



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

May 23, 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 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:** Updates for Pen and Ink Change Guidance in the Security Assistance Management Manual (SAMM) Chapters 5 and 6, Defense Security Cooperation Agency (DSCA) Policy Memorandum 24-03, [SAMM E-Change 674]

Effective Immediately, this memorandum updates Pen and Ink change guidance in SAMM Chapter 5 and Chapter 6. The new policy does not allow Implementing Agencies (IA) to change the initial deposit or payment schedules without DSCA approval. Country Finance Directors (CFD) will now approve all initial deposit and payment schedule changes. Additionally, all Pen and Ink changes must be documented in the Defense Security Assistance Management System (DSAMS).

If you have any questions, please contact Ms. Tawanna McFarlin, Financial Policy & Regional Execution Directorate, Financial Policy Division (OBO/FPRE/FP), (202) 480-7382, [tawanna.r.mcfarlin.civ@mail.mil](mailto:tawanna.r.mcfarlin.civ@mail.mil).

**HARDING.JOSEPH  
.AARON.**

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Date: 2024.05.24 08:41:52 -04'00'

J. Aaron Harding  
Chief Operating Officer and Chief Financial Officer

Attachment: SAMM E-Change 674

## Security Assistance Management Manual (SAMM), E-Change 674

### 1. Update C5.4.15. Pen and Ink Changes.

From:

C5.4.15. Pen and Ink Changes. There may be times when minor changes need to be made to an LOA after it has been countersigned and offered to the purchaser. Minor changes can be made as long as the LOA is in "OFFERED" Status, the purchaser has not yet signed the LOA, the OED has not yet expired, and all changes are consistent with FMS policies and procedures. The purchaser must be authorized via email or memorandum to make any Pen and Ink changes, with a copy to Defense Finance and Accounting Services - Indianapolis (DFAS-IN). DSAMS must be updated with any changes. Pen and Ink changes should be kept to a minimum, with processing as follows:

To:

C5.4.15. Pen and Ink Changes. There may be times when minor changes need to be made to an LOA after it has been countersigned and offered to the purchaser. Minor changes can be made if the LOA is in "OFFERED" Status, the purchaser has not yet signed the LOA, the OED has not yet expired, and all changes are consistent with FMS policies and procedures. The purchaser must be authorized via email or memorandum to make any Pen and Ink changes, with a copy to Defense Finance and Accounting Services - Indianapolis (DFAS-IN). **All changes, including Pen and Ink, must be updated in DSAMS.** Pen and Ink changes should be kept to a minimum, with processing as follows:

### 2. Update C5.4.15.2. Minor Changes.

From:

C5.4.15.2. Minor Changes. Minor changes may include insignificant technical corrections such as small arithmetical changes that do not increase total case value or administrative changes, such as address corrections, initial deposit or payment schedule adjustments, or minor changes to note wording. The IA may review and approve these changes.

To:

C5.4.15.2. Minor Changes. **Minor changes may include insignificant technical corrections, such as small arithmetical changes that do not increase total case value, or administrative changes, such as address corrections or minor changes to note wording. The IA may review and approve these changes.**

### 3. Update C5.4.15.3. Major Changes.

From

C5.4.15.3. Major Changes. More significant changes, such as an increase in program scope, including a revision of the terms of sale or total costs, generally require a new or restated document. Pen and Ink changes for scope changes may be done only in exceptional circumstances and with prior DSCA (OBO/FPRE/FP) and DSCA (SPP) concurrence. Changes initiated after the purchaser has signed the LOA are accomplished through a

corrective Amendment or Modification implemented subsequent to the basic LOA. See Section C6.7.1.4. and Section C6.7.2.4.

To:

C5.4.15.3. Major Changes. More significant changes, such as an increase or **decrease in program scope**, including a revision of the terms of sale or total costs, generally require a new or restated document. Pen and Ink changes for scope changes may be done only in exceptional circumstances and with prior DSCA (OBO/FPRE/FP) and DSCA (SPP) concurrence. **Pen and Ink changes to the initial deposit or payment schedule adjustments must be approved by DSCA (OBO/FPRE/CFD) and requires an IA level evaluation of the requested changes to the payment schedule for feasibility.** Changes initiated after the purchaser has signed the LOA are accomplished through a corrective Amendment or Modification implemented after the basic LOA. **See Section C6.7.1.6. and Section C6.7.2.3.**

4. Update C6.7.1.6. Pen and Ink Changes to Amendments.

From:

C6.7.1.6. Pen and Ink Changes to Amendments. There may be times when minor changes to an Amendment are needed after it has been countersigned and offered to the purchaser. Minor changes can be made as long as: the Amendment is in “offered” status, the purchaser has not yet signed the Amendment, the OED has not yet expired, and all changes are consistent with FMS policies and procedures. The IA authorizes the purchaser to make any Pen and Ink changes by issuing a message or memorandum. A copy of the message or memorandum should be provided to Defense Finance and Accounting Services - Indianapolis (DFAS-IN). DSAMS must be updated with any changes. Pen and Ink changes should be kept to a minimum, with processing as follows:

To:

C6.7.1.6. Pen and Ink Changes to Amendments. There may be times when minor changes to an Amendment are needed after it has been countersigned and offered to the purchaser. Minor changes can be made as long as: the Amendment is in “offered” status, the purchaser has not yet signed the Amendment, the OED has not yet expired, and all changes are consistent with FMS policies and procedures. The IA authorizes the purchaser to make any Pen and Ink changes by issuing a message or memorandum. A copy of the message or memorandum should be provided to Defense Finance and Accounting Services - Indianapolis (DFAS-IN). **All changes, including Pen and Ink, must be updated in DSAMS.** Pen and Ink changes should be kept to a minimum, with processing as follows:

5. Update C6.7.1.6.2. Minor Changes to Amendments.

From:

C6.7.1.6.2. Minor Changes to Amendments. Minor changes may include insignificant technical corrections such as a small arithmetic change that does not increase total value and administrative changes such as an address correction, initial deposit or payment schedule adjustment, or minor changes to note wording. The IA can review and approve these changes.

To:

C6.7.1.6.2. Minor Changes to Amendments. Minor changes may include insignificant technical corrections such as a small arithmetic change that does not increase total value and administrative changes such as an address correction or minor changes to note wording. The IA can review and approve these changes.

6. Update C6.7.1.6.3. Major Changes to Amendments.

From:

C6.7.1.6.3. Major Changes to Amendments. More significant changes such as revising quantities, revising unit prices or adding or deleting case lines, require a new or restated Amendment. Pen and Ink changes for significant changes to Amendments may only be done in exceptional circumstances and with DSCA (OBO/FPRE/FP) and DSCA (Office Of Strategy, Plans, and Policy (SPP)) concurrence. Changes initiated after the purchaser has signed the Amendment are accomplished through a corrective Amendment or Modification.

To:

C6.7.1.6.3. Major Changes to Amendments. More significant changes, such as an increase or decrease in program scope, such as revising quantities, revising unit prices or adding or deleting case lines, require a new or restated Amendment. Pen and Ink changes for significant changes to Amendments may only be done in exceptional circumstances and with DSCA (OBO/FPRE/FP) and DSCA (Office of Strategy, Plans, and Policy (SPP)) concurrence. Pen and Ink changes to the initial deposit or payment schedule adjustments must be approved by DSCA (OBO/FPRE/CFD) and require an IA level evaluation of the requested changes to the payment schedule for feasibility. Changes initiated after the purchaser has signed the Amendment are accomplished through a corrective Amendment or Modification.