



## DEFENSE SECURITY COOPERATION AGENCY

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MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR  
INTERNATIONAL AFFAIRS  
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DEFENSE EXPORTS AND COOPERATION  
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SUBJECT: Defense Security Cooperation Agency Policy Memorandum 25-07, Updates to  
Security Assistance Management Manual Glossary [SAMM E-Change 745]

This memorandum updates a tranche of terms and definitions in the DSCA Security Assistance Management Manual (SAMM) glossary for enhanced clarity on security cooperation language throughout the community. The SAMM glossary updates are a result of the DSCA Data Management program that includes updating and designating official security cooperation terms within DSCA's data related products. The policy in the attachment is incorporated into the SAMM at <https://samm.dsca.mil>.

If you have questions concerning this guidance, please contact DSCA (Office of Business Operations, Information Management and Technology, Data Management Artificial Intelligence (OBO/IMT/DMAI)). If you have general questions on the SAMM, please contact DSCA (Office of Strategy, Plans, and Policy, Execution Policy and Analysis Directorate (SPP/EPA)) at [dsca.ncr.spp.mbx.epa@mail.mil](mailto:dsca.ncr.spp.mbx.epa@mail.mil). Please reference the DSCA policy number and memo subject.

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

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Attachment: SAMM E-Change 745 – Updates to SAMM Glossary

## Attachment: Security Assistance Management Manual E-Change 745

### Updates to SAMM Glossary

1. Update the following terms and definitions in the SAMM glossary:

TERM	DEFINITION	LINK
End Use Monitoring (EUM)	FROM: In order to improve accountability with respect to defense articles and defense services sold, leased, or exported under this chapter or the Foreign Assistance Act of 1961 ( <a href="#">22 U.S.C. 2151 et seq.</a> ), a USG program which provides for the end-use monitoring of such articles and services.	<a href="#">22 U.S.C. 2785</a>
	TO: Mandated by Section 40A of the Arms Export Control Act (AECA) ( <a href="#">22 U.S.C. 2785</a> ), activities undertaken by the U.S. Government to ensure that defense articles and defense services transferred to foreign partners under security assistance/cooperation authorities are monitored and used according to the terms and conditions specified in Letters of Offer and Acceptance and other transfer agreements, and as required by the AECA or the Foreign Assistance Act of 1961.	
Foreign Military Sales (FMS) Case	FROM: A U.S. Letter of Offer and Acceptance (LOA), and any subsequent Amendments or Modifications, that has been accepted by a foreign country.	N/A
	TO: A USG Letter of Offer and Acceptance (LOA), and any subsequent Amendment or Modification, that is the legal instrument used by the USG to transfer defense articles and defense services under the FMS program. See also “FMS” and “LOA.”	
FROM: Funding Authority	FROM: The organization that controls and oversees management of funds for a BPC program.	N/A
TO: Funding Authority [Building Partner	TO: The USG organization (DSCA, a Military Department, or the Office of the Under Secretary of Defense for Policy) that receives appropriated funding and is responsible for administering the	

TERM	DEFINITION	LINK
Capacity Programs]	funding and exercising management oversight for Building Partner Capacity programs.	
Letter of Offer and Acceptance (LOA)	FROM: U.S. DoD letter by which the USG offers to sell to a foreign government or international organization U.S. defense articles and defense services pursuant to the Arms Export Control Act. The LOA lists the items and/or services, estimated costs, and the terms and conditions of sale; it also provides for the signature of an appropriate foreign government official to indicate acceptance.	N/A
	<p>TO: The legal instrument used by the USG to transfer itemized defense articles, defense services, and design and construction services to foreign partners.</p> <ol style="list-style-type: none"> <li>1. When used under the authorities provided in the Arms Export Control Act for Foreign Military Sales, the LOA is a binding agreement signed by the USG and the foreign partner to transfer such articles and services.</li> <li>2. When used under Building Partnership Capacity (BPC) authorities, the BPC LOA is not signed by the Benefitting Partner.</li> </ol>	
Nonrecurring Costs (NC)	FROM: Those costs funded by a Research, Development, Test, and Evaluation appropriation to develop or improve a product or technology either through contract or in-house effort. Also, those one-time costs incurred in support of previous production of a specified model and those costs incurred in support of a total projected production run.	FROM: N/A
	TO: Costs funded by a Research, Development, Test, and Evaluation appropriation to develop or improve a product or technology either through contract or in-house effort. NC also includes one-time costs incurred in support of previous production of a specified model and costs incurred in support of a total projected production run. See “Nonrecurring Production	TO: <a href="#">DoD Financial Management Regulation, Volume 15, Chapter 7</a>

TERM	DEFINITION	LINK
	Costs” and “Nonrecurring Research, Development, Test and Evaluation Costs.”	
Country Liaison Officer (CLO)	<p>FROM: An officer or non-commissioned officer of a foreign military establishment selected by his or her government and attached to a Military Department or DoD agency for the primary purpose of helping administer International Military Student from his or her home country. For administrative purposes, the CLO is considered in a student status.</p> <p>TO: Foreign liaison personnel assigned to assist U.S. training activities with International Military Student (IMS) administration as authorized by the Implementing Agency (IA), only when a country is scheduled to train a large number of IMS or where IMS background warrants liaison personnel assistance.</p>	N/A

2. Add the following terms and definitions to the SAMM glossary:

TERM	DEFINITION	LINK
Building Partner Capacity (BPC) Case	A U.S. Letter of Offer and Acceptance (LOA), and any subsequent Amendment, that is the legal instrument used by the USG to transfer defense articles and defense services (including training) to a foreign country or international organization under authorities provided in either Title 10 or Title 22 of the U.S. Code or in annual National Defense Authorization legislation and funded by an Appropriation Act. Modifications can only be executed on BPC cases for which DoD is not using the Semi-Permanent Security Cooperation Customer Codes. BPC LOAs are not signed by the Benefitting Partner, as the Benefitting Partner’s commitment on end-use, security, and re-transfer assurances is provided through a signed Section 505 agreement. See also “BPC Programs” and “LOA.”	N/A
Case Tracking System (CTS)	A DSCA application directly fed from the Defense Security Assistance Management System that allows all draft Letters of Offer and	N/A

TERM	DEFINITION	LINK
	Acceptance (LOA) electronic packages, developed by the Implementing Agencies, to be submitted to DSCA Case Writing and Development Division for end-phase LOA development and reviewed by DSCA stakeholders, prior to final review by the U.S. Department of State, and culminating in a final LOA.	
Period of Availability	The period of time established by Congress in which budget authority is available to incur new obligations.	<a href="#">DoD Financial Management Regulation, 7000.14-R, Volume. 3, Chapter 13, paragraph 3.2.1.1.</a>
Enhanced Freight Tracking System (EFTS)	A secure web-based application, resident in the Security Cooperation Information Portal, that serves as a consolidated source for security cooperation defense articles in-transit information and transportation plans. EFTS receives data from DLA, contractors, depots, the Defense Transportation System, carriers, freight forwarders, consolidation points, and ports of embarkation and debarkation.	N/A
Exception to Policy (ETP) [SAMM]	Exception to SAMM policy. Does not include exceptions outside of SAMM purview.	N/A
Explosive Remnants of War (ERW)	Land mines, unexploded ordnance, and abandoned ammunition storage and cache sites that remain after the end of an armed conflict.	<a href="#">CJCSI 3207.01D Department of Defense Support to Humanitarian Mine Action</a>
Firm-Fixed Price Contract	Provides for a price that is not subject to any adjustment on the basis of the contractor's cost incurred in performing the contract. This type of contract places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. Provides maximum incentive for the contractor to control costs and imposes a minimum administrative burden on the government.	<a href="#">Defense Acquisition University Glossary</a>
Foreign Assistance Act (FAA) Section 607	Section 607 of the Foreign Assistance Act authorizes the President of the United States to furnish services and commodities on an advance-of-funds or reimbursable basis to friendly countries, international organizations, the	<a href="#">22 U.S.C. 2357</a>

TERM	DEFINITION	LINK
	American Red Cross, and voluntary nonprofit-relief agencies registered with and approved by the U.S. Agency for International Development, when the President determines it is in furtherance of the goals of the Act.	
Foreign Disaster Relief (FDR)	Assistance that can be used immediately to alleviate the suffering of foreign disaster victims that normally includes services and commodities as well as the rescue and evacuation of victims; the provision and transportation of food, water, clothing, medicines, beds, bedding, temporary shelter; the furnishing of medical equipment, medical and technical personnel; and making repairs to essential services.	Joint Publication 3-29, Foreign Humanitarian Assistance
Funded Transportation Program (FTP)	A type of Humanitarian Assistance Transportation Program, pursuant to <a href="#">10 USC 2561</a> , that offers DoD-funded transport of privately donated humanitarian cargo to a foreign country.	N/A
Humanitarian Assistance (HA)	DoD security cooperation activities with partner nation civilian government authorities, which support partner nation efforts to provide essential human services to civilian populations or to directly relieve or reduce human privation in support of national security priorities. DoD humanitarian assistance activities may be authorized under <a href="#">10 U.S.C. 166a</a> , <a href="#">182</a> , <a href="#">401</a> , <a href="#">402</a> , <a href="#">404</a> , <a href="#">407</a> , <a href="#">2557</a> , <a href="#">2561</a> , the Asia Pacific Regional Initiative, the Pacific Deterrence Initiative, the Ukraine Supplemental Appropriations Act, Presidential Drawdown Authority, certain Defense Health Programs, certain Global Health Engagements, and other DoD programs.	N/A
Humanitarian Assistance (HA) Sector	DoD HA programs and activities that are categorized into one of five sectors of assistance or focus areas: disaster preparedness risk reduction and mitigation, public health, basic education, basic infrastructure, and humanitarian mine action. See definition of “Humanitarian Assistance.”	N/A

TERM	DEFINITION	LINK
Humanitarian and Civic Assistance (HCA)	DoD assistance to the local populace pursuant to <a href="#">10 U.S.C. 401</a> and provided by U.S. forces in conjunction with military operations and exercises.	<a href="#">DoDI 2205.02 Humanitarian and Civic Assistance Activities</a>
Humanitarian Assistance Transportation Programs (HATP)	The combination of the DoD funded transportation program and the DoD space-available transportation program, which both offer transport of privately donated humanitarian cargo to a foreign country.	N/A
Humanitarian Demining Assistance (HDA)	DoD activities related to the furnishing of education, training, and technical assistance with respect to explosive safety, the detection and clearance of land mines, unexploded explosive ordnance, and other explosive remnants of war.	Joint Publication 3-29 Foreign Humanitarian Assistance
Humanitarian Mine Action (HMA)	DoD activities that strive to reduce the social, economic, and environmental impact of land mines, unexploded ordnance, and small arms ammunition.	Joint Publication 3-15, Barriers, Obstacles, and Mine Warfare for Joint Operations
Implementing Agency Code [Letter of Offer and Acceptance (LOA)]	A single-digit code in a case designator that represents the implementing agency responsible for management of the LOA.	N/A
Independent Government Cost Estimate (IGCE)	An estimate of the cost for goods and/or estimate of services to be procured by contract. Such estimates are prepared by government personnel, i.e., independent of contractors.	<a href="#">Defense Acquisition University Glossary</a>
Joint Consolidation Point [Building Partner Capacity (BPC)]	The DSCA-recognized location in the Continental United States where defense articles on BPC cases are consolidated, as required, prior to transfer.	N/A
Letter of Offer and Acceptance Data (LOAD)	Data required to develop a Letter of Offer and Acceptance.	N/A
Major End Items	Any end item that is Significant Military Equipment or Major Defense Equipment or where control over the programming of these items is required. See also “end item.”	N/A



<b>TERM</b>	<b>DEFINITION</b>	<b>LINK</b>
Management Information System for International Logistics (MISIL)	System used by the U.S. Navy to manage the execution and accounting of all Foreign Military Sales cases.	N/A
Minimal Cost Project (MCP)	DoD security cooperation Humanitarian Assistance efforts pursuant to <a href="#">10 U.S.C. 2561</a> costing \$30,000 or less and which do not provide any equipment, supplies, or other items to a security force.	N/A
Mission Tasking Matrix (MiTaM)	An interagency request for specific DoD assistance activities under an approved Foreign Disaster Relief.	N/A
Mode of Transport	One of, or a combination of, the following modes used for a movement: <ul style="list-style-type: none"> <li>a) inland surface transportation (rail, road, and inland waterway);</li> <li>b) sea transport (coastal and ocean);</li> <li>c) air transportation; and</li> <li>d) pipelines.</li> </ul>	DOD Dictionary of Military and Associated Terms
Multi-Lateral Training (MLT) [Overseas Humanitarian, Disaster, and Civic Aid]	A Humanitarian Assistance project type pursuant to <a href="#">10 U.S.C. 2561</a> for training efforts that benefit more than one partner nation. MLT projects, approved by DSCA, contain a separate subproject for each of the benefitting partner nations, including the host partner nation where the training will take place. MLT projects are designated for a single fiscal year, and the combatant command includes the MLT in the appropriate program year Assessment and Budget Submittal.	N/A
Nongovernmental Organization (NGO)	A private, self-governing, not-for-profit organization dedicated to alleviating human suffering; and/or promoting education, health care, economic development, environmental protection, human rights, and conflict resolution; and/or encouraging the establishment of democratic institutions and civil society.	Joint Publication 3-08, Interorganizational Cooperation

TERM	DEFINITION	LINK
Non-Program of Record (NPOR)	A capability or system that is not identified as a Program of Record by the U.S. Department of Defense.	N/A
Nonrecurring Production Costs	The one-time costs incurred in support of previous production of the model specified and the costs specifically incurred in support of the total projected production run. These costs include DoD expenditures for preproduction engineering; special tooling; special test equipment; production engineering; product improvement; destructive testing; and pilot model production, testing, and evaluation. These costs also include any engineering change proposals initiated before the date of calculations of the nonrecurring cost recoupment charge. Nonrecurring production costs do not include DoD expenditures for machine tools, capital equipment, or facilities for which contractor rental payments are made or waived.	<a href="#">DoD Directive 2140.02, Recoupment of Nonrecurring Costs on Sales of U.S. Items</a>
Nonrecurring Research, Development, Test, and Evaluation Costs	Costs funded by a research, development, test, and evaluation appropriation to develop or improve the product or technology under consideration either through contract or in-house DoD effort. This includes costs for any engineering change proposal started before the date of calculation of the nonrecurring cost recoupment charges as well as projections of such costs, to the extent additional effort applicable to the sale model or technology is necessary or planned. It does not include costs funded by either procurement or operation and maintenance appropriations.	<a href="#">DoD Directive 2140.02, Recoupment of Nonrecurring Costs on Sales of U.S. Items</a>
Offer Expiration Date (OED) [Letter of Offer and Acceptance (LOA)]	The date on an offered LOA that indicates the last date on which the purchaser may accept the offer. The OED is normally 85 days from Military Department Approval in the Defense Security Assistance Management System, except for countries that have been approved for a longer OED.	N/A
Overseas Humanitarian Assistance Shared	A comprehensive project management tool for Overseas Humanitarian, Disaster, and Civic Aid-funded DoD security cooperation activities as	N/A

TERM	DEFINITION	LINK
Information System (OHASIS)	well as certain other Service Operations and Maintenance funded activities (e.g. Humanitarian and Civic Assistance, the Asia Pacific Regional Initiative) that enables the development, nomination, staffing, coordinating, approval and management of projects by DoD stakeholder organizations.	
Overseas Humanitarian, Disaster, and Civic Aid (OHDACA)	An annual appropriation with a two-year period of availability that supports DoD Humanitarian Assistance activities conducted under the following legislative authorities: <a href="#">10 U.S.C. 402</a> , <a href="#">10 U.S.C. 404</a> , <a href="#">10 U.S.C. 407</a> , <a href="#">10 U.S.C. 2557</a> , and <a href="#">10 U.S.C. 2561</a> .	N/A
Personally Identifiable Information (PII)	Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.	<a href="#">Office of Management and Budget Memo (19-17) 21 May 2019</a>
Picklist [Overseas Humanitarian, Disaster, and Civic Aid (OHDACA) Project]	A list of available Excess Property (EP) offered by DSCA for the Security Cooperation Organization to pick from in support of an EP project donation.	N/A
Program of Record (POR)	<p>A program as recorded in the current Future Years Defense Program (FYDP) or as updated from the last FYDP by approved program documentation (e.g., Acquisition Program Baseline, acquisition strategy, or Selected Acquisition Report). If program documentation conflicts with the latest FYDP, the FYDP takes priority.</p> <p>This term may also refer to a program having successfully achieved formal program initiation, normally Milestone B. Note: The term "Program of Record" is no longer used throughout the acquisition community and has been eliminated from most of the DoD publications that guide the DoD acquisition process. This definition applies only to programs managed in accordance with procedures detailed</p>	<a href="#">Defense Acquisition University Glossary</a>

TERM	DEFINITION	LINK
	in the Major Capability Acquisition Pathway Instruction ( <a href="#">DoDI 5000.85</a> ).	
Stockpiled Conventional Munitions Assistance	Relating to the support of humanitarian assistance efforts, training, and support in the disposal, demilitarization, physical security, and stockpile management of potentially dangerous stockpiles of explosive ordnance, small arms, and light weapons, including man-portable air-defense systems. Includes activities related to the furnishing of education, training, and technical assistance.	<a href="#">10 U.S.C. 407</a>
Transportation Control Number (TCN)	A 17-character data element assigned to control and manage every shipment unit throughout the transportation pipeline and for payment processing. The TCN for each shipment unit is unique and not to be duplicated within the Defense Transportation System during the life cycle of the TCN. See Defense Travel Regulation Part II, Appendix L for additional information on proper TCN construction.	<a href="#">Defense Travel Regulation Part II, Appendix L</a>