

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
MANUAL 16-101**



13 DECEMBER 2024

Operations Support

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: SAF/IAPX

Certified by: SAF/IA

Supersedes: AFMAN16-101, 2 August 2018

Pages: 101

This manual implements Department of the Air Force Policy Directive (DAFPD) 16-1, *Security Cooperation*. It provides guidance and procedures for essential parts of international affairs (IA), security cooperation (SC), and security assistance (SA) programs. This publication is applicable to the entire Department of the Air Force (DAF), including all uniformed members of the Regular Air Force (AF), United States Space Force (USSF), Air Force Reserve and Air National Guard, except where noted otherwise, all DAF civilian employees, and those with a contractual obligation to abide by the terms of DAF issuances. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. Ensure all records generated because of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, and all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The Deputy Undersecretary of the Air Force for International Affairs (SAF/IA); United States Air Force (USAF) major commands (MAJCOMs); USSF field commands (FLDCOMs); USAF direct reporting units (DRUs); and field operating agencies (FOAs) may develop handbooks or other publications to supplement this manual. Copies of supplements will be sent to the SAF/IA 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 Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include clarification on the roles and responsibilities of country directors, command country managers, and Security assistance program managers and incorporation of procedures for the total package approach, co-funding, and targeting infrastructure. References to publications such as AFIs and Department of Defense (DoD) instructions (DoDI) 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).

Chapter 1—SECURITY COOPERATION OVERVIEW AND RELATIONSHIPS	8
1.1. Overview.....	8
1.2. Policy Guidance or Waivers.	8
Chapter 2—SECURITY COOPERATION ORGANIZATION ROLES AND RESPONSIBILITIES	9
2.1. Deputy Under Secretary of the Air Force, International Affairs (SAF/IA).	9
2.2. Deputy Chief of Staff, Manpower, Personnel & Services (AF/A1).	9
2.3. Deputy Chief of Staff, Operations (AF/A3).	9
2.4. Deputy Chief of Staff, Logistics, Engineering, and Force Protection (AF/A4).....	10
2.5. Deputy Chief of Staff, Strategy, Integration and Requirements (AF/A5/7):	10
2.6. Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM).....	11
2.7. Assistant Secretary of the Air Force for Acquisition (SAF/AQ)	11
2.8. Administrative Assistant to the Secretary of the Air Force (SAF/AA).	12
2.9. Assistant Secretary of the Air Force for Installations, Environment, and Energy (SAF/IE).....	12
2.10. MAJCOMs, Direct Reporting Units (DRU), and Field Operating Agencies (FOAs) involved in SC/SA shall:	12
2.11. Air Force Materiel Command (AFMC).....	13
2.12. Air Education and Training Command (AETC).....	15
2.13. Air Combat Command (ACC).	16

2.14.	Air Mobility Command (AMC).....	16
2.15.	Security Cooperation Organization/Office (SCO).....	17
2.16.	Case Managers.....	17
2.17.	Security Assistance Survey Teams.....	21
2.18.	System Planning Survey Teams.....	21
Chapter 3—TECHNOLOGY TRANSFER AND DISCLOSURE		22
3.1.	Overview.....	22
3.2.	Technology Security and Foreign Disclosure (TSFD) Initiation.....	22
3.3.	Tactics Manual Exports.....	22
3.4.	Release of Unclassified Information.....	23
3.5.	Release of Draft LOAs.....	23
3.6.	Foreign Government Information.....	23
3.7.	Foreign Visits, Assignments, and Exchanges.....	23
3.8.	Missile Technology Control Regime (MTCR).....	23
3.9.	Anti-Tamper (AT) Policy.....	23
Chapter 4—FOREIGN MILITARY SALES PROGRAM GENERAL INFORMATION		24
4.1.	Overview.....	24
4.2.	Communications with Defense Industry and Contractors.....	24
4.3.	Total Package Approach (TPA).....	26
4.4.	Targeting Infrastructure Policy.....	28
4.5.	Foreign-Funded Office Equipment.....	28
4.6.	Real Property Management.....	29
4.7.	Construction of FMS Facilities on CONUS Installations.....	29
4.8.	Foreign Agreement Types.....	29
4.9.	Foreign-Requested CONUS Deployments.....	29
4.10.	Security Cooperation Crisis Planning.....	30
4.11.	Intelligence, Surveillance, and Reconnaissance Case Development.....	30
4.12.	Space Intelligence Case Development.....	31
4.13.	Facilities, Infrastructure, and Base Services.....	31
Chapter 5—FOREIGN MILITARY SALE CASE DEVELOPMENT		32
5.1.	Overview.....	32
5.2.	LOR Development.....	32

	5.3.	LOR Validation.....	32
	5.4.	Redirecting an LOR.....	32
	5.5.	P&A Data or LOA Development.....	33
Table	5.1.	LOA Development Considerations.....	33
	5.6.	Exception to Policy (ETP).....	34
Figure	5.1.	Policy Waiver Template.....	35
	5.7.	Hybrid (FMS/DCS) TPA.....	35
	5.8.	Multiple Responses.....	35
	5.9.	Non-Standard Acquisition and Sustainment.....	36
	5.10.	Contract Options.....	36
	5.11.	Major Defense Equipment (MDE).....	36
	5.12.	Condition of DAF Articles.....	36
	5.13.	Congressional Notification.....	37
Chapter 6—FOREIGN MILITARY SALES CASE IMPLEMENTATION AND EXECUTION			40
	6.1.	Overview.....	40
	6.2.	Case Implementation Criteria.....	40
	6.3.	Designating a SAPM.....	40
	6.4.	Case Monitoring Access.....	41
	6.5.	Airworthiness.....	41
	6.6.	Foreign Aircraft Operation.....	41
	6.7.	Supply Discrepancy Reports (SDR).....	42
	6.8.	Event Reporting.....	42
Table	6.1.	DAF Reporting OPRs.....	43
Chapter 7—TRANSPORTATION			45
	7.1.	Overview.....	45
	7.2.	Title Transfer.....	45
	7.3.	Transportation Plan.....	45
	7.4.	Delivery Term Code (DTC).....	45
Table	7.1.	Cost percentages to use when shipping from other than the Defense Working Capital Fund.....	46
	7.5.	Military Assistance Program Address Directory.....	46
	7.6.	Freight Forwarder.....	47

7.7.	Cargo Preference.....	47
7.8.	Offer Release Codes (ORC) and Notices of Availability (NOA).	47
7.9.	Transportation Costs.	47
7.10.	Transportation of AA&E and Sensitive Materiel.	47
7.11.	Electronic and Hand Carry Transfer.	47
7.12.	Offshore Procurement:.....	47
7.13.	Export Reporting:	48
7.14.	Transportation Discrepancy Report (TDR):	48
Chapter 8—END-USE MONITORING (EUM) & INTERNATIONAL PROGRAMS SECURITY (IPS)		49
8.1.	Overview.....	49
8.2.	Definition.....	49
8.3.	Roles & Responsibilities.....	49
8.4.	EUM Requirements.	50
8.5.	IPS Requirements.	51
8.6.	Third Party Transfer (TPT) Requests.	51
Chapter 9—FINANCIAL POLICIES AND PROCEDURES		52
9.1.	Overview.....	52
9.2.	Pre-LOR Funding.	52
9.3.	FMS Administrative Surcharge Rate.	52
9.4.	Complex Case Pricing.	52
9.5.	Sustainment Case Pricing.	52
9.6.	Unique Case Payment Schedules.....	52
9.7.	Price Adjustments.	52
9.8.	Co-Funding.	53
9.9.	Manpower General Policy.	55
9.10.	Manpower Requirements and Funding Sources.	56
9.11.	Defense Security Assistance Management System (DSAMS).	58
Table 9.1.	The 700-Series Manpower Service Lines.....	59
Table 9.2.	Designation of Implementing Agency Multi-Service LOA Line Numbers.....	60
Table 9.3.	LOA Lines Exempted from MTDS.	61
9.12.	Completing Manpower Programming and Execution System (MPES) Manpower Position Control Number (MPCN).	62

9.13.	Case Manpower Allocation.....	63
9.14.	Manpower Data for Extended Training Service Specialist (ETSS) Cases.	64
9.15.	Annual DSCA AECA FMS Manpower Report.	64
9.16.	Roles and Responsibilities for Manpower.	65
9.17.	NC Waivers.....	66
9.18.	Payment Schedules.	67
Chapter 10—TRAINING		68
10.1.	Overview.....	68
10.2.	Training Cases.	68
10.3.	Training Prioritization.....	69
10.4.	Exercise Participation.	69
10.5.	Permanent CONUS-based Dedicated Training Programs.	69
10.6.	International Military Student (IMS) Security Vetting.....	69
Table 10.1.	CRA Denial Appeal Authorities.	71
10.7.	Security Cooperation Education and Training (SCET) Teams.	72
Chapter 11—SPECIAL PROGRAMS AND SERVICES		73
11.1.	Overview.....	73
11.2.	Presidential Drawdowns.	73
11.3.	Excess Defense Articles (EDA).....	73
11.4.	Government Furnished Equipment/Government Furnished Materiel (GFE/GFM) Sales.	73
11.5.	Section 30 Sales Letters of Request (LORs).....	73
11.6.	Leases.	74
11.7.	Special Defense Acquisition Fund (SDAF).....	74
11.8.	Electronic Combat International Security Assistance Program (ECISAP).....	74
11.9.	Technical Coordination Programs (TCPs).....	75
11.10.	Battlefield Information Collection and Exploitation System (BICES).....	76
11.11.	Worldwide Warehouse Redistribution Services Program (WWRS).	76
11.12.	Parts and Repair Ordering System (PROS).	76
Chapter 12—HUMANITARIAN ASSISTANCE (HA) AND MINE ACTION PROGRAMS		77
12.1.	Overview.....	77
12.2.	Programs.	77

Chapter 13—SECURITY COOPERATION INFORMATION TECHNOLOGY (IT) SYSTEMS	78
13.1. Overview.....	78
13.2. IT System Management.....	78
Chapter 14—FORECASTING, PROGRAMMING, BUDGETING, AND AUDITS	79
14.1. Overview.....	79
14.2. Forecasting.....	79
14.3. SAPBR.....	79
14.4. Audits.....	79
Chapter 15—BUILDING PARTNER CAPACITY (BPC) PROGRAMS	80
15.1. Overview.....	80
15.2. Program Lead.....	80
15.3. Case Development and Execution.....	80
15.4. Case Closure.....	80
15.5. ETP.....	80
15.6. Security Force Assistance (SFA).....	80
Chapter 16—CASE RECONCILIATION AND CLOSURE	82
16.1. Overview.....	82
16.2. Current Procedures.....	82
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	83

Chapter 1

SECURITY COOPERATION OVERVIEW AND RELATIONSHIPS

1.1. Overview. This manual expands upon guidance found in Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, SAMM, and DAFFD 16-1, *Security Cooperation*. It codifies roles, responsibilities, procedures, and techniques for DAF personnel engaged in SC or SA activities. International relationships are an important part of the United States' (U.S.) commitment to global partnership, and SC/SA programs including Building Partner Capacity (BPC) are a means to pursue U.S. national security goals and objectives. SC and SA activities are authorized through either DoD or Department of State (DoS) pathways and are cooperatively implemented by a variety of DAF agencies. The SAF/IA country director (CD) for any SC/SA activity is responsible for understanding applicable laws, regulations and policies associated with the program and ensuring DAF team compliance.

1.2. Policy Guidance or Waivers. Where required, SAF/IAPX issues policy guidance relevant to the DAF SA/SC community. In addition, SAF/IAPX provides support to SAMM policy clarifications, waivers, and exceptions to policy. Local policy offices will review and submit to SAF/IAPX waivers and exceptions to policy that deviate from the SAMM. Waiver requests outside of IAPX's area of expertise will be referred to the appropriate organization for review and adjudication. SAF/IAPX will submit waivers and exceptions to policy requiring DSCA review. Exceptions to policy pertaining to active foreign military sales (FMS) cases is addressed in [paragraph 5.6](#) of this publication.

Chapter 2

SECURITY COOPERATION ORGANIZATION ROLES AND RESPONSIBILITIES

2.1. Deputy Under Secretary of the Air Force, International Affairs (SAF/IA). In addition to the roles and responsibilities defined in HAF Mission Directive (MD) 1-16, *Deputy Secretary of The Air Force, International Affairs*, DAFPD 16-1, AFI 16-105_IP (Inter-service Publication), and DAFMAN 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, the appropriate SAF/IA Division shall perform the following duties:

- 2.1.1. Develop policies, procedures, and processes for the USAF's effective and efficient implementation of SC/SA initiatives and programs.
- 2.1.2. Monitor international export initiatives compliance with Department of Defense (DoD) review requirements for each proposed system or technology prior to a commitment to export.
- 2.1.3. Monitor if international export initiatives comply with DoD review requirements for each proposed system or technology prior to a commitment to export.
- 2.1.4. Coordinate 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.
- 2.1.5. Ensure 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 FMS case development.
- 2.1.6. Conduct visits to MAJCOM SA organizations to review and resolve SA policies, procedures, and training concerns.

2.2. Deputy Chief of Staff, Manpower, Personnel & Services (AF/A1). In addition to the roles and responsibilities defined in DAFPD 16-1, Paragraph 2.2, AF/A1 shall:

- 2.2.1. Serve 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).
- 2.2.2. Process 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.
- 2.2.3. Provide 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)."

2.3. Deputy Chief of Staff, Operations (AF/A3). In addition to the roles and responsibilities defined in DAFPD 16-1, Paragraph 2.4, AF/A3 shall:

- 2.3.1. Provide technical expertise in aircrew training and use of military equipment.

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

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

2.3.4. Serve as the OPR for policy oversight, directives, AFIs, and AF Tactics, Techniques, and Procedures (AFTTP) for air advisors and air advising activities.

2.3.5. Serve as member of Security Cooperation Board (SCB) and council.

2.3.6. Lead organizing, training, and equipping the USAF forces staff to perform operational-level SC and air advisors to perform tactical-level SC responsibilities.

2.3.7. Validate air advisor training requirements for Mobile Training Teams (MTT) and Extended Training Service Specialists (ETSS).

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

2.4. Deputy Chief of Staff, Logistics, Engineering, and Force Protection (AF/A4). In addition to the roles and responsibilities defined in DAFPD 16-1, paragraph 2.5, AF/A4 shall:

2.4.1. Assess the impact of SA requirements on logistics support of USAF assets, and coordinate on documents transferring these assets to partner nations (PNs).

2.4.2. Review 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).

2.4.3. Notify SAF/IAPX of aircraft that exceeds the AF's inventory requirement and collaborates with SAF/IA to consider these aircraft as Excess Defense Articles (EDA).

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

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

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

2.4.7. Provide USAF Logistics subject matter expertise for issues requiring AF/A4 coordination to facilitate HQ USAF SC and SA policy formulation, implementation, and execution.

2.5. Deputy Chief of Staff, Strategy, Integration and Requirements (AF/A5/7): In addition to the roles and responsibilities defined in DAFPD 16-1, paragraph 2.6, AF/A5/7 shall:

2.5.1. Review and coordinate on all FMS major weapon system acquisition program cases or leases involving all aircrafts sold or leased through the FMS process. It may include non-U.S. aircraft, i.e., foreign manufactured aircraft that U.S. government further modifies for FMS.

2.5.2. Support SA and FMS cases through the global posture process as the office of collateral responsibility.

2.5.3. Serve as the DAF lead, in coordination with CCMDs, regarding planning, execution, and assessment of SC policy and guidance.

2.5.4. Serve as the OPR for the Air and Space Interoperability Council in support of International Military Standardization.

2.5.5. Incorporate SC activities into the Strategic Master Plan and Annexes and other USAF strategic planning documents, where and when warranted.

2.5.6. Determine and make 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.

2.6. Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM). SAF/FM serves as the focal point for all USAF SA financial management (FM) policy and budget matters and shall:

2.6.1. Coordinate on all relevant financial matters to ensure consistency and adherence to statutes, regulations, international agreements, and other authorities referenced in this document.

2.6.2. Review all requests for nonrecurring cost (NC) recoupment charges and forward newly calculated NC charges to the Defense Security Cooperation Agency (DSCA).

2.6.3. Provide 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. Provide fiscal guidance on funding Supply Discrepancy Reports (SDRs) from FMS Administrative Surcharges.

2.7. Assistant Secretary of the Air Force for Acquisition (SAF/AQ) and Assistant Secretary of the Air Force for Space Acquisition and Integration (SAF/SQ). In addition to the roles and responsibilities defined in DAFFD 16-1, SAF/AQ and SAF/SQ collaborate directly with the Defense Acquisition Executive (DAE), the Office of the Undersecretary of Defense for Acquisition and Sustainment (OSD (A&S)), and SAF/IA, and shall:

2.7.1. Review PN's requests for system sales cases.

2.7.2. Support the Militarily Critical Technologies Program.

2.7.3. Ensure AF FMS and pseudo-FMS acquisition programs are exportable.

2.7.4. Evaluate feasibility of international armaments cooperative development and production programs.

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

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

2.8. Administrative Assistant to the Secretary of the Air Force (SAF/AA). In addition to the roles and responsibilities defined in DAFPD 16-1, paragraph 2.12, SAF/AA shall:

2.8.1. Coordinate on exception to policies for protection of classified and controlled unclassified information with the Office of Under Secretary of Defense, Intelligence (OSD (I&S)).

2.8.2. Interface and collaborate 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).

2.9. Assistant Secretary of the Air Force for Installations, Environment, and Energy (SAF/IE). In addition to the duties defined in DAFPD 16-1, paragraph 2.15, SAF/IE shall:

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

2.9.2. Coordinate on LOAs with a strategic basing line or related issues referenced in this manual.

2.10. MAJCOMs, Direct Reporting Units (DRU), and Field Operating Agencies (FOAs) involved in SC/SA shall:

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

2.10.2. 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.

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

2.10.4. 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).

2.10.5. Submit FYDP adjustments, via the SAPBR process, for all projected declines in FMS manpower requirements.

2.10.6. 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.

2.10.7. Administer funds provided for management of SC programs.

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

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

2.10.10. 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.

2.10.11. Reconcile FMS accounts on an on-going and frequent basis to enable error detection and correction and ensure that expenditures and delivered transactions are reported to Defense Finance and Accounting Service (DFAS) in time for quarterly billing.

2.10.12. 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 (OCONUS).

2.10.13. Ensure required airworthiness certifications are obtained IAW AFI 62-601, USAF Airworthiness.

2.10.14. 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.

2.10.15. Support actions associated with contractor requests for the use of USAF aircraft sent to the respective Air Force Materiel Command (AFMC) aircraft program office.

2.10.16. Participate 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.

2.11. Air Force Materiel Command (AFMC). In addition to the general SC/SA duties associated with MAJCOMs as detailed above, and the guidance found in DAFPD 16-1 paragraph 2.24, AFMC shall:

2.11.1. Provide oversight, development support and coordination necessary for the publications and forms necessary to fulfill the command’s SC/SA responsibilities.

2.11.2. Collaborate and process any exceptions to USAF OSS&E policy.

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

2.11.4. Provide legal advice on international and SA policies, plans, programs, and objectives, when requested by the command’s IA OPR.

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

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

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

2.11.8. Provide 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.

2.11.9. 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 safety notifications to partners, and oversight of case execution. AFLCMC/WF responsibilities include:

- 2.11.9.1. Develop and manage AFMC SC/SA logistics policies and procedures.
- 2.11.9.2. Serve as the AFMC's competent authority for strategic and operational level SC/SA transportation policy development and promulgation.
- 2.11.9.3. Provide functional subject matter experts to support international policy development for USAF SC/SA in coordination with the HQ AFMC staff.
- 2.11.9.4. Ensure 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. 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.
- 2.11.9.5. Advocate for the command's organizations with validated requirements to receive the resources (manpower and budget) necessary to support their portion of international affairs programs.
- 2.11.9.6. Oversee the command's country programs; serve 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.
- 2.11.9.7. Coordinate with the command's SJA and obtains legal advice on international and SA policies, plans, programs, and objectives.
- 2.11.9.8. Develop and oversees the command's FMS Admin Surcharge budget.
- 2.11.9.9. Ensure 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.
- 2.11.9.10. Develop an international program directive (IPD) to provide case implementation instructions and to establish a reporting baseline for program execution.
- 2.11.9.11. Ensure appointment of the SA Program Manager (SAPM) after consultation with the appropriate PEOs.
- 2.11.9.12. Ensure the appointed Acquisition or Sustainment SAPM has appropriate Acquisition Professional Development Program designation, which is based on the program's equivalent acquisition category.

- 2.11.9.13. Serve as the USAF FMS SAC checklist points of contact (POC) and maintain its currency.
- 2.11.9.14. Solicit 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.
- 2.11.9.15. Provide 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.
- 2.11.9.16. Provide 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).
- 2.11.9.17. Review and coordinate on pricing of leases, loans, drawdowns, and the transfer of EDA.
- 2.11.9.18. Manage the 22 USC § 2778, *Arms Export Control Act*, § 30 "Sales Agreements" referenced in SAMM paragraph C11.5.3 and Table C11.T11.
- 2.11.9.19. Act as CONUS Program Manager (PM) for the Military Personnel Exchange Program (MPEP) within the organization's area of responsibility (AOR).
- 2.11.9.20. Ensure 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.
- 2.11.9.21. Provide 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.
- 2.11.9.22. Conduct 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.

2.12. Air Education and Training Command (AETC). The 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. In addition to the general SC/SA duties associated with MAJCOMs as detailed above, and DAFPD 16-1 paragraph 2.22, AETC shall:

- 2.12.1. Provide centralized ADP support through CMCS and Defense Security Assistance Management System (DSAMS).
- 2.12.2. Obtain 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.
- 2.12.3. Provide guidance and approves the methodology used for computing the cost of SC and SA tuition rates and dedicated programs.

2.12.4. Provide 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.

2.12.5. Responsible for management of all embedded training.

2.13. Air Combat Command (ACC). The 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 above, the guidance found in DAFPD 16-1 paragraph 2.21, ACC/IA shall:

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

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

2.13.1.2. 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 software development.

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

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

2.13.1.5. 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.

2.13.2. ACC International Strategy and Regional Affairs Division (ACC/IAP) is the command focal point for all ACC foreign disclosure matters and foreign visits. ACC/IAP is also the CONUS MPEP Manager within the command's AOR.

2.14. Air Mobility Command (AMC). The 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 above, and the guidance found in DAFPD 16-1 paragraph 2.27, AMC shall:

2.14.1. Support stakeholders on MAF FMS cases. Coordinate 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.

2.14.2. Serve as 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.

2.15. Security Cooperation Organization/Office (SCO). Chapter 2 of the SAMM outlines the SCO's responsibilities. The SCO consists of DoD elements located in a foreign country to carry out SC/SA functions. Air Force personnel are assigned to SCOs through procedures outlined in DAFI 36-2110, Total Force Assignments, and receive training through the Defense Security Cooperation University (DSCU) and through the DoD's Security Cooperation Workforce Development Program.

2.15.1. The SCO's primary continental United States (CONUS) POC for the execution of DAF SC/SA activities is the SAF/IA CD. The CD will inform the SCO of the CCM, SAPM, or LM associated with each activity, and where required the CD will resolve CONUS OPR/office of coordinating responsibility (OCR) relationships for the execution of SC/SA tasks.

2.15.2. The SCO will coordinate with CDs, CCMs, SAPMs, LMs, and/or training PM during requirements development when the purchaser allows U.S. collaboration. The SCO, CCM, and SAPM will inform the purchaser if their letter of request (LOR) is considered un-executable due to incomplete information. SCOs will gather critical information required to respond to a LOR, including weapons systems availability and sub-system selection requirements, the availability of U.S. provided training, the expected timeline for delivery of the completed system and/or capability, and planning factors related to the total package approach to FMS. SCOs will draft a Pre-LOR Assessment Requests and Country Team Assessments (CTA) in coordination with CDs.

2.15.3. SCO personnel will ensure appropriate MAJCOM/FLDCOM supplements are used when developing LORs and ensure that all LORs are routed via SCO office. Deviations in cases where LORs are routed to implementing agencies outside of SCO channels will require approval prior to development.

2.16. Case Managers. Chapter 2 of the SAMM directs implementing agencies to establish case management functions and determine the organizational level at which these functions will be performed and/or managed. DAF case management responsibilities are shared between CD, CCM, SAPM, case managers (CM), and LM.

2.16.1. CDs are SAF/IA personnel assigned to manage all applicable SC/SA programs for one or more countries within a combatant command (CCMD) region. CDs are assigned by the Director of Regional Affairs, Deputy Undersecretary of the Air Force for International Affairs (SAF/IAR), and responsibilities include:

2.16.1.1. Serving as the overarching DAF lead for the SC/SA portfolio of each assigned country and providing regional and country-specific perspectives on their SC/SA programs.

2.16.1.2. Maintaining detailed awareness of each assigned country's ongoing or in development SC/SA programs, including system procurement, upgrades, or sustainment, and personnel education and training. Includes leading coordination process to inform SAF/IA leadership of export programs which are not total package approach (TPA) compliant (see [Chapter 4](#)). Attend Financial Management and Program Management reviews.

2.16.1.3. Leading government-to-government communications with a foreign purchaser and their staff in coordination with the SCO. Supporting CCMs, SAPMs, and MAJCOM/FLDCOM IA offices engaged in communications with members of the foreign procurement team. Coordinating with Washington, D.C. embassy staffs.

2.16.1.4. Representing the DAF position during joint, inter-Service, and U.S. Government (USG) interagency matters involving the SC/SA programs of each assigned country.

2.16.1.5. Initiating the Technology Security and Foreign Disclosure (TSFD) process for DAF and/or interagency disclosure release approval when the purchaser LOR is issued to SAF/IA. Includes leading initial coordination meeting with applicable SAF/IA divisions to review the LOR.

2.16.1.6. Developing and staffing congressional notifications (CN) based on guidance in [paragraph 5.13](#) of this publication.

2.16.1.7. Leading coordination for visits of foreign personnel (including senior leaders) associated with a SC/SA program in conjunction with CCMs, SAPMs and MAJCOM/FLDCOM IA offices.

2.16.1.8. Approving Security Cooperation Education Training (SCET) team requests.

2.16.1.9. Serving as a member of the DAF International Military Student (IMS) Assessment Panel when panel is convened by SAF/IAPX to make credentialed recurring access (CRA) determinations for international military students attending training in the U.S., supporting guidance in [paragraph 10.6](#).

2.16.1.10. Coordinating with MAJCOM/FLDCOM IA offices for fulfillment of SA/SC activities in coordination with supporting CCMs and SAPMs.

2.16.2. Command Country Managers (CCM). CCMs are assigned to the Air Force Security Assistance Center (AFSAC) or the Air Force Security Assistance Training (AFSAT) squadron and serve as the DAF lead for responsibilities outlined in SAMM, Table C2.T1., *Case Manager Responsibilities*. The CCM is accountable for these responsibilities in conjunction with the SAPM, CMs, and LMs, and duties include:

2.16.2.1. Supporting the SCO and CD by reviewing purchaser requests before an LOR is submitted. If embedded training is required, submit request to the International Plans Division, Air Force Security Assistance Training Squadron (AFSAT/XF) and the applicable PM.

2.16.2.2. Reviewing and assessing all new submissions from assigned countries, including LORs for letters of offer and acceptance, P&A, amendments, modifications, and leases. CCM will require SCO review of any LORs received directly from PN Embassies to ensure that appropriate MAJCOM/FLDCOM supplements have been reviewed to determine LOR validation.

2.16.2.3. Supporting SAF/IAR CD-led USG or DAF processes required to enable development of a formal LOA response, such as the TSFD review process, CN, and other process waivers as needed.

2.16.2.4. Documenting delays in the LOR-to-LOA timeline. Documentation will be provided to SAF/IA to support performance metric discussions with DSCA.

2.16.2.5. Participating in acquisitions forums where required and supports the requests of their assigned countries during the procurement process. Supporting resolution of MAJCOM/FLDCOM-level equipment or services issues related to the SC/SA program.

2.16.2.6. Attending DSCA Financial Management Reviews and developing supporting case financial briefings for the SAF/IA CD.

2.16.2.7. Leading communications with foreign personnel authorized to provide scoping details for goods and/or services to be procured.

2.16.2.8. Supporting the CD and/or SAPM during applicable visits to DAF or industry facilities during CONUS visits by foreign personnel (including senior leaders).

2.16.2.9. Requesting approving program office (PO) to designate a SAPM for one or more system sales due to complex or cross functional acquisition requirements.

2.16.3. Security Assistance Program Manager (SAPM). SAPMs lead SC/SA procurement for one or more specific systems. SAPMs are government acquisition personnel assigned to divisions within a PO, headed by a senior material lead (SML), and under a directorate led by a PEO. SAPM responsibilities are considered inherently governmental and may not be performed solely and independently by contract manpower support. Responsibilities include:

2.16.3.1. Supporting the SCO, CD, and CCM with reviews of purchaser requests before a LOR is submitted. Ensuring appropriate MAJCOM/FLDCOM LOR supplements are used in the development of requirements.

2.16.3.2. Assisting the CCM in completing the responsibilities in the SAMM's *Case Manager Responsibilities*, including collaborating to determine whether to accept or reject a new foreign procurement request based on the completeness of the submission.

2.16.3.3. Leading PO acquisition integrated product teams (IPT) and coordinating with supporting organizations to complete activities required for procurement and export.

2.16.3.4. Developing and maintaining the acquisition strategy for delivery of the item, which consists of both the current LOA and the Acquisition Strategy Plan.

2.16.3.5. Supporting the collaborative efforts of CCMs, CM and LM as required to ensure cost, schedule, and performance parameters of the LOA are met. Includes responsibility over all contractual and financial actions associated with the program.

2.16.3.6. Supporting the CD and/or CCM during applicable visits to DAF or industry facilities during CONUS visits by foreign personnel (including senior leaders).

2.16.3.7. Leading periodic program management reviews (PMRs) attended by CDs, foreign purchasers, and as required, CCMs, CMs, LMs, supporting USG organizations, industry personnel, and SCO personnel.

2.16.3.8. Ensuring procured systems meet OSS&E and applicable certification requirements prior to transfer to the procuring foreign partner.

2.16.3.9. Ensures required DoD reviews, specified in DoD directives and instructions, are complied with prior to LOA signature. These reviews include, but not limited to, LO/CLO programs, AT, and cybersecurity requirements, self-protection systems (e.g., electronic warfare systems and directed infrared countermeasures systems), and protection of sensitive critical controlled assets.

2.16.4. Case Managers (CM). CMs execute SC/SA activities for an assigned case. CMs are assigned through the MAJCOM/FLDCOM's IA authority and responsibilities include:

2.16.4.1. Providing input to SAPMs and CCMs during the development of the LOA line structure for a new case.

2.16.4.2. Managing the assigned case from receipt of an LOR through case closure, including monitoring and reporting the scope and schedule of work to support the case. Ensures ongoing case reconciliation is accomplished during the life cycle of the case.

2.16.4.3. Executing specific case-related tasks when directed by an AFSAC-assigned CCM, either during case development or case execution.

2.16.4.4. Authorize distribution of case funds as needed to support processes associated with the case or to initiate orders for articles or services.

2.16.4.5. Monitoring the case status and advising the CCM and SAPM when a case requires an amendment, notice, or other action is required to meet the procurement objectives.

2.16.4.6. Maintaining a history of the case's supporting documentation in the official case file to support reconciliation and review efforts.

2.16.5. Line Managers (LM). LMs are government personnel who execute SC/SA activities for an assigned case. Responsibilities include:

2.16.5.1. Reviewing and validating submitted LOR(s) to ensure complete definition of case requirements, and identifying additional information required from the purchaser. Includes advising CM/CSMs and SAPM of relevant technical information pertaining to the development of the LOA case lines required to support delivery of the end item.

2.16.5.2. Completing timely LOAD entry, including line price estimation.

2.16.5.3. Supporting PO acquisition IPTs and coordinating with supporting organizations to complete activities required for procurement, export, and delivery of the end item.

2.16.5.4. Managing line(s) from receipt of an LOR through line closure to ensure cost, schedule, and performance parameters are met and ongoing reconciliation is accomplished. Includes responsibility over all contractual and financial actions associated with the line(s).

2.16.5.5. Executing specific case-related tasks for assigned lines, including ordering items through the contracting process, and distributing foreign funds from the case.

2.16.5.6. Supporting periodic PMRs, USG organizations, industry, and SCO personnel.

2.16.5.7. The execution of all cross-functional, interagency, and/or interservice program management required to meet the SAPM, CCM, or CM's intent for CONUS-based dedicated training programs. ACC/IA may perform various duties normally associated with CCMs, SAPMs, and CMs as required to execute Singapore's F-15SG program and Qatar's F-15QA program. Air Education Command International Affairs (AETC/IA) may perform various duties normally associated with CCMs, SAPMs, and CMs as required to execute Singapore's F-16 program and Taiwan's F-16 program.

2.17. Security Assistance Survey Teams. The SAF/IA CD is responsible for assembling the members of a survey team when requested by a foreign purchaser through the SCO. The CD may delegate survey team lead responsibility to a CCM, SAPM, or another qualified USG representative (military or civilian) as required. Support contract personnel on the DAF staff may participate in survey teams where their expertise supports the analysis and there is not an acquisitions-based conflict of interest.

2.17.1. The SAF/IA CD will inform SAF/IAPX when the guidance of [paragraph 2.3.1](#) cannot be met, and the purchaser declines to fund an appropriate survey and the CCM and/or SAPM lack sufficient information to process the case. SAF/IAPX will highlight these cases to DSCA and remove them from LOR-to-LOA reporting metrics.

2.18. System Planning Survey Teams. The principles of the security assistance survey team apply when the DAF is also involved in the development and/or procurement of a new system a purchaser requests via LOR. In these cases, where the DAF remains substantially involved, the lead PO office or SAPM (if assigned) is responsible for leading the survey team to assess the capabilities and desires of the foreign purchaser.

2.18.1. The lead PO or SAPM (if assigned) is responsible for determining the composition of the new system procurement survey team, with expenses funded by the foreign purchaser. If the purchaser declines to fund the SPT's analysis the foreign requirements will not be considered. The team's analysis will be provided to the applicable PO to consider for incorporation to the U.S.-led acquisition.

2.18.2. The PEO for the applicable system is responsible for incorporating foreign resources and/or capabilities IAW USG acquisitions guidance. The lead PO or SAPM (if assigned) is responsible for informing the SAF/IA CD, SCO, and CCM of the PEO's decisions and recommending changes to the LOR based on those decisions.

2.18.3. The lead PO or SAPM (if assigned) is responsible for leading survey teams associated with co-funding projects, where one or more purchasers combine to fund the development of new or unique equipment the DAF is not also procuring.

Chapter 3

TECHNOLOGY TRANSFER AND DISCLOSURE

3.1. Overview. Chapter 3 of the SAMM provides guidance on technology transfer and disclosure issues. Additional DAF guidance on technology transfer and disclosure is found in DAFMAN 16-201, Department of the Air Force Foreign Disclosure and Technology Transfer Program, which implements DAFPD 16-2, Disclosure of Military Information to Foreign Governments and International Organizations. AFI 61-301, The Domestic Technology Transfer Process and the Offices of Research and Technology Applications, Cooperative Research, and Development Agreements also provides information on domestic technology transfer. This chapter expands on responsibilities for DAF programs not specifically addressed in DAFMAN 16-201.

3.2. Technology Security and Foreign Disclosure (TSFD) Initiation. SAMM Table C5.T2 lists the DAF organizations authorized to receive an LOR (SAF/IAR divisions, AFSAC, and AFSAT). Responsibility for initiating TSFD actions resides with the organization receiving the LOR.

3.2.1. SAF/IAR CDs receiving an LOR will consult with the Foreign Disclosure and Technology Transfer Division, Deputy Undersecretary of the Air Force for International Affairs (SAF/IAPD), the Weapons Division, Deputy Undersecretary of the Air Force for International Affairs (SAF/IAPW), and SAF/IAPX to review the LOR and determine elements requiring TSFD action.

3.2.2. CCMs assigned to AFSAC or AFSAT will coordinate with their MAJCOM/FLDCOM-level foreign disclosure office (FDO) to review the LOR and determine elements requiring TSFD action. When required, the FDO will consult with SAF/IAPD for further guidance.

3.3. Tactics Manual Exports. The CCM is responsible for identifying when an LOA should include a dedicated line for the export of manuals on tactics, techniques, and procedures (TTP) for employment of the applicable system. TTP-related manuals are not the same as technical orders (covered in DAFMAN 16-201, Para 5.10) and will not share a case line with other procured goods or services.

3.3.1. SAF/IAPW is the OPR for the weapons baseline, a Chief of Staff of the Air Force and Chief of Space Operations-approved position on the export of weapons, weapons systems, related technologies, and information. The CCM is responsible for submitting requests to adjust the baseline if required to support tactics manual development.

3.3.2. ACC/IAS serves as the LM for tactics manual exports. Tactics manual production is executed by the 561st Weapons Squadron using Delegation of Disclosure Letters (DDL) or specific higher headquarters approval.

3.3.3. The initial production and/or update of tactics manuals depend on the cycle for updating the corresponding DAF manual and the terms of the LOA. The CCM will inform the country of the standard timeline for tactics manuals and will address out-of-cycle or non-standard requests with the LM.

3.4. Release of Unclassified Information. The lead PO, SAPM (if assigned), or CCM may release information relating to an export either to the customer or an applicable industry purchaser per the “Release of Unclassified Information” guidance of SAMM C3.5.2. The information must be reviewed and approved by both the MAJCOM/FLDCOM’s FDO and SA/SC Policy team and be marked as “draft” to avoid false impressions. Full draft LOAs may not be provided until the CN transmittal number has been received.

3.5. Release of Draft LOAs. When the release of information about a defense article is under National Disclosure Policy (NDP) review, DAF 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.

3.6. Foreign Government Information. The lead PO, SAPM (if assigned), or CCM should document the unclassified inputs, preferences, or requests expressed by the foreign purchaser and keep them in reasonable confidence where circumstances permit. A request to co-locate aircraft with the DAF cannot be kept in confidence (out of public review) due to the legal requirements of the Strategic Basing Process. Freedom of Information Act (FOIA) requests for SA-related information are reviewed by the appropriate legal counsel. The decision to withhold or release an LOA already accepted or in preparation must be coordinated with the Headquarters U.S. Air Force Office of the Judge Advocate General (AF/JA), Office of the General Council for Intelligence, International, and Military Affairs (SAF/GCI) and the DSCA Office of the General Council (DSCA OGC). (T-0) The SAF/IA CD is responsible for leading this coordination.

3.7. Foreign Visits, Assignments, and Exchanges. In addition to the guidance in SAMM C3.4, DAFMAN 16-201, and AFI 16-105, Joint Security Cooperation Education and Training Regulation, SAF/IAP has authority to resolve policy questions on the appropriate mechanism for the visit, assignment, or exchange of foreign personnel.

3.8. Missile Technology Control Regime (MTCR). AFSAC and AFSAT (training cases) are responsible for ensuring standardized MTCR assessments are coordinated and approved by DSCA/DoS. MTCR reviewers must be trained and certified through the DSCA-approved Missile Technology Proliferation Course. (T-0) AFSAC and AFSAT will maintain certification rosters and provide to DSCA quarterly.

3.9. Anti-Tamper (AT) Policy. The implementing MAJCOM/FLDCOM will ensure AT sustainment mechanisms and associated costs are included in the LOA and certify compliance with AT requirements on the LOA transmitted to DSCA for processing. The DoD AT Executive Agency will issue written approval of the AT plan prior to offering LOAs with weapons system or components containing critical program information. For systems or components with critical program information (CPI) and no approved AT plan, the PO submits its AT plan to the DoD AT executive agency at least 60 days prior to planned LOA offer date. See SAMM C3.6.2 for additional guidance.

Chapter 4

FOREIGN MILITARY SALES PROGRAM GENERAL INFORMATION

4.1. Overview. Chapter 4 of the SAMM provides general FMS information, expanded here with DAF-specific procedures.

4.1.1. The DAF procures FMS articles and services through Federal Acquisition Regulation (FAR) contract clauses and administration practices. Exceptions are outlined in the Defense Federal Acquisition Regulation Supplement. DSCA approves foreign sources on an exception basis, per the SAMM, paragraph C4.4.1.

4.1.2. DoD 5500.7-R, Joint Ethics Regulation (JER), prescribes standards of conduct for DAF 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 USG or foreign funds or property. See Title 5 Code of Federal Regulations (CFR) Chapter XVI, Subchapter B, Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch for more information.

4.1.3. SC/SA team members, including the PN personnel, may communicate directly with each other on SC/SA matters. Unresolved guidance and procedural matters are forwarded through the appropriate MAJCOM and FLDCOM 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. Communications with Defense Industry and Contractors. Reference the SAMM, paragraph C4.4.1, for additional guidance. Military departments fulfill FMS case requirements from DoD stocks or procurement from industry. PNs may also procure directly from industry through direct commercial sales (DCS). The USG may sell defense articles to U.S. companies for incorporation into end-items that are the subject of DCS (under the terms of Title 22 United States Code [USC] Chapter 39, Arms Export Control Act [AECA], § 30). U.S. companies engaged in DCS will be directed to the Department of Commerce (for trade issues and information) and the DoS (for arms export concerns and information).

4.2.1. Exploratory meetings with defense contractors on their product or service offerings and capabilities are permitted if DAF and DoD information security (INFOSEC) requirements are not compromised.

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

4.2.3. When communicating with defense contractors, foreign government information (classified and controlled unclassified) provided 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). DoD Manual 5200.01 Volumes 1 to 3, DoD Information Security Program, DoD Instruction (DoDI) 5200.48, Controlled Unclassified Information, AFMAN 16-1404 Volumes 1 to 3, Information Security Program, and DAFI 16-1403, Controlled Unclassified Information provide instructions for protecting such information.

- 4.2.3.1. Foreign government information classification decisions are honored and under no circumstances modified without the express written consent of the government providing the information.
- 4.2.3.2. Providing masked country requirements to the defense contractors, after redacting or excluding all information alluding to the PN, is permitted if USG personnel indicate the masked country requirements does not constitute a contractual relationship with the contractor.
- 4.2.3.3. Providing defense industry the country-specific requirements is permitted if declassified with the country's written consent.
- 4.2.4. Sharing proprietary data belonging to other defense contractors is not permitted without written consent from the owning defense contractor's empowered official.
- 4.2.5. Sharing any information with a classification level not commensurate with the cleared level of the defense contractor involved in discussion is not permitted.
- 4.2.6. FDOs 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.
- 4.2.6.1. Except for classified information authorized for release to a foreign government or an international organization (IO), and 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.
- 4.2.6.2. 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)**
- 4.2.6.3. Either the USG or the foreign government (through approved release) is responsible for continuous protection of classified material overseas. Contractors are prohibited from serving in this capacity. **(T-0)**
- 4.2.7. Sharing official and draft-official USG responses, e.g., LOAs, CNs, 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 LOA line value are included.
- 4.2.8. Coordinate all anticipated interactions with defense industry or contractors through SAF/IAPD, when a communication with defense industry representatives or contractors has a potential to compromise NDP, DoD, or DAF disclosure or INFOSEC policies.
- 4.2.9. Information designated as "Controlled Unclassified Information" (CUI) may be disseminated within the DoD Components and between officials of DoD Components and DAF contractors, consultants, and grantees with a valid need-to-know to conduct official business for the DoD or DAF, if dissemination is not further controlled by a Distribution Statement as referenced in AFMAN 16-1404 Volume 2, Information Security Program: Marking of Information, and DoDI 5230.24, Distribution Statements on Technical Documents.

4.2.10. 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 DoDI 5200.48.

4.3. Total Package Approach (TPA). DAF acquisition POs will support both Conventional Arms Transfer and TPA policy objectives when leading new exports of weapons systems. The sale of U.S. defense equipment to allies and partners requires procurement of goods and services sufficient to ensure an initially sustainable operating capability. The lead PO or SAPM (if assigned) will ensure initial acquisition P&A data or LOA will contain TPA components required to sustain the new capability at an operational requirement level defined by the foreign purchaser. The P&A data or LOA must include TPA components sufficient for the duration of an activation period, defined as a minimum of 36 months after the first major end item delivery. **(T-1)**

4.3.1. P&A data or the LOA will include notes documenting any deviations from TPA policy and outline the risk of potential delays or deficiencies in the provision of assets, facilities, or services which could adversely affect initial sustainable operating capability. The lead PO or SAPM (if assigned) will lead a SAF-level notification process outlined in [paragraph 4.2.4](#) when:

4.3.1.1. The purchaser-defined sustainment requirement is substantially lower than the DAF’s normal sustainment standard for a similar mission employing the same aircraft.

4.3.1.2. The purchaser requests USG provided TPA components below DAF recommendations set forth in [paragraph 4.3.3](#), or when the purchaser’s stated organic or commercially provided TPA components are unknown or unverifiable by the DAF.

4.3.1.3. An item(s) in the P&A data or LOA meets the criteria for special nonrecurring costs as defined in DoDD 2140.02, *Recoupment of Nonrecurring Costs (NC) on Sales of U.S. Items* (with each item annotated separately).

4.3.2. The initial acquisition plan will include, at a minimum, the following categories of TPA components during the activation period: facilities readiness, follow-on facility and infrastructure maintenance, contractor logistics support, security requirements, ground support equipment, a spares and routine repair program, flying hour consumables, training, training support equipment, and various engineering, logistics and technical support.

4.3.2.1. Design and construction of in-country support facilities, procurement of support equipment, and implementation of information and physical security requirements are key components of the findings of any DAF surveys for an initial foreign location. Significant shortfalls in a foreign purchaser’s ability to fund or organically meet the system’s operational requirements during the activation period require notification.

4.3.2.2. Ground support equipment required to operate the weapon system at the initial foreign location will be commensurate with the purchaser’s defined operational requirement through the activation period. Deviations from DAF recommended support plans to fund, supply or commercially source compatible ground equipment require notification.

4.3.2.3. Aircraft spares and routine repair during the activation period will be based on the purchaser's defined operational rate. The program should consider the purchaser's existing inventory, the availability of commercially sourced materials through active contracts, and the purchaser's connectivity to existing global sustainment programs. Significant shortfalls in the foreign purchaser's plans to fund spares and routine repair, or when the SAPM believes the purchaser will not achieve its planned operational rate due to supply issues, require notification.

4.3.2.4. Consumables to support normal aircraft operations during the activation period will be based on the purchaser's defined operational rate. The P&A data or LOA will contain funding for normal operations at or above the following minimums: one sortie per month per aircraft (fleet average) for mobility, tanker, and Intelligence, Surveillance, and Reconnaissance (ISR) systems, and three sorties per month per aircraft (fleet average) for fighter systems. SAPMs will provide notification if the purchaser deviates below these levels at any point during the activation period.

4.3.2.5. Training personnel on the operation of the new aircraft system throughout the activation period, either through the initial procurement LOA or through an Air Education and Training Command (AETC)-managed LOA, will be based on similar DAF crew-to-aircraft ratio. Notification is required if the foreign purchaser requested crew-to-aircraft training ratios are significantly lower than norms for a similar platform and mission, the purchaser-defined plan relies solely on DAF-provided training capacity, and/or the plan contains unrealistic expectations (high student volume, short timeframe).

4.3.2.6. Training aids and devices to support the purchaser-defined plan, to include full mission simulators, will be procured through the system LOA or an associated training LOA as needed to maintain safe and effective flight operations through the activation period. Notification is required when a purchaser's procurement plan deviates from DAF recommended training aids and devices, or when the purchaser declines to procure a domestic full mission simulator for the new system.

4.3.2.7. The lead PO or SAPM (if assigned) has discretion to assign personnel and travel in support of development or execution of a new system sale. This includes site surveys, training needs assessments, program management reviews, and security surveys, assessments, and/or certifications funded through either FMS administrative funds or the purchaser's LOA.

4.3.3. Once the case is implemented, foreign purchaser approval for case funded travel is desired but not required to meet a PO or SAPM requirement. Notification is required in situations when the purchaser declines to support the travel of a U.S. team fulfilling a case development or execution requirement, which may adversely affect the delivery of the new system or achieving initial operating capability.

4.3.4. The SAF/IA CD and CCM will coordinate with applicable MAJCOM/FLDCOM SA/SC organizations to travel in support of the development or execution of cases where there is no new system procurement involving a PO. The most common example of this situation is the CONUS bed-down of foreign aircraft.

4.3.5. The PEO will notify SAF/IAR, SAF/IAP, and the Acquisition Integration Directorate of the Office of the Assistant Secretary of the Air Force for Acquisition, Technology, and Logistics (SAF/AQX) of deviations to TPA requirements requiring political-military consideration and/or DAF engagement.

4.3.5.1. PEO judgment should be used to define terms like “substantial” and “significant” in this policy as it pertains to issuing a notification. PEO judgment should also be used to determine when a purchaser request constitutes a deviation requiring notification.

4.3.5.2. The PEO will provide notifications to SAF offices within 14 days of a purchaser decision triggering notification. The notification should reference the deviation and provide an assessment of the implications of the deviation made by the purchaser.

4.3.5.3. SAF/IA is responsible for informing a country when deviations from the DAF’s TPA policy are deemed unacceptable and LOA development will pause until resolution. SAF/IA has 30 days from receipt of a notification from a PEO to determine if foreign engagement is required, with the format and process for notifying the country at the discretion of SAF/IA leadership.

4.4. Targeting Infrastructure Policy. SAF/IAP will determine the DAF OPR and OCR agencies responsible for compliance with the provisions in SAMM C4.4.18, and any subsequent policies associated with the procurement and export of targeting infrastructure. Ref SAMM Appendix 6, “Air-to-Surface (A/S) Munitions Greater Than or Equal to 105mm in Diameter, Ship-to-Shore Munitions, Indirect Fire Surface-to-Surface (S/S) Munitions, and the Associated A/S and S/S Delivery Systems.”

4.5. Foreign-Funded Office Equipment. SAPMs, CCMs, and LMs may approve case charges for items required to support execution, such as smartphones, tablets, computers, and office equipment. An equipment custodian will account for these items.

4.5.1. The authority to charge the case for support equipment (as defined by [paragraph 4.5](#)) does not extend to real property management.

4.5.2. Foreign-funded equipment will be disposed of per the foreign customer’s instructions. If returned to the customer, sensitive materiel (where applicable) will be deleted before foreign-funded delivery. If the customer directs disposal, any costs will be charged to the case(s).

4.5.2.1. If the market value exceeds the cost of disposal, the equipment will be processed through the local Defense Logistics Agency Disposition Services. The sale proceeds are reimbursed to DLA Disposition Services to cover its processing costs. The remaining sale proceeds are refunded to the PN’s trust fund in those instances where a single PN case was used to fund the purchase.

4.5.2.2. If equipment was purchased with multiple case funds, and the market value is determined to exceed the admin cost of disposal, the sales value is reimbursed to the DLA Disposition Services to cover processing costs and the remaining proceeds are reinvested into the DAF Technical Coordination Program (TCP), International Engine Management Program (IEMP), Electronic Combat International Security Assistance Program (ECISAP), or other multiple PN-funded program to defray future expenses.

4.6. Real Property Management. In addition to guidance provided in SAMM, Chapter 9, Table C9.T2., and AFI 32-9003, Granting Temporary Use of Air Force Real Property, the following guidance applies to the use of FMS case funds for facilities:

4.6.1. The CD is responsible for developing a basing action request and submitting it to the strategic basing process for programs requiring non-temporary (>12 months) CONUS basing of foreign activity. Facility requirements at the selected location will be determined by the MAJCOM/FLDCOM assigned by SAF/IE to execute the activity and funding sources will follow SAMM guidance.

4.6.2. The assigned MAJCOM/FLDCOM is responsible for creating a facility plan to support multi-national programs with funding from more than one FMS case. The facility plan must be coordinated with the Installations Directorate of the Office of the Assistant Secretary of the Air Force for Energy, Installations, and Environment (SAF/IEI), SAF/IAP, AF/JA, AF/A4, SAF/FM and SAF/GCI before an LOA is offered to any participating foreign customer. (T-1)

4.7. Construction of FMS Facilities on CONUS Installations. FMS purchasers may request to use case funding to renovate, repair, or construct facilities on a CONUS military installation in support of their program. A lease, gift, or technical arrangement will be required for FMS funded construction, renovation, or repair on a CONUS installation. Any DAF organization receiving these requests will inform the SAF/IAR CD and SAF/IAPX, and consult MAJCOM/FLDCOM SC policy, AF/JA, and Office of the General Council (SAF/GC) to determine applicable authorizations.

4.8. Foreign Agreement Types. SAF/IAP will provide guidance on options to enter agreements with a foreign partner when the proposed program falls outside of established logistics-based agreements, such as an Acquisition and Cross-Servicing Agreements (ACSA). The DAF's primary options are FMS-based LOAs or to negotiate a Memorandum of Understanding (MOU) or Agreement (MOA) under the guidance of DoDI 5530.3, International Agreements, and AFI 51-403, International Agreement. CCMs or SAPMs should consult with SAF/IAP when foreign partners seek alternatives to the FMS-based LOA.

4.9. Foreign-Requested CONUS Deployments. AFI 16-115, *Managing International Participation in Exercises*, provides guidance on inviting foreign flying units to major DAF-sponsored events like Red Flag and Green Flag. This section addresses foreign requests to deploy to the U.S. outside of formal exercise activities.

4.9.1. The SAF/IA CD is responsible for coordinating foreign requests for CONUS deployments with the MAJCOM/FLDCOM's IA office to obtain an approval or denial decision. The wing commander of the hosting installation (or a delegated representative) should approve or deny a foreign deployment request and is responsible for coordinating this decision within the MAJCOM/FLDCOM as required.

4.9.2. For deployments involving foreign aircraft, the SAF/IA CD will provide details needed to inform the MAJCOM/FLDCOM's decision. This includes (at a minimum) the timeline and duration of the activity, the number and type of aircraft, the number of pilots, aircrew, and support personnel involved, the number of local sorties desired, the type of missions to be conducted, and any desired integration with local DAF flying units.

4.9.3. The SAF/IA CD is responsible for ensuring the foreign team, via their Embassy, completes the foreign visit request process for all deploying personnel. Foreign requested deployments will not utilize the invitational order process normally reserved for students enrolled in CONUS training.

4.9.4. DAF units at a supporting installation are encouraged to engage with, and train alongside, foreign personnel during their CONUS deployment period where there are shared objectives. The DAF may not provide explicit training services to deployed personnel (e.g., Joint Terminal Air Controller instruction, C-130 maintenance qualification, or Air Traffic Controller certification) during these deployments, and integrated activities require a disclosure review. The hosting unit should address any concerns to their MAJCOM/FLDCOM IA office.

4.9.5. Guidance for planning, procurement, and reimbursement for the use of aerial targets in exercise events is found in DAFMAN 99-108, Programming and Reporting Aerial Target and Missile Expenditures in Test and Evaluation, paragraphs 5.4 and 6.5.2..

4.10. Security Cooperation Crisis Planning. Initial crisis planning in the DAF falls under AFI 10-2501, Emergency Management Program. Should a crisis become extended in duration (30 days or greater from crisis initiation/USAF Crisis Action Team activation), and involve SC and SA activities, SAF/IA will form a Security Cooperation Crisis Working Group within 60 days of crisis initiation. The working group will be comprised of O-6 and below regional and subject matter experts from SAF/IA, Deputy Chief of Staff of the Air Force for Operations (AF/A3), Deputy Chief of Staff of the Air Force for Logistics, Engineering, and Force Protection (A4), Deputy Chief of Staff of the Air Force for Strategy, Integration, and Requirements (A5/7), Assistant Secretary of the Air Force for Acquisition, Technology, and Logistics (SAF/AQ), Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM), Regional Air Component, AFSAC, AFSAT, and other relevant DAF agencies based on the nature of the SC crisis. Members of this working group will be the primary DAF participants in USG interagency working groups (O-6 and below) involved in the crisis. SAF/IA will also designate a DAF General Officer (GO) or member of the Senior Executive Service (SES) to be the senior DAF rep at related USG GO-level working groups.

4.11. Intelligence, Surveillance, and Reconnaissance Case Development . Air Force Life Cycle Management Center (AFLCMC) Director of Intelligence (AFLCMC/IN) provides ISR functional expertise to AFSAC and AFLCMC's PEOs. Additionally, AFLCMC/IN FMS staff orchestrates national intelligence community (IC) (i.e., Defense Intelligence Agency, National Geospatial-Intelligence Agency, Central Intelligence Agency, National Security Agency, Federal Bureau of Investigation, etc.) support to AFLCMC FMS programs and coordinates ISR interoperability issues and details with PN, CCMD, DAF, IC, and other DoD ISR entities. Early engagement for ISR expertise support enables smoother execution of FMS cases. All requests for intelligence support should be submitted to the AFLCMC/IN Workflow, AFLCMC.IN.FMS@us.af.mil.

4.12. Space Intelligence Case Development. Space System Command (SSC) Director of Intelligence (SSC/S2) provides space intelligence functional expertise to SSC's PEOs. Additionally, SSC/S2 supports the SSC International Affairs Office (SSC/IA) FMS programs and coordinates intelligence interoperability issues and details with PN, CCMD, DAF, IC, and other DoD ISR entities. Early engagement for intelligence expertise support enables smoother execution of FMS cases. All requests for intelligence support should be submitted to the SSC/S2 Workflow, SSC.S2ZAEI.Workflow@spaceforce.mil.

4.13. Facilities, Infrastructure, and Base Services. The Global Facilities Support Division, Air Force Security Assistance and Cooperation Directorate, Air Force Life Cycle Management Center (AFLCMC/WFE), is the designated office for program management of facilities and infrastructure, to include base services in support of FMS cases managed by the USAF/USSF ("D" Cases). Additional guidance regarding design and construction of facilities and infrastructure can be found in SAMM C4.4.7 and Department of Defense Directive (DoDD) 4270.5, *Military Construction*. AFLCMC/WFE supports the PEO, SAPM, CCM, CM, SCO, and other appropriate agencies throughout the case life cycle, from initial discussions with PNs through design, construction, and warranty close-out, to include base maintenance, operations, and support services. Responsibilities include:

- 4.13.1. Review and assess all new submissions from assigned countries, including LORs for LOA, P&A, Amendments, Modifications, and Leases.
- 4.13.2. Collaborate and negotiate with PNs to refine facility, infrastructure, and base services requirements for LOR development and LOAD submission.
- 4.13.3. Collaborate with acquisition agencies to develop and implement an acquisition strategy.
- 4.13.4. Perform LM and program management duties during design, construction, and base services period of performance.
- 4.13.5. Lead discussions with PNs, acquisition agencies, contractors, and other appropriate offices related to design, construction, and base services.

Chapter 5

FOREIGN MILITARY SALE CASE DEVELOPMENT

5.1. Overview. Chapter 5 of the SAMM describes requirements for submission of LORs and responding with either P&A Data or an LOA. SAMM guidance is expanded here with DAF-specific procedures.

5.2. LOR Development. CCMs will normally lead requirements discussions with foreign purchasers developing systems LORs and utilize PO personnel as required. FMS Admin funding will support temporary duty (TDY) travel prior to the expected issuance of an LOR, and AFSAC is responsible for coordinating funding requests with the appropriate MAJCOM/FLDCOM IA financial authority. AFSAT may also perform pre-LOR activity on training cases.

5.2.1. DAF personnel will not solicit sole source requests from foreign or industry purchasers during LOR or LOA development.

5.2.2. CCMs are responsible for coordinating the sole source request with the applicable PO, and the PEO (or acquisition authority for a non-system procurement) has final approval or denial authority for sole source of U.S. vendors. The PEO will inform SAF/IA and SAF/AQ of denied sole source requests.

5.2.3. Completion of an appropriate survey (which may be either a training needs assessment or through a system planning team (SPT)) is required prior to DAF acceptance of all anticipated offer date (AOD) Group B or Group C LORs (see SAMM Table C5.T6 for AOD clarification). The SAF/IA CD is responsible for ensuring an appropriate survey is conducted prior to LOA development but may waive the survey if the CCM and/or SAPM believe sufficient information is available to process the anticipated LOR.

5.3. LOR Validation. AFLCMC CCMs will enter all new LORs into the LOR Management Tool. Guidance on receipt, acknowledgement, and validation of a new LOR is provided in SAMM C5.1.7.1. Guidance on the criteria for an actionable LOR is provided in SAMM C5.T3.

5.3.1. CCMs will coordinate with stakeholders as required prior to Defense Security Assistance Management System (DSAMS) initiation of an Anticipated Offer Date (AOD) Category C case. Insufficient Category C LORs should not be initiated in DSAMS and will be returned to the SCO and/or foreign purchaser for refinement.

5.3.2. LORs submitted by PNs identify the requirement only, not the specific case category to be used to support the requirement. AFSAC and AFSAT will determine the appropriate case category to be used in supporting each requirement.

5.3.3. CCMs will ensure LORs are coordinated with all relevant POs across both the Air and Space Force to ensure FMS Case is supportable by PEOs during LOR Validation. This should include completion of applicable USSF Supplement to LOR checklists.

5.4. Redirecting an LOR. The CCM will inform the country when the DAF cannot lead the LOR response due to another implementing agency having fundamental ownership of the requested system. When the purchaser will not re-direct the LOR to the proposed implementing agency, the CCM will seek guidance from SAF/IAR CD.

5.5. P&A Data or LOA Development. The CCM is responsible for gathering the applicable elements to respond to an LOR. These elements will vary depending on the goods and/or services requested by the purchaser, and the CCM should review both SAMM guidance and similar cases to capture required items or concepts. POs are responsible for ensuring the items in [Table 5.1](#) are addressed prior to P&A Data or LOA release.

Table 5.1. LOA Development Considerations.

Table 5.1 LOA Development Considerations
Aircraft airworthiness verification
Aircraft ferrying
Classified program elements
Dangerous or hazardous materials
Demilitarization & destruction instructions
Distribution-limited items (sustainment)
Expedited delivery requests
Government flight representative
Inability to provide follow-on support equipment
Information security (INFOSEC) items
Items requiring diversion from USAF inventory
Items with non-standard requisition processes
MAJCOM/FLDCOM Supplemental LOR Checklists
Major Defense Equipment (MDE)
Operational Safety, Suitability and Effectiveness (OSS&E)
Oversized air cargo (during transport)
Politically sensitive items
Significant Military Equipment (SME)
Status of system production lines (open/closed)
Transportation planning
Unique training requirements
Waivers and Approvals to consider
Administrative surcharge
Congressional Notification (CN)
Contract Administration Services (CAS)
Embedded training request
Foreign disclosure release
Joint Travel Regulation (JTR)
Leahy Vetting
Missile Technology Control Regime (MTCR)
NGA Geospatial
Night Vision Devices (NVD)
Non-Recurring Cost (NRC) recoupment
National Security Agency (NSA) Communications Security
Sole source determination
Space & missile Global Positioning Systems (GPS)
Termination liability
Third Party Transfer (TPT)
Travel and Living Allowance (TLA)
Unique payment schedules
Weapons export approvals
Yockey (R&D programs)

5.5.1. Classified P&A and LOAs are not processed within DSAMS and are case funded and kept in a classified environment.


5.5.2. The CCM is responsible for ensuring C-130J cases include the standardized Transportation Security Administration case line stored in DSAMS. This line enables case funding to address both identified and unidentified software issues associated with the Block upgrade of the aircraft.

5.6. Exception to Policy (ETP). SAF/IAPX reviews ETP requests prior to coordination with DSCA. When a policy waiver or ETP is deemed necessary, the CCM, in coordination with the appropriate SAF/IAR CD and the Defense Security Cooperation Agency Country Program Director (DSCA/CPD), will complete and route a staff package to the AFSAC Policy Section, Policy and Support Branch, Air Force Life Cycle Management Center (ALFCCMC/WFNB) or AETC/IA.

5.6.1. The ALFCCMC or AETC/IA policy office will issue a determination and if required, elevate the request to SAF/IAPX and courtesy copy a SAF/IAPX action officer (see [Figure 5.1](#)). ETP determinations will be provided to ALFCCMC or AETC for further dissemination.

5.6.2. The PO will originate “operational ETPs” relating to either the technical elements of the weapons system or acquisitions-related policies. The CCM will coordinate with the PO to send the ETP to the SAF/IA CD for adjudication with the appropriate DAF or interagency authority.

Figure 5.1. Policy Waiver Template.

	DEPARTMENT OF THE AIR FORCE ORGANIZATIONAL LETTERHEAD	DD MONTH 20XX
	MEMORANDUM FOR SAF/IAPX FROM: [AFLCMC or AETC/LA Policy Office] SUBJECT: [Policy Determination] or [Waiver Request]	
References: (a) [Provide Security Assistance Management Manual (SAMM) reference] (b) [Provide additional references applicable to the request]		
1. PURPOSE: In two sentences or less, summarize <u>what action is requested</u> .		
2. BACKGROUND: <ul style="list-style-type: none"> a. <u>What</u> are the facts of the situation? b. <u>What</u> supporting documentation is available (provide as attachment(s))? c. <u>When</u> is a decision needed? 		
3. DISCUSSION: <ul style="list-style-type: none"> a. <u>What</u>, if anything, changed from a scope perspective? b. <u>How</u> will an approval decision correct the problem? c. <u>What</u> is the impact of disapproving the policy or waiver request? 		
4. VIEWS OF OTHERS: Provide relevant supporting/opposing views. At a minimum, provide the name and opinion of the SAF/IAR desk officer and the name of the DSCA country portfolio director and if they are aware of this request.		
5. RECOMMENDATION: Provide either an "Approve" or "Disapprove" recommendation.		
Point of contact for this request [Name, commercial phone number, email address]		
SIGNATURE BLOCK Branch or Division		
Attachments: <ul style="list-style-type: none"> 1. 2. 		

5.7. Hybrid (FMS/DCS) TPA. POs are responsible for ensuring hybrid programs comply with TPA policies outlined in [chapter 4](#). CCMs will consult with the foreign purchaser on the commercial elements of their capability, inform the SAF/IA CD of significant known gaps, and follow "notification" procedures in [Chapter 4](#) where required. The SAF/IA CD is responsible for briefing SAF/IA leadership when hybrid sales appear incomplete and may disrupt political-military relationships.

5.8. Multiple Responses. The CCM or PO has discretion to respond to a single LOR with multiple LOAs reflecting various procurement options. When multiple LOAs are provided, the CCM is responsible for cancelling in DSAMS the cases which were not selected prior to the expiration of the AOD-specific preparation timeline.

5.9. Non-Standard Acquisition and Sustainment. The PO will support elements of the LOR involving non-standard or limited availability items. The PO will advise the CCM to notify the purchaser of limited production, limited supply, or obsolescence issues as required, and clarify known cost, schedule, and performance risks. If the purchaser does not acknowledge and explicitly accept the known risks the PO should consider SAF-level notification per the TPA policy in [Chapter 4](#).

5.10. Contract Options. DAF contracts may include options for potential FMS procurement, even without an implemented LOA. The inclusion of an FMS option in a contract does not commit the USG to executing the option. To include FMS options in a contract, the PO should identify potential FMS requirements to the contracting office during acquisition strategy discussions. The PO should inform DAF implementing agencies (i.e., AFSAC and AFSAT) of the availability and timeline for contract options, which may not be executed until the LOA is implemented. The implementing agencies may inform foreign purchasers of DAF contracts with FMS options.

5.11. Major Defense Equipment (MDE). An MDE designation applies only when a defense article is identified as significant military equipment (SME) on the U.S. Munitions List (USML) and has DoD nonrecurring research, development, test, and evaluation (RDT&E) costs of more than \$50 million, or a total DoD production cost of more than \$200 million. DoD costs for both RDT&E and total production must be funded with DoD appropriations to meet the MDE thresholds. **(T-0)** Foreign purchaser funds do not count toward the MDE thresholds.

5.11.1. This MDE definition will be used for development of Military Articles and Services Lists, establishing NCs and Special NCs, notifying MDE in AECA, Title 22 § 36(b) CNs, and completing Yockey Waiver requests.

5.11.2. SAMM C5.1.8.3 requires a Yockey Waiver for MDE items that have not completed Operational Test and Evaluation (OT&E). In cases where DSCA waives this requirement, the PO will insert a disclaimer note in the LOA stating the purchaser is responsible for any risks associated with not conducting OT&E.

5.12. Condition of DAF Articles. Articles supplied to the PN from the DAF inventory or excess stock (new or used) will meet the serviceability standards in the applicable technical instructions or orders unless otherwise specified in the LOA. FMS article condition code will be included in the LOA where required. Costs to upgrade items to these standards are charged to the PN through the LOA. See SAMM paragraphs C4.4.2, C5.4.7.10.8, and C6.4 for more information.

5.12.1. The DAF may transfer certain articles on an as-is, where-is basis, and is not responsible for the repair, support, or movement of these articles unless scoped in the LOA. PNs will be encouraged to conduct a joint visual inspection (JVI) prior to transfer of the items, with any DAF costs for this inspection included in the LOA.

5.12.2. The LOA will reflect 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 C11T6](#)., “EDA Legislation Summary.”

5.13. Congressional Notification. SAF/IA CDs will prepare CN packages and associated documentation using the guidance in SAF/IAPX Policy 20-11, Congressional Notifications. Additional SAF/IAP tools and training resources are available via the SAF/IA SharePoint site and unclassified shared drives, and in the SAF/IAR Quickstop folder (e.g., updated checklists, templates). CDs will utilize the most recent templates and will not alter templates posted for community use. Direct questions or concerns regarding CN resources to the SAF/IAPX or SAF/IAR training team.

5.13.1. The CDs will consult with SAF/IAPX, SAF/IAPW, and SAF/IAPD, and with the Space Division, Directorate for Regional Affairs, Deputy Undersecretary of the Air Force for International Affairs (SAF/IARS) if the CN package includes space equities, as well as their respective DSCA Country Team, during development of draft CN packages. If DAF is not the lead for any items or services that are part of the potential sale, the CDs will also consult with the appropriate service representative(s).

5.13.2. DoS approved DSCA to coordinate all unclassified elements of CN packages on unclassified networks. Accordingly, the CD, AFSAC CCM, and system PMs will use the non-secure internet protocol router (NIPR) network to the greatest extent practicable when preparing the data elements and associated documentation for a CN Package.

5.13.2.1. CDs will write CN package elements concisely and include only information that will be releasable to the public when notified, with special consideration for how the requesting country and other potential partners may interpret wording.

5.13.2.2. Unclassified CN packages will be marked and handled as CUI and Pre-Decisional until formal notification of the CN package to Congress.

5.13.2.3. DSCA and/or DoS will identity a draft CN package as politically sensitive on a case-by-case basis; sensitive requests will be handled as CONFIDENTIAL (on classified systems) until DoS grants CUI handling.

5.13.2.4. The team will provide classified data elements or documents to the SAF/IAPX Workflow on the secret internet protocol router (SIPR) network (DAF.pentagon.saf-ia.mbx.saf-iapx-workflow@mail.smil.mil) and send a corresponding message to the SAF/IAPX Workflow on NIPR (SAF.IAPX.Workflow@us.af.mil). Note time sensitivities in the workflow message. Maintain classified files for future reference as required.

5.13.2.5. It is the responsibility of the author or originator of the information to properly protect CN package content with appropriate classification and/or other protective markings using guidance in the applicable security classification guide(s).

5.13.3. Once a draft package is complete, the CD will obtain SAF/ IAPX, IAPW, and IAPD coordination, plus IARS for space equities, through a NIPR tasking. The CD shall assign the tasking to IAPX for initial review; IAPX will then task IARS (as appropriate) and IAPW, followed by IAPD, to conduct their reviews in succession. When notified that IAPD's review is complete, IAPX will conduct a follow-up review and consolidate all feedback for the CD to address.

5.13.3.1. All packages will include a softcopy cover memorandum prepared for division chief or higher-level signature. The CD shall not request signature until coordination is complete, all concerns have been resolved, and all recommended edits are incorporated.

5.13.3.2. All packages will include editable softcopies of all SAF/IA-prepared, unclassified elements of the CN package (transmittal, policy justification, and sensitivity of technology, as applicable) and the pricing spreadsheet. Other elements will be in pdf format.

5.13.3.3. CDs will submit classified documentation requiring coordination via SIPR email to the SAF/IAPX Workflow and identify the classified portion requiring separate coordination in the NIPR TMT tasking.

5.13.3.4. SAF/IAPX is responsible for submitting the CN package to DSCA for Interagency coordination and is the focal point for any follow-on correspondence with the DSCA CN team. DSCA will conduct further coordination with other Service representatives as appropriate.

5.13.4. Country Team Assessments (CTA) and CCMD endorsements are required for all initial sales of a new system or capability and are only valid for two years; this includes requests for new or upgraded systems to be added to previously notified cases. Updated CTAs are also required for follow-on sales / increased quantities of previously sold systems or capabilities after two years; new CCMD Endorsements are not required for follow-on sales of items already in the partner's inventory. Due to the sensitive nature of Space Force LOR requests, a CTA will be required for all USSF cases.

5.13.5. The CTA may contain the CCMD endorsement, but then must indicate who at the CCMD endorses the CTA and/or include a CCMD representative in its coordination ("cleared by") list. The endorser shall be no lower than O-6/GS-15-level.

5.13.6. The CD will share IAP's recommendation that both the CTA and CCMD endorsement be written in a capability-based manner vice limited to a single, specific system version or model number whenever possible and appropriate, and acceptable to all stakeholders. This allows procurement flexibility based on future item availability or other potential limitations regarding specific system or subsystem versions or model numbers and avoid errors of omission. For example, a CTA could support the sale of "LAIRCM Block 3 or 4, with all required subcomponents and spare parts" to support the sale of either version or address unanticipated needs. If these assessment documents cite only a particular version or specific components, DSCA or DoS may not permit substitutions or additions in the CN package and eventual sale unless both organizations agree the change presents no substantive increase in capability or sensitivity and that there is a need for expediency.

5.13.7. The CCM will inform the CD of any new LOR that has a CN requirement identified but no assigned designator in DSAMS; the CD will obtain approval from SAF/IAPX to assign a country specific designator and inform the CCM.

5.13.8. If classified handling of a CN package is required due to political sensitivities, then any draft USG response document that connects the country to the potential sale items (e.g., LOA or NC recoupment waiver) will also be handled as classified until DoS has granted “CUI” or Unclassified handling of the corresponding CN. All other routine, unclassified development of LOAs and associated policy waivers may remain on unclassified networks throughout the CN processing period.

5.13.9. Do not share draft LOAs in any format with the partner until the case has been notified to Congress. Following CN, DSCA notifies SAF/IAPX, who in turn notifies the CD. Do not offer the LOA prior to expiration of the statutory review period.

5.13.10. Requirements or pricing information shared with the partner prior to notification must not resemble an LOA in any way, and must be clearly identified as unofficial, pre-decisional, or draft, to avoid the information being mistaken as an offer or “final.” (T-0)

Chapter 6

FOREIGN MILITARY SALES CASE IMPLEMENTATION AND EXECUTION

6.1. Overview. Chapter 6 of the SAMM covers implementation and execution of the LOA. SAMM guidance is expanded here with DAF-specific procedures.

6.2. Case Implementation Criteria. The CCM will notify DAF stakeholders once the appropriate criteria have been met and a new case is considered “implemented.” The CM must provide the international program directive (IPD) to personnel supporting case execution, and IPDs will not be issued until transportation plans (where required) have been initiated. **(T-0)** Personnel supporting the CCM will not begin formal activities until the IPD and obligation authority (OA) for their activity are approved. IPDs will include all necessary information for case execution including the purchaser provided ship-to, mark-for, and procuring agency code.

6.2.1. The 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. 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 OA is approved.

6.2.2. 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 using guidance in the Federal Acquisition Regulation (FAR) and other directives and contractual provisions. If OA is not yet approved when the IPD is issued, the CM notifies the LMs when OA is approved, and lines may be implemented. Exceptions to this policy are on a case-by-case basis.

6.2.3. 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. **(T-0)**

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

6.2.5. The withholding of the OA is used only on an exception basis, usually with the concurrence of the SAPM and LM identified in the IPD.

6.2.6. 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.

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

6.3. Designating a SAPM. The CCM will notify the USAF and/or USSF PO when there is a need to designate a SAPM. SAPMs are normally assigned from the PO exporting the majority item (aircraft versus major subcomponent), but POs may agree on other arrangements. The CCM will retain overarching responsibility for case execution while the SAPM conducts formal acquisitions processes.

6.3.1. A SAPM is recommended when a complex system sale crosses multiple POs, or the case requires extensive coordination with acquisition authorities outside the core system.

6.3.2. A SAPM may not be necessary when there is little or no integration or coordination efforts crossing POs or commands. Examples include acquisitions or training under a Blanket Order (BO) case, activities which can be executed by a single LM, or programs remaining substantially within a single center.

6.4. Case Monitoring Access. Where applicable, and to facilitate case activity, the CCM will use DD2875, System Authorization Access Request (SAAR), to enable partner access to the SAMIS and AFSAC On-Line (<https://afsac.wpafb.af.mil/>). The CCM will also recommend partners register in DSCA's Security Cooperation Information Portal (SCIP).

6.5. Airworthiness. The SAPM is responsible for ensuring FMS cases exporting aircraft contain funding to comply with current DAF airworthiness and OSS&E policies and processes. The DAF Airworthiness Office (DAF.Airworthiness.Office@us.af.mil) will be included in initial LOR distribution for review of potential Airworthiness requirements. The SAPM will brief the CCM and SAF/IA CD on significant delays (>120 days) to system delivery due to airworthiness issues.

6.5.1. The SAPM is responsible for ensuring compliance with DOD guidance prior to allowing U.S. persons to fly on-board foreign military aircraft as part of new procurement or system upgrade. In all other cases where a U.S. person is required (i.e., training), or invited, to fly aboard a foreign aircraft the CCM is responsible for ensuring compliance. The DAF Airworthiness Office (DAF.Airworthiness.Office@us.af.mil) maintains current DOD guidance.

6.5.2. A SAPM or PO is not responsible for the airworthiness of aircraft or systems procured or modified solely through DCS, or the commercial elements of a hybrid program. If a DCS-procured system is later modified through an FMS case, the SAPM will inform the purchaser the DAF will apply current airworthiness and OSS&E policies.

6.6. Foreign Aircraft Operation. The lead PO is responsible for executing outside continental U.S. (OCONUS) aircraft movement when requested by the purchaser and scoped in the LOA. MAJCOM/FLDCOM IA directorates will assist the PO in scoping the requirements and costs associated with the plan.

6.6.1. The PO may possess and operate aircraft during the delivery phase under the terms of the LOA. The PO may also take possession of in-country foreign aircraft when requested via the LOA (i.e., supporting transit to a U.S. maintenance facility or a CONUS exercise event). In the event of an incident in U.S. or international airspace involving an aircraft marked as a U.S. state aircraft and operated by a U.S. crew, the U.S. will lead the safety investigation to determine causes and remedies.

6.6.2. Aircraft ferried by U.S. service members in international or foreign airspace must carry external U.S. Government markings. **(T-0)** These markings should be clearly visible to observers, and any conflicting foreign markings (i.e., a non-U.S. national flag on the tail) should be covered. Non-military pilots contracted to support flight operations, or military pilots from the country owning or purchasing the aircraft, may operate aircraft displaying the markings of the purchasing country.

6.6.3. When U.S. military pilots are ferrying foreign aircraft, ACC Air Operations Squadron (ACC AOS) will obtain U.S. diplomatic clearance prior to transiting foreign airspace. Foreign pilots in command of their state-owned military aircraft may not utilize U.S.-obtained clearances through foreign airspace and must obtain a clearance consistent with the nationality of the aircraft. **(T-0)** When the DAF elects to incorporate a foreign pilot or crew to these missions, in command of one or more aircraft, the foreign-commanded aircraft must be represented by diplomatic clearances reflecting the nationality of the foreign command. **(T-0)**

6.6.4. U.S. military pilots may operate foreign-owned aircraft within CONUS airspace without U.S. Government-specific markings and without a diplomatic clearance obtained by the aircraft-owning country. This supports U.S. military pilots integrated into foreign squadrons permanently based in the U.S., temporary test and/or training of newly produced foreign aircraft, and in the rare circumstance a U.S. pilot commands a foreign aircraft within a CONUS exercise event.

6.6.5. The FMS case will fund Air Combat Command and Air Mobility Command Coronet planning costs, and ACC AOS delivery control officer TDY support, in addition to the costs of the coronet air refueling mission.

6.7. Supply Discrepancy Reports (SDR). The SDR Section, International Logistics Branch, International Logistics Support Division, Air Force Security Assistance and Cooperation Directorate, Air Force Life Cycle Management Center (AFLCMC/WFALB) is the DAF focal point for FMS SDRs, responsible for all aspects of SDR adjudication with stakeholders and final disposition determination.

6.7.1. FMS customers will submit SDRs using the SDR-Automation tool for review by AFLCMC/WFALB, who will coordinate with stakeholders to adjudicate SDRs between \$200 and \$50,000. For SDRs valued over \$50,000 or involving an issue likely to be raised to DSCA, AFSAC will coordinate with SAF/IAPX. In those cases, SAF/IAPX will coordinate with SAF/GCI and forward the SDR to DSCA for resolution. Otherwise, the SDR Section will send completed contested SDR packages only upon DSCA's request to review. The International Logistics Branch, Air Force Security Assistance and Cooperation Directorate, Air Force Life Cycle Management Center (AFSAC/WFAL) will still complete an SDR package even when DSCA intends to waive SAMM policy.

6.7.2. The International Logistics Control Office (ILCO) will maintain electronic SDR records on SDR-A, with legacy SDRs kept in approved storage for 29 years from the date of closure. ILCO will prevent unapproved dissemination of all USG legal opinions and action memos related to the SDR.

6.8. Event Reporting. DAF agencies will support DSCA requests for information to complete Congressional or other-directed reporting requirements, generally outlined in the SAMM (<https://samm.dscamilitary.com/appendix/appendix-5>). DSCA may complete reports relating to DAF export activity without a need to task the DAF OPR for inputs. Where DAF action is required, the OPR is outlined in **Table 6.1** and is responsible for beginning the coordination process required to obtain the requested information. SAF/IAP will determine the DAF OPR for any report not listed in the Table.

6.8.1. Registration, Evaluation, Authorization, and Restriction of Chemicals (REACH) is a European Union (EU) regulation that results in the prohibition and restriction of specified chemicals within the EU.

6.8.2. Annual reporting is provided to OUSD A&S DoD Working Group for the DoD REACH Strategic Plan.

Table 6.1. DAF Reporting OPRs.

REPORT	TRIGGER	DAF OPR
FMS LOAs triggering Sec. 36(b) CN	As required	SAF/IAR CD
Enhancement or sensitivity upgrade for items previously subject to CN	45 days before delivery of previously notified item(s)	SAF/IAR CD
Yockey waiver	As required	SAF/IAR CD
EDA CN	Significant Military Equipment or original acquisition value >\$7M	SAF/IAPX EDA
Key SC personnel roster(s)	As required	SAF/IAP
FMS Administrative Fund representational expenditures	Quarterly	Programming and Resources Division, Deputy Undersecretary of the Air Force for International Affairs (SAF/IAPR)
UN Transparency in Armaments (UNTIA) Registry	Annually	SAF/IAPX
Foreign Assistance Act (FAA) Sec 655 EDA Delivery Report	Annually	SAF/IAPX
Registration, Evaluation, Authorization and Restriction of Chemicals (REACH)	Annually	SAF/IAPX
Wassenaar Arrangement	Semi-Annually	SAF/IAPX
Special Defense Acquisition Fund (SDAF) inventory report	Quarterly	SAF/IAPX
Summary of exported items, required by Sec. 36(a)	Quarterly	SAF/IAPX
SDAF Financial Reporting (Offsetting Collections, Reimbursements, Obligations)	Monthly	SAF/IAPX
Participation in airshows	45 days prior to the opening of the air show or trade exhibition	SAF/AQX

Javits report (forecasting)	NLT February 1st of each year	PO
Security Assistance surveys	NLT 60 days after end of quarter	PO
Enhanced End Use Monitoring (EEUM) shipments	Monthly	PO
TPA policy notifications	As required	PO
Negative impact notifications, per SAMM Chapter 6	As required	PO
Co-funding program cancellations or adverse event notifications	As required	PO
Security Specialist personnel roster	Semi-Annually	Air Force Life Cycle Management Center Director of Information Protection (AFLCMC/IP)
Leases	NLT 30 days before entering or renewing any lease for one year or longer; 15 days for North Atlantic Treaty Organization (NATO) +5	AFSAC Lease POC
Waivers for Non-recurring Recoupment Charges (NRC)	As required	AFSAC CCM
Unexpired leases of DoD property	Quarterly	AFSAC CCM
FMS arrearages	Quarterly	AFSAC CCM
Case closure status report	Quarterly	AFSAC CCM

Chapter 7

TRANSPORTATION

7.1. Overview. Chapter 7 of the SAMM covers transportation of items acquired through the LOA. SAMM guidance is expanded here with DAF-specific procedures.

7.2. Title Transfer. The CCM will prepare a SAMM policy waiver for USG retention of title beyond the point of origin and will include the appropriate notes in the FMS case. See [paragraph 5.6](#) for the ETP process. Waiver requests are not required for title retention during aircraft ferry.

7.3. Transportation Plan. Transportation Plans (TP) will be developed by the CCM and must be reviewed by the purchaser and approved by AFSAC transportation (AFLCMC/WFAL) before issuance of final IPD and item transfer. (T-0) TPs will be reviewed after each LOA amendment or modification, or at a minimum, annually.

7.4. Delivery Term Code (DTC). Material lines may contain multiple and executable DTCs. Numeric and alpha DTCs will not be listed on the same material line. Shipment considerations listed in the line notes will correspond to the line's DTC.

Table 7.1. Cost percentages to use when shipping from other than the Defense Working Capital Fund.

#	Alpha Delivery Term Codes (DTC)	Cost %
C	DoD will download customer vessel / aircraft at CONUS port of departure, ship material to repair facility back to CONUS port of entry and upload customer vessel/aircraft.	10.50%
E	Customer country is responsible for all transportation arrangements.	0.00%
F	DoD is responsible for all transportation arrangements from in-country location, to repair facility and back to in-country location.	
	a) To Europe, Hawaii, Latin America (Central America and Caribbean Basin), and Mediterranean ports	26.00%
	b) To Newfoundland, Labrador, Thule, Iceland, South America (East and West Coasts), Far East, African ports (other than Mediterranean), and Near East	29.50%
G	DoD will upload DoD vessel/aircraft at OCONUS location, ship material to repair facility, back to OCONUS POD and offload vessel/aircraft.	
	a) To Europe, Hawaii, Latin America (Central America and Caribbean Basin), and Mediterranean ports	20.00%
	b) To Newfoundland, Labrador, Thule, Iceland, South America (East and West Coasts), Far East, African ports (other than Mediterranean), and Near East	23.50%
H	Customer country is responsible for all transportation from overseas point of origin to the CONUS repair facility. DOD/USG is responsible for transportation from CONUS repair facility to CONUS POE.	2.75%
J	Customer country is responsible for all transportation from overseas point of origin to CONUS repair facility. DOD/USG is responsible for all movement from CONUS repair facility to the overseas inland destination.	
	a) To Europe, Hawaii, Latin America (Central America and Caribbean Basin), and Mediterranean ports	13.00%
	b) To Newfoundland, Labrador, Thule, Iceland, South America (East and West Coasts), Far East, African ports (other than Mediterranean), and Near East	14.75%

7.5. Military Assistance Program Address Directory. The AFSAC Transportation Team will create and update addresses in the MAPAD. The CCM will review the MAPAD annually with the PN for accuracy and provide changes to the Transportation Team.

7.6. Freight Forwarder. The DAF will not provide oversight of freight forwarders, and the LOA may not be used to support any purchaser-directed contracted freight forwarder services. AFSAC may perform assistance visits to CONUS-based freight forwarders as allowed by purchasers and when appropriate resourcing is available.

7.7. Cargo Preference. 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 Title 49 United States Code (USC) § 40118, Fly America Act, and Title 46 USC, §§ 1101-1294, Merchant Marine Act of 1936. **(T-0)** For ocean cargo, general, non-availability, or security waiver requests are submitted to SAF/IAPX for consideration and forwarding to DSCA at least 21 days before the shipping date.

7.8. Offer Release Codes (ORC) and Notices of Availability (NOA). Each materiel line item on the LOA 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 SAAM, C7.T6., “Offer Release Codes.”

7.8.1. 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 describes the shipment origin information, over-dimensional material, or special handling requirements. The NOA also includes an information block for the consignee to provide additional shipment information.

7.8.2. 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). Defense Logistics Management Standards (DLMS) 4000.25, Logistics Systems Interoperability Services, Volume 6, Chapter 3, Military Assistance Program Address Directory, and Defense Logistics Manual (DLM), Volume 2, Supply Standards and Procedures, Appendices 8.30 – 8.32, Foreign Military Sales Notice of Availability Key Document, provides instructions on preparing an NOA.

7.9. Transportation Costs. Detention and delayed charges related to freight forwarder delays in FMS shipments are charged at the actual cost to the applicable FMS case and line.

7.10. Transportation of AA&E and Sensitive Materiel. AA&E and Sensitive items may not be shipped to a purchaser's freight forwarder or to a purchaser’s CONUS facility. **(T-0)** The different categories, and transportation procedures that apply to each, can be found in SAMM C7.15. DTC 7, 8, and 9 apply to shipment of AA&E materiel.

7.11. Electronic and Hand Carry Transfer. LMs will annotate electronic and/or hand carry transfer in the case’s line notes when these methods are used. Articles containing a hazard class will not be hand carried on commercial aircraft. Hand carry of classified and sensitive, to include Controlled Cryptographic Items, will follow guidance in the TP.

7.12. Offshore Procurement: The CCM is responsible for notifying the PN of offshore procurement and informing the LM of inputs from the purchaser prior to offshore contract award. Shipment of material procured offshore will be to the scope of the lines DTC and LOA transportation funding authorities.

7.13. Export Reporting: Export reporting, filing, and retention requirements will follow guidance found in the International Traffic in Arms Regulation (ITAR). Hand carry articles, articles shipped as freight, and ferried aircraft will be reported to Customs and Border Patrol via the Automated Export System. Records of articles electronically transferred to the PN will be maintained for a period of five years after case closure.

7.14. Transportation Discrepancy Report (TDR): Purchasers should contact the security cooperation office or AFSAC transportation team for assistance if the Defense Transportation System damages, loses, or improperly ships an item, resulting in damage. A TDR will be completed.

Chapter 8

END-USE MONITORING (EUM) & INTERNATIONAL PROGRAMS SECURITY (IPS)

8.1. Overview. Chapter 8 of the SAMM describes the DoD Golden Sentry EUM program's policies and procedures for routine end use monitoring (REUM) and EEUM of defense articles and services provided to FMS purchasers. SAMM guidance is expanded here with DAF-specific procedures pertaining to EUM as well as greater IPS.

8.2. Definition. EUM is a DSCA-led program accounting for the transfer, use and protection of defense articles or services. IPS encompasses more holistic security and protection policies and practices, beyond what is required from EUM, and sometimes levied by other agencies, such as, but not limited to, the DoS, DTSA, DoD AT, and LO/CLO Tri-Service (TSC) and Executive Committees (EXCOM). The SAPM, in coordination with the CCM, SCO, and AFLCMC/IP, is responsible for ensuring exports incorporate appropriate EUM and IPS protections.

8.3. Roles & Responsibilities. SAF/IAPX is responsible for issuing EUM and IPS policies, providing synchronization and oversight, and serves as the DAF's Golden Sentry primary point of contact to DSCA. SAF/IAPX will ensure DSCA receives an updated Air Force Security Specialists Point of Contact List, as required.

8.3.1. AFLCMC/IP is the DAF's security focal point for acquisition, technology, and IPS to protect weapon systems, sensitive technology, and related information. AFLCMC/IP is the DAF's Designated Security Authority (DSA) for all aspects of SC program security. As the DAF's DSA, AFLCMC/IP will:

8.3.1.1. Coordinate with SAF/IAPD and the DTSA to obtain and receive all relevant IPS policies, agreements, records, and documents (e.g., National Disclosure Policy Committee provisos, etc.) to ensure appropriate security and technology protection requirements are built-in to the case.

8.3.1.2. Make final determinations on SC protection matters, in coordination with IPS stakeholders such as DTSA, SAF/IAPD, DSCA, and DoS.

8.3.1.3. Ensure IPS security technology protection requirements are incorporated into FMS cases and correctly implemented by U.S. and foreign personnel in-country, including requirements derived from IPS policies, agreements, records, and documents (e.g., National Disclosure Policy Committee provisos, Special Security Agreements, etc.).

8.3.1.4. Inform the New Business Office (NBO), SAPM and PO security specialist (hereafter "security specialist") of unique protection requirements based on EUM and IPS security mandates levied by DoS, DoD, or DAF organizations.

8.3.1.5. Oversee proper development of FMS case notes, LOA security instructions (LSI), security provisos, and other necessary documentation to implement IPS requirements per foreign purchaser and U.S. government requirements.

8.3.1.6. Validate and/or certify all security requirements, site assessments, and certifications of facilities, and assess purchaser nation capabilities to provide all protection measures of defense articles, sensitive technology, and/or related information.

8.3.1.7. Develop IPS training standards for security specialist workforce.

8.3.1.8. Notify the AF MASL POC if there are implications to existing or new MASLs.

8.3.1.9. Lead DAF coordination on all issues between the DAF and DTSA regarding specific security and protection requirements, including DTSA-requested site security surveys, assessments, and certifications.

8.3.2. The security specialist will identify and implement security and protection measures to comply with USG directives and/or AFLCMC/IP requirements. The security specialist will:

8.3.2.1. Serve as the IPS focal point for the SAPM and purchaser nation, including direct engagement with purchaser nation security specialists to ensure successful implementation of all IPS requirements.

8.3.2.2. Develop and provide AFLCMC/IP an annual forecast of site security visits, updated quarterly; and conduct site security visits at each purchaser location projected to receive defense articles and sub-systems during case development, with security findings documented in a formal site security report.

8.3.2.3. Develop site security reports for AFLCMC/IP validation and/or certification of the location's security requirements. Site security reports should include the location, FMS case identifiers, personnel conducting the visit, facility specifics, observations and findings, compensatory measures, and any artifacts or documents, as needed.

8.3.2.4. Co-develop relevant security documentation (e.g., LOA notes, LSIs, standard operating procedures, etc.), following purchaser nation requirements, to attain agreed upon protection measures prior to site certification and delivery of defense articles.

8.3.2.5. Conduct site security assessments to validate the implementation of security requirements prior to delivery of defense articles and sub-systems. If the site cannot meet certification standards, the security specialist will develop a proposal of compensatory measures and submit it to AFLCMC/IP for approval.

8.4. EUM Requirements. The DAF is responsible for implementing the following specific DoD Golden Sentry Program requirements:

8.4.1. The security specialist is responsible for conducting security assessments of EEUM facilities, completing formal site security reports (as outlined in [paragraph 8.3.2.2](#) through [paragraph 8.3.2.5](#)), and submitting to AFLCMC/IP for review and approval. The security specialist may approve certification of sites that meet existing security standards and upload a copy of the site certification documentation to SCIP.

8.4.1.1. AFLCMC/IP will review any proposed compensatory measures and make a certification determination on behalf of the DAF. Upon approval, the security specialist will upload a copy of the site certification documentation to SCIP.

8.4.1.2. The SAPM will email monthly shipment reports of EEUM materiel to the DSCA Help Desk workflow (dsca.eumhelpdesk@mail.mil), the AFLCMC/IP Workflow (AFLCMCIP.Workflow@us.af.mil) and the SAF/IAPX workflow (SAF.IAPX.Workflow@us.af.mil).

8.4.2. AFSAC Policy will develop and coordinate EEUM designation requests with the applicable PO and AFLCMC/IP and will submit packages to SAF/IAPX. Where required, AFLCMC/IP will identify unique and/or case-specific security requirements to AFSAC Policy as part of the EEUM designation request process. SAF/IA submits completed EEUM designation requests to the DSCA Director. EEUM packages submitted to SAF/IAPX will include a MASL request form(s), an LOA security note with LOA Security Instruction, if applicable, and the DoD Golden Sentry EEUM Checklist with photographs included.

8.5. IPS Requirements. AFLCMC/IP will ensure IPS policies and procedures are implemented through the lifecycle of the case. Additional security and protection measures beyond standard DoD requirements will be documented in an LSI and will be validated for compliance.

8.5.1. AFLCMC/IP will ensure FMS programs adhere to the DAF IPS Security Requirements Matrix (SRM), which provides an official record of security and protection requirements applicable to FMS transfers. AFLCMC/IP will update the SRM annually to maintain its currency.

8.5.2. The security specialist will develop LSI and LOA security notes and provide them to the CCM during case development. These notes must be approved by the applicable PO (or SAPM), AFLCMC/IP, and the purchaser nation prior to delivery of the defense articles or services. **(T-0)** AFLCMC/IP will aim to inform DSCA of LSIs that provide additional enhanced security measures for EEUM defense articles to synchronize with Golden Sentry requirements.

8.5.3. The security specialist will conduct site security assessments required to meet unique IPS requirements. All security assessments should follow the procedures provided in [paragraph 8.3.2](#). AFLCMC/IP approves security assessments, including those that occur outside of the normal EEUM visit process.

8.5.4. The PO will consider designating a cybersecurity expert to assist the SAPM and security specialist with implementing cyberspace security strategies, procedures, and oversight for network-enabled defense articles and programs.

8.6. Third Party Transfer (TPT) Requests. The CCM is responsible for informing a foreign purchaser to submit a TPT request to the DoS Office of Regional Security and Arms Transfer Policy (PM/RSAT) for transfers of U.S.-origin defense articles or services to other nations. The CCM's responsibility also applies when the DAF is purchasing U.S.-origin equipment from a foreign purchaser, as the TPT ensures EUM accountability for the applicable items. Refer to DAFMAN 16- 201, Foreign Disclosure and Technology Transfer Program, for further guidance.

Chapter 9

FINANCIAL POLICIES AND PROCEDURES

9.1. Overview. Chapter 9 of the SAMM describes legal, regulatory, and policy requirements relating to SC sales and grants. SAMM guidance is expanded here with DAF-specific procedures pertaining to financial matters.

9.2. Pre-LOR Funding. AFSAC will review and resolve AFLCMC requests under \$25,000. SAF/IAPR will review and resolve requests from \$25,000 to \$250,000, and the Assistant SAF/IA (2-star) will approve any pre-LOR funding requests over \$250,000. 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.

9.3. FMS Administrative Surcharge Rate. SAMM Table C9.T4 contains information on the administrative surcharge. If a case line is re-scoped, the current administrative surcharge should be applied to that line, regardless of the original rate.

9.3.1. The surcharge rate does not apply to cases established for Presidential drawdown using the “S9” program code or FMS Order I cases on-order portion.

9.3.2. Case lines with tiered administrative rates should not be modified or amended with additional scope. The new requirement should be reflected on a new line with the current administrative surcharge rate.

9.4. Complex Case Pricing. (Anticipated Offer Date Group C) POs, NBOs, and SAPMs should combine historical data and current industry-provided data when pricing complex cases. Selected lines on the LOA may require an appropriate risk factor, determined by the PO team. The risk factors used to price a complex case should be presented to SAF/AQ and SAF/IA leadership when requested and may be used to support DAF leadership engagements with foreign procurement authorities and DSCA.

9.5. Sustainment Case Pricing. POs may provide multiple cost estimates to foreign procurement personnel during development of stand-alone system sustainment cases. The TPA guidance in [Chapter 4](#) applies to the initial procurement of a major weapons system, not during follow on discussions where a purchaser is considering upgrades or sizing one or more sustainment cases based on the available budget.

9.6. Unique Case Payment Schedules. The CCM is responsible for resolving a purchaser’s request for a non-standard payment schedule (outside of policy or normal practices), which requires a coordination package (including the LOA) reviewed by SAF/IAPX prior to DSCA final approval.

9.7. Price Adjustments. The PO or SAPM will inform the CCM of any price adjustments (increase or decrease) to lines on an implemented case. Guidance on evaluating price adjustments is provided in SAMM C6.2.3. The purchaser may apply pricing credits to another line on the same case, to the country’s trust fund for application to another case or wait until funds are returned at case closure.

9.8. Co-Funding. “Co-funding” involves multiple foreign purchasers authorizing a PO to combine their funds for development of a common project. Co-funding will follow standard FMS processes, and SAF/IA will provide additional policy guidance to Air Force agencies upon request.

9.8.1. Co-funding is different and distinct from co-production, co-development, and cooperative agreements, and U.S. funding will not be used in support of a co-funding arrangement. For specific guidance on co-production, co-development, or cooperative projects, see AECA, Title 22 USC, §§ 2761(e)(2) and 2767.

9.8.2. Each co-funder will use a signed and implemented LOA to fund its portion of costs. Sale of co-funded end items and capabilities should occur on a separate LOA once MASLs are created and pricing is completed. Co-funding arrangements do not require any additional International Agreements (as defined in Department of Defense Instruction 5530.03, *International Agreements*) with the USG.

9.8.3. All co-funding arrangements with an estimated total development cost (TDC) of \$20M USD or more must be approved by SAF/IA before any LOA funds are spent on co-funding development activities. (T-0) SAF/IA will notify SAF/AQ, SAF/SQ, and the Director, DSCA, of all new co-funding arrangement approvals valued \$20M USD or more. Air Force led co-funding arrangements with an estimated TDC under \$20M USD will be approved by AFLCMC/WF; SSC will approve USSF-led co-funding arrangements with an estimated TDC valued under \$20M USD.

9.8.4. The applicable PO will originate all co-funding arrangement requests. Requests will outline the concept, the co-funders, the cost shares, potential acquisition risks, and other relevant information. For co-funding arrangements with an estimated TDC of \$20M USD or more AFLCMC/WF (SSC for USSF-led arrangements), SAF/GCI, AF/JA, SAF/IAP, and SAF/IAR will review. SAF/IA will make the final approval or denial determination after assessing all political-military and FMS considerations.

9.8.4.1. Acquisitions conducted in support of a co-funding arrangement will follow existing USG procedures. The PO will retain all applicable acquisition authorities; co-funding arrangements do not provide any acquisition or contracting authority to the foreign purchasers.

9.8.4.2. The PO will determine the initial co-funding cost shares. Equal cost shares should be the norm, but any arrangement determined by the PO is allowable with sufficient justification.

9.8.4.3. The PO will calculate core development costs (“co-funding costs”) and individual purchaser costs associated with the co-funding arrangement (e.g., integration costs). The PO will separate and remove additional requests for any country-unique capabilities (“Country-Unique costs”) from the request package.

9.8.4.4. SAF/IAR will contact the DSCA’s Office of Business Operations to calculate all payment schedule requirements, to include termination liability, for every co-funding arrangement.

9.8.5. The PO cannot spend any foreign funds, execute any contract actions, or begin any development activities until: **(T-0)**

9.8.5.1. The PO confirms that funds on implemented LOAs can cover all costs necessary to complete the co-funding arrangement's first acquisition milestone (i.e., Preliminary Design Review completion); and

9.8.5.2. The PO can account for the entire estimated TDC of the arrangement through implemented LOAs and/or formal Guarantees of Intent from the co-funders. Guarantees of Intent should take the form of Letters of Request or official letter signifying intent to join, signed at the GO/Flag Officer(FO)-level.

9.8.6. If costs increase after a co-funding arrangement is approved, all co-funders' LOAs must provide sufficient funds to incur their portion of the cost increase, as determined by the PO. Implemented LOAs that do not have sufficient funds must be modified.

9.8.7. The PO will submit a notification to SAF/IA if a co-funder exits the arrangement. The PO cannot pursue LOA modifications to update the cost share allocations for the remaining co-funders until after submitting a notification. **(T-1)**

9.8.8. Prior to development of an LOA for a new co-funder, the PO must obtain SAF/IA or AFLCMC/WF (SSC for USSF-led arrangements) approval. **(T-1)** The DAF does not need the consent of the existing co-funders before approving a new co-funder(s). If the DAF approves, the PO will update the cost shares and will inform existing members of the adjustments.

9.8.9. The PO will establish an information-sharing forum to provide transparency on the arrangement's status once co-funders have agreed to the arrangement and implemented their LOAs. The PEO may conduct individual meetings with co-funders if required to address requests for classified items or political-military sensitivities under the co-funding arrangement, or queries about individual partner costs or Country-Unique capabilities.

9.8.10. Pursuant to DoDD 2140.02, co-funders that individually contribute more than \$50M USD to the nonrecurring research, development, test and evaluation cost of any items of significant military equipment on the USML may be reimbursed for those costs. The DAF will establish Special NC recoupment charges for the benefit of all co-funders that individually meet the Special NC recoupment criteria outlined in DoDD 2140.02. The DAF will not reimburse co-funders if the DAF purchases a defense capability developed by a co-funding arrangement.

9.8.11. SAF/IA will be notified if any co-funding arrangement experiences one of the following adverse events: (1) the DAF is required to coordinate with DSCA based on "Negative Impacts" policies defined in the SAMM, Chapter 6, or (2) a co-funder exits an arrangement by cancelling its implemented LOA/LOA co-funding line before development concludes. The DAF will inform all affected co-funders if an adverse event occurs. SAF/IA will consult with AFLCMC/WF (SSC for USSF-led arrangements), the PO, and SAF/AQ before the co-funders or any U.S. agency are informed of an adverse event.

9.8.12. Requests to waive any portion of the co-funding Framework must be submitted to SAF/IA for approval. **(T-1)**

9.8.13. Each co-funding LOA must include a standardized co-funding disclaimer note provided below. (T-0) AFLCMC/WF will add the disclaimer to the basic case or use a modification for already-implemented LOAs as long as the co-funder has formally agreed to the co-funding arrangement at the GO/FO level.

9.8.13.1. “The Government of [insert LOA signatory], hereinafter “the Purchaser,” authorizes DAF to collect funds from this LOA line as part of a co-funding arrangement to develop [insert project description]. The Purchaser acknowledges the DAF will collect funds from other Purchasers of the co-funding arrangement (hereinafter “co-funders”). The co-funding arrangement will be administered using the DAF’s co-funding Framework, an FMS process. The Purchaser agrees to fund its portion of the co-funding cost share, as determined by the DAF PO. The Purchaser acknowledges it will not acquire any legal ownership or interest in the proprietary rights of the defense article, to include any intellectual property, foreground information, technical data, licensing rights, ownership, or right to use, by participating in the co-funding arrangement. Purchases of Co-Funded end items and capabilities will not be funded by the co-funding arrangement. Purchaser acknowledges that the Original Equipment Manufacturer maintains the right to market and/or sell the Co-Funded end items and capabilities to other future FMS or DCS purchasers that did not provide funds for development.

9.8.13.2. The Purchaser acknowledges there are known, and unknown risks associated with sharing in the development costs with the co-funders such as price increases and delays in development. The Purchaser further acknowledges the risk that the Co-Funded end items and capabilities may differ from what the Purchaser originally desired. Subsequent development may be required. The Purchaser agrees to indemnify and hold the United States Government, its agents, officers, and employees harmless from all loss or liabilities associated with the co-funding arrangement, in accordance with Section 3 of the LOA Standard Terms and Conditions.

9.8.13.3. The Purchaser acknowledges that if one or more co-funders default on cost share payments or provides notice of intent not to fund the co-funding arrangement (e.g., LOA cancellation) the Purchaser may be required to pay all or a portion of those costs. The Purchaser acknowledges it is not entitled to receive a refund if an arrangement failure occurs and/or another co-funder exits the arrangement. As no defense article will be provided by the co-funding arrangement, the Supply Discrepancy Report process does not apply to [insert relevant LOA lines]. The Purchaser understands that the addition or withdrawal of co-funders from the co-funding arrangement may change the contract scope and associated risks.”

9.9. Manpower General Policy. The following procedures supplement SAMM guidance regarding manpower supporting SA/SC programs:

9.9.1. Disclosure activities required to assess the releasability of USG technology will not be funded by foreign purchasers through either FMS Admin or LOA case lines.

9.9.2. The DAF will not exceed Congressionally approved end strength limits to support SA/SC programs with military personnel. “Foreign funded” is not a valid justification for exceeding end strength caps.

9.9.3. DAF contract personnel may not serve as SAPMs or CCMs due to restrictions on the performance of inherently governmental functions. In general, contractors may not enter into a binding agreement or decision to obligate the government or act on behalf of it. Direct all questions on inherently governmental functions to the Office of the Secretary of the Air Force Director of Staff (SAF/DS), AF.SAF.IAPRSAMRS@us.af.mil.

9.9.4. The AFSAC or AFSAT CCM (IA-assigned position) are ultimately responsible for executing all aspects of the implemented case and are responsible for validating the appropriate amount of LM funding to fulfill designated program requirements. The CCM will coordinate with the NBO or SAPMs (AQ-assigned position) to ensure acquisitions professionals have sufficient travel to meet program requirements.

9.10. Manpower Requirements and Funding Sources. Determining manpower requirements is a comprehensive decision among many players in the Air Force. Manpower decisions-makers range from CCMs, NBOs, SAPMs, and LMs and may also include direct inputs from organizational leadership and servicing manpower offices. Manpower decisions require the ability to determine the mix of officer, enlisted, civilian and contractor personnel, how those positions will be funded, and the required timeframes needed to support FMS workload. Manpower requirements may consist of defined manpower where positions are identified by function (e.g., Acquisition PMs, Instructor Pilots, Engineers, or Logistics Management Specialists, just to name a few). Manpower requirements may also be aligned with a particular service (or group providing a service) which are commonly referred to as embedded manpower requirements.

9.10.1. Types of Manpower. The Air Force uses three kinds of manpower to do required work: (1) military personnel, (2) in-Service civilian employees, and (3) USG contractor personnel (reference AFI 38-101, Manpower and Organization, **Chapter 3**).

9.10.1.1. Civilian Manpower. Requests for civilian manpower are coordinated with applicable DAF manpower authorities. Civilian manpower may be requested through the annual Security Assistance Program Budget Review (SAPBR) process for FMS Admin (reference **Chapter 14** of this document) or the Manpower and Travel Data Sheet (MTDS) for case manpower. FMS programs will use the normal classification process and guidelines for civilian personnel. AFI 38-101, Chapter 15, 15.3 “full-time positions do FMS duties 90 percent or more of the available time.” Civilian positions on the Unit Manpower Document (UMD) must meet the criteria outlined in AFI 38-101, paragraph 15.3. **(T-0)**

9.10.1.2. Military Manpower. Military positions in an FMS administrative surcharge program element are Air Force funded (Reference AFI 38-101, Chapter 15, 15.4.3 and AECA, Title 22 § 2792.B. Military positions supporting case workload must be identified on the LOA in the DSAMS MTDS. **(T-0)** All military positions supporting the FMS program are subject to meeting Air Force end strengths and grade restrictions as outlined in AFI 38-101, Chapter 9. The DAF will not exceed Congressionally approved end strength limits to support SA/SC programs with military personnel. “Foreign funded” is not a valid justification for exceeding end strength caps. Requests for military manpower must be able to justify the essentiality for a military requirement (Regular AF and Air National Guard uniformed members) or the need for in-country Regular AF member presence as specified in AFI 38-101, paragraph 3.3. **(T-0)** Identify and coordinate military offsets when military resources are not available.

9.10.1.3. USG Contractor Personnel. Contracted manpower can be both defined requirements or undefined (embedded) resources. Contract personnel may not serve as SAPMs or CCMs due to restrictions on the performance of inherently governmental functions. In general, contractors may not enter into a binding agreement or decision to obligate the government or act on behalf of it. Direct all questions on inherently governmental functions to SAF/DS, AF.SAF.IAPRSAMRS@us.af.mil.

9.10.1.4. Embedded (or Service) Manpower. It is necessary to incorporate “embedded” manpower into the 700-series lines when the requirement does not have an explicit position title or man-year equivalent. Acceptable examples of embedded manpower include contract support personnel or flight crews to conduct an overseas ferry mission.

9.10.2. Manpower Funding Sources. The SAMM C9.T2 outlines various FMS activities and how they are funded.

9.10.2.1. Admin-Funded. FMS Admin-funded manpower is provided by funding to the Air Force by DSCA from the FMS Administrative Trust Fund. Funding for FMS Admin manpower is initially requested through an annual SAPBR process run by SAF/DS (reference [chapter 14](#)). There are various stages of the SAPBR process which are overseen and announced by the implementing agencies or MAJCOM/FLDCOM IA’s Financial Management Branch. New requirements for FMS Admin manpower may be submitted through organizational leadership during these stages to include out-of-cycle requests. Out-of-cycle requests for additional FMS Admin manpower requires coordination between the requesting agency, MAJCOM/FLDCOM, and SAF/IAP.

9.10.2.2. Case-Funded. A customer country provides funding for specific manpower and services in support of the FMS case. Funding for case manpower is provided via the LOA and outlined in the MTDS. The MTDS summarizes all the manpower requirements for which the customer country is paying. Justification for case manpower should be clearly outlined in the LOA Line Note describing specific activities and functions to support the workload during the execution phase of the case. Case manpower requirements, military, in-house organic and contractors with defined manpower positions and undefined services are documented and submitted in the DSAMS MTDS module except as exempted by SAMM C9.4.2.4.4.

9.10.2.2.1. Embedded case-funded manpower requirements are separated from the cost of materials wherever possible, placing materials on non-700 case lines. If the cost of the core materials (i.e., aircraft, missile, radar, etc.) organically includes the supporting manpower, embedded manpower costs are placed on non-700 lines and will not separately charge a 700 or 900 line for manpower.

9.10.2.2.2. Manpower supporting a specific FMS program on the LOA is included on an applicable service line or as part of price of material for the activities that are chargeable to the customer. Material costs should be estimated and accounted for in the MTDS Personnel tab when they cannot be separated from the case-funded manpower request. Examples of material which cannot be separated from the servicing manpower includes flying training services and Mission Data File (MDF) development.

9.10.2.2.3. Manpower services lines with embedded equipment or materiel are documented with their applicable source of supply (SoS) code, ORC, and assigned DTC 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. 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.

9.10.2.2.4. AFSAT personnel may embed equipment procurement in a 900-series line if the equipment price cannot be separated from the procurement of training services. Examples include flight gear required to support industry provided helicopter training, or software required to support mission planning activities.

9.10.2.3. Borrowed Manpower. Non-FMS Admin or non-case funded USG personnel may occasionally need to support a case. The MTDS entry for “borrowed” manpower should reflect both the salary and travel expenses of the USG person(s) while in direct support of the foreign program.

9.10.2.4. Hybrid-Funded. Guidance on manpower funding for a DCS and FMS Hybrid Program is provided by the SAMM, Paragraphs C4.3.13 and C5.2.1.1, and Table C14.T2.

9.11. Defense Security Assistance Management System (DSAMS).

9.11.1. LOA Manpower Line Development. Effective 1 November 2010, any manpower service line with defined or undefined (to include embedded manpower) is documented with an LOA 700-series line. Line numbers are assigned by line manager code (LMC) without regard to command. Only AFSAT activities and support are reported on LOA 900-series lines. For manpower developed on LOAs prior to 1 November 2010, only the portion that is attributable to scope change is documented using a 700-series line.

Table 9.1. The 700-Series Manpower Service Lines.

Line Number	Category	Manpower Service Title
0-760	General	(Other Services (Ref: SAMM Chapter 9, section C9.4), Training (Non-AFSAT provided), Construction, Major or Minor Modifications)
	Technical	(Technical Assistance (Ref: SAMM Chapter 5, Fig. C5.F14. Generic LOR Checklist, paragraph 13.b), Engineering Technical Support, Surveys (not Technical Coordination Group or International Engine Management Program related), Weapons Systems Support, Avionics Software Support, Technical Assistance Field Teams, Contractor Engineering and Technical Services (Ref: SAMM Chapter 9 paragraph C9.4.2.4.2.))
761-790	Aircraft	Aircraft Structural Integrity Program (ASIP), Aircraft Ferry Support, Tanker Refueling)
	Maintenance	Precision Measurement Equipment Laboratory (PMEL) lines, Program Depot Maintenance (Ref: SAMM Chapter 5, Table C5.T3. LOR Actionable Criteria #16, 8th bullet)
791-795	Base Services Support	(MASL) 079100AFPIBSS) (Ref: DSAMS Reference Report RP034, Military Article Service List)
796-799	Special Activities	(MASL 079100SPCLACT)
Exceptions:	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 DSAMS MTDS module. Ref: SAMM Chapter 9 paragraph C9.4.2.4.4 for exceptions)	

9.11.2. Designation of Implementing Agency Multi-Service Line Numbers on LOAs. This line guidance provides procedures on the use of line numbers to identify defense articles and services provided by another implementing agency in support of a single LOA; commonly referred to as a Multi-Service LOA.

Table 9.2. Designation of Implementing Agency Multi-Service LOA Line Numbers.

Line Numbers	Implementing Agency
300-316	Defense Threat Reduction Agency
317-333	Defense Information Systems Agency
334-350	Missile Defense Agency
351-367	National Geospatial-Intelligence Agency
368-385	National Security Agency
386-399	U.S. Army Corps of Engineers
400-499	Air Force defense articles
500-599	Army
600-699	Navy
700-799	Air Force services
900-999	Air Force training

9.11.2.1. For the LOA manpower lines pending requirements prioritization with a procurement source of supply code, “P” or “X,” applicable contract administration services (CAS) fees are assessed on the contract value. Refer to SAMM Chapter 9, Table C9.T4. Table of Charges for CAS fee rates and Tables C9.T5-C9.T7 to waive CAS fees for the PNs with reciprocal agreements. If the definite contract value is unknown or not fully defined during the case development phase, provide the best estimate to replace it with the actual cost during or after contract manpower execution.

9.11.2.2. If it is determined that additional manpower lines are needed, contact the CM who tasked the lines in DSAMS. Once all manpower requirements are documented on the line, the line is returned to the tasking CM for further review and processing.

9.11.3. SAF/IA Manpower and Travel

9.11.3.1. A separate SAF/IA services line is included in the LOA when the SAF/IA country director’s salary is funded from the LOA. A prior coordination with SAF/DS is needed to ensure sufficient manpower exists to handle additional SAF/IA line management workload.

9.11.3.2. When there is a SAF/IA manpower services line, the SAF/IA CD creates a separate LOA line with an associated DSAMS MTDS. To deviate from this procedure, the applicable CD submits a request for a waiver through SAF/IAPX and SAF/DS.

9.11.3.3. If SAF/IA CD’s salary is not case funded, the CD is required to develop specific TDY funding requirements and submit them to the lead MAJCOM/FLDCOM to include within their MTDS. For the travel fund cite, the CD contacts the respective LM.

9.11.4. MTDS Development. The MTDS is required for any LOA basic, amendment, or modification that includes a defined manpower line or an embedded services line, except as exempted in SAMM C9.4.2.4.4. The MTDS is required for amendments or modifications that have any price increase or decrease, a scope change to include a line increase (except from the SoS impacts) or decrease, or a substantive note change. The MTDS lists manpower (USG and contractor), case-related travel, and personnel support costs (PSC). The LOA above-the-line costs for each line are based on the values entered in the DSAMS MTDS module. LOAs will be returned to LMs if a required MTDS is missing. Exemptions to the MTDS requirement are listed in **Table 9.3**.

9.11.4.1. The LOA lines, equipment, or services that include undefined (blanket order) lines containing manpower requirements must be documented with a period of performance for the manpower. They are also documented on a MTDS unless DSCA provides specific exemption(s). The following security assistance manpower services/activities are exempt from the MTDS requirement (reference SAMM C9.4.2.4.4.).

Table 9.3. LOA Lines Exempted from MTDS.

1	Services provided as a membership in the USG-sponsored groups identified in row #101 of SAMM, Table C9.T2., i.e., DAF TCP and IEMP. (Note: ECISAP is not a membership-based program.)
2	Manpower provided by the Working Capital Fund (WCF) if the manpower is part of the final material total cost and cannot be separated from the unit price (e.g., organic costs). If only services are being provided by the WCF, an MTDS is required;
3	Lines involving BO CONUS training or schoolhouse-provided training where manpower costs are embedded within the course/tuition rates;
4	Contractor Logistics Support using MASL number R9A-0761000000CLS
5	Repair and Return programs
6	Refurbishment and overhaul programs
7	Embedded labor (e.g., pro-rata shares of engineering support) that is part of the materiel cost and cannot be separated from the unit price
8	Number of work years and travel costs for contracted manpower, if unknown
9	Cases in Supply/Services Complete status and the amendment or modification is being processed in preparation for full case closure.

9.11.4.2. Costing Calculator. All associated costs are entered into the DSAMS MTDS module from the Line Price Estimation screen using the appropriate primary category code (PCC). Costs for civilian and military personnel are determined by using the FMS costing calculator. If the costing calculator is unavailable, determine costs based on posted pay tables at the Step 6 rate for civilians. Use the appropriate civilian pay table with locality posted at www.opm.gov. Costs for military personnel are priced using the applicable pay

standards (reference SAMM C9.4.3.3). Base salaries for both Civilian (plus locality) and Military are entered in the MTDS module, Personnel Tab. DSAMS will adjust the base salaries for fringe benefit factors and civilian unfunded retirement by the information provided under DoD Reimbursable Rates located at Under Secretary of Defense (Comptroller) > Financial Management > Reports. Contractor positions are not priced using the costing calculator.

9.11.4.3. Associating the Primary Category Codes with the MTDS Module Tabs. All manpower (USG and contractor) values are listed in the MTDS Module based on the PCC selection from the DSAMS Line Price Estimation Screen.

9.11.4.4. Personnel Tab. The values (base cost and man years of effort) are entered into the MTDS Module from DSAMS Line Price Estimation screen. Select the appropriate PCC and enter data in the Personnel tab of the MTDS module; PCC 01 (Civilian Personnel Services), PCC 02 (Officers), PCC 03 (Enlisted), and PCC 91 for Contractor (defined or embedded) pricing. Work-year entries are not required for contractor support. If the local policy directs contract labor be tracked on a Contract Full Time Equivalent (CFTE) basis, the comparable organic manpower is applied to the CFTE billets. When entering information into the MTDS, the organization should be clearly identified with the MAJCOM/FLDCOM/Center/Office Symbol Code (OSC) and the base/location of the position. If the OSC does not clearly identify the platform to which the position will be assigned, a short title of the platform should be entered after the OSC. For example, the F-16 PO can be at both Hill Air Force Base, Utah and Wright-Patterson Air Force Base, Ohio. Without more information, simply "WAML" is not enough to make the distinction between a logistics position located at Hill or a logistics position located at Wright-Patterson.

9.11.4.5. Travel Tab. Use the Travel tab of the DSAMS MTDS module to account for estimated travel costs. U.S. government travel and contractor travel are listed separately in the MTDS. From the Line Price Estimation screen, use PCC 07 (TDY) for travel by U.S. government personnel. Use PCC 84 for known contractor travel costs that are not embedded in the price of the contract. Do not mix TDY costs with salary costs.

9.11.4.6. Personnel Support Cost (PSC) Tab. Support type costs are input into the DSAMS MTDS PSC tab using PCC 84, 90 and/or 91, as appropriate. Note, PCC 81 should no longer be used to identify personnel support costs.

9.12. Completing Manpower Programming and Execution System (MPES) Manpower Position Control Number (MPCN). Although not required as an entry in the DSAMS MTDS Module, the SAMM paragraph C9.4.2.6 directs all personnel charges be identified with a manpower position number (POS) or an auditable substitute code that uniquely identifies a manpower requirement. For the purposes of reporting position numbers from MPES, consistently use the 10-digit MPCN instead of the 7-digit position number. Changes to manpower positions will be made using the Manpower Change Request (MCR) process as outlined by the local servicing manpower office.

9.12.1. FMS positions will be coded with the following Program Element Codes (PEC). Any MAJCOM/FLDCOM or FOA using a PEC other than those listed below will notify SAF/DS.

9.12.1.1. A2002B, FMS Admin. Positions identified and approved through the SAPBR process.

9.12.1.2. A2002I, Reimbursable-Case. This PEC is associated with defined manpower identified in the LOA's Other Manpower Services MASL.

9.12.1.3. A2002M, Technical Order/Product. Program is overseen by AFLCMC/WFALD. Positions are approved based on direct support to the Technical Order program.

9.12.1.4. A1010A, BPC. Case positions using this PEC will show the associated case in Reimbursable ID (RID) field.

9.12.2. Air Force Remark on FMS Manpower will be coded as:

9.12.2.1. A8, FMS Admin

9.12.2.2. F2, Direct-Case

9.12.2.3. K2, Technical Order/Product

9.13. Case Manpower Allocation. SAF/IA derives its manpower allocation authority from HAFMD 1-16, Deputy Under Secretary of The Air Force, International Affairs, which assigns to SAF/IA all oversight and execution responsibilities for international programs and activities affiliated with the DAF. SAF/IA, in turn, delegates this responsibility to the respective MAJCOM/FLDCOM that owns the FMS manpower requirements and retains program oversight responsibilities.

9.13.1. The case implementing MAJCOM/FLDCOM allocates, records manpower changes in MPES through the servicing manpower office, and executes only command-authorized and funded FMS case manpower billets.

9.13.2. Each MAJCOM/FLDCOM develops an FMS manpower allocation process that satisfies the FMS manpower policy requirements of the SAMM, this manual, and the respective MAJCOM/FLDCOM.

9.13.3. After applicable CCM issues the IPD and defines the line OA for each organization supporting the case, the manpower-owning MAJCOM/FLDCOM issues a manpower allocation memorandum identifying all required manpower actions from the implemented case to update the DAF FMS manpower baseline. The applicable MAJCOM/FLDCOM issues a manpower allocation memo as required, only after receipt of the published IPD and revalidated requirements.

9.13.4. The MAJCOM/FLDCOM's manpower allocation memo issuing office forwards a copy to the SAF/DS workflow at SAF/DS.Workflow@us.af.mil within five working days of the memo issuance or as soon as practical.

9.13.5. SAF/DS or MAJCOM/FLDCOMs update the MPES 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. The applicable work center files all manpower allocation memos as an official DAF record in the applicable work center's official electronic record management keeping-system.

9.13.6. FMS manpower authorizations are based on the corresponding civilian and military positions shown in the DSAMS MTDS for position management in the UMD. Manpower allocations are done immediately to minimize or prevent a lapse in manpower services coverage.

9.13.7. A periodic internal audit of the command's manpower allocation records versus programmed manpower in MPES should be conducted to identify any discrepancy in required, authorized, and funded versus executed.

9.14. Manpower Data for Extended Training Service Specialist (ETSS) Cases.

9.14.1. CDs and CMs ensure PNs requesting or requiring DAF-rated manpower via FMS cases understand USG manpower policy constraints prior to LOR submission. Alternatives to DAF-manpower (e.g., contractor support) need to be fully explored.

9.14.2. 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 SCOs 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.

9.15. Annual DSCA AECA FMS Manpower Report. An annual FMS Manpower Report is required by Section 25(a)(6) of the AECA, Title 22 USC, § 2765. In addition to SAMM A5.1., Row #17. e., the following guidance is provided:

9.15.1. SAF/DS provides an FMS-FMF manpower report to DSCA to meet the agency's annual Congressional reporting requirement on SA manpower. The FY fourth quarter FTE data is downloaded from MPES and validated with the applicable MAJCOM/FLDCOM as needed.

9.15.2. MAJCOM/FLDCOM IA offices collaborate closely with the Servicing Manpower Organization (SMO) to ensure the MPES records are up to date to ensure accurate reporting to DSCA's annual Congressional report.

9.15.3. SA Manpower Program Oversight. In addition to SAMM, paragraph C1.3.2.6 guidance and DAFFD 16-1 Section 2.1 directives, the following guidance is provided:

9.15.4. SAF/DS FMS manpower policy guidance and oversight includes pre-LOR case development, case execution, and case closure involving manpower service lines.

9.15.5. MAJCOM/FLDCOMs establish and maintain administrative requirements and guidance to ensure compliance in managing and executing FMS manpower requirements and resources. At a minimum, SAF/DS and each AF MAJCOM/FLDCOM conducts a review of FMS manpower programs during the annual AECA and FMS manpower assigned data call.

9.15.6. A copy of the automated MTDS is available to SAF/DS through DSAMS.

9.15.7. SAF/IAPX provides FMS Manpower Management Report specifications to meet any routine or urgent mission requirements.

9.15.8. SAF/IAPX assists in MAJCOM/FLDCOM's FMS manpower policy implementation efforts when an apparent conflict is found between general SA policy and the FMS manpower policy/procedures.

9.15.9. SAF/IAPX conducts staff assistance visits, as required, to provide guidance, assistance, and insight into DAF and DSCA SA policy.

9.16. Roles and Responsibilities for Manpower.

9.16.1. CCM and PO Responsibilities for Case Manpower.

9.16.1.1. Review and validate manpower requirements submitted by other organizations (i.e., all requirements are included, workload is adequately described and justified by FMS manpower policy guidelines, and the manpower periods of performance (PoP) are sufficient to meet program requirements).

9.16.1.2. Ensure the DSAMS MTDS reflects the manpower requirements needed to support the workload as justified in the LOA.

9.16.1.3. Justify the essential military requirements (Regular AF/SF and Air Reserve Component (ARC) uniformed members) or the need for in-country Regular AF/SF member presence.

9.16.1.4. Identify and coordinate military offsets when military resources are not available. Each military essential position is coded in MPES using the appropriate resource identification code and the manpower Category Code: "O" for officers, "A" for enlisted, "C" for civilians, and "E" for the contractor manpower equivalent military essentiality status data field with the appropriate alpha code.

9.16.1.5. Reconcile proposed manpower requirements with program requirements after manpower implementation and submit timely case documents to reflect the execution status.

9.16.1.6. Notify the relevant MAJCOM/FLDCOM SMO when the FMS case is accepted and the initial deposit is processed by the Defense Finance and Accounting Service Internet Service Jacksonville (DFAS-IN/JAX), using the SMO's established procedure to place USG civilian and military positions on the UMD.

9.16.2. SMO Responsibilities for DAF FMS Manpower.

9.16.2.1. Provides manpower guidance to supported DAF SA organizations.

9.16.2.2. Assists in determining SA manpower requirements and capturing essential manpower requirements documentation.

9.16.2.3. Assists with reconciling and balancing proposed SA manpower/FMS-fundable requirements against the SA program's actual implementation requirements data.

9.16.2.4. Assists with the FMS manpower allocation process during the case implementation phase, processes FMS airman, manpower, and guardian change requests from the SA centers to MPES and notifies SAF/DS of actions taken.

9.16.2.5. Creates, codes, modifies, monitors, and tracks, and properly codes SA manpower authorizations through the MPES using an auditable manpower tracking procedure.

9.16.3. MAJCOM/FLDCOM FMS Manpower Responsibilities.

9.16.3.1. Requests SA policy waiver from SAF/IAPX, SAF/DS and or DSCA through the applicable SAF/IA CD as situations warrant.

9.16.3.2. Monitors and provides recommendations and feedback to higher headquarters on current SA manpower policies, and procedures, and policies and areas for continuous improvement.

9.16.3.3. Ensures military essentiality criteria referenced in above paragraph are applied when validating SA manpower requirements. Advises requesting organizations to consider alternatives (civilian versus contractor) or identifies offsets when DAF end strength ceilings restrict the use of military resources.

9.16.3.4. Monitors SA manpower authorizations through MPES or UMD.

9.16.3.5. Ensures compliance with and provides feedback on DoD, DAF and SAF/IA FMS manpower guidance and instructions.

9.16.3.6. Ensures IPD has been issued by implementing agency when the PN deposits required payment in the Defense Finance and Accounting Service (DFAS) PN Trust Fund to implement a case before executing an LOA manpower services line. Allocates MAJCOM/FLDCOM FMS manpower as approved in the DSAMS MTDS after an IPD has been issued by an implementing agency.

9.16.3.7. Assumes primary responsibility for MAJCOM/FLDCOM's FMS Administrative Surcharge-funded and direct case-funded manpower support concerns.

9.16.4. SAF/IA FMS Manpower Responsibilities.

9.16.4.1. Coordinates with DSCA, SAF/FM, the Headquarters U.S. Air Force Director of Manpower, Organization, and Resources (AF/A1M), and the applicable MAJCOM/FLDCOMs. Ensures compliance with DAF Corporate Structure's SA/FMS manpower guidance and assists with SA manpower resource programming and budgeting for a successful FMS case execution.

9.16.4.2. The SC enterprise entities OPR and OCRs are responsible for ensuring assigned manpower follows the established Air Force end strength thresholds, unless otherwise AF or DoD has approved a specific or standing waiver to exceed established ceiling or authority.

9.16.4.3. Obtains approval from the Headquarters U.S. Air Force Total Force Aircrew Management, Integration Division (AF/A3TF) for rated officer positions in support of FMS requirements.

9.16.4.4. Assists with SA manpower implementing guidance and procedures to establish and assign FMS OPR/OCR responsibilities, delegation/re-delegation/realignment of authority, FMS concept of operations (CONOPS), and innovative or enhanced approaches for DoD/AF process improvement. Writes and publishes responsibilities, delegation of authority, and workload realignment concept of operations relating to SA manpower guidance and procedures.

9.17. NC Waivers. In addition to the guidance found in SAMM, Chapter 9, SAF/IA delegates the authority to endorse a NC Waiver request to AFSAC at the materiel leader level or above. USG personnel should not ask the PN if they want to waive the NC charge.

9.17.1. The AFSAC and AFSAT country teams, and the POs, are responsible for the development and submission of the waiver package to DSCA.

9.17.2. For cases requiring a 36(b)(1) CN, the NC waiver request is submitted only after the notification is received/posted in DSAMS or after formal notification has occurred and a transmittal number is provided. See SAF/IAPX Policy Memorandum 19-25, Nonrecurring Costs (NC) Waiver Process, for specific details.

9.18. Payment Schedules. In addition to the guidance found in Security Assistance Management Manual (SAMM), Section C9.9, the following guidance applies:

9.18.1. The “Estimated Service Dates” field in DSAMS is used to estimate the start and end date of the manpower services line period of PoP months of service (MoS). The PoP formatted as month and year of service prints on the LOA at the line level in column 5 of the LOA.

9.18.2. For the embedded manpower lines with the primary purpose of providing materiel, a number range with an applicable SoS, DTC, and ORC is the correct documenting convention to indicate period of MoS 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 max extent possible and no DTC and ORC is required.

9.18.3. When documenting an intended PoP for the BO order lines, implementing MAJCOM/FLDCOMs may use the DSAMS Line Detail Delivery Tab (“Payment Schedule Override” field) to calculate the payment schedule. Data reflected in these fields is not visible in the LOA and intended only for payment schedule calculations.

9.18.4. For standard or unique payment schedules, DAF organizations ensure scheduled payments are sufficient to meet forecasted case financial expenditures.

9.18.5. 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.

9.18.6. DSCA (Country Financial Director) reviews a customer-requested payment schedule when implementing organization submits it with the LOA package, and the DSCA (Directorate of Business Operations (DBO) Country Financial Management [CFM] Division) approves the non-standard payment schedule only if it meets the anticipated case financial obligations computed for the standard payment schedule.

9.18.7. The implementing organization builds payment schedules using consolidated LOA line values in DSAMS.

9.18.8. 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 U.S. Government'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.

Chapter 10

TRAINING

10.1. Overview. Chapter 10 of the SAMM describes policies and procedures related to the provision of international training and education provided under SC authorities. SAMM guidance is expanded here with DAF-specific procedures.

10.2. Training Cases. Training cases cover all types of training, formal and informal courses, on-the-job training (OJT), familiarization or qualification training, aircrew training, professional training, mobile training teams (MTT), engineering technical services, Technical Assistance Field Teams (TAFT), ETSSs, Language Training Detachments (LTD), and other technical or specialist training from both the USG and contract sources. Dedicated training programs, which include multiple command requirements related to training, will be written and managed by AFSAC in coordination with the applicable MAJCOM/FLDCOM responsible for the base on which the dedicated training program is located. Due to U.S. law requiring the DoD to report international training and security screening of international students prior to receiving DoD or DoD sponsored training, all international student training must be conducted under a training line managed by AFSAT. **(T-0)** AFSAT will prepare training cases and provide all LOA data for training to support systems sales cases. Training will not be embedded in non-training lines unless a waiver to include training is approved by the AFSAT Commander.

10.2.1. Formal Training. Training in an officially designated course, conducted or administered according to an approved program of instruction, and generally leading to a specific skill in a certain military occupational specialty. Student throughput in these courses will be managed by AFSAT under either a dedicated training case or a line on a non-AFSAT managed LOA.

10.2.2. Eligibility for Invitational Travel Orders (ITO). Country Liaison Officers, Foreign Liaison Officers, exchange program participants, cooperative project personnel, foreign instructor pilots assigned to a CONUS program (i.e., ENJJPT or F-35), and personnel permanently assigned to a CONUS-based FMS dedicated training program will be supported through the Foreign Visit Request (FVR) program and are not authorized for ITOs. If enrolled temporarily in a DAF-provided training course an ITO may be issued, but it will expire at the end of the course and the foreign person will transition to coverage by a visit request. Foreign personnel permanently assigned to CONUS-based FMS dedicated training program (i.e., Singapore and Taiwan units, with others pending), or temporarily supporting those units during an exercise, are not foreign students eligible for an ITO.

10.2.3. Waivers. The Air Force Security Assistance Training Squadron Commander (AFSAT/CC) or their delegated representative may approve or disapprove requests from either the purchaser or the SCO to waive elements of the proposed training program. The AFSAT/CC is responsible for ensuring appropriate coordination with training providers and/or syllabus owners prior to approving waivers.

10.3. Training Prioritization. SAF/IA will identify critical training courses when demand exceeds capacity and will provide initial prioritized allocation guidance. When there are no capacity constraints, AFSAT is responsible for managing student throughput and any foreign requests for specific training start dates. After initial allocation, AFSAT will develop internal controls to systematically manage international quota reallocation if international purchasers are unable to fill their allocations.

10.3.1. SAF/IA prioritization of aircrew training will occur as soon as practical following the AF/A3 Programmed Flying Training (PFT) Conference.

10.3.2. AFSAT will execute SAF/IA priorities unless circumstances require deviation and may approve adjustments to all aircrew or technical training courses during the training execution year.

10.4. Exercise Participation. AFSAT does not manage international participation in CONUS or OCONUS exercise activities. The participation of qualified (or upgrading) foreign personnel in a DAF-hosted event, interacting and/or integrating with DAF personnel, is not considered formal or informal training for the purposes of receiving foreign reimbursement via the AECA. When DAF goods and/or services are needed to support foreign activity during these events, refer to [Chapter 4](#).

10.5. Permanent CONUS-based Dedicated Training Programs. AFSAC will write the cases associated with permanent CONUS-based dedicated training programs. The MAJCOM/FLDCOM owning the installation hosting the dedicated training program will manage and execute program activity through MAJCOM/FLDCOM-assigned personnel.

10.5.1. AFSAC retains the lead for all logistics-based issues requiring SAMIS access and supports the assigned CCM's program execution responsibilities.

10.5.2. Foreign personnel assigned as permanent party to CONUS dedicated flying squadrons will use the FVR process to sponsor their assignment to the hosting installation and any other CONUS installation visited during official business.

10.6. International Military Student (IMS) Security Vetting. IMS attending training on DoD installations and facilities in the U.S., and their authorized accompanying family members (AFM), must receive security vetting in accordance with Section 1090 of the William M. (Mac) Thornberry National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2021 (hereafter referred to as "Section 1090 security vetting"), and as implemented in the SAMM, C10.8. (T-0) The vetting process determines fitness of IMS and AFM for CRA to a DoD installation and is a prerequisite for ITO issuance.

10.6.1. Types of IMS/AFM Vetting/Screening. Section 1090 security vetting for IMS/AFM is performed by the Defense Counterintelligence and Security Agency (DCSA) for courses that are greater than 14 days in duration. Basic Screening is performed by DCSA for courses that are 14 days or less in duration.

10.6.2. Authority. The Secretary of the Air Force (SECAF) delegates authority to make CRA determinations for IMS and AFM attending training on DAF installations to SAF/IA through HAFMD 1-16. The SECAF delegation applies to United States Air Force and United States Space Force sponsored IMS/AFM.

10.6.3. Department of the Air Force IMS Assessment Panel (DAF-IMSAP). For IMS attending training on DAF installations, SAF/IAPX leads the IMS and AFM CRA assessment process and chairs the DAF-IMSAP (minimum O-6/GS-15). The DAF-IMSAP adjudicates pre-travel alerts received from the Defense Counterintelligence and Security Agency (DCSA) and determines fitness of IMS/AFM for CRA to a DAF installation. In the absence of the Chief, Security Assistance Policy and Education and Training Division, the Director/Deputy Director of Policy, and Programs (SAF/IAP) will act as Chair or appoint an alternate Chair.

10.6.3.1. The Air Force Inspector General, Special Investigations Directorate (SAF/IGX), the Department of the Air Force Counter Insider Threat Hub (SAF/AA), Air Force Security Forces (AF/A4S), and the Regional Affairs Directorate (SAF/IAR) are principal members of the DAF-IMSAP. CRA determinations will not be made without attendance/input from each of the above organizations. Other stakeholders may attend as determined by SAF/IAPX. The final CRA decision is made by the DAF-IMSAP Chair.

10.6.3.2. The DAF-IMSAP adjudicates assessments of low risk or moderate risk from Section 1090 security vetting; and low, moderate, and high alerts from Basic Screening. IMS/AFM who are assessed at no risk are automatically approved for CRA by the DAF.

10.6.3.3. The DAF-IMSAP may adjudicate security vetting/basic screening alerts assessed at low risk virtually, or in-person, at the discretion of the Chair. Alerts assessed at moderate risk or high risk will be conducted in-person. Irrespective of the forum used for adjudicating alerts, input is required from the principal members outlined in [paragraph 10.6.3.1](#) before making a CRA determination.

10.6.3.4. During CRA deliberations, the DAF-IMSAP will consider risks based on the six risk categories outlined by the Office of the Undersecretary of Defense for Intelligence and Security (OUSD(I&S)) and used by the Executive Steering Committee for security vetting.

10.6.3.5. In the event the DAF-IMSAP Chair is unable to reach a decision on fitness for CRA, the issue will be elevated to the SAF/IA Director of Policy and Programs for a determination.

10.6.3.6. The DAF-IMSAP Secretariat is the focal point for security vetting issues or questions. The DAF-IMSAP Secretariat schedules adjudication meetings, provides applicable read-ahead materials to participants, documents decisions, clears alerts in the Security Cooperation Training Management System (SC-TMS), and provides CRA denial notifications to OUSD(I&S), DCSA, and geographic combatant commands (GCC).

10.6.3.7. If an IMS is sponsored by the DON or DOA and is scheduled to arrive at a DAF installation as the first training location upon arrival in the U.S., the DAF will make a CRA determination and provide the decision to the sponsoring MILDEP. Differences between the sponsoring MILDEP and hosting MILDEP on the CRA determination will be adjudicated in the Tri-MILDEP Assessment Panel (TMAP) following procedures in [paragraph 10.6.6](#).

10.6.3.8. CRA Denial Appeals. CRA denial decisions may be appealed by the GCC/MILDEP to the authorities in [table 10.1](#).

Table 10.1. CRA Denial Appeal Authorities.

RISK RATING	SECTION 1090 SECURITY VETTING APPEAL AUTHORITY	BASIC SCREENING APPEAL AUTHORITY
LOW	Under Secretary of the Air Force	Under Secretary of the Air Force
MODERATE	Under Secretary of the Air Force	Under Secretary of the Air Force
HIGH	Secretary of Defense Deputy Secretary of Defense	Under Secretary of the Air Force

10.6.4. Appeals Process. Appeals for CRA denials of low and moderate risk IMS/AFM under Section 1090 vetting, and low, moderate, and high-risk IMS/AFM under Basic Screening will be made by the geographic combatant command deputy commander to the Under Secretary of the Air Force. Appeals will be submitted to the DAF Security Vetting workflow, saf.ia.ts-twgsecretariat@us.af.mil, and the DAF-IMSAP Chair will staff the appeal through the Deputy Undersecretary of the Air Force for International Affairs, to the Undersecretary of the Air Force.

10.6.5. High Risk Alerts. IMS/AFM assessed as high risk by DCSA following Section 1090 security vetting are automatically denied CRA by DCSA. IMS/AFM assessed at high risk following Basic Screening are adjudicated by the DAF-IMSAP. Approval of CRA for IMS/AFM assessed as high risk during Basic Screening require approval by the Under Secretary of the Air Force.

10.6.6. Tri-Military Department Assessment Panel (TMAP). The TMAP is a forum to resolve MILDEP differences for pre-travel CRA determinations when an IMS is sponsored by one MILDEP but will train at locations belonging to another MILDEP. The DAF-IMSAP Secretariat notifies affected MILDEP(s) of the DAF CRA decision, and schedules a TMAP, if requested by the sponsoring MILDEP.

10.6.7. Continuous Review (CR) Alerts. DCSA runs the security vetting protocol every 90 days on IMS/AFM currently in the U.S. for training. CR alerts produced by DCSA are provided to the DAF Counter Insider Threat Hub as an entry point. While CR alerts may be elevated to the DAF-IMSAP for review, the DAF IMSAP does not adjudicate derogatory information contained within CR alerts as part of its function. The installation owning MAJCOM is the decision authority for continued CRA following review of CR alerts. MAJCOMs will coordinate CRA removal decisions with SAF/IAR to promptly notify the applicable Embassy Air Attaché, prior to removal of CRA and IMS/AFM return to country.

10.6.8. Law Enforcement Requests for Information. External requests for current or historical information or records on IMS/AFM trained in the U.S., related to investigations or counterintelligence activities will be coordinated with SAF/IGX. OSI requests for IMS information or records will be provided with guidance found in Air Force Policy Directive 71-1, Criminal Investigations and Counterintelligence.

10.7. Security Cooperation Education and Training (SCET) Teams. The DD Form 2964, Security Cooperation Education and Training (SCET) Team Request will be used to request education or training by U.S. personnel, except for formal training courses administered by AFSAT or informal training programs provided through the SAPM. The in-country Chief of Mission will ensure in-country SCETs comply with SAMM prohibitions on combatant or operational activities. Questions on the authorities and processes for a SCET should be directed to SAF/IAP.

10.7.1. AFSAT will coordinate with Air Education and Training Command Air Advising and Expeditionary Readiness Branch (AETC/A3QS) to review the applicability of formal air advisor training for any SCET. Where formal air advisor training is required, it will be funded by the foreign purchaser and follow current AETC guidance.

10.7.2. AFSAT is responsible for ensuring personnel deploying under SCET authorities are qualified for their assignment, briefed on their command chain authorities, and have completed appropriate country-specific security training prior to departure. AFSAT is responsible for ensuring SCET teams involving flights on foreign aircraft comply with applicable OSD and AFMC airworthiness guidance.

10.7.3. MTTs require a defined scope in the DD Form 2964 and will not be sourced for “on demand” foreign-funded services. If the foreign purchaser requires broad-based training services from the DAF, the SCO will discuss TSC options with the air component (global force management sourcing of an air advisor) or will request ETSS or TAFT support. MTT personnel may be recalled by their respective commanders at any time, at the purchaser’s expense, to fulfill DAF operational taskings.

10.7.4. AFSAT will develop and maintain a standard After Action Report (AAR) for all SCET programs except for language training. The supported country’s SCO will enter foreign student data (rosters) into SC-TMS, and AFSAT will incorporate this data into a central report for distribution to the Air Component staff, SAF/IA CD, and Headquarters U.S. Air Force Director of Strategy, Concepts, and Assessments (AF/A5S).

Chapter 11

SPECIAL PROGRAMS AND SERVICES

11.1. Overview. Chapter 11 of the SAMM describes special programs and services. SAMM guidance is expanded here with DAF-specific procedures.

11.2. Presidential Drawdowns. The SAF/IA CD is responsible for managing all aspects of a Presidential Drawdown for a country in their portfolio, and will coordinate with HAF/SAF agencies, MAJCOMs, and POs to provide DSCA information to decide. If DSCA approves the drawdown an execution order will be provided to the Service. The SAF/IA CD will coordinate with applicable agencies to execute the directed drawdown.

11.3. Excess Defense Articles (EDA). The volume and availability of DAF EDA is determined by a process outlined in AFI 16-402, Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination. The SAF/IA CD is responsible for managing the EDA process as outlined in SAMM C11.T7.

11.3.1. SAF/IAPX will attend the Headquarters U.S. Air Force Logistics Directorate (AF/A4L) boarding processes where POs review DAF inventories for export. SAF/IAPX will provide stakeholders with known foreign requests for EDA assets and will coordinate on the PO's disposition plans.

11.3.2. CN must occur prior to the DAF offer of EDA to a recipient purchaser nation. **(T-0)** Any proposed EDA grant or sale that contains Significant Military Equipment (SME) or defense articles valued (in terms of original acquisition cost) \$7 million or more requires CN.

11.3.3. The SAF/IA CD is responsible for assembling the EDA CN package, which consists of a SAF/IAR endorsement memo, the LOR, the EDA survey message, a justification memo, the CTA, CCMD endorsement, and the EDA worksheet. The CN will be transmitted to DSCA following SAF/IAPX review.

11.4. Government Furnished Equipment/Government Furnished Materiel (GFE/GFM) Sales. Industry requests for GFE/GFM, in support of commercial ventures, should be forwarded to SAF/IAPX by the receiving agency.

11.4.1. SAF/IAPX will begin coordination with AFSAC, AFSAT, or other DAF stakeholders to assess the proposal and, if recommended, develop a package for DSCA approval.

11.4.2. If the sale is approved by DSCA, it will follow normal LOA processes and be managed by a CCM and/or PO supporting the equipment or material.

11.5. Section 30 Sales Letters of Request (LORs). The requesting company will provide the request package to AFLCMC/WFNB for processing. The package should include a vendor LOR with export documentation (DoS Form DSP-5, License for Permanent Export, DoS Form DSP-83, Non-transfer and Use Certificate, and Technical Assistance Agreement, if applicable). No LOR-based entries will be made in DSAMS or the DSCA 1200 System. See SAMM C11.5 for more information.

11.5.1. AFLCMC/WFNB will coordinate with stakeholders based on the item/service requested Non-Selective Availability Anti-Spoofing Module (SAASM) related items/services are coordinated with SAF/IAPX and the DSCA/STR/STI for approval. SAASM related services do not require SAF and DSCA approval.

11.5.2. Upon stakeholder approval, AFLCMC/WFNB will obtain pricing from the PO or use standard pricing. Pricing data for the administrative cost of preparing the agreement is provided by the Financial Management Division, Air Force Security Assistance and Cooperation Directorate (AFLCMC/WFF).

11.5.3. AFLCMC/WFNB prepares and signs the Section 30 Sales Agreement, and then obtains signature from the industry vendor. The agreement is implemented when funds are provided to DFAS-Indianapolis.

11.6. Leases. AFSAC will manage lease programs and track information via DSAMS. AFSAC will coordinate with the appropriate offices across the DAF as required to determine availability for lease, and agencies may decline to provide materials for lease.

11.7. Special Defense Acquisition Fund (SDAF). SDAF is a DSCA managed, financially independent, revolving fund used to finance the procurement of defense articles and services in anticipation of future FMS. SDAF is authorized per the AECA, Title 22 USC, § 2795.

11.7.1. SAF/IAPX is the DAF focal point for managing the process outlined in SAMM C11.9. and will coordinate the review and submission of all DAF procurement proposals, asset allocation requests, and inventory and financial reports. SAF/IAPX will provide general program and policy guidance for the execution of approved SDAF procurements.

11.7.2. AFLCMC/WFF implements financial management guidance for DAF POs utilizing SDAF funds. AFLCMC/WFF will coordinate with SAF/FMB on receiving and retransmitting SDAF funding and maintaining oversight of SDAF obligations.

11.7.3. POs are responsible for developing procurement proposals for consideration, maintaining appropriate inventory and financial control procedures, accountable for determining how SDAF will be reimbursed, tracking LOAs for reimbursement, submitting reimbursement packages, and providing ongoing program reporting.

11.8. Electronic Combat International Security Assistance Program (ECISAP). SAF/IAPW is the overall DAF lead for the ECISAP, which addresses issues associated with the technical release, procurement, installation, and sustainment support of electronic combat (EC) equipment. SAF/IAPW will convene appropriate stakeholders as required to resolve EC issues.

11.8.1. The Electronic Warfare and Avionics Division, Agile Combat Support Directorate, Air Force Life Cycle Management Center (AFLCMC/WNYI) will implement the ECISAP. AFLCMC/WNYI and ACC/IAS are responsible for collecting, validating, and informing both U.S. and international stakeholders of ECISAP-related costs. ECISAP will use a unique line on each participating member's LOA, with all charges following current financial management regulation guidance.

11.8.2. New ECISAP requirements will be charged in full to the initial foreign customer. AFLCMC/WNYI and ACC/IAS may reimburse the initial customer through an appropriate cost share mechanism if additional foreign customers are found within the first ten (10) year period of system sustainment.

11.8.3. AFLCMC/WNYI and ACC/IAS will ensure POs maintain Country Specific Technical Orders (CSTOs) for each supported EC system and configuration. POs will develop and ship CSTOs, and other relevant manuals, in support of foreign purchaser EC systems, and will update materials at a regular interval defined in the case.

11.8.4. AFLCMC/WNYI and ACC/IAS may charge the ECISAP case line for domestic or international travel as required to develop, test, or repair electronic programs, to consult with the foreign purchaser on their requirements, and to familiarize U.S. or foreign personnel with the technical operation of specific systems. AFLCMC/WNYI may determine the composition of the team and scope of the travel.

11.8.5. In the event of a shutdown of FMS operations at a host base, an ECISAP facility will become Real Property of the host base. The organizations managing ECISAP will inform SAF/IAPX when construction of an ECISAP facility is complete, which will begin the process of accepting ownership from the ECISAP partners that funded the construction. SAF/IAPX will obtain SAF/IA signature on an Acceptance of Ownership letter that SAF/IAR will issue to each ECISAP partner. SAF/IAPX will also staff Title 10 USC, § 2608(e), Reporting Requirement, CN with DFAS and Title 10 USC, § 2802, Military Construction Projects, CN with the Deputy Assistant Secretary of the Air Force for Environment, Safety, and Infrastructure (SAF/IEE).

11.8.6. The Foreign Military Sales Intelligence Division, Intelligence Directorate, Air Force Life Cycle Management Center (AFLCMC/INF) is the intelligence organization responsible for management of the intelligence requisition process for ECISAP in coordination with SAF/IAPW. As functional IPT member on all cases with an ECISAP line, INF hosts the required technical coordination meetings with all ECISAP stakeholders and collects the intelligence requirements from foreign partner in coordination with SPOs, AFLCMC/WNYI, and ACC/IAS with costs of support included in ECISAP line notes.

11.9. Technical Coordination Programs (TCPs). In support of the TPA to FMS, AFLCMC PMs will organize and lead TCPs to provide follow-on sustainment support services (technical, engineering, facility and infrastructure maintenance, contractor logistics support and logistics assistance) for various exported technical systems. The AFSAC TCP/IEMP PM has discretion on the number and scope of TCPs but will incorporate an IEMP.

11.9.1. The AFLCMC PM for a TCP is responsible for admitting new members and approving and implementing programs. TCPs will use case-funded manpower based on the number of participating nations and the planned workload.

11.9.2. Foreign members of a TCP will be billed on a proportional basis for shared work, with individual participants billed for unique requirements. Countries not participating in the TCP, but subsequently requesting TCP-developed materials, will be billed at the appropriate full cost of the requested items. The AFSAC PM has discretion to explore alternative cost-sharing options for non-TCP members.

11.9.3. TCPs will release newly discovered safety-of-flight related information to all foreign operators, regardless of their participation in the applicable TCP. The TCP Chief is responsible for ensuring the SAF/IA CD and in-country SCO are aware of a safety-of-flight finding to inform the operating partner.

11.9.4. TCP participation is limited to military, civilian, or contracted personnel from either the USG or participating nations operating the technical system.

11.10. Battlefield Information Collection and Exploitation System (BICES). The Deputy Secretary of Defense mandated that BICES, which includes U.S. BICES and U.S. BICES Extended (BICES-X), transitions from an OUSD(I&S) program to FMS. All future BICES programs will follow the FMS process and be funded by FMS national funds or BPC funds.

11.10.1. The International Command and Control, and Sensors Division, Digital Directorate, Air Force Life Cycle Management Center (AFLCMC/HBN) and the Cyber and Strategic Enabling, Concepts, Development, and Management Office (SAF/CDMX), the SECAF's Executive Agent for the DoD Mission Partner Environment, will jointly provide PO support for all BICES cases.

11.10.2. AFLCMC/HBN will serve as LM for BICES cases and advise SAF/CDMX on the FMS process. SAF/CDMX will be responsible for approving PN requests for BICES, coordinating with CCMDs on BICES authorizations, conducting all contracting, technical, and cost estimation actions, and assisting AFLCMC/HBN during case development.

11.11. Worldwide Warehouse Redistribution Services Program (WWRS). AFLCMC/WFAL will provide a tri-service program to facilitate the transfer and/or export of material acquired via FMS or DCS to USG or PN.

11.12. Parts and Repair Ordering System (PROS). AFLCMC/WFAL will provide a tri-service program to provide 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. Service-regulated materiel and equipment that are not requisitioned through SAMIS or other standard requisitioning and ordering sources of supply may need to be procured through the PROS.

Chapter 12

HUMANITARIAN ASSISTANCE (HA) AND MINE ACTION PROGRAMS

12.1. Overview. Chapter 12 of the SAMM describes DoD HA and Foreign Disaster Relief (FDR) policy and provides program guidance for the administration and execution of DoD HA and FDR activities funded with the DoD Overseas Humanitarian, Disaster, and Civic Aid appropriation.

12.2. Programs. These programs are generally conducted between OSD and CCMD agencies and do not routinely involve CONUS-based SA/SC personnel (CCMs and SAPMs).

Chapter 13

SECURITY COOPERATION INFORMATION TECHNOLOGY (IT) SYSTEMS

13.1. Overview. Chapter 13 of the SAMM describes SC IT systems. SAMM guidance is expanded here with DAF-specific procedures.

13.2. IT System Management. SAF/IA (DS) is responsible for representing DAF interests in the DoD's SC-related IT systems, preparing SAF/IA leadership for the Security Cooperation Governance Board, and for participation in the IT Change Review Board. SAF/DS has discretion to create, refine, or divest DAF-unique SC IT systems used to manage international requirements within the DAF.

Chapter 14

FORECASTING, PROGRAMMING, BUDGETING, AND AUDITS

14.1. Overview. Chapter 14 of the SAMM describes how DSCA anticipates future activities and revenue by forecasting future sales agreements, formulates and approves the expenditure of FMS and FMF funds, and complies with SC-related audits. SAMM guidance is expanded here with DAF-specific procedures.

14.2. Forecasting. The SAF/IAR CD is responsible for compiling country specific sales forecasts and providing them to DSCA when requested.

14.3. SAPBR. SAF/IAPR is responsible for consolidating DAF budget requirements and submitting them to the DSCA-led budget process.

14.4. Audits. POs and MAJCOM/FLDCOMs will support audit requests from agencies outside the DAF. SAF/IAP will assign the DAF lead agency when the audit is not specific to a country or platform.

Chapter 15

BUILDING PARTNER CAPACITY (BPC) PROGRAMS

15.1. Overview. Chapter 15 of the SAMM describes BPC programs. SAMM guidance is expanded here with DAF-specific procedures on programs which generally use USG funds, rather than foreign national funds, to execute.

15.2. Program Lead. SAF/IAR is the focal point for Title 10 BPC programs, where a dedicated team is established to handle Title 10 USC, § 333, Foreign Security Forces: Authority to Build Capacity activities. SAF/IAR will coordinate case activities as required with the SAF/IAR CD, AFSAT, AFSAC and POs.

15.3. Case Development and Execution. BPC cases using the FMS case structure will follow the processes outlined in DSCA Policy Memo 22-38, Revision of the Program Execution Requirements under Title 10 USC, § 333 and §1263 of the NDAA for FY 2016.

15.3.1. Unless directed by DSCA or OSD, the case writing team, or applicable LM, will incorporate foreign training requirements into the primary BPC case rather than using a separate BO training case.

15.3.2. Dedicated manpower to support BPC cases can no longer use FMS administrative funds. DSCA will send out an annual Title 10 BPC cost collection data call to coordinate BPC Manpower and Administrative Program Support requirements and provide funding with a Funds Authorization Document.

15.3.3. The PO will provide the AFSAC CCM with a list of BPC services, categorized as either severable or non-severable, to include in non-standard BPC case notes. The PO will categorize services with guidance found in the FMR definitions for severable and non-severable services.

15.4. Case Closure. The BPC case closure phase can begin as soon as supply services are complete (i.e., all materiel and services have been delivered). The IA will expend BPC program funds no later than July 31st of the funds cancelling fiscal year or other deadline specified in funding documents.

15.5. ETP. ETPs for BPC cases will follow the processes outlined in [Chapter 5](#).

15.6. Security Force Assistance (SFA). SFA in support of a CCMD's regional plan is a subset of SC generally separate from the FMS-based policies outlined in this AFMAN. AF/A3 is responsible for SFA policy and program execution, where SAF/IA is responsible for programs where foreign funds and/or the FMS case mechanism is used. SAF/IAP and the Headquarters U.S. Air Force Directorate of Training and Readiness, (AF/A3T) will jointly adjudicate any questions regarding the lead agency for SC programs.

15.6.1. Operational advising consists of operations, activities, and investments (OAI) conducted under numerous SC categories and other program models including SFA, foreign internal defense (FID), BPC and others conducted during what may be described as irregular warfare, and/or traditional war across the competition, crises, and conflict continuum. These OAI focus on operationalizing PN air mission capabilities and often includes integrating PN air forces with their surface forces to achieve integrated joint and coalition effects.

15.6.2. Operational advising functions on hands-on in-country assess, train, advise, assist, and equip activities, (synonymous with organize, train, equip, build, advise/assist model of SFA guidance), and exercises utilizing PN owned equipment either of U.S. and/or foreign origin.

Chapter 16

CASE RECONCILIATION AND CLOSURE

16.1. Overview. Chapter 16 of the SAMM describes case reconciliation and closure.

16.2. Current Procedures. There are currently no DAF-specific procedures required to expand on SAMM guidance.

KELLI L. SEYBOLT, SES, DAF
Deputy Under Secretary of the Air Force
International Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 USC, § 333, *Foreign Security Forces: Authority to Build Capacity*

10 USC, § 2608(e), *Reporting Requirement*

10 USC, § 2802, *Military Construction Projects*

46 USC, §§ 1101-1294, *Merchant Marine Act of 1936*

49 USC, § 40118, *Fly America Act*

5 CFR Chapter XVI, Subchapter B, Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*

22 CFR 120-130, *International Traffic in Arms Regulations*

Section 1090 of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021

Defense Logistics Management Standards 4000.25, *Logistics Systems Interoperability Services*, Volume 6, Chapter 3, *Military Assistance Program Address Directory*, 3 August 2023

Defense Logistics Manual (DLM), *Supply Standards and Procedures*, Volume 2, Appendices 8.30 - 8.32, *Foreign Military Sales Notice of Availability Key Document*, 26 November 2019

Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, *Security Assistance Management Manual*, 30 April 2012

Defense Security Cooperation Agency Policy Memorandum 22-38, *Revision of the Program Execution Requirements under Title 10 USC, § 333 and §1263 of the NDAA for FY 2016*

DoD 5500.7-R, *Joint Ethics Regulation (JER)*, 15 May 2024

DoD 7000.14-R, *Department of Defense Financial Management Regulation (FMR)*, Volume 15, *Security Assistance Policy and Procedures*, September 2023

DoDD 2140.02, *Recoupment of Nonrecurring Costs (NC) on Sales of U.S. Items*, 22 May 2013

DoDD 4270.5, *Military Construction*, 12 February 2005

DoDI 5230.24, *Distribution Statements on Technical Documents*, 10 January 2023

DoDI 5530.03, *International Agreements*, 4 December 2019

HAFMD 1-16, *Deputy Under Secretary of the Air Force, International Affairs*, 13 September 2022

DAFPD 16-1, *Security Cooperation*, 09 May 2023

DAFI 10-503, *Strategic Basing*, 12 June 2023

DAFI 62-601, *Airworthiness*, 10 June 2022

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*, 19 January 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

AFPD 71-1, *Criminal Investigations and Counterintelligence*, 1 July 2019

AFI 16-115, *Managing International Participation in Flying Exercises*, 16 January 2024

AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, 27 September 2019

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 24 October 2018

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 38-101, *Manpower and Organization*, 29 August 2019

AFI 51-403, *International Agreements*, 8 February 2019

AFI 61-301, *The Domestic Technology Transfer Process and the Offices of Research and Technology Applications, Cooperative Research, and Development Agreements*, 16 September 2019

AFMAN 16-1404, Volume 2, *Information Security Program: Marking of Information*, 7 January 2021

AFMAN 99-108, *Programming and Reporting Aerial Target and Missile Expenditures in Test and Evaluation*, 6 June 2023

SAF/IAPX Policy Memorandum 19-25, *Nonrecurring Costs (NC) Waiver Process*, 7 June 2019

SAF/IAPX Policy 20-11, *Congressional Notifications*, 28 February 2020

Prescribed Forms

None

Adopted Forms

AF Form 913, *Aerospace Vehicle Project Action*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 1348-5, *Notice of Availability/ Shipment*

DD Form 2875, *System Authorization Access Request (SAAR)*

DD Form 2964, *Security Cooperation Education and Training (SCET) Team Request*

DSP-5, *License for Permanent Export*

DSP-83, *Non-transfer and Use Certificate*

Abbreviations and Acronyms

A/S—Air-to-Surface

AA&E—Arms, Ammunition, and Explosives

AAR.—Airborne Aircraft Refueling
ACC—Air Combat Command
ADP—Automated Data Processing
AECA—Arms Export Control Act
AETC—Air Education and Training Command
AF—Air Force
AFI—Air Force Instruction
AFLCMC—Air Force Life Cycle Management Center
AFM—Accompanying Family Member
AFMC—Air Force Materiel Command
AFPD—Air Force Policy Directive
AFSAC—Air Force Security Assistance Center
AFSAT—Air Force Security Assistance Training Squadron
AFTTP—Air Force Tactics, Techniques, and Procedures
AMC—Air Mobility Command
AOD—Anticipated Offer Date
AOR—Area of Responsibility
AOS—Air Operations Squadron
ARC—Air Reserve Component
ASIP—Aircraft Structural Integrity Program
AT—Anti-Tamper
BO—Blanket Order
BICES—Battlefield Information Collection and Exploitation System
BPC—Building Partner Capacity
CAS—Contract Administration Services
CCA—Critical Controlled Assets
CCMD—Combatant Command
CCM—Command Country Manager
CD—Country Director
CFM.—Country Financial Management
CFR.—Code of Federal Regulations
CFTE.—Contract Full Time Equivalent

CISMOA—Communication Interoperability and Security Memorandum of Agreement

CM—Case Manager

CMCS—Case Management Control System

CN—Congressional Notification

CO—Contracting Officer

COMSEC—Communications Security

CONOPS—Concept of Operations

CONUS—Continental United States

CPD—Country Program Director

CPI—Continuous Process Improvement

CR—Continuous Review

CRA—Credentialed Recurring Access

CSTO—Country Specific Technical Order

CTA—Country Team Assessment

CUI—Controlled Unclassified Information

DAE—Defense Acquisition Executive

DAF—Department of the Air Force

DAF-IMSAP—Department of the Air Force IMS Assessment Panel

DAFPD—Department of the Air Force Policy Directive

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DBO—Directorate of Business Operations

DCS—Direct Commercial Sales

DCSA—Defense Counterintelligence and Security Agency

DDL—Delegation of Disclosure Letter

DFAS—Defense Finance and Accounting Service

DLM—Defense Logistics Manual

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DON—Department of the Navy

DoS—Department of State

DRU—Direct Reporting Unit
DSAMS—Defense Security Assistance Management System
DSA—Designated Security Authority
DSCA—Defense Security Cooperation Agency
DSCU—Defense Security Cooperation University
DTC—Delivery Term Code
DTSA—Defense Technology Security Administration
EC—Electronic Combat
ECISAP—Electronic Combat International Security Assistance Program
EDA—Excess Defense Articles
EEUM—Enhanced End-Use Monitoring
ETP—Exception to Policy
ETSS—Extended Training Service Specialists
EU—European Union
EUM—End-Use Monitoring
EW—Electronic Warfare
EXCOM—Executive Committee
FAA—Foreign Assistance Act
FAR—Federal Acquisition Regulation
FDO—Foreign Disclosure Office/Officer
FDR—Foreign Disaster Relief
FF—Freight Forwarder
FID—Foreign Internal Defense
FLDCOM—Field Command
FM—Financial Management
FMF—Foreign Military Financing
FMR—Financial Management Regulation
FMS—Foreign Military Sales
FO—Flag Officer
FOA—Field Operating Agency
FOIA—Freedom of Information Act
FTE—Full-Time Equivalent

FVR—Foreign Visit Request
FYDP—Fiscal Year Defense Plan
GCC—Geographic Combatant Command
GFE/GFM—Government Furnished Equipment/Government Furnished Material
GO—General Officer
GPS—Global Positioning System
GSOMIA—General Security of Military Information Agreement
HA—Humanitarian Assistance
HHQ—Higher Headquarters
HAF—Headquarters Air Force
HAFMD—Headquarters Air Force Mission Directive
IA—Implementing Agency or International Affairs
IAC—International Armaments Cooperation
IC—Intelligence Community
IEMP—International Engine Management Program
IG—Inspector General
ILCO—International Logistics Control Office
IMS—International Military Student
INFOSEC—Information Security
IO—International Organization
IP—International Program
IPD—International Program Directive
IPS—International Programs Security
IPT—Integrated Product Team
ISR—Intelligence, Surveillance, and Reconnaissance
IT—Information Technology
ITAR—International Traffic in Arms Regulation
ITO—Invitational Travel Order
JER—Joint Ethics Regulation
JTR—Joint Travel Regulations
JVI—Joint Visual Inspection
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
LSI—Letter of Offer and Acceptance Security Instruction
LSSS—Logistics Support, Supplies, or Services
LTD—Language Training Detachment
MAF—Mobility Air Force
MAJCOM—Major Command
MAPAD—Military Assistance Program Address Directory
MASL—Military Articles and Services Listing
MCR—Manpower Change Request
MD—Mission Directive
MDE—Major Defense Equipment
MICT—Management Internal Control Toolset
MILDEP—Military Department
MOA—Memorandum of Agreement
MoS—Months of Service
MOU—Memorandum of Understanding
MPCN—Manpower Position Control Number
MPEP—Military Personnel Exchange Program
MPES—Manpower Programming and Execution System
MTCR—Missile Technology Control Regime
MTDS—Manpower and Travel Data Sheet
MTT—Mobile Training Team
NATO—North Atlantic Treaty Organization
NBO—New Business Office
NC—Nonrecurring Costs
NDP—National Disclosure Policy
NGA—National Geospatial-Intelligence Agency
NGB—National Guard Bureau

NIPR—Non-secure Internet Protocol Router Network
NOA—Notices of Availability
NRC—Non-Recurring Costs
NSA—National Security Agency
NVD—Night Vision Devices
OA—Obligation Authority
OAI—Operations, Activities, and Investments
OCONUS—Outside Continental United States
OCR—Office of Coordinating Responsibility
OFFP—Operational Flight Plan/Program
OJT—On the Job Training
OPR—Office of Primary Responsibility
ORC—Offer Release Code
OSC—Office Symbol Code
OSD—Office of the Secretary of Defense
OSI—Air Force Office of Special Investigations
OSS&E—Operational Safety, Suitability, and Effectiveness
OCONUS—Outside Continental United States
OT&E—Operational test & Evaluation
P&A—Pricing and Availability
PCC—Primary Category Codes
PCS—Permanent Change of Station
PEC—Program Element Code
PEO—Program Executive Office
PFT—Programmed Flying Training
PM—Program Manager
PMD—Program Management Directive
PME—Professional Military Education
PMEL—Precision Measurement Equipment Laboratory
PMO—Program Management Office
PMP—Program Management Plan
PMR—Program Management Review

PN—Partner Nation
PO—Program Office
POC—Point of Contact
POL-MIL—Political-Military
POP—Period of Performance
POS—Position Number
PROS—Parts Repair and Ordering System
PSC—Personnel Support Cost
QAI—Quality Assurance Inspection
RCS—Report Control Section
RDT&E—Research, Development, Test, and Evaluation
REACH—Registration, Evaluation, Authorization, and Restriction of Chemicals
REUM—Routine End Use Monitoring
RID—Reimbursable Identification
S/S—Surface-to-Surface
SA—Security Assistance
SAAR—System Authorization Access Request
SAASM—Selective Availability Anti-Spoofing Module
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
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

SCIP—Security Cooperation Information Portal (DSCA)
SCO—Security Cooperation Organization/Office
SC-TMS—Security Cooperation-Training Management System
SDAF—Special Defense Acquisition Fund
SDR—Supply Discrepancy Reports
SECAF—Secretary of the Air Force
SECDEF—Secretary of Defense
SES—Senior Executive Service
SFA—Security Forces Assistance
SIPR—Secret Internet Protocol Router
SJA—Staff Judge Advocate
SME—Significant Military Equipment
SML—Senior Material Leader
SMO—Servicing Manpower Office
SOS—Source of Supply
SPT—System Planning Team
SRM—Security Requirements Matrix
SSC—Space Systems Command
TAFT—Technical Assistance Field Team
T2—Tuition Tool
TCG—Technical Coordination Group
TCP—Technical Coordination Program
TDC—Total Developmental Costs
TDR—Transportation Discrepancy Report
TDY—Temporary Duty
TLA—Travel and Lodging Assistance
TMAP—Tri-Military Department Assessment Panel
TP—Transportation Plan
TPA—Total Package Approach
TPT—Third Party Transfer
TSC—Theater Security Cooperations
TSFD—Technology Security and Foreign Disclosure

TTP—Tactics, Techniques, and Procedures
UMD—Unit Manning Document
UNTIA—United Nations Transparency in Armaments
USAF—United States Air Force
USD—Undersecretary of Defense
USG—United States Government
USML—U.S. Munitions List
USSF—United States Space Force
WCF—Working Capital Fund
WWRS—Worldwide Warehouse Redistribution Services

Office Symbols

AETC/A3QS—Air Education and Training Command Air Advising and Expeditionary Readiness Branch
AETC/IA—Air Education and Training Command International Affairs
ACC/IA—Air Combat Command International Affairs
ACC/IAP—International Engagements Division, Air Combat Command International Affairs
ACC/IAS—Security Cooperation Division, Air Combat Command International Affairs
ACC/JA—Air Combat Command Staff Judge Advocate
AF/A1M—Headquarters U.S. Air Force Director of Manpower, Organization, and Resources
AF/A1—Deputy Chief of Staff of the Air Force for Manpower
AF/A3—Deputy Chief of Staff of the Air Force for Operations
AF/A3T—Headquarters U.S. Air Force Directorate of Training and Readiness, Deputy Chief of Staff for Operations
AF/A3TF—Headquarters U.S. Air Force Total Force Aircrew Management, Integration Division
AF/A4—Deputy Chief of Staff of the Air Force for Logistics, Engineering, and Force Protection
AF/A4L—Headquarters U.S. Air Force Logistics Directorate
AF/A4S—Headquarters U.S. Air Force Security Forces Directorate
AF/A5/7—Deputy Chief of Staff of the Air Force for Strategy, Integration, and Requirements
AF/A5S—Headquarters U.S. Air Force Director of Strategy, Concepts, and Assessments
AF/JA—Headquarters U.S. Air Force Office of the Judge Advocate General
AFLCMC—Air Force Life Cycle Management Center
AFLCMC/HBN—International Command and Control, and Sensors Division, Digital Directorate, Air Force Life Cycle Management Center (AFLCMC/HBN)

AFLCMC/IN—Air Force Life Cycle Management Center Director of Intelligence

AFLCMC/INF—Foreign Military Sales Intelligence Division, Intelligence Directorate, Air Force Life Cycle Management Center

AFLCMC/IP—Air Force Life Cycle Management Center Director of Information Protection

AFLCMC/WF—Air Force Security Assistance and Cooperation Directorate

AFLCMC/WFE—Global Facilities Support Division, Air Force Security Assistance and Cooperation Directorate, Air Force Life Cycle Management Center

AFLCMC/WFF—Financial Management Division, Air Force Security Assistance and Cooperation Directorate

AFLCMC/WFAL—International Logistics Branch, Air Force Security Assistance and Cooperation Directorate, Air Force Life Cycle Management Center

AFLCMC/WFALB—Supply Discrepancy Reports Section, International Logistics Branch, International Logistics Support Division, Air Force Security Assistance and Cooperation Directorate, Air Force Life Cycle Management Center

AFLCMC/WFNB—Policy and Support Branch, Air Force Security Assistance and Cooperation Directorate, Air Force Life Cycle Management Center

AFLCMC/WNYI—Electronic Warfare and Avionics Division, Agile Combat Support Directorate, Air Force Life Cycle Management Center

AFSAT/CC—Air Force Security Assistance Training Squadron Commander

AFSAC CCM—Air Force Security Assistance and Cooperation Directorate Command Country Manager

AFSAT/XF—International Plans Division, Air Force Security Assistance Training Squadron

AMC/A8XA—HQ Air Mobility Command International Affairs Branch

AMC/FMFF—HQ Air Mobility Command Financial Operations Branch

DFAS—Defense Finance and Accounting Service

DSCA OGC—Defense Security Cooperation Agency Office of the General Council

OUSD (A&S)—Office of the Undersecretary of Defense for Acquisition and Sustainment

OUSD (I&S)—Office of the Undersecretary of Defense for Intelligence and Security

PM/RSAT—Department of State Office of Regional Security and Arms Transfer Policy

SAF/AA—Administrative Assistant to the Secretary of the Air Force

SAF/AQ—Assistant Secretary of the Air Force for Acquisition, Technology, and Logistics

SAF/AQX—Acquisition Integration Directorate of the Office of the Assistant Secretary of the Air Force for Acquisition, Technology, and Logistics

SAF/FM—Assistant Secretary of the Air Force for Financial Management and Comptroller

SAF/CDMX—Cyber and Strategic Enabling, Concepts, Development, and Management Office

SAF/GC—Office of the General Council

SAF/GCI—Office of the General Council for Intelligence, International, and Military Affairs

SAF/IA—Deputy Undersecretary of the Air Force for International Affairs

SAF/IA (DS)— Office of the Under Secretary of the Air Force, International Affairs, Director of Staff

SAF/IAP—Director of Policy, Programs and Strategy, Deputy Under Secretary of the Air Force for International Affairs

SAF/IAPD—Foreign Disclosure and Technology Transfer Division, Deputy Undersecretary of the Air Force for International Affairs

SAF/IAPR—Programming and Resources Division, Deputy Undersecretary of the Air Force for International Affairs

SAF/IAPW—Weapons Division, Deputy Undersecretary of the Air Force for International Affairs

SAF/IAPX—Policy, International Training and Education Division, Deputy Undersecretary of the Air Force for International Affairs

SAF/IAR—Directorate of Regional Affairs, Deputy Undersecretary of the Air Force for International Affairs

SAF/IARS—Space Division, Directorate of Regional Affairs, Deputy Undersecretary of the Air Force for International Affairs

SAF/IE—Deputy Assistant Secretary of the Air Force for Installations

SAF/IEE—Deputy Assistant Secretary of the Air Force for Environment, Safety, and Infrastructure

SAF/IEI—Installations Directorate of the Office of the Assistant Secretary of the Air Force for Energy, Installations, and Environment

SAF/IGX—Air Force inspector General, Special Investigations Directorate the (SAF/AA)

SAF/SQ—Assistant Secretary of the Air Force for Space Acquisition and Integration

SSC/IA—Space Systems Command International Affairs

SSC/S2—Space Systems Command Director of Intelligence

Terms

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.

Anticipated Offer Date (AOD)—The estimated date the USG is expected to deliver the LOA package to the PN or the PN's designated representative for review and acceptance. DSAMS automatically assigns an AOD derived from the AOD Group Code to every case document when the implementing major command enters a LOR receipt date and associates the LOR to a case document.

Articles—The items of supply or equipment requested or provided under FMS procedures.

Building Partner Capacity (BPC)—The 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 and AFSAT.

Command Country Manager (CCM)—Each PN (either a PN or an IO) is assigned a CCM to oversee its overall SA program. The CCM reviews all PN requests e.g., 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 USML. Additional items may be designated with guidance in the 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 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 more than 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.

Extended Training Service Specialists (ETSS) Team—The 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.

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.

Golden Sentry—The Golden Sentry End-Use Monitoring (EUM) program is designed to verify defense articles or services transferred by the USG to foreign recipients are being used in accordance with the terms and conditions of the transfer agreement or other applicable agreement.

Implementing Agency (IA)—The 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, AETC is the implementing major command for the training cases while AFMC is the implementing command for all other cases. While only AETC and AFMC are USAF FMS case-writing organizations, the other major commands can act as the 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 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.

Javits Report—By the first of February each year, State prepares and transmits the annual Javits Report to Congress to highlight proposed arms sales expected for offer within the calendar year. This report includes anticipated FMS and DCS of major weapons and weapons-related defense equipment that meets or exceeds \$7 million, or of any other weapons or weapons-related defense equipment that meets or exceeds \$25 million and are considered eligible for CN and approval. State is not required to include anticipated sales that have already been notified to Congress.

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.

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.

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.

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.

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.

Security Assistance Program and Budget Review—DSCA (OBO/CMP) conducts a SAPBR annually to align FMS, FMF, and CAS resources to meet the SA mission.

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 temporary or 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 IPD or 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.).

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 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.

Wassenaar Arrangement—As an export control regime with 42 participating states that promotes transparency of national export control regimes on conventional arms and dual-use goods and technologies.

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 OSD (A&S) approval is required before issuing P&A data or LOAs for MDE that has not undergone RDT&E. The item may be sold by either DCS or FMS subject to OSD (A&S) 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 obtain OSD (A&S) concurrence.