



DEFENSE SECURITY COOPERATION AGENCY

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WASHINGTON, D.C. 20301-2800

13 NOV 2025

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR
INTERNATIONAL AFFAIRS
DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR
DEFENSE EXPORTS AND COOPERATION
DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR
INTERNATIONAL PROGRAMS
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY
DIRECTOR, DEFENSE LOGISTICS AGENCY
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY
DIRECTOR, MISSILE DEFENSE AGENCY
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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 25-80, Clarification
Changes [SAMM E-Change 777]

This memorandum updates the Security Assistance Management Manual (SAMM) with clarification changes. This memorandum does not contain contextual policy changes. The policy in the attachment is incorporated into the DSCA SAMM at <https://samm.dsca.mil>.

If you have any questions concerning this guidance or questions relating to the SAMM, please contact DSCA (Office of Strategy, Plans, and Policy, Execution Policy and Analysis Directorate (SPP/EPA)), dsca.ncr.spp.mbx.epa@mail.mil.

Hussam Bader
Acting Assistant Director
Strategy, Plans, and Policy

Attachment:
SAMM E-Change – 777 – SAMM Clarification Changes

Attachment: Security Assistance Management Manual E-Change 777

1. Updates to Chapter 3 and 5 to replace NSA email addresses:

Chapter 3 Current:

C3.7.3.4.2. Information Security/Communication Security Validation/Authorization.

All IAs, even those responsible for the acquisition of the COMSEC/INFOSEC products and embedded cryptographic modules, must request DIRNSA determination as to whether COMSEC/INFOSEC products and embedded cryptographic modules are releasable and whether they can be included on an LOA written by an IA other than NSA (exception: See [Section C3.7.3.3.2.2.1.](#)). Send e-mail request to NSA at FMSLOR@nsa.gov and include a copy of the purchaser's LOR, nomenclature of the COMSEC/INFOSEC products and/or embedded cryptographic modules, quantities, and identify the weapon system or platform in which the COMSEC/INFOSEC equipment will be integrated. When required, DIRNSA will provide a response in the form of an ATS memoranda or e-mail to the IA within 30 days of the request for inclusion in the LOA staffing package.

C3.7.8.2. Send requests to NSA FMS Group at FMSLOR@nsa.gov and FMS_P1@nsa.gov and include a copy of the purchaser's LOR, nomenclature of the CDS products, quantities, and identify the weapon system or platform in which the CDS will be integrated. DIRNSA will provide a response in the form of a CDS ATS memoranda or e-mail to the IA within 30 days of the request for inclusion in the LOA staffing package.

Chapter 3 Revised:

C3.7.3.4.2. Information Security/Communication Security Validation/Authorization.

All IAs, even those responsible for the acquisition of the COMSEC/INFOSEC products and embedded cryptographic modules, must request DIRNSA determination as to whether COMSEC/INFOSEC products and embedded cryptographic modules are releasable and whether they can be included on an LOA written by an IA other than NSA (exception: See [Section C3.7.3.3.2.2.1.](#)). Send e-mail request to NSA at [~~FMSLOR@nsa.gov~~](mailto:FMSLOR@nsa.gov) (Global Combatant Commands: GCC_ATS@nsa.gov, NATO Nations and NATO itself: NATO_ATS@nsa.gov, and Five Eyes: FVEY_ATS@nsa.gov) and include a copy of the purchaser's LOR, nomenclature of the COMSEC/INFOSEC products and/or embedded cryptographic modules, quantities, and identify the weapon system or platform in which the COMSEC/INFOSEC equipment will be integrated. When required, DIRNSA will provide a response in the form of an ATS memoranda or e-mail to the IA within 30 days of the request for inclusion in the LOA staffing package.

C3.7.8.2. Send requests to NSA FMS Group at [~~FMSLOR@nsa.gov~~](mailto:FMSLOR@nsa.gov) and [~~FMS_P1@nsa.gov~~](mailto:FMS_P1@nsa.gov) (Global Combatant Commands: GCC_ATS@nsa.gov, NATO Nations and NATO itself: NATO_ATS@nsa.gov, and Five Eyes: FVEY_ATS@nsa.gov) and include a copy of the purchaser's LOR, nomenclature of the CDS products, quantities, and identify the weapon system or platform in which the CDS will be integrated.

DIRNSA will provide a response in the form of a CDS ATS memoranda or e-mail to the IA within 30 days of the request for inclusion in the LOA staffing package.

Chapter 5 Current:

Table C5.T2B. - National Security Agency (NSA)

Implementing Agency Code	Applicability	Address for Letter of Request Submission
M	Action purposes for all applicable Communications Security (COMSEC) LORs	E-MAIL: FMSLOR@nsa.gov - Global Combatant Commands: GCC_ATS@nsa.gov - NATO Nations and NATO itself: NATO_ATS@nsa.gov - Five Eyes: FVEY_ATS@nsa.gov
	Action purposes for all Signals intelligence (SIGINT) Authorization to Sell (ATS) Letters	E-MAIL: SIGINT_FMS@nsa.gov
	Action Address for COMSEC ATS Letters	E-Mail: DLC27_ATS@nsa.gov Global Combatant Commands: GCC_ATS@nsa.gov NATO Nations and NATO itself: NATO_ATS@nsa.gov Five Eyes: FVEY_ATS@nsa.gov

Chapter 5 Revised:

Table C5.T2B. - National Security Agency (NSA)

Implementing Agency Code	Applicability	Address for Letter of Request Submission
M	Action purposes for all applicable Communications Security (COMSEC) LORs	E-MAIL: FMSLOR@nsa.gov Global Combatant Commands: GCC_ATS@nsa.gov NATO Nations and NATO itself: NATO_ATS@nsa.gov • Five Eyes: FVEY_ATS@nsa.gov

	Action purposes for all Signals intelligence (SIGINT) Authorization to Sell (ATS) Letters	E-MAIL: SIGINT_FMS@nsa.gov
	Action Address for COMSEC ATS Letters	E-Mail: DLC27_ATS@nsa.gov Global Combatant Commands: GCC_ATS@nsa.gov NATO Nations and NATO itself: NATO_ATS@nsa.gov Five Eyes: FVEY_ATS@nsa.gov

2. Update Chapters 4 and 10 to clarify types of some commercial vehicle allowable per below:

Current:

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

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

C10.7.5.1.1. Fuel expense reimbursement is limited to that which is required to support training and obtaining meals in the vicinity of the training location. Fuel costs or any

other increased costs associated with the IMS recreational use of an authorized rental vehicle will be at the IMS's personal expense.

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

Revised:

C4.5.1.1.1. The FMS purchaser may request ~~that~~ LOAs funding DoD-provided training include the payment of Travel and Living Allowance (TLA), commercial ~~rental passenger~~ vehicle expenses (~~limited to rental passenger vehicles, taxis, and other equivalent hired transportation~~) when DoD transportation services are not available, and unanticipated expenses for commercial health care for international students receiving training under an LOA. See [Section C10.7.5.](#) regarding expenses allowed on LOAs for International Military Students (IMSS).

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

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

C10.7.5.1.2. If a rental car is authorized, the IA will require the IMS to obtain commercial insurance. Any IMS liability for damages to the rental ~~passenger~~ vehicle, personal property, or personal injury resulting from the IMS use of the authorized rental

passenger vehicle is a matter to be resolved by the IMS and/or the FMS purchaser. Payments to resolve IMS liability may not be reimbursed by the FMS case.

3. Update Figure C5.F6. Instructions for Preparing a Letter of Offer and Acceptance Section 9 per below:

Current:

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](#).

Revised:

9. Supply Source Code/Months/Types of Assistance Code or Training Notes. This column includes the **Supply Source** 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](#).

4. Update C9.11.8 per below:

Current:

C9.11.8. Delinquent Accounts. Details on arrearages, indebtedness, delinquent debt reporting formats and frequencies are contained in Department of Defense Financial Management Regulation (DoD FMR) 7000.14-R, [Volume 16, Chapter 6](#), and [Volume 16, Chapter 2](#). Most collection problems are caused by late payment, rather than default on payments. It generally takes 45-75 days after the billing statement mailing to receive collection.

Revised:

C9.11.8. Delinquent Accounts. Details on arrearages, indebtedness, delinquent debt reporting formats and frequencies are contained in [Department of Defense Financial Management Regulation \(DoD FMR\) 7000.14-R, Volume 15, Chapter 3, and Volume 16, Chapter 6.](#)~~Department of Defense Financial Management Regulation (DoD FMR) 7000.14 R, Volume 16, Chapter 6, and Volume 16, Chapter 2.~~ Most collection problems are caused by late payment, rather than default on payments. It generally takes 45-75 days after the billing statement mailing to receive collection.

5. Update Figure C10.F6. "Example of Invitational Travel Order from the Security Cooperation Training Management System" Section 13, part e as shown below:

Current:

13. Terms:

...

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

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

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

...

Revised:

13. Terms:

...

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

Include the below at the end of the above sentence if an FMS case is funding commercial ~~rental~~-vehicles (~~limited to rental passenger vehicles, taxis, and other equivalent hired transportation~~):

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

...

6. Update C9.T10. to match Chapter 6 language regarding FMF and Offsets:

Table C9.T10. Generally Restricted Items for Purchase with Foreign Military Financing

Defense Articles and Services That Should Not be Purchased with Foreign Military Financing

- ...
- Lease of defense article
- Offsets

7. Update Appendix 6 Financial Statement Audit LOA Note Usage text per below:

Financial Statement Audit

Note Usage Instructions for Documents

Mandatory for all new Foreign Military Sales (FMS) Letters of Offer and Acceptance (LOAs); ~~Amendments, and Modifications and Amendments~~ unless the latest version of the note is on the Implemented Version.

8. Update Appendix 6 “Travel and Living Allowance - Building Partner Capacity” and “Travel and Living Allowance - Foreign Military Sales” Note Text per below:

Training - Travel and Living Allowance - Building Partner Capacity (BPC)

Note Text

If travel and living allowance (TLA) is not included, add the Training - Travel and Living Allowance - Building Partner Capacity (BPC) case note per below:

"Line(s) _____ provide(s) for U.S. Government and contractor training for Benefitting Partner personnel. This Building Partner Capacity (BPC) Letter of Offer and Acceptance (LOA) does not provide for student travel and living allowance (TLA) ~~or medical expenses~~. If the Requesting Authority (RA) requests that TLA authority or medical expenses be added to this case, a Memorandum of Request (MOR) must be submitted for the requirement to be added via an Amendment."

If TLA is included on the BPC LOA, add the following paragraph to the Line [Insert Line Number] Description of the line providing the funding instead of a separate case note per below:

“Travel and Living Allowance. This case line provides for U.S. Government and contractor training for Benefitting Partner personnel. This Building Partner Capacity (BPC) Letter of Offer and Acceptance (LOA) also provides for International Military Student (IMS) travel and living allowance (TLA) ~~and medical expenses~~ while attending training. TLA includes transportation, baggage, transit lodging, subsistence costs lodging, meals, and incidental

costs. TLA will be provided as established per the Security Assistance Management Manual (SAMM) and charged to this case. Living allowance ~~per student~~ is limited to the rates authorized in the SAMM [Table C10.T12.](#)"

Training - Travel and Living Allowance - Foreign Military Sales (FMS)

Note Text

If travel and living allowance (TLA) is not included, add the Training - Travel and Living Allowance - Foreign Military Sales (FMS) case note per below:

"Line(s) _____ provide(s) for U.S. Government and contractor training for Purchaser personnel. This Letter of Offer and Acceptance (LOA) does not provide for student travel and living allowance (TLA) ~~or medical expenses~~. If the purchaser requests that TLA authority ~~or medical expenses~~ be added to this case, a Letter of Request (LOR) must be submitted for the requirement to be added via an Amendment."

If TLA is included on the BPC LOA, add the following ~~paragraph to the~~ [Line \[Insert Line Number\]](#) [Description of the line providing the funding instead of a separate case note per below](#)

"Travel and Living Allowance. This case line provides for U.S. Government and contractor training for Purchaser personnel. This Letter of Offer and Acceptance (LOA) also provides for International Military Student (IMS) travel and living allowance (TLA) while attending training. TLA includes transportation, baggage, transit lodging, subsistence costs lodging, meals, and incidental costs. TLA will be provided as established per the Security Assistance Management Manual (SAMM) and charged to this case. Living allowance is limited to the rates authorized in the SAMM [Table C10.T12.](#)"

9. Update Appendix 8 - EDA.2.5.5. per below:

Current:

EDA.2.5.5. Defense Logistics Agency Disposition Services Transfers. Defense Logistics Agency (DLA) can provide EDA as a grant or at a reduced price. As an IA, DLA Disposition Services is authorized to write and manage EDA cases. The items that are available through DLA are listed in the "Reutilization, Transfer, and Donation Web" (RTD Web), which is a computerized inventory interface system that enables registered users to view the items that are available as EDA. Partners can request access to RTD Web by submitting a Letter of Request (LOR) to the DLA Disposition Services Foreign Military Sales (FMS) Office (DLADispositionServicesFMS@dla.mil). Members of the U.S. security cooperation community can also request access by contacting the DLA Disposition Services FMS Office.

Revised:

EDA.2.5.5. Defense Logistics Agency Disposition Services Transfers. Defense Logistics Agency (DLA) can provide EDA as a grant or at a reduced price. As an IA, DLA Disposition Services is authorized to write and manage EDA cases. The items that are available through DLA are listed in the “Reutilization, Transfer, and Donation Web” (RTD Web), which is a computerized inventory interface system that enables registered users to view the items that are available as EDA. Partners can request access to RTD Web by submitting ~~an email request Letter of Request (LOR)~~ to the DLA Disposition Services Foreign Military Sales (FMS) Office (DLADispositionServicesFMS@dla.mil). Members of the U.S. security cooperation community can also request access by contacting the DLA Disposition Services FMS Office.