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

27 OCT 2021

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

SUBJECT: Military Articles and Service List (MASL) Creation Process, Defense Security
Cooperation Agency (DSCA) Policy 21- 43 [SAMM E-Change 531].

This memorandum updates Chapter 5 of the Security Assistance Management Manual
(SAMM) to establish roles, responsibilities, and timeline standards for processing MASL
creation requests.

MASLs are a critical component for identifying the articles and services to be transferred
on a Letter of Offer and Acceptance (LOA). MASLs enable DoD end-use monitoring, facilitate
inventory and logistics management and financial transactions, and support diverse routine and
ad hoc reporting requirements. Timely, standardized MASL creation contributes to LOA
document processing efficiencies and reporting accuracy.

These SAMM changes are effective immediately. If you have questions regarding this
guidance, contact Mrs. Ann Marie Jackson, DSCA Office of Business Operations, Financial
Policy and Regional Execution, Financial Reporting and Compliance Division
(OBO/FPRE/FRC), at: 703- 697-8847 or annmarie.b.jackson.civ@mail.mil.
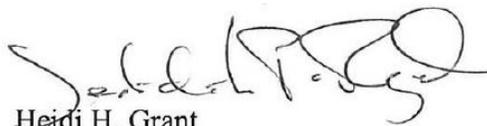
Heidi H. Grant
Director

Attachment:
- SAMM E-CHANGE 531

cc:
STATE/PM-RSAT
AFRICOM
CENTCOM
EUCOM
NORTHCOM
INDOPACOM
SOCOM
SOUTHCOM
U.S. TRANSCOM
USASAC
TRADOC- SATFA
USACE
NAVSUP WSS
NETSAFA
AFSAC
AFSAT
MDA
DSCU

SECURITY ASSISTANCE MANAGEMENT MANUAL (SAMM), E-CHANGE 531

1) Insert the following paragraphs after C5.4.7.10.10.

C5.4.7.11. Military Articles and Services List (MASL) Requests. MASLs are composed of descriptive codes and text and are used to identify articles and services proposed for transfer on an LOA document. If an appropriate MASL does not exist for an article or service, an Implementing Agency (IA) may submit a request to DSCA to either update an existing MASL or to establish a new one. The IAs should submit MASL requests at the earliest possible point in the LOA document development process to avoid delays. The MASL handbook (DSCA Handbook 7003) provides additional detailed information.

  C5.4.7.11.1. MASL Request Submission and Review Process.

   C5.4.7.11.1.1. Roles and Responsibilities IA. Each IA will assign a point of contact (POC) to facilitate MASL request processing and allow for efficient responses to any questions or concerns. The IA MASL POC is responsible for ensuring the MASL Request Form is used for all requests and that completed request forms are accurate and complete prior to submission to DSCA's MASL mailbox at: dsca.ncr.dbo.mbx.masl@mail.mil. DSCA/OBO/FPRE/FRC is responsible for reviewing, processing, and approving MASL requests.

   C5.4.7.11.1.2. IAs must submit all MASL requests to the DSCA MASL inbox using the MASL Request Form Figure C5.F21. The MASL Request Form includes complete and comprehensive MASL-related information required to establish the MASL in the Defense Security Assistance Management System (DSAMS). DSCA will not process MASL requests submitted without the MASL Request Form, and will return incomplete forms to the IA, which may delay processing. For MASL requests associated with Major Defense Equipment (MDE), the MASL Request Form must include either the estimated or approved calculations for any applicable non- recurring costs.

   C5.4.7.11.1.3. Roles and Responsibilities DSCA. Upon receipt of a MASL Request Form, DSCA/OBO/FPRE/FRC will review the request for completeness and accuracy. For new MASLs, DSCA/OBO/FPRE/FRC will also ensure recommended MASL nomenclature and abbreviations are consistent with similar existing MASL entries. DSCA/OBO/FPRE/FRC will contact the IA MASL POC if any additional information or clarification is needed.

   C5.4.7.11.1.4. DSCA/OBO/FPRE/FRC will coordinate valid and complete requests with DSCA International Operations Programs, Global Execution Directorate and the DSCA/Strategy Policy/Plans Directorate. These offices will verify the following information:

- Non-recurring cost charges
- Transportation costs
- Significant Military Equipment (SME) and Major Defense Equipment (MDE) codes
- Missile Technology Control Regime (MTCR) codes

- Selected Item Description Number (SIDN) codes
- Selected Item Sequence Code (SISC) codes
- Selected Item Sequence Number (SISN) codes
- Significant Category Code (SCC) codes
- Wassenaar Arrangement codes
- UN Transparency in Armaments codes
- International Traffic in Arms Regulation (ITAR) codes
- End Use Monitoring (EUM) codes
- Security Assistance Management Manual 5105.38-M (SAMM) conformance

C5.4.7.11.1.4.1. If any additional clarification is needed by these offices, DSCA/OBO/FPRE/FRC will relay these questions to the requesting IA. Once DSCA coordination is complete, DSCA/OBO/FPRE/FRC will establish the MASL in DSAMS and inform the IA MASL Request POC.

C5.4.7.11.2. MASL Request Processing Standards.

C5.4.7.11.2.1. Timelines. DSCA will normally process "Routine" MASL requests, those requiring standard processing, within 10 business days of receipt. For "Urgent" MASL requests, those requiring expedited processing for a special purpose, DSCA will normally process these requests within 2 business days of receipt. Requests for "Urgent" processing should be limited to instances where the LOA document processing is being expedited and should include supporting justification.

2) Add the following General MASL Responsibilities Table C5.T19. after paragraph C5.6.2.9.1.

General MASL Responsibilities SAMM Table C5.T19.

IMPLEMENTING AGENCY (IA)	DSCA
Submit MASL related information:	**Verify MASL related information:**
• Request Date	• Non-recurring cost charges
• MASL Type	• Transportation costs
• Non-recurring cost charges	• Significant Military Equipment (SME) and Major Defense Equipment (MDE) designator
• Verification Date	
• NSN/MASL Number	• Missile Technology Control Regime (MTCR) code
• NSN/MASL Description	
• LOA Worthy Description	• Selected Item Description Number (SIDN) code
• Transportation Costs from Lookup Table (current year)	• Selected Item Sequence Code

IMPLEMENTING AGENCY (IA)	DSCA
• Action Code • Generic Code • Significant Military Equipment (SME) and Major Defense Equipment (MDE) designator • Current MASL • Added/Revised NSN/MASL • Unit of Issue • Classification • Military Technology Control Regime (MTCR) code • Significant Category Code • End Use Monitoring (EUM) Code • Communications Security (COMSEC) designator (Y/N) • Routing Identifier Code (RIC) • International Traffic in Arms Regulation (ITAR) code • Footnote • IA Remarks	(SISC) code • Selected Item Sequence Number (SISN) code • Significant Category Code (SCC) • Wassenaar Arrangement code • UN Transparency in Armaments (UNITA) code • International Traffic in Arms Regulation (ITAR) code • End Use Monitoring (EUM) code • Security Assistance Management Manual 5105.38-M (SAMM) conformance

3) Add the following MASL Form and Instruction Sheet Figure C5.F21. after General MASL Responsibilities Table.

Instructions for Preparing the MASL Request Form

Instructions
The purpose of this **Instruction Sheet** is to provide information required for each block of the MASL Request Form. **All IA MASL fields (top portion of this document) must be filled-in (If applicable). When finished, email the MASL Request Form to your organization's MASL Point of Contact (POC).** *Incorrect or duplicate MASLs may be returned.*

Field	Description
Request Date	Select from the dropdown calendar the date you are submitting the MASL request.
MASL Request Type	Select from the dropdown menu Routine or Urgent. Routine MASL requests are those that will be processed in no more than 10 business days and Urgent requests will be processed in no more than 2 business days. Exceptions may apply.
Verification Date	Select from the dropdown calendar the date the Non-recurring Costs information was verified with DSCA.
MDE NC Information	1) **NC Value (or RDT&E if not MDE):** Insert the Non-recurring cost information found in the Security Assistance Management Manual (SAMM appendix 1) that has already been established for the defense article on the MASL Request Form (if applicable). For a list of Non-recoupment charges for Major Defense Equipment see https://samm.dsca.mil/appendix/appendix-1 2) **NC Approval Effective Date:** Insert the NC Approval Effective Date (if known) 3) **NC Estimate Value:** Insert the NC Estimate value (if applicable)
NSN/MASL Number:	The MASL number is used to establish, update or change a MASL. Provide the thirteen-character string that follows the three-character generic code. It may consist of a National Stock Number (NSN) of an item (if known). *e.g.* ***F1K 1005000566753. Otherwise, create a number using the Generic Code, FSG or FSC of an item and any alpha characters to complete the string. e.g. G5Y 1340-00-000-M152. Remember: Use the number zero"0' instead of the alpha character "o"- and the number '1" instead of the alpha character "l' otherwise, the MASL will not upload in DSAMS. Where possible, establish your MASL with an NSN first.***
MASL Description	Describe the defense article or service being sold from the broadest category to narrowest category. Each MASL must follow the naming conventions established in page 5, paragraph 1.3, of the MASL handbook. https://www.dsca.mil/sites/default/files/masl_handbook_formatted_0.pdf
LOA Worthy Description	Describe the defense article or service being sold from the broadest category to narrowest category. The LOA Worthy Description is text that shall be printed on the LOA document.
SAMM Appendix 2: Transportation Look- Up Table	Insert the current Transportation Cost Look-up table amounts for Delivery Term Code (DTC) 8 or 9 for the defense article on the MASL Request Form (if applicable). For a list of the amounts for these DTCs see https://samm.dsca.mil/table/cy-2021-transportation-cost-look-up-table. Costs are updated annually.
MASL Information	• **Action Code: Use dropdown menu to indicate the code that applies to the request,** e.g. Add (For a New MASL), Change (For Existing MASL), Re-activate (For an in-active MASL), De-activate (For a MASL no longer needed) or Delete (For MASL never used) in the Defense Security Assistance Management System (DSAMS). **When de-activating a MASL use the "YY" FootCode.** • **Generic Code:** Insert the three-character code assigned to each item in the MASL to categorize articles, services, and training for Congressional reporting purposes. For a list of these codes see https://samm.dsca.mil/appendix/appendix-4 • **SME/MDE:** Insert the Significant Military Equipment (S) or Major Defense Equipment (Y) designator for the defense article. **Use dropdown to indicate whether defense article is SME/MDE or NON-SME/MDE** • **Current – Added/Revised MASL Number:** Provide the thirteen-character string that follows the three-character generic code that consists of a National Stock Number (NSN) of an item (if known). The MASL number is used to establish, update or change a MASL *e.g.* ***F1K 1005000566753***
Unit Of Issue (U/I)	The Unit of Issue is a two-letter designation that indicates the count, measurement, container or form of an item of supply. It is the minimum quantity of the item that may be ordered. **Use the dropdown menu to select the unit of issue.** For a list of Units of Issue see the DSCU MILSTRIP and MAPAD Handbook for Security Cooperation. https://www.dscu.mil/documents/publications/MILSTRIP_and_MAPAD_Handbook_for_Security_Cooperation/MILSTRIP_and_MAPAD_Handbook_for_Security_Cooperation.pdf?id=1

Missile Technology Control Regime (MTCR)	MTCR is an informal international political arrangement designed to control the proliferation of rocket and unmanned air vehicles (UAVs) (and their associated equipment/technology) capable of delivering weapons of mass destruction. **Use dropdown menu to indicate whether the defense article is MTCR or Non-MTCR.**
Significant Category Code (SCC)	Used to place items in specialized categories in order to differentiate between the actual system and services or spare parts for that system.
End Use Monitoring (EUM)	This section is required for all defense articles and services provided via government-to-government programs. SCO personnel are required to observe and report to the CCMD, DSCA, and DoS any potential misuse or unapproved transfer of U.S.-origin defense articles. For information regarding Routine EUM See SAMM C8.3.1. For Enhanced End Use Monitoring see SAMM C8.4.1. **Use the dropdown menu to select the Routine or Enhanced EUM Codes.**
Communications Security (COMSEC)	This section is for secure telecommunication or information system cryptographic components that are the primary COMSEC devices or products used for transmission security. COMSEC devices are designated Controlled Cryptographic Items (CCI). When using this form, u**se the dropdown menu to indicate Yes or No if the defense article is COMSEC**. *All COMSEC equipment and defense articles that contain non-removable COMSEC equipment are EEUM-designated items*.
Routing Identifier Code (RIC)	A three-digit code used in IA and DLA supply publications - defines a specific supply and distribution organization and its address. The first digit of the Routing Identifier Code indicates the supplying agency of the item programmed. The second and third digits of the Routing Identifier Code are selected by the agency preparing and submitting the MASL input to the system and may or may not correspond to pertinent Routing Identifier Codes used in the system. The code used for the first digit is as follows: (**A, B, or W= Army), (M, N or P= Navy), (S= OSD), (D or F= Air Force) (Y= Department of State)**. For a list of RICs see the DSCU MILSTRIP and MAPAD Handbook for Security Cooperation. https://www.dscu.mil/documents/publications/MILSTRIP_and_MAPAD_Handbook_for_Security_Cooperation/MILSTRIP_and_MAPAD_Handbook_for_Security_Cooperation.pdf?id=1
International Traffic In Arms (ITAR)	This section is for the United States Munitions List International Traffic in Arms Regulation (ITAR) Part 121 classification designator code. **Use the dropdown menu to select the ITAR classification designator code.** If unsure of the category your article falls under, the designator code can be found on the Directorate of Defense Trade Controls website at the Department of State Electronic Code of Federal Regulations (eCFR) or in the MASL handbook https://www.dsca.mil/sites/default/files/masl_handbook_formatted_0.pdf
Footnote Code	Used in the MASL to provide significant information on availability of military articles and services. Can be a 1 or 2 position code. Implementing Agencies are responsible for the assignment of footnote codes, where applicable, to all lines under their cognizance. **Use the dropdown menu to select the Footnote Code.** For a list of footnote codes see the MASL Handbook. https://www.dsca.mil/sites/default/files/masl_handbook_formatted_0.pdf
SAMM Appendix 1 and Appendix 4	For a list of Nonrecurring Cost Recoupment Charges for Major Defense Equipment see the SAMM Appendix 1: https://samm.dsca.mil/appendix/appendix-1 For a list of Generic Codes, see the SAMM Appendix 4: https://samm.dsca.mil/appendix/appendix-4
IA Remarks	When filling out this section ensure you provide an overall brief description of the item and what it will serve and describe: 1) What system is the item associated with? 2) What will it be used for? 3) What is the delivery mechanism (i.e. CD, Technical Manuals, Email, etc.)? 4) Is it country specific?
IA Contact Info:	Self-explanatory
Defense Security Cooperation Agency (DSCA)	**This section is for the DSCA MASL coordinator to input process dates using the dropdown calendar for each box. The DSCA notes box is to be used for any notes pertaining to the MASL for record.**