



**DEFENSE SECURITY COOPERATION AGENCY**  
201 12<sup>TH</sup> STREET SOUTH, SUITE 101  
ARLINGTON, VA 22202-5408

JUL 31 2019

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, MISSILE DEFENSE AGENCY  
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE  
AGENCY  
DEPUTY DIRECTOR FOR INFORMATION ASSURANCE,  
NATIONAL SECURITY AGENCY  
JOINT STRIKE FIGHTER PROGRAM OFFICE

SUBJECT: Acquisition Planning Activities, Defense Security Cooperation Agency (DSCA)  
Policy 19-10 [SAMM E-Change 386]

Reference: Under Secretary of Defense for Acquisition and Sustainment, Report to Congress on  
Notional Milestones and Standard Timelines for Contracts for Foreign Military  
Sales, June 7, 2018

In an effort to streamline procedures and reduce contract award timelines after Letter of Offer and Acceptance (LOA) implementation, effective immediately, E-Change 386 updates Chapter 6 of the Security Assistance Management Manual (SAMM) to allow Implementing Agencies (IAs) to, when specific conditions are met, conduct certain FMS Administrative Surcharge-funded acquisition planning activities after offering an LOA, rather than waiting until the LOA is implemented.

Under this policy, if an acquisition planning activity is already an FMS Administrative Surcharge-funded activity, per Table C9.T2 of the SAMM, *and* the IA has high confidence that the LOA will be accepted by the customer and subsequently implemented, then IAs may perform the following acquisition planning activities prior to LOA implementation: development of an acquisition strategy; drafting the performance work statement/statement of work to include a detailed item description; defining cost, schedule, and performance objectives; drafting funding

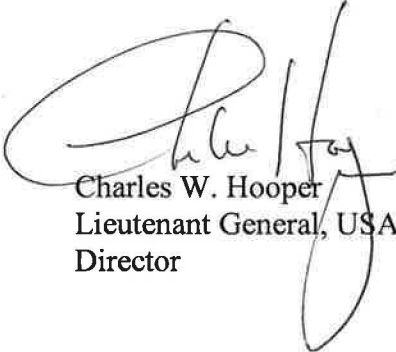
documents; and other applicable acquisition planning documentation. This change is to assist program offices in meeting established FMS contracting milestone, as defined in Reference (a).

The following parameters apply:

- This authorization is limited only to acquisition planning activities and does not allow for issuance of Request For Proposal (RFP) or other contracting actions which would require an implemented LOA to be in place.
- LOA offer or implementation must not be delayed as a result of beginning or completing these acquisition planning activities early.
- No acquisition planning activity may, in any way, commit the United States government or obligate funds in advance of case implementation.

DSCA will require the IAs to track acquisition planning activities performed prior to case implementation in order to measure effect on overall case performance. A report template is attached for IAs to record time applied and specific actions performed for each case. Instructions for submitting the report to DSCA are included on the template.

Thank you for your continued support and assistance in executing our Security Cooperation programs. If you have questions or would like additional information, please contact Mr. Stephen Suh, DBO/Financial Policy and Analysis, [Stephen.w.suh.civ@mail.mil](mailto:Stephen.w.suh.civ@mail.mil), (703) 697-8899.



Charles W. Hooper  
Lieutenant General, USA  
Director

Attachment:  
As stated

**Update of Security Assistance Management Manual (SAMM) C6- Foreign Military Sales  
Case Implementation and Execution, SAMM E-Change 386**

1. Add the following paragraphs:

C6.3.11. Acquisition Planning Activities. IAs may perform certain acquisition planning activities prior to implementing an LOA if an acquisition planning activity is already funded by the FMS Administrative Surcharge per Table C9.T2 of this manual and the IA has high confidence that the LOA will be accepted by the customer and subsequently implemented. No acquisition planning activity may, in any way, commit the United States government or obligate funds in advance of case implementation. When choosing to exercise this authority, IAs must ensure early execution of acquisition planning activities does not delay LOA offer and implementation. Acquisition activities occurring after requirements definition, such as Request for Proposal release, may not commence until after case implementation.

C6.3.11.1. Allowable Activities. Allowable acquisition planning activities under this policy include: acquisition strategy formulation; acquisition planning document development, such as drafting the performance work statement/statement of work and detailed item description; cost, schedule, and performance objectives definition; funding document preparation; and other efforts to develop applicable acquisition planning documentation.

C6.3.11.2. Reporting. The DSCA Chief Performance Management Office (CPO) will monitor IA use of the authority in order to measure effects on overall case performance. To that end, IAs must submit to CPO a monthly report identifying the types of acquisition planning activities performed under this paragraph and the amount of time spent on each activities. Reports are due to the first Tuesday of the month. The reporting template is provided in Figure C6.F2.

2. Add a new Figure C6.F2. as shown below, and renumber subsequent figures accordingly.

**Figure C6.F2. Quarterly Acquisition Planning Activities Reporting Template**

Quarterly Acquisition Planning Activities Data Call								
Case Identifier	Case Offer Expiration Date (OED)*	Acquisition Planning Activities	FY and Quarter Acquisition Planning Activities Occurred	Estimated Business Days Applied to Acquisition Planning Activities**	Case Offered Date*	Case Implemented Date*	Contract Number	Acquisition Requirements Package (APR) Complete
BN-B-AAA	25-Dec-17	Draft SOW	FY 18 Q1	2.5	4-Oct-17	20-Dec-17	N000241235D2	02-Jun-18
BN-P-BBB	20-Jan-18	Draft SOW and CLIN Structure	FY 18 Q2	6	4-Dec-17	TBD	TBD	TBD
...								
...								

\* DSCA Data Entry; Implementing Agency leave blank  
 \*\* Number of data multiplied by number of personnel working activities. For example: two (2) Full Business day x three (3) Program office personnel = six (6) days

## Report Template

Reports are to be submitted quarterly to the DSCA Chief Performance Officer and Directorate of Business Operations/Financial Policy & Analysis on the first Tuesday of the month.

Quarterly Acquisition Planning Activities Data Call								
Case Identifier	Case Offer Expiration Date (OED)*	Acquisition Planning Activities	FY and Quarter Acquisition Planning Activities Occurred	Estimated Business Days Applied to Acquisition Planning Activities**	Case Offered Date*	Case Implemented Date*	Contract Number	Acquisition Requirements Package (APR) Complete
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