



DEFENSE SECURITY COOPERATION AGENCY

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MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR
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DEFENSE EXPORTS AND COOPERATION
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DIRECTOR OF CYBERSECURITY DIRECTORATE AND DEPUTY
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SUBJECT: Defense Security Cooperation Agency Policy Memorandum 22-49, Update to Travel and Living Allowance on Foreign Military Sales and Foreign Military Financing Cases and Clarification of Training Lines and Training Tracks, [SAMM E-Change 584]

Effective immediately, SAMM Chapter 10 is updated to create efficiencies in the processing of Travel and Living Allowance (TLA) requests for International Military Students (IMSS) and to increase the accuracy of reporting training provided through Foreign Military Sales (FMS) and Building Partner Capacity (BPC) cases. Specifically, this policy update will remove the requirement to request a waiver from the prohibition on including TLA for IMS on Foreign Military Sales (FMS) and Foreign Military Financing (FMF) cases and instead clarifies the circumstances under which the inclusion of TLA will be allowed. This policy update also imposes a new requirement that all FMS and BPC cases that provide training will include a stand-alone training line.

The SAMM changes identified in this memorandum are effective immediately. If you have any questions regarding this change, please contact Mr. Clay Benton, DSCA (Defense Security Cooperation University, Enterprise Support Directorate, International Military Training

and Education Division (DSCU/ESD/IMTE)), at (703) 697-9309 or e-mail: clay.benton.civ@mail.mil, or Ms. Katie Carraway, DSCA(DSCU/ESD/IMTE), at (703) 697-9316, or e-mail: kathleen.a.carraway.civ@mail.mil. For general questions relating to the SAMM, please contact Mr. Jason Evans, DSCA (Office of Strategy, Plans, and Policy, Execution Policy and Analysis Directorate (SPP/EPA)), at (703) 697-2661. Or e-mail: jason.l.evans8.civ@mail. The SAMM is available at <https://samm.dscamil/>.

Handwritten signature of David Ferrari and the date 11/14/22.

David Ferrari
Assistant Director
Strategy, Plans, and Policy

Attachment:
SAMM E-Change 584

SAMM E-Change 584

Updates to Travel and Living Allowance on Foreign Military Sales and Foreign Military Financing Cases and Clarification of Training Lines and Training Tracks

1) Update SAMM Section C10.13.2.:

Current:

C10.13.2. Travel and Living Allowance (TLA) on FMS/FMF Cases. TLA is normally not part of an FMS/FMF case (See [Section C4.5.1.](#)). However, in exceptional situations, DSCA may specifically authorize an LOA to include the payment of TLA for international students. To include TLA on a case, the SCO must request a waiver, through the COCOM and MILDEP IA to DSCA (Building Partner Capacity Directorate (BPC)). DSCA will consider a waiver to support payment of travel and lodging for the IMS only if the IMS travel is associated with formal or informal training, instruction, evaluations or field training exercises that are part of the case and impart military skills to the IMS. A DSCA approved waiver is required for an FMS case to include TLA.

C10.13.2.1. TLA includes travel from country to CONUS training location (and also between training locations) and the living allowance comprised of lodging, meals and incidentals. DSCA will not consider a waiver to pay any TLA for any non-students. For any non-students, including those traveling on a Foreign Visit Request, their country must directly pay for their travel to CONUS and also their per diem.

C10.13.2.2. Since travel management for international partners not engaged in U.S. provided formal or informal training, instruction, evaluations or other actions that instruct military skills to the partner personnel does not constitute a defense service, and DSCA cannot approve TLA for such travel or consider a waiver under these circumstances.

C10.13.2.3. The case as well as the ITO should also indicate that the TLA paid to the IMS is limited to the authorized living allowance rates in [Table C10.T12.](#) IMSs authorized TLA should be provided advance TLA prior to departing home country. The amount of the advance should be the greater of the following: a minimum of two weeks living allowance or the entire living allowance authorized if the total training duration is five weeks or less. The SCO will indicate the amount of the allowance paid on the ITO.

C10.13.2.4. The date of the DSCA approval for travel and lodging must be entered into the case note on the LOA document. If TLA costs are included on the LOA and the case is financed with FMF, U.S. carriers must be used. The ITO may authorize the student to travel by military aircraft and reimburse the USG by direct bill at the non-government rate.

C10.13.2.5. Military departments (MILDEPs) are authorized to charge appropriate management costs to administer payment of TLA to IMS under FMS cases.

Revised:

C10.13.2. Travel and Living Allowance on Foreign Military Sales and Foreign Military Financing Funded Letters of Offer and Acceptance. Travel and Living Allowance (TLA) is normally not part of a Foreign Military Sales (FMS)/Foreign Military Financing (FMF) case (See [Section C4.5.1.](#)). However, in exceptional situations, it may be included if the International Military Student's (IMS's) travel is associated with formal or informal training, instruction, evaluations, or field training exercises that are part of the case and impart military skills to the IMS.

C10.13.2.1. The FMS purchaser must provide a written request to include TLA on a given FMS/FMF case. The Security Cooperation Organization (SCO) must ensure there is adequate case funding. If the case does not include adequate case funding, the FMS purchaser needs to provide a Letter of Request (LOR) to include the additional funds for TLA on the FMS/FMF case.

C10.13.2.2. TLA includes travel from country to CONUS training location (and also between training locations) and the living allowance comprised of lodging, meals and incidentals. TLA will not be paid for any non-students. For any non-students, including those traveling on a Foreign Visit Request, their country must directly pay for their travel to CONUS and also their per diem.

C10.13.2.3. The USG does not provide travel management for international partners when foreign partner personnel are not formally on Invitational Travel Orders (ITO) to participate in U.S.-provided formal or informal training, instruction, or evaluations. Accordingly, Foreign Liaison Officers and Country Liaison Officers are not eligible for TLA. DSCA will not allow the inclusion of TLA on FMS cases for such travel that is not in support of FMS partner training under any circumstances.

C10.13.2.4. The case as well as the ITO should also indicate that the TLA paid to the IMS is limited to the authorized living allowance rates in [Table C10.T12.](#) IMSs authorized TLA should be provided advance TLA prior to departing home country. The amount of the advance should be the greater of the following: a minimum of two weeks living allowance or the entire living allowance authorized if the total training duration is five weeks or less. The SCO will indicate the amount of the allowance paid on the ITO.

C10.13.2.5. If TLA costs are included on the LOA and the case is financed with FMF, U.S. carriers must be used for foreign personnel travel in accordance with the Fly America Act. The ITO may authorize the student to travel by military aircraft and reimburse the USG by direct bill at the non-government rate.

C10.13.2.6. Military Departments (MILDEPs) are authorized to charge appropriate management costs to administer payment of TLA to IMS under FMS cases.

2) Update SAMM Section C10.13.6.:

Current:

C10.13.6. Living Allowance for SA/SC Training Program Students in Training Status.

Living allowance while in a training status commences the day after arrival at the training location. A living allowance is programmed for all students who are authorized TLA in a training status, unless otherwise directed by the country. For enlisted personnel, the full entitlement is not paid directly to the student. Enlisted personnel are paid a reduced stipend per week for the purchase of personal items, with the remainder programmed for reimbursement to the appropriate IA for laundry, cleaning service, and subsistence. See [Table C10.T12.](#) for TLA rates.

Revised:

C10.13.6. Living Allowance for Security Assistance/Security Cooperation Training Program Students in Training Status. Living allowance while in a training status commences the day after arrival at the training location. A living allowance is programmed for all students who are authorized TLA, **which include students receiving training under the IMET program, Regional Defense Fellowship Program (unless otherwise directed by the foreign partner), BPC cases (to include Title 10 and Title 22 funding sources), FMS/FMF-funded cases when approved in accordance with SAMM Section C10.13.2., or for other training programs where TLA is authorized in accordance with SAMM Section C10.17.** For enlisted personnel, the full entitlement is not paid directly to the student. Enlisted personnel are paid a reduced stipend per week for the purchase of personal items, with the remainder programmed for reimbursement to the appropriate IA for laundry, cleaning service, and subsistence. See [Table C10.T12.](#) for TLA rates.

3) Add SAMM Section C10.7.8.:

Add:

C10.7.8. The IA will ensure there is a separate training line included on every case that involves training, including materiel-only cases where the cost of the training is embedded in the materiel contract. Minimal-dollar value training lines for BPC cases are authorized for the purpose of student accounting in Defense Security Assistance Management System - Training Module for Congressional reporting purposes. The IA will create the necessary training track(s) associated with the training line on the case in DSAMS, to include regional programs and contractor-provided training that occurs at contractor facilities. For a regional BPC program, each country participating in the training requires its own training line on the case.

4) Update SAMM Section C2.1.6.2.2.:

Current:

C2.1.6.2.2. As with IMET, FMS-funded training requests are entered into the MILDEP training activities computer system (DSAMS-TM). The FMS implementation procedures are similar to those for IMET. However, FMS cases do not normally include Temporary Living Allowances (TLA) as that is the responsibility of the country and is provided to the International Military Student (IMS) directly without U.S. involvement. FMS training cases

may also include a medical services line to cover medical costs incurred by the IMS. Alternatively, the country may decide to have the bills for such services sent to the country's embassy for payment, or the IMS may obtain health insurance. SCOs must ensure arrangements are made in advance to cover costs such as special clothing and personal equipment either by including such items in the FMS case or having the IMS or IMS's government pay for them upon issue at the training installation. IMS health insurance is discussed in greater detail in [Chapter 10](#).

Revised:

C2.1.6.2.2. As with IMET, FMS-funded training requests are entered into the MILDEP training activities computer system (DSAMS-TM). The FMS implementation procedures are similar to those for IMET. However, FMS cases may **include Travel and Living Allowance (TLA) only when the purchaser requests it in their Letter of Request (LOR) as TLA is normally the** responsibility of the country and is provided to the International Military Student (IMS) directly without U.S. involvement. FMS training cases may also include a medical services line to cover medical costs incurred by the IMS. Alternatively, the country may decide to have the bills for such services sent to the country's embassy for payment, or the IMS may obtain health insurance. SCOs must ensure arrangements are made in advance to cover costs such as special clothing and personal equipment either by including such items in the FMS case or having the IMS or IMS's government pay for them upon issue at the training installation. IMS health insurance is discussed in greater detail in [Chapter 10](#).

5) Update SAMM Section C4.5.1.:

Current:

C4.5.1. Administrative Expenses for Foreign Government Representatives. The USG does not serve as the disbursing agent for funds received under LOAs unless those funds are required for defense articles and services provided by DoD, another federal agency, or through a DoD procurement contract. LOAs must not include transportation, lodging, per diem, or other administrative expenses of foreign Government representatives even though such expenses may relate to the procured materiel and/or services. In exceptional situations, DSCA may specifically authorize an LOA to include the payment of travel and living allowances (TLA) for international students. [See Chapter 10](#) regarding TLA. Foreign purchasers may not use LOAs to lease commercial or General Services Administration (GSA) vehicles. Foreign purchasers are responsible for making and paying for these arrangements outside the FMS process.

Revised:

C4.5.1. Administrative Expenses for Foreign Government Representatives. The USG does not serve as the disbursing agent for funds received under LOAs unless those funds are required for defense articles and services provided by DoD, another federal agency, or through a DoD procurement contract. LOAs must not include transportation, lodging, per diem, or other administrative expenses of foreign Government representatives even though

such expenses may relate to the procured materiel and/or services. **The only exception to this prohibition is if the FMS purchaser requests the LOA to include the payment of Travel and Living Allowance (TLA)** for international students receiving training under an LOA. See Chapter 10 regarding TLA. Foreign purchasers may not use LOAs to lease commercial or General Services Administration (GSA) vehicles. Foreign purchasers are responsible for making and paying for these arrangements outside the FMS process.

6) Update SAMM Appendix 6 LOA Note Training – Blanket Order

Current:

Note Text
"Line _____ provides for Blanket Order Training for purchaser or Benefitting Country personnel. This line also provides for student transportation and living allowance (TLA), which may include medical expenses, while attending CONUS training. TLA will be provided as established per the Security Assistance Management Manual (SAMM) and charged to this case. Living allowance per student is limited to the rates authorized in the SAMM, Table C10.T12."

Revised:

Note Text
"Line _____ provides for Blanket Order Training for purchaser or Benefitting Country personnel. If requested, this line also provides for student transportation and living allowance (TLA), which may include medical expenses, while attending CONUS training. TLA will be provided as established per the Security Assistance Management Manual (SAMM) and charged to this case. Living allowance per student is limited to the rates authorized in the SAMM, Table C10.T12."

7) Update SAMM Table C5.T8. to remove mention of TLA waivers under Implementing Agency responsibilities since they are no longer required.

Table C5.T8. General Letter of Offer and Acceptance Preparation Responsibilities

IMPLEMENTING AGENCY	DSCA CASE WRITING DIVISION
...	
Waiver Requests (to include NRC and Yockey, TLA)	[No Changes]
...	