



## DEFENSE SECURITY COOPERATION AGENCY

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15 DEC 2014

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR  
INTERNATIONAL AFFAIRS  
DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR  
DEFENSE EXPORTS AND COOPERATION  
DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR  
INTERNATIONAL PROGRAMS  
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY  
DIRECTOR FOR SECURITY ASSISTANCE, DEFENSE FINANCE  
AND ACCOUNTING SERVICE – INDIANAPOLIS OPERATIONS  
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DEFENSE LOGISTICS INFORMATION SERVICE  
DIRECTOR, DEFENSE REUTILIZATION AND MARKETING  
SERVICE  
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE  
AGENCY  
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,  
NATIONAL SECURITY AGENCY

SUBJECT: Revision to Letter of Request Submission Procedures, DSCA Policy 14-28 [SAMM E-Change 263]

This policy memo updates the Security Assistance Management Manual (SAMM) to reflect changes based on guidance from the Department of State (DoS) Bureau of Political-Military Affairs, Office of Security Assistance (PM/SA). A summary of the changes is provided in the following paragraphs.

For any Letter of Request (LOR) funded with non-repayable Foreign Military Financing (FMF) funds, the purchaser and/or the Security Cooperation Organization (SCO) will indicate on the LOR that it uses "FMS Credit (Non-Repayable)" as a term of sale and provide copies of those LORs to the DoS (PM/SA) and to the Defense Security Cooperation Agency (DSCA) Country Program Director. Using this indicator will help to ensure that FMF is implemented in accordance with policy and consistent with its approved purposes and cost limitations.

The LOR check list, SAMM Table C5.T3., has been revised to add an additional requirement to be used when evaluating LORs that will use "FMS Credit (Non-Repayable)" as a term of sale. SCOs should initially evaluate such LORs to ensure the request aligns with the approved purpose and cost allocations of FMF funds as outlined in the latest Congressional Budget Justification (CBJ) Annex located in the DSCA FMF and International Military Education and Training Security Assistance Program and Budget Web Tool at

<https://fmfimet.dsca.mil>. The DSCA Country Program Directors are also expected to review LORs for compliance with the CBJ.

If you have any questions concerning this guidance, please contact Mr. Kent Bell, DSCA STR/SPI, [kent.bell@dsca.mil](mailto:kent.bell@dsca.mil), (703) 604-6612.

  
Karen Garvey  
Principal Director  
Strategy

Attachments:

As stated

cc:

STATE/PM-RSAT

AFRICOM

CENTCOM

EUCOM

JFCOM

NORTHCOM

PACOM

SOCOM

SOUTHCOM

TRANSCOM

USASAC

SATFA TRADOC

NAVICP

NETSAFA

AFSAC

AFSAT

MDA

DISAM

## Security Assistance Management Manual (SAMM), E-Change 263

- 1) Change Section C5.1.3.2. to read as follows:

**C5.1.3.2. Significant Military Equipment (SME) and Major Defense Equipment (MDE) Requests.** SME/MDE requests that originate in-country must be addressed to DSCA (Operations Directorate) and the cognizant Department of Defense (DoD) Component with information copies to the CCMD. Requests regarding SME that originate with purchaser representatives in the United States must be addressed to DSCA (Operations Directorate) and the cognizant DoD Component with information copies to the CCMD and the SCO. If it appears that the SCO is not on distribution for a purchaser's request, the DoD Component must furnish a copy to the SCO as quickly as possible.

- 2) Insert new Section immediately following C.5.1.3.2. to read as follows:

**LORs Funded with FMF.** All LORs that will use Foreign Military Financing (FMF) should be addressed to DSCA (Operations Directorate) and the appropriate DoD Components with information copies to the DoS Bureau of Political-Military Affairs, Office of Security Assistance (PM/SA) and the CCMD.

- 3) Insert new Section immediately following C.5.1.3.2., to read as follows:

**LORs Submitted by Electronic Mail.** To send LORs via electronic means, purchasers must provide a list of authorized signers and senders to the Implementing Agencies (IAs). LORs submitted using electronic means must be submitted through appropriate channels. Purchasers that wish to submit LORs electronically should contact the identified recipients to determine whether a file naming convention should be used. Electronic mail attaching the signed LOR is the preferred means of transmission. All electronic LORs must be sent to DSCA (Operations Directorate) at [LOR-DSCA@dca.mil](mailto:LOR-DSCA@dca.mil). Information copies of electronic LORs that indicate FMF will be used should also be sent to the DoS (PM/SA) at: [PMsecurityassistance@state.gov](mailto:PMsecurityassistance@state.gov).

- 4) Delete Section C5.1.5.

- 5) Change Section C5.1.6. to read as follows:

**C5.1.6. DSCA and DoS LOR Review.** The IA will provide a copy of the LOR to DSCA (Operations Directorate) and the applicable SCO if one or both were not on distribution and, if the LOR is SME/MDE, to the CCMD. IAs should begin performing the activities identified in Section C5.1.7.1. unless they believe the LOR raises concerns that should be addressed to DSCA and/or DoS for guidance. At any time during the LOR to LOA process, DSCA and/or the DoS may initiate coordination to approve or disapprove the request, or advise the IA to suspend further correspondence until coordination is complete. If the request is disapproved, DSCA formally advises the IA to stop processing the purchaser's request, provides the rationale for the decision, and issues guidance concerning further actions. The IA will cancel the Case Identifier in DSAMS if it has already been established.

- 6) Insert new row #5 into Table C5.T3. Letter of Request (LOR) Check List – Evaluation Criteria to read as follows:

Does the request indicate that FMF will be used as a method of financing?

If “Yes,” does the request align with the approved purpose and cost allocation of the FMF funds for the purchaser as outlined in the Congressional Budget Justification Annex located in the DSCA FMF and IMET Security Assistance Program and Budget Web Tool at <https://fmfimet.dsca.mil>?