



## DEFENSE SECURITY COOPERATION AGENCY

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

09 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

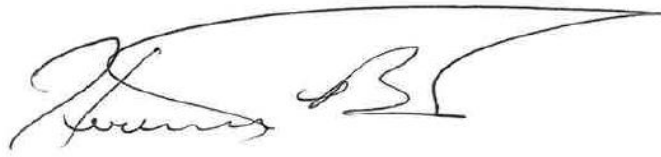
SUBJECT: Defense Security Cooperation Agency Policy Memorandum 25-67, SAMM  
Appendix 9 - Letter of Offer and Acceptance Development and Standardization  
Guide [SAMM E-Change 769]

Reference: (a) Defense Security Cooperation Agency (DSCA) [Policy Memorandum 20-01](#),  
"Letter of Offer and Acceptance (LOA) Standardization Guide"

This memorandum creates SAMM Appendix 9 Letter of Offer and Acceptance (LOA) Development and Standardization Guide and rescinds the stand-alone LOA Standardization Guide created through DSCA 20-01. SAMM Appendix 9 provides standard guidance to be used in conjunction with the SAMM when developing Foreign Military Sales (FMS) and Building Partner Capacity BPC) LOAs. This memorandum also disbands the LOA Standardization Working Group, as any inputs to updating Appendix 9 will go through the normal SAMM change request process.

For questions concerning "[Appendix 9 - LOA Development and Standardization Guide](#)," contact DSCA (Office of International Operations, Global Execution Directorate, Case Writing and Development Division (IOPS/GEX/CWD)) at [dsc.wright-patt.iops-gex.mbx.cwd-fo@mail.mil](mailto:dsc.wright-patt.iops-gex.mbx.cwd-fo@mail.mil). Please reference the DSCA Policy Number and Memo Subject. For general

questions about 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)."

A handwritten signature in black ink, appearing to read 'Hussam Bader', with a long horizontal flourish extending to the right.

Hussam Bader  
Acting Assistant Director  
Strategy, Plans, and Policy

Attachments:

1. SAMM E-Change 769 - SAMM Updates to incorporate the LOA Development and Standardization Guide
2. CAC-SAMM Updates
3. SAMM Appendix 9 - Letter of Offer and Acceptance Development and Standardization Guide.

## Attachment 1: SAMM E-Change 769 - SAMM Updates to incorporate the LOA Development and Standardization Guide

### 1. Update Section C5.4.6.:

- Current:

**C5.4.6. General Letter of Offer and Acceptance Preparation Guidelines.** All unclassified portions of LOAs are prepared using DSAMS. See [Figure C5.F3.](#) for instructions pertaining to general LOA preparation and See [Section C5.4.14.](#) for guidance pertaining to preparation of classified LOAs.

- Revised:

**C5.4.6. General Letter of Offer and Acceptance Preparation Guidelines.** All unclassified portions of LOAs are prepared using DSAMS. See [Figure C5.F3.](#) for instructions pertaining to general LOA preparation and See [Section C5.4.14.](#) for guidance pertaining to preparation of classified LOAs. [Appendix 9 "Letter of Offer and Acceptance Standardization Guide"](#) provides standardized guidance to be used when developing LOA documents.

### 2. Update Section C5.4.7.:

- Current:

**C5.4.7. Letter of Offer and Acceptance Format.** The LOA format including sample data, LOA Information, and instructions for preparation are provided in [Figure C5.F3.](#) through [Figure C5.F6.](#)

- Revised:

**C5.4.7. Letter of Offer and Acceptance Format.** The LOA format including sample data, LOA Information, and instructions for preparation are provided in [Figure C5.F3.](#) through [Figure C5.F6.](#) [Appendix 9 "Letter of Offer and Acceptance Standardization Guide"](#) provides standardized guidance to ensure consistent formatting when developing LOA documents.

### 3. Update Figure C5.F6. Instructions for Preparing a Letter of Offer and Acceptance:

- Current:

1. Case Identifier. Each case includes a unique case identifier (XX-X-XXX) composed of the Security Cooperation Customer code, the IA code, and a case designator. The case

designator is a three-position code assigned by the IA. The chart below shows the letters used by the Military Departments to assign case designators. This chart is for information purposes only and does not mandate use of these first-position letters. Case designations are the responsibility of the IA.

U.S. Army		U.S. Navy		U.S. Air Force	
B	Repair Parts	A	Ammunition and Other Explosives	A	Munitions (AFLC)
D	Training OCONUS (SATMO)	B-C	Individual Spares and Components	C	Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD)
G	SELPO/Communications Security	G	Technical and Engineering Services	D	Communication/Electronic System Sale
H	Construction (Corps of Engineers)	H-J	Direct Requisitioning Procedures	E	Equipment (Blanket)
I	Excess Defense Articles	K	FMSO (KA or KS - FMSO I and KB-KR or KT-KW - FMSO II)	F	Targeting
J	SDAF	L	Major End Items (components and equipment)	G	Services
K	Foreign Military Sales Order (FMSO) I and II	M	Repair and Return	H	Section 30 Sales
L	Leases	P	Cartridge Actuated Devices (CAD), Propellant Actuated Devices (PAD), Aircrew Escape Propulsion Systems (AEPS)	I	Contingency Support
M	Medical (U.S. Army Medical Materiel Agency)	R	Open End Requisitioning Procedures	K	FMSO (KA - FMSO I and KB-KW - FMSO II)
N	Coproduction	S	Weapon System Sale (Ship or Aircraft)	L	Equipment (Defined)
O	Training CONUS (TRADOC)	T	Training	M	Maintenance
P	Planning	Z	Leases	N	Special Support
Q	Materiel/Services (from U.S. activities located in Europe)			O	Communications Security (COMSEC)
S	Materiel/Services (from U.S. Army Security Assistance Agency - Latin America)			P	Publications
T	Publications			Q	Systems Sustainment Support
U	Materiel/Services provided from various Life Cycle			R	Spares
Z				S	Aircraft System Sale
				T	Training
				V	Major Modifications

	Management Commands (including but not limited to system package sales, munitions, spare parts, equipment, technical services, maintenance, etc.)		X	Special Financial (Reserved for DFAS-IN/JAX)	
			Y	Missile System Sale	
			Z	Leases	

2. Purchaser's Reference. The LOR date, serial number, etc. is entered in the "Based on" field.
3. Term(s) of Sale. Term(s) of Sale indicate when payments are required and whether the Letter of Offer and Acceptance (LOA) is financed with cash or credit. [Table C9.T11](#) of this Manual provides details on the various types. The terms must be recorded on the first page of each LOA. LOAs that include multiple sources of funding must list all sources and include a dollar breakout for each credit term used.
4. DSCA Congressional Notification Transmittal Number. Include the DSCA transmittal number used in the statutory Congressional notification (e.g., Congressional Notification 92-15) when applicable. When multiple notification numbers apply, they must all be listed.
5. Offer Expiration Date (OED). Each LOA document includes an OED indicating the last date on which the purchaser may accept the offer. The OED is normally 85 days (25 days for administrative processing and 60 days for Security Cooperation Customer review) from Military Department Approval (MILAP) in the Defense Security Assistance Management System (DSAMS), except for countries that have been approved a longer OED as reflected in the below chart. For countries listed in the chart below with an OED longer than 85 days, the Security Cooperation Customer review time is the OED minus 25 days.

Long OEDs: The purchaser can submit request for OEDs longer than the approved timeframes reflected in the below chart on a countrywide or case-by-case basis to the applicable IA. If the IA concurs, it enters a case remark in the DSAMS that the LOA document contains an OED that is longer than the approved timeframes reflected in the below chart, and forwards it to DSCA (Strategy, Plans, and Policy Directorate (SPP)) for approval. The validity of the data may decrease as the length of time from offer increases. The chart below reflects the current Security Cooperation Customer timeframes that should be used unless an exception is granted.

Short OEDs: Short OEDs are used for USG driven requirements (e.g., where the price estimates are dependent on contract award by a certain date). Short OEDs should not be used for purchaser-driven needs or as a means to expedite LOA documents through the review and countersignature process. If the purchaser has less than the OED minus 25 days, the IA must include the mandatory short OED LOA note (see [Appendix 6](#) on LOA Notes). The standard OED is used even when it is anticipated that the purchaser may accept the LOA document early. Using the standard OED allows the purchaser to accept the LOA document early (e.g., purchaser driven needs such as internal budget requirements, etc.), but also allows the purchaser the normal review time when early acceptance does not occur. This

eliminates unnecessary pen and ink changes that are required to revise the OED when early acceptance does not take place.

**Previous Unique Offer Expiration Date Table**

Data has been moved to the CAC-SAMM

6. Item Number. Each LOA includes three position numeric LOA line numbers (e.g., 001, 002).
7. Description/Condition Field. For each line item this field must include a Generic Code and Military Articles and Services List (MASL) line data, National Stock Number (NSN) or part number (if applicable), MDE (Y)/SME (S)/non-MDE (N), MTCR, EUM code, a description of the articles or services, whether the materiel is classified or unclassified, CONUS or OCONUS travel and the condition code (if other than A1 condition) or reference to a note in which the condition is shown. [Appendix 4](#) of this Manual contains the entire list of Generic Codes. References to other information within the LOA may also be included, e.g., for weapon systems, the reference may relate to an attachment or note of the LOA that includes more descriptive information.

The LOA must contain a separate line for each article with a MASL line that is measured in units (any unit of issue other than "XX"). Any MDE/SME or other reportable items (e.g. Classified Materiel) must be listed separately on the LOA---they may not be embedded within a line item for Non-MDE equipment. For LOAs with more than one significant article or service, lines are listed in order from most to least substantial. After the major items, the remaining lines are in order by generic code. The purpose of this order is for ease of reading. If there are compelling reasons for listing the lines in a different order, the IA may decide to do so, on a case-by-case basis.
8. Quantity, Unit of Issue, and Unit and Total Costs. This information is entered, as applicable. Total costs for each line are always in whole dollars. See [DoD 7000-14.R, Volume 15, Chapter 7](#) for information on how to price.
9. Supply Code/Months/Types of Assistance Code or Training Notes. This column includes the Supply Code (SC) (also referred to as the Source of Supply (SoS) code), defines the Months (MOS), Type of Assistance (TA) code, and training notes. These terms are defined in the LOA Information attached to each LOA. See [Figure C5.F5](#).
10. Offer Release Code (ORC). This code specifies notification requirements prior to shipment and must be compatible with the Delivery Term Code. See [Figure C5.F5](#) for a complete list of ORCs. More than one code may apply for each line item.
11. Delivery Term Code (DTC). This code specifies who is responsible for transportation and how far items are transported. The percentage associated with this code is used to compute the transportation charges in Block 11. [See Figure C5.F5](#) for a complete list of DTCs. More than one code may apply for each line item although it is recommended that different lines be used to facilitate different computations.
12. Charges on the LOA. [Chapter 9](#) and [DoD 7000-14.R, Volume 15, Chapter 7](#) identify specific pricing policies for FMS cases. The LOA includes a Net Estimated Cost that represents the total of all line items on the case. Separate entries identify Packing, Crating, and Handling (PC&H), Administrative, Transportation, or other accessorial charges that are included. These figures are added to the Net Estimated Cost to provide a Total

Estimated Cost. With the exception of the Contract Administrative Services (CAS) and administrative surcharge, the percentage rate used for determining accessorial costs should not be indicated in the LOA. A note is included indicating the percentage of CAS and administrative surcharges that are applied against each line item (See [Appendix 6](#)). When calculating the administrative surcharge, if the calculated amount is less than \$15,000, a Small Case Management Line (SCML) must be added as a line item on the case to recover the difference between the calculated administrative surcharge and \$15,000. See [Section C9.4.7](#) of this Manual for more information on the SCML.

13. Estimated Payment Schedule. Unless the initial deposit constitutes the total value of the LOA, each LOA must include a payment schedule. This payment schedule shows the calendar dates when each payment is required and the amount due on each calendar date. The total of these amounts is equal to the amount reflected on the LOA "Total Estimated Cost" line. See [Section C9.9](#) of this Manual for more information on payment schedules.
14. Ordering of LOA Notes. Notes should be included to provide detailed information about what is being sold. [Appendix 6](#) provides information on mandatory notes. To ensure consistency, notes should be included in the following order.

Order	Description
1	Line item description notes. Each line should have a separate item description note. The sample LOA in <a href="#">Figure C5.F3</a> has five lines so there are five item description notes. If all line item description information fits beneath the MASL description, a line item description note is not required. If any one line item requires a line item description note, a line item description note must be included for each line item.
2	Case unique notes, e.g., description of the system, any purchaser responsibilities.
3	Mandatory notes unique to the system being sold, e.g., Man Portable Air Defense Systems (MANPADS), Computer Security (COMSEC), and Anthrax Vaccine.
4	Notes regarding waivers, e.g., Contract Administrative Services (CAS) and Nonrecurring Cost (NC).
5	Standard notes required on all cases, e.g., Administrative Surcharge, CAS, NC, Accessorial Charges, and Supply Discrepancy Report Time Limits. The Administrative Surcharge note should be the last note on the LOA.

- Revised:

1. Case Identifier. Each case includes a unique case identifier (XX-X-XXX) composed of the Security Cooperation Customer code, the IA code, and a case designator. The case designator is a three-position code assigned by the IA. The chart below shows the letters used by the Military Departments to assign case designators. This chart is for information purposes only and does not mandate use of these first-position letters. Case designations are the responsibility of the IA.

U.S. Army		U.S. Navy		U.S. Air Force	
B	Repair Parts	A	Ammunition and Other Explosives	A	Munitions <del>(AFLC)</del>

D	<del>Training OCONUS (SATMO)</del> Training outside continental United States (OCONUS) Security Assistance Training Management Organization (SATMO)	B-C	Individual Spares and Components	B	Hybrid DCS Support
		F-G, Q	Technical and Engineering Services	C	<del>Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD)</del>
		H-J	Direct Requisitioning Procedures	D	Communication/ Electronic System Sale
G	<del>SELPO/Communications Security</del> Signal electronics procurement office (SELPO)/Communications Security	K	FMSO (KA or KS - FMSO I and KB-KR or KT-KW - FMSO II)	E	Equipment (Blanket)
H	Construction (Corps of Engineers)	L, N	Major End Items (components and equipment)	F	Targeting
I	Excess Defense Articles	M	Repair and Return	G	Services
J	<del>SDAF</del> Special Defense Acquisition Fund (SDAF)	P	Cartridge Actuated Devices (CAD), Propellant Actuated Devices (PAD), Aircrew Escape Propulsion Systems (AEPS)	H	Section 30 Sales
K	Foreign Military Sales Order (FMSO) I and II			I	Contingency Support
L	Leases			K	FMSO (KA - FMSO I and KB-KW - FMSO II)
M	Medical (U.S. Army Medical Materiel Agency)			L	Equipment (Defined)
N	Coproduction	R	Open End Requisitioning Procedures	M	Maintenance
O	<del>Training CONUS (TRADOC)</del> Training continental United States (CONUS) Training and Doctrine Command (TRADOC)	S	Weapon System Sale (Ship or Aircraft)	N	Special Support
P	Planning	T	Training	O	Communications Security (COMSEC)
Q	Materiel/Services (from U.S. activities located in Europe)	Z	Leases	P	Publications
S	Materiel/Services (from U.S. Army Security Assistance Agency - Latin America)			Q	Systems Sustainment Support
				R	Spares
				S	Aircraft System Sale
				T	Training
				V	Major Modifications
				X	<del>Special Financial</del>

T	Publications				(Reserved for DFAS-IN/JAX)
U	Materiel/Services				Special
-	provided from various				Financial
Z	Life Cycle				(Reserved for
	Management				Defense
	Commands (including				Finance and
	but not limited to				Accounting
	system package sales,				Service
	munitions, spare parts,				(DFAS) in
	equipment, technical				Indianapolis
	services, maintenance,				(IN)/Jacksonvil
	etc.)				le (JAX)
					(DFAS-
					IN/JAX)
			Y	Missile System	
				Sale	
			Z	Leases	

2. General Letter of Offer and Acceptance Information. Use consistent terminology throughout document, for example: "Purchaser" for FMS and "Benefitting Partner" for BPC, not "Customer"; "materiel," not "material"; "Months (MOS)," not "PoP"; "Line," not "Line Item"; "Lines 001-004," not "Lines 001, 002, 003 and 004," etc. Use proper capitalization and grammar and describe actions using present tense. Spell out acronyms for first time use in the Case Description, Line Description, and each Line Note, using the SAMM Acronym listing.
3. Purchaser's Reference. The LOR date, serial number, etc. is entered in the "Based on" field. LORs should be listed in chronological order, oldest to newest, with the proper date format of day, month, year fully spelled out, starting with requesting Purchaser, then any LOR reference numbers, and then ending with the date. (Example: Based on Purchaser LOR, Reference 1234, dated 12 January 2025.)
4. Case Description. Provide a general description of what is provided on the LOA. If a previous version of the document was offered to the customer but requires changes before the customer will accept the offer, note that this document is restated (e.g., "This is a RESTATED document previously issued on [DSAMS Countersignature Date Milestone]").
5. Term(s) of Sale. Term(s) of Sale indicate when payments are required and whether the LOA is financed with cash or credit. Table C9.T11, of this Manual provides details on the various types. The terms must be recorded on the first page of each LOA. LOAs that include multiple sources of funding must list all sources and include a dollar breakout for each credit term used.
6. DSCA Defense Security Cooperation Agency Congressional Notification Transmittal Number. Include the DSCA transmittal number used in the statutory Congressional

notification (e.g., Congressional Notification 92-15) when applicable. When multiple notification numbers apply, they must all be listed.

7. Offer Expiration Date (OED). Each LOA document includes an **Offer Expiration Date (OED)** indicating the last date on which the purchaser may accept the offer. The OED is normally 85 days (25 days for administrative processing and 60 days for Security Cooperation Customer review) from Military Department Approval (MILAP) in ~~the Defense Security Assistance Management System (DSAMS)~~, except for countries that have been approved a longer OED as reflected in the below chart. For countries listed in the chart below with an OED longer than 85 days, the Security Cooperation Customer review time is the OED minus 25 days.

Long OEDs: The purchaser can submit request for OEDs longer than the approved timeframes reflected in the below chart on a countrywide or case-by-case basis to the applicable IA. If the IA concurs, it enters a case remark in the DSAMS that the LOA document contains an OED that is longer than the approved timeframes reflected in the below chart, and forwards it to DSCA (Strategy, Plans, and Policy Directorate (SPP)) for approval. The validity of the data may decrease as the length of time from offer increases. The chart below reflects the current Security Cooperation Customer timeframes that should be used unless an exception is granted.

Short OEDs: Short OEDs are used for USG driven requirements (e.g., where the price estimates are dependent on contract award by a certain date). Short OEDs should not be used for purchaser-driven needs or as a means to expedite LOA documents through the review and countersignature process. If the purchaser has less than the OED minus 25 days, the IA must include the mandatory short OED LOA note (see [Appendix 6](#) on LOA Notes). The standard OED is used even when it is anticipated that the purchaser may accept the LOA document early. Using the standard OED allows the purchaser to accept the LOA document early (e.g., purchaser driven needs such as internal budget requirements, etc.), but also allows the purchaser the normal review time when early acceptance does not occur. This eliminates unnecessary pen and ink changes that are required to revise the OED when early acceptance does not take place.

For Country Specific OEDs, see the [CAC-SAMM](#) (DoD CAC Holders Only).

8. ~~Item~~ Line Number. Each LOA includes three-**digit** LOA line numbers (e.g., 001, 002).
9. Description/Condition Field. For each line ~~item~~ this field must include a Generic Code and Military Articles and Services List (MASL) line data, National Stock Number (NSN) or part number (if applicable), MDE (Y)/SME (S)/non-MDE (N), MTCR, EUM code, a description of the articles or services, whether the materiel is classified or unclassified, CONUS or OCONUS travel and the condition code (if other than A1 condition) or reference to a note in which the condition is shown. [Appendix 4 of this Manual](#) contains the entire list of Generic Codes. References to other information within the LOA may also be included, e.g., for weapon systems, the reference may relate to an attachment or note of the LOA that includes more descriptive information.

The LOA must contain a separate line for each article with a MASL line that is measured in units (any unit of issue other than "XX"). Any MDE/SME or other reportable items (e.g. Classified Materiel) must be listed separately on the LOA. They may not be embedded within a line item for Non-MDE equipment. For LOAs with more than one significant article or service, lines are listed in order from most to least substantial. After the major items, the remaining lines are in order by generic code. The purpose of this order is for ease of reading. If there are compelling reasons for listing the lines in a different order, the IA may decide to do so, on a case-by-case basis.

10. Quantity, Unit of Issue, and Unit and Total Costs. This information is entered, as applicable. Total costs for each line are always in whole dollars. See [DoD 7000-14.R, Financial Management Regulation \(FMR\), Volume 15, Chapter 7](#) for information on how to price.
11. Supply Code/Months/Types of Assistance Code or Training Notes. This column includes the Supply Code (SC) (also referred to as the Source of Supply (SoS) code), defines the Months (MOS), Type of Assistance (TA) code, and training notes. These terms are defined in the LOA Information attached to each LOA. See [Figure C5.F5](#).
12. Offer Release Code (ORC). This code specifies notification requirements prior to shipment and must be compatible with the Delivery Term Code. See [Figure C5.F5](#) for a complete list of ORCs. More than one code may apply for each line item.
13. Delivery Term Code (DTC). This code specifies who is responsible for transportation and how far items are transported. The percentage associated with this code is used to compute the transportation charges in Block 11. See [Figure C5.F5](#) for a complete list of DTCs. More than one code may apply for each line item although it is recommended that different lines be used to facilitate different computations.
14. Charges on the LOA. [Chapter 9](#) and [DoD FMR, 7000-14.R, Volume 15, Chapter 7](#) identify specific pricing policies for FMS cases. The LOA includes a Net Estimated Cost that represents the total of all line items on the case. Separate entries identify Packing, Crating, and Handling (PC&H), Administrative, Transportation, or other accessorial charges that are included. These figures are added to the Net Estimated Cost to provide a Total Estimated Cost. With the exception of the Contract Administrative Services (CAS) and administrative surcharge, the percentage rate used for determining accessorial costs should not be indicated in the LOA. A note is included indicating the percentage of CAS and administrative surcharges that are applied against each line item (See [Appendix 6](#)). For cases developed August 1, 2006 through July 2, 2012 and if the administrative surcharge calculated amount was less than \$15,000, a Small Case Management Line (SCML) was added as a line item on the case to recover the difference between the calculated administrative surcharge and \$15,000. See [Section C9.4.7. of this Manual](#) for more information on the SCML.
15. Estimated Payment Schedule. Unless the initial deposit constitutes the total value of the LOA, each LOA must include a payment schedule. This payment schedule shows the calendar dates when each payment is required and the amount due on each calendar date.

The total of these amounts is equal to the amount reflected on the LOA "Total Estimated Cost" line. See [Section C9.9. of this Manual](#) for more information on payment schedules.

16. Ordering of LOA Notes. Notes should be included to provide detailed information about what is being sold. [Appendix 6](#) provides information on mandatory notes. To ensure consistency, notes should be included in the following order.

Order	Description
1	Line <del>item</del> description notes. Each line should have a separate item description note. The sample LOA in <a href="#">Figure C5.F3</a> , has five lines so there are five item description notes. If all line <del>item</del> description information fits beneath the MASL description, a line <del>item</del> description note is not required. If any one line <del>item</del> requires a line <del>item</del> description note, a line <del>item</del> description note must be included for each line <del>item</del> .
2	Case unique notes, e.g., description of the system, any purchaser responsibilities.
3	Mandatory notes unique to the system being sold, e.g., Man Portable Air Defense Systems (MANPADS), Computer Security (COMSEC), and Anthrax Vaccine.
4	Notes regarding waivers, e.g., Contract Administrative Services (CAS) and Nonrecurring Cost (NC).
5	Standard notes required on all cases, e.g., Administrative Surcharge, CAS, NC, Accessorial Charges, and Supply Discrepancy Report Time Limits. The Administrative Surcharge note should be the last note on the LOA.

17. Personal Identifiable Information. Personal Identifiable Information (PII) must NOT be in an LOA. PII is prohibited under [DoD 5400.11R Department of Defense Privacy Program](#) and defined as information that identifies, links, relates, is unique to, or describes a specific individual, e.g., a social security number; age; military rank; civilian grade; marital status; race; salary; home/office phone numbers; other demographic, biometric, personnel, medical, and financial information, etc. Such information is also known as personally identifiable information (i.e., information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, including any other personal information which is linked or linkable to a specified individual). Contact information should only be an organization or office symbol, or general address.

#### 4. Update Section C5.4.15.

- Current:

**C5.4.15. Quality Control of Letter of Offer and Acceptance Documents.** IAs must ensure that adequate controls exist to ensure the LOA package is factually accurate, complete and compliant with all statutory, regulatory, and fiscal requirements. See [Table C5.T8](#) for more specifics on IA and DSCA (Office of International Operations, Global Execution Directorate, Case Writing and Development Division (IOPS/GEX/CWD)) responsibilities. The [LOA Standardization Guide](#) is available on the [DSCA website](#).

- Revised:

**C5.4.15. Quality Control of Letter of Offer and Acceptance Documents.** IAs must ensure that adequate controls exist to ensure the LOA package is factually accurate, complete and compliant with all statutory, regulatory, and fiscal requirements. See [Table C5.T8](#) for more specifics on IA and DSCA (Office of International Operations, Global Execution Directorate, Case Writing and Development Division (IOPS/GEX/CWD)) responsibilities. The LOA Standardization Guide is available in [Appendix 9](#).

5. Update Section C5.4.17.1.3.1.1. and Add Sections C5.4.17.1.3.1.1.1. - C5.4.17.1.3.1.1.2.

- Current:

**C5.4.17.1.3.1.1.** ONLY the unclassified portion of an off-line package must be uploaded into the CTS application.

- Revised:

**C5.4.17.1.3.1.1.** ONLY the unclassified portion of an off-line package may be uploaded into the CTS application. **The LOR must comply with [DoDM 5200.01 DoD Information Security Program](#), which notes that when U.S. offices receive Foreign Government Information (FGI) which is marked with original host markings that are not the same classification as U.S. markings, these documents are to be re-marked to indicate the equivalent U.S. marking so that all other personnel who subsequently receive and/or review these documents are aware of the appropriate handling requirements. According to [DoDM 5200.01, Volume 3, 17.b.2](#):**

"FGI shall be re-marked if needed to ensure the protective requirements are clear. FGI may retain its original classification if it is in English. However, when the foreign government marking is not in English, or when the foreign government marking requires a different degree of protection than the same U.S. classification designation, a U.S. marking that results in a degree of protection equivalent to that required by the foreign government shall be applied. See Appendix 1 to Enclosure 4 of Volume 2 of this Manual for comparable U.S. classification designations."

**C5.4.13.1.3.1.1.1.** A single line through the host marking (to ensure it is still readable) and then re-marking with U.S.-equivalent marking is required. Example:

CUI (Marking for example purposes only)

The following statement must be placed on the bottom of each page that is Re-marked and filled out appropriately:

Re-marked by: (Insert Name of Person Re-marking Doc)

Authority: [DoD 5200.01](#) and (insert office symbol) email/memo dated (insert date of email/memo)

Re-marked on: (Insert Date of Re-marking)

**C5.4.13.1.3.1.1.2.** If the document is not clearly remarked with U.S. Government equivalent markings, the document will be returned to the IA.

6. Rename and Update Table C6.T8 "Special Instructions for Preparing an Amendment or Modification" per below:

- Current:

**Table C6.T8. Instructions for Preparing an Amendment or Modification**

#	Instruction
1	<u>"Based On."</u> Each Amendment or Modification includes a reference to the document, meeting, review, etc. that prompted the change.
2	<u>Description.</u> The "This Amendment (or Modification):" includes a concise and clear purpose of the Amendment or Modification, using the following guidelines: <ul style="list-style-type: none"><li>a. Program. Identify the major program involved (e.g., "Apache Program").</li><li>b. Overview. Provide an overview of the Amendment or Modification. Identify the changes in the document by showing if the action is an addition, modification, deletion, increase, or decrease.</li><li>c. Reason. Provide an explanation for the changes (e.g. per the purchaser's request, due to scope, price changes, etc.)</li><li>d. Previous Unaccepted Amendments. If a previous Amendment offer has expired, note that Amendment (number) was not accepted. The unaccepted Amendment number should not be reused.</li><li>e. Identification of Restatement. If a previous version of the document was offered to the customer but requires changes before the customer will accept the offer, note that this document is restated (e.g. "This Amendment is a Restated document.")</li></ul> Example: "This Amendment provides updates for the AH-64D Helicopter program, which reduces the quantity of items and extends the Period of Performance (POP) for several line items per the customer's request. Amendment 3 was cancelled without acceptance."
3	<u>Source Code/MOS/TA or Notes.</u> This column includes the source code (also referred to as the Source of Supply (SOS) code), the availability (estimated number of months FROM IMPLEMENTATION OF THE BASIC LOA to when items are available), TA code, and training notes.
4	<u>Term(s) of Sale.</u> The Term(s) of Sale must be recorded on the first page of the Amendment or Modification. Cases that include multiple sources of funding must list all sources. The Amendment or Modification includes a dollar breakout for each credit term used.

#	Instruction
5	<u>DSCA Congressional Notification Transmittal Number.</u> Include the DSCA transmittal number used in the statutory Congressional Notification (CN) (e.g., CN 92-15) when applicable. When multiple notification numbers apply, they must all be listed.
6	<u>Expiration Date.</u> The Amendment expiration date follows the same rules as for an LOA. <a href="#">See Figure C5.F6.</a> for current country level timeframes.
7	<u>Other Fields.</u> Quantity, notes, codes, and financial fields should be changed to reflect the previous and revised values. The payment schedule should be adjusted accordingly.

- Revised:

**Table C6.T8. Special Instructions for Preparing Amendments and Modifications**

#	Instruction
1	<u>"Based On."</u> Each Amendment or Modification includes a reference to the document, meeting, review, <b>U.S. Government Review (a date is not necessary when a Modification is based on a U.S. Government Review)</b> , etc. that prompted the change.
2	<p><u>Case Description (see Section C6.7.1.2.).</u> The "This Amendment (or Modification):" includes a concise and clear purpose of the Amendment or Modification, using the following guidelines:</p> <ol style="list-style-type: none"> <li>Program. Identify the major program involved (e.g., "Apache Program").</li> <li>Overview. Provide an overview of the Amendment or Modification. Identify the changes in the document by showing if the action is an addition, modification, deletion, increase, or decrease.</li> <li>Reason. Provide an explanation for the changes (e.g. per the purchaser's request, due to scope, price changes, etc.) <b>Reviewers of the LOA document, including the FMS purchaser, must have sufficient information about the reasons for the LOA change to evaluate whether such changes constitute a change in scope.</b></li> <li>Previous Unaccepted Amendments. If a previous Amendment offer has expired, note that Amendment (number) was not accepted. The unaccepted Amendment number should not be reused.</li> <li>Identification of Restatement. If a previous version of the document was offered to the customer but requires changes before the customer will accept the offer, note that this document is restated (e.g. "This Amendment is a Restated document.")</li> </ol> <p>Example: "This Amendment provides updates for the AH-64D Helicopter program, which reduces the quantity of items and extends the <b>Period of Performance (POP) Months (MOS)</b> for several lines <b>items</b> per the customer's request. Amendment 3 was cancelled without acceptance."</p> <p><b>Unless these are the main or only reasons for the change, do not call out these changes: Updates to Notes, description, payment schedule, Source Code, Type of Assistance Code, Offer Release Code, Line Manager Code and/or Operating Agency Code, and shipped complete status.</b></p> <p><b>Identify if the document is being prepared for Case Closure. Case Closure is the final phase of the FMS life cycle and is extremely important to the USG and the Purchaser. It ensures the Purchaser has received all deliverables outlined in the LOA document and provides final billing and the return</b></p>

	of any unused funds. When a document is processed for Case Closure, it will be identified in the Case Description using all capital letters for the term "CASE CLOSURE."
3	<u>Source Code/MOS/TA or Notes.</u> This column includes the source code (also referred to as the Source of Supply (SOS) code), the availability (estimated number of months FROM IMPLEMENTATION OF THE BASIC LOA to when items are available), TA code, and training notes.
4	<u>Term(s) of Sale.</u> The Term(s) of Sale must be recorded on the first page of the Amendment or Modification. Cases that include multiple sources of funding must list all sources. The Amendment or Modification includes a dollar breakout for each credit term used.
5	<u>DSCA Congressional Notification Transmittal Number.</u> Include the DSCA transmittal number used in the statutory Congressional Notification (CN) (e.g., CN 92-15) when applicable. When multiple notification numbers apply, they must all be listed.
6	<u>Expiration Date.</u> The Amendment expiration date follows the same rules as for an LOA. <a href="#">See Figure C5.F6.</a> for current country level timeframes.
7	<u>Other Fields.</u> Quantity, notes, codes, and financial fields should be changed to reflect the previous and revised values. The payment schedule should be adjusted accordingly.
8	<u>LOA Notes.</u> With the exception of some DSCA standard notes, LOA notes will ONLY be listed if Revised. See <a href="#">Appendix 6</a> for more information on when to revise standard notes that are identified as the responsibility of the IA to add/revise. When a line is deleted, all associated notes must also be deleted.

7. Update Section Appendix 6 - LOA Notes Introduction per below:

- Current:

NOTICE:

The "Note Usage Instructions for Documents" row of each LOA note listed in this table is intended to show when the note should be included on an LOA, Amendment, and Modification for both Foreign Military Sales (FMS), and Building Partner Capacity (BPC) programs. Usage will only be indicated in the note title when FMS and BPC use separate notes with identical titles. This table is NOT intended to show when an Amendment or a Modification should be used (guidance for that purpose can be found in [Chapter 6, Section C6.7.](#)).

Additional LOA Notes appear in Appendix 6A, located in the Common Access Card (CAC)-Enabled SAMM site located at: <https://dod365.sharepoint-mil.us/sites/OSDDSCA-CUI-SAMM>. DoD CAC Holders: 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) with any questions regarding access to the site.

- Revised:

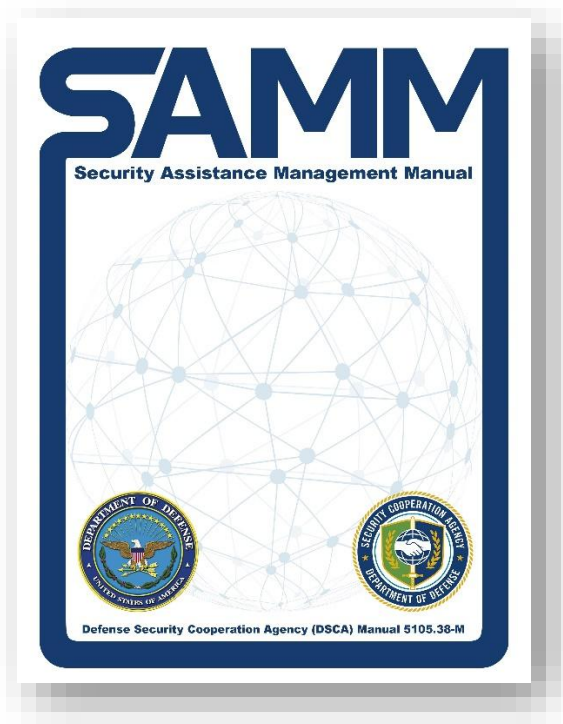
NOTICE:

The "Note Usage Instructions for Documents" row of each LOA note listed in this table is intended to show when the note should be included on an LOA, Amendment, and Modification for both Foreign Military Sales (FMS), and Building Partner Capacity (BPC) programs, and which organization (CWD or IA) has the responsibility to add the note). Usage will only be indicated in the note title when FMS and BPC use separate notes with identical titles. Unique notes are NOT to be Restated on Amendments or Modifications. DSAMS Standard Notes listed in [Appendix 6](#) will ONLY be Restated per the specific Note Usage instructions. If changes are made to an existing note, it will show up as a Revised note. Expired notes will be Revised per the [Appendix 6](#) Note Usage instructions, or per IA policies for notes not listed in [Appendix 6](#). If lines are deleted, then the linked line note must also be deleted. Other notes may need to be Revised or Deleted based on their connection to the deleted line. This table is NOT intended to show when an Amendment or a Modification should be used (guidance for that purpose can be found in [Chapter 6, Section C6.7.](#)).

Additional LOA Notes appear in Appendix 6A, located in the Common Access Card (CAC)-Enabled SAMM site located at: <https://dod365.sharepoint-mil.us/sites/OSDDSCA-CUI-SAMM>. DoD CAC Holders: 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) with any questions regarding access to the site.

8. Update the SAMM globally to replace outdated terminology such as updating "period of performance" verbiage to "Months (MOS)," "Line Item" to "Line," etc.

## Attachment 2: CAC-SAMM Updates



Please see the [CAC-Enabled SAMM](https://dod365.sharepoint-mil.us/sites/OSDDSCA-CUI-SAMM) (<https://dod365.sharepoint-mil.us/sites/OSDDSCA-CUI-SAMM>) for the attachment.

DoD CAC holders: 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) with any questions regarding access to the site.

## Attachment 2: CAC-SAMM Updates

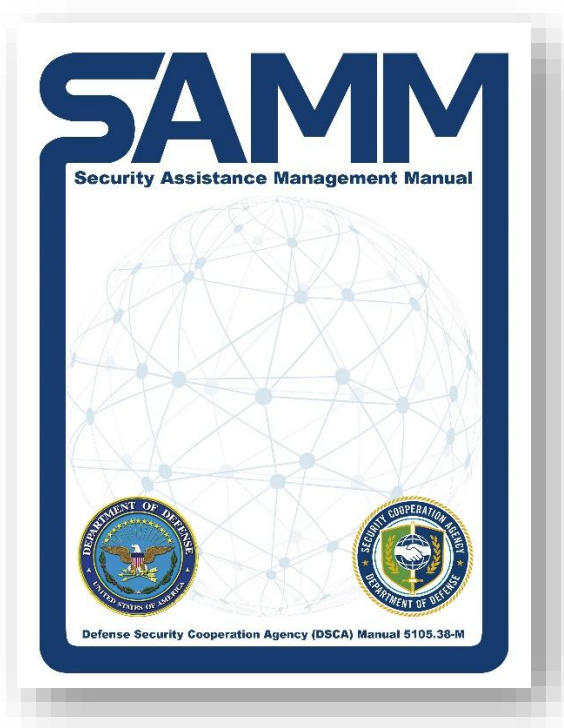
- 1) Add the following OED table to the CAC-SAMM:

**Table OED.1. Unique Offer Expiration Date Table**

<b>Security Cooperation Customer</b>	<b>Number of Days from Implementing Agency Signature to OED</b>
Egypt	115
Germany	115
Greece	115
India	180
Indonesia	145
Israel	115
Italy	130
Korea	120
Kuwait	180
Morocco	115
Pakistan	115
Philippines	145
Portugal	120
Saudi Arabia	180 (Air Force cases) 180 (Navy Cases) 140 (Army Cases) 150 (all other cases)
Spain	115
Taiwan	120
Turkey	100
Yemen	115
All Others	85

See Figure [C5.F6. Instructions for Preparing a Letter of Offer and Acceptance, Section 5. Offer Expiration Date \(OED\)](#) for information regarding the above OED dates.

## Attachment 3: Appendix 9 - Letter of Offer and Acceptance Standardization Guide



See [Appendix 9 "Letter of Offer and Acceptance Standardization Guide"](#) for content.

Revises references in Chapter 5 for the Letter of Offer and Acceptance Standardization Guide