

C9.F1. Notification Memo Template

MEMORANDUM FOR:

PRINCIPAL DIRECTOR FOR DSCA (OFFICE OF STRATEGY, PLANS, AND POLICY (SPP))

PRINCIPAL DIRECTOR FOR DSCA (OFFICE OF BUSINESS OPERATIONS (OBO))

In accordance with SAMM [Section C9.3.4.3](#), [identify Military Department (MILDEP)/Implementing Agency (IA)] is notifying DSCA that we expect pre-Letter of Request (LOR) [or case development] efforts in support of an anticipated sale of [specify equipment/weapon system] to [specify country] to exceed 1percent of our approved pre-LOR budget [or \$1 million for case development]. We estimate we will expend a total of \$_____ on the [specify country and equipment/weapon system] pre-LOR [or case development] effort. Our total Foreign Military Sales (FMS) administrative budget for fiscal year ____ is \$_____. This effort represents ____percent of our total pre-LOR [or case development] budget.

[Provide a brief description of the effort and your rationale for spending ____percent of your budget on this effort. Be sure to include an estimated completion date. Note whether more than one fiscal year budget will used to pay for the associated costs].

[Provide any additional information to support this request such as: what percentage of the IA total budget is in pre-LOR and case development? Will funds be transferred from another Program Element (PE) to cover these costs? Note whether there will be any additional/follow-on requests for pre-LOR or case development funds in support of this effort. Provide an assessment of the likelihood these efforts will result in an accepted case, etc.].

Signature block