DEFENSE SECURITY COOPERATION AGENCY
WASHINGTON, DC 20301-2800

20 DEC 2001

In reply refer to:
I-01/015500-SP

To: All Users of The Customer Guide to U.S. Security Assistance Programs:

At our annual Security Cooperation Conference in September 2001, I announced that I intended to have a useful, web-based, modern tool in the hands of our Security Assistance community and our customers by the end of 2001. Here it is.

The Customer Guide to U.S. Security Assistance Programs is a user-friendly instrument that I believe you will find extremely helpful. From the electronic LOR guide, released at the conference as a stand-alone product, to the electronic links to the Security Assistance Management Manual (SAMM) the guide reflects the latest thinking of the community at large. Current mailing addresses for the military departments and links to useful defense-oriented web sites are an added benefit.

One cautionary note is necessary. This guide does not take the place of formal security assistance policy in any way; rather, it explains and illustrates existing policy in a manner that can be easily understood.

I hope you enjoy using this guide. Over time, changes will be required to keep it current. I have charged the Defense Institute for Security Assistance Management (DISAM) with the responsibility of keeping the document updated. If you have recommended changes or updates, I request that you contact DISAM at: Patrick.Hawkins@disam.dsca.osd.mil or Gregory.Sutton@disam.dsca.osd.mil.

TOME H. WALTERS, JR.
LIEUTENANT GENERAL, USAF
DIRECTOR
Customer Guide to

U.S. Security Assistance Programs

Prepared by the Defense Security Cooperation Agency

December 2001
# Table of Contents

INTRODUCTION.............................................................................................................................................. 1

SECURITY ASSISTANCE OVERVIEW.................................................................................................................. 2

SECURITY ASSISTANCE OVERVIEW.................................................................................................................. 2
  FOREIGN MILITARY SALES (FMS) ....................................................................................................................... 2
  DIRECT COMMERCIAL SALE (DCS). .................................................................................................................... 2
  LEASES .................................................................................................................................................................. 3
  EXCESS DEFENSE ARTICLES (EDA) ..................................................................................................................... 3
  DRAWDOWNS ......................................................................................................................................................... 3

WHAT HAPPENS FIRST?........................................................................................................................................... 4

THE LETTER OF REQUEST (LOR) ......................................................................................................................... 5
  WHAT IS A LETTER OF REQUEST? .......................................................................................................................... 5
  LOR GUIDANCE ...................................................................................................................................................... 5
  LOR PROCESS FLOW DIAGRAM .......................................................................................................................... 7

THE LETTER OF OFFER AND ACCEPTANCE (LOA) ............................................................................................ 8
  WHAT WILL WE DO WITH YOUR LOR? ................................................................................................................. 8
  WHAT WILL THE LOA LOOK LIKE? ........................................................................................................................ 9
  WHAT HAPPENS AFTER YOUR LOA IS PREPARED? .......................................................................................... 12
  WHEN WILL YOU GET YOUR LOA? ....................................................................................................................... 12

YOUR REVIEW AND RESPONSE TO AN LOA..................................................................................................... 13
  WHAT SHOULD YOU DO WITH THE LOA? ........................................................................................................... 13
  LOA ACCEPTANCE ............................................................................................................................................ 13
  INFORMATION TO BE PROVIDED BY THE PURCHASER ...................................................................................... 13

AFTER ACCEPTANCE ........................................................................................................................................... 14
  FMS CASE IMPLEMENTATION ............................................................................................................................ 14
  CHANGES DURING THE LIFE OF YOUR PROGRAM ............................................................................................ 14

APPENDICES ......................................................................................................................................................... 15

APPENDIX 1 ......................................................................................................................................................... 16
INTRODUCTION

Security Assistance, defined in its simplest terms, concerns the transfer of military defense articles and/or services from the United States to friendly foreign governments and specific international organizations. The processes used for Security Assistance can oftentimes be quite confusing and cumbersome. The purpose of this guide is to provide you, our foreign customers, with a simplified overview of these processes that may help in your use of these programs.

Initially, the quantity of information, terms, and acronyms used can be confusing. If you have any questions, we encourage you to contact your Security Assistance Office (SAO), Implementing Agency (IA) Desk Officer or Defense Security Cooperation Agency (DSCA) Country Program Director (CPD). (NOTE: U.S. Department of Defense (DoD) representatives are assigned to various U.S. Embassy staffs throughout the world. While these offices are generally named SAOs, they may also be known as the Office of Defense Cooperation (ODC), Joint U.S. Military Assistance Group (JUSMAG), some similar title or the representative may be another embassy official who has been assigned SAO responsibilities. For ease of reference in this guide, they will be referred to as SAOs.)

Nothing in this guide takes precedence over any U.S. Government (USG) regulations or formal policy guidance. For ready access to these more formal documents, active links are included throughout this guide.

Throughout this guide we have inserted links that will jump to another portion of the document or take you to a website. These have been shaded to make them easier to find. A Glossary of Acronyms and Abbreviations has been included and we have provided a list of Website Links that we hope you will find helpful for contacting appropriate organizations or U.S. agencies involved in Security Assistance.

We are continually trying to improve our Security Assistance processes and this guide will be updated regularly to reflect any changes in policy or procedures. We also would welcome your comments and suggestions for improvements to be included in future versions. You will always be able to access and download the most current guide at the DSCA website.
SECURITY ASSISTANCE OVERVIEW

The United States conducts Security Assistance business with over 150 nations and international organizations around the world. These programs are conducted under two primary U.S. legislative authorities: The Arms Export Control Act (AECA) (22 U.S.C. 2751 et seq.), as amended, and the Foreign Assistance Act of 1961 (FAA), as amended (22 U.S.C 2151 et seq.) Under these authorities, there are several options that we may use to provide you with U.S. defense articles and services. The most common options are Foreign Military Sales (FMS) and Direct Commercial Sales (DCS). There are benefits, limitations and trade-offs associated with each of these options that should be carefully considered for each particular sale. While you usually have a choice in whether to purchase items using FMS or DCS, the U.S. Government may require that FMS procedures be followed for certain purchases.

Although these options, as well as others, are discussed separately below, they may be used in many different combinations to satisfy your unique requirements. For example, a total program might consist of some items purchased through FMS, additional items through DCS, and still others obtained via lease. The USG will work with you to help determine the most beneficial Security Assistance option(s) based on your unique circumstances. Our goal is to provide you with the best “fit” for your program.

FOREIGN MILITARY SALES (FMS)

FMS is a program that allows you to purchase defense articles, services, and training, as well as design and construction services from the U.S. Government. This program is operated on a “no-profit” and “no-loss” basis to the U.S. Government and requires your authorized representative to submit a Letter of Request (LOR) to the USG for desired defense articles and services.

Under FMS, a government-to-government agreement, known more commonly as a Letter of Offer and Acceptance (LOA), is written by the USG and accepted by your government. You may also see the phrase “FMS case” used to describe this document. The LOA specifies the items and services to be provided as well as the estimated cost. The USG will supply items from stock or may contract for them on your behalf. Any contracts required will be written by the USG using standard USG contracting procedures. You will pay the full costs associated with the sale—excluding not only the cost of the items but also any costs incurred by us to provide you with this support. The FMS case may be changed many times during the life of your program using Amendments and Modifications. The rules and procedures for these types of sales are contained in the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

FMS allows you to receive program management services and weapon system expertise from the applicable U.S. Military Department (MILDEP). Access to DoD logistics and training is also available under FMS. Quite often, FMS also provides you with economies of scale and the same cost basis applicable to procurements by the DoD for its own use.

DIRECT COMMERCIAL SALE (DCS).

A DCS is a sale made by U.S. companies directly to an international customer. DCS agreements are not administered by DoD and do not involve a government-to-government agreement. U.S. industry is responsible for obtaining a license from the Office of Defense
Trade Controls in the Department of State for each of these sales. The day-to-day rules and procedures for these types of sales are contained in the International Traffic in Arms Regulations (ITAR).

Under DCS, you engage directly in contract negotiations and program management decisions with a U.S supplier or manufacturer. DCS might be considered when your military requirements differ appreciably from standard U.S. configurations. DCS arrangements may also be appropriate when your government is seeking licensed-production between a U.S. manufacturer and your own domestic industry or your government seeks a closer relationship with a particular weapon system manufacturer.

An extensive comparison of the advantages of FMS and DCS has been compiled and published by the Defense Institute of Security Assistance Management (DISAM). You may find it useful to review this study by selecting "more information on comparing FMS and DCS".

**Leases**

Another method of obtaining a defense article is the use of a lease. The USG may provide defense articles for temporary (not to exceed five years) use. Under a lease arrangement, a compelling need for lease, rather than sale, must determine articles available for lease and not for U.S. public use. Leases can be entered into for a variety of purposes, including cooperative research or development, military exercises, and communications or electronics interface projects. You may want to consider a lease to fill a need before a major purchase can be completed. Customers will be required to make lease payments. All leases require the return of the items at the end of the lease period. More details are found in chapter 12 of the SAMM.

**Excess Defense Articles (EDA)**

EDA are defense articles excess to the needs of the USG. When these defense articles are declared excess by the USG, they may be transferred by sale (FMS) or by grant to EDA eligible countries. For EDA sales, prices usually range from 5% to 50% of the original acquisition value depending on the condition of the item. EDA is transferred on an “as-is, where-is” basis. This means that you will be required to pay any repair costs and, generally, all transportation costs. Frequently, the availability of support equipment and training may be limited for EDA items. More details on EDA are found in section 803 of the SAMM.

**Drawdowns**

The FAA, section 506, authorizes the President to provide defense articles, services and training from DoD stocks and from the inventory and resources of other USG agencies to foreign countries and international organizations for unforeseen emergencies and other purposes. These defense articles/services, to include transportation, are provided at no cost to the foreign country. There are fiscal year dollar ceilings on the value of items that can be provided under the Presidential authorities. Drawdowns can be used to provide international disaster relief, international narcotics control assistance, anti-terrorism assistance, non-proliferation and migration and refugee assistance.
WHAT HAPPENS FIRST?

Before we can help determine what Security Assistance options you may have, we will need to have a good idea of your long-range defense plans—-which calls for some type of “needs assessment.” Obviously, your government will determine and plan for your own security objectives based on your unique priorities. Your assessment should result in a list of capabilities or specific items that you determine are necessary to meet your country’s defense needs.

You may wish us to assist with your needs assessment and planning. If you want this type of help, you should work with the SAO or equivalent USG representative in your country. Some extensive and specialized services, such as survey teams, take time to arrange and may require an FMS case. Some of the areas in which U.S. assistance may be available include:

- **Survey Teams.** A DoD team of experts may be useful in assessing your defense needs. These survey teams may precede a formal LOR from your government for any weapons, services, training, or construction that the survey team identifies as advisable. Each Implementing Agency (IA) can provide you with more information on the types of survey teams that might apply to your program.

- **U.S. Defense Industry Liaison.** The SAO is the principal point of contact in country for U.S. defense industry representatives and plays a key role in facilitating the exchange and flow of information between representatives of your country and the U.S. defense industry. The SAO must maintain neutrality between competing U.S. firms and cannot endorse one specific American product over another. In some cases, the USG, your country, and U.S. defense industry may decide to create a “Team International” (TI) to better define your program requirements. The SAO can advise you when to request a Team International. Information about this concept may be found by clicking on Team International.

- **Other Sources.** The SAO is available to help gather information regarding U.S. defense goods and services. In addition, your representatives may wish to discuss specific programs with your country desk officers at DSCA or in the U.S. Military Departments (MILDEPs). If you have no SAO in your country and are unaware of who you should contact, you can always contact DSCA via our website at http://www.dsca.osd.mil. There are numerous websites where information is available to assist you in addressing your needs. We have compiled a list of websites to use as a starting point. To access the list, click Appendix 1, Website Links. Although a wealth of information is available via other sources or by using various Internet search engines, the websites included in the list provide a great source for “pre-LOR” information.

While there are several options available to address your security needs, the most common is the FMS process. The remainder of this guide assumes that your “needs assessment” has determined that an FMS strategy is the best solution for your requirement.

Return to Table of Contents
THE LETTER OF REQUEST (LOR)

The action that formally begins the FMS process is your LOR.

If you are originating the request from your home country and have questions about how to prepare a LOR, your first contact should be with the Security Assistance Office (SAO) for your country. SAO personnel are trained to understand the FMS process and work closely with the U.S. Embassy to ensure all requirements follow current United States laws and policy. If you do not know whether you have a SAO, or equivalent representative, in your country, you should contact the U.S. Embassy.

If you are located in the U.S., you may refer questions to the appropriate Implementing Agency (IA) Desk Officer or to your Defense Security Cooperation Agency (DSCA) Country Program Director.

WHAT IS A LETTER OF REQUEST?

The LOR can be a formal letter, E-mail or a similar type of correspondence from a recognized official representative of your government. The purpose of an LOR is to request defense articles, military construction, and/or services from the USG. An LOR may also request rough pricing data if you are not quite ready to review a more formal offer.

LOR GUIDANCE

The LOR needs to provide sufficient detail to allow a prompt and accurate response from the USG. In Appendix 2, a LOR Guide provides a number of detail items to consider in writing your LOR. Information from references has been condensed to make this guide easier to read. You are encouraged to consult the original reference if there is any question about content.

You will want to send your LOR to the proper U.S. office. This office may be different, depending on the type of goods and services requested.

Most routine LORs are sent directly to the MILDEP that manages the weapon system, item or service being requested. An information copy of the LOR should also be sent to DSCA and U.S. Department of State (DoS). LORs can also be submitted to other authorized Implementing Agencies (IAs) such as the Defense Logistics Agency (DLA). A list of IAs that process LORs is contained later in the Guide in the section that discusses “Where should you send your LOR?”.

If you believe that your LOR is of such a sensitive nature that higher-level review is required, you may submit it directly to DoS or DSCA for action. These situations are rare.

U.S. regulations require that a LOR that includes an item designated as Significant Military Equipment (SME) must also be reviewed and commented on by the U.S. Ambassador who
is posted to your country. SME is an item designated in the International Traffic in Arms Regulation (ITAR) that warrants special export controls because of the capacity for substantial military utility. You may identify SME as shown on the U.S. Municions List at the Department of State, Office of Defense Control website.

Each LOR is reviewed and validated by the U.S. Military Department (MILDEP) or other Implementing Agency (IA), DSCA and DoS, to ensure that the:

- Prospective FMS purchaser is eligible
- Defense articles/services may be sold
- Request went through proper channels
- Request is clear and complete

The IA is responsible for verifying that information copies of your LOR have been forwarded to the DoS and DSCA. If it cannot be determined or if they have not been given a copy, the IA will forward one.

An IA is responsible for taking action on your LOR. Their response will depend on what is requested. Normally, one of the following is the response action:

- Writing a Price and Availability (P&A) document
- Preparing a Lease
- Preparing a government-to-government agreement referred to as a Letter of Offer and Acceptance (LOA) (Note: A LOA is frequently referred to as a FMS case.)
- Preparing an Amendment to a LOA.

While formal action must wait for receipt of a LOR, the Team International concept mentioned earlier provides you with a forum to discuss complex LORs with the intended IA prior to actually sending the LOR. The establishment of a Team International is a USG decision based on the unique circumstances surrounding a particular sale. You may request an IA to assist you in developing or clarifying requirements. This helps ensure that the LOR will request equipment and services that will meet your requirements and that the LOR will cover all of the points that must be addressed as outlined in the SAMM.

You should avoid concurrent FMS and commercial requests. If you determine that commercial acquisition, rather than an FMS purchase, is desired, you should cancel the LOR. See Chapter 6 of the SAMM, paragraph 60104 for the policy regarding concurrent FMS and commercial requests.

Sample LORs are attached. They are (1) a sample LOR for equipment (a defined order FMS case), (2) a follow-on support FMS case (blanket order FMS case) and (3) a change to an original LOR requesting an amendment. You do not need to change your format to the one shown. These examples cannot cover all situations. They are intended to demonstrate the type of information that is required in specific situations. To see the samples select Appendix 4, Sample Letters of Request.

We have also attached samples of the various checklists that the MILDEPs use to help them process your LOR. These are furnished for your information to help you anticipate the types of information required in specific situations. You are not required to submit them with your LOR. To access them, select Appendix 5, Letter of Request (LOR) Checklists to display that section.
LOR Process Flow Diagram

The figure below illustrates the typical flow of actions that will be taken on your request. There will be some variations in the steps. For example, an IA such as Defense Information Service Agency (DISA) will receive and prepare the request without tasking to another office.

1. **Determine what item meets military need**
2. **Prepare LOR**
3. **You submit LOR to proper U.S. Implementing Agency**
4. **Case/LOR Review by U. S. Case Manager**
5. **Case is reviewed, signed by IA, and forwarded to DSCA for Countersignature**
6. **Case Manager acknowledges your LOR by letter or email and lets you know what case identifier has been assigned to your LOR.**
7. **Letter of Request Processing**
   - *Total Case Value > $ 50 million USD*
   - *Construction Case > $ 200 million USD*
   - *Major Defense Equipment > $14 million USD*
8. **Questions about LOR are sent back to submitter**
9. **If required, a Congressional Notification package is prepared and submitted to Congress**
10. **Legal/Policy/Comptroller review is conducted**
11. **Notes are added to the LOA**
12. **The Payment Schedule is created**

*Return to Table of Contents*
THE LETTER OF OFFER AND ACCEPTANCE (LOA)

WHAT WILL WE DO WITH YOUR LOR?

Once we receive your LOR, the USG will take several actions. Depending on your request, an appropriate response might be, an addition to one of your existing FMS cases, a new sale LOA, etc. For the purposes of this guide, we will assume that an LOA is the most appropriate response to your request—therefore, the following USG actions would be taken:

Acknowledge Receipt: Within five days of receipt of a valid LOR, the U.S. Implementing Agency (IA) will acknowledge receipt of your LOR.

Request More Information: If information is unclear or is missing from your LOR, you will be contacted to provide the missing information. While, it may be possible to continue limited processing of some portions of the request, a complete response from the USG may be delayed until the information is provided or the request amended.

Assign a FMS Case Identifier: A FMS case identifier is assigned to each LOR. A case identifier consists of a Country Code, the IA code of the U.S. agency developing your FMS case and, a unique three-position FMS case designator. For example, “BN-B-UXP” is a FMS case for Bandaria (“BN”-a make-believe country) being prepared by the U.S. Army (“B” is the Implementing Agency code for the U.S. Army). The “UXP” denotes a particular FMS case for this country.

Assign a FMS Case Manager: A FMS Case Manager is assigned to every FMS case and is responsible for ensuring that the FMS case meets your requirements as identified in your LOR. The FMS Case Manager acts as the coordinator for both development of the FMS case, and the subsequent “execution,” or performance of the FMS case. If you have questions about the development progress of your FMS case, they should be directed to the appropriate FMS Case Manager. DSCA has assigned a Country Program Director (CPD) for each country and the IAs may also assign a Country Program Director for your programs. These managers may also be contacted if you have questions concerning the progress of your FMS case.

Review Releasability Issues: Part of the USG review process involves determining if the technology involved is releasable for export. The releasability review takes place for both FMS sales (government to government) and for Direct Commercial Sales (DCS) that are directly negotiated between your country and a specific manufacturer. If the sale involves a system with technology that has not been previously approved for export, this process will generally take longer than if the system has already been reviewed and approved for export. An LOA will not be written for systems that you are not eligible to receive.

Notify the U.S. Congress: There are many U.S. laws that the FMS case Manager must comply with as the FMS case is being developed. If the FMS case is expected to exceed $14 million of Major Defense Equipment (MDE), or will exceed a total FMS case value of $50 million ($200 million for construction cases), then the U.S. Congress must be notified of the
Develop the FMS Case: Once any releasability issues are resolved, the USG may begin the actual process of developing your FMS case or LOA.

**WHAT WILL THE LOA LOOK LIKE?**

As stated earlier, the LOA is the government-to-government agreement that identifies the defense articles and services that the USG proposes to sell to you to meet the requirements identified in your LOR. The LOA spells out all of the terms and conditions that will apply. Much of the content, especially the Standard Terms and Conditions, is dictated by U.S. law. We have included a sample LOA which you can see by clicking on, BN-B-UXP. SAMM table 701-1 contains the Standard Terms and Conditions and can be viewed by clicking Chapter 7 of the SAMM.

There are three basic types of FMS cases. The type used depends on what is being sold. These are:

- **Defined Order.** This type of FMS case is for defense articles, services and training that are specified in your LOR and stated explicitly in the LOA. This type would most likely be used for a weapon system sale.

- **Blanket Order.** This type of FMS case is used to purchase a specific category of items or services at a set dollar value ceiling with no definitive listing of the exact items or quantities desired. This type would most likely be used for follow-on support.

- **Cooperative Logistics Supply Support Arrangement (CLSSA).** CLSSA is a unique arrangement where you are able to invest in the U.S. supply system and receive access to DoD stocks. This arrangement involves two separate FMS cases. The first FMS case covers your investment in specific USG supply system items. The second FMS case is used to requisition these items.

**LOA Sections:** Your LOA will be made up of several sections. The first page will be an overview of the proposal and will include a space for the signatures of our USG representative and your government. It will provide a total cost estimate and will identify any initial deposit that might be required upon acceptance. The first page will also reflect the Terms of Sale (i.e., CASH WITH ACCEPTANCE, FMS CREDIT, etc.) and will identify the expiration date of the offer.

The next several pages of the LOA will describe in greater detail the material and services being offered and responsibilities for transportation and delivery of the items. Separate FMS “case lines” will be included on your LOA. Each line will cover a specific category of material or service. Most of the information is in plain text or monetary terms, but in several
situations we use codes to convey information. The codes are explained in greater detail in the “Letter of Offer and Acceptance Information” provided with each FMS case. In addition, the information is shown in table 701-1 located in SAMM, Chapter 7.

A sample FMS case line might look like the following:

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4) Costs</th>
<th>(5)</th>
<th>(6)</th>
<th>(7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Itm Nbr</td>
<td>Description/Condition</td>
<td>Qty, Unit of Issue</td>
<td>(a) Unit</td>
<td>(b) Total</td>
<td>SC/MOS/TA</td>
<td>Ofr Rel Cde</td>
</tr>
<tr>
<td>001 K</td>
<td>E32 23200014120143 (N) HMMWV M1113 Truck, Shelter Carrier with Desert Package, including CTIS, Sand Colored Paint (CARC 686)</td>
<td>20 EA</td>
<td>$71,333.52</td>
<td>$1,426,671</td>
<td>P(18) TA5 NR</td>
<td>Y</td>
</tr>
</tbody>
</table>

The LOA will also include notes to provide additional information unique to this FMS case. It will include a cost summary and an estimated payment schedule along with instructions on where to return the signed LOA and how to submit payments.

The LOA also includes “Letter of Offer and Acceptance Standard Terms and Conditions.” These are included with every FMS case we write—they are not unique to your particular country or FMS case. These Standard Terms and Conditions identify specific requirements regarding liability, discrepancy reporting, etc.

**LOA Pricing and Delivery Estimates:** Dollar values and delivery schedules shown on the LOA are estimates based on the best available information at the time that the LOA is prepared. These estimates are based either on contractors’ quotes and/or on the current or projected cost and availability of the desired items. As noted in the LOR section of this guide, a key element in obtaining accurate LOA data is complete identification of each of the required items and services. During the life of the FMS case, the amounts billed to the FMS case will be the actual costs incurred by the USG, which may differ from those on the LOA.

**Payment Schedule:** Each FMS case will include an estimated payment schedule identifying when each of your payments is due. The schedule consists of two financial categories: (1) your initial deposit, and (2) future estimated quarterly billing amounts. Your initial deposit is for the costs anticipated to be incurred from FMS case acceptance until your first quarterly FMS billing statement is provided and monies collected. If the FMS case is written as “CASH WITH ACCEPTANCE,” the initial deposit will be for the entire FMS case value. Some of the factors used in computing your payment schedule include:

- **Progress Payments:** Those payments made to contractors or DoD activities as work progresses under a contract.
• **Contractor Holdback:** Amount earned by contractors or suppliers during the period, but held back by the USG, to ensure future performance of the contractor.

• **Termination Liability:** That amount collected from you in advance to protect the USG if you decide to terminate a program before performance is complete on contracts for your program.

Return to Table of Contents
WHAT HAPPENS AFTER YOUR LOA IS PREPARED?

Once the FMS case has been written, it is reviewed by the Implementing Agency (IA) to ensure that it meets the requirements of your LOR and U.S. laws and regulations.

Most FMS cases must also be approved and countersigned by DSCA. This coordination/countersignature is done electronically using the Defense Security Assistance Management System (DSAMS). There are many FMS cases, known primarily as “follow-on” or “support” FMS cases, which do not contain Major Defense Equipment. These FMS cases are often written and signed by the IA and do not require a formal DSCA review.

Once a FMS case has been approved and countersigned (if required) the IA will print the LOA, sign it and deliver it to you for your review.

WHEN WILL YOU GET YOUR LOA?

The maximum processing time between IA receipt of your LOR and release of the LOA or Amendment should normally be no more than 120 days. Because unforeseen delays may occur while processing some LOAs, the standard for IAs is that they should process at least 80% of their total number of LOAs within 120 days.
YOUR REVIEW AND RESPONSE TO AN LOA

WHAT SHOULD YOU DO WITH THE LOA?

An Offer Expiration Date (OED) will be identified on the LOA—Normally you will have sixty (60) days to review and sign the LOA. If you know that the OED cannot be met, you should request an extension from the IA as soon as possible. Extensions may be granted as long as the pricing and delivery estimates are still valid.

Obviously, part of your review will be to determine if the proposed items and costs meet your country’s needs and budgetary constraints. If you want to request any changes to the offer based on your review, your change request must be submitted to the IA for consideration prior to your acceptance (signature) on the LOA. “Pen and ink” changes to the LOA should be discussed with the IA if they are minor administrative or corrective changes. “Pen and ink” changes to a LOA may be accepted by the IA prior to FMS case signature. If the “pen and ink” change alters the scope or revises the terms of sale or total costs, this will normally be considered a counter offer that will require a new LOR.

If your government signs an LOA and includes any changes that have not been authorized by the IA, we will consider this to be a “counter-offer.” Depending on the extent of the proposed changes, the LOA may be re-stated and re-offered, or a new LOA might be prepared.

LOA ACCEPTANCE

As noted earlier, you normally have 60 days to sign the LOA and forward copies to USG officials. The name, title, and agency of the signing official must be entered as well as the date of acceptance/signature (on or before the OED). To facilitate the processing of your LOA, it is recommended that you work with your SAO.

The initial deposit is an integral part of acceptance and is also required on or before the OED. The LOA contains instructions for sending the required initial payment to the Defense Finance and Accounting Service (DFAS). Payment must be in U.S. dollars and may be transmitted by check or wire transfer.

INFORMATION TO BE PROVIDED BY THE PURCHASER

The first page of the LOA has a section for Information to be provided by the Purchaser. There are four items that need to be completed. Mark For and Freight Forwarder Codes are maintained in the Military Assistance Program Address Directory (MAPAD), DoD 4000.25-8-M, normally available at your SAO or through the FMS case Manager. Information about each of these codes is found in the “Letter of Offer and Acceptance Information” attached to each LOA. See SAMM, Chapter 7, Section 701, Paragraph 70105, Table 701-1, page 9. Your procuring agency code and name and address of your paying office are also required. This information should be completed prior to sending the signed document back to the USG. While we will try not to delay implementation, if this information is missing some aspects of FMS case execution cannot begin.
AFTER ACCEPTANCE

FMS CASE IMPLEMENTATION

Once the USG has received the signed copy and the initial deposit, the FMS case will be implemented and execution (e.g., contract negotiations, requisitioning, etc.) may begin.

CHANGES DURING THE LIFE OF YOUR PROGRAM

There will likely be several situations where changes need to be made to the basic LOA or FMS case during the “life” of the program. Changes may be initiated by the USG or by you. These changes will take the form of Amendments or Modifications. The type of document to be used will be determined by the USG.

Amendments: Any revision to an LOA that requires your acceptance must be done using an Amendment. Amendments might include changes in the scope of a FMS case, such as the type or number of items to be provided. Before they can be implemented, Amendments must be accepted by the USG and by you, the Purchaser, in the same manner as the original LOA. Some Amendments may require initial deposits—just like basic cases; these funds must be received before the Amendment will be implemented.

Pen and ink changes may be done on Amendments using the same rules that apply to LOAs.

Modifications: Any revision that does not require your acceptance may be done using a Modification. Modifications include changes that do not constitute a change in scope and are used for U.S. unilateral changes. Examples of changes that might appear on a Modification include: increases or decreases in estimated costs; delays in delivery; changes in the payment schedule; and changes to correct administrative errors.

The U.S. is committed to apply its best efforts to provide you with a Modification when one of the following conditions exist:
   a. Estimated total costs increase by ten percent or less,
   b. The payment schedule changes, or
   c. Significant delivery delays are projected.

Your signature on a Modification is not required, but may be recorded to acknowledge your receipt.

Except for DSCA-issued changes to an LOA’s financing terms, pen and ink changes to Modifications are not authorized. Changes initiated after a Modification has been implemented must be accomplished using another Modification or Amendment, as appropriate.

Return to Table of Contents
APPENDICES

Appendix 1  Website Links
Appendix 2  LOR Guide
Appendix 3  Addresses for LORs
Appendix 4  Sample Letters of Request
Appendix 5  Letter of Request (LOR) Checklists
Appendix 6  Glossary of Acronyms and Abbreviations

Return to Table of Contents
APPENDIX 1

WEBSITE LINKS

This listing is not all-inclusive, and we welcome your recommendations for additions. The list is broken down into U.S. Government Agencies, U.S. Defense Industry, Trade Groups and Associations, Defense-Related Publications and Other Useful Links.

The appearance of hyperlinks within the information contained in this list does not constitute endorsement (by the Federal Government, Department of Defense, or the Defense Security Cooperation Agency) of linked websites or the information, products or services contained therein. The Defense Security Cooperation Agency does not exercise any editorial control over the information you may find at linked locations.

Some web addresses may be restricted from specific locations or may require that you register as a user or install a security certificate before access is authorized. If you are having difficulty with a particular website, try copying or typing the address directly into the address field of your Internet browser.

U.S. GOVERNMENT AGENCIES

U.S. DEPARTMENT OF STATE - EXPORT LICENSE REQUIREMENTS

DEPARTMENT OF STATE, OFFICE OF DEFENSE TRADE CONTROLS (DTC).
The mission of the DTC is to (a) regulate commercial transfers of defense articles and defense services, (b) administer and enforce arms export control law and regulations; and (c) provide foreign policy guidance to persons involved in the export of defense articles and provision of defense services. The DTC website is www.pmdtc.org.

U.S. DEPARTMENT OF COMMERCE - INTERNATIONAL TRADE

THE BUREAU OF EXPORT ADMINISTRATION (BXA)
The BXA is available to support U.S. industries with information on the Export Administration Regulations and information on export licensing requirements. The BXA website is www.bxa.doc.gov.

OFFICE OF STRATEGIC INDUSTRIES AND ECONOMIC SECURITY (SIES)
The SIES heads the U.S. Department of Commerce's effort to promote the sale of U.S. defense articles and services abroad. They are a resource for a wide range of defense market research, analysis and technology reports, business enhancement opportunities, and advocacy assistance for Foreign Military Sales (FMS). The SIES website is www.bxa.doc.gov/OSIES.

THE DEFENSE TRADE ADVOCACY PROGRAM
The Defense Trade Advocacy Program assists U.S. companies in the global defense market. They have information on U.S. defense companies' products and services in international procurement competitions; provide, market intelligence and business counseling; and generate high-level government-to-government advocacy in behalf of U.S. companies. The website is www.doc-bxa.bmpcoe.org/dtap.html.
**THE INTERNATIONAL TRADE ADMINISTRATION (ITA)**

ITA helps U.S. business export their products overseas, in a broad range of products and services. 1-800-USA TRADE. The ITA website is [www.ita.doc.gov](http://www.ita.doc.gov).

**U.S. DEPARTMENT OF DEFENSE (DoD)**

**DEFENSELINK**

The Official DoD website is DefenseLink. It is and an invaluable source of information all aspects of the U.S. defense establishment. The website is [www.defenselink.mil](http://www.defenselink.mil).

**THE JOINT STAFF**

Use this site to obtain information about the Joint Chiefs of Staff, the Joint Staff, and the U.S. major combatant commands. The website is [www.dtic.mil/jcs](http://www.dtic.mil/jcs).

**OFFICE OF DEFENSE COOPERATION IN ARMAMENTS.**

This office supports the Under Secretary of Defense (Acquisition, Technology and Logistics) in managing DoD's relationships with foreign countries in the realm of defense equipment, across the spectrum of acquisition activities including requirements definition, concept development, research and development, production, procurement and follow-on support. The website is accessed through [www.acq.osd.mil/ic/index.html](http://www.acq.osd.mil/ic/index.html).

**ACQUISITION AND DEFENSE TECHNOLOGY**

The website "AcqWeb" deals with all aspects of current acquisition and technology. It is a valuable link to references, resources, current developments, personnel, and leadership in the U.S. Department of Defense acquisition community. The website is [www.acq.osd.mil](http://www.acq.osd.mil).

**DEFENSE ACQUISITION DESKBOOK**

This is an excellent site for all information and resources related to defense procurement. Sponsored by the Office of the Under Secretary of Defense, Deskbook includes AcqNOW! - - a free e-mail subscription service regarding the latest changes to domestic and international acquisition. Deskbook is reached at [web1.deskbook.osd.mil](http://web1.deskbook.osd.mil).

**DEFENSE SECURITY ASSISTANCE AGENCY (DSACA)**

DSCA is responsible for Security Assistance, FMS and related issues for the Office of the Secretary of Defense. DSCA also publishes the Security Assistance Management Manual (SAMM) DoD 5105.38-M that provides definitive guidance for Security Assistance matters. An online version of the SAMM is available at the DSCA website at [www.dsca.osd.mil](http://www.dsca.osd.mil).

**DEFENSE SECURITY ASSISTANCE DEVELOPMENT CENTER (DSADC)**

The DSADC maintains the DSAMS website which provides DSAMS users with the latest information on DSAMS software and Security Assistance-related Automated Information System (AIS) matters. This website is [http://dsams.dsca.osd.mil/logon/logo.asp](http://dsams.dsca.osd.mil/logon/logo.asp).

**DEFENSE INSTITUTE OF SECURITY ASSISTANCE MANAGEMENT (DISAM)**

DISAM teaches all aspects of FMS and security cooperation to military, government, industry, and foreign representatives. Their website is an excellent source of FMS-related information. It features "Ask the Professor", a prompt source in response to questions from the FMS community. DISAM may be reached at [http://disam.osd.mil/](http://disam.osd.mil/).

**DEFENSE LOGISTICS AGENCY (DLA)**

DLA is the DoD's logistics combat support agency whose primary role is to provide supplies and services to America's military forces worldwide. DLA's mission includes managing over four million consumable items and processing more than 30 million annual distribution actions. Each of the links may be helpful. Websites are [http://www.dla.mil](http://www.dla.mil) for DLA Headquarters and [http://www.supply.dla.mil](http://www.supply.dla.mil) for DLA Logistics Operations.
**U.S. DEPARTMENT OF THE ARMY**

**U.S. ARMY HEADQUARTERS**

Homepage for the U.S. Army is www.army.mil.

**U.S. ARMY INTERNATIONAL PROGRAMS**

The Deputy Assistant Secretary of the Army for Defense Exports and Cooperation (DASA [DE&C]) has the sole responsibility within the DA for the international affairs functions of the Army. They are the Army Secretary’s single executive for and providing export policy oversight of all Army FMS, armaments cooperation, foreign disclosure, technology transfer, and munitions case processing. The website is http://international.army.mil/.

**U.S. ARMY SECURITY ASSISTANCE COMMAND (USASAC)**

USASAC exists to support the nation's Security Strategy and U.S. foreign policy objectives through, development, execution, and world-class management of Army Security Assistance programs. They execute approved Security Assistance programs including technology security and management, business management, export license management, country program management, licensed-production of Army material, and development of the Army position on commercial license applications for the export of munitions, services and technology. The website is www.amc.army.mil/amc/sac/index.htm.

**SECURITY ASSISTANCE TRAINING FIELD ACTIVITY (SATFA)**

SATFA is the U.S. Army’s agent for Army education and training. It coordinates and supplies training support to international governments and international organizations and serves as the focal point for all security assistance training program issues, coordination and advice within the U.S. Army. The website is http://www-satfa.monroe.army.mil/.

**U.S. DEPARTMENT OF THE NAVY**

**U.S. NAVY HEADQUARTERS**

Homepage for the U.S. Navy is www.navy.mil.

**NAVY INTERNATIONAL PROGRAMS OFFICE (IPO)**

Navy IPO maintains responsibility for oversight of all Navy, Marine Corps and Coast Guard FMS programs. They assist countries with determining requirements, help in the drafting of LORs, and have responsibility for drafting LOAs, in conjunction with the respective system command and program office. The website is http://www.nipo.navy.mil/. (Note: If link does not work, copy or type the address in your browser address field and follow instructions given on the information page.)

**NAVAL AIR SYSTEMS COMMAND (NAVAIR), INTERNATIONAL PROGRAMS**

NAVAIR provides the acquisition, program management and life cycle support of Naval air vehicles, weapons systems and electronic warfare equipment to international customers. Air-1.4 is the primary point of contact within NAVAIR for Security Assistance. The website is http://www.navair.navy.mil/.

**NAVAL SEA SYSTEMS COMMAND (NAVSEA), INTERNATIONAL PROGRAMS**

NAVSEA provides the sale and/or transfer of ships, ordnance and weapons systems to international customers in support of Foreign Military Sales. PMS-380 is the primary point of contact within NAVSEA for Security Assistance. The website is http://www.navsea.navy.mil.

**SPACE AND NAVAL WARFARE SYSTEMS COMMAND (SPAWAR), INTERNATIONAL PROGRAMS**

SPAWAR provides quality Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) to foreign customers and coalition partners in
support of U.S. national security and foreign policy objectives. The website is http://enterprise.spawar.navy.mil/spawarpublicsite/

**NAVAL INVENTORY CONTROL POINT (NAVICP), INTERNATIONAL PROGRAMS**

NAVICP-OF performs overall Security Assistance/Foreign Military Sales (FMS) program and case management support and weapon system logistical support for the Navy's international customers. Code OF provides logistics and financial services for approximately 3,400 active FMS cases assigned to the U.S. Navy. The website is http://www.navicp.navy.mil/of/ofhome.htm.

**NAVAL EDUCATION AND TRAINING SECURITY ASSISTANCE FIELD ACTIVITY (NETSAFA)**

NETSAFA is the U.S. Navy's agent for Navy education and training. It coordinates and supplies training support to international governments and international organizations and serves as the focal point for all security assistance training program issues, coordination and advice within the U.S. Navy. The website is https://penn0064.netsafa.navy.mil/. (Note: If link does not work, copy or type the address in your browser address field and follow instructions given on the information page.)

**UNITED STATES COAST GUARD (USCG)**

The USCG G-CI signed a Memorandum of Agreement with Navy IPO in November 1998, which outlines a working relationship for the execution of security assistance programs involving the USCG. The Headquarters, U.S. Coast Guard, International Affairs Staff for Security Assistance and International Training (G-CI) coordinates Coast Guard security assistance policy and directs the performance of Coast Guard security assistance programs on behalf of the Commandant of the Coast Guard. The website is http://www.uscg.mil.

**U.S. DEPARTMENT OF THE AIR FORCE**

**AIR FORCE HEADQUARTERS**

Homepage for the U.S. Air Force is www.af.mil.

**DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR INTERNATIONAL AFFAIRS (SAF/IA)**

SAF/IA provides policy oversight and guidance to international programs supporting national security objectives through politico-military affairs, Security Assistance programs, technology and information disclosure, education and training, cooperative research and development, and attaché affairs. The SAF/IA website is www.safia.hq.af.mil.

**AIR FORCE SECURITY ASSISTANCE CENTER (AFSAC)**

AFSAC provides defense articles and services, facilitates armaments cooperation, develops/writes cases, implements, executes/manages, and performs logistical closure of FMS cases, performs program integration and weapon system support. Also, they maintain the Worldwide Warehouse Redistribution System (WWRS). The AFSAC Online website is https://afsac.wpafb.af.mil/. (Note: If link does not work, copy or type the address in your browser address field and follow instructions given on the information page.)

**AIR FORCE SECURITY ASSISTANCE TRAINING (AFSAT) SQUADRON**

AFSAT is the executive agent for all USAF-sponsored international training. The organization develops and implements foreign military sales and international military education and training programs for 148 countries and their military forces in support of USAF and US national security objectives. AFSAT is also the focal point for USAF international issues with HQ USAF, OSD, other USG agencies, and foreign ministries of defense. The website is https://www.aetc.af.mil/AFSAT/. (Note: If link does not work, copy or type the address in your browser address field and follow instructions given on the information page.)
U.S. DEPARTMENT OF TRANSPORTATION - UNITED STATES COAST GUARD

UNITED STATES COAST GUARD (USCG) HEADQUARTERS

U.S. Coast Guard Homepage is www.uscg.mil. Security assistance points of contact are listed at http://www.uscg.mil/hq/g%2Dci/intl%20staff.html.

UNITED STATES COAST GUARD INTERNATIONAL AFFAIRS

Coast Guard International Affairs is responsible for international policy, negotiation of agreements, training of foreign personnel, foreign visit requests, and FMS case implementation and execution. The website is http://www.uscg.mil/hq/g-ci/intl.htm.

U.S. DEPARTMENT OF TREASURY

US CUSTOMS SERVICE

The U.S. Customs Service website provides a wide range of information and regulations on imports and exports. The website is www.customs.ustreas.gov.

U.S. DEFENSE INDUSTRY, TRADE GROUPS AND ASSOCIATIONS

GENERAL DEFENSE INDUSTRY

NATIONAL DEFENSE INDUSTRIAL ASSOCIATION (NDIA)

NDIA is a non-profit association and forum for the interchange of ideas between government and industry to resolve industrial problems of joint concern. Primary areas of interest are the business and technical aspects of the government-industry relationship, policies and practices in the entire acquisition process, including research and development, procurement, logistics support, and many technical areas. The website is www.ndia.org.

TECHSTREET

Provides industry standards from more than 300 engineering, industry and defense sector organizations. In addition, they provide technical books and offer free access to databases for document searching regarding industry standards. The website is www.techstreet.com.

ARMY EQUIPMENT

ASSOCIATION OF THE U.S. ARMY (AUSA)

AUSA is dedicated to maintaining a strong national defense with special emphasis on landpower. Two monthly publications, AUSA News and Army Magazine, are published. The website is www.ausa.org.

AIRCRAFT AND AEROSPACE

AEROSPACE INDUSTRIES ASSOCIATION (AIA) OF AMERICA

AIA represents the nation's major manufacturers of commercial, military and business aircraft, helicopters, aircraft engines, missiles, spacecraft, materiel, and related components and equipment. The website is www.aia-aerospace.org.
**AEROSPACE INDUSTRY PORTAL**
Information about the aircraft and aerospace industry, with links on associations, market intelligence, supply, and company data on manufacturers. The website is www.aerospaceindustry.net.

**SHIP AND SHIP SYSTEMS**

**AMERICAN SHIPBUILDING ASSOCIATION (ASA)**
This ASA provides information on major commercial shipbuilders, production statistics, and key suppliers. It also provides press releases and industry initiatives. The website is www.americanshipbuilding.com.

**SHIP TECHNOLOGY ASSOCIATIONS DIRECTORY - USA**
This directory provides contact points for associations, institutes, societies and government departments for the Shipbuilding Industry. It includes ship technology product news, links to ship-related websites worldwide, and press releases. The website is www.ship-technology.com.

**AMERICAN SOCIETY OF NAVAL ENGINEERS (ASNE)**
The purpose of the ASNE is to advance the knowledge and practice of naval engineering in public and private applications and operations, enhance the professionalism and well-being of members, and promote naval engineering as a career field. The website is www.navalengineers.org.

**SHIPBUILDERS COUNCIL OF AMERICA (SCA)**
The SCA is an association of ship builders throughout the United States, with related information on safety, legislation, etc. The website is www.shipbuilders.org.

**NSnet**
NSnet provides maritime industry website with links to shipyards, design agencies, vendors and suppliers, standards and classifications. The website is www.nsnet.com.

**ELECTRONICS AND C4I**

**ARMED FORCES COMMUNICATIONS AND ELECTRONICS ASSOCIATION (AFCEA)**
The AFCEA presents a searchable site featuring events, training courses, and its journal, Signal. The AFCEA is an international association for command, control, communications, computer, and intelligence (C4I). Members include government, military and industry leaders and managers. The website is www.afcea.org.

**ELECTRONIC INDUSTRIES ALLIANCE (EIA)**
EIA is a federation of associations working in the digital and electronics industry. Address: 2500 Wilson Boulevard, Arlington, VA 22201-3834 Phone: (703) 907-7500. The website is http://www.eia.org/.

**INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)**
IEEE is an international technical professional association, an authority in technical areas ranging from computer engineering, biomedical technology and telecommunications, to electric power, aerospace and consumer electronics, among others. Address: 445 Hoes Lane, PO Box 1331, Piscataway, New Jersey 08855-1331 Phone: (908) 562 3800. The website is www.ieee.org.
PROFESSIONAL ASSOCIATIONS

**SOCIETY FOR INTERNATIONAL AFFAIRS (SIA)**
SIA's goal is to educate the export community on all aspects of technology transfer by providing a forum for exchange of information on the export and import process. The website is [www.siaed.org](http://www.siaed.org).

**ASSOCIATION OF THE U.S. ARMY (AUSA)**
AUSA is dedicated to maintaining a strong national defense with special emphasis on landpower. The website is [www.ausa.org](http://www.ausa.org).

**AIR FORCE ASSOCIATION (AFA)**
The Air Force Association is an independent, nonprofit, civilian aerospace organization that promotes public understanding of aerospace power and national defense. The website is [www.afaf.org](http://www.afaf.org).

**THE SOCIETY OF LOGISTICS ENGINEERS (SOLE)**
SOLE is an international, non-profit, professional society that is dedicated to the advancement of the art and science of logistics technology, education and management. The website is [wwwSOLE.org](http://wwwSOLE.org).

**U. S. NAVAL INSTITUTE (USNI)**
USNI is dedicated to the advancement of professional, literary, and scientific knowledge and the advancement of knowledge of sea power. The website is [www.usni.org](http://www.usni.org).

**AMERICAN SOCIETY OF NAVAL ENGINEERS (ASNE)**
ASNE's purpose is to advance the knowledge and practice of naval engineering in public and private applications and operations, to enhance the professionalism and well-being of members, and to promote naval engineering. The website is [www.navalengineers.org](http://www.navalengineers.org).

DEFENSE-RELATED PUBLICATIONS

**ARMY MAGAZINE**
A monthly magazine focusing on the activities and interests of the U.S. Army worldwide, ARMY serves a readership interested in issues of national security; past and present issues involving landpower; and future trends in the military arts and sciences. It focuses on developing and presenting thought-provoking articles and analyses for a professionally oriented audience. The website is [http://www.ausa.org/www/armymag.nsf](http://www.ausa.org/www/armymag.nsf).

**DEFENSE NEWS**
A weekly newspaper on worldwide defense news and analyses. The website is [www.defensenews.com](http://www.defensenews.com).

**NATIONAL DEFENSE MAGAZINE**

**JANE'S MAGAZINES AND CATALOGUES**
Widely regarded as the ultimate source for defence, aerospace and transportation information, the company publishes *Jane's Defence Weekly*, *Jane's Fighting Ships* and *Jane's All the World's Aircraft*. The website is [www.janes.com](http://www.janes.com).

**SEAPOWER MAGAZINE**
Almanac of the Navy League of the United States. The website is [http://www.navyleague.org/seapower.htm](http://www.navyleague.org/seapower.htm).
**Naval Institute Proceedings**
The Naval Institute's magazine; includes articles from military professionals and civilian experts. The website is [http://www.usni.org/magazines.html](http://www.usni.org/magazines.html).

**Signal Magazine**
AFCEA's International Journal for communications, electronics, intelligence and information systems. The website is [www.us.net/signal](http://www.us.net/signal).

**Other Useful Links:**

**FirstGov:**
"Your first click to the U.S. government". The website is [www.firstgov.gov](http://www.firstgov.gov).

**U.S. Congress**

**Foreign Exchange Currency Converter**
FXConverter is a multi-lingual Currency Converter with up-to-date exchange rates provided from leading market data contributors. The website is [www.oanda.com/converter/classic](http://www.oanda.com/converter/classic).

**Language Translations**
Translations using Babel Fish software. The website is [http://world.altavista.com/](http://world.altavista.com/).

Return to [Table of Contents](#).
APPENDIX 2

LOR GUIDE

While there are many things that we have given you to consider when submitting a LOR, most LORs are relatively straightforward and simple. For an example of a simple LOR for a FMS case as well as a LOR for a FMS case amendment, click Sample LOR For Defined Order FMS Case. The more details you can provide, the less chance of a delay in our response back to you. You may also request your FMS program manager provide assistance in defining or clarifying requirements. A new initiative along this line has been developed. It is called “Team International”. Additional information is available by clicking on Team International which is posted on the DSCA website.

After you have decided to submit a LOR it is likely to fall into one of two categories. Your LOR:

- Includes a requirement for Significant Military Equipment (SME) / Major Defense Equipment (MDE), or
- It does not include SME.

What exactly is Significant Military Equipment? SME is an item designated in the International Traffic in Arms Regulation (ITAR) that warrants special export controls because of the capacity for substantial military utility. SME designations can be found in the ITAR, Part 121 – The United States Munitions List (USML). Additional discussion about the ITAR is included later in this guide. The U.S. State Department’s Office of Defense Trade Controls maintains a web page at http://www.pmdtc.org/ from which the complete USML can be downloaded.

Some publications use the term Major Defense Equipment (MDE) to identify requests that require special processing. MDE is a subcategory of SME. A U.S. defense article is considered to be MDE when (1) it is identified as SME on the USML and (2) when the U.S. Government has incurred either a nonrecurring research and development cost for the item of more than $50 million or the item has had a total production cost of more than $200 million. A list of MDE is contained in chapter 7 of the SAMM. You can find the list by clicking on Chapter 7 of the SAMM. (A word of caution: model information you have received from a manufacturer or obtained from a website, may not match exactly the model in the SAMM listing. However, if the basic equipment is listed in the SAMM even if the model is slightly different, you are advised to treat the item as MDE.) More information on SME and MDE will be provided later in this guide.

We can look at each of the two possibilities separately. We will consider the simpler situation first.

REQUEST DOES NOT INCLUDE SIGNIFICANT MILITARY EQUIPMENT (SME)

If you know specifically what you need, and your request does not include SME, and you have discussed the request with the appropriate IA representative, the LOR may be as simple as creating a “follow on” FMS case. A “follow on” FMS case is one that follows a previous FMS case. A LOR to continue funding for an existing Liaison Officer’s office expenses, for instance, might read, “… This request is a follow-on to FMS case BN-D-GGM…”
A great number of LORs will fall in this category. The submission process for these is also the most simple. Selecting Request for All other FMS (non-SME) will take you to the part of the guide that tells you where to submit your LOR.

**REQUEST DOES INCLUDE SIGNIFICANT MILITARY EQUIPMENT (SME/MDE)**

It is not always easy to determine if a specific item is SME/MDE. These distinctions are important, as they will affect both the processing of your LOR and questions regarding Nonrecurring Costs (NC). Resolving these questions may take a bit of research or discussion with your SAO, IA desk officer or DSCA. We have also included information in a later section that will help you determine if an item is SME/MDE. If you want to access that section now, select How to find out if an item is SME/MDE – An Example.

**POLICY REGARDING CONTENTS OF THE LETTER OF REQUEST**

The Security Assistance Management Manual (SAMM), DoD 5105.38-M, http://web.deskbook.osd.mil/, provides a great deal of guidance regarding a LOR. While the SAMM does not require a specific format for a LOR, paragraph 70003 of the manual does call for, you, the requestor to assure that the request is complete.

It is important to bring both parties together early in the FMS process to determine what the program requirements are and what the USG may be able to do. DSCA policy memo l 01/006954-SP, dated 24 July 2001, establishes the framework to foster partnering between the USG, defense industry and the international customer at the earliest possible stage in an export program’s development. See http://www.dsca.osd.mil/ for additional information on requesting the establishment of a Team International.

It is important to have a clear understanding of what “complete” means to the person who will be responding to your LOR. A “complete” LOR should include the following:

The LOR must be specific as to what is desired. What are you requesting? Be explicit as to what you wish to receive in response to your LOR. You can use the LOR to ask for:

- Price and Availability (P&A) - this is preliminary planning data
- A Letter of Offer and Acceptance (LOA), an Amendment to an existing LOA or a modification to an existing LOA - these are the authorized documents used by the USG to sell defense articles and services
- A Lease - this is an agreement to lease and maintain an item for a certain period of time

- Being specific means that the receiving IA should be able to review your LOR and know exactly what defense articles or services you want to receive. This would include information such as:
  - Quantity and specific model identity of items requested.
  - Unique non-U.S. configuration requirements. If you need nameplates or publications in a language other than English, be sure to state this requirement.
  - Delivery times or requirements for specified quantities within a specific period.
  - Will there be a requirement for any special contract terms in the USG contract with the supplier?
  - Training and support for the item.

- If the request is for services or logistics support that is to be limited to a specified dollar value, include that information.
• If requesting a lease, you must provide information about where the items will be used or based during the lease period (do they all need to be shipped to one location or to several locations?) and the duration of the requested lease. You will also need to request a separate LOA (FMS case) or group of FMS cases to cover support costs for the items being leased, or you may specify in the lease LOR what existing FMS case will be used to cover support costs (spare parts, repair services, training, etc.).

• If you previously asked for and received P&A information and now you want to ask for a LOA, your LOR should reference the FMS case identifier provided with the P&A. For example: “We request a LOA for items as defined in Price and Availability document BN-D-AAA provided by the U.S. Air Force letter number 11-AA on 1 Jul 2001.” This information will help speed up processing of your LOR for a LOA.

• The LOR must contain your name, position title and full address. We also need a serial number on the letter to use as a reference number when we respond to you.

The reference number on your LOR will be entered in the Defense Security Assistance Management System (DSAMS) and is the key to tie our USG response back to your request. (DSAMS is the system we use to produce P&A, LOA and Lease documents. DSAMS is also used to track the progress of these documents.)

The address you provide should be the address to which the USG should send the P&A or LOA. If you have other offices that can answer technical questions about the request, please provide that address information also.

Some IAs, (Navy primarily), may call for a “Case Initiation Meeting” (CIM) to discuss the specifics of your LOR. You will be invited to have a representative at the CIM. It is essential that you send a representative who is knowledgeable regarding the particular LOR and can provide clarification and answers to questions that may arise during the discussion. CIMs are held in the Washington, D.C. area, normally soon after receipt of a LOR. If you have a Washington-based representative who would attend such a meeting or coordinate the attendance of others, it would help to provide his or her name and phone number in the LOR.

Your LOR must provide sufficient detail to be understood clearly by the people at the DoD agency that will develop the response. Nearly every situation is different. LORs that describe your special situations help assure that the response is what you need and want.

Here is a checklist of items that you may need to consider in your LOR.

- Often you will have had discussions with various USG personnel prior to submission of the actual LOR. If you have attended meetings or held discussions about the LOR, it is helpful to include a reference to the meeting or attach meeting minutes to the LOR.

- Sometimes a “Site Survey” may be needed to properly determine what is required to support a major system. A site survey is a visit by a team made up of USG personnel, commercial contractor personnel, or other skilled planning representatives, who along with your personnel conduct reviews in your country. These teams are in response to your request and are specifically structured to support your current and planned military capabilities and identify any deficiencies. Some surveys are general. Others may be in a specific mission area. For example the team would consider such questions as:
Will your existing repair facilities handle the new system or will they need modifications?

Is electrical power sufficient and compatible with the requirements?

Is your harbor deep enough for the proposed ship?

Is your runway long enough?

Is your support concept adequate?

If a site survey has been conducted or you have requested one by other correspondence, include a reference to the site survey.

If your LOR is to request upgrades or modifications to a weapon system, it is essential that the FMS case writer understand the configuration of your current system. If your current system was purchased through a FMS case, include the original FMS case identifier. Information about previous or related FMS cases will help the FMS case writer properly estimate the requirements for test equipment, spare parts, and training. If the purchase was via Direct Commercial Sale (DCS) from the manufacturer or a third party, indicate that also.

If you plan to use Foreign Military Financing (FMF) Funds for the requirements contained in the LOR, indicate this in the LOR.

Indicate the desired Terms of Sale, which basically means how you wish for the LOA to be financed. The Terms of Sale are important for establishing the payment schedule and, if the LOA is wholly financed with MAP Merger or FMS Credit (non-repayable), can affect the pricing.

If you have special budgetary allocations or constraints that you want the USG to consider in establishing the LOA payment schedule, be sure to include those in the LOR.

If your LOR is for a Blanket Order FMS case, provide the total dollar value of the FMS case. A Blanket Order FMS case is the type of FMS case that we use to sell relatively minor items that do not require intensive by-item control. For example spare and repair parts, publications, support equipment, supplies, etc., are usually on a blanket order FMS case. LOAs for these FMS cases reflect categories (normally to support one or more end items) with no definitive listing of items or quantities. For example, your LOR may be for “a total FMS case value of $1,000,000 and an ordering period of two years”. Include the desired FMS case period of performance only if you want the FMS case to be restricted in that manner. Also be specific about what systems are to be supported under the Blanket Order Request. For example, a request for a “Blanket Order FMS case for C-130 and F-16 spare parts” or you can be general and request “Blanket Order FMS case for training”. [For a more detailed discussion, see SAMM Section 70002 C, Standard FMS Cases, by clicking on Chapter 7 of the SAMM].

If you will be specifying a Sole Source, you will need to refer to the SAMM for the specific information required to justify a Sole Source request. A Sole Source contract is a contract for the purchase of supplies or services that is entered into or proposed to be entered into by an agency after soliciting and negotiating with only one specific source. If you already have a specific model made by a certain manufacturer, you may wish to procure future items from the same manufacturer to ensure commonality of spare parts. [SAMM Section 80102 -- FMS Customer Requests for Specific Source has additional details. See SAMM, Chapter 8].
Many major weapon systems have Nonrecurring Costs (NC) that are charged. You can request that these costs be waived. If you plan to include a NC Waiver Request, you should review SAMM paragraph 130104.B.1.b. NC are discussed in a later section of this guide, What about Nonrecurring Costs. If appropriate, include the request for waiver of NC in the LOR. If the waiver request was made in other correspondence, include a reference to the other correspondence.

How long will you need to review a response to your LOR? Normally the USG FMS case writer will write the document so you have at least 60 days to review a LOA or LOA Amendment. If you need more than 60 days to review the document, include a comment to that effect in your LOR. If there is a reason why you need the document by a specific date, be sure to include that information also. For instance, if you need a LOR for aerial refueling support for a Joint Military Exercise, you should clearly state the date of the planned exercise.

In order to recommend the best item to meet your requirement, the DoD program manager needs to know the intended end use, environment and interface requirements.

Most weapon system requests need to include information to help determine operations, maintenance and supply concepts for the items you request. For example, how many flight hours per month are anticipated. This information is critical in determining the level of spares and repair materials that are planned.

What will be your training requirements? If your LOR is for a new weapon system and you are sending a separate LOR for training, include a reference (serial number and date) to the other LOR.

Will you require U.S. contractor or U.S. government services for technical support, program assistance, etc?

In addition, you should identify any related international agreement such as a Memorandum of Understanding (MOU). This is especially important if the LOR contains a request for technical data.

Will there be any special transportation instructions? For example, if you use multiple freight forwarders, it’s a good idea to specify which freight forwarder you want to use for this request. While the freight forwarder works directly for your country, the Defense Institute for Security Assistance Management (DISAM) has developed a “Foreign Purchaser Guide to Freight Forwarder Selection” which you can find at http://disam.osd.mil/DR/greenbook.htm. From the drop down menu, select Appendix 2.

Will there be other special transportation requirements such as when classified material is to be shipped? In such cases a Transportation Plan will be required. See SAMM paragraph 50111 -- Transmission of Classified Materiel to Foreign Governments, for additional information. Access the SAMM at http://web1.deskbook.osd.mil/.

For the first time originator of an LOR we know that all of these information requirements can seem to be overwhelming to you. Please be patient. Read the rest of this guide and by the time you are finished we are certain that our requirements will be easier to understand.
TOTAL PACKAGE APPROACH

When reviewing your LOR and building the appropriate response document to meet your needs, the USG personnel working on your FMS case take a “systems” approach. This is generally referred to as a “Total Package Approach”. It is our goal that the program meets your operational requirements and remains within your budget. The system must also have a realistic delivery schedule and support program. Under the concept of Total Package Approach (TPA), the following key considerations should be addressed in the LOR for a major weapon system:

- Purpose of the LOR (Is the request for P&A, LOA, LOA Amendment, or Lease?)
- Purchaser
- Quantity
- Acceptance Timeframe
- Model
- Configuration
- Interoperability (To what degree is the requested item common with equipment in your inventory?)
- Sole Source (Is a specific source for a procurement contract requested?)
- Any special contract terms
- Delivery Timeframe
- Operations Concept (What is the military mission and the estimated monthly hours of operation, usage or rate of expenditure?)
- Operational bases/facilities to support the system
- Maintenance Concept (Your plan for Organization, Intermediate, and Depot level maintenance. Do your personnel need specific maintenance training?)
- Supply Concept (How do you want spares, test equipment, and publications to be provided? Is a Technical Data package needed? Is a Logistics Conference needed to discuss support issues?)
- Initial Spares (What range and depth of spares do you need?)
- Transportation (How long in time and distance is the transportation channel used for resupply?)
- Services-USG or Contractor supplied
- Training (For Operation, Maintenance and Support)
- Training Devices
- Waivers (Have any waivers been requested, approved, or any pending?)
- Warranties
- Insurance
- Funding Source
- MOU/MOA
- Commercial Negotiations (Are you involved in commercial negotiations with potential supplier companies?)
- Site Survey
- Software Support
- Staging Services (Do you desire that the USG arrange for consolidation of spare/repair parts or support equipment at a staging area for your pickup or other dedicated transport to your country?)
- Aircraft Ferry/Transportation Plan
- Liaison Offices (Do you need to have your own representatives set up liaison offices in the U.S. at the manufacturing plant or other key location?)
Student support (transportation, living allowances, medical), while in the Continental United States (CONUS)

Let us approach this issue through use of a real example. Suppose that you are requesting a LOA for a specific quantity of utility vehicles. You are interested in the U.S. series of vehicles that are often referred to as HUMVEE’s. The official terminology is High Mobility Multipurpose Wheeled Vehicles (HMMWV). If you submit a LOR for HUMVEE’s that does not mention training, spare parts, publications, etc., the USG person writing the FMS case from a Total Package Approach is going to be asking questions like:

- How will these vehicles be maintained?
- Who will maintain them?
- Where will you maintain them?
- Where and how will you get spare parts?
- Do you need maintenance publications?

If you do not address these types of questions in your LOR, it will add time to the whole process while the USG personnel who are writing the FMS case try to obtain the answers. The brief list above is by no means the complete list of questions that may apply to a particular request. That’s why it’s a good idea to run through the checkoff list of topics above to be sure your special requirements have been covered in your LOR. In addition, the U.S. MILDEPs have developed a number of checklists that they use to be sure that a request is complete. These category specific and general checklists are included at the end of this pamphlet to help you in the preparation of specific LORs. To take you directly to the checklists, select “Appendix 5 Letter of Request (LOR) Checklists”.

**CLASSIFICATION**

The DoD is required to process FMS LOAs on an unclassified basis to the maximum extent possible. In rare and exceptional circumstances, we may be able to accommodate requests for classification of LOA data when the situation warrants, but considerable off-line processing will be required at additional expense. If you need specific LOA data to be classified, you must state in your LOR:

- The LOA information that is to be classified (e.g. item description, quantity, cost, etc.).
- The level of classification desired (U.S. Confidential or Secret) and justification for classifying the data.
- The duration of the classification (e.g., to LOA signature, through execution, to final delivery, etc.).
- The date, if applicable, of any General Security of Military Information Agreement (GSOMIA).

**INTERNATIONAL TRAFFIC IN ARMS REGULATION (ITAR)**

As mentioned earlier, SME is an item designated in the International Traffic in Arms Regulation (ITAR) that warrants special export controls because of the capacity for substantial military utility. SME designations can be found in the ITAR, Part 121 – The United States Munitions List (USML). See web page at [http://www.pmdtc.org/](http://www.pmdtc.org/) for a complete listing.

The USML is separated into categories. Each category is defined in detail in the USML. An asterisk (*) preceding a category means that the article is deemed to be `significant
military equipment" (SME). Including the SME Category Number in a LOR will speed up processing of your request. The categories are important for internal USG handling of your request. The table below shows the Category Number and a Category Name that describes the items included.

<table>
<thead>
<tr>
<th>Category Number</th>
<th>Category Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>* Firearms</td>
</tr>
<tr>
<td>II</td>
<td>* Artillery Projectors</td>
</tr>
<tr>
<td>III</td>
<td>* Ammunition</td>
</tr>
<tr>
<td>IV</td>
<td>* Launch Vehicles, Guided Missiles, Ballistic Missiles, Rockets, Torpedoes, Bombs and Mines</td>
</tr>
<tr>
<td>V</td>
<td>* Explosives, Propellants, Incendiary Agents, and their Constituents</td>
</tr>
<tr>
<td>VI</td>
<td>* Vessels of War and Special Naval Equipment</td>
</tr>
<tr>
<td>VII</td>
<td>* Tanks and Military Vehicles</td>
</tr>
<tr>
<td>VIII</td>
<td>* Aircraft and Associated Equipment</td>
</tr>
<tr>
<td>IX</td>
<td>Military Training Equipment</td>
</tr>
<tr>
<td>X</td>
<td>Protective Personnel Equipment</td>
</tr>
<tr>
<td>XI</td>
<td>* Military Electronics</td>
</tr>
<tr>
<td>XII</td>
<td>* Fire Control, Range Finder, Optical and Guidance and Control Equipment</td>
</tr>
<tr>
<td>XIII</td>
<td>* Auxiliary Military Equipment</td>
</tr>
<tr>
<td>XIV</td>
<td>* Toxicological Agents and Equipment and Radiological Equipment</td>
</tr>
<tr>
<td>XV</td>
<td>* Spacecraft Systems and Associated Equipment</td>
</tr>
<tr>
<td>XVI</td>
<td>* Nuclear Weapons Design and Test Equipment</td>
</tr>
<tr>
<td>XVII</td>
<td>* Classified Articles, technical data, and Defense Services Not Otherwise Enumerated</td>
</tr>
<tr>
<td>XVIII</td>
<td>[Reserved]</td>
</tr>
<tr>
<td>XIX</td>
<td>[Reserved]</td>
</tr>
<tr>
<td>XX</td>
<td>* Submersible Vessels, Oceanographic and Associated Equipment</td>
</tr>
<tr>
<td>XXI</td>
<td>Miscellaneous Articles</td>
</tr>
</tbody>
</table>

**HOW TO FIND OUT IF AN ITEM IS SME/MDE — AN EXAMPLE**

Suppose you need to purchase the HUMVEE’s and determine that the M1113 utility (shelter) model is best for your requirement. The first step is to review the USML to find the appropriate Category and Description. The M1113 would fall in Category VII—*Tanks and Military Vehicles* from the table above. An asterisk (*) in front of the Category Name indicates that the category contains at least some items designated as MDE.

Looking at the details in the USML for Category VII, the text of which is quoted in the table below, we find that the M1113 would be covered by paragraph (d). Note there is no asterisk (*) on the paragraph, so the M1113 is not SME. This is an important fact as it affects Nonrecurring Cost (NC) charges.

**CATEGORY VII—TANKS AND MILITARY VEHICLES**

* (a) Military type armed or armored vehicles, military railway trains, and vehicles specifically designed or modified to accommodate mountings for arms or other specialized military equipment or fitted with such items.
*(b) Military tanks, combat engineer vehicles, bridge launching vehicles, half-tracks and gun carriers.
*(c) Self-propelled guns and howitzers.
(d) Military trucks, trailers, hoists, and skids specifically designed, modified, or equipped to mount or carry weapons of Categories I, II and IV or for carrying and handling the articles in paragraph (a) of Categories III and IV.
*(e) Military recovery vehicles.
*(f) Amphibious vehicles. (See § 121.4)
*(g) Engines specifically designed or modified for the vehicles in paragraphs (a), (b), (c), and (f) of this category.
(h) All specifically designed or modified components and parts, accessories, attachments, and associated equipment for the articles in this category, including but not limited to military bridging and deep water fording kits.
(i) Technical data (as defined in § 120.21 of this subchapter) and defense services (as defined in § 120.8 of this subchapter) directly related to the defense articles enumerated in paragraphs (a) through (h) of this category. (See § 125.4 of this subchapter for exemptions.) Technical data directly related to the manufacture or production of any defense articles enumerated elsewhere in this category that are designated as Significant Military Equipment (SME) shall itself be designated SME.

Having determined that the system is not SME, you can submit your LOR directly to the IA responsible for the item, in this case the U.S. Army. In situations where you have a local Security Assistance Office, you are encouraged to send the LOR through them for coordination. They can assist by getting your LOR to the IA and in making sure that required copies are sent to the U.S. Unified Command for the region, to the Bureau of Politico-Military Affairs at DoS, and to DSCA.

A DIFFERENT SITUATION – A SECOND EXAMPLE

A different situation would exist if your need was to purchase a HUMVEE model M1045. The M1045 is a vehicle similar to the M1113 but the M1045 is equipped for launching TOW missiles. The M1045 is also in USML category VII [* Tanks and Military Vehicles] but since it is designed to be fitted with missiles it falls into paragraph (a). See the definition in the table above. Paragraph (a) is preceded by an asterisk (*); therefore the M1045 is SME. Your LOR will have to be routed via the special channels set up for “Requests that Include Significant Military Equipment (SME)”.

As we discussed earlier, there is a subset of SME that has been designated as MDE. This would be a good time to also check to see if the M1045 also falls in the MDE category. Since Nonrecurring Costs (NC) involved in the development of an item is one of the primary factors involved in designating an item as MDE, there is a high probability that the item will have charges for NC. MDE is listed in SAMM Table 700-6, Major Defense Equipment List (MDEL). The SAMM table can be accessed by clicking on Chapter 7 of the SAMM. The M1045 is listed on the MDEL.

The facts that the M1045 is both SME and MDE are important in both the routing of your LOR and issues regarding NC. First let us look at the issue of NC. The LOR routing will be discussed after that.
WHAT ABOUT NONRECURRING COSTS (NC)?

It is normal that MDE is subject to a charge for the recovery of NC. As mentioned earlier, some SME is also designated as MDE. The distinction that determines if an item is MDE is that (1) it is SME, and (2) has a USG nonrecurring research and development cost of more than $50 million or production cost of more than $200 million.

Under certain circumstances, a waiver for the recovery of NC may be considered. Waivers are considered on a “case-by-case” basis. If your military need satisfies the waiver conditions contained in paragraph 130104.b of the SAMM, then your LOR that includes MDE should contain, or make reference to, a request for waiver of NC charges. Access to the SAMM may be found by clicking on Chapter 13 of the SAMM.

WHERE SHOULD YOU SEND YOUR LOR?

Once your request has been written, the next step is to determine the U.S. approved channels of submission for your Letter of Request (LOR). Where should you send copies of the LOR? Based on the nature of your request, and the U.S. Implementing Agency that has responsibility for the requested defense articles or services (including training), the processes for negotiating and implementing a FMS case can vary. There are, however, some general guidelines to be followed. A key factor in determining the routing is whether your LOR includes a request for Significant Military Equipment (SME).

REQUEST FOR ALL OTHER FMS (NON-SME)

All requests that do not include SME should be addressed to the appropriate USG Implementing Agency (IA).

If you are submitting your request from an office located in your home country, you may send it directly to the IA. However, if you are fortunate enough to have a SAO at the U.S. Embassy in your capital city, you are encouraged to submit your LOR through that office. This method is frequently used as the SAO can validate the address as well as facilitate providing required information copies to the appropriate U.S. Unified Command, U.S. Department of State (Bureau of Politico-Military Affairs) and to DSCA.

To speed up the process you are encouraged to submit your Letter of Request (LOR) electronically, either by E-mail or fax. The procedures for electronic LOR submittal will vary by country, please check with your Security Assistance Office or Country Program Manager for specifics.

Requests originated by your representatives from their offices in the U.S. should be sent directly to the IA. Information copies should be furnished to the U.S. Department of State (Bureau of Politico-Military Affairs) and to DSCA.

REQUESTS THAT INCLUDE SIGNIFICANT MILITARY EQUIPMENT (SME)

Requests to purchase SME, which originate in country, should be transmitted to the U.S. Embassy. They should be addressed to the U.S. IA, with information copies to the (1) Bureau of Political-Military Affairs, Department of State (SECSTATE/PM), (2) the Office of the Secretary of Defense, Defense Security Cooperation Agency (SECDEF/DSCA), and (3) the appropriate U.S. Unified Command.

Requests to purchase SME, which originate with your representatives in the U.S., should also be addressed to and sent to the IA. Information copies to SECSTATE/PM and to
DSCA should also be provided. For SME that is also major defense equipment (MDE), the U.S. Implementing Agency will provide the applicable Unified Command and SAO with a copy or details of the purchaser’s request, as appropriate.

In exceptional circumstances requests for P&A and LOAs may be submitted directly to the Bureau of Politico-Military Affairs, DoS, and DSCA. Such submission should be used only when the U.S. Embassy in-country or the purchaser’s representative in the U.S. believes that the request is sensitive enough to require a higher-level policy determination.

When the LOA IA cannot be readily determined by the purchaser or by the SAO/U.S. Embassy, the P&A or LOA request should be submitted to SECSTATE/PM and DSCA for further distribution.

**Can You Help Me with Addresses?**

Full mailing addresses for U.S IAs and U.S. Unified Commands are included in this guide. By clicking here on "Appendix 3, Addresses for LORs" you will be taken to the address list.
APPENDIX 3

ADRESSES FOR LORs

U.S. ARMY

ACTION ADDRESS (ALL LORs EXCEPT TRAINING):
United States Army Security Assistance Command
Department of the Army
U.S. Army Security Assistance Command (USASAC)
ATTN: (See note below)
5701 21st Street
Fort Belvoir, VA 22060-5940

NOTE: In the blank attention field, insert AMSAC-MA-CP (Asia/Pacific/Americas), AMSAC-ME-CP (Europe Directorate and Israel) or AMSAC-MM-CP (Mideast/Africa Directorate) as appropriate.

ACTION ADDRESS FOR “TRAINING ONLY” LORs*:
Security Assistance Training Field Activity (SATFA-TRADOC)
Director, Security Assistance Training Field Activity – TRADOC
173 Bernard Road
Ft. Monroe, VA 23651-1003

* Copies of Training Only LORs should also be sent to USASAC-Fort Belvoir.

COPIES OF ALL LORs TO THE U.S. ARMY SHOULD BE SENT TO THE FOLLOWING:
Assistant Secretary of the Army for Acquisitions, Logistics and Technology (ASA [ALT])
Office of the Deputy Assistant Secretary of the Army for Defense Exports and Cooperation
ATTN: SAAL-ZN
102 Army Pentagon
Washington DC 20310-0102

Defense Security Cooperation Agency (DSCA)
Director (DSCA)
Defense Security Cooperation Agency
ATTN: (See Note Below)
2800 The Pentagon
C/O USDP Mailroom 1B929
Washington, DC 20301-2800

Note: In the blank for the attention field, insert either, MEAN (Middle East, Asia & North Africa) or ERASA (Europe, Russia, Americas & Sub-Saharan Africa).

Department of State Bureau of Political-Military Affairs
Department of State
Assistant Secretary of State for Political Military Affairs
2201 C Street, NW
Washington DC 20520-7208
Appendix 3

Appropriate Unified Command (see Unified Command addresses at the end of this address section.)

Return to Table of Contents.
U.S. NAVY, U.S. MARINE CORPS AND U.S. COAST GUARD
(Note: The Navy International Programs Office processes LORs for U.S. Marine Corps and U.S. Coast Guard.)

**ACTION ADDRESS:**
Navy International Programs Office (Navy IPO)

Department of the Navy  
Navy International Programs Office  
Nebraska Avenue Complex  
4255 Mount Vernon Drive suite 17100  
Washington DC 20393-5445

**COPIES OF LORs SHOULD BE SENT TO THE FOLLOWING ADDRESSEES:**

Defense Security Cooperation Agency (DSCA)

Director (DSCA)  
Defense Security Cooperation Agency  
ATTN: (See Note Below)  
2800 The Pentagon  
C/O USDP Mailroom 1B929  
Washington, DC 20301-2800

Note: In the blank for the attention field, insert either, **MEAN** (Middle East, Asia & North Africa) or **ERASA** (Europe, Russia, Americas & Sub-Saharan Africa).

Department of State Bureau of Political-Military Affairs

Department of State  
Assistant Secretary of State for Political Military Affairs  
2201 C Street, NW  
Washington DC 20520-7208

Appropriate Unified Command (see Unified Command addresses at the end of this address section.)

Return to [Table of Contents](#)
U.S. AIR FORCE

ACTION ADDRESS FOR COMMUNICATIONS, ELECTRONICS, AIRCRAFT AND MISSILE SYSTEMS (SME)
Deputy Under Secretary of the Air Force for International Affairs (SAF/IA)
Washington DC 20330-1080

ACTION ADDRESS FOR FOLLOW-ON SUPPORT (EXCEPT FOR TRAINING)
Air Force Security Assistance Center
1822 Van Patton Drive, Bldg. 210
Wright-Patterson AFB, OH 45433-5337

ACTION ADDRESS FOR TRAINING LORs (AFSAT)
Air Force Security Assistance Training Squadron
315 J Street West, Bldg. 857
Randolph AFB, TX 78150-4354

COPIES OF LORs SHOULD BE SENT TO THE FOLLOWING ADDRESSEES:

Defense Security Cooperation Agency (DSCA)

Director (DSCA)
Defense Security Cooperation Agency
ATTN: (See Note Below)
2800 The Pentagon
C/O USDP Mailroom 1B929
Washington, DC 20301-2800

Note: In the blank for the attention field, insert either, MEAN (Middle East, Asia & North Africa) or ERASA (Europe, Russia, Americas & Sub-Saharan Africa).

Department of State Bureau of Political-Military Affairs

Department of State
Assistant Secretary for Political Military Affairs
2201 C Street, NW
Washington DC 20520-7208

Appropriate Unified Command (see Unified Command addresses at the end of this address section.)
OTHER IMPLEMENTING AGENCIES

Copies of LORs to the below listed Implementing Agencies should be sent to DSCA and the Department of State Bureau for Political Military Affairs, and to the appropriate Unified Command.

DEFENSE SECURITY COOPERATION AGENCY (DSCA)

DSCA writes certain specialized FMS cases. If DSCA is the Implementing Agency, the LOR is to be addressed to:

Director (DSCA)  
Defense Security Cooperation Agency  
ATTN: (DSCA/COMPT-FM)  
2800 The Pentagon  
C/O USDP Mailroom 1B929  
Washington, DC 20301-2800

DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)

A FMS case can be requested with the Defense Contract Management Agency to provide Contract Administration Services (CAS) on a direct commercial sale.

Defense Contract Management Agency  
Attn: DCMA-FBFR  
Metro Park  
6350 Walker Lane, Suite 300  
Alexandria, VA 22310-3241

DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)

DRMS is a Defense Logistics Agency office that handles LORs for excess property.

Defense Reutilization and Marketing Service (DRMS)  
74 Washington Avenue North  
Federal Center  
Attn: DRMS-DPDS  
Battle Creek MI 49016-3412

DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)

DLIS is the Defense Logistics Agency office that provides cataloging services.

Defense Logistics Information Service  
742 North Washington Avenue, Suite 7  
Federal Center  
Attn: DLSC-FD  
Battle Creek MI 49016-3412
DEPARTMENT OF DEFENSE

DEFENSE INFORMATION SYSTEMS AGENCY (DISA)
DISA provides information systems and services.

Defense Information Systems Agency (DISA)
Foreign Military Sales Office (D615)
701 South Courthouse Road
Arlington, VA 22204-2199

NATIONAL IMAGERY & MAPPING AGENCY (NIMA)
NIMA provides charts and maps in a variety of formats. NIMA formerly was called the Defense Mapping Agency.

National Imagery & Mapping Agency
Attn: GIOS/Mail Stop D-120
4600 Sangamore Road
Bethesda, MD 20816-5003

NATIONAL SECURITY AGENCY (NSA)
NSA provides special communications systems.

National Security Agency
Foreign Military Sales/I12
9800 Savage Road, Suite 6576
Ft. George Meade, MD 20755-6576

DEFENSE THREAT REDUCTION AGENCY (DTRA)
DTRA provides special weapons development and improvement services.

Defense Threat Reduction Agency
ATTN: RMFA
8725 John J. Kingman Road
MSC 6201
Fort Belvoir, Va. 22060-6201

Return to Table of Contents
**UNIFIED COMMAND MAILING ADDRESSES**

A copy of LORs should be sent to the appropriate Unified Command.

United States European Command (USEUCOM)
HQ USEUCOM/(ECJ4-ID)
Unit 30400 Box 1000
APO AE 09128-4209

U.S. Atlantic Command
Headquarters of the Commander in Chief
Attn: J5 5
1562 Mitscher Avenue, Suite 200
Norfolk VA 23551-2488

United States Pacific Command
HQ USCINCPAC
Attn: J4 Box 64020
Camp H. M. Smith HI 96861

United States Southern Command (USSOUTHCOM)
Attn: SCJX-XX
3511 NW 91st Avenue
Miami FL 33172-1217

Headquarters United States Central Command (USCENTCOM)
7115 South Boundary Boulevard
MacDill AFB FL 33621-5101

Return to **Table of Contents**
APPENDIX 4

SAMPLE LETTERS OF REQUEST

SAMPLE LOR FOR DEFINED ORDER FMS CASE

ROYAL BANDARIAN EMBASSY
1413 39TH STREET N.W.
WASHINGTON D.C. 20006

Point of contact
Capt Eric Submister, 202-555-1234

Date
June 13, 2001

Reference
221/00/FQJ/LOG/ER/740.3

Previous date

Previous reference

To
Department of the Army, U.S Army Security
Assistance Command, Attn: AMSAC-ME
5701 21st Street
Fort Belvoir, VA 22060-5940

Copy to
Office of the Deputy Assistant Secretary of the
Army for Defense Exports and Cooperation
DSCA
U.S. Embassy Kappau/ODC
Department of State, Assistant Secretary of
State for Political Military Affairs

Dear Sir,

The Government of Bandaria has a firm requirement to procure 20 each “HMMWV” M1113
Truck, Shelter Carrier with Desert Package. This should be a standard U.S. Army
configuration system. No site survey will be required.

Our requirement is to have delivery of a quantity of 20 not later than 30 September 2003. It
is requested that two (2) years of initial spares be provided with the deliveries of the
“HMMWVs”. We also require support equipment, tools, publications and a quality
assurance team.

Your assistance is requested to ensure the “HMMWV” systems will be provided in time to
satisfy our needs. We have budgeted country funds for this effort.

 Provision of a letter of offer to this office at your earliest convenience would be sincerely
appreciated.

By Authority

Eric Submister
Captain, RBrnAF
Assistant Defense Cooperation Attaché
SAMPLE LOR FOR BLANKET ORDER FMS CASE

GOVERNMENT OF BANDARIA
1501 SW STREET
HERAT, BANDARIA

Date       Reference
Apr 24, 2001  245/00/FQJ/LOG/ER/640.

Point of contact
Capt Eric Submister, 202-555-1234

Previous date
Previous reference

To
Department of the Navy
Navy International Programs Office
Nebraska Avenue Complex
4255 Mount Vernon Drive suite 17100
Washington DC 20393-5445

Copy to
DSCA
U.S. Embassy Kappau/ODC
Department of State, Assistant Secretary of
State for Political Military Affairs
Embassy of Bandaria, Washington

Dear Sir,

We request a follow-on Blanket Order supply FMS case for our F/A-18 C/D aircraft. This request is a follow-on to FMS case BN-P-RAM and is for two years and a total of $6,000,000.

Please take the necessary actions to process this FMS case.

Sincerely yours,

James Smith
CAPT, AW Army
Logistics Service Attaché
Dear Col Young,


After further analysis we need to reduce the number of HMMWV’s on FMS case BN-B-UXX from 20 to 15.

Please take the necessary actions to process an amendment.

Sincerely yours,

James Smith
CAPT, AW Army
Logistics Service Attaché
APPENDIX 5

LETTER OF REQUEST (LOR) CHECKLISTS

There is no single checklist that covers every situation. The wide range of military operations, exercises, facilities, and requirements makes it impossible to cover all situations in a single checklist.

If you have requirements that are not included in any of the checklists, be sure to include them in your Letter of Request. The following links are provided to assist you in finding the appropriate checklist that the U.S. Implementing Agency will use in reviewing your request. They are provided to assist you in writing the LOR. You are not required to fill out any specific checklist.

U.S. ARMY:

Department of Army Form 5904-R, Total Package Approach Checklist (Click on highlighted title)

U.S. NAVY:

Sample Navy “Quick Reference” LOR Review Checklist (Click on highlighted title)

U.S. AIR FORCE:

Click on web address http://web.deskbook.osd.mil and make the following selections:
Department/Agency section
Air Force
Reference Library
Air Force Documents
16 Series – Operations Support
Attachments 5 through 13
Department of Army Form 5904-R, Total Package Approach Checklist

TOTAL PACKAGE APPROACH CHECKLIST

For use of this form, see AR 12-8, the proponent agency is DSCLOG

SECTION 1 - Security Assistance Organization

Security Assistance Organizations will complete this checklist for a major weapon system item and forward it directly to U.S. Army Security Assistance Command (USASAC)

A. Answer the following questions with yes, no, or not applicable (NA), as appropriate:

1. Has the Total Package approach concept and principles been explained to this purchaser along with the ramifications of not accepting a total package offer. If yes, how?

Which of the following are required?

2. Contractor support

3. Training required

   a. Outside the continental United State (technical assistance field team/mobile training team/field training services) (include customer training philosophy required)

   b. Inside the continental United States

4. Quality assurance team

5. Concurrent spare parts (1 year unless otherwise specified)

6. Communications/electronics equipment (radios, accessory kits, etc.)

7. Petroleum, oil, or lubricants (list special requirements)

8. Calibration service or materiel

9. Maintenance float

10. Consolidated Shipment

11. Initial training ammunition

12. Initial basic ammunition load

13. War reserve ammunition

14. Publications case

15. Training aids or devices

16. Maintenance support agreement

17. Cooperative supply support arrangement (CLSSA)

18. Blanket order case (specify 1 or 2 years)

19. Specialized training requirements (i.e., supply/maintenance

20. Engineering services required

21. Maintenance allocation charts

22. Test, measurement and diagnostic equipment

23. Facilities to support the equipment

24. Cold weather adaptations

25. Can the country’s supply or storage system support this weapons system?

26. Can the country’s maintenance capability (facilities, equipment & personnel) support this weapons system?

27. Are there any special requirements (climatic considerations, flotation equipment, paint, maps, etc.)? If so list them.

B. Describe anticipated problems, or give any information and assistance that may be required in addition to the data provided above. Use a separate page if necessary.
Other selected items from the U.S. Army TPA Checklist can provide an additional guide to items you may need to include in your request. Does the proposed sale include?

1. Petroleum, oil and lubricants
2. Calibration services/test equipment and diagnostic equipment
3. Publications
4. Quality assurance team
5. Ancillary equipment
6. Basic issue items (clothing, safety gear items, etc.)
7. Communications/electronics equipment (radios, accessory kits, etc.)
8. Power generators
9. Concurrent spare parts (list, indicate if 1 or 2 years)
10. Common and special tools/tool sets/test sets
11. Maintenance float (spares to cover repair turn around time)
12. Consolidated shipment
13. Training aids/devices
14. Training ammunition
15. Basic ammunition load
16. Support cases (list)
17. Technical assistance (contractor)
18. Specialized training cases
19. Specialized software
20. Cold weather requirements
21. Facilities
Sample Navy “Quick Reference” LOR Review Checklist

1. What is the equipment or service being requested?

a. If it is equipment, please identify as follows:

1. Equipment nomenclature and description
2. Quantity
3. Intended end use
4. Higher assembly or system, if appropriate.
5. Part number and/or National Stock Number, if appropriate.
6. Configuration (Mark and MOD numbers).
7. Interface requirements, if appropriate.
8. Desired condition (new, refurbished as is/where is).
9. Desired delivery date and/or reason for expedited delivery (include willingness to pay higher price for expedited delivery, if applicable)
10. Previous FMS cases and/or DCS transactions. Identify the FMS case or export license number.
11. For CADS/PADS/AEPS and ammunition, willingness to accept an abbreviated shelf life in exchange for earlier delivery date.
12. Is a FMS/DCS (hybrid case) combination arrangement requested or recommended?
13. Transportation issues. Please state preference for Delivery Term code (DTC) on LOA and other requirements such as staging spare parts.

b. If service, please identify as follows:

1. Short description of service requested. Include back-up details, if applicable.
2. Desired length of service.
3. Location. If Purchaser country, describe tools, test equipment and personnel that will be available for U.S. personnel to work with.
4. Purchaser participation. Include number and type of Purchaser personnel available if services are to take place in the U.S.
5. For repair services, desired turn around time. Will Purchaser provide containers, parts, revised software, etc?
6. For range services, does Purchaser have preference for a specific U.S. Government range in CONUS and/or the Fleet Range Facility?
7. If similar services have been purchased prior to this request under FMS or DCS procedures, identify the FMS case or export license number.

c. If you require full or partial Navy Integrated Logistics Support (ILS), please refer to the following for general guidance.

1. Supply Support
2. Define your spare parts provisioning requirements. The following may pertain:
   
a. Tailored spare parts list. Provide any change in the support periods being covered, e.g., 12, 18 or 24 months. For ships, aircraft or other end item being supported, provide particulars as to operating plans and program data (flying hours, overhaul periods, maintenance factors, etc.)
b. Coordinated Shorebased Material Allowance List (COSMAL)
c. Coordinated Shipboard Allowance List (COSAL)
d. Allowance Parts List (APL)
e. Gross Requirements List (GRL)
f. Installation and Checkout (INCO) Spares

3. Technical Assistance

a. Installation requirements.
b. Sea/air trials or other post sale testing.
c. Initial/follow-on maintenance (Organizational, Intermediate, Depot Level).
d. For overhauls and/or upgrades, describe the condition of Purchaser owned equipment.

4. Training and Training Devices

a. Type of training. State whether you believe it to be Navy/Marine Corps “School House” training, on-the-job type training or initial technical training.
b. Number, type, skill level of students.
c. Location and proposed dates of training desired.
d. Training devices required.
e. Requirement of site survey.

5. Documentation

a. List Documentation by publication number and name if known
b. Training texts
c. Logistics documentation, as above.
d. Technical Data packages. Refer to DOD 5105.38M, Section 1400

6. Support and Test Equipment

a. General Purpose Test Equipment
b. Peculiar Ground Support Equipment
c. Special tools
Navy Case Initiation Meeting Checklist for Country Program Directors

Preparation. After receipt of an LOR, the Country Program Director must enter the request in DSAMS, and then turn to the task of responding to the customer request for goods and services. A meeting with the FMS customer and other key players will aid in fully understanding the customer’s needs and mapping out a plan to assemble information and begin the LOA process. Below is a checklist of items for consideration, to ensure a workable plan and comprehensive LOA.

A. Purchaser Information (What does the customer want?)
   1. Identification of weapon system
      a. Description/nomenclature of weapon system
      b. Quantity
      c. Configuration
      d. Delivery time frame/Availability
      e. Degree of commonality with equipment currently in U.S. or foreign inventory
   2. Plan for use (How will it be used?)
      a. Mission/Operations
      b. Usage or expenditure rate
      c. Basing (facility support required)
   3. Planned maintenance (How will it be sustained?)
      a. In-country maintenance plan at what level
         (1) Organization
         (2) Intermediate
         (3) Depot
      b. In-country manpower skill levels/requirements
   4. Economic factors (How will it be funded?)
      Estimated budget
      Purchaser procurement plan/payment schedules
      Foreign competition
   5. Specific Customer concerns

B. Disclosure Information (Is release of data/hardware systems in accordance with approved DoN, DoD and National Disclosure Policy? Can we start the review process early?)
   1. Internal MILDEP approvals
   2. ENDP requirements
   3. Impediments to disclosure

C. Acquisition Plans (By what means will we sell?)
   1. FMS, DCS or Hybrid? (Is a combination arrangement requested or recommended?)
   2. If FMS, what is the source of the material (contract, stock issue, RIK, EDA)
   3. U.S. acquisition plan (How/when does the Navy plan to procure? Are there contract options for FMS?)
      a. Projected contract award date
      b. What is the status of OPEVAL (Is a Yockey waiver needed?)
   4. Any sole source direction
   5. Uncertainties which could affect pricing information
   6. Logistics (How do we propose to support this sale?)
51 Appendix 5

Depending on the type of material or services you are requesting, some portions of the checklist will not apply. There will also be many questions that you cannot answer, but the more complete the checklist, the faster the Implementing Agency will be able to respond to your request for Price and Availability (P&A), Letter of Offer and Acceptance (LOA), or Lease.
# APPENDIX 6

## GLOSSARY OF ACRONYMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Acronym or Abbreviation</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>36(b) Portion of AECA that requires Transfer Notification to U.S. Congress</td>
<td></td>
</tr>
<tr>
<td>AECA Arms Export Control Act (U.S. Law)</td>
<td></td>
</tr>
<tr>
<td>AFSAT Air Force Security Assistance Training</td>
<td></td>
</tr>
<tr>
<td>AIS Automated Information System</td>
<td></td>
</tr>
<tr>
<td>C3I Command, Control, Communications, Computers, and Intelligence</td>
<td></td>
</tr>
<tr>
<td>CAS Contract Administrative Services</td>
<td></td>
</tr>
<tr>
<td>CIM Case Initiation Meeting</td>
<td></td>
</tr>
<tr>
<td>CLSSA Cooperative Logistics Supply Support Arrangement</td>
<td></td>
</tr>
<tr>
<td>CONUS Continental United States</td>
<td></td>
</tr>
<tr>
<td>CPD Country Program Director</td>
<td></td>
</tr>
<tr>
<td>DCMA Defense Contract Management Agency</td>
<td></td>
</tr>
<tr>
<td>DCS Direct Commercial Sale</td>
<td></td>
</tr>
<tr>
<td>DISA Defense Information Systems Agency</td>
<td></td>
</tr>
<tr>
<td>DISAM Defense Institute of Security Assistance Management</td>
<td></td>
</tr>
<tr>
<td>DLA Defense Logistics Agency</td>
<td></td>
</tr>
<tr>
<td>DLIS Defense Logistics Information Service</td>
<td></td>
</tr>
<tr>
<td>DoD U.S. Department of Defense</td>
<td></td>
</tr>
<tr>
<td>DoS U.S. Department of State</td>
<td></td>
</tr>
<tr>
<td>DRMS Defense Reutilization and Marketing Service</td>
<td></td>
</tr>
<tr>
<td>DTRA Defense Threat Reduction Agency</td>
<td></td>
</tr>
<tr>
<td>DSAMS Defense Security Assistance Management System</td>
<td></td>
</tr>
<tr>
<td>DSCA Defense Security Cooperation Agency</td>
<td></td>
</tr>
<tr>
<td>DASA (DE&amp;C) Deputy Assistant Secretary of the Army for Defense Exports and Cooperation</td>
<td></td>
</tr>
<tr>
<td>EDA Excess Defense Articles</td>
<td></td>
</tr>
<tr>
<td>ERASA Europe, Russia, Americas &amp; Sub-Saharan Africa (DSCA Directorate)</td>
<td></td>
</tr>
<tr>
<td>FAA Foreign Assistance Act</td>
<td></td>
</tr>
<tr>
<td>FMF Foreign Military Financing</td>
<td></td>
</tr>
<tr>
<td>FMS Foreign Military Sales</td>
<td></td>
</tr>
<tr>
<td>GSOMIA General Security of Military Information Agreement</td>
<td></td>
</tr>
<tr>
<td>IA Implementing Agency</td>
<td></td>
</tr>
<tr>
<td>ILS Integrated Logistics Support</td>
<td></td>
</tr>
<tr>
<td>ITAR International Traffic in Arms Regulations</td>
<td></td>
</tr>
<tr>
<td>HMMWV High Mobility Multipurpose Wheeled Vehicles</td>
<td></td>
</tr>
<tr>
<td>JUSMAG Joint U.S. Military Assistance Group (A Security Assistance Office)</td>
<td></td>
</tr>
<tr>
<td>LOA Letter of Offer and Acceptance</td>
<td></td>
</tr>
<tr>
<td>LOR Letter of Request</td>
<td></td>
</tr>
<tr>
<td>MAP Military Assistance Program</td>
<td></td>
</tr>
<tr>
<td>MAPAD Military Assistance Program Address Directory, DoD 4000.25-8-M</td>
<td></td>
</tr>
<tr>
<td>Acronym or Abbreviation</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>MDE</td>
<td>Major Defense Equipment</td>
</tr>
<tr>
<td>MDEL</td>
<td>Major Defense Equipment List</td>
</tr>
<tr>
<td>MEAN</td>
<td>Middle East, Asia &amp; North Africa (DSCA Directorate)</td>
</tr>
<tr>
<td>MILDEP</td>
<td>Military Department (U.S. Army, U.S. Navy, U.S. Air Force)</td>
</tr>
<tr>
<td>MOA</td>
<td>Memorandum of Agreement</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>NIMA</td>
<td>National Imagery and Mapping Agency</td>
</tr>
<tr>
<td>Navy IPO or NIPO</td>
<td>Navy International Programs Office</td>
</tr>
<tr>
<td>NC</td>
<td>Nonrecurring Cost</td>
</tr>
<tr>
<td>NSA</td>
<td>National Security Agency</td>
</tr>
<tr>
<td>ODC</td>
<td>Office of Defense Cooperation (A Security Assistance Office)</td>
</tr>
<tr>
<td>OED</td>
<td>Offer Expiration Date</td>
</tr>
<tr>
<td>P&amp;A</td>
<td>Price and Availability</td>
</tr>
<tr>
<td>SAF/IA</td>
<td>Secretary of the Air Force for International Affairs</td>
</tr>
<tr>
<td>SATFA</td>
<td>Security Assistance Training Field Activity (U.S. Army)</td>
</tr>
<tr>
<td>SAMM</td>
<td>Security Assistance Management Manual</td>
</tr>
<tr>
<td>SAO</td>
<td>Security Assistance Office (Sometimes called ODC, JUSMAG)</td>
</tr>
<tr>
<td>SECDEF</td>
<td>U.S. Secretary of Defense</td>
</tr>
<tr>
<td>SECSTATE</td>
<td>U.S. Secretary of State</td>
</tr>
<tr>
<td>SME</td>
<td>Significant Military Equipment</td>
</tr>
<tr>
<td>TA</td>
<td>Type of Assistance</td>
</tr>
<tr>
<td>TI</td>
<td>Team International</td>
</tr>
<tr>
<td>TPA</td>
<td>Total Package Approach</td>
</tr>
<tr>
<td>TRADOC</td>
<td>Training and Doctrine Command (U.S. Army)</td>
</tr>
<tr>
<td>USASAC</td>
<td>U.S. Army Security Assistance Command</td>
</tr>
<tr>
<td>USCENTCOM</td>
<td>U.S. Central Command</td>
</tr>
<tr>
<td>USCINCPAC</td>
<td>U.S. Commander in Chief, Pacific</td>
</tr>
<tr>
<td>USEUCOM</td>
<td>U.S. European Command</td>
</tr>
<tr>
<td>USG</td>
<td>U.S. Government</td>
</tr>
<tr>
<td>USML</td>
<td>U.S. Munitions List</td>
</tr>
<tr>
<td>USSOUTHCOM</td>
<td>U.S. Southern Command</td>
</tr>
<tr>
<td>WWRS</td>
<td>Worldwide Warehouse Redistribution Service</td>
</tr>
</tbody>
</table>

Return to Table of Contents