



## DEFENSE SECURITY COOPERATION AGENCY

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

30 JAN 2025

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 24-73, Updates to  
Commercial Rental Passenger Vehicle Policy [SAMM E-Change 718]

This memorandum updates the Security Assistance Management Manual (SAMM) with new policy related to International Military Student (IMS) other student support costs. The updated policy will allow Foreign Military Sales case funds to be used to reimburse the IMSs when commercial rental passenger vehicles are required to travel to and from the training site when DoD transportation resources are not available. This memorandum also clarifies that the partner will be liable for any costs related to damages. The policy in the attachment is incorporated into the DSCA SAMM at <https://samm.dsca.mil>.

If you have any questions concerning this guidance, please contact DSCA Defense Security Cooperation University, International Military Education and Training (DSCU/IMTE), [dsca.pentagon.dscu-cos.list.imtepp@mail.mil](mailto:dsca.pentagon.dscu-cos.list.imtepp@mail.mil). For questions relating to the SAMM, please contact DSCA (Office of Strategy, Plans, and Policy, Execution Policy and Analysis Directorate (SPP/EPA)), [dsca.ncr.spp.mbx.epa@mail.mil](mailto:dsca.ncr.spp.mbx.epa@mail.mil).

A handwritten signature in black ink, appearing to read "David Ferrari", is positioned above the printed name.

David Ferrari  
Assistant Director  
Strategy, Plans, and Policy

Attachment:  
SAMM E-Change 718

## Attachment: Security Assistance Management Manual E-Change 718

### 1. Update C4.5.1.1.1. per below:

- Current:

C4.5.1.1.1. The FMS purchaser may request LOAs funding DoD-provided training include the payment of Travel and Living Allowance (TLA) and unanticipated expenses for commercial health care for international students receiving training under an LOA. See Chapter 10 regarding expenses allowed on LOAs for International Military Students (IMS).

- Revised:

C4.5.1.1.1. The FMS purchaser may request LOAs funding DoD-provided training include the payment of Travel and Living Allowance (TLA), **commercial rental passenger vehicle expenses when DoD transportation services are not available**, and unanticipated expenses for commercial health care for international students receiving training under an LOA. See Section C10.7.5. regarding expenses allowed on LOAs for International Military Students (IMSs).

### 2. Update Section C10.7.5. and add Sections C10.7.5.1 and C10.7.5.2. per below:

- Current:

C10.7.5. Travel and Living Allowance, Medical Care Requirements, and Other Student Support Costs for Foreign Military Sales Case Students. The purchaser is responsible for all student support costs while they are in training. Student support costs in FMS cases include transportation, and Travel and Living Allowances (TLA) (e.g., meals, lodging, custodial fees for quarters, and medical care). The purchaser must ensure that students receive sufficient allowances (30 days) for advanced start up housing costs and personal expenses in CONUS. Security Cooperation Organizations (SCOs) should be aware of the status of living allowance provisions for their host nation's students. Leased housing and rental vehicle costs may not be included on an FMS case. See Section C10.13.2. "Travel and Living Allowance on Foreign Military Sales/Foreign Military Financing Cases" for additional information. Contact DSCA (Office of Business Operations, Comptroller Directorate (OBO/CMP)) for updated guidance regarding execution of TLA carry-over under Cross Fiscal Year (CFY)/Full Operational Capability (FOC) for Section 333 programs.

- Revised:

C10.7.5. Travel and Living Allowance, Medical Care Requirements, and Other **Costs** for Foreign Military Sales Case **International Military Students.** The purchaser is responsible for all **IMS** support costs (**Travel and Living Allowance (TLA) (which include meals, lodging, and incidentals) (see Section C10.13.), medical care requirements (see Section C10.9.), transportation, and other costs)** while they are in training. **~~Student support costs in FMS cases include transportation, and Travel and Living Allowances (TLA) (e.g., meals, lodging, custodial fees for quarters, and medical care).~~** The purchaser must ensure that students receive sufficient allowances (30 days) for advanced start up housing costs

and personal expenses ~~in CONUS~~. Security Cooperation Organizations (SCOs) should be aware of the status of ~~IMS support cost~~ provisions for their host nation's students. ~~See Section C10.13.2. "Travel and Living Allowance on Foreign Military Sales/Foreign Military Financing Cases" for additional information. Contact DSCA (Office of Business Operations, Comptroller Directorate (OBO/CMP)) for updated guidance regarding execution of TLA carry-over under Cross Fiscal Year (CFY)/Full Operational Capability (FOC) for Section 333 programs.~~

C10.7.5.1. If transportation is required for the IMS to participate in training due to the unavailability of DoD arranged transportation at the training location, a line may be included on an FMS case to reimburse to the IMS any charges associated with obtaining commercial rental passenger vehicles (to include related expenses, such as liability insurance if required by the IA, as mutually agreed upon by the partner and the Implementing Agency (IA)). A rental passenger vehicle authorization for the IMS is solely based on unavailability of DoD arranged transportation and may not be justified by the FMS purchaser based on the rank of the IMS. Except for required commercial insurance, reimbursement of IMS rental expenses will be consistent with DoD Joint Travel Regulation guidelines. If multiple IMSs from the same purchaser are attending the same training course on the same schedule, the FMS purchaser should require their IMS to share use of rental passenger vehicles. Any IMS rental passenger vehicle drivers must be eligible to lawfully operate the rented vehicle in the United States. The IA is not responsible for ensuring the IMS is eligible to operate a passenger vehicle in the United States. If a rental vehicle is authorized due to the need for transportation at the training location, the Invitational Travel Order will be annotated to reflect that FMS case funds are authorized to reimburse the IMS for rental passenger vehicle expenses.

C10.7.5.1.1. Fuel expense reimbursement is limited to that which is required to support training and obtaining meals in the vicinity of the training location. Fuel costs or any other increased costs associated with the IMS recreational use of an authorized rental vehicle will be at the IMS's personal expense.

C10.7.5.1.2. If a rental car is authorized, the IA will require the IMS to obtain commercial insurance. Any IMS liability for damages to the rental vehicle, personal property, or personal injury resulting from the IMS use of the authorized rental vehicle is a matter to be resolved by the IMS and/or the FMS purchaser. Payments to resolve IMS liability may not be reimbursed by the FMS case.

### 3. Update Section C10.11.1. per below:

- Current:

C10.11.1. International Military Students (IMSs) participating in DoD provided training will travel to the United States or other training location on an International Travel Order (ITO), not on a Foreign Visit Request (FVR). The ITO is the controlling document provided to international students authorizing them to participate in DoD provided training. The ITO provides the dates and location the IMS is to receive training; the accounting fund cite that will be used to pay for the training; the guidance for determining what support the IMS is entitled to; and the privileges the IMS may be entitled to while receiving training. The ITO will only be provided to IMSs once they complete in-country security and medical screening.

- Revised:

C10.11.1. International Military Students (IMSs) participating in DoD provided training will travel to the United States or other training location on an International Travel Order (ITO), not on a Foreign Visit Request (FVR). The ITO is the controlling document provided to international students authorizing them to participate in DoD provided training. The ITO provides the dates and location the IMS is to receive training; the accounting fund cite that will be used to pay for the training; the guidance for determining what support the IMS is entitled to; and the privileges the IMS may be entitled to while receiving training (see Sections C10.7., C10.9., and C10.13.). The ITO will only be provided to IMSs once they complete in-country security and medical screening.

4. Update Table C10.F6. entry 13.e. per below:

**Table C10.F6. Example of Invitational Travel Order from the Security Cooperation Training Management System**

13. Terms:

e. The Government of the United States is responsible for IMS travel which is part of the training program and for which costs are part of the course tuition.

Include the below at the end of the above sentence if an FMS case is funding commercial rental vehicles:

except for commercial rental vehicles funded by FMS case XX-X-XXX. Reimbursement for fuel expenses associated with operation of rental vehicles is limited to only fuel that is required to support training and obtaining meals in the vicinity of the training location. IMS liability for damages to the rental vehicle, personal property, or personal injury resulting from the IMS use of the authorized rental vehicle may not be reimbursed by the FMS case. This ITO does not establish the eligibility to operate a passenger vehicle in the United States.

5. Update Section C10.13.2.2. per below:

- Current:

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.

- Revised:

C10.13.2.2. TLA includes travel from the IMS's home station to the training location (and also between training locations) and the living allowance comprised of lodging, meals and incidentals. A TLA authorization allows the IA to reimburse the IMS for commercial lodging. Reimbursement of IMS lodging expenses will be limited to what a DoD traveler would be authorized by the DoD Joint Travel Regulation. A TLA authorization does not constitute an authorization for an IA to procure commercial lodging in lieu of providing FMS case funds to reimburse IMS lodging costs.