



## DEFENSE SECURITY COOPERATION AGENCY

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

12 FEB 2024

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 INFORMATION SYSTEMS AGENCY  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, MISSILE DEFENSE AGENCY  
DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY  
DIRECTOR, SECURITY COOPERATION ACCOUNTING  
DIRECTORATE, 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 Policy Memorandum 24-01, Updates to Chapter 5, Table 2 [SAMM E-Change 677]

Effective immediately, the Security Assistance Management Manual (SAMM) is updated to provide current information for the Military Departments (MILDEPs) and Defense Agencies that are authorized to receive Letters of Request (LORs). SAMM Chapter 5 Table 2a. provides the MILDEPs' information for LOR submissions, while Chapter 5 Table 2b. provides equivalent information for other DoD IAs. The policy in the attachment is incorporated into the DSCA Security Assistance Management Manual (SAMM) at <https://samm.dsca.mil/>.

If you have any questions concerning this guidance, please contact Mr. Jason Evans, DSCA (Office of Strategy, Plans, and Policy/Execution Policy and Analysis Directorate (SPP/EPA)), [jason.l.evans8.civ@mail.mil](mailto:jason.l.evans8.civ@mail.mil), (703) 697-2661.

A handwritten signature in black ink, appearing to read "DF", is located below the contact information.

David Ferrari  
Assistant Director  
Strategy, Plans, and Policy

Attachment:  
SAMM E-Change 677 - Updates to Chapter 5 Table 2

**Attachment: Security Assistance Management Manual E-Change 677**  
**Updates to Chapter 5 Table 2**

1) Revise **C5.T2.** per below:

Current wording:

**Table C5.T2. Implementing Agencies Authorized to Receive Letters of Request**

**Army**

Code	Purpose	Address
B	Action Address for Letters of Request (LORs) other than those for Institutional Training and Construction	Commander, U.S. Army Security Assistance Command (USASAC) Attention: USASAC Regional Operations 4402 Martin Road Redstone Arsenal AL 35898-5000
	E-Mail Address for LORs other than those for Institutional Training and Construction	Contact individual USASAC Country Program Managers for e-mail address
	Action Address for LORs for Institutional Training	Security Assistance Training Field Activity (SATFA) HQ TRADOC SATFA 950 Jefferson Ave Fort Eustis VA 23604-5724
	Messages for LORs for Institutional Training	DIR SATFA FT EUSTIS VA
	E-Mail Address for LORs for Institutional Training	Contact individual SATFA Country Program Managers for e-mail address
	Action Address for LORs for Construction	U.S. Army Corps of Engineers HQUSACE 441 G Street NW ATTN: CEMP-M Washington DC 20314-1000
	Messages for LORs for Construction	CDRUSACE WASHINGTON DC\\CEMP-M\\
	E-Mail Address for LORs and Letters of Offer and Acceptance (LOAs) for Construction	<a href="mailto:USACE-LOA@usace.army.mil">USACE-LOA@usace.army.mil</a>
	Information Address for all LORs	Department of the Army Deputy Assistant Secretary of the Army for Defense Exports and Cooperation (DASA DE&C) ATTN: SAAL-NI 2530 Crystal Drive Arlington, VA 22202
	Message Information Address for all LORs	DA WASHINGTON DC//SAAL-NI//

## Navy

Code	Purpose	Address
P	Action Address for all LORs	Department of the Navy Navy International Programs Office (IPO) ATTN: 02 Regional Division 1250 10th St SE, Bldg 200-2nd Floor Washington Navy Yard, DC 20374
	Messages for all LORs	NAVY IPO WASHINGTON DC
	E-Mail Address for all electronic LORs	<a href="mailto:NAVYIPOLORS@navy.mil">NAVYIPOLORS@navy.mil</a> , with copy to Country Program Director's e-mail address.

## Air Force

Code	Purpose	Address
D	Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems for Secretary of the Air Force International Affairs, Regional Affairs (SAF/IAR) main office.	SAF/IAR 1080 Air Force Pentagon Washington DC 20330-1080
	Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems for Americas/Africa Division.	SAF/IARA (Americas/Africa Division) 1080 Air Force Pentagon Washington DC 20330-1080
	E-Mail Address for electronic LORs for Communications, Electronics, Aircraft, and Missile Systems for Americas/Africa Division.	Americas/Africa Division: <a href="mailto:usaf.pentagon.saf-ia.mbx.saf-iara-workflow@mail.mil">usaf.pentagon.saf-ia.mbx.saf-iara-workflow@mail.mil</a>
	Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems for Central Division.	SAF/IARC (Central Division) 1080 Air Force Pentagon Washington DC 20330-1080
	E-Mail Address for electronic LORs for Communications, Electronics, Aircraft, and Missile Systems for Central Division.	Central Division: <a href="mailto:usaf.pentagon.saf-ia.mbx.saf-iarc-workflow@mail.mil">usaf.pentagon.saf-ia.mbx.saf-iarc-workflow@mail.mil</a>
	Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems for Europe/North Atlantic Treaty Organization (NATO) Division.	SAF/IARE (Europe/NATO Division) 1080 Air Force Pentagon Washington DC 20330-1080
	E-Mail Address for electronic LORs for Communications, Electronics, Aircraft, and Missile Systems for Europe/NATO Division.	Europe/NATO Division: <a href="mailto:usaf.pentagon.saf-ia.mbx.saf-iare-workflow@mail.mil">usaf.pentagon.saf-ia.mbx.saf-iare-workflow@mail.mil</a>
	Action Address for LORs for Communications, Electronics, Aircraft, and Missile Systems for Pacific Division.	SAF/IARP (Pacific Division) 1080 Air Force Pentagon Washington DC 20330-1080
	E-Mail Address for electronic LORs for Communications, Electronics, Aircraft, and Missile Systems for Pacific Division.	Pacific Division: <a href="mailto:usaf.pentagon.saf-ia.mbx.saf-iarp-workflow@mail.mil">usaf.pentagon.saf-ia.mbx.saf-iarp-workflow@mail.mil</a>

	Address for LORs (non-training) for Air Force Security Assistance and Cooperation (AFSAC)	AFSAC Directorate 1822 Van Patton Drive Wright-Patterson Air Force Base, OH. 45433
	Electronic LORs (non-training) for AFSAC.	Use the LOR-A Tool at <a href="http://afsac.wpafb.af.mil/">http://afsac.wpafb.af.mil/</a> or Contact individual AFSAC Command Country Managers for email addresses
	Action Address for LORs for Formal Training for Air Force Security Assistance Training Squadron/Training Division (AFSAT/TO).	AFSAT/TO 100 H Street East, Ste 5 JBSA-Randolph AFB, TX 78150-4349

### Defense Contract Management Agency (DCMA)

Code	Purpose	Address
F	Action Address for LORs for Contract Administration Services (CAS)	Defense Contract Management Agency Attn: DCMA-FBR 3901 Adams Avenue - Building 10500 Fort Lee, VA 23801-1809
	Message Address for LORs for CAS	DCMA Fort Lee, VA//FBR
	E-Mail Address for electronic LORs for CAS	<a href="mailto:dcma.lee.hq.mbx.dodccp@mail.mil">dcma.lee.hq.mbx.dodccp@mail.mil</a>

### Defense Information Systems Agency (DISA)

Code	Purpose	Address
C	Action Address for applicable LORs	Defense Information Systems Agency ATTN: CAE AT1 P.O. Box 549 Ft. Meade, MD 20755-0549
	E-Mail Address for applicable LORs	<a href="mailto:disa.meade.CAE.mbx.AT1-international@mail.mil">disa.meade.CAE.mbx.AT1-international@mail.mil</a>

### Defense Logistics Agency (DLA)

Code	Purpose	Address
R	Action Address for LORs for Excess Property	DLA Disposition Services 74 N. Washington Street Attn: Disp Svcs FMS Battle Creek MI 49037-3085
	Message Address for LORs for Excess Property	<a href="mailto:DLADispositionServicesFMS@dla.mil">DLADispositionServicesFMS@dla.mil</a>
	Action Address for LORs for Cataloging Services	Defense Logistics Information Service 74 N. Washington Street Attn: DLIS-BFCC Battle Creek MI 49037-3084
	Message Address for LORs for Cataloging Services	<a href="mailto:DLALogisticsInformationServiceFMS@dla.mil">DLALogisticsInformationServiceFMS@dla.mil</a>

### Defense Security Cooperation Agency (DSCA)

Code	Purpose	Address
Q	Message Address for all LORs	SECDEF//USDP:DSCA//Office of International Operations
	E-Mail Address for all electronic LORs	<a href="mailto:DSCA.NCR.DBO.MBX.LOR-DSCA@mail.mil">DSCA.NCR.DBO.MBX.LOR-DSCA@mail.mil</a>
	Action Address for all LORs	Defense Security Cooperation Agency Attn: Office of International Operations 2800 Defense Pentagon Washington D.C. 20301-2800

### Defense Threat Reduction Agency (DTRA)

Code	Purpose	Address
Z	Action Address for all applicable LORs	Defense Threat Reduction Agency (DTRA) Attn: PP-FMKA 8725 John J. Kingman Road MSC 6201 Fort Belvoir VA 22060-6201

### Missile Defense Agency (MDA)

Code	Purpose	Address
I	Action address for all LORs	MDA/DIF Attn: MDA LOR In-Box Bldg: 5222 Martin Road Redstone Arsenal, AL 35898
	MDA LOR Inbox	<a href="mailto:mdalorin-box@mda.mil">mdalorin-box@mda.mil</a>

### National Geospatial-Intelligence Agency (NGA)

Code	Purpose	Address
U	Action Address for all applicable LORs	National Geospatial-Intelligence Agency (NGA) Attn: M/S S82-IAOF 7500 GEOINT Drive Springfield, VA 22150

### National Security Agency (NSA)

Code	Purpose	Address
M	Action Address for all applicable LORs	<a href="mailto:FMSLOR@nsa.gov">FMSLOR@nsa.gov</a>
	Action Address for all Signals intelligence (SIGINT) LORs	<a href="mailto:SIGINT_FMS@nsa.gov">SIGINT_FMS@nsa.gov</a>

Revised wording:

**Table C5.T2a. Military Department Organizations Authorized to Receive Letters of Request**

**Army**

Implementing Agency Code	Military Department Organization with Security Cooperation Responsibilities	Applicability	Address for Letter of Request Submission
B	Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA (ALT))/Deputy Assistant Secretary of the Army for Defense Exports and Cooperation (DASA (DE&C))	Information purposes for all Letters of Request (LORs)	<p><b>MAIL:</b>                      Department of the Army                      Deputy Assistant Secretary of the Army for Defense Exports and Cooperation                      ATTN: SAAL-ZNP                      Arlington, VA 22202</p> <p><b>E-MAIL:</b>                      Contact individual DASA (DE&amp;C) Country Relationship Managers (CRMs) for E-Mail address</p> <p><b>MESSAGE:</b>                      DA WASHINGTON DC//ASA ALT DASA DEC SAAL-ZNP//</p>
	Army Material Command (AMC)/U.S. Army Security Assistance Command (USASAC)	Action purposes for LORs with materiel programs (including defense articles, non-institutional training, and technical assistance)	<p><b>MAIL:</b>                      Commander, U.S. Army Security Assistance Command (USASAC) Attention: USASAC Regional Operations 4402 Martin Road                      Redstone Arsenal AL 35898-5000</p> <p><b>E-MAIL:</b>                      Contact individual USASAC Country Program Managers for e-mail address</p>
	Training and Doctrine Command (TRADOC)/Security Assistance Training Field Activity (SATFA)	Action purposes for LORs with institutional training, exercises, and continental United States (CONUS) non-institutional Travel and Living Allowance (TLA) support	<p><b>MAIL:</b>                      Security Assistance Training Field Activity (SATFA),                      HQ TRADOC SATFA                      950 Jefferson Ave                      Fort Eustis VA 23604-5724</p> <p><b>MESSAGE:</b>                      DIR SATFA FT EUSTIS VA</p> <p><b>E-MAIL:</b>                      Contact individual SATFA Country Program Managers for e-mail address</p>
	U.S. Army Corp of Engineers (USACE)	Action purposes for LORs with design/engineering and construction of infrastructure and facilities	<p><b>MAIL:</b>                      U.S. Army Corps of Engineers                      HQUSACE, Security Assistance Branch                      441 G Street NW                      ATTN: CEMP-M                      Washington DC 20314-1000</p>

Implementing Agency Code	Military Department Organization with Security Cooperation Responsibilities	Applicability	Address for Letter of Request Submission
			<p><b>MESSAGE:</b> CDRUSACE WASHINGTON DC//CEMP-CN//Security Assistance Branch</p> <p><b>E-MAIL:</b> <a href="mailto:USACE-LOA@usace.army.mil">USACE-LOA@usace.army.mil</a> and contact HQUSACE Security Assistance Program Managers for e-mail addresses</p>

### Navy

Implementing Agency Code	Military Department Organization with Security Cooperation Responsibilities	Applicability	Address for Letter of Request Submission
P	Navy International Programs Office (NIPO)	Action <b>purposes</b> for all LORs	<p><b>MAIL:</b> Department of the Navy Navy International Programs Office ATTN: O2 Regional Division 1250 10th St SE, Bldg 200-2nd Floor Washington Navy Yard, DC 20374</p> <p><b>MESSAGE:</b> NAVY IPO WASHINGTON DC</p> <p><b>E-MAIL:</b> <a href="mailto:NIPO_LOR@us.navy.mil">NIPO_LOR@us.navy.mil</a></p>

### Air Force

Implementing Agency Code	Military Department Organization with Security Cooperation Responsibilities	Applicability	Address for Letter of Request Submission
D	Secretary of the Air Force International Affairs (SAF/IA)	Action <b>purposes</b> for LORs with Communications, Electronics, Aircraft, <b>Missile, and Space</b> Systems for Secretary of the Air Force International Affairs, Regional Affairs (SAF/IAR) main office.	<p><b>MAIL:</b> SAF/IAR 1080 Air Force Pentagon Washington DC 20330-1080</p>
		Action <b>purposes</b> for LORs with Communications, Electronics, Aircraft, <b>Missile, and Space</b> Systems for Americas/Africa Division.	<p><b>MAIL:</b> SAF/IARA (Americas/Africa Division) 1080 Air Force Pentagon Washington DC 20330-1080</p> <p><b>E-MAIL:</b> <b>SAF/IARA Workflow</b> <a href="mailto:SAF.IARA.Workflow@us.af.mil">SAF.IARA.Workflow@us.af.mil</a></p>

Implementing Agency Code	Military Department Organization with Security Cooperation Responsibilities	Applicability	Address for Letter of Request Submission
		Action purposes for LORs with Communications, Electronics, Aircraft, Missile, and Space Systems for Central Division.	<p><b>MAIL:</b> SAF/IARC (Central Division) 1080 Air Force Pentagon Washington DC 20330-1080</p> <p><b>E-MAIL:</b> SAF/IARC Workflow <a href="mailto:SAF.IARC.Workflow@us.af.mil">SAF.IARC.Workflow@us.af.mil</a></p>
		Action purposes for LORs with Communications, Electronics, Aircraft, Missile, and Space Systems for Europe/North Atlantic Treaty Organization (NATO) Division.	<p><b>MAIL:</b> SAF/IARE (Europe/NATO Division) 1080 Air Force Pentagon Washington DC 20330-1080</p> <p><b>E-MAIL:</b> SAF/IARE Workflow <a href="mailto:SAF.IARE.Workflow@us.af.mil">SAF.IARE.Workflow@us.af.mil</a></p>
		Action purposes for LORs with Communications, Electronics, Aircraft, Missile, and Space Systems for Pacific Division.	<p><b>MAIL:</b> SAF/IARP (Pacific Division) 1080 Air Force Pentagon Washington DC 20330-1080</p> <p><b>E-MAIL:</b> SAF/IARP Workflow <a href="mailto:SAF.IARP.Workflow@us.af.mil">SAF.IARP.Workflow@us.af.mil</a></p>
	Air Force Security Assistance and Cooperation (AFSAC)	Action purposes with LORs (non-training) for AFSAC	<p><b>MAIL:</b> Air Force Security Assistance and Cooperation (AFSAC) Directorate 1822 Van Patton Drive Wright-Patterson Air Force Base, OH. 45433</p> <p><b>ELECTRONIC:</b> Use the LOR-A Tool at <a href="https://afsac.wpafb.af.mil/">https://afsac.wpafb.af.mil/</a>, or Contact individual AFSAC Command Country Managers for email addresses</p>
	Air Force Security Assistance Training Squadron/Training Division (AFSAT/TO)	Action purposes for LORs with formal training for AFSAT/TO	<p><b>MAIL:</b> AFSAT/TO 100 H Street East, Ste 5 JBSA-Randolph AFB, TX 78150-4349</p> <p><b>E-MAIL:</b> <a href="mailto:afsat.lor.workflow@us.af.mil">afsat.lor.workflow@us.af.mil</a></p>



**Table C5.T2b. Other Department of Defense Implementing Agencies  
Authorized to Receive Letters of Request**

**Defense Contract Management Agency (DCMA)**

Implementing Agency Code	Applicability	Address for Letter of Request Submission
F	Action purposes for LORs with Contract Administration Services (CAS)	<p><b>MAIL:</b>                      Defense Contract Management Agency                      Attn: DCMA-PIR                      3901 Adams Avenue – Building 10500                      Fort Gregg-Adams, VA 23801-1809</p> <p><b>E-MAIL:</b>  <a href="mailto:dcma.gregg-adams.hq.mbx.dodccp@mail.mil">dcma.gregg-adams.hq.mbx.dodccp@mail.mil</a></p>

**Defense Information Systems Agency (DISA)**

Implementing Agency Code	Applicability	Address for Letter of Request Submission
C	Action purposes for applicable LORs	<p><b>MAIL:</b>                      Defense Information Systems Agency                      ATTN: CAE AT1                      P.O. Box 549                      Ft. Meade, MD 20755-0549</p> <p><b>E-MAIL:</b>  <a href="mailto:disa.meade.CAE.mbx.AT1-international@mail.mil">disa.meade.CAE.mbx.AT1-international@mail.mil</a></p>

**Defense Logistics Agency (DLA)**

Implementing Agency Code	Applicability	Address for Letter of Request Submission
R	Action purposes for LORs with Excess Property	<p><b>MAIL:</b>                      DLA Disposition Services                      74 N. Washington Ave                      Attn: Disp Svcs OIR/FMS                      Battle Creek MI 49037</p> <p><b>E-MAIL:</b>  <a href="mailto:DLADispositionServicesFMS@dla.mil">DLADispositionServicesFMS@dla.mil</a></p>
	Action purposes for LORs with Cataloging Services	<p><b>MAIL:</b>                      Defense Logistics Information Service                      74 N. Washington Ave                      Attn: J34A-ACC                      Battle Creek MI 49037</p> <p><b>E-MAIL:</b>  <a href="mailto:DLALogisticsInformationServiceFMS@dla.mil">DLALogisticsInformationServiceFMS@dla.mil</a></p>

### Defense Security Cooperation Agency (DSCA)

Implementing Agency Code	Applicability	Address for Letter of Request Submission
Q	Action purposes for all LORs	Contact individual DSCA Country Portfolio Directors for e-mail address
	Action Address for all LORs	Defense Security Cooperation Agency Attn: Office of International Operations 2800 Defense Pentagon Washington D.C. 20301-2800

### Defense Threat Reduction Agency (DTRA)

Implementing Agency Code	Applicability	Address for Letter of Request Submission
Z	Action purposes for all applicable LORs	Defense Threat Reduction Agency (DTRA) Attn: SI-FMKA 8725 John J. Kingman Road, MSC 6201 Fort Belvoir VA 22060-6201

### Missile Defense Agency (MDA)

Implementing Agency Code	Applicability	Address for Letter of Request Submission
I	Action purposes for all LORs	MAIL: MDA/DIF Attn: MDA LOR In-Box Bldg: 5222 Martin Road Redstone Arsenal, AL 35898  E-MAIL: <a href="mailto:mdalorin-box@mda.mil">mdalorin-box@mda.mil</a>

### National Geospatial-Intelligence Agency (NGA)

Implementing Agency Code	Applicability	Address for Letter of Request Submission
U	Action purposes for all applicable LORs	MAIL: National Geospatial-Intelligence Agency (NGA) Attn: M/S S82-IOF (FMS) 7500 GEOINT Drive Springfield, VA 22150  E-MAIL: <a href="mailto:fms@nga.mil">fms@nga.mil</a>

### National Security Agency (NSA)

Implementing Agency Code	Applicability	Address for Letter of Request Submission
M	Action purposes for all applicable Communications Security (COMSEC) LORs	E-MAIL: <a href="mailto:FMSLOR@nsa.gov">FMSLOR@nsa.gov</a>

Implementing Agency Code	Applicability	Address for Letter of Request Submission
	Action purposes for all Signals intelligence (SIGINT) Authorization to Sell (ATS) Letters	E-MAIL: <a href="mailto:SIGINT_FMS@nsa.gov">SIGINT_FMS@nsa.gov</a>
	Action Address for COMSEC Authorization to Sell (ATS) Letters	E-Mail: <a href="mailto:DLC27_ATS@nsa.gov">DLC27_ATS@nsa.gov</a>

2) Update C5.1.5. as shown:

Current wording:

**C5.1.5. The Department of Defense Components Authorized to Receive Letters of Request.** Certain DoD Components are IAs authorized to receive and respond to LORs. [Table C5.T2.](#) identifies these agencies and their addresses.

Revised Wording:

**C5.1.5. The Department of Defense Components Authorized to Receive Letters of Request.** Certain DoD Components are IAs authorized to receive and respond to LORs. [Table C5.T2A.](#) identifies MILDEP organizations authorized to receive LORs and their addresses. [Table C5.T2B.](#) identifies other DoD IAs authorized to receive LORs and their addresses.

3) Adjust references from C5.T2. to C5T2a. and C5.T2b. as required in the following sections: C1.3.2.6., C1.3.2.7., C2.1.4.1.3., and C5.4.5.1.