

# Foreign Military Sales (FMS) Cover Memorandum (Memo)

<b>Case ID:</b>	<b>POC</b> 1		<b>Provide POC's:</b> • Name • Phone (Comm + DSN) • Email
	<b>Info:</b> 2		

**Instructions**

**This FMS Cover Memo is mandatory for all documents submitted to the DSCA Case Writing and Development (CWD) Division.**

Review all requirements and ensure compliance if/when applicable. Detailed Instructions can be found on page 3.

**Classification Markings: SAMM C5.4.10. and DoD 5200.01 Vol. 2.** - Ensure all documentation is reviewed and contains the proper US classification/declassification or Foreign Government reclassification with US-equivalent.

**Items in (parentheses)** - Must be included in the ePKG and/or comments entered in DSAMS Case Remarks and/or Additional Comments section.

**Digital Signatures** - Ensure all attachments with a digital signature are scanned to retain signature.

**Case Items - Added/Increased Requirements (continued)**

**Manpower Travel & Data Sheet (MTDS):** [SAMM C9.4.2.4.](#)  
Exemptions [C9.4.2.4.4.](#)

**Permanent Change of Station (PCS) Personnel in Country:** [SAMM C5.4.8.6.](#) (Check PCS Box in DSAMS Case Detail/Document tab)

**Training Lines Included:** (Do not embed training) [SAMM C10.7.8.](#)

**Lines for Channel Flights:**  
Use MASLs:

(L1C) 016400A1RSMSV	(L1C) 016400AMCSVC
Airlift, SAAM, FMS Service Only	Airlift, AMC, FMS Service Only

**General SAMM Requirements**

**Exception to Policy (ETP):** [SAMM C6.7.5.2.](#)  
(Guidance for approval in package, DSAMS case remark entered by DSCA/SPP. List ETP number in Additional Comments section.)

**Pre-Case Review (PCR):** [SAMM C5.4.16.](#)  
Contact DSCA/IOPS/REX Country Portfolio Director for all 36(b) LOAs (& Amendments, if required) (Enter case remark in DSAMS & include signed copy of PCR Minutes in electronic package)

**Classified Data Emailed To:**  
[USAF.WRIGHT-PATT.USAF-RSRCMGMT.LIST.AFMC-MBX-CWD-ORG-BOX@MAIL.SMIL.MIL](mailto:USAF.WRIGHT-PATT.USAF-RSRCMGMT.LIST.AFMC-MBX-CWD-ORG-BOX@MAIL.SMIL.MIL)  
[DSCA.NCR.IT.MBX.LOA-OPS@MAIL.SMIL.MIL](mailto:DSCA.NCR.IT.MBX.LOA-OPS@MAIL.SMIL.MIL)  
[DSCA.NCR.IT.MBX.LOA-POL@MAIL.SMIL.MIL](mailto:DSCA.NCR.IT.MBX.LOA-POL@MAIL.SMIL.MIL)

**Congressional Notification - 36(b):**  
(Enter Transmittal Numbers in DSAMS Case Detail)

**Restated Case:** [SAMM C5.4.18.6.](#)  
(Provide copy of previous offered version of the document if presented to the Purchaser.)

**Concurrent Modifications** [SAMM C6.7.3.2](#)  
(List other Mod(s) in Additional Comment section. All Mods must be linked in DSAMS (Mod Funding tab) and in the Case Tracking System. IAs are unable to link cross-MILDEP concurrent mods in DSAMS. Send an email notification to the CWD tracker [dscawrightpatt.iops-gex.mbx.loa-draft-cwd@mail.mil](mailto:dscawrightpatt.iops-gex.mbx.loa-draft-cwd@mail.mil) including all related case identifiers.)

**Months and Delivery Schedule Match:** [SAMM C5.F5.2e](#)  
(Ensure proper format is used and Months and Delivery Schedule match)

<b>Defined Order Service Lines</b>	<b>Defined Order Material Lines</b>	<b>SME/MDE Lines</b>	<b>Blanket Order Material/ Services Lines</b>
Month Year Range	Numeric Range	Include Delivery Schedule	Do not use Numeric or Month/Year Range

**Financial Policies & Procedures**

**FMS Credit/Grant Funded:** [SAMM C9.T11.](#)

**Split Credit Terms of Sale:**  
(Verify the correct value for each Credit Terms of Sale on page 1 of the document)

**Use Unique Payment Schedule:** [SAMM C9.9.2.](#)  
(Include Unique Payment Schedule in the ePKG or enter DSAMS case remark)

Purchaser Requested Do not combine  
 Purchaser Requested & USG Requirements

**Previous Payment Schedule (Modification/Amendment):**  
was manual (U.S. Government or Purchase requested)  
(Provide documentation of fully revised manual payment schedule &/or enter in DSAMS case remarks; or, state in case remarks "Normal Payment Schedule to be prepared for Mod/ Amd.")

**Special Defense Acquisition Fund (SDAF):** [Appendix 8](#)  
(Source code must be "F". Financial Analysis Worksheet & Asset Allocation Request for added or increased lines or quantities must be included in ePKG)

**An Individual Pricing Component (IPC)** has an override code (OP/OC) entered. (Provide rationale in case/line pricing remarks)

**Contract Administration Surcharge (CAS):** [SAMM C9.T4.](#) applied to the applicable portion of all P & X lines (If no CAS is applied, and a country level CAS waiver does NOT exist, provide justification in case/line pricing remarks, e.g. PROS, USACE, USCG)

**NC/Special NC applied/waived (full/partial) for all applicable MDE lines:** [SAMM C9.6.3.](#) (Provide a copy of the NC waiver, MILDEP concurrence, FMS case identifier, description, quantity of items, NC amounts to be waived, and any information about cost deviation)

**Admin Surcharge Waiver:** [SAMM C10.T15.](#) NAMS [SAMM C9.6.1.](#) (Provide Misc Obligation # or Reference # in Additional Comments section)

<b>Training Case?</b> If Yes, MISC Obligation Doc#	<b>NATO?</b> If Yes, NAMS Reference#
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**Case Items - Added/Increased Requirements**

**Lead-Nation Procurement** [SAMM C5.6.1.](#)

**Agent Sales** [SAMM C5.6.2.](#)

**State Department Block/Description:** [SAMM C5.T11.](#)

**Critical Program Information** [SAMM C3.6.](#)  
Counter-Low Observable Tri-Service Committee Data Monitoring (DM) conditions from Anti-Tamper Executive Agent must be met prior to BPC Offer. The Implementing Agency (IA) reviewed and certifies compliance with appropriate Anti-Tamper requirements. Does not apply to Services.

**Transfer of Classified Military Information (CMI)** [SAMM C3.2.](#)

**Excess Defense Article (EDA)** [Appendix 8](#)  
(Include DSCA approval message/worksheet in the ePKG. Value/Quantities cannot exceed the EDA approval message.)

## Enhanced End Use Monitoring (EEUM) & Special Notes

**EEUM Articles:** [SAMM C8.4.](#) and [Appendix 6a](#) (DoD CAC Holders Only)

**Type 1 Communications Security (COMSEC) Items:** [SAMM C3.7.](#) (Provide copy of National Security Agency (NSA) Authorization to Sell (ATS) approval letter for COMSEC items. Items and quantities must match and cannot exceed approval.)

**Targeting Infrastructure Policy (TIP) for Enhanced Targeting Data:** [SAMM C4.4.18.](#) (Clearance of the LOR Advisory must be complete and appropriate TIP Note added)

**Missile Technology Control Regime (MTCR) Items:** [SAMM C3.7.1.](#) Identified by a qualified reviewer &, when required, approval for transfer by Department of State (State). LOA items and quantities must be equal or less than ISN/MBC approval. (Include State approval in the ePKG)

**Category (CAT) I Missiles:** [SAMM C5.T1B.](#) Complete delivery systems, complete subsystems, and Unmanned Aircraft Systems (UAS) capable of delivering a 500+ kg payload to a range of 300+ km

### CAT II Missiles

**Night or Enhanced Vision Devices (NVDs):** [SAMM C5.T1e.](#) & [C8.4.](#) Man-portable Night & Enhanced Vision Devices (e.g. NVD & thermals). (Provide copy of DSCA approval memo; items and quantities must match.)

## Sensitive Items

**Geospatial Intelligence (GEOINT):** [SAMM C4.4.16.](#) & [C5.T1d.](#) Advance coordination for Materiel and Services requiring GEOINT with NGA. (Enter DSAMS case remark certifying compliance and provide copy of NGA approval letter, if required)

**Anti-Personnel Mines/Cluster Munitions(CM):** [SAMM C4.5.2.](#) & [C4.5.3.](#) (e.g. CBU-105/CBU-97 including any software, test equip-CMBRE and aircraft software for any CM) (Add Cluster Munitions note)

**Registration, Evaluation, Authorization and Restriction of Chemicals (REACH):** [DSCA Policy Memo 15-19](#)

**Global Positioning Systems (GPS):** [SAMM C3.7.3.4.3.](#) **Precise Positioning Service (PPS):** (Include USSF GPS Wing approval in ePKG. Items must match and quantities cannot exceed approval.)

**Multifunctional Information Distribution System (MIDS):** [SAMM C5.4.16.5.](#) (Provide MIDS Consortium Approval)

**Chemical/Bio-Detection Equipment/Medical Counter-Measures:** [SAMM C4.4.15.](#) and [SAMM C5.F5.](#) (e.g. Vaccines/Chemical/ Biological/Radiological/ Neurological/High-Yield Explosive individual protective equipment.) (Add DSAMS case remark stating LOR was forwarded to DSCA/SPP/EPA)

**Depleted Uranium:** [SAMM C4.4.9.](#) (e.g. 105mm M774/M833 or 120mm M829/M946)

**Police, Counterterrorism & Military Intelligence Assistance:** Provided to non-MoD entities and riot control for non-lethal crowd control. (e.g. rubber bullets/smoke grenades/tear gas/etc.)

**White Phosphorus Munitions:** [SAMM C4.4.8.](#) & [C5.T1g.](#) (Add standard note provided by State (PM/RSAT))

## Notes - See SAMM Appendix 6

**Note that changes LOA Standard Terms & Conditions included.** (Add DSAMS case remark with pre-coordination approval by DSCA/SPP/EPA)

**All DSCA Standard notes for which the IA has responsibility have been added.**

**Aircraft Ferrying:** [SAMM C7.3.6.](#) (Indicate in line description note if the aircraft being ferried is USG or Purchase owned)

**Contingency/Non-Specific Requirements Line:** [SAMM C5.4.13.](#) ((R9B) 079200N0NSPRQ - Ensure line value is 10 percent or less than Total Case Value)

**Cooperative Logistics Supply Support Arrangement:** (Provide associated FMSO I/II in Mod Funding tab; enter FAD in DSAMS case remarks)

**Design/Construction Services**  
(Add FMS Design and/or Construction Services note)

**Offer Expiration Date (OED):** [CAC-SAMM OED Table.](#) (DoD CAC Holders Only) (Short OED, provide justification in case note; Long OED, provide justification in case remarks.)

**Offshore Procurement:** [SAMM C9.7.2.8.3.](#)

**Operational Test & Evaluation (OT&E) Incomplete:** [SAMM C5.1.8.3.](#) (Add case note pre-coordinated with DSCA/SPP/EPA & provide copy of Yockey Waiver)

**Worldwide Warehouse Redistribution Service (WWRs):** [DSCA Policy Memo 02-10](#) (Term of Sale should be Cash with Acceptance - Balance Billed)

**Sole Source:** [SAMM Appendix 6](#)  
(Provide LOR. One note per case, using 2-column format for multiple contractors, as required.)

**Travel & Living Allowance:** [SAMM C10.7.5.1.](#) (Add Training - Travel and Living Allowance - FMS note)

## Additional Comments:

- NOTES: For returning documents, explain in detail what changed on this version.

## Instructions for Preparing the FMS Cover Memo:

<p>The FMS Cover Memo is <b>mandatory</b> for all documents submitted to the DSCA Case Writing and Development (CWD) Division. The purpose of this cover memo is to enhance LOA document processing, provide a standardized means for Implementing Agencies (IA) to highlight key components of the <b>CURRENT</b> case version being developed, and to reduce returns. This ensures case preparers provide a complete electronic package (ePKG) to DSCA on the first pass. Items in <b>(parentheses)</b> <b>MUST</b> be included in the ePKG and/or entered in DSAMS Case/Line Remarks where indicated.</p>	
<b>LOA (Basic)</b>	This is new scope developed on new Foreign Military Sales (FMS) documents. All information pertaining to documents must have applicable case/line remarks entered in DSAMS. All applicable supporting documentation must also be included in the ePKG.
<b>Amendments (&amp; Concurrent Mods)</b>	Amendments and concurrent modifications generally increase or decrease scope of FMS documents.
<b>Modifications</b>	By their nature modifications generally do not change scope.
<b>Case ID</b>	This field must include the complete case identifier, including the version of the document being developed (e.g. BN-Q-ABC-BASIC; BN-Q-ABC-A01-RESTATE; BN-Q-ABC-M01).
<b>IA Point of Contact</b>	This field must include the IA primary & alternate Point of Contact (POC) information (name, commercial and DSN phone numbers, & email address) for this case version. <b>Ensure the POC(s) identified are available &amp; the information provided is correct.</b>
<b>General SAMM Requirements</b>	This section <b>pertains to the entire LOA</b> . Items highlighted in <b>red</b> <b>must</b> be provided as indicated. <b>Digital Signatures</b> - Ensure all attachments containing a digital signature are scanned to retain signature.
<b>Case Items Added/Increased Requirements</b>	This section pertains to new scope (e.g. new or added/increased requirements) on this version of the LOA document. For the purposes of this cover memo, all lines are new requirements on a basic LOA. For Amendments and Modifications, it is not necessary to conduct additional reviews for MTCR or CPI compliance or to enter related case remarks when there is no change in scope, when blanket order lines are changed in scope only to increase value, or when lines are touched for financial adjustments only (e.g. price increase/ decrease).
<b>Financial Polices and Procedures</b>	Items highlighted in <b>red</b> must be provided as indicated. <b>NOTE: A complete financial review of the entire case should be performed to ensure all lines are priced correctly and all pricing related validation errors and warnings are addressed. Case preparers <b>must</b> review each Individual Pricing Component (IPC) for applicability and ensure coding matches. If an IPC does not apply to a line, the IPC must be set to not-applicable (NA) (e.g. If the Delivery Term Code being used does not warrant transportation costs, the IPC must be set to NA.) When pricing errors are discovered that affect the price of the line, these must be fixed at the time they are discovered.</b> See <a href="#">SAMM C9.4.9</a> . Items highlighted in <b>red</b> <b>must</b> be provided as indicated.
<b>Enhanced End use Monitoring (EEUM) and Special Notes</b>	<b>This section applies to EEUM items being provided, quantities are increased, or Military Articles and Services List (MASL)/ line description, or line description note(s) change.</b> The MASL for these items must be on a defined order MASL with a unit of issue other than "XX" and EUM indicator should reflect "E" for Enhanced End Use Monitoring. Items highlighted in <b>red</b> <b>must</b> be provided as indicated.
<b>Notes</b>	Items highlighted in <b>red</b> <b>must</b> be provided as indicated.
<b>Additional Comments</b>	This section is for any additional information/instructions regarding the LOA document. Provide detailed information regarding any changes made to a "returned" version of the document. Supporting rationale must be provided in this block (& a case remark) when requested changes were not made. It is preferred that this be pre-coordinated with the individual initiating the return to avoid any additional returns &/or delays in processing.