



## DEFENSE SECURITY COOPERATION AGENCY

2800 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-2800

5 June 2023

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, DEFENSE CONTRACT AUDIT AGENCY  
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, MISSILE DEFENSE AGENCY  
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE  
AGENCY  
DIRECTOR FOR SECURITY ASSISTANCE, DEFENSE FINANCE  
AND ACCOUNTING SERVICE – INDIANAPOLIS  
OPERATIONS  
DIRECTOR OF CYBERSECURITY DIRECTORATE AND DEPUTY  
NATIONAL MANAGER FOR NATIONAL SECURITY  
SYSTEMS, NATIONAL SECURITY AGENCY

SUBJECT: Defense Security Cooperation Agency Memorandum 23-12, Title 10 Building Partner Capacity Case-Related Manpower and Funding Source Matrix [SAMM E-Change 597]

Reference: Defense Security Cooperation Agency Policy Memorandum 20-47, "Department of Defense Appropriated Building Partner Capacity (BPC) Accounting Interim Solution," September 29, 2020

This memorandum provides clarifying guidance for Title 10 (T10) Building Partnership Capacity (BPC) case-related manpower activities and their proper funding source. This policy is in direct response to referenced policy memorandum which articulated FMS Administrative funds are no longer authorized for T10 BPC programs. The Security Assistance Management Manual (SAMM) Table C9.T2., Case-Related Manpower Functions and Funding Source Manpower Matrix, no longer applies to T10 BPC programs. Implementing Agencies (IAs) are directed to follow the guidance in this policy when determining the funding source for T10 BPC case-related manpower activities. Of note, once the new manpower table is reflected in the Defense Security Assistance Management System (DSAMS), IAs will be required to use the new row numbers when completing Manpower Travel and Data Sheets for new cases, and only those lines being adjusted for cases being modified or amended. DSAMS warnings requesting case validation on inactive rows or lines not being updated should be disregarded. The new manpower

table applies to all new T10 BPC cases, amendments, and modifications implemented after June 15, 2023.

The T10 BPC Manpower Funding Table describes case-related manpower activities from pre-Memorandum of Request (pre-MOR) through Business Sustainment Activities. This table indicates which activities should be direct costs as line items on T10 BPC cases, and which activities are indirect costs that should be covered under the Defense Security Cooperation Agency's (DSCA) T10 BPC Program Support Costs or the Department of Defense (DoD) Military Department (MILDEP)/IA's T10 appropriated dollars, i.e., Operations and Maintenance. This guidance applies to the following T10 BPC authorities and programs:

1. Title 10 U.S.C. Section 333
2. Coalition Readiness Support Program (CRSP)
3. Indo-Pacific Maritime Security Initiative (MSI)
4. Ukraine Security Assistance Initiative (USAI)

The policy in the attachment is incorporated into the DSCA SAMM: <https://samm.dsca.mil>. And for question please contact the following individuals:

Related to this guidance:

- Ms. Wendy Pouliot, (OBO/FPRE/FP)
- (571) 385-8131 or [wendy.pouliot.civ@mail.mil](mailto:wendy.pouliot.civ@mail.mil)

Section 333, CRSP, or MSI Programs:

- Ms. Gunda Seng, (IOPS/REX/GCD)
- (703) 697-9707 or [gundega.a.seng.civ@mail.mil](mailto:gundega.a.seng.civ@mail.mil)

USAI:

- Ms. Lauren Chapman, (IOPS/REX/GCD)
- (703) 695-7424 or [lauren.a.chapman5.civ@mail.mil](mailto:lauren.a.chapman5.civ@mail.mil)

Program activities:

- Ms. Caroline Chin, Strategy, (SPP/EPA)
- (703) 697-9073 or [caroline.s.chin.civ@mail.mil](mailto:caroline.s.chin.civ@mail.mil)

**HARDING.JOSEPH  
.AARON.**

Digitally signed by  
HARDING.JOSEPH.AARON.

Date: 2023.06.05 15:12:24 -04'00'

J. Aaron Harding  
Chief Operating Officer and Chief Financial Officer  
Defense Security Cooperation Agency

Attachment:  
Security Assistance Management Manual E-Change 597

**Attachment: Security Assistance Management Manual E-Change 597**

**TITLE 10 BUILDING PARTNER CAPACITY CASE-RELATED MANPOWER AND FUNDING SOURCE MATRIX**

1. Update SAMM Section C15.3.1.1.2.1.:

**From:**

**C15.3.1.1.2.1.** SAMM Table C9.T2. (Case-Related Manpower Functions and Funding Source Manpower Matrix) is not applicable to T10 BPC programs.

**To:**

**C15.3.1.1.2.1.** SAMM Table C9.T2a. (Case-Related Manpower Functions and Funding Source Manpower Matrix) is not applicable to T10 BPC programs. **Reference SAMM Table C9.T2b. (T10 Building Partner Capacity Case-Related Manpower Functions and Funding Source Manpower Matrix).**

2. Update SAMM Section C15.3.3.1.:

**From:**

**C15.3.3.1. Standard Level of Service.** DSCA Directorates and IAs will render the same level and manner of service for management of BPC cases as they do for management of FMS cases. See Table C9.T2. Funding Authorities may approve payment for above standard level of service activities as long as the requirement is clearly justified in the MOR. The IA will include a charge for above standard level of service on the pseudo-LOA or on a separate management case for the BPC program.

**To:**

**C15.3.3.1. T10 BPC Program Support Costs.** DSCA Directorates and IAs render the same level and manner of service for management of BPC cases as they do for management of FMS cases. See Table C9.T2b. Funding Authorities may approve payment for **T10 BPC Case Costs** activities as long as the requirement is clearly justified in the MOR. **Once the Funding Authorities approve payment, the** IA will include a charge for **T10 BPC Case Costs** on the **BPC** LOA or on a separate management case for the BPC program.

3. Update SAMM Section C5.4.7.7.:

**From:**

**C5.4.7.7. Personnel Protection and Related Costs.** For the purpose of performing services outside of the United States, the term "U.S. personnel" as discussed below and in Appendix 6 pertains to personnel involved in the performance of actions under the LOA.

**To:**

**C5.4.7.7. Personnel Protection and Related Costs.** For the purpose of performing services outside of the United States, the term "U.S. personnel" as discussed below and in Appendix 6 pertains to **USG or U.S. contracted** personnel involved in the performance of actions under the LOA.

4. Add SAMM Section C5.4.7.7.3.:

**C5.4.7.7.3.** For every LOA line that anticipates funding for travel of USG or U.S. contracted personnel to the recipient or Benefitting Country or to another overseas location, IAs are required to input in the LOA case line-item description "Outside Continental United States (OCONUS) travel of USG or U.S. contracted personnel anticipated." If OCONUS travel is not to the LOA Purchaser, identify the country of the OCONUS travel in line-item description.

5. Update SAMM Section C9.4.2.:

**From:**

**C9.4.2. Manpower in Support of FMS Programs.**

**To:**

**C9.4.2. Manpower in Support of FMS and Title 10 (T10) Building Partner Capacity (BPC) Programs.**

6. Update SAMM C9.4.2.1.:

**From:**

**C9.4.2.1. Case-Related Manpower Functions and Funding Sources.** Table C9.T2. describes case-related manpower functions and indicates which activities should be included as line items on the case (direct charges) and which activities are covered under the FMS Administrative Surcharge (indirect charges).

**To:**

**C9.4.2.1. Foreign Military Sales Activity Matrix.** The Foreign Military Sales Activity Matrix (FAM) table describes FMS case-related activities/functions and their proper source of funding. The activities/functions listed in Table C9.T2a. in the "FMS Admin" column represents indirect costs funded by the FMS Administrative Surcharge and should not be included and/or priced as direct costs on the Letter of Offer and Acceptance (LOA). The activities/functions listed in Table C9.T2a. under the "FMS Case," "Non-Standard," and "Frequency" columns represent direct costs funded by the Purchaser and should be included as line items on the case. Requests to deviate from the funding sources shown on this table or requests for clarification regarding this table must be coordinated with the DSCA (Office of

Business Operations, Financial Reporting & Regional Execution Directorate, Financial Policy Division (OBO/FPRE/FP)).

7. Update SAMM C9.4.2.2.:

**From:**

**C9.4.2.2. Foreign Military Sales (FMS) Activity Matrix (FAM).** The FAM details FMS related activities and their proper source of funding. FAM activities/functions listed in Table C9.T2. under the "FMS Admin" column represent indirect charges funded by the FMS Administrative Surcharge and should not be included and/or priced as direct charges on the LOA. Requests to deviate from the funding sources shown on this table or requests for clarification regarding this table must be coordinated with the DSCA (Directorate of Business Operations (DBO) Financial Policy & Analysis (FPA) Division).

**To:**

**C9.4.2.2. T10 BPC Activity Matrix.** The BPC Activity Matrix (BAM) table describes T10 BPC case-related activities/functions and their proper source of funding. The activities/functions listed in Table C9.T2b. under the "T10 BPC Program Support Costs" and "Performing Activity T10 Costs" columns represent indirect costs funded by the Department of Defense (DoD) Title 10 (T10) appropriated funds and should not be included and/or priced as direct costs on the LOA. The activities/functions listed in Table C9.T2b. under the "T10 BPC Case Costs" column represents direct costs funded by the DoD T10 appropriated funds made available to support Benefitting Countries and should be included as line items on the case. Requests for funding clarification regarding this table and possible funding alternatives or exemptions must be coordinated with the DSCA (OBO/FPRE/FP).

8. Update SAMM C9.4.2.3.:

**From:**

**C9.4.2.3. Program Management Services.** The IA may determine that USG program management services are necessary for successful program implementation and execution in accordance with the FMS Activity Matrix in Table C9.T2.

**To:**

**C9.4.2.3. Foreign Military Sales Program Management Services.** The **Implementing Agency (IA)** may determine that USG program management services are necessary for successful program implementation and execution in accordance with the FMS Activity Matrix in Table C9.T2a.

9. Update SAMM Table C9.T2. to:

**Table C9.T2a. Foreign Military Sales Case-Related Manpower Functions and Funding Source Matrix**

10. Update SAMM C9.4.2.4.:

**From:**

**C9.4.2.4. Manpower Reporting Requirements.** Manpower requirements listed on LOAs are generated and validated through Manpower Travel Data Sheets (MTDS) in the Defense Security Assistance Management System (DSAMS). MTDS is in a standardized format for capturing and auditing all case-funded civilian or contracted full-time equivalent (FTE) manpower, travel, and personnel support costs, and must be completed in DSAMS. MTDS data ensures U.S. Government or U.S. contracted personnel traveling overseas on case-funded activities are protected by Status of Forces Agreements or other status provisions, where applicable.

**To:**

**C9.4.2.4. FMS and T10 BPC Case Related Manpower Reporting Requirements.**

Manpower requirements listed on LOAs are generated and validated through the Manpower Travel Data Sheets (MTDS) in the Defense Security Assistance Management System (DSAMS). **The** MTDS is in a standardized format for capturing and auditing all case-funded **military**, civilian, or **USG** contracted full-time equivalent (FTE) manpower, travel, and personnel support costs. **Do not charge military salaries to Building Partner Capacity cases. Direct military labor costs are charged to applicable military personnel appropriations.** MTDS data **reporting requirements helps** ensures **USG** or U.S. contracted personnel traveling overseas on case-funded activities are protected by Status of Forces Agreements (**SOFA**) or other status provisions, where applicable.

11. Update SAMM C9.4.2.4.2.:

**From:**

**C9.4.2.4.2. Contracted Manpower.** For contracted manpower, IAs are required to identify position or function, LOA line-item number, duration, total manpower cost, corresponding Case-Related Manpower Functions and Funding Source row number(s), and CONUS and In-Country travel. See Table C9.T2. for the Case-Related Manpower Functions and Funding Source Manpower Matrix. The number of work years and travel costs, if unknown, are not required for contracted manpower.

**To:**

**C9.4.2.4.2. United States Government Contracted Manpower.** For contracted manpower, IAs are required to identify position or function, LOA line-item number, duration, total manpower cost, corresponding **FMS or T10 BPC** Case-Related Manpower Functions and Funding Source row number(s), and **Continental United States** (CONUS) and In-Country travel. **The number of work years and travel costs are not required for USG contracted manpower.** See Table C9.T2a. for **FMS** Case-Related Manpower Functions and Funding Source Manpower Matrix and **Table C9.T2b. for T10 BPC Case-Related Manpower Functions and Funding Source Manpower Matrix.**

12. Update SAMM C9.4.2.4.4., Row #1 thru Row #3 to:

**C9.4.2.4.4. Manpower and Travel Data Sheet Exemptions.** The following items are exempt from the MTDS requirement:

1. Manpower provided as a membership in the USG-sponsored groups identified in ~~Row #102~~ Row #SA2 of Table C9.T2a.;
2. Manpower provided by the Working Capital Fund (WCF) as long as the manpower is part of the final material total cost and cannot be separated from the unit price (e.g., organic costs). **However**, if only services are being provided by the WCF, an MTDS is required;
3. Lines involving blanket order CONUS training, **Outside Continental United States (OCONUS) Security Assistance Teams**, or schoolhouse-provided training where manpower costs are embedded within the course/tuition rates;
4. ....

13. Update SAMM C9.4.2.5.:

**From:**

**C9.4.2.5. Manpower Funding Sources.** Manpower for FMS case-related programs is funded from one of two sources: the FMS Administrative Surcharge or FMS case lines. See Table C9.T2. for a description of case manpower functions and how each function should be funded. Requests to deviate from these funding sources must be coordinated with the DSCA (Directorate of Business Operations (DBO) Financial Policy & Analysis (FPA) Division).

**To:**

**C9.4.2.5. Manpower Funding Sources.** Manpower for FMS case-related programs is funded from one of two sources: the FMS Administrative Surcharge or FMS case lines. See Table C9.T2a. for a description of case-related manpower functions and how each function should be funded. **Manpower for T10 BPC case-related programs is funded from one of three sources: T10 BPC Program Support Costs, Performing Activity T10 Costs, or T10 BPC case lines. See Table C9.T2b. for a description of case-related manpower functions and how each function should be funded.** Requests to deviate from these funding sources must be coordinated with the DSCA (**OBO/FPRE/FP**).

14. Update C9.4.2.6.:

**From:**

**C9.4.2.6. Program Management Services - Tracking Costs.** An auditable methodology must be used to document work each individual performs on a program management services line (for cases “accepted” on or after August 1, 2006) or a Program Management Line (for cases “accepted” prior to August 1, 2006). Personnel charges must be identifiable by position number, employee identification number, or other traceable means.

**To:**

**C9.4.2.6. Foreign Military Sales Program Management Services - Tracking Costs.** An auditable methodology must be used to document work each individual performs on a program management services line (for cases “accepted” on or after August 1, 2006) or a Program Management Line (for cases “accepted” prior to August 1, 2006). Personnel charges must be identifiable by position number, employee identification number, or other traceable means.

15. Add Table C9.T2b.:

**Table C9.T2b. T10 BPC Case-Related Manpower Functions and Funding Source Matrix**

The United States Government (USG) owns the Building Partner Capacity (BPC) program requirements and provides Title 10 (T10) appropriated funds to support the administration, planning, development, execution, and monitoring of these programs throughout the BPC case lifecycle. T10 BPC programs are listed in C15.T2 and can be identified via the Fund Source column as specified by 97 (DoD) or 21 (Army). The Afghanistan Security Forces Fund (ASFF) and Counter-Islamic State of Iraq and Levant Train and Equip Fund (CTEF) T10 BPC authorities and programs are excluded. This guidance applies to the following T10 BPC authorities and programs that use the BPC case process for execution and is subject to change pending the addition of new T10 BPC programs or cancellations in accordance with legislation:

1. Title 10 U.S.C. Section 333
2. Coalition Readiness Support Program (CRSP)
3. Indo-Pacific Maritime Security Initiative (MSI)
4. Ukraine Security Assistance Initiative (USAI)

The funding sources for the T10 BPC activities are categorized as follows:

- **T10 BPC Program Support Costs.** Military Departments (MILDEPS) and other Implementing Agencies (IAs) will provide annual estimates for these activities to DSCA (Office of Business Operations (OBO) Comptroller (CMP)) and DSCU, Strategic Workforce Programs in accordance with the T10 BPC annual cost collection guidance. Approved program support estimates are provided to the IAs via Funds Authorization Document (FAD) for further distribution.
- **T10 BPC Case Costs.** BPC program funds are used to directly support developing a Benefitting Country’s (BC) capability and are included as direct costs to the BPC Letter of Offer and Acceptance (LOA); there is a unique case line for each cost category.
- **Performing Activity T10 Costs.** The Performing Activity’s T10 appropriated funds are used to cover its own requirements and activities supporting T10 BPC



programs. These activities are funded using other non-DSCA administered/budgeted funds, e.g., Research, Development, Test and Evaluation (RDT&E), Operations and Maintenance (O&M), etc. The Performing Activity must review if they have other funding available to support these activities. If funds are not available, then the activities will not be funded, or a request must be submitted via the Department of Defense's Planning, Programming, Budgeting, and Execution (PPBE) process.

| Row                                    | Activity  | Organization   | T10 BPC Program Support Costs | T10 BPC Case Costs   | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.) |
|--|---|--|-------------------------------|--|--|
| <b>PRE-MEMORANDUM OF REQUEST (MOR)</b> |   |  |                               |  |  |
| M1                                     | Validate BPC proposals with other strategic planning documents and validate proposal readiness for the Implementing Agency (IA) review. Direct and review site survey requests and prioritizes site survey allocations.   | DSCA and respective Office of the Undersecretary of Defense Policy (OUSD(P)) regional/functional offices |                               |  | X  |
| M2                                     | Review BPC proposals, initial associated Rough Order of Magnitude (ROMs) estimates and participate in DSCA led feasibility reviews.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | X                             |  |  |
| M3                                     | As directed by the DSCA Program Manager (PM), review the Requesting Authority (RA) requirements to identify materiel solutions, defense services, and Institutional Capacity Building activities required to deliver the desired capability. Provide input to the Training and Equipment List (TEL) using Total Package Approach (TPA) (logistics, maintenance, training, intelligence, and engineering efforts). Help the RA revise and update the MOR/TEL to sufficient quality and detail that the BPC case can be developed in accordance with Anticipated Offer Date (AOD) Group D development metrics. (Does not include travel, travel is from other sources.) | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | X                             |  |  |
| M4                                     | Based on DSCA direction, conduct Technical Site Survey to inform the program design in support of a BPC proposal and update the MOR/TEL based upon findings.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  |                               | DSCA PM may approve the use of these funds on a case-by-case basis. Pre-MOR/site survey trips must be coordinated with DSCA PM for coordination and overall tracking purposes. |  |
| M5                                     | Prepare and provide BPC Price and Availability data (not in the Defense Security Assistance Management System's (DSAMS's) FMS P&A format) to DSCA PM to develop Congressional Notification (CN) and set the BPC program cost ceiling.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | X                             |  |  |

| Row                     | Activity  | Organization  | T10 BPC Program Support Costs   | T10 BPC Case Costs | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.) |
|-------------------------|---|---|---------------------------------|--------------------|--|
| M6                      | Prepare CN tables and notify Congress if required by BPC authorizing legislation.   | DSCA  | X                               |                    |  |
| M7                      | Review CN Tables for accuracy.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                               |                    |  |
| M8                      | Travel to support business development/business stimulation staff/offices and any activity conducted without DSCA PM approval for all Outside Continental United States (OCONUS) Temporary Duty assignments.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                                 |                    | X  |
| M9                      | Identify training requirements for the current year and the next two years in Security Cooperation Education and Training Working Groups (SCETWGs).   | IAs   | Approved IA attendance funding. |                    |  |
| M10                     | Supply Support - Actions required for determining defense articles/services required in support of the Total Package Approach.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                               |                    |  |
| M11                     | Benefitting Country's (BC) Facilities and Infrastructure - For special equipment requiring BC to have special facilities and infrastructure, coordination and planning are required to determine whether the BC's existing infrastructure can support the equipment being provided (e.g., specialized storage requirements for explosive materiel). Includes certification of facilities for storing equipment designated for Enhanced End Use Monitoring (EEUM). | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                               |                    |  |
| <b>CASE DEVELOPMENT</b> |   |   |                                 |                    |  |
| CD1                     | Development and preparation of LOAs, amendments, and modifications in accordance with AOD Group D development metrics.  | IAs/MILDEPs   | X                               |                    |  |
| CD2                     | Entry of case information into DSAMS. Development of LOA pricing data and notes.  | IAs/MILDEPs   | X                               |                    |  |
| CD3                     | Coordination of all response documents throughout the Interagency, i.e., LOA and pricing documents, etc.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                               |                    |  |

| Row                   | Activity   | Organization  | T10 BPC Program Support Costs | T10 BPC Case Costs | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.) |
|-----------------------|--|---|-------------------------------|--------------------|--|
| CD4                   | Quality control to ensure legal, financial, and policy compliance.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |
| CD5                   | Apply case development extenuating factors.  | IAs/MILDEPs   | X                             |                    |  |
| CD6                   | Develop required case development package to include:<br>1. Enter MOR/TEL data into DSAMS<br>2. Manpower Travel Data Sheet (MTDS), if applicable<br>3. LOA checklists<br>4. Special Defense Acquisition Fund (SDAF) financial analysis worksheet (if applicable) | IAs/MILDEPs   | X                             |                    |  |
| CD7                   | Identify options to satisfy training requirements.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |
| CD8                   | Conceptualize design/engineering efforts required to properly price a line on the LOA.   | IAs/MILDEPs   | X                             |                    |  |
| CD9                   | Determine required releasability, disclosure decisions, information assurance, accreditation actions for requested articles and services.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               |                    | X  |
| CD10                  | Complete Missile Technology Control Regime (MTCR) review to ensure compliance.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               |                    | X  |
| CD11                  | Reporting on case development or other progress metrics and status at DSCA led program management updates.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |
| CD12                  | Activities performed by all organizations within an IA required to implement the case.   | Defense Finance and Accounting Service (DFAS) and IAs     | X                             |                    |  |
| <b>CASE EXECUTION</b> |  |   |                               |                    |  |
| CE1                   | In accordance with DSCA Program Manager direction, prepare and participate in Program Management Reviews, hotwashes, and other security cooperation (SC) events virtually or in person.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |

| Row | Activity   | Organization  | T10 BPC Program Support Costs | T10 BPC Case Costs  | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.) |
|-----|--|---|-------------------------------|---|--|
| CE2 | In-person Program Management Reviews that are not DSCA PM approved.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               |   | X  |
| CE3 | Construction Supervision and Administrative (S&A), Design During Construction (DDC), design and engineering services. Note: Case amount may not exceed total Small-Scale Construction (SSC) limitation as per <a href="#">10 U.S.C. 301(8)</a> . SSC is defined as construction at a cost not to exceed \$1,500,000 for any project. Construction costs include all work and services necessary to complete the project, including but not limited to design & engineering services; S&A which includes Contracting Officer Representative and Quality Assurance (QA) activities; DDC; and warranty services included within the contract. | U.S. Army Corps of Engineers                              | X                             | Only Section 333 cases. <a href="#">10 U.S.C. 2571</a> provides reimbursable exchange authority for this program. |  |
| CE4 | Equipment maintenance efforts required to keep items operational (e.g., Field Service Representative).   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               | X   |  |
| CE5 | Develop unique training Program of Instruction (POI).  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               | X   |  |
| CE6 | International Military Student (IMS) Security Vetting Requirements to include managing training scheduling and student data in Security Cooperation Training Management System (SC-TMS).   | IAs/MILDEPs   | X                             |   |  |
| CE7 | Develop training track lines and standardized training list management.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |   |  |
| CE8 | Establish cost, schedule, performance goals, and objectives for the execution of the BPC case and the notified BPC program.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |   |  |
| CE9 | Monitor software/hardware integrity - Integration of multiple systems.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               | X   |  |

| Row  | Activity  | Organization  | T10 BPC Program Support Costs | T10 BPC Case Costs | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.) |
|------|---|---|-------------------------------|--------------------|--|
| CE10 | Logistics manpower supporting the processing of all requisitions and tracking all defense articles through the ordering, manufacturing, and delivery processes. These manpower requirements may extend beyond the fiscal year in which articles and services are requisitioned. | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |
| CE11 | Maintenance Planning - Any maintenance planning efforts required to keep items operational during the BPC program.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               | X                  |  |
| CE12 | Design Interface/Configuration Management - Actions required due to different design/configuration of hardware and software in the BC than those operated by the USG.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               | X                  |  |
| CE13 | Engineering - Actions required due to BCs with operational needs different from the USG that will affect the configurations and life-limits.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               | X                  |  |
| CE14 | Logistical manpower required to support the provision of training outside USG schoolhouses. These manpower requirements may extend beyond the fiscal year in which services are requisitioned.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |
| CE15 | Support Equipment - Use of automatic test equipment requiring software updates that are based on the unique configuration and approved maintenance level for the BC.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               | X                  |  |
| CE16 | Computer Resources - Efforts required to ensure the BC's computer systems are compatible with U.S. Department of Defense (DoD) systems.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               | X                  |  |
| CE17 | USG personnel travel support and management costs associated with scheduling visits to support contractor visits.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |
| CE18 | Manage line acquisition strategy, finance, mission planning, and coordination with other USG offices.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |
| CE19 | Perform analysis of obligations/expenditures, reassess future manpower requirements, coordinate with industry on current/ future billing schedules, etc.).  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |

| Row  | Activity  | Organization   | T10 BPC Program Support Costs | T10 BPC Case Costs | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.) |
|------|---|--|-------------------------------|--------------------|--|
| CE20 | Prepare BC's unique technical manuals/publications/orders.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  |                               | X                  |  |
| CE21 | Develop Integrated Master Schedule (IMS) for items on the BPC LOA and notified BPC program.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | X                             |                    |  |
| CE22 | Respond to technical questions raised by the BC, DSCA or other USG stakeholders (e.g., other IA/MILDEP/Implementer working on the same program or another assistance effort for the BC) to confirm the proposed solution is appropriate and can be integrated with other provided assistance. | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | X                             |                    | To support reimbursement of Working Capital Funds personnel.                     |
| CE23 | Financial management and reconciliation of financial and logistical management systems until the case is Supply/Services Complete (SSC) including evaluation of case/line expenditure rates.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | X                             |                    |  |
| CE24 | All contracting efforts required to procure items for the T10 BPC LOA.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | X                             |                    |  |
| CE25 | Contract Administration Services (CAS)  | CAS providers (agencies which perform contract administration, contract audit and contract quality assurance and inspection) | X                             |                    |  |
| CE26 | Monitor and manage case performance including: scope, schedule of work, cost, problem resolution, financial management services, etc.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | X                             |                    |  |
| CE27 | Prepare and process requisitions for all BPC activities to include providing appropriate status and tracking/coordination/problem-solving to ensure on-time deliveries.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | X                             |                    |  |
| CE28 | Report deliveries as they occur using Shipment Control Number (SCN), to include the physical delivery of the article or services when completed.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | X                             |                    |  |

| Row  | Activity  | Organization  | T10 BPC Program Support Costs | T10 BPC Case Costs   | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.) |
|------|---|---|-------------------------------|--|--|
| CE29 | Maintain BPC case files.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |  |  |
| CE30 | Process Transportation Discrepancy Reports (TDRs).  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |  |  |
| CE31 | Logistics transactions that are processed in accordance with routine U.S. procurement and requisition requirements. | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |  |  |
| CE32 | Manage diversions from production line or stock. Efforts similar to requisitioning an item from DoD inventory.      | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |  |  |
| CE33 | Perform required physical security and anti-tamper activities.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> |                               | <p>An LOA should fund security and anti-tamper activities if the USG is providing a service to an international partner to help them comply with USG requirements.</p> <p>These activities use the skill set of the security or anti-tamper professional to help the international partner achieve the capabilities required by the USG.</p> |  |



| Row  | Activity  | Organization   | T10 BPC Program Support Costs | T10 BPC Case Costs  | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.)  |
|------|---|--|-------------------------------|---|---|
| CE34 | Develop Standard Operating Procedures (SOPs) for collateral facilities and Collateral Security Classification Guide.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> and DSCA |                               | When the Benefitting Country wants to create a new classification system specific to the program and wants U.S. guidance on how to develop SOPs, this is a defense service that the U.S. would charge to the BPC LOA. | When the USG is merely ensuring USG SECRET information is classified and treated as SECRET in the BC's facility, then it would be a Title 10. |
| CE35 | Amend Special Security Agreements.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>          |                               |   | X   |
| CE36 | Vet personnel for security clearances to receive unclassified/classified information.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>          |                               |   | X   |
| CE37 | Technology Security and Foreign Disclosure (TS&FD) activities.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>          |                               |   | X   |
| CE38 | Information assurance accreditation for BC to receive unclassified/classified information.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>          |                               |   | X   |
| CE39 | Perform USG Staff Assistance Visits to provide On-the-Job Training (OJT) assistance based on U.S. policy. These activities are not intended for the BC.                                     | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>          |                               |   | X   |
| CE40 | Provide services to include: equipment specific technical assistance; Mobile Training Teams (MTTs); Contractor Engineering Technical Services (CETS); or Technical Assistance Teams (TATs). | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>          |                               | X   |   |
| CE41 | Weapon System Changes Services such as: Configuration management, Weapon systems management, Systems integration, Engineering Change Proposals (ECPs), etc.                                 | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>          |                               | X   |   |

| Row                 | Activity   | Organization  | T10 BPC Program Support Costs | T10 BPC Case Costs | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.) |
|---------------------|--|---|-------------------------------|--------------------|--|
| CE42                | Develop Standard Operating Procedures (SOPs) for uploading and conducting quality assurance of information entered into SOCIUM regarding activities and events. SOCIUM is the system of record replacing G-TSCMIS for all SC activities.   | IAs/MILDEPs   |                               |                    | X  |
| <b>CASE CLOSURE</b> |  |   |                               |                    |  |
| CC1                 | Perform case closure activities (to include reconciliation efforts for Supply/Service Complete (SSC) cases) for all types of closure.  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |
| <b>CASE REVIEWS</b> |  |   |                               |                    |  |
| CR1                 | <p>Perform Day-to-Day Case Analysis:</p> <ol style="list-style-type: none"> <li>1. Review the individual BPC case execution (i.e., monitoring acquisition and training, tracking requisitions).</li> <li>2. Reviewing financial status continuously throughout the life of the BPC case.</li> <li>3. Conduct meetings and/or prepare correspondence as determined by DSCA to keep the case on track and keep the USG RA informed regarding cost, schedule, and performance of the individual case.</li> <li>4. Update estimated and actual delivery dates in the Congressional Notification (CN) to LOA crosswalks.</li> <li>5. Inform the USG RA, DSCA and other USG stakeholders regarding case execution (cost, schedule, and performance) status.</li> <li>6. Pull and/or prepare reports needed to monitor case execution status.</li> </ol> <p>Many aspects of day-to-day case analysis are automated and do not require face-to-face reviews, particularly when the case's cost, schedule, and performance are on track.</p> <p>The USG RA and SCO are encouraged to utilize the Security Cooperation Information Portal (SCIP) for day-to-day information on one or more specific case(s).</p> | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X                             |                    |  |

| Row                                    | Activity   | Organization  | T10 BPC Program Support Costs  | T10 BPC Case Costs | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.) |
|--|--|---|--|--------------------|--|
| CR2                                    | <p>Review [Program-Level]</p> <p>Review specific BPC program (e.g., CN consisting of multiple cases).</p> <p>Conduct virtual meetings and/or prepare correspondence as needed to keep the program on-track and keep the USG (e.g., DSCA, Requesting Authority and OUSD(P) etc.) informed regarding issues affecting the overall program (e.g., acquisition and training, deliveries, financial status, spend plans, recoupment and reallocation of residual funding, cost, schedule, and performance, etc.).</p> | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X  |                    |  |
| CR3                                    | <p>Travel and personnel costs associated with any program level reviews (e.g., action items, minutes, and briefing materials for case funded reviews), when an in-person program or case review is requested by DSCA PM. The DSCA PM will determine the minimum personnel necessary to meet the meeting objectives. DSCA can request additional attendees.</p>   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X  |                    |  |
| <b>BUSINESS SUSTAINMENT ACTIVITIES</b> |  |   |  |                    |  |
| SA1                                    | <p>Space rental and/or refurbishment charges specifically incurred to support T10 BPC personnel. This includes only incremental space rental and/or refurbishment costs that are attributable to T10 BPC personnel. Information Technology (IT) services/equipment, office supplies/equipment, and printing/reproduction costs incurred primarily for the benefit of T10 BPC personnel.</p>  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | X  |                    |  |
| SA2                                    | <p>Occupational skills training necessary for USG personnel to perform their official duties to support SC and T10 BPC efforts to include travel (not specifically related to a T10 BPC case and does not include DoD certification requirements - see Row SA4). Any questions about whether training should be T10 BPC Program Support Costs should be directed to DSCA (OBO/FPRE/FP).</p>  | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup> | Fund occupational skills training with the same funding source that pays an employee's salary absent specific authority designating an appropriate funding source. |                    |  |

| Row | Activity   | Organization   | T10 BPC Program Support Costs   | T10 BPC Case Costs   | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.)   |
|-----|--|--|---|--|--|
| SA3 | Occupational skills training for USG personnel specifically related to a T10 BPC case (does not include certification requirements - see Row SA4) – e.g., Defensive Driving Course for team members being deployed to a high terrorist threat country. Any questions about whether training should be T10 BPC Program Support Costs should be directed to DSCA (OBO/FPRE/FP).                                | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  |   | Specialized training required to support a specific BPC case is a direct cost to the case. |  |
| SA4 | Training for USG personnel to obtain or maintain their DoD Certification (i.e., Defense Acquisition Workforce Improvement (DAWIA) or DoD Financial Management certification) or Security Cooperation Workforce (SCW) certification as a condition of employment. Any questions about whether DoD certification or training should be T10 BPC Program Support Costs should be directed to DSCA (OBO/FPRE/FP). | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  | <ol style="list-style-type: none"> <li>1. The USG employee must be a part of the "security cooperation workforce"<sup>2</sup> and therefore, be subject to the requirement to obtain or maintain a Department of Defense certification.</li> <li>2. There is not a specific authority designating a funding source for the training and/or certification.</li> <li>3. Fund training, to obtain or maintain DoD certifications, from the same funding source that pays the employee's salary.</li> </ol> |  |  |
| SA5 | Language Training for USG personnel.   | IAs/MILDEPs and Non-Traditional Implementers <sup>1</sup>  |   |  | Language training is not funded by either T10 BPC Program Support Costs or the T10 BPC case. If a language skill is required on the case, a qualified person (e.g., someone already proficient in the language to the extent required) should be selected. |
| SA6 | Provides inputs for audits.  | Every organization/individual in the department may be required to perform these additional duties as required. Fund activities with the same funding source that pays an employee's salary absent specific authority designating an appropriate funding source. |   |  |  |
| SA7 | Provides inputs for Strategic Evaluations.   | Every organization/individual in the department may be required to perform these additional duties as required. Fund activities with the same funding source that pays an employee's salary absent specific authority designating an appropriate funding source. |   |  |  |
| SA8 | Provides inputs regarding Information System requirements and testing.   | Every organization/individual in the department may be required to perform these additional duties as required. Fund activities with the same funding source that pays an employee's salary absent specific authority designating an appropriate funding source. |   |  |  |

| Row  | Activity | Organization | T10 BPC Program Support Costs | T10 BPC Case Costs | Performing Activity T10 Costs/Non-DSCA administered T10 funds (RDT&E, O&M, etc.) |
|--|----------|--------------|-------------------------------|--------------------|--|
| <p>Footnotes:</p> <p>1: <u>Non-Traditional Implementers</u>. Defined as non-IAs, these alternate executing organizations implement and execute select Section 333 programs outside of the BPC case process. Examples include the Acquisition Management and Integration Center (AMIC), the Defense Threat Reduction Agency (DTRA), and the International Criminal Investigative Training Assistance Program (ICITAP). Non-Traditional Implementers were previously known as “Alternate Executing Offices” in accordance with DSCA <a href="#">Policy Memo 19-12</a>.</p> <p>2: See <a href="#">10 USC 384(h)</a> for the definition of "security cooperation workforce".</p> |          |              |                               |                    |  |