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OF THE AIR FORCE**

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Operations Support

**SECURITY COOPERATION (SC) AND
SECURITY ASSISTANCE (SA)
MANAGEMENT**

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This manual implements Air Force Policy Directive (AFPD) 16-1, *Security Cooperation*. It provides guidance and procedures for validating, approving, and preparing essential parts of International Affairs (IA), SC, and SA programs. It applies to all United States Air Force (USAF) personnel who perform duties under the umbrella of IA, SC, and SA programs, including the Air National Guard (ANG) and Air Force Reserve units. Note: All contractor requirements contained within this publication must be contained within the contract, grant, or agreement to be enforceable in accordance with (IAW) Title 48 United States Code (U.S.C.) Section 5301.601(a)(i)(A), *Federal Acquisition Regulations*, Chapter 53, "Department of the Air Force Federal Acquisition Regulation Supplement," 1 October 1996. 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 the Air Force Records Disposition Schedule in the Air Force Records Information Management System (AFRIMS).

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Security Assistance Policy and International Training & Education Division (SAF/IAPX) for information and awareness. The authorities to waive wing/unit level compliance requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. See [Attachment 1](#) for a glossary of references and supporting information. 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 USAF.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Office titles are updated. References to publications such as AFIs and DoD Instructions (DoDI) are updated. In addition, all chapters in this AFMAN are updated. MAJCOM-specific internal processes are deleted and should be included in a MAJCOM supplement to this publication. The chapter and the respective section numbering closely aligns to the Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*.

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Chapter 1

SECURITY COOPERATION OVERVIEW AND RELATIONSHIPS

1.1. Overview. International relationships are an important part of the United States (U.S.) commitment to global partnership, and Security Cooperation (SC)/Security Assistance (SA) programs including Building Partner Capacity (BPC) are a means to pursue U.S. national security goals and objectives. This manual outlines the legal authorities and responsibilities of Headquarters (HQ) USAF, Major Commands, Direct Reporting Units (DRU), Field Operating Agencies, activities, centers, offices (hereafter referred to collectively as the USAF SC/SA community), and other Department of Defense (DoD) agencies. It also provides the procedures for planning, developing, implementing, and administering the USAF portions of these programs. To ensure a full understanding of IA, SC, and SA processes, users of this manual should familiarize themselves with the Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*, DoD Regulation 7000.14-R, *Department of Defense Financial Management Regulation (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*, Title 22 United States Code (U.S.C.) 2151 et seq., *Foreign Assistance Act (FAA) of 1961*, as amended, 22 U.S.C. § 2751, “*Congressional Findings and Declaration of Policy*,” *Arms Export Control Act (AECA) of 1976*, Section 1 et seq., “*The Need for International Defense Cooperation and Military Export Controls*,” as implemented by Title 22 Code of Federal Regulations (CFR) Parts 120-130, *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)*, Title 50 U.S.C., *War and National Defense*, and the Army Regulation 12-15_SECNAVINST 4950.4B_Air Force Instruction (AFI) 16-105, *Joint Security Cooperation Education and Training (JSCET)*, 3 January 2011.

1.2. SC and SA. In addition to the guidance found in paragraph C1.1 of the *Security Assistance Management Manual (SAMM)*, the following guidance applies to USAF SC and SA activities:

1.2.1. SC includes International Armaments Cooperation (IAC) activities. IAC refers to the broad range of international activities in which the DoD and a foreign government or governments jointly manage efforts to satisfy common military requirements through cooperation in research, development, test, and evaluation, acquisition, production, and support of air, space, and cyberspace technology and systems. The scope of IAC activities excludes SA programs. This AFMAN does not address IAC as referenced in AFI 16-110, *U.S. Air Force Participation in International Armaments Cooperation (IAC) Programs*, Chapter 1, Section 1.1. The DoD undertakes SC activities to encourage and enable international partners to engage with the U.S. to achieve strategic objectives. These DoD interactions with foreign defense and security establishments, including all DoD-administered programs, build defense and security relationships that promote specific U.S. security interests, develop allied and friendly military capabilities for self-defense and multinational operations, and provide U.S. forces with peacetime and contingency access to partner nations (PNs). The statutes that provide the authorities and associated funding authorizations differentiate the activities performed under SC.

1.2.2. USAF conducts SC and SA activities as authorized by and funded under the applicable legislative mandates and appropriations; executive orders (EOs) (i.e., Executive Order [EO] 13637, *Administration of Reformed Export Controls*, 8 March 2013) and DoD regulations, directives, instructions, and manuals.

1.2.2.1. The legal authority for conducting SC and SA activities is generally found in the *Foreign Assistance Act (FAA)*, *Arms Export Control Act*, or other specific legislation, i.e., Title 10 United States Code § 333, “*Foreign Security Forces: Authority to Build Capacity*” (as implemented by PL 114-328 § 1241, *National Defense Authorization Act for Fiscal Year [FY] 2017*, 23 December 2016, [previously 10 U.S.C. § 2282, “*Authority to Build the Capacity of Foreign Security Forces*,” enacted by PL 115-31, “*Consolidated Appropriation Act of 2017*,” 5 May 17], previously 10 U.S.C. § 1206, “*Authority to Build the Capacity of Foreign Military Forces*,” [enacted by Public Law 109-63, “*National Defense Authorization Act of Fiscal Year 2006*,” 9 September 2005]), and various other legislative funding authorities (see *SAMM*, Table C15.T2., “BPC Programs and Authorities”).

1.2.2.2. SC Programs. The Secretary of Defense (SecDef) receives the SC program authorizations and funding provided primarily by the annual *National Defense Authorization Acts (NDAA)*, DoD and Department of State (DoS) Appropriations Acts and the Supplementals, PN’s funds, and various other provisions of Titles 10, 22, and 50 U.S.C. At times, SC activities and authorities are exercised in coordination with the Secretary of State in accordance with the statutes or an EO, as required. **Chapter 15** of this manual details information concerning a wide array of programs as authorized by SC authorities and appropriations.

1.2.2.3. SA Programs are Title 22 U.S.C. or other related statutes authorized group of programs by which the U.S. provides defense articles and services, military training, and other defense-related services by grant, loan, credit, cash sales, or lease, in furtherance of national security policies and objectives. The DoD does not administer all SA programs. Those SA programs that are administered by the U.S. government (USG) Executive Department are a subset of SC.

1.2.3. Requests for Policy Guidance or Procedural Waivers.

1.2.3.1. Within each Major Command (MAJCOM), Direct Reporting Unit (DRU), and Field Operating Agency (FOA), one organization serves as the focal point for Security Assistance (SA) guidance and procedures. This organization is to establish a standard operating procedure (SOP) to ensure a coordinated policy position on a waiver request prior to submission. **Note:** NGB-A2/3/6/10N, International Affairs (IA), coordinates air-centric SA policy for the Air National Guard.

1.2.3.2. SAF/IAPX provides policy guidance and approves all internal USAF waiver or deviation requests from the procedures contained in this manual, unless specified in writing. Waivers to *SAMM* guidance is coordinated through SAF/IAPX to the Defense Security Cooperation Agency for consideration. The responsible SAF/IAPX action officer documents and files all official policy waiver decisions and associated coordination records applicable under this paragraph to the SAF/IAPX electronic official record system as referenced in AFMAN 33-363, paragraphs 1.1., sub-paragraphs (1), (2), (3), and Terms: “Record Copy.” For *Joint Security Cooperation Education and Training*

(JSCET) policy waivers for which Assistant Secretary of the Army for Acquisition, Logistics, and Technology is the proponent, all requests are coordinated through SAF/IAPX.

1.2.3.3. AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, is used to document and track policy waivers, and a copy is retained in the case file referenced in AFI 33-360, paragraph 1.9.4.2. MAJCOM, DRU, or FOA-designated focal point office forwards the signed and fully coordinated AF Form 679 (i.e., inputs from all stakeholders, policy, legal, finance, contracting, etc.) to the SAF/IAPX Workflow at usaf.pentagon.saf-ia.mbx.saf-iapx-workflow@mail.mil, with a courtesy copy to the SAF/IAPX approving officer for consideration. The AF Form 679 that has all stakeholders' formal coordination reflects the specific policy guidance required in an AF publication. It also provides a reference or references and supporting rationale for a waiver to or deviation from the established procedure and an impact statement if the request is not approved. If not fully coordinated prior to submission, SAF/IAPX will take no action and return waiver requests to the submitting office or individual.

1.2.3.3.1. AF Form 679 clearly identifies the specific action required (e.g., Waiver to Process a Modification, Case XX-D-XXX; Waiver to Process an Amendment, Case XX-D-XXX; Waiver to Extend Period of Performance, Case XX-D-XXX; Request for Policy Change to AFMAN 16-101, paragraph X; Waiver to Use Residual Funds [within or outside] Scope, Case XX-D-XXX; etc.).

1.2.3.3.2. AF Form 679 identifies which stakeholders with equity (e.g., policy, legal, finance, program offices, contracting, etc.) have coordinated on the subject request.

1.2.3.4. The SAF/IA Programming and Resources Division (SAF/IAPR) (workflow e-mail: usaf.pentagon.saf-ia.mbx.saf-iagr-workflow@mail.mil) and the Assistant Secretary of the Air Force for Financial Management and Comptroller, Deputy Assistant Secretary for Budget, Policy and Fiscal Control SAF/FMB P&FC) (workflow e-mail: usaf.pentagon.saf-fm.mbx.saf-fmb-p-fc-workflow@mail.mil) coordinate on financial policy waiver requests except foreign military sales (FMS) nonrecurring cost (NC) recoupment policy waivers.

1.2.3.5. A partner nation's (PN's) request for waivers to *SAMM* policy is forwarded through the appropriate SAF/IAR Country Director (CD) to SAF/IAPX, who in turn forwards the request to the Defense Security Cooperation Agency (DSCA), unless the *SAMM* specifically states that the request goes through different channels. The copies of such requests from PNs with a "State Partnership" program (SPP) relationship under 10 U.S.C. § 341 with the National Guard Bureau are sent to NGB-A2/3/6/10N for information.

1.2.3.6. A PN's request for NC cost recoupment policy waiver is forwarded to DSCA, Directorate for Security Assistance, Assistance & Monitoring Programs (DSCA/DSA/AMP) through SAF/IAR. The Implementing Agency Command Country Manager prepares and submits a MAJCOM-coordinated NC recoupment policy waiver request to the SAF/IAR Regional Division Workflow after "For Official Use Only (FOUO)" notification is posted to the Defense Security Assistance Management System (DSAMS), or after formal notification has occurred and a transmittal number has been

provided. The SAF/IAR Deputy Division Chief provides an endorsement to the waiver package and forwards it to DSCA/DSA/AMP for approval. See SAF/IAPX Policy Memorandum 17-20, *Nonrecurring Costs (NC) Waiver Process*.

1.3. Roles and Responsibilities. The *Security Assistance Management Manual (SAMM)* provides detailed roles and responsibilities to execute Security Cooperation (SC)/Security Assistance (SA) activities. In addition to the roles and responsibilities delegated in AFPD 16-1, this manual establishes the following general responsibilities and authorities:

1.3.1. **SAF/IA** . In addition to the roles and responsibilities defined in the Headquarter AF Mission Directive 1-16, AFPD 16-1, AFI 16-105_IP (Inter-service Publication), and AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, the appropriate SAF/IA Division performs the following duties:

1.3.1.1. Develops policies, procedures, and processes for the USAF's effective and efficient implementation of SC/SA initiatives and programs.

1.3.1.2. Monitors international export initiatives compliance with Department of Defense (DoD) review requirements for each proposed system or technology prior to a commitment to export.

1.3.1.3. Monitors if international export initiatives comply with DoD review requirements for each proposed system or technology prior to a commitment to export.

1.3.1.4. Coordinates through Headquarters (HQ) AF, National Guard Bureau (NGB), and other defense agencies as necessary, and obtains requisite approvals for major weapon systems and any technologies requiring special management considerations. Special management considerations include, and are not limited to DoDI S-5230.28, *Low Observable (LO) and Counter Low Observable (CLO) Programs (U)*, critical program information (CPI) protection, and associated protection measures (i.e., cybersecurity, anti-tamper [AT], etc.) in accordance with (IAW) AFI 71-101, Volume 4, *Counterintelligence*, and AFI 63-101/20-101, *Integrated Life Cycle Management*.

1.3.1.5. Ensures international and U.S. interdepartmental agreements such as Communication Interoperability and Security Memorandum of Agreement (CISMOA), General Security of Military Information Agreement (GSOMIA), and Enhanced End-Use Monitoring (EEUM) are part of the foreign military sale (FMS) case development. **(T-0)**

1.3.1.6. Conducts semi-annual visits to Major Command (MAJCOM) SA organizations to review and resolve SA policies, procedures, and training concerns.

1.3.1.7. For SAF/IA Country Director specific responsibilities, refer to paragraph **1.4.2**.

1.3.2. The Deputy Chief of Staff, Manpower, Personnel & Services (AF/A1) . In addition to the roles and responsibilities defined in AFPD 16-1, paragraph 2.3 and its subparagraphs, the following guidance applies:

1.3.2.1. Serves as the office of collateral responsibility to ensure FMS manpower, to include FMS-like cases (i.e., Building Partner Capacity [BPC] cases/programs), and resources in pseudo Letters of Request are included in the USAF statutory end strength ceiling and covered in the Future Years Defense Program (FYDP).

1.3.2.2. Processes adjustments to the FYDP in support of FMS programs as approved by the USAF Corporate Structure in the Security Assistance Programming Budget Review (SAPBR) process per MAJCOM and SAF/IA submissions.

1.3.2.3. Provides policy, procedural, and technical support through the Manpower Programming and Execution System (MPES) in order to allocate and manage FMS manpower requirements referenced in AFI 38-204, *Programming USAF Manpower*, Attachment 3, “*Manpower Programming and Execution System (MPES)*.”

1.3.3. The Deputy Chief of Staff for Operations (AF/A3) . In addition to the roles and responsibilities defined in AFPD 16-1, the following guidance applies:

1.3.3.1. Provides technical expertise in aircrew training and use of military equipment.

1.3.3.2. Reviews contractor requests for the use of USAF aircraft to promote FMS and to support international air shows.

1.3.3.3. Validates flying operations-related requests (e.g., participation in USAF exercises and aircraft ferrying).

1.3.3.4. Includes SAF/IA-consolidated international flying training requirements into the flying Undergraduate/Graduate Program Requirements Documents.

1.3.3.5. Serves as the office of primary responsibility (OPR) for policy oversight, directives, AFIs, and AF Tactics, Techniques, and Procedures (AFTTP) for Air Advisors and air advising activities, to include:

1.3.3.5.1. AFI 10-4201 Version 1, *Air Advisor Education and Training*, and AFI 10-4201V3, *Air Advising Operations*.

1.3.3.5.2. AFTTP 3-2.76, *Advising, Multi-Service Tactics, Techniques and Procedures for Advising Foreign Force*, and AFTTP 3-4.5, *Air Advising*.

1.3.3.6. Serves as member of Security Cooperation Board (SCB) and Council. Additionally:

1.3.3.6.1. Provides co-chair for Security Cooperation Activity Manager Working Group (SCAMWG).

1.3.3.6.2. Provides co-chair for Air Advisor Council of Colonels.

1.3.3.7. Leads organizing, training, and equipping the USAF Forces staff to perform operational-level SC and Air Advisors to perform tactical-level SC responsibilities.

1.3.3.7.1. Validates Air Advisor training requirements for Mobile Training Teams (MTT) and Extended Training Service Specialists (ETSS) as defined in AFI 10-4201 Vol. 3.

1.3.3.7.2. Coordinates with Air Education and Training Command (AETC) and USAF Expeditionary Center for Air Advisor curriculum development.

1.3.3.8. Provides functional management of Air Advisors and air advising activities, to include:

1.3.3.8.1. Assessing risks to readiness based on prioritization of global SC activities.

1.3.3.8.2. Liaising with Joint Staff (JS) J-7 and the Joint Center for International Security Forces Assistance (SFA).

1.3.3.8.3. Supporting Building Partner Aviation Capacity Seminar with senior mentorship and curriculum guidance.

1.3.4. The Deputy Chief of Staff for Logistics, Engineering, and Force Protection (AF/A4) . In addition to the roles and responsibilities defined in AFPD 16-1, paragraph 2.6, the following guidance applies:

1.3.4.1. Assesses the impact of SA requirements on logistics support of USAF assets. AF/A4 coordinates on the documents transferring these assets to partner nations (PNs).

1.3.4.2. Reviews security plans to ensure they meet physical security requirement mandates for the protection of arms, ammunition, and explosives (AA&E) in the Letter of Offer and Acceptance (LOA).

1.3.4.3. Notifies SAF/IAPX of aircraft that exceeds the AF's inventory requirement, and collaborates with SAF/IA to consider these aircraft for FMS. Initiates the Excess Defense Articles (EDA) process for SA aircraft after confirming there is no DoD requirement referenced in DoD 4160.21M, *Defense Materiel Disposition Manual*, Vol. 4, Enclosure 3, Section 2, "Aircraft."

1.3.4.4. Prepares AF Form 913, *Aerospace Vehicle Project Action*, to facilitate movement of aircraft.

1.3.4.5. Collaborates with SAF/IA to identify and formulate all SA and SC logistics policies and procedural guidance to ensure synchronization of efforts cross-cutting SAF/IA and AF/A4 mission areas.

1.3.4.5.1. Assists to resolve any policy-based or procedural conflict among AFI 23-101, *Air Force Materiel Management*, AFMAN 16-101, and Air Force Materiel Command (AFMC) Supplement to AFMAN 16-101.

1.3.4.5.2. Provides USAF Logistics subject matter expertise for issues requiring AF/A4 coordination to facilitate HQ USAF SC and SA policy formulation, implementation, and execution with such programs as loans of defense articles referenced in paragraph **11.6** of this manual and *SAMM*, Section C11.7.

1.3.5. The Deputy Chief of Staff for Strategic Plans and Requirements (AF/A5/8) . In addition to the roles and responsibilities defined in AFPD 16-1, paragraph 2.7, the following guidance applies:

1.3.5.1. Reviews and coordinates on all foreign military sales (FMS) major weapon system acquisition program cases or leases involving all aircrafts sold or leased through the FMS process. It may include non-United States (U.S.) aircraft, i.e., foreign manufactured aircraft that U.S. government further modifies for FMS.

1.3.5.2. Supports SA and FMS cases through the global posture process as the office of collateral responsibility.

1.3.5.3. Serves as the AF OPR for:

- 1.3.5.3.1. Policy and guidance for SC planning, execution, and assessment conducted by the USAF Components to the Combatant Commands (COCOMs).
 - 1.3.5.3.2. USAF Component SC activities supporting Guidance for Employment of the Force campaign objectives.
 - 1.3.5.3.3. The Air and Space Interoperability Council in support of International Military Standardization.
 - 1.3.5.3.4. Global Defense Posture, including participation in the Global Posture Executive Council and Global Posture Integration Team.
 - 1.3.5.3.5. PN/international organization (IO) capability roles, gaps, and requirements analysis.
 - 1.3.5.3.6. Joint Strategic Capabilities Plan.
- 1.3.5.4. Incorporates SC activities into the Strategic Master Plan and Annexes and other USAF strategic planning documents, where and when warranted.
- 1.3.5.5. Determines, and makes recommendations to USAF senior leadership, on availability and feasibility of making USAF stockpile munitions available for FMS in support of various contingency operations. Advises USAF senior leadership of potential impacts to US operations and operational plans if weapons are approved for FMS.
- 1.3.6. The AF Surgeon General (AF/SG) has the roles and responsibilities listed in AFPD 16-1, paragraph 2.10.
- 1.3.7. The Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM) serves as the focal point for all USAF SA financial management (FM) policy and budget matters and performs the following duties:
- 1.3.7.1. SAF/FMB coordinates on all relevant financial matters to ensure consistency and adherence to statutes, regulations, international agreements, and other authorities referenced in paragraph 1.1.2 and the subparagraphs above.
 - 1.3.7.2. The Deputy Assistant Secretary of the Air Force for Cost and Economics (SAF/FMC) reviews all requests for nonrecurring cost (NC) recoupment charges and forwards newly calculated NC charges to the Defense Security Cooperation Agency (DSCA).
 - 1.3.7.3. The Assistant Secretary of the Air Force/Financial Management and Comptroller, Deputy Assistant Secretary for Budget, Budget Operations Division (SAF/FMBOO) provides guidance and oversight to MAJCOMs in the development of: FMS Administrative Surcharges, foreign military financing (FMF) administration budgeting, and execution and close-out reporting to DSCA. SAF/FMBOO also provides fiscal guidance on funding Supply Discrepancy Reports (SDRs) from FMS Administrative Surcharges.
- 1.3.8. **Deputy General Counsel for Intelligence, International and Military Affairs, (SAF/GCI)** . In addition to the duties defined in AFPD 16-1, paragraph 2.16, when appropriate, the following guidance applies:

1.3.8.1. Coordinates on all matters that may involve legal issues to ensure consistency with statutes, regulations, IOs, and other authorities.

1.3.8.2. SAF/GCI reviews and coordinates all AF efforts to sell, lease, loan, or otherwise provide defense articles or services to a foreign government or an IO.

1.3.9. The Assistant Secretary of the Air Force for Acquisition (SAF/AQ) . In addition to the roles and responsibilities defined in AFPD 16-1, paragraph 2.12, SAF/AQ collaborates directly with the Defense Acquisition Executive (DAE), the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD/AT&L), and SAF/IA to accomplish the following duties:

1.3.9.1. Reviews PN's requests for system sales cases.

1.3.9.2. Supports the Militarily Critical Technologies Program referenced DoDI 3020.46, *The Militarily Critical Technologies List*, as implemented by AF Pamphlet (AFPAM) 63-113, *Program Protection Planning for Life Cycle Management*, and AFI 16-201.

1.3.9.3. As required, ensures AF FMS and pseudo FMS acquisition programs are exportable.

1.3.9.4. Evaluates feasibility of international armaments cooperative development and production programs as referenced in AFPD 16-1 paragraph 2.12.2.

1.3.9.5. Ensures a Program Executive Office (PEO) is assigned to implement SC and SA programs.

1.3.9.6. Prepares memorandum of agreement/understanding (MOA/MOU) for program implementation and coordinates on the draft International Armaments Cooperation (IAC) agreements during development and negotiation phase.

1.3.10. Administrative Assistant to the Secretary of the Air Force, (SAF/AA) . In addition to the roles and responsibilities defined in AFPD 16-1, paragraph 2.11, the following applies:

1.3.10.1. Coordinates on exception to policies for protection of classified and controlled unclassified information with the Office of Under Secretary of Defense, Intelligence (OUSD[I]).

1.3.10.2. Interfaces and collaborates with program offices and the Defense Technology Security Administration (DTSA) in executing and enforcing mandates for the protection of sensitive Critical Controlled Assets (CCA) in-country pursuant to End-Use Monitoring (EUM).

1.3.11. Assistant Secretary of the Air Force for Installations, Environment, and Energy (SAF/IE) . In addition to the duties defined in AFPD 16-1, paragraph 2.15, the following guidance applies:

1.3.11.1. Serves as the OPR for basing action requests, to include FMS cases, referenced in AFI 10-503, *Strategic Basing*.

1.3.11.2. Coordinates on LOAs with a Strategic Basing line or related issue referenced in paragraphs [1.3.11.1](#) and [8.2.2](#) of this manual.

1.3.12. MAJCOMs, Direct Reporting Units (DRU), and Field Operating Agencies (FOAs) involved in SC/SA perform the following:

1.3.12.1. Set up and maintain reports, controls, and management procedures to meet USAF SA obligations.

1.3.12.2. Formulate and execute FMS manpower policies in support of the higher headquarters (HHQ) FMS manpower policies and instructions, to include ensuring proper organizational alignment and support personnel staffing and training to oversee and execute FMS case manpower efficiently and effectively. For more info, reference **Chapter 9** of this manual.

1.3.12.3. Manage SA manpower assets amongst declining programs, new requirements, and anticipated future FMS requirements.

1.3.12.4. Comply with USAF-allocated end strength ceilings in MPES maintaining manpower authorization records by DoD program element codes (PECs) and manpower identities (e.g., Regular AF, National Guard, AF Reserve members, and Individual Mobilization Augmentees) with temporary deviations of up to one half of one percent as referenced in AFI 38-204, paragraph 6.3.2.4.1.

1.3.12.5. Submit FYDP adjustments, via the Security Assistance Programming Budget Review (SAPBR) process, for all projected declines in FMS manpower requirements.

1.3.12.6. Submit FYDP adjustments, via the SAPBR process, projected future imbalances estimated between manpower requirements and FYDP in the PEC, country-state code, or manpower category attributes.

1.3.12.7. Administer funds provided for management of SC programs.

1.3.12.8. Conduct Price and Availability (P&A) and LOA studies.

1.3.12.9. Ensure that articles are inspected before shipment and that services performed meet USAF standards.

1.3.12.10. Comply with DoD 7000.14-R, *Financial Management Regulation (FMR)* Volume 15, “*Security Cooperation Policy*” and Volume 11A, “*Reimbursable Operations Policy*,” other applicable directives, and AFI 65-601, Volume 1, “*Budget Guidance and Procedures*,” to ensure that the USAF is reimbursed for all allowable costs. **(T-0)**

1.3.12.11. Reconcile FMS accounts on on-going and frequent basis to enable error detection and correction and that expenditures and delivered transactions are reported to Defense Finance and Accounting Service, Indianapolis Center, Security Cooperation Accounting (DFAS-IN/JAX) in time for quarterly billing.

1.3.12.12. Fully inform Office of the Staff Judge Advocate (SJA) on MAJCOM international and SA actions and involvement, whether within the Continental U.S. (CONUS) or outside the CONUS.

1.3.12.13. Ensure required airworthiness certifications are obtained IAW AFI 62-601, *USAF Airworthiness*. For more info, reference *SAMM* paragraph C4.4.2.

1.3.12.14. Utilize applicable USAF FMS Self-Assessment Communicators (SAC) checklist available in Management Internal Control Toolset (MICT) and/or create supplemental guidance and SAC for MAJCOM-specific responsibilities referenced in *SAMM* paragraph C2.2.3 and Table C2.T1., “Case Manager Responsibilities.”

1.3.12.15. Supports actions associated with contractor requests for the use of USAF aircraft sent to the respective Air Force Materiel Command (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 *SAMM* Section C11.6, “Leases of Defense Articles,” under 22 U.S.C. § 2796, Section 61 of *Arms Export Control Act* (AECA), “Leasing Authority.”

1.3.12.16. Participates in the Security Cooperation Board (SCB), Security Cooperation Council, and Security Cooperation Activity Manager Working Group (SCAMWG) and working sub-groups as required to support the USAF Security Cooperation Enterprise (SCE) governance.

1.3.12.17. **Air Force Materiel Command (AFMC)** . In addition to the general SC/SA duties associated with MAJCOMs as detailed in paragraphs [1.3.12.1](#) through [1.3.12.16](#) of this section as applicable and the guidance found in AFPD 16-1 paragraph 2.23 and its subparagraphs, the following guidance applies:

1.3.12.17.1. Provides oversight, development support and coordination necessary for the publications and forms necessary for the Command’s organizations to fulfill SC/SA responsibilities.

1.3.12.17.2. Designates an AFMC IA OPR for USAF SC/SA enterprise activities that are not the responsibility of the Command (this manual, paragraph [1.3.12.2](#)), Second Air Force (paragraph [1.3.12.19](#)), Air Combat Command (ACC) (paragraph [1.3.12.20](#)), Air Mobility Command (AMC) (paragraph [1.3.12.21](#)), Pacific Air Forces (PACAF) (paragraph [1.3.12.22](#)), USAF Europe (USAFE) (paragraph [1.3.12.23](#)), NGB/Air National Guard (ANG) (paragraph [1.3.12.24](#)), and Air Force Special Operations Command (AFSOC) (paragraph [1.3.12.25](#)).

1.3.12.17.3. Collaborates and processes any exceptions to USAF OSS&E policy.

1.3.12.17.4. Provides legal opinion on SDRs valued at \$50,000 or more prior to being sent to SAF/IAPX for adjudication.

1.3.12.17.5. Provides legal advice on international and SA policies, plans, programs, and objectives, when requested by the Command’s IA OPR.

1.3.12.17.6. Provides timely response in support of a command levy request for a diversion of assets from an operational USAF command to support a FMS agreement.

1.3.12.17.7. Provides FMS construction activities support to include weapon systems’ basic infrastructure and foreign facility requirements.

1.3.12.17.8. Ensures subordinate organizations accomplish self-assessments using the USAF FMS SAC checklist and records results in the AF Inspector General’s (IG) MICT, if applicable.

1.3.12.17.9. Provides continuing support according to the memorandum of understanding between DSCA, Defense Intelligence Agency, and AF Materiel Command (AFMC) for C-12 aircraft to DSCA for use in SA programs.

1.3.12.17.10. The Command's IA OPR, Air Force Life Cycle Management Center (AFLCMC), Air Force Security Assistance and Cooperation Directorate (AFSAC-D), (Office Symbol: AFLCMC/WF), is responsible for oversight and program direction for USAF-level programs including: Technical Coordination Program (TCP), International Engine Management Program, Missile Technology Control Regime (MTCR), sole source, Military Articles and Services Listing (MASL), etc. The Command's IA OPR is also responsible for case development, financial and contractual support, policy development, manpower requirements (see **Chapter 9**), safety notifications to partners, and oversight of case execution. To fulfill these responsibilities, the Command's IA OPR:

1.3.12.17.10.1. Develops and manages AFMC SC/SA logistics policies and procedures.

1.3.12.17.10.2. Serves as the AFMC's competent authority for strategic and operational level SC/SA transportation policy development and promulgation.

1.3.12.17.10.3. Provides functional subject matter experts to support international policy development for USAF SC/SA in coordination with the HQ AFMC staff.

1.3.12.17.10.4. Ensures proposed FMS and FMS-direct commercial sale hybrid acquisitions comply with Office of the Secretary of Defense (OSD) and USAF policy and guidance prior to offering an LOA. (T-0) SC/SA management reviews include, and are not limited to, LO/CLO programs, AT requirements, information assurance requirements, self-protection systems (e.g., electronic warfare systems and directed infrared countermeasures systems), communication security, etc.

1.3.12.17.10.5. Advocates for the Command's organizations with validated requirements to receive the resources (manpower and budget) necessary to support their portion of international affairs programs.

1.3.12.17.10.6. Oversees the Command's country programs; serves as the AF focal point for SA Program supply discrepancy reports; ensures partners are notified and provided safety-of-flight or equipment safety, hazard, or failure information; and maintains the USAF portion of the MASL.

1.3.12.17.10.7. Coordinates with the Command's SJA and obtains legal advice on international and SA policies, plans, programs, and objectives.

1.3.12.17.10.8. Develops and oversees the Command's FMS Admin Surcharge budget.

1.3.12.17.10.9. Ensures each work center in the Command adjudicates its FMS Administrative-funded programs using existing corporate processes and PEO Directorate Resource Manager allocates resources within their own portfolios.

1.3.12.17.10.10. Develops an international program directive (IPD) to provide case implementation instructions and to establish a reporting baseline for program execution.

1.3.12.17.10.11. Ensures appointment of the SA Program Manager (SAPM) after consultation with the appropriate PEOs.

1.3.12.17.10.11.1. Ensures the appointed Acquisition or Sustainment SAPM has appropriate Acquisition Professional Development Program designation, which is based on the program's equivalent acquisition category.

1.3.12.17.10.12. Serves as the USAF FMS SAC checklist point of contact (POC) and maintain its currency.

1.3.12.17.10.13. Solicits for subject matter expert nominees from AFMC and/or USAF SA/SC organizations to support outside agency (e.g., General Accountability Office, etc.) or IG's SC/SA audits and the Command's IG unit inspections.

1.3.12.17.10.14. Provides contracting support and advice for all international training contracting issues arising under, or related to, SC/SA Programs administered by the AF Security Assistance Training (AFSAT) Squadron.

1.3.12.17.10.15. Provides centralized automated data processing (ADP) support through the Security Assistance Management Information System (SAMIS), Case Management Control System (CMCS), and Security Assistance Technical Order Data System (SATODS).

1.3.12.17.10.16. Reviews and coordinates on pricing of leases, loans, drawdowns, and the transfer of EDA.

1.3.12.17.10.17. Manages the 22 U.S.C. § 2778, *AECA*, § 30 "Sales Agreements" referenced in *SAMM* paragraph C11.5.3 and Table C11.T11.

1.3.12.17.10.18. Acts as CONUS Program Manager (PM) for the Military Personnel Exchange Program (MPEP) within the organization's area of responsibility (AOR).

1.3.12.17.10.19. Ensures the engine pricing estimate is developed as specified in DoD 7000.14-R, Vol. 15, Chapter 7, "Pricing," and reflects adjustment for age or condition.

1.3.12.17.10.20. Provides guidance and oversight of case closure actions. Reports quarterly status of closed cases to DSCA using Report Control Symbol (RCS): DSCA (Q) 1238, *Case Closure Status Report*.

1.3.12.17.10.21. Conducts SC/SA activities requiring the Command's defense articles and services and provides administrative and logistics support with special programs and activities such as loans of defense articles as referenced in Section 11.6 of this manual and *SAMM*, Section C11.7.

1.3.12.18. Air Education and Training Command (AETC), through its Director of International Affairs (AETC/IA), is responsible to the AETC Commander for guidance, oversight, funding, and overall management of international education and training throughout the command. AETC/IA provides functional advocacy, support, and direction to Inter-American Air Forces Academy and Defense Language Institute, English Language Center (DLIELC), which are international training school houses

within the Command. The Command acts as the CONUS MPEP Manager within the Command's AOR. AETC/IA acts as the PEO and the Requirements Authorization Authority for all International Training Service Contracting Actions within the AETC's AOR. In addition to the general SC/SA duties associated with MAJCOMs as detailed in paragraphs [1.3.12.1](#) through [1.3.12.16](#) of this section as applicable and AFPD 16-1 paragraph 2.21 and its subparagraphs, the following guidance applies:

1.3.12.18.1. AFSAT is a field operating agency to AETC/IA. The Squadron manages all USAF SC/SA training as specified in AFI 16-105_IP and in addition performs the following duties:

1.3.12.18.1.1. All AETC and CONUS-based dedicated training programs are managed at the respective MAJCOM.

1.3.12.18.1.1.1. As required, appoints the Training Security Assistance Program Manager (SAPM) for the AETC-managed T-cases (training services).

1.3.12.18.1.1.2. Training SAPM appointment letter outlines the SAPM roles and responsibilities as referenced in Section 1.4.6 of this manual.

1.3.12.18.1.2. Provides centralized ADP support through CMCS and Defense Security Assistance Management System (DSAMS).

1.3.12.18.1.3. Obtains clearance and guidance from DSCA/Security Assistance Case Writing Division (DSCA/SA/CWD) on matters and documents, including LOA for the Basic case, Amendments, and Modifications, leases, drawdown actions, and sole source requests with legal concerns.

1.3.12.18.1.4. Provides guidance and approves the methodology used for computing the cost of SC and SA tuition rates and dedicated programs.

1.3.12.18.1.5. Provides Security Assistance Teams (SATs) permanent change of station (PCS) billing cost factors for projecting PCS costs as applicable when pricing LOA that requires an international training team. For billing purposes, the cost factors should only be used when actual projected permanent change costs and actual weight for airlift are not available.

1.3.12.18.1.6. Responsible for management of all embedded training.

1.3.12.19. Second Air Force (2 AF) coordinates international training and education resourcing and guidance matters through AETC/IA, the AETC staff, and through SAF/IAPX and the HQ AF Force Development Directorate (AF/A1D). For USAF policy and procedural guidance involving Second Air Force's DLIELC and the Inter-American Air Force Academy (IAAFA), refer to AFI 16-105_IP.

1.3.12.20. Air Combat Command (ACC) through its Director of International Affairs (ACC/IA) is the ACC focal point for all SC and SA matters. In addition to the general SC/SA duties associated with MAJCOMs as detailed in paragraphs [1.3.12.1](#) through [1.3.12.16](#) of this section as applicable and the guidance found in AFPD 16-1 paragraph 2.20 and its subparagraphs, the following guidance applies:

1.3.12.20.1. The ACC's Security Cooperation Division (ACC/IAS) is the ACC focal point for all SA matters. ACC/IAS performs the following functions:

1.3.12.20.1.1. Develops and coordinates P&A and the Letter of Offer and Acceptance data (LOAD) for all FMS activity involving the ACC assets.

1.3.12.20.1.2. Acts as the SAPM for dedicated training programs on the ACC installations.

1.3.12.20.1.3. Acts as LOA Line Manager (LM) for all ACC-managed FMS activity, which includes, but is not limited to, PN participation in the ACC exercises, Weapons System Evaluation Program and Dissimilar Air Combat Training deployments; PN tactics manual production; PN fighter aircraft deliveries (ferry); and Electronic Combat International Security Assistance Program (ECISAP) mission data (MD) software development.

1.3.12.20.1.4. Conducts FMS tuition pricing for the ACC courses that are eligible for PN attendance.

1.3.12.20.1.5. Executes all FM activities for the ACC FMS programs.

1.3.12.20.1.6. Coordinates across the ACC staff on FMS issues affecting the ACC, to include obtaining legal advice from the ACC SJA (ACC/JA) on legal issues arising under or related to SA programs administered by ACC.

1.3.12.20.2. ACC International Strategy and Regional Affairs Division (ACC/IAG) is the command focal point for all ACC foreign disclosure matters and foreign visits. ACC/IAG is also the CONUS Military Personnel Exchange Program (MPEP) Manager within the Command's AOR.

1.3.12.21. Air Mobility Command (AMC) through its International Affairs Branch (AMC/A8XA) is the AMC focal point for all Mobility Air Forces (MAF) and the Command-related IA and SA matters. In addition to the general SC/SA duties associated with MAJCOMs as detailed in paragraphs [1.3.12.1](#) through [1.3.12.16](#) of this section as applicable and the guidance found in AFPD 16-1 paragraph 2.26 and its subparagraphs, the following guidance applies:

1.3.12.21.1. AMC/A8XA supports SAF/IA and other U.S. government stakeholders on MAF FMS cases. Coordinates as necessary with AMC's Financial Operations Branch (AMC/FMFF) in support of the FMS Administrative-funded positions within the Command as well as AMC/FMFF's FMS case supported activities.

1.3.12.21.2. AMC/A8XA is the command focal point for all AMC foreign disclosure matters and foreign visits. AMC/A8XA is also the CONUS MPEP Manager within the Command for assigned exchange positions.

1.3.12.22. **Pacific Air Forces (PACAF) Security Assistance Responsibilities** . In addition to the guidance found in AFPD 16-1 paragraph 2.27, its subparagraphs, and paragraphs 1.3.12.1 through 1.3.12.16 of this section as applicable to the PACAF, the following guidance applies:

1.3.12.22.1. PACAF through its International Affairs Division (PACAF/A5I) is the command focal point for foreign visits and foreign PN participation in U.S. hosted exercises within PACAF AOR. PACAF/A5I is also the MPEP Manager within the Command's AOR.

1.3.12.22.2. PACAF/A2XE is the command focal point for foreign disclosure matters.

1.3.12.22.3. PACAF/A3YE is the command focal point for U.S. participation in foreign PN-hosted exercises within the Command's AOR.

1.3.12.22.4. PACAF/FMAI is the command focal point for FM support to FMS cases with a PACAF HQ line manager code.

1.3.12.23. United States Air Forces Europe (USAFE). In addition to the general SC/SA duties associated with MAJCOMs as detailed in paragraphs 1.3.12.1 through 1.3.12.16 of this section as applicable and the guidance found in AFPD 16-1 paragraph 2.27 and its subparagraphs applicable to the USAFE, the following guidance applies: Through its Director of Operations, Strategic Deterrence, and Nuclear Integration (USAFE/A3/8) is the AF Security Cooperation Activity Manager for the Warrior Preparation Center's Inter-European Air Forces Academy referenced in AFPD 16-1, paragraph 2.27.6.4.

1.3.12.24. The NGB/ANG responsibilities are described in AFPD 16-1, paragraph 2.28 and its subparagraphs and ANG Instruction 16-101, *International Activities*.

1.3.12.25. Air Force Special Operations Command (AFSOC). In addition to the general SC/SA duties associated with MAJCOMs as detailed in paragraphs 1.3.12.1 through 1.3.12.16 of this section as applicable and the guidance found in AFPD 16-1 paragraph 2.25 and its subparagraphs applicable to the AFSOC, the following guidance applies: AFSOC, through its Director of Strategic Plans, Programs, and Requirements (AFSOC/A5/8) is the focal point for all USAF special operations (SO) training, education, and operations conducted under the policy, guidance, and requirements provided by Commander, United States Special Operations Command (USSOCOM). Coordination occurs among AFSOC, USSOCOM, and HQ AF Elements to ensure SC and SA programs are provided the proper support and assistance as required to comply with all USSOCOM and USAF requirements. Any PN's letter of request with SO-Peculiar articles/services is referred to DSCA Country Portfolio Director for the Agency's Weapons Division review and coordination referenced in *SAMM*, Section C5.1.3.4.

1.4. Security Assistance Managers (SAMs). Serving as the focal point for one or more security assistance (SA) cases and programs, SAMs administer and manage various aspects of Title 22- authorized foreign military sales (FMS) and Title 10-authorized pseudo FMS cases, programs and their support activities. For the USAF Letter of Offer and Acceptance (LOA), many of the Case Manager (CM) responsibilities as outlined in the *Security Assistance Management Manual (SAMM)* are assigned to or shared with the Command Country Manager (CCM), Line Manager (LM), and Financial Management (FM).

1.4.1. Each partner nation (PN) or an international organization (IO) is assigned a SAF/IA Country Director (CD) and a Major Command's (MAJCOM) CCM to oversee its overall SA program(s). Each FMS case is assigned to a CM and may include one or more LMs. Cases that are weapon system specific or require major and complex integration or coordination efforts of multiple commands or centers are also assigned a Security Assistance Program Manager (SAPM). One person may be assigned to more than one of these management positions. Early and continued communication among all managers throughout the life of the case is necessary to ensure successful implementation and execution of SA programs.

1.4.2. The SAF/IA CD is the AF focal point for all matters, not pertaining to International Armaments Cooperation (IAC), involving an assigned country. Assigned only with SAF/IA, SAF/IA CDs are the overall lead on each partner's FMS and Building Partner Capacity (BPC) programs that are country specific. The global train and equip program manager (PM) is the overall lead for the Title 10 U.S.C. § 1206, § 2282, and § 333 programs.

1.4.2.1. Oversees all political-military (POL-MIL) affairs, SC programs (FMS, BPC, etc.), training, technology and information transfer, application of disclosure guidance, attaché affairs, foreign visits, and other international programs that apply to the assigned PN or IO.

1.4.2.2. Recommends and implements guidance, and conducts military-to-military communication.

1.4.2.3. Represents the USAF in interagency and staff community processes, and at applicable meetings and conferences.

1.4.2.4. Represents the USAF position on joint, interdepartmental, and interagency international matters involving the security of the assigned PN or organization.

1.4.2.5. Serves as the AF point of contact for the Joint Staff (JS), other military departments (MILDEPs), Department of State (DOS), NGB-A2/3/6/10N, and other U.S. government (USG) agencies on international security matters involving the assigned PN or organization.

1.4.2.6. Oversees integration of USAF and USG objectives regarding international base rights, access agreements, Status of Forces Agreements (SOFA), and other treaty negotiations in coordination with the SAF/IAPS global posture team.

1.4.2.7. Coordinates and obtains approval on issues, such as weapon and technology release, disclosure, and acquisition strategy related to all major weapon sales.

1.4.2.8. Performs other security assistance (SA) actions related to the drawdown of defense articles as required and instructed by the 22 U.S.C. § 2318, *FAA of 1961* § 506, as amended, and as implemented by the Defense Security Cooperation Agency (DSCA) *SAMM*, C11.2.

1.4.2.9. Serves as the overall lead on each PN's FMS portfolio. Provides regional and country-specific oversight bearing on the FMS case and monitors quality of service concerns.

1.4.3. The CCM, as PM, ensures MAJCOM support for all FMS LOA, SC and SA contracts, efforts and day to day activities for assigned PNs. The CCM is the PN's case-level interface and performs the following duties:

1.4.3.1. The CM accepts or shares assignment of CM responsibilities for USAF cases as outlined in *SAMM*, Table C2.T1.

1.4.3.2. Reviews and validates all PN Letters of Request (e.g., P&A, 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.

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

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

1.4.3.5. 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).

1.4.3.6. Resolves problems forwarded by the SAPM or LMs, and coordinates the activities of supporting organizations in timely manner.

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

1.4.4. The CM's authority, responsibilities, accountability, and control are defined in the *SAMM*, paragraph C2.2 and Table C2.T1. USAF CMs reside primarily within Air Force Materiel Command (AFMC) and Air Education and Training Command (AETC) and, the appropriate SAF/IA CD may, on an exception basis, act as a CM for selected unique cases. Additional responsibilities are found in Chapter 2 of this manual. While the CM acts as the case administrator, the CCM is the day to day manager of the assigned case or cases.

1.4.5. The LM receives direction from the SAPM (CM or CCM if no SAPM is assigned) and performs the following duties:

1.4.5.1. 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 USG.

1.4.5.2. Tasks actions 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.

1.4.5.3. 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.

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

1.4.5.5. Other Security Assistance actions related to the execution of appropriate Title 10 *National Defense Authorization Act* sections, which grant the authority to build the capacity of foreign military forces, as implemented by DSCA *SAMM*, Chapter 15, "*Building Partner Capacity (BPC) Programs*." Refer to Chapter 15 of this manual for more information.

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

1.4.6. The SAPM is the single program execution interface between the PN and the command entry point for all program execution matters. The SAPM is 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). The SAPM's authority and responsibilities end when a Notice of Supply and Services Complete is submitted for every line in a case. Since SAPM duties are inherently governmental, no contractor is assigned as a SAPM. The SAPM performs the following duties:

1.4.6.1. Collaborates in letter of request evaluation, development of P&A, development of manpower requirements, gathering LOAD, and executing the program as stated in the international program directive (IPD) or program management directive.

1.4.6.1.1. The SAPM ensures each system delivered to a PN meets its Operational Safety, Suitability, and Effectiveness (OSS&E) and applicable certification requirements. 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.

1.4.6.2. Develops the Foreign Military Sale Management Plan (FMSMP) including milestones and coordinates IPDs.

1.4.6.3. Ensures required Department of Defense (DoD) reviews, specified in DoD directives and instructions, are complied with prior to LOA signature. **(T-0)** 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.

1.4.6.4. 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. Directs and 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.

1.4.6.5. Chairs the Integrated Process Team, tasks supporting organizations, and resolves LM personnel and organizational concerns that are both internal and external to the program office.

1.4.6.6. Chairs the Program Management Reviews (PMR) attended by the SAF/IA CD, LMs, supporting organizations, contractors, and Security Cooperation Organization personnel. Approves all attendance for PMRs. **Note:** CM's or CCM's attendance may be essential especially for all major acquisition cases.

1.4.6.7. Receives funds from the CM and monitors all contractual and financial actions associated with the applicable programs.

1.4.6.8. 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.

1.4.6.9. Assignment of a SAPM is not warranted when:

1.4.6.9.1. 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 referenced in *SAMM*, paragraph C5.4.3.2.

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

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

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

Chapter 2

SECURITY COOPERATION ORGANIZATION AND CASE MANAGER RESPONSIBILITIES, SECURITY ASSISTANCE PLANNING, AND SURVEY TEAMS

2.1. Overview. This chapter provides the Air Force (AF) specific guidance to that found in Chapter 2 of the *Security Assistance Management Manual (SAMM)*.

2.2. Security Cooperation Organization (SCO). Refer to *SAMM*, Section C2.1 for more info.

2.2.1. With regards to manning of SCOs as discussed in *SAMM*, paragraph C2.1.10.2, selection of AF personnel is done in accordance with (IAW) AFI 36-2110, *Assignments*, and the normal assignment process managed by AF Personnel Center.

2.2.2. With regards to training as discussed in *SAMM*, paragraph C2.1.6.3, AF personnel assigned to a SCO billet attend orientation training. The *SCO Tailored Training Approach Handbook*, published by the Defense Institute of Security Cooperation Studies (DISCS), is used as a guide in scheduling preparatory training. Travel and per diem costs associated with pre-departure training are paid by USAF appropriations IAW AFI 65-601, Vol. 1 and AFI 36-2201, *Air Force Training Program*. Orientation training and briefings at the Unified Commands and Washington, D.C. are charged to the appropriate Security Assistance (SA) funds. DISCS funds those training courses.

2.3. Case Managers (CM). The CM is specifically responsible for on-schedule deliveries for all articles and services in the Letter of Offer and Acceptance (LOA) to stay within the targeted total case value, and to close the case in timely manner after Notice of Supply and Service Complete (NSSC) status is reached for all LOA lines. In addition to the CM duties listed in the *SAMM* paragraph C2.2 and Table C2.T1., "Case Manager Responsibilities," CM has the following duties:

2.3.1. Acts as the central point of contact for all matters relating to a case.

2.3.2. Manages the case from validated letter of request receipt through case closure. Ensures on-going case reconciliation is accomplished from case initialization to final case closure with long range case goals and objectives established in a program master plan.

2.3.3. Tasks case actions, to include Letter of Offer and Acceptance data (LOAD) development, to satisfy partner nation (PN) requirements; verifies funding requirements; maintains a case performance tracking system; and provides timely status updates, progress, and forecast reports as required.

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

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

2.3.6. With the Security Assistance Program Manager (SAPM) and Command Country Manager (CCM), assists with the integration of various programs on a case or cases synchronizing all case actions accurately, timely, and an optimum cost structure in place. Communicates any variances found from administrative tracking to the SAPM and CCM.

2.3.7. Maintains complete chronological history of the case supporting documentation in the official case file including all corresponding automated records ascertaining their accuracy.

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

2.4. SA Survey Teams. With regards to SA Survey Teams as discussed in *Security Assistance Management Manual (SAMM)*, paragraph C2.4, a SAF/IAR representative serves as the site survey team chief as a standard operating procedure; however, SAF/IAR may delegate this responsibility. Contractors may be included as associate team members under the control of the team chief. For more info on survey teams, refer to *SAMM*, Figure C2.F1., “Security Assistance Survey Teams.”

2.5. Types of Security Assistance Surveys. Refer to *Security Assistance Management Manual*, Chapter 2, paragraph C2.4.1 for more info. Regarding training surveys, refer to AF116-105_IP (Inter-service Publication), paragraphs 3-16 and 4-19.

2.6. Congressional Interest. Congress requires a quarterly summary report (**Records Control Symbol [RCS]: Defense Security Cooperation Agency [Q] 1137, Security Assistance Surveys**), on all SA surveys authorized or conducted during the previous quarter. A Site Survey is clearly identified with the Military Article Service List (MASL) code 074000S1TSRVY in the Letter of Offer and Acceptance and not embedded in another line. The *Security Assistance Management Manual (SAMM)*, Figure C2.F1., “Security Assistance Survey Teams,” and paragraph 14.4.3 of this manual provide additional guidance on Site Survey reporting.

2.7. System Planning Team (SPT). The AF uses SPTs for major systems still under development. While similar to the Security Assistance Survey Teams described in the *Security Assistance Management Manual*, paragraph 2.4, they are an AF-unique team not subject to that guidance. The AF guidance on SPTs follows:

2.7.1. SAF/IAR establishes a system planning team for major systems still under development when a potential foreign military sale (FMS) initiative directly relates to a USAF program.

2.7.1.1. SPT should be considered when the complexity or resource intensity of a major weapon system acquisition program creates interdependency with ongoing USAF, other service, or acquisition programs that draw upon competing procurement resources. Such SPTs are established very early in the life cycle of case development, and, in some cases, prior to letter of request development. This ensures that all of the relevant programmatic factors and decision criteria delineated in paragraph 2.7.3 are given the appropriate consideration warranted for such complex or resource intensive programs.

2.7.1.2. Costs for the SPT are covered by a line item in an Letter of Offer and Acceptance (LOA).

2.7.2. The system planning team consists of one or more representatives from USAF organizations involved in the system development program and sale. The organizations represented may include SAF/IAR (as team chief), Assistant Secretary of the Air Force/Acquisition (SAF/AQ), Deputy Assistant Secretary for Contracting (SAF/AQC), Deputy Assistant Secretary for Acquisition Integration (SAF/AQX), SAF/AA, AF/A3, AF/A4, AF Materiel Command (AFMC), Air Combat Command (ACC), Air Education and Training Command (AETC), the program offices, an appropriate representative from the

Mission Area Directorate, and any other Major Command. The team includes experts in all functional areas to be surveyed, including systems, operations, maintenance, security, facilities, logistics, supply, transportation, training, cultural, linguistic, and other areas as required. If the program office concludes that contractors are required and SAF/IAR approves, contractors may be included as associate team members under the control of the team chief.

2.7.3. The system planning team considers both the USAF's and the partner nation's (PN's) needs in surveying the following areas:

2.7.3.1. Acquisition/FMS procedures and the effect on USAF development.

2.7.3.2. Initial and sustainment spares, support equipment, maintenance, aircrew or maintenance training and equipment, etc.

2.7.3.3. Procurement lead-time.

2.7.3.4. Economic capability and methods of financing.

2.7.3.5. International Engine Management Program, Aircraft Structural Integrity Program (ASIP), and Technical Coordination Program (TCP).

2.7.3.6. Packing, preservation, transportation, licensing, embedded information security, and Test, Measurement, and Diagnostic Equipment.

2.7.3.7. Support facilities and infrastructure.

2.7.3.8. Security, protection of classified information and material and controlled unclassified information.

2.7.3.9. The capacity of the USAF to provide required training to meet the PN's initial and fully mission capability target dates.

2.7.4. The system planning team report includes all items in the site survey team report, and considerations unique to the system planning team (e.g., effect on the USAF programs to include strategic plans and objectives, required program integration level of effort involved, policy constraints requiring waivers, any known limiting factors to the system acquisition or deployment, and resource availability).

Chapter 3

TECHNOLOGY TRANSFER AND DISCLOSURE

3.1. Overview. In addition to the guidance found in the *Security Assistance Management Manual (SAMM)*, Chapter 3, USAF foreign disclosure offices (FDO) authorize disclosures of classified military information and controlled unclassified information in accordance with (IAW) AFI 16-201. SAF/IAP is the Secretary of the Air Force's (SECAF)-designated Principal Disclosure Authority for matters within the USAF. The SAF/IA Foreign Disclosure, Weapons and Technology Transfer Division Disclosure office (SAF/IAPT) is the USAF-Designated Disclosure Authority (DDA). This chapter highlights key aspects of AFI 16-201 as well as other technology protection guidance.

3.2. Foreign Military Sale (FMS) Tactics Manual Program. With regards to Disclosure of Classified Military Information (CMI) as discussed in the *Security Assistance Management Manual (SAMM)*, paragraph C3.2, the following guidance applies to the FMS Tactics Manual Program:

3.2.1. The SAF/IAPT Weapons office is the overall office of primary responsibility (OPR) for this program. FMS manuals are USAF derivative manuals and as such do not include tactics for equipment not previously operationally tested and currently operated by the USAF. SAF/IAPT Weapons office approves inclusion of materiel not covered in the USAF version before any commitments are made to the partner nation (PN). For example, this includes additive munitions or adapting materiel from another platform.

3.2.2. The Air Combat Command (ACC), Directorate of International Affairs, Security Cooperation Division (ACC/IAS) is the Line Manager (LM) for FMS tactics manuals. The preferred line structure covers three updates. The correct Military Articles and Services Listing code is J8A7682SCRTBOOKS. The manuals are updated approximately every two years; however, these updates are dependent on the cycle for updating the USAF manuals. As updates could be as much as three years apart, the line period of performance (PoP) should be open-ended. A full set of tactics manuals consists of a *Basic Employment Manual* (UNCLASSIFIED), a *Mission Planning Manual* (classified SECRET), and an *Advanced Employment Manual* (classified SECRET). Within the PoP, the manuals do not require ordering and are automatically updated and distributed to the PN representative in accordance with (IAW) the case transportation plan.

3.2.3. USAF releases *AF Tactics, Techniques, and Procedures* manuals to foreign nationals on a case-by-case basis as approved IAW a delegation of disclosure letter or higher headquarters approval. All requests for release are submitted to 561st Joint Tactics Squadron in ACC. Headquarters ACC/IA and SAF/IAPT Weapons office coordinate on the requests. The military program office for the PN is responsible for the return or destruction of released material when the information is no longer required IAW the Letter of Offer and Acceptance standard terms and conditions.

3.2.4. Country Director is responsible to ensure appropriate cases include tactics manuals. Tactics manuals should be offered for any new weapon system sale on a case-by-case basis IAW paragraph 3.1.3 above.

3.3. Export License and Customs Clearance. In addition to the guidance found in the *Security Assistance Management Manual (SAMM)*, paragraph C.3.3.2, the following guidance applies:

3.3.1. When a company is directly supporting a foreign military sale (FMS) initiative, the Department of Defense (DoD) Component may request an International Traffic In Arms Regulation exemption from SAF/IAPT Disclosure office as stipulated in AFI 16-201, Section 7.4.3. Exemptions are in lieu of an existing export license and should be used only when the needs of the U.S. government require immediate industry support.

3.3.2. **Customs Clearance.** For classified consignments, the Defense Security Service (DSS) issues facility security clearance, and the U.S. handler is to possess proper security clearance. The AFLCMC/WF Transportation and Security approves the Transportation Plan (TP) referenced in section 7.4.1 of this manual before delivery of the material. For exports of FMS materiel through Defense Transportation System, the electronic export information is entered into the Automated Export System.

3.4. Visits, Assignments, and Exchange of Foreign Nationals. In addition to the guidance found in the *Security Assistance Management Manual*, Section C3.4, see AFI 16-201, Chapters 5 and 6 provide detailed guidance and are the source documents.

3.4.1. General Visit Policies and Procedures .

3.4.1.1. A visit authorization does not constitute the legal basis for providing defense articles, services (including training), or technical data to foreign entities.

3.4.1.2. Foreign governments submit visit requests for U.S. citizens acting on the foreign government's behalf when visiting USAF facilities referenced in AFI 16-201, paragraph 5.2.3. This includes support contractors working on behalf of a foreign government under either a direct commercial sale or foreign military sale effort.

3.4.1.3. For any foreign representative and foreign national visit, the U.S. contact officer (see AFI 16-201, paragraph 6.10) implements physical controls to limit visitor access to information-only authorized for disclosure. The functional program managers in accordance with (IAW) installation policy, may require U.S. contact officers to prepare security plans on a case-by-case basis for one-time or recurring visits. One-time and recurring visits do not meet the requirements for unescorted access to USAF facilities.

3.4.1.4. The USAF organizations sponsoring a visit provide a badge or pass that clearly identifies the bearer as a foreign representative.

3.4.1.5. The USAF military or civilian personnel assigned to the organization escort foreign representatives in facilities where access to critical military information (CMI) or controlled unclassified information (CUI) may occur. The escorts for foreign representatives to and within other facilities are subject to local base security procedures.

3.4.1.6. The USAF contact officers organizing U.S. guest lecturers for professional military education (PME) activities inform such guests that foreign nationals are in attendance and that the guests obtain disclosure approval from their servicing foreign disclosure office (FDO) prior to any presentation where CMI or CUI may be discussed.

3.4.1.7. The USAF contact officers organizing foreign guest lecturers for PME activities brief students regarding disclosure guidelines prior to the arrival of foreign guest lecturers.

3.4.2. Self-Invited Visits. The foreign nationals visit requests pertaining to a current or proposed Security Assistance (SA) case are initiated by the country through the Foreign Visit System. For most visits, the partner nation (PN) submits the information at least 30 days before the arrival date of the visitors. These procedures apply to visits to USAF or contractor facilities. PN pays all travel and visit expenses for its representatives.

3.4.3. USAF-Sponsored Visits. The SAF/IAPT Disclosure office manages the USAF Foreign Visit Program IAW AFI 16-201. The Secretary of the Air Force (SECAF) and Chief of Staff of the Air Force (CSAF) invite foreign nationals to take part in the distinguished visitor tours. The SAF/IA Security Cooperation Engagements Division (SAF/IAN) arranges these tours and visit requests do not need to go through U.S. diplomatic channels. In addition, the SECAF and CSAF may also invite their foreign counterparts IAW Headquarters Operating Instructions (HOI) 16-1, *Secretary of the Air Force (SECAF)/Chief Of Staff of the Air Force (CSAF) Counterpart Visit (CPV) and Air Chiefs' Symposium (ACS) Programs*.

3.4.4. **Access Control Policy for Foreign Visits** . Foreign representatives to USAF-restricted or controlled areas or other facilities where access to CMI or CUI may occur are not approved unescorted access unless all of the following conditions are met:

3.4.4.1. The foreign national's government extends reciprocal privileges to Department of Defense (DoD) personnel.

3.4.4.2. The foreign national's government or international organization sponsors a formal request for visit, and the need for frequent access is justified.

3.4.4.3. Security measures are in place to limit access to only CMI and CUI authorized for disclosure.

3.4.4.4. A badge or pass is issued that clearly identifies the bearer as a foreign representative. Such identification is valid only for a specific facility during normal duty hours. The USAF contact officers make specific arrangements for access during non-duty hours on a case-by-case basis with the FDO and all offices having a functional interest in the extended duty hours.

3.4.4.5. The badge or pass is displayed on the outer clothing so that it is clearly visible.

3.4.5. Foreign Representative Uniform Wear Policy. All foreign nationals visiting DoD installations, as approved through Foreign Visitor System, or assigned under the Military Personnel Exchange Program (MPEP), as approved by SAF/IAPA in coordination with the SAF/IAPT Disclosure office, are issued badges or passes that clearly identify them as foreign nationals. All foreign nationals participating in a MPEP are to wear their military uniform during duty hours on DoD installations, except as directed by their in-country U.S. supervisor. See AFI 16-201, paragraph 5.5.2 for additional guidance.

3.5. Release of Information.

3.5.1. In addition to the guidance found in the *Security Assistance Management Manual (SAMM)*, Section C3.5, a "draft" copy of a Letter of Offer and Acceptance (LOA) may be provided to the requesting partner nation (PN) at any point in the LOA process, as long as it is marked as a "DRAFT," and completed a policy review. A draft copy is not a formal offer and cannot be accepted as written. If however, the LOA requires congressional notification

(CN), a draft can only be provided to the PN after the CN is submitted to Congress and the transmittal number received.

3.5.2. In addition to the guidance found in the *SAMM*, paragraph C3.5.1.1, Freedom of Information Act (FOIA) requests for SA-related information are reviewed by the appropriate legal counsel. Proposed final decisions to withhold or release, in whole or in part, an LOA already accepted by the PN or in preparation are coordinated with SAF/GCI and with Defense Security Cooperation Agency (Office of General Counsel [GC]).

3.6. Anti-Tamper (AT) Policy. In addition to the guidance found in the *SAMM*, paragraph C3.6.2, the implementing Major Command ensures that any necessary anti-tamper (AT) sustainment mechanisms and associated costs are included in the Letter of Offer and Acceptance (LOA) and certifies compliance with AT requirements on the LOA transmittal memorandum to Defense Security Cooperation Agency for LOA processing. The Department of Defense (DoD) AT Executive Agency issues written approval of the AT plan prior to offering an LOA that includes any weapons system or components with critical program information (CPI). For systems or components with CPI and no approved AT plan, the program office submits its AT plan to the DoD AT Executive Agency at least 60 days prior to planned LOA offer date.

3.7. In addition to the guidance found in the *SAMM*, para C3. 7.4, and in accordance with AFI 10-703, *Electronic Warfare Integrated Reprogramming*, the implementing command will collaborate with AF/A5RE to facilitate availability of foreign military sale emitter data for inclusion in the U.S. Electronic Warfare Integrated Reprogramming Data Base. **(T-1)**

Chapter 4

FOREIGN MILITARY SALES PROGRAM GENERAL INFORMATION

4.1. Overview. In addition to the guidance found in the *Security Assistance Management Manual (SAMM)*, Chapter 4, this chapter describes general legal, regulatory, and policy requirements relating to the foreign military sale (FMS) program, including eligibility requirements and what may and may not be purchased.

4.2. The USAF procures foreign military sale (FMS) articles and services using standard Federal Acquisition Regulation (FAR) contract clauses and administration practices. Any exception to this policy specific to FMS procurement is outlined in the *Defense Federal Acquisition Regulation Supplement (DFARS)*. The Defense Security Cooperation Agency (DSCA) approves foreign sources on exception basis referenced in the *Security Assistance Management Manual (SAMM)*, paragraph C4.4.1 for more info. In addition to the policies listed in the *SAMM*, Chapter 4, there are a number of AF policies that impact SA/SC operations. They include:

4.2.1. DoD 5500.7-R, *Joint Ethics Regulation (JER)*, prescribes standards of conduct for USAF military, civilian, and contractor personnel. It prohibits, among other things, conflicts of interest between official duties and personal conduct. This includes unauthorized personal use of U.S. government (USG) funds or property. Likewise, unauthorized use of foreign funds and property is prohibited.

4.2.2. The participating Security Cooperation (SC)/Security Assistance (SA) team members to include the partner nations (PNs) may communicate directly with each other on SC/SA matters. Unresolved guidance and procedural matters are forwarded through the appropriate Major Command (MAJCOM) focal point to the appropriate SAF/IA office for resolution. For further guidance, reference *SAMM* paragraphs C5.4.5.1 and C5.4.5.2.

4.2.3. Communications with Defense Industry and Contractors . Reference the *SAMM*, paragraph C4.4.1, for additional guidance.

4.2.3.1. The military departments fulfill FMS case requirements from Department of Defense (DoD) stocks or procurement from industry. The PNs may procure directly from industry through direct commercial sale (DCS). The USG may also sell defense articles to U.S. companies for incorporation into end-items that are the subject of DCS (under the terms of the Arms Export Control Act [AECA] § 30).

4.2.3.2. In all cases, USAF personnel adhere to all ethics and contracting regulations, as well as the policies and procedures in the *SAMM* and the Title 5 CFR Chapter XVI, Subchapter B, Part 2635, “*Standards of Ethical Conduct for Employees of the Executive Branch.*”

4.2.3.3. For DCS inquiries, the contractor is directed to the Department of Commerce (DoC) (for trade issues and information) and the Department of State (DOS) (for arms export concerns and information).

4.2.3.4. The fact-finding meetings with the defense contractors on their product or service offerings and capabilities are permitted if USAF and DoD information security (INFOSEC) requirements are not compromised.

4.2.3.5. When interacting with current or potential contractors, communicate that only a DoD/USAF contracting officer (CO) can conclude a contract with contractors, or modify an existing contract(s) or obligation(s) with the USG.

4.2.3.6. When communicating with defense contractors, foreign government information (classified and controlled unclassified) that a foreign government provides in confidence to the USG is held in confidence. The same applies to the information jointly produced by the USG with a purchaser under a government-to-government agreement (e.g., treaty or international agreement). The DoD Manual (DoDM) 5200.01 Volumes 1 to 4, *DoD Information Security Program*, and AFI 16-1404, *Air Force Information Security Program*, provides instructions for protecting such information.

4.2.3.6.1. The foreign government information classification decisions are honored and under no circumstances modified without the express written consent of the government that provided the information referenced in DoDM 5200.01, Vol. 1.

4.2.3.6.2. Providing masked country requirements to the defense contractors after redacting or excluding all information alluding to the PN is permitted if USG personnel express a clear intent that providing a masked country requirements does not constitute a contractual relationship with the contractor in any way.

4.2.3.6.3. Providing country-specific requirements that are declassified in accordance with (IAW) the country's express written consent to defense industry is permitted.

4.2.3.7. Sharing proprietary data belonging to other defense contractors is not permitted without express written consent from the owning defense contractor's empowered official.

4.2.3.8. Sharing any information with a classification level not commensurate with the cleared level of the defense contractor involved in discussion is not permitted.

4.2.3.9. Only designated foreign disclosure officers may approve the disclosure of critical military information and controlled unclassified information to foreign representatives and vetted U.S. contractors operating under a specific USG security and FDO guidance.

4.2.3.9.1. Except for classified information that has been authorized for release to a foreign government or an international organization (IO), and is under that government's or organization's security control, U.S. classified material may be retained and stored in a foreign country only when necessary to satisfy specific USG requirements and is under USG control.

4.2.3.9.2. The storage, custody, and control of classified information required by a U.S. contractor employee abroad is the responsibility of the USG or foreign government when information has been approved for release. Therefore, when information has been approved for release, the storage of classified information by contractor employees is prohibited at any location abroad that is not under USG or foreign government control. **(T-0)**

- 4.2.3.9.3. Either the USG or the foreign government (through approved release) is responsible for 24x7 protection of classified material overseas. Contractors are prohibited from serving in this capacity **(T-0)**, as referenced in DoDM 5200.01, Vol. 3, Enclosure 3, paragraph 5 and DoD 5220.22-M, *National Industrial Security Program*, paragraphs 10-602 and 10-603.
- 4.2.3.10. Sharing official and draft-official USG responses, e.g., Letters of Offer and Acceptance, congressional notifications (CNs), nonrecurring cost (NC) recoupment policy waivers, etc., is not permitted without a specific USG authorization or CN completion when the combination of country name, system, and quantity, or the Letter of Offer and Acceptance (LOA) line value are included. **(T-0)**
- 4.2.3.11. When the release of information about a defense article is under National Disclosure Policy (NDP) review, the USAF personnel are not authorized to discuss or provide any information regarding release to contractors until a final decision is made. The contractor may be informed only that the sale is currently under review.
- 4.2.3.12. Coordinate all anticipated interactions with defense industry or contractors through SAF/IAPT, when a communication with defense industry representatives or contractors has a potential to compromise NDP, DoD, or USAF disclosure or INFOSEC policies.
- 4.2.3.13. Information designated as “For Official Use Only (FOUO)” may be disseminated within the DoD Components and between officials of DoD Components and USAF contractors, consultants, and grantees with a valid need-to-know to conduct official business for the DoD or USAF, provided that dissemination is not further controlled by a Distribution Statement as referenced in AFI 16-1404 and DoDI 5230.24, *Distribution Statements on Technical Documents*.
- 4.2.3.13.1. Limited Distribution. DoD civilian, military, and contractor personnel of a recipient DoD Component, contractor or grantee may be granted access to information bearing the “LIMITED DISTRIBUTION” caveat provided they have been determined to have a valid need to know for such information in connection with the accomplishment of official business for the DoD as referenced in DoDM 5200.01 Vol. 4.
- 4.2.3.14. **Foreign Ownership, Control or Influence** . A Company is considered to be operating under “Foreign Ownership, Control or Influence” whenever a foreign interest has the power, direct or indirect, whether or not exercised, and whether or not exercisable, to direct or decide matters affecting the management or operations of that company in a manner which may result in unauthorized access to classified information or may adversely affect the performance of classified contracts. Refer to DoDM 5220.22, Vol. 3, for more info.
- 4.2.3.14.1. The Defense Security Service (DSS) is the Cognizant Security Office responsible for establishing procedures concerning the initial or continued eligibility of U.S. companies and U.S. contractors with foreign involvement; providing criteria for determining whether U.S. companies are under “Foreign Ownership, Control, or Influence;” and, outlining security measures that DSS may consider to mitigate or

negate the effects of “Foreign Ownership, Control, or Influence” to an acceptable level.

4.2.3.14.2. A National Interest Determination (NID) is required when a cleared company is under “Foreign Ownership, Control, or Influence,” operates under an approved Special Security Agreement from DSS as the mitigation tool, and requires access to proscribed information. See AFI 16-1406, *Air Force Industrial Security Program*, Attachment 1, Terms, for definition of proscribed information. See DoDM 5220.22, Vol. 3, and DTM 15-002, *Policy Guidance for the Processing of National Interest Determinations (NIDs) in Connection with Foreign Ownership, Control, or Influence (FOCI)*, for detailed procedures. Contact the servicing Information Protection Office for further details and processing requirements. Refer to AF Handbook 16-1406, *National Interest Determination Handbook*, and DoDM 5220.22, Vol. 3 for more info.

4.2.3.15. Meetings or conferences, classified sessions, or the like do not take place outside a USG facility or a cleared U.S. contractor facility with an appropriate facility security clearance unless an exception is approved in advanced by SAF/AA. As there are often unique circumstances, before conducting a classified meeting or conference, follow guidance provided in DoDM 5200.01, Vol. 3, *DoD Information Security Program: Protection of Classified Information*, and AFI 16-1404, and contact the servicing Information Protection Office for assistance.

4.2.3.15.1. Auditoriums, assembly halls, or gymnasiums primarily used for public gatherings at cleared contractor facilities are not used for a classified meeting at which TOP SECRET or SECRET information is disclosed, even though it is located on a portion of the contractor’s cleared facility IAW AF Handbook 31-602 referenced in DoD 5220.22-R, *Industrial Security Regulation*, paragraph C1.4.5.1.

4.2.4. PN Participation at Contract Negotiations . In addition to the *SAMM*, paragraph C2.1.5.3 and Section C6.3.5 guidance, the following applies:

4.2.4.1. Only the contracting officer (CO), supported by the USG team, negotiates terms and conditions to meet case requirements. The PN representatives usually are not allowed to take part in the USG contract price negotiations, unless the contracting officer deems it appropriate and necessary. The PN representatives can participate in specifications development, delivery schedule development, identification of warranties, and other contractual requirements unique to the PN.

4.2.4.2. The USAF personnel do not solicit or recommend sole source procurement from potential customers.

4.2.5. USG Personnel Travel . In addition to the *SAMM*, paragraph C4.3.8 guidance, the following applies:

4.2.5.1. U.S. military and civilians on SA travel (whether financed by FMS Administrative funds, FMS case funds, or other SA funds) are to follow the policies and procedures outlined in The Joint Travel Regulations (JTR), *Uniformed Service Members and DoD Civilian Employees*; AFI 65-601, Vol. 1; AFI 33-328, *Administrative Orders*; and, AFI 24-101, *Passenger Movement*. Travel is held to the minimum needed for effective management. Wherever possible, use alternative methods of communication

such as video teleconferencing and conference calls. For SC and SA-related travel requirements, reference the *SAMM*, Table C9.T2., “Case-Related Manpower Functions and Funding Source Manpower Matrix,” for the funding source.

4.2.5.2. The SA traveler uses the same carrier, routings, and class of service required of other DoD travelers.

4.2.5.2.1. The LOA cannot contain a requirement or an authorization to use a designated foreign air carrier, and cannot require or authorize a class of service other than economy for DoD personnel travel associated with the case referenced in *JTR*, Chapter 1, Section 0102 and Chapter 2, Section 020206. The waivers for the SA travelers are the same as those for other DoD travelers as referenced in *JTR*, Introduction.

4.2.5.2.2. The Secretary of the Air Force approves exceptions to transportation and travel guidance for premium class air travel. The request for premium class air travel are submitted IAW AFI 24-101. The office that arranges premium air travel ensures first-class travel procedures are followed. All approved premium class travel is entered into the Premium Class Reporting Tool within five business days of approval.

4.2.6. **Air Movement to, from, within, and between Overseas Areas** . First consideration is given to Air Mobility Command (AMC)-procured channel airlift services. If AMC-procured channel airlift does not meet SA mission requirements, the travelers request authorization from their servicing Traffic Management Office to use other transportation sources. In addition to the subparagraphs here below, refer to *SAMM* paragraph C4.3.8:

4.2.6.1. If the request is approved, the travel office issues tickets for commercial airlines in the following order of precedence.

4.2.6.1.1. General Services Administration (GSA) airlift contracted through the city-pair program.

4.2.6.1.2. Other U.S. Civil Reserve Air Fleet (CRAF) carriers.

4.2.6.1.3. DoD-approved, non-Civil Reserve Air Fleet U.S. flag carriers.

4.2.6.1.4. Scheduled service on U.S. air carriers that DoD has approved or disapproved.

4.2.6.1.5. DoD-approved foreign flag carriers. Foreign flag air carriers are used only when U.S. air carriers are not available to meet mission requirements.

4.2.6.1.6. Scheduled service on foreign air carriers that are approved or disapproved by DoD.

4.2.6.1.7. Other U.S. military organic lift, when available, within and between overseas areas.

4.2.6.2. For continental U.S. travel, first consideration is given to government contract carriers. If none, the travel office selects the commercial service that meets the traveler’s mission requirements for the lowest overall cost.

4.2.7. The use of non-contract carriers or use of matching government fares to permit a remain-over-night may violate contract terms and conditions between the USG and contracted air carriers. Refer to *JTR*, Chapter 2, “Standard Travel and Transportation Allowances,” for more info.

4.2.8. Country Clearances. Official visitors to foreign nations adhere to the requirements of DoD Directive 4500.54E, *DoD Foreign Clearance Program (FCP)*; including coordination with the in-country Security Cooperation Office (SCO). The Security Assistance Program Manager (SAPM) or Case Manager (CM) is responsible for obtaining overseas country-special area access and theater clearances for anyone traveling in support of the program, including contractors.

4.2.9. Security Cooperation Officer travel is not FMS case-funded unless authorized under *SAMM*, Table C9.T2 guidelines:

4.2.9.1. Travel is solely in support of a FMS program.

4.2.9.2. The Security Cooperation Officer is performing or supporting program management functions for either the USG or the PN.

4.2.9.3. The PN, CM, or the SAPM requested the Security Cooperation Officer’s presence.

4.2.10. **Quality of Security Assistance Support** . In addition to the guidance provided under *SAMM*, paragraphs C4.4.1 - C4.4.3, the following applies:

4.2.10.1. All Security Assistance Program management meets the same high standards of efficiency and conduct that apply to USAF activities. USAF supports U.S. foreign policy objectives by delivering high-quality articles and services in a timely manner, and at a reasonable price.

4.2.10.2. Delivery schedules are set for system end-items to ensure effective logistics support and training. The PN needs to understand the requirement for lead-time for articles and services including procurement.

4.2.10.3. The DoD priority system and the peculiarities of certain articles and services affect lead-time. USAF SA personnel should stress these factors during each transaction, to ensure common understanding between the USAF and the PN on delivery of articles and services.

4.2.11. **Management of Case Funded Personal Property** . In addition to the guidance provided under DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, Section 2.2 and paragraph 4.11, DoDM 4160.21, Volume 3, “*Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property*,” Enclosure 4, Paragraph 3, DoD 7000.14-R, *Financial Management Regulation (FMR)*, Volume 11A, “Reimbursable Operations Policy,” Chapter 5, Section 0502, Table 5-2., “*Disposition of Net Proceeds from the Sale of Surplus Personal Property*,” rows 7 and 8c, and Volume 12, “Special Accounts, Funds and Programs,” Chapter 30, paragraph 3009, the following guidance applies:

4.2.11.1. Personal property consists of various types of equipment, which may be purchased with case funds in support of a particular FMS program, including both individual PN programs and multiple participating countries' programs such as Technical Coordination Program (TCP), International Engine Management Program, and Electronic Combat International Security Assistance Program (ECISAP). This equipment may include smartphones, tablets, computers, and office equipment.

4.2.11.2. For PNs to stay abreast of any rapidly developing situations through USG security assistance program team members, the PN may request communication equipment and support services via a letter of request (LOR). Only the USG personnel use the communication not considered foreign-owned or controlled. When the program is terminated, the PN may provide transfer or disposal instructions of the equipment to the Command Country Manager.

4.2.11.3. Each organization appoints an equipment custodian. The equipment custodian accounts for all FMS-owned equipment, citing applicable case lines and funding documents. For equipment purchased with individual PN case funds, the PN retains the title to the equipment, but possession resides with the purchasing organization responsible for its protection and accountability. For equipment purchased with multiple-PN funded programs such as TCP, International Engine Management Program (IEMP), or ECISAP; the equipment resides with the chief of the specific TCP, IEMP, or ECISAP; and the program that has the ownership. The PNs are to follow the guidance that costs be directly attributable to supporting the FMS mission.

4.2.11.4. When equipment is purchased with individual PN funds and becomes obsolete or no longer functions, the USAF purchasing organization contacts the PN for disposition instructions. If the PN directs the equipment be turned over to them, the USAF purchasing organization packages and ships the equipment according to directions furnished by the PN. All associated packaging and shipping costs are charged to the FMS case. All sensitive materiel is deleted from the equipment before disposal or transfer to the PN.

4.2.11.5. If the PN does not direct the equipment be returned, disposal actions are initiated and any costs incurred are charged to the FMS country or FMS countries when equipment is purchased with multiple-PN funded programs.

4.2.11.5.1. If the market value exceeds the admin cost of disposal, then the equipment is processed through the local Defense Logistics Agency (DLA) Disposition Services. The sale proceeds is reimbursed to DLA Disposition Services to cover its processing costs. The remaining sale proceeds is refunded to the PN's trust fund in those instances where a single PN case was used to fund the purchase.

4.2.11.5.2. If equipment was purchased with multiple case funds and market value is determined to exceed admin cost of disposal, the sales value is reimbursed to the DLA Disposition Services to cover processing costs and the remaining sales proceeds is reinvested into the TCP, IEMP, ECISAP, or other multiple PN-funded program to defray future expenses.

4.2.12. Real Property Management . In addition to guidance provided in *SAMM*, Chapter 9, Table C9.T2., AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, Chapters 1 and 2, the following guidance applies:

4.2.12.1. Facilities on military bases may be constructed or renovated for FMS purposes, usually for training. If any new construction, expansions, and renovations are to support PN requirements exclusively (i.e., the decision to construct, expand, or renovate a facility is not derived from USAF or USG requirements), the PN funds the effort.

4.2.12.2. The USAF may not take ownership of any FMS-funded real property facilities or improvements to existing facilities without specific legal authority. Consult with the AF Civil Engineer Center/Installations Directorate (AFCEC/CI) and the Office of the Air Force Deputy General Counsel, Installations, Energy and Environment (SAF/GCN) to determine whether and how the USAF should accept ownership of a new real property facility or improvement to an existing facility, and possible additional real property requirements if the funding entities retain ownership (e.g., an outgrant lease of land or existing facilities). For the definition of “outgrant,” reference AFI 32-9003, Attachment 1, “Glossary of Terms.”

4.2.13. Use of USAF Equipment or Personnel to Support International Air Shows or Trade Exhibitions .

4.2.13.1. International Air Shows or Trade Exhibitions are events held outside the U.S. and organized primarily for promoting the sale of aerospace and other defense products. Events consisting only of the aerobatic demonstration, static display of aircraft, or other defense equipment for public enjoyment and community relations, held on specifically designated public days of international air shows or trade exhibitions are governed by AFPD 35-1, *Public Affairs Management*; AFI 35-105, *Community Relations*; and AFI 35-110, *U.S. Air Force Band Program*.

4.2.13.2. Contractors send requests for the use of AF aircraft to the respective AF Materiel Command aircraft program office. AFI 64-103, *Leasing Non-Excess USAF Aircraft, Aircraft-Related Equipment and Other Personal Property to Non-Governmental Organizations*, contains procedures for leasing DoD aircraft for air shows to the applicable manufacturers. SAF/AQC is responsible for these processes. In addition, provides guidance and responsibility for leasing DoDI 7230.08, *Leases and Demonstrations of DoD Equipment*, equipment to defense contractors for demonstration at international air shows or trade exhibitions.

4.2.13.3. The level of involvement by USAF personnel at specific exhibitions depends on whether Office of Secretary of the Defense guidance allows for direct participation as defined in DoDI 7230.08, *Leases and Demonstrations of DoD Equipment*, paragraph 3.a. After obtaining guidance from SAF/IAPC on the level of DoD participation at a specific international air show or trade exhibition, the MAJCOM or the assigned office in the USAF approves or disapproves requests for USAF personnel attendance. The USAF personnel attending these shows follows the standards of conduct in DoD 5500.7-R.

4.2.13.4. Direct DoD participation occurs when DoD personnel are involved in the static displays providing information on DoD systems and technology, demonstration (aerial or live), manning of defense equipment, or the transportation of equipment that becomes part of a DoD exhibit or otherwise employed by the DoD itself at an international trade exhibition. Manning by DoD employees includes operating equipment, standing by displayed equipment, and answering questions on the equipment. Direct DoD participation also includes the presence of DoD personnel as official speakers or panel members at international trade exhibition. However, direct DoD participation does not include DoD employees who attend international trade shows or exhibitions as observers or in other capacities not directly related to the transportation, display, demonstration, or manning of defense equipment referenced in DoDI 5410.19, *Public Affairs Community Relations Policy Implementation*, paragraph 2.5.2, Enclosures E2, E3, and the *JER*, Chapter 2, “*Standards of Ethical Conduct*,” Chapter 3, “*Activities with Non-Federal Entities*,” and Chapter 12, “*Ethical Conduct*.”

4.2.14. **Marketing Guidelines** . In addition to *SAMM* Chapter 3, Sections 2.1.3.6, C3.3 and C3.5, the following guidance applies:

4.2.14.1. It is important to note and remember that the oral, visual, or documentary disclosure of information or data regarding certain technologies or end-items to any foreign person, embassy, agency, or subdivision of a foreign government (e.g., its diplomatic mission) may constitute an export under the *Arms Export Control Act (AECA) of 1976*, as amended, or the International Trafficking in Arms Regulation, requiring an approved export license or exemption. Severe penalties exist for the unauthorized export of technology or related data, information, or end-items. There are five situations in which USAF personnel need to exercise special caution in discussions with potential or actual PNs, as listed below:

4.2.14.1.1. USAF personnel cannot promote new sales to PNs in new areas. If a PN has not purchased a system and has not asked for information concerning that system, USG representatives do not initiate discussions concerning the system, depot capabilities, etc.

4.2.14.1.2. DoD representatives are not to give the impression that they have the foreign military sales authority. The DOS, IAW the *AECA*, approves all sales of defense articles and services to foreign entities. *SAMM*, paragraph C2.1.8.1 identifies the Security Cooperation Officer as the principal point of contact “for most U.S. defense industry representatives marketing defense equipment” in U.S. missions. USG entities intending to discuss available defense services and capabilities with other countries does so through the SCO. This enables the Security Cooperation Officer to guard against false expectations that the USG is prepared to sell items being discussed referenced in *SAMM*, paragraph C2.1.3.6.2.

4.2.14.1.3. DoD representatives cannot appear to favor one U.S. competitor or product over another U.S. competitor or product. DoD representatives are to limit themselves to factual descriptions of systems and system capabilities without appearing to endorse one U.S. system over a competitive U.S. system. This is to promote U.S. products or capabilities over foreign products or capabilities.

4.2.14.1.4. DoD personnel may encourage foreign governments to purchase U.S. defense-related products when such sales are consistent with U.S. national security and foreign policy interests, and the USG has authorized the products for international marketing or export.

4.2.14.1.5. When a PN acquires a U.S. defense product, DoD personnel can discuss potential follow-on support and maintenance requirements with PN representatives. This provision includes improvements in product capabilities that the USAF is pursuing, planning, or has fielded.

4.2.15. **Negotiating Guidelines** .

4.2.15.1. DoD Directive 5530.3, *International Agreements, as implemented by AFI 51-701, Negotiating, Concluding, Reporting, and Maintaining International Agreements*, contains procedures for negotiating and concluding (i.e., signing) international agreements, i.e., Communications and Information Security Memorandum of Agreement (CISMOA), General Security of Military Information Agreements, Cooperative Logistics Supply Support Agreements (CLSSA), Status of Forces Agreements, Reciprocal Country Agreements, North Atlantic Treaty Organization (NATO) Reciprocal Contract Administration Services (CAS) Agreements, Memorandum of Agreements (MOA), Project Agreements, Loan Agreements (LA), etc. For additional guidance, refer to AFMAN 16-114, *Procedures for U.S. Air Force Participating in International Armaments Cooperation (IAC) Programs*, paragraph 2.4.4., *Development and Negotiation*.

4.2.15.1.1. Only with a prior written approval of the DoD officer assigned with the delegated authority and responsibility referenced in DoD Directive 5530.3, *International Agreements*, paragraph 8.2, a USAF personnel is to initiate or negotiate an international agreement.

4.2.15.1.2. The Director, DSCA has the delegated authority to negotiate and conclude SA agreements.

4.2.15.1.3. An international agreement is any agreement concluded with one or more foreign governments (including their agencies, instrumentalities, or political subdivisions), or with an IO, that (1) has signed or agreed to by any DoD component, (2) signifies the intention of the parties to be bound in international law, and (3) is denominated as an memorandum of understanding (MOU), memorandum of agreement (MOA), Letter of Offer and Acceptance (LOA), memorandum of arrangements, exchange of notes, exchange of letters, technical arrangement, protocol, verbal note, aide memoir, agreed minute, contract, arrangement, statement of intent, letter of intent, statement of understanding, or any other name connoting a similar legal consequence.

4.2.15.1.4. Negotiation is the communication by any means of a position or offer on behalf of the USAF to a foreign government in such detail, that acceptance results in an international agreement as defined in DoDD 5530.3. Providing a draft agreement is considered negotiating; however, negotiation does not include preliminary or exploratory discussions or routine meetings where no draft document is discussed,

unless such discussions or meetings are conducted with the understanding that the views expressed are not legally binding or otherwise.

4.2.15.2. For SA matters, appropriate authority is obtained before engaging in negotiations that may commit the USAF to new sales or leases of defense articles and services. Prior approval is not required for initial, informal, or exploratory discussions in which the USAF provides information regarding systems, facilities, and capabilities already approved for release. Prior approval also is not needed for talks about potential training or sustainment support for existing sales or leases. In some cases, the requirement for prior approval is met through the normal processes for case development, disclosure clearances, licensing, etc.

4.2.16. USAF-Sponsored Exercises, Competitions, Evaluations, and Foreign Unit Deployments to USAF Units . In addition to *SAMM*, Chapter 10, AFI 16-105_IP (Inter-service Publication), Chapter 5, Chapter 6, paragraph 6-6, AFI 10-204, *Participation in Joint and National Exercises*, Chapter 3, and AFI 16-115, *Managing International Participation in Red Flag Exercises*, Chapter 2, the following guidance applies:

4.2.16.1. The following guidance pertains to USAF-sponsored exercises (e.g., Exercises RED FLAG, GREEN FLAG, ANGEL THUNDER, and AMC MOBILITY GUARDIAN) within the Continental U.S. (CONUS), Alaska, and Hawaii. This guidance does not address Joint Chiefs of Staff or Allied (or joint U.S. and Allied) sponsored events outside U.S.-controlled air space. Unless otherwise identified in other exercise-specific guidance (e.g., policy memos or AFIs), the following general international participation guidance and responsibilities apply:

4.2.16.1.1. SAF/IA is responsible for:

4.2.16.1.1.1. Providing international affairs and SA advice and assistance to MAJCOMs sponsoring exercises with international PN participation. The MAJCOMs retain primary responsibility for conducting military exercises within their area of responsibility, to include unit-sponsored exercises.

4.2.16.1.1.2. Forwarding MAJCOM exercise event announcements or participation questionnaires to international PNs.

4.2.16.1.1.3. Prioritizing international participation for MAJCOM exercises, if formally requested by the MAJCOM sponsor.

4.2.16.1.1.4. Coordinating on international PN invitations (review for accuracy, address any political-military [POL-MIL] concern). If requested by MAJCOMs, forwards invitations to SCOs. SCOs forward invitations to appropriate international PN/IO senior leaders.

4.2.16.1.2. MAJCOMs are responsible for both MAJCOM and the unit level exercises sponsored or hosted within their domain of responsibilities. **Note:** Although not a MAJCOM, the NGB-A2/3/6/10 organization serves this role for Air National Guard units. Responsibilities include, and are not limited to:

4.2.16.1.2.1. Providing SAF/IAPX a list and description of existing and planned exercises with international participation, along with MAJCOM exercise focal points.

4.2.16.1.2.2. Identifying MAJCOM goals and objectives for international participation (e.g., specific or general international PNs that are invited). MAJCOMs may request through SAF/IAPX prioritization of international PNs that meet MAJCOM stated exercise goals.

4.2.16.1.2.3. Establishing international participation requirements, e.g., English Comprehension Level, Oral Proficiency Interview (ORI), competency assessments, and range management referenced in this manual, Attachment 5. Defense Language Institute English Language Center (DLIELC) Instruction 1025.9, *Management of the Defense Language Institute for English Language Oral Proficiency Interview (OPI) Program*, provides MAJCOM-agreed English Comprehension Level and ORI requirements for flying exercises conducted in a highly dynamic environment.

4.2.16.1.2.4. Reviewing MAJCOM proposed and signed international PN invitations sent to SAF/IA to ensure invitation accuracy and any POL-MIL concerns are addressed as appropriate. SAF/IA senior leaders sign Air Combat Command sponsored exercise invitations. Invitations include MAJCOM Exercise Plan LOR-timeline requirements to ensure proper support can be coordinated.

4.2.16.1.2.5. Announcing exercise planning events and conferences and providing or publishing clear, user-friendly exercise planning and participation guidance for international participants. The guidance concerning international PN observers is provided, as applicable.

4.2.16.1.2.6. Ensuring appropriate guidance (e.g., FMS case) or applicable international agreements govern international PN participation. The appropriate MAJCOM entity provides CM pricing information to develop required FMS cases.

4.2.16.1.2.7. Ensuring international PNs adhere to USAF operational control and flight safety procedures and requirements. The appropriate MAJCOM entity publishes specific exercise procedures to ensure the complete spectrum of international PN participation is identified (e.g., operational control, flight safety, and range management).

4.2.16.2. The Air Force Security Assistance and Cooperation Directorate (AFSAC-D) is responsible for developing Letters of Offer and Acceptance and managing FMS cases supporting international PN exercise participation. Also, AFSAC-D:

4.2.16.2.1. Acts as the Implementing Agency for international PN exercise support Letters of Offer and Acceptance. AFSAC-D develops Letters of Offer and Acceptance, in collaboration with MAJCOM exercise focal points, to recoup all USG costs associated with international air force participation in USAF-sponsored exercises, competitions, evaluations, and deployments. N or Q FMS cases are written to support international participation in such activities.

4.2.16.2.2. To support international PNs that prefer not to have a new LOA for every exercise, use Blanket Order Training (BOT) cases and lines. The PN's LOR needs to specify the exercise(s) in which the PN's participation is anticipated. The LOR is received to allow case implementation no later than 120 days prior to the initial planning conference of the first exercise, or actual exercise start date if not attending an initial planning conference.

4.2.16.3. The following guidance outlines procedures for staffing international PN requests (i.e., self-invited versus USAF-sponsored events) for flying unit training or flight exercises involving USAF support, bases, or ranges within the CONUS, Alaska, or Hawaii. Unlike USAF-sponsored exercises, where USAF (i.e., MAJCOM or unit) exercise sponsors invite international PNs to participate, these staffing procedures support a formal process which forwards international PN requests to MAJCOMs for support consideration. Staffing procedures are:

4.2.16.3.1. International PN submits a formal and timely LOR requesting USAF support. The USAF goal is to receive the LOR no later than nine months prior to proposed deployment date. Short notice LORs may impact procurement (e.g., munitions) and require a shorter offer expiration date.

4.2.16.3.2. LORs include information listed in Table 4.2., although additional information or clarification may be required to properly evaluate a request.

4.2.16.3.3. The SAF/IA Country Director coordinates the LOR with SAF/IAPX, SAF/IAPT, SAF/GCI, National Guard Bureau, and AFSAC-D, as well as the affected MAJCOM at minimum. **Note:** The USAF host MAJCOM or unit determine impact on USAF operations and priorities. It is critical they have the opportunity to fully staff and evaluate requests impacting their operations to provide concurrence or non-concurrence as appropriate.

Table 4.1. International Partner Nation (PN) USAF Letter of Request (LOR) for Flying Training or Exercise Support (Outside the Scope of a USAF-Sponsored Exercise).

This information below enables the USAF to properly evaluate an international PN's request for support, which includes use of a USAF base or range when the flying training or exercise requested is not part of a specific USAF sponsored exercise (e.g., Red Flag). A lack of, or incomplete, information may delay USAF staffing of the request.
Information format:
Date of Request (Recommend LOR no later than nine months before event).
Requester's Contact Information (Name, office, phone, fax, email).
Flying Training or Exercise Purpose: a. Type of exercise or training (e.g., air-to-air, air-to-ground, etc.) requested. b. Exercise name (if applicable).
Location: Identify the USAF or Department of Defense (DoD) base or range and USAF point of contact information, if known.
Timing: Identify specific dates and duration (list alternate dates if applicable, since USAF operations and priorities take precedence).
Other Participants Desired: Identify all other planned USAF or foreign deployed or dedicated squadrons in exercise.
Concept of Operations: a. Type and number of aircraft deployed. b. Method of deployment. c. Number of pilots, aircrews, and support personnel. d. Number of sorties per day, hours per sortie. e. Mission Roles: Identify amount of air-to-air and air-to-ground sorties desired.
Munitions and Other Significant Equipment: Identify all foreign or USAF munitions, pods, laser designators, electronic countermeasure (ECM), etc., involved. Note: Information is critical to USAF range approval--certification of munitions to be used are verified or accomplished prior to use on a USAF range. If seeking to purchase U.S. built weapons, identify the type and number and method of transfer.
Petroleum, Oils and Lubricants (POL): Foreign Military Sale, Fuels Exchange Agreements, or Replacement in Kind Agreement. Note: A credit card may be used only if the PN has a reciprocal fuel support agreement with the USG.
Other Support Required (specify in detail).
Foreign Military Sale Case: a. Existing LOA (FMS case)—identify the specific case. b. New.

4.2.16.3.3.1. **LOR Disapproval** . If a valid LOR is determined to be non-actionable, DSCA may disapprove it with USAF recommendation. Prior to recommending disapproval, the USAF implementing organization will follow all relevant policy on LOR processing. This includes, but not limited to, continued pre-LOR work with the partner, LOR validation according to the *SAMM*, paragraph C5.1.7, and the use of Case Development Extenuating Factors (CDEF) according to *SAMM*, paragraph C5.4.2.2. Upon notification of DSCA's disapproval of the LOR, the implementing organization may remove the LOR from Defense Security Assistance Management System (DSAMS).

4.2.16.3.3.1.1. The implementing organization should author the LOR disapproval recommendation using the template provided at Attachment 6 of this manual and obtain its Director's signature (AETC/IA or AFSAC-D as applicable) prior to coordinating with the Director of Regional Affairs (SAF/IAR). If the SAF/IAR Director concurs with and signs the LOR disapproval recommendation, SAF/IAR should forward the dually signed memo to the appropriate DSCA Integrated Regional Team. DSCA will coordinate the disapproval with the Department of State Regional Security and Arms Transfers (DOS/RSAT) as required then notify the customer and SAF/IAR if the LOR is disapproved. SAF/IAR then notifies the implementing organization.

4.2.16.3.4. After proper coordination, AFSAC-D drafts and coordinates a formal response to the LOR. The response needs to include appropriate provisos which surfaced during staffing, as well as an estimated timeline for FMS case development and implementation of other appropriate documentation.

4.2.16.3.5. AFSAC-D develops the supporting FMS LOA.

4.3. What May be Purchased Using the Foreign Military Sale (FMS) Program. In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, Section C4.4, the following guidance applies:

4.3.1. For medical countermeasures, the implementing Major Command (MAJCOM) submits a copy of the letter of request (LOR) to the Defense Security Cooperation Agency's (DSCA) Strategy Directorate no later than ten (10) working days from LOR receipt to staff the request with the Office of the Assistant Secretary of Defense for Global Strategic Affairs/Countering Weapons of Mass Destruction (OASD/GSA/CWMD), referenced in *SAMM*, C4.4.15.

4.3.2. For the release of geospatial intelligence data, the SAF/IA Country Director coordinates with the National Geospatial-Intelligence Agency (NGA) Foreign Military Sale Division at email: FMS@NGA.mil for review and concurrence referenced in *SAMM*, paragraph C4.4.16.

4.3.3. For Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) requests, the implementing MAJCOMs pre-coordinate the draft LOR with DSCA, the applicable Combatant Commander (CCDR), the Security Cooperation Officer, and the purchaser, prior to LOR submission. To transfer U.S. C4ISR to the eligible countries and international organizations, CCDR's interoperability requirements are first met as referenced in *SAMM*, paragraph C4.4.17.

Chapter 5

FOREIGN MILITARY SALE CASE DEVELOPMENT

5.1. Overview. This chapter describes the letter of request (LOR) submissions and U.S. responses to LORs with Price & Availability (P&A) data or an official Letter of Offer and Acceptance (LOA).

5.2. Initializing Foreign Military Sale (FMS) Case. In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, paragraph C5.1, the following guidance applies:

5.2.1. The eligible partner nations (PNs) and international organizations receive only the authorized defense articles or services for export in accordance with (IAW) National Disclosure Policy referenced in AFI 16-201, Chapter 1.

5.2.2. **Validating FMS Requests** . The implementing activity completes a LOR validation no later than twenty (20) days from receipt. If more than twenty (20) days pass between LOR receipt and LOR complete, explanatory remarks are entered in the “Request Status Comments” field of the “Customer Request” window in Defense Security Assistance Management System (DSAMS). The LOR Automation (LOR-A) Tool and the LOR preparation checklists are available to assist in preparing and validating LORs as referenced in *SAMM*, paragraph C5.2.7.1.2.

5.2.2.1. When validating a LOR, the SAF/IA Country Director (CD) or Command Country Manager (CCM) ensures the following in addition to the guidance in *SAMM*, paragraph C5.2.5.7 and its subparagraphs:

5.2.2.1.1. An eligible PN forwarded a request through channels as described in the *SAMM*, Table C5.T2. Requests from an ineligible PN are forwarded to the Defense Security Cooperation Agency (DSCA) for appropriate action.

5.2.2.1.2. A majority of the articles or services in the request are USAF-controlled or are in support of an initial USAF system acquisition. PN submits requests for articles and services under Army, Navy, or other Department of Defense (DoD) component control to the appropriate activity.

5.2.2.1.2.1. A customer request is created in DSAMS for each LOA document that is prepared. This includes creating separate customer requests for multiple LOA documents that are developed based on one LOR.

5.2.2.1.2.2. Creating a separate customer request for each LOA document enables DSAMS to accurately measure the LOA development processing time of each document, to include scenarios where only one of the LOA document is restated.

5.2.2.1.3. Requests for non-standard articles or services that DSCA has not approved or directed for sale are sent through the appropriate SAF/IA CD to DSCA for approval referenced in this manual, paragraphs 5.2.2.1.3, 5.2.4.4.2, and *SAMM*, paragraph C6.4.4. Any additional design and procurement workload for the non-standard items, which are defined as those items currently not being procured using an established DoD contract, may be direct case-funded.

5.2.2.1.4. When the LOR is determined valid IAW *SAMM*, paragraph C5.2.7 and its sub-paragraphs (including Table C5.T3., “Letter of Request (LOR) Check List - Evaluation Criteria,” the LOR is marked “complete” and the “LORVALID” case milestone is entered in DSAMS. The LOR validation date is used to measure the LOA response.

5.2.2.1.5. When FMS Administrative Surcharge funding pre-LOR activities such as site surveys, logistics support conferences, and case planning meetings, which are necessary in order to define purchaser requirements prior to a request for an LOA, refer to *SAMM*, paragraph C9.3.4.2 for funding limits. Also, the funding source threshold based on activity frequency applies where stipulated in *SAMM*, Table C9.T2. All requests to exceed the Major Commands (MAJCOM) foreign military sale Administrative Surcharge allocation are submitted to SAF/IAPR.

5.2.2.2. If a Country Team Assessment (CTA) does not accompany a LOR, the SAF/IA CD requests a CTA when required by *SAMM*, paragraph C5.2.4 and it has not been provided.

5.2.3. **Direct Commercial Sale (DCS) versus FMS Hybrid Program** .

5.2.3.1. In support of U.S. national security objectives and to promote interoperability and economies of scale, the DoD prefers allies and friendly nations to acquire U.S. systems versus foreign systems. However, the *SAMM* posits that the DoD is generally neutral regarding a PN’s decision to purchase U.S. defense articles or services via FMS versus DCS unless a specific defense article or service is controlled and available only through the FMS channels. By *SAMM* guidance, the U.S. government (USG) does not compete with U.S. industry for elements of a potential sale. Refer to *SAMM*, Section C4.4 for additional guidance.

5.2.3.2. Export of U.S. defense systems and associated services are complex transactions involving three primary stakeholders or parties: USG, international PNs (i.e., allied and friendly governments or organizations) and defense contractors and suppliers (U.S. and international). International PNs have a wide array of choices available in satisfying their defense needs. If a PN decides to acquire U.S. defense articles or services, they normally have the option of acquiring those articles or services through DCS, the FMS programs, or some combination of DCS and FMS (DCS/FMS hybrid program).

5.2.3.3. A FMS hybrid case is offered to the international PN/organization in support of a DCS for a total package approach (TPA). Export sales and transfers of US defense systems and associated services are complex transactions involving three primary stakeholders or parties: the USG, international partners (allied and friendly governments/organizations) and defense contractors and suppliers (U.S. and international). International partners have a wide array of choices available in satisfying their defense needs. If an international partner decides to acquire U.S. defense articles and services, they normally have the option of acquiring those articles and services through DCS arrangement, the FMS programs, or some combination of DCS and FMS (DCS/FMS Hybrid Program).

5.2.3.3.1. A hybrid program occurs when a DCS contract requires FMS support (i.e., some components are only available as government-furnished equipment or FMS-only). Industry advises the PN/organization of the required articles or services to be procured via FMS. Industry also informs the DSCA (Operations Directorate) and SAF/IAR (Directorate of Regional Affairs) of the requirement for the FMS support. The PN/organization submits a LOR to the USG for the required FMS support.

5.2.3.3.2. Because of the complexities involving coordination, information-sharing, and timing of DCS support requirements with a DCS, it is imperative that the USG and industry team be established prior to industry submitting a marketing license request to the Department of State (DOS). The SAF/IAR CD leads the teaming effort and includes appropriate stakeholders (e.g., Disclosure, Weapons, Policy, Legal, Program Office [PO], etc.). Information sharing continues to after-DCS and LOA signing through normal program execution activities.

5.2.3.3.3. The USG is not bound to honor industry commitments, nor can the USG be held liable for the inability to provide FMS support in conjunction with a DCS, even if requested by the PN/organization. See *SAMM*, Section C5.2.1, paragraph C5.2.1.1, and the “DCS/Foreign Military Sale Hybrid Program Pamphlet” for additional details. **Note:** As of January 2014, USAF uses case designator “B” to identify hybrid support cases (Ex: BN-D-BAA-BASIC).

5.2.4. Processing Valid FMS Requests .

5.2.4.1. The requests that meet all requirements in paragraph 5.2.1 of this manual are processed as outlined in the following paragraphs.

5.2.4.2. **Price and Availability (P&A) Data Requests .** In addition to the guidance found in *SAMM* para C5.3, the following guidance applies to P&A data requests managed by the USAF:

5.2.4.2.1. The PNs requesting P&A data need to state that the information is for planning purposes only. The request for P&A data is sent directly to the appropriate case writing organization (AFSAC-D or Air Force Security Assistance Training [AFSAT] Squadron). The case-writing organization ensures that appropriate foreign disclosure office has determined the PN-requested defense articles or services are releasable.

5.2.4.2.2. P&A data is formulated using available information, including standard USAF factors and formulas. P&A responses are developed from historical P&A or LOA Data (LOAD). The LORs for P&A data are entered as a PN request in DSAMS. P&A data responses are loaded into DSAMS and provided to the purchaser in the form of a DSAMS planning case response document.

5.2.4.2.3. P&A data is for planning purposes only and is not used for the PN’s budget programming or preparing an LOA. The following disclaimer clause is included when furnishing P&A data to the requesting PN:

5.2.4.2.3.1. “The Price and Availability (P&A) data provided are not valid for purposes of preparing an LOA and may not be adequate for budgetary purposes. These data are for planning/review purposes only, to assist in your Government’s determination whether or not to request an LOA. If [*insert the appropriate foreign PN*] is interested in pursuing this potential purchase, it must request an LOA. (SAMM, Table C5.T5., item #9).”

5.2.4.2.4. The appropriate program office provides P&A to the CCM, and the appropriate case-writing organization (Air Force Security Assistance and Cooperation Directorate [AFSAC-D] or AFSAT) provides P&A to the PN within forty-five (45) days of receipt of a valid LOR, under most circumstances. When responding to P&A data requests, the implementing MAJCOM ensures:

5.2.4.2.4.1. The owning entity of the articles or services supports release or export.

5.2.4.2.4.2. If an LOA is anticipated, all statutory and regulatory requirements can be met.

5.2.4.2.4.3. The purchaser is advised to submit a LOR for LOA if pursuing a FMS case.

5.2.4.2.5. The P&A requests for Global Positioning System (GPS)/Precise Position System equipment is forwarded to the GPS Directorate at the Los Angeles Air Force Base (AFB), California to obtain releasability approval for all GPS equipment. Once approval is obtained, the P&A tasking is forwarded to the owning entity (GPS Directorate or Agile Combat Support Directorate) for the GPS equipment to develop the P&A data.

5.2.5. Types of FMS Cases .

5.2.5.1. There are three basic types of cases: Defined order, blanket order (BO), and Cooperative Logistics Supply Support Agreement (CLSSA). These cases may include defense articles from procurement, USAF inventory, or excess stores of the USAF or DoD. Services may be procured, organic (DoD Services stock), or a combination of both. LORs submitted by PNs identify the requirement only, not the specific case category to be used to support the requirement. The CCM and Case Manager (CM) determine the appropriate case category to be used in supporting each requirement. The USAF goal is to offer at least eighty-five percent (85%) of Letters of Offer and Acceptance and LOA amendments to the PN on or before the anticipated offer date (AOD).

5.2.5.1.1. DSCA assigns AOD milestone to the initialized DSAMS LOA documents IAW the established Security Assistance policy guidelines. DSAMS automatically computes an AOD using the AOD Group Code to every case document, when AFSAC-D or AFSAT enters a LOR receipt date and associates the LOR to a case document. The AODs for FMS case documents are as follows (based on DSCA thresholds at the time of publication):

5.2.5.1.1.1. Group A. Blanket order, training, and CLSSA, Letters of Offer and Acceptance, and associated amendments and modifications are assigned an AOD of no longer than forty-five (45) days following the LOR receipt date.

5.2.5.1.1.2. Group B. Defined order Letters of Offer and Acceptance and associated amendments and modifications are assigned an AOD no longer than one hundred (100) days following the LOR receipt date. An LOA assigned to AOD Group Code B can be re-assigned to AOD Group Code C if it is later determined the LOA document meets the requirements of AOD Group Code C.

5.2.5.1.1.3. Group C. Defined order Letters of Offer and Acceptance and associated amendments determined to be “purchaser-unique” are assigned an AOD no longer than one hundred fifty (150) days following the LOR receipt date. The SAF/IA CD or CCM identifies why the Letters of Offer and Acceptance document is “purchaser-unique” and selects one or more of the CDEFs or sub-factors and documents the number of days these factors are expected to impact the Letters of Offer and Acceptance development processing time. Reference *SAMM*, Figure C5.F13., “Case Development Extenuating Factor Operational Definitions.”

5.2.5.1.1.4. Group D. Building Partner Capacity (BPC) Letters of Offer and Acceptance and associated amendments and modifications are assigned an AOD no longer than sixty (60) days following the LOR receipt date.

5.2.5.2. System Sales Cases . System sales cases include major end-items plus all articles and services necessary for delivery and initial support for the TPA. System sales cases provide aircraft, missiles, Command, Control, Communications, Computer & Intelligence, Surveillance, and Reconnaissance systems, radar, and complex services. A system sales case is a defined order (identifies specific quantities or services) and uses the designator “D” for communications systems, “S” for aircraft, and “Y” for missiles. All training under system sales cases is identified under a training Military Articles and Services Listing (MASL) and managed by AFSAT to ensure all congressional reporting and student screening requirements are IAW U.S. law and DoD guidance.

5.2.5.2.1. To fully understand the scope of a system sale, the purchaser is encouraged to participate in discussions, including those pertaining to the development of the LOA.

5.2.5.2.2. The scope of a system sales case is limited to articles, services, and training required for initial activation and initial sustainment. USAF provides a TPA, which includes enough sustainment for two to three years of operation following delivery of the Major Defense Equipment (MDE).

5.2.5.2.3. Initial support for a system sales case includes the articles and services necessary to ensure a fully activated system. The initial activation period normally ends with the delivery of the last major end item; however, the activation period may be extended until all essential articles and services are in place to support full activation.

- 5.2.5.2.4. The system sales case includes the applicable DSAMS notes, stating that long-term, follow-on sustainment support, and training are not part of the LOA. A note is included to state that the purchaser agrees to negotiate for sustainment spares through AFSAC-D under CLASSA (uses “K” designator), if the USAF is to provide the support. If the LOA contains no provision for initial support, this fact is documented in the LOA. An estimate is provided to the purchaser identifying the scope and period of recommended sustainment after initial system activation. The estimate is for a period of 12 to 24 months depending on the requirements of the purchaser.
- 5.2.5.2.5. Program Management Services are limited to a period not to exceed six (6) months after full system activation or final system delivery, unless otherwise approved in writing through appropriate channels to SAF/IAPX.
- 5.2.5.3. **Sustainment Cases** . Sustainment cases provide articles and services necessary to support a system after completion of system activation. These cases provide support equipment, spares, technical publications, technical services, maintenance, facilities, ammunition, training, etc.
- 5.2.5.3.1. Sustainment may be defined order (identified quantities or services) or BO (defined by dollar value alone).
- 5.2.5.3.2. The CCM, CM, and Security Assistance Program Manager (SAPM) ensure that the purchaser is aware of the need to have sustainment cases in place to avoid lapses in USAF support. In some extreme cases, sustainment may be provided through an initial system sale, and a waiver is obtained through the appropriate Security Assistance (SA) policy office.
- 5.2.5.4. **Training Cases** . Training cases, written and managed by AFSAT, cover all types of training, formal and informal courses, on-the-job training, familiarization or qualification training, aircrew training, professional training, Mobile Training Team, engineering technical services, Extended Training Service Specialists (ETSS), Language Training Detachments, and other technical or specialized training from both the USG and contractor sources. AFSAT is responsible for coordinating with Headquarters (HQ) AF/A3 to verify and evaluate training requirements for personnel assigned to MTTs and ETSS IAW AFI 10-4201 Vol. 1.
- 5.2.5.4.1. Due to AFSAC-D Security Assistance Management Information System (SAMIS) access, AFSAC-D writes dedicated training squadron/programs requiring SAMIS access, which include multiple command training requirements, in coordination with the applicable MAJCOM and the hosting USAF base responsible for the overall case management. U.S. law requires the DoD to report international training and security screening of international students prior to receiving DoD or DoD-sponsored training. In compliance, AFSAT administers and manages all international student training conducted under a training line with the exception of the dedicated training programs.
- 5.2.5.4.2. Training may be defined order (identified quantities or services) or BO (defined by dollar value alone) and uses the “T” designator. AFSAT prepares training cases. (Exception: Dedicated training squadron cases written by AFSAC-D)

5.2.5.4.3. AFSAT provides all LOAD for training to support systems sales and hybrid cases. If training timelines exceed the system sales case procurement timeline, the SAPM and the AFSAT Training Program Manager (TPM) determine if a separate training case is required to prepare country customer personnel to operate a procured weapon system.

5.2.5.4.4. Training is not embedded in non-training lines unless the AFSAT Commander approves a waiver to include training.

5.2.5.5. **BPC Cases** . Various U.S. statutory authorities allow using U.S. appropriated funds, other than Foreign Military Financing (FMF) and International Military Education Training funds, to provide defense articles and services to friendly PNs and allies. These usually are supplemental DoD appropriations used to provide equipment, supplies, and training to foreign military forces to conduct joint operations with U.S. forces and to conduct counter-narcotics and counter-terrorist operations.

5.2.5.5.1. The DoD and other federal agencies working jointly with the Requesting Authority (RA) or the Combatant Command (COCOM) submit a request to DSCA identifying the services and equipment to be provided and citing the legal authority for the program. DSCA and DOS approve the use of the FMS infrastructure to execute the program. Refer to *SAMM*, Chapter 15, paragraph C15.2.1 for more info.

5.2.5.5.2. AFSAC-D prepares BPC Letters of Offer and Acceptance to itemize defense articles or services included in the request for the USG to track the case. AFSAT prepares BPC LOA for training cases. BPC cases may be defined or BO cases.

5.2.6. **LOA Lifecycle Quality Control** .

5.2.6.1. The quality, accuracy, and timeliness of all finished products begin with the initial review of the LOR and continue through to the USAF's proposal to DSCA for counter-signature. Quality control of documents is the highest priority during the preparation and processing of all sales, whether for spares, AF Technical Orders (AFTO), training, or major weapons systems.

5.2.6.2. All LOA documents are legal instruments between the USG and our foreign PNs. As such, LOA are treated and developed with the utmost dedication and detail. Failure to provide PNs with accurate and timely data may result in schedule delays, cost overruns, and less-than-optimal performance.

5.2.6.3. The USAF LOAs are prepared IAW the *SAMM* prescribed format using DSAMS. To ensure that LOAs are of the highest quality and IAW the *SAMM*, paragraph C5.4.11, applicable USAF organizations develop and provide detailed preparation guidance for standardization. AFSAC-D or AFSAT, as appropriate, ensure that preparation and review of LOAs are properly coordinated with outside agencies, e.g., National Security Agency (NSA) prior to DSCA review and countersignature of all LOA.

5.2.7. **FMS Development Programs** .

5.2.7.1. PNs are encouraged to buy systems already in the USAF inventory. As DoD policy, the standard for the items sold under FMS have serviceability standards equal to those issued to U.S. forces. Should PN requests a FMS developmental program, the SAF/IA CD, in collaboration with SAF/IAPT and the appropriate program office, decide on a case-by-case basis whether to sell MDE items planned for the USAF inventory which have not completed operational test and evaluation. If the sale is supported, the SAF/IA CD submits a request for a “Yockey Waiver” through the DSCA, Strategy Directorate, Weapons Division to the OUSD(AT&L) concurrence.

5.2.7.1.1. P&A data or LOA for MDE requiring a “Yockey Waiver” are not provided to PNs until notified by DSCA of the waiver’s approval. The item may be sold by either commercial or FMS methods, subject to the approval.

5.2.7.1.2. The appropriate program office ensures that a MASL is developed to support the requested MDE item.

5.3. Letter of Request (LOR) Responses . The SAF/IA Country Director (CD) or Command Country Manager (CCM) validates the LOR within five (5) days of receipt.

5.3.1. If the LOR-referred Major Command (MAJCOM) cannot support the purchaser’s request (i.e., rejects the LOR to sell the capability or return the LOR for clarification or more information) and intends to issue a disapproval, the MAJCOM notifies the SAF/IA CD. The SAF/IA CD notifies the appropriate Defense Security Cooperation Agency (DSCA) Integrated Regional Team, which in turn coordinates the disapproval with Department of State (DOS) Political-Military/Regional Security and Arms Transfers (PM/RSAT), who officially notifies the customer. Routine training request denials do not require a prior coordination. Reference *Security Assistance Management Manual (SAMM)*, Section C5.3.2.2 for more info. Instead, the DSCA (Operations, Programs, and Strategy Directorates) are courtesy copied on all such responses.

5.3.2. Responses to LORs may be in the form of Price and Availability (P&A) data, the Letter of Offer and Acceptance (LOA), or another appropriate action. Responses may be tailored, i.e., hybrid (foreign military sale [FMS] and Direct Commercial Sale [DCS] elements, negotiated, or not-to-exceed) to meet the PNs’ requests as referenced in *SAMM*, Section C5.3.1.

5.3.2.1. **P&A Data Responses** . Reference *SAMM*, Section C5.3 for additional guidance.

5.3.2.1.1. The purchasers use P&A data for planning and to support an anticipated FMS purchase. P&A is rough order of magnitude (ROM) data and estimates of cost and availability of defense articles or services only. P&A is not used for budget purposes, or to develop an LOA, or considered a U.S. government (USG) commitment.

5.3.2.1.2. The referred MAJCOM provides P&A data within forty-five (45) days of the request. Defense Security Assistance Management System (DSAMS) is used to prepare P&A data response documents whenever possible. Classified P&A data is not entered into DSAMS.

5.3.2.2. LOA Responses : Air Force Security Assistance and Cooperation Directorate (AFSAC-D) or Air Force Security Assistance Training (AFSAT) Squadron initiates the case in DSAMS. There is no requirement for an LOA for each individual LOR. Concurrent requests from the same partner nation (PN) for the same type of defense articles or services may be combined into one case. The initial DSAMS input contains the required information in accordance with (IAW) the *SAMM* Section C5.4 and as described in this manual.

5.3.2.2.1. Identifying FMS Cases . Upon initialization of a new FMS case, DSAMS automatically generates a case identifier which is assigned to the case based on the information input by the CCM. This identifier is comprised of three major components: country code (e.g., BN for Bandaria), IA code (the most common are B-Army, D-USAF, and P-Navy), and a three-position case designator (e.g., -AAA).

5.3.2.2.1.1. The first position of the three-position case designator identifies the article or defense service being provided. The remaining two positions are sequentially assigned by DSAMS and used to distinguish among a country's separate cases for the same category of item or service.

5.3.2.2.1.2. A project nickname may be assigned to system sales, classified requests, or complex cases. SAF/IA CDs obtain nicknames, as appropriate, from the Office of the Administrative Assistant to the Secretary of the Air Force, Directorate of Security, Counter Intelligence and Special Programs (SAF/AAZ).

5.3.3. Identifying Classified FMS Cases . When an LOA request is classified an unclassified pseudo LOA is initialized in DSAMS as referenced in *SAMM*, paragraph C5.4.3.4. Pseudo-case identifiers are obtained from the AFSAC-D DSAMS point of contact. AFSAT uses X9 as the pseudo case identifier country code for all T-cases (training services). The LOR needs to provide explicit instructions and designations as to what is and is not classified. If the PN has not clearly distinguished classified from unclassified information, the LOR is returned immediately with appropriate instructions. Additionally, the LOR needs to provide justification for processing a classified case. The USAF does not process an LOA in which all data is identified as classified or without sufficient justification for a classified case. Classified LOAs are not processed in DSAMS. Processing of a classified LOA is direct case-funded service.

5.3.4. LOA Data (LOAD) Preparation . See *SAMM*, paragraph C5.4.13.1.1.

5.3.4.1. The purpose of LOAD is to give the PN the best available estimate of costs and delivery times. The LOAD is valid to use on an LOA.

5.3.4.2. The LOAD characteristics include line item descriptions, estimated delivery schedules, program milestones, payment schedules (to include expenditure profiles from the major contractors), manpower, and all associated cost required to execute the case.

5.3.4.2.1. The LOAD pricing includes a valid expiration date.

5.3.4.2.2. Detailed LOAD studies are not done for USAF-managed spare parts, Defense Logistics Agency and General Services Administration items, or for blanket order cases referenced in paragraph 1.4.6.9.1 of this manual. The LOAD is always released in the LOA format. For any deviation or variation, submit a written request to SAF/IAPX for review and approval referenced in paragraph 1.2 of this manual.

5.3.4.3. **LOAD Taskings** .

5.3.4.3.1. The responsible Security Assistance (SA) manager validates LORs to ensure that information is sufficient to develop valid and accurate LOAD estimates. If information provided by the PN is not adequate for preparing a LOAD, the PN is requested to provide additional information referenced in *SAMM*, paragraph C5.1.7.1.2.

5.3.4.3.2. **Use of Contractors for Preparation of LOAD** . Contractors may assist in the LOAD preparation when tasked IAW the DoD 7000.14-R, *Department of Defense Financial Management Regulation (FMR), Volume 15: "Security Assistance Policy,"* Chapter 7, Section 070603, "*DoD Component Administrative Expenses.*" The DSAMS is the default medium for gathering LOAD referenced in *SAMM*, Section C5.4.5.

5.3.4.3.3. Replies to LOAD tasking are completed no later than the due date assigned on the tasking. The tasking due date is approximately one fourth of the time between the date of the task and anticipated offer date (AOD). If a LOAD tasking cannot be completed within the prescribed time period, the LOAD-preparing office requests a new suspense from the Case Manager (CM) and justifies the delay. Appropriate SAF/IAR CD, CCM, or an applicable management level approves LOAD extensions when requested in advance IAW the respective MAJCOM's FMS policy. If the requested LOAD response occurs earlier than specified above, the CM states the date the information is required and justifies the urgency as referenced in *SAMM*, Section C5.4.

5.3.4.4. **General LOAD Requirements** . The following information (as appropriate) is included in the LOAD package:

5.3.4.4.1. Identify dangerous, hazardous, classified and unclassified, outsized air cargo, distribution-limited, and information security (INFOSEC) system items. Provide the LOAD requester with all INFOSEC items not identified in the LOAD request. Generate Foreign Disclosure System reports for all LOAD requests on classified and non-releasable defense articles or services. Refer to *SAMM*, Section C7.15 for additional guidance.

5.3.4.4.2. Identification of potential problems, such as starting up closed production lines, diverting items from USAF inventory, non-standard items, or non-availability of follow-on support. The LOAD and the offered LOA also clearly stipulate the following: expedited or accelerated delivery, unique training, ferry, political-military (POL-MIL) sensitive, or Unique Control Number requirements. Frequently, such requirements significantly impact the required actions and execution parameters of an offered LOA, especially when such requirements are not duly vetted or taken into consideration during the LOA development phase. Consequently, all such

requirements are fully addressed and coordinated with the Program Executive Office (PEO) or the PEO's delegated representative prior to Manpower Requirements Package (MRP) and the LOAD development. When making manpower decisions, reference AFI 10-503, paragraph 4.3.13, to determine if a Strategic Basing decision is required. Reference *SAMM*, Section C5.4 for additional guidance.

5.3.4.4.3. Identification of Joint Staff (JS) and USAF-controlled items ("AF" in the Catalog Management Data File issue and fund control column, indicates that the item is USAF-controlled). Service-regulated materiel and equipment that are not requisitioned through Security Assistance Management Information System or other standard requisitioning and ordering sources of supply may also need to be procured through Parts Repair and Ordering System (PROS). This is especially true for "common" parts that are USAF or Service-managed in Service-controlled inventory control points (ICP) to which a FMS PN does not have access or authorization to access. Refer to *SAMM*, paragraph C5.4.3, for additional guidance.

5.3.4.4.4. Availability of USG personnel to fill case-specific manpower requirements -- both permanent party and under a temporary tour of duty travel status are the best estimates and subject to change as referenced in *SAMM*, paragraph C9.3.8.

5.3.4.4.5. Availability of contract personnel in place of USG employees, civilian and military, for any service overseas. Refer to this manual's paragraph 9.2.3.2 on inherently governmental functions that contractors cannot perform.

5.3.4.4.6. Deviations or waivers required. (Ex: Presidential waiver, Joint Travel Regulations (JTR) waiver, Yockey Waiver, Nonrecurring Cost [NC] Recoupment Charge waiver, Travel and Living Allowance [TLA] waiver, contract administration services (CAS) charge waiver, Administrative Surcharge waiver, termination liability waiver, etc.)

5.3.4.4.7. Interim contractor support needs referenced in AFI 38-204, paragraph 2.2.5.5.

5.3.4.4.8. Source information for commercial and commercially available articles and services. Also identify any articles or services approved by DSCA for contractor preference for DCS. Reference *SAMM*, Section C4.3.7 and Table C5.T3., "Letter of Request (LOR) Check List – Evaluation Criteria."

5.3.4.4.9. Federal equipment condition code if the equipment is in long supply or excess. Reference *SAMM*, paragraph C4.4.2.

5.3.4.4.10. USAF Airworthiness (AW) Certification and Operational Safety, Suitability and Effectiveness (OSS&E) for Security Cooperation (SC) and SA programs as reference in *SAMM*, paragraphs C4.4.2 and C5.3.1 .

5.3.4.4.10.1. AW and OSS&E policy is applicable to SC programs authorized directly to USAF and SA programs delegated to USAF for implementation, such as FMS. It is not applicable to DCS programs. Any exceptions or waivers to USAF Operational Safety, Suitability, and Effectiveness (OSS&E) policy are approved by Headquarters (HQ) AF Materiel Command (AFMC)/ENS.

5.3.4.4.10.2. DoD Directive 5030.61C2, *DoD Airworthiness Policy*, 24 August 2017, states, “All aircraft and air systems owned, leased, operated, used, designed, or modified by Department of Defense (DoD) must have completed an AW assessment IAW military department policy.” (T-0) AFPD 62-6, *Airworthiness*, as implemented by AFI 62-601, *USAF Airworthiness*, “establishes policies for formal AW assessments to ensure that AF organizationally operated aircraft are airworthy over their entire life cycle and maintain high levels of safety.” Accordingly, SC and SA programs utilize AW assessments IAW USAF policy and processes to authorize all flights within the SC or SA program.

5.3.4.4.10.3. In accordance with AFPD 63-1_AFPD 20-1, *Integrated Life Cycle Management*, 3 June 2016, paragraph 2.3.8, SC and SA programs apply OSS&E-related technical and managerial processes IAW the terms and conditions of the LOA. SC and SA Programs ensure that each aircraft and air system has met its OSS&E and applicable certification/coordination/approval requirements. Unless otherwise stipulated in the LOA, OSS&E responsibility remains with the Program Manager (PM) until the aircraft title passes to the PN/international organization (IO).

5.3.4.4.10.4. The program office should plan appropriately to accomplish, at a minimum, the activities required by USAF AW policy and process, as well as OSS&E-related technical and managerial processes. Contact the USAF Airworthiness Office (USAF.Airworthiness.Office@us.af.mil) as required for assistance in interpreting and applying USAF AW policy to the program. Ensure AW policy requirements are addressed in the LOA as appropriate.

5.3.4.4.10.4.1. AW checklists have been developed and posted to the AFSAC-D SharePoint® website and LOR-Automation (LOR-A) Tool for use by AFSAC-D CCMs, SAF/IA CDs and in-country DoD Security Cooperation Organization (SCO) representatives when discussing AW-related activity, process, and product needs with PNs/organizations. Once completed, the checklist contents should be reflected in the LOR and addressed in the LOA as appropriate. The information is included with any request for Security Cooperation Education and Training Teams (SCET) and documented in DD Form 2964, *Security Cooperation Education And Training (SCET) Team Request*.

5.3.4.4.10.4.2. The USAF program office needs to collect statements of operating intent from the PN/IO defining the planned usage and lifecycle environment of the aircraft or aircraft system in order to properly perform AW assessments.

5.3.4.4.10.4.3. PNs may require AW-related activities, processes, or products that the USAF AW does not perform or produce. The program office should address gaps between standard USAF policy/process and PN/IO expectations/requirements during the LOA development. **NOTE 1:** The following USAF Standard Note **MUST** be included in each LOA involving procurement of aircraft: “USAF foreign military sale programs will execute Airworthiness and Operational Safety, Suitability and Effectiveness processes in accordance

with USAF policy. Additional Airworthiness and Operational Safety, Suitability, and Effectiveness activities required by the Purchaser will be performed according to the terms and conditions of this LOA. Upon passing of aircraft title and possession from the U.S. government to the Purchaser as stipulated in this LOA, USAF Flight Authorizations expire, and the Purchaser becomes responsible for Airworthiness and Operational Safety, Suitability, and Effectiveness. After the title passes, USAF foreign military sale programs will perform Airworthiness and Operational Safety, Suitability, and Effectiveness activities for the Purchaser as stipulated in the LOA.” (T-3). **NOTE 2:** The following USAF Standard Note MUST be included in each LOA involving modification of foreign-owned aircraft: “USAF foreign military sale programs will execute Airworthiness and Operational Safety, Suitability and Effectiveness processes in accordance with USAF policy. Upon passing of aircraft possession from the U.S. government to the Purchaser as stipulated in this LOA, USAF Flight Authorizations expire. Additional Airworthiness and Operational Safety, Suitability, and Effectiveness activities required by the Purchaser will be performed as stipulated in the LOA.” (T-3)

5.3.4.4.10.5. **AW Implementation** .

5.3.4.4.10.5.1. The program office must explicitly identify configuration items not assessed for AW in the AW process products (AW plan, certification basis, compliance report, risk assessment, flight authorizations) it produces. (T-3)

5.3.4.4.10.5.2. Aircraft and air systems being modified must be inspected to ensure a known configuration enters the modification process and to ensure that the unmodified aircraft or aircraft system has been maintained in an AW configuration. (T-3) Any existing safety issues identified during the incoming inspection should be corrected prior to induction for modification.

5.3.4.4.10.5.3. The USAF Flight Authorizations are required for all flights that occur within the SC or SA program. Upon transfer of aircraft to or back to the PN/IO, the USAF Flight Authorizations expire, and the PN/IO assumes total AW responsibility.

5.3.4.4.10.5.4. If required by the LOA, the program office may provide a memorandum summarizing the AW process conducted. If required by the LOA, the program office may provide supporting AW process products (AW plan, certification basis, compliance report, risk assessment) provided that the products meet foreign disclosure requirements and contractor distribution statements.

5.3.4.4.10.5.5. The program office informs the PN/IO of system safety risks found during the AW compliance assessment IAW the requirements of this manual to enable the PN/IO to understand, accept, and/or mitigate the risks.

5.3.4.4.11. Training requirements and costs. Refer to *SAMM*, Section C9.4.3.

5.3.4.4.12. Travel requirements and costs. Refer to *SAMM*, Section C9.4.2.4.

5.3.4.4.13. Security Access Requirements (SAR) for personnel in the program. Refer to *SAMM*, Section C3.2.7.

5.3.4.4.14. Site survey team and system planning team requirements. Refer to *SAMM*, paragraph C2.4.2.

5.3.4.4.15. Military Articles and Services Listing (MASL), major defense equipment (MDE), and generic codes. For further information on MASL and MDE codes see the following publications: The International Traffic in Arms Regulation (ITAR); *Defense Security Cooperation Agency Handbook 7003*; DoD 7000.14-R, Volume 15, Chapter 7; and, *SAMM*, Appendix 4.

5.3.4.4.16. Date through which data is valid. Reference *SAMM*, paragraphs C5.4.2.1 and C5.4.2.4 for additional guidance.

5.3.4.4.17. Lines Containing Manpower. All MAJCOMs and SAF/IAR Divisions with a manpower services line on the LOA (defined or undefined), provide SAF/IAPX MRP/Manpower and Travel Data Sheet (MTDS) documentation for approval prior to returning the LINEPREP tasking to AFLCMC/ WF, unless the *SAMM* has or SAF/IAPX provides a policy waiver. Next, the implementing MAJCOM submits the LOA package with MRP/MTDS to DSCA/SA/CWD for DoD-level policy review and approval. Refer to *SAMM*, Section C5.4.14 for the documents to accompany LOA for coordination. See Section 9.2 of this manual and *SAMM*, Section C9.4 for FMS case-specific manpower requirements documentation guidance.

5.3.4.4.18. Each LOA includes an Offer Expiration Date (OED) indicating the last date on which the PN may accept the offer. The OED is normally 85 days from MILAP milestone in DSAMS, except for countries approved a longer OED. Short OEDs are used for USG-driven requirements. If the PN has less than the normal OED, AFSAC-D or AFSAT develops a mandatory note explaining the reason. **(T-0)** Refer to *SAMM*, Appendix 6, “Short Offer Expiration Date (OED).”

5.3.4.4.19. The period of availability (PoA) and period of performance (PoP) are stated in number range (defense articles) and date range (defense services) and reflect the timeframe in which the materiel or service is provided to the PN. In determining the case PoA or PoP, the program office includes necessary factors (ex: required lead-time) to ensure the item or service is delivered according to the PN’s requirements. When determining availability, the lead-times such as administration, procurement, or production, are considered, including start-up time for closed production lines. Reference *SAMM*, paragraph C5.4.3.1.1 for more info.

5.3.4.4.19.1. The period of availability and PoP are displayed in column 5 of the LOA referenced in *SAMM*, Figure C5.F3., “Sample Letter of Offer and Acceptance (LOA).”

5.3.4.4.19.2. A period of availability is displayed as a range of months (e.g., beginning and ending months: 1-12, 2-60, 36-78, etc.). A period of performance is displayed using the month and year format (e.g., Oct 2015 – Sep 2016, etc.).

5.3.4.4.19.3. **MRP Development and Implementation** : When a PoA or a PoP starts in the first month when the LOA is implemented, the range begins with “1” (e.g., 1-24).

5.3.4.4.19.3.1. During the MRP development, the OED is used to determine month 1 of the PoP for the Basic LOA. The OED is a no-later-than target before the case offer officially expires. If the OED is between the 1st – 15th day of the month, count that month as month 1. If the OED is between the 16th – end of the month, count the next month as month 1.

5.3.4.4.19.3.2. Once the Basic LOA is implemented, all future modifications and amendments are re-evaluated during their development using the same criteria above to update the execution parameters once the acceptance or implementation date of the Basic LOA is known. When the PN signs early, all periods of availability and periods of performance are indexed with an LOA modification based on actual implementation, not OED.

5.3.4.4.19.3.3. Regardless of when case month 1 is, case execution does not begin until after case implementation. Reference *SAMM*, Section C6.1 for additional guidance.

5.3.4.5. Program Management Plan (PMP) and Program Master Plan. In addition to submitting LOAD, the applicable program office(s) prepare(s) a draft PMP for all system sales cases and forward(s) copies to the CM. In turn, CM prepares a PMP to coordinate actions required to successfully execute the case. For all “major sales,” PMP is a DSCA policy requirement. Reference *SAMM*, Section C2.2.5 for more guidance. A Life Cycle Management Plan (LCMP) developed IAW overarching DoD and USAF acquisition guidance and procedures can satisfy the requirement for a FMS. Refer to *SAMM*, paragraph C2.2.6 for more info.

5.3.5. **Condition of USAF Articles** . In addition to *SAMM*, paragraphs C4.4.2, C5.4.7.10.8, and C6.4, the following guidance applies:

5.3.5.1. The FMS article condition codes, if applicable, are included in the LOA. Refer to Defense Logistics Manual (DLM) 4000.25-2, *Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP)*, Appendix 2.5 – “Federal Condition Codes,” for more info.

5.3.5.2. Articles supplied to the PN from the USAF inventory or excess stock (new or used) need to meet the serviceability standards in the applicable technical instructions or orders, unless otherwise specified in the LOA. Costs to upgrade items to these standards are charged to the PN in the LOA.

5.3.5.3. The USAF may transfer certain articles on an as-is, where-is basis. The USAF is not responsible for the repair, support, or movement of these articles, unless the LOA indicates otherwise. PN may inspect the articles for transfer, before LOA preparation. Any USG cost involved in the inspection is included in the LOA. Recipient countries are encouraged to conduct a joint visual inspection (JVI) prior to transfer of the items. The LOA is to show the condition of the articles, work to be done, and an estimate of the associated costs in separate line items. Refer to *SAMM*, Section C11.3., “Excess Defense Articles (EDA)” and Table C11.T6., “EDA Legislation Summary.”

5.3.6. Cost Information. In addition to *SAMM*, paragraph C5.4.13.1.1, DoD FMR, Volume 15 Chapter 7, *SAMM*, paragraphs C9.3.1, C9.3.5, Section C9.5, and *SAMM*, Section C9.6.2 guidance, the following applies:

5.3.6.1. The LOAD is to show all applicable FMS elements of costs. See DoD 7000.14-R, Volume 15 for detailed SA financial procedures. AFI 65-503, *U.S. Air Force Cost and Planning Factors*, provides escalation rate factors.

5.3.6.2. The basic cost estimates for principal and major items to be procured comes from contractors through the procurement activity.

5.3.6.3. Itemize cost data when it is needed (unit costs include these costs), such as: patent or royalty rights; NC charges; sales commissions and contingent fees; provisioning, documentation, and effort; factors for general economic trends; contract administration services (CAS) fees and contract audit costs; government-furnished services such as packing, crating, handling, and transportation (PCH&T); technical documentation; cost factor for government-provided engineering services; test and evaluation costs; audit of claims costs; and, warranty costs. Reference *SAMM*, paragraph C9.3.1 more info.

5.3.6.3.1. For a MDE NC charge determination and DoD investment and production cost documentation not available, calculate the pro rata NC charge at five percent (5%) of the last known DoD acquisition cost. The five percent figure is based on an analysis by DSCA staff showing that historically MDE recoupment charges approximately 5% of the FMS unit costs.

5.3.6.3.2. For NC charge waiver or reduction requests, reference *SAMM*, Section C9.6.3 and this manual paragraphs 9.2.20 and 9.2.22 for additional guidance.

5.3.6.4. Include other direct costs, such as personnel and travel, if applicable. The *Security Assistance Manpower Requirements System User's Manual* posted to Security Assistance Manpower Requirements System (SAMRS) Reference tab provides detailed information on preparing manpower data.

5.3.6.5. The CAS fees are applied to LOA IAW Section 21(h) of the *Arms Export Control Act (AECA)*. The CAS fees are not applied to LOA lines with a source of supply (SoS) code of S (stock). For instance, a construction services line on which the U.S. Army Corp of Engineers provides the manpower with an SoS code of S, excludes any CAS fees. CAS fees are applied to the base prices of each LOA line with an SoS code of P (procurement). CAS fees are applied to the portion of the base price of each LOA line with an SoS code of X (mixed stock and procurement) expected to come from procurement. Certain governments are granted waivers of specific CAS fee elements based on formal reciprocal agreements IAW the AECA Section 21(h). The CAS fee waivers are case-based and apply to new cases implemented on or after the agreement date. Detailed CAS fee waiver information can be found in *SAMM*, Section C9.6.2.

5.3.7. Aircraft Ferry LOAD Requirements . The MAJCOM ferry focal points are: ACC/IAS as Line Manager (LM) with Air Combat Command Air Operations Squadron, Aircraft Delivery Flight (ACC AOS/AOD) as the service provider for fighter aircraft; Air Mobility Command (AMC)/A8XA (International Affairs Branch) who collaborates with the AMC/A3 (Director of Operations)/Aircrew Operations and Training Division for aircrew support for cargo and mobility aircraft; and, Air Education and Training Command Directorate of Intelligence, Operations, and Nuclear Integration (AETC/A3) for training aircraft. If the purchaser requests the USAF to deliver aircraft, the LOAD includes the following in addition to guidance provided in AFI 65-508, paragraph 1.2.2, DoD 7000.14-R, Volume 15, Chapter 7, Section 070503, paragraph C.1, and *SAMM*, paragraph C5.3.1:

5.3.7.1. Aircraft production or maintenance schedules, desired delivery dates, and the quantity of aircraft.

5.3.7.2. Number of flights needed for delivery.

5.3.7.3. Cost of ferrying aircraft, to include from the manufacturer to the disassembly point for preparation for air shipment, PN exercise participation, worldwide movement (e.g., depot maintenance), etc.

5.3.7.4. Cost of ACC/AOS mission planning efforts, and travel costs and salaries of ACC/AOS Delivery Control Officers.

5.3.7.5. Crew per diem (based on the average number of days required to deliver the aircraft), including average delay times.

5.3.7.6. Transportation from the crew's present duty station or location to point of aircraft pickup in the Continental U.S. (CONUS) Return transportation of crew priced at commercial rates from the point of delivery in-country to the crew's present duty station or location. If the duty station is not known at the time of the LOAD study, estimate the price for the return based on a midpoint in the CONUS.

5.3.7.7. Petroleum, Oil, and Lubricants costs (petroleum-oil-lubricant flying-hour rate for the aircraft times the number of flying hours required for delivery) and enroute ground servicing costs.

5.3.7.8. Cost of in-flight refueling based on the full flying-hour rate of the aircraft required for refueling times the number of flying hours required, and crew pay and per diem.

5.3.7.9. Cost for de-fueling, purging, disassembling, preparing, packaging, and on-loading of aircraft at the disassembly point, and reverse assembly.

5.3.7.10. Estimated cost of the Special Assignment Airlift Mission flights and any support mission.

5.3.7.11. Cost of reassembly of aircraft in country, including transportation, materiel, and flight test.

5.3.7.12. Prorated costs for USAF shipping fixtures.

5.3.7.13. Any other costs for the mission, such as spare parts for reassembly, over-flight charges, landing and parking fees, ramp services, etc. These are identified in the LOAD.

5.3.7.14. Cost of escort aircraft services based on the full flying-hour rate of the escort aircraft times the number of flying hours required.

5.3.7.15. Cost of air rescue service and navigational assistance aircraft, if needed, based on the full flying-hour rate of the aircraft times the number of flying-hours required and crew pay crew, including per diem. These costs are prorated if the assistance aircraft also services other countries while on the same mission. The basis for reduction is the number of countries served while on the mission, rather than the total number of aircraft delivered on the mission.

5.3.7.16. If DSCA approves surface delivery of aircraft, coverage and notes are included in the LOA. The LOAD study includes the following:

5.3.7.16.1. Delivery to Port of Embarkation (POE) or preparation facility point of USG acceptance or storage.

5.3.7.16.2. Preparation for shipment.

5.3.7.16.3. Cocooning or crating.

5.3.7.16.4. Port handling costs.

5.3.7.16.5. Types of surface transportation.

5.3.7.16.6. Destination port handling.

5.3.7.16.7. Un-cocooning or uncrating.

5.3.7.16.8. Re-assembly.

5.3.7.16.9. Transportation to airfield.

5.3.7.16.10. Functional Check Flight (FCF).

5.3.7.16.11. FCF support.

5.3.7.16.12. Caretaker, if needed.

5.3.7.17. The purchaser may take responsibility for “destination port handling” through “transportation to airfield.” If the purchaser asks for a FCF by an USAF crew, a caretaker is mandatory. **(T-3)**

5.3.8. Inventory Aircraft, Missile, and Helicopter LOAD Requirements . The DoD 7000.14-R, Vol. 15, Chapter 7 contains guidance for pricing articles supplied from the USAF inventory. SAF/FMC computes USAF inventory aircraft, missile, and helicopter prices based on historical and LM-provided cost data. In addition to DoD 7000.14-R, *FAR*, Vol. 15, Chapter 7, “Pricing,” Section 070302, “Sale of Defense Articles,” paragraph C.2.a., and *SAMM* C5.4.13.2, the following guidance applies:

5.3.8.1. If availability is based on the items being excess or if a diversion of assets is required under the *SAMM*, Section C6.4.6, SAF/IAPX coordinates with the AF/A4LM office.

5.3.8.2. SAF/FMC provides historical acquisition value and computes the estimated transfer value for reporting to DSCA and Congress. If the sale is made with cash or repayable credit, the LM requests final pricing from SAF/FMC after the items are transferred. These prices are used for a final billing to the purchaser. Reference DoD 7000.14-R, *FMR*, Vol. 15, Chapter 7, "Pricing," Section 070302, "Sale of Defense Articles," paragraph C.2.a. for more info.

5.3.8.3. For engine pricing, AFMC ensures the estimate is developed as specified in DoD 7000.14-R, Vol. 15, Chapter 7, and reflects adjustment for age or condition.

5.3.9. Communications Security (COMSEC) LOAD Requirements . A permission from the Director of the National Security Agency is required to transfer any COMSEC items via FMS or DCS IAW Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 6510.06C, *Communication Security Releases to Foreign Nations*. **(T-0)** In addition to *SAMM*, Table C3.T6., *SAMM*, Section C.3.1.1., *SAMM*, Table C5.T3., CJCSI 6510.06C, Enclosure A, Section 11.b., Enclosure B, paragraph 2.f.(3), and Section 3.b., the following applies:

5.3.9.1. To initiate the release and approval process, the appropriate Combatant Commander (CCDR) submits a COMSEC Release Request to the appropriate JS J6 office. Prior to the transfer of COMSEC material to a PN, a Communication Interoperability and Security Memorandum of Agreement must be in place. **(T-0)**

5.3.9.2. Requests for COMSEC articles are sent to AFSAC-D for tasking. If the USAF is not the acquisition authority or the LM, for the COMSEC item, the LOR is forwarded to the responsible implementing activity for LOA development.

5.3.10. **Reviewing LOAD.** When developing and reviewing a Letter of Offer and Acceptance data (LOAD), the case-writing organizations complete an LOA checklist, which is a mandatory documentation with an LOA package submitted to DSCA. **(T-1)** Refer to *SAMM*, Chapter 5, paragraphs C5.4.11 and C5.4.12.1, and SAF/IAPX 16-08, *Revised Letter of Offer and Acceptance (LOA) Checklist*, 1 March 2016, for additional guidance.

5.3.11. Classified Materiel on LOA . In addition to the guidance found in *SAMM*, paragraphs C5.4.3.4 and C5.4.10, the following guidance is provided:

5.3.11.1. Classified items are included on a separate defined order line with a specific MASL description and quantity. If a MASL does not exist for a classified item, contact AFSAC-D FMS Enterprise Planning & Requirements Division (AFSAC-DN) for the process to create one.

5.3.11.2. Materiel is not included in a line item using a services MASL, unless the materiel being provided is incidental to the provision of the service. Classified materiel, including publications, are not included in a services line, but documented as a separate defined order line with the description and quantity written to a classified LOA outside of DSAMS. **(T-0)** Classified publications are not embedded into a mixed (classified and unclassified) publications line. Reference AFI 16-1404, paragraph 4.2.4, for more info.

5.3.12. In addition to the guidance found in *SAMM*, paragraphs C1.3.2.6, C1.3.2.7, and Table C9.T2., the following guidance is provided:

5.3.12.1. The USAF implements SA programs for defense articles and services under its cognizance, including articles stocked, stored, issued, and procured by the USAF. The USAF may support FMS items available from other military departments (MILDEPs), DoD components, or USG agencies. The sustainment support for these items come from the DoD component controlling the item.

5.3.12.2. For a LOR requesting various military articles or services from different MILDEPs vice just the USAF, a Multi-Service LOA or a multiple LOA option is used. Regardless of the method used, the Implementing Agencies operate within a framework that clearly defines the roles and responsibilities of each participating agency. For a multi-service LOA, the Implementing Agencies operate under mutually agreed terms, assigning a “Lead” Implementing Agency to the LOA effort to ensure a Total Package Approach is delivered. Reference *SAMM*, Chapter 4, paragraph C4.3.2 and Table C5.T2., “IA’s Authorized to Receive Letters of Request.”

5.3.13. In addition to the guidance found in *SAMM* paragraph C6.4.4, the following guidance on PROS is provided:

5.3.13.1. The USAF provides initial and sustainment logistics support for non-standard items and difficult-to-support standard items when the DoD source cannot provide support or when DoD organic capability is neither available nor timely. Logistics sustainment support may include buying and repairing or overhauling non-standard items and difficult to support standard items, and specialized support through Task Orders for familiarization training, site surveys, equipment installation, etc. The LOA needs to state specifically what support will be given.

5.3.13.2. AFSAC-D administers the PROS program and the following items may be supplied on a FMS case:

5.3.13.2.1. Non-standard items – no longer managed within the USAF inventory and still used by the FMS PN.

5.3.13.2.2. Standard items not supported by the managing DoD activity may be supported through PROS. For USAF-managed items, the approved repair or procurement sources are provided and used.

5.3.13.2.3. PN-unique parts never used by the USAF.

5.3.13.2.4. Commercial part-numbered items that have military application.

5.3.14. In addition to the guidance found in *SAMM*, paragraph C6.4.7, the following guidance on Obsolete or Deactivated Items is provided:

5.3.14.1. AFSAC-D advises PNs/organizations when articles are subject to Diminishing Manufacturing Sources and Material Shortages, or are becoming obsolete, in order for the PNs/organizations to participate in parts buy-outs or take other measures for future support.

5.3.14.2. AFSAC-D ensures item support on deactivated systems IAW AFI 23-101, *Air Force Materiel Management*, 12 December 2016, paragraphs 2.2.4.2.6, 2.2.5, and 8.2.4.5.3.1.4.

5.3.15. In addition to the guidance found in *SAMM*, paragraphs C6.3.4 and C6.3.5 on Sole Source Procurement, the following guidance is provided:

5.3.15.1. The standard competitive process, full and open competition, is used for acquiring defense articles or services referenced in AFPD 63-3, *Competition and Commercial Advocacy*, paragraph 2 and FAR, Subpart 6.1, “*Full and Open Competition*,” paragraphs 6.101(a) and 6.101(b). However, PNs may request defense articles or services from a specific contractor by using the sole source process. PNs identify in writing the contractor's name and specific items or services. USAF personnel do not solicit sole source requests from potential PNs.

5.3.15.2. The sole source request normally accompanies an initial LOR but may be provided separately when the PN deems it necessary to identify a sole source procurement. For separate notifications, authorized PN representatives are encouraged to use official letterhead stationary to transmit sole source requests. If the request contains incomplete data elements, the appropriate USG representative (e.g., SAF/IA CD, CCM, Security Cooperation Officer) returns the request to the PN for resubmission.

5.3.15.3. AFSAC-D and AFSAT use their internal process to review and approve sole source requests. If sole source request is deemed military or politically sensitive, it is forwarded to the CD for review and staffing with SAF/GCI and SAF/IAPX. SAF/IAPX prepares and signs the final approval or disapproval memorandum to the CD.

5.3.15.4. If AFSAC-D or AFSAT recommend disapproval of a sole source request, a disapproval package with supporting rationale is forwarded to the CD. The CD reviews, coordinates with SAF/GCI, and provides courtesy copy to SAF/IAPX, prior to forwarding to DSCA Strategic Planning and Integration Division for coordination. The denial package includes PN's LOR, MAJCOM legal opinion, the MAJCOM's CCM position and draft memo to be sent to PN informing of the denial.

5.3.16. In addition to the guidance found in *SAMM*, Section C5.4.11 through C5.4.18 and Section C5.5 on coordination and distribution of FMS cases, the following guidance is provided:

5.3.16.1. The LOAs and Leases undergo guidance and financial reviews prior to MILDEP signature. Legal review occurs at the final completion of the LOA at DSCA/SA/CWD. These reviews determine the adequacy of the document under existing laws and regulations, including the AECA, Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement, DoD directives such as DSCA Manual 5105.38-M, *SAMM*, to include *SAMM*, Figure C5.F4., Letter of Offer and Acceptance (LOA) Standard Terms and Conditions. Further, they consider pricing, NC charge, etc., as well as possible impacts to administrative funding requirements due to increased workload.

5.3.16.2. The LOA checklist is to accompany all LOA documents to the DSCA/SA/CWD for processing. The checklist is to be completed in its entirety by the implementing MAJCOMs to enhance LOA document processing, reduce returns and standardize identification of critical items submitted with each document. Refer to *SAMM*, paragraph C5.4.13.1.3 for more info.

5.3.16.2.1. **LOA Document Prioritization** . Send the requests for prioritization of LOA documents to the DSCA Country Portfolio Director for review within 48 hours after the LOA is determined a priority. Accompany the request with justification why the LOA document is prioritized. The Principal or Principal Deputy, for Operations approves each request on a case-by-case basis. Provided the following in the request:

5.3.16.2.1.1. Target offer date.

5.3.16.2.1.2. Duration that the document has been in development.

5.3.16.2.1.3. Known cause(s) for delay.

5.3.16.2.1.4. Statement of POL-MIL sensitivity or operational issues present with the LOA document.

5.3.16.2.2. Short OEDs are not used as justification to prioritize the processing of an LOA document. Prioritization is requested only if there is a compelling reason to have the LOA document offered in less than the normal processing time. The BPC LOA OEDs follow similar guidelines. Refer to *SAMM*, paragraph C5.4.18 for more info.

5.3.16.3. SAF/IAPT Weapons coordinates on all sales requiring electronic warfare (EW) threat data in the system, such as EW warning receivers, electronic countermeasure pods, aircrew simulators, and tactical manuals.

5.3.17. In addition to the guidance found in *SAMM*, paragraph C5.4.2.4 and Section C5.4.15, the following guidance applies on making changes to FMS cases:

5.3.17.1. **Pen-and-Ink Changes** . Once a case is written and coordinated by the USAF and has been countersigned by DSCA, it is in “offered” status. Pen-and-ink changes may be made to offered LOAs and LOA amendments IAW *SAMM*, Section C5.4.15.

5.3.17.1.1. Pen-and-ink changes are not permitted on LOA modification documents.

5.3.17.1.2. Pen-and-ink changes are limited to minor in nature and completed on or before the OED. If the required changes are not minor in nature, the case can be “restated.” The LOA preamble needs to identify clearly that the document is a restated version, to include which document was superseded, and the specific changes included.

5.3.17.1.3. Pen-and-ink changes are distributed using the LOA distribution list.

5.3.17.1.4. Pen-and-ink changes are kept to a minimum. Minor changes may include insignificant technical corrections such as a small arithmetic change, which does not increase the total value. Minor changes may include administrative changes such as an address correction, OED extensions/reinstatements, initial deposit or payment schedule adjustment, or minor changes to wording.

5.3.17.1.5. Unauthorized Pen and Ink Changes. When an LOA is signed by the purchaser and returned to the Implementing Agency with unauthorized pen and ink changes, it is processed as a counteroffer. The LOA is restated and reoffered. If not, the offer is cancelled, and a new LOA prepared.

5.3.17.2. Prior to finalizing the LOA, the CCM and CM ensure SAPM has reviewed the final LOA, especially the payment schedule. Refer to *SAMM*, Section C5.4.11 for additional guidance. The CCM usually sends the final LOA to the appropriate SCO/Office of Defense Cooperation and PN representative. SAF/IA provides the LOA to the PN for significant LORs or when requested.

5.3.17.3. **Restatements of Offer** . There may be times when major changes are needed to be made to a document after it has been countersigned and offered to the purchaser. If the purchaser wants to retain the existing designator (instead of canceling the offer and issuing a new case), the offered case may be restated. Restatements can be made as long as: the document is in offered status, the purchaser has not yet signed the case, the OED has not yet expired, and all changes are consistent with FMS policies and procedures. Restated documents are coordinated and countersigned using the same procedures as the original case. State it clearly in the restated documents that they are restated and supersede the previously offered version. Refer to *SAMM*, paragraph C5.4.2.4 for additional guidance.

5.3.17.3.1. Extensions to the OED are requested and granted prior to the OED, or the offer terminates. If the OED has passed, but the purchaser desires to accept, the case may be reinstated if the following conditions are met.

5.3.17.3.1.1. There is insufficient time to prepare a new LOA.

5.3.17.3.1.2. The pricing data is still valid.

5.3.17.3.1.3. The extension granted on a reinstatement is for immediate signature, but it may be for as long as the pricing data is valid. Other changes, if minor in nature, may be accomplished at the time the case is reinstated.

5.3.17.3.2. A reinstatement may be accomplished using a pen-and-ink change.

5.3.17.3.3. Amendments and Modifications. Once the purchaser signs the LOA, the case is in “accepted” status. After DFAS-IN/JAX receives the required initial deposit, the case attains “implemented” status. Pen-and-ink changes are not authorized for accepted or implemented documents. After the document has been accepted and implemented, changes can only be made by preparing an amendment or modification as described in the next chapter. Refer to *SAMM*, Section C6.7 for additional guidance.

5.3.18. In addition to the guidance found in *SAMM*, Section C2.1.5.2, the following guidance on the standard SA files is provided: CMs maintain standard files within their areas of responsibility IAW AF Records Management System Records Disposition Schedule.

5.4. Congressional Notification (CN). In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, paragraph C5.5, the following guidance is provided:

5.4.1. Letters of offer and acceptance (LOA) which meets *Arms Export Control Act (AECA)* § 36(b)(1) thresholds of 22 U.S.C. § 2776, *Reports and Certifications to Congress on Military Exports*, are notified to Congress. Refer to *SAMM*, Table C5.T13., CN Criteria and Requirements,” for more info. The Country Director (CD) develops and coordinates the CN with SAF/IAPT and IAPX as a minimum. The CN Checklist, specific formats, templates, and examples are located on the SAF/IA classified shared drive.

5.4.1.1. The CN thresholds (LOA or LOA and Amendment total) for North Atlantic Treaty Organization countries, Israel, Japan, Australia, New Zealand, Republic of Korea, and Jordan (until 2019) referenced in *SAMM*, Table C5.T13., “Congressional Notification Criteria and Requirements,” and the Defense Security Cooperation Agency (DSCA) Policy Memo 16-27, *Temporary NATO+ Status for Jordan with Regard to Certain Requirements of the Arms Export Control Act of 1976 (AECA)*, are:

5.4.1.1.1. \$25 million or more for major defense equipment (MDE) items.

5.4.1.1.2. \$100 million or more of total case value.

5.4.1.1.3. \$300 million or more of design or construction services.

5.4.1.2. The congressional notification thresholds (LOA or LOA and Amendment total) for all other countries is:

5.4.1.2.1. \$14 million or more for MDE items.

5.4.1.2.2. \$50 million or more of total case value.

5.4.1.2.3. \$200 million or more of design or construction services.

5.4.1.3. Enhancements or upgrades to sensitivity of technology or capability may require a report or notification in accordance with *AECA*, Section 36(b)(5)(A) or 36(b)(5)(C).

5.4.2. After the appropriate SAF/IAR Division Chief signs the CN cover memo, the CD forwards the CN package to SAF/IAPX Secret Internet Protocol Router Network (SIPRNet) workflow at usaf.pentagon.saf-ia.mbx.saf-ia-saf-iapx-workflow-mbx@mail.smil.mil for submission to the Defense Security Cooperation Agency (DSCA).

5.4.3. During the staffing process, the CN is treated as “CONFIDENTIAL” when the combinations of data (country name, system, and quantity or value) are included, unless DSCA notifies SAF/IAPX that Department of State (DoS) authorized either “For Official Use Only (FOUO)” handling or unclassified formal notification to Congress. **Note:** If the CN contains information from classified sources (e.g., Country Team Assessment, Combatant Commander’s [CCDR] endorsement, classified technical specifications, etc.), then the document is marked at the appropriate level and handled accordingly.

5.4.4. When developing the case in Defense Security Assistance Management System, prior to congressional notification, use the masked or pseudo identifier to protect the system’s integrity in the absence of “For Official Use Only (FOUO)” authorization. A CN checklist is included in the congressional notification package when requesting coordination.

Chapter 6

FOREIGN MILITARY SALE CASE IMPLEMENTATION AND EXECUTION

6.1. Case Acceptance and Implementation. In addition to the guidance found in *Security Assistance Management Manual (SAMM)* Section C6.1, the following guidance applies:

6.1.1. Case Acceptance . A Letter of Offer and Acceptance (LOA) or an LOA Amendment cannot be implemented until all of the following conditions are met:

6.1.1.1. An authorized partner nation (PN) representative signs the document on or before the expiration date, and if required, completes the information at the bottom of the first page of the LOA (i.e., the Mark for Code, Freight Forwarder [FF] Code, PN's Procuring Agency Code, and Name and Address of the PN's paying office).

6.1.1.2. If the terms of the LOA state "Cash with Acceptance" or "Initial Deposit," a check is deposited with the DFAS-IN/JAX, or a wire transfer is made to the U.S. government (USG). If the PN's funds are on deposit at DFAS-IN/JAX (a trust fund account), these funds may be used in place of a check or a wire transfer, if written authority is attached to the accepted offer or sent to DFAS-IN/JAX before the offer expiration date (OED).

6.1.1.3. The Defense Security Cooperation Agency Comptroller receives notice of acceptance prior to midnight of the LOA OED.

6.1.1.4. The DFAS-IN/JAX and the issuing USAF agency each receive one signed copy of the LOA before the offer expiration.

6.1.1.5. Written authority is provided, as directed by the LOA, if the LOA includes option lines.

6.1.1.6. There is no PN condition or counter-offer to the acceptance.

6.1.2. Foreign Military Sale (FMS) and Pseudo FMS Case Implementation . A case implementation occurs after PN acceptance (i.e., signature) and receipt of the required initial deposit. FMS case is implemented in all applicable data systems, e.g., the Defense Security Assistance Management System [DSAMS], Defense Integrated Financial System, and the Case Management Control System before case execution begins.

6.1.2.1. The international program directive (IPD) is sent to the case-implementing organization within five workdays of case implementation. The implementing organization may, in turn, delegate line management responsibility by internal written direction.

6.1.2.2. Implementing organizations do not initiate implementing actions (e.g., delivering articles, performing in-house services, or contracting for an article or service) until the IPD is received and the obligation authority (OA) is approved.

6.1.2.3. The LOA line OA is acquired after LOA implementation. The purchasing activities are then authorized to execute FMS requirements using normal procurement and contract management procedures in accordance with the Federal Acquisition Regulation (FAR) and other directives and contractual provisions. Refer to *Security Assistance Management Manual (SAMM)*, Section C6.3.5 for additional guidance.

6.1.2.4. If OA is not yet approved when the IPD is issued, the Case Manager notifies the Line Managers (LMs) when OA is approved and lines may be implemented. Exceptions to this policy are on a case by case basis, and under no circumstance, an LOA line is executed without first ensuring the line OA. (T-0)

6.1.2.5. The IPD identifies LOA Data changes submitted by implementing organizations. All pen-and-ink changes and restatements to the LOA are attached to the IPD. An IPD cannot exceed the scope of the LOA, and all acquisition actions need to be within the scope of the IPD.

6.1.2.6. IPD information regarding NC charges is provided to the accounting activities responsible for monitoring these charges.

6.1.2.7. The withholding of the OA is used only on an exception basis, usually with the concurrence of the Security Assistance Program Manager (SAPM) and LM identified in the IPD.

6.1.2.8. The Implementing Agency informs the PN/international organization when a FMS case is received for implementation, and provides the address at which it may be contacted for routine matters or technical information.

6.1.2.9. IPD amendments implement changes to LOA (modifications and amendments) and other Security Cooperation (SC)/SA documents. The IPD amendments may also provide internal instructions not contained in a formal modification or an amendment.

6.2. Case Execution – General Information. In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, Section C6.2, the following guidance applies:

6.2.1. Contract Considerations . As outlined in *SAMM*, C6.3.5, the purchasing activities of defense components and prime contractors implement foreign military sale (FMS) requirements using normal procurement and contract management procedures in accordance with the *Federal Acquisition Regulation (FAR)*, *Defense Federal Acquisition Regulation Supplement*, AFI 63 series such as AFI 63-101/20-101, AFI 64 series such as AFI 64-102, *Operational Contracting Program*, 9 October 2014, and other applicable directives and contractual provisions. If deemed to be in the U.S. government's (USG's) best interest, options can be included for potential FMS requirements when a contract is awarded, regardless of whether an Letter of Offer and Acceptance (LOA) exists or if an LOA exists without a reference to options. The inclusion of options in a contract in no way commits the USG to provide support for a FMS partner/partner nation (PN).

6.2.1.1. To include FMS options in a contract, the Program Management Office (PMO) identifies potential FMS requirements to the Contracting Office (CO) with a high probability to result in a request (i.e., LOA) within the contracting timeframe to execute the option. These requirements are communicated as early as possible to ensure the acquisition strategy for that specific defense article or defense service is included. This in turn provides a timely and cost-effective method for the USG to support the PN's specific requirements.

6.2.1.2. When including options in the USG contract for potential FMS requirements, the implementing organization communicates with the FMS PN on the dates options are to be requested and when the case is to be implemented. Establishing these dates for both requests and implementation is essential to ensure the option(s) can be supported.

6.2.1.3. An option cannot be exercised on behalf of a FMS PN without a signed and implemented LOA document which requests and funds the option. Without a signed and implemented LOA, exercise of a FMS procurement authority is prohibited. **(T-1)**

6.2.1.4. Contract options are exercised to shorten the lead-time involved in requisitioning additional quantity of a required item or extending the period of availability or period of performance to the base contract without awarding a separate contract.

6.3. Case Execution – Acquisition.

6.3.1. In addition to the guidance found in the *Security Assistance Management Manual (SAMM)*, paragraph C6.3, for cases involving procurement from sources outside the U.S. (Offshore Procurement), the following additional guidance is provided:

6.3.1.1. Refer to *SAMM*, Section C3.3, “Export License And Customs Clearance,” for specific guidance on shipping issues:

6.3.1.1.1. A Freight Forwarder (FF), authorized to do business in the country where the offshore contractor is located, to arrange transportation from the offshore contractor's facility to the partner nation (PN).

6.3.1.1.2. A representative to arrange transportation from the offshore contractor's facility to the PN.

6.3.1.1.3. The FF or implementing organization to amend the current DSP-94, *Authority to Export Defense Articles Sold Under the Foreign Military Sales Program*, to decrease the exportable value of the case by the acquisition price of the off-shore procurements.

6.3.1.2. Refer to FAR Part 6, Section 6.302-4, para 2.b.1 when a PN identifies a specific offshore firm in their letter of request as a case requirement, and for such cases, the PN is notified of articles to be procured offshore by the contract award date.

6.3.1.3. Arms Export Control Act Section 42(c) specifies restrictions on offshore procurement if credit or grant funding is used. Further details on these restrictions can be found in the *SAMM*, paragraph C9.7.2.7.3.

6.4. Case Execution – Logistics. In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, Sections C6.4.8 and C6.4.9, the following guidance applies:

6.4.1. Refer to AFI 23-101, paragraph 2.3.4.17 and Section 9D for additional guidance on foreign military sale (FMS) materiel returned for repair, replacement, or exchange.

6.4.2. Required Availability Date (RAD)/Required Delivery Date (RDD) .

6.4.2.1. RAD/RDD is the number of months from the date of case implementation, that the requested item is available for release to the partner nation (PN). It is used to help the USAF meet delivery commitments to the PN for system activation. It also gives dates for the support of end-items of the USAF origin.

6.4.2.2. On defined-order cases, place the RAD on USAF-generated requisitions in Routing Positions 63 and 64. It does not apply to requisitions made under blanket order (BO) cases (e.g., K, R, and E cases), or BO lines on N, Q, or S cases. DLM 4000.25-1, *Military Standard Requisition and Issue Procedures (MILSTRIP)*, Chapter 6, “Security Assistance Program,” Section C6.3., “Required Availability Dates,” paragraphs 6.3.1 through 6.3.5 contain details for RAD control.

6.4.2.3. For the provisioning and procurement of mission-critical materiel and equipment that are in place to support aircraft ferry and subsequent operations, it may be appropriate to specify a RAD for the requisitioning of such items to ensure they are given the appropriate attention, especially with respect to long-lead items, “borrow/payback” or diversion procurements, high-velocity (i.e., expedited or accelerated) procurements, etc.

6.4.2.4. When a RAD cannot be met, the PN is informed of the new estimated delivery date. The notice is provided in a MILSTRIP status transaction. No other form of notification is required.

6.4.3. Not-Mission-Capable Supply (NMCS) and Other Priority Requests .

6.4.3.1. Priority requirements for spares are filled from BO cases (—K or —R), or BO lines on —N, —Q, or —S cases. The NMCS requirements for spares are sent by priority requisition, based on the Joint Staff (JS) Force Activity Designator (FAD) and Urgency-of-Need-Designator (UND), for the exact quantity. A PN may need an item already on requisition and may not want to buy an additional item. In this case, the priority of the item or requisition may be upgraded and identified as NMCS. PN’s records are updated by status reports provided automatically from the USAF supply system.

6.4.3.1.1. Upon upgrading the requisition to a NMCS, the PN submits or updates the requisition request with a justification for the NMCS requirement and urgency by citing the weapon system and its impact, immediate quantity required, and any additional supporting information.

6.4.3.2. Priority requirements for cartridge-activated devices and propellant-actuated devices (CAD/PAD) are filled using —C cases, or a —C type line on a —Q or —S case. If the item is a priority and not on the —C case and additional funds have not been provided for emergencies, the case may be amended to add the emergency need. A PN may order urgently-needed CAD/PAD items by sending a message to the Air Force Security Assistance and Cooperation Directorate (AFSAC-D) stating the exact quantity needed to meet the NMCS condition. Include in the message the item description, aircraft serial number, and the accepted “C” case for delivery and billing.

6.4.3.3. The PNs submit a new NMCS requisition with an UND—”A” and a Required Delivery Date—”NAA,” if the existing requisition is in “BZ/BV” status (which cannot be changed with a modification). If the current requisition is in —BB status then send a MILSTRIP cancellation “AC” for the non-NMCS quantity and also send a requisition modifier “AM” to change the UND to “A” and the Required Delivery Date (RDD) to “NAA”. The PN follows-up with a telecom/email to the Source of Supply when these actions are implemented. If the requisition is for a ship-to designation that is not coded in the Military Assistance Programs Address Directory (MAPAD), then a new Exception

Data Requisition needs to be entered with the clear-text address to eliminate delays and misrouting of the materiel.

6.4.3.4. Air Force Security Assistance and Cooperation Directorate (AFSAC-D) Director either approves or delegates in writing to specific personnel the authority to approve all FMS Contract Logistics Supply Support Agreement requisitions applicable to NMCS or Anticipated NMCS conditions. Refer to DLM 4000.25, Vol. 2, paragraphs, C1.2 and C4.2.12.1.1 for additional guidance.

6.4.4. PN Follow-up Actions .

6.4.4.1. PN uses MILSTRIP for follow-up actions on an item-by-item basis. Administrative requests for actions may be sent by message, letter, or e-mail. Refer to DLM 4000.25-1, Chapter 6, "*Security Assistance Program*," for additional guidance.

6.4.4.2. PN submits DD2875, *System Authorization Access Request (SAAR)*, for access to Security Assistance Management Information System and AFSAC-D On-Line Report Web to facilitate entering new requisitions, follow-ups, cancellations, and modifications on existing requisitions as well as accessing management reports detailing the financial and logistics aspects of their programs. The registration for the Defense Security Cooperation Agency (DSCA) Security Cooperation Information Portal (SCIP) may also be required as a term in the Letter of Offer and Acceptance (LOA) to facilitate entering new requisitions, follow-ups, cancellations, and modifications on existing requisitions as well as accessing management reports detailing the financial and logistics aspects of their programs.

6.4.5. In addition to the guidance found in *SAMM*, paragraph C6.4.10, the following guidance applies:

6.4.5.1. AFSAC-D provides customers a web-based supply discrepancy report (SDR) submission tool via AFSAC-D Online at <https://afsac.wpafb.af.mil> that provides the most timely and accurate SDR processing capabilities. The tool establishes the customer's claim in an integrated transactional environment for efficient processing with Department of Defense (DoD) Suppliers. The SDR Submission Wizard automates the Standard Form (SF) 364, *Report of Discrepancy*, by allowing the customer to load discrepancy data related to shipping, packaging, services, billings, and product quality plus applicable supporting documents in a real-time online environment. This online submission is considered a SF 364 equivalent, and is the source for financial adjustments to the PN for approved SDRs submitted within the timeframes established in the LOA. AFSAC-D performs the following tasks relating to SDR processing:

6.4.5.1.1. Adjudicates all SDRs with shipping activities/suppliers. This includes claims less than \$50,000.00 determined to be settled with FMS Administrative funds.

6.4.5.1.2. Obtains Headquarters (HQ) AF Materiel Command Staff Judge Advocate Contracting Law Division (AFMCLO/JAN) legal opinion prior to forwarding SDRs valued at \$50,000 or more to SAF/IAPX for adjudication.

6.4.5.1.3. Processes SDRs submitted for the following scenarios:

6.4.5.1.3.1. Billing Errors: These include those where materiel is received as ordered (and with proper accompanying documentation), but billings per individual shipment are incorrectly reflected, omitted, or duplicated in either the Security Assistance (SA) delivery listing or billing statement. Financial discrepancies include those where an incorrect Administrative or below-the-line accessorial charge appears on the PN's billing statement.

6.4.5.1.3.2. Damaged or Improperly Packaged Shipments: These include shipments that are received in a damaged condition because of improper preservation, packing, marking, unitization, handling, transportation, or storage.

6.4.5.1.3.3. Unserviceable Items: These are defective, repairable, or incomplete items shipped in a condition unfit for immediate use and may be restored to serviceable condition by repair, rework, overhaul, or by the addition of components. The reimbursement claims are to include a copy of the approved SDR authorizing the repairs. The USAF is not responsible for costs of repairing damaged or unserviceable articles, unless such repairs were approved through an SDR action.

6.4.5.1.3.4. An Overage: This occurs when the quantity of items received is greater than the quantity ordered or reflected on the shipping document. This does not include requisitioned quantities that are adjusted by the source of supply to conform to standard unit pack or minimum quantities specified by contracts.

6.4.5.1.3.5. A Shortage: This occurs when the quantity received is less than the quantity shown on the shipping document. To determine whether a shortage exists (and before submitting the SF 364), the PN verifies that the carrier or Freight Forwarder (FF) did not receive expected materiel.

6.4.5.1.3.6. A Duplicate Shipment: This occurs when materiel of a certain quantity is shipped and billed under the same document number and in the same quantity as materiel previously sent.

6.4.5.1.3.7. An Erroneous Shipment: This is either a misdirected shipment or an incorrect item.

6.4.5.1.3.8. A Misdirected Shipment: This is a delivery to a destination other than the consignee on the shipping document.

6.4.5.1.3.9. An Incorrect Item: This type of discrepancy occurs when another item is received in place of a requisitioned item due to shipper error, and not an intended substitute or interchangeable item. An incorrect item may also be an unauthorized substitute item or a substitute item intentionally sent despite the fact that the requisition prohibited such substitution (advice codes "2B" or "2J").

6.4.5.1.4. Issues a credit after the shipping activity receives proof of turn-in. A credit is given within 60 days from the date the PN provides an evidence of materiel turned-in. To obtain credit for materiel returned to the U.S. government (USG), the PN provides a copy of the DD Form 1348-1A, *Issue Release/Receipt Document*, showing a USG representative's signature.

6.4.5.1.5. Re-evaluates a denied original SDR. The PN may resubmit the SDR to AFSAC-D within 45 days of the denial date (90 days if original SDR denial involved materiel return to country). The resubmission contains justification and rationale for challenging the original SDR decision. If the resubmission SDR is denied and the customer is still unsatisfied with the SDR decision, they may submit a contested SDR, with additional documentation and rationale to support their position. The contested SDR claim is submitted to AFSAC-D within 45 days of the resubmission denial date (90 days if SDR resubmission denial involved materiel-return to country). All resolutions of contested SDRs are considered final.

6.4.5.1.6. Resolves SDRs in excess of \$50,000, to be settled with FMS Administrative funds, are forwarded to SAF/IAPX for resolution. The following procedures apply:

6.4.5.1.6.1. AFSAC-D forwards a request to SAF/IAPX recommending the use of FMS Administrative funds to settle the SDR in accordance with the *SAMM*, Section C6.4.10 only when USG liability is certain.

6.4.5.1.6.2. SAF/IAPX reviews the SDR and coordinates with SAF/GCI for a USAF legal opinion.

6.4.5.1.6.3. SAF/IAPX forwards the AF recommendation to DSCA for final disposition.

6.4.5.1.6.4. If DSCA approves the claim, SAF/IAPX requests a certificate of disposition, if applicable, be provided to AFSAC-D before the case is credited.

6.4.5.1.6.5. If SAF/GCI or DSCA do not confirm USG liability or deny the use of FMS Administrative funds, the SDR is returned to AFSAC-D to implement SAF/GCI or DSCA instructions.

6.4.5.1.7. Processes SDRs when the estimated value is \$200 or greater. All exceptions to the \$200 minimum SDR value are information only, incorrect item received, misdirected shipment, or requests for missing documentation. The minimum dollar value of \$200 or greater includes the cost of the item to include any transportation and handling costs.

6.4.5.1.8. Investigates deficiency report (DR) submission, as defined in U.S. AFTO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*, when an LOA requires it. Technical Coordination Program (TCP) or International Engine Management Program (IEMP) are the central points of contact for investigating, analyzing, and resolving DRs. PNs not participating in either the TCP or IEMP file an SDR for resolution. If the sole purpose in submitting a DR is to obtain a replacement item or credit, submit a SDR to AFSAC-D using the SF 364 process.

6.4.5.1.9. Processes PNs' offline SF 364 (paper copy and supporting documents) on an exception basis if PNs are unable to access AFSAC-D Online via the web.

Chapter 7

TRANSPORTATION

7.1. Transportation Responsibilities. The following additional guidance is added to *Security Assistance Management Manual (SAMM)*, Table C7.T1:

Table 7.1. Transportation Responsibilities.

Implementing Major Commands (MAJCOMs)	<p>(1) Develop and distribute strategic and operational foreign military sale transportation policy.</p> <p>(2) Assist with developing forecasts for future transportation requirements.</p> <p>(3) In conjunction with purchaser, maintains accurate Military Assistance Program Address Directory information.</p> <p>Note: Reference <i>SAMM</i>, Table C7.T1., “Transportation Responsibilities.”</p>
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7.2. Title Transfer. In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, paragraph C7.3.5, the following guidance applies: The implementing MAJCOM directs the requests for use of this limited exception to SAF/IAPX for consideration and forwarding, as appropriate, to the Defense Security Cooperation Agency Strategy Directorate for approval prior to case development.

7.3. Delivery Term Code (DTC). In addition to the *Security Assistance Management Manual (SAMM)*, Section C7.4, the following guidance applies: A numeric code is normally used for initial movement of materiel from the source of supply to the Freight Forwarder (FF) or Point of Embarkations (POE). An alpha code is used for Foreign Military Sale Repair and Return (R&R) shipments. The DTC and their definitions are in *SAMM*, C9.T4a, “Table of Delivery Term Codes and Percentage.”

7.4. Foreign Military Sale Freight Forwarder (FF). In addition to the guidance found in *SAMM*, paragraph C7.5, the following guidance applies:

7.4.1. If shipments are not made through the Defense Transportation System, the purchaser and the FF are responsible for all export documentation and clearances. Export documentation includes completion of the DSP-94, *Authority to Export Defense Articles Sold Under the Foreign Military Sales Program*, and a copy of the complete Letter of Offer and Acceptance (LOA) including all amendments, modifications, and any applicable Transportation Plan provided to the Customs Export Office.

7.4.2. If shipments are not made through the Defense Transportation System, the purchaser and the FF are responsible for all export documentation and clearances. Export documentation includes completion of the DSP-94, *Authority to Export Defense Articles Sold Under the Foreign Military Sales Program*, and a copy of the complete Letter of Offer and Acceptance (LOA) including all amendments, modifications, and any applicable Transportation Plan provided to the Customs Export Office.

7.4.3. The Security Assistance Management Information System provides information on shipments, including return shipments, moving through the purchaser’s FF, based on inputs from the inventory control point, the FF, and the purchaser.

7.4.4. The Air Force Security Assistance and Cooperation Directorate (AFSAC-D) performs assistance visits to Continental U.S.-based FFs as allowed by individual nations and when the appropriate resourcing is available.

7.5. Defense Transportation System. In addition to the *Security Assistance Management Manual*, Section C7.6, paragraph C7.6.2.4, the following guidance applies: If international mail is used for small package shipments, it is specified in the Letter of Offer and Acceptance:

7.6. Packaging and Marking. In addition to the *Security Assistance Management Manual*, Section C7.8, the following guidance applies: All shipments containing wood packaging materiel to the countries participating in the International Standards for Phytosanitary Measures (ISPM) 15, the applicable regulatory compliance guidance is stated in DoDM 4140.65, *Issue, Use, and Disposal of Wood Packaging Material (WPM)*, and the International Standards for Phytosanitary Measures (ISPM), Publication No. 15, *Regulation Of Wood Packaging Material In International Trade*. Any foreign military sale shipment that is not compliant does not proceed until it is brought into compliance, or a country waiver is provided. The shipping activity notifies the military department of the shipment hold status.

7.7. Cargo Preference. In addition to the *Security Assistance Management Manual (SAMM)*, Section C7.9, the following guidance applies: The use of U.S. flagged vessels (air or maritime) is the first preference for transportation of grant, credit, or guarantee-funded cargo in accordance with the Fly America Act (Title 49 United States Code 40118) and the Merchant Marine Act of 1936, as amended, referenced in *SAMM*, Section C7.9. For ocean cargo, general, non-availability, or security waiver requests are submitted to SAF/IAPX for consideration and forwarding to Defense Security Cooperation Agency at least 21 days before the shipping date.

7.8. Offer Release Codes (ORC) and Notices of Availability (NOA). In addition to the *Security Assistance Management Manual (SAMM)*, Section C7.11, the following guidance applies:

7.8.1. Each materiel line item on the Letter of Offer and Acceptance has an ORC assigned, which determines how a shipment is released and if DD Form 1348-5, *Notice of Availability/ Shipment (NOA)*, is required. The ORCs and their uses are detailed in *Security Assistance Management Manual*, C7.T6., "Offer Release Codes."

7.8.2. A U.S. shipping activity notifies the purchaser's freight forwarder or purchaser representative that materiel is ready for shipment with a NOA document. The NOA data describes the shipment unit and contains type pack, pieces, weight, cube, security classification, NOA transmission date, national stock number (NSN), and the control number assigned to the shipment. The NOA is forwarded to the recipient specified in the Military Assistance Program Address Directory (MAPAD) (for unclassified shipments: Type of Address Code 3; for classified shipments: the purchaser representative on the front page of the country's MAPAD). The DLM 4000.25-1, *Military Standard Requisitioning and Issue Procedures*, Chapter 6, "*Security Assistance Program*," 29 April 2016, and Appendices 3.30 - 3.32, "*Foreign Military Sales Notice of Availability [Key/Detail/Reply] Document*," 16 June 2015, provides instructions on preparing a NOA.

7.9. Transportation Costs. In addition to the *Security Assistance Management Manual (SAMM)*, paragraph C7.12.1, the following guidance applies: Detention and demurrage charges related to freight forwarder delays in foreign military sale (FMS) shipments are charged at the actual cost to the applicable FMS case and line.

7.10. Transportation of Arms, Ammunition, and Explosives (AA&E), and Sensitive Materiel.

7.10.1. AA&E and Sensitive materiel include items that pose special concern if they fall into the wrong hands. Therefore, AA&E and Sensitive items may not be shipped to a purchaser's freight forwarder or to a purchaser's Continental U.S. facility. **(T-0)** The different categories along with the transportation procedures that apply to each can be found in *Security Assistance Management Manual*, Section C7.15, "Transportation of Arms, Ammunition and Explosives (AA&E) and Sensitive Materiel."

7.10.2. Delivery Term Code (DTC) 7, 8, and 9 apply to shipment of AA&E materiel. The DTC 8 applies to shipment of controlled cryptographic items.

Chapter 8

END-USE MONITORING (EUM)

8.1. Overview. The guidance provided in this chapter applies to USAF EUM program in addition to the DSCA *Security Assistance Management Manual (SAMM)*, Section C8.2, “Golden Sentry.” See *SAMM*, Table C8.T2., “DoD End-Use Monitoring Responsibilities,” for specific responsibilities.

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

8.2.1. Through Air Force Security Assistance and Cooperation Directorate (AFSAC-D), 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.

8.2.2. 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.

8.2.2.1. AFSAC-D 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.

8.2.2.2. 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 submit the checklists through AFSAC-D to SAF/IAPX for review and forwarding to DSCA as necessary.

8.2.3. Program offices with EEUM-designated weapon systems provide a monthly delivery record with EEUM items’ serial numbers to DSCA (eeum.reports@dsc.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.

8.2.4. **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 Letter of Offer and Acceptance (LOA). The implementing Major Command has the following responsibilities:

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

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

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

8.3. 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. foreign military sale 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 9

FINANCIAL POLICIES AND PROCEDURES

9.1. Overview. In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, Section C9.3, the following guidance applies: the Letter of Offer and Acceptance (LOA) line(s) priced at the time of the U.S. government's offer of a foreign military sale (FMS) case are estimates only and can change during the case execution. The partner nation (PN) is responsible for any price increase from any number of underlying reasons such as an earlier pricing error or a manufacturer's cost increase in the production of the defense equipment. For a line item price decrease, the PN receives a credit for any residual funds. PN has an option to apply the surplus funds to a future requirement on the case or move them to a line on another case. If neither, the residual funds are credited to the country trust fund at request or a refund is issued at case closure. These final price or billing adjustments can take place during the case execution or even after delivery is completed.

9.1.1. Anticipated Offer Date (AOD) Group A – The Defense of Defense (DoD) *Financial Management Regulation (FMR)*, Vol. 15, Chapter 7, "Pricing," provides various pricing techniques, such as price for a specific part as published in the computer listing, allocated percentage of a whole system for FMS, or simply a pre-arranged maximum dollar limit against which the purchaser may place FMS articles or services requests. Historical data, inflated if necessary, may offer acceptable pricing estimates. Refer to DoD *FMR*, V15, C7, 070103.B.

9.1.2. AOD Group B – To develop FMS pricing, implementing organizations are to have available estimates of the expected costs. These rates may need adjustment for inflation. (**Note:** Use the Office of the Under Secretary of Defense Comptroller, OUSD(C), published inflation indices.) A common estimating technique simply involves the use of historical data or the current market data, unless the procured article or service is competed in accordance with (IAW) established DoD and USAF guidelines for the first time sale of such item. Where historical data is unavailable or if the Implementing Agency needs to develop an estimate for a different configuration, it may be necessary to obtain contractor estimates. The pricing rationale used needs to be part of all case documentation file. Refer to DoD *FMR*, V15, C7, 070103.A for more info.

9.1.3. AOD Group C – Generally Group B price estimating guidance applies to Group C cases. Since the Group C cases involving purchaser unique requirements may or may not favor historical data techniques, a combination of historical data and contractor-provided data might be required, particularly in the case where the article or service being procured is competed or represents the sale of an item not previously offered. The pricing rationale used needs to be part of all case documentation file.

9.1.4. AOD Group D – The price estimating techniques for the Groups A-C also apply to the Building Partner Capacity (BPC) cases. However, these cases are different from the other case groups in that the funds applicable to the case expire IAW the authorizing legislation, and certain financial factors, such as unfunded civilian retirement, that may or may not apply to BPC cases. Refer to DoD *FMR*, V15, C7, 070201.B, and *SAMM*, Chapter 15, *Building Partner Capacity (BPC) Programs*.

9.1.5. Consistent application of FMS pricing techniques is needed to avoid any unnecessary variance in the pricing data across the spectrum. Though historical data is convenient, the inherent risk present in such pricing techniques is to be carefully managed, by applying any needed adjustment to ensure pricing accuracy and fidelity, i.e., inflationary affect, age of the data, etc.

9.1.6. A number of the defense articles furnished to the PNs are quoted as a firm fixed price in the LOA. These are items to be sold from stock and for in-house services to be furnished, pursuant to *Arms Export Control Act* § 21.

9.1.7. An LOA modification or amendment is used to document the on-going case financial requirements to successfully deliver PN requested defense articles and services. The Air Force Security Assistance and Cooperation Directorate (AFSAC-D) or AF Security Assistance Training (AFSAT) Squadron, as appropriate, can perform a unilateral modification of an LOA line pricing as long as the line or the case modification does not constitute a scope change. An official letter of request is required for an LOA amendment, and the PN's counter-signature is required to add more funds, period of availability, or period of performance on the applicable lines in the LOA for all scope changes. **(T-0)** The payment for the defense articles delivered and services rendered are in U.S. dollars.

9.2. Manpower Development and Pricing Considerations. The *Security Assistance Management Manual (SAMM)*, Section C9.4 addresses pricing policy guidance for U.S. government (USG)-furnished engineering services; training; asset use, tooling rental, or facility rental; nonrecurring cost (NC) recoupment charges; royalties; small case management lines; and, manpower in support of foreign military sale (FMS) programs. The following details the USAF approach to manpower in support of FMS programs:

9.2.1. *SAMM*, Table C9.T2 describes case-related manpower functions and indicates which activities are included as line items on the case (direct charges) and which activities are covered under the FMS Administrative Surcharge (indirect charges). In addition to *SAMM*, Section C9.4.2, the following applies:

9.2.1.1. Additional SA activity funding source consideration is with security or protection of the USG-controlled defense articles and services. Since *SAMM*, Table C9.T2 is provided as a policy guidance, a case by case treatment of the FMS-related security issues is needed to ensure the US national interest is always protected and the partner nations (PNs) pay for only those security services and activities as defined in the table.

9.2.2. USAF military and civilian personnel, including members of the Air National Guard (ANG), provide program management and defense services in support of FMS cases. SA manpower requirements compete with USAF and Department of Defense (DoD) programs during the budgeting and programming process and are accommodated within the approved USAF budget and applicable end strength ceilings. As such, the use of military resources is subject to the same military end strength ceiling governing other USAF programs. Refer to paragraph 9.2.14.2 of this manual for military essentiality guidance. In instances when military resources are not available due to USAF military end strength ceilings, FMS manpower requests need to consider civilian or contractor alternatives or identify appropriate military offsets by program element code (PEC), which is a DoD data element used for USAF programming and resource allocations. In addition to AFI 38-201, *Management of*

Manpower Requirements and Authorizations, 30 January 2014, paragraphs 2.9.1 and 3.6.1, the following guidance applies:

9.2.2.1. To identify FMS direct case-funded manpower requirements and authorizations, the correct PEC is A2002I (legacy A2002A). It is essential to program and budget sufficient manpower resources to meet the current and projected FMS case workloads and comply with the Headquarters (HQ) USAF-allocated end strength ceilings in tandem with AF/A1 or HQ Major Command (MAJCOM)/A1 as applicable as referenced in AFI 38-204, paragraph 5.9.

9.2.2.2. On cases accepted on or after 1 August 2006, direct case manpower services (i.e., Non-Administrative Surcharge Account-funded) are included on a well-defined "OTHER SERVICES" line (OSL) in the Letter of Offer and Acceptance (LOA) and coded with the PEC A2002I in the applicable case manpower requirements documents (e.g., USAF MRPs) and the USAF "Manpower Programming and Execution System (MPES)" referenced in AFI 38-204, Attachment 3. The case-funded justification is provided with the LOA line item note. The justification narrative is tailored for the case-specific requirements and include the information describing exactly what services or activities these line items provide and the length of time performed.

9.2.2.2.1. For each unique database record identified with a 10-digit manpower Position Number (POS) in MPES, PEC, and the Personnel Accounting Symbol are two of the database fields completed accurately to facilitate Manpower Requirements Package (MRP) validation and accounting of the FMS work-years for a MAJCOM or Work Center. Capturing essential data in the MRP and in MPES is critical to quality validation and accurate fiscal accounting of required and authorized manpower for the SA community and the USAF.

9.2.2.2.1.1. Six-digit alpha-numeric PECs are used to budget and control USAF resources. PEC A2002* identifies FMS direct case-funded required or authorized resource. Any "S" suffix PEC, which is being phased out from MPES, identifies manpower reimbursed by FMS Administrative Surcharge funds (Ex: 78070S). FMS Administrative-funded manpower billets are also coded with PEC A2002B starting with the Fiscal Year (FY) 2017 USAF Security Assistance Programming Budget Review (SAPBR) and forward. A few exceptions may apply prior to the PEC transition completion.

9.2.2.2.1.2. AF/A1M, as part of the FY 2017 SAPBR, submitted a zero balance transfer for FMS Administrative-reimbursed authorizations that reside in PECs with an "S"-shred to move to PEC A2002B. The MAJCOM SA policy offices are to ensure this PEC change is communicated to the affected work centers in tandem with the local supporting manpower offices.

9.2.2.2.1.3. To assist in managing and determining if a sharable capacity exists with a direct case manpower, MAJCOM servicing manpower offices (SMOs) ensure MPES is updated to reflect the current status of manpower billets coded with the A2002I PEC. The same applies to the A2002B PEC.

9.2.2.2.1.4. Two-digit alpha or alpha-numeric codes are used to indicate FMS Administrative- (code “A8”) and FMS Case-funded (code “F2”) manpower requirements or authorizations. The “Air Force Remarks 2” field is used to enter code A8 or F2 as applicable.

9.2.2.2.2. **FMS Administrative Surcharge Rate** . On cases accepted on or after 1 June 2018, the FMS Administrative Surcharge rate is 3.2% for all LOA lines unless otherwise specified or directed as referenced in the Defense Security Cooperation Agency (DSCA) Policy Memorandum 18-27, *Reduction to the Foreign Military Sales (DSCA) Administrative Surcharge Rate*, 2 May 2018. These Administrative Surcharge rates apply to all FMS cases to include Building Partner Capacity (BPC) cases:

9.2.2.2.2.1. On cases accepted on or after 1 November 2012 but prior to 1 June 2018, it is 3.5%.

9.2.2.2.2.2. On cases accepted on or after 1 August 2006 but prior to 1 November 2012, it is 3.8% referenced in *SAMM*, Section C9.14.2.

9.2.2.2.2.3. For changes to existing LOA lines with a FMS Administrative Surcharge rate of 2.5% for the cases accepted prior to 1 August 2006:

9.2.2.2.2.3.1. It is 3.8% if the scope change was effective as of 1 August 2006 but prior to 1 November 2012.

9.2.2.2.2.3.2. It is 3.5% if the scope change was effective as of 1 November 2012 but prior to 1 June 2018.

9.2.2.2.2.3.3. With an increase in the case line scope, e.g., quantity, dollar value, or period of performance (PoP), a new line is established for the portion that has undergone a scope change.

9.2.2.2.2.4. If there is no scope change, the line execution continues using the applicable surcharge rate when the line was first established until the line period of availability/PoP expires.

9.2.2.2.3. For cases implemented prior to 1 August 2006, a case-funded position may have a PEC of A2002A for the Program Management Line (PML). PMLs may not be used on a new case on or after 1 August 2006 and may not be extended.

9.2.2.2.3.1. PMLs on an existing case may be executed in its present scope and remain on those cases and lines until the case or line is closed. Within-scope adjustment may be made to existing PMLs via an LOA modification or amendment – no adjustments is made to increase the scope of these line items such as extending PMLs’ PoP.

9.2.2.2.3.2. Any new requirement (i.e., scope change) on a previous PML or a manpower services line with a 2.5% or 3.8% surcharge rate in effect is documented using a new – OSL using the current FMS Administrative Surcharge rate of 3.5%.

9.2.3. The Arms Export Control Act (AECA), Section 42(f) requires contractor personnel be used to the maximum extent possible to perform defense services in foreign countries. In addition to FAR, Subpart 7.5., the following guidance applies:

9.2.3.1. Contractors do not perform any inherently governmental functions. Contractors may not enter into a binding agreement or decision to obligate the government or act on behalf of it. This extends to the Security Cooperation (SC)/Security Assistance (SA) foreign disclosure determinations. Contractors may perform only those non-inherently governmental functions or activities without exception.

9.2.3.2. Some USAF functions and activities are performed only by the in-house organic workforce. The *Federal Acquisition Regulation (FAR)* Subpart 7.5., *Inherently Governmental Functions*, paragraph 7.503(c) provides a list of example activities that a contractor does not perform. Conversely, FAR, paragraph 7.503(d) lists example activities that are not considered inherently governmental and can be contracted out. DoD exempts certain non-inherently governmental support functions from contractor performance based on the DoD readiness and workforce management needs. Reference DoDI 1100.22, *Policy and Procedures for Determining Workforce Mix*, Enclosure 3, paragraph 1.c for more info.

9.2.3.2.1. The storage of classified information that has been approved for the release and storage of the controlled information by contractor employees is prohibited at any location abroad that is not under USG or foreign government control.

9.2.3.3. Contractor manpower requirements (defined and undefined) in support of FMS cases are documented in the MRP with no required work-years.

9.2.3.3.1. A USAF function performed by military or DoD civilian employees may not be converted to contractor manpower, in whole or in part, unless the conversion is based on the results of a public-private competition that formally compares the USAF civilian employee's performance cost with the contractor's performance cost. Two exceptions to this rule are:

9.2.3.3.1.1. The component competitive sourcing official determines that certain activities are inherently governmental and not suitable for performance by a private provider.

9.2.3.3.1.2. There is a mission-related reason to bring work in-house or where statutes allow the commander to determine if performance by appropriated fund or non-appropriated fund employees is more beneficial to the government.

9.2.3.3.2. A defined contractor requirement may be captured in SAMRS as a partial full-time equivalent (FTE) estimate but not required. SAMRS does not need to reflect a manpower share (e.g., 50% FMS and 50% Operation and Maintenance [O&M]) equating to one (1.0) FTE, especially for the fee-for-service contractor requirements. Contractor manpower skill sets are based on contract requirements from the statement of work (SoW) or performance work statement (PWS), which can be unique or non-standardized for each case.

9.2.3.3.3. If the local command policy directs contract labor types be tracked on a Contract Full Time Equivalent basis, the Manpower Requirements Package policy for the comparable organic manpower is applied to the Contract Full Time Equivalent billets. For additional guidance, refer to AF Instruction 38-201, Chapter 3, paragraph 3.5.1.1.

9.2.3.4. The *SAMM* directs that all personnel charges be identified with a manpower POS or a suitable substitute code that uniquely identifies a manpower requirement for an audit trail.

9.2.3.4.1. When an already established manpower billet is listed in a MRP, the manpower line item detail includes a unique POS in a ten-digit alpha-numeric format with the leading zero in the first position and the USAF MAJCOM identifier (ID) in the 9th and 10th position, e.g., “-0J” for Air Education and Training Command (AETC), “-1M” for AF Materiel Command (AFMC), “-1C” for Air Combat Command.

9.2.3.4.2. When a manpower position is being newly established during a MRP development, use eight leading zeros followed by the two-digit MAJCOM ID as a place-holder in the “Position(POS)#” field of the MRP line item detail (e.g., 000000001M, 000000000J, etc.). **Note:** This does not apply to MPES and is only for USAF MRPs.

9.2.3.4.3. For an existing manpower position undergoing a manpower POS/ Manpower-Personnel Control Number (MPCN) change; but not yet assigned one or to be decided, use seven leading zeros, “1” at the 8th position, and the two-digit MAJCOM ID at the 9th and 10th position. **Note:** This does not apply to MPES and is only for Security Assistance Manpower Requirements System (SAMRS) MRPs.

9.2.3.4.4. Seven-digit MPCN is limited to the within-MAJCOM use only for internal tracking. For the USAF-wide reports, ten-digit manpower POS is used as in MPES.

9.2.4. Determining General Manpower Requirements and Funding Sources . In addition to *SAMM*, Section C9.2.2, the following guidance applies:

9.2.4.1. Manpower Requirements Determination. FMS manpower requirements are managed through a collaborative process involving SAF/IAPX, HQ MAJCOM Implementing Activity/FMS manpower policy offices, and their serving manpower offices. During LOA development the dedicated manpower required for case execution is determined and the defined manpower requirements are documented in a MRP by each manpower position, travel, and personnel support cost (PSC).

9.2.4.2. MRP/Manpower and Travel Data Sheet (MTDS) Creation. DSCA policy requires a MTDS for all direct case-funded manpower, travel, and PSC associated with any LOA line containing manpower with certain exceptions referenced in *SAMM*, paragraph C9.2.2.4. The MRP is the USAF policy to support DSCA’s MTDS requirement. MTDS is generated automatically through the SAMRS MRP process. SAMRS is the USAF system of records (SORs) to process and store all MRPs and their related documents. Allow SAF/IAPX a minimum of three days to review and approve MRP submissions. Upon approval of the MRP, the MTDS is automatically updated with

the SAF/IA approval number in SAMRS to make it available for the lead MAJCOM's submission with the LOA package to DSCA for approval.

9.2.4.3. SAMRS User Account. To access SAMRS, send a request for an account to usaf.pentagon.saf-ia.mbx.saf-iapx-workflow@mail.mil with the subject line "SAMRS Account." After user account approval, SAMRS may be accessed via the AF Portal using the following uniform resource locator: <https://www.my.af.mil/samrs>.

9.2.4.4. Air Force Security Assistance and Cooperation Directorate (AFSAC-D) and Air Force Security Assistance Training (AFSAT) Squadron are the only two case-writing organizations in the USAF. SAMRS MRP applies to all MAJCOMs acting in their capacity as the FMS case-supporting command whenever their functional expertise is required as a Line Manager (LM) for a case. For some work centers, only the travel is required of them to support a case, i.e., SAF/IA travel on an AFMC OSL. For T-cases (training services), AFSAT is the lead. For other case types, like S- (system sale) and Q- (follow-on sustainment) cases, AFSAC-D is the lead.

9.2.4.4.1. A MRP documents and justifies all above FMS Administrative-funded USAF organic and contractor manpower position requirements by work-years, case-specific travel above FMS Administrative-funded, and PSCs necessary to execute a FMS case. The MRP is made up of the "Case Identification" page, direct case-funded MTDS page, an explanation of manpower requirements, and the "Submit MRP" page. FMS Administrative-funded MTDS page is no longer used.

9.2.4.4.2. The MRP is necessary for any dedicated above FMS Administrative-funded manpower requirement allocation.

9.2.4.5. An undefined LOA manpower services line is without specific manpower position detail, because the manpower detail is either not available or to be decided. A few examples are Mission Data File (MDF), Operational Flight Plan (OFP), and pre-defined and prioritized training lines. Most of the LOA lines with "P" source of supply (SoS) code are without any defined manpower positions and work-years, because either the contractors are not required to identify them or the data cannot be released. Most of the time, an undefined manpower line is reported on the MTDS as a single manpower services line entry with the applicable total line value. If a manpower line has both defined or known manpower requirements by job/position title, etc., and undefined services, both are reported on the same MTDS. The applicable MAJCOM reports the known requirements using the manpower position by position entry procedure. The remaining line value is reported as an undefined manpower services line. If defined and undefined portions cannot be separated out, the MAJCOM documents the entire line as an undefined manpower line with the total line value. All manpower lines are reported on the same MTDS as one MRP without omitting any manpower services lines applicable to the MAJCOM.

9.2.4.6. Whenever feasible, a standardized model is used to build a MRP in SAMRS. An extensive direct case-funded manpower justification is not required when these models are used, if and only if, SAF/IAPX and DSCA pre-approved the manpower model. Whether a manpower model was used or not, the *SAMM*, Table C9.T2 is the primary guide to determine the reason for requesting above FMS Administrative-funded manpower requirements.

9.2.4.7. Historical data may be used to validate new manpower requirements. In addition, any anticipated non-routine, non-standard, and one-time annual workload is measured, validated, and appropriate manpower resources programmed to offset such workload.

9.2.4.8. The applicable MAJCOM FMS Manpower Policy Office collaborates with the respective MAJCOM or Center's Financial Management and A1 offices to source the FMS Administrative or direct case-funding required to comply with *SAMM*, Table C9.T2. FMS manpower requirements justification is not based on the availability or lack of a particular type of funding source. Instead, the implementing work centers use the PN's letter of request (LOR) and the anticipated and/or actual workload required to meet the request.

9.2.4.9. Each MAJCOM determines an optimum manpower type mix of officer, enlisted, civilian, and contractor, and the work-years required to successfully perform their assigned FMS mission workload in accordance with (IAW) USAF manpower policies and DSCA and SAF/IA FMS policies. The workforce mix decision process, AFI 38-201 Attachment 5 outlines the steps involved. DoDI 1100.22, Enclosures 4 and 5 provide additional guidance.

9.2.4.10. If a FMS work center/unit carries a recurring workload that is not being accomplished owing to a manpower shortage, the manpower executing organization submits a timely MRP to reduce or eliminate its workload backlog with an appropriate manpower line change via an LOA modification or amendment. Using any unfunded manpower requirements or changing current manpower requirement to a more appropriate skill or grade level could address the issue as well without performing an LOA document change. The MRP procedure applies to the case-funded workload and manpower. For FMS Administrative manpower shortages, submit additional manpower support request IAW the local command's established administrative procedure until the workload backlog has been adequately addressed. For sporadic workload spikes, a temporary hire is appropriate.

9.2.4.11. SAF/IAR approves pre-LOR funding requirements ranging from \$25,000 to \$250,000. Assistant SAF/IA approves amounts over \$250,000. A pre-LOR and case development activities are FMS Administrative-funded unless directed otherwise in *SAMM*, Table C9.T2.

9.2.4.12. Except for SAF/IA travel, AFSAC-D is the Implementing Activity for all USAF pre-LOR/LOA travel requests. AFSAC-D International Division (AFSAC-DI) and Central Division (AFSAC-DM) are the office of primary responsibility (OPR) for review and approval of Pre-LOA travel requests. Request for pre-LOA travel funds can be requested from the AFSAC-D Command Country Manager (CCM) or email AFSAC.preLOA@us.af.mil for the current "Pre-LOA Travel Resource Request" form.

9.2.4.13. Recoup additional costs IAW *SAMM*, Table C9.T2.:

9.2.4.13.1. If the PN requests multiple versions of the same document during Case Development phase, use "Preparation of P&A data" or "Development and preparation of LOAs, amendments, and modifications" funding source row.

9.2.4.13.2. For the funding source guidance involving unclassified/classified information and documents, refer to:

9.2.4.13.2.1. Pre-LOR Phase: “Vetting personnel for security ... unclass/classified information” row.

9.2.4.13.2.2. Case Development Phase: “Information assurance accreditation ... unclass/classified information,” “Development of an LOA as ... classifying LOAs,” and “Develop security procedures ... classified products” rows.

9.2.4.13.2.3. Case Execution Phase: “Develop Standard Operating Procedures ... Classification Guide,” “Vetting personnel for security ... unclass/classified information,” and “Information assurance accreditation ... unclass/classified information” rows.

9.2.4.14. SC/SA Collateral Activities. Activities involving new business development, personnel clearance, information assurance accreditation, releasability to include technology security and disclosure, End-Use Monitoring and Enhanced End-Use Monitoring, Missile Technology Control Regime, amending Special Security Agreements, and certain transportation, tour of duty-related, real property maintenance, personnel certification renewal/update training, and language training activities are neither FMS case- or Administrative-funded. Also, FMS Administrative expenses of foreign representatives are not funded with IA funds. Refer to *SAMM*, Table C9.T2 for specific instructions for these types of activities.

9.2.4.15. Case implementation workload, activities at Defense Finance and Accounting Service (DFAS), and applicable work centers or organizations, are FMS Administrative-funded. Those implementation activities, such as program management services, performed beyond the work center’s FMS Administrative-funded activity threshold are FMS case-funded.

9.2.4.16. **FMS Administrative Surcharge Funded** . The activities and functions listed in *SAMM*, Table C9.T2 under the “FMS Admin” column represent indirect charges funded by the FMS Administrative Surcharge and are not included or priced as direct charges on the LOA. It includes FMS Administrative-funded efforts to support FMS infrastructure for case execution, case closure, centralized case support, contracting, and legal support services that are not tied to a specific case.

9.2.4.16.1. Indirect costs related to FMS and FMS-like cases are those costs needed for administration of sales made under the AECA. This includes costs required to provide for routine execution of these cases. Costs included in the column “FMS Admin” are considered indirect costs even if they can be identified to an individual case. These costs are included in the annual SAPBR submission and are not listed in a MRP/MTDS.

9.2.4.16.2. For the FMS case-specific and non-case specific infrastructure administrative manpower funding requirements, annual SAPBR submission procedure is used for the recurring bi-annual budget cycle for USAF review and approval.

9.2.4.17. **FMS Direct Case-Funded** . Those efforts over and above FMS Administrative-funded that are specific to a PN or program (either PN or USG-determined), involve unique or specific request from a foreign PN, a non-standard process, additional business requirements (i.e., more than normal requirement for reviews and reports), or involving non-standard systems (i.e., modifications, obsolete equipment, items outside USAF channels). **Note:** For non-standard systems, not all manpower is above FMS Administrative-funded; it is recognized there is a component of FMS Administrative-funded services provided (includes civilian pay, benefits, tour of duty, contractors, and PSC).

9.2.4.17.1. FMS direct case-funding for manpower is authorized only for the workload or activities meeting the FMS manpower funding source criteria outlined in *SAMM*, Table C9.T2. The table is not a complete list of all possible FMS direct-case and Administrative-fundable activities. Each FMS participating organization provides their full justification when submitting a manpower requirements request as part of a FMS case-funded MRP or as part of the FMS Administrative Surcharge SAPBR submission for USAF review and approval.

9.2.4.17.2. Direct costs related to FMS and FMS-like cases are those costs needed to pay for articles and services either (1) specifically requested and provided to the purchaser as part of their program; or (2) specifically identified by the implementing organization as direct charges necessary to support the purchaser's program. This includes costs for technical services and other support that is required to support a specific sale. Costs included in the column "FMS Case" are considered direct costs. Other examples of services covered as direct costs include employing additional workers, overtime work for compressed schedules, and acceleration of procurement and delivery.

9.2.4.17.3. **MRP Revalidation** . For all MRPs documenting FMS direct case-funded manpower requirements, a revalidation MRP is submitted for SAF/IAPX approval in SAMRS when the LOA is implemented (Defense Security Assistance Management System [DSAMS] ISTATUS milestone). All MRPs are revalidated immediately after implementation of the associated LOA, whether or not the manpower execution has a significant lead-time from the date of the implementation. If the revalidated manpower line PoP needs an adjustment, an LOA modification or an amendment is performed to bring the case up to date. An approved revalidation MTDS is given the status of "Revalidation Complete" in SAMRS and can be used to substantiate a MAJCOM's direct case funding requirements, unit manpower allocations, and updating unit manpower documents (UMD), if timely updates are performed to the case documents.

9.2.4.17.3.1. The MRP case ID is matched to the DSAMS LOA ID, except for the Mod # to Revalidation [case title] MRPs, which can be done at any time as needed and not delayed until an LOA modification is performed on the case. A MRP Mod # to Revalidation applies to the associated case revalidation MRP only. It is not performed with another case version or another revalidation MRP.

9.2.4.17.3.2. Making minor administrative changes to the original MRP using the revalidation MRP is permitted only during the case implementation. In addition, all “pen-and-ink” changes made to the MRP prior to implementation are included in the revalidation MRP.

9.2.4.18. Military positions can be funded with repayable Foreign Military Financing (FMF) credits. When a case is funded by a FMF repayable source, ensure the military personnel salaries are fully reimbursed. The *Foreign Assistance Act (FAA) of 1961*, Section 503(a), as amended prohibits a reimbursement of military position salaries from non-repayable FMF cases.

9.2.4.19. Civilian fringe benefit rates are applied to FMS and BPC cases. SAMRS is programmed with the OUSD(C) USAF civilian fringe benefit reimbursable rates to compute civilian manpower total costs. OUSD(C) updates these rates annually. This is to recover the USG's contribution of civilian employee benefits such as retirement, insurance and health plans, cash awards, and, when applicable, the USG's share of social security taxes, leave, and holidays. The civilian personnel fringe benefits factor is applied to the USAF civilian annual base salary, with leave and holiday acceleration, as applicable. Unfunded civilian retirement cost applies to Title 22 FMS direct case manpower and does not apply to either the Title 10 BPC FMS case manpower or the FMS Administrative-funded civilian personnel manpower cost recoupment. Refer to *SAMM*, paragraph C9.2.3.2.3 for more info.

9.2.4.20. Use PEC A2002I on a well-defined OSL (Note: one per MAJCOM) for FMS direct case-funded manpower services on cases accepted on or after 1 August 2006. The case-funded justification is provided in the LOA line item note. The tailored line item note for each of the manpower services line includes details describing exactly what services or activities are provided and the length of time they are performed.

9.2.4.20.1. For cases implemented prior to 1 August 2006, the PEC A2002A may have been used. This PEC is not used on new cases and may not be extended.

9.2.4.20.2. PEC A2002A may be executed in its present scope and remain on those cases or lines until the case or line is closed. Adjustments may be made to existing Program Management Lines via an LOA modification as long as these adjustments are within the current scope.

9.2.4.21. **Embedded Manpower** . Manpower is considered embedded when there are no identifiable or quantifiable manpower position titles or man-year equivalents. In those cases, an embedded manpower services line is documented on a 700 series LOA line. Any embedded manpower on an LOA line, whether with a defined or undefined manpower requirement on a materiel or an equipment line, is documented using the funding requirement specific to the manpower portion(s) only. This includes direct case-funded tour of duty requirements.

9.2.4.21.1. If manpower services performed are indistinguishable from the materiel or equipment or cannot be separated from each other, the entire line value is documented on the MTDS and references the specific LOA 700 series line. Not yet defined and prioritized manpower lines are documented with a manpower services title instead of a specific job title or titles on the MTDS. If Security Assistance

Management Information System does not permit an LOA 700 series line numbering for the embedded manpower associated with the requisitioned equipment or materiel, a non-700 line is used and documented on the MTDS.

9.2.4.21.2. For manpower lines pending requirements prioritization with a procurement SoS, applicable contract administration services (CAS) fees are assessed on the contract value. If the definite contract value is unknown during the case development phase, provide the best estimate.

9.2.4.21.3. A blanket order training (BOT) line can have embedded equipment in the line. If the acquisition of the equipment can be separated from the manpower services, list the equipment on a non-manpower series line. If an equipment procurement is together with manpower services or if the equipment and manpower services pricing cannot be separated out from one another, document the entire line value as an LOA 900 series BOT manpower services line. For all these instances, the MTDS pricing and the primary category code (PCC) pricing in the RP069 *Document Pricing Calculations* report, to include any applicable indirect pricing components (IPC) like CAS fees, are matched one for one to the maximum extent possible. **Note:** LOA 900 series lines are for AFSAT use only.

9.2.4.21.4. For manpower lines with a mix of identifiable or defined manpower positions and embedded, inseparable equipment or materiel, list the manpower positions under the MTDS “Part A: Personnel” and explain the components of the line value under the MTDS “Part F: Additional Comments.” For example, “Organic manpower costs are \$150,000. Contract manpower costs are \$250,000. Materiel and equipment costs are \$600,000. The total line value is \$1,000,000.”

9.2.4.21.5. Manpower services lines with embedded equipment or materiel are documented with their applicable SoS code, Offer Release Code, and assigned Delivery Term Code in the LOA. If the equipment or materiel can be readily separated out from the manpower services portion, the equipment or materiel is documented on a non-manpower services line with the manpower on a 700 series line. Otherwise, paragraph 9.2.4.21 of this manual applies. Training, MDF, and Operational Flight Plan/Program (OFP) file lines are a few of the examples where equipment or materiel cannot be dissociated from the manpower services.

9.2.4.22. **DSAMS RP069 Report** . The MTDS pricing data needs to match the RP069 in DSAMS as applicable. All PCC pricing in the RP069 are matched to the MTDS Parts A, B, and C for both direct pricing component and IPCs as applicable. For example, the RP069’s PCC of 07, tour of duty pricing data, needs to match the MTDS Part B cost data whether it is a basic, amended, or modified LOA. RP069’s direct pricing component is normally above FMS Administrative-funded. The IPC, like unfunded civilian retirement and civilian fringe benefits, are included in the MTDS Part A as part of the applicable labor cost. The CAS fees as an IPC are documented under the MTDS Part C and cited with *SAMM*, Table C9.T2 row number 22. FMS Administrative Surcharge is not included on the MTDS.

9.2.4.22.1. For a revised component price of an amended LOA line in the RP069, an additional PCC entry is made, unless it is a price decrease. For example, the RP069 for Amendment 2 extending civilian manpower services needs to show two PCC entries of 01 for Civilian Personnel Services for the previous and the added portion of the line.

9.2.4.22.2. Reimbursable salaries for a borrowed manpower supporting case travel requirement are separated out for both for organic and contractor travelers and listed under the direct component pricing part of the RP069 using the applicable PCC and documented separately under the MTDS Part A. The tour of duty expenses are listed under Part B to the greatest extent possible. The individual travel pricing is listed in RP069 using the applicable cost data for USG organic travel requirements via PCC 07, tour of duty. Contractor travel requirements are included with the applicable contract labor cost under Part A, if estimated contract travel cost data is not available. For MTDS documentation, the contractor salary and travel requirements are priced out separately in RP069 using two PCC 84 (Contract Technical Services) entries and their matching line item entries under the MTDS Part A and B, respectively.

9.2.4.22.3. When there are unused funds on a manpower services line undergoing a scope change, the previous entry in the RP069 is reduced to reflect the actual costs. After making the appropriate price adjustment on the previous entry, an additional entry is made using either the same or another PCC as applicable for the increased funding requirement associated with the line scope change. This new entry could consist of only the unused line funds or a combination of unused funds plus any additional funds required. If surplus line fund exist and the line scope is not changing, document only the price decrease. See the following examples:

9.2.4.22.3.1. Example #1: Line Price Change .

9.2.4.22.3.1.1. Originally approved manpower services line value: \$100,000.00;

9.2.4.22.3.1.2. Actual line cost: \$80,000.00;

9.2.4.22.3.1.3. Unused line funds: \$20,000.00;

9.2.4.22.3.1.4. Revised total line value including the new line requirement: \$150,000.00;

9.2.4.22.3.1.5. RP069 original line value change required: from \$100,000.00 to \$80,000.00;

9.2.4.22.3.1.6. Required line funds to allocate to additional RP069 entry/entries: \$70,000.00.

9.2.4.22.3.2. Example #2: Line Price Change .

9.2.4.22.3.2.1. Originally approved manpower services line value: \$100,000.00;

9.2.4.22.3.2.2. Actual line cost: \$80,000.00;

9.2.4.22.3.2.3. Unused line funds: \$20,000.00;

9.2.4.22.3.2.4. Revised total line value including the new line requirement: \$100,000.00;

9.2.4.22.3.2.5. RP069 original line value change required: from \$100,000.00 to \$80,000.00;

9.2.4.22.3.2.6. Required Line Funds to allocate to additional RP069 entry/entries: \$20,000.00.

9.2.4.22.3.3. Example #3. Line Scope Change (Originally approved contract manpower services line value: \$100,000.00) :

9.2.4.22.3.3.1. Actual amended contract line adjusted value: \$80,000.00;

9.2.4.22.3.3.2. Committed and unobligated contract value due to a scope change: \$20,000.00;

9.2.4.22.3.3.3. RP069 original PCC value change required: from \$100,000.00 to \$80,000.00;

9.2.4.22.3.3.4. New contract awarded value (same contractor and same LOA line): \$200,000.00.

9.2.4.22.3.3.5. RP069 additional PCC entry required: \$200,000.00.

9.2.4.22.3.3.6. Total revised LOA line value: \$280,000.00 plus CAS fees;

9.2.4.22.3.3.7. Additional funds required for the amended line: \$180,000.00.

9.2.4.22.3.3.8. If a new LOA line is created for the second or subsequent contract;

9.2.4.22.3.3.8.1. The original LOA amended contract line value: \$80,000.00;

9.2.4.22.3.3.8.2. Committed and unobligated contract line value due to a scope change: \$20,000.00;

9.2.4.22.3.3.8.3. RP069 original PCC value change required: from \$100,000.00 to \$80,000.00.

9.2.4.22.3.3.8.4. Added LOA contract services line value: \$200,000.00.

9.2.4.22.3.3.8.5. New RP069 entry required for the new matching LOA line: \$200,000.00;

9.2.4.22.3.3.8.6. Additional funds required for the amended line: \$180,000.00.

9.2.4.22.3.3.8.7. REVISED LOA Line Value: \$200,000.00 plus CAS fees.

9.2.4.22.3.3.9. If the original contract was modified to add additional services for \$20,000.00;

9.2.4.22.3.3.9.1. Original PCC entry dollar value adjustment: from \$100,000.00 to \$80,000.00;

9.2.4.22.3.3.9.2. New PCC line entry value required: \$20,000.00;

9.2.4.22.3.3.9.3. Revised total line value: \$100,000.00 plus CAS fees.

9.2.4.22.3.3.9.4. Explain additional services in the line item note.

9.2.4.23. Purchaser requested dedicated manpower to support special services is included on a services or technical assistance line as appropriate. The pre-LOA efforts are captured as a FMS administrative or direct case-related service, as defined by *SAMM*, Table C9.T2 and documented in the LOA line notes.

9.2.4.24. International Military Education and Training (IMET) support positions are funded with congressionally approved FMF. IMET is not funded with FMS funds.

9.2.4.25. Manpower requirements are developed and approved using civilian grades to determine the case cost. The servicing civilian personnel office determines the actual or allocated position grade during the classification process.

9.2.4.25.1. If a case-funded civilian grade requirement is not executed, for reasons such as unfavorable local labor market or non-availability of organic manpower, a MRP modification is submitted for SAF/IA approval to document any change to the requirement (i.e., GS-12 to a contractor).

9.2.4.25.2. If the position changes from civilian to a contractor and results in a manpower line price increase with no change in the line scope, an LOA modification is submitted as a price change.

9.2.4.26. Use an applicable Air Force Manpower Standard (AFMS) to determine manpower requirements except when the PN identifies a workload standard which is different than the AFMS. Use AFI 38-201 as a basis in determining SA manpower requirements with the understanding that PN requirements are dynamic and do not lend to intensive, lengthy management studies. When an applicable AFMS does not exist, historical records from SAMRS is the primary method used to determine FMS manpower, travel, and PSC requirements; use of other USAF-approved manpower estimation methods and techniques is optional, and it is up to each MAJCOM SMO to provide further guidance as necessary.

9.2.5. Rated Manpower Requirements . In addition to AFI 38-201, Chapter 17 and *SAMM*, Table C9.T2., the following guidance applies:

9.2.5.1. To meet all USAF manpower and personnel administrative review and approval requirements, PN letters of request for USAF-rated positions are submitted as early as possible, and no later than 15 months prior to the in-place requirement date. SAF/IAPX facilitates prioritization of PN requests for rated resources and coordinates with the Total Force Aircrew Management Integration Division (AF/A3TF). USAF-rated manpower requirements may be included in the LOA only after both SAF/IAPX confirms SAF/IA approval (with AF/A3TF coordination).

9.2.5.2. After receipt of a LOR for rated manpower requirements, a manpower package with the following items is developed. Additional guidance is provided in AFI 38-201, Chapter 17 and *SAMM*, Table C9.T2:

9.2.5.2.1. A copy of the LOR.

9.2.5.2.2. Background information as outlined in the Security Assistance Rated Officer Requirement Analysis Checklist at Attachment 4 of this manual.

9.2.5.2.3. Manpower Summary for Extended Training Service Specialists (ETSS).

9.2.5.2.4. DSCA LOA MTDS.

9.2.5.2.5. AF Form 480, *Aircrew /Active Flying Justification*, for each rated position.

9.2.5.3. The appropriate Country Director (CD) :

9.2.5.3.1. Reviews the justification.

9.2.5.3.2. Processes request for new or extended USAF-related manpower positions through applicable channels, through AF/A3TF for approval.

9.2.5.3.3. Includes an impact assessment and supporting documentation in the package.

9.2.5.3.4. Includes the Security Assistance Rated Officer Requirement Analysis Checklist as a supporting document.

9.2.5.3.5. Includes SAF/IAPX (Manpower Section) in the coordination process.

9.2.6. MRP . In addition to SAMM Section C9.2.2 and Table C9.T2, the following guidance is provided:

9.2.6.1. The functional OPR, i.e., Security Assistance Program Manager (SAPM), CCM, LM, etc.) and the SMO jointly develop the MRP IAW the *SAMRS User's Manual*.

9.2.6.1.1. Direct case-funded FMS manpower requirements, military, in-house organic, and contractors with defined and undefined manpower positions, are documented and submitted for review and approval in SAMRS. Manpower supporting a specific FMS program on a FMS case is included either on an applicable services line in the LOA or included directly in the price of materiel for the activities that are clearly above FMS Administrative-funded. The FMS Administrative-funded MTDS documenting case-specific manpower requirements prior to May 2014 are maintained in SAMRS as an archive only. Formerly known as Category 2 manpower, they are included in the SAPBR as any other FMS Administrative-funded manpower.

9.2.6.1.2. MRP submissions require attached copies of the following for proper processing: the most recently updated LOA Data (LOAD), LOR, and RP069 report; a statement of manpower requirements determination methodology used; and any approved policy waiver letter if applicable (e.g., Travel and living allowance policy waiver when a Travel and Living Allowance Line [TLA] is first established). A short narrative in the MRP case purpose statement in lieu of a manpower determination methodology statement is acceptable as long as the methodology is one of the USAF-approved manpower requirements determination methodologies. For a MAJCOM MRP with SAF/IA travel or F-35 Joint Program Office line items, or a multiple-center MRP, provide a statement for each center if different manpower methodologies were used. Manpower validation can be expedited only with a clear methodology statement.

9.2.6.2. The SAPM or CCM validates and consolidates multiple inputs from the individual work centers, within the same command, into the MRP before forwarding to the MAJCOM SMO. For a case with manpower requirements from two or more MAJCOMs, the MAJCOM that provides predominant products or services on a case acts as the lead MAJCOM. The lead MAJCOM requests the other participating MAJCOMs on a case to submit its MRP in SAMRS. AETC is the lead MAJCOM for all “T” (Training) cases.

9.2.6.3. The LOA lines, equipment, or services that include undefined (blanket order) lines containing manpower requirements are documented with a PoP for the manpower. They are also documented on a MTDS unless DSCA or SAF/IAPX provides specific exemption(s). The following SA manpower services are exempt from the MTDS requirement:

Table 9.1. LOA Lines Exempted from Manpower and Travel Data Sheet (MTDS).

1	Services provided as a membership in the USG-sponsored groups identified in Row #101 of <i>SAMM</i> , Table C9.T2., i.e., USAF Technical Coordination Program (TCP) and International Engine Management Program (IEMP). (Note: ECISAP is not a membership-based program.)
2	Services provided by the Working Capital Fund (WCF) as long as the services are part of the final material total cost and cannot be separated from the unit price, i.e., organic costs. If only services are provided by the WCF, a MTDS is required. (T-0)
3	Lines involving blanket order Continental U.S. (CONUS) training, outside the CONUS Security Assistance Teams, or schoolhouse-provided training where manpower costs are embedded within the course or tuition rates.
4	Contractor Logistics Support (CLS) using Military Articles and Services Listing (MASL) number R9A-0761000000CLS.
5	Repair and Return programs.
6	Refurbishment and overhaul programs.
7	Embedded labor (e.g., pro-rata share of engineering support) that is part of the materiel cost and cannot be separated from the unit price.

Table 9.2. Making Changes to the Manpower Requirements Package After SAF/IA Approval.

1	Minor pen-and-ink changes before submission of an official LOA package to DSCA	For all pen-and-ink changes, Headquarters MAJCOM validator annotates all changes to the applicable MRP in SAMRS using “Add MRP Comment” function and notifies SAF/IAPX. Effect the annotated changes to the case revalidation MRP for record management purposes.
2	Major changes directed by DSCA/SA/CWD after an official LOA package submitted to DSCA (internal to USG)	Notify SAF/IAPX detailing the DSCA/SA/CWD directed changes. Recall the MRP from SAMRS, make the changes, and re-coordinate the changes through the normal chain of review. For a substantive change affecting an LOA line scope, accomplish a Restated MRP.
3	A change in the case data requiring a MRP update (purchaser-requested)	Notify SAF/IAPX to request a recall of the MRP with a short narrative of the reason for the recall. Accomplish a “Restated” MRP.

9.2.6.4. SAF/IAPX approves all MRP/MTDS prior to case submission to DSCA/SA/CWD. Refer to Table 9.2 above for MRP revision procedures after SAF/IAPX has approved the MRP and prior to PN’s case acceptance.

9.2.6.5. The following procedures are in effect when the LOA offer package including the MTDS and RP069 are at DSCA for review and countersignature:

9.2.6.5.1. DSCA does not return an LOA document to the USAF for differences between the MTDS and the DSAMS pricing report (RP069) or the line on the LOA document (pricing and PoP), with the BPC cases as an exception. If the urgency dictates and with SAF/IAPX informed, USAF implementing MAJCOMs forward the MTDS to DSCA without having it match the DSAMS RP069 report line value(s). In that event, the implementing MAJCOM resolves the discrepancies after case implementation via the next soonest case document.

9.2.6.5.2. DSCA does not require work-years for contractors on the MTDS. USAF provides CME information on the MTDS if available. The methods to determine CME requirements outside the competitive source process can be referenced in AFI 38-201, Chapter 6. When the CMEs are coded into MPES, timely database maintenance is needed to remove the CME data associated with a service-type contract is discontinued, cancelled, in-sourced, or expires.

9.2.6.5.3. DSCA rejects an LOA offer package if MTDS documentation is missing for a manpower services line on the LOA. To minimize the number of rejected packages, the implementing MAJCOM identifies all manpower services in the LOA 700 series lines and provide MTDS line entries for all manpower requirements, defined or undefined, embedded or standalone manpower services. Reference paragraph 9.2.7 of this manual for further guidance, including an exception to the 700 series manpower services line policy.

9.2.6.5.4. DSCA requires the high level summary information in the MTDS Part D. To meet DSCA requirements, the USAF directs the PN to the LOA manpower/ services line notes. Use the following verbiage: “LOA Line(s) xxx, xxx and xxx: See associated LOA Line item description notes.”

9.2.6.6. **Manpower Allocation** . Once a case is implemented, manpower services lines in an LOA can be allocated, recorded in manpower documents, and executed. SAF/IA derives its manpower allocation authority from HAFMD 1-16, which assigns to SAF/IA all oversight and execution responsibilities for international programs and activities affiliated with the USAF. SAF/IA, in turn, delegates this responsibility to the respective MAJCOMs that own the SA manpower requirements and retains program oversight responsibilities.

9.2.6.6.1. Each MAJCOM develops a FMS manpower allocation process that satisfies the FMS manpower policy requirements of the *SAMM*, this manual, and the respective MAJCOM.

9.2.6.6.2. The applicable MAJCOM issues a manpower allocation memo as required, only after receipt of the published international program directive (IPD) and revalidated MRP.

9.2.6.6.3. The MAJCOM's manpower allocation memo issuing office forwards a copy to the SAF/IAPX workflow at usaf.pentagon.saf-ia.mbx.saf-iapx-workflow@mail.mil within five working days of the memo issuance or as soon as practical.

9.2.6.6.4. SAF/IAPX collects USAF FMS-FMF authorized and assigned FTE end strength figures as reported in MPES to respond to the DSCA's annual FMS data call to comply with the *AECA*, § 25(a)(6). SAF/IAPX takes a manpower snapshot from the FY's Quarter 4 funded database object. MAJCOM/IAs with MAJCOM/A1s ensure their respective command's manpower records in MPES are accurate and up to date. A periodic internal audit of the command manpower allocation records versus programmed manpower in MPES can identify any gap.

9.2.6.6.5. SAF/IAPX or MAJCOMs update the database as soon as possible and no later than 90 days from the date of a manpower allocation memo or issuance of an equivalent document. A manpower allocation memo is filed as an official record of a manpower action taken in the applicable work center's official record management system.

9.2.6.6.6. Allocated FMS manpower authorizations are based on the corresponding MRP revalidation. Manpower allocations are done in a timely manner to minimize or prevent a lapse in manpower services coverage.

9.2.7. **MTDS** . In addition to *SAMM*, paragraph C9.2.2.4 and Figure C9.F2., the following guidance is provided:

9.2.7.1. An MTDS accompanies one or more of the following direct case-funded requirements: manpower, travel, and PSC lines in the LOA. The DSCA's counter-signature may be delayed if the implementing activity omits a required MTDS from the LOA package with manpower services line(s).

9.2.7.2. An MTDS is accomplished for any basic, amendment, or modification LOA that includes a manpower services line price increase or decrease, a scope change to include a line PoP increase (except from the SoS impacts) or decrease, or a substantive note change, unless the DSCA waives it. The MTDS reflects the exact costs on the LOA line. For all LOA lines with manpower, any differences between the MTDS and LOA lines is detailed in MTDS Part E.

9.2.7.2.1. Effective 1 November 2010, any manpower services line with defined or undefined manpower services to include any embedded manpower is documented with an LOA 700 series line, unless DSCA or SAF/IAPX provides an exemption. The line numbers are assigned without regard to Command (excluding AFSAT-managed 900 series lines).

9.2.7.2.2. Any line that remotely looks like manpower is doing something (i.e., words in the line notes such as support, modification, deliver, execute, process, maintain, maintenance, coordinate, management, services, etc.) regardless of the Military Articles and Services Listing (MASL) on the line is documented with a 700 series line number, except for the L001 as explained in Table 9.3. **NOTE:** AFSAT lines are assigned 900 series.

Table 9.3. The 700 Series Manpower Service Lines.

Line Number	Category	Manpower Service Title
0-760	General	(Other Services, Training (Non-AFSAT provided), Construction, Major or Minor Modifications)
	Technical	(Technical Assistance, Engineering Technical Support, Surveys (not TCG or IEMP related), Weapons Systems Support, Avionics Software Support, Technical Assistance Field Teams, Contractor Engineering and Technical Services [CETS])
761-790	Aircraft	Aircraft Structural Integrity Program, Aircraft Ferry Support, Tanker Refueling)
	Maintenance	(Precision Measuring Equipment Services (PMEL Lines), Program Depot Maintenance)
791-795	Base Services Support	(Military Articles and Services Listing (MASL) 079100AFPIBSS)
796-799	Special Activities	(MASL 079100SPCLACT)
Exception:	If the major item being purchased falls into one of these categories, that line should be shown as Line 001 for that case (e.g., if the case is for a major aircraft modification, the Major Modification Line should be Line 001). These excepted non-700 series manpower/services lines are required to be reported on the MRP.	

9.2.7.2.3. If a LM determines there is a requirement to add more manpower lines (in the categories above) than have been tasked from the Case Manager (CM), the LM assigns appropriate line number after coordinating with the CM.

9.2.7.2.4. For the LOA with manpower lines developed prior to 1 November 2010, only the portion of the manpower line that is attributable to a scope change is documented using a 700 series line. The manpower lines with no scope change retain their original LOA line numbers through line closure.

9.2.7.2.5. A separate SAF/IA services line is included in the LOA when the SAF/IA CD's salary is direct case-funded from the LOA. A prior coordination with SAF/IAPR is needed to ensure sufficient manpower exists to handle additional SAF/IA line management workload.

9.2.7.2.5.1. When there is a SAF/IA manpower services line, the SAF/IA CD creates a separate MRP in SAMRS and routes it through SAF/IAPX for approval.

9.2.7.2.5.2. If SAF/IA CD's salary is not direct case-funded, the SAF/IA Travel line is reported with the lead MAJCOM's MTDS.

9.2.7.3. SAMRS Standardized Case Identification and Titling Convention . SAMRS is the automated System of Records (SORs) for USAF FMS direct case-funded MRPs. When processing SAMRS manpower services requirements, five templates are available to create a MRP:

9.2.7.3.1. Basic;

9.2.7.3.2. Amendment;

9.2.7.3.3. Modification;

9.2.7.3.4. Revalidation; and,

9.2.7.3.5. Mod # to Revalidation MRPs. The Mod # to Revalidation MRP is to process any minor administrative change(s) to the revalidated MRPs during the case execution phase, and the Restated MRP is used to incorporate major changes to the MRP after SAF/IAPX initial approval prior to the case offer during the case development phase. The "Miscellaneous MRP" functionality is being phased out.

9.2.7.4. MRP Types :

9.2.7.4.1. **Basic MRP .** If a MRP is to support a manpower services line on the Basic LOA, a Basic MRP is accomplished, and the MRP case identifier and the associated title should be in the following format:

9.2.7.4.1.1. Case Identifier: BN-D-AAA-BASIC;

9.2.7.4.1.2. Case Title: Bandaria's Missile Support Program.

9.2.7.4.2. **Amendment MRP .** The case implementing MAJCOMs submit an amendment MRP to document an LOA manpower line scope change. An amendment MRP-MTDS identifies a change in PN requirements. When a change in scope requires additional PN funds, the last column, "Corresponding Table C9.T2. Row #," of MTDS identifies exactly what type of case-funded support is provided. The matrix requires incremental costing for certain activities that exceed the FMS Administrative-funded to ensure PNs pay only for those additional requirements. The case identifier format is:

9.2.7.4.2.1. Case Identifier: BN-D-AAA-AMD-1;

9.2.7.4.2.2. Case Title: Bandaria's Missile Support Program Amendment 01.

9.2.7.4.3. **Modification MRP** . If a MRP is to support a manpower services line on an LOA Modification, the following convention should be used. The case identifier format is:

9.2.7.4.3.1. Case Identifier: BN-D-AAA-MOD-1;

9.2.7.4.3.2. Case Title: Bandaria's Missile Support Program Modification 01.
NOTE: For MRPs supporting a manpower services line in an LOA Amendment or Modification, the document version number for the Case Title should be in two numerical digits, i.e., 01, 02, 03, etc., no more or no less. In addition, the basic program title should be kept intact throughout the program's execution no matter the type or the version number of the document.

9.2.7.4.4. **Revalidation MRPs** : A revalidation MRP is accomplished to shift the case PoP as needed based on the case ISTATUS milestone date in the DSAMS. SAF/IA-approved revalidation MRP serves as the baseline or the original SAF/IA-approved manpower document to make any administrative changes required to the MRP during case execution. The case MRP identifying convention for a revalidation should be in the following format:

9.2.7.4.4.1. Case Identifier: BN-D-AAA-BASIC-REVAL;

9.2.7.4.4.2. Case Title: Revalidation - Bandaria's Missile Support Program;

9.2.7.4.4.3. Case Identifier: BN-D-AAA-AMD-1-REVAL;

9.2.7.4.4.4. Case Title: Revalidation - Bandaria's Missile Support Program Amendment 01.

9.2.7.4.5. **"Mod" MRPs** . A "Mod # N to Revalidation" MRP is a new type of MRP implemented via the MRP "Case Title" field in SAMRS. Any required change to a revalidated MRP should be documented using a "Mod" MRP, which can occur at any time during a case execution period. The Create "Miscellaneous" MRP functionality in SAMRS is to be rescinded with Create-"Mod # N to Revalidation MRP" availability online:

9.2.7.4.5.1. **Example #1** . Requires an administrative change to a revalidation MRP;

9.2.7.4.5.1.1. Case Identifier: BN-D-AAA-BASIC-REVAL;

9.2.7.4.5.1.2. Case Title: Mod 1 to Revalidation - Bandaria's Missile Acquisition Program.

9.2.7.4.5.2. **Example #2** . Converts position from Contractor/Logistics to Civilian/Logistics;

9.2.7.4.5.2.1. Case Identifier: BN-D-AAA-AMD-1-REVAL;

9.2.7.4.5.2.2. Case Title: Mod 1 to Revalidation - Bandaria's Missile Acquisition Program Amendment 01.

9.2.7.4.6. **Restated MRP** : MRPs are restated to reflect the change in the LOAD or to incorporate some other major change as directed by the higher authorities before the MTDS becomes a DSCA-approved final document. The case identifying format for a Restated MRP is as follows:

9.2.7.4.6.1. Case Identifier: BN-D-AAA-BASIC;

9.2.7.4.6.2. Case Title: Restated Bandaria's Missile Acquisition Program.

9.2.7.4.6.3. Case Identifier: BN-D-AAA-AMD-1;

9.2.7.4.6.4. Case Title: Restated Bandaria's Missile Acquisition Program Amendment 01.

9.2.7.4.6.5. Case Identifier: BN-D-AAA-MOD-1;

9.2.7.4.6.6. Case Title: Restated Bandaria's Missile Acquisition Program Modification 01.

9.2.7.5. **Manual MRPs** . When SAMRS is not available for an extended time period, SAF/IAPX provides a manual approval code for urgent cases only to proceed with LOA manpower line documentation for DSCA. An example of the manual MRP format is found at Attachment 2 to the SAF/IAPX Policy Memorandum 17-26, *Updated Instructions for Processing Manpower Requirements Packages (MRP) During an Extended System Outage*, 20 November 2017. When SAMRS is recovered for normal operation, applicable MAJCOM enters all manually completed MRPs into SAMRS to receive automated approval codes. MAJCOMs have an option to discard previously approved manual MRPs or retain them as part of the case file. SAF/IAPX retains a record of the manual MRP approvals using an offline MRP approval log.

9.2.7.6. The *SAMM* provides exceptions to the MTDS documenting policy. Table 9.1 above lists the exempted manpower services.

9.2.7.7. FMS Administrative Surcharge manpower requirements are not processed in SAMRS. They are submitted in the annual SAPBR submission.

9.2.8. **Manpower Data for ETSS Cases** . In addition to SAMM, paragraph C2.1.6.4, Section C10.7, Table C9.T2 row #100, Section C11.8.2, AFPD 16-1, paragraph 2.1.7.9., and AFI 16-105_IP (Inter-service Publication) paragraph 3-2.e, Sections 3-5 and 3-8, paragraphs 3-15 and 3-16 guidance, the following additional guidance is provided:

9.2.8.1. ETSS manpower performs technical services or specialized training either requested by the PN or deemed necessary to support a major system sale.

9.2.8.2. AFSAT manages the ETSS program via applicable FMS cases or lines. AFSAT managers coordinate with SAF/IAPX FMS Manpower Desk and the appropriate SAF/IA CDs on all new or renewed ETSSs positions to ensure proper visibility and staffing of ETSS high interest concerns (e.g., rated manpower resources).

9.2.8.3. SAF/IA CDs ensure CMs and LMs for their respective countries are fully aware of current USAF-rated manpower constraints (e.g., existing Chief of Staff of the Air Force-approved agreements concerning international requirements or allocations). SAF/IAPX facilitates annual SAF/IAR-chaired ETSS prioritization boarding versus current ETSS manpower limitations and coordinates with AF/A3TF to ensure requests comply with existing rated manpower agreements and constraints.

9.2.8.4. CDs and CMs ensure PNs requesting or requiring USAF-rated manpower via FMS cases understand USG manpower policy constraints prior to LOR submission. Alternatives to USAF-manpower (e.g., contractor support) need to be fully explored.

9.2.8.5. SAF/IA CDs coordinate requests for new or extended USAF-rated manpower positions (e.g., ETSS) through SAF/IAPX. SAF/IAPX reviews requests to ensure requests comply with existing rated manpower agreements and constraints and SAF/IA-approved prioritization of ETSS resources.

9.2.8.6. AFSAT ETSS, CMs or LMs have primary responsibility for monitoring training programs to ensure that they do not exceed established expiration dates. AFSAT CMs or LMs communicate with Security Cooperation Organizations and ETSS teams as well as the applicable SAF/IA CD to identify or correct program requirement issues and solicit required LORs early, before they cause ETSS teams to exceed the program expiration date.

9.2.9. Documenting Manpower Data . In addition to *SAMM*, Section C9.2.2, Table C9.T2., paragraph C9.2.2.4., Fig. C9.T2., guidance, the following guidance is provided:

9.2.9.1. For an LOA manpower services line adding a new requirement, document only what has changed on the MTDS, and explain applicable “PREVIOUS” LOA line value in the MTDS Part E textbox. Start each explanation with the applicable line number, i.e., “L700” Exceptions to the MTDS policy is provided IAW *SAMM*, Chapter 9 or processed as a policy waiver request through SAF/IAPX.

9.2.9.1.1. If an LOA line is subjected to a price correction with no line scope change, document the revised total line value using the entire PoP to include the expired months in Part A of the MTDS. Do not document the expired portion of the LOA manpower line PoP on the MTDS, but if a line price change is applicable to the expired as well as the remaining line PoP, the total PoP range to which the price change applies is documented on the MTDS. This is permissible back-dating to include an expired PoP for the revised price applicability. This change is explained in Part E. For example, LOA Line 700: Previous line value of \$1,000,000 was increased to \$1,500,000 due to the increased fuel cost. There was no line scope change.

9.2.9.1.2. If a line price change is concurrent with the line scope change, document only what has changed. This is explained under Part E.

9.2.9.1.2.1. For example, Line 701 with an original line value of \$1,000,000 has added \$500,000, of which \$250,000 is from a PCC price increase and another \$250,000 from a scope change with additional 12 months of PoP. Only the \$500,000 from the total revised line value is reported under Parts A, B, and C of the MTDS.

9.2.9.1.2.2. For this example, the line is written as: “LOA Line 700: Previous line value was \$1,000,000. The total new requirement is \$500,000. Revised line value is \$1,500,000.” **Note:** Report only new manpower requirements that DSCA and the PN need to approve to authorize funding.

9.2.9.1.3. If an amended LOA manpower line has both a price correction and a scope change, document it as an LOA line scope change. This change is explained in Part F. For example, LOA Line 700: Previous line value was \$1,000,000. The line was increased by \$250,000 as a price correction. The total new requirement is \$250,000. Revised line value is \$1,500,000.

9.2.9.1.4. A lead-time slippage caused by SoS impacts (e.g., delays in contract award or materiel deliveries) is not a scope change. Only an LOA modification is needed to bring the case up to date. This is explained in Part E. For example, “LOA Line 700: Previous line value was \$1,000,000. The total new requirement is \$100,000. Revised line value is \$1,100,000. The line PoP increase is from the later than anticipated contract award.”

9.2.9.1.5. The standardized comments under Part E can be modified to provide more detail if necessary, i.e., “Only the civilian personnel cost increased (decreased) by \$...,” or “Only the tour of duty expenses have increased (decreased) by \$... .”

9.2.9.1.6. Evaluate what secondary/tertiary impact a manpower services line scope change will have within the direct-case funded and on the Administrative-funded manpower requirements. With an increase or decrease in the LOA line scope, line pricing, or only an administrative-revision to an existing manpower record, determine what other changes might be required to support the case.

9.2.9.1.6.1. An increase or decrease in the LOA line scope may necessitate additional or reduced FMS Administrative-funded manpower requirements to deliver a complete end-to-end solution tailored to the PN’s specific request.

9.2.9.1.6.2. At other times, such a change may require only the FMS direct case-funded manpower, because all additional activities to support the increased scope are either PN-requested or USG-determined as all incrementally surpassing Administrative-funded thresholds IAW *SAMM* Table C9.T2 guidance.

9.2.10. FMS Administrative-Funded Manpower Requirements. MAJCOMs review and analyze the execution of FMS Administrative-funds to determine if out-of-cycle requirements can be funded within their budget. If funding is available but additional manpower authorizations are not, the MAJCOMs submit an out-of-cycle request to SAF/FMBO. AFMC Only: Each AFMC work center adjudicates its FMS Administrative-funded programs using existing corporate processes, and Program Executive Office Directorate Resource Managers allocate resources within their own portfolios. Refer to *SAMM*, paragraphs C9.4.2.5, C14.2.2, and Section C14.2 for additional guidance.

9.2.11. **Annual DSCA AECA FMS Manpower Report** . In addition to *SAMM* A5.1., Row #17.e., the following guidance is provided:

9.2.11.1. SAF/IAPX provides a FMS-FMF manpower report to DSCA to meet the agency's annual Congressional reporting requirement on SA manpower IAW Section 25(a)(6) of the AECA. The FY fourth quarter FTE data is downloaded from MPES and validated with the applicable MAJCOM as needed.

9.2.11.2. MAJCOM offices collaborate closely with the SMO to ensure the MPES records are up to date to ensure accurate reporting to DSCA's annual Congressional report.

9.2.12. SA Manpower Program Oversight . In addition to *SAMM*, paragraph C1.3.2.6 guidance and AFD 16-1 Section 2.1 directives, the following guidance is provided:

9.2.12.1. SAF/IAPX FMS manpower policy guidance and oversight role extends beyond SAMRS implementation, to include pre-LOR case development, case execution, and case closure involving manpower service lines.

9.2.12.2. MAJCOMs establish and maintain administrative requirements and guidance to ensure compliance in managing FMS manpower resources. At a minimum, SAF/IAPX and each MAJCOM conducts a review of FMS manpower programs during the annual AECA and FMS manpower data call.

9.2.12.3. A copy of the automated MRP-MTDS is made available to SAF/IAPX through SAMRS and manual MRP/MTDS by e-mail during SAMRS extended outages.

9.2.12.4. SAF/IAPX is the lead agent for all matters related to SAMRS development, administration, system updates, and providing training material to MAJCOM trainers and end-users.

9.2.12.5. SAF/IAPX provides FMS Manpower Management Report specifications to meet any routine or urgent mission requirements.

9.2.12.6. SAF/IAPX assists in MAJCOM's FMS manpower policy implementation efforts when an apparent conflict is found between general SA policy and the FMS manpower policy/procedures.

9.2.12.7. SAF/IAPX conducts staff assistance visits, as required, to provide guidance, assistance, and insight into USAF and DSCA SA policy.

9.2.13. Special Interest Case Teaming for FMS Manpower . In addition to SAF/IA Operating Instruction (OI) 10-401, *Teaming Directive*, September 2013, guidance, *SAMM*, paragraphs C2.2.1 to C2.2.4, the following guidance is provided:

9.2.13.1. Administering special interest cases is based on the key assumption that a SAF/IA and MAJCOM teaming approach is necessary to successfully develop and implement a special interest case. Refer to HAFMD 1-16, *Deputy Under Secretary of the Air Force, International Affairs*, 14 January 2015, paragraph 3.8 for more detail.

9.2.13.2. SAF/IAPX (FMS Manpower Policy Desk) is responsible for focused FMS manpower policy advisories and assistance to ensure a SAF/IA and MAJCOM team-oriented approach to case manpower development and staffing. This includes proven as well as innovative approaches to resolve requisite manpower issues/concerns bearing on the case to include targeted case timelines with SA policy requirements expeditiously and effectively. Key teaming goals include:

9.2.13.2.1. Establishing a common interest context associated with the FMS case to include an understanding of the :

9.2.13.2.1.1. Political-military significance for the FMS case and proper composition of manpower (i.e., organic, contractor, or foreign direct hire, and skills).

9.2.13.2.1.2. Relevant USG, Department of Defense (DoD), or USAF-specific goals and associated concerns to include any manpower usage constraints relevant to USAF and DoD manpower policies.

9.2.13.2.1.3. Known PN expectations or concerns on special manpower requests or any special approach to funding case manpower requirements, especially BPC cases with specific manpower implementation and closure parameters.

9.2.13.2.1.4. Concerns or constraints (e.g., policy, legal, etc.) bearing on the FMS case manpower requirement concerns, especially when the case manpower application is contrary to PN's expectations, as approved by SAF/IAPX, or DSCA. This is not only a quality of service concern but could assist in identifying general or isolated SA policy misalignments across the USAF.

9.2.13.2.1.5. PN's LOR Manpower Requirements. This can include a preliminary data collection using a Site Survey, or a logistics support conference. Obtaining applicable stakeholder support from the initial stages of case development is key to this effort.

9.2.13.2.1.6. Specific LOR requirements and outlining the procedures to clarify manpower support or service concerns on a potential case. This includes timely resolution of manpower requirements concerns to meet the targeted offer and/or implementation date, ensuring case development stays on track with adequate policy guidance and management oversight, and implementing any lessons learned from similar cases.

9.2.13.2.2. Key teaming relationships and communication channels may include:

9.2.13.2.2.1. The appropriate SAF/IA Regional CD ensuring SAF/IAPX, MAJCOM FMS SMO, AFSAC-D CM/CCM, SAPM if applicable, and AFSAC-D Strategic Planning & Transformation Branch (AFSAC-DNS) are informed of special manpower interest, guidance, or concerns.

9.2.13.2.3. SAF/IAPX providing MRP manpower policy expertise and advice to the relevant stakeholders and maintaining a quick reactive capability, as required.

9.2.13.2.4. Regular communications (e.g., teleconferencing, meetings, etc.) to ensure case stakeholders and the senior leadership are thoroughly apprised of key manpower concerns and status of special interest cases, especially on sensitive, time-critical, and high-visibility MRPs.

9.2.13.3. MAJCOMs establish primary and alternate manpower point of contacts to support any last minute change to the MTDS before going final for DSCA's approval and PN acceptance.

9.2.14. SAPM, CCM, and LM Responsibilities for Case Manpower . In addition to *SAMM*, paragraphs C2.2.1.1, C2.2.2, AFI 38-201, Section 3.3 and paragraph 3.5.2.1, the following guidance is provided:

9.2.14.1. Review and validate manpower requirements submitted by other organizations (i.e., all requirements are included, workload is adequately described and justified IAW FMS manpower policy guidelines, the manpower PoPs are sufficient to meet program requirements, and the MRP quality validation was performed). Ensure MRP/MTDS is submitted for SAF/IAPX approval when such documents are required to support a FMS case, amendment, or modification.

9.2.14.2. Ensure the MRP reflects the manpower requirements needed to support the workload as justified in the LOA. Justify the essentiality for military requirements (Regular AF and ANG uniformed members) or the need for in-country Regular AF member presence, IAW AFI 38-201, Table A5.1., “How to Determine Military Essentiality,” and reflect all dedicated and shared authorizations. Identify and coordinate military offsets when military resources are not available. Each military essential position is coded in MPES using the military essentiality status data field with the appropriate alpha code.

9.2.14.3. Reconcile proposed manpower requirements with actual program requirements among the LMs after implementation and submit timely case documents to reflect the execution picture.

9.2.14.4. Finalize the MRP, obtain coordination from all affected organizations’ SMOs, and electronically sign and date the MRP.

9.2.14.5. Notify the relevant MAJCOM SMO and SAF/IAPX when the FMS case is accepted and the initial deposit is processed by DFAS-IN/JAX, using SAMRS-based revalidation MRP. If SAMRS is offline, a manual revalidation is performed as an attachment to the Outlook e-mail and sent to the respective offices involved in the case MRP notification roster. FMS case manpower implementation is not delayed because of a SAMRS extended outage.

9.2.15. SMO Responsibilities for USAF FMS Manpower . In addition to AFPD 16-1 Section 2.3 and AFI 38-201 Section 2.9, the following guidance is provided:

9.2.15.1. Provides manpower guidance to supported SA organizations.

9.2.15.2. Assists in determining SA manpower requirements, capturing essential manpower requirements data, and validating supporting documentation IAW existing manpower policies and procedures.

9.2.15.3. Reconciles proposed SA requirements with real data SA program requirements.

9.2.15.4. Reviews and approves all routine and special interest MRPs prior to submitting associated MTDS and LOA to MAJCOM.

9.2.15.5. Assists with the FMS manpower allocation process during the case implementation phase, processes FMS manpower change requests from the SA centers to MPES, and notifies SAF/IAPX of actions taken.

9.2.15.6. Monitors, tracks, and properly codes SA manpower authorizations through the MPES using an auditable manpower tracking procedures.

9.2.16. **MAJCOM FMS Manpower Responsibilities** . In addition to AFPD 16-1 Sections 2.2, 2.21 through 2.30, AFI 38-201 Sections 2.4.3, 2.4.6, 2.4.8, 2.9, and *SAMM*, Section C9.4.2, the following guidance is provided:

9.2.16.1. Requests SA policy waiver from SAF/IAPX and DSCA through the applicable SAF/IA CD as situations warrant.

9.2.16.2. Monitors and provides feedback to higher headquarters on current policies and areas for improvement of SA manpower policies and procedures.

9.2.16.3. Validates SA manpower requirements in support of FMS workload. This is accomplished each time a requirement is established or changed.

9.2.16.4. Ensures military essentiality criteria referenced in paragraph 9.2.14.2 above are applied when validating SA manpower requirements. Advises requesting organizations to consider alternatives (civilian versus contractor) or identifies offsets when USAF end strength ceilings restrict the use of military resources.

9.2.16.5. Reviews and approves all routine and special interest MRPs prior to submitting associated MTDS and LOA to DSCA for signature with a copy provided to SAF/IAPX.

9.2.16.6. Monitors SA manpower authorizations through MPES.

9.2.16.7. Ensures compliance with and provides feedback on USAF and SAF/IA manpower guidance and instructions.

9.2.16.8. Issues an IPD when the PN deposits funds in the DFAS PN account against a case before executing a manpower line. Allocates MAJCOM FMS manpower as approved in the MRP-MTDS.

9.2.16.9. Assumes primary responsibility for MAJCOM's FMS Administrative-funded and direct case-funded manpower support concerns.

9.2.17. **SAF/IA FMS Manpower Responsibilities**. In addition to AFI 38-201, paragraph 2.2.2, AFI 38-204 paragraph 1.2, paragraph 5.9, and *SAMM*, Section C9.4.2.4, the following guidance is provided:

9.2.17.1. Coordinates with AF/A1M to ensure SA manpower resources are programmed for and approved by the USAF Corporate Structure. Responsible SC enterprise entities are responsible for ensuring assigned manpower adheres to established Air Force end-strength thresholds, unless otherwise authorized to exceed established ceilings or authority.

9.2.17.2. Obtains approval from AF/A3TF for rated officer positions in support of FMS requirements.

9.2.17.3. Reviews MTDS and approves manpower requirements submitted in support of USAF-written LOA, including shared manpower requirements to ensure adequate funding is available.

9.2.17.4. Writes and publishes responsibilities, delegation of authority, and workload realignment concept of operations relating to SA manpower guidance and procedures.

9.2.17.5. Provides the concept of operations for the FMS manpower continuity of operations (COOP) during any contingency, if required.

9.2.18. In addition to SAMM, paragraph C4.3.13 guidance, the manpower funding source for a DCS and FMS Hybrid Program is determined as any other type of FMS case manpower requirement IAW SAMM, Table C9.T2. Requests to deviate from this policy are referred to SAF/IAPX.

9.2.19. Quality Assurance Inspection (QAI). The USG provides QAI for PN's direct acquisitions only under the Defense Contract Management Agency LOA referenced in SAMM, paragraph C1.3.2.9. Refer to SAMM, paragraph C4.3.13 and Table C9.T2 for additional guidance.

9.2.20. In addition to the guidance found in SAMM, paragraphs C9.4.2.2 and C9.4.5, the following guidance applies: AFSAC-D CCMs/Country Teams submit NC charge waiver requests for DSCA approval through SAF/IAR Regional Division Workflow account. Each request includes correct MASL, NC charge, item description, and justification. Refer to this manual, paragraph 1.2.6 on NC recoupment charge waiver.

9.2.21. In addition to the guidance found in SAMM, paragraphs C9.4.2.2 and C9.4.5, the following guidance applies: Unclassified NC charge waiver requests are submitted to the applicable SAF/IAR Regional Division Workflow account. As an exception, NC charge waiver request may be sent to the Secret Internet Protocol Router Network SAF/IAR Regional Division Workflow account only if there is a classified annex associated with the FMS case. See SAF/IAPX Policy Memorandum 17-20 for specific details.

9.2.22. Government Property Use Charges. In addition to the guidance found in SAMM, paragraph C9.6.4, the following guidance applies: USG personnel do not ask if the PN wants the NC charge waived. (T-0) The PN requests it without USG input.

9.3. Payment Schedules . In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, Section C9.9, the following guidance applies:

9.3.1. Defense Security Assistance Management System (DSAMS) . In addition to the guidance found in the Defense Security Cooperation Agency (DSCA) Policy Memo 15-45, *Clarification to Standardize use of the Months of Service (MOS) Fields on a Building Partnership Capacity (BPC) Letter of Offer and Agreement (LOA) Document*, 5 August 2015, the following guidance applies: "Estimated Service Dates" field is used to estimate the start and end date of the manpower services line period of performance (PoP). The PoP formatted as month and year of service prints on the LOA at the line level in column 5 of the LOA. When submitted for SAF/IAPX and DSCA review, the Manpower and Travel Data Sheet (MTDS) line PoP is matched to the LOA line PoP or within the LOA line PoP range to be acceptable.

9.3.1.1. For the embedded manpower lines with the primary purpose of providing materiel, a date range is the correct documenting convention to indicate period of availability for all defined order lines. If the main reason for the line is to provide manpower services, the "Estimated Service Dates" field in DSAMS is used to the extent possible, as outlined in paragraph 9.3.1 above.

9.3.2. In addition to the guidance found in the DSCA Policy Memo 13-41, *Clarification to Standardized Use of the Months of Service (MOS) Fields on a Letter of Offer and Agreement (LOA) Document*, 9 August 2013, the following guidance applies: When documenting an intended PoP for the blanket order lines, implementing Major Commands (MAJCOMs) may use the DSAMS Line Detail Delivery Tab (“Payment Schedule Override” field) to calculate the payment schedule. Data reflected in these fields is not be visible in the LOA and intended only for payment schedule calculations. To provide the PoP information, use the rule outlined in paragraph 5.2.4.4.19.3 of this manual. Otherwise, the DSCA/SA/CWD uses current standard operating procedure to calculate these lines when necessary.

9.3.3. At times, the foreign military sale (FMS) customer may request to use its own case payment schedule based on the partner nation’s (PN) budgetary constraints, preference to accelerate payments, or a purchaser-unique requisitioning. Whatever the underlying reason, the USAF case-writing organizations (Air Force Security Assistance and Cooperation Directorate [AFSAC-D] and Air Force Security Assistance Training [AFSAT] Squadron) ensure the case financial solvency from the cash flow based on the non-standard payment schedule. U.S. government (USG) compares the standard payment schedule to the PN’s requested unique payment schedule and assists in identifying potential concerns. The rule of thumb is to collaborate with the purchaser via open dialogue to address any minor deficiencies before an LOA offer rather than denying the PN’s request outright. DSCA reviews a purchaser-requested payment schedule when implementing organization submits it with the LOA package and approves the non-standard payment schedule only if it meets the anticipated case financial obligations computed for the standard payment schedule.

9.3.3.1. The implementing organization builds payment schedules using consolidated LOA line values in DSAMS.

9.3.3.2. The following note underneath the schedule is required whenever a customer-requested payment schedule is used: “This schedule was requested by the purchaser [insert reference] and approved by [insert activity and date];” or, “This schedule represents the USG’s best approximation only, and is ultimately determined by actual FMS purchaser requisitioning.” For either instance, the following note is inserted in addition, “The USG reserves the right to bill for additional amounts if, during the execution phase, actual costs materialize at a rate that cannot be supported by the purchaser-based schedule.” **(T-0)** Changes are made to the termination liability curve which includes the contractor termination costs from the standard payment schedule to accommodate and align with the customer-based schedule.

9.3.4. For additional instructions on the payment schedule preparation, refer to *SAMM*, Chapter 9, C9.9.1, and Department of Defense *Financial Management Regulation (FMR)* Vol. 15, Chapter 4, “*Cash Management*.”

Chapter 10

INTERNATIONAL EDUCATION AND TRAINING

10.1. Purpose. This chapter provides applicable references and key stakeholders for international education and training policy already provided in other authoritative guidance. Primary references are DoDM 5105.38-M, *Security Assistance Management Manual*, and the AFI 16-105_IP (Inter-service Publication), *Joint Security Cooperation Education and Training*, 3 January 2011.

Chapter 11

SPECIAL PROGRAMS AND SERVICES

11.1. Overview. In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, Section C11.1, the following applies: The USAF finances the maintenance of the USAF-owned C-12 aircrafts using either in-house organic assets or maintenance contracts subject to reimbursement under the *Arms Export Control Act § 21(b)*. Refer to AF Joint Instruction 16-104, *Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOs)*, 27 March 2000.

11.1.1. Drawdown Preparation . In addition to the guidance found in the *SAMM*, paragraph C11.1.6, the following applies: The Department of State (DoS) initiates the Presidential Drawdown and forwards to the Defense Security Cooperation Agency (DSCA) for action. The applicable DSCA Country Program Director (CPD) formulates a program plan by contacting each military department (MILDEP) to coordinate requirements to determine valuation and availability data.

11.1.1.1. The applicable SAF/IAR Country Director (CD) coordinates materiel/ service requirements with the AF/A4 to provide cost and analysis. If requirements cannot be met, an appropriate readiness or operation and maintenance (O&M) impact statement is prepared by AF/A4. These statements are vetted with DSCA and the other interagency stakeholders with a final decision by Office of the Secretary of Defense (OSD).

11.1.1.2. For training requirements, the SAF/IAR CD coordinates with AF/A3O. If requirements cannot be met, an appropriate readiness or O&M impact statement is prepared by AF/A3. These statements are vetted with DSCA and other interagency stakeholders, and the OSD makes the final decision.

11.1.1.3. The CD also simultaneously notifies the applicable Air Force Life Cycle Management Center (AFLCMC) and/or AF Security Assistance Training (AFSAT) Squadron Command Country Manager of a possible drawdown.

11.1.1.4. The DSCA CPD issues an Execute Order (EXORD) to the MILDEPs providing the following information: drawdown directions, overall authorizations and line item authorizations, project code, reports control number, force activity designator, and reporting requirements.

11.1.2. Drawdown Executing Actions . In addition to the guidance found in *SAMM*, paragraph C11.1.6, the following applies: The CD prepares a USAF EXORD (Attachment 3) per the instructions in the DSCA EXORD to the appropriate USAF organizations to provide materiel and/or services.

11.1.2.1. The Major Command (MAJCOM) identified to provide defense articles, services, or training should obtain an Emergency and Special Program (ESP) Code from the local financial management organization for financial tracking of expenditures. Each tasking agency establishes an open accounts receivable for incurred costs against the assigned ESP code for possible reimbursement.

11.1.2.2. The draft USAF EXORD is coordinated with SAF/IAPX, SAF/GCI, SAF/FMBOI, AFLCMC offices (WFI, WFM, and WFA), and AFSAT offices (AFSAT/DO and AFSAT/FM) as applicable.

11.1.2.3. SAF/IA CD distributes the final EXORD to USAF organizations.

11.1.3. Drawdown Execution and Reporting Actions. In addition to the guidance found in the *SAMM*, paragraph C11.1.7, the following guidance applies: Upon receipt of the final AF EXORD, applicable AFLCMC or AFSAT offices execute the drawdown. All MAJCOMs report actual expenditures weekly for delivery reporting to the DSCA/DBO/FPA.

11.2. Command Levy. Refer to the *Security Assistance Management Manual*, Section C6.4.6, Diversions and Withdrawals of Materiel.

11.2.1. A command levy is a diversion of assets from an operational USAF command to support a foreign military sale (FMS) agreement with replacement (generally) to the USAF unit. A command levy is a last resort and not to be used as a source of supply (SoS).

11.2.2. Command levy may be requested when all of the following conditions apply:

11.2.2.1. The materiel or service is mission-essential. Mission-essential materiel or services are defined as those required to achieve the minimum operating capability of the system. The Program Manager (PM), prime contractors, and operating commands determine the materiel or services needed for minimum operating capability.

11.2.2.2. The materiel or services are not going to be available to meet the activation need date of the FMS agreement. The activation need date is the date of the first system delivery in-country or to another USAF-approved operational site.

11.2.2.3. A command levy is the only alternative, and the other options are exhausted.

11.2.3. The Director, Defense Security Cooperation Agency (DSCA), approves the diversion, except for moving articles from one user to another or for accelerating deliveries, using the procedures below. The Congress is notified through DSCA on all situations adversely impacting USAF combat readiness.

11.2.4. AF Materiel Command (AFMC) Responsibilities in Command Levy . The System Program Director (SPD), Security Assistance Program Manager (SAPM), and Air Force Security Assistance and Cooperation Directorate's (AFSAC-D) Command Country Manager (CCM) or Case Manager (CM) ensures the delivery of the required spares and support equipment and services in a timely manner using normal requisitioning and procurement procedures. This effort includes continual review of the program data (specifically mission-essential materiel delivery schedules) to identify any potential problem areas. If normal requisitioning and procurement procedures are not sufficient to deliver the required materiel on time, the following exceptional procedures are considered:

11.2.4.1. Workaround procedures.

11.2.4.2. Accelerated procurement with premium funds.

11.2.4.3. Sole-source procurement.

11.2.4.4. Accelerated delivery of on-order partner nation (PN) materiel with premium funds.

11.2.4.5. Inventory manager query of USAF activities to determine excess assets that may be redistributed.

11.2.4.6. Redistribution of on-hand and on-order USAF wholesale stocks, if this does not significantly lower the operational readiness of the USAF or other programmed requirements.

11.2.4.7. Diversion of other FMS countries' on-order stocks, with their permission or with DSCA concurrence.

11.2.4.8. Redistribution of FMS PN-owned materiel as a result of previous sales.

11.2.4.9. Direct commercial purchase by the FMS PN.

11.2.4.10. The 309th Aerospace Maintenance and Regeneration Group and base closures considered as a source of supply.

11.2.5. **Command Levy Procedures** .

11.2.5.1. Note that timeframes are the minimum to ensure timely delivery. These timeframes may be compressed to meet high-priority, time-sensitive U.S. government commitments.

11.2.5.2. The SAPM identifies potential command levy candidates in a critical item tracking list as part of the Foreign Military Sales Management Plan and updates the list quarterly.

11.2.5.3. The SAPM gets the PM's endorsement and forwards the list of potential command levy candidates to the applicable Major Command (MAJCOM)/A4 for assessment 180 days before the activation need date. Information copies are sent to the Deputy Chief of Staff for Logistics, Installations and Mission Support, Directorate of Logistics (AF/A4L); SAF/IAPX; AFSAC-D Plans and Programs Office; and the appropriate SAF/IA and AFSAC-D Regional Divisions.

11.2.5.4. Within 30 days, the MAJCOM/A4 responds to the SAPM (with information copies as indicated in paragraph 11.2.5.3) with concurrence or non-concurrence on the proposed command levy. If the USAF concurs with the diversion, the following information is provided to the SAPM:

11.2.5.4.1. The suggested locations to divert the assets, and the quantity and condition of the materiel if the USAF approves the command levy.

11.2.5.4.2. The effect of the command levy on the unit's ability to perform its mission (i.e., ability to generate sorties and mission capability rate).

11.2.5.5. The SAPM forwards the command levy request to the CCM and AFMC/A4, to arrive no later than 120 calendar days before activation need date. The PM signs the request containing the following information (if any of the information cannot be determined, the SAPM supplies a best estimate and identify it as such):

11.2.5.5.1. National Stock Number, name, and requisition document number (part number and support equipment recommendation data number, if known).

11.2.5.5.2. The minimum quantity required.

- 11.2.5.5.3. The activation need date.
 - 11.2.5.5.4. Prior actions taken to improve delivery.
 - 11.2.5.5.5. Justification for the command levy in terms of the PN's initial operational capability (IOC) with the purchased system.
 - 11.2.5.5.6. The MAJCOM's concurrence or non-concurrence and the impact of the command levy on its ability to perform their mission.
 - 11.2.5.5.7. The location, quantity, and condition of potential command levy materiel.
 - 11.2.5.5.8. The materiel replacement date.
 - 11.2.5.5.9. The current estimated shipping date of the FMS materiel on order.
- 11.2.5.6. The CCM and Headquarters (HQ) AFMC/A4 returns the request, with their coordination, to the SAPM or PM within 30 days. The SAPM then forwards the coordinated request, signed by the PM, to SAF/IAPX with an information copy to AFSAC-DN, HQ AFMC's Directorate of Intelligence, and the CCM to arrive no later than 90 days prior to the activation need date with a recommendation for approval or disapproval.
- 11.2.5.7. SAF/IAR, in coordination with AF/A4L, approves or disapproves the command levy request 60 calendar days before the activation need date and notifies the SAPM or PM, the AFSAC-D CCM, AFSAC-DN, AFMC/A4, and the applicable Major Commands (MAJCOMs). SAF/IAPX returns disapproved command levy requests to Department of State (DOS) through DSCA stating the reasons for disapproval.
- 11.2.5.8. Upon notification of approval, the SAPM provides the MAJCOM and unit with the following shipping instructions:
- 11.2.5.8.1. The appropriate ship-to freight forwarder and mark-for in-country addresses.
 - 11.2.5.8.2. Instructions on how to ship the materiel. Normally a collect commercial bill of lading is used. If a commercial bill of lading is used, the SAPM provides the proper transportation fund cite to charge transportation costs to the FMS case.
 - 11.2.5.8.3. Instructions that Packing, Crating, and Handling costs incurred are billed to the PN's case.
 - 11.2.5.8.4. Instructions to provide the shipping information (date, mode, carrier) to the SAPM and that AFSAC-D CCM.
- 11.2.5.9. No later than 30 calendar days after receiving the shipping information from the SAPM, the owning activity ships the materiel and provides shipping information to the SAPM and AFSAC-D CCM. The shipping information is filed by the SAPM or the PM for case management and possible audit purposes. Security Assistance Management Information System narrative capability is used to identify command levy items and document the process.
- 11.2.5.10. Obtain the approval of the 25th Air Force and National Security Agency. **(T-0)** SAF/CIO's (Chief Information Officer) approval is required for the command levy of any information security items. **(T-1)**

11.2.6. Transportation Costs .

11.2.6.1. First destination transportation costs are included in the cost of the item. The PN pays any costs for transportation beyond the first destination. Items identified for command levy that are at an operational base in the Continental U.S. (CONUS) are considered at their first destination regardless of previous shipping history. For items levied from outside the CONUS, the PN also pays for the pre-positioning costs associated with getting those items to the overseas base. Transportation costs for the replacement items, those included in the cost of the item and pre-positioning costs are charged to the FMS case.

11.2.6.2. Replacement of Command-Levied Materiel .

11.2.6.2.1. Levied items are replaced in the most expeditious means available. The preferred method is to deliver the materiel directly to the USAF base. The SAPM monitors the process to ensure proper delivery and reporting occurs.

11.2.6.2.2. Extended payback dates or changing circumstances may dictate other payback procedures. In these circumstances, the item manager, in coordination with the USAF base and the PM, determines the appropriate method of payback. Under the stock funding of reparable items concept, delivery of the materiel to the depot for re-requisitioning by the base is not appropriate.

11.2.6.2.3. The supporting MAJCOM/A4 reports open command levy paybacks to SAF/IAPX quarterly until all items are replaced or their status is otherwise closed.

11.3. Excess Defense Articles (EDA) . Refer to *Security Assistance Management Manual (SAMM)*, Table C11.T7., “Excess Defense Article Process Flow,” for the steps involved in transferring EDA to the eligible foreign partner nations (PNs)/international organizations.

11.3.1. General. EDA are defined as the defense articles the Department of Defense (DoD) and United States Coast Guard own and no longer need and declared excess of the Approved Force Acquisition Objective and Approved Force Retention Stock inventory of all DoD components. Each military department (MILDEP) is responsible for ensuring EDA are also excess to other MILDEPs, Defense Agencies, Reserve Components (i.e., Reserve and National Guard), and U.S. government agencies before being proposed for transfer to foreign countries or international PNs. Refer to *SAMM*, Table C11.T6., “Excess Defense Article Legislation Summary,” for a summary list of EDA program legal references.

11.3.1.1. USAF defense articles deemed excess by SAF/FMP are screened in accordance with (IAW) the procedures defined in AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, 30 May 2013.

11.3.1.2. EDA are offered at reduced cost or grant basis to eligible foreign recipients on an “as is, where is” basis. EDAs are priced as a percentage of original acquisition value depending on age and condition IAW 7000.14-R, Vol. 15, Chapter 7.

11.3.1.3. The Defense Security Cooperation Agency (DSCA) makes the determination of EDA whether the transfer will adversely impact the U.S. technology and industrial base, and whether there will be adverse impact to the opportunities of U.S. industry to sell new or used items to the proposed EDA recipient PN.

11.3.1.4. All Grant EDA transferred by ocean carriers follow U.S. cargo preference requirements. Recipient countries use U.S. flag vessels unless a non-availability waiver is issued by Maritime Administration (MARAD). MARAD assists in monitoring U.S. statutes. Cargo preference requirements are considered when drafting a Letter of Offer and Acceptance (LOA).

11.3.1.5. The purchaser is responsible for the cost of repair, removal from storage, preparation for flight, movement and delivery, and any other expense associated with preparing the EDA for movement. The recipient PN normally bears all packing, crating, handling, and transportation (PCH&T) costs associated with the transfer of EDA. The LOA documents these conditions in separate line items. See *SAMM*, Chapter 11 for exceptions to this guidance. Refer to Title 22 United States Code [U.S.C.] Section 2321j, *Foreign Assistance Act (FAA)* of 1961, § 516(e), as amended, for additional info.

11.3.1.6. The following items are prohibited from EDA Grant or Sales:

11.3.1.6.1. Construction Equipment. Title 22 U.S.C. § 2403, *FAA of 1961*, § 644(g), as amended, prohibits the transfer of construction equipment (tractors, scrapers, loaders, graders, bulldozers, dump trucks, generators, and compressors) as EDA.

11.3.1.6.2. Firefighting Equipment. Firefighting equipment (pumpers, fuel and water tankers, crash trucks, utility vans, rescue trucks, ambulances, hook and ladder units, and other miscellaneous firefighting equipment) can be transferred only if the President declares an emergency or if no other federal agency, state government, person or entity eligible to receive the items under the Federal Property and Administrative Services Act of 1949 submits a request for these items to the Defense Logistics Agency (DLA) Disposition Services, who perform the appropriate screening. Refer to 10 U.S.C. § 2562 for more info.

11.3.1.7. In addition to the guidance found at *SAMM*, Section C11.3, the following guidance is provided: USAF EDA generally is limited to Significant Military Equipment (SME). Therefore, the blanket order LOAs are not applicable to the USAF EDA sales.

11.3.1.7.1. In addition to the guidance found in *SAMM*, paragraph C11.3.3, the following guidance applies. The USAF does not offer or commit EDA to a recipient PN before the congressional notification (CN) process is complete. The SAF/IAR Country Director (CD) prepares the data for CN on all EDA cases and submits it to SAF/IAPX for forwarding to DSCA even if the excess articles are being provided without cost (Grant EDA). On completion of CN, the SAF/IAR CD informs the Air Force Security Assistance and Cooperation Directorate (AFSAC-D) EDA focal point, who takes appropriate action.

11.3.2. For EDA sales or grant transfers, DSCA (Programs Directorate) forwards a notification message to the SAF/IAPX authorizing the offer and transfer of items to the proposed country. DSCA assigns a record control number for tracking costs in the DSCA 1000 system.

11.3.3. Processing Requests for SME EDA .

11.3.3.1. SAF/IAP submits requests for SME EDA to DSCA.

11.3.3.2. The requestor provides the National Stock Numbers of the requested EDA.

11.3.3.3. AFSAC-D screens the requests to determine the availability of the EDA and items subject to Missile Technology Control Regime, and then provides the following information to the SAF/IAR CD with an information copy to SAF/IAPX:

11.3.3.3.1. EDA quantity and date available.

11.3.3.3.2. Quantity requested.

11.3.3.3.3. Original acquisition value(s).

11.3.3.3.4. Condition code(s).

11.3.3.3.5. Current transfer value(s).

11.3.3.3.6. Storage costs.

11.3.3.3.7. Storage location.

11.3.3.3.8. Other costs (e.g., preparation, transportation).

11.3.3.3.9. Other impacts or limiting factors (e.g., deadline to move the items, deadline to accept the offer).

11.3.3.3.10. The Defense Security Assistance Management System (DSAMS) case designator (as initiated in DSAMS by AFSAC-D).

11.3.3.4. The SAF/IAR CD issues the initial response to EDA requests within 20 days of receipt of the requests. Responses identify which items are available or not available as EDA. If the requested EDA is not available, indicate in the response, if known, the fiscal year in which such items might become available.

11.3.3.4.1. If the assets are available, the SAF/IAR CD submits the required information within 30 days of letter of request (LOR) receipt to DSCA for coordination, approval, and CN prior to an official offer to the PN.

11.3.3.4.2. If the requests exceed available assets, SAF/IAPX submits a proposed allocation plan to DSCA. DSCA convenes an EDA Coordinating Committee meeting. This Committee, co-chaired by DSCA and the Department of State (DoS) with representatives from the Department of Commerce and DoD regional and functional policy offices, recommends the allocation of EDA to potential recipients. Meeting of the Committee is only required when requests from countries exceed available assets.

11.3.3.5. **EDA Letters of Offer and Acceptance** .

11.3.3.5.1. Within 60 days of receiving approval to offer the EDA from DSCA, an LOA is submitted for an EDA sale; otherwise, an LOA for PCH&T costs associated with a grant transfer is submitted. The LOA provides a suspense date by which the items are required to be accepted or moved. An LOA is not used to provide EDA on a grant basis. For grant EDA there is usually an associated LOA for the PCH&T costs. The LOA may also include additional equipment, services, and training to provide a total package. If no associated LOA is required for a grant EDA transfer, the SAF/IAR CD ensures that the PN representative completes DD Form 250, *Materiel Inspection and Receiving Report*, as official documentation of delivery and acceptance of the EDA.

11.3.4. DLA Disposition Services Transfers. In addition to the guidance found in *SAMM*, paragraph C11.3.13, the following guidance applies: Matches of PN needs and MILDEP-held excesses are usually limited to SME items, therefore, other USAF EDA, including secondary items, are transferred to DLA Disposition Services when they become excess. To purchase items through DLA Disposition Services, interested parties establish a foreign military sale (FMS) case with DLA. This can be done online via an email (foreign military sale@drms.dla.mil) or by sending a LOR to DRMS/FMS, Battle Creek, MI. DLA provides instructions on requisitioning procedures once the PN establishes the DLA Disposition Services FMS case.

11.4. Section 30 Sales Letters Of Request (LORs). In addition to the guidance found in *SAMM* para C11.5.1, the following guidance applies. The U.S. company forwards the LOR package to Air Force Security Assistance and Cooperation Directorate (AFSAC-D) FMS Enterprise Planning & Requirements Division (Office Symbol: AFLCMC/WFN) for processing and provides a vendor-LOR with the export documentation (DSP-5, DSP-83 and Technical Assistance Agreement, if applicable). No entries are made in Defense Security Assistance Management System (DSAMS) or the Defense Security Cooperation Agency (DSCA) 1200 System.

11.4.1. Following review, coordination, and concurrence with appropriate stakeholders, to include legal, AFLCMC/WFN, forwards the package concurrently to SAF/IAPX and the DSCA/STR/STI for coordination and final approval.

11.4.2. DSCA sends the final approval memo via email to AFLCMC/WFN to proceed with development of the Section 30; SAF/IAPX is courtesy copied on the email.

11.4.3. Upon receipt of the approval memo, AFLCMC/WFN obtains the Letter of Offer and Acceptance (LOA) data for the sale from the appropriate program office or uses the standard pricing available. AFLCMC/WFN also provides manpower tracking for developing and processing the agreement to AFLCMC/WF Financial Management & Comptroller Division (AFLCMC/WFC) for coordination/approval.

11.4.4. AFLCMC/WFN signs the Section 30 Sales LOR and obtains signature from the U.S. vendor. The agreement is implemented when funds are provided to Defense Finance and Accounting Service-Denver Center.

11.5. Arms Export Control Act Defense Articles Leases.

11.5.1. In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, Section C11.6, the following guidance applies: Leases are written and managed by Air Force Security Assistance and Cooperation Directorate (AFSAC-D) International Logistics Branch (Office Symbol: AFLCMC/WFAL). AFSAC-D determines the rental cost. Lease data and files are maintained and managed through Defense Security Assistance Management System (DSAMS).

11.5.2. In addition to the guidance found in *SAMM* paragraph C11.6.1, the following guidance applies: AFSAC-D coordinates with the appropriate program office and the cognizant Air Staff agencies to determine availability, normal life, and acquisition cost of articles for lease. AF/A4, Directorate for Logistics, Maintenance Division (AF/A4LM) determines availability of aircraft and missiles. The AF/A4 approves the release of war reserve materiel. AFSAC-D determines the rental cost. Lease data and files are maintained and managed through DSAMS.

11.5.3. In addition to the guidance found in *SAMM*, paragraph C11.6.8, the following guidance applies for organizational standard coordination requirements to include the following offices are included for leases:

11.5.3.1. AF/A4 and AF/A3 (if any adverse impact on USAF readiness is expected).

11.5.3.2. SAF/AQ, AF/A4, and AF/A3 (if Significant Military Equipment [ref: Table 4.2.] is included).

11.5.3.3. AF/A5/8 for all aircraft to be leased.

11.6. Loan Agreements (LA). In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, paragraph C11.7.3, the following guidance applies. When directed, AF Materiel Command will prepare a defense article loan agreements in an official Office of the Secretary of Defense memorandum format incorporating all conditions as specified in *SAMM*, paragraph C11.7.3 and Table C11.T15., “Loan Agreement Conditions,” for the Secretary of Defense and country signature. The Loan Agreement procedures are outlines in *SAMM*, Table C11.T16., “Loan Agreement Process.” (T-0)

11.7. U.S. Air Force (USAF) Support to Visits By Students or Staff Members of Foreign National Or International Defense Colleges.

11.7.1. An important aspect of our Air Force Global Partnership Strategy is to expand relationships with our allies and partners. Providing support to visiting foreign national or international war colleges is instrumental in educating allies and partners about specific AF capabilities, building confidence between nations, and laying the groundwork for interoperable air forces. CJCSI 2211.01D, *Visits by Students or Staff Members of Foreign National or International Defense Colleges*, provides the instructions for the AF to perform duties as Lead Agent for designated visits.

11.7.2. Deputy Under Secretary of the Air Force, International Affairs (SAF/IA). SAF/IA oversees the support to visiting foreign national or international war colleges on behalf of the SECAF. SAF/IA will ensure visit requests are consistent with USAF Global Partnership Strategy. The Director of Regional Affairs (SAF/IAR) will act as the Lead Agent for the USAF, except when specific Lead Agent duties, as outlined in CJCSI 2211.01D, are delegated to another organization.

11.7.2.1. Coordinate overall itinerary with the visiting country’s embassy.

11.7.2.1.1. Coordinate itinerary with the appropriate MAJCOM Protocol Office(s), the installation Protocol Office(s), and base-specific points of contact for all places projected to be visited.

11.7.2.2. Coordinate names and specific home countries of visitors. Insist on having this information NLT 60 days prior to the visit, to ensure visit success.

11.7.2.3. Determine if a gift exchange is expected. Coordinate with Executive Assistants for Air Force Top 4 (SECAF, CSAF, USECAF, VCSAF) if a gift exchange is expected with any of the Top 4.

11.7.2.4. Coordinate disclosure issues with the SAF/IAPT.

11.7.2.5. Coordinate visits to other Department of Defense (DoD) and USG entities as appropriate.

11.7.3. Coordinate with AFDW for provision of transportation as necessary.

11.7.4. **Major Commands (MAJCOMs)** . Many of the visiting institutions visit AF bases outside the NCR. Support from MAJCOMs visited will be critical to visit success. Specifically, supporting MAJCOMs will:

11.7.4.1. Approve visit dates to assigned AF units, or provide recommended alternative dates with rationale.

11.7.4.2. Provide MAJCOM POC to work itinerary and agenda with SAF/IAR as needed, for portions of the visit affecting their MAJCOM.

11.7.4.3. Identify a base-specific POC for each base to be visited. Provide name and contact information to SAF/IAR. POC should have continuity throughout timeframe of visit.

11.7.4.4. Provide escort officer(s), additional to SAF/IAR, for portions of the visit affecting their MAJCOM (may be base-level escort(s) for specific portions of a visit at a particular base). The escort officer will be funded by unit providing escort.

11.7.4.5. Coordinate with SAF/IA and foreign embassies with regard to Foreign Visit Requests, and other elements of base access.

11.7.5. **Air University (AU)** . Many of the visiting institutions are conducting reciprocal visits, in response to visits to their country by AU. AU support to these visits will help ensure appropriate reciprocity, within the limits of U.S. fiscal law and policy. Specifically, for reciprocal visits, AU will:

11.7.5.1. Assist SAF/IAR to determine an appropriate level of reciprocity for visits.

11.7.5.2. Provide a POC to work with SAF/IAR to coordinate visit itinerary and agenda for portions of visit outside the NCR. POC should have continuity from initial planning meeting through entire visit timeframe.

11.7.5.3. Provide escort officer, additional to SAF/IAR, when visiting institutions travel outside the NCR. Escort officer will be funded by AU or the unit providing the escort.

11.7.6. **Unique Requirements for Specific Country Visits** .

11.7.6.1. General. Some visiting institutions have unique requirements that go beyond the standard requirements outlined in Chapter 3, and require additional efforts beyond the standard list of responsibilities outlined in Chapter 2. The unique by-country requirements listed in this chapter will be considered additive to the requirements and responsibilities listed elsewhere in this instruction.

11.7.6.2. **China** . DoDI C-2000.23, *Conduct of DoD Contacts with the People's Republic of China (PRC)* (U), establishes policy, assigns responsibilities, and prescribes procedures for the management of DoD contacts with the PRC and the Chinese People's Liberation Army (PLA), and outlines measures for compliance with the *National Defense Authorization Act (NDAA) 2000*, Public Law 106-65, Section 1201, "Limitation on Military-to-Military Exchanges and Contacts with Chinese People's Liberation Army," 1 October 1999.

11.7.6.2.1. Any planned AF exchanges or contact with the PRC must be coordinated with SAF/IAR in the month of September prior to the exchange or contact.

11.8. Security Cooperation Education and Training Teams (SCET).

11.8.1. In addition to the guidance found at *Security Assistance Management Manual*, Section C11.8, the following guidance is provided: Members of the Air National Guard serving in such capacities overseas, are in Title 10 duty status, with the concurrence of their commander, and the applicable state's Adjutant General for the National Guard. For various types of SCET teams and the descriptions of the command relationships, refer to AFI 16-105_IP (Inter-service Publication), Chapter 4.

11.8.2. SCET Security Assistance Team (SAT) Letter of Requests (LORs) .

11.8.2.1. **LOR Format** . The amount of detail available during early phases of a SAT call-up affects the quality of the service provided by that team. A SAT LOR needs to include information on the requirement, support arrangements, reporting instructions, etc. The Security Cooperation Organization (SCO) verifies that administrative, financial, and contracting support (such as signing leases or rental car agreements) is available at the appropriate time. All assumptions are identified in the LOR.

11.8.2.1.1. For Mobile Education Team request format, refer to AFI 16-105-IP, Figure 4-1., "Format for Submitting Request for Mobile Education Team."

11.8.2.1.2. For the SAT (Mobile Training Team, Weapon System Logistics Officer, etc.) request format, refer to AFI 16-105-IP, Figure 4-2, "Format For Security Assistance Team Request/Call-Up."

11.8.2.2. Letters of Request (LOR) Lead-Times. The partner nations (PNs) send SAT LOR to the USAF agency responsible for preparing the foreign military sale (FMS) case at least 12 months before the team is needed. The need for a foreign-language-qualified individual may increase lead-time requirements by an additional year. If prerequisite training is required to qualify personnel for SAT duty, the call-up date may be delayed. The requests for team extensions or a sustainment Letter of Offer and Acceptance (LOA) are submitted at least 12 months before the existing case expiration.

11.8.3. SAT Letters of Offer and Acceptance .

11.8.3.1. Technical Assistance Field Teams and permanent change of station training teams are provided under a case prepared by Air Force Security Assistance Training (AFSAT) Squadron or under a training line in a system sales LOA. AFSAT requires a completed team request form be submitted 120 days prior to desired team arrival date, to properly staff the team based on outlined requirements in the team request.

11.8.3.2. SATs for non-training services are provided under an Air Force Security Assistance and Cooperation Directorate (AFSAC-D) managed case.

11.8.4. Contractor Training Teams. See AFI 16-105-IP for guidance unique to training teams, including processing requests for training teams under the International Military Education and Training (IMET) program.

11.8.5. Contract Engineering and Technical Services (CETS) .

11.8.5.1. Guidance and procedures for CETS are specified in AFI 21-101, *Aircraft and Equipment Maintenance Management*, unless separately addressed in the following paragraphs. CETS personnel provided under Security Assistance Programs are assigned to the SCO for administrative support. CETS consist of technical support, advice, and instruction in the installation, operation, and maintenance of weapon systems and equipment. CETS personnel should receive anti-terrorism training and local orientation training.

11.8.5.2. AFSAT is responsible for CETS when the primary task is training. Lines for these services are identified as FMS training services under generic code —N00 in an “S” or a “T” case.

11.8.5.3. AFSAC-D is responsible for CETS when the primary task is other than training. Non-training CETS are provided under a non-training line-item in an AFSAC-D managed case. If CETS requirement includes any training processes, AFSAT provides coordination in accordance with embedded training policy. AFSAT and AFSAC-D together make a determination if embedded training and the use of strategic contracting is the most effective means of meeting the PN requirement. If a LOR is received requesting both training and non-training CETS positions, the training positions are identified under a training line and assigned to AFSAT.

11.8.5.4. PNs should submit LOR for CETS at least 11 months before the desired in-place date and the anticipated technical pre-deployment training time.

11.8.5.5. Contractor personnel providing field services under IMET receives the same privileges and logistics support as contractor field services funded by USAF appropriations. Support under FMS is not to exceed that which is authorized in AFI 21-110, *Engineering and Technical Services*, and is not to be limited to that which is included in the additional terms and conditions of the LOA. The task work specification’s (TWS’) administrative data section reflects the privileges and logistics support to be provided to the CETS. PN is to pay all costs for the support of CETS.

11.8.5.6. TWS or statement of work is retained in the case file and a copy attached to the international program directive, which is sent to the implementing command and SCO. The LOA includes notes addressing safeguards for USAF contractor personnel.

11.9. Wales Initiative Fund (WIF)/Partnership for Peace (PfP). Wales Initiative Fund (WIF) is a Building Partner Capacity effort as authorized by Title 10 United States Code Sections 1051 and 2010. It was formerly known as WIF. Following North Atlantic Treaty Organization’s launching of the PfP program in January 1994, the U.S. established the WIF to provide support to developing PfP nations. See *Security Assistance Management Manual*, Chapter 11, paragraph C11.10.

11.10. Electronic Combat International Security Assistance Program (ECISAP). The ECISAP is a SAF/IAP management concept designed to provide foreign military sale (FMS) and Security Assistance (SA) countries a management focal point for installation and sustainment support of electronic combat (EC) equipment as referenced in *Security Assistance Management Manual (SAMM)*, Sections C3.7.4. and C4.3.5. With SAF/IAPT as the service functional manager, ECISAP is governed by the Security Cooperation Board in accordance with (IAW) the USAF Security Cooperation Enterprise Governance Charter. Air Force Life Cycle Management Center's (AFLCMC) Electronic Warfare Foreign Military Sale Branch within the Electronic Warfare and Avionics Division (AFLCMC/WNYI) is the AF point of contact for implementing ECISAP and responsible for the function. Per AFI 10-703, *Electronic Warfare Integrated Reprogramming*, paragraph 5.7.4.3., Air Force Security Assistance and Cooperation Directorate (AFSAC-D) is responsible for ECISAP funding oversight and case closure. Approval authority for program funding objectives beyond EC equipment, product support, facility operating costs, and services support defined in the Letter of Offer and Acceptance (LOA) (i.e., facility development costs) will be coordinated through the ECISAP Working Group to the SCB. **(T-3)** The affected members of the SCB (SAF/IAP, AFSAC-D, AFLCMC/WN [AFLCMC Agile Combat Support Directorate], and ACC/IA) approve/disapprove the aforementioned program funding objectives. Issues that require the highest level of attention may be elevated to the Security Cooperation Council. AFLCMC/WNYI coordinates ECISAP requirements with SAF/IAPT Weapons; the USAF Air Warfare Center, 68 Electronic Warfare Squadron (68 EWS); AF/A2; Air Combat Command (ACC)/Directorate of International Affairs (ACC/IA); 688th Cyberspace Operations Wing, and other agencies as determined by the LOA.

11.10.1. ECISAP Products and Services. ECISAP is established as a separate Military Articles and Services Listing (MASL) line item in a system sale LOA or as an individual LOA. An ECISAP MASL line item or individual LOA encompasses products and services necessary to support an EC equipment sale. These products and services may include the following items or services, depending on the releasability criteria and other conditions of sale.

11.10.2. **ECISAP Budget and Associated Charges** . ECISAP organizations develop and follow financial management (FM) plans that discuss annual budgets, determine buy-in and additional charges to new PNs, and assess all charges for products and services to ECISAP members. Annual budgets include costs incurred for facilities operation and for the investment in equipment and facilities, to include renovation, upgrades, or expansions. A copy of each ECISAP organization's FM plan and annual budget is submitted (usually by mid-August) for review to the AFSAC-D ECISAP Manager. No expenditure of USAF-appropriated funds is allowed for a FMS case-related costs, and no ECISAP case-funds will be used to pay for any non-ECISAP-related operation and maintenance expenses. **(T-1)** If the ECISAP is to assume a fair share portion of the support expenses attributable to it, the ECISAP Line Manager (LM) and the Case Manager review *SAMM*, Table C9.T2 for appropriate funding source. If no satisfactory resolution is found, contact applicable Headquarters (HQ) Major Command (MAJCOM) Implementing Activity/FMS policy office for further assistance.

11.10.2.1. *SAMM*, C9.T2., row 101, identifies participation in ECISAP is FMS Case-funded only. Also, refer to row 105 for direct case-funded ECISAP space rental charges.

11.10.2.2. DoD 7000.14-R, Vol 15, Chapter 7, paragraph 071201 states, “All costs of construction or expansion of facilities desired by and for the exclusive use of the foreign government must be financed and funded by the foreign government. Charges by the USG for labor, materiel, or services must be reimbursed IAW the provisions of Sections 0702 and 0703 of this chapter.” (T-0) Additionally, paragraph 071202 states, “a proportionate share of operating costs must be reimbursed.” (T-0) Operating costs include, and are not necessarily limited to, the cost of maintenance (i.e., painting, carpeting, new doors, plumbing, etc.) and upkeep of the facilities including access roads, security, communications, utilities, and rent, if the USG makes rental payments under lease agreements.

11.10.3. ECISAP Front-End Capitalization Fee. As new systems are added to ECISAP, costs are incurred to develop the capability to support the new system. The initial PN for whom the support capability is developed is charged for the development expense. When subsequent PNs desire support of the same system and are supported from the previously-developed facility, they reimburse the initial investor a share of that initial investment. This charge is referred to as the front-end capitalization fee. Front-end capitalization fees are not charged after the equipment ages over ten years. The goal is for each participant in the facility to pay an equal share of the capability support development cost. Shares are assessed and billed as a PN's initial support case is implemented to ECISAP. These costs may include support and test equipment, real property facilities, coding hardware or software, and other equipment and facilities.

11.10.4. ECISAP Additive Charge. If additional facilities and equipment are needed to support a new PN's requirements or to support new requirements by a current ECISAP PN, an additive charge is assessed. All ECISAP facilities are fully supported by the ECISAP budget.

11.10.5. ECISAP Initial Services Charges. The initial development or procurement of hardware or software for an EC system and its related technical data (TD), inventory management, spares requirement determination, prioritization, and provisioning, training, support equipment, site surveys, and any other country-specific efforts are examples of the types of initial service that may be assessed and charged to the initial or new ECISAP member.

11.10.6. ECISAP Sustainment Support Charges. Sustainment support includes maintenance of software, enhancements to threat data software tables, contingency operations and emergency reprogramming, technical services, management of Repair and Return contracts, and any other efforts that benefit only the program covered by a particular case. Included in the cost of all these efforts is the cost of maintaining the facilities that support these functions.

11.10.7. ECISAP Software Support Services Charges. Sustainment support for a reprogrammable EC system consists predominantly of modifying software to incorporate changes to threat data, correcting software errors, incorporating FMS or PN operational change requests (OCR) and incorporating USAF improvements (when releasable). This work is accomplished on a cyclic basis due to extensive changes and expanded information available on various EC system threats provided by USAF intelligence agencies. These cyclic updates are referred to as block cycle updates. The complexity of the software

changes determines the total block cycle schedule and delivery date. A detailed discussion of software support is provided in the following sections.

11.10.8. ECISAP Service Charges. Service charges are based on actual man-hours expended for services. Actual man-hours expended are determined by a man-hour accounting system. Pro-rata charges based on the number of installed EC systems are not assessed. All services are to be fully supported by the ECISAP budget; no expenditure of USAF-appropriated funds is allowed.

11.10.9. Program objectives include the following:

11.10.9.1. System Changes. Identify and develop change requirements for hardware and software deficiencies and enhancements. ECISAP manages, from inception to final resolution, all FMS and Security Assistance (SA) PN-generated materiel deficiency reports, software problem reports (SPRs), and OCRs. USAF-releasable changes that apply to FMS and SA systems are sent to the potential user for review, approval, and funding. ECISAP ensures that member countries are notified of releasability and applicability.

11.10.9.2. System Software Support. ECISAP provides software support for all FMS and SA EC Systems. FMS software support process mirrors the USAF support process if feasible. This software support includes mission data (MD) or threat data, support tool software, and selected maintenance equipment software. ECISAP provides periodic updates to this software incorporating OCRs, SPRs, and other releasable upgrades. ECISAP provides changes to the above software through their rapid reprogramming capability during contingencies.

11.10.9.3. The responsible ECISAP organization develops MDF, either through source code manipulation or with a MD editor or generator, and produces MD object code compatible with the partner's OFP. All MD and OFP/Program sets are combined and tested for proper operation, and subjected to an independent software quality assurance test before release. All software to be installed in integrated EC systems is similarly tested in an integrated configuration (usually on an Integrated Support Station) before release.

11.10.9.4. The responsible ECISAP organization develops and ships Country Standard Technical Orders (CSTO) and manuals reflecting the PN-peculiar data in support of MD, OFP, and support equipment software. ECISAP maintains CSTOs for each EC system and support equipment configuration supported by the program. During contingencies, these products may be transmitted electronically to those countries with appropriate communications equipment.

11.10.9.5. ECISAP provides analysis and technical assistance to participating countries as stated in their ECISAP LOA. The same services are available to any FMS PN on a case-by-case basis when requested through SAF/IAPT and funded by a technical services case.

11.10.9.6. ECISAP provides kit-proofing of software updates. In-country kit-proofing entails verifying if the software update operates properly in the PN country. Equipment specialists and engineering personnel from AFLCMC Electronic Warfare Foreign Military Sale Branch at Robins AF Base, Georgia, or the ACC 68 EWS at Eglin AF Base, Florida, conduct the in-country kit-proofing to ensure the PN has a complete understanding of changes and its implementation is accurate and consistent. Technical data, AFTOs, and other documentation are verified.

11.10.9.7. PN or USAF reported deficiencies (materiel discrepancy reports, OCRs, or SPRs), or PN request for new emitters create a need for Technical Coordination Meeting (TCM). The TCM is typically led by SAF/IAPT with support from ECISAP engineers, the system logistics manager, the system equipment specialist, and SAF/IAPT (for new emitter requests), and the PN EC representative. TCMs are held at the most convenient location as determined by the partner. The TCM informs the partner on the process for all deficiencies/new emitter requests and feasibility of inclusion in the current software update cycle or block cycle. At the conclusion of the TCM, the partner should provide an updated emitter list to SAF/IAPT for approval.

11.10.10. ECISAP Responsibilities .

11.10.10.1. SAF/IAPT Weapons serves as the USAF service functional manager, which includes being the focal point for data emitter requests. Threat data requests are reviewed by SAF/IAPT and passed to the appropriate USG agency. The resulting database is provided to the ECISAP organizations to support software development.

11.10.10.2. AFLCMC/WNYI and 36 EWS provide the MD code for FMS and SA EC systems. This code is based on inputs from the PN and from U.S. intelligence, operational, test and support agencies. AFSAC-DNFR also provides corresponding Operational Flight Plan/Program (OFF), support tool software, support equipment software, and documentation to the ECISAP member.

11.10.10.3. An ECISAP line in an LOA is reported with a Manpower Requirements Package (MRP) submitted through Security Assistance Manpower Requirements System for SAF/IAPX approval. No other format is permitted.

11.11. Technical Coordination Program (TCP) . TCPs provide follow-on sustainment support services (technical, engineering, and logistics assistance) for aircraft, missile, precision attack pods, and related equipment as referenced in *Security Assistance Management Manual (SAMM)*, paragraphs C2.3.1.1. and C4.3.2. TCPs do not expand the basic performance (mission, design, and series) of a given type of system beyond that performance stated in its configuration item specification, except when permitted by SAF/IAPX. TCPs are SAF/IA programs delegated to AFLCMC/WF for implementation and execution.

11.11.1. The AFLCMC/WF Program Manager (PM) responsibilities include the following:

11.11.1.1. Establish TCP policy.

11.11.1.2. Provide final approval for forming, revising, and disbanding programs.

11.11.1.3. Provide program oversight.

11.11.1.4. Approve waivers or deviations to established guidance.

- 11.11.1.5. Provide program direction and oversight.
- 11.11.1.6. Define the scope of each program.
- 11.11.1.7. Conduct annual program reviews.
- 11.11.1.8. Review and approve annual TCP Manpower Requirements Packages.
- 11.11.2. Dedicated TCP Chief responsibilities include the following:
 - 11.11.2.1. Program performance and financial management (FM) of the specific TCP assigned (e.g., F-16, etc.).
 - 11.11.2.2. Request waivers or deviations to established guidance from the appropriate Air Force Security Assistance and Cooperation Directorate (AFSAC-D) PM.
 - 11.11.2.3. Supervise the assigned TCP staff.
 - 11.11.2.4. Manage office equipment, resources, and supplies.
 - 11.11.2.5. FM of foreign military sale (FMS) case funds.
 - 11.11.2.6. Provide AFSAC-D Case Manager with an excess funds drawdown letter no later than 90 days prior to the case expiration date.
- 11.11.3. **General TCP Information** .
 - 11.11.3.1. The purchase price of aircraft, engines, missile, precision attack pods, and related equipment does not include TCP follow-on technical support costs. TCP cost covers sustainment management of technical, engineering, and logistics support services. TCP membership exists on a shared basis, depending on the number of aircraft, missile, precision attack pods, or related equipment systems a member possesses.
 - 11.11.3.2. Standard TCP membership is based on a pro rata of the FMS partner nation (PN) weapon system, missile, or end item inventory. Some Security Assistance (SA) PNs involved in the acquisition and fielding of a weapon system, missile, or end item may seek upfront assistance, information, technical data (TD), and other support services necessary to smoothly transition their active forces and facilities to accommodate ownership in advance of delivery. PNs requiring pre-delivery assistance, document special requirements or services in a letter of request and submit it for processing.
 - 11.11.3.3. The appropriate program office provides all of the weapon system, missile, or end item pre-delivery support necessary to meet FMS PN needs. TCPs are strictly technical, engineering, and logistics sustainment support service activities. FMS countries that have not taken delivery of a weapon system or end item are not eligible for pro rata sharing that TCP member countries receive.
 - 11.11.3.4. TCP membership is encouraged to aid members in improving the serviceability, maintainability, and reliability of covered items (e.g., improved parts and maintenance techniques, improved inspection and overhaul intervals, modifications, etc.).
 - 11.11.3.5. Costs associated with tasks, activities, and support benefitting all TCP members are billed to them on a pro rata basis. Costs associated with tasks, activities, and support for an individual TCP members are billed in full to that member separately.

11.11.3.6. TCP membership is for a minimum of three (3) years to ensure uninterrupted support, maximum benefits to all members, and a stable program. PN requests policy waivers to this three (3) year policy through the Command Country Manager to the AFSAC-D Policy and Programs Branch (Office Symbol: AFLCMC/WFNB) PM.

11.11.4. **Nonparticipation in TCP** . Eligible purchasers deciding not to participate in the TCP do not receive the following benefits:

11.11.4.1. Air Force Technical Order (TO) supplements or revisions that result from TCP efforts (not shown in the nonparticipant's system configuration).

11.11.4.2. TCP developed USAF Time Compliance Technical Orders (TCTO) for PN-standard equipment, except to document safety-of-flight hazards.

11.11.4.3. TCP technical data, including engineering change proposals and TCP meeting minutes.

11.11.4.4. TCP Technical Assistance. If the PN does not join the TCP and requests technical assistance, it is referred to the System Program Director (SPD) for support. A case may be required to provide the requested support which is fully funded by the PN.

11.11.4.5. Updated TOs resulting from TCP activities. Development of CSTOs requires a separate case line item. Release of AFTO updates are at the discretion of the SPD.

11.11.4.6. Attendance at TCP reviews without TCP Chief's authorization.

11.11.4.7. Data for new or improved maintenance practices or extension of inspection and overhaul intervals developed by the TCP.

11.11.5. Safety. The TCPs inform all non-hostile countries of safety-of-flight hazards. The TCP Chief ensures that Security Cooperation Organizations (SCOs) are included as information addressees on all safety-of-flight TCTO messages for their respective countries. The intent is to keep the SCOs informed of the status of PN-owned systems.

11.11.6. Suspended Countries. Countries that are suspended and non-hostile are provided safety-of-flight information unless SAF/IAPX directs otherwise. Suspended countries may receive safety-of-flight information only; they cannot receive items, including kits to correct safety problems or other services. There is no contact with hostile countries on the Department of State list.

11.12. International Engine Management Program (IEMP) . The IEMP is an AF program under which individual groups manage or monitor AF-managed engine follow-on logistics and engineering technical services to include Component Improvement Program (CIP). It only applies to security assistance countries that choose to participate in the program. In addition to *Security Assistance Management Manual*, paragraphs C2.3.1.1. and C4.3.2, the following guidance applies.

11.12.1. The CIP is a sustainment engineering effort intended to address the long-term needs of the propulsion weapon system, through engine safety, reliability and maintainability (R&M) tasks. The CIP is a multi-faceted program that combines efforts of the Life Cycle Management Center, Type Model Series engineering function, Major Commands, and in many cases the US Navy and the partner nations (PNs) who operate USAF managed engines. International CIP funding is needed to address international weapon system safety, R&M

issues including obsolescence challenges. IEMP membership coupled with CIP funding under one Letter of Offer and Acceptance (LOA) case is available only to Security Assistance (SA) countries with active USAF managed engines. Countries with USAF inactive engine fleets can also receive IEMP support without the CIP support.

11.12.1.1. The CIP international participation through IEMP membership is voluntary. This voluntary IEMP membership facilitates a CIP cost sharing program. However, membership needs to be stable to ensure maximum benefits to all members. Therefore, IEMP membership is for a minimum of three (3) years to ensure uninterrupted support.

11.12.2. **General IEMP Information** .

11.12.2.1. The purchase price of an engine does not include IEMP membership costs. The IEMP case funded costs covers sustainment management of technical, engineering, CIP and logistical support. IEMP membership is a cost sharing partnership based on engine inventories. Membership costs are based on total worldwide fleet size in comparison to the number of aircraft, engines, missile, precision attack pods, or related equipment systems and operational engines each member possesses. CIP funding is based on member engine inventory count.

11.12.2.2. It's not a precondition for the PNs to take part in the IEMP to purchase engines, but they are encouraged to join. IEMP members benefit from the experience of users worldwide through the U.S. government (USG) CIP and SA-dedicated sustainment support management, which includes repair management and services.

11.12.2.3. Because the IEMP is a technical, logistics, and engineering sustainment support service program, it is applicable to active engines currently owned by member countries.

11.12.2.4. To ensure smooth transition from acquisition to sustainment support, countries are encouraged to join the IEMP. Standard IEMP membership is based on a pro-rata formula and foreign military sale PN engine inventory. However, some SA PNs involved in the acquisition and fielding of an engine may seek upfront assistance, information, technical data (TD), and other support services necessary to smoothly transition their active forces and facilities to accommodate ownership in advance of delivery. PNs that desire pre-delivery assistance document any special requirements or services in a letter of request. PNs are directed to the appropriate program office for weapon system pre-delivery support information. The Propulsion Program Office provides all of the engine pre-delivery support necessary to meet PN needs. Any IEMP currently providing pre-delivery support services ceases and desists as soon as their current program support arrangements have concluded and no further pre-delivery agreements of any kind are negotiated with potential IEMP member countries. Costs associated with tasks, activities, and support benefitting all IEMP members are billed to them on a pro-rata basis. Costs specifically associated with tasks, activities, and support for an individual IEMP member PN are billed in full to that member separately.

11.12.3. **Nonparticipation in IEMP** . The following applies to eligible purchasers that do not join the IEMP.

11.12.3.1. The USAF may reject requisitions for engine parts and components improved by the CIP. Non-IEMP members does not receive CIP developed engine components or individual engine parts from the original equipment manufacturer. These technologies belong exclusively to the CIP partnership countries. The only restricted technology exception is associated with whole engine initial buy requirements.

11.12.3.2. Engine parts superseded by parts improved or changed by IEMP efforts are not restocked by the USAF to support the previous configuration.

11.12.3.3. The overhaul of SA PN engines is dependent on their participation in the respective IEMP. Overhauled engines usually receive the latest improvements resulting from that engine Type Model Series' CIP. Because CIP components (parts or kits) are not available to non-IEMP members, and because old parts may no longer be stocked, there may be overhaul delays until an LOA is signed to fund the IEMP/CIP membership purchase and installation of authorized CIP components.

11.12.3.4. Nonparticipants are not eligible for the following benefits:

11.12.3.4.1. Nonparticipants are not authorized to receive distribution of updated Air Force Technical Orders (AFTO) that result from IEMP. AFTO supplements, changes, or revisions that result from the IEMP do not show a non-participant's engine configuration. Non-participants may require development of Country Standard Technical Orders (CSTOs) that exclude IEMP changes. Development of CSTOs requires a separate case line item.

11.12.3.4.2. Nonparticipants do not receive USAF Time Compliance Technical Orders (TCTOs) or kits developed by the IEMP.

11.12.3.4.3. Nonparticipants do not receive IEMP technical data, including engineering change proposals and IEMP meeting minutes.

11.12.3.4.4. Nonparticipants do not receive data for new or improved maintenance practices, or extension of inspection and overhaul intervals developed by the engine CIP.

11.12.3.4.5. Nonparticipants do not receive technical assistance that is routinely provided under IEMP.

11.12.3.4.6. Nonparticipants do not attend engine reviews.

11.12.4. **Engine Safety** .

11.12.4.1. Non-Hostile PNs. All non-hostile engine purchasers are informed of engine flight safety hazards by the System Support Manager/Development Support Manager. However, safety of flight TCTOs and repair procedures are only sent to IEMP member countries. The IEMP chief ensures that Security Cooperation Organizations (SCOs) are included as information addressees on all safety of flight TCTO messages in their respective countries. The intent is to keep the SCOs informed of the status of aircraft, engines, and missiles owned by the PNs.

11.12.4.2. **Suspended PNs** . PNs that are suspended (but non-hostile) are provided safety of flight information unless SAF/IA directs otherwise. Suspended PNs may receive safety-of-flight information only; they cannot receive items, including components, parts or kits to correct a safety problem, or other services. There is no contact with hostile countries.

11.12.5. Engine Contractors. If an IEMP non-member goes directly to a contractor to purchase CIP-type services, the contractor is not to provide CIP information developed under the USG CIP contract or the IEMP LOA. Any IEMP member requirements associated with Computer Program Identification Numbering (CPIN) (ref: USAF TO 00-5-17, "*USAF Computer Program Identification Numbering (CPIN)*," CSTOs, engineering drawings, software, tactical manuals, TOs, and technical publications (not typically TCP/IEMP related) are requested by IEMP member countries on "P" cases to cover production, reproduction, and distribution. An engine contractor provides parts, components or kits to non-IEMP member countries only with the written approval of the IEMP chief. IEMP informs prime engine and engine overhaul contractors about USAF IEMP policy.

11.13. Worldwide Warehouse Redistribution Services Program (WWRS). The WWRS is a Tri-Service program that facilitates the transfer of materiel that the partner nations (PNs) have acquired via foreign military sale (FMS). In addition to *Security Assistance Management Manual (SAMM)*, paragraph C1.2.1 and *Arms Export Control Act (AECA)*, § 21(m), the following guidance applies:

11.13.1. The WWRS was also approved to include DCS assets that are non-Significant Military Equipment (SME), catalogued by the Department of Defense and eligible for sale through normal FMS channels. The program is managed by the WWRS Program Management Office (PMO) (Office Symbol: AFLCMC/WFALC) at Wright-Patterson AF Base, OH. The program is authorized under *AECA* § 21(m) of the, which provides for the return of non-SME defense articles. WWRS accept materiel back from PNs on behalf of the U.S. government (USG) in order to fill other FMS requisitions. Non-SME (as defined in the *AECA*) transfers under the WWRS rules do not constitute a third-party transfer; rather, the transfer process outlined in subsection (m) is used, and consists of two separate two-party transfers.

11.13.2. PN Participation. All PNs are automatically considered participants as buyers in the WWRS program. If the Air Force Security Assistance and Cooperation Directorate (AFSAC-D) is not advised, any eligible FMS requisition could be filled by the WWRS. Purchasers of the WWRS materiel use their existing Army, Navy, or USAF FMS blanket order requisition cases to order WWRS-listed materiel. The WWRS Program interfaces with the Contract Logistics Supply Support Agreement, Parts Repair and Ordering System, and the USAF FMS Retention programs to select the best method of support for the PN. PNs can decline using the WWRS program as a method of supply by advising their AFSAC-D Command Country Manager.

11.13.3. **Seller Participation** . In order to participate as a materiel seller, the PN establishes a Letter of Offer and Acceptance (LOA) for WWRS with AFSAC-D or the Naval Supply Systems Command (NAVSUP).

11.13.3.1. AFSAC-D (for redistribution of USAF or Army FMS-acquired materiel) or NAVSUP (for redistribution of Navy FMS materiel) prepare WWRS cases. The WWRS LOA is written as a blanket-order value-controlled services case. The LOA contains special financial terms and arrangements for the automatic transfer of funds from the PN's WWRS trust fund to the WWRS LOA. A WWRS line may be added to a new or existing case, provided the case designator type-allows for addition of a services line.

11.13.3.2. The WWRS fee is paid by the selling PN. Selling countries are responsible for the WWRS fee and inbound transportation costs. Sales proceeds are deposited in the selling PN (6Q) account at Defense Financing Accounting Service-Indianapolis/Jacksonville. Buying countries are responsible to pay materiel costs, first destination transportation costs over \$100 U.S. dollars from the in-transit inspection point to the purchaser's freight forwarder, as well as any fees associated with expedited shipment or special packaging requirements.

11.13.4. **Manpower Requirements** . WWRS Program Office Manpower requests are documented in accordance with standard Security Assistance Manpower Requirements System Manpower Requirements Package submission procedure, validated by the local manpower office, coordinated through AFSAC-D FMS Enterprise Planning & Requirements Division (AFSAC-DN), and approved by SAF/IAPX.

11.13.4.1. WWRS manpower is justified based on the work center's historical workload and is adjusted based on increasing or decreasing workload.

11.13.4.2. The WWRS manpower requirements are funded with the fee charged to the registered sellers in the WWRS Program on all parts sold to FMS PNs through WWRS.

11.14. Acquisition and Cross-Servicing Agreement (ACSA). The ACSA is implemented as a Title 10-authorized program together with the other Department of Defense (DoD) requirements such as Title 22 Security Assistance (SA) Programs and Title 10 Building Partner Capacity (BPC) Programs through standard DoD systems, facilities, and procedures as referenced in the *Security Assistance Management Manual (SAMM)*, paragraph C1.1.1 and AFI 10-204, *Participation in Joint and National Exercises*, paragraph 3.4.3. Implemented primarily as a Combatant Command program, ACSA refers to a legal instrument entered into under the authority of the Title 10 United States Code Sections 2341 or 2342 that authorizes the acquisition and reciprocal provision of logistics support, supplies, or services (LSSS). An ACSA may also be referred to as a Mutual Logistics Support Agreement negotiated and concluded in accordance with DoDD 5530.3. Refer to the DoD Directive 2010.9, *Acquisition and Cross-Servicing Agreement*, paragraphs 4.1, 4.2, and 4.3.4 for further guidance.

11.14.1. ACSAs allow the interchange of LSSS between the Armed Forces and military forces of nations or international organizations with which the U.S. concluded an agreement.

11.14.2. ACSAs are used primarily during combined exercises, training, deployments, or for unforeseen circumstances or exigencies, including wartime, contingency operations, humanitarian, or foreign disaster relief (FDR) operations, and peace operations conducted under Chapter VI or VII of the United Nations (UN) Charter, in which there is a need to acquire or transfer logistics support, supplies, or service as referenced in AFI 25-301, *Acquisition and Cross-Servicing Agreements*, Chapter 1, paragraph 1.1. ACSA is not the primary means for obtaining LSSS.

11.14.3. ACSA does not replace national responsibilities for planning and acquiring logistics requirements. The intent of ACSA is to provide commanders with a flexible tool to obtain or provide logistics support, supplies, or service when mission needs prevent self-support. Determining which statutory authority is appropriate is scenario dependent. Supporting legal offices and the Major Command ACSA Managers can provide further guidance on this alternative or refer to *AFI 25-301*.

11.14.3.1. Using USAF Base “Retail” assets with follow-on Replacement in Kind is not authorized to support international cross-servicing of non-mission capable aircraft located on the USAF bases using an ACSA authority.

11.14.3.2. Emergency repair or a grounded foreign aircraft servicing is not a foreign military sale transaction. The procedures for repair using an ACSA are in AFMAN 23-122, *Materiel Management Procedures*, Chapter 5, Paragraph 5.2.2.3.1.1.

Chapter 12

HUMANITARIAN ASSISTANCE (HA) AND MINE ACTION PROGRAMS

12.1. Purpose.

12.1.1. The USAF forces are employed in theater to carry out Humanitarian Assistance (HA) and Humanitarian Mine Action (HMA) Programs in the following ways:

12.1.1.1. Airlift moves relief supplies, personnel, and equipment.

12.1.1.2. Airfield operations, to include runway repairs and airfield recoveries, facilitate rapid movement of aviation elements involved in the relief efforts.

12.1.1.3. Airfield security forces ensure permissible access.

12.1.1.4. Provides civil-military assistance through public relations (PR), airspace control, and Intelligence, Surveillance, and Reconnaissance.

12.1.1.5. Provides rotary airlift when the local ground transport capability is degraded.

12.1.1.6. Fills humanitarian response requirements with engineering, supply, distribution, bare base or forward operating location or camp support, materiel handling, water purification, facility inspection, and PR.

12.2. Policy and Program Guidance. In addition to the guidance found in the *Security Assistance Management Manual*, Section C12.2, see the following related guidance about AF programs impacting Humanitarian Assistance (HA) and Humanitarian Mine Assistance (HMA) Programs:

12.2.1. The Defense Security Cooperation Agency maintains programmatic oversight of all Overseas Humanitarian, Disaster and Civic Aid-funded activities and advises Office of the Under Secretary of Defense for Policy (OUSD[P]) in all program management and funding execution matters relating to administration of the programs at the Combatant Commands.

12.2.1.1. The USAF maintains Security Forces Assistance (SFA) capability to meet Combatant Commander (CCDR)-validated in-country requirements in accordance with (IAW) DoDI 5000.68_AFI 16-122, *Security Force Assistance (SFA)*. SFA is a subset of the Department of Defense (DoD) Security Cooperation (SC) activities. Security Assistance (SA) programs are critical tools to fund and enable SFA activities, which contribute to a host country's defense. The DoD SFA provided in times of host nation combat operations is outside the scope of this manual.

12.2.1.2. The USAF SC/SA Programs integrate foreign language and regional proficiency capabilities in support of Humanitarian and Civic Assistance (HCA) pre-deployment training and preparation IAW DoDI 5160.70, *Management of DoD Language and Regional Proficiency Capabilities*; and DoDD 5160.41E, *Defense Language, Regional Expertise, and Culture (LREC) Program*; and DoDD 1322.18, *Military Training*, as referenced in (j) through (l) and DoDI 2205.02, *Humanitarian and Civic Assistance (HCA) Activities*.

12.2.1.3. The International Health Specialist (IHS) program provides the primary mechanism within the Air Force Medical Service to meet the demand for cultural and linguistic expanded skills identified in the *2014 Quadrennial Defense Review*, *2015 National Military Strategy*, and *2016 United States Air Force Security Cooperation Flight Plan*. USAF-SC methods particularly well-supported through IHS include: Expeditionary Medical Support, Building Partner Capacity endeavors such as Aviation Enterprise Development, USAF contributions to HA/Foreign Disaster Relief missions, and phases of armed conflict, particularly phase 0 (access) and phase 3 (interoperability). These IHS programs are conducted IAW AFI 44-162, *International Health Specialist (IHS) Program*, and AFTTP 3-42.9, *Global Health Engagements and International Health Specialist Teams*.

Chapter 13

SECURITY COOPERATION INFORMATION TECHNOLOGY/SYSTEMS

13.1. Mission and Security Cooperation (SC) Information Technology (IT) and Information System (IS).

13.1.1. The Defense Security Cooperation Agency maintains, operates, and enhances a number of IT and IS to support the SC community mission. As the beneficiaries of the new business values from these systems, the USAF and the other military departments are not only the end-users but active contributors to the SC/Security Assistance (SA) IT/IS development and enhancements.

13.1.2. SAF/IA maintains a number of IT/IS in support of the USAF SC and SA community mission. These are proprietary to SAF/IA as the system owner, operator, and maintainer. The specific systems are Tuition Tool (T2), Security Assistance Manpower Requirements System, and Global-Theater Security Cooperation Management Information System (G-TSCMIS). The first two IS are available via the non-secure internet protocol router network, and only registered members have access to them. The G-TSCMIS is accessed primarily on the Secret Internet Protocol Router Network and requires appropriate clearance in accordance with standard operating procedure. However, many Combatant Commands utilize a Non-secure Internet Protocol Router Network instance of G-TSCMIS to enable easy reporting access. SAF/IA develops and implements G-TSCMIS to track and assess SC activities. Refer to AFPD 16-1 for further guidance. These SAF/IA systems are shared assets supporting Department of Defense (DoD) and USAF SC mission requirements and promoting collaborative environment that results in highly effective and efficient USAF SC business processes.

13.2. Capital Planning and Investment Control. All USAF SC Information Technology (IT) and Information Systems (IS) are managed along two prongs: compliance and the budgetary process. The Defense Security Cooperation Agency capital planning and investment control enables effective management and control of IT and IS investments to ensure they function cooperatively with any related Department of Defense (DoD) and USAF IS and corporate processes. SAF/IA collaborates closely with the SAF/CIO to ensure the systems are policy-compliant with all federal and DoD mandates and mitigate any acceptable risks based on business-smart calculus. All USAF-developed and managed systems are to follow the capital planning and investment control framework unless specifically exempt. Capital planning and investment control framework is described more in detail in the *Security Assistance Management Manual*, Chapter 13, Section C13.2.

13.3. Security Cooperation Governance Board (SCGB) and Information Technology (IT) Change Review Board (CRB).

13.3.1. SCGB Membership and Function. Chaired by the Deputy Director, Defense Security Cooperation Agency (DSCA) or in his/her absence by the DSCA Chief Information Officer (CIO). This board includes the following members: Deputy Assistant Secretary of the Army for Defense Exports and Cooperation (DASADEC), the Director of the Navy International Program Office, SAF/IA, the DSCA Principal Directors for Business Operations and Strategy, the DSCA General Counsel (GC), and the DSCA CIO. SCGB is responsible for

reviewing new IT change requests that exceed one million dollars (\$1M) and any change determined by the SCGB as special interest to the SC community.

13.3.2. IT Change Review Board Membership. The IT CRB supports the SCGB and is chaired by the DSCA CIO. The CRB's four voting members consist of representatives from the US Army, Navy, and AF (SAF/IAPR), as well as the DSCA/CIO. The CRB convenes monthly or as required to review, evaluate, prioritize, and vote for approval or disapproval of IT change requests under one million dollars (\$1M). USAF users of the various IT systems are encouraged to submit recommended enhancements through SAF/IAPR.

13.4. Information Technology (IT) Portfolio Management. SAF/IA Policy Directorate provides oversight of all foreign military sale (FMS)-funded automated information system that are SAF/IA-owned and operated, i.e., the Security Assistance Manpower Requirements System for USAF-internal planning and budgeting for direct case-funded manpower requirements and Tuition Tool for Security Cooperation (SC) training, as well as Major Command-operated Security Assistance Management Information System for case execution logistics and financials, Case Management Control System, and Security Assistance Technical Order Data System. Refer to Air Force Technical Order 00-5-19, *Security Assistance Technical Order Program*, for more info. The Defense Security Cooperation Agency (DSCA) funds these systems from the FMS Administrative Surcharge Trust Fund. The USAF SC/SA automated information system are accountable to the DSCA Chief Information Officer for review. For the information on the DSCA-operated automated information system, such as Defense Security Assistance Management System used primarily for FMS case development and lifecycle management, refer to the *Security Assistance Management Manual*, Section C13.6.

Chapter 14

FORECASTING, PROGRAMMING, BUDGETING, AND AUDITS

14.1. Sales Forecast and Javits Reports.

14.1.1. In addition to the guidance found in *Security Assistance Management Manual*, paragraph C14.2.1.1, the forecasted sales which results in actual USAF foreign military sale (FMS) or Foreign Military Financing (FMF) cases with currently implemented cases determine the total USAF direct case-funded effort (equipment, manpower, materiel, etc.) to support partner nations' (PN's) defense services requests as well as the funding stream for the FMS Administrative Surcharge Trust Fund. The annual sales forecast is an estimate only.

14.2. Security Cooperation (SC) Planning, Programming, and Budgeting.

14.2.1. Consistent with the Secretary of the Air Force guidance and standardized Department of Defense (DoD) methodology and processes, the USAF allocation process for available and limited resources is aligned to the DoD planning, programming, and budgeting policy and procedures. SAF/IAPR responds to the DoD planning guidance with a Security Assistance Programming Budget Review (SAPBR) as a feeder to Future Years Defense Program (FYDP) to accurately determine the SC and Security Assistance (SA) requirements and process them successfully with the other competing USAF, military departments, and DoD funding priorities. Within the SAPBR, SC programs are aligned to the applicable SA Program Elements and Defense Security Cooperation Agency's six Core Functions as delineated in *Security Assistance Management Manual*, Table C14.T2., "Security Cooperation Core Function and Program Element (PE) Short Definitions."

14.2.2. The Planning, Programming, Budgeting, and Execution system ensures that the USAF SC strategy supports USAF and DoD strategy for an integrated overall military capability. All USAF SC-implementing organizations are potential recipients of foreign military sale Administrative funding if included in the USAF SAPBR. When a SAPBR is submitted to the DoD corporate process, it reflects overarching SC community priorities. The SAPBR process also provides an opportunity to express any risks if not fully funded.

14.3. Audits. Any part of USAF Security Cooperation (SC) or Security Assistance (SA) Programs can be audited for policy compliance or program efficiency or effectiveness in comparison to the established DoD and USAF standards. An audit can range from a simple desktop audit to a full-fledged formally coordinated and announced audit. An audit can be initiated by either an internal USAF organization or an external agency like the Government Accountability Office. The Defense Security Cooperation Agency (DSCA) Office of the Chief Performance Officer serves as the liaison between DSCA and the external auditing organization when an USAF SC program is audited.

14.4. Security Assistance (SA) Reports. As stated in the *Security Assistance Management Manual (SAMM)*, Appendix 5, SA reports provide data on foreign military sale (FMS) programs for Congress, the Department of State (DOS), the National Security Council (NSC), Office of the Secretary of Defense, the USAF, and the partner nations (PNs). The following is a list of reports and their uses.

14.4.1. Report Control Symbol (RCS): Defense Security Cooperation Agency (Q) 1118, *Excess Defense Articles Sold to Foreign Governments-or International Organizations at Acquisition Cost (Feeder for Arms Export Control Act (AECA) of 1976 § 36(a), as amended; required by House Resolution [H.R.] 96-70, March 24, 1979)* . The AECA and *SAMM* require a quarterly report on Excess Defense Articles (EDA) sold to PNs. The information submitted is as of the last day of the quarter and tracks EDA sales against the USAF allocation of the annual ceiling limitation in *AECA* § 31 et seq. of 22 U.S.C. § 2771, “*Authorization and Aggregate Ceiling on Foreign Military Sales Credits.*” SAF/IAR Divisions and the Air Force Security Assistance and Cooperation Directorate (AFSAC-D) send feeder reports to SAF/IAPX, which consolidates and sends them to the Defense Security Cooperation Agency (DSCA) by the 15th day of the following month after the end of each quarter. The office of primary responsibility (OPR) is SAF/IAPX.

14.4.2. Report Control Symbol (RCS): Defense Security Cooperation Agency (A) 1121, *Number of U.S. Officers and Employees Engaged in Services to Foreign Governments under Foreign Military Sale (Feeder for 22 U.S.C. § 2765, AECA § 25(a)(6) et seq., “Annual Estimate and Justification for Sales Program.”* This report is provided on an annual basis (by fiscal year). Information is obtained from the Future Years Defense Program (FYDP), Manpower Programming and Execution System, and unit manpower document, and the Major Commands provide the report to SAF/IAPX. The OPR is SAF/IAPX.

14.4.3. Report Control Symbol (RCS): Defense Security Cooperation Agency (Q) 1137, *Security Assistance Surveys (Feeder for AECA § 36(a) required by AECA § 26(b))* . This report provides a list of SA surveys authorized during the preceding calendar quarter. The report identifies the PN surveyed, dates of survey, purpose of survey, and number of U.S. government (USG) personnel participating. The SAF/IAR Divisions, Air Force Security Assistance and Cooperation Directorate (AFSAC-D), and AF Security Assistance Training (AFSAT) Squadron send feeder reports to SAF/IAPX by the 15th of the month following the end of each quarter. SAF/IAPX consolidates the information and sends it to DSCA. The OPR is SAF/IAPX.

14.4.4. Report Control Symbol (RCS): Defense Security Cooperation Agency (Q) 1146, *Unexpired Leases of DoD Property of Any Value (SAMM)* . This is a quarterly report of defense articles leased to the PNs. All open leases are reported in accordance with (IAW) the *SAMM*. The expired leases or ones with concerns (such as leases to the United Nations; leases to nations subject to USG sanctions; leases awaiting the results of investigations of lost or destroyed property or certificate of closure from DFAS-IN/JAX are to be reported until they meet statutory and regulatory requirements for closure. The Lease Managers take an active role in closing eligible leases. The OPR is AFSAC-D.

14.4.5. Report Control Symbol (RCS): Defense Security Cooperation Agency (Q) 1226, *Status of Co-production Programs Approved Under Security Assistance Program (DoDD 5530.3)* . Quarterly report to DSCA. The OPR is SAF/IAPC.

14.4.6. **Report Control Symbol (RCS): Defense Security Cooperation Agency (Q) 1228, *Special Defense Acquisition Fund (SDAF) Inventory Report*** . Prepared quarterly and sent to DSCA. The USAF organizations with item management responsibilities prepare this report for SDAF assets in storage. The *SAMM* contains instructions for this report. The OPR is AFSAC-D.

14.4.7. **HAF-PRI (M) 7113 (DC), *Foreign Trade Report*** . AFSAC-DR prepares FMS and Building Partner Capacity (BPC) materiel monthly reports for the Bureau of Census, Foreign Trade Division. The reports are based on a Department of Defense (DoD) agreement with the Census Bureau to waive export licenses and shippers' export declarations for FMS and BPC shipments. AFSAC-DR is the OPR for the Foreign Trade Report entitled "Deliveries Recorded in SAMIS." These reports are made available to the Census Bureau and SAF/IA on Report.Web within AFSAC Online.

14.4.8. **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*** . Prepared on a semi-annual basis and submitted to DSCA in the February and August timeframe. AFSAC-DN sends requested feeder information to SAF/IAPX for SAF/IAR Divisions and AF/A5XP review prior to submission to DSCA. The Report provides export data on countries that are not members of the Wassenaar Arrangement. The OPR is SAF/IAPX.

14.4.9. **Report Control Symbol (RCS): Defense Security Cooperation Agency (A) 1241, *United Nations Transparency in Armaments (TIA) Registry*** . Prepared on an annual basis and submitted to DSCA in the February timeframe. AFSAC-DN sends requested feeder information to SAF/IAPX for SAF/IAR Divisions and AF/A5XP review prior to DSCA submission. The Report provides export data on all SA deliveries. OPR is SAF/IAPX.

14.4.10. **Report Control Symbol (RCS): Defense Security Cooperation Agency (A) 1244, *Small Arms and Light Weapons Transfers Report*** . Prepared on an annual basis and submitted to DSCA in February. AFSAC-DN sends requested feeder information to SAF/IAPX for SAF/IAR Divisions and AF/A5XP review prior to DSCA submission. The report provides export data on members of the *Organization for Security and Cooperation in Europe*. The OPR is SAF/IAPX.

14.4.11. **The Javits Report** . This is a feeder report from the Security Cooperation Organizations and coordinated with SAF/IAR Divisions. The report is due to DSCA in October with proposed sales for the next calendar year. The OPR is SAF/IAR.

Chapter 15

BUILDING PARTNER CAPACITY (BPC) PROGRAMS

15.1. Overview. In addition to the Building Partner Capacity (BPC) Program Management guidance found in *Security Assistance Management Manual (SAMM)*, Section C15.1, the following is provided specifically to *SAMM*, paragraph C15.1.3.8:

15.1.1. The SAF/IAR Global Train and Equip Program Office is the USAF focal point for Title 10 U.S.C. § 333, Chapter 16, implemented by Public Law (P.L.) 114-328, § 1241, *Fiscal Year (FY) 2017 National Defense Authorization Act*, 23 Dec 16.

15.1.2. The appropriate SAF/IAR Country Director is the focal point for all other BPC programs.

15.2. Building Partner Capacity (BPC) Case Development. In addition to the guidance found in the *Security Assistance Management Manual (SAMM)*, Section C15.3, the following applies: During case development, the SAF/IAR focal point, the Command Country Manager (CCM), the Security Cooperation Organization (SCO), and the Requesting Authority (RA) coordinate to document the requirements and costs on a pseudo Letter of Offer and Acceptance (LOA) in Defense Security Assistance Management System. During case development, the SAF/IAR focal point communicates with the RA and SCO to ensure case-specific requirements are captured and prepares the Case Advisory. The SAF/IAR focal point expertly manages appropriated funds being used in order to ensure its activities meet obligation and expiration or cancellation timelines.

15.2.1. Since the pseudo LOAs do not require a partner nation (PN) signature and are not agreements between the U.S. government and the foreign government, the applicable USAF Contracting authority retains approval authority for any sole source request submittal. The guidance is found in *SAMM*, Figure C15.F2., “Guidance for Sole Source Justification.”

15.2.1.1. In addition to the guidance found in the *SAMM*, paragraph C15.3.2 and Table C15.T5., the following guidance applies: Case Identifier – For most BPC cases, the Defense Security Cooperation Agency (DSCA) Country Program Director provides the case identifier. For the Sections 2282/333 cases, the Air Force Security Assistance and Cooperation Directorate (AFSAC-D) or the AF Security Assistance Training (AFSAT) Squadron CCM coordinates with the SAF/IAR focal point to provide the first position of the case designator to the DSCA.

15.3. Building Partner Capacity (BPC) Case Implementation. In addition to the guidance found in the *Security Assistance Management Manual (SAMM)*, Section C15.3, the following applies: During the implementation phase of a BPC case, the Command Country Manager (CCM) receives the pseudo Letter of Offer and Acceptance (LOA) document, Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN) places the funds on the case in the foreign military sale Trust Fund, the case is implemented (Defense Security Assistance Management System [DSAMS] “ISTATUS” case milestone), and obligation authority is granted to Air Force Security Assistance and Cooperation Directorate (AFSAC-D) or Air Force Security Assistance Training (AFSAT) Squadron as appropriate. If the funds expiration date is imminent, the SAF/IAR focal point, the Defense Security Cooperation Agency (DSCA) (Business Operations Directorate), and DFAS-IN may initiate emergency implementation procedures. The

CCM is responsible for entering the accepted milestone in the DSAMS after the pseudo LOA document is offered. An authorized AFSAC-D or AFSAT representative signs at the “U.S. Signature” block on the LOA. This is the only physical signature applied to the pseudo LOA document, as the DSCA counter signature data is updated by DSAMS. Neither the Benefitting Country nor the Funding Authority sign the pseudo LOA; the “Purchaser Signature” block is left blank.

15.3.1. BPC Appropriations .

15.3.1.1. **Department of Defense (DoD) Funding Timeline** . The DoD BPC programs have funding availability timelines derived from the applicable DoD appropriations, which allow for new obligations for one to two years ending on September 30th of the expiration year. The funds are cancelled on September 30th, five years after the end of the period of availability (PoA) and funds are no longer available.

15.3.1.1.1. **Non-DoD Funding Timelines**. DoD also receives funds to execute BPC programs from Non-DoD sources. These BPC programs are similar to the DoD-funded programs in that they are administered under various time constraints. The funds’ initial availability depends upon the authorizing legislation, but they are generally for one to two years. Once the memorandum of agreement is signed, the funds can be obligated and transferred to DSCA for execution. The program office obligates the non-DoD funds in accordance with (IAW) the DoD *Financial Management Regulation (FMR)*, Vol. 3, “*Budget Execution – Availability and Use of Budgetary Resources*,” guidance. Once the funds have been properly obligated in this manner during their initial PoA, the funds are available for execution IAW timelines specified in the appropriation legislation. Refer to the *SAMM*, paragraph C15.2.2 for further guidance.

15.4. Building Partner Capacity (BPC) Case Execution.

15.4.1. **BPC Case Exception to Embedded Training** . Due to the rapid deployment timeline, training associated with procurement of non-standard weapon systems not in the USAF inventory and bed-down that the Title 10 BPC programs fund, should have initial training requirements embedded in the procurement contract wherever possible. This includes Global Train and Equip and other programs documented in the *Security Assistance Management Manual*, Table C15.T2., “BPC Programs and Authorities.”

15.4.1.1. The Security Assistance Program Manager and the Procuring Contracting Officer (CO) works with the AFSAT’s Training Program Manager (TPM) to ensure training is accomplished to meet initial operational capability (IOC). The supporting TPM:

15.4.1.1.1. Participates in all aspects of the acquisition process, to include participation in any integrated product teams.

15.4.1.1.2. Provides input on the training requirements during performance work statement/statement of work development and ensures those requirements are correctly specified to include the government’s rights to training courseware and student material.

- 15.4.1.1.3. Provides input for Justification and Authorization, Sources Sought Synopsis, and any other support documents required during the acquisition.
 - 15.4.1.1.4. Supports the technical review process.
 - 15.4.1.1.5. Supports the Procurement CO as a Contracting Officer's Representative for training efforts.
 - 15.4.1.1.6. Supports program telecoms/meetings and provides training program updates, reports, and milestones charts to keep stakeholders informed.
 - 15.4.1.1.7. Secures all student training materials/syllabi 60 days prior to training implementation for release/disclosure review/approval.
 - 15.4.1.1.8. Provides student management to meet the targeted IOC.
- 15.4.1.2. For exceptions to this policy, coordinates with the SAF/IAR Global Train and Equip and documents how the program meets the targeted IOC.

Chapter 16

CASE RECONCILIATION AND CLOSURE

16.1. Reconciliation and Closure Process. In addition to the guidance found in *Security Assistance Management Manual (SAMM)*, paragraph C16.1.6.1, the following applies: The Air Force Security Assistance and Cooperation Directorate (AFSAC-D) and the AF Security Assistance Training (AFSAT) Squadron Command Country Managers (CCMs) work closely with each organizational closure office to facilitate the closure process. The CCM/Case Manager provides documentation to the respective closure office, the Air Force Security Assistance and Cooperation Directorate (AFSAC-D) Policy/Integration Branch (Office Symbol: AFLCMC/WFCI), and AFSAT/FM, Financial Management.

16.2. Case Reconciliation and Closure Policy and Procedural Guidance. In addition to *Security Assistance Management Manual*, Chapter 16, “Case Reconciliation and Closure,” *SAMM*, Appendix 7, “Case Reconciliation & Closure Guide,” see DoD 7000.14-R, *Financial Management Regulation (FMR)*, Vol. 15, Chapter 3, “Accounting.”

HEIDI H. GRANT
Deputy Under Secretary of the Air Force
International Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Policy Directive (AFPD) 16-1, *Security Cooperation*, 12 November 2015

Title 48 United States Code (U.S.C.) Section 5301.601(a)(i)(A), *Federal Acquisition Regulations*, Chapter 53, “*Department of the Air Force Federal Acquisition Regulation Supplement*,” 1 October 1996

Air Force Instruction (AFMAN) 33-363, *Management of Records*, 1 March 2008

AFI 33-360, *Publications and Forms Management*, 30 November 2016

Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, *Security Assistance Management Manual*, 30 April 2012

DoD 7000.14-R, *Department of Defense Financial Management Regulation (FMR)*, Volume 15, *Security Assistance Policy and Procedures*, September 2017

Headquarters Air Force Management Directive (HAFMD) 1-16, *Deputy Under Secretary of the Air Force, International Affairs*, 14 January 2015

22 U.S.C. § 2151 et seq., *Foreign Assistance Act (FAA) of 1961*, as amended (as enacted by Public Law [PL] 87-195), “*Congressional Findings and Declaration of Policy*”

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 Code of Federal Regulations (CFR) Chapter VII, Subchapter C - *Export Administration Regulations (EAR)*, and the *Foreign Assistance Act (FAA) of 1961*, as amended

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

Title 50 U.S.C., *War and National Defense*, 2011

Army Regulation 12-15; SECNAVINST 4950.4B; Air Force Instruction (AFI) 16-105, *Joint Security Cooperation Education and Training (JSCET)*, 3 January 2011

AFI 16-110, *U.S. Air Force Participation in International Armaments Cooperation (IAC) Programs*, 13 May 2013

Executive Order (EO) 13637, *Administration of Reformed Export Controls*, 8 March 2013

Title 10 United States Code Section § 333, “*Foreign Security Forces: Authority to Build Capacity*” (as implemented by PL 114-328 § 1241, *National Defense Authorization Act for Fiscal Year [FY] 2017*, 23 December 2016 [previously PL 115-31 § 2282])

10 U.S.C. § 2282, “*Authority To Build The Capacity of Foreign Security Forces*” (enacted by PL 115-31, “*Consolidated Appropriation Act of 2017*,” 5 May 17)

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Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives

ACC—Air Combat Command

ACS—Air Chief’s Symposium

ACSA—Acquisition and Cross-Servicing Agreement

ADP—Automated Data Processing

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-D—Air Force Security Assistance and Cooperation Directorate
AFSAT—Air Force Security Assistance Training Squadron
AFSC—Air Force Specialty Code
AFSOC—Air Force Special Operations Command
AFTO—Air Force Technical Order
AFTTP—Air Force Tactics, Techniques, and Procedures
AMC—Air Mobility Command
ANG—Air National Guard
AOD—Anticipated Offer Date
AOR—Area of Responsibility
ASIP—Aircraft Structural Integrity Program
AT—Anti-Tamper
AW—Airworthiness or Airworthy
AWACS—Airborne Warning and Control System
BO—Blanket Order BOT
BOT—Blanket Order Training
C4ISR—Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance
CAD/PAD—Cartridge-Activated Device and Propellant-Actuated Device
CCA—Critical Controlled Assets
CCDR—Combatant Commander
CCM—Command Country Manager
CD—Country Director
CDEF—Case Development Extenuating Factor
CETS—Contract Engineering and Technical Services
CFR—Code of Federal Regulations

CIO—Chief Information Officer
CIP—Component Improvement Program
CISMOA—Communication Interoperability and Security Memorandum of Agreement
CJCSI—Chairman of the Joint Chiefs of Staff Instruction
CLSSA—Cooperative Logistics Supply Support Arrangement
CM—Case Manager
CMCS—Case Management Control System
CME—Contract Manpower Equivalent
CMI—Classified Military Information
CN—Congressional Notification
CO—Contract Officer, 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
CPV—Counterpart Visit
CRAF—Civil Reserve Air Fleet
CRB—Change Review Board
CSAF—Chief of Staff of the Air Force
CSTO—Country Standard Technical Order
CTA—Country Team Assessment
CTO—Compliance Technical Order
CUI—Controlled Unclassified Information
CWD—Case Writing Division
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
DLIELC—Defense Language Institute, English Language Center
DLM—Defense Logistics Manual
DOC—Department of Commerce
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
DOS—Department of State
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
EAA—Export Administration Act
EAR—Export Administration Regulations
EC—Electronic Combat
ECISAP—Electronic Combat International Security Assistance Program
ECL—English Comprehension Level
ECM—Electronic Countermeasure
EDA—Excess Defense Articles
EEUM—Enhanced End-Use Monitoring
EO—Executive Order
ESP—Emergency and Special Program
ETSS—Extended Training Service Specialists
EUM—End-Use Monitoring
EW—Electronic Warfare

EWS—Electronic Warfare Squadron
EXORD—Execute Order
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
FF—Freight Forwarder
FM—Financial Management
FMF—Foreign Military Financing
FMR—Financial Management Regulation
FMS—Foreign Military Sale
FMSMP—Foreign Military Sales Management Plan
FOA—Field Operating Agency
FOCI—Foreign Ownership, Control, or Influence
FOIA—Freedom of Information Act
FOUO—For Official Use Only
FTE—Full-Time Equivalent
FY—Fiscal Year
FYDP—Future Years Defense Program (formerly “Five Year Defense Plan”)
GC—General Counsel
GPS—Global Positioning System
GSA—General Services Administration
GSA/CWMD—Global Strategic Affairs/Countering Weapons of Mass Destruction
GSOMIA—General Security of Military Information Agreement
G-TSCMIS—Global-Theater Security Cooperation Management Information Management
HA—Humanitarian Assistance
HQ—Headquarters
HAF—Headquarters Air Force
HAFMD—Headquarters Air Force Mission Directive
HAZMAT—Hazardous Material

HC—Hazardous Class
HCA—Humanitarian and Civic Assistance
HHQ—Higher Headquarters
H.R—House Resolution
ID—Identifier
HMA—Humanitarian Mine Action
HN—Host Nation
HOI—Headquarters Operating Instructions
HQ—Headquarters
IA—International Affairs
IAC—International Armaments Cooperation
IAW—In Accordance With
ICP—Inventory Control Point
IEMP—International Engine Management Program
IG—Inspector General
IHS—International Health Specialist
IMET—International Military Education and Training
INFOSEC—Information Security (combines COMSEC & COMPUSEC)
IO—International Organization
IOC—Initial Operational Capability
IP—Inter-service Publication
IPC—Indirect Pricing Components
IPD—International Program Directive
IPO—International Program Office
IS—Information System
ISPM—International Standards for Phytosanitary Measures
IT—Information Technology
ITAR—International Traffic in Arms Regulation
JCS—Joint Chiefs of Staff
JER—Joint Ethics Regulation
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
LM—Line Manager
LOA—Letter of Offer and Acceptance
LOAD—Letter of Offer and Acceptance Data
LO/CLO—Low Observable/Counter Low Observable
LOR—Letter of Request
LOR-A—Letter of Request Automation Tool or LOR-Automation
LREC—Language, Regional Expertise, and Culture
LSSS—Logistics Support, Supplies, or Services
MAF—Mobility Air Forces
MAJCOM—Major Command
MAP—Military Assistance Program
MAPAD—Military Assistance Program Address Directory
MARAD—Maritime Administration
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
MRP—Manpower Requirements Package
MTCR—Missile Technology Control Regime

MTDS—Manpower and Travel Data Sheet
MTT—Mobile Training Team
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
NID—National Interest Determination
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
O&M—Operation and Maintenance
OA—Obligation Authority
OCR—Operational Change Request
OED—Offer Expiration Date
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—Office of the Under Secretary of Defense
P&A—Price and Availability
PACAF—Pacific Air Forces

PCC—Primary Category Code
PCH&T—Packing, Crating, Handling, and Transportation
PCS—Permanent Change of Station
PDA—Principal Disclosure Authority
PE—Program Element
PEC—Program Element Code
PEO—Program Executive Office
PfP—Partnership for Peace
P.L—Public Law
PLA—People’s Liberation Army
PM—Program Manager
PMD—Program Management Directive
PME—Professional Military Education
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
POS—Position Number
PROS—Parts Repair and Ordering System
PSC—Personnel Support Cost
PWS—Performance Work Statement
QAI—Quality Assurance Inspection
R&M—Reliability and Maintainability
RCS—Report Control Symbol
RDD—Required Delivery Date
SA—Security Assistance

SAAR—System Authorization Access Request
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
SC—Security Cooperation
SCAMWG—Security Cooperation Activity Manager Working Group
SCB—Security Cooperation Board
SCE—Security Cooperation Enterprise
SCET—Security Cooperation Education Training
SCGB—Security Cooperation Governance Board
SCIP—Security Cooperation Information Portal (DSCA)
SCO—Security Cooperation Organization, Security Cooperation Office
SCR—System Change Request
SDAF—Special Defense Acquisition Fund
SDR—Supply Discrepancy Reports
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
SME—Significant Military Equipment
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
T2—Tuition Tool
TCP—Technical Coordination Program
TCTO—Time Compliance Technical Order
TD—Technical Data
TLA—Travel and Living Allowance
TO—Technical Order
TP—Transportation Plan
TPA—Total Package Approach
TPM—Training Program Manager
TWS—Task Work Specification
UN—United Nations
UND—Urgency-of-Need-Designator
U.S—United States
USAF—United States Air Force
USAFE—USAF Europe
U.S.C—United States Code
USD—Under Secretary of Defense
USG—U.S. Government
WCF—Working Capital Fund
WIF—Wales Initiative Fund
WWRS—Worldwide Warehouse Redistribution Services

Terms

Note:—The Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, *Security Assistance Management Manual*, contains additional terms.

Air Force Manpower Standard (AFMS):—A numbered, specialized publication that quantifies work center manpower requirements. Also includes approved USAF variances. See AFI 38-201, Chapter 2, paragraph 2.4.2.4.

Aircraft Structural Integrity Program (ASIP):—A USAF program established to evaluate, and substantiate the structural integrity (airframe strength, rigidity, damage tolerance, and durability, including economic life) of aircraft structures. It acquires, evaluates, and applies operational usage data to provide a continual update of the structural integrity of operational aircraft. The program provides quantitative information for decisions on force structure planning, inspection and modification priorities, and related operational and support decisions. It further provides a basis for improving structural criteria and methods of design, evaluation, and substantiation for future aircraft systems and modifications.

Air Force Program Management Review (PMR):—Periodic review of a single Security Assistance (SA) Program called by the Security Assistance Program Manager (SAPM). This review includes a partner nation (PN) representative and the SAF/IAR CD. The SAPM in coordination with the Case Manager determines the meeting time and location.

Anticipated Offer Date (AOD):—The estimated date the U.S. government (USG) is expected to deliver the Letter of Offer and Acceptance (LOA) package to the PN or the PN's designated representative for review and acceptance. Defense Security Assistance Management System (DSAMS) automatically assigns an AOD derived from the AOD Group Code to every case document when the implementing Major Command enters a letter of request (LOR) receipt date and associates the LOR to a case document. The DSAMS-generated default AOD is designated according to the case groupings as in the *Security Assistance Management Manual*, Table C5.T6.

Articles:—The items of supply or equipment requested or provided under foreign military sale (FMS) procedures.

Building Partnerships (BP):—The ability to set the conditions for interaction with PN, competitor or adversary leaders, military forces, or relevant populations by developing and presenting information and conducting activities to affect their perceptions, will, behavior, and capabilities.

Building Partner Capacity (BPC):—The Security Cooperation (SC) and SA activities that are funded with USG appropriations and administered as cases within the FMS infrastructure. These programs provide defense articles and/or services to other USG departments and agencies under the authority of the Economy Act or other transfer authorities for the purpose of building the capacity of PN security forces and enhancing their capability to conduct counterterrorism, counter drug, and counterinsurgency operations, or to support U.S. military and stability operations, multilateral peace operations, and other programs.

Case Manager (CM):—The CM is responsible for the case, from receipt of the validated LOR to final case closure. The CMs are assigned to AFSAC-D and AF Security Assistance Training (AFSAT) Squadron.

Command Country Manager (CCM):—Each PN (either a PN or an international organization [IO]) is assigned a CCM to oversee its overall SA program. The CCM reviews all PN requests e.g., Price and Availability (P&A), LOA, amendments, modifications, and Leases and manages the program portfolio through reviews, visits, and correspondence. The CCM is responsible for all formal interfaces with the PN with respect to cases managed.

Contracting:—Contracting is purchasing, renting, leasing, or otherwise obtaining supplies or services from nonfederal sources. Contracting includes description (but not determination) of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include making grants or cooperative agreements.

Contractor Engineering and Technical Services (CETS):—Services performed by a contractor including liaison or advice to PN defense personnel in the installation, operation, maintenance, and logistics support of the weapon system or equipment. Services provided usually result in imparted knowledge to PN personnel and generally are with the equipment or weapon system manufacturer.

Country Director (CD):—The SAF/IAR CD is the principal USAF point of contact for all international activities within an assigned PN. The SAF/IAR CD develops and integrates USAF guidance, monitors the political-military environment, and advises the SAF/IA senior staff on the implementation of all international programs within his or her area of responsibility. The CDs are only assigned within SAF/IA and provide lead oversight on all FMS cases.

Defense Article:—Any item or technical data designated on the United States Munitions List (USML). Additional items may be designated in accordance with (IAW) International Traffic in Arms Regulation (ITAR) Section 120.3. This term includes technical data recorded or stored in any physical form, models, mockups, or other items that reveal technical data directly relating to items designated on the USML. It does not include basic marketing information on function or purpose or general system descriptions. Refer to ITAR, Section 120.6, for more info.

Defense Service:—(1) The furnishing of assistance (including training) to foreign persons, whether in the U.S. or abroad, in the design, development, engineering, manufacture, production, assembly testing repair, maintenance, modification, operation, demilitarization, destruction, processing, or use of defense articles; (2) the furnishing to foreign persons, whether in the U.S. or abroad, of any technical data; (3) military training of foreign units and forces, regular and irregular, including formal or informal instruction of foreign persons in the U.S. or abroad or by correspondence courses, technical, educational, or information publications or by media of any kind, training aid, orientation, training exercise, and military advice. Refer to ITAR Section 120.9 for more info.

Defense Transportation System (DTS):—The worldwide transportation infrastructure that supports Department of Defense (DoD) common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the DoD.

Delivery Term Code (DTC):—A code prescribed in the LOA and shown in the requisition that indicates the point within the transportation cycle at which responsibility for movement passes from the USG to the PN.

Direct Commercial Sale (DCS):—A sale of defense articles or defense services made under a Department of State-issued license by U.S. industry directly to a foreign buyer, and which is not administered by DoD through FMS procedures.

Designated Disclosure Authority (DDA):—An official, at subordinate component level, designated by the Head of a DoD Component or the Component's Principal Disclosure Authority to control disclosures of controlled military information by his or her organization.

Excess Defense Article (EDA):—USG-owned Defense articles not purchased in anticipation of Military Assistance Program (MAP) or sales requirements. The EDA are in excess of the approved force acquisition objective and approved force retention stock of all DoD components at the time when the supply agency has dropped such articles from inventory.

Export Administration Regulations (EAR):—The EAR; Title 15 Code of Federal Regulations (CFR) Parts 730 – 774. This regulation, administered primarily by the Bureau of Export Administration, Department of Commerce, controls the export of dual use commodities and technology (commercial items with potential military utility).

Extended Training Service Specialists (ETSS) Team:—The Department of Defense (DoD) military and civilian personnel technically qualified to provide advice, instruction, and training in the installation, operation, and maintenance of weapons, equipment, and systems. The ETSS are attached to the Security Cooperation Organization but are not listed on the Joint Table of Distribution. The ETSS may be provided for up to one year, unless the DSCA specifically approves a longer period.

Force Activity Designator (FAD):—A Roman numeral (I to V) assigned by the Joint Staff (JS), to show the mission essentiality of a unit, organization, installation, project, or program to meet national objectives.

Foreign Military Sales (FMS):—That portion of U.S. security assistance sales programs that require agreements/contracts between the USG and an authorized PN or IO for defense articles and services to be provided to the recipient from current stocks or new procurements under DoD-managed contracts, regardless of the source of financing.

Freight Forwarder (FF):—The PN's agent for completing or controlling FMS materiel shipments from Continental U.S. or third-party countries to the PN's destination. A FF is usually a licensed international broker or agent.

Implementing Agency (IA):—The military department (MILDEP) or defense agency responsible for the execution of SC/SA programs. With respect to FMS, the MILDEP or defense agency that the DSCA has assigned the responsibility to prepare an LOA and to implement a FMS case. The Implementing Agency is responsible for the overall management of the actions that will result in delivery of the materials or services set forth in the LOA that was accepted by a PN or IO.

Implementing Major Command:—The USAF Major Command responsible for the execution of SC/SA programs. With respect to FMS, the Air Education and Training Command (AETC) is the implementing Major Command for the training cases while the AF Materiel Command (AFMC) is for all the other cases. While only AETC and AFMC are USAF FMS case-writing organizations, the other Major Commands can act as the Line Managers (LMs) for the cases they support.

Information Security:—The system of policies, procedures, and requirements established IAW Executive Order (EO) 13526, *Classified National Security Information*, 29 December 2009, to protect information that, if subjected to unauthorized disclosure, could reasonably be expected to cause damage to national security. The term also applies to policies, procedures, and requirements established to protect unclassified information that may be withheld from release to the public pursuant to EO, statute or regulation. Refer to DoDM 5200.01, Vol. 1, for additional guidance.

International Armaments Cooperation (IAC):—IAC refers to the broad range of international activities in which the DoD and a foreign government(s) jointly manage efforts to satisfy common military requirements through cooperation in Research, Development, Test and Evaluation, acquisition, production, and support of air, space, and cyberspace technology and systems.

International Military Education and Training (IMET):—Provides training to selected foreign military- and defense-associated civilian personnel on a grant basis. IMET is authorized by the *FAA of 1961*, as amended.

International Traffic in Arms Regulation (ITAR), Title 22 CFR Parts 120—130: This regulation, which contains the USML, is administered primarily by the DOS, Directorate of Defense Trade Controls, Bureau of Political-Military Affairs, and controls the export of defense articles and services.

Letter of Offer and Acceptance (LOA):—The DoD document used to offer articles, services, or military construction for sale to PNs.

Letter of Offer and Acceptance Data (LOAD):—The data collected for use on an LOA and sufficiently accurate for planning and budgeting purposes.

Letter of Request (LOR):—A letter, message, or diplomatic note requesting articles, services, or military construction through FMS.

Line Manager (LM):—The individual responsible for directing actions to provide all articles and services within a specific line of an LOA or lease. The LM has the authority to work directly with supporting activities to meet these responsibilities.

Loan:—An agreement temporarily transferring possession and use of a defense article not acquired with military assistance funds to a PN. This transfer is made with no rental charge to the defense article recipient, with the providing U.S. MILDEP being reimbursed from the MAP funds, subject to and under authority of the *FAA of 1961* Section 503, as amended. Loans may be made only to PNs that are eligible for MAP.

Major Item:—A complete assembly designed to perform a specific function within itself that has significant impact on mission accomplishment (for example, aircraft, heavy radar equipment, vehicles, and support equipment) as distinguished from an individual part or component.

Manpower Requirements Package (MRP): The MRP documents and justifies all FMS case—funded USAF and contractor manpower necessary to execute a FMS case. The MRP is made up of the FMS case-funded Manpower and Travel Data Sheet (MTDS) and an explanation of manpower requirements. The MRP is essential in defining the workload and determining the requirements needed to support the FMS case. The MRP is necessary for any dedicated FMS case manpower allocations.

Manpower Travel and Data Sheet (MTDS): Provides standard reporting practices among MILDEPs. A case—funded MTDS that is a DSCA requirement and can be supplied to the purchaser. The MTDS seeks to clearly define and summarize the total manpower, travel, and personnel support cost required to execute a FMS case with any LOA line containing manpower. Upon approval of the MRP, the MTDS is updated with the SAF/IA approval number prior to submitting to DSCA.

Military Articles and Services Listing (MASL):—A DSCA listing giving generic codes, 13-place identifications, descriptions, major defense equipment codes, and weapons or weapons-related codes. The Training-MASL is used for IMET and FMS training. A MASL consists of a seven-place training identification, availability, price, and course duration information.

Military Assistance Program Address Directory (MAPAD):—Provides clear-text addresses of PN representatives, FFs, and PNs-within-country. FMS and MAP shipments are processed IAW Military Standard Requisition and Issue Procedures, and the MAPAD addresses are required for the forwarding of related documentation.

Mobile Training Team (MTT):—The DoD personnel on temporary duty in a foreign PN for the purpose of training foreign personnel in the operation, maintenance, or support of defense equipment, as well as training for general military operations. MTTs may be funded through FMS or the IMET Program.

National Stock Number (NSN):—The 13-digit stock number replacing the 11-digit Federal Stock Number (FSN). It consists of the 4-digit Federal Supply Classification Code (FSCC) and the 9-digit National Item Identification Number (NIID). An NIID consists of a 2-digit National Codification Bureau Number (NCBN) that identifies the central cataloging office of the member PN in the North Atlantic Treaty Organization or other friendly PN that has been assigned the number and a 7-digit (XXXXXXX) non-significant number.

Notice of Availability (NOA):—The method by which the U.S. shipping installation provides advance notification to the designated government representative or FF that the materiel is ready for shipment.

Not-Mission-Capable Supply (NMCS):—Materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of a maintenance work stoppage caused by a supply shortage.

Packaging:—The processes and procedures used to protect materiel from damage or deterioration during transit or storage. It includes cleaning, drying, preserving, packing, crating, marking, and unitizing.

Partner Nation (PN):—1 A nation that the U.S. works within a specific situation or operation referenced in Joint Publication (JP)-1. 2. In SC, a nation with which the DoD conducts SC activities. Refer to JP 3-20.

Port of Embarkation (POE):—The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to Port of Debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

Price and Availability (P&A) Data:—The estimates developed using available information, standard MILDEP factors and formulas in the absence of a pricing study. They are used for planning or review purposes only and are not considered valid for preparing an LOA.

Program Management Directive (PMD):—The PMD is the official USAF document used to define acquisition responsibility for the appropriate USAF Major Command, agency, or Program Executive Office. The PMD provides the USAF with a framework to identify the major activities included in the lifecycle of a Weapon System Acquisition Program or other effort.

Program Management Review (PMR):—Periodic review of a single SA program between the USAF program office (SAPM or Program Manager [PM]) with the contractor and may include USAF SA management office, CCM, LMs, SAF/IAR CD and the PN representative. The program office or PM determines PMR time and location in coordination with the CM.

Publications:—Technical Orders, USAF stock-lists, DoD federal supply catalogs, and related cataloging publications; standard publications; equipment allowance documents; departmental forms; engineering drawings; specifications; standards; and related publications.

Repair and Return (R&R):—Consignment, without change in ownership, of reparable materiel from an owning activity to a government, commercial, or industrial maintenance activity for repair and shipment directly back to the owning activity. The owning activity is responsible for negotiating maintenance agreements and preparation of applicable turn-in documents. The activity having custody of the materiel is responsible for maintaining the property accountability record (materiel accountability) prior to an asset induction into maintenance and following its return from maintenance.

Required Availability Date (RAD):—A date specifying when end items and concurrent spare parts are committed to be available for transportation to a FMS, Grant Aid, or Security Assistance program recipient.

Required Delivery Date (RDD):—A date specifying when materiel is actually required to be delivered to the requisitioning office or point of contact and is always earlier or later than the computed Standard Delivery Date. An RDD can be different from a computed Standard Delivery Date.

Security Assistance (SA):—The group of programs authorized by the *FAA of 1961*, as amended; the *AECA of 1976*, as amended; or other related statutes by which the US provides defense articles, military training, and other defense-related services by grant, lease, loan, credit, or cash sales in furtherance of national policies and objectives, and those that are funded and authorized through the DOS to be administered by DoD/DSCA are considered part of SC.

Security Assistance Team (SAT):—The SATs consist of U.S. military and DoD civilians sent to a foreign partner on tour of duty or permanent change of station (PCS) status to provide technical assistance or training such as MTT and ETSS.

Security Assistance Management Review (SAMR):—An Office of the Secretary of Defense meeting held to review SA matters with a PN (either a foreign PN or an IO). The USAF office of primary responsibility is the SAF/IAR CD. Attendance and ranks of SAF/IA, AFSAC-D, and AFSAT personnel depend on the rank of PN attendees. The DSCA determines the meeting times and locations.

Security Assistance Program Manager (SAPM):—The SAPM is the program execution interface with the PN and the command entry point for all program execution issues. The SAPM communicates directly with implementing commands, agencies, CMs, LMs and PNs. The SAPM is responsible for assisting in evaluating the LOR, development of P&A, gathering LOA data, and executing the program as stated in the international program directive (IPD) or Program Management Directive (PMD). The SAPM develops the FMS Management Plan including milestones and issues Command Case Directives in coordination with the CCM. The SAPM's authority and responsibilities end when a Notice of Supply and Service Completion is submitted for every line in a case.

Security Cooperation (SC):—All DoD interactions with foreign security establishments to build security relationships that promote specific US security interests, develop allied and PN military and security capabilities for self-defense and multinational operations, and provide US forces with peacetime and contingency access to the allied and PNs.

Security Force Assistance (SFA):—A subset of SC, those DoD activities requiring legislative authorities that contribute to the USG’s unified action to support the development of the capacity and capability of foreign security forces and their supporting institutions. Also called Security Forces Assistance. (When the JP 3-22A is approved, an updated definition will be incorporated into JP 1-02.)

State Partnership Program (SPP):—The program links the U.S. states with PN countries for the purpose of supporting the SC objectives of the Combatant Commander. The program's goals reflect an evolving international affairs (IA) mission for the National Guard using the unique civil-military nature of the Guard to interact with both active and reserve forces of foreign countries.

Sustainment:—The provision of personnel, logistic, and other support required to sustain operations or combat until successful accomplishment or revision of the mission or national objective.

Technical of Assistance (TA):—Advice, assistance, and training pertaining to the installation, operation, and maintenance of equipment.

Technical Data:—Refers to (1) Information, other than software as defined in paragraph 120.10(4) of the ITAR, which is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance, or modification of defense articles. This includes information in the form of blueprints, drawings, photographs, plans, instructions and documentation. (2) The classified information relating to defense articles and defense services. (3) The information covered by an invention secrecy order. (4) Also, the software as defined in the ITAR paragraph 121.8(f) that is directly related to defense articles.

Note: This definition does not include information concerning general scientific, mathematical or engineering principles commonly taught in schools, colleges and universities, or information in the public domain. It also does not include basic marketing information regarding function, purpose, or general system descriptions of defense articles. Refer to ITAR Section 120.10 for additional info.

Note: Software includes, but is not limited to, the system functional design, logic flow, algorithms, application programs, operating systems (OS) and support software for design, implementation, test, operation, diagnosis, and repair. Refer to ITAR Section 121.8(f) for additional info.

Urgency—of-Need Designator (UND): A term accompanied by a capital letter (A through C) that establishes the degree of necessity for the acquisition of a resource. “UND—A” represents a compelling necessity, the lack of which caused or will cause a mission failure. “UND—B” denotes a need that has or will cause mission impairment. “UND—C” establishes routine timeframes. Commanding officers authenticate all “UND—A” demands. UNDs are used in conjunction with the assigned FADs to establish a positive resource demand priority, based on mission importance and the pressure of necessity.

Weapon System:—A combination of one or more weapons with all related support equipment, materiel, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

Yockey Waiver:—A policy waiver for which the Office of the Under Secretary of Defense, Acquisition, Technology and Logistics (OUSD[AT&L]) approval is required before issuing P&A data or LOAs for major defense equipment (MDE) that has not undergone research, development, test and evaluation. The item may be sold by either DCS or FMS methods, subject to USD(AT&L) approval. If the sale is supported, the SAF/IA CD submits a request for a “Yockey Waiver” through the DSCA, Strategy Directorate, Weapons Division to the USD/AT&L concurrence.

Attachment 2

USAF FOREIGN MILITARY SALE MANPOWER REQUIREMENTS PACKAGE (MRP)

A2.1. Overview . SAF/IAPX analyzes, develops, and disseminates policy to ensure international programs and activities are consistent with U.S. policy, legislation, and Department of Defense (DoD)-USAF directives and procedures. The MRP is the USAF method to request, justify, and obtain approval for the allocation of USAF dedicated manpower resources to a specific Letter of Offer and Acceptance (LOA) to recover direct case-related manpower expenditures as defined in the *Security Assistance Management Manual*, Chapter 9, Table C9.T2., “Case-Related Manpower Functions and Funding Source Manpower Matrix.” The Line Manager (LM), in coordination with the supporting manpower office, initiates an online MRP in Security Assistance Manpower Requirements System (SAMRS). The MRP “How-To’s” for all types of LOA with manpower services lines are documented in the *SAMRS User’s Manual*, Version 2.6.0b. A copy of the manual is accessible from the SAMRS “References” tab online.

A2.1.1. The preparation of supporting manpower documents is a critical component to ensure required resources are available to develop, execute, and manage foreign military sale (FMS) cases to include final closure. This attachment provides a brief overview of the MRP. It is not intended to address every possible scenario as implementation of USAF MRP policy is an organic process to meet the real world requirements. Working in tandem with the applicable Headquarters (HQ) Major Command FMS administrative and policy point of contacts, the stakeholders are encouraged to forward recommended revisions to SAF/IAPX for incorporation in future updates to improve its relevancy and responsiveness.

A2.2. MRP & Manpower and Travel Data Sheet (MTDS) Policy. The MRP is a USAF policy responsive tool to support the Defense Security Cooperation Agency’s (DSCA) MTDS submission requirement for all military department LOA lines containing manpower.

A2.2.1. MRP: An MRP serves as an information repository of supporting documentation for all FMS direct case-funded manpower, travel, and personnel support cost requirements supporting a case. SAMRS is a USAF system of records for all official and in-process MRPs. More information on the MRP is in paragraph 9.2.4 of this manual.

A2.2.2. MTDS: As the Major Command LMs and MRP creators populate the MRP data fields, SAMRS completes an MTDS that can be reviewed and approved from the USAF local work center through to the DSCA. An official SAF/IAPX-approved MTDS is sent to the DSCA with a SAF/IAPX SAMRS approval code.

A2.2.3. **SAMRS Change Request** : Most of the changes to the SAMRS functionalities and interfaces are done through the System Change Request process. It consists of an issue or problem description and a resolution narrative to improve the system. Refer to Figure A2.F1., “SAMRS Change Request” template. An implemented System Change Request directly impacts SAMRS user experience, and in turn, the quality of the MRPs. All official System Change Requests are vetted through the applicable HQ Major Command security assistance/international affairs office prior to SAF/IAPX consideration.

A2.2.3.1. Submitted By: Enter the submitter’s full name, e.g., Jill Doe.

A2.2.3.2. Change Control #: Leave it blank.

A2.2.3.3. E-mail Address: Enter the submitter's official USAF e-mail address, e.g., jill.c.doe.civ@mail.mil.

A2.2.3.4. Date: Enter the date of the System Change Request documentation.

A2.2.3.5. Work Center or Organization: Enter the submitter's work center or organization, e.g., SAF/IAPX, LCMC (Hill), AF Security Assistance Training (AFSAT) Squadron/DOP, ACC/IAS, etc.

A2.2.3.6. Phone Number: Enter the submitter's official USAF phone number, either the Defense Switch Network (DSN) or the commercial format starting with the area code for the Continental U.S. (CONUS) and the country code for an outside the CONUS location.

A2.2.3.7. Issue: Identify, describe, explain the SAMRS concern or problem, i.e., the reason for the System Change Request. Provide a picture, if it adds to the presentation.

A2.2.3.8. Solution: Provide a recommendation or suggestion to improve or remediate the SAMRS issue. If adding a feature or functionality, provide a clear path to the enhancement or addition.

A2.2.3.9. Approval Authority: Leave this section blank.

A2.2.3.10. Add more pages to the System Change Request template as required.

A2.2.3.11. Follow-up with the appropriate SAMRS MRP Local Validator on the status of the submitted System Change Request, if no denial notice was issued.

Figure A2.1. Security Assistance Manpower Requirements System (SAMRS) Change Request.



U.S. AIR FORCE

Security Assistance Manpower Requirements System (SAMRS) Change Request • Defect • Enhancement • Case Model Update •		Instructions: 1. Fill out all identification information 2. Address the issue and recommend a solution 3. Submit completed form to your SAMRS Committee representative or to SAF/IAPX
Submitted By:	Change Control #: To be Completed by SAF/IA	
E-mail Address:	Date:	
Work Center/Organization:	Phone Number:	
Issue: Solution:		
Approval Authority		
SAMRS Enhancement Administrator Evaluation (SAMRS Admin):		
SAF/IAPX Evaluation (SAF/IAPX SAMRS Program Manager):		
SAMRS Technical Team Evaluation (Contractor Programmers/Coders):		

Attachment 3

PRESIDENTIAL DRAWDOWN EXECUTE ORDER (EXORD)

A3.1. USAF Execute Order. The USAF Execute Order is issued in the USAF Memorandum format. The appropriate SAF/IAR Country Director prepares the AF Execute Order. A sample memo follows:

Figure A3.1. Presidential Drawdown Execute Order (Example).

	EXAMPLE ONLY DEPARTMENT OF THE AIR FORCE WASHINGTON DC 20330-1000	
OFFICE OF THE UNDER SECRETARY		23 November 2016
MEMORANDUM FOR DISTRIBUTION		
FROM: SAF/IARE 1080 Force Pentagon Washington, DC 20330-1080		
SUBJECT: FY16 552 (C) (2) Presidential Drawdown (PD) to Furnish Non-Lethal Assistance To Bandaria, DSCA Execute Order (EXORD) 17 (PD 16-52), USAF EXORD 1		
REFERENCE: DSCA OPS Message 111721Z May 16, EXORD 17		
<ol style="list-style-type: none"> 1. This memorandum is the USAF EXORD 1 for the subject drawdown and provides guidance to USAF organizations for taskings as identified in attachment 1. 2. The MAJCOM identified to provide the training services should obtain an Emergency and Special Program (ESP) code from the local FM organization, for financial tracking of expenditures. All organizations identified in the PD must report actual expenditures to DSCA/DBO-FPA to input costs into the DSCA 1000 system. 3. Specific details regarding drawdown directions, overall authorizations, line item authorizations, project codes, report control numbers, force activity designator and reporting requirements are identified in attachment 1. 4. My point of contact for this drawdown is Maj Theresa Santos, SAF/IARE, Theresa.m.santos.mil@mail.mil, (commercial) 703-695-4387, DSN 225-5487. 		
	//SIGNED rjk// RICHARD J. KYLE, COL, USAF Chief, European-NATO Division Regional Directorate, International Affairs	
Attachments:		
<ol style="list-style-type: none"> 1. DSCA Msg, dated 11 May 2016 2. Distribution List 		
BREAKING BARRIERS...SINCE 1947		

DISTRIBUTION LIST

2

AFLCMC/WFA
AFLCMC.WFA.Workflow@us.af.mil

AFLCMC/WFI
AFLCMC.WFI.Workflow@us.af.mil

AFLCMC/WFM
AFLCMC.WFM.Workflow@us.af.mil

AETC/IA
AETC.IA.Inbox@us.af.mil

AFSAT/CC
AFSAT.Workflow@us.af.mil

SAF/GCI
USAF.PENTAGON.SAF-GC.MBX.SAF-GCI-Workflow@mail.mil

SAF/IAPX
USAF.PENTAGON.SAF-IA.MBX.SAF-IAPX-Workflow@mail.mil

SAF/FMBOI
USAF.PENTAGON.SAF-FM.MBX.SAF-FMBOI-Workflow@mail.mil

Attachment 4

SECURITY ASSISTANCE RATED OFFICER REQUIREMENTS ANALYSIS CHECKLIST

A4.1. The following checklist is to be used by the foreign military sale (FMS) Case Manager (CM), Command Country Manager (CCM), or Security Assistance Program Manager (SAPM) to assist SAF/IA Country Directors (CDs) and the Headquarters USAF Total Force Aircrew Management Integration Division (AF/A3TF) in analyzing requests for rated officers. Include this checklist with the Manpower Requirements Package (MRP).

A4.2. Case Description. Provide the case identifier and case description for which the requirements are applied.

A4.3. Case Mission. State the mission of the case as it relates to the rated officer requirements.

A4.4. Rated Officer Requirement Specifics. Document the following specific details of the manpower requirement to ensure a complete documentation.

A4.4.1. Number of requirements.

A4.4.2. Rank.

A4.4.3. Air Force Specialty Code (AFSC).

A4.4.4. Proposed tasks for each rated officer.

A4.5. Requirement Necessity. Document for each requested rated officer whether the requirement is mission essential or a mission enhancement.

A4.6. Requirement Duration. Document for each requested rated officer the requirement duration to include start and end date.

A4.7. Organic Substitution. Document, for each requested rated officer, whether other organic Air Force resources (ex: civilian) could be substituted in part or whole to meet the requirement.

A4.8. Contract Substitution. Document for each requested rated officer whether contract support could be substituted in part or whole to meet the requirement.

A4.9. Mission Impact. Document the impact to the mission if resource is not provided. Include whether the mission could be achieved and to what level of success.

A4.10. Extension Possibility. Document the potential for a resource request extension beyond the proposed LOA. If an extension is predicted, document the following specifics:

A4.10.1. Predicted extension purpose, if different from the original.

A4.10.2. Estimated duration.

A4.10.3. Organic USAF resource substitution potential.

A4.10.4. Offsetting contract support substitution potential.

A4.11. Flight Requirement. Document for each request whether the rated position requires flying referenced in AFI 38-201, paragraph 17.4.1 and Table 17.1., "API Codes in MPES." If flying is required, document what aircraft the rated officer(s) will fly as referenced in AFI 38-201, Section 17.6. (T-1)

A4.12. Additional Information. Provide any other relevant information to assist analysis.

Attachment 5

ENGLISH COMPREHENSION LEVEL (ECL) AND ORAL PROFICIENCY INTERVIEW (ORI) REQUIREMENTS.

Table A5.1. ECL and ORI Requirements.

Duty Position	English Comprehension Level (ECL) and Oral Proficiency Interview (OPI)
Mission and Package Commanders	85 ECL and 2+/2+ ORI (both required)
Aircraft Commanders, Pilots and Co-Pilots	85 ECL (primary) or 2/2 ORI (*waiver)
Airborne Warning and Control System (AWACS) Weapons Directors, Senior Directors	85 ECL (primary) or 2/2 ORI (*waiver)
Ground Control Intercept Controllers	85 ECL (primary) or 2/2 OPI (*waiver)
Joint Tactical Attack Controller /Tactical Air Control Party (TACP) Team Members (All Members)	85 ECL (primary) or 2/2 OPI (*waiver)
Mission Planning Cell Representatives (All Fighter and Airlift Planning Cell Reps)	85 ECL (primary) or 2/2 OPI (*waiver)
Air Defense Teams	85 ECL (primary) or 2/2 OPI (*waiver)
Maintenance Operations Center Representatives	70 English Comprehension Level
Aircraft Commanders, Pilots and Co-Pilots	85 ECL (primary) or 2+/2+ OPI (**waiver)
Notes:	
1. The ORI scores are listed as two numbers representing listening/speaking skills respectively.	
2. *WAIVER ALTERNATE: If any participant identified above with a (*waiver) fails to score a minimum 85 ORI, then they must take and pass the ORI with a minimum score of 2/2. A failure to meet this requirement makes the individual ineligible for participation in a Red Flag exercise. (T-1)	
3. The Major Command responsible for the exercise has waiver authority to modify these English language testing standards as required.	
4. **WAIVER ALTERNATE: If any participant identified above with a (**waiver) fails to score a minimum 85 ORI, they must pass the ORI with a minimum score of 2+/2+. A failure to meet this requirement makes the individual ineligible for participation in the Exercise. (T-1)	

Attachment 6

LETTER OF REQUEST (LOR) DISAPPROVAL RECOMMENDATION TEMPLATE

Figure A6.1. LOR Disapproval Recommendation Template (Example).



OFFICE OF THE UNDER SECRETARY

DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330-1000

14 April 2017

MEMORANDUM FOR SEE DISTRIBUTION

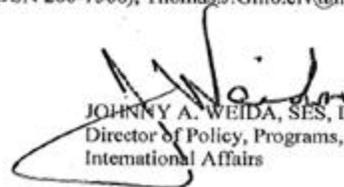
FROM: SAF/IAP
1080 Air Force Pentagon
Washington, DC 20330-1080

SUBJECT: Letter of Request Disapproval Recommendation (SAF/IAPX Policy 17-12)

This memorandum establishes the Air Force processes to recommend disapproval of a Letter of Request (LOR) when uniquely irresolvable circumstances result in a nonactionable LOR. Prior to recommending disapproval, the Air Force implementing organization will follow all relevant policy on LOR processing. This includes, but is not limited to, continued pre-LOR work with the partner, LOR validation according to the Security Assistance Management Manual (SAMM) paragraph C5.1.7, and the use of Case Development Extenuating Factors according to SAMM C5.4.2.2.

If a valid LOR continues to be nonactionable, it may be disapproved by DSCA at the recommendation of the Air Force in accordance with SAMM C5.2.2. The implementing organization should authorize the LOR disapproval recommendation using the template provided at Attachment 1 and obtain its Director's signature prior to coordination with the Director of Regional Affairs in SAF/IAR. If the Director of Regional Affairs concurs with and signs the LOR disapproval recommendation, then SAF/IAR should forward the dually signed memo to the appropriate DSCA Integrated Regional Team. DSCA will coordinate the disapproval with the Department of State Office of Regional Security and Arms Transfers as required then notify the customer and SAF/IAR if the LOR is disapproved. SAF/IAR should then inform the implementing organization. Upon notification of DSCA's disapproval of the LOR, the implementing organization may remove the LOR from DSAMS.

For questions, contact your local policy office. My point of contact is Mr. Thomas J. Gill, SAF/IAPX, (571) 256-7566 (DSN 260-7566), Thomas.J.Gill6.civ@mail.mil.



JOHNNY A. WEIDA, SES, DAF
Director of Policy, Programs, and Strategy
International Affairs

Attachments:
1. LOR Disapproval Template
2. Distribution List

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