



DEFENSE SECURITY COOPERATION AGENCY

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WASHINGTON, D.C. 20301-2800

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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
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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 25-50, Updates to
Security Assistance Management Manual Glossary [SAMM E-Change 760]

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)) and DSCA (Office of Strategy, Plans, and Policy, Execution Policy and Analysis Directorate (SPP/EPA)) at dsca.ncr.spp.mbx.epa@mail.mil.

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Attachment:

SAMM E-Change 760 - Updates to SAMM Glossary

Attachment: Security Assistance Management Manual E-Change 760

Updates to SAMM Glossary

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

TERM	DEFINITION	LINK
FROM: Case Designator	FROM: A unique designator assigned by the Implementing Agency to each Foreign Military Sales case. The designator originates with the offer of a sale, identifies the case through all subsequent transactions, and is generally a three-letter designation, comprising the last element of the Case Identifier.	N/A
TO: Security Cooperation Case Designator	TO: The last three-digit code within a case identifier that is assigned by the responsible Implementing Agency managing the Letter of Offer and Acceptance.	
Embedded Manpower	FROM: The manpower requirements priced within materiel costs that cannot be separated from the unit price. Example: LOR requests 100,000 ammunition from vendor. Vendor manufactures 1,000,000 ammunition for multiple LOAs. The manpower cost is included in the unit cost of manufacturing the ammunition and that manpower cost cannot be separated out.	N/A
	TO: The manpower requirements priced within materiel costs that cannot be separated from the unit price. Example: Letter of Request requests 100,000 ammunition from vendor. Vendor manufactures 1,000,000 ammunition for multiple Letters of Offer and Acceptance. The manpower cost is included in the unit cost of manufacturing. The ammunition and that manpower cost cannot be separated out.	
FROM: Human Rights	FROM: As defined in section 116(a), FAA, the term "internationally recognized human rights" includes: freedom from torture or other cruel, inhuman, or degrading treatment or punishment; prolonged detention without charges; disappearances due to abduction or clandestine detention and other flagrant denial of the rights to life, liberty, and the security of the person. Other internationally recognized human rights, as examined by the U.S. Department of State in the annual Country Reports on Human Rights Practices for 199X, include: the right of self-government; the right to be free of governmental violations of the integrity of the person; the right to enjoy civil liberties, such as freedom of expression, assembly, religion, and movement, without discrimination based on race, ancestry, or sex; and the right to change one's government by peaceful means. Section 502B(2), FAA, prohibits the provision of security assistance to "any country the	FROM: N/A

TERM	DEFINITION	LINK
	government of which engages in a consistent pattern of gross violations of internationally recognized human rights.	
TO: Gross violations of internationally recognized human rights	TO: Includes torture or cruel, inhuman, or degrading treatment or punishment, prolonged detention without charges and trial, causing the disappearance of persons by the abduction and clandestine detention of those persons, and other flagrant denial of the right to life, liberty, or the security of person.	TO: 22 USC 2304
FROM: Line Item Number	FROM: A three-digit alpha/numeric code that identifies a detail line item on the Letter of Offer and Acceptance. This code is perpetuated on the customer's bill.	N/A
TO: Line Item Number [Letter of Offer and Acceptance]	TO: A three-digit alpha/numeric code that identifies a line on the Letter of Offer and Acceptance. This code is perpetuated on the partner's bill.	
Living Allowance [International Military Students]	FROM: An authorized allowance paid to an international military student while in training under the International Military Education and Training program.	N/A
	TO: Funds for lodging, meals, and incidental expenses that are paid, if authorized, to international military students while participating in USG security cooperation programs.	
National Funds	FROM: Source of funding is provided directly from the purchaser, i.e., not through a credit or grant agreement with the United States Government.	N/A
	TO: Source of funding that is provided directly from the purchaser.	
Repair and Return	FROM: Programs by which eligible foreign countries return unserviceable repairable items for entry into the U.S. Military Department repair cycle. Upon completion of repairs, the same item is returned to the country and the actual cost of the repair is billed to the country.	N/A
	TO: A service where eligible foreign countries return unserviceable repairable items for entry into the U.S. Military Department repair cycle. Upon completion of repairs, the same item is returned to the country and the actual cost of the repair is billed to the country.	
FROM: Safety Level	FROM: The quantity of materiel, in addition to the operating level of supply required to be on hand to permit continuous operations.	N/A
TO: Safety Level [Foreign Military Sales Trust Fund Administrative	TO: A strategic reserve capital sufficient to: 1. Manage the Foreign Military Sales business through changing business conditions and	

TERM	DEFINITION	LINK
Surcharge Account]	2. Ensure the account's solvency.	
Security Cooperation Education and Training Working Group (SCETWG)	FROM: An annual geographic combatant command conference conducted for the purpose of establishing the SA and SC training program for each country. Attendees are the SCO training manager and representatives from DSCA, the MILDEP, training agencies, and other key SC training management personnel. Actual IMET and FMS training programs are submitted, reviewed and determinations made as to training availability. The CTFP program is also a major focus of the SCETWG.	N/A
	TO: An annual Combatant Command conference conducted for the purpose of establishing Security Assistance (SA) and Security Cooperation (SC) training programs for each country. Attendees are the Security Cooperation Organization training manager and representatives from DSCA, the Military Departments, training agencies, Department of State's Bureau of Political-Military Affairs Office of Security Assistance, and other key SC training management personnel. Current fiscal year and future planning year training programs are submitted, reviewed, and determinations made as to training availability.	
Security Cooperation Information Portal (SCIP)	FROM: A DoD managed web-based system that provides access to Foreign Military Sales and Security Cooperation case-related data extracts as well as numerous other capabilities.	N/A
	TO: A DSCA-managed web-based tool for international purchasers, purchaser agents (e.g., freight forwarders), and USG personnel with appropriate permissions that provides information on U.S. Foreign Military Sales Letters of Offer and Acceptance and other key Security Cooperation programs and processes. The data is sourced from Defense Security Assistance Management System and the Military Department's case execution systems.	
Security Cooperation Organization (SCO)	FROM: Those DoD organizations permanently located in a foreign country and assigned responsibilities for carrying out of security cooperation management functions under section 515 of the Foreign Assistance Act and under Joint Publication 1-02, regardless of the actual name given to such DoD Component. SCOs include military assistance advisory groups, military missions and groups, offices of defense and military cooperation, liaison groups, and Defense Attaché personnel designated to perform security cooperation functions. The term "SCO" does not include units, formations, or other ad hoc organizations that conduct security cooperation activities such as mobile training teams, mobile education teams, or operational units conducting security cooperation activities. The generic	FROM: N/A

TERM	DEFINITION	LINK
	term SCO replaces the former term Security Assistance Office (SAO).	
	TO: A Department of Defense element that is part of the United States Diplomatic mission located in a foreign country to carry out security assistance and security cooperation management functions under the supervision and coordination authority of the senior defense official/defense attaché.	TO: DoD Instruction 5132.13, “Staffing of Security Cooperation Organizations (SCOs) and the Selection and Training of Security Cooperation Personnel”
From: 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.	N/A
To: Stockpiled Conventional Munitions Assistance [Humanitarian Assistance]	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. Such term includes activities related to the furnishing of education, training, and technical assistance with respect to explosive safety and 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.	
Technical Assistance Team (TAT)	<p>FROM: A team of U.S. DoD personnel deployed to a foreign country on TDY status (i.e., up to 179 days) to place into operation, operate, maintain, and repair equipment provided under the FMS or MAP programs.</p> <p>TO: DoD and/or contractor personnel in temporary duty status who place into operation, maintain, or repair equipment provided under a Security Assistance program. TAT services can be provided under a Foreign Military Sales case but cannot be provided under the International Military Education and Training program, except in the case of the installation of English language laboratories.</p>	N/A
FROM: Travel and Living Allowance (TLA)	FROM: Those costs associated with transportation, excess baggage, and living allowances (per diem) of International Military Student which are authorized for payment under the International Military Education and Training Program.	N/A
TO: Travel and Living Allowance	TO: Those costs associated with transportation, baggage, and living allowances of International Military Students, which are	

TERM	DEFINITION	LINK
(TLA) [International Military Students]	authorized for payment under Security Assistance and Security Cooperation training programs. See also “Living Allowance” and “Travel Allowance.”	
Weaponneering	FROM: The United States Department of Defense defines the term as the process of determining the quantity of a specific type of lethal or nonlethal weapons required to achieve a specific level of damage to a given target, considering target vulnerability, weapon effect, munitions delivery accuracy, damage criteria, probability of kill and weapon reliability.	FROM: N/A
	TO: The process of determining the specific means required to create a desired effect on a given target.	TO: DoD Dictionary (not publicly releasable)

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

TERM	DEFINITION	LINK
Indirect Pricing Component (IPC)	Costs that are added to the base material or service value to determine the full cost to be charged to the purchaser. Examples of IPCs are inflation charge, transportation, nonrecurring cost, administrative charge, etc. IPCs that are included with the material/service base price (inflation, contract administrative charges, etc.) or are identified to its own line (transportation, nonrecurring costs, etc.) and are included in the case net value are called above-the-line costs. IPCs that are added to the case net value to get the total case value (administrative charge, packing, crating & handling, transportation, etc.) are called below-the-line charges.	N/A
Line Item [Letter of Offer and Acceptance]	A specific line and its content on a Letter of Offer and Acceptance. Also known as “Line.”	N/A
Non-Severable Service	A non-severable service represents a single undertaking that cannot be feasibly subdivided. If the service produces a single or unified outcome, product, or report, the service is considered non-severable. Contracts for non-severable services that cross fiscal years must be funded entirely by the appropriations available for new obligations at the time the contract is awarded.	DoD Financial Management Regulation, Volume 11a, Chapter 3 and Volume 3, Chapter 8
Pre-Construction Scoping [Overseas Humanitarian, Disaster, and Civic Aid Project]	An engineer technical survey of future construction requirements development prior to submittal of construction projects to facilitate a Combatant Command's management and execution of the overall Humanitarian Assistance program by producing detailed scopes of work and independent government estimates. Pre-construction scoping visits identify critical issues and confirm an engineering solution is viable, but	N/A

TERM	DEFINITION	LINK
	they may not include engineering efforts needed to compete a potential contracting requirement.	
Pricing Element Code (PEC)	A code that identifies a Program Element, followed by its title or descriptive name. For example, “01010F” for Extra Curricular Costs, “72710F” for Research, Innovation, and Manufacturing Fee, and “58090F” for Air Force Reserve.	N/A
Primary Category Code (PCC)	Primary categories that identify types and sources of support. Examples of primary categories are organic training, spares from procurement, organic repair, etc. Primary categories are used to apply Indirect Pricing Components to an item for developing prices. For example, stock fund items from inventory will have administrative charges applied, but transportation, packing, crating, and handling would not be added because they are included in the base price.	N/A
Program Authority	The legal authorization under which a Building Partner Capacity program is implemented.	N/A
Project Splitting [Overseas Humanitarian, Disaster, and Civic Aid]	Funding a procurement or construction effort in multiple smaller efforts as a means to circumvent an applicable regulatory, acquisition, or fiscal limitation. DoD policy requires the total estimated cost of a complete, usable end item or construction project to be funded in the year in which it is initiated.	N/A
Project Submittal Form (PSF) [Overseas Humanitarian, Disaster, and Civic Aid]	The online form within the Overseas Humanitarian Shared Information System that documents each Humanitarian Assistance project from conception through approval, execution, and closeout. The PSF is completed by the Security Cooperation Organization or project manager and submitted to the Combatant Command for approval or further submission to DSCA. The PSF contains the project funding year, a clear project scope, the intended schedule of events, the estimated budget, and other key data elements.	N/A
Requirements Determination Site Survey (RDSS)	<p>A requirements identification effort supporting the development or validation of the Humanitarian Mine Action (HMA) country plan or ascertaining partner nation (PN) adherence to any PN HMA Implementation Plans developed with U.S. forces as part of previously provided HMA assistance.</p> <ul style="list-style-type: none"> • A Demining RDSS determines specific requirements for HMA assistance that will build PN capacity to mitigate the effects of landmines or other Explosive Remnants of War on the populace and infrastructure in accordance with International Mine Action Standards. • A Physical Security and Stockpile Management RDSS identifies PN conventional munition storage deficiencies, 	N/A

TERM	DEFINITION	LINK
	physical security requirements (external and internal), and remediation efforts necessary for the PN to meet Risk Reduction Process Level 1 of the International Ammunition Technical Guidelines.	
Risk Reduction Process Level (RRPL)	A conventional ammunition stockpile risk level, as defined in the International Ammunition Technical Guidelines.	N/A
Rough Order of Magnitude (ROM) [Foreign Military Sales]	Non-budgetary estimate of cost and availability of defense articles or services through Foreign Military Sales, typically provided to requesting partner before a Letter of Offer and Acceptance is developed.	N/A
Security Assistance Management Information System (SAMIS)	An information system used by the U.S. Air Force (USAF) to process and manage data related to Air Force Materiel Command negotiations, acquisition, and physical delivery for international logistics support requirements in support of the USAF security assistance mission.	N/A
Security Assistance Management Manual (SAMM)	DSCA Manual 5105.38-M required under DoD Directive 5105.65 , “Defense Security Cooperation Agency” mandatory for use by all DoD Components. The SAMM provides DoD-wide guidance to the Office of the Secretary of Defense (OSD), the Military Departments (MILDEPs), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Defense Agencies, the DoD Field Activities, the Security Cooperation Organizations (SCOs), and all other organizational entities within the DoD engaged in the management or implementation of DoD Security Assistance and Security Cooperation programs over which DSCA has responsibility.	DSCA Policy Memorandum 12-20
Security Cooperation Implementing Agency Code	A single character alpha code that identifies the U.S. Military Department or Agency that has negotiated or facilitated a Foreign Military Sales (FMS) case on behalf of the US Government. The majority of FMS cases are implemented by the Army (IA Code B), Navy (IA Code P), or Air Force (IA Code D).	N/A
Security Cooperation Programs	Any program, activity (including an exercise), or interaction of the Department of Defense with the security establishment of a partner or international organization to achieve a purpose as follows: <ul style="list-style-type: none"> a) To build and develop allied and friendly security capabilities for self-defense and multinational operations. b) To provide the armed forces with access to the partner or international organization during peacetime or a contingency operation. 	DoD Directive 5132.03: Security Cooperation

TERM	DEFINITION	LINK
	c) To build relationships that promote specific United States security interests.	
Security Cooperation Training Management System (SC-TMS)	A data system within Security Assistance Network Web used primarily by Security Cooperation Organizations and International Military Student Offices to manage the Security Cooperation training program for the foreign partner. SC-TMS produces International Military Education and Training and Foreign Military Sales management reports, invitational travel orders, and other training management documents.	N/A
Severable Service	A service that is continuing and recurring in nature and is considered severable if it can be separated into a component that independently provides value to meet the purchaser's need. Service contracts that are considered severable must be charged to the fiscal year in which the services are rendered and may not cross fiscal years, unless authorized by 10 U.S.C. 3133 .	DoD Financial Management Regulation, Volume 11a, Chapter 3 and Volume 3, Chapter 8
Simplified Non-Standard Acquisition Program (SNAP)	U.S. Army Security Assistance Command's logistics program that provides an accelerated acquisition process for Foreign Military Sales partners to obtain non-standard items such as obsolete or unique items not available through the U.S. Army supply channels using Simplified Acquisition Procedures.	N/A
Source Code (SC) [Letter of Offer and Acceptance]	<p>A single digit code on every line on a Letter of Offer and Acceptance that identifies the source for the item. Codes include:</p> <ul style="list-style-type: none"> • S = Shipment from DoD stocks or performance by DoD personnel • P = From new procurement • R = From rebuild, repair, or modification by the USG • X = Mixed source, such as stock and procurement, or undetermined • E = Excess items, as is • F = Special Defense Acquisition Fund items <p>Also known as "Source of Supply (SoS) Code."</p>	N/A
Special Defense Acquisition Fund (SDAF)	Authorized in 1981 under section 51 of the Arms Export Control Act (AECA) (22 U.S.C. 2795), the SDAF is a revolving fund that finances the acquisition of defense articles and services in anticipation of their future sale to foreign governments and international organizations under the AECA.	N/A

TERM	DEFINITION	LINK
Special Research, Development, Test, and Evaluation, and Nonrecurring Productions Costs	Costs incurred under a Foreign Military Sale at the request of, or for the benefit of, a foreign purchaser to develop a special feature or unique or joint requirement. Those costs must be paid by the purchaser as they are incurred. Also known as “Special NC.”	DoD Directive 2140.02, Recoupment of Nonrecurring Costs on Sales of U.S. Items
Standard Operating Procedure (SOP)	A set of instructions applicable to those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness.	DoD Dictionary (not publicly releasable)
Surcharge	Expenses incident to issues, sales, and transfers of materiel that are not included in the standard price or contract cost of materiel. Surcharges can include costs for Packing, Crating, and Handling; transportation (second destination); administrative; logistics support charge; contract administration services; and storage staging.	N/A
Temporary Duty Travel (TDY)	A period of time during which an individual is assigned to work at a location away from their permanent location.	N/A
Termination Liability (TL) [Foreign Military Sales]	The potential cost for which the U.S. Government would be liable if a particular Foreign Military Sales case that includes procurement contracts is terminated prior to completion.	N/A
Termination Liability Worksheet (TLW)	A worksheet prepared through Defense Security Assistance Management System that shows the amount of Termination Liability included in quarterly payments for each Foreign Military Sales case.	N/A
Terms of Sale [Letter of Offer and Acceptance]	Standard descriptions entered by the Implementing Agency on a Letter of Offer and Acceptance (LOA) that indicate when payments are required and how the LOA is financed (e.g. cash, Foreign Military Sales credit, etc.).	N/A
Total Case Value [Letter of Offer and Acceptance]	The total value of the Letter of Offer and Acceptance at the time of calculation, which includes the cost of the materiel, services, all Indirect Pricing Components, administrative charges, and all accessorial charges.	N/A
Total Estimated Cost [Letter of Offer and Acceptance]	The sum of below-the-line-costs and net estimated costs on a Letter of Offer and Acceptance.	N/A
Travel Allowance	An authorized allowance for transportation, excess baggage, transit lodging, and subsistence costs incurred by an International Military Student traveling to participate in U.S. Government Security Assistance and Security Cooperation Programs.	N/A

TERM	DEFINITION	LINK
Umbrella Project	A grouping of two or more interdependent or interrelated Humanitarian Assistance, Excess Property, or Humanitarian Mine Action efforts in support of a single partner nation.	N/A
Unexploded Explosive Ordnance (UXO)	Explosive ordnance that <ol style="list-style-type: none"> 1) has been primed, fused, armed, or otherwise prepared for action, 2) has been fired, dropped, launched, projected, or placed in such a manner as to constitute a hazard to operations, installations, personnel, or material, and 3) remains unexploded either by malfunction or design or for any other cause. Also known as “Unexploded Ordnance.”	N/A
Weapon System	A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.	DoD Dictionary (not publicly releasable)

3. Remove the following terms and definitions from the SAMM glossary as they are not utilized in the SAMM:

TERM	DEFINITION	LINK
Military Civic Action	The use of preponderantly indigenous military forces on projects useful to the local population at all levels in such fields as education, training, public works, agriculture, transportation, communications, health sanitation, and others contributing to economic and social development, which would also serve to improve the standing of the military forces with the population. (U.S. forces may at times advise or engage in military civic action in overseas areas.)	N/A