



## DEFENSE SECURITY COOPERATION AGENCY

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

26 FEB 2026

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 25-41, Updated Foreign Military Sales (FMS) and Building Partner Capacity (BPC) Cover Memoranda (Memos) [SAMM E-Change 756]

Reference: [DSCA Policy 16-03](#), "Revised Letter of Offer and Acceptance (LOA) Checklist February 12, 2016"

This policy memorandum supersedes DSCA Policy 16-03 and revises and renames the Letter of Offer and Acceptance (LOA) checklist currently in use from a single checklist to a table-type format, separating Foreign Military Sales (FMS) and Building Partner Capacity (BPC) requirements. This memorandum also incorporates these changes into the Security Assistance Management Manual (SAMM). The corresponding version of the cover memo (FMS or BPC) must be attached to the first page of the package uploaded into Security Cooperation Information Portal (SCIP)/Case Tracking System (CTS).

Effective on 2 March 2026 electronic packages submitted to DSCA (Office of International Operations, Global Execution Directorate, Case Writing and Development Division (IOPS/GEX/CWD)) via CTS require the new version of the applicable cover memo.

If you have any questions concerning this guidance, please contact DSCA (IOPS/GEX/CWD) at [dsca.wright-patt.iops-gex.mbx.cwd-fo@mail.mil](mailto:dsca.wright-patt.iops-gex.mbx.cwd-fo@mail.mil). For general questions

about the SAMM, please contact DSCA (Office of Strategy, Plans, and Policy, Execution Policy and Analysis Directorate (SPP/EPA)) at [dscanrcr.spp.mbx.epa@mail.mil](mailto:dscanrcr.spp.mbx.epa@mail.mil).

A handwritten signature in black ink, appearing to read "Hussam Bader", enclosed within a thin, elongated oval border.

Hussam Bader  
Acting Assistant Director  
Strategy, Plans, and Policy

Attachments:

- 1) SAMM E-Change 756 - Updates to Chapters 3, 5, 9, 15 and 16
- 2) BPC Cover Memorandum
- 3) FMS Cover Memorandum

## Attachment 1: Security Assistance Management Manual E-Change 756 - Updates to Chapters 3, 5, 9, 15 and 16

### 1. Revise Section C3.6.2. as follows:

Current:

**C3.6.2.** When preparing a response to a Letter of Request (LOR) for weapons systems or components containing CPI, the Implementing Agency (IA) will coordinate with the DoD ATEA ([atexecutiveagent@pentagon.af.mil](mailto:atexecutiveagent@pentagon.af.mil)) to ensure that sensitive technology or program information is defended against unlawful exploitation or loss and that an approved AT plan is in place. The IA must ensure that any necessary AT sustainment mechanisms and associated costs are included in the Letter of Offer and Acceptance (LOA) and certify compliance with AT requirements on the LOA transmittal memorandum forwarded to DSCA (Office of International Operations, Global Execution Directorate, Case Writing and Development Division (IOPS/GEX/CWD)) for LOA processing.

Revised:

**C3.6.2.** When preparing a response to a Letter of Request (LOR) for weapons systems or components containing CPI, the Implementing Agency (IA) will coordinate with the DoD ATEA ([atexecutiveagent@pentagon.af.mil](mailto:atexecutiveagent@pentagon.af.mil)) to ensure that sensitive technology or program information is defended against unlawful exploitation or loss and that an approved AT plan is in place. The IA must ensure that any necessary AT sustainment mechanisms and associated costs are included in the Letter of Offer and Acceptance (LOA) and certify compliance with AT requirements on the ~~LOA transmittal memorandum~~ **FMS Cover Memorandum (Memo)** (see [Figure C5.F25.](#)) forwarded to DSCA (Office of International Operations, Global Execution Directorate, Case Writing and Development Division (IOPS/GEX/CWD)) via the Case Tracking System (CTS) for LOA processing.

### 2. Revise Section C5.4.7.6 as follows:

Current:

**C5.4.8.6. Permanent Change of Station Costs.** The IA notifies the SCO by message of requirements for assignment of permanent change of station (PCS) (but not temporary duty (TDY)) personnel to the purchaser country, including projected start date and duration, rank or grade and specialty, and in-country location. The DSCA (IOPS), the geographic Combatant Command (CCMD), the Department of State, Bureau of Information Resource Management (State (RM)) and Department of State, Bureau of Political-Military Affairs, Office of Regional Security and Arms Transfers (State (PM/RSAT)), and the U.S. Embassy are information addressees. The SCO coordinates with the U.S. Chief of Mission (COM) and reports PCS personnel support cost data, as well as obstacles to their acceptance or support, to the IA. The IA includes PCS personnel support costs in the LOA, adds a note at the bottom

of the item description (See [Figure C5.F6.](#) for LOA Notes requirement), ensures the PCS block on the Case Detail Document Tab in DSAMS is checked, and lists the PCS requirement and any support problems in the LOA Checklist (formerly the LOA Cover Letter or Transmittal) when the LOA is transmitted to DSCA for countersignature.

Revised:

**C5.4.8.6. Permanent Change of Station Costs.** The IA notifies the SCO by message of requirements for assignment of permanent change of station (PCS) (but not temporary duty (TDY)) personnel to the purchaser country, including projected start date and duration, rank or grade and specialty, and in-country location. The DSCA (IOPS), the geographic Combatant Command (CCMD), the Department of State, Bureau of Information Resource Management (State (RM)) and Department of State, Bureau of Political-Military Affairs, Office of Regional Security and Arms Transfers (State (PM/RSAT)), and the U.S. Embassy are information addressees. The SCO coordinates with the U.S. Chief of Mission (COM) and reports PCS personnel support cost data, as well as obstacles to their acceptance or support, to the IA. The IA includes PCS personnel support costs in the LOA, adds a note at the bottom of the item description (See [Figure C5.F6.](#) for LOA Notes requirement), ensures the PCS block on the Case Detail Document Tab in DSAMS is checked, and lists the PCS requirement and any support problems in the ~~LOA Checklist (formerly the LOA Cover Letter or Transmittal)~~ **FMS Cover Memorandum (Memo)** (see [Figure C5.F25.](#)) when the LOA is transmitted to DSCA for countersignature.

3. Revise Section C5.4.16.5. as follows:

Current:

**C5.4.16.5. Required Documents.** The IA will provide a complete LOA package to the PCR Lead seven work days prior to the meeting. The LOA package will include the following documents, as applicable: LOR, LOA document, LOA checklist, MTCR approval by State, 36(b) CNs, EDA approval message, MTDS, related waivers (e.g., NC, Yockey Waiver), COMSEC Approval to Sell letters, Multifunctional Information Distribution System (MIDS) Consortium approval memo, Global Positioning System (GPS) approval memo, Line Item Pricing (RP069) report, Case Remarks (RP084) report, unique notes and any other applicable offline information related to the LOA. Depending on the focus of the PCR, the PCR Lead may identify additional required documents. If an LOA is only waiting for long lead waivers and/or CN and all other case development processes have been complete, the IA should notify the PCR Lead and a PCR can be conducted while waiting for those waivers and/or CN to be completed.

Revised:

**C5.4.16.5. Required Documents.** The IA will provide a complete LOA package to the PCR Lead seven work days prior to the meeting. The LOA package will include the following documents, as applicable: LOR, LOA document, ~~LOA Checklist~~ **FMS Cover Memorandum (Memo)** (see [Figure C5.F25.](#)), MTCR approval by State, 36(b) CNs, EDA approval message, MTDS, related waivers (e.g., NC, Yockey Waiver), COMSEC Approval to Sell letters, Multifunctional Information Distribution System (MIDS) Consortium approval memo,

Global Positioning System (GPS) approval memo, Line Item Pricing (RP069) report, Case Remarks (RP084) report, unique notes and any other applicable offline information related to the LOA. Depending on the focus of the PCR, the PCR Lead may identify additional required documents. If an LOA is only waiting for long lead waivers and/or CN and all other case development processes have been complete, the IA should notify the PCR Lead and a PCR can be conducted while waiting for those waivers and/or CN to be completed.

4. Revise Section C5.4.17.1.3. as follows:

Current:

**C5.4.17.1.3.** Concurrent with movement of the document to Write status via MILAP, the IA must upload ONLY UNCLASSIFIED off-line documentation into the CTS application no later than 24 hours after the MILAP submission. Off-line documentation must include all applicable supporting files (editable LOA Checklist, LOR, MTDS, MCTR approval, etc.), that supports preparation of the case.

Revised:

**C5.4.17.1.3.** Concurrent with movement of the document to Write status via MILAP, the IA must upload ONLY UNCLASSIFIED supporting documentation into the CTS application no later than 24 hours after the MILAP submission. Supporting documentation must include all applicable requirements (~~editable LOA Checklist~~ **FMS Cover Memorandum (Memo)** (see [Figure C5.F25.](#)), LOR, MTDS, MTCR approval, etc.), that supports preparation of the case.

5. Revise Section C5.4.18.4. as follows:

Current:

**C5.4.18.4. Previous Versions of the Document.** When LOA documents are restated, a copy of the previously approved version must be included along with the restated version as a part of the electronic package. When LOA documents have been rejected and are resubmitted for countersignature, the electronic package must include the returned version as well as the new version. If there are concerns, changes must be clearly identified in DSAMS Case Remarks and the LOA Checklist. If no changes were made in response to a return reason that was identified, DSAMS Case Remarks and the LOA Checklist must provide the rationale. The IA should contact the individual(s) who initiated the return action to discuss the reason for the return and corrective action prior to resubmission to DSCA (IOPS/GEX/CWD) to avoid further returns or delays in processing.

Revised:

**C5.4.18.4. Previous Versions of the Document.** When LOA documents are restated, a copy of the previously approved version must be included along with the restated version as a part of the electronic package. When LOA documents have been rejected and are resubmitted for

countersignature, the electronic package must include the returned version as well as the new version. If there are concerns, changes must be clearly identified in DSAMS Case Remarks and the ~~LOA Checklist FMS Cover Memorandum (Memo)~~. If no changes were made in response to a return reason that was identified, DSAMS Case Remarks and the ~~LOA Checklist FMS Cover Memo~~ must provide the rationale. The IA should contact the individual(s) who initiated the return action to discuss the reason for the return and corrective action prior to resubmission to DSCA (IOPS/GEX/CWD) to avoid further returns or delays in processing.

6. Add Section C5.4.18.8. and C5.F25. as follows:

**C5.4.18.8. Foreign Military Sales Cover Memorandum.** All documents must be sent with the FMS cover memorandum (see [Figure C5.F25.](#))

Insert Figure C5.F25. Foreign Military Sales Cover Memorandum

7. Revise Section C9.7.1.2.6.5. as follows:

Current:

**C9.7.1.2.6.5. Implementing Agencies.** The IAs will communicate the request to use a unique payment schedule on the LOA checklist upon MILDEP Approval (MILAP), and subsequently upload documentation into the Case Tracking System (CTS) for review and approval by the DSCA (Office of International Operations, Global Execution Directorate, Case Writing and Development Division (IOPS/GEX/CWD)).

Revised:

**C9.7.1.2.6.5. Implementing Agencies.** The IAs will communicate the request to use a unique payment schedule on the ~~LOA Checklist FMS Cover Memorandum (Memo)~~ (see [Figure C5.F25.](#)) upon MILDEP Approval (MILAP), and subsequently upload documentation into the Case Tracking System (CTS) for review and approval by the DSCA (Office of International Operations, Global Execution Directorate, Case Writing and Development Division (IOPS/GEX/CWD)).

8. Revise Section C9.8.5.2.2.6. as follows:

Current:

**C9.8.5.2.2.6. Implementing Agencies.** The IA will communicate the request to use a unique payment schedule on the LOA checklist upon MILAP, and subsequently upload documentation into the Case Tracking System (CTS) for review and approval by the DSCA

(Office of International Operations, Global Execution Directorate, Case Writing and Development Division (IOPS/GEX/CWD)) and DSCA (OBO/FPRE) CFD.

Revised:

**C9.8.5.2.2.6. Implementing Agencies.** The IA will communicate the request to use a unique payment schedule on the [LOA Checklist FMS Cover Memorandum \(Memo\)](#) (see [Figure C5.F25.](#)) upon MILAP, and subsequently upload documentation into the Case Tracking System (CTS) for review and approval by the DSCA (Office of International Operations, Global Execution Directorate, Case Writing and Development Division (IOPS/GEX/CWD)) and DSCA (OBO/FPRE) CFD.

9. Revise Section C9.9.3. as follows:

Current:

**C9.9.3. Payment Schedule Revisions.** Payment schedule updates are necessary to reflect revisions to delivery schedules, scope changes, pricing updates, actual contract award dates, contractor payment milestone revisions, etc. IAs will review payment schedules during the annual case review process to determine if any updates are required. Additionally, IAs will update the payment schedules on LOAs that require Congressional Notification when the primary contract for procurement lines has been awarded. On a quarterly basis, The DSCA (OBO/FPRE) Regional Division will provide the IAs with a list of the cases for which DSCA recommends updating the payment schedule to reduce early collections. The IA will update all "months" fields (including the Delivery Schedule, when applicable) for each line of the LOA, as well as the pricing for the lines. DSCA (IOPS/GEX/CWD) will then use the DSAMS payment schedule curves to recalculate the payment schedule. IAs will update payment schedules via case modification or amendment, as appropriate, and in consideration of specific partner requirements. IAs must communicate with the Partner prior to modification and provide the partner a copy of all modifications to inform them of the revised payment schedule and updated delivery schedules. IAs may also update payment schedules as a result of a review (Financial Management Review (FMR), Security Assistance Management Review (SAMR), case review, Program Management Review (PMR), etc.) or if deemed necessary during the modification or amendment process. IAs must clearly communicate unique payment schedule requests in the LOA Checklist, DSAMS Case Remarks, and/or via the Letter of Request (LOR) for country unique payment schedules. Absent unique payment schedule guidance, DSCA (IOPS/GEX/CWD) will continue to prepare the payment schedule in accordance with defined business processes.

Revised:

**C9.9.3. Payment Schedule Revisions.** Payment schedule updates are necessary to reflect revisions to delivery schedules, scope changes, pricing updates, actual contract award dates, contractor payment milestone revisions, etc. IAs will review payment schedules during the annual case review process to determine if any updates are required. Additionally, IAs will update the payment schedules on LOAs that require Congressional Notification when the

primary contract for procurement lines has been awarded. On a quarterly basis, The DSCA (OBO/FPRE) Regional Division will provide the IAs with a list of the cases for which DSCA recommends updating the payment schedule to reduce early collections. The IA will update all "months" fields (including the Delivery Schedule, when applicable) for each line of the LOA, as well as the pricing for the lines. DSCA (IOPS/GEX/CWD) will then use the DSAMS payment schedule curves to recalculate the payment schedule. IAs will update payment schedules via case modification or amendment, as appropriate, and in consideration of specific partner requirements. IAs must communicate with the Partner prior to modification and provide the partner a copy of all modifications to inform them of the revised payment schedule and updated delivery schedules. IAs may also update payment schedules as a result of a review (Financial Management Review (FMR), Security Assistance Management Review (SAMR), case review, Program Management Review (PMR), etc.) or if deemed necessary during the modification or amendment process. IAs must clearly communicate unique payment schedule requests in the ~~LOA Checklist~~ **FMS Cover Memorandum (Memo)** (see [Figure C5.F25.](#)), DSAMS Case Remarks, and/or via the Letter of Request (LOR) for country unique payment schedules. Absent unique payment schedule guidance, DSCA (IOPS/GEX/CWD) will continue to prepare the payment schedule in accordance with defined business processes.

10. Revise Table C15.T3a., Section C15.3.13.1., add Figure C15.F2., and renumber subsequent figures as appropriate:

Current:

5j	Military Approval (MILAP)	Once the IA enters the MILAP milestone, the BPC case will move to "Write" status (WSTATUS) in DSAMS-BPC. The IA will upload the LOA checklist, relevant planning documentation such as a memorandum of request (MOR), final Training and Equipment List (TEL), etc. and any required supporting documentation such as waivers/approvals in the CTS. This kicks off the writing process with DSCA (IOPS/GEX/CWD) prior to formal review with DSCA reviewers, the IA, and State.
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**C15.3.13.1. Submittal to the Defense Security Cooperation Agency Case Writing and Development Division.** The IA will submit the BPC case electronic package (ePKG) to DSCA (IOPS/GEX/CWD) as early as possible to allow adequate time for final stage processing and review before obligation of funds and return of excess funds for other uses. A BPC case ePKG must include the checklist, planning document (e.g. MOR, TEL, etc.), the draft Congressional Notification (CN) document, the direction to begin BPC case development, and any significant changes to the planning document, as applicable (e.g. MOR, TEL, etc.). For BPC cases, when the IA completes development of the BPC case, the IA posts MILAP. The IA should provide MILAP in DSAMS-BPC at least 60 days before the BPC program funds expire for new obligation. The BPC case moves to DSCA (IOPS/GEX/CWD) for review and preparation of the final version of the BPC case WSTATUS. For training grants, when the IA completes development, the IA posts BPCOMP.

Revised:

5j	Military Approval (MILAP)	Once the IA enters the MILAP milestone, the BPC case will move to “Write” status (WSTATUS) in DSAMS-BPC. The IA will upload the <del>LOA checklist</del> <b>BPC Cover Memorandum (see Figure C15.F2.)</b> , relevant planning documentation such as a memorandum of request (MOR), final Training and Equipment List (TEL), etc. and any required supporting documentation such as waivers/approvals in the CTS. This kicks off the writing process with DSCA (IOPS/GEX/CWD) prior to formal review with DSCA reviewers, the IA, and State.
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**C15.3.13.1. Submittal to the Defense Security Cooperation Agency Case Writing and Development Division.** The IA will submit the BPC case electronic package (ePKG) to DSCA (IOPS/GEX/CWD) as early as possible to allow adequate time for final stage processing and review before obligation of funds and return of excess funds for other uses. A BPC case ePKG must include the **BPC Cover Memorandum (see Figure C15.F2.) checklist**, planning document (e.g. MOR, TEL, etc.), the draft Congressional Notification (CN) document, the direction to begin BPC case development, and any significant changes to the planning document, as applicable (e.g. MOR, TEL, etc.). For BPC cases, when the IA completes development of the BPC case, the IA posts MILAP. The IA should provide MILAP in DSAMS-BPC at least 60 days before the BPC program funds expire for new obligation. The BPC case moves to DSCA (IOPS/GEX/CWD) for review and preparation of the final version of the BPC case WSTATUS. For training grants, when the IA completes development, the IA posts BPCCMP.

**Insert Figure C15.F2. Building Partner Capacity Cover Memorandum**

11. Revise Section C16.2.13. as follows:

Current:

**C16.2.13. Reduction of Foreign Military Sales Cases at Supply/Services Complete.** Upon SSC, the IA is responsible for reviewing the case to determine if a modification to reduce the case value is required. The reduction will be based on the Adjusted SSC Value (ASSV). The ASSV is the minimum amount the IA considers is required to cover current, actual cost and any projected, reasonable amount necessary to cover potential adjustments that may be found during SSC reconciliation in preparation for case closure. Completing SSC reconciliation is not expected or necessary to determine the ASSV or to prepare a case reduction. Case reductions must either cover the Highest Financial Requirement (HFR) at the line level as indicated in the appropriate SC management and accounting systems, or an amount below the line level HFR must be explained sufficiently in the IA comments section of the LOA Checklist.

Revised:

**C16.2.13. Reduction of Foreign Military Sales Cases at Supply/Services Complete.** Upon SSC, the IA is responsible for reviewing the case to determine if a modification to reduce the

case value is required. The reduction will be based on the Adjusted SSC Value (ASSV). The ASSV is the minimum amount the IA considers is required to cover current, actual cost and any projected, reasonable amount necessary to cover potential adjustments that may be found during SSC reconciliation in preparation for case closure. Completing SSC reconciliation is not expected or necessary to determine the ASSV or to prepare a case reduction. Case reductions must either cover the Highest Financial Requirement (HFR) at the line level as indicated in the appropriate SC management and accounting systems, or an amount below the line level HFR must be explained sufficiently in the IA comments section of the ~~LOA Checklist~~ FMS or BPC Cover Memoranda (Memos) (see Figure C5.F25 for FMS and Figure C15.F2 for BPC).

# Foreign Military Sales (FMS) Cover Memorandum (Memo)

<b>Case ID:</b>	<b>POC</b> 1		<b>Provide POC's:</b> • Name • Phone (Comm + DSN) • Email
	<b>Info:</b> 2		

**Instructions**

**This FMS Cover Memo is mandatory for all documents submitted to the DSCA Case Writing and Development (CWD) Division.**

Review all requirements and ensure compliance if/when applicable. Detailed Instructions can be found on page 3.

**Classification Markings: SAMM C5.4.10. and DoD 5200.01 Vol. 2.** - Ensure all documentation is reviewed and contains the proper US classification/declassification or Foreign Government reclassification with US-equivalent.

**Items in (parentheses)** - Must be included in the ePKG and/or comments entered in DSAMS Case Remarks and/or Additional Comments section.

**Digital Signatures** - Ensure all attachments with a digital signature are scanned to retain signature.

**Case Items - Added/Increased Requirements (continued)**

**Manpower Travel & Data Sheet (MTDS):** [SAMM C9.4.2.4.](#)  
Exemptions [C9.4.2.4.4.](#)

**Permanent Change of Station (PCS) Personnel in Country:** [SAMM C5.4.8.6.](#) (Check PCS Box in DSAMS Case Detail/Document tab)

**Training Lines Included:** (Do not embed training) [SAMM C10.7.8.](#)

**Lines for Channel Flights:**  
Use MASLs:

(L1C) 016400A1RSMSV	(L1C) 016400AMCSVC
Airlift, SAAM, FMS Service Only	Airlift, AMC, FMS Service Only

**General SAMM Requirements**

**Exception to Policy (ETP):** [SAMM C6.7.5.2.](#)  
(Guidance for approval in package, DSAMS case remark entered by DSCA/SPP. List ETP number in Additional Comments section.)

**Pre-Case Review (PCR):** [SAMM C5.4.16.](#)  
Contact DSCA/IOPS/REX Country Portfolio Director for all 36(b) LOAs (& Amendments, if required) (Enter case remark in DSAMS & include signed copy of PCR Minutes in electronic package)

**Classified Data Emailed To:**  
[USAF.WRIGHT-PATT.USAF-RSRCMGMT.LIST.AFMC-MBX-CWD-ORG-BOX@MAIL.SMIL.MIL](mailto:USAF.WRIGHT-PATT.USAF-RSRCMGMT.LIST.AFMC-MBX-CWD-ORG-BOX@MAIL.SMIL.MIL)  
[DSCA.NCR.IT.MBX.LOA-OPS@MAIL.SMIL.MIL](mailto:DSCA.NCR.IT.MBX.LOA-OPS@MAIL.SMIL.MIL)  
[DSCA.NCR.IT.MBX.LOA-POL@MAIL.SMIL.MIL](mailto:DSCA.NCR.IT.MBX.LOA-POL@MAIL.SMIL.MIL)

**Congressional Notification - 36(b):**  
(Enter Transmittal Numbers in DSAMS Case Detail)

**Restated Case:** [SAMM C5.4.18.6.](#)  
(Provide copy of previous offered version of the document if presented to the Purchaser.)

**Concurrent Modifications** [SAMM C6.7.3.2](#)  
(List other Mod(s) in Additional Comment section. All Mods must be linked in DSAMS (Mod Funding tab) and in the Case Tracking System. IAs are unable to link cross-MILDEP concurrent mods in DSAMS. Send an email notification to the CWD tracker [dsc.wright-patt.iops-gex.mbx.loa-draft-cwd@mail.mil](mailto:dsc.wright-patt.iops-gex.mbx.loa-draft-cwd@mail.mil) including all related case identifiers.)

**Months and Delivery Schedule Match:** [SAMM C5.F5.2e](#)  
(Ensure proper format is used and Months and Delivery Schedule match)

Defined Order Service Lines	Defined Order Material Lines	SME/MDE Lines	Blanket Order Material/ Services Lines
Month Year Range	Numeric Range	Include Delivery Schedule	Do not use Numeric or Month/Year Range

**Financial Policies & Procedures**

**FMS Credit/Grant Funded:** [SAMM C9.T11.](#)

**Split Credit Terms of Sale:**  
(Verify the correct value for each Credit Terms of Sale on page 1 of the document)

**Use Unique Payment Schedule:** [SAMM C9.9.2.](#)  
(Include Unique Payment Schedule in the ePKG or enter DSAMS case remark)

Purchaser Requested Do not combine  
 Purchaser Requested & USG Requirements

**Previous Payment Schedule (Modification/Amendment):**  
was manual (U.S. Government or Purchase requested)  
(Provide documentation of fully revised manual payment schedule &/or enter in DSAMS case remarks; or, state in case remarks "Normal Payment Schedule to be prepared for Mod/ Amd.")

**Special Defense Acquisition Fund (SDAF):** [Appendix 8](#)  
(Source code must be "F". Financial Analysis Worksheet & Asset Allocation Request for added or increased lines or quantities must be included in ePKG)

**An Individual Pricing Component (IPC)** has an override code (OP/OC) entered. (Provide rationale in case/line pricing remarks)

**Contract Administration Surcharge (CAS):** [SAMM C9.T4.](#) applied to the applicable portion of all P & X lines (If no CAS is applied, and a country level CAS waiver does NOT exist, provide justification in case/line pricing remarks, e.g. PROS, USACE, USCG)

**NC/Special NC applied/waived (full/partial) for all applicable MDE lines:** [SAMM C9.6.3.](#) (Provide a copy of the NC waiver, MILDEP concurrence, FMS case identifier, description, quantity of items, NC amounts to be waived, and any information about cost deviation)

**Admin Surcharge Waiver:** [SAMM C10.T15.](#) NAMS [SAMM C9.6.1.](#) (Provide Misc Obligation # or Reference # in Additional Comments section)

<b>Training Case?</b> If Yes, MISC Obligation Doc#	<b>NATO?</b> If Yes, NAMS Reference#
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**Case Items - Added/Increased Requirements**

**Lead-Nation Procurement** [SAMM C5.6.1.](#)

**Agent Sales** [SAMM C5.6.2.](#)

**State Department Block/Description:** [SAMM C5.T11.](#)

**Critical Program Information** [SAMM C3.6.](#)  
Counter-Low Observable Tri-Service Committee Data Monitoring (DM) conditions from Anti-Tamper Executive Agent must be met prior to BPC Offer. The Implementing Agency (IA) reviewed and certifies compliance with appropriate Anti-Tamper requirements. Does not apply to Services.

**Transfer of Classified Military Information (CMI)** [SAMM C3.2.](#)

**Excess Defense Article (EDA)** [Appendix 8](#)  
(Include DSCA approval message/worksheet in the ePKG. Value/Quantities cannot exceed the EDA approval message.)

## Enhanced End Use Monitoring (EEUM) & Special Notes

**EEUM Articles:** [SAMM C8.4.](#) and [Appendix 6a](#) (DoD CAC Holders Only)

**Type 1 Communications Security (COMSEC) Items:** [SAMM C3.7.](#) (Provide copy of National Security Agency (NSA) Authorization to Sell (ATS) approval letter for COMSEC items. Items and quantities must match and cannot exceed approval.)

**Targeting Infrastructure Policy (TIP) for Enhanced Targeting Data:** [SAMM C4.4.18.](#) (Clearance of the LOR Advisory must be complete and appropriate TIP Note added)

**Missile Technology Control Regime (MTCR) Items:** [SAMM C3.7.1.](#) Identified by a qualified reviewer &, when required, approval for transfer by Department of State (State). LOA items and quantities must be equal or less than ISN/MBC approval. (Include State approval in the ePKG)

**Category (CAT) I Missiles:** [SAMM C5.T1B.](#) Complete delivery systems, complete subsystems, and Unmanned Aircraft Systems (UAS) capable of delivering a 500+ kg payload to a range of 300+ km

### CAT II Missiles

**Night or Enhanced Vision Devices (NVDs):** [SAMM C5.T1e.](#) & [C8.4.](#) Man-portable Night & Enhanced Vision Devices (e.g. NVD & thermals). (Provide copy of DSCA approval memo; items and quantities must match.)

## Sensitive Items

**Geospatial Intelligence (GEOINT):** [SAMM C4.4.16.](#) & [C5.T1d.](#) Advance coordination for Materiel and Services requiring GEOINT with NGA. (Enter DSAMS case remark certifying compliance and provide copy of NGA approval letter, if required)

**Anti-Personnel Mines/Cluster Munitions(CM):** [SAMM C4.5.2.](#) & [C4.5.3.](#) (e.g. CBU-105/CBU-97 including any software, test equip-CMBRE and aircraft software for any CM) (Add Cluster Munitions note)

**Registration, Evaluation, Authorization and Restriction of Chemicals (REACH):** [DSCA Policy Memo 15-19](#)

**Global Positioning Systems (GPS):** [SAMM C3.7.3.4.3.](#) **Precise Positioning Service (PPS):** (Include USSF GPS Wing approval in ePKG. Items must match and quantities cannot exceed approval.)

**Multifunctional Information Distribution System (MIDS):** [SAMM C5.4.16.5.](#) (Provide MIDS Consortium Approval)

**Chemical/Bio-Detection Equipment/Medical Counter-Measures:** [SAMM C4.4.15.](#) and [SAMM C5.F5.](#) (e.g. Vaccines/Chemical/ Biological/Radiological/ Neurological/High-Yield Explosive individual protective equipment.) (Add DSAMS case remark stating LOR was forwarded to DSCA/SPP/EPA)

**Depleted Uranium:** [SAMM C4.4.9.](#) (e.g. 105mm M774/M833 or 120mm M829/M946)

**Police, Counterterrorism & Military Intelligence Assistance:** Provided to non-MoD entities and riot control for non-lethal crowd control. (e.g. rubber bullets/smoke grenades/tear gas/etc.)

**White Phosphorus Munitions:** [SAMM C4.4.8.](#) & [C5.T1g.](#) (Add standard note provided by State (PM/RSAT))

## Notes - See SAMM Appendix 6

**Note that changes LOA Standard Terms & Conditions included.** (Add DSAMS case remark with pre-coordination approval by DSCA/SPP/EPA)

**All DSCA Standard notes for which the IA has responsibility have been added.**

**Aircraft Ferrying:** [SAMM C7.3.6.](#) (Indicate in line description note if the aircraft being ferried is USG or Purchase owned)

**Contingency/Non-Specific Requirements Line:** [SAMM C5.4.13.](#) ((R9B) 079200N0NSPRQ - Ensure line value is 10 percent or less than Total Case Value)

**Cooperative Logistics Supply Support Arrangement:** (Provide associated FMSO I/II in Mod Funding tab; enter FAD in DSAMS case remarks)

**Design/Construction Services**  
(Add FMS Design and/or Construction Services note)

**Offer Expiration Date (OED):** [CAC-SAMM OED Table.](#) (DoD CAC Holders Only) (Short OED, provide justification in case note; Long OED, provide justification in case remarks.)

**Offshore Procurement:** [SAMM C9.7.2.8.3.](#)

**Operational Test & Evaluation (OT&E) Incomplete:** [SAMM C5.1.8.3.](#) (Add case note pre-coordinated with DSCA/SPP/EPA & provide copy of Yockey Waiver)

**Worldwide Warehouse Redistribution Service (WWRs):** [DSCA Policy Memo 02-10](#) (Term of Sale should be Cash with Acceptance - Balance Billed)

**Sole Source:** [SAMM Appendix 6](#)  
(Provide LOR. One note per case, using 2-column format for multiple contractors, as required.)

**Travel & Living Allowance:** [SAMM C10.7.5.1.](#) (Add Training - Travel and Living Allowance - FMS note)

## Additional Comments:

- NOTES: For returning documents, explain in detail what changed on this version.

## Instructions for Preparing the FMS Cover Memo:

The FMS Cover Memo is **mandatory** for all documents submitted to the DSCA Case Writing and Development (CWD) Division. The purpose of this cover memo is to enhance LOA document processing, provide a standardized means for Implementing Agencies (IA) to highlight key components of the **CURRENT** case version being developed, and to reduce returns. This ensures case preparers provide a complete electronic package (ePKG) to DSCA on the first pass. Items in **(parentheses)** **MUST** be included in the ePKG and/or entered in DSAMS Case/Line Remarks where indicated.

<b>LOA (Basic)</b>	This is new scope developed on new Foreign Military Sales (FMS) documents. All information pertaining to documents must have applicable case/line remarks entered in DSAMS. All applicable supporting documentation must also be included in the ePKG.
<b>Amendments (&amp; Concurrent Mods)</b>	Amendments and concurrent modifications generally increase or decrease scope of FMS documents.
<b>Modifications</b>	By their nature modifications generally do not change scope.
<b>Case ID</b>	This field must include the complete case identifier, including the version of the document being developed (e.g. BN-Q-ABC-BASIC; BN-Q-ABC-A01-RESTATE; BN-Q-ABC-M01).
<b>IA Point of Contact</b>	This field must include the IA primary & alternate Point of Contact (POC) information (name, commercial and DSN phone numbers, & email address) for this case version. <b>Ensure the POC(s) identified are available &amp; the information provided is correct.</b>
<b>General SAMM Requirements</b>	This section <b>pertains to the entire LOA</b> . Items highlighted in <b>red</b> <b>must</b> be provided as indicated. <b>Digital Signatures</b> - Ensure all attachments containing a digital signature are scanned to retain signature.
<b>Case Items Added/Increased Requirements</b>	This section pertains to new scope (e.g. new or added/increased requirements) on this version of the LOA document. For the purposes of this cover memo, all lines are new requirements on a basic LOA. For Amendments and Modifications, it is not necessary to conduct additional reviews for MTCR or CPI compliance or to enter related case remarks when there is no change in scope, when blanket order lines are changed in scope only to increase value, or when lines are touched for financial adjustments only (e.g. price increase/ decrease).
<b>Financial Polices and Procedures</b>	Items highlighted in <b>red</b> must be provided as indicated. <b>NOTE: A complete financial review of the entire case should be performed to ensure all lines are priced correctly and all pricing related validation errors and warnings are addressed. Case preparers <b>must</b> review each Individual Pricing Component (IPC) for applicability and ensure coding matches. If an IPC does not apply to a line, the IPC must be set to not-applicable (NA) (e.g. If the Delivery Term Code being used does not warrant transportation costs, the IPC must be set to NA.) When pricing errors are discovered that affect the price of the line, these must be fixed at the time they are discovered.</b> See <a href="#">SAMM C9.4.9</a> . Items highlighted in <b>red</b> <b>must</b> be provided as indicated.
<b>Enhanced End use Monitoring (EEUM) and Special Notes</b>	<b>This section applies to EEUM items being provided, quantities are increased, or Military Articles and Services List (MASL)/ line description, or line description note(s) change.</b> The MASL for these items must be on a defined order MASL with a unit of issue other than "XX" and EUM indicator should reflect "E" for Enhanced End Use Monitoring. Items highlighted in <b>red</b> <b>must</b> be provided as indicated.
<b>Notes</b>	Items highlighted in <b>red</b> <b>must</b> be provided as indicated.
<b>Additional Comments</b>	This section is for any additional information/instructions regarding the LOA document. Provide detailed information regarding any changes made to a "returned" version of the document. Supporting rationale must be provided in this block (& a case remark) when requested changes were not made. It is preferred that this be pre-coordinated with the individual initiating the return to avoid any additional returns &/or delays in processing.

# Building Partner Capacity (BPC) Cover Memorandum (Memo)

<b>Case ID:</b>	<b>POC Info:</b>	1		<b>Provide POC's:</b> • Name • Phone (Comm + DSN) • Email
		2		

### Instructions

**This BPC Cover Memo is mandatory for all documents submitted to the DSCA Case Writing and Development (CWD) Division.**

Review all requirements and ensure compliance if/when applicable. Detailed Instructions can be found on page 2.

**Classification Markings: SAMM C5.4.14. and DoD 5200.01 Vol. 2.** - Ensure all documentation is reviewed and contains the proper US classification/declassification or Foreign Government reclassification with US-equivalent.

**Items in (parentheses)** - Must be included in the ePKG and/or comments entered in DSAMS Case Remarks and/or Additional Comments section.

**Digital Signatures** - Ensure all attachments with a digital signature are scanned to retain signature.

### General SAMM Requirements

**Exception to Policy (ETP): SAMM C6.7.5.2.**  
(Guidance for approval in package, DSAMS case remark entered by DSCA/SPP. List ETP number in Additional Comments section.)

**Classified Data Emailed To:**  
 USAF.WRIGHT-PATT.USAF-RSRCMGMT.LIST.AFMC-MBX-CWD-ORG-BOX@MAIL.SMIL.MIL  
 DSCA.NCR.IT.MBX.LOA-OPS@MAIL.SMIL.MIL  
 DSCA.NCR.IT.MBX.LOA-POL@MAIL.SMIL.MIL

**Months and Delivery Schedule Match: SAMM C5.F5.2e**  
(Ensure proper format is used and Months and Delivery Schedule match)

Defined Order Lines	SME/MDE Lines
Month Year Range	Include Delivery Schedule

### Case Items - Added/Increased Requirements

**State Description SAMM C15.T3A.**

**Training Lines Included** (Do not embed training) SAMM C10.7.8.

**Critical Program Information SAMM C3.6.**  
Counter-Low Observable Tri-Service Committee Data Monitoring (DM) conditions from Anti-Tamper Executive Agent must be met prior to BPC Offer. The Implementing Agency (IA) reviewed and certifies compliance with appropriate Anti-Tamper requirements. **Does not apply to Services.**

**Transfer of Classified Military Information (CMI) SAMM C3.2.**

**Special Defense Acquisition Fund (SDAF) Appendix 8-SDAF**  
(Source code must be "F". Financial Analysis Worksheet & Asset Allocation Request for added or increased lines or quantities must be included in ePKG)

### Title 10 and Title 22

**Title 22/PKO/Africa Global and other Programs:**  
(Include Interagency Agreement)

**Current Year/Prior Year: SAMM C15.6.1.1.**  
(Add Current Year Funds Usage/Prior Year Funds Usage note)

**Cross Fiscal Year: SAMM Appendix 8**  
(Add Availability of Funds Across Fiscal Years note)

**Shipments going to Joint Consolidation Point: SAMM C15.5.6.2.1.1.3.**  
(Add Shipment Consolidation note)

**Severable Lines: SAMM C15.3.10.6.1.**

**Non-Severable Lines: SAMM C15.3.10.6.2.**

**Long Lead-Time: SAMM S333.2.5.1.**

### Enhanced End Use Monitoring (EEUM) & Special Notes

**EEUM Articles SAMM C8.4. and Appendix 6a** (DoD CAC Holders Only)

- Type 1 Communications Security (COMSEC) Items: SAMM C3.7.** (include National Security Agency (NSA) Authorization to Sell (ATS) approval in the ePKG. Items and quantities must match and cannot exceed approval.)
- Targeting Infrastructure Policy (TIP) for Enhanced Targeting Data: SAMM C4.4.18.** (Clearance of the LOR Advisory must be complete and appropriate TIP Note added)
- Missile Technology Control Regime (MTCR) items: SAMM C3.7.** Identified by a qualified reviewer &, when required, approval for transfer by Department of State (DoS). LOA items and quantities must be equal or less than ISN/MBC approval. (Include State approval in the ePKG)
- Category (CAT) I Missiles: SAMM C5.T1B.** Complete delivery systems, complete subsystems, and Unmanned Aircraft Systems (UAS) capable of delivering a 500+ kg payload to a range of 300+ km
- CAT II Missiles**
- Night or Enhanced Vision Devices (NVDs): SAMM C5.T1E. & C8.4.** (Man-portable Night & Enhanced Vision Devices e.g. NVD & thermals). (Provide copy of DSCA approval memo; items and quantities must match.)

### Enhanced End Use Monitoring (EEUM) & Special Notes

**All DSCA Standard Notes for which the IA has responsibility for have been added.**

**Aircraft Ferrying: SAMM C7.3.6.** (Indicate in line description note if the aircraft being ferried is USG or Purchaser owned)

**Travel & Living Allowance: SAMM C10.7.5.**  
(Add Training - Travel and Living Allowance - BPC note)

### Sensitive Items

**Geospatial Intelligence (GEOINT): SAMM C4.4.16. & C5.T1D.**  
Advance coordination for Material and Services requiring GEOINT with NGA. (Enter DSAMS case remark certifying compliance and provide copy of NGA approval letter, if required)

**Anti-Personnel Mines/Cluster Munitions (CM): SAMM C4.5.2. & C4.5.3.**  
(e.g. CBU-105/CBU-97 including any software, test equip-CMBRE and aircraft software for any CM) (Add Cluster Munitions note)

**Global Positioning Systems (GPS): SAMM C3.7.3.4.3.**  
Precise Positioning Service (PPS) (Include USSF GPS Wing approval in ePKG. Items must match and quantities cannot exceed approval.)

**Multifunctional Information Distribution System (MIDS): SAMM C5.4.16.5.** (Provide MIDS Consortium Approval)

**Chemical/Bio-Detection Equipment/Medical**  
**Counter-Measures: SAMM C4.4.15. and SAMM C5.F5.** (e.g. Vaccines/Chemical/ Biological/Radiological/ Neurological/High-Yield Explosive individual protective equipment.) and (Add DSAMS case remark stating LOR was forwarded to DSCA/SPP/EPA)

**Depleted Uranium: SAMM C4.4.9.**  
(e.g. 105mm M774/M833 or 120mm M829/M946)

**Police, Counterterrorism & Military Intelligence Assistance:**  
Provided to non-MoD entities and riot control for non-lethal crowd control. (e.g. rubber bullets/smoke grenades/tear gas/etc.)

**White Phosphorus Munitions: SAMM C4.4.8. & C5.T1G.**  
(Add standard note provided by State (PM/RSAT))

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<b>Amendments</b>	Amendments generally increase or decrease scope of BPC documents.
<b>Case ID</b>	This field must include the complete case identifier, including the version of the document being developed. (e.g. BN-Q-ABC-FY25-26)
<b>IA Point of Contact</b>	These fields must include the IA primary & alternate Point of Contact (POC) information (name, commercial and DSN phone numbers, and email address) for this case version. <b>Ensure the POC(s) identified are available and the information provided is correct.</b>
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