

Figure EDA.F2. Sample Excess Defense Articles Transfer Memorandum and Enclosure

**Command Letterhead**

From: Director, [insert Command]

To: Director, Defense Security Cooperation Agency (DSCA)

Subject: Recommendation to Transfer Excess Defense Articles [insert as grant or sale]

Encl: Excess Defense Article (EDA) Worksheet - [Insert item being transferred]

This memorandum provides information on the proposed transfer of excess [insert item description] to [insert partner]. The enclosed is forwarded for your consideration.

The Command knows of no U.S. industry initiative to market similar [insert item description] to [insert partner].

There will be no adverse impact upon U.S. military readiness as a result of this transfer. Further, the items are excess to Department of Defense (DoD) requirements, including those of the National Guard and Reserve Components.

The proposed transfer [does or does not] contain equipment that includes Missile Technology Control Regime (MTCR) controlled items. (If it does contain MTCR controlled items add the following: A list of possible MTCR controlled items was sent to DSCA on [insert date] and a copy is attached.) The equipment has been checked by a qualified reviewer and is MTCR compliant.

Recommend that the U.S. Government (USG) offer [insert item description] to [insert partner] as a [indicate whether it is for grant or sale].

The point of contact for this action is [insert name, telephone number, and e-mail address].

Figure EDA.F2. Sample Excess Defense Articles Transfer Memorandum and Enclosure

<b>EXCESS DEFENSE ARTICLE WORKSHEET</b>			
<b>Proposed Recipient:</b>	[insert country and armed forces branch]		
<b>Applicable Section of FAA/AECA:</b>	[insert transfer authority]		
<b>Equipment/Materiel:</b>		<b>Nomenclature:</b>	
<b>National Stock Number:</b>		<b>MASL:</b>	
<b>Excess Quantity:</b>		<b>Serial Number: (if applicable)</b>	
<p>Detailed Justification for the Transfer (include equipment application, mission, capability, supportability, suitability, quantity of similar equipment previously transferred, and quantity of equipment based on force requirements):</p> <p>Other foreign requirements and why this requirement should be satisfied (if EDA Coordinating Committee has not reviewed these allocations):</p> <p>Unit Original Acquisition Value (in case of multiple spares, include method used to assess total value of lot(s)): [insert dollar figure]</p> <p>Materiel Condition and Current Unit Value (include method used to assess value in accordance with DoD 7000.14-R, Volume 15, Chapter 7, paragraph 070304).</p>			
<b>Materiel condition as defined by paragraph 070304 is:</b>		[insert Condition Code].	
<b>Unit current value is</b>		[insert dollar figure].	
<b>Estimated Total Package Cost: (to include item(s) if a sale, refurbishment, training and PCH&amp;T)</b>		[insert dollar value]	
<b>Estimated Total Acquisition Value:</b>		[insert dollar value]	
<b>Estimated Total Current Value:</b>		[insert dollar value]	
<p>(Reference DoD 7000.14-R, "DoD Financial Management Regulation," Volume 15, Chapter 7, paragraph 070304)</p>			