COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Manual (AFMAN) 16-101, Security Cooperation and Security Assistance Management. It prescribes AFMC Security Cooperation (SC), Security Assistance (SA), and Foreign Military Sales (FMS) Management policies and procedures. This instruction applies to all Air Force Materiel Command personnel under the umbrella of SC, SA, and FMS including the Air National Guard (ANG) and Air Force Reserve units except where otherwise noted. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for Tier waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Send an email with the approved Tier waiver that includes a completed AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* (or equivalent information) to the publication OPR. Commanders or equivalent may waive non-tiered requirements, but must send a copy of the approved waiver to the publication OPR

(AFLCMC/WFN) within 30 days of approval for situational awareness and process improvement considerations. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. **Note:** All contractor requirements within this AFMC Instruction must be contained within the contract/grant/agreement to be enforceable.

SUMMARY OF CHANGES

This is a new Air Force Materiel Command (AFMC) instruction which requires complete review. Portions of this instruction evolved from AFMC Manual (AFMCMAN) 20-2, Security Assistance Program (SAP) Logistics Procedures, which is rescinded upon publication of this instruction.

Chapter 1

OVERVIEW

1.1. Overview. This instruction outlines the SC/SA legal authorities and responsibilities of Headquarters (HQ) Air Force Materiel Command (AFMC), and Direct Reporting Units (DRU), Field Operating Agencies, activities, centers, and offices under AFMC (hereafter referred to collectively as the AFMC SC/SA community). It also provides the procedures for planning, developing, implementing, and administering the AFMC portions of these programs. To ensure a full understanding of international affairs, SC, and SA processes, users of this instruction should familiarize themselves with the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, Security Assistance Management Manual (SAMM); Department of Defense (DoD) Regulation 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), Volume 15, Security Assistance Policy and Procedures; Headquarters Air Force Mission Directive (HAFMD) 1-16, *Deputy Under Secretary of the Air Force, International Affairs*; Section 2151, Title 22, United States Code (USC), Foreign Assistance (Foreign Assistance Act of 1961, as Amended); Section 1, Title 22, USC, Arms Export Control (Arms Export Control Act); Air Force Instruction (AFI) 16-105 (Interservice), *Joint Security Cooperation Education and Training (JSCET)*, AFI 63-101/20-101, Integrated Life Cycle Management; AF Policy Directive (AFPD) 16-1, Security Cooperation; and Air Force Manual (AFMAN) 16-101, Security Cooperation (SC) and Security Assistance (SA) Management.

1.2. Tier waiver approval authority. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for Tier waivers through the chain of command to the appropriate Tier waiver approval authority. Send an email with the approved Tier waiver that includes a completed AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* (or equivalent information) to the publication OPR. Commanders or equivalent may waive non-tiered requirements, but must send a copy of the approved waiver to the publication OPR (AFLCMC/WFNB) within 30 days of approval for situational awareness and process improvement considerations.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Roles and Responsibilities. The SAMM and AFMAN 16-101, Security Cooperation (SC) and Security Assistance (SA) Management provide detailed roles and responsibilities to execute SC/SA activities at the Department of Defense and HQ United States Air Force (USAF) levels respectively. This AFMCI provides directive guidance for the AFMC SC/SA/FMS Enterprise. All AFMC personnel/organizations are responsible for compliance with section 3.3. of this instruction in regards to the release of information to foreign nationals.

2.1.1. HQ AFMC.

2.1.1.1. AFMC Commander (AFMC/CC). Establishes the HQ AFMC/IA, International Affairs Director, dual-hatted with the Director, Air Force Security Assistance and Cooperation (AFSAC) (AFLCMC/WF).

2.1.1.2. AFMC Deputy Commander (AFMC/CD). AFMC principal of the Security Cooperation Council.

2.1.1.3. AFMC Engineering and Technical Management (AFMC/EN), in conjunction with AFLCMC/EN-EZ, is responsible for all systems engineering, Operational Safety, Suitability and Effectiveness (OSS&E), and airworthiness (AW) policies and procedures for SA/SC/FMS programs; they are not responsible for OSS&E and AW policies and procedures for Direct Commercial Sales (DCS).

2.1.1.4. AFMC International Affairs (AFMC/IA). The AFSAC Director is dual-hatted as the AFMC Director of International Affairs and is tasked to:

2.1.1.4.1. Serve as AFMC focal point for all Security Cooperation/Security Assistance (SC/SA) activities.

2.1.1.4.2. Respond to all AFMC taskings associated with SC/SA, FMS, and/or International programs.

2.1.1.4.3. Execute Foreign Disclosure Office (FDO) and Arms Export Control Act authorities.

2.1.1.4.4. Develop and implement SC/SA, FMS, and International Affairs policies across AFMC.

2.1.1.4.5. Manage the Military Personnel Exchange Program (MPEP).

2.1.1.4.6. Lead SA Program Budget Review (SAPBR); distribute FMS Administrative funds across AFMC.

2.1.1.4.7. Oversee, manage all FMS-funded resources across AFMC.

2.1.1.4.8. Oversee SC/SA and FMS training/certification; maintain SC Workforce Database.

2.1.1.4.9. Manage AFMC SC Information Technology portfolio; manage, execute FMS-funded construction.

2.1.1.4.10. Oversee AFMC International Logistics programs.

2.1.1.4.11. Serve as Audit Focal Point for all Air Force Audit Agency findings on SC/SA and FMS programs.

2.1.1.4.12. Execute AFMC International Affairs Excellence Awards program.

2.1.1.5. AFMC Inspector General (AFMC/IG). IAW AFMCSUP to AFI 90-201, the AFMC/IG is required to inspect SC/SA/FMS at any applicable unit.

2.1.1.5.1. AFMC/IG will work with AFLCMC/WF's Pertinent Oversight Authority prior to each inspection to determine the scope of inspection based on the risk.

2.1.1.6. AFMC Law Office (AFMCLO/JAN). Makes legal determinations for all AFMC SC/SA/FMS actions, as required.

2.1.1.7. Director, AFMC Air, Space and Cyberspace Operations (AFMC/A3/6) shall:

2.1.1.7.1. Support actions associated with contractor requests for the use of USAF aircraft sent to the respective AFMC aircraft program office IAW AFI 64-103, Leasing Non-Excess USAF Aircraft, Aircraft-Related Equipment and Other Personal Property to Non-Government Organizations referenced in the SAMM Section C11.6, "Leases of Defense Articles," under 22 U.S.C. § 2796, Section 61 of *Arms Export Control Act (AECA)*, "Leasing Authority." Lead AFMC's operator engagement talks IAW AFI 16-117, *Operator Engagement Talks*.

2.1.1.7.2. Provide support according to the memorandum of understanding between DSCA, Defense Intelligence Agency, and AFMC for C-12 aircraft to DSCA for use in SA programs.

2.1.1.7.3. In coordination with AFMC/A4/10, addresses concerns when AFMC obligations for aerospace vehicles may factor for SC/SA/FMS activities IAW AFMCSUP to AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting and Termination*.

2.1.1.8. Director, AFMC Logistics, Civil Engineering, Force Protection, and Nuclear Integration (AFMC/A4/10) shall:

2.1.1.8.1. Assess the impact of SC/SA/FMS requirements on logistics support of USAF assets.

2.1.1.8.2. Coordinate on the documents transferring these assets to partner nations (PNs).

2.1.1.8.3. In coordination with AFMC/A3/6, addresses concerns when AFMC obligations for aerospace vehicles may factor for SC/SA/FMS activities IAW AFMCSUP to AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting and Termination*.

2.1.1.9. Director, AFMC Strategic Plans, Program, Requirements and Analysis (AFMC/A5/8/9) shall:

2.1.1.9.1. Serve as the command Security Cooperation Activity Manager and represent AFMC for combat support/logistics and future force design in DoD/AF Wargaming. In this role, establish guidance and exercises on Operation Planning for Steady State.

2.1.1.9.2. Ensure AF/A5 develops Security Classification Guide (SCG) for the CSAF Title 10 wargame Global Engagement (GE); this SCG to be used for the Long Duration Logistics Wargame (LDLW); the AF wargame dedicated to the supportability of long duration air campaigns, the LDLW continues to game day C+180. Additionally, ensure Non-Disclosure Agreements are signed by all LDLW participants.

2.1.1.9.3. Ensure SCG availability for the Agile Warrior (AW) exercise; AW is AFMC's MAJCOM readiness exercise for assessing AFMB Center(s) ability to provide acquisition and weapons systems support during contingencies/sustained combat operations. The Exercise Plans (EXPLANS) for AW exercises include the SCG which is written and approved by AFMC A5/8/9.

2.1.1.10. All AFMC organizations with responsibilities listed in this instruction should develop Management Internal Control Tool (MICT) Self-Assessment Communicators (SACs) and/or checklists for applicable areas and maintain them on an annual basis.

2.1.1.11. AFMC SC/SA Community shall coordinate with AFMCLO/JAN for all actions requiring legal determination.

2.1.1.12. AFMC organizations whose personnel positions are entered in to the Security Cooperation Workforce Development-Database (SCWD-D) ensure personnel are properly trained (initial and recurring training) to perform their tasks.

2.1.2. Air Force Life Cycle Management Center (AFLCMC).

2.1.2.1. AFLCMC Program Executive Officer (PEO) Directorates. PEOs are the owners of the platform portfolios including USAF and SC/SA/FMS programs. The PEOs delegate the acquisition and sustainment of specific weapon systems to Program Managers (PMs) and Security Assistance Program Managers (SAPMs) throughout their Program Offices (POs).

2.1.2.2. AFLCMC SAPM. AFLCMC SAPMs execute SC/SA/FMS weapon system acquisition and sustainment from "cradle-to-grave", fostering the total package approach. They also provide SC/SA/FMS case development, execution and closure assistance to the Command Country Managers (CCMs), Program Support Managers (PSMs) and Case Managers (CMs) assigned to the AFSAC Directorate.

2.1.2.3. AFLCMC Engineering Directorate (AFLCMC/EN-EZ).   In conjunction with AFMC/EN, is responsible for all systems engineering, Operational Safety, Suitability and Effectiveness (OSS&E), and airworthiness (AW) policies and procedures for SA/SC/FMS programs; they are not responsible for OSS&E and AW policies and procedures for DCS.

2.1.2.4. AFLCMC Financial Management Comptroller Directorate (AFLCMC/FM-FZ). Provides financial management guidance to ensure PO financial execution compliance with the SAMM and the Financial Management Regulation (FMR).

2.1.2.5. AFLCMC Contracting Directorate (AFLCMC/PK-PZ). Provides guidance on contracting policy and procedures to the program offices to ensure acquisition execution compliance with the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS) and the Air Force Federal Acquisition Regulation Supplement (AFFARS).

2.1.2.6. Air Force Electronic Combat International Security Assistance Programs (ECISAPs) (AFLCMC/WNYI and AFLCMC/EB). The Robins AFB, GA ECISAP is managed by AFLCMC/WN and the Eglin AFB, FL ECISAP is managed by AFLCMC/EB. ECISAP is designed to provide enhanced logistical and engineering services to electronic combat systems employed in SC/SA or FMS countries. ECISAP services consist of system installation, follow-on logistical, engineering, technical services support and periodic updates and improvements to system capabilities through software enhancements for reprogrammable systems. See section 11.6. of this instruction for more details about ECISAP. Supports the ECISAP Security Cooperation Activity Management Working Group.

2.1.2.7. AFLCMC International Engine Management Programs (IEMPs). The IEMP is the PN member's single point of contact (POC) for aircraft engine technical and logistical sustainment support, to include the CIP. The IEMP monitors logistics support and takes action to correct problems. The IEMPs are separate offices under AFLCMC/LP; however, SAF/IAPX has delegated oversight of the USAF IEMPs to the assigned IEMP Program Manager (PM) in AFLCMC/WFNB. See section 11.4. of this instruction for more details about IEMPs.

2.1.2.8. AFLCMC Technical Coordination Programs (TCPs). The TCP provides PNs technical sustainment support in maintaining, modifying (including repair assistance and contracting for actual repairs), and operating their aircraft and missiles systems. Concerns related to aircraft engines are referred to the International Engine Management Program (IEMP). The IEMPs are separate offices under various AFLCMC Directorates; however, SAF/IAPX has delegated oversight of the USAF TCPs to the assigned TCP Program Manager (PM) in AFLCMC/WFNB. See section 11.3. of this instruction for more details about TCPs.

2.1.2.9. AFSAC Directorate (AFLCMC/WF).

2.1.2.9.1. The AFSAC Director is dual-hatted as the AFMC/IA; refer to **paragraph 2.1.1.4.**.

2.1.2.9.2. In addition to the responsibilities outlined in AFMAN 16-101, AFSAC is responsible for case development, financial and contractual support, policy development, manpower requirements policy and guidance, safety notifications to PNs, oversight of case execution and case closure. Supports HQ AFMC/IA as the AFMC principal of the Security Cooperation Board (SCB). Supports Security Cooperation Activity Management Working Groups, as necessary.

2.1.2.9.3. Regional Support Division (AFLCMC/WFA). Responsible for procedures and oversight for International Program Directives (IPDs), AFSAC logistics, repair and return, supply, transportation, case management, supply discrepancy reporting (SDR), Cooperative Logistics Supply Support Arrangement (CLSSA), Worldwide Warehouse Redistribution System (WWRS) and the Parts and Repair Ordering System (PROS). Assigns CMs (as required/funded) for case management. CMs work in conjunction with other Directorate functions to develop and maintain case documentation.

2.1.2.9.4. Construction Division (AFLCMC/WFE). Develops and provides guidance and oversight of all international facility and infrastructure requirements associated

with SA/SC/FMS cases and provides case and line execution, support to the SAPMs, liaison with construction agents, customer coordination, and closure assistance for all these cases.

2.1.2.9.5. Financial Management Division (AFLCMC/WFF). Serves as the focal point for all AFMC SA/SC financial management (FM) policy and budget matters and coordinates on all relevant financial matters to ensure consistency and adherence to statutes, regulations, international agreements, and other authorities. Develops and oversees the Command's FMS Admin Surcharge budget. FM policy questions/issues must be vetted through the requestor's FM organization and forwarded to the WFF Workflow (**aflcmc.wff.workflow@us.af.mil**); do not go directly to SAF or DSCA.

2.1.2.9.6. International Division (AFLCMC/WFI). Develops and provides oversight of SA/SC/FMS cases, manages country portfolios, and provides case execution and closure assistance for NATO organizations and countries located in Europe, Africa, the Americas, the Mediterranean region, southeast Asia and the Pacific region. Assigns CCMs and PSMs (as required/funded) to carry out WFI duties and responsibilities.

2.1.2.9.7. Contracting Division (AFLCMC/WFK). Provides contracting support and guidance for all international contracting issues arising under, or related to, SC/SA Programs.

2.1.2.9.8. Central Division (AFLCMC/WFM). Develops and provides oversight of SA/SC/FMS cases, manages country portfolios, and provides case execution and closure assistance for countries located in the Middle East. Assigns CCMs and PSMs (as required/funded) to carry out WFM duties and responsibilities.

2.1.2.9.9. Enterprise Planning and Requirements Division (AFLCMC/WFN). Develops and manages AFMC SC/SA/FMS policies and procedures. Provides policy guidance on international and SA policies, plans, programs, and objectives. Ensures appointment of SAPMs. Provides FMS enterprise training. Manages the Security Cooperation Workforce Database (SCWD) at the enterprise level. As the AFMC Foreign Disclosure Office (FDO) has MAJCOM-level foreign disclosure authority. Manages Mission Support Offices (MSOs) at Hanscom AFB, MA; Hill AFB, UT; Robins AFB, GA; Tinker AFB, OK and a FMS liaison office at Eglin AFB, FL. Provides research and administrative support to the U.S. Department of State Iranian Litigation team. SC/SA/FMS (non-financial) policy questions/issues and requests for waivers (other than requests for waiver of non-recurring charges (NRC)) must be forwarded to the WFNB Workflow (**aflcmc.wfnb.workflow@us.af.mil**) IAW **paragraph 1.2.**; do not go directly to SAF or DSCA. PN requests for waiver of NRC will go to the CCM who will forward the request directly to the appropriate SAF/IAR desk officer.

2.1.2.9.10. Operations Division (AFLCMC/WFO). Serves as the Director's Action Group (DAG). Provides facilities, security, workforce development, and Foreign Liaison Officer (FLO) support to the Directorate.

2.1.2.9.11. Communications and Information Division (AFLCMC/WFR). Provides computer/information technology support to the Directorate. Charged with developing and maintaining SC/SA/FMS computer programs and databases unique to the USAF,

including the Security Assistance Management Information System (SAMIS), Case Management Control System (CMCS) and AFSAC Online.

2.1.2.9.12. AFLCMC/WF should develop MICT SACs and/or checklists for areas of responsibilities and maintain them on an annual basis.

2.1.2.10.   Air Force Research Laboratory (AFRL)

2.1.2.10.1. Ensures efficient use of USAF Research & Development funding for the security cooperation activities and processes directed in Air Force Policy Directive (AFPD) 16-1, Security Cooperation, Air Force Instruction (AFI) 16-110, U.S. *Air Force Participation in International Armaments Cooperation (IAC) Programs*, and Air Force Manual (AFMAN) 16-114, Procedures for U.S. *Air Force Participation in International Armaments Cooperation (IAC) Programs*. These activities include:

2.1.2.10.2. Implements International Armaments Cooperation (IAC) programs including: government-to-government cooperative international project agreements (PA), loan agreements (LA), information exchange annexes (IEA), data exchange annexes (DEA), and non-domestic cooperative research and development agreements (CRADA), test and evaluation (T&E), foreign comparative testing (FCT), engineer and scientist exchange program (ESEP), international cooperative research and development (ICR&D), and the Coalition Warfare Program (CWP).

2.1.2.10.3. Through activities of the Air Force Office of Scientific Research (AFOSR) awards international contracts and grants funding basic and applied research at foreign universities and other non-government research institutions. AFRL's primary agents for international contracts and grants are AFOSR's overseas detachments (European Office of Aerospace Research and Development (EOARD), Asian Office of Aerospace Research and Development (AOARD) and the Southern Office of Aerospace Research and Development (SOARD). AFOSR also administers programs such as the Windows on Science (WOS), Windows on the World (WOW).

2.1.2.10.4. Participates in key international forums including: North Atlantic Treaty Organization Science and Technology Office (NATO STO), The Technical Cooperation Program (TTCP) and regular meetings of with Air Senior National Representative (ASNR) or Technology Working Group (TWG) with selected partner nations.

2.1.2.10.5. Through the U.S. Air Force School of Aerospace Medicine (USAFSAM), also provides a significant amount of international education and training (IMET).

2.1.2.11. Air Force Sustainment Center (AFSC). AFSC, through the 448th Supply Chain Management Wing (SCMW) and the 430th Supply Chain Management Squadron (SCMS), executes business operations and supply chain support for FMS operational aircraft, engines, space and communications, and support equipment.

2.1.2.11.1. Drafts and processes Purchase Instruments (PI) to support FMS requirements for Direct Vendor Delivery buys for spares and support equipment.

2.1.2.11.2. Provides inventory spares replenishment from Air Force stock.

2.1.2.11.3. Manages the Materiel Repair Requirements List (MRRL) repair/replace program for FMS customers.

2.1.2.11.4. Reconciles Delivery Reporting (billing) for inventory and contractor shipments in financial and supply systems.

2.1.2.11.5. Executes FMS-unique requisition level activities through the International Business Squadron.

2.1.2.11.6. Processes and resolves FMS Supply Discrepancy Reports.

2.1.2.11.7. AFSC Liaison to the AFSAC Directorate.

2.1.2.11.8. Manages AFSC FMS Workflow.

2.1.2.11.9. Processes FMS transportation requirements and technical orders.

2.1.2.12. Air Force Test Center (AFTC). AFTC's subordinate units conduct test and evaluation and related activities in support of AFLCMC for FMS programs. AFTC and its subordinate units will comply with the guidance and direction provided by AFLCMC programs and AFLCMC/WF on these matters.

2.1.2.13. Air Force Installation and Mission Support Center (AFIMSC). (Reserved).

2.1.2.14. Air Force Nuclear Weapons Center (AFNWC). (Reserved).

2.1.2.15. SC/SA/FMS Managers.

2.1.2.15.1. Command Country Manager (CCM). Provides command oversight and support for development and execution of all SC/SA/FMS cases and interfaces with PNs to ensure success of SC/SA/FMS programs.

2.1.2.15.1.1. Reviews and validates all PN Letters of Request (e.g., Price and Availability (P&A), Letter of Offer and Acceptance (LOA), LOA amendments, LOA modifications, and leases). Integrates new case workload with existing programs, and identifies concerns for elevation to SAF/IA CDs. The CCM does not direct SAPM activities, but may assist in obtaining resources, solving problems, and integrating SAPM activities into the overall PN program.

2.1.2.15.2. CCM schedules and facilitates a Stakeholder Meeting for all B, D, N, O, Q, S, Y and Z cases ensuring all relevant Stakeholders are included. The CCM must use the standard CCM Checklist in the LOA Development Reference folder on the AFSAC SharePoint site to ensure the Total Package Approach (TPA) is used.

2.1.2.15.3. CCM establishes the proposed LOA Development schedule and line assignment in accordance with Stakeholders input.

2.1.2.15.4. Participates as a member of the integrated product team for FMS system acquisitions.

2.1.2.15.5. Collects and organizes information about PN program scope, performance, and status of finances, and reports to the SAF/IA CD on a regular basis.

2.1.2.15.6. Manages PN program portfolio through reviews, visits, surveillance reports, and correspondence. The CCM is responsible for all formal interfaces with the PN with respect to cases managed (e.g., scope changes and modifications to LOA).

2.1.2.15.7. Resolves problems forwarded by the PN, SAPM, PM, CM or Line Manager (LM), and coordinates the activities of supporting organizations in a timely manner.

2.1.2.15.8. Initiates parallel processes such as foreign disclosure approval, congressional notification, MTCR assessments, sole source requests, waiver requests, and transportation plans.

2.1.2.16. Security Assistance Program Manager (SAPM). When assigned, the single program execution interface between the PN and the command entry point for all program execution matters. Accountable through the acquisition chain of command to the Program Executive Office, Designated Acquisition Official (PEO/DAO), and to SAF/AQ. The SAPM communicates directly with participating SC/SA team members (e.g., commands, agencies, CMs, LMs, and PNs).

2.1.2.16.1. Collaborates in letter of request evaluation, development of P&A, development of manpower requirements, gathering LOA Data (LOAD), and executing the program as stated in the IPD.

2.1.2.16.2. The SAPM ensures each system delivered to a PN meets the respective system Operational Safety, Suitability, and Effectiveness (OSS&E), Airworthiness and other applicable acquisition certification requirements; the SAPM must coordinate with the Chief Engineer for OSS&E requirements and with the OPRs for all potentially applicable acquisition certification requirements prior to completion of the LOA. Unless otherwise stipulated in the LOA or other agreement, final responsibility and accountability for these items remain with the SAPM until formally transferred to the PN. Addresses transfer of responsibilities related to OSS&E for each system in the LOA.

2.1.2.16.3. Leads the Early Strategy and Issues Session (ESIS). Develops the Acquisition Strategy (AS) including milestones and coordinates IPDs. Submits the AS to the PEO or other delegated official for approval.

2.1.2.16.4. Ensures required Department of Defense (DoD) reviews, specified in DoD directives and instructions, are complied with prior to LOA signature. These reviews include, and not limited to, Low Observable and Counter Low Observable (LO/CLO) programs, anti-tamper (AT) and cybersecurity requirements, self-protection systems (e.g., electronic warfare systems and directed infrared countermeasures systems), and protection of sensitive Critical Controlled Assets.

2.1.2.16.5. Responsible for day-to-day execution of the program either in production or in sustainment. Ensures cost, schedule, and performance parameters specified in the LOA are met. Coordinates the LM efforts, including those managers external to the SAPM's own organization or command. Ensures the CM and CCM are informed of program progress and concerns, and aware of all program reviews and meetings involving the PN.

2.1.2.16.6. Leads the Integrated Product Team (IPT), tasks supporting organizations, and resolves LM personnel and organizational concerns that are both internal and external to the program office.

2.1.2.16.7. Chairs the Program Management Reviews (PMR) attended by the SAF/IA CD, LMs, supporting organizations, contractors, and Security Cooperation Organization personnel.

2.1.2.16.8. Ensures funding obligation authorities received from the CM are provided to the Financial Manager (FM) to track obligations and expenditures, the Contracting Officer (CO) for contractual requirements, logisticians for product support issues/concerns and engineering personnel for development and testing issues/concerns.

2.1.2.16.9. Informs the CM and CCM of program progress and concerns, including all changes in cost, performance, schedule, source of supply (SoS), program additions, modifications, deletions, the FMS Management Plan, and any other actions requiring a change to the LOA document.

2.1.2.17. Program Support Manager (PSM). Assists the CCM in providing support for all FMS LOAs, SC and SA contracts, efforts, and activities for assigned PNs. Helps the CCM manage PN program portfolio through reviews, visits, surveillance reports, and correspondence.

2.1.2.18. Case Manager (CM). Manages functional development, implementation, and the logistics/financial statuses of FMS cases. Ensures on-going case reconciliation is accomplished from case initialization to final case closure with long range case goals and objectives established in the IPD.

2.1.2.18.1. Tasks case actions, to include LOAD development, to satisfy PN requirements; verifies funding requirements; maintains a case performance tracking system; and provides timely status updates, progress, and forecast reports as required.

2.1.2.18.2. Approves plans of execution, scope, and schedule of work in support of a case.

2.1.2.18.3. Writes and updates case documents and payment schedules; issues implementation directives; directs distribution of funds to Line Managers (LMs); monitors contractual and financial actions to execute and close the case.

2.1.2.18.4. Assists SAPM and CCM with the integration of various programs, synchronizing case actions accurately, timely, and at an optimum cost structure. Communicates any variances found from administrative tracking to the SAPM and CCM.

2.1.2.18.5. Maintains complete chronological history of the case supporting documentation in the official case file including all corresponding automated records.

2.1.2.18.6. Manages leases and any other cases with special management consideration.

2.1.2.19. Line Manager (LM). The LM receives direction from the CM, CCM/PSM, PM, or SAPM. Performs tasks needed to provide all articles and services within a specific line of a case and collaborates with supporting activities and PNs as required to execute the line.

2.1.2.19.1. Responds to LOAD taskings from the CM, CCM, or SAPM as part of an LOA response to PN requests or to keep the case on track as determined by the United States Government (USG).

2.1.2.19.2. Directs the distribution of funds for case lines, processes and initiates orders for articles and services, monitors contractual and financial actions to achieve proper execution and line closure, and advises the SAPM, CM, or CCM when a case amendment, notice, or other action is required to meet the case objectives.

2.1.2.19.3. Refers unresolved concerns to the SAPM, with information copy to the CM.

2.1.2.19.4. Maintains supporting documentation and makes it available upon request, as appropriate.

Chapter 3

TECHNOLOGY TRANSFER AND DISCLOSURE

3.1. Overview. In addition to the guidance found in the SAMM, Chapter 3, and AFMAN 16-101, Chapter 3, USAF Foreign Disclosure Offices (FDO) authorize disclosure of Classified Military Information (CMI) and Controlled Unclassified Information (CUI) in accordance with (IAW) AFI 16-201, Foreign Disclosure and Technology Transfer. The AFMC FDO (AFLCMC/WFNJ) is the designated Principal Disclosure Authority (PDA) for matters within AFMC.

3.2. Export License and Customs Clearance. In accordance with the International Traffic in Arms Regulation (ITAR) 126.6(c)(5)(ii) and the Foreign Trade Regulation (FTR), all defense articles or technical data exported to a PN pursuant to an implemented LOA requires reporting within the Automated Export System (AES) as required by Customs and Border Patrol (CBP) upon export. This includes defense articles and/or technical data transferred as traditional freight (loose breakbulk, palletized, containerized, small packages) via the Defense Transportation System (DTS), the PN's Freight Forwarder (FF), Pilot Pickup completed by the PN, hand carried by the USG or via Defense Courier or Diplomatic Pouch, and electronic transfer (Secure Internet Protocol (SIPRNet) or portal upload). The PN is required to ensure that export reporting is completed in AES for defense articles or technical data delivered to their CONUS based Embassy or CONUS based squadrons.

3.3. Release of Information.

3.3.1. Before classified information or controlled unclassified information (CUI) is released to a foreign national, the information must have been approved for release to the individual country by an authorized foreign disclosure officer, see AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*. All foreign nationals working on USAF installations or working on USAF systems, regardless of location, require an appropriate background check/investigation, prior to assuming work. The level of the background check/investigation will be commensurate with the level of access/sensitivity of the position to include work with Unclassified//For Official Use Only information. For additional details reference AFI 16-1404, Air Force Industrial Security Program, and Department of Defense Manual (DoDM) 5200.02_AFMAN 16-1405, Air Force Personnel Security Program.

3.3.2. Requests for release of draft LOAs to the PN must be submitted to the AFLCMC/WFNB Workflow, **aflcmc.wfnb.workflow@us.af.mil**. Include a copy of the Letter of Request (LOR), the draft LOA and the RP069 with your request.

3.3.3. In accordance with Title 10 of the United States Code, Section 130c, certain sensitive information may be withheld from public disclosure if it was provided by, otherwise made available by, or produced in cooperation with PNs or International Organizations (IO). However, a written statement from the PN is required to support the nondisclosure of information under this provision. A copy of PN's written position on the release of information will be disseminated to AFMC 88 CS/SCOKIF at **wpafb.foia@us.af.mil** and DSCA OGC, and preserved in office records until notification is received, in writing, of any changes to the releasability of the information. Internal AF information and memorandums are not releasable to contractors, unless authorized by the FOIA office.

3.3.4. Releasability. LORs for LOAD or LOAs for a "B", "D," "Q," "S," or "Y" case, Significant Military Equipment (SME), CUI, Critical Program Information (CPI), critical components, critical functions, or classified articles or services are processed as follows:

3.3.4.1. The CCM will send a copy of the LOR (UNCLASSIFIED ONLY) to the FDO to determine if there are any releasability points to be considered. The FDO will process the request and make the releasability determination IAW National Disclosure Policy (NDP). The AFMC FDO coordinates with the Program's International Program Security (IPS) personnel in determining releasability of CMI and CUI for FMS cases.

3.3.4.2. The CCM will include a statement in the LOAD request relating the information received from the disclosure office. The request will also task the LOAD submitter to indicate whether or not any known releasability problems exist.

3.4. Critical Technology Assessment (CTA). As part of the FMS Program Protection Planning process, a CTA of the system, subsystem, component, or end item being provided to the PN must be conducted by the Program Office on items that will be stored in country to support delivery, installation and checkout, initial operational support of a turnkey system (e.g., Ground Based Integrated Air and Missile Defense System capability), a retrofit program, repair and return, and/or spare parts for post-retrofit on a system, subsystem, component, or end item to identify Critical/Classified Items (CCI) and sensitive Critical Controlled Assets (CCA). CCI is defined as Unclassified, Confidential, or Secret components to be processed and stored that require special packaging, handling and shipping. CCA is defined as classified and controlled unclassified assets, material, or information. When any part of a system, subsystem, component or end item is deemed as 'critical technology' then the whole system, subsystem, component, or end item is considered to be a critical technology.   Once identified, a LOA Security Instruction (LSI) needs to be developed by the Program Office using the Defense Acquisition Guidebook, **Chapter 9**, Program Protection, to ensure adequate protection of certain materials associated with overseas retrofit kit installation, repair and return, and spare parts storage in country (see **paragraph 3.6.2** for more information regarding development of the LSI).   The exportation of critical technologies is governed by DoDI 2040.02, *International Transfer of Technology, Articles, and Services*.

3.4.1. A Program Protection Plan is required on all FMS programs. At a minimum the PPP will address Critical Technology/CPI on the system to include Anti-Tamper consideration, Security Classification Guidance, Cyber Security Strategy, Counterintelligence/Foreign Collection Threat and OPSEC. Reference the Defense Acquisition Guidebook, Chapter 9, Program Protection for details.

3.4.1.1. As part of the LSI, the FMS program shall develop a releasable version of the Security Classification Guide to ensure the PN understands the classification/ information protection requirements.

3.4.1.2. FMS programs shall consider case-specific platform IT or system cyber security to obtain appropriate Confidentiality, Integrity, and Availability of the system.

3.5. Use of Technical Orders (TO) by Foreign Nationals. Requests for TO information can be met through "P" case or a TO line on system sales or system support cases (i.e. "D", "Q", "S", "Y", etc.). Procedures for processing TO requests are outlined in TO 00-5-19, Security Assistance Technical Order Program (SATOP) Manual.

3.6. International Programs Security (IPS). IPS encompasses holistic security policies and practices for AF programs involved with government-to-government international transfers, FMS, cooperative research, development, acquisition, or support international agreements, and other programs designed to build PN capacity. Note: Use of the term programs is not meant to limit application to acquisition category programs; it may be applied to systems, sub-systems, projects, or other acquisition activities. IPS ensures that all programs consider lifecycle risk management with the primary objective of validating whether the PN's security protection capabilities and practices are consistent with providing protection at substantially the same degree of security that is afforded by the US government. When there is no General Security of Information Agreement (GSOIA) or General Security of Military Information Agreement (GSOMIA) with a purchasing government, a program specific security agreement must be developed and approved by the DTSA containing the security requirements prior to discussion of CMI with the purchasing government. The PM, in consultation with Systems Engineering (SE), Program Security and Cyber Security, will formally establish and document program security elements and considerations in the LSI delivered with the LOA to the partner nation (see 3.6.2. below for more information).

3.6.1. Applicability. The PM shall:

3.6.1.1. Ensure organizations and/or PN establish the plans and procedures that foster compliance with the security cooperation process to mitigate risks associated with Classified Military Information (CMI), CCA, and critical US technologies disclosure during an international transfer conducted via FMS. The PM assesses proposed technology or information to be shared with PN and validates whether the PN's security protection capabilities are consistent with providing protection at substantially the same degree of security as provided by the USG.

3.6.1.2. Ensure a USG FMS security specialist is appointed to assess fundamental requirements for secure storage and protection of classified information in overseas environments and associated risks to prevent unauthorized disclosure of classified information and critical technologies.

3.6.1.3. Assign a USG FMS security specialist to manage and coordinate with PN security authorities to implement the required security measures for the critical US technologies and classified military information/software/articles.

3.6.1.4. Interface and collaborate with the Defense Technology Security Administration (DTSA) in executing compliance with policies for protection of classified and controlled unclassified information with the Office of Under Secretary of Defense, Intelligence (OUSD[I]) that mandate the protection of sensitive CCA in-country pursuant to End-Use Monitoring (EUM).

3.6.2. LSI. The LSI establishes procedures and assigns responsibilities for implementation of security requirements prescribed by the assigned case LOA for operations in the PN. The LSI should include the PN's agreed upon instructions regarding the required commensurate level protective measures associated with the classification of information and equipment; specifically, security procedures including the handling and transfer of classified materials, physical security parameters, visit procedures, and procedures for designated U.S. Government controlled facilities that is used to store and process U.S. classified information or tests not releasable to the PN or IO.

3.6.2.1. The PM and the SE should use Defense Acquisition Guidebook (DAG), Program Protection Plan Outline & Guidance, **https://www.acq.osd.mil/se/docs/PPP-Outline-and-Guidance-v1-July2011.pdf** for developing elements of the LSI, but will also incorporate relevant US security components from basic security doctrine. Once the LSI is in place, it should guide program office security measures and be updated as threats and vulnerabilities change or are better understood.

3.6.2.2. If no GSOIA or GSOMIA exists, a program specific security agreement must be developed and approved by the DTSA containing the security requirements must be concluded prior to discussion of CMI with the PN. This may take the form of a separate international agreement as defined by DoD Directive 5530.3 or by 22 Code of Federal Regulations (CFR) Part 181, or as a separate arrangement pursuant to the LOA. Questions concerning which form a program-specific security agreement should take (e.g., LSI) should be directed to DSCA Directorate for Security Assistance (DSA) Weapons Division (WPNS), and the DSCA Office of the General Counsel (OGC). The agreement will contain, at a minimum, the provisions described in the SAMM, Chapter 3, C.3.2.6, Figure C3.F1.

3.6.3. Implementing Agency Designated Security Authority (IADSA).   The IADSA is responsible for conducting and/or coordinating site assessments and certification of facilities with the Director, International Security Programs, National Disclosure Policy Committee, Office of the Under Secretary of Defense for Policy.

3.6.3.1. AFLCMC IP is the focal point for FMS security and program protection matters and serves as the IADSA. AFLCMC IP shall:

3.6.3.1.1. Issue policies and procedures as the IADSA for the AFMC FMS security enterprise, the scope of which extends across all PEO organizations for security protection requirements related to international programs security.

3.6.3.1.2. Assess and validate PN and IO capabilities to provide protection establishing and certifying special security requirements for PN or IO.

3.7. Missile Technology Control Regime (MTCR) Policy. Upon receipt of an LOR, prior to LOA development, the CM, CCM and PM will perform a technical review of each LOR to identify MTCR-controlled items contained in the LOR or envisioned to be part of the associated program in the LOA. For systems or components containing MTCR-controlled items, the program office MTCR reviewer will submit an MTCR assessment to the AFSAC MTCR POC at least 45 days prior to planned LOA offer date. For lines managed within AFSAC (B4 lines), the CM or CCM submits a MTCR review request to the AFSAC MTCR POC at **AFLCMC.WFNB.MTCRMailbox@us.af.mil** at least 45 days prior to planned LOA offer date.

3.8. End-Use Monitoring (EUM). Guidance provided in this section applies to USAF EUM program in addition to the SAMM, Section C8.2, Golden Sentry. See SAMM, Table C8.T2., DoD End-Use Monitoring Responsibilities, for specific responsibilities.

3.9. Enhanced End-Use Monitoring (EEUM). In addition to the SAMM, Section C8.4 guidance, the following applies:

3.9.1. Through AFSAC, the program offices identify and provide SAF/IAPX a recommended listing of sensitive technologies and defense articles to be considered for, or no longer required for EEUM management with supporting rationale.

3.9.2. The program offices conduct site survey certifications of host nations' (HN) storage facilities for EEUM-designated weapon systems and provide SAF/IAPX a current list of site survey certification officials. The Program Security Offices coordinate with the appropriate SAF/IAR Country Director who in turn notifies the appropriate Defense Security Cooperation Agency (DSCA) and military department counterparts prior to performing site survey certifications. A copy of the site survey certifications results is provided to SAF/IAPX who forwards a copy to DSCA. If the site survey is in support of a basing action meeting the criteria defined in AFI 10-503, forward the site survey results to SAF/IEI for review.

3.9.3. AFSAC provides to SAF/IAPX a current list of all Program Security Offices responsible for performing site survey certifications according to the weapon type by 30 September each year.

3.9.4. The program offices with EEUM-designated weapon systems develop certification checklists using parameters from DoDM 5100.76, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E), and DoD 5200.08R, Physical Security Program, and submit the checklists through AFSAC to SAF/IAPX for review and forwarding to DSCA as necessary.

3.9.5. Program offices with EEUM-designated weapon systems provide a monthly delivery record with EEUM items' serial numbers to DSCA (**eeum.reports@dsca.mil**) for input into the Security Cooperation Information Portal End-Use Monitoring database. A courtesy copy is provided to the SAF/IAPX Workflow at **usaf.pentagon.saf-ia.mbx.saf-iapx-workflow@mail.mil**.

3.9.6. Multifunctional Information Distribution System (MIDS). As a major defense equipment (MDE) item with Communications Security (COMSEC) embedded in it, MIDS terminals are tracked as EEUM. As with all MDE and EEUM, the MIDS terminals are listed with their own stand-alone Military Articles and Services Listing on the LOA. The implementing Major Command has the following responsibilities:

3.9.6.1. Prior to offering a MIDS LOA, request National Security Agency approval to sell the associated COMSEC equipment.

3.9.6.2. Coordinate with the MIDS FMS office at Joint Program Executive Office Joint Tactical Radio Systems for pricing, contracting and delivery aspects of the Price and Availability or LOA.

3.9.6.3. Upon receipt of a Release in Specific, submit applications for third party sales to the MIDS International Program Office (IPO).

3.9.7. Department of Defense Registration and Monitoring Program. Defense articles and services transferred to Afghanistan, Pakistan, and Iraq are registered in compliance with the DoDI 4140.66, Registration and End-Use Monitoring of Defense Articles and/or Defense Services. The program also involves small arms registration by serial numbers and keeping detailed record of the origin, shipping, and distribution of all defense articles transferred to these countries. These arms transfers can take place from the Afghanistan Security Forces

Fund, Iraq Security Forces Fund, Pakistan Counterinsurgency Capability Fund, Coalition Readiness Support Program, and Title 10 United States Code Section 333, *Consolidated Appropriation Act of 2017*, funding authorities. Title 22 U.S.C. FMS cases or Title 22-funded Building Partner Capacity cases are excluded from the program, but the implementing organizations track these items with internal accountability systems and procedures.

Chapter 4

FOREIGN MILITARY SALES PROGRAM GENERAL INFORMATION

4.1. Overview. In addition to the guidance found in the SAMM, Chapter 4, and AFMAN 16-101, Chapter 4, this chapter describes general legal, regulatory, and policy requirements relating to the AFMC FMS programs.

4.2. Communications with Defense Industry and Contractors. In addition to the policies and procedures in the SAMM, the following guidance applies to the AFMC SC/SA/FMS community:

4.2.1. The AFMC SC/SA/FMS community is authorized to work with US contractors on administrative matters, such as preparing documents and implementing and administering the SC/SA/FMS programs.

4.2.2. USG contractors may communicate with DSCA and DoD components about specific sales or negotiations.

4.2.3. The AFMC SC/SA/FMS community must honor contractor preference for DCS when possible by considering the circumstances and potential effects on the foreign policy and national security objectives specified in the SAMM. The AFMC SC/SA/FMS community must inform the contractor and PN that the USG has no responsibility, authority, or influence on DCS activities.

4.2.4. The basis for dialogue with the contractor on a specific sales consideration is the approved LOR. Before receiving the approved LOR, USG personnel may only arrange for appointments between the contractor and the PN.

4.2.5. The originating office is responsible for release decisions and release is not provided under FOIA unless formally requested by the contractor. See **paragraph 3.3.2** for guidance regarding release of information as result of a FOIA request.

4.2.6. When the contract has been released, the contracting officer is the sole official interface between the AF and the contractor.

4.2.7. All personnel involved in SC/SA/FMS programs will comply with the Competition in Contracting Act when there is a competitive procurement involved. USAF personnel will not solicit or recommend sole source procurements.

4.2.8. Signed copies of LOAs are not released without written approval from both DSCA General Counsel (GC) and the PN.

4.3. Leases and Demonstrations of DoD Equipment. There will be an associated FMS case in the Defense Security Assistance Management System (DSAMS) to recover packing, crating, and handling refurbishment of defense articles, services, and follow-on support to the leased item. See SAMM Chapter 11.6.

4.3.1. In addition, the lease process includes reporting and accountability as outlined in AFI 23-119, Exchange, Sale, or Temporary Custody of Non-excess Personal Property, DoDI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property, DoDI 4161.02, Accountability and Management of Government Contract Property or the SAMM, Chapter 8, End Use Monitoring. Leased items shall be tracked in the Accountable Property System of Record (APSR).

4.3.2. Custodial Transfers of USG Equipment. Temporary custodial transfers are permitted to PN under agreements in which the equipment will continue to be operated and maintained in direct support of the AF mission.

4.4. Special Defense Acquisition Fund (SDAF). SAMM Chapter 11, Section 11.9. contains instructions for the SDAF. The AF develops proposals for SDAF item procurements, receives and executes funding documents for USG managed items, monitors programs, manages and reports on inventories of delivered items, coordinates with DSCA on proposed sale of SDAF assets and prepares LOAs when sales are approved.

4.4.1. LOAs prepared for sale of SDAF items will reflect source code "F" as opposed to the traditional "S", "P" or "X" codes. LOAs may be processed as "Q" service code cases and managed by DSCA, processed as "D" service code cases and USAF managed, or they may be added as a SDAF line on USAF managed service code "D" cases.

4.5. What May be Purchased Using the FMS Program. In addition to the guidance found in SAMM, Section C4.4, and AFMAN 16-101, Section 4.4. the following guidance applies:

4.5.1. Commercial items, as defined by the SAMM, usually are not sold through FMS. If not available in the country, these items may be requisitioned by using advice code "3B" in the Military Standard Requisition and Issue Procedures (MILSTRIP) requisition. Items which are coded local-purchase or local manufacture by DoD and are not available in the country may be requisitioned using advice code "2A." See Defense Logistics Manual (DLM) 4000.25-1, Appendix 2.15 for a complete list of advice codes.

4.5.2. The USAF does not buy materiel in anticipation of FMS except under CLSSA, where stocks are prefunded by PNs or under the Special Defense Acquisition Fund (SDAF).

4.5.3. USAF FMS requirements for items which are the responsibility of DLA or GSA are met by funding and passing actions to DLA or GSA activities. Valid NSN items which are used by AF, but are Army- or Navy-managed will be filled out of stock, if stock is above the appropriate levels, or they will be funded and passed to the managing service SoS.

4.6. Assignment of a SAPM.

4.6.1. The determination of the need for a SAPM is completed during the initial stakeholder's meeting.

4.6.2. If a SAPM is required, the CCM will send an email notification to the AFSAC Manpower Team Workflow (**aflcmc.wfnb.samrs@us.af.mil**). The email must include the country, the major equipment or service, and the affected program office. The CCM will make this notification for all new SAPM requirements, whether for a new case, modification or amendment. The CCM will send this notification prior to approving the LOR release from LOR-A to DSAMS.

4.6.3. AFLCMC/WFN will generate a SAPM designation memo, assign a control number and send the memorandum to the affected PEO and PO.

4.6.4. Upon submitting the Manpower Requirements Package (MRP), the PO must attach the SAPM designation memo to the MRP in the Security Assistance Manpower Requirements System (SAMRS). AFLCMC/WFN will disapprove MRPs that contain a SAPM requirement but do not include the designation memo.

4.6.5. Upon SAPM appointment, the PO will send a memorandum to the CCM and AFLCMC/WFN Manpower Team Workflow (**aflcmc.wfnb.samrs@us.af.mil**). The PO will submit an updated memorandum within five work days of appointment if the SAPM is replaced while the case is active. When a Notice of Supply/Services Complete (NSSC) has been submitted for every line in a case, and SAPM duties are no longer required, the PO will send a memorandum advising the CCM and AFLCMC/WFN the requirement is no longer needed.

4.6.6. A SAPM is not warranted when:

4.6.6.1. A case is a blanket order (BO) (e.g., without specific quantities or items but with a total case dollar ceiling only) for multiple systems.

4.6.6.2. There are little or no integration or coordination efforts crossing commands or centers.

4.6.6.3. There are one or a few lines with one LM.

4.6.6.4. All lines, even if weapon system specific, are BO lines.

4.7. USG Personnel Travel. US military and civilians on SC/SA/FMS travel must follow the policies and procedures in the Joint Travel Regulation (JTR). Unless an LOA includes specific provisions, waivers for these travelers are the same as those for other DoD travelers.

4.7.1. International Cooperative Administrative Support Services (ICASS).

4.7.1.1. Prior to sending AFLCMC FMS travelers overseas, it is the responsibility of the owning organization to ensure an approved ICASS Memorandum of Understanding (MOU) is in place. Per DoS Foreign Affairs Manual 6: FAH-5 International Cooperative Administrative Support Services Handbook, ICASS is the principal means that the US Government provides and shares the cost of common administrative support needed to ensure effective operations at its more than 200 diplomatic and consular posts abroad.

4.7.1.2. The ICASS program is a fee-for-service and provides a full range of administrative services, four of which are mandatory (health, security, basic package and community liaison office). Other services provided include information management, general services (e.g., travel, administrative, procurement, mail, etc.), financial management, human resources, local guard programs and building operations.

4.7.1.3. AFLCMC organizations must contact AFLCMC/DPB, who serves as the AF FMS DoS Liaison (**aflcmc.dpb.fms@us.af.mil**), to verify the existence of an approved MOU. Additionally, organizations can access the AFLCMC/DPB FMS Manpower SharePoint site (**https://cs2.eis.af.mil/sites/22452/default.aspx**) for additional ICASS program guidance.

4.8. Medical Coverage.

4.8.1. Health Insurance for DoD Civilians on official travel (TDY) overseas. It is the responsibility of the traveler to verify overseas healthcare coverage with their healthcare provider prior to traveling. The traveler must also confirm and be familiar with the processes/procedures for obtaining such coverage prior to traveling. If the traveler's healthcare provider does not or cannot provide overseas coverage, it is the traveler's responsibility to obtain coverage through another healthcare provider or travel/traveler insurance vendor.

4.8.2. Foreign Liaison Officer (FLO) medical coverage.

4.8.2.1. Funding of healthcare for FLOs and their dependents is not permitted on FMS LOAs. LOAs with "legacy" healthcare lines will complete the period of performance with no changes or extensions.

4.8.2.2. For countries with a Status of Forces Agreement (SOFA)/Partnership for Peace (PfP), reciprocal health care is provided for the FLO as if the FLO is an active duty USAF member. Additionally, the SOFA and PfP extends Tri-Care Select coverage to the dependents of the FLO. For countries without a SOFA/PfP, only the FLO is covered; there is no coverage provided for the FLO's dependents.

4.9. Moving of Funds on LOAs. The program office can unilaterally move funds between blanket order lines or major end item lines, if this provision is in the LOA case/line notes. This authority does not, however, mean that funds can be moved unilaterally between two LOAs.

4.10. FMS Administrative Surcharge. The FMS administrative surcharge charged against most lines on FMS cases (does not apply to Program Management Lines or Excess Defense Articles) is the cost of administering FMS and FMS-like programs. DSCA maintains a safety level of the FMS administrative surcharge trust fund to afford risk mitigation and greater flexibility for the FMS enterprise. This trust fund is reviewed annually, and a further, more comprehensive review of all business measures employed in the conduct of FMS activities will be completed by DSCA no less than every 5 years. This detailed review will include analysis of the Safety Level and the FMS Administrative Surcharge Rate, which will be adjusted as necessary.

4.11. Billing and Reimbursement of FMS Admin Surcharge while TDY in support of FMS Cases. Non-case funded personnel traveling in direct support of a FMS case must be properly documented in the LOA line notes, the Document Pricing Calculations Report (RP069), and the Manpower Travel and Data Sheet (MTDS). Non-case funded personnel refers to any USG civilian or military member. General guidance for documenting case-related manpower functions is in AFMAN 16-101.

4.11.1. Any LOA lines containing financial estimates for salaries on any personnel traveling must identify charges to the PN. The suggested standard statement is, "This line includes charges for salaries of personnel who are traveling in direct support of this case." Estimates for non-case funded personnel salaries must be captured on RP069 using Primary Cost Code (PCC) 07, Temporary Duty (TDY), and on the MTDS in Part B (Travel) embedded within each associated trip. Do not include non-case funded positions as defined manpower in Part A (Personnel) of the MTDS.

4.12. Multi-Service LOAs. Articles and services provided by another IA in support of a single LOA is commonly referred to as a Multi-Service LOA. The SAPM/PM/CCM should cooperate to the maximum extent possible to develop a single LOA. However, if additional financial and logistical processing is required to prepare and execute the Multi-Service LOA, the LOR may be split into separate LOAs with DSCA's approval. See section 5.3.12. of AFMAN 16-101 and section C5.4.5.1. of the SAMM for more information regarding Multi-Service LOAs.

Chapter 5

FOREIGN MILITARY SALE CASE DEVELOPMENT

5.1. Overview. In addition to the guidance in the SAMM, Chapter 5 and AFMAN 16-101, Chapter 5, this chapter describes the LOR submission and AFMC responses to LORs with P&A data or an official LOA.

5.1.1. Pre-LOR/LOA Travel Funding Requests. PNs occasionally require assistance in building a LOR or definitization of the LOA prior to acceptance; there are a limited amount of funds available for this pre-LOR/LOA work. To request Pre-LOR/LOA travel funding, submit a Pre-LOA Travel Resource Request to the AFSAC Pre-LOA POC, **AFSAC.PreLOA@us.af.mil**.

5.2. The LOR. LOA development is triggered by receipt of a LOR from the PN. The information in the LOR is used by the CCM to initiate the LOA development and notification processes.

5.2.1. The CCM/PSM reviews the LOR to determine/verify that it is from an authorized source and inputs the LOR into the LOR-A tool. Ensures the requirements, with support from appropriate program office personnel as needed, are defined sufficiently to continue processing (i.e., specific items or tasks identified, quantity, type of service, period of performance, type of aircraft, engines, weapons, etc.). Each PN LOR must meet the following requirements:

5.2.1.1. An eligible PN must have sent the requirements through proper FMS channels as described in the SAMM.

5.2.1.2. The articles or services in the request must be under USAF control or in support of an initial system acquisition.

5.2.1.3. Requested articles or services must be subject to sale according to National Disclosure and releasability policies.

5.2.1.4. The PN must not request articles or services restricted for sale by statute or SA policy.

5.2.1.5. The PN must include in the request all required data and checklists.

5.2.2. If the LOR is for a System Sale, Sustainment Support Sale, or a complex sustainment support case in support of systems purchased via DCS (aka "Hybrid Case"), a stakeholder meeting is held between transportation, the SAPM if assigned, program office or new business office representatives and their affected office support (contracting, manpower requirements, financial, construction, test center, etc.), Program Manager (PM), CCM/PSM, Case Manager (CM), the country/geographic appropriate SAF/IA and DSCA Desk Officer and Weapons Officer as needed. The CCM/PSM also ensures items are releasable, a source of funding has been determined and launches parallel processes as applicable (Congressional Notification, sole source approval, NSA approval, MTCR assessments, waivers, etc.). For systems sales, the applicable PO should include in the LOAD estimates for the initial follow-on support (technical data, Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD), spare parts under CLSSA, etc.).

5.2.3. Aircraft/Aerospace Vehicles. IAW AFMSUP to AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting and Termination*, coordinate all requests for Aircraft/Aerospace Vehicles with HQ AFMC/A3/6 and HQ AFMC/A4/10.

5.2.4. Non-Standard Platforms. AFSAC will assign the workload to the PEO most closely aligned to the primary mission of the platform; e.g., attack platforms to the Fighter/Bomber PEO, transport or training to the Mobility PEO. This mission assignment construct aligns with how AFLCMC assigns workload for multi-mission U.S. inventory platforms.

5.2.5. Multifunctional Information Distributions System (MIDS). FMS of MIDS equipment and services shall be executed via FMS cases developed and managed directly by the MIDS Program Office (MPO), and not within platform acquisition and/or upgrade cases unless otherwise agreed to and coordinated in advance between the platform case program office and the MPO on a case-by-case basis. Prior to developing Price & Availability data or Letters of Offer and Acceptance dependent on procurement of MIDS equipment and services, the MPO and the platform case program office shall coordinate early in the requirements definition phase to facilitate the entire MIDS acquisition cycle, including approval, procurement, fielding, sustainment, and support processes.

5.2.6. Simulators/Training Devices. Simulators/Training Devices schedule considerations need to be included in the LOR review and initial LOA planning as soon as possible in the process, as Simulators/Training Devices often have up to 4 years lead time. New Business Offices or other program offices marketing systems/subsystems/components to countries are to ensure that information regarding training devices and simulator requirements are provided by the Simulator/Training Directorate for inclusion in marketing discussions. Capability checklists should be considered when reviewing the LORs and LOAs for completeness of the requirements so that programs can successfully be executed. The SAPM will obtain and incorporate the timeline for competition of training devices and simulators in developing the program execution schedule. SAPM, SCO and CCM will ensure that critical information for simulators and training devices are obtained from the Simulator/Training Devices program offices for inclusion in the initial LOA planning and/or Stakeholders meeting.

5.2.7. Joint Mission Planning System (JMPS). FMS of JMPS and services shall be executed and managed directly on an FMS case by the JMPS Program Office (PO), and not by platform acquisition POs unless otherwise agreed to and coordinated in advance between the platform case program office and the JMPS PO on a case-by-case basis. Prior to developing Price & Availability data or Letters of Offer and Acceptance dependent on procurement of JMPS systems and services, the PO and the platform case program office shall coordinate early in the requirements definition phase to facilitate the entire JMPS acquisition cycle, including design, procurement, fielding, sustainment, and support processes.

5.2.8. Developmental Programs. Platforms currently in Research, Development, Testing and Evaluation (RDT&E) are unproven. PNs are encouraged to buy the proven systems already in AF inventory; however, the USAF will decide on a case-by-case basis to sell systems and equipment involving significant RDT&E, with approval by DSCA. All PN developmental programs are to be sold under SC/SA/FMS developmental program guidelines as outlined DoDD 5000.01, The Defense Acquisition System, DoDI 5000.02, Operation of the Defense Acquisition System, DoDI 2010.06, Materiel Interoperability and Standardization with Allies and Coalition Partners, and 10 USC 2431a(c)(2)(G), Section 2350a, Cooperative Research and

Development Agreements: NATO Organizations; Allied and Friendly Foreign Countries. PNs submit requests for developmental programs to SAF/IAR including a developmental program plan which outlines detailed information regarding the PN's requirements and a proposed schedule for preparing the LOA. PNs may request assistance in preparing the development program plan by submitting an LOR through normal channels. The developmental program plan must then be submitted to DSCA for final approval.

5.2.9. Modifications to Systems, Subsystems and Equipment. Modifications are changes to hardware or software to satisfy an operational mission requirement by removing or adding a capability or function, enhancing technical performance or suitability, or changing the form, fit, function, and interface (F3I) of an in-service, configuration-managed AF asset. Modifications can retain existing capability, extend service life, correct product quality deficiencies, or retain/restore the functional baseline or performance specification. Modifications may improve the operational availability of the item, transform or modernize defense business systems, or reduce ownership costs. This applies to weapon systems or other designated systems, subsystems, and items requiring additional configuration control. Management of modifications is conducted IAW AFI 63-101/20-101, Integrated Life Cycle Management.

5.2.10. Services in Country.

5.2.10.1. DoD Services. Security Assistance Teams (SATs) consist of US military and DoD civilians deployed to a foreign country on temporary duty or permanent change of station status to provide technical assistance, contracting functions, or training. Types of SATs include non-training teams (Contracting Officer Representative (COR), Technical Assistance Field Teams, logistics support groups, etc.) and training teams (Weapons Officers, Mobile Training Teams, extended training service specialists, etc.). See SAMM Chapter 11.

5.2.10.2. Contracted Services in Country. Contracted Engineering and Technical Services (CETS), consist of technical support, advice and instruction in the installation, operation, and maintenance of weapon systems and equipment. PN LORs should include detailed CETS requirements. AFSAT is responsible for CETS when the primary task is training; this will be identified as FMS training services in the LOA. CETS are managed IAW AFI 21-110, Engineering and Technical Services.

5.2.11. Site Survey Teams (SSTs). SAF/IAR may set up an SST for production or inventory systems when an in-country survey is necessary. SSTs are necessary when a PN is new to USG support, or is acquiring a new system. The requirement for a site survey must be identified in the LOA on a separate site survey line.

5.2.12. P&A Requests. CCM enters the request in the LOR-A Tool. LOR-A Tool will automatically distribute the LOR to offices which may have input into the P&A. The CCM will then solicit Rough Order of Magnitude (ROM) data from the PEO LOAD Manager or Line Manager, as appropriate. The PEO LOAD Manager will forward the request to the appropriate PO. Once the information is gathered, the PO will return the P&A data to the CCM with a courtesy copy to the PEO LOAD Manager. The CCM will then contact the AFSAC P&A POC to have the information put in DSAMS. Once the data is entered into DSAMS, the CCM will return the P&A to the requesting PN.

5.2.13. Combining Letters of Request. LORs for the same capability should be combined into one case, when possible. There is no requirement for an LOA for each LOR. Consolidate LORs, LOAD, and similar actions relating the same capability for the same PN to the maximum extent possible.

5.2.14. Requests for Other than Full and Open Competition (Sole Source). For LORs with Sole Source requests, whether adding new lines or new scope, submit the Sole Source Package to the AFLCMC/WF Sole Source mailbox: **AFLCMC.WF.Sole.Source@us.af.mil**. Refer to the AFSAC Process Desk Guide entitled "LOA—Sole Source Authorization Request" available   in   the   AFSAC   PDG   Library: **https://cs2.eis.af.mil/sites/22252/PDG/PDG%20Library/LOA%20-%20Sole%20Source%20Authorization%20Request.docx**. The package must include:

5.2.14.1. Signed copy of PN's LOR/Sole Source Request (electronic signatures are acceptable).

5.2.14.2. Signed CCM/PSM Memo which accurately reflects what is stated in the LOR/Sole Source Request.

5.2.14.3. If more than one source is requested, you must define which company is providing each of the articles and services using an "Articles/Services Requirements Estimated Cost Listing".

5.2.14.4. The sole source request package is coordinated through the AFSAC Contracting Office (AFLCMC/WFK) for an assessment of the requested Contractor(s) performance and the AFMC Law Office for determination of legal sufficiency. If a Contractor's past performance is rated as "Unsatisfactory" or "Marginal", the CCM/PSM must notify the PN of the substandard performance rating and receive direction from the PN before proceeding with package approval.

5.2.14.5. If a PN has an Offshore Procurement Package, meaning that the country has a vendor outside the US, it is still considered a Sole Source.

5.2.15. Anticipated Offer Date (AOD) Group. Initial assignment of the AOD group takes place at case document initialization. Use the below business rules to determine the correct group:

5.2.15.1. Group A: Blanket Order LOAs. CLSSA, Spare Parts, etc., associated Amendments/Modifications. These are typically case types E, K, M, P, and R.

5.2.15.2. Group B: Defined Order LOAs, associated Amendments (typically case types A, C, G, L, O, and V) and Modifications for both Category B and C cases. These documents should not contain Case Development Extenuating Factors (CDEF) that are expected to delay the development of the case. Changing the document to a Group C may be warranted if a CDEF is identified that may delay the document beyond the AOD.

5.2.15.3. Group C: Complex defined order LOAs and associated Amendments considered "PN-unique" in nature (typically case types B, D, N, Q, S, and Y). These documents contain CDEFs that could significantly delay the development of the case.

5.2.15.4. Group D: Pseudo LOAs and associated Amendments and Modifications. These documents may or may not contain CDEFs.

Figure 5.1. AOD Group Table

AOD Group	Blanket or Defined	Characteristics	Typical Case Types*	CDEFS?**
A	Blanket	CLSSA, Spares, Pubs, Etc.	E, K, M, P, R	No
B	Defined	Simple Defined Order Cases such as Spare Equipment	A, C, G, L, O, V	Yes***
C	Defined	Complex Defined Order Cases such as System Sales	B, D, N, Q, S, Y	Yes
D	Either	"Psuedo" Cases such as Building Partner Capacity Cases	Any	Maybe****

* These are typical case types per AOD Group; you may encounter different types
** CDEF: Case Development Extenuating Factors (Codes to document delays in case development)
*** Any CDEF that may delay the document beyond the AOD may warrant a change to AOD Group C
**** Psuedo Cases may have CDEFS; however, they will remain AOD Group D Cases due to the type of funding used

5.2.16. AOD Extensions. Requestor completes blocks 1 through 6, indicating if the extension is for LOAD suspense, AOD, or both and submits the LOAD/AOD Extension Request Form (**https://cs2.eis.af.mil/sites/10808/AFKN_Docs/Guides,%20References%20and%20Policy%20Support%20Files/Policy%20Memo%20Support%20Files/User%20Access%20Files/AOD%20Extension%20Form%20(V3).pdf**) to the appropriate Case Management LOA Gatekeeper with a courtesy copy to the PEO LOAD Manager and the CCM.

5.2.16.1. CM completes blocks 7-9.

5.2.16.1.1. Block 7: Identify AOD Group.

5.2.16.1.2. Block 8: Select all applicable Case Development Extenuating Factors (CDEFs).

5.2.16.1.3. Block 9: Use the AOD Calculator to determine the new AOD and the appropriate level of approval. (**https://org2.eis.af.mil/sites/21449/WFAS/IASO/LOADEVREF/CCM%20Tools/(APPENDIX%20J)Extension%20Form%20(AOD)%20Calculator.aspx**) Enter requested revised AOD.

5.2.16.2. CM forwards form to CCM.

5.2.16.3. CCM completes block 10-15.

5.2.16.3.1. Blocks 10-11: Enter LOR Receipt date in the AOD Calculator using the link in Step 1.

5.2.16.3.2. Blocks 12-14: Annotate as indicated.

5.2.16.3.3. Block 15: Sign and obtain Section Chief coordination on block 16.

5.2.16.3.4. Obtain appropriate level of approval (use the AOD Calculator linked in step 5.2.11.1.3. above). If approval of the Senior Material Leader or Director is required, the Section Chief must provide a Ready-to-Send Email (RTS Email) to use in notifying the affected PEO of the requested initial baseline or extension.

5.2.16.3.5. Notify the requestor and the Program Office LOAD manager of approval/disapproval within 5 work days.

5.2.16.3.6. CCM returns the form to the Case Management Gatekeeper Workflow for processing and filing.

5.2.17. Upon confirmation that the LOR is actionable, the CCM/PSM accepts the LOR in the LOR-A Tool available on AFSAC Online.

5.3. LOR to LOA.

5.3.1. For complex cases, the SAPM assembles an IPT with subject matter experts from acquisition, contracting, logistics, construction, security, financial management, engineering, etc. The IPT and PEO/PO management representatives perform a "Deep Dive" review of the LOR and associated documentation. Key elements in the review include financial analysis, contracting strategy, risk management, responses from contractors and government line managers, hardware requirements, schedule data, manpower requirements, and acquisition strategy.

5.3.2. The Program Office holds a Kick-off Meeting with the CCM/PSM, CM, Line Managers, SAPM (if assigned), IPT (if formed), and/or the Program Office New Business Office which typically submits the line structure spreadsheet including the Military Article and Services Listing (MASL) numbers for the products and/or services that the Program Office will deliver.   For assistance with MASLs, contact the USAF MASL POC (**masl.usaf@us.af.mil**). The shell of the MRP is typically developed at the Kick-off Meeting as well.

5.3.3. Using the line structure spreadsheet, the CM builds the case structure in DSAMS (creates lines and notes), ensuring all major defense equipment (MDE), significant military equipment (SME), classified items, COMSEC items/equipment, explosives, and other items that are sensitive or require special handling are identified by MASL on separate lines. The CM then tasks the individual lines to the appropriate PEO via DSAMS tasking. The PEO determines the appropriate Program Office and forwards LOAD tasking via DSAMS as appropriate. The applicable program office will provide LOA data to the CM within 30 calendar days of the request. Requests for LOAD of more than 30 days should be negotiated in the Stakeholders Meeting. Requests for extensions on LOAD must be made in writing by the applicable program office and must include justification for the extension. Articles and services on system cases with lead times in excess of the major end-item delivery must be identified and priced at the time the LOAD is prepared.

5.3.3.1. Lines for Classified Items.

5.3.3.1.1. Classified LOA lines must be built as defined order, showing quantity (materiel lines), cost, and schedule. A classified system may be sold on a single classified line without requiring separate classified lines for its classified components. Ensure the Item Description and Line Note identify the materiel or service as classified.

Classified materiel cannot be included in unclassified lines. This aids item-by-item control, reporting, and tracking of materiel provided to PNs.

5.3.3.1.2. Exceptions:

5.3.3.1.2.1. Classified repair of materiel is provided on blanket order lines and should state "XX" as the quantity and "-" for schedule, presuming this materiel has already been purchased under other security cooperation/security assistance programs. These lines can be combined with unclassified repair (identify in the Item Description and Note) or built as separate lines.

5.3.3.1.2.2. Classified publications (including technical manuals and/or reports) can be built as blanket order lines when all of the below conditions are met:

5.3.3.1.2.2.1. Classified publications are offered as a standalone line and are not combined with unclassified publications.

5.3.3.1.2.2.2. The appropriate Military Articles and Services List (MASL) number is used.

5.3.3.1.2.2.3. Quantities of classified publications are identified in the corresponding Line Note.

5.3.3.1.2.2.4. A statement is in the Line Note stating that only the USG is authorized to acquire classified publications on the PN's behalf.

5.3.3.1.3. Do not embed Classified Materiel in Services Lines:

5.3.3.1.3.1. Classified materiel cannot be included in classified/unclassified services lines. It must be broken out on separate defined order lines with descriptions and quantities even if the materiel is incidental to the services being provided.

5.3.3.1.3.2. The cost of the incidental classified materiel should be set at the value of the materiel when it is possible to separate it from the costs in the services line. However, when the value of the materiel is inseparable from the service, list the value as $1.00 on the materiel line. Input the estimated transportation cost against the materiel line in the DSAMS Indirect Pricing Components tab as on "Override Cost".

5.3.3.2. B4 Line Assignment. B4 line assignments, other than what is provided in **Table 5.1** below, require Materiel Leader (Branch/Deputy Chief) approval on the CCM Checklist and that approval must be uploaded to the official case files prior to submitting to the CCM Gatekeeper.

Table 5.1. B4 Line Assignments—Cases Managed by AFSAC

a.	Night Vision Devices acquired by Parts & Repair Ordering System (PROS)
b.	COMSEC Custodian (0) or COMSEC items provided by DLA such as batteries
c.	International Logistics Communication System (ILCS), Supply Tracking and Repairable Return-Personal Computer (STARR-PC)

d.	Worldwide Warehouse Redistribution Services (WWRS)
e.	Parts & Repair Ordering System (PROS)
f.	Foreign Military Sales Order (FMSO) I Agreement (KA_) & FMSO II/Repair Replace (KB_, KC_, KO_)
g.	Exercise Support (N/Q) for Air National Guard Exercises (not PACAF/ACC)
h.	Repair and Return (Multi-systems)
i.	Blanket Order Spares (E and R Cases)
j.	Non-Specific Requirements allowing PN to "park" case funds (not to exceed 10% of case value), which require moving dollars to another line to execute.
k.	FLO Support at WPAFB (Administrative Support, Phone, Water)
l.	Small Case Management Fee (older cases only)
m.	Contingency cases (I-cases)
n.	Construction/Civil Engineering provided by AFLCMC/WFE
o.	Federal Logistics Data (FEDLOG) Catalog and Defense Language Institute Courses
p.	AFSAC manpower positions and travel support

5.3.4. Contracting will receive ROM line input from industry and the PM finalizes the MRP, submits LOAD and line notes back to CM. Each FMS acquisition program must conduct market research when applicable, and the entire IPT may participate in a Pre-Award Risk Workshop to access risk, possible solutions and mitigations.

5.3.5. PEO/Directorates include the appropriate actions for each functional section to perform further work such as engineering projecting integration needs, finance performing cost estimations, logistics reviewing program support and contracting performing the draft request for proposal, etc. The PM prepares for and briefs the Early Strategy and Issues Session (ESIS) (as required) and the Acquisition Strategy Panel (ASP). FMS program teams should address a variety of factors in their ASP with special emphasis on the categories of cost, funding, schedule, program risk management and health, contract incentives, resources, and socialization for elements that may be applicable to their particular programs. Refer to AFI 63-101/20-101, Integrated Life Cycle Management, for detailed policies and procedures regarding program management.

5.3.6. The CM reviews the LOAD for completeness and accuracy. Reviews pricing, including appropriate surcharges, and ensures the Line Manager enters the Offer Release Codes and Delivery Term Codes for material lines. The CM applies any pricing component charges or waiver as appropriate (non-recurring cost waivers, package crating and handlings costs, transportation, etc.) and inserts applicable AF standard notes. The CM ensures MRP and MTDS matches line pricing and period of performance. The CM assembles the package for review to include all approvals, waivers, LORs, etc. and obtains the appropriate coordination prior to submitting to the DSCA Case Writing Division (CWD) for completion. During DSCA

review phase, CWD adds DSCA notes, payment schedules and performs a review before sending to the CM and applicable DSCA offices for review/coordination. Once CWD receives all coordination, the document is submitted to DSCA and State Department for final approval. Upon approval, the CM obtains USG signature and the offered document is sent to the CCM who in turn sends to country for acceptance.

5.3.7. Requests for Prioritization. The CCM will identify, evaluate, and generate requests to prioritize FMS documents while being processed through AFSAC, as necessary. Requests require a justification. The CCM will engage his or her chain-of-command by staffing the request up to the Division Senior Materiel Leader (SML) for approval. The Division SML will then forward to AFLCMC/WFAS (Case Management) for concurrence and milestone input.

5.3.8. Anti-boycott Law Compliance. The Export Administration Act of 1979, as amended and the Ribicoff Amendment to the Tax Reform Act of 1976 collectively establish anti-boycott laws and regulations. These laws and regulations forbid U.S. citizens, firms, and government entities from supporting or participating in foreign boycotts.

5.3.8.1. AFMC personnel shall immediately consult with organizational legal counsel and supervision when suspected violations arise. If a violation is suspected, the identifying AFMC office shall submit a voluntary self-report to the Department of Commerce (DoC), Bureau of Industry and Security (BIS).

5.3.8.2. Suspected violations include:

5.3.8.2.1. Requests from foreign nationals or U.S. citizens to comply with, further, participate in, or support unsanctioned boycotts.

5.3.8.2.2. Requests regarding country-of-origin, race, religion, gender, and/or nationality.

5.3.8.2.3. Furnishing information about business relationships with a boycotted country or blacklisted firms/people.

5.3.8.3. AFMC personnel shall submit voluntary self-reports quarterly for suspected violations via BIS Form 621P for single violations or BIS Form 6051P for multiple violations. These forms and instructions can be found at: **https://www.bis.doc.gov/index.php/enforcement/oac?id=300**. BIS provides further guidance and support via web query at: **https://www.bis.doc.gov/index.php/component/rsform/form/23?task=forms.edit** or by phone at: (202)-482-2381.

Chapter 6

FOREIGN MILITARY SALE CASE IMPLEMENTATION AND EXECUTION

6.1. Case Acceptance and Implementation. In addition to the guidance found in the SAMM Section C6.1, and the guidance in AFMAN 16-101, Chapter 6, the following guidance applies:

6.1.1. IPDs.

6.1.1.1. The Case Manager will create, update, and issue IPDs for LOAs, Amendments, and Modifications using the IPD Tool and its associated instructions.

6.1.1.2. Once a Transportation Plan has been initiated and confirmed by AFSAC Transportation in writing, the IPD can be released accordingly with the requirement to complete the plan before the movement of material. The IPD can also be released for lines with a completed and approved Transportation Plan. AFSAC Transportation will track the Transportation Plans that have been initiated and will follow-up with the CCM in a timely manner to ensure plan completion prior to materiel movement.

6.1.2. Post LOA Actions. Other actions PEOs/POs need to consider after the LOA is signed by the PN (not inclusive): the Life Cycle Sustainment Plan (LCSP) (as required), and finalization of any Transportation Plans. Finalizing the MTDS, acquiring office space and equipment should also be taken into consideration. Refer to AFI 63-101/20-101, Integrated Life Cycle Management, for detailed policies and procedures regarding program management.

6.2. Case Execution

6.2.1. Reviews and Meetings. Periodic reviews between all stakeholders, including the prime contractor must occur.   The SAPM or the CCM is typically is in charge of scheduling the meetings. The SAPM, PM, CCM, PSM and Case Manager (and PN and Prime Contractor where applicable) should attend the following stakeholder meetings:

6.2.1.1. Stakeholders Meeting. A stakeholder meeting is required for all complex cases (case types B, D, N, O, Q, S, Y and Z). The stakeholder meeting will be conducted prior to the CCM/PSM accepting the LOR in the LOR-A tool. All stakeholders must be consulted; if all stakeholders concur that a stakeholder meeting is not required, the CCM/PSM must also obtain approval to forgo the meeting from the CCM/PSM's Branch Leadership. The CCM/PSM must convert the stakeholder concurrence and Leadership approval emails into PDF format and upload the PDFs into the Enterprise Case Portal (ECP) and maintained with the official case file. All items to be reviewed and the Stakeholder Requirements Form are found in the CCM Tools SharePoint site (**https://org2.eis.af.mil/sites/21449/WFAS/IASO/LOADEVREF/CCM%20Tools**).

6.2.1.2. Logistics Pre-Definitization Meeting. During the Pre-Definitization Meeting, the International Logistics Sustainment Manager (ILSM) gathers data from the USG and contractor POCs to establish the quantities of spares, Support Equipment (SE), Precision Measurement Equipment Laboratory (PMEL), and TOs that are required to meet the specifics of the logistics portion of the LOA. The logistics footprint is usually established for an initial 2-3 year period, based on flight hours and turnaround times for the repair/return capability and on the Mean Time between Failure (MTBF) of the Line Replaceable Units (LRUs) and systems.

6.2.1.3. Logistics Definitization Meetings. Definitization is the process by which the provisioning requirements for the USAF are adjusted to accommodate those of the PN. The definitization process is essentially the same for FMS as is the provisioning process for new systems procured for U.S. use. Therefore, U.S. operation, maintenance and consumption data are the foundation for making adjustments for the PN's projected requirements. The objective of definitization is to provide optimum logistics support at a reasonable cost, using the best possible calculations of projected needs. Concurrent spare parts (CSP) accompany each system sale to provide the basic in-country supply system. PN's CSP lists are tailored from DoD provisioning data. The modification of data reflects the actual consumption of parts during operation, and the FMS PN's input addressing at a minimum equipment operations, condition (ex: hours, climate) and budget constraints. Alternatives for reducing the PN's initial spares investment are discussed with the major system and subsystem vendors.

6.2.1.3.1. Follow-on support planning occurs during the definitization process with the PN, USG and Contractors. Potential options discussed include:

6.2.1.3.1.1. Spare parts support through CLSSA or blanket order cases

6.2.1.3.1.2. Repair options

6.2.1.3.1.3. Follow-on training and training devices

6.2.1.3.1.4. Technical and engineering services

6.2.1.3.1.5. Updates of Tech manuals and pubs

6.2.1.3.1.6. Munitions and explosives

6.2.1.3.1.7. Transportation options for the movement of materiel

6.2.1.4. Pre-Acquisition Strategy Panel (ASP). Pre-ASP briefings to PMs, Deputy PEOs and PEOs.

6.2.1.5. ASP. ASP briefings to PMs, Deputy PEOs and PEOs.

6.2.1.6. Program Management Reviews (PMRs). PMRs are either held in country, at the prime contractor's facility (only if it is included in their respective contract/grant/agreement), or other mutually agreed upon location. These meetings are often combined with the Integrated Logistics Support Management Team (ILSMT) meetings.

6.2.1.7. PEO portfolio reviews. These meetings are conducted with the PEO and his staff. The Integrated Logistics Support Manager (ILSM) will provide logistics information to the PM to brief.

6.2.1.8. A Computer Program Identification Number (CPIN) definitization conference with the PN will be held in the beginning of the program to ensure the proper CPINs are delivered. The PN, supporting program offices and the original equipment manufacturer (OEM) as required, shall be in attendance at the CPIN definitization conference. This conference may be held in conjunction with the TO definitization conference.

6.2.1.9. Transportation meetings and reviews. Discussion items should be focused on delivery dates of equipment and part inventories, status of deliveries (if staging location is

used prior to delivery to PN) and actual delivery dates. Action Plans or Get Well Plans should also be discussed when deliveries are not met. Other transportation meetings and reviews are the Support Definitization Conference that may be held in FMS country and weekly status meeting with contractor developing a Transportation Plan (as applicable). The ILSM should set up weekly Transportation meetings, as needed, with the United States Transportation Command (USTRANSCOM) or its Component Command (COCOM), and the Prime Contractor.

6.2.2. Sustainment Logistics.

6.2.2.1. Non-Mission Capable - Supply (NMCS) Restrictions.   There are certain restrictions on PN-generated requisitions and emphasis is placed on certain NMCS requisition data elements. Restrictions are placed on the types of items that can be requisitioned by the PN on blanket order (B/O) ("E," FMSO II "K", and "R") cases. For NMCS situations, these restricted items will be requested via priority message, fax, or E-mail to the AFSAC NMCS Managers (**AFLCMC.WFALA.NMCS@us.af.mil**), who will take the necessary action to enter requisitions into the system.

6.2.2.2. PROS Standard Item Guidance. The PROS contract incorporates supply and repair of standard items when the managing activity does not have organic capability or contractual support that meets the needs of the PN. Supply Chain Management is best qualified to determine the appropriate course of action to fill a requisition. PROS also provides maintenance for any item that cannot be repaired at a USG facility. Classified items cannot be supported through PROS without PMO approval. See the current PROS Handbook for more information: **https://afsac.wpafb.af.mil/pros.jsp**.

6.2.2.3. CLSSA. The AF provides FMS spares support to eligible countries through initial support packages and follow-on support cases. The CLSSA program is a method for PNs to become a partner in the US logistics system and to obtain spares support in a timely manner.   (See the CLSSA Guide for more information on the CLSSA program: **https://afsac.wpafb.af.mil/clssa.jsp**).   Hydrazine is not authorized to be sold through CLSSA cases.

6.2.2.4. FMS Contractor Engineering and Technical Services (CETS). CETS are obtained and governed IAW AFMAN 16-101 and AFI 21-110, Engineering and Technical Services. (Refer to the AFSAC Process Desk Guide entitled "Case Sheet for CETS Cases" available in the AFSAC PDG Library: **https://cs2.eis.af.mil/sites/22252/PDG/default.aspx**.

6.2.2.5. Requisitioning.

6.2.2.5.1. The MILSTRIP and Uniform Materiel Movement and Issue Priority System (UMMIPS) provisions apply to FMS requisitioning and issuing of materiel from all DoD distribution systems (reference Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 4120.02C, Assignment of Movement and Mobility Priority).

6.2.2.5.2. Under the provisions of the FMS offer/release procedure, the media and status codes for FMS transactions are codes that direct status to the supplementary address field (that is, "U," "V," or "X"). Refer to DLM 4000.25-1, Appendix 2.04 for a list of media and status codes. The addresses which get status data are in DLM 4000.25, Defense Logistics Management System, Volume 6, Logistics Systems Interoperability Support Services, **Chapter 3**, Military Assistance Program Address

Directory (MAPAD) System. The addresses match specific FF codes. The Media and Status codes, the Option code, the FF code, and the Mark-For code are determined at the time the case is established, and are part of the IPD.

6.2.2.5.3. Shipping instructions to the contractor for materiel bought specifically for FMS allow for direct shipment to the PN according to the FMS case. Amended Shipping Instruction (ASI) action must meet the criteria in AFI 23-101, Section 2C, Financial Management. To ensure proper identification and control of items coming from a contractor, the information in the supplementary address will be part of the instructions to the contractor.

6.2.2.5.4. Delivery time of new production items (including new procurement for depot stock replenishment) or rehabilitation items should not exceed the time that would be needed to buy or rehabilitate the same items in the same quantities for the USAF.

6.2.2.5.5. Materiel needing technical order compliance, including Time Compliance Technical Orders (TCTO), will not be issued unless the PN has agreed to accept it before it is shipped.

6.2.2.5.6. A 100 percent inspection of all FMS reparable return receipts is required. Special attention must be given to dated items to meet the criteria in DoD 4140.27-M, Shelf-Life Item Management Manual.

6.2.2.5.7. Defined Order (DO) cases will be shipped as materiel becomes available until 100 percent complete, if shipment is within the dollar limitations of the case. With the exception of unit pack adjustment, no item will be quantitatively increased or decreased. Unit packs will not be broken to meet FMS requirements. Such issues will not be considered overages and should not be reported as discrepancies.

6.2.2.5.8. DoD excess personal property sales will be done by the DLA Disposition Services or the Foreign Excess Sales Office, as appropriate.

6.2.2.5.9. Depending on the situation, the FMS requirements may be cancelled as follows:

6.2.2.5.9.1. When D035 results in a computer coded "C" status card and it has been determined that the item cannot be supplied due to obsolescence, or other reasons, the item may be cancelled without prior approval of the PN.

6.2.2.6. When a buy is needed and there is a large price variance, or long-lead time is given (in excess of 30 months), the CCM and the PN will be apprised of the situation. The PN can then accept the conditions or authorize cancellation of the order and buy the item elsewhere.

6.2.2.7. Military Assistance Program (MAP) Grant Aid (GA). Per the SAMM, Chapter 11, prior to FY 1982, defense articles and services provided to PNs and IOs by GA were administered through the MAP. There are still some open FMS cases that use MAP funds. The policy and/or procedures in the SAAM, C11.HR.1. are to be followed for these cases.

6.2.2.8. Materiel Notices. Materiel notices are released to inform the PNs on the production or the supply events impacting its military end-items of interest acquired through FMS or DCS. The notices are sent IAW the National Disclosure Policy (NDP) as

implemented in DoDD 5230.11, Disclosure of Classified Military Information to Foreign Governments and International Organizations and AFI 16-201.

6.2.2.8.1. The Technical Coordination Programs, International Engine Management Programs and Electronic Combat International Security Assistance Programs (TCPs/IEMPs/ECISAP) Coordinators will provide oversight of the USAF Discrepant Materiel Reporting Program (DMRP).

6.2.2.8.2. The TCP/IEMP/ECISAP offices will notify the PNs in accordance with the process flow charts at **attachment 2**.

6.2.2.9. Government Furnished Property (GFP). GFP means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract.   GFP includes, but is not limited to: spares and property furnished for repair, maintenance, overhaul, or modification.   GFP also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract. GFP consists of both: Equipment - DoD expects to receive asset back and intact; and Material - DoD expects items to be consumed or embedded.   There are four types of GFP property: 1) Equipment that can be for use or repair; 2) Special Tooling; 3) Special Test Equipment; and 4) Material. Note: GFP does not include intellectual property and software.

6.2.2.9.1. Each complex FMS case shall have an ILSM that focuses on GFP management. In managing GFP, the ILSM must account for lead times of items to ensure on time delivery.

6.2.2.9.2. GFP Provisioning. ILSM will receive the DD Forms 610 from the Prime Contractor identifying support equipment, GFP, spares, etc.

6.2.2.9.3. GFP Accountability. IAW the Office of Under Secretary of Defense, Acquisition and Sustainment (OUSD (A&S)) memo, "FY 2019 Audit Priorities: Government Property in Possession of Contractors", 11 May 2019, and DoDI 5000.64, GFP must have asset accountability under FIAR. According to DFARS 225.7301, "Conduct FMS acquisitions under the same acquisition and contract management procedures used for other defense acquisitions."

6.2.2.9.4. IAW DoDI 5000.64 GFP must have asset accountability under FIAR. According to DFARS 225.7301, "Conduct FMS acquisitions under the same acquisition and contract management procedures used for other defense acquisitions." Therefore, all items procured through a DoD source and provided to a contractor are considered GFP, even if funded with FMS funds. MILSTRIP authority must be documented within the contract and must be approved by the Procuring Contracting Officer (PCO). The contracting officer shall include all appropriate GFP clauses in the contract.

6.2.3. Program Management.   Refer to AFI 63-101/20-101, Integrated Life Cycle Management, for detailed policies and procedures regarding acquisition program management.

6.2.4. Contracting. Refer to the FAR and DFARS for detailed policies and procedures for contracting actions in addition to applicable AFI 64 series publications.

6.2.5. Financial Management and Case Closure. Refer to DoDR 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), Volume 15, Security Assistance Policy and Procedures, AFI 65-607, Foreign Military Sales Dedicated Training Program, other AFI 65 series publications, and the SAMM, Appendix 7, Case Reconciliation and Closure Guide, for detailed policies and procedures regarding financial management, case reconciliation, and case closure.

6.2.6. Systems Engineering. Refer to AFI 63-101/20-101, Integrated Life Cycle Management, for detailed policies and procedures regarding systems engineering.

6.2.6.1. Airworthiness. Refer to AFPD 62-6, *USAF Airworthiness*, and AFI 62-601, *USAF Airworthiness*.

6.2.7. LOA Amendments. An Amendment is necessary when a change requires PN acceptance. The scope of the case is a key issue to consider in deciding whether to prepare an Amendment, Modification, or new LOA. A scope change takes place when the original purpose of a case line or note changes. This may be reflected through either an increase or decrease in dollar value, quantity, or lead-time. An LOA note revision can also be considered a scope change if it alters the original purpose of the line or case. Major increases in scope such as addition or deletion of Significant Military Equipment (SME), including Major Defense Equipment (MDE), normally require the preparation of a new LOA vice an Amendment. The reasons for the changes are the key determinants as to the type of LOA document that is appropriate. See SAMM Chapter 6.7. for more information.

6.2.8. LOA Modifications. U.S. unilateral changes to an FMS case are made by a Modification and do not require acceptance by the PN. Concurrent Modifications are the exception for adding scope, as long as the change is not significant such as adding SME. See SAMM, Chapter 6.7. for more information.

6.2.9. Demilitarization and Disposal of Weapons Systems/Components. DoDI 5000.02, Paragraph 8.c.2. requires demilitarization and disposal of a weapon system and its components at the end of its service life in accordance with all legal and regulatory requirements and policy relating to safety, security, and the environment. The Defense Demilitarization Manual, DoDM 4160.28-M, contains basic information on demilitarization, and additional data may be obtained from DoDM 4160.21-M, the Defense Materiel Disposition Manual. Additionally, these processes must be in strict compliance with the following:

Table 6.1. Demilitarization and Disposal Compliance Documents

Technical Order (T.O.) 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)*
(Weapon System, i.e., F-16, C-130) *Programmatic Environmental, Safety and Health Evaluation (PESHE)*
(Weapon System, i.e., F-16, C-130) *Programmatic Demilitarization and Disposal Plan*
Title 29 Part 1910 of the Code of Federal Regulations—*Occupational Safety and Health Standards*
Title 40 of the Code of Federal Regulations—*Protection of the*

Environment
Title 40, Part 50—*National Primary and Secondary Air Quality Standards*
Title 40, Part 63—*National Emission Standards for Hazardous Air Pollutants for Source Categories*
Title 40, Part 122—*The National Pollutant Discharge Elimination System (NPDES)*
Title 40, Part 129—*Toxic Pollutant Effluent Standards*
Title 40, Part 260—*Hazardous Waste Management System: General*
Title 40, Part 261—*Identification and Listing of Hazardous Waste*
Title 40, Part 262—*Standards Applicable to Generators of Hazardous Waste*

Table 6.2. Demilitarization and Disposal Guidance Documents

DoD Instruction 2030.08, *Implementation of Trade Security Controls (TSC) for Transfers of DoD U.S. Munitions List (USML) and Commerce Control List (CCL) Personal Property to Parties Outside DoD Control*, 19 February 2015
DoD 4100.39-M, Volume 10, *Federal Logistics Information System (FLIS) Procedures Manual: Multiple Application References/Instructions/Tables and Grids*, 1 October 2010
DoD Instruction 4160.28, *DoD Demilitarization Program*, 7 April 2011
DoD 4160.28-M, *DoD Demilitarization Manual*, 7 June 2011
DoD 4160.21-M, *Defense Materiel Disposition Manual*, 22 October 2015
DoD Instruction 5000.02, *Operation of the Defense Acquisition System*, 7 January 2015
DoD Instruction 5000.64, *Accountability and Management of DoD-Owned Equipment and Other Accountable Property*, 19 May 2011
DoD Directive 5134.01, *Under Secretary of Defense for Acquisition, Technology, and Logistics (USD (AT&L)*, 9 December 2005
DoD Directive 5134.12, *Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD (L&MR)*, 25 May 2000
AFI 20-106, *Management of Aviation Critical Safety Items*
AFI 31-401, *Information Security Program Management*
AFI 32-7086, *Hazardous Material Management*
AFI 32-7042, *Solid and Hazardous Waste Compliance*

AFPD 23-5, *Reusing and Disposing of Material*
AFMAN 23-110, Volume 6, Part 0, Chapter 7, *Demilitarization*
MIL-STD-1798B, *Mechanical Equipment and Subsystems Integrity Program: Table B-1 (Sub-task 5). FSIP Master Plan for Legacy Systems*, 20 March 2015

Chapter 7

TRANSPORTATION

7.1. Transportation Responsibilities. In addition to the guidance in Chapter 7 of the SAMM and AFMAN 16-101, Chapter 7, the following guidance also applies to AFMC organizations:

7.2. Delivery Term Code (DTC).

7.2.1. The DTC, which identifies the point within the transportation cycle where responsibility for movement passes from the USG to the PN, will be feasible and actionable to meet PN expectations by identifying and communicating realistic transportation options and costs for each line. The DTC can be changed with an amendment as required.

7.2.2. Lines containing a DTC 7, 9, F, or G require review by AFSAC Transportation to ensure feasibility prior to review by DSCA Case Writing Division (CWD).

7.3. Packaging and Marking.

7.3.1. One set of the release/receipt documents, DD Forms 1348-1A, is prepared and distributed IAW DLM 4000.25-1, Chapter 5. The DD Form 1348-1A consists of a three copy set. Copy number 1 will be retained by the shipper; copy number 2 will be secured to the outside of the shipping container in a waterproof envelope; and copy number 3 will be placed inside the shipping container. If items are consolidated for shipment, a copy of the DD Form 1348-1A for each item will be placed inside the waterproof envelope and affixed to the outside of the shipping container. Copies of the DD Form 1348 are available on the DSCA Security Cooperation Information Portal (SCIP) in the Enhanced Freight Tracking System (EFTS). The preceding distribution procedures are applicable to the DD Form 1149.

7.3.2. AFI 24-602V2, AFMAN 24-204-IP, and latest edition of MIL-STD-2073 contain AF instructions for packaging security assistance articles. FMS materiel shall be packaged in accordance with MIL-STD-2073. Military preservation and Level B packing per MIL-STD-2073 is required for overseas surface shipments. All FMS shipments shall be marked in accordance with MIL-STD-129 and also include: FMS case identifier, Transportation Control Number (TCN), transportation priority, project code (if applicable), "ship-from" address, "ship-to" address, and ultimate consignee "mark-for" address.

7.3.3. Consolidation. Multi-packs/consolidations will only contain items for the same US sponsoring service, recipient PN, "mark-for" address, FF code, FMS case designator, project code (if applicable), and priority designator. Grant Aid may be consolidated into shipment units if under the same US service code, recipient PN, "mark-for" address, project code (if applicable), and priority designator. Consolidation is not done when the physical configuration of an item is incompatible with other items shipped to the same destination. Items designated as explosives are not consolidated with other items destined to the same consignee. HAZMAT may be consolidated unless prohibited by the loading and storage instructions of Title 49, Code of Federal Regulations, Transportation, International Air Transportation Association (IATA) for international commercial air transportation, or the International Maritime of Dangerous Goods (IMDG) for international ocean movement. FMS material cannot be aggregated/commingled with any DoD material on the same bill of lading.

7.4. Offer Release Codes (ORC) and Notices of Availability (NOA).

7.4.1. Offer Release Code X: When record position 46 contains an X and record position 47 contains a W, this specifies that there are special shipping instructions for this material. Each requisition with both an X and W requires manual processing. X-W requisitions are limited to ten or less. If more than ten requisitions are needed, a MAPAD change is required for automated processing.

7.4.2. The DD Form 1348-5 is a document by which a United States (US) shipping activity notifies the PN's FF or PN representative that materiel is ready for shipment. The data to be entered on the DD Form 1348-5 describes the shipment unit and will contain type pack, pieces, weight, cube, security classification, date DD Form 1348-5 is transmitted, national stock number (NSN), and the control number assigned to the shipment. The DD Form 1348-5 will be forwarded to the recipient specified in the MAPAD (for unclassified shipments: Type of Address Code (TAC) 3; for classified shipments: the PN representative on the front page of the country's MAPAD). For complete instructions on how a DD Form 1348-5 is prepared, refer to DLM 4000.25-1-M, Military Standard Requisition and Issue Procedures (MILSTRIP) Manual.

7.4.3. NOAs for classified shipments are sent to the country representative listed in the Special Instructions of the appropriate MAPAD address and not the FMS FF. After the country representative responds to the NOA approving shipment, the origin shipping office will coordinate with the receiving facility (i.e. FF) to confirm the inbound classified materiel.

7.5. Military Assistance Program Address Directory (MAPAD)

7.5.1. Military Assistance Program Address Directory (MAPAD). DLM 4000.25, Volume 6, Chapter 3 establishes information requirements for the MAPAD, which is used for the shipment of material and distribution of related documentation under FMS programs. PN representatives are responsible for the clear-text addresses and the address codes required by the Defense Automatic Address System Center (DAASC) for publication in the electronic MAPAD, Sections B and C, and for timely submission of changes. PN representatives are required to send any changes/updates to the Command Country Manager (CCM). The CCM will review and validate the request then forward to the AFSAC Transportation for processing. It is the PN's responsibility to provide updates to the addresses in the MAPAD. The PN and the CCM must review the addresses in the MAPAD at least annually. The CCM will validate the update and forward it to AFSAC Transportation for processing within DLA's DAASC Inquiry System (DAASINQ).

7.6. Transportation Costs.

7.6.1. Detention. A charge made on a carrier conveyance, due to being held by or for a consignor or consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for detention are in addition to all other lawful transportation charges.

7.6.2. Demurrage. A charge against a consignor or consignee for holding carrier equipment beyond the allowable free time for loading and unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. It may also be a charge to shippers, accruing from the time the container is discharged from the vessel. Charges

for demurrage are in addition to all other transportation charges. Demurrage charges typically are associated with rail and water port operations.

7.6.2.1. Payments for allowable detention and demurrage costs (see definitions above) charged by carriers of FMS shipments are to be charged at the actual cost to the applicable FMS case and line. If multiple FMS cases / lines are involved, the charges must be pro-rated to the applicable lines according to the purchase costs of the individual shipments. These additional transportation costs must not be paid from the FMS Transportation Surcharge Account.

7.6.3. Pricing and billing procedures are contained in DoD 7000.14-R, DoD Financial Management Regulations (FMRs), Volume 15, Security Assistance Policy and Procedures, Chapters **7** and **8**. For stock-funded items, transportation costs to the CONUS based FF or the CONUS POE are included in the standard price. An above the line transportation line is not needed when stock funded items are shipped. The Transportation Account Code (TAC) used for stock items is only used for movement from the point of origin to the Point of Embarkation (POE). This TAC is not used for transportation beyond the POE.

7.6.4. For non-stock-funded items, transportation costs are based on the value assigned and computed by DTC as shown in block 11 of the LOA. Alternatively, transportation costs may be estimated and placed above-the-line should below-the-line DTC percentages not be used.

7.6.5. Most spares are managed within a stock-fund. Because transportation charges are included in the stock-funded item standard price, these shipments are moved prepaid, by the stock-fund, to the PN's FF or POE. This segment of transportation (from the source of supply to the FF or POE) is always prepaid by the stock-fund regardless of what DTC is used in the requisition/transportation control number. Non-stock funded shipments will continue to move on a collect or reimbursable basis in accordance with the DTC. The non-stock funded shipment category includes non-stock funded items and stock-funded items purchased on a contract funded with FMS case funds.

7.6.6. Transportation Cost Look-Up Table. The transportation cost look-up table contains estimated actual transportation costs for items normally shipped through the DTS when costs using standard transportation percentages are significantly different from the actual charges. When these items are reported on the DD-COMP (M) 1517 report, the transportation cost estimate in the look-up table is charged to the PN. To keep the table current, inland transportation, port loading, and overseas transportation (airlift and sealift when available) for each item is submitted annually by AFSAC to SAF/IAPX and DSCA prior to the end of the calendar year.

7.7. Transportation Plans (TPs).

7.7.1. A TP is required for each LOA containing classified (Confidential and Secret), Sensitive, including Controlled Cryptographic Items (CCI), Night Vision Devices (NVDs), COMSEC materiel, or AA&E. **(T-2)** The plan is developed in coordination with the PN and covers all movement including final receipt by the Designated Government Representative (DGR) or other designated representative acting for the DGR. If classified R&R items are involved, the TP needs to provide as much detail as possible concerning the return of items, including functions to be performed by the sending and receiving entities and notification requirements. A Transportation Plan must be approved by the USG and accepted in writing

by the PN prior to any movement of the classified, sensitive, or AA&E materiel. The requirement for a Transportation Plan must be identified during pre-LOA processing.

7.7.2. The Transportation Plan must be comprehensive and meet the requirements of the SAMM and DoD 5200.01, The National Industrial Security Program Operating Manual (NISPOM), Volume 3, DoD Information Security Program: Protection of Classified Information, and must provide continuous accountability and protective custody. The plan is developed by the CCM in coordination with the CM, program office, PN or the PN's designated government representative. The FF may assist in the preparation of the plan. It is the responsibility of the CCM, in coordination with the CMs, and program offices to ensure that the Transportation Plan is completed in a timely manner. The CCM is responsible for coordinating the plan with the PN and obtaining their concurrence in writing.

7.7.3. AFSAC Transportation reviews and approves the TP for each LOA containing classified, sensitive, and AA&E and verifies that the transfer arrangements are in compliance with DoD policy. The appropriate USAF Designated Disclosure Authority (DDA) reviews and approves or disapproves the TP if it includes classified material.

7.7.4. The approved Transportation Plan is an integral part of all official copies of the LOA. Once approved, the CCM is responsible for providing a copy of the approved Transportation Plan to the case file and all involved parties. This includes the FMS PN, Customs and Border Protection (CBP) at the primary port of exit, the Defense Security Service Industrial Field representative, all couriers/escorts involved, and other parties involved in the movement process. The preferred method for transmitting the approved Transportation Plan is through email transmission, but the plan may also be faxed, or mailed.

7.7.5. PNs are responsible for ensuring their FFs have a copy of the LOA and approved Transportation Plan when they are involved with CONUS custody transfer of classified materiel (DTC 4, 5, 8, B, C, E, H or J)

7.7.6. The approved Transportation Plan must be provided to the CBP primary port of exit, upon the export of the classified material and when reporting the export within the Automated Export System (AES). This is only required when classified material is exported and does not involve sensitive or AA&E articles.

7.7.7. Presentation of the LOA to the PN will not be delayed pending completion of the Transportation Plan; however, the CM will ensure proper safeguards are in place to prevent release of classified items for shipment prior to approval of a Transportation Plan (i.e., suspension of line(s) or withholding of obligation authority).

7.7.8. The Annex A (Classified), B (AA&E), or C (Sensitive) Transportation Plan, at a minimum, must be initiated with AFSAC Transportation, and reviewed by a security professional for Annex A, prior to the release of the IPD for lines requiring a Transportation Plan. Initiating a Transportation Plan will allow both the Command Country Team and Transportation Team to outline the plan and track that a plan will ultimately need to be completed and approved before the movement of Classified, AA&E, and Sensitive material.

7.7.9. Transportation of aerospace vehicles must be coordinated with AFMC/A3/6 and AFMC A4/10 to address concerns for when aerospace vehicles may factor for SC/SA/FMS activities IAW AFMCSUP to AFI 16-402.

7.8. Transportation of Classified Items.

7.8.1. Transfer of classified information or materiel is executed as a government-to-government (G2G) transfer between DGRs of each government. DTS is the preferred method of transportation, but the items can also be transported via Defense Courier Service (DCS), country arranged pick-up (DTC 8), a Defense Security Service (DSS) cleared FF, or a U.S. Postal Service or Military Postal Service registered mail IAW DoDM 5200.01-V3, DoD Information Security Program: Protection of Classified Information, Appendix to Enclosure 4, "Transfer of Classified Information or Material To Foreign Governments," paragraphs **3** and **4**, as well as SAMM Chapter 7, C7.6.2.4.

7.8.2. Only FFs granted an appropriate DSS facility security clearance with personnel cleared to the level of the material to be received may receive, process, and store US classified material. FFs with an assigned TAC of "C" or "D" in the MAPAD are authorized to receive and process classified materiel with a security classification of confidential. FFs with an assigned TAC of "A" or "B" in the MAPAD are authorized to receive and process classified materiel with security classifications through secret.

7.8.3. Shipment to a Diplomatic Post Office (DPO) or use of the Military Postal Service (MPS) for delivery to an APO/FPO, or use of the Diplomatic Pouch (preapproved by Department of State (DoS)) must be specifically authorized in an LOA and the receiving addressees must give written approval that they accept responsibility for receiving the shipment. A report of shipment (REPSHIP) is provided to the in-country SCO should international mail be used to transfer defense articles. Written approval from the DPO, APO/FPO, or DoS Diplomatic Pouch will be included in the case file.

7.8.4. As early as possible, the CCM consults with AFSAC Transportation and Security to determine whether secure shipment from the CONUS point of origin to the ultimate foreign destination is feasible and identify the security procedures to be followed while the materiel is within the DTS.

7.8.5. A cleared DoD or purchasing government escort accompanies classified consignments shipped as freight. Exceptions to this policy are shipments by DTS, shipments by military transportation of the purchasing government after acceptance by the PN's DGR, shipments by cleared FFs, and as approved by DTSA, Director, International Security Programs, on a case-by-case basis.

7.8.6. Embedded computer system software is shipped according to T.O. 00-5-17, USAF Computer Program Identification Numbering (CPIN) System. Priority deliveries may be made by any means approved for transit or transmission of classified materiel. Examples of approved methods include use of FF certified to handle classified, or electronic transfer approved by the National Security Agency (NSA), mailing to the Security Cooperation Officer (SCO), or authorized hand-carrying.

7.9. Movements of Explosive Materiel by Commercial Conveyance. Shipments of hazardous materials (HAZMAT) are to comply with the applicable provisions of 49 CFR, Subchapter C, U.S. Hazardous Materials Regulations, Defense Transportation Regulation (DTR), AFMAN 24-204-IP, Preparing Hazardous Materials for Military Air Shipments; International Civil Aviation Organization (ICAO) certification and/or IMDG code, as applicable. The U.S. Department of Transportation (DoT) Pipeline and Hazardous Materials Safety Administration (DoT/PHMSA)

regulates commercial conveyance of HAZMAT in the U.S. DoT/PMHSA issues authorizations, known as EX-Numbers, which are required for commercial conveyance of all HAZMAT containing Hazard Class 1 (HC1) Explosives such as rockets, missiles, torpedoes, and explosives. Any article containing HC1 materiel is assigned an EX-Number, regardless of overall Hazard Classification.

7.9.1. Firearms, explosives, lethal chemicals, and other explosive or hazardous materiel usually move through the DTS to a CONUS port of embarkation controlled by the DoD. They will be on-loaded to a PN-owned, operated, or controlled aircraft or surface vessel for onward movement, or to an aircraft or surface vessel tendered or operated under DTS.

7.9.2. The following DTCs apply to shipment of explosive or hazardous materiel:

7.9.2.1. DTC 8—Items shipped to the CONUS POE and on-loaded onto the PN-owned, operated, or controlled aircraft or vessel.

7.9.2.2. DTC 9—PN accepts delivery at the AMC aerial port of debarkation (APOD) or Military Sealift Command (MSC)/Surface Deployment and Distribution Command (SDDC) designated Water Port of Debarkation (WPOD).

7.9.2.3. DTC 7—USG provides onward transportation to the PN's consignee. Note: DTC 7 is only allowed if pre-coordinated with AFSAC Transportation to ensure feasibility.

7.9.3. If materiel is both hazardous and classified, the packaging, marking, and shipping procedures for both the hazardous and classified factors must be followed.

7.9.4. When the PN's FF arranges transportation for hazardous material, a DD Form 1348-5 is sent to the address indicated by the Type Address Code (TAC) 3 in the MAPAD. The items are held and follow-up notices are sent every 15 days until a response is received. The DD Form 1348-5 will require the FF to indicate whether ICAO or IMDG Code certification is needed.

7.9.5. Collect Commercial Bills of Lading (CCBLs) are not authorized for hazard class 1 (explosive) shipments.

7.9.6. Hazardous materiel scheduled for movement aboard PN-owned or PN-controlled aircraft must be packaged, marked, labeled, and certified according to Title 49 CFR, and ICAO regulations. Commercial air carriers must obtain exemption required by Title 49 CFR. Competent Authority Approval (CAA) is required by the DoT whenever hazardous class 1 (explosive) is shipped. The transportation officer/air terminal officer at the on-load base is responsible for the compatibility of hazardous material moved on PN-owned or PN controlled aircraft and must comply with the following:

7.9.6.1. Competent Authority Approval (CAA). The PN is responsible for obtaining their country's CAA for the movement of explosive material from the US-DoD controlled port of embarkation to their country's final in-country destination. Once the PN has the country issued CAA, the PN may then apply for a DoT issued CAA for explosive materiel return movement within CONUS.

7.10. Evidence of Shipment. All FMS materiel shipments must be traceable. The following documents are acceptable proof of shipment:

7.10.1. For shipment by CCBL, a copy of the signed CCBL and either the DD Form 250, *Materiel Inspection and Receiving Report*, DD Form 1348-1A, DoD *Issue Release/Receipt Document*, DD Form 1149, Requisition and Invoice/Shipping Document, or an Invoice, Receipt, Acceptance, and Property Transfer (iRAPT), formerly known as Wide Area Workflow (WAWF) Receiving Report. All of the forms must accurately reflect what is being sent with the cargo shipment.

7.10.2. For shipments by small parcel carrier, a copy of the pick-up record/shipping manifest showing the tracking number and one of the following: the DD Form 250, DD Form 1348-1A, DD Form 1149, or an iRAPT Receiving Report. All of the forms must accurately reflect what is being sent with the cargo shipments.

7.10.3. For shipments by United States Postal Service (USPS), a copy of the document which shows the insured or registered number, and either the DD Form 250, DD Form 1348-1A or DD Form 1149.

7.10.4. For shipments by Commercial Bill of Lading (CBL), a copy of the CBL accompanied by a copy of the Form 250, DD Form 1348-1A, or DD Form 1149.

7.10.5. Proof of Delivery Criteria for Reparable Shipments to DoD Depots. Proof of delivery establishes transfer of custody and liability from the PN to the DoD. The following are required as valid proof of delivery: Copy of the carrier's delivery receipt containing legible data and name (or signature) of the individual who signed for the materiel at the repair facility.

7.10.5.1. The number of pieces, weight, and cube in the total shipment must agree with that shown on the supply documentation.

7.10.5.2. Requisition number and/or transportation control number (TCN) assigned by the shipper identifying the materiel on the bill of lading to enable cross-referencing to the supply documentation.

7.10.5.3. For multi-pack or consolidated shipments, a copy of the packing list identifying the missing item's requisition number contained within the shipment.

7.10.5.4. A copy of the DD Form 1348-1A for the item in question.

7.11. Small Package Shipments. The USAF must document shipment of small package materiel to the FMS PN. For small parcel shipments, a small package carrier receipt or US Postal Service (USPS) registered mail that shows proof of delivery into the transportation network will constitute proof of shipment. USPS-registered mail may be used to ship small parcels to Canada. If international mail is used for small package shipments, it must be specified in the LOA. For any shipment of small package material requiring special handling (i.e. classified, sensitive, CCI, etc.…), pre-coordination with AFSAC Transportation is required.

7.12. Electronic Transfer and Hand Carry. Defense articles sold pursuant to an LOA can be transferred via electronic or hand carry means. The LOA must include a line note outlining the electronic and/or hand carry transfer procedure. For the transfer of classified or sensitive materiel, a Transportation Plan must be completed and approved detailing instructions on the transfer.

7.13. Transportation of Offshore Procurement Materiel. The Procuring Agency notifies the CCM of any materiel to be procured offshore, who then notifies the PN within three weeks after source identification, and prior to contract award. The PN may agree to offshore procurement or request the procurement be made from a CONUS source. Based on the NOA, the PN or its FMS

FF may direct movement of the materiel to an offshore facility in the same region as the materiel's origin or to the FMS FF's facility in CONUS. The PN is responsible for the cost of movement to the CONUS FMS FF and for all export and import licenses and Customs clearance requirements imposed by the materiel's country of origin and the USG.

7.14. Transportation of Returned Items. If possible, items returned to the U.S. for servicing should be moved by a PN or a PN's FMS FF. DTS is only used under special circumstances. The details of the transfer are included in a TP, if applicable. The PN and FF are responsible for clearance through both the PN's and U.S. Customs and any other necessary documentation. Onward movement to the designated CONUS repair facility depends on the DTC.

7.15. Material Return Support for FMS.

7.15.1. Purpose.

7.15.1.1. This section provides procedures for handling and processing materiel returns for FMS.

7.15.1.2. Requests for the sale of maintenance services for the modification and rehabilitation of aircraft, propulsion engines, major electronic components, and special purpose vehicles must be submitted according to the guidance in AFMAN 16-101.

7.15.2. Overview.

7.15.2.1. AFMAN 16-101 guidance applies to these FMS procedures.

7.15.2.2. All services will be done without cost to the USG. The FMS customer will pay all transportation charges, broker fees, port handling charges, etc. Reimbursement from any USG funds is not authorized.

7.15.2.3. Requests for authority to return items which are the responsibility of the Army, Navy, or Marine Corps will not be submitted through AF FMS channels unless specifically authorized by HQ USAF. Only those items where a Depot Maintenance Inter-service Support Agreement (DMISA) can be negotiated will be eligible for consideration of a waiver (reference DoDM 4140.68, *Integrated Materiel Management of Non-consumable Items*).

7.15.2.4. Requests for TCTO modification kits or negotiation of a modification workload will be submitted according to the procedural guidance in AFMAN 16-101 and DoDI 5000.02. TCTO/modification requirements are not an acceptable workload unless specifically requested according to the referenced publications.

7.15.2.5. The P&A provided by the AFLCMC Weapon System Manager to the case manager will clearly state if a modification kit is needed.

7.15.2.6. Modification kits will be billed to the "M" case used for repair. Those items requiring modification will be repaired on a repair and return "M" case unless the applicable AFLCMC Weapon System Manager can ensure all charges for the modification will be billed to a D/O repair/replace "M" case.

7.15.2.7. If the customer already has a requisition in the system for the modification kit, change the requisition to send the kit to the applicable Source of Repair (SOR) to be used in repair. The case manager will tell the customer of the change. When sending the asset

in for repair, the customer will send a modification kit, when available. The advanced shipping instructions will identify if a modification kit has been included.

7.15.2.8. Customers cannot cancel "H" coded requisitions generated by the AF upon receipt of a reparable item. However, the IMS is authorized to cancel "H" coded requisitions. The 430 SCMS will process cancellations for all "H" coded requisitions and provide the AFSAC case manager with reason for cancellation and provide customer options for alternative methods of support.

7.15.2.9. All customers who qualify for FMS are eligible for unserviceable return services.

7.15.2.10. Emergency repair or services of grounded foreign aircraft is not an FMS transaction. Procedures for repair are in AFMAN 23-122.

7.15.3. General.

7.15.3.1. When authorized, the AF section of the SCO will advise and help eligible customers on FMS matters.

7.15.3.2. FMS customers will complete an initial inspection of the unserviceable (reparable) returns, excluding the shipment of items which cannot economically be repaired. Returns will be packed in the specified Special Packaging Instruction (SPI) container to prevent additional damage.

7.15.3.3. All containers will be inspected prior to shipment to ensure the case identifier and DCN are clearly marked on both the DD Form 1348-1A by NSN and by QTY, and the DD Form 1577-2, Unserviceable (Reparable) Tag - Materiel, or AFTO Form 350, Reparable Item Tag. Packing and marking instructions are in AFMAN 16-101 and MIL-STD-129P.

7.15.3.4. The responsible depot receiving organization will inspect every FMS return shipment to verify that the contents and the container(s) match the DD Form 1348-1A and the required SPI container. All items will be visually inspected first to make sure they can be repaired economically. FSCs 8140/8145 containers required by the SPI and not with the item will be reported as a shortage. The depot's receiving organization will sign one copy of the DD Form 1348-1 and send it to the customer to show proof of receipt and to maintain accurate accountability during the repair cycle.

7.15.3.5. Shipments of unserviceable returns will be processed through the customer's FF and shipped to the designated repair activity on a paid CBL, except when the AF must use the DTS for classified, hazardous, and sensitive materiel. Specific instructions for the use of DTS will be in each LOA.

7.15.3.6. The FMS items returned to the CONUS are entitled to duty free entry to the US. Free entry into the US is IAW Item 800 of the Tariff Schedules of the US (19 USC 1202). These items will usually be consigned to the customer's FF. The FF will be responsible for clearing the shipment through US customs. A customs declaration form must be included with each reparable shipment, and must be included with the shipping document. The FF will send the shipment (transportation charges prepaid) to the repair activity.

7.15.3.7. If items are returned for repair using repair/replace procedures and cannot be taken in immediately by maintenance, these items will be kept separate from AF assets while waiting for repair. If items are returned for repair before the schedule provided by

the SOS, a storage charge may apply. Storage charges may also apply while waiting for a reply to the initial follow-up to the Notice of Availability (NOA). The SOS will provide all necessary information to the AFLCMC/WFC for delivery reporting storage charges. A rate of 1.5 percent annually or .125 percent monthly of the average monthly value of customer-owned materiel will be charged to applicable FMS cases to recover an activity's costs of storage.

7.15.3.8. Maintenance descriptions and data requirements related to FMS. Maintenance production occurs both in the operating commands and in AFMC. The assignment of repair tasks to each is usually determined by the degree of skill specialization, the complexity of SE or repair processes, and the need for specialized facilities. The review requirements/criteria spelled out in AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, must be met in all instances before any level of maintenance capability is offered under FMS.

7.15.3.9. If an item is condemned, the materiel will be separated for 30 days when disposition instructions have not been included on the DD Form 1348-1A. If after 30 days there is no response from the country, the 430 SCMS will ship the condemned item to DLA Distribution Services. Data elements will be included on the Disposal Turn-in Document (DTID) to identify the item as a FMS-owned asset. The supply inspector will certify the condemned condition by putting his/her stamp in the remarks block of the DTID. The 430 SCMS will provide the receipt and any condemnation information to the AFSAC case manager. The AFSAC case manager will provide receipt status to the FMS customer.

7.15.3.10. The depot's warehouse office will inform the 430 SCMS who will, in turn, tell the case manager that the item has been condemned. If the item is on a D/O case and has been condemned, the AFSAC case manager will ask the FMS customer if a replacement reparable is available to replace the condemned item. If not, the case manager will modify the case to delete the item. 430 SCMS will include the data elements on the DTID to identify the item as an FMS-owned asset and clear the unmatched D6 receipt.

7.15.3.11. If the item is on a B/O case, the depot warehouse office will:

7.15.3.11.1. Notify the 430 SCMS of the reparable receipt; who in turn will inform the FMS customer, through the AFSAC case manager.

7.15.3.11.2. Ship the condemned item to DLA Distribution Services. The data elements in **paragraph A10.1.9** will be included on the DTID to show the item is an FMS-owned asset. The supply inspector will certify the condemned condition by putting his/her stamp in the remarks block.

7.15.4. Overall Concept.

7.15.4.1. When a customer must have a serviceable replacement, the following methods will be used for CLSSA procedures, D/O, and B/O maintenance cases.

7.15.4.2. CLSSA Procedures. CLSSA customers will use the procedures in the CLSSA Brochure for replacement of AF-managed investment items. Note: A CLSSA customer must set up one or more maintenance cases ("M") to provide for repair and return of equipment items, engines, engine modules, and non-standard subsystems.

7.15.4.3. D/O maintenance ("M") cases may set up by all FMS customers. These cases allow for two types of repair services; repair/replace and repair/return. The customer defines specified items/ quantities to be included on the case. Separate cases must be set up for each type of repair.

7.15.4.4. B/O maintenance ("M") cases may be set up by all FMS customers. In this type of case, the customer states the dollar value available for maintenance support during a one-year period.

7.15.4.5. The IM/ES determines which type of repair support the item will have with regard to FMS (serialized control is not always viable).

7.15.4.6. The type of repair is normally determined by the ERRC of the item(s) being repaired. The following criteria apply:

7.15.4.6.1. ERRCs "N" and "P" (consumable items) are not usually eligible for repair under FMS procedures.

7.15.4.6.2. ERRCs "S" and "U" (equipment items) are repaired on repair/return cases.

7.15.4.6.3. ERRC "T" (investment items) is usually repaired on repair/replace cases. These items may be repaired on repair/return cases when items are not approved for repair/replace or when the country can justify this method, and the AFLCMC FMS Program Office can ensure the repair can be completed using repair/return procedures.

7.15.4.7. Precision Measurement Equipment (PME) calibration and repair services.

7.15.4.7.1. For D/O cases, AFSAC will:

7.15.4.7.1.1. Receive the P&A request from the FMS customer or the SCO. P&A requests are sent to AFMETCAL/MLSS.

7.15.4.7.1.2. Obtain P&A data from AFMETCAL/MLSS. AFSAC will compute accessorial costs, prepare an LOA, and send it to the FMS customer for approval and signature

7.15.4.7.1.3. After getting an approved LOA, AFSAC will get financial OA and prepare an IPD for AFMETCAL/MLSS stating the actions needed.

7.15.4.7.2. For B/O cases, AFSAC will:

7.15.4.7.2.1. Prepare the LOA for approval by the FMS customer. After receiving a signed LOA for B/O PMEL calibration services, AFSAC will get financial OA and prepare an IPD for AFMETCAL/MLSS stating the actions needed to support the case.

7.15.4.7.3. The AFMETCAL/MLS, Metrology Directorate, will:

7.15.4.7.3.1. Receive metrology planning and review/P&A requests from AFSAC.

7.15.4.7.3.2. Conduct functional and economic analyses to determine the most efficient method of providing metrology support to SA customers.

7.15.4.7.3.3. Coordinate PMEL measurement standards and equipment planning and review cost data with the SOS, if applicable.

7.15.4.7.3.4. Send the metrology support plan data to AFSAC.

7.15.4.7.3.5. Participate in site surveys to develop PMEL program/facilities requirements.

7.15.4.7.3.6. Recommend PMEL training program, On-the-Job Training (OJT) requirements to AFSAT.

7.15.4.7.3.7. Get the IPD from AFSAC.

7.15.4.7.3.8. Take part in definitization conferences and program review when metrology programs are involved.

7.15.4.7.3.9. Prepare a list of 33K/33L series technical publications for the FMS customer's initial lay-in publication.

7.15.4.7.3.10. Provide instructions for shipping, reviewing, marking, handling, packaging, payment, and reporting to AFSAC on disposition of equipment and reimbursement for metrology calibration services provided by AF laboratories to SA customers.

7.15.4.7.3.11. Participate in meetings and reviews when asked by AFSAC.

7.15.4.7.3.12. Provide calibration costs through to DFAS-CO/JAK.

7.15.5. Non-standard Repair.

7.15.5.1. Items with an inactive NSN, no NSN, or NSNs with MMACs EX, PU, XL, XT, XV, XW, or XZ cannot be repaired on the CLSSA FMSO II "K" case. They are normally repaired contractually on a defined or B/O repair/return case. If the only source of repair is the AF organic facility, repair may be done organically. All repair bits and pieces not maintained in AF stock will be provided on the repair case and maintained separately at the repair facility.

7.15.5.2. When a non-standard item is repaired contractually and the AF Plant Representative Office (AFPRO) has no TO to verify that the repair was completed before signing a DD Form 250, a country standard TO or commercial TO may be used.

7.15.5.3. Exceptions.

7.15.5.3.1. Classified/hazardous/dangerous or explosive items are usually repaired on a D/O repair/return case. This information will be clearly stated in the P&A study.

7.15.5.3.2. Any exceptions to the preceding guidance must have AFLCMC/WFN approval along with the source of repair before issuing the LOA.

7.15.6. Transportation of Reparables

7.15.6.1. Reparables are returned to the CONUS using Alpha DTCs to indicate two-way transportation. Normally, the USG has no responsibility for moving reparable materiel, and DTC "E" FF-arranged transportation applies.

7.15.6.2. When the partner is responsible for all transportation (DTC "E"), the partner should consign the shipment to the CONUS FF or partner representative at the US port of entry. When DTC "C," "D," "E," "H," or "J" is used, the FF or partner representative is responsible for obtaining and providing all documents necessary for clearing inbound US customs.

7.15.6.3. Under DTC "E", shipping instructions need only direct the reparable materiel to the designated repair facility. It is the responsibility of the partner or FF to clear customs and deliver materiel to the designated repair facility at no expense to the USG.

7.15.6.4. When the USG has transportation responsibility, the detailed instructions represented by the assigned DTC must be provided to the FMS partner. The Transportation Account Code (TAC), transportation appropriation, and the applicable port of embarkation (POE) and port of debarkation (POD) must also be provided. The USG accepts only custodial responsibility, not title, for reparable items after they are received at the repair facility and are being transported via the US DTS and while being transported outside the US DTS. If a reparable item is lost while being transported via the DTS, the partner has no claim against the USG.

7.15.6.5. The return leg of an FMS Special Assignment Airlift Mission (SAAM) may be used for the return of partner-owned reparable materiel under the following conditions:

7.15.6.5.1. Retrograde materiel transported on a returning SAAM flight is specifically covered in the FMS case under which the SAAM is authorized. The partner must provide the total weight, cube, number of pieces, all required customs documentation and arrangements for materiel movement to the final CONUS destination. This must be included in the LOA for approval by DSCA. The implementing instructions will show all the needed information on the returned cargo.

7.15.6.5.2. Returned materiel is authorized for shipment on SAAM aircraft to the CONUS POE or to the home station of the aircraft.

7.15.6.5.3. Additional flying hours for retrograde materiel are charged to the partner.

7.15.6.5.4. Information on reparable materiel to be transported on the returning segment of the SAAM must be included on the original SAAM request sent to AMC by the SAAM validator. The SAAM validator for the AF FMS is the AFMC Traffic Management Division (635th SCOW/LGST-ACA).

7.16. Transportation Discrepancies.

7.16.1. When a discrepancy occurs in-transit via DTS, the SCO submits a Transportation Discrepancy Report (TDR), which documents lost shipments and establishes an official record for future claims against a carrier for loss or damage. The SCO provides all requested information and as much supporting documentation as possible on behalf of the PN. The PN cannot submit a TDR and the procedures are found in Defense Transportation Regulation (DTR), Part II, *Cargo Movement*, Appendix E.

7.16.2. Claims against carriers or third-party billing shipments and FMS FF-contracted carriers are filed by PNs or their FMS FFs directly with the carriers. For DoD-furnished or contracted transportation, DoD is responsible for submitting claims against carriers.

7.17. Aircraft Ferry. The USG may accept title to the aircraft from the contractor, in which title will remain with the USG until arrival at the point of delivery. Retention of title to ferry aircraft does not require approval from DSCA. IAW the FAR 46.803, the USG nor its contractors will assume any liability for loss or damaged aircraft ordered under the LOA during the ferry process, regardless of where title passes. Per the LOA Checklist, the line description notes need to indicate if the aircraft being ferried is PN-owned or temporarily titled to the USG. Transportation of

aerospace vehicles must be coordinated with AFMC/A3/6 and AFMC A4/10 to address concerns for when aerospace vehicles may factor for SC/SA/FMS activities IAW AFMCSUP to AFI 16-402.

7.18. Loading and Unloading PN-Owned or -Controlled Aircraft at Air Force Bases. The loading or unloading of PN-owned or controlled aircraft will be charged as stated in AFI 10-1001, Civil Aircraft Landing Permits; AFI 10-1002, Agreements For Civil Aircraft Use Of Air Force Airfields; or AFI 10-1801, Foreign Governmental Aircraft Landings at United States Air Force Installations as applicable.

7.19. Free-on-Board (FOB) Terms and Vendor Delivery. FMS transactions are government to government sales and the terms of any DoD administered contract for FMS materiel should be FOB origin, consistent with the DFARs 225.7301. This means that transportation cannot be included in the cost of the article. Transportation provided by the vendor, either in conjunction with another service (i.e. CLS, PBL) or as a standalone service, must be on a separate line on the case. Transportation provided by a vendor outside of DTS, PN appointed FF, or pilot pickup are all considered as vendor delivery and, therefore, is subject to ITAR export licensing requirements.

7.20. Contractor Logistics Support (CLS). CLS will primarily be used to identify contractor services, mostly technical in nature, and services that support the sustainment of an in place system. CLS does not include Interim Contractor Support, a temporary measure for a systems initial period of operation before a permanent form of sustainment support is in place. CLS will not include the acquisition of material or associated transportation functions. The acquisition of material and transportation, to include repair and return, will be listed as separate material / services lines on the LOA to ensure material accountability and to ensure proper import and export requirements are met per the ITAR 126.6. Industry PNs providing a CLS service will not transport defense articles defined as classified, sensitive, to include CCI, or arms, ammunition, or explosives (AA&E). These types of defense articles will be transported per authorized means outlined in the SAMM, Chapter 7.

7.21. Performance Based Logistics (PBL). The DoD Performance Based Logistics (PBL) Guidebook defines PBL as synonymous with performance-based life cycle product support, where outcomes are acquired through performance-based arrangements that deliver program and system requirements. PBL arrangements are linked to specific outcomes and integrate the various product support activities of the supply chain with appropriate incentives and metrics. PBL is not the same as CLS. CLS primarily focuses on the sustainment of an in-place system, whereas PBL focuses on life cycle product support of a system, to include initial delivery and setup, as well as end-to-end supply chain management. The acquisition of material and transportation, to include repair and return, will be listed as separate material / services lines on the LOA to ensure material accountability and to ensure proper import and export requirements are met per the ITAR 126.6. Industry PNs providing a PBL service will not transport defense articles defined as classified, sensitive, to include CCI, or arms, ammunition, or explosives (AA&E). These types of defense articles will be transported per authorized means outlined in the SAMM, Chapter 7.

7.22. Designated Government Representative. All international transfers of classified material purchased under a FMS case and approved for release to a PN or IO will be executed as a government-to-government transfer. The process of government-to-government transfers involves personnel known as DGRs. A U.S. DGR is a cleared person designated to act on the U.S. Government's (USG) behalf to transfer custody and assume security responsibility of classified

material. USG control and accountability of classified material must be maintained until material is officially transferred and received by the PN DGR. Further information concerning the DGR and associated DGR responsibilities for the international transfer of classified can be found in the DoD-M 5220.22, Volume 2, National Industrial Security Program: Industrial Security Procedures for Government Activities.

Chapter 8

RESERVED

Chapter 9

MANPOWER REQUIREMENTS

9.1. Overview. In addition to the guidance found in the SAMM, Section C9.3, and AFMAN 16-101, Chapter 9, the following guidance applies:

9.2. Determining General Manpower Requirements. There are several activities that occur with the preparation of the LOA. One of the major activities that occur during the development of an LOA is that the CCM, in conjunction with the SAPM, may determine if execution of the case requires dedicated manpower resources both defined (positions) and undefined (embedded manpower services).

9.2.1. Defined manpower is typically captured on a 700 series AFMC Other Services line on the LOA. Each LOA containing defined manpower will have one AFMC Other Services line with the total dollar value required to execute the case. Affected Program offices and non-PEO aligned offices notify the CCM if manpower will be required.   The lead program office is responsible for gathering those manpower requirements that will be captured on a MRP.

9.2.2. The lead program office will coordinate the MRP with identified POCs from those organizations who have identified manpower requirements prior to submission for validation. Only one coordination is required for each affected office. MRPs submitted without coordination will not be reviewed and will be returned to the MRP creator. Coordination on MRPs to be revalidated is also required. This does not apply to MRP entries for embedded manpower service lines; it only applies to entries that have defined manpower requirement details.

9.2.3. In determining manpower requirements for a case, the lead program office, supporting program offices, and other AFMC organizations need to identify the job series, grades, location and number of positions for USG civilians and Advisory and Assistance Services (A&AS) contractors.

9.3. Manpower Funding Sources. Proper execution of the **Table C9**T2. from the SAMM has an impact on the preparation and contents of the USAF MRP and the DSCA MTDS. The FMS Activity Matrix defines the list of activities in all phases of the LOA lifecycle and categorizes them as "Admin" or "Case" funded. This does not mean that the requirement associated with that activity will exclusively be one funding or the other. Additionally, while the table has been updated, there still remains some subjectivity that will remain for interpretation by the manpower requirement creators.

9.3.1. Case-related manpower: Direct manpower (USG and contractor), to include travel, required to deliver the materiel or services (to include training) ordered by the PN. This manpower may be to provide the specific services actually requested by the PN, or this manpower may be needed to produce the articles or perform the services being sold. It can be best described as something required by the nature of the program or to meet PN requirements. LOA line notes should address which scenario best fits. Direct case manpower requirements are identified on MRPs.

9.3.2. Administrative Surcharge manpower: Funding can be best described as something we do for all PNs for all types of cases. It typically includes other manpower (USG and contractor) required to develop, execute and close FMS cases. These functions may be indirect (i.e.,

support across multiple PNs/cases) and are also addressed in the LOA line notes. Admin surcharge manpower is NOT identified on MRPs

9.4. LOA Line Notes. PNs may be provided a copy of the MTDS once the case has been implemented. The MTDS provides an itemized list of what manpower services have been purchased for this case, utilizing **Table C9**T2. from the SAMM to help identify associated activities; it does not provide a justification for the necessity of those services. The LOA line note is the tool that helps the PN to understand what is purchased on the line.

9.4.1. LOA Line notes are written for the PN's Ministry of Defense Level personnel, not the USG Program Office-level counterparts. There should be an opening paragraph stating what is being purchased and why this purchase requires direct-case funding for manpower. LOA line notes should flow as one coherent explanation for the whole case and fully justify the requested case-funded manpower requirements.

9.4.2. The Other Services Line note should:

9.4.2.1. Be written for the PN's Ministry of Defense-level communication.

9.4.2.2. Explain what functional activities "program management services, financial services, logistics services, etc." will be provided that are case funded. Subsequent paragraphs outlining "services" should not be written addressing each position individually, but as functional service groupings (financial services, engineering services, program management services, etc.).

9.4.2.3. Ensure all PN concerns in the LOR/MOR are addressed fully.

9.4.2.4. Briefly identify what is being purchased/integrated/modified/constructed.

9.4.2.5. Ensure items and services that might be considered "technical", "complex", "unique", or "Non-Standard" are clearly explained.

9.4.2.6. Indicate if this is a first time buy or construction build for the PN.

9.4.2.7. Identify any specific order, timeline, or deadline that must be met.

9.4.2.8. Identify activities taking place overseas or being done by Foreign contractors.

9.4.2.9. Ensure case-funded travel requirements are documented appropriately:

9.4.2.9.1. If the PN specifically requested travel requirements in the LOR, and the LOR is signed by an authorized PN representative, include a statement in the line note, "Travel requirements are requested by the PN".

9.4.2.9.2. If the conditions in 9.4.2.9.1. are not met, include the statement, "The USAF has determined that travel in support of the PN is necessary for successful execution of the program."

9.4.2.9.3. If program offices have anticipated non-case funded employees who may travel in support of the case, include this statement: "This line includes charges for salaries of personnel who are traveling in direct support of this case."

9.4.2.10. List all CONUS/OCONUS locations or sites for deliveries/services.

9.4.2.11. Indicate if the LOA supports a DCS.

9.4.2.12. Not use phrases "Standard Level of Service" or "Above Standard Level of Service.

9.4.2.13. Ensure the following statement is included in the line notes if the USG has determined manpower is needed: "The following requirements are necessary, based on USG analysis, for the successful execution of the program."

9.4.2.14. Ensure the LOA Line note verbiage ties back to the LOR and the "Activity", "Case, Non-Standard" and "Frequency" columns on the SAMM Table C9.T2. as applicable.

9.4.2.15. Be tailored to the platform, the PN, and the servicing Program Office(s).

9.4.2.16. Conclude Line notes with this sentence: "As part of the administrative surcharge, one (1) electronic Case Level Review of the (Insert Case ID here) will be done annually."

9.5. Revalidating Manpower Requirements. MRPs which contain defined manpower must be revalidated once the case has been implemented. Approved revalidations start the process of converting manpower requirements into Unit Manning Document (UMD) civilian and contractor positions. Revalidations are based on the PN's signature of the LOA and subsequent deposit of initial funds. The required line funds will stay the same as the original MTDS being revalidated. Financial adjustments will require an amendment or modification depending on the purpose for the adjustment.

9.5.1. To prevent LOA/MTDS modifications, it is imperative that the subject matter experts and program manager closely monitor the case/line and process timely adjustments to the LOA document as necessary to reflect the required period of performance prior to LOA signature.

9.5.2. The implementation date (DSAMS Milestone "ISTATUS") will be used to determine the start of the PoP. If implementation falls between the 1st and 15th day of the month, month 1 for that case will be the same month. For example, if a case is implemented on 14 June 2019, month 1 is June 2019. If implementation falls on or after the 16th day of the month, the following month is designated as month 1. For example, if a case is implemented on 19 June 2019, month 1 is July 2019.   If manpower is projected to start on month one, the date on the MTDS will be shifted to match the implementation date with the end date adjusted to match the months of execution.   Note: Manpower may not start before the implementation date and cannot go beyond the end date shown on the LOA. (See illustration below)

Figure 9.1. Number of months required to execute program

9.5.2.1. The following supporting documents are required for revalidations:

9.5.2.1.1. IPD (Unless line is managed by B4)

9.5.2.1.2. RP001 - Implemented version of LOA

9.5.2.1.3. RP069- Final Document Line Pricing Calculations

9.5.2.1.4. MRP Sharing Document

9.6. Special Interest Items Relating to Creating Manpower Packages.

9.6.1. Non-700 Series Manpower Lines: The Implementing Agencies (IAs) have effectively implemented Multi-Service LOAs in accordance with the SAMM when a PN submits a LOR for multiple weapon systems on a single case.

9.6.1.1. Whenever another IA's defense articles and services are provided in support of a single LOA, use the assigned line numbers listed below.

Table 9.1. Non-700 Series Manpower Lines.

Line Numbers	Implementing Agency
300-316	Defense Threat Reduction Agency (DTRA)
317-333	Defense Information Systems Agency (DISA)
334-350	Missile Defense Agency (MDA)
351-367	National Geospatial-Intelligence Agency (NGA)
368-385	National Security Agency (NSA)
386-399	U.S. Army Corp of Engineers (USACE)
400-499	Air Force Defense Articles
500-599	Army
600-699	Navy
700-799	Air Force Services
800-999	Air Force Training

9.6.1.2. These LOA line numbers are used when supporting IAs that have both defense articles and services, if applicable on the LOA. For example, the Navy will use the "600" series lines for its High-Speed Anti-Radiation Missile weapon system assets and services in support of an Air Force F-35 sale.

9.6.1.3. When a supporting IA is only performing an advisory or technical role, those services are included in the lead IA's services line. The supporting IA submits its manpower data (normally just travel) to the lead IA for inclusion in the lead IA's MTDS. When those services are NOT included with the Lead IAs' MTDS, each IA is responsible to prepare and submit the MTDS to IA in accordance with its standard operating procedures and are not required on AF MRPs.

9.6.2. AFMC Other Services Lines on LOA. During LOA development the dedicated manpower required for case execution is determined. The total line value for defined manpower requirements is captured on an LOA line called "AFMC Other Services" with the applicable line manager code. A defined manpower line contains detailed position information

for all requirements needed to support the case, and is not aligned with another specific undefined Engineering or Technical Services line. LOAs containing defined manpower are restricted to one AFMC Other Services line per LOA. For LOAs which have AFMC Other Services across multiple PEOs/POs, the PEO/PO responsible for the major end item will be designated as the Lead PEO/PO. Only the Lead PEO/PO is authorized to make changes to the MRP and MTDS for that AFMC Other Services Line.

9.6.2.1. The applicable program office will capture all defined manpower requirements and will document them by the development of a manpower requirements package (MRP) that lists each manpower position, TDY, and personnel support cost (PSC) requirement. The MRP justifies all case funded AF and contractor manpower necessary to execute that particular FMS case. Therefore, all manpower lines are reported on the same MTDS as one MRP. MRPs will be disapproved if there are more than one "AFMC Other Services" line on the LOAD and/or MRP for defined manpower unless there is an approved waiver.

9.6.2.1.1. Waivers for Additional AFMC Other Services Lines. Typically there is only one AFMC Other Services line per LOA. There are many benefits to having a single AFMC Other Services line: 1) it prevents the PN from favoring one PO over another, as the manpower is on the same LOA as the end item; 2) it reduces the need for LOA amendments to move funding from one manpower line to another; 3) it ensures manpower funding falls within the scope of the LOA funding restrictions; and 4) it reduces PN inquiries regarding the cost of defined manpower. Under extenuating circumstances, such as: 1) another agency is using a separate AFMC Other Services line; or 2) no other MASL number is acceptable (must be for non-AFMC defined manpower, usually from other agencies); or 3) LOA line expirations; or 4) changes in the Admin Surcharge rate require new LOA lines, a waiver to have more than a single AFMC Other Services line may be granted. Request for waivers must be submitted in writing, with a complete justification, to AFLCMC/WFN, and will be reviewed on a case by case basis.

9.6.3. Embedded Manpower: Manpower data on embedded lines are not known for several reasons. Most common reasons are: (1) contractors are performing the service and no manpower data was provided to the USG; (2) manpower services are anticipated on the line, but no definite arrangement was made when the LOA was finalized; and (3) manpower services were required to produce the material/equipment on a line. MRPs for embedded manpower lines are also known as "MTDS Only" MRPs and do not require re-validation.

9.6.4. Modification to Revalidation (Mod to Reval): A Modification to a revalidated MRP is done to make minor adjustments to the current MRP/MTDS without changing the overall scope.   Note: SAMRS no longers has the Miscellaneous MRP function.

9.6.4.1. A Mod to Reval MRP cannot:

9.6.4.1.1. Add new positions.

9.6.4.1.2. Convert a position from one functional area to another functional area not already represented on the MRP.

9.6.4.1.3. Convert a USG position with inherently governmental duties to a Contractor position.

9.6.4.1.4. Add new funds to the LOA Line.

9.6.4.1.5. Adjust or extend the LOA Line start/end dates.

9.6.4.1.6. Move funds from one LOA line to cover the cost of different LOA Line.

9.6.4.2. A Mod to Reval MRP can:

9.6.4.2.1. Extend the period of performance of an existing position, to the end date of the associated, implemented LOA Line with existing unexpended funds of the same line.

9.6.4.2.2. Decrease the period of performance of an existing, vacant position should funds be required to extend an existing or converted contractor position.

9.6.4.2.3. Convert a like USG position to a Contractor position or vice versa, using an implemented LOA Line with existing, unexpended funds of the same line.

9.6.4.3. MRP Case ID Labeling:

9.6.4.3.1. Case ID: XX-D-XXX-(Basic, Amd, Mod). Select the same type of MRP template as the revalidated document. Example: If the affected position was on Amendment 03 revalidation, choose XX-D-XXX-AMD.

9.6.4.3.2. Case Title: Add at the beginning of the case title, "Mod # to Amd 3 Reval: "then the rest of case title".

9.6.4.4. MRP Case Purpose:

9.6.4.4.1. Always explain the changes and why they are happening.

9.6.4.4.2. Always provide a position cross-walk from one MRP to another. (Example: Line Item 1- Contractor-PM was Line Item 3-PM—GS-12 on BN-D-BAA-Amd 3).

9.6.4.4.3. Stating that the RP069 line pricing will be updated to reflect this change on the next LOA amendment or LOA modification.

9.6.4.5. Required Attachments:

9.6.4.5.1. LOR, a copy of the Implemented LOA, and copy of the associated RP069.

9.6.4.5.2. A new informal LOR is highly suggested. It does not need to be a formal LOR run through the LOR-A tool or on the PN's Letterhead. An email from the CCM to the PN explaining the situation and that the adjustment will use existing, unexpended line funds can be used. The LOR/email should have the PN's acknowledgement.

9.6.4.6. MRP Mod to Reval Examples:

9.6.4.6.1. One Line Item—Sharing Percentage or Grade Change:

9.6.4.6.1.1. Sharing percentage change: Show the position at the future date where the sharing increases/decreases.

9.6.4.6.1.2. Grade change: Show the position at the future date where the grade increases/decreases.

9.6.4.6.2. Two Line Items - Location change:

9.6.4.6.2.1. First line shows position at existing location and new PoP end date.

9.6.4.6.2.2. Second line shows position at new location and new location PoP start date.

9.6.4.6.3. Civilian Series/Functional Category Change (NOTE: A like position must already be on the MRP, and the LOA Line notes must already state the need for the functional position):

9.6.4.6.3.1. First line shows position's current civ series/functional category and new PoP end date.

9.6.4.6.3.2. Second line shows position as new civ series/functional category and new PoP start date (don't overlap position dates).

9.6.4.6.4. Civilian to Contractor Change (must be the same functional category):

9.6.4.6.4.1. First line shows position's current civ-grade and new PoP end date.

9.6.4.6.4.2. Second line shows position as new contractor and new PoP start date.

9.6.4.6.5. Funding (Direct Case to Admin Surcharge/O&M) Change:

9.6.4.6.5.1. First line shows position being funded by direct-case PEC and new PoP end date.

9.6.4.6.5.2. "Shared Manpower" shows position being funded by FMS Admin surcharge /O&M PEC and new PoP start date.

9.6.4.6.5.3. NOTE: New/additional positions cannot be added to the MRP using a "Mod to Reval" action. This requires an actual LOA action.

Chapter 10

RESERVED

Chapter 11

SPECIAL PROGRAMS AND SERVICES

11.1. Overview. In addition to the guidance found in the SAMM, Section C11 and AFMAN 16-101, Chapter 11, the following applies:

11.2. Section 30 Sales Letters Of Request (LORs). In addition to the guidance found in SAMM para C11.5.1, and AFMAN 16-101, Section 11.4., the following guidance applies.

11.2.1. If the Section 30 Sales request is for coding of Selective Availability Anti-Spoofing Security Modules (SAASM), the vendor must provide either Annex A- Special Provisions for SAASM DCS Security Oversight and Controls or NATO Memorandum of Understanding (MOU) Concerning the NAVSTAR Global Positioning System. These documents contain security standards for controlling the SAASM security devices, receivers, and related unclassified technical data that are sold and exported through Direct Commercial Sale process.

11.2.2. See AFSAC Process Desk Guide (PDG), Case Sheet for Section 30 Sales for detailed process when preparing Section 30 Sales Agreement. (**https://cs2.eis.af.mil/sites/22252/PDG/PDG%20Library/Case%20Sheet%20for%20Section%2030%20Sales.docx**)

11.3. Technical Coordination Program (TCP). In addition to the guidance in AFMAN 16-101, Section 11.11., the following guidance applies:

11.3.1. TCP Organization.

11.3.1.1. A TCP is a separate organization dedicated exclusively to the service of FMS PNs and funded by FMS members. A TCP needs to be readily identifiable, both by name and function, within the AFLCMC organizational structure. This ensures proper use of PN-owned materiel, assets, and funds.

11.3.1.2. Each Program Office designates a dedicated TCP chief.

11.3.1.3. The TCP staff is comprised of engineering, logistical, technical, and administrative personnel. O&M-funded personnel are not assigned to the TCP. Dedicated TCP personnel are not matrixed out to support other offices or entities.

11.3.1.4. Only TCP assigned personnel, or TCP chief certified as directly augmenting the TCP, are authorized to use line item case funds. Under no circumstances are any costs relating to the TCP borne by the USG.

11.3.1.5. Direct communication between the TCP and member countries is authorized and encouraged. The TCP ensures that CCMs are advised as appropriate.

11.3.2. TCP Functions. The TCP provides PNs technical sustainment support in maintaining, modifying (including repair assistance and contracting for actual repairs), and operating their aircraft and missiles systems. Concerns related to aircraft engines are referred to the International Engine Management Program (IEMP)—a type of TCP. Matters outside the TCP's responsibility are forwarded to the proper OPR for action. In addition, the TCP performs the following functions:

11.3.2.1. Notifies members of safety concerns or problems. The TCP ensures that each program member has a current address to which it can report safety hazards or other concerns.

11.3.2.2. Researches and recommends solutions to flight safety problems.

11.3.3. Functions Not Provided.

11.3.3.1. Production of modification hardware kits or maintenance labor (with the exception of TCPs providing program or logistics management support for procurement of modification kits using FMS PN Mod Case funds).

11.3.3.2. Engineering support to the production process.

11.3.3.3. Increased system performance beyond the model specifications.

11.3.3.4. Training requirements.

11.3.3.5. P&A or LOA data studies for weapon systems modifications, unless requested through DSAMS.

11.3.3.6. Release of data not currently a configuration of the member PN's account.

11.3.3.7. Inspection activity.

11.3.3.8. Management of Configuration control. The PN is responsible for configuration management.

11.3.3.9. TO status information.

11.3.3.10. Routine requisition follow-up. AFSAC provides requisition follow-up.

11.3.4. TCP Services. The TCP provides the following services. Member countries desiring additional services submit an LOR and bear any additional associated costs.

11.3.4.1. Maintenance data. The TCP responds to requests in areas of data analysis, maintenance standardization, maintenance data collection, and programmed depot maintenance (PDM). Additionally, the TCP may provide guidance to establish member-specific maintenance management programs.

11.3.4.2. Deficiency reports IAW TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution, Chapter 5, for applicable items and related equipment.

11.3.4.3. Spares support. Technical guidance for follow-on non-standard item support.

11.3.4.4. Modifications. Development of individual implementation plans (in coordination with members) for released modifications. Approved modifications offer cost-effective ways to improve weapon systems or to correct materiel deficiencies.

11.3.4.5. Technical data. Maintenance of PNs CSTO library.

11.3.4.5.1. TCPs may assume management responsibility for TOs and TO updates no longer used by the DoD. The transfer of responsibility is made by agreement with the SPM or PM and the TCP chief.

11.3.4.5.2. CSTOs managed by the TCP may be contractually supported under an additional case line item.

11.3.4.5.3. The TCP ensures procedures are followed to provide interim, operational, and safety technical orders to member countries.

11.3.4.6. The TCP is the USAF USG single POC to ensure input, processing, evaluation and reporting status of Air Force Technical Order (AFTO) Form 22, Technical Manual (TM) Change Recommendation and Reply, applicable to USAF and country standard technical orders as submitted by member countries.

11.3.4.7. Configuration Status Accounting. On request, the TCP assists member countries in establishing a configuration management system. The system enables an audit of TCTO compliance, by aircraft, targeting pod serial number, based on data provided by the PN. Configuration accounting is not applicable to missiles.

11.3.4.8. Technical Problem Resolution. The TCP evaluates and recommends solutions to problems identified by the members. The TCP communicates such information directly to members for problem prevention or correction. The TCP investigates, analyzes, and resolves service-revealed difficulties or problems reported by the TCP members. TCP accepts problems identified by the following means:

11.3.4.8.1. Deficiency reports IAW TO 00-35D-54 Chapter 5.

11.3.4.8.2. Accident and incident reports.

11.3.4.8.3. Reports to contractor representatives.

11.3.4.8.4. Reports from Weapon System Logistics Officers.

11.3.4.8.5. Other USAF personnel's written or oral reports through the TCP chief.

11.3.5. Technology Restrictions and Foreign Disclosure. If there are technology restrictions or other restrictive guidance on Engineering Change Proposals (ECPs) or modifications, TCP personnel consult the DDL and other release guidelines. If no written guidance exists, consult with the local FDO or SAF/IAPT Disclosure Branch for international technology release guidelines.

11.3.6. Engineering Technical Changes for Systems or Subsystems. Initiating Engineering Services Task (EST) contracts and the release of applicable source data are accomplished when the evaluation of reported problems indicate corrective action is necessary. If a problem is beyond both TCP and other USAF engineering capabilities, it is referred to a contractor who prepares EST contracts. EST contracts include a brief description of the problem and a general description of the proposed corrective action. ESTs that are accepted by participating countries result in developing corrective measures, which are then reported in related ECPs. Copies of the ESTs and ECPs are sent to each TCP member for review and possible acceptance for their weapon system. TCP comments and recommendations accompany each EST and ECP.

11.3.6.1. Upon a contractor submission of an EST, the TCP reviews the engineering effort needed to prepare the ECP and makes recommendations before sending it to the member countries for approval. TCP member countries then furnish their own comments and recommendations on the EST and ECP to the TCP. Normally, a TCP provides its member countries with additional help or consultation with the EST and ECP evaluation process when requested.

11.3.6.2. The TCP consolidates like requirements from members with a given ECP to the maximum extent possible. Member country peculiar requirements may call for changes to the ECP and result in increased individual member country cost. The applicable member country funds and pays for the addition of country peculiar requirements and associated cost increases.

11.3.6.3. Additional new program costs from an individual member country recommending an additional requirement that benefits other program participants are shared by all member countries accepting the ECP change.

11.3.6.4. An individual member country requesting the development of an ECP can result in the TCP determining that it applies to other members and championing its full or partial member group acceptance on a cost- sharing basis. Member countries that initially reject a proposed ECP, and later request the completed ECP, are charged an appropriate nonrecurring cost to recoup the fees necessary to credit other participating member countries' investment in the development effort. The TCP reviews and makes recommendations, from a technical standpoint, to ECPs that result from member projects and makes them available to affected PN program members for review and possible acceptance. TCTOs and Country Standard TCTOs are issued as applicable IAW TO 00-5-19, Security Assistance Technical Order Program reviews.

11.3.7. TCP Reviews. There are two types of reviews: Worldwide Reviews (WWRs) and In-Country Reviews (ICRs). The agenda includes a review of projects and their results, financial status, common technical and maintenance concerns, goals, and ways of improving the program.

11.3.7.1. A WWR is required on an annual basis; however, the TCP Chief may deviate at his/her discretion. The TCP hosts the review. All members are invited to attend USG-sponsored reviews. Members are responsible for their own travel costs. Travel expenses for countries cannot be included in LOAs.

11.3.7.1.1. Disclosure guidance for TCP WWRs. TCP WWRs are USG-sponsored meetings. The TCP chief is responsible for the review and approval of briefings given at WWRs and for appropriate contractor participation during WWRs. Responsibility for compliance with foreign disclosure guidance remains with each TCP chief through the local FDO. If the TCP chief intends to allow a non-USG- sponsored forum for contractors to brief or have discussions with countries, the following conditions apply:

11.3.7.1.1.1. The USG-sponsored meeting is separate and distinct from the non-USG-sponsored meeting.

11.3.7.1.1.2. PN attendees are notified through a disclaimer, or other means, of what is USG-sponsored and what is not sponsored by the USG.

11.3.7.1.1.3. Contractors ensure that they have an export license for each attending PN or that their legal departments have determined that the information to be briefed, discussed, and provided on handouts does not require an export license. A copy of the determination is provided in writing to the TCP prior to the meeting. The TCP chief maintains an official records management file of these letters for 1 year after expiration.

11.3.7.2. ICRs are held in the member's country (or other agreed upon location) when requested. Individual country reviews are encouraged because they provide a cross-feed of information at the working level and provide for a maximum number of PN personnel to attend and benefit from the reviews, as well as actively contribute to the program. As determined by the TCP chief, USAF personnel may be funded through the appropriate TCP LOA line to participate on in-country reviews if deemed necessary and to augment the TCP team's technical, engineering, or logistics service functions.

11.3.8. FMS Cases for TCP.

11.3.8.1. TCP LOAs are recommended to be developed as "G" cases, which AFSAC prepares, implements and administers; however, these services may be provided as line items on other cases (i.e., "Q" or "S").

11.3.8.1.1. "P" cases or separate line items on the TCP cases may be used for PN requirements associated with Computer Program Identification Numbering, CSTOs, engineering drawings, joint munitions effectiveness manuals, software, tactical manuals, TOs, and technical publications (not typically TCP/IEMP related) to cover production, reproduction, and distribution.

11.3.8.1.2. TCP country LORs need to specify the dollar amounts by system type and classification. Each TCP is responsible for conducting and financially managing the program. All TCP services lines are administered and executed by the TCP only.

11.3.8.1.3. For engines in the early stages of production, fielding, deployment, or operational support, participation in the Component Improvement Program is a condition of sale and included in the supporting S case.

11.3.8.2. When a TCP member buys additional systems managed by the TCP, a new FMS case for the TCP is not required. Instead, a statement is included on the attachment to the LOA stating the PN agrees to continue participation in the system TCP.

11.3.9. LOAs for TCPs.

11.3.9.1. PN submits a LOR defining their requirements and whether to amend the current case or write a new LOA to the AFSAC CCM NLT 12 months prior to the expiration date of the current case. The CCM validates the LOR, inputs the appropriate data into DSAMS, and tasks the CM to obtain LOAD from the TCP. This is necessary to ensure uninterrupted support.

11.3.9.2. The LOA includes a statement that it is each member's responsibility to budget for travel and per diem expenses for their personnel to attend both CONUS and in-country TCP reviews. These funds are excluded from the LOA.

11.3.9.3. The LOA includes a note that explains the services provided to the PN under the TCP, USAF responsibilities, PN's responsibilities to the program and requirements that are unique to the PN's program.

11.3.9.4. TCP participation is planned as a continuous requirement unless the PN's LOA signatory authority notifies the AFSAC CCM (information copy to the TCP, TCP PM, AFLCMC/WFNB, and the SAF/IA CD) of termination. Notification to terminate TCP membership must be made no later than 180 calendar days prior to expiration of the current LOA. An LOA Note is included in the TCP LOA outlining this requirement.

11.3.9.5. The TCP Chief will coordinate with the CCM, CM and PN regarding impending PN membership lapse at least 12 months prior to expiration of a TCP LOA. This coordination will advise the recipients of the potential termination of TCP services upon expiration of the member PN's current case and without full implementation of a follow-on case. The TCPs are organic elements of AFMC and are authorized to interact administratively and technically with all staff agencies within AFMC, AFLCMC/WF Divisions, AFLCMC/WFN Support Offices, and applicable platform contractors.

11.3.9.6. LOAs for system TCPs include the following line items:

11.3.9.6.1. Internal Services Line. This line provides for internal AFMC services including TCP salaries and benefits, CONUS travel, supplies, office furniture/cubicles, computers, and equipment that directly support the TCP PN weapon system sustainment. The TCP is responsible for accountability of equipment.

11.3.9.6.2. Contract/Other Services Line. Contract services fund projects that exceed the TCP's internal capability when requested by the PN. Services such as contractual engineering, technical investigation supports, printing, and reproduction of data may be funded under this line item.

11.3.9.6.3. Studies and Surveys Line. This line funds studies, surveys and the OCONUS travel expenses of the TCP personnel as requested by and in support of a member. Expenses of other USAF technical personnel augmenting the TCP, including salaries, are also reported on this line item. This line is optional and is not required to participate in the program. Only personnel assigned to the TCP or providing temporary or direct technical, engineering, or specialized logistics support service expertise to the TCP may use these funds. This line is not intended for travel to CONUS of any in-country personnel, SCO personnel, contractors, etc., in support of their individual PN.

11.3.9.6.4. Lines for ASIP, site and safety surveys, surveillance testing, modification teams, etc., may be added when approved by the TCP chief and implemented to the TCP. U.S. non-TCP government personnel and FMS representatives may not direct the line item management responsibility or the expenditure of these funds.

11.3.10. TCP Costs. TCP costs may be charged as a flat fee, a weighted fee, or on a pro-rata basis at the discretion of the TCP Chief. The majority of TCP PN member program costs are calculated on a pro rata basis. The PN pro-rata costs of TCP membership are calculated based on the total quantity of specific systems possessed by the member. If inventory quantities are not provided in a timely manner, the previous year's inventory, plus or minus any documented changes, is used.

11.3.10.1. The criterion for including an item in the current year LOA inventory is that the system is currently capable or could in the future be capable of receiving benefit from TCP membership. Systems in the following statuses are deemed incapable of receiving benefit of TCP membership:

11.3.10.1.1. Destroyed units.

11.3.10.1.2. Units used as or in static displays (does not include units set aside or parked).

11.3.10.1.3. Units in non-recoverable storage (i.e., not protected against deterioration).

11.3.10.1.4. Units designated for long-term parts cannibalization.

11.3.10.2. Systems undergoing modification or PDM are pro rata charged since the PN may require TCP assistance. The TCP Chief is the final authority on whether a unit is included in the LOA chargeable inventory.

11.3.10.3. Systems produced in a PN's country under licensed agreement with a U.S. manufacturer and supported by USAF-managed TCPs, regardless if the system was purchased via DCS or FMS, are included in the inventory.

11.3.11. TCP Manpower. TCP manpower requirements are validated annually IAW AFMC's standard MRP submission procedure using online SAMRS MRP format as shown in the SAMRS User's Manual 2.6.0b. The MRP documents TCP positions, associated LOA cases and their values, deviations and explanations, and the positions and associated case adjustments from year-to-year. The annual MRP is completed in SAMRS NLT 31 March each year.

11.4. International Engine Management Program (IEMP). In addition to the guidance in AFMAN 16-101, Section 11.12., the following guidance applies:

11.4.1. IEMP Organization.

11.4.1.1. Because the IEMP is funded by FMS members, the IEMP needs to be readily identifiable, both by name and function, within the organizational structure. The IEMP is a separate organization dedicated exclusively to the service of FMS PNs. This ensures proper utilization of PN-owned materiel, assets, and funds.

11.4.1.2. The IEMP has authority to directly interface with other AFLCMC branches and appropriate engine managers.

11.4.1.3. The IEMP has a dedicated chief.

11.4.1.4. The IEMP staff is composed of logistical, technical, engineering, and administrative personnel. O&M-funded personnel are not assigned to the IEMP. Dedicated IEMP personnel are not matrixed out.

11.4.1.5. Only personnel assigned to the IEMP, or certified by the IEMP chief as directly augmenting the IEMP, are authorized to use line item case funds. Under no circumstances are any costs relating to the IEMP borne by the USG, nor do the PNs bear any costs related to USAF activity. IEMP is program-funded and provides its services on membership basis. SAF/IAPX does not require an MTDS for the IEMP lines in the LOA IAW the DSCA's MTDS exemption policy.

11.4.1.6. Direct communication between the IEMP and member countries is authorized and encouraged. IEMPs ensure that CCMs are advised as appropriate.

11.4.1.7. IEMP Program Manager (PM), AFLCMC/WFNB, conducts an annual review of each IEMP. Periodic status reports may be requested by IEMP PM as required. In addition, major issues (e.g., fleet groundings that affect PN aircraft) are reported to IEMP PM, AFLCMC/WFNB, with an information copy to SAF/IAPX as soon as they occur, with updates every 30 days until the issue is resolved.

11.4.2. IEMP Functions. The IEMP is the PN member's single point of contact (POC) for technical and logistical sustainment support, to include the CIP. The IEMP monitors logistics

support and takes action to correct problems. The IEMP ensures that PN requests, for which the IEMP is not responsible, are forwarded to the proper office of primary responsibility (OPR) for action.

11.4.3. IEMP Managerial Responsibilities. The IEMP is a SAF/IA program, delegated to IEMP PM, AFLCMC/WFNB, for implementation and execution.

11.4.3.1. IEMP PM responsibilities include the following:

11.4.3.1.1. Providing final approval for forming, revising, and disbanding programs.

11.4.3.1.2. Providing program oversight. Establishing policy.

11.4.3.1.3. Approving waivers or deviations to established guidance.

11.4.3.1.4. Providing program direction and oversight.

11.4.3.1.5. Defining the scope of each program.

11.4.3.1.6. Conducting annual program reviews.

11.4.3.1.7. Observing annual IEMP/CIP reviews.

11.4.3.2. IEMP Chief responsibilities include the following:

11.4.3.2.1. Program performance and financial management of the IEMP program.

11.4.3.2.2. Requesting waivers or deviations to established guidance from IEMP PM, AFLCMC/WFNB with info copy to SAF/IAPX.

11.4.3.2.3. Supervising the IEMP staff.

11.4.3.2.4. Being responsible for office equipment, resources, and supplies.

11.4.3.2.5. Financial management of FMS case funds.

11.4.3.2.6. Providing the AFSAC CM with an excess funds drawdown letter no later than 90 days prior to the case expiration date.

11.4.3.2.7. Coordinating with CCM, CM and PN of any impending PN membership lapse at least 12 months prior to expiration of an IEMP LOA. Advise the PN of the potential termination of IEMP support services upon expiration of the member PN's current case and without full implementation of a follow-on case. The IEMPs are organic elements of AFMC and are authorized to interact administratively and technically with all staff agencies within AFMC, AFLCMC/WF Divisions, AFLCMC/WFN Support Offices, and applicable engine contractors.

11.4.3.3. The IEMP manages the CIP for proven aircraft engines owned by security assistance countries for proven systems. The Air Force CIP manager provides contract administration services.

11.4.4. IEMP Services. The IEMP, through the AFLCMC/LP management staff and the CIP, accomplishes the following:

11.4.4.1. Coordinates and interacts with the applicable offices in AFMC, AFLCMC/WF Divisions, and AFSAC Support Offices to support its members.

11.4.4.2. Coordinates the development of follow-on logistics support requirements designed for each member's needs with other USAF activities.

11.4.4.3. Manages the security assistance portion of the CIP program and coordinates all security assistance CIP actions between the member PN and CIP manager.

11.4.4.4. Provides a full range of AFMC support services to members.

11.4.4.5. Provides a mechanism to allow the exchange of information between the USG and member countries. Any exchange and release of information are to comply with the provisions of US and DoD policy.

11.4.4.6. Resolves engine support problems reported to the IEMP. The IEMP and AFSAC International Logistics Branch (AFLCMC/WFALC) determine current status of critical item requisitions and, if possible, start action to expedite delivery. Deficiency reports (DR) are processed through the IEMP to ensure response and time compliance.

11.4.4.7. Receives requests for technical order (TO) revisions and improvement reports on behalf of member countries.

11.4.4.8. Assists countries in developing CSTOs as required. IEMP may assume responsibility for the provision of TO updates for a system no longer used by the DoD. This service may be done contractually under an additional line item.

11.4.4.9. All IEMP case funds will be administered and executed by the IEMP.

11.4.4.10. Provides estimated logistics costs to support each member's needs.

11.4.4.11. Recommends inventory levels and determines maintenance actions and inspection intervals for items at the member's request by coordinating with the engine manager.

11.4.4.12. Notifies members about safety problems. The IEMP ensures that each program member has a current address to which it can report safety hazards or other problems.

11.4.4.13. When requested and member-funded, the IEMP provides technical assistance to members in mishap investigations, damage assessment, and contracting for repair.

11.4.4.14. Resolves flight safety problems.

11.4.4.15. Investigates, analyzes, and resolves service-revealed difficulties or problems reported by the engine user. IEMP accepts problems identified by the following means:

11.4.4.15.1. Deficiency reports IAW TO 00-35D-54 Chapter 5.2.

11.4.4.15.2. Accident and incident reports.

11.4.4.15.3. Reports to contractor representatives.

11.4.4.15.4. Reports from Weapon System Logistics Officers (WSLOs).

11.4.4.15.5. Other USAF personnel's written or oral reports through the IEMP chief.

11.4.4.15.6. Written or oral reports given at engine reviews.

11.4.4.16. Ensures engines perform to model specifications.

11.4.4.17. Develops new or improved maintenance procedures and techniques. The IEMP, at members' request, helps to develop maintenance management programs.

11.4.4.18. Provides information for TO revisions.

11.4.4.19. Initiates, when appropriate, engineering of new support equipment for new parts, accessories, or maintenance and inspection functions.

11.4.5. IEMP Service and Functions Not Provided. The IEMP does not provide the following functions or services:

11.4.5.1. Increased basic engine performance beyond that found in the engine model specification (for example; thrust, specific fuel consumption, and weight).

11.4.5.2. Labor beyond that necessary for CIP service evaluation testing, unless specifically funded by the LOA.

11.4.5.3. Engineering support for the engine production process.

11.4.5.4. Data necessary for the manufacture of engines or changes to them.

11.4.5.5. Inspection/compliance activities.

11.4.5.6. Training requirements. Requests for training are made to AFSAT/CC, Randolph AFB, TX.

11.4.5.7. Routine requisition follow-up. AFSAC provides requisition follow-up.

11.4.5.8. CIP benefits are available only to IEMP participants. Non-members are not authorized CIP technical data and improved components. This sustainment restriction includes purchase of parts and/or equipment funded through the CIP partnership through a separate LOA line from the CIP's pro-rata share membership fee line.

11.4.5.9. TO status information. A PN's request for TO status information is sent to the Security Assistance Technical Order Program Office (AFLCMC/LZPTC) TO publications case LM, IAW TO 00-5-19, Security Assistance Technical Order Program (Technical Manual).

11.4.5.10. Configuration control. It is the PN's responsibility to manage configuration of its engines.

11.4.6. Engine CIP.

11.4.6.1. The USAF CIP manager manages the CIP on behalf of the AFLCMC Propulsion Directorate (AFLCMC/LP) for aircraft engines owned by both the USAF and FMS countries. The CIP funds follow-on engineering efforts to improve engine safety, reliability, maintainability, and serviceability (improved parts, maintenance techniques, increased inspection intervals, modifications, etc.).

11.4.6.2. The purpose of the CIP is to improve safety, reliability, maintainability, and serviceability. The CIP is not intended to expand basic engine performance characteristics (e.g., thrust beyond engine specifications). CIPs are specific to engine type. The major advantage of the CIP to the security assistance PN is that, by contributing a fair share of the total cost of a CIP, each participating member realizes the benefits of the total worldwide experiences of that engine.

11.4.6.3. CIP benefits are available only to IEMP participants. USG CIP information is not available to countries that purchase engines through DCS unless they take part in the IEMP. Non-members do not receive CIP technical data and are not allowed to purchase parts and/or equipment funded through the CIP program.

11.4.6.4. The USAF CIP manager determines program funding requirements each year, receives approval from an executive engine advisory group, and initiates action to award an annual support contract to the prime engine manufacturer. Security assistance countries fund their membership in each CIP through the LOA process by a line implemented to the IEMP.

11.4.6.5. The nature and function of each engine CIP requires that the program be conducted on a long-term basis because of continuous engine improvement requirements. All engine operators benefit from the resultant analyses, testing, user reports, improved parts/equipment, new authorized repair procedures, etc.

11.4.6.6. Reviews opportunities and implements changes in order to accomplish the following objectives:

11.4.6.6.1. Increases time between inspection and overhaul intervals.

11.4.6.6.2. Improves engine maintainability, durability, and reliability.

11.4.6.6.3. Reduces logistics costs.

11.4.6.6.4. Improves engine parts.

11.4.6.7. Initiates, when appropriate, engineering of new support equipment for new parts, accessories, or maintenance and inspection functions.

11.4.7. Engineering Project and Proposal Process. When a reported engine problem needs to be corrected, the contractor prepares an engineering project description (EPD). The EPD should describe the problem briefly with proposed corrective measures.

11.4.7.1. The CIP manager reviews the contractor's EPDs and approves the engineering work needed to prepare the ECP. The IEMP informs program members of releasable ECPs. Program members send their comments and recommendations for ECPs to the applicable IEMP. The PM approves all ECPs except those ECPs that are member-unique. If requested, the PM reviews member-unique ECPs and provides technical approval and recommendations to members through the IEMP.

11.4.7.2. The engine CIP can address PN-unique problems; however, depending on the scope and complexity involved, the resolution of PN-specific problems may require a separate LOA to fund the effort.

11.4.7.3. If a member requests the development of an ECP, the IEMP determines whether the change applies to other members and, if so, encourages the development of the ECP on a cost-sharing basis. Program members who accept an ECP and provide separate spares funding may benefit from reduced acquisition costs as a result of consolidated procurement. Routine changes are issued for part numbered items that are attrited due to the ECPs, which have been accepted for use in USAF engines. As a general rule, the Air Force does not stock list parts to support engine changes that are not in the Air Force engine inventory.

11.4.7.4. Program members have final acceptance authority for implementing ECPs in their fleet after the SSM/DSM approves the CIP ECP and the IEMP releases the ECP.

11.4.7.5. USAF-published time compliance technical orders (TCTOs) are issued after a retrofit ECP is approved. Routine changes are issued for part numbers that are attrited due to ECPs that have been accepted for use in USAF engines.

11.4.8. IEMP Reviews. There are two types of reviews: WWRs and ICRs. The agenda includes a review of projects and their results, financial statuses, common technical problems and goals, and ways of improving the program.

11.4.8.1. A WWR is required on an annual basis; however, the IEMP Chief may deviate at his/her discretion. The USAF CIP manager and IEMP host the review. All members are invited to attend USG-sponsored reviews. Security assistance members are responsible for their own travel costs. Travel expenses for countries are not included in LOAs.

11.4.8.2. ICRs are held in an agreed upon location when requested. Individual country reviews are encouraged because they provide cross-feed of information at the working level. USAF participation is funded through the appropriate IEMP LOA or through a separate LOA.

11.4.9. FMS Cases for IEMP.

11.4.9.1. For engines managed by AFLCMC/LPA that are still in the early stages of production (as determined by the PM), fielding/deployment, and operational support, participation in the IEMP/CIP is a condition of sale and is included in the supporting "S" case.

11.4.9.2. For engines under the cognizance of AFLCMC, participation in the IEMP is strongly encouraged for standard configuration management. Without an IEMP/CIP case, weapon system sustainment will be difficult and expensive. If a PN chooses to take part in the IEMP, the LOA is processed as a "G" case or an IEMP/CIP line a "Q" case.

11.4.9.3. The PN submits an LOR defining their requirements and whether to amend the current case or write a new LOA to the AFSAC CCM no later than (NLT) 12 months prior to the expiration date of the current case. The CCM validates the LOR, inputs the appropriate data into the AFSAC LOR-A tool, approves the LOR in LOR-A which transmits the data to the DSAMS, and tasks the CM to obtain the LOAD from the IEMP.

11.4.9.4. LOAs include a statement informing each member that they are responsible for travel and per diem expenses necessary for their representatives to be at CONUS IEMP reviews, regional IEMP reviews, or in- country IEMP reviews.

11.4.9.5. Notes in IEMP LOAs explain the services available to the PN under the IEMP, and state USAF and member responsibilities. These notes also state any special requirements of the member.

11.4.9.6. LOAs typically have the following IEMP lines:

11.4.9.6.1. Component Improvement Program (CIP) Line. Funds for Organic (USG) and Contract Services under the CIP (use Source of Supply Code "X" and at least 2 Primary Category Codes; 1 for "Stock" items and 1 for "Contract" or "Procurement"

services). This line provides for CIP services to support the IEMP PN weapon system sustainment.

11.4.9.6.2. Internal Services Line. This line provides for internal AFMC services including IEMP salaries and benefits, CONUS travel, supplies, office furniture/cubicles, computers, and equipment that directly support the IEMP PN weapon system sustainment.

11.4.9.6.3. Studies and Surveys Line. This line provides for IEMP personnel international travel funding to and from the IEMP member countries to conduct engine business including ICRs. This line is at the member's option and is not a requirement to participate in the program. This line is not intended for travel to CONUS of any in-country personnel, Security Cooperation Office (SCO) personnel, contractors, etc., in support of their individual PN.

11.4.9.6.4. Contract/Other Services Line. This line provides assistance provided above and beyond standard IEMP services which may include contractor travel to technically augment the IEMP. Services such as engineering or technical investigation, and printing and reproduction of data may also be funded under this line item. This line is an option and is included at the discretion of the PN.

11.4.9.6.5. Software - Computer Program Identification Number (CPIN) Line. This line provides unclassified CPINs in support for IEMP PN weapon system sustainment. This line also provides country unique software (i.e., Computerized Engine Trending Diagnostic System (CETADS)) which includes updates for changes to software embedded in the engine and/or engine support equipment. The cost to develop the modifications and the deliveries includes all associated cost including PC+H and transportation cost.

11.4.9.7. Each IEMP LOA will include the following statements in the notes: IEMP participation is assumed to be a continuing requirement unless the PN's LOA signatory authority notifies the AFSAC CCM and CM (information copy to the IEMP, SAF/IA CD, SAF/IAPX, and AFLCMC/WFN) that they are not participating. The notification period is 180 days prior to expiration of the current LOA to allow sufficient time to adjust pro rata shares for remaining countries.

11.4.9.8. IEMP LOAs are recommended to be developed as "G" cases, prepared, implemented and administered by AFSAC. However, these services may be provided as line items on other cases (i.e., "Q" or "S"). IEMP member countries may request any IEMP member requirements associated with Computer Program Identification Numbering (CPINs), CSTOs, engineering drawings, software, tactical manuals, TOs, and technical publications to cover production, reproduction, and distribution using P cases or individual lines on other IEMP cases. IEMP country LORs specify the dollar amounts by engine type, and each is designated as classified or unclassified. Each IEMP is responsible for conducting and financially managing the program. Only IEMP personnel may administer IEMP case lines.

11.4.9.9. Only the IEMP Chief and Financial Manager may direct the line item management responsibility or the expenditure of these funds.

11.4.10. Determining IEMP Membership Engine Inventory.

11.4.10.1. IEMP costs may be charged as a flat rate, a weighted rate, or on a pro-rata share at the discretion of the IEMP Chief. Since the IEMP Internal Services and CIP is a cost share program, the funding requirement is determined based on member engine inventories. Therefore, it is important to understand that engines can and are maintained in various states. Depending upon which state an engine is classified determines if that engine would be considered for IEMP fair share funding. New engines do not become active until engines are available for country use. Rules for determining an engine's status are listed here below:

11.4.10.1.1. Active Engine Inventory. Active engines are those identified as being active for service within a user's fleet. Only engines in an active status receive CIP benefits through the incorporation of Engineering Changes (ECs) developed under the CIP program. Inventory of active engines as of 1 January is used to compute the fair share rate for the program year.

11.4.10.1.2. Inactive Engine Inventory. Inactive engines are those engines that are not expected to receive EC implementation for a variety of reasons and are not included in the yearly inventory counts used to determine the CIP fair share rates. Examples of inactive engines include:

11.4.10.1.2.1. Destroyed engines/modules.

11.4.10.1.2.2. Static engine/module displays.

11.4.10.1.2.3. Engines/modules in non- recoverable storage (those not protected against deterioration).

11.4.10.1.2.4. Engines/modules designated for long-term parts cannibalization.

11.4.10.1.2.5. USAF engines stored at 309th Aerospace Maintenance and Reconstitution Group (AMARG).

11.4.10.1.2.6. International engines stored in an AMARG-like condition.

11.4.10.2. Transfer of engines from active to inactive inventory and vice versa is based on mission requirements. Engines can and are moved from active to inactive status during a year. However, active inventory at the beginning of each calendar year is used in the fair share computation. Fair share is not recomputed during the year for movement of engines between active and inactive inventories or any other reasons. Additionally, case funding is not a justification for an inventory adjustment and re-computation.

11.4.10.3. Final decision authority for engine inventory determination is at the discretion of the IEMP chief.

11.4.10.3.1. Requiring IEMP financial management personnel to adjust every time member PN's inventory increases or decreases results in adjusting all member countries pro rata fees intermittently. The potential for constantly adjusting IEMP budget can have serious consequences that adversely impact budgetary planning, budget execution, and contract funding. The frequency of member PN inventory adjustments could promote turmoil in IEMP communities and pose problems for individual PN members who would be forced to deal with constantly fluctuating pro rata fees throughout the year. Therefore, CIP fair share rates are adjusted only once a year.

11.4.10.3.2. Members need to provide inventory adjustments in conjunction with their LOR submissions.

11.4.10.3.3. Financial adjustments for both inventory increases and reductions are accomplished during the subsequent program year.

11.4.11. Determining IEMP Membership Cost.

11.4.11.1. Computation of IEMP Internal Services Fair Share Rate: Internal Services are the personnel and business operational costs associated with the propulsion technical and logistical support provided to IEMP members. Each IEMP Type-Model-Series (TMS) has a unique Internal Services cost pool. These cost pools include personnel, equipment, CONUS travel and any unique TMS weapon system requirements. These cost pools are all internal to the USAF.

11.4.11.2. Computation of CIP Fair Share Rate: The fair share rate for a TMS provides a common basis to compute the member CIP contribution amount. The participating member CIP fair share rate is commensurate with each member's engine inventory.

11.4.11.2.1. Cost Pool: The methodology used in computing fair share rates follows the accounting principles used in job costing. CIP tasks are grouped in cost pools depending on TMS or group of TMSs where benefits are provided. The total cost of a cost pool is equally allocated to the worldwide inventory of TMS or TMSs benefiting from that cost pool. Cost per engine in a cost pool = (cost of all tasks in the pool) / (total number of engines in the cost pool).

11.4.11.2.2. TMS Fair Share Rate. The fair share rate of a TMS is the sum of per engine costs of all cost pools in which the TMS is included. If a TMS benefits from three cost pools, its fair share rate will be the sum of per engine allocation from these three cost pools. TMS fair share rate is the sum of per engine cost allocations of all cost pools in which the TMS is included.

11.4.11.2.3. Country Contribution Amount for a TMS. TMS contribution amount = (TMS fair share rate) x (country's TMS active engine inventory).

11.4.12. IEMP Manpower. IEMP manpower requirements are validated annually IAW AFMC's standard MRP submission procedure using the online SAMRS MRP format. The MRP documents IEMP positions, associated LOA cases and their values, to include deviations and explains the positions and associated cases adjustments from year-to-year. The annual MRP is completed in SAMRS NLT than the end of FQ2 each year. All annual MRPs are reviewed/approved by IEMP PM, AFLCMC/WFNB. No SAF/IAPX review/approval is required for the IEMP MRPs.

11.5. Special Defense Acquisition Fund (SDAF). SDAF are used to finance the acquisition of high demand, long lead-time defense articles in anticipation of their transfer to eligible FMS countries. This source of funding affords more responsive delivery to FMS countries and also reduces the pressure on DoD inventories. All USAF SDAF procurement requests are to be sent through SAF/IA where they are prioritized and recommended to DSCA and Department of State, Bureau of Political-Military Affairs for final approval. Procurement proposals may be submitted to DSCA at any time during the year. Completed proposals should be submitted to **dsac.ncr.bpc.mbx.sdaf-program@mail.mil**.

11.6. Electronic Combat International Security Assistance Program (ECISAP). ECISAP is managed by AFLCMC/WN and AFLCMC/EB and is designed to provide enhanced logistical and engineering services to electronic combat systems employed in SC/SA or FMS countries. ECISAP services consist of system installation, follow-on logistical, engineering, technical services support and periodic updates and improvements to system capabilities through software enhancements for reprogrammable systems. The procurement of electronic combat systems do not include ECISAP costs and membership for this service is based on a cost shared basis. Membership is not limited to PN requiring software reprogramming services but is offered to PN for hardware support.   USG developed improvements and information will not be available to countries that purchase electronic combat systems through DCS unless they take part in ECISAP. Since ECISAP support is applicable to the system during acquisition and through sustainment, the approved vehicle for membership is through an individual LOA or through a line item on a weapon system sale LOA.

Chapter 12

RESERVED

Chapter 13

SECURITY COOPERATION INFORMATION TECHNOLOGY/SYSTEMS

13.1. Capital Planning and Investment Control.

13.1.1. Within AFMC, AFLCMC/WFR is the focal point for capital planning and investment control of all FMS-funded IT systems and will perform mission area owner responsibilities per AFI 17-110 and AFMCI 33-108.

13.1.2. AFSAC's Communication & Information Division is responsible for the verification of IT requirements for all FMS funded Defense Business Systems (DBS) within AFMC. The Automation Prioritization Panel (APP) reviews and prioritizes DBS IT requirements.

13.1.2.1. Stakeholders submit requirements electronically via APP SharePoint site to the APP secretariat for consideration during the next scheduled monthly meeting.

13.1.2.2. APP SharePoint Site is located at: **https://org2.eis.af.mil/sites/21449/wfas/iaso/odocs/forms/allitems.aspx?RootFolder= %2Fsites%2F21449%2FWFAS%2FIASO%2FODOCS%2F1%2E%20Automation %20Prioritization%20Panel%20%28APP%29&FolderCTID=0x012000A090A236 C4763640A1A7D4995C2125A6&View=%7BC55155AA%2DEB30%2D4F**

13.1.2.3. AFLCMC/WFR reviews requirements to develop rough order of magnitude and scope of change estimates.

13.1.2.4. The APP board reviews requirements and uses a variety of factors including but not limited to cost, scope of effort and/or effect on return on investment (ROI) and mission impact to prioritize submitted requirements on the Master Requirements List (MRL).

13.2. Information Technology (IT) Portfolio Management. Within AFMC, AFLCMC/WFR is the focal point for portfolio management of all FMS-funded IT systems and will perform sub-portfolio owner responsibilities per AFI 17-110 and AFMCI 33-108.

13.3. Information System Owner (ISO) and Information System Security Manager (ISSM) Roles for FMS Systems. The ISO for FMS funded systems will reside within AFLCMC/WFR. The ISSM for FMS funded systems will reside in AFLCMC/WFRC. The ISSM will assist local Information System Security Officers (ISSOs) with cybersecurity functions to include working through the Assessment and Authorization (A&A) process for FMS funded systems.

13.4. Information Technology (IT) Hardware Assets. WFR is responsible for procurement of IT hardware assets for all AFLMC/WF organizations. For WF organizations outside Wright-Patterson AFB, submit requests to Division representative.

Chapter 14

FORECASTING, PROGRAMMING, BUDGETING, AND AUDITS

14.1. Report Control Symbol (RCS). Defense Security Cooperation Agency (SA) 1240, The Wassenaar Arrangement on Export Controls for Conventional Arms and Dual- Use Goods and Technologies. AFLCMC/WF will issue a data call to all AFMC Center PEOs requesting information for the deliveries of specified items which have occurred during the previous six month period. Information to be reported by the SAPMs/PMs are end item category, country, requirements by quarter for WA, case ID, model number of end item, and any comments associated with the end item. After receipt of PEO input, AFLCMC/WFN will forward a consolidated AFMC response to SAF/IAPX.

14.2. Report Control Symbol (RCS). Defense Security Cooperation Agency (A) 1241, United Nations Transparency in Armaments (TIA) Registry. Although this report is due annually, the information is requested semi-annually in conjunction with reporting for the Wassenaar Arrangement report (see **paragraph 14.1**.). AFLCMC/WF will issue a data call to AFMC Center PEOs requesting information for the deliveries of specified items which have occurred during the previous six month period. Information to be reported by the SAPMs/PMs are end item category, country, total requirements for UNTIA, case ID, model number of end item, and any comments associated with the end item. After receipt of PEO input, AFLCMC/WFN will forward a consolidated AFMC response to SAF/IAPX.

14.3. Report Control Symbol (RCS). Defense Security Cooperation Agency (A) 1244, Small Arms and Light Weapons Transfers Report. Although this report is due annually, the information is requested semi-annually in conjunction with reporting for the Wassenaar Arrangement report (see **paragraph 14.1**.). AFLCMC/WF will issue a data call to AFMC Center PEOs requesting information for the deliveries of specified items which have occurred during the previous six month period. After receipt of PEO input, AFLCMC/WFN will forward a consolidated AFMC response to SAF/IAPX.

BRIAN R. BRUCKBAUER, Brigadier General, USAF
Director, International Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFI 16-110, *U.S. Air Force Participation in International Armaments Cooperation (IAC) Programs*, 18 September 2018

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Title 10 United States Code (U.S.C.), Chapter 16, *Security Cooperation*, as amended by Public Law (P.L.) 114-32

Title 22 CFR Parts 120-130, *International Traffic in Arms Regulations (ITAR)*, current edition

Title 22 U.S.C. § 2151, *Foreign Assistance Act (FAA) of 1961*, as amended (as enacted by P.L. 87-195), Congressional Findings and Declaration of Policy

Title 22 U.S.C. § 2751, *Arms Export Control Act (AECA) of 1976*, Section 1 et seq., The Need for International Defense Cooperation and Military Export Controls, as implemented by the International Traffic in Arms Regulation (ITAR), the Export Administration Act (EAA) of 1979, as amended and implemented by the 15 CFR Chapter VII, Subchapter C - Export Administration Regulations (EAR), and the FAA of 1961, as amended

Prescribed Forms

None

Adopted Forms

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Abbreviations and Acronyms

A&AS—Advisory and Assistance Services

AA—Assessment and Authorization

AA&E—Arms, Ammunition, and Explosives

ACC—Air Combat Command

AES—Automate Export System

AETC—Air Education and Training Command

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMS—Air Force Manpower Standard

AFPD—Air Force Policy Directive

AFSAC—Air Force Security Assistance and Cooperation Directorate

AFSAT—Air Force Security Assistance Training Squadron

AFSC—Air Force Sustainment Center

AFSOC—Air Force Special Operations Command

AFTO—Air Force Technical Order

AMARG—Aerospace Maintenance and Reconstitution Group

AMC—Air Mobility Command

AMI—Amended Shipping Instruction

ANG—Air National Guard

AOD—Anticipated Offer Date

AOR—Area of Responsibility

APP—Automated Prioritization Panel

ASI—Amended Shipping Instruction

ASIP—Aircraft Structural Integrity Program

ASP—Acquisition Strategy Panel

AT—Anti-Tamper

AW—Airworthiness

AWACS—Airborne Warning and Control System

BIS—Bureau of Industry and Security

BO—Blanket Order

BOT—Blanket Order Training

C4ISR—Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance

CAA—Competent Authority Approval

CAD/PAD—Cartridge-Activated Device and Propellant-Actuated Device

CBP—Customs Border Patrol

CCA—Critical Controlled Assets

CCBL—Collect Commercial Bill of Lading

CCDR—Combatant Commander

CCI—Controlled Cryptographic Item

CCI—Critical/Classified Item

CCM—Command Country Manager

CD—Country Director

CDEF—Case Development Extenuating Factor

CETS—Contract Engineering and Technical Services

CFD—Case Financial Dashboard

CFR—Code of Federal Regulations

CIO—Chief Information Officer

CIP—Component Improvement Program

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CLS—Contractor Logistics Support

CLSSA—Cooperative Logistics Supply Support Arrangement

CM—Case Manager

CMCS—Case Management Control System

CMI—Classified Military Information

CN—Congressional Notification

CO—Contracting Officer

COMSEC—Communications Security

CONUS—Continental United States

COCOM—Combatant Command

CPD—Country Program Director

CPI—Critical Program Information

CPIN—Computer Program Identification Numbering

CRB—Change Review Board

CSAF—Chief of Staff of the Air Force

CSP—Concurrent Spare Parts

CSTO—Country Standard Technical Order

CTA—Critical Technology Assessment

CTO—Compliance Technical Order

CUI—Controlled Unclassified Information

CWD—Case Writing Division

DAASC—Defense Automatic Addressing System Center

DBS—Defense Business System

DCS—Defense Courier Service

DCS—Direct Commercial Sale

DDA—Designated Disclosure Authority

DDL—Delegation of Disclosure Authority Letter

DFARS—Defense Federal Acquisition Regulation Supplement

DFAS—Defense Finance and Accounting Service

DFAS-IN—Defense Finance and Accounting Service-Indianapolis Center

DISCS—Defense Institute of Security Cooperation Studies

DLA—Defense Logistics Agency

DLM—Defense Logistics Management

DMRP—Discrepant Materiel Reporting Program

DO—Defined Order

DoC—Department of Commerce

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DoDR—Department of Defense Regulation

DoS—Department of State

DPO—Diplomatic Post Office

DR—Deficiency Report

DRU—Direct Reporting Unit

DSAMS—Defense Security Assistance Management System

DSCA—Defense Security Cooperation Agency

DSN—Defense Switch Network

DSS—Defense Security Service

DTC—Delivery Term Code

DTR—Defense Transportation Regulation

DTS—Defense Transportation System

DTSA—Defense Technology Security Administration

EAA—Export Administration Act

EAR—Export Administration Regulations

EC—Electronic Combat

EC—Engineering Change

ECISAP—Electronic Combat International Security Assistance Program

ECM—Electronic Countermeasure

ECP—Engineering Change Proposal

ECP—Enterprise Case Portal

EDA—Excess Defense Articles

EEUM—Enhanced End-Use Monitoring

EO—Executive Order

ESIS—Early Strategy and Issues Session

ESP—Emergency and Special Program

EST—Engineering Services Task

ETSS—Extended Training Service Specialists

EUM—End-Use Monitoring

EW—Electronic Warfare

EWS—Electronic Warfare Squadron

FAA—Foreign Assistance Act

FAD—Force Activity Designator

FAR—Federal Acquisition Regulation

FCF—Functional Check Flight

FCP—Foreign Clearance Program

FDO—Foreign Disclosure Office/Officer

FEDLOG—Federal Logistics Data

FF—Freight Forwarder

FIAR—Financial Improvement and Audit Readiness

FM—Financial Management

FMF—Foreign Military Financing

FMR—Financial Management Regulation

FMS—Foreign Military Sale

FMSO—Foreign Military Sales Order

FOA—Field Operating Agency

FOB—Free on-Board

FOCI—Foreign Ownership, Control, or Influence

FOIA—Freedom of Information Act

FOUO—For Official Use Only

FP—Fixed Price

FTE—Full-Time Equivalent

FY—Fiscal Year

GA—Grant Aid

GC—General Counsel

GFP—Government Furnished Property

GIDEP—Government and Industry Data Exchange Program

GK—Gatekeeper

GPS—Global Positioning System

GSA—General Services Administration

HQ—Headquarters

HAF—Headquarters Air Force

HAFMD—Headquarters Air Force Mission Directive

HAZMAT—Hazardous Material

HC—Hazardous Class

HHQ—Higher Headquarters

H.R.—House Resolution

IATA—International Air Transportation Association

ICAO—International Civil Aviation Organization

ICR—In-Country Review

ID—Identifier

IMDG—International Maritime Dangerous Goods

IO—International Organization

HN—Host Nation

HOI—Headquarters Operating Instructions

HQ—Headquarters

IA—International Affairs

IA—Implementing Agency

IAW—In Accordance With

ICASS—International Cooperative Administrative Support Services

ICP—Inventory Control Point

IDA—Implementing Designated Authority

IEMP—International Engine Management Program

IG—Inspector General

ILCS—International Logistics Communication System

ILSM—Integrated Logistics Support Manager

ILSMT—Integrated Logistics Support Management Team

ISO—Information System Owner

ISSM—Information System Security Manager

ISSO—Information System Security Officer

INFOSEC—Information Security (combines COMSEC & COMPUSEC)

IOC—Initial Operational Capability

IPC—Indirect Pricing Components

IPD—International Program Directive

IPO—International Program Office

IPS—International Programs Security

IPT—Integrated Product Team

iRAPT—Invoice, Receipt, Acceptance and Property Transfer

IS—Information System

IT—Information Technology

ITAR—International Traffic in Arms Regulation

JCS—Joint Chiefs of Staff

JDRS—Joint Discrepancy Reporting System

JP—Joint Publication

JS—Joint Staff

JSCET—Joint Security Cooperation Education and Training

JTR—Joint Travel Regulation

LA—Loan Agreement

LCSE—Life Cycle Systems Engineering

LCSP—Life Cycle Sustainment Plan

LH—Labor Hours

LM—Line Manager

LOA—Letter of Offer and Acceptance

LOAD—Letter of Offer and Acceptance Data

LOR—Letter of Request

LOR-A—Letter of Request Automation Tool

LRU—Line Replaceable Unit

LSI—LOA Security Instruction

LSSS—Logistics Support, Supplies, or Services

MAJCOM—Major Command

MAP—Military Assistance Program

MAPAD—Military Assistance Program Address Directory

MASL—Military Articles and Services Listing

MD—Mission Data

MDE—Major Defense Equipment

MDF—Mission Data File

MICT—Management Internal Control Toolset

MIDS—Multifunctional Information Distribution System

MILDEP—Military Department

MILSTRIP—Military Standard Requisition and Issue Procedures

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MPCN—Manpower- Personnel Control Number

MPEP—Military Personnel Exchange Program

MPES—Manpower Programming and Execution System

MPS—Military Postal Service

MRP—Manpower Requirements Package

MTBF—Mean Time Between Failure

MTCR—Missile Technology Control Regime

MTDS—Manpower and Travel Data Sheet

NATO—North Atlantic Treaty Organization

NAVSUP—Naval Supply Systems Command

NC—Nonrecurring Cost

NDAA—National Defense Authorization Act

NDP—National Disclosure Policy

NG—National Guard

NGA—National Geospatial-Intelligence Agency

NGB—National Guard Bureau

NIIN—National Item Identification Number

NIPRNet—Non-secure Internet Protocol Router Network

NMCS—Not Mission Capable - Supply

NMS—National Military Strategy

NOA—Notice of Availability

NSA—National Security Agency

NSN—National Stock Number

NVD—Night Vision Devices

O&M—Operation and Maintenance

OA—Obligation Authority

OCR—Operational Change Request

OED—Offer Expiration Date

OEM—Original Equipment Manufacturer

OFP—Operational Flight Plan/Program

OPI—Oral Proficiency Interview

OPR—Office of Primary Responsibility

ORC—Offer Release Code

OSD—Office of the Secretary of Defense

OSL—Other Services Line

OSS&E—Operational Safety, Suitability, and Effectiveness

OUSD (I)—Office of the Under Secretary of Defense, Intelligence

OUSD (A&S)—Office of the Under Secretary of Defense, Acquisition and Sustainment

P&A—Price and Availability

PACAF—Pacific Air Forces

PBL—Performance Based Logistics

PCC—Primary Category Code

PCH&T—Packing, Crating, Handling, and Transportation

PCO—Procuring Contracting Officer

PCS—Permanent Change of Station

PDA—Principal Disclosure Authority

PE—Program Element

PEC—Program Element Code

PEO—Program Executive Office

PfP—Partnership for Peace

PHSPP—Packaging, Handling and Storage Protection Plan

P.L.—Public Law

PM—Program Manager

PMD—Program Management Directive

PME—Professional Military Education

PMEL—Precision Measurement Equipment Lab

PML—Program Management Line

PMO—Program Management Office

PMP—Program Management Plan

PMR—Program Management Review

PN—Partner Nation

PO—Program Office

PoA—Period of Availability

POC—Point of Contact

POE—Port of Embarkation

POL-MIL—Political-Military

PoP—Period of Performance

POS—Position Number

PROS—Parts Repair and Ordering System

PSC—Personnel Support Cost

PSM—Program Support Manager

PWS—Performance Work Statement

R&M—Reliability and Maintainability

RCS—Report Control Symbol

RDT&E—Research, Development, Testing and Evaluation

RDD—Required Delivery Date

ROM—Rough Order of Magnitude

RTS—Ready-to-Send Email

SA—Security Assistance

SAAR—System Authorization Access Request

SAASM—Selective Availability Anti-Spoofing Security Modules

SAC—Self-Assessment Communicators

SAM—Security Assistance Manager

SAMM—Security Assistance Management Manual (DSCA Manual 5105.38-M)

SAMIS—Security Assistance Management Information System

SAMR—Security Assistance Management Review

SAMRS—Security Assistance Manpower Requirements System

SAPBR—Security Assistance Programming Budget Review

SAPM—Security Assistance Program Manager

SAT—Security Assistance Team

SATODS—Security Assistance Technical Order Data System

SATOP—Security Assistance Technical Order Program

SC—Security Cooperation

SCB—SC Board

SCE—SC Enterprise

SCET—SC Education Training

SCGB—SC Governance Board

SCIP—SC Information Portal (DSCA)

SCO—SC Organization, SC Office, SC Officer

SCR—System Change Request

SDAF—Special Defense Acquisition Fund

SDR—Supply Discrepancy Reports

SE—Support Equipment

SE—Systems Engineer

SECAF—Secretary of the Air Force

SecDef—Secretary of Defense

SF—Standard Form

SFA—Security Forces Assistance

SIPRNet—Secret Internet Protocol Router Network

SJA—Staff Judge Advocate

SMCS—Supply Chain Management Squadron

SME—Significant Military Equipment

SML—Senior Materiel Leader

SMO—Servicing Manpower Office

SOFA—Status of Forces Agreement (NATO, DoD)

SOP—Standard Operating Procedure

SOR—System of Records

SoS—Source of Supply

SoW—Statement of Work

SPD—System Program Director

SPR—Software Problem Report

SPT—System Planning Team

SST—Site Survey Team

STARR-PC—Supply Tracking and Repairable Return—Personal Computer

T&M—Time and Material

TAC—Type Address Code

TCN—Transportation Control Number

TCP—Technical Coordination Program

TCTO—Time Compliance Technical Order

TD—Technical Data

TDR—Transportation Discrepancy Report

TM—Technical Manual

TMS—Type-Model-Series

TO—Technical Order

TP—Transportation Plan

TPA—Total Package Approach

TPM—Training Program Manager

TWS—Task Work Specification

UMD—Unit Manning Document

UMMIPS—Uniform Materiel Management and Issue Priority System

UN—United Nations

UND—Urgency-of-Need Designator

US—United States

USAF—US Air Force

USAFE—USAF Europe

U.S.C.—United States Code

USD—Under Secretary of Defense

USG—United States Government

USTRANSCOM—United States Transportation Command

WAWF—Wide Area Workflow

WCF—Working Capital Fund

WFNB—Policy and Support Branch
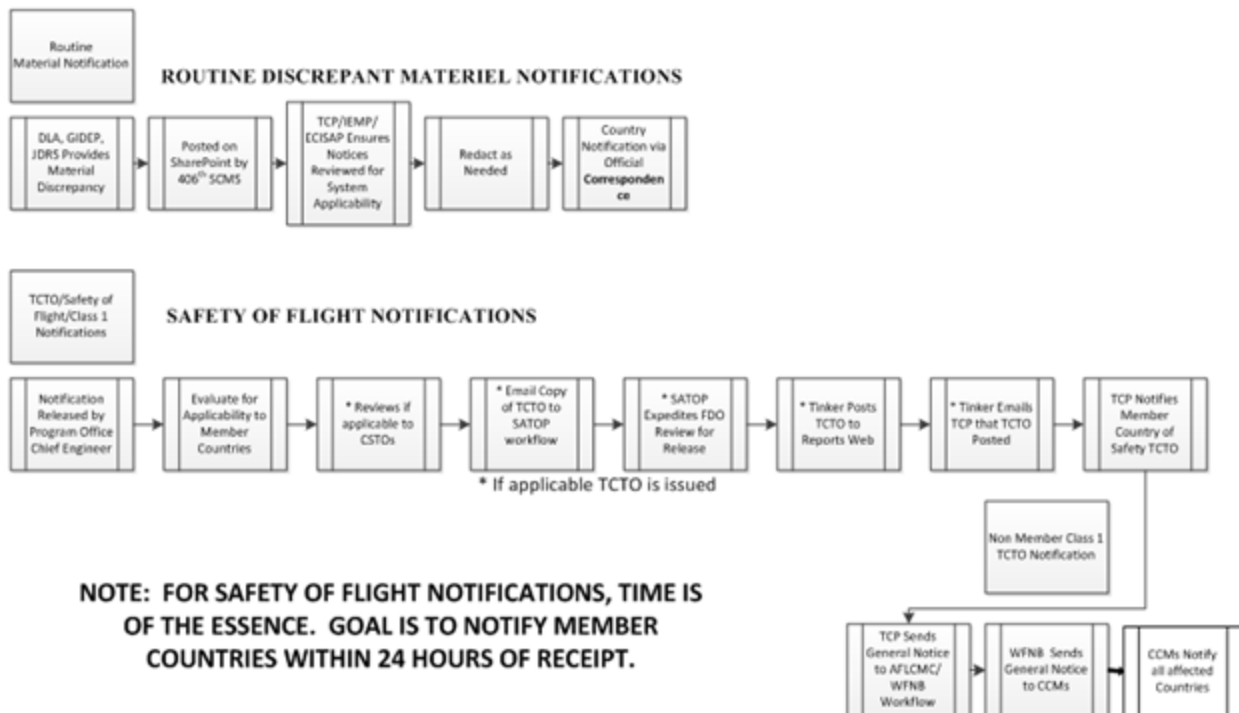
WPOD—Water Port of Debarkation

WWR—Worldwide Review

WWRS—Worldwide Warehouse Redistribution Services

Attachment 2

DISCREPANT MATERIEL REPORTING PROGRAM

Figure A2.1. NOTIFICATION PROCESS FLOWCHART.

ROUTINE DISCREPANT MATERIEL NOTIFICATIONS

Routine Material Notification → DLA, GIDEP, JDRS Provides Material Discrepancy → Posted on SharePoint by 406th SCMS → TCP/IEMP/ECISAP Ensures Notices Reviewed for System Applicability → Redact as Needed → Country Notification via Official **Correspondence**

SAFETY OF FLIGHT NOTIFICATIONS

TCTO/Safety of Flight/Class 1 Notifications → Notification Released by Program Office Chief Engineer → Evaluate for Applicability to Member Countries → * Reviews if applicable to CSTOs → * Email Copy of TCTO to SATOP workflow → * SATOP Expedites FDO Review for Release → * Tinker Posts TCTO to Reports Web → * Tinker Emails TCP that TCTO Posted → TCP Notifies Member Country of Safety TCTO

* If applicable TCTO is issued

Non Member Class 1 TCTO Notification

TCP Sends General Notice to AFLCMC/WFNB Workflow → WFNB Sends General Notice to CCMs → CCMs Notify all affected Countries

NOTE: FOR SAFETY OF FLIGHT NOTIFICATIONS, TIME IS OF THE ESSENCE. GOAL IS TO NOTIFY MEMBER COUNTRIES WITHIN 24 HOURS OF RECEIPT.

Attachment 3

TYPES OF AIR FORCE FMS CASES

Table A3.1. Types of Air Force FMS Cases

First Position of the Case Designator	Articles or Services	Who Prepares/ Manages the LOA
A	Munitions (Ammunitions, Bombs, Rockets), to include FSC 1377 non-CAD/PAD items	AFSAC
B	Direct Commercial Sales Support (Hybrid Cases)	AFSAC
C	Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD)	AFSAC
D	Communication Equipment/Electronic Systems Sales (i.e., C^4I) and Facilities. May include end items, spares, equipment, training, facilities, etc.	AFSAC
E	Support equipment	AFSAC
G	AFMC Services	AFSAC
H	Government Furnished Equipment/Materiel (Section 30)	AFSAC
I	Contingency Support	AFSAC/DSCA
J	Aircraft Ferry	AFSAC
K	FMSO (KA-FMSO I and KB-KW-FMSO II)	AFSAC
L	Equipment	AFSAC
M	Maintenance	AFSAC
N	Special Support	AFSAC/AFSAT
O	Communications Security (COMSEC)	AFSAC
P	Publications, drawings, computer products, manuals, stocklists, technical orders, digitized data, training materiel and AV equipment	AFSAC
Q	Systems Sustainment Support	AFSAC
R	Spares	AFSAC
S	Major Aircraft System Sales	AFSAC
T	Training	AFSAT
U	Pseudo Cases for EDA	AFSAC
V	Class IV/V Modifications	AFSAC
X	Reserved for DFAS-IN/JAX, Special Financial	DFAS
Y	Major Missile System Sales	AFSAC
Z	Leases under AECA, Chapter 6. Assigned for control and management only	AFSAC