



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

29 APR 2016

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

SUBJECT: Security Assistance Management Manual (SAMM), Administrative Changes,
Defense Security Cooperation Agency (DSCA) Policy 16-25, [SAMM Electronic
(E)-Change 310]

This memorandum updates the SAMM with administrative changes. Substantive changes were not made as part of this memorandum. Any substantive changes to the SAMM will be issued under a separate policy memo/SAMM E-change. These administrative changes will be included in the online version of the SAMM at <http://www.samm.dsc.mil>.

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

A handwritten signature in black ink, appearing to read "R. Helfant", followed by a horizontal line.

Robert Helfant
Principal Director
Strategy

Attachment:
As stated.

cc:

STATE/PM-RSAT

AFRICOM

CENTCOM

EUCOM

NORTHCOM

PACOM

SOCOM

SOUTHCOM

TRANSCOM

USASAC

USASAC-NC

SATFA

TRADOC

NAVSUP WSS

NAVICP

NETSAFA

AFSAC

AFSAT

DISAM

MARCOR IP

SCETC

USCG International Affairs (G-CI)

**Security Assistance Management Manual (SAMM), E-Change 310
Administrative Changes**

1. The following expired email addresses are updated in the SAMM.
 - DSCA NCR STR Mailbox MTCR USA Weapons address has split into separate service specific addresses:
 - Army : DSCA.NCR.STR.MBX.MTCR-USA-WEAPONS@mail.mil
 - Air Force : DSCA.NCR.STR.MBX.MTCR-USAF-WEAPONS@mail.mil
 - Navy : DSCA.NCR.STR.MBX.MTCR-USN@mail.mil
 - DSCA.CWD@afmc.af.smil.mil is updated to USAF.WRIGHT-PATT.USAF-RSRCMGMT.LIST.AFMC-MBX-CWD-ORG-BOX@mail.smil.mil
 - LOA.OPS@osd.dsca.smil.mil is updated to DSCA.NCR.IT.MBX.LOA-OPS@mail.smil.mil
 - LOA-POL@dsca.osd.smil.mil is updated to DSCA.NCR.IT.MBX.LOA-POL@mail.smil.mil
 - LOA-FPIO@osd.dsca.smil.mil is updated to DSCA.NCR.DBO.MBX.LOA-FPIO@mail.smil.mil
 - EEUM.REPORTS@dsca.mil is updated to DSCA.NCR.BPC.MBX.EEUM-REPORTS@mail.mil
 - EUMHELPDESK@dsca.mil is updated to DSCA.NCR.BPC.MBX.EUM-HELPDESK@mail.mil
2. Section C5.4.18. includes direction for the processing of emergency cases. The section is updated to advise the IAs to contact the designated Country Portfolio Director (CPD) directly with requests for expedited/emergency processing. This administrative process change deletes the single previous email address used to contact DSCA Operations and replaces it with the respective CPD's individual email address located in the Global Access List on the Defense Enterprise Email system.

C5.4.18. LOA Document Prioritization. Implementing Agency (IA) requests for prioritization of LOA documents must be sent through the DSCA Country Portfolio Director (CPD) for review within 48 hours after the LOA is determined by the IA to be an emergency/priority. Each request must provide justification why the LOA document should be prioritized ahead of routine cases. Each request will be approved by the Principal Director or Principal Deputy Director, for Security Assistance and Equipping Directorate on a case-by-case basis. The following information must be provided in the request:

- Desired offer date,
- How long the document has been in development,
- Any known reasons for delay, and
- Any background information on political-military sensitivity or operational issues associated with the LOA document.

Short Offer Expiration Dates (OEDs) should not be used as justification to prioritize the processing of an LOA document. Prioritization should only be requested if there is a compelling reason to have the LOA document offered in less than the normal processing time. Building Partnership Capacity (BPC) LOA OEDs should follow similar guidelines.

3. The Department of the Navy's "Action Address for all LORs" listed in Table C5.T2. is updated to the following:

Department of the Navy
Navy International Programs Office
ATTN: 02 Regional Division
1250 10th St SE, Bldg 200-2nd Floor
Washington Navy Yard, DC 20374

4. Chapter 11 includes a paragraph hyperlink reference to the BPC WIF Program website that has been updated as follows: Replacement for the "Concept and Funding Request system" cited in the 2nd sentence. The website is no longer in existence.

C11.10.6. Between May and June of each fiscal year, CCMDs submit WIF budget proposals via a collaborative online database called the Concept and Funding Request system <https://tsc.eucom.mil>.