



DEFENSE SECURITY COOPERATION AGENCY

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OCT 05 2018

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  
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DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, MISSILE DEFENSE AGENCY  
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE  
AGENCY  
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,  
NATIONAL SECURITY AGENCY

SUBJECT: Procedures for Offering Building Partner Capacity (BPC) Letters of Offer and  
Acceptance (LOA), Defense Security Cooperation Agency (DSCA) Policy 18-28  
[SAMM E-Change 385]

Reference: (a) Security Assistance Management Manual, Chapter 15, C15.3.7.2.  
(b) Security Assistance Management Manual, Chapter 5, C5.4.2. and C5.4.2.3.  
(c) SAMM E-Change 385

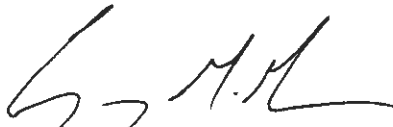
This memorandum establishes an updated process for BPC LOA documents. These changes will help ensure accurate measurement of processing times. Effective immediately, for AOD Group D documents, the DSCA Case Writing Division (CWD) will enter the “BPC Wait” milestone in DSAMS once the BPC LOA document moves to Review status. This will signal completion of the document process and will be used to measure preparation performance. The “BPC Wait” milestone will not impede the DSCA CWD’s ability to make changes to BPC LOA documents.

Under the current process, BPC LOA documents (e.g., Section 333, Global Security Contingency Fund, Southeast Asia Maritime Security Initiative, and Ukraine Security Assistance Initiative) are placed on hold after DSCA and Implementing Agency (IA) reviews are complete

and are not advanced until the receipt of approved funds. As the processing “clock” does not stop until the BPC LOA document is placed in offered status, this sequence has had the unintended consequence of making the BPC LOA document process appear to continue even though actual processing by the IA is complete. The implementation of a new “BPC Wait” milestone in DSAMS for AOD Group D documents will help accurately reflect processing times for BPC LOA documents.

Attached is revised SAMM guidance on LOA preparation timeframes and AOD Group processing time measurement (Reference (c)). Reference (a) identifies the standard processing times for LOA documents (including LOAs, Amendments, and Modifications). These processing times are measured from receipt of the Letter of Request (LOR) or Memorandum of Request until the time the LOA document is offered to the purchaser and vary depending on specific Anticipated Offer Date (AOD) categories. Reference (b) identifies the review and approval process for BPC LOA documents which fall under AOD Group D with a standard processing time of 60 days.

If you have any questions concerning this guidance, please contact DSCA-STR/SPI, Ms. Michelle Davis, [michelle.davis13.civ@mail.mil](mailto:michelle.davis13.civ@mail.mil), or (703) 697-9052.



Gregory M. Kausner  
Deputy Director

Attachments:  
As stated

cc:  
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CENTCOM  
EUCOM  
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## SECURITY ASSISTANCE MANAGEMENT MANUAL (SAMM), E-CHANGE 385

1. Revise C15.3.7.2. as follows:

C15.3.7.2. BPC Wait milestone. After the BPC LOA document is moved into review status the CWD will enter the “BPC Wait” milestone” in DSAMS to stop the BPC LOA processing clock.

2. Revise C5.4.2. as follows:

C5.4.2. LOA Preparation Timeframe. The time required to prepare LOAs varies with the complexity of the sale. Processing time for AOD Groups A, B, and C documents is measured from receipt of the LOR until the time they are offered to the purchaser. Processing time for Group A, B, and C Modifications will be measured from receipt of the LOR until the Modification is implemented. Processing time for AOD Group D documents is measured from receipt of the LOR until the “BPC Wait” milestone is entered in DSAMS by the CWD. Table C5.T9. lists DSAMS Milestones. After DSCA has countersigned the LOA, the Implementing Agency (IA) sends a copy of it to the SCO to offer to the purchaser.

3. Revise C5.4.2.3. as follows:

C5.4.2.3. AOD Measurement. The IA should offer or implement 85 percent of its LOA documents on or before the AOD timelines provided in Table C5.T6. for AOD Group A, B, and C documents. AOD Group D documents should achieve the BPC Wait milestone within 60 days 85 percent of the time. The most current AOD will also be posted to the Security Cooperation Information Portal (SCIP).