistics Depot,	
Angiulla	AV	Japan (USALDJ)	D4
Antigua (UK)	AC	MAP Owned Materiel (MAPOM)	M3



## MILITARY ASSISTANCE AND SALES MANUAL—PART I

MAP Property Sales and Disposal (MAPSAD)	M2
NAMSA F-104 Procurement Center	K2
North Atlantic Treaty Organization (NATO)	N2
NATO Airborne Early Warning and Control Program Management Office (NAPMO)	N1
NATO Headquarters	N6
NATO Infrastructure	N5
NATO Integrated Communications System Management Agy (NIC SMA)	K4
NATO Maintenance and Supply Agency— General (NAMSA-GENERAL)	N4
NATO Maintenance and Supply Agency— Euro NATO Nike Training Center (NAMSA- ENTC)	K6
NATO Maintenance and Supply Agency —F104 (NAMSA-F104)	K2
NATO Maintenance and Supply Agency— HAWK (NAMSA-HAWK)	N7
NATO Missile Firing Installation (NAMFI)	N9
NATO Multi-Role Combat Aircraft (MRCA) Development & Prod. Agency (NAMMA)	K3
NATO—Mutual Weapons Development Program (MWDP)	N8
NATO Seasparrow	N3
NATO—Weapons Production Program (NATO-WPP)	K1
Supreme Allied Commander Atlantic (SACLANT)	K5
South East Asia Treaty Organization (SEATO Hq)	T4
United Nations (UN)	T9

### NOTE:

EU	European Command
PA	Pacific Command
SO	Southern Command
AFR	Africa Region
AR	American Republic Region
EAP	East Asia and Pacific Region
EUR	European Region
NESA	Near East and South Asia Region
NR	Non-Regional

### 22. CRA Code—1000 System

All program lines must contain a CRA code. The CRA codes listed below indicate that amount of "Continuing Resolution" funds required to preclude disruption of essential activities of a continuing nature.

These codes are in conjunction with Funding Priority codes to determine. (a) the Program Lines to be funded, and (b) the percentage of each line to be funded. Training "each" lines must contain the code 0 for program years prior to 78. For IMET PY 78 and subsequent years funding priority code will be entered in this field—See para 32.

Code	Amount Required
0	None
1	10%
2	20%
3	30%
4	40%
5	50%
6	60%
7	70%
8	80%
9	90%
T	Total
M	Used for prior years
O	Used for prior years

### 23. Credit Arrangement Number—1100 System

A three digit number assigned by DSAA to each agreement with, or commitment to, a foreign government that the U.S. will advance or guarantee a stipulated amount of credit for the financing of Foreign Military Sales to that government; the first two digits represent the fiscal year of the agreement, and the third digit is a serial number identifying credit agreements made with the country for the indicated fiscal year.

### 24. Customer Within Country Code—1000 System

A one-digit alphabetic or numeric MILSTRIP code that identifies the final recipient and port of discharge within the country. The current listing contained in the following Military Department implementations of MILSTRIP will be used:

Department	Directives
Army	Army Regulations No. 725-50
Navy	NAVSUP Publication 437 "MILSTRIP/ MILSTRAP"
Air Force	DOD 4140.17-M

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2. Radio Communication Equipment (see note for assignment of generic code)
3. Radio Navigation Equipment (see note for assignment of generic code)
4. Radar Equipment (see note for assignment of generic code)
5. Underwater Sound Equipment (see note for assignment of generic code)
6. Other Communications Equipment (see note for assignment of generic code)

NOTE: The following alphabets identify the type of installation

- A. Airborne
- F. Fixed
- G. Ground, general ground use
- K. Amphibious
- P. Pack or Portable
- V. Ground, Vehicular
- W. Water, surface and underwater

9. Communications Equipment Spare Parts and Electronic Supplies

- A. Communications equipment spare parts and electronic supplies

### J. SUPPORT EQUIPMENT

1. Chemical Equipment
  - A. Decontaminating and Impregnating equipment
2. Construction Equipment
  - A. Full track tractors
  - B. Wheeled tractors
  - C. Earthmoving and excavating equipment
  - D. Cranes and crane-shovels
  - E. Road clearing equipment
  - F. Military bridging
  - Z. Miscellaneous construction equipment
3. Materials Handling Equipment
  - A. Conveyors, cranes and derricks
  - Z. Other materials handling equipment
4. Photographic Equipment
  - A. Cameras
  - B. Projection equipment
  - C. Developing and finishing equipment
  - Z. Other photographic equipment supplies and spare parts
5. Training Aids and Devices (Use for PY 76 & prior; see N9 for other years.)
  - A. Training Aids
  - B. Armament training devices
  - C. Operational training devices
  - D. Communication training devices
  - V. Publications for Training
  - Z. Other training aids and devices, and spare parts
6. Other Equipment
  - A. Parachutes and aerial delivery equipment

- D. Power Transmission Equipment
- E. Woodworking machinery and equipment
- F. Metal working machinery
- G. Special industrial machines
- N. Safety and rescue equipment
- P. Steam plant and drying equipment
- Q. Maintenance and Repair Shop equipment
- R. Power and distribution equipment to include batteries
- T. Instruments and laboratory equipment, other than aircraft
- Z. Other support equipment

### 7. Other Support Equipment

- A. Medical/Surgical Equipment
- B. Dental Equipment
- C. X-Ray Equipment
- D. Hospital Equipment
- E. Chemistry/Laboratory Equipment
- F. Laundry & Dry Cleaning Equipment
- G. Shoe Repair Equipment
- H. Service & Trade Equipment
- J. General Purpose ADP Equipment
- K. Office Machines
- L. Pumps and Compressors
- M. Plumbing and Heating Equipment
- N. Engines
- P. Prefab and Portable Structures
- Q. Mine Drilling Equipment
- R. Refrigeration and Air-Conditioning Equipment
- S. Firefighting Equipment
- Z. Other Support Equipment

### 8. Books, Maps, and Publications

- A. Books, Maps, and Publications

### K. SUPPLIES

1. Clothing and Textile Supplies
  - A. Clothing, textiles and individual equipment
2. Medical Supplies
  - A. Drugs, biologicals and surgical dressings
  - Z. Other dental and medical supplies
3. Subsistence
  - A. Human subsistence
4. General Supplies
  - A. Hand and measuring tools
  - Z. General Supplies
5. Industrial Supplies
  - A. Industrial Supplies
6. Fuels, Oils and Chemicals
  - A. Jet fuel
  - B. Aviation gasoline
  - C. Automotive gasoline
  - D. Diesel fuel
  - E. Navy special fuel oil
  - F. Chemicals
  - G. Solid fuel
  - H. Fuel gasses
  - Z. Other petroleum, oil and lubricants

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- 7. Construction Supplies
  - C. Lumber and related products
  - Z. Other construction supplies
- 8. Automotive Supplies
  - Z. Automotive supplies and equipment parts
- L. SUPPLY OPERATIONS
  - 1. Transportation Costs
    - A. Inland Transportation—CONUS
    - B. Ocean Transportation
    - C. Air Transportation
    - D. Parcel Post
    - E. Commercial Carrier
    - F. Inland Transportation—Overseas
  - 2. Packing, Crating, Handling, Port Loading and Unloading Costs (see note)
    - A. Packing, crating and handling
    - B. Port Loading
    - C. Port Unloading
  - 3. Operation and Maintenance of MAP Installations
    - A. Operation and maintenance costs
    - F. MAAG Housing
    - G. Maintenance and repair of real property, MAP installations
  - 4. Storage and Maintenance of Stockpiles
    - A. Storage and maintenance of stockpiles
  - 5. Offshore Procurement Expenses
    - A. Offshore procurement expenses
  - 6. Logistic Management Expenses
    - A. Logistic management expenses
  - 7. Travel Expenses
    - A. Travel Expenses
  - 8. Case Management
    - A. Case Management
- M. MAINTENANCE OF EQUIPMENT
  - 1. Technicians and Allied Services
    - A. Aircraft technical assistance
    - B. Missile technical assistance
    - C. Communications technical assistance
    - D. EAM services
    - E. Other technical assistance
    - F. Technical Data Package (TDP)
    - G. Engineering Technical Assistance
    - H. Technical Coordination Program (TCP)
    - J. Aircraft Structural Integrity Program (ASIP)
    - K. Non-Standard Item Support
    - L. PMEL Calibration
    - M. Engine CIP
    - N. Technical Data Publications
  - 2. Repair & Rehabilitation of MAP Equipment
    - A. Repair & rehabilitation of aircraft and aircraft engine overhauls (includes aircraft IRAN).
    - B. Overhaul of ships
    - C. Repair & rehabilitation, other
    - D. Combat Vehicles
    - E. Tactical/Support Vehicles
    - F. Weapons
    - G. Ammunition
    - H. Communication/Electronics Meteorological Equipment
    - J. Support Equipment
    - K. Missiles
  - 3. Repair & Rehabilitation of Excess Material (FY 63 & prior year only)
    - A. Repair & rehabilitation of aircraft and aircraft engine overhaul (includes aircraft IRAN).
    - B. Overhaul of ships
    - C. Repair & rehabilitation, other
- NØO—Training (FMS 1100 System Only)
- N7E—Medical Expenses (FMS 1100 System only)
- N. TRAINING (MAP 1000 System Only)
  - 1. Student Training
    - A. Flying Training, CONUS
    - B. Operations Training, CONUS
    - C. Communications/Electronics Training, CONUS
    - D. Maintenance Training, CONUS
    - E. Logistics Training, CONUS
    - F. Administrative Training, CONUS
    - G. Professional/Specialist Training, CONUS
    - H. Orientation Training, CONUS
    - J. Missile Training, CONUS
    - N. Flying Training, Overseas
    - P. Operations Training, Overseas
    - Q. Communications/Electronics Training, Overseas
    - R. Maintenance Training, Overseas
    - S. Logistics Training, Overseas
    - T. Administrative Training, Overseas
    - U. Professional/Specialist Training, Overseas
    - V. Orientation Training, Overseas
    - W. Missile Training, Overseas
    - Z. Special Training Program
  - 2. Mobile Training Teams
    - A. Aviation, CONUS
    - B. Combat Operations/Intelligence, CONUS
    - C. Communications/Electronics, CONUS
    - D. Supply Maintenance, CONUS
    - E. Personnel/Administration, CONUS
    - F. Counterinsurgency, CONUS
    - G. English Language, CONUS
    - H. Missiles, CONUS
    - J. Other, CONUS
    - M. Aviation, Overseas
    - N. Combat Operations/Intelligence, Overseas
    - P. Communications/Electronics, Overseas
    - Q. Supply/Maintenance, Overseas
    - R. Personnel/Administration, Overseas
    - S. Counterinsurgency, Overseas
    - T. English Language, Overseas
    - U. Missiles, Overseas
    - V. Other, Overseas

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**3. Field Training Services**

- A. Aircraft Engine/Airframes
- B. Communications/Electronics
- C. Radar Systems

- D. Armament
- E. Maintenance
- G. English Language
- H. Missiles
- J. Other

## CHAPTER E

### INTERNATIONAL MILITARY EDUCATION AND TRAINING (IMET)

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#### 1. Purpose

This chapter provides guidance and instructions for providing military training and training aids to foreign countries as grant aid in a manner that will insure greatest benefit to both the foreign country and U.S. interests.

As used in this chapter, the term "Continental United States," or CONUS, excludes Hawaii; the term "United States", or U.S., includes both Alaska and Hawaii.

#### 2. Objectives

Objectives of providing grant aid training to foreign countries are:

- a. To create skills needed for effective operation and maintenance of equipment acquired from the U.S.
- b. To assist the foreign country in developing expertise and systems needed for effective management of its defense establishment.
- c. To foster development by the foreign country of its own indigenous training capability.
- d. To promote U.S. military rapport with the armed forces of the foreign country.
- e. To promote better understanding of the United States, including its people, political system, and other institutions.

Initially, all of the objectives stated above should be pursued simultaneously with emphasis shifting progressively from operations and maintenance to management of in-country capabilities, and finally to maintenance of military rapport. The ultimate objective is to limit programs to the latter

and should be pursued as rapidly as possible consistent with the achievement of overall objectives.

#### 3. Areas of Emphasis

To the extent consistent with the military requirement and the achievement of more immediate objectives, emphasis will be placed on:

- a. The training of individuals who are likely in the future to occupy key positions of responsibility within the foreign country's armed forces.
- b. Training that encourages military professionalism and the interchange of military doctrine, particularly by attendance at U.S. service schools at the advanced career and command and staff levels, and
- c. Training related to the management of resources at all levels within the defense establishment.

#### 4. Resources Management

In developing programs for training in the field of resources management, care must be exercised to avoid "mirror imaging" of U.S. concepts, systems, and procedures that exceed the real needs or capabilities of the foreign country.

There is no precise definition of what constitutes resources management or the skills associated with it. The following listing, therefore, is intended only as a guide to subjects generally in this field of activity.

- a. Planning—Defining defense objectives and making decisions among alternative courses of action to achieve these objectives.

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b. Programming—Establishing schedules for achieving objectives, collecting functions and activities sharing the same objective into families (programs) and estimating resource requirements for each.

c. Budgeting—Formulating detailed yearly projections of resource requirements for the programs, obtaining and allocating associated funds and balancing priorities in the competition for limited resources.

d. Management of Capital Assets—Acquisition and disposition of goods and services. Management systems relating directly to tactical use of weapon and support systems normally are excluded.

e. Management of Resources of Operating Activities, including employment of manpower resources—Administering the acquisition of consumable resources and their consumption in the execution of assigned missions.

f. Accounting—Measuring results and status, usually in financial terms, for both organizational units and functional areas.

g. Reporting—Transmitting financial and non-financial information on status and results of operations and investment to appropriate levels of management.

h. Evaluating—Analyzing defense activity performance and test results to determine the merit or degree of effectiveness of the activity or resources concerned.

i. Auditing—Reviewing the accuracy of reported results and judging the adequacy of and compliance with established policies and procedures.

j. Financial—Budget submissions; status reports on obligations and allotments; general ledger accounting; working capital fund reports.

k. Manpower—Military and civilian authorization procedures; manpower status reports; management engineering methods.

l. Supply—Item and weapon system supply management; inventory accounting; property disposal.

m. Maintenance—Field maintenance management procedures; depot maintenance industrial fund; standard cost accounting and workloading.

n. Facilities—Management reports; contract construction procedures.

o. Acquisition—Contractual procedures; cost information reports.

p. Research and Development Test and Evaluation—R&D concept papers; project control documents, test design; analysis; reliability.

Since titles of courses selected for resources management training will not necessarily conform to the topics listed above, such training is identified for record purposes by entering the alphabetic "R" in card column 59 when programming data is submitted.

### 5. English Language Training

a. Language training to the comprehension level required for attendance at the particular course of instruction, regardless of how and where conducted, is a responsibility of the foreign country. Thus, except as may be elsewhere authorized specifically in this manual, English language training at the Defense Language Institute (DLI) will be authorized only as follows: Minimum English language comprehension level (ECL) cut off scores for entry into English language courses conducted by the DLI, other than English language instructor or refresher, will be 55. Exceptions to this requirement require prior approval of DSAA and will be granted only where clearly justified by unusual circumstances.

b. With but few exceptions, all foreign countries are considered to possess the resources (e.g., public and private schools, commercial institutions) needed to provide necessary English language training to meet ECL set forth in paragraph 5a, above, with-

out external assistance. Countries will be expected to increase their English language training capability above the minimum ECL requirement outlined in paragraph 5a, above. Assistance may be provided under this program by training of instructors at the Defense Language Institute (DLI), by providing English Language Mobile Training Teams (MTTs) or Field Training Services (FTS), and by providing appropriate training aids. Information on MTTs and FTS is contained in DLI Pamphlet 350.1.

c. MAAGs/Missions/ODCs are responsible for insuring that trainees meet the minimum English Language Comprehension Level (ECL) prescribed by the Military Department for each course of instruction or for entry into DLI as outlined in paragraph 5a, above. Tests to determine the ECL of foreign selectees are provided by DLI. Instruction for the administration of ECL tests is provided in DLI Pamphlet 350.3.

## 6. Selection and Utilization of Trainees

a. To the extent practicable, personnel trained under auspices of this program, and particularly those attending CONUS schools, will be selected from career personnel likely in the future to occupy key positions in the foreign country's defense establishment. Except as may be authorized specifically by DSAA, the requirement for selection of career personnel is mandatory for attendance at professional level (e.g., command and staff or equivalent and higher, college level) schools.

b. Under the direction and supervision of Commanders of Unified Commands, MAAGs/Missions/ODCs are responsible for obtaining appropriate assurances that personnel trained under the auspices of this program are properly and effectively utilized. Such utilization is defined as prompt employment of the individual in the skill for which trained for a period of time sufficient to warrant the expense to the U.S.

A system of periodic review of trainee assignments should be incorporated into

MAAG/Missions/ODCs operating procedures. As a guide, optimum assignment periods are considered to be three years for flight instruction and highly technical training such as missile training, and not less than two years for other training, particularly instructor training.

c. To the extent consistent with available resources, MAAGs/Missions/ODCs are expected to maintain surveillance over utilization of U.S. trained personnel with emphasis on the more critical and higher level skills and personnel attending CONUS schools. Periodic reports rendered by appropriate foreign authorities normally will satisfy this requirement.

d. Chapter C, paragraph 4.f, provides guidance pertaining to the prohibition on the use of Foreign Assistance funds for assistance for police. In this regard, where training furnished on an individual rather than a unit basis, no training of any kind will be provided to any individual unless it is reasonably assured that the individual will not be assigned to a unit performing on-going civilian law enforcement functions for a reasonable period subsequent to the completion of his training. Paragraph 6.b. and c., above, applies to determine reasonable period of time.

## 7. Constraints

a. The following categories of training will require DSAA approval on a case-by-case basis:

(1) Training that is not clearly related to achievement of the objectives set forth above.

(2) Training at U.S. military/civilian schools when primary purpose is for an individual to obtain a degree or credits toward a degree and not a demonstrated country need. (NOTE: DSAA approval is not required for training at U.S. military schools when a specific and demonstrated country requirement necessitates education up to and

including a master's degree to execute assigned functions).

(3) All training at any U.S. civilian school.

(4) Training is basic skills normally utilized by both the military and civil sectors.

(5) Professional training offered by in-country military/civil educational and training facilities.

(6) Any training for which the foreign country possesses the technical competence and economic capability for establishing in-country training facilities.

(7) Training already provided in a quantity that, taking into account reasonable attrition, is sufficient to meet minimum military requirements.

(8) Orientation tours/visits to various U.S. activities by foreign personnel or the purpose of benefiting their careers. Certification by the Ambassador to the importance of tour to the country's effort must be provided with supporting rationale to include proposed itinerary and areas of interest, when requesting DSAA approval.

(9) Except as specifically authorized elsewhere in this Manual, English language training other than provision of articles and services in support of such training conducted in the foreign country.

(10) Training that, even though uniquely military in nature, is primarily for the purposes of civil action or national building programs.

(11) Training of other than uniformed military personnel (e.g., civilians), regardless of their relationship to the foreign country's defense establishment.

(12) Training in U.S. for military personnel that are not considered of career status.

(13) Any training where, on the basis of experience, it appears unlikely that the skills produced will be utilized properly.

(14) Any military police training where the military police will perform law enforcement functions. (See Chapter C, paragraph 41F, regarding the prohibition of police training and related programs.) Certification is required by Country that student attending military police training will not be involved in any civilian law enforcement functions for at least a period of two (2) years.

(15) Repeat participation by foreign individuals in orientations and/or the same formal training courses.

b. Request for waivers to above constraints will be submitted to DSAA as soon as requirement for such training is known. Notification will include complete justification/rationale for the training.

c. Training program lines resulting from waived constraints approved by DSAA will be identified by placing an "A" in column 58 of "4" and "Q" cards.

d. Deployment of DOD personnel and teams, military or civilian, on PCS under MAP or FMS for the purpose of providing technical assistance or training to foreign countries, will require approval of the Director, DSAA, on a case-by-case basis, prior to making any offer or commitment to the foreign government concerned.

## 8. Program Development and Execution

a. **Guidance.** In addition to guidance and instructions contained in this manual, the following documents provide information for the development of training programs:

(1) The Military Articles and Services List (MASL). See Chapter H, Part I.

(2) AR 5550-50 (Army), OPNAVINST 4950.1E (Navy), and AFM 50-29 (Air Force).

### b. Submission

(1) Planning year, budget year, current and all prior years training requirements under IMET will be recorded in the DSAA master file. Training data for these programs will be maintained current by continual updating by the MAAGs/Missions/ODCs. Un-



less otherwise directed, when submitting program changes to Military Departments for processing to DSAA for review and approval, the following narrative format will be used:

(a) Program Addition ("4" Card)—MASL description, duration, fiscal year, program originator, worksheet control number (WSCN), quantity (when other than 1), student code, student availability and requirement priority code. Include transportation and living allowance (TLA) factor and MAP element only when different from normal programming data based on current MASM procedures. Record control number (RCN) may be included by country, otherwise it will be automatically assigned by DSAA.

(b) Program Deviation ("Q" Card)—RCN, desired change/s to existing program data, fiscal year, WSCN.

(c) Delete ("R" Card)—RCN, fiscal year, WSCN.

(2) The refinement of the budget year program should be accomplished prior to 30 May by conducting between mid-February and mid-April time frame tri-service training workshops hosted, coordinated, participated in by the Unified Command, with representation from DSAA and Military Departments for the purpose of determining training capability and provide policy, procedural and technical advice. The submission to DSAA of refined budget year training requirements resulting from the training workshop review will be completed and processed to DSAA by 30 June.

(3) Detailed training data for the first planning year program will be made available by MAAGs/Missions/ODCs to Military Departments for processing to DSAA by 15 August, or as may be directed otherwise.

(4) Technical programming instructions are provided in sections of this chapter that follow discussing various types of training and in Chapter F, Part II (Program Submission and Management).

#### c. Execution

(1) Program implementation by the Military Departments, and the movement of

trainees to training facilities and activities, is authorized only after MAP orders, Program Directives, or other specific approvals are issued by DSAA. Such orders, directives, or approvals are required prior to the issuance of Invitational Travel Orders or the obligation of funds for programmed training. When necessary in cases of emergency, request for approval to issue Invitational Travel Orders prior to receipt of MAP Order will be submitted direct to DSAA.

(2) The cut-off date for receipt by DSAA of proposed additions to the training program is six weeks prior to the close of the fiscal year. Urgent requirements received after the cut-off date, if sufficiently justified, will be considered only if there appears to be sufficient time to complete administrative work and obligate funds prior to the end of the fiscal year.

## 9. Student Training

### a. Scope

Under Budget Project N10, individuals are trained at U.S. military facilities and civilian institutions in the U.S. or abroad. Included are formal courses of instruction, observed training, on the job training, and orientation tours. For accounting purposes, costs of the Informational Program also are charged to this account.

### b. U.S. Military Service Schools

For attendance at U.S. military service schools, foreign military trainees (FMST) must meet the same qualifications as U.S. personnel. These are set forth in applicable school catalogs, DOD Instruction 5010.16-C (Defense Management Education and Training) and other media. Questions concerning entrance requirements should be addressed to the Military Departments having cognizance over the particular training facility.

### c. U.S. Civilian Schools

Training at non-military institutions is authorized only if equivalent training is not available from U.S. military facilities.

DSAA approval is required prior to programming.

**d. Specialized English Language Training**

Provided the general ECL requirements have been met, specialized English training may be provided in those cases where the Military Department concerned determines that exceptional fluency or specialized vocabularies are essential to safety and/or effective participation in the course of instruction.

**e. Orientation Training**

This category includes Orientation Tours and Observer Training and for programming and accounting purposes. Informational Program requirements.

**(1) Orientation Tours**

**(a) Guidelines**

1. The objective of orientation tours is to provide selected students an opportunity to become acquainted with U.S. military doctrine, techniques, procedures, facilities, equipment, organization management practices and operations through short term orientation as opposed to attending longer term formal courses.

2. The basic premise under which orientation tours are offered is that only students holding important positions, or those with the possibility of holding such positions shall be selected. In the majority of cases the students should be general or flag rank officers. Visits by foreign military cadets to U.S. service academies are not authorized under IMET.

3. In addition to the purely military objectives to be achieved through orientation training, it is intended that orientation tours serve to enhance mutual understanding, cooperation, and friendship between U.S. forces and participating nations.

**(b) General Policy**

1. Orientation tours for IMET funding should be programmed only after the Ambassador attests to their importance to the country's efforts and adequate supporting rationale is provided by country representative for DSAA approval.

2. Participation in orientation tours should be limited to students occupying important positions but below the U.S. equivalent of Chief of Staff or Chief of Naval Operations. Visit of foreign officers equivalent to a Chief of Staff or Chief of Naval Operations are conducted at the invitation and expense of U.S. Military Department concerned. IMET funds may be considered on a case-by-case basis based on DSAA approval, to finance portions thereof after such visits have been approved by the appropriate service chiefs.

3. As an exception, orientation tours (3 weeks) to the U.S. for Chiefs of Staff, Minister of Defense or their equivalent from certain African countries may be provided as a special activity. Tours are restricted to not more than three participants per country.

4. Selection of students for orientation training and the design of itineraries should be made on the basis of maximum accomplishment of orientation training objectives as outlined above. Where tour objectives are specific in terms of students exposure to specialized techniques, procedures, and facility operation, the itinerary should be designed accordingly as opposed to tours in which the objective is intended to be broad exposure to concepts, higher level decision making, management and staff operation. In no instance should tour itineraries reflect a tourist orientation itinerary in which the tour objectives are obscure. Visits to large metropolitan centers which do not directly relate to orientation training objectives should be avoided. DSAA approval of orientation tour itinerary and areas of interest is required prior to implementation.

5. When special conditions exist wherein it is in the best interest of the U.S. to provide orientation tours which do not meet the objectives contained herein, proposals which describe these conditions and circumstances will be forwarded to DSAA for approval on an exception basis prior to any proposal to country officials which could be construed as an agreement to provide a tour.

6. Official entertainment in connection with orientation tours (luncheons, dinners, receptions) should be arranged in good taste and in keeping with the grade and position of the tour participants. Protocol activities of this nature should be arranged on an austere basis. Activities which could be interpreted as being lavish are to be avoided.

7. Experience indicates that orientation tours for large groups usually result in a bland experience for the majority of participants, with some interest for a few, at disproportionate costs and result in criticism by some participants. Therefore, large group orientation tours should be discouraged.

8. An executive agency is assigned to conduct and provide escort officers for orientation tours in the CONUS. The executive agency is the Military Department having primary interest in the tour, or the Military Department selected by DSAA as executive agency to implement a specific tour. Every effort will be made to provide escort officers fluent in the language of the tour participants when lack of English fluency of the participants makes a language qualified escort essential to tour objectives. Normally, a MAAG/Mission/ODC representative should not be used as escort officer. However, in exceptional cases, the executive agency may consider a MAAG/Mission/ODC representative to serve as an escort officer when fully justified, e.g., special qualifications, workload, usual rapport with key host country personnel, and associated projects/contacts that might be beneficially exploited to the U.S. advantage. The MAAG/Mission/ODC representative selected as an escort officer will be under the complete jurisdiction of the executive agency and will remain with tour at all times until tour returns to host country. Travel and per diem costs for the escort officer for the period on TDY for purposes of the tour are chargeable to IMET funds, and will be programmed as a separate program line in the country program under Budget Project N70. U.S. personnel other than *bona fide* escort officers designated or agreed to by the executive agency for the tour implementation are not authorized to accompany tour

groups.

9. Leave may be taken by tour participants at the conclusion of an orientation tour at no additional expense to IMET, when authorized in student Invitational Travel Order (ITO). When authorized, the ITO will include the specific statement "leave authorized at no additional expense to the U.S. Government."

#### (c) Types of Tours

The following types of tours are authorized for IMET programming. When submitting orientation tour requirements, the positions held by the visiting officers will be indicated for the appropriate type of tour selected.

1. Orientation Tours for Distinguished Visitors (DV). Orientation tours/DV are authorized for the purpose of providing an orientation tour for senior country officials below the equivalent U.S. position of Chief of Staff or Chief of Naval Operations, holding positions of major importance and higher authority. DV tours are restricted to not more than one per service per year subject to U.S. Military Department capability to implement the tour. DV tours are normally for a period not to exceed 15 days plus overseas travel time and to not more than five visitors per tour. Travel arrangements, mode of transportation for transoceanic and domestic travel and accommodations should be comparable to those provided U.S. personnel under similar circumstances. Instructions contained in paragraphs e.(1)(a) and (b) above, apply.

2. Orientation Training Tours. Orientation training tours are authorized for the purpose of providing an orientation tour for selected students who may become future leaders and policy makers, but do not presently qualify as a DV. Tours should be restricted in number to the extent possible and limited primarily to foreign military students. Overall target should be to reduce cost of tour in maintaining number of participants involved. Instructions contained in paragraphs e.(1)(a) and (b) above, apply.

#### (2) Observer Training

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(a) Observer Training is training during which the student observes methods of operation, techniques, and procedures as a medium of instruction. Observer training is not related to a formal course of instruction.

(b) Observer training will be authorized only when no course covering the desired training is available. This includes specialist-type training.

(c) Observer training or on-the-job training (OJT) in overseas schools and installations will be provided in accordance with the policies established by the Commander of the Unified Command concerned.

### (3) DOD Informational Program

(a) In accordance with DOD Directive 5410.17, each trainee attending a formal course in the U.S. is given the opportunity to participate in the DOD Informational Program (IP). The objective of the program is to assist trainees in acquiring a balanced understanding of U.S. society, institutions, and goals, in addition to his military experience while in the U.S. Such activities as visits to private homes, local industries, industrial and cultural exhibits, farms, schools, historical points of interest, sports events, and civic activities are to be encouraged. In the interest of fostering understanding and goodwill, the program should include frank explanation and free discussion with the trainees of our governmental structure, our judicial system, the two-party system, the role of our free press and other communications media, minority problems, the purpose and scope of labor unions, our economic system, our educational institutions and the way in which all these elements reflect the U.S. commitment to the basic principles of internationally recognized human rights.

(b) Military Departments are responsible for implementation of the IP. The cost for IMET trainees to implement the IP will be included in and derived from the tuition cost for the formal training courses, as appropriate.

(c) Extraordinary expense funds (N60) are also authorized for use in con-

ducting certain IP activities.

(d) In arranging IP activities maximum use will be made of local civic groups, organizations, agencies, facilities and historical attractions. Of particular interest is the development of a student sponsorship program to include both U.S. military and civilian participants. Emphasis should also be placed on activities in the civilian sector of the community in which the trainee is training as a means of providing the best possible exposure to the civil aspects of the program. When local possibilities are unable to satisfactorily meet program objectives, visits to other communities are authorized.

(e) Informational Program activities include transportation, meals, lodging, admissions, programs and incidental costs thereof. The student will be required to assume personal costs for laundry, cleaning, telephone services and all other costs not directly associated with the programmed tour.

(f) A major goal of the IP is to enable each officer student undergoing training in the CONUS to visit Washington, D.C. A maximum of four days for this aspect of the tour is authorized, not to include travel time. Training schedules, weather and other variables may preclude achievement of this goal. In this regard, priority attention is to be given to fulfillment of the primary training objective for which the student was sent to the CONUS with the IP assuming a subordinate role.

(g) Entertainment and social aspects should not be a predominant element of the program. Social activities arranged for foreign trainees should include proportional number of U.S. military, civilian guests and trainees whenever possible.

(h) Trainees participating in IP tours are considered to be in a duty status. The living allowances authorized the trainees at their training centers in accordance with Table E-1 will be continued throughout the duration of the tour.

(i) Dependents who have accompanied FMTs to the U.S. will be encouraged to participate in IP activities including trips to Washington, but at no additional cost to

the program.

(j) IP funds (NIH) may be used to finance the cost of distinctive medallions, plaques, ornaments or mementos that serve to commemorate the student's experience in participating in a particular IP activity. They should be distinctive in design and nominal in cost so as to eliminate the thoughts of reciprocation.

**f. On the Job Training**

(1) On the Job Training (OJT) is training conducted on a planned program of supervised instruction devoted to practical application of a previously achieved skill usually related to a formal course of instruction.

(2) Programmed on-the-job training will normally supplement formal technical training received at a school. This training will be planned in advance in the country's training program and will include detailed

requirements for training in specific areas of interest and on types of materiel used by the country concerned. On-the-job training conducted independently and not in conjunction with formal courses of instruction will be authorized in U.S. only when no course covering the desired training is available.

**g. Minimum Duration Limits for CONUS Student Training**

Student training in CONUS of a duration of less than eight weeks will not be programmed unless fully justified and approved by DSA on an exceptional basis. Mandatory CONUS personnel processing or English Language training will not be considered as part of the 8 week requirement. This limitation does not apply to grant aid training for countries which bear the cost of transporting their trainees, or to orientation training.

#### **h. Instructor Training**

(1) Training of country personnel designated for instructor assignments should be given priority consideration for U.S. training. As a basic objective, development of country self-sufficiency depends largely upon the quantity and quality of instructors available to operate in-country training establishments. If Military Departments offer specialized instruction for the development of instructor personnel, these courses should be used to the fullest extent in developing and maintaining an effective recipient country instructor force.

(2) In addition to specialized training for country personnel, mobile training teams or survey teams can be made available to eligible countries to assist in determining deficiencies, recommending corrective action and providing instruction toward the objective of improving country training capability through instructor development.

#### **i. Country Liaison Personnel**

Use of foreign personnel as liaison officers to assist U.S. training activities with foreign students administration is authorized only after the Military Department concerned has acknowledged the need for assistance and has the capability to provide logistic support. Liaison personnel are only authorized to assist with students from countries they represent and who are being trained under this program. Liaison personnel are normally authorized only in those instances in which a country is scheduled to train a large number of students or where student background warrants assistance from the resident country liaison personnel. Programming procedures for travel and living allowance are the same as for FMTs. Liaison personnel will be programmed under generic code N10 (see Table E-5). Liaison officers will not be authorized to pursue a course of instruction concurrently with liaison duties.

#### **j. Fifth Quarter Training**

(1) Funds are made available for training under fiscal limitation .001 which identifies funds requiring obligation within the

fiscal year for which appropriated. As a means of increasing course scheduling flexibility, training commencing between 1 October and 30 December may be programmed in either the preceding or current fiscal year program, thus providing a "fifth quarter" in which to implement training in a given fiscal year. Training having availability date of "5" in column 70 will be priced at budget year prices.

(2) When fifth quarter training is programmed in the preceding year, funds must be obligated by 30 September of that year. Training in courses commencing between 1 January and 30 September must be included in the program of the fiscal year in which it commences. Fifth quarter programming does not apply to orientation training.

#### **k. Student Security Screening**

(1) A security screening of trainees will be accomplished by U.S. officials in country (normally Defense Attache) prior to issuance of ITO. The screening will include obtaining a statement in writing from the foreign government that the government concerned sponsors the trainee, that the trainee has been subjected to a security screening and the level of security clearance granted by his government does not constitute a security risk to the United States that the information to be obtained during training will not be released to another nation without the specific authority of the United States Government, that classified information will be provided the same degree of security afforded it by the United States Government, and that any proprietary rights involved (patented/copy-righted or not) will be respected and protected. When obtained, the following statement will be included in the ITO: "U.S. security requirements have been complied with."

(2) The security screening described in paragraph (1) above does not necessarily constitute a U.S. clearance as the basis upon which to release classified material to the trainee. When classified instruction is required, action will be taken with the Military Department concerned to establish the authority and determine the classification of material to be released during training.

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When authorized, the ITO will contain the statement, "U.S. security requirements have been complied with. Trainees are authorized access to classified material up to and including . . . . ., during authorized training, by authority of . . . . . ." The authority quoted will be service department communication authorizing release of classified material for the course.

### **i. Visits to Canada and Mexico**

Foreign trainees attending instruction in the CONUS may be authorized visits of not over 72 hours to Canada and Mexico. They must conform to all immigration and customs regulations. Such visits will not affect the trainee living allowances.

### **m. Dependents of Trainees**

Dependents' accompanying or joining trainees will be discouraged, except in those cases where the Military Department concerned determines for specific trainees and courses that housing and other amenities are available and presence of dependents will make an important contribution to the student's learning experience. Where dependents are authorized, a living allowance may be paid in accordance with rates established in Table E-1 of this Chapter. In no case, however, will transportation of dependents be at U.S. expense.

### **n. Uniforms and Personal Clothing**

Except for charges for uniforms required for students in the Inter-American Air Force Academy, furnishing of uniforms or any items of personal clothing, other than special items of training clothing or equipment, is not authorized.

### **o. Disposition in Event of an Emergency**

In the event of a national emergency, procedures and policy for the disposition of trainees and other foreign military visitors in the U.S. and at U.S. installations abroad will be promulgated by DSAA.

### **p. Transportation and Accommodations for FMTs**

E-10

### **(1) General.**

(a) MAAGs/Missions/ODCs assigned to countries which have flag carriers, with routes to or part way to the U.S., whenever possible will obtain agreement from the host countries to transport their respective trainees on such carriers at no cost to the U.S.

(b) Travel between home country and the training center for those FMTs provided transportation by the U.S. Government will be by the most direct route except as specified below.

### **(2) Modes of Transportation Furnished by U.S.**

(a) Foreign Military Trainees are authorized to travel by Military Airlift Command (MAC) aircraft. Transportation of FMTs including those whose country elects to pay the cost of the transportation, will be at common user rates.

(b) Travel to and from the U.S. to the fullest extent feasible will be via U.S. Government transportation (MAC). When the use of U.S. Government transportation for the entire trip would not permit the trainee to meet course or class convening dates, combinations of U.S. commercial air to surface (tourist class) and government transport will be used. Where this combination has been used, U.S. Government transportation for the return travel to the home country will be utilized to the fullest extent possible.

(c) Transportation to and from training installations within the U.S. generally will be by surface common carrier or commercial aircraft. Travel by privately owned vehicle may be authorized except in those instances in which it would be prejudicial to the best interests of the U.S. Government or when prohibited by the home government of the trainee. Reimbursement for travel by privately owned conveyance will be as specified in JTR.

### **(3) Funded Travel**

(a) Transportation may be funded except for those from countries with whom the U.S. has reached agreement for such countries to pay transportation expenses.

(b) Transportation for dependents of trainees will not be provided. If the trainee elects to bring his dependents to the U.S. (or to an overseas training installation) he may be allowed the cost of the transportation to which he is entitled as prescribed in his invitational travel orders in order that he may travel with his dependents. When this election is made the student will be encouraged to utilize U.S. flag carriers to the maximum degree possible.

(c) Round trip transportation costs for a trainee returning to his homeland on emergency leave will be paid by the trainee or his government if he is to return to the U.S. for continuation of training.

(d) When a trainee is permitted by his government to deviate from the most direct route for the purpose of visiting other countries, sponsorship will terminate at the point and time of such deviation. Further, should a trainee elect to remain at a point enroute to his homeland beyond the time normally required to make travel connections, funding of allowances during that excess time is not authorized.

#### (4) Accommodations

Accommodations on U.S. installations provided to foreign students enroute will be commensurate with those provided U.S. personnel of equivalent grade.

#### q. Living Allowances for FMTs

(1) Trainees from countries for whom the U.S. pays transocean travel are entitled to living allowances in a travel status to include the day of departure from home country through the day of arrival at their first training location. Living allowance in training status will commence the day after arrival at training location. Living allowance in a travel status will resume the day of departure from the last training location and terminate the day of arrival in home country, excluding leave period authorized by trainees government following termination of training.

(2) Trainees whose trans-ocean travel costs are paid by their own governments are entitled to living allowances in a travel status to include the day of departure from the

U.S. entry port enroute to the training location, through the day of arrival at the training location. Living allowance in a travel status will resume the day of departure from the last training location and include the day of arrival at the U.S. departure point.

(3) Living allowances are not authorized for:

(a) Periods of unauthorized absence from duty.

(b) Excess travel time when proceeding by other than government transportation when not authorized by the administrative authority of the Military Department concerned.

(c) Periods of delay not in connection with training, except for hospitalization or outpatient care.

(d) Trainees whose country assumes the payment of all living costs.

(e) Periods of training conducted in the home country of the trainees.

(f) Periods of leave for individuals on orientation tours.

(g) Period of leave authorized by trainee's government following termination of all training courses.

(4) Leave with living allowances may be granted within CONUS as specified below:

(a) During authorized holidays.

(b) Period between consecutive courses. It is not the intent of this provision that leave be given or used indiscriminately to occupy the trainees during period between courses of instruction when appropriate on-the-job training is feasible.

(c) Period of delay while awaiting transportation at port for departure to home country.

(5) Living allowance rates for FMTs are set forth in Table E-1. Living allowance rates for FMTs accompanied by dependents will not be increased over those authorized by Table E-1.

(6) Advance payment of living allow-



ances not to exceed \$50 may be made to trainees at the port of entry or first training location for U.S. trainees and at the first training activity for overseas trainees. Military Departments may authorize advance payment of allowances to accrue during leave following the termination of training.

(7) No attempts will be made to collect overpayments from trainees after they have departed from the U.S. or overseas training activity.

**r. Baggage Weight Allowance for FMTs**

**(1) Authorized Baggage Weight Allowance.**

A baggage weight allowance of 100 pounds is authorized for FMTs when travel costs are paid from U.S. funds. When duration of training is 270 days or longer a baggage allowance of 150 pounds is authorized. Baggage will accompany FMTs. In addition to the baggage allowance, instructional course material not to exceed 50 pounds may be shipped in the case of students attending language training with the exception of instructor-students. For the latter, and for all other students, when the total training time exceeds 26 weeks, the shipping weight allowance for instructional material will be 100 pounds. This material will be packaged and appropriately labeled at the training activity and shipped normally via the most expeditious means to the MAAG for delivery to the trainee.

**(2) Unauthorized Baggage**

Shipment of baggage in excess of the weight allowance contained in (1) above is not authorized. Disposition of unauthorized baggage will be made at the expense of the trainee or his government. Commanding officers of the training or administrative installation should insure that unauthorized baggage is shipped at the trainee's expense prior to his departure from the installation. Trainees reporting to ports of departure with unauthorized baggage will be requested to forward the unauthorized baggage by commercial means at their expense. If lack of time prohibits this, unauthorized baggage will be taken into custody by the traffic representative, and the trainee will be given a

receipt for the baggage. The trainee will remain on the flight or carrier. After departure of the carrier, the traffic representative will deliver the unauthorized baggage to the nearest appropriate foreign consulate.

**(3) Guest Instructors at U.S. Schools in the Panama Canal Zone.**

Shipment of household goods from the Canal Zone to their home country is authorized for Latin American guest instructors who have completed a tour of duty at U.S. service schools in the Panama Canal Zone. The weight allowance for married and single guest instructors is 2,000 and 200 pounds respectively. Shipment will be by surface common carrier. Air freight may be used only when surface common carrier is not available. Household goods in excess of the weight authorized will be at the expense of the guest instructor or his government.

**(4) Country Liaison Personnel**

Foreign personnel on duty at U.S. training installations as liaison officers are authorized a baggage allowance of 150 pounds.

**10. Mobile Training Teams (MTT)**

**a.** See para. 7.b, above.

**b.** MTTs provided under budget project N20 are composed of Military Department personnel on temporary duty for the purpose of training foreign personnel.

(1) MTTs are authorized for (1) a specific training requirement in-country which is beyond the capability of the MAAG/Mission/ODC and for which it is more expeditious, practical, and economical to bring the training to the country, (2) training associated with equipment transfers wherein the recipient country may be assuming ownership of MAP furnished equipment at other than a U.S. facility, and (3) the purpose of conducting in-country training surveys to determine specific country training needs, determine capability and quantity requirements which are beyond the country capability to assess, and are associated with equipment deliveries or assistance leading to self-sufficiency.

(2) MTTs may also be programmed for the purpose of providing training to foreign personnel at U.S. installations and facilities in those instances when the equipment used

for training is either owned or allocated for delivery to the foreign recipient.

(3) MTTs are implemented by the Military Department concerned and may be drawn from service resources in the U.S. or overseas.

(4) Grant aid MTTs are authorized on a temporary duty basis for a period not to exceed six months. MTT assistance required for a period in excess of six months or identical follow-up teams are not authorized. Requirements for long term assistance exceeding six months should be met by training country personnel in the skills required, rearrangement of skills represented on the MAAG JTD and/or programming of engineering and technical services specialists.

(5) Subsistence expenses, or per diem allowance in lieu thereof, obligated in a current fiscal year for MTTs cannot be extended into the succeeding fiscal year. Therefore, personnel on MTT duty must terminate their TDY and return to home station prior to 30 June unless action has been taken to reprogram the team in the new fiscal year subject to the six month restriction contained in paragraph (4) above. Transportation costs for round trip team travel programmed in one year may be carried over to the next fiscal year.

(a) Use of MTTs requires special coordination and preparation with country personnel prior to team arrival. Establishment of team mission in precise terms to include availability of training equipment by type, student availability, capability, ECL, training facilities, transportation, communications and team living arrangements should be the subject of country-MAAG/Mission/ODC discussions prior to programming and finalized prior to team's arrival.

(b) MTTs are not authorized for the purpose of providing "technical assistance". Technical assistance teams are normally included in the country materiel programs under budget project M10.

## 11. Field Training Services

Budget project N30 provides funds for services specified below.

### a. DOD Engineering and Technical Services Specialists (ETSS)

ETSS are DOD military and civilian personnel technically qualified to provide advice, instruction, and training in the installation, operation, and maintenance of weapons, equipment, and systems.

(1) ETSS will be attached to the MAAG rather than assigned and carried on the Joint Table of Distribution (JTD). They will not be provided as an augmentation to the MAAG/Mission/ODC staff for assistance normally the responsibility of that staff. They will not be used to follow-in retraining or in advisory roles, except in rare instances when the recipient country is not capable of providing qualified personnel from its own resources or of hiring qualified personnel from non-indigenous sources and the MAAG/Mission/ODC recommends it in the interest of the U.S.

(2) ETSS may be provided for periods up to but not exceeding one year unless specifically approved by DSAA. In those few cases where the technical services are required for periods in excess of one year, these personnel will be attached to the MAAG/Mission/ODC for operational control and administrative and logistical support.

(3) ETSS provided as English language instructors, supervisors or advisors on detached duty status from the Defense Language Institute (DLI), will be attached to the MAAG/Mission/ODC as specified for ETSS paragraph 11a.(1) and (2) above.

### b. Contract Field Services Personnel (CFS)

(1) CFS are furnished under contract with private industry. They provide advice, instruction, and training in the installation, operation, and maintenance of weapons,

equipment, and systems. CFS will be utilized only when necessary for accomplishment of a military mission, provided that it can be clearly shown that personnel of the required skill are not available from DOD resources and the Military Department involved determines that satisfactory provision of services by DOD personnel is not practicable.

## 12. Extraordinary Expenses

a. For purposes of this chapter, Extraordinary Expenses (budget project N60) are defined as those expenses incident to representation activities for FMTs. They include costs of commandant's-welcome, receptions, civilian-military sponsor banquets, class/seminar dining-ins, faculty-student luncheons, graduations and other similar activities which bridge cultural differences and enhance the relationship between school officials, local community supporting participants and foreign students while attending courses of instruction in U.S. and overseas facilities.

b. Extraordinary Expense funds may also be used for activities described in paragraph 12a above in connection with IP and Orientation Tours. Conditions contained Paragraph 9e.(1)(b)(5) and 9e.(3)(g) will guide such arrangements. The expenditures of N60 funds for other than students sponsored by this program is not authorized.

c. In determining the amount of N60 funds intended to be used for representation type activities, the following guidelines pertain:

(1) Basic Allowance. An amount of \$1.00 for each officer and .50 cents for each enlisted trainee per course/week is allowed.

(2) Senior Officers (Lt Colonel-Commanders and above). When Senior and non-distinguished visitors are on an orientation tour or IP activity, the allowable N60 expenditure will not exceed \$9.00 per individual per installation per activity not to exceed \$18.00 per day per individual.

(3) For each foreign individual member of an Orientation Tour/DV, as described in Paragraph 9e(1)(c)(1) the expenditure of representation funds is authorized at a rate not to exceed \$18 per individual per installa-

tion per activity visited and not to exceed \$36 per day per individual.

(4) N60 funds may also be used to finance the cost of certain contingency expenditures when they clearly support overall training objectives and are within the legislative constraints contained in the Foreign Assistance Act. Disbursement of funds under these circumstances is authorized only after approval of DSAA.

d. Programming of dollar requirements will be accomplished by Military Departments as prescribed in paragraph 16h. Legislative restriction of \$300,000 on extraordinary expense funds requires that ceilings for representation expenses be provided to military departments by DSAA once worldwide requirements are measured against the legislative limitation.

## 13. Other Training Support

a. Budget project N70 provides funds for costs, U.S. military guest officers, supplies and materials used exclusively for IMET (excluding training aids), and student support costs. (See paragraph 15i.)

b. Costs related to constructing, extending, refurbishing or maintaining of U.S. training facilities used for both IMET and FMS training will be shared between the IMET and FMS customer countries on a pro rata basis. Such costs should be financed initially by the appropriate military department and the course costs charged for training at these facilities will be adjusted to provide reimbursement to the military department appropriation.

## 14. Training Aids

a. Training aids and devices and books, maps and publications may be programmed in budget project N9 to support IMET regardless of whether the countries are authorized to receive defense articles as grant aid. Based on Federal Supply Classification (FSC) (Cataloging Handbook H2-1) requisi-

tioning of training aids and devices will be limited to Group 69, and books, maps and publications will be limited to Group 76.

b. Before requesting training aids and devices and under IMET, indigenous sources for purchase or fabrication at country expense should be investigated. Purchase or fabrication of training aids and devices from indigenous sources with IMET funds is not authorized.

c. Except for translation of publications for instruction in Spanish at U.S. military schools in the Canal Zone, translation of English publications with IMET funds is not authorized.

## 15. Programming

### a. General

(1) In addition to individual courses of instruction available from Military Departments for foreign students, other categories of training assistance which may be required in developing the program are contained in the MASL in line-item detail. A summary of all categories of training N10 through N70 is shown in Table E-5. This summary provides a reference for identifying specific training contained in the MASL.

(2) Detail identification and explanation of the requirement(s) involved will be provided for each of the following line items when submitted for programming under IMET. When support is associated with type aircraft, specific support details included in these items must be identified.

- (a) Observer Training.
- (b) On-the-job training not in con-

junction with formal course of instruction.

(c) MTT's—where description does not adequately identify team as to specific type (e.g. MTT—other).

(d) Services.

(e) Other Training Support/Costs

(f) Supplies/Materials

(g) Field Training Services

### b. Requirements

For use in submitting requirements Table E-6 prescribes the execution agency (EXA) identifier codes to be used to identify the agency responsible for providing the service, the funded command or agency and the school or training activity at which services are expected to be performed.

### c. Formal Training, United States (U.S.) (Generic Codes N1A-N1J)

Two elements of cost are involved in determining the Total Cost entry to be entered in columns 73-80 of cards 4 or Q for students who will train at U.S. schools and facilities. These cost elements are the Unit Price and Travel and Living Allowance (TLA). Each of these two cost elements is computed on a "per personnel space" basis. The Total Cost entry columns 73-80 of cards 4 or Q is obtained by multiplying the sum of Unit Price in columns 36-43 and the TLA in columns 51-56 by the quantity (number of personnel spaces) in columns 26-29, i.e.,  $((\text{Unit Price} + \text{TLA}) \times \text{Quantity} = \text{Total Cost.})$  Following is cost factor guidance in deriving the two elements of cost involved in the Total Cost:

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### (1) Unit Price (columns 36-43).

(a) The unit price, where listed in the Military Articles and Services List (MASL), will be entered in columns 36-43.

(b) Where the MASL indicates "N/C" (no charge), no charge is made by the Military Department for the course. Leave columns 36-43 blank for these courses.

(c) Where the MASL indicates "EST" (Estimate), a unit price estimate is to be made by the program originator, and entered in columns 36-43. A number of variables normally are related to unit price determination such as the number of personnel spaces or the length of on-the-job training (OJT). The basis for estimating the unit price will be provided in supplementary guidance furnished by the Military Departments.

### (2) Travel and Living Allowance (columns 51-56)

The unit (per personnel space) TLA cost is comprised of three cost elements—travel, living allowance while in a training status and special factors. These are computed as follows:

#### (a) Travel

1. In no case will the program pay travel costs of trainees traveling within their own country.

2. Where the first training destination in United States is known at the time of programming or can be provided by the Military Department at or prior to the annual training workshop, travel costs will be calculated in accordance with para 3, a and b, below; otherwise, a composite travel cost factor provided by the Military Departments in their supplementary guidance may be used.

3. Travel includes the cost of transportation to and from United States, within United States, excess baggage and living allowances during travel. Transportation by military or commercial aircraft, (when authorized), ship, bus, rail or other conveyance will be paid when the United States provides the transportation as indicated in paragraph 9p(2). The following specific guidance is pro-

vided for calculating travel costs to and from United States and within United States.

a. To and From United States. Round trip travel between the embarkation point in the recipient country and the gateway terminus (point of debarkation) in the United States will be programmed for all trainees, unless otherwise directed. Table E-2 will be used to determine the amount to be programmed for round trip transportation, excess baggage and living allowance while in a travel status.

b. Within CONUS. Round trip travel between the gateway terminus and city nearest the training facility at which the initial training is to be conducted will be programmed for all trainees unless otherwise directed. Table E-3 will be used to determine the amount to be programmed for round trip travel, excess baggage and living allowance while in a travel status from gateway terminus to first training facility and return. When the first destination is not known, a program factor of \$130.00 per trainee will be added to cover the round trip travel, excess baggage and living allowance while in a travel status. See paragraph (c)1 below for additional cost to be programmed where cross training is involved.

SPECIAL NOTE: Tables E-2 and E-3 contain programming factors only. In all cases students are required to travel over the least cost route regardless of the routing indicated in the tables.

#### (b) Living Allowances While in a Training Status

A living allowance will be programmed for all trainees in a training status, unless otherwise directed, as indicated in paragraph 9g.

1. For programming purposes, a standard factor of \$70.00 per week for officers and \$39.00 per week for enlisted personnel will be used on the assumption that quarters are available, mess not available for officers; quarters and mess available for enlisted personnel. All of the \$39.00 per week for enlisted personnel is not paid to the trainee. Enlisted personnel are paid \$28.00 per week (\$4.00 per day) for the purchase of personal items of health and comfort; the

balance is programmed for reimbursement to the appropriate Military Department for laundry and subsistence. Where it is known in advance that quarters or mess or neither are not available, the appropriate factors in Table E-1 will be used for programming. Where it is determined that dependents are authorized to accompany trainees, the factor of \$140.00 will be used.

2. Where the training is conducted under contract, civilian institutions or industry, it will be assumed that Government quarters and messing facilities are not available. A programming factor of \$140.00 per week will be applied under these circumstances.

(c) Special Instructions

1. Cross-Training, Sequence Training, Prerequisite Training, is training following an initial course of instruction or preceding a course of instruction (prerequisite), without the trainee returning to home country between courses. When programming of this type is required column 65 of cards 4 or Q is to be used by program originators to indicate whether the training is a single line item or whether cross training is involved. If cross training is programmed, the letter "A" will be entered in column 65 for the initial course, the letter "B" will be entered in column 65 for the second course, the letter "C" for the third course and so on in alphabetic sequence. When English language is programmed as a prerequisite course, the work sheet control number suffix (column 65) will be the letter "L" and the courses following will have work sheet control number suffixes A, B, C, etc. Each course will be costed separately.

Course "A" will be charged with the round trip transocean travel costs (Table E-2) and the round trip CONUS costs (Table E-3). When English language training is required as a prerequisite, cost of round trip will be included in the "A" line computed on the basis of the location of the "L" line. The living allowance while in a training status will be costed separately for each course in accordance with paragraph c.(2)(b) above.

A factor of \$130.00 per trainee will be added for transportation, excess baggage and living allowance while in a travel status for sequence courses other than Course "A". The \$130.00 factor will not be included where the sequence training is conducted at the same location. Where the prior course is a civilian institution, industry or contract training, a new location will be assumed and the \$130.00 factor added. The sum of the living allowance, and the cost estimates from Tables E-2 and E-3, or the \$130.00 factor where applicable, will be entered in columns 51-56 of cards 4 or Q.

2. Cross Service Training. Cross-service training will be programmed as follows:

a. When a trainee from one military service is selected for training exclusively within schools of another military service, such training will be requested in the program of, and administered by, the military service providing the training.

b. When a trainee is selected for training involving courses of more than one military service, the training will be programmed in the program of the service providing the majority of the training (excluding English language training).

c. The MAAG/Mission/ODC is responsible for amendments to original travel orders and arrangements for course quotas when subsequent cross-service training is required.

d. Orientation tours to U.S. military installations of more than one military service will be programmed and administered by the MAAG/Mission/ODC section corresponding to the trainee's service branch; or when identifiable with a military service, by the service having predominant interest.

e. Costs of training courses conducted by the Unified Commands will be distributed insofar as possible to country programs.

f. Joint courses will be included in

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the program of the service having administrative agency responsibility for the course.

### 3. Orientation Tours

a. The TLA entry for columns 51-56 should be computed as the composite cost of living allowances, transportation (Tables E-2 and E-3), based on itinerary, and excess baggage. A total of 100 pounds is authorized.

b. An escort officer may be programmed for orientation tours. A factor of \$400.00 per man week will be used and entered under TLA in columns 51-56.

c. The procedures in paragraph a and b above, do not apply to observer training. Observer training will be costed in the normal manner described in paragraph c(2)(b) above.

4. Temporary Duty Cost. The following factors per personnel space may be added to cover the cost of temporary duty travel for training item indicated:

<i>Item</i>	<i>Factor (Per Space)</i>
Country	
Liaison	
Officer	\$1,000.00

### d. Formal Training Overseas (O/S) (Generic Codes N1N-N1W)

The same two cost elements (unit price and TLA) described in para a., are involved in determining the total cost entry in columns 73-80 for students who will train at overseas schools and facilities. The course cost shown in the MASL will be entered in columns 36-43 of cards 4 or Q. The TLA factors for overseas training also differ from United States training and are described below, by command:

(1) U.S. European and Pacific Commands

(a) Travel Costs

1. Each country will pay its own transportation for those trainees training in their home country.

2. Table E-4 will be used to determine the amount to be programmed for round trip travel, excess baggage and living allowance while in a travel status from the MAP recipient country to the overseas training area and return.

3. Travel costs for personnel spaces cross-training from the original course will not be included; however, \$50.00 per trainee will be added for travel (including living allowance during travel) for courses which follow the initial course and are conducted at a different location.

(b) Living Allowances While in a Training Status

1. Each country will pay its own living allowance rates for trainees training in their home country.

2. If training is conducted at a location other than within home country, the programming factor for living allowance while in training status will be computed at \$70.00 per week for officers and \$39.00 per week for enlisted men. When TLA rates established above are considered inappropriate due to local conditions, prior approval by DSAA will be required before making any commitment to the host country.

3. Students who cross-train have, in some cases, a waiting period before entering the second course. The living allowance is authorized for the waiting period (except for Panama) and will be included in the TLA for the second course.

(c) Orientation Tours

A factor of \$100.00 per man week will be used to cover travel and living allowance in the overseas area where the tour is being conducted. The \$100.00 factor will be added

to the cost of the round trip travel and the total amount per personnel space will be entered in columns 51-56 of cards 4 or Q.

(2) U.S. Southern Command

(a) Travel Costs

Table E-4 will be used to determine the amount to be programmed for round trip travel, excess baggage and living allowance while in a travel status to and from the Panama Canal Zone.

(b) Living Allowances While in a Training Status

(1) The programming factor for student living allowance for students while in training status at U.S. service schools in the Canal Zone, (Army School of the Americas, Navy Small Craft Inspection and Training Team (SCIATT), Air Force Inter-American Air Force Academy) will be computed at the rate of: \$63.00 per week for officers and \$30.00 per week for enlisted personnel.

(2) All of the \$30.00 per week programmed for enlisted personnel is not paid to the student. The rate of daily living allowance payment is shown in Table E-1, "Table of Living Allowances for Grant-Aid Foreign Military Trainees", the balance is reimbursed to the appropriate Military Department for student laundry and subsistence.

(c) Special Instructions

(1) Foreign Guest Instructors (Canal Zone Schools Only). Costs incidental to the use of foreign guest instructors are to be included in the operating costs of activities utilizing guest instructors and included in course tuition costs.

(2) OJT/Observer Courses. A living allowance while in a training status will be paid by IMET. Living allowances will be programmed in accordance with paragraph (2)(b), above.

(3) Third Country Training

(a) Third country training should be encouraged, with the two participating countries making their own arrangements for the training and associated costs.

(b) When it is considered necessary that tuition costs be funded by the U.S., the MAAG Chief, in coordination with the Chief of Diplomatic Mission, should submit a re-

quest for offshore procurement certification, in accordance with DOD Directive 2125.1, to the Director, DSAA, with information copies to the appropriate Military Department, Unified Commander, and Component Commander.

(c) The request for offshore procurement certification should include a detailed description of tuition costs and training services to be provided. In no case will costs include items previously furnished under the Security Assistance Program.

(d) No commitment to the third country offering the training will be made until the request for offshore procurement certification is approved. MAAGs/Missions/ODCs will use the fund citation contained in the student invitational travel order to provide reimbursement of tuition costs to the country furnishing the training.

**e. Mobile Training Teams (Generic Codes N2A-N2V)**

(1) Mobile training teams (MTT) will be programmed to indicate duration in weeks and number of team members. The cost of teams will include:

- Transocean Travel (round trip)
- Station and Travel Per Diem Allowance
- CONUS Travel and Team Orientation
- In-Country Travel
- Excess Official Baggage, if justified
- Salaries of DOD civilians

(2) Transocean travel costs will be programmed according to Table E-2.

(3) Per diem allowance costs during TDY travel outside CONUS will be computed according to rates shown in current Joint Travel Regulations for military personnel and according to rates shown in current Standard Regulations, Government Civilians, Foreign Areas (published by the Department of State) for U.S. Government civilians.

(4) Cost of CONUS travel of team members will be programmed at the rate of \$320.00 per man. This factor includes cost of commercial air transportation, excess baggage (not to exceed 150 pounds), and per diem.



## MILITARY ASSISTANCE AND SALES MANUAL—PART II

(5) Cost of teams furnished from overseas will be computed using commercial air (tourist rate), per diem as per paragraph (3) above, and excess baggage.

(6) In addition to the factors indicated above, \$15.00 per man per week is authorized for program purposes to cover overseas in-country travel.

(7) When the nature of a team requires official baggage not to exceed 150 pounds per man (84 pounds excess), \$150.00 overseas round trip per man is authorized for programming purposes. Cost estimates for mobile team baggage which exceed 150 pounds per man will be obtained from the Military Department concerned prior to programming.

(8) A joint MTT will be programmed using the appropriate MASL line of the Military Department having the predominant number of members. In the event of a balanced team, use the MASL line of the Military Department counterpart to the requesting foreign country service.

(9) When programming MTT requirements only the cost to cover transportation (including authorized excess baggage) and living allowance (TLA) for team members will be programmed in columns 51 through 56 of country program. Costs for deployment orientation/training and training aids (including PCH&T) that are necessary to accompany MTT to properly carry out their function will be programmed as follows:

(a) Predeployment orientation/training costs for team members will be reflected as "unit cost" and programmed in columns 36 through 43 of country program.

(b) Training aids (including PCH&T) will be programmed separately in country program under Generic Code N2, description: MTT-TRNG AIDS (MASL Item-ID 309000-CONUS, 319000-O/S). This program line will show next appropriate "alpha" in column 65 of worksheet control number. Only those training aid requirements for use by MTT that cannot be predetermined and programmed under Generic Code N9 will be

included under this procedure.

### f. Field Training Services (Generic Codes N3A-N3J)

#### (1) Contract Field Services

(a) Contract Field Services (CFS) requirements will be programmed on the basis of man month requirements. The program cost will include:

Transocean Travel (round trip)

Contract Cost (per month)

Living Allowance

Excess Baggage, if justified

(b) Transocean travel costs will be programmed according to Table E-2.

(c) Contract cost will be based on a per month rate and will include cost of transportation from home office to the U.S. port of embarkation, less the living allowance payment (in local currency described below).

(d) As a means of utilizing local currency, a daily living allowance (payable in local currency) is authorized for Contract Field Services Personnel.

(e) For programming purposes, a factor of \$210.00 per man per month is authorized (payable in local currency) to support the living allowance payment. The \$210.00 factor will be programmed as a dollar requirement.

(f) Unless other and more accurate cost requirements are known program \$150.00 round trip per man for excess baggage (150 pounds total, 84 pounds excess). CFS may be programmed on a one-year basis in fiscal year program for total man-month cost regardless of whether the duration (man-month service) extends into succeeding fiscal year.

#### (2) DOD Engineering and Technical Service Specialist (ETSS)

(a) DOD military and civilian personnel Field Technical Training Services (FTTS) will be programmed on the basis of man-month requirements. The program cost will include:

CONUS Travel

Transocean Travel (round trip)

**MILITARY ASSISTANCE AND SALES MANUAL—PART II**

In-Country Travel  
Station Allowance (military or civilian)  
Overseas Allowance (military or civilian)  
Excess Official Baggage, if justified  
Salaries of DOD civilians

programmed according to Table E-2.

(c) A factor of \$40.00 per man per month is authorized for programming purposes to cover the cost of in-country travel.

(b) Transocean travel costs will be

(d) A factor of \$320.00 is authorized for programming CONUS travel.

(e) For programming purposes, a factor of \$210.00 per man per month is authorized to support the station overseas area living allowance payment.

(f) For programming purposes, \$150.00 round trip per man is authorized for excess baggage (150 pounds total, 84 pounds excess).

**g. Extraordinary Expenses (Generic Code N6A)**

(1) The Military Department will compute extraordinary expenses on a world-wide basis. The following cost factors are applicable to the computation of extraordinary expenses related to representation activities of IMET trainees undergoing training in the United States and overseas:

Senior Officer—\$60.00 each  
 Officers and Civilians—\$10.00 each  
 Enlisted—\$5.00 each

(2) These factors are for programming purposes only and are not intended as operating guidelines as contained in paragraph 12c.

**h. Other Training Support (Generic Codes N7A–N7F)**

For the costs authorized in accordance with paragraph 13. As appropriate the following programming factors will be used:

(1) Escort Officers—A factor of \$400.00 per man week is authorized for programming (N7B) when escort officer services are required in connection with orientation tours. Dollar value of escort officers is programmed in cols. 51–56 of cards 4 or Q as applicable.

(2) Medical Costs—For the purpose of providing medical expenses of Foreign Military Trainees (IMET—Grant Aid) attending U.S. training, a factor of \$35.00 per student training course (exclusive of orientation) is authorized for programming purposes under Generic Code N7E (MASL line 365003). Student support for such costs as burial expense, or other student support costs will be programmed under Generic Code N7F on a case-by-case basis only after DSAA

approval.

(3) Supplies and Training Materials—Costs of supplies and training materials (N7C) (excluding training aids) may be financed when authorized by DSAA. When requirements in these areas exist, supporting documentation will be provided by the appropriate Unified Command to DSAA for approval prior to programming. When third country training requirements exist for supplies and training materials (N7C), and services (N7E), MAAGs will submit a request for offshore procurement certification, in accordance with DOD Directive 2125.1, to Director, DSAA, with information copies to the appropriate Military Department and Unified Command.

(4) Guest U.S. Lecturer (CINCSO only)—Guest U.S. lecturers normally visit two Western Hemisphere countries for one week each during a single tour. The factor for TLA to be programmed by each country visited will be \$620.00 or less and programmed under generic code N7F.

(5) Guest Training Lecturer (EUCOM only)—Guest training lecturers from USEUCOM normally visit EUCOM countries for one week during a fiscal year. A dollar factor to finance TLA costs will be furnished by EUCOM when guest lecturer services are required for each country visited and programmed under generic code N7F.

**16. Annual Training Report**

To facilitate decisions as to allocation of resources under the International Military Education and Training Program (IMETP), and to evaluate effectiveness, the following information will be submitted annually direct to DSAA, with information copies to JCS, MilDeps, and ISA/SA, during the first week of December for each participating foreign country:

(1) Of the objectives delineated in paragraph 2, above, which two are the most applicable to your country (if none of these are principal objectives, specify others)?

(2) In order of priority, what does the MAAG/Country Team see as the training needs, by Service, of the host country? What

**MILITARY ASSISTANCE AND SALES MANUAL—PART II**

is the country's assessment of same?

(3) In what training areas has the country achieved self-sufficiency during the past year?

(4) In what training areas has the country demonstrated significant progress short of self-sufficiency? (Elaborate)

(5) In what areas does it appear that the country cannot achieve self-sufficiency in the next 5 years?

(6) To what extent does the MAAG/

Mission/ODC influence or dictate content of the training program?

(7) To what extent does the foreign government participate in discussions which determine what training will be requested under the U.S. Security Assistance Program?

(8) In those countries which have both FMS and IMET, how is it decided which requirements should be grant aid funded?

completed for each MAP funded activity initiating MAP shipments. A consolidated Format B-31 will be completed by each military department recapitulating all MAP funded activities. This consolidated delivery data will be supported by a MAP recipient country distribution schedule in the format of line entry 1a. through f.

**1. Format B-33, Logistics Management Personnel Distribution.**

(1) Purpose. Used to provide information on man years charged to MAP as Logistics Management Expense (L60).

(2) Preparation.

(a) In column (a), list functional activities within the MAP funded activity for which there are relevant increases in costs within the meaning of DOD Directive 4000.19, and DODI 7510.4.

(b) In column (b) provide the number of man years charged directly to MAP funds on civilian pay rolls.

(c) In column (c) provide the number of man year equivalents reimbursed to the military department for relevant cost increases.

(d) In column (d) above the total man year/man year equivalent charged to MAP

L60.

**7. Instructions Applicable to Formats for March Financial Plan/Budget Review**

For the March Financial Plan Review, preparation of forms will be as prescribed in Paragraph 6, modified as follows:

**a.** Formats B-11, B-12, B-21 and B-22. In column (b), change PY to read December 31. Report cumulative data for December 31 (CY), June 30 (CY) and June 30 (BY).

**b.** Format B-14. Report cumulative data for CY and BY only.

**c.** Format B-15, B-16, B-24 and B-25. Not required.

**d.** Format B-31.

(1) Columns (a) and (b). Leave blank.

(2) Column (c). Enter total actual deliveries, costs, etc. through December 31 of current year.

(3) Columns (d) and (e). Enter cumulative data for third and fourth quarter.

(4) Column (f). Enter estimated deliveries, costs, etc. for budget year.

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TABLE 1

PREPARING ACTIVITIES OF MAP FORMATS

ACTIVITY	FORMATS B—			
	21 22 23 24 25	11 12 14	15 16	31 33
<b>ARMY:</b>				
Department of Army (consolidated) All Budget Projects -----	X	X		X
DCSLOG -----	X			
DCSOPS -----	X			
COA -----	X			
ACSI -----	X			
TPMG -----	X			
TSG -----	X			
USAFAC -----	X			
Office, Secretary of the Army -----	X			
Hq. USCINCEUR -----	X		X	
Hq. USCINGSOUTH -----	X		X	
Greece -----	X			
Portugal -----	X			
Spain -----	X			
Turkey -----	X			
Jordan -----	X			X
US Army Materiel Development and Readiness Command -----	X			X
US Army Western Command -----	X			X
Hq. TRADOC -----	X			X
Hq. USAREUR -----	X			
<b>NAVY:</b>				
Department of Navy (consolidated) all Budget Projects -----	X	X		X
CNO -----	X			
NAVAIR -----	X			
NAVELEX -----	X			
NAVSEA -----	X			
NAVSEC -----	X			

MILITARY ASSISTANCE AND SALES MANUAL—PART II

TABLE 1—Continued

PREPARING ACTIVITIES OF MAP FORMATS—Continued

ACTIVITY	FORMATS B—			
	21 22 23 24 25	11 12 14	15 16	31 33
NAVY (cont'd.)				
NAVSUP -----	X			
NAVPERS -----	X			
Hq. Marine Corps -----	X			
Hq. CINCPAC -----	X		X	
China -----	X			
Indonesia -----	X			
Korea -----	X			
Philippines -----	X			
Thailand -----	X			
Naval Aviation School -----	X			
CINCPACFLT -----	X			
Intl. Logistics Control Office -----	X			X
ICP, Aviation Supply Office -----	X			
ICP, ELEX Supply Office -----	X			
ICP, Ship Parts Control Center -----	X			
Fleet Material Support Office -----	X			
Training Aids Center, New York -----	X			
Training Aids Center, California -----	X			
Training Equipment Center, Florida -----	X			
AIR FORCE:				
Department of Air Force (consolidated) All Budget Projects -----	X	X		X
Hq. USAF -----	X			
Hq. AFLC & funded subordinate activities -----	X			X
Hq. Command, USAF -----	X			
USAFPAC -----	X			X
USAFE -----	X			X
Air Training Command -----	X			
Air Force Systems Command -----	X			
Tactical Air Command -----	X			

MILITARY ASSISTANCE PROGRAM BUDGET ESTIMATE FORMAT B-11 Number of Authorized and Average Personnel								DATE PREPARED				CONSOLIDATED SUMMARY							
ACTIVITY  (a)	FISCAL YEAR  (b)	BUDGET PROJECT						BUDGET PROJECT				BUDGET PROJECT							
		MILITARY		CIVILIAN		LOCAL		MILITARY		CIVILIAN		LOCAL		MILITARY		CIVILIAN		LOCAL	
		AUTH.	AVG.	AUTH.	AVG.	AUTH.	AVG.	AUTH.	AVG.	AUTH.	AVG.	AUTH.	AVG.	AUTH.	AVG.	AUTH.	AVG.	AUTH.	AVG.
		(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
	PY																		
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	BY																		



supplies or services called for by this contract to the Government of (\_\_\_\_).

'(B) For all other types of contracts:

'Notwithstanding any other provision of this contract, any direct or indirect costs of sales commissions or fees for contractor (or subcontractor) sales representative for the solicitation or promotion or otherwise to secure the conclusion of the sale of any of the supplies or services called for by this contract to the Government of (\_\_\_\_) shall be considered as an unallowable item of cost under this contract.'

Accordingly, approval of sales commissions and fees must be sought and obtained prior to contract award unless the contractor certifies that no such fee or commission is included in the cost of the contract.

**f. Proprietary Information**

Inclusion of a "Note" to the Letter of Offer with respect to sales commissions and fees shall not be deemed, with respect to distribution and availability of Letters of Offer, as altering the proprietary nature, if any, of such data for the purpose of 18 U.S.C. 1905.

g. A report to DSAA shall be made on a quarterly basis, submitted 30 days after the end of each quarter, which lists all FMS cases in which an agent's fee was included and all correspondence which advised a foreign country of the inclusion of an agent's fee. This report should include a copy of the Letter of Offer and Acceptance for each case, including pertinent special notes, which will show the amount of the fee, the name of the agent, and the DOD position as to reasonableness of the fee, together with any correspondence with the purchaser concerning the fee. In addition, a statement should be provided describing the current status of the fee, i.e., accepted by country, rejected by country and still under review with contractor, withdrawn by contractor, or other similar information. Cases for which the question of country acceptance of the fee is still under review shall continue to be reported until the matter is decided, and a final report closing the issue has been made.

The number which has been assigned this report in the reports control system is DSAA (Q)1127.

**18. Engineering Review of U.S. Provided Foreign Communications Systems**

The following guidance applies to all U.S.-provided foreign communications systems.

**a. Projects provided or Financed Under Security Assistance**

For all foreign communications systems provided or financed under Security Assistance requiring fixed communications facilities, such projects are fully coordinated with the Defense Communications Agency (DCA). DCA should be notified at the earliest stages of planning and kept informed during all phases of implementation. This coordination specifically includes providing DCA with the results of initial surveys as well as subsequent detailed engineering plans and significant changes thereto. Projects requiring such coordination include those which contain fixed communications elements only as a portion of the overall project. The purpose of this coordination is to determine the extent to which the communications systems involved are compatible with the Defense Communications System (DCS) and if use of the systems by the DCS would be beneficial to the U.S. The results of DCA review of these projects will be submitted to DSAA through the JCS.

**b. Commercial Communications Projects**

In addition to projects covered by paragraph a above, foreign communications projects being provided by U.S. industry that come to the attention of military departments or other DOD elements should be brought to the attention of DCA in order that plans can be obtained and reviewed for compatibility with DOD communications systems.

## 19. Patent Rights

In the event that an individual, commercial entity or foreign country should assert ownership of a foreign patent on an item intended for sale or being sold under FMS, and there are reasonable grounds for the belief that a purchasing country may be subjected to a possible claim for foreign patent infringement, the Military Departments in coordination with DSAA, are authorized to make such a sale, provided a "note" is added to the DD Form 1513 for the FMS case advising the purchaser of the existing allegation of a foreign patent right. The note should read substantially as follows:

"(Name of individual, commercial entity or foreign country, and address,)" has alleged rights in certain components of the (Name of FMS item) offered herein. In this connection, the Purchaser's particular attention is invited to Conditions A.3 and C.1 on Annex A to the DD Form 1513.

## 20. DOD P&A Versus a Commercial Proposal

There are cases when a foreign government has requested and received Letters of Offer, and subsequently solicited bids from private industry for the same supplies and services. Such action by the foreign government does not automatically require DOD withdrawal of the Letter of Offer. The Letter of Offer should not be withdrawn unless the foreign government has requested such action. In no case should the Letter of Offer be withdrawn by request from commercial sources without prior concurrence from DSAA.

The Military Departments should not, except under unusual circumstances where such action is specifically approved by DSAA, engage in comparison studies requested by a foreign government of an FMS offer versus a commercial proposal.

## 21. Translation Services

a. The responsibility for the translation of any documents rests with the user or recipient country. U.S. security assistance organizations should make this point clear to their host country counterparts.

b. In day-to-day operations, security assistance organizations may provide for government-to-government purposes only, "informal translations" using the same practices and procedures as the local U.S. diplomatic mission, provided the host country so requests, or the chief of the U.S. security assistance organization determines an informal translation of an English text is in the U.S. interest. In each case, translators must clearly mark the translated document "Informal and unofficial translation—English text governs." Security assistance organizations should ensure that a forwarding letter accompanies each contractual document (e.g., DD Form 1513) emphasizing that the English text is the officially binding document.

c. Security assistance organizations will not provide translation assistance to contractors or others who are not a part of the U.S. or host country official family. In the event you receive a request from such sources, you should advise requestors to seek assistance from competent local translators.

## 22. Appointment of an Agent

It is U.S. Government policy to deal directly with a foreign government for the purchase of defense articles via Foreign Military Sales procedures. An agent may be designated by a foreign government for the accomplishment of the following purpose only: to act as an agent for the receipt of FMS GFE/Spares/Support items which are required by that agent to effect the (manufacture/assembly) (repair/rehabilitation) of defense items owned by the foreign government. The following form letter, which designates such an agent, should be used and a foreign government request signed at the Minister or Deputy Minister of Defense level.

MILITARY ASSISTANCE AND SALES MANUAL—PART III

Director  
Defense Security Assistance Agency  
Room 4E837, The Pentagon  
Washington, DC 20301

Dear Sir:

The Government of \_\_\_\_\_  
hereby appoints \_\_\_\_\_ whose  
address is \_\_\_\_\_  
as its Agent for the purpose of receiving  
deliveries of the following items:

Above items will be used for the (manufac-  
ture/assembly)\*(repair/rehabilitation)\* of the  
\_\_\_\_\_. Said Agent  
is hereby authorized to sign in the name of  
the Government of \_\_\_\_\_  
as its Agent for the receipt of these items

as indicated by the shipping instructions  
contained in Blocks 33 and 34 of the DD  
Form 1513.

The Government of \_\_\_\_\_  
undertakes to instruct \_\_\_\_\_  
as its Agent to maintain possession of the  
above specified items in accordance with  
paragraph B.9 of Annex A (General Con-  
ditions) of the DD Form 1513 until trans-  
ferred by such Agent of the Government of  
\_\_\_\_\_.

Yours Very Truly,

\*Insert the appropriate phrase describing  
the Agent's function.

Appendix 1

(CHAPTER C)

DEFENSE REQUIREMENTS SURVEY TEAMS

1. The United States will use defense requirements surveys on a selected basis to further the security interests of the U.S. and to enhance the security of friends and allies. Since defense requirements surveys are often interpreted by the receiving government as an implied U.S. commitment to approve arms transfers and/or assist in their financing, such surveys should be initiated only after careful consideration of possible consequences. Except as may be specifically directed, the following guidelines will apply:

a. A U.S. commitment to conduct a defense requirements survey will only be made after the ramifications of undertaking such a survey have been assessed in a thorough and coordinated manner by all concerned USG agencies.

b. The process of reaching a decision to dispatch or not to dispatch a survey team will include an assessment of the economic impact, including funding limits of potential arms transfers, and other data beyond strictly military considerations but pertinent to the survey at hand (e.g., human rights factors). In the event of a decision to dispatch a survey team, this information will be reflected in the terms of reference provided the team.

c. Current arms sales restraint policies, including regional arms control implications, will be considered during the process of determining whether or not to dispatch a survey team.

d. Defense requirements survey teams will be led by the Department of Defense, with the Department of State providing a deputy team chief of roughly comparable rank. Mili-

tary service affiliation of the team shall be determined by the purpose of the survey. In the event a joint team is required, the team chief will be determined on the basis of the military service having predominant interest. DoD participation shall be limited to the minimum number required to gather effectively the technical information necessary to prepare the survey report. Teams will contain representatives from other agencies as necessary to ensure the success of the in-country information-gathering effort. The Secretary of State will have final authority to rule on the participation of the survey team by agencies other than the Department of Defense, though it is expected that such decisions will normally be reached by consensus between State and Defense. To the maximum extent possible, the concerns of the other involved agencies will be considered in resolving team composition.

2. When the survey is determined to be dictated by USG interests rather than those of the foreign country, it may be financed by the U.S. DSAA, on a case-by-case basis, will advise each DoD department or agency on the method of funding.

3. The appropriate regional office of the Assistant Secretary of Defense for International Security Affairs is responsible for coordinating DoD activities and actions relating to defense requirements surveys including all required interface and coordination with the Department of State, Arms Control Disarmament Agency and other appropriate agencies of the U.S. Government. DSAA and the OJCS shall be kept informed of all details to defense requirements survey teams. All Actions shall be coordinated with the JCS and DSAA. The appropriate regional

### MILITARY ASSISTANCE AND SALES MANUAL—PART III

office will draft Terms of Reference for defense requirements survey teams and will obtain approval of the Department of State. General Terms of Reference are set forth

at Figure App 1C-1. A Survey Team Checklist, outlining the process of reviewing requests for survey teams through the preparation of the report is at Figure App 1C-2.

GENERAL TERMS OF REFERENCE

1. Teams will report to the U.S. Ambassador, or in his absence, the charge d'affaires, upon arrival in country, and will serve under the overall supervision of the Ambassador. All formal consultations with the host country will be conducted subject to the concurrence of the U.S. Ambassador, with the participation of such Embassy staff as he may direct. Prior to departure the team will brief the Ambassador on its preliminary conclusions.
2. The team recommendations should reflect the "total package" concept: end item, ancillary equipment, training and logistics. Recommendations should not mirror-image U.S. force solutions. At least three levels of funding alternatives should be presented in the report.
3. The team should evaluate the military manpower base, its absorptive capacity, the existing logistics and maintenance support capability, the capability of the country to prevent compromise of sensitive data and equipment, training requirements, and compatibility of recommended equipment with that currently in host country inventory.
4. The team will make no comment to host governments concerning possible availability of USG resources in any form.
5. The team will not give host government any price and availability data, DoD lead times on equipment, or indicate any prospects for accelerated deliveries. The team, however, may provide general orders of magnitude information concerning cost and availability for illustrative purposes. Firm estimates can be provided only by Washington and only in response to specific requests conveyed through U.S. Embassy, not through survey team.
6. The team will not oblige the USG to the sale of any specific defense article or service.
7. The team will not provide any kind of independent assessment or confirmation of the external threat as perceived by host country. Release of classified information will be in accordance with the U.S. National Disclosure Policy.
8. The team will not provide military advice concerning tactics, doctrine, basing, combat planning, or operations.
9. The team will avoid any possible indication that USG would assist in construction of airfields, camps, or other military facilities.
10. The team will make no commitment to follow-on technical discussions or further surveys.
11. As deemed necessary by the Team Chief, subject to the concurrence of the U.S. Ambassador, team members are authorized to make field visits and overflights to assist in the gathering of information for the survey report. Areas of high tension or conflict should be avoided.
12. The team will not undertake to provide host country with an interim report.
13. The team will debrief the appropriate Unified Commander on its preliminary findings prior to its return to Washington.

DEFENSE REQUIREMENTS SURVEYS

SURVEY TEAM CHECKLIST

1. Consideration of providing a Defense requirements survey is a result of a foreign government presenting the USG with a significant arms sale request, or requesting the USG to survey host country defensive capabilities and requirements. Also, the USG could, at its own initiative, propose a survey team.
2. The normal response to the initial request for a survey shall be that the scope of the request requires review before a decision on the survey can be given. A comprehensive review is then initiated of current arms sales restraint policies, or regional arms control considerations, of the economic impact and the human rights implications of arms sales to the host country.
3. State Department, DoD, and ACDA shall review arms wantlist within the context of the President's policy on conventional arms transfers and other policy guidance, highlighting areas requiring policy decisions. DoD will prepare a preliminary assessment of the availability of the requested equipment or services, as well as the requesting nation's requirement for and technical ability to absorb the items in question. State will review the FMS financing situation for the host country. Any statement regarding FMS financing beyond the current fiscal year's approved budget must receive Executive Office clearance by NSC and OMB. Future financing commitments can only be made in accordance with prevailing procedures.
4. State Department and AID will estimate the extent of the ability of the host country to devote its economic resources to defense purchases without an unduly deleterious effect on host country economy. Needs for additional information will be identified during this review.
5. Simultaneously with the above review, the U.S. Embassy will be instructed by the Department of State to contact appropriate host country ministries to ascertain the extent to which the host country is willing to commit its own resources to military purposes over the next three-five years, noting that financial parameters are essential ingredients in a realistic survey effort.
6. The Director of Central Intelligence will be requested to produce interagency threat assessment.
7. Information gathered above is incorporated into an Action Memorandum to Secretary of State, coordinated with ACDA, DoD, OMB, and NSC, to determine: (1) whether to send a survey team; (2) mission of team. In the event a decision is made to send the team prior to completion of the information gathering process outlined above, as many of the above steps as are possible will nevertheless be completed prior to departure of the team. Affirmative decisions will be reported to the Congress by DoD/DSAA are required by Section 26(b) of the Arms Export Control Act.
8. If the decision is made to dispatch a survey team, Terms of Reference and team composition will be developed by State and DoD, after coordination with ACDA and, if appropriate AID, and cleared by NSC and OMB. The U.S. Embassy will ensure that the host government understands and accepts the projected scope of the survey effort and ground

Figure App 1C-2

MILITARY ASSISTANCE AND SALES MANUAL—PART III

<b>UNITED STATES DEPARTMENT OF DEFENSE OFFER AND ACCEPTANCE</b>				(1) PURCHASER (Name and Address) (Zip Code)				
(2) PURCHASER'S REFERENCE		(3) CASE IDENTIFIER						
<b>OFFER</b>								
Pursuant to the Arms Export Control Act, the Government of the United States (USG) hereby offers to sell to the above purchaser the defense articles and defense services listed below (hereinafter referred to collectively as "items" and individually as "defense articles" or "defense services"), subject to the terms contained herein and conditions set forth in Annex A, and to such other special terms and conditions which may be a part of, and appended to, this Offer and Acceptance.								
(4) _____ Signature (US Dept./Agency Authorized Representative)				(9) _____ Countersignature (Office of the Comptroller, DSAA) (Date)				
(5) _____ Typed Name and Title				(10) _____ Typed Name and Title				
(6) ADDRESS: _____				(11) DSAA ACCOUNTING ACTIVITY _____				
(7) DATE: _____								
(8) THIS OFFER EXPIRES: _____								
NOTE: This offer must be accepted not later than the date shown in block 8. Within five (5) days of its acceptance, you must notify the Office of the Comptroller, DSAA. Otherwise, this Offer is cancelled and retention of initial deposit by offerer pending disposition instructions shall not be deemed a waiver of such cancellation. Request prompt notification if this offer is rejected.								
ITEM OR REF. NO. (12)	ITEM DESCRIPTION (Including Stock Number if applicable) (13)	QUANTITY (14)	UNIT OF ISSUE (15)	ESTIMATED		AVAILABILITY AND REMARKS (18)	OFFER RELEASE CODE (19)	DELIVERY TERM CODE (20)
				UNIT COST (16)	TOTAL COST (17)			
(21) ESTIMATED COST				\$				
(22) ESTIMATED PACKING, CRATING, AND HANDLING COST				\$				
(23) ESTIMATED GENERAL ADMINISTRATIVE COSTS				\$				
(24) ESTIMATED CHARGES FOR SUPPLY SUPPORT ARRANGEMENT				\$				
(25) OTHER ESTIMATED COSTS (Specify)				\$				
(26) ESTIMATED TOTAL COSTS				\$				
(27) TERMS				(28) AMOUNT OF INITIAL DEPOSIT — \$				
<b>ACCEPTANCE</b>								
(29) I am a duly authorized representative of the Government of _____ _____ and upon behalf of _____ said Government, accept this offer under the terms and conditions contained herein (30) this _____ day of _____ 19 _____				(33) MARK FOR CODE _____				
				(34) FREIGHT FORWARDER CODE _____				
				(35) PROCURING AGENCY _____				
				(36) DESIGNATED PAYING OFFICE _____				
(31) SIGNATURE _____				(37) ADDRESS OF DESIGNATED PAYING OFFICE _____				
(32) TYPED NAME AND TITLE _____								

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Figure D-1



### MILITARY ASSISTANCE AND SALES MANUAL—PART III

rules. If a decision is made not to dispatch the survey team, the U.S. Embassy by direction of the Department of State will convey this decision to host government, with explanatory rationale.

9. Pre-departure briefings for survey team will take place in Washington, to include:
  - a. Scope and mission of survey. (DoD/State)
  - b. Political situation in host country. (State)
  - c. State of host country economy. (State/AID)
  - d. Threat assessment, and armed forces of host country. (CIA/DIA)
  - e. Congressional or legal consideration. (State/DOD)
  - f. Arms control considerations. (State/DoD)
  - g. Conduct in-country. (State)
10. In-country gathering of information. Conduct of the survey will be in accordance with the approved Terms of Reference.
11. Within one week of return to Washington, a preliminary briefing by the team chief will be given for relevant State, DoD, ACDA, AID, NSC, OMB, and CIA/DIA personnel, with particular attention to highlighting issues requiring high level policy review.
12. Team will draft the report. Draft will be available for review within 30 days of return of team to CONUS.
13. All appropriate agencies will simultaneously review the draft report. The Arms Export Control Board will serve as the interagency forum for the coordination of the report and the formulation of policy issues. The SCC, as necessary, will review the survey findings and make recommendations to the President.
14. Presentation of the approved report to host country, and to the Congress, if requested, pursuant to Section 26(e) of the AECA.

Figure App 1C-2  
(continued)

**MILITARY ASSISTANCE AND SALES MANUAL—PART III**

<b>UNITED STATES DEPARTMENT OF DEFENSE AMENDMENT TO OFFER AND ACCEPTANCE</b>				(1) PURCHASER (Name and Address) (Zip Code)				
(2) PURCHASER'S REFERENCE		(3) AMD'T NO.		(4) CASE IDENTIFIER				
<b>OFFER TO AMEND</b>								
Pursuant to the Arms Export Control Act, the Government of the United States (USG) hereby offers to amend the above case for the purchase of defense articles and defense services subject to all other terms and conditions of the original case remaining unchanged.								
(5) _____ Signature (US Dept./Agency Authorized Representative)				(10) _____ Countersignature (Office of the Comptroller, DSAA) (Date)				
(6) _____ Typed Name and Title				(11) _____ Typed Name and Title				
(7) ADDRESS: _____								
(8) DATE: _____								
(9) THIS OFFER TO AMEND EXPIRES: _____								
NOTE: This Amendment to Offer must be accepted not later than the date shown in block 9. Within five (5) days of its acceptance, you must so notify the Office of the Comptroller, DSAA. Otherwise, this Amendment to Offer is cancelled and retention of initial deposit by offerer pending disposition instructions shall not be deemed a waiver of such cancellation. Request prompt notification if this offer is rejected.								
(12) DESCRIPTION AND REASON(S) FOR AMENDMENT: _____								
ITEM OR REF. NO. (13)	ITEM DESCRIPTION (Including Stock Number if applicable) (14)	QUANTITY (15)	UNIT OF ISSUE (16)	ESTIMATED		AVAILABILITY AND REMARKS (19)	OFFER RELEASE CODE (20)	DELIVERY TERM CODE (21)
				UNIT COST (17)	TOTAL COST (18)			
				(a) PREVIOUS COST		(b) AMENDED COST		
(22) ESTIMATED COST				\$	\$			
(23) ESTIMATED PACKING, CRATING, AND HANDLING COSTS				\$	\$			
(24) ESTIMATED GENERAL ADMINISTRATIVE COSTS				\$	\$			
(25) ESTIMATED CHARGES FOR SUPPLY SUPPORT ARRANGEMENT				\$	\$			
(26) OTHER ESTIMATED COSTS (Specify)				\$	\$			
(27) ESTIMATED TOTAL COSTS				\$	\$			
(28) TERMS								
<b>ACCEPTANCE OF AMENDMENT</b>								
(29) I am a duly authorized representative of the Government of _____ and upon behalf of said Government,								
accept this offer to amend under the terms and conditions contained herein (30) this _____ day of _____ 19 _____								
(31) TYPED NAME AND TITLE					(32) SIGNATURE			

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**Figure D-2**

MILITARY ASSISTANCE AND SALES MANUAL—PART III

<b>UNITED STATES DEPARTMENT OF DEFENSE</b>				(1) PURCHASER (Name and Address) (ZIP Code)		
<b>NOTICE OF MODIFICATION OF OFFER AND ACCEPTANCE</b>						
(2) PURCHASER'S REFERENCE		(3) NOTICE NO.		(4) CASE IDENTIFIER		
<b>NOTICE OF MODIFICATION</b>						
Pursuant to the Arms Export Control Act, the Government of the United States (USG) hereby notifies the purchaser of modification of the above designated case. All other terms and conditions of the original case remain unchanged.						
(5) SIGNATURE (US Dept./Agency Authorized Representative)			(9) COUNTERSIGNATURE (Office of the Comptroller, DSAA)(Date)			
(6) Typed Name and Title			(10) Typed Name and Title			
(7) ADDRESS:						
(8) DATE:						
(11) DESCRIPTION OF AND REASON(S) FOR MODIFICATION						
ITEM OR REF NO. (12)	ITEM DESCRIPTION (Including Stock Number, if applicable) (13)	QUANTITY (14)	UNIT OF ISSUE (15)	ESTIMATED		AVAILABILITY AND REMARKS (18)
				UNIT COST (16)	TOTAL COST (17)	
RECAPITULATION OF TOTAL DD FORM 1513 (Or 1513-1)		(a) PREVIOUS COST		(b) REVISED COST		
(19) ESTIMATED COST		\$		\$		
(20) ESTIMATED PACKING, CRATING AND HANDLING COSTS		\$		\$		
(21) ESTIMATED GENERAL ADMINISTRATIVE COSTS		\$		\$		
(22) ESTIMATED CHARGES FOR SUPPLY SUPPORT ARRANGEMENT		\$		\$		
(23) OTHER ESTIMATED COSTS (Specify)		\$		\$		
(24) ESTIMATED TOTAL COSTS		\$		\$		
<b>ACKNOWLEDGEMENT OF RECEIPT</b>						
(25) I am a duly authorized representative of the Government of _____ and upon behalf of said Government acknowledge receipt of this notice of modification (26) this _____ day of _____ 19____						
(27) TYPED NAME AND TITLE			(28) SIGNATURE			

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Figure D-3

# MILITARY ASSISTANCE AND SALES MANUAL—PART III

(29) CONTINUATION
<p style="text-align: center;"><b>REMARKS</b></p> <ol style="list-style-type: none"><li>1. DD Form 1513-2 is utilized to record modifications to an existing DD Form 1513 and any related amendments thereto, but only for those modifications which do not constitute a change in scope. Modifications appropriate for DD Form 1513-2 include all notifications of price increases and related changes in payment schedules.</li><li>2. Changes in scope of a DD Form 1513 require a formal amendment, utilizing DD Form 1513-1. Such changes are those which affect the type or number of major items and/or services to be provided or which significantly alter system configuration or functions. Such changes must be made by utilization of DD Form 1513-1.</li><li>3. DD Form 1513-2 does not require acceptance by the recipient country (<i>customer</i>) but merely acknowledgement of receipt. (<i>DD Form 1513-1 does require acceptance</i>).</li><li>4. All terms and conditions of an existing DD Form 1513 and any related amendments thereto not specifically noted to be modified by a DD Form 1513-2 are understood to remain unchanged and in effect.</li></ol>

Figure D-3

MILITARY ASSISTANCE AND SALES MANUAL—PART III

UNITED STATES DEPARTMENT OF DEFENSE CONTINUATION SHEET FOR DD FORMS 1513, 1513-1 AND 1513-2					CASE IDENTIFIER			
ITEM OR REF. NO.	ITEM DESCRIPTION <i>(Including Stock Number if applicable)</i>	QUANTITY	UNIT OF ISSUE	ESTIMATED		AVAILA- BILITY AND REMARKS	OFFER RE- LEASE CODE	DE- LIVERY TERM CODE
				UNIT COST	TOTAL COST			

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Figure D-4

MILITARY ASSISTANCE AND SALES MANUAL—PART III

UNITED STATES DEPARTMENT OF DEFENSE LETTER OF INTENT	PURCHASER (Name and address)
(Purchaser's Reference)	(Case Identifier)

The Government of \_\_\_\_\_ acting through its Ministry of Defense (hereinafter referred to as the "Purchaser") hereby declares its firm intent to procure, under United States Arms Export Control Act (AECA) procedures, from the Government of the United States, the following defense articles and defense services.

1. It is understood that the United States Department of the \_\_\_\_\_ plans to present to the Purchaser a Letter of Offer and Acceptance (DD Form 1513) within \_\_\_\_\_ days after signature of this Letter of Intent. Purchaser intends to sign said Letter of Offer and Acceptance not later than \_\_\_\_\_ days after receipt. Except to the extent directly inconsistent with the provisions hereof, the terms and conditions set forth on Annex A of DD Form 1513 will apply to all activities undertaken pursuant to this Letter of Intent, and the estimated costs of such activities will be included in the Letter of Offer and Acceptance. In particular, Conditions B.8, B.9, and C on Annex A of DD Form 1513 are hereby incorporated by reference and made an integral part of this Letter of Intent. This Letter of Intent shall be superseded upon Purchaser's signature of the Letter of Offer and Acceptance.

2. In anticipation of the Purchaser's signature of the above-mentioned Letter of Offer and Acceptance the Purchaser commits his Government to the following:

(a) In order to permit the United States Government to proceed immediately with the purchase of long lead time items and to cover associated administrative expenses, the United States Department of the \_\_\_\_\_ is herewith authorized to incur obligations and expend up to the sum of \$ \_\_\_\_\_ (which includes all estimated termination costs) on an FMS dependable undertaking basis, to be exceeded only in the event of a decision by either a Court or Board which increases the contractor's entitlement.

(b) The Purchaser agrees to pay the full amount of such authorized obligations and to make funds available in such amounts and at such times as may be requested by the United States Government for expenditures against such obligations.

(c) It is estimated that the cost of the long lead time items, associated administrative expenses and estimated termination costs will not exceed the amount set forth in subparagraph (a) of this paragraph. However, if at any time prior to Purchaser's signature of the above-mentioned Letter of Offer and Acceptance, the United States Department of the \_\_\_\_\_ has reason to believe that the costs which it expects to incur in the performance of this Letter of Intent will exceed the amount set forth in subparagraph (a) of this paragraph, it shall promptly notify the Purchaser in writing to that effect. The notice shall state the estimated amount of and the date by which

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Figure D-13

MILITARY ASSISTANCE AND SALES MANUAL—PART III

the additional obligational authority (*by a new or modified Letter of Intent*) will be required from the Purchaser in order to continue performance under this Letter of Intent. If, after such notification, the additional obligational authority is not granted by the date set forth in the notification, the United States Government is authorized, in its discretion, to terminate any and all activities under this Letter of Intent at Purchaser's expense, in accordance with subparagraph (b) above, in an amount not to exceed the amount set forth in subparagraph (a) of this paragraph.

3. This Letter of Intent does not prejudice the Purchaser's decision on the acceptance of the Letter of Offer. Moreover, the Purchaser may cancel all or any part of this Letter of Intent at any time by notifying the United States Government. Upon receipt of such notification the United States Government is authorized to terminate any and all activities initiated hereunder, at Purchaser's expense, in accordance with paragraph 2(b), in an amount not to exceed the amount set forth in paragraph 2(a).

4. In the event of such cancellation or termination, the United States Government will use its best efforts to minimize any termination costs.

5. Certain items for which procurements may be initiated hereunder are normally the subject of definitization or provisioning conferences, at which specific items and quantities are agreed upon. If it is necessary to place any such items on order prior to any such conference, the United States Department of the \_\_\_\_\_ is authorized to do so, using its best judgment, and will furnish a list of the items so ordered at the conference.

Dated \_\_\_\_\_

\_\_\_\_\_  
(Typed Name and Title)

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
U.S. Department of the \_\_\_\_\_

Figure D-13

MILITARY ASSISTANCE AND SALES MANUAL—PART III

UNITED STATES DEPARTMENT OF DEFENSE LETTER OF INTENT	PURCHASER (Name and address)
---	------------------------------

(Purchaser's Reference)

(Case Identifier)

The Government of \_\_\_\_\_ acting through its Ministry of Defense (*hereinafter referred to as the "Purchaser"*) hereby declares its firm intent to procure, under United States Arms Export Control Act (*AECA*) procedures, from the Government of the United States, the following defense articles and defense services.

1. A Letter of Offer and Acceptance (*DD Form 1513*) for such defense articles and defense services was issued to the Purchaser by the United States Department of the \_\_\_\_\_ on \_\_\_\_\_, 19 \_\_\_\_\_. Purchaser intends to sign said Letter of Offer and Acceptance not later than \_\_\_\_\_ days after receipt. Except to the extent directly inconsistent with the provisions hereof, the terms and conditions set forth on Annex A of *DD Form 1513* will apply to all activities undertaken pursuant to this Letter of Intent, the estimated costs of which activities have been included in the Letter of Offer and Acceptance. In particular, Conditions B.8, B.9, and C on Annex A of *DD Form 1513* are hereby incorporated by reference and made an integral part of this Letter of Intent. This Letter of Intent shall be superseded upon Purchaser's signature of the Letter of Offer and Acceptance.

2. In anticipation of the Purchaser's signature of the above-mentioned Letter of Offer and Acceptance the Purchaser commits his Government to the following:

(a) In order to permit the United States Government to proceed immediately with the purchase of long lead time items and to cover associated administrative expenses, the United States Department of the \_\_\_\_\_ is herewith authorized to incur obligations and expend up to the sum of \$ \_\_\_\_\_ (*which includes all estimated termination costs*) on an FMS dependable undertaking basis, to be exceeded only in the event of a decision by either a Court or Board which increases the contractor's entitlement.

(b) The Purchaser agrees to pay the full amount of such authorized obligations and to make funds available in such amounts and at such times as may be requested by the United States Government for expenditures against such obligations.

(c) It is estimated that the cost of the long lead time items, associated administrative expenses and estimated termination costs will not exceed the amount set forth in subparagraph (a) of this paragraph. However, if at any time prior to Purchaser's signature of the above-mentioned Letter of Offer and Acceptance, the United States Department of the \_\_\_\_\_ has reason to believe that the costs which it expects to incur in the performance of this Letter of Intent will exceed the amount set forth in subparagraph (a) of this paragraph, it shall promptly notify the Purchaser in writing to that effect. The notice shall state the estimated amount of and the date by which the additional obligational authority (*by a new or modified Letter of Intent*) will be required from the Purchaser in

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**Figure D-14**



MILITARY ASSISTANCE AND SALES MANUAL—PART III

order to continue performance under this Letter of Intent. If, after such notification, the additional obligational authority is not granted by the date set forth in the notification, the United States Government is authorized, in its discretion, to terminate any and all activities under this Letter of Intent at Purchaser's expense, in accordance with subparagraph (b) above, in an amount not to exceed the amount set forth in subparagraph (a) of this paragraph.

3. This Letter of Intent does not prejudice the Purchaser's decision on the acceptance of the Letter of Offer. Moreover, the Purchaser may cancel all or any part of this Letter of Intent at any time by notifying the United States Government. Upon receipt of such notification the United States Government is authorized to terminate any and all activities initiated hereunder, at Purchaser's expense, in accordance with paragraph 2(b), in an amount not to exceed the amount set forth in paragraph 2(a).

4. In the event of such cancellation or termination, the United States Government will use its best efforts to minimize any termination costs.

5. Certain items for which procurements may be initiated hereunder are normally the subject of definitization or provisioning conferences, at which specific items and quantities are agreed upon. If it is necessary to place any such items on order prior to any such conference, the United States Department of the \_\_\_\_\_ is authorized to do so, using its best judgment, and will furnish a list of the items so ordered at the conference.

Dated \_\_\_\_\_

\_\_\_\_\_  
(Typed Name and Title)

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
U.S. Department of the \_\_\_\_\_

Figure D-14

## APPENDIX B

PROCEDURES FOR PROCESSING FMS LETTERS OF OFFER  
WHICH MUST BE REPORTED TO CONGRESS**1. Section 36(b) Procedures under the  
Arms Export Control Act**

The following procedures will be followed in preparing and processing Letters of Offer for \$25 million or more, or for the sale of major defense equipment for \$7 million or more.

(1) An advance notification will be provided to DSAA in the format shown in Figures App. B-1 and B-2 for any current case projected to be in the amount of \$25 million or more or for any current case for the sale of major defense equipment for \$7 million or more, for which either:

(a) A Letter of Offer/Acceptance (LOA) is under preparation; or

(b) A Letter of Intent (pursuant to DSAA memorandum I-12188/75, 24 November 1975) is authorized to be accepted by a military department.

The advance notification will be submitted to DSAA/TC through DSAA/TS within 10 working days after preparation of an LOA is initiated, or whenever an LOA already under preparation appears likely to exceed the \$25 million or \$7 million for major defense equipment threshold. This advance notification will be treated as Confidential; however, the formal submission of the LOA will remain in accordance with established classification procedures. No statutory notification will be submitted to the Congress until the advance notification has been provided. Any exception must be for extraordinary circumstances and must be fully justified.

(2) Following the submission of the advance notification provided for in para 1 above, a copy of each letter of offer for \$25 million or more or for major defense equip-

ment for \$7 million or more, will be furnished to Comptroller, DSAA, after coordination by the Directorate of Operations, DSAA, when the letter of offer is in such form that it would be signed and issued to the purchaser but for these requirements. Blocks 5 and 6 will be left incomplete on the original and on all copies of the DD Form 1513 at this stage of processing. Block 4 (Offer Expiration Date) should be completed with a date no earlier than 90 days after the date on which the copy of the letter of offer is provided through DSAA Operations to Comptroller, DSAA. A memorandum in the form of Figure App. B-3 will be provided concurrent with the copy of the Letter of Offer.

The Military Department will furnish one copy of the unsigned Letter of Offer to the purchaser as an enclosure to a transmittal letter in the format of Figure App. B-4. This will be done only after receiving express authority from the Comptroller, DSAA.

Concurrent with the transmittal of the unsigned copy of the letter of offer to the purchaser, the Director, DSAA, will on the same date, in satisfaction of the requirements of Section 36, notify the Speaker of the House of Representatives and the Chairman of the Committee on Foreign Relations of the Senate, respectively.

Upon the expiration of the statutory 30 days waiting period, the Comptroller DSAA, will, if Congress has not during that period adopted a concurrent resolution objecting to the proposed sale, authorize the applicable Military Department to sign the DD Form 1513. The Military Department will forward the signed LOA to the Joint Financial Management Office, DSAA for counter-signature prior to release to the purchaser by the Mil-

## MILITARY ASSISTANCE AND SALES MANUAL—PART III

tary Department. If the Congress adopts a concurrent resolution objecting to a proposed sale, the Director, DSAA, will promptly notify the applicable Military Department of that fact, and in view of the President's Signing Statement of 1 July 1976 on H.R. 13680, 94th Congress (P.L. 94-329), seek the guidance of the President as to the course of action which should be taken. The provisions of Section 36 of the foregoing implementing procedures also apply to any amendment totalling \$25 million or more to an existing FMS case unless such amendment results solely from identifiable cost increases, and to any amendment adding major defense equipment for \$7 million or more. The provisions also apply in the case of any amendment which would increase the value of an existing case from under \$25 million to a value of \$25 million or more, and any amendment which would increase the value of major defense equipment in an existing case from under \$7 million to a value of \$7 million or more. Such amendments will not be issued unless absolutely necessary. Instead, new Letters of Offer will be processed to cover the new requirements which normally would be covered by amendment.

a. An amendment to a Letter of Offer and Acceptance for a FMSO I transaction, the result of which brings the total cash value of that LOA and related amendments to \$25 million or more, does not require prior 36 (b) notification to the Congress.

b. A FMSO I transaction for \$25 million or more, or an amendment to a FMSO I transaction which adds \$25 million or more to the previous case total, or a Letter of Offer and Acceptance for a FMSO II transaction for \$25 million or more does require prior 36(b) notification to the Congress.

This exception on 36(b) notification of FMSO I amendments is based on the fact that:

(1) FMSO I cases must be amended each year to adjust the dollar values based on

requisition action and new LOAs for this purpose are not possible, and

(2) FMSO I cases reflect customer equity in the U.S. supply system and defense articles upon which these cases are based are not shipped to the country, but are drawn down against a corresponding FMSO II Letter of Offer and Acceptance.

The following are examples of major defense equipment FMS cases that must be reported under Section 36(b):

(1) A single line item of an FMS case of major defense equipment totalling \$7 million or more.

(2) Two or more line items of an FMS case of major defense equipment totalling \$7 million or more.

(3) An amendment to an FMS case for additional units of major defense equipment if the major equipment portion of the amendment totals \$7 million or more.

Major defense equipment FMS cases that do *not* require reporting under Section 36(b) are:

(1) One line item of an FMS case of major defense equipment totalling less than \$7 million. No other major defense equipment in the case; however, other defense items are included which bring the total case value to more than \$7 million but less than \$25 million.

(2) One line item of an FMS case of major defense equipment totalling less than \$7 million. No other major defense equipment in the case; however, spare parts, publications, and training associated with the major defense equipment which brings the total case value to more than \$7 million but less than \$25 million.

All cases (\$7 and \$25 million) to be reported under Section 36(b) of the Act must clearly identify the value of major defense equipment.

**2. Section 813 Procedures under the  
DOD Appropriation Authorization Act,  
1976**

At the time of the statutory notification as required by Section 36(b), a statutory notification under Section 813, the Department of Defense Appropriation Authorization Act, 1976, as amended (P.L. 95-79, approved July

30, 1977) is also required. This applies to any LOA to sell (FMS) or any proposal to transfer defense articles which are valued at \$25 million or more from U.S. active forces' inventories or from current production. A memorandum in the form of Figure App B-4 will be provided to DSAA at the same time as the Letter of Offer is forwarded as prescribed in para 1, Appendix B.